

COUNCIL MEETING AGENDA**Thursday, October 13, 2022 at 7:00 p.m.**

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

1. ROLL CALL

Verbal roll call by the Clerk.

2. APPROVAL OF THE AGENDA

THAT the Agenda and any Addendum distributed for the October 13, 2022 meeting of Council, be approved.
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3. DECLARATION OF INTEREST BY MEMBERS

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

4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

THAT the minutes of the regular meeting of Council of September 8, 2022, be adopted.
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5. PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**5.1. Proclamation: Circular Economy Month – October 2022****5.2. Proclamation: International Day for the Eradication of Poverty – October 17, 2022****5.3. Proclamation: National Housing Day – November 22, 2022**

5.4. Delegation: Blackwoods Partners Inc. on behalf of OPTrust Amaranth 6 Inc.

A delegation from Pitman Patterson (Borden Ladner Gervais LLP), Tas Candaras (a.m. candaras assoc.), Minesh Dave (Blackwood Partners), on behalf of OPTrust Amaranth 6 Inc., regarding the installation storm sewers.

5.5. Delegation: Enfinite

A delegation from Jason White, Chief Operating Officer, and Mike Schoenenberger, Director of Engineering, Enfinite, to inform Council about a proposed Orangeville Transformer Station project.

5.6. Delegation: Josh MacEwan

Josh MacEwan to delegate regarding concerns over the DEICAC oversight.

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 October 12, 2022.

7. PRESENTATION AND CONSIDERATIONS OF REPORTS

7.1. Infrastructure and Environmental Services Minutes – September 22, 2022

THAT the minutes of the Infrastructure and Environmental Services meeting held on September 22, 2022, and the recommendations set out, be adopted.
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INFRASTRUCTURE & ENVIRONMENTAL SERVICES – September 22, 2022 –
ITEM #1 – Rural Water Quality Program Contract Extension

THAT Report, Rural Water Quality Program Contract Extension, dated September 22, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT the Dufferin County renew the current agreement with the Grand River Conservation Authority to deliver the Dufferin Rural Water Quality Program on the County's behalf for one year to December 31, 2023.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – September 22, 2022 –
ITEM #2 – Dufferin County Forest Advisory Team Minutes – August 25, 2022

THAT the minutes of the Dufferin County Forest Advisory Team meeting of August 25, 2022, be adopted.

INFRASTRUCTURE & ENVIRONMENTAL SERVICES – September 22, 2022 –
ITEM #3 – Dufferin County Outdoor Recreation Plan

THAT the Report, Dufferin County Outdoor Recreation Plan, dated September 22, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT the Dufferin County Outdoor Recreation Plan be approved;

AND THAT staff be directed to update the applicable by-law in accordance with the approved plan.

7.2. General Government Services Minutes – September 22, 2022

THAT the minutes of the General Government Services meeting held on September 22, 2022, and the recommendations set out, be adopted.
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GENERAL GOVERNMENT SERVICES – September 22, 2022 – ITEM #1
Comprehensive Emergency Management Program By-law

THAT the report of the Manager – Preparedness and 911, dated September 22, 2022, with respect to a Comprehensive Emergency Management Program By-law, be received;

AND THAT the attached By-law be adopted;

AND THAT by-law 2021-39 be repealed.

GENERAL GOVERNMENT SERVICES – September 22, 2022 – ITEM #2
Workforce Planning and Service Optimization Strategy -Remote Work Policy

THAT the report of the Director of People & Equity, dated September 22, 2022, with respect to the Remote Work Policy, be received;

AND THAT the Remote Work Policy #2-4-18 be approved.

GENERAL GOVERNMENT SERVICES – September 22, 2022 – ITEM #3
Electronic Monitoring Policy

THAT the report of the Director of People & Equity, dated September 22, 2022, with respect to the Electronic Monitoring Policy, be received;

AND THAT the Electronic Monitoring Policy #2-4-19 be approved.

7.3. Health and Human Services Minutes – September 22, 2022

THAT the minutes of the Health and Human Services meeting held on September 22, 2022, and the recommendations set out, be adopted.

HEALTH & HUMAN SERVICES – September 22, 2022 – ITEM #1
Fixing Long Term Care Act

THAT the report of the Administrator, dated September 22, 2022, with regards to the Fixing Long Term Care Act, be received.

HEALTH & HUMAN SERVICES – September 22, 2022 – ITEM #2
Ministry of Health, Ambulance Service Review Final Report

THAT the report of the Chief, dated September 22, 2022, with regards to the Dufferin County Paramedic Services, be received.

7.4. Community Development and Tourism Minutes – September 22, 2022

THAT the minutes of the Community Development and Tourism meeting held on September 22, 2022, and the recommendations set out, be adopted.

COMMUNITY DEVELOPMENT & TOURISM – September 22, 2022 – ITEM #1
Municipal Comprehensive Review Phase II – Mapping and Boundary Adjustments

THAT the report of the Director of Development and Tourism, “MCR Phase II – Mapping and Boundary Adjustments”, dated September 22, 2022, be received;

AND THAT Council authorize staff to proceed with the MCR project as outlined in this report.

COMMUNITY DEVELOPMENT & TOURISM – September 22, 2022 – ITEM #2
MoD Strategic Priorities

THAT the report of the Director of Development and Tourism, “MoD Strategic Priorities”, dated September 22, 2022, be received;

AND THAT the foundational priorities identified be approved:

1. Become a Storyteller
2. Centre the Visitor Experience
3. Reach Out into the Community
4. Safeguard our Collections.

COMMUNITY DEVELOPMENT & TOURISM – September 22, 2022 – ITEM #3
One Year Department Overview

THAT the report of the Director of Development and Tourism, “One Year Department Overview”, dated September 22, 2022, be received;

AND THAT the Tourism/Museum Manager position be changed to focused on museum services and renamed Museum Services Manager.

7.5. Diversity, Equity and Inclusion Community Advisory Committee Minutes – September 14, 2022

Minutes from the Diversity, Equity and Inclusion Community Advisory Committee meeting held on September 14, 2022.

THAT the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting held on September 14, 2022, be adopted.

7.6. Director of People & Equity 's Report – Diversity Equity and Inclusion Community Advisory Committee: Draft Strategic Plan and Draft Revised Terms of Reference

A report from the Director of People & Equity, dated October 13, 2022, to provide Council a status update on the work of the Diversity Equity and Inclusion Community Advisory Committee (DEICAC) with respect to the committee creating a draft Strategic Plan (Strategy) and draft Terms of Reference (TOR) for approval of County Council.

THAT the report of the Director of People & Equity, dated October 13, 2022, regarding the Diversity Equity Inclusion Advisory Committee: Draft Strategic Plan and Draft Revised Terms of Reference, be received;

AND THAT the draft Strategic Plan and revisions to Diversity, Equity, and Inclusion Community Advisory Committee Terms of Reference, be approved.

7.7. Director of Development and Tourism's Report – Official Plan Amendment No. 9 (OPA 9), East Garafraxa

A report from the Director of Development and Tourism, dated October 13, 2022, to approve the Township of East Garafraxa OPA No. 9 (OPA9) pursuant to O.REG 543/06 of the Planning Act, R.S.O. 1990, c. P.13.

THAT the report of the Director of Development and Tourism, titled Official Plan Amendment No. 9 (OPA9), East Garafraxa, dated October 13, 2022, be received;

AND THAT County Council approve OPA No. 9 (OPA9), as adopted by the Township of East Garafraxa, in order to implement recommendations of the Official Plan in a manner that is consistent with the Planning Act and Provincial Policy Statement, 2014, and conforms to the Dufferin County Official Plan.

7.8. Director of Development and Tourism's Report – Official Plan Amendment OPA No. 4 (OPA 4), Mulmur

A report from the Director of Development and Tourism, dated October 13, 2022, to approve the Township of Mulmur OPA NO. 4 (OPA 4), pursuant to O.REG 543/06 of the Planning Act, R.S.O. 1990, c. P.13.

THAT the report of the Director of Development and Tourism, titled Official Plan Amendment (OPA NO. 4 (OPA 4), 4), Mulmur, dated October 13, 2022, be received;

AND THAT County Council approve OPA NO. 4 (OPA 4), as adopted by the Township of Mulmur, in order to implement recommendations of the Official Plan in a manner that is consistent with the Planning Act and Provincial Policy Statement, 2014, and conforms to the Dufferin County Official Plan.

7.9. Director of Development and Tourism's Report – Museum Services Strategic Plan

A report from the Director of Development and Tourism, dated October 13, 2022, to present the draft Museum Services Strategic Plan for Council's consideration.

THAT the report of the Director of Development and Tourism, "Museum Services Strategic Plan", dated October 13, 2022, be received;

AND THAT Museum Services Strategic Plan be approved.

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

A report from the Manager of Corporate Finance, Treasurer and the Procurement Manager, dated October 13, 2022, to provide the quarterly update on all Request for Tenders and Request for Proposals in accordance with By-law 2017-33 Procurement of Goods and Services 2017, Section (4.2.7).

THAT the Report on Request for Tenders and Request for Proposals from the Manager of Corporate Finance, Treasurer, and the Procurement Manager, dated October 13, 2022, be received.

7.11. Manager of Corporate Finance, Treasurer's Report – Third Quarter Financial Review

A report from the Manager of Corporate Finance, Treasurer, dated October 13, 2022, to provide Council with an update on mid year financial results up to September 30, 2022.

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 13, 2022, regarding the Third Quarter Financial Review, be received.

7.12. Chief Administrative Officer's Report – Strategic Action Plan 2021-2022 Final Report

A report from the Chief Administrative Officer, dated October 13, 2022, to provide County Council with a final report of the strategic objectives that fall under the oversight of the 2021-2022 Strategic Action Plan.

THAT the report of the Chief Administrative Officer regarding the Strategic Action Plan 2021-2022 Final Report, dated October 13, 2022, be received.

7.13. Chief Administrative Officer's Report – Vaccination Policy Review – Non-Union Employees and Council

A report from the Chief Administrative Officer, dated October 13, 2022, to provide a review of the vaccine policies adopted for Non-Union (excluding Dufferin Oaks) employees and Members of Council.

For the consideration of Council.

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

A report from the Chief Administrative Officer, dated October 13, 2022, to provide Council with an update of activities from outside boards and agencies.

THAT the report of the Chief Administrative Officer, dated October 13, 2022, with respect to Reports from Outside Boards, be received.

8. CORRESPONDENCE

8.1. Township of Mulmur Resolution

Correspondence from the Township of Mulmur, dated October 6, 2022, containing a resolution regarding the water supply issues at Primrose Elementary School.

THAT Council supports the resolution from the Township of Mulmur, dated October 6, 2022, regarding water supply issues at Primrose Elementary School.

8.2. Township of East Garafraxa

Correspondence from the Township of East Garafraxa, dated October 7, 2022, regarding the Municipal Comprehensive Review (MCR) process.

For consideration of Council.

9. NOTICE OF MOTIONS

10. MOTIONS

11. CLOSED SESSION

11.1. Closed Session Minutes –Municipal Act Section 239 (2)(c) – Proposed or pending acquisition or disposition of land by the municipality or local board, Section 239 (2)(d) – Labour relations or employee negotiations and Section 239 (f) – Advice that is subject to solicitor-client privilege

Closed session minutes from the September 8, 2022 Council meeting.

11.2. Closed Session Report – Canadian Union of Public Employees (CUPE) Agreement (Municipal Act Section 239 (2)(d) – Labour relations or employee negotiations)

12. BY-LAWS

2022-42 A by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the *Emergency Management and Civil Protection Act*.
Authorization: General Government Services – September 22, 2022

2022-43 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Zone 6 Regional Tourism Organization o/a Central Counties Tourism. (Zone 6 Tourism Relief Funding Agreement – Southern Ontario Prosperity Program)
Authorization: Council – August 18, 2022

2022-44 A by-law to approve Official Plan Amendment No. 9 to the Township of East Garafraxa Official Plan.
Authorization: Council – October 13, 2022

- 2022-45 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and Scone Developments Inc. (Storm Sewer Easement Agreement)
Authorization: Infrastructure and Environmental Services – May 27, 2021
- 2022-46 A by-law to authorize the Warden and Clerk to execute an agreement between the Corporation of the County of Dufferin and Grand River Conservation Authority. (Dufferin Rural Water Quality Program Agreement Extension)
Authorization: Infrastructure and Environmental Services – September 22, 2022
- 2022-47 A by-law to approve Official Plan Amendment No. 4 to the Township of Mulmur Official Plan.
Authorization: Council – October 13, 2022

THAT By-laws 2022-42 through to 2022-47, inclusive, be read a first, second and third time and enacted.

13. OTHER BUSINESS

13.1. Outgoing Warden's Remarks

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 October 13, 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, September 8, 2022 at 7:00 p.m.

Video Conference

Council Members Present:

Warden Wade Mills (Shelburne)
Councillor Steve Anderson (Shelburne)
Councillor Sandy Brown (Orangeville)
Councillor John Creelman (Mono)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Earl Hawkins (Mulmur)
Councillor Janet Horner (Mulmur)
Councillor Fred Nix (Mono)
Councillor Philip Rentsch (Grand Valley)(joined at 7:21 p.m.)
Councillor Steve Soloman (Grand Valley)
Councillor Darren White (Melancthon)

Alternate Council Members Present:

Councillor Heather Foster (Amaranth)
Councillor Debbie Sherwood (Orangeville)

Council Members Absent:

Councillor Bob Currie (Amaranth)(prior notice)
Councillor Chris Gerrits (Amaranth)(prior notice)
Councillor Andy Macintosh (Orangeville)(prior notice)

Staff Present:

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

Warden Mills called the meeting to order at 7:03 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.

Warden Mills read the following statement:

"Like many today, I was saddened to hear of the passing of our Monarch, Her Majesty Queen Elizabeth II. County Council and the residents of Dufferin County join people across the County, throughout the Commonwealth, and around the world in mourning the loss of our Queen and commemorating her remarkable life. For many of us, we have known no other Monarch and the Queen has served as a symbol of stability and constancy on the world stage over the course of her more than her 70 year reign. In a world that is sadly too often devoid of these virtues, Queen Elizabeth II served as a model of dignity, honour and civility. On behalf of the Dufferin County community, we extend our deepest condolences to the King and all members of the Royal family. We have lowered flags at all County buildings to half-mast. They will remain that way for the duration of the mourning period."

Upcoming committee meetings will be held by video conference on Thursday, September 22, 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 – 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 Soloman, seconded by Councillor Creelman

THAT the Agenda and any Addendum distributed for the September 8, 2022 meeting of Council, be approved.

-Carried-

4. **DECLARATION OF INTEREST BY MEMBERS**

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

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

Moved by Councillor Horner, seconded by Councillor Gardhouse

THAT the minutes of the regular meeting of Council of August 18, 2022, be adopted.

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. **Proclamation: Fetal Alcohol Spectrum Disorder Awareness Day – September 9, 2022**

Tara Leskey and Jennie Hilts, FASD Coordinators, Dufferin Child & Family Services, were in attendance to accept the proclamation.

7. **Proclamation & Presentation: Hunger Awareness Month – September 2022**

Councillor Rentsch joined the meeting at 7:21 p.m.

Heather Hayes, Executive Director, Orangeville Foodbank, accepted the proclamation and discussed the role of the foodbank and food insecurity in Dufferin County. She requested Council review the budget allocation of the Food For Thought grant, as well as consider a County wide food system.

8. **Proclamation: Big Brothers Big Sisters Month – September 2022**

Nancy Stallmach, Executive Director, Big Brothers Big Sisters of Dufferin, accepted the proclamation. Big Brothers Big Sisters of Dufferin is celebrating their 50th Anniversary by holding a gala on September 24, 2022 at the Museum of Dufferin.

9. **Proclamation & Presentation: Energy Efficiency Day – October 5, 2022**

Sara MacRae, Manager of Climate & Energy, was in attendance to accept the proclamation.

10. **PUBLIC QUESTION PERIOD**

There were no questions received from the public.

PRESENTATION AND CONSIDERATIONS OF REPORTS

11. **Infrastructure and Environmental Services Minutes – August 25, 2022**

Moved by Councillor Hawkins, seconded by Councillor Soloman

THAT the minutes of the Infrastructure and Environmental Services meeting held on August 25, 2022, and the recommendations set out excluding Item #5 – Township of Mulmur Resolution, be adopted.

-Carried-

12. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – August 25, 2022 – ITEM #1
Capital Project Update – August 2022

THAT Report, Capital Project Update – August 2022, from the Director of Public Works/County Engineer, dated August 25, 2022, be received.

13. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – August 25, 2022 – ITEM #2
Dufferin County Forest – Protected Areas Assessment

THAT Report, Dufferin County Forest – Protected Areas Assessment, dated August 25, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT staff pursue an agreement with Ontario Nature to conduct a Protected Areas Assessment for the County Forest properties designated as “natural forest”;

AND THAT if any areas of the County Forest meet the requirements of Protected Areas as a result of the assessment that they be added to the federal database.

14. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – August 25, 2022 – ITEM #3
Financial Statements

THAT the report from the Manager of Corporate Finance, Treasurer, dated August 25, 2022, with July 2022 financial statements, be received.

15. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – August 25, 2022 – ITEM #4
Municipal Engineers Association

THAT the correspondence from the Municipal Engineers Association, dated June 13, 2022, regarding the retention of professional engineers at Ontario municipalities, be received.

16. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – August 25, 2022 – ITEM #5
Township of Mulmur

Moved by Councillor Horner, seconded by Councillor Nix

WHEREAS the earth is currently on track to warm by more than 3 degrees Celsius;

AND WHEREAS an October 8, 2018 report from the Intergovernmental Panel on Climate Change (IPCC) finds that it is necessary to limit global warming to 1.5 degrees Celsius, rather than 2 degrees as previously understood, and that doing so “would require rapid, far-reaching and unprecedented changes in all aspects of society,” and that we have until 2030 to undertake these changes;

AND WHEREAS the costs for mitigating and adapting to the impact of climate change are significant, but not acting is more costly as every one dollar invested now will save six dollars of losses in future (FCM & IBC, 2020);

AND WHEREAS there is significant economic opportunity for communities leading the transition from a fossil fuel-based economy to a modern economy;

AND WHEREAS Dufferin County has taken action on climate change as a signatory to the Partners for Climate Protection in an effort to reduce local greenhouse gases (GHG)s;

AND WHEREAS residents, and especially youth, are demanding meaningful and just climate action that prioritizes sustainable economics, as well as the health and livability of the planet for future generations.

THEREFORE, BE IT RESOLVED THAT Council recognizes that climate change constitutes an emergency for Dufferin County;

AND THAT Dufferin County shall continue to pursue net-zero emissions by 2050 in ways that prioritize those most vulnerable to climate impacts and ensure the benefits of climate actions are shared equitably amongst all residents;

AND THAT Dufferin County shall continue to develop policy and demonstrate leadership that directs meaningful action on Dufferin County's Climate Emergency Declaration;

AND THAT Council re-affirms the commitment to the Dufferin Climate Action Plan (DCAP) with:

- **Local municipal climate implementation plans at each member municipality that align with the net-zero by 2050 goal of the Dufferin Climate Action Plan (DCAP) and the community resilience goals of the Climate Adaptation Plan by the end of 2023;**
- **Options to incentivize better building efficiency through Green Development Standards and a Home Energy Retrofit Program by the end of 2023;**
- **Public accessibility to electric vehicle charging infrastructure by pursuing a regional charging network by the end of 2023;**
- **A volunteer program to empower youth to take climate action in the community by the end of 2022;**
- **An annual report card to the public on the progress of the County's climate commitments;**

AND THAT Council further strengthens commitment to climate action by:

- **Developing a Climate Adaptation Plan that reflects the urgency of the climate emergency and ensures that Dufferin County is a resilient community that is ready to embrace new opportunities in a changing climate by the end of 2022;**
- **Creating a community greenhouse gas budget to be created to guide the update of the DCAP along with interim reduction targets for community-wide emissions that are in line with the long-term goal of limiting global warming to 1.5°C as per the 2018 IPCC report, by the end of 2023;**
- **Developing a corporate climate plan to demonstrate leadership including municipal budgets and 5-year financial plans that reflect**

the urgency of climate change and prioritize taking action locally on mitigation and adaptation;

- **Incorporating climate priorities into all future corporate strategic plans;**
- **Ensuring climate considerations shall be clearly at the heart of all future staff reports and operations.**
- **Continuing to investigate new opportunities for additional climate actions.**

-Carried-

17. General Government Services Minutes – August 25, 2022

Moved by Councillor Gardhouse, seconded by Councillor Brown

THAT the minutes of the General Government Services meeting held on August 25, 2022, and the recommendations set out, be adopted.

-Carried-

**18. GENERAL GOVERNMENT SERVICES – August 25, 2022 – ITEM #1
Agricultural Trespassing**

THAT Dufferin County Council establish a working group to investigate the options available in developing an agricultural trespass enforcement by-law;

AND THAT Dufferin County lobby the Provincial government to review how best to enforce the Trespass to Property Act and increase Part 1 set fines;

AND THAT Dufferin County Council approach the Eastern Ontario Wardens Caucus and Western Ontario Wardens Caucus for support to lobby the Province.

**19. GENERAL GOVERNMENT SERVICES – August 25, 2022 – ITEM #2
Headwaters Communities In Action – Mid-Year Report**

THAT the report from Headwaters Communities In Action, dated August 25, 2022, with a mid-year report on activities, be received.

**20. GENERAL GOVERNMENT SERVICES – August 25, 2022 – ITEM #3
Anti-Nepotism Policy**

THAT the report of the Director of People and Equity, dated August 25, 2022, titled Anti-Nepotism Policy, be received;

AND THAT the attached Anti-Nepotism Policy # 2-4-17 be approved.

21. GENERAL GOVERNMENT SERVICES – August 25, 2022 – ITEM #4
Financial Statements

THAT the report from the Manager of Corporate Finance, Treasurer, dated August 25, 2022, regarding the July 2022 financial statements, be received.

22. **Health and Human Services Minutes – August 25, 2022**

Moved by Councillor Soloman, seconded by Councillor Foster

THAT the minutes of the Health and Human Services meeting held on August 25, 2022, and the recommendations set out, excluding Item #1 – Annual Rent Increase Guideline 2023, be adopted.

-Carried-

23. HEALTH & HUMAN SERVICES – August 25, 2022 – ITEM #2
Housing – Centralised Wait List Local Policy Update

THAT the report of the Director, Community Services, dated August 25, 2022, titled Housing – Centralised Wait List Local Policy Update, be received.

24. HEALTH & HUMAN SERVICES – August 25, 2022 – ITEM #3
Early Years and Child Care Workforce Strategy Update

THAT the report of the Director, Community Services, titled Early Years and Child Care Workforce Strategy Update, dated August 25, 2022, be received.

25. HEALTH & HUMAN SERVICES – August 25, 2022 – ITEM #4
Quarterly Community Services Activity Report – Second Quarter 2022

THAT the report of the Director, Community Services, titled Quarterly Community Services Activity Report – Second Quarter, 2022, dated August 25, 2022, be received.

26. HEALTH & HUMAN SERVICES – August 25, 2022 – ITEM #5
Financial Statements

THAT the report from the Manager of Corporate Finance, Treasurer, dated August 25, 2022, regarding July 2022 financial statements, be received.

27. HEALTH & HUMAN SERVICES – August 25, 2022 – ITEM #1
Annual Rent Increase Guideline 2023

Moved by Councillor Soloman, seconded by Councillor Foster

THAT the report of the Director, Community Services, dated August 25, 2022, titled Annual Rent Increase Guideline 2023, be received;

AND THAT the 2023 Market Rents of County of Dufferin owned housing units be increased by the maximum level of 2.5% over the previous year.

-Carried-

Warden Mills called a five minute recess at 8:26 p.m.

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

A report from the Chief Administrative Officer, dated September 8, 2022, to provide Council with the findings of the Space Needs Assessment, Reimagining our Workspace project, completed by DPAI Inc.

A presentation from Petra Matar, DPAI, to present the Office Space Assessment and Modernization Feasibility Report.

Moved by Councillor White, seconded by Councillor Sherwood

THAT the report of the Chief Administrative Officer, dated September 8, 2022, with respect to Service Optimization and Work Force Strategy Update – Space Needs Assessment Consultants Report, be received;

AND THAT the phased-construction recommendations contained in the Dufferin County Office Space Assessment and Modernization Feasibility Report prepared by DPAI be incorporated into future DRAFT budgets for consideration;

AND THAT staff be directed to prepare a report with respect to future options for surplus/under-utilized and tenant occupied/vacant space.

Moved by Councillor Brown, seconded by Councillor Nix

THAT the motion be deferred until January 2023.

-Carried-

29. **Manager – Preparedness, 911 & Corporate Projects’ Report – On-Demand Transit Pilot Project – Progress Update**

A report from the Manager – Preparedness, 911 and Corporate Projects, dated September 8, 2022, to update Council on the progress made toward implementation of the On-Demand Transit Pilot Project as approved by Council on May 12, 2022.

Moved by Councillor Horner, seconded by Councillor Gardhouse

THAT the report of the Manager – Preparedness, 911 & Corporate Projects, dated September 8, 2022, regarding an On-Demand Transit Pilot Project – Progress Update, be received;

AND THAT staff continue with the Request for Proposal process making award contingent upon approval of the 2023 budget;

AND THAT staff include revised cost estimates for the On-Demand Transit program in the 2023 draft budget submission.

Councillor White called a point of order on Councillor Nix, requesting that he not interrupt staff while they are speaking.

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

	Yay	Nay
Councillor Anderson (1)	x	
Councillor Brown (7)	x	x
Councillor Creelman (3)	x	
Councillor Foster (1)		x
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)	ABSENT	
Councillor Hawkins (1)		x
Councillor Horner (1)		x
Councillor Sherwood (7)	x	
Councillor Mills (2)	x	

	Yay	Nay
Councillor Nix (2)		x
Councillor Rentsch (1)		x
Councillor Soloman (1)	x	
Councillor White (2)	x	
Total (31)	25	6
	-CARRIED-	

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

A report from the Chief Administrative Officer, dated September 8, 2022, to provide Council with an update of activities from outside boards and agencies.

Moved by Councillor Brown, seconded by Councillor Gardhouse

THAT the report of the Chief Administrative Officer, dated September 8, 2022, with respect to Reports from Outside Boards, be received.

-Carried-

CORRESPONDENCE

31. **Resolutions – Creation of Draven Alert System**

Resolutions from the Township of Melancthon, dated July 19, 2022, and the Town of Grand Valley, dated August 30, 2022, regarding the creation of a Draven Alert system to protect vulnerable children who have not been abducted but are at high risk of danger, injury or death.

Moved by Councillor White, seconded by Councillor Creelman

THAT the resolutions from the Township of Melancthon and the Town of Grand Valley regarding the creation of a Draven Alert system to protect vulnerable children who have not been abducted but are at high risk of danger, injury or death, be supported.

-Carried-

32. **Ombudsman Ontario**

Correspondence from Ombudsman Ontario, dated August 30, 2022, regarding the Closed Session investigation from the April 28, 2022 Infrastructure and Environmental Services meeting.

Moved by Councillor Horner, seconded by Councillor Hawkins

THAT the correspondence from Ombudsman Ontario, dated August 30, 2022, regarding the Closed Session investigation from the April 28, 2022 Infrastructure and Environmental Services meeting, be received.

-Carried-

NOTICE OF MOTIONS

33. **Moved by Warden Mills, seconded by Councillor Creelman**

THAT the notice provision be waived in accordance with Procedural By-Law 2015-24, Section 16.12 and 16.13.

-Carried-

34. **Moved by Councillor Creelman seconded by Councillor Soloman**

THAT Dufferin County strongly opposes the proposed change to Provincial and Federal riding boundaries that removes the Township of East Garafraxa and the Township of Mulmur from the same riding as the remainder of Dufferin County;

AND THAT staff and members of Council attend the virtual regional consultation session on September 28, 2022 to express opposition.

-Carried-

35. **MOTIONS**

Moved by Councillor White, seconded by Councillor Anderson

THAT staff be directed to undertake a review of the land acknowledgment statement to ensure its accuracy given that many of our individual statements have recognitions that are not consistent with the statement of the County;

AND FURTHER THAT each local tier municipality be encouraged to review their land acknowledgement statement for accuracy.

-Carried-

36. CLOSED SESSION

Moved by Councillor Hawkins, seconded by Councillor Brown

THAT Council moved into Closed Session (9:37 a.m.) in accordance with the Municipal Act Section 239 (2)(c) – Proposed or pending acquisition or disposition of land by the municipality or local board, Section 239 (2)(d) – Labour Relations or Employee Negotiations, and Section 239 (f) – Advice that is subject to solicitor-client privilege.

-Carried-

While in Closed Session, Council reviewed the minutes of the Closed Session of Council on August 18, 2022 and a verbal report from the Chief Administrative Officer regarding a lease for space at 10 Louisa St, Orangeville.

Councillor Anderson left the meeting at 9:47 p.m. while in Closed Session.

Moved by Councillor Brown, seconded by Councillor Creelman

THAT Council move into open session (9:48 p.m.).

-Carried-

BUSINESS ARISING FROM CLOSED SESSION

37. Moved by Councillor Nix, seconded by Councillor Rentsch

THAT the Closed session minutes of Council from August 18,2022, be adopted.

-Carried-

38. Moved by Councillor Brown, seconded by Councillor Hawkins

THAT staff be directed to proceed as discussed in Closed Session.

-Carried-

39. **BY-LAWS**

- 2022-32 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Corporation of the Township of Amaranth. (9-1-1 Service Agreement)
Authorization: General Government Services – April 28, 2022
- 2022-33 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Corporation of the Township of East Garafraxa. (9-1-1 Service Agreement)
Authorization: General Government Services – April 28, 2022
- 2022-34 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Corporation of the Town of Grand Valley. (9-1-1 Service Agreement)
Authorization: General Government Services – April 28, 2022
- 2022-35 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Corporation of the Township of Melancthon. (9-1-1 Service Agreement)
Authorization: General Government Services – April 28, 2022
- 2022-36 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Corporation of the Town of Mono. (9-1-1 Service Agreement)
Authorization: General Government Services – April 28, 2022
- 2022-37 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Corporation of the Township of Mulmur. (9-1-1 Service Agreement)
Authorization: General Government Services – April 28, 2022

- 2022-38 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Corporation of the Town of Orangeville. (9-1-1 Service Agreement)
Authorization: General Government Services – April 28, 2022
- 2022-39 A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Corporation of the Town of Shelburne. (9-1-1 Service Agreement)
Authorization: General Government Services – April 28, 2022
- 2022-40 A by-law to appoint Michael Sutton as a Building Inspector under the Building Code Act.
Authorization: Council – September 8, 2022

Moved by Councillor Brown, seconded by Councillor Horner

THAT By-law 2022-32 through to 2022-40, inclusive, be read a first, second and third time and enacted.

-Carried-

40. **OTHER BUSINESS**

Councillor Brown noted the Dufferin Board of Trade will be hosting Dream Dufferin at Tony Rose Arena on September 14, 2022. The event will promote jobs in skilled trades and nontraditional jobs for women. Students from local area schools will be attending to hear a keynote speaker, an ironworker, and visit with 28 skilled trade employers.

Councillor Anderson rejoined the meeting at 9:52 p.m.

41. **CONFIRMATORY BY-LAW**

- 2022-41 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on September 8, 2022.

Moved by Councillor Brown, seconded by Councillor Nix

THAT By-Law 2022-41, be read a first, second and third time and enacted.

-Carried-

42. **ADJOURNMENT**

Moved by Councillor Gardhouse, seconded by Councillor Creelman

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 9:53 p.m.

Next meeting: Thursday, October 13, 2022
Video Conference

Wade Mills, Warden

Michelle Dunne, Clerk

Blackwood Amaranth Lands



blackwood
PARTNERS

BLG
Borden Ladner Gervais

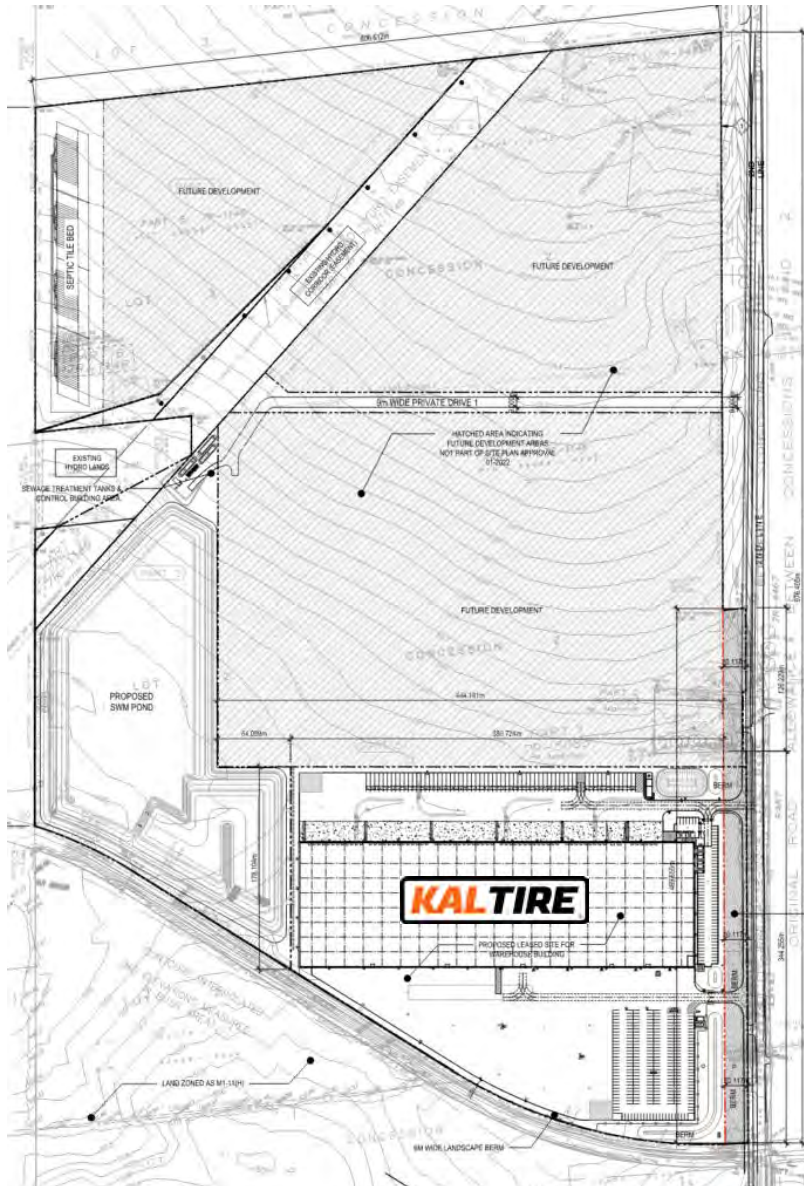
Blackwood Overall Lands



These 288 acres were acquired in 2008 by a major Canadian pension fund with the intent to develop a Class A industrial park and attract AAA covenant tenants.

- AM 1 Lands – 62.25 Acres
 - Future commercial development providing services to the area.
- AM 5 Lands – 99.34 Acres
 - Conditionally sold to a Global Auctioneering Facility
- Am 6 Lands – 123.4 Acres
 - Potential 2.0 Million square feet of industrial businesses

Amaranth 6 Development – Phase 1 & Beyond



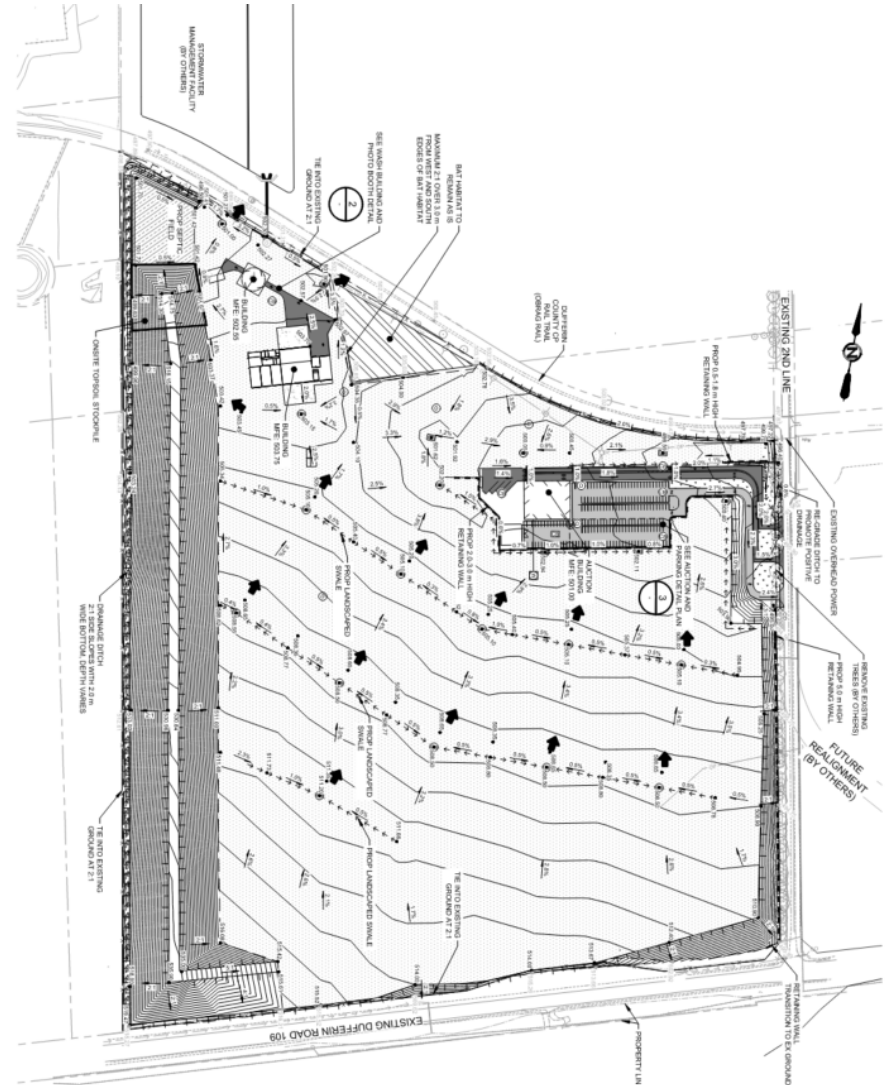
The Amaranth 6 site allows over 2 million square feet of sustainable, industrial development.

- Phase 1 - Kal Tire
 - 410,000 square feet
 - Sustainable Development Focused
 - SPA application in process
 - Earthworks in progress
 - Distribution and Tire Retread Facility
 - Occupancy October 2023
- Future Development Phases adding up to ~1.6 million square feet

Amaranth 5 Conditional Sale – Global Auctioneering Facility

The Amaranth 5 site was conditionally sold to a global auctioneering facility on May 25, 2021.

The only condition remaining to resolve is the County Road 11 storm sewer.



Economic Impacts – Current / Post Development

The development of this property will support the growth of Amaranth through municipal fees, new jobs, and an increase and diversification of the tax base.

	Kal Tire	Auctioneer Facility
Corporate Information	6,500 employees worldwide 250 retail stores in Canada Operates across 5 continents	2,200 employees worldwide 40 locations & online bidding platform Operates across 5 continents
Potential Jobs	100+ Full-time positions	40 Full-time positions 75+ on event days
Annual Realty Taxes*	Current Realty Taxes: ~\$1,650 After Development: ~\$650,000	Current Realty Taxes: ~\$1,335 After Development: ~\$165,000
Incremental Benefit Realty Taxes	~\$9,725,250 over the 15 years of the lease	~\$163,665 inflating in perpetuity
Development & Permit Fees	~\$3 Million	~\$1.5 Million**
Tourism & Trade	Both developments will draw international and national travelers to Dufferin County including buyers from across the world and business travel for corporate employees and executives. This will greatly benefit local businesses including hotels, restaurants and tourism.	

*Based on 2016 Tax Values

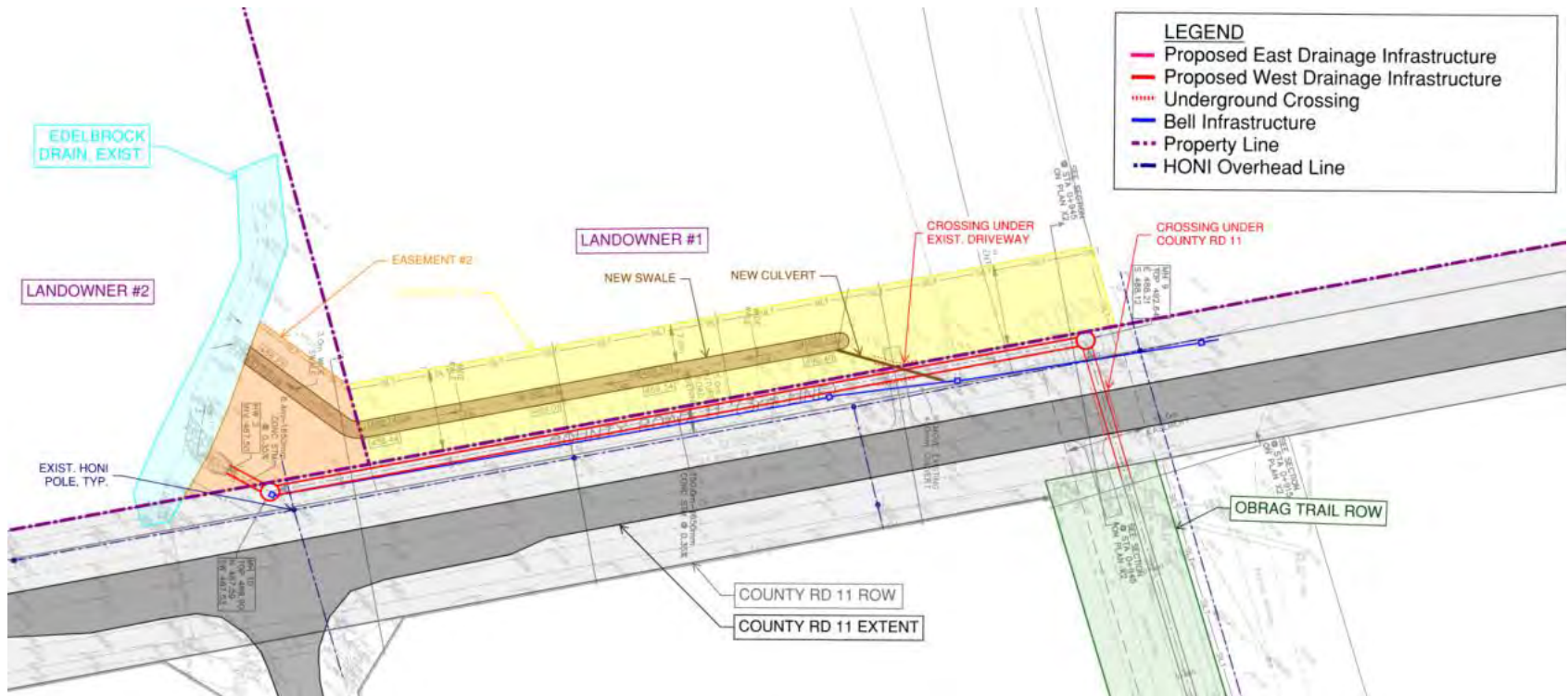
**TBD through SPA process

Approval requiring County assistance

County Road 11 storm sewer – impacts both deals

- Sewer is required for both AM5 (Auctioneer Facility) and AM6 (Kal Tire plus future phases).
- Two options were considered:
 - **East side of Right-of-Way.** Installation of the sewer along the East. Engineering is advanced complete with cross-sections showing no known impacts to existing County infrastructure.
 - **West side of Right-of-Way.** Installation of the sewer along the West. Engineering is advanced however final design requires cooperation from 2 private landowners as well as utilities.

County Road 11 Drainage – West Side Installation Issues

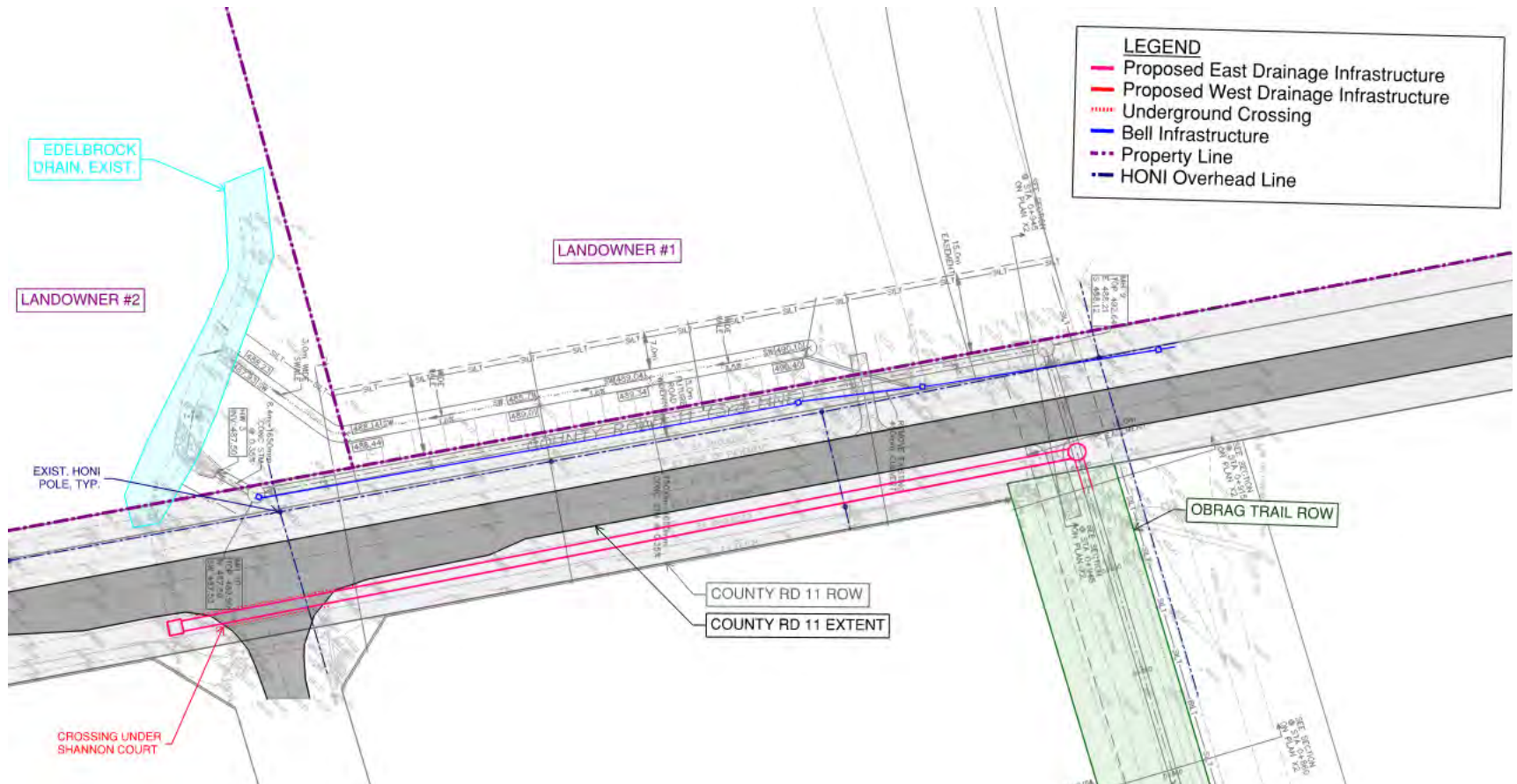


Item	Issue
Landowners	<ul style="list-style-type: none"> Individualized Easement Agreements needed with each owner Each landowner has their own development plans; Timing and advancement of each differs and will delay current obligations
Bell Infrastructure	<ul style="list-style-type: none"> Area designated “High Risk Excavation Zone” per Bell Cost and timing to move infrastructure is significant based on similar projects
Hydro Poles	<ul style="list-style-type: none"> Existing Poles will need Additional Supports in this location Long process involving many levels of HONI; Timing and process unknown

Effort to solve West Side Installation Issues

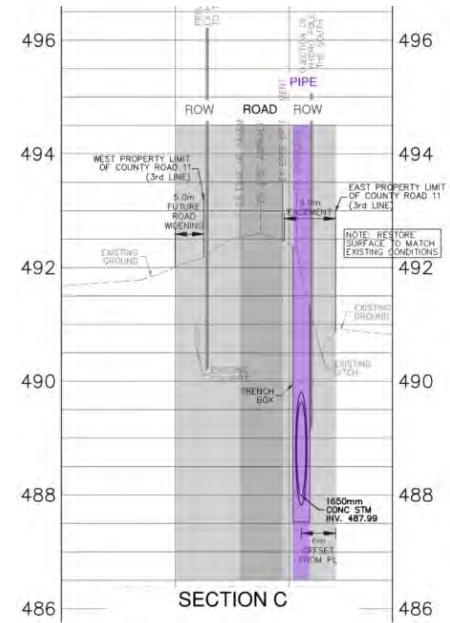
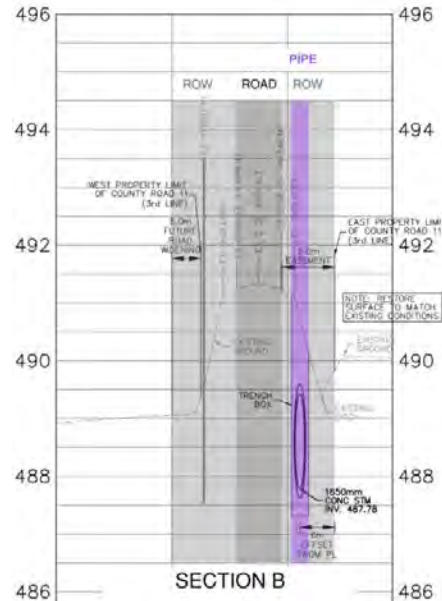
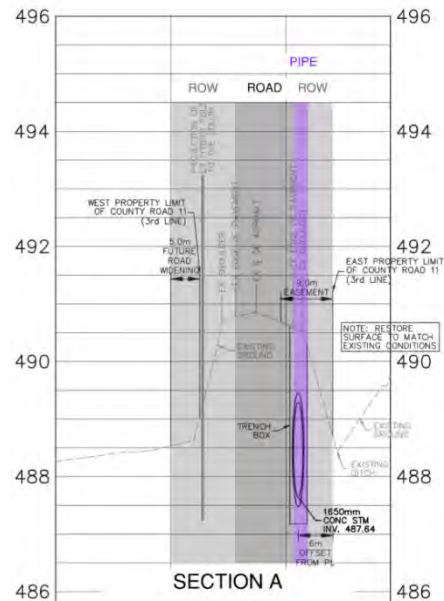
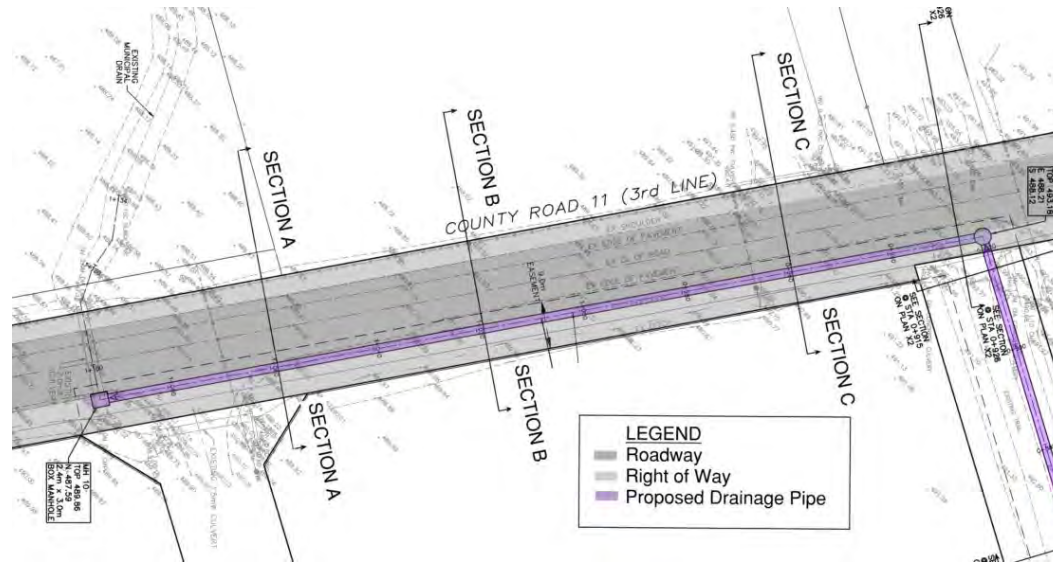
Item	Issue
Landowner #1	<ul style="list-style-type: none">• Contacted by Town staff in early summer, questions received on 8/26/22. Response to questions imminent.
Landowner #2	<ul style="list-style-type: none">• BWP team met with Owner on 8/22/22 and was directed to owner's engineer. Weekly follow up emails have been unsuccessful. Response received October 4th requests all reports and analysis with a view to potentially extending the sewer across their lands to accommodate their own development plans.
Bell Infrastructure	<ul style="list-style-type: none">• On 8/9/22 Bell advised us that this area is designated “High Risk Excavation Zone”.• Bell states it will take <u>months</u> to locate and determine infrastructure.• Design, if possible, would only commence thereafter• Cost and timing to move infrastructure is significant based on similar projects
Hydro Poles	<ul style="list-style-type: none">• Existing Poles will need Additional Supports in this location• Long process involving many levels of HONI; Timing and process unknown

County Road 11 Drainage – East Side Installation Issues



Item	Issue
Informational	<ul style="list-style-type: none"> Site Plan Agreement (fully executed) shows the sewer on the East. MECP Approval for the storm sewer obtained for the East.
Shannon Court Closure	<ul style="list-style-type: none"> MECP Approval for the storm sewer obtained for the East. Drainage pipe to be installed under Shannon Court; Contractor can work at times to avoid disrupting existing businesses.

County Road 11 Drainage – Engineered to avoid existing



Deal Timing & Delays

The original Condition Dates of the agreements have been pushed back multiple times due to delays in securing approval. Each delay continues to put these deals at risk.

The Kal-Tire lease deal is firm and binding with economic penalties for delays. The Auctioneer Facility deal is conditional and requires the drainage in order to be firm and binding.

Agreement	Original Date	Current
Kal Tire – Amaranth 6	May 31, 2022	July 29, 2022
Auctioneer Facility – Amaranth 5	May 31, 2022	October 31, 2022

Conclusion

We ask County Council to direct staff for the following:

- Proceed with and approve the engineering provided for the installation of the storm sewer on the east side of County Road 11

Respectfully, we further ask that approval for engineering drawings provided be **no later than October 28th** to preserve or advance these projects.

