

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 CALL TO ORDER

2.0 LAND ACKNOWLEDGEMENT

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

3.0 APPROVAL OF THE AGENDA

Recommendation: THAT Council approve the agenda.

6

4.0 MINUTES OF THE PREVIOUS MEETING

Recommendation: THAT the Minutes of June 1, 2022 are approved.

5.0 DISCUSSION ARISING OUT OF THE MINUTES

6.0 DISCLOSURE OF PECUNIARY INTERESTS

7.0 PUBLIC QUESTION PERIOD

8.0 PUBLIC MEETINGS

14

8.1 Councillor Vacancy Appointment

9.0 DEPUTATIONS AND PRESENTATIONS - NONE

10.0 PUBLIC WORKS - NONE

11.0 TREASURY

26

11.1 Township Administration Building Repairs

Recommendation: THAT Council approve the repairs to the Administration Building up to a cost of \$53,200 to be funded from Administration Building Reserves

28 **11.2 Public Works Heating System Replacement**

Recommendation: THAT Council approve the replacement of the heating system in the Public Works Building up to a cost of \$48,670 to be funded from Public Works Building Reserves.

12.0 ADMINISTRATION

30 **12.1 Business Recognition Policy**

Recommendation: THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Business Recognition Policy;

AND THAT Council approve the Business Recognition Policy as presented.

34 **12.2 Memorial and Civic Recognition Policies**

Recommendation: THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Memorial and Civic Recognition Policies;

AND THAT Council approve the amendments to the Memorial Recognition Policy as presented;

AND FURTHER THAT Council approve the amendments to the Civic Recognition Policy as presented.

41 **12.3 Music in the Hills Community Grant**

Recommendation: THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Music in the Hills Community grant;

AND THAT Council provide a one-time extension to the 2022 grant funding for reallocation to the 2023 Music in the Hills.

45 **12.4 Procedural By-law Report**

Recommendation: THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Procedural By-law Amendment;

AND THAT Council repeal the "Council Seating and Order of Names Policy" adopted on February 19, 2009.

12.5 Declaring a Climate Emergency

Recommendation: THAT Council consider the following declaration and measurable actions:

WHEREAS the impacts of climate change are being felt in Mulmur and will continue to intensify, posing acute and lasting risks to people, business, and natural ecosystems;

AND WHEREAS these risks include, but are not limited to, extreme weather, threats to human health and wellbeing, economic disruption, food and water insecurity, social instability and threats to all other life on earth;

AND WHEREAS Mulmur has a crucial role to play in responding to, changing and mitigating the contributions to climate change through responsible planning and budgeting;

AND WHEREAS Council's Strategic Plan identifies a priority path of "Growing a Sustainable Mulmur: being proactive in sustainable initiatives to ensure the long term well-being of Mulmur";

AND WHEREAS the Township of Mulmur's Official Plan provides a policy for growth management where land use patterns shall "minimize negative impacts to air quality and climate change, and promote energy efficiency";

NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Mulmur declare a Climate Emergency for the purpose of recognizing and deepening our commitment to protecting our economy, ecosystems, and community from climate change;

AND FURTHER THAT, in response to this Climate Emergency, Council seeks to limit its contributions to the climate crisis, by way of the following actions:

1. That Council review the current Strategic Plan action items for "Growing a Sustainable Mulmur" to reprioritize commitments and identify additional areas to take action.
2. That Council direct staff to identify climate change options at budget time for Council consideration.
3. That Council direct staff to arrange training on climate change and climate lens adaptation to be scheduled in 2023.

13.0 PLANNING

13.1 Official Plan Draft APAC Policies

Recommendation: THAT Council receive the report of Tracey Atkinsons, CAO/Clerk/Planner, Official Plan Amendments – APAC Draft Policies;

AND THAT Council direct staff to advertise for a statutory public meeting and public open house for the draft Official Plan Amendment;

AND THAT Council consider reappointment of a Planning Committee to assist in the New Official Plan after the election.

92 **13.2 Housekeeping By-law**

Recommendation: THAT Council receive the report of Tracey Atkinson, Planner, Housekeeping By-law;

AND THAT a statutory public meeting be scheduled for September 7, 2022 to present the proposed amendments.

14.0 COMMITTEE MINUTES AND REPORTS

- 101 **14.1 Shelburne District Fire Board Minutes: April 5, 2022**
106 **14.2 NDCC Board Minutes: April 13, 2022**
111 **14.3 Community Communications Advisory Committee Minutes: May 26 2022**
113 **14.4 Economic Development Committee Minutes: May 30, 2022**
116 **14.5 Economic Development Committee Minutes: June 16, 2022**
118 **14.6 Ad-Hoc Planning Advisory Committee Minutes: June 29, 2022**
- 120 **14.7 Economic Development Video Report**

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

Recommendation: THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Economic Development Videos;

AND THAT Council approve the creation of two promotional videos featuring local businesses and tradespeople throughout Mulmur.

15.0 INFORMATION ITEMS

- 123 **15.1 2nd QTR By-law Enforcement Report**
124 **15.2 2nd QTR Planning Report**
126 **15.3 NVCA Board Highlights: May 2022**
128 **15.4 NVCA Board Highlights: June 2022**
131 **15.5 Town of Orangeville Notice of Public Meeting: Towing By-law**
179 **15.6 County of Dufferin Final Land Needs Analysis Presentation**
194 **15.7 Infrastructure Canada's Green and Inclusive Community Buildings**
195 **15.8 Municipal Engineers Association Letter**
197 **15.9 Rural Economic Development and Rural Broadband Strategy Letter**
198 **15.10 Town of Shelburne Land Acknowledgment**

201 **15.11 More Homes for Everyone Endorsement**

Recommendation: THAT Council receives the information items as copied

203 **15.12 Town of Orangeville Resolution: OLT**

204 **15.13 Town of Blue Mountains Resolution: Voter's List**

205 **15.14 Town of Aurora Resolution: Bill C-233 "Keira's Law"**

208 **15.15 Town of Aurora Resolution: Mandatory Firefighter Certification**

210 **15.16 Township of Greater Madawaska: Annual Emergency Exercise**

212 **15.17 Municipality of Brighton: Draven Alert**

Recommendation: THAT the following items be endorsed: _____

16.0 CLOSED SESSION

16.1 Compensation Review

Recommendation: THAT Council adjourn to closed session at _____.
pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1)
matter relating to personal matters about an identifiable individual, including
municipal or local board employees.

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

17.0 ITEMS FOR FUTURE MEETINGS

17.1 Gravel Pit Reserves

18.0 NOTICE OF MOTION

19.0 PASSING OF BY-LAWS

214 **19.1 Councillor Appointment By-law**

215 **19.2 2022 Library Service Agreement By-law**

225 **19.3 Procedural By-law**

247 **19.4 Confirmatory By-Law**

Recommendation: THAT By-Laws 19.1 to 19.4 be approved.

20.0 ADJOURNMENT

Recommendation: THAT Council adjourns the meeting at _____ to meet
again on August 3, 2022, or at the call of the Chair.



COUNCIL MINUTES

June 1, 2022
9:00 A.M.

Council Present: Mayor Horner, Deputy Mayor Hawkins, Councillor Boxem, Councillor Clark

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

1.1 CALL TO ORDER

The Mayor called the meeting to order at 9:04 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 Hawkins

THAT Council approve the agenda.

CARRIED.

4.0 MINUTES OF THE PREVIOUS MEETING

Moved by Boxem and Seconded by Clark

THAT the Minutes of May 4, 2022 are approved.

CARRIED.

5.0 DISCUSSION ARISING OUT OF THE MINUTES - NONE

6.0 DISCLOSURE OF PECUNIARY INTERESTS - NONE

7.0 PUBLIC QUESTION PERIOD - NONE

8.0 PUBLIC MEETINGS - NONE

9.0 DEPUTATIONS AND PRESENTATIONS

9.1 Presentation of Recognition Certificates

Council welcomed Gordon Laird, the Township's 2022 Senior of the Year award recipient and presented a certificate of recognition from the Province of Ontario and Township of Mulmur.

9.2 KPMG 2021 Year End Financial Statements: Matthew Betik

Council welcomed Matthew Betik, Partner and Auditor at KPMG LLP. Betik presented the Township's 2021 Draft Financial Statements. The audit did not reveal any red flags and showed increasing reserves, decreasing debt and a leveling out of taxation. Betik confirmed testing of transactions at all dollar values and that no adjusting entries were required.

Council discussed individual line items in the Financial Statements and requested descriptions be amended to provide more specific labelling.

The Financial Statements show approximately 54% of the Township's assets are halfway through their lifespan. Heather Boston, Treasurer provided an update on the Township's asset management plan update for presentation later in the year.

Matthew Betik and Council thanked Heather Boston and the treasury team for their dedicated work.

Moved by Hawkins and Seconded by Clark

THAT Council approve the Township of Mulmur's 2021 Financial Statements as amended.

CARRIED.

10.0 PUBLIC WORKS

10.1 2022 Calcium Chloride Fuel Surcharge

John Willmetts, Director of Public Works and Heather Boston, Treasurer presented the additional fuel surcharge being applied by Da-Lee for calcium chloride. Staff noted conditions on fuel surcharges should be included in the procurement process moving forward.

Council discussed the impacts being felt by inflation and expressed concern on the ability to budget accordingly.

Moved by Clark and Seconded by Hawkins

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

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

AND THAT Council direct staff to maintain service levels;

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

CARRIED.

11.0 TREASURY

11.1 NDCC 2022 Budget

Heather Boston, Treasurer presented the NDCC 2022 budget.

Moved by Clark and Seconded by Hawkins

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

12.0 ADMINISTRATION

12.1 Council Vacancy

Roseann Knechtel, Deputy Clerk, presented the requirements under the Municipal Elections Act, Municipal Act and Ministry of Municipal Affairs and Housing. A draft procedure to fill the vacancy was presented to Council for consideration.

Moved by Boxem and Seconded by Clark

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

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

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

CARRIED.

Moved by Boxem and Seconded by Clark

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

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

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

CARRIED.

12.2 Committee / Board Appointments

Council discussed the hardships of a four (4) year commitment for committee members and expressed interest in discussing committee terms of reference further for the next term of Council.

Moved by Hawkins Seconded by Boxem

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

- Police Services Board: Shirley Boxem
- Provincial Offences: Earl Hawkins
- Committee of Adjustment: Janet Horner
- Roads Safety Committee: Earl Hawkins
- Mulmur-Melancthon Fire Board: Patty Clark

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

CARRIED.

12.3 Restricted Authority (Lame Duck) Report

Roseann Knechtel, Deputy Clerk, presented the possible restricted authority Council may face during the election process and the measures of delegated authority during such times to ensure continued operation of the municipality.

Moved by Hawkins Seconded by Boxem

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

CARRIED.

Council recessed at 10:20 and returned at 10:29 a.m.

12.4 Notice of Motion: Climate Emergency

Council discussed ensued surrounding the implications of declaring an emergency and sought clarification on the composition of the intergovernmental panel.

Direction was given to staff to investigate actions of other municipalities and provide practical options for Mulmur to consider operations with a climate lens.

Moved by Hawkins and Seconded by Boxem

THAT Council defer making decision on the Climate Emergency Notice of Motion pending greater information and a staff report.

CARRIED.

12.5 Notice of Motion: Ontario Climate Caucus

Moved by Boxem and Seconded by Clark

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

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

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

AND FURTHER THAT a copy of this resolution be forwarded to all municipalities in Dufferin County.

CARRIED.

12.6 Notice of Motion: Recognition Policy

Discussion ensued on current staff operations.

Moved by Clark and Seconded by Boxem

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

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

CARRIED.

12.7 Strategic Plan Action Items

Tracey Atkinson, CAO/Clerk/Planner presented Council's current strategic plan accomplishments and outstanding action items.

Moved by Hawkins and Seconded by Clark

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

CARRIED.

13.0 PLANNING

13.1 Official Plan Workplan – Environmental RFP

Tracey Atkinson, CAO/Clerk/Planner presented the impacts of the natural heritage system mapping and the effects on Mulmur's Official Plan process, proposing that Development Charges planned for the Official Plan amendment be used to contract the expertise necessary to address the areas of environmental protection.

Discussion ensued on costing, trees and declining agriculture.

Moved by Boxem Seconded by Clark

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

CARRIED.

14.0 COMMITTEE MINUTES AND REPORTS

14.1 April 2022 OCC Notes

14.2 NDCC Board of Management Minutes: April 13, 2022

14.3 Shelburne District Library Board Minutes: April 19, 2022

14.4 Joint Police Services Board Minutes: April 22, 2022

14.5 Rosemont District Fire Board Minutes: May 10, 2022

14.6 County Council Minutes: May 12, 2022

14.7 Road Safety Committee Minutes: May 16, 2022

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

14.9 Committee of Adjustment Minutes: May 18, 2022

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

14.11 Roads Safety / Community Safety Committee Motion

Moved by Hawkins and Seconded by Boxem

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

CARRIED.

15.0 INFORMATION ITEMS

- 15.1 Endorsement of Mulmur's More Home For Everyone Resolution**
- 15.2 Rosemont District Fire Board 2021 Financial Statements**
- 15.3 Mulmur-Melancthon Fire Board 2021 Financial Statements**
- 15.4 Shelburne & District Fire Department 2021 Financial Statements**
- 15.5 Township of Clearview: Zoning By-law Amendment Notice**
- 15.6 County of Dufferin Infrastructure and Environmental Services Committee Report**
- 15.7 Notice of Decision: Excess Soils and Regulation Changes under the Aggregate Resources Act**
- 15.8 Music in the Hills 2022**
- 15.9 Township of Grand Valley Resolution: Municipal Comprehensive Review**
- 15.10 Township of Amaranth Resolution: Municipal Comprehensive Review**

Moved by Hawkins and Seconded by Clark

THAT Council receives the information items as copied.

CARRIED.

16.0 CLOSED SESSION

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

Moved by Hawkins and Seconded by Clark

THAT Council adjourn from open session and move into closed session at 11:27 am pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

CARRIED.

Moved by Hawkins and Seconded by Clark

THAT Council do rise out of closed session and into open session at 11:53 a.m. with the following motion:

THAT the confidential correspondence regarding settlements at the Ontario Land Tribunal dated May 11 2022 from the Township Solicitor, be received;

AND THAT the Mayor and CAO be authorized to enter into Minutes of Settlement with Lisa Deas Csizik and Thomas Cisizk as described in the Minutes of Settlement.

CARRIED.

17.0 ITEMS FOR FUTURE MEETINGS

- 17.1 Township Gravel Reserves**
- 17.2 Notice of Motion: Climate Emergency**
- 17.3 Council Vacancy Appointment**

18.0 NOTICE OF MOTION - NONE

19.0 PASSING OF BY-LAWS

- 19.1 Zoning By-law Amendment: Longworth / Horak**
- 19.2 Zoning By-law Amendment: Pole / Martel**
- 19.3 Restricted Authority (Lame Duck) By-law**
- 19.4 Planning Consultation By-law**
- 19.5 Confirmatory By-Law**

Moved by Clark and Seconded by Boxem

THAT By-Laws 19.1 to 19.5 be approved.

CARRIED.

19.0 ADJOURNMENT

Moved by Hawkins and Seconded by Clark

THAT Council adjourns the meeting at 12:03 p.m. to meet again on Wednesday July 6, 2022 at 9:00 am, or at the call of the Chair.

CARRIED.

.....
Janet Horner, Mayor

.....
Tracey Atkinson, Clerk

**LIST OF CERTIFIED CANDIDATES***Municipal Elections Act, 1996, s.11(4)2*

NOTICE is hereby given to the Municipal Electors of the Township of Mulmur

That during the period commencing on June 1, 2022 and completed on June 29, 2022, the following persons filed all necessary papers, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the Municipal Elections Act, 1996. I have, therefore, certified such candidates for the office, which follows their respective name:

NAME OF CANDIDATE	OFFICE
Andrew Cunningham	Councillor
Kim Lyon	Councillor
Leah Pressey	Councillor
Manoj Singh	Councillor
Barry Smith	Councillor
Daryl Stansfield	Councillor
Timothy Trafananko	Councillor

Dated this day of June 29, 2022

A handwritten signature in black ink, appearing to read "Tracey Atkinson", written over a horizontal line.

Tracey Atkinson, Clerk

Personal Statement
Of Qualifications for Consideration of Council

I present myself to council as a candidate for the position of councillor, within the Township of Mulmur.

Having attended Laurentian University and receiving a Bachelor of Arts in Economics, as well as working in the field of Logistics, I bring forth a skill set that would prove beneficial to the role of Councillor. Employing my knowledge of environmental sustainability, fiscal responsibility, and the implementation of community service amenities would be a great asset in projecting and implementing community growth within Mulmur.

I am a contributing member of this community through my work as a Firefighter with the Rosemont District Fire Department. My role as an on-call firefighter, since 2016, has me actively participating in various community events (e.g. Music in the Hills, Pancake Breakfast fundraiser, road-side cleanup), and diligently responding to community emergencies as they occur. I am in a very fortunate, and unique, position where I have the opportunity to see the people of our community at their absolute best and similarly during times of great need.

I have a vested interest in the future of this great community, as it is where Sarah and I have chosen to raise our three young children. I believe that one should give back whenever possible for the betterment of the greater good. I am actively involved in my children's education, having been a parent volunteer at my children's school, Primrose Elementary School, for many years. I take great pride in my abilities to share my knowledge of firefighting and have often attended classroom visits, and community events, to promote the role, and the importance, of community helpers within our community. I am also an assistant coach for the Shelburne Minor Ball Hockey League.

I conduct myself, and structure my beliefs, using an anti-oppressive framework. I strive for inclusivity and acceptance for all. I believe that, as a community, we must empower our members and allow opportunities whereby they see themselves as active agents responsible for change.

I have had the opportunity to speak with Roseann Knechtel, the Deputy Clerk, regarding possible community projects and potential community development and enhancements, during casual conversations when I have visited the Town Office. I would be honoured to be given the opportunity to further expand my community involvement to include Councillor and to be a voice for our community.

Thank you for your consideration.

Andrew Cunningham



June 3, 2022

Hello

Please allow me to introduce myself. My name is Kim Lyon. I live at 887391 Mono-Mulmur Tline where I have resided for over 30 years. I moved to Mulmur with my family when I was a teenager. I grew up in the Hills of Mulmur and went to high school in Shelburne, eventually raising my 2 children here.

I am a Certified Professional Accountant and have held numerous executive positions over the years, heading up various department over multiple jurisdictions. For 7 years, I was head of the accounting department for a multinational manufacturing company in Brampton, whereby I managed multiple accounting departments located in Montreal, North Carolina and Brampton, all without the use of today's video conferencing systems. Most recently, my husband and I opened a tax and bookkeeping firm in Alliston. I am currently a Director on the Board of the Alliston Business Improvement Association and a member of Mulmur's Committee of Adjustment. From 2006 to 2009 I served various positions on the Certified General Accountants, Huronia Chapter Board.

I am organized and trustworthy with the ability to lead. As an active listener and strategic thinker, I have the ability to get the job done.

I spent the better part of 30 years commuting south of Hwy 9 for my career. Now, it's time to give back to the community that I am so fond of.

I hope you will consider me as a worthy Councillor.

Thank you for your time.

Kim Lyon

To Whom it May Concern

I am writing to apply for the current vacancy on the Mulmur Council. Although I have only become a resident of Mulmur in the past two years, I have been a Dufferin resident for the past 22 years. Over this past year, I have become committed to sustainable and environmentally sound growth in our township, and have shown this commitment through my participation on the Ad-Hoc Planning Committee, as well as attending some council meetings as an observer and, on one occasion, presenting to Council.

As a recently retired secondary school mathematics teacher, I have much experience working with groups, both as a leader and as a participant. I have spent much of my career as an environmental and diversity advocate and intend to continue this work into my retirement from teaching. I am eager to learn more about the position of Councillor by filling this vacancy, so that I may better understand how I can best serve the township.

Thank you for your consideration,


Leah Pressey

1 Mountainview Drive

Mulmur

L9V 3H5

MANOJ KUMAR SINGH
8 PERIDOT ROAD, BRAMPTON, ON L6P 0Z6



STATEMENT OF QUALIFICATION

My journey to Canada started as new immigrant in 2001. After completing my MBA from Wilfrid Laurier University I became passionate about organizational growth and team building which ultimately led to conclusion that family is foundation for all growth. My actual learning started after that as corporate worker, Entrepreneur, Founder of social organization, Municipal committee member (Mono Heritage and Recreation Committee) and working since as entrepreneur. For me Mulmur is my home from last 5 year and it will be my future generations home at least next 50 years.

For nomination as Councillor to Mulmur is just like back in the family where I belong. I do not consider myself as qualified enough to work as a councillor but I am certainly consider myself as helper to council members. Unfortunately there is no helper position. You can consider my application for following.

My intention to become councillor is not fuelled by political desire. My main goal is to find a position to help Mulmur township council in best way possible. I do not want to become councillor for full term as you guys are doing great job with lot of hard work and dedication. I only want to be in council for 4 month and want to work hard for my home Mulmur. I want to prove myself to town as well as council members that I can be your assistant for any help and support.

Mulmur is my home and I want to do something productive with the help of all stake holders. My only dream is that to put Mulmur on top of Dufferin County and top of provincial map as village where people are proud citizen and proud family.

Any family, group, society needs diversity and we are multicultural society. My position as council helper will bring one additional view that is different. My background, thought process and the way of looking same thing differently will give fresh prospective to council.

Please include me as family member of extended Mulmur township. All journey starts as family unit first and that is base of all happiness/growth/well being for individual as well as society. For me I will be your 2am friend/supporter/helper. You can call me any time to discuss. I will support in any way as I could. This is my selfish interest to be part of my family. For me working

with you is my choice as well as compulsion. If all my family members are not happy eventually unhappiness will come to me. Similarly If my Mulmur is not happy and proud finally it will come to me also.

I want to be proud of my family, my council and my city staff and make them proud with my integrity . The day will come when you stand at Eaton centre and ask 10 people where Mulmur is and why is famous. They can say that yes I know that is best place to live and that is only 90km from Pearson Airport. They have best Mayor and Council. They have best staff in township and they take care of each other as family.

Barry FG Smith
717268 1st Line East
MULMUR, Ontario
L9V0G2

June 29, 2022

Attention: CAO/Clerk/Planner - Tracey Atkinson
 Deputy Clerk - Roseann Knechtel
 Mayor - Janet Horner
 Deputy Mayor - Earl Hawkins
 Councillor - Shirley Boxem
 Councillor - Patricia Clark -

**Personal Statement of Qualification for
Consideration of Council**

It is with great enthusiasm, I humbly submit my name for consideration for the position of Town Councillor, Mulmur Township Council. This rare opportunity coincides with my determination to be of service to our community of Mulmur Township. We all realize how the Western World has come together to help a neighbour in need. I think we all see by that example, how we are all affected individually and by nation. We are in a "Global Village" as Marshall McLuhan said in 1964. That forward thinking by McLuhan, cannot be more true than today. There are many challenges that face everyone at a local, regional and national level. The important job at hand is dealing with our local issues first. By dealing with those issues, we serve the greater community by example. I served my country in the RCAF and then went on to study cinematography at Sheridan College. My career in cinematography has spanned 45 years. It exposed me to all walks of life around the globe. I had the privilege to cover the political scene from city Council meetings, Queen's Park, PM office, the Royal Family, and the White House Press Corp.

I listened to many intelligent leaders in politics and business, telling how they would make this world a better planet. I learned a lot from those diverse experiences. My journey started with John Lumby Productions in Saskatoon. John had the CBC contract for the province of Saskatchewan, where I had the fortune of working with the young Peter Mansbridge for the first time. We would continue to work together over the course of the next 45 years. That eventually led to a job with Saskatchewan agriculture as producer cameraman editor. Then on to the University of Calgary with the communications media dept. After 10 years out west, I came back to Toronto to freelance from 1985-2018. I am a life member of International Cinematographer Guild Local 667 and served on the board for 3 years. My life partner Linda Montgomery of 36 years and I have lived in Mulmur for 24 years. We are proud to call Mulmur home. I will commit to clear, concise, diverse, and regular communication with the community. I will be accessible thru meetings, events and by phone and email. I look forward to the public meeting on July 6, 2022 to address questions about my candidacy.

Your Sincerely,

A handwritten signature in black ink, appearing to read 'Barry', with a stylized flourish underneath.

Barry FG Smith

June 29, 2022

**Daryl Stansfield
796149 3rd Line East,
Mulmur, ON L9V 0H2**



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

To whom it may concern,

This letter is to express my interest in the Township of Mulmur Council vacancy. The following is a brief introduction about myself and my interest in the position of Councillor.

My family moved to Mulmur in December 2021, after spending many years searching for a rural property. When we discovered Mulmur, we immediately fell in love with its beauty, the local community “small town feel”, and its proximity to services and shopping.

Since becoming a new resident, I have been spending my time getting acquainted with the area, the community, and all that Mulmur offers. I am happy to say that the community has been open and welcoming, and as such I have immersed myself by volunteering at Primrose Elementary, where my son and daughter attend school. I have had the opportunity to attend field trips and take part in special events. Most recently, I have volunteered as a Coach for my daughter’s local ball hockey organization and found that to be a rewarding and exciting experience which has helped me to make connections with other community members.

As a professional, I am a small business owner with an extensive background in sales, marketing, and advertising. I am the Vice President of Sales and Marketing at Sugar Estate Media, a digital advertising company based in Toronto.

For the past twenty years I have been fascinated with digital marketing and have experience with managing teams and media budgets for global executive clients and leading end to end delivery of technology transformation projects. In 2009, I won Marketing Magazine’s ‘Digital Media Player of the Year’ award for top media professional in Canada; in 2010 I was nominated again.

As someone who is active in the industry on a volunteer basis, I enjoy chairing various advertising events and continue to volunteer on committees for the AdClub of Toronto and the Interactive Advertising Bureau of Canada (IAB). My experience includes building, maintaining, managing, and sustaining respectful working relationships and

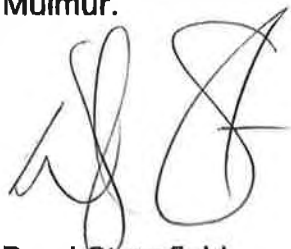
partnerships. These partnerships extend to global and national clients, community organizations and local committees and providers. I believe that my strengths lie in my ability to communicate effectively and successfully manage a flow of information, all the while maintaining a collaborative working relationship with others.

During my short time in Mulmur, I have really enjoyed the people and places I have been able to meet and visit. I see first-hand the growth and development that Mulmur has been undergoing, and I feel that there is potential to help shape that growth in a way that benefits the citizens of Mulmur, and those doing business here as well. I also understand some of the environmental impacts of this growth and the delicate balance between growing a community and protecting its greenspaces.

As someone who grew up in a small town and has lived in several cities across Canada, I think that I am uniquely positioned to bring a fresh point of view and new ideas to Council. I feel that I am well-suited for this position, and I envision progressing for the future while retaining many of the traditional elements that have contributed to Mulmur being an ideal place to live, work and play.

I understand that a Council Member should represent the whole of the community and act on behalf of community members and residents. I am committed to the responsibility that this position holds and feel that my priority would be meeting the needs of the residents while moving the Township forward in a fiscally responsible and appropriate manner. I also understand that listening to community members is crucial for this position to be successful, as providing residents with the ability to raise local issues and concerns are key to making decisions that are best for the Township. I am confident that my exceptional communication skills make me an ideal candidate for the Councillor position.

Thank you for your time and consideration.
I look forward to hearing more about the Councillor position with the Township of Mulmur.

A handwritten signature in black ink, appearing to read 'Daryl Stansfield', with a stylized, cursive script.

Daryl Stansfield

[Redacted]
[Redacted]

TIMOTHY P TRAFANANKO
718078 1st Line E Mulmur , ON, L9V 0G3

Dear Sir/Madam;

Enclosed please find my personal statement of qualifications and a brief description of some field activities associated with the **HVAC Industry**.

I would appreciate if you would take the time to review my qualifications and look forward to meeting with you in the near future to further discuss my application for Township of Mulmur Council.

However, if this is not convenient, please feel free to call me at (705)

Yours truly,



Timothy P Trafananko

Subject: Personal Statement of Qualifications

Dear Sir or Madam:

The following is a brief outline of my qualifications pertaining to my application for Township of Mulmur Council. to support the municipality and its operations while ensuring that the public and municipality's well-being and interests are maintained.

My personal status is that of a fully licensed Journeyman with Interprovincial Certification # F1800524, Trade Certificate #313A-359928, also fully licensed and holder of Multi Gas/Oil Certification # 0154338 and O.D.P. Qualification Card # 553820.

USA Certifications, EPA Universal Certification Card # P1EC45935C5B408E1, Certified Mechanical Contractor State Of Florida CMC1249803, All licences are current and valid which qualify me to work anywhere in North America along with my dual citizenship status.

Former UE Vice president represent the organization to chair membership meetings, assumes and complete President duties in the absence of the President.

I am a graduate of George Brown College, having served 5 years of apprenticeship and over 25 years as a fully qualified Journeyman in this industry. My employment history during this period is, specializing in the chiller service industry and other H.V.A.C. systems. Going above and beyond helping workplace professionally and ready anytime of the day to extend a helping hand to family and friends within the neighbourhood and even across the ocean in the USA and willing to do the same in my own community



STAFF REPORT

TO: COUNCIL
FROM: Heather Boston, Treasurer
MEETING DATE: July 6, 2022
SUBJECT: Basement Repairs

PURPOSE:

The purpose of this report is to seek Council approval to amend the 2022 budget to include the cost of repairing the administration building.

BACKGROUND & DISCUSSION:

The basement of the administrative building has been having flooding issues due to improper grading, eavestrough damage, and lack of water proofing around the foundation. Due to the repetitive nature of the flooding, mold has begun to grow on the basement walls and should be removed for safety reasons. The issues causing the flooding should be addressed to stop any further damage to the building.

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 cost to complete the full repairs including the mold remediation is approximately \$53,200. Currently, the Township has \$117,330 in Administration Building Reserves that could be utilized to cover these repair costs.

RECOMMENDATION:

THAT Council approve the repairs to the Administration Building up to a cost of \$53,200 to be funded from Administration Building Reserves.



Respectfully submitted,

Heather Boston

Heather Boston, CPA, CA, CGA
Treasurer



STAFF REPORT

TO: COUNCIL
FROM: Heather Boston, Treasurer
MEETING DATE: July 6, 2022
SUBJECT: Heating System Replacement – Public Works Building

PURPOSE:

The purpose of this report is to seek Council approval to amend the 2022 budget to include the cost of replacing the current heating system and adding a heating system to the new addition to the public works building.

BACKGROUND & DISCUSSION:

The current heating system in the public works building is an old oil-based system that is not environmentally friendly, a potential liability risk with the chance of having an oil spill or contamination of the soil and has become increasingly difficult to repair. We were hoping to schedule it for replacement in 2023 but completing this work now might be the best option given that the heating system is not in use and the building is already under construction. The proposed new heating system will be propane which is a more environmentally friendly option.

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 cost to replace the heating system will be \$48,670. Currently, the Township has \$139,674 in Public Works Building Reserves that would be utilized to cover these repair costs.



RECOMMENDATION:

THAT Council approve the replacement of the heating system in the Public Works Building up to a cost of \$48,670 to be funded from Public Works Building Reserves.

Respectfully submitted,

Heather Boston

Heather Boston, Treasurer



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: July 6, 2022
SUBJECT: Business Recognition Policy

PURPOSE:

The purpose of this report is to present Council with a business recognition policy for consideration.

BACKGROUND:

As part of Council's larger Strategic Plan, the Economic Development Committee's mandate identifies a goal to:

4. Celebrate success of residents including students, volunteers, Mulmur team members and business achievements

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

As a result, the Economic Development Committee reviewed a draft business recognition policy at their meeting on May 30, 2022 and passed the following motion:

Moved by Horner Seconded by Rogers

THAT the EDC receive the Draft Business Recognition Policy;

AND THAT the EDC forward the policy as amended to Council for consideration.

CARRIED.

ANALYSIS:

A draft policy has been developed to recognize new businesses, length of service and outstanding achievement.

The policy proposes to recognize businesses and organizations through both nomination and/or application on an annual basis and identifies the means to recognize business in a consistent manner.

The establishment of a policy for recognition will also allow the Township to develop a business recognition list, to be reviewed and maintained by the Township's Economic Development Committee for recommendation to Council.

The Township recently surveyed residents on what should be recognized and how. Survey results showed that 60% of respondents felt businesses should be recognized through social media/newsletters (66.67%), thank you cards, personalized letters or certificates (33.33%).

STRATEGIC PLAN ALIGNMENT:

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

FINANCIAL IMPACTS:

None.

RECOMMENDATION:

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Business Recognition Policy;

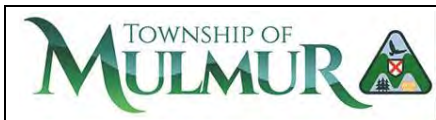
AND THAT Council approve the Business Recognition Policy as presented.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

Schedule A – Business Recognition Policy



BUSINESS RECOGNITION POLICY

1.0 PURPOSE AND GOALS

- 1.1 To set a formal policy and consistent approach to supporting and recognizing the achievements and contributions made by businesses and not-for-profit organizations within the municipality.
- 1.2 To provides guidelines on recognizing length of service in an effort to strengthen and support business retention and expansion.
- 1.3 To identify and congratulate businesses and organizations throughout the Township of Mulmur, recognizing the substantial contributions made locally through investment in operations and the community, providing jobs and volunteer opportunities and increasing economic vitality.

2.0 DEFINITIONS

- 2.1 **Business** means a for-profit organization or private entity engaged in commercial, industrial or professional activities and located within the Township of Mulmur.
- 2.2 **Organization** means a not-for-profit organization, including associations, clubs or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except for profit.
- 2.3 **Municipality** means the Corporation of the Township of Mulmur.

3.0 REQUIREMENTS

- 3.1 The business or organization must be located in the Township of Mulmur, possessing a municipal address.
- 3.2 Home based businesses, industry and farming practices are eligible for recognition.

4.0 LENGTH OF SERVICE RECOGNITION

- 4.1 Businesses and organization will be recognized for their years in service based on increments of 5 years.
- 4.2 To be recognized, businesses and organizations may apply and/or be nominated by submitting a completed application to the Clerk at clerk@mulmur.ca
- 4.3 A Certificate of Service Recognition will be signed by the Mayor and delivered and/or presented.
- 4.4 Notice of recognition will be included in the monthly Council electronic newsletter and municipal communication channels.

5.0 NEW BUSINESS RECOGNITION

- 5.1 To be recognized, new businesses and organizations may apply and/or be nominated by submitting a completed application to the Clerk at clerk@mulmur.ca
- 5.2 A Certificate of Welcome will be signed by the Mayor and delivered and/or presented.
- 5.3 Notice of recognition will be included in the monthly Council electronic newsletter and municipal communication channels.
- 5.4 All new businesses will be added to the Township's Community Directory.

6.0 OUTSTANDING ACHIEVEMENT RECOGNITION

- 6.1 To be recognized, businesses and organizations may apply and/or be nominated by submitting a completed application to the Clerk at clerk@mulmur.ca
- 6.2 Recognition for outstanding achievement will be considered by Council on an individual basis.
- 6.3 A Certificate of Achievement will be signed by the Mayor and delivered and/or presented.
- 6.4 Notice of recognition will be included in the monthly Council electronic newsletter and municipal communication channels.

7.0 APPLICATION

- 7.1 This policy shall come into full force and effect on the day it is adopted by the Council of the Corporation of the Township of Mulmur.
- 7.2 The Clerk or designate, on behalf of Council, shall be responsible for receiving the application for recognition forms and questions related to this program.
- 7.3 Upon initial recognition, all businesses will be added to the Township's Business Recognition List for the recognition of future length of service milestones.
- 7.4 Mulmur's Economic Development Committee shall be responsible for the annual review of the Business Recognition List and shall make recommendation to Council for the recognition of length of service, new business and outstanding achievement.



