



COUNCIL MEETING AGENDA

Thursday, August 18, 2022 at 2:00 p.m.

By video conference – The meeting will be live streamed on YouTube at the following link:

<https://www.youtube.com/channel/UCCx9vXkywflJr0LUVkKnYWQ>

1. ROLL CALL

Verbal roll call by the Clerk.

2. APPROVAL OF THE AGENDA

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|---|
| THAT the Agenda and any Addendum distributed for the August 18, 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

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| THAT the minutes of the regular meeting of Council of July 14, 2022, be adopted. |
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5. PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

5.1. Gladki Planning Associates

A delegation from Robert Walter-Joseph, Gladki Planning Associates, regarding the Town of Grand Valley's preferred settlement boundaries expansion area and Dufferin County's Municipal Comprehensive Review process.

6. PUBLIC QUESTION PERIOD

To submit your request to ask a question, please contact us at info@dufferincounty.ca or 519-941-2816 x2500 prior to 4:30 p.m. on August 17, 2022.

7. PRESENTATION AND CONSIDERATIONS OF REPORTS

7.1. Diversity, Equity & Inclusion Community Advisory Minutes – July 13, 2022

Minutes from the Diversity, Equity and Inclusion Community Advisory Committee from the July 13, 2022 meeting.

7.2. Director of Development & Tourism's Report – Land Needs Analysis(LNA) and Official Plan Amendment (OPA)

A report from the Director of Development and Tourism, dated August 18, 2022, to outline the Land Needs Analysis, which is the first phase of the Municipal Comprehensive Review.

THAT the report of the Director of Development and Tourism, "Land Needs Analysis and Official Plan Amendment", dated August 18, 2022, be received;

AND THAT staff be directed to submit the Land Needs Analysis and related draft OPA to the Province for their review and approval;

AND THAT staff be directed to request a meeting with the Minister of Municipal Affairs and Housing to discuss the opportunity for an increase in the population and employment growth forecast for Dufferin County.

7.3. Director of Development & Tourism's Report – Tourism Relief Fund Update and Agreement

A report from the Director of Development and Tourism, dated August 18, 2022, to request Council's authorization to accept the Tourism Relief Fund grant and agree to the terms of the Tourism Relief Funding Agreement.

THAT the report of the Director of Development and Tourism, dated August 18, 2022, regarding the Tourism Relief Fund Update, be received;

AND THAT Council approve the Tourism Relief Funding Agreement.

7.4. Director of Community Services' Report – Canada-Wide Early Years and Child Care System (CWELCC) Update

A report from the Director of Community Services, dated August 18, 2022, to provide an update on the implementation of the Canada-Wide Early Learning and Child Care (CWELCC) System. It also outlines a change to the Child Care Fee Subsidy program to eliminate the daily maximums to align with the new provincial guidelines established under CWELCC.

THAT the report of the Director, Community Services, titled Canada-Wide Early Years and Child Care System (CWELCC) Update, dated August 18, 2022, be received.

7.5. Administrator of Dufferin Oaks' Report – Replacement of Front Entrance Canopy, Walkway and Gardens – Additional Work Required

A report from the Administrator of Dufferin Oaks, Treasurer, dated August 18, 2022, to inform Council in regards to tender T2021 DO-21-02, Front Canopy, Walkway and Garden Replacement at Dufferin Oaks Long Term Care Home, that additional work not included in the original tender is required to complete the project.

THAT the report of the Administrator, dated August 18, 2022, with regards to the Front Entrance canopy, walkway and garden replacement, be received;

AND THAT staff be authorized complete the additional work required;

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

7.6. Manager of Corporate Finance, Treasurer's Report – Mid-Year Financial Review

A report from the Manager of Corporate Finance, Treasurer, dated August 18, 2022, to provide Council with an update on mid year financial results up to June 30, 2022.

THAT the report of the Manager of Corporate Finance, Treasurer, dated August 18, 2022, regarding Mid Year Financial Review, be received.

8. CORRESPONDENCE

9. NOTICE OF MOTIONS

10. MOTIONS

10.1. Moved by Councillor Creelman

BE IT RESOLVED the County of Dufferin joins with residents and others in petitioning the Ministry of Transportation to install advance left turn signalization at the intersection of Highway 10 and County Road 16/County Road 7 as well as other safety measures including but not limited to speed reduction in advance of this intersection in view of a chronic history of accidents.

10.2. Moved by Councillor Creelman

BE IT RESOLVED THAT Dufferin County petitions the Federal Government, the CRTC (Canadian Radio-Television and Telecommunications Commission) and cell phone providers to immediately implement automatic no-cost roaming to other providers in the event of a service going off line for whatever reason.

11. CLOSED SESSION

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

Closed session minutes from the July 14, 2022 Council meeting.

11.2. Closed Session Report –Municipal Act Section 239 (2)(c) – Proposed or pending acquisition or disposition of land by the municipality or local board

Verbal report from the Chief Administrative Officer in regard to the proposed Dufferin Solar Farm.

12. BY-LAWS

2022-26 A by-law to govern the proceedings of Council and its Committees and to repeal By-Law 2015-24.
Authorization: Council – July 14, 2022

2022-30 A by-law to provide for paying remuneration to members of Council and to repeal By-Law 2018-38.
Authorization: Council – July 14, 2022

THAT By-laws 2022-26 and 2022-30, 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 August 18, 2022.

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

15. ADJOURNMENT

THAT the meeting adjourn.



DUFFERIN COUNTY COUNCIL MINUTES

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

Video Conference

Council Members Present:

Warden Wade Mills (Shelburne)
Councillor Sandy Brown (Orangeville)
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)
Councillor Andy Macintosh (Orangeville)
Councillor Fred Nix (Mono)
Councillor Philip Rentsch (Grand Valley)
Councillor Steve Soloman (Grand Valley)

Council Members Absent:

Councillor Steve Anderson (Shelburne)
Councillor Darren White (Melancthon)(prior notice)

Staff Present:

Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
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 7:00 p.m.

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

Upcoming committee meetings will be held by video conference on Thursday, August 25, 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 Brown, seconded by Councillor Creelman

THAT the Agenda and any Addendum distributed for the July 14, 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.

Councillor Creelman declared an interest in Item # 6 – Mono Centre No Parking and Community Safety Zone, from the June 23, 2022 Infrastructure & Environmental Services Minutes, as his residence is across the street from the proposed no-parking zone. He noted would turn his camera off and refrain from any discussion.

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

Moved by Councillor Horner, seconded by Councillor Macintosh

THAT the minutes of the Statutory Public meeting and regular meeting of Council of June 9, 2022, be adopted.

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. Proclamation: International Overdose Awareness Day – August 31, 2022

Warden Mills proclaimed August 31, 2022 as "International Overdose Awareness Day" in the County of Dufferin. Tom Reid, Chief Paramedic, accepted the proclamation and extended an invitation to attend a community barbeque on August 31, 2022 at the Dufferin County Ambulance Headquarters from 4:00 p.m. to 7:00 p.m.

7. Delegation: Gladki Planning Associates

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

8. PUBLIC QUESTION PERIOD

There were no questions submitted.

PRESENTATION AND CONSIDERATIONS OF REPORTS

Councillor Creelman declared an interest in Item # 6 of the Infrastructure & Environmental Services minutes and turned his camera off and did not participate in any discussion (7:50 p.m.).

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

Moved by Councillor Nix, seconded by Councillor Brown

THAT the recommendation from the June 23, 2022 Infrastructure and Environmental Services meeting, Item #6 – Mono Centre No Parking and Community Safety Zone, be adopted.

-Carried-

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

| Dufferin Rd. | From | To |
|---------------------|--|--|
| 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 rd Line Mono |

Schedule I – Community Safety Zones

| Dufferin Rd. | From | To |
|---------------------|---|--|
| 8 | A point situated 250m South of the Mono Centre intersection | A point situated 380m east of the Mono Centre intersection |

Councillor Creelman returned (7:51 p.m.).

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

Moved by Councillor Gerrits, seconded by Councillor Hawkins

THAT the minutes of the Infrastructure and Environmental Services meeting held on June 23, 2022, and the recommendations set out, excluding Item #6 – Mono Centre Road No Parking and Community Safety Zone, be adopted.

-Carried-

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

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

Moved by Councillor Brown, seconded by Councillor Gerrits

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

-Carried-

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

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

Moved by Councillor Macintosh, seconded by Councillor Nix

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

-Carried-

29. 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.

30. 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.

31. 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.

32. 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.

33. 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.

34. 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.

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

Moved by Councillor Gardhouse, seconded by Councillor Gerrits

THAT the minutes of the Community Development and Tourism meeting held on June 23, 2022, and the recommendations set out, excluding Item #1 – Town of Orangeville Resolution and Item #2 – Municipal Comprehensive Review – Land Needs Analysis Update, be adopted.

-Carried-

36. 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.

37. 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.

38. 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.

39. 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.

40. 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.

41. 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.

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

Moved by Councillor Creelman, seconded by Councillor Brown

THAT the resolution from the Town of Orangeville, dated May 30, 2022,

regarding the dissolution of the Ontario Land Tribunal, be supported.

-Carried-

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

Moved by Councillor Currie, 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;

AND THAT staff be directed to work with Grand Valley staff to achieve the best possible solution for the County Lands Needs Analysis and the Town of Grand Valley;

AND THAT staff be directed to contact the Province on how to accomplish Grand Valley's objectives within the current Municipal Community Review (MCR) process.

-Carried-

44. **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.

Moved by Councillor Brown, seconded by Councillor Creelman

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.

-Carried-

45. **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.

Moved by Councillor Nix, seconded by Councillor Horner

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

-Carried-

46. **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).

Moved by Councillor Macintosh, seconded by Councillor Gerrits

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.

-Carried-

47. **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.

Moved by Councillor Soloman, seconded by Councillor Gerrits

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.

-Carried-

48. **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. Councillor Gerrits noted that the SWIFT update incorrectly identified that the Annual General Meeting was held in Belgium.

Moved by Councillor Gerrits, seconded by Councillor Hawkins

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

-Carried-

CORRESPONDENCE

49. **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.

Moved by Councillor Gardhouse, seconded by Councillor Horner

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.

-Carried-

50. **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 was circulated on desk and addressed in the

Community Development & Tourism minutes under Item #2 - Municipal Comprehensive Review – Land Needs Analysis Update.

51. **NOTICE OF MOTIONS**

Moved by Councillor Creelman

BE IT RESOLVED the County of Dufferin joins with residents and others in petitioning the Ministry of Transportation to install advance left turn signalization at the intersection of Highway 10 and County Road 16/County Road 7 as well as other safety measures including but not limited to speed reduction in advance of this intersection in view of a chronic history of accidents.

Moved by Councillor Creelman

BE IT RESOLVED THAT Dufferin County petitions the Federal Government, the CRTC (Canadian Radio-Television and Telecommunications Commission) and cell phone providers to immediately implement automatic no-cost roaming to other providers in the event of a service going off line for whatever reason.

52. **MOTIONS**

53. **CLOSED SESSION**

Councillor Currie requested Council move into Closed session as he had a question regarding the Closed Session Minutes that were circulated.

Moved by Councillor Macintosh, seconded by Councillor Currie

THAT Council moved into Closed Session (8:55 p.m.) in accordance with the Municipal Act Section 239 (2)(d) – Labour Relations or Employee Negotiations.

-Carried-

While in Closed Session, Councillor Currie asked a question regarding the Closed Session minutes of June 9, 2022, which 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 Hawkins, seconded by Councillor Currie

THAT Council move into open session (8:58 p.m.)

-Carried-

Moved by Councillor Nix, seconded by Councillor Brown

THAT the Closed session minutes of Council from June 9, 2022, be adopted.

-Carried-

54. **BY-LAWS**

2022-25 A by-law to delegate authority to the Chief Administrative Officer for restricted acts during the lame duck period.
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)
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.
Authorization: Council – June 9, 2022

Moved by Councillor Brown, seconded by Councillor Gerrits

THAT By-Law 2022-25, 2022-27 and 2022-28, be read a first, second and third time and enacted.

-Carried-

2022-26 A by-law to govern the proceedings of Council and its Committees and to repeal By-Law 2015-24.
Authorization: General Government Services – June 23, 2022

Moved by Councillor Rentsch, seconded by Councillor Macintosh

THAT By-law 2022-26 be read a first, second and third time and enacted.

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

| | Yay | Nay |
|--------------------------|----------------------|-----|
| Councillor Anderson (1) | ABSENT | |
| 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) | ABSENT | |
| Total (29) | 13 | 16 |
| | -MOTION LOST- | |

Moved by Councillor Horner, seconded by Councillor Currie

THAT staff be directed to bring back a revised Procedural By-law with a one year term for the Warden and Committee Chairs.

-Carried-

55. **OTHER BUSINESS**

Councillor Brown invited Council and the public to attend the Orangeville Rotary Ribfest on July 15 – 17, 2022.

Councillor Brown also noted the Town of Orangeville has won a concert through Sirius XM Radio and Live Nation. Walk Off the Earth will be performing in Orangeville in the fall. More details will be announced in August.

56. **CONFIRMATORY BY-LAW**

2022-29 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.

Moved by Councillor Brown, seconded by Councillor Hawkins

THAT By-Law 2022-29, be read a first, second and third time and enacted.

-Carried-

57. **ADJOURNMENT**

Moved by Councillor Currie, seconded by Councillor Macintosh

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 9:09 p.m.

Next meeting: Thursday, August 18, 2022
 Video Conference

Wade Mills, Warden

Michelle Dunne, Clerk

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

August 10, 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').

This letter includes additional comment on the ongoing County Municipal Comprehensive Review (the 'County MCR') process and is provided in continuation of our written submission to Dufferin County Council dated July 6, 2022. On July 14, I provided delegation to Dufferin County Council representing the United People Corporation regarding the draft Land Needs Assessment and Town of Grand Valley Settlement boundaries.

Following the July 14 County Council meeting, council directed staff to consult with Grand Valley staff to achieve the best possible solution for the County Lands Needs Analysis and the Town of Grand Valley and that staff contact the Province to seek to accomplish Grand Valley's objectives within the current County MCR process. We are supportive of these resolutions and request that the settlement boundary expansion depicted in the Grand Valley Preferred Urban Expansion Areas Map be approved by County Council and that the Grand Valley Preferred Urban Expansion Areas Map be provided to the Ministry of Municipal Affairs as part of the County MCR package for review.

We appreciate the opportunity to continue to provide additional comment through this submission.

Background

The following activities have been undertaken towards our client's and the Town's participation in the County MCR process, facilitating further study of the settlement boundary expansion in Grand Valley.

| | |
|--------------------------|--|
| November 3, 2020 | GPA submitted a request to include the subject lands within the Settlement Boundary as part of the County MCR; |
| October 26, 2021 | Grand Valley Council directed Planning Staff to include the subject lands in the Grand Valley Preferred Urban Expansion Areas Map; |
| November 11, 2021 | Grand Valley Planner 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; |
| November 17, 2021 | GPA provided correspondence to the Dufferin 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; |
| 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; |
| January 27, 2022 | Robert Walter-Joseph, MCIP, RPP (GPA) delivered a presentation to the Dufferin County Community Development and Tourism Committee providing an update on the development of the project plan and community design concept; |
| April 4, 2022 | Town Planning 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; |
| July 6, 2022 | GPA submitted a letter to Dufferin County Council regarding the Land Needs Assessment and County MCR process; |
| July 12, 2022 | Grand Valley Mayor Steve Soloman submitted a letter to Dufferin County Council; |
| July 14, 2022 | Robert Walter-Joseph, MCIP, RPP (GPA) delivered a presentation to Dufferin County Council regarding the Land Needs Assessment and County MCR Process. |

Strong Growth in GGH and Outer Ring Municipalities

Municipalities within the Greater Golden Horseshoe (the 'GGH'), including jurisdictions like Dufferin County within the Growth Plan area, are primed for continued long-term growth. 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 municipalities within the Greater Golden Horseshoe Area. The strong growth projection within the GGH is attributed to significant immigration and intra-provincial in-migration.

The Hemson Report also assesses growth patterns within the Greater Toronto Area and the Outer Ring Municipalities which includes Dufferin County. As a result of net migration and the degree of commuting between the Greater Toronto Area and the Outer Ring Municipalities, significant growth is enabled within the Outer Ring as new residents settle within suburban communities.

Figure 1 below is a graphic from the Hemson Report which illustrates projected net migration patterns within the GTAH and Outer Ring Municipalities. This graphic demonstrates that a net 1,062,000 people are projected to migrate from the GTAH to the Outer Ring Municipalities to 2051.

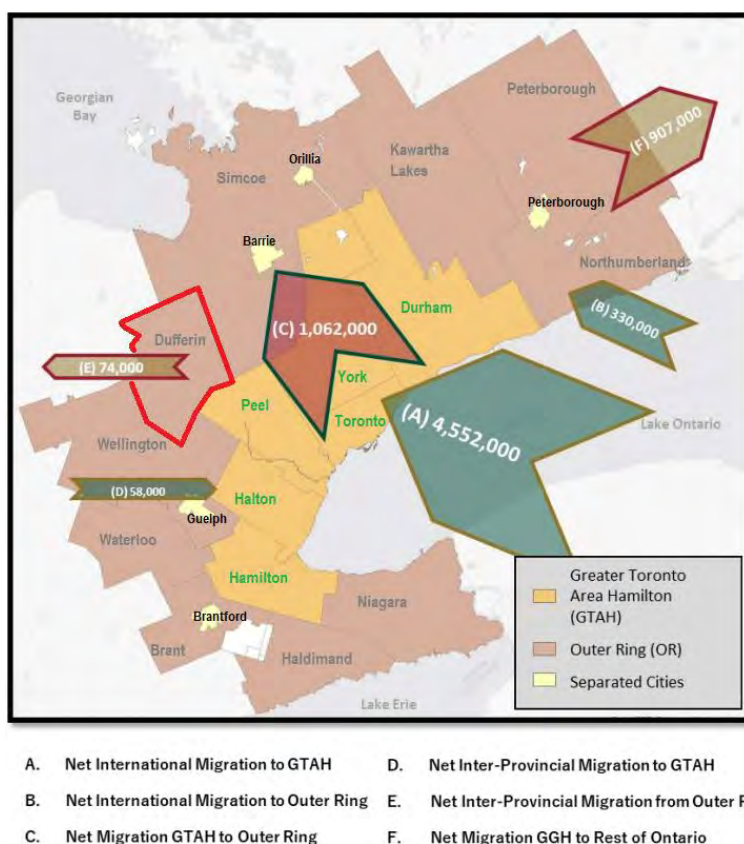


Figure 1 - Extract from Hemson Report: Net Migration in GGH, 2016 - 2051; Dufferin County shows bound in red

The Hemson Report notes affordability challenges across the GGH as a key limiting factor in household formation, as well as a key driver of population growth in the Outer Ring:

“The very high price of housing in the GGH generally is a limiting factor on the ability of households, particularly Millennial households, to purchase ground-related housing. Affordability is also a key contributing factor driving out-migration from the GTAH to the Outer Ring.”

Strong growth allocations are therefore provided for all Outer Ring municipalities, with the notable exception of Dufferin County for which the allocation is relatively low in comparison to other municipalities within the Outer Ring. In terms of providing a rationale for its low projected growth for Dufferin County, the Hemson report cites certain environmental constraints in Orangeville and Shelburne. The report notes that:

“Environmental constraints on growth have only been assumed in Dufferin County. In Dufferin, the relatively slow rate of growth that is forecast recognizes environmental constraints that limit the ability to provide long-term water and wastewater services to accommodate growth in Orangeville, the largest urban centre in the County.”

And furthermore, the report goes on to note in Appendix B that:

“The 2020 forecasts do not project significant growth going forward given environmental constraints that limit the ability to provide long-term water and wastewater services to accommodate growth in Orangeville as well as effective build-out of designated lands for development in Shelburne.”

The Hemson report does not provide sufficient detail to acknowledge that the Town of Grand Valley is free of such constraints. With its focus on Shelburne and Orangeville as the sole attractors of future growth, the Report does not discuss Grand Valley’s potential to resolve Dufferin County’s apparent ‘constraint issue’ and accommodate significantly more of the growth projected for the Outer Ring.

As demonstrated in Figure 2 below and Attachment ‘A’ to this letter, Grand Valley has significant excess area within its own jurisdiction to adequately accommodate the level of growth to 2051 that Grand Valley Council is requesting through the Town-preferred boundary expansion map. While the total land area within Dufferin County is approximately 16,296.78 hectares, Grand Valley Council’s expansion amounts to approximately 234.20 hectares. Furthermore, as indicated in Grand Valley’s letters to Dufferin County dated April 4 and July 12, the Town is capable of facilitating the water and wastewater servicing capacity required to accommodate the 2051 population associated with the requested boundary expansions.

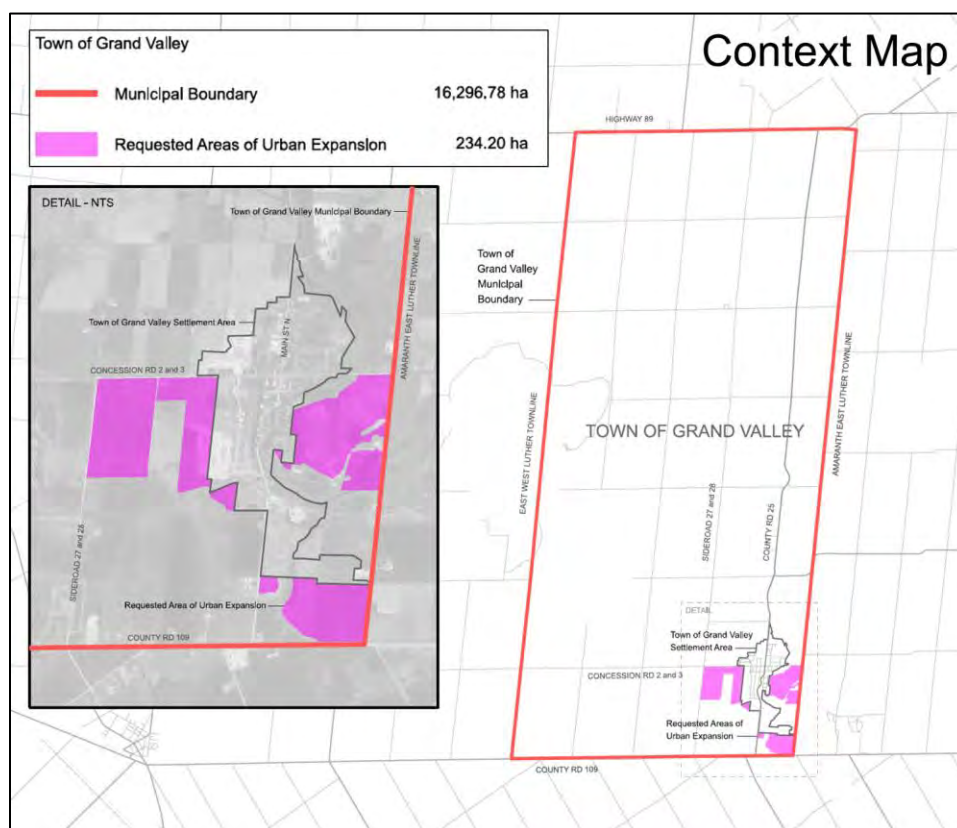


Figure 2: Requested Expansion Area vs. Municipal Boundary Area

Orderly Expansion of the Town of Grand Valley

The proposed settlement boundary expansion strategy represents the orderly growth of the Town of Grand Valley.

As illustrated in Figure 2, above, and Attachment 'A' to this letter, the expansion request occurs entirely within the Town of Grand Valley's municipal boundary.

The expansion that is contemplated in the Grand Valley Preferred Boundary Expansion Map conforms to and implements the Town's Long-Term Development Plan, as described in Appendix F to the Town Official Plan. Please refer to Figure 3 (Attachment 'B' to this letter) which demonstrates how the Town's current expansion request fulfills Grand Valley's long-standing development strategy. The Town's expansion strategy allows for the development of additional phases of development westward along Concession Road 2 and 3 in proximity of the Town Well #5 site as well as the continued development of the large-scale park complex located adjacent to the subject lands. Figure 4 further demonstrates how the 7.3 ha Town Park forms part of a larger planned park area along the east side of our client's lands.

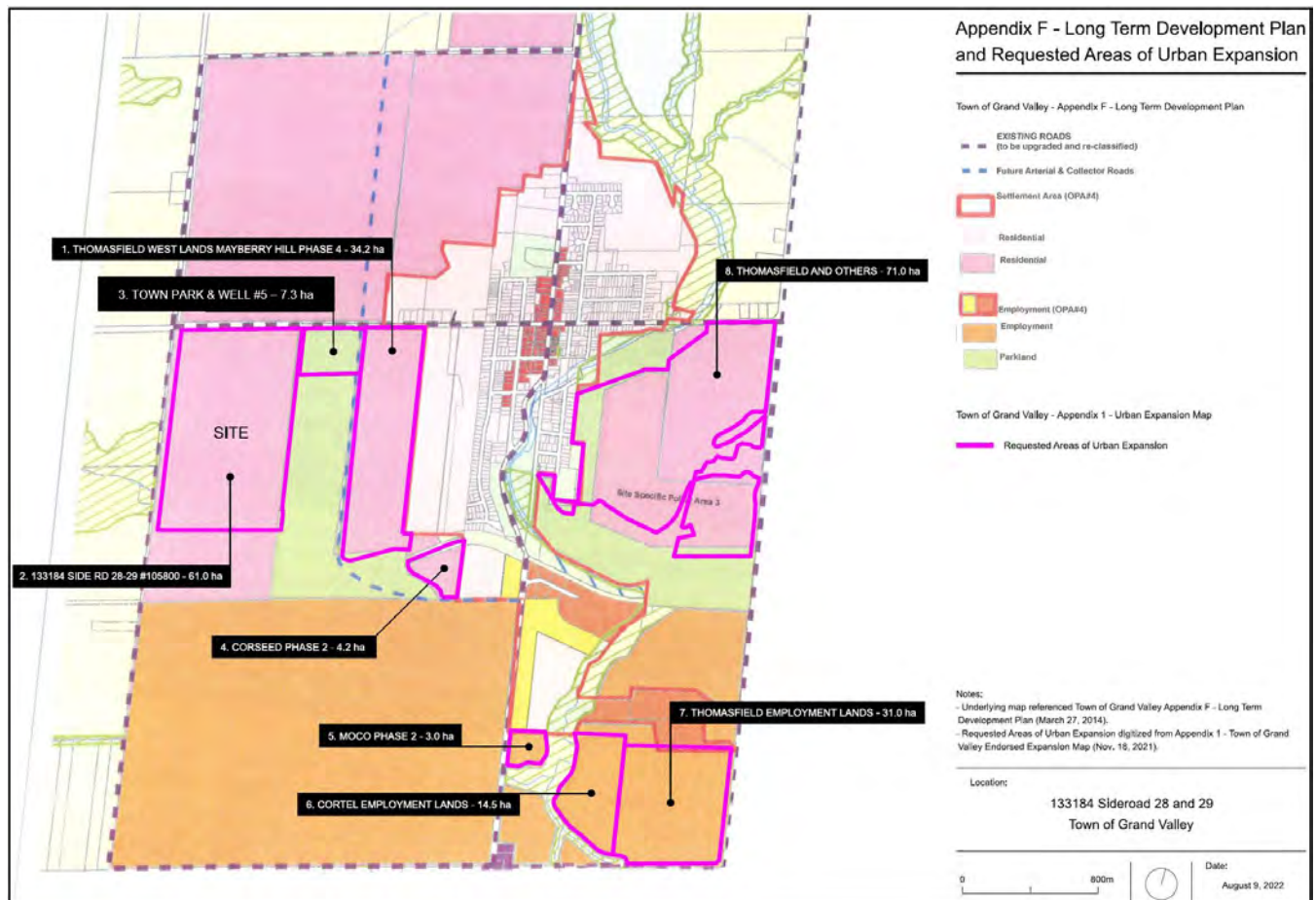


Figure 3: Long Term Development Plan and Requested Areas of Urban Expansion

As demonstrated in Figure 4, below, (Attachment 'C' to this letter), satellite imagery of the Town demonstrates a clear pattern of community growth in a westward direction along Amaranth Street West (Concession Road 2-3) between Grand Valley's historic main street and our client's

lands. This westerly community growth includes large subdivision developments along the north and south sides of Amaranth Street West, as well as the construction of Well #5 and a large 7.3 ha Town Park adjacent to our client's lands provided in anticipation of continued Town expansion.

We find that the proposed settlement boundary expansion represents a logical and orderly expansion of the settlement boundary at this time.

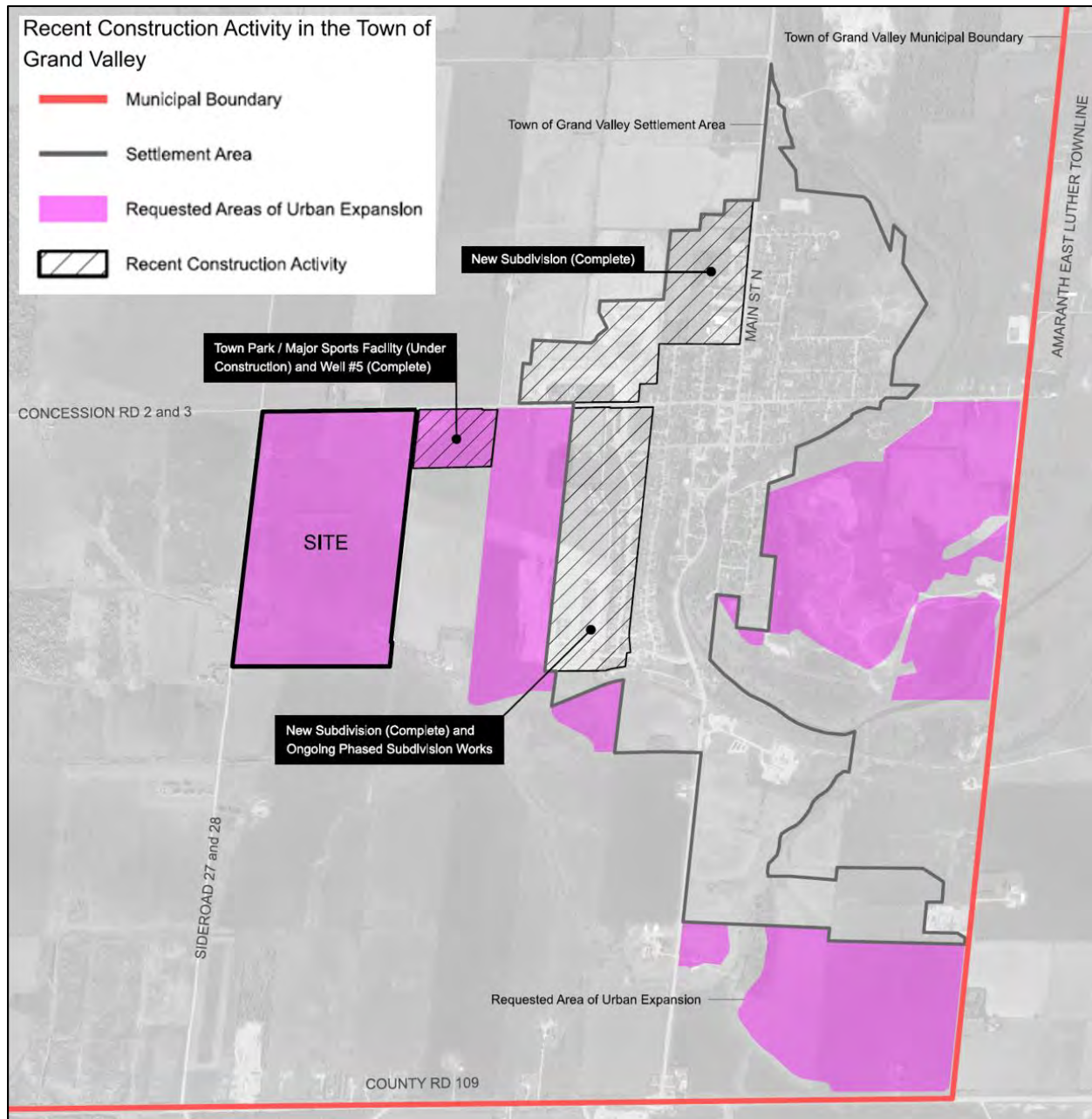


Figure 4: Recent Construction Activity in the Town of Grand Valley

Next Steps in Municipal Comprehensive Review Process

Grand Valley is well positioned to accommodate significant growth to 2051. County Council may put forth an alternative growth strategy consistent with Amendment 1 to the Growth Plan, recognizing the unconstrained capacity for the Town of Grand Valley to accommodate future projected growth within the Outer Ring.

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 design concept and land use vision realizes 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.

The proposed settlement boundary expansion enables the Town of Grand Valley to further Town and County objectives in providing for seniors' services, seniors and multi-generational housing, developing local tourism and marquee events capacity. We look forward to providing these facilities and contributing to the growth of the Town of Grand Valley.

We request that Dufferin County support the Town of Grand Valley's preferred expansion and that County Council provide the Town's preferred expansion map to the Ministry of Municipal Affairs and Housing in order to facilitate the next steps within the County MCR process.

Please acknowledge the receipt of this letter. We appreciate this opportunity to provide this submission.

Thank you for your consideration.

Regards,



Robert Walter-Joseph RPP, MCIP
Senior Planner

Gladki Planning Associates
(416) 362-7755
rwalterj@gladkiplanning.com

c. Mark Kluge, Town of Grand Valley

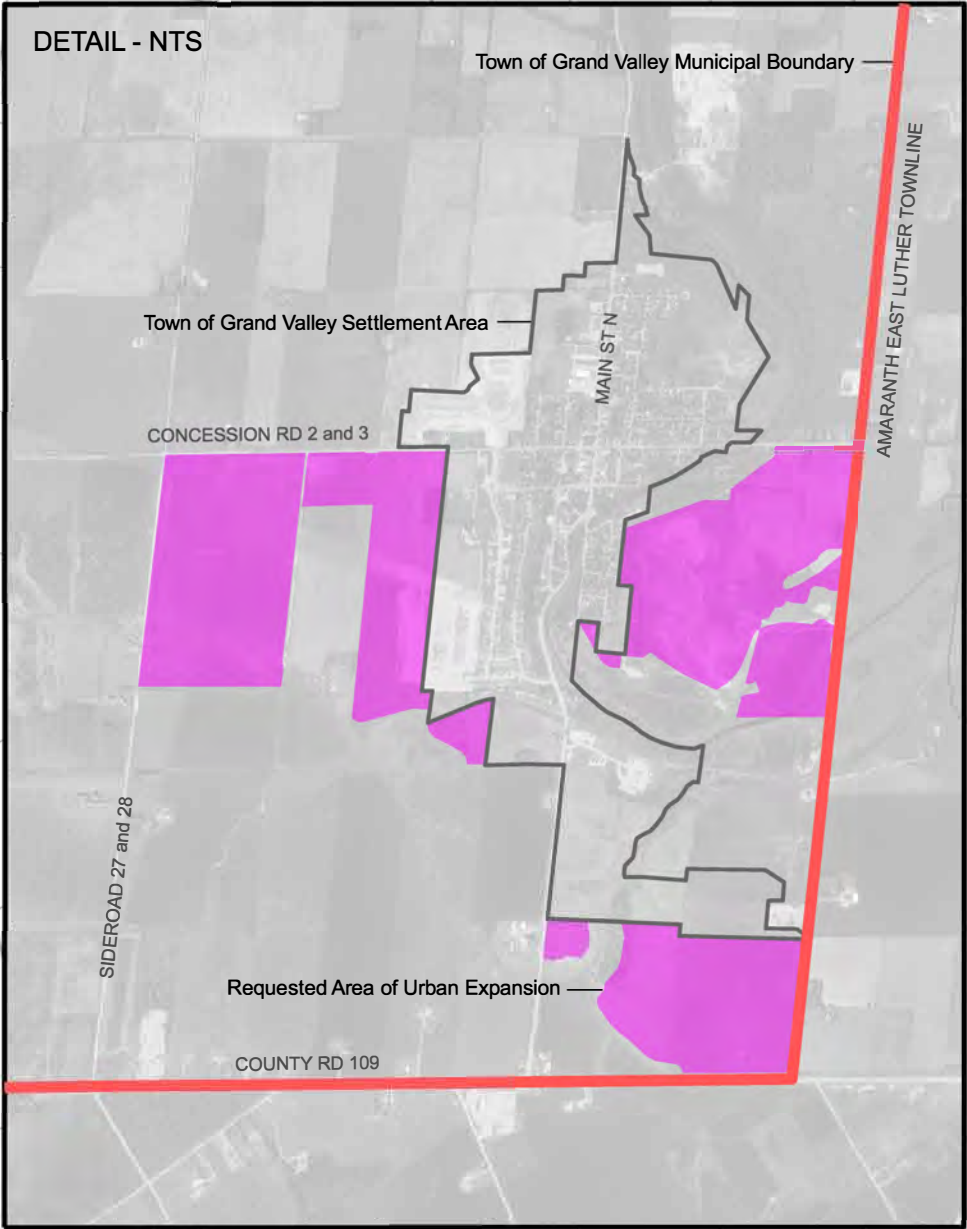
Cody Joudry, County of Dufferin

United People Corporation

Old Mill Toronto Hotel and Spa

| | |
|-----------------|---|
| Attachment 'A': | Context Map |
| Attachment 'B': | Long Term Development Plan and Requested Areas of Urban Expansion |
| Attachment 'C': | Recent Construction Activity in the Town of Grand Valley |
| Attachment 'D': | GPA Letter to Dufferin County, dated January 20, 2022 |
| Attachment 'E': | GPA Presentation to Dufferin County Community Development and Tourism Committee, dated January 2022 |

ATTACHMENTS



Town of
Grand Valley
Municipal
Boundary

EAST WEST LUTHER TOWNLINE

TOWN OF GRAND VALLEY

DETAIL

Town of Grand Valley
Settlement Area

CONCESSION RD 2 and 3

Requested Areas of
Urban Expansion

COUNTY RD 109



SIDEROAD 27 and 28

COUNTY RD 25

AMARANTH EAST LUTHER TOWNLINE

HIGHWAY 89

Town of Grand Valley

| | | |
|---|------------------------------------|--------------|
|  | Municipal Boundary | 16,296.78 ha |
|  | Requested Areas of Urban Expansion | 234.20 ha |

- Notes:
- Property boundary digitized from Teranet and is approximate.
 - Aerial photograph from Google Maps (2021).
 - Municipal Boundary digitized from available mapping.
 - Settlement Area and Requested Areas of Urban Expansion digitized from Town of Grand Valley Endorsed Expansion Map (Nov. 18, 2021).
 - All areas are approximate.

Location:

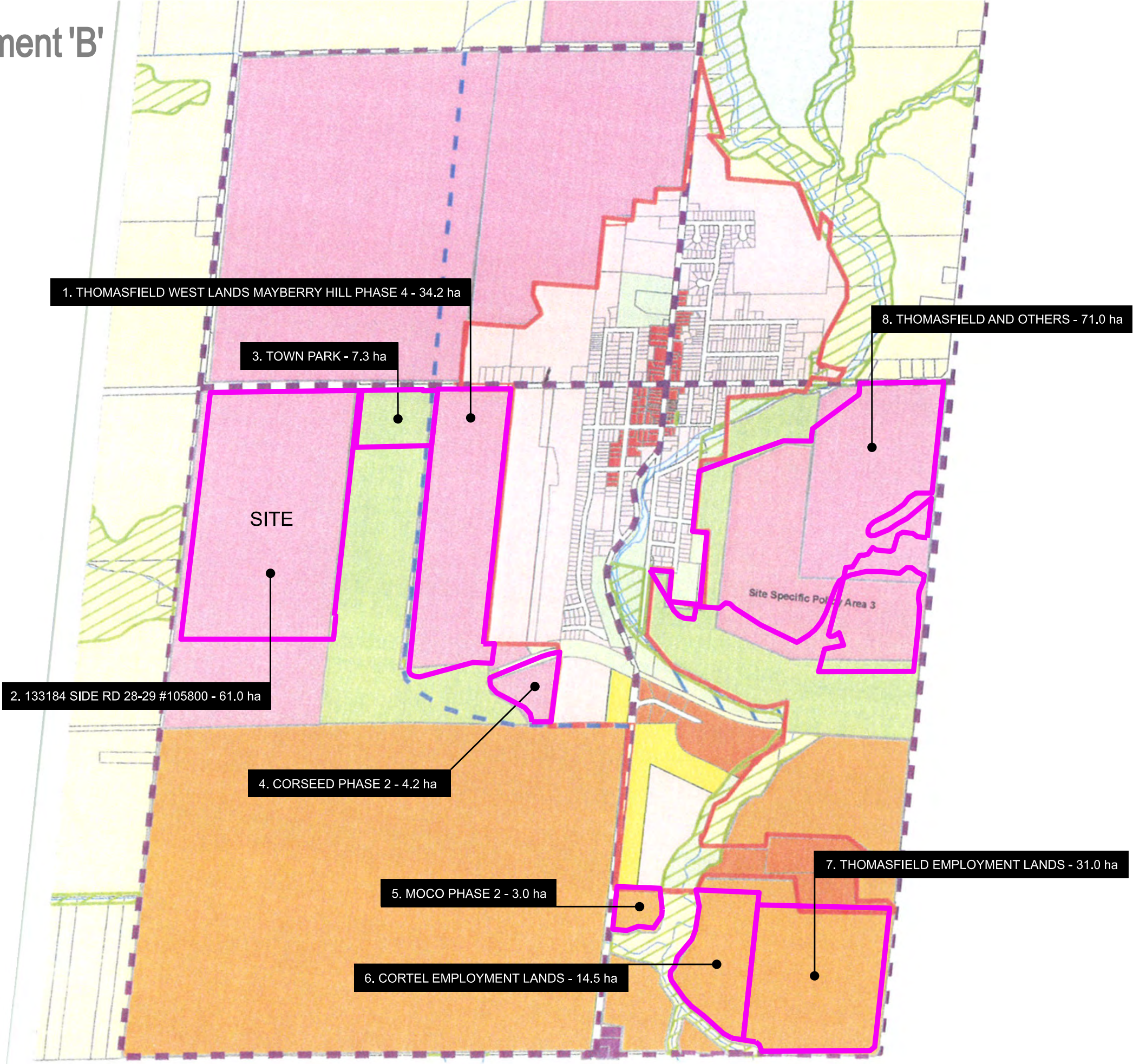
133184 Sideroad 28 and 29

Town of Grand Valley



Date:

August 9, 2022



Town of Grand Valley - Appendix F - Long Term Development Plan

- EXISTING ROADS
(to be upgraded and re-classified)
- Future Arterial & Collector Roads
- Settlement Area (OPA#4)
- Residential
- Residential
- Employment (OPA#4)
- Employment
- Parkland

Town of Grand Valley - Appendix 1 - Urban Expansion Map

- Requested Areas of Urban Expansion

Notes:

- Underlying map referenced Town of Grand Valley Appendix F - Long Term Development Plan (March 27, 2014).
- Requested Areas of Urban Expansion digitized from Appendix 1 - Town of Grand Valley Endorsed Expansion Map (Nov. 18, 2021).

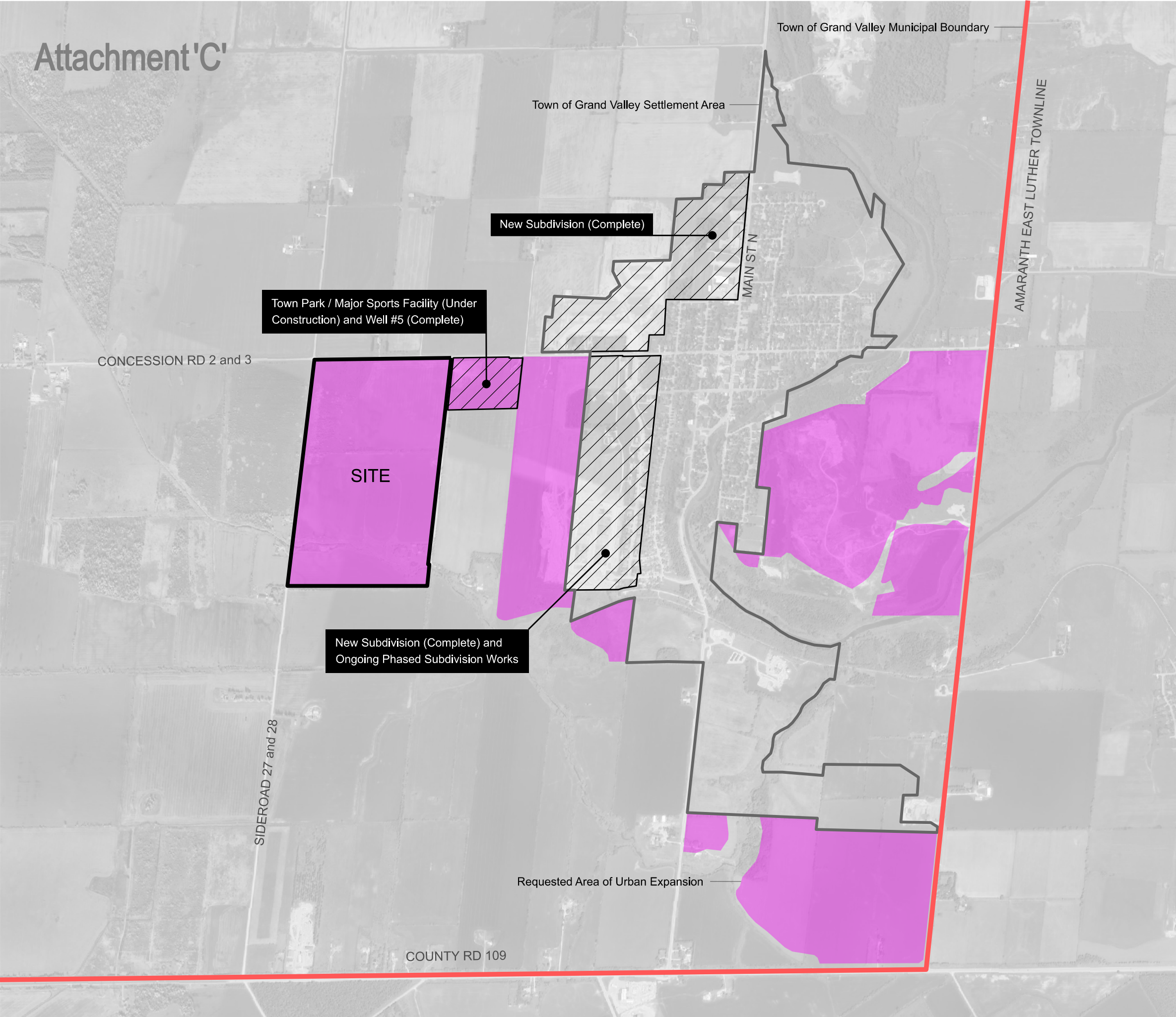
Location:

133184 Sideroad 28 and 29
Town of Grand Valley

0 800m



Date:
August 9, 2022



Site Boundary - 133184 Sideroad 28 and 29

Town of Grand Valley

Municipal Boundary

Settlement Area

Requested Areas of Urban Expansion

Recent Construction Activity

Notes:

- Property boundary digitized from Teranet and is approximate.
- Aerial photograph from Google Maps (2021).
- Municipal Boundary digitized from available mapping.
- Settlement Area and Requested Areas of Urban Expansion digitized from Town of Grand Valley Endorsed Expansion Map (Nov. 18, 2021).
- All areas are approximate.

Location:

133184 Sideroad 28 and 29

Town of Grand Valley

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

January 20, 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 update the Grand Valley Urban Expansion Map to include the subject lands. On November 11, 2021, Town Planning transmitted this map to Dufferin County and WSP, the County's Consultant, advising of the preferred urban expansion of the Town to 2051.

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. The letter herein submitted to the Committee provides 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. As further detailed below, 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.

Description of the Subject Lands

The subject lands are bound by three (3) public roads with approximately 609 metres (1,998 feet) of frontage along Concession Road 2 & 3 to the north, approximately 940 metres (3,083 feet) of frontage along Sideroad 28 & 29 to the east, and approximately 1,019 metres (3,343 feet) of frontage along Sideroad 27 & 28 to the west. An existing access to the Upper Grand Trailway is located approximately 340 metres to the south, representing an approximate 4-minute walk from the subject lands to the existing trail network.

The Boyne Creek traverses our client's property, running east-west across the southern portion of the subject lands. While the property can primarily be characterized as flat, the northern portion of the subject lands slope gently towards Concession Road 2 & 3 to the north while the majority of the property slopes gently towards the Boyne Creek in the southern portion of the subject lands.

Proposed Community Concept

As illustrated in the attachment, our client's proposal for development on the subject lands consists of a new seniors' village 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), 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 seniors-focused 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. These options for seniors will include independent living and supportive care facilities.

The seniors' village is supported by a multi-generational housing context where family members and relatives in different stages of life, can live close to one another and benefit from nurturing home environments and social connectedness, avoiding social isolation which may occur within traditional exclusive seniors' communities. The seniors' village will focus on and provide for the basic and social needs of the elderly, while at the same time accommodating lifestyles of all generations lending to the vibrancy of a community that is designed to prioritize social connection and outdoor activity.

While community identity will be rooted in the Grand River and the historic Downtown to the east, the sense of place and social fabric of the proposed neighbourhood will be strongly associated with the proposed amenity hub, parks, trails and picturesque natural landscapes set against the creek valley backdrop of the Boyne, situated in the southerly portion of our client's lands (referred to as "The Hearth" in the attached Land Use Concept). The proposed amenity hub will be comprised of a spa/wellness centre and rustic event space operating in conjunction with an inn that will provide overnight accommodations to visitors and patrons. The proposed commercial amenities will be enhanced by adjacent community parks, natural meadows and trail systems situated along the Boyne Creek valley which traverses the subject lands and provides connection to the Upper Grand Trailway.

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 & oldmilltorontohotel.com) and is planning to operate the proposed spa and wellness centre, along with an overnight accommodation service.

Land Use Structure and Design

The development is generally structured around four residential quadrants over the central and northerly portions of the property and transition to an amenity node, park and naturalized lands (generally described as the "Community Hearth") located adjacent to the Boyne Creek and

meadowland features, situated towards the south of the subject property. The Hearth area is shown in Figure 1, and described in more detail below.



Figure 1: Aerial Site Photo - Community Hearth Area in South of Site

The residential quadrants are oriented along a north-south and east-west spine consisting of landscaped boulevards providing convenient pedestrian options and pleasant sight-lines through the community. Small-scale local streets will also provide for safe pedestrian routes for users of all ages. Laneways are proposed to remove potential pedestrian-vehicle interactions along local streets and provide intimate and desirable street frontages on local streets. The proposed laneway network is also designed to connect 'pocket parks' which are intended to function as outdoor pedestrian hubs in the heart of each residential quadrant. Please refer to Figure 2, below, for examples of pocket parks, including an admired 'Accessible Playground' example in Fergus, Ontario in the lower frame.



Figure 2: Examples of 'Pocket Parks' in the Heart of Neighbourhoods

Small Scale Residential Neighbourhoods

The residential component of the community is generally organized into four quadrants separated by a north-south or east-west boulevard. Each quadrant will provide an intimate and walkable residential community consisting of a range of housing options and oriented around a central community node and parkette.

Nodes are intended to provide a mix of housing options and advance the development of an integrated seniors-oriented community. These options include single detached dwellings which may accommodate multi-generational housing through a garden suite or coach-house accessible via the rear lane, barrier-free detached bungalows, live/work units and attached row house forms. In addition, the northeast quadrant would accommodate a multi-unit seniors' living building which can provide more supportive care.

The gridded street pattern of each quadrant is recognized as a seniors-friendly design as it provides a highly legible street network, aiding in wayfinding and providing convenient connections throughout the community. Easy and walkable connections to naturalized areas and

the wellness centre provide convenient destinations and support independent lifestyles in the community. Please refer to Figure 2 for examples of laneway and coach houses design precedents.



Figure 3: Examples of Laneways and Coach Houses

Community Hearth

Towards the south of the development and encompassing the Boyne Creek and its naturalized areas are community-oriented amenities. These amenities include a spa and wellness centre, small scale convenience retail, an inn for overnight accommodation, small scale convenience retail, rustic event spaces, and publicly accessible parks and landscaped areas adjacent to the Boyne Creek.

This area is publicly oriented and provides community-supportive amenities as well as a walkable destination for community members. The Community Hearth is the local focal point and integrates the development into the natural rural setting adjacent to the Creek. The Community Hearth will include a Spa and Wellness Centre which supports the continuum of care, providing for some local medical care within the community.