Enfinite Corporate Overview

October 13 | 2022



- 1. Introducing the Enfinite Team**
- 2. Overview of Company**
- 3. Overview of Orangeville TS Project**
- 4. Questions and Answers**

Jason White, Chief Operating Officer at Enfinite

Mike Schoenenberger, Director of Engineering at Enfinite

Enfinite support staff and consultants

Overview of Company



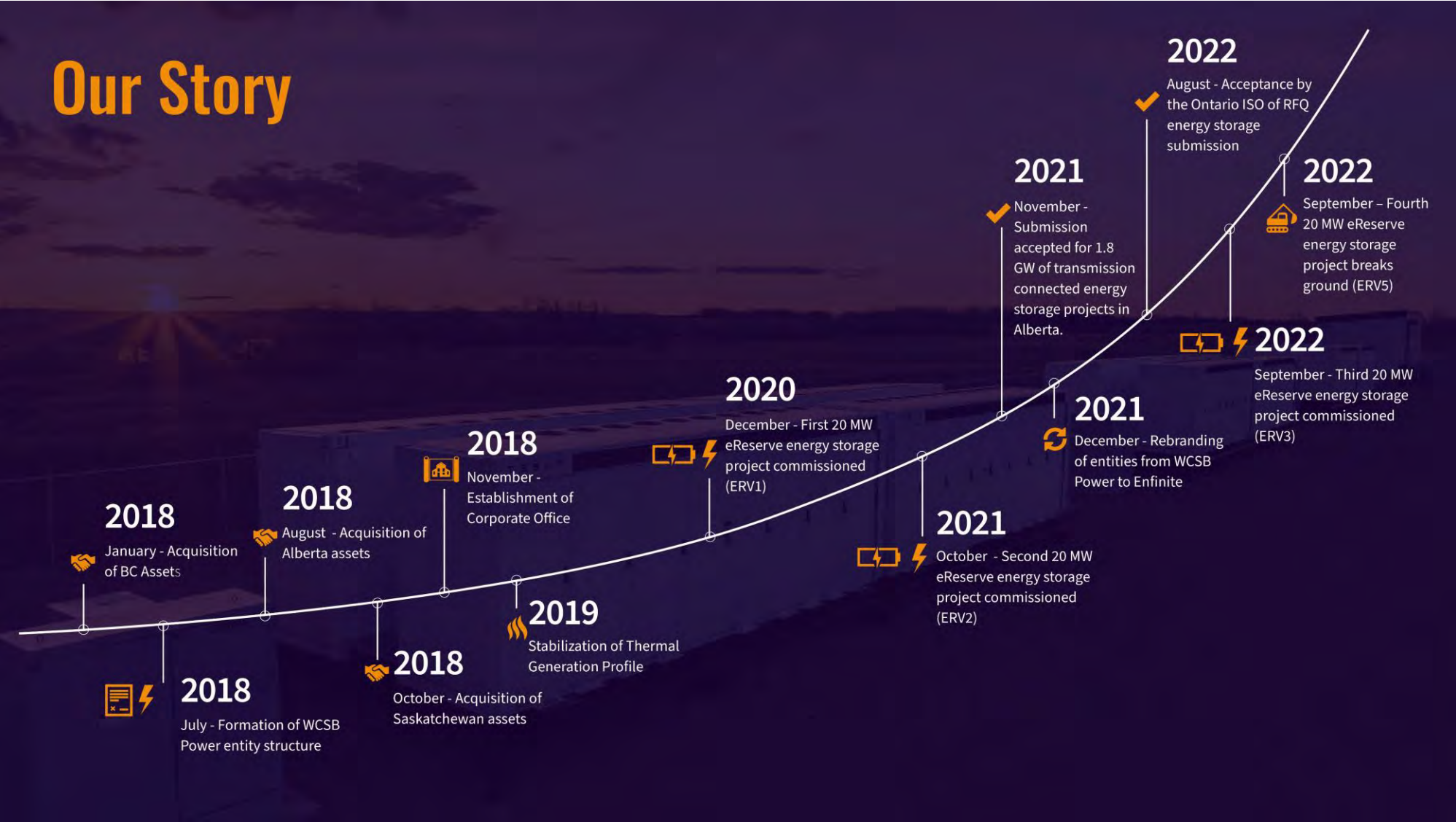
Powering Progress

Decarbonization is no longer an abstract future commitment. It is driving policy across Canada as we work towards a net zero future.

At Enfinite, we believe existing infrastructure cannot be immediately discarded to realize this goal, and we cannot pursue strategies that make energy unaffordable and unreliable for Canadians. With us, disruption doesn't need to be disruptive. By making the journey to net zero a more seamless transition, Enfinite is powering progress.









Our Story

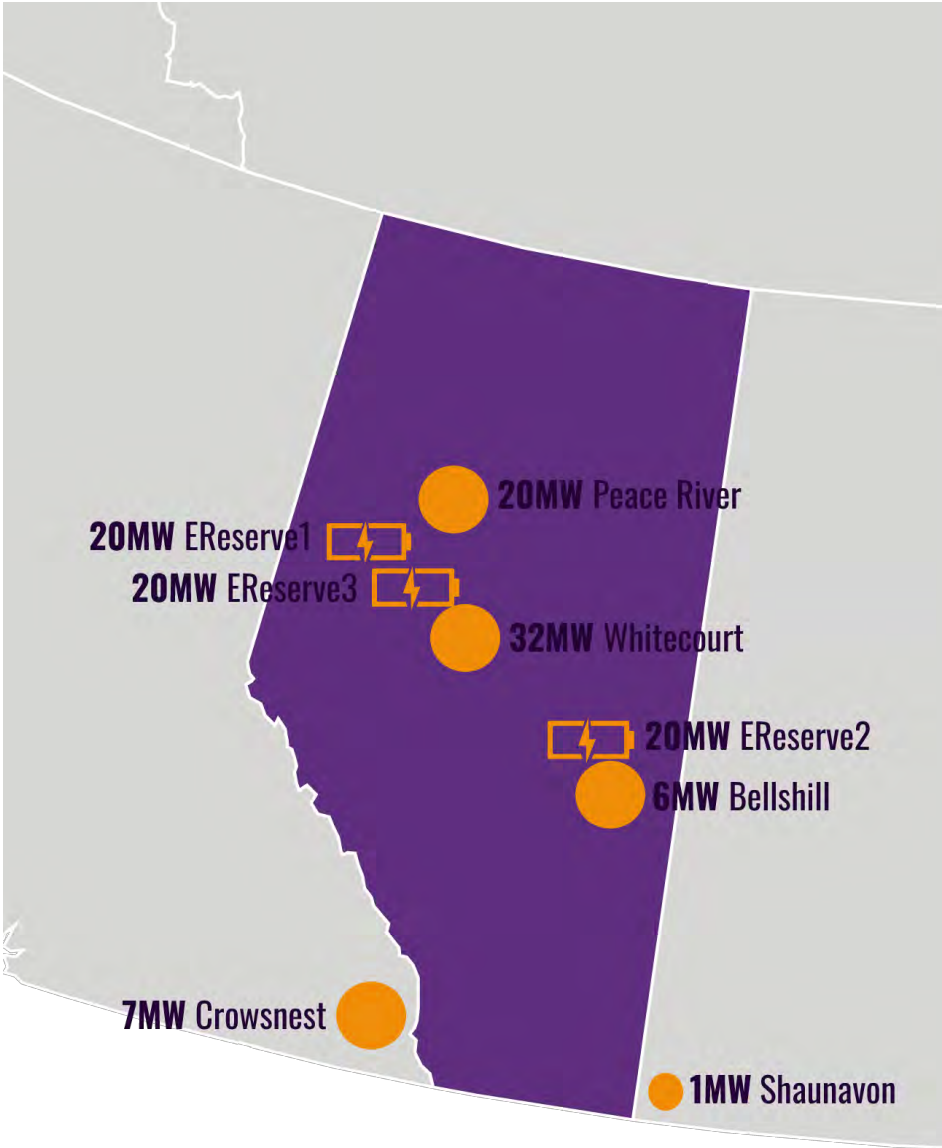


Quick Facts

Founded	2018
Employees	15
Corporate Headquarters	Calgary, AB
Assets in Operation (Total)	134MW Total

Project Metrics

	Thermal Generation – Operating Thermal Generation and Waste Heat to Power	74MW	
	Energy Storage – Operating	60MW	105MWh
	Energy Storage – In Construction COD – Q4 2022	20MW	35MWh
	Energy Storage – Approved and In Progress COD – Q3 2023	100MW	175MWh
	Energy Storage – Active Pipeline Ontario LTRFP	1,500MW	6,000MWh
	Energy Storage – Passive Pipeline Alberta Big Battery Projects	1,300MW	5,200MWh





EReserve1 Rycroft, Alberta



20MW – 35MWh



Commercial Operation – December 2020



EReserve2 Irma, Alberta



20MW – 35MWh



Commercial Operation – October 2021



EReserve3 Clairmont, Alberta



20MW – 35MWh



Commercial Operation – September 2022



Enfinite Energy Storage investment in local Alberta communities since 2020: \$1.5+ million

Why Storage? Why Now?

CURRENT GRID



Real-time balancing act between generation and consumption.



Requires excess generation assets and infrastructure to ensure power is available to all consumers.



The fundamental concept has not changed since the inception of the electrical grid in 1882.

FUTURE GRID



Strategic placement of energy storage, decoupling generation from consumption.



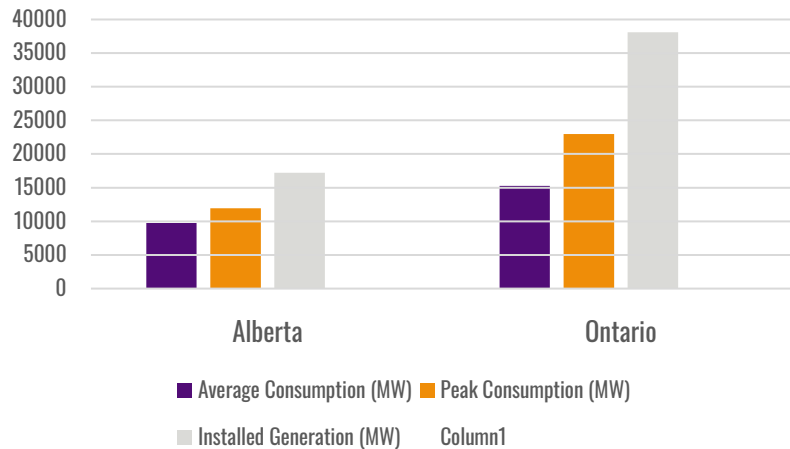
Efficient and effective use of generation resources. Redistribute excess generation at times of high consumption.



Large scale energy storage technology is here and improving at an exponential rate.



Installed Generation vs Actual Consumption 2021



Generation Overbuild



30% - 40%

Energy Storage IS the Future

- Electricity is the only commodity delivered to consumers real-time without a storage mechanism in place, requiring a delicate balance of generation and consumption.
 - Getting this wrong results in power outages.
- Historically, energy storage was not an option as technology at the required scale was not commercially viable or available.
 - Now the technology exists and Enfinite has proven the implementation and operation at the required scale.

Storage needs in Ontario and the Proposed Orangeville Transformer Station Project

Independent Electricity System Operator (IESO) identified a need for storage to avoid potential supply shortages during peak periods in Ontario. IESO prequalified suppliers in the Summer of 2022.

Enfinite participated in the IESO process and qualified as a supplier:

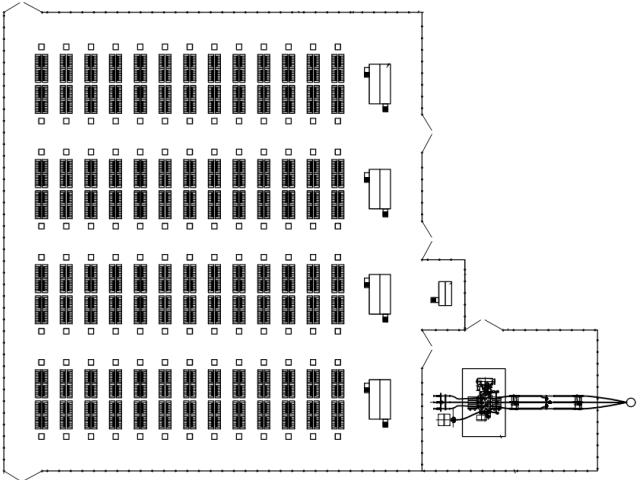
([Long-Term RFP and Expedited Process \(ieso.ca\)](#)):

- If successful Enfinite will be awarded a contract in 2023 and commence a Environmental Review under the Electricity Act.

Storage will provide reliability to the transmission system, and enable the growth of clean energy in Ontario to reduce GHG emissions.



Development
Proposed Project at Orangeville TS



IESO Expedited RFP	
What is it?	Stand Alone Energy Storage Facility
Energy Available?	200 MW x 800 MWh
Technology?	Industry leading Lithium-Ion
No. Battery Modules?	208
Project Footprint?	10 acres
Total Project cost?	Estimated \$500 million CDN
Project life?	20+ years

An aerial photograph of a data center facility at dusk. The facility is a fenced-in area with several large white server racks and a central building with a blue roof. It is illuminated by bright lights, contrasting with the darkening sky and surrounding fields. A road runs along the top and right sides of the facility. The text "Thank You Questions?" is overlaid on the left side of the image.

Thank You Questions?

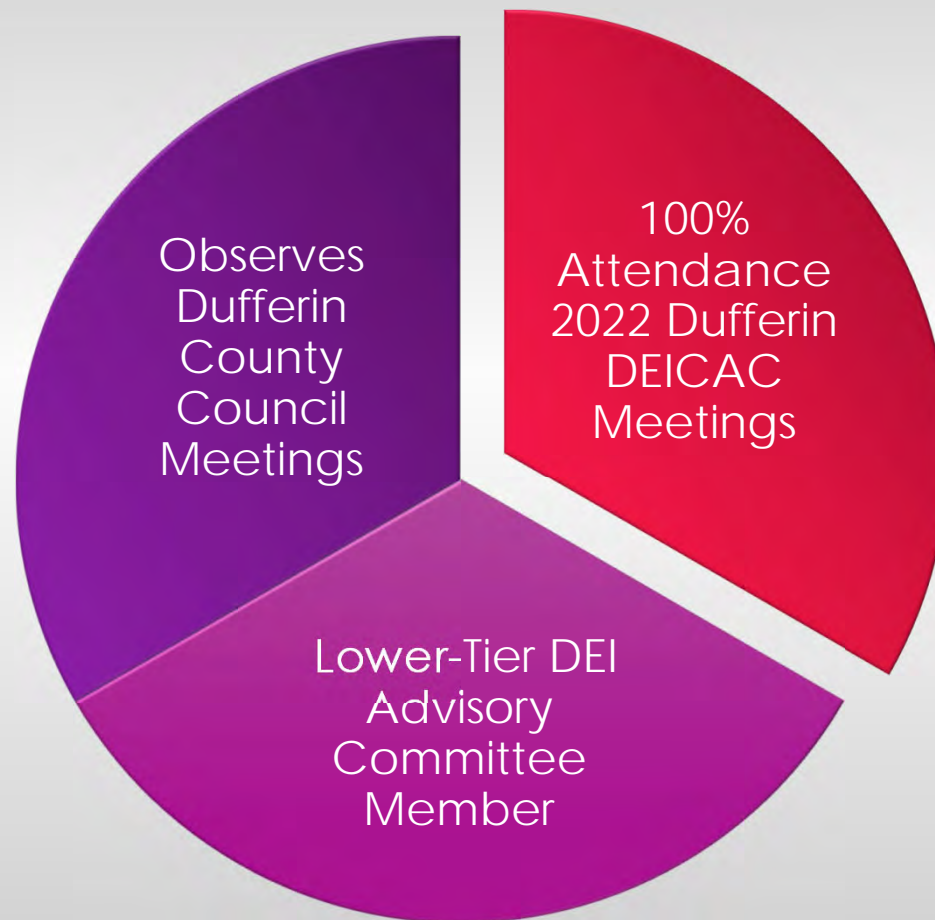


OVERSIGHT CONCERNS

REGARDING COUNCIL'S
DIVERSITY, EQUITY, AND INCLUSION
COMMUNITY ADVISORY
COMMITTEE

Submitted by Josh MacEwen
On October 5, 2022

ABOUT ME



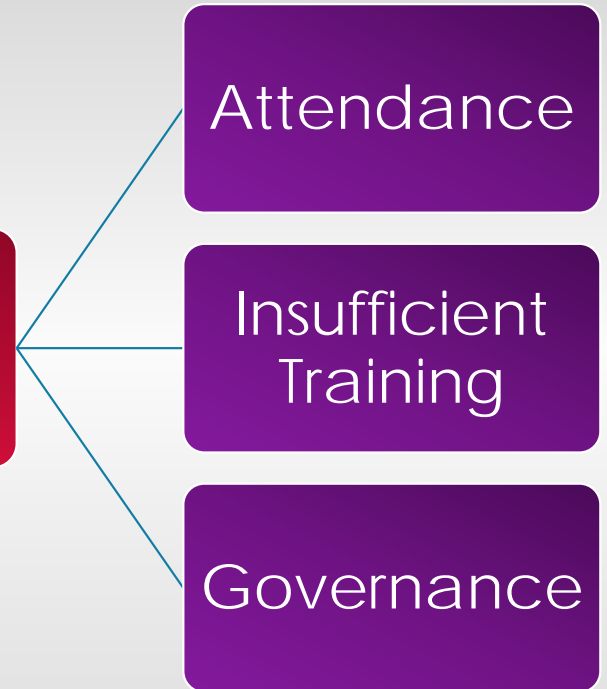
IDENTIFIED ISSUES

Lack of
Council
Engagement

Attendance

Insufficient
Training

Governance





THE LAST 10 SCHEDULED MEETINGS...

- No Council Representation at ~3.5 meetings
- **Only One Councillor Attended 3+ Meetings**
- Average Attendance for Public Members Under 7 Meetings per Member
- Staff Recommending Minimum 75% Mandatory Attendance for New Term
- Unable to Meet Quorum Twice, Both Times No Councillors Present

“Eighty Percent of Success is Showing Up” – Woody Allen

INSUFFICIENT TRAINING

Committee

- **Municipal Act**
- Procedural Bylaws
- Code of Conduct*
- Mandate & Terms of Reference

Diversity, Equity, & Inclusion

- Anti-Racism/Anti-Oppression Analysis & Strategies
- Weakness Identified by Consultant
- **Requires Investing in Public Members**

GOVERNANCE

Mandate & Terms of Reference

- Mission Creep
- Removed Annual Work Plan Requirements
- Undefined Deliverables, Metrics
- Advisors vs Activists

Appointment Process for Existing Members

- Council did not extend committee term
 - Despite this, existing members told if they apply, they're back
- Equity
- Compensation



RECOMMENDATIONS FOR COUNCIL

Full Selection Process for New Term

Training – Committee, DEI

Record Meetings & Publish on YouTube

Refer Policy to DEICAC for Examination

Reduce Meeting Frequency



QUESTIONS?



INFRASTRUCTURE & ENVIRONMENTAL SERVICES COMMITTEE MINUTES

Thursday, September 22, 2022 at 9:00 a.m.

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

Members Present: Councillor Sandy Brown (Chair)
Councillor Steve Anderson (joined at 9:03 a.m.)
Warden Wade Mills
Councillor Earl Hawkins
Councillor Fred Nix
Councillor Darren White

Alternate Members Present: Councillor Heather Foster for Councillor Currie

Members Absent: Councillor Bob Currie (prior notice)

Staff Present: Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Scott Burns, Director of Public Works/County Engineer
Rebecca Whelan, Deputy Clerk

Chair Brown called the meeting to order at 9:01 a.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Brown shared the Land Acknowledgement Statement.

ROLL CALL

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

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the Public.

REPORTS

1. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – September 22, 2022 – ITEM #1
Rural Water Quality Program Contract Extension

A report from the Director of Public Works/County Engineer, dated September 22, 2022, to seek approval to extend the delivery agreement for one year between Dufferin County and the Grand River Conservation Authority to administer the Rural Water Quality Program.

Councillor Anderson joined at 9:03 a.m.

Moved by Councillor Nix, seconded by Councillor White

THAT Report, Rural Water Quality Program Contract Extension, dated September 22, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT the Dufferin County renew the current agreement with the Grand River Conservation Authority to deliver the Dufferin Rural Water Quality Program on the County's behalf for one year to December 31, 2023.

-Carried-

2. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – September 22, 2022 – ITEM #2
Dufferin County Forest Advisory Team Minutes – August 25, 2022

Minutes from the Dufferin County Forest Advisory Team meeting on August 25, 2022.

Moved by Councillor White, seconded by Warden Mills

THAT the minutes of the Dufferin County Forest Advisory Team meeting of August 25, 2022, be adopted.

-Carried-

3. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – September 22, 2022 – ITEM #3
Dufferin County Outdoor Recreation Plan

A report from the Director of Public Works/County Engineer, dated September 22, 2022, to present the Draft Outdoor Recreation Plan for the County owned former rail corridor trail and the Dufferin County Forest.

Moved by Councillor Hawkins, seconded by Councillor Nix

THAT the Report, Dufferin County Outdoor Recreation Plan, dated September 22, 2022, from the Director of Public Works/County Engineer, be received;

AND THAT the Dufferin County Outdoor Recreation Plan be approved;

AND THAT staff be directed to update the applicable by-law in accordance with the approved plan.

-Carried-

Councillor Anderson left the meeting 9:13 a.m.

OTHER BUSINESS

Councillor Foster noted the Township of Amaranth would like to revisit the issue of a four way stop sign at County Road 12 and 20th Sideroad. The Director of Public Works/County Engineer noted County Road 12 is controlled by a stop sign with 20th Sideroad having the right of way. He noted that the Township of Amaranth can send a formal request and the Public Works department will have the signs installed.

Warden Mills advised the issue of transport truck noise on County Road 11 recently was brought up at a Town of Shelburne Council meeting. Warden Mills inquired if the County had considered installing signs to ask trucks to avoid the use of engine brakes. The Director of Public Works/County Engineer noted the signs may help but they are not enforceable and there is some potential liability in asking trucks not to use their full braking system. Mr. Burns noted they can continue the conversation and look into possible solutions.

Councillor Nix noted he is pleased with the paving work completed to date on Airport Road in Mono. Scott Burns, Director of Public Works/County Engineer, noted the County's Engineering team has worked very hard this summer despite ongoing economic challenges to complete the County's roads projects.

Chair Brown thanked the Committee for their term of service and wished the Councillors well in the upcoming elections.

The meeting adjourned at 9:18 a.m.

NEXT MEETING: To be confirmed

Respectfully submitted,

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



GENERAL GOVERNMENT SERVICES COMMITTEE MINUTES

Thursday, September 22, 2022 at 11:00 a.m.

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

Members Present: Councillor John Creelman (Chair)
Councillor Steve Anderson
Warden Wade Mills
Councillor Andy Macintosh
Councillor Philip Rentsch

Members Absent: Councillor Steve Soloman (prior notice)
Councillor Janet Horner (prior notice)

Staff Present: Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
Steve Murphy, Manager – Preparedness, 911 & Corporate Projects

Chair Creelman called the meeting to order at 11:02 a.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Creelman shared the Land Acknowledgement Statement.

ROLL CALL

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

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the Public.

REPORTS

1. GENERAL GOVERNMENT SERVICES – September 22, 2022 – ITEM #1
Comprehensive Emergency Management Program By-law

A report from the Manager – Preparedness, 911 & Corporate Projects, dated September 22, 2022, to present a revised Emergency Management Program By-law for Council's consideration.

Moved by Councillor Macintosh, seconded by Warden Mills

THAT the report of the Manager – Preparedness and 911, dated September 22, 2022, with respect to a Comprehensive Emergency Management Program By-law, be received;

AND THAT the attached By-law be adopted;

AND THAT by-law 2021-39 be repealed.

-Carried-

2. GENERAL GOVERNMENT SERVICES – September 22, 2022 – ITEM #2
Workforce Planning and Service Optimization Strategy -Remote Work Policy

A report from the Director of People and Equity, dated September 22, 2022, to provide a brief overview and recommend approval of the proposed Remote Work Policy.

Warden Mills left the meeting at 11:13 a.m. and rejoined the meeting at 11:15 a.m.

Moved by Councillor Rentsch, seconded by Councillor Macintosh

THAT the report of the Director of People & Equity, dated September 22, 2022, with respect to the Remote Work Policy, be received;

AND THAT the Remote Work Policy #2-4-18 be approved.

-Carried-

3. GENERAL GOVERNMENT SERVICES – September 22, 2022 – ITEM #3
Electronic Monitoring Policy

A report from the Director of People and Equity, dated September 22, 2022, to provide a brief overview and request to approve the Electronic Monitoring Policy.

Moved by Councillor Macintosh, seconded by Warden Mills

THAT the report of the Director of People & Equity, dated September 22, 2022, with respect to the Electronic Monitoring Policy, be received;

AND THAT the Electronic Monitoring Policy #2-4-19 be approved.

-Carried-

DISCUSSION

4. GENERAL GOVERNMENT SERVICES – September 22, 2022 – ITEM #4
Food For Thought Grant Allocation

A discussion took place regarding the Food For Thought Grant allocation amount, as requested at the September 8, 2022 Council meeting by the Orangeville Food Bank.

Sonya Pritchard, Chief Administrative Officer, noted the current Food For Thought Grant allocation is \$10,000. She advised the Orangeville Food Bank received a grant of \$3,000 in 2022 as well as Safe Restart Funding. She advised Headwaters Communities In Action will be reviewing the grant criteria for the next round of grants as well as criteria for one time funding versus sustained funding.

Councillor Anderson left the meeting at 11:27 a.m.

The Committee agreed any discussion regarding changing the allotted amount of the budget for grants should take place during the budget review next Council term.

Councillor Anderson rejoined the meeting at 11:34 a.m.

OTHER BUSINESS

Chair Creelman thanked Councillor Macintosh for his service on County Council.

ADJOURNMENT

The meeting adjourned at 11:35 a.m.

NEXT MEETING: To be confirmed

Respectfully submitted,

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



HEALTH & HUMAN SERVICES COMMITTEE MINUTES

Thursday, September 22, 2022 at 1:00 p.m.

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

Members Present: Councillor Philip Rentsch (Chair)
Warden Wade Mills
Councillor Sandy Brown
Councillor Guy Gardhouse (joined the meeting at 1:04 p.m.)
Councillor Chris Gerrits
Councillor Andy Macintosh
Councillor Fred Nix

Members Absent: Councillor Steve Soloman (prior notice)

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

Chair Rentsch called the meeting to order at 1:01 p.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Rentsch shared the Land Acknowledgement Statement.

ROLL CALL

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

Councillor Gardhouse joined the meeting at 1:04 p.m.

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions submitted.

REPORTS

1. HEALTH & HUMAN SERVICES – September 22, 2022 – ITEM #1
Fixing Long Term Care Act

A report and presentation from the Administrator of Dufferin Oaks, dated September 22, 2022, to inform committee members that the Long Term Care Home Act, 2007, has been repealed and replaced with the Fixing Long Term Care Act and to provide committee with an overview of the changes.

Councillor Gardhouse left the meeting at 1:10 p.m. and rejoined at 1:15 p.m.

Moved by Councillor Nix, seconded by Councillor Gerrits

THAT the report of the Administrator, dated September 22, 2022, with regards to the Fixing Long Term Care Act, be received.

-Carried-

2. HEALTH & HUMAN SERVICES – September 22, 2022 – ITEM #2
Ministry of Health, Ambulance Service Review Final Report

A report from the Chief Paramedic, dated September 22, 2022, to provide members of the Health and Human Services Committee an update on the results of the Ministry of Health Ambulance services review of Dufferin County Paramedic Service.

Moved by Councillor Macintosh, seconded by Councillor Gardhouse

THAT the report of the Chief, dated September 22, 2022, with regards to the Dufferin County Paramedic Services, be received.

-Carried-

OTHER BUSINESS

Chair Rentsch thanked Councillor Brown and Councillor Macintosh for their participation on the Committee.

ADJOURNMENT

The meeting adjourned at 2:00 p.m.

NEXT MEETING: To be confirmed

Respectfully submitted,

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



COMMUNITY DEVELOPMENT AND TOURISM COMMITTEE MINUTES

Thursday, September 22, 2022 at 3:00 p.m.

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

Members Present:

- Councillor Janet Horner (Chair)
- Warden Wade Mills (joined at 3:08 p.m.)
- Councillor John Creelman (joined at 3:20 p.m.)
- Councilor Guy Gardhouse
- Councillor Chris Gerrits
- Councillor Earl Hawkins
- Councillor Darren White

Members Absent:

- Councillor Bob Currie (prior notice)

Staff Present:

- Sonya Pritchard, Chief Administrative Officer
- Michelle Dunne, Clerk
- Rebecca Whelan, Deputy Clerk
- Cody Joudry, Director of Development and Tourism

Chair Horner called the meeting to order at 3:02 p.m.

LAND ACKNOWLEDGEMENT STATEMENT

Chair Horner shared the Land Acknowledgement Statement.

ROLL CALL

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

DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PUBLIC QUESTION PERIOD

There were no questions from the Public.

REPORTS

1. COMMUNITY DEVELOPMENT & TOURISM – September 22, 2022 – ITEM #1
Municipal Comprehensive Review Phase II – Mapping and Boundary Adjustments

A report from the Director of Development and Tourism, dated September 22, 2022, to outline the timelines associated with the next step in Dufferin County's MCR which includes agriculture systems mapping, natural heritage mapping, and settlement boundary adjustment mapping.

Warden Mills joined the meeting at 3:08 p.m.

A Public Information Centre will take place in November 2022 to present the draft mapping to the public for feedback.

Moved by Councillor White, seconded by Councillor Hawkins

THAT the report of the Director of Development and Tourism, "MCR Phase II – Mapping and Boundary Adjustments", dated September 22, 2022, be received;

AND THAT Council authorize staff to proceed with the MCR project as outlined in this report.

-Carried-

2. COMMUNITY DEVELOPMENT & TOURISM – September 22, 2022 – ITEM #2
MoD Strategic Priorities

A report from the Director of Development and Tourism, dated September 22, 2022, to outline the foundational priorities of the proposed MoD Strategic Plan to be presented to Council at the October meeting.

A presentation from Casey Hinton, Process, regarding the MoD Strategic Plan initial strategic priorities.

Councillor Creelman joined the meeting at 3:20 p.m.

Moved by Warden Mills, seconded by Councillor Gardhouse

THAT the report of the Director of Development and Tourism, "MoD Strategic Priorities", dated September 22, 2022, be received;

AND THAT the foundational priorities identified be approved:

- 1. Become a Storyteller**
- 2. Centre the Visitor Experience**
- 3. Reach Out into the Community**
- 4. Safeguard our Collections.**

-Carried-

3. COMMUNITY DEVELOPMENT & TOURISM – September 22, 2022 – ITEM #3
One Year Department Overview

A report from the Director of Development and Tourism, dated September 22, 2022, to provide an overview and assessment Community Development and Tourism operations including the department structure.

Warden Mills left the meeting at 3:56 p.m.

Moved by Councillor Gerrits, seconded by Councillor Gardhouse

THAT the report of the Director of Development and Tourism, "One Year Department Overview", dated September 22, 2022, be received;

AND THAT the Tourism/Museum Manager position be changed to focused on museum services and renamed Museum Services Manager.

-Carried-

OTHER BUSINESS

Chair Horner advised she is aware of a well water issue at Primrose Elementary School. The Chief Administrative Officer noted the County's Manager – Preparedness, 911 and Corporate Projects has been in touch with the school regarding their interim plans. The CAO will confirm with the Chief Building Official that the County does not have any requirements for the new well but we will offer to assist in any way possible.

ADJOURNMENT

The meeting adjourned at 4:04 p.m.

NEXT MEETING: To be confirmed

Respectfully submitted,

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



DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY COMMITTEE MINUTES

Wednesday, September 14, 2022 at 7:00 p.m.

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

Members Present:

Trisha Linton – Chair (joined at 8:25 p.m.)
Althea Alli
Jordan Deidier
Sabina Greenley
Arvandi Nalisa Komal
Christie Lazo
Alethia O’Hara-Stephenson
Angela Pollard (staff liaison, non-voting)
Councillor Darren White

Members Absent:

Councillor Steve Anderson
Councillor Sandy Brown (prior notice)
Preeya Rateja (prior notice)
Mike Marcinkiewicz
Meg Haggett

Staff Present:

Rohan Thompson, Director of People & Equity
Timothy Chan, Communications Manager
Kareema Sookdeo, Diversity & Equity Advisor
Michelle Hargrave, Administrative Support Specialist

The Acting Chair, Althea Alli, called the meeting to order at 7:07 p.m.

LAND ACKNOWLEDGEMENT STATEMENT

Althea Alli shared the Land Acknowledgement Statement.

REPORTS

1. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – September 14, 2022
Item #1 – Diversity, Equity and Inclusion Community Advisory Committee Minutes – July 13, 2022

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

DISCUSSION

2. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – September 14, 2022
Item #2 – Status Update: Strategic Plan & Terms of Reference

A presentation from Ruth Cameron regarding the work completed to date on creating a strategic plan and updating the Committee's Terms of Reference.

Ruth has created some possible mission statements, vision statements and strategic objectives after meeting with some Committee members and the focus group. The Committee discussed the different versions of mission and vision statements while giving feedback to Ruth.

Councillor White left the meeting at 7:50 p.m.

Ruth gave examples of goals and objectives the Committee can achieve and report back to Council on. The goals and objectives need to be measurable and focused. For example, engage with three departments (once or twice) in a year, ask to see their work plan to give feedback on how they can incorporate a diversity, equity and inclusion lense, then review the revised version.

Trisha Linton joined the meeting at 8:25 a.m.

Ruth has suggested adding member expectations around attendance and respectful engagement, as well as confidentiality during in camera discussions, to the Terms of Reference.

Committee members are asked to email their feedback to staff by September 28, 2022. Ruth will review the feedback and send a revised draft Terms of Reference for review at the next Committee meeting.

3. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – September 14, 2022
Item #3 – Committee Recruitment

Rohan Thompson, Director of People & Equity, and Michelle Hargrave, Administrative Support Specialist, provided an update on Committee recruitment for the next term. The Clerk's department will notify members of the Committee when the application is available.

Sabina Greenley left the meeting at 9:00 p.m.

CORRESPONDENCE

4. DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY – September 14, 2022
Item #4 – Town of Shelburne

Correspondence from the Town of Shelburne, dated September 7, 2022, to invite Committee members to Orange Shirt Day and the Every Child Matters Ceremony on September 30, 2022.

ADJOURNMENT

The meeting adjourned at 9:02 p.m.

Next Meeting: October 12, 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 County Council

From: Rohan Thompson, Director of People & Equity

Meeting Date: October 13, 2022

Subject: **Diversity Equity and Inclusion Community Advisory Committee:
Draft Strategic Plan and Draft Revised Terms of Reference**

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 & future needs for a livable community

Purpose

The purpose of this report is to provide Council a status update on the work of the Diversity Equity and Inclusion Community Advisory Committee (DEICAC) with respect to the committee creating a draft Strategic Plan (Strategy) and draft Terms of Reference (TOR) for approval of County Council.

Background & Discussion

DEICAC is comprised of community volunteers and County Councillors. DEICAC is an official committee of County Council and established in October 2020. The committee is focused on creating and enacting equitable change for the County of Dufferin and advising County Council on how to become more equitable.

DEICAC has identified that in order to become more effective, developing a Strategy and revised TOR would help to focus its energy and also do a better job of articulating the committees mandate, mission, vision and strategic priorities. The creation of a strategic plan would also create a level of transparency of DEICAC, in that the committee will be able to report back on the level of progress made on the Strategy. It is important

to note that DEICAC met several times over the summer to ensure that the draft Strategy and TOR would be ready for the last council meeting of term. This speaks to the level of commitment and dedication of the DEICAC.

One of the major considerations when creating the Strategy was the recognition that DEICAC is a committee comprised of mainly community volunteers, so the Strategy had to be meaningful but also manageable, for a group of primarily volunteers.

The development of the Strategy was informed by:

- DEICAC Focus Group
- DEICAC Key Informant Interviews
- Internal Literature Review
- External Literature Review

The Strategy sets out clearly:

- The historical context that DEICAC is born out of
- Vision & Mission
- Mandate
- Strategic Priorities
- Goals and Objectives

Some of the articulated goals of strategy are, but not limited to:

1. DEICAC works to advance initiatives focused on eradicating inequality in the delivery of County of Dufferin programs and services through developing knowledge of effective DEI practices.
2. DEICAC will monitor progress towards meaningful representation, diversity and participation of equity-seeking individuals and communities with County Council, and through knowledge-sharing, recommendations and engagement with municipal programs and services.

Once successfully implemented, the DEICAC strategic plan will meet several commitments developed by the Coalition of Inclusive Municipalities, including obligations to:

- a) monitor and address discrimination,
- b) provide equality of opportunity as a municipal employer, service provider, and contractor, and
- c) engage residents in local anti-racism initiatives and in decision making

The DEICAC strategic plan, combined with the County of Dufferin strategic plan will facilitate the County in joining other municipalities across Canada, including jurisdictions with as diverse experiences, challenges and equity strategies as those developed and represented within parallel structures at the City of Toronto, and at the town of Halton Hills.

The revised Terms of Reference was developed through the same consultation process that was mentioned above and addresses DEICAC's ongoing commitment to be clear about its mandate. The draft TOR has been revised to be tightly aligned with the suggested Goals & Priorities in the Strategy. The revised TOR significantly mirrors the current TOR. No items were removed, but there were additions made. Please see below the additions made to the revised draft TOR:

- Explicit information indicating how DEICAC will achieve there mandate;
 - a) developing and enhancing committee knowledge of effective DEI practices,
 - b) selection of County programs, policies and services for review, and reporting, and
 - c) amplification of community DEI events and initiatives. The committee will report progress on its workplan on an annual basis.
- Addressing inherent group power dynamics by recommending Councilors on DEICAC become non-voting ex-officio roles
- Being explicit on conflict of interest concerns and how those concerns will be remedied
- Brining remuneration in line with current County policy
- Highlighting code of conduct expectations
- Provide minimum member attendance expectations

Financial, Staffing, Legal, or IT Considerations

There are no additional resource or IT considerations at this point.

Recommendation

THAT the report of the Director of People & Equity, dated October 13, 2022, regarding the Diversity Equity Inclusion Advisory Committee: Draft Strategic Plan and Draft Revised Terms of Reference, be received;

AND THAT the draft Strategic Plan and revisions to Diversity, Equity, and Inclusion Community Advisory Committee Terms of Reference, be approved.

Respectfully Submitted By:

Rohan Thompson
Director of People & Equity

Attachments:

DEICAC Draft Terms of Reference
DEICAC Draft Strategic Plan

**Diversity, Equity and Inclusion
Community Advisory Committee
Terms of Reference**

Mandate:

The mandate for the committee will be to advise County Council, make recommendations and provide a monitoring and measuring role to help ensure that the County applies a diversity, equity and inclusion lens to its policies, services and programs. The committee will develop an annual work plan focused on goals related to: a) developing and enhancing committee knowledge of effective DEI practices, b) selection of County programs, policies and services for review, and reporting, and c) amplification of community DEI events and initiatives. The committee will report progress on its workplan on an annual basis.

1. Engage in relevant training about reconciliation, diversity, equity and inclusion, anti-racism and anti-oppression issues and strategies for the purposes of orientation and capacity building and knowledge development of effective practices on an annual basis.
2. Provide insight, advice, and make recommendations to County Council relating to the following:
 - identifying systemic barriers faced in accessing county services, information, programs and facilities;
 - strategies for building connections and fostering a deeper sense of inclusion and belonging especially for marginalized groups;
 - proposed County of Dufferin initiatives, services, and policies to meet changing needs of a diverse community;
 - employment and employee awareness policies, initiatives, and programs.
3. Provide recommendations on opportunities for education and awareness programs for the Committee, Council and staff on anti-racism, diversity, equity and inclusion in consultation with the County Administration and within the budget allocated by County Council.
4. In cooperation with County Staff Diversity and Inclusion Committee provide regular updates to County Council that monitor and measure the County's success in

applying a diversity, equity and inclusion lens resulting in implementing real changes to policies, services, and programs.

5. Liaise with organizations and stakeholders, particularly those from marginalized groups including, but not limited to Black, Indigenous, non-white racialized, Two Spirit and LGBTQIA+, disabled, impoverished and newcomer community members from systemically disadvantaged communities to facilitate discussions that promote broader understanding of systemic inequalities and promote engagement between residents of diverse backgrounds and abilities, to generate solutions for removal of barriers to equity.

Composition:

The Diversity, Equity and Inclusion Committee is composed of the following members:

Role	Member
Committee Chair	To be selected annually from within the volunteer / voting members of the committee
Committee Vice-Chair	To be selected annually from within the volunteer / voting members of the committee
Community Members	8-10 volunteer members appointed from the community
Council Representation	2-3 ex-officio, non-voting members of County Council
County of Dufferin Staff Liaison (non-voting)	2 members from the Staff Diversity and Inclusion Committee
Support Staff (non-voting)	Support staff as required

Selection Process:

Community Members will be selected through an application and interview process. The interview panel will include the appointed Council members and a staff representative. Committee members will have the skills, knowledge, and experience to contribute effectively to the committee's mandate. Committee members must be a County of Dufferin resident, business owner or stakeholder who has an understanding of the impacts of racism and systemic discrimination on marginalized people and meet the following general qualifications:

- be familiar with overall community issues
- have demonstrated knowledge around diversity, equity and inclusion
- be able to build meaningful relationships and connections within the community

Council shall strive to ensure Committee membership reflects the diversity of the community with particular focus given to marginalized groups who have traditionally faced systemic discrimination including but not limited to Black people, First Nations, Indigenous, Inuit and Metis peoples, individuals from non-white racialized communities, disabled persons, impoverished and newcomer community members from systemically disadvantaged communities, and people who identify as Two Spirit or LGBTQ+.

Member Expectations:

Committee members are expected to adhere to the following conduct and practices:

- That all committee members, in all forms of communication, when speaking about the work of the committee, or members of the committee do so in a respectful manner
- That committee members address differences of opinions or conflict with other committee members in a respectful manner
- That all committee members respect confidentiality and privacy
- That all committee members are required to attend a minimum of 75% of committee meetings, not inclusive of DEICAC sub-committee meetings.

Conflicts of Interest:

Members should be cognizant of perceived conflicts in terms of issues which may serve to benefit them personally. Members shall not use their status on a Committee for personal or political gain.

Conflicts of interest can be actual and perceived. Proactively managing perceived and actual conflicts of interest are integral to maintaining public confidence in DEICAC's integrity as a Committee of Council.

An actual or real conflict of interest is a situation where an individual's professional or personal self-interest could in fact, motivate them to act in a way that goes against a client, employer's or the public interest, and the individual actually does have the opportunity to take that action, or to make a decision that personally benefits them over other interests. An actual conflict may or not may be recognized by all parties.

A perceived conflict may be where a conflict does not exist, but a reasonable person may think it does, due to proximity in personal or business relationships between the individuals involved in a decision.

Individuals must maintain an arms-length relationship from all other Committee members, and disclose their actual and perceived conflicts of interest prior to engaging in Committee discussions and / or decisions that could result in personal or professional benefit.

Once a conflict, either actual or perceived is declared:

- Individuals must recuse themselves from the pertinent discussion and decision-

- making process and / or,
- if the conflict involves an ongoing relationship that is not arms-length in nature and involves members connected to the committee's work, the individual in conflict must step down from the committee.

Subcommittees and Working Groups:

The Diversity, Equity, and Inclusion Community Advisory Committee may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate. Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member. Subcommittees may also invite community volunteers and stakeholders to participate in specific initiatives.

Remuneration & Expense Reimbursement:

Remuneration will be provided in accordance with Policy 1-2-2 – Committee Structure and Mandates

Term of Office:

The Committee members shall be appointed for the Term of Council (4 years).

Meetings:

The committee will meet a minimum of 6 times per year or at the call of the Chair.

Quorum:

Committee quorum requires that the majority of voting members be present. If quorum is not attained within the first 10 minutes, the formal meeting cannot proceed and the support staff member is not required to remain and/or provide notes. If members present choose to remain, they may do so for an information exchange only.

County of Dufferin
Diversity, Equity and Inclusion Community Advisory Committee
Strategic Plan,
2022 - 2026

Introduction and History

The County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee (DEICAC) was created in October 2020 as a response to local incidents of anti-Black racism. The Advisory Committee to County Council was implemented very promptly, following in the wake of similar actions in municipalities that took place during the most recent wave of North American African, Caribbean and Black community civil rights organizing, characterized by the United States and Global Black Lives Matter movement. As an initially community-led response to very recent visible and public acts of anti-Black racism, the action was connected to and reminiscent of many of the strategies used by the Black Canadian organizers that created and sustained earlier phases of the Canadian Civil Rights movement spanning the 1940s to the 1960s. While those historic organizers efforts resulted in the creation of the Ontario Human Rights Commission in 1961 (Black History in Canada: 1960 to Present, n.d.), the efforts, demands and requests of community members and elected councilors from the cities and townships of Dufferin County spurred DEICAC's 2020 implementation. Despite DEICAC's catalyst being acts of anti-Black racism that occurred within the larger community, rather than barriers or discrimination within municipal services, the committee's initial focus remained on providing advice to the County and recommendations to County Council on both issues and improvements that could be implemented within County's policies, programs and services. However, in the pattern of previous actions fostering cooperation, collaboration and coalition-building in response to discrimination, and persistent structural inequities in society, the Community Advisory Committee broadened its purpose to addressing multiple and connected systems creating barriers to access and inclusion for marginalized communities within the County, while also allowing for limited community engagement, and the inclusion of an anti-racist and anti-oppressive focus. This process of broadening from political action rooted in addressing and ending anti-Black racism to expansion including addressing the interconnected oppressions of sexism, classism, ableism, heterosexism, homophobia, transphobia, ageism, and settler colonialism and other entrenched forms of systemic oppression is a shift common to prior, current and ongoing civil rights organizing in North America and other regions.

The initial press release referencing DEICAC's inception (Dufferin County, 2022) speaks to its role as not only one of a group of volunteers offering advisement, but also to facilitating and participating in organizational development for the municipality and County Council through a monitoring, measurement, and reporting role. This action and results-oriented framing of DEICAC's mandate is a

marked departure from the mainly recommendation, celebratory and awareness-raising functions that many municipal diversity, equity and inclusion committees are frequently relegated into performing.

Even within this unique mandate, DEICAC's work originally focused on a) advising County Council on incorporating a diversity equity and inclusion (DEI) lens and associated frameworks into policies, programs and practices across county services, b) providing updates to County Council on DEI progress in policies, services and programs, and c) a limited amount of activity related to liaising with equity-focused organizations and individuals to facilitate engagement. In an effort to facilitate these objectives, County leadership engaged a consultant specializing in anti-oppression organizational development to provide a process for the development of a Committee strategic plan and an expanded, revised Terms of Reference document to be approved at Council for the enhancement of DEICAC's priorities. In addition to providing the framework for ongoing DEICAC work, a vision, mission statement, strategic priorities and measurable goals, the plan provides potential topics for ongoing training for committee members, and a workplan template. This document reflects and details the entirety of the plan.

The Strategic Planning Process

In summer 2022, the County of Dufferin engaged Ruth Cameron Consulting to engage in a rapid and brief strategic planning process prior to the October municipal election and conclusion of the current term for serving DEICAC members. Supported by leadership from the County and members of the Committee, the planning process commenced. The streamlined effort focused on gathering of relevant data from strategic documents from Dufferin County and other municipalities and jurisdictions engaged in diversity, equity and inclusion, and anti-racism and anti-oppression work, as well as key informant interviews and consultations with the County's Chief Administrative Officer, the Director of People and Equity, County Councillors on the Committee, and the Committee Chair and other individual members of the Committee, and a focus group open to the entire Committee. These consultations included a brief assessment of the current context in which DEICAC operates, motivations for engaging in diversity, equity and inclusion work, and anti-racism and anti-oppression initiatives. Other feedback included individual and group reflections on the scope and priorities for DEICAC collaborative efforts, and a situational analysis of perceived or identified areas of advantage, momentum, or challenge impeding group progress to workplan implementation. Subsequently, key informant interviews were used to conduct a brief analysis related to perceived committee strengths and challenges, and opportunities and threats to implementing and achieving the committee's mandate. The strategic planning development process was conducted in three portions:

- Document collection (organizational documents, municipal initiatives, grey literature) and synthesis into themes.
- Confirmation of main themes from the document synthesis through comparison with themes from the staff, volunteer, and County Councillor feedback.
- A SCOT analysis (an analysis of strengths, challenges, opportunities & threats) of interview and focus group content.

Subsequently, these themes were used to provide content and the core components and areas of focus identified in the new strategic plan and revised terms of reference. Thematic analysis revealed several corroborating areas of feedback including a desire to capitalize on the enthusiasm of volunteers through promptly moving into actionable activities subsequent to onboarding orientation and training, and a desire to be responsive to local incidents through acknowledgment and affirming positive community actions towards repair of harm. There was a shared desire to capitalize on the strong support and endorsement for the formation of a Committee from County Council through development implementation, and once completed, highlighting the impact achieved from executed and completed workplans.

Identified challenges included the persistent balance involved in maintaining a manageable scope and focus for the work of a volunteer committee in the face of a desire to be responsive to constant local, national and international events and incidents revealing deep-rooted inequalities and oppressions. Highlighted gaps included less knowledge of definitions related to diversity, equity and inclusion (DEI), critical analysis and anti-racist, anti-oppression (AR / AO) frameworks, and high-impact DEI and AR / AO strategies necessary to address and mitigate structural determinants – the oppressions entrenched through policy, practices and law, significantly limit our ability to create equity and reach equality. Additional annual DEICAC training on DEI and AR / AO definitions, frameworks, and workshops on historical and current law, policy and practices reinforcing systemic social inequality in communities would address these knowledge and analytical gaps.

Vision, Mission, Values and Strategic Priorities

Vision:

DEICAC works toward a future in Dufferin County where diversity is respected and valued, systemic discrimination is eliminated, and structural barriers to social and economic inclusion are dismantled. Dufferin County policies, practices, programs and services are recognized equity resources, utilized to foster civic engagement and community belonging, and to support building of sustainable communities, create economic stability, and enhance meaningful social inclusion and well-being.

Mission:

DEICAC will engage education and training, community engagement, and a commitment to broadening and fostering diversity, equity and inclusion, anti-racist, anti-oppressive and anti-colonial practices to:

- Facilitate community awareness and connection,
- Address institutional barriers to inclusion, representation and retention
- Work towards removing policy and practices that reinforce persistent social inequality present in the County.

The Diversity, Equity and Inclusion Community Advisory Committee is a catalyst for fostering equity within the Corporation of the County of Dufferin, with the goal of creating a more inclusive community. We bring community volunteers together to cultivate opportunities for training and learning, capacity-building and local transformation toward practices in support of this goal. The Committee works in alignment with other local community groups seeking justice through raising awareness and engaging in organizing for equity, supporting initiatives reducing multiple and diverse forms of inequality. DEICAC endeavors to champion true reconciliation and act in solidarity with movements affirming Indigenous sovereignty.

Mandate and Strategic Priorities:

DEICAC members participate in capacity building activities focused on increasing meaningful representation across civic leadership, participating in ongoing equity, diversity and inclusion training, and raising awareness about and dismantling anti-oppressive and anti-racist practices. DEICAC works towards the goal of increasing equitable civic, social, and economic outcomes in Dufferin County. Strategic priorities include these intentions and outcomes:

- To build DEICAC, County Council and administration's understanding of social and economic inequality, and committee capacity to promote access, equity and inclusion through changes in County policy, programs and services.
- To sustain DEICAC's presence as a committee of County Council, recognizing diversity, fostering meaningful equity and inclusion initiatives in Dufferin County.
- To assess County of Dufferin progress towards meaningful equity-related benchmarks and goals.
- To raise awareness of and to amplify other local community diversity, equity, and inclusion, reconciliation, anti-racist and anti-oppression initiatives.

Goals and Objectives

Goal 1 - DEICAC works to advance initiatives focused on eradicating inequality in the delivery of County of Dufferin programs and services through developing knowledge of effective DEI practices.

- Throughout the Term of Council, DEICAC will engage in both orientation and additional ongoing annual training focused on developing expertise in issues related to systemic marginalization, equity, diversity, and inclusion, reconciliation, anti-racism, and anti-oppression, to facilitate advising County Council and administration on effective evidence-based changes in programs, services and practices that promote more equitable engagement and outcomes.

Goal 2 - DEICAC will monitor progress towards meaningful representation, diversity and participation of equity-seeking individuals and communities with County Council, and through knowledge-sharing, recommendations and engagement with municipal programs and services.

- Throughout the Term of Council, DEICAC will engage annually with a limited number of County programs and services to advise and learn about their equity initiatives. This will inform DEICAC development of annual benchmarks as indicators of progress toward equity-related goals.
- DEICAC will report to County Council on advisement to municipal programs and services and progress towards these defined benchmarks on an annual basis.

Goal 3 - DEICAC promotes human rights and diversity through amplifying other select local initiatives raising awareness about equity, meaningful representation and inclusion, diversity, challenging discrimination, and promoting reconciliation.

- Throughout the Term of Council, DEICAC will develop a strategy to amplify other municipal and community-led equity initiatives and reconciliation efforts.
- DEICAC will include these activities within its annual work plan and annual reporting.

Goal 4 - The DEICAC mandate and strategic priorities are reflected in an annual work plan focused on a) the Committee completing relevant DEI training, b) providing informed recommendations to County Council, c) reporting on monitoring ensuring that the County applies a diversity, equity and inclusion lens to its policies, services and Programs, and d) where feasible, amplifying other local DEI initiatives.

- DEICAC's work plan will incorporate all noted areas of focus within its annual work plan and annual reporting to County Council.

Conclusion

Through evidence-informed advisement and engagement from committees like DEICAC, municipal diversity, equity and inclusion, and anti-racism and anti-oppression initiatives can foster improved decision making, both within administration and council, avoiding decisions that overlook or exclude marginalized groups within the local community. More robust engagement, and better-informed recommendations, created through a critical lens, can allow for more equitable distribution and allocation of public goods, enhance the impact of diversity and inclusion recruitment and retention initiatives, and improve community engagement practices (MRSC - Diversity, Equity, and Inclusion Resources for Local Governments, n.d.). Once successfully implemented, the DEICAC strategic plan will meet several commitments developed by the Coalition of Inclusive Municipalities, including obligations to a) monitor and address discrimination, b) provide equality of opportunity as a municipal employer, service provider, and contractor, and c) engage residents in local anti-racism initiatives and in decision making (Coalition of Inclusive Municipalities, 2022). The DEICAC strategic plan, combined with the County of Dufferin strategic plan will facilitate the County in joining other municipalities across Canada, including jurisdictions with as diverse experiences, challenges and equity strategies as those developed and represented within parallel structures at the City of Toronto, and at the town of Halton Hills. From their advisory role to the County of Dufferin, as its programs and departments do the long-term work of embedding diversity, equity and inclusion, and anti-racism, anti-oppression frameworks into the delivery of municipal services, DEICAC will enable the recognition of equity as an inherent and integral component not only of a customer service standard, but also in systems, structures and in community beyond the County of Dufferin's reach. This fundamental work will not only positively impact current residents, but also future generations within Dufferin County.

References

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Appendix 1

Sample Annual Work Plan

Strategic Goal	Activities	Outcomes
Goal # 1 Developing Effective DEI / AO Knowledge	<ul style="list-style-type: none"> In 2022-2023 the entire DEICAC committee participated in 2 2-hour DEI-focused onboarding / orientation sessions 	<ul style="list-style-type: none"> With new knowledge acquired after the training sessions, the committee decided to focus on Parks and Recreation, Municipal park permit policies for 2022-2023 review and feedback .
Goal # 2 Conducting DEI Review / Advisement / Monitoring Progress	<ul style="list-style-type: none"> Parks and Recreation presented a program and services overview to DEICAC in Fall 2022, and after receiving feedback reconnected to present proposed DEI program and policy changes to DEICAC in Spring 2023 	<ul style="list-style-type: none"> Parks and Recreation provided their Program and Policy review report to council in late spring 2023 DEICAC provided DEI recommendations to County Council for their delegation process in Winter 2023
Goal # 3 Amplifying Community DEI Initiatives	<ul style="list-style-type: none"> DEICAC shared social media posts on behalf of 3 local disability rights, LGBTQ, and cultural organizations in 2023, and issued a statement in support of the community vigil in Shelburne in Summer 2023. 	<ul style="list-style-type: none"> The Orangeville DEI Committee requested DEICAC reach out to local equity, cultural and human rights associations through social media to all delegate at County Council for resources for an annual March 21st event.
Goal # 4 Presenting Annual Work Plan	<ul style="list-style-type: none"> DEICAC planned the annual work plan in November 2022. 	<ul style="list-style-type: none"> DEICAC presented the work plan to County Council in December 2022 and reported on the workplan in August 2023.