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: July 6, 2022
SUBJECT: Memorial and Civic Recognition Policies

PURPOSE:

The purpose of this report is to present Council with amendments to their Memorial and Civic Recognition Policies for consideration.

BACKGROUND:

As part of Council's larger Strategic Plan, Growing a Supportive Mulmur identifies a goal to:

4. Celebrate success of residents including students, volunteers, Mulmur team members and business achievements

- Recognize individuals and groups leading community change and/or improvement in Mulmur;
- Recognize leadership at Council meetings and/or Town Hall meetings;
- Investigate a nomination portal for residents to identify changemakers and outstanding citizenship

At their regular meeting on June 1, 2022 Council passed the following motion:

Moved by Clark and Seconded by Boxem

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

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

CARRIED.

ANALYSIS:

The Township conducted a survey throughout the month of June to poll residents on what they felt should be recognized and how.

Amendments have been drafted to Council's current recognition policies to reflect Council's direction and survey results. Amendments include but are not limited to:

- Strengthening wording and removing duplication;
- Including a provision to formalize the recognition of Outstanding Achievement;
- Formalizing recognition through a delivery of a certificate and notice on Township communication channels;
- Including a provision to formalize the recognition of Committee/Board volunteers

Amendments have been drafted to allow for flexibility in cases where recipients do not wish to attend a ceremonial presentation or be recognized on Township communication channels. Flexibility is also maintained in the recognition of volunteers during volunteer appreciation week to allow for a varying recognition efforts, to make each yearly recognition sincere and avoid repetition.

STRATEGIC PLAN ALIGNMENT:

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

FINANCIAL IMPACTS:

None.

RECOMMENDATION:

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Memorial and Civic Recognition Policies;

AND THAT Council approve the amendments to the Memorial Recognition Policy as presented;

AND FURTHER THAT Council approve the amendments to the Civic Recognition Policy as presented.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

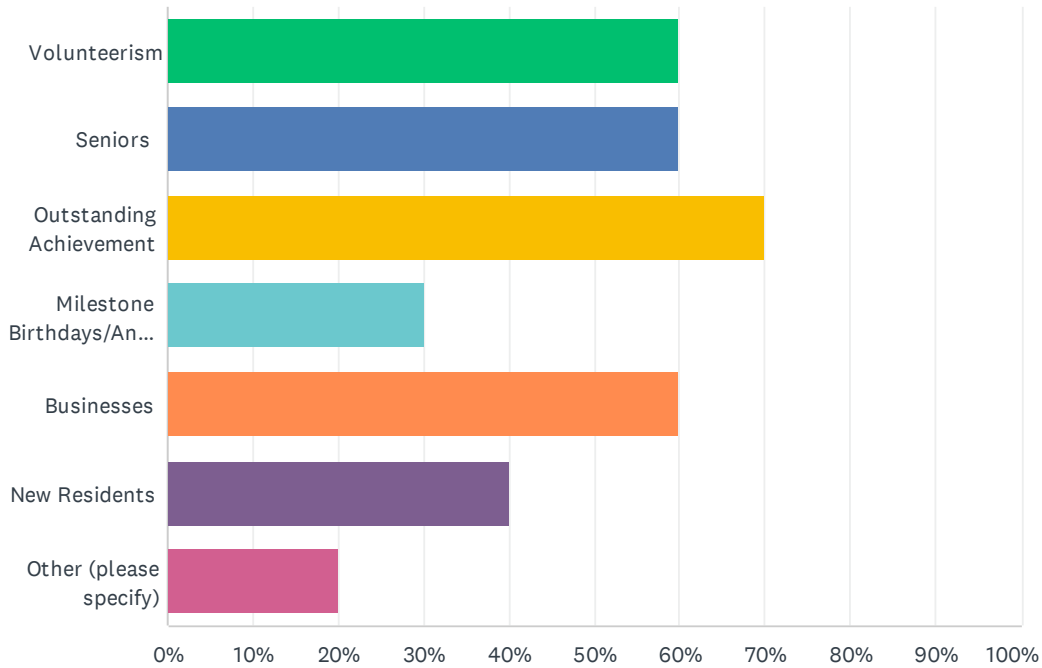
Schedule A – Survey Results

Schedule B - Memorial Recognition Policy (tracked changes)

Schedule C – Civic Recognition Policy (tracked changes)

Q1 What should we be recognizing? (check all that apply)

Answered: 10 Skipped: 0

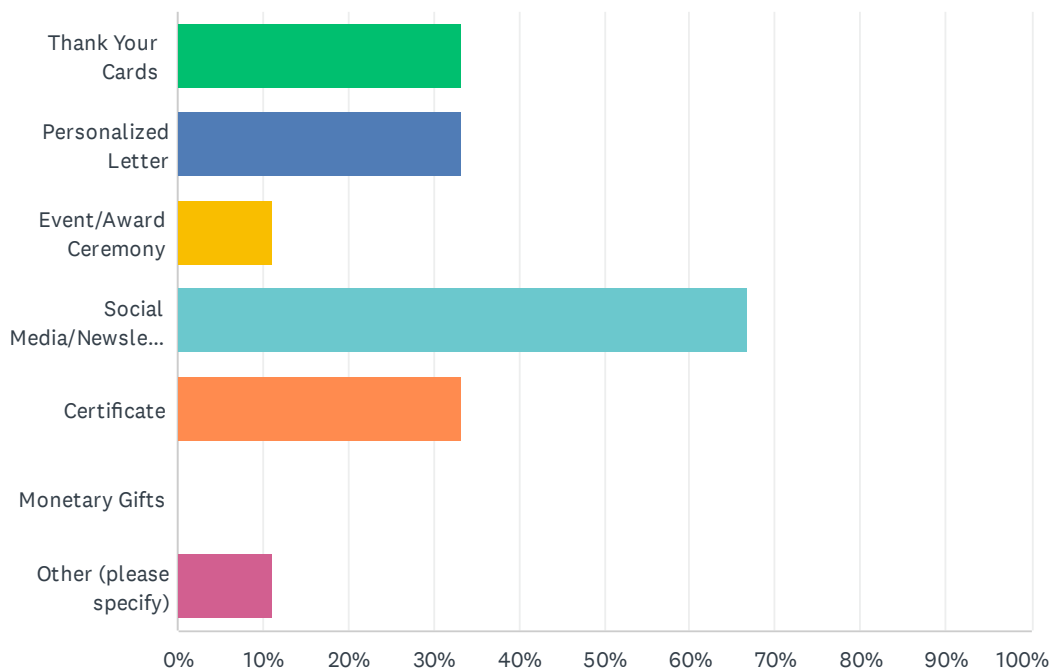


ANSWER CHOICES	RESPONSES	
Volunteerism	60.00%	6
Seniors	60.00%	6
Outstanding Achievement	70.00%	7
Milestone Birthdays/Anniversaries	30.00%	3
Businesses	60.00%	6
New Residents	40.00%	4
Other (please specify)	20.00%	2
Total Respondents: 10		

#	OTHER (PLEASE SPECIFY)	DATE
1	Non-profit organizations (with local presence, e.g. Bruce Trail, etc.)	6/9/2022 6:40 PM
2	People or businesses that are eco-conscious	6/8/2022 1:25 PM

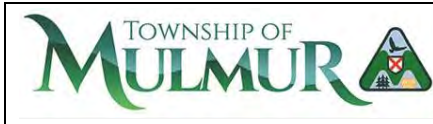
Q2 What would make you feel valued and appreciated in your community?

Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Thank Your Cards	33.33%	3
Personalized Letter	33.33%	3
Event/Award Ceremony	11.11%	1
Social Media/Newsletter Postings	66.67%	6
Certificate	33.33%	3
Monetary Gifts	0.00%	0
Other (please specify)	11.11%	1
Total Respondents: 9		

#	OTHER (PLEASE SPECIFY)	DATE
1	More help for mobility challenged non-seniors	6/9/2022 7:58 PM



MEMORIAL RECOGNITION

1. PREAMBLE

The Municipal Act, 2001 (the Act) states that one of the roles of Council is to develop and evaluate the policies and programs of the municipality. Over the years it has been common practice to send flowers or giving a donation to a stated charity in honour of the passing of certain people. This policy is intended to clarify the Corporation of the Township of Mulmur's position.

2. POLICY STATEMENT

It is the intention of the Township of Mulmur to support the following in their time of grief, ~~through by sending flowers or giving a donation or gift of remembrance to a noted charity of approximately \$50,~~ in honour of their passing. The following is the criteria to be followed in the event of the death of:

- a) ~~In the event of the death of~~ an employee/contract consultant(s);
- b) ~~In the event of the death of an~~ past employee who worked for the Township for at least 10 years;
- c) ~~In the event of the death of~~ an employees spouse, father, mother, child or step child;
- d) ~~In the event of the death of a~~ current Council member;
- e) ~~In the event of the death of a~~ past Council member who was a member of- Council for at least one term;
- f) ~~In the event of the death of~~ a Council members spouse, father, mother, child or step child;
- g) ~~In the event of the death of~~ a current Township board/committee member and or spouse;

In the event of the death of a Township business associate or colleague an appropriate recognition shall be made at the Clerk's discretion.

~~The value of the flowers or donation shall be set at or approximately \$50 per occasion.~~

Notification of the above ~~should be forwarded~~~~shall be given~~ to the administration office as soon as possible in order to make the appropriate arrangements.

The administration office shall forward notification by phone or e-mail as soon as possible to all members of staff and Council.



Approved by Council August 1, 2018 | Resolution #135-18

CIVIC RECOGNITION POLICY & MEMORIALS

POLICY STATEMENT AND RATIONALE:

The *Municipal Act, 2001* states that one of the roles of Council is to develop and evaluate the policies and programs of the municipality. Over the years it has been common practice to give a certificate to ratepayers for outstanding achievements and that reach a significant milestones wedding anniversary, significant birthday, achievement(s) or official openings of businesses. This policy is intended to clarify the Corporation of the Township of Mulmur's position and to allow for individual recognition.

POLICY, PROCEDURE AND IMPLEMENTATION:

CIVIC RECOGNITION

1. The Township of Mulmur is proud to recognize its citizens for significant milestones including but not limited to with a certificate in recognition of a significant birthdays, milestone wedding anniversary anniversaries, noteworthy achievement, business (re)opening, etc.
- 4-2. The Township of Mulmur is proud to recognize its citizens for noteworthy and outstanding achievements including but not limited to Senior of the Year and Outstanding Citizen of the Year.
3. Notification and applications of the above will be received by the Clerk for processing.
- 2-4. A certificate of recognition will be signed by the Mayor and may be delivered and/or presented. should be forwarded to the administration office in a timely manner to ensure that the certificate(s) can be prepared and/or presented. Notice of recognition will be included in the monthly Council electronic newsletter and municipal communications channels.

MEMORIAL

1. On the death of a member of Council, committee/board, Township staff or a member of their immediate family (spouse, (step) parent, (step) child, parent in-law), or any other longstanding individual retired from same at the discretion of the Clerk or as directed by Council, the Clerk will arrange for a card or remembrance of up to approximately \$50 and will inform all of Council and staff.

Notification of the above should be forwarded to the administration office in a timely manner to ensure that appropriate arrangements can be made.

Commented [RK1]: This section is repeated in the Township's Memorial Recognition Policy and should not be duplicated.



Approved by Council August 1, 2018 | Resolution #135-18

CIVIC RECOGNITION POLICY & MEMORIALS

COMMITTEE AND BOARD RECOGNITION

1. The Township of Mulmur values the contributions of its resident Committee and Board members.
2. Township volunteers will be recognized annually during national volunteer week.
3. Upon completion of each term, or upon resignation from a Committee or Board, citizen members will receive a certificate of recognition that may be delivered and/or presented.
4. Notice of recognition outlined above in section 3, may be included in the monthly Council electronic newsletter and municipal communications channels at the discretion of the Clerk and/or Council.



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: March 2, 2022
SUBJECT: Music in the Hills – Community Grant

PURPOSE:

The purpose of this report is to obtain Council direction on the 2022 Community Grant allocation to the Music in the Hills event.

BACKGROUND:

At the March 2, 2022 Council meeting, the following motion was passed:

Moved by Boxem and Seconded by Clark

THAT Council receive the report of Heather Boston, Treasurer, Community Grant Applications;

AND THAT Council approve the following grant applications:

- Headwaters Communities in Action - \$500
- Hospice Dufferin - \$500
- Primrose Elementary School - \$535
- Team Van Go - \$500
- Music in the Hills - \$250

CARRIED.

Due to unforeseen circumstances with the ticketing agency, the 2022 Music in the Hills event has been cancelled.

A request was received from Claire Knight on June 15, 2022 regarding the event and requesting that the funds be diverted to the Dufferin Rising Star competition. This music event is specific to youth in Dufferin County. The youth finalists will perform at the Heritage Music Festival on August 6, 2022 at Fiddle Park in Shelburne.

ANALYSIS:

Council's Community Grant program was developed to directly support Mulmur-based projects, programs, activities or events that benefit the community of Mulmur. Staff have reviewed the criteria for awarding and evaluating grant applications. The proposed request to reallocate the funds is not consistent with the grant application criteria and strategic plan.

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.

FINANCIAL IMPACTS:

\$250 awarded through the Mulmur Community Grant program.

RECOMMENDATION:

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Music in the Hills Community grant;

AND THAT Council provide a one-time extension to the 2022 grant funding for reallocation to the 2023 Music in the Hills.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

Schedule A – Letter from Claire Knight

Roseann Knechtel

Subject: FW: Grants / Sponsorship for Music In The Hills

From: Claire Knight **Sent:** June 15, 2022 7:13 AM
To: Janet Horner; Tracey Atkinson; Alexis Phillips
Subject: Grants / Sponsorship for Music In The Hills

Tracy and Alexis - Township of Mulmur,

Due to unforeseen circumstances out of our control (the ticketing company used for [Music In The Hills](#) "[Neighbur.com](#)" has suddenly gone out of business), Music In The Hills 2022 must be cancelled. ALL tickets sold will be refunded. The [Music In The Hills](#) event committee apologizes for any inconvenience this has caused, and hope that you are not associated with other events or organizations who have been using the same online ticketing company. We fully intend to continue [Music In The Hills](#) June 2023.

We are still moving forward with the **Dufferin Rising Star Competition** component of Music In The Hills, which has been a huge success with youth from all over Dufferin County entering their YouTube videos to participate. The winners of this contest will be announced on Friday June 24th and we have partnered with the Rotary Club to celebrate the youth finalists at the Heritage Music Festival where they will perform on August 6th at Fiddle Park in Shelburne.

Music in The Hills has already cashed the \$250 grant from The Township of Mulmur, as it came to our attention less than a month ago that there were issues with the Neighbor ticketing site. We have been attempting to connect and negotiate with this company to refund all the ticket sales and to provide us with a list of tickets sold, since their site just stopped working, as we are no longer able to access the portal to see what tickets have been sold. We have been taking contacts of people who want to purchase tickets, with hopes that we could still move forward with the event.

Unfortunately, we have still not received reimbursement from Neighbor.com nor have we been able to access ticket history, so at this point we have no choice but to make the call to cancel the event. We have no access to any record of tickets sold, so are having to ask purchasers to come forward with a copy of their purchase receipt so we can issue a refund personally.

We are asking if you would like us to mail a \$250 cheque back to Township of Mulmur, or if the township is interested in putting this grant money towards prizes and costs for the Dufferin Rising star component of the event? Any additional funds will be donated to the three charities we were supporting in Dufferin (Streams, Big Brothers Big Sisters and CMHA Youth Talk)

We will wait to hear back from you with direction.

Here are a few of the Dufferin Rising Star Entries:

<https://youtu.be/jHWCAsvE3w0>

<https://youtu.be/NUdyTGKHWgw>

<https://youtu.be/7EgBcHiRZW0>

<https://www.youtube.com/watch?v=0sXpaAXGsMQ>

Warmest Regards,

Claire Knight



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: July 6, 2022
SUBJECT: Procedural By-law Amendment

PURPOSE:

The purpose of this report is to present Council with proposed amendments to the Township's Procedural Bylaw #04-2022. (Schedule A)

BACKGROUND:

Section 230 of the Municipal Act states that the first meeting of a new Council must be held no later than 31 days after its term commences. The inaugural meeting of Council can therefore be held anytime between the date of commencement, being Tuesday November 15, 2022, and the deadline of Friday December 16, 2022.

The Township's current Procedural by-law states:

- 10.1 The first meeting of a newly elected Council after a regular election shall be held on the second Wednesday in December at a time and location determined by the Clerk.

ANALYSIS:

Delaying the inaugural meeting of a newly formed Council to the second Wednesday in December (the Township's regular meeting schedule) potentially places the Township in a vulnerable position, as it creates a gap in governance where the municipality has approximately one month where it does not have a sitting Council.

In addition, the December Council meeting is Council's first opportunity to examine the first draft of the following year's budget.

Amendment to the Procedural By-law is therefore proposed to allow flexibility in scheduling the inaugural meeting of Council to an earlier date to address the gap in governance and allow for training prior to presentation of the Township's budget.

Staff have also incorporated the following changes as part of the by-law amendment:

- Incorporated Council's seating and order of name policy;
- Added Recreation as a standalone agenda item;
- Removed ceremonial presentations as part of the maximum per meeting count; and
- Clarified committee criminal records checks as being for volunteer purposes.

FINANCIAL IMPACTS:

None.

RECOMMENDATION:

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

AND THAT Council repeal the "Council Seating and Order of Names Policy" adopted on February 19, 2009.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

Schedule A – Procedural By-law (tracked change version)

Schedule B – Council Seating and Order of Name Policy



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. __ - 2022

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES

WHEREAS The Municipal Act, 2001, S.O. 2001, c.25, ('Act') provides that every municipality shall adopt a procedural by-law for governing the calling, place and proceedings of meetings, and provide for public notice of meetings;

AND WHEREAS it is necessary and expedient to enact rules governing the order and procedure of the Council and its meetings;

NOW THEREFORE the Council of the Corporation of the Township of Mulmur enacts as follows:

GENERAL

1.0 RULES OF PROCEDURE

The proceedings of the Council and its committees, the conduct of the members and the calling of meetings shall be governed by the provisions of the *Municipal Act*, S.O. 2001, c.25 as amended and the rules and regulations contained in this by-law.

- 1.1 Except as provided herein, the rules of parliamentary procedure as contained in Robert's Rules of Order shall be followed for governing the proceedings of Council and its committees and the conduct of its members.
- 1.2 Where separate by-laws have been enacted in accordance with provisions contained in the legislation, the notice provisions set out in such by-laws shall prevail.
- 1.3 Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

2.0 INTERPRETATION

- 2.1 Wherever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- 2.2 References to items in the plural include the singular, as applicable.
- 2.3 The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede or follow them.
- 2.4 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.
- 2.5 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the by-law was enacted, as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.

3.0 DEFINITIONS

Act – means the *Municipal Act, S.O. 2001, c.25* as amended.

Ceremonial Presentation – means the giving of an award, prize or other form of recognition by the Chair at a Council meeting.

Chair – means the Head of Council or Acting Head of Council or chairperson of any committee.

Clerk – means the Clerk, or his or her designate.

Committee – means a Committee of Council, Board, Task Force, and/or Working Group constituted and appointed by Council, excluding Joint Committees and/or legislated Boards that have their own policies and procedures.

Committee of the Whole – means a committee comprised of all members that directly report back to the Committee or Council that it is comprised of.

Consent Agenda – means the portion of the agenda that may be approved by Council without debate.

Council – means the Council of the Corporation of the Township of Mulmur.

Council Meeting – means meetings set out in this by-law to be held on a regular basis.

Closed Session – means a meeting or portion thereof which is closed to the public in accordance with the Act.

Deputation – means a person or group of persons who are not members of Council or staff of the Municipality who have requested and are permitted to address Council or a Committee.

Ex Officio – means by virtue of Office and refers to the position of Mayor.

Head of Council – means the Mayor.

Majority Vote – means an affirmative vote of more than one-half of the votes cast by those present.

Meeting – means any regular, special or other meeting of Council or *Committee* where quorum of members are present and members discuss and/or deal with any matter in a way that materially advances the business or decision-making of the Council or Committee.

Member – means a member of Council, including the Mayor, or a member of a Committee, including the Chair.

Notice of Motion – means a written motion received by the Clerk at a meeting of Council, moved by a member, and seconded by another member, for inclusion on an agenda of a subsequent meeting of Council.

Notice – means publicly displaced electronic, or printed communication that includes the time and place of a meeting and, in the instance of a Special Meeting, shall include the purpose of the meeting and whether the meeting was called by the Head of Council or Clerk.

Point of Order – means a statement made by a member of Council during a meeting, drawing the attention of the Chair to a breach of the Procedural By-Law.

Point of Privilege or Personal Privilege – means raising a question concerning a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole, have been impugned.

Presentations – means a verbal and/or visual provision of information to Council by an individual, community group of organization.

Quorum – means a majority of the members (more than half) of the whole number of members except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, at which time the quorum may be less than half plus one of the whole number of members but shall not be less than two.

Recorded Vote – means a written record of the name and vote of every member voting on any matter or question.

Resolution – means the decision of Council on any motion.

Special Meeting – means a meeting called under Section 240 (a) or (b) of the *Act*, having the same privileges as a Council Meeting.

DUTIES AND CONDUCT

4.0 DUTIES OF THE CHAIR

4.1 It shall be the duty of the Chair to:

- a) open the meeting by taking the chair and calling the meeting to order;
- b) announce the business in the order in which it is to be acted upon;
- c) receive and submit, in the proper manner, all motions presented by the members;
- d) put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result;
- e) decline to put to vote motions which infringe the rules of procedure;
- f) run the meeting efficiently and effectively, restraining the members, within the rules of order, when engaged in debate;
- g) enforce on all occasions the observance of order and decorum among the members;
- h) receive all messages and other communications and announce them to the members;
- i) authenticate, by signature when necessary, all by-laws and minutes;
- j) inform the members when necessary or when referred to for the purpose, on a point of order;
- k) represent and support the members, declaring its will, and implicitly obeying its decisions in all things;
- l) ensure that the decisions are in conformity with the laws and by-laws governing the activities;
- m) adjourn the meeting when the business is concluded, to adjourn the meeting without question in the case of grave disorder arising.

5.0 DUTIES OF MEMBERS

5.1 It shall be the duties of members to:

- a) deliberate on the business before it;
- b) vote when a motion is put to a vote;
- c) respect the Rules of Procedure.

6.0 It shall be the duties of Council to:

- a) represent the public and to consider the well-being and interests of the municipality;
- b) develop and evaluate the policies and programs of the municipality;
- c) determine which services the municipality provides;
- d) ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) maintain the financial integrity of the municipality;
- g) carry out the duties of Council under this or any other *Act*.

7.0 CONDUCT OF MEMBERS

7.1 Members shall govern themselves according to the Council Code of Conduct adopted by Council during a meeting held pursuant to this by-law.

7.2 No member in an open meeting or Closed Session, shall speak disrespectfully of the Reigning Sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

7.3 No member shall:

- a) in an open meeting or Closed Session, use offensive words or unparliamentary language in or against the Council or against any Member, staff or guest;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) disobey the Rules of Procedure or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council.
- e) disclose any information that is deemed to be confidential pursuant to

- the *Municipal Freedom of Information and Protection of Privacy Act*;
- f) display any offensive or partisan political material, including buttons.
 - g) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing.

8.0 PUBLIC CONDUCT

8.1 Members of the public who constitute the audience at a meeting, shall not:

- a) address Council or Committee address without permission;
- b) approach the desks of Council or Committee members during a meeting without permission of the Chair or Members;
- c) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations;
- d) enter the meeting room without first removing any non-religious or non-medical head gear;
- e) shall put on silence all electronic devices.

9.0 EXPULSION FOR MISCONDUCT

9.1 The Chair may cause to be expelled and exclude any member of the public, or group of persons in attendance at a meeting who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk seek the appropriate assistance from police.

9.2 Where a member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "That such Member be order to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes he/she may be permitted to retake his/her seat.

MEETINGS

10.0 INAUGURAL MEETING

10.1 The first meeting of a newly elected Council after a regular election shall be held ~~on the second Wednesday in December~~ at a time and location determined by the Clerk.

10.2 At the Inaugural meeting of the Council, the only business to be brought before the meeting shall be the following:

- a) Declarations of Office;

- b) Inaugural Address by the Head of Council;
- c) Matters incidental to any of the above.

11.0 COUNCIL SEATING AND ORDER OF NAMES

11.1 The following is the order of seating for Council meetings, and the listing placement of the names on all Township documents:

- a) Mayor in the centre (listed on documents first)
- b) Deputy Mayor to the Mayor's right (listed on documents second)
- c) Longest serving Council member to the Mayor's left. If there is more than one Council member serving with equal length of service, the highest vote count received at the last election or by alphabetic order if more than one Councillor has served the same amount of time and these were both acclaimed (listed on documents third)
- d) To the right of the Deputy Mayor the Council member that receives the highest vote count of the remaining two Councillors or alphabetic if the remaining two are acclaimed (listed on documents fourth)
- e) To the left of the longest serving Council member the Council member that receives the lowest vote count of the remaining two Councillors (listed on documents fifth)

12.0 REGULAR MEETINGS

- 12.1 Regular meetings of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday.
- 12.2 A second regular meeting of Council may be held during each month as required.
- 12.3 Meetings of the Council shall generally be held at the Council Chambers located at 7580702nd Line East, electronically, or at such other place as is specified in the agenda.
- 12.4 All Council and Committee meetings shall be open to the public.
- 12.5 Public notice of meetings shall be given for all meetings by means of the municipal website
- 12.6 Notice for meetings not scheduled in the original calendar of meetings outlined in section 11, will be at the discretion of the Clerk and using communication channels as appropriate.
- 12.7 If no quorum is present 15 minutes after the time appointed for a meeting of Council or a Committee, the Clerk shall record the names of the

members present and the meeting shall stand adjourned until the date of the next meeting.

12.8 As soon after the hour fixed for the holding of the meeting as a quorum is present, the Chair shall call the meeting to order.

12.9 Subject to the provisions of *Act* and where no Presiding Officer has been appointed, in case the Chair does not attend within 15 minutes after the time appointed for a meeting, or he/she refuses to act, the Clerk shall call the members to order and the Deputy Mayor and/or Vice Chair shall preside until the arrival of the Chair, and while so presiding shall have all the rights, powers, and authority of the Chair.

12.10 No item of business may be dealt with at a Council meeting after 4:30 pm for a day meeting, and after 3 hours of the start of evening meeting of Council, unless agreed to by the majority of Council present.

13.0 CLOSED SESSIONS

13.1 Notwithstanding section 11.4, a meeting may be closed to the public if the subject matter being considered relates to items as listed in the *Act* and must follow the procedures as outlined in the *Act*.

13.2 All persons in attendance during closed sessions shall ensure that confidential matters disclosed to them, and materials provided to them during Closed Sessions or in advance of the meeting or session, are kept confidential. Persons in attendance are encouraged to delete and/or return confidential material to the Clerk. The obligation to keep information confidential applies even if the member ceases to be a member.

14.0 SPECIAL MEETINGS

14.1 The Head of Council or Clerk may at any time summon a special meeting of Council on 48 hours written notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council.

14.2 The only business to be dealt with at a special meeting is that which is listed.

15.0 EMERGENCY MEETINGS

15.1 In circumstances determined to be an emergency or urgent situation, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Head of Council, Deputy Mayor or Clerk may at

his/her discretion call an emergency meeting of Council on less than 48 hours notice.

15.2 An emergency meeting shall only proceed with the consent of two-thirds of the members of Council, recorded in the minutes.

15.3 The Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.

16.0 MEETING NOTICE

16.1 Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted on the Township's website. Additional notice by direct mail and/or publication may be made at the discretion of Council or the Clerk. Inclusion within agenda and meeting packages shall be considered as notice.

16.2 Such notice shall be given pursuant to applicable legislation or regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.

17.0 INCLEMENT WEATHER

17.1 For all Council and Committee meetings, should the *Chair* deem the weather to be severe or an emergency, the meeting shall be held electronically, cancelled and/or rescheduled for another time.

18.0 ELECTRONIC PARTICIPATION

18.1 Electronic participation at meetings may be conducted, pursuant to Section 238 of the *Act*, and in accordance with this By-law.

18.2 Electronic participation will be permitted at all meetings unless specified by the Clerk or Chair.

18.3 Members who wish to participate electronically, in accordance with this section, shall make arrangements with the Clerk, no less than 24 hours in advance of the meeting, or as soon as possible in the event of inclement weather.

18.4 Members participating electronically, shall be entitled to vote as if they were attending in person and participate electronically in a meeting that is open or closed to the public.

- 18.5 At meetings with electronic participation by any member(s), votes may be recorded to ensure transparency.

AGENDAS

- 19.0 The Clerk, at his/her discretion, shall have prepared from all communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting and not less than 48 hours before the hour appointed for the holding of a regular meeting.

- 19.1 The following headings shall make up the Council agenda:

- a) Call to Order
- b) Land Acknowledgement
- c) Approval of the Agenda
- d) Minutes of the Previous Meeting
- e) Discussion Arising out of the Minutes
- f) Disclosure of Pecuniary Interests
- g) Public Question Period
- h) Public Meetings
- i) Deputations and Presentations
- ~~j)~~ i) Public Works
- ~~j)~~ ~~k)~~ Recreation
- ~~k)~~ j) Treasury
- ~~l)~~ m) Administration
- ~~m)~~ n) Planning
- ~~n)~~ o) Committee Minutes and Reports
- ~~o)~~ p) Information Items
- ~~p)~~ q) Closed Session
- ~~q)~~ r) Items for Future Meetings
- ~~r)~~ s) Notice of Motions
- ~~s)~~ t) Passing of By-laws
- ~~t)~~ u) Adjournment

- 19.2 The business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the majority of members.

- 19.3 Any item which is not on the agenda as set but has been determined by the Clerk to be of a nature which requires attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.

- 19.4 Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.

- 19.5 Agendas and meeting packages will be made available at the Township office as well as on the Township website.

MINUTES

20.0 MINUTES

20.1 Minutes shall record:

- a) The place, date and time of the meeting and the time of adjournment;
- b) The names of presiding officer, members and staff present;
- c) The reading, if requested, correction and adoption of the minutes of prior meetings;
- d) Declarations of pecuniary interest;
- e) All other proceedings, which will include motions, resolutions, decisions and directions of the meeting without note or comment.
- f) Recorded votes taken by Council.

- 20.2 The Clerk or designate shall act as the recording secretary for Council and Committee meetings, including Closed Sessions, statutory and planning public meetings.

- 20.3 Only the theme of questions asked during the public question period will be recorded in the minutes.

21.0 ADOPTION OF MINUTES

- 21.1 Draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular meeting but will be made available in draft to the public as soon as possible after the meeting and prior to adoption.

- 21.2 Members shall indicate any errors or omissions to be corrected by the Clerk prior to adoption.

- 21.3 If the minutes have been delivered to the Members then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.

- 21.4 After the Council minutes have been approved by Council, they shall be signed by the Head of Council and Clerk and/or designate(s).

- 21.5 Closed session minutes shall be brought forward for approval as soon as practicable and be listed on the closed meeting agenda. Closed session minutes shall be marked as confidential and shall remain confidential.

DISCLOSURES OF PECUNIARY INTEREST

- 22.0 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.1 Members shall prior to any consideration of the matter at the meeting, determine whether they may have a pecuniary interest and disclose the nature thereof verbally at the meeting.
- 22.2 The Member shall provide a written statement, in a form provided, of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.3 Members may declare pecuniary interest prior to any item being addressed.
- 22.4 Members who have declared a pecuniary interest shall:
- a) not take part in the discussion of, or vote on any question in respect of the matter;
 - b) not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
 - c) in addition to complying with the requirements of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* shall forthwith leave the meeting or part of the meeting during which the matter is under consideration.
- 22.5 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting.
- 22.6 In the event that a member declares an interest during closed session, the Member shall affirm their declaration of pecuniary interest immediately after the motion to arise and the Clerk shall record the declaration in the minutes.
- 22.7 A Member who has declared a pecuniary interest in a matter may move, second and vote on the confirmatory by-law for the meeting in which the

interest was declared and adopting the minutes of the meeting in which the interest was declared.

- 22.8 Where the number of members who, by reason of the Provisions of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than 2.

PUBLIC QUESTION PERIOD

- 23.0 A maximum of 15 minutes will be set aside for Public Question Period, with each questioner limited to 5 minutes.
- 23.1 When called upon by the Chair the questioner will identify themselves by name and address the question to the Chair.
- 23.2 Questions will be responded to by the Chair who may also request a response from staff. Response can be deferred or provided in writing depending on the specifics of the question.
- 23.3 Questions shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlines in the *Act*.

DEPUTATIONS AND PRESENTATIONS

24.0 DEPUTATIONS

- 24.1 A person wishing to appear as a deputation may address Council or a Committee shall be limited in speaking to not more than 15 minutes except that a delegation consisting of more than 5 persons shall be limited to 2 speakers, each limited to speaking not more than 10 minutes.
- 24.2 Deputations shall advise the Clerk in writing providing an outline of the nature of the deputation, and relevant deputation materials at least 7 days prior to the meeting.
- 24.3 The Clerk, at his/her discretion, will determine the date and time of the deputation.
- 24.4 Deputations may only be about an item listed on the meeting agenda.

- 24.5 Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Act.
- 24.6 A person who is unable to attend may arrange for another person to appear as a deputation on such person's behalf.
- 24.7 Members may ask questions of clarification.
- 24.8 A maximum of 4 deputations at a day meeting not including *Planning Act* public meetings shall be permitted. Invitations for attendance at a Council meeting by Council will be included in the maximum number of deputations.
- 24.9 Each issue and/or deputation will be allowed one meeting presentation to the Council or Committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted at the discretion of the Clerk, if substantially new and/or substantially significant information is provided.
- 24.10 The Chair may shorten the time of any deputation, any questions of a delegate, or debate during a deputation for disorder or any other breach of this by-law.

25.0 PRESENTATIONS

- 25.1 A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than fourteen (14) days prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation material must be provided fourteen (14) days prior to the meeting for inclusion in the package.
- 25.2 Presentations and Ceremonial Presentations shall only be permitted in respect of subject matters that deal with municipal issues and are within Municipality's jurisdiction, being those that Council is responsible for as outlined in the Act.
- 25.3 Presentations and Ceremonial Presentations at the Council meeting shall be limited to 15 minutes. The duration of a presentation may be extended by majority vote specifying the additional time. Such question shall be decided by Council without debate.
- 25.4 Presenters may only present once every twelve (12) months on the same topic, or at the discretion of Council or the Clerk.
- 25.5 A maximum of two (2) presentations per meeting, not including Ceremonial Presentations, will be scheduled by the Clerk.

- 25.6 Immediately following a presentation, the Chair will determine if further action is required and direct staff to prepare a report for consideration by Council. If no report is required, presentations will be noted and filed.

BY-LAWS

- 26.0 Generally, all by-laws shall be given first, second and third reading at one meeting in a single motion.
- 26.1 Every by-law passed by Council shall:
- a) be signed by the Head of Council and Clerk, or their deputies;
 - b) Be sealed with the Municipal seal; and
 - c) Indicate the date of passage.
- 26.2 Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete except for the number and date thereof.
- 26.3 The Clerk or designate is hereby authorized to make such minor deletions, additions, or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and members shall be advised by the Clerk of such changes by written notice.

MOTIONS AND VOTING

27.0 MOVED AND SECONDED

- 27.1 All motions shall be moved and seconded. The Clerk or designate may be asked to repeat the motion in question.
- 27.2 The *Chair* may vacate the chair in order to move or second a motion and shall resume the chair following the vote of the matter.
- 27.3 All motions may be supported or opposed by the mover and seconder.

