



## **COUNCIL MEETING AGENDA**

**Thursday, July 14, 2022 at 7:00 p.m.**

**By video conference** – The meeting will be live streamed on YouTube at the following link:  
<https://www.youtube.com/channel/UCCx9vXkywflJr0LUVkKnYWQ>

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### **1. ROLL CALL**

Verbal roll call by the Clerk.

### **2. APPROVAL OF THE AGENDA**

THAT the Agenda and any Addendum distributed for the July 14, 2022 of Council, be approved.
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### **3. DECLARATION OF INTEREST BY MEMBERS**

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

### **4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

THAT the minutes of the Statutory Public meeting and regular meeting of Council of June 9, 2022, be adopted.
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### **5. PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

#### **5.1. Proclamation: International Overdose Awareness Day – August 31, 2022**

#### **5.2. Delegation: Gladki Planning Associates**

A delegation from Robert Walter-Joseph, Gladki Planning Associates, representing the United People Corporation, regarding the draft Land Needs Assessment and Town of Grand Valley settlement boundaries.

**6. PUBLIC QUESTION PERIOD**

To submit your request to ask a question, please contact us at [info@dufferincounty.ca](mailto:info@dufferincounty.ca) or 519-941-2816 x2500 prior to 4:30 p.m. on July 13, 2022.

**7. PRESENTATION AND CONSIDERATIONS OF REPORTS**

**7.1. Infrastructure and Environmental Services Minutes – June 23, 2022**

THAT the minutes of the Infrastructure and Environmental Services meeting held on June 23, 2022, and the recommendations set out, be adopted.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #1  
Dufferin Solar Power Inc.

THAT staff complete a detailed review of the Dufferin Solar Farm proposal and report back no later than the September 2022 Council meeting.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #2  
County Owned Land 195620 Amaranth-Grand Valley Townline - Future Considerations

THAT Report, County Owned Land 195620 Amaranth-Grand Valley Townline - Future Considerations, dated June 23, 2022, from the Director of Public Works/County Engineer, be received.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #3  
Climate Change – Advancing Adaptation Project Update

THAT Report, Climate Change - Advancing Adaptation Project Update, dated June 23, 2022, from the Director of Public Works/County Engineer, be received.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #4  
Regional Electric Vehicle Charging Network Strategy – Summary Report

THAT Report, Regional Electric Vehicle Charging Network Strategy – Summary Report, dated June 23, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT staff be approved to continue to work with the partnership to determine the next steps regarding implementing the Strategy.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #5  
Residential Energy Retrofit Pilot Program Design

THAT Report, Residential Energy Retrofit Pilot Program Design, dated June 23, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT staff be directed to continue working with the BetterHomes Ontario Consortium as third-party delivery agent of a residential energy retrofit program;

AND THAT staff be directed to proceed with the next phase of the program to determine the financial model for program delivery and report back with recommendations to support Dufferin's application to the FCM CEF Capital and Grants Stream.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #6  
Mono Centre No Parking and Community Safety Zone

THAT Report, No Parking and Community Safety Zone -Mono Centre, dated June 23, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT the Consolidated Traffic By-Law 2005-32, be amended, to include the following:

Schedule A – No Parking

<b>Dufferin Rd.</b>	<b>From</b>	<b>To</b>
8	A point at the Mono Centre intersection	A point situated 260 m south of the Mono Centre intersection
8	A point 130 m east of Mono Centre intersection	A point 170 m east of 3 <sup>rd</sup> Line Mono

Schedule I – Community Safety Zones

<b>Dufferin Rd.</b>	<b>From</b>	<b>To</b>
8	A point situated 250m South of the Mono Centre intersection	A point situated 380m east of the Mono Centre intersection

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #7  
Orangeville West Environmental Assessment (EA)

THAT Report, Orangeville West Environmental Assessment, from the Director of Public Works/County Engineer, dated June 23, 2022, be received.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #8  
Dufferin Courthouse – Historic Courtroom Repairs Update & Costing

THAT Report, Dufferin Courthouse – Historic Courtroom Repairs Update and Costing, dated June 23, 2022, from the Director of Public Works/County Engineer, be received.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #9  
Strategic Action Plan Progress Update – IES Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – IES Objectives, dated June 23, 2022, be received.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #10  
Township of Mulmur Resolution

THAT the resolution from the Township of Mulmur, dated June 7, 2022, encouraging all Dufferin municipalities to join the Ontario Climate Caucus, be received.

**7.2. General Government Services Minutes – June 23, 2022**

THAT the minutes of the General Government Services meeting held on June 23, 2022, and the recommendations set out be adopted.
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GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #1  
Restricted Acts after Nomination Day (Lame Duck) Provisions of the Municipal Act

THAT the report from the Clerk, dated June 23, 2022, titled Restricted Acts after Nomination Day (Lame Duck) Provisions of the Municipal Act, be received;

AND THAT a by-law be prepared to delegate authority to the Chief Administrative Officer with respect to the actions set out in the Municipal Act, 2001 Section 275(3) during the period which Council may be restricted from

certain acts, as set out in Section 275 of the Municipal Act, 2001.

GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #2  
Procedural By-Law Review – Report #3

THAT the report from the Clerk, dated June 23, 2022, regarding the Procedural By-law Review Report #3, be received;

AND THAT staff investigate the status of the County of Dufferin Act.

GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #3  
Workforce Planning Update: Employment Systems Review

THAT the report of the Director of People & Equity, dated June 23, 2022 with respect to moving forward with the Employment Systems Review which includes a staff census and organizational culture review, be received.

GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #4  
Respect in the Workplace – Preventing Violence, Harassment & Discrimination Policy & Program

THAT the report of the Director of People and Equity, dated June 23, 2022, titled Respect in the Workplace – Preventing Violence, Harassment and Discrimination Policy and Program, be received;

AND THAT the attached Respect in the Workplace – Preventing Violence, Harassment and Discrimination Policy and Program 2-4-01-06 be approved.

GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #5  
Insurance Renewal

THAT the report of the Manager of Corporate Finance, Treasurer, dated June 23, 2022, regarding Insurance Renewal, be received;

AND THAT that Intact Public Entities be engaged to provide Insurance Services for the 2023 fiscal year.

GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #6  
Non-Union Cost of Living Adjustment 2022

THAT the report of the Chief Administrative Officer, regarding the Non-Union Cost of Living Adjustment 2022, dated June 23 2022, be received;

AND THAT the Non-Union and County Council cost of living adjustment budgeted for 2022 be implemented for July 1, 2022;

AND THAT a policy for future adjustments using CPI (Consumer Price Index) as a benchmark/guide be presented for consideration as part of the 2023 budget process.

GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #7  
Strategic Action Plan Progress Update June 2022 – GGS Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – GGS Objectives, dated June 23, 2022, be received.

**7.3. Health & Human Services Minutes – June 23, 2022**

THAT the minutes of the Health and Human Services meeting held on June 23, 2022, and the recommendations set out be adopted.
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HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #1  
Dufferin County Paramedic Service Annual Report

THAT the report of the Chief Paramedic, dated June 23, 2022, with regards to the Dufferin County Paramedic Services, be received.

HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #2  
Dufferin County Community Support Services 2021 – 2022 Annual Report

THAT the report of the Administrator, dated June 23, 2022, with regards to the Dufferin County Community Support Services Annual Report, be received.

HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #3  
Housing Services – Regulation Changes

THAT the report of the Director, Community Services, Housing Services – Regulation Changes, dated June 23, 2022, be received.

HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #4  
Quarterly Community Services Activity Report – First Quarter 2022

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

HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #5  
Community Safety and Well-Being Plan 2021 Annual Report

THAT the report of the Director, Community Services, dated June 23, 2022, titled Community Safety and Well-Being Plan 2021 Annual Report, be received;

AND THAT staff be directed to forward the annual report to each lower tier municipalities for their review;

AND THAT Council approve up to \$15,000 to be set aside from the Rate Stabilization Reserve, in 2022, to assist with ongoing engagement and administration costs for the plan.

HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #6  
Strategic Action Plan Progress Update June 2022– HHS Objectives

THAT the report of the Chief Administrative Officer regarding the Strategic Action Plan – HHS Objectives, dated June 23, 2022, be received.

**7.4. Community Development & Tourism Minutes – June 23, 2022**

THAT the minutes of the Community Development and Tourism meeting held on June 23, 2022, and the recommendations set out be adopted.
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COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #1  
Town of Orangeville

THAT the resolution from the Town of Orangeville, dated May 30, 2022, regarding the dissolution of the Ontario Land Tribunal, be received.

COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #2  
Municipal Comprehensive Review - Land Needs Analysis Update

THAT the presentation from Matt Alexander, Project Manager at WSP, dated June 23, 2022, regarding the Final Land Needs Analysis, be received;

AND THAT staff be directed to prepare the necessary amendment to the Dufferin County Official Plan, which is required only to adopt the Final Land Needs Analysis, for Council's consideration at a Special Council meeting on August 18, 2022.

COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #3  
Meat Processing Project Business Plan

THAT the report of the Director of Development and Tourism, titled Meat Processing Project – Business Plan, dated June 23, 2022, be received.

COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #4  
Shared Land Use Planning Services Memorandum of Understanding

THAT the report from the Director of Development and Tourism, dated June 23, 2022, regarding Shared Land Use Planning Services MOU, be received;

AND THAT the Warden and the Clerk be authorized to execute the Memorandum of Understanding with East Garafraxa and the Memorandum of Understanding with Melancthon for shared Land Use Planning Services.

COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #6  
Planning & NG 9-1-1- Issues

THAT the report of the Director of Development and Tourism, titled Planning and NG9-1-1 Issues, dated June 23, 2022, be received.

COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #7  
Collecting the Communities Project – Update

THAT the report of the Director of Development and Tourism, titled Collecting the Communities Project - Update, dated June 23, 2022, be received.



COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #8  
Strategic Action Plan Progress Update June 2022 – CDT Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – CDT Objectives, dated June 23, 2022, be received.

COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #9  
Public Information Centre (PIC) Event In Regards to the Municipal Comprehensive Review (MCR) Update & Timelines

THAT the report of the Director of Development and Tourism, titled County MCR Update, June 23, 2022, be received.

**7.5. Manager of Corporate Finance, Treasurer's Report – 2022 Development Charges Background Study**

A report from the Manager of Corporate Finance, Treasurer, dated July 14, 2022, to seek approval of the 2022 Development Charge Background Study.

THAT the report on 2022 Development Charge Background Study, from the Manager of Corporate Finance, Treasurer, dated July 14, 2022, be received;

AND THAT the 2022 Development Charge Background Study, from Watson & Associates Economists Ltd., be adopted.

**7.6. Manager of Corporate Finance, Treasurer's Report – Current Economic Climate**

A report from the Manager of Corporate Finance, Treasurer, dated July 14, 2022, to provide Council with an update related to the current economic climate and its ongoing impacts on Dufferin County.

THAT the report on Current Economic Climate, from the Manager of Corporate Finance, Treasurer, dated July 14, 2022, be received.

**7.7. Manager of Corporate Finance, Treasurer and Procurement Manager's Report – Second Quarter 2022 Report on Request for Tenders and Request for Proposals**

A report from the Manager of Corporate Finance, Treasurer and Procurement Manager, dated July 14, 2022, to provide the quarterly update on all Request

for Tenders and Request for Proposals in accordance with By-law 2017-33 Procurement of Goods and Services 2017, Section (4.2.7).

THAT the Report on Request for Tenders and Request for Proposals, from the Manager of Corporate Finance, Treasurer, and the Procurement Manager, dated July 14, 2022, be received.

**7.8. Chief Administrative Officer's Report – Service Optimization and Work Force Strategy Update – Space Needs Assessment**

A report from the Chief Administrative Officer, dated July 14, 2022, to update Council with respect to Strategic Action Plan priority SV 7 - Identify Future Space and Property Needs and the "Assessing Space Requirements" component of the Service Optimization and Workforce Strategy.

THAT the report of the Chief Administrative Officer, dated July 14, 2022 with respect to Service Optimization and Work Force Strategy Update – Space Needs Assessment, be received.

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

A report from the Chief Administrative Officer, dated July 14, 2022, to provide Council with an update of activities from outside boards and agencies.

THAT the report of the Chief Administrative Officer, dated July 14, 2022 with respect to Reports from Outside Boards be received.

**8. CORRESPONDENCE**

**8.1. ADR Chambers – Integrity Commissioner Annual Report**

Correspondence from ADR Chambers, dated June 23, 2022, regarding the Integrity Commissioner Annual Report for the period of April 8, 2021 to April 7, 2022.

THAT the correspondence from ADR Chambers, dated June 23, 2022, regarding the Integrity Commissioner Annual Report for the period of April 8, 2021 to April 7, 2022, be received.

## **8.2. Town of Grand Valley**

Correspondence from the Town of Grand Valley in response to WSP's presentation to the June 23, 2022 General Government Services Committee meeting on regarding the MCR process.

**TO BE CIRCULATED ON DESK**

## **9. NOTICE OF MOTIONS**

## **10. MOTIONS**

## **11. CLOSED SESSION**

### **11.1. Closed Session Minutes –Municipal Act Section 239 (2)(d) – Labour relations or employee negotiations**

Closed session minutes from the June 9, 2022 Council meeting.

## **12. BY-LAWS**

- |         |   |
|---------|---|
| 2022-25 | A by-law to delegate authority to the Chief Administrative Officer for restricted acts during the lame duck period.<br>Authorization: General Government Services – June 23, 2022   |
| 2022-26 | A by-law to govern the proceedings of Council and its Committees and to repeal By-Law 2015-24.<br>Authorization: General Government Services – June 23, 2022  |
| 2022-27 | A by-law to amend By-Law 2005-32, Schedule "A" and "I", to regulate traffic on roads under the jurisdiction of the County of Dufferin. (No Parking Zone – Dufferin Road 8, Community Safety Zone – Dufferin Road 8)<br>Authorization: Infrastructure and Environment Services – June 23, 2022 |
| 2022-28 | A by-law to establish development charges for the Corporation of the County of Dufferin.<br>Authorization: Council – June 9, 2022   |

THAT By-laws 2022-25 through to 2022-28, inclusive, be read a first, second and third time and enacted.

**13. OTHER BUSINESS**

**14. CONFIRMATORY BY-LAW**

2022-xx      A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on July 14, 2022.

THAT by-law 2022-xx be read a first, second and third time and enacted.
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**15. ADJOURNMENT**

THAT the meeting adjourn.
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## **DUFFERIN COUNTY PUBLIC MEETING & COUNCIL MINUTES**

**Thursday, June 9, 2022 at 6:30 p.m.**

**Video Conference**

### **Council Members Present:**

Warden Wade Mills (Shelburne)  
Councillor Steve Anderson (Shelburne)  
Councillor Sandy Brown (Orangeville)(joined at 6:38 p.m.)  
Councillor John Creelman (Mono)  
Councillor Bob Currie (Amaranth)  
Councillor Guy Gardhouse (East Garafraxa)  
Councillor Chris Gerrits (Amaranth)  
Councillor Earl Hawkins (Mulmur)  
Councillor Janet Horner (Mulmur)(joined at 6:41 p.m.)  
Councillor Andy Macintosh (Orangeville)  
Councillor Fred Nix (Mono)  
Councillor Philip Rentsch (Grand Valley)(joined at 6:40 p.m.)  
Councillor Steve Soloman (Grand Valley)(joined at 6:40 p.m.)  
Councillor Darren White (Melancthon)

### **Staff Present:**

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

Warden Mills called the meeting to order at 6:34 p.m.

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

Upcoming committee meetings will be held by video conference on Thursday, June 23, 2022 at the following times:

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

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

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

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

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills shared the Land Acknowledgement Statement.

2. **ROLL CALL**

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

3. **APPROVAL OF THE AGENDA**

**Moved by Councillor Hawkins, seconded by Councillor Currie**

**THAT the Agenda and any Addendum distributed for the June 9, 2022 meeting of Council, be approved.**

**-Carried-**

4. **DECLARATION OF INTEREST BY MEMBERS**

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

5. **NOTICE OF PUBLIC MEETING**

A copy of the Notice of Public meeting under Section 126 of the *Development Charges Act, 1997, as amended*, to receive input regarding the Development Charges Background Study.

Councillor Brown joined the meeting at 6:38 p.m.

**PRESENTATION AND CONSIDERATION OF REPORTS**

Councillor Soloman and Councillor Rentsch joined the meeting at 6:40 p.m.

Councillor Horner joined the meeting at 6:41 p.m.

6. **Watson & Associates Economists Ltd**

A presentation from Sean-Michael Stephen, Watson & Associates Economists Ltd., with respect to the Dufferin County Development Charges Background Study.

A copy of the Development Charges Study and Draft by-Law are available on [Dufferin County's website](#) or by contacting the Clerk's office.

The Development Charges by-law will be considered by Council at the July 14, 2022 meeting. Council urges the Public to submit comments in writing to the Clerk's department prior to July 12, 2022. The development charges by-law can be appealed up to 40 days after it is passed.

7. **COMMENTS/QUESTIONS**

Members of the Public are invited to provide comments or ask questions regarding the Development Charges Background Study.

No members of the public were present.

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

**Moved by Councillor Brown, seconded by Councillor Gardhouse**

**THAT the minutes of the regular meeting of Council of May 12, 2022, be adopted.**

**-Carried-**

**PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

9. **Presentation: Bill Hill Scholarship Recipients**

The Bill Hill Scholarships were awarded to:

- Agriculture & Environmental Studies: Madelyn Crane
- Arts (Fine Arts & Liberal Arts): Mars Gagawchuk
- Black or Person of Colour: Islam Alhaj-Abed
- Business & Social Sciences: Emily Smith
- Science & Technology: Julia Miller
- Skilled Trades & Training Programs: Paige Either

10. **Proclamation: Seniors Month – June 2022**

Warden Mills proclaimed June 2022 as “Senior’s Month” in the County of Dufferin.

11. **Proclamation: Longest Day of Smiles – June 19, 2022**

Warden Mills proclaimed June 19, 2022 as the “Longest Day of Smiles” in the County of Dufferin.

12. **Proclamation: Multicultural Day – June 27, 2022**

Warden Mills proclaimed June 27, 2022 as “Multicultural Day” in the County of Dufferin. The Multicultural Day event will take place on June 11, 2022 at the Museum of Dufferin.

**International Plowing Match & Rural Expo**

13. **Presentation: Ontario Plowmen’s Association**

Cathy Lasby, Executive Director, Floyd Wills, Vice President, Ontario Plowmen’s Association, as well as land owner Paul Overgaauw, presented to Council to request Dufferin County’s support to host the 2023 International Plowing Match and Rural Expo in the Township of Amaranth.

14. **Chief Administrative Officer & Director of Development & Tourism’s Report – International Plowing Match & Rural Expo**

A report from the Chief Administrative Officer and the Director of Development and Tourism, dated June 9, 2022, to respond to the motion from the Community Development and Tourism (CDT) Committee on May 26, 2022 for a staff report to Council outlining the requirements of potentially hosting the 2023 International Plowing Match and Rural Expo in Dufferin.

**Moved by Councillor Horner, seconded by Councillor White**

**WHEREAS there is support within the County of Dufferin to host the International Plowing Match and Rural Expo;**



**AND WHEREAS the Council of the County of Dufferin wishes to support the IPM and Rural Expo in a professional and well-resourced manner at both the local and County level;**

**THEREFORE BE IT RESOLVED THAT the County of Dufferin host the IPM and Rural Expo no sooner than 2025.**

A recorded vote was requested on the motion and taken as follows:

	Yay	Nay
Councillor Anderson (1)	X	
Councillor Brown (7)	X	
Councillor Creelman (3)	X	
Councillor Currie (1)	X	
Councillor Gardhouse (2)	X	
Councillor Gerrits (1)	X	
Councillor Hawkins (1)	X	
Councillor Horner (1)	X	
Councillor Macintosh (7)	X	
Councillor Mills (2)	X	
Councillor Nix (2)	X	
Councillor Rentsch (1)		x
Councillor Soloman (1)		x
Councillor White (2)	X	
Total (32)	30	2
	<b>-MOTION CARRIED-</b>	

15. **PUBLIC QUESTION PERIOD**

Josh MacEwan, an Amaranth resident, asked if a formal IT Allowance policy would be composed if the IT allowance isn't combined with the Council remuneration? Warden Mills noted it will depend on Council's consideration of the General Government Services Committee's recommendation. The Committee has recommended that remuneration be increased to the 60<sup>th</sup> percentile and the IT Allowance would be combined with regular pay. If Council does not proceed with the Committee's recommendation, there may be discussion regarding creating a formal IT Allowance policy.

Josh MacEwan, asked a second question in relation to meeting attendance. He inquired if there is a policy in place covering how many consecutive meetings a

public member or Councillor can miss before they are removed from a committee, for example an advisory committee meetings? The Clerk noted there is an not attendance requirement regarding advisory committees.

## **PRESENTATION AND CONSIDERATIONS OF REPORTS**

16. **Diversity, Equity and Inclusion Community Advisory Committee Minutes – May 11, 2022**

**Moved by Councillor Anderson, seconded by Councillor Horner**

**THAT the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting held on May 11, 2022, and the recommendations set out, be adopted.**

**-Carried-**

17. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – May 11, 2022  
Item #5 – Connection with Other Equity Tables

THAT staff reach out on behalf of the Committee Chair to set up a meeting with the area municipality Diversity, Equity and Inclusion Committees Chairs to share knowledge and collaborate.

Warden Mills called a five minute recess at 8:25 p.m.

18. **Infrastructure and Environmental Services Minutes – May 26, 2022**

**Moved by Councillor Nix, seconded by Councillor Gerrits**

**THAT the minutes of the Infrastructure and Environmental Services meeting held on May 26, 2022, and the recommendations set out excluding Item #3 – Entrance Permit Application, be adopted.**

**-Carried-**

19. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 26, 2022 – ITEM #2  
Dufferin Wind Power

THAT Longyuan Power be permitted to enter the property of the former Eco-Energy Park to complete a preliminary site evaluation.

20. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 26, 2022 – ITEM #4  
Primrose Operations Centre – Electrical Upgrade

THAT Report, Primrose Operations Centre - Electrical Upgrade, dated May 26, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT staff be approved to proceed with completing power upgrades at the Primrose Operation Centre;

AND THAT the necessary funds for the power upgrades at the Primrose Operations Centre be funded through the Public Works Capital Reserve.

21. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 26, 2022 – ITEM #5  
Blue Box Transition – County Role

THAT Report, Blue Box Transition – County Role, from the Director of Public Works/County Engineer, dated Thursday, May 26, 2022, be received;

AND THAT staff respond to the Circular Materials Ontario (CMO) survey to confirm that the County will not be entering into a contract with CMO for recycling collection services during Blue Box Transition;

AND THAT staff receive delegated authority to negotiate terms with CMO, or other PRO agencies and/or parties, to ensure service continuity through the transition, should the need arise.

22. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 26, 2022 – ITEM #6  
Capital Project Update – May 2022

THAT Report, Capital Project Update – May 2022, from the Director of Public Works/County Engineer, dated May 26, 2022, be received.

23. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 26, 2022 – ITEM #7  
Facility Tender Results – T2022 FA-22-02: Balcony Repair & Restoration Work

THAT Report, Facility Tender Results – FA-22-02, dated May 26, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT the tender overage of approximately \$312,000 be funded through Housing Capital Fund;

AND THAT unforeseen or unanticipated work related to the balcony restoration be covered by provisional item costing funded by through the Housing Capital Fund.

24. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 26, 2022 – ITEM #3**  
**Entrance Permit Application**

**Moved by Councillor Soloman, seconded by Councillor Currie**

**THAT the recommendation from the Infrastructure and Environmental Services meeting, Item #3 – Entrance Permit Application, be adopted.**

THAT the delegation from Karen Bennett, Partner, Glen Schnarr & Associates Inc., be received;

THAT staff be directed to proceed with applying the process as outlined in the Entrance Policy and the Official Plan.

A recorded vote was requested on the motion and taken as follows:

	Yay	Nay
Councillor Anderson (1)	x	
Councillor Brown (7)	x	
Councillor Creelman (3)		x
Councillor Currie (1)		x
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)	x	
Councillor Hawkins (1)		x
Councillor Horner (1)	x	
Councillor Macintosh (7)	x	
Councillor Mills (2)	x	
Councillor Nix (2)	x	
Councillor Rentsch (1)	x	
Councillor Soloman (1)	x	
Councillor White (2)	x	
Total (32)	27	5
	<b>-MOTION CARRIED-</b>	

25. **General Government Services Minutes – May 26, 2022**

**Moved by Councillor Horner, seconded by Councillor Macintosh**

**THAT the minutes of the General Government Services meeting held on May 26, 2022, and the recommendations set out excluding Item #8 – Council Remuneration Review – Report #2, be adopted.**

**-Carried-**

26. GENERAL GOVERNMENT SERVICES – May 26, 2022 – ITEM #2  
Policy Development – International Aid, Donations, Proclamations, Flag Raising

THAT the report of the Director of People and Equity, dated May 26, 2022, with respect to Policy Development – International Aid, Donations, Proclamations, and Flag Raising Requests, be received;

AND THAT staff be directed to research options with respect to policies on International Aid, Donations, Proclamations, and Flag Raising.

27. GENERAL GOVERNMENT SERVICES – May 26, 2022 – ITEM #3  
Right to Disconnect Policy

THAT the report of the Director of People and Equity, dated May 26, 2022, titled Right to Disconnect Policy, be received;

AND THAT the attached Right to Disconnect Policy 2-4-01-15 be approved.

28. GENERAL GOVERNMENT SERVICES – May 26, 2022 – ITEM #4  
Joint Multi-Year Accessibility Plan – 2022 – 2025

THAT the Report from the Manager – Preparedness, 911 & Corporate Projects, dated May 26, 2022, titled Joint Multi-Year Accessibility Plan 2022-2025, be received;

AND THAT the attached Joint Multi-Year Accessibility Plan 2022-2025 be approved.

29. GENERAL GOVERNMENT SERVICES – May 26, 2022 – ITEM #5  
Annual Report on Long Term Debt Capacity

THAT the report from the Manager of Corporate Finance, Treasurer, dated May 26, 2022, Annual Report on Long Term Debt Capacity, be received.

30. GENERAL GOVERNMENT SERVICES – May 26, 2022 – ITEM #6  
Procedural By-Law Review – Report #2

THAT the report from the Clerk, dated May 26, 2022, regarding the Procedural By-law Review Report #2, be received;

AND THAT the Procedural By-law be placed on the July 14, 2022 Council Agenda for approval.

31. GENERAL GOVERNMENT SERVICES – May 26, 2022 – ITEM #7  
Amendments to the User Fee By-Law

THAT the report from the Clerk, dated May 26, 2022, titled Amendments to User Fee By-law, be received;

AND THAT the fee adjustments as outlined in the report be approved;

AND THAT Schedule A, Schedule C, Schedule D, and Schedule E be amended as outlined in the report;

AND THAT the necessary by-law be enacted.

32. GENERAL GOVERNMENT SERVICES – May 26, 2022 – ITEM #9  
Service Optimization & Workforce Planning Strategy Update

THAT the report of the Chief Administrative Officer, dated May 26, 2022, with respect to Workforce Planning Strategy Framework Next Steps, be received;

AND THAT the next steps identified in the Service Optimization and Workforce Planning Strategy Framework be approved.

33. GENERAL GOVERNMENT SERVICES – May 26, 2022 – ITEM #10  
Strategic Plan 2023-2026

THAT the report of the Chief Administrative Officer, dated May 26, 2022, with respect to Strategic Plan 2023-2026, be received;

AND THAT, staff be direct to initiate the Strategic Plan process for the next term of Council;

AND THAT, staff be authorized to engage a Strategic Plan consultant to be funded from Development Charges.

34. **GENERAL GOVERNMENT SERVICES – May 26, 2022 – ITEM #8**  
**Council Remuneration Review – Report #2**

**Moved by Councillor Warden Mills, seconded by Councillor Nix**

**THAT the recommendation of the General Government Services Committee, Item #8 – Council Remuneration Review – Report #2, be adopted:**

THAT the report from the Clerk, dated May 26, 2022, regarding Council Remuneration Review, be received;

AND THAT Option #3 be approved for the 2022-2026 term of Council:

- Warden - \$79,686.80
- Councillor - \$24,630.40
- Committee Chair - \$26,130.40

A recorded vote was requested on the motion and taken as follows:

	Yay	Nay
Councillor Anderson (1)	x	
Councillor Brown (7)		x
Councillor Creelman (3)	x	
Councillor Currie (1)		x
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)		x
Councillor Hawkins (1)	x	
Councillor Horner (1)	x	
Councillor Macintosh (7)	x	
Councillor Mills (2)	x	

	Yay	Nay
Councillor Nix (2)	x	
Councillor Rentsch (1)		x
Councillor Soloman (1)		x
Councillor White (2)	x	
Total (32)	21	11
	<b>-MOTION CARRIED-</b>	

35. **Community Development & Tourism Minutes – May 26, 2022**

**Moved by Councillor Gerrits, seconded by Councillor Gardhouse**

**THAT the minutes of the Community Development and Tourism meeting held on May 26, 2022, and the recommendations set out be adopted.**

**-Carried-**

36. COMMUNITY DEVELOPMENT & TOURISM – May 26, 2022 – ITEM #1  
Ontario Plowmen's Association

THAT Cathy Lasby, Executive Director, Ontario Plowmen's Association, be invited to present further information to the June 9, 2022 Council meeting;

AND THAT staff report back to the June 9, 2022 Council meeting about the possibility of hosting the 2023 International Plowing Match and Rural Expo.

37. COMMUNITY DEVELOPMENT & TOURISM – May 26, 2022 – ITEM #2  
MoD Strategy Focus Group

THAT the Report from the Director of Development and Tourism, dated May 26, 2022, titled MoD: Strategic Plan Focus Group, be received.

38. COMMUNITY DEVELOPMENT & TOURISM – May 26, 2022 – ITEM #3  
Municipal Comprehensive Review (MCR) Update & Timelines

THAT the report of the Director of Development and Tourism, dated May 26, 2022, titled Municipal Comprehensive Review Update and Timelines, be received.

Councillor Anderson left the meeting at 9:27 p.m. and rejoined the meeting at 9:32 p.m.



39. COMMUNITY DEVELOPMENT & TOURISM – May 26, 2022 – ITEM #4  
Township of Amaranth

THAT the resolution from the Township of Amaranth, dated April 26, 2022, regarding hosting the 2023 International Plowing Match, be received.

40. **Manager of Corporate Finance, Treasurer – Asset Management Plan**

A presentation from Thomas Uda, Engagement Manager, and Aman Singh, Senior Partner, SLBC Advisory Group, regarding the Asset Management Plan.

A report from the Manager of Corporate Finance, Treasurer, dated June 9, 2022, to seek approval of an Asset Management Plan. The plan is a requirement per O. Reg. 588/17 and must be adopted by July 1, 2022.

**Moved by Councillor Brown, seconded by Councillor Macintosh**

**THAT the report on Asset Management Plan, from the Manager of Corporate Finance, Treasurer, dated June 9, 2022, be received;**

**AND THAT the Asset Management Plan, as attached, be adopted.**

**-Carried-**

41. **Administrator of Dufferin Oaks – Multi-Sector Accountability Agreement (M-SAA) Declaration**

A report from the Administrator of Dufferin Oaks, dated June 9, 2022, to approve the signing of the Declaration of Compliance as required by Multi Sector Service Accountability Agreement for services provided through Dufferin County Community Support Services.

**Moved by Councillor Nix, seconded by Councillor Horner**

**THAT the report of the Administrator of Dufferin Oaks, dated June 9, 2022, regarding the Multi-Sector Service Agreement Declaration of Compliance, be received;**

**AND THAT Council authorizes the Warden to sign the Declaration on behalf of Council for submission to the Central West LHIN.**

**-Carried-**

42. **Administrator of Dufferin Oaks – Replacement of Dufferin Oaks Rooftop Chiller**

A report from the Administrator of Dufferin Oaks, dated June 9, 2022, to provide members of Council information on the replacement of the Roof Top Chiller at Dufferin Oaks.

**Moved by Councillor Gardhouse, seconded by Councillor Hawkins**

**THAT the report of the Administrator, dated June 9, 2022, with regards to the Chiller Replacement, be received;**

**AND THAT the additional costs be funded through the current Dufferin Oaks Capital Reserve Fund.**

**-Carried-**

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

A report from the Chief Administrative Officer, dated June 9, 2022, to provide Council with an update of activities from outside boards and agencies.

**Moved by Councillor Brown, seconded by Councillor Macintosh**

**THAT the report of the Chief Administrative Officer, dated June 9, 2022 with respect to Reports from Outside Boards be received.**

**-Carried-**

44. **CORRESPONDENCE**

45. **NOTICE OF MOTIONS**

46. **MOTIONS**

47. **CLOSED SESSION**

**Moved by Councillor Brown, seconded by Councillor Soloman**

**THAT Council move into Closed Session (10:03 p.m.) in accordance with the Municipal Act Section 239 (2)(d) – Labour relations or employee negotiations.**

**-Carried-**

While in Closed Session, Council considered a report from the Director of People and Equity and the Administrator of Dufferin Oaks regarding labour relations or employee negotiations.

**Moved by Councillor Nix, seconded by Councillor Macintosh**

**THAT Council move into open session (10:09 p.m.).**

**-Carried-**

48. **BUSINESS ARISING FROM CLOSED SESSION**

**Moved by Councillor Brown, seconded by Councillor Nix**

**THAT staff proceed as discussed in Closed Session.**

**-Carried-**

49. **BY-LAWS**

2022-22      A by-law to amend By-Law 2015-41, Fees and Charges for services and activities provided by the County of Dufferin. (Schedule "A" – Museum of Dufferin and County Forest; Schedule "C" – Public Works; Schedule "D" – Administration; Schedule "E" – Community Services)  
Authorization: General Government Services – May 26, 2022

2022-23      A by-law to authorize the execution of an agreement between the Corporation of the County of Dufferin and Victorian Order of Nurses for Canada. (Service Agreement for Assisted Living Services in Orangeville – Hub & Spoke Model)  
Authorization: Council – June 9, 2022

**Moved by Councillor Brown, seconded by Councillor Gardhouse**

**THAT By-Law 2022-22 through to 2022-23, inclusive, be read a first, second and third time and enacted.**

**-Carried-**

50. **OTHER BUSINESS**

51. **CONFIRMATORY BY-LAW**

2022-24      A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on June 9, 2022.

**Moved by Councillor Currie, seconded by Councillor Soloman**

**THAT By-Law 2022-24, be read a first, second and third time and enacted.**

**-Carried-**

52. **ADJOURNMENT**

**Moved by Councillor Gardhouse, seconded by Councillor White**

**THAT the meeting adjourn.**

**-Carried-**

The meeting adjourned at 10:12 p.m.

Next meeting:      Thursday, July 14, 2022  
Video Conference

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Wade Mills, Warden

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Michelle Dunne, Clerk

Dufferin County Clerk's Office  
W. & M. Edelbrock Centre, 30 Centre Street,  
Orangeville, ON  
L9W 2X1

July 6, 2022

Dear Warden and Members of County Council:

Subject: Dufferin County Municipal Comprehensive Review (MCR)  
Town Urban Boundary Expansion  
133184 Sideroad 28-29, Town of Grand Valley (Roll #105800)

Gladki Planning Associates Inc. (GPA) was retained by United People Corporation, the owner of the property at 133184 Sideroad 28-29 in the Town of Grand Valley (Town), located west of the commercial downtown area, and southwest of the intersection of Sideroad 28 & 29 and Concession Road 2 & 3 (the 'subject lands'). As you are aware, GPA submitted a request to include the subject lands within the Settlement Boundary for the purposes of facilitating our client's proposed land use vision as part of the Dufferin County Municipal Comprehensive Review (County MCR). At its meeting on October 26, 2021, Town Council directed Planning Staff to include the Subject Lands in the Grand Valley Preferred Urban Expansion Areas Map. On November 11, 2021, Town Planning transmitted the Grand Valley Preferred Urban Expansion Areas map to Dufferin County and WSP, the County's Consultant, advising of the preferred urban expansion of the Town to 2051. On April 4, 2022, the Town transmitted their preferred expansion map to the County and WSP for a second time, accompanied by a rationale for the Town-preferred expansion strategy in response to February 28 correspondence from the County to the local municipalities seeking comment on the draft Land Needs Assessment report.

On November 17, 2021, GPA submitted correspondence to the County Community Development and Tourism Committee, which provided a community design concept and brief overview of the proposed land use vision on the Subject Lands. In correspondence on January 20, 2022, GPA provided further details regarding the development proposal including a fulsome description of the proposed community concept, overall land use and transportation framework, and outdoor recreational plan.

### **Alternate Growth Scenario**

In GPA's January 27 presentation to the Community Development and Tourism Committee, we noted that in meeting the challenges for providing for housing options across Ontario, the Province allows revisions to its growth allocations. In Amendment 1 to the Growth Plan, the Province specifically notes that growth allocations are not provided as targets but are rather growth minimums. On August 28, 2020, the Province released a revision to the Methodology for

Land Needs Assessments in the Greater Golden Horseshoe recognize the need for municipalities to accommodate demand for all housing market segments and allowing Alternate Growth Scenarios to be contemplated by municipalities.

Following the *Report of the Ontario Housing Affordability Task Force* in February 2022, the Province set the goal of adding 1.5 million homes over the next 10 years and intends to update planning guidance to emphasize this priority.

In an August 2020 technical report prepared by Hemson Consulting Ltd. for the Ministry of Municipal Affairs and Housing for the purposes of informing the Provincial growth forecasts, the consultant projects strong growth to 2051 for Outer Ring municipalities, which include Dufferin County. This strong growth forecast is driven by net international immigration and intra-regional migration within the GTA. Strong growth allocations are therefore provided for settlement areas within Outer Ring municipalities. Hemson notes that the slow growth forecast for Dufferin County is based on existing constraints in Orangeville and a limited area for expansion within Shelburne's own jurisdiction. The Hemson report does not acknowledge that the Town of Grand Valley is free of such constraints.

Dufferin County, in its Land Needs Assessment and submission to the Province as part of the MCR process is permitted to present an Alternate Growth Scenario. This scenario should acknowledge the strong forecasted Growth for Outer Ring municipalities and present the unencumbered capacity for Grand Valley to accommodate this forecast growth as the constraints noted by Hemson elsewhere in Dufferin County do not apply to Grand Valley.

Planned growth in Grand Valley will not impact neighbouring municipalities in Dufferin County. Grand Valley has room to grow within its own jurisdiction and can adequately accommodate the level of growth to 2051 that Grand Valley Council are requesting through the Town-preferred boundary expansion map.

The Draft Land Needs Assessment and allocation for Grand Valley do not adequately reflect the absence of jurisdictional and servicing constraints in Grand Valley. It should be acknowledged that in the absence of these constraints, Grand Valley is well positioned to accommodate significant growth to 2051. Furthermore, the Town has implemented policies and regulations that are supportive of responsible growth - implementing a municipal-wide Development Charges By-law which provides a mechanism to ensure that services required for growth are adequately and responsibly financed and the Grand Valley Tree Canopy and Natural Vegetation By-law to ensure the protection of the natural features and promote a healthy urban tree canopy. The town has consistently sought and studied opportunities to coordinate future expansion. Expressing these objectives through Appendix F to the Official Plan passed by Council in March 2014.

### **Proposed Land Use Concept**

The proposed design concept for the development of the Subject Lands is based on careful review of the Town of Grand Valley's long term economic and social objectives and has been advanced in consultation with the Town of Grand Valley. Our client's proposal for development on the subject lands consists of a new multi-generational community that would provide for a range of housing options within a variety of built forms complemented by community-supportive amenities including medical and care facilities, overnight accommodation (hotel or inn), wellness facility, community-gathering space for entertainment and events, parks, parkettes and open spaces

within landscaped and natural settings, as well as pond and creek-side nature trails with connections to existing trail networks.

The proposed housing would provide a “Continuum of Care” model which allows seniors and their families to access a range of housing options which may best serve them in close proximity to services and amenities that will assist them to remain independent and supported as their needs change over time. The available options for seniors will include independent living and supportive care facilities.

The landowner, who has broad experience in real estate development across the GTA and surrounding areas, also operates the Old Mill Toronto Hotel and Spa (9 Old Mill Road, Toronto, [spaoldmill.ca](http://spaoldmill.ca) & [oldmilltorontohotel.com](http://oldmilltorontohotel.com)) and is planning to operate the proposed spa and wellness centre, along with an overnight accommodation service.

The proposed design concept and land use vision is based on strong neighbourhood development principles, aligns with County and Town policies and objectives and utilizes natural landscapes and trail systems to promote an active outdoor lifestyle within a multi-generational, mixed-use setting.

As demonstrated in the attached overlay, the westward expansion of the settlement boundary along Concession Road 2 and 3 conforms to and implements the Town’s long-term development plan, as described in Appendix F to the Town Official Plan and facilitates the planned and orderly growth of the County.

Please acknowledge the receipt of this letter. We appreciate this opportunity to provide this submission and look forward to providing more information in a future presentation.

Thank you for your consideration.

Regards,



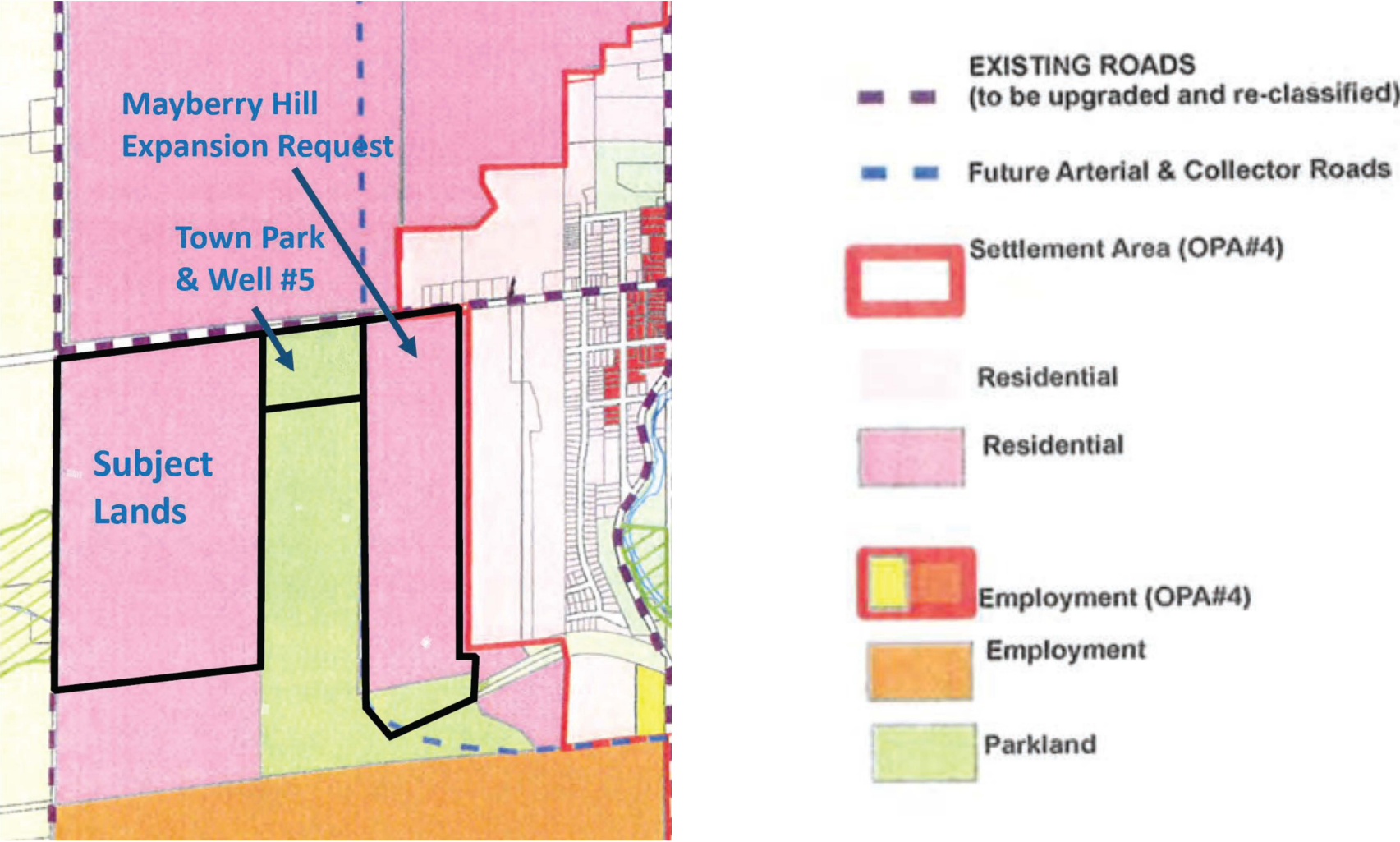
Robert Walter-Joseph RPP, MCIP  
Senior Planner

Gladki Planning Associates  
(416) 362-7755  
[rwalterj@gladkiplanning.com](mailto:rwalterj@gladkiplanning.com)

- c. Mark Kluge, Town of Grand Valley
- Cody Joudry, County of Dufferin
- United People Corporation
- Old Mill Toronto Hotel and Spa

Attachment #1: Extract of Appendix F (Long-Term Development Plan) to the Grand Valley  
Official Plan





Extract from APPENDIX F to the Town Official Plan – LONG TERM DEVELOPMENT PLAN – Supported by Council Resolution 201403-40 March 27, 2014 (Property Overlays Added)



## **INFRASTRUCTURE & ENVIRONMENTAL SERVICES COMMITTEE MINUTES**

**Thursday, June 23, 2022 at 9:00 a.m.**

The Committee met at 9:00 a.m. by video conference.