REPORT TO COUNCIL

To: Warden Mills and Members of Council

From: Cody Joudry, Director of Development and Tourism

Meeting Date: October 13, 2022

Subject: **Official Plan Amendment No. 9 (OPA 9), East Garafraxa**

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 & future needs for a livable community

Purpose

The purpose of this report is to approve the Township of East Garafraxa OPA No. 9 (OPA9) pursuant to O.REG 543/06 of the Planning Act, R.S.O. 1990, c. P.13.

Background & Discussion

The Township of East Garafraxa adopted OPA No. 9 (OPA9) on August 2, 2022, and subsequently forwarded the Record of Decision to the County on the day of adaptation (Attachment A), for County review and approval.

The County is the approval authority of Official Plan Amendments for the Township of East Garafraxa and as such, this Report recommends that County Council approve the Township of East Garafraxa Official Plan Amendment OPA No. 9 (OPA9), as adopted by the Township (Attachment B).

The purpose of the Official Plan Amendment OPA No. 9 (OPA9) to the Township of East Garafraxa Official Plan is to assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the

statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

Proposed changes will affect lands throughout the entire Township and include:

- i. making Pre-Application Consultation mandatory;
- ii. establishing that terms of reference or other criteria for specific studies, or other information or material, shall be established by the Township through the Pre-Application Consultation as required for a complete application, in consultation with the County of Dufferin, appropriate Conservation Authority or other agencies;
- iii. adding a direction that the Township shall review and evaluate the studies or other information or material submitted to ensure that the terms of reference or other criteria have been satisfied prior to the Township making a determination that an application can be deemed complete;
- iv. adding a policy stating that only one application for an official plan amendment, zoning by-law amendment, plan of subdivision, plan of condominium or site plan control shall be deemed complete if applications are submitted concurrently; and,
- v. updating the policy regarding fees required by the Township and other agencies to include fees for mandatory Pre-Application Consultation.

As per the Planning Report included in (Attachment A) Exhibit "1" , it is noted that on June 2022, the Township held a public meeting under Sections 22 and 34 of the *Planning Act* for the proposed amendments to the Official Plan to implement further policies with respect to pre-application consultation and complete application requirements. At the meeting, there were no oral submissions, or public in attendance.

Dufferin County Official Plan (2017) Conformity

The County Official Plan provides general County-level policy direction for land use planning and a framework to guide the physical, social, economic, and environmental management of the County and address matters of County significance. The policies of the Plan are further implemented through more detailed land use and development policies in the local municipal official plans. All local municipal official plans and zoning by-laws are required to conform to the County Official Plan.

Section 8.7 of the County Official Plan requires that Local municipalities may establish more specific requirements for pre-consultation and complete application requirements

in their local municipal official plans, consistent with the policies of this Plan and the Planning Act.

Section 8.7.1 of the County Official Plan provides the Pre-Application Consultation requirements under the Planning Act.

Section 8.7.2 of the County Official Plan requires that notification of a complete application will be given to the applicant and all other parties by the approval authority in accordance with the Planning Act.

Section 8.7.3 of the County Official Plan states the county policy on supporting studies, information and materials required throughout the development approval process.

Financial, Staffing, Legal, or IT Considerations

There will be no budgetary impact at this time.

Recommendation

THAT the report of the Director of Development and Tourism, titled Official Plan Amendment No. 9 (OPA9), East Garafraxa, dated October 13, 2022, be received;

AND THAT County Council approve OPA No. 9 (OPA9), as adopted by the Township of East Garafraxa, in order to implement recommendations of the Official Plan in a manner that is consistent with the Planning Act and Provincial Policy Statement, 2014, and conforms to the Dufferin County Official Plan.

Respectfully Submitted By:

Cody Joudry
Director of Development and Tourism

Prepared by:
Silva Yousef
Senior Planner

Attachments:

Attachment A – OPA9 Adoption Submission Package - County of Dufferin - Aug 2 2022

Attachment B – By-Law 40-2022 Notice of Adoption - OPA No. 9 - July 25 2022



TOWNSHIP OF EAST GARAFRAXA

065371 DUFFERIN COUNTY ROAD 3 • UNIT 2

EAST GARAFRAXA • ON • L9W 7J8

T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812

www.eastgarafraxa.ca

August 2, 2022

County of Dufferin
Development and Tourism Department
30 Centre Street
Orangeville, ON L9W 2X1
Email: planner@dufferincounty.ca

**RE: Township of East Garafraxa Official Plan Amendment No. 9 (OPA 9)
Township Wide Official Plan Amendment
Submission under O.REG 543/06 of the Planning Act, R.S.O. 1990, c. P.13**

Pursuant to O.REG 543/06 of the Planning Act, R.S.O. 1990, c. P.13, please find enclosed the following documents for consideration with respect to the Township of East Garafraxa Official Plan Amendment No. 9 (OPA 9) as the Township's record for the County as the approval authority:

1. A certified copy of By-Law 40-2022 being a by-law for the adoption of Official Plan Amendment No.9.
2. A certified copy of Official Plan Amendment No.9.
3. Copy of all written submissions and comments and the dates they were received:
 - a. County of Dufferin Planning Department – June 9, 2022
 - b. Grand River Conservation Authority – June 20, 2022
4. Affidavit Number 1 in accordance with subsection 14 (1).
 - a. Exhibit "1" By-Law 40-2022 Notice of Adoption of Official Plan Amendment No. 9 dated July 25, 2022
5. Affidavit Number 2 in accordance with subsection 14 (2).
6. Statement from Township of East Garafraxa CAO/Clerk.
7. Statutory Public Meeting Minutes dated June 28, 2022.
8. Macaulay Shiomi Howson Ltd. Planning Report dated May 20, 2022.
9. Macaulay Shiomi Howson Ltd. Planning Report dated July 19, 2022.
10. Notice of Statutory Public Meeting dated May 31, 2022. A copy was circulated to the County of Dufferin being the approval authority and the prescribed agencies and was published in local newspapers.



TOWNSHIP OF EAST GARAFRAXA

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EAST GARAFRAXA • ON • L9W 7J8

T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812

www.eastgarafraxa.ca

Official Plan Amendment No. 9 is an amendment to the existing plan and amends but does not replace the existing Township of East Garafraxa Official Plan. The purpose of the Amendment is to assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

Trusting you find this satisfactory.

Regards,

A handwritten signature in cursive script that reads "Susan M. Stone".

Susan M. Stone, AMCT
CAO/Clerk
Corporation of the
Township of East Garafraxa

THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA


BY-LAW NUMBER 40-2022

ADOPTION BY-LAW FOR AN AMENDMENT TO THE OFFICIAL PLAN

THE Council of the Corporation of the Township of East Garafraxa in accordance with the provisions of Sections 17 and 21 of the Planning Act, P.S.O. 1990 as amended hereby enact as follows:

1. THAT Official Plan Amendment Number 9 to the Official Plan of the Corporation of the Township of East Garafraxa being the attached text is hereby adopted.
2. THAT the Clerk is hereby authorized and directed to make application to the County of Dufferin for approval of the aforementioned Official Plan Amendment Number 9 to the Official Plan of the Corporation of Township of East Garafraxa and to provide such information as required by section 17 of the Planning Act, R.S.O. 1990, cP.13 as amended.

ENACTED and PASSED THIS 19th DAY of July 2022


CLERK


HEAD OF COUNCIL

I HEREBY CERTIFY THAT THE FOREGOING
IS A TRUE COPY OF THE ORIGINAL DOCUMENT


DATE July 25, 2022 DEPUTY CLERK

**THE CORPORATION OF THE
TOWNSHIP OF EAST GARAFRAXA**

**OFFICIAL PLAN
AMENDMENT 9**

AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA

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- 1.1 PURPOSE OF THE AMENDMENT
- 1.2 BASIS OF THE AMENDMENT

PART B – THE AMENDMENT

- 2.0 INTRODUCTION TO THE AMENDMENT
- 2.1 DETAILS OF THE AMENDMENT
- 2.2 IMPLEMENTATION
- 2.3 INTERPRETATION

PART C – THE APPENDICIES

- 3.0 APPENDICIES

THE CONSTITUTIONAL STATEMENT

PART A – THE PREAMBLE: The Preamble provides an explanation of Amendment No. 9 to the Official Plan for the Township of East Garafraxa, including purpose, location and background information, but does not form part of this amendment.

PART B – THE AMENDMENT: The Amendment, consisting of text, designates the proposed changes to the Official Plan for the Township of East Garafraxa and constitutes Amendment No. 9.

PART C – THE APPENDICES: The appendices, if included herein, provide related information to the amendment but do not constitute part of this Amendment.

AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA

PART A – THE PREAMBLE

1.0 LOCATION

This Amendment applies to the lands of the Township of East Garafraxa in their entirety.

1.1 PURPOSE OF THE AMENDMENT

The purpose of this Amendment is to improve the quality of planning application submissions and assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

1.2 BASIS OF THE AMENDMENT

The More Homes for Everyone Act, 2022 is an Act to amend various statutes with respect to housing, development and related matters. The Act has introduced a number of new planning process requirements in the Planning Act. These include application fee refunds for zoning and site plan applications when no decision is made on such applications within the statutory timelines.

Through a review of the requirements of the Act, it was determined that to implement the directions it is necessary to improve the quality of planning applications and enable the Township to process applications in a more timely manner.

Changes to the Township's policies with respect to pre-application consultation and complete application requirements in Section 9.8 of the Official Plan to reinforce the need for mandatory pre-consultation and establish a more detailed complete application review process will assist in achieving these objectives. Furthermore, due to the complexity of Planning Act applications, it is necessary to allow time for sufficient consideration of each individual application type by Council, staff, agencies and the public. For this reason, applications should generally not be combined or processed concurrently.

AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA

PART B – THE AMENDMENT

2.0 INTRODUCTION TO THE AMENDMENT

The purpose of this Amendment is to improve the quality of planning application submissions and assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

2.1 DETAILS OF THE AMENDMENT

The Official Plan of the Township of East Garafraxa is hereby amended as follows:

2.1.1 By amending Section 9.8.1 Pre-Application Consultation as follows:

- i) Adding the word “Mandatory” prior to the title of subsection 9.8.1;**
- ii) Deleting the word “are” in Section 9.8.1 a) and replacing it with the phrase “shall be” and adding the following new sentence at the end of the Section:**

“Pre-application consultation with the Township, in consultation with the County, appropriate Conservation Authority and other agencies, shall be mandatory, but may be scoped at the Township’s sole discretion.”;
- iii) Re-lettering Subsection 9.8.1 d) as 9.8.1 e) and adding the following as new Subsection 9.8.1 d):**

“d) Terms of reference or other criteria shall be established for specific studies or other information or material which have been identified as required for a complete application by the Township in consultation with the County, appropriate Conservation Authority or other agencies. The studies or other information or material will be reviewed and evaluated by the Township, in consultation with the County, appropriate Conservation Authority or other agencies, to ensure that the terms of reference or other criteria have been satisfied prior to the Township making a determination that the application is deemed complete.”;

iv) Deleting Subsection d) ii) and replacing it with the following:

“ii) all other plans, reports, studies, impact assessments or other information identified through the mandatory pre-consultation process by the Township in consultation with the County, appropriate Conservation Authority and other agencies, and the Township has satisfied itself that these materials have been prepared in accordance with terms of reference or other criteria identified by the Town through the pre-consultation process.”

v) Adding a new subsection f) to Section 9.8.1 as follows:

“f) Only one application for an official plan amendment, zoning by-law amendment, plan of subdivision, plan of condominium, or site plan control shall be deemed complete if applications are submitted concurrently. Each application type will only be processed in sequential order by the Township to provide sufficient time to review the individual application, unless determined otherwise at the Township’s sole discretion.”

2.1.2 By amending Section 9.8.2 Complete Application Requirements by:

i) Adding the following new sentence after the first sentence in subsection g):

“Fees required by the Township and other agencies shall include fees for mandatory pre-application consultation. Such fees shall include any costs for outside consultants retained by the Township to review the information and materials submitted to establish that the information and materials have been prepared in accordance with terms of reference or other criteria identified by the Township in consultation with the County, appropriate Conservation Authority and other agencies through the pre-consultation process.”

2.2 IMPLEMENTATION

Section 9 “Implementation” of the Official Plan Shall apply to the implementation of this Amendment.

2.3 INTERPRETATION

The provisions of the Official Plan, as amended from time to time, regarding the interpretation of the Plan shall apply with respect to this Amendment.

THE CORPORATION OF THE
TOWNSHIP OF EAST GARAFRAXA

OFFICIAL PLAN
AMENDMENT 9

I HEREBY CERTIFY THAT THE FOREGOING
IS A TRUE COPY OF THE ORIGINAL DOCUMENT

July 25, 2022 Jessica Kennedy
DATE DEPUTY CLERK

AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA

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AMENDMENT NUMBER 9
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FOR THE
TOWNSHIP OF EAST GARAFRAXA

PART A – THE PREAMBLE

1.0 LOCATION

This Amendment applies to the lands of the Township of East Garafraxa in their entirety.

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The purpose of this Amendment is to improve the quality of planning application submissions and assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

1.2 BASIS OF THE AMENDMENT

The More Homes for Everyone Act, 2022 is an Act to amend various statutes with respect to housing, development and related matters. The Act has introduced a number of new planning process requirements in the Planning Act. These include application fee refunds for zoning and site plan applications when no decision is made on such applications within the statutory timelines.

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AMENDMENT NUMBER 9
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PART B – THE AMENDMENT

2.0 INTRODUCTION TO THE AMENDMENT

The purpose of this Amendment is to improve the quality of planning application submissions and assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

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The Official Plan of the Township of East Garafraxa is hereby amended as follows:

2.1.1 By amending Section 9.8.1 Pre-Application Consultation as follows:

- i) Adding the word “Mandatory” prior to the title of subsection 9.8.1;
- ii) Deleting the word “are” in Section 9.8.1 a) and replacing it with the phrase “shall be” and adding the following new sentence at the end of the Section:

“Pre-application consultation with the Township, in consultation with the County, appropriate Conservation Authority and other agencies, shall be mandatory, but may be scoped at the Township’s sole discretion.”;

- iii) Re-lettering Subsection 9.8.1 d) as 9.8.1 e) and adding the following as new Subsection 9.8.1 d):

“d) Terms of reference or other criteria shall be established for specific studies or other information or material which have been identified as required for a complete application by the Township in consultation with the County, appropriate Conservation Authority or other agencies. The studies or other information or material will be reviewed and evaluated by the Township, in consultation with the County, appropriate Conservation Authority or other agencies, to ensure that the terms of reference or other criteria have been satisfied prior to the Township making a determination that the application is deemed complete.”;

- iv) Deleting Subsection d) ii) and replacing it with the following:
 - “ii) all other plans, reports, studies, impact assessments or other information identified through the mandatory pre-consultation process by the Township in consultation with the County, appropriate Conservation Authority and other agencies, and the Township has satisfied itself that these materials have been prepared in accordance with terms of reference or other criteria identified by the Town through the pre-consultation process.”
- v) Adding a new subsection f) to Section 9.8.1 as follows:
 - “f) Only one application for an official plan amendment, zoning by-law amendment, plan of subdivision, plan of condominium, or site plan control shall be deemed complete if applications are submitted concurrently. Each application type will only be processed in sequential order by the Township to provide sufficient time to review the individual application, unless determined otherwise at the Township’s sole discretion.”

2.1.2 By amending Section 9.8.2 Complete Application Requirements by:

- i) Adding the following new sentence after the first sentence in subsection g):

“Fees required by the Township and other agencies shall include fees for mandatory pre-application consultation. Such fees shall include any costs for outside consultants retained by the Township to review the information and materials submitted to establish that the information and materials have been prepared in accordance with terms of reference or other criteria identified by the Township in consultation with the County, appropriate Conservation Authority and other agencies through the pre-consultation process.”

2.2 IMPLEMENTATION

Section 9 “Implementation” of the Official Plan Shall apply to the implementation of this Amendment.

2.3 INTERPRETATION

The provisions of the Official Plan, as amended from time to time, regarding the interpretation of the Plan shall apply with respect to this Amendment.



County of Dufferin

W. & M. Edelbrock Centre, 30 Centre Street,
Orangeville, ON L9W 2X1
519.941.2816

Date: June 9, 2022

To:

From: Planning Department-Development and Tourism

Re: Official Plan Amendment (OPA) #9, East Garafraxa, ON

Application Summary:

The Township of East Garafraxa is proposing a number of revisions to the Official Plan which are intended to assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

Documents received by the County:

- Notice of Public Meeting;
- Draft OPA No. 9

Proposed changes will affect lands throughout the entire Township and include:

- i. making Pre-Application Consultation mandatory;
- ii. establishing that terms of reference or other criteria for specific studies, or other information or material, shall be established by the Township through the Pre-Application Consultation as required for a complete application, in consultation with the County of Dufferin, appropriate Conservation Authority or other agencies;
- iii. adding a direction that the Township shall review and evaluate the studies or other information or material submitted to ensure that the terms of reference or other criteria have been satisfied prior to the Township making a determination that an application can be deemed complete;
- iv. adding a policy stating that only one application for an official plan amendment, zoning by-law amendment, plan of subdivision, plan of condominium or site plan control shall be deemed complete if applications are submitted concurrently; and,
- v. updating the policy regarding fees required by the Township and other agencies to include fees for mandatory Pre-Application Consultation.

Dufferin County Official Plan (2017) Conformity

The County Official Plan provides general County-level policy direction for land use planning and a framework to guide the physical, social, economic, and environmental management of the County and address matters of County significance. The policies of the Plan are further implemented through more detailed land use and development policies in the local municipal official plans. All local municipal official plans and zoning by-laws are required to conform to the County Official Plan.

Section 8.7 of the County Official Plan requires that Local municipalities may establish more specific requirements for pre-consultation and complete application requirements in their local municipal official plans, consistent with the policies of this Plan and the *Planning Act*.

Section 8.7.1 of the County Official Plan provides the Pre-Application Consultation requirements under the *Planning Act*.

Section 8.7.2 of the County Official Plan requires that notification of a complete application will be given to the applicant and all other parties by the approval authority in accordance with the *Planning Act*.

Section 8.7.3 of the County Official Plan states the county policy on supporting studies, information and materials required throughout the development approval process.

Recommendation

This memorandum is provided in response to the draft update amendment to the Township of East Garafraxa Official Plan. We provide the following comments and recommendations for consideration by the Township prior to the adoption of their Official Plan update.

- The Township should ensure that all policies meet the requirements of the Planning Act, are consistent with the Provincial Policy Statement, 2020 and conform to the Dufferin County Official Plan.
- As the approval authority for the proposed Official Plan Amendment, County Council has the authority to approve, approve with modifications, or refuse to approve all or parts of the Official Plan.
- Following the proposed Official Plan Amendment complete adulteration by the Township of East Garafraxa, a complete package to be submitted to the County of Dufferin for approval.

Please be advised that the Planning Department has no other comments at this point.

Should have any questions pertaining to this letter, please do not hesitate to contact the undersigned.

Regards,

Silva Yousif
Senior Planner
Phone: 519-941-2816 Ext. 2509
syousif@dufferincounty.ca

Diksha Marwaha
Planning Coordinator
Phone: 519-939-3453 Ext. 2516
dmawaha@dufferincounty.ca





Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

June 2 , 2 22

Via email

Jessica Kennedy, Deputy Clerk
Township of East Garafraxa
65371 Dufferin County Road 3, Unit 2
East Garafraxa, ON, L9W 7J8

Dear Ms. Kennedy,

Re: Official Plan Amendment (OPA) 9
All lands within the Township of East Garafraxa
Township of East Garafraxa

Grand River Conservation Authority (GRCA) staff has reviewed the above-noted Official Plan Amendment to reinforce the need for mandatory pre-consultation and establish a more complete Planning Act Application review process to meet the objectives of the More Homes for Everyone Act (2 22).

Reco endation

The GRCA has no objection to the proposed Official Plan Amendment.

GRCA Co ents

GRCA has reviewed this application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2 2) and as a regulatory authority under Ontario Regulation 15 / 6. GRCA has also provided comments as a public body under the Planning Act as per our CA Board approved policies.

Consultation with the GRCA for applications that fall within regulated lands is identified as a requirement for a complete application under the Official Plan Amendment. As such, we have no concerns.

Should you have any questions, please contact Chris Lorenz at 519-621-2763 ext. 2236 or clorenz@grandriver.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "ML", is written over a light blue rectangular background.

Melissa Larion, MCIP, RPP
Supervisor of Resource Planning
Grand River Conservation Authority

ML/cl

Copy: County of Dufferin (via email)

IN THE MATTER OF Section 17(31) of the *Planning Act*
RSO 1990 c P 13, as amended & O. Reg. 543/06 Sec. 14 (1)

and


IN THE MATTER OF the adoption of
Township of East Garafraxa
Official Plan Amendment No. 9 (OPA 9)
By-law No. 40-2022

I, Susan Stone, of the Township of East Garafraxa, in the County of Dufferin, MAKE OATH AND SAY AS FOLLOWS:

1. I am the Clerk for the Township of East Garafraxa and, as such, have knowledge of the matters herein.
2. The statutory requirements for the giving of notice and the holding of public meetings have been complied with.
3. The statutory requirements for the giving of notice of adoption of Township of East Garafraxa Official Plan Amendment No. 9 have been complied with. Written notice was given on July 25, 2022. Attached hereto as Exhibit "1" is a copy of the notice.
4. There were no oral submissions, or public in attendance, at the statutory public meeting.

I make this affidavit in support of Council's decision to adopt the Official Plan Amendment No. 9 and for no other or improper purpose.

Sworn before me at the Township of)
East Garafraxa in the Province of)
Ontario, this 2nd day of August 2022)
)
)
)
)


A Commissioner etc.)



SUSAN STONE



NOTICE OF ADOPTION OF AN AMENDMENT TO THE TOWNSHIP OF EAST GARAFRAXA OFFICIAL PLAN File: OPA 9

TAKE NOTICE that the Council of the Corporation of the Township of East Garafraxa passed **By-law No. 40-2022** on the 19th day of July, 2022 pursuant to Sections 17 and 21 of the Planning Act, R.S.O., 1990, as amended, to adopt **Amendment No. 9** to the Township of East Garafraxa Official Plan. The amendment applies to the lands of the Township of East Garafraxa in their entirety.

AND TAKE NOTICE that through the circulation and review of the amendment to the Township of East Garafraxa Official Plan, the Township received two (2) written submissions from agencies. The Statutory Public Meeting, held on June 28, 2022, was not attended by any members of the public and no comments were submitted from the public. Council considered all the submissions received with respect to the amendment, the effect of which helped Council to make an informed decision.

AND TAKE NOTICE that Official Plan Amendment No. 9 requires approval from the County of Dufferin, which is the approval authority under the Planning Act. Any person or public body will be entitled to receive notice of the decision of the approval authority if a written request to be notified of the decision (including the person's or public body's address, fax number or email address) is made to the approval authority at the following address:

County of Dufferin
Development and Tourism
planner@dufferincounty.ca
30 Centre Street, Orangeville, ON L9W 2X1

An explanation of the purpose and effect of the Official Plan Amendment is given below. The complete Official Plan Amendment and related information are available on the Township website or by request via email and/or fax by contacting the Clerk's Department during regular office hours using the information below.

DATED AT THE TOWNSHIP OF EAST GARAFRAXA THIS 25th DAY OF JULY, 2022.

Susan M. Stone, A.M.C.T.
CAO/Clerk
Township of East Garafraxa
065371 Dufferin County Road 3, Unit 2,
East Garafraxa, ON L9W 7J8
Tel: 226-259-9400
Email: ssstone@eastgarafraxa.ca

Township File: OPA No. 9
Applicant: The Township of East Garafraxa
Address: 065371 Dufferin County Road 3,
Unit 2, East Garafraxa, ON
L9W 7J8

PURPOSE AND EFFECT OF THE OFFICIAL PLAN AMENDMENT

The purpose of the Amendment is to assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

IN THE MATTER OF Section 17(31) of the *Planning Act*
RSO 1990 c P 13, as amended & O. Reg. 543/06 Sec. 14 (2)

and

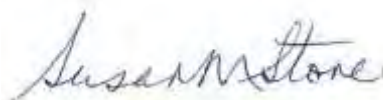
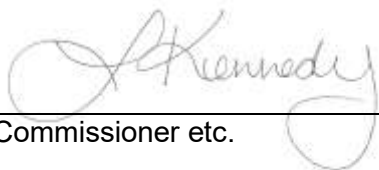
IN THE MATTER OF the adoption of
Township of East Garafraxa Official Plan Amendment No. 9 (OPA 9)
By-law No. 40-2022

I, Susan Stone, of the Township of East Garafraxa, in the County of Dufferin, MAKE OATH AND SAY AS FOLLOWS:

1. I am the Clerk for the Township of East Garafraxa and, as such, have knowledge of the matters herein.
2. I certify that the information and material provided as part of the record compiled for the approval authority as required by paragraph 10 of section 7, that is the prescribed information and material under clauses 17(15)(a) and (b) of the Planning Act is accurate.
3. I make this affidavit in support of Council's decision to adopt the Official Plan Amendment and for no other or improper purpose.

Sworn before me at the Township of)
East Garafraxa in the Province of)
Ontario, this 2nd day of August 2022)

A Commissioner etc.)



SUSAN STONE



CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

065371 Dufferin County Road 3, Unit 2 • East Garafraxa ON • L9W 7J8
T: 226-259-9400 • Toll Free: 877-868-5967 • F: 1-226-212-9812
info@eastgarafraxa.ca • www.eastgarafraxa.ca

**Statement Pursuant to
Section 17(31) of the *Planning Act*
RSO 1990 c P 13, as amended & O. Reg. 543/06 Sec. 7 (7)
Township of East Garafraxa
Official Plan Amendment No. 9 (OPA 9)
RE: BY-LAW 40-2022**

I, Susan M. Stone, CAO/Clerk for the Corporation of the Township of East Garafraxa, am advised by Elizabeth Howson, MCIP, RPP, Principal of Macaulay Shiomi Howson Ltd., planning consultant for the Township and therefore verily believe that Township of East Garafraxa Official Plan Amendment No. 9 (OPA 9):

- i. is consistent with the policy statements issued under subsection 3 (1) of the Act,
- ii. conforms or does not conflict with any applicable provincial plan or plans, and
- iii. conforms with the County of Dufferin's Official Plan.

Dated this 2nd Day of August 2022

Susan M. Stone, CAO/Clerk
Corporation of the Township of East Garafraxa



Township of East Garafraxa
Official Plan Amendment No. 9
Electronic Statutory Public Meeting Minutes
Tuesday, June 28, 2022

The Township of East Garafraxa held an Official Plan Amendment Electronic Statutory Public Meeting for Official Plan Amendment No. 9, by video conference at 4:00 p.m. on June 28, 2022.

Members Present: Mayor Guy Gardhouse
Deputy Mayor John Stirk
Councillor Lenora Banfield
Councillor Frances Pinkney

Members Absent: Councillor Tom Nevills (with notice)

Staff/Consultants Present: Susan Stone, CAO/Clerk
Jessica Kennedy, Acting Clerk/Deputy Clerk
Liz Howson, Planning Consultant, Macaulay Shiomi Howson Ltd.
Paul Kitchen, Planning Consultant, Macaulay Shiomi Howson Ltd.

1. Opening Statement from Mayor Gardhouse

This is a statutory public meeting which is being held in accordance with Sections 17 and 21 of the Planning Act, R.S.O. 1990, c. P.13, to consider a Township Official Plan Amendment (OPA 9) which proposes a number of revisions to the Official Plan. The proposed revisions are intended to assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

This meeting is being held to receive input from the public with respect to the proposed Amendment. The input received will be considered by the Township in their review of the Amendment. A final recommendation on the amendment will not be presented until after the Public Meeting and all technical comments have been received.

Any person may participate in the public meeting or make written or oral representation either in support of or in opposition to the proposed Official Plan Amendment.

Following the presentation by the Township planning consultant, if there are any members of the public that would like to make oral comments on the Amendment, please type in the chat feature "I have comments" and you will be moved to a panelist in the meeting and will be able to speak, please note this will enable your video and audio features. When providing oral comments please provide your name and address prior to commenting.

Written comments can be sent to the Township and will be accepted until Tuesday, July 5, 2022. In addition, if you wish to be notified of the adoption or refusal of the proposed Official Plan Amendment, you must also make a written request to the Township CAO/Clerk Susan Stone at ssstone@eastgarafraxa.ca. If the proposed Official Plan Amendment is adopted by the Township of East Garafraxa, it will be submitted to the County of Dufferin for approval. If you wish to be notified of the decision of the County of Dufferin, in respect of the proposed Official Plan Amendment, you must make a written request to planner@duffercounty.ca.

Any person may attend a public meeting and make representations in response to the proposed Amendment. All information including personal information, opinions, presentations, reports, documentation, etc. provided for or at a Public Meeting are considered public records pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. This information may be posted on the

Township of East Garafraxa website and/or made available to the public upon request. Questions about this collection should be directed to the CAO/Clerk Susan Stone.

2. Notice of Public Meeting Dated May 31, 2022

3. Presentation

Township Planning Consultants, Elizabeth Howson, MCIP, RPP, and Paul Kitchen, BURPI, Macaulay Shiomi Howson Ltd. (MSH) Presented the Public Presentation on screen.

More Homes for Everyone Act, 2022 (the Act) amends various statutes with respect to housing, development and related matters.

The Act introduced a number of new planning process requirements. These include application fee refunds for zoning and site plan applications when no decision is made within statutory timelines.

Key Proposed Policy Modifications Policies that apply to the entire Township include:

- Pre-application consultation will be mandatory.
- Township will establish terms of reference or other criteria for specific studies or other information required through the pre-application consultation process.

Key Proposed Policy Modifications

- Township to review/evaluate studies to ensure terms of reference are satisfied prior to making a determination that an application can be deemed complete.
- Generally, only one planning application shall be deemed complete at a time, if applications are submitted concurrently.
- Establish that fees are required for pre-application consultation.

4. Written Comments

The following written comments were received:

- **Dufferin County**

The Township should ensure that all policies meet the requirements of the Planning Act, are consistent with the Provincial Policy Statement, 2020 and conform to the Dufferin County Official Plan.

As the approval authority for the proposed Official Plan Amendment, County Council has the authority to approve, approve with modifications, or refuse to approve all or parts of the Official Plan.

Following the proposed Official Plan Amendment complete adulteration (sic) by the Township of East Garafraxa, a complete package to be submitted to the County of Dufferin for approval.

- **Grand River Conservation Authority (GRCA)**

The GRCA has no objection.


5. Oral Comments

There were no public in attendance. Nothing at this time.

6. Closing Remarks

Comments and questions are to be submitted to the CAO/Clerk by email or mail by July 5, 2022.


Clerk


Head of Council

The Township of East Garafraxa

Consultant Planning Report to Council

To: Mayor Gardhouse and Members of Council

From: Elizabeth Howson, Macaulay Shiomi Howson Ltd.

Date: May 20, 2022

Subject: Official Plan Amendment and Planning Application Review Process Related Modifications to reflect amendments to the Planning Act introduced in the More Homes for Everyone Act, 2022

1. BACKGROUND

On April 14, 2022, the More Homes for Everyone Act (the Act) received Royal Assent. This Act makes changes to the Planning Act and a number of other Provincial Acts such as the New Home Construction Licensing Act, 2017, as described by the Province:

“to make it easier and faster to build all types of homes for Ontarians as part of the More Homes for Everyone Plan.”¹

The Act introduced a number of new Planning Act requirements which have financial, legal and other implications for Township decision-making regarding planning applications. In particular:

- **Application Fees**
Municipalities are required to partially refund planning application fees if decisions on zoning by-law amendments and site plan applications are not made within new statutory timelines, and on a graduated basis thereafter. These penalties will apply for applications made on or after January 1, 2023. The review period for zoning applications remains at 90 days (or 120 days if submitted concurrently with an official plan amendment application). The site plan application review period has been extended from 30 to 60 days.
- **Site Plan Control Approvals**
Decisions on site plan applications must be delegated by Council to an authorized person who is an officer, employee or agent of the municipality on or after July 1, 2022.

¹ Environmental Registry of Ontario (ERO) Number 019-5284, Proposed Planning Act Changes (the proposed More Homes for Everyone Act, 2022), Proposal Summary.

- **Site Plan Control Process**
Regulation-making authority has been established to prescribe complete application requirements for site plan applications.

A number of changes to the Township's planning application review process, outlined in more detail in the following section, are recommended to address these matters. The objectives of these proposals are to streamline the application process, while maximizing the opportunity for public input and technical review to ensure good planning and making certain the Township is not subject to the financial penalties established by the Act.

2. PROPOSED OFFICIAL PLAN AND PLANNING APPLICATION REVIEW PROCESS MODIFICATIONS

The following amendments to the Official Plan and existing by-laws which control the planning application review process are proposed to assist the Township in streamlining the application process while still ensuring good planning is achieved.

2.1 Official Plan Amendment 9 (See Attachment A)

The Township Official Plan already has detailed policies with respect to pre-application consultation and complete application requirements including for site plan approval. An Amendment is proposed in the context of the new legislation to clarify the process. Proposed Amendment 9 establishes that pre-application consultation is mandatory.

The Amendment also is designed to ensure a comprehensive initial planning application submission. This will assist in allowing the Township to process applications in a timely fashion by requiring that applications are subject to preliminary review. The review will be carried out in relation to terms of reference or other criteria for specific studies or other information or material which has been identified as required for a complete application.

The Amendment also indicates that applications will only be deemed complete in order such that the Township can process them sequentially. This will allow sufficient time for the Township to review each individual application.

Finally, the policies provide for fees for mandatory pre-application consultation, including any costs for outside consultants.

2.2 Mandatory Pre- Application Consultation (See Attachment B)

Pre-application consultation prior to submission of an application is presently recommended, but not required. Pre-application consultation is now essential to ensure the Township can effectively review applications, particularly for zoning by-law amendments and site plan. To require mandatory pre-application consultation adoption of a bylaw by the Township is necessary in accordance with Sections 22(3.1), 34 (10.0.1), 41(3.1) and 51(16.1) of the Planning Act.

2.3 Delegation of Site Plan Approval (See Attachment C)

The Act requires the delegation of site plan approval to an officer, employee or agent of the Township by July 1, 2022. This will necessitate an amendment to the Township's site plan control area by-law. It is proposed to delegate site plan approval to the Chief Administrative Officer in consultation with Council, Planning Advisory Committee, Township staff, the Township consulting planner, the Township consulting engineer and the Township solicitor.

2.4 Tariff of Fees By-law (See Attachment D)

Changes are proposed to the Township Tariff of Fees By-law for planning matters to address the additional requirements for pre-consultation which arise from the changes to the planning application process.

2.5 Planning Advisory Committee (PAC) (See Attachment E)

The PAC is an integral part of the Township's planning process, particularly for major planning applications. Many of the PAC consultation functions can be continued including input to Township reviews of the Official Plan and Zoning By-law, and the review of applications for official plan amendments, consents and plans of subdivision. However, the changes to the Planning Act significantly limit the amount of time available for review of zoning applications. As a result, it is recommended that input from PAC to zoning by-law amendments resulting from specific planning applications no longer be required. Input from PAC to general reviews of the zoning by-law undertaken by the Township, as noted, will still be feasible and would be retained as a responsibility of PAC. In addition, where possible, PAC may still be consulted on zoning amendments for applications where specifically referred by Council in accordance with Section II E) of the PAC By-law. Section II E) allows Council to refer any other applications not listed to the PAC.

2.6 Variance Process

Establishment of a variance process for minor zoning changes is recommended so that such decisions can utilize a simplified process rather than the zoning process established under the Act. The precise process will be developed in consultation with Township staff to ensure it is functional from an administrative perspective.

3. CONCLUSION AND RECOMMENDATION

This report identifies a number of changes to the Township's planning application review process. The objectives of these proposals are to streamline the application process, while maximizing the opportunity for public input and technical review to ensure good planning and making certain the Township is not subject to the financial penalties established by the Act.

It is therefore recommended:

- 5.1 That the Consultant Planning Report dated May 20, 2022, Official Plan Amendment and Planning Application Review Process Related Modifications to reflect amendments to the Planning Act introduced in the More Homes for Everyone Act, 2022 be received;**
- 5.2 That Council direct that proposed Official Plan Amendment 9 be circulated for public and agency review in accordance with the requirements of the Planning Act including a statutory public meeting;**
- 5.3 That Township Staff be directed to bring forward for approval by Council a By-law to establish mandatory pre-application consultation requirements in respect of planning applications submitted to the Township;**
- 5.4 That Township Staff be directed to bring forward for approval by Council amendments to By-law 8-2007, as amended, to appoint an authorized person for the purposes of granting site plan approval under the Planning Act prior to July 1, 2022;**
- 5.5 That Township Staff be directed to bring forward for approval by Council amendments to By-law 17-2016, as amended, being a by-law to prescribe a tariff of fees for planning matters, changes to address the additional requirements for pre-application consultation which arise from changes to the planning application process;**
- 5.6 That Township Staff be directed to bring forward for approval by Council amendments to By-law 26-97, as amended, being a by-law to establish a Planning Advisory Committee, changes to modify the function of the Committee to expedite the planning application approval process for zoning by-law amendments; and,**
- 5.7 That Township Staff, the Township Planning Consultant and the Township solicitor be directed to develop a variance process for minor zoning changes, which will ensure it is functional from an administrative perspective, for submission to Council for review and consideration prior to January 1, 2023.**

Submitted by:



Elizabeth Howson MCIP, RPP
Macaulay Shiomi Howson Ltd.

ATTACHMENT A PROPOSED OFFICIAL PLAN AMENDMENT 9

**THE CORPORATION OF THE
TOWNSHIP OF EAST GARAFRAXA**

OFFICIAL PLAN

AMENDMENT 9

**AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA**

INDEX

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- 1.0 LOCATION
- 1.1 PURPOSE OF THE AMENDMENT
- 1.2 BASIS OF THE AMENDMENT

PART B – THE AMENDMENT

- 2.0 INTRODUCTION TO THE AMENDMENT
- 2.1 DETAILS OF THE AMENDMENT
- 2.2 IMPLEMENTATION
- 2.3 INTERPRETATION

PART C – THE APPENDICIES

- 3.0 APPENDICIES

THE CONSTITUTIONAL STATEMENT

PART A – THE PREAMBLE: The Preamble provides an explanation of Amendment No. 9 to the Official Plan for the Township of East Garafraxa, including purpose, location and background information, but does not form part of this amendment.

PART B – THE AMENDMENT: The Amendment, consisting of text, designates the proposed changes to the Official Plan for the Township of East Garafraxa and constitutes Amendment No. 9.

PART C – THE APPENDICES: The appendices, if included herein, provide related information to the amendment but do not constitute part of this Amendment.

AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA

PART A – THE PREAMBLE

1.0 LOCATION

This Amendment applies to the lands of the Township of East Garafraxa in their entirety.

1.1 PURPOSE OF THE AMENDMENT

The purpose of this Amendment is to improve the quality of planning application submissions and assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

1.2 BASIS OF THE AMENDMENT

The More Homes for Everyone Act, 2022 is an Act to amend various statutes with respect to housing, development and related matters. The Act has introduced a number of new planning process requirements in the Planning Act. These include application fee refunds for zoning and site plan applications when no decision is made on such applications within the statutory timelines.

Through a review of the requirements of the Act, it was determined that to implement the directions it is necessary to improve the quality of planning applications and enable the Township to process applications in a more timely manner.

Changes to the Township's policies with respect to pre-application consultation and complete application requirements in Section 9.18 of the Official Plan to reinforce the need for mandatory pre-consultation and establish a more detailed complete application review process will assist in achieving these objectives. Furthermore, due to the complexity of Planning Act applications, it is necessary to allow time for sufficient consideration of each individual application type by Council, staff, agencies and the public. For this reason, applications should not be combined or processed concurrently.

AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA

PART B – THE AMENDMENT

2.0 INTRODUCTION TO THE AMENDMENT

The purpose of this Amendment is to improve the quality of planning application submissions and assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

2.1 DETAILS OF THE AMENDMENT

The Official Plan of the Township of East Garafraxa is hereby amended as follows:

2.1.1 By amending Section 9.8.1 Pre-Application Consultation as follows:

- i) Adding the word “Mandatory” prior to the title of subsection 9.8.1;
- ii) Deleting the word “are” in Section 9.8.1 a) and replacing it with the phrase “shall be” and adding the following new sentence at the end of the Section:

 “Pre-application consultation with the Township, in consultation with the County, appropriate Conservation Authority and other agencies, shall be mandatory, but may be scoped at the Township’s sole discretion.”;
- iii) Re-lettering Subsection 9.8.1 d) as 9.8.1 e) and adding the following as new Subsection 9.8.1 d):

 “d) Terms of reference or other criteria shall be established for specific studies or other information or material which have been identified as required for a complete application by the Township in consultation with the County, appropriate Conservation Authority or other agencies. The studies or other information or material will be reviewed and evaluated by the Township, in consultation with the County, appropriate Conservation Authority or other agencies, to ensure that the terms of reference or other criteria have been satisfied prior to the Township making a determination that the application is deemed complete.”;

iv) Deleting Subsection d) ii) and replacing it with the following:

“ii) all other plans, reports, studies, impact assessments or other information identified through the mandatory pre-consultation process by the Township in consultation with the County, appropriate Conservation Authority and other agencies, and the Township has satisfied itself that these materials have been prepared in accordance with terms of reference or other criteria identified by the Town through the pre-consultation process.”

v) Adding a new subsection f) to Section 9.8.1 as follows:

“f) Only one application for an official plan amendment, zoning by-law amendment, plan of subdivision, plan of condominium, or site plan control shall be deemed complete if applications are submitted concurrently. Each application type will only be processed in sequential order by the Township to provide sufficient time to review the individual application, unless determined otherwise at the Township’s sole discretion.”

2.1.2 By amending Section 9.8.2 Complete Application Requirements by:

i) Adding the following new sentence after the first sentence in subsection g):

“Fees required by the Township and other agencies shall include fees for mandatory pre-application consultation. Such fees shall include any costs for outside consultants retained by the Township to review the information and materials submitted to establish that the information and materials have been prepared in accordance with terms of reference or other criteria identified by the Township in consultation with the County, appropriate Conservation Authority and other agencies through the pre-consultation process.”

2.2 IMPLEMENTATION

Section 9 “Implementation” of the Official Plan Shall apply to the implementation of this Amendment.

2.3 INTERPRETATION

The provisions of the Official Plan, as amended from time to time, regarding the interpretation of the Plan shall apply with respect to this Amendment.

ATTACHMENT B MANDATORY PRE-APPLICATION CONSULTATION BY-LAW

The Corporation of The Township of East Garafraxa

By-law Number XX-2022

Being a By-law to establish mandatory pre-application consultation requirements in respect of development applications submitted to the Township of East Garafraxa for approval under the *Planning Act*

WHEREAS subsections 22 (3.1), 34 (10.0.1), 41(3.1) and 51(16.1) of the *Planning Act*, R.S.O. 1990, c. P. 13 as amended, authorize councils to pass a by-law requiring applicants to consult with municipalities prior to the submission of a development application;

AND WHEREAS subsection 9(2) of the *Condominium Act* states that s. 51 of the *Planning Act* is applicable to condominium applications with necessary modifications;

AND WHEREAS the Council of the Corporation of the Township of East Garafraxa deems it desirable for applicants to pre-consult with Township staff prior to submission of an official plan amendment, zoning by-law amendment, draft plan of subdivision or condominium, site plan approval, consent or variance;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA ENACTS AS FOLLOWS:

1. No development applications submitted to the Township of East Garafraxa for approval under the *Planning Act*, shall be deemed complete or accepted for processing, until at least one pre-application consultation meeting has occurred between the proponent and Township staff. For the purposes of this by-law, pre-application consultation is mandatory in respect of all development applications under the *Planning Act*.
2. All pre-consultation meetings shall be co-ordinated by Township staff. Township staff may involve staff from the Township, the County of Dufferin, the appropriate Conservation Authority, the RMO and any other agency deemed relevant by the Township.
3. A Record of Pre-Consultation shall be provided to the proponent in a timely manner which shall outline the information to be provided in order that the development application may be deemed complete under the *Planning Act*, pursuant to the policies of the Township Official Plan, as amended. The information to be provided shall include terms of reference or other criteria established for specific studies or other information or material which have been identified as required for a complete application.

4. Within seven (7) working days of receiving the Record of Pre-Consultation, the proponent shall advise the Township in writing whether or not it concurs with the proposed submission requirements. If the proponent does not agree, the proponent may request another pre-application consultation meeting which shall be co-ordinated by the Township at a mutually convenient time.
5. The Township, may, at its sole discretion, require more than one pre-application consultation meeting before it is in a position to determine the requirements of a complete application. If more than one meeting is required, the Township shall advise the proponent in the initial Record of Pre-Consultation.
6. This by-law shall take effect from the date of final passing thereof.

BY-LAW READ A FIRST AND SECOND TIME THIS **XX** DAY OF **MONTH, 2022.**

BY-LAW READ A THIRD TIME AND PASSED THIS **XX** DAY OF **MONTH, 2022.**

Clerk

Head of Council

ATTACHMENT C DELEGATION OF SITE PLAN APPROVAL BY-LAW

The Corporation of The Township of East Garafraxa

By-law Number XX-2022

Being a By-law to amend By-law 8-2007, being a bylaw to designate a site plan control area in the Township of East Garafraxa, to appoint an authorized person for the purposes of granting site plan approval under the *Planning Act*

WHEREAS subsection 41(4.0.1) of the *Planning Act*, R.S.O. 1990, c.P. 13 as amended, authorizes councils to pass a by-law under subsection 41(2) to appoint an officer, employee or agent of the municipality as an authorized person to grant site plan approval for the purposes of subsection 41(4);

AND WHEREAS the Council of the Corporation of the Township of East Garafraxa enacted By-law Number 8-2007, as amended, being a by-law to designate a site plan control area for the Township of East Garafraxa pursuant to the *Planning Act*, R.S.O. 1990, c.P. 13 as amended;

AND WHEREAS the Council of the Corporation of the Township of East Garafraxa deems it necessary to further amend By-law Number 8-2007 to provide for the appointment of an authorized person to grant site plan approval for the purpose of subsection 41(4) of the *Planning Act*, R.S.O. 1990, c.P. 13 as amended;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA ENACTS AS FOLLOWS:

1. THAT a new section 2 be added to By-law Number 8-2007 as follows:

Appointment of an Authorized Person

The Chief Administrative Officer of the Township is appointed as the authorized person for the purposes of granting site plan approval pursuant to section 41(4) of the *Planning Act* as amended, with such appointment being effective July 1, 2022. In carrying out the appointment, the Chief Administrative Officer is authorized to consult with Council, Planning Advisory Committee, Township staff, the Township consulting planner, the Township consulting engineers and the Township solicitor as the Chief Administrative Officer sees fit and appropriate.

2. This by-law shall take effect from the date of final passing thereof.

BY-LAW READ A FIRST AND SECOND TIME THIS **XX** DAY OF **MONTH, 2022.**

BY-LAW READ A THIRD TIME AND PASSED THIS **XX** DAY OF **MONTH, 2022.**

Clerk

Head of Council

ATTACHMENT D TARIFF OF FEES AMENDMENT BY-LAW

The Corporation of The Township of East Garafraxa

By-law Number XX-2022

Being a By-law to amend By-law 17-2015, as amended, being a bylaw to prescribe a tariff of fees for planning matters, in the Township of East Garafraxa

WHEREAS the provisions of Section 69 (1) of the *Planning Act*, R.S.O. 1990, c. P. 13 as amended, provide that the council of a municipality may, by-law, prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS the Council of the Corporation of the Township of East Garafraxa enacted By-law Number 17-2015, as amended, being a by-law to prescribe a tariff of fees for planning matters pursuant to the *Planning Act*, R.S.O. 1990, c.P. 13 as amended;

AND WHEREAS the Council of the Corporation of the Township of East Garafraxa deems it necessary to further amend By-law Number 17-2015 to clarify certain requirements;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA ENACTS AS FOLLOWS:

1. THAT Schedule "A" to By-law 17-2015 be amended by:
 - i. Changing the Fees in Column 2 for Pre-Consultation (Minor) from \$500 to \$1000, and for Pre-Consultation (Major) from \$1000 to \$2000;
 - ii. Changing the Deposits in Column 3 for Pre-Consultation (Minor) from \$500 to \$2000; and,
 - iii. Adding the following note in Column 1 under the words "Pre-Consultation (Minor):"
"Note: Includes Minor Site Plan Applications"
2. This by-law shall take effect from the date of final passing thereof.

BY-LAW READ A FIRST AND SECOND TIME THIS **XX** DAY OF **MONTH, 2022.**

BY-LAW READ A THIRD TIME AND PASSED THIS **XX** DAY OF **MONTH, 2022.**

Clerk

Head of Council

ATTACHMENT E PLANNING ADVISORY COMMITTEE AMENDMENT BY-LAW

The Corporation of The Township of East Garafraxa

By-law Number XX-2022

Being a By-law to amend By-law 26-97, being a By-law to establish a Planning Advisory Committee for the Township of East Garafraxa

WHEREAS Section 8(1) of the *Planning Act*, R.S.O. 1990, c. P. 13 as amended, provides that the council of a municipality may appoint a Planning Advisory Committee composed of such persons as the Council may determine;

AND WHEREAS By-law 26-97 established a Planning Advisory Committee for the Township of East Garafraxa and established the functions and duties of the committee;

AND WHEREAS the Council of the Corporation of the Township of East Garafraxa deems it appropriate to amend the function of the Committee to expedite the planning application approval process;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA ENACTS AS FOLLOWS:

1. That Section II, Application Review is amended by deleting subsection B) which reads as follows, and re-lettering the subsequent subsections accordingly:

“To review and provide Council with recommendations on applications for Zoning By-law amendments.”

2. This by-law shall take effect from the date of final passing thereof.

BY-LAW READ A FIRST AND SECOND TIME THIS **XX** DAY OF **MONTH, 2022.**

BY-LAW READ A THIRD TIME AND PASSED THIS **XX** DAY OF **MONTH, 2022.**

Clerk

Head of Council

The Township of East Garafraxa

Consultant Planning Report to Council

To: Mayor Gardhouse and Members of Council

From: Elizabeth Howson, Macaulay Shiomi Howson Ltd.

Date: July 19, 2022

Subject: Official Plan Amendment 9 - to reflect amendments to the Planning Act introduced in the More Homes for Everyone Act, 2022

1. BACKGROUND

In response to changes made to the Planning Act through the More Homes for Everyone Act (the Act) a number of modifications have been introduced to the Township's planning application review process. The objectives of these proposals are to streamline the application process, while maximizing the opportunity for public input and technical review to ensure good planning and making certain the Township is not subject to the financial penalties established by the Act.

These changes included proposed amendments to the Township's Official Plan recognizing that the Official Plan already has detailed policies with respect to pre-application consultation and complete application requirements including for site plan approval. However, the Amendment is proposed in the context of the new legislation to clarify the process. In particular, proposed Amendment 9 establishes that pre-application consultation is mandatory.

The Amendment also is designed to ensure a comprehensive initial planning application submission. This will assist in allowing the Township to process applications in a timely fashion by requiring that applications are subject to preliminary review. The review will be carried out in relation to terms of reference or other criteria for specific studies or other information or material which has been identified as required for a complete application.

Further, the Amendment indicates that applications will only be deemed complete in an order such that the Township can process them sequentially. This will allow sufficient time for the Township to review each individual application.

Finally, the proposed policies provide for fees for mandatory pre-application consultation, including any costs for outside consultants.

2. COMMENTS RECEIVED

The proposed Official Plan Amendment was circulated to the prescribed Agencies, and

notice was provided to the public of a statutory public meeting, as required by the Planning Act, as amended. The statutory public meeting was held on virtually on June 28, 2022 at 4 p.m. Written comments from the public were accepted until July 5, 2022.

The public meeting was not attended by any members of the public and no comments were submitted from the public. Comments were received from the County of Dufferin and the Grand River Conservation Authority. The Authority advised that they had no objection to the amendment.

The County advised with respect to the process to be followed for approval that:

“

- The Township should ensure that all policies meet the requirements of the Planning Act, are consistent with the Provincial Policy Statement, 2020 and conform to the Dufferin County Official Plan.
- As the approval authority for the proposed Official Plan Amendment, County Council has the authority to approve, approve with modifications, or refuse to approve all or parts of the Official Plan.
- Following the proposed Official Plan Amendment complete adulteration(sic) by the Township of East Garafraxa, a complete package to be submitted to the County of Dufferin for approval.”

3. CONCLUSION AND RECOMMENDATION

No issues have been identified with proposed Official Plan Amendment 9 which is found in Attachment A to this report.

It is therefore recommended:

- 5.1 That the Consultant Planning Report dated July 19, 2022, Official Plan Amendment 9 - to reflect amendments to the Planning Act introduced in the More Homes for Everyone Act, 2022 be received; and,**
- 5.2 That Council adopt Official Plan Amendment 9 and direct that it be submitted to the County of Dufferin for approval in accordance with the requirements of the Planning Act.**

Submitted by:



Elizabeth Howson MCIP, RPP
Macaulay Shiomi Howson Ltd.

ATTACHMENT A OFFICIAL PLAN AMENDMENT 9

**THE CORPORATION OF THE
TOWNSHIP OF EAST GARAFRAXA**

OFFICIAL PLAN

AMENDMENT 9

AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA

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- 2.2 IMPLEMENTATION
- 2.3 INTERPRETATION

PART C – THE APPENDICIES

- 3.0 APPENDICIES

THE CONSTITUTIONAL STATEMENT

PART A – THE PREAMBLE: The Preamble provides an explanation of Amendment No. 9 to the Official Plan for the Township of East Garafraxa, including purpose, location and background information, but does not form part of this amendment.

PART B – THE AMENDMENT: The Amendment, consisting of text, designates the proposed changes to the Official Plan for the Township of East Garafraxa and constitutes Amendment No. 9.

PART C – THE APPENDICES: The appendices, if included herein, provide related information to the amendment but do not constitute part of this Amendment.

AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA

PART A – THE PREAMBLE

1.0 LOCATION

This Amendment applies to the lands of the Township of East Garafraxa in their entirety.

1.1 PURPOSE OF THE AMENDMENT

The purpose of this Amendment is to improve the quality of planning application submissions and assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

1.2 BASIS OF THE AMENDMENT

The More Homes for Everyone Act, 2022 is an Act to amend various statutes with respect to housing, development and related matters. The Act has introduced a number of new planning process requirements in the Planning Act. These include application fee refunds for zoning and site plan applications when no decision is made on such applications within the statutory timelines.

Through a review of the requirements of the Act, it was determined that to implement the directions it is necessary to improve the quality of planning applications and enable the Township to process applications in a more timely manner.

Changes to the Township's policies with respect to pre-application consultation and complete application requirements in Section 9.8 of the Official Plan to reinforce the need for mandatory pre-consultation and establish a more detailed complete application review process will assist in achieving these objectives. Furthermore, due to the complexity of Planning Act applications, it is necessary to allow time for sufficient consideration of each individual application type by Council, staff, agencies and the public. For this reason, applications should generally not be combined or processed concurrently.