28.0 SEVERABILITY OF MOTION

- 28.1 Upon the request of any member, and when the Chair is satisfied that a motion under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

29.0 SECONDARY MOTIONS

29.1 The following matters and motions are not debatable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a) a point of order or privilege;
- b) to move to call the vote;
- c) to move to Committee of the Whole;
- d) to extend the time of the meeting; or
- e) to adjourn.

29.2 The following matters and motions are debateable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a) to amend;
- b) to suspend the Rules of Procedure;
- c) to commit or refer to a specific body;
- d) defer or to postpone indefinitely;
- e) any other procedural motion.

29.3 Procedural motions shall be considered immediately upon receipt and shall have precedence.

30.0 MOTION TO RECONSIDER

30.1 If a matter has been previously considered, it shall not be reconsidered by such body within six (6) months after the meeting at which it was originally considered, without the consent of at least two-thirds of the members present.

30.2 "Considered" shall mean those matters for which the members of a meeting have decided to act or not act upon and shall more include the mere receipt of information where no action has been sought or taken.

30.3 A motion to reconsider must be moved by a member of the prevailing side when the matter was first considered.

30.4 A motion to reconsider on a decided matter of Council, shall be brought forward as a Notice of Motion.

31.0 MOTION TO AMEND

31.1 Motions may be amended verbally prior to the Calling for the Vote if a quorum of the members agree to the amendment.

31.2 Amendments shall be relevant and germane to the principle of the report or motion under consideration.

31.3 Only one amending motion shall be considered at any one time.

32.0 NOTICE OF MOTION

32.1 Members intending to bring forward a motion for Council consideration must provide notice at the preceding meeting.

32.2 Such notice shall contain a brief summary of the motion subject.

32.3 Final wording of the motion for Council consideration shall be provided to the Clerk or designate at least one week in advance of the meeting at which the motion is to be considered.

32.4 The Chair, at their discretion, may move to consider the Notice of Motion immediately which unanimous consent of all Council members in attendance.

33.0 CALL THE VOTE

33.1 A motion to call the vote shall preclude all further amendments of the question. When resolved in the affirmative, the Chair shall read the motion and all amendments thereto without further debate or amendment.

33.2 Such motion cannot be moved by a member who has already debated the question.

34.0 VOTING PROCEDURE

34.1 Each Member present and voting shall announce or indicate his/her vote openly and individually. No vote shall be taken by ballot or by any other method of secret voting.

34.2 Every Member present shall vote unless prohibited by statute, in which case it shall be so recorded.

34.3 A failure to vote or abstention by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

34.4 After a motion is called to vote, by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.

34.5 When the Chair calls for the vote, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

34.6 The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.

34.7 Any motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any *Act*.

35.0 RECORDED VOTES

35.1 A request by a member for a recorded vote may be made immediately prior or immediately thereafter the taking of the vote.

35.2 Upon request for a recorded vote, the Clerk shall call the names and record the votes in the following order:

- a) the requestor shall be called first;
- b) to be followed by the next Councillor in alphabetical order;
- c) with the Deputy Mayor and Mayor voting second last and last;
- d) if the requester is the Mayor or Deputy Mayor, they shall vote first.

35.3 The Clerk shall announce the results.

35.4 An all-encompassing request for recorded votes may be made at any time where members are participating electronically and shall apply to the whole or remainder of the meeting to ensure proper technology is enabled to make such participation possible. All-encompassing record of votes will occur in alphabetical order, except that the Deputy Mayor and Mayor shall vote second last and last respectively.

RULES OF DEBATE

36.0 RULES OF DEBATE

36.1 To address Council, every member shall wait to be recognized by the Chair before speaking.

36.2 When a Member is speaking no other Member shall pass between him/her and the Chair, or interrupt him/her, except to raise a point of order or personal privilege.

36.3 Any member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.

37.0 POINTS OF ORDER

37.1 A member may interrupt the person who has the floor to raise a point of order when such member feels that there has been a deviation or departure from the rules of procedure.

37.2 Upon hearing such point of order, the ruling of the Chair shall be final.

37.3 The member who called the point of order may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.

38.0 POINT OF PRIVILEGE

38.1 A member may rise at any time on a point of personal privilege where such member feels that personal integrity or the integrity of the Council has been impugned by another member.

38.2 Upon hearing such point of privilege, the ruling of the Chair shall be final.

38.3 The member who called the point of privilege may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.

38.4 Where the Chair recognizes that a breach of privilege has taken place, the Chair shall cause the offending member to apologize, and failing such apology shall require such member to vacate for the duration of the meeting.

COMMITTEES

39.0 INTERNAL COMMITTEES

39.1 Council shall, determine the appropriate Committees, terms of reference, mandates, honorariums and their memberships.

39.2 Committees shall sit for the term of Council unless dissolved by Council.

39.3 Public members are expected to be residents, property owners, and/or

business owners in the Township of Mulmur.

39.4 Township staff are not eligible to sit as public members.

39.5 Public members shall provide a clean volunteer criminal records check.

39.6 All Committee members will be appointed by motion or by-law.

39.7 Council members appointed to the Committees, shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.

39.8 All items considered by a Committees shall be forwarded to the Council in the form of Committee minutes.

40.0 EXTERNAL BOARDS AND COMMITTEES

40.1 Council representation on all external boards and committees for whom appointments are sought or required shall be at the discretion of Council and in accordance with the *Act*.

40.2 Members will be appointed by motion or by-law.

40.3 Appointed members shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.

42.0 COMMITTEE OF THE WHOLE

41.1 When members consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, matters may be referred to the Committee of the Whole.

41.2 If the Committee or Council do not wish to schedule a meeting of Committee of a Whole and wish to consider the question at once, a motion is required, "That we go into committee of the whole to consider (subject)".

41.3 If a time limit has been set, Committee of the Whole does not have the power, even by unanimous consent, to extend the time.

41.4 While sitting as a Committee of the Whole, only matters referred to it may be discussed. Unrelated motions are out of order.

- 41.5 Committee of a Whole can debate, consider amendments and make recommendation.
- 41.6 Committee of a Whole cannot adjourn, order recorded votes, or refer the subject matter to another committee.
- 41.7 To conclude its proceedings, or end the debate a motion is required "that the committee rise and report," specifying the result of its proceedings, amendments and recommendations, which are subject to a confirming vote.
- 41.8 The secretary does not record in the minutes the proceedings of the committee, but shall keep a memorandum of the proceedings for its use.
- 42.0 EX OFFICIO
- 42.1 The Head of Council is an ex officio member of every *Committee*.
- 42.2 Where a Committee is established by reference to a particular number of members without specifically providing for the members of the Head of Council, such number is automatically increased by one, being the Head of Council.
- 42.3 The Head of Council may vote and otherwise participate in the business of the Committee without any restriction on the same basis as any other member.

OTHER MATTERS

43.0 AMENDMENT

- 43.1 In all matters and under all circumstances the members shall be guided by and shall have regard to the all-other existing legislation including but not limited to the *Act* and *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 43.2 Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

44.0 CONFLICT

- 44.1 In the event of any conflict between this By-Law and any statute, the provisions of the statute prevail.
- 44.2 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

45.0 REPEAL

45.1 That By-Law No. 04-2022~~13-21~~, is hereby repealed.

46.0 EFFECTIVE DATE

46.1 This By-Law shall become effective upon the date of the enactment.



THE CORPORATION OF THE TOWNSHIP OF MULMUR

COUNCIL SEATING AND ORDER OF NAMES

Adopted by Council on: FEB 19 2009, Motion 70-2009

1. PREAMBLE

This policy is intended to clarify the Corporation of the Township of Mulmur's practices and procedures with respect to Council seating, and placement and order names on Township documents.

2. POLICY STATEMENT

The following is the order of seating for Council meetings, and the listing placement of the names on all Township documents:

- 1) Mayor in the centre (listed on documents first)
- 2) Deputy Mayor to the Mayor's right (listed on documents second)
- 3) Longest serving Council member to the Mayor's left. If there is more than one Council member serving with equal length of service, the highest vote count received at the last election or by alphabetic order if more than one Councillor has served the same amount of time and these were both acclaimed (listed on documents third)
- 4) To the right of the Deputy Mayor the Council member that receives the highest vote count of the remaining two Councillors or alphabetic if the remaining two are acclaimed (listed on documents fourth)
- 5) To the left of the longest serving Council member the Council member that receives the lowest vote count of the remaining two Councillors (listed on documents fifth)



STAFF REPORT

TO: Council
FROM: Tracey Atkinson, CAO/Clerk
Roseann Knechtel, Deputy Clerk
MEETING DATE: July 6, 2022
SUBJECT: Declaring a Climate Emergency

PURPOSE:

The purpose of this report is to provide Council with options to address the Climate Emergency Declaration and present practical options for Mulmur to consider.

BACKGROUND:

At the meeting on June 1, 2022 Council discussed the following notice of motion:

Notice of Motion: Climate Emergency

Moved by Clark and Seconded by Boxem

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

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

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

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

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

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

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

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

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

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

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

Discussion ensued surrounding the implications of declaring an emergency and the composition of the intergovernmental panel, direction was given to staff to investigate actions of other municipalities and provide practical options for Mulmur to consider.

Moved by Hawkins and Seconded by Boxem

THAT Council defer making decision on the Climate Emergency Notice of Motion pending greater information and a staff report.

CARRIED.

ANALYSIS:

Consultation was conducted with the Ontario Climate Caucus and the County of Dufferin. Additional research included review of the Dufferin County report on Climate Lens and Municipal Decision Making (August 27, 2020), Ontario Municipal Climate Declarations, and established climate lens procedures of the Ontario Climate Caucus and Ontario municipalities.

Through research and consultation, staff can confirm that declaring a climate emergency does not invoke the special powers of the Emergency Act, nor does it fit within a piece of legislation or require signing of a specific document. It is instead, an acknowledgement that a climate issue exists.

To ensure that the declaration is not just a symbolic gesture, it requires Council to also include measurable actions. The opportunity for measurable actions taken by Council

varies greatly and may impact the amount of resources required to address the emergency (more staff, external consultants, additional capital, etc.).

Examples of actions taken by other Ontario municipalities in conjunction with the emergency declarations can be found as Schedule A.

MULMUR SPECIFIC CONSIDERATIONS

Mulmur does not currently have the staff capacity, expertise, or resources to implement climate assessment within each staff report. An external consultant would be required to evaluate the impacts.

Implementing a pass/fail system of evaluation and assessment could lead to inconsistent decision making as having to decide which failed projects continue regardless of the assessment.

The following actions are achievable, and can be incorporated at a local level:

- Review Council's Strategic Plan Goals of "Growing a Sustainable Mulmur" with measurable actions being further identified.
- Incorporate climate considerations at budget time for Council consideration. Climate conscious options may be more expensive, and if not incorporated into the budget in advance may lead to the inability to take action. While staff is not equipped to provide the detailed GHG calculations related to carbon impacts, they can identify where there are options for consideration.
- Invest in staff/council training to teach climate change and the use of a climate lens.

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:

Financial impacts will vary based on the level of measurable actions taken by Council. Increased financial costs may be associated with staff time, external consulting/engineering fees, increased costs associated with capital projects to incorporate greener solutions.

RECOMMENDATION:

THAT Council consider the following declaration and measurable actions:

WHEREAS the impacts of climate change are being felt in Mulmur and will continue to intensify, posing acute and lasting risks to people, business, and natural ecosystems;

AND WHEREAS these risks include, but are not limited to, extreme weather, threats to human health and wellbeing, economic disruption, food and water insecurity, social instability and threats to all other life on earth;

AND WHEREAS Mulmur has a crucial role to play in responding to, changing and mitigating the contributions to climate change through responsible planning and budgeting;

AND WHEREAS Council's Strategic Plan identifies a priority path of "Growing a Sustainable Mulmur: being proactive in sustainable initiatives to ensure the long term well-being of Mulmur";

AND WHEREAS the Township of Mulmur's Official Plan provides a policy for growth management where land use patterns shall "minimize negative impacts to air quality and climate change, and promote energy efficiency";

NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Mulmur declare a Climate Emergency for the purpose of recognizing and deepening our commitment to protecting our economy, ecosystems, and community from climate change;

AND FURTHER THAT, in response to this Climate Emergency, Council limit its contributions to the climate crisis by way of the following actions:

1. That Council review the current Strategic Plan action items for "Growing a Sustainable Mulmur" to reprioritize commitments and identify additional areas to take action.
2. That Council direct staff to identify climate change options at budget time for Council consideration.
3. That Council direct staff to arrange training on climate change and climate lens adaptation to be scheduled in 2023.

Respectfully submitted,

Tracey Atkinson

Tracey Atkinson, CAO/Clerk

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

SCHEDULE A

Municipal Actions

Aurora – Development of a Climate Action Plan

Barrie – Set new operating standards for municipal facilities. Develop a reporting system for the city's energy use. Establishment of an advisory committee

Bathurst – goal of net zero carbon emissions before 2050 and net negative carbon emissions in the second half of the century

Bracebridge - annual eight-per-cent reduction in a carbon footprint to reach the 50-per-cent reduction by 2030 was attainable

Brock – creation of a new strategic plan

Burlington – Council Strategic Workplan and Climate lens at budget time, development of a climate action plan, create performance metrics to track progress
Grey County - net zero carbon emissions at a corporate level by 2045

King – public engagement to create a climate and sustainability action plan, reach near and long term GHG reduction targets as outlined in the Energy Conservation and Demand Management Plan Update, training

Oakville – address municipal operations, use a climate lens as part of asset management, include climate policy as part of the official plan, create performance metrics to track progress

Ottawa - directed staff to review and update the city's air-quality and climate change management plan to make sure it aligns with research by the Intergovernmental Panel on Climate Change and present options to meet reduction targets for greenhouse-gas emissions



STAFF REPORT

TO: COUNCIL
FROM: Tracey Atkinson, CAO/Clerk/Planner
MEETING DATE: July 6, 2022
SUBJECT: OFFICIAL PLAN AMENDMENTS – APAC DRAFT POLICIES

PURPOSE:

The purpose of this report is to provide a first draft of the proposed policy amendments that have been developed as a result of the public engagement series and Ad Hoc Planning Advisory Committee (APAC).

BACKGROUND:

Public Engagement roundtables were hosted to start the conversation on a number of topics impacting the Official Plan. The APAC members engaged in the roundtable series and a number of Committee meetings to brainstorm and discuss items within their mandate. Staff worked with APAC to further develop draft policies that would be consistent with Provincial plan and policies. They were instrumental in the introduction of a visual concept of a “garden township” and helped further refine definitions and high-level policies.

At the July 6 APAC meeting the following motions were passed:

Moved by Pressey Seconded by Franco-Lloyd

THAT the Ad-Hoc Planning Advisory Committee recommend Council host an open house to present the draft Official Plan Policies to the public. CARRIED.

Moved by Pressey Seconded by Franco-Lloyd

THAT the Ad-Hoc Planning Advisory Committee forward the draft policies as amended to Council.

AND THAT the Committee recommend Council consider re-forming a Planning Committee to assist in future Official Plan amendments. CARRIED.

ANALYSIS:

The draft policies are attached to this report.

It is noted that there was significant input from the public and APAC that is valuable to the implementation of the policies, and that this information would be brought forward at a future date, after the Official Plan is approved, through a zoning by-law amendment.

STRATEGIC PLAN ALIGNMENT:

The proposed Official Plan amendments are aligned with the Strategic Plan.

FINANCIAL IMPACTS:

The Official Plan process has been budgeted and is funded through Development Charges.

RECOMMENDATION:

THAT Council receive the report of Tracey Atkinsons, CAO/Clerk/Planner, Official Plan Amendments – APAC Draft Policies;

AND THAT Council direct staff to advertise for a statutory public meeting and public open house for the draft Official Plan Amendment;

AND THAT Council consider reappointment of a Planning Committee to assist in the New Official Plan after the election.

Respectfully submitted,

Tracey Atkinson

Tracey Atkinson, BES MCIP RPP CAO/Clerk/Planner

GARDEN TOWNSHIP VISION STATEMENT

Mulmur will be a Garden Township, committed to protecting the environment and agriculture, and providing for balanced and sustainable development while nurturing its rural character.

DEFINITION OF GARDEN TOWNSHIP

Garden Township means an area dominated by its natural landscape, with various focal points, settlement areas and cultivated lands. A garden township provides for a range of amenities to remain a desirable, safe, prosperous and natural place for its residents to live, work, learn, and play.

RURAL CHARACTER DEFINITION

Rural Character means the landscape established through preferred patterns of land use that prioritize agriculture, natural environments, and low-density development to facilitate a serene lifestyle. Rural Character within settlement areas means establishing the perception of a natural landscape through the strategic preservation and placement of natural elements within the built environment.

POLICY TO SUPPORT GARDEN TOWNSHIP & RURAL CHARACTER

Mulmur will preserve the scenic resources and *rural character* of the Township. A visual impact assessment shall be required for any development proposals under the Planning Act where there is a potential for visual impacts ~~(including but not limited to scale, design, architecture, movement, height, etc.)~~ to ensure that the built form does not predominate over the natural environment. The Township will limit light pollution and conserve energy by protecting a *dark sky*. A lighting study shall be required for development proposals under the Planning Act where there is a potential for dark-sky infringement.

SCHEDULE B

THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY LAW NO. ____ - 2022.

**BEING A BY-LAW OF THE CORPORATION OF THE
TOWNSHIP OF MULMUR**

TO ADOPT AN AMENDMENT TO THE OFFICIAL PLAN.

**(OPA NO. 4 – Community Engagement and Implementation
Amendments)**

The Council of the Corporation of the Township of Mulmur, in accordance with the Planning Act, R.S.O. 1990, hereby enacts as follows:

THAT Amendment No. 4 to the Official Plan for the Township of Mulmur is hereby adopted;

AND THAT the Clerk is hereby authorized and directed to make application to the County of Dufferin for approval of the aforementioned Amendment No.3 to the Official Plan for the Township of Mulmur;

AND THAT this by-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second and third time this __th day of ____, 2022.

JANET HORNER, MAYOR

TRACEY ATKINSON, CLERK

CERTIFICATION

Certified that the above is a true copy of By-law No. __ – 2022 as enacted and passed by the Council of the Township of Mulmur on the ____day of _____. 2022.

TRACEY ATKINSON, CLERK

OFFICIAL PLAN AMENDMENT NO. 4

TO THE

OFFICIAL PLAN

OF THE TOWNSHIP OF MULMUR

(Community Engagement & Implementation Amendment)

October _____2022

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(The preamble does not constitute part of this amendment)	
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(The appendices to not constitute part of this Amendment)	

CONSTITUTIONAL STATEMENT
OFFICIAL PLAN
FOR THE
TOWNSHIP OF MULMUR
OFFICIAL PLAN AMENDMENT NO. 4

Amendment No. 4 to the Official Plan for the Township of Mulmur was prepared and recommended to the Council of the Township of Mulmur under the provisions of the Planning Act, R.S.O. 1990, on the ____ day of _____, 2022.

This Amendment was adopted by the Corporation of the Township of Mulmur by By-law No. ____-2022 , in accordance with the provisions of the Planning Act R.S.O. 1990, on the _____ day of _____, 2022.

Mayor – Janet Horner

Clerk – Tracey Atkinson

PART A - THE PREAMBLE

1.0 Purpose

The proposed Amendment would:

- Reorganization of sections 4 (Vision and Guiding Principles) and 5 (General Development Policies) to group similar subject matter.
- Update the definition of Rural Character to reflect community comments and Planning Advisory Committee input.
- Remove the Niagara Escarpment Plan policies and mapping and replace with a general over-arching policy.
- Update scenic resources and Features to a new “viewshed” policy that focuses on the lands outside of the escarpment and also protect dark-sky to reflect community comments.
- Update the on-farm diversified policies to reflect the Ontario Implementation Guidelines and Planning Advisory Committee input
- Update the requirements for a complete application to create a more usable format and more exhaustive list of possible study requirements
- Allow delegation of authority to staff on minor zoning application
- Update Part C, Implementation and D, Interpretation to reflect current tools and legislation.
- Remove duplication and simplify the policies.

2.0 Location

This amendment applies to all lands within the Township of Mulmur. Specific mapping amendments include removing the Niagara Escarpment Plan area designations and the scenic resources mapping.

3.0 Basis

The Township’s Strategic Plan included Actions that were implementable through the Official Plan. An Ad-Hoc Planning Committee was created to explore a number of strategic actions. An Open House was organized to receive comments on the implementation of the Actions, as well as to engage with the community with respect to the larger Official Plan project. A Planning Report was prepared on the proposed amendments. Applicable Ministries and Agencies were consulted as part of the communication and engagement process.

PART B - THE AMENDMENT

1.0 Introduction

This part of the document entitled Part B - The Amendment, which consists of the following text and Schedule "A", constitute Amendment No. 4 to the Official Plan for the Township of Mulmur.

2.0 Details of the Amendment

The Official Plan of the Township of Mulmur, as amended, is hereby further amended as follows:

- 2.2 Section 4.0 is amended by replacing the title with VISION STATEMENT and moving section 4.1 OVERALL VISION STATEMENT under 4.0, and replacing with the following:**

4.0 VISION STATEMENT

Mulmur will be a Garden Township, committed to protecting the environment and agriculture, and providing for balanced and sustainable development while nurturing its rural character.

- 2.3 Section 4.2, GUIDING PRINCIPLES OF THIS PLAN is deleted.**
- 2.4 Sections 4.21 STRONG COMMUNITIES AND 4.2.2 GROWTH MANAGEMENT are hereby moved to the beginning of section 5.2 GROWTH MANAGEMENT**
- 2.5 Section 4.2.3 SERVICES is moved to section is moved to section 5.11 INFRASTRUCTURE AND PUBLIC SERVICE FACILITIES**
- 2.6 The first sentence in Section 4.2.4 CHARACTER is deleted. The remainder of the section is moved to section 7.0.4 GENERAL POLICIES**
- 2.7 Section 4.2.5 MUNICIPAL FINANCE is moved to the end of section 11.2 of PLANNING APPLICATIONS**
- 2.8 Section 4.2.6 LOCAL ECONOMY is moved to a new section under Section 5.0.**
- 2.9 Section 4.2.7 NON-RENEWABLE RESOURCES is moved to section 5.32 MINREAL AGGREGATE RESOURCE AREAS**
- 2.10 Section 4.2.8 AGRICULTURE is moved to section 5.9 AGRICULTURAL AREAS**
- 2.11 Section 4.2.9 RENEWABLE RESOURCES is moved to a new section under**

Section 5.0.

2.12 Section 4.2.10 NIAGARA ESCARPMENT is deleted.

2.13 Section 4.2.11 WATER RESOURCES is moved to section 5.19 WATER RESOURCES

2.14 Section 4.2.12 ENERGY CONSERVATION is moved to section 5.15 ENERGY & AIR QUALITY

2.15 Section 4.2.13 NATURAL HERITAGE is moved to section 5.18 NATURAL FEATURES, AREAS AND FUNCTIONS

2.16 The first paragraph of Section 4.2.14 CULTURAL HERITAGE AND ARCHAEOLOGY is deleted. The remainder of the section is moved to section 5.6 ARCHAEOLOGICAL, BUILT HERITAGE AND CULTURAL HERITAGE LANDSCAPES

2.17 Section 4.2.15 HEALTH AND SAFETY is moved to section 5.28 PROTECTING PUBLIC HEALTH AND SAFETY.

2.18 Section 5.1 CONSULTATION WITH MUNICIPALITIES AND COUNTY is moved to section 11.21 CONSULTATION WITH APPROVAL AUTHORITY AND OTHER AGENCIES, and the title replaced as “CONSULTATION WITH AUTHORITIES, AGENCIES AND JURISDICTIONS.

2.19 Section 5.4 HOUSING is amended by deleting the second paragraph and replacing it with the following:

- c) accommodating an appropriate *affordable* and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons)
- d) encouraging that a minimum of 25 percent of residential housing within settlement areas is affordable to low and moderate income households. This shall also be achieved by permitting forms of housing appropriate for each settlement area, to meet the social, health and well-being needs of current and future residents, including special needs requirements, housing geared to older persons and through residential intensification and redevelopment.

2.20 Section 5.25 SCENIC RESOURCES AND FEATURES and 5.26 RURAL CHARACTER are deleted and replaced with the following:

RURAL CHARACTER

Mulmur will preserve the scenic resources and rural character of the Township. A visual impact assessment shall be required for any development proposals under the Planning Act where there is a potential for visual impacts ~~(including but not limited to scale, design, architecture, movement, height, etc.)~~ to ensure that the built form does not predominate over the natural environment. The Township will limit light pollution and conserve energy by protecting a dark sky. A lighting study shall be required for development proposals under the Planning Act where there is a potential for dark-sky infringement.

2.21 Section 6.2.5, NEW LOTS of the Rural Designation is amended by amending bullet point #2 to read as follows:

- Variations in the size and configuration of lots created within each original Township half-lot, and variations in lot frontages and front and side yard set-backs are encouraged. Clusters or rows of residences at a density that allow the built environment to dominate will be prohibited. Site plan control and or zoning provisions may be utilized to preserve rural character where new lots are proposed.

2.22 Section 11.6 OPA Requirements is amended by adding the following:

The Township shall weigh the impacts of a proposed development, including *rural character* against other impacts, including but not limited to social, economic and community benefits, and the policies of this Plan generally, in order to make a determination as to the desirability, and ultimately the appropriateness of any such development.

Developments and site alterations that have a substantial detrimental impact on *rural character*, that, in the opinion of the Township, outweigh the benefits of the proposal, shall not generally be supported or approved.

2.23 Section 11.15 SITE PLAN CONTROL is amended by adding the following at the end of the section:

All reasonable measures shall be implemented to mitigate and minimize impacts on *rural character*.

2.24 Section 6.4, NIAGARA ESCARPMENT PLAN AREA is hereby deleted.

2.25 Section 5.30 NIAGARA ESCARPMENT DEVELOPMENT PERMITS is deleted in its entirety.

2.26 Section 12.9 NIAGARA ESCARPMENT PLAN is deleted in its entirety.

2.27 Section 6.1.3 PERMITTED USES in the Agricultural designation is amended by

adding the following additional permitted use:

m) on-farm diversified use

2.28 Section 6.1 AGRICULTURE, is further amended by replacing section 6.1.6 IDENTIFICATION AND USE OF SPECIALTY CROP AREAS with the following:

6.1.6 ON-FARM DIVERSIFIED USES

All on-farm diversified uses shall be designed to not hinder surrounding agricultural operations and be appropriate to available rural servicing and infrastructure. They shall be located on a farm that has a farm dwelling, and either within the building cluster, on fallow lands or on the lowest quality of lands. The on-farm diversified use may occupy no more than 2% of the property on which the uses are located, to a maximum of 1 ha, and the building shall be limited to 20% of the 2% of the lot area. The floor area of farm building that existed prior to 2012 may be used in the on-farm diversified use and calculated at 50% floor area towards the maximum 20% of the 2% lot area.

Site Plan approval shall be utilized to maintain *rural character*, buffering with a preference of utilizing topography and vegetation, hours of operation, signage, servicing, access, parking areas and ensure for the appropriate development of the lands.

On-farm diversified uses are subject to the study requirements and all other applicable policies of this plan.

2.29 Section 11.14 DEVELOPMENT PERMIT SYSTEM AND BY-LAW is hereby deleted.

2.30 The following new section is added as section 11.14, MINOR ZONING AMENDMENT DELEGATION OF AUTHORITY

11.14 MINOR ZONING AMENDMENT DELGATION OF AUTHORITY

The Township may pass a by-law to delegate the approval authority for minor zoning amendments to a Committee of Council, or an individual who is an officer or employee of the Township. Such delegation may include:

- A temporary use by-law
- A by-law to remove a holding "H" symbols
- A housekeeping by-law for the purpose of making clerical or other changes to assist in the interpretation of the Zoning By-law
- A minor zoning amendment which meets the tests of section 45(1) of the Planning Act, R.S.O., 1990 for a minor variance, being that the building, structure or the use is (1) minor numerically or based impact (2) desirable for the appropriate development or use (3) meets the general intent and purpose of the by-law, and (4) meets the general intent and purpose of the Official Plan.

- A by-law that implements a related Official Plan amendment.
- A by-law that implements or satisfies a condition of Provisional Consent.

2.33 Section 11.1 CONSULTATION IN ADVANCE AND COST RECOVERY is amended by deleting “amount of a deposit to be provided to enable the Township to recover all such costs shall be calculated following the initial meeting and the”

2.31 Section 11.4 NIAGARA ESCARPMENT PLAN AND DEVELOPMENT CONTROL is deleted and replace with the following:

The lands within the Niagara Escarpment Plan Area are protected through the Niagara Escarpment Plan and the Greenbelt Plan. The Township will ensure that future development in the vicinity of the Niagara Escarpment Plan Area will be compatible with the natural Escarpment environment and protect this important World Biosphere.

Lands are within the Niagara Escarpment Plan Area are identified on Schedule A1 to the Official Plan. The NEC should be contacted to determine if a property is within the Niagara Escarpment Area of Development Control.

Where there is a conflict between the policies of this Plan and those of the Niagara Escarpment Plan, the policies of the Niagara Escarpment Plan shall prevail. Where this Plan contains policies that are considered to be more rigorous or restrictive than those of the Niagara Escarpment Plan, and are not considered to be in conflict with the Niagara Escarpment Plan, the more restrictive or rigorous policies of this Plan would then apply.

2.32 Section 11.5 PUBLIC MEETING, OPEN HOUSE AND NOTICE PROVISIONS is amended by deleting the first two paragraphs and bullet points and moving the remainder of the section, starting at “No amendment to...” to the beginning of section 12.7 and renaming section 12.7 to FLEXABILITY AND OFFICIAL PLAN AMENDMENTS

2.33 Section 11.17 BUILDING REGULATIONS is hereby deleted.

2.34 Section 11.18 PROPERTY MAINTENANCE STANDARDS AND OCCUPANCY is hereby deleted.

2.35 Part E, DEFINITIONS is amended by adding the following definitions:

Garden Township means an area dominated by its natural landscape, with various focal points, settlement areas and cultivated lands. A garden township provides for a range of amenities to remain a desirable, safe, prosperous and natural place for its residents to live, work, learn, and play.

Rural Character means the landscape established through preferred patterns of land use that prioritize agriculture, natural environments, and low-density development to facilitate a serene lifestyle. Rural Character within settlement areas means establishing the perception of a natural landscape through the strategic preservation and placement of natural elements within the built environment.

On-farm diversified uses means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agritourism uses, and uses that produce value added agricultural products. Ground-mounted solar facilities are permitted in prime agricultural areas, including specialty crop areas, only as on-farm diversified uses. (PPS, 2020)

Affordable means a) in the case of ownership housing, the least expensive of: 1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or 2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area; b) in the case of rental housing, the least expensive of: 1. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or 2. a unit for which the rent is at or below the average market rent of a unit in the regional market area (PPS 2020)

2.36 Part E, DEFINITIONS, is further amended by replacing the following definitions defined by the Provincial Policy Statement 2020 and A Place to Grow Growth Plan 2017 with the Provincial definition

2.37 Appendix A – COMPLETE APPLICATION is deleted and replaced with Appendix A attached to this Official Plan Amendment

2.38 Schedule A1 to the Official Plan – Land Use Designations is amended by removing all designations within the Niagara Escarpment Plan area as shown on Schedule “X” to this Official Plan Amendment.

2.39 2.34 Schedule D to the Official Plan is amended by removing the scenic resources as shown on Schedule “X” to this Official Plan Amendment.

2.40 The Official Plan is further amended by italicizing any defined term where it appears through the entirety of the Official Plan.

2.41 The Official Plan is renumbered and formatted accordingly.

3.0 Implementation

The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment

4.0 Interpretation

The provisions of the Official Plan for the Township of Mulmur, as amended from time to time, shall apply to this Amendment.

DRAFT

SCHEDULE A TO OFFICIAL PLAN AMENDMENT #4

Schedule A1 – Land Use Designations (removing NEC designations)

Schedule D – Scenic Resources and XXX (removing Scenic Resources)

Appendix A – COMPLETE APPLICATION REQUIREMENTS

DRAFT

PART C - THE APPENDICES

Appendix 1 - Track Change Version of Policies

Appendix 2 - Reports

- Strategic Plan 2020-2024 (Council approved)
- Recreation Master Plan, Sierra Planning and Management, February 2021 (Council approved Feb 2021)
- Energy Efficient Tools in Development Approvals, Council Report, April 7, 2021
- Mansfield North Recreation Area, Staff Memo, October 2021
- Official Plan Workplan, Council Report, February 2, 2022
- Official Plan Policy Direction Report, Council Report, March 2022
- Implementing Aging in Place, APAC Report, March 21, 2022
- Pursuing Responsible Growth: On-Farm Diversified Uses, APAC Report, March 21, 2022
- AdHoc On-Farm Diversified Use Tracking Table
- Pursuing Responsible Growth: Home Industry, APAC Report, March 21, 2022
- Land Needs Analysis and Settlement Expansion, Council Report, April 6, 2022

Appendix 2 - Notice of Public Meeting

- Tax Insert, mailed no later than July 15, 2022

Appendix 3 – Minutes of Public Meeting, September 7, 2022

Appendix 4 - Copies of Correspondence

- November 4, 2021 – Letter from Jim MacDougall
- May 10, 2022 – Email to commenting agencies



STAFF REPORT

TO: COUNCIL
FROM: Tracey Atkinson, Planner
MEETING DATE: July 6, 2022
SUBJECT: Housekeeping By-law

PURPOSE:

The purpose of this report is to provide Council with information regarding a proposed housekeeping by-law.

BACKGROUND & DISCUSSION:

Council held a public meeting On Wednesday September 1, 2021 in regards to a proposed housekeeping by-law. Public input was received, and a draft by-law was presented and passed on a number of provisions. Some of the provisions explored through the public process were not included in the draft by-law. These items, as well as some additional items are being proposed through a second housekeeping by-law.

Notice of an Open House and a statutory public meeting is proposed to be given on July 8 in conjunction with the tax bills, mailed to every property owner. Notice would also be given through social media and the website.

The mandate of the Ad-Hoc Planning Advisory Committee included reviewing the policy framework for matters which can be implemented through zoning. This includes on-farm diversified uses and aging in place (by removing red tape for services for older person)

There have also been some legislative changes that make it advantageous to consider amendments to the zoning by-law, to provide conformity, consistency, remove red tape and to ensure that the provisions are implementing the Official Plan.

Certain proposed amendments are also discussed in the following previous reports:

- Second Units, July 6, 2016
- Second Units, December 14, 2016
- Second Units, May 3, 2017
- Source Protection, Second Units and Housekeeping Amendments, November 3, 2016
- Second Dwelling Provisions, February 3, 2020
- Housekeeping By-law Presentation, September 1, 2021



ANALYSIS:

Accessory Buildings

An increase in recent applications for larger accessory buildings and identification of a conflict between the size of a home occupation and the size of an accessory building has resulted in a review. The proposed amendment would change the maximum size from 120m² to 140m².

In April, 2022 the Ontario Building Code changed with respect to the size of buildings requiring a building permit, increasing the minimum size from 10m² (commonly understood to be a 10'x10' or 100 sq ft building) to 15m². Changes are proposed to the regulations for accessory buildings and structures to reflect the new legislation.

Changes are proposed to apply to the Rural Residential (RR) and Rural Commercial (RC) zones to bring accessory structures on larger rural lots to be more consistent with those in the Countryside (A) zone, such as floor area, number of accessory building, height and floor areas.

The maximum number of accessory structures for Institutional, Recreation and Open Space zones are also proposed to be removed. Lands within these zones are generally owned by the Province, County and/or Municipality, or are subject to site plan control.