**Members Present:**

Councillor Sandy Brown (Chair)  
Councillor Steve Anderson (arrived at 9:05 a.m.)  
Councillor Bob Currie  
Warden Wade Mills  
Councillor Earl Hawkins  
Councillor Fred Nix  
Councillor Darren White

**Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Scott Burns, Director of Public Works/County Engineer  
Rebecca Whelan, Deputy Clerk  
Sara MacRae, Manager of Climate & Energy

Chair Brown called the meeting to order at 9:00 a.m.

### **LAND ACKNOWLEDGEMENT STATEMENT**

Chair Brown shared the Land Acknowledgement Statement.

### **ROLL CALL**

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

### **DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

## **PUBLIC QUESTION PERIOD**

There were no questions from the Public.

## **DELEGATIONS**

Councillor Anderson joined the meeting at 9:05 a.m.

1. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #1  
Dufferin Solar Power Inc.

Jeff Hammond, Senior Vice President, and Dan Bernhard, Operations Manager, Longyuan Power o/a Dufferin Solar Power Inc., delegated regarding a land lease proposal for the development of a utility-scale solar and energy storage system.

**Moved by Councillor Nix, seconded by Councillor Brown**

**THAT staff complete a detailed review of the Dufferin Solar Farm proposal and report back no later than the September 2022 Council meeting.**

**-Carried-**

## **REPORTS**

2. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #2  
County Owned Land 195620 Amaranth-Grand Valley Townline - Future Considerations

A report from the Director of Public Works/County Engineer, dated June 23, 2022, to inform Committee and Council on the opportunities currently being explored for the County-owned property located at 195620 Amaranth-Grand Valley Townline and to seek approval to continue to investigate opportunities for the property.

**Moved by Warden Mills, seconded by Councillor Hawkins**

**THAT Report, County Owned Land 195620 Amaranth-Grand Valley Townline - Future Considerations, dated June 23, 2022, from the Director of Public Works/County Engineer, be received.**

**-Carried-**

3. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #3  
Climate Change – Advancing Adaptation Project Update

A report from the Director of Public Works/County Engineer, dated June 23, 2022, to provide an update to Committee and Council on the County's progress in the Advancing Adaptation program.

**Moved by Councillor Nix, seconded by Councillor White**

**THAT Report, Climate Change - Advancing Adaptation Project Update, dated June 23, 2022, from the Director of Public Works/County Engineer, be received.**  
**-Carried-**

4. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #4  
Regional Electric Vehicle Charging Network Strategy – Summary Report

A report from the Director of Public Works/County Engineer, dated June 23, 2022, to update Committee and Council on the completion of the Regional Electric Vehicle Charging Station Network Strategy.

**Moved by Councillor Nix, seconded by Warden Mills**

**THAT Report, Regional Electric Vehicle Charging Network Strategy – Summary Report, dated June 23, 2022, from the Director of Public Works/County Engineer, be received;**

**AND THAT staff be approved to continue to work with the partnership to determine the next steps regarding implementing the Strategy.**

**-Carried-**

5. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #5  
Residential Energy Retrofit Pilot Program Design

A report from the Director of Public Works/County Engineer, dated June 23, 2022, to provide Committee and Council with a proposed design for a third-party delivery model of a residential energy retrofit pilot program and to seek approval to move the program forward.

**Moved by Councillor Nix, seconded by Warden Mills**

**THAT Report, Residential Energy Retrofit Pilot Program Design, dated June 23, 2022, from the Director of Public Works/County Engineer, be received;**

Infrastructure & Environmental Services Committee Minutes – June 23, 2022

**AND THAT staff be directed to continue working with the BetterHomes Ontario Consortium as third-party delivery agent of a residential energy retrofit program;**

**AND THAT staff be directed to proceed with the next phase of the program to determine the financial model for program delivery and report back with recommendations to support Dufferin's application to the FCM CEF Capital and Grants Stream.**

**-Carried-**

6. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #6**  
**Mono Centre No Parking and Community Safety Zone**

A report from the Director of Public Works/County Engineer, dated June 23, 2022, to seek approval to amend a no parking zone and to include a community safety zone on Dufferin Road 8 for Mono Centre in the Consolidated Traffic By-law 2005-32.

**Moved by Councillor Nix, seconded by Councillor White**

**THAT Report, No Parking and Community Safety Zone -Mono Centre, dated June 23, 2022, from the Director of Public Works/County Engineer, be received;**

**AND THAT the Consolidated Traffic By-Law 2005-32, be amended, to include the following:**

**Schedule A – No Parking**

<b>Dufferin Rd.</b>	<b>From</b>	<b>To</b>
8	A point at the Mono Centre intersection	A point situated 260 m south of the Mono Centre intersection
8	A point 130 m east of Mono Centre intersection	A point 170 m east of 3 <sup>rd</sup> Line Mono

**Schedule I – Community Safety Zones**

<b>Dufferin Rd.</b>	<b>From</b>	<b>To</b>
8	A point situated 250m South of the Mono Centre intersection	A point situated 380m east of the Mono Centre intersection.

**-Carried-**

7. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #7  
Orangeville West Environmental Assessment (EA)

A report from the Director of Public Works/County Engineer, dated June 23, 2022, to update Committee and Council with respect to ongoing work related to the Orangeville West Environmental Assessment (EA).

**Moved by Councillor White, seconded by Councillor Nix**

**THAT Report, Orangeville West Environmental Assessment, from the Director of Public Works/County Engineer, dated June 23, 2022, be received.**

**-Carried-**

8. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #8  
Dufferin Courthouse – Historic Courtroom Repairs Update & Costing

A report from the Director of Public Works/County Engineer, dated June 23, 2022, to inform Committee and Council of the architectural investigation results, repair recommendations, and opinion of cost to restore the aged plaster and moulding within the historic Courtroom 204 of the County Courthouse.

**Moved by Councillor Nix, seconded by Councillor Brown**

**THAT Report, Dufferin Courthouse – Historic Courtroom Repairs Update and Costing, dated June 23, 2022, from the Director of Public Works/County Engineer, be received.**

**-Carried-**

9. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #9  
Strategic Action Plan Progress Update – IES Objectives

A report from the Chief Administrative Officer, dated June 23, 2022, to provide committee members with a progress update of the strategic objectives that fall within the oversight of the Infrastructure and Environmental Services Committee and to provide additional detail on the actions planned to achieve those objectives.

**Moved by Warden Mills, seconded by Councillor Hawkins**

**THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – IES Objectives, dated June 23, 2022, be received.**

**-Carried-**

## **CORRESPONDENCE**

10. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 23, 2022 – ITEM #10  
Township of Mulmur Resolution

A resolution from the Township of Mulmur, dated June 7, 2022, to encourage all Dufferin municipalities to join the Ontario Climate Caucus.

**Moved by Councillor Nix, seconded by Warden Mills**

**THAT the resolution from the Township of Mulmur, dated June 7, 2022, encouraging all Dufferin municipalities to join the Ontario Climate Caucus, be received.**

**-Carried-**

The meeting adjourned at 10:15 a.m.

**NEXT MEETING:** Thursday, August 25, 2022 at 9:00 a.m.  
Video Conference

Respectfully submitted,

.....  
Councillor Sandy Brown, Chair  
Infrastructure & Environmental Services Committee



## **GENERAL GOVERNMENT SERVICES COMMITTEE MINUTES**

**Thursday, June 23, 2022 at 11:00 a.m.**

The Committee met at 11:00 a.m. by video conference.

**Members Present:**

Councillor John Creelman (Chair)  
Warden Wade Mills  
Councillor Steve Anderson (arrived at 11:01 a.m.)  
Councillor Janet Horner (arrived at 11:04 a.m.)  
Councillor Andy Macintosh  
Councillor Philip Rentsch (arrived at 11:02 a.m.)  
Councillor Steve Soloman

**Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Rebecca Whelan, Deputy Clerk  
Rohan Thompson, Director of People and Equity  
Aimee Raves, Manager of Corporate Finance,  
Treasurer

Chair Creelman called the meeting to order at 11:00 a.m.

### **LAND ACKNOWLEDGEMENT STATEMENT**

Chair Creelman shared the Land Acknowledgement Statement.

### **ROLL CALL**

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

Councillor Anderson joined the meeting at 11:01 a.m.

Councillor Rentsch joined the meeting at 11:02 a.m.



## **DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

## **PUBLIC QUESTION PERIOD**

There were no questions from the Public.

## **REPORTS**

Councillor Horner joined the meeting at 11:04 a.m.

1. GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #1  
Restricted Acts after Nomination Day (Lame Duck) Provisions of the Municipal Act

A report from the Clerk, dated June 23, 2022, to provide Council with information regarding the Restricted Acts provision contained in the Municipal Act 2001 and seek approval to delegate authority to the Chief Administrative Officer in the event of a lame duck period.

### **Moved by Councillor Macintosh, seconded by Councillor Soloman**

**THAT the report from the Clerk, dated June 23, 2022, titled Restricted Acts after Nomination Day (Lame Duck) Provisions of the Municipal Act, be received;**

**AND THAT a by-law be prepared to delegate authority to the Chief Administrative Officer with respect to the actions set out in the Municipal Act, 2001 Section 275(3) during the period which Council may be restricted from certain acts, as set out in Section 275 of the Municipal Act, 2001.**

**-Carried-**

2. GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #2  
Procedural By-Law Review – Report #3

A report from the Clerk, dated June 23, 2022, to share the draft Procedural By-law that will be placed on the July 14, 2022 Council meeting agenda

### **Moved by Warden Mills, seconded by Councillor Macintosh**

**THAT the report from the Clerk, dated June 23, 2022, regarding the Procedural By-law Review Report #3, be received;**

**AND THAT staff investigate the status of the County of Dufferin Act.**

**-Carried-**

3. GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #3  
Workforce Planning Update: Employment Systems Review

A report from the Director of People and Equity, dated June 23, 2022, to provide a progress update on the Employment Systems Review, assessment of organizational culture and staff census that was discussed in the January 27th 2022 report to committee.

**Moved by Councillor Horner, seconded by Councillor Soloman**

**THAT the report of the Director of People & Equity, dated June 23, 2022 with respect to moving forward with the Employment Systems Review which includes a staff census and organizational culture review, be received.**

**-Carried-**

4. GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #4  
Respect in the Workplace – Preventing Violence, Harassment & Discrimination Policy & Program

A report from the Director of People and Equity, dated June 23, 2022, to provide Committee with information on the changes made to the violence and harassment policies, and to seek approval for the attached draft Respect in the Workplace – Preventing Violence, Harassment and Discrimination Policy and Program.

**Moved by Councillor Rentsch, seconded by Councillor Macintosh**

**THAT the report of the Director of People and Equity, dated June 23, 2022, titled Respect in the Workplace – Preventing Violence, Harassment and Discrimination Policy and Program, be received;**

**AND THAT the attached Respect in the Workplace – Preventing Violence, Harassment and Discrimination Policy and Program 2-4-01-06 be approved.**

**-Carried-**

5. GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #5  
Insurance Renewal

A report from the Manager of Corporate Finance, Treasurer, dated June 23, 2022, to seek Council approval to extend the current insurance contract for an additional year.

**Moved by Councillor Horner, seconded by Councillor Macintosh**

**THAT the report of the Manager of Corporate Finance, Treasurer, dated June 23, 2022, regarding Insurance Renewal, be received;**

**AND THAT that Intact Public Entities be engaged to provide Insurance Services for the 2023 fiscal year.**

**-Carried-**

6. GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #6  
Non-Union Cost of Living Adjustment 2022

A report from the Chief Administrative Officer, dated June 23, 2022, to recommend a change to the process for determining the cost of living adjustment for non-union staff and County Council compensation for 2022 and future years.

**Moved by Councillor Rentsch, seconded by Councillor Macintosh**

**THAT the report of the Chief Administrative Officer, regarding the Non-Union Cost of Living Adjustment 2022, dated June 23 2022, be received;**

**AND THAT the Non-Union and County Council cost of living adjustment budgeted for 2022 be implemented for July 1, 2022;**

**AND THAT a policy for future adjustments using CPI (Consumer Price Index) as a benchmark/guide be presented for consideration as part of the 2023 budget process.**

**-Carried-**

7. GENERAL GOVERNMENT SERVICES – June 23, 2022 – ITEM #7  
Strategic Action Plan Progress Update June 2022 – GGS Objectives

A report from the Chief Administrative Officer, dated June 23, 2022, to provide committee members with a progress update of the strategic objectives that fall under the oversight of the General Government Services Committee and to provide

additional detail on the actions planned to achieve those objectives.

**Moved by Warden Mills, seconded by Councillor Soloman**

**THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – GGS Objectives, dated June 23, 2022, be received.**

**-Carried-**

### **OTHER BUSINESS**

Councillor Anderson expressed thanks to County staff for their support and participation at the Multicultural Day event hosted by the Dufferin County Multicultural Foundation and the Museum of Dufferin.

### **ADJOURNMENT**

The meeting adjourned at 11:29 a.m.

**NEXT MEETING:** Thursday, August 25, 2022 at 11:00 a.m.  
Video Conference

Respectfully submitted,

.....  
Councillor John Creelman, Chair  
General Government Services Committee



## **HEALTH & HUMAN SERVICES COMMITTEE MINUTES**

**Thursday, June 23, 2022 at 1:00 p.m.**

The Committee met at 1:00 p.m. by video conference.

**Members Present:**

Councillor Philip Rentsch (Chair)  
Warden Wade Mills  
Councillor Sandy Brown  
Councillor Guy Gardhouse  
Councillor Chris Gerrits  
Councillor Andy Macintosh  
Councillor Fred Nix  
Councillor Steve Soloman

**Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Brenda Wagner, Administrator, Dufferin Oaks  
Anna McGregor, Director of Community Services  
Tom Reid, Chief Paramedic  
Rebecca Whelan, Deputy Clerk

Chair Rentsch called the meeting to order at 1:00 p.m.

### **LAND ACKNOWLEDGEMENT STATEMENT**

Chair Rentsch shared the Land Acknowledgement Statement.

### **ROLL CALL**

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

### **DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

## **PUBLIC QUESTION PERIOD**

There were no questions submitted.

## **REPORTS**

1. HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #1  
Dufferin County Paramedic Service Annual Report

A report from the Chief Paramedic, dated June 23, 2022, to provide members of the Health and Human Services Committee an update for Dufferin County Paramedic Service.

**Moved by Councillor Brown, seconded by Councillor Gerrits**

**THAT the report of the Chief Paramedic, dated June 23, 2022, with regards to the Dufferin County Paramedic Services, be received.**

**-Carried-**

Chair Rentsch left the meeting at 1:22 p.m. Warden Mills assumed the role of Chair.

2. HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #2  
Dufferin County Community Support Services 2021 – 2022 Annual Report

A report from the Administrator of Dufferin Oaks, dated June 23, 2022, to present the 2021 – 2022 Annual Report for Dufferin County Community Support Services.

**Moved by Councillor Brown, seconded by Councillor Nix**

**THAT the report of the Administrator, dated June 23, 2022, with regards to the Dufferin County Community Support Services Annual Report, be received.**

**-Carried-**

3. HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #3  
Housing Services – Regulation Changes

A report from the Director of Community Services, dated June 23, 2022, to provide Council with information on regulation changes impacting the Housing Services Division.

**Moved by Councillor Macintosh, seconded by Councillor Nix**

**THAT the report of the Director, Community Services, Housing Services – Regulation Changes, dated June 23, 2022, be received.**

**-Carried-**

Chair Rentsch joined the meeting at 1:29 p.m.

4. HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #4  
Quarterly Community Services Activity Report – First Quarter 2022

A report from the Director of Community Services, dated June 23, 2022, to provide Council with the quarterly infographics that summarize work being undertaken by the Community Services Housing Services, Ontario Works and Early Years and Child Care (EYCC) Divisions.

**Moved by Councillor Soloman, seconded by Councillor Gardhouse**

**THAT the report of the Director, Community Services, titled Quarterly Community Services Activity Report – First Quarter, 2022, dated June 23, 2022, be received.**

**-Carried-**

5. HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #5  
Community Safety and Well-Being Plan 2021 Annual Report

A report from the Director of Community Services, dated June 23, 2022, to share the Community Safety and Well-Being Plan 2021 Annual Report.

**Moved by Councillor Brown, seconded by Councillor Macintosh**

**THAT the report of the Director, Community Services, dated June 23, 2022, titled Community Safety and Well-Being Plan 2021 Annual Report, be received;**

**AND THAT staff be directed to forward the annual report to each lower tier municipalities for their review;**

**AND THAT Council approve up to \$15,000 to be set aside from the Rate Stabilization Reserve, in 2022, to assist with ongoing engagement and administration costs for the plan.**

**-Carried-**

6. HEALTH & HUMAN SERVICES – June 23, 2022 – ITEM #6  
Strategic Action Plan Progress Update June 2022– HHS Objectives

A report from the Chief Administrative Officer, dated June 23, 2022, to provide committee members with a progress update of the strategic objectives that fall under the oversight of the Health and Human Services Committee and to provide additional detail on the actions planned to achieve those objectives.

**Moved by Councillor Nix , seconded by Councillor Gardhouse**

**THAT the report of the Chief Administrative Officer regarding the Strategic Action Plan – HHS Objectives, dated June 23, 2022, be received.**

**-Carried-**

**ADJOURNMENT**

The meeting adjourned at 1:43 p.m.

**NEXT MEETING:** Thursday, August 25, 2022 at 1:00 p.m.  
Video Conference

Respectfully submitted,

.....  
Councillor Philip Rentsch, Chair  
Health and Human Services Committee





## **COMMUNITY DEVELOPMENT AND TOURISM COMMITTEE MINUTES**

### **Thursday, June 23, 2022 at 3:00 p.m.**

The Committee met at 3:00 p.m. by video conference.

**Members Present:** Councillor Janet Horner (Chair)  
Warden Wade Mills  
Councillor John Creelman (arrived at 3:22 p.m.)  
Councillor Bob Currie  
Councilor Guy Gardhouse  
Councillor Chris Gerrits  
Councillor Earl Hawkins  
Councillor Darren White

**Other Councillors Present:** Councillor Steve Soloman

**Staff Present:** Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Rebecca Whelan, Deputy Clerk  
Cody Joudry, Director of Development and Tourism

Chair Horner called the meeting to order at 3:00 p.m.

#### **LAND ACKNOWLEDGEMENT STATEMENT**

Chair Horner shared the Land Acknowledgement Statement.

#### **ROLL CALL**

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

#### **DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

## **PUBLIC QUESTION PERIOD**

There were no questions from the Public.

## **CORRESPONDENCE**

1. COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #1  
Town of Orangeville

Resolution from the Town of Orangeville, dated May 30, 2022, regarding dissolution of the Ontario Land Tribunal.

**Moved by Councillor Currie , seconded by Councillor White**

**THAT the resolution from the Town of Orangeville, dated May 30, 2022, regarding the dissolution of the Ontario Land Tribunal, be received.**

**-Carried-**

## **REPORTS**

Councillor Creelman joined the meeting at 3:22 p.m.

2. COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #2  
Municipal Comprehensive Review - Land Needs Analysis Update

A presentation from Matt Alexander, Project Manager, WSP, dated June 23, 2022, regarding an update on the Land Needs Analysis as part of the Municipal Comprehensive Review.

**Moved by Warden Mills, seconded by Councillor Gardhouse**

**THAT the presentation from Matt Alexander, Project Manager at WSP, dated June 23, 2022, regarding the Final Land Needs Analysis, be received;**

**AND THAT staff be directed to prepare the necessary amendment to the Dufferin County Official Plan, which is required only to adopt the Final Land Needs Analysis, for Council's consideration at a Special Council meeting on August 18, 2022.**

**-Carried-**

3. COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #3  
Meat Processing Project Business Plan

A presentation and report from the Director of Development and Tourism, dated June 23, 2022, to present the committee with the Meat Processing Facility Business Plan and to outline next steps.

Chair Horner left the meeting at 4:10 p.m. Warden Mills acted as Chair.

**Moved by Councillor Hawkins , seconded by Councillor Currie**

**THAT the report of the Director of Development and Tourism, titled Meat Processing Project – Business Plan, dated June 23, 2022, be received.**

**-Carried-**

Chair Horner joined the meeting at 4:12 p.m.

The Committee agreed to amend the agenda order.

4. COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #4  
Shared Land Use Planning Services Memorandum of Understanding

A report from the Director of Development and Tourism, dated June 23, 2022, to present a draft Memorandum of Understanding (MOU) for Shared Land Use Planning Services between: (1) Dufferin County and East Garafraxa; and separately between (2) Dufferin County and Melancthon.

**Moved by Councillor Gardhouse, seconded by Councillor White**

**THAT the report from the Director of Development and Tourism, dated June 23, 2022, regarding Shared Land Use Planning Services MOU, be received;**

**AND THAT the Warden and the Clerk be authorized to execute the Memorandum of Understanding with East Garafraxa and the Memorandum of Understanding with Melancthon for shared Land Use Planning Services.**

**-Carried-**

## **PRESENTATION**

### 5. COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #5 MoD Strategic Plan Focus Group

PROCESS, the consultants tasked with creating a strategic plan for the Museum of Dufferin (MoD), facilitated a discussion regarding:

- what is your vision for the MoD
- what the priorities are for the MoD
- what the MoD should start, stop or continue
- how to measure/define the success of the MoD

Councillor Currie left the meeting at 4:27 p.m.

Councillor Creelman left the meeting at 4:52 p.m. and rejoined at 4:56 p.m.

