

**COUNCIL ADDENDUM****Thursday, July 11, 2024 at 7:00 pm****W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville**

The meeting will be live streamed on YouTube at the following link:

<http://www.youtube.com/@DufferinOne>

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**7. PRESENTATION AND CONSIDERATIONS OF REPORTS****7.7. Director of Development & Tourism's Report – Site Plan Agreement (RSSB Canada) Not Listed on the Agenda**

A report from the Director of Development and Tourism, dated July 11, 2023, to provide an overview of the proposed amendments to the 2017 site plan agreement for the subject lands and to recommend that the Council approve an amending agreement.

THAT the report of the Director of Planning and Development, "Site Plan Agreement (RSSB Canada)", dated July 11, 2024, be received;

AND THAT the Warden and Clerk be authorized to sign an amending agreement to the Site Plan Agreement, for Part Lot 7 Concession A, Being Part 1, Registered Plan 7R5619, Township of East Garafraxa, County of Dufferin, PIN 34084-0094 (the Subject Lands) subject to the County solicitor and the Township of East Garafraxa's approval;

AND THAT the necessary by-law be brought forward to delegate authority to staff to execute Site Plan Agreements and undertake any necessary actions to implement the provisions of the agreement, in accordance with the Planning Act of Ontario.

**7.8. Chief Administrative Officer's Report – Edelbrock Centre Design Update Proposal Not Listed on the Agenda**

A report from the Chief Administrative Officer, dated July 11, 2024, to request an update to the feasibility study and design for the space at the Edelbrock Centre.

THAT the report of the Chief Administrative Officer, dated July 11, 2024, with respect to Edelbrock Centre Design Proposal Update, be received;

AND THAT staff be directed to work with DPAI Inc. to finalize a proposal to update the design and layout of the Edelbrock Centre to accommodate a Council Chambers and Service Hub, office space renovations, sustainability, accessibility, and exterior façade improvements;

AND THAT the cost for the update to the feasibility study and redesign not exceed \$85,000 to be financed from the Rate Stabilization Reserve.



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Report To: Warden White and Members of County Council

Meeting Date: July 11, 2024

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**Subject: Site Plan Agreement (RSSB Canada)**

**From: Rajbir Sian, Director of Development and Tourism**

### **Recommendation**

**THAT the report of the Director of Planning and Development, "Site Plan Agreement (RSSB Canada)", dated July 11, 2024, be received;**

**AND THAT the Warden and Clerk be authorized to sign an amending agreement to the Site Plan Agreement, for Part Lot 7 Concession A, Being Part 1, Registered Plan 7R5619, Township of East Garafraxa, County of Dufferin, PIN 34084-0094 (the Subject Lands) subject to the County solicitor and the Township of East Garafraxa's approval;**

**AND THAT the necessary by-law be brought forward to delegate authority to staff to execute Site Plan Agreements and undertake any necessary actions to implement the provisions of the agreement, in accordance with the Planning Act of Ontario.**

### **Executive Summary**

The purpose of this report is to provide an overview of the proposed amendments to the 2017 site plan agreement for the subject lands and to recommend that the Council sign the amending agreement. Additionally, it seeks to delegate authority to staff in accordance with the Ontario Planning Act, where Municipalities must delegate authority to approve site plan applications to a designated authorized person (officer, employee, or agent of the municipality).

### **Background & Discussion**

In 2017, the County of Dufferin, the Township of East Garafraxa, and RSSB Canada (The owner) collaboratively entered into a site plan agreement for the subject lands. The owner

has submitted a request for amendments to the site plan agreement, aiming to enhance the site's utility and elevate public health and safety standards during an annual event held on the property in July. These proposed amendments are viewed as essential to align with updated safety regulations and the expectations of the community.

Proposed Amendments

1. Annual Event Safeguards: The site plan agreement will be amended to include additional safeguards for hosting the annual event. This includes updating safety protocols and infrastructure improvements to accommodate a larger number of attendees.
2. Comprehensive Transportation and Traffic Management Study: The Owner will undertake a comprehensive transportation and traffic management study (VTOP) to evaluate and mitigate traffic impacts. All recommended traffic controls and measures from this study will be implemented to the satisfaction of the Township and County.
3. Increased Attendance Capacity: In return for implementing these safety and traffic improvements, the agreement will be amended to increase the number of persons who can attend the annual event in July. This is intended to support the event's growth while ensuring public health and safety.
4. Additional Lands and Parking Permissions: The agreement will include provisions for additional lands and permissions for parking to accommodate the increased attendance.
5. Updated Financial Securities: The financial securities held by the County will be updated to reflect the current balance of \$317,585.

The proposed amendments are intended to improve the overall safety and management of the annual event. The comprehensive transportation and traffic management study will provide data-driven recommendations to handle traffic flow, ensuring minimal disruption and enhanced safety for all participants and local residents.

Increasing the capacity for the event, contingent upon implementing the recommended safety measures, allows the owner to accommodate more attendees while maintaining high safety standards.

The inclusion of additional lands for parking addresses potential congestion issues and provides more organized and sufficient parking solutions.