Signage

The citizen roundtable and Ad-Hoc Planning Advisory discussed rural character and the impact of billboards and smaller signage on rural character. The Township previously passed a housekeeping by-law to prohibit large billboard signs. The proposed provisions limit the maximum number and setbacks.

Second Dwellings

Legislative changes to the Development Charges (DC) Act have resulted in the Township further exploring the second dwelling provisions. Changes to the DC Act reduce the opportunity to collect DCs on second dwelling and also require existing tax payers to compensate (through taxes) for shortfalls in DC collection. While the intent is to promote affordable housing, the current permissions are much broader and allow for larger dwellings that are not considered "affordable" and should not be subsidized.

Proposed changes include increasing the lot area for detached additional units to 2 hectares, consistent with the minimum lot area for a Countryside (A) parcel, and restricting the maximum size of detached units. No changes or maximum sizes are proposed for attached units, and attached units would be permitted wherever a single detached dwelling is permitted.



Home Industries and Occupations

The businesses permitted accessory to a residential use were further explored in the citizen round tables and by the Ad-Hoc Planning Committee. As a result, definitions are proposed to be amended. As well, clarity is proposed to be added such that home industries (like Rural Commercial uses and On-Farm Diversified Uses) would be subject to site plan control.

Back Yard Chickens

In 2018, Council passed By-law No. 19-18 being the Backyard Chicken By-law. The proposed deletion removes duplicating provisions with the stand-alone by-law.

On-Farm Diversified Uses

The Ad-Hoc Planning Advisory Committee, in conjunction with staff have reviewed the Official Plan policies, Provincial legislation and guidelines and discussed the opportunities and threats related to non-farm uses within the Countryside. The proposed regulations echo the Provincial direction, introduce clear provisions and require site plan control.

In reviewing on-farm diversification, there was also a discussion on assembly halls and event barns, which has resulted in updated definitions and permitted uses in certain other zones.

STRATEGIC PLAN ALIGNMENT:

The proposed amendments are consistent with the strategic plan.

FINANCIAL IMPACTS:

There may be financial impacts as a result of the second dwelling provisions.

RECOMMENDATION:

THAT Council receive the report of Tracey Atkinson, Planner, Housekeeping By-law;

AND THAT a statutory public meeting be scheduled for September 7, 2022 to present the proposed amendments.

Respectfully submitted,

Tracey Atkinson

Tracey Atkinson, BES MCIP RPP

THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. ____ – 2022

BEING A BY-LAW TO AMEND BY-LAW NO. 28-18, AS AMENDED, THE ZONING BY-LAW FOR THE CORPORATION OF THE TOWNSHIP OF MULMUR, COUNTY OF DUFFERIN.

WHEREAS the Council of the Corporation of the Township of Mulmur is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the *Planning Act*, R.S.O.1990 c.P. 13, as amended;

AND WHEREAS Council hosted a public meeting on September 1, 2021 and September 7, 2022;

AND WHEREAS Council is satisfied that Notice of the Public Meeting have been given in accordance with the *Planning Act*, R.S.O.1990, c.P. 13, as amended, and that no further notice is required;

AND WHEREAS Council is satisfied that the proposed amendments are appropriate and in accordance with the Official Plan in effect at the time, as well as applicable Provincial policies and plans;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR ENACTS AS FOLLOWS:

1. Section 3.2.1.2 Large Accessory Buildings as Principal Uses is hereby amended by replacing 120m² with 140m² wherever it appears.
2. Section 3.2.3 Regulations for Accessory Buildings and Structures is amended by replacing 10 m² with 15 m² wherever it appears in section 3.2.3 and replacing the table with the following:

Commented [TA1]: provide consistency between the maximum size of accessory building and the portion used for a home Industry on all lands (except Countryside Implement Sheds which may be larger)

Provisions applying to accessory Building and/ or Accessory Structure	Zone											
	Countryside Area (A)	Rural Residential	Hamlet Residential	Estate Residential	Rural Commercial	General Commercial	Business Park Gateway Core, Transition	Highway Commercial	Industrial	Recreational	Institutional	Open Space
Required to meet zone requirements	↯	↯	↯	↯	↯	↯	↯	↯	↯	↯	↯	↯
Permitted in front of Principal Building provided it meets minimum front yard and	↯											↯

exterior side yard setbacks of zone													
Maximum total number of all accessory buildings or structures having a gross floor area of 15 m ² or less, not including non-commercial wind turbines and non-commercial solar panels	2	2	1	1	2	1	1		1	1			
Maximum total number of all accessory buildings and structures greater than 15 m ²	2	2	1	1	2	1		1	1	1			
Maximum gross floor area as a percentage of the floor area of the largest dwelling (including attached garage to a dwelling) or main building (%)	100	100	75	75	100	40		40	40	40			75
Maximum gross floor area of all accessory buildings and structures (m ²)	140	140	140	140	140								140
Maximum height (m)	6	6	4.5	4.5	6								4.5
Maximum sign face areas of non-illuminated signage accessory to and providing advertising or identification in relation to the property or land uses on the subject lands, unless otherwise specified. (m ²)	3	3	1	1	3	3	3		3	3	3	3	3
Ground floor area of accessory buildings and structures shall be included in calculation of total lot coverage	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Minimum interior side or rear yard setback, to a maximum of the minimum requirement for the principal building on the lot where:													
Gross floor area is less than 20 m ²	1.5m												
Gross floor area is between 20 m ² and 40 m ²	3m												
Gross floor area between 40 m ² and 60 m ²	4.5m												
Gross floor area is greater than 60 m ²	6m												

Commented [TA2]: Remove caps for Recreation, Institutional and Open Space

Commented [TA3]: Increase the number of small sheds to 2 in C and RR to address larger lot size

Commented [TA4]: Increase size in RR to 100% and in Rural Commercial

Commented [TA5]: 120 replaced with 140

Commented [TA6]: definition of lot coverage already includes all buildings or structures

Provisions applying to Signs	Zone												
	Countryside Area (A)	Rural Residential	Hamlet Residential	Estate Residential	Rural Commercial	General Commercial	Business Park Gateway Core, Transition	Highway Commercial	Industrial	Recreational	Institutional	Open Space	
Maximum total number of signs	2	2	1	1	1	1	1	1	1	2	1	1	
Maximum face areas of a sign accessory to and providing advertising or identification in relation to the property or land uses on the subject lands, unless otherwise specified. (m ²)	3	3	1	1	3	3	3	3	3	3	3	3	

Commented [TA7]: Increase the number of small sheds to 2 in C and RR to address larger lot size

Sign shall maintain a minimum setback of 4 m to all lot lines and shall be permitted in the front yard

3. Section 3.2.5 Signs is deleted in its entirety.

Commented [RK8]: Incorporated Into 3.2.3 chart and Sign Bylaw

4. Section 3.3 Dwelling Units, Additional Single Dwellings & Attached Accessory Dwelling Units is amended by deleting section 3.3.2 and 3.3.3. and is replaced with the following:

3.3.2 Detached Additional Single Dwellings

Where an additional detached single dwelling is permitted, such dwelling shall

comply with the following provisions:

- i) *Minimum lot size shall be 2.0 ha*
- ii) *The gross floor area of the additional single dwelling shall be no more than 50% of the gross floor area of the principal single detached dwelling, and no more than 80 m², and shall not exceed the lot coverage for all accessory structures in subsection 3.2.3.*
- i) *Such dwelling shall only be permitted where there is a site plan agreement between the owner and Township. A detached accessory dwelling unit will not be permitted if there is already more than one dwelling unit.*

Commented [TA9]: Lot size increased to correlate with Countryside minimum.

3.3.3 Attached Accessory Dwelling Unit

Where an attached accessory dwelling unit is permitted, the following provisions shall apply;

- ii) *Minimum lot size shall be in accordance with section 3.10.2.3, Existing Undersized Lots of Record.*
- iii) *Water and septic services shall be adequately sized to allow for the accessory dwelling unit*
- iv) *Accessory dwelling unit and main dwelling shall be attached either through a common ceiling/floor or wall having a minimum face area of 12 m². A common breezeway or any other form of roof connection or hallway shall not be considered attached.*
- v) *An attached accessory dwelling unit will not be permitted if there is already a second dwelling unit.*

5. Section 4.1.1, Permitted Uses is amending by replacing the second permitted use, being an "Additional Single dwelling ASD (1)

Accessory dwelling unit in a detached structure (1) in accordance with section 3.3	X	X
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Commented [TA10]: Changed to reflect legislation

6. Section 3.3.9, Dwelling Units in Non-Residential Buildings shall be amended by adding the following at the end of the subsection:

Where an accessory attached dwelling unit is permitted to be located within non-residential building, such dwelling unit shall be located behind or above the non-residential use.

Commented [TA11]: Intended to promote main level commercial outside of residential areas

7. Section 3.6, Home Industry is amended by deleting subsection iii) and replacing subsection i) with the following:

i) All development shall be subject to site plan control.

Commented [TA12]: Add site plan to control parking and business expansion and allow for economic development and employment without impacts

8. Section 3.7, Home Occupations is amended by deleting subsection ii) and adding the following to the end of subsection vii:

A catering business shall be permitted but a restaurant, including take-out shall not be permitted. Pick-up of frozen foods and bulk bakery items prepared on site, is permitted.

Commented [TA13]: Delete reference to old signage section. Update to reflect comments arising during pandemic.

Commented [TA14R13]: Delete reference to old signage section.

9. Section 3.8.3, Backyard Hens is deleted in its entirety and the remaining sections renumbered accordingly.

Commented [TA15]: 19-18 Backyard Chickens by-law covers same material

10. Section 3.8.4 On-Farm Diversified Uses is amended by adding the following:

Commented [TA16]: Reflect ADOC committees and Provincial guidelines

iii) all on-farm diversified uses shall be subject to site plan approval.

iv) Except as otherwise permitted as an agricultural use, including but not limited to agri-tourism and farmer's market, all business use shall be conducted within a completely enclosed structure.

v) No outdoor storage shall be permitted.

vi) An assembly hall any other event facility will only be considered through a site specific amendment, to this by-law, or a special event permit.

Commented [TA17]: uses provided by Council and AdHoc

vii) The floor area of farm building that existed prior to 2012 may be used in the on-farm diversified use and calculated at 50% floor area towards the maximum floor area.

Commented [TA18]: Description utilizes terminology and ideas from Ad-Hoc tracking table

11. Section 4.2.1 is hereby amended by deleting "or habitable pool house" from subsection ii.

12. Section 4.8, Recreational, 4.9, Institutional, 4.10.1 Business Park Gateway, 4.10.2 Business Park Core, and 4.10.3. Business Park Transition are amended by adding "assembly hall" to subsection Permitted Uses.

13. Marijuana Growing Facility and Medical Marijuana Facility shall be replaced with Cannabis Facility wherever they appear.

14. The definition for Agricultural Use in section 5 shall be amended by adding "including the growing of cannabis and hemp" after "biomass".

15. Section 5, Definitions, is hereby amended by adding the following definitions in alphabetic order:

Assembly Hall

Means: a large room or building where people can congregate, hold meetings, weddings or multiple uses, but shall not include a *Place of Worship*.

Catering Business

Means: a business that prepares food and/or beverage and does not include any on-site consumption of food and beverages. A catering business shall comply with all regulations and licensing requirements.

Take-Out Restaurant

Means a restaurant or business that offers individual meals or beverages to be purchased and are ready to consume immediately

16. The definition for Marijuana Facility in section 5 shall be deleted and replaced with the following:

CANNABIS FACILITY

The growing of cannabis (marijuana) as authorized by the Government of Canada, either outdoor or within a building or structure. A cannabis facility may also include accessory research, accessory processing and accessory cannabis retail as licensed by the AGCO.

Commented [TA20]: Definition Includes the agricultural growing and Industrial processing. If want to prohibit In agricultural uses, only permit "agricultural use and not cannabis facility. Agricultural definition Includes the crop.

17. The following definitions in section 5 are hereby deleted and replaced with the following:

ON-FARM DIVERSIFIED USES: means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products. Ground mounted solar facilities are permitted in prime agricultural areas, including specialty crop areas, only as on-farm diversified uses.

IMPLEMENT SHED

A building having a minimum gross floor area of 140 m², other than a dwelling unit that is capable of being used for some agricultural purpose or purposes, the non-commercial storage of products or commodities produced on a farm, hay or straw storage, the storage of farm machinery and equipment or any other similar purpose incidental to a permitted agricultural use on the lot. Such building shall be accessory to a crop operation having a minimum of 15 ha of tillable land or accessory to a livestock facility.

This By-law shall come into force upon the date of passage hereof and take effect on the day after the last day for filing appeals. Where objections to the By-law are received in accordance with the provisions of the *Planning Act*, R.S.O.1990, c.P 13, as amended, the By-law shall come into effect upon the approval of the Local Planning Appeal Tribunal.

READ A FIRST, SECOND and THIRD TIME, and finally passed this ____ day of _____, 2022

JANET HORNER, MAYOR

TRACEY ATKINSON, CLERK

DRAFT



SHELburne & DISTRICT FIRE BOARD

April 5, 2022

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 838 5423 8403) on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Chair, Walter Benotto, called meeting to order at 7:00 pm.

2. **Additions or Deletions**

None.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by J. Horner – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by S. Hall – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of March 1, 2022 as circulated.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

7.1 Michelle Adams, CPA, CA, Senior Accountant, RLB

Resolution # 3

Moved by M. Mercer – Seconded by G. Little

BE IT RESOLVED THAT:

Leave be given to Michelle Adams, Senior Accountant, from RLB to address the Board.

Carried

Michelle Adams, Senior Accountant, RLB reviewed the draft Financial Statements with the Board.

8. **Unfinished Business**

8.1 None.

9. **New Business**

9.1 Draft Financial Statements, RLB

Resolution # 4

Moved by S. Hall – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne & District Fire Board accept and approve the Draft Consolidated Financial Statements for the year end of December 31, 2021 prepared and presented by RLB.

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

Carried

9.2 2021 Operating Budget Surplus

Resolution # 5

Moved by J. Horner – Seconded by S. Hall

BE IT RESOLVED THAT:

The 2021 surplus of \$90,317.91, be transferred to the capital account and operating reserve account. The amount of \$35,000.00 to an operating reserve account and the balance of \$55,317.91 to the capital account.

Carried

10. **Chief's Report**

10.1 **Monthly Reports (March 2022)**

There was a total of 21 incidents for the month of March.

10.2 **Update from the Fire Chief**

The Chief advised that there were 10 inspections completed and 1 in progress.

The Chief participated in the Shelburne Public Library's "Community Reader" program. The Chief reviewed 2 site plans for the Town of Shelburne planning department and reviewed the Town of Mono's proposed fireworks by-law.

11. **Future Business:**

11.1 2021 Annual Report.

12. **Accounts & Payroll – February 2022**

12.1 **Resolution # 6**

Moved by E. Hawkins – Seconded by S. Hall

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$25,392.16 for the period of February 25, 2022 to March 30, 2022 as presented and attached be approved for payment.

Carried

14. **Confirming and Adjournment**

14.1 **Resolution # 7**

Moved by M. Mercer – Seconded by S. Hall

BE IT RESOLVED THAT:

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

Carried

14.2 **Resolution # 8**

Moved by S. Hall – Seconded by J. Horner

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 7:43 pm to meet again on June 7, 2022 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Walter Benotto
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of April 5, 2022

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



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



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

Those present:

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

Regrets:

Darren White, Mayor, Melancthon

#1 Chair Call Meeting to Order

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

#2 Land Acknowledgement Statement

The Land Acknowledgement Statement was read by Chair Clark.

#3 Additions/Deletions/Approval of Agenda

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

#4 Declaration of Pecuniary Interest or Conflict of Interest

None.

#5 Delegation

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

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

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

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

Break from 6:08-6:15

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

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

#6 Approval of Draft Minutes

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

#7 Business Arising from the Minutes

None.

#8 Facility Manager's Report

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

#9 General Business

1. Financial

1. Accounts Payable

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

2. A/R update

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

3. YTD vs. Budget comparison

All looks fine.

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

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

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

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

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

3. Unfinished Business

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

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

#10 Information

None.

#11 Notice of Motion

-None

#12 Confirmation Motion

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

#14 Adjournment

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

CHAIR

SECRETARY



MINUTES
COMMUNITY COMMUNICATIONS ADVISORY COMMITTEE
MAY 26, 2022
7:00 P.M.

Present: Karen Scully - Chair, Shirley Boxem, Taria van Weesenbeek, Roseann Knechtel – Secretary

Absent: Ruth Armstrong

1. CALL TO ORDER

The meeting was called to order by the Chair at 7:14 pm.

2. APPROVAL OF THE AGENDA

Moved by Boxem and Seconded by van Weesenbeek

THAT the agenda be approved.

CARRIED.

3. MINUTES OF THE PREVIOUS MEETING

Moved by Boxem and Seconded by van Weesenbeek

THAT the minutes of January 13, 2022 be approved.

CARRIED.

4. DISCLOSURE OF PECUNIARY INTEREST - NONE

5. ADMINISTRATION

5.1 1st Quarter Report: Communications Traffic

Members reviewed and discussed the first quarter report present by the Secretary. Discussed include the high percentage of opens for the newsletter, Facebook costs for paid content, and the use of Instagram reels/stories.

Members would like to see where the dead pages exist on the website, greater information on page engagement, separating the main page from the rest of the website, as well as where traffic flow is coming from on the 2nd Quarter Report.

Direction was given to staff to investigate the possibility of including a reason for unsubscribing to the newsletter.

Moved by van Weesenbeek and Seconded by Boxem

THAT the Committee receive the 2022 1st Quarter Communications Report.

CARRIED.

5.2 Elections Communications

The Secretary presented the elections communication calendar and content. Members suggested using the election videos as a reel on Instagram and tagging community groups on the Facebook posts. Members will review voter turn out to see if communications have made a difference at the end of the election.

Direction was given to the Secretary to add a "meet your candidates" post after nomination day and a post on election sign recycling with the County of Dufferin

Direction was given to the Secretary to investigate recording the all-candidates meeting for posting and viewing at a later date.

6. INFORMATION ITEMS

6.1 Township of Mulmur Magnet

6.2 February – May 2022 Newsletters

Members suggested moving the survey questions from the bottom of the newsletter to encourage greater participation.

Members discussed including a history of each property included on the historical register on the website.

Moved by Boxem Seconded by van Weesenbeck

THAT the Community Communications Advisory Committee receive the information items as copied and circulated.

CARRIED.

7. ITEMS FOR FUTURE MEETINGS

7.1 2ND Quarter Communications Report

8. ADJOURNMENT

Moved by van Weesenbeck and Seconded by Boxem

THAT we do now adjourn at 8:18 p.m. to meet again on July 14, 2022 at 7:00 pm or at the call of the Chair.

CARRIED.



**MINUTES
ECONOMIC DEVELOPMENT COMMITTEE
MAY 26, 2022**

Present: Chair Angela McMonagle
Vice-Chair Ruben Rindinella
Janet Horner
Jeanette McFarlane
Diana Morris
Savannah Rogers
Roseann Knechtel – Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 7:06 p.m.

2. APPROVAL OF THE AGENDA

Moved by McFarlane and Seconded by Rindinella

THAT the agenda be approved.

CARRIED.

3. MINUTES OF THE PREVIOUS MEETING

Moved by Horner and Seconded by Rindinella

THAT the minutes dated January 20, 2022 be approved.

CARRIED.

4. DISCUSSION ARISING OUT OF THE MINUTES - NONE

5. DISCLOSURE OF PECUNIARY INTERESTS - NONE

6. ADMINISTRATION

6.1 Gateway Signs

The Secretary provided a verbal update on the replacement of the gateway signs on Prince of Wales Road and Airport Road. Members discussed installing signs at other entry points into the Township including County Road 17 and County Road 21 and 2nd Line East at the Mulmur-Nottawasaga Townline.

Members discussed budget allocation and agreed that the additional signs be funded through the Economic Development Committee budget.

Moved by Rindinella Seconded by Rogers

THAT the Committee approve the purchase and installation of five (5) additional gateway signs to be located on County Road 21 and County Road 17 subject to County of Dufferin approval and 2nd Line E at Mulmur-Nottawasaga Towline.

CARRIED.

6.2 Think Local Video Quote

Members reviewed the quote received from Anthony Fenech and the Dufferin Board of Trade videos. Discussion ensued surrounding consistent branding, audience and length of videos.

Direction given to the Secretary to obtain additional quotes for review at the next meeting. Direction was given to include the EDC video in tax bill and monthly newsletter with applications going to the EDC for consideration in the fall.

6.3 Business Recognition Policy

The Secretary presented a draft business recognition policy to the Committee. Members amended the policy to include

Direction was given to the Secretary to amend the policy to include nominations as well as applications. Direction was given to the Secretary to amend the application form to include check boxes for home-based business, farming, or industry, and hours of operation.

Moved by Horner Seconded by Rogers

THAT the EDC receive the Draft Business Recognition Policy;

AND THAT the EDC forward the policy as amended to Council for consideration.

CARRIED.

6.4 CDDHS Awards

The Secretary provided a verbal update on correspondence with Centre Dufferin District Highschool. Members reviewed the Mulmur specific awards in place at CDDHS. Discussion ensued surrounding creating a bursary that all Mulmur students, regardless of school, would be able to apply for.

Members expressed a desire to increase the Primrose Elementary School Award to \$100 and create up to two secondary awards at \$500 each. The awards would be an annual commitment to be approved as part of the Township's budget.

Direction was given to the Secretary to draft parameters for the bursary for consideration at a future meeting.

6.5 Dufferin Board of Trade Update

Diana Morris provided a verbal update on the current actions of the Dufferin Board of Trade.

7. INFORMATION ITEMS

- 7.1** County of Dufferin Letter – Economic Development Funding
- 7.2** Cycling Station Installation
- 7.3** 2022 EDC Goals

8. ITEMS FOR FUTURE MEETINGS

9. ADJOURNMENT

Moved by Rindinella and Seconded by McFarlane

THAT the Committee adjourns the meeting at 8:44 p.m. to meet again on, June 16, 2022 at 4:00 pm, or at the call of the Chair.

CARRIED.



**MINUTES
ECONOMIC DEVELOPMENT COMMITTEE
June 16, 2022**

Present: Angela McMonagle - Chair
Ruben Rindinella – Vice-Chair
Janet Horner
Diana Morris
Roseann Knechtel – Secretary

Absent: Jeanette McFarlane
Savannah Rogers

1. CALL TO ORDER

The Chair called the meeting to order at 4:06 p.m.

2. APPROVAL OF THE AGENDA

Moved by Horner and Seconded by Morris

THAT the agenda be approved.

CARRIED.

3. MINUTES OF THE PREVIOUS MEETING

Moved by McMonagle and Seconded by Rindinella

THAT the minutes dated May 30, 2022 be approved.

CARRIED.

4. DISCUSSION ARISING OUT OF THE MINUTES – NONE

Confirmation that the scholarship will be part of the 2023 budget with Council determining where funds are allotted.

5. DISCLOSURE OF PECUNIARY INTERESTS - NONE

6. ADMINISTRATION

6.1 Think Local Video Quotes

Member reviewed quotes received for the development of promotional economic development videos. The Secretary confirmed all three companies are available to complete the filming in the fall.

Members agreed the first video would promote home services, including but not limited to: electricians, landscapers, plumbers, tree service, general carpenters etc.

Direction was given to the Secretary to advertise and reach out to individual businesses for inclusion based on survey the results of the July tax bill insert.

Moved by Morris Seconded by Rindinella

THAT the Economic Development Committee recommend Council secure the services of True Nature Media for the development of local promotional economic development videos to be funded through the allotted 2022 Economic Development Committee budget.

CARRIED.

7. INFORMATION ITEMS – NONE

7.1 Burger Bus Contest

8. ITEMS FOR FUTURE MEETINGS

8.1 Mulmur Bursary Program

8.2 Mulmur Promotional Video

9. ADJOURNMENT

Moved by Horner and Seconded by Rindinella

THAT the Committee adjourns the meeting at 4:33 p.m. to meet again on, September 15, 2022 at 7:00 pm, or at the call of the Chair.

CARRIED.



MINUTES
AD-HOC PLANNING ADVISORY COMMITTEE
June 29, 2022 2:30 PM

Present: Leah Pressey - Chair
Jan Benda
Paul Cohen
Grace Franco Lloyd
Mike Marchinkiewicz
Tracey Atkinson – CAO/Clerk/Planner

Regrets: Lisa Swinton
Jim MacDougall

1. CALL TO ORDER

The Secretary called the meeting to order at 9:12 a.m.

2. APPROVAL OF THE AGENDA

Moved by Franco-Lloyd Seconded by Cohen

THAT the agenda be approved as amended to include Official Plan Timelines.

CARRIED.

3. PREVIOUS MEETING MINUTES

Moved by Cohen Seconded by Franco-Lloyd

THAT the minutes of June 9, 2022 be approved.

CARRIED.

4. DISCLOSURE OF PECUNIARY INTERESTS

Chair Pressey stated that members can declare a pecuniary interest now or at any time in the meeting.

5. ADMINISTRATION

5.1 Official Plan Timelines

Tracey Atkinson, CAO/Planner, provided an update on timelines, including not holding an Open House in July and hosting a statutory public meeting in September.

Members discussed what is going to be presented and whether it would be in-person or virtual.

Moved by Pressey Seconded by Franco-Lloyd

THAT the Ad-Hoc Planning Advisory Committee recommend Council host an open house to present the draft Official Plan Policies to the public.

CARRIED.

5.2 Mandate Goal #3: Protect Rural Character

- Vision Statement
- Garden Township Definition
- Rural Character Definition
- Scenic Resources and Dark Sky

Members reviewed the second draft of the Garden Township vision statement, definition, rural character definition and policy to support a garden township and rural character. Members discussed each section and amended the wording.

Moved by Pressey Seconded by Franco-Lloyd

THAT the Ad-Hoc Planning Advisory Committee forward the draft policies as amended to Council.

AND THAT the Committee recommend Council consider re-forming a Planning Committee to assist in future Official Plan amendments.

CARRIED.

6. INFORMATION ITEMS

6.1 Genius Loci (Jan Benda)

7. ITEMS FOR FUTURE MEETINGS

8. ADJOURNMENT

Moved by Cohen Seconded by Marchinkiewicz

THAT the meeting adjourns at 11:23 am and meets again at the call of staff.

CARRIED.



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: July 6, 2022
SUBJECT: Economic Development Videos

PURPOSE:

The purpose of this report is to present the development of promotional economic development videos to Council for consideration.

BACKGROUND:

Goal #1 of the Economic Development Committee's (EDC) mandate is to:

1. Retain, enhance and attract businesses by:

- Helping existing small businesses grow through awareness, red tape reduction, education (Prosperous, G1, A1)

As a way to accomplish this action, the EDC committed to recognizing and promoting businesses through the Township's communication channels.

The Dufferin Board of Trade (DBOT) commenced the Dufferin Days and Think Local video campaign in 2021, which featured local businesses in videos and social media outlets.

Building off the success of DBOT the EDC secured three quotes from local vendors for the creation of promotional videos that will feature Mulmur businesses and promote economic development in Mulmur.

At their meeting on June 16, 2022 the Committee passed the following motion:

Moved by Morris Seconded by Rindinella

THAT the Economic Development Committee recommend Council secure the services of True Nature Media for the development of local promotional economic development videos to be funded through the allotted 2022 Economic Development Committee budget. **CARRIED.**

ANALYSIS:

The EDC is proposing the creation of two videos featuring home services and tradespeople in Mulmur. The benefits of this project would include showing support for our local business, improved awareness of Mulmur as a place to live and work, strengthening connections between the Township and its community.

If Council endorsed, staff would put a call out to local businesses for inclusion with filming to occur in fall 2022.

Subject to success of the initial video, The Committee discussed considering featuring other services in Mulmur through a second video as part of their 2023 budget request.

STRATEGIC PLAN ALIGNMENT:

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

FINANCIAL IMPACTS:

The cost for developing the two videos would be \$1,550 plus HST, to be funded through the EDC 2022 budget.

RECOMMENDATION:

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Economic Development Videos;

AND THAT Council approve the creation of two promotional videos featuring local businesses and tradespeople throughout Mulmur.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

Schedule A – True Nature Media Quote

SCHEDULE A

Roseann Knechtel

Subject: FW: Economic Development Video

From: Sara May
Sent: May 31, 2022 4:17 PM
To: Roseann Knechtel
Subject: Re: Economic Development Video

Hi Roseann,

Thank you for getting in touch. I had a fantastic experience working with Savannah so I'm happy to hear she recommended me.

Here are a couple price breakdowns:

1 Minute Video with 2 Hour Shoot

Video Shoot - On Location 2 Hour Shoot - Interview + B-Roll Footage Includes Travel to Location in Mulmur	\$300
Video Editing - 1 Minute Social Media Video With Music, Branding Includes 2 Rounds of Revisions	\$250
Total	\$550 +hst

2-3 Minute Video with 4 Hour Shoot

Video Shoot - On Location 4 Hour Shoot - Interview + B-Roll Footage Includes Travel to Location in Mulmur	\$500
Video Editing - 2-3 Minute Social Media Video With Music, Branding Includes 3 Rounds of Revisions	\$500
Total	\$1000 +hst

Let me know if you have any questions or require any other information. Thank you!

Sara

Sara May

--

TRUE NATURE MEDIA
truenaturevideo@gmail.com
www.truenaturemedia.ca
647-459-2078



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

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

INFORMATION

2022 2nd QTR By-law Enforcement

ROLL #	COMPLAINT	STATUS
2-01690	Property Standards	Open
2-02555	Fill	Open
3-16000	Illegal Event	Open
1-00100	Billboards	Open
1-14200		
1-14300		
2-06700		
2-09700		
2-10510		
2-10500		
2-10700		
2-11200		
4-05506		
4-07400		
1-14700		
1-12700		
1-17561		



758070 2nd Line E
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Toll Free from 519 only **(866) 472-0417**
Fax **(705) 466-2922**

INFORMATION

2022 2nd QTR Planning Applications

2022 Municipal Approvals / Building Permits

ROLL #	DEVELOPMENT TYPE
1 03550	GARAGE
1 13800	GREENHOUSE
2 04020	DWELLING WITH APARTMENT AND SEPTIC
1 33005	DWELLING AND SEPTIC
5 19800	DWELLING AND SEPTIC
1 14700	SEPTIC CHANGE OF USE
6 16600	DRIVE SHED
1 25950	FARM STORAGE
2 03172	POOL ENCLOSURE
1 11526	MUDROOM
1 12262	POOL ENCLOSURE
2 02606	DECK
4 01850	DWELLING
1 22100	ADDITION
4 02150	DETACHED GARAGE WITH LOFT

Zoning Amendments

NONE.

Consent Applications

NONE.

Site Plan Agreements

File Number	Roll #	Type
SPA02-2022	4 02150	Second Dwelling
SPA 03-2022	6 10400	Second Dwelling
SPA 04-2022	2 04150	Development Agreement to Satisfy Consent
SPA 05-2022	3 17010	Development Agreement Amendment



NVCA May 2022 Board Meeting Highlights

Next Meeting: June 24, 2022, held virtually

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

Restoring the Nottawasaga Watershed – a documentary

Fred Dobbs, Manager, Stewardship Services shared a documentary showcasing the importance of sports fishing in our watershed municipalities, and how NVCA and its partners are working to restore the Nottawasaga River to maintain and enhance these unique recreational opportunities.

[View the documentary here](#)

Change in service provider for conservation area remote parking payment

NVCA will be moving to HotSpot as the new remote parking payment system starting on June 8, 2022. Staff were recently notified by the current service provider that remote payment services will no longer be offered.

Staff will be waiving parking fees during Customer Appreciation Week (June 1 – 7, 2022) to thank NVCA patrons for their continued support.

Update on Phase 2 Changes to the Conservation Authorities Act

The Ministry of Environment, Conservation and Parks (MECP) is moving forward with Phase 2 of the changes to the Conservation Authorities Act (CAA) to improve the governance, oversight, transparency and accountability of CA operations.

The regulations and policy build on current CA budgetary practices with updates to align the levy apportionment methods and budget processes with the new funding framework and categories of programs and services established

by recent amendments to the CAA and first phase of regulations. The changes will ensure a smooth transition by January 1, 2024 of CAs to the new funding framework and three categories of programs and services.

Potential Appointment of Agricultural Representative

Changes to the CAA enabled the Minister of MECP to appoint a member from the agricultural sector to each conservation authority Board of Directors.

On February 8, 2022 conservation authorities were notified that the Ministry had posted job advertisements on the Public Appointments Secretariat website for an agricultural sector position for each conservation authority.

NVCA's Administrative By-law will be updated to reflect the Minister's ability to appoint an agricultural sector representative. The new member will be subject to NVCA's Administrative Bylaw including the Code of Conduct and Conflict of Interest policies.

Planning Services Review

As noted in a March 2022 staff report, between 2018 and 2021, NVCA's **Planning Services team** has seen a 75% increase in workload, placing tremendous pressure on staff to meet provincial and municipal review timelines and has resulted in reduced efficiency in recognizing user fee revenues.

In addition, the NVCA Board of Directors approved housekeeping changes to planning and permit review fees in December 2021. It was anticipated that a more in depth review of fees would occur in 2022/23.

NVCA will examine current fees and opportunities to expand the level of service

meet the needs and expectations of our partners, as well as be more consistent with other conservation authorities. This increased level of service is expected to potentially include the addition of new technical staff

An RFP has been issued to retain consulting **services to review NVCA's Planning Services** department program rates and fees.

Natural Heritage Program Strategy

NVCA staff released the Natural Heritage Program Strategy. The document outlines the **program's historical work completed and** outlines the recommended directions in support **of the NVCA's Integrated Watershed** Management Plan, Strategic Plan and Business Plan.

Building on the strength of the program accomplishments to date while recognizing the value of current natural heritage monitoring and planning approaches and support the integrated watershed management framework, the core program areas include: development of a watershed-wide natural heritage system, wetland evaluation and mapping, monitoring, natural heritage inventories, and program communications.

These program components provide supports to **the NVCA's vision of "a sustainable watershed** that is resilient to the effects of climate change, urban growth and other stressors and provides for safe, healthy and prosperous people and **communities."**



NVCA June 2022 Board Meeting Highlights

Next Meeting: August 26, 2022, held at the John Hix Administration Centre

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

Presentation on Forestry

Rick Grillmayer, NVCA's Manager, Forestry gave a presentation on the 2022 Spring tree plant.

This year is **NVCA's 58th tree consecutive tree** planting season, where 115,000 trees were planted on 23 properties in eight municipalities in the Nottawasaga Watershed.

Over 5,000 trees were sold **at NVCA's 2022** Harbour Day Tree Sale – an annual event held for people who only require a small number of trees.

NVCA works with a number of partners including Forests Ontario, Simcoe County, Town of New Tecumseth and others to ensure cost effectiveness for all program participants.

Benefits of Forests

- Moderate the effects of drought and flooding
- Reduce soil erosion
- Provide habitat for wildlife
- Important economic resource

Presentation on Grassland Restoration

Shannon Stephens, NVCA's Healthy Waters Program Coordinator gave a presentation on native grassland projects in the Nottawasaga Watershed.

In Southern Ontario, native grasslands once covered more than 400,000 hectares of land. Today, over 97% have been lost in Ontario. This puts species that depend on them, such as the Bobolink and Eastern Meadowlark, at risk.

NVCA started native grassland restoration projects five years ago and currently have 16 projects on the go. In the Spring of 2022, 54

hectares of land was seeded, representing a 75% increase in grasslands that is restored in the watershed.

All projects see sizeable landowner contributions, which are matched with dollars from Forests Ontario, World Wildlife fund and EcoAction. Bird and soil carbon monitoring data helps determine carbon offsetting contributions.