## **REPORTS**

### 6. COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #6 Planning & NG 9-1-1- Issues

A report from the Director of Development and Tourism, dated June 23, 2022, to make Councillors aware of addressing issues occurring during the Municipal planning process and suggested steps to address these issues.

**Moved by Councillor Gerrits, seconded by Councillor Hawkins**

**THAT the report of the Director of Development and Tourism, titled Planning and NG9-1-1 Issues, dated June 23, 2022, be received.**

**-Carried-**

Warden Mills left the meeting at 5:11 p.m.

### 7. COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #7 Collecting the Communities Project – Update

A report from the Director of Development and Tourism, dated June 23, 2022, to present the committee with an update regarding the Collecting the Communities project.

**Moved by Councillor Gardhouse, seconded by Councillor White**

**THAT the report of the Director of Development and Tourism, titled Collecting the Communities Project - Update, dated June 23, 2022, be received.**

**-Carried-**

8. COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #8  
Strategic Action Plan Progress Update June 2022 – CDT Objectives

A report from the Chief Administrative Officer, dated June 23, 2022, to provide committee members with a progress update of the strategic objectives that fall within the oversight of the CDT Committee and to provide additional detail on the actions planned to achieve those objectives.

**Moved by Councillor Gerrits, seconded by Councillor Gardhouse**

**THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – CDT Objectives, dated June 23, 2022, be received.**

**-Carried-**

9. COMMUNITY DEVELOPMENT & TOURISM – June 23, 2022 – ITEM #9  
Public Information Centre (PIC) Event In Regards to the Municipal Comprehensive Review (MCR) Update & Timelines

A report from the Director of Development and Tourism, dated June 23, 2022, to provide the Committee an overview of the upcoming July event the related public engagement deliverables.

**Moved by Councillor Gerrits, seconded by Councillor Gardhouse**

**THAT the report of the Director of Development and Tourism, titled County MCR Update, June 23, 2022, be received.**

**-Carried-**

## **ADJOURNMENT**

The meeting adjourned at 5:23 p.m.

**NEXT MEETING:** Thursday, August 25, 2022 at 3:00 p.m.  
Video Conference

Respectfully submitted,

.....  
Councillor Janet Horner, Chair  
Community Development and Tourism Committee

## REPORT TO COUNCIL

**To:** Warden Mills and Members of County Council

**From:** Aimee Raves, Manager of Corporate Finance, Treasurer

**Meeting Date:** July 14, 2022

**Subject:** **2022 Development Charge Background Study**

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

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

**Sustainable Environment and Infrastructure (SEI)**- protect assets both in the natural and built environment

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### **Purpose**

The purpose of this report is to seek approval of the 2022 Development Charge Background Study.

### **Background & Discussion**

Earlier in 2022, Watson & Associates Economists Ltd., were engaged to assist staff in updating the previous Development Charge (DC) Background Study. The study is a requirement of the Development Charges Act 1997 (s. 10). The current study and bylaw are expiring August 23, 2022, a new background study and bylaw are required in order to continue collecting DCs.

All statutory requirements were met by releasing the draft background study on May 13 and holding a public meeting on June 9. No further comment or changes were required to the draft documents presented in June.

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

The completion of the background study and associated bylaw are required in order to allow the continued collection of DCs to fund future growth.

### **Recommendation**

**THAT the report on 2022 Development Charge Background Study, from the Manager of Corporate Finance, Treasurer, dated July 14, 2022, be received;**

**AND THAT the 2022 Development Charge Background Study, from Watson & Associates Economists Ltd., be adopted.**

Respectfully submitted by:

Aimee Raves, CPA CMA  
Manager of Corporate Finance, Treasurer

Attachment: 2022 Development Charge Background Study



## REPORT TO COUNCIL

**To:** Warden Mills and Members of County Council

**From:** Aimee Raves, Manager of Corporate Finance, Treasurer

**Meeting Date:** July 14, 2022

**Subject:** **Current Economic Climate**

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

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

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### **Purpose**

The purpose of this report is to provide Council with an update related to the current economic climate and its ongoing impacts on Dufferin County.

### **Background & Discussion**

The last few years have been like no other as we dealt with the impacts of COVID 19. Dufferin has fared relatively well due to additional funding from other levels of government and savings resulting from remote work and staff vacancies in 2020 and 2021. The related surpluses have been transferred to reserves which will be of assistance moving forward as the current economic climate will likely have a negative impact on current and future years.

#### *Inflation*

Prior to COVID, inflation had remained relatively steady around 2% for decades. Overall inflation was 3.4% for 2021 and appeared to be levelling off in the last quarter of 2021 around 4.7%. Early in 2022, inflation began to increase significantly, with May inflation sitting at 7.7%. A number of factors are contributing to this including increased post-pandemic consumer demand, continued supply chain disruptions, the war in Ukraine, continued lockdowns in China and monetary policy.

As a means to curtail inflation the Central Bank has been increasing interest rates. In most instances, curtailing inflation does not mean the prices of goods and services will come down. In simple terms, something purchased for \$100 in May of 2021 will now cost \$107.70. Only when we experience deflation would we see that price come down, in the last 25 years deflation has only been experienced a handful of times (during the 2008-2009 recession and at the onset of COVID). It should be noted that some experts believe some prices may go down once supply chain issues are resolved. Nevertheless, many prices will remain higher than what they were pre-pandemic. This means additional funds will be required to purchase the same product today than what it cost the previous year, it means we will see increasing budgets in coming years.

A recent study by the Bank of Canada indicates many expect inflation to remain well above the 2% target for three years or more. The same study outlined a number of circumstances required to bring inflation back down to the target level. These included higher interest rates, improved supply chains, lower oil prices and ceased conflict in Ukraine.

The 2022 budget was presented primarily on a status quo basis taking into consideration the inflationary trends being seen at that time. Staff did not anticipate inflation rising to its current level of nearly 8%, which is why there have been a multitude of reports this year looking for additional funds for capital projects. Although our capital reserves were relatively healthy at the beginning of the year, we are seeing the level decline quicker than anticipated which will impact future capital budgets as well as our overall asset management plan and associated infrastructure gap. In order to minimize the impact on infrastructure and future tax levy contributions, staff will be conducting a thorough review of current capital requirements for the next budget.

Capital is not the only area being impacted by the current economic climate. Operating contracts are seeing higher than anticipated increases, especially those tied to CPI such as the waste collection contract. Other areas seeing increases include salt, line painting and of course fuel. Fuel not only impacts our contractors and the delivery of goods, it also impacts our current operations. Public Works operations is seeing the largest impact where year to date (YTD) actual is already more than 75% of its budget, other divisions also higher than prior years include paramedics, building and facilities.

Raw food is a significant expenditure at Dufferin Oaks, costs are approximately 10% more than YTD last year. Currently sitting at 50% spent this is cause for concern as the billing on these costs are often 2-4 weeks behind and costs are typically higher in the fall. However, provincial funding for raw food has increased from \$9.54 per resident per day to \$11.00. This will help offset the increase in costs.

## *Supply Chain Disruptions*

Compounding the CPI impacts, is the difficulty sourcing products and increasing delivery times. Staff have had ongoing issues with sourcing from regular everyday items such as paper to specialized tradespeople used throughout our facilities. Steve Murphy, the Manager – 911, Preparedness and Corporate Projects, recently put together a comprehensive list related to current shortages and supply chain issues including causes, analysis and municipal impacts. This document has been attached for reference.

These supply chain issues are resulting in delayed delivery. The touchless upgrade project at the Edelbrock Centre was originally anticipated to be completed by December 2021, the final products arrived nearly six months past this date. Vehicle delivery has also been significantly impacted. Ambulances are a minimum of 18 months, snow plows and other large equipment are seeing similar delays. IT equipment is also experiencing delays in delivery as well as an increase in prices. Facilities are having difficulties sourcing items like windows, doors and hardware.

Higher prices and delays in delivery may result in projects being deferred to future years. This is problematic when the equipment is near failure or the project is planned in conjunction with others. Lower inflation in future years does not necessarily mean costs will be lower. To date a number of projects are being considered for deferral to future years including some HVAC work, asphalt repairs as well a large culvert rehabilitation project.

## *Labour Market*

Regular maintenance is an important component of our asset management plan in order to preserve the expected useful life of our assets. This includes preventative maintenance as well as fixing equipment when issues arise. The lack of skilled tradespeople has also had an impact on operations this year. A number of housing units have remained vacant while staff await tradespeople for drywall repair, painting or flooring. This will continue to be an ongoing issue as the number of tradespeople retiring is greater than those entering the same profession.

Tradespeople are not the only vocation experiencing this disparity between available positions and available workers. The unemployment rate in Canada continues to decline, hitting a record low of 5.1% in May. Since 2015 the average number of job vacancies has been around 550,000 vacancies per month, last summer that number started increasing hitting a record 915,545 in March 2022. At that time Statistics Canada performed a survey which determined the ratio of unemployed people to job vacancies to be 1.2, in other words there are only 1.2 people available for every available job. The largest contributing factor is the retirement of the baby boomers.

These statistics reinforce the issues experienced within Dufferin. Since the beginning of the year, 10 positions have had to be reposted at least once in order to find suitable candidates and 10 individuals left prior to reaching the end of their probation period. Traditionally positions are posted for a minimum of 10 business days, at least eight postings have been issued without a closing date to allow resumes to continually flow until candidates are found. A total of 54 positions have been posted since the beginning of the year, some of which still remain vacant. This of course creates significant issues with capacity and the ability to fulfill the requirements of the County. Existing staff end up working overtime and using less vacation time which in turn can lead to employee burnout not to mention the financial liability the banked time creates.

Once an employee is hired it often takes a considerable amount of time and energy to get the new employee up to speed. Recruiting and on-boarding new employees can cost from 20% to 150% of their annual salary depending on the level and specialization of the position; thereby making retention equally, if not more, important than recruitment. Efforts linked to employee retention are ongoing. Upcoming surveys through the People and Equity department are meant to better understand the demographic make up and gauge whether we are meeting the needs of our staff. This will be followed by updating related policies and procedures. A comprehensive review of benefits including vacation is currently underway. As well, the hybrid working model and trying to create a new workspace that is welcoming and inclusive for staff will assist in these ongoing retention efforts.

The low unemployment rate provides the opportunity for potential candidates to be choosier in their selection. Lack of affordable housing in the Dufferin area compounds the problem as relocating to Dufferin County can be unattainable for some individuals. This is where the hybrid working model will continue to prove beneficial in recruitment and retention efforts.

RBC recently released a study indicating Canada may see a moderate recession in 2023 but with shorter slow down period than typically seen. Unemployment is expected to remain low rising only slightly from the all time low in May. In addition, the Business Outlook Survey published on July 4 by the Bank of Canada found that many Canadian businesses believe that consumer demand will remain sufficiently high to warrant increasing investment and adding staff.

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

For 2022, staff will continue to closely monitor all divisions and currently anticipate being close to budget by the end of the year. Mostly as a result of continued job vacancies, some enhanced funding and deferral of work. During the budget process it was highlighted that any overages resulting from inflation would be covered by

reserves. Those areas of specific concern at this time include Public Works operations and Waste Services, both of which have dedicated reserves that can be drawn upon if required. Waste Services overages may also be offset by higher than anticipated recycling rebate revenues, which as of the end of April were already over 76% of budget (these revenues are often received one to two months after the fact). Similar to 2021, a report will be presented early in 2023 for any required withdrawals. Staff will also continue to provide regular quarterly updates.

Future budgets will likely be challenging. Continued impacts of inflation and fuel costs will likely result in significant increases to the 2023 budget. As we continue to combat recruitment and retention issues, not only attractive compensation packages will be required but other non-monetary factors such as hybrid work and a strong corporate culture will be necessary and require investment. Future capital projects as well as any deferred projects will cost even more in future years. Limited funding sources for capital will also impact future tax levy requirements. Although, there may be some additional funding for infrastructure projects. Other areas that will potentially see irregular increases in 2023 include utilities, insurance, raw food, as well as IT hardware and software costs.

This analysis does not take into consideration any impending program changes. The true impact of anticipated changes to both Ontario Works and Child Care and Early Years are still unclear. In addition, ongoing work related to planning, tourism, economic development, climate, housing and transit will impact the level of service and the budget. No matter the level of government the current economic climate will make 2023 a difficult budget year.

## **Recommendation**

**THAT the report on Current Economic Climate, from the Manager of Corporate Finance, Treasurer, dated July 14, 2022, be received.**

Respectfully submitted by:

Aimee Raves, CPA CMA  
Manager of Corporate Finance, Treasurer

Attachment: Shortages and Supply Chain Issues

## Shortage and Supply Chain Issues

Item	Causal Factors	Analysis	Municipal Impacts
Aluminum	Raw materials Labour Petroleum Logistics (shipping/transport)	<p>Tight supply of aluminum has created problems for the construction industry and for beverage makers who have had trouble getting their hands on enough aluminum cans.</p> <p>China curtailed production of aluminum and other energy-intensive metals last year as part of its plan to reduce carbon emissions.</p> <p>Surging natural gas prices in Europe have also pushed some producers to curtail production, exacerbating the global supply situation.</p> <p>Because of the lack of supply, prepare for canned goods to be short-stocked—food, pet food, and alcohol.</p>	<p>Auto parts</p> <p>Tools</p> <p>Vehicles</p> <p>Aircraft</p> <p>Construction</p> <p>Building materials</p> <p>Electrical components</p>
Building materials	Raw materials Labour Petroleum Logistics (shipping/transport)	High materials cost and a lack of supply are lengthening lead times of construction projects and pushing contractors to use alternate (sub-standard) materials.	<p>Housing shortage</p> <p>Increased project cost</p>
Chlorine	Production Raw materials Labour Petroleum Logistics (shipping/transport)	Demand for chlorine skyrocketed during the pandemic as more homeowners installed swimming pools. Labor shortages and transportation struggles as a result of the pandemic impeded production even further, resulting in a true chlorine shortage. However, chlorine production took the biggest hit when a major chlorine plant caught fire in 2020 40% of the north American chlorine tablet supply was destroyed in the process. Chlorine production was burned again in January 2022, when yet another fire damaged a plant in New Jersey.	<p>Water treatment</p> <p>Pools</p>
Commodities	International conflict/crisis Production Raw materials Labour Petroleum Logistics (shipping/transport)	The already-tight supply of the world's staple commodities (wheat, corn, soybean, oats) took another hit with the Russian invasion of Ukraine. These two countries combined produce 29% of the wheat, 19% of the corn, and 80% of the sunflower oil for global markets.	<p>Price increases</p> <p>Menu adjustments in LTC, hospitals, etc.</p>

Item	Causal Factors	Analysis	Municipal Impacts
		<p>India, another global supplier, has implemented protectionist export controls on commodities.</p> <p>Acute food insecurity globally is further straining available commodities and requiring G7 nations and the UN to enhance supports in Afghanistan, Burkina Faso, DR Congo, Ethiopia, Haiti, Kenya, Nigeria, Somalia, South Sudan, Sudan, Syria and Yemen.</p>	
Fertilizer/pesticides	International conflict/crisis Petroleum Logistics (shipping/transport)	<p>One of the by-products of oil refining is petroleum coke, also known as 'coke' or 'petcoke.' With over 80 percent carbon, petroleum coke is essential to manufacturing fertilizer, where it undergoes a gasification process to create ammonia and urea ammonium nitrate. This is then used to create nitrogen fertilizers.</p> <p>Soaring natural gas prices in Europe and curbs on exports from Russia and China is expected to keep fertilizer demand high beyond 2023.</p>	Price increases Use of unsafe or banned products.
Furniture/appliances	Raw materials Labour Petroleum Logistics (shipping/transport)	<p>Furniture manufacturers are quite prevalent in Canada but they are reliant on fabrics and foam product imports. Many textile mills were forced to close during the pandemic and there may be long term impacts as these nations continue to combat the disease.</p> <p>Appliances rely on microchips which are increasingly hard to source. The demand for commercial and residential appliances in first world countries remains high and the industry will not rebound in the next 12 months.</p>	Community housing Long-term care Office furnishings Clothing/uniforms
Groceries	Raw materials Labour Petroleum Logistics (shipping/transport) International conflict/crisis	<p>Poor harvests due to limited or non-existent climate change adaptation strategies are widely reported and are driving up prices globally.</p> <p><b>Produce</b> - The Canadian Federation of Independent Grocers; Canadian Horticultural Council; Ontario Fruit &amp; Growers Vegetable Association; Ontario Greenhouse Vegetable Growers and regional produce marketing associations in both Ontario and Quebec warns that "substantial increases" in costs and delays along the supply chain threaten both food security and the long-term economic viability of the North American produce sector.</p>	Price increases Menu adjustments in LTC, hospitals, etc. Cost of Living for staff

Item	Causal Factors	Analysis	Municipal Impacts
		<p><b>Milk</b> - Raw materials, labour and logistics (shipping and transportation) have contributed to a reduction in herd sizes in many areas.</p> <p><b>Baby formula</b> – Reeling from pandemic related supply-chain issues the industry was struck hard when Abbott Laboratories was forced to issue a recall after four babies developed bacterial infections. This reduced the retail supply by 43%. The US has traditionally sole-sourced the production of baby formula for the Women in Crisis program to Abbott Industries. This program provides the baby formula to half of the infants in the US. The impact in Canada has been less severe due to more lenient importation rules for formula and a significantly higher number of mothers who breastfeed their children.</p> <p><b>Palm Oil</b> - Indonesia, which accounts for 55% of the global palm oil supply is restricting exports, "until further notice," in a bid to meet local needs.</p> <p>Honey - Canadian beekeepers reported major colony losses which may present a threat to the supply of honey — and other pollinator-dependent crops. The war in Ukraine is impacting supply of Carpathian queen bees to apiaries world-wide.</p> <p><b>Sugar</b> – Brazil and other nations have begun diverting sugar cane to the production of ethanol rather than refined sugar.</p> <p><b>Cream Cheese</b> - After COVID-related labor shortages and the cyberattack on Schreiber Foods hampered cream cheese production back in December, some areas have seen continuing short supply.</p> <p><b>Pasta</b> - Production for pasta has already been suffering from a lack of raw materials, especially <u>durum wheat</u>. Now, the conflict between Ukraine and Russia could put further pressure on wheat-based products.</p>	
Headstones/Memorials	Raw materials Labour Logistics (shipping/transport)	Shortages of granite, saws, stencils, and workers have collided with increased demand for headstones, leading to extended waits for memorials. Supply-chain	Parks & Rec Cemeteries



Item	Causal Factors	Analysis	Municipal Impacts
		disruptions have made it harder to get granite that is produced overseas, and domestic quarries have been overwhelmed.	
Lithium	Raw materials Labour Logistics (shipping/transport)	Demand for lithium has outpaced the available natural resource extraction capacity and is having an impact on production of batteries for everything from LED tea lights to Tesla's.	
Medical Equipment	Raw materials Labour Logistics (shipping/transport)	The medical sector continues to recover from the COVID-19 pandemic and many necessary products continue to be in short supply. Ventilators, blood specimen collection tubes and syringes, thermometers, manual pulmonary resuscitators, oxygen delivery devices, CPAP/BiPAP machines, examination gloves, oxygen concentrators, suction pumps, ET tubes, chest drainage systems, laryngoscopes and defibrillators are all listed as in short supply by Health Canada.	LTC, hospitals, labs, etc.
Medications	Raw materials Labour Petroleum Logistics (shipping/transport) International conflict/crisis	A drug shortage is when a drug manufacturer isn't able to supply enough of a drug to meet all of its Canadian orders on time. The words drug, medication and medicine are often used interchangeably. For patients in Canada, this may mean they don't have access to the drug because it's on back-order or 'stock-out' (that is, is depleted entirely). A shortage may also cause a delay in a drug's availability as it flows through the supply chain. A full list of current shortages is here <a href="https://www.canada.ca/en/health-canada/services/drugs-health-products/drug-products/drug-shortages.html">https://www.canada.ca/en/health-canada/services/drugs-health-products/drug-products/drug-shortages.html</a>	LTC, hospitals, public health, etc.
Neon Gas	Labour Petroleum Logistics (shipping/transport) International conflict/crisis	Primarily a Ukrainian export product neon gas is used to make semiconductors and is a contributing factor in that shortage.	
Petroleum	Labour Petroleum Logistics (shipping/transport) International conflict/crisis	As COVID-19 restrictions lifted the demand for petroleum products increased dramatically and the refineries had to catch up. The invasion of Ukraine and corresponding sanctions around the globe have created an unprecedented demand for crude. Prices have increased and are expected to continue doing so.	

Item	Causal Factors	Analysis	Municipal Impacts
		Locally, the ability of Enbridge's Line 5 pipeline to meet Ontario's demands is questionable as the line is operating at a reduced capacity in response to concerns and legal challenges.	
Plastic	Labour Petroleum Logistics (shipping/transport)	<p>Plastic resins, the raw material used to make everything from packaging to paint, continue to be in short supply.</p> <p>Supply chain and logistics remain key problems that continue to hinder incremental US resin exports. A number of exporters still have resin in Houston warehouses. Port congestion, limited ship space, and high demand for shipping containers is forecast for much of 2022, along with elevated ocean shipping costs and high freight rates. Added resin production capacity has further strained railcar availability which has already been tightened by rail delay as well as the shortage of warehouses and labor personnel to package and return cars to producers. These types of logistics issues continue to send processors and resellers to the spot market for ready-to-ship truckloads to bridge supply gaps. The combination of delivery and supply-chain challenges has already prompted resin producers and trucking companies to increase logistics costs throughout the first quarter.</p> <p>Spot resin is relatively tight and some materials, including most prime linear-low-density (LLD) PE grades for film, are still outright difficult to source.</p>	
Pulp and paper	Labour Petroleum Logistics (shipping/transport)	The pandemic placed an extraordinary demand on paper products across the board. The much reported 'toilet paper' hoarding and demand for disposable medical masks meant that producers of pulp had to increase production. Further complicating the issue is the societal switch to paper-based alternatives for shopping bags, drinking straws and food packaging.	
Semiconductors	Raw materials Labour Logistics (shipping/transport) International conflict/crisis	Sky-high demand for computer chips is expected to keep supply tight through the rest of the year.	