The Inn, to be located just north of the Creek and adjacent to Sideroad 28 and 29 will accommodate visitors in the Grand Valley community. It will provide needed capacity in the community for overnight accommodation, supporting planned marquee events hosted within the Town of Grand Valley.

The Community Hearth would be situated along an accessible AODA active transportation system, extending throughout the community. Residents will be able to freely traverse the community and access natural areas regardless of age or ability. A connection to the wider Dufferin County Trail system is also envisioned with a potential connection being made to the Upper Grand Trailway situated just south of the Subject Property. The Hearth will also function as a trailhead and a potential destination for hikers and birders traversing the Town of Grand

Valley, where hikers can rest on a café patio in a natural outdoor setting. Site photos of the future Community Park area, with pond feature, taken in the fall and spring, are shown in Figure 4, below.



Figure 4: Site Photos of Future Community Park area, and Pond Feature, in south Hearth area.

Above: Taken in the Spring, looking east towards new subdivision development.

Below: Taken in the Fall, looking south towards Creek Valley Landscape. Employment Opportunities and Supports

Commercial and commercial-institutional uses are proposed across the community area, including a multi-unit supportive seniors' facility within the northeast quadrant; in the southerly creek-side Hearth area, the amenity hub will accommodate a spa and wellness centre, small scale

convenience retail, an inn for overnight accommodation, rustic event spaces, and publicly accessible parks and landscaped areas adjacent to the Boyne Creek. These proposed uses will generate a need for workers specializing in seniors support services, health care and hospitality, and will create opportunities for future residents to work in close walking distance to their homes.



Figure 5: Medical Care Professionals and Personal Support Workers Assisting Seniors in an Outdoor Multi-Generational Setting

Furthermore, to provide for a multi-generational community that supports growing families, live-work units and remote work is contemplated as a core component of the proposed development. We recognize that the availability of broadband internet will be important to providing meaningful live-work and remote 'work-from-home' opportunities throughout Grand Valley and that these opportunities may be further enhanced by providing publicly accessible community buildings in the amenity area by the creek to the south, including working spaces available to residents.

Transportation Concept

The development is oriented along two central spines. A north-south boulevard provides a primary connection into the community from Concession Road 2-3, leading from the residential quadrants at the north of the property towards the amenity area to the south. This route is proposed as a landscaped boulevard with a convenient AODA sidewalk, curb cuts and tactile strips at intersections and it is intended to take on a main street character, supporting attached housing forms (row houses) and limited convenience commercial uses at the southern-most extent adjacent to the inn, spa and wellness centre.

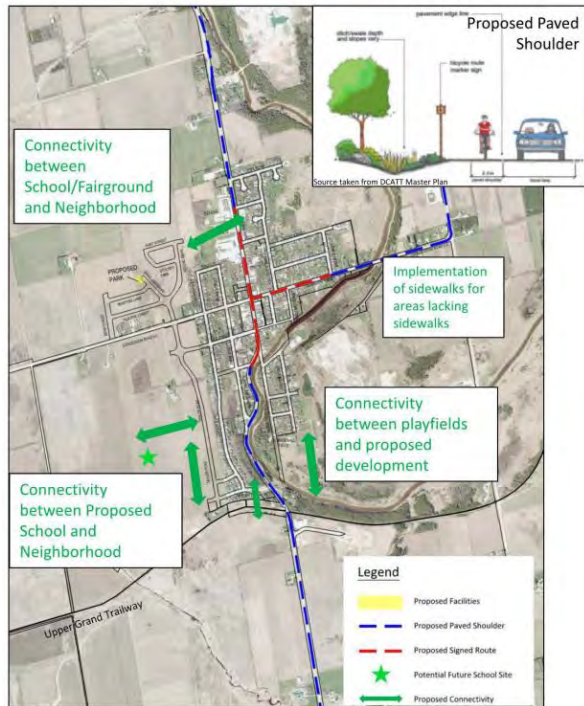


Figure 6: Proposed Town of Grand Valley Active Transportation System

An east-west boulevard provides a secondary connection between Sideroad 27 and 28 and Sideroad 28 and 29 and aligns with the proposed Town of Grand Valley Active Transportation System, demonstrated in Figure 6, left.

The residential component in the northerly portion of the site is generally divided into four neighbourhood quadrants, each centred around a parkette, and arranged according to north-south and east-west connections which include landscaped boulevards and rear laneways and pedestrian trailways.

Existing east-west trails along the Boyne Creek in the south portion of the site, which provide convenient connection to the Upper Grand Trailway, are proposed to be added to the Town-wide trails system. The creek-side trails will promote an active outdoor lifestyle for people in all stages of life, and provide nature appreciation and education opportunities. Figure 7 below provides a site photo of a creek-side trail in the south area of the subject property.



Figure 7: Site Photo - Existing Trail Along North side of Boyne Creek

Alignment with County & Town Objectives

The proposed development concept advances the goals and objectives expressed in the Dufferin County Official Plan (DCOP) and the Town of Grand Valley Official Plan (GVOP). The following goals and objectives are advanced in particular:

- Fostering the creation of a compact and efficient complete healthy and sustainable community which will advance the quality of life for all residents including a mix of unit typologies and densities, independent and assisted seniors' living as well as residential and limited commercial uses which are unique and supportive to the wider Grand Valley Community (DCOP: 1.1.5.a, 1.1.5.i, 1.1.5.k, 3.1.d; GVOP: 8.5.1.1.a, 8.5.1.1.c).
- Providing opportunities for residents to live, work and play within Grand Valley, by creating local employment opportunities within a mixed-use context (GVOP: 3.3 b).
- Promoting healthy lifestyles by supporting active transportation using AODA trails throughout the community and connecting to existing and planned active transportation and trail routes throughout the wider community of Grand Valley (DCOP: 1.1.5.n; GVOP: 7.10, 8.5.1.1.e).
- Creating an age-friendly community providing a range of housing options including barrier free and multi-generational arrangements and providing assisted housing for seniors who may have a physical or cognitive impairment. The community concept provides housing in proximity to supportive care and wellness facilities (DCOP: 3.7- preamble, 3.7.3-preamble, 3.7.3.e, 3.7.3.f, 3.7.3.h; GVOP: 5.3.2.a, 5.3.2.e).
- Providing new services to support and accommodate seniors in the Town of Grand Valley (GVOP: 3.3.a, 3.3.h)
- Recognizing the importance of tourism to the local economy through the development of local tourist amenity through the spa and wellness facility, supported by ancillary overnight accommodation services. The proposal also explores the potential for a rustic event space devoted to County and Town festivals and wedding parties. (DCOP: 3.6.3-preamble).

Seniors Building – Town of Grand Valley Strategic Plan & Dufferin County Age-Friendly Community Project

This proposed concept plan and direction towards the development of the 'continuum of care' concept expressed through this proposed land use vision emerges from the Dufferin County Age-Friendly Needs Assessment and Strategic Action Plan, and the Town's objective for the provision for seniors housing, as captured through the Town's strategic plan prepared by the Town of Grand Valley's Economic Development Committee. The client's team with expertise in hospitality and residential development identified the opportunity to develop an integrated community where seniors' lifestyles are supported by multi-generational housing arrangements, coach houses, garden suites, and independent barrier-free living in an amenity rich rural landscape with the option for supportive care with access to a wellness centre and health care treatment.

In looking to advance County and Town objectives including the Town's goal to facilitate the development of a seniors building, our client's team has developed a strategy for an integrated multi-generational community where seniors' lifestyles may be supported by independent living and supportive seniors housing, all with convenient access to wellness facilities and medical care.

Marquee Event Space – Town of Grand Valley Strategic Plan & Dufferin County Tourism Strategy and Action Plan 2021-2026

In further reflecting on local community objectives, the client identified the unique opportunity to advance considerations around planning for a marquee event space within the Town of Grand Valley. The Town of Grand Valley's Strategic Plan identifies an objective of developing a Tourism-Based Economy through building key social marquee events.

Given the proposed extent of community outdoor space, and a picturesque natural landscape along the Boyne Creek, the opportunity to explore the development of a marquee event space in the southern area of the subject lands deserves further consideration and discussion with the County and the Town.



Figure 8: Above: Stock Examples of Town Event Spaces.

Below: Site Photo: View from Existing Barn Looking into Old Corral Area and Meadowlands to the South.

Wellness Centre and Overnight Accommodations – Dufferin County Tourism Strategy & Action Plan 2021-2026

As noted above, the landowner operates the Old Mill Toronto Hotel and Spa (9 Old Mill Road, Toronto, spaoldmill.ca & oldmilltorontohotel.com) and is planning to operate the proposed spa and wellness centre, along with an overnight accommodation service. These tourism-supportive uses will benefit from the site's proximity to the GTA and the surrounding natural landscape along

the Boyne Creek, as well as the proposed outdoor attractions including the marquee event space, landscaped open space areas and trail system. In alignment with Dufferin County's Tourism Strategy & Action Plan 2021-2026, the proposed commercial amenities and outdoor recreational programming on the subject lands provide an opportunity for Dufferin County to diversify and support the local economy, while strengthening its tourism profile in a manner that leverages County assets and enhances community character.

Conclusion

This letter details a land use concept for the subject lands intended to provide for the orderly expansion of the settlement boundary and achievement of the goals and objectives of the County Official Plan, the Town of Grand Valley Official Plan and various County and Town Strategic Plans.

The design concept has been developed in careful consideration of the goals and objectives of the County of Dufferin and Town of Grand Valley. The concept is sensitive to the scale and character of the Town of Grand Valley and specifically seeks to complement the rural and natural setting of the lands.

The proposed development of the subject lands represents a unique opportunity to create a supportive seniors-oriented community which supports aging-in-place and provides housing along a continuum of care from independent living to supportive seniors housing all in proximity to local amenities and local healthcare services. The concept is developed to be supportive of active seniors' lifestyles promoting social connections, active transportation, walkable local amenities and multi-generational family living through garden suites, coach houses and barrier-free housing typologies. The development concept also advances the objective of promoting local tourism, from providing a new wellness centre and spa with capacity for overnight accommodation to allowing the Town to accommodate marquee events celebrating seasonal tourist events and family celebrations.

The westward expansion of the settlement boundary along Concession Road 2 and 3 is in keeping with the general objective described in the Town's long-term development plan, 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

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

Attachments

Attachment #1: Air Photo of Subject Lands

Attachment #2: Community Design Concept, prepared by Weston Consulting

Attachment #3: Letter from Old Mill Toronto Hotel & Spa

Attachment #4: Gladki letter dated November 17, 2021

Attachment 'E'

gladki planning associates



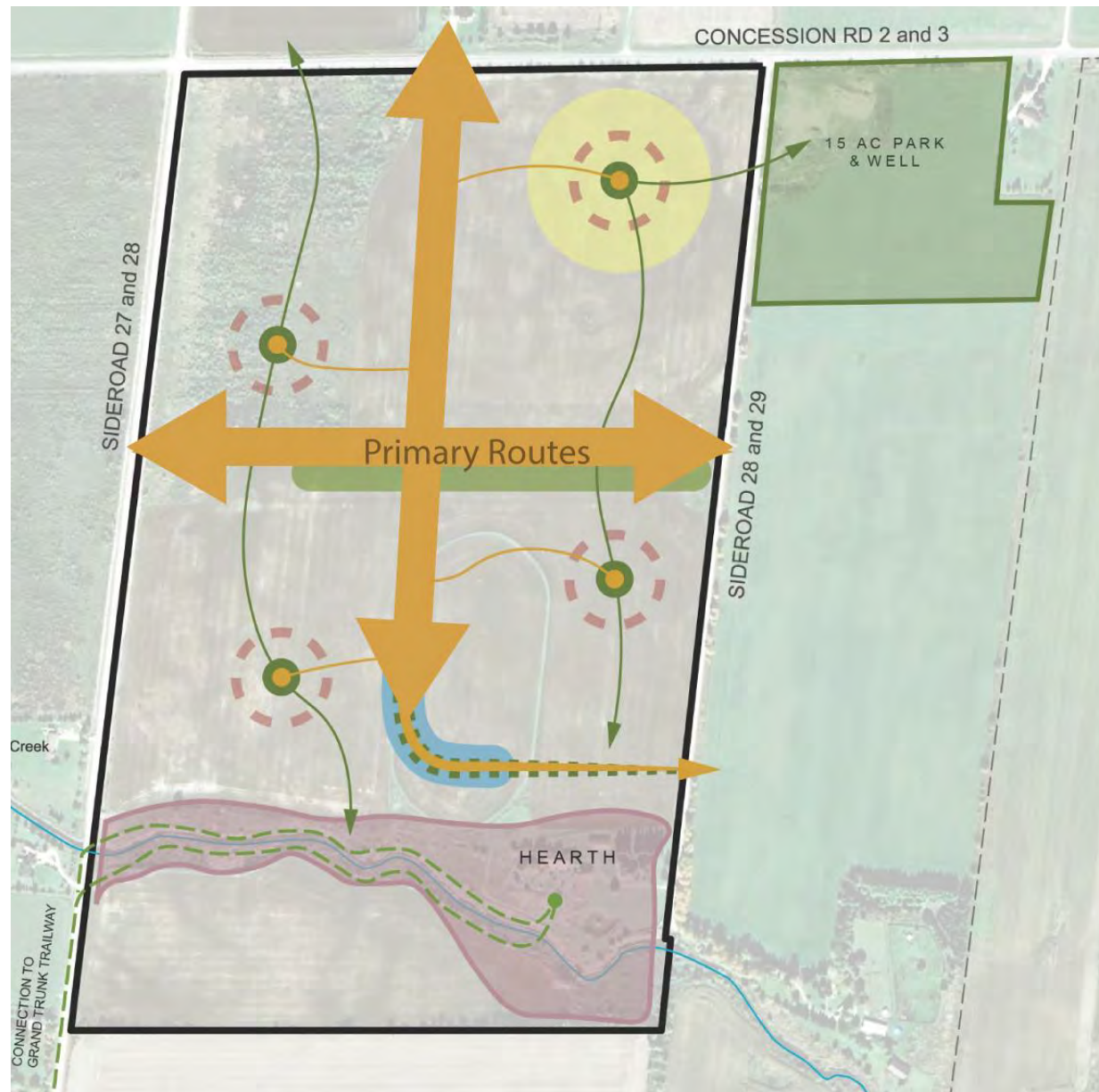
133184 Sideroad 28-29
Town of Grand Valley












Project Overview Presentation
January 2022



Proposed Community Structure
















-  Site Boundary - **60.818 ha**
-  Neighbourhood Development Limit
-  Watercourse
-  Landscaped Connections
-  Primary Routes
-  Trailway
-  High Street
-  Nodes
-  Hedgerow
-  Seniors Priority Quadrant
-  Park



- Site Boundary - 60.818 ha
- Neighbourhood Development Limit
- Watercourse
- Landscaped Connections
- Primary Routes
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- High Street
- Nodes
- Hedgerow
- Seniors Priority Quadrant
- Park



-  Site Boundary - **60.818 ha**
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-  Watercourse
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-  Hedgerow
-  Seniors Priority Quadrant
-  Park



Residential street with sidewalk. Rear lanes remove pedestrian/driveway conflicts.



Central park and parkette space



Rear laneway



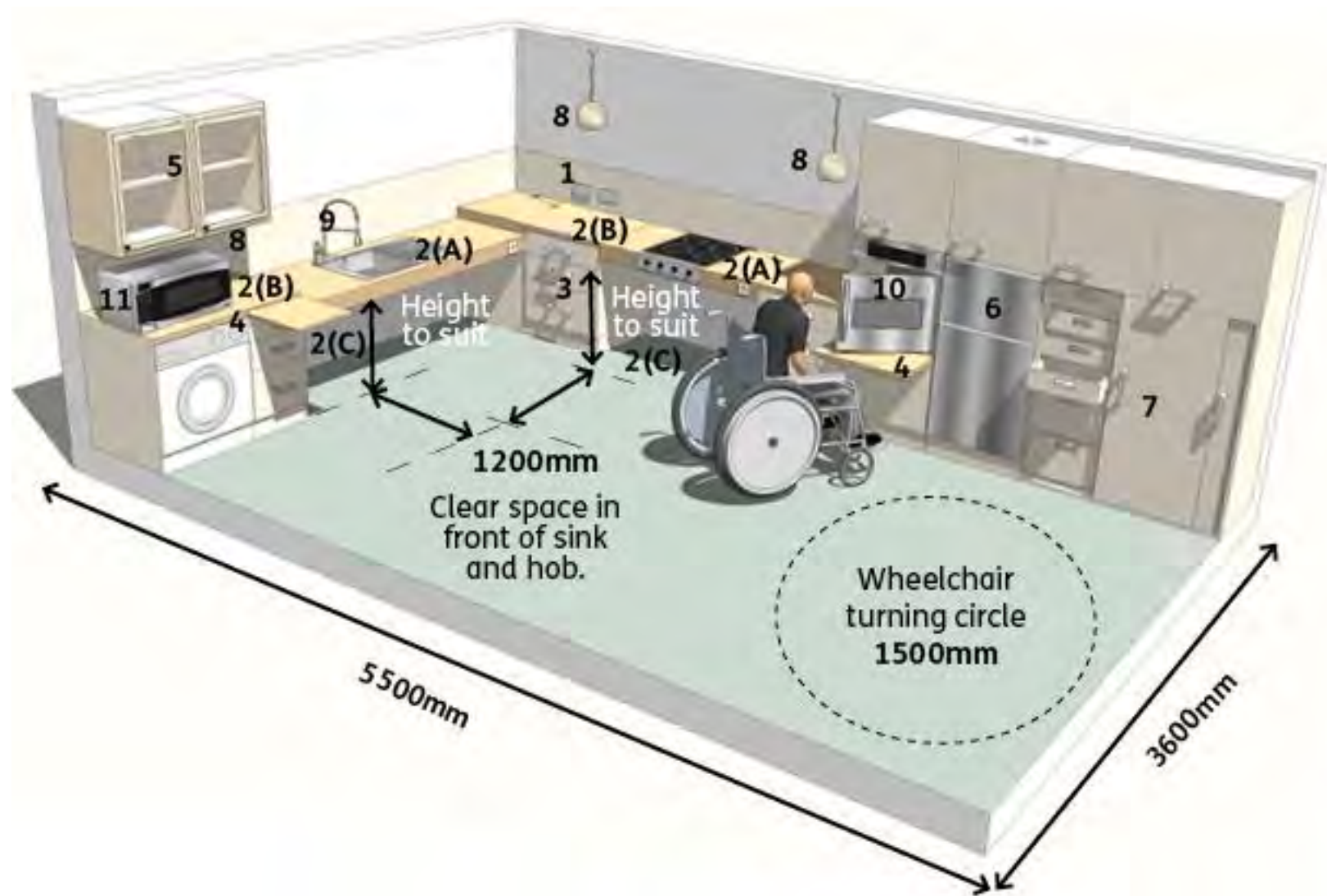
Laneway Housing

- Supportive of independent, multi-generational living
- Direct access via rear laneway
- Can include integral garage



Garden Suites

- Supportive of bungalow and barrier-free designs
- Can be developed without access to rear lane



Home2Fit



Supportive residential seniors facility



Communal amenities within community node area



Available gathering space within community node





Views of the Boyne Creek and existing structures within the Community Hearth Area



“High street” including row house, townhouse and low-rise multi-unit buildings connecting to Community Hearth





Outdoor spaces within Community Hearth



Inn, spa and wellness centre within Community Hearth



Existing farmhouse and out buildings within community hearth



View from existing barn towards the Boyne Creek



Outdoor event space associated with Inn and Spa



Community buildings



Trail area adjacent to the Boyne Creek and potential connection to Upper Grand Trail



Aligning with local goals and objectives

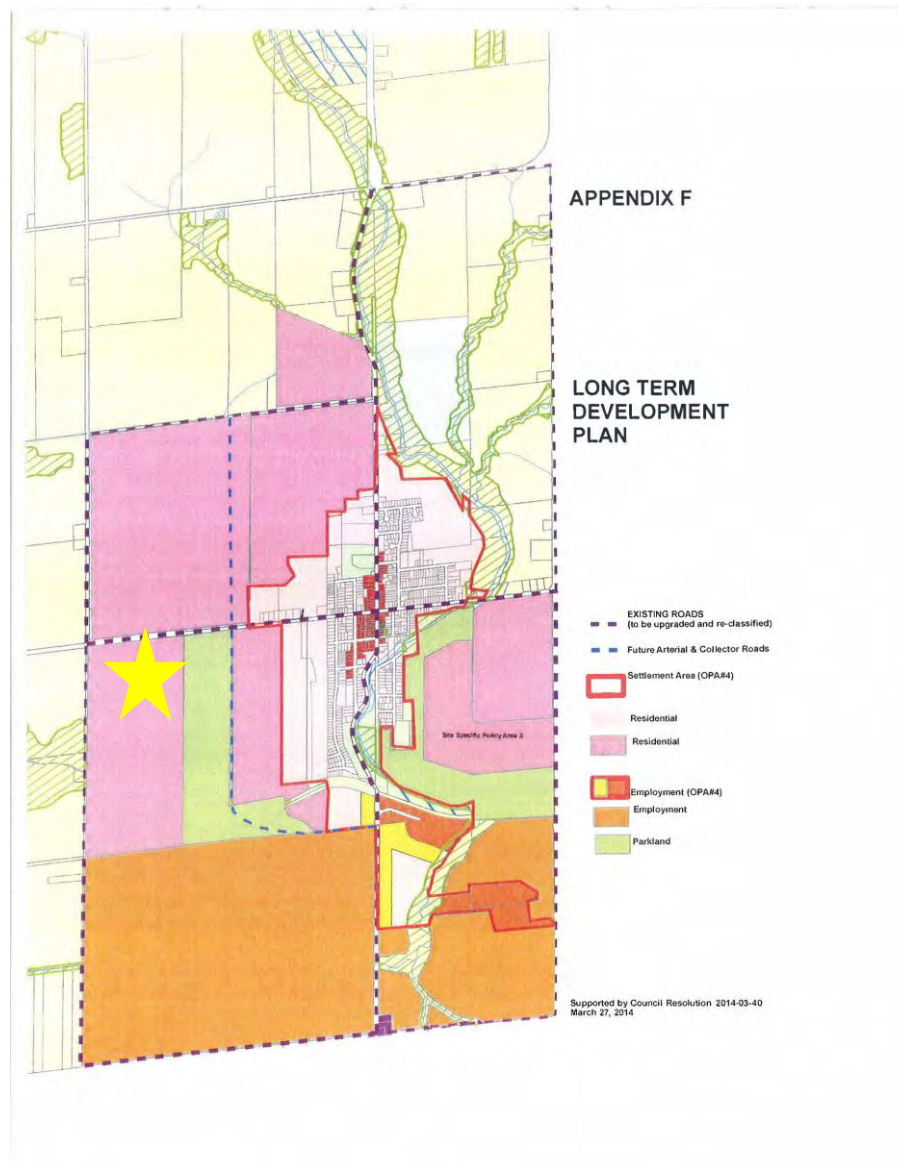
- Proposal aligns with County and Town Official Plan objectives:
 - A complete **healthy and sustainable community**
 - **Live, work and play** within Grand Valley
 - Supporting **active transportation** using AODA trails
 - Providing new services to **support seniors** in Grand Valley
 - **Promoting tourism** by developing the spa and wellness facility
 - Aligns with the **County's Tourism Strategy and Action Plan** by delivering **boutique hospitality uses** including spa and wellness centre along with **overnight accommodation** service.
 - Proposed **commercial amenities** will leverage site's proximity to GTA, surrounding natural landscape and programmed outdoor attractions.
- The plan delivers on the Dufferin County Tourism Strategy and the Grand Valley Strategic Plan including the construction of a **Seniors Building** and a **Marquee Event space and accommodation**



Land Needs Assessment

- The proposal contributes to the creation of a **complete community** within the Town of Grand Valley
- **Amendment 1** to the Growth Plan establishes growth minimums for Municipalities throughout the Greater Golden Horseshoe and municipalities may establish **alternate growth scenarios** which recognize general trends across the province and specific trends within local municipalities
- Changes to the land needs assessment methodology recognize the need for municipalities to accommodate demand for all housing market segments and to consider market demand
- Populations in rural areas across the province and within Dufferin County are aging. There is a need to provide **supportive services for seniors within rural areas**
- Recent trends see populations seeking **alternative forms of accommodation for aging populations** including aging-in-place, naturally occurring retirement communities and multi-generational housing







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DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY COMMITTEE MINUTES

Wednesday, July 13, 2022 at 7:00 p.m.

The Committee met at 7:00 p.m. by video conference.

Members Present:

Trisha Linton – Chair
Althea Alli
Councillor Steve Anderson
Jordan Deidier
Sabina Greenley
Meg Haggett (joined 7:04 p.m.)
Arvandi Nalisa Komal (joined at 7:07 p.m.)
Christie Lazo (joined 7:04 p.m.)
Mike Marcinkiewicz (joined at 7:10 p.m.)
Alethia O'Hara-Stephenson
Angela Pollard (staff liaison, non-voting)
Preeya Rateja (joined at 7:07 p.m.)
Councillor Darren White

Members Absent:

Councillor Sandy Brown (prior notice)

Staff Present:

Rohan Thompson, Director of People & Equity
Rebecca Whelan, Deputy Clerk
Kylie-Anne Grube, Climate Engagement Specialist
Sara MacRea, Climate and Energy Manager

Trisha Linton, Chair, called the meeting to order at 7:01 p.m.

LAND ACKNOWLEDGEMENT STATEMENT

Trisha Linton, Chair, shared the Land Acknowledgement Statement.

Christie Lazo and Meg Haggett joined the meeting at 7:04 p.m.

REPORTS

1. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – July 13, 2022
Item #1 – Diversity, Equity and Inclusion Community Advisory Committee Notes – June 8, 2022

Notes from the Diversity, Equity and Inclusion Community Advisory Committee meeting from June 8, 2022 for information.

DISCUSSION

2. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – July 13, 2022
Item #2 – Agents of Change

Kylie-Anne Grube, Climate Engagement Specialist, presented information on the Climate and Energy Division's project "Agents of Change". The Climate and Energy Division is implementing the Youth Climate Activation Circle, a youth advisory group that will design and implement a project that supports greenhouse gas emission reductions. The Climate Division asked the Committee to provide recommendations how to effectively ensure that they are prioritizing equity-deserving groups in the program design, recruitment, and selection.

Preeya Rateja and Arvandi Nalisa Komal joined the meeting at 7:07 p.m.

The program will launch in October 2022. In order to ensure the volunteer program is empowering and impactful, the Climate Division is seeking to prioritize equity-deserving groups. The program volunteers will receive a \$500 honorarium, a certificate of participation, a letter of support/reference, and mentorship connections. In addition, the meeting structure will be flexible to allow for hybrid participation, and additional costs such as transportation, child care, or internet hotspots will be covered.

Mike Marcinkiewicz joined the meeting at 7:10 p.m.

There will be multiple submission options for volunteers to apply for the program and the application form will include an optional question about demographics. The People and Equity Department can provide some language for the demographic questions.

The Committee suggested that staff connect with the following organizations to seek volunteers:

- Local high schools - specifically programs geared towards students pursuing environmental science programs
- Dufferin Child and Family Services
- Dufferin County Cultural Resource Circle
- Community Living Dufferin
- Big Brothers Big Sisters
- Public Libraries

3. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – July 13, 2022
Item #3 – Status Update: Strategic Plan & Statements

Ruth Cameron, Ruth Cameron Consulting, provided a presentation containing an overview of the plan to revise the Committee's Terms of Reference and create a Strategic Plan for the Committee. The final document will be presented to the Committee prior to the end of the Committee's term. Interviews with Committee members will be scheduled shortly.

4. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – July 13, 2022
Item #4 – Committee Recruitment Process

Rohan Thompson, Director of People and Equity, provided an update on the planning for the recruitment process for next Committee term. Staff are recommending that members who currently sit on the Committee will not need to go through the full selection process. Current Committee members will need to submit their intention to return in writing, with a brief explanation of why they would like to return. Staff are also recommending that the Terms of Reference be expanded to include a section about expectations of members, to address issues such as attendance, conduct of members, and confidentiality.

5. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – July 13, 2022
Item #5 – Equity Chairs Meeting Update

Rohan Thompson, Director of People and Equity, provided an update on the meeting of the Chairs, which took place on June 13, 2022. The initial meeting focused on how to reduce operating in silos and how to share resources. The group plans to meet on a quarterly basis, with the next meeting taking place in October.

6. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – July 13, 2022
Item #6 – Staffing Update – Diversity, Equity & Inclusion Advisor

Rohan Thompson, Director of People and Equity, informed the Committee that Kareema Sookdeo was the successful candidate for the Diversity, Equity & Inclusion Advisor position. Kareema currently works as a Human Resources Generalist for Dufferin County and will start her new role on August 8, 2022. The role will focus on supporting research, development, and implementation of the County's diversity, equity, and inclusion strategy.

7. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – July 13, 2022
Item #7 – Sub Committee Updates

The subcommittee meetings have been placed on hold for the summer.

OTHER BUSINESS

The Committee discussed taking a break in August. Staff suggested keeping the meeting scheduled and if there are not enough agenda items, it can be cancelled closer to the date.

Chair Trisha Linton led a discussion about the recent events in Shelburne and impact that those events have had across the County.

ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Next Meeting: August 10, 2022 at 7:00 p.m.
Video Conference

Respectfully submitted,

Trisha Linton, Chair
Diversity, Equity & Inclusion Community Advisory Committee



REPORT TO COUNCIL

To: Warden Mills and Members of Council

From: Cody Joudry, Director of Development and Tourism

Meeting Date: August 18, 2022

Subject: **Land Needs Analysis(LNA) and Official Plan Amendment (OPA)**

In Support of Strategic Plan Priorities and Objectives:

Economic Vitality – promote an environment for economic growth & development

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

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

Purpose

The purpose of this report is to outline the Land Needs Analysis, which is the first phase of the Municipal Comprehensive Review.

Background & Discussion

Planning consultants WSP were retained to conduct the Municipal Comprehensive Review (MCR) for Dufferin County. The MCR is a process that upper- and single-tier municipalities use to ensure their official plans conform with the policies in the Growth Plan. The Growth Plan emphasizes the optimization of existing urban land supply and represents an intensification first approach to development, meaning utilizing existing infrastructure and public service facilities. An MCR results in a new official plan or official plan amendment that comprehensively applies all the policies of the Growth Plan, and which is then submitted to the Province for approval. The process involves a series of studies, analyses and other similar work to identify all the changes Dufferin County Council would need make to its Official Plan to conform.

In the Growth Plan (*A Place to Grow - Growth Plan for the Greater Golden Horseshoe (Consolidation 2020)*), the Province outlines their Guiding Principles (1.2.1). The following principles are the most notable and relevant to this report:

- Prioritize intensification and higher densities in strategic growth areas to make efficient use of land and infrastructure and support transit viability.
- Support a range and mix of housing options, including additional residential units and affordable housing, to serve all sizes, incomes, and ages of households.
- Support and enhance the long-term viability and productivity of agriculture by protecting prime agricultural areas and the agri-food network.

The first and most important study of the MCR is the Land Needs Analysis (LNA). The Province established the Land Needs Assessment Methodology for the Greater Golden Horseshoe (2020) which is what upper- and single-tier municipalities in the Greater Golden Horseshoe are required to use in order to assess the quantity of land needed to accommodate projected growth to 2051. The updated population and employment numbers were presented to Council in July 2020.

It is the Province's expectation, as directed in the Growth Plan, that Councils will submit changes to their Official Plan that implement the conclusions of their LNA. The methodology does mention that Municipalities may establish alternate growth scenarios that exceed the growth forecasts. The document outlines that "Municipal staff should engage provincial staff as they consider using alternate growth scenario in the land needs assessment". This is to say had Council chosen, they could have directed staff to discuss with Ministry of Municipal Affairs (MMAH) a population allocation for Dufferin County that exceeded what is contained with the Growth Plan prior to conducting the LNA.

The LNA (see attached) by WSP outlines the changes that would be required to be made to the Dufferin County Official Plan as the initial step required to conform with the Growth Plan. If Council approves changes that differ from the conclusions of the LNA, the corresponding draft Official Plan Amendment will not conform (as required) with the Provincial Growth Plan. It's important to note Council cannot approve the OPA at this point but only direct staff what to submit to the Province for their review and approval.

Municipal Consultation

A copy of the draft LNA was circulated to Municipalities and presented to the Community Development and Tourism (CDT) and subsequently to County Council in January and February 2022. This draft LNA was also previously presented to Municipality's at a Planners

of Dufferin meeting. Following this each Municipality was sent a letter from the Dufferin County Director of Development and Tourism requesting feedback on the LNA.

In their response, the Town of Grand Valley indicated their desire for additional land for residential and employment but did not indicate population and job numbers. The map of lands includes 8 lots totaling 234 hectares (ha). It's important to note the LNA process starts with overall County-wide forecast of population and jobs (not land), and then models growth using a formula, and guidelines from the Province (i.e. intensification targets).

In response to feedback receive from all Municipalities, approximately 3,000 people (and related job) were removed from Shelburne's allocation. Half of this allocation was provided to Grand Valley, resulting in a 22% increase in population and 23% increase in employment. When the LNA process was applied again to determine land needs across the County, the land needs for Grand Valley did not increase. This essentially has to do with, intensification targets across different urban municipalities.

Staff and WSP further consulted Municipalities to identify additional land supply (zoned but not developed). Following that a new LNA was conducted. The conclusions outlined in the revised draft LNA were presented to the Planners of Dufferin (PoD). No major objections were noted from the Planners before being presented to CDT.

Grand Valley's Request

Rough estimates indicate the current delineated built-up area of Grand Valley is approximately 104ha and is home to approximately 1,350 residents. Minimum intensification targets, as directed by the Growth Plan, would add 2,738 people (and 462 jobs) for a total of 5450 people and jobs to the existing delineated built-up area, or 54 people and jobs per hectare (pj/ha).

The conclusion of the LNA is that Grand Valley would require an additional 59.6ha to accommodate an additional 1,856 people and jobs. This would result in Grand Valley a potential population of 10,900 people and 2,700 jobs by 2051 (or nearly tripling in size).

In reviewing the map Grand Valley provided, approximately 48.8ha appear relatively shovel-ready. Shovel-ready means near existing infrastructure or plans to built infrastructure that could accommodate this growth. This includes the Town's proposed park, Thomasfield's Mayberry Hill Phase 4, Corseed Phase 2, and Moco Phase 2.

Grand Valley has indicated the “gravel pit lands” are important to redevelop, but do contain a number of environmental constraints. The developer has indicated their initial analysis is approximately 45ha of that lot are likely developable due to these constraints. The Town and the developer have also discussed the potential for creating flood water retaining ponds that could be utilized to divert water when the Grand River appears primed to flood.

If included these lands, this would bring the total land base to approximately 93.7ha. These lands appear to represent the highest priority to the Town, are adjacent to the existing delineated built-up area, and appear logical in the order of a rationale outward expansion of the town. In addition, this approach would limit utilizing agricultural land.

Risks in Deviation from LNA Conclusions

The following outlines the broad level risks Council may choose to consider if proceeding with direction that deviates from the LNA’s conclusions.

Delays

If Council endorses a plan that varies from the LNA conclusions there is a risk this will result in further delays. Those delays could come in the form of the Province: extending its review period; forwarding the matter to the Land Tribunal; or requesting Dufferin County redo the Land Needs Analysis.

Density

With additional legislative measures in place, it’s likely most of the developments Grand Valley will receive, with such an abundance of developable land, are low density housing. This would lead to increased spending per capita over time. See the study Relationship between Density and per Capita Municipal Spending in the United States by J. Mattson.

Disadvantaged

Developers have indicated lower density housing provides the greatest profit. In an environment with a limited number of developers, if any Municipality were provided an extraordinary allotment of developable land, it’s possible this may disadvantage surrounding Municipalities by making them less attractive since the majority of the opportunities there would be related to intensification.

Separately the Province may require Dufferin County to remove additional allocations from Shelburne and/or Orangeville to make up for additional allocations to Grand Valley.

However, it is more likely they would require redoing the LNA with additional allocation which would spread additional growth across the County and not just to Grand Valley.

Options

The following outlines potential options Council may choose to consider.

Option 1: Implement the LNA as Recommended

Staff recommend this option as it aligns with direction received from the Province and utilizes established processes to achieve Grand Valley's goal.

In an effort to expedite the Official Plan Amendment process and to better understand the opportunity for additional growth and land allocation in Grand Valley, Council may wish to request a meeting with the Minister of Municipal Affairs and Housing to discuss the opportunity for additional growth being allocated to Dufferin County (specifically Grand Valley) and options for how that growth can be accommodated.

Actions:

- 1) Council direct staff to submit the LNA, and related OPA required to implement it, to the Province for their consideration.
- 2) Dufferin County request meeting with MMAH Minister to discuss additional growth for Grand Valley

Pros

- Likely to be approved by the Province without changes or delays
- Provides Grand Valley additional lands to continue to develop
- All Municipalities are on similar footing

Cons

- In the immediate, Grand Valley does not grow as quickly as they would prefer
- Grand Valley does not support this approach

Option 2: Moderate Additional Allocation

To meet the Province's intensification target, 40% of growth (people and jobs) needs to be directed to the current urban delineated built-up area. To add an additional 34.1ha of land, as outlined above, Grand Valley would need an additional allocation of approximately 1,100 people and jobs. These are rough estimates and not defensible.

Actions

1) Council direct staff to submit the LNA, and related OPA plus an additional allocation of 34.1ha of land and 1,100 people and jobs to Grand Valley's allocation, to the Province for their consideration. (Note these are not defensible allocations as they do not comply with Provincial guidelines and policy to MMAH.)

Pros

- Provides Grand Valley greater lands to develop and grow
- Provides opportunity to develop all lands Grand Valley has identified that are adjacent to the current delineated built-up area
- Potentially helps mitigate flooding issues in Grand Valley without limiting growth in other areas
- Opportunity for Grand Valley to grow in addition to this increased allocation through the Provincial framework.

Cons

- Does not conform to the Growth Plan or LNA Methodology
- Potential delays in the MCR
- Some impact on the likelihood of an increase in lower density developments and less housing options being developed
- Reduces likelihood of intensification in Grand Valley therefore increasing costs down the road
- Grand Valley does not support this approach
- Increased usage of Prime Ag.

Option 3: Full Request Endorsed

In this option Council proceeds with the endorsing changes to the allocation in its Official Plan Amendment that provide Grand Valley an allocation of 235ha instead of the LNA's conclusion of 59ha.

Actions

- 1) Council direct staff to submit the LNA, and related OPA plus an additional allocation of 234.2ha of land and approximately 7,500 people and jobs to Grand Valley's allocation, to the Province for their consideration. (Note these are not defensible allocations to MMAH.)
- 2) County and Grand Valley work collaboratively with MMAH to initiate an additional boundary adjustment within the framework developed by the Province.

Pros

- Provides Grand Valley significant opportunity to grow
- All developers are happy with holdings in Grand Valley are happy
- Potentially helps mitigate flooding issues in Grand Valley without limiting growth in other areas

Cons

- Does not conform to the Growth Plan or LNA Methodology
- Potential delays in the MCR
- Impacts on the likelihood of an increase in lower density developments and less housing options being developed
- Potentially negatively impacting surrounding Municipalities
- Significantly reduces likelihood of intensification in Grand Valley
- Increased usage of Prime Ag.

Financial, Staffing, Legal, or IT Considerations

Options provided earlier in the recommendation section of this report might have implications on the initial MCR budgeting. Staff will need to engage the planning consultant to further review and evaluate the deliverables that may be requested by the Province to rationalize any or all the Official Plan Amendments that are outside of the

LNA's conclusions. This applies to Options 2 and 3. This review work is could cause further delays to the MCR timelines and subsequent OPAs.

Recommendation

THAT the report of the Director of Development and Tourism, "Land Needs Analysis and Official Plan Amendment", dated August 18, 2022, be received;

AND THAT staff be directed to submit the Land Needs Analysis and related draft OPA to the Province for their review and approval;

AND THAT staff be directed to request a meeting with the Minister of Municipal Affairs and Housing to discuss the opportunity for an increase in the population and employment growth forecast for Dufferin County.

Respectfully Submitted By

Cody Joudry
Director of Development and Tourism

Attachments:

- Draft Land Needs Analysis
- Employment Land Supply Maps
- Residential and Commercial Land Supply Maps
- Draft Official Plan Amendment

Dufferin County Municipal Comprehensive Review

DRAFT LAND NEEDS ASSESSMENT REPORT

July 13, 2022





DUFFERIN COUNTY MUNICIPAL COMPREHENSIVE REVIEW

DRAFT LAND NEEDS ASSESSMENT REPORT

DUFFERIN COUNTY

PROJECT NO.: 19M-01335-00
July 13, 2022

WSP CANADA INC.
100 COMMERCE VALLEY DRIVE WEST
THORNHILL, ON
L3T 0A1 CANADA
WSP.COM

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LIST OF ACRONYMS

| | |
|-------------|-----------------------------------|
| GGH: | Greater Golden Horseshoe |
| GTA: | Greater Toronto Area |
| MCR: | municipal comprehensive review |
| MDS: | Minimum Distance Separation |
| OP: | official plan |
| OPA: | official plan amendment |
| PPS: | Provincial Policy Statement, 2020 |

1 INTRODUCTION

This report provides a summary of the land needs assessment undertaken in support of the Dufferin County Municipal Comprehensive Review (MCR) for the purposes of conforming to the 2020 consolidated Growth Plan for the Greater Golden Horseshoe (Growth Plan).

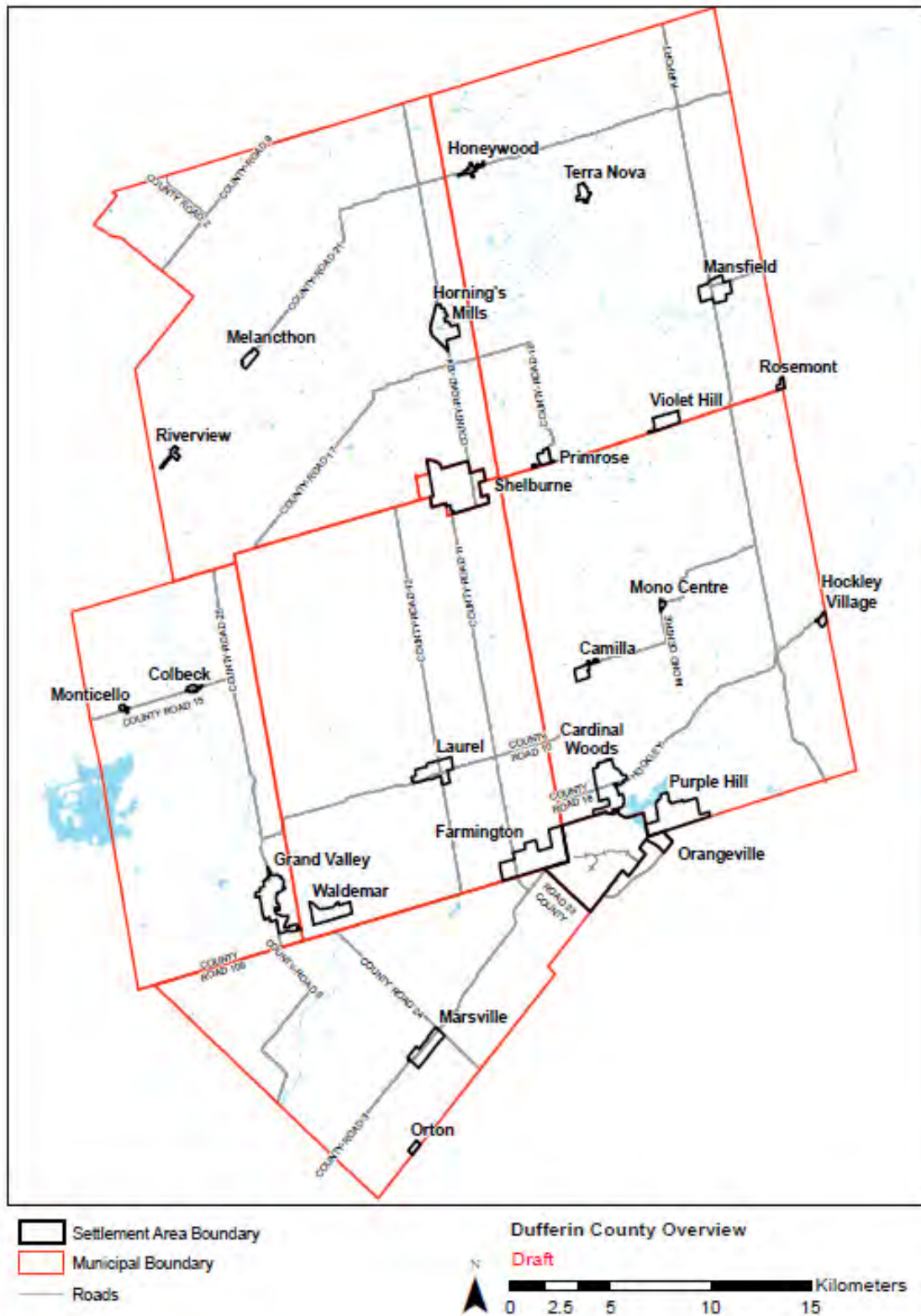
The Planning Act requires all upper-tier municipalities to adopt an Official Plan. The Dufferin County Official Plan was adopted in 2015. New Official Plans are required to be reviewed and updated within ten years of adoption, however the release of an updated Growth Plan in 2017 included a requirement for upper-tier municipalities to update their Official Plans to conform by July 2, 2022.

The 2020 consolidated Growth Plan for the Greater Golden Horseshoe (the Growth Plan) provided new population and employment forecasts for single- and upper-tier municipalities within the Growth Plan area, including Dufferin County. The purpose of the land needs assessment is to allocate the forecasted population and employment growth to each of the lower tier municipalities within Dufferin County and determine whether there is a need to expand any settlement areas. This process also includes confirming appropriate intensification and density targets as mandated by the Growth Plan.

There are eight local municipalities in Dufferin County: Township of Amaranth; Township of East Garafraxa; Township of Melancthon; Township of Mulmur; Town of Mono; Town of Shelburne; Town of Grand Valley; Town of Orangeville. Shelburne, Grand Valley and Orangeville are the only municipalities that have urban settlement areas with full municipal services. The urban settlement areas are comprised of delineated built-up area and designated greenfield area under the Growth Plan. Grand Valley and the remaining municipalities have community settlement areas with partial services, or no municipal services, and are primarily rural/agricultural in nature. The community settlement areas are considered rural settlements under the Growth Plan. Exhibit 1: Map of Dufferin County, Local Municipalities & Settlement Areas shows a map of Dufferin County including the boundaries of each municipality and each settlement area.

The land needs assessment includes a brief overview of the growth management policies intended to be implemented through the MCR, and the population and employment forecasts for Dufferin County. The proposed allocations of the forecast growth to each local municipality are summarized, along with the land needs calculated for each settlement area. This report concludes with the proposed land areas and policy recommendations required to accommodate forecasted growth.

Exhibit 1: Map of Dufferin County, Local Municipalities & Settlement Areas



2 POLICY FRAMEWORK

The Dufferin County MCR is required to follow the applicable requirements of the Planning Act and policies of the Provincial Policy Statement and the Growth Plan. These address both land use planning policy, and the process for determining land needs for residential and employment uses.

2.1 PLANNING ACT

The *Planning Act*, R.S.O. 1990, Chapter P.13 is the statute that guides all land-use planning decisions in the Province of Ontario through a hierarchical framework that extends to upper-, lower- and single-tier municipalities. The Planning Act authorizes the tools municipalities can use to guide and direct land-use and development within their jurisdictions.

Section 16 of the *Act* outlines the required contents of a municipal official plan, which include:

- goals and objectives for economic growth and the built and natural environment within the municipality, and establishing policies for land use to meet those goals;
- policies to provide adequate affordable housing within the municipality;
- outlining the measures and methods for changing the use of land within the municipality, such as official plan amendments (OPAs), zoning by-law amendments (ZBAs), site plans and plans of subdivision.

The *Planning Act* also directs that municipal planning decisions (which includes the creation or modification of OPs) implement provincial policy and priorities in the following ways:

- by **having regard to** various matters of provincial interest, including protection of ecological systems and agricultural resources, the orderly development of communities, and adequate provision of housing and employment opportunities;
- by **being consistent** with the PPS or other policy statements issued by the province;
- by **conforming** to provincial plans, including the Growth Plan for the Greater Golden Horseshoe, The Greenbelt Plan and others.

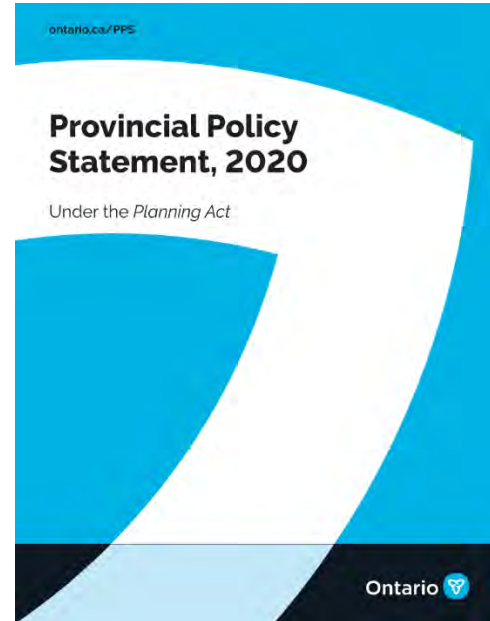
The nature of land use planning in Ontario means that through the statutory requirements of the *Planning Act*, a common line can be drawn from the broad policy priorities of the province at the top of the planning hierarchy down through the PPS and provincial plans, then municipal official plans, all the way down to decisions on specific plots of land.

2.2 PROVINCIAL POLICY STATEMENT, 2020

The Provincial Policy Statement, 2020 (PPS, 2020) was released by the Province on February 28, 2020 and came into effect on May 1, 2020, replacing the previous PPS, 2014. The PPS is issued under the authority of Section 3 of the Planning Act and provides direction on key Provincial interests related to land use planning and development in Ontario. The County's Official Plan and subsequent land use planning decisions are required to be "consistent with" the PPS. The PPS provides policy direction related to three key themes:

- Building Strong Healthy Communities (Section 1.0), to promote efficient land use and development patterns; promote strong, liveable, healthy, and resilient communities; and ensure appropriate opportunities for employment and residential development.
- Wise Use and Management of Resources (Section 2.0), to protect natural heritage, water, agricultural, mineral and cultural heritage and archaeological resources for their economic, environmental and social benefits.
- Protecting Public Health and Safety (Section 3.0), to reduce the potential for public cost or risk to Ontario's residents from natural or human-made hazards.

The current County Official Plan was written to be consistent with the PPS, 2014. The PPS, 2020 retains many of the policies of the PPS, 2014 with some minor changes to language to improve clarity or to emphasize government priorities. The key policies changes found in the PPS, 2020 include:



- The addition of market demand as a consideration for the expansion of Settlement Areas.
- Policy to allow municipalities to adjustment to settlement areas outside of a Municipal Comprehensive Review process, subject to certain criteria.
- The addition of new language around market-based and affordable housing options.
- An increase of the planning horizon from 20 to 25 years and requirement for a 15-year, rather than 10-year, supply of residential land.
- An expansion of the Land Use Compatibility policies to emphasize protection of employment uses from sensitive land uses.

The PPS provides detailed policies related to two key land use planning principles:

- **Settlement area boundary expansions:** Section 1.1.3.8 of the PPS, 2020 states that the expansion of a settlement area boundary to accommodate projected population growth may only take place if there is no option to accommodate the growth through intensification or redevelopment, and that infrastructure and public services which are existing or planned to serve the expanded settlement area are viable and will not place an undue burden on the finances of the municipality, the health and safety of its residents, or the natural environment.
 - Additional restrictions are placed on the proposed expansion of a settlement boundary into **prime agricultural areas**. It must be demonstrated that the lands to be included in the settlement area do not comprise specialty crop areas, and that all options to expand in areas that are not prime agriculture or are lower priority agricultural lands (e.g. expanding into Class 4 or 5 lands under the Canada Land Inventory, instead of Class 1, 2 or 3 lands). New lands added to settlement areas must also comply with the provincial Minimum Distance Separation (MDS) formulae.

- **Employment area conversions:** Section 1.3.2.4 of the PPS, 2020 states that conversion of lands within employment areas to a non-employment use may only occur at the time of a comprehensive review, and only if the new land use meets demonstrated need (e.g. new residential lands to meet growth projections) and the lands in question are not required for employment over the long-term.