AMENDMENT NUMBER 9
TO THE OFFICIAL PLAN
FOR THE
TOWNSHIP OF EAST GARAFRAXA

PART B – THE AMENDMENT

2.0 INTRODUCTION TO THE AMENDMENT

The purpose of this Amendment is to improve the quality of planning application submissions and assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

2.1 DETAILS OF THE AMENDMENT

The Official Plan of the Township of East Garafraxa is hereby amended as follows:

2.1.1 By amending Section 9.8.1 Pre-Application Consultation as follows:

- i) Adding the word “Mandatory” prior to the title of subsection 9.8.1;
- ii) Deleting the word “are” in Section 9.8.1 a) and replacing it with the phrase “shall be” and adding the following new sentence at the end of the Section:

 “Pre-application consultation with the Township, in consultation with the County, appropriate Conservation Authority and other agencies, shall be mandatory, but may be scoped at the Township’s sole discretion.”;
- iii) Re-lettering Subsection 9.8.1 d) as 9.8.1 e) and adding the following as new Subsection 9.8.1 d):

 “d) Terms of reference or other criteria shall be established for specific studies or other information or material which have been identified as required for a complete application by the Township in consultation with the County, appropriate Conservation Authority or other agencies. The studies or other information or material will be reviewed and evaluated by the Township, in consultation with the County, appropriate Conservation Authority or other agencies, to ensure that the terms of reference or other criteria have been satisfied prior to the Township making a determination that the application is deemed complete.”;

iv) Deleting Subsection d) ii) and replacing it with the following:

“ii) all other plans, reports, studies, impact assessments or other information identified through the mandatory pre-consultation process by the Township in consultation with the County, appropriate Conservation Authority and other agencies, and the Township has satisfied itself that these materials have been prepared in accordance with terms of reference or other criteria identified by the Town through the pre-consultation process.”

v) Adding a new subsection f) to Section 9.8.1 as follows:

“f) Only one application for an official plan amendment, zoning by-law amendment, plan of subdivision, plan of condominium, or site plan control shall be deemed complete if applications are submitted concurrently. Each application type will only be processed in sequential order by the Township to provide sufficient time to review the individual application, unless determined otherwise at the Township’s sole discretion.”

2.1.2 By amending Section 9.8.2 Complete Application Requirements by:

i) Adding the following new sentence after the first sentence in subsection g):

“Fees required by the Township and other agencies shall include fees for mandatory pre-application consultation. Such fees shall include any costs for outside consultants retained by the Township to review the information and materials submitted to establish that the information and materials have been prepared in accordance with terms of reference or other criteria identified by the Township in consultation with the County, appropriate Conservation Authority and other agencies through the pre-consultation process.”

2.2 IMPLEMENTATION

Section 9 “Implementation” of the Official Plan Shall apply to the implementation of this Amendment.

2.3 INTERPRETATION

The provisions of the Official Plan, as amended from time to time, regarding the interpretation of the Plan shall apply with respect to this Amendment.



NOTICE OF PUBLIC MEETING FOR A TOWNSHIP-INITIATED AMENDMENT TO THE TOWNSHIP OF EAST GARAFRAXA OFFICIAL PLAN

File: OPA 9

In accordance with Sections 17 and 21 of the *Planning Act*, a statutory public meeting is being held concerning a Township Official Plan Amendment which proposes a number of revisions to the Official Plan. The proposed revisions are intended to assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

DATE AND FORMAT OF PUBLIC MEETING

This Notice is being given in accordance with *Planning Act* requirements. A final recommendation on the amendment will not be presented until after the Public Meeting and all technical comments have been received.

Please be advised that all Council and Statutory Public Meetings are being held virtually/electronically at this time. Questions and comments can be submitted by email or mail to Susan M. Stone between Thursday, June 2, 2022 and Tuesday, June 28, 2022 at the address below. The public meeting is being held electronically through Zoom and will be available for public viewing, please register at:

<https://calendar.eastgarafraxa.ca/default/Detail/2022-06-28-1600-Electronic-Statutory-Public-Meeting-Official-Plan->

The Public Meeting date and time are as follows:

MEETING DATE and TIME: Tuesday, June 28, 2022 at 4:00 p.m.

ANY PERSON may participate in the public meeting or make written or oral representation either in support of or in opposition to the proposed Official Plan Amendment.

1. Written Submission

Written submissions should be addressed to the Township Clerk at the address shown below. Written comments will be accepted until Tuesday, July 5, 2022. If you wish to be notified of the adoption or the refusal of the proposed Official Plan Amendment, you must also make a written request to the Township Clerk before the adoption of the amendment.

2. Oral Submission

Oral submissions may be provided to Council at the meeting electronically. You must pre-register with the Clerk's office by email at info@eastgarafraxa.ca, or telephone at 226-259-9400 or mail at the address below before 4:30 pm on Monday, June 27, 2022. Please include your full name, address, and a call-back phone number. You will be contacted by the Clerk's office to confirm your participation and receive the online and call-in information before the meeting.

The Township of East Garafraxa is processing the Official Plan Amendment as required by the *Planning Act* and welcome any comments that you may have.

DETAILS OF THE PROPOSED OFFICIAL PLAN AMENDMENT

The current Official Plan was adopted by Township Council on December 14, 2004 and approved by the Minister of Municipal Affairs and Housing on October 26, 2005. The More Homes for Everyone Act, 2022 is an Act to amend various statutes with respect to housing, development

and related matters. The Act introduced a number of new planning process requirements in the Planning Act. These include application fee refunds for zoning and site plan applications when no decision is made on such applications within the statutory timelines.

Changes to the Township's policies with respect to pre-application consultation and complete application requirements in Section 9.8 of the Official Plan to reinforce the need for mandatory pre-consultation and establish a more detailed complete application review process will assist in achieving these objectives. Furthermore, due to the complexity of Planning Act applications, it is necessary to allow time for sufficient consideration of each individual application type by Council, staff, agencies and the public. For this reason, applications should not be combined or processed concurrently.

The proposed changes affect lands throughout the entire Township of East Garafraxa, therefore a key map or description of the affected lands has not been provided. Proposed changes include:

- i) making Pre-Application Consultation mandatory;
- ii) establishing that terms of reference or other criteria for specific studies, or other information or material, shall be established by the Township through the Pre-Application Consultation as required for a complete application, in consultation with the County of Dufferin, appropriate Conservation Authority or other agencies;
- iii) adding a direction that the Township shall review and evaluate the studies or other information or material submitted to ensure that the terms of reference or other criteria have been satisfied prior to the Township making a determination that an application can be deemed complete;
- iv) adding a policy stating that only one application for an official plan amendment, zoning by-law amendment, plan of subdivision, plan of condominium or site plan control shall be deemed complete if applications are submitted concurrently; and,
- v) updating the policy regarding fees required by the Township and other agencies to include fees for mandatory Pre-Application Consultation.

ADDITIONAL INFORMATION:

Additional information relating to the proposed Township Official Plan Amendment may be requested by email, mail, fax, or telephone from the Township at the address below.

PLANNING ACT REQUIREMENTS:

If a person or public body does not make oral submissions at the public meeting or make written submissions to the Township of East Garafraxa before the proposed Official Plan Amendment is adopted, the person or public body is not entitled to appeal the decision of the Township of East Garafraxa to the Ontario Land Tribunal.

If a person or a public body does not make oral submissions at a public meeting or make written submissions to the Township of East Garafraxa before the Official Plan Amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If the proposed Official Plan Amendment is adopted by the Township of East Garafraxa, it will be submitted to the County of Dufferin for approval. If you wish to be notified of the decision of the County of Dufferin, in respect of the proposed Official Plan Amendment, you must make a written request to:

County of Dufferin
Development and Tourism
planner@dufferincounty.ca
30 Centre Street, Orangeville, ON L9W 2X1

DATED AT THE TOWNSHIP OF EAST GARAFRAXA THIS 31st DAY OF MAY, 2022.

Susan M. Stone, A.M.C.T., CAO/Clerk
TOWNSHIP OF EAST GARAFRAXA
065371 Dufferin County Road 3, Unit 2 | East Garafraxa | ON | L9W 7J8
Tel: 226-259-9400 | Toll Free: 877-868-5967 | Fax: 1-226-212-9812
Email: ssstone@eastgarafraxa.ca



NOTICE OF ADOPTION OF AN AMENDMENT TO THE TOWNSHIP OF EAST GARAFRAXA OFFICIAL PLAN File: OPA 9

TAKE NOTICE that the Council of the Corporation of the Township of East Garafraxa passed **By-law No. 40-2022** on the 19th day of July, 2022 pursuant to Sections 17 and 21 of the Planning Act, R.S.O., 1990, as amended, to adopt **Amendment No. 9** to the Township of East Garafraxa Official Plan. The amendment applies to the lands of the Township of East Garafraxa in their entirety.

AND TAKE NOTICE that through the circulation and review of the amendment to the Township of East Garafraxa Official Plan, the Township received two (2) written submissions from agencies. The Statutory Public Meeting, held on June 28, 2022, was not attended by any members of the public and no comments were submitted from the public. Council considered all the submissions received with respect to the amendment, the effect of which helped Council to make an informed decision.

AND TAKE NOTICE that Official Plan Amendment No. 9 requires approval from the County of Dufferin, which is the approval authority under the Planning Act. Any person or public body will be entitled to receive notice of the decision of the approval authority if a written request to be notified of the decision (including the person's or public body's address, fax number or email address) is made to the approval authority at the following address:

County of Dufferin
Development and Tourism
planner@dufferincounty.ca
30 Centre Street, Orangeville, ON L9W 2X1

An explanation of the purpose and effect of the Official Plan Amendment is given below. The complete Official Plan Amendment and related information are available on the Township website or by request via email and/or fax by contacting the Clerk's Department during regular office hours using the information below.

DATED AT THE TOWNSHIP OF EAST GARAFRAXA THIS 25th DAY OF JULY, 2022.

Susan M. Stone, A.M.C.T.
CAO/Clerk
Township of East Garafraxa
065371 Dufferin County Road 3, Unit 2,
East Garafraxa, ON L9W 7J8
Tel: 226-259-9400
Email: ssstone@eastgarafraxa.ca

Township File: OPA No. 9
Applicant: The Township of East Garafraxa
Address: 065371 Dufferin County Road 3,
Unit 2, East Garafraxa, ON
L9W 7J8

PURPOSE AND EFFECT OF THE OFFICIAL PLAN AMENDMENT

The purpose of the Amendment is to assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

REPORT TO COUNCIL

To: Warden Mills and Members of Council

From: Cody Joudry, Director of Development and Tourism

Meeting Date: October 13, 2022

Subject: **Official Plan Amendment OPA NO. 4 (OPA 4), Mulmur**

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 & future needs for a livable community

Purpose

The purpose of this report is to approve the Township of Mulmur OPA NO. 4 (OPA 4), pursuant to O.REG 543/06 of the Planning Act, R.S.O. 1990, c. P.13.

Background & Discussion

The Township of Mulmur adopted OPA NO. 4 (OPA 4), on October 5, 2022, and subsequently forwarded the Record of Decision to the County on the day of adaptation (Attachment A), for County review and approval.

The County is the approval authority of Official Plan Amendments for the Township of Mulmur and as such, this Report recommends that County Council approve the Township of Mulmur Official Plan Amendment OPA NO. 4 (OPA 4), as adopted by the Township (Attachment B).

The purpose of the Official Plan Amendment OPA NO. 4 (OPA 4), to the Township of Mulmur Official Plan is to assist the Township in its ability to implement a number of its Strategic Plan Actions through adopting new and improved Official Plan Policies in

compliance with *The Planning Act* and as amended by the More Homes for Everyone Act, 2022.

Proposed changes will affect lands throughout the entire Township and include:

- i. Provide a new vision for Mulmur to become a Garden Township in section 3;
- ii. Reorganization of sections 4 (Vision and Guiding Principles) and 5 (General Development Policies) to group similar subject matter;
- iii. Update the definition of Rural Character to reflect community comments and Planning Advisory Committee input;
- iv. Remove the Niagara Escarpment Plan policies and mapping and replace with a general over-arching policy;
- v. Update Scenic Resources and Features to a new viewshed policy that focuses on the lands outside of the Niagara Escarpment and also protect dark-sky to reflect community comments;
- vi. Update the on-farm diversified policies to reflect the Ontario Implementation Guidelines and Planning Advisory Committee input;
- vii. Update the requirements for a complete application to create a more usable format and more exhaustive list of possible study requirements
- viii. Allow delegation of approval authority for minor zoning application to staff;
- ix. Update Part C, Implementation and D, Interpretation to reflect current tools and legislation; and
- x. Remove duplication and simplify the policies.

As per the Public Meeting Notice included in (Attachment B) Appendix "2", it is noted that an Open House was held on September 24, 2022 to the Public for an opportunity to learn more about the Official Plan review project and how they can participate.

On October 5, 2022, the Township held a public meeting under Sections 22 and 34 of the *Planning Act* for the proposed amendments to the Official Plan to implement further policies with respect to the Township Strategic Action Plans.

The Planning Act (2017) Conformity

Bill 13, the proposed "Supporting People and Businesses Act, 2021 Act, 2021", was introduced on October 7, 2021. Schedule 19 of the Bill proposes to make changes to the *Planning Act*, to add a new authority to delegate planning decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws, lifting of a holding provision or other minor zoning by-law amendments. This new authority requires a

municipality to establish official plan policies specifying the criteria to be used to define by-laws that may be delegated.

Dufferin County Official Plan (2017) Conformity

The County Official Plan provides general County-level policy direction for land use planning and a framework to guide the physical, social, economic, and environmental management of the County and address matters of County significance. The policies of the Plan are further implemented through more detailed land use and development policies in the local municipal official plans. All local municipal official plans and zoning by-laws are required to conform to the County Official Plan.

Section 8.6.1 of the County Official Plan states that Local municipal official plans can establish planning strategies and policies for the local municipality which have appropriate regard for Provincial Plans, policies and legislation, and may include policies that are more restrictive than the policies in this Plan, but are not more restrictive than where expressly limited by provincial policy and legislation

Section 8.7 of the County Official Plan requires that Local municipalities may establish more specific requirements for pre-consultation and complete application requirements in their local municipal official plans, consistent with the policies of this Plan and the *Planning Act*.

Section 8.7.2 of the County Official Plan requires that notification of a complete application will be given to the applicant and all other parties by the approval authority in accordance with the *Planning Act*.

Section 8.7.3.1 of the County Official Plan states the county policy on supporting studies, information and materials required throughout the development approval process.

Section 4.2.1 f) of the County Official Plan states the county policy objective to Preserve and promote the agricultural and rural character of the County.

Section 4.2.2 l) of the County Official Plan states that the local municipal official plans and zoning by-laws are encouraged to establish policies and provisions relating to build form, lot design, parking, screening/buffering, outside storage, and landscaping for any agriculture-related use and on-farm diversified use within the Agricultural Area.

Financial, Staffing, Legal, or IT Considerations

There will be no budgetary impact at this time.

Recommendation

THAT the report of the Director of Development and Tourism, titled Official Plan Amendment (OPA NO. 4 (OPA 4), 4), Mulmur, dated October 13,2022, be received;

AND THAT County Council approve OPA NO. 4 (OPA 4), as adopted by the Township of Mulmur, in order to implement recommendations of the Official Plan in a manner that is consistent with the Planning Act and Provincial Policy Statement, 2014, and conforms to the Dufferin County Official Plan.

Respectfully Submitted By:

Cody Joudry
Director of Development and Tourism

Prepared by: Silva Yousif
Senior Planner of Development and Tourism

Attachments:

Attachment A – OPA NO. 4 (OPA 4), Adoption Submission Package - County of Dufferin
– Oct 6 2022

Attachment B – By-Law 40-2022 Notice of Adoption - OPA NO. 4 (OPA 4)



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

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

October 6, 2022

Michelle Dunne, County Clerk
W. & M. Edelbrock Centre
30 Centre Street
Orangeville, ON L9W 2X1
Email: mdunne@dufferincounty.ca

Re: OPA#4

Please find enclosed the required materials in relation to OPA#4 for the Township of Mulmur, being a Township initiated Official Plan Amendment requiring approval from the County:

1. Certified copy of By-law 47-2022
2. Certified copy of OPA#4
3. n/a
4. Copy of all written submissions (see appendix 4)
5. Affidavit re: subsection 14(1)
6. Affidavit re: subsection 14(2)
7. Statement from the Township of Mulmur Deputy Clerk/Planning Coordinator
8. Copy of minutes from the Public Meetings (see appendix 3 and 4 of OPA#4)
9. Planning Reports (see appendix 1)
10. Notice of Public meeting (see appendix 2)
11. n/a

Should you require any additional information, please contact the undersigned.

Kind regards,

Tracey Atkinson, BES MCIP RPP
CAO/Clerk/Planner
705-466-3341 x 231
tatkinson@mulmur.ca



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

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

**Statement Pursuant to
Section 17(31) of the *Planning Act*
RSO 1990 c P 13, as amended & O. Reg. 543/06 Sec. 7 (7)
Township of Mulmur
Official Plan Amendment No. 4 (OPA 4)
RE: BY-LAW 47-2022**

I, Roseann Knechtel, Deputy Clerk/Planning Coordinator for the Corporation of the Township of Mulmur, am advised by Tracey Atkinson, BES MCIP RPP Dipl M.M., CAO/Clerk/Planner for the Township of Mulmur and therefore verily believe that Township of Mulmur Official Plan Amendment No. 4 (OPA 4):

- i. is consistent with the policy statements issued under subsection 3 (1) of the Act,
- ii. conforms or does not conflict with any applicable provincial plan or plans, and
- iii. conforms with the County of Dufferin's Official Plan.

Dated this 6th day of October 2022



Roseann Knechtel, Deputy Clerk/Planning Coordinator
Corporation of the Township of Mulmur



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

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

STATUTORY DECLARATION

I, Tracey Atkinson, Clerk of the Township of Mulmur, hereby declare that:

1. The statutory requirements for giving of notice and the holding of a public meetings and open houses, if required, or the alternative measures for informing and obtaining the views of the public, as set out in the Official plan have been complied with; and that
2. The statutory requirements for the giving of notice of passing of the by-law have been complied with; and that notice of a decision was circulated, following a decision on October 5th, a maximum of 15 days prior to the circulation on the decision, and that notice was given via first class mail to all residents in the Township, and anyone who requested notice; and that
3. All persons and public bodies that made oral submissions at the public meeting have been recorded on the attached Schedule to this declaration, and that all names, addresses and telephone numbers are provided where they were received;

Declared at the Township of Mulmur, this 6th day of October, 2022.

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

Tracey Atkinson
CAO/Clerk/Planner
Corporation of the Township of Mulmur



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

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

STATUTORY DECLARATION

I, Tracey Atkinson, Planner of the Township of Mulmur, hereby declare that:

1. The decision of Council is consistent with the policy statements issued under subsection 3(1) of the Act, and
2. The decision of Council conforms to or does not conflict with any applicable provincial plan or plans
3. The decision of the Council conforms to the Official Plan of the Township of Mulmur

Declared at the Township of Mulmur, this 6th day of October, 2022.

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

Tracey Atkinson
CAO/Clerk/Planner
Corporation of the Township of Mulmur



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

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

STATUTORY DECLARATION

I, Tracey Atkinson, Planner of the Township of Mulmur, hereby declare that only the following persons and/or public bodies made oral submissions at the formal public meeting in relation to OPA#4:

1. Jan Benda
2. Cheryl Russel
3. Leah Pressey
4. James Godbold
5. Lisa Swinton
6. Gili Alder Nevo

Declared at the Township of Mulmur, this 6th day of October, 2022.

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

Tracey Atkinson
CAO/Clerk/Planner
Corporation of the Township of Mulmur



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. 47-2022

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF MULMUR
TO ADOPT AMENDMENT FOUR (4) TO THE OFFICIAL PLAN.**

(Community Engagement and Implementation Amendments)


**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR, IN
ACCORDANCE WITH THE PLANNING ACT, R.S.O. 1990, HEREBY ENACTS AS FOLLOWS:**

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

AND THAT the Clerk is hereby authorized and directed to make application to the County of Dufferin for approval of the aforementioned Amendment No.4 to the Official Plan for the Township of Mulmur;

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

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 5th day of
OCTOBER, 2022.


JANET HORNER, MAYOR


For:
TRACEY ATKINSON, CAO/CLERK

 Clerk of the Township
of Mulmur do hereby certify the foregoing to be
a true copy

OFFICIAL PLAN AMENDMENT NO. 4

TO THE

OFFICIAL PLAN

OF THE TOWNSHIP OF MULMUR

(Community Engagement & Implementation Amendment)

October 5, 2022

Rosann Knechtel
Clerk of the Township
of Mulmur do hereby certify the foregoing to be
a true copy

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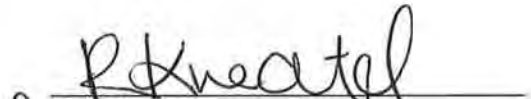
CONSTITUTIONAL STATEMENT
OFFICIAL PLAN
FOR THE
TOWNSHIP OF MULMUR
OFFICIAL PLAN AMENDMENT NO. 4

Amendment No. 4 to the Official Plan for the Township of Mulmur was prepared and recommended to the Council of the Township of Mulmur under the provisions of the Planning Act, R.S.O. 1990, on the 5th day of October, 2022.

This Amendment was adopted by the Corporation of the Township of Mulmur by By-law No. 47-2022, in accordance with the provisions of the Planning Act R.S.O. 1990, on the 5th day of October, 2022.



Mayor – Janet Horner



per, Clerk – Tracey Atkinson

PART A - THE PREAMBLE

1.0 Purpose

The proposed Amendment would:

- Provide a new vision for Mulmur to become a Garden Township in section 3;
- Reorganization of sections 4 (Vision and Guiding Principles) and 5 (General Development Policies) to group similar subject matter;
- Update the definition of Rural Character to reflect community comments and Planning Advisory Committee input;
- Remove the Niagara Escarpment Plan policies and mapping and replace with a general over-arching policy;
- Update Scenic Resources and Features to a new viewshed policy that focuses on the lands outside of the Niagara Escarpment and also protect dark-sky to reflect community comments;
- Update the on-farm diversified policies to reflect the Ontario Implementation Guidelines and Planning Advisory Committee input;
- Update the requirements for a complete application to create a more usable format and more exhaustive list of possible study requirements
- Allow delegation of approval authority for minor zoning application to staff;
- Update Part C, Implementation and D, Interpretation to reflect current tools and legislation; and
- Remove duplication and simplify the policies.

2.0 Location

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

3.0 Basis

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

PART B - THE AMENDMENT

1.0 Introduction

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

2.0 Details of the Amendment

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

2.1 Section 3.0 Basis of the Plan, is deleted in its entirety and replaced with the following:

3.0 A GARDEN TOWNSHIP

The policies set out in this Plan have been established through a process of background review and public consultation. Throughout the development of this Plan, the public indicated a strong desire to maintain the Township’s rural character, open landscape and protect the significant environmental and agricultural areas, and natural and scenic resources that facilitate its’ unique environment of beauty and spirit.

The overarching vision of a *Garden Township* is derived from the origins of a garden as a guarded or protected place and incorporates the various definitions and perspectives of a garden including: farmland, natural areas, recreational and landscaped spaces, and limited built-up areas.

Creating Mulmur’s *Garden Township* requires land use policies and patterns that acknowledge, protect, and enhance the Township’s inherent beauty and the need to live in harmony with nature. Ultimately, this approach will protect Mulmur’s rural character and promote a serene lifestyle where people live, work, learn, and play.

Within the *Garden Township* there will be smaller, individual gardens, each with its own specific characteristics, and features. The combined garden network is intended to create a more defined sense of place and community, essential for a prosperous and sustainable society.

The greatest challenge for the Township over the next 30 years will be balancing the demands for resource use and growth and the global climate crisis with the need to preserve and protect all things that make Mulmur a *Garden Township*.

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

4.0 VISION STATEMENT

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

- 2.3 Section 4.2, GUIDING PRINCIPLES OF THIS PLAN is deleted.**
- 2.4 Sections 4.2.1 STRONG COMMUNITIES AND 4.2.2 GROWTH MANAGEMENT are hereby moved to the beginning of section 5.2 GROWTH MANAGEMENT**
- 2.5 Section 4.2.3 SERVICES is moved to section is moved to section 5.11 INFRASTRUCTURE AND PUBLIC SERVICE FACILITIES**
- 2.6 The first sentence in Section 4.2.4 CHARACTER is deleted. The remainder of the section is moved to section 7.0.4 GENERAL POLICIES**
- 2.7 Section 4.2.5 MUNICIPAL FINANCE is moved to the end of section 11.2 of PLANNING APPLICATIONS**
- 2.8 Section 4.2.6 LOCAL ECONOMY is moved to a new section under Section 5.0.**
- 2.9 Section 4.2.7 NON-RENEWABLE RESOURCES is moved to section 5.32 MINERAL AGGREGATE RESOURCE AREAS**
- 2.10 Section 4.2.8 AGRICULTURE is moved to section 5.9 AGRICULTURAL AREAS**
- 2.11 Section 4.2.9 RENEWABLE RESOURCES is moved to a new section under Section 5.0.**
- 2.12 Section 4.2.10 NIAGARA ESCARPMENT is deleted.**
- 2.13 Section 4.2.11 WATER RESOURCES is moved to section 5.19 WATER RESOURCES**
- 2.14 Section 4.2.12 ENERGY CONSERVATION is moved to section 5.15 ENERGY & AIR QUALITY**
- 2.15 Section 4.2.13 NATURAL HERITAGE is moved to section 5.18 NATURAL FEATURES, AREAS AND FUNCTIONS**
- 2.16 The first paragraph of Section 4.2.14 CULTURAL HERITAGE AND ARCHAEOLOGY is deleted. The remainder of the section is moved to section 5.6 ARCHAEOLOGICAL, BUILT HERITAGE AND CULTURAL HERITAGE LANDSCAPES**
- 2.17 Section 4.2.15 HEALTH AND SAFETY is moved to section 5.28 PROTECTING**

PUBLIC HEALTH AND SAFETY.

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

2.19 Section 5.2 is amended by adding the following at the beginning of the section:

The Official Plan and Growth Management Strategies direct the majority of residential growth to the existing communities in the Township. Growth in the communities has always been, and remains dependent on, the ability to provide adequate services on a sustainable basis. The role of the Township in accommodating population growth, and employment over the planning period has been defined in relation to growth allocations established for the County of Dufferin in the Land Needs Analysis (2022)

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

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

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

5.25 RURAL CHARACTER

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

2.22 Section 5.30 NIARGARA ESCARPTMENT DEVELOPMENT PERMITS is deleted in its entirety.

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

6.1.6 ON-FARM DIVERSIFIED USES

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

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

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

2.24 Section 6.1.3 PERMITTED USES in the Agricultural designation is amended by adding the following additional permitted use:

m) on-farm diversified use

2.25 Bullet point #2 of Section 6.2.5, NEW LOTS of the Rural Designation is deleted and replaced with the following:

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

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

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

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

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

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

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

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

2.30 Section 11.6 OFFICIAL PLAN AMENDMENT is amended by adding the following:

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

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

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

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

11.14 MINOR ZONING AMENDMENT DELGATION OF AUTHORITY

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

- A temporary use by-law
- A by-law to remove a holding “H” symbols

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

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

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

2.34 Section 11.17 BUILDING REGULATIONS is hereby deleted.

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

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

2.37 Part E, DEFINITIONS is amended by adding and or replacing the following definitions:

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

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

2.38 Part E, DEFINITIONS, is further amended by adding or replacing, as the case may be, (definitions as per the Provincial Policy Statement 2020 and A Place to Grow Growth Plan 2017) as follows:

Access Standards means methods or procedures to ensure safe vehicular and pedestrian movement, and access for the maintenance and repair of protection works, during times of flooding hazards, erosion hazards and/or other water-related hazards. (PPS 2020)

Active Transportation means Human-powered travel, including but not limited to, walking, cycling, inline skating and travel with the use of mobility aids, including motorized wheelchairs and other power-assisted devices moving at a comparable speed. (PPS 2020)

Adjacent Lands means

- a) for the purposes of policy 1.6.8.3, those lands contiguous to existing or planned corridors and transportation facilities where development would have a negative impact on the corridor or facility. The extent of the adjacent lands may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives;
- b) for the purposes of policy 2.1.8, those lands contiguous to a specific natural heritage feature or area where it is likely that development or site alteration would have a negative impact on the feature or area. The extent of the adjacent lands may be recommended by the Province or based on municipal approaches which achieve the same objectives;
- c) for the purposes of policies 2.4.2.2 and 2.5.2.5, those lands contiguous to lands on the surface of known petroleum resources, mineral deposits, or deposits of mineral aggregate resources where it is likely that development would constrain future access to the resources. The extent of the adjacent lands may be recommended by the Province; and
- d) for the purposes of policy 2.6.3, those lands contiguous to a protected heritage property or as otherwise defined in the municipal official plan. (PPS 2020)

Adverse Effects as defined in the Environmental Protection Act, means one or more of:

- a) impairment of the quality of the natural environment for any use that can be made of it;
- b) injury or damage to property or plant or animal life;
- c) harm or material discomfort to any person;
- d) an adverse effect on the health of any person;
- e) impairment of the safety of any person;
- f) rendering any property or plant or animal life unfit for human use;
- g) loss of enjoyment of normal use of property; and
- h) interference with normal conduct of business. (PPS 2020)

Affordable means

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

- 2) in the case of rental housing, the least expensive of:
 - a) a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
 - b) a unit for which the rent is at or below the average market rent of a unit in the regional market area the average market rent of a unit in the regional market area. (PPS 2020)

Agricultural Condition means

- a) in regard to prime agricultural land outside of specialty crop areas, a condition in which substantially the same areas and same average soil capability for agriculture are restored. (Based on 2020, PPS)

Agricultural System means a system comprised of a group of inter-connected elements that collectively create a viable, thriving agricultural sector. It has two components:

- a) An agricultural land base comprised of prime agricultural areas, including specialty crop areas, and rural lands that together create a continuous productive land base for agriculture; and
- b) An agri-food network which includes infrastructure, services, and assets important to the viability of the agri-food sector. (PPS 2020)

Agricultural Uses means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on- farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment. (PPS 2020)

Agri-food Network means within the agricultural system, a network that includes elements important to the viability of the agri-food sector such as regional infrastructure and transportation networks; on-farm buildings and infrastructure; agricultural services, farm markets, distributors, and primary processing; and vibrant, agriculture-supportive communities. (PPS 2020)

Agri-tourism Uses means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation. (PPS 2020)

Agriculture-related Uses means those farm- related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity. (PPS 2020)

Airports means all Ontario airports, including designated lands for future airports, with Noise Exposure Forecast (NEF)/Noise Exposure Projection (NEP) mapping. (PPS 2020)

Alternative Energy System means A system that uses sources of energy or energy conversion processes to produce power, heat and/or cooling that significantly reduces the amount of harmful emissions to the environment (air, earth and water) when compared to conventional energy systems. (PPS 2020)

Archaeological Resources includes artifacts, archaeological sites, marine archaeological sites, as defined under the Ontario Heritage Act. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the Ontario Heritage Act. (PPS 2020)

Areas of Archaeological Potential means areas with the likelihood to contain archaeological resources. Criteria to identify archaeological potential are established by the Province. The Ontario Heritage Act requires archaeological potential to be confirmed by a licensed archaeologist. (PPS 2020)

Areas of Mineral Potential means areas favourable to the discovery of mineral deposits due to geology, the presence of known mineral deposits or other technical evidence. (PPS 2020)

Areas of Natural and Scientific Interest (ANSI) means areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education. (PPS 2020)

Brownfield Sites means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant. (PPS 2020)

Built Heritage Resource means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community. Built heritage resources are located on property that may be designated under Parts IV or V of the Ontario Heritage Act, or that may be included on local, provincial, federal and/or international registers. (PPS 2020)

Compact Built Form means a land use pattern that encourages the efficient use of land, walkable neighbourhoods, mixed land uses (residential, retail, workplace, and institutional) all within one neighbourhood, proximity to transit and reduced need for infrastructure. Compact built form can include detached and semi-detached houses on small lots as well as townhouses and walk-up apartments, multi-storey commercial developments, and apartments or offices above retail.

Walkable neighbourhoods can be characterized by roads laid out in a well-connected network, destinations that are easily accessible by transit and active transportation, sidewalks with minimal interruptions for vehicle access, and a

pedestrian-friendly environment along roads to encourage active transportation. (APTG2020)

Complete Communities means Places such as mixed-use neighbourhoods or other areas within cities, towns, and settlement areas that offer and support opportunities for people of all ages and abilities to conveniently access most of the necessities for daily living, including an appropriate mix of jobs, local stores, and services, a full range of housing, transportation options and public service facilities. Complete communities are age-friendly and may take different shapes and forms appropriate to their contexts. (APTG2020)

Complete Streets means streets planned to balance the needs of all road users, including pedestrians, cyclists, transit-users, and motorists. (APTG2020)

Cultural Heritage Resources means built heritage resources, cultural heritage landscapes and archaeological resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people. While some cultural heritage resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation. (Greenbelt Plan) (APTG2020)

Comprehensive Review means

- a) for the purposes of policies 1.1.3.8, 1.1.3.9 and 1.3.2.4, an official plan review which is initiated by a planning authority, or an official plan amendment which is initiated or adopted by a planning authority, which:
 - 1. is based on a review of population and employment projections and which reflect projections and allocations by upper-tier municipalities and provincial plans, where applicable; considers alternative directions for growth or development; and determines how best to accommodate the development while protecting provincial interests;
 - 2. utilizes opportunities to accommodate projected growth or development through intensification and redevelopment; and considers physical constraints to accommodating the proposed development within existing settlement area boundaries;
 - 3. is integrated with planning for infrastructure and public service facilities, and considers financial viability over the life cycle of these assets, which may be demonstrated through asset management planning;
 - 4. confirms sufficient water quality, quantity and assimilative capacity of receiving water are available to accommodate the proposed development;
 - 5. confirms that sewage and water services can be provided in accordance with policy 1.6.6; and
 - 6. considers cross-jurisdictional issues.
- b) for the purposes of policy 1.1.6, means a review undertaken by a planning authority or comparable body which:

1. addresses long-term population projections, infrastructure requirements and related matters;
2. confirms that the lands to be developed do not comprise specialty crop areas in accordance with policy 2.3.2; and
3. considers cross-jurisdictional issues.

In undertaking a comprehensive review the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary or development proposal.

Conserved means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches can be included in these plans and assessments. (PPS 2020)

Cultural Heritage Landscape means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Cultural heritage landscapes may be properties that have been determined to have cultural heritage value or interest under the Ontario Heritage Act, or have been included on federal and/or international registers, and/or protected through official plan, zoning by-law, or other land use planning mechanisms. (PPS 2020)

Delineated Built Boundary means the limits of the developed urban area as defined by the Minister in consultation with affected municipalities for the purpose of measuring the minimum intensification target in this Plan. (APTG2020)

Delineated Built-up Area means all land within the delineated built boundary. (APTG2020)

Designated Greenfield Area means lands within settlement areas (not including rural settlements) but outside of delineated built-up areas that have been designated in an official plan for development and are required to accommodate forecasted growth to the horizon of this Plan. Designated greenfield areas do not include excess lands. (APTG2020)

Drinking-water System means a system of works, excluding plumbing, that is established for the purpose of providing users of the system with drinking water and that includes:

- a) any thing used for the collection, production, treatment, storage, supply, or distribution of water;
- b) any thing related to the management of residue from the treatment process or the management of the discharge of a substance into the natural environment from the treatment system; and
- c) a well or intake that serves as the source or entry point of raw water supply for the system. (Safe Drinking Water Act, 2002)

Deposits of Mineral Aggregate Resources means an area of identified mineral aggregate resources, as delineated in Aggregate Resource Inventory Papers or comprehensive studies prepared using evaluation procedures established by the Province for surficial and bedrock resources, as amended from time to time, that has a sufficient quantity and quality to warrant present or future extraction. (PPS 2020)

Designated and Available means lands designated in the official plan for urban residential use. For municipalities where more detailed official plan policies (e.g. secondary plans) are required before development applications can be considered for approval, only lands that have commenced the more detailed planning process are considered to be designated and available for the purposes of this definition. (PPS 2020)

Designated Growth Areas means lands within settlement areas designated in an official plan for growth over the long-term planning horizon provided in policy 1.1.2, but which have not yet been fully developed. Designated growth areas include lands which are designated and available for residential growth in accordance with policy 1.4.1(a), as well as lands required for employment and other uses. (PPS 2020)

Designated Vulnerable Area means areas defined as vulnerable, in accordance with provincial standards, by virtue of their importance as a drinking water source. (PPS 2020)

Development means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act, but does not include:

- a) activities that create or maintain infrastructure authorized under an environmental assessment process;
- b) works subject to the Drainage Act; or
- c) for the purposes of policy 2.1.4(a), underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mineral potential in Ecoregion 5E, where advanced exploration has the same meaning as under the Mining Act. Instead, those matters shall be subject to policy 2.1.5(a). (PPS2020)

Ecological Function means the natural processes, products or services that living and non-living environments provide or perform within or between species,

ecosystems and landscapes. These may include biological, physical and socio-economic interactions. (PPS 2020)

Employment Area means those areas designated in an official plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities. (PPS 2020)

Endangered Species means a species that is classified as “Endangered Species” on the Species at Risk in Ontario List, as updated and amended from time to time. (PPS 2020)

Erosion Hazard means the loss of land, due to human or natural processes, that poses a threat to life and property. The erosion hazard limit is determined using considerations that include the 100 year erosion rate (the average annual rate of recession extended over a one hundred year time span), an allowance for slope stability, and an erosion/erosion access allowance. (PPS 2020)

Essential Emergency Service means services which would be impaired during an emergency as a result of flooding, the failure of floodproofing measures and/or protection works, and/or erosion. (PPS 2020)

Ecological Function means the natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes, including hydrologic functions and biological, physical, chemical and socio-economic interactions. (Greenbelt Plan) (APTG2020)

Ecological Integrity which includes hydrological integrity, means the condition of ecosystems in which:

- a) the structure, composition and function of the ecosystems are unimpaired by the stresses from human activity;
- b) natural ecological processes are intact and self-sustaining; and
- c) the ecosystems evolve naturally. (Greenbelt Plan) (APTG2020)

Ecological Value means the value of vegetation in maintaining the health of the key natural heritage feature or key hydrologic feature and the related ecological features and ecological functions, as measured by factors such as the diversity of species, the diversity of habitats, and the suitability and amount of habitats that are available for rare, threatened and endangered species. (Greenbelt Plan) (APTG2020)

Fish means fish, which as defined in the Fisheries Act, includes fish, shellfish, crustaceans, and marine animals, at all stages of their life cycles. (PPS 2020)

Fish Habitat as defined in the Fisheries Act, means spawning grounds and any other areas, including nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes. (PPS 2020)

Flood Fringe for river, stream and small inland lake systems, means the outer portion of the flood plain between the floodway and the flooding hazard limit. Depths and velocities of flooding are generally less severe in the flood fringe than those experienced in the floodway. (PPS 2020)

Flood Plain for river, stream and small inland lake systems, means the area, usually low lands adjoining a watercourse, which has been or may be subject to flooding hazards. (PPS 2020)

Flooding Hazard means the inundation, under the conditions specified below, of areas adjacent to a shoreline or a river or stream system and not ordinarily covered by water:

- a) along the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes, the flooding hazard limit is based on the one hundred year flood level plus an allowance for wave uprush and other water- related hazards;
- b) along river, stream and small inland lake systems, the flooding hazard limit is the greater of:
 - 1) the flood resulting from the rainfall actually experienced during a major storm such as the Hurricane Hazel storm (1954) or the Timmins storm (1961), transposed over a specific watershed and combined with the local conditions, where evidence suggests that the storm event could have potentially occurred over watersheds in the general area;
 - 2) the one hundred year flood; and
 - 3) a flood which is greater than 1. or 2. which was actually experienced in a particular watershed or portion thereof as a result of ice jams and which has been approved as the standard for that specific area by the Minister of Natural Resources and Forestry;
- c) except where the use of the one hundred year flood or the actually experienced event has been approved by the Minister of Natural Resources and Forestry as the standard for a specific watershed (where the past history of flooding supports the lowering of the standard). (PPS 2020)

Floodproofing Standard means the combination of measures incorporated into the basic design and/or construction of buildings, structures, or properties to reduce or eliminate flooding hazards, wave uprush and other water- related hazards along the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes, and flooding hazards along river, stream and small inland lake systems. (PPS 2020)

Floodway means for river, stream and small inland lake systems, means the portion of the floodplain where development and site alteration would cause a danger to public health and safety or property damage.

Where the one zone concept is applied, the floodway is the entire contiguous flood plain.

Where the two zone concept is applied, the floodway is the contiguous inner portion of the flood plain, representing that area required for the safe passage of flood flow and/or that area where flood depths and/or velocities are considered to be such that they pose a potential threat to life and/or property damage. Where the two zone concept applies, the outer portion of the flood plain is called the flood fringe. (PPS 2020)

Freight-supportive in regard to land use patterns, means transportation systems and facilities that facilitate the movement of goods. This includes policies or programs intended to support efficient freight movement through the planning, design and operation of land use and transportation systems. Approaches may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives. (PPS 2020)

Great Lakes - St. Lawrence River System means the major water system consisting of Lakes Superior, Huron, St. Clair, Erie and Ontario and their connecting channels, and the St. Lawrence River within the boundaries of the Province of Ontario. (PPS 2020)

Green Infrastructure means natural and human-made elements that provide ecological and hydrological functions and processes. Green infrastructure can include components such as natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs. (PPS 2020)

Ground Water Feature means water-related features in the earth's subsurface, including recharge/discharge areas, water tables, aquifers and unsaturated zones that can be defined by surface and subsurface hydrogeologic investigations. (PPS 2020)

Green Infrastructure means natural and human-made elements that provide ecological and hydrologic functions and processes. Green infrastructure can include components such as natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs. (PPS, 2020)

Habitat of Endangered Species and Threatened Species means habitat within the meaning of Section 2 of the Endangered Species Act, 2007. (PPS 2020)

Hazardous Forest Types for Wildland Fire means forest types assessed as being associated with the risk of high to extreme wildland fire using risk assessment tools established by the Ontario Ministry of Natural Resources and Forestry, as amended from time to time. (PPS 2020)

Hazardous Lands means property or lands that could be unsafe for development due to naturally occurring processes. Along the shorelines of the Great Lakes - St. Lawrence River System, this means the land, including that covered by water, between the international boundary, where applicable, and the furthest landward

limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along the shorelines of large inland lakes, this means the land, including that covered by water, between a defined offshore distance or depth and the furthest landward limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along river, stream and small inland lake systems, this means the land, including that covered by water, to the furthest landward limit of the flooding hazard or erosion hazard limits. (PPS 2020)

Hazardous sites means property or lands that could be unsafe for development and site alteration due to naturally occurring hazards. These may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (karst topography). (PPS 2020)

Hazardous Substances means substances which, individually, or in combination with other substances, are normally considered to pose a danger to public health, safety and the environment. These substances generally include a wide array of materials that are toxic, ignitable, corrosive, reactive, radioactive or pathological. (PPS 2020)

Heritage Attributes means the principal features or elements that contribute to a protected heritage property's cultural heritage value or interest, and may include the property's built, constructed, or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (e.g. significant views or vistas to or from a protected heritage property). (PPS 2020)

High Quality means primary and secondary sand and gravel resources and bedrock resources as defined in the Aggregate Resource Inventory Papers (ARIP). (PPS 2020)

Housing Options means a range of housing types such as, but not limited to single- detached, semi-detached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, multi- residential buildings. The term can also refer to a variety of housing arrangements and forms such as, but not limited to life lease housing, co- ownership housing, co-operative housing, community land trusts, land lease community homes, affordable housing, housing for people with special needs, and housing related to employment, institutional or educational uses. (PPS 2020)

Hydrologic Function means the functions of the hydrological cycle that include the occurrence, circulation, distribution and chemical and physical properties of water on the surface of the land, in the soil and underlying rocks, and in the atmosphere, and water's interaction with the environment including its relation to living things. (PPS 2020)

Intermittent Streams means stream-related watercourses that contain water or are dry at times of the year that are more or less predictable, generally flowing during wet seasons of the year but not the entire year, and where the water table is above the stream bottom during parts of the year. (Greenbelt Plan) (APTG2020)

Joint Development means agreements entered into voluntarily between the public sector and property owners or third parties, whereby private entities share some of the costs of infrastructure improvements or contribute some benefits back to the public sector based on a mutual recognition of the benefits of such infrastructure improvements. Approaches to joint development may be recommended in guidelines developed by the Province. (APTG2020)

Impacts of a Changing Climate means the present and future consequences from changes in weather patterns at local and regional levels including extreme weather events and increased climate variability. (PPS 2020)

Individual On-site Sewage Services means sewage systems, as defined in O. Reg. 332/12 under the Building Code Act, 1992, that are owned, operated and managed by the owner of the property upon which the system is located. (PPS 2020)

Individual On-site Water Services means individual, autonomous water supply systems that are owned, operated and managed by the owner of the property upon which the system is located. (PPS 2020)

Infrastructure means physical structures (facilities and corridors) that form the foundation for development. Infrastructure includes: sewage and water systems, septage treatment systems, stormwater management systems, waste management systems, electricity generation facilities, electricity transmission and distribution systems, communications/telecommunications, transit and transportation corridors and facilities, oil and gas pipelines and associated facilities. (PPS 2020)

Institutional Use means for the purposes of policy 3.1.5, means land uses where there is a threat to the safe evacuation of vulnerable populations such as older persons, persons with disabilities, and those who are sick or young, during an emergency as a result of flooding, failure of floodproofing measures or protection works, or erosion. (PPS 2020)

Intensification means the development of a property, site or area at a higher density than currently exists through:

- a) redevelopment, including the reuse of
- b) brownfield sites;
- c) the development of vacant and/or underutilized lots within previously developed areas;
- d) infill development; and
- e) the expansion or conversion of existing buildings.

Life Science Areas of Natural and Scientific Interest (ANSIs) means an area that has been identified as having life science values related to protection, scientific study, or education; and further identified by the Ministry of Natural Resources and Forestry using evaluation procedures established by that Ministry, as amended from time to time. (Greenbelt Plan) (APTG2020)

Low Impact Development means an approach to stormwater management that seeks to manage rain and other precipitation as close as possible to where it falls to mitigate the impacts of increased runoff and stormwater pollution. It typically includes a set of site design strategies and distributed, small-scale structural practices to mimic the natural hydrology to the greatest extent possible through infiltration, evapotranspiration, harvesting, filtration, and detention of stormwater. Low impact development can include, for example: bio-swales, vegetated areas at the edge of paved surfaces, permeable pavement, rain gardens, green roofs, and exfiltration systems. Low impact development often employs vegetation and soil in its design, however, that does not always have to be the case and the specific form may vary considering local conditions and community character. (APTG2020)

Legal or Technical Reasons means severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot. (PPS 2020)

Low and Moderate Income Households means

- a) in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the regional market area; or
- b) in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the regional market area.

Major Facilities means facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities. (PPS 2020)

Major Goods Movement Facilities and Corridors means transportation facilities and corridors associated with the inter- and intra- provincial movement of goods. Examples include: inter-modal facilities, ports, airports, rail facilities, truck terminals, freight corridors, freight facilities, and haul routes and primary transportation corridors used for the movement of goods. Approaches that are freight- supportive may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives. (PPS 2020)

Mine Hazard means any feature of a mine as defined under the Mining Act, or any related disturbance of the ground that has not been rehabilitated. (PPS 2020)

Minerals means metallic minerals and non-metallic minerals as herein defined, but does not include mineral aggregate resources or petroleum resources. (PPS 2020)

Metallic Minerals means those minerals from which metals (e.g. copper, nickel, gold) are derived. Non-metallic minerals means those minerals that are of value for intrinsic properties of the minerals themselves and not as a source of metal. They are generally synonymous with industrial minerals (e.g. asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, and wollastonite). (PPS 2020)

Mineral Aggregate Operation means

- a) lands under license or permit, other than for wayside pits and quarries, issued in accordance with the Aggregate Resources Act;
- b) for lands not designated under the Aggregate Resources Act, established pits and quarries that are not in contravention of municipal zoning by-laws and including adjacent land under agreement with or owned by the operator, to permit continuation of the operation; and
- c) associated facilities used in extraction, transport, beneficiation, processing or recycling of mineral aggregate resources and derived products such as asphalt and concrete, or the production of secondary related products. (PPS 2020)

Mineral Aggregate Resources means gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the Aggregate Resources Act suitable for construction, industrial, manufacturing and maintenance purposes but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other material prescribed under the Mining Act. (PPS 2020)

Mineral Aggregate Resource Conservation means

- a) the recovery and recycling of manufactured materials derived from mineral aggregates (e.g. glass, porcelain, brick, concrete, asphalt, slag, etc.), for re-use in construction, manufacturing, industrial or maintenance projects as a substitute for new mineral aggregates; and
- b) the wise use of mineral aggregates including utilization or extraction of on-site mineral aggregate resources prior to development occurring. (PPS 2020)

Mineral Deposits means areas of identified minerals that have sufficient quantity and quality based on specific geological evidence to warrant present or future extraction.

Mineral Mining Operation means mining operations and associated facilities, or, past producing mines with remaining mineral development potential that have not been permanently rehabilitated to another use. (PPS 2020)

Minimum Distance Separation Formulae means formulae and guidelines developed by the Province, as amended from time to time, to separate uses so as to reduce incompatibility concerns about odour from livestock facilities. (PPS 2020)

Multimodal transportation system means a transportation system which may include several forms of transportation such as automobiles, walking, trucks, cycling, buses, rapid transit, rail (such as commuter and freight), air and marine. (PPS 2020)

Municipal Sewage Services means a sewage works within the meaning of section 1 of the Ontario Water Resources Act that is owned or operated by a municipality, including centralized and decentralized systems. (PPS 2020)

Municipal Water Services means a municipal drinking-water system within the meaning of section 2 of the Safe Drinking Water Act, 2002, including centralized and decentralized systems. (PPS 2020)

Municipal Comprehensive Review means a new official plan, or an official plan amendment, initiated by an upper- or single-tier municipality under section 26 of the Planning Act that comprehensively applies the policies and schedules of this Plan. (APTG2020)

Municipal Water and Wastewater Systems means Municipal water systems are all or part of a drinking-water system:

- a) that is owned by a municipality or by a municipal service board established under section 195 of the Municipal Act, 2001;
- b) that is owned by a corporation established under section 203 of the Municipal Act, 2001;
- c) from which a municipality obtains or will obtain water under the terms of a contract between the municipality and the owner of the system; or
- d) that is in a prescribed class of municipal drinking-water systems as defined in regulation under the Safe Drinking Water Act, 2002, including centralized and decentralized systems.

And, municipal wastewater systems are any sewage works owned or operated by a municipality. (APTG2020)

Natural Heritage Features and Areas means features and areas, including significant wetlands, significant coastal wetlands, other coastal wetlands in Ecoregions 5E, 6E and 7E, fish habitat, significant woodlands and significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River), habitat of endangered species and threatened species, significant wildlife habitat, and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of an area. (PPS 2020)

Natural Heritage System means a system made up of natural heritage features and areas, and linkages intended to provide connectivity (at the regional or site level) and support natural processes which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species, and ecosystems. These systems can include natural heritage features and areas, federal and provincial parks and conservation reserves, other natural heritage features, lands that have been restored or have the potential to be restored to a natural state, areas that support hydrologic functions, and working landscapes that enable ecological functions to continue. The Province has a recommended approach for identifying natural heritage systems, but municipal approaches that achieve or exceed the same objective may also be used. (PPS 2020)

Negative Impacts means

- a) in regard to policy 1.6.6.4 and 1.6.6.5, potential risks to human health and safety and degradation to the quality and quantity of water, sensitive surface water features and sensitive ground water features, and their related hydrologic functions, due to single, multiple or successive development. Negative impacts should be assessed through environmental studies including hydrogeological or water quality impact assessments, in accordance with provincial standards;
- b) in regard to policy 2.2, degradation to the quality and quantity of water, sensitive surface water features and sensitive ground water features, and their related hydrologic functions, due to single, multiple or successive development or site alteration activities;
- c) in regard to fish habitat, any permanent alteration to, or destruction of fish habitat, except where, in conjunction with the appropriate authorities, it has been authorized under the Fisheries Act; and
- d) in regard to other natural heritage features and areas, degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified due to single, multiple or successive development or site alteration activities. (PPS 2020)

Normal Farm Practices means a practice, as defined in the Farming and Food Production Protection Act, 1998, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the Nutrient Management Act, 2002 and regulations made under that Act. (PPS 2020)

Oil, Gas and Salt Hazards means any feature of a well or work as defined under the Oil, Gas and Salt Resources Act, or any related disturbance of the ground that has not been rehabilitated. (PPS 2020)

On-farm Diversified Uses means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism

uses, and uses that produce value-added agricultural products. Ground-mounted solar facilities are permitted in prime agricultural areas, including specialty crop areas, only as on-farm diversified uses. (PPS 2020)

One Hundred Year Flood means for river, stream and small inland lake systems, means that flood, based on an analysis of precipitation, snow melt, or a combination thereof, having a return period of 100 years on average, or having a 1% chance of occurring or being exceeded in any given year. (PPS 2020)

- a) for large inland lakes, lake levels and wind setups that have a 1% chance of being equalled or exceeded in any given year, except that, where sufficient water level records do not exist, the one hundred year flood level is based on the highest known water level and wind setups. (PPS 2020)

Other Water-related Hazards means water-associated phenomena other than flooding hazards and wave uprush which act on shorelines. This includes, but is not limited to ship-generated waves, ice piling and ice jamming. (PPS 2020)

Partial Services means

- a) municipal sewage services or private communal sewage services combined with individual on-site water services; or
- b) municipal water services or private communal water services combined with individual on-site sewage services. (PPS 2020)

Petroleum Resource Operations means Oil, gas and salt wells and associated facilities and other drilling operations, oil field fluid disposal wells and associated facilities, and wells and facilities for the underground storage of natural gas and other hydrocarbons. (PPS 2020)

Petroleum Resources means oil, gas, and salt (extracted by solution mining method) and formation water resources which have been identified through exploration and verified by preliminary drilling or other forms of investigation. This may include sites of former operations where resources are still present or former sites that may be converted to underground storage for natural gas or other hydrocarbons. (PPS 2020)

Planned Corridors means corridors or future corridors which are required to meet projected needs, and are identified through provincial plans, preferred alignment(s) determined through the Environmental Assessment Act process, or identified through planning studies where the Ontario Ministry of Transportation, Metrolinx, Ontario Ministry of Energy, Northern Development and Mines or Independent Electricity System Operator (IESO) or any successor to those ministries or entities is actively pursuing the identification of a corridor.