Item	Causal Factors	Analysis	Municipal Impacts
		<p>Chips are used in everything from automobiles to household appliances, and widespread shifts among businesses to 5G are placing additional strain on producers.</p> <p>Many modern weapons systems are also highly reliant on microchips and manufacturers in this sector are ramping up production to meet the global need.</p> <p>The COVID-19 Lockdown in Shanghai exacerbated an already bad situation and will take many months to get back on track.</p>	
Shipping containers	Raw materials Labour Logistics (shipping/transport) International conflict/crisis	Prior to the pandemic the average cost to manufacture a shipping container was about \$1200. As containers became backlogged in ports and governments found alternate uses for them the average cost has gone up to \$11,000 per 40' container. It is estimated that there is a 40% shortage of these items impacting global shipments.	
Vehicles	Raw materials Labour Logistics (shipping/transport) International conflict/crisis	The shortage of plastics, lithium, aluminum, petroleum, semiconductors, fabrics, nylon, etc. has derailed the automotive sectors ability to meet demand.	

## **REPORT TO COUNCIL**

**To:** Wade Mills and Members of County Council

**From:** Aimee Raves, Manager of Corporate Finance, Treasurer  
Chris (C.J.) Hasson, Procurement Manager

**Meeting Date:** July 14, 2022

**Subject:** **Second Quarter 2022 Report on Request for Tenders and Request for Proposals**

**In Support of Strategic Plan Objective:**

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

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### **Purpose**

The purpose of this report is to provide the quarterly update on all Request for Tenders and Request for Proposals in accordance with By-law 2017-33 Procurement of Goods and Services 2017, Section (4.2.7).

### **Background and Discussion**

This report covers the period from April 1, 2022 through June 30, 2022.

### **Details**

The table below provides the details of the Requests for Tender and the Requests for Proposal (where amounts were greater than \$50,000 as per By-Law 2017-33) for the reporting period outlined.

All procurement of goods and services, by every department in the County, is governed by guidelines of the Procurement Policy By-Law 2017-33. There are multiple approval stages, creating a system of checks and balances, to purchases, as outlined in the Policy. Department Heads, or their Authorized Delegate(s) initiate purchases for values up to \$10,000.

As outlined in the Policy, further steps are taken in the case of purchases of greater than \$10,000 to obtain competitive quotes. For purchases greater than \$50,000 there are additional steps for formal Tenders and/or Requests for Proposals, including detailed evaluation of bids received. Further, these purchases are reported to Council on a quarterly basis, in reports such as this one. Still further steps are required, as outlined in the Policy, for situations where vendor price bids are above the approved annual budget.

<b>Tender/RFP Number</b>	<b>Description</b>	<b>Status</b>	<b>Vendor</b>	<b>Budget Value</b>	<b>Contract Value (No Tax)</b>
RFP2022 DO-22-02	Social Work Services for Dufferin Oaks	Awarded	Age-Wise Solutions Inc.	\$70,000	\$71,700
RFP2022 FA-22-03	Engineering Services for Design, Tender Documents and Contract Administration for the Surface Rehabilitation and Asphalt Resurfacing of Various County Owned Parking Lots	Awarded	Triton Engineering Services Ltd.	\$90,000	\$84,900
RFP2022 PW-22-06	Engineering Services for OSIM Inspections	Under Review		\$50,000	
T2022 DO-22-03	Supply, Delivery and Installation of one (1) Chiller at Dufferin Oaks Long Term Care Centre	Awarded	FXD Performance Contracting Inc.	\$70,000	\$137,812 <sup>1</sup>
T2022 FA-22-02	Dufferin County Balcony Repair and Restoration Work	Awarded	Brook Restoration Ltd.	\$485,000	\$797,000 <sup>2</sup>
T2022 PW-22-04	Resurfacing Dufferin County Road 3 and County Road 18	Awarded	Cox Construction Ltd.	\$5,330,000	\$6,266,450 <sup>3</sup>

<b>Tender/RFP Number</b>	<b>Description</b>	<b>Status</b>	<b>Vendor</b>	<b>Budget Value</b>	<b>Contract Value (No Tax)</b>
T2022 PW-22-05	Supply and Delivery of one (1) Tandem Axel Truck with Roll Off Snowplow Equipment	Awarded	B & I Complete Truck Centre	\$400,000	\$409,666
T2022 PW-22-07	Supply and Load Various Granular Materials	Under Review		\$375,000	
T2022 PW-22-10	Crack Sealing Services for Various County Roads	Under Review		\$179,000	
T2022 PW-22-11	Rehabilitation of Potts Culvert (004-0077)	In Process		\$632,689	

**Notes:**

1. Overages approved at June Council and to be funded from Dufferin Oaks Capital Fund.
2. Overages approved at June Council and to be funded from Housing Capital Reserve Fund.
3. Overages approved at May Council and to be funded from additional Development Charges and Gas Tax.

**Recommendation**

**THAT the Report on Request for Tenders and Request for Proposals, from the Manager of Corporate Finance, Treasurer, and the Procurement Manager, dated July 14, 2022, be received.**

Respectfully Submitted by:

Aimee Raves, CPA, CMA  
Manager of Corporate Finance, Treasurer

Chris (C.J.) Hasson, CSCMP, CPSM  
Procurement Manager

## **REPORT TO COUNCIL**

**To:** Warden Mills and Members of Council

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

**Meeting Date:** July 14, 2022

**Subject:** **Service Optimization and Work Force Strategy Update – Space Needs Assessment**

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

**Service Efficiency and Value (SV)** – determine the right services for the right price

**Inclusive and supportive community (ISC)** – support efforts to address current and future needs for a livable community

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### **Purpose**

The purpose of this report is update Council with respect to Strategic Action Plan priority SV 7 - Identify Future Space and Property Needs and the “Assessing Space Requirements” component of the Service Optimization and Workforce Strategy.

### **Background & Discussion**

Strategic Action Plan priority SV 7 – Identify Future Space and Property Needs, includes completing an assessment of the current space available against future requirements. This strategic priority is further refined in Service Optimization and Work Force Strategy. Over the past two years, it has become clear that a hybrid work model that includes various options for residents and clients to access services is key to future success and the County of Dufferin has the opportunity to be a leader in municipal service delivery by creating a space that puts people first. To help move this initiative forward the Reimagining Our Workspace project was launched earlier this year to address the space assessment component of the strategies.

The first step in the process was to complete a procurement process to hire a consultant (as identified in the Strategic Action Plan and the Service Optimization and Work Force

Strategy), to review the current state. In order to streamline the project, and to ensure the review stayed within budget, the current state assessment focused on the Administration space at 55 Zina Street, the Edelbrock Centre, the Museum of Dufferin and the Primrose Operations Centre. The Mel Lloyd Centre and Dufferin Oaks were not included, as it is anticipated they will be the subject of a future study more specifically linked to long term care and community housing needs.

DPAI, an architectural firm out of Hamilton, was the successful proponent and has been working with County staff for several months to understand current use of space and future requirements. Several consultation sessions have been held with managers and front-line staff to gain a complete appreciation of the operations. The assessment of the current state illustrates that the current inventory of space is not being utilized at capacity, in the most efficient manner, or in a way that focuses on making people feel welcome.

Following the initial assessment, DPAI proceeded to assess how the space could be better utilized and more service centred moving forward. The focus of this next phase includes the Edelbrock Centre for all service delivery and “office” staff requirements and the second floor of 55 Zina Street for a County Council chambers (following previous direction from Council to assess options for a Council hybrid meeting space.) The assessment concludes that the building at 53 Zina and the 3rd floor of the 73 Addition of the Court House are surplus at this time. In addition, there is no requirement for additional space at the Edelbrock Centre beyond the current footprint being utilized – tenant space remains available to generate rent revenue.

DPAI has completed the initial design and is currently working on the costing component of the project. The proposed “reimagined space” at the Edelbrock Centre is more resident and client focused with space for informal conversations, kiosks to assist with completion of on-line forms, and private meeting spaces. The public area (currently the entrance and resource centre) is more welcoming and inclusive with seating for the café, which is currently being operated by BSocial Enterprises, gender neutral washrooms, a multi-purpose meeting space that will be available for community use, and revamped service desk that allows multiple people to access different services at the same time. The staff area accommodates hybrid working with quiet work areas, collaboration spaces, a board room, staff kitchen and records storage.

Using the same amount of space, the reconfiguration at Edelbrock accommodates about 60 work spaces as opposed to the current set up which houses 36. These additional spaces ensure that all teams based out of the Edelbrock Centre have sufficient room to be onsite on any given day. The proposed changes will help teams



collaborate with one another and with other groups which is key to a strong corporate culture. Strong culture and other non-monetary items such as meaningful work and good relationships are important components for workforce retention and attraction.

The proposed Council Chambers includes additional overflow room/event space on the 2nd floor of 55 Zina. The consultants were also asked to incorporate the previously approved elevator project (to replace the LULA lift at the Elizabeth Street parking lot entrance) into the updated plan. There is sufficient room on the second floor to accommodate a Council chambers with gallery seating for seventy plus people, a break out room which can be used for Council closed session, and overflow space that could also be used for training and community events/meetings. The entire space would allow for flexible use for both County and community purposes.

The Court House complex is currently under-utilized. Court services are recommencing but are still at a reduced in-person level from prior to the pandemic and POA services have also not resumed to pre-pandemic levels with on-going use of on-line services expected to continue. It's unclear at this point what future useage will look like. County service areas are currently vacant, and given the potential to update the Edelbrock Centre, are not required to provide services in the future. In its current state the space is of little value to the County. To make the space useable either for a Council Chambers or other potential use (i.e. a museum satellite space or rental space) an investment is required.

### **Financial and Staffing Impact**

The consulting team is in the process of finalizing the costs for the proposed reconfiguration of both spaces. The complete design and corresponding cost breakdown should be available by the end of July and will be presented to Council at the August 18<sup>th</sup> meeting. It is likely that a substantial investment will be required. The current spaces at Zina are not adequate to accommodate County Council and the configuration of the space at the Edelbrock Centre does not provide a client focused environment nor a work area for staff that that is conducive to collaboration, in addition there are insufficient work stations for all teams to be on-site together. It is anticipated that the reconfigured spaces (which occupy a smaller footprint than prior to the pandemic) would be sufficient to accommodate any growth in services for the foreseeable future.

The identified spaces have been designed to promote sustainability, wellness accessibility, and inclusion. The Edelbrock office area focuses on staff wellness and inclusion by providing a mix of spaces for different activities and both quiet and

collaborative working and is an asset with respect to recruitment and retention. A space that is welcoming and functional helps staff feel valued and part of a team making them more likely to be productive, long term employees.

Over the course of the pandemic there has been considerable savings realized from hybrid work and consolidating services at the Edelbrock Centre. Savings in 2021 were approximately \$450,000. This amount is likely higher than what would be anticipated going forward as more regular on-site work takes place and costs such as training and education that were foregone during the pandemic are re-implemented. However, some operating savings are anticipated to continue as less space is required.

There is an opportunity to generate revenue in the redesigned space. The Council Chambers and adjoining flexible space at the Zina Street location would be available for community groups and commercial rentals. Similarly, a multi-purpose room located at the front of the Edelbrock Centre could also be rented out. Both of these spaces would be available on evenings and weekends, in addition to regular business hours, for hourly and daily rentals. The surplus areas at 53 Zina Street and the 3rd floor of the 73 Addition could be leased to other organizations or businesses on an annual or multi-year basis. Going commercial rental rates in Orangeville are currently about \$25 per square foot.

There is currently \$496,000 set aside for renovations along with \$300,00 that has been in the capital reserve for several years to update the lift at the rear of 55 Zina Street to a fully accessible elevator. Although, capital reserves are likely to come under some pressure due to inflation in the years ahead, there is a healthy balance in the rate stabilization reserve due to surpluses realized over the past couple of years. Debt financing is also an option given the low level of debt currently held by the County and the significant debt capacity available. An investment in spaces that put people first will help optimize service delivery and enhance workforce satisfaction for years to come.

## **Recommendation**

**THAT the report of the Chief Administrative Officer, dated July 14, 2022, with respect to Service Optimization and Work Force Strategy Update – Space Needs Assessment, be received.**

Respectfully Submitted by:

Sonya Pritchard, C.P.A., C.M.A.  
Chief Administrative Officer



## **REPORT TO COUNCIL**

**To:** Warden Mills and Members of Council

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

**Meeting Date:** July 14, 2022

**Subject:** **Monthly Update from Outside Boards**

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

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

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### **Purpose**

The purpose of this report is to provide Council with an update of activities from outside boards and agencies.

### **Background & Discussion**

#### **Wellington Dufferin Guelph Health Unit**

Representative(s): Councillor Guy Gardhouse and Ralph Manktelow

Meeting Date: June 1, 2022

Highlights: The Board was presented a report on Enhanced Public Health Measures to Address Food Safety Risks at Special Events. A key point from the report is to reduce food safety risk and promote public health at special events, WellingtonDufferin-Guelph Public Health (WDGPH) is undertaking enhanced measures to support special event organizers and vendors this year.

Next meeting: September 7, 2022

Attached: [Board of Health Agenda for June 1, 2022](#)

**Niagara Escarpment Commission (NEC)**

Representative(s): Councillor Janet Horner

Next Meeting: July 21, 2022

**Dufferin Board of Trade (DBOT)**

Representative(s): Councillor Sandy Brown

Highlights: DBOT is hosting DBOT Connects – Networking Event on July 19, 2022 from 4-6 pm at the Dufferin Biz Hub. The DBOT Play Local Golf Tournament is on August 25, 2022 at the Shelburne Golf Club. The tournament is an opportunity for small business leaders to connect. DBOT in conjunction with local municipalities, schools, businesses and organizations will be hosting an interactive skilled trades night “Dream Dufferin” in September. Learn more at <https://dufferinbot.ca/dreamdufferin/>.

Attached: DBOT Newsletter – July 2022

**Headwaters Communities in Action (HCIA)**

Representative: Councillor Darren White

Highlights: HCIA welcomes Sheralyn Roman as Community Engagement Coordinator. Strategic planning process has begun. CSWB Integration Table Year 1 report submitted. HFFA and Farm to School plan summer tourism experiences and fundraising events; school food learning circle refines goals and work groups form. HCIA begins strategic planning process and hires Community Engagement Coordinator. HCIA, DC MOVES and Volunteer Dufferin partner on resource sharing and June forum on Catalytic Thinking.

Attached: Headwaters Communities In Action June 2022 Report to Council

**Western Ontario Wardens’ Caucus (WOWC)**

Representative(s): Warden Wade Mills, Chief Administrative Officer Sonya Pritchard

Next Meeting date: Caucus meeting to be held in conjunction with the AMO Conference in August.

**SWIFT Board of Directors**

Representative: Councillor Chris Gerrits

Highlights: The SWIFT AGM took place on June 9, 2022 in Belgium.

**Recommendation**

**THAT the report of the Chief Administrative Officer, dated July 14, 2022 with respect to Reports from Outside Boards, be received.**

Respectfully Submitted by:

Sonya Pritchard, C.P.A., C.M.A  
Chief Administrative Officer

## Michelle Hargrave

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**From:** Diana @ the Dufferin Board of Trade <diana@dufferinbot.ca>  
**Sent:** Tuesday, July 5, 2022 8:45 AM  
**To:** information  
**Subject:** Laurel, here's the latest local business news you can use - July edition

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



Greetings fellow members of the Dufferin Board of Trade. I would hope that as summer hits its stride you find yourselves with many customers and lots of products to sell them and not the shortages that continue to plague the construction industry. I suppose if we didn't have business challenges then everyone would be in business.

The summer festival season is upon us and that is putting a spring in everyone's step. If you are like me you maybe didn't realize how much you missed those things until you were able to attend them again. Congratulations to the local organizers of the Jazz and Blues festival and the Celebrate your Awesome events for their successes. I'd also like to throw out a shameless plug to the Rotary Club and their partners for the upcoming Ribfest event July 15th to 17th.

The DBOT golf committee is busy organizing a fun even for August 25th at the Shelburne Golf course. You will find more information further along these pages but make sure to get signed up early as

space is limited. I look forward to seeing you all there in person at what promises to be a great event.

Doug Harkness,  
Chair – Dufferin Board of Trade

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## CONNECT



**2022 DBOT Play Local Golf Tournament**

Join us on August 25th, 2022 at 11:00 AM, located at the Shelburne Golf and Country Club as we connect while playing 18 holes of golf and enjoying lunch!

The Play Local Golf Tournament is your opportunity to connect with other small business leaders across Dufferin in a safe, fun, and friendly competitive day on the course. Share some laughs and some beverages while supporting local businesses and having the chance to win some great prizes.

[Register](#)



# DBOT Connects

Business Networking Events



DBOT Connects – Networking Event



Join us on July 19th, from 4pm–6pm at the Outdoor Boardroom located at the Dufferin Biz Hub as we launch our new networking event series – DBOT Connects.

These free networking events will give you the opportunity to make valuable connections with other business leaders in our community in a casual and fun setting.

Register today!

[Register](#)

## SAVE MONEY



## Dufferin Biz Hub – Outdoor Board Room

The warm weather is here and so is our seasonal Outdoor Board Room. Book your spot today and enjoy the nature Dufferin has to offer!

What's included:

- 10'x20' outdoor tent
- chairs & tables
- access to washrooms and kitchenette inside the building
- high-speed Wi-Fi
- adjacent to Mono Pollinator Garden

The Dufferin Biz Hub provides you with a professional space and support to **work, connect and grow your business!**

[Learn More](#)

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**Save Money**

*#ThinkLocal*

**Member Advertising Bundles**

- ✓ Radio
- ✓ Paper
- ✓ Social
- ✓ Web
- ✓ Newsletter

**Dufferin**  
BOARD of TRADE

Monthly pricing based on quarterly commitment

## **DBOT Advertising Bundles**

Increase awareness of your business brand in our community. Advertise on both local radio stations, print media, DBOT's e-Newsletter, Website, Facebook, and Instagram, with our Advertising Bundles.

Take advantage of our group buying power to save your business money.

Each advertising participant has an average of over 2,000 online impressions per month, plus the potential to reach almost 25,000 in print and over 100,000 on radio.

[Learn More](#)

## PROMOTE



### Coming Soon: Dufferin Tourism Trails

Stay tuned for details on our new training, recognition, and promotion program designed to help local tourism businesses thrive.



## Interactive Trades Night Event: *'Dream Dufferin'*

Several of our municipalities, schools, businesses and organizations have joined us in a project aimed at encouraging people to consider careers in skilled trades.

This is a two-part project, with a new Website portal showcasing local Skilled Trades employers and local opportunities, and in September we are hosting an Interactive Trades Night Event called Dream Dufferin.

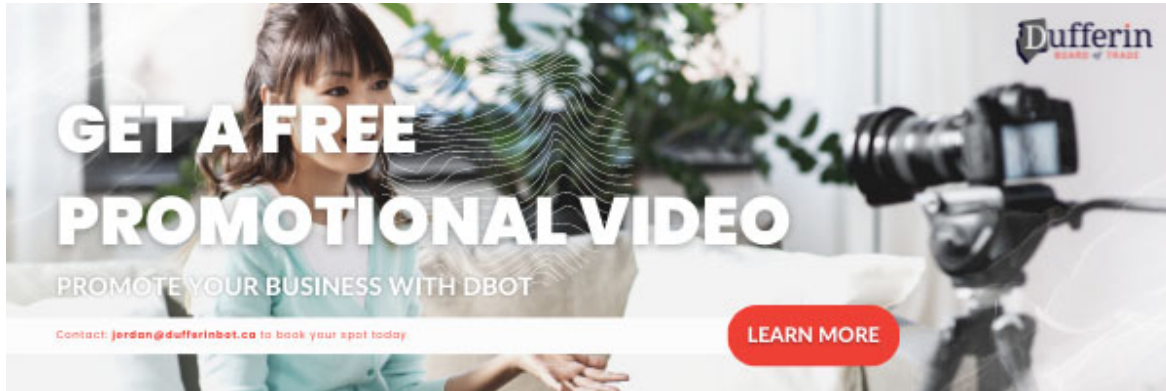
We will be scheduling as many video shoots as possible during July and August. If you would like us to come out and film at your business, please email [jordan@dufferinbot.ca](mailto:jordan@dufferinbot.ca) as soon as possible.

This is offered at no charge to local businesses and is a great promotional opportunity that we hope you will take advantage of!



[Learn More](#)

[Contact Jordan](#)



**Get a FREE Promotional Video**

[Get in touch](#)



## 2022 DBOT Member Videos

Jordan Baggio is a Videographer working with our team for the next 12 weeks, through the Canada Summer Jobs Program.

Jordan has been reaching out to our members to offer them with a free promotional video for their business! If you are interested, Jordan will come out to film your business and professionally edit the video for you.

Once the final product is completed we will post the video on our social media and website. You would be free to share and use the video for your own promotion as well!

If you are interested or have any questions, feel free to email:

[jordan@dufferinbot.ca](mailto:jordan@dufferinbot.ca)

[View Videos](#)

[Request a Video](#)

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## Welcome New Members

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[Good Grief Support](#)





GEON Performance Solutions  
Canada Inc.



Rhyanan Design



Northern Transit & Arena Advertising  
Agency



Ycyber IT Solutions Inc

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NEWS FROM COMMUNITY PARTNERS

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# MCR

DUFFERIN COUNTY'S MUNICIPAL COMPREHENSIVE REVIEW

## Open House

*Join us to learn more about population and employment growth in  
Dufferin County projections for the next 30 years*



**JULY 26, 2022 | 11:30AM-6:30PM**



**Mel Lloyd Centre - Horizon Room**  
Entrance F - 167 Centre St Shelburne



**Walk-ins welcome!**

**To RSVP:**

Scan the QR code or email [planner@dufferincounty.ca](mailto:planner@dufferincounty.ca) to request  
EarlyON or transportation services

Free  
Transportation  
& EarlyON  
services  
available



**DID YOU KNOW: Dufferin County is home to  
66,000 people and is expected to grow to  
95,000 by 2051!**

To address this predicted growth in population, Dufferin County is working on the Municipal Comprehensive Review – a series of studies that will influence Dufferin's Official Plan and shape the growth of Dufferin County for the next 30 years.

**? What is an MCR? ?**

Join us on July 26th and find out!

Dufferin County is hosting a Public Open House on July 26, 2022 from 11:30AM–6:30PM, as part of its effort to increase public engagement around the Municipal Comprehensive Review process. The event will be held at the Mel Lloyd Centre – Horizon Room at 167 Centre Street, Shelburne.

The Public Open House is open to all community members and residents of Dufferin County. To RSVP, please email [planner@dufferincounty.ca](mailto:planner@dufferincounty.ca), scan the QR code or visit the link in our bio. Walks-in are also welcome!