The requirements related to comprehensive review under the PPS, 2020 help to ensure that development within municipalities in Ontario proceeds in an orderly manner, and that agricultural and employment lands are protected as much as possible while allowing for the accommodation of growth. The additional overlay of provincial plans to this policy framework helps protect natural heritage (Greenbelt Plan, 2017, Niagara Escarpment Plan, 2017, and the Oak Ridges Moraine Conservation Plan, 2017), and from urban sprawl through the Growth Plan for the Greater Golden Horseshoe, 2020, which is described below.

2.3 A PLACE TO GROW: GROWTH PLAN FOR THE GREATER GOLDEN HORSESHOE, 2020

The Province released the first Growth Plan for the Greater Golden Horseshoe in 2006, and has updated it several times since, with the most recent being A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2020 (the Growth Plan).

The Growth Plan contains population and employment forecasts for the 2051 planning horizon, which are required to be implemented into the official plans of all upper- and single-tier municipalities within the Growth Plan area. Upper-tier official plans must also include direction for the allocation of their growth forecasts across the local municipalities within the upper-tier.

The policies of the Growth Plan direct growth to existing built-up areas to the extent possible before the expansion of Settlement Areas should be contemplated. These policies are to be implemented through the Dufferin County Official Plan during the **municipal comprehensive review**.

The following key policies of the Growth Plan can only be implemented through a comprehensive review (with some exceptions):

- **Managing Growth Forecasts:** Section 2.2 of the Growth Plan for The Greater Golden Horseshoe, 2020 states all upper-tier municipalities will, at a minimum, through a municipal comprehensive review, apply the population and employment forecasts in Schedule 3 of the Growth Plan or such higher forecasts as are established by the applicable upper-tier municipality through its municipal comprehensive review for planning and managing growth to the horizon of this Plan. Forecasted growth will be allocated to the local municipalities through the municipal comprehensive review based on policies of the Growth Plan.
- **Settlement Area Expansions:** Section 2.2.8 of the Growth Plan for The Greater Golden Horseshoe, 2020 states a settlement area boundary expansion may occur through a municipal comprehensive review where it has been demonstrated that an expansion is required to accommodate the forecasted growth based on the minimum intensification and density targets in the Growth Plan. The municipal comprehensive review will determine the most appropriate



location for the any settlement area expansion based on the comprehensive application of all of the policies in the Growth Plan (Settlement Area adjustments and expansions may also be considered outside of a comprehensive review, subject to certain conditions).

- **Natural Heritage System Refinement:** Section 4.2.2.5 of the Growth Plan for The Greater Golden Horseshoe, 2020 states upper- and single-tier municipalities may refine provincial mapping of the Natural Heritage System for the Growth Plan at the time of initial implementation in their official plans. After the Natural Heritage System for the Growth Plan has been implemented in official plans, further refinements may only occur through a municipal comprehensive review.
- **Agricultural System Refinement:** Section 4.2.6.9 of the Growth Plan for The Greater Golden Horseshoe, 2020, upper-tier municipalities may refine provincial mapping of the agricultural land base at the time of initial implementation in their official plans, based on implementation procedures issued by the Province. After provincial mapping of the agricultural land base has been implemented in official plans, further refinements may only occur through a municipal comprehensive review.
- **Employment Lands Conversion:** Section 2.2.5.9 of the Growth Plan for the Greater Golden Horseshoe, 2020 states the conversion of lands within employment areas to non-employment uses may be permitted only through a municipal comprehensive review where it is demonstrated that there is a need for conversion, the lands are not required over the horizon of the Growth Plan for the employment purposes, the municipality will maintain sufficient employment lands to accommodate forecasted employment growth to the horizon of the Growth Plan, the proposed uses would not adversely affect the overall viability of the employment area or the achievement of the minimum intensification and density targets in the Growth Plan, as well as the other policies of the Plan, and there are existing or planned infrastructure and public service facilities to accommodate the proposed uses.

Exhibit 2: Map of Growth Plan Area (Province of Ontario)



To address these important elements of the Growth Plan, it was necessary for the MCR to consider how the County's Settlement Areas, Community Areas, Lands outside settlement areas, Housing trends and Employment areas all interact with each other and influence growth and development patterns.

2.3.1 SETTLEMENT AREAS

Section 2.2 of the Growth Plan, 2020 contains policies regarding **settlement areas**, which the Growth Plan defines as:

- a) "built up areas where development is concentrated, and which have a mix of land uses; and
- b) lands which have been designated in an official plan for development in accordance with the policies of this Plan. Where there are no lands that have been designated for development, the settlement area may be no larger than the area where development is concentrated."

Section 2.2.1 of the Growth Plan directs that growth in a municipality be directed to settlement areas which have a delineated built boundary, existing municipal services, and are capable of supporting **complete communities** (areas or neighbourhoods where people of all ages have convenient access to a range of housing and transportation, jobs, stores and public services). Growth in settlement areas that are rural in nature and/or do not have municipal services, and/or are located within the Greenbelt Plan area, is to be limited. Settlement areas should be planned with regard to infrastructure and public services needs and optimizing their use.

The policies of the current County OP regarding settlement areas are generally in conformity with the Growth Plan, 2020. Section 3.1(a) and (b) of the County OP set the objective of creating "complete, healthy, and vibrant communities", and direct that the majority of development in the County be directed to three settlement areas within the Towns of Orangeville, Grand Valley, and Shelburne. Section 3.3.3 of the County OP also notes that some growth may be accommodated in community (i.e. rural) settlement areas through infill and development of vacant land, recognizing that some community settlement areas may not have the required services. Section 4.3.2(g) encourages local municipalities to "promote development within settlement that is compact, mixed use, and supports transit and active transportation, with a broad range of housing types, services and amenities available for all residents", which could support the creation of complete communities in the County.

2.3.1.1 Delineation of built-up areas

Section 2.2.2 of the Growth Plan, 2020 contains policies regarding growth in the **delineated built-up area** of a settlement area, which contains the lands contained within the **built boundary** (see **Figure 2.1**) of the settlement that have been identified by the Minister of Municipal Affairs and Housing as the target for **intensification**. Intensification can occur through redevelopment (including brownfield sites), development of vacant or under-utilized

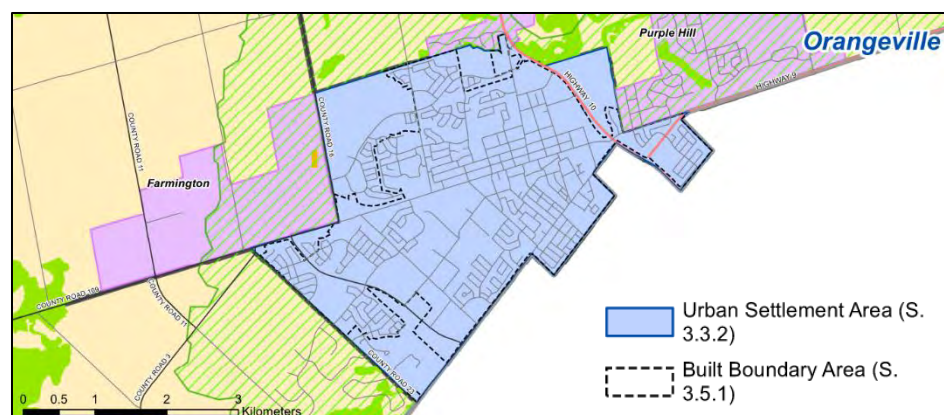


Figure 2.1: Map showing the Orangeville settlement area and delineated built-up area.

lots in already-developed areas, infill development (e.g. through severances), or expansion/conversion of existing buildings. While Section 2.2.2.1(a) of the Growth Plan defines a minimum intensification target for several municipalities (50% of all annual residential development to occur within the delineated built-up area), Dufferin County, through Section 2.2.2.1(b), is directed to establish an intensification target through its MCR which maintains or improves upon the intensification target contained in its existing plan.

Section 3.4.2 of the existing County OP directs that the County will meet the following targets for percentage of annual new residential development occurring the delineated built-up areas of its three settlement areas:

- Grand Valley: 12%
- Orangeville: 50%
- Shelburne: 38%

All of Dufferin County: 40% of annual new residential development to occur within the delineated built-up areas.

2.3.1.2 Strategic Growth Areas

Section 2.2.1 of the Growth Plan, 2020 contains policies regarding **strategic growth areas**. Strategic growth areas include urban growth centres, major transit station areas, and other major opportunities that may include infill, redevelopment, brownfield sites, the expansion or conversion of existing buildings, or greyfields. Lands along major roads, arterials, or other areas with existing or planned frequent transit service or higher order transit corridors may also be identified as strategic growth areas. Within the settlement area, growth is intended to focus in strategic growth areas.

All municipalities are required to develop a strategy to achieve the minimum intensification target and intensification throughout **delineated built-up areas**, which will identify the appropriate type and scale of development in strategic growth areas and transition of built form to adjacent areas. Dufferin County has not identified Strategic Growth Areas, however when the local municipalities update their Official Plans for conformity with the updated County OP, it may be advisable for them to identify Strategic Growth Areas to help achieve intensification targets.

2.3.1.3 Identification of Excess lands

Section 2.2.1 of the Growth Plan, 2020 contains policies regarding the identification of excess lands. Excess lands represent vacant, unbuilt but developable lands within settlement areas but outside of delineated built-up areas that have been designated in an official plan for development but are in excess of what is needed to accommodate forecasted growth to the horizon of the Growth Plan.

Through the land needs assessment, it was determined there are no excess lands within Dufferin County based on the hierarchy of settlement areas established in accordance with the Growth Plan.

2.3.1.4 Settlement boundary expansion

Section 2.2.8 of the Growth Plan, 2020 contains policies regarding **settlement area boundary expansions**. Settlement areas represent urban areas and rural settlements within municipalities that are built up areas where development is concentrated, and which have a mix of land uses and lands which have been designated in an official plan for development in accordance with the policies of the Plan. As per Section 2.2.1, settlement areas are to be the focus of growth. Section 2.2.8 of the Plan requires settlement area boundaries to be delineated in official plans. A settlement area boundary expansion may only occur through a municipal comprehensive review where requirements of the Plan has been demonstrated as follows:

- based on the minimum intensification and density targets in this Plan and a land needs assessment undertaken in accordance with policy 2.2.1.5, sufficient opportunities to accommodate forecasted growth to the horizon of this Plan are not available through intensification and in the designated greenfield area
- the proposed expansion will make available sufficient lands not exceeding the horizon of this Plan, based on the analysis provided for in policy 2.2.8.2 a), while minimizing land consumption; and
- the timing of the proposed expansion and the phasing of development within the designated greenfield area will not adversely affect the achievement of the minimum intensification and density targets in this Plan, as well as the other policies of this Plan.

Where the need for a settlement area boundary expansion has been justified in accordance with the above criteria, the feasibility of the proposed expansion will be determined and the most appropriate location for the proposed expansion will be identified.

2.3.2 RURAL AREAS

Section 2.2.9 of the Growth Plan, 2020 contains policies regarding **rural areas**. Rural areas represent lands which are located outside settlement areas and which are outside prime agricultural areas, as well as rural settlements. Development is to be limited to the following:

- a) the management or use of resources;
- b) resource-based recreational uses; and
- c) other rural land uses that are not appropriate in settlement areas provided they:
 - i. are compatible with the rural landscape and surrounding local land uses;
 - ii. will be sustained by rural service levels; and
 - iii. will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations.

Significant growth and development is not intended to be directed to rural areas or rural settlements.

2.3.3 EMPLOYMENT AREAS

Under Section 2.2.5 of the Growth Plan, 2020 upper-tier municipalities, in consultation with local municipalities, will designate all employment areas in official plans and protect them for appropriate employment uses over the long-term. As per Schedule 3 of the Plan, Dufferin County is expected to accommodate 39,000 jobs by 2051. Municipalities are to make more efficient use of existing employment areas and vacant and underutilized employment lands by increasing employment densities.

The conversion of lands within employment areas to non-employment uses may be permitted only through a **municipal comprehensive review** subject to certain criteria set out in Section 2.2.5.9 of the Growth Plan. The Employment Lands Needs Assessment undertaken as part of the MCR establishes a benchmark by which conversion requests may be evaluated. Conversions may only be permitted where it has been demonstrated that:

- there is a need for the conversion
- the lands are not required over the horizon of this Plan for the employment purposes for which they are designated
- the municipality will maintain sufficient employment lands to accommodate forecasted employment growth to the horizon of this Plan
- the proposed uses would not adversely affect the overall viability of the employment area or the achievement of the minimum intensification and density targets in this Plan, as well as the other policies of the Growth Plan; and,
- and there are existing or planned infrastructure and public service facilities to accommodate the proposed uses.

2.3.4 HOUSING

Section 2.2.6 of the Growth Plan, 2020 contains policies regarding housing. Upper-tier municipalities are required to support housing choice options through the achievement of the minimum intensification and density targets of the Growth Plan. Municipalities are to maintain land with servicing capacity sufficient to provide at least a three-year supply of residential units. This supply will include, and may exclusively consist of, lands suitably zoned for intensification and redevelopment.

To achieve complete communities, municipalities are to plan to accommodate forecasted growth to the horizon of the Plan, plan to achieve the minimum intensification and density targets, considering the range and mix of housing options and densities of the existing housing stock, and plan to diversify their overall housing stock across the municipality.

2.3.5 SCHEDULE 3 FORECASTS

Under Section 5.2.4 of the Growth Plan, “all upper- and single-tier municipalities will, at a minimum, through a municipal comprehensive review, apply the forecasts in Schedule 3 or higher forecasts as are established through the municipal comprehensive review for planning and managing growth to the horizon of this Plan.”

Schedule 3 identifies population and employment forecasts to the year 2051. Dufferin County is forecast to have a total of 95,000 residents, and 39,000 jobs.

3 POPULATION & EMPLOYMENT ALLOCATION TO 2051

The Growth Plan mandates the County Official Plan to accommodate a total of 95,000 people and 39,000 jobs by 2051 (Schedule 3 of the Growth Plan). This is achieved by allocating population and employment growth to each of the local municipalities to inform a land needs assessment. The land needs assessment follows a Provincial methodology to determine whether the allocated growth can be accommodated within the existing settlement areas and, if not, if an expansion is necessary. Where expansion would not be possible, a strategic approach is needed to determine the resulting intensification that may be required until such time that additional lands may be identified.

The projected population and employment growth for the County between 2021 and 2051 must be allocated equitably and appropriately between each of the local municipalities based on future needs. Section 2.2.1 of the Growth Plan requires the County to allocate projected growth to each local municipality on the basis of the following criteria:

- The vast majority of growth will be directed to settlement areas with a delineated built boundary, existing or planned water and wastewater system and ability to support complete communities; and
- Growth is to be limited in settlement areas that are rural, not serviced by municipal water or wastewater systems or are in the Greenbelt Area.

Given these criteria, it is noted that the Town of Grand Valley, Town of Orangeville and Town of Shelburne include delineated built-up areas / designated greenfield areas and full municipal water and sewer services. The remaining local municipalities within Dufferin County are primarily rural in nature with smaller “community settlement areas” on partial services, or private-individual services only. In addition to the settlement area type criteria, the following factors were accounted for in allocating growth to the local municipalities:

- Mid-2021 population estimates derived from 2021 Census results and baseline modelling undertaken by MetroEconomics which considered municipal development and building permit activity and property assessment data; and
- The size of the existing population and the estimated remaining residential development capacity in the settlement areas based on recent residential development trends.

With respect to the three municipalities with urban settlement areas, the GMS allocations further recognize that:

- Orangeville is substantially the largest population and economic centre in Dufferin County and, in the absence of physical land and servicing constraints, would attract the vast majority of growth. Due to long term servicing and land supply concerns, however, a substantial amount of growth is being allocated to Shelburne and Grand Valley;

- Orangeville planning and engineering staff have estimated that servicing improvements can reasonably address a population allocation of approximately 38,500 by 2051. However, Orangeville's settlement area boundary has reached its limit and is coincident with its corporate municipal boundary and, therefore, does not have additional land available for expansion;
- Local staff in Shelburne, the second largest population and economic centre in Dufferin County, estimate that a population of approximately 15,000 can be accommodated on the basis of servicing by 2051. The GMS allocation also recognizes the Shelburne West Expansion Area and acknowledges that it represents the last logical Settlement Area expansion opportunity within the corporate municipal boundary; and,
- Grand Valley is the third municipality within Dufferin County with full municipal services within its settlement area. There also remains the potential for settlement area expansion within the existing corporate municipal boundary.

With respect to the remaining local municipalities which include rural, unserviced or partially serviced Settlement Areas (i.e. Rural Settlements), the GMS allocation represents the estimated remaining development capacity in the Rural Settlements after accounting for the limited amount of development that is permitted outside of settlement areas. Residential development activity outside of the rural settlements was primarily estimated based on recent trends by comparing property assessment snapshots from 2016 and 2020.

Accounting for these parameters and inputs, MetroEconomics worked with WSP to generate the 2051 population and employment allocation figures shown in Exhibit 3: Estimated Existing & Proposed to be Allocated Population & Employment. With the population allocations as an input, employment growth was projected by MetroEconomics using their proprietary model which is consistent with the Provincial Land Needs Assessment methodology. Note that population figures are postcensal (i.e. they're adjusted for Census undercount – people that were likely missed on Census day 2021) and the employment figures include people with no fixed place of work (e.g. travelling sales, construction workers, etc.).

Exhibit 3: Estimated Existing & Proposed to be Allocated Population & Employment

| Municipality | Population (Nearest 100) | | | Employment (Nearest 100) | | |
|------------------------|--------------------------|-------------------|---------------------|--------------------------|-------------------|---------------------|
| | 2021 Estimate | 2051 Allocated | 2021-2051 Growth | 2021 Estimate | 2051 Allocated | 2021-2051 Growth |
| Amaranth | 4,500 | 8,300 | 3,800 | 1,300 | 2,500 | 1,200 |
| East Garafraxa | 2,900 | 3,900 | 1,000 | 700 | 10,000 | 300 |
| Grand Valley | 4,000 | 10,900 | 6,900 | 900 | 2,700 | 1,800 |
| Melancthon | 3,200 | 4,300 | 1,100 | 600 | 900 | 200 |
| Mono | 9,700 | 9,600 | -100 | 2,800 | 3,300 | 500 |
| Mulmur | 3,700 | 4,500 | 800 | 900 | 1,200 | 400 |
| Orangeville | 31,000 | 38,500 | 7,400 | 14,700 | 21,700 | 7,100 |
| Shelburne | 9,400 | 15,100 | 5,700 | 3,100 | 5,700 | 2,600 |
| Dufferin County | 68,400 | 95,000 | 26,700 | 25,000 | 39,000 | 14,000 |

Note that the population based on the allocation for Mono is projected to decline slightly between 2021 and 2051. Mono's population should be considered stable between 2021 and 2051. The slight decline is projected as the estimated population increase associated with new dwellings over that period is countered by reduction in the size of households existing homes during that same period.

4 LAND NEEDS ASSESSMENT

The land needs assessment applies the population and employment allocations to an estimate of the remaining land supply within each local municipality to determine whether, and to what extent, settlement area expansion(s) could be necessary. This analysis addresses both residential and employment-related settlement area land needs. The analysis also accounts for the County's minimum intensification and density targets.

4.1 RESIDENTIAL ANALYSIS

The first step in determining residential land needs for each local municipality is to project residential dwelling growth within Settlement Areas (Appendix A). Growth estimates for the number of new dwellings within each local municipality were generated by MetroEconomics on the basis of the population allocations with input on the number of existing and planned dwelling units from WSP. The components were estimated based on a high-level review of building permits, development approvals and applications and a comparison of property assessment snapshots over time.

These estimates were further broken down into two categories: Within Settlement Areas (including Rural Settlements); and Outside Settlement Areas (rural areas excluding rural settlements), on the basis of Growth Plan policy direction and recent historical trends. The Growth Plan requires the vast majority of growth to be directed to Settlement Areas.

The results of this process are summarized in Exhibit 4: Projected Dwelling Growth Inside & Outside of Settlement Areas for each municipality as a whole as well as broken out into growth in dwellings in Urban Settlement Areas (i.e. Designated Greenfield Areas and Built-up Areas) and in Community Settlement Area (i.e. Rural Settlements).

Exhibit 4: Projected Dwelling Growth Inside & Outside of Settlement Areas

| | Total Dwelling Demand 2021 to 2051 | % of Dwelling Units Outside Settlement Areas | Dwelling Units Outside Settlement Areas | Dwelling Units Inside Settlement Areas |
|------------------------|---|---|--|---|
| Amaranth | 1,140 | 19% | 216 | 924 |
| East Garafraxa | 354 | 26% | 92 | 263 |
| Grand Valley | 2,445 | 0% | 0 | 2,445 |
| Melancthon | 227 | 43% | 99 | 129 |
| Mono | 180 | 55% | 98 | 82 |
| Mulmur | 298 | 26% | 79 | 219 |
| Orangeville | 3,620 | 0% | 0 | 3,620 |
| Shelburne | 2,075 | 0% | 0 | 2,075 |
| Dufferin County | 10,339 | 6% | 582 | 9,757 |

This process results in the vast majority (94%) of dwelling growth projected to occur within Settlement Areas leaving approximately 6% of development associated with rural uses to the rural area.

The estimation of residential land needs differs depending on whether a municipality's settlement areas are urban settlement areas (i.e. with a delineated built-up area and/or designated greenfield area) or community settlement area (i.e. Rural Settlements). The GMS addresses each of these categories separately in the following subsections.

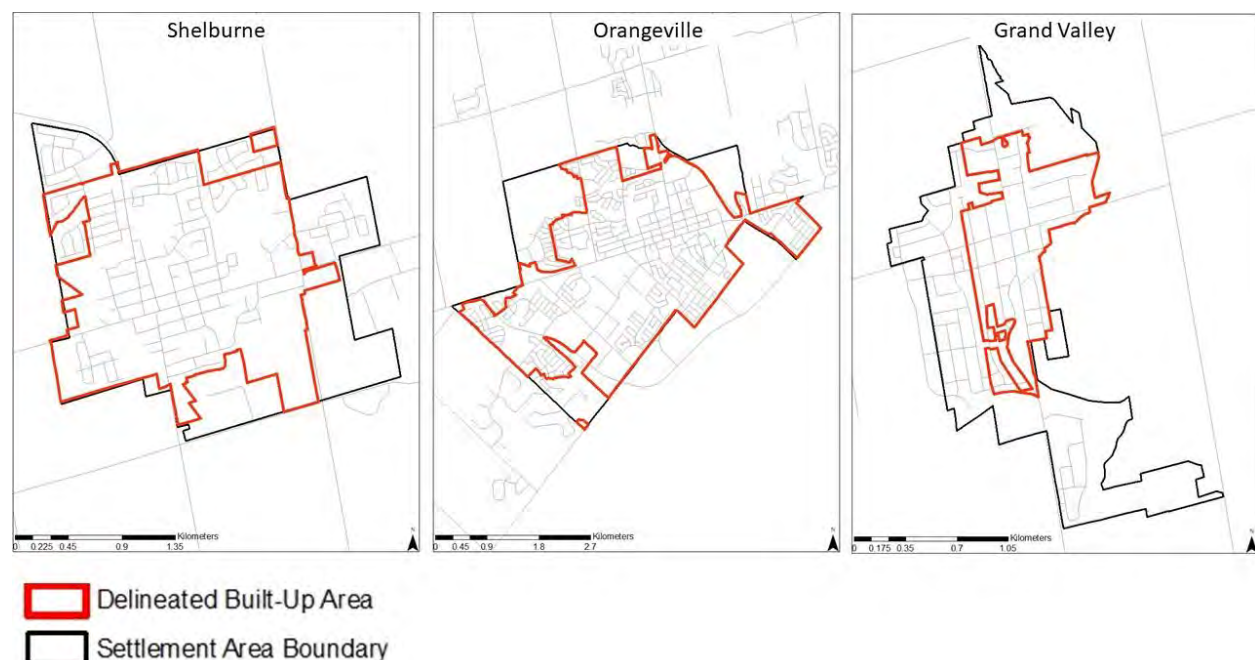
4.1.1 URBAN SETTLEMENT AREAS

Dufferin County's Urban Settlement areas consist of a portion of the Town of Grand Valley, the entirety of the Town of Orangeville and the majority of the Town of Shelburne. The Urban Settlement Areas themselves are further divided into Delineated Built-up Area and Designated Greenfield Area under the Growth Plan. Residential development within the Delineated Built-up area is subject to the County's minimum intensification target under the Growth Plan. Non-industrial development within the Designated Greenfield Area is subject to the County's minimum greenfield density target under the Growth Plan.

4.1.1.1 Urban Settlement Areas

Delineated Built-up Areas are specific areas within Dufferin County, shown in Exhibit 5: Delineated Built-up Areas in Dufferin County that are intended to receive the greatest share of growth and are subject to a minimum intensification target. Achieving increased intensification increases the theoretical capacity of the area to accommodate growth.

Exhibit 5: Delineated Built-up Areas in Dufferin County



For Dufferin County, the Growth Plan mandates a minimum intensification target of 40%, meaning that 40% of all new dwellings in the County are to occur within the delineated built-up areas. Currently, the

DCOP establishes individual intensification targets for Grand Valley at 12%, Orangeville at 50% and Shelburne at 38%, within each of their own delineated built-up areas.

As a result of updates to the Growth Plan since 2006, the current minimum intensification targets for Grand Valley, Orangeville and Shelburne are no longer sufficient to achieve the 40% County-wide intensification target. As identified in Section 4.1, Exhibit 4: Projected Dwelling Growth Inside & Outside of Settlement Areas, the land needs assessment projects that Dufferin County will need to grow by 10,339 dwelling units to accommodate the allocated population. As a result, Dufferin County will need to accommodate approximately 4,135 new dwellings in the delineated built-up area to achieve the County-wide target.

Based on the allocated population, the land needs assessment projects that Grand Valley will grow by 2,445 dwelling units between 2021 and 2051, Orangeville by 3,620 dwelling units and Shelburne by 2,075 dwelling units. On this basis, a one percent change in the intensification target would equate to a swing of approximately 24 dwelling units in Grand Valley, 36 dwelling units in Orangeville and 21 dwelling units in Shelburne. This means that each one percent change in the target for Orangeville would require a higher percentage increase in Shelburne or Grand Valley to compensate. It is also acknowledged that the size and nature of each delineated built-up area differs along with their ability to accommodate dwelling growth.

A potential intensification target scenario which would achieve the 40% County-wide intensification target would require Grand Valley to achieve a target of 40%, Orangeville to achieve a target of 60% and Shelburne to achieve a target of 48%. The GMS applied these percentage assumptions to Municipality-wide dwelling estimates detailed in Exhibit 4: Projected Dwelling Growth Inside & Outside of Settlement Areas to produce Exhibit 6: Potential Delineated Built-up Area Dwelling Capacity Shortage. This table also shows the estimated dwelling capacity remaining (Appendix A, Exhibit 15) in each delineated built-up area and the resulting shortfall in dwelling unit capacity relative to growth. This dwelling shortfall is converted into a corresponding land need in Section 6 Key Conclusions.

Exhibit 6: Potential Delineated Built-up Area Dwelling Capacity Shortage

| | Projected Dwelling Growth | Estimated Dwelling Capacity Remaining | Potential Dwelling Capacity Shortage |
|---------------------|----------------------------------|--|---|
| Grand Valley | 978 | 183 | 795 |
| Orangeville | 2,172 | 1,263 | 909 |
| Shelburne | 996 | 513 | 483 |
| Total | 4,146 | 1,959 | 2,187 |

This analysis has identified a potential shortage of residential land capacity in each of the built-up areas under the proposed growth scenario. To meet the County-wide intensification target the local municipalities will be required to allow for greater intensification within the existing built-up areas.

4.1.1.2 Designated Greenfield Area

After directing sufficient Settlement Area growth to meet the intensification target, the balance of the Urban Settlement Area growth is to be accommodated in the designated greenfield areas. However, non-industrial (i.e. residential, commercial and institutional) development in the Designated Greenfield area is subject to a minimum density target which is defined in terms of a minimum number of people and jobs per hectare. This is important as achieving increased greenfield density increases the theoretical capacity of the area to accommodate growth.

The first step in assessing the residential capacity shortage in the designated greenfield area is to identify the shortage in terms of number of dwellings. This shortage is then converted into an equivalent number of residents and finally to a land need

The greenfield area dwelling shortage is shown in Exhibit 7: 2021 to 2051 Designated Greenfield Area Dwelling Supply Shortage. The estimated greenfield area demand in this table is calculated by subtracting the delineated built-up area dwelling growth (Exhibit 6: Potential Delineated Built-up Area Dwelling Capacity Shortage) from the overall Settlement Area dwelling growth (Exhibit 4: Projected Dwelling Growth Inside & Outside of Settlement Areas). The table also shows the estimated capacity remaining within those greenfield areas, and the resulting hypothetical capacity shortage.

Exhibit 7: 2021 to 2051 Designated Greenfield Area Dwelling Supply Shortage

| | Projected Dwelling Growth | Estimated Dwelling Capacity Remaining | Dwelling Capacity Shortage |
|---------------------|----------------------------------|--|-----------------------------------|
| Grand Valley | 1,452 | 961 | 491 |
| Orangeville | 1,448 | 1,153 | 295 |
| Shelburne | 1,079 | 398 | 681 |
| Total | 3,979 | 2,512 | 1,467 |

This analysis indicates a substantial potential dwelling capacity shortage in all three municipalities with Designated Greenfield Areas.

To convert the dwelling capacity shortage into a representative number of residents, the dwelling shortage was multiplied using new-build dwelling person per unit assumptions derived from recent Development Charges studies. The number of residents associated with the dwelling shortage was then multiplied by the current DCOP greenfield density targets for Grand Valley, Orangeville and Shelburne to generate a residential land need. The results of this process are as shown in Exhibit 8: Greenfield Residential Land Needs Projection. This process is intended to provide a baseline for the local municipalities to consider during implementation. It is expected that the local municipalities will determine their dwelling mix assumptions while maintaining or improving upon their existing dwelling mix. It is also recognized that the land needs would need to be refined to account for greenfield land area exclusions permitted by the Growth Plan as well as commercial and institutional employment considerations during implementation.

Exhibit 8: Greenfield Residential Land Needs Projection

| | Population Capacity Estimate | Minimum Resident & Work From Home Jobs Per Hectare Assumption | Estimated Residential Land Need (Hectares) |
|---------------------|-------------------------------------|--|---|
| Grand Valley | 1,680 | 44 | 38 + mapped environmental constraints |
| Orangeville | 954 | 46 | 21 + mapped environmental constraints |
| Shelburne | 2,429 | 41 | 59 + mapped environmental constraints |
| Total | 5,063 | 43 | 118 + mapped environmental constraints |

Exhibit 8: Greenfield Residential Land Needs Projection shows that Grand Valley will require an additional 38 gross hectares of land to be added to the settlement area to accommodate forecast residential demand. Orangeville would require 21 gross hectares at historic densities, however since the settlement area extends to the municipal boundary, the Town will instead need to increase densities to accommodate forecast residential growth. Shelburne will require 59 gross hectares but may be able to reduce that number through greater levels of intensification than has historically been seen in the Town.

4.1.2 COMMUNITY SETTLEMENT AREAS (RURAL SETTLEMENTS)

Community settlement area (i.e. rural settlements) land needs were accounted for in the original population allocation. No additional population was allocated beyond what the remaining residential settlement area land supply is estimated to be able to accommodate.

4.2 EMPLOYMENT ANALYSIS

There are generally two categories of urban employment: industrial and community-serving (i.e. commercial and institutional). Planning for Industrial needs is a particular focus for the Provincial planning framework due to its foundational importance to local economies and the fact that lands suitable for accommodating such employment are limited in quantity and often require more effort and lead time to bring online relative to lands that are intended to accommodate residential, commercial and/or institutional uses.

A conservative analysis of whether there are adequate Settlement Area lands for these purposes compares the capacity of vacant lands designated in an Official Plan for these uses to projected growth.

Further work was undertaken on the employment allocation from Exhibit 3: Estimated Existing & Proposed to be Allocated Population & Employment to isolate No Fixed Place of Work and Work-From-Home employment components. Both these components need to be removed from the employment allocation in order to identify an employment-related land need. Land needs associated with the work-from-home component are already accounted for in the Residential Analysis and no fixed place of work employment does not require land to be allocated through the planning process. The remaining component that does have a land need is summarized in Exhibit 9: Projected Employment Growth with a Land Requirement between 2021 & 2051 (Jobs)

Exhibit 9: Projected Employment Growth with a Land Requirement between 2021 & 2051 (Jobs)

| | 2021 | 2051 | 2021-2051 |
|------------------------|---------------|---------------|------------------|
| Amaranth | 669 | 1,347 | 678 |
| East Garafraxa | 347 | 548 | 200 |
| Grand Valley | 507 | 1,663 | 1,156 |
| Melancthon | 291 | 399 | 108 |
| Mono | 1,425 | 1,712 | 287 |
| Mulmur | 372 | 566 | 194 |
| Orangeville | 11,004 | 16,335 | 5,330 |
| Shelburne | 2,280 | 4,120 | 1,840 |
| Dufferin County | 16,896 | 26,689 | 9,794 |

Identifying a possible gap in employment capacity requires us to isolate growth in industrial as well as community-serving type jobs from the projections identified in Exhibit 9: Projected Employment Growth with a Land Requirement between 2021 & 2051 (Jobs) and then to compare the results to the capacity of vacant lands designated to accommodate such employment (Appendix A).

MetroEconomics employment projections included a breakout of employment with a place of work according to 2-digit North American Industry Classification System groups. These groupings are available for reference in Appendix A, Exhibit 17. As shown in Exhibit 17, the Study Team reassigned the job projections for each of these industry groups to an employment category of either Primary, Industrial, Commercial, or Institutional.

Applying these re-assignments allows us to estimate the number of Primary, Industrial, Commercial and Institutional jobs that exist in 2021 and to project the number that will exist in 2051. The resulting estimates are provided for reference in Appendix A, Exhibit 18. The projected growth between 2021 and 2051 resulting from this process is summarized in Exhibit 10: Projected Employment Growth by Employment Category between 2021 & 2051 (Jobs).

Exhibit 10: Projected Employment Growth by Employment Category between 2021 & 2051 (Jobs)

| | Primary | Industrial | Commercial | Institutional | Total Growth |
|------------------------|-----------|--------------|--------------|---------------|--------------|
| Amaranth | 4 | 333 | 168 | 173 | 678 |
| East Garafraxa | 4 | 41 | 44 | 112 | 200 |
| Grand Valley | 1 | 273 | 599 | 282 | 1,156 |
| Melancthon | 5 | 25 | 52 | 25 | 108 |
| Mono | 3 | 69 | 176 | 39 | 287 |
| Mulmur | 2 | 43 | 101 | 48 | 194 |
| Orangeville | 2 | 455 | 2,670 | 2,203 | 5,330 |
| Shelburne | 2 | 271 | 516 | 1,050 | 1,840 |
| Dufferin County | 24 | 1,510 | 4,326 | 3,933 | 9,794 |

Another set of adjustments is then needed to identify the portion of the projected job growth that should locate in settlement areas on lands designated for industrial purposes versus those that should locate on lands designated for commercial, institutional or mixed-use purposes. This is necessary as a small portion of commercial and institutional jobs can still be required to support core industrial uses in industrial areas. Note that primary category jobs were not assigned to either area as this category refers to mining and agricultural employment that does not typically require lands within Settlement Areas.

For lands designated for industrial purposes, UrbanMetrics identified that it was reasonable to direct 100% of the projected industrial job growth in each municipality. However, urbanMetrics also identified that it was also reasonable to direct 5% of projected commercial job growth in Orangeville and 20% of projected commercial job growth in Shelburne to lands designated for industrial purposes based on the nature of the industries already present.

For lands designated for commercial, institutional or mixed-use purposes, UrbanMetrics identified that it was reasonable to direct 100% of the projected institutional job growth in each municipality and the remaining projected commercial job growth, i.e. 100% of projected commercial job growth in Amaranth, East Garafraxa, Grand Valley, Melancthon, Mono and Mulmur, 95% in Orangeville and 80% Shelburne.

The results of this final reassignment are summarized in Exhibit 11, representing the projected job growth requiring lands designated for Industrial and Commercial, Institutional or Mixed Use.

Exhibit 11: Projected Job Growth Requiring Land in Settlement Areas between 2021 & 2051 (Jobs)

| | Community Areas (Commercial, Institutional & Mixed Use) | Industrial | Total |
|------------------------|--|-------------------|--------------|
| Amaranth | 341 | 333 | 674 |
| East Garafraxa | 156 | 41 | 197 |
| Grand Valley | 882 | 273 | 1,155 |
| Melancthon | 78 | 25 | 103 |
| Mono | 215 | 69 | 284 |
| Mulmur | 149 | 43 | 192 |
| Orangeville | 4,739 | 589 | 5,328 |
| Shelburne | 1,463 | 375 | 1,838 |
| Dufferin County | 8,022 | 1,747 | 9,769 |

Comparing the projected job growth in Exhibit 11: Projected Job Growth Requiring Land in Settlement Areas between 2021 & 2051 (Jobs) against the Settlement Area Employment Capacity (Appendix A, Exhibit 16) allows us to calculate the gap shown in Exhibit 12: Capacity Gap in Designated Settlement Area Lands for Employment Purposes (Jobs).

Exhibit 12: Capacity Gap in Designated Settlement Area Lands for Employment Purposes (Jobs)

| | Industrial | Community Areas (Commercial, Institutional & Mixed Use) |
|------------------------|------------------------|--|
| Amaranth | 2,100 (Surplus) | -337 |
| East Garafraxa | 158 (Surplus) | -102 |
| Grand Valley | -44 | -823 |
| Melancthon | 99 (Surplus) | -78 |
| Mono | 588 (Surplus) | 193 (Surplus) |
| Mulmur | 372 (Surplus) | -62 |
| Orangeville | 420 (Surplus) | -3,437 |
| Shelburne | 403 (Surplus) | 95 (Surplus) |
| Dufferin County | 4,098 (Surplus) | -4,551 |

These results indicate a small potential shortage of industrial land supply in Grand Valley by 2051. On an aggregate basis there is sufficient employment land supply in any of the other local municipalities to accommodate this shortage however there may be local or site-specific considerations requiring a future industrial use to locate in Grand Valley.

4.2.1 INDUSTRIAL LAND NEED

Exhibit 12: Capacity Gap in Designated Settlement Area Lands for Employment Purposes (Jobs) shows that there may be a shortage of lands to accommodate 44 industrial jobs in Grand Valley by 2051. Applying the policy-based long-term industrial density assumption identified in Exhibit 19. Job per Net Hectare Density Assumptions in the Appendix of 21 industrial jobs per net hectare results in a potential land need of 2.1 net industrial hectares. Assuming that 80% of an industrial hectare is developable, this would translate to a potential land need of approximately 2.6 gross hectares plus environmental constraints.

As noted, on an aggregate basis, the other local municipalities within Dufferin County have sufficient employment land supply to accommodate the shortage of industrial land in Grand Valley, however there may be local or site-specific considerations that Grand Valley and the County should consider.

4.2.1.1 *Conversion Potential*

Exhibit 12: Capacity Gap in Designated Settlement Area Lands for Employment Purposes (Jobs) identified that there may be a surplus of industrial land supply in Orangeville representing approximately 420 jobs worth of capacity. As a result, there may be opportunity to consider the conversion of up to 20 net hectares of industrial land in Orangeville assuming that the industrial land supply to be retained will be developed at 21 jobs per net hectare on average. Consideration of any conversions would be subject to employment lands conversion policies.

Although Exhibit 12: Capacity Gap in Designated Settlement Area Lands for Employment Purposes (Jobs) identifies a potential surplus of industrial land supply in Shelburne on an aggregate basis, this includes speculative lands (typically sites reserved by existing industries for future expansion), which may not be available for new industries. Even if speculative sites are excluded, Shelburne has sufficient industrial supply to meet projected needs.

Employment land conversion is not recommended in the Rural Settlements as growth within them is to be limited and full municipal services are generally not available. The population allocations do not consider conversions in the rural settlements in line with policy direction to direct growth to the urban settlement areas where full services are or will be available.

4.2.2 POTENTIAL COMMUNITY AREA LAND NEED

Exhibit 12: Capacity Gap in Designated Settlement Area Lands for Employment Purposes (Jobs) identified that there may be a shortage of Commercial, Institutional and/or Mixed-use lands sufficient to accommodate projected growth in a number of the local municipalities. The policy-based long term community area density assumptions identified in Exhibit 9 in Section 2.1 were applied to the capacity gaps identified in the rural municipalities and Shelburne (since Shelburne may have a small surplus of lands designated for this purpose). The minimum greenfield density targets identified in Section 4.1.1.2 were applied to the job capacity gaps identified in Grand Valley and Orangeville. The resulting potential land needs are summarized in Exhibit 13: Potential Community Area (Commercial, Institutional or Mixed-use lands) Land Need.

Gross land need assumptions are also provided under the assumption that 80% of a commercial, institutional or mixed-use hectare is developable. Note that all these land need results would need to be expanded further to account for potential environmental constraints.

Exhibit 13: Potential Community Area (Commercial, Institutional or Mixed-use lands) Land Need

| | Net Hectares | Gross Hectares |
|-----------------------|---------------------|-----------------------|
| Amaranth | 8.4 | 10.5 |
| East Garafraxa | 2.6 | 3.2 |
| Grand Valley | 14.9 | 18.7 |
| Melancthon | 2.0 | 2.4 |
| Mono | 4.8 (surplus) | 6.0 (surplus) |
| Mulmur | 1.5 | 1.9 |
| Orangeville | 59.8 | 74.7 |
| Shelburne | 1.9 (surplus) | 2.4 (surplus) |

The DCOP currently permits a full range of Community Area land uses within all urban and rural settlement areas. This analysis represents a high-level look at land needs that would require more detailed and specialized study to refine and address at the local level. This high-level analysis indicates a potential shortage of Commercial, Institutional or Mixed-use lands in Amaranth, East Garafraxa, Grand Valley, Melancthon, Mulmur and Orangeville. The shortages in Orangeville and Grand Valley will need to be considered within the overall land need calculus (i.e. residential and employment land needs). Amaranth, East Garafraxa, Melancthon and Mulmur will need to address these shortages through updates to local land use policies and zoning regulations, noting that existing commercial and institutional employment densities are generally very low in the rural municipalities.

5 DESIGNATED GREENFIELD DENSITY TARGET ANALYSIS

This section provides an integrated analysis of residential and commercial / institutional employment factors with respect to appropriate minimum designated greenfield area density targets for Grand Valley, Orangeville and Shelburne. The analysis is primarily based on:

- Comparison to the estimated residential density that the current greenfield areas have been planned to achieve.
- The fact that Orangeville's settlement areas have already reached its corporate municipal limit.
- The fact that Shelburne West expansion area represents the final expansion area remaining in Shelburne's corporate boundary.

The existing County-wide minimum density target of 40 people and jobs per gross hectare (exclusive of mapped environmental constraints noted in the 2006 Growth Plan) is measured as an average across all Designated Greenfield Areas of the County by the end of the Forecast period. Note that lands permitted to be excluded from the calculation of this target were updated in the current Growth Plan.

The current targets for Grand Valley, Orangeville and Shelburne are 44, 46 and 41 people and jobs per gross hectare, respectively (exclusive of mapped environmental constraints noted in the 2006 Growth Plan).

5.1 GRAND VALLEY

Grand Valley's existing greenfield area is approximately 125 hectares in size, after accounting for permitted exclusions (i.e. mapped environmental constraints, cemeteries, etc.). To achieve its minimum Designated Greenfield Density target of 44 people and jobs per hectare, Grand Valley needs to accommodate approximately 5,500 people and jobs by 2051 within its Designated Greenfield Area.

Grand Valley's existing designated greenfield area is currently estimated to be able to achieve approximately 35.1 people and jobs per hectare based on residents and work from home jobs. Lands designated for Commercial and Institutional purposes are estimated to be able to contribute up to a further 72 jobs, resulting in a combined estimated density of approximately 35.7 people and jobs per hectare. Factoring potential population decline as households age could result in a decrease to approximately 35.2 people and jobs per hectare.

Grand Valley's Designated Greenfield Area would need to accommodate at least a further 1,038 residents and/or jobs to achieve its minimum designated greenfield area target of 44 people and jobs per hectare.

5.2 ORANGEVILLE

Orangeville's existing greenfield area is approximately 153 hectares in size, after accounting for permitted exclusions (i.e. mapped environmental constraints, cemeteries, etc.). To achieve its minimum Designated Greenfield Density target of 46 people and jobs per hectare, Orangeville needs to accommodate approximately 7,038 people and jobs by 2051 within its Designated Greenfield Area.

Orangeville's existing designated greenfield area is currently estimated to be able to achieve approximately 43.2 people and jobs per hectare based on residents and work from home jobs. Lands designated for Commercial and Institutional purposes are estimated to be able to contribute up to a further 961 jobs resulting in a combined estimated density of approximately 49.5 people and jobs per hectare. Factoring potential population decline as households age could result in a decrease to approximately 46.4 people and jobs per hectare. On this basis, it is likely that Orangeville will meet and exceed its existing target of 46 people and jobs per hectare.

5.3 SHELBURNE

Shelburne's existing greenfield area is approximately 88 hectares in size, after accounting for permitted exclusions (i.e. mapped environmental constraints, cemeteries, etc.). To achieve its minimum Designated Greenfield Density target of 41 people and jobs per hectare, Shelburne needs to accommodate approximately 3,608 people and jobs by 2051 within its Designated Greenfield Area.

Shelburne's existing designated greenfield area is currently estimated to be able to achieve approximately 41.8 people and jobs per hectare based on residents and work from home jobs. Lands designated for Commercial and Institutional purposes are estimated to be able to contribute up to a further 762 jobs resulting in an estimated combined density estimate of approximately 50.5 people and jobs per hectare. Factoring potential population decline as households age could result in a decrease to approximately 48.7 people and jobs per hectare. On this basis, it is likely that Shelburne will meet and exceed its existing target of 41 people and jobs per hectare.

5.4 DUFFERIN COUNTY

Dufferin County's existing designated Greenfield Area is currently estimated to be able to achieve approximately 40.1 people and jobs per hectare based on residents and work from home jobs. Lands designated for commercial and institutional purposes are estimated to be able to contribute up to a further 1,795 jobs resulting in a final combined density estimate of approximately 45.0 people and jobs per hectare in the Designated Greenfield Area. Factoring potential population decline as households age could result in a decrease to approximately 43.1 people and jobs per hectare. On this basis, it is likely that Dufferin will meet and exceed its existing target of 40 people and jobs per hectare.

6 KEY CONCLUSIONS

The land needs assessment described in the preceding sections of this report has provided the basis for the following conclusions and recommendations. The population and employment allocations for each local municipality, intensification and density targets required to accommodate the allocated growth and recommended land area required for settlement area expansions will inform the remaining steps in the Municipal Comprehensive Review.

6.1 ALLOCATIONS

Population and employment growth has been directed to the urban settlement areas to the maximum extent possible. Residential growth was first allocated to each municipality based on servicing potential input from Orangeville and Shelburne, current levels of development occurring outside of settlement areas, and the remaining residential capacity in the Rural Settlements. The remaining growth was then allocated to Grand Valley.

The land needs assessment confirms that current density levels in Grand Valley, Orangeville and Shelburne are insufficient to accommodate the allocated growth within the existing land supply. To address this, settlement area expansions are recommended for Grand Valley and Shelburne. New development in Orangeville will need to be achieve higher densities than currently exist.

6.2 MINIMUM INTENSIFICATION TARGETS & THE DELINEATED BUILT-UP AREA

The 40% minimum intensification rate for the County as a whole is required, under the Growth Plan, to be maintained. To achieve this target, Grand Valley, Orangeville and Shelburne will need to update their local land use policies and regulations to permit higher densities of development within their delineated built-up areas.

Based on the land needs assessment scenario targets of 40% for Grand Valley, 60% for Orangeville and 48% for Shelburne, approximately 2,187 dwelling units of additional capacity are projected to be needed in the Delineated Built-up Area to achieve the intensification target. At these intensification levels, Orangeville is projected to need to identify 909 dwelling units of additional capacity, Grand Valley 795 units and Shelburne 483 units.

6.3 GREENFIELD LAND NEEDS

Grand Valley, Orangeville and Shelburne each were identified to have substantial greenfield residential land needs. The settlement areas of Grand Valley and Shelburne should be expanded, where as Orangeville should consider permitting greater densities to accommodate forecast growth.

The 40 persons and jobs per hectare minimum Greenfield Density target for the County will be maintained as required by the Growth Plan, as will the current municipality-specific targets of 46 for Orangeville and 41 for Shelburne. Any Settlement Area Expansion for Grand Valley will achieve a minimum of 44 people and jobs per hectare.

Exhibit 14: Combined Greenfield Land Needs

| | Residential Land Need (Gross Hectares) | Community Area Land Need (Gross Hectares) | Combined Land Needs (Gross Hectares) |
|---|---|--|---|
| Grand Valley | 38 | 19 | 57 + mapped environmental constraints |
| Orangeville | 21 | 75 | 96 + mapped environmental constraints |
| Shelburne | 59 | 0 | 59 + mapped environmental constraints |
| Hypothetical Rural if Addressed in Greenfield Area | 0 | 14 | 14 + mapped environmental constraints |
| Hypothetical Total | 118 | 108 | 226 + mapped environmental constraints |

6.3.1 COMMERCIAL & INSTITUTIONAL PROJECTIONS

Orangeville may have a substantial shortage of commercial and institutional land supply that should be addressed through an update to its Official Plan and Zoning By-law. Grand Valley and Shelburne should consider Town-wide Commercial and Institutional land needs in addition to localized needs as they undertake their Official Plan updates.

Up to a further 14 hectares of land plus mapped environmental constraints should be considered if commercial, institutional and mixed-use employment needs in the rural settlement areas cannot be addressed locally and need to be addressed as part of any urban Settlement Area expansion.

6.4 INDUSTRIAL LAND NEEDS

Up to 2.6 hectares of land, plus mapped environmental constraints, may be needed in Grand Valley to meet projected industrial needs.

6.4.1 CONVERSION

Orangeville may consider opportunities for site-specific conversions totalling up to 20 net hectares subject to conversion criteria and ensuring that their remaining long-term employment lands will achieve 21 jobs per net hectare on average. Conversions within the delineated built-up area may allow the Town to achieve its intensification targets at relatively lower densities.

Grand Valley and Shelburne should continue to monitor their employment land supplies and ensure that their employment supply can achieve 21 jobs per net hectare on average.

6.5 CONCLUSIONS BY MUNICIPALITY

6.5.1 AMARANTH

The Township of Amaranth is primarily rural. Communal and/or full wastewater services are not available. The land needs analysis has determined there are sufficient lands available to accommodate future population and employment growth allocated to the Township.

6.5.2 EAST GARAFRAXA

The Township of East Garafraxa is primarily rural. Communal and/or full wastewater services are not available. Partial services are available in some settlement areas. The land needs analysis has determined there are sufficient lands available to accommodate future population and employment growth allocated to the Township without expansions of the settlement areas.

6.5.3 GRAND VALLEY

A residential supply gap has been identified in Grand Valley to meet projected needs. A Settlement Area expansion is recommended to accommodate the residential supply gap in addition to continued efforts to promote higher density development within the existing greenfield area and delineated Built-Up Area.

It is unlikely that Grand Valley could accommodate an intensification target beyond the scenario intensification target of 40% already applied by the land needs assessment. For reference, the existing DCOP intensification target is 18% and Grand Valley has the smallest delineated built-up area of the three urban settlement areas.

At the existing minimum designated greenfield density target of 44 people and jobs per hectare, 38 hectares of land plus mapped environmental constraints are needed in Grand Valley to meet projected residential needs and up to a further 19 hectares of land plus mapped environmental constraints may be needed to meet commercial, institutional and mixed-use employment needs.

If additional greenfield area cannot be brought online through expansion or conversion, the existing greenfield area would be forced to exceed 48 people per hectare before accounting for additional community area employment associated with the increased population. For reference, it is estimated that Grand Valley's existing greenfield area is currently only able to reach approximately 35.2 people and jobs per hectare inclusive of community area employment.

6.5.4 MELANCTHON

The Township of Melancthon is primarily rural. Communal and/or full wastewater services are not available. The land needs analysis has determined there are sufficient lands available to accommodate future population and employment growth allocated to the Township.

6.5.5 MONO

The Township of Mono is primarily rural. Improvements to communal and/or full wastewater services are not planned to accommodate growth beyond the allocation. The land needs analysis has determined there are sufficient lands available to accommodate future population and employment growth allocated to the Township.

6.5.6 MULMUR

The Township of Mulmur is primarily rural. Communal and/or full wastewater services are not available. The land needs analysis has determined there are sufficient lands available to accommodate future population and employment growth allocated to the Township.