Approaches for the protection of planned corridors may be recommended in guidelines developed by the Province. (PPS 2020)

Public Realm means all spaces to which the public has unrestricted access, such as streets, parks, and sidewalks. (APTG2020)

Portable Asphalt Plant means a facility

- a) with equipment designed to heat and dry aggregate and to mix aggregate with bituminous asphalt to produce asphalt paving material, and includes stockpiling and storage of bulk materials used in the process; and
- b) which is not of permanent construction, but which is to be dismantled at the completion of the construction project. (PPS 2020)

Portable Concrete Plant means a building or structure

- a) with equipment designed to mix cementing materials, aggregate, water and admixtures to produce concrete, and includes stockpiling and storage of bulk materials used in the process; and
- b) which is not of permanent construction, but which is designed to be dismantled at the completion of the construction project. (PPS 2020)

Prime Agricultural Area means areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by the Ontario Ministry of Agriculture and Food using guidelines developed by the Province as amended from time to time. A prime agricultural area may also be identified through an alternative agricultural land evaluation system approved by the Province. (PPS 2020)

Prime Agricultural Land means specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection. (PPS 2020)

Private Communal Water Services means a non-municipal drinking-water system within the meaning of section 2 of the Safe Drinking Water Act, 2002 that serves six or more lots or private residences. (PPS 2020)

Protected Heritage Property means property designated under Parts IV, V or VI of the Ontario Heritage Act; property subject to a heritage conservation easement under Parts II or IV of the Ontario Heritage Act; property identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; property protected under federal legislation, and UNESCO World Heritage Sites. (PPS 2020)

Protection Works Standards means the combination of non-structural or structural works and allowances for slope stability and flooding/erosion to reduce

the damage caused by flooding hazards, erosion hazards and other water-related hazards, and to allow access for their maintenance and repair. (PPS 2020)

Provincial and Federal Requirements means

- a) in regard to policy 2.1.6, legislation and policies administered by the federal or provincial governments for the purpose of fisheries protection (including fish and fish habitat), and related, scientifically established standards such as water quality criteria for protecting lake trout populations; and
- b) in regard to policy 2.1.7, legislation and policies administered by the provincial government or federal government, where applicable, for the purpose of protecting species at risk and their habitat. (PPS 2020)

Provincial Plan means a provincial plan within the meaning of section 1 of the Planning Act. (PPS 2020)

Public Service Facilities means land, buildings and structures for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, long-term care services, and cultural services. Public service facilities do not include infrastructure. (PPS 2020)

Quality and Quantity of Water means measured by indicators associated with hydrologic function such as minimum base flow, depth to water table, aquifer pressure, oxygen levels, suspended solids, temperature, bacteria, nutrients and hazardous contaminants, and hydrologic regime. (PPS 2020)

Recreation means leisure time activity undertaken in built or natural settings for purposes of physical activity, health benefits, sport participation and skill development, personal enjoyment, positive social interaction and the achievement of human potential. (PPS 2020)

Redevelopment means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites. (PPS 2020)

Regional Market Area refers to an area that has a high degree of social and economic interaction. The upper or single-tier municipality, or planning area, will normally serve as the regional market area. However, where a regional market area extends significantly beyond these boundaries, then the regional market area may be based on the larger market area. Where regional market areas are very large and sparsely populated, a smaller area, if defined in an official plan, may be utilized. (PPS 2020)

Renewable Energy Source means an energy source that is renewed by natural processes and includes wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and tidal forces. (PPS 2020)

Renewable Energy System means a system that generates electricity, heat and/or cooling from a renewable energy source. (PPS 2020)

Reserve Sewage System Capacity means design or planned capacity in a centralized waste water treatment facility which is not yet committed to existing or approved development. For the purposes of policy 1.6.6.6, reserve capacity for private communal sewage services and individual on-site sewage services is considered sufficient if the hauled sewage from the development can be treated and land-applied on agricultural land under the Nutrient Management Act, or disposed of at sites approved under the Environmental Protection Act or the Ontario Water Resources Act, but not by land-applying untreated, hauled sewage. (PPS 2020)

Reserve Water System Capacity means design or planned capacity in a centralized water treatment facility which is not yet committed to existing or approved development. (PPS 2020)

Residence Surplus to a Farming Operation means an existing habitable farm residence that is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation). (PPS 2020)

Residential Intensification means intensification of a property, site or area which results in a net increase in residential units or accommodation and includes:

- a) redevelopment, including the redevelopment of brownfield sites;
 - b) the development of vacant or underutilized lots within previously developed areas;
 - c) infill development;
 - d) development and introduction of new housing options within previously developed areas;
 - e) the conversion or expansion of existing industrial, commercial and institutional buildings for residential use; and
 - f) the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, additional residential units, rooming houses, and other housing options.
- (PPS 2020)

River, Stream and Small Inland Lake Systems means all watercourses, rivers, streams, and small inland lakes or waterbodies that have a measurable or predictable response to a single runoff event. (PPS 2020)

Rural Areas means a system of lands within municipalities that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and resource areas. (PPS 2020)

Rural Settlements means existing hamlets or similar existing small settlement areas that are long-established and identified in official plans. These communities are serviced by individual private on-site water and/or private wastewater systems, contain a limited amount of undeveloped lands that are designated for

development and are subject to official plan policies that limit growth. All settlement areas that are identified as hamlets in the Greenbelt Plan, as rural settlements in the Oak Ridges Moraine Conservation Plan, or as minor urban centres in the Niagara Escarpment Plan are considered rural settlements for the purposes of this Plan, including those that would not otherwise meet this definition. (APTG2020)

Rural Lands means lands which are located outside settlement areas and which are outside prime agricultural areas. (PPS 2020)

Sensitive In regard to surface water features and ground water features, means areas that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and additions of pollutants. (PPS 2020)

Sensitive Land Uses means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities. (PPS 2020)

Settlement Areas means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

- 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 over the long- term planning horizon provided for in policy 1.1.2. In cases where land in designated growth areas is not available, the settlement area may be no larger than the area where development is concentrated. (PPS 2020)

Sewage and Water Services includes municipal sewage services and municipal water services, private communal sewage services and private communal water services, individual on-site sewage services and individual on-site water services, and partial services. (PPS 2020)

Significant Groundwater Recharge Area means an area that has been identified:

- a) as a significant groundwater recharge area by any public body for the purposes of implementing the PPS, 2020;
- b) as a significant groundwater recharge area in the assessment report required under the Clean Water Act, 2006; or
- c) as an ecologically significant groundwater recharge area delineated in a
- d) sub watershed plan or equivalent in accordance with provincial guidelines.

For the purposes of this definition, ecologically significant groundwater recharge areas are areas of land that are responsible for replenishing groundwater systems that directly support sensitive areas like cold water streams and wetlands. (Greenbelt Plan) (APTG2020)

Significant Surface Water Contribution Areas means Areas, generally associated with headwater catchments, that contribute to baseflow volumes which are significant to the overall surface water flow volumes within a watershed. (Greenbelt Plan) (APTG2020)

Stormwater Master Plan means A long-range plan that assesses existing and planned stormwater facilities and systems and outlines stormwater infrastructure requirements for new and existing development within a settlement area. Stormwater master plans are informed by watershed planning and are completed in accordance with the Municipal Class Environmental Assessment. (APTG2020)

Stormwater Management Plan means A plan that provides direction to avoid or minimize and mitigate stormwater volume, contaminant loads, and impacts on receiving water courses to: maintain groundwater quality and flow and stream baseflow; protect water quality; minimize the disruption of pre-existing (natural) drainage patterns wherever possible; prevent increases in stream channel erosion; prevent any increase in flood risk; and protect aquatic species and their habitat. (APTG2020)

Subwatershed Plan means A plan that reflects and refines the goals, objectives, targets, and assessments of watershed planning, as available at the time a subwatershed plan is completed, for smaller drainage areas, is tailored to subwatershed needs and addresses local issues.

A subwatershed plan should: consider existing development and evaluate impacts of any potential or proposed land uses and development; identify hydrologic features, areas, linkages, and functions; identify natural features, areas, and related hydrologic functions; and provide for protecting, improving, or restoring the quality and quantity of water within a subwatershed.

A subwatershed plan is based on pre-development monitoring and evaluation; is integrated with natural heritage protection; and identifies specific criteria, objectives, actions, thresholds, targets, and best management practices for development, for water and wastewater servicing, for stormwater management, for managing and minimizing impacts related to severe weather events, and to support ecological needs. (Greenbelt Plan) (APTG2020)

Significant means

- a) in regard to wetlands, coastal wetlands and areas of natural and scientific interest, an area identified as provincially significant by the Ontario Ministry of Natural Resources and Forestry using evaluation procedures established by the Province, as amended from time to time;

- b) in regard to woodlands, an area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history. These are to be identified using criteria established by the Ontario Ministry of Natural Resources and Forestry;
- c) in regard to other features and areas in policy 2.1, ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system;
- d) in regard to mineral potential, an area identified as provincially significant through evaluation procedures developed by the Province, as amended from time to time, such as the Provincially Significant Mineral Potential Index; and
- e) in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act.

Criteria for determining significance for the resources identified in sections (c)-(d) are recommended by the Province, but municipal approaches that achieve or exceed the same objective may also be used.

While some significant resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation. (PPS 2020)

Site Alteration means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.

For the purposes of policy 2.1.4(a), site alteration does not include underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mineral potential in Ecoregion 5E, where advanced exploration has the same meaning as in the Mining Act. Instead, those matters shall be subject to policy 2.1.5(a). (PPS 2020)

Special Needs means any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of special needs housing may include, but are not limited to long-term care homes, adaptable and accessible housing, and housing for persons with disabilities such as physical, sensory or mental health disabilities, and housing for older persons. (PPS 2020)

Special Policy Area means an area within a community that has historically existed in the flood plain and where site-specific policies, approved by both the

Ministers of Natural Resources and Forestry and Municipal Affairs and Housing, are intended to provide for the continued viability of existing uses (which are generally on a small scale) and address the significant social and economic hardships to the community that would result from strict adherence to provincial policies concerning development. The criteria and procedures for approval are established by the Province.

A Special Policy Area is not intended to allow for new or intensified development and site alteration, if a community has feasible opportunities for development outside the flood plain. (PPS 2020)

Specialty Crop Area means areas designated using guidelines developed by the Province, as amended from time to time. In these areas, specialty crops are predominantly grown such as tender fruits (peaches, cherries, plums), grapes, other fruit crops, vegetable crops, greenhouse crops, and crops from agriculturally developed organic soil, usually resulting from:

- a) soils that have suitability to produce specialty crops, or lands that are subject to special climatic conditions, or a combination of both;
- b) farmers skilled in the production of specialty crops; and
- c) a long-term investment of capital in areas such as crops, drainage, infrastructure and related facilities and services to produce, store, or process specialty crops. (PPS 2020)

Surface Water Feature means water-related features on the earth's surface, including headwaters, rivers, stream channels, inland lakes, seepage areas, recharge/discharge areas, springs, wetlands, and associated riparian lands that can be defined by their soil moisture, soil type, vegetation or topographic characteristics. (PPS 2020)

Threatened species means a species that is classified as "Threatened Species" on the Species at Risk in Ontario List, as updated and amended from time to time. (PPS 2020)

Total Developable Area means the total area of the property less the area occupied by key natural heritage features, key hydrologic features and any related vegetation protection zone. (Greenbelt Plan) (APTG2020)

Transit-supportive in regard to land use patterns, means development that makes transit viable, optimizes investments in transit infrastructure, and improves the quality of the experience of using transit. It often refers to compact, mixed-use development that has a high level of employment and residential densities, including air rights development, in proximity to transit stations, corridors and associated elements within the transportation system. Approaches may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives. (PPS 2020)

Transportation Demand Management means a set of strategies that result in more efficient use of the transportation system by influencing travel behaviour by mode, time of day, frequency, trip length, regulation, route, or cost. (PPS 2020)

Transportation System means a system consisting of facilities, corridors and rights-of-way for the movement of people and goods, and associated transportation facilities including transit stops and stations, sidewalks, cycle lanes, bus lanes, high occupancy vehicle lanes, rail facilities, parking facilities, park'n'ride lots, service centres, rest stops, vehicle inspection stations, inter-modal facilities, harbours, airports, marine facilities, ferries, canals and associated facilities such as storage and maintenance. (PPS 2020)

Two Zone Concept means an approach to flood plain management where the flood plain is differentiated in two parts: the floodway and the flood fringe. (PPS 2020)

Valleylands means a natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year. (PPS 2020)

Vulnerable means surface and/or ground water that can be easily changed or impacted. (PPS 2020)

Waste Management System means sites and facilities to accommodate solid waste from one or more municipalities and includes recycling facilities, transfer stations, processing sites and disposal sites. (PPS 2020)

Watershed means an area that is drained by a river and its tributaries. (PPS 2020)

Water Resource System means a system consisting of ground water features and areas and surface water features (including shoreline areas), and hydrologic functions, which provide the water resources necessary to sustain healthy aquatic and terrestrial ecosystems and human water consumption. The water resource system will comprise key hydrologic features and key hydrologic areas. (APTG2020)

Wayside Pits and Quarries means a temporary pit or quarry opened and used by or for a public authority solely for the purpose of a particular project or contract of road construction and not located on the road right-of-way. (PPS 2020)

Wildland Fire Assessment and Mitigation Standards means the combination of risk assessment tools and environmentally appropriate mitigation measures identified by the Ontario Ministry of Natural Resources and Forestry to be incorporated into the design, construction and/or modification of buildings, structures, properties and/or communities to reduce the risk to public safety, infrastructure and property from wildland fire. (PPS 2020)

Watershed Planning means planning that provides a framework for establishing goals, objectives, and direction for the protection of water resources, the management of human activities, land, water, aquatic life, and resources within a watershed and for the assessment of cumulative, cross-jurisdictional, and cross-watershed impacts. (PPS2020)

Watershed Planning typically includes watershed characterization, a water budget, and conservation plan; nutrient loading assessments; consideration of the impacts of a changing climate and severe weather events; land and water use management objectives and strategies; scenario modelling to evaluate the impacts of forecasted growth and servicing options, and mitigation measures; an environmental monitoring plan; requirements for the use of environmental best management practices, programs, and performance measures; criteria for evaluating the protection of quality and quantity of water; the identification and protection of hydrologic features, areas, and functions and the inter- relationships between or among them; and targets for the protection and restoration of riparian areas.

Watershed planning is undertaken at many scales, and considers cross-jurisdictional and cross-watershed impacts. The level of analysis and specificity generally increases for smaller geographic areas such as subwatersheds and tributaries. (Greenbelt Plan) (APTG2020)

Wetlands means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens.

Periodically soaked or wetlands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be wetlands for the purposes of this definition.

Wetlands are further identified, by the Ministry of Natural Resources and Forestry or by any other person, according to evaluation procedures established by the Ministry of Natural Resources and Forestry, as amended from time to time. (Greenbelt Plan) (APTG2020) (PPS2020)

Wildlife Habitat means areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their annual or life cycle; and areas which are important to migratory or non-migratory species. (PPS, 2020)

Woodlands means treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products.

Woodlands include treed areas, woodlots or forested areas and vary in their level of significance at the local, regional and provincial levels. Woodlands may be delineated according to the Forestry Act definition or the Province's Ecological Land Classification system definition for "forest." (PPS 2020)

- 2.39 Schedule A1 to the Official Plan – Land Use Designations is amended by removing all designations within the Niagara Escarpment Plan area, and as included in Schedule A to this Official Plan Amendment.**
- 2.40 Schedule B4 to the Official Plan is amended by removing the scenic resources, and as included in Schedule A to this Official Plan Amendment.**
- 2.41 Appendix A – COMPLETE APPLICATION is deleted and replaced with Appendix A included as Schedule A this Official Plan Amendment**
- 2.42 The Official Plan is further amended by italicizing any defined term where it appears through the entirety of the Official Plan.**
- 2.43 The Official Plan is renumbered and formatted accordingly.**

3.0 Implementation

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

4.0 Interpretation

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

SCHEDULE A TO OFFICIAL PLAN AMENDMENT #4

Schedule A1 – Land Use Designations (removing NEC designations)

Schedule D – Natural Resources (removing Scenic Resources)

Appendix A – COMPLETE APPLICATION REQUIREMENTS

PART C - THE APPENDICES

Appendix 1 - Reports & Background Materials

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

Appendix 2 - Notice of Public Meeting

- Roundtable Notice, 2021
- Tax Insert, July 15, 2022
- Notice to Agencies, May 10, 2022
- Statutory Notice of Agencies, September 8, 2022

Appendix 3 – Minutes of Public Meeting

- Statutory Public Meeting (September 7, 2022)
- Statutory Public Meeting (October 5, 2022)

Appendix 4 - Copies of Correspondence

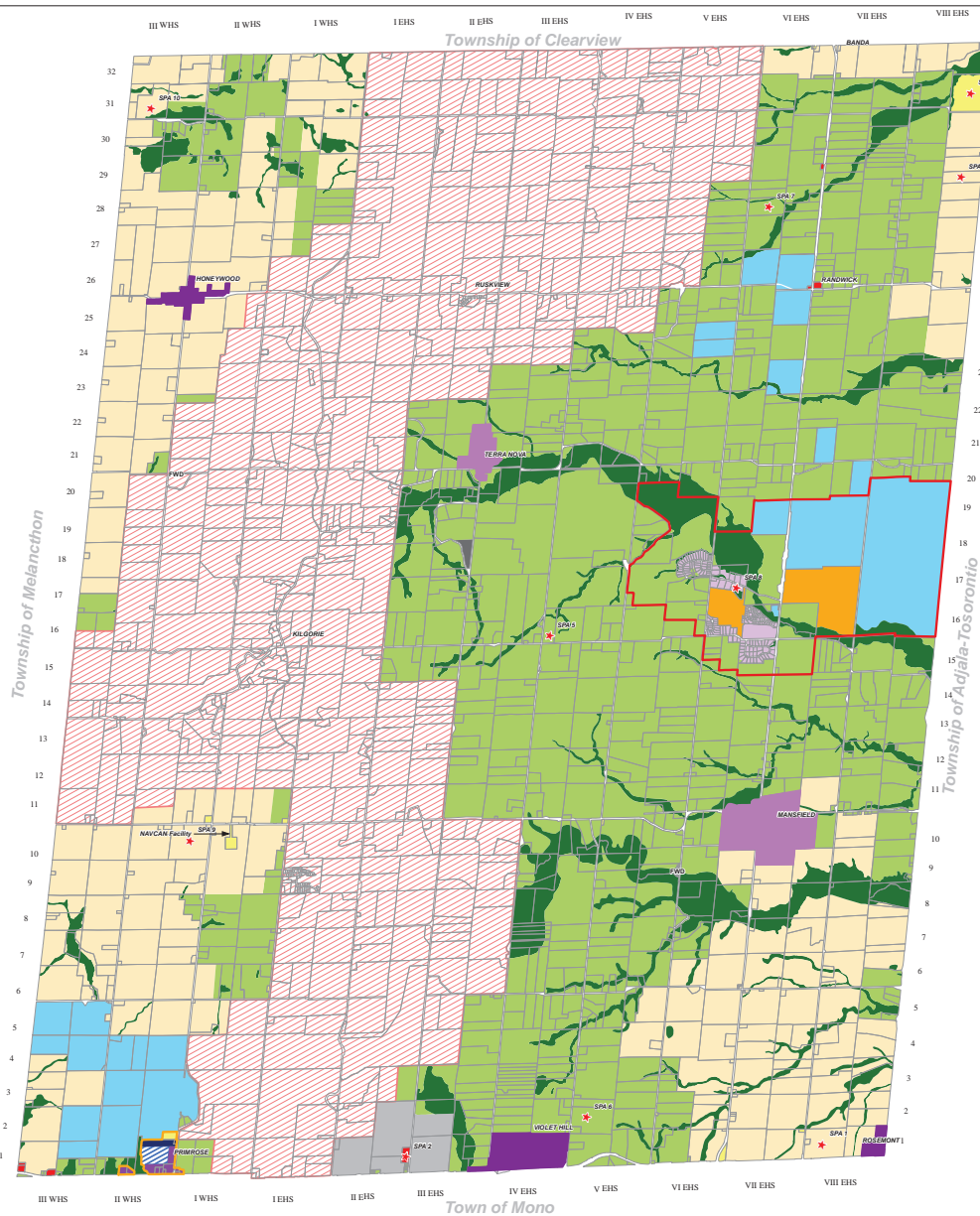
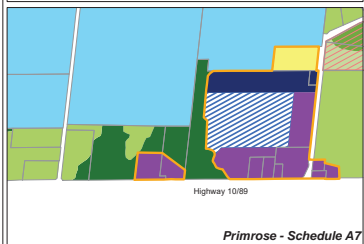
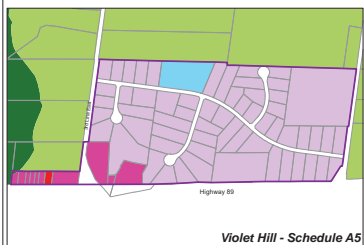
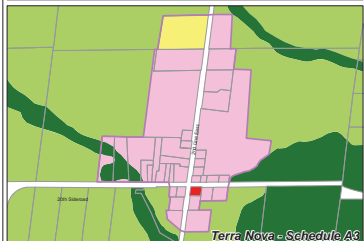
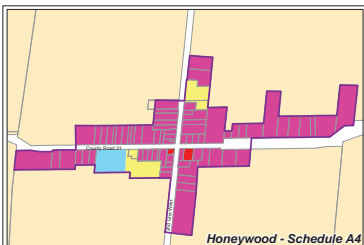
- November 4, 2021 – Letter from Jim MacDougall
- Correspondence with Niagara Escarpment Commission
- Roundtable Summary Table (2021)

SCHEDULE A TO OFFICIAL PLAN AMENDMENT #4

Schedule A1 – Land Use Designations (removing NEC designations)

Schedule D – Natural Resources (removing Scenic Resources)

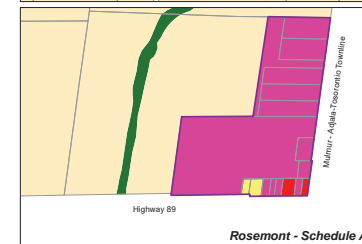
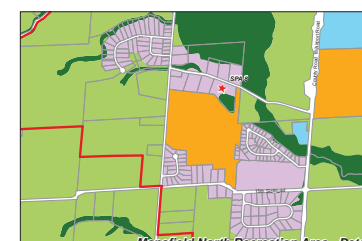
Appendix A – COMPLETE APPLICATION REQUIREMENTS



Specific Policy Areas (SPA):

Please see the following section(s) in the text documents for applicable policies.

1. SPA 1 - Sections 6.1.3(a) & 6.1.4
2. SPA 2 - Sections 8.1.3(a) & 8.1.4
3. SPA 3 - Sections 6.1.3(b) & 6.1.4
4. SPA 4 - Sections 8.3.3(a) & 8.3.4
5. SPA 5 - Sections 6.2.3(a) & 6.2.4
6. SPA 6 - Section 6.2.3(b)
7. SPA 7 - Section 6.2.3(c)
8. SPA 8 - Sections 7.3.3(a) & 7.3.4
9. SPA 9 - Section 6.1.7
10. SPA 10 - Section 6.1.7



Township of Mulmur

Official Plan Schedule A1 - Land Use Designations



Legend

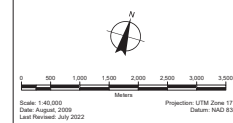
- ★ Property Subject to Specific Policy
- Mansfield North Recreation Area
- Primrose Settlement Area (Community Boundary)
- Settlement Area (Hamlet Boundary)
- Settlement Area (Community Boundary)
- EXI Extractive Industrial
- BPT Business Park Transition
- BPG Business Park Gateway
- BPC Business Park Core
- NA Natural Area
- FWD Former Waste Disposal Area (FWD)
- OSR Open Space Recreation
- OS Open Space
- RU Rural
- HM Hamlet
- ER Estate Residential
- C Commercial
- R Recreation
- A Agricultural
- I Institutional
- CH Highway Commercial
- CO Community
- WD Waste Disposal Industrial
- HR Hamlet Residential
- Parcels
- Major Easement Plan Area

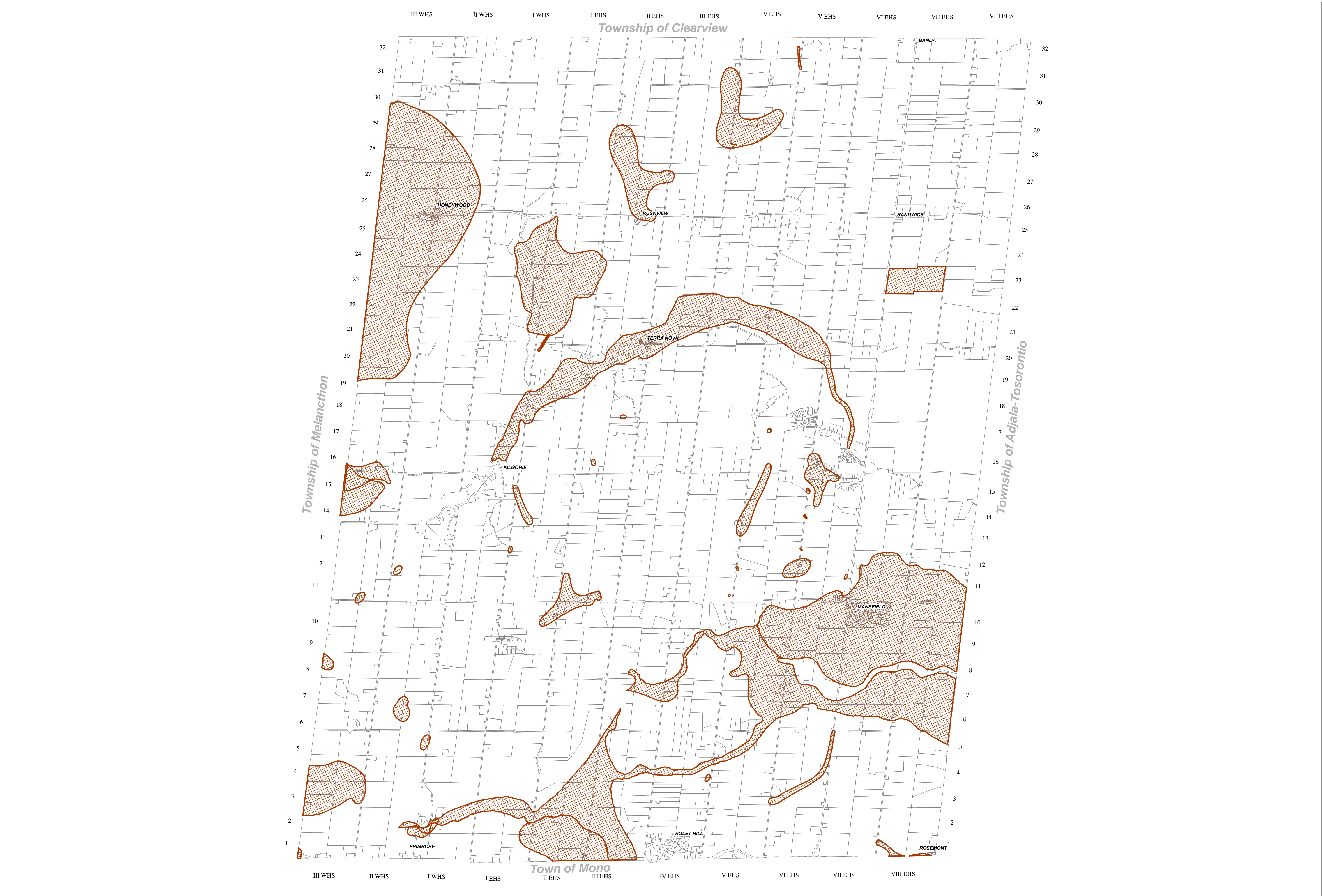
NOTES:

1. Schedule A - Official Plan Constituents information has not been approved by the Ontario Municipal Association or the Ministry of Municipal Affairs and Housing (MMAH) and therefore could be subject to change.
2. Land and Constituents Data has been provided by the Ministry of Natural Resources (MNR) © 1997.
3. Parcel Data has been provided by the Township of Mulmur.
4. Official Plan has been adopted by the Township of Mulmur.

DISCLAIMER:

© 2000 Mulmur and Associates and the above mentioned sources are not responsible for any errors, omissions or inaccuracies in the data depicted on this map. It is the responsibility of the user of this map to verify the accuracy of the data depicted.



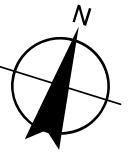
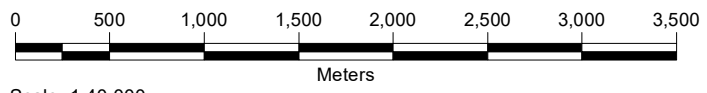


Township of Mulmur
Official Plan
Schedule B4 - Natural Resources



Legend
Mineral Resource Areas

This Schedule shall be viewed and interpreted in conjunction with the text of this Official Plan.

NOTES:
1. Schedule B4 - Natural Resources Information has not been approved by the Ontario Municipal Board (OMB) or the Ministry of Municipal Affairs and Housing (MMAH) and therefore could be subject to change.
SOURCES:
1. Lot and Concession and public lands Data has been provided by the Ministry of Natural Resources (MNR) & Her Majesty the Queen in Right of Ontario
2. Parcel Fabric has been supplied under license by Teraset Inc.
3. Well Head Protection Zones have been provided by the Kitchissippi Valley Conservation Authority (NVCA)
4. Source: Sightline data has been provided by the Niagara Escarpment Commission (NEC) © Her Majesty the Queen in Right of Ontario
DISCLAIMER:
R.J. Burnside and Associates and the above mentioned sources are not responsible for any errors, omissions or inaccuracies in the data depicted on this map. It is the responsibility of the user of this map to verify the accuracy of the data depicted.


Scale: 1:40,000
Date: August, 2009
Last Revised: July 2022
Projection: UTM Zone 17
Datum: NAD 83
Project: MSO09635.4

(TO BE COMPLETED AT PRE-CONSULTATION MEETING)

FILE NAME:

MEETING DATE:

OFFICIAL PLAN - POLICY APPLICABILITY TABLE

Pre-consultation Meeting Attendance:

- | | |
|---|--|
| <input type="checkbox"/> Township Planner | <input type="checkbox"/> NEC |
| <input type="checkbox"/> Township Engineer (\$) | <input type="checkbox"/> School Board |
| <input type="checkbox"/> Township Public Works | <input type="checkbox"/> Fire Chief |
| <input type="checkbox"/> County Planner | <input type="checkbox"/> Township Solicitor (\$) |
| <input type="checkbox"/> County Engineering | <input type="checkbox"/> Water Plant Operator (\$) |
| <input type="checkbox"/> NVCA | <input type="checkbox"/> |

Applicant

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Complete Application Requirement (OP policy direction, authority)	Notes
<input type="checkbox"/> Application Forms <ul style="list-style-type: none"><input type="checkbox"/> Official Plan Amendment<input type="checkbox"/> Zoning By-law Amendment<input type="checkbox"/> Site Plan Control<input type="checkbox"/> Plan of Subdivision<input type="checkbox"/> Condominium (standard, vacant land)<input type="checkbox"/> Consent<input type="checkbox"/> Dufferin County Official Plan Amendment<input type="checkbox"/> Entrance Permit<input type="checkbox"/> NVCA Permit<input type="checkbox"/> NEC Permit<input type="checkbox"/> Pre-Consultation Form<input type="checkbox"/> Other:	
<input type="checkbox"/> Fees (Tariff of Fees By-law)	
<input type="checkbox"/> Deposits (Tariff of Fees By-law)	
<input type="checkbox"/> Consultation <ul style="list-style-type: none"><input type="checkbox"/> NVCA<input type="checkbox"/> NEC<input type="checkbox"/> Ministry of Natural Resources<input type="checkbox"/> Ministry of Environment<input type="checkbox"/> Ministry of Transportation<input type="checkbox"/> Dufferin County<input type="checkbox"/> Ministry of Municipal Affairs/One Window	

<input type="checkbox"/> NAVCAN (s. 5.24: 8km of NAVCAN facility, Schedule C)	
<input type="checkbox"/> Planning Report	
<input type="checkbox"/> Growth Analysis (5.3) <input type="checkbox"/> Summary of proposed lots, density, intensification (s. 5.2) <input type="checkbox"/> 25% affordable housing (low to moderate) calculation (s. 5.4) <input type="checkbox"/> Employment Calculation, Work from Home Calculation	
<input type="checkbox"/> Archeological Assessment (s. 5.6) <input type="checkbox"/> Built Heritage Assessment (s. 5.6)	
<input type="checkbox"/> Minimum Distance Separation Calculation (s. 5.8, 5.9) <input type="checkbox"/> Agricultural Impact Assessment (5.9)	
<input type="checkbox"/> Servicing Options Report/ Servicing Feasibility (s. 5.3, 5.17) <input type="checkbox"/> Nitrate Loading Report <input type="checkbox"/> Septic System Design	
<input type="checkbox"/> Municipal Water Capacity Analysis <input type="checkbox"/> Water tower storage capacity <input type="checkbox"/> Well flow capacity	
<input type="checkbox"/> Fire Storage Calculation	
<input type="checkbox"/> Entrance permit / approval letter (Twp Policy, County BL)	
<input type="checkbox"/> Traffic Study <input type="checkbox"/> Sight Line Analysis <input type="checkbox"/> Road Widenings <input type="checkbox"/> Sidewalks <input type="checkbox"/> Road Design Templates/Standard Cross-section <input type="checkbox"/> Turning Templates <input type="checkbox"/> Parking / Loading Calculation	
<input type="checkbox"/> Municipal Comprehensive Review (s. 5.7, s. 5.3)	
<input type="checkbox"/> Impact Assessment <input type="checkbox"/> Noise, Dust, particulates (s. 5.16)	
<input type="checkbox"/> EIS (s 5.18) <input type="checkbox"/> Evaluation of ecological function <input type="checkbox"/> Impact assessment (s 5.13) <input type="checkbox"/> Cumulative impacts <input type="checkbox"/> Scoped/full EIS <input type="checkbox"/> Woodlands <input type="checkbox"/> Tree cover on slopes >30% (Schedule B3, s. 5.20)	

<input type="checkbox"/> Significant woodlots >1ha (5.20.1) <input type="checkbox"/> Tree cutting by-law exemption <input type="checkbox"/> significant valleylands (Schedule B1, B2, 5.24) <input type="checkbox"/> significant wildlife habitat or (s. 5.21.2, 120m) <input type="checkbox"/> species at risk, endangered or threatened species (s. 5.21.4, 5.21.5) <input type="checkbox"/> ANSIs (s. 5.3, 120m adjacent lands) <input type="checkbox"/> fish habitat (5.21.3, Schedule B1, B2, 120m) <input type="checkbox"/> best practises <input type="checkbox"/> species at risk (s. 5.21.4) <input type="checkbox"/> Consult with MNR and NVCA <input type="checkbox"/> Wetlands (s. 5.22, 5.22.1 30 - 120m)	
<input type="checkbox"/> Risk Management Plan/ WHPA (Source Water Protection Plan, OP s. 5.19) <input type="checkbox"/> Master Environmental Servicing Plan	
<input type="checkbox"/> Hydrology or hydrogeological study <input type="checkbox"/> Vulnerable aquifer and Recharge Areas (s. 5.19) <input type="checkbox"/> Sensitive Surface water (5.19) <input type="checkbox"/> Water Resource Management Report (s. 5.19) <input type="checkbox"/> Pine River Sub-Watershed (5.19.2) <input type="checkbox"/> Stress Test (s. 15.19.3) <input type="checkbox"/> Boyne River Sub-Watershed (s. 15.19.3) <input type="checkbox"/> MOE Permit to Take Water >50,000L (5.19)	
<input type="checkbox"/> Erosion and Sediment Control <input type="checkbox"/> Ground and surface water (s. 5.19)	
<input type="checkbox"/> Floodplain Hazard Assessment (s. 5.27, Schedule A3) <input type="checkbox"/> Meander Report <input type="checkbox"/> Organic Soil Analysis <input type="checkbox"/> Floodplain/floodway analysis	
<input type="checkbox"/> Slope stability assessment (Schedules B1, B2, s. 5.24, Boyne River, Rine River, Black Bank Creek, steep slope Schedule A3, s. 5,27)	
<input type="checkbox"/> Viewshed or Visual Impact Assessment (s. 5.25, Schedule B4 for major new development, s. 5.26 to protect rural character) <input type="checkbox"/> Lighting Plan / Study <input type="checkbox"/> Dark-Sky Study (s. 5.25)	
<input type="checkbox"/> Rehabilitation Plan (s. 5.28 – human made hazards, aggregate operations, waste disposal)	
<input type="checkbox"/> Stormwater Management Report (s. 5.31)	

<input type="checkbox"/> Mineral Aggregate Potential Assessment (s. 5.32, Schedule B4) <input type="checkbox"/> Aggregate Activity Impact Assessment (s. 5.33)	
<input type="checkbox"/> Sign By-law Exemption	
<input type="checkbox"/> Development/Subdivision/Consent Agreement <input type="checkbox"/> Template purchase agreement, condo agreement, maintenance agreement, protocols, operations and maintenance guidelines	
<input type="checkbox"/> Plans <ul style="list-style-type: none"> <input type="checkbox"/> Subdivision Plan <input type="checkbox"/> Standard Engineering Drawing Set & Details <input type="checkbox"/> Site Plan <input type="checkbox"/> Lighting Plan <input type="checkbox"/> Grading Plan <input type="checkbox"/> Drainage & Stormwater Plan <input type="checkbox"/> Signage Plan <input type="checkbox"/> Landscaping Plan <input type="checkbox"/> Parking Plan <input type="checkbox"/> Hydrant Plan <input type="checkbox"/> Existing Conditions, land uses & environmental features mapping <input type="checkbox"/> Servicing Plans <input type="checkbox"/> Easement Plan <input type="checkbox"/> Elevations & Floor Plans <input type="checkbox"/> Utility Plan <input type="checkbox"/> Setbacks from NAVCAN, Communication Towers & infrastructure 	

APPENDIX 1 – REPORTS & BACKGROUND MATERIALS

see township website for complete document

APPENDIX 2 – STATUTORY NOTICES

Community Round Table Information Sessions

- September 16: Home Businesses, Economic Development & Removing Red Tape
- September 29: Second Dwellings & Cottages
- October 13: Recreation & Playing Around in Mulmur
- October 20: Protecting the Environment
- October 27: What is Rural Character & View Shed Protection
- November 8: Road Safety & Infrastructure
- November 10: Farm Protection & Opportunities
- November 17: Seniors & Aging in Place

Will you want to live, work & play in Mulmur in 2041?

758070 2nd Line E Mulmur, ON L9V0G8 | 705 466 3341 | Toll Free 1 866 472 0417 (from 519 only) | www.mulmur.ca



Official Plan Update

BECOME INVOLVED! If you would like to become involved in the Official Plan update, contact planning@mulmur.ca

REPORTS AND INFORMATION! For Official Plan reports, draft documents and information visit: <https://mulmur.ca/town-hall/strategic-plan>

STAY INFORMED! Keep up-to-date on ongoing projects and monthly Council meetings. Join our [email list](#).

PUBLIC MEETING & OPEN HOUSE

FOR A PROPOSED ZONING BY-LAW AMENDMENT AND UPDATED OFFICIAL PLAN

Open House will be held in person at the Township office,
(lower level) in Terra Nova on

Saturday, September 24, 2022

10:00am - 11:30am (lower level)

The statutory public meeting will be held in person and
electronically Wednesday, September 7th, 2022 at
9:00am.

To join Electronically

Phone Connection:

1 647 374 4685 Canada

1 647 558 0588 Canada

Video Connection:

<https://us02web.zoom.us/j/84829988171>

Meeting ID: 848 2998 817

all are welcome



Why are we updating the Planning Documents?

The Township has initiated a review and update of the Official Plan to be compliant and in conformity with Provincial plans and policies, in accordance with the Planning Act requirements and to ensure that its policies address evolving community interests and strategic goals with respect to growth and development.

The Township's Official Plan guides planning decisions for the community and provides direction on how growth and land use should be managed. Ontario's land use planning system applies a provincial policy-driven framework that requires the Township's Official Plan and any municipal planning decisions to align with provincial planning policies.

758070 2nd Line E
Mulmur, ON L9V 0G8

info@mulmur.ca
705-466-3341

- Does it reflect the goals and objectives for our community?
- Is the plan still effective?
- What is working, what isn't?
- Are there areas to strengthen language or be more inclusive?
- Does it support our economic development and strategic goals?
- Does it reflect our community priorities with respect to growth and development?



The Corporation of the Township of Mulmur will hold a Public Meeting pursuant to Sections 17, 26 and 34 of the Planning Act (1990) to consider various amendments to the Zoning By-law and an Open House to consider amendments and to initiate the Provincial Conformity Exercise and 10 Year Update.

Anyone wishing to address Council with respect to the proposed amendments will be given an opportunity to do so at the public meeting on September 7, 2022. At the Open House on September 24, 2022 you will have an opportunity to learn more about the Official Plan review project and how you can participate.

PURPOSE AND EFFECT OF THE OFFICIAL PLAN AMENDMENTS

The proposed Official Plan Amendment would:

- Update the complete application requirements
- Allow delegation of authority to staff on minor zoning application
- Update the Rural Character Policy, Scenic Resources, Viewsheds and Dark Sky
- Include an On-Farm Diversified Use policy consistent with the Provincial guidelines
- Replace the specific Niagara Escarpment Plan (NEP) policies with a high-level policy
- Update the Implementation and Interpretation sections to reflect current tools and legislation
- Simplify and remove duplication from within the Plan

PUBLIC MEETING FOR ZONING BY-LAW AMENDMENTS

The proposed Zoning By-law Amendment would amend the Zoning By-law to address the following matters:

- Simplify the provisions relating to accessory buildings, structures, implement sheds and signs
- Update the provisions related to second dwellings and clarification on requirements, and include maximum floor areas
- Provide consistency with home industry and maximum building sizes
- Provide additional regulations related to on-farm diversified uses, home industry and home occupations
- Removal of duplication with stand-alone by-laws including backyard hens and site plan
- Provide clarity regarding where assembly halls are permitted
- Update definitions

LANDS AFFECTED

No key map is provided as the Amendments affects all lands within the Township. Please note that certain amendments will impact the schedules (maps) to the Official Plan.

ADDITIONAL INFORMATION

A copy of the proposed amendment is available for review at the municipal office during regular office hours and on our website. Persons unable to attend the public meeting may provide written comments up until the time of the public meeting. If you wish to be notified of the decision on the proposed application, you must make an oral or written request to the Township of Mulmur. If a person or public body does not make oral submissions at the public meeting or make written submissions to Mulmur Township before the by-law is passed, the person or public body is not entitled to appeal the decision of Council and the Corporation of the Township of Mulmur to the Appeal Tribunal. Furthermore, the person or public body may not be added as a party to the hearing of an appeal before the Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Please note that comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and will be included in the Council agenda and minutes.

From: [Tracey Atkinson](#)
To: [Amy Knapp](#); [Peters, Kim \(NDMNRF\)](#); [Grant, Kay \(MMAH\)](#); [Silva Yousif](#); [Rogers, Joanne](#); municipal.circulations@ugdsb.on.ca
Cc: [Tracey Atkinson](#)
Subject: Mulmur Official Plan Update Project
Date: May 10, 2022 12:56:12 PM

Hi Agencies and Ministries,

The Corporation of the Township of Mulmur will hold a Public Meeting pursuant to Sections 17, 26 and 34 of the Planning Act (1990) to consider various amendments to the Zoning By-law and an Open House and Public Meeting to consider amendments to the Official Plan and to initiate its Provincial Plan Conformity Exercise and 10 Year Update. The date of the meeting has not been set yet, but I anticipate it will be this fall before the municipal election.

In anticipation, I would like to commence consultations with yourselves, to discuss various amendments that staff are proposing, as well as to ensure that we are addressing any of the concerns that you may have.

The proposed Official Plan Amendment that we are currently working on, and hoping to complete during this term of Council would:

1. Update the complete application requirements
2. Require mandatory pre-consultation on certain files
3. Allow delegation of authority to staff on minor zoning application
4. Update the Rural Character Policy
5. Add a Dark-sky and viewshed policy
6. Include an On-Farm Diversified Use policy consistent with the Provincial guidelines
7. Remove the specific verbatim policies of the Niagara Escarpment Plan (NEP) and replace with a policy that the Niagara Escarpment Plan, 2017, as amended or replaced, applies to all lands within the NEP Area, and that where there is conflict between the Official Plan and NEP, the most restrictive policy applies.
8. Update Part C, Implementation and D, Interpretation to reflect current tools and legislation.

After the election and the County MCR is approved by the Ministry we anticipate preparing a new Official Plan which will include the policies of the proposed Amendment (hopefully approved policy), but will also update large sections of the plan to address the MCR and Provincial conformity.

A formal notice of the public meeting and open houses will be sent once dates are set, but I would like to start the conversation now.

Thank you in advance.

Sincerely,

Tracey Atkinson, BES MCIP RPP Dipl M.M. | CAO | Clerk | Planner
Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8



758070 2nd Line East
Mulmur, ON L9V 0G8
705-466-3341 | planning@mulmur.ca

The Corporation of the Township of Mulmur will hold a Public Meeting pursuant to Sections 17, 26 and 34 of the Planning Act (1990) to consider various amendments to the Zoning By-law and an Open House to consider amendments and to initiate the Provincial Conformity Exercise and 10 Year Update.

Anyone wishing to address Council with respect to the proposed amendments will be given an opportunity to do so at the public meeting on October 5, 2022. At the Open House on September 24, 2022 you will have an opportunity to learn more about the Official Plan review project and how you can participate.

PURPOSE AND EFFECT OF THE OFFICIAL PLAN AMENDMENTS

The proposed Official Plan Amendment would:

- Update the complete application requirements
- Allow delegation of authority to staff on minor zoning application
- Update the Rural Character Policy, Scenic Resources, Viewsheds and Dark Sky
- Include an On-Farm Diversified Use policy consistent with the Provincial guidelines
- Replace the specific Niagara Escarpment Plan (NEP) policies with a high-level policy
- Update the Implementation and Interpretation sections to reflect current tools and legislation
- Simplify and remove duplication from within the Plan

PUBLIC MEETING FOR ZONING BY-LAW AMENDMENTS

The proposed Zoning By-law Amendment would amend the Zoning By-law to address the following matters:

- Simplify the provisions relating to accessory buildings, structures, implement sheds and signs
- Update the provisions related to second dwellings and clarification on requirements, and include maximum floor areas
- Provide consistency with home industry and maximum building sizes
- Provide additional regulations related to on-farm diversified uses, home industry and home occupations
- Removal of duplication with stand-alone by-laws including backyard hens and site plan
- Provide clarity regarding where assembly halls are permitted
- Update definitions

LANDS AFFECTED

No key map is provided as the Amendments affects all lands within the Township. Please note that certain amendments will impact the schedules (maps) to the Official Plan.

ADDITIONAL INFORMATION

A copy of the proposed amendment is available for review at the municipal office during regular office hours and on our website. Persons unable to attend the public meeting may provide written comments up until the time of the public meeting. If you wish to be notified of the decision on the proposed application, you must make an oral or written request to the Township of Mulmur. If a person or public body does not make oral submissions at the public meeting or make written submissions to Mulmur Township before the by-law is passed, the person or public body is not entitled to appeal the decision of Council and the Corporation of the Township of Mulmur to the Appeal Tribunal. Furthermore, the person or public body may not be added as a party to the hearing of an appeal before the Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Meeting links and information can be found at www.mulmur.ca. Please note that comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and will be included in the Council agenda and minutes.



NOTICE OF ADOPTION OF OFFICIAL PLAN AMENDMENT NO. 4

Date of Notices: July 8, 2022 and September 9, 2022

Date of Decision: October 5, 2021

PLEASE BE ADVISED that the Council of the Corporation of the Township of Mulmur adopted Official Plan Amendment No. 4 with the passing of By-law No. 47-2022 on the 5th day of October 2022, pursuant to *Section 21 of the Planning Act, R.S.O. 1990 C.P 13, as amended.*

AND TAKE NOTICE THAT Council for the Township of Mulmur has forwarded Official Plan Amendment No. 4 to the Council of the County of Dufferin (as the approving authority) for its review, and if deemed appropriate, to approve Official Plan Amendment No. 4.

Any person or public body will be entitled to receive notice of the decision of the approval authority if a written request to be notified of the decision (including the person's or public body's address, fax number or email address) is made to the approval authority. The name and address of the approval authority for Official Plan Amendment No. 4 is:

The County of Dufferin
Development and Tourism
W. & M. Edelbrock Centre
30 Centre Street
Orangeville, ON L9W 2X1
planning@dufferincounty.ca

PURPOSE AND EFFECT OF THE AMENDMENT:

The Official Plan amendment would:

- Update the complete application requirements
- Allow delegation of authority to staff on minor zoning application
- Update the Rural Character Policy, Scenic Resources, Viewsheds and Dark Sky
- Include an On-Farm Diversified Use policy consistent with the Provincial guidelines
- Replace the specific Niagara Escarpment Plan (NEP) policies with a high-level policy
- Update the Implementation and Interpretation sections to reflect current tools and legislation
- Simplify and remove duplication from within the Plan

PUBLIC SUBMISSIONS: Written submissions received are available on the Township of Mulmur website.

LANDS AFFECTED: The Official Plan amendment affects all lands within the Township.

The complete Official Plan Amendment and related information are available on the Township website or by request via email and/or fax by contacting the Clerk's Department during regular office hours using the information below.

APPENDIX 3 – MINUTES OF PUBLIC MEETING

5.0 DISCUSSION ARISING OUT OF THE MINUTES – NONE

6.0 DISCLOSURE OF PECUNIARY INTERESTS - NONE

7.0 PUBLIC QUESTION PERIOD - NONE

8.0 PUBLIC MEETINGS

8.1 Official Plan Amendment and Zoning Bylaw Amendment Statutory Public Meeting (9:15am)

Moved by Cunningham Seconded by Boxem

THAT Council recess the regular meeting at 9:13 a.m. to hold a public meeting in accordance with our procedural by-law and pursuant to Section 17, 26 and 34 of the Planning Act, as amended, to present and obtain public input on the Municipality's proposed Official Plan Amendment and Housekeeping Zoning By-law Amendment.

CARRIED.

A question was received from Keith Lowry regarding attracting encouraging and supporting small businesses.

Council recognized the struggles small business face and spoke to the installation of high-speed internet and the positive work of the Economic Development Committee.

Tracey Atkinson, Planner, spoke to the roles of the Official Plan and Zoning By-law with respect to home industry, home occupations, and site plan control.

A comment was received from Jan Benda, which emphasized environmental diversity as the greatest asset of the Township and expressed a desire to encourage environmentally based businesses. Benda sought clarification on Council's strategy to implement the objectives of the Official Plan.

Tracey Atkinson, Planner, confirmed the amendment is the first step of a larger process and that the concept of a garden township will need to be incorporated within the remaining sections of the Official Plan.

Cheryl Russel applauded the work of staff and the AD-Hoc Planning Committee.

Leah Pressey sought clarification regarding the use of the term 'accommodation' and commented on the establishment of a permanent planning committee.

Council confirmed that the establishment of committees will be the task of the new Council.

A question was received from James Godbold on how Council plans to keep people in their homes and attract a younger generation who can afford to live here.

Tracey Atkinson, Planner, referred to policies relating to second dwellings and apartment units for affordable housing as well as multi-unit capacities and dwellings in Mansfield to reach an affordable market.

A question was received from Lisa Swinton regarding development charges on second dwellings and the financial implications for Mulmur with respect an increased demand on services without charges to support it.

Tracey Atkinson, Planner, spoke to changes in the Development Charges Act.

Gili Alder Nevo thanked the Township.

Council discussion ensued regarding the attraction of small business, tax implications, managed forest, the need for improved telecommunications and new developments.

Tracey Atkinson, Planner clarified the difference between on-farm diversified use and home industry and the use of site plan control.

Moved by Hawkins and Seconded by Clark

THAT Council adjourns the public meeting and returns to the regular meeting at 10:11 a.m.

Council recessed at 10:11 a.m. and returned at 10:27 a.m.

9.0 DEPUTATIONS AND PRESENTATIONS

10.0 PUBLIC WORKS - NONE

11.0 RECREATION - NONE

12.0 TREASURY - NONE

13.0 ADMINISTRATION

13.1 2022 Joint Compliance Audit Committee

Roseann Knechtel, Deputy Clerk presented the proposed by-law appointing members to sit on the 2022 Joint Compliance Audit Committee.

Moved by Boxem Seconded by Cunningham



COUNCIL MINUTES

October 5, 2022 – 9:00 AM

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

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

1.0 CALL TO ORDER

The Mayor called the meeting to order at 9:00 a.m.

2.0 LAND ACKNOWLEDGEMENT

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

3.0 APPROVAL OF THE AGENDA

Moved by Cunningham and Seconded by Boxem

THAT Council approve the agenda.

CARRIED.

4.0 MINUTES OF THE PREVIOUS MEETING

Moved by Boxem and Seconded by Cunningham

THAT the Minutes of September 7, 2022 are approved.

CARRIED.

5.0 DISCUSSION ARISING OUT OF THE MINUTES – NONE

6.0 DISCLOSURE OF PECUNIARY INTERESTS – NONE

7.0 PUBLIC QUESTION PERIOD

A question was received in regard to the proposed electoral boundary changes and what options residents have to voice opinions.

Mayor Horner encourages residents to send their thoughts before the submission deadline of October 30th.

Clarification was sought on the Secondary Mansfield North Recreation Study, public involvement and procurement.

Tracey Atkinson, CAO/Clerk/Planner noted a pre-consultation meeting is scheduled this month. There are no financial commitments at this time and therefore does not fall under procurement. Public involvement will occur later in the process.

8.0 PUBLIC MEETINGS

Moved by Boxem Seconded by Cunningham

THAT Council recess the regular meeting at 9:38 a.m. to hold a public meeting in accordance with our procedural by-law and pursuant to Section 17, 26 and 34 of the Planning Act, as amended, to present and obtain public and agency input on Z06-2022 Humphrey Zoning Amendment and the Municipality's proposed Official Plan Amendment and Housekeeping Zoning By-law Amendment.

CARRIED.

8.1 Z06-2022 HUMPHREY Zoning Amendment (9:15 am)

Roseann Knechtel presented the application for zoning amendment to provide relief to required front yard and rear yard setbacks on a legally existing undersized lot.

No comments were received from the public or Council.

8.2 Official Plan Amendment and Zoning Bylaw Amendment Statutory Public Meeting (9:15am)

Tracey Atkinson, CAO/Clerk/Planner, spoke to public input received at the Open House on September 24, 2022, noting one change to re-iterate the importance of rural character. Atkinson outlined the next steps required for approval. An overview of housekeeping zoning by-law amendment was provided.

Council discussion ensued on the mapping review.

A comment was received from Leah Pressey seeking clarification on the changes to the Niagara Escarpment and protecting areas close to the NEC boundary.

Atkinson confirmed the language still exists elsewhere in the plan.

A comment was received from Cheryl Russel in including a definition of 'vicinity' or 'adjacent'.

Atkinson made note that a definition could be included as part of the greater official plan amendment.

A question was received from Lisa Swinton on whether the OPA increases the Township's risk of losing more agricultural lands.

Atkinson noted the amendment speaks only to on-farm diversified uses and that the agricultural systems mapping will be brought forward at a later time.

Mayor Horner spoke to the changes to agriculture in Mulmur over time noting provincial regulations.

A question was received from Leah Pressey on the changes proposed for signage in the zoning by-law amendment.

Tracey Atkinson and Roseann Knechtel clarified the setbacks, maximum permitted numbers, size and illumination.

Mayor Horner thanked the public for their input.

Moved by Hawkins and Seconded by Clark

THAT Council adjourns the public meeting and returns to the regular meeting at 10:10 a.m.

CARRIED.

9.0 DEPUTATIONS AND PRESENTATIONS

9.1 Lynn Topping, Upper Grand District School Board Trustee (9:05am)

Lynn Topping, Trustee for the Upper Grand District School Board, presented on the water issues at the Primrose Elementary School confirming a new well is required. Topping ensured Council that a tender has been issued and the process is being expedited. Topping noted concern on future development in the area and the effect it may have on traffic and water.

Council discussion ensued on the school's capacity and the halt of provincial accommodation reviews, the use of storage tanks/cisterns, low flow toilets and reverse osmosis to address future concerns Topping encouraged Council to use their voice and express their concerns to the province.

APPENDIX 4 – COPIES OF CORRESPONDENCE

Some notes on how Mulmur should consider future development applications for Recreational Zoned intending to incorporate Accommodation Units.

Township of Mulmur Comprehensive Zoning By-Laws

ACCOMODATION UNITS

Means a dwelling unit that is only used for vacation purposes and does not provide year-round habitation. An accommodation unit does not form a principal dwelling.

It should be made more explicit how the township intends to apply the language in the definition *"...does not provide year-round habitation,..."*

I do appreciate that the MSC is a unique entity in Mulmur – as it has a significant existing membership and is offering the "Accommodation Units" to its members only. The risk is that another party uses this precedent to offer residential use buildings for new developments – where the primary intent is to offer year round housing – and have them become a member of the golf club or the hiking club.

It doesn't seem reasonable to encourage or allow year round habitation for individuals who could move into an Accommodation Unit under the guise of Recreation. This seems to stretch the definition of Accommodation Unit beyond its intended purpose.