Benefits of grasslands

- Important habitat for pollinators and species at risk like the bobolink and eastern meadowlark
- Native grasses are very drought resistant and can be good feed for livestock, especially during years with low water
- Native grasses have roots that can extend 2-4 metres into the ground, it can help loosen up compact soil and allow flood waters to better infiltrate into the ground
- Help store carbon and can contribute to reducing the effects of climate change

Presentation on Spring Volunteer Tree Planting events

Sarah Campbell, NVCA's Aquatic Biologist gave a presentation on the 2022 Spring community tree planting events.

For the last 20 years, **NVCA's Community Tree Planting Program** has supplemented NVCA's Professional Forestry Program.

By building future forests with local volunteers, communities learn and experience the value of local environment restoration.

NVCA staff deliver presentations on site to ideally develop long term appreciation for the importance of trees and tree planting.

This Spring, NVCA hosted 19 community tree planting events with over 8,000 trees planted by 500 volunteers. Volunteers included students, community members, local politicians and service clubs.

NVCA staff are able to leverage municipal levy and other funding to obtain a minimum of four times the amount of funding for these projects.

Projects are made possible through partnerships with community partners, municipalities, corporations, landowners, residents, volunteers.

Hybrid Model for Future Board Meetings

Virtual meetings have shown an increase in effectiveness and efficiency for Board meetings. However, in person meetings can be either more effective or easier to communicate on some occasions.

Starting in August 2022, NVCA's board meetings will be held in a hybrid model format, using the following schedule:

- January – In-Person
- February – Virtual
- March – Virtual
- April – In-Person
- May – Virtual
- June – Virtual
- July – No Meetings currently held in July unless at the Call of the Chair
- August – In-Person
- September – In-Person
- October – Virtual
- November – Virtual
- December – In-Person

This schedule would not prevent the Chair from calling a meeting in-person versus virtual should it be required, or vice versa.

NVCA will continue to save on mileage paid to Board members in the amount of approximately \$10,000 per year.

Appointment of New Provincial Offences Officer

Tyler Mulhall, NVCA Regulations Technician, has been appointed as an officer for NVCA and is designated as a Provincial Offences Officer.

Mr. Mulhall fulfilled the criteria established by the Ministry, which included training under the *Provincial Offences Act*.

Grant for Electric Vehicle Charging Stations

NVCA has received \$80,000 that will cover 100% of the costs to install electric vehicle (EV) chargers at the Tiffin Conservation Area.

Members of the public will have access to a EV charger located in the trailhead parking lot for a fee.

Chargers will also be placed in the shop compound for staff and fleet vehicles.

The installation of EV chargers is one of the many steps that NVCA is taking to address climate change at a local, watershed level.

This initiative also supports the Government of **Canada's mandated** target that 20% of light-duty car and passenger truck sales must be electric by 2026, and 100% emission free by 2035.

July 1st Quarterly Transition Report for Ministry of Environment, Conservation & Parks

Under the revised *Conservation Authorities Act (CA Act)*, NVCA and municipalities must work together to advance Memorandums of Understanding (MOUs) and Service Level Agreements (SLAs)

In support of this process, NVCA strives to communicate all progress and information to the NVCA Board of Directors, municipal partners and relevant stakeholders by:

- Meeting with municipal partners to continue development and execution of MOUs based on municipal preferences and needs
- Working with municipalities, where required, to address any potential procurement policy approvals or required by-law amendments to support updated MOUs and SLAs
- Continue working with neighbouring conservation authorities to coordinate MOU development
- Updating existing MOUs, and finalize new MOUs and SLAs, as appropriate

- Exploring costs of operations and fees charges as they relate to the *CA Act* changes.

Consensus amongst municipal CAOs is that several appear to be waiting until the municipal election is completed and new Councils are installed before beginning more fulsome conversations and negotiations of MOUs and SLAs.

Permits Approvals under the *CA Act*

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

NVCA Regulations staff provided a summary of the permits issued during the period November 23, 2021 to June 13, 2022. A total of 333 permits and clearances were approved by staff for this time period, with 96.4% of the permits were processed within the provincial timelines.

Pretty River Dike Maintenance

NVCA's Board of Directors approved staff to withdraw up to \$40,000 for the maintenance of the Pretty River Dike.

The Pretty River Dike is a flood conveyance structure through the Town of Collingwood, approximately 2.1 kilometres in length. It was **built in the 1970's in response to historic** flooding that occurred in the surrounding urban areas.

The floodway provides flood risk reduction to surrounding areas and is primarily owned by NVCA. It is currently generally in good visual condition but is lined with dense shrubs and trees which may cause potential spills on the floodway during a regulatory storm event.

NVCA has been granted \$230,000 from the Ministry of Northern Development and Mines, **Natural Resources and Forestry's** Water and Erosion Control Infrastructure (WECI) program to remove vegetation on the dike.

The WECI program requires that local communities contribute 50% towards the grant.

In the case of the Pretty River Dike, the Town of Collingwood will contribute \$100,000, while NVCA will contribute \$15,000 from its Capital Asset Management Program.

Additional funds are also requested in the maximum amount of \$58,302.50 in order to take full advantage of the available WECI funding.

The Town of Collingwood is considering the request for additional funds towards this project. NVCA may be drawing \$38,302.50 from its reserves to contribute to this additional funding request.

Corporate Services

June 14, 2022

Township of Amaranth
Township of East Garafraxa
Town of Grand Valley
Township of Melancthon
Town of Mono
Township of Mulmur
Town of Shelburne

Re: Uniform Towing By-law
Our File No.: C01TOW

Further to our Dufferin Municipal Officers' Association meeting held on May 27, 2022, a draft Towing By-law was presented to Orangeville Council on June 13, 2022, and below is a summary of the next steps regarding the potential implementation of a uniform Towing By-law throughout Dufferin County:

Date	Action
June 14	Stakeholders will be invited to attend information sessions to be held during the week of June 20 th . Attached is a copy of the email notification and list of stakeholders that are being notified of the stakeholder sessions. Please feel free to share it with anyone that may wish to attend a session
June 24 to June 27	Notice regarding a Public Meeting to be held on July 13 to be circulated and published. A copy of the notice will be sent to you between June 24 and June 27. Please feel free to post the notice within your respective municipalities
July 13	Public Meeting
July 15	Date to submit interest in the Town of Orangeville administering and enforcing a uniform Towing By-law for Dufferin County
August 8	Report back to Orangeville Council to provide a summary of the feedback received as the public meeting and any recommended changes to the proposed by-law
September	Adoption of Towing By-law by Orangeville
October to November	Adoption of Towing By-law by other Dufferin County local municipalities
November to December	Execution of Local Shared Services Agreement

January 2023

By-laws to come into effect

We appreciate a response by July 15th on your respective municipalities position on:

1. establishing a uniform Towing By-law throughout Dufferin County
2. delegating the Town of Orangeville to administer and enforce the towing licensing program throughout Dufferin County based on the service fee noted below

Service Fees and Agreement

To administer and enforce a Towing By-law throughout Dufferin County, the Town of Orangeville will require as part of a local shared service agreement:

- to be the sole recipient of the licensing fees
- a \$1000 retainer
- reimbursement investigations or inspections conducted for mileage outside Town of Orangeville limits

A copy of the report considered by Orangeville Council on June 13, 2022, is included for your reference.

If you have any questions, please give me a call at 519-941-0440 ext. 2242.

We appreciate hearing back from you by July 15th.

Sincerely,



Karen Landry



Report

Subject: Towing Services and Vehicle Storage Yard Facility By-law

Department: Corporate Services

Division: Clerks

Report #: CPS-2022-046

Meeting Date: 2022-06-13

Recommendations

Option 1

That report CPS-2022-046, Towing Services and Vehicle Storage Yard Facility By-law, be received.

Option 2

That report CPS-2022-046, Towing Services and Vehicle Storage Yard Facility By-law, be received;

And that a public meeting be held on July 13, 2022, to receive feedback and comments on the proposed Towing Services and Vehicle Storage Yard Facility By-law;

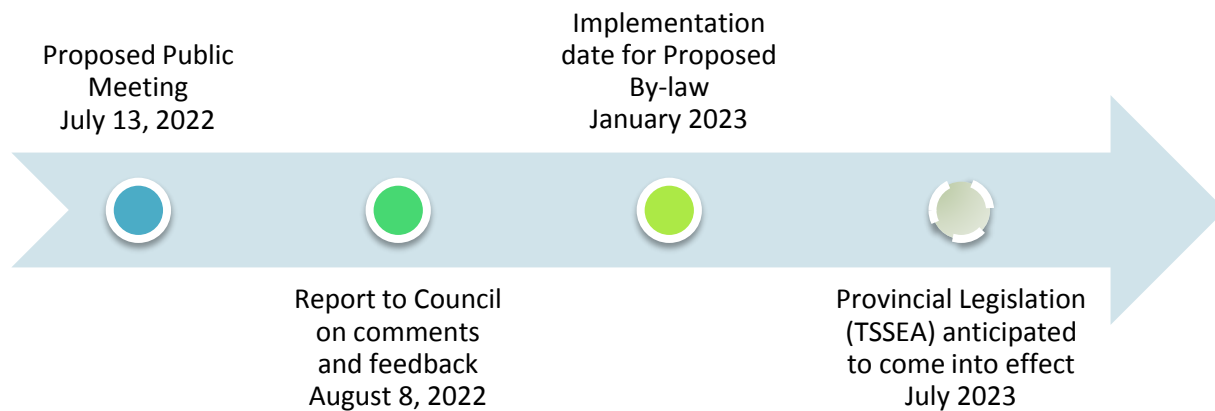
And that staff report back to Council on August 8, 2022, on the comments and feedback received.

Background and Analysis

Pursuant to Report CPS-2021-004, Proposed Tow Truck Licensing By-law Dufferin County – Local Municipalities, Town staff were tasked with developing a uniform Tow Truck Licensing By-law, which would administer a licensing program within the Town for tow truck drivers, towing service operators and vehicle storage yard facilities.

Dufferin County municipalities have been notified and advised of the proposed by-law and will have the option to opt-in to the program developed by the Town, on a cost recovery basis.

Towing Services and Vehicle Storage Yard Facility By-law



In June 2020, the province established a task force in response to growing reports of corruption and criminal activity within the towing industry. As part of this review, the *Towing and Storage Safety and Enforcement Act, 2021* (TSSEA) was introduced as Schedule 3 of the *Moving Ontarians More Safely Act, 2021*. This Act received Royal Assent on June 3, 2021. The TSSEA is anticipated to come into effect in July of 2023, and its regulatory regime is intended to set out certificate and renewal requirements for tow operators, tow truck drivers, and vehicle storage operators, which will:

- identify certificate requirements
- set out customer protection standards
- set out industry standards
- remove most tow operator exemptions from existing Commercial Vehicle Operator Registration requirements
- introduce minimum vehicle requirements for tow trucks
- specify how the Ministry of Transportation will oversee the TSSEA

Prior to the TSSEA receiving Royal Assent, the local police service boards and Dufferin OPP initiated discussions with the municipalities in the County regarding the implementation of a uniform towing service by-law due to the increase in complaints regarding:

- chasing
- harassment between tow operators
- excessive fees being charged
- inability for customers to access vehicles

During the drafting process, the Clerk's Division conducted a review of surrounding and comparable municipalities' towing by-laws and compiled a

summary of the licensing requirements for tow truck drivers and operators, storage compounds, licensing fees and towing rates.

Further, an extensive review of the TSSEA was conducted to ensure that the requirements being proposed by the Province aligned with the proposed by-law. The Provincial laws applicable to the towing industry (*Highway Traffic Act, Consumer Protection Act and Repair and Storage Liens Act*), were also reviewed during this process.

Significant differences between the information released by the Province through the TSSEA and its regulations to date, and the proposed by-law are:

TSSEA	Proposed By-law
<ul style="list-style-type: none"> tow truck drivers are required to complete a training course through the Ministry 	<ul style="list-style-type: none"> a vehicle storage yard facility must be located within the County of Dufferin a towing service operator and a vehicle storage yard facility must be on the Dufferin OPP Towing Services and Storage Operators approved Towing Service and Impound List maximum rates are established for standard towing services

In an effort to ensure the proposed by-law addresses the towing concerns expressed by the local police service boards and Dufferin OPP, a meeting was held with Dufferin OPP and comments provided have been incorporated into the proposed by-law.

The proposed by-law (set out in Attachment #1), is designed to:

- create an administrative framework that aligns with the TSSEA, as well as complements the existing provincial regulations in the areas of consumer protection, highway and vehicle safety
- provide consumers with consistency in towing service by:
 - prescribing rates for key towing services (set out in Attachment #2)
 - all other towing service rates not prescribed must be listed in a schedule of rates and filed with the Town
- include general licensing provisions that are consistent with the Town's licensing by-laws

The table below outlines key regulatory requirements set out in the proposed By-law:

Summary of Proposed By-law Requirements	
Licence Type: Tow Truck Driver	Schedules A & B
<ul style="list-style-type: none"> • Proof of either Canadian Citizenship, landed immigrant status, valid work permit or other documentation substantiating permission to legally work in Canada • Drivers abstract dated within 60 days • Criminal Record Check dated within 60 days • Proof of employment from towing services operator • Complete a daily vehicle inspection report • Clear debris from a collision on a highway • Be civil, behave courteously and refrain from using profanity • Obtain a signed consent form to tow from customer • Provide an estimate prior to providing towing service and invoice upon completion 	
Licence Type: Towing Services Operator	Schedule C, D & E
<ul style="list-style-type: none"> • Proof of either Canadian Citizenship, landed immigrant status, valid work permit or other documentation substantiating permission to legally work in Canada • Valid CVOR Certificate • Motor vehicle ownership • Criminal Record Check dated within 60 days • Proof of third-party motor vehicle liability insurance for tow truck: <ul style="list-style-type: none"> - \$2,000,000 per occurrence - endorsed to provide Licence Issuer 15 days notice of any variation to the policy - endorsed to include all persons who have any interest in the tow truck • Proof of liability insurance coverage in the amounts: <ul style="list-style-type: none"> - \$2,000,000 – liability resulting in bodily injury or death - \$100,000 – liability for damage - \$50,000 – cargo liability • List of rates for all towing services not identified in Schedule H of the by-law • List of all Tow Truck Drivers affiliated with the Towing Services Operator • List outlining all affiliations, businesses or premise owned or used inclusive of towing services, storage or repair companies • Provide correspondence issued by Dufferin OPP confirming placement on its Towing Services and Storage Operators approved Towing Service and Impound List • Complete a daily vehicle inspection report • Keep a daily record of each towing service • Provide copies of all documents signed by customer to customer • Responsible for operation of tow truck and conduct of tow truck driver • Obtain a signed consent form to tow from customer 	

- Provide an estimate prior to providing towing service and invoice upon completion
- Maintain tow trucks in good repair, free from interior damage and exterior damage
- Vehicle markings of not less than 8cm in a contrasting colour that include:
 - company name
 - phone number
 - plate number for each tow truck
- Contain the equipment listed in Schedule E of the by-law

Licence Type: Vehicle Storage Yard Facility
Schedule F & G

- Proof of liability insurance coverage in the amounts:
 - \$2,000,000 – liability resulting in bodily injury or death
 - \$100,000 – liability for damage
 - \$50,000 – cargo liability
 - endorsed to provide Licence Issuer 15 days notice of any variation to the policy
- Criminal Record Check dated within 60 days
- List of any other businesses operating on the premise
- List of rates for all vehicle storage services not identified in Schedule H of the by-law
- Confirmation of compliance with Zoning By-law and Site Plan Agreement
- Provide correspondence issued by Dufferin OPP confirming placement on its Towing Services and Storage Operators approved Towing Service and Impound List
- Display signage indicating:
 - business name
 - civic address
 - contact information
 - rates
 - hours of operation
- Maintain records for each vehicle stored
- Take photos upon arrival of each vehicle depicting its condition
- Obtain consent from the customer to store the vehicle

Next Steps
Option 1: No further action

Council receives report and no further action is taken at this time.

Option 2: Town to proceed with the drafting of the by-law

As part of the notification process, staff will solicit feedback from applicable stakeholders.

Advise Dufferin municipalities of the proposed by-law and fees associated with the delivery of licensing and enforcement, including \$1,000 retainer for staff time and travel costs associated with travel outside of Orangeville limits.

Furthermore, a public meeting will be held on July 13, 2022, to obtain feedback regarding the proposed by-law, and staff will report back to Council on August 8, 2022, with recommendations regarding adoption of the by-law.

Should Council adopt the proposed by-law, implementation date would be January 2023.

Once the Provincial Towing and Storage Safety and Enforcement Act, 2021 comes into effect in July of 2023, it is recommended that staff reassess the by-law to determine whether any amendments should be considered.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: Transparent and fair decision-making processes

Sustainable Neighbourhood Action Plan

Theme: Transportation System

Strategy: Promote a shift to more sustainable and efficient transportation options to move people and goods

Notice Provisions

The Town's Notice Policy requires that notice be placed on the Town's website and published in a newspaper once per week for two consecutive weeks prior to the meeting at which the matter is to be considered, or prior to the holding of a public meeting.

Financial Impact

The proposed fees are representative of the cost to administer the licensing program and associated enforcement. Attachment #3 – Proposed Fees, outlines the recommended fee for each licence type under the Towing Services and Vehicle Storage Yard Facility By-law.

Respectfully submitted

Reviewed by

Andrea McKinney
General Manager, Corporate Services

Karen Landry
Town Clerk, Corporate Services

Prepared by

Carrie Cunningham
By-law and Property Standards Officer, Corporate Services

Attachment(s):

1. Proposed Towing Services and Vehicle Storage Yard Facility By-law
2. Proposed Rates
3. Proposed Fees

THE CORPORATION OF THE
TOWN OF ORANGEVILLE

By-law Number 2022 -

BEING A BY-LAW TO REGULATE AND LICENSE TOWING SERVICES OPERATORS,
TOW TRUCK DRIVERS AND VEHICLE STORAGE YARD FACILITIES

WHEREAS Section 8 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended hereinafter referred to as the “*Municipal Act*” provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority under the Act; and

WHEREAS Section 8 (3) of the *Municipal Act* authorizes a municipality to provide for a system of licences; and

WHEREAS Section 11 of the *Municipal Act* authorizes a municipality to pass a by-law respecting the health, safety and well-being of persons and respecting the protection of persons and property including consumer protection; and

WHEREAS sections 9, 11 and 391 of the *Municipal Act* authorizes a municipality to impose fees and charges on persons; and

WHEREAS section 23.1, 23.2 and 23.3 of the *Municipal Act* authorizes a municipality to delegate its powers and duties under the Act to a person; and

WHEREAS Section 151 of the *Municipal Act*, provides that a municipality may provide for a system of licences with respect to a business and may:

- (a) prohibit the carrying on or engaging in the business without a licence;
- (b) refuse to grant a licence or to revoke or suspend a licence;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) impose special conditions on a business in a class that have not been imposed on all the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and
- (f) licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it; and

WHEREAS Section 155 of the *Municipal Act*, authorizes a local municipality with respect to owners and drivers of tow trucks and other vehicles used for hire to establish rates or fares to be charged for the conveyance of property or passengers either wholly within the municipality or from any point in the municipality to any point outside the municipality and provide for the collection of the rates or fares charged for the conveyance; and

WHEREAS Section 425 (1) of the *Municipal Act* authorizes a municipality to pass by-laws providing that a person who contravenes a by-law of a municipality passed under the *Municipal Act* is guilty of an offence; and

WHEREAS Section 431 of the *Municipal Act* authorizes that where any by-law of a municipality under the *Municipal Act* is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted and requiring the person convicted to correct the contravention; and

WHEREAS section 436 of the *Municipal Act* authorizes a municipality to pass a by-law providing that the municipality may enter on land to conduct inspections; and

WHEREAS sections 444 and 445 of the *Municipal Act* authorizes a municipality to make orders to discontinue, or to correct, the contravention of a by-law; and

WHEREAS section 446 of the *Municipal Act* authorizes a municipality to do a matter or thing in default of it being done by the person directed or required to do it; and

WHEREAS the Council for the Town of Orangeville deems it desirable and in the public interest to enact a by-law to regulate and license tow truck drivers, towing services operators and vehicle storage yard facilities;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ORANGEVILLE HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 In this By-law:

“Applicant” means a **person** who files an application for a **licence**;

“Appeal Tribunal” means a Committee or an individual appointed by Council to conduct hearings under this By-law;

“Clerk” means the Clerk for the **Town** or any **person** designated by the Clerk;

“Collision” means where a **motor vehicle** has been in a collision with another **motor vehicle(s)** or struck an object or was struck by an object, or turned over, and in all cases did receive damage or was damaged, was disabled by fire or any other similar situation or accident;

“Commercial Motor Vehicle”, unless otherwise defined by provincial regulation, means a **motor vehicle** having attached to it a truck or delivery body and includes an ambulance, a hearse, a casket wagon, a fire apparatus, a bus and a tractor used for hauling purposes on a **highway**;

“**CVOR**” means a commercial vehicle operator’s registration issued by the Province of Ontario;

“**County**” means the Corporation of the County of Dufferin and its land within the geographic limit of the County as the context requires;

“**Criminal Record Check**” means a criminal record check issued by an Ontario Police Service;

“**Customer**” means the registered owner of a **motor vehicle**, his or her agent or any person lawfully in possession of the **motor vehicle**;

“**Drive**” in relation to a **tow truck**, means to drive, use or otherwise operate a **tow truck**;

“**Driver’s Abstract**” means a driver’s abstract issued by the Province of Ontario;

“**GVWR**” means the maximum total **motor vehicle** rated capacity, as rated by the chassis manufacturer specification stamp on the **motor vehicle**;

“**Highway**” includes a common and public highway, street, avenue, parkway, driveway, square, place, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

“**Highway Traffic Act**” means *Highway Traffic Act, R.S.O. 1990, c. H. 8*, as amended;

“**Licence**” means a licence issued pursuant to this By-law;

“**Licence Issuer**” means a **Town** employee responsible for issuing a **licence**;

“**Licensee**” means a **person** issued a current valid **licence**;

“**Motor vehicle**” includes an automobile, motorcycle, a motor assisted bicycle unless otherwise indicated in the **Highway Traffic Act**, and any other vehicle propelled or driven otherwise than by muscular power including a truck and trailer, but does not include a street car or other motor vehicle running only upon rails, a power-assisted bicycle, a motorized snow vehicle, a traction engine, a farm tractor, a self-propelled implement of husbandry or a road-building machine;

“**Officer**” means a police officer, municipal law enforcement officer, or any other person appointed by by-law to enforce the provisions of this By-law;

“**OPP**” means the Ontario Provincial Police;

“**Owner**” means a **person** who, alone or with others, fits into any one or more of the following categories:

- (a) is the owner of the **tow truck** or business;
- (b) has control over the **tow truck** or business;
- (c) directs the operation of the **tow truck** or business;

“Ownership” means the **person** endorsed under the vehicle portion of a provincial permit according to the records maintained by the Registrar of Motor Vehicles for the Province of Ontario;

“Person” includes an individual, sole proprietorship, partnership, limited partnership, trust, corporation, and an individual in his or her capacity as a trustee, executor, administrator, or other legal representative;

“Plate” means a numbered plate or decal issued by the **Licence Issuer**;

“Premise” means a lot, yard, building, structure, facility or land or portion thereof and includes a **motor vehicle**;

“Rates” mean:

- (a) the amount to be charged in accordance with this by-law; or
- (b) the amount charged for **towing services** and **motor vehicle** storage in accordance with rates submitted to the **Licence Issuer**;

“Rate Sheet” means a document that contains the maximum **rates** that may be charged in accordance with this by-law;

“Solicit” or **“Solicitation”** means to appeal for a hire by sound, words, signs, or gestures;

“Tow Truck” means:

- (a) a **motor vehicle** commonly known as a tow truck;
- (b) a **commercial motor vehicle**, with a flatbed that can tilt to load and this is used exclusively to tow or transport other **motor vehicles**; and
- (c) a **motor vehicle** that is designed, modified, configured or equipped so that it is capable of **towing** other **motor vehicles**;

but does not include:

- (a) an off-road vehicle, as defined in section 1 of the *Off-Road Vehicles Act*;
- (b) a **motor vehicle** that is used for personal purposes only and that is used infrequently to tow, for no compensation, another **motor vehicle** that is also used for personal purposes only;

- (c) a motor home that is used for personal purposes only and that is towing another **motor vehicle** that is for the use of the driver of the motor home for personal purposes only;
- (d) a commercial motor vehicle, as defined in subsection 1 (1) of the **Highway Traffic Act**, towing one or more **motor vehicles** using the saddlemount configuration;

“Tow Truck Driver” means a **person** who **drives** a **tow truck** for the purpose of providing **towing services**:

“Towing” includes:

- (a) the transportation of a **motor vehicle** using a **tow truck**;
- (b) any ancillary activity such as lifting a **motor vehicle** for the purposes of loading, towing and transporting it or placing it onto a truck or trailer for the purpose of towing or transporting;

“Towing Services” includes:

- (a) **towing**, recovery or transportation in respect of a **motor vehicle** that is disabled, abandoned, impounded, seized, damaged, incomplete or inoperable or that requires removal from a location for any other reason;
- (b) clearing debris from a **collision** on a **highway**;

“Towing Services Operator” means the **owner** of a **towing services** business;

“Town” means the Corporation of the Town of Orangeville and its land within the geographic limit of the Town as the context requires;

“Vehicle Storage Yard Operator” means an **owner** of a **vehicle storage yard facility**;

“Vehicle Storage Yard Facility” means a **premise** used to provide vehicle storage services but does not include accessory vehicle storage at a public garage or a parking lot or a parking area that is accessory to a permitted use in a municipal zoning by-law;

“Zoning By-law” means any by-law passed by a municipality pursuant to Section 34 of the Planning Act, R.S.O. 1990, c. P.13, as amended.

2. GENERAL ADMINISTRATION AND EXEMPTIONS

2.1 The Short Title of this By-law is the “Towing Services and Vehicle Storage Yard Facility By-law”.

2.2 This By-law applies throughout the whole of the **Town**.

- 2.3 The provisions of this By-law do not apply to activities or matters undertaken by the **Town** or the **County** or a local board of the **Town** or the **County**.

3. GENERAL PROHIBITIONS AND REGULATIONS

- 3.1 No **person** shall own, **drive**, operate or permit the operation of a **tow truck** without a valid **licence**.
- 3.2 No **person** shall own, operate or permit the operation of a **vehicle storage yard facility** without a valid **licence**.
- 3.3 No **person** shall own, operate, provide or permit the operation or offer to provide **towing services** without a valid **licence**.
- 3.4 No **person** shall carry on business other than in the name that appears on a **licence**.
- 3.5 No **person** shall alter, erase or modify or permit such alteration, erasure or modification of a **licence**.
- 3.6 No **person** shall represent to the public that the **person** is licensed under this By-law if the **person** is not so licensed.
- 3.7 No **person** shall employ or engage the services of a **tow truck driver** that does not have a valid **licence**.
- 3.8 No **person** shall own, operate, **drive** or permit the operation of a **tow truck** other than in accordance with the terms and conditions of a **licence** and this By-law.
- 3.9 No **person** shall own, operate, provide or permit the operation or offer to provide **towing services** other than in accordance with the terms and conditions of a **licence** and this By-law.
- 3.10 No **person** shall own, operate or permit the operation of a **vehicle storage yard facility** other than in accordance with the terms and conditions of a **licence** and this By-law.
- 3.11 No **person** shall alter a consent form after it has been signed by the parties, unless both parties agree to the alteration and the alteration is initialled by both parties.
- 3.12 No **person** shall own, **drive**, operate, or permit the operation of a **tow truck** without a valid **plate** affixed to the **tow truck** in accordance with the provisions and requirements of this By-law.
- 3.13 No **person** shall recover or receive any payment for **towing services** or **vehicle storage yard facility** services greater than the **rates** prescribed by this By-law except for a tip, gratuity or credit card service charge.

3.14 No **person** shall **solicit** to provide **towing services**, or park or stop a **tow truck**, on a **highway** within two hundred (200) metres of:

- (i) the scene of a **collision** or apparent **collision**;
- (ii) a **motor vehicle** involved in a **collision**

unless requested to do so by a police officer or a **person** involved in the **collision**.

4. APPLICATION FOR A LICENCE

4.1 A **person** making an application for a **licence** or renewal of a **licence** shall submit to the satisfaction of the **Licence Issuer**:

- (a) a complete application in the form provided by the **Town**;
- (b) where the **applicant** is a corporation, a copy of the articles of incorporation or other incorporating documents issued by the Province of Ontario or the Government of Canada, and the business name registration, when applicable;
- (c) where the **applicant**, is a sole proprietor, a copy of the business name registration, when applicable;
- (d) where the **applicant**, is a registered partnership, a copy of the registered declaration of partnership, the names and addresses of each member of the partnership as well as name under which the partnership intends to carry on business and a copy of the business name registration;
- (e) the applicable **licence** fee;
- (f) any documents, and obtain all required approvals and inspections from the appropriate approval authority having jurisdiction as outlined on the applicable Schedule to this By-law;
- (g) where an **applicant** or **licensee** has an interest, either directly or indirectly, in any **premise** used for the storage or impounding of a **motor vehicle** or in any business or operation involving the storage or repair and servicing of a **motor vehicle**, full information as to the location and type of **premise** in which such **applicant** or **licensee** has an interest, and the nature and extent of the interest shall be disclosed to the **licence issuer**;
- (h) any other documents as may be required by the **License Issuer**.

4.2 Notwithstanding section 4.1, a **licensee** is not required to submit on renewal of a **licence** the items listed in sections 4.1 (b), 4.1 (c) or 4.1 (d) provided no changes have occurred in the information contained in those documents.

- 4.3 A **person** making application for the renewal of a **licence** shall submit a complete application and all required documents fourteen (14) days prior to the expiry of the current **licence**.

5. FEES

- 5.1. A fee for a **licence**, inspection, approval required, or replacement of a **licence** or **plate** shall be as prescribed in Schedule I of this By-law.

6. DELEGATED AUTHORITY

- 6.1 The **Licence Issuer** is hereby delegated authority to administer this By-law and to issue a **licence** in accordance with the provisions of this By-law and the applicable Schedules to this By-law.
- 6.2 The **Licence Issuer** is hereby delegated authority to impose additional terms and conditions on a **licence** that in the opinion of the **Licence Issuer** are reasonable and taking into consideration:
- (a) the health, safety and well-being of **persons**;
 - (b) the past conduct of an **applicant** or **licensee**.
- 6.3 The **Licence Issuer** is hereby delegated authority to revoke, suspend, refuse to issue, or refuse to renew a **licence**, where the **applicant** or **licensee** would not be entitled to a **licence**, or to the renewal of a **licence**, on any grounds set out in this By-law.
- 6.4 The **Licence Issuer** may cancel a **licence** at any time upon the written request of the **licensee** or upon the ceasing of the use of a **commercial motor vehicle** as a **tow truck**.
- 6.5 The **Licence Issuer** may transfer a **licence** upon being satisfied that all requirements of this By-law have been met.
- 6.6 The **Licence Issuer** shall not issue or renew a **licence** to a **person** that does not meet the threshold criteria established by **Town** policies or written procedures.
- 6.7 The **Licence Issuer** shall not issue or renew a **licence** to a **person** that has:
- (a) two or more related convictions within the last year concerning the licensed business or **person**;
 - (b) overdue by-law fines, penalties or other monies owing to the **Town**;

- (c) outstanding property taxes and late payment charges owing to the **Town** for the **premise** subject to the **licence** application, where applicable.

6.8 The **Appeal Tribunal** shall have the same powers as the **Licence Issuer** pursuant to this By-law for the purpose of authorizing the issuing of a **licence**.

7. LICENCE

7.1 A **licence** shall be issued by the **Licence Issuer** upon being satisfied that the requirements of this By-law have been met.

7.2 A **licence** shall expire on the 31st day of January of each year unless otherwise suspended or revoked in accordance with the provisions of this By-law.

7.4 Every **licence** shall remain at all times the property of the **Town** and no **person** shall enjoy a vested right in a **licence** or the continuance of a **licence**.

7.5 The issuing of a **licence** does not relieve a **person** from any responsibility to obtain all other approvals that may be required from any level of government or authority or agencies thereof having jurisdiction.

7.6 No corporation may be licensed as a **Tow Truck Driver**.

7.7 A **licence** is not transferable.

8. LICENCE – TERMS AND CONDITIONS - GENERAL

8.1 A **Licensee** shall notify the **Licence Issuer** within seven (7) days:

- (a) of any change of name, address or any other change to the information related to the **Licence**;
- (b) where the **Licensee** is a corporation, of any change in the names and addresses of officers and directors, the location of the corporate head office and change of ownership of shares;
- (c) where the **Licensee** is a registered partnership, of any change in the names and addresses of each member of the partnership;

and if necessary, the **Licence** shall be returned immediately to the **Licence Issuer** for amendment.

8.2 A **Licensee** shall operate in compliance with this By-law, the terms and conditions of a **licence** including the terms and conditions outlined in the applicable Schedule(s) to this By-law and all federal and provincial legislation.

- 8.3 A **Licensee** in carrying out a business licensed under this By-law shall provide services that are free from discrimination and respect all grounds protected by the Ontario Human Rights Code.
- 8.4 A **Licensee** in carrying out a business licensed under this By-law shall not, with respect to any **person** being guided or assisted by a **service animal**:
- (a) refuse to provide service to a **person**;
 - (b) refuse to permit a **person** to enter with the **service animal** into or upon any place or **premise** to which the **Licence** relates; or
 - (c) refuse to permit the **person** and such **service animal** to remain in or upon such place or **premise** by reason only of the presence of such **service animal**.
- 8.5 A **person** who has been issued a **licence** under this By-law shall immediately return:
- (a) a damaged or replaced **plate**;
 - (b) upon ceasing the use of the **commercial motor vehicle** as a **tow truck** the **plate**;
- to the **Licence Issuer**.
- 8.6 A **Licensee** upon the request of the **Licence Issuer** or an **Officer** shall submit:
- (a) a **tow truck** for an inspection;
 - (b) documents and records required to be kept in accordance with this By-law.
- 8.7 A **Licensee** shall take all reasonable precautions to prevent loss of or from, or damage to, any **motor vehicle** that is being **towed**, is being held in a **vehicle storage yard facility** or is otherwise under the control of the **licensee**.
- 8.8 A **Licensee** who, directly or indirectly, has an interest in any of the following shall, in accordance with section 8.9, disclose to a **person** to whom the **licensee** is providing **towing services** or **vehicle storage yard facility** services, the nature and extent of the interest:
- (a) a **vehicle storage yard facility** to which the **motor vehicle** may be towed;
 - (b) any other location to which a **motor vehicle** may be towed for repair, storage, appraisal or other similar purpose;
 - (c) any **person** to whom the **licensee** refers the **person** to whom the **licensee** is providing the services.

8.9 The disclosure required to be made under section 8.8 must be made before the **licensee** charges for or demands any payment for any of the **towing services** or **vehicle storage yard facility** services.

8.10 A **Licensee** shall accept multiple forms of payment including cash, debit card, credit card and certified cheque.

8.11 A **Licensee** shall keep and maintain all records required to be kept under this By-law for a period of two (2) years unless otherwise provided by this By-law.

8.12 Records required to be kept and maintained in accordance with this by-law for a **tow truck** may be destroyed after six (6) months where the **tow truck** ceases to be operated as a **tow truck**.

9. LICENCE – ADMINISTRATIVE SUSPENSIONS

9.1 Where required in accordance with this By-law a **Licensee's**:

- (a) policy of liability insurance expires, is cancelled, or is otherwise terminated;
- (b) provincial driver's licence expires, is cancelled, suspended or revoked; or
- (c) **CVOR** certificate has been suspended or cancelled;
- (d) removal from the Dufferin **OPP** Towing Services and Storage Operators approved towing service and impound list

then the applicable **licence** shall be automatically suspended effective on the date of such expiration, cancellation, revocation or termination and shall remain so until such insurance, provincial driver's licence or **CVOR** certificate has been reinstated or confirmation of reinstatement on the Dufferin **OPP** Towing Services and Storage Operators approved towing service and impound list.