6.5.7 ORANGEVILLE

A residential supply gap has been identified in Orangeville to meet projected needs. It is recognized that the Orangeville Settlement Area already encompasses that Town's entire corporate boundary.

The land needs analysis has applied an intensification target of 60% for Orangeville. For reference, the existing DCOP intensification target is 50%.

At the existing minimum designated greenfield density target of 46 people and jobs per hectare, 21 hectares of additional land, plus mapped environmental constraints, would be needed in Orangeville to meet projected residential needs, and up to a further 75 hectares of land plus mapped environmental constraints would be needed to meet commercial, institutional and mixed-use employment needs. Orangeville's Settlement Area already occupies the entirety of its corporate municipal boundary, meaning that higher densities of development will be required to accommodate allocated growth.

If additional greenfield area cannot be brought online through conversion, the existing greenfield area will need to accommodate 49 people and jobs per hectare before accounting for additional community area employment associated with the increased population. For reference, the current comparable greenfield density is estimated to be 43.2 people and jobs per hectare, only rising to 46.4 people and jobs per hectare after potential community area employment is factored in.

6.5.8 SHELBURNE

A residential supply gap has been identified in Shelburne to meet projected needs. It is recommended that Settlement Area Expansion is required to accommodate this greenfield gap while continued efforts are undertaken to promote compact and higher density development within the existing greenfield area and delineated built-up area.

It is unlikely that Shelburne could accommodate an intensification target beyond the scenario intensification target of 48% already applied by the land needs assessment. For reference the existing DCOP intensification target is 38%. Additionally, although Shelburne's delineated built-up area is larger than Grand Valley's both are substantially smaller than Orangeville's.

At the existing minimum designated greenfield density target of 41 people and jobs per hectare, 59 hectares of land plus mapped environmental constraints will be needed in Shelburne to meet projected residential needs.

The Shelburne West Expansion Area represents approximately 86 gross hectares of land of which approximately 23 hectares overlap features that are permitted to be excluded from the calculation of the minimum designated greenfield density target (i.e. mapped natural heritage constraints, cemeteries and railway corridors). Approximately 63 hectares of the expansion area would therefore be subject to the minimum designated greenfield density target if a full expansion is implemented.

If additional greenfield area cannot be brought online through expansion, the existing greenfield area will need to exceed 69 people per hectare before accounting for additional community area employment associated with the increased population. For reference, the current comparable greenfield density is estimated to be 41.8 people and jobs per hectare, only rising to 48.7 people and jobs per hectare after potential community area employment is factored in.

APPENDIX A: SUPPORTING ASSUMPTIONS

1.1 SETTLEMENT AREA DWELLING CAPACITY

WSP worked with the County and the local municipalities to generate an estimate of the capacity of each of the Settlement Areas to accommodate new dwelling units based on current context and planning policies. These estimates were compiled from local municipal input and consider factors such as:

- Existing land use (based primarily on the Municipal Property Assessment Corporation property code and local input). Properties with a vacant property code were included. Properties with a rural or agricultural code within a Settlement Area were verified with the local municipality as to whether they should be included. Properties with a developed (i.e. non-vacant code) were only included if identified by the local municipality as having intensification potential.
- Official Plan land use designation (i.e. candidate parcels must permit residential dwellings as a primary use);
- Physical size, number of parcels, configuration (i.e. shape) and servicing availability (i.e. road frontage, water and wastewater) of available parcels, as well as mapped environmental constraints; and,
- The number and type (i.e. low, medium or high density) of dwelling units proposed in both proposed and recently approved planning applications.

The results of the dwelling unit capacity analysis are summarized in the table below (Exhibit 15). The results are further differentiated into the capacity located within the Delineated Built-Up Area and the capacity located within the Designation Greenfield Area. Please note that this estimate is a snapshot in time representing the estimated remaining dwelling unit capacity as of approximately mid-2021 based on recent trends and current planning policies. Additional capacity could be achieved if the local municipalities are able to achieve more compact development and redevelopment.

Exhibit 15. Estimated Settlement Area Dwelling Unit Capacity as of Mid-2021

| | Settlement Area | Delineated Built-Up Area | | | | Designated Greenfield Area | | | |
|----|-----------------|--------------------------|-------------|----------------|--------------|----------------------------|--------------|----------------|--------------|
| | | All Types | Low Density | Medium Density | High Density | All Types | Low Density | Medium Density | High Density |
| AM | 926 | | | | | | | | |
| EG | 265 | | | | | | | | |
| GV | 1,144 | 183 | 138 | 27 | 18 | 961 | 716 | 181 | 64 |
| ME | 129 | | | | | | | | |
| MO | 78 | | | | | | | | |
| MU | 217 | | | | | | | | |
| OR | 2,416 | 1,263 | 22 | 271 | 970 | 1,153 | 203 | 467 | 483 |
| SH | 911 | 513 | 176 | 267 | 70 | 398 | 205 | 117 | 76 |
| DC | 6,086 | 1,959 | 336 | 565 | 1,058 | 2,512 | 1,124 | 765 | 623 |

1.2 SETTLEMENT AREA EMPLOYMENT CAPACITY ON VACANT LANDS

Estimating the capacity of vacant appropriately designated lands within Settlement Areas starts with identifying the magnitude of those lands in terms of area. WSP worked with the local municipalities to identify these parcels, the results of which are summarized in Exhibit 16. Note that these results are given as estimated net hectares which exclude mapped environmental constraints, and which assume that only 80% of the area of parcels larger than 2 hectares in size are developable. Detailed results representing short-term lands (vacant parcels with applications or recent approvals), long-term lands (vacant parcels that do not have any applications on them) and speculative (typically vacant portions of larger parcels that have been identified through local input).

Exhibit 16. Estimated Vacant Settlement Area Lands Designated for Industrial and Commercial / Institutional Uses as of Mid-2021

| | Vacant Industrial Employment Lands (Estimated Net Hectares) | | | | Vacant Commercial & Institutional Lands (Estimated Net Hectares) | | | |
|-----------|--|--------------|---------------|--------------|---|--------------|--------------|-------------|
| | Total | Short-term | Long-term | Speculative | Total | Short-term | Long-term | Speculative |
| AM | 166.68 | 40.05 | 126.63 | | 0.09 | | 0.09 | |
| EG | 11.73 | | 11.73 | | 1.34 | | 1.34 | |
| GV | 10.90 | | 10.90 | | 1.26 | 0.36 | 0.90 | |
| ME | 7.32 | | 7.32 | | - | | | |
| MO | 39.30 | 1.08 | 38.22 | | 10.97 | 1.19 | 9.78 | |
| MU | 24.40 | 1.65 | | 22.74 | 2.18 | | 2.18 | |
| OR | 51.61 | 18.71 | 32.50 | 0.41 | 26.14 | 4.93 | 13.41 | 7.80 |
| SH | 44.31 | 19.07 | 12.31 | 12.94 | 41.74 | 22.06 | 18.98 | 0.70 |
| DC | 356.24 | 80.55 | 239.60 | 36.09 | 83.72 | 28.54 | 46.68 | 8.50 |

1.3 BASED EMPLOYMENT ASSUMPTIONS

Exhibit 17. Re-assigning Employment Projections from NAICS categories to LNA Employment Categories

| 2-digit NAICS Industry Code and Description | | LNA Employment Category |
|---|---|-------------------------|
| 11 | Agriculture, forestry, fishing & hunting | Primary |
| 21 | Mining, quarrying, & oil & gas extraction | Primary |
| 22 | Utilities | Industrial |
| 23 | Construction | Industrial |
| 31 | Manufacturing | Industrial |
| 41 | Wholesale trade | Industrial |
| 44 | Retail trade | Commercial |
| 48 | Transportation, warehousing | Industrial |
| 51 | Information & cultural industries | Commercial |
| 52 | Finance & insurance | Commercial |
| 54 | Professional, scientific & technical services | Commercial |
| 53, 55, 56 | Other business services | Commercial |
| 61 | Educational services | Institutional |
| 62 | Health care & social assistance | Institutional |
| 71 | Arts, entertainment & recreation | Commercial |
| 72 | Accommodation & food services | Commercial |
| 81 | Other services | Commercial |
| 91 | Public administration | Institutional |

Exhibit 18. Projected Industrial, Commercial & Institutional Employment in 2021 & 2051.

| | 2021 | | | | | 2051 | | | | |
|-----------|-------|-------|-------|-------|--------|-------|-------|--------|-------|--------|
| | Prim. | Ind. | Com. | Inst. | Total | Prim. | Ind. | Com. | Inst. | Total |
| AM | 53 | 353 | 144 | 120 | 669 | 57 | 685 | 311 | 293 | 1,347 |
| EG | 42 | 95 | 96 | 114 | 347 | 46 | 136 | 140 | 226 | 548 |
| GV | 14 | 125 | 255 | 113 | 507 | 15 | 398 | 854 | 395 | 1,663 |
| ME | 59 | 102 | 98 | 32 | 291 | 64 | 128 | 150 | 58 | 399 |
| MO | 41 | 293 | 934 | 158 | 1,425 | 44 | 362 | 1,110 | 197 | 1,712 |
| MU | 27 | 84 | 171 | 90 | 372 | 29 | 127 | 272 | 137 | 566 |
| OR | 28 | 1,927 | 5,889 | 3,160 | 11,004 | 30 | 2,382 | 8,559 | 5,363 | 16,335 |
| SH | 28 | 712 | 681 | 859 | 2,280 | 30 | 984 | 1,197 | 1,909 | 4,120 |
| DC | 292 | 3,691 | 8,267 | 4,646 | 16,896 | 316 | 5,201 | 12,593 | 8,579 | 26,689 |

Exhibit 19. Job per Net Hectare Density Assumptions

| | Industrial Employment | | Commercial & Institutional | |
|-----------|-----------------------|----------------------------|----------------------------|----------------------------|
| | Short-term | Long-term & Speculative | Short-term | Long-term & Speculative |
| AM | 7.00 | 17.00 | 9.00 | 40.00 |
| EG | 5.00 | 17.00 | 14.00 | 40.00 |
| GV | 15.00 | 21.00 | 40.00 | 50.00 |
| ME | 14.00 | 17.00 | 7.00 | 40.00 |
| MO | 7.00 | 17.00 | 14.00 | 40.00 |
| MU | 17.00 | 17.00 | 13.00 | 40.00 |
| OR | 17.00 | 21.00 | 49.00 | 50.00 |
| SH | 13.00 | 21.00 | 26.00 | 50.00 |

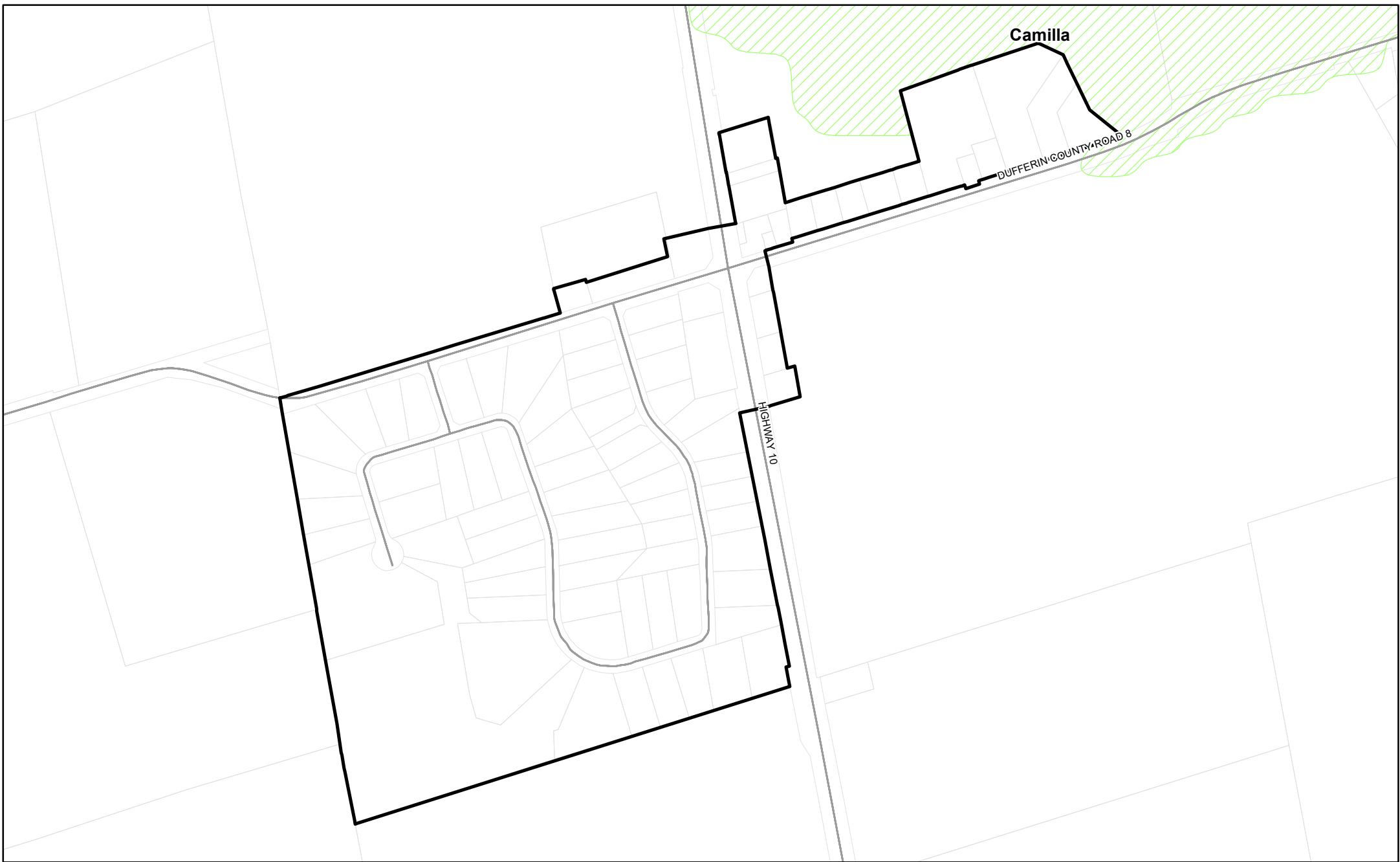
Applying the density assumptions to the vacant area estimate generates the estimated settlement area employment capacity for lands designated for industrial and commercial and institutional purposes as shown in Exhibit 20.





Exhibit 20. Estimated Employment Capacity of Vacant Settlement Area Lands Designated for Industrial & Commercial & Institutional Purposes as of Mid-2021.

| | Industrial Employment Capacity (Jobs) | | | | Commercial & Institutional Employment Capacity (Jobs) | | | |
|-----------|---------------------------------------|------------|--------------|-------------|---|------------|--------------|-------------|
| | Total | Short-term | Long-term | Speculative | Total | Short-term | Long-term | Speculative |
| AM | 2,433 | 280 | 2,153 | - | 4 | - | 4 | - |
| EG | 199 | - | 199 | - | 54 | - | 54 | - |
| GV | 229 | - | 229 | - | 59 | 14 | 45 | - |
| ME | 124 | - | 124 | - | - | - | - | - |
| MO | 657 | 8 | 650 | - | 408 | 17 | 391 | - |
| MU | 415 | 28 | - | 387 | 87 | - | 87 | - |
| OR | 1,009 | 318 | 682 | 9 | 1,302 | 242 | 671 | 390 |
| SH | 778 | 248 | 258 | 272 | 1,558 | 574 | 949 | 35 |
| DC | 5,845 | 882 | 4,296 | 667 | 3,471 | 846 | 2,200 | 425 |


APPENDIX B: LAND SUPPLY MAPS

APPENDIX B: LAND SUPPLY MAPS – EMPLOYMENT AREA SUPPLY



-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

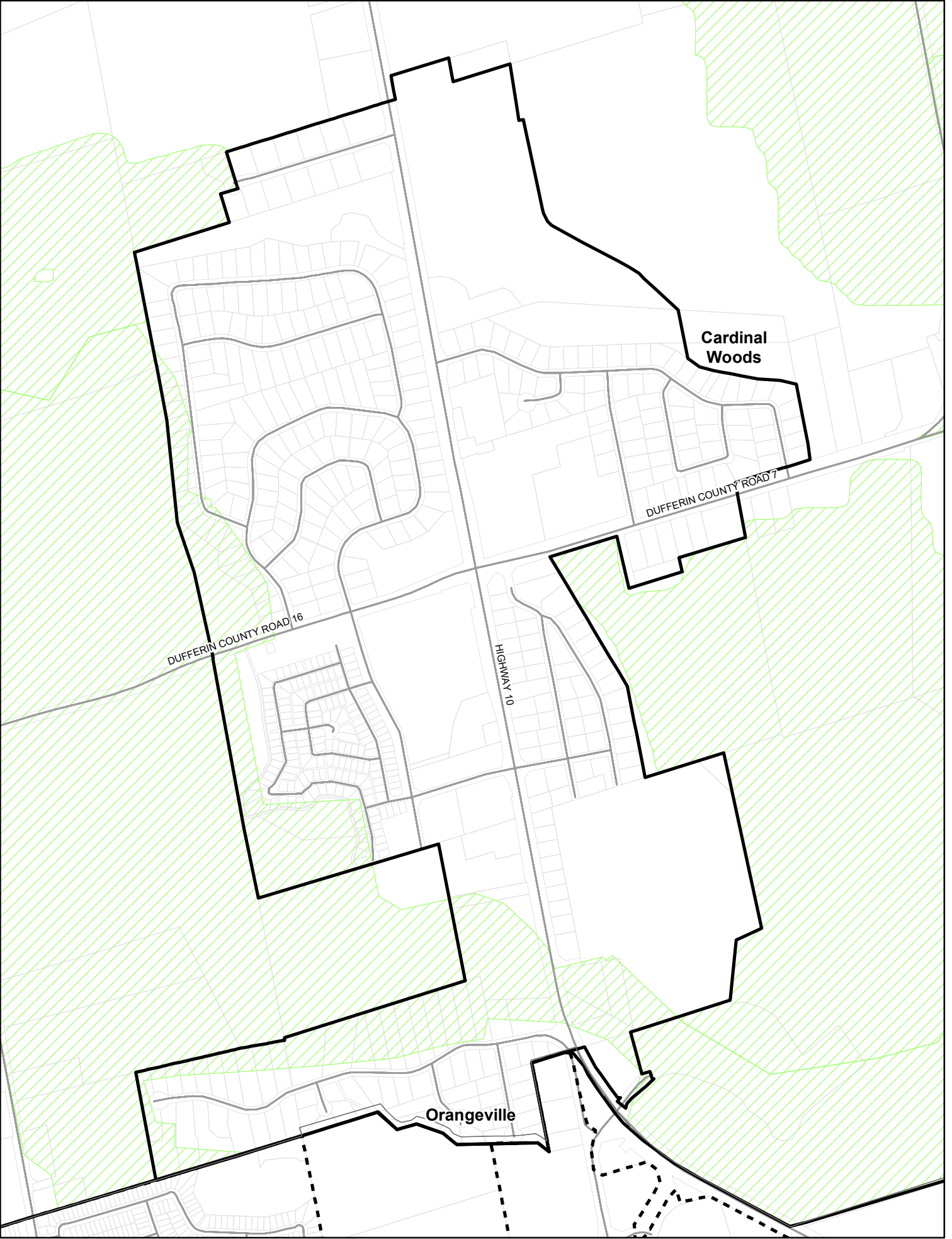
Supply Type

-  Employment Area (Industrial)

Employment Supply - Camilla - Mono

0 0.125 0.25 0.5 0.75 Kilometers





Settlement Area Boundary

Delineated Built Boundary

Parcels

NHS Area

Supply Type

Employment Area

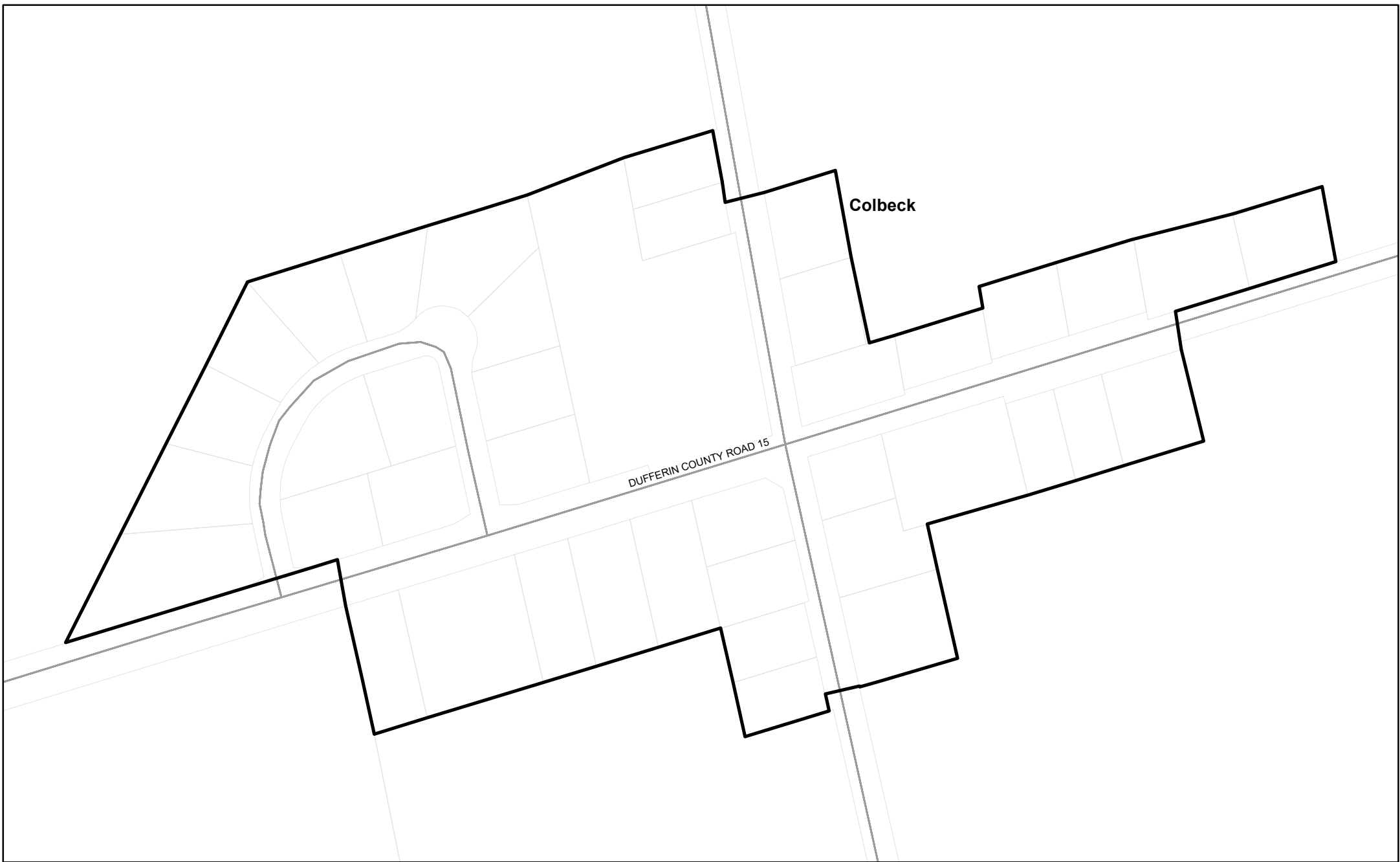
Employment Supply





Cardinal Woods - Mono


00.150.30.6

Kilometers

N



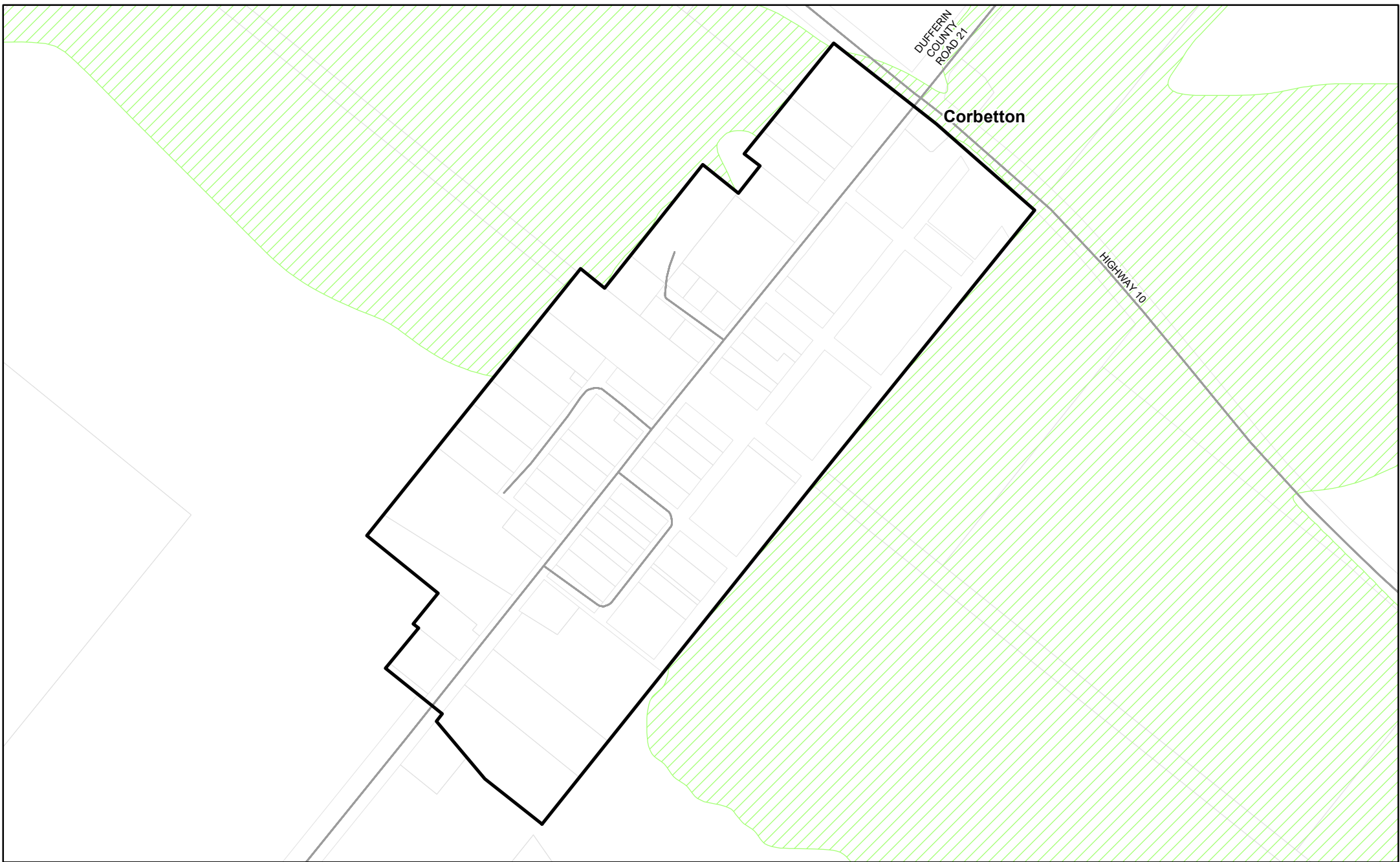
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





- Supply Type**
-  Employment Area (Industrial)


Employment Supply - Colbeck - East Luther Grand Valley

0 0.05 0.1 0.2 0.3 Kilometers

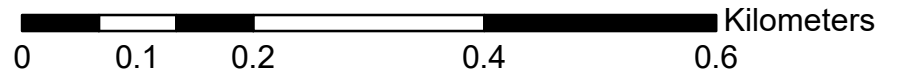


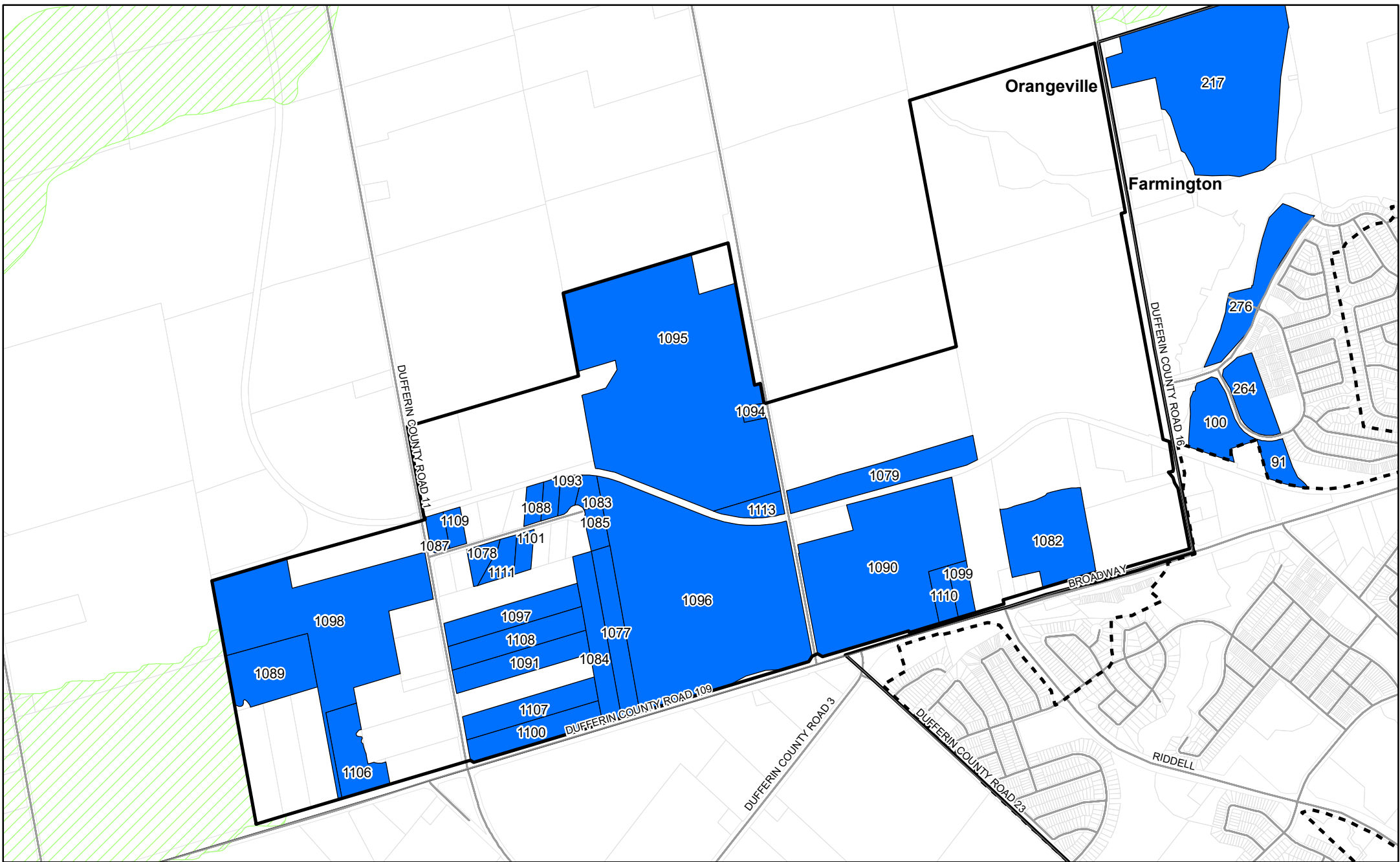


-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

- Supply Type**
-  Employment Area (Industrial)

Employment Supply - Corbetton - Melancthon



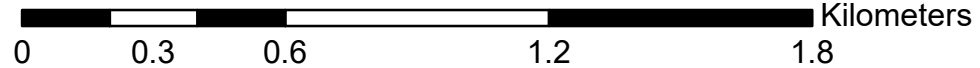


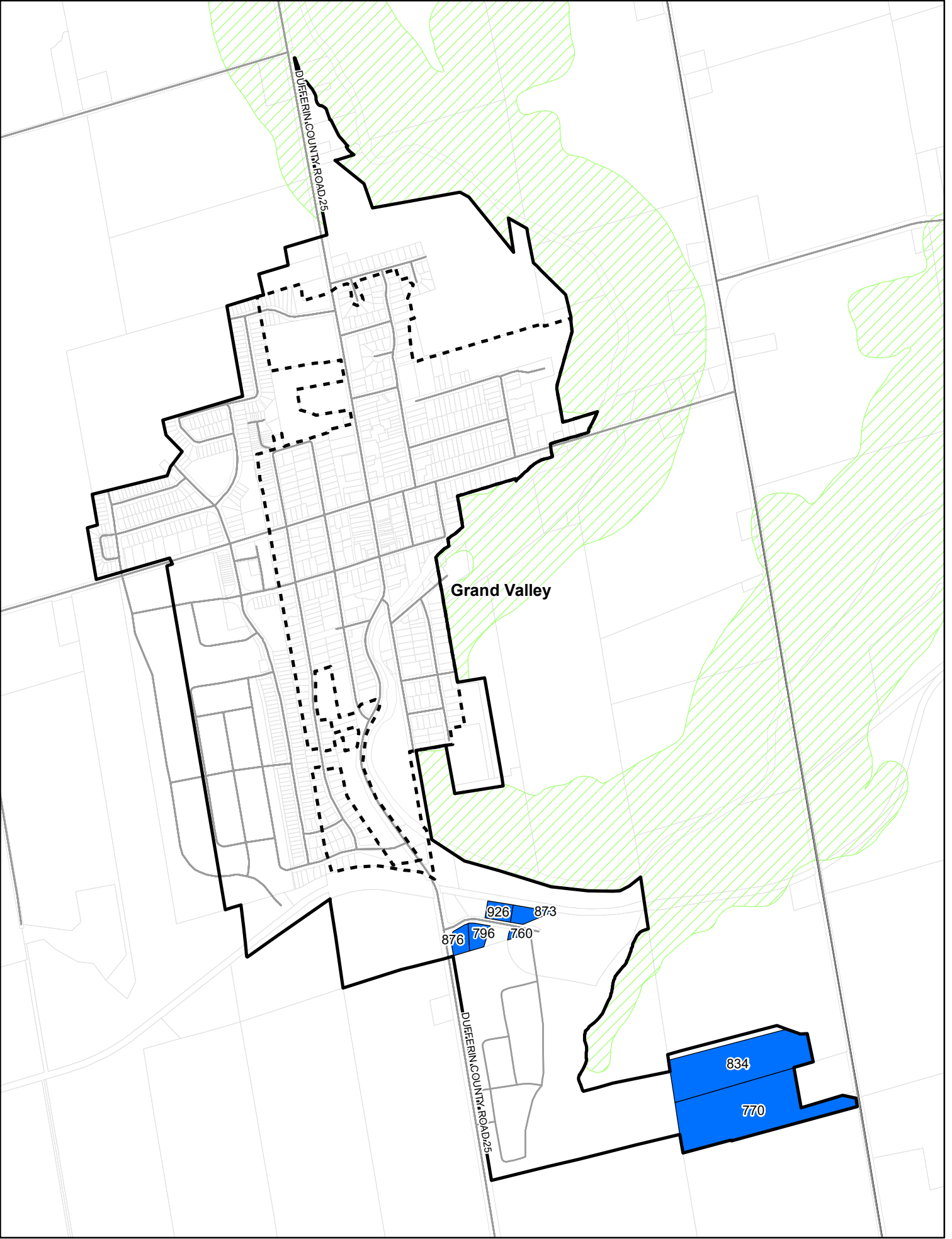
- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area

Supply Type

- Employment Area (Industrial)

Employment Supply - Farmington - Amaranth





Settlement Area Boundary

Delineated Built Boundary

Parcels

NHS Area

Employment Area

Employment Supply

Grand Valley - Grand Valley

Kilometers

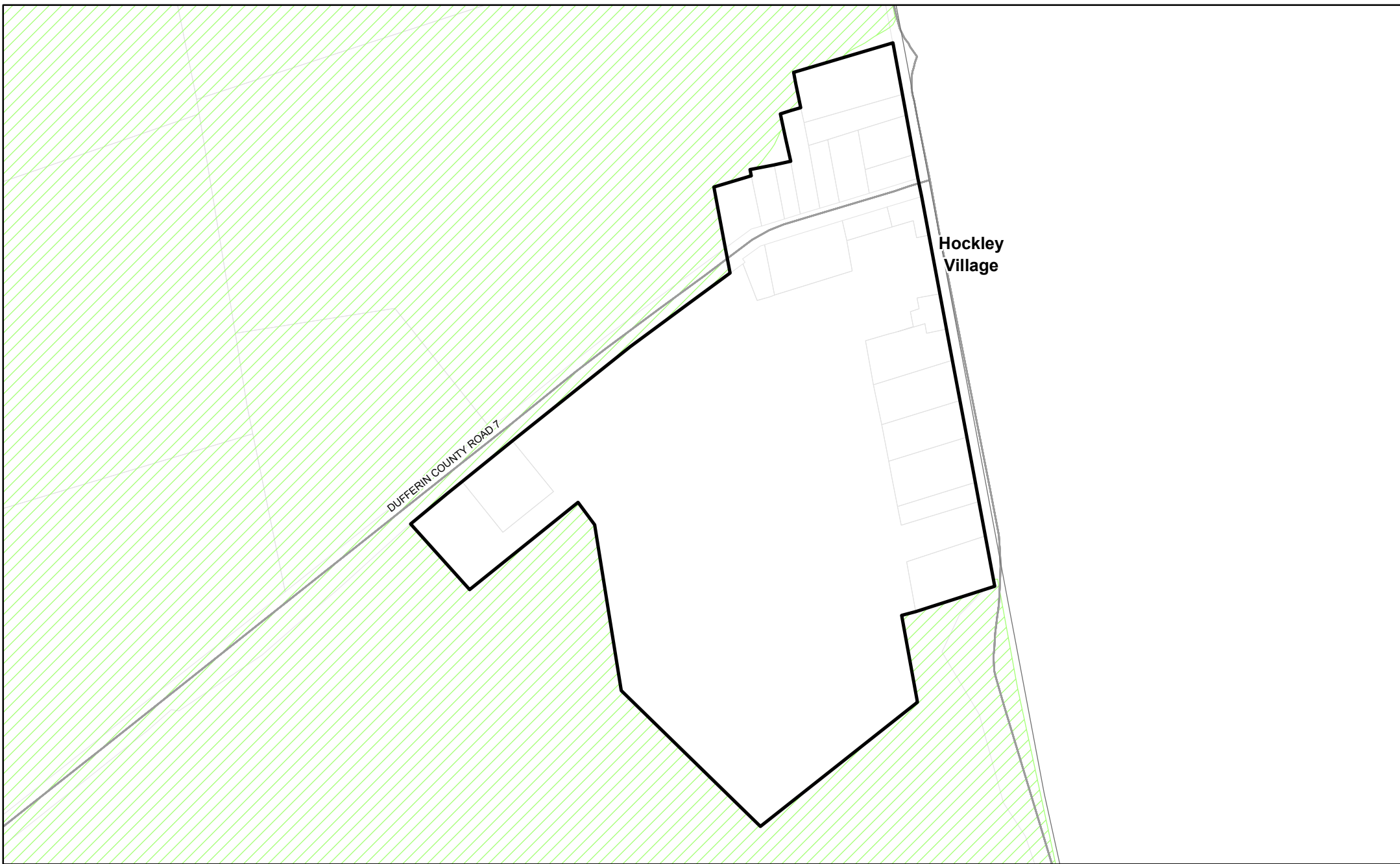
0





0.175


0.35

0.7

N



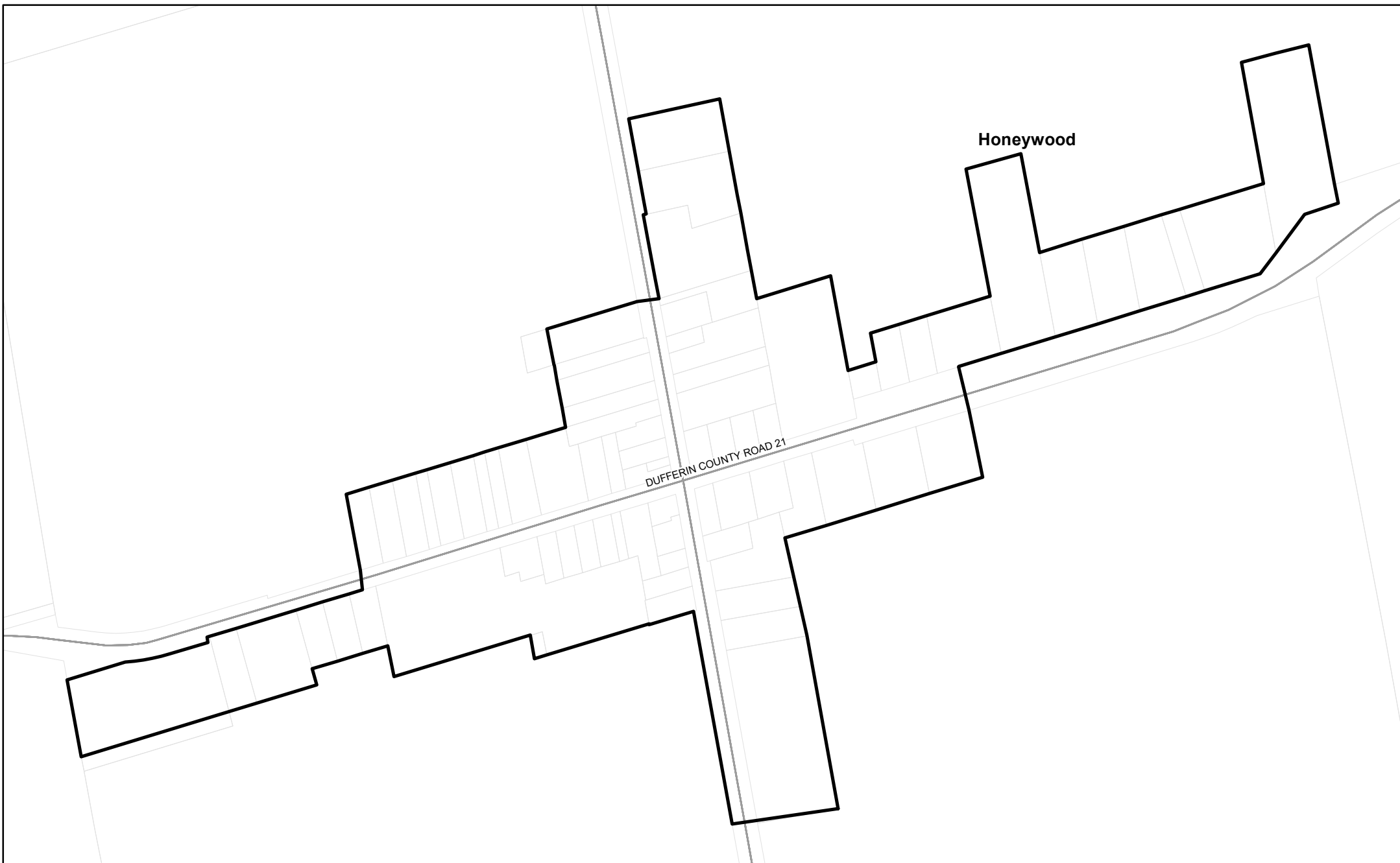
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





- Supply Type**
-  Employment Area (Industrial)

Employment Supply - Hockley Village - Mono


0 0.075 0.15 0.3 0.45 Kilometers



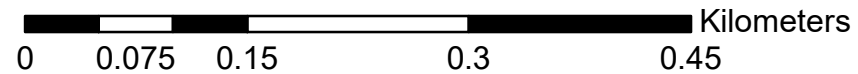


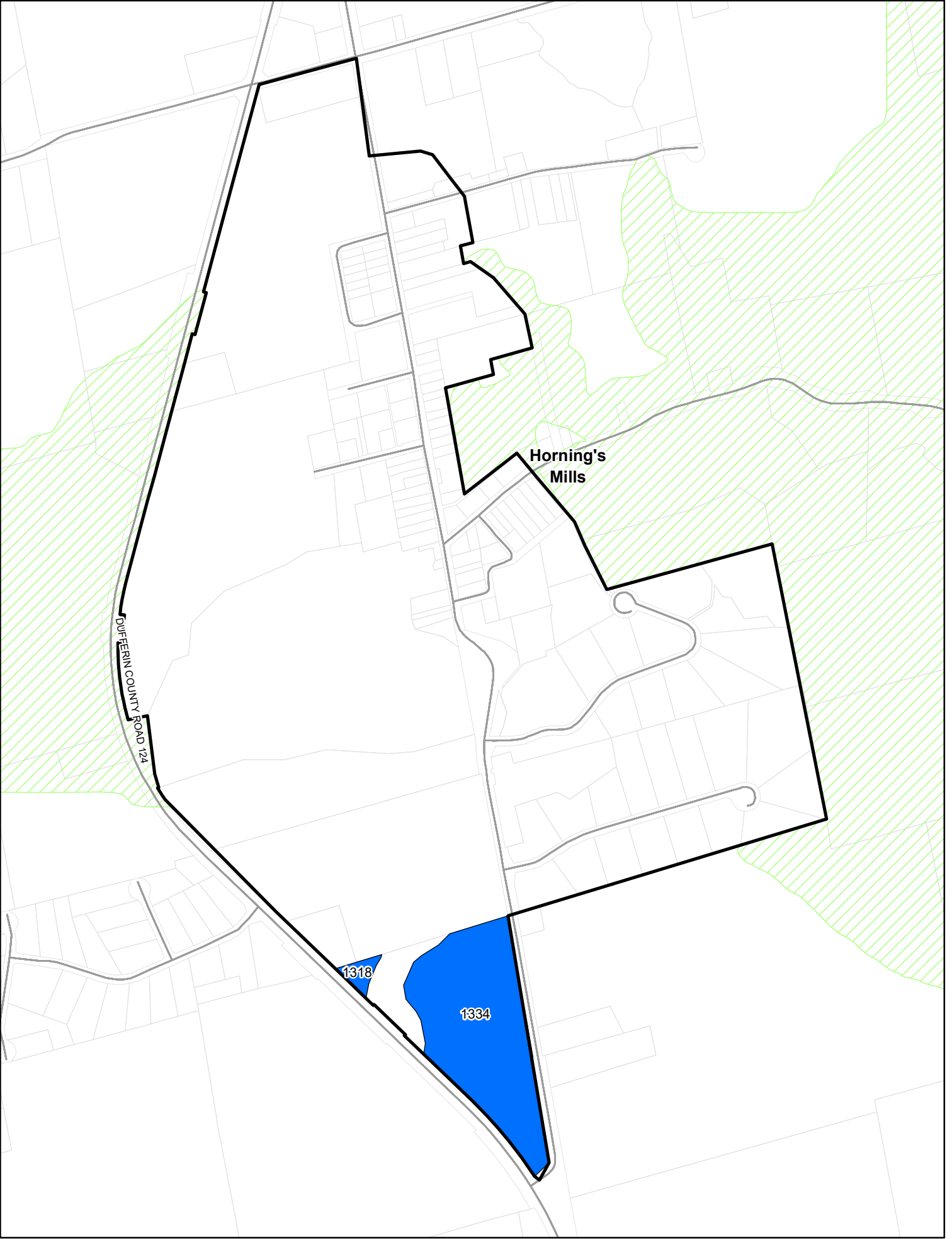
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area


Supply Type


-  Employment Area (Industrial)


Employment Supply - Honeywood - Mulmur







 Settlement Area Boundary

 Delineated Built Boundary


 Parcels

 NHS Area


Supply Type

 Employment Area

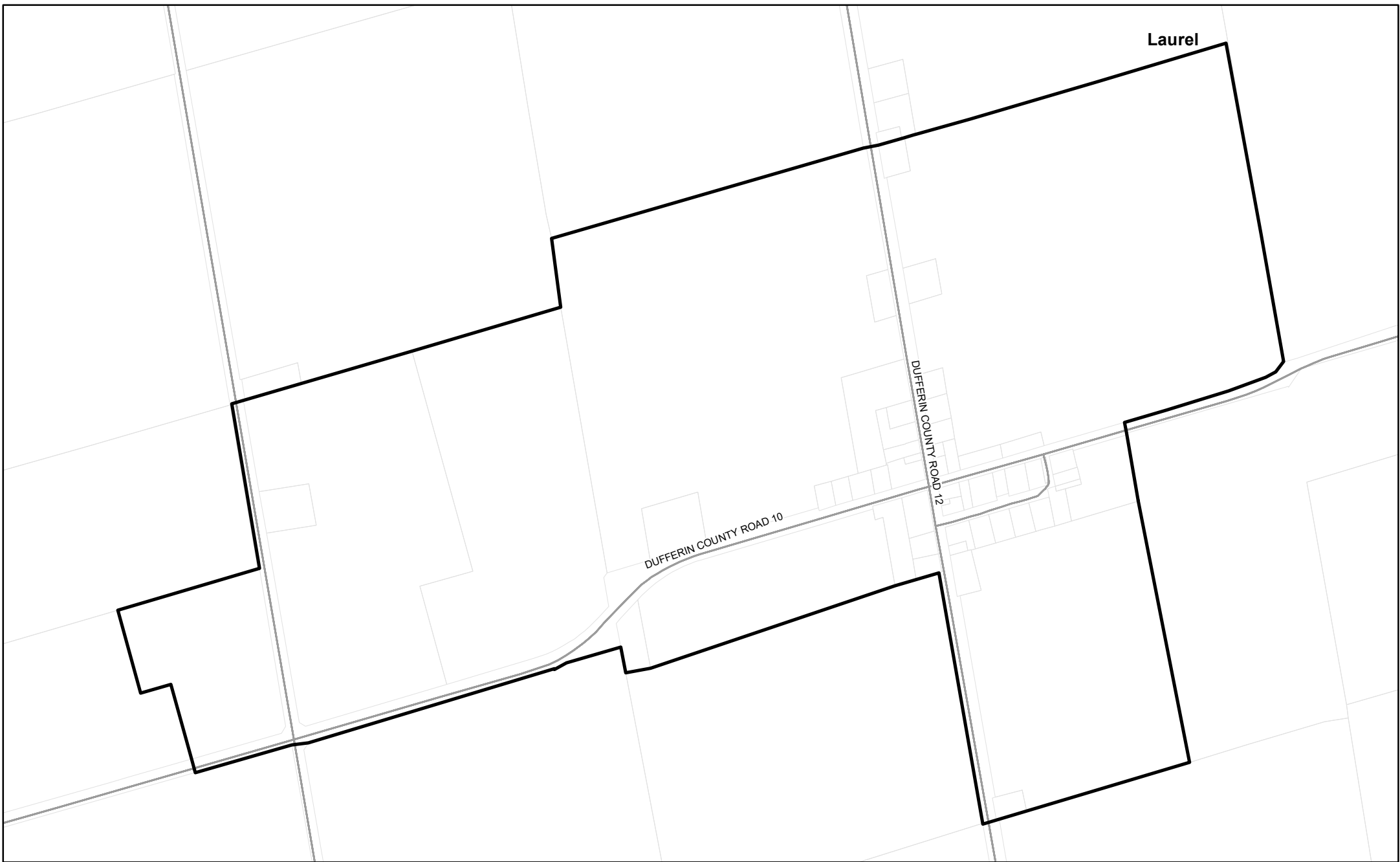
Employment Supply
Horning's Mills - Melancthon