This appears to be supported by the language in 3.12.2 – "ancillary short term (temporary) residential accommodation. I would argue that the MSC is a unique example of where this was reasonable but that the type of "Accommodation Units" proposed at the MSC should NOT set a precedent as being acceptable on other properties zoned for Recreation. A stricter definition of "Accommodation Units" should be adopted / amended.

3.12.2 HIGH IMPACT RECREATIONAL USES

Except where permitted by this by-law, the following activities, developments and uses, as well as all other uses of a similar nature shall be prohibited, and may only be permitted by site-specific amendment to this by-law:

- *Outdoor education centre;*
- *Camping Establishment*
- *Fishing or hunting camp or club;*
- *Resort;*
- *Golf course;*
- *Shooting Range*
- *Paintball or paintball range;*
- *Auto racing or any other form of motorized vehicle racing or race track;*
- *Public or commercial motorcycle or ATV riding or racing, race course or trail; and*
- Related and ancillary short term (temporary) residential accommodation.

Note: Outdoor recreational facilities and activity centers are permitted in many zones and include a variety of uses.

Mulmur OP

8.6.3 PERMITTED USES

Uses permitted in the Recreation designation include:

- a. Uses permitted in all designations (Section 5.38)
- b. Existing recreational developments, activities and uses;
- c. Public parks including fairgrounds on land owned or under the control of government authorities;
- d. Recreational development and related activities in accordance with Section 5.39;
- e. Ancillary residential uses including accommodation facilities for patrons and employees, and existing trailer parks, and;
- f. Ancillary commercial uses providing goods and services to the patrons of the recreational facility or use.

Similarly the OP appears to anticipate accommodation facilities for patrons and employees – not purchasers of Life Leases or similar exclusive use long term year round accommodation.

Examples of other approaches to defining Accommodation Units

Township of Clearview Zoning By-law 06-54

ACCOMMODATION UNIT OR TEMPORARY RESIDENTIAL USE

Means a room or suite of rooms used or maintained as part of a tourist resort or use for the accommodation of the traveling or vacationing public, and which does not contain a kitchen.

Huntsville

Huntsville Zoning By-law 2008-66P Consolidated September 2019

2.29 COMMERCIAL ACCOMMODATION UNIT shall mean a rental unit within a tourist establishment to be rented out for the purposes of catering to the needs of the travelling public by furnishing sleeping accommodation with or without food. Such rental shall be in the form of normal daily rental, or interval ownership which shall include forms of rental such as time-sharing or Interval ownership, Fee Simple, and which shall have a turnover frequency exceeding 12 times per year.

Excerpt from an email shared in October 2021.

"this whole municipal re-zoning process and recreational zoning classification seems like a loophole that MSC is taking advantage of to put residential condos where some form of seasonal recreational occupancy was anticipated. David - (the Mulmur lawyer) how can you be comfortable that this proposal is in fact for "Accommodation Units"?"

ACCOMODATION UNITS

Means a dwelling unit that is only used for vacation purposes and does not provide year-round habitation. An accommodation unit does not form a principal dwelling.

These units are being advertised by MSC as offering "**Modern Conveniences Nestled In A 4-Season Paradise**" and they can be occupied year round. The only requirement is that the owner have another property elsewhere.

In my humble non-legal opinion, these condos do "provide year-round habitation" and thus are NOT Accommodation Units.

The definition says three things:

1. that the dwelling unit is only used for vacation purposes - OK, if they show MSC they have another address
2. that the dwelling unit does not provide year-round habitation, - **NOT OK**
3. that the unit does not form a principal dwelling. - OK, if they show MSC they have another address

Two out of three ain't bad but it does not meet the definition of Accommodation Unit.

I don't know what type of development would satisfy that definition. MOC has a trailer park and cabins for rent in the summer - which are certainly Accommodation Units.

Maybe the Site Plan Agreement can require that these Accommodation Units are vacant for a month a year - say April 15 - May 14 for "spring cleaning". That would reduce the attractiveness of people then quietly using these as principal residences. I don't know - there may be other precedents used in other municipalities to ensure that the proposed project satisfies the definition of Accommodation Unit.

How does this make sense? Is there any recourse here? I wish I had said this yesterday - to let council mull this over and have the discussion.

I worry about the precedent it sets for the entire municipality. If you build a golf course on rural lands - then it gets zoned recreational - then you can build another suite of year round condos under the guise of Accommodation Units, when they are in fact residential properties - or multi-residential properties... stacked condos on formerly rural lands ?!

It just seems like a sneaky way to build residential units on land that was not intended for such purposes. Just because they are second homes they are still residential units...

Sorry to go on - I just found this on the StatsCan website as their definition of "year-round habitation" for the purposes of the census:

<https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=Unit&Id=100236>

A dwelling may be classified as unoccupied or occupied by a person or a group of persons. Unoccupied dwellings must meet three criteria indicating they are suitable for year-round habitation in order to distinguish them from seasonal homes or cottages. They must have a source of heat or power (as evidenced by chimneys, power lines, oil or gas pipes or meters, generators woodpiles, electric lights, heat pumps or solar panels). They must have access to a source of drinking water throughout the year as evidenced by faucets, drain pipes, wells or water pumps. They must provide shelter from the elements as evidenced by complete and enclosed walls and roof and by doors and windows that provide protection from wind, rain and snow. Unoccupied dwellings that do not meet these criteria are deemed to be seasonal and are not included in the count of private dwellings.

I guess my ask is that council ask David (the lawyer) - how do we reconcile this proposed development as providing Accommodation Units as a dwelling unit that does not provide for year-round habitation, when the 4-season paradise condo development clearly does provide for year-round habitation? Should we not impose some form of limit to the year-round habitation in order to satisfy this definition - through the Site Plan Agreement or otherwise?

From: [Grbinicek, Lisa \(NDMNRF\)](#)
To: [Tracey Atkinson](#)
Cc: [Peters, Kim \(NDMNRF\)](#)
Subject: RE: Mulmur Official Plan Update Project
Date: June 27, 2022 9:11:05 AM

Hi Tracey,

My only comment would be with respect to the statement “in the vicinity”. To me that implies close to or surrounding, and not necessarily directly “in”. If you look directly to the Purpose of the NEP it would read to provide for the maintenance of the Niagara Escarpment *and* land in its vicinity.

Thanks,

Lisa

Lisa Grbinicek, RPP, MCIP

Senior Strategic Advisor | Niagara Escarpment Commission
232 Guelph Street, Georgetown, Ontario, L7G 4B1
289 839-0304 | www.escarpment.org



As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.

The NEC offices are now open to the public in a limited capacity. In order to ensure a safe and secure environment for staff and clients, the NEC **requires** that you make an appointment to meet with staff in person. Alternatively, the NEC will continue to provide services via telephone and email. Updates can be found on our website: <https://escarpment.org/covid-19-update/>

From: Tracey Atkinson <tatkinson@mulmur.ca>
Sent: June 24, 2022 3:25 PM
To: Grbinicek, Lisa (NDMNRF) <lisa.grbinicek@ontario.ca>
Cc: Peters, Kim (NDMNRF) <Kim.Peters@ontario.ca>
Subject: RE: Mulmur Official Plan Update Project

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Again, greatly appreciated. I misunderstood completely! I have made two more changes as shown below:

The lands within the Niagara Escarpment Plan Area are protected through the Niagara

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

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

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

ROUNDTABLE SUMMARY

The following is a summary of the subject matter, comments and questions received at the Official Plan Roundtable series. Round tables were hosted on the following topics:

- September 16 – Home Business, EcDev & Removing Red Tape
- September 29 – Second Dwellings & Cottages
- October 13 – Recreation and Playing Around in Mulmur
- October 20 – Protecting the Environment
- October 27 – Rural Character & View Shed Protection
- November 8 – Road Safety & Infrastructure
- November 10 – Farm Protection & Opportunities
- November 17 – Seniors & Aging in Place

The summary table includes excerpts from the meeting notes, reflecting questions that were asked and comments received on various topics. Some of the comments that were received will help inform other decision making by Council outside of the Official Plan project. Other comments received from the public will need to be further assessed, and in some cases will require Council direction, prior to drafting policies. The table is intended to summarize public input, streamline discussions and identify where direction is required.

Home Business & Economic Development

COMMENTS RECEIVED FROM THE ROUND TABLE MEETING	Is this something that can be addressed in the Official Plan?		Is Council direction required?
	NO	YES	
	Can it be addressed elsewhere within the Township's authority	How can this be addressed in the Official Plan?	
TOURISM, ECONOMIC DEVELOPMENT – balancing local needs with economic development and recreation for visitors, should Mulmur increase sporting and tourism	Strategic Plan Zoning Amendment required to implement OP	• Permitted Uses	

opportunities, encourage environmentally friendly tourism and nature focused, EDC linked to recreation, trail networks	Transportation Master Plan can include trail mapping. County Active transportation Plan		
TECH CENTRE – permit tech centres and youth opportunities, EDC	EDC Strategic Plan	• Employment permitted land uses	
HOME BUSINESSES – parking, noise in subdivisions, signage, company vehicle parking, hybrid office workers	Zoning Amendment required to implement OP and control parking	• Home Business versus home industry policies • Noise study requirements	
FOOD TRUCKS	Hawkers and Peddlers By-law and application		
INTERNET is a restriction for businesses, can Township office provide internet, internet hub, Dufferin Biz relationship	Strategic Plan Communication Engagement policy (engagement of resident, promotion of towers, removing red-tape) Federal Authority	• Permitted uses could include hub	
RESTAURANT – how to attract more	EDC Zoning Amendment required to implement OP	• Permit restaurants in various designations	
MANSFIELD – what is the long term plan	County MCR for settlement expansion Township Growth Conformity Exercise	• Update Schedule A settlement boundary and land use designation	

Removing Red Tape

COMMENTS RECEIVED FROM THE ROUND TABLE MEETING	Is this something that can be addressed in the Official Plan?		Is Council direction required?
	NO	YES	
	Can it be addressed elsewhere within the Township's authority	How can this be addressed in the Official Plan?	
NOMINCLATURE & TERMINOLOGY	Zoning Amendment required to implement OP	• Provincial terminology and definitions	

Consultation Process – can public be consulted on applications?	Planning Act Regulations complied with. PA does not require circulation on site plan applications.		
MAPPING <ul style="list-style-type: none"> • Small font size • Interactive mapping • Info package • Publicize it • Natural Heritage Mapping – comes from province, don't they tell you what needs to be done? Yes. Do we strengthen it? 		<ul style="list-style-type: none"> • Mapping Updates 	
EDUCATION – communicate the provisions and policies to the public following process			
DEVELOPMENT PERMIT SYSTEM versus Site Plan Control		<ul style="list-style-type: none"> • Official Plan can move to a Development Permit System if directed by Council 	Direction required.

Second Dwellings & Cottages

COMMENTS RECEIVED FROM THE ROUND TABLE MEETING	Is this something that can be addressed in the Official Plan?		Is Council direction required?
	NO	YES	
	Can it be addressed elsewhere within the Township's authority	How can this be addressed in the Official Plan?	
SHORT TERM RENTALS – are they permitted? Inspections, parking, noise, servicing, tourism versus affordable housing, onsite supervision, short term rental on residential properties, camping sites, multiple bunkies equivalent to campgrounds	Short Term Rental By-law Servicing issues	<ul style="list-style-type: none"> • Permitted uses • Housing policies 	Direction required
SECOND DWELLING – demolition and replacement rules, site plan	Zoning Amendment required to implement OP	<ul style="list-style-type: none"> • Second Dwelling Policies 	Direction required

applicability, legalizing illegal structures, bunkies, cabins, increased enforcement, affordable housing, minimum lot sizes,			
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Recreation and Playing Around in Mulmur

COMMENTS RECEIVED FROM THE ROUND TABLE MEETING	Is this something that can be addressed in the Official Plan?		Is Council direction required?
	NO	YES	
	Can it be addressed elsewhere within the Township's authority	How can this be addressed in the Official Plan?	
RECREATIONAL USES – permitting in smaller hamlets, disbursed	Recreational Master Plan	• Recreation policies	
ENTERTAINMENT & ACTIVITIES – dance, cards, theatre, storytelling groups	Programing Zoning Amendment required to implement OP	• Official Plan permitted uses	
MANSFIELD OUTDOOR CENTRE	Some uses are “Grandfathered” Zoning Amendment required to implement OP	• Mansfield North Recreation Area permitted uses and development/expansion/residential policies	Direction regarding residential development in Rec area
LARGE RECREATIONAL LAND USE		• Rural Character Definition (exclusions)	

Protecting the Environment

COMMENTS RECEIVED FROM THE ROUND TABLE MEETING	Is this something that can be addressed in the Official Plan?		Is Council direction required?
	NO	YES	
	Can it be addressed elsewhere within the Township's authority	How can this be addressed in the Official Plan?	
TREE RENTENTION & PLANTING – requiring tree lining, arches of trees,	Tree Preservation By-law Zoning By-law provisions County Forest management and funding	• Climate Change policies • Tree Retention Plan submission requirements Landscaping Plan submission requirements	How does Council want to balance

mitigation for erosion and compaction on trails <ul style="list-style-type: none"> • Offset trees that are taken down, replant equal number of trees to maintain coverage • Preserve certain trees that are in fencerows • Preserve trees through natural heritage – along the same lines as cultural heritage • Regardless of if trees are in existent when development occurs, make it part of the Site Plan and development process 			preservation of farmland versus tree planting?
BRANDING “Its in our nature”		<ul style="list-style-type: none"> • Formatting and Cover page • Natural Heritage Policy update 	
AGGREGATE EXTRACTION - concerns		<ul style="list-style-type: none"> • Aggregate Mapping • Study requirements for new extraction • Policies related to extraction below water table 	
NATURAL HERITAGE PRIORITIES <ul style="list-style-type: none"> • Wetlands. Add buffering zone to local wetlands as well • Woodlands – Tree Bylaw, Significant Woodlands (who identifies if it is significant) – Development would trigger it. Protect more than those that are significant. Tree Swapping, cut and re-plant. • Can we go beyond all minimums? • Wetlands prioritizing Farmers – remove 2 ha of trees but have to replant elsewhere. Council has taken those steps. 150 year old trees vs 	Tree Cutting By-law NVCA regulated NEC mapping	<ul style="list-style-type: none"> • Natural Heritage Policies • Mapping 	

Cultural Heritage and preservation of buildings. Reintroduced preservation and the cultural heritage committee.			
<p>RURAL CHARACTER</p> <ul style="list-style-type: none"> • Rural Character is Mulmur. • Trees, hills • Shopping and services developed in a meaningful way so that it fits into the landscape. • fields, landscapes, barns etc. but it is also recreational areas, homes, etc • Forested buffers to any development and aggregate resources and storage areas. • Open views to streams • Passive recreational uses and trails • Open meadows • Animals / Wildlife • Slower pace of life • Rural character is quiet • Gravel roads • Should emphasize forests and country landscapes • Materials and masses of buildings to fit better into the landscape • Include dark sky and restrict lighting • Right now it talks about what it is not, not what it is • Tree preservation • Cell phone towers (that look like trees) • Agricultural structures that don't look like industrial buildings 		<ul style="list-style-type: none"> • Rural Character Definition 	

<ul style="list-style-type: none"> • Greenspaces around agricultural so houses are not backing onto farm land • Tree screening • Planned buffer areas 			
<p>RURAL CHARACTER – What is not rural character?</p> <ul style="list-style-type: none"> • Wont be about looks, it will be about what impacts and exists within our ecological systems • Natural gradation of trees, not rows (re-wilding book) • Retreat Centres and health centres • Rural tourism – recreation and health • windmills • parking lots • Focus on impact of ecological systems and how it interacts with the environment that it is in, not what we see 		<ul style="list-style-type: none"> • Rural Character Definition 	
<p>DESIGN GUIDELINES</p> <ul style="list-style-type: none"> • Development to look like ski chalets, ski village look, • Redo arena to look like ski chalet • Avoid gas stations and mega stores • Allow building in hamlets to be close to road to preserve character • Site plan control on all commercial zones. 	Design Guidelines	<ul style="list-style-type: none"> • Rural Character Policies 	
<p>VIEWSHEDS - preserve waterway viewsheds</p>		<ul style="list-style-type: none"> • Viewshed Policy and Definition • Viewshed Study requirements 	What will the triggers be for studies

Road Safety & Infrastructure

COMMENTS RECEIVED FROM THE ROUND TABLE MEETING	Is this something that can be addressed in the Official Plan?		Is Council direction required?
	NO	YES	
	Can it be addressed elsewhere within the Township's authority	How can this be addressed in the Official Plan?	
SEASONAL ROADS - Habitation on seasonal roads?	Liability	Road policies prohibit	
STORMWATER - master plan, infiltration trenches, passive design	Master Stormwater Management Plan	• Infrastructure Policies (future Master SWM Plan)	Can this be a addressed at the subdivision level
SIDEWALKS & TRAILS: Include walking and biking into infrastructure development. Hamlets – sidewalks. Mansfield – to get to the baseball diamond crossing Airport Road. Medians instead of sidewalks. Sidewalk or Trail from Primrose School to Superburger/Champ Burger. Public Transportation – Trail from Shelburne to Champ Burger. Walking trails around SWM Ponds Walking on gravel roads is not safe for seniors. Seniors should have walking groups in Mansfield or in parks. Walking loops need benches, walking is good for mental wellbeing, TiaChi, outdoor equipment for seniors	Transportation Master Plan Programing, park development Implementation of Recreational Master Plan	• Infrastructure Policies (future Transportation Master Plan)	
OFF-ROAD VEHICLES - Motorcycle and ATV issues with road noise, routes,	County Trails – Dufferin County Authority Transportation Master Plan	• Official Plan Transportation Policy	Does Twp need a

designated routes for off-road vehicles and horses/pedestrians. See Simcoe County forest approach			Master Road/Trail plan?
SUBDIVISION DESIGN <ul style="list-style-type: none"> • Use trees to narrow vistas and control speed • Boulevards, sidewalks and centre medians • Limit concrete 		<ul style="list-style-type: none"> • Infrastructure Policy 	

Farm Protection & Opportunities

COMMENTS RECEIVED FROM THE ROUND TABLE MEETING	Is this something that can be addressed in the Official Plan?		Is Council direction required?
	NO	YES	
	Can it be addressed elsewhere within the Township's authority	How can this be addressed in the Official Plan?	
PRESERVE AGRICULTURE – impacts of non-ag use of prime ag lands, and long term impacts of fallow and reforestation House placement location?	Tax incentive program Zoning Amendment required to implement OP Development Permit system	<ul style="list-style-type: none"> • Rural Lot Creation policies provision for lot area versus Conservation Land Tax Incentive qualifications • Second dwelling house location 	Should second dwelling placement be further restricted?
SURPLUS DWELLING SEVERANCES – is this a problem?		<ul style="list-style-type: none"> • Agricultural Severance Policies. (See PPS) 	
ON-FARM DIVERSIFIED USES – reduce the number of uses permitted, reduce the size of building	Zoning Amendment required to implement OP	<ul style="list-style-type: none"> • Ag-Diversification Policy 	
CANNABIS FACILITIES – concerns of odour, water use, industrial use opposed to agricultural crop, industrial processing	Zoning Amendment required to implement OP	<ul style="list-style-type: none"> • Employment, Agricultural and Rural Land Use Policies • Odour study submission requirements 	

EVENT BARNS – are they on-farm diversified use or agricultural and what is the public process	Zoning Amendment required to implement OP	<ul style="list-style-type: none"> • Agricultural, Rural and On-farm diversified use policy 	Does Council want event barns? How big should on-farm diversified uses be?
SEVERANCE POLICIES <ul style="list-style-type: none"> • Keep settlement boundaries the same • Second dwellings are becoming family compounds. More multi-generation in our households • Maximum setbacks instead of minimum setbacks 		<ul style="list-style-type: none"> • Severance Policies • Urban Expansion (motion Feb 2/2022) 	

Seniors, Aging in Place & Housing

COMMENTS RECEIVED FROM THE ROUND TABLE MEETING	Is this something that can be addressed in the Official Plan?		Is Council direction required?
	NO	YES	
	Can it be addressed elsewhere within the Township's authority	How can this be addressed in the Official Plan?	
BUSINESSES GEARED TO SENIORS: All medical, aliement specialist, are outside of the municipality, Check permitted uses in Primrose business park, Home based businesses	Zoning Amendment required to implement OP	<ul style="list-style-type: none"> • Official Plan permitted uses • Home Based Business Policies 	
RANGE OF HOUSING Group homes Senior clusters Senior compounds Number of kitchens in shared communities	Building code	<ul style="list-style-type: none"> • Housing Policies 	

Sidewalks Maintenance Armstrong subdivision Townhouses – stairs Bungalow, bungaloffs – large accessible doors, single floor design Semi detached shared garage walls and driveways Material is not important. Functionality is important			
MINIMUM HOUSING SIZE • 700 sq ft • Maybe we don't need a minimum as people will choose a minimum • Cost implications of building and lots • Quality of the space versus size • Bachelor size, open concept • "homes for life" to allow portions for rental and aging in place type structure, "lock-outs" • Tax implications of house floor area versus affordability • Climate change implications	Zoning Amendment required to implement OP Tax implications	• Affordable Housing Policies	What is the minimum acceptable size?
GROWTH PROJECTIONS – source of data	Growth Plan County MCR	• Growth Management Policies	
GROUP HOMES, LONG TERM CARE	Zoning Amendment required to implement OP	• Permitted Uses	Direction required

Public Engagement Outside of Official Plan Framework

COMMENTS RECEIVED FROM THE ROUND TABLE MEETING	Is this something that can be addressed in the Official Plan?		
	NO	YES	

	Can it be addressed elsewhere within the Township's authority	How can this be addressed in the Official Plan?	Is Council direction required?
<p>SPEED: Can speed limits be reduced to address rural character?</p> <p>Can the Public have input on road classifications?</p> <p>Can Public have input in infrastructure replacement vs rehabilitation and looks?</p> <p>Climate change benefits of reduced speeds.</p> <p>Speed limits and speed bumps</p>	<p>Public Works Department</p> <p>Provincial requirements</p> <p>Provincial requirement</p> <p>Engineering recommendations</p> <p>Strategic Plan</p> <p>Procurement</p>		
Do not upload roads to County.	Council/County Council		
Protect unmaintained road allowances			
COUNTY FOREST USE – horsebacking riding, hunting, walking, mushroom picking, equine, ATV, snowmobiles, etc	County of Dufferin authority within Dufferin Forests		
HUNTING	County authority in County Forests		
Maintaining grass on shoulders	Public Works Department - operational		
PARKING – Bruce Trail Parking impacting farm equipment	Public Works operations Bruce Trail Parking Lot Agreement Signage and Enforcement		
FENCING – impact of snowsteam from plows on wire fences	Public Works operations		
NDCC FACILITY – use, programming, accessibility, outdoor rink, community space, ball diamond	NDCC Board Recreational Master Plan		
<p>SERVICES FOR SENIORS</p> <ul style="list-style-type: none"> Fall prevention course (November Fall prevention month) 	Strategic Plan		

<ul style="list-style-type: none"> • Senior geared courses • Accessible transportation (pick-up bus for usage? Private? Clearview survey formalized route or special pick-up, Uber, taxi, seniors driving seniors, seniors network, consideration for other age groups) • New Tec – community transportation program for medical, groceries, etc geared to seniors (see website) • Township of Prince – bus facility • Services to support the people – healthcare, transportation (paramedics at home, home delivery of groceries) these services need to be promoted. 	<p>County is taking lead on transportation and transit options</p>		
<p>ACCESSIBILITY FOR SERVICES</p> <ul style="list-style-type: none"> • Front counter height and chair • Newsletters – more details about what is happening • Coffee time in basement to start communication and relationship building • Hubs of connection • Think of small events and neighbour activities, street party with BBQ – send to event committee • Need pavilion in a central area (city square) • Townhall weekend meeting • Mayor highlight video recordings • Recording of council meetings 	<p>Communication Plan</p>		

<ul style="list-style-type: none"> • “you are invited” • Community townhall meeting updates more than 2 per year, hamlet tables 			
DEVELOPMENT CHARGES	Development Charge By-law		
PRIMROSE BUSINESS PARK – timelines for construction, business attraction, encouraging ED? Is there anything outside of Primrose for industrial development	Application has met requirements of current OP and will be processed in accordance with PA. Timelines and EDC unknown.		

From: Lingard, Norman <norman.lingard@bell.ca>
Sent: September 19, 2022 2:07 PM
To: Roseann Knechtel <rknechtel@mulmur.ca>
Subject: Proposed Official Plan & Zoning By-law Amendment

Good afternoon,

Thank you for circulating Bell Canada on the proposed Official Plan and Zoning By-law Amendment for the Township of Mulmur. Bell appreciates the opportunity to engage in infrastructure and policy initiatives across Ontario.

While we do not have any specific comments or concerns pertaining to this initiative at this time, we would ask that Bell continue to be circulated on any future materials and/or decisions related to this matter.

Please forward all future documents to circulations@wsp.com and should you have any questions, please contact the undersigned.

Have a great week.

Yours truly,

Norm Lingard
Senior Consultant – Municipal Liaison
Network Provisioning
norman.lingard@bell.ca | ☎ 365.440.7617



Sept 27, 2022



Official Plan Questionnaire

What is your vision for Mulmur?

The council must inform residents "By mail," if aggressive businesses are planning to move close to their neighbourhoods.

What do you currently like about the Township's Official Plan?

I really like the "Garden Township Plan" because I will feel that I can trust the Township's decisions over every little detail. I want the Council to work for the residents! (not the businesses)

What do you think should be changed?

No more bars or places that promote the sale of Alcohol! or vaping.

Maybe, bike lanes on river road etc. Councillors should not have a feeling of being the "Big Bosses" and have

Would you like to be added to the Circulation List? ☒ YES ☒ NO

Name: Row Parsons

a relaxed feeling of contentment along with their residents

Email:

Mailing address: 667170 20th sideroad
Mulmur, Ont. L9V0V5

P.S. - How about an Indoor Pool. ~~near~~ TerraNova - Haha, Haha

Date: October 5, 2022
To: Tracey Atkinson| CAO | Clerk | Planner
From: Planning Department-Development and Tourism
Re: Official Plan Amendment and Zoning Bylaw, Mulmur, ON

Application Summary:

The Township of Mulmur is proposing a number of revisions to the Official Plan which are intended to assist the Township in its ability to process planning applications in a timely manner to enable the Township to provide decisions within the statutory timelines of the Planning Act as amended by the More Homes for Everyone Act, 2022.

Documents received by the County:

- Notice of Public Meeting.

Proposed changes will affect lands throughout the entire Township and include:

- i. Update the complete application requirements
- ii. Allow delegation of authority to staff on minor zoning application
- iii. Update the Rural Character Policy, Scenic Resources, Viewsheds and Dark Sky
- iv. Include an On-Farm Diversified Use policy consistent with the Provincial guidelines
- v. Replace the specific Niagara Escarpment Plan (NEP) policies with a high-level policy
- vi. Update the Implementation and Interpretation sections

The Planning Act (2017) Conformity

Bill 13, the proposed “Supporting People and Businesses Act, 2021 Act, 2021”, was introduced on October 7, 2021. Schedule 19 of the Bill proposes to make changes to the Planning Act, Municipal Act, 2001 and City of Toronto Act, 2006. The proposed amendments would make changes to the Planning Act to expand the matters that the Council of a local municipality may delegate to help streamline planning decisions.

The Planning Act currently allows Council to delegate certain decisions to a Committee of Council, to staff, or the Committee of Adjustment, where applicable. Consents, Site Plan Control and Plans of Subdivision are examples of approvals that Council can delegate to Staff.

Dufferin County Official Plan (2017) Conformity

The County Official Plan provides general County-level policy direction for land use planning and a framework to guide the physical, social, economic, and environmental management of the County and address matters of County significance. The policies of the Plan are further implemented through more detailed land use and development policies in the local municipal official plans. All local municipal official plans and zoning by-laws are required to conform to the County Official Plan.

Section 8.7 of the County Official Plan requires that Local municipalities may establish more specific requirements for pre-consultation and complete application requirements in their local municipal official plans, consistent with the policies of this Plan and the *Planning Act*.

Section 8.7.2 of the County Official Plan requires that notification of a complete application will be given to the applicant and all other parties by the approval authority in accordance with the *Planning Act*.

Section 8.7.3.1 of the County Official Plan states the county policy on supporting studies, information and materials required throughout the development approval process.

Section 4.2.1 f) of the County Official Plan states the county policy objective to Preserve and promote the agricultural and rural character of the County.

Section 4.2.2 l) of the County Official Plan states that the local municipal official plans and zoning by-laws are encouraged to establish policies and provisions relating to built form, lot design, parking, screening/buffering, outside storage, and landscaping for any agriculture-related use and on-farm diversified use within the Agricultural Area.

Bill 13 amends the Planning Act to add a new authority to delegate planning decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws, lifting of a holding provision or other minor zoning by-law amendments. This new authority requires a municipality to establish official plan policies specifying the criteria to be used to define by-laws that may be delegated.

Recommendation

This memorandum is provided in response to the draft update amendment to the Township of Mulmur Official Plan. We provide the following comments and recommendations for consideration by the Township prior to the adoption of their Official Plan update.

- The Township should ensure that all policies meet the requirements of the Planning Act, are consistent with the Provincial Policy Statement, 2020 and conform to the Dufferin County Official Plan.

- As the approval authority for the proposed Official Plan Amendment, County Council has the authority to approve, approve with modifications, or refuse to approve all or parts of the Official Plan.
- Following the proposed Official Plan Amendment complete adaptation by the Township of Mulmur, a complete package to be submitted to the County of Dufferin for approval.

Please be advised that the Planning Department has no other comments at this point.

Should have any questions pertaining to this letter, please do not hesitate to contact the undersigned.

Regards,

Silva Yousif
Senior Planner
Phone: 519-941-2816 Ext. 2509
syousif@dufferincounty.ca

Diksha Marwaha
Planning Coordinator
Phone: 519-939-3453 Ext. 2516
dmawaha@dufferincounty.ca



REPORT TO COUNCIL

To: Warden Mills and Members of County Council

From: Cody Joudry, Director of Development and Tourism

Meeting Date: October 13, 2022

Subject: **Museum Services Strategic Plan**

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 the report is present the draft Museum Services Strategic Plan for Council's consideration.

Background & Discussion

The service delivery review called for a new strategic plan to outline how museum services would be delivered in the future. The strategic planning began earlier this year. At the Community Development and Tourism Committee meeting on September 22, 2022 a draft outline of the priority areas was presented and endorsed. Following that, the consulting firm PROCESS, who has been leading the process, in consultation with staff, have developed a draft strategic plan for Council's consideration based on these priority areas.

The attached draft MoD strategy outlines: information that was gathered; provides a vision, mission, priorities and high-level objectives which are described below:

Vision

All Dufferin County residents and visitors are immersed in the stories and history of Dufferin County's people, places, and culture.

Mission

To collect and preserve the stories and culture of Dufferin County – past and present – and share them through engaging and inclusive experiences.

Priorities and Objectives

1. Becoming a storyteller, which includes:
 - 1.1. Telling more compelling and inclusive stories of local heritage;
 - 1.2. Explore new tools, technology, approaches, and methods to tell and interpret those stories;
 - 1.3. Promote the MoD's refined role, vision, and presence as a storyteller to introduce the MoD to a broader audience;
 - 1.4. Understand and measure our marketing impacts to refine and improve our approach.
2. Center on the visitor experience, which includes:
 - 2.1. Implementing a user-centered approach to break from traditional exhibition approaches to improve the visitor experience;
 - 2.2. Become a major Dufferin County tourism destination by drawing in new audiences and enhance offerings;
 - 2.3. Evaluate and enhance the MoD's physical assets to support the mission and improve the complete user experience.
3. Reach out into the community, which includes:
 - 3.1. Lowering barriers to accessing and engaging with the MoD to increase participation;
 - 3.2. Increase engagement with the MoD by offering off-site experiences in the community;
 - 3.3. Turn local residents into MoD ambassadors through revitalized volunteer and membership programs.
4. Safeguard our collections, which includes:
 - 4.1. Continuing to be responsible stewards of archival and artifact collections;
 - 4.2. Ensure equity-based and decolonial lens inform the expansion, interpretation, preservation, and stewardship of the collection.
5. Build capacity and foster resiliency, which includes:
 - 5.1. Increasing financial sustainability, including through creating opportunities for donation and sponsorship;

- 5.2. Improve internal staff capacity and alignment to support the implementation and ongoing management of a visitor centered experience;
- 5.3. Build and foster community connections and partnerships.

The attached strategy document also includes a number of specific actions to support each objective.

Following approval of the strategy, the next step in the process is to develop detailed plans and policies that will form annual work plans and be incorporated into the budget process. Examples include updating the collection and archive management plans to align with the new strategy; developing plans on how more stories will be collected and shared; outline plans to redirect resources towards increased community outreach, improve visitor experiences, and adopt new technology.

Financial, Staffing, Legal, or IT Considerations

The strategic planning process is on budget. As detailed implementation plans (e.g. workplans, project plans, etc.) are developed, further details on the financial, legal, and legislative impacts will be further understood. Primary objectives of the strategy are unlikely to require substantially increased resources but rather directing and aligning efforts.

Recommendation

THAT the report of the Director of Development and Tourism, "Museum Services Strategic Plan", dated October 13, 2022, be received;

AND THAT Museum Services Strategic Plan be approved.

Respectfully Submitted By:

Cody Joudry
Director of Development and Tourism

Attachment: Draft MoD Strategic Plan



Strategic Plan 2023-2027

Prepared by



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Land Acknowledgement

Dufferin County and the MoD resides within the traditional territory and ancestral lands of the Tionontati (Petun), Attawandaron (Neutral), Haudenosaunee (Six Nations), and Anishinaabe peoples. Various surrounding municipalities within the County reside within the treaty lands named under the Haldimand Deed of 1784 and two of the Williams Treaties of 1818: Treaty 18: the Nottawasaga Purchase, and Treaty 19: The Ajetance Treaty.

These traditional territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

This area continues to be home to many Indigenous people today. We recognize the sovereignty of all Indigenous nations and are grateful for the opportunity to learn, live, and work on this land. We acknowledge that the MoD is in treaty land, and respect our collective responsibility to protect and nurture the land. We also recognize the continuing impacts of colonialism and our responsibilities to redress the ways this has helped shape our organization. We are committed to working to address structural inequities and continuing to learn and unlearn in the spirit of truth and reconciliation.



*Chief Lady Bird (Nancy King),
Rama First Nations/Moose Deer Point First Nations*

Introduction

The MoD Strategic Plan sets a new vision, mission, and strategic directions for the museum over the next three to five years.

Since its inception the MoD — once the Shelburne Pioneer Museum (operated by the Dufferin County Historical Society) and then the Dufferin County Museum and Archives (DCMA) — has continued to grow, change and evolve.

A changing and growing County demographic, the impacts of COVID-19 and social and societal shifts have seen cultural institutions reflecting on their role. The MoD has seen the need to better understand and reflect its community and their diverse histories, culture, stories, experiences and perspectives, and chart a path forward.

The MoD embarked on a strategic planning process in 2022 to set a new vision and mission for the institution, re-examining and clarifying its values, priorities, and goals, to improve and enhance its role in the County of Dufferin and beyond. A new focus on storytelling sets the MoD on a path to build connected communities through shared experiences and narratives.

This plan aims to build on the MoD's incredible past in imagining its bright future.

The strategic plan will aim to:

- Strengthen the MoD as a storyteller, better reflecting the stories of a changing and evolving community.
- Expand the appeal to and engagement from the community by reaching out, forging new connections and improving the visitor experience.
- Ensure equity, inclusion, decolonization and anti-oppression are a priority across the institution.

Context

Founding + History

The Museum of Dufferin sits amongst the rolling hills of Mulmur. Formerly known as the Dufferin County Museum and Archives (DCMA), it's current purpose-built bank-barn style building was constructed (with a traditional community barn raising) in 1994 to reflect the rural and agricultural heritage of the region. Its origins date back to 1963 when the Shelburne Pioneer Museum was established by the Dufferin County Historical Society and its artifact collection was donated to the County in 1988. The museum property and facility includes gardens, a gallery in the silo, and several historic buildings structure inside that act as display spaces and are artifacts themselves.

The last strategic plan, created in 2011 saw the then Dufferin County Museum and Archives as a “collection of precious artifacts and archival material that, individually and collectively, tell the story of Dufferin County; its people and its places.” Staff endeavoured to achieve a "community centre" museum model that would be all things to the community, suggesting that it owed some of its early success to this approach.



In actuality, DCMA struggled with this approach and failed to maintain its initial lead and meet the evolving needs and demands from a growing and diverse community.

In 2018, after a winter-long closure for its largest renovation since opening, the DCMA rebranded itself as the MoD (Museum of Dufferin). Along with the name change came a new look to communicate that contemporary, community life happens here. This modernization was met with mixed reactions as a strong legacy community of supporters were saddened to see what was perceived as a shift from its roots.

2018 also saw the opening of the Corn Flower Glass Gallery, to highlight their collection — the world's largest — of this iconic Canadian glass.

MoD Today

Though the MoD has been growing and changing over the years, the challenges of the COVID-19 pandemic and lockdowns provided an opportunity for the team to increase online and digital services through virtual exhibitions, downloadable teaching and learning resources, and making collections available for distance research.

During the pandemic the MoD released a number of new digital initiatives which included: the British Home Child database project; the Lanterns of Hope kit program; Dufferin House digital escape room; Music of the First World War virtual program and the “Solidarity in My Community” online art show. Other downloadable games and activities provided fun and entertaining learning opportunities for people to engage with local history.

The MoD team have also been working on ‘Collecting the Community’, an initiative to collect, preserve and interpret the past, present and future of historically underrepresented people and communities in Dufferin County. Residents, especially those who identify as racialized or marginalized, are being invited to bring meaningful items to be donated to the collection.



This initiative is but one approach to acknowledge and address gaps in the largely settler, colonial and agricultural based collection and ensure that the museum is inclusive and can represent their increasingly diverse community.

The MoD's collection is home to fine art, glassware, housewares and everyday items, textiles, vintage toys and games — and much more — capturing the historic experiences of Dufferin County. The archive is home to photographs, documents and cultural ephemera, with research tools and supports available to the public. Educational programming and events see the MoD branching out into the community and inviting the public through its doors for talks, tours and more.

Strategic Planning Process

Overview + Approach

The MoD's strategic planning process took a collaborative approach and incorporated insights from the staff, the County Council's Community Development and Tourism Committee, community partners, local organizations, museum supporters and the public. Here we provide an overview on the guiding questions and approach.

Guiding Questions

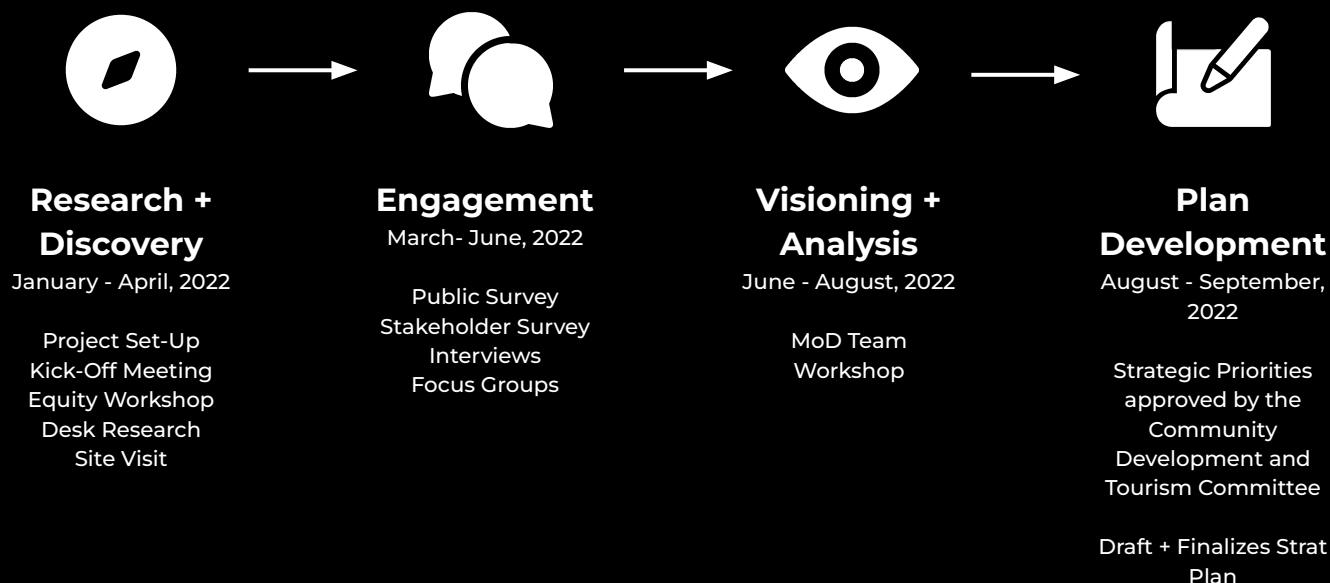
What makes the MoD unique and what are its strengths?

What role does the MoD play, or should it play, in the community?

What are the MoD's challenges?

Who are the MoD's current and future users, and how do we plan with and for them?

Process + Plan



Who Engaged?

Including a diverse range of perspectives in the process is incredibly important, to ensure the strategic plan considers all community members. Stakeholder mapping activities, in collaboration with the MoD team helped to identify large user groups as well as specific individuals to seek input from. In total, almost 200 people and stakeholders engaged in the process.

Community members from the Dufferin County Canadian Black Association, the County DEI committee, In The Hills Magazine, Theatre Orangeville, EarlyOn, Orangeville BIA, Maple Grove Farm, Shelburne Multicultural Committee, STREAMS Hub, local schools and the Dufferin County Multicultural Foundation were engaged throughout the process. The Development and Tourism Committee that oversees the MoD was also engaged, as well as additional County Council and staff.

9 MoD Staff

through workshops and interviews

141 Public

survey responses from members + visitors

5 Volunteers

donors + visitors through in-depth interviews

19 County Staff + Councillors

through a survey, interviews and a focus group.

8 Local Organizations

and community groups through focus groups and interviews

Equity in the Process

At the onset of the process, the MoD and PROCESS team prioritized critically thinking about how equity, inclusion, accessibility, and justice could be incorporated within both the planning process and the final plan. The following steps were taken:

Equity & Anti-Oppression Workshop

To commence the strategic planning process, PROCESS team member and Indigenous Facilitator Trina Moyan Bell and Black Facilitator Shannon Holness, led cultural competency training to discuss equity, anti-oppression and decolonization with the MoD staff. This session was intended to help the MoD team better understand and consider the nuanced challenges public and historical institutions face and to inform continued research and the development of the strategic plan.

Acknowledging Gaps

The PROCESS team sought advice from our diverse team and collaborators throughout the project. We also acknowledge gaps and missing voices in our process. Of note, an Indigenous voice was missing from local engagement. Indigenous team members were consulted throughout the strategic planning process, but the MoD is currently working on making connections with local Indigenous groups. Youth were also identified as a missing perspective. The MoD will continue to work to create an inclusive space that welcomes, represents and listens to its community. Including representing diverse perspectives is ongoing work.

Disaggregating Data

The PROCESS team prioritized collecting demographic data in our engagements to understand what people are saying about the MoD, how they experience it, who this feedback is coming from and who is missing from the MoD community.

Vision, Mission Values



Our vision, mission and values capture who we are and what we are trying to achieve. Our vision sets our direction and aspiration, guiding us in everything that we do. Our mission tells us what to do in order to work towards our vision. Our values operate as our core belief system, telling the world who we are and what we stand for.

Aligning around the new shared direction allows us to prioritize our efforts, resources and capacity and move together in the same direction.

Vision

All Dufferin County residents and visitors are immersed in the stories and history of Dufferin County's people, places and culture

Mission

The MoD collects and preserves the stories of the people, places and culture of Dufferin County — past and present — and shares them through engaging and inclusive experiences.

Values

Local Heritage

We are committed to collecting, preserving, uncovering and sharing the tangible and intangible heritage of Dufferin County.

Innovative and Engaging

We are dedicated to creating engaging programming and experiences, exploring innovative tools and approaches.

Integrity and Accountability

We take responsibility for our actions and collections, operating with transparency to create a safe work and community environment.

Accessible and Inclusive

We strive to provide welcoming, accessible and inclusive experiences for a diversity of people.

People-focused and Collaborative

We prioritize people and aim to bring together multiple perspectives and invite opportunities for relationship building and collaboration.

Strategic Priority Areas

The MoD's strategic priority areas see the MoD focusing on becoming a storyteller, centering the visitor experience, reaching out into the community, safeguarding our collection and building capacity to foster resiliency.

The development of the priority areas, objectives and actions, laid out on the following pages, emerged from what we heard throughout the engagement, and what was learned through research, and industry trends. Key takeaways from community members in engagement can be found in the Appendix.

Perhaps the biggest and most relevant finding was the increasing shift museums are taking, as many increasingly strive to move away from being object-oriented, and instead look to be experience-oriented. This is a new way to think about and approach museum practices. Historically, the object has been the center of the museum and its main focus but this new perspective asks museums to rethink the “collect-preserve-interpret” paradigm in order to better engage visitors and redefine their role in communities.

This approach serves to allow museums to be agile, flexible, adaptable and resilient to changing circumstances and contexts, as was made clear by the COVID-19 pandemic. This shift is also deeply rooted in and aligned with visitor and consumer demands that increasingly value engaging and exciting experiences over things.

Centering stories is about future-proofing museums. It sees them embracing equity, access and inclusion, weaving it into their very fabric. A focus on stories and experiences can alleviate the pressure when a story, without an object, needs to be told and offers an approach that prioritizes the human experience. It supports the ability of vitally important institutions like the MoD to grow and meet new challenges—bringing the past along with us while we look to the future.



Become a Storyteller

The MoD will shift its focus to capturing, documenting and sharing the stories and history of Dufferin County's people, places and culture. This means the collections and objects become an important tool to tell stories, but are no longer the core of the MoD's focus moving forward.

The traditional museum exists to collect, preserve, interpret, and display objects of artistic, cultural, or scientific significance for the study and education of the public. This often requires the public to visit a specific location and has limited ability to wholesomely capture the social and cultural fabric of a society. Stories, not objects, are often the most compelling, memorable and interesting part of history. An approach that prioritizes stories and experiences over objects provides greater flexibility to be inclusive, adaptive and engaging in the presentation of history and local contemporary life.

Objectives

- **Tell more compelling and inclusive stories of local heritage.**
- **Explore new tools, technologies, approaches and methods to tell and interpret stories.**
- **Promote the MoD's refined role, vision and presence as a storyteller to introduce (and re-introduce) the MoD to a broad audience.**
- **Understand and measure our marketing impacts to refine and improve our approach.**



Become a Storyteller

Objective 1.1

Tell more compelling and inclusive stories of local heritage.

Action 1.1.1

Create a new role of "Historian" who supports the collecting, interpretation, and telling of local stories across collections, exhibitions and programs, and can act as a community liaison.

Year 1-2

Action 1.1.2

Develop a system and process to collect, maintain and share stories, which includes oral histories and stories. This system includes user and community-generated content.

Year 1-2

Action 1.1.3

Collect and digitally retain at least 20 new stories per year that are substantially relevant to Dufferin County's people, places or culture. This includes past and present people, places and culture.

Year 1-2

Action 1.1.4

Collect and digitally retain at least 20 new nonmaterial items (*for example: songs, poems, art, photographs, video*) per year that are substantially relevant and significant to Dufferin County's people, places or culture. This includes past and present people, places and culture.

Year 2-3

Action 1.1.5

Implement a way of displaying and celebrating the Corn Flower Collection such that it significantly reduces the amount of space used in the gallery.

Year 2-3

Action 1.1.6

Develop a land acknowledgement and anti-oppression statement specific for the MoD and include it on the website and within the building.

Year 1-2

Action 1.1.7

Review the MoD land acknowledgement and anti-oppression statement every 3 years, or sooner as required or directed.

Year 4+



Become a Storyteller

Objective 1.2

Explore new tools, technologies, approaches and methods to tell and interpret stories.

Action 1.2.1

Create a 'digitization and technology utilization plan' to support, enhance and supplement the artifacts and archives collection. This may include new ways of collecting, displaying and maintaining digital content and include the consideration of virtual or augmented reality, and/or immersive installations and storytelling displays.

Year 1-2

Action 1.2.2

Develop a guide/toolkit for MoD staff and volunteers to use when sharing stories to ensure they are as engaging, compelling, and as memorable as possible.

Year 2-3

Action 1.2.3

Integrate a digital-preferred approach into the archives and collections policies when considering adding items to either the artifact collection or archives. *(For example; taking a photograph of an object we may have otherwise needed to collect but didn't have space.)*

Year 4+



Become a Storyteller

Objective 1.3

Promote the MoD's refined role, vision and presence as a storyteller to introduce (and re-introduce) the MoD to a broader audience.

Action 1.3.1

Ensure all future marketing, social media posts, communications, promotions and advertising are clearly connected to a story in the MoD's physical or digital archive or collections.

Year 1-2

Action 1.3.2

Create a brand style guide to establish a consistent visual look and feel, and tone of voice across all channels which includes social media, websites, and printed collateral.

Year 1-2

Action 1.3.3

Develop a marketing strategy that directly supports and focuses on the MoD's vision, mission, priorities and objectives.

Year 1-2

Action 1.3.4

Partner with other County divisions and community/tourism partners for cross-promotional initiatives and shared marketing and advertising investments whenever possible.

Year 2-3

Action 1.3.5

Develop an annual marketing plan that includes new, innovative and creative marketing approaches to reach new audiences and generate excitement. *(For Example: billboards, creative road signage pointing to the MoD or historic sites of relevance, shop-window pop-ups, MoD branded merchandise, social media competitions, etc.)*

Year 1-2

Action 1.3.6

Prioritize promoting revenue generating opportunities for the MoD which includes research services, rentals events and programs.

Year 4+



Become a Storyteller

Objective 1.4

Understand and measure our marketing impacts to refine and improve our approach.

Action 1.4.1

Establish marketing targets and evaluate each marketing effort for impact, effectiveness and efficiency. This includes collecting, tracking and reviewing analytics and other established metrics for website, social media, mailing lists, earned media, etc. on a regular basis.

Year 1-2

Action 1.4.2

Develop and maintain a MoD visitor and user research plan to understand who visits and why, and evaluate challenges and opportunities.

Year 1-2

Action 1.4.3

Implement a CRM (Customer Relationship Management) to effectively capture and maintain contacts and relationships including members, donors, volunteers, partners, visitors, potential donors and other key stakeholders.

Year 3-4

Action 1.4.4

Use data from the CRM to inform and update the annual marketing and communications strategy to customize marketing approaches to key target segments/audience groups.

Year 4+



Centre the Visitor Experience.

Prioritize the visitor experience by creating and changing displays, programming and events to be interactive, engaging and fun. Educate through multi-sensory storytelling experiences.

In order to realize its purpose of sharing and making accessible the history of Dufferin County's people, places and culture, the MoD needs to offer enticing experiences that better reflects the diverse community. What visitors are looking for has changed and the MoD has fallen behind in adapting to the new reality of visitor expectations, contributing to its low visitation numbers. Increasingly, the visitors and consumers have moved away from object focused "sightseeing" and towards destinations and experiences.

Objectives

- Implement a user-centered approach to break from traditional exhibition practices to improve the visitor experience.
- Become a major Dufferin County tourist destination by drawing in new audiences and enhance offerings.
- Evaluate and enhance the MoD's physical assets to support our mission and improve the complete user experience.
- Evaluate and enhance the MoD's physical assets to support our mission and improve the complete user experience.



Centre the Visitor Experience.

Objective 2.1

Implement a user-centered approach to break from traditional exhibition practices to improve the visitor experience.

Action 2.1.1

Develop and implement a plan to improve the visitor experience at the MoD. Ensure the environment is comfortable and contains a welcoming and approachable atmosphere for all visitors.

Year 3-4

Action 2.1.2

Establish a process to ensure collaboration internally to align and connect stories across every touchpoint in the visitor experience: collections, exhibitions, programming, events and marketing, to create connected and cohesive experiences and extend storytelling beyond the traditional exhibitions.

Year 1-2

Action 2.1.3

Produce engaging and award-winning media content, including visual and audio stories to improve the MoD's reputation in storytelling excellence.

Year 4+

Action 2.1.4

Develop an annual exhibition plan that increases the number and rotation of exhibits from traditional norms. Annual exhibition plan includes exhibits and installations located at partner locations (*For Example; events in the County, Municipal partners, libraries, schools, community centres*).

Year 1-2

Action 2.1.5

Develop an annual events plan that focuses on achieving the MoD's vision and mission.

Year 1-2

Action 2.1.6

Develop a plan to convert existing exhibitions and displays to be more hands-on or include multi-sensory experiences.

Year 3-4

Action 2.1.7

Ensure all new programs, events and exhibits include hands-on activities and/or multi-sensory experiences. (*For Example; recreation experiences, moments or stories with immersive installations, or learn-a-skill programs*.)

Year 1-2



Centre the Visitor Experience.

Objective 2.1 (...continued)

Implement a user-centered approach to break from traditional exhibition approaches to improve the visitor experience.

Action 2.1.8

Develop an annual user and community engagement plan that; includes digital and in-person strategies; incorporates fun and unique ways of engaging different audiences; utilizes local stories and exhibitions that reflect and represent various groups and community members; and utilizes social media and online tools. *(For Example; night at the museum sleepover, ghost stories, cemetery tours, presence at major community festivals/events, etc.)*

Year 3-4

Action 2.1.9

Offer behind-the-scenes experiences (in-person and/or virtually) including installation, curation and archival processes to include the community in a holistic museum experience.

Year 4+

Action 2.1.10

Spark an interest in history by offering sneak peaks, previews, and behind-the-scenes experiences including tours and/or visible storage cases to include the public in the complete storytelling process.

Year 4+

Action 2.1.11

Evaluate the gift shop and adjust contents on an ongoing basis to ensure financial viability, promoting local businesses where possible, and offering a variety of items for different user groups.

Year 1-2

Action 2.1.12

Implement the collection of the Net Promoter Score (NPS) to measure the visitor's experience and satisfaction. *(Note: The Net Promoter Score (NPS) is a commonly used metric as it provides a core measurement for customer and visitor experiences. NPS is calculated using the answer to a key question, using a 0-10 scale: How likely is it that you would recommend the MoD to a friend or colleague? This question and resulting score can be included onsite and in annual surveys and data collection, and can offer insight into which experiences best resonate with visitors.)*

Year 1-2



Centre the Visitor Experience.

Objective 2.2

Become a major Dufferin County tourist destination by drawing in new audiences and enhance offerings.

Action 2.2.1

Create a substantive and informative tourism information hub with a robust display of promotional materials from tourism destinations across the County, including a community event calendar and/or a map displaying routes and locations.

Year 3-4

Action 2.2.2

Develop and provide training to all staff and volunteers to be informed about upcoming local events and activities.

Year 4+

Action 2.2.3

Develop a new partnerships plan with nearby tourism destinations with the goal of creating packages and experiences for various audience segments. *(For Example; art/culture/history bus tours, public-private partnerships, date night at the museum, school field trip packages, culture and recreation pass programs, etc.)*

Year 4+

Action 2.2.4

Develop an annual programming plan that increases the number of program participants by a minimum of 10% each year (year-over-year) and considers maximizing the utilization of spaces within the MoD property.

Year 3-4

Action 2.2.5

Better promote existing historic road-trip guides as a tourism asset, connecting the MoD to other County destinations, programming and initiative.

Year 1-2

Action 2.2.6

Develop a plan to increase utilization of the kitchen to, where possible and appropriate, increase food and beverage offerings during regular visits, events, and programming.

Year 4+



Centre the Visitor Experience.

Objective 2.3

Evaluate and enhance the MoD's physical assets to support our mission and improve the complete user experience.