🚗 Free Services Available! 🚗

Free transportation is available if needed, and EarlyON services for the kids will be on-site at the event. Registration for EarlyON or transportation services is required, please email [dmarwaha@dufferincounty.ca](mailto:dmarwaha@dufferincounty.ca) by July 21, 2022

[Register](#)

[Learn More](#)

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## How can we help you?

Hello Laurel,

We are all in this together. If there is something you need please reach out to us.

**Diana Morris, Executive Director**

[diana@dufferinbot.ca](mailto:diana@dufferinbot.ca) | 519-941-0490 x 202

**Lucy-May Gallagher, Community Engagement Manager**

[lucy@dufferinbot.ca](mailto:lucy@dufferinbot.ca) | 905-587-1904

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## REPORT TO COUNCIL

### Headwaters Communities in Action

Representative: Councillor Darren White  
Meeting report of June 2022

**Highlights:** HCIA welcomes Sheralyn Roman as Community Engagement Coordinator. Strategic planning process has begun. CSWB Integration Table Year 1 report submitted. HFFA and Farm to School plan summer tourism experiences and fundraising events; school food learning circle refines goals and work groups form. HCIA begins strategic planning process and hires Community Engagement Coordinator. HCIA, DC MOVES and Volunteer Dufferin partner on resource sharing and June forum on Catalytic Thinking.

### Primary Activities:

#### HCIA Admin:

- **Dufferin County Community Safety and Wellbeing Integration Table** met on June 14 and planning for September meeting is underway. Year 1 report has been submitted and year 2 work plan has been drafted, sustainability and communications plans are also being drafted.
- HCIA has begun a strategic planning process in consultation with Impact Consulting, with funding from Ontario Trillium Foundation.
- Employer volunteering programs continue to provide financial support for **Trails** projects.

#### PROJECT NEWS:

- **Dufferin County Community Grants:** Completed projects funded in 2022 have begun submitting reports/stories. HCIA and County staff are exploring options for alternative tools, criteria, timing and funding stream options to address inquiries from Council, and to better meet the needs of applicants and the community for the 2023 round.
- **Volunteer Dufferin:** Sheralyn Roman now has responsibility for Volunteer Dufferin and is broadening engagement with this program. At present there are: 2285 registered volunteers, 143 member organizations. 47 active open opportunities.
- **HFFA and Farm to School:** HFFA Summer 2022 Events have launched, including field picnics and farm and culinary experiences in conjunction with Fiddle Foot Farm, Maple Grove Farm and Albion Hills Community Farm, with funding from Central Counties Tourism/FedDev. The 2022 Farm Fresh Guide is now in circulation in the June issue of In

The Hills Magazine (45K+ households) with 5K stand-alone overrun copies available as well. VegTrug gardens have been installed at Streams Community Hub (4) and Centre Dufferin Recreation Complex (Shelburne pool, 2) to greet children and families using those facilities and demonstrate growing food. Farm to School online materials, workshops and Local Food Club will be relaunched for the fall. The School Food Learning Circle is further developing goals and work groups to plan pilot activities for September. Collaboration with Sustain Ontario and Farm to Cafeteria Canada continues.

- **DC MOVES:** Recruitment for DCEC Project Coordinator for PWLE (People with Lived Experience) initial offer fell through, switching to Expression of Interest request to partner organizations. DC MOVES Lead Table met (in person!) June 13. Virtual Forum was held June 22 titled *“Giving to you. New ways of thinking. Not more to do.”* featuring Catalytic Thinking and setting groundwork for direction setting in September. Building partnerships with Dufferin Lived Experience Collaborative and Community Wellness Council.



ADR  
CHAMBERS

Integrity Commissioner Office  
for Dufferin County

CHARLES A. HARNICK  
Integrity Commissioner  
Dufferin County  
Email: [integrity@adr.ca](mailto:integrity@adr.ca)

June 23, 2022

Sent by e-mail to:

Michelle Dunne, County Clerk  
[mdunne@dufferincounty.ca](mailto:mdunne@dufferincounty.ca)

Dear Ms. Dunne:

**Re: File No.: IC-18130-0622: Dufferin County - Integrity Commissioner Annual Report-  
Operating Period April 8, 2021 to April 7, 2022.**

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Thank you for the opportunity to act as the Integrity Commissioner (or "IC") for Dufferin County (the "County") over the past year. In accordance with the terms of the Agreement between the County and ADR Chambers pursuant to section 223.6(1) of the Municipal Act, 2001, we are providing our annual report for the first operating period of the Agreement covering the period April 8, 2021 to April 7, 2022.

As you know, the IC's role is to help Members of Council ("Members") ensure that they are performing their functions in accordance with the County's Code of Conduct ("the Code"), and the Municipal Conflict of Interest Act ("MCIA"). The IC is available to educate and provide advice to Members on matters governing their ethical behaviour and compliance with the Code and the MCIA. The IC is also responsible for receiving, assessing, and investigating appropriate complaints made by Council, Members, and members of the public respecting alleged breaches of the Code by Members or complaints by electors of the County or persons demonstrably acting in the public interest that a Member has contravened the provisions of the MCIA.

#### **Code of Conduct Complaints**

The Integrity Commissioner received no Code complaints during this operating period.



### **Requests for Advice**

One request for advice was received and responded to during this operating period.

The request for advice by Members must always be made in writing to the Integrity Commissioner and the advice given to Members is always provided in writing, in accordance with the provisions of the County's Code and the applicable provisions of the MCIA.

Advice from the Integrity Commissioner should not be considered to constitute legal advice, and Members are always encouraged to seek the advice of their personal solicitor should they believe legal advice is necessary.

### **Education**

The Integrity Commissioner provided no education to Council during this operating period.

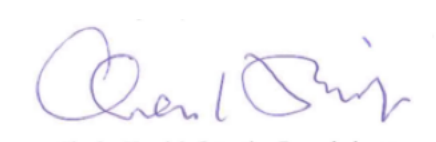
### **Billing**

A summary of billing for the year is included in this report as Appendix 1.

### **Final Comments**

I look forward to assisting the Municipality and its Members of Council in contending with the issues that may arise in connection with the administration of its Code in the coming year.

Yours truly,



Charles Harnick  
Integrity Commissioner for Dufferin County

**APPENDIX 1**  
**Summary of Billing**

Billing for the year to date has totaled **\$3,446.50**, as detailed below.

Invoice Number	Date	Fees	HST	Total
7158	05/06/2021	\$2,000.00	\$260.00	\$2,260.00
8096	12/07/2021	\$1,050.00	\$136.50	\$1,186.50
TOTAL		\$3,050.00	\$396.50	\$3,446.50

# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW NUMBER 2022-25**

### **A BY-LAW TO DELEGATE AUTHORITY TO THE CHIEF ADMINISTRATIVE OFFICER FOR RESTRICTED ACTS DURING THE LAME DUCK PERIOD.**

WHEREAS section 275 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the 'Act'), restricts certain actions the Council of a municipality can take after Nomination Day for the election of the new Council;

AND WHEREAS subsection 275(6) of the Act provides that nothing in section 275 prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to Nomination Day for the election of the new Council;

AND WHEREAS, pursuant to section 23.1 of the Act, a municipality is authorized to delegate its powers and duties under the Act or any other Act to a person or body, subject to the restrictions set out in Part II of the Act;

AND WHEREAS to ensure the efficient and effective management of the Corporation of the County of Dufferin during a possible Lamé Duck period, it is prudent that Council delegates certain authority to the Chief Administrative Officer for that period of time;

AND WHEREAS the delegation of authority during a Lamé Duck period is consistent with the overarching operational oversight exercised by the Office of the Chief Administrative Officer;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN AS FOLLOWS:

1. The Chief Administrative Officer is hereby delegated authority, for the period following Nomination Day in the year of the election during which a Lamé Duck Council is in effect, in order to address the following matters:
  - a. the disposition of any real or personal property of the County that has a value exceeding \$50,000 at the time of disposition, except in those cases

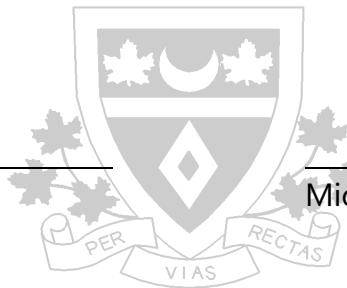
where the disposition was included in the most recent budget adopted by Council before Nomination Day in the election; and

- b. making any unbudgeted expenditures or incurring any other liability that exceeds \$50,000, except in those cases where the liability was included in the most recent budget adopted by Council before Nomination Day in the election.
2. The Chief Administrative Officer shall report to Council in the first quarter of the new term of Council regarding any exercise of the authority delegated pursuant to this By-law.
3. The authority delegated pursuant to this By-law will only take effect when Council is deemed to be Lamé Duck in accordance with the Act, and shall expire when Lamé Duck is no longer applicable, or when the Council-elect takes office.
4. This By-law comes into force and takes effect immediately upon passage.

READ a first, second and third time and finally passed this 14<sup>th</sup> day of July, 2022.

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Wade Mills, Warden



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Michelle Dunne, Clerk

# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW 2022-26**

### **A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAW 2015-24.**

WHEREAS the Municipal Act provides that a Council shall adopt a procedural by-law for governing the calling, place and proceedings of meetings.

#### **1. INTERPRETATION**

In this By-law:

"Acting Warden" is the Member that acts from time to time in the place and stead of the Warden and shall be the Chair of the General Government Services Committee;

"Alternate Member" means an elected member of a local municipality that had been appointed under Section 268 of the Municipal Act to attend meetings of County Council on behalf of the local municipality's County Councillor when that Councillor is unable to attend a meeting. Where appropriate, when reference to a "Member" is cited, it may also be read to include "Alternate Member" in the execution of their prescribed duties;

"Chair" means the person presiding at a meeting;

"Chief Administrative Officer" means the Chief Administrative Officer of the County of Dufferin;

"Chief Executive Officer" means the person elected to hold the position of Warden and who is a signing officer of the corporation and who interfaces between Council, staff, community groups and other levels of government in accordance with the shared purposes of Council;

"Clerk" means the Clerk of the County of Dufferin;

"Closed Session" means a meeting or part of a meeting that is closed to the public in accordance with the Municipal Act;

"Committee" means a Standing Committee, Ad Hoc, Statutory or Special Committee of the Council;

"Committee Chair" means the Chair of a Committee;

"Confirmatory By-law" means a by-law passed for the purpose of giving general effect to a previous decision or proceedings of Council;

"Council" means the Council of the Corporation of the County of Dufferin;

"County" means Corporation of the County of Dufferin;

"Delegation" means one or more persons, who are not Members or staff, who have requested to address a meeting in relation to a matter appearing on the Agenda or Addendum;

"Delivery" means circulation of the agenda package or addendum in electronic format;

"Electronic Meeting" means a meeting called and held in full or in part via audio teleconference or video teleconference;

"Electronic Participation" includes video or audio conferencing;

"In Writing" means handwritten, typewritten, or electronically displayed (email);

"Majority Vote" in Council means an affirmative vote of more than one-half of the votes cast by those present, as determined pursuant to Section 4(1) of the County of Dufferin Act, S.O. 1994, C. Pr. 13;

"Majority Vote" in Committee means an affirmative vote of more than one-half of the votes cast by those Members present;

"Meeting" means a meeting of the Council or Committee where a quorum of Members is present and where Members discuss or otherwise deal with a matter in a way that materially advances the business or decision making of the Council or Committee;

"Member" means a Member of Council or Committee;

"Municipal Act" means the Municipal Act 2001, S.O. 2001, c 25 as amended;

"Notice of Motion" means a submission received by the Clerk, moved by a Member for inclusion on an agenda of a subsequent meeting of Council;

"Pecuniary Interest" includes a direct or indirect financial interest of a Member or a financial interest deemed to be that of a Member, in accordance with Sections 2 and 3 of the Municipal Conflict of Interest Act;

"Public Question Period" means the time set aside at Council meetings for a member of the public to ask a question of Council;

"Quorum" means the minimum number of Members, participating in-person or electronically, required to be present at a meeting to carry on business;

"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;

"Two-Thirds Majority Vote" means an affirmative vote of more than two-thirds of the votes cast by those present, as determined pursuant to Section 4(1) of the County of Dufferin Act, S.O. 1994, C. Pr. 13;

"Warden" means the Head of County Council;

"Weighted Vote" refers to the allocation of votes assigned to Members as prescribed by the County of Dufferin Act.

## **2. APPLICATION**

- 2.1. The rules of procedure set out in this by-law shall govern all proceedings of Council and its Committees.
- 2.2. Roberts Rules of Order shall prevail where applicable in all matters not covered by this by-law. The Chair may call upon the Clerk to provide advice regarding procedure. The Clerk shall provide this advice following which the Chair shall announce their ruling.

### **3. INAUGURAL MEETING OF COUNCIL**

- 3.1. The Inaugural Meeting of Council shall be held following the regular municipal election, after the Councils of the area municipalities have sworn in their Members.
- 3.2. All Members will be required to take the declaration of office as described in Section 232(1) of the Municipal Act. The Clerk will administer the declaration of office.

### **4. ELECTION OF THE WARDEN & COMMITTEE CHAIRS**

- 4.1. The term of office for the Warden and Committee Chairs will be two years.
- 4.2. The Election of the Warden shall be conducted by the Clerk at the Inaugural Meeting of Council in December following the regular municipal election and subsequently at the end of the outgoing Warden's two-year term.
- 4.3. The Chief Administrative Officer shall act as Chair until the Warden is elected.
- 4.4. All nominations for Warden shall be submitted in writing to the Clerk on the Friday prior to the meeting where the Election of the Warden is to be conducted. Each nomination shall include the name of the nominator and seconder to the nomination.
- 4.5. After the Clerk calls for the start of the election, no motion shall be in order except a motion to recess for a specified time period.
- 4.6. Each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than three (3) minutes.
- 4.7. The speakers shall be called upon to address Council in alphabetical order of the nominees' surnames.
- 4.8. A nominee may withdraw their name at any time prior to a vote being called.
- 4.9. If there are two or more nominees, the election of the Warden shall be by secret ballot or anonymous electronic poll as permitted by the Municipal Act, under the authority and direction of the Clerk. There is one vote per Member.



- 4.10. To be elected as Warden, a nominee shall obtain the majority of the votes that are counted.
- 4.11. A vote is determined by placing an "X" or other mark in the space provided.
- 4.12. Where there are three or more candidates, if on any given ballot or poll no candidate receives a majority of the vote the name of the candidate with the lowest number of votes will be dropped off the next ballot or poll and voting will continue using the second ballot or poll.
- 4.13. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, the Clerk or presiding officer shall place the names of the nominees with an equality of votes in a random name generator software platform. The name of the nominee selected by the software shall be successful and continue in the election.
- 4.14. If only two nominees remain, and if on the next secret ballot the nominees are tied, the Clerk or presiding officer shall place the names of the two nominees with an in a random name generator software platform. The name of the nominee selected shall be successful.
- 4.15. The Clerk shall announce the result of the vote to the assembly.
- 4.16. Where there is only one Member nominated for Warden, that Member shall be declared appointed.
- 4.17. The Members of Council shall elect the Committee Chairs by weighted vote.
- 4.18. Where there are three or more candidates for Committee Chair:
  - a. Where no nominee receives a majority of the votes, the nominee receiving the fewest votes shall be deemed to have withdrawn their candidacy.
  - b. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, the Clerk or presiding officer shall place the names of the nominees with an equality of votes in a random name generator software platform. The name of the nominee selected shall be successful and continue in the election.
- 4.19. The Members of Council will indicate to the Clerk which Standing Committee they would prefer to serve on. Committee Members should be decided by consensus of

the Members of Council. If no consensus can be reached, then an election of Committee Members will be conducted.

- 4.20. In the case of the death of the Warden or a vacancy in the Warden's office under circumstances which by-law render the Warden's seat on the Council vacant, the Members shall without delay at their first meeting thereafter proceed in the manner in accordance with this section to elect a successor for the remainder of the term.

## **5. MEETINGS OF COUNCIL**

- 5.1. The regular meetings of Council shall be held at 7:00 p.m. on the second Thursday of each month at a time, date and location determined by Council.
- 5.2. A Special Meeting may be called:
- a. by the Warden at any time by providing direction to the Clerk to issue a Notice of Special Meeting; or
  - b. upon the receipt of a petition of the majority of Members, the Clerk shall call a Special Meeting for the purpose and at the time noted in the petition; or
  - c. by the Clerk in an emergency situation.
- 5.3. At Special Meetings of Council, Council shall not decide upon any matter unless the matter has been specified in the Notice calling the meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it.
- 5.4. When it is deemed to be advisable, the Warden is authorized to change the date and/or time of, or cancel, a regular Council meeting. To effect the change, the agreement of the majority of the Members of Council representing the majority of local municipalities, having been polled by the Clerk, at least 24 hours before the scheduled date of the meeting, shall be required.
- 5.5. In the event of inclement weather, the Warden will have authority to cancel a meeting of Council.
- 5.6. No meeting of Council or Committee shall go beyond 11:00 p.m. A majority vote is required to extend the meeting past 11:00 p.m.

- 5.7. When the meetings are physically open to the public, livestreaming of the meeting is considered to be for convenience and increased access and the meeting shall not be required to pause or end if issues with the livestream arise.
- 5.8. If the live stream video of a Committee or Council meeting being held in person fails, the meeting will continue and remain open to the public.

## **6. ELECTRONIC MEETINGS**

- 6.1. Electronic meetings in whole or in part for Council and Committee is permitted, where it can be supported by appropriate technology.
- 6.2. The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the Clerk, in consultation with the Warden, based on advice and resources available at the time and the prevailing circumstances and context for a meeting.
- 6.3. Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote as if they were attending the meeting in person.
- 6.4. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.
- 6.5. A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.
- 6.6. If the live stream video of an electronic meeting of Council or Committee fails, the meeting will end and be resumed at a later date and time with notice given.
- 6.6. Notwithstanding the foregoing, the Procedural By-law shall continue to apply to an Electronic Meeting held pursuant to this Section.
- 6.7. Members can participate electronically in both open and closed meetings.
- 6.8. Members shall turn on their cameras for the duration of a Closed Session meeting. If a Member is participating by phone or otherwise does not have a camera, the Member shall provide verbal confirmation that they are in a private

space.

- 6.9. All Members are required to confirm that they are in a private and confidential space for the duration of a Closed Session meeting.
- 6.10. Each Member participating in a meeting electronically will mute their electronic device when not speaking and/or it will be muted by meeting support staff, depending on the technology used for the meeting.
- 6.11. In the case of a loss of connection, or any connection issue which impedes the ability of a Member(s) to participate in the meeting in real time, the meeting will continue without attempts by either staff or the Member(s) to reconnect.
- 6.12. At the start of the meeting, the Clerk shall conduct a roll call by voice (calling out each Member in alphabetical order). After roll call, a Member participating electronically should advise verbally that they are leaving the meeting before ending their participation.
- 6.13. The Chair will read out the motion and ask all Members if they are opposed, if there is no response to indicate opposition, it will be deemed as a vote in favour.
- 6.14. If a Member declares a pecuniary interest, they will be placed on hold and placed back into the meeting once the item has been dealt with.
- 6.15. Member(s) participating electronically will be deemed to have left the meeting when they are no longer electronically connected to the meeting.

## **7. COUNCIL AGENDAS**

- 7.1. The Clerk shall prepare for distribution a Council Agenda with the routine order of business for regular meetings of Council to be as follows:
  - Land Acknowledgement Statement
  - Approval of Agenda
  - Disclosure of Pecuniary Interest
  - Approval Minutes of the Previous Council Meeting
  - Public Question Period
  - Delegations
  - Committee Minutes
  - Presentation of Reports
  - Correspondence

- Motions
  - Notice(s) of Motion
  - By-laws
  - Other Business
  - Consideration of Matters in Closed Session (if required)
  - Matters Arising from Closed Session (if required)
  - Confirming By-law
  - Adjournment
- 7.2. The business of Council shall, as a general rule, be taken up in the order in which it appears on the Agenda, unless otherwise decided by Council.
- 7.3. The Clerk shall prepare an Agenda with supporting documents to be delivered electronically to each Member of Council on or before the Friday preceding the regular meeting of Council and Committees.
- 7.4. After delivery of the Council or Committee Agenda, the Clerk, may for time-sensitive material, prepare an Addendum to the Agenda.
- 7.5. As soon as Agenda information is distributed by the Clerk to the Members, the information will be made available to the Public except for information relating to matters to be considered in Closed Session. The agendas and supporting materials will be posted on the County's website no later than the Monday at 1:00 p.m. of a Council meeting week.
- 7.6. Any Member of Council, at any time up to 12:00 p.m. on the Wednesday in the week prior to the regular Council or Committee meeting, may file in writing with the Clerk an item for inclusion in the Agenda if it is relevant to an item already on the Agenda. Items brought forward by a Member of Council that are not germane to the matters to be presented to Council, must be put forward as a Notice of Motion at a meeting of Council.
- 7.7. All or several items on the agenda for Council or Committee meetings containing recommendations may be adopted in a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.

## **8. CORRESPONDENCE TO COUNCIL**

- 8.1. Correspondence addressed to the Warden and/or County Council will be distributed directly to them.

- 8.2. Correspondence will not be included on a Council or Committee Agenda unless the writer specifically requests inclusion on a public agenda or in the opinion of the Clerk, the information is suitable for public distribution.
- 8.3. Any communication within the jurisdiction of a Committee shall first be referred by the Clerk to the appropriate Committee unless the communication relates to a subject or report scheduled to be considered by Council or is time sensitive.
- 8.4. The Clerk reserves the right to withhold any correspondence from the agenda that may be considered inappropriate or offensive in nature.
- 8.5. Petitions placed on a Committee or Council agenda will show the names, address, email address and comments which will be part of the public record.
- 8.6. At the meeting, Members may make the following motions with the petition:
  - a. Receive the petition (no action is taken on the issue other than filing the information in the public record);
  - b. Refer the matter to County staff for review and consideration; or
  - c. Direct County staff to report back to Council.
- 8.7. No other motions will be permitted regarding a petition.

## **9. QUORUM**

- 9.1. A quorum of Council is a majority of Members of Council representing at least five area municipalities in accordance with the County of Dufferin Act, 1994.
- 9.2. A quorum of a committee shall be a majority of the Members.
- 9.3. If a quorum is not present at a scheduled meeting of Council or Committee 15 minutes after the scheduled commencement time, the meeting may stand adjourned until the date of the next regular meeting and the Clerk shall record the names of the Members present. If the Members who are present at the time remain until a quorum is present, then the meeting shall proceed.
- 9.4. Where the number of Members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a meeting is such that, at that meeting, the remaining Members are not of

sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum, provided this number is not fewer than two (2).