0 0.125 0.25 0.5 Kilometers




N

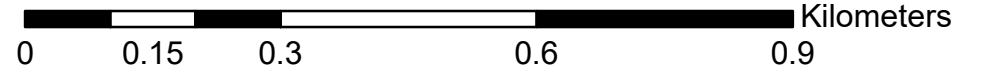


-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

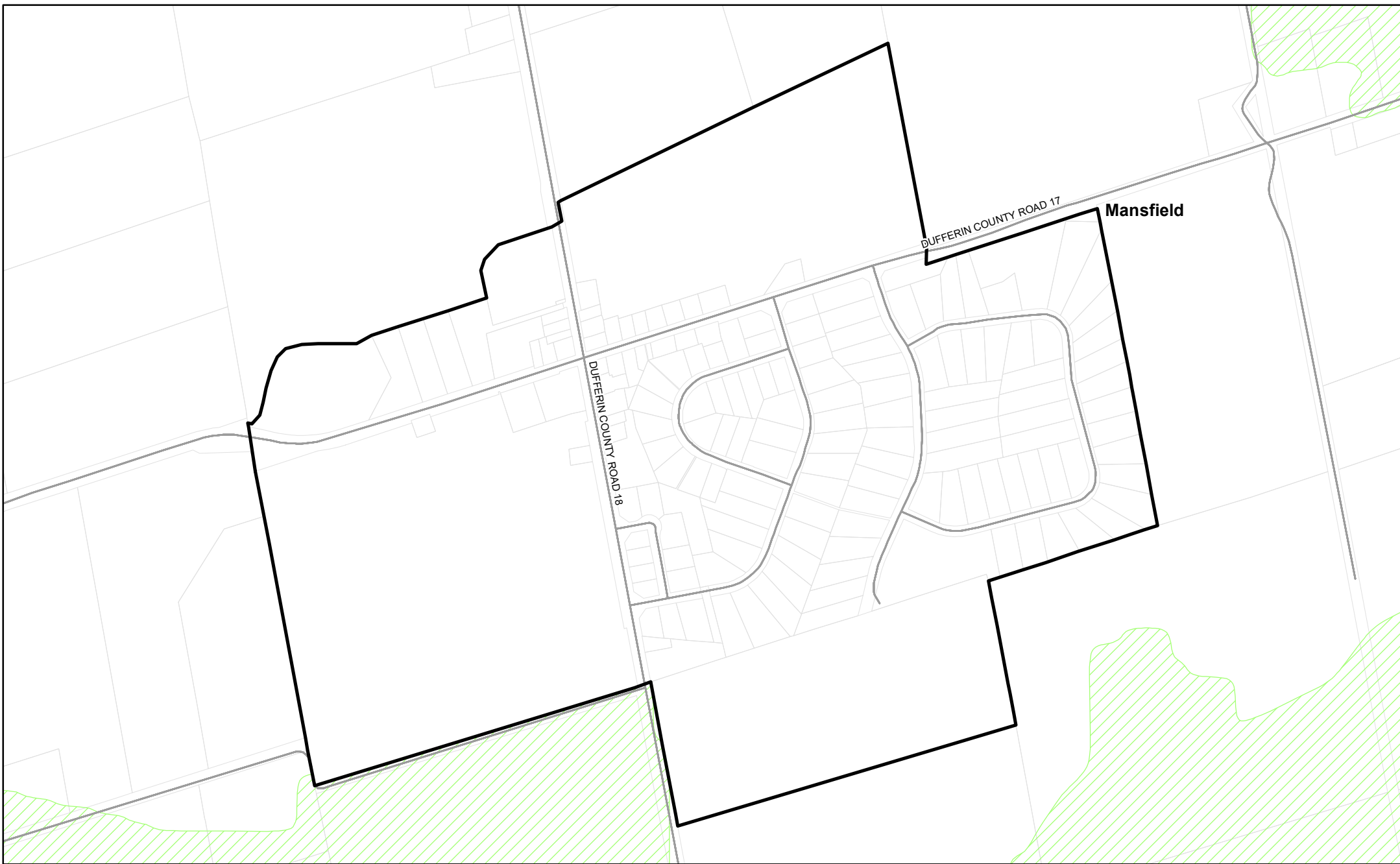
Supply Type





-  Employment Area (Industrial)

Employment Supply - Laurel - Amaranth



N



-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

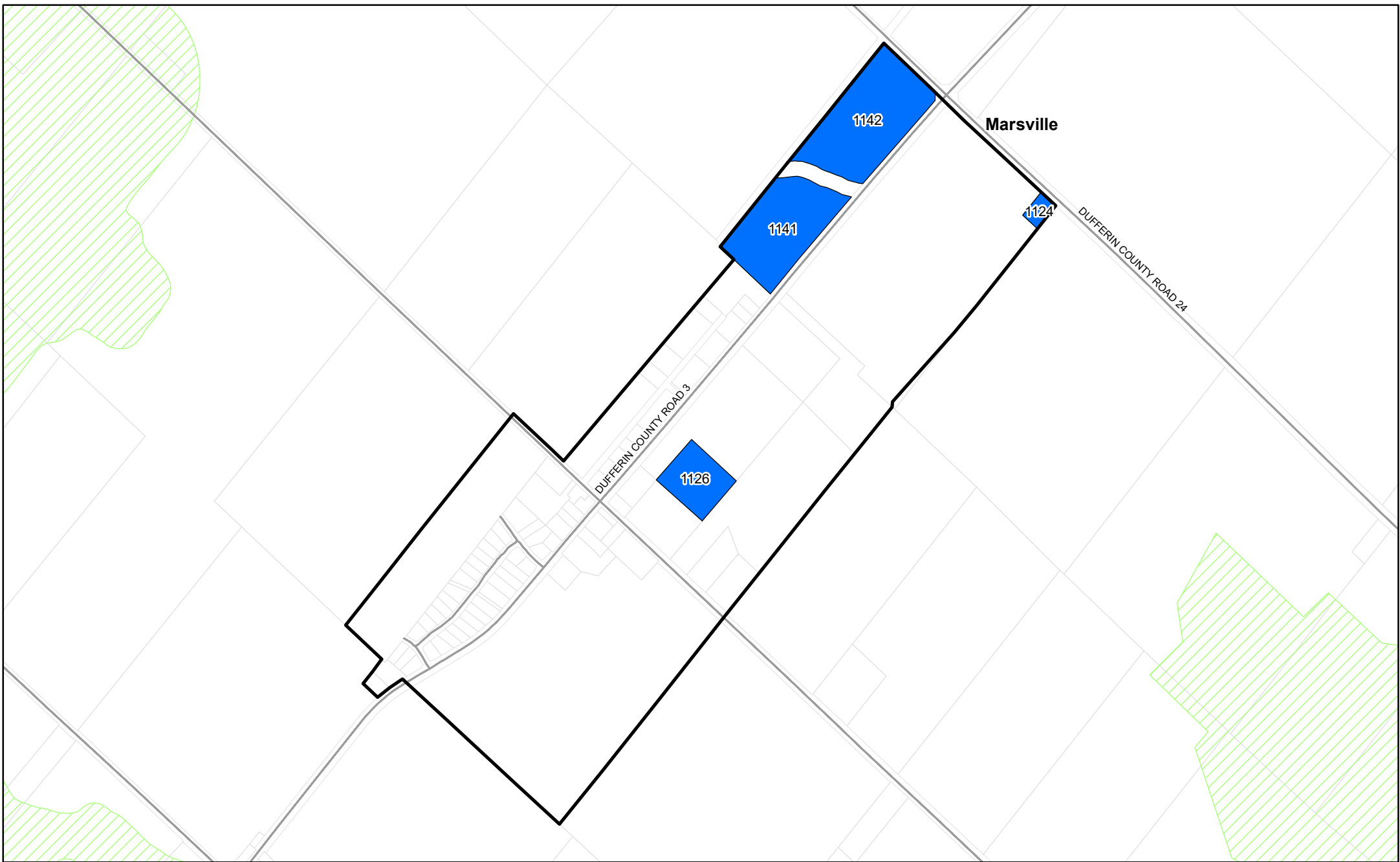
Supply Type





-  Employment Area (Industrial)


Employment Supply - Mansfield - Mulmur

0 0.15 0.3 0.6 0.9 Kilometers

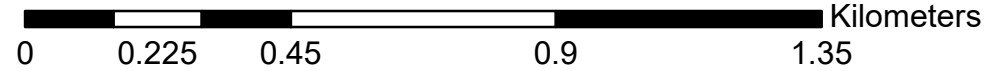


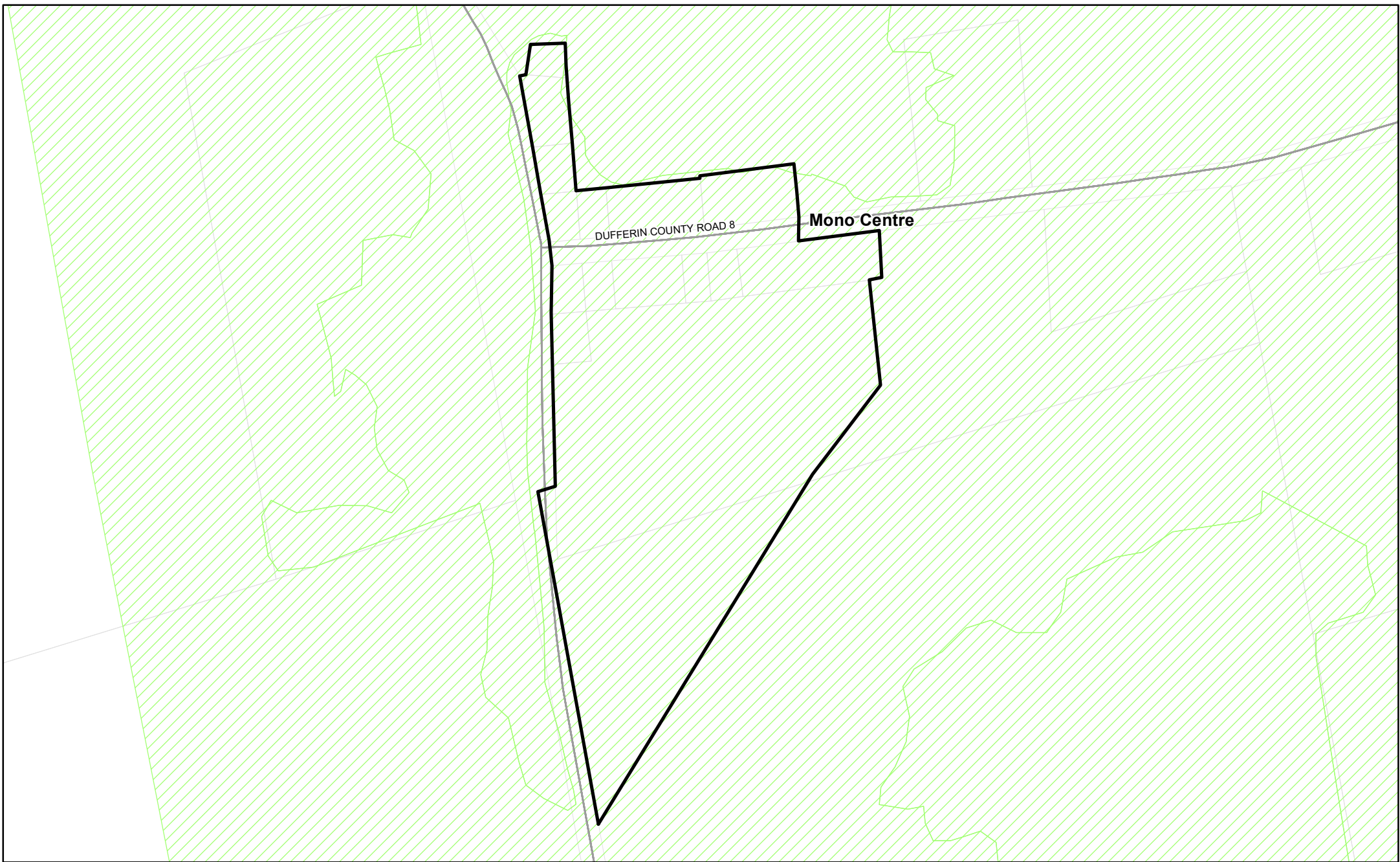






-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

- Supply Type**
-  Employment Area (Industrial)

Employment Supply - Marsville - East Garafraxa



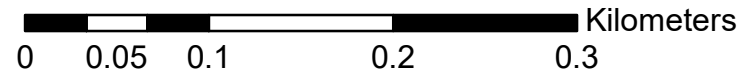


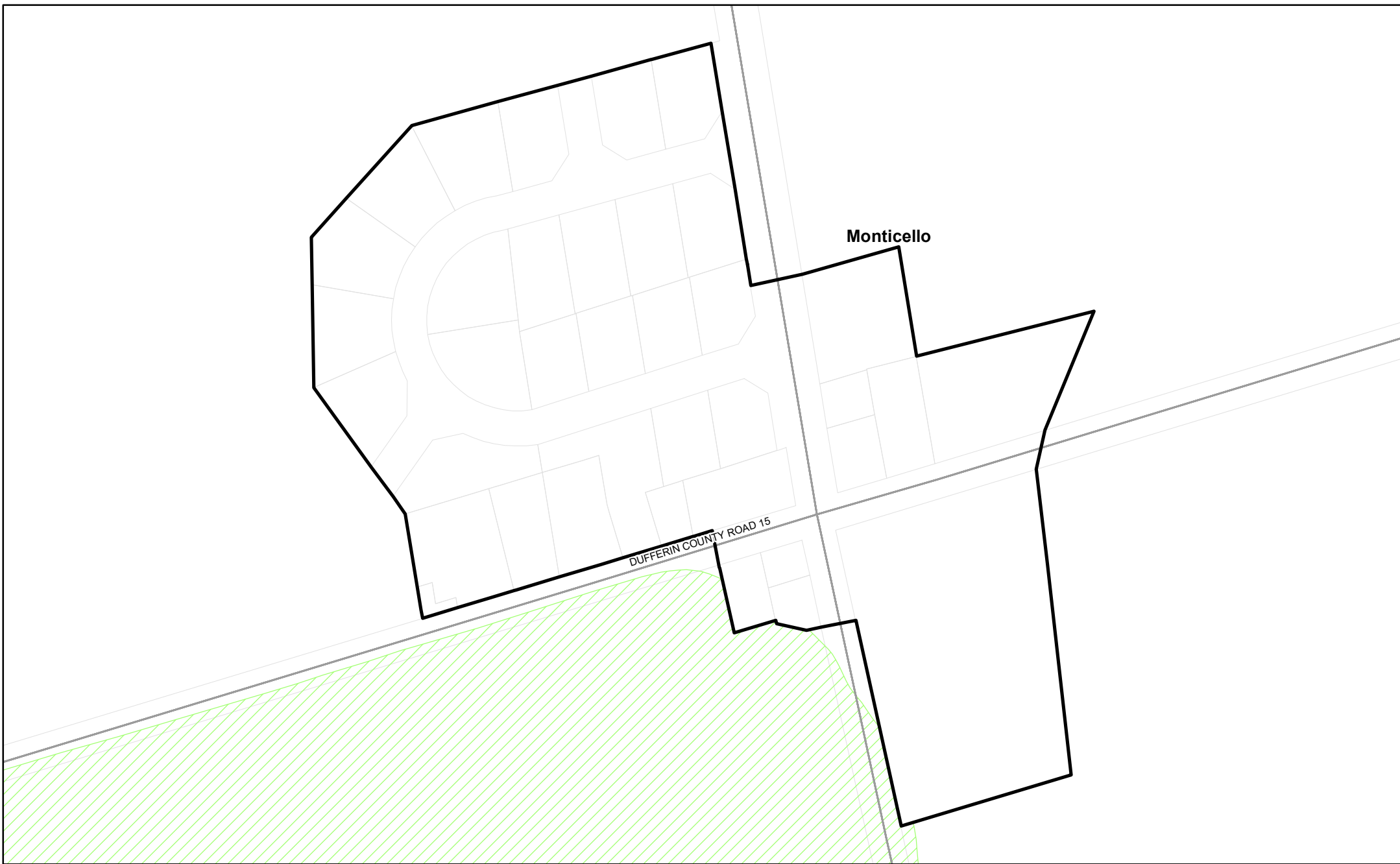
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





Supply Type


-  Employment Area (Industrial)

Employment Supply - Mono Centre - Mono

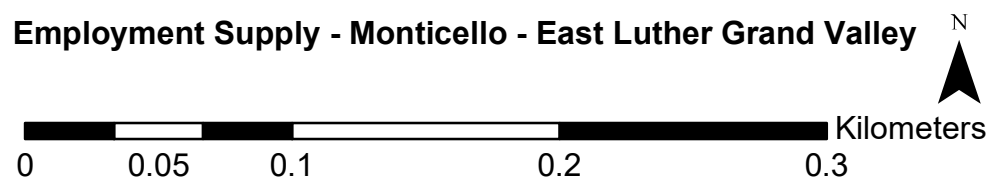


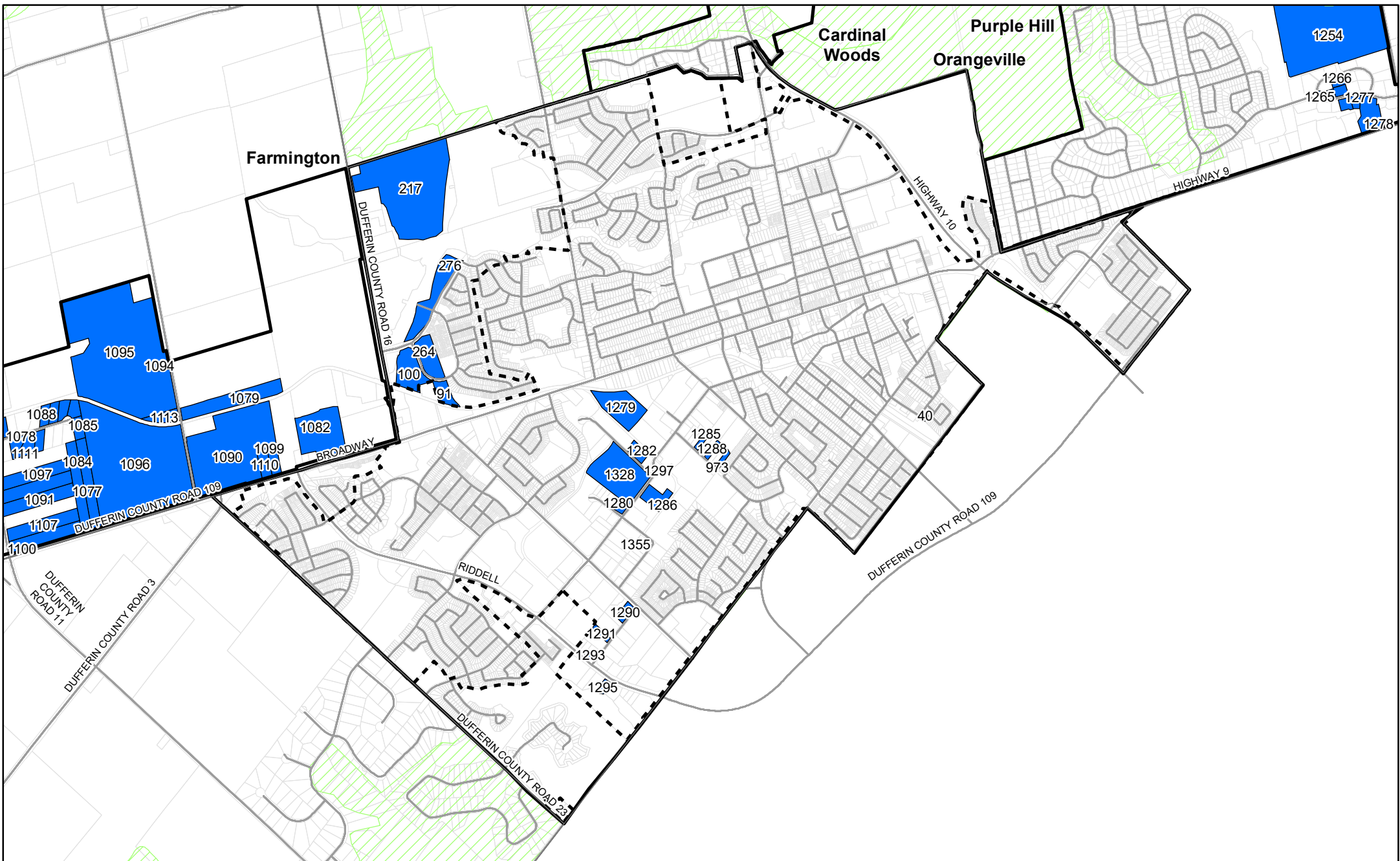


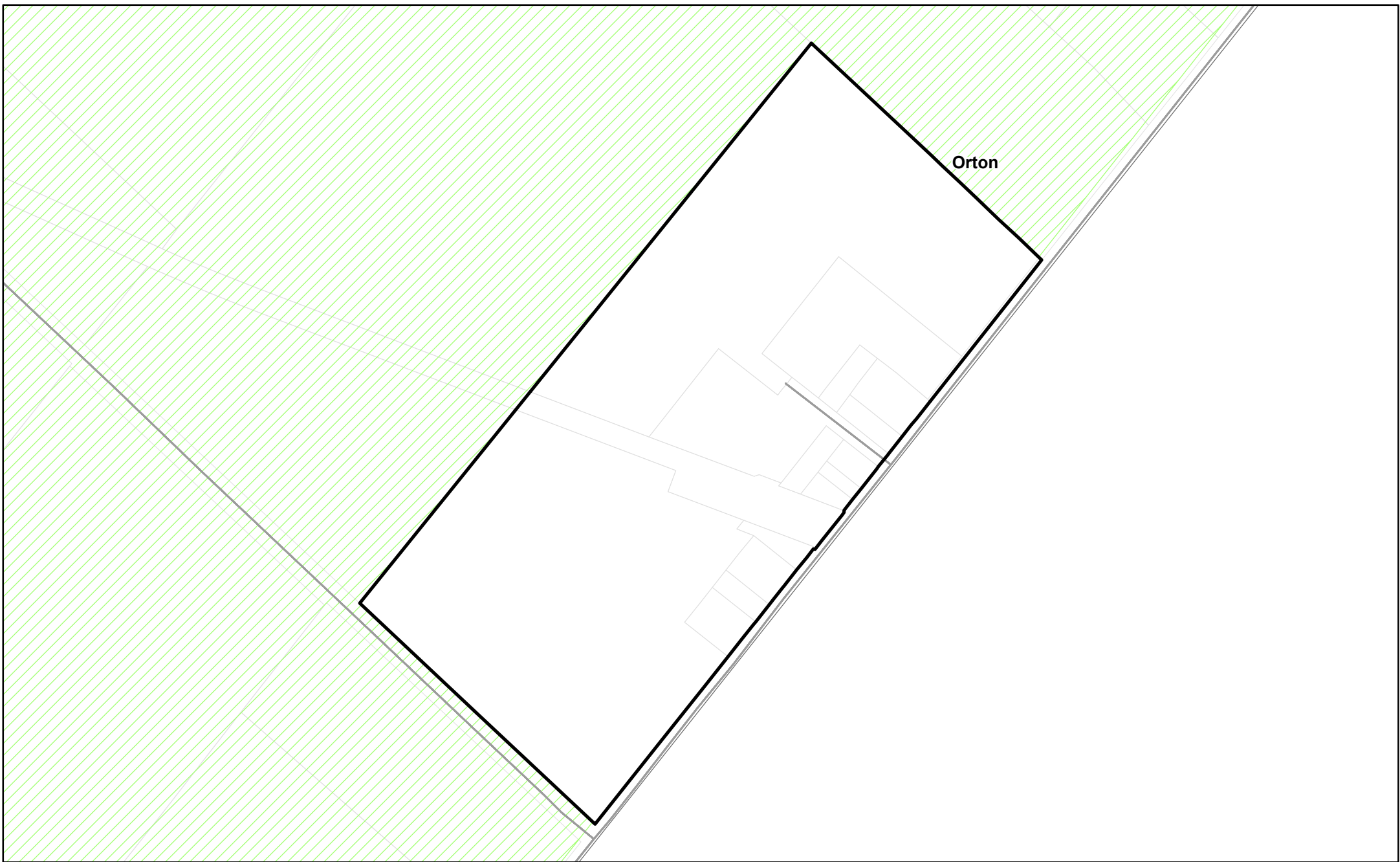
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area




- Supply Type**
-  Employment Area (Industrial)

Employment Supply - Monticello - East Luther Grand Valley






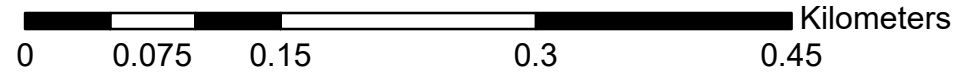


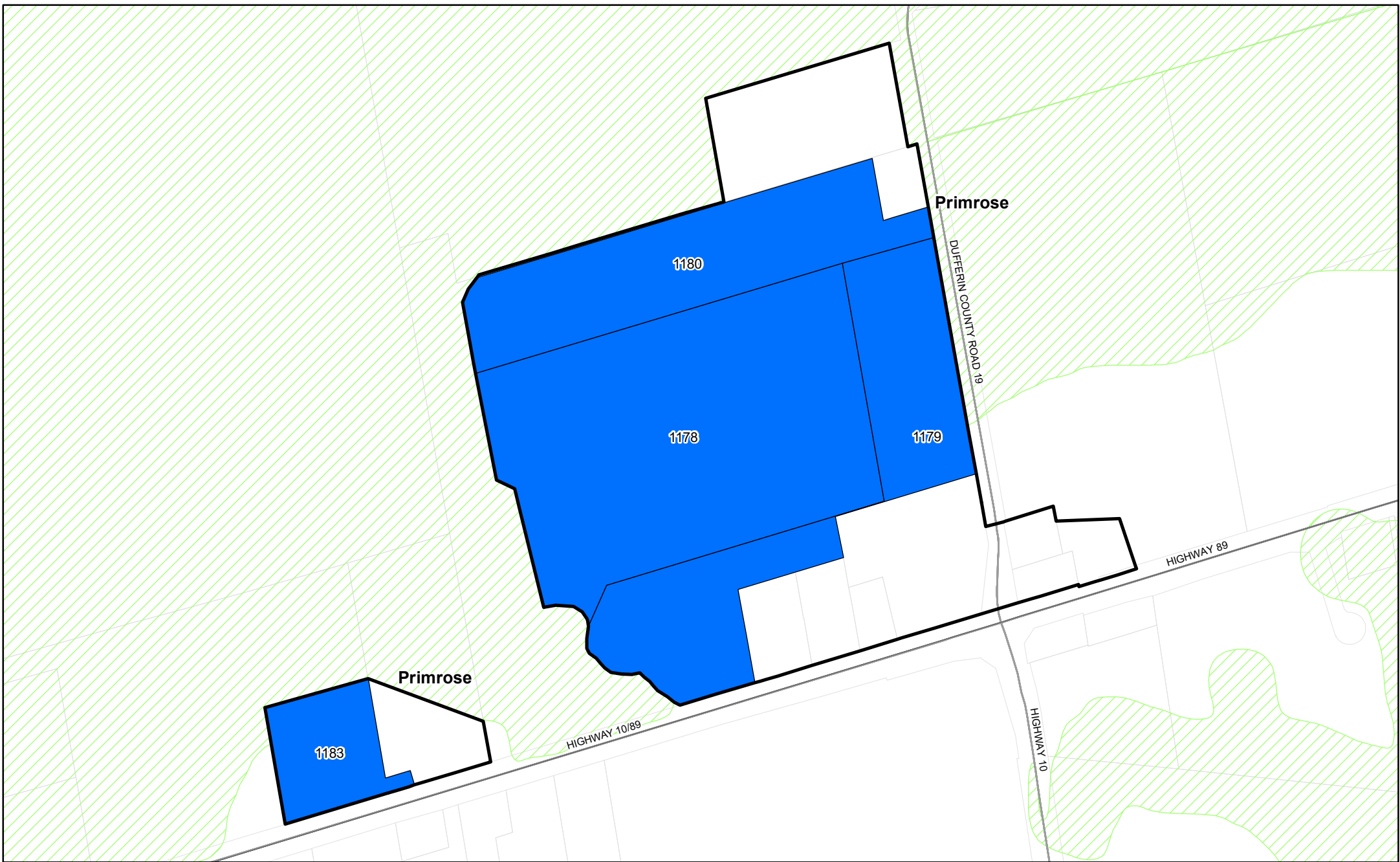
-  Settlement Area Boundary
-  Delineated Built Boundary
-  NHS Area

Supply Type

-  Employment Area (Industrial)

Employment Supply - Orton - East Garafraxa





- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area

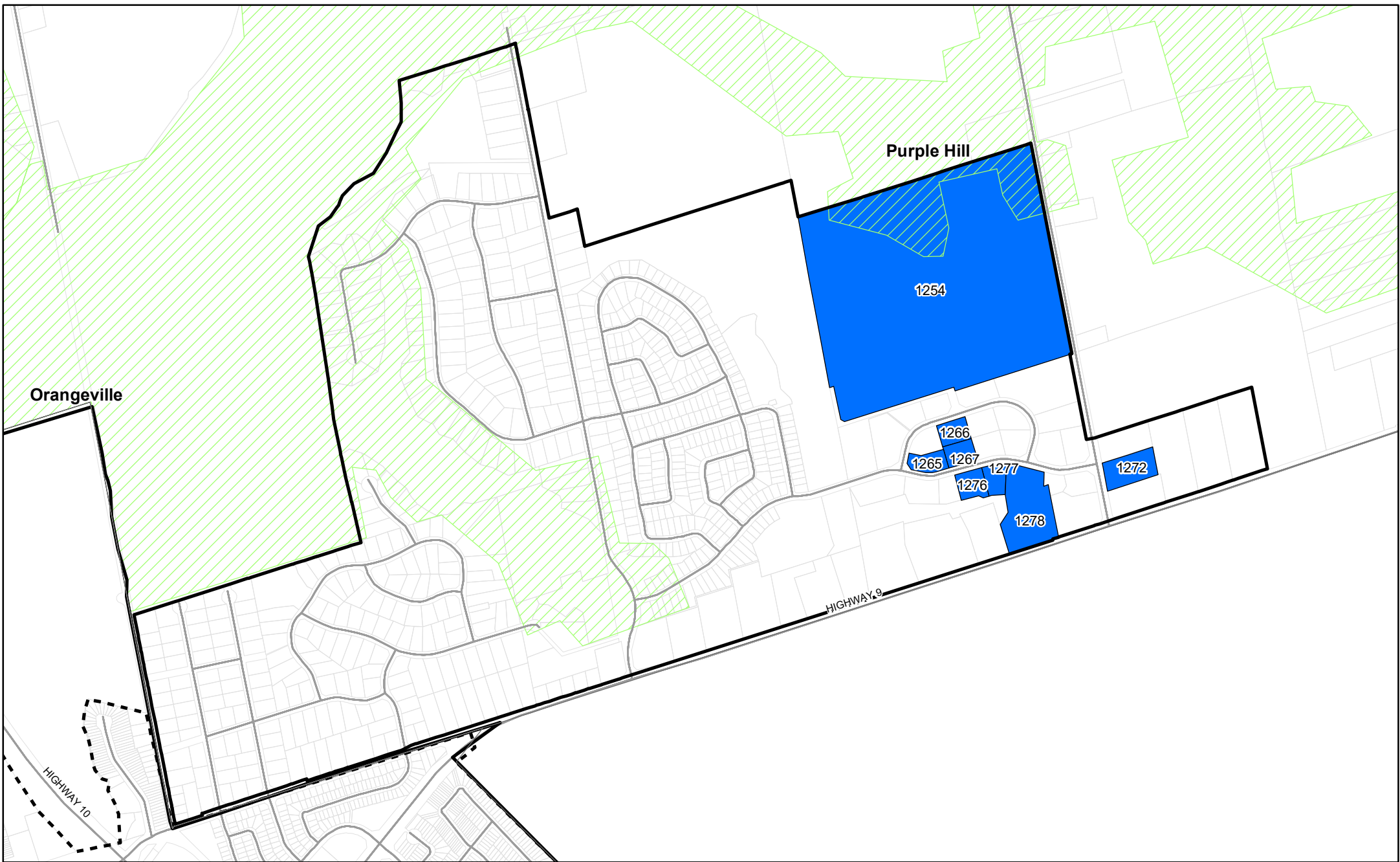
Supply Type

- Employment Area (Industrial)

Employment Supply - Primrose - Mulmur

0 0.1 0.2 0.4 0.6 Kilometers





- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area

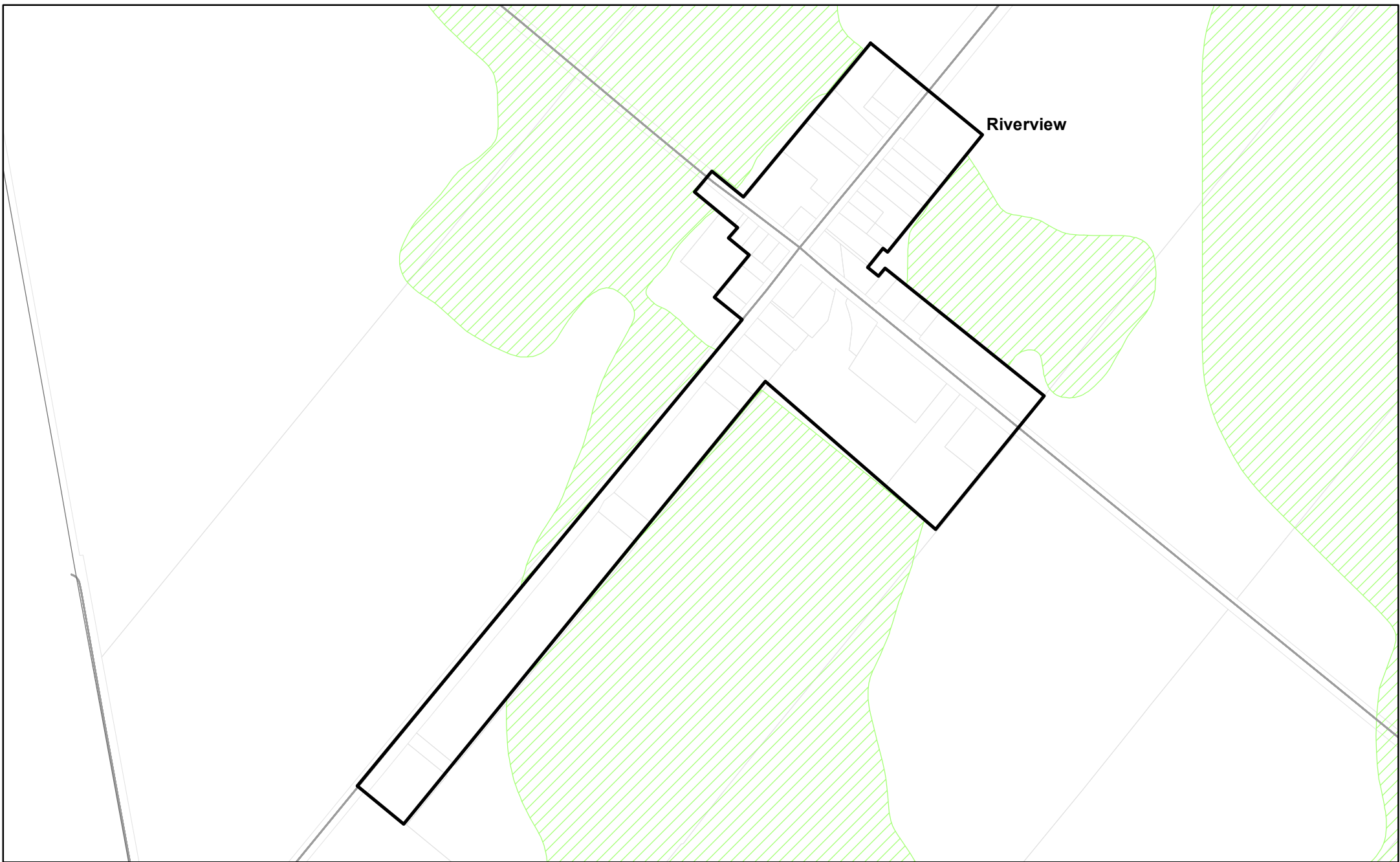
Supply Type





Employment Area (Industrial)


Employment Supply - Purple Hill - Mono

0 0.225 0.45 0.9 1.35 Kilometers

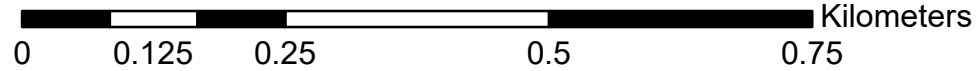


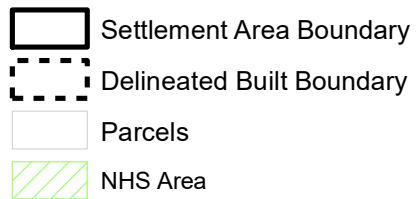


-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

- Supply Type**
-  Employment Area (Industrial)

Employment Supply - Riverview - Melancthon

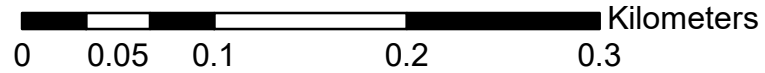




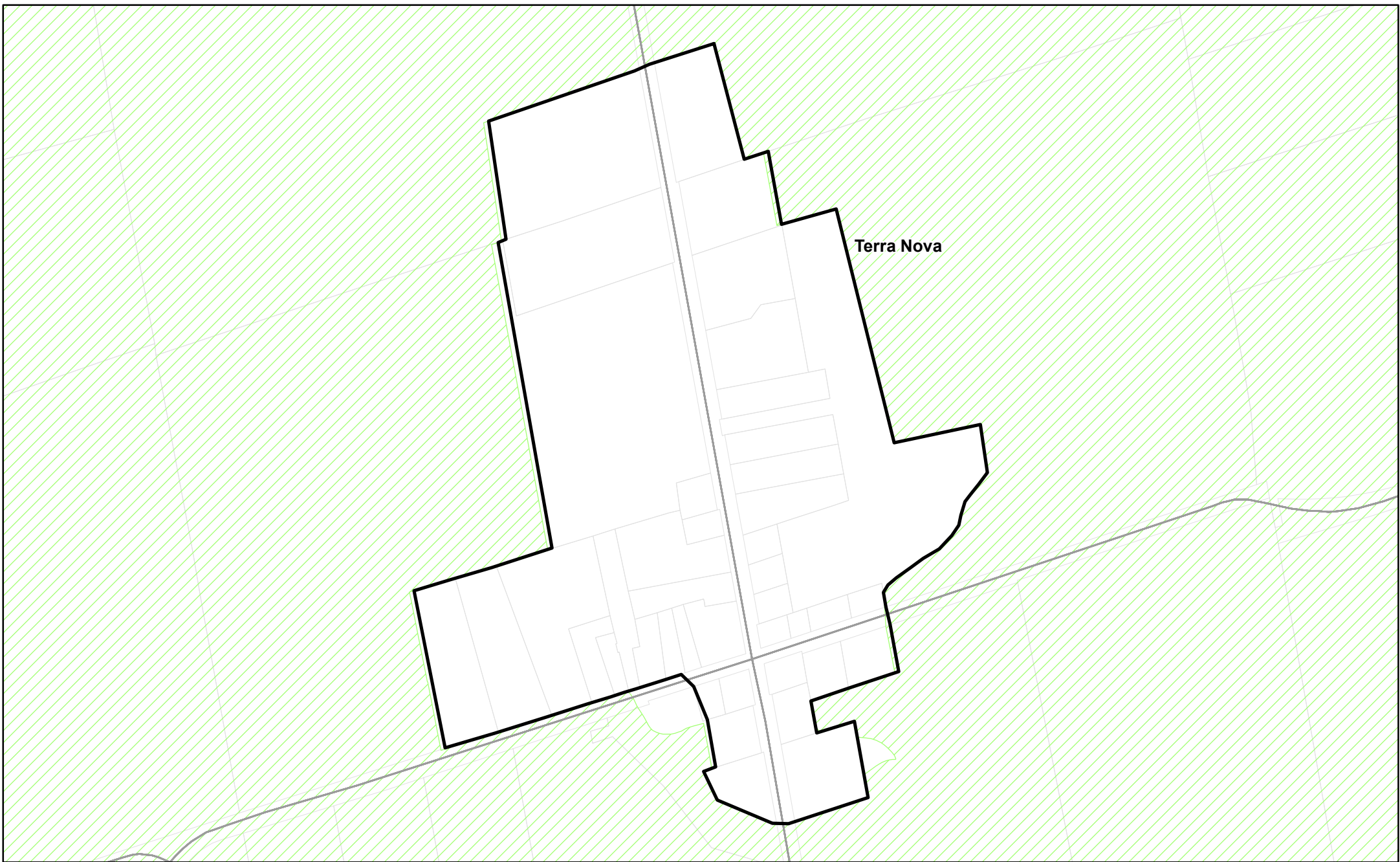
Supply Type





Employment Area (Industrial)

Employment Supply - Rosemont - Mulmur






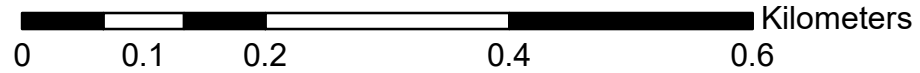


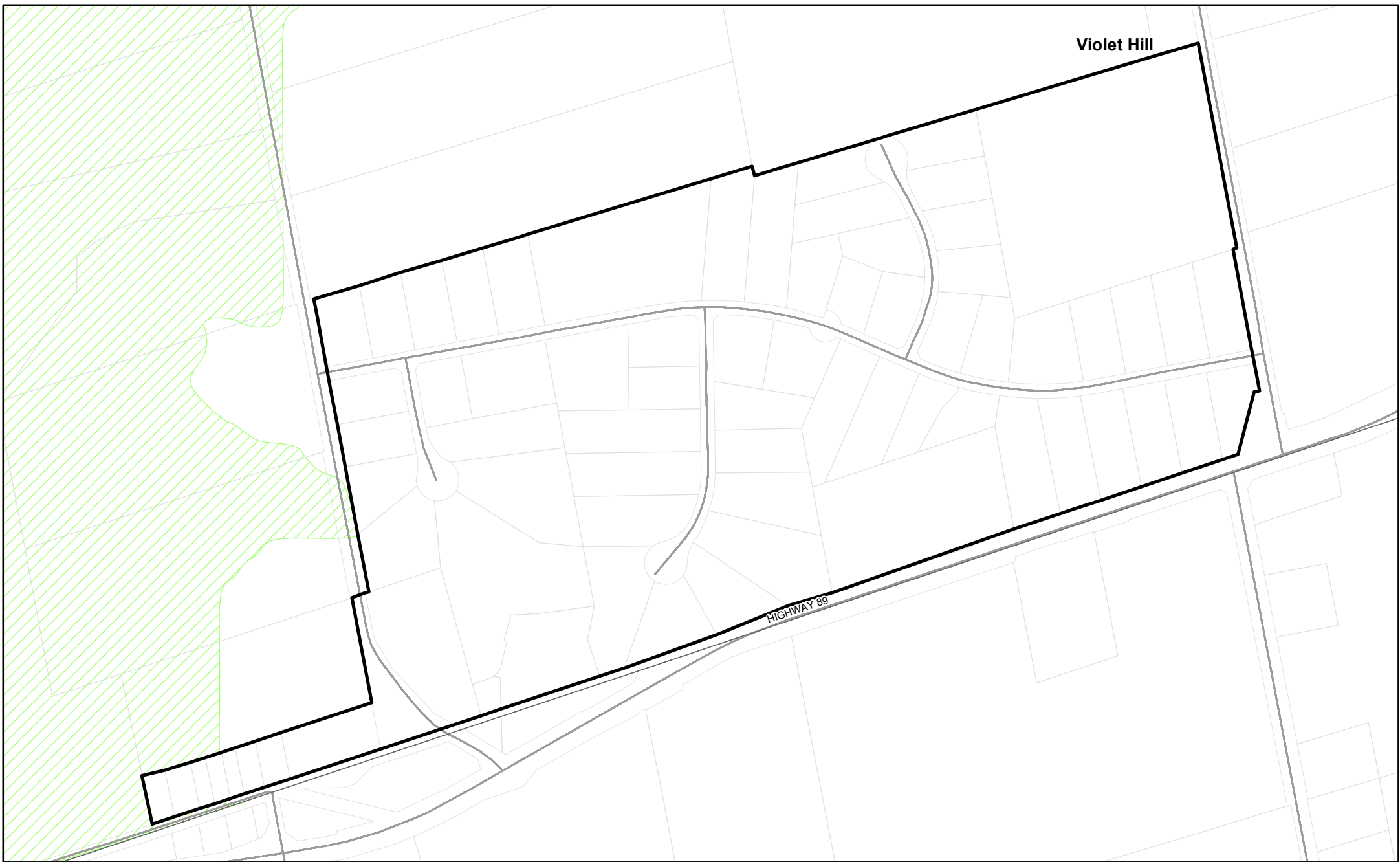
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





Supply Type


-  Employment Area (Industrial)

Employment Supply - Terra Nova - Mulmur

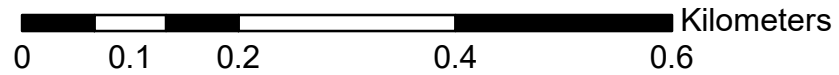


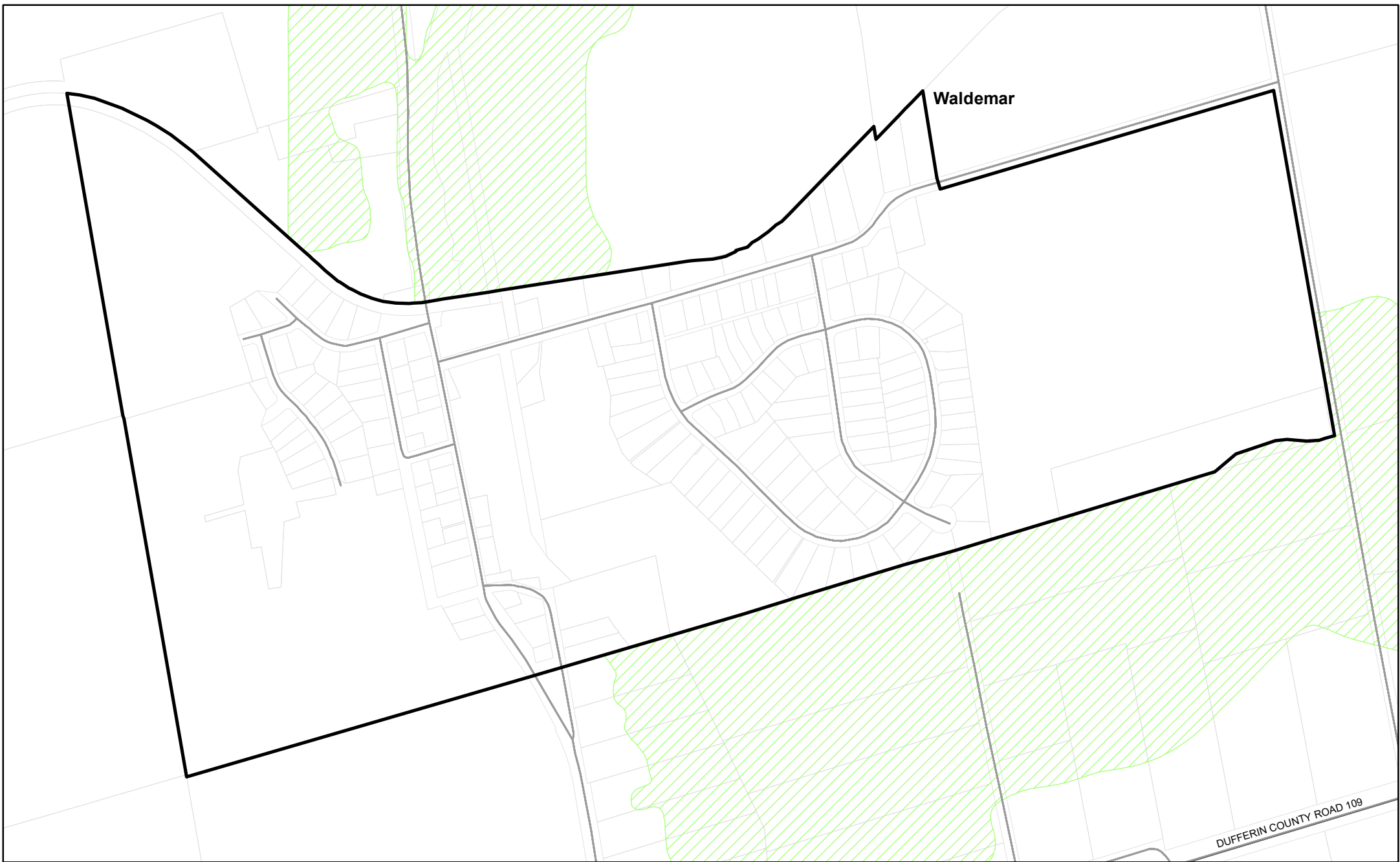






-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area


- Supply Type**
-  Employment Area (Industrial)

Employment Supply - Violet Hill - Mulmur






-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

- Supply Type**
-  Employment Area (Industrial)

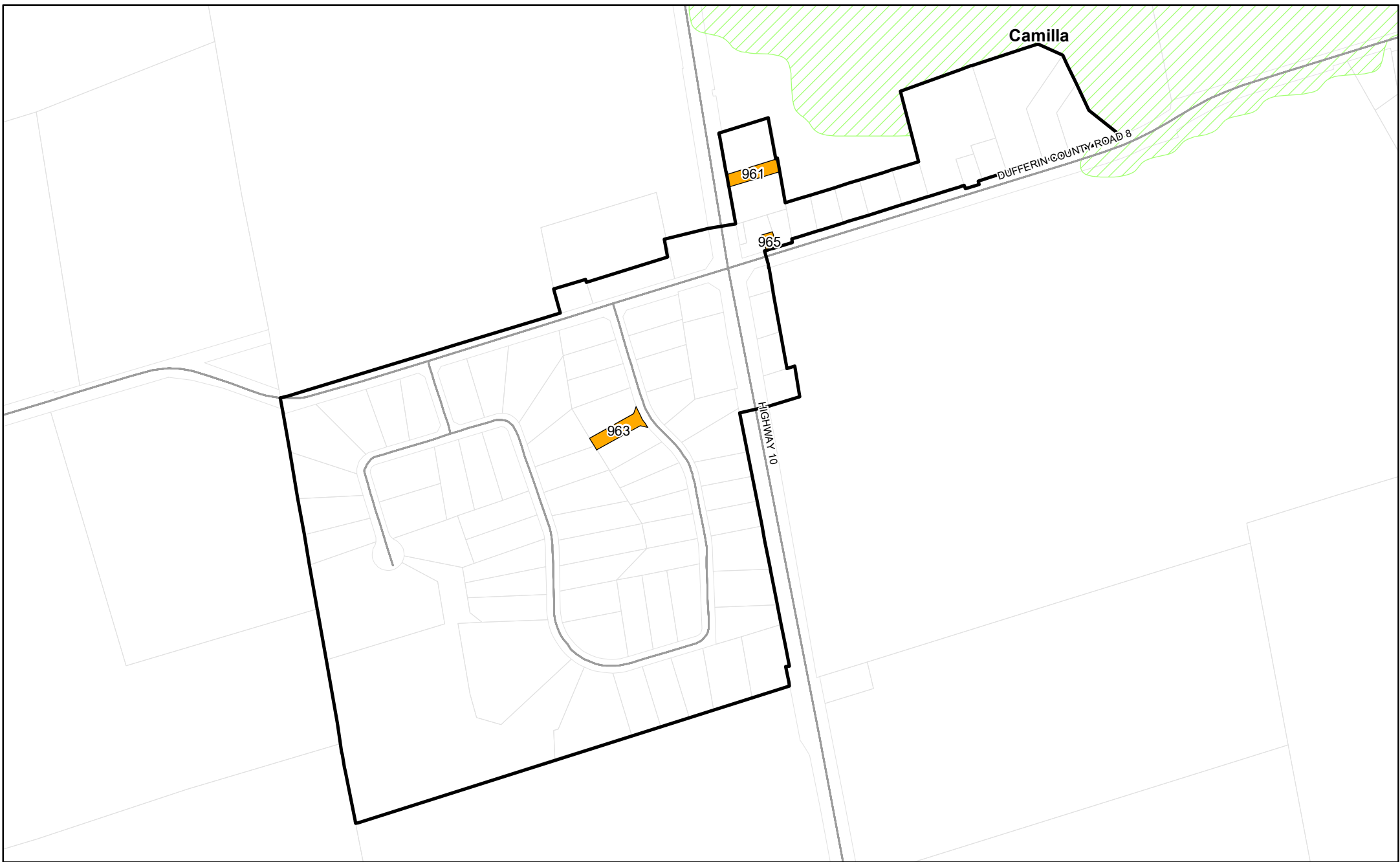
Employment Supply - Waldemar - Amaranth





 Kilometers

0 0.125 0.25 0.5 0.75





APPENDIX B: LAND SUPPLY MAPS – RESIDENTIAL AND COMMUNITY AREA SUPPLY

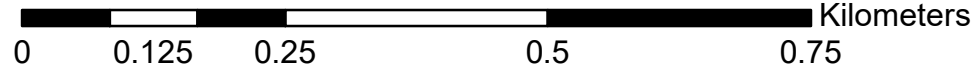


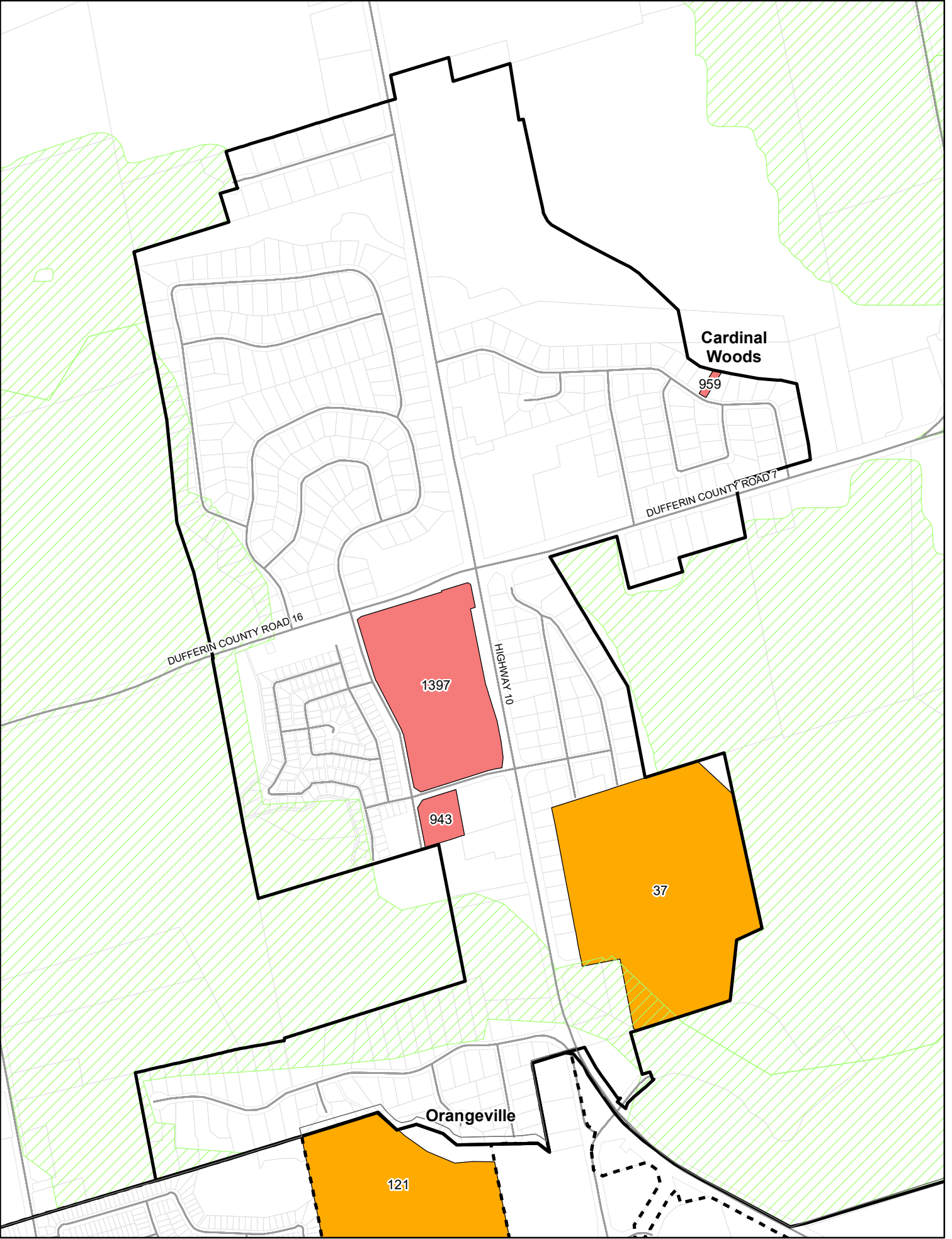
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