Action 2.3.1

Develop and implement a new floor plan for the MoD to increase the flexibility for new exhibits, displays, interactive experiences, and events. This may include the reducing, altering, or removing some display cases, buildings or artifacts in the gallery.

Year 1-2

Action 2.3.2

Conduct a property/facility improvement and optimization study to understand how to better utilize the buildings, grounds, and spaces in the future. This includes a needs assessment required to fully implement this strategy and achieve the objectives outlined within. This may also include considerations for additional charging stations, increased parking, and additional structures (*For Example; garden shed, green house, share structure, multi-purpose concrete pad, and outdoor furniture/amenities*).

Year 3-4



Reach Out into the Community.

Provide more storytelling and museum experiences in the community that are linked but not tied to the physical location of the MoD.

The MoD is not located along the County's busiest thoroughfare or in a central hub—and as such, it can't (and shouldn't) take on the role of the cultural hub. Pre-pandemic, the MoD offered more services in the community and there is a desire to provide this again in the future. Location, community presence and awareness were identified during the consultation process as challenges for the MoD to overcome. Providing more storytelling and museum programming and experiences in the communities themselves would better ensure fair and equitable access to museum services—and draw more people back to it's homebase.

Objectives

- Lower barriers to accessing and engaging with the MoD to increase participation.
- Increase engagement with the MoD by offering off-site experiences out in the community.
- Turn local residents into MoD ambassadors through revitalized volunteer and membership programs.



Reach Out into the Community.

Objective 3.1

Lower barriers to accessing and engaging with the MoD to increase participation.

Action 3.1.1

Create a MoD ambassadors group which includes demographic and socio-economically diverse local residents and community leaders to advise, support and advocate on behalf of the MoD and connect it to a broader public and new audiences.

Year 1-2

Action 3.1.2

Investigate sponsorships to offer transportation to and from the MoD and report back to Council.

Year 1-2

Action 3.1.3

Introduce and maintain new community outreach programming, with specific intent to expand the MoD presence within the local community in support of the MoD mission. Leverage partnerships, institutional collaboration and representation within the Museum's programming.

Year 4+

Action 3.1.4

Continue to enhance and grow virtual and online education, event and programming opportunities.

Year 3-4

Action 3.1.5

Expand public programming and learning opportunities with offerings targeted to diverse audiences and age groups. Offer extended or special hours on evenings and weekends to accommodate a broader public.

Year 3-4

Action 3.1.6

Introduce the MoD through marketing, advertising and communications and provide new audiences with an inside or behind-the-scenes look, to increase comfort and familiarity with institutional spaces.

Year 4+



Reach Out into the Community.

Objective 3.2

Increase engagement with the MoD by offering off-site experiences out in the community.

Action 3.2.1

Develop an annual plan to increase the number of temporary satellite locations, pop-up displays and mobile exhibitions from the MoD.

Year 3-4

Action 3.2.2

Build new, and strengthen existing connections with—and offerings for—local schools

Year 1-2

Action 3.2.3

Develop an annual plan to be present during major community events with pop-up displays, hands-on experiences, and immersive or multisensory experiences.

Year 3-4

Action 3.2.4

Create an annual plan to attend community events with tools to capture local stories. (*For Example; video interview series, suggestion box, and audio stories.*)

Year 1-2

Action 3.2.5

Develop kits, programming, and/or pre-packaged experiences that can be loaned to support the creation and maintenance of a MoD presence off-site.

Year 1-2

Action 3.2.6

Train volunteers to represent the MoD off-site and support the distribution, set-up and staffing of satellite locations, pop-up displays and programming.

Year 3-4



Reach Out into the Community.

Objective 3.3

Turn local residents into MoD ambassadors through revitalized volunteer and membership programs.

Action 3.3.1

Develop a revitalized and robust membership program that: focuses on creating MoD ambassadors and advocates, offers a variety of options for a diversity of age groups, and offers greater financial support opportunities to patrons.

Year 1-2

Action 3.3.2

Develop a membership communication and engagement plan to maximize membership retention rates, increase volunteerism, and increase awareness of opportunities to financially support the MoD.

Year 3-4

Action 3.3.3

Position membership more prominently on the Museum website and promotional materials. Regularly promote and market MoD membership across multiple channels.

Year 3-4

Action 3.3.4

Build community and create social opportunities and connection for and amongst partners, members, volunteers and donors.

Year 3-4

Action 3.3.5

Engage local residents in the heritage museum experience through volunteerism, creating MoD ambassadors that can support the growth and strengthening of community connections, and enhance the MoD's human resources on and off-site.

Year 1-2

Action 3.3.6

Develop clear policies, guidelines and job descriptions for volunteer opportunities to better communicate and manage expectations, and clarify outreach and recruitment. Provide regular onboarding and training of volunteers.

Year 1-2

Action 3.3.7

Reach out to underrepresented and diverse communities to fill volunteer positions, including youth and high school students.

Year 3-4



Safeguard our Collections.

Though there needs to be a shift towards stories and away from objects, the safeguarding and preservation of the archive and collections needs to be maintained. Without archives a community's historical information and documents would be lost or poorly maintained and difficult to access by the public. The preservation of objects (curatorial) is also important for the preservation of our history. It's nearly impossible to recover lost or destroyed objects that are unique and/or historical.

Many single and upper-tier Municipal governments in Ontario provide archive services. Without archives a community's historical information and documents would be lost or poorly maintained and difficult to access by the public. The preservation of objects (curatorial) is also important for the preservation of our history.

Objectives

- Continue to be responsible stewards of archival and artifact collections.
- Ensure an equity-based and decolonial lens informs the expansion, interpretation, preservation and stewardship of the collection.



Safeguard our Collections.

Objective 4.1

Continue to be responsible stewards of archival and artifact collections.

Action 4.1.1

Prioritize addressing the backlog of artifacts before addressing new initiatives. Invest in resources to streamline acquisitions.

Year 3-4**Action 4.1.2**

Enact the collections management strategy that includes a deaccessioning plan to address similar items, and to make space for increasingly diverse and culturally relevant collections.

Year 1-2**Action 4.1.3**

Triannually review systems that protect and preserve the museums' artifact and archival collections and ensure they are maintained to industry standards. Strengthen preventative conservation measures where appropriate.

Year 4+**Action 4.1.4**

Create tools and/or guides that clearly communicate the collection policies for donors and potential donors, to support staff in accepting and refusing donations.

Year 3-4**Action 4.1.5**

Invest in storage and capacity needs to safeguard objects. Consider open/visible storage that might be accessible and/or visible at times to the public.

Year 4+**Action 4.1.6**

Continue to collect objects from the growing, changing and diverse local community.

Year 4+



Safeguard our Collections.

Objective 4.2

Ensure an equity-based and decolonial lens informs the expansion, interpretation, preservation and stewardship of the collection.

Action 4.2.1

Annually review collections strategies, policies, stories, artifacts and interpretation through an informed equity decolonial lens and continue to collect objects from the growing, changing and diverse local community.

Year 4+

Action 4.2.2

Continue to identify, catalogue and review Indigenous objects with the support of Indigenous partners and experts.

Year 3-4

Action 4.2.3

Decolonize the MoD through the repatriation of Indigenous objects to the rightful owners, where applicable and possible. Continue to seek opportunities for learning and collaboration with Indigenous partners, to share and support truth, healing and the authentic representation of Indigenous voices.

Year 3-4



Build Capacity and Foster Resiliency.

Our goal is to build an organization that considers financial and human capacity and resources, internally and externally. We also intend to foster a positive workplace culture and, through extending our network, build a more sustainable financial future and resilient organization.

We intend to support the investments needed to realize this strategic plan by exploring new, and enhancing existing, relationships with philanthropic donors and potential sponsors. We aim to deepen and grow our fundraising capacity in support of a more sustainable and resilient future and as a tool to foster MoD ambassadors across all of our relationships. The connections, relationships and partnerships we will forge can also extend our reach out into the County and support the expansion of our offerings to better serve our community. The MoD can become a destination, including for the staff that work so diligently to realize all the potential this integral community place has to offer.

Objectives

- **Increase financial sustainability, including through creating opportunities for donation and sponsorship.**
- **Improve internal staff capacity and alignment to support the implementation and ongoing management of a visitor centered experience.**
- **Build and foster community connections and partnerships.**



Build Capacity and Foster Resiliency.

Objective 5.1

Increase financial sustainability, including through creating opportunities for donation and sponsorship.

Action 5.1.1

Begin strategically building a strong network of supporters and a donor base to support the MoD. Consider a fundraising campaign and/or outreach strategy.

Year 3-4

Action 5.1.2

Develop a fundraising and philanthropic plan and set goals that support the MoD mission. Include policies and/or a vetting process to ensure values with potential funders, sponsors and donors are aligned with the MoD.

Year 3-4

Action 5.1.3

Implement a donor-centred stewardship plan and engagement strategy that includes communication and events (*For Example; small lunches, afternoon tea, previews and behind-the-scenes access, special exhibitions tours, etc.*)

Year 4+

Action 5.1.4

Pursue donor and patron models with businesses, sponsors and corporate partners that consider benefits, gift programmes and recognition. (*For Example; plaques or donor recognition installation, brand and marketing partnerships, etc*)

Year 3-4

Action 5.1.5

Develop a sponsorship package and engage potential businesses for financial support, sponsorships, or in-kind donations for large exhibitions and events.

Year 1-2

Action 5.1.6

Regularly promote opportunities for financial donation (*For Example: donation button on the website, signage at events, etc.*)

Year 1-2

Action 5.1.7

Establish new rental policies. Where possible, increase fees. Review and adjust fees regularly. Increase fees annually in keeping with inflation.

Year 1-2

Action 5.1.8

Establish a new services policy and adjust fees for service (ie: research services) to better recover costs. Review and adjust fees regularly. Increase fees annually in keeping with inflation.

Year 1-2



Build Capacity and Foster Resiliency.

Objective 5.2

Improve internal staff capacity and alignment to support the implementation and ongoing management of a visitor centered experience.

Action 5.2.1

Create a Manager position at the MoD to oversee operations, staff and resources and strategic initiatives. The Manager will also develop a detailed strategic plan implementation approach which including estimated costs, who is responsible, clearer timelines and outlines additional metrics for evaluation.

Year 1-2

Action 5.2.2

Strategically align and define programming and events through planning and collaboration.

Year 1-2

Action 5.2.3

Create internal alignment and enhanced collaboration amongst staff through cross-departmental meetings to ensure an appropriate level of coordination, collaboration and planning to achieve goals.

Year 2-3

Action 5.2.4

Conduct ongoing reviews and evaluate staff performance and capacity. Provide avenues for staff to offer critical feedback to ensure a healthy work culture.

Year 1-2

Action 5.2.5

Conduct regular internal staff check-ins on the strategic plan implementation process.

Year 1-2

Action 5.2.6

Implement a process to reflect upon, review and apply learnings from various initiatives to the future of MoD and celebrate milestones and accomplishments.

Year 2-3

Action 5.2.7

Review organizational staff capacity and requirements, including the organizational chart, to better understand hiring, skill sets, professional development and resources needs.

Year 1-2

Action 5.2.8

Ensure the management of volunteers, members, donors and partnerships are clearly outlined in appropriate staff role(s) to better leverage these supporters as MoD ambassadors.

Year 1-2



Build Capacity and Foster Resiliency.

Objective 5.3

Build and foster community connections and partnerships.

Action 5.3.1

Develop definitions and policies that aid in communicating and managing expectations and allow for effective, mutually beneficial and meaningful partnership opportunities that support the MoD's mission and priorities. Include a process for vetting partners to ensure alignment with MoD's values and develop a partnership agreement to outline and clarify the intention, scope and expectations of the partnership.

Year 1-2

Action 5.3.2

List local partners on our website and, where appropriate, on-site.

Year 1-2

Action 5.3.3

Collaboratively and actively promote partnerships to build awareness amongst new audiences.

Year 1-2

Action 5.3.4

Propose to Council, for their consideration, the development of a Cultural Development Officer position who would be responsible for the strategic direction of County cultural assets and resources and would work to connect and align cultural institutions, initiatives and organizations across the County.

Year 3-4

Measuring Impacts

Museums and cultural institutions across North America are looking at how to improve how they evaluate and measure success, looking beyond traditional quantitative measurements and key performance indicators.

This Strategic Plan focuses on how the MoD can better serve the community within a clarified capacity. The implementation of the plan will include developing metrics that consider measurable and unmeasurable aspects of the value of culture, history and the human experience will be ongoing work throughout the implementation of this plan (see Action 5.2.1). These will then serve as strong benchmarks in future strategic plans.

Annual number of visitors, community members engaged, average duration of visitor stay, visitor satisfaction, number of schools visited and of community events attended, and marketing, social and online analytics may all serve as useful starting points for measuring and evaluating success. But qualitative data should not be overlooked, considering the reach and depth of engagement between the MoD and the people it serves. The harder to measure—like the depth and success of relationships with members, donors, volunteers, visitors and partners—should be not be overlooked in the development and evaluation of success.

Appendix

Key Research Takeaways

Our research, engagement and analysis of our findings has brought some key takeaways that informed the development of the strategic plan. These takeaways represent challenges, gaps and opportunities that the MoD can learn from in developing a new vision and path forward.

Takeaway 1

The MoD is expected be everything to everyone—and as a result, has lost focus.

Recognizing that the it holds a special place in the community's heart and plays a vital role in the community, the MoD works to meet every request or demand levied by the community. As a result, their resources are spread too thin and without a focus, struggle to prioritize their actions and initiatives. This is further compounded by tension amongst visitors and patrons; some would see the MoD frozen in time, while others want to see it evolve.

Initial Consideration

The MoD needs to clarify—and then communicate—its role, mandate and purpose, in order to better serve the community.

"Disengaged from its community, and seriously underused."

—Survey Response

"The MoD is lovely. You have implemented more inclusivity, more community involvement and that is wonderful. All the people there I have ever dealt with have been warm and welcoming."

—Survey Response

"I love the incorporation of all of Dufferins rich diversity. And this is something that should be celebrated even more. All this rich history past and present is interesting, educational, innovative and refreshing."

—Survey Response

"Unlike most rural museums, purpose built and visionary in its scope."

—Survey Response

"Changing from Dufferin County Museum and Archives to MoD lost something in the shift. It was familiar, self explanatory - MoD needs to be explained. New displays were focused, somewhat trendy but narrow and reflected in some cases less the history and tone of the past and more temporal and potentially quickly passe."

—Donor

"MoD has the great unfulfilled promise of a leading rural museum."

—Survey Response

Takeaway 2

The MoD's location poses a challenge—and an opportunity. The MoD's stunning vistas and iconic structure hold a special place in the heart and memory of many community members. But access is a barrier and in isolation it can feel disconnected from its neighbours. It also serves a community beyond that of Dufferin County—these boundaries don't define local history.

Initial Consideration

The MoD must continue to consider how to provide access to their space and resources. Transit, pop-up events, experts on the road and partnership program continue to be excellent tools and approaches to reach out into the community.

Takeaway 3

The community is often unaware of what's happening at the MoD. The MoD can be a bit of mystery to those who aren't familiar with it—a landmark building many drive right past. While some community members have never doubted their collective ownership over this space, others don't understand what the MoD has to offer them, are unaware of new events and initiatives and lack clarity on the MoD's role and purpose.

Initial Consideration

The MoD should consider marketing planning that serves to promote the space beyond specific events or exhibition, instead considering how to tell the MoD's story.

22% of survey respondents indicated that the location (too far, difficult to get too, etc.) prevented them from visiting.

36% of survey respondents indicated that the location and the barn building make the MoD unique. They describe it as a landmark and point to the stunning views from inside.

72% of survey respondents indicated they lived in the County of Dufferin, while 10% are from the GTA. Many others are from Simcoe and Bruce County.

"I think the museum is a gem, yet it is probably less known because it sits outside of any town or village."

—Survey Response

29% of survey respondents say they find out about what's going on at the MoD through word of mouth.

55% of survey respondents have wanted to see greater awareness of events, programs and activities at the MoD.

43% of survey respondents have never been a Member, with 29% reporting they didn't know the MoD had a membership program.

When asked what prevented community members from visiting the MoD at all or more frequently, 24% indicated they never hear about what's happening at the MoD.

Takeaway 4

There are missing histories and stories the MoD struggles to tell. Many community members recognize the efforts to-date to include diverse communities and recognized overlooked stories—but there is also a desire to see more work in creating an inclusive space. The challenge of telling stories that don't centre around objects, which are often missing, may require some innovation to better reflect and include the people of the region.

Initial Consideration

The MoD should continue to fill gaps in their collection, but consider focusing on the act of storytelling first, and leverage objects as well as a diversity of other tools, to support the story telling efforts, rather than remaining object focused in their approach.

Takeaway 5

The MoD isn't a destination—people come when they are invited. With exhibitions changing infrequently, many indicated that what drives them to the space are special events. Festivals, talks and markets act as a catalyst to bring the community together. Without offering a full-days itinerary, and isolated from other nearby adventures, community members find it difficult to make the MoD a priority.

Initial Consideration

The MoD should consider how their offerings (exhibitions, programs, etc) can better engage audiences for a longer duration. Partnerships with nearby destinations and facilitated experiences may also support this drive to become a destination.

6% of survey respondents indicated that they didn't attend the MoD because they their history wasn't included or represented.
—Survey Response

In 2019 the MoD saw 3088 visitors, roughly 5% of the population of the County of Dufferin. In 2018 the MoD received a total of 4250 visitors.

44% of survey respondents were over the age of 55 and 67% were women. Meanwhile, demographics indicate the County has a larger percentage of young people than Ontario at 27% and a smaller percentage of seniors than Ontario at 12%.

"It is important that the community can see themselves when they arrive. I believe the Museum can do more in promoting new cultural items that are reflective of the community."
—Survey Response

42% of survey respondents report they visit the MoD for Special Events.

"The destination is something that interests you. It may not be the most convenient but there's something there that makes it worth overcoming the challenge, commute, coordination to get there."
—Member of Dufferin County DEI Committee

"Field trips are expensive and they need to take the full day."
—Educator

"I wish it were a bus day trip destination I would come more often from Toronto"
—Survey Response

Takeaway 6

Cornflower is controversial.

The permanent Corn Flower glass gallery, funded by a Canada 150 grant and opened in 2018, is beautiful and loved by many. This Corn Flower community feels a sense of ownership and has high expectations—but this niche collection doesn't serve the whole community.

Initial Consideration

The MoD should consider repurposes the Corn Flower gallery for other exhibitions, and instead celebrating the corn flower collection in other ways; an annual festival, a traveling exhibition, or an open and visible collection storage space.

Takeaway 7

The County of Dufferin needs a cultural hub and a cultural strategy—one that the MoD can support. The MoD is described by many as a community gathering space and cultural hub. However, this description has emerged largely in response to a need identified by the community and by default. The MoD is not adequately equipped to provide for the community as this hub, and it's attempts to meet this need may in fact jeopardize its other offerings and role as historic museum.

Initial Consideration

The MoD should advocate to the Council for investment into the cultural landscape of the County, through high-level strategic planning or the development of a position responsible for culture and/or community outreach.

6 survey respondents reported that Corn Flower glass makes the MoD unique. Corn Flower glass was mentioned 46 times across survey responses.

"My interest is the Corn Flower, Corn Flower seems to be a forgotten collection"
—Survey Response

"I don't get the Corn Flower thing. The connection doesn't seem strong."
—Survey Response

When asked to identify the most important role the MoD plays, the lowest ranked option amongst survey respondents was "A community hub that brings people together" which was selected by only 5%, which is interestingly at odds with how people describe the MoD and in conflict with why they report visiting the MoD. This tension is a reflection of a broader need in the community, further identified throughout stakeholder interviews and focus groups.

Takeaway 8

The youth in the County of Dufferin are entirely missing from the conversation. The MoD serves largely an aging population, and a small one at that. Though representatives from some local Youth groups were invited to participate in focus groups, unfortunately no youth were engaged and no youth responded to the survey. The MoD will need the engagement and support of younger audiences in the coming years.

Consideration

The MoD should reach out to its young residents and invite feedback, in order to develop programming that suits their wants and needs.

With the exception of a single respondent who was 12 or younger and reported never visiting the MoD, there were 0 respondents between the ages of 13-24 and only 8% ages 25 to 34.



REPORT TO COUNCIL

To: Wade Mills and Members of County Council

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

Meeting Date: October 13, 2022

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

In Support of Strategic Plan Objective:

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

Purpose

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

Background and Discussion

This report covers the period from July 1, 2022 through September 30, 2022.

Details

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

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

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

Tender/RFP Number	Description	Status	Vendor	Budget Value	Contract Value (No Tax)
T2022 PW-22-07	Supply and Load Various Granular Materials	Awarded	Strada Aggregates	\$375,000	\$383,188
T2022 PW-22-10	Crack Sealing Services for Various County Roads	Awarded	Neptune Security Services Inc.	179,000	\$82,883
T2022 PW-22-11	Rehabilitation of Potts Culvert (004-0077)	Awarded	Lancoa Contracting Inc.	\$632,689	\$331,337
RFP2022 CAO-22-02	Corporate Strategic Plan 2023-2026	Awarded	StrategyCorp Inc.	\$150,000 ¹	\$137,515
RFP2022 CE-22-01	Energy Management Software	In Process – Evaluation stage		\$10,000	
RFP2022 DO-22-05	Dufferin Oaks Flooring Project	In Process – Evaluation stage		\$410,000	
RFP2022 CS-22-01	Dufferin County Early Learning and Child Care Evaluation Methodology	In Process – Evaluation stage		\$55,000	
Q2022 PW-22-14	Supply and Delivery of Pickup Truck(s)	Awarded	Trillium Ford Lincoln Ltd.	\$80,000 ²	\$114,753

Notes:

1. Report 2022-05-56 Strategic Plan 2023-2026 authorized engagement of consultant. Actual budget amount will be included in the 2023 budget and will be funded from Development Charges.
2. Due to extended delivery dates, both 2022 and 2023 pickups were ordered. Higher than expected pricing will be incorporated into the 2023 capital work plan. Operations vehicles are funded through the equipment reserve, rates have been adjusted to reflect the higher pricing.

Recommendation

THAT the Report on Request for Tenders and Request for Proposals from the Manager of Corporate Finance, Treasurer, and the Procurement Manager, dated October 13, 2022, be received.

Respectfully Submitted by:

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

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



REPORT TO COUNCIL

To: Warden Mills and Members of County Council

From: Aimee Raves, Manager of Corporate Finance, Treasurer

Meeting Date: October 13, 2022

Subject: **Third Quarter 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 September 30, 2022. To provide a timely report, a number of estimates were incorporated into the financial statements, thus the actual numbers are subject to change.

Background & Discussion

At the end of September departments should ideally be at 75% spent. For a variety of reasons this is not the case as can be seen below:

(in 000s)	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2022 BUDGET	UNSPENT BUDGET	%AGE SPENT
Council	\$515	\$529	\$454	\$678	\$223	67.03%
Office of CAO	\$0	\$425	\$525	\$729	\$204	72.03%
People and Equity	\$1,060	\$858	\$642	\$1,204	\$562	53.34%
Corporate Services	\$3,658	\$4,912	\$2,798	\$3,854	\$1,055	72.61%
Health Services	\$5,475	\$5,552	\$4,148	\$6,016	\$1,868	68.95%
Infrastructure and Environment	\$16,545	\$16,410	\$13,274	\$17,083	\$3,810	77.70%
Dufferin Oaks	\$3,391	\$2,653	\$1,514	\$4,689	\$3,174	32.30%
Community Services	\$5,596	\$5,559	\$498	\$6,264	\$5,766	7.95%
Development and Tourism	\$1,613	\$1,670	\$1,391	\$1,905	\$514	73.02%
Total All County Departments	\$37,853	\$38,567	\$25,245	\$42,421	\$17,177	59.51%

Most departments are close to target for this time of year. However, there are a few that are still well below target. There is always a delay in costs associated with Dufferin Oaks, end of September payroll is not included, food costs are typically 3 – 4 weeks behind and retro adjustments related to union negotiations are outstanding. They have also received some additional funding which is yet to be spent. Any unspent funds will be returned to the Ministry. Similarly, Community Services has seen additional funding, namely for the Canada-Wide Early Learning and Child Care. A significant amount of funds has been received and are expected to begin flowing out the door in October.

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
Revenues						
User Fees	-\$5,011	-\$5,213	-\$4,485	-\$5,000	-\$515	89.71%
Supplemental Taxation	\$40	-\$394	\$1	-\$352	-\$353	-0.22%
Investment Income	-\$357	-\$1,331	-\$306	-\$540	-\$234	56.67%
Rent Revenue	-\$3,553	-\$3,462	-\$2,424	-\$3,954	-\$1,531	61.29%
Government Transfers	-\$35,412	-\$36,252	-\$29,965	-\$37,051	-\$7,086	80.88%
Other Revenue	-\$3,855	-\$5,188	-\$3,331	-\$3,211	\$119	103.72%
Total Revenues	-\$48,148	-\$51,839	-\$40,510	-\$50,108	-\$9,598	80.84%
Expenditures						
Salaries and Benefits	\$28,092	\$28,388	\$22,080	\$32,320	\$10,241	68.31%
Administrative and Office	\$3,835	\$3,830	\$3,152	\$5,784	\$2,633	54.49%
Debt Repayment	\$1,500	\$1,414	\$996	\$1,328	\$332	75.00%
Service Delivery	\$32,611	\$33,908	\$26,064	\$36,824	\$10,760	70.78%
IT and Communications	\$963	\$1,264	\$1,077	\$2,471	\$1,395	43.57%
Facilities	\$4,240	\$4,493	\$3,464	\$4,664	\$1,200	74.27%
Vehicles and Equipment	\$1,052	\$1,145	\$1,024	\$1,312	\$288	78.05%
Internal Services Used	\$1,677	\$1,608	\$1,176	\$1,834	\$657	64.15%
Internal Services Recovered	-\$1,643	-\$1,608	-\$1,214	-\$1,838	-\$624	66.03%
COVID	\$563	\$675	\$93	\$633	\$539	14.76%
Capital Contribution	\$13,436	\$11,753	\$9,793	\$13,343	\$3,550	73.39%
Total Expenditures	\$86,327	\$86,870	\$67,704	\$98,675	\$30,971	68.61%
Transfers						
Transfers from Reserves	-\$2,112	-\$1,863	-\$2,029	-\$6,113	-\$4,084	33.19%
Transfers from/to Trust	-\$16	-\$1	-\$5	-\$23	-\$18	0.00%
DC Contribution	-\$1,063	-\$985	-\$1,067	-\$1,219	-\$152	87.54%
Transfers to Reserves	\$2,865	\$6,385	\$1,151	\$1,210	\$58	95.18%
Total Transfers	-\$326	\$3,536	-\$1,949	-\$6,145	-\$4,196	31.72%
Total All County Departments	\$37,853	\$38,567	\$25,245	\$42,421	\$17,176	59.51%

Revenues

The Building Division continues to see higher than anticipated permit revenue contributing to User Fees being above target. Any surpluses within the division will be transferred to the Building Reserve Fund for future use. Uncertainty in future funding commitments have led to the practice of budgeting little to no increases in government transfers from year to year. Small increases have been seen in a few areas, this combined with the additional funding in both Community Services and Dufferin Oaks are leading to Government Transfers also being above target. Additionally, most subsidies are received in advance of actual spending and any unspent funds will be returned to the various Ministries.

As previously reported supplemental taxation will not be known until the end of the year and year end adjustments should bring Investment Interest closer to target. There is a reserve that can be drawn upon in the event either of these areas are under target. Other Revenue is already above our target for the year. Government Transfers received for a variety of programs particularly in Community Services often have a component within it for administrative support. This administrative portion of the funding is allocated to the divisions as Other Revenue. The new IT support agreements were not included in the 2022 budget as the exact amounts were still being determined. These monies are also contributing to the Other Revenue.

Although only eight months of recycling rebate funds have been collected to date, the amounts received are already 50% more than budget. The recycling market has always been very volatile, luckily the volatility has been to our benefit the last couple of years. The last few months have seen a sharp decline in our monthly revenues, but still above our targeted monthly amount. Lastly, the collection of Education Development Charges on behalf of the school board are higher than anticipated. 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

At the end of each quarter payroll accruals are made to ensure the costs associated with the prescribed period are most accurate. The accruals had not been completed at the time of this report, regardless Salaries and Benefits are still tracking lower than they should be for end of quarter three. Departments continue to see staffing shortages across the organization, nearly every division has seen turnover within the last year.

Administrative and Office expenses include items such as office supplies, consulting services, legal fees, training, and conferences as well as liability insurance. Many of these items are tracking below budget, some as a result of the hybrid work approach and some as a result of delay in invoicing. Several consulting related projects are still underway with invoices expected in prior to year end. Others including the SharePoint and website upgrades will carry into 2023. A number of projects such as these two are funded from reserves and thus contribute to Reserve Transfers being lower than expected. IT and Communication includes the large software project for financial services and human resources, it too will continue into 2023, the balance of IT related costs are in line with budget.

The greatest inflationary impacts are being seen in Facilities, Vehicles and Equipment as well as several contracts included in Service Delivery. Anything related to fuel has seen significant increases over the last year including delivery of salt and curbside collection not to mention our own vehicle fuel expenses. It is expected we will exceed our vehicle fuel budget within the next month or so. Similarly natural gas is experiencing unprecedented increases. These costs have skyrocketed and with the recent application for further increases by Enbridge will continue to increase. Preliminary estimates for the 2023 budget have natural gas costs increasing nearly double the 2022 budget.

In 2020, Council approved a contribution to SWIFT in order to expand the projects to be completed in Dufferin County from 4 to 5; increasing the number of premises passed by 460 and laying an additional 42 kms of fibre. Due to unforeseen circumstances the request for these funds was not made until this summer. As such Service Delivery includes Dufferin's contribution of nearly \$1.3 million towards the project. Per Council approval this contribution came from the Reserve for Broadband and is thus offset by a transfer from reserves.

COVID specific costs are coming in 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 several 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	-\$1,185	-\$3,961
Capital Levy (Property Taxes)	-\$8,493	-\$7,708	-\$7,554	-\$7,554
Other Revenue	-\$65	-\$1,811	-\$65	-\$170
Transfers from Reserves	-\$1,287	-\$552	-\$465	-\$1,136
DC Contribution	-\$395	-\$275	-\$523	-\$523
Total Contributions	-\$13,439	-\$12,906	-\$9,792	-\$13,343
Capital Work				
Land Improvements	\$159	\$340	\$11	\$2,053
Buildings	\$1,827	\$1,393	\$387	\$3,525
Equipment & Machinery	\$540	\$1,674	\$686	\$1,153
Vehicles	\$644	\$1,282	\$380	\$1,271
Roads	\$6,022	\$8,036	\$2,001	\$6,459
Bridges & Culverts	\$3,168	\$559	\$286	\$2,806
Other	\$5	\$475	\$1	\$600
Total Capital Work	\$12,365	\$13,760	\$3,751	\$17,867
Ending Capital Asset Fund Balance	-\$16,875	-\$16,021	-\$22,061	-\$11,497

On the Capital Work side, similar to Q2 reporting it appears as though very little work has occurred to date showing only \$3.7M being spent. Again, 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 September over \$11M of capital projects had been awarded since January. Higher prices continue to be the norm although most recent tenders have closed within budget.

The last few months staff have been working to update the capital workplan for the 2023 budget cycle. Through the review it was found that of the \$17.9 million of planned work over \$4 million will be deferred into 2023 or future years. Projects are typically delayed due to timing issues or additional funds required to complete the anticipated work. One

of the larger projects being deferred to 2023 will be \$800,000 worth of work on the rail corridor as well as a parking lot repairs, window replacements and wayfinding signs.

Future Outlook

As we move into the last quarter of 2022 it appears we will be close to budget at the end of the if not realizing a surplus. The largest contributor is staff vacancies. Vacancies not only impact salaries and benefits but also many other line items within a budget. Divisions will experience unspent funds in many training and development and other administrative related expenses. When there is insufficient staff, priorities often shift, certain work and projects are delayed, resulting in under-spending. Although not ideal these savings are helping to offset the pressures we are seeing in other areas.

The inflationary pressures experienced across the board will have a significant impact on the 2023 and future budgets making the ongoing work to build resiliency (through climate adaptation) and enhance equity and inclusion even more important. As the 2023 budget is consolidated over the next few months for presentation in January, staff will be working diligently to balance these pressures while continuing to advance strategic priorities and meet service requirements.

Recommendation

THAT the report of the Manager of Corporate Finance, Treasurer, dated October 13, 2022, regarding the Third Quarter Financial Review, be received.

Respectfully Submitted By:

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

REPORT TO COUNCIL

To: Warden Wade Mills and Members of County Council

From: Sonya Pritchard, Chief Administrative Officer

Date: October 13, 2022

Subject: **Strategic Action Plan 2021-2022 Final Report**

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 County Council with a final report of the strategic objectives that fall under the oversight of the 2021-2022 Strategic Action Plan.

Background & Discussion

At the December 17, 2020 Council meeting, the Strategic Action Plan 2021-2022 was adopted by Council. This plan identified 56 specific actions that support the 5 key strategic priorities areas that were adopted in June 2019:

- *Economic Vitality* – promote an environment for economic growth and development;
- *Good Governance* - ensure transparency, clear communication, prudent financial management;
- *Sustainable Environment and Infrastructure* - protect assets both in the natural and built environment;
- *Service Efficiency and Value* - determine the right services for the right price;
- *Inclusive and supportive community* – support efforts to address current and future needs for a livable community

Many of the actions forecasted to be underway during 2021 and 2022 have been achieved with some extending into subsequent years. Attached to this report is a detailed

spreadsheet that identifies how Council decisions and priorities have directed the activities of County staff over the past two years. Some of the significant achievements of County Council and staff are provided below by priority area:

Economic Vitality (EV) – *promote an environment for economic growth and development*

- Dufferin SWIFT project
- Workforce Project and ConnectON data and mapping project through WOWC
- Completion of “Ag Ed” and “Home Grown” video series
- MoD Strategic Plan near completion
- Establishment of the Tourism Advisory Group
- Completion of the Land Needs Analysis for the Municipal Comprehensive Review (MCR)

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

- Consolidation of communication efforts including adding a Communication Manager, cross-departmental Communications Team, and communications guidelines and roadmap
- Updated committee structure and reporting model
- Equity Audit and Human Resources Systems Review work begun
- Development of an Asset Management Plan

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

- Community Climate Risk and Vulnerability Assessment
- Development of a Electric Vehicle Policy/Bylaw
- Residential Energy Efficiency Campaign work ongoing
- Climate Feasibility Study
- Experimental Acres Farm Pilot Project ongoing

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

- Cyber Security Review and updates
- Development of IT Cost Recovery Model
- Space Assessment Review
- Fleet Management Plan
- Facilities Business Management review ongoing

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

- Creation of Diversity, Equity and Inclusion Community Advisory Committee

- Employer Partner of the Canadian Centre for Diversity and Inclusion
- Inclusive Leadership Program for all Managers completed
- Equity Audit and Human Resources Systems Review underway
- Transit Feasibility Study completed and RFP for on-demand service underway

Integrating climate action and diversity and inclusion into all decision making was a key expectation during the implementation of the plan. As various objectives have been achieved and initiatives undertaken it is clear that doing this can help to achieve equity and resilience for employees, the organization and the community.

The timeline for the current Corporate Strategic Plan has drawn to an end. Strategic planning for the next term of Council will commence later this year. This process will provide an opportunity to assess current priorities as well as identify new strategic positions that can continue to build equity and resilience.

Financial Impact

Funding for items that are ongoing will be carried forward to the next budget year.

Recommendation

THAT the report of the Chief Administrative Officer regarding the Strategic Action Plan 2021-2022 Final Report, dated October 13, 2022, be received.

Respectfully submitted,

Sonya Pritchard, CPA, CMA
Chief Administrative Officer

Attachment:
Strategic Action Plan 2021-2022 Final Report

Strategic Action Plan 2021-2022 Final Report Attachment

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
Economic Vitality (EV) – promote an environment for economic growth and development					
EV 1 Improve Broadband Access (affordable high-speed internet across the county)					
EV 1.1 Participate in SWIFT 2.0 <ul style="list-style-type: none"> Work with WOWC and SWIFT Board to have a voice through the planning stage Participate in regular meetings/ discussions of WOWC Economic Development Committee Participate in WOWC Advocacy efforts for funding opportunities 	\$1.2 - \$2 million	1-4 years	Warden/CAO/ Director Development and Tourism/IT/ SWIFT/other government partners	Medium Cost	Ongoing – Dufferin projects from SWIFT 1.0 and SWIFT+ are nearing completion. Advocacy work through the WOWC for future broadband projects continues.
	Broadband Reserve			High Impact	
EV 1.2 Identify other potential partnerships for additional broadband expansion <ul style="list-style-type: none"> Host community engagement events to identify specific areas of interest/need Participate in advocacy campaigns 	Unknown	Ongoing	Director Development and Tourism/CAO/IT/ External partners	Low Cost Medium Impact	Continuing to monitor for opportunities and bringing groups together at Round Table and Information events. Working with WOWC

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
EV 2 Support Economic Development Initiatives					
EV 2.1 Business Support Programs <ul style="list-style-type: none"> Continue Shop Local messaging and online campaigns Hold networking events, roundtables Agriculture Roundtables Support online platforms and information sharing 	Minimal	Ongoing	Director Development and Tourism/ IT, SBEC, External partners	Low Cost	Roundtables and the Agriculture Advisory Group activities to continue in 2023.
	Within current budget			Medium Impact	Social media campaigns continue to better serve local community.
EV 2.2 Build local and regional partnerships <ul style="list-style-type: none"> Work with WOWC Economic Development Update ConnectON Data Ag/Manufacturing Work with EDCs and staff Participate in DFA Work with local businesses 	Minimal	Ongoing	Director Development and Tourism/ external partners, community volunteers	Low Cost	Workforce Project with the WOWC is complete.
	Within current budget			Medium Impact	WOWC ConnectON data and mapping project complete. Staffing vacancies have delayed additional work.
EV 2.3 Update Economic Development Strategic Plan <ul style="list-style-type: none"> Engage consultant 	\$70,000	2022-2023	Director Development and Tourism/	Low Cost	Changes to timelines made to reflect current capacity.

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
<ul style="list-style-type: none"> Develop and implement new strategy 	Economic Development Reserve		Outside Consultant, stakeholders	Medium Impact	Recommencing planning in January 2023.
EV 2.4 Talent Attraction and Workforce Availability <ul style="list-style-type: none"> Undertake labour force analysis Implement targeted campaign incl. education Complete analysis to determine future workforce need 	\$10,000 annually	Ongoing	Director Development and Tourism/ WFPB, AgScapes, business owners, job seekers, other external partners	Low Cost	Labour force analysis is ongoing. Working with WOWC
	Within current budget			Medium Impact	
EV 2.5 Business Attraction, Retention and Expansion <ul style="list-style-type: none"> Undertake BR+E projects Meat Processing Study Update and maintain a Vacant Site Inventory, promote vacant sites Handle inquiries 	BR+E: \$2,000/ project,	Ongoing	Director Development and Tourism/ consultants, businesses, planners, other EDOs	Low Cost	Meat Processing Project business plan work continues as does producer community engagement. Additional work to continue in 2023.
	Within current budget/OMAFR A Funding			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
EV 3 Implement Tourism Strategy					
EV 3.1 Invest in Tourism Assets <ul style="list-style-type: none"> Enhance County-owned assets (ie. Forest, MoD) Upgrade current MoD for more multi-purpose tourism activities 	TBD	2022-2023 and Ongoing	Director Development and Tourism/ County staff, Public/Private partners	Medium Cost	Collaboration with County Forest on Recreation Plan. MoD Strategic Plan completed. Discussions on asset investment to continue in 2023.
	TBD			Medium Impact	
EV 3.2 Branding and Marketing <ul style="list-style-type: none"> Create annual tourism marketing plan Develop interactive tourism marketing products/website 	TBD	Ongoing	Director Development and Tourism/ IT/Comms	Low Cost	Tourism and Ec Dev to be part of County-wide website update 2023. Additional marketing activities delayed until 2023
	Future budget			Medium Impact	
EV 3.3 Business Support Programs (creating tourism-ready assets) <ul style="list-style-type: none"> Create "toolkit" for local businesses Develop new tourism experiences Provide training programs 	TBD	Ongoing	Director Development and Tourism/ business owners	Low Cost	Work delayed to 2023 due to staffing shortages.
	Future Budget			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
EV 3.4 Build local and regional partnerships <ul style="list-style-type: none">Establish Tourism Advisory GroupCollaborate with Central Counties TourismEngage local communities	Minimal	Ongoing	Director Development and Tourism/ partners, business owners	Low Cost	Tourism Advisory Group established. Conversations with CCT ongoing; CCT marketing initiatives via the Museum of Dufferin.
	Within current budget			Medium Impact	
EV 3.5 Link Tourism Experiences Together <ul style="list-style-type: none">Implementation of wayfinding program, including signsDevelop reciprocal arrangements	\$1,000,000 (signs and installation)	Phased in 2022-2025	Director Development and Tourism/ business owners, CCT, contractors, Public Works	Medium Cost	For future years
	Tax Levy or Reserves			Medium Impact	
EV 4 Planning					
EV 4.1 Update County Official Plan <ul style="list-style-type: none">Complete Municipal Comprehensive ReviewAdopt Growth Management OPAImplement policies of updated County Official Plan	Included in current MCR budget	2021-2023	Director Development and Tourism /Planning, Planners of Dufferin	Low Cost	MCR is ongoing with a phased approach. Land Needs Assessment and population allocation submitted to MMAH for review. Additional mapping, studies and MCR components are
				Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
<ul style="list-style-type: none"> Work with local municipalities on attainable housing policies 					ongoing. Work to continue into 2023.
EV 4.2 Streamline planning processes and improve public access <ul style="list-style-type: none"> Assess Planning module in Cityview with local municipalities to assess Update County website as central repository for official plans, application processes and land use maps for all Dufferin municipalities 	\$25,000 - \$50,000	Updated to 2022	Director Development and Tourism /Planning, Consultants	Low Cost	Recruitment of Planning staff complete. Work progressing.
	Rate Stabilization Reserve			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
Good Governance (GG) - ensure transparency, clear communication, prudent financial management					
GG 1 Review/Update Committee Structure					
GG 1.0 Update committee structure and reporting model to ensure all departments are incorporated <ul style="list-style-type: none">Create a fourth committee for Development and TourismAll Councillors to participate in 2 standing committees	\$1,500 for additional Committee Chair	Complete	Director of People & Equity/Council/ Senior staff	Low Cost	Completed.
	Tax Levy			Medium Impact	
GG 2 Improve Communications					
GG 2.1 Consolidate team under CAO <ul style="list-style-type: none">Add Communications ManagerRefine cross-department communications teamStreamline roles and responsibilitiesIdentify gaps and areas requiring enhanced consistency	\$120,000 staffing	2021	CAO/Department liaisons	Low Cost	Communications Manager role created. Comms 2.0 Team created. Policy review, creation and streamlining of best practices ongoing.
	Tax Levy			High Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
GG 2.2 Create communications strategy for internal and external communications and corresponding policies <ul style="list-style-type: none">• Update Communications policies and procedures• Streamline social media/technology	Staff time	Q3 2021 to Q3 2022	CAO/ Communications Manager, Cross functional team	Low Cost	Communications guidelines and roadmap completed. Additional policy updates ongoing. A social media audit completed. New social media policy and guidelines completed.
				Medium Impact	
GG 2.3 Update corporate, economic development and tourism website(s) <ul style="list-style-type: none">• Enhance website to ensure consistent local and feel and enhance functionality• Create cross functional team	\$50,000 website	2022-2023	CAO/ IT, Cross functional team/ procurement	Low Cost	Website team leads in place. Project planning and charter underway and formation of Steering Committee complete. Delivery expected in 2023 Q3-4.
	Rate Stabilization Reserve			Medium Impact	
GG 3 Employee Well-Being Initiatives					
GG 3.1 Build a shared and unified culture <ul style="list-style-type: none">• Strengthen HR Team• Equity Audit and Employment Systems Review• Total Compensation Review	\$50,000 - \$100,000	2022-2023	Director of People & Equity/ SMT, Human Resources, staff committee	Low Cost	Department goals, objectives, and initiatives in place. People & Equity Department at full staffing.
	Rate Stabilization Reserve			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
<ul style="list-style-type: none">Staff engagement					Equity Audit & HR Systems Review process underway Review of the total compensation to be completed in 2023.
GG 4 Recruitment Process					
GG 4.1 Improve recruitment process <ul style="list-style-type: none">Define and document current processEnsure process is inclusiveAcquire recruitment software as part of HRIS/FIS project	TBD	2022-2023	Director of People & Equity/ Human Resources/ All departments	Low Cost	Review and documentation of recruitment process has started. Software to be part of HRIS/FIS update.
				Medium Impact	
Sustainable Environment and Infrastructure (SEI)- protect assets both in the natural and built environment					
SEI 1 Advancing Climate Change Policies and Planning					
SEI 1.1 Apply a climate lens to all policy and decision making <ul style="list-style-type: none">Develop guideline document and training for staff to incorporate climate considerations into committee reports;	Cost TBD Policies creating meaningful changes & infrastructure upgrades will be significant.	Q2-Q3 2021/ Ongoing	Director of Public Works/Climate staff, inter-department collaboration	TBD	Work has begun to develop a carbon budget to inform the strategic application of a climate lens during the municipal budget cycle.

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
<ul style="list-style-type: none"> Provide training to staff and Council 					
SEI 1.2 Create Corporate Climate Action Plan <ul style="list-style-type: none"> Update and expand existing Energy Conservation & Demand Management Plan Conduct corporate climate risk assessment 	Minimal – staff time	Ongoing, complete in Q4 2022, continue in 2023	Director of Public Works /Climate Staff, Inter-Departmental Climate Change Working Group (IDCCWG), All Staff	Low Cost	Energy Management Software procured. Preliminary work on Energy Conservation and Demand Mgt Plan to begin in Q4 2022, Community Climate Risk and Vulnerability Assessment complete and will inform Corporate Climate Risk.
	Within current budget			Medium Impact	
SEI 1.3 Develop Electric Vehicle Policy/bylaw for public, staff and fleet vehicles <ul style="list-style-type: none"> Draft policy and engage staff on local bylaw considerations Present and adopt policy and bylaw 	Minimal – staff time	Q2-Q3 2021	Director of Public Works /Climate staff, Council	Low Cost	Completed.
	Within current budget			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
SEI 2 Invest in Climate Action Education and Engagement Initiatives					
SEI 2.1 Community engagement strategy <ul style="list-style-type: none"> Hire Climate Engagement Specialist Develop targeted sector-specific education initiatives Maintain presence online presence on platforms: social media, website Hold virtual events, exhibits, trainings Start community engagement on Climate Action Plan 	\$75,500 (salary, benefits, training, software, etc.)	Develop in 2021, then ongoing	Director of Public Works/Climate Engagement Specialist, community volunteers, IT	Low Cost	Sector-targeted initiatives are ongoing. A Residential Energy Efficiency campaign will be run in Fall 2022, which will include interactive training workshops and educational opportunities for the community. Youth recruitment for a Youth Climate Volunteer Program to actionize the climate plan is ongoing and scheduled to run from October 2022- October 2023.
	Tax Levy			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
SEI 2.2 Develop climate action education strategy for training for staff <ul style="list-style-type: none"> • Education on climate change • Energy efficiency training <ul style="list-style-type: none"> • Facility staff training on energy (Q1); • Plan expansion to other departments and community (Q2-Q3) 	Staff time, \$10,000 specialized training	2021, then ongoing	Director of Public Works/Climate staff, County Staff, potential paid external training partners	Low Cost	Energy efficiency training with Dufferin County Facilities Staff and local municipal staff complete; Climate Lens work ongoing; training and content development for other staff underway and expected to roll out in Q4 2022.
	Tax Levy			Medium Impact	Work to develop a Staff Climate Training Program has begun, but delivery of program been delayed due to staffing capacity issues.

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
SEI 3 Implement Dufferin Climate Action Plan Initiatives					
SEI 3.1 Invest in community energy retrofit and efficiency program <ul style="list-style-type: none"> Complete feasibility study regarding housing stock and market analysis for program uptake (Q2) Develop placeholder model LIC (Local Improvement Charge) bylaw (Q2) Evaluate internal capacity and policies to take on program (Q3) Investigate funding opportunities and external partnerships to ease potential capacity issues (Q3) 	Initial capital for loans upfront (2022) - \$600,000+ (potential for return on investment)	2021 to 2025	Director of Public Works /Climate staff, local municipalities, FCM, AMO, other external partners,	Medium Cost	Feasibility Study complete. Draft Program design complete. In partnership with the BetterHomes Ontario consortium, engagement with local municipal staff will begin in Q4. Engagement with local councils is planned in 2023. Application for a FCM capital grant to support the project implementation will occur in 2023.
	Tax Levy and/or External Funding			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
SEI 3.2 Support electrification of transportation <ul style="list-style-type: none"> Install, <i>Charge Up in Dufferin</i> public EV station network (Q2-Q4) Evaluate and monitor use of EV Stations Explore enhancement of electrical vehicle network within the County and regionally Conversion of fleet to electric vehicles to align with future capital work plan Develop EV educational campaign (Q3) 	\$215,000 for EV stations	2021-2023	Director of Public Works/Public Works, Climate staff, Hydro utilities, partner municipalities	Medium Cost	EV educational campaign was delayed due to partner availability, scheduling, and capacity issues. Planning is currently underway for an EV educational campaign in Q3 2023.
	Federal Gas Tax and Government Contributions			Medium Impact	<p>In surrounding counties work is underway to implement the Regional EV Strategy, including securing a third-party owner and operator for the proposed network.</p> <p>In partnership with Orangeville and Melancthon, 20 EV Charging Stations for fleet vehicles to be</p>

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
					<p>installed, with expected completion in Q4 2022.</p> <p>Electric Vehicle Fleet Transition Strategy being developed.</p>
<p>SEI 3.3 Support conservation and rehabilitation of ecological systems</p> <ul style="list-style-type: none"> Develop Natural Asset Inventory (Q1) and valuation of Municipal Natural Assets Support flood mitigation projects <ul style="list-style-type: none"> Investigate development of natural asset management plan (Q2-Q3) 	\$2,500 for Natural Asset Inventory, Staff support	Inventory developed in Q2 2021, then ongoing	<p>Director of Public Works/Climate staff, local municipalities, Conservation Authorities, Municipal Natural Asset Initiative (MNAI), other external partners</p>	Low Cost	Interactive online dashboard complete, with final report from MNAI received in Q3.
	Within current budget			Medium Impact	Next steps include consultation with Finance to incorporate natural assets into existing asset management plans as required by Province by 2024.

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
SEI 3.4 Develop education partnership with agricultural community/partners to support long-term climate friendly practices and knowledge sharing <ul style="list-style-type: none">Partner with community organizations to deliver targeted projects	Minimal (staff time)	Q3 2021, extend to 2022	Director of Public Works/Climate Staff, Headwaters Communities in Action (HCIA), Town of Caledon, Conservation Authorities, Academia	Low Cost	Experimental Acres Farm Pilot Project is ongoing.
	Dependent on additional staff			Medium Impact	Looking to extend the current Rural Water Quality Program contract agreement for one year as staff work with the GRCA to integrate a climate lens into the program.
SEI 4 Maintain Infrastructure					
SEI 4.1 Implement Asset Management plan <ul style="list-style-type: none">Develop inventory of all assetsDefine roles and responsibilitiesUpdate processes to ensure ongoing maintenance and	\$50,000	Q2-Q3 2021, extend into 2022	Director of Public Works/Finance, Facilities, Public Works, consultants	Low Cost	Lead by Treasury and consultant is on board. Road/bridge asset inventory complete.
	Asset Management			High Impact	Facilities asset inventory ongoing

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
long term replacement of assets	Reserve, Rate Stabilization Reserve				through special internal assignment.
Service Efficiency and Value (SV) - determine the right services for the right price					
SV 1 Enhance Technology Across the Organization					
SV 1.1 Review, summarize current state of existing financial and human resource related systems, and identify gaps to determine technical requirements	\$120,000 consultant/ dedicated staff time	2021 – 2022 extended to 2023	Corporate Services/ Consultants, Finance, Human Resources, Cross functional team	Low Cost	RFP for consultant awarded. Preliminary review completed.
	Mun. Modernization Fund			Medium Impact	Final report anticipated in Q4.
SV 1.2 Development of Request for Proposal <ul style="list-style-type: none"> Create detailed specifications outlining requirements Identify a project manager for both RFP process and implementation Issue RFP 	\$20,000 for consultants	2022-2023	Corporate Services Consultants, Finance, Human Resources	Low Cost	Consultant engaged and project manager identified.
	Rate Stabilization Reserve			Medium Impact	Work to commence in Q4 2022.
SV 1.3 Purchase and implement new software	\$800,000 - \$1,000,000	2022 into 2023	Corporate Services/	Medium Cost	Will carry forward into 2023.

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
<ul style="list-style-type: none"> Identify project manager/project team Create project team Implement and provide training 	Modernization Fund, Reserve for Software Upgrades		Software vendor(s), Cross Functional Team	Medium Impact	
SV 2 Streamline and Improve IT services					
SV 2.1 Invest in resources to mitigate cyber risks <ul style="list-style-type: none"> Complete security review (Q2) Hire IT Security Analyst (temporary assignment in place, make permanent Q3) Implement and update security prevention protocols and tools (ongoing) 	\$126,000 – staff (includes salary and benefits, training, software, etc.)	2021-2022	Director of Corporate Services/ IT Manager, IT Staff, SMT, security consultants	Low Cost	Security Review completed.
	Tax Levy			Medium Impact	Security Analyst job position filled. Multiple security controls have been implemented
SV 2.2 Streamline County IT services with local municipalities/organizations <ul style="list-style-type: none"> Create working group Develop cost recovery structure, create agreements 	Cost Neutral (3 year phase in)	Q3 2021 extended to 2022	Director of Corporate Services, IT Manager, IT Staff, HR	Low Cost	New costing model in place including cost recovery model. Municipal partner IT/GIS service agreements are

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
SV 4 Enhance operations capacity (previously described as optimize Winter Control Resources)					
SV 4.1 Address capacity issues in operations and improve procedures <ul style="list-style-type: none">Hire Assistant ManagerUpdate Standards and proceduresSuccession planning for anticipated future retirements	\$101,700 includes salary and benefits, training, software	2021 work extended into 2022/2023	Director of Public Works/Operations Staff, HR	Low Cost	Operations Assistant Manager hired and working to familiarize with general operations and tasks listed.
	Tax Levy, over time will produce savings as a result of risk mitigation strategies			Medium Impact	
SV 5 Development of KPIs and SLAs					
SV 5.1 Specifically Engineering and Facilities Divisions <ul style="list-style-type: none">Identify specific areas of focus Assemble a team of stakeholders required to	\$25,000 - \$50,000 staff time or consultant	2021, delayed until 2022	Director of Public Works /consultant, Engineering and Facilities staff	Low Cost	Internal discussions are ongoing. Project delayed due to staff capacity constraints. Will be revisited in 2023.