## **10. RESPONSIBILITIES OF THE WARDEN AS CHAIR**

- 10.1. As soon as there is a quorum after the time set for the meeting, the Warden shall take the chair and call the Members to order.
- 10.2. The Warden shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council, and when called upon to decide a point of order or practice shall state the rule or authority applicable to the case without argument or comment.
- 10.3. As Chief Executive Officer of a municipality, the head of council shall conduct themselves as prescribed in the Municipal Act.
- 10.4. The Warden, after three warnings, shall call by name any Member persisting in breach of the rules of procedure and, subject to a majority vote of Members present, order them to vacate their seat and leave the meeting.
- 10.5. If a Member disagrees with the ruling of the Warden with respect to an order to vacate, they may (with a seconder) appeal the ruling of the Warden in accordance with Section 14.
- 10.6. The Acting Warden shall be the Chair of the General Government Services Committee.

## **11. RESPONSIBILITIES OF THE MEMBERS**

- 11.7. Members shall conduct themselves according to the Code of Conduct Policy for Members of Council and the Council-Staff Relationship Policy.
- 11.8. All Members at a meeting shall:
  - a. Not criticize any decision of the Council except for the purpose of moving that the question be reconsidered; and
  - b. Obey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council.

- 11.9. In case a Member persists in any such disobedience, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that meeting or any subsequent meeting.

## **12. ABSENCE/TEMPORARY VACANCIES**

- 12.1. The Acting Warden shall fulfill the role of Warden if the Warden is absent.
- 12.2. If the Warden does not attend a meeting of Council within 15 minutes after the time appointed, the Acting Warden shall call the Members to order, and if a quorum is present, shall preside during the meeting or until the arrival of the Warden. If the Acting Warden is not present, those Members in attendance shall appoint one of the Members to act in the place and stead of the Warden for that meeting. Such Member shall then call the Members to order and shall preside until the arrival of the Warden or Acting Warden.
- 12.3. In the event of the Chair of a Committee not attending the Committee at which they preside within fifteen (15) minutes after the time appointed for the commencement of the meeting, then, the Warden if present will call the meeting to order. If the Warden is not present, those Members in attendance shall appoint one of the Members to act in the place and stead of the Committee Chair for that meeting. Such Member shall then call the Members to order and shall preside until the arrival of the Committee Chair.
- 12.4. Councils of the local municipalities may appoint one of its members as an Alternate Member to County Council as per the Municipal Act, Section 268. The Alternate Member will act in place of a Member when the Member is unable to attend a meeting of Council for any reason. Only one Alternate Member may be appointed during the term.
- 12.5. If the Member absent is the Warden or a Chair of a Committee, and the local council has appointed an Alternate Member, the Alternate Member will not assume the Warden or Chair position and Council will appoint a temporary Chair until the Member is able to return.
- 12.6. Any Member who knows ahead of time that they will be absent from a Committee or Council meeting, shall notify the Clerk. A notation will be made on the minutes "prior notice" next to the Member's name.



### **13. DISCLOSURES OF PECUNIARY INTEREST**

- 13.1. Where a Member, either on their 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 at which the matter is the subject of consideration, the Member shall, in accordance with the Municipal Conflict of Interest Act:
  - a. prior to any consideration of the matter at the meeting, disclose the Member's interest verbally and the general nature thereof;
  - b. file a written statement of the interest and the general nature thereof with the Clerk;
  - c. not take part in the discussion of, or vote on any question in respect of the matter;
  - d. not attempt in any way whether before, during or after the meeting to influence the voting on the matter.
- 13.2. Where a Member declares an interest, the Member shall forthwith leave the meeting, whether the meeting is in open or closed session, while the matter is under consideration.
- 13.3. 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.
- 13.4. The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member and this record shall appear in the Minutes or Report of that meeting.

### **14. ACCOUNTABILITY & TRANSPERANCY**

- 14.1. All meetings shall be open to the public except as provided for in this section and no person shall be excluded from a meeting open to the public except for improper conduct or for breach of this by-law.
- 14.2. A meeting may be conducted in Closed Session, if the subject matter being considered relates to items specified in Section 239 of the Municipal Act.

- 14.3. Prior to Council resolving into Closed Session for one of the reasons noted in Section 239 of the Municipal Act, Council shall state by resolution the fact of holding the closed session and the general nature of the matter to be considered.
- 14.4. A meeting shall not be closed to the public during the taking of a vote.
- 14.5. A meeting may be closed to the public during a vote if:
  - a. the Municipal Act, Section 239 (2) or (3) permits or requires a meeting to be closed to the public; and
  - b. the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality of local board.
- 14.6. A person may request that an investigation of whether a municipality or local board has complied with Section 239 of the Municipal Act or a procedural by-law under subsection 238(2) in respect of a meeting that was closed to the public. The investigation is undertaken by the investigator referred to in subsection 239.2 of the Municipal Act.

## **15. DELEGATIONS**

- 15.1. Delegations shall be directed by the Clerk to the appropriate Committee, except where the Chair, Chief Administrative Officer or the Clerk determines that the matter is of such an urgent nature that there is insufficient time to direct the delegate to a Committee.
- 15.2. Requests for delegations will be submitted to the Clerk in writing providing an outline of the nature of the delegation no later than 12:00 p.m. (noon) on the Wednesday in the week prior to the regular Council or Committee meeting. Supporting material must be submitted to the Clerk for inclusion in the agenda package. Supporting material may be reviewed by staff prior to the meeting and any content deemed to be inappropriate for a public forum may be removed.
- 15.3. All delegates shall address the Chair and shall state their name and whom they represent.
- 15.4. Delegates shall be limited to ten minutes for speaking at Council and at Committee, or such other time period approved by Council or Committee at the meeting. If there is a group of people wishing to address Council or Committee

with respect to a particular position on a particular issue, then Council or Committee may determine that the group shall be represented by one person or that the time limit shall be other than as stated above.

15.5. Delegates shall:

- a. speak respectfully of any person;
- b. use respectful language;
- c. speak only on the subject for which they have received approval to address Council or Committee;
- d. obey the rules of procedure or a decision of the Chair or Council.

15.6. The Chair may shorten the time of any deputation delegation, any questions of a delegate or debate during a delegation for disorder or any other breach of this by-law.

## **16. PUBLIC QUESTION PERIOD**

16.1. A person on their own behalf, may ask questions of Council during the Public Question Period. The Public Question Period will be limited to fifteen minutes, or at the discretion of the Warden, and no one person shall address Council for more than three minutes.

16.2. Questions are limited to items listed on the agenda of the meeting.

16.3. Questions can be submitted electronically by email, in writing to the Clerk's office or asked directly of the Committee or Council during participation.

16.4. Questions submitted in writing by mail or email, must be received by end of day prior to the scheduled day of the meeting.

## **17. RESPONSIBILITIES OF MEMBERS OF THE PUBLIC**

17.1. No person, except Members and authorized staff shall be allowed to come within the area of Council during a Council Meeting without permission of the Chair or Council.

17.2. Members of the public who constitute the audience at a meeting shall not disrupt the meeting and refrain from any activity or behaviour that would affect the Council or Committee deliberations.

- 17.3. The Chair may cause to be expelled and excluded any member of the public, who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk to seek the appropriate assistance from security or police officers.
- 17.4. Members of the public participating in a Council or Committee meeting electronically to present a delegation or ask a question during Public Question Period, will mute their electronic device when not speaking and/or it will be muted by meeting support staff depending on the technology used for the meeting.
- 17.5. Members of the public participating in a Council or Committee meeting electronically shall join the meeting at least fifteen (15) minutes prior to the scheduled meeting time to confirm their technology is functioning appropriately.

## **18. RULES OF DEBATE**

- 18.1. The form of address for Members of Council shall be "Councillor".
- 18.2. To address Council, a Member shall raise their hand requesting to speak, be recognized by the Chair, and direct all comments through the Chair.
- 18.3. When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.
- 18.4. When a Member is speaking, no other Member shall interrupt the Member speaking except to raise a point of order, privilege or personal privilege.
- 18.5. Any Member may require a motion or question under discussion to be read at any time during the debate but not so as to interrupt the Member speaking.
- 18.6. No Member shall speak for longer than five (5) minutes on a question without Council's permission.
- 18.7. No Member shall speak more than twice to the same question provided that no Member shall speak more than once until each Member who has indicated a desire to speak on the issue and has not been heard, has spoken on the question, except that a reply shall be permitted only from a Member who has presented the main motion.

- 18.8. A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated succinctly and asked only of the Chair, the previous speaker, the Chief Administrative Officer or Department Heads and their designates.
- 18.9. When a Member rises on a point of order, point of privilege or point of personal privilege, the Member shall ask leave of the Chair to raise the point. After leave is granted, the Member shall state the point to the Chair and then remain silent until the Chair has ruled upon the point.
- 18.10. The Chair's ruling is final unless it is challenged.
- 18.11. The following procedures apply when making an appeal:
- a. A Member addresses the Chair directly, using a form of words such as: "I wish to appeal for .....";
  - b. An appeal does not require a seconder under an order to vacate;
  - c. When an appeal is made, the current business before the meeting is immediately suspended, while the Chair considers the matter
  - d. The appeal is not open to debate, but the Chair shall ask for a brief explanation from the Member making the appeal before making a ruling, and
  - e. If the Chair grants the appeal the requested action is taken and the agenda is then resumed at the point at which it was interrupted.
- 18.12. Any Member may challenge the ruling of the Chair immediately following the ruling. In the event a Member challenges the ruling, Council shall vote on the ruling immediately without debate. Council's Majority vote is final if the Chair is challenged.

## **19. MOTIONS AND NOTICES OF MOTIONS**

- 19.1. All or several items on the agenda for Council or Committee meetings containing recommendations may be adopted in a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.
- 19.2. A Motion or Notice of Motion in respect of a matter which is not within the jurisdiction of the Council, shall not be in order and shall not be considered by the Council.

- 19.3. A Member may introduce any item to the Council for its consideration if:
  - a. the item relates to a matter on the Agenda for that meeting; or
  - b. the matter is of an urgent nature and leave is granted on a majority.
- 19.4. A motion shall be moved and seconded before the Chair shall put the question to the Members and the motion is recorded in the minutes of the meeting.
- 19.5. A Member may move a motion in order to initiate discussion and debate and that Member may vote in opposition to the motion. A seconder of a motion may vote against the motion.
- 19.6. After a motion is moved at the Council meeting or placed on the Council Agenda as a Notice of Motion, it shall be deemed to be in the possession of Council and may not be withdrawn without the consent of the mover and seconder and a majority vote.
- 19.7. A Notice of Motion shall be given to the Clerk in writing, including the name of the mover and be presented at the Committee meeting to which the matter pertains for consideration at a subsequent Council meeting.
- 19.8. If the Notice of Motion does not fall within the terms of reference of a Committee, it may be presented directly to Council for consideration at a subsequent Council meeting.
- 19.9. Any Notice of Motion shall take the form of a motion and be automatically placed on the agenda of the next regularly scheduled Council meeting.
- 19.10. All Notices of Motions on the Agenda and not disposed of shall be placed on the Agenda for the next regular meeting of the Council.
- 19.11. When a Notice of Motion has been on the Agenda for two consecutive meetings after notice has been given, and not proceeded with, it shall be dropped from the Agenda and deemed withdrawn unless the Council decides otherwise.

## **20. SPECIFIC MOTIONS**

- 20.1. A motion to recess is not debatable or amendable, shall specify the length of the recess, and is only amendable with respect to the length of the recess.

- 20.2. A motion to adjourn the Council meeting is not debatable or amendable and shall always be in order except:
- a. when another Member is in possession of the floor;
  - b. when a vote has been called;
  - c. when the Members are voting; or
  - d. when a Member has indicated to the Chair their desire to speak on the matter before Council.
- 20.3. A motion to adjourn shall take precedence over any other motion and shall be put immediately without debate.
- 20.4. A motion to call the question shall be voted on immediately without debate.
- 20.5. A Member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.
- 20.6. A motion to table is not amendable or debatable and shall apply to the motion and any amendments under debate when the motion to table is made.
- 20.7. If the motion to table carries, in the absence of any direction from Council, the matter may not be discussed until a Member through a Notice of Motion, brings it forward to a subsequent meeting.
- 20.8. A motion to refer and any amendment to it is debatable and shall include:
- a. the name of the Committee or official to whom the motion or amendment is to be referred;
  - b. the terms upon which it is to be referred and the time or period, if any.
- 20.9. A motion to defer and any amendment to it is debatable and shall include:
- a. the time to or period within which, consideration of the matter is to be deferred; and
  - b. whatever explanation is necessary to demonstrate the purpose of the motion to defer.
- 20.10. A motion that Council consider a matter previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, is debatable and shall be presented only if the Council so decides.

- 20.11. A motion to amend is debatable.
- 20.12. Only one motion to amend a main motion shall be on the floor at any one time.
- 20.13. A motion to receive is amendable and debatable.
- 20.14. An amendment shall be out of order if it is ruled by the Chair to be a substantive motion and not an amendment.
- 20.15. An amendment which, in effect, is nothing more than a rejection of the main motion, is not in order.
- 20.16. A motion to reconsider shall not be made during the same meeting of Council at which the original determination was taken. If a decision has not been substantially acted upon, a Member who voted on the prevailing side may at any time within six months of the original decision, introduce a motion to reconsider a previous decision.
- 20.17. A motion to reconsider may not be introduced without notice, unless the Council, without debate, dispenses with notice on a two-thirds majority vote. Notice in this case means that a Member must give notice on a Council Agenda.
- 20.18. A motion to reconsider is debatable and not amendable.
- 20.19. No discussion of the main question shall be allowed until the motion for reconsideration is carried.
- 20.20. No motion to reconsider may, itself, be the subject of a motion to reconsider.

## **21. VOTING**

- 21.1. Motions relating to an item under consideration shall be voted on in the following order:
- a. a motion to waive or suspend the rules of procedure;
  - b. a motion to recess;
  - c. a motion to adjourn;
  - d. a motion to call the question



- e. a motion to receive an item;
  - f. a motion to table an item;
  - g. a motion to refer;
  - h. a motion to defer;
  - i. a motion to amend the amendment;
  - j. a motion to amend, in reverse order of its being placed; and
  - k. the main motion
- 21.2. Every Member present at a meeting where a question is put shall vote on the question, unless prohibited by statute or by-law in which case the Clerk shall so record.
- 21.3. A Member shall vote by raising a hand, except where a recorded vote is requested.
- 21.4. If a Member doubts the results of a vote by a show of hands as announced by the Warden or Chair, the Member may immediately call for the vote to be taken again and the Warden or Chair may request that the Members shall vote again.
- 21.5. If any Member present does not vote at a meeting of the Council where a question is put and a recorded vote taken, they shall be deemed to vote in the negative except where the Member is prohibited from voting by statute.
- 21.6. When the Warden or Chair calls for the vote on a question,
- a. each Member shall occupy their seat and shall remain in place until the result of the vote has been declared by the Chair, and
  - b. during this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.
- 21.7. Upon the request of any Member, and when the Warden or Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
- 21.8. All decisions of Council shall require a majority vote except as otherwise set out in this By-law.
- 21.9. Any motion that results in a tie vote shall be deemed to have been lost.

- 21.10. A Member is considered to have voted on the prevailing side if:
- a. Where the vote was not recorded, the Member was present at the meeting;
  - b. Where a recorded vote was taken, the Member votes on the side with the most votes.
- 21.11. A request by a Member for a recorded vote shall be made prior to the commencement of the vote being taken or immediately thereafter.
- 21.12. In the case of a recorded vote, the Clerk shall call and Members shall announce their vote in alphabetical order of their surnames, beginning with the Member who requested the recorded vote.
- 21.13. If a Member is present in person or electronically, and their name is called and there is no response to indicate the vote provided, the Clerk will ask one more time, and if there is no indication of a vote, the vote is recorded as negative.
- 21.14. The Clerk shall announce the result of the vote.

## **22. BY-LAWS**

- 22.1. The adoption of every by-law presented to Council, with the exception of the Confirmatory By-law, may be the subject of one motion.
- 22.2. By request of any Member, any by-law(s) may be discussed or voted on individually.
- 22.3. No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless its subject matter has been approved by Council or Committee of Council. A by-law may be placed on the same Council Agenda as the staff report if it is time sensitive.
- 22.4. The proceedings at every meeting of Council shall be confirmed by by-law so that every decision of Council at that meeting of Council and every resolution thereof shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
- 22.5. All amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendments shall be inserted by the Clerk.

- 22.6. Every by-law enacted by Council shall be signed by the Warden and Clerk. The corporate seal shall be affixed to the by-law and the by-law shall be numbered, dated and filed in the Office of the Clerk.

### **23. MINUTES OF COUNCIL & COMMITTEES**

- 23.1. The Clerk shall record Council minutes without note or comment which includes all resolutions, decisions and other proceedings at a meeting of the Members whether it is closed to the public or not.

In the case of a local board or committee, the appropriate officer shall record the minutes without note or comment.

- 23.2. The Minutes of each Council meeting and each Committee meeting shall be presented to Council for approval 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 by Council.
- 23.3. After the Council Minutes have been approved by Council, they shall be signed by the Warden and Clerk.

### **24. COMMITTEE PROCEDURES**

- 24.1. Council shall, determine the appropriate number of Committees, their membership, terms of reference and reporting practices.
- 24.2. The rules governing the procedure of the Council and the conduct of Members at the Council shall be observed in all Committees so far as they are applicable and in accordance with the terms of reference for each Committee as provided by by-law and provided that:
- a. no recorded vote shall be taken; and
  - b. each Member shall be accorded one vote.
- 24.3. The Warden shall be a member as-of-right of each Committee and shall be counted for quorum purposes and entitled to vote at such meetings.
- 24.4. The Warden shall not be eligible to be the Chair of a Committee.
- 24.5. Each Committee Chair shall hold office for two years and thereafter until the new Chair is elected, unless in the meantime they cease to be a Member of Council.

- 24.6. Members who are not Members of a specific committee may attend meetings of that committee and may, with consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote but their attendance shall be noted in the minutes at these meetings.
- 24.7. The Chair of a Committee may cancel or reschedule a meeting in consultation with the Warden, Chief Administrative Officer and Clerk.
- 24.8. A Committee Chair after consultation with the Warden may, at any time, summon a Special Meeting of their Committee by providing written direction to the Clerk to issue a Notice of Special Meeting.
- 24.9. Upon the receipt of a petition of the majority of the Members of a Committee, the Clerk shall summon a Special Committee Meeting for the purpose and at the time noted in the petition.
- 24.10. All Members shall receive all Notices and corresponding agendas for all Committees.
- 24.11. A quorum of a Committee of the Council shall be a majority of the Members of the Committee unless otherwise stipulated in the Terms of Reference of the Committee.
- 24.12. The Chair or Presiding Officer at a Committee has the right to expel or exclude any person from any meeting for improper conduct.
- 24.13. Proceedings of each Committee shall be forwarded to Council for consideration in the form of Committee Minutes.
- 24.14. Any recommendation to establish an ad hoc, special committee or sub-committee shall include its terms of reference outlining:
  - a. its membership;
  - b. quorum requirements;
  - c. the matters to be dealt with; and
  - d. when the matters will be reported on.

## **25. NOTICE PROVISION**

- 25.1 The requirements for when notice will be provided to the public regarding specific by-laws and the holding of certain meetings is outlined in the "Provisions of Notice and Manner of Giving Notice" Policy.

## **26. SUSPENSION OF BY-LAW PROVISIONS**

- 26.1. A motion to suspend or not to follow a rule of procedure established by this By-law, shall not be passed without a two-thirds majority vote.

## **27. AMENDMENTS TO BY-LAW**

- 27.1. No amendment or repeal of this By-law shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal was given at a previous meeting of the Council. Council may not waive this notice requirement.

## **28. CONFLICT**

- 28.1. If there is any conflict between this By-law and any statute, the provisions of the statute prevail.

## **29. REPEAL AND ENACTMENT**

- 29.1. By-law #2015-24, as amended, is hereby repealed.
- 29.2. This by-law shall come into full force and effect on the date of its enactment.

READ a first, second and third time and finally passed this 14<sup>th</sup> day of July, 2022.

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Wade Mills, Warden



Michelle Dunne, Clerk

# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW NUMBER 2022-27**

### **A BY-LAW TO AMEND BY-LAW 2005-32, SCHEDULE “A” and “I”, TO REGULATE TRAFFIC ON ROADS UNDER THE JURISDICTION OF THE COUNTY OF DUFFERIN. (No Parking Zone – Dufferin Road 8, Community Safety Zone – Dufferin Road 8)**

WHEREAS it is necessary to amend By-Law 2005- 32, being a by-law to Regulate Traffic on Roads Under the Jurisdiction of the County of Dufferin;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN ENACTS AS FOLLOWS:

1. That By-Law 2005-32, Schedule “A”, be amended by adding the following No Parking Zone:

<b>Dufferin Road</b>	<b>From</b>	<b>To</b>
8	A point at the Mono Centre intersection	A point situated 260 m south of the Mono Centre intersection
8	A point 130 m east of Mono Centre intersection	A point 170 m east of 3rd Line Mono

2. That By-Law 2005-32, Schedule “I”, be amended by adding the following Community Safety Zone:

<b>Dufferin Road</b>	<b>From</b>	<b>To</b>
8	A point situated 250m South of the Mono Centre intersection	A point situated 380m east of the Mono Centre intersection

READ a first, second and third time and finally passed this 14<sup>th</sup> day of July, 2022.

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Wade Mills, Warden



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Michelle Dunne, Clerk

# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW NUMBER 2022-28**

### **A BY-LAW TO ESTABLISH DEVELOPMENT CHARGES FOR THE CORPORATION OF THE COUNTY OF DUFFERIN.**

WHEREAS subsection 2(1) of the *Development Charges Act, 1997, S.O. 1997, c. 27* (hereinafter called the "Act") provides that the council of a municipality may pass by-laws for the imposition of Development Charges against land for increased Capital Costs required because of the need for Services arising from Development in the area to which the By-law applies;

AND WHEREAS the Council of The Corporation of the County of Dufferin (the "County") has given Notice in accordance with section 12 of the Act, of its intention to pass a by-law under section 2 of the said Act;

AND WHEREAS the Council of the County has heard all persons who applied to be heard, no matter whether in objection to, or in support of, the development charge proposal at a public meeting held on June 9, 2022;

AND WHEREAS the Council of the County had before it a report entitled Development Charge Background Study, dated May 13, 2022, prepared by Watson & Associated Economists Ltd., (the "Study") wherein it is indicated that the Development of any land within the County will increase the need for services as defined herein;

AND WHEREAS the Council of the County has indicated its intent that the future excess capacity identified in the Study shall be paid for by the Development Charges or other similar charges;

AND WHEREAS following the Public Meeting, Council afforded the public an additional period of time for the submission of further written representations;

AND WHEREAS Council has further considered the Study and the by-law in light of any further written representations received;



AND WHEREAS by this by-law Council has indicated that it intends to ensure that the increase in the need for services attributable to the anticipated development will be met as set out in the Capital Programs contained in the Study;

AND WHEREAS by this by-law Council has determined that no further public meetings are required under section 12 of the Act.