Supply Type

-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential

Residential and Community Area Supply Camilla - Mono





- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area

Supply Type





- Community Area (Commercial/Institutional & Potentially Residential)
- Residential

Residential & Community Area Supply
Cardinal Woods - Mono



0 0.15 0.3 0.6 Kilometers

N

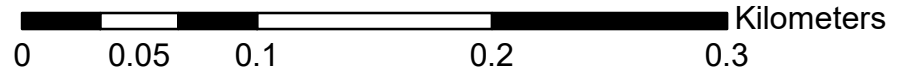


-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





Supply Type

-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential



Residential and Community Area Supply Colbeck - East Luther Grand Valley



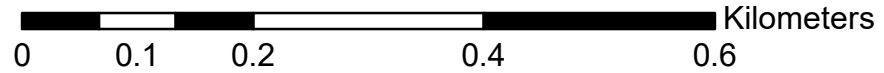


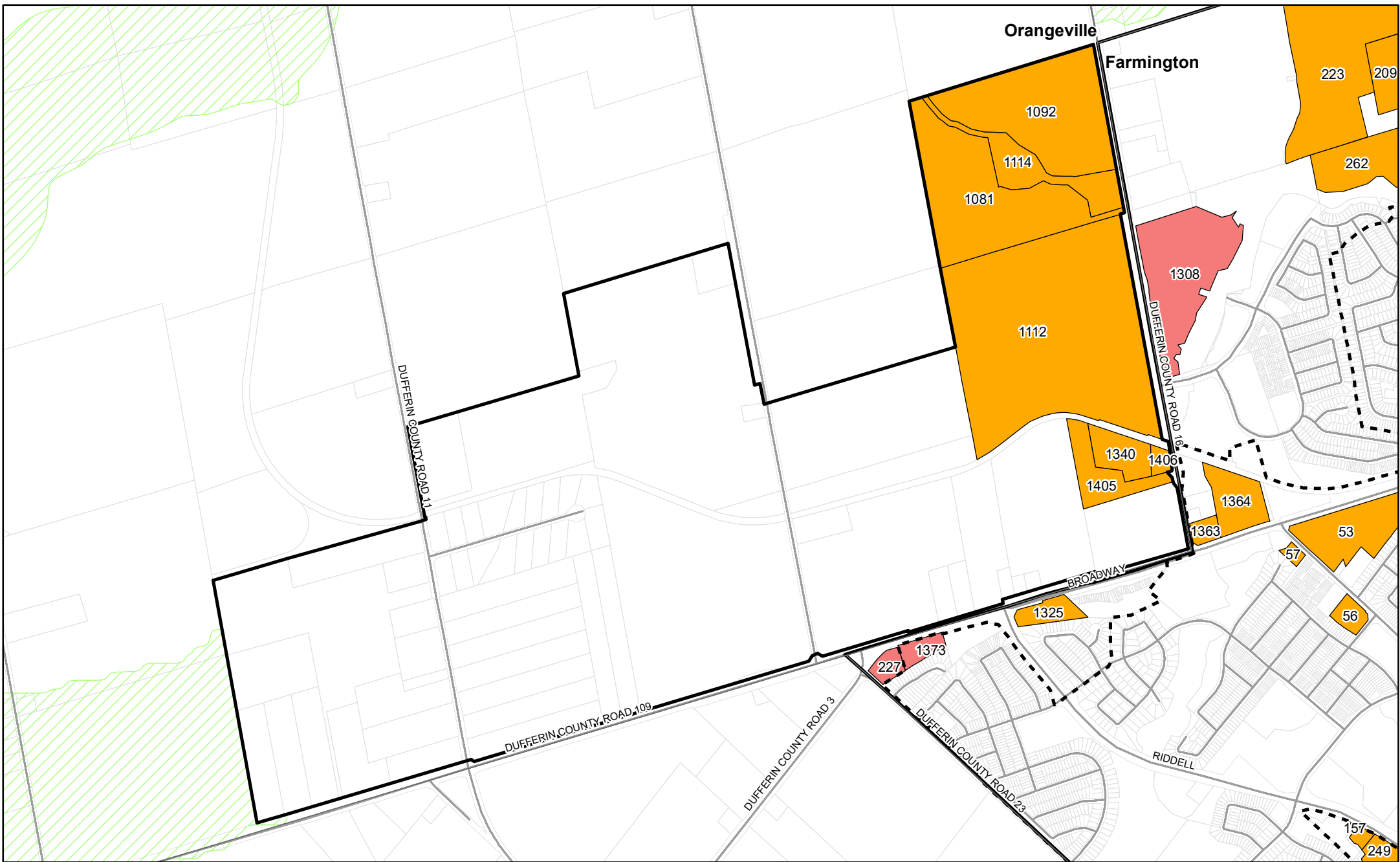
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

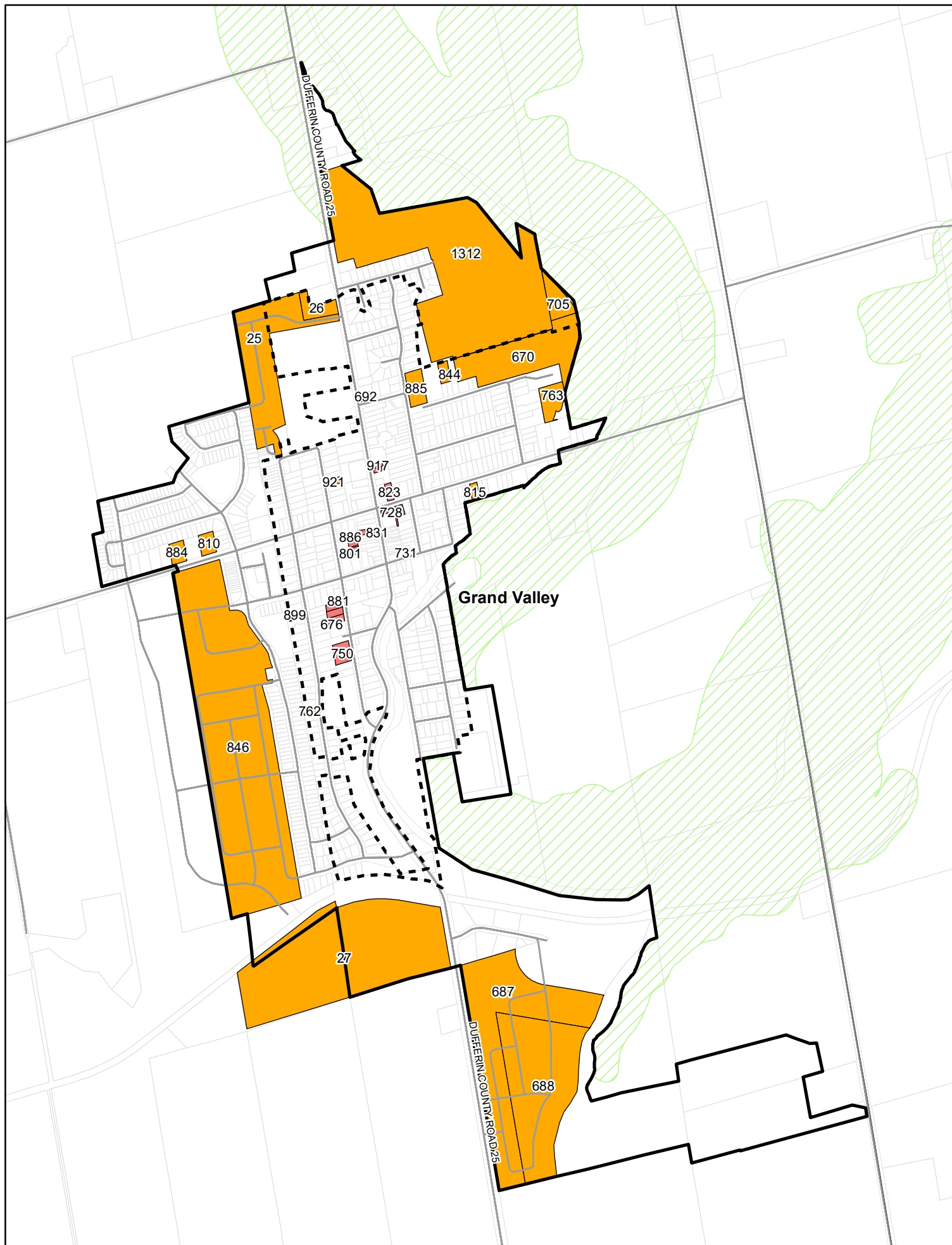
Supply Type





-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential

**Residential and Community Area Supply
Corbetton - Melancthon**









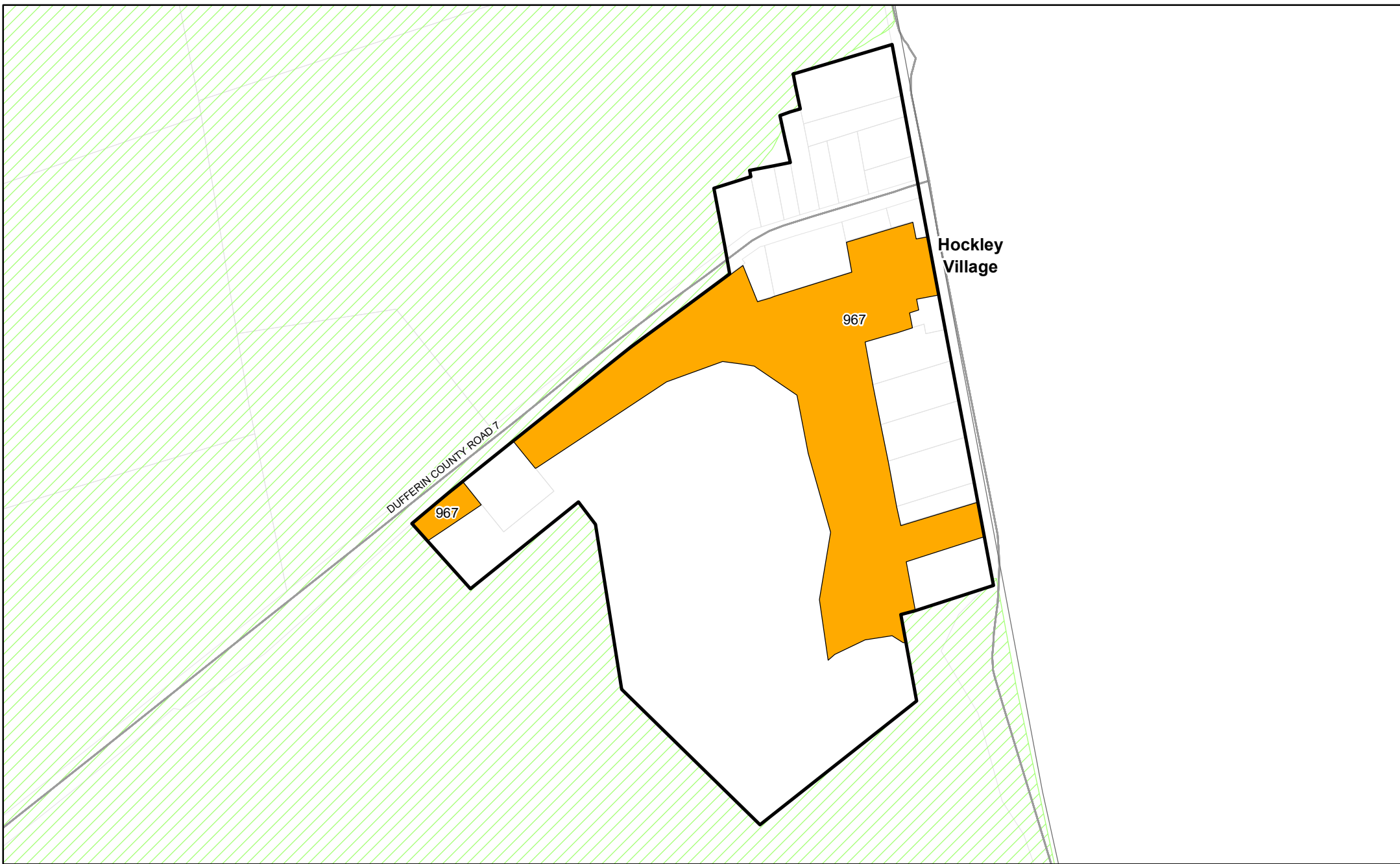
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





Supply Type

-  Community Area
(Commercial/Institutional
& Potentially Residential)
-  Residential



Residential & Community Area Supply Grand Valley - Grand Valley



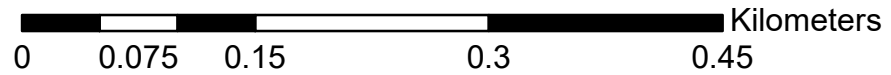


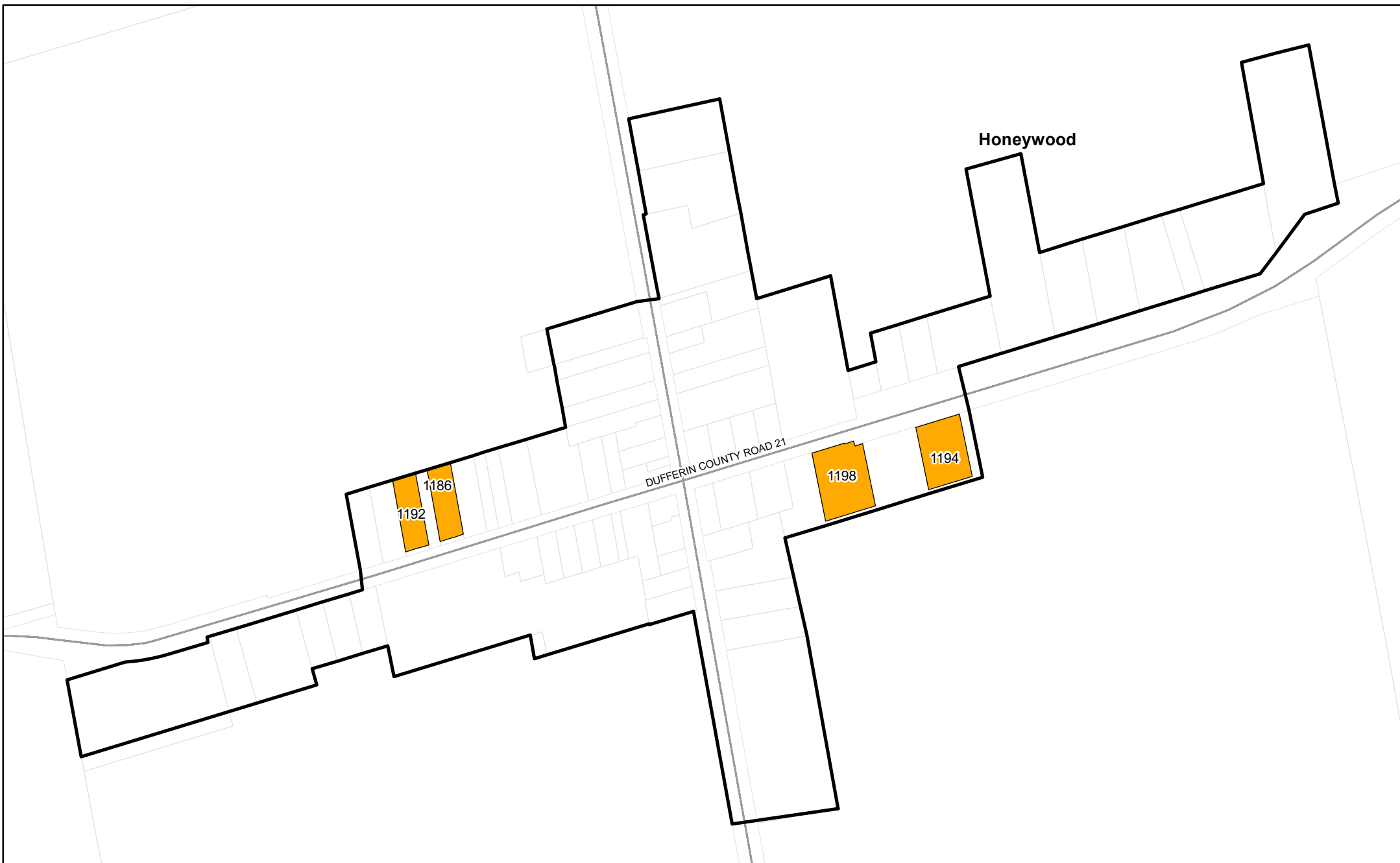
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





Supply Type

-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential



Residential and Community Area Supply Hockley Village - Mono



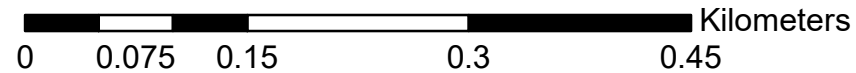


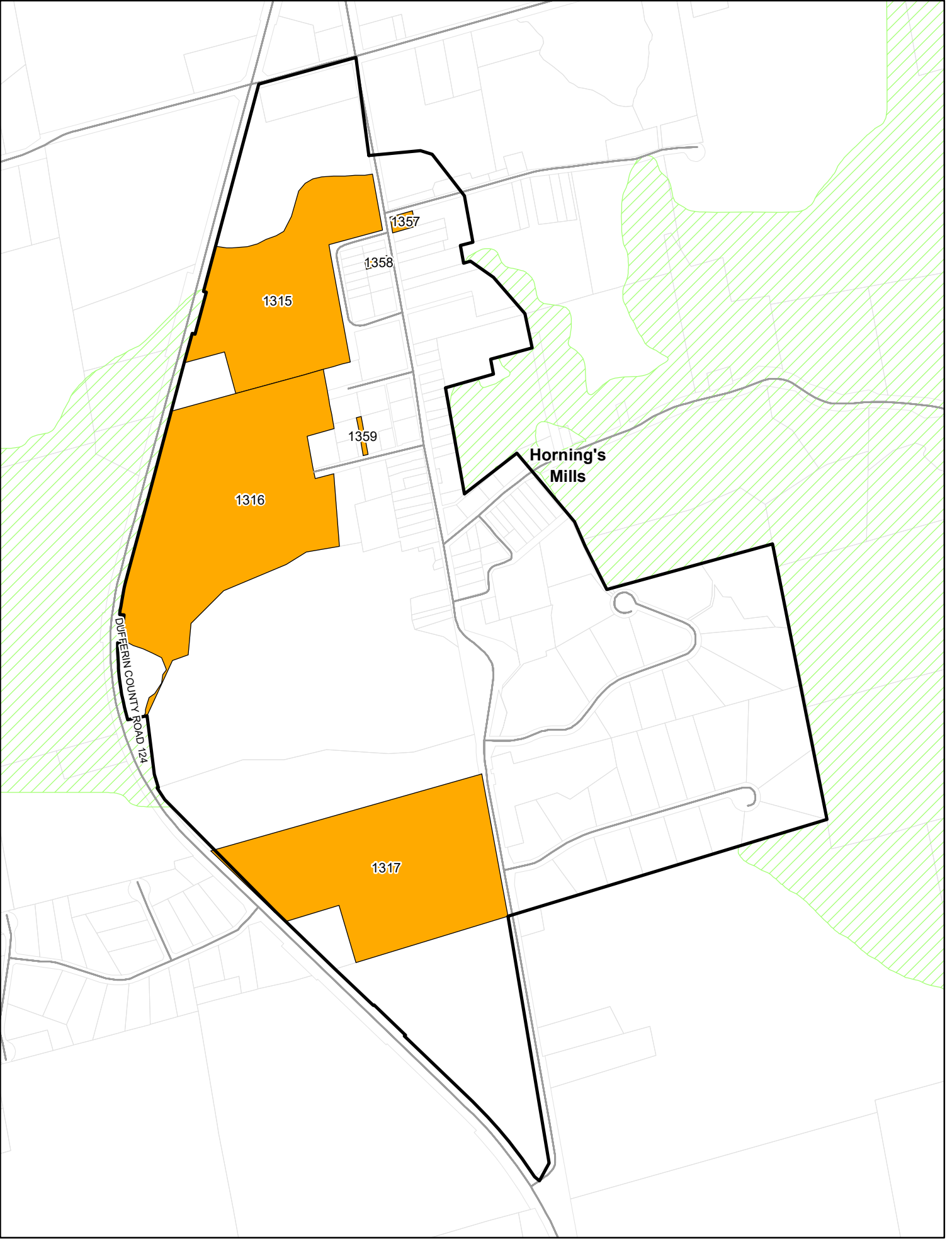
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

Supply Type

-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential

Residential and Community Area Supply Honeywood - Mulmur





- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area

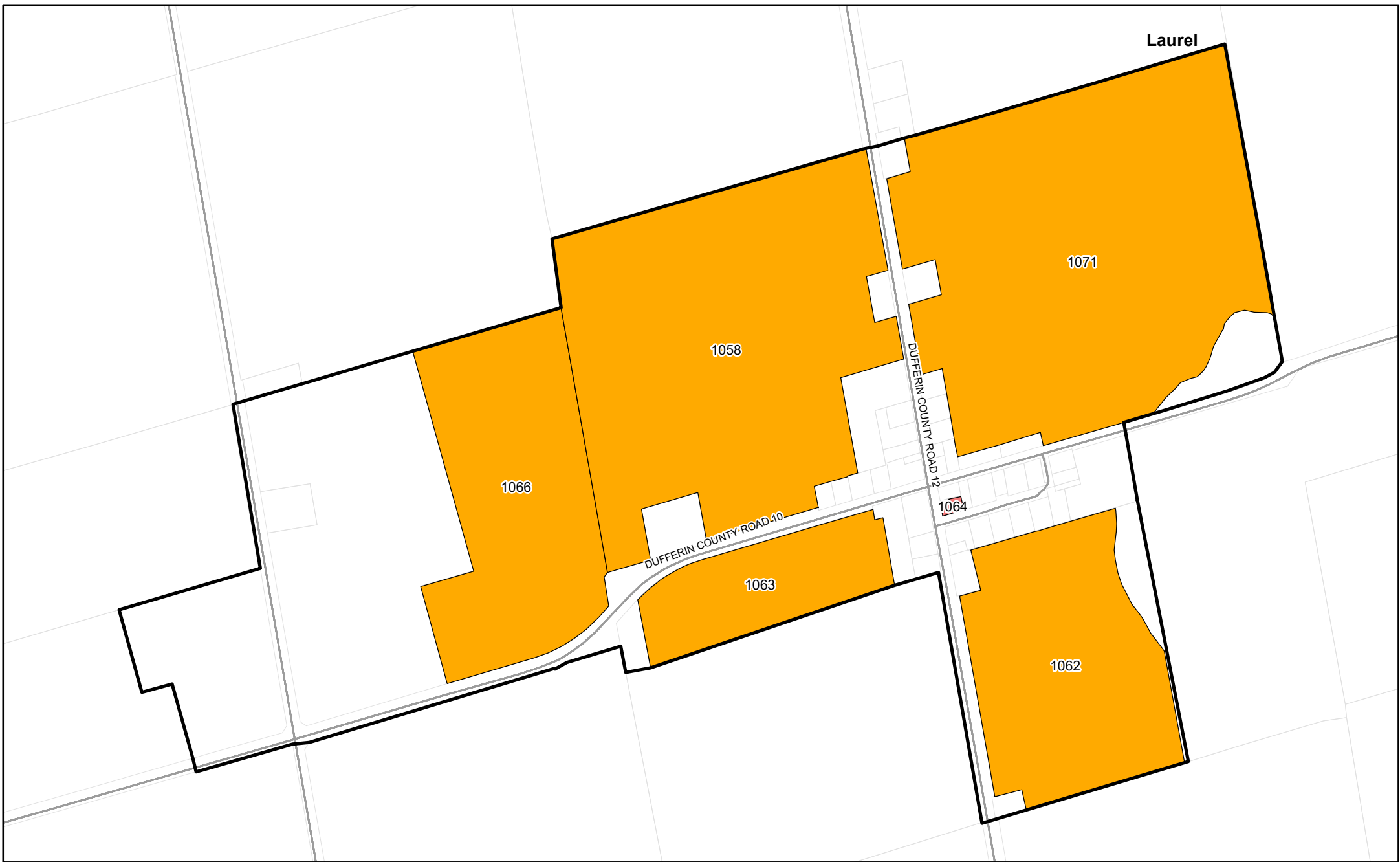
Supply Type

| | |
|--|---|
| | Community Area (Commercial/Institutional & Potentially Residential) |
| | Residential |

**Residential & Community Area Supply
Horning's Mills - Melancthon**

0 0.125 0.25 0.5 Kilometers

N

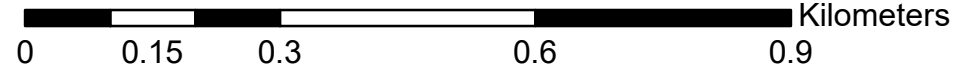


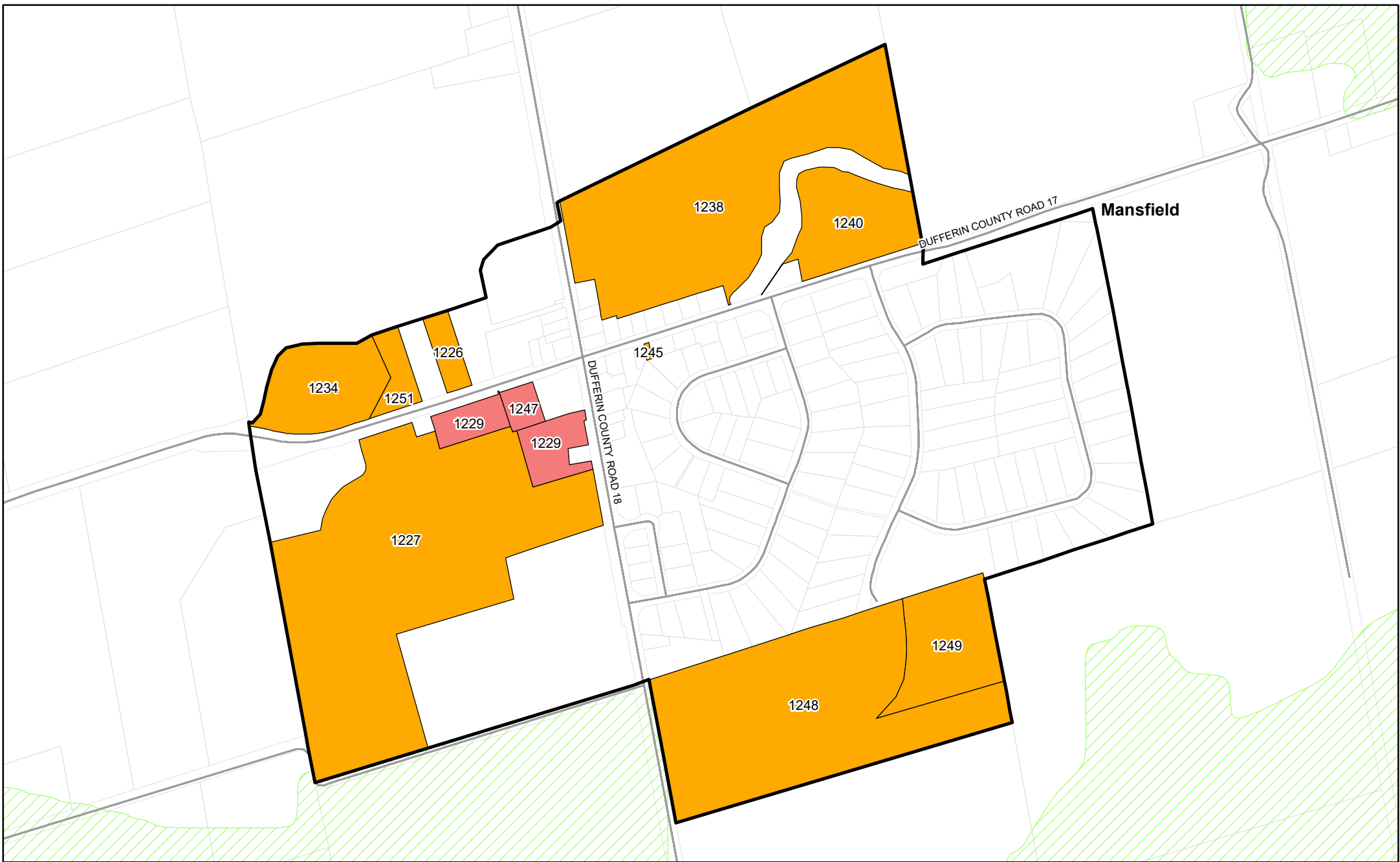
- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area

Supply Type

- Community Area (Commercial/Institutional & Potentially Residential)
- Residential

Residential and Community Area Supply Laurel - Amaranth



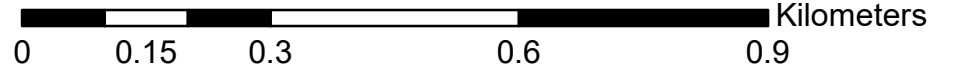


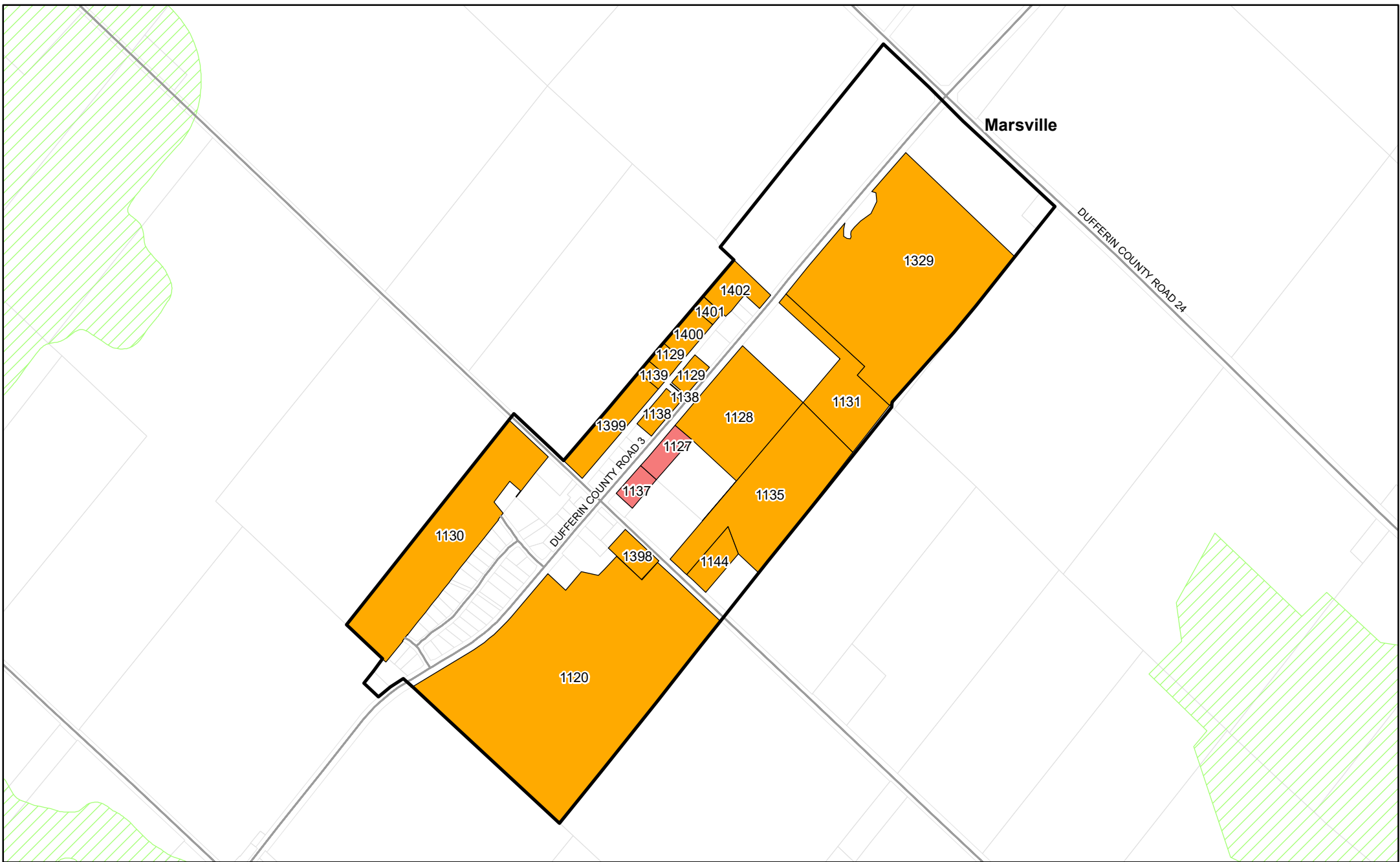
- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area





Supply Type

- Community Area (Commercial/Institutional & Potentially Residential)
- Residential



**Residential and Community Area Supply
Mansfield - Mulmur**



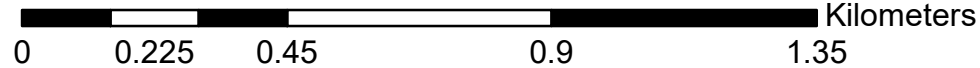


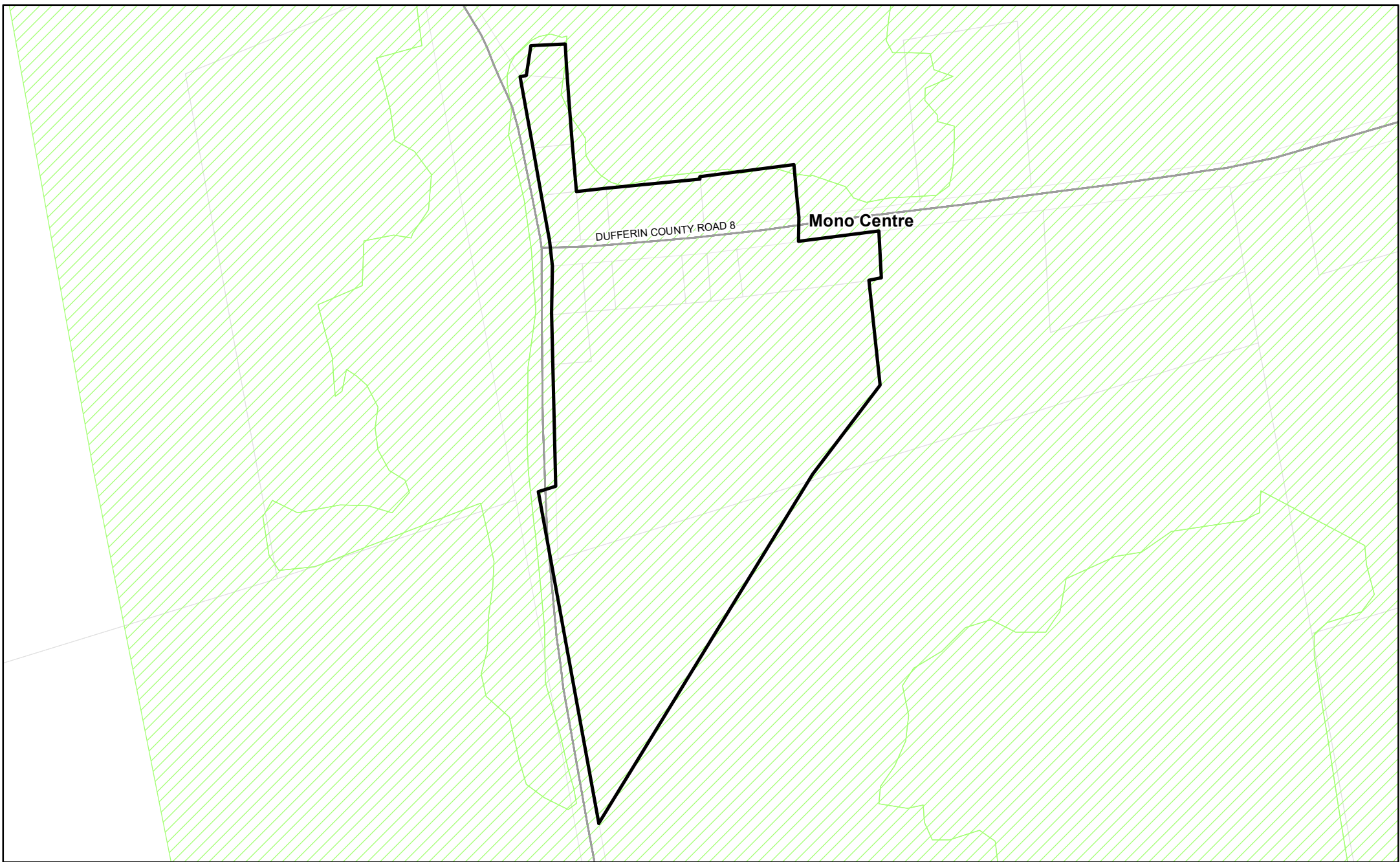
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





Supply Type

-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential



Residential and Community Area Supply Marsville - East Garafraxa



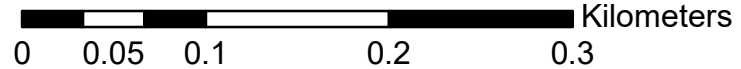


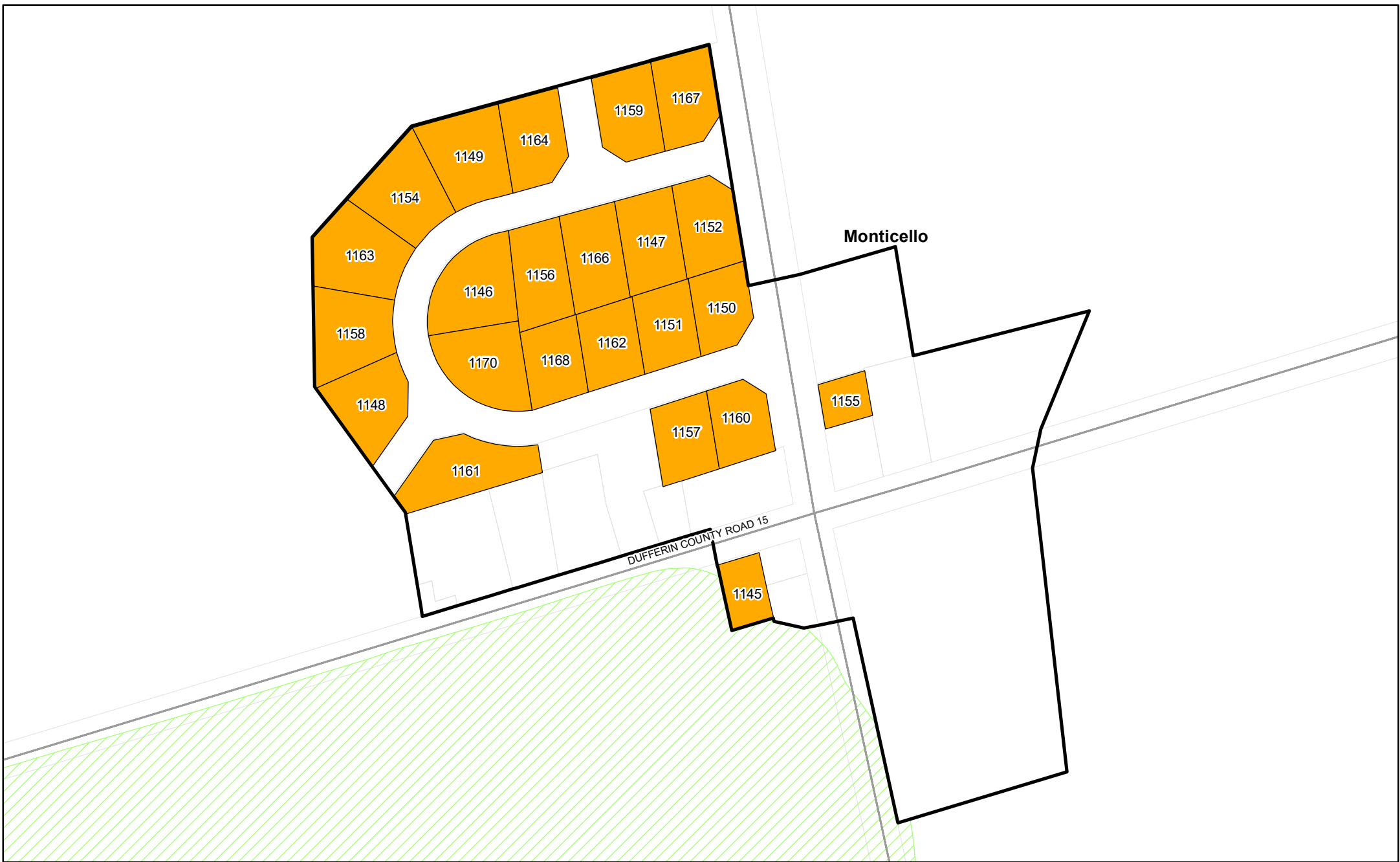
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

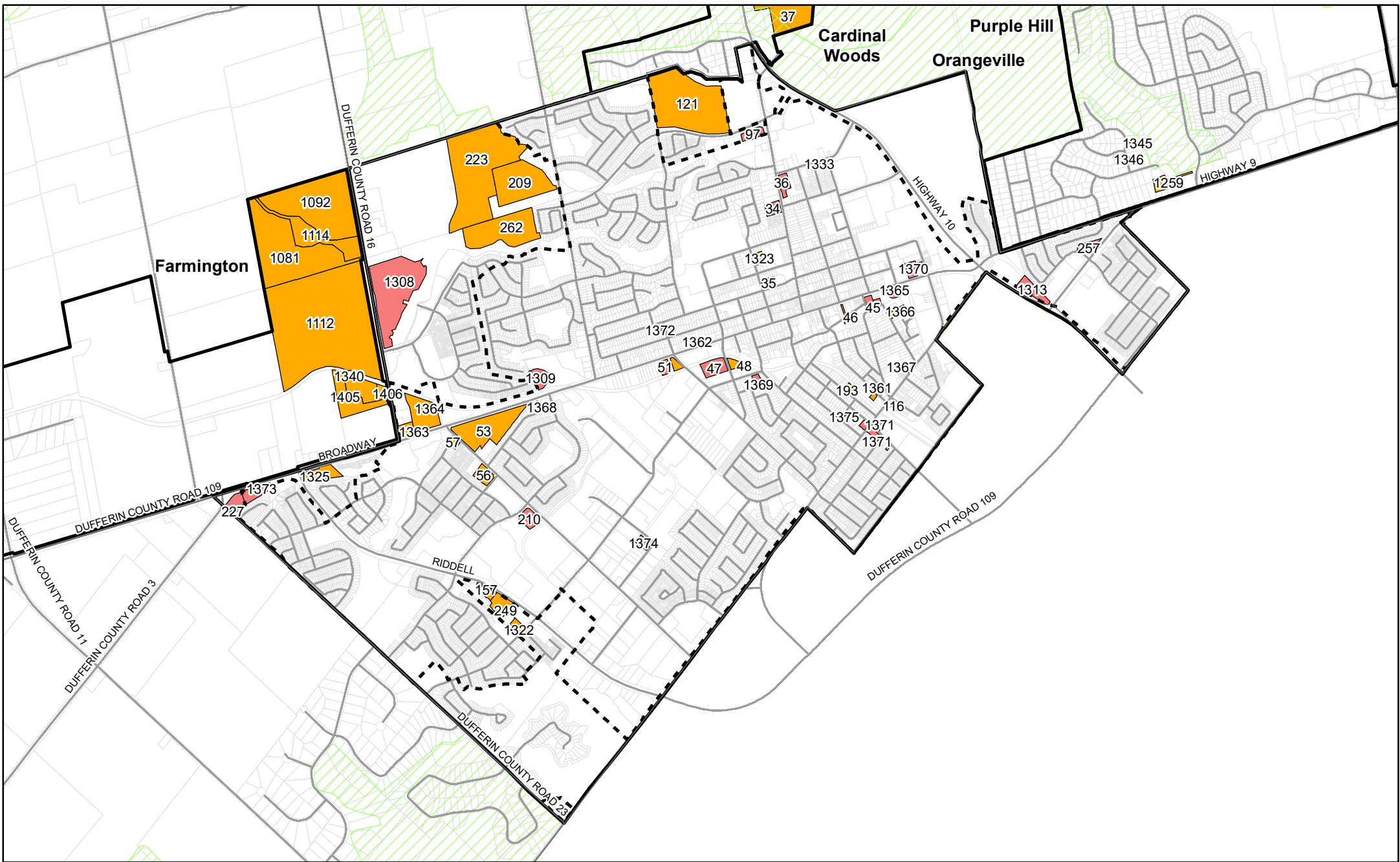
Supply Type

-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential

Residential and Community Area Supply Mono Centre - Mono







- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area

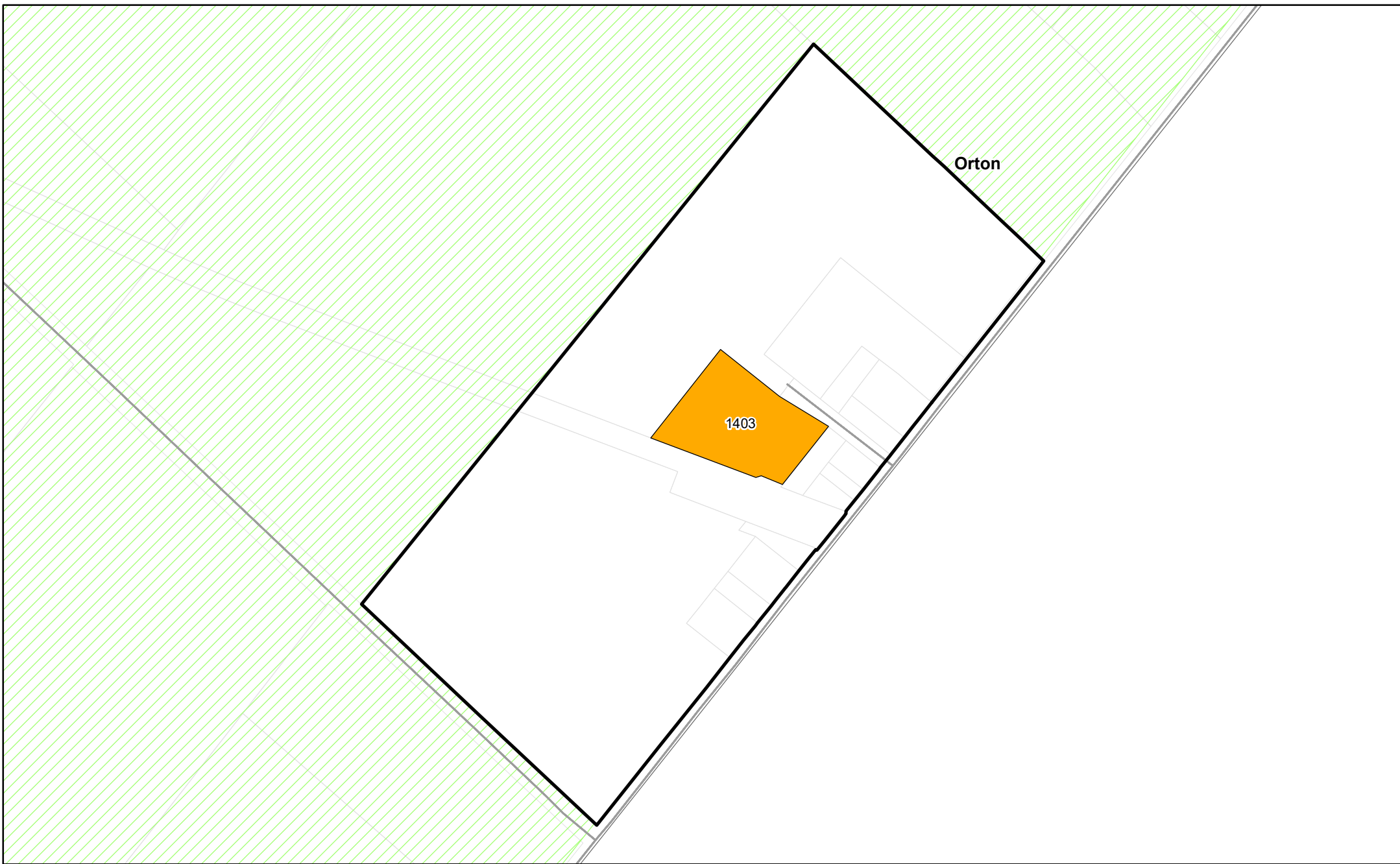
Supply Type





- Community Area (Commercial/Institutional & Potentially Residential)
- Residential