9.2 An administrative suspension of a **licence** without a hearing shall be imposed for fourteen (14) days if the **Licence Issuer** is satisfied that the continuation of the business poses an immediate danger to health and safety of any **person** or to any **premise** or in accordance with Section 10. Before any suspension is imposed, the **Licence Issuer** shall provide the **licensee** with the reasons for the suspension, either orally or in writing, and an opportunity to respond to them.

9.3 An administrative suspension imposed under Section 9.2 may be imposed on such conditions as the **Licence Issuer** considers appropriate.

10. LICENCES – GROUNDS FOR REFUSAL, REVOCATION OR SUSPENSION

10.1 An **applicant** or **licensee** is entitled to a **licence** upon meeting the requirements of this By-law except where:

- (a) the past or present conduct of any **person**, including any partner, the officers, directors, employees or agents of a corporation affords reasonable cause to believe that the **person** will not carry on or engage in the business in respect of which the application is made in accordance with the law or with honesty or integrity; or
- (b) the **applicant** or **licensee** has past breaches or contraventions of any law or any provision of this By-law or any other municipal by-law or Provincial or Federal Statute associated with the carrying on of such business; or
- (c) the financial position of the **applicant** or **licensee** affords reasonable grounds to believe that the activity for which he is licensed or to continue to be licensed in accordance with law will not be carried on in a financially responsible manner; or
- (d) the **applicant** or **licensee** has failed to pay a fine or fines imposed by a Court for convictions for breach of this or any other municipal by-law; or
- (e) the **applicant** or **licensee** has failed to comply with any term, condition or direction of the **Licence Issuer** or **Officer** or has failed to permit any investigation or inspection by the **Licence Issuer** or **Officer**; or
- (f) the **applicant** or **licensee** has failed to comply with the requirements set out in this By-law or any of the applicable Schedules to this By-law; or
- (g) the issuing of a **licence** would be contrary to the public interest with respect to health and safety or consumer protection; or
- (h) the **applicant** or **licensee** has submitted an application or other documents to the **Town** containing false statements, incorrect, incomplete, or misleading information; or
- (i) the **applicant** or **licensee** is carrying on or engaging in activities on or off the **premise** that are, or will be, if the **applicant** or **licensee** is licensed, in contravention of this By-law, any other applicable law or is dangerous or unsafe; or
- (j) the **applicant** or **licensee** has exhibited discriminatory behaviour against a **person** on any grounds protected by the Ontario Human Rights Code; or
- (k) the **applicant** or **licensee** has not paid the required **licence** fees; or
- (l) in the case of the **applicant** or **licensee** fails to meet the requirements set out in Section 6.6 of this By-law.

- 10.2 The **Licence Issuer** may revoke, suspend, refuse to issue, or refuse to renew a **licence**, where the **applicant** or **licensee** would not be entitled to a **licence**, or to the renewal of a **licence**, on any grounds set out in this By-law.
- 10.3 Where the application for a **licence** has been revoked, suspended or cancelled, the fees paid by the **applicant** or **licensee**, in respect of the **licence**, shall not be refunded.
- 10.4 Where a **licence** has been revoked, suspended, or cancelled the **licensee** shall return the **licence** and **plate** to the **Licence Issuer** within two (2) days of service of the notice of the decision.
- 10.5 When a revoked, suspended or cancelled **licence** and **plate** has not been returned, an **Officer** may enter upon the **premise** for the purpose of receiving, taking or removing the said **licence** and **plate** and no **person** shall refuse to return the **licence** and **plate** or in any way obstruct or prevent the **Licence Issuer** or **Officer** from obtaining the **licence** and **plate**.
- 10.6 No **person** shall re-apply to obtain or renew a **licence** for a minimum of one (1) year from the later of:
- (a) the date of the **Licence Issuer's** decision to refuse to issue, renew or revoke a **licence**;
 - (b) where the decision of the **Licence Issuer** is appealed, the date of the **Appeal Tribunal's** decision if the **Appeal Tribunal** upholds the decision to refuse to issue, renew or revoke the **licence**.

11. LICENCES – GROUNDS FOR REFUSAL, REVOCATION OR SUSPENSION – TERMS AND CONDITIONS – RIGHT TO A HEARING

- 11.1 With the exception of Section 9, before a **licence** is refused, revoked, suspended, cancelled or issued with terms or conditions, written notice shall be given by the **Licence Issuer** to the **applicant** or **licensee**.
- 11.2 Notice shall be served to the **applicant's** or **licensee's** last known address or email address filed with the **Town** and shall:
- (a) contain sufficient information to specify the nature of, or reason for, any recommendation;
 - (b) inform the **applicant** or **licensee** of entitlement to a hearing before the **Appeal Tribunal**, if a request in writing for a hearing is returned to the **Clerk** within fourteen (14) days after the date of service of the notice; and

- (c) inform the **applicant** or **licensee** that if no written request is received, the **Appeal Tribunal** may proceed and make any decision with respect to the **licence**.
- 11.3 On receipt of a written request for a hearing from an **applicant** or **licensee**, the **Clerk** shall:
- (a) schedule a hearing; and
 - (b) give the **applicant** or **licensee** notice of the hearing at least twenty (20) days prior to the hearing date; and
 - (c) post notice of the hearing on the **Town's** website at least twenty (20) days prior to the hearing date.
- 11.4 Service of any notice on the **applicant** or **licensee** under this by-law shall be made by personal delivery, ordinary mail or email transmission. The notice shall be deemed to have been served on the fourth (4th) day after the day of mailing or on the date of personal service or on the date of the email transmission.

12. ESTABLISHMENT OF APPEAL TRIBUNAL

- 12.1 The **Appeal Tribunal** shall hear and render decisions regarding the refusal, revocation or suspension of a **licence**, and the imposing of terms and conditions on a **licence**.
- 12.2 The decision of the **Appeal Tribunal** shall be final and binding.

13. HEARING PROCESS

- 13.1 The provisions of the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, shall apply to all hearings conducted under this By-law.
- 13.2 A hearing shall be held in public, unless determined otherwise in accordance with the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, and the **Appeal Tribunal** shall hear the **applicant** or **licensee** and every other **person** who desires to be heard, and the **Appeal Tribunal** may give its decision orally or adjourn the hearing and reserve its decision but in any case the decision shall be provided in writing.
- 13.3 The decision of the **Appeal Tribunal**, shall be in writing and shall set out the reasons for the decision, and shall be signed.
- 13.4 Any authority or permission granted by the **Appeal Tribunal** may be for such time and subject to such terms and conditions as the **Appeal Tribunal** considers advisable and as are set out in the decision.

13.5 When a **person** who has been given written notice of a hearing does not attend at the appointed time and place, the **Appeal Tribunal** may proceed with the hearing in his absence, and the **person** shall not be entitled to any further notice of the proceedings.

13.6 The **Clerk** shall no later than ten (10) days from the making of the decision send one (1) copy of the decision to:

- (a) the **applicant** or **licensee**;
- (b) each **person** who appeared in **person** or by Counsel or by Agent at the hearing and who filed with the **Clerk** a written request for notice of the decision.

14. ORDERS

14.1 If an **Officer** has reasonable grounds to believe that a contravention of this By-law or the terms and conditions of a **licence** has occurred, the **Officer** may make an Order requiring the **person** who contravened this By-law or the terms and conditions of a **licence** or who caused or permitted the contravention to occur to:

- (a) discontinue the contravening activity; and/or
- (b) do work or take action to correct the contravention.

14.2 An Order under section 14.1 shall set out:

- (a) reasonable particulars of the contravention adequate to identify the contravention;
- (b) the location of the **premise** on which the contravention occurred; and
- (c) either:
 - (i) in the case of an Order under section 14.1 (a), the date by which there must be compliance with the Order; or
 - (ii) in the case of an Order under section 14.1 (b), the action to be done and the date by which the action must be done.

14.3 An Order made under this By-law may be served personally, ordinary mail to the last known address or by email transmission to:

- (a) the **person** the **Officer** believes contravened this By-law; and
- (b) such other **persons** affected by the Order as the **Officer** making the Order determines.

14.4 The Order shall be deemed to have been served on the fourth (4th) day after the date of mailing or on the date of personal service or on the date of email transmission.

14.5 An **Officer** who is unable to effect service of an Order pursuant to this By-law shall place a placard containing the Order in a conspicuous place on the **premise** and the placing of the placard shall be deemed to be sufficient service. The placing of the placard of the Order shall be deemed to be served on the date of placing the placard.

15. ENFORCEMENT AND PENALTY PROVISIONS

15.1 The enforcement of this By-law shall be conducted by an **Officer**.

15.2 An **Officer** may enter on land or a **premise** at any reasonable time for the purpose of carrying out an inspection to determine whether or not:

- (a) the By-law is complied with;
- (b) the **licence**, or the term or condition of a **licence**, or this By-law is complied with;
- (c) a direction or Order made under the *Municipal Act, S.O. 2001, c.25*, as amended, or this By-law is complied with.

15.3 For the purposes of an inspection under this By-law, an **Officer** may:

- (a) require the production for inspection of documents or things relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information from any **person** concerning a matter related to the inspection; and
- (d) alone or in conjunction with a **person** possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

15.4 All documents and records shall be kept in a good and business-like manner for review by the **Officer** at their request.

15.5 A receipt shall be provided for any document or thing removed under this By-law and the document or thing shall be promptly returned after the copies or extracts are made.

- 15.6 A sample taken under this By-law shall be divided into two parts, and one part shall be delivered to the **person** from whom the sample is taken, if the **person** so requests at the time the sample is taken and provides the necessary facilities.
- 15.7 If a sample is taken under this By-law and the sample has not been divided into two parts, a copy of any report on the sample shall be given to the **person** from whom the sample was taken.
- 15.8 Every **person** who contravenes any provision of this By-law, including failing to comply with an Order issued pursuant to this By-law, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended, and the Municipal Act, 2001, as amended.
- 15.9 Every **person** who is charged with an offence under this By-law or an Order issued pursuant to this By-law or every director or officer of a corporation, who knowingly concurs in the contravention, by the laying of an information under Part III of the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended and is found guilty of the offence is liable pursuant to the Municipal Act, 2001, as amended to the following:
- (a) on a first offence, to a fine not more than \$50,000.00; and
 - (b) on a second offence and each subsequent offence, to a fine of not more than \$100,000.00
- 15.10 Every **person** who is issued a Part 1 offence notice or summons and is convicted is guilty of an offence under this By-law shall be subject to a fine, to a maximum as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.
- 15.11 No **person** shall hinder or obstruct, or attempt to hinder or obstruct, any **Officer** exercising a power or performing a duty under this By-law.
- 15.12 Every **person** who is alleged to have contravened any of the provisions of this By-law, shall identify themselves to an **Officer** upon request, failure to do so shall be deemed to have hindered or obstructed an **Officer** in the execution of his or her duties.
- 15.13 Upon conviction any penalty imposed under this By-law may be collected under the authority of the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.
- 15.14 If a **person** is convicted of an offence under this By-law, the court in which the conviction has been entered and any court of competent jurisdiction may, in addition to any other remedy and to any penalty imposed, make an order prohibiting the continuation or repetition of the offence by the **person** convicted.

16. SEVERABILITY

16.1 If a court of competent jurisdiction declares any section or part of this By-law invalid, it is the intention of Council that the remainder of this By-law shall continue in force unless the court makes an order to the contrary.

17. INTERPRETATION

17.1 References in this By-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended or re-enacted.

17.2 In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

17.3 The Schedules appended to this By-law are incorporated into and form part of this By-law.

18. EFFECTIVE DATE

18.1 This By-law shall come into effect on January 1, 2023.

READ three times and finally passed
this XX day of August, 2022.

Sandy Brown, Mayor

Carolina Khan, Clerk

SCHEDULE 'A' to BY-LAW 2022-XX

TOW TRUCK DRIVER LICENCE REQUIREMENTS

1. APPLICATION REQUIREMENTS

- 1.1 In addition to the requirements set out in Section 4 of this By-law, an **Applicant** or **Licensee** for a **Tow Truck Driver's Licence** or renewal of a **Tow Truck Driver's Licence** shall submit the following to the satisfaction of the **Licence Issuer**:
- (a) proof of being at least 18 years of age;
 - (b) proof of either:
 - i) Canadian Citizenship;
 - ii) Landed immigrant status; or
 - iii) a valid work permit to work as a driver issued by the Government of Canada; or
 - iv) other documentation substantiating permission to legally work in Canada;
 - (c) a current valid Class A, B, C, D, E, F or G driver's licence issued by the Province of Ontario;
 - (d) a **Driver's Abstract** dated within the previous sixty (60) days;
 - (e) a **Criminal Record Check** dated within the previous sixty (60) days;
 - (f) a current photograph of passport quality of himself in a format as prescribed by the **Licence Issuer**;
 - (g) where an **applicant** or **licensee** is not the owner of the **motor vehicle** used as a **tow truck**, correspondence from a **towing services operator** of his employment as a **tow truck driver**.
- 1.2 Notwithstanding section 1.1, a **licensee** is not required to submit on renewal of a **licence** the items listed in section 1.1 (b) and 1.1 (g) provided no changes have occurred in the information contained in those documents.
- 1.3 An **applicant** or **licensee** for a **tow truck driver's licence** shall be able to communicate to the extent necessary to perform his duties under this By-law.

SCHEDULE 'B' to BY-LAW 2022-XX

TOW TRUCK DRIVER LICENCE TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES

1.1 A tow truck driver shall:

- (a) complete a daily inspection report as required by Regulation 199/07 of the **Highway Traffic Act**;
- (b) carry and have in his possession at all times when **driving a tow truck**:
 - i) his Ontario Driver's Licence;
 - ii) his **licence**;
 - iii) **motor vehicle ownership**;
 - iv) valid insurance;
 - v) **CVOR** certificate;
 - vi) **rate sheet**;
- (c) immediately report to the **Licence Issuer** and the **towing services operator**:
 - i) a **collision** or other incident involving a **tow truck** that:
 - a) resulted in injury to or the death of any **person**;
 - b) is required to be reported under section 199 of the **Highway Traffic Act**;
- (d) comply with any direction given by a police officer, paramedic or firefighter who is present at the scene of a **collision**;
- (e) clear debris from a **collision** on a **highway**;
- (f) immediately wear apparel that meets the requirements for Class 2 or 3 in Standard Z96-15 (R2020), entitled "High Visibility safety apparel" published by the Canadian Standards Association, as amended from time to time;
- (g) immediately activate safety lighting at the scene when exiting a **tow truck**;
- (h) ensure the lamp that produces intermittent flashes of amber light is used during the time that the **tow truck** is stopped on a **highway** for the purpose of providing **towing services**;
- (i) ensure the safe operation of the **tow truck** and proper use of equipment and lighting;

- (j) be knowledgeable and skilled in the use of equipment to prevent unnecessary delays, hazards or damage to property;
 - (k) take due care not to damage a **motor vehicle**;
 - (l) tow the **motor vehicle** by taking the shortest route to a licensed **vehicle storage yard facility** in the **County** or other **motor vehicle** drop off location as directed by the **customer**;
 - (m) when the tow is initiated without the express consent of the **motor vehicle** owner, deliver the **motor vehicle** to the nearest open licensed **vehicle storage yard facility** and notify the **customer** who authorized the tow (if applicable), and record their contact information;
 - (n) contact the **customer**, if the **motor vehicle** is delivered to a location other than what was identified on an estimate provided to the **customer** who initiated the tow;
 - (o) provide a **vehicle storage yard facility operator** with the contact information the **customer** provided on the tow estimate;
 - (p) be civil, behave courteously and refrain from using profanity.
- 1.2 A **Tow Truck Driver** may tow a **motor vehicle** to an interim location for safety, but that secondary location must be reasonably close, and additional fees cannot be charged related to the interim location.
- 1.3. A **Tow Truck Driver** shall not:
- (a) take, consume or have in his possession any alcohol, drugs or intoxicants while he is the **driver** of the **tow truck**;
 - (b) operate a **tow truck** when his ability to perform his duties is impaired by fatigue, illness or otherwise;
 - (c) attempt to obtain consent for **towing services** in respect of a **motor vehicle** if another licensed **tow truck driver** has already obtained consent to provide **towing services** for that **motor vehicle**;
 - (d) tow a **motor vehicle** that can be driven unless directed by the police or the **person** in lawful possession of the **motor vehicle**;
 - (e) charge for time lost through his own incompetence or defects or inefficiency of the **tow truck**;

- (f) remove a **motor vehicle** from a **collision** which a report is required by law to be made by police, until a report has been made and the police have stated the **motor vehicle** is no longer required to remain at the scene;
- (g) operate a **tow truck** that is unsafe, defective, or does not meet the requirements of Regulation 199/07 and 420/22 of the **Highway Traffic Act**;
- (h) chase a call or **towing service**;
- (i) permit a passenger in the **tow truck** unless:
 - i) the passenger's **motor vehicle** is being towed;
 - ii) the passenger is participating in on-the-job training;
 - iii) the **person** is travelling as a passenger for the purpose of assisting the **tow truck driver** in carrying out **towing services**;
 - iv) the **tow truck** is being driven for a purpose other than towing a **customer's motor vehicle** or seeking to provide **towing services**.

1.4 A **Tow Truck Driver** shall not:

- (a) provide a referral to a **customer** for a salvage yard, repairer, storage yard, garage, legal service, healthcare service, rental car service or vehicle sales operation unless requested by the **customer**;
- (b) receive or pay a fee in exchange for referring a **customer** to a service.

1.5 If a **customer** requests a recommendation, a **licensee** must inform the **customer** of any business relationships they have with the service for which they are referring.

2. RATES, CONSENT, ESTIMATE AND INVOICE

2.1 A **tow truck driver** shall:

- (a) obtain from a **customer** a signed consent form to tow the **motor vehicle**;
- (b) provide to a **customer** a completed estimate form prior to providing a **towing service**;
- (c) not modify an estimate unless the **customer** requests a change;
- (d) provide an invoice upon completion of a **towing service**.

2.2 A consent form shall contain the following:

- (a) **tow truck driver's** name
- (b) **towing services operator** name and contact information

- (c) tow destination
- (d) standard list of **rates**
- (e) signature line

2.3 An estimate form shall contain the following:

- (a) **tow truck driver's** name
- (b) **towing services operator** name and contact information
- (c) tow destination
- (d) **rates**
- (e) signature line

2.4 An estimate is not required if a **towing service** is lawfully initiated without a **customer's** consent under provincial legislation.

2.5 An invoice shall contain the following:

- (a) **tow truck driver's** name
- (b) **towing services operator** name and contact information
- (c) location of where the **motor vehicle** was picked up and dropped off including the name and contact number of the **vehicle storage yard facility**
- (d) the make, model, vehicle identification number and licence number of the **motor vehicle** towed
- (e) the date and time when **towing services** commenced or are to commence;
- (f) a unique invoice number
- (g) a statement that payment may be made by cash, debit card, credit card and certified cheque;
- (h) applicable **rates** for **towing services** provided
- (i) the total amount owed including taxes;

2.6 A consent form and an estimate form may be combined provided a separate signature line is provided for the **customer** to give consent and acknowledge the estimate.

2.7 An estimate form may also be used as an invoice provided a separate signature line is provided for the **customer** to acknowledge the work was completed, and the amount charged is the same as the estimate.

2.8 A **tow truck driver** shall not:

- (a) charge additional fees when the tow destination is changed and contract amended, other than those related to the distance the **motor vehicle** is towed;
- (b) charge for preparing an estimate or an invoice.

SCHEDULE 'C' to BY-LAW 2022-XX

TOWING SERVICES OPERATOR LICENCE REQUIREMENTS

1. APPLICATION REQUIREMENTS

1.1 In addition to the requirements set out in Section 4 of this By-law an **Applicant** or **Licensee** for a **Towing Services Operator's Licence** or renewal of a **Towing Services Operator's Licence** shall submit the following to the satisfaction of the **Licence Issuer**:

- (a) proof of being at least 18 years of age;
- (b) proof of either:
 - i) Canadian Citizenship;
 - ii) Landed immigrant status; or
 - iii) a valid work permit to work as a driver issued by the Government of Canada; or
 - iv) other documentation substantiating permission to legally work in Canada;
- (c) a current valid Class A, B, C, D, E, F or G driver's licence issued by the Province of Ontario;
- (d) a **Criminal Record Check** dated within the previous sixty (60) days;
- (e) a copy of a valid **CVOR** Certificate;
- (f) a copy of the **motor vehicle ownership**;
- (g) provide proof of third party **motor vehicle** liability insurance for the **tow truck** which shall:
 - i) be endorsed to provide the **Licence Issuer** with at least fifteen (15) days notice in writing of a proposed cancellation or expiration of the insurance policy, or of a variation in the amount of the policy;
 - ii) insure against loss or damage resulting from bodily injury to or the death of one or more **persons**, or from loss or damage to property resulting from any one accident and include provision for passenger hazard, with limits of not less than two million dollars (\$2,000,000) per occurrence;
 - iii) be endorsed to include all **persons** who have any interest in the **tow truck**;

- (h) provide proof of insurance coverage for the following kinds of liability in the following amounts in respect of any one claim:
 - i) coverage against liability resulting from bodily injury to or the death of one or more **persons** and loss or damage to property, in the amount of at least \$2,000,000 exclusive of interest and costs;
 - ii) coverage against liability for damage to a **motor vehicle** of the **customer** while in the provider's care, custody or control, in the amount of at least \$100,000;
 - iii) cargo liability insurance in the amount of at least \$50,000;

and shall be endorsed to provide the **Licence Issuer** with at least fifteen (15) days notice in writing of a proposed cancellation or expiration of the insurance policy, or of a variation in the amount of the policy;

- (i) a copy of the **rates** to be charged for all **towing services** not identified in Schedule H;
- (j) a list of all **Tow Truck Drivers** affiliated with the **Towing Services Operator**, which list shall include the following information:
 - i) the name of the **Tow Truck Driver**;
 - ii) the year, make, model and Ontario licence plate number of the **tow truck** operated by the **tow truck driver**;
- (k) a list that outlines all affiliations and all businesses or **premise** owned or used inclusive of **towing services**, storage or repair companies;
- (l) a copy of correspondence issued to the **Applicant** or **Licensee** by Dufferin **OPP** confirming placement on its Towing Services and Storage Operators approved towing service and impound list;
- (m) an inspection conducted by an **Officer** confirming compliance with the **tow truck** identification requirements of this By-law.

1.2 Notwithstanding section 1.1, a **licensee** is not required to submit on renewal of a **licence** the items listed in section 1.1 (b) provided no changes have occurred in the information contained in those documents.

SCHEDULE 'D' to BY-LAW 2022-XX

TOWING SERVICES OPERATOR LICENCE TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES

1.1 A towing services operator shall:

- (a) keep in full force and effect insurance in accordance with the requirements of this By-law for the **tow truck**;
- (b) keep at all times in the **tow truck**:
 - i) **motor vehicle ownership**;
 - ii) valid insurance;
 - iii) **CVOR** certificate;
 - vi) **rate sheet**;
- (c) complete or ensure the completion of a daily inspection report as required by Regulation 199/07 of the **Highway Traffic Act**;
- (d) repair any mechanical defect or exterior body repair of a **tow truck** that is reported to him or known;
- (e) not permit the operation of a **tow truck** that has been in a **collision** until such time as the necessary repairs have been completed;
- (f) keep and maintain all records of repair to the **tow truck** including all invoices for the duration of its operation as a **tow truck**;
- (g) keep for each **tow truck driver** employed or engaged by the **towing services operator**:
 - i) a copy of the **tow truck driver's licence**;
 - ii) a copy of the **tow truck driver's** current valid Class A, B, C, D, E, F or G driver's licence issued by the Province of Ontario;
- (h) when a **driver** ceases to be affiliated with a **towing services operator** notify the **Licence Issuer** within three (3) days of the said termination;
- (i) immediately remove from a **tow truck** being disposed of:
 - i) all identifying decals and markings;
 - ii) all other items which make the **tow truck** appear to the public to be a **tow truck**;

- (j) keep and maintain documents related to:
 - i) **customer** complaints;
 - ii) damage to a **customer's motor vehicle**;
 - iii) lease agreements
- (k) include on its website the following:
 - i) business name;
 - ii) civic address;
 - iii) contact information;
 - iv) schedule of **rates**;
 - v) hours of operation
- (l) keep daily a record in written or electronic form details of each **towing service** which includes the following:
 - i) consent form;
 - ii) estimate;
 - iii) invoice;
 - iv) any receipt issued to the **customer**;
 - v) photographs; and
 - vi) description of **towing services** including origin, destination, time and vehicle plate number;
- (m) ensure that an appropriate **tow truck** and **tow truck** equipment are used and not attempt to provide a **towing service** using inadequate or unsafe equipment;
- (n) provide copy of all documents signed by the **customer** to the **customer**;
- (o) shall advise a **customer** when a **motor vehicle** was taken to an interim location for safety reasons;
- (p) be responsible for the operation of a **tow truck** and the conduct of the **tow truck driver**;
- (q) ensure the lamp that produces intermittent flashes of amber light is used during the time that the **tow truck** is stopped on a **highway** for the purpose of providing **towing services**;
- (r) ensure the **tow truck driver** during the time that the **tow truck** is stopped on a **highway** for the purpose of providing **towing services** and the **tow truck driver** is outside the **tow truck** that the **tow truck driver** wears the safety apparel required by this By-law;

- (s) ensure employees adhere to this By-law.
- 1.2 A **towing services operator** shall not:
- (a) **dispatch** a **tow truck driver** or a **tow truck** that does not meet the requirements of this By-law;
 - (b) **dispatch** a **tow truck driver** when their ability to perform their duties is impaired by fatigue, illness or otherwise.
- 1.3 A **Towing Services Operator** shall not:
- (a) provide a referral to a **customer** for a salvage yard, repairer, storage yard, garage, legal service, healthcare service, rental car service or vehicle sales operation unless requested by the **customer**;
 - (b) receive or pay a fee in exchange for referring a **customer** to a service.
- 1.4 If a **customer** requests a recommendation, a **licensee** must inform the **customer** of any business relationships they have with the service for which they are referring.
- 2. RATES, CONSENT, ESTIMATE AND INVOICE**
- 2.1 A **towing services operator** shall:
- (a) obtain from a **customer** a signed consent form to tow the **motor vehicle**;
 - (b) provide to a **customer** a completed estimate form prior to providing a **towing service**;
 - (c) not modify an estimate unless the **customer** requests a change;
 - (d) provide an invoice upon completion of a **towing service**.
- 2.2 A consent form shall contain the following:
- (a) **tow truck driver's** name
 - (b) **towing services operator** name and contact information
 - (c) tow destination
 - (d) **rates**
 - (e) signature line
- 2.3 An estimate form shall contain the following:

- (a) **tow truck driver's** name
 - (b) **towing services operator** name and contact information
 - (c) tow destination
 - (d) **rates**
 - (e) signature line
- 2.4 An estimate is not required if a **towing service** is lawfully initiated without a **customer's** consent under provincial legislation.
- 2.5 An invoice shall contain the following:
- (a) **tow truck driver's** name;
 - (b) **towing services operator** name and contact information;
 - (c) location of where the **motor vehicle** was picked up and dropped off including the name and contact number of the **vehicle storage yard facility**;
 - (d) the make, model, vehicle identification number and licence number of the **motor vehicle** towed
 - (e) the date and time when **towing services** commenced or are to commence;
 - (f) a unique invoice number
 - (g) a statement that payment may be made by cash, debit card, credit card and certified cheque;
 - (h) applicable **rates** for **towing services** provided;
 - (i) the total amount owed including taxes;
- 2.6 A consent form and an estimate form may be combined provided a separate signature line is provided for the **customer** to give consent and acknowledge the estimate.
- 2.7 An estimate form may also be used as an invoice provided a separate signature line is provided for the **customer** to acknowledge the work was completed, and the amount charged is the same as the estimate.
- 2.8 A **towing services operator** shall not:
- (a) charge additional fees when a **motor vehicle** is towed to an interim location, the tow destination is changed and contract amended, other than those related to the distance the **motor vehicle** is towed;
 - (b) vary the **rates** charged for similar jobs based on how payment is made;
 - (c) charge for preparing an estimate or an invoice.

SCHEDULE 'E' to BY-LAW 2022-XX

TOWING SERVICES OPERATOR'S LICENCE TERMS AND CONDITIONS – TOW TRUCK REQUIREMENTS AND EQUIPMENT

1. DUTIES AND RESPONSIBILITIES

1.1 A **towing services operator** shall ensure a **tow truck**:

- (a) is clean and maintained in a good repair and free from interior damage and exterior body damage;
- (b) has firmly affixed to the rear exterior passenger side area of the **tow truck**, the **plate** together with the renewal sticker issued by the **Licence Issuer**;
- (c) displays vehicle markings not less than 8 cm in a contrasting colour that includes the:
 - i) company name or registered business name contained on the **licence**, phone number, and a **plate** number for each **tow truck**.
- (d) bears the compliance label required by Motor Vehicle Safety Regulation C.R.C., c. 1038 of the *Motor Vehicle Safety Act*; S.C. 1993, c. 16, as amended.

2.1 A **towing services operator** shall equip a **tow truck** with the following:

- (a) first aid kit;
- (b) apparel that meets the requirements for Class 2 or 3 in Standard Z96-15 (R2020), entitled "High Visibility safety apparel" published by the Canadian Standards Association, as amended from time to time;
- (c) equipment, components and devices as required by Ontario Regulation 420/22 which includes:
 - i) a lamp that is capable of producing intermittent flashes of amber light;
 - ii) flares, lamps or lanterns capable of continuously producing two warning lights or portable reflectors, the light from each of which are visible from a distance of at least one hundred and fifty (150) metres;
- (d) equipment, components and devices required by Dufferin **OPP**.

SCHEDULE 'F' to BY-LAW 2022-XX

VEHICLE STORAGE YARD FACILITY LICENCE REQUIREMENTS

1. APPLICATION REQUIREMENTS

1.1 In addition to the requirements set out in Section 4 of this By-law an **Applicant** or **Licensee** for a **Vehicle Storage Yard Facility Licence** or renewal of a **Vehicle Storage Yard Facility Licence** shall submit the following to the satisfaction of the **Licence Issuer**:

- (a) provide proof of insurance coverage for the following kinds of liability in the following amounts in respect of any one claim:
 - i) coverage against liability resulting from bodily injury to or the death of one or more **persons** and loss or damage to property, in the amount of at least \$2,000,000 exclusive of interest and costs;
 - ii) coverage against liability for damage to a **motor vehicle** of the **customer** while in the provider's care, custody or control, in the amount of at least \$100,000;
 - iii) cargo liability insurance in the amount of at least \$50,000;

and shall be endorsed to provide the **Licence Issuer** with at least fifteen (15) days notice in writing of a proposed cancellation or expiration of the insurance policy, or of a variation in the amount of the policy;

- (b) a **Criminal Record Check** dated within the previous sixty (60) days;
 - (c) a copy of correspondence issued to the **Applicant** or **Licensee** by Dufferin **OPP** confirming placement on its Towing Services and Storage Operators approved towing service and impound list;
 - (d) provide a list of any other businesses operating on the **premise**;
 - (e) a copy of the **rates** to be charged for all services not identified in Schedule H;
- 1.2 In addition to the requirements set out in Section 4 of this By-law the issuing of a **Vehicle Storage Yard Facility Licence** or renewal of a **Vehicle Storage Yard Facility Licence** is subject to the following:
- (a) confirmation that the **premise** where the **vehicle storage yard facility** operates from is in compliance with any applicable **Zoning By-law** and Site Plan Agreement.

SCHEDULE 'G' to BY-LAW 2022-XX

VEHICLE STORAGE YARD FACILITY LICENCE TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES

1.1 A **vehicle storage yard facility operator** shall:

- (a) keep in full force and effect insurance in accordance with the requirements of this By-law;
- (b) operate, maintain and keep the **vehicle storage yard facility** in a state of good repair;
- (c) ensure areas accessible to the public are kept clean and free of hazards;
- (d) maintain in clean and orderly condition pursuant to legislative requirements regarding retention periods for damaged materials and vehicles in accidents;
- (e) protect the **motor vehicles** that are stored on the **premise**;
- (f) have clearly visible signage posted at the **vehicle storage yard facility** that contains:
 - i) business name;
 - ii) civic address;
 - iii) contact information;
 - iv) **rates**;
 - v) hours of operation
- (g) communicate the hours of operation of the **vehicle storage yard facility** via voicemail and email replies;
- (h) include on its website the following:
 - i) business name;
 - ii) civic address;
 - iii) contact information;
 - iv) **rates**;
 - v) hours of operation
- (i) be reachable by **customers** for at least 8 hours per day and operate for at least five (5) business days per week;
- (j) facilitate the return of the **motor vehicle** within the same business day the **customer** requests it;

- (k) provide a copy of all documents signed by the **customer** to the **customer**;
- (l) take photos upon arrival of each **motor vehicle** that clearly depict the condition of its front, sides, and rear;
- (m) document information received from a **tow truck driver** or **customer** who drops off a **motor vehicle**;
- (n) post **licence** on the **premise**.

1.2 A **vehicle storage yard facility operator** shall create and maintain in written or electronic form a register which shall include:

- (a) the date, time of receipt of a **motor vehicle**;
- (b) a description of the **motor vehicle**;
- (c) the contact information of the **customer**;
- (d) the name of the **Tow Truck Driver** and the **plate** number of the **tow truck** dispatched;
- (e) when the **motor vehicle** left the **vehicle storage yard facility**.

1.3 A **vehicle storage yard facility operator** shall keep the following records:

- (a) for each **motor vehicle** stored:
 - i) consent form;
 - ii) invoice;
 - iii) any receipt issued to the **customer**;
 - iv) any notice sent to the **customer**;
 - v) photographs
- (b) documents related to **customer** complaints;
- (c) records of damage to a **customer's motor vehicle**;
- (d) **rates**.

1.4 A **vehicle storage yard facility operator** shall not:

- (a) use a **vehicle storage yard facility** for the purpose of servicing or repairing a **motor vehicle**;
- (b) store a **customer's motor vehicle** at or require a **customer** to attend a location other than a licensed **premise**;

- (c) charge fees for the movement of a **motor vehicle** around or within the **vehicle storage yard facility**, once delivered;
- (d) charge fees for storing a **motor vehicle** for one (1) or more consecutive business days on which the **vehicle storage yard facility** is available for service for less than eight (8) hours if the **customer** pays for and collects the **motor vehicle** on or before the **vehicle storage yard facility operator's** next business day;
- (e) vary the fees charged for similar jobs based on how costs will be paid.

2. RATES, CONSENT AND INVOICE

- 2.1 A **vehicle storage yard facility operator** shall immediately upon receipt of a **motor vehicle** contact the **customer** to obtain a signed consent form to store the **motor vehicle**.
- 2.2 A consent form shall contain the following:
 - (a) name of the **vehicle storage yard facility** and contact information
 - (b) **rates**
 - (c) signature line
- 2.3 A **vehicle storage yard facility operator** shall provide a **customer** an invoice at the completion of the storage period.
- 2.4 An invoice shall contain the following:
 - (a) **vehicle storage yard facility operator's** name and contact information
 - (b) location of where the **motor vehicle** was stored;
 - (c) the make, model, vehicle identification number and licence number of the **motor vehicle** stored
 - (d) the date and time when vehicle storage services commenced or are to commence;
 - (e) a unique invoice number
 - (f) a statement that payment may be made by cash, debit card, credit card and certified cheque;
 - (g) applicable vehicle storage services rates;
 - (h) the total amount owed including taxes.