It is worth noting that the Site Plan Agreement was reviewed by Land use Planning Division, Public Works Division, and County legal counsel.

The passing of the More Homes for Everyone Act, 2022 (Bill 109) resulted in an addition to Section 41 of the Planning Act. Subsection 4.0.1 requires a council to appoint by by-law an officer, employee or agent of the municipality as an authorized person to review and approve plans or drawings for areas designated under site plan control.

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

The financial security amount held with the County has been updated to \$317,585. This amount ensures that the County has sufficient funds to cover any necessary enforcement or remedial actions should the owner fail to meet the obligations set forth in the agreement.

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

**Governance** - identify opportunities to improve governance and service delivery/  
improve the County's internal and external communication

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Respectfully Submitted By:

Rajbir Sian  
Director of Development and Tourism

Prepared by:  
Silva Yousif  
Senior Planner

Reviewed by: Sonya Pritchard, Chief Administrative Officer



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Report To: Warden White and Members of County Council

Meeting Date: July 11, 2024

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**Subject: Edelbrock Centre Design Update Proposal**

**From: Sonya Pritchard, Chief Administrative Officer**

### **Recommendation**

**THAT the report of the Chief Administrative Officer, dated July 11, 2024, with respect to Edelbrock Centre Design Proposal Update, be received;**

**AND THAT staff be directed to work with DPAI Inc. to finalize a proposal to update the design and layout of the Edelbrock Centre to accommodate a Council Chambers and Service Hub, office space renovations, sustainability, accessibility, and exterior façade improvements;**

**AND THAT the cost for the update to the feasibility study and redesign not exceed \$85,000 to be financed from the Rate Stabilization Reserve.**

### **Executive Summary**

The Edelbrock Centre serves as the administration and service hub for Dufferin County. To better accommodate the current uses of the building some redesign and renovation is required. DPAI Inc. who completed a feasibility study and initial design in the fall of 2022, has provided a proposal to update the feasibility study and design, which will include a Council Chambers on the site. The cost to update the study and design will not exceed \$85,000.

### **Background**

In September 2022, County Council received the findings of the Space Needs Assessment, Reimagining our Workspace project completed by DPAI Inc., which included structural improvements to both 55 Zina Street and 30 Centre Street.

The structural recommendations at 55 Zina Street addressed the current lack of dedicated space to conduct accessible Council meetings, while also providing flexible meeting space for staff and for the community to access as a short-term rental, generating some revenue.

The Edelbrock Centre – Service Hub recommended renovations included a welcoming public service area to enhance the service desk and self-service areas of the space, along with providing staff office space better suited to enhance our current hybrid work model, increasing productivity, wellness, collaboration, and flexibility for teams.

At the September 2022 Council meeting, County Council deferred the item to the beginning of this term of Council. The report was presented to County Council in January 2023 and received at that time. ([See the report by clicking here](#)) The original costs included extensive changes and the costs exceeded what could be supported at the time. Subsequent conversations have occurred since then confirming that modifications, including a Council Chambers and enhancements to customer service space, are required to best serve Dufferin County residents and clients.

## **Discussion**

Staff propose to revisit the feasibility study prepared by DPAI Inc. in September 2022 with an adjusted scope of project to propose both a more cost-effective and future growth solution for County Council Chamber needs, service hub space for an enhanced customer experience, and office space needs for employees at the Edelbrock Centre.

The new feasibility study will address the following needs and priorities:

### *Council Chambers and Service Hub:*

- Council Chambers to be located in the current service hub area space with the same requirements as the recommended design from the 2022 report at 55 Zina Street, including a multi-purpose training and meeting space;
- Service Hub space will include a customer service/reception desk the same as the original design including a signing booth, interview rooms, and computer area, in conjunction with the new addition of a Council Chambers;
- The existing cafe can be maintained in its current location or renovated to serve as a Council and meeting space kitchen area;
- Relocate public washrooms to allow for Council Chambers and service hub access.

*Office Space Renovations:*

- A detailed report will be provided to DPAI Inc. outlining the growth needs for service delivery, team collaboration and hybrid work;
- Existing leasable spaces on the ground floor and lower level at Edelbrock to be considered available;
- Will account for additional server room space to support IT requirements.

*Sustainability:*

- The County's climate and energy goals will be considered in any proposed renovations;
- HVAC improvement approaches will be explored and provided.

*Accessibility:*

- Recommendations to ensure the County is meeting A.O.D.A. Standards through inclusive design practices;
- Additional recommendations and approaches will be provided to increase the level of accessibility, creating a higher baseline standard for all County buildings moving forward.

*Exterior:*

- Improve exterior municipal service hub curb appeal;
- Improve signage.

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

The proposed cost of updating the feasibility study and revising the design will not exceed \$85,000. The costs will be funded from the Rate Stabilization Reserve.

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

**Governance** - identify opportunities to improve governance and service delivery/  
improve the County's internal and external communication

**Equity** – align programs, services and infrastructure with changing community needs/  
ensure the County is an inclusive, equitable, and supportive Employer of Choice

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Respectfully Submitted By:

Sonya Pritchard, CPA, CMA  
Chief Administrative Officer