Residential and Community Area Supply Orangeville - Orangeville



0 0.5 1 2 3 Kilometers



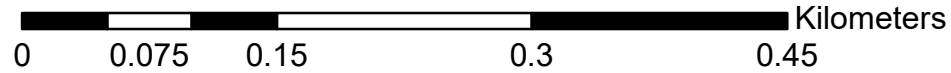


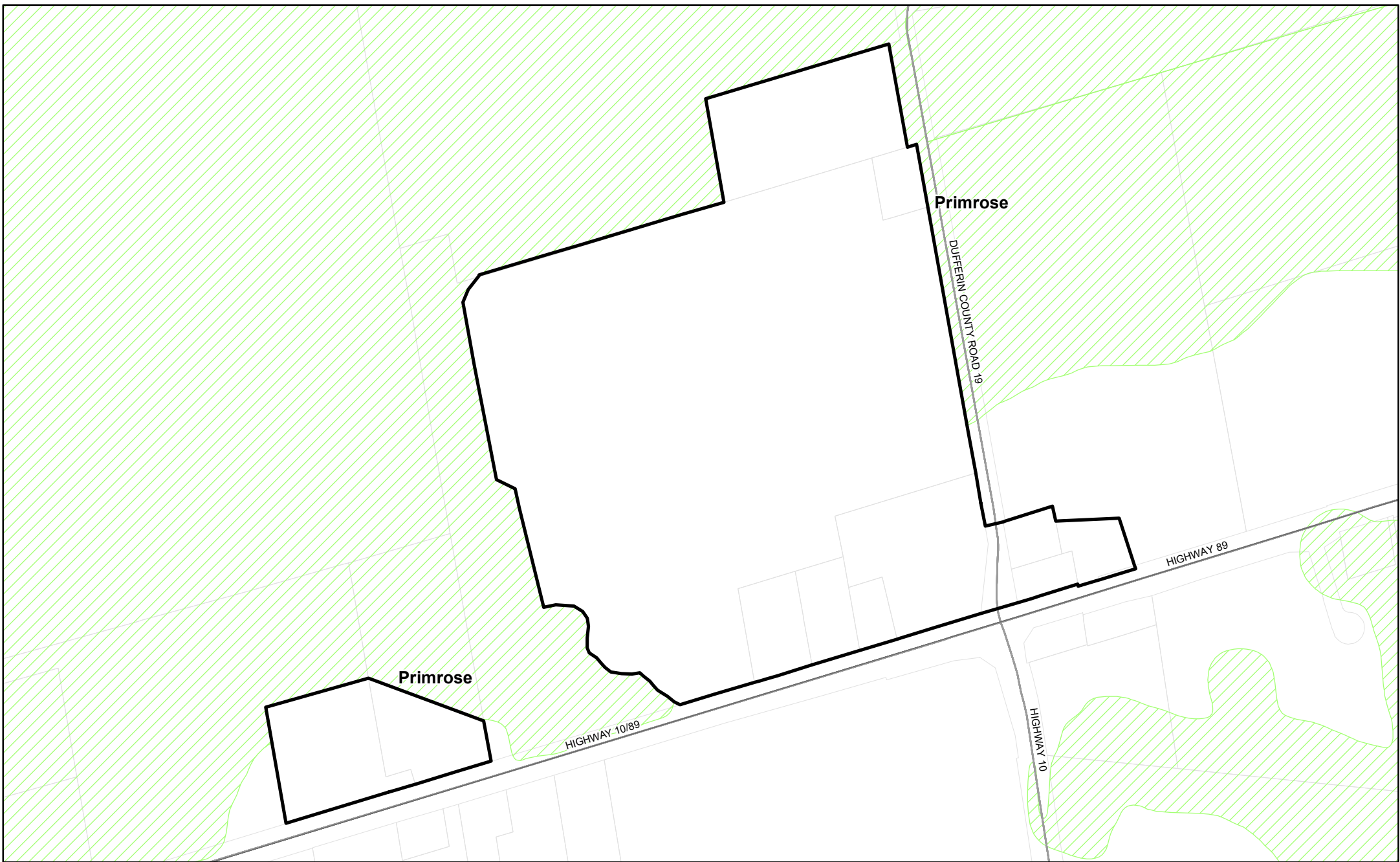
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





Supply Type

-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential



Residential and Community Area Supply Orton - East Garafraxa



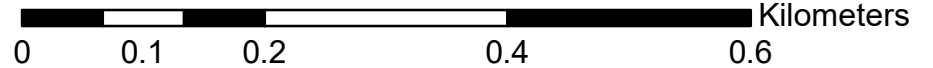


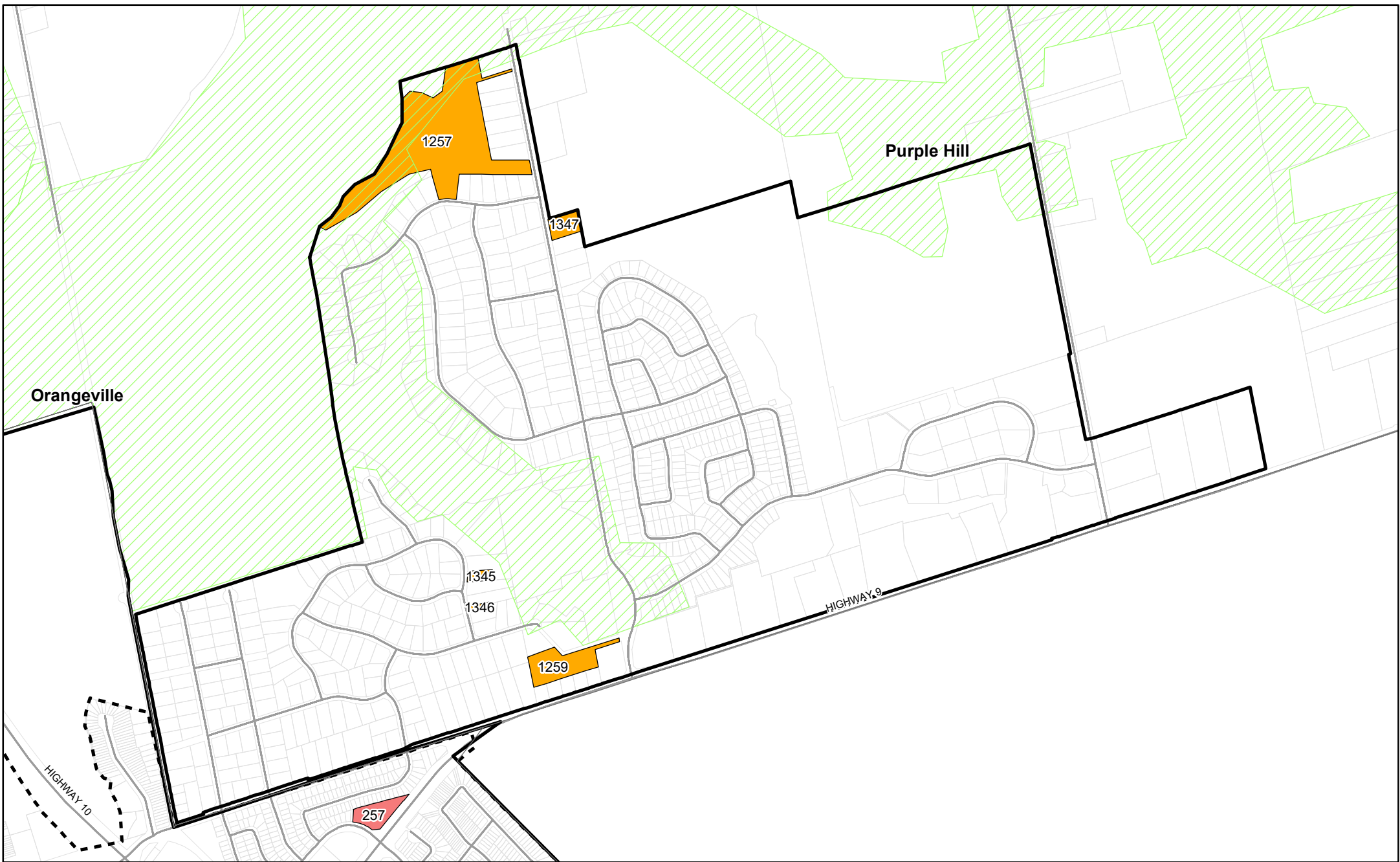
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

Supply Type

-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential

Residential and Community Area Supply Primrose - Mulmur



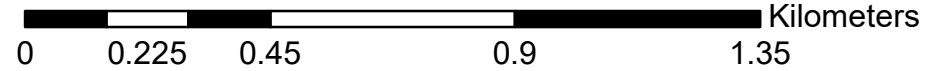


- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area





Supply Type

- Community Area (Commercial/Institutional & Potentially Residential)
- Residential



Residential and Community Area Supply Purple Hill - Mono



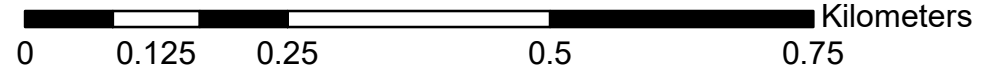


-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area





Supply Type



-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential

Residential and Community Area Supply Riverview - Melancthon

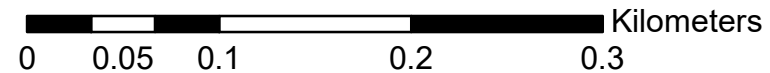


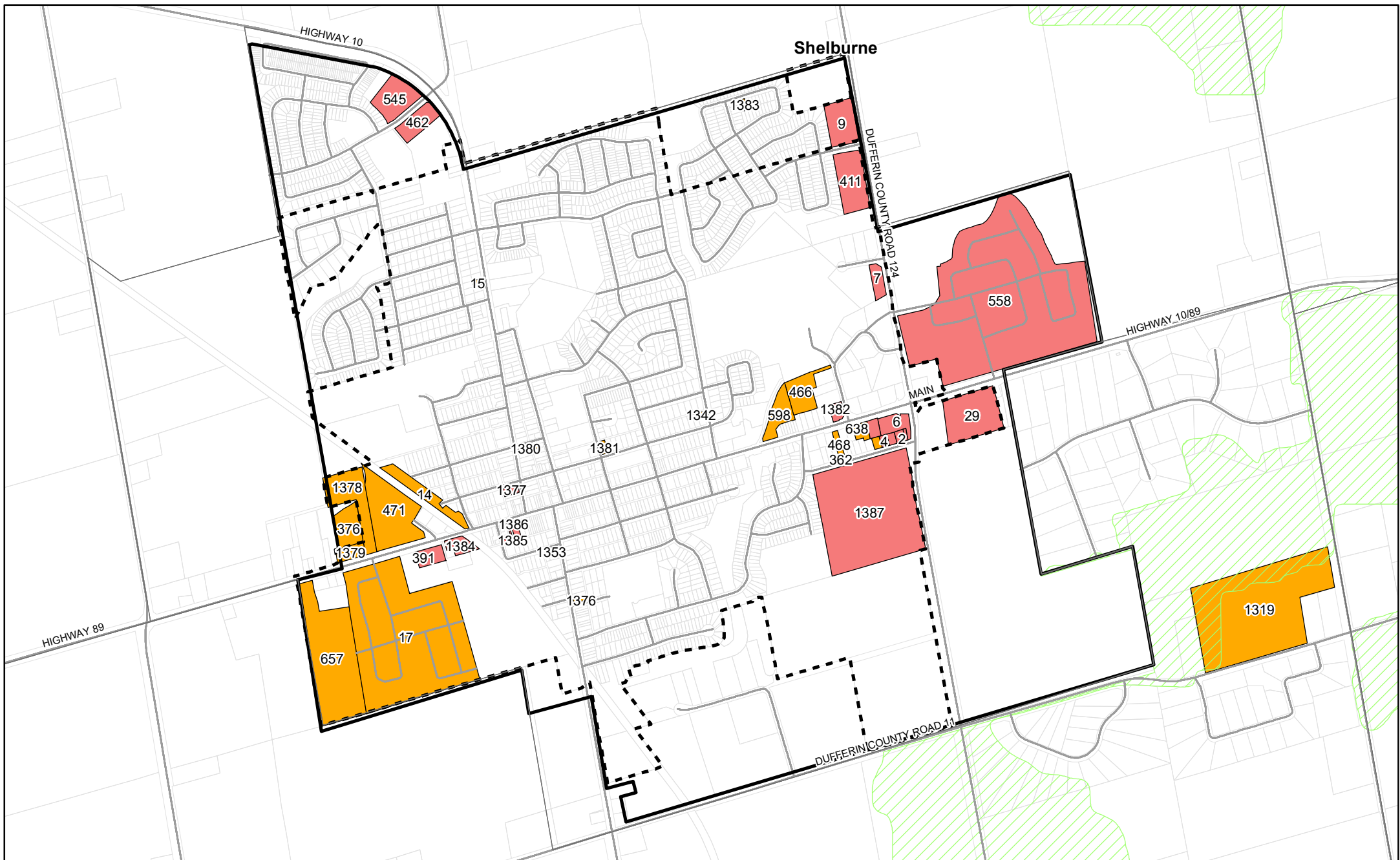


-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

- Supply Type**
-  Community Area (Commercial/Institutional & Potentially Residential)
 -  Residential

**Residential and Community Area Supply
Rosemont - Mulmur**



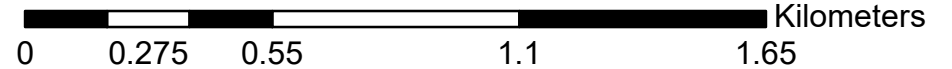


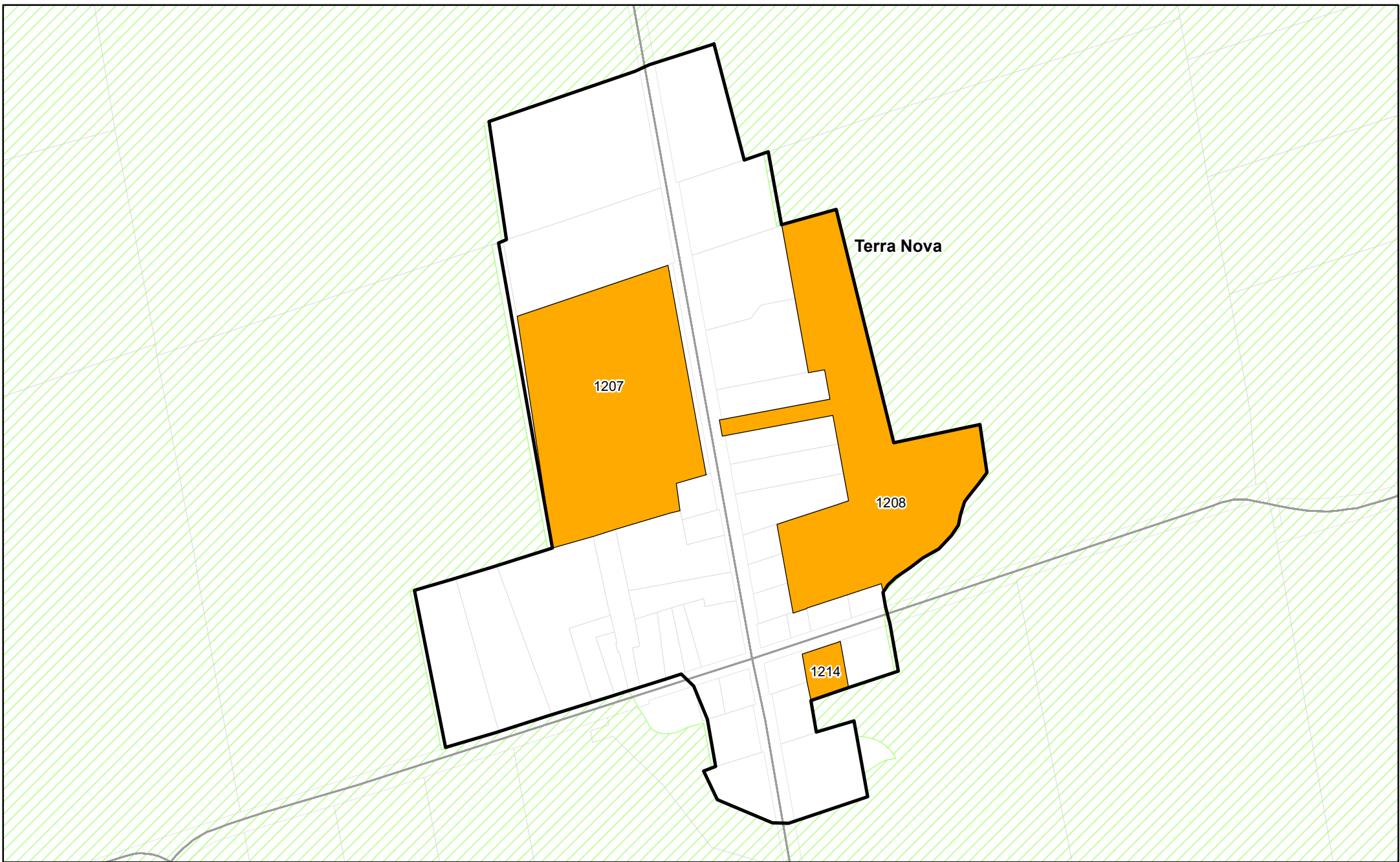
- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area





Supply Type

- Community Area (Commercial/Institutional & Potentially Residential)
- Residential



Residential and Community Area Supply Shelburne - Shelburne






-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

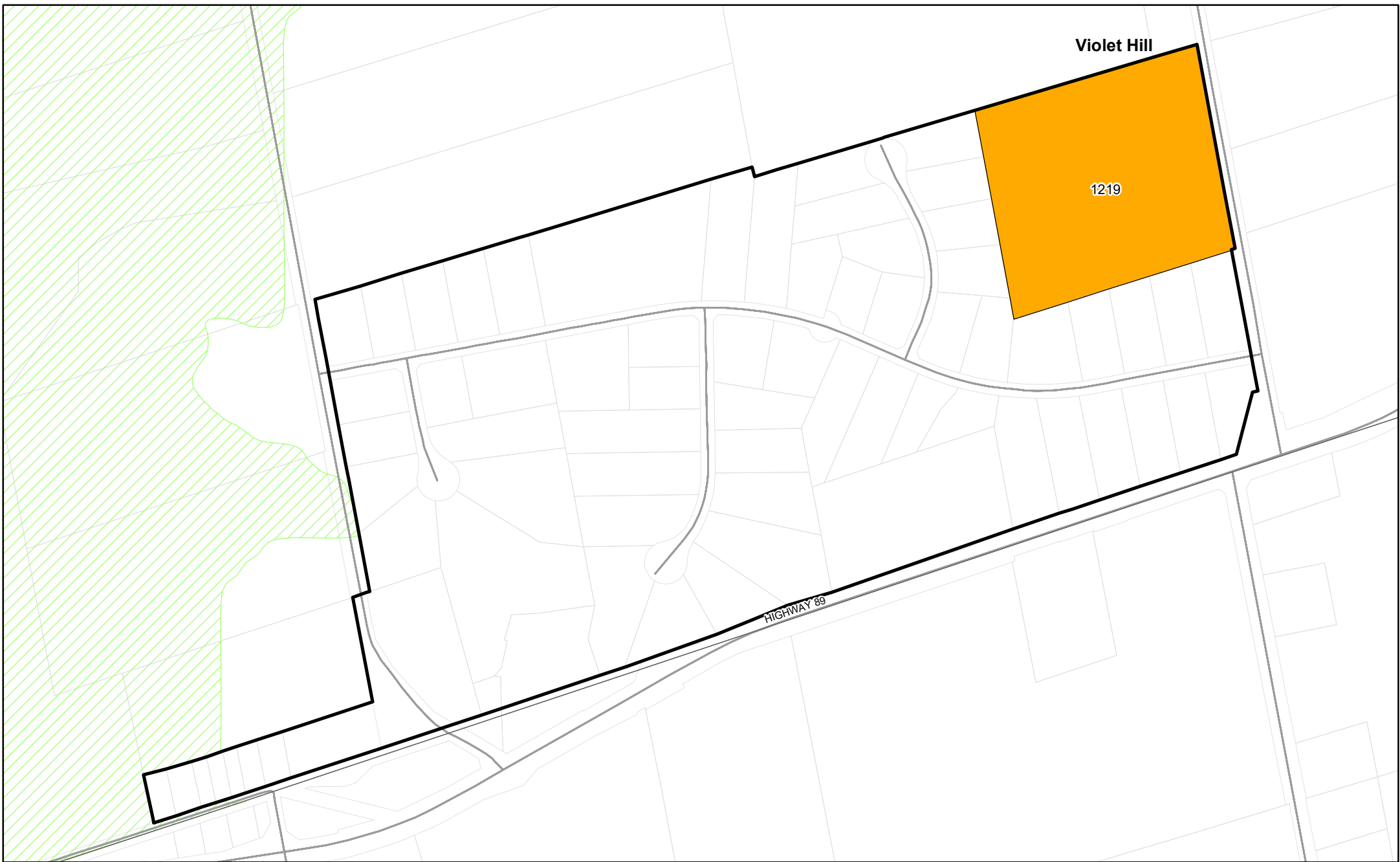
Supply Type





-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential

Residential and Community Area Supply Terra Nova - Mulmur



 Kilometers
0 0.1 0.2 0.4 0.6



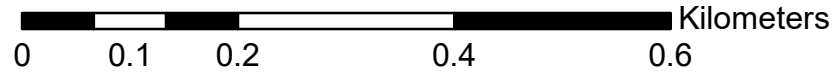


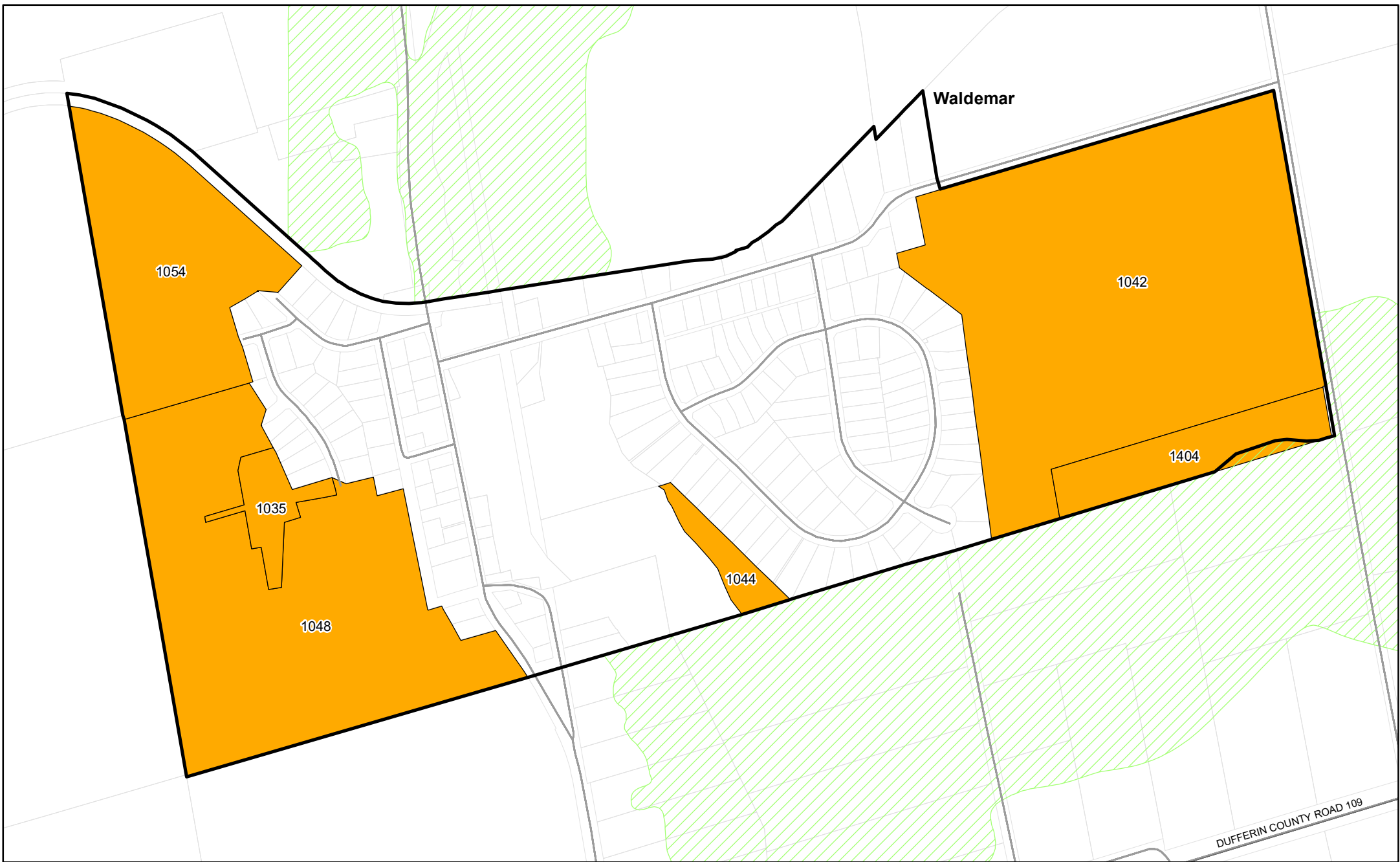
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Parcels
-  NHS Area

Supply Type

-  Community Area (Commercial/Institutional & Potentially Residential)
-  Residential

Residential and Community Area Supply Violet Hill - Mulmur





- Settlement Area Boundary
- Delineated Built Boundary
- Parcels
- NHS Area

Supply Type

- Community Area (Commercial/Institutional & Potentially Residential)
- Residential

Residential and Community Area Supply Waldemar - Amaranth

Kilometers
0 0.125 0.25 0.5 0.75



PHASE I OFFICIAL

PLAN AMENDMENT

NO. XX

TO THE

DUFFERIN COUNTY

OFFICIAL PLAN

Location: This Official Plan Amendment applies to the entire corporate limits of the County of Dufferin.

Date: July XX, 2022

Approval Authority: Ontario Ministry of Municipal Affairs and Housing

AMENDMENT NO. XX

To the Dufferin County Official Plan

The attached, constituting Amendment No. XX to the Dufferin County Official Plan, as authorized by the provisions of Section 22 of the Planning Act, R.S.O. 1990, c.P.13, was adopted by Council of Dufferin County by By-law 20XX-XX on the XXth day of MONTH, YEAR in accordance with the Planning Act, R.S.O. 1990, c.P.13.

DRAFT

AMENDMENT NO. XX

To the Dufferin County Official Plan

PART A - THE PREAMBLE - does not constitute part of this Amendment.

PART B - THE AMENDMENT - consisting of the text which constitutes Amendment No. XX

PART C - THE APPENDICES - do not constitute part of this Amendment.

DRAFT

AMENDMENT NO. XX

To the Dufferin County Official Plan

PART A - THE PREAMBLE

1.0 PURPOSE AND EFFECT

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

2.0 LOCATION

The Amendment applies to the entire corporate limits of Dufferin County.

3.0 BASIS OF THE AMENDMENT

The County of Dufferin Official Plan was adopted in 2015. New Official Plans are required to be reviewed and updated within ten years of adoption, however the release of an updated Growth Plan in 2017 included a requirement for upper-tier municipalities to update their Official Plans to conform by July 2, 2022. The 2020 consolidated Growth Plan for the Greater Golden Horseshoe (the Growth Plan) provided new population and employment forecasts for single- and upper-tier municipalities within the Growth Plan area, including The County of Dufferin and the conformity deadline of July 2, 2022 was retained.

The County undertook a comprehensive review to update population and employment growth allocation for each lower-tier municipality in the County and prepared a Land Needs Assessment to determine whether any expansion to settlement areas would be required to accommodate growth.

PART B - THE AMENDMENT

4.0 DETAILS OF THE AMENDMENT

The document known as the Dufferin County Official Plan hereby amended:

- 1) By deleting all instances of "The Growth Plan for the Greater Golden Horseshoe" and replacing them with "A Place to Grow: Growth plan for the Greater Golden Horseshoe".
- 2) In Section 3.2.1., by deleting "81,000 persons and 31,000 jobs to 2036" and replacing it with "95,000 residents and 39,000 jobs to the year 2051."
- 3) In Section 3.2.1, by deleting the county population and employment projections table and

replacing it with the following table:

County Population Distribution

| Distribution of Population and Employment for the Greater Golden Horseshoe to 2051 | | |
|--|------------|------------|
| | Population | Employment |
| | 2051 | 2051 |
| County of Dufferin | 95,000 | 39,000 |

* Note: Data is from Schedule 3 of a Place to Grow, Distribution of Population and Employment for the Greater Golden Horseshoe to 2051.

- 4) In Section 3.2.2., by deleting table 3.2a and 3.2b, respectively, and replacing them with the tables below:

Population by Municipality (2021 estimate and forecasted allocations to 2051))

| Municipality | Population (Nearest 100) | | |
|----------------|--------------------------|----------------|------------------|
| | 2021 Estimate | 2051 Allocated | 2021-2051 Growth |
| Amaranth | 4,500 | 8,300 | 3,800 |
| East Garafraxa | 2,900 | 3,900 | 1,000 |
| Grand Valley | 4,000 | 10,900 | 6,900 |
| Melancthon | 3,200 | 4,300 | 1,100 |
| Mono | 9,700 | 9,600 | -100 |
| Mulmur | 3,700 | 4,500 | 800 |
| Orangeville | 31,000 | 38,500 | 7,400 |
| Shelburne | 9,400 | 15,100 | 5,700 |

Number of Job by Municipality (2021 estimate and forecasted allocations to 2051)

| Municipality | Employment (Nearest 100) | | |
|----------------|--------------------------|----------------|------------------|
| | 2021 Estimate | 2051 Allocated | 2021-2051 Growth |
| Amaranth | 1,300 | 2,500 | 1,200 |
| East Garafraxa | 700 | 10,000 | 300 |
| Grand Valley | 900 | 2,700 | 1,800 |
| Melancthon | 600 | 900 | 200 |
| Mono | 2,800 | 3,300 | 500 |
| Mulmur | 900 | 1,200 | 400 |
| Orangeville | 14,700 | 21,700 | 7,100 |
| Shelburne | 3,100 | 5,700 | 2,600 |

- 5) By deleting Section 3.2.2.c) in its entirety.
- 6) In Section 3.2.2(d), by deleting all instances of “the reserved” from the paragraph.
- 7) In Section 3.2.2. by inserting the following as policy 3.2.2.e) and the table below:

“To help achieve an appropriate mix of land uses, contributing to complete communities and employment needs, local municipalities should plan to accommodate Commercial, Institutional or Mixed-Use land uses equivalent to the land areas provided in the table below by 2051:”

Forecast Community Employment (Commercial, Institutional or Mixed-use lands) Land Needs by Municipality, to 2051.

| | <i>Net Hectares (surplus)</i> | <i>Gross Hectares (surplus)</i> |
|----------------|--------------------------------------|--|
| Amaranth | 8.4 | 10.5 |
| East Garafraxa | 2.6 | 3.2 |
| Grand Valley | 14.9 | 18.7 |
| Melancthon | 2.0 | 2.4 |
| Mono | (4.8) | (6.0) |
| Mulmur | 1.5 | 1.9 |
| Orangeville | 59.8 | 74.7 |
| Shelburne | (1.9) | (2.4) |

8) In Section 3.3.2 by deleting paragraph (e) and replacing it with the following:

“Local municipalities shall plan to achieve the minimum intensification targets identified in Table 3.4, by permitting infill and redevelopment of vacant and/or underutilized sites within the delineating built up areas in accordance with the intensification policies in Section 3.4.”

9) In Section 3.4.2., by deleting table 3.4 and replacing it with the table below.

Minimum Intensification Targets

| Municipality | Minimum Intensification Target (%) |
|---------------------------|---|
| Dufferin County (overall) | 40 |
| Grand Valley | 40 |
| Orangeville | 60 |
| Shelburne | 48 |

10) In Section 3.4.2., by deleting paragraph (a) and replacing it with the following:

“The County will encourage intensification within the existing built built-up areas to achieve provincially-mandated minimum intensification targets. Local municipalities will achieve the minimum intensification targets as identified in Table 3.4.”

11) In Section 3.4.3., delete table 3.5 and replace with the table below.

Greenfield Residential Land Needs Projection

| Municipality | Population Capacity Estimate | Minimum Resident & Work From Home Jobs Per Hectare Assumption | Estimated Residential Land Need (Hectares) |
|---------------------|-------------------------------------|--|---|
| Grand Valley | 1,680 | 44 | 38 + mapped environmental constraints |
| Orangeville | 954 | 46 | 21 + mapped environmental constraints |

| | | | |
|------------|-------|----|--|
| Shelbourne | 2,429 | 41 | 59 + mapped environmental constraints |
| Total | 5,063 | 43 | 118 + mapped environmental constraints |

12) In Section 3.4.3 by adding the following to the end of paragraph (b):

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

- i. Grand Valley – At least 1,038 people and jobs to achieve a density target of 46 people and jobs per hectare.
- i. Orangeville – Approximately 7,038 people and jobs to achieve a density target of 46 people and jobs per hectare
- ii. Shelburne – Approximately 3,608 people and jobs to achieve a density target of 41 people and jobs per hectare.

REPORT TO COUNCIL

To: Warden Wade Mills and Members of County Council

From: Cody Joudry, Director of Development and Tourism

Meeting Date: August 18, 2022

Subject: **Tourism Relief Fund Update and Agreement**

In Support of Strategic Plan Priorities and Objectives:

Economic Vitality – promote an environment for economic growth & development

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

Purpose

The purpose of this report is to request Council's authorization to accept the Tourism Relief Fund grant and agree to the terms of the Tourism Relief Funding Agreement.

Background & Discussion

The Regional Tourism Organization (RTO) 6 – Central Counties Tourism received Federal funding dollars that were to be distributed to municipalities in southern Ontario to support tourism efforts in creating new or enhancing existing experiences to attract more local, domestic, and international visitors.

The County of Dufferin applied and were successful in receiving a \$100,000 grant to support Dufferin's Tourism Strategy and Action Plan priorities. The funds will support a project focused on experience enhancement, including tourism readiness efforts. Project goals and initiatives are to enlist the support of a tourism business development consultant to provide strategic planning guidance to local business, help those businesses envision how to best enhance existing experiences, attract new visitors and collaborate with neighbouring providers to enhance Dufferin's tourism opportunities. The project will also provide content development and distribution to ultimately drive visitors to local businesses and assist in the enhancement of visitor experiences.

To accept the Tourism Relief Funding grant, the County is required to enter into an Agreement with the RTO with the understanding that the County will:

1. Track the progress and impacts of the project and how it applies to the federal priority items for the funding
2. Comply with the rules and obligations set out by FedDev Ontario such as public communication requirements, acquired assets and/or revenue, and costing memorandum guidelines
3. Provide certified copies of the following documents:
 - a. Articles of Incorporation
 - b. By-Laws
 - c. Board/Council Resolution authorizing the organization entering into the Agreement
 - d. Liability Insurance Certificate
 - e. Conflict of Interest Policy
 - f. Procurement Policy
4. Submit weekly claims in accordance with the Agreement
5. Submit a final project report

Receiving the Tourism Relief Fund grant supports foundational tourism development efforts in Dufferin, addresses current tourism challenges and allows the County to enlist the support of a tourism business development consultant. The project includes the creation of strategic planning guidance to local business owners with the purpose of envisioning how to best showcase existing experiences, create new offerings and attract more visitors to Dufferin. The impacts of such efforts will improve tourism capacity, readiness, and have a positive economic impact.

Financial, Staffing, Legal, or IT Considerations

Included in this Agreement is a financial commitment by the County of \$25,000 which has been set aside in the current year budget for tourism-based projects.

Staffing efforts include using TRF dollars to enlist the support of a consultant with some County staff time involvement to assist with ongoing requirements of the project.

The Agreement legally binds the County to comply with all rules and obligations set out by FedDev Ontario and applies for the entire term of the contract.

Recommendation

THAT the report of the Director of Development and Tourism, dated August 18, 2022, regarding the Tourism Relief Fund Update, be received;

AND THAT Council approve the Tourism Relief Funding Agreement.

Respectfully Submitted By:

Cody Joudry
Director of Development & Tourism

Attachment:
Zone 6 Regional Tourism Organization: Central Counties Tourism – Tourism Relief Fund Agreement

Zone 6 Regional Tourism Organization Central Counties Tourism

THIS ULTIMATE RECIPIENT AGREEMENT (the “Agreement”) is dated as of the XX day of XXX, XXXX (the “Effective Date”)

BETWEEN:

ZONE 6 REGIONAL TOURISM ORGANIZATION O/A CENTRAL COUNTIES
TOURISM (“CCT”)

AND:

XXX (the “Ultimate Recipient”)

AGREEMENT NUMBER: FEDTRF-XXXXXXXX-X

PREAMBLE:

- A. The Federal Economic Development Agency for Southern Ontario (“FedDev”) has developed the *Southern Ontario Prosperity Program* (the “SOPP”), which is intended to stimulate economic activity across Southern Ontario by supporting small and medium sized enterprises located in Southern Ontario.
- B. As part of the SOPP, FedDev established the *Tourism Relief Fund* to assist tourism businesses across Southern Ontario recover from the pandemic through investments to improve their offerings and adapt to public health measures (the “TRF Program”).
- C. CCT, as the initial funding recipient, and Her Majesty the Queen in Right of Canada as represented by the Minister responsible for FedDev, have entered into a Tourism Relief Fund Contribution Agreement dated April 3, 2022 (as may be amended, restated, or otherwise modified from time to time, the “FedDev Agreement”) for the implementation of the SOPP through the TRF Program.
- D. Pursuant to the FedDev Agreement, CCT is empowered to administer the TRF Program by selecting qualified recipients for TRF Program funding and to distribute the financial contributions made by FedDev in accordance with the FedDev Agreement.
- E. The Ultimate Recipient, having reviewed the criteria for the TRF Program, has applied to CCT to participate in the TRF Program and to receive funding for its Eligible Project (as defined herein) and the Ultimate Recipient has been approved for funding by CCT.
- F. CCT, through a review panel appointed by its Board of Directors, has selected the Ultimate Recipient to be a TRF Program participant and is therefore qualified to receive TRF Program funding in support of the Eligible Project.

NOW THEREFORE in consideration of the mutual covenants and agreement of the parties hereinafter contained and for other good and valuable consideration, the receipt and sufficient of which are hereby acknowledged, the parties covenant and agree as follows:

1. Interpretation

- 1.1 Capitalized terms used and not otherwise defined herein shall have the meanings ascribed to them in Annex 6 – Definitions and Interpretation.

2. The Agreement

- 2.1 The purpose of this Agreement is to set out the terms and conditions under which CCT will make a financial contribution to assist the Ultimate Recipient with payment for Eligible Costs incurred for the Eligible Project as detailed in Annex 1 – Statement of Work.
- 2.2 The delivery of the TRF Program and CCT’s funding of Eligible Costs contemplated thereunder is contingent upon funding being provided to CCT under and subject to the terms of the FedDev Agreement.
- 2.3 This Agreement contains the following annexes as described below, which form an integral part of this Agreement:

Annex 1 – Statement of Work

This annex is a comprehensive description of the Eligible Project including, without limitation, the scope of work, cost breakdown, location of the Eligible Project and sources of funding.

Annex 2 – Costing Guideline Memorandum

This annex describes the rules for eligibility for certain costs.

Annex 3 – Certified Copy of Authorizing Documents

This annex contains certified copies of the Ultimate Recipient’s Authorizing Documents, which documents are to be provided to CCT upon Eligible Project approval, and which are comprised of the Ultimate Recipient’s:

- Articles of Incorporation
- By-Laws
- Board/Council Resolution authorizing the organization entering into the Agreement
- Liability Insurance Certificate
- Conflict of Interest Policy
- Procurement Policy

Annex 4 – Final Report

This annex contains substantially the forms to be used in order to prepare the final report.

Annex 5 – Federal Visibility Requirements

This annex outlines marketing, promotional and other public visibility requirements to which the Eligible Project must adhere.

Annex 6 – Definitions and Interpretation

This annex describes the definitions and rules of interpretation that apply in this Agreement.

3. Duration of Agreement

- 3.1 This Agreement comes into force on the Effective Date first stated above and will terminate on the date on which the Eligible Project is complete, unless otherwise determined in accordance with the terms of this Agreement.
- 3.2 **Control Period.** Notwithstanding the provisions of Subsection 3.1 above, during the Control Period, the rights and obligations described in the following sections shall continue beyond the duration of the Agreement:

- | | | |
|-------------|---|---|
| Section 0 | - | Overpayment or non-entitlement |
| Section 8 | - | Reporting, Monitoring, Audit and Evaluation |
| Section 10 | - | Indemnification and Limitation of Liability |
| Section 12 | - | Representations |
| Section 14 | - | Default and Remedies |
| Section 15 | - | Project Assets and Intellectual Property |
| Section 166 | - | General |

4. Terms of Participation in the TRF Program

- 4.1 The Ultimate Recipient agrees to act strictly in accordance with the terms of this Agreement with respect to its participation in the TRF Program.
- 4.2 The Ultimate Recipient represents and warrants to CCT that it has the power to enter into this Agreement and to perform its obligations hereunder.
- 4.3 The Ultimate Recipient shall not have the authority to do any act on behalf of CCT or FedDev.
- 4.4 The Ultimate Recipient agrees to comply with instructions provided by CCT to acknowledge the support through the Government of Canada and FedDev in their communications about support received through the TRF Program, including websites, news releases, social media, success stories, and announcements.
- 4.5 The Ultimate Recipient warrants that it will comply with all federal, provincial, territorial, municipal and other applicable laws governing the Ultimate Recipient or the Eligible Project, or both, including without limitation, statutes, regulations, by- laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to

environmental protection and the successful implementation of and adherence to any mitigation measures, monitoring or follow-up program, which may be prescribed by federal, provincial, territorial, municipal bodies.

- 4.6 The Ultimate Recipient warrants that any assets acquired, constructed, rehabilitated or improved with the Funds provided under this Agreement will not be sold or otherwise disposed of without prior written approval from CCT for the term of the Agreement.
- 4.7 CCT reserves the right to transfer to any third party all rights, title and interest in this Agreement.
- 4.8 The Ultimate Recipient acknowledges that if it is in breach of, or in default under, this Agreement, such breach or default may result in, among other things, legal action against the Ultimate Recipient by CCT. The Ultimate Recipient shall at all times have regard to and take account of CCT's risks, liabilities and obligations under the provisions of the FedDev Agreement and shall comply with the provisions of this Agreement and provide such information and documentation as may be requested by CCT from time to time so as to enable CCT to perform its obligations under the FedDev Agreement.

5. Funding

- 5.1 Subject to, and in accordance with, the terms and conditions of this Agreement, CCT will distribute to the Ultimate Recipient the following non-repayable performance-based contribution in respect of the Eligible Project an amount not exceeding the lesser of:
 - (a) \$XXX; and
 - (b) fifty percent (50%) of Eligible Costs, exclusive of HST, incurred by the Ultimate Recipient as detailed in Annex 1 – Statement of Work.
- 5.2 No Funds shall be disbursed under this Agreement unless the Eligible Project meets and continues to meet the requirements of Section 11.
- 5.3 Notwithstanding any other provisions of this Agreement, CCT will, in its sole discretion, withhold ten percent (10%) of the Funds until:
 - (a) the Eligible Project is completed to the satisfaction of CCT;
 - (b) the Ultimate Recipient has satisfied all the conditions of this Agreement;
 - (c) the final report described in Subsection 7.2(d) has been submitted to the satisfaction of CCT;
 - (d) audits and site visits, where required by CCT, have been completed to the satisfaction of CCT; and
 - (e) CCT has approved the final claim described in Subsections 7.2 and 7.3.

- 6. **Administrative Costs.** 'Administrative Costs' are eligible up to a maximum of ten percent (10%) of the total funding disbursed. Should the project come in under budget, any assistance thereof may be adjusted accordingly to ensure that they do not exceed the ten percent (10%) limit by the Completion Date. Administrative expenses refer to the costs incurred to support the functioning of the project.

7. Claims and Payments.

- 7.1 The Ultimate Recipient shall maintain accounting records that account for the Funding paid to the Ultimate Recipient and the related Eligible Project costs in respect of this Agreement, separate and distinct from any other sources of funding.
- 7.2 The Ultimate Recipient shall submit weekly claims in accordance with Sections 7.4 and 7.5 of this Agreement as stated below, up to ninety percent (90%) of the maximum Funding amount, at which point CCT will withhold the remaining ten percent (10%). The remaining Funding will be released upon submission of a) a final claim by the Ultimate Recipient of Eligible Costs incurred during the Eligibility Period in a form satisfactory to CCT and in accordance with Annex 2 – Costing Memorandum Guideline, and b) a Final Report as outlined in Annex 5 – Final Agreement of this Agreement. The final claim will include the following information:

- (a) a final statement of total Eligible Project costs;
- (b) a statement of total government assistance (federal, provincial and municipal assistance) received or requested towards the Eligible Costs;
- (c) an itemized summary by cost category of Eligible Costs incurred substantially in the form prescribed by CCT;
- (d) a final report on the Eligible Project in accordance with Annex 5 – Claim Form and Final Report;
- (e) certification of the claim by the Ultimate Recipient, confirming the accuracy of the claim and all supporting information provided;
- (f) if applicable, a certification by a director or officer of the Ultimate Recipient that any environmental mitigation measures that may be set out in this Agreement have been implemented; and
- (g) any other substantiating documentation (including without limitation, any invoice or proof of payment), as may be required by CCT.

7.3 The Ultimate Recipient shall submit the final claim for reimbursement of Eligible Costs incurred to the satisfaction of CCT no later than 14 days after the Completion Date or the date the Eligible Project is completed to the satisfaction of CCT, whichever is earlier. CCT shall have no obligation to pay any claims submitted after this date.

7.4 **Payment Procedures for Pending Actual Expenses.** Subject to the maximum Funding amounts set forth in Subsection 5.1 and all other conditions contained in this Agreement, CCT shall disburse funds to the Ultimate Recipient based on actual costs procured but not yet paid. These costs shall be deemed Pending Actual Expenses. Payment procedure is as follows:

- (a) Pending Actual Expenses shall be summarized in a Claim Form to be provided to the Ultimate Recipient by CCT, and shall be submitted to CCT, along with copies of vendor or service provider invoices for the Pending Actual Expenses, on Monday of each week of the Eligibility Period (where applicable).
- (b) CCT, upon review and acceptance of this submission, shall disburse funds to the Ultimate Recipient accordingly and by direct deposit within three (3) business days. The Ultimate Recipient will then use these funds to pay vendors and service providers respectively. Payment to vendors or service providers **must not** be made by any third party. Funds must be paid from a bank or credit card account held by the Ultimate Recipient as an incorporated **for-profit** organization.
- (c) Upon payment of funds by the Ultimate Recipient, proof of payment must be submitted to CCT. Proof of payment can be one of the following:
 - a credit card or bank statement showing
 - corresponding charge, and
 - account holder name
 - a cancelled cheque
 - a statement or printout from the Ultimate Recipient's accounting system showing
 - vendor invoice entry, and
 - payment entry showing payment details
- (d) subsequent claims for Pending Actual Expenses shall be withheld until satisfactory proof of payment is received by CCT.

7.5 **Payment Procedures for Reimbursable Expenses.** Subject to the maximum Funding amounts set forth in Subsection 5.1 and all other conditions contained in this Agreement, CCT shall disburse funds to the Ultimate Recipient based on actual costs paid directly to the vendor or service provider. These costs shall be deemed Reimbursable Expenses. Payment procedure is as follows:

- (a) Reimbursable Expenses shall be summarized in a Claim Form to be provided to the Ultimate Recipient by CCT, and shall be submitted to CCT, along with copies of the paid vendor or service provider invoices for the Reimbursable Expenses on Monday

of each week of the Eligibility Period (where applicable). Claims will be accompanied by proof of payment as described above in section 7.4 (c). Payment to vendors or service providers **must not** be made by any third party. Funds must be paid from a bank or credit card account held by the Ultimate Recipient as an incorporated **for-profit** organization.

- (b) CCT, upon review and acceptance of this submission, shall disburse funds to the Ultimate Recipient accordingly and by direct deposit within three (3) business days.

7.6 **Overpayment or Non-entitlement.** Where, for any reason, the Ultimate Recipient is not entitled to all or part of the Funding or the amount paid to the Ultimate Recipient exceeds the amount to which the Ultimate Recipient is entitled, the Funding or the amount in excess, as the case may be, shall constitute a debt due to CCT and shall be recovered as such from the Ultimate Recipient. The Ultimate Recipient shall repay CCT within twenty (20) calendar days from the date of CCT's notice, the amount of the Funding disbursed or the amount of the overpayment, as the case may be, together with any interest that may be calculated in accordance with this Agreement. The Ultimate Recipient acknowledges that CCT will not be financially responsible for any ineligible expenditures or cost and schedule overruns for an Eligible Project.

7.7 **Revenue Earned.** If the Ultimate Recipient earns any interest as a consequence of any advance payment of the Funding or earns any revenue from all or part of the activities supported by the Funding, other than that interest or revenue which is used to pay for all or part of the Eligible Costs incurred by the Ultimate Recipient during the Eligible Project, CCT may in CCT's absolute discretion reduce the Funding by all or by such portion of the revenue as deemed appropriate.

8. **Records, Reporting, Monitoring and Audit.**

8.1 The parties agree to maintain proper and accurate accounts and records of the Eligible Project for a minimum of seven (7) years after the date of completion of the Eligible Project.

8.2 The Ultimate Recipient agrees to provide CCT with the reports in the form prescribed by CCT and satisfactory to CCT in scope and detail, in order to allow CCT to assess the progress of the Eligible Project. Reports will be submitted on the dates described in the reporting schedule provided by CCT. CCT may reassess the reporting frequency from time to time at CCT's sole discretion and notify the Ultimate Recipient of any changes.

8.3 Upon request of the Minister and at no cost to the Minister, the Ultimate Recipient shall promptly elaborate upon any report submitted or provide such additional information as may be requested.

8.4 The Minister may request a copy of any report or publication produced as a result of this Agreement or the Eligible Project, whether interim or final, as soon as it becomes available.

8.5 The Minister shall have the right to audit, or cause to have audited, the accounts and records of the Ultimate Recipient and to have a right of access to Eligible Project site and the books and accounts of the Ultimate Recipient. To this end, the Ultimate Recipient shall, at its own expense and for the duration of the Control Period:

- (a) preserve and make available for audit and examination by CCT and the Minister proper books, accounts and records of the Eligible Project costs, wherever such books and records may be located, and permit CCT and the Minister to conduct such independent audits and evaluations as CCT's or the Minister's discretion may require;
- (b) upon reasonable notice and after consultation with the Ultimate Recipient, permit CCT and the Minister reasonable access to the Eligible Project site and/or the Ultimate Recipient's premises and documents in order to inspect and assess the progress and results of the Eligible Project and compliance with the terms of this Agreement; and
- (c) supply promptly, on request, such other reports or data in respect of the Eligible Project and its results, as CCT or the Minister may require for purposes of this Agreement and for statistical and/or evaluation purposes.

8.6 **Auditor General of Canada.** The Ultimate Recipient acknowledges that the Auditor General of Canada may, at the Auditor General's cost, after consultation with CCT, conduct

an inquiry under the authority of Subsection 7.1 (1) of the *Auditor General Act* in relation to this Agreement (as defined in Subsection 42(4) of the *Financial Administration Act*) with respect to the use of funds received. For purposes of any such inquiry undertaken by the Auditor General, the Ultimate Recipient shall provide, upon request and in a timely manner to the Auditor General or anyone acting on behalf of the Auditor General:

- (a) all records held by the Ultimate Recipient or by agents or contractors of the Ultimate Recipient, relating to this Agreement and use of the Funding; and
- (b) such further information and explanations as the Auditor General, or anyone acting on behalf of the Auditor General, may request relating to this Agreement and/or the Contribution.

9. Public Communications.

- 9.1 The Ultimate Recipient consents to being contacted directly by CCT and/or the Minister in relation to success stories, announcements, ceremonies and other communications activities.
- 9.2 The Ultimate Recipient acknowledges the federal government's role in the funding provided through this Agreement.
- 9.3 The Ultimate Recipient consents to a public announcement of their project by or on behalf of the Minister in the form of a news release and/or event.
- 9.4 The Minister, through FedDev and CCT, shall inform the Ultimate Recipient of the date the public announcement is to be made, and the Ultimate Recipient shall maintain the confidentiality of the funding agreement until such date.
- 9.5 The Ultimate Recipient consents to the participation of the Minister or the Minister's representatives at the announcement event of the Eligible Project, and to have the event take place on a day mutually agreed upon by the Ultimate Recipient and the Minister or its representatives.
- 9.6 The Ultimate Recipient agrees to a media/public event upon completion of the Eligible Project with the Minister or the Minister's designated representatives at mutually agreeable venue, time and date.
- 9.7 The Ultimate Recipient agrees to display promotional material and/or signage provided by FedDev at the event.

10. Indemnification and Limitation of Liability.

- 10.1 The Ultimate Recipient shall at all times indemnify and save harmless CCT and Her Majesty, its officers, officials, employees and agents, from and against all claims and demands, losses, costs, damages, actions, suits or other proceedings (including, without limitation, those relating to injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights) by whomsoever brought or prosecuted, or threatened to be brought or prosecuted, in any manner based upon or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights, caused by, or arising directly or indirectly from:
 - (a) the Eligible Project, its operation, conduct or any other aspect thereof;
 - (b) the performance or non-performance of this Agreement, or the breach or failure to comply with any term, condition, representation or warranty of this Agreement by the Ultimate Recipient, their officers, employees and agents, or by a third party or its officers, employees, or agents;
 - (c) the design, construction, operation, maintenance and repair of any part of the Eligible Project; and
 - (d) any omission or other wilful or negligent act or delay of the Ultimate Recipient or a third party and their respective employees, officers, or agents, except to the extent to which such claims and demands, losses, costs, damages, actions, suits, or other proceedings relate to the negligent act or omission of an officer, official, employee, or agent of CCT or of Her Majesty, in the performance of his or her duties.