SCHEDULE 'H' to BY-LAW 2022-XX

1. The following are the maximum **rates** for **towing services** for a **motor vehicle** not exceeding a **GVWR** of 2,725 kg/6,000 lbs and **vehicle storage yard facility** services:

Service	Rate
Collision Flat Rate	\$275.00
Non-collision Flat Rate	\$150.00
Mileage	\$1.55 per kilometer
Winching	\$103.00
Motor Vehicle Storage	\$60.00 per day

2. Mileage at the rate noted above may be charged in addition to the **rates** noted above when a **customer** requests the **motor vehicle** to be towed to a location outside the **County** limits.
3. A service which is not identified above shall be in accordance with the **rates** submitted by the **applicant** or **licensee** to the **Licence Issuer**.

SCHEDULE 'I' to BY-LAW 2022-XX

FEES

1. The table below outlines the fees payable under this By-law:

Licence or Other	Annual Fee
Tow Truck Driver	\$70.00
Towing Services Operator	\$560.00
Vehicle Storage Yard Facility	\$180.00
Replacement Plate	\$20.00
Replacement Licence	\$20.00
Replacement Tow Truck	\$150.00

Towing Services and Vehicle Storage Yard Facility By-law - Report CPS-2022-046

[illegible]

Attachment #3 - Proposed Fees

Towing Services and Vehicle Storage Yard Facility By-law - Report CPS-2022-046

Type of Licence	Orangeville Proposed	Caledon	Halton Hills	Newmarket	Barrie	Brampton
Tow Truck Driver	\$70.00	\$150.00 \$100.00 (renewal before May 1)	\$72.00	Not applicable	\$317.59	\$103.00
Tow Services Operator	\$560.00	\$425.00 - first vehicle \$400.00 – add'l vehicle \$350.00 – renewal before May 1 \$400.00 – renewal after May 1	\$289.00 (with storage compound)	1-3 Vehicles: \$1,015 - Initial \$761.25 - Annual Renewal 4-6 Vehicles: \$2,030 - Initial \$1,522.50 - Annual Renewal 7-9 Vehicles: \$3,045 - Initial \$2,283.75 - Annual Renewal 10+ Vehicles: \$4,060 - Initial \$3,045 - Annual Renewal	\$378.19 (each vehicle) \$438.27 (tow company)	\$379.00 (each plate)
Vehicle Storage Yard Facility	\$180.00	Not applicable	\$217.00	Not applicable	Not applicable	\$243.00
Replacement (vehicle plate)	\$20.00	\$65.00	Not applicable	Not applicable	Not applicable	Not applicable
Replacement (driver's licence)	\$20.00	\$65.00	Not applicable	Not applicable	Not applicable	Not applicable
Replacement vehicle	\$150.00	\$560.00	Not applicable	Not applicable	\$74.91	Not applicable

Corporate Services

**Notice of Public Meeting
Towing Services and Vehicle Storage Yard Facility By-law**

Take Notice that a Public Meeting will be held to provide the public with an opportunity to comment and provide input in relation to **Towing Services and Vehicle Storage Yard Facility By-law**, on:

Wednesday, July 13, 2022 at 7:00 P.M.
(Electronic Participation)

Public Meeting protocol during the COVID-19 Pandemic

Due to the efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chambers at Town Hall will not be open to the public to attend a Public Meeting until further notice.

All persons interested in the above matter are invited to observe this Public Meeting through the Town's live stream broadcast of this meeting online at www.youtube.com/c/OrangevilleCouncil

Members of the public who have an interest in this matter may:

- up until 10:00 a.m. on the day of the scheduled Public Meeting email the Clerks Division at councilagenda@orangeville.ca indicating their request to speak to the matter. A phone number and conference ID code will be provided to join the virtual meeting and provide comments to Council.

Members of the public wishing to raise a question about the above matter during the public question period of the Public Meeting may, beginning at 7:00 p.m. on the evening of the Public Meeting, call +1 289-801-5774, Conference ID: 476 716 550#

Written comments may also be submitted prior to the meeting and can be addressed to the Mayor and Members of Council, and/or the staff contact provided below. All written comments received will be taken into consideration through the overall review of this matter and will become a matter of public record.

Information Available:

To obtain a copy of the proposed Towing Services and Vehicle Storage Yard Facility By-law, please refer to the agenda package for the July 13, 2022 Public Meeting, found on our website at calendar.orangeville.ca/meetings

For more information about this matter, contact, **Clerks Division, Corporate Services at 519-941-0440 Ext. 2256 or by e-mail at clerkdept@orangeville.ca** during normal business hours.

Notice Issued: June 20, 2022

Dufferin County Municipal Comprehensive Review Land Needs Analysis Update



Presentation Purpose:

- To provide a progress update on the Dufferin County Municipal Comprehensive Review (MCR)
- To summarize updates made to the Land Needs Analysis
- To review the proposed population and employment allocations and land needs

Revised Work Program (2021/2022)

Phase 1: Background (Q4 2019 – Q2 2020)

- ✓ Public Open House held on March 3, 2020
- ✓ Public Meeting & Special Meeting of Council (Section 26) on March 12th, 2020
- ✓ Stakeholder Advisory Committee (SAC) held on May 28, 2020

Phase 2 (Q4 2020/Q1 2022)

- ✓ Draft Natural Heritage System Assessment
- ✓ TMP Initial Assessment
- ✓ Sustainability and Climate Change Resiliency Assessment
- ✓ Agricultural System Assessment
- ✓ GMS and Land Needs Assessment

Phase 3 (Q1/Q2 2022)

- Transportation Assessment and Alternatives
- Draft Sustainability and Climate Change Resiliency Framework
- Meeting Cluster
- Final Sustainability and Climate Change Resiliency Framework
- Final Growth Management and Land Needs Report

Phase 4: Growth Plan Conformity (Q1 to Q2 2022)

- Draft Growth Plan Conformity Report
- Draft Transportation Master Plan
- Draft Summary and Policy Directions Report
- Meeting Cluster (incl. Stat Open House)
- Final Growth Plan Conformity Report and Implementing OPA
- Circulation to Province
- Statutory Public Meeting to consider Growth Plan Conformity Report and OPA
- Adoption by Council

Phase 5: Policy Update (Q2 2022 to Q1 2023)

- Final Summary and Policy Directions Report
- Final Transportation Master Plan
- Circulate Draft OPA to Province
- Meeting Cluster
- Hiatus due to Provincial and Municipal Elections
- Statutory Public Meeting
- Council Adoption and submission to Province

Progress Update:

- Since our last presentation we met with local municipal CAOs and Planners to review the proposed allocations in detail
- Based on feedback and additional land capacity and servicing information from the local municipalities, we have updated the population and employment allocations.

Population & Employment Allocation

	Population (Nearest 100)			Employment (Nearest 100)		
	2021 (Census Estim.)	2051 (Allocated)	2021-2051 Growth	2021 (Estim.)	2051 (Allocated)	Growth 2021-2051
Amaranth	4,500	8,300	3,800	1,300	2,500	1,200
East Garafraxa	2,900	3,900	1,000	700	1,000	300
Grand Valley	4,000	10,900	6,900	900	2,700	1,800
Melancthon	3,200	4,300	1,100	600	900	200
Mono	9,700	9,600	-100	2,800	3,300	500
Mulmur	3,700	4,500	800	900	1,200	400
Orangeville	31,000	38,500	7,400	14,700	21,700	7,100
Shelburne	9,400	15,100	5,700	3,100	5,700	2,600
Dufferin County	68,400	95,000 (From GP)	26,700	25,000	39,000 (From GP)	14,000

- Proposed growth allocated to Grand Valley, Orangeville and Shelburne
 - Population 75.2%
 - Employment 81.4%

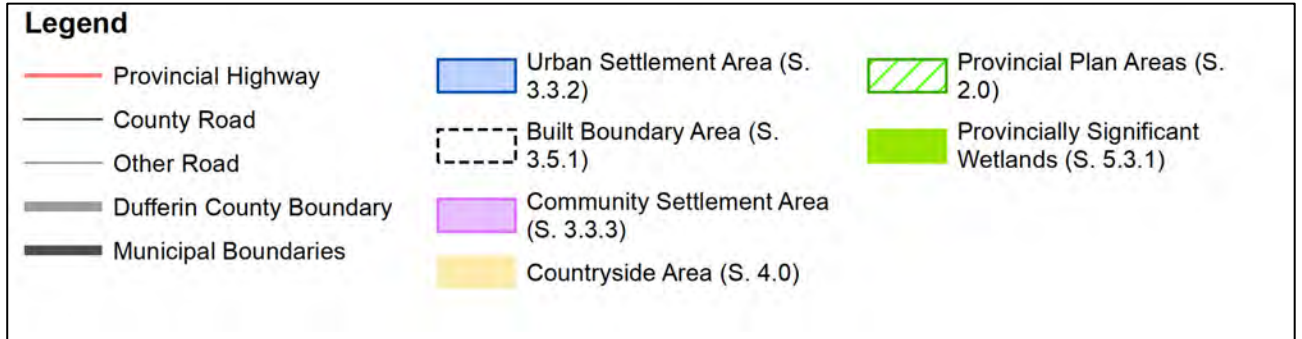
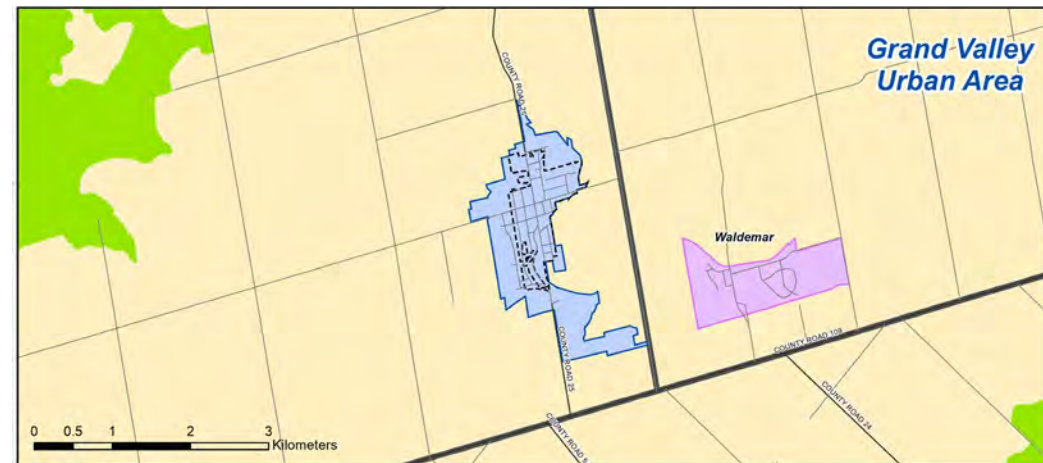
Projected Dwelling Growth 2021 to 2051

	Population Growth	Projected Dwellings	Permitted Outside Settlements	Directed to Settlements
Amaranth	3,800	1,140	216	924
East Garafraxa	1,000	354	92	263
Grand Valley	6,900	2,445	0	2,445
Melancthon	1,100	227	99	129
Mono	-100	180	98	82
Mulmur	800	298	79	219
Orangeville	7,400	3,620	0	3,620
Shelburne	5,700	2,075	0	2,075
Dufferin County	26,700	10,339	582	9,757

Projected Dwelling Growth Highlights:

- **6%** estimated to be permitted **outside Settlements** based on trends;
- Limited **15% to Rural Settlements** based on their remaining capacity; and,
- Remaining **79% growth** directed to **Urban Settlements**, considering servicing and remaining supply.

2021 census usually occupied dwelling counts were used.



Intensification Target Capacity Gap

	Town-wide Growth (Dwellings)	Intensif. Target	Required DBUA Growth (Dwellings)	Estim. DBUA Capacity (Dwellings)	DBUA Capacity Gap (Dwellings)
Grand Valley	2,445	40% (Conceptual)	978	183	795
Orangeville	3,620	60% (Conceptual)	2,172	1,263	909
Shelburne	2,075	48% (Conceptual)	996	513	483
Urban	8,140	51% (Conceptual)	4,146	1,959	2,187
County-wide	10,339	40% (Required by GP)	4,146	1,959	2,187

Highlights 2021 to 2051:

- **Urban growth must be allocated to Delineated Built-up Area first and meet minimum targets**
- Dufferin County is required to achieve the current 40% target (i.e. 4,146 homes within in the Delineated Built-up Area).
- Note: Each 1% shift in the intensification target is equivalent to:
 - 36 dwelling units in Orangeville;
 - 25 dwelling units in Grand Valley; and,
 - 21 dwelling units in Shelburne.
- Each of the Delineated Built-up Areas have a boundary defined by the Province. The County does not have a mechanism to alter the boundaries.

New Greenfield Residential Land Needs Projection

	Capacity Shortage (Dwellings, Historic Market Preferences)	Capacity Shortage (Equiv. Population)	Residential Greenfield Density Assumption (People per hectare)	Residential Land Need (Gross Hectares)
Grand Valley	491	1,680	44	38+ env constraints
Orangeville	295	954	46	21 + env constraints
Shelburne	681	2,429	41	59 + env constraints
Urban	1,467	5,063	43	118 + env constraints

Highlights – 2021 to 2051:

- **After the Intensification Target is addressed, residual urban growth can be accommodated in the Designated Greenfield Area**
- **Grand Valley:** 38 gross hectares of land needed @ 44 people per hectare
- **Orangeville:** 21 gross hectares of land needed @ 46 people per hectare. Since the settlement area extends to the municipal boundary, additional work required prior to 2041 to identify additional lands to accommodate forecast growth
- **Shelburne** 59 gross hectares of land needed @ 41 people per hectare, which may be accommodated by expanding into the Shelburne West area.

Combined Estimated Land Needs

Combined Estimated Land Needs

	Subject to Minimum Greenfield Density Target				Subject to Min. Emp. Area Density Target
	Greenfield Density Target	Residential Land Need (Gross Hectares)	Community Area Land Need (Gross Hectares)	Combined Land Needs (Gross Hectares)	Industrial Land Need (Gross Hectares)
Grand Valley	44	38	19	57 + env. constraints	2.6 + env. constraints @17 jobs per gross hectare
Orangeville	46	21	75	96 + env. constraints	
Shelburne	41	59	0	59 + env. constraints	
Total for Urban		118	94	212 + env. Constraints	
Max. Hypothetical Rural if Addressed in Greenfield Area	41	0	14	14 + env. constraints	
Hypothetical Total		118	108	226 + env. constraints	

Existing Greenfield Density Trajectory

Existing Greenfield Density Trajectory

	Density Target (People & Jobs per Hectare)	Area Subject to Target (Hectares)	Estim. Residents	Estim. Work From Home Jobs	Estim. Commercial & Institutional Employment Potential (Jobs)	Projected Achievable Density (People & Jobs per Hectare)
Grand Valley	44	125	1,248 to 1,305	164	72	35.2 to 35.7
Orangeville	46	153	3,419 to 3,889	182	961	46.4 to 49.5
Shelburne	41	88	2,263 to 2,417	102	762	48.7 to 50.5
Dufferin County	40	366	6,930 to 7,611	448	1,795	43.1 to 45.0

- Orangeville and Shelburne on track to achieve their respective Greenfield Density Targets
- Grand Valley is projected to be lower than their target.
- Collectively, the average density achieves the County-wide target

Amaranth, East Garafraxa, Melancthon & Mulmur

- Sufficient lands to accommodate projected population growth
- Potential shortage of commercial, institutional and/or mixed use lands to accommodate community area employment growth. This need could be addressed by increasing employment densities and/or considered as part of needs analysis in the urban municipalities.
- Potential surplus of Employment Lands

Mono

- Sufficient lands to accommodate projected population and commercial and institutional employment growth
- Potential surplus of Employment Lands

Grand Valley

- Insufficient Greenfield Lands to meet projected population growth.
- Substantial increase in intensification in the delineated built-up area needed to meet County-wide intensification target
- Insufficient lands to meet projected industrial, commercial and institutional employment growth.
- Settlement Area expansion required to address projected needs.

Orangeville

- Insufficient greenfield lands to meet projected population growth.
- Insufficient lands to meet projected commercial and institutional employment growth.
- Sufficient industrial employment lands with potentially a surplus of up to approximately 20 net hectares
 - Appropriate conversions, subject to conversion policies, may be identified to assist in minimizing the magnitude of the residential land supply shortage.

Shelburne

- Insufficient greenfield lands to meet projected population growth.
- Sufficient industrial, commercial and institutional lands to meet projected needs
 - Speculative lands are included in the industrial land supply which may not be available for new industrial employers. Land supply is only just sufficient if those lands are excluded from the supply.
 - Appropriate conversions, subject to conversion policies, may be identified to assist in minimizing the magnitude of the settlement area expansion necessary.

- July - Hold Open House to obtain public input on Land Needs Analysis and finalize
- August/September – Prepare draft Conformity Amendment for Council endorsement
- September-December – Commenting Period (circulation to Province; Receive comments from the public)
- December/January 2023 – Revise Amendment based on feedback from Province, Stakeholders and the Public
- Spring, 2023 – Present Amendment to Council for Adoption

Dufferin County Municipal Comprehensive Review Land Needs Analysis Overview



The Corporation of the Township of Mulmur
Heather Boston
758070 2 Line E. Mulmur, ON L9V 0G8

Dear Heather Boston,

Thank you for submitting your application to Infrastructure Canada's Green and Inclusive Community Buildings (GICB) program. This initiative will support green and energy efficient retrofits, repairs or upgrades to existing publicly accessible community buildings and the construction of new publicly accessible community buildings.

The program received considerable interest from communities and organizations across Canada, with hundreds of projects requesting billions in funding under the scheduled intake stream. Following a thorough review of your application for the *Townships of Mulmur & Melancthon Update and Expand the North Dufferin Community Centre, Making It Green and Inclusive* (AP-000000403), we regret to inform you that your project was not selected for funding as it was deemed ineligible for the following reason(s):

- Your project's attestation letter does not sufficiently demonstrate that the project is designed to meet, with or without the addition of a verified transition plan, or that it should be exempt from, the Zero Carbon Building – Design Standard Version 2.

Unfortunately, due to the competitive nature of the process, program officials could only assess projects based on the information provided. You may wish to consult with the [Applicant Guide](#) for more detailed information about the above-noted reason(s). Please note that all assessment results are final, and that the program parameters governing the GICB program does not permit Infrastructure Canada nor the Minister of Intergovernmental Affairs, Infrastructure and Communities to approve projects which did not meet all eligibility requirements.

We acknowledge that the work required to bring a project to the point of eligibility can be extensive, and potentially valuable projects may not have had sufficient time to complete the necessary work by the deadline. With that in mind, work has been done this spring to secure the funding flexibility to offer a second application opportunity. A second scheduled intake is planned for a later date in 2022, which may offer potential applicants with the needed time to complete that work. We will contact you by email with more details once the timing is confirmed.

My team will be pleased to provide you with additional support should you wish to submit a new application. In the interim, I highly recommend you refer to the [Applicant Guide](#) to review the eligibility requirements and evaluate your project's potential eligibility for GICB. If you have questions about the GICB program, please contact us at gicbp-pbcvi@inf.gc.ca. You can find more information about other Infrastructure Canada programs at www.infrastructure.gc.ca.

Yours sincerely,



Paul Loo
Director General,
Resilient and Innovative Communities Directorate
Infrastructure Canada

Jun 13, 2022

Municipal Councils of Ontario

Subject: The Retention of Professional Engineers at Ontario Municipalities

The purpose of this letter is to stress the importance that municipal engineers play in the successful operation of cities, counties, towns, and townships across Ontario.

The Municipal Engineers Association (MEA) is a non-profit association representing the municipal engineering field in Ontario. We have a membership base of over 1,000 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field.

We advocate for sustainable municipal infrastructure practices and our members provide significant input into the development of processes, standards, and specifications for use in municipal infrastructure systems such as drinking water delivery, wastewater collection and treatment, storm water management, waste management and transportation systems.

The MEA has been the proponent for the *Municipal Class Environmental Assessment* process since the mid-1980s. We are also a co-proponent of *Ontario Provincial Standards & Specifications* that many Ontario municipalities use when planning for and tendering municipal engineering projects.

There are a number of examples in various current legislation, where the use of a professional engineer is referenced. Key tasks include roles in transportation, natural resources, health and safety, consumer services, environment, tourism, agriculture, climate change, and energy. It is essential that municipalities consider the appointment of professional engineers, especially within the areas of engineering and public works, to afford municipal councils the appropriate due diligence toward public safety. Unfortunately, we are observing a concerning trend where this is no longer the case.

Professional engineers, through education and practical experience requirements, have the knowledge and foresight to not only understand the 'how' of an issue, but also understand the 'why' behind issues as well. Professional engineers are licensed to practice in Ontario through the *Professional Engineers Act* and are bound by statutory accountabilities, which includes a code of ethics. Under this code, professional engineers are required to act at all times with fidelity to public needs; professional engineers regard their duty to public welfare and safety as paramount.

Professional engineers also provide significant value to municipalities through their understanding of risk management, which assists in lowering exposure to claims against a municipality. With insurance premiums rising every year, it is prudent that municipalities appoint a professional engineer to guide these decision-making processes.

As of December 31, 2019, there were 57,134 practicing professional engineers licensed and practicing in the Province of Ontario. Of this number, only 136 professional engineers work for municipalities with a population of 50,000 or less. This represents only 0.2% of licensed and practicing Ontario Professional Engineers being employed by Ontario municipalities serving populations of less than 50,000. Many of these smaller municipalities have a Public Works/Engineering Department head and would benefit by appointing a Professional Engineer.

The vast majority of professional engineers working at Ontario municipalities are employed by larger urban centres having a population greater than 50,000.

For smaller municipalities that do not have the financial resources to employ a full-time professional engineer on their staff, the MEA recommends the appointment of a professional engineer through a licensed consulting firm so that your municipality may meet the needs only a professional engineer can provide.

We would also like to take this opportunity to promote membership in the MEA. There are Ontario municipalities that currently do not have representation in the MEA. If you have a professional engineer(s) on staff and they are not MEA members, we encourage your municipality to have them apply. The MEA offers members access to knowledge, learning and the ability to stay up to date with current industry practices. It truly is great value for a very nominal fee.

On behalf of the MEA, we thank you for taking time to review this letter. Should you have any questions, please reach out to the MEA's Executive Director, Dan Cozzi, P. Eng. at dan.cozzi@municipalengineers.on.ca.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'J. Cozzi'.

**Jason Cole, P. Eng.,
MEA President 2021 - 2022**



CHIEF ADMINISTRATIVE OFFICER &
CLERK TERRY M. HORNER
758070 2ND LINE EAST, RR#2
MULMUR ON L0M 1M0

Ottawa, June 2022

Dear CHIEF ADMINISTRATIVE OFFICER & CLERK TERRY M. HORNER and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at shannon.stubbs@parl.gc.ca, M.P. Kurek at damien.kurek@parl.gc.ca, or M.P. Gourde at jacques.gourde@parl.gc.ca.

Thank you for your time.

Shannon Stubbs, M.P.
Shadow Minister for Rural Economic Development
and Rural Broadband Strategy
Lakeland

Damien C. Kurek, M.P.
Deputy Shadow Minister for Rural Economic
Development and Rural Broadband Strategy
Battle River—Crowfoot

Jacques Gourde, M.P.
Deputy Shadow Minister for Rural Economic
Development and Rural Broadband Strategy
Lévis—Lotbinière



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

Meeting Date:	Monday, May 30, 2022
To:	Members of Council
From:	Jennifer Willoughby, Director of Legislative Services/Clerk
Report:	LS2022-09
Subject:	Revised Land Acknowledgement

Recommendation

BE IT RESOLVED THAT Council receives report #LS2022-09 from the Director of Legislative Services/Clerk for information;

AND THAT Council adopts the revised Land Acknowledgement;

AND requests that the revised Land Acknowledgement be forwarded to local boards – Police, Fire and CDRC for their consideration.

Background

At the May 9, 2022, Council requested the Land Acknowledgement be amended.

Analysis

Staff have worked closely with the Dufferin County Cultural Resource Circle to amend the Land Acknowledgement to try and capture the request of Council.

The following is being brought forward for consideration by Council:

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

We encourage residents to review the call-to-action information by visiting the following website to further research and educate oneself:

<https://www.dccrc.ca/educational-links/>

This will become the Land Acknowledgement statement to be read during Council and Committee meetings.

The Land Acknowledgement will also be read at all town sanctioned events, the new information will also be added to our website.

Staff are recommending that the Land Acknowledgement be forwarded to local Boards – Police, Fire and CDRC for their consideration.

Policies and Implications

Not applicable

Financial Impact

Not applicable

Consultation and Communications

Senior Management Team.

Council Strategic Priorities

Council's Strategic Priorities have three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the sustainable goals within the targets:

Target T6 – promote more open communication

Target T7 – promote partnerships and collaboration

Supporting Documentation

Not applicable

Respectfully Submitted and Prepared By:

Jennifer Willoughby, Director of Legislative Services/Clerk

Reviewed By:

Denyse Morrissey, CAO

Roseann Knechtel

Subject: FW: More Homes for Everyone Act

From: Carol Trainor
Sent: Tuesday, June 7, 2022 2:01 PM
To: Roseann Knechtel
Subject: More Homes for Everyone Act

Good day:

Please be advised that the Council of The Township of Tarbutt received and supported your resolution dated April 12, 2022 regarding the More Homes for Everyone Act.

Best of luck moving this issue forward.

Carol.

Carol Trainor
CAO/Clerk
The Township of Tarbutt
27 Barr Road S.
Desbarats, ON P0R 1E0
Ph: 705-782-6776
Fax: 705-782-4274





TOWNSHIP OF WARWICK

"A Community in Action"

5280 Nauvoo Road, PO Box 10, Watford, ON N0M 2S0

Township Office: (226) 848-3926
Watford Arena: (519) 876-2808
Website: www.warwicktownship.ca

Works Department: (519) 849-3923
Fax: (226) 848-6136
E-mail: info@warwicktownship.ca

RECEIVED

JUN 13 2022

June 7, 2022

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

Dear Township of Mulmur:

RE: Resolution Regarding More Homes for Everyone Act

Please be advised that at their regular meeting of April 25, 2022, Warwick Township Council passed the following motion:

THAT Warwick Township Council support and endorse the correspondence from the Township of Mulmur Regarding More Homes for Everyone Act.

- Carried.

If you have any questions or concerns, please do not hesitate to contact me.

Kindest Regards,

Amanda Gubbels
CAO/Clerk
Township of Warwick

Roseann Knechtel

Subject: FW: Ontario Land Tribunal

From: Tracy MacDonald <tmacdonald@orangeville.ca>

Sent: Monday, May 30, 2022 10:04 AM

Subject: Ontario Land Tribunal

You don't often get email from tmacdonald@orangeville.ca. [Learn why this is important](#)

Good afternoon,

Orangeville Council, at it's May 16, 2022 Council meeting passed the following resolution:

"2022-196

Moved: Councillor Peters

Seconded: Councillor Post

That the Town of Orangeville requests the Government of Ontario to dissolve the OLT immediately thereby eliminating one of the most significant sources of red tape delaying the development of more attainable housing in Ontario;

And that a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, the Minister of Municipal Affairs and Housing, the Leader of the Opposition, the Leaders of the Liberal and Green Party, all MPPs in the Province of Ontario; the Large Urban Mayors' Caucus of Ontario, the Small Urban GTHA Mayors and Regional Chairs of Ontario;

And that a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Result: Carried"

Regards,

Tracy Macdonald | Assistant Clerk | Corporate Services

Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1

519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256

tmacdonald@orangeville.ca | www.orangeville.ca



The Town of The Blue Mountains Council Meeting

Title: Mayor Soever Notice of Motion May 10, 2022

Date: Tuesday, May 24, 2022

Moved by: Mayor Soever

Seconded by: Councillor Hope

WHEREAS it is in the best interest of good government and the democratic process that all Ontarians have access to candidate information during the upcoming municipal elections; and,
WHEREAS the clerks of some municipalities do not supply the mailing addresses of voters on the voters list to candidates, thereby limiting the access of voters who have mailing addresses outside the municipality to candidate information, effectively disenfranchising them;
BE IT RESOLVED THAT the Council of the Town of The Blue Mountains expresses its support for the inclusion of the mailing addresses of voters on voter's lists provided to candidates;
AND THAT a copy of this resolution be sent to all municipalities in Ontario to ask for their support;
AND THAT a copy of this resolution be sent to the Premier of Ontario and the Minister of Municipal Affairs and Housing;
AND THAT a copy of this resolution be sent to the Canadian Civil Liberties Association

YES: 6

NO: 0

CONFLICT: 0

ABSENT: 1

The motion is Carried

YES: 6

Mayor Soever

Deputy Mayor Bordignon Councillor Hope

Councillor Matrosovs

Councillor Sampson

Councillor Bill Abbotts

NO: 0

CONFLICT: 0

ABSENT: 1

Councillor Uram



Legislative Services
Michael de Rond
905-726-4771
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

May 31, 2022

Delivered by email
justin.trudeau@parl.gc.ca
karina.gould@parl.gc.ca

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2

The Honourable Karina Gould, P.C., M.P.
Minister of Families, Children and Social Development
House of Commons
Ottawa, ON K1A 0A6

Dear Prime Minister Trudeau and Minister Gould:

Re: Town of Aurora Council Resolution of May 24, 2022
Motion 10.1 - Councillor Humfryes; Re: Private Member's Bill C-233 "Keira's Law"

Please be advised that this matter was considered by Council at its meeting held on May 24, 2022, and in this regard, Council adopted the following resolution:

Whereas violence against women is a Canadian public health crisis that demands urgent action; and

Whereas one in four women experience domestic violence in their lifetime. One woman or girl is killed every other day, on average, somewhere in our country; and

Whereas the most dangerous time for a victim of abuse is when she separates from her partner. According to research from the U.S. Centre for Disease Control and Prevention, when there is a history of coercive control, violence and a recent separation, a woman's risk of domestic homicide goes up 900 times; and

Whereas the current Canadian court system is not equipped to protect women. According to the National Judicial Institute, there is no mandatory education for Judges on domestic violence. Judges need education on what constitutes domestic violence or coercive control. A formal education program would ensure

another line of defense for victims, as well as preventing violence and abuse before it happens; and

Whereas the COVID-19 pandemic has only exacerbated the domestic violence crisis. Women's shelters and crisis centres have reported a marked increase in requests for services this year. The concerns for children are significant.

According to recent research from The Children's Hospital of Eastern Ontario, doctors have seen more than double the number of babies with serious injuries as this time last year. These include head injuries, broken bones or in some cases death. Institutions across the country are reporting a similar trend; and

Whereas, according to Article 19 of the UN Convention on the Rights of the Child, children must be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has care of the child." Our current family justice system often fails our children in this regard; and

Whereas, in worst case scenarios, children are killed by a violent parent. As reported by the Canadian Domestic Homicide Prevention Initiative, recent separation and domestic violence are the two biggest risk factors for domestic violence related child homicides; and

Whereas custody disputes are an additional risk factor. Each year in Canada, about 30 children are killed by a parent. Mothers are responsible about 40 per cent of the time, often due to postpartum depression or mental illness. In the 60 per cent of cases where fathers are the murderers, anger, jealousy or post-separation retaliatory revenge are the usual motivations; and

Whereas Keira's Law is named after four-year-old Keira Kagan, who was killed while in the custody of her father, in 2020; and

Whereas many cases of domestic violence are inappropriately labelled as "high conflict" in the family court system. According to research by Rachel Birnbaum, a Social Work Professor at the University of Western Ontario who specializes in child custody, approximately one third of cases called "high conflict" by the court had substantiated evidence of valid concerns about domestic violence. These cases must be recognized and treated differently by judges; and

Whereas voting in favour of "Keira's Law", contained in Private Member's Bill C-233, will not only protect victims of violence and children, it will save lives by

amending the *Judges Act* to establish seminars for judges on intimate partner violence and coercive control;

- 1. Now Therefore Be It Hereby Resolved That Aurora Town Council calls upon the House of Commons to support Member of Parliament Anju Dhillon's Private Member's Bill C-233, that will raise the level of education on domestic violence and coercive control for federally appointed Judges; and**
- 2. Be It Further Resolved That a copy of this resolution be sent to: The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Karina Gould, MP, Minister of Families, Children and Social Development; The Honourable Candice Bergen, Interim Leader of the Conservative Party of Canada; Yves-Francois Blanchet, MP, Leader of the Bloc Quebecois; Jagmeet Singh, MP, Leader of the New Democratic Party; MP Tony Van Bynen; and MP Leah Taylor Roy; and**
- 3. Be It Further Resolved That a copy of this resolution be circulated to all Ontario municipalities and the Federation of Canadian Municipalities (FCM).**

The above is for your consideration and any attention deemed necessary.

Yours sincerely,



Michael de Rond
Town Clerk
The Corporation of the Town of Aurora

MdR/lb

Copy: Hon. Candice Bergen, M.P., Interim Leader of the Conservative Party of Canada
Yves-François Blanchet, M.P., Leader of the Bloc Québécois
Jagmeet Singh, M.P., Leader of the New Democratic Party of Canada
Tony Van Bynen, M.P. Newmarket—Aurora
Leah Taylor Roy, M.P. Aurora—Oak Ridges—Richmond Hill
Federation of Canadian Municipalities (FCM)
All Ontario municipalities



Legislative Services
Michael de Rond
905-726-4771
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

May 31, 2022

Delivered by email
sylvia.jones@ontario.ca

The Honourable Sylvia Jones
Solicitor General of Ontario
Ministry of the Solicitor General
25 Grosvenor Street, 18th Floor
Toronto, ON M7A 1Y6

Dear Solicitor General Jones:

Re: Town of Aurora Council Resolution of May 24, 2022
Motion 10.3 - Councillor Thompson; Re: Mandatory Firefighter Certification

Please be advised that this matter was considered by Council at its meeting held on May 24, 2022, and in this regard, Council adopted the following resolution:

Whereas municipal governments provide essential services to the residents and businesses in their communities; and

Whereas the introduction of new provincial policies and programs can have an impact on municipalities; and

Whereas municipal governments are generally supportive of efforts to modernize and enhance the volunteer and full-time fire services that serve Ontario communities; and

Whereas the Association of Municipalities of Ontario (AMO) believes in principle that fire certification is a step in the right direction, it has not endorsed the draft regulations regarding firefighter certification presented by the Province; and

Whereas municipalities and AMO are concerned the thirty-day consultation period was insufficient to fully understand the effects such regulations will have on municipal governments and their fire services; and

Whereas fire chiefs have advised that the Ontario firefighter certification process will create additional training and new costs pressures on fire services; and

Whereas the Ontario government has not provided any indication they will offer some form of financial support to deliver this service; and

Whereas AMO, on behalf of municipal governments, in a letter to Solicitor General Jones dated February 25, 2022, made numerous comments and requests to address the shortcomings in the draft regulations;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora does hereby support AMO's recommendations; and**
- 2. Be It Further Resolved That the Town of Aurora does hereby call on the Solicitor General of Ontario to work with AMO, municipal governments and fire chiefs across Ontario to address the concerns raised so that municipalities can continue to offer high quality services to their communities; and**
- 3. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO), the Ontario Small Urban Municipalities (OSUM), and all Ontario municipalities for their consideration.**

The above is for your consideration and any attention deemed necessary.