NOW THEREFORE THE COUNCIL OF THE COUNTY OF DUFFERIN ENACTS AS FOLLOWS:

## **DEFINITIONS**

1. In this by-law,

- (1) "Apartment dwelling" means any dwelling unit within a building containing more than four dwelling units where the units are connected by an interior corridor;
- (2) "Assessment Act" means the *Assessment Act, 1990*, R.S.O. 1990, c. A.31, as amended;
- (3) "Building Code Act, 1992" means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended;
- (4) "Capital cost" means costs incurred or proposed to be incurred by the County or a local board thereof directly or by others on behalf of, and as authorized by, the County or local board,
  - (a) to acquire land or an interest in land, including a leasehold interest;
  - (b) to improve land;
  - (c) to acquire, lease, construct or improve buildings and structures;
  - (d) to acquire, lease, construct or improve facilities including,
    - (i) rolling stock with an estimated useful life of seven years or more,

- (ii) furniture and equipment, other than computer equipment, and
  - (iii) materials acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act, 1990*, R.S.O. 1990, c. P.44, and
- (e) to undertake studies in connection with any of the matters referred to in clauses (a) to (d);
- (f) to complete the development charge background study under section 10 of the Act;
- (g) as interest on money borrowed to pay for costs in (a) to (d);

required for provision of services designated in this by-law within or outside the County;

- (5) "Council" means the Council of The Corporation of the County of Dufferin;
- (6) "Development" means any activity or proposed activity in respect of land that requires one or more of the actions referred to in section 7 of this by-law and including the redevelopment of land or the redevelopment, expansion, extension or alteration of a use, building or structure except interior alterations to an existing building or structure which do not change or intensify the use of land;
- (7) "Development charge" means a charge imposed pursuant to this By-law;
- (8) "District school board" means a board defined in subsection 1(1) of the *Education Act, 1990*, R.S.O. 1990, c. e.2;
- (9) "Dwelling unit" means a room or suite of rooms used, or designed or intended for use by, one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons;

- (10) "Existing Residential Building/Dwelling" means a residential building/dwelling, containing at least one dwelling unit, that existed on a parcel of land as of the August 24, 2022 and which was not exempt from the payment of D.C.s pursuant to Section 2(3)(b) of the Act or the first residential building/dwelling, containing at least one dwelling unit, constructed on a vacant parcel of land after the date of by-law passage, and for which D.C.s were paid.
- (11) "Farm building" means a building or structure actually used as part of or in connection with a *bona fide* farming operation and includes barns, silos and other buildings or structures ancillary to a *bona fide* farming operation, but excluding a residential use. Notwithstanding the foregoing, a farm building does not include retail sales activities including, but not limited to restaurants; banquet facilities; hospitality and accommodation facilities; gift shops; services related to grooming, boarding or breeding of household pets; and marijuana and alcohol processing or production facilities;
- (12) "Grade" means the average level of finished ground adjoining a building or structure at all exterior walls;
- (13) "Gross floor area" means the total floor area measured between the outside of exterior walls, or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls;
- (14) "Industrial building" means a building used for or in connection with,
- (a) manufacturing, producing, processing, storing or distributing something,
  - (b) research or development in connection with the manufacturing, producing or processing something,
  - (c) retail sales by a manufacturer, producer or processor of goods they manufactured, produced or processed, if the

retail sales are at the site where the manufacturing, production, or processing takes place,

- (d) office or administrative purposes, if they are,
  - (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
  - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution;

(15) “institutional” means development of a building or structure intended for use:

- (a) as a long-term care home within the meaning of Subsection 2 (1) of the *Long-Term Care Homes Act*, 2007;
- (b) as a retirement home within the meaning of Subsection 2(1) of the *Retirement Homes Act*, 2010.
- (c) By any institution of the following post-secondary institutions for the objects of the institution:
  - (i) a university in Ontario that receives direct, regular and ongoing operation funding from the Government of Ontario;
  - (ii) a college or university federated or affiliated with a university described in subclause (i); or
  - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institute Act*, 2017;

- (d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
  - (e) as a hospice to provide end of life care;
- (16) "Local board" means a public utility commission, public library board, local board of health, or any other board, commission, committee or body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes of the County or any part or parts thereof;
- (17) "Local services" means those services or facilities which are under the jurisdiction of the County and are related to a plan of subdivision or within the area to which the plan relates, required as a condition of approval under s.51 of the *Planning Act* or as a condition of approval under s.53 of the *Planning Act*;
- (18) "non-profit housing development" means development of a building or structure intended for use as residential premises by:
  - (a) a corporation to which the Not-for-Profit Corporations Act, 2010 applies, that is in good standing under that Act and whose primary object is to provide housing;
  - (b) a corporation without share capital to which the *Canada Not-for-profit Corporation Act* applies, that is in good standing under that Act and whose primary objective is to provide housing; or
  - (c) a non-profit housing co-operative that is in good standing under the *Co-operative Corporations Act*;
- (19) "Non-residential uses" means a building or structure used for other than a residential use;

- (20) "Owner" means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;
- (21) "Places of worship" means that part of the building or structure that is exempt from taxation as a place of worship under the *Assessment Act*;
- (22) "Planning Act" means the *Planning Act, 1990*, R.S.O. 1990, c. P.13, as amended;
- (23) "Protracted" means in relation to a temporary building or structure, the persistence of its construction, erection, placement on land, alteration or of an addition to it for a continuous period exceeding eight months;
- (24) "Regulation" means any regulation made pursuant to the Act;
- (25) "rental housing" means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises;
- (26) "Residential uses" means lands, buildings or structures or portions thereof used, or designed or intended for use as a home or residence of one or more individuals, and shall include a single detached dwelling, a semi-detached dwelling, a row or other multiple dwelling, an apartment dwelling, a stacked townhouse, and the residential portion of a mixed-use building or structure;
- (27) "Row or other multiple dwelling" means all dwelling units other than single detached dwellings, semi-detached dwellings, and apartment dwellings;
- (28) "Semi-detached dwelling" means a building divided vertically into two dwelling units each of which has a separate entrance and access to grade;
- (29) "Services" means services set out in Schedule "A" to this By-law;

- (30) "Single detached dwelling" means a completely detached building containing only one dwelling unit;
- (31) "Stacked Townhouses" means a building containing at least 3 dwelling units each dwelling unit separated vertically and/or horizontally and each dwelling unit having a separate entrance to grade;
- (32) "Temporary structure" means a building or structure constructed or erected or placed on land for a continuous period not exceeding eight months, or an addition or alteration to a building or structure that has the effect of increasing the gross floor area thereof for a continuous period not exceeding eight months;

## **CALCULATION OF DEVELOPMENT CHARGES**

- 2. (1) Subject to the provisions of this By-law, development charges against land in the County shall be imposed, calculated and collected in accordance with the base rates set out in Schedule "B", which relate to the services set out in Schedule "A".
- (2) The development charge with respect to the use of any land, buildings or structures shall be calculated as follows:
  - (a) in the case of residential development or redevelopment, or a residential portion of a mixed-use development or redevelopment, the sum of the product of the number of dwelling units of each type multiplied by the corresponding total amount for such dwelling unit type, as set out in Schedule "B";
  - (b) in the case of non-residential development or redevelopment, or a non-residential portion of a mixed-use development or redevelopment, the development charge shall be the gross floor area of such area multiplied by the corresponding total dollar amount per square foot of gross floor area, as set out in Schedule "B".
- (3) Council hereby determines that the development or redevelopment of land, buildings or structures for residential and non-residential

uses will require the provision, enlargement or expansion of the services referenced in Schedule "A".

### **PHASE-IN OF DEVELOPMENT CHARGES AND TRANSITION PROVISIONS**

3. (1) The development charges imposed pursuant to this by-law are not being phased in and are payable in full, subject to the exemptions herein, from the effective date of this by-law, subject to subsection 4(2).

### **APPLICABLE LANDS**

4. (1) Subject to sections 5 and 6, this by-law applies to all lands in the County, whether or not the land or use is exempt from taxation under section 3 of the *Assessment Act*.
- (2) This by-law shall not apply to land that is owned by and used for the purposes of:
  - (a) a district school board;
  - (b) any municipality or local board thereof;
  - (c) a place of worship exempt under s.3 of the *Assessment Act*;
  - (d) a public hospital under the *Public Hospitals Act, 1990*, R.S.O. 1990, c. P. 40;
  - (e) farm buildings as defined herein; or
  - (f) land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education if the development in respect of which development charges would otherwise be payable is intended to be occupied and used by the university.



## **TEMPORARY BUILDINGS OR STRUCTURES**

5. (1) Subject to Subsections (2) and (3), temporary buildings or structures shall be exempt from the payment of development charges.
- (2) In the event that a temporary building or structure becomes protracted, it shall be deemed not to be, nor ever to have been, a temporary building or structure, and the development charges required to be paid under this By-law shall become payable on the date the temporary building or structure becomes protracted.
- (3) Prior to the issuance of a building permit for a temporary building or structure, the County may require an owner to enter into an agreement, including the provision of security for the owner's obligation under the agreement, pursuant to section 27 of the Act providing for all or part of the development charge that would be required by Subsection (2) if the temporary building or structure became protracted, to be paid. The terms of such agreement shall then prevail over the provisions of this By-law.

## **RULES WITH RESPECT TO EXEMPTIONS FOR INTENSIFICATION OF EXISTING HOUSING**

6. (1) Notwithstanding section 4 above, no development charge shall be imposed with respect to developments or portions of developments as follows:
  - (a) the enlargement of an existing residential dwelling unit;
  - (b) the creation of a maximum of two additional dwelling units in an existing single detached dwelling or structure ancillary to such dwelling. The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the existing residential building/dwelling
  - (c) the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling

units or within a structure ancillary to such residential building;

- (d) the creation of one additional dwelling unit in any other existing residential building/dwelling or within a structure ancillary to such residential building/dwelling. The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the existing residential building/dwelling; or
- (e) the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to dwellings, subject to the following restrictions:

Item	Name of Class of Proposed New Residential Buildings	Description of Class of Proposed New Residential Buildings	Restrictions
1	Proposed new detached dwellings	Proposed new residential buildings that would not be attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	<p>The proposed new detached dwelling must only contain two dwelling units.</p> <p>The proposed new detached dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.</p>
2	Proposed new semi-detached dwellings or row dwellings	Proposed new residential buildings that would have one or two vertical walls, but no other parts, attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	<p>The proposed new semi-detached dwelling or row dwelling must only contain two dwelling units.</p> <p>The proposed new semi-detached dwelling or row dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.</p>
3	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling and that are permitted to contain a single dwelling unit.	<p>The proposed new detached dwelling, semi-detached dwelling or row dwelling, to which the proposed new residential building would be ancillary, must only contain one dwelling unit.</p> <p>The gross floor area of the dwelling unit in the proposed new residential building must be equal to or less than the gross floor area of the detached dwelling, semi-detached dwelling or row dwelling to which the proposed new residential building is ancillary.</p>

- (2) In addition to the restrictions outlined in Subsection 6. (1) (e), for the purposes of the exemption for an additional residential unit in a building ancillary to a proposed new Single Detached, Semi-Detached or Row Townhouse Dwelling, the proposed new Single Detached, Semi-Detached or Row Townhouse Dwelling must be located on a parcel of land on which no other Single Detached, Semi-Detached or Row Townhouse dwelling is or would be located.
- (3) Notwithstanding subsection 5(1)(b), development charges shall be calculated and collected in accordance with Schedule "B" where the total residential gross floor area of the additional one or two dwelling units is greater than the total gross floor area of the existing single detached dwelling unit.
- (3) Notwithstanding subsection 5(1)(c), development charges shall be calculated and collected in accordance with Schedule "B" where the additional dwelling unit has a residential gross floor area greater than,
  - (a) in the case of a semi-detached house or multiple dwelling, the gross floor area of the smallest existing dwelling unit, and
  - (b) in the case of any other residential building, the residential gross floor area of the smallest existing dwelling unit.

## **RULES WITH RESPECT TO INDUSTRIAL ENLARGEMENT**

- 7. If the gross floor area of an industrial building is enlarged by 50 per cent or less, the amount of the development charge in respect of the enlargement is zero.
- 8. Where the gross floor area of an industrial building is enlarged by more than 50 percent, the amount of the development charge in respect of the enlargement is the amount of the development charge that would otherwise be payable, multiplied by the fraction which results from the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

9. For the purposes of calculating the floor area of the existing industrial building, floor area created by a previous enlargement that was exempt from the payment of D.C.s shall not be included

## **RULES WITH RESPECT TO REDEVELOPMENT**

10. Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 60 months prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:
  - (1) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under Subsection 2. (2) (a) by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
  - (2) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 2. (2) (b), by the gross floor area that has been or will be demolished or converted to another principal use;
11. A credit can, in no case, exceed the amount of the development charge that would otherwise be payable, and no credit is available if the existing land use is exempt under this by-law.
12. No credit shall be given with respect to demolitions or conversion where the existing use was not capable of being occupied in accordance with municipal by-laws and codes as determined by the County.

## **DEVELOPMENT CHARGES IMPOSED**

13. (1) Subject to subsection (2), development charges shall be calculated and collected in accordance with the provisions of this by-law and be imposed on land to be developed for residential and non-residential use, where, the development requires,
- (i) the passing of a zoning by-law or an amendment thereto under section 34 of the *Planning Act*;
  - (ii) the approval of a minor variance under section 45 of the *Planning Act*;
  - (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
  - (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*;
  - (v) a consent under section 53 of the *Planning Act*;
  - (vi) the approval of a description under section 50 of the *Condominium Act, 1998*, S.O. 1998, c. 19; or
  - (vii) the issuing of a permit under the *Building Code Act, 1992*, in relation to a building or structure.
- (2) Subsection (1) shall not apply in respect to:
- (a) local services installed or paid for by the owner within a plan of subdivision or within the area to which the plan relates, as a condition of approval under section 51 of the *Planning Act*;
  - (b) local services installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*.

## **LOCAL SERVICE INSTALLATION**

14. Nothing in this by-law prevents Council from requiring, as a condition of an agreement under section 51 or 53 of the *Planning Act*, that the owner,

at his or her own expense, shall install or pay for such local services, within the Plan of Subdivision or within the area to which the plan relates, as Council may require.

## **MULTIPLE CHARGES**

15. (1) Where two or more of the actions described in Subsection 13(1) are required before land to which a development charge applies can be developed, only one development charge shall be calculated and collected in accordance with the provisions of this by-law.
- (2) Notwithstanding subsection (1), if two or more of the actions described in subsection 13(1) occur at different times, and if the subsequent action has the effect of increasing the need for municipal services as set out in Schedule "A", an additional development charge on the additional residential units and non-residential floor area, shall be calculated and collected in accordance with the provisions of this by-law.

## **SERVICES IN LIEU**

16. (1) Council may authorize an owner, through an agreement under section 38 of the Act, to substitute such part of the development charge applicable to the owner's development as may be specified in the agreement, by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement, Council shall give to the owner a credit against the development charge in accordance with the agreement provisions and the provisions of section 39 of the Act, equal to the reasonable cost to the owner of providing the services in lieu. In no case shall the agreement provide for a credit which exceeds the total development charge payable by an owner to the County in respect of the development to which the agreement relates.
- (2) In any agreement under subsection 16(1), Council may also give a further credit to the owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this by-law.

- (3) The credit provided for in subsection (2) shall not be charged to any development charge reserve fund.

## **TIMING OF CALCULATION AND PAYMENT**

- 17. (1) Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted and defined by various references in the Act, on the date that the first building permit is issued in relation to a building or structure on land to which a development charge applies.
- (2) Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.
- (3) Notwithstanding Subsection 17. (1), Development Charges for rental housing and institutional developments are due and payable in 6 installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest as provided in the County's Council approved Development Charge Interest Policy, payable on the anniversary date each year thereafter.
- (4) Notwithstanding Subsection 17. (1), Development Charges for non-profit housing developments are due and payable in 21 installments commencing with the first installment payable on the date of first occupancy, and each subsequent installment, including interest as provided in the County's Council approved Development Charge Interest Policy, payable on the anniversary date each year thereafter.
- (5) Where the development of land results from the approval of a Site Plan or Zoning Bylaw Amendment made on or after January 1, 2020, and the approval of the application occurred within 2 years of building permit issuance, the Development Charges under Subsections 17. (1), 17. (3) and 17. (4) shall be calculated based on the rates set out in Schedule "B" on the date the planning application was made, including interest as provided in the County's Council approved Development Charge Interest Policy. Where both planning applications apply Development Charges under

Subsections 17. (1), 17. (3) and 17. (4) shall be calculated on the rates, including interest as provided in the County's Council approved Development Charge Interest Policy, set out in Schedule "B" on the date of the later planning application.

- (6) Despite Subsections 17. (1), 17. (3), 17. (4) and 17. (5), Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

## **RESERVE FUNDS**

18. (1) Monies received from payment of development charges under this by-law shall be maintained in separate reserve funds as per the classes of service set out in Schedule "A".
- (2) Monies received for the payment of development charges shall be used only in accordance with the provisions of section 35 of the Act.
- (3) Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.
- (4) Where any unpaid development charges are collected as taxes under subsection (4), the monies so collected shall be credited to the development charge reserve funds referred to in subsection (1).
- (5) The Treasurer of the County shall in each year, furnish to Council a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in section 12 of O.Reg. 82/98.

## **BY-LAW AMENDMENT OR APPEAL**

19. (1) Where this by-law or any development charge prescribed thereunder is amended or repealed either by order of the Ontario Land Tribunal or by Council, the Treasurer of the County shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.



- (2) Refunds that are required to be paid under subsection (1) shall be paid with interest to be calculated as follows:
  - (a) Interest shall be calculated from the date on which the overpayment was collected to the date on which the refund is paid;
  - (b) The Bank of Canada interest rate in effect on the date of enactment of this by-law shall be used.
- (4) Refunds that are required to be paid under subsection (1) shall include the interest owed under this section.

#### **DEVELOPMENT CHARGE REFUNDS**

- 20. If a Development Charge is paid at the time a building permit is issued and no building proceeds pursuant to the said permit and the building permit has expired, the registered owner may apply to the Treasurer of the Municipality for a refund of the Development Charge paid at the time the building permit was issued within one year of payment to the Municipality provided the building permit is surrendered with the said refund application, if not already surrendered

#### **BY-LAW INDEXING**

- 21. The development charges set out in Schedule "B" to this by-law shall be adjusted annually as of January 1, without amendment to this by-law, in accordance with the most recent twelve month change in the Statistics Canada Non-residential Building Construction Price Index for Toronto.

#### **SEVERABILITY**

- 22. In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be *ultra vires*, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

## **HEADINGS FOR REFERENCE ONLY**

23. The headings inserted in this by-law are for convenience of reference only and shall not affect the construction or interpretation of this by-law.

## **BY-LAW REGISTRATION**

24. A certified copy of this by-law may be registered on title to any land to which this by-law applies.

## **BY-LAW ADMINISTRATION**

25. This by-law shall be administered by the Treasurer of the County.

## **SCHEDULES TO THE BY-LAW**

26. The following Schedules to this by-law form an integral part of this by-law:

Schedule "A" - Designated Classes of Municipal Services Under this By-Law  
Schedule "B" - Schedule of Development Charges

## **EXISTING BY-LAW REPEAL**

27. That By-Law 2017-37 is hereby repealed effective August 24, 2022.

## **DATE BY-LAW EFFECTIVE**

28. This By-law shall come into force and effect on August 24, 2022.

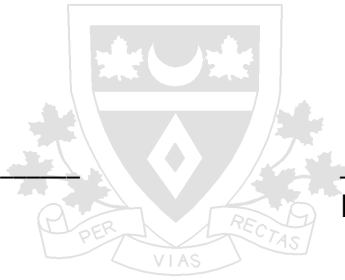
## **SHORT TITLE**

- 2\*. This by-law may be cited as the "County of Dufferin Development Charges By-law, 2022".

READ a first, second and third time and finally passed this 14th day of July, 2022.

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Wade Mills, Warden



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Michelle Dunne, Clerk

**SCHEDULE "A"**  
**TO BY-LAW 2022-28**

**CLASSES OF DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW**

1. Services Related to a Highway
2. Long-term Care Services
3. Child Care and Early Years Programs
4. Public Health Services
5. Ambulance
6. Housing Services
7. Waste Diversion
8. Growth-Related Studies

# COUNTY OF DUFFERIN

## SCHEDULE "B" BY-LAW NO. 2022-28

### SCHEDULE OF DEVELOPMENT CHARGES

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Stacked Townhouses	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
<b>Municipal Wide Services/Class of Service:</b>						
Services Related to a Highway	1,693	1,300	803	803	580	0.57
Long-term Care Services	-	-	-	-	-	-
Child Care and Early Years Programs	221	170	105	105	76	-
Public Health Services	469	360	223	223	161	0.15
Ambulance	272	209	129	129	93	0.09
Housing Services	2,272	1,744	1,078	1,078	779	-
Waste Diversion	79	61	37	37	27	0.03
Growth-Related Studies	50	38	24	24	17	0.02
<b>Total Municipal Wide Services/Class of Services</b>	<b>5,056</b>	<b>3,882</b>	<b>2,399</b>	<b>2,399</b>	<b>1,733</b>	<b>0.86</b>

# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW NUMBER 2022-xx**

### **A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN AT ITS MEETING HELD ON JULY 14, 2022.**

WHEREAS Section 5 (1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipality shall be exercised by its 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 BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN ENACTS AS FOLLOWS:

1. All actions of the Council of the Corporation of the County of Dufferin at its meetings held on July 14, 2022 in respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Warden of the Council and the proper officers of the Corporation of the County of Dufferin 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.

READ a first, second and third time and finally passed this 14<sup>th</sup> day of July, 2022.

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Wade Mills, Warden



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Michelle Dunne, Clerk