10.2 CCT shall have no liability under this Agreement, except for payments of the Funding in accordance with and subject to the provisions of this Agreement. Without limiting the generality of the foregoing, CCT and the Minister shall not be liable for any direct, indirect, special or consequential damages, or damages for loss of revenues or profits of the Ultimate Recipient.

11. Environmental.

11.1 The Ultimate Recipient represents and warrants that the Eligible Project is not a “designated project” or a “project” under the applicable federal environmental and impact assessment legislation.

11.2 Construction or any other physical activity that is carried out in relation to the Eligible Project, including site preparation, will not be undertaken or will be suspended and no funds or additional funds will be payable by CCT to the Ultimate Recipient for the Eligible Project unless and until the requirements under the applicable federal environmental or impact assessment legislation are met and continue to be met:

(a) where the Eligible Project is a “designated project” under the applicable federal environmental or impact assessment legislation,

(i) a decision pursuant to that legislation is made indicating that no environmental or impact assessment is required for the Eligible Project; or

(ii) a decision statement in respect of the Eligible Project is issued to the Ultimate Recipient indicating that:

A. the Eligible Project is not likely to cause significant adverse environmental effects;

B. the Eligible Project is likely to cause significant adverse environmental effects that the Governor in Council decides are justified in the circumstances, which decision statement may contain conditions in respect of the Eligible Project; or

C. the adverse effects with respect to the impact assessment of the Eligible Project are in the public interest,

(b) where the Eligible Project is a “project” under the applicable federal environmental or impact assessment legislation, a determination that the carrying out of the Eligible Project:

(i) is not likely to cause significant adverse environmental effects; or

(ii) is likely to cause significant adverse environmental effects and the Governor in Council decides that those effects are justified in the circumstances, and

(c) where relevant the requirements under any applicable agreements between Her Majesty and Indigenous groups.

11.3 The Ultimate Recipient will provide the Minister with reasonable access to any Eligible Project site, for the purpose of ensuring that the terms and conditions of any environmental approval are met, and that any required conditions, mitigation measures, monitoring or program follow up have been carried out.

11.4 If, as a result of changes to the Eligible Project or otherwise, the Minister is of the opinion that an environmental or impact assessment or a subsequent determination is required for the Eligible Project, the Ultimate Recipient agrees that construction of the Eligible Project or any other physical activity that is carried out in relation to the Eligible Project, including site preparation, will not be undertaken or will be suspended and no funds or additional funds will become or will be payable by CCT or the Minister to the Ultimate Recipient for the Eligible Project unless and until:

(a) where the Eligible Project is a “designated project” under the applicable federal environmental or impact assessment legislation;

(i) a decision pursuant to that legislation is made indicating that no environmental or impact assessment is required for the Eligible Project; or

- (ii) a decision statement in respect of the Eligible Project is issued to CCT or Ultimate Recipient indicating that:
 - A. the Eligible Project is not likely to cause significant adverse environmental effects;
 - B. the Eligible Project is likely to cause significant adverse environmental effects that the Governor in Council decides are justified in the circumstances, which decision statement may contain conditions in respect of the Eligible Project; or
 - C. the adverse effects with respect to the impact assessment of the Eligible Project are in the public interest,
- (b) where the Eligible Project is a “project” under the applicable federal environmental or impact assessment legislation, a determination that the carrying out of the Eligible Project:
 - (i) is not likely to cause significant adverse environmental effects; or
 - (ii) is likely to cause significant adverse environmental effects and the Governor in Council decides that those effects are justified in the circumstances, and
- (c) where relevant the requirements under any applicable agreements between Her Majesty and Indigenous groups are met and continue to be met:

11.5 **Indigenous consultation.** The Ultimate Recipient acknowledges that CCT’s obligation to provide the Funding is conditional upon Her Majesty satisfying any obligation that Her Majesty may have to consult with or to accommodate any Indigenous groups, which may be affected by the terms of this Agreement.

12. Representations and Covenants.

12.1 **Representations.** The Ultimate Recipient represents and warrants that:

- (a) it is a **for-profit organization**, duly incorporated and validly existing and in good standing under the laws of the Province of Ontario, and it has the power and authority to carry on its business, to hold its property and to enter into this Agreement. The Ultimate Recipient warrants that it shall remain as such for the duration of this Agreement;
- (b) the execution, delivery and performance of this Agreement have been duly and validly authorized by the necessary corporate actions of the Ultimate Recipient and when executed and delivered by the Ultimate Recipient, this Agreement constitutes a legal, valid and binding obligation of the Ultimate Recipient, enforceable against it in accordance with its terms;
- (c) this Agreement constitutes a legally binding obligation of the Ultimate Recipient, enforceable against it in accordance with its terms, subject as to enforcement of remedies to applicable bankruptcy, insolvency, reorganization and other laws affecting generally the enforcement of the rights of creditors and subject to a court's discretionary authority with respect to the granting of a decree, ordering specific performance or other equitable remedies;
- (d) the execution and delivery of this Agreement and the performance by the Ultimate Recipient of its obligations hereunder will not, with or without the giving of notice or the passage of time or both:
 - (i) violate the provisions of the Ultimate Recipient’s by-laws, any other corporate governance document subscribed to by the Ultimate Recipient or any resolution of the Ultimate Recipient;
 - (ii) violate any judgment, decree, order or award of any court, government agency, regulatory authority or arbitrator; or
 - (iii) conflict with or result in the breach or termination of any material term or provision of, or constitute a default under, or cause any acceleration under, any license, permit, concession, franchise, indenture, mortgage, lease,

equipment lease, contract, permit, deed of trust or any other instrument or agreement by which it is bound.

- (e) there are no actions, suits, investigations or other proceedings pending or, to the knowledge of the Ultimate Recipient, threatened and there is no order, judgment or decree of any court or governmental agency, which could materially and adversely affect the Ultimate Recipient's ability to carry out the activities contemplated by this Agreement;
- (f) it has obtained or will obtain all necessary licences and permits in relation to the Eligible Project, which satisfy the requirements of all regulating bodies of appropriate jurisdiction;
- (g) it owns or holds sufficient rights in any intellectual property required to carry out the Eligible Project;
- (h) the description of the Eligible Project in Annex 1 – Statement of Work is complete and accurate; and
- (i) it is located in the regions of York, Durham and/or Headwaters.

12.2 Covenants. The Ultimate Recipient covenants and agrees that:

- (a) it shall use the Funding solely and exclusively to support the Eligible Costs of the Eligible Project, and shall carry out the Eligible Project in accordance with the description in Annex 1 – Statement of Work, in a diligent and professional manner, using qualified personnel;
- (b) it shall obtain the prior written consent of CCT before making any material change to any aspect of the Eligible Project or to the management of the Eligible Project or the Ultimate Recipient; and
- (c) it shall acquire and manage all equipment, services and supplies required for the Eligible Project in a manner that ensures the best value for funds expended.

12.3 Renewal of Representations. It is a condition precedent to any disbursement under this Agreement that the representations and warranties contained in this Agreement are true at the time of payment and that the Ultimate Recipient is not in default of compliance with any terms of this Agreement.

13. Official Languages.

13.1 The Ultimate Recipient acknowledges and understands that:

- (a) any public acknowledgment of FedDev's support for the TRF Program must be expressed in both official languages;
- (b) all TRF Program information must be developed and made available in both official languages; and
- (c) all signage related to the TRF Program must be in both official languages.

13.2 The Ultimate Recipient agrees that it will consider the needs of the official language minority community in developing the Eligible Project and related services, acknowledge FedDev's support for the Eligible Project in English and French, and specifically invite the official language minority community to participate in the development and implementation of the Eligible Project, if applicable.

14. Default and Remedies.

14.1 Event of Default. CCT may declare that an Event of Default has occurred if:

- (a) the Ultimate Recipient has failed or neglected to pay CCT any amount due in accordance with this Agreement;
- (b) the Eligible Project is not meeting its objectives or milestones as set out in Annex 1 – Statement of Work, is not completed to CCT's satisfaction by the Completion Date or the Eligible Project is abandoned in whole or in part;

- (c) the Ultimate Recipient makes a materially false or misleading statement concerning support by CCT, FedDev or the Minister in any internal and/or public communication, other than in good faith;
- (d) the Ultimate Recipient becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute, from time to time in force, relating to bankrupt or insolvent debtors;
- (e) an order is made or the Ultimate Recipient has passed a resolution for the winding up of the Ultimate Recipient, or the Ultimate Recipient is dissolved;
- (f) the Ultimate Recipient has, in the opinion of CCT, ceased to carry on business or has sold, disposed or transferred all or substantially all of its assets;
- (g) the Eligible Project is carried out outside of York, Durham and/or Headwaters, unless an exception is set out in Annex 1 – Statement of Work;
- (h) the Ultimate Recipient has submitted false or misleading information, or has made a false or misleading representation to CCT in this Agreement or in its application for the Funding;
- (i) the Ultimate Recipient has not, in the opinion of CCT, met or satisfied a term or condition of this Agreement;
- (j) the Ultimate Recipient has not met or satisfied a term or condition under any other agreement of any kind with CCT;
- (k) the Ultimate Recipient is not eligible or is otherwise not entitled to the Funding; or
- (l) the Ultimate Recipient has not complied with the reporting, monitoring, audit and evaluation requirements, specified in this Agreement.

14.2 **Notice of Breach and Rectification Period.** CCT will not declare that an Event of Default has occurred unless it has given prior written notice to the Ultimate Recipient of the occurrence, which in CCT's opinion constitutes an Event of Default. The Ultimate Recipient shall, within such period of time as CCT may specify in the notice, either correct the condition or event or demonstrate, to the satisfaction of CCT, that it has taken such steps as are necessary to correct the condition, failing which CCT may declare that an Event of Default has occurred. During the period of time specified in the notice, CCT may suspend payment of any claim submitted before or after the date of notice.

14.3 **Remedies.** If CCT declares that an Event of Default has occurred, CCT may immediately exercise any one or more of the following remedies, in addition to any remedy available at law:

- (a) terminate the Agreement, including any obligation by CCT to make any payment under this Agreement, including any obligation to pay an amount owing prior to such termination;
- (b) suspend any obligation by CCT to make any payment under this Agreement, including any obligation to pay an amount owing prior to such suspension; and
- (c) require the Ultimate Recipient to repay forthwith to CCT all or part of the Funding, and that amount is a debt due to CCT and may be recovered as such.

15. Project Assets and Intellectual Property.

15.1 Title to and ownership of any assets the cost of which has been contributed to by Funding under this Agreement shall be determined by CCT in accordance with the FedDev Agreement, CCT's policy on intellectual property, and any applicable Canadian law.

16. General.

16.1 **No Assignment of Agreement.** Neither this Agreement nor any part thereof shall be assigned by the Ultimate Recipient, without the prior written consent of CCT.

16.2 **Successors and Assigns.** This Agreement is binding upon the Ultimate Recipient, its successors and permitted assigns.

- 16.3 **Entire Agreement.** This Agreement comprises the entire agreement between the parties. No prior document, negotiation, provision, undertaking or agreement in relation to the subject matter of this Agreement has legal effect. No representation or warranty, whether express, implied or otherwise, has been made by CCT to the Ultimate Recipient, except as expressly set out in this Agreement.
- 16.4 **Confidentiality.** Subject to the law and this Agreement, the Parties shall keep confidential and shall not disclose the contents of this Agreement or the transactions contemplated hereby, without the consent of all Parties.
- 16.5 **Governing Law.** This Agreement shall be subject to and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 16.6 **Dispute Resolution.** If a dispute arises concerning the application or interpretation of this Agreement, the Parties shall attempt to resolve the matter through good faith negotiation, and may, if necessary and the Parties consent in writing, resolve the matter through mediation or by arbitration, by a mutually acceptable mediator or arbitration in accordance with the Commercial Arbitration Code set out in the schedule to the *Commercial Arbitration Act* (Canada), and all regulations made pursuant to that Act.
- 16.7 **No Amendment.** No amendment to this Agreement shall be effective unless it is made in writing and signed by the parties hereto.
- 16.8 **No Agency.** No provision of this Agreement or action by the Parties will establish or be deemed to establish any partnership, joint venture, principal-agent or employer-employee relationship in any way, or for any purpose, between CCT and the Ultimate Recipient, or between CCT and a third party. The Ultimate Recipient is not in any way authorized to make a promise, agreement or contract and to incur any liability on behalf of CCT, nor shall the Ultimate Recipient make a promise, agreement or contract and incur any liability on behalf of CCT, and shall be solely responsible for any and all payments and deductions, required by the applicable laws.
- 16.9 **No Waiver.** Any tolerance or indulgence demonstrated by one Party to the other, or any partial or limited exercise of rights conferred on a Party, shall not constitute a waiver of rights, and unless expressly waived in writing the Parties shall be entitled to exercise any right and to seek any remedy, available under this Agreement or otherwise at law. Either Party may, by notice in writing, waive any of its rights under this Agreement.
- 16.10 **Public Dissemination.** All reports and other information that CCT or the Minister collects, manages or has a right to receive or produce in accordance with this Agreement, or that the Ultimate Recipient collects, creates, manages and shares with CCT or the Minister, shall be deemed to be “**Canada Information**”. The Minister shall have the right, subject to the provisions of the *Access to Information Act*, to release to the public, table before Parliament, or publish by any means, any Canada Information, including such excerpts or summaries of the Canada Information as he may, from time to time, decide to make.
- 16.11 **No conflict of interest.** The Ultimate Recipient and its consultants and any of their respective advisors, partners, directors, officers, shareholders, employees, agents and volunteers shall not engage in any activity where such activity creates a real, apparent or potential conflict of interest in the sole opinion of CCT, with the carrying out of the Eligible Project. For greater certainty, and without limiting the generality of the foregoing, a conflict of interest includes a situation where anyone associated with the Ultimate Recipient owns or has an interest in an organization that is carrying out work related to the Eligible Project.
- 16.12 **Disclose potential conflict of interest.** The Ultimate Recipient shall disclose to CCT without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.
- 16.13 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term of the agreement between the Parties is found to be or becomes invalid or unenforceable, whether in whole or in part, such provision or part thereof declared invalid or unenforceable shall be deemed to be severable and shall be deleted from this Agreement and all remaining terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.14 **Business Information.** Notwithstanding anything else contained in this Agreement, CCT and the Minister shall be given the right to the use of any of the Ultimate Recipient’s publicly available business information about the Eligible Project (e.g. brochures, awareness, packages, etc.).

16.15 **Tax.** The Ultimate Recipient acknowledges that financial assistance from government programs may have tax implications for its organization and that advice should be obtained from a qualified tax professional.

17. **Notices.**

17.1 Any notice, information or document required under this Agreement shall be effectively given, if delivered or sent by letter or email (postage or other charges prepaid). Any notice that is delivered shall be deemed to have been received on delivery; any notice sent by email shall be deemed to have been received when sent, any notice that is mailed shall be deemed to have been received eight (8) calendar days after being mailed.

17.2 All notices must be sent to the following addresses:

| To CCT: | To the Ultimate Recipient: |
|--|--|
| Central Counties Tourism PO Box 98003, 2727 Courtice Rd., Courtice, ON L1E 3A0 | Toronto and Region Conservation Authority 5 Shoreham Drive Downsview, ON M3N 1S4 |
| Attention: Chuck Thibeault Executive Director Phone: 905.940.9999 x 1 Email: cthibeault@centralcounties.ca | Attention: Laura Vanderluit Project Manager, Marketing Phone: 647.388.5211 Email: lvanderluit@trca.on.ca |

17.3 Each of the parties may change the address, which they have stipulated in this Agreement by notifying in writing the other party of the new address, and such change shall be deemed to take effect fifteen (15) calendar days after receipt of such notice.

18. **Counterparts and Electronic Signature**

18.1 This Agreement, including any agreement, document, instrument or certificate delivered by or on behalf of any party in connection with this Agreement, may be executed by the parties in counterparts and all such counterparts shall together constitute one and the same instrument. Counterparts may be delivered via facsimile, electronic mail (including portable document format or any electronic signature complying with applicable law, e.g., www.docuSign.com) or other transmission method and any counterpart so delivered is deemed to have been duly and validly delivered and be valid and effective for all purposes.

IN WITNESS WHEREOF the parties hereto have executed this Agreement through authorized representatives.

**ZONE 6 REGIONAL TOURISM
ORGANIZATION
O/A CENTRAL COUNTIES TOURISM**

By: _____
Name: Chuck Thibeault
Title: Executive Director
I have authority to bind the Corporation.

Date: _____

[]

By: _____
Name: _____
Title: _____
I have authority to bind the Corporation.

Date: _____

Statement of work in the form of application to be added here

CENTRAL COUNTIES TOURISM RELIEF FUND PROGRAM ULTIMATE RECIPIENT AGREEMENT

ANNEX 2 – COSTING MEMORANDUM GUIDELINE

1. General Conditions.

- 1.1 Costs are Eligible Costs for the purposes of this Agreement only if they are, in the opinion of CCT and FedDev:
 - (a) directly related to the intent of the Eligible Project;
 - (b) reasonable;
 - (c) appear in Annex 1 – Statement of Work; and,
 - (d) are incurred between the Eligibility Date and the Completion Date.
- 1.2 Costs submitted for payment or reimbursement must be net of any refund or eligible tax credits (including HST).
- 1.3 Costs incurred by way of the exercise of an option to purchase or hire are eligible, only if the exercise of the option is at the sole discretion of the Ultimate Recipient and the option has been exercised and the costs incurred between the Eligibility Date and the Completion Date.
- 1.4 The costs of all goods and services acquired from an entity which, in the opinion of CCT, is not at arm's length from the Ultimate Recipient, shall be valued at the cost which, in the opinion of CCT, represents the fair market value of such goods or services, which cost shall not include any mark up for profit or return on investment.
- 1.5 No cost described in Subsection 1.4 above shall be eligible for inclusion in Eligible Costs, unless the Ultimate Recipient causes the supplying entity to maintain proper books, accounts and records of the costs related to the Sub- Project, and to provide CCT and FedDev access to such books, accounts and records.

2. Consultants

- 2.1 The direct costs of studies and/or services carried out by a private contractor or consultant are Eligible Costs.
- 2.2 Where a particular contractor or consultant has been specified in the Agreement, and the Ultimate Recipient wishes to proceed with the Eligible Project using another contractor or consultant, prior consultation with CCT is advised to ensure eligibility.
- 2.3 The cost of the services of any consultant that is not, in the opinion of CCT, at arm's length from the Ultimate Recipient, shall not be Eligible Costs.

3. Calculation of Direct Labour

- 3.1 Labour and benefit costs claimed by the Ultimate Recipient as direct Eligible Costs toward the Eligible Project will include only that time worked directly on the Eligible Project at the payroll rate and excludes indirect time, non-project related time, holidays, vacation, bonuses, paid sickness, etc., except as noted below. Paid overtime, where considered reasonable in the opinion of CCT, may be claimed. Time off in lieu of payment is not eligible. Time claimed will normally be expressed in hours.

- 3.2 The payroll rate is the actual gross pay rate for each employee (normal periodic remuneration before deductions). The payroll rate excludes all premiums (e.g. overtime, payment in lieu of vacation), shift differentials and any reimbursement or benefit conferred in lieu of salaries or wages except those noted below.
- 3.3 Claims relating to the employer's portion of the Ontario Workplace Safety and Insurance Board (WSIB), statutory benefits (e.g., Canada Pension Plan (CPP), Employment Insurance (EI) and vacation) and discretionary benefits (i.e., dental, extended health, disability and life insurance, pension plans, holiday and paid leave) negotiated as part of collective agreements or other salary and benefit packages shall be limited to the lesser of:
- (a) actual cost; and
 - (b) twenty percent (20%) of the payroll rate of each employee.
- 3.4 Benefits such as car allowances and other benefits beyond those listed above are not eligible.
4. Labour and benefit costs may not be claimed by the Ultimate Recipient as direct Eligible Costs toward the Eligible Project if these costs are being funded by another governing body, grant or partnership program, or charitable organization. To claim these labour and benefit costs as Eligible Costs, the Ultimate Recipient must show proof to CCT's satisfaction, which proof will be deemed acceptable at CCT's sole discretion, that these funds are being reallocated to other costs or projects not associated with the Eligible Project.

5. Sales Taxes

- 5.1 Eligible Costs do not include any harmonized sales tax (HST) unless the Ultimate Recipient does not claim Input Tax Credits. Where this is the case, Eligible Costs may include the portion of HST that is net any refund.

6. Ineligible Costs

- 6.1 For greater certainty, any costs that do not qualify as Eligible Costs in accordance with section 1 of this Annex, shall be ineligible for inclusion in the Eligible Costs. By way of example only, ineligible costs include, but are not limited to, the following:
- (a) costs of land, building or vehicle purchase;
 - (b) refinancing;
 - (c) costs of intangible assets such as goodwill, whether capitalized or expensed;
 - (d) depreciation or amortization expenses;
 - (e) interest on invested capital, bonds, debentures, or mortgages;
 - (f) bond discount;
 - (g) losses on investments, bad debts and any other debts;
 - (h) fines or penalties;

- (i) costs related to litigation;
- (j) non-incremental wages;
- (k) fees for administrators, including payments to any member or officer of the Ultimate Recipient's board of directors;
- (l) opportunity costs; and
- (m) lobbyist fees.

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Authorizing documents to be added here

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**CENTRAL COUNTIES TOURISM RELIEF FUND PROGRAM ULTIMATE RECIPIENT
AGREEMENT**

ANNEX 4 –FINAL REPORT

The Ultimate Recipient will be required to submit a Final Report that will include (without being limited to) the following information:

- Confirmation of total cash investment into the Eligible Project
- A list confirming all Project activity (milestones) successfully achieved by the Ultimate Recipient during the duration of the Eligible Project
- A narrative description of how the Eligible Project strengthened the Ultimate Recipient's position
- A list of new partnerships created as a result of the Eligible Project
- The number of Full Time Equivalent (FTE) jobs maintained/created and employees trained as a result of the Eligible Project
- Sales performance metrics including forward sales projections for one year (may not apply to select not-for-profit organizations)

and which may include, at CCT's discretion, the Ultimate Recipient's rating of the Funding Initiative in the form of a satisfaction survey.

This Final Report shall be submitted by the Ultimate Recipient no later than 14 days after the Completion Date or the date the Eligible Project is completed to the satisfaction of CCT, whichever is earlier.

CENTRAL COUNTIES TOURISM RELIEF FUND PROGRAM ULTIMATE RECIPIENT AGREEMENT

ANNEX 5 – FEDERAL VISIBILITY REQUIREMENTS

1. The Recipient agrees that its name, the amount of the Contribution and a description of the general nature of the activities supported under this Agreement may be made publicly available by the Minister for reasons of transparency and proactive disclosure.
2. The Recipient agrees to work together with CCT to develop a mutually agreed-upon Communications Plan, as determined, intended to maximize visibility of the support received from the Minister. The plan will include Government of Canada acknowledgment in public facing materials, including digital and other media/marketing content.
3. Specifically, the Ultimate Recipient agrees that website and marketing/communication materials for the Project will note the support from the Government of Canada through the Federal Economic Development Agency for Southern Ontario (FedDev Ontario). Results, success stories, and a breakdown in the distribution of funding provided under all activities of the Project will be included on the relevant websites (including blog posts) and social media content.
4. To promote the support received from the Minister, and to raise awareness of the Agency's ongoing work and impact across Southern Ontario, the Ultimate Recipient agrees to, at the request of the Agency:
 - Participate in and assist with the coordination of a public announcement of the Project in the form of an event and/or news release, as determined by the Minister. The Ultimate Recipient shall maintain the confidentiality of this Agreement until the public announcement takes place;
 - Highlight project achievements and milestones in the form of public events and/or news releases;
 - Celebrate Project completion/milestones in the form of a public event and/or news release, social media posts and/or success stories; and
 - Participate in and assist with activities and projects intended to demonstrate the Agency's impact across Southern Ontario, including, but not limited to: photo opportunities, site visits, success stories (in written and/or video formats), and promotion across available traditional and digital media platforms.

All public events requested by the Recipient are at the discretion of the Minister and will be supported by the Agency's Communications Branch. Notice of fifteen (15) business days must be given to the Minister for any public event.

For the activities listed above, the Minister may require access to the Recipient's location(s), but only insofar as trades secrets or sensitive material, such as intellectual property or proofs of concept that may exist under or be in the patent process, are not divulged.

5. The Ultimate Recipient agrees to include the appropriate "Government of Canada" wordmark and/or Agency funding acknowledgment in all publications and activities that describe or promote the products and services funded in whole or in part by this Agreement, including, but not limited to, news releases, web sites, social media, digital and print media marketing content. Official government identifiers are available on the Agency's website, and all use of these identifiers and funding acknowledgment must be approved by the Agency prior to publication. The Ultimate Recipient will provide the Agency with no less than ten (10) business days for the approval of all material prior to its release, unless otherwise agreed upon. The Ultimate Recipient will acknowledge the support received from Her Majesty in all

communication and promotional activities until twelve (12) months following the Project Completion Date.

FedDev Ontario has launched the Promotional guidelines and graphics webpage to provide resources and instruction to help funding recipients meet federal visibility requirements. All visibility inquiries can be directed to cthibeault@centralcounties.ca.

The Minister may, by notice in writing given to the Ultimate Recipient, require that recognition of the support provided by the Minister not be made in any public communication of the Ultimate Recipient.

Visibility requirements may be exempted in circumstances where public acknowledgment of Ministerial support is detrimental to the Recipient and/or the Project. These cases must be made known to the Minister.

CENTRAL COUNTIES TOURISM RELIEF FUND PROGRAM ULTIMATE RECIPIENT AGREEMENT

ANNEX 6 – DEFINITIONS AND INTERPRETATION

1. **Definitions and Interpretation.** The following definitions and rules of interpretation apply in this Agreement unless otherwise specified:
 - 1.1 **“Agreement”** means this ultimate recipient agreement, including any preamble, recitals, schedules, annexes and appendices to this agreement, as amended, supplemented or restated from time to time.
 - 1.2 **“Completion Date”** means the Eligible Project completion date, December 31, 2022.
 - 1.3 **“Control Period”** means the period of four (4) years following the period determined herein as the duration of the Agreement.
 - 1.4 **“Effective Date”** means the later of the last date of signature on the signature page of this Agreement.
 - 1.5 **“Eligible Costs”** means those costs incurred by the Ultimate Recipient which, in the opinion of CCT, are reasonable and required to carry out the Eligible Project.
 - 1.6 **“Eligible Project”** means the Ultimate Recipient’s Eligible Project as described in Annex 1 – Statement of Work.
 - 1.7 **“Eligibility Period”** means April 19, 2021¹ to December 31, 2022.
 - 1.8 **“FedDev”** has the meaning given to it in the Preamble.
 - 1.9 **“FedDev Agreement”** has the meaning given to it in the Preamble.
 - 1.10 **“Fiscal Year”** means the Government of Canada’s fiscal year beginning on April 1 of a year and ending on March 31 of the following year.
 - 1.11 **“Funds and Funding”** mean the funds initially contributed to CCT pursuant to the FedDev Agreement and subsequently delivered by CCT to the Ultimate Recipient on behalf of FedDev for the carrying out of the Eligible Project.
 - 1.12 **“Minister”** means the Minister responsible for FedDev, or any one or more of the Minister’s representatives.
 - 1.13 **“SOPP”** has the meaning given to it in the Preamble.
 - 1.14 **“TRF Program”** has the meaning given to it in the Preamble.
 - 1.15 **Singular/Plural.** Wherever from the context it appears appropriate, each term stated in either the singular or plural shall include the singular and the plural.
 - 1.16 **Inconsistency.** In case of inconsistency or conflict between a provision contained in the part of the Agreement preceding the signatures and a provision contained in any

of the annexes to this Agreement, the provision contained in the part of the Agreement preceding the signatures will prevail.

- 1.17 **Captions and Headings.** Captions and headings of the paragraphs of this Agreement are for convenience and reference only, and the words contained in those captions shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement. The language in all parts to this Agreement, in all cases, shall be construed in accordance with the fair meaning of that language as if that language was prepared by all parties and not strictly for or against any party.

REPORT TO COUNCIL

To: Warden Mills and Members of County Council

From: Anna McGregor, Director of Community Services

Meeting Date: August 18, 2022

Subject: **Canada-Wide Early Years and Child Care System (CWELCC) Update**

In Support of Strategic Plan Priorities and Objectives:

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

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

Purpose

This report provides an update on the implementation of the Canada-Wide Early Learning and Child Care (CWELCC) System. It also outlines a change to the Child Care Fee Subsidy program to eliminate the daily maximums to align with the new provincial guidelines established under CWELCC.

Background & Discussion

On March 28, 2022, the Provincial and Federal Governments announced they signed a \$13.2 billion agreement to lower licensed child care fees for families and deliver an average of \$10 a day child care by September 2025.

As the Service System Manager for Child Care and Early Years Services, it is the responsibility of the County's Early Years and Child Care Division to implement the new agreement referred to as the Canada-Wide Early Learning and Child Care (CWELCC) System, as shared with Council in report CC 2022-04-14.

The goals of CWELCC are to: offer financial relief through lower licensed child care fees for children under six (6) years of age, beginning with a reduction of 25% of fees in 2022; strengthen and stabilize the early learning and child care workforce; create additional high quality and affordable licensed child care spaces; address barriers to provide inclusive early learning and child care services; ensure a fair, equitable, transparent and consistent approach to the implementation of the CWELCC system; and increase wage compensation for low wage earners to support the recruitment and retention of Registered Early Childhood Educators (RECEs). A separate report that specifically provides details on the Workforce strategy will be provided at the next committee cycle.

Since the CWELCC announcement, significant work has been conducted by the County's Early Years and Child Care (EYCC) Division to prepare for and initiate the implementation of CWELCC in Dufferin County. This work was done in consultation with the Ministry of Education, other municipal Service System Managers, and Dufferin Child Care Licensees. It has been and continues to be an evolving process. Additional information and direction on how to implement the new system continues to come from the province.

Of note, the Ontario Child Care Management System (OCCMS) which supports the administration of provincial funding such as Child Care Fee Subsidy, and soon to be CWELCC, is expected to be updated early to mid October 2022. Service Managers and Providers have been advised to wait until the necessary upgrades have been completed before entering any CWELCC details into the system.

CWELCC Communication

Staff within the County's Early Years and Child Care (EYCC) Division held several information sessions with Licensees within Dufferin to hear their thoughts and concerns on the CWELCC agreement. A Dufferin CWELCC 'Q&A' document was developed, and is continually updated as needed, to address questions that arise. Staff also provided status update letters in May and July to inform eligible parents about the CWELCC System in Dufferin.

CWELCC Application for Licensed Child Care Operators

A CWELCC application form was developed by staff, with guidance from the Ministry of Education (EDU) and launched on July 21, 2022. The application will be used by Licensees to submit information and request the County's approval to enrol in CWELCC. Licensees must submit their application to the Early Years and Child Care Division no later than September 1, 2022.

Licensees have the option to opt-out (i.e., not enrol) in CWELCC for 2022, if they wish. At this time, most of the County's thirteen (13) Licensees (11 centres and 2 licensed home childcare providers) in Dufferin have indicated that they plan to enrol in CWELCC this year.

As part of the approval process, a Financial Viability tool will be used to assess Financial Viability of the Operators, which is a requirement of the province for enrolment.

CWELCC Policy

A comprehensive policy for CWELCC was written by staff, with guidance from the Ministry of Education, and communicated on July 21, 2022, for use by the Licensees. The policy accompanies the application form and informs the Licensees of all guidelines and requirements to which they are expected to adhere to be approved to enrol in CWELCC, receive funding, and maintain their enrolment status in good standing.

Application Approvals and Next Steps

Following submission of the application forms, staff will review and approve the applications. This is expected to take place by the end of September. Once Licensees have been approved, they will be required to sign a modified (expanded) Service Agreement with the County to enrol in CWELCC. Funding calculations will be conducted by the County with CWELCC funding will then begin to flow to the Licensees to cover the 25% reduced fees for eligible families and for wage compensation for eligible RECE staff.

Fee Subsidy Municipal Maximum Elimination

Funding distributed under the CWELCC System will reduce fees for eligible children for full fee-paying parents and it will also reduce the parental contribution (where applicable) for eligible children participating in the Child Care Fee Subsidy program. Therefore, a change to the Child Care Fee Subsidy program is needed to eliminate the current daily municipal maximum rates set by the County, to align with the provincial guidelines established under CWELCC.

Historically, the County has implemented maximum municipal per diem rate(s) for Child Care Fee Subsidy, based on the median market rate (fee) charged by Dufferin licensed childcare providers.

The County increased the maximum municipal per diem rates several times, in 2015, 2017, and annually for the past three years, to meet the current median market rate and, thus, reduce the gap between the maximum municipal rates and childcare Licensee rates. See report CC 2019-10-10 Municipal Maximum Rate Updates for Child Care Fee Subsidy. This gap was being paid by families who were eligible for a full subsidy as a parental contribution; however, CWELCC will now cover the full gap that occurred where a centre rate was higher than the County's municipal maximums for children under age six (6) and the parents will no longer have to pay this.

As a result, the County of Dufferin's municipal per diem rates will become irrelevant for CWELCC eligible children and will be eliminated. The municipal maximums will also be eliminated for children aged six (6) and over for consistency.

Removal of the municipal maximums will only impact the Fee Subsidy budget for children who are older than six (6) years of age, for families paying the difference between the centre rate and the municipal maximum. The additional cost to the Fee Subsidy budget is estimated at approximately \$25,000, which can be managed within the existing funding envelope.

For children six (6) years of age and younger, CWELCC funding will cover the difference and therefore will not have an impact on the Fee Subsidy budget.

Impact to Families in Dufferin

The implementation of the CWELCC System in Dufferin County will significantly reduce the fees paid by families of children under the age of six (6) who are eligible for reduced fees under the CWELCC system.

As of the date of the signed agreement (between the Licensee and the County) Licensees will have set timelines within which they must (a) provide eligible parents with a 25% reimbursement of fees paid retroactive to April 1, 2022 (within 60 days) and (b) start charging their new 25% reduced fees to parents going forward (within 31 days).

The elimination of Municipal Maximum Rates for Child Care Fee Subsidy will better assist families of both children eligible for CWELCC and children aged six (6) and older who are not considered eligible for reduced parent fees under the CWELCC system.

Financial, Staffing, Legal, or IT Considerations

The CWELCC system is in addition to the Child Care Subsidy program. The 2022 funding allocation for CWELCC for the County is almost \$3.4 million. This includes funding for the fee reduction, administration, and wage compensation.

Currently, there is no impact to tax levy. However, it must be noted that the funding formula for 2023 with associated guidelines are currently unknown. When more details are provided by the province, the funding and program parameters will be reviewed and updated as needed.

Recommendation

THAT the report of the Director, Community Services, titled Canada-Wide Early Years and Child Care System (CWELCC) Update, dated August 18, 2022, be received.

Respectfully Submitted By:

Anna McGregor
Director, Community Services



REPORT TO COUNCIL

To: Warden Mills and Members of Council

From: Brenda Wagner, Administrator

Meeting Date: August 18, 2022

Subject: **Replacement of Front Entrance Canopy, Walkway and Gardens
– Additional Work Required**

In Support of Strategic Plan Priorities and Objectives:

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

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

Purpose

The purpose of this report is to inform Council in regards to tender T2021 DO-21-02, Front Canopy, Walkway and Garden Replacement at Dufferin Oaks Long Term Care Home, that additional work not included in the original tender is required to complete the project.

Background & Discussion

In 2019, council approved the replacement of the Front walkway, canopy and gardens as part of the 2020 capital work plan. As part of the project, Stempski Kelly Associates Inc. was contracted to develop the overall design inclusive of industry pricing and assistance with reviewing contractors' bids.

Upon a review of the tenders, Avion Construction Group Inc. was awarded the bid as the lowest compliant bid with a bid of \$269,501.61 inclusive of HST. Construction has been completed based on the awarded tender however further work that was not included in the original bid is required to complete this project. Such items include lighting,

cladding of all posts, eaves trough, soffit, flashing and planter boxes. A detailed estimate has been provided to complete this work in the amount of \$50,000.00 plus HST.

Financial, Staffing, Legal, or IT Considerations

Funds for the project were not included in the 2022 Dufferin Oaks Capital Budget. In reviewing the capital reserve at this time, it is recommended that the additional expense can be funded through the current Dufferin Oaks Capital Fund balance. Funds are added to the capital reserve fund each year based on the current and future needs, the current fund balance is sufficient to absorb this additional cost.

Recommendation

THAT the report of the Administrator, dated August 18, 2022, with regards to the Front Entrance canopy, walkway and garden replacement, be received;

AND THAT staff be authorized complete the additional work required;

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

Respectfully Submitted By:

Brenda Wagner
Administrator



REPORT TO COUNCIL

To: Warden Mills and Members of County Council

From: Aimee Raves, Manager of Corporate Finance, Treasurer

Meeting Date: August 18, 2022

Subject: Mid Year Financial Review

In Support of Strategic Plan Priorities and Objectives:

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

Purpose

The purpose of this report is to provide Council with an update on mid year financial results up to June 30, 2022.

Background & Discussion

In a scenario where all expenses are distributed evenly throughout the year, departments should be at 50% spent by the end of June. For a variety of reasons this is not the case as can be seen below:

| (in 000s) | 2019 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2022 BUDGET | UNSPENT BUDGET | %AGE SPENT |
|-------------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|---------------|
| Council | \$515 | \$529 | \$366 | \$678 | \$312 | 54.00% |
| Office of CAO | \$0 | \$425 | \$361 | \$729 | \$367 | 49.61% |
| People and Equity | \$1,060 | \$858 | \$442 | \$1,204 | \$762 | 36.68% |
| Corporate Services | \$3,652 | \$4,919 | \$1,840 | \$3,851 | \$2,011 | 47.77% |
| Health Services | \$5,475 | \$5,552 | \$2,912 | \$6,016 | \$3,105 | 48.40% |
| Infrastructure and Environment | \$16,556 | \$16,404 | \$11,130 | \$17,086 | \$5,956 | 65.14% |
| Dufferin Oaks | \$3,391 | \$2,653 | \$730 | \$4,689 | \$3,959 | 15.56% |
| Community Services | \$5,564 | \$5,559 | \$979 | \$6,264 | \$5,285 | 15.63% |
| Development and Tourism | \$1,613 | \$1,670 | \$926 | \$1,905 | \$979 | 48.60% |
| Total All County Departments | \$37,826 | \$38,567 | \$19,685 | \$42,421 | \$22,736 | 46.40% |

With the exception of Council and Infrastructure and Environment (IE), all departments are below the 50% target. Council appears over target only as a result of community grants being expended earlier in the year, otherwise they would be tracking slightly below target. IE typically tracks above target during Q2 as the majority of capital contributions are made during the first half of the year. Despite this fact they are still tracking higher than normal mostly due to a delay in revenues such as gas tax and timber sales versus expenses. Both Community Services and Dufferin Oaks are considerably below target. There are a number of factors contributing to this: seasonality of some of the programs, subsidies received in advance, and a number of staff vacancies throughout the organization.

Financial, Staffing, Legal, or IT Considerations

The chart below provides a breakdown by revenue and expense type for all departments.

| (in 000s) | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2022 BUDGET | UNSPENT BUDGET | %AGE SPENT |
|-------------------------------------|------------------|------------------|------------------|------------------|-------------------|---------------|
| <u>Revenues</u> | | | | | | |
| User Fees | -\$5,011 | -\$5,213 | -\$3,160 | -\$5,000 | -\$1,840 | 63.20% |
| Supplemental Taxation | \$40 | -\$394 | \$0 | -\$352 | -\$352 | 0.00% |
| Investment Income | -\$357 | -\$1,331 | -\$150 | -\$540 | -\$390 | 27.78% |
| Rent Revenue | -\$3,553 | -\$3,462 | -\$1,575 | -\$3,954 | -\$2,379 | 39.84% |
| Government Transfers | -\$35,412 | -\$36,252 | -\$19,944 | -\$37,051 | -\$17,107 | 53.83% |
| Other Revenue | -\$3,855 | -\$5,188 | -\$2,087 | -\$3,211 | -\$1,124 | 64.99% |
| Total Revenues | -\$48,148 | -\$51,839 | -\$26,916 | -\$50,108 | -\$23,192 | 53.72% |
| <u>Expenditures</u> | | | | | | |
| Salaries and Benefits | \$28,092 | \$28,388 | \$15,208 | \$32,320 | \$17,112 | 47.05% |
| Administrative and Office | \$3,835 | \$3,830 | \$1,991 | \$5,784 | \$3,793 | 34.43% |
| Debt Repayment | \$1,500 | \$1,414 | \$579 | \$1,328 | \$749 | 43.57% |
| Service Delivery | \$32,611 | \$33,908 | \$16,002 | \$36,824 | \$20,822 | 43.45% |
| IT and Communications | \$963 | \$1,264 | \$839 | \$2,471 | \$1,632 | 33.96% |
| Facilities | \$4,240 | \$4,493 | \$2,357 | \$4,664 | \$2,307 | 50.53% |
| Vehicles and Equipment | \$1,052 | \$1,145 | \$641 | \$1,312 | \$671 | 48.83% |
| Internal Services Used | \$1,677 | \$1,608 | \$787 | \$1,834 | \$1,046 | 42.95% |
| Internal Services Recovered | -\$1,643 | -\$1,608 | -\$785 | -\$1,838 | -\$1,053 | 42.72% |
| COVID | \$563 | \$675 | \$67 | \$633 | \$566 | 10.59% |
| Capital Contribution | \$13,436 | \$11,753 | \$9,410 | \$13,343 | \$3,933 | 70.52% |
| Total Expenditures | \$86,327 | \$86,870 | \$47,096 | \$98,675 | \$51,579 | 47.73% |
| <u>Transfers</u> | | | | | | |
| Transfers from Reserves | -\$2,139 | -\$1,863 | -\$230 | -\$6,113 | -\$5,883 | 3.76% |
| Transfers from/to Trust | -\$16 | -\$1 | -\$4 | -\$23 | -\$19 | 0.00% |
| DC Contribution | -\$1,063 | -\$985 | -\$863 | -\$1,219 | -\$356 | 70.81% |
| Transfers to Reserves | \$2,865 | \$6,385 | \$602 | \$1,210 | \$608 | 49.77% |
| Total Transfers | -\$353 | \$3,536 | -\$495 | -\$6,145 | -\$5,651 | 8.05% |
| Total All County Departments | \$37,826 | \$38,567 | \$19,685 | \$42,421 | \$22,736 | 46.40% |

Revenues

User Fees are on target with the exception of the Waste and Building Divisions. Waste continues to see an upward trend in the number of bag tags and bins sold. Building has already surpassed anticipated permit fees for the year, any surpluses within the division are transferred to the Building Reserve Fund for future use.

The current economic climate will likely have contradictory influences on supplemental taxation and investment income, the final impact will not be known until the end of the year. Supplemental taxation revenues may be under budget as it is offset by write offs, which may be higher than anticipated. As staff take advantage of higher than anticipated interest rates, the ending investment income should be more than budget. Note that a reserve was established earlier this year to offset any budget discrepancies in these areas.

Government Transfers include all provincial and federal subsidies. Most are received in advance of spending. Dufferin Oaks and Paramedics continue to receive additional funding for COVID related expenditures. In Community Services, Ontario Works is seeing lower than expected expenses and associated subsidies, whereas Early Years and Child Care have received non-budgeted subsidies for the Canada-Wide Early Learning and Child Care system. Associated expenses for this revenue is not anticipated to occur until later in the fall.

Other Revenue is also seeing higher than anticipated revenues that are directly linked to the additional building permit fees. The County collects Education Development Charges on behalf of the school board. The revenues collected are captured under Other Revenue and are directly offset by remittances made to the school board, captured within Service Delivery expenses.

Expenses and Transfers

It is normal for the salary and benefit line to be slightly under the 50% target as of the end of June. With the exception of Dufferin Oaks who has received additional funding to offset the additional costs all other departments are closer to 44% spent to date. This is a result of the number of vacancies seen throughout the organization. The continued difficulties with recruitment combined with staffing constraints within the Human Resources division have been contributing to these savings and will ultimately support our bottom line as we see overages in other areas.

Administrative and Office expenses continue to see savings as staff transition to a more permanent hybrid work model; conferences, training and mileage continue to be below budget and there are a number of consulting related projects that have yet to begin, many of which are from the Strategic Action Plan. IT and Communication includes the large software project for financial services and human resources which is still in progress, the balance of IT related costs are in line with budget although some software related costs are higher than expected.

Within the Facilities category there are a number of line items that are being monitored closely. Many are associated directly with moveouts within Community Housing, who continue to struggle in retaining trades or supplies in a timely manner which also results in less rent revenue. To date utilities are on track although natural gas in many areas is tracking over budget. Directly related is vehicular fuel costs across the organization. Building, facilities, forest, operations and paramedics are all tracking to be over by the end of the year. Recent decreases in prices at the pump are welcome reprieve.

The line item for COVID Expenses is 100% offset by Transfers from Reserves. The total amount is lower than anticipated as many costs such as enhanced cleaning have been discontinued and additional funding sources are being utilized for both Housing and Paramedics. Transfers from Reserves are typically applied to one time and special projects only. In 2022 reserves were allocated in the budget for COVID, Strategic Action Plan items and to mitigate a number of the increases experienced in this budget. Many of these projects are still in progress and funds are not typically allocated from reserves until later in the year once total costs are known, thus it is normal for this amount to be below budget.

Capital Fund

At the end of 2021, the Capital Fund balance was over \$16M. It is anticipated an additional \$13M will be added in 2022 and projects valued at nearly \$18 million are to occur leaving a value of \$11.4M. The table below indicates the majority of funds to be added to the Capital Fund have already occurred. Additional funds from reserves, the Canada Community-Building Fund (i.e. Gas Tax) and additional subsidies for the EV Charging Stations are yet to be allocated.

| (in 000s) | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2022 BUDGET |
|--|------------------|------------------|------------------|------------------|
| Opening Balance | -\$15,801 | -\$16,875 | -\$16,021 | -\$16,021 |
| Contributions | | | | |
| Government Transfers | -\$3,198 | -\$2,561 | -\$881 | -\$3,961 |
| Capital Levy (Property Taxes) | -\$8,493 | -\$7,708 | -\$7,554 | -\$7,554 |
| Other Revenue | -\$65 | -\$1,811 | -\$41 | -\$170 |
| Transfers from Reserves | -\$1,287 | -\$552 | -\$432 | -\$1,136 |
| DC Contribution | -\$395 | -\$275 | -\$523 | -\$523 |
| Total Contributions | -\$13,439 | -\$12,906 | -\$9,431 | -\$13,343 |
| Capital Work | | | | |
| Land Improvements | \$159 | \$340 | \$49 | \$2,053 |
| Buildings | \$1,827 | \$1,393 | \$185 | \$3,525 |
| Equipment & Machinery | \$540 | \$1,674 | \$471 | \$1,139 |
| Vehicles | \$644 | \$1,282 | \$284 | \$1,271 |
| Roads | \$6,022 | \$8,036 | \$19 | \$6,559 |
| Bridges & Culverts | \$3,168 | \$559 | \$94 | \$2,806 |
| Other | \$5 | \$475 | \$0 | \$600 |
| Total Capital Work | \$12,365 | \$13,760 | \$1,102 | \$17,953 |
| Ending Capital Asset Fund Balance | -\$16,875 | -\$16,021 | -\$24,350 | -\$11,411 |

On the Capital Work side, it appears as though very little work has occurred to date showing only \$1.1M being spent. For the most part this is a timing issue related to invoicing that has yet to be processed, as well as a number of projects that started later in the construction season. Procurement has indicated that as of end of July approximately \$10M of capital projects had been awarded since January. There have been several reports this year related to proceeding with projects where the tender value was higher than the budget. Projects continue to close at higher than anticipated prices.

Although the capital asset fund is quite healthy with a budgeted ending balance of \$11.4M, this amount is beginning to dwindle based on a number of reports submitted to date. An additional amount of nearly \$450,000 has been approved to be drawn from the capital reserves in 2022 for additional electrical work at Primrose, tender overages for Community Housing balcony repairs and the chiller at Dufferin Oaks. This does not include any other capital projects that may need to move forward in 2022 where the value of the work is higher than the budget. Another example is the current report from the Dufferin Oaks Administrator requesting additional funds for landscaping work.

Other areas of concern include the costs associated with the repairs required to Court Room 204 and asphalt escalation for roads projects. Included in the Council report Capital Roads Tender Results – PW-22-04 in May from the Director of Public Works/County

Engineer, it was estimated that potential additional costs associated with asphalt could be upward of \$500,000. The MTO AC Price Index has seen a 52% increase since the beginning of the year and a 20% increase since the award of the tender. It is anticipated this amount may be closer to \$1,000,000. Staff are still awaiting completion of the work to determine the final overages and will provide a more detailed report at that time.

Future Outlook

At this point in time we do not foresee a deficit for 2022, although it is always possible things can change over the next several months. Regardless, staff will continue to monitor the situation closely and report back regularly. Looking to the future, as we continue to see record inflation levels we will certainly experience future budgetary pressures. Although some experts do expect some prices to come down, most will remain at current levels. This will have an impact of future budgets.

Over the next few months as staff work on the 2023 budget, a better picture of the future impact will come to light. The costs included in the capital work plan as presented with the 2022 budget was based on cost estimates from the fall of 2021. Many of the costs associated with future planned work has increased significantly since that time. If all planned work within the 2023 capital work plan were simply adjusted to reflect current costs and no additional tax levy support was applied the capital fund balance of \$11.4M would quickly be depleted in a matter of a couple of years. As such staff will be re-examining not only the value of the work to be completed in the future but also the timing, shifting and reprioritizing projects into future years to help minimize future tax levy impacts.

Recommendation

THAT the report of the Manager of Corporate Finance, Treasurer, dated August 18, 2022, regarding Mid Year Financial Review, be received.

Respectfully Submitted By:

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

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 one year.
- 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 one 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 15th day of November, 2022.

READ a first, second and third time and finally passed this 18th day of August, 2022.

Wade Mills, Warden



Michelle Dunne, Clerk

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW 2022-31

A BY-LAW TO PROVIDE FOR PAYING REMUNERATION TO MEMBERS OF COUNCIL AND TO REPEAL BY-LAW 2018-38.

WHEREAS the Municipal Act, 2001 ("Municipal Act") Chapter 25 Sections 283 and 284 provides that municipalities may pay remuneration and expenses to members of Council and local boards;

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

1. Remuneration

- a) THAT each member of the Council of the Corporation of the County of Dufferin, other than the Warden, shall be paid an annual allowance of \$24,360.40 for acting either within or outside the Corporation of the County of Dufferin as a member of Council, and an annual allowance of \$1,500.00 for acting as Chairperson of a Standing Committee of the Corporation of the County of Dufferin.
- b) THAT the Warden of the Corporation of the County of Dufferin shall be paid an annual remuneration of \$79,686.80 for services either within or outside the Corporation of the County of Dufferin, as Warden, and as a member or ex officio member of any local board as defined by the Municipal Act, or of any other body.

2. Expenses

THAT the Corporation of the County of Dufferin shall, as per ss. 283(2) of the Municipal Act, pay only the expenses of the members of its Council, or of a local board of the municipality, if the expenses are of those persons in their capacity as members of Council or of a local board of the municipality, and if the expenses are actually incurred.

THAT as stated in Section 283 (4) of the Municipal Act, no part of the remuneration of a member of Council or local board is deemed to be for expenses incidental to his or her duties as a member, and a municipality or local board shall not provide that any part of the remuneration is for such deemed expenses.

The expenses shall be paid after the submission of vouchers, in support thereof, to the Treasurer of the Corporation of the County of Dufferin.

3. Adjustments

THAT the remuneration for both the Warden and Councillors be automatically adjusted annually, by the percentage increase received by the County's non-union staff.

4. Review

THAT as stated in Section 283 (7) of the Municipal Act, a formal review of Dufferin County Council's remuneration practices be completed at least once during the four-year period corresponding to the term of office of its members.

5. Repeal

THAT By-law 2018-38 is repealed as of the Effective Date of this By-Law.

6. Effective Date

THAT this By-Law takes effect as of the 15th day of November, 2022.

READ a first, second and third time and finally passed this 18th day of August, 2022.

Wade Mills, Warden



Michelle Dunne, Clerk

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 AUGUST 18, 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 August 18, 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 18th day of August, 2022.

Wade Mills, Warden



Michelle Dunne, Clerk