Yours sincerely,



Michael de Rond
Town Clerk
The Corporation of the Town of Aurora

MdR/lb

Copy: Association of Municipalities of Ontario (AMO)
Ontario Small Urban Municipalities (OSUM)
All Ontario municipalities



Council Resolution Form

Date: 20 Jun 2022 No: Resolution No.131-22
Moved By: Councillor Rigelhof, Seconded by Disposition: CARRIED.
Councillor MacPherson
Item No: 7.06.1

Description: Annual Emergency Exercise Exemption

RESOLUTION:

WHEREAS Ontario Regulation 380/04: Standards under the Emergency Management and Civil Protection Act sets the municipal standards for emergency management programs in Ontario and requires municipalities to conduct an annual exercise with their Emergency Control Group in order to evaluate the municipality's emergency response plan and procedures, O. Reg. 380/04, s. 12(6);

AND WHEREAS Emergency Management Ontario previously granted municipalities exemption for the annual exercise requirement when the municipality experienced an actual emergency with documented proof of the municipality actively engaging their emergency management procedures and plan in response to the emergency;

AND WHEREAS on August 5, 2021 the Chief, Emergency Management Ontario (EMO) issued a memo to Community Emergency Management Coordinators stating that effective immediately, the Chief, EMO would no longer be issuing exemptions to the O. Reg. 380/04 requirements to conduct an annual exercise;

AND WHEREAS municipalities experience significant costs and burden to staff resources when faced with the response to an actual emergency and activation of their Emergency Control Group and/or Emergency Operations Centre;

AND WHEREAS a municipality's response to an actual emergency is more effective than an exercise in evaluating its emergency response plan and procedures as mandated by O. Reg. 380/04;

Pg 1 of 2

Recorded Vote Requested by:

	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____

MAYOR

Declaration of Pecuniary Interest:

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

AND WHEREAS planning, conducting and evaluating an emergency exercise requires significant time and effort for the Community Emergency Management Coordinator and Municipal Emergency Control Group that is duplicated when the Municipality experiences a real emergency;

NOW THEREFORE, BE IT RESOLVED THAT the Council of the Township of Greater Madawaska hereby requests the Province of Ontario to amend Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year in recognition of the significant resources used to respond to the emergency and the effectiveness of such response in evaluating the municipality's emergency response plan and procedures;

AND THAT a copy of this resolution be forwarded to the Premier of Ontario, local MPP, Minister of Municipal Affairs, Solicitor General, and all other municipalities of Ontario

Recorded Vote Requested by:

	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____


MAYOR

Declaration of Pecuniary Interest:

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



Date: June 20, 2022

Resolution No. 2022-256 ^{COV}

Moved By: *Debra Wilson*

Seconded By: *M. Bateman*

Whereas the Ontario Amber Alert is a warning system that quickly alerts the public of a suspected abduction of children who are in imminent danger;

And Whereas the goal is to broadcast as much information about the child, the abductor and suspect vehicles as quickly as possible so that the public can respond with any relevant information that might lead to the child's safe return;

And Whereas people are encouraged to share the Amber Alert with as many people as possible. If a child or vulnerable person is abducted, spreading the information quickly is critical to their safe return;

And Whereas an Amber Alert makes the Public aware to keep an eye out for the child, vulnerable person, suspect and the vehicle described, in the alert. If they spot them, try to gather as many details as they can, including the specific location where they saw them, the time, the direction they were travelling in and any other identifying details that will help to locate them;

And Whereas an Amber Alert gives citizens instructions to call 9-1-1 or the phone number included in the alert immediately if they have a trip or a sighting related to an Amber Alert;

An Amber Alert will only be activated if:

- The police have confirmed that an abduction has taken place; and
- There is reason to believe the victim is in danger of serious physical injury, and there is information available that, if broadcast to the public, could assist in the safe recovery of the victim.

And Whereas it is essential to remember that an Amber Alert is not always appropriate in every circumstance and that their continued effectiveness depends on ensuring that they are only used in cases that meet the above criteria;

And Whereas the recent tragic death of 11 year old Draven Graham showed that the Amber Alert system is flawed when it comes to vulnerable children who can go missing but are not abducted;

And Whereas at the time this motion was written, there have been almost 75,000 citizens who had signed a petition on Change.Org requesting that a Draven Alert be created;

And Whereas it is clear that there needs to be an addition to the alert system to allow for law enforcement to send out an alert for vulnerable children who go missing under circumstances that do not involve an abduction but are at serious risk of injury or death;

Therefore be it resolved that the Municipality of Brighton and its Council endorse the following:

1. That the Minister of the Solicitor General and the Commissioner of the Ontario Provincial Police, as well as the Premier's Office, be requested to make the necessary changes to the Amber Alert system and create a new alert called the Draven Alert, which will protect vulnerable children who have not been abducted but are at high risk of danger, injury or death and alert the public that they are missing.
2. That this motion be sent to all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.

Carried

☒

OR Defeated

☐

Mayor

Recorded Vote		For Clerks Use Only			
Recorded vote called by: _____					
	For	Against	Abstain	Absent	COI
Mayor Brian Ostrander					
Councillor Ron Anderson					
Councillor Mark Bateman					
Councillor Doug LeBlanc					
Councillor Emily Rowley					
Councillor Mary Tadman					
Deputy Mayor Laura Knecht					
Total					
Carried <input type="checkbox"/>		Defeated <input type="checkbox"/>		Clerk's Initials <input type="text"/>	



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. _____ - 2022

BEING A BY-LAW TO APPOINT A MEMBER TO SERVE AS COUNCILLOR
FOR THE CORPORATION OF THE TOWNSHIP OF MULMUR

WHEREAS a vacancy occurred in the Office of Councillor on May 19, 2022;

AND WHEREAS in accordance with Section 262(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, the Council of the Township of Mulmur declared the Office of Councillor vacant on June 1, 2022;

AND WHEREAS Section 263(5) of the *Municipal Act* provides that a municipality shall fill the vacancy within 60 days after the day a declaration of vacancy is made;

AND WHEREAS Section 263(1) of the *Municipal Act* provides that a municipality may fill the vacancy by appointing a person who has consented to accept the office if appointed;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR ENACTS AS FOLLOWS:

1. THAT _____ be appointed to fill the Office of Councillor for the remainder of the current term of Council.
2. THAT this by-law shall come into force and effect on the day of final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 6th day of JULY 2022.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CLERK



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. ____-2022

**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 6th day of JULY, 2022.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CLERK



**New Tecumseth
Public Library**



21 April 2022

Ms. Tracey Atkinson
Chief Administrative Officer / Clerk
The Corporation of the Township of Mulmur
758070 2nd Line East
Mulmur, ON
L9V 0G8

Hello Tracey,

We have calculated that the number of active users for your municipality for 2022 is 130.

As previously mentioned, we are proposing a 2% increase on the user fees from last year. Therefore the amount owing for 2022 will be **130 x \$36.57 = \$4754.10.**

If you have any comments or questions I invite you to contact me at your earliest opportunity either by telephone (705-435-0250) or by e-mail (jmole@ntpl.ca). Thank you for your attention.

A handwritten signature in black ink, appearing to read "Jessica Mole", written in a cursive style.

Jessica Mole
CEO, New Tecumseth Public Library

AGREEMENT

**THIS AGREEMENT MADE IN DUPLICATE THIS 6th DAY OF FEBRUARY 2022
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 \$36.57 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 \$36.57.
- 2) The total sum payable to the Library Board directly by the Township for the year 2022 in accordance with Section 1 of this agreement is 130 users x \$36.57= \$4,754.10, which shall be paid in 3 installments on or before the thirtieth day of May 2022, on or before the thirtieth day of June 2022, and the balance on or before the thirtieth day of September 2022.
- 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 2022 and remain in full force and effect for a period of one (1) year (January 1st, 2022 to December 31st, 2022).
- 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.



May 24, 2022

Township of Mulmur
Roseann Knetchel
785070 2nd Line E
Mulum, ON
L9V 0G8

Dear Ms. Knetchel;

Enclosed please find two copies of the Clearview Public Library Board's 2022 contract with the Township of Mulmur for library services. The contract fee remains **\$45 per household** maintaining a membership in the previous year. It is the Clearview Public Library Board's hope that the Council of the Township of Mulmur will continue to provide its residents with access to both physical and virtual library services offered through the Clearview Public Library. Please do not hesitate to contact me should you have any questions regarding our services or the contract.

Please sign and return one copy and keep the other for your records.

Yours truly,

A handwritten signature in blue ink, appearing to read 'J. La Chapelle'.

Jennifer La Chapelle, CEO
CLEARVIEW PUBLIC LIBRARY

Great stories found here.

CLEARVIEW Public Library
269 Regina St., Stayner ON L0M 1S0
705-428-3595
www.clearview.library.on.ca

**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 2022 to the 31st day of December 2022.

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 2021.

This contract shall be made payable before the 31st day of December 2022.

DATE

May 25, 2022

Michael McKenzie Per

CLEARVIEW PUBLIC LIBRARY BOARD
CHAIR

[Signature]
CLEARVIEW PUBLIC LIBRARY
CEO

DATE

TOWNSHIP OF MULMUR
MAYOR

TOWNSHIP OF MULMUR
CLERK



SHELBURNE PUBLIC LIBRARY

201 Owen Sound Street
Shelburne, Ontario
L9V 3L2

Telephone 519-925-2168
Fax 519-925-6555
www.shelburnelibrary.ca



February 15, 2022

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

Attention: Tracey Atkinson

Dear Ms. Atkinson:

Re: 2022 Library Board Agreement

Enclosed is the 2022 Municipal Agreement between the Township of Mulmur and the Shelburne Public Library Board, in triplicate. Please review, sign and return 2 copies of the agreement at your earliest convenience. We will sign and return one copy for your records.

I have also enclosed invoices for the instalments as requested by some municipalities.

If you have any questions, please do not hesitate to contact either myself or Rose Dotten, CEO.

Yours truly,


Gord Gallaugh
Treasurer

Shelburne Public Library

/gg

Encl. agreement, 3 invoices

AGREEMENT

THIS AGREEMENT made in triplicate this day of February, 2022,

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, 2022.
 - 2. Twenty-five percent (25%) of the amount required for Board purposes in the current year, on or before the 30th day of June, 2022.
 - 3. Remainder of the balance owing on or before the 30th day of September 2022.
 - 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 2022.

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 2022 the Board’s budget is not approved by the Town of Shelburne by March 31, 2022, 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 2022 levy once the Board’s budget is finalized.

1. Fifty percent (50%) of the amount required for board purposes in 2021, which amount shall be paid to the Board on or before the 31st day of March, 2022.

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 \$ 38,290.00

Under Option 8.1.A - the payments shall be:

March 31, 2022	\$19,145.00
June 30, 2022	\$ 9,572.50
September 30, 2022	\$ 9,572.50



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. __ - 2022

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES

WHEREAS The Municipal Act, 2001, S.O. 2001, c.25, ('Act') provides that every municipality shall adopt a procedural by-law for governing the calling, place and proceedings of meetings, and provide for public notice of meetings;

AND WHEREAS it is necessary and expedient to enact rules governing the order and procedure of the Council and its meetings;

NOW THEREFORE the Council of the Corporation of the Township of Mulmur enacts as follows:

GENERAL

1.0 RULES OF PROCEDURE

The proceedings of the Council and its committees, the conduct of the members and the calling of meetings shall be governed by the provisions of the *Municipal Act*, S.O. 2001, c.25 as amended and the rules and regulations contained in this by-law.

- 1.1 Except as provided herein, the rules of parliamentary procedure as contained in Robert's Rules of Order shall be followed for governing the proceedings of Council and its committees and the conduct of its members.
- 1.2 Where separate by-laws have been enacted in accordance with provisions contained in the legislation, the notice provisions set out in such by-laws shall prevail.
- 1.3 Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

2.0 INTERPRETATION

- 2.1 Wherever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- 2.2 References to items in the plural include the singular, as applicable.
- 2.3 The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede or follow them.
- 2.4 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.
- 2.5 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the by-law was enacted, as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.

3.0 DEFINITIONS

Act – means the *Municipal Act, S.O. 2001, c.25* as amended.

Ceremonial Presentation – means the giving of an award, prize or other form of recognition by the Chair at a Council meeting.

Chair – means the Head of Council or Acting Head of Council or chairperson of any committee.

Clerk – means the Clerk, or his or her designate.

Committee – means a Committee of Council, Board, Task Force, and/or Working Group constituted and appointed by Council, excluding Joint Committees and/or legislated Boards that have their own policies and procedures.

Committee of the Whole – means a committee comprised of all members that directly report back to the Committee or Council that it is comprised of.

Consent Agenda – means the portion of the agenda that may be approved by Council without debate.

Council – means the Council of the Corporation of the Township of Mulmur.

Council Meeting – means meetings set out in this by-law to be held on a regular basis.

Closed Session – means a meeting or portion thereof which is closed to the public in accordance with the Act.

Deputation – means a person or group of persons who are not members of Council or staff of the Municipality who have requested and are permitted to address Council or a Committee.

Ex Officio – means by virtue of Office and refers to the position of Mayor.

Head of Council – means the Mayor.

Majority Vote – means an affirmative vote of more than one-half of the votes cast by those present.

Meeting – means any regular, special or other meeting of Council or *Committee* where quorum of members are present and members discuss and/or deal with any matter in a way that materially advances the business or decision-making of the Council or Committee.

Member – means a member of Council, including the Mayor, or a member of a Committee, including the Chair.

Notice of Motion – means a written motion received by the Clerk at a meeting of Council, moved by a member, and seconded by another member, for inclusion on an agenda of a subsequent meeting of Council.

Notice – means publicly displaced electronic, or printed communication that includes the time and place of a meeting and, in the instance of a Special Meeting, shall include the purpose of the meeting and whether the meeting was called by the Head of Council or Clerk.

Point of Order – means a statement made by a member of Council during a meeting, drawing the attention of the Chair to a breach of the Procedural By-Law.

Point of Privilege or Personal Privilege – means raising a question concerning a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole, have been impugned.

Presentations – means a verbal and/or visual provision of information to Council by an individual, community group of organization.

Quorum – means a majority of the members (more than half) of the whole number of members except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, at which time the quorum may be less than half plus one of the whole number of members but shall not be less than two.

Recorded Vote – means a written record of the name and vote of every member voting on any matter or question.

Resolution – means the decision of Council on any motion.

Special Meeting – means a meeting called under Section 240 (a) or (b) of the *Act*, having the same privileges as a Council Meeting.

DUTIES AND CONDUCT

4.0 DUTIES OF THE CHAIR

4.1 It shall be the duty of the Chair to:

- a) open the meeting by taking the chair and calling the meeting to order;
- b) announce the business in the order in which it is to be acted upon;
- c) receive and submit, in the proper manner, all motions presented by the members;
- d) put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result;
- e) decline to put to vote motions which infringe the rules of procedure;
- f) run the meeting efficiently and effectively, restraining the members, within the rules of order, when engaged in debate;
- g) enforce on all occasions the observance of order and decorum among the members;
- h) receive all messages and other communications and announce them to the members;
- i) authenticate, by signature when necessary, all by-laws and minutes;
- j) inform the members when necessary or when referred to for the purpose, on a point of order;
- k) represent and support the members, declaring its will, and implicitly obeying its decisions in all things;
- l) ensure that the decisions are in conformity with the laws and by-laws governing the activities;
- m) adjourn the meeting when the business is concluded, to adjourn the meeting without question in the case of grave disorder arising.

5.0 DUTIES OF MEMBERS

5.1 It shall be the duties of members to:

- a) deliberate on the business before it;
- b) vote when a motion is put to a vote;
- c) respect the Rules of Procedure.

6.0 It shall be the duties of Council to:

- a) represent the public and to consider the well-being and interests of the municipality;
- b) develop and evaluate the policies and programs of the municipality;
- c) determine which services the municipality provides;
- d) ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) maintain the financial integrity of the municipality;
- g) carry out the duties of Council under this or any other *Act*.

7.0 CONDUCT OF MEMBERS

7.1 Members shall govern themselves according to the Council Code of Conduct adopted by Council during a meeting held pursuant to this by-law.

7.2 No member in an open meeting or Closed Session, shall speak disrespectfully of the Reigning Sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

7.3 No member shall:

- a) in an open meeting or Closed Session, use offensive words or un-parliamentary language in or against the Council or against any Member, staff or guest;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) disobey the Rules of Procedure or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council.
- e) disclose any information that is deemed to be confidential pursuant to

- the Municipal Freedom of Information and Protection of Privacy Act;*
- f) display any offensive or partisan political material, including buttons.
 - g) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing.

8.0 PUBLIC CONDUCT

8.1 Members of the public who constitute the audience at a meeting, shall not:

- a) address Council or Committee address without permission;
- b) approach the desks of Council or Committee members during a meeting without permission of the Chair or Members;
- c) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations;
- d) enter the meeting room without first removing any non-religious or non-medical head gear;
- e) shall put on silence all electronic devices.

9.0 EXPULSION FOR MISCONDUCT

9.1 The Chair may cause to be expelled and exclude any member of the public, or group of persons in attendance at a meeting who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk seek the appropriate assistance from police.

9.2 Where a member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "That such Member be order to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes he/she may be permitted to retake his/her seat.

MEETINGS

10.0 INAUGURAL MEETING

10.1 The first meeting of a newly elected Council after a regular election shall be held at a time and location determined by the Clerk.

10.2 At the Inaugural meeting of the Council, the only business to be brought before the meeting shall be the following:

- a) Declarations of Office;
- b) Inaugural Address by the Head of Council;

- c) Matters incidental to any of the above.

11.0 COUNCIL SEATING AND ORDER OF NAMES

- 11.1 The following is the order of seating for Council meetings, and the listing placement of the names on all Township documents:
 - a) Mayor in the centre (listed on documents first)
 - b) Deputy Mayor to the Mayor's right (listed on documents second)
 - c) Longest serving Council member to the Mayor's left. If there is more than one Council member serving with equal length of service, the highest vote count received at the last election or by alphabetic order if more than one Councillor has served the same amount of time and these were both acclaimed (listed on documents third)
 - d) To the right of the Deputy Mayor the Council member that receives the highest vote count of the remaining two Councillors or alphabetic if the remaining two are acclaimed (listed on documents fourth)
 - e) To the left of the longest serving Council member the Council member that receives the lowest vote count of the remaining two Councillors (listed on documents fifth)

12.0 REGULAR MEETINGS

- 12.1 Regular meetings of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday.
- 12.2 A second regular meeting of Council may be held during each month as required.
- 12.3 Meetings of the Council shall generally be held at the Council Chambers located at 7580702nd Line East, electronically, or at such other place as is specified in the agenda.
- 12.4 All Council and Committee meetings shall be open to the public.
- 12.5 Public notice of meetings shall be given for all meetings by means of the municipal website
- 12.6 Notice for meetings not scheduled in the original calendar of meetings outlined in section 11, will be at the discretion of the Clerk and using communication channels as appropriate.
- 12.7 If no quorum is present 15 minutes after the time appointed for a meeting of Council or a Committee, the Clerk shall record the names of the

members present and the meeting shall stand adjourned until the date of the next meeting.

12.8 As soon after the hour fixed for the holding of the meeting as a quorum is present, the Chair shall call the meeting to order.

12.9 Subject to the provisions of *Act* and where no Presiding Officer has been appointed, in case the Chair does not attend within 15 minutes after the time appointed for a meeting, or he/she refuses to act, the Clerk shall call the members to order and the Deputy Mayor and/or Vice Chair shall preside until the arrival of the Chair, and while so presiding shall have all the rights, powers, and authority of the Chair.

12.10 No item of business may be dealt with at a Council meeting after 4:30 pm for a day meeting, and after 3 hours of the start of evening meeting of Council, unless agreed to by the majority of Council present.

13.0 CLOSED SESSIONS

13.1 Notwithstanding section 11.4, a meeting may be closed to the public if the subject matter being considered relates to items as listed in the *Act* and must follow the procedures as outlined in the *Act*.

13.2 All persons in attendance during closed sessions shall ensure that confidential matters disclosed to them, and materials provided to them during Closed Sessions or in advance of the meeting or session, are kept confidential. Persons in attendance are encouraged to delete and/or return confidential material to the Clerk. The obligation to keep information confidential applies even if the member ceases to be a member.

14.0 SPECIAL MEETINGS

14.1 The Head of Council or Clerk may at any time summon a special meeting of Council on 48 hours written notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council.

14.2 The only business to be dealt with at a special meeting is that which is listed.

15.0 EMERGENCY MEETINGS

15.1 In circumstances determined to be an emergency or urgent situation, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Head of Council, Deputy Mayor or Clerk may at

his/her discretion call an emergency meeting of Council on less than 48 hours notice.

15.2 An emergency meeting shall only proceed with the consent of two-thirds of the members of Council, recorded in the minutes.

15.3 The Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.

16.0 MEETING NOTICE

16.1 Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted on the Township's website. Additional notice by direct mail and/or publication may be made at the discretion of Council or the Clerk. Inclusion within agenda and meeting packages shall be considered as notice.

16.2 Such notice shall be given pursuant to applicable legislation or regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.

17.0 INCLEMENT WEATHER

17.1 For all Council and Committee meetings, should the *Chair* deem the weather to be severe or an emergency, the meeting shall be held electronically, cancelled and/or rescheduled for another time.

18.0 ELECTRONIC PARTICIPATION

18.1 Electronic participation at meetings may be conducted, pursuant to Section 238 of the *Act*, and in accordance with this By-law.

18.2 Electronic participation will be permitted at all meetings unless specified by the Clerk or Chair.

18.3 Members who wish to participate electronically, in accordance with this section, shall make arrangements with the Clerk, no less than 24 hours in advance of the meeting, or as soon as possible in the event of inclement weather.

18.4 Members participating electronically, shall be entitled to vote as if they were attending in person and participate electronically in a meeting that is open or closed to the public.

- 18.5 At meetings with electronic participation by any member(s), votes may be recorded to ensure transparency.

AGENDAS

- 19.0 The Clerk, at his/her discretion, shall have prepared from all communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting and not less than 48 hours before the hour appointed for the holding of a regular meeting.

- 19.1 The following headings shall make up the Council agenda:

- a) Call to Order
- b) Land Acknowledgement
- c) Approval of the Agenda
- d) Minutes of the Previous Meeting
- e) Discussion Arising out of the Minutes
- f) Disclosure of Pecuniary Interests
- g) Public Question Period
- h) Public Meetings
- i) Deputations and Presentations
- j) Public Works
- k) Recreation
- l) Treasury
- m) Administration
- n) Planning
- o) Committee Minutes and Reports
- p) Information Items
- q) Closed Session
- r) Items for Future Meetings
- s) Notice of Motions
- t) Passing of By-laws
- u) Adjournment

- 19.2 The business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the majority of members.

- 19.3 Any item which is not on the agenda as set but has been determined by the Clerk to be of a nature which requires attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.

- 19.4 Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.

- 19.5 Agendas and meeting packages will be made available at the Township office as well as on the Township website.

MINUTES

20.0 MINUTES

20.1 Minutes shall record:

- a) The place, date and time of the meeting and the time of adjournment;
- b) The names of presiding officer, members and staff present;
- c) The reading, if requested, correction and adoption of the minutes of prior meetings;
- d) Declarations of pecuniary interest;
- e) All other proceedings, which will include motions, resolutions, decisions and directions of the meeting without note or comment.
- f) Recorded votes taken by Council.

- 20.2 The Clerk or designate shall act as the recording secretary for Council and Committee meetings, including Closed Sessions, statutory and planning public meetings.

- 20.3 Only the theme of questions asked during the public question period will be recorded in the minutes.

21.0 ADOPTION OF MINUTES

- 21.1 Draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular meeting but will be made available in draft to the public as soon as possible after the meeting and prior to adoption.

- 21.2 Members shall indicate any errors or omissions to be corrected by the Clerk prior to adoption.

- 21.3 If the minutes have been delivered to the Members then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.

- 21.4 After the Council minutes have been approved by Council, they shall be signed by the Head of Council and Clerk and/or designate(s).

- 21.5 Closed session minutes shall be brought forward for approval as soon as practicable and be listed on the closed meeting agenda. Closed session minutes shall be marked as confidential and shall remain confidential.

DISCLOSURES OF PECUNIARY INTEREST

- 22.0 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.1 Members shall prior to any consideration of the matter at the meeting, determine whether they may have a pecuniary interest and disclose the nature thereof verbally at the meeting.
- 22.2 The Member shall provide a written statement, in a form provided, of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.3 Members may declare pecuniary interest prior to any item being addressed.
- 22.4 Members who have declared a pecuniary interest shall:
- a) not take part in the discussion of, or vote on any question in respect of the matter;
 - b) not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
 - c) in addition to complying with the requirements of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* shall forthwith leave the meeting or part of the meeting during which the matter is under consideration.
- 22.5 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting.
- 22.6 In the event that a member declares an interest during closed session, the Member shall affirm their declaration of pecuniary interest immediately after the motion to arise and the Clerk shall record the declaration in the minutes.
- 22.7 A Member who has declared a pecuniary interest in a matter may move, second and vote on the confirmatory by-law for the meeting in which the

interest was declared and adopting the minutes of the meeting in which the interest was declared.

- 22.8 Where the number of members who, by reason of the Provisions of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than 2.

PUBLIC QUESTION PERIOD

- 23.0 A maximum of 15 minutes will be set aside for Public Question Period, with each questioner limited to 5 minutes.
- 23.1 When called upon by the Chair the questioner will identify themselves by name and address the question to the Chair.
- 23.2 Questions will be responded to by the Chair who may also request a response from staff. Response can be deferred or provided in writing depending on the specifics of the question.
- 23.3 Questions shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlines in the *Act*.

DEPUTATIONS AND PRESENTATIONS

24.0 DEPUTATIONS

- 24.1 A person wishing to appear as a deputation may address Council or a Committee shall be limited in speaking to not more than 15 minutes except that a delegation consisting of more than 5 persons shall be limited to 2 speakers, each limited to speaking not more than 10 minutes.
- 24.2 Deputations shall advise the Clerk in writing providing an outline of the nature of the deputation, and relevant deputation materials at least 7 days prior to the meeting.
- 24.3 The Clerk, at his/her discretion, will determine the date and time of the deputation.
- 24.4 Deputations may only be about an item listed on the meeting agenda.

- 24.5 Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Act.
- 24.6 A person who is unable to attend may arrange for another person to appear as a deputation on such person's behalf.
- 24.7 Members may ask questions of clarification.
- 24.8 A maximum of 4 deputations at a day meeting not including *Planning Act* public meetings shall be permitted. Invitations for attendance at a Council meeting by Council will be included in the maximum number of deputations.
- 24.9 Each issue and/or deputation will be allowed one meeting presentation to the Council or Committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted at the discretion of the Clerk, if substantially new and/or substantially significant information is provided.
- 24.10 The Chair may shorten the time of any deputation, any questions of a delegate, or debate during a deputation for disorder or any other breach of this by-law.

25.0 PRESENTATIONS

- 25.1 A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than fourteen (14) days prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation material must be provided fourteen (14) days prior to the meeting for inclusion in the package.
- 25.2 Presentations and Ceremonial Presentations shall only be permitted in respect of subject matters that deal with municipal issues and are within Municipality's jurisdiction, being those that Council is responsible for as outlined in the Act.
- 25.3 Presentations and Ceremonial Presentations at the Council meeting shall be limited to 15 minutes. The duration of a presentation may be extended by majority vote specifying the additional time. Such question shall be decided by Council without debate.
- 25.4 Presenters may only present once every twelve (12) months on the same topic, or at the discretion of Council or the Clerk.
- 25.5 A maximum of two (2) presentations per meeting, not including Ceremonial Presentations, will be scheduled by the Clerk.

- 25.6 Immediately following a presentation, the Chair will determine if further action is required and direct staff to prepare a report for consideration by Council. If no report is required, presentations will be noted and filed.

BY-LAWS

- 26.0 Generally, all by-laws shall be given first, second and third reading at one meeting in a single motion.
- 26.1 Every by-law passed by Council shall:
- a) be signed by the Head of Council and Clerk, or their deputies;
 - b) Be sealed with the Municipal seal; and
 - c) Indicate the date of passage.
- 26.2 Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete except for the number and date thereof.
- 26.3 The Clerk or designate is hereby authorized to make such minor deletions, additions, or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and members shall be advised by the Clerk of such changes by written notice.

MOTIONS AND VOTING

27.0 MOVED AND SECONDED

- 27.1 All motions shall be moved and seconded. The Clerk or designate may be asked to repeat the motion in question.
- 27.2 The *Chair* may vacate the chair in order to move or second a motion and shall resume the chair following the vote of the matter.
- 27.3 All motions may be supported or opposed by the mover and seconder.

28.0 SEVERABILITY OF MOTION

- 28.1 Upon the request of any member, and when the Chair is satisfied that a motion under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

29.0 SECONDARY MOTIONS

29.1 The following matters and motions are not debatable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a) a point of order or privilege;
- b) to move to call the vote;
- c) to move to Committee of the Whole;
- d) to extend the time of the meeting; or
- e) to adjourn.

29.2 The following matters and motions are debateable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a) to amend;
- b) to suspend the Rules of Procedure;
- c) to commit or refer to a specific body;
- d) defer or to postpone indefinitely;
- e) any other procedural motion.

29.3 Procedural motions shall be considered immediately upon receipt and shall have precedence.

30.0 MOTION TO RECONSIDER

30.1 If a matter has been previously considered, it shall not be reconsidered by such body within six (6) months after the meeting at which it was originally considered, without the consent of at least two-thirds of the members present.

30.2 "Considered" shall mean those matters for which the members of a meeting have decided to act or not act upon and shall more include the mere receipt of information where no action has been sought or taken.

30.3 A motion to reconsider must be moved by a member of the prevailing side when the matter was first considered.

30.4 A motion to reconsider on a decided matter of Council, shall be brought forward as a Notice of Motion.

31.0 MOTION TO AMEND

31.1 Motions may be amended verbally prior to the Calling for the Vote if a quorum of the members agree to the amendment.

31.2 Amendments shall be relevant and germane to the principle of the report or motion under consideration.

31.3 Only one amending motion shall be considered at any one time.

32.0 NOTICE OF MOTION

32.1 Members intending to bring forward a motion for Council consideration must provide notice at the preceding meeting.

32.2 Such notice shall contain a brief summary of the motion subject.

32.3 Final wording of the motion for Council consideration shall be provided to the Clerk or designate at least one week in advance of the meeting at which the motion is to be considered.

32.4 The Chair, at their discretion, may move to consider the Notice of Motion immediately which unanimous consent of all Council members in attendance.

33.0 CALL THE VOTE

33.1 A motion to call the vote shall preclude all further amendments of the question. When resolved in the affirmative, the Chair shall read the motion and all amendments thereto without further debate or amendment.

33.2 Such motion cannot be moved by a member who has already debated the question.

34.0 VOTING PROCEDURE

34.1 Each Member present and voting shall announce or indicate his/her vote openly and individually. No vote shall be taken by ballot or by any other method of secret voting.

34.2 Every Member present shall vote unless prohibited by statute, in which case it shall be so recorded.

34.3 A failure to vote or abstention by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

34.4 After a motion is called to vote, by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.

34.5 When the Chair calls for the vote, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

34.6 The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.

34.7 Any motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any *Act*.

35.0 RECORDED VOTES

35.1 A request by a member for a recorded vote may be made immediately prior or immediately thereafter the taking of the vote.

35.2 Upon request for a recorded vote, the Clerk shall call the names and record the votes in the following order:

- a) the requestor shall be called first;
- b) to be followed by the next Councillor in alphabetical order;
- c) with the Deputy Mayor and Mayor voting second last and last;
- d) if the requester is the Mayor or Deputy Mayor, they shall vote first.

35.3 The Clerk shall announce the results.

35.4 An all-encompassing request for recorded votes may be made at any time where members are participating electronically and shall apply to the whole or remainder of the meeting to ensure proper technology is enabled to make such participation possible. All-encompassing record of votes will occur in alphabetical order, except that the Deputy Mayor and Mayor shall vote second last and last respectively.

RULES OF DEBATE

36.0 RULES OF DEBATE

36.1 To address Council, every member shall wait to be recognized by the Chair before speaking.

36.2 When a Member is speaking no other Member shall pass between him/her and the Chair, or interrupt him/her, except to raise a point of order or personal privilege.

- 36.3 Any member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.

37.0 POINTS OF ORDER

- 37.1 A member may interrupt the person who has the floor to raise a point of order when such member feels that there has been a deviation or departure from the rules of procedure.
- 37.2 Upon hearing such point of order, the ruling of the Chair shall be final.
- 37.3 The member who called the point of order may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.

38.0 POINT OF PRIVILEGE

- 38.1 A member may rise at any time on a point of personal privilege where such member feels that personal integrity or the integrity of the Council has been impugned by another member.
- 38.2 Upon hearing such point of privilege, the ruling of the Chair shall be final.
- 38.3 The member who called the point of privilege may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.
- 38.4 Where the Chair recognizes that a breach of privilege has taken place, the Chair shall cause the offending member to apologize, and failing such apology shall require such member to vacate for the duration of the meeting.

COMMITTEES

39.0 INTERNAL COMMITTEES

- 39.1 Council shall, determine the appropriate Committees, terms of reference, mandates, honorariums and their memberships.
- 39.2 Committees shall sit for the term of Council unless dissolved by Council.
- 39.3 Public members are expected to be residents, property owners, and/or

business owners in the Township of Mulmur.

- 39.4 Township staff are not eligible to sit as public members.
- 39.5 Public members shall provide a clean volunteer criminal records check.
- 39.6 All Committee members will be appointed by motion or by-law.
- 39.7 Council members appointed to the Committees, shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.
- 39.8 All items considered by a Committees shall be forwarded to the Council in the form of Committee minutes.
- 40.0 EXTERNAL BOARDS AND COMMITTEES
- 40.1 Council representation on all external boards and committees for whom appointments are sought or required shall be at the discretion of Council and in accordance with the *Act*.
- 40.2 Members will be appointed by motion or by-law.
- 40.3 Appointed members shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.
- 42.0 COMMITTEE OF THE WHOLE
- 41.1 When members consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, matters may be referred to the Committee of the Whole.
- 41.2 If the Committee or Council do not wish to schedule a meeting of Committee of a Whole and wish to consider the question at once, a motion is required, "That we go into committee of the whole to consider (subject)".
- 41.3 If a time limit has been set, Committee of the Whole does not have the power, even by unanimous consent, to extend the time.
- 41.4 While sitting as a Committee of the Whole, only matters referred to it may be discussed. Unrelated motions are out of order.

- 41.5 Committee of a Whole can debate, consider amendments and make recommendation.
- 41.6 Committee of a Whole cannot adjourn, order recorded votes, or refer the subject matter to another committee.
- 41.7 To conclude its proceedings, or end the debate a motion is required "that the committee rise and report," specifying the result of its proceedings, amendments and recommendations, which are subject to a confirming vote.
- 41.8 The secretary does not record in the minutes the proceedings of the committee, but shall keep a memorandum of the proceedings for its use.
- 42.0 EX OFFICIO
- 42.1 The Head of Council is an ex officio member of every *Committee*.
- 42.2 Where a Committee is established by reference to a particular number of members without specifically providing for the members of the Head of Council, such number is automatically increased by one, being the Head of Council.
- 42.3 The Head of Council may vote and otherwise participate in the business of the Committee without any restriction on the same basis as any other member.

OTHER MATTERS

43.0 AMENDMENT

- 43.1 In all matters and under all circumstances the members shall be guided by and shall have regard to the all-other existing legislation including but not limited to the *Act* and *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 43.2 Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

44.0 CONFLICT

- 44.1 In the event of any conflict between this By-Law and any statute, the provisions of the statute prevail.
- 44.2 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

45.0 REPEAL

45.1 That By-Law No. 04-2022, is hereby repealed.

46.0 EFFECTIVE DATE

46.1 This By-Law shall become effective upon the date of the enactment.



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. _____ - 2022

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF
THE CORPORATION OF THE TOWNSHIP OF MULMUR FOR
JULY 6, 2022

WHEREAS Section 5(1) of the *Municipal Act*, 2001, as amended, provides that the powers of a municipality shall be exercised by Council;

AND WHEREAS Section 5 (3) of the *Municipal Act*, 2001, as amended, provides that municipal powers shall be exercised by by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1. All actions of the Council and Committees of Council of the Corporation of the Township of Mulmur for the aforementioned date in respect to every report, motion, by-law or other action passed and taken by Council or Committees of Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Township and the proper officers of the Corporation of the Township of Mulmur are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

PASSED on this 6th day of JULY 2022.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CLERK