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
<ul style="list-style-type: none"> define the terms of reference for a Request for Proposal (RFP) that includes developing and tracking KPIs and SLAs. (Q1) Finalize the Request for Proposal (RFP) document. Review submissions and select a Consultant. Timing will be dependent on the availability of Procurement staff (Q2/Q3) Work with the successful proponent to develop KPIs and SLAs for both the Facilities and Engineering Divisions of Public Works. Develop indicator concepts (Q3) Define targets (Q3) Implement recommendations provided in the Consultants final report. (Q4) Track progress and report back on results 		2021, delayed until 2022	Director of Public Works /consultant, Engineering and Facilities staff	Low Cost	
	Rate Stabilization Reserve			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
SV 6 Review Facilities Management Service Model					
SV 6.1 Review existing scope of services provided and identify which, if any, could be provided through alternative means, allowing Facilities staff to focus on greater value-add services. Areas of review include: <ul style="list-style-type: none"> • Renovations • Janitorial services • Winter and Summer maintenance • Housing superintendents • Building maintenance • In-Suite & corporation maintenance • Resident monitoring • Asset management • Security and monitoring 	\$25,000 for consultant/ Future impact of service model changes TBD	2022-2023	Director of Public Works /consultant, Facilities staff	Low Cost	Business Management review is complete. In process of reviewing final report and recommendations.
	Rate Stabilization Reserve			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
SV 7 Identify Future Space and Property Needs					
SEI 7.1 Complete review of facility and property inventory to assess for future use	\$120,000	Q2 2021 extended to 2022	CAO/ SMT/ cross functional team	Low Cost	Review completed for Edelbrock, Court House, Museum and Ops Centre.
	Rate Stabilization Reserve			Medium Impact	
SV 8 Streamline and Improve Procurement Services					
SV 8.1 Update Team Structure <ul style="list-style-type: none">Address capacity issues to ensure timely and effective purchasing (Q1)	\$125,000 - \$150,000	2022	Corporate Services, Procurement Manager/HR	Low Cost	Recruitment of additional Procurement staff completed August 2022, included within the 2022 budget.
	Tax Levy			Medium Impact	
SV 8.2 Update Procurement By-Law and Procedures <ul style="list-style-type: none">Refine current policyStreamline and automate processes where possible	\$30,000 - \$75,000	Q3 2021 extended in to 2023	Director of Corporate Services Procurement Manager, Procurement Staff	Low Cost	New staff member onboard as per SV 8.1.
	Rate Stabilization Reserve			Medium Impact	Ongoing work began Q4 2022.

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
<ul style="list-style-type: none">Coordinate with local municipalities to identify opportunities to dovetail policies and streamline purchases					
SV 8.3 Training for the Broader Organization on Updated Structure, Policy, and Procedures <ul style="list-style-type: none">Provide training to ensure all staff involved in any aspect of procurement understand procedures and their responsibilities	\$25,000	Q4 2021 extended in to 2022	Director of Corporate Services Procurement Staff	Low Cost	Project work began Q4 of 2022 with onboarding of new supporting staff member.
	Rate Stabilization Reserve			Medium Impact	
Inclusive and supportive community (ISC) – support efforts to address current and future needs for a livable community					
ISC 1 Apply Diversity, Equity and Inclusion Lens to All Aspects of Governance and Administration (GG)					
ISC 1.1 Improve collaboration with the community <ul style="list-style-type: none">Create a D,E,&I community advisory committee	\$20,000 annual committee budget	Starting Q2 2021	CAO/Council/Director of People & Equity	Low Cost	DEICAC continue to meet monthly. Presentations from County Departments to provide

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
<ul style="list-style-type: none"> Develop a Diversity and Inclusion Plan in consultation with the committee 	Within current budget		Community committee, cross functional team, staff reps	High Impact	foundational information on services ongoing. Consultant engaged to support the development of a revised DEICAC Plan for October 2022.
ISC 1.2 Support staff initiatives to improve diversity, equity and inclusion <ul style="list-style-type: none"> Increase education and training opportunities Ensure opportunities for safe spaces/conversation Expand recognition of traditions, holidays and special events Complete an employee survey to establish 	\$60,000	Ongoing, Survey work to be extended in to 2022	CAO/Director of People & Equity Staff D&I committee, SMT, All staff	Medium Cost	Support for staff DEI Committee initiatives. Education through access to CCDI webinars. Inclusive leadership program for Managers. Equity Training for all non-management staff being developed and rolled out. Equity & Anti-Discrimination Workshops upcoming Employee survey underway
	Tax Levy			High Impact	

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ISC 1.3 Review policies and practices to ensure they are equitable and inclusive and apply a D&I lens	\$50,000	2021-2022	Director of People & Equity Staff D&I Committee, SMT, Community DEIAC, Council, D&I consultant	Low Cost	Vendor has been selected (Feminuity) and the roll out of the organization Equity Audit and HR systems review has started. Anticipated project completion date December 2022
	Rate Stabilization Reserve			High Impact	
ISC 2 Address Gaps in Seniors' Services					
ISC 2.1 Implement recommendations of Older Adults Strategy and Seniors Services Review <ul style="list-style-type: none">Consult with community partners to streamline services post pandemicIncrease older adults' awareness of programsEnhance older adults' engagementEnhance older adult transportation options	Minimal upfront/ Future impact TBD	TBD/ Delayed to pandemic	Administrator Dufferin Oaks/ DCCSS Manager/Commu nity Partners/ OHT Communications Manager/ DCCSS/ Community Services	Medium Cost	Exploration of funding opportunities to support programs for older adults. Streamline outreach programs for older adults and identify opportunities for collaboration with partners. Some transportation options were included in the Transit Feasibility Study.
				Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
ISC 2.2 Review Long Term Care Needs <ul style="list-style-type: none"> • Understand timing and impact of updates to funding model • Address staffing needs at Dufferin Oaks • Identify new opportunities for training and recruiting PSWs 	\$500,000 to increase direct care staffing to 4 hours/ day/year	Q2 2021 based on PSW availability	Administrator Dufferin Oaks/ Director of Care, Human Resources, MLTC	Medium Cost	Province has announced implementation plan to reach daily 4 hrs of care by Mar 31/2025 (Report to committee in Sep 2022 provides details) Human Resource Generalist with a focus on Oaks is in place. Scheduling committee improving scheduling needs in the Nursing Department.
	Tax Levy and/or Provincial Funding			Medium Impact	
ISC 2.3 Assess community requirement for additional LTC beds and identify options <ul style="list-style-type: none"> • Include seniors supportive housing options • Issue RFP for community needs assessment 	\$25,000 for consultant/ Future investment TBD	2022, delayed until 2023	Administrator Dufferin Oaks/ Director Community Services	High Cost	Review and Implementation of the Fixing Long Term Care Homes Act and Regulations. Combine review with assessment of additional needs for community/ supportive housing
	Rate Stabilization Reserve			Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
ISC 3 Improve Access to Affordable Housing					
ISC 3.1 Improve programs to support increased access to affordable housing: <ul style="list-style-type: none"> Financial Allowances/Benefits Housing Supports 	\$200,000	2022	Director Community Services/ Housing Manager, local agency partners and Government Partners	Medium Cost	Continue to allocate funding to increase and prioritize housing allowances, reduce some of the pressure on waitlist.
	Government Subsidies and/or Tax Levy			High Impact	Updated local housing wait list policy to target those most in need, i.e., to reduce wait time for subsidized housing for people on the By-Name-List.
ISC 3.2 Investigate feasibility of a new Supportive/ Community Housing Project: <ul style="list-style-type: none"> New Build Housing Supports 	To be included with LTC assessment/ Future investment TBD	2022-2023	Director Community Services/ Housing Manager, local agency partners/ Government Partners	High Cost	Working with Services and Housing In the Province (SHIP) to obtain/have access to some of the units in the former Knights Inn.
				Medium Impact	

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
					Will work with/support Family Transition Place in their business case/funding application to create more community housing. Combine with LTC review
ISC 4 Implement Options for Public Transit Options					
ISC 4.1 Review and assess demand/options • Complete RFP to determine demand and potential solutions (Issued Q1, completed Q2)	\$50,000-\$100,000	Q1 2021 to Q1 2022	CAO/ External Consultant	Low Cost	Completed.
	Rate Stabilization Reserve			Medium Impact	
ISC 4.2 Create and Implement transit strategy	\$100,000 for staff/ Long term investment TBD	2022-2023	TBD/ External consultant/ transit Service providers	High Cost	Transit Feasibility Study complete. RFP for on demand transit

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
<ul style="list-style-type: none"> Dependent on findings from ISC 4.1 Hire Transit Coordinator Identify long term service plan Support partnerships 	Tax Levy			Medium Impact	service in process. Budget to be considered in 2023.
ISC 4.3 Transit Hub Edelbrock Centre <ul style="list-style-type: none"> In consultation with Town of Orangeville Identify issues to be considered when determining design and site location 	None	2021 extended to 2023	Director Public Works/ Director Community Services, Town of Orangeville	Low Cost	Collaboration continues with Town of Orangeville staff. Tender issued by Orangeville for hub construction.
ISC 5 Improve Access to Community Childcare Programs					
ISC 5.1 Financial Support/Child Care Subsidy to local families to assist with childcare costs <ul style="list-style-type: none"> Redistribution of child care funds Assess needs and options for post pandemic environment	Redistribution of existing costs	Ongoing	Director Community Services/ Children's Services Manager Federal, Provincial Government and	Medium to High Cost	As of September 2022, there is no Child Care Subsidy Wait List.

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
ISC 5.1 Financial Support/Child Care Subsidy to local families to assist with childcare costs <ul style="list-style-type: none"> • Redistribution of child care funds • Assess needs and options for post pandemic environment 	Within current budget	Ongoing	Director Community Services/ Children's Services Manager Federal, Provincial Government and local Child Care Providers	High Impact	Work is ongoing commenced on creating a system to operationalize the Canada Wide Early Learning and Child Care Agreement (CWELCC) which aims to provide fees to an average of \$10/ day to age 6 in licensed child care by September 2025.

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
ISC 5.2 Financial Support to local Child Care operators (General Operating Grants) <ul style="list-style-type: none"> Redistribution of child care funds 	Redistribution of existing costs	Ongoing	Director Community Services/ Children's Services Manager Federal, Provincial Government and local Child Care Providers	Medium Cost	Financial support provided to local licensed child care providers. The sector is facing challenges around the recruitment and retention of staff.
	Within current budget			High Impact	Work is ongoing on the Workforce Strategy designed to support, enhance and build a bigger more robust Early Childhood Educator (ECE) workforce,
ISC 5.3 Special Needs Resourcing (iCAN) <ul style="list-style-type: none"> Redistribution of child care funds 	Redistribution of existing costs	Ongoing	Director Community Services/	Low Cost	The County continues to work with Dufferin Child and Family Services (DCAFS) by

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation	October 2022 Final Report
	Within current budget		Children's Services Manager Federal, Provincial Government, local Child Care Providers and Service, and Support Agency (DCAFS)	High Impact	providing funding and working with them on the re-imagined/ realigned service model for Special Needs Resourcing to best serve families in need.

REPORT TO COUNCIL

To: Warden Mills and Members of Council

From: Sonya Pritchard, Chief Administrative Officer

Meeting Date: October 13, 2022

Subject: **Vaccination Policy Review – Non-Union Employees and Council**

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 a review of the vaccine policies adopted for Non-Union (excluding Dufferin Oaks) employees and Members of Council.

Background & Discussion

At the September General Government Services Committee meeting, committee members questioned the merits of maintaining the current Vaccine policy and requested staff to review the matter.

One year ago during height of the pandemic, County Council adopted a policy requiring all staff (except for Dufferin Oaks who are subject to a separate vaccine policy) and members of Council to be fully vaccinated by December 31, 2021. The policy provide opportunities for education and provided a transition period. The policy was introduced to respond to the conditions of the time and represented one of several tools available to employers to ensure employees were being afforded a safe work environment, in accordance with obligations under the Occupational Health and Safety Act.

The County of Dufferin realized a very high level of vaccination amongst staff at that time and has required all employees hired since then to provide proof of vaccination prior to commencing employment. During the fall and first part of 2022, a number of other public health measures were also in place as directed by the Chief Medical Officer

of Health of Ontario and a Section 22 Order issued earlier in the pandemic by the Wellington Dufferin Guelph Medical Officer of Health. These measures included requirements such as a vaccine passport/verification system, mandatory masking, social distancing, capacity limits, enhanced cleaning, screening, isolation and quarantine requirements. In addition, a number of other measures from the federal government with respect to travel were in place. All of these measures were in response to the conditions of the time.

Since then these mandatory measures have been eliminated with the remaining federal travel related requirements being the last to expire on October 1, 2022. Some businesses and organizations have elected to maintain some protective measures and individuals are encouraged to continue to ensure vaccines are up to date. Other individual actions such as masking, screening and regular testing are not required but are available.

The County of Dufferin has followed provincial and local public health guidance with respect to all infection control and source control measures. Safety measures were put in place and then subsequently rolled back in accordance with provincial policy updates. At this time, the only measure remaining (outside of Dufferin Oaks) is the Council approved Vaccine policy.

The environment has changed since the introduction of the vaccine policy one year ago. In many respects society has transitioned to living with COVID 19 and has accepted a certain level of risk is present.

When considering the ongoing value or merit of the Vaccine policy the change in the broader environment outlined above is an important factor. The legal risk of maintaining or eliminating or suspending the policy should also be evaluated. Given the high rate of employee vaccination there is little risk with respect to current employees not complying with the policy or challenging the policy being maintained. At the same time there is minimal risk to eliminating the policy. Another option would be to suspend the policy with the knowledge that it could be reinstated should conditions change.

Another point of consideration, is the impact of changing the policy for current staff. Some staff members may be unconcerned while others may be uncomfortable working with someone whose vaccination status is unknown. At the same time, there are already interactions with clients, customers and the public whose status is not known. Finally, there is an impact on potential hires. Those who are unvaccinated or who do not wish to disclose their status are not eligible for employment with the County of Dufferin even though they may in all other respects be the best candidate.

County Council Policy

The County Council policy requires Councillors to submit proof of vaccination or be found in contravention of the Council Code of Conduct making them subject to a deduction of pay. In addition, Council members who have not provided proof of vaccination shall not be permitted to attend business on site at any County facility. Should a new member of Council be in this situation it would prove problematic for the inaugural and orientation activities which are scheduled to occur in person. In addition, it is likely that some Council meetings, committee meetings, training sessions, and public open house events will be in person over the coming months. There is no legal risk to eliminating or suspending the Council policy. There is a risk that future Councillors could be prevented from engaging in their Council duties. Further the policy currently stipulates specific dates for submitting proof of vaccination which would be outdated. The policy requires amending or repeal.

Advisory Committee Members

Advisory Committee members are currently prohibited from attending onsite meetings or functions. With a reintroduction of onsite activities this could be viewed as punitive for any current or future members who are not vaccinated or choose to not disclose their status.

Financial, Staffing, Legal Impact

There is no financial impact associated with this report. Staffing and legal impacts have been identified in the narrative above. Any change the Non-Union Staff Vaccine Policy does not impact staff at Dufferin Oaks (Union and Non-Union).

Recommendation**For the consideration of Council.**

Respectfully Submitted by:

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



REPORT TO COUNCIL

To: Warden Mills and Members of Council

From: Sonya Pritchard, Chief Administrative Officer

Meeting Date: October 13, 2022

Subject: **Monthly Update from Outside Boards**

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 of activities from outside boards and agencies.

Background & Discussion

Wellington Dufferin Guelph Health Unit

Representative(s): Councillor Guy Gardhouse and Ralph Manktelow
Meeting: October 5, 2022

Highlights: The Board received an update on the Ontario Seniors Dental Care Program. Ontario Seniors Dental Care Program (OSDCP) has been operating at Wellington Dufferin-Guelph Public Health's (WDGPH) Guelph office location since May 2021 and at the WDGPH Orangeville office location since May 2022.

Attached: [Board of Health Agenda for October 5, 2022](#)

Niagara Escarpment Commission (NEC)

Representative(s): Councillor Janet Horner
Meeting: September 15, 2022

Highlights: The Commission was presented staff reports on 4 Development Permit Applications for properties located in Halton Hills, Chatsworth, Milton and Grey Highlands.

Attached: [NEC- September 2022 Agenda](#)

Dufferin Board of Trade (DBOT)

Representative(s): Councillor Sandy Brown

Highlights: Dufferin Women in Business is hosting Rapid Fire Marketing event October 19, 2022 for a new way to connect. Rapid Fire Marketing is a networking event where participants will move around from table to table and each one will have a different Marketing topic with an "expert" there to facilitate questions and discussion on their topic.

Attached: DBOT – October 2022

Headwaters Communities in Action (HCIA)

Representative: Councillor Darren White

Highlights:

Grants: meeting recipients to help plan 2023

HCIA: In the middle of a strategic planning process. AGM is Oct. 22. All are welcome.

Volunteer Dufferin: Engaging with schools, attending volunteer centre conferences and promoting platform to local agencies

Headwaters Food and Farming Alliance (HFFA): Summer events were successful, Hub meeting Oct. 7 10am, Oct. is Farm to School Month, redesigning website and F2S programming, Winter Series in planning.

Community Safety & Well-Being (CSWB): Integration Table approved Y2 plan and municipal engagement plan. Working on Communications Plan. JP presented at DBOT's Dufferin Tourism Trails on the topic of Social and Environmental Responsibility.

DC MOVES: Launched Partners With Lived Experience project funded by UW under DCEC. DCEC meets Oct. 12.

Western Ontario Wardens' Caucus (WOWC)

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

The WOWC held a special meeting on September 16, 2022 to discuss Federal Electoral Redistribution and the impact on the region. The following motion was approved by the Caucus and the attached submission was subsequently distributed:

"That the Western Ontario Wardens' Caucus register to participate in the scheduled hearing and make a written submission to the Federal Electoral Boundaries Commission for Ontario with its position on riding redistribution, with particular regard to the need for: an extension to the consultation timeline; ensuring communities of interest remain whole; and the importance of maintaining the current federal seat count for rural Western Ontario."

Next Meeting date: WOWC CAOs November, 18, 2022

SWIFT Board of Directors

Representative: Councillor Chris Gerrits

Recommendation

THAT the report of the Chief Administrative Officer, dated October 13, 2022 with respect to Reports from Outside Boards, be received.

Respectfully Submitted by:

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

Michelle Hargrave

From: Diana @ the Dufferin Board of Trade <diana@dufferinbot.ca>
Sent: Monday, October 3, 2022 9:07 AM
To: information
Subject: Laurel, here's the latest local business news you can use - October edition

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



Greetings,

If you have done business in Dufferin County over the last half century you would have almost for sure run into John "Doc" Gillies. He set a wonderful example for so many of us on how it was that we should all "do" business in the area. He was successful through many changes in his career from

car dealer to sailor to developer. He was best known however for his many volunteer and philanthropic pursuits with wife Nancy always at his side. He was chair of both the EDC, the Headwaters Healthcare Foundation and President of the Rotary Club of Orangeville. His involvement in various community projects either spearheading them or working quietly behind the scenes were many. He was involved in the expansion of the Library, the construction of the Community Living Building, The Door, Family Transition Place, Rotary Park, the Splashpad and the Skateboard park to name but a few. He worked tirelessly with a smile on his face and a joke at the ready with a single motivation, to

make our community better. With his passing our community has lost one of its pillars. The great example that he set for so many of us will allow his impact to continue for a long time to come. We will miss you Doc, our deepest condolences to your family.

Your Board of Trade is actively working on the “Dufferin Tourism Trails” project. This unique project connects many of our diverse local businesses with both visitors and locals so that they can spend more time and money in the region. The trails are a virtual network across Dufferin showcasing businesses in 9 special categories. The Trails and the businesses on them will be extensively celebrated and promoted within our community and nearby regions. If you would like the spotlight shone on your business through this project you can find more information on this exciting project on the DBOT website

DBOT is also partnering with others or organizing outright 3 local all candidates nights. Visit our website to learn about the candidates and view the video of the Orangeville mayor and deputy mayor forum from Sept 27th. Details are also online about the upcoming Mono All candidates night on Tuesday, October 4th at Monora Park Pavillion, and the Amaranth all candidate meeting via zoom on Thursday, October 6th.

Thank-you for all that you do to support the Dufferin Board of Trade. We look forward to seeing you all around the county.

Doug Harkness,
Chair – Dufferin Board of Trade

CONNECT



DBOT CONNECTS

NETWORKING EVENT

25

DAY

10

MONTH

22

YEAR



FM 101  ORANGEVILLE

DBOT Connects – Networking Event

During the summer, we had a **great** turnout for our DBOT Connects Networking event... So, we've decided to bring it back! Join us on October 25th from 5 to 7 pm at FM 101 Orangeville Station.

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

[Register](#)



@dufferinwomeninbusiness  

Register Online at: www.dwib.ca

DWIB Presents: Rapid Fire Marketing

Join us on October 19th at the Barley Vine Rail Co. in Orangeville for a new way to connect – Networking with a *twist!*

Rapid Fire Marketing is a networking event where participants will move around from table to table and each one will have a different Marketing topic with an "expert" there to facilitate questions and discussion on their topic.

More details to come, *stay tuned!*

[Register](#)

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Package Deal Includes:

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- 3 spots in the Orangeville Banner
- 3 spots in the Orangeville Citizen
- 3 ads in the DBOT Newsletter
- 3 monthly web banners on DBOT's website
- 3 posts on DBOT's Instagram
- 3 posts on DBOT's Facebook
- complimentary creative and design work

All for \$299/month (+HST) for three months

If you are interested, please fill click the button below and we will be in touch!

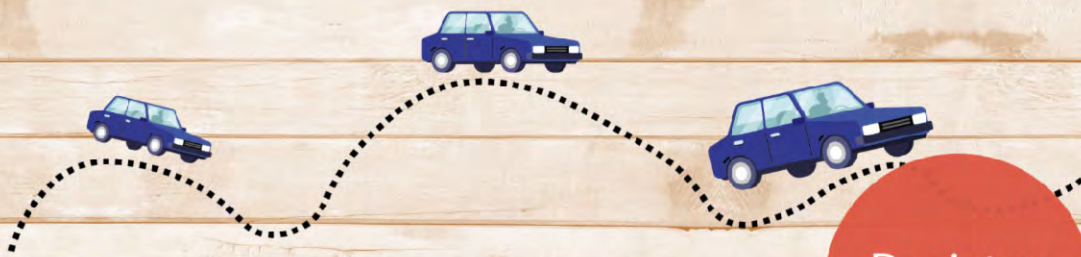
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PROMOTE



**Dufferin
Tourism Trails**
Explore Your Own Path

Join a Path
Free to participate
Free Promotion across GTA



Free coaching/ knowledge sharing session
Tuesday, October 4th, 2022
Monora Park Pavilion (Lower Level Meeting Room)

**Register
Now**

DufferinBoT.ca/tourism

Register for a Knowledge Sharing Session

DBOT is working hard to help promote your business across the GTA. This is a FREE program starting in October.

Starting in October we will be launching a robust multi-channel advertising campaign to support tourism businesses in Dufferin. Don't miss out!

Join us at Monora Park on Tuesday October 4th for our free Tourism Knowledge Sharing Sessions.



Sign up for a Knowledge Sharing Session, for your next step to join a path! [Click to Register](#)

Register

Learn More





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Welcome New Members



AllPro Roofing Inc



Divinity & Co Hair Studio



Our Mortgage Lady

ADVOCATE

A poster for the 2022 Municipal Elections. It features a large, red maple leaf at the top center, a microphone in the foreground, and a large red circle in the background. The text "Municipal Elections" is in white, and "2022" is in large red letters. Below this, the text "Scheduled Debates:" is in white, followed by three lines of text: "Orangeville - September 27th, 7 to 9 pm; Online or on Rogers TV", "Mono - October 4th, 6 to 9 pm; Monora Park", and "Amaranth - October 6th, 7 to 9 pm; Zoom". The Dufferin Board of Trade logo is in the bottom left corner.

Municipal Elections
2022

Scheduled Debates:

Orangeville - September 27th, 7 to 9 pm; Online or on Rogers TV
Mono - October 4th, 6 to 9 pm; Monora Park
Amaranth - October 6th, 7 to 9 pm; Zoom

Dufferin
BOARD of TRADE

Municipal Elections 2022

Orangeville:

- Mayor & Deputy Mayor Debate
- September 27th from 7–9pm
- Watch the recorded video & learn more about the candidates, here: www.dufferinbot.ca/Orangeville2022

Mono:

- All Candidates Meeting
- October 4th – meet & greet at 6pm, debate from 7–9pm
- In-person at Monora Park or streamed via Zoom
- For more details and candidate profiles, click here: www.dufferinbot.ca/Mono2022

Amaranth:

- All Candidates Debate
- October 6th, 7pm–9pm
- For more details and candidate profiles, click here: www.dufferinbot.ca/Amaranth2022

Mulmur:

- For candidate profiles, click here: www.dufferinbot.ca/Mulmur2022

[Learn More](#)

NEWS FROM COMMUNITY PARTNERS



GENESIS Live Kickboxing Show

Join us on **Saturday, October 15 at 6pm** to experience Dufferin County's first live, sanctioned kickboxing show!

It will be an exciting night of kickboxing action as athletes utilize their boxing, kicks and knees to wow the crowd and challenge themselves to spectacular victories! Want to catch the action up close from the BEST seats?

Become a sponsor and experience the rush from a ringside table.

Tickets are available online **HERE**.

DBOT members, call **519-941-7275** or email **info@artof8.com** for special pricing and sponsorship opportunities.

[Learn More](#)



Halloween Scavenger Hunt in support of Hospice Dufferin

Looking for something spooktacular to do with the kids while making a difference in your community? Visit Hospice Dufferin's 2nd Annual Scavenger Hunt on **October 22nd from 10 AM to 2 PM**.

Participants will enjoy a few hours of fun, following the clues and discovering businesses and homes throughout Dufferin County in a quest to win great prizes.

Everyone registered will receive a passport that will get stamped along the way. At the end of the scavenger hunt, they will return them to have them entered into a draw for some spooktacular prizes.

Tickets are \$30 each and include: 1 passport, 1 pumpkin, 1 mini putt game, and 1 treat bag

Additional tickets for 1 mini putt and 1 treat bag are \$10 each.

There will be lots of prizes donated from our business community for best costume, social media shoutout, and the grand prize for getting the passport filled.

We are also currently looking for businesses in Orangeville, Shelburne, and Dufferin County who would like to be a stop on our scavenger hunt. If your business is interested in being a part of this Scavenger Hunt please email rmontgomery@hospicedufferin.com for more information.

All proceeds from this event will go back to the programs supported by Hospice Dufferin.

[Register](#)

The Orangeville & Area SBEC presents:

SEO: THE WAY TO GET YOUR BUSINESS NOTICED

Search engine optimization can help increase your online visibility and attract prospective and existing customers to your website. In this session, participants will learn about SEO, how it can amplify your business, and how to create a local SEO strategy.

Wednesday, October 5 • 12 to 1:30 p.m.



Presenter:
Danny Vogler
Treefrog Inc. | Free Webinar



SEO: The Way to Get Your Business Noticed

On **October 5th, 2022** Danny Vogler will be presenting at a **free** webinar from 12–1 PM.

Search engine optimization serves as a digital megaphone for your business and can help you increase your online visibility.

Having your business appear on search engines like Google is critical and no matter the size of your venture, SEO can help you attract prospective and existing customers to your website. Having SEO as part of your marketing strategy is vital it and should always be top of mind.

During this webinar with Danny Vogler, Director of Marketing & Sales at Treefrog Inc, participants will learn about SEO and how it can help amplify your business. Danny will also share his expertise on how to create a local SEO strategy and platforms that can help your business.

[Learn More](#)



Orangeville Community Profile – Neighbourhood Case Study

The Neighbourhood Case Study will provide new and existing business owners with market research data leveraged through the My Main Street Local Business Accelerator program. This presentation, delivered by Christine Hann, Main Street Ambassador at the Town of Orangeville, will provide insight into our community's trade area and demographics along with detailed consumer profiles that can help business owners identify new strategies to attract their target customers.

Date & Time: Wednesday October 26, 2022, 12–1 PM

Topics will include:

- How individuals can leverage local research data to start or grow their own businesses
- What this data means for Orangeville's main street and area local businesses.
- How market research data can be used to generate new opportunities for businesses and entrepreneurs in our community.

[Learn More](#)

How can we help you?

Hello Laurel,

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

Diana Morris, Executive Director

diana@dufferinbot.ca | 519-941-0490 x 202

Lucy-May Gallagher, Community Engagement Manager

lucy@dufferinbot.ca | 905-587-1904

Jaemilyn Gavino, Digital Media Coordinator

jaemilyn@dufferinbot.ca





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Monday, September 26, 2022

Ms. Paula Puddy
Commission Secretary
Federal Electoral Boundaries Commission for Ontario
PO Box 37018 Southdale
London, Ontario N6E 3T3
Delivered by e-mail to ON@redecoupage-federal-redistribution.ca

Re: Submission on the 2022 Federal Electoral Districts Redistribution

Dear Commission Secretary Puddy,

On behalf of the Western Ontario Wardens' Caucus (WOWC), thank you for this opportunity to provide a submission to the Federal Electoral Boundaries Commission for Ontario regarding the proposed 2022 federal electoral districts redistribution.

The WOWC is a not-for-profit organization representing 15 upper and single-tier municipalities across Southwestern Ontario, representing more than 1.5 million residents. The WOWC aims to enhance the prosperity and overall well-being of rural and small urban communities across the region.

On behalf of its communities and its residents, and after significant consultation with Members of Parliament (MPs) from the region, the WOWC wishes to express its position on the proposed riding redistribution, with particular regard to:

- The need for an extension to the consultation timeline;
- The need to consult adequately regarding name changes;
- The need to ensure communities of interest remain whole; and
- The importance of maintaining the current rural seat count for Southwestern Ontario.

On August 19, 2022, the Commission released its proposed new electoral map for consideration at public hearings this fall. As it is understood by the WOWC membership, the Commission must make every effort to ensure that, except in circumstances it views as extraordinary, the population of each electoral district in the province remains within 25% (plus or minus) of the electoral quota (116,590 constituents). The upper limit of deviation from the quota is 145,738, and the lower limit of deviation from the quota is 87,443.

Given the short timeline that the municipal communities of Ontario have been granted to provide sufficient feedback – and consult appropriately with their constituents, their MPs, and other concerned parties and stakeholders – the WOWC is requesting a two-month extension to the consultation timeline. The current consultation timeline also coincides with the municipal elections scheduled across Ontario on October 24, 2022. Furthermore, it is the WOWC's understanding that similar extensions have been granted in other jurisdictions across Canada.

As an organization that represents the interest of rural and small urban constituents, the WOWC believes it is imperative that these communities be respected and consulted. As an example, Council of the Township of Tiny – located within the County of Simcoe – unanimously agreed that it does not support the proposal to rename the riding to Penetanguishene–Couchiching and recommended that the riding continue to be known as Simcoe North. The Commission must consider that there are historical components within the current name that are of significance to the communities represented.

While the WOWC understands that the location and density of population growth required the Commission to establish electoral districts that crossed municipal boundaries, the proposed federal electoral districts unnecessarily fragment many of our region's communities – and jeopardize our rural seat count in Southwestern Ontario.

Under the current proposal, multiple rural communities across the region will not be kept whole, including but not limited to: Dawn-Euphemia, Zorra, Tillsonburg, Warwick, and Chatham-Kent. This is damaging to these communities and unnecessarily divisive for many reasons, such as:

- Municipal community organizations would face greater time and complexity when seeking to engage federal government with the increased likelihood of having to organize two meetings rather than one. Also, there could be the potential for risk of contradictory positions by area MPs where they represent competing political parties.
- The proposal, if endorsed, will inevitably have an impact on provincial riding boundaries, which tend to mirror federal boundaries. This would only magnify complexities of breaking up municipal boundaries between two ridings where the provincial / municipal relationship is bound even more tightly across a number of service areas ranging from court administration, transportation, to long-term care to delivery of social services.

It is also important to note that based on the current electoral district populations, all the existing electoral districts across Southwestern Ontario meet the requirements for the lower and upper limits of the quotas (plus or minus 25% of the 116,590 figure). There is therefore no requirement to modify the electoral map, and the WOWC believes that the current proposal will create more harm than good to many of Southwestern Ontario's small and rural communities.

Although many communities will be negatively impacted by the proposal in various ways, the following additional example will further illustrate the severity and complexity of the situation. The proposed district boundaries would mean that the County of Elgin – another of the 15 WOWC member municipalities – would be split between two federal electoral districts: Elgin–Middlesex–Thames and London South–St. Thomas. Prior to the redistribution, the County of Elgin (including the Municipality of Central Elgin) was represented by the riding of Elgin–Middlesex–London.

For illustrative purposes, the proposed district boundaries would also result in the following:

- Elgin County would hold only a minority share of the population of any of the proposed electoral districts that include the Municipality of Central Elgin, diluting the ability to influence the local Member of Parliament to concentrate on and address Central Elgin and Central Elgin residents' interests.
- The community identity including the rural voice of the Municipality of Central Elgin, the Township of Southwold, and other local municipal partners would be significantly diluted across two ridings that would have larger City of London and urban concerns.
- The proposed ridings of Elgin–Middlesex–Thames and London South–St. Thomas do not respect the historical pattern of the County of Elgin's electoral districts.

- The justification provided by the Commission for the creation of the London South–St. Thomas electoral district does not even consider or acknowledge the Municipality of Central Elgin.
- The revised boundaries would effectively end the deeply embedded historical connection between the City of St. Thomas and the County of Elgin, where St. Thomas serves as the County seat. This connection has stood since Confederation. Integration of services between the City and the County has only grown in that time, particularly when it comes to areas such as courts, social services and land ambulances which all dramatically impact residents of every municipality in Elgin County, and should be represented federally and politically by one MP to ensure a common voice on these matters.

It is inconceivable, in the opinion of the WOWC, to redistribute the ridings as per the existing proposal. For the many reasons outlined in this submission, the proposed district boundaries will negatively and significantly impact the rural residents across the region. This concern is further exacerbated by the reality that no redistribution is required in Southwestern Ontario, in order to respect the electoral quotas.

Thank you in advance for your collaboration and your attention to this matter. On behalf of the WOWC and its constituents, I look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "George Cornell". The signature is fluid and cursive, with the first name "George" and last name "Cornell" clearly distinguishable.

Warden George Cornell
Chair, Western Ontario Wardens' Caucus



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

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

October 6, 2022

PRIMROSE ELEMENTARY SCHOOL

At the meeting held on October 5, 2022, Council of the Township of Mulmur passed the following resolution regarding the Primrose Elementary School.

Moved by Cunningham and Seconded by Hawkins

WHEREAS the Primrose Elementary School has been experiencing drinking water and water supply issues since 2019;

AND WHEREAS the Upper Grand District School Board committed to solving the water issues over the summer of 2022;

AND WHEREAS the Primrose Elementary School has been operating with limited, restricted and/or no running water since the beginning of September 2022;

AND WHEREAS Mulmur values the essential role that Primrose Elementary School plays in community cohesion, pride and the wellbeing of Mulmur's citizens;

NOW THEREFORE Mulmur Council requests that the Province and Upper Grand District School Board use all means and tools available to it, to expedite the process for addressing the drinking water issues and installing a new well at the Primrose Elementary School;

AND FURTHERMORE THAT this resolution be forwarded to the Premier of Ontario, Ministry of Education, Upper Grand District School Board and all Dufferin County municipalities.

CARRIED.

Sincerely,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk/Planning Coordinator



TOWNSHIP OF EAST GARAFRAXA
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2
EAST GARAFRAXA • ON • L9W 7J8
T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812
www.eastgarafraxa.ca

SENT BY EMAIL ONLY

October 7, 2022

Warden Mills and Members of Council
County of Dufferin
W. & M. Edelbrock Centre
30 Centre Street
Orangeville, ON L9W 2X1

Dear Warden Mills and Members of Council:

County of Dufferin Municipal Comprehensive Review

The County is undertaking the Municipal Comprehensive Review (“MCR”) process. In carrying out that process, the Township of East Garafraxa has significant concerns and seeks the assistance of County Council to address those concerns.

On September 22nd, 2022, the County Community Development and Tourism Committee received a report from the Director of Development and Tourism entitled “Municipal Comprehensive Review (MCR) Phase II – Mapping and Boundary Adjustments”. The Report outlined proposed timelines and key dates for this Phase of the MCR, and contained the following statement:

“It should be noted that in proposed timeline, Council would not have an opportunity to see the mapping ahead of it being presented to the public for feedback. If council prefers to see the draft mapping before being released to the public, the first opportunity would be at their January 2023 (meeting), which would ultimately slow the process down by several months.”

This is a grave concern to the Township of East Garafraxa, who feel that County Council as well as local municipal Councils should see and review the draft mapping before it is finalized.

County staff, together with the County Planning Consultant have proceeded, as follows:

- to not carry out a transparent and open planning process. For instance, documentation has been provided to municipal staff of the lower-tier municipalities with the express restriction that such documentation including the mapping, cannot be provided to the Councils of those municipalities or shared with the public. The Township of East Garafraxa is of the view that these restrictions must be removed;
- is working to a timetable that is unnecessarily restrictive and does not appropriately provide for input from the lower tier municipalities and instructions by those Councils (shortly to be elected) and/or input by the public. While the Province is the approval authority for the MCR, for those MCRs that the Province has received from other

municipalities, it has regularly put the MCRs on the Environmental Registry of Ontario for comment, and has suspended the 180 day review process imposed on it by Bill 109;

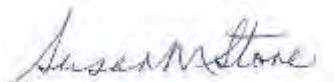
- an MCR is the opportunity to refine the Prime Agricultural mapping provided by the Province based on a Provincial desktop exercise. In the case of the Township of East Garafraxa its rural/prime agricultural mapping was based on a LEAR and an existing Ministry approved Official Plan. In addition, the Township has retained professional agrology and planning advice to support the continuation of portions of its existing rural system. Notwithstanding this groundtruthed information, County planning and its planning consultant are accepting direction from Ministry to limit the review to previously identified candidate sites (being very limited lands in the Township), as opposed to considering the documentation provided and bringing forward a made in Dufferin mapping Schedule. Similar issues arise regarding the Natural Heritage System mapping. They also arose regarding Grand Valley's settlement expansion proposal.
- If the MCR was to simply reflect the preliminary advice of the Ministry's staff, then there would be no need for the County and its local municipalities to expend scarce public resources, including utilizing staff time and retaining and expending monies for consultants. Instead, the purpose of the MCR process while conforming with Provincial policy is to develop and implement a made in Dufferin MCR Official Plan. The County should be promoting and advocating for those opportunities.

In the circumstances, the Township of East Garafraxa requests that County Council proceed to direct County staff and the County planning consultant as follows:

- remove all restrictions on sharing information and documentation being provided;
- provide for a lengthier timeline for completion of the MCR process to permit the newly elected Councils and the public to be able to have adequate input into the process; and,
- direct County planning staff and its planning consultant to review all documentation being provided by the lower tier municipalities and move forward with creating a made in Dufferin MCR Official Plan.

We thank County Council for its consideration.

Yours very truly,



Susan M. Stone, AMCT, CAO
Corporation of the
Township of East Garafraxa

cc: Mayor Gardhouse and Members of Council

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW 2022-42

A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM AND EMERGENCY RESPONSE PLAN AND TO MEET OTHER REQUIREMENTS UNDER THE *EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT* AND TO REPEAL BY-LAW 2022-39. (EMERGENCY MANAGEMENT BY-LAW)

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the "Act") Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the County of Dufferin hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and Regulation(s) and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Regulation(s) and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the municipality's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as ancillary plans to address emerging risks, personnel changes,

organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.

5. When an emergency exists but has not yet been declared to exist, municipal employees and/or the Emergency Control Group may take such action under the Plan as may be required to protect the health, safety and welfare of the inhabitants of the municipality, property, the environment, and/or the local economy.

Community Emergency Management Coordinator

6. The Community Emergency Management Coordinator (CEMC) for the County of Dufferin, is hereby appointed as the municipality's primary CEMC. The CEMC shall be responsible for the emergency management program for the municipality including the requirements of the CEMC detailed in the emergency plan, maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act and Regulation(s).
7. To ensure continuity within the Emergency Management Program, an alternate CEMC will be appointed and is authorized to fulfill the requirements of the CEMC in the emergency plan and perform such other duties and responsibilities as outlined in this by-law, the Act and Regulation(s).

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO)
 - b. CEMC and Alternates CEMCs
 - c. Director of Public Works;
 - d. Director of Community Services;
 - e. Director of Corporate Services
 - f. Director of Development and Tourism
 - g. Director of People and Equity;
 - h. Manager of Finance
 - i. County Clerk

9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall meet annually and shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Municipal Emergency Control Group (MECG):
 - a. Chief Administrative Officer (CAO)
 - b. CEMC and Alternates CEMCs
 - c. Director of Public Works;
 - d. Director of Community Services;
 - e. Director of Corporate Services
 - f. Director of Development and Tourism
 - g. Director of People and Equity;
 - h. Manager of Finance
 - i. County Clerk
 - j. Chief Paramedic

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.
13. A Virtual EOC platform may be used by the MECG to coordinate the response to an impending or occurring event at the discretion of the CAO.
14. Members of the MECG will be equipped with the appropriate technological and telecommunications systems to ensure effective communications when working remotely.

Emergency Information Officer

15. The County Clerk, is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

16. The Plan shall be made available to the public on the municipality's website as well as at the Administration Office, 30 Centre Street, Orangeville, ON for inspection and copying during regular business hours.
17. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
18. By-Law 2021-39 is hereby repealed.

READ a first, second and third time and finally passed this 13th day of October, 2022.

Wade Mills, Warden



Michelle Dunne, Clerk

2021

EMERGENCY RESPONSE PLAN



This document is approved for public distribution.

ATTENTION!

If you have been notified of an emergency situation but have not read this plan:

Follow the immediate actions below:

If you were alerted and placed on **STAND-BY**, your services may be required soon. Ensure that you have everything you will need to function in your role and ensure that you are well rested and fit for duty.

If you were **ACTIVATED** you should immediately make your way to the location that you were given when notified. Ensure that you have the required items to meet the demands of your position.

If you are ***not able to respond***, please notify the caller or the Community Emergency Management Coordinator so that an alternate can be arranged.

Important Contacts

CEMC: _____

CAO: _____

Head of Council: _____

Other: _____

Other: _____

Other: _____

Full contact details are included in Annex 001

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1 INTRODUCTION

The ***Emergency Management and Civil Protection Act, RSO 1990*** (EMCPA) defines an emergency as:

"a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise."

1.1 Community Risk Profile

The community risk profile¹ details community vulnerabilities and capacities as determined through a Hazard Identification and Risk Assessment process.

1.1.1 Identified Risks for the County of Dufferin and Member Municipalities

The Hazard Identification and Risk Assessment (HIRA)² process identified the following situations as the potential risks to all or part of Dufferin County.

- Cyber Attack
- Dam Failures
- Drought
- Explosions and Fires
- Extreme Cold
- Extreme Heat
- Flooding
- Forest Fires
- Hazardous Materials Spills
- High Winds
- Ice Storms
- Pandemics
- Power Outages
- Severe Summer Storms
- Severe Winter Storms
- Tornadoes
- Transportation Accidents

2 PURPOSE

The County of Dufferin and each of the Member Municipalities herein referred to as the 'Municipality', have developed this emergency response plan (ERP)³ in accordance with the *EMCPA, RSO 1990, Ontario Regulation 380/04 and local by-laws*.

¹ In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. *EMCPA R.S.O. 1990, c.3, s.5.1(2)*

² A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.

³ A plan developed and maintained to direct an organization's external response to an emergency.

This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality⁴.

This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.

The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.

This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.

In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG)⁵ may be required.

The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.

This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.

The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

2.1 Authority

The ***Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, Ontario Regulation 380/04*** and local by-laws provide the legal authority for this emergency response plan⁶.

⁴ "Municipality" means a geographic area whose inhabitants are incorporated (Municipal Act).

⁵ A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.

⁶ *Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c.14, s 5(1).*

The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

The ***Municipal Act, 2001, S.O. 2001, c. 25*** details the specific powers of municipalities.

2.1.1 Action Prior to a Declaration of Emergency

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

Details for activating the Emergency Control Group and declaring an emergency can be found in this plan.

2.2 Application and Scope

This ERP applies to the County of Dufferin and each of the eight (8) member municipalities located therein.

This plan supersedes and replaces all previous plans for emergency response enacted by the County of Dufferin, the Township of Amaranth, Township of East Garafraxa, Town of Grand Valley, Township of Melancthon, Town of Mono, Township of Mulmur, Town of Orangeville and the Town of Shelburne.

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and

No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c.13, s.1(6); 2006, c.35,

Sched.C, s.32 (6).are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s.4 (1).

2.3 Coordination of Program by the County of Dufferin

The County of Dufferin will coordinate the legislated components of the emergency management program⁷ for each of the member municipalities through a shared services agreement.

2.4 Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator for the County of Dufferin may be appointed as the primary CEMC for each member municipality⁸. In the absence of the primary CEMC the municipality shall appoint an alternate CEMC to assume all responsibilities outlined in this plan⁹.

The CEMC will monitor potential and impending threats¹⁰ that may impact the health, safety or economic stability across Dufferin County.

The Community Emergency Management Coordinator acts as an advisor to the Senior Municipal Official, municipalities, departments, groups and agencies on matters of emergency response and recovery by:

- ☐ Providing expertise regarding the implementation of the emergency response plan.
- ☐ Fulfilling any role within the EOC as needed.
- ☐ Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or incident sites.
- ☐ Assisting the Incident Commander as needed.
- ☐ Coordinating post-emergency debriefings.

2.5 24/7 Notification of Incidents

Given the unpredictable nature of emergencies and the likelihood of an 'after-hours' request for assistance a 24/7 On-Call protocol has been established.

The On-Call protocol can be activated for any member municipality by contacting the 24/7 telephone number listed in the Emergency Contact List.

⁷ A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

⁸ In accordance with County of Dufferin By-Law 2004-60.

⁹ Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

The emergency management program coordinator shall complete the training that is required by the Chief, Office of the Fire Marshal and Emergency Management. O. Reg. 380/04, s. 10 (2).

¹⁰ A person, thing or event that has the potential to cause harm or damage.

2.6 Notification of Senior Municipal Official

In the event of a real or potential emergency requiring the notification of an ECG, any member of the affected ECG or the Incident Commander¹¹ may initiate the activation procedure by notifying the appropriate Senior Municipal Official (see Emergency Contact List).

In the event of an imminent or occurring emergency the Senior Municipal Official¹² shall be notified if the incident commander determines that one of the following criteria is present;

- Any incident requiring evacuation of, or excluding access to residential or institutional settings.
- Any incident that is extraordinary or distinct from normal, day-to-day operations carried out by emergency and/or municipal services.

In the event that the CEMC has not been notified of an incident the Senior Municipal Official will notify the CEMC.

2.7 Plan Testing, Maintenance and Review

2.7.1 Annual testing

This ERP will be tested for effectiveness through emergency exercises¹³ on an annual basis.

2.7.2 Annual Review

This plan will be reviewed annually for accuracy by the Emergency Management Program Committee¹⁴ and will be revised as required.

2.8 Additional Emergency Response Plans and Procedures

Each municipality, service, agency, department and division involved or identified in this ERP is encouraged to develop their own emergency operating plans and/or procedures. Such plans and/or procedures must not conflict with this ERP.

¹¹ The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.

¹² The municipal employee with overall responsibility for all municipal functions.

¹³ A simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. Exercises can be used to validate plans and procedures, and to practice prevention, mitigation, preparedness, response, and recovery capabilities.

¹⁴ A management team that oversees the development, implementation and maintenance of an organization's emergency management program.

The training of staff in these additional plans and procedures is the responsibility of the municipality, service, agency, department or division.

2.9 Approval of Amendments by Council

Amendments to the plan require formal Council approval from all member municipalities and the Council for the County of Dufferin.

Formal Council approval is not required for the following:

- Changes, additions or revisions to the annexes
- Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- Additions or deletions of contact information.

2.10 Flexibility

The safety and well-being of the community are the priority during any emergency response, therefore deviations from the emergency response plan and annexes may be necessary to address specific threats. During the course of the implementation of this plan the members of the ECG(s) may exercise flexibility.

3 EMERGENCY CONTROL GROUP (ECG)

The Emergency Control Group¹⁵ is responsible for initiating, coordinating and implementing the emergency response plan through the use of the Incident Management System. The Emergency Control Group, at both the lower and upper tier, is responsible for the following:

- ☐ Coordinate municipal operations prior to, during and after the emergency;
- ☐ Prioritize municipal operations;
- ☐ Support the response to the incident(s).

3.1 Activating the Municipal Emergency Control Group (MECG)

The MECG will be activated¹⁶ under the following conditions:

- ☐ A member of the ECG requests activation;
- ☐ When there is a significant risk to the health, safety or well-being to members of the community.
- ☐ When municipal facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on municipal resources, or;
- ☐ When an emergency situation is anticipated to impact or is occurring within the municipality.

3.2 Activating the County Emergency Control Group (CECG)

The CECG will be activated under the following conditions:

- ☐ A member of the County ECG requests activation;
- ☐ When one or more member municipalities request assistance with coordination, planning, resource management, etc.
- ☐ When County facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on County resources, or;
- ☐ When an emergency situation requires resources that are specific to the County's sphere of jurisdiction¹⁷ as detailed in the Municipal Act or which are assigned to the upper-tier under any other current statute.

¹⁵ 12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

¹⁶ Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.

¹⁷ 11 (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

3.3 Emergency Control Group (ECG) Membership

The composition of each ECG¹⁸ is detailed in a table below.

In the Municipality where the Head of Council is also serving as the Warden or Deputy Warden for the County of Dufferin, and the Warden is required to attend the County EOC, the Deputy Mayor will assume the role of Head of Council for the municipality.

Any other officials, experts or representatives from the public or private sector¹⁹ as deemed necessary by the ECG may be appointed to the group on an as needed basis.

The ECG may not require the participation of everyone listed however all members shall be notified and advised of developments and progress.

3.3.1 ECG Composition by Municipality

Amaranth	East Garafraxa	Grand Valley
<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Deputy Clerk• Fire Chief• OPP Inspector
Melancthon	Mono	Mulmur
<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works• Fire Chief• OPP Inspector
Orangeville	Shelburne	Dufferin
<ul style="list-style-type: none">• CAO• CEMC• GM – Corporate Services• GM – Community Services• GM – Infrastructure Services• Fire Chief	<ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	<ul style="list-style-type: none">• CAO• CEMC• Director – Corporate Svcs• Director – Community Svcs• Director – Public Works• Director – Development• Administrator – Dufferin Oaks• Chief, Paramedic Svcs• Manager, Human Resources

¹⁸ (2) The emergency control group shall be composed of, (a) such officials or employees of the municipality as may be appointed by the council; and

(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

¹⁹ (8) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any level of government who are involved in emergency management.
2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

3.3.2 ECG Alternates

Each member of the ECG shall have one or more designated alternates who will be trained and authorized to fulfill the primary member's role.

3.4 Activation Procedure

In the event of an imminent or occurring emergency requiring the activation of an ECG, at either the municipal or county level, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the Senior Municipal Official or designated alternate.

When ECG activation is required:

- Incident Commander will immediately contact the Senior Municipal Official of the affected municipality.
- The Senior Municipal Official will contact the Community Emergency Management Coordinator to initiate the emergency notification procedures.

When two or more municipalities are affected, the County of Dufferin's ECG may be activated and shall include the Senior Municipal Official, or a designate, for the affected municipalities.

3.5 Emergency Control Group Notification

When activating the Emergency Control Group it is important to ensure all members are contacted even if they are not required to attend the Emergency Operations Centre²⁰.

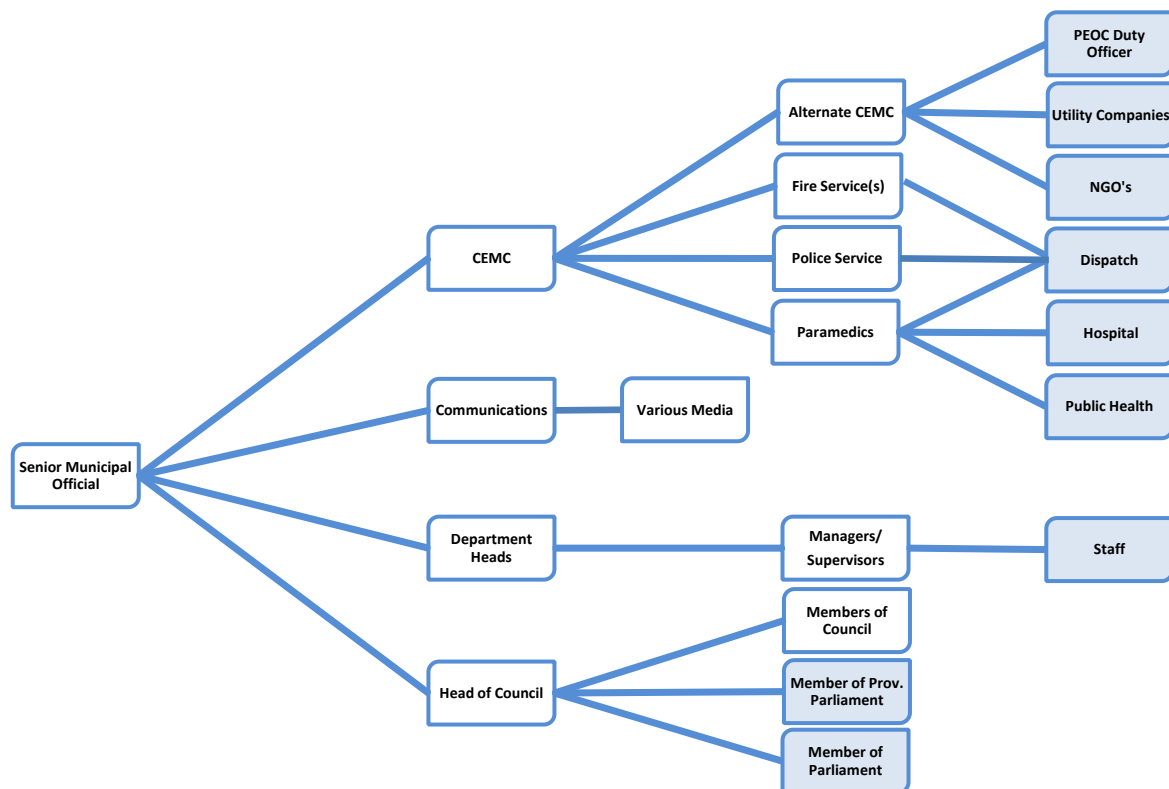
All emergency contact information is located in the Emergency Contact List.

1. Direct contact by voice or in-person is the preferred notification method. SMS, email or other messaging technology may be used if direct contact is not possible.
2. Make every effort to notify the primary contact person before contacting the alternate(s).
3. Do not allow the notification process to cease if a person cannot be contacted, make their notifications in their absence.
4. Confirm that those members you contact know whom they must contact and what is expected of them.

²⁰ A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

3.6 Notification Roadmap

Initial awareness of an incident may occur at any level within the municipality. For this reason it is reasonable to expect that a person may have to make notifications up and down the contact list.



Note: Shaded contacts are only notified if required.

3.7 Emergency Control Group (ECG) Authority

In the event of an emergency or impending emergency, whether declared²¹ or not, the ECG is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency

²¹ A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act.

- Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

3.8 Delegation of Authority

3.8.1 Head of Council – County of Dufferin

In the absence of the Head of Council the Chair of the General Government Services Committee will assume the responsibilities of the Head of Council under this plan.

Should both the Head of Council for the County of Dufferin and their designated alternate be absent or unavailable during an emergency the most recent past Head of Council, who is still serving on council, will assume the responsibilities of the Head of Council until such time as the current Head of Council or alternate can assume the role.

3.8.2 Head of Council – Member Municipality

In the absence of the Head of Council, the Deputy Mayor or designated alternate will assume the responsibilities of the Head of Council under this plan.

Should both the Mayor and the designated alternate of a municipality be absent or unavailable, and where the council has not adopted a succession plan by by-law, the council will appoint an interim Head of Council until such time as the current Head of Council or alternate can assume the role.

3.9 Declaration of an Emergency

The Head of Council, or designate, of the Municipality has the legislative authority²² to declare an emergency to exist in all or any part of the municipality. The declaration of an emergency permits for the taking of such action and making of such orders as is necessary to implement the emergency response plan and to protect the health, safety, welfare and

²² *The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).*

property of inhabitants in the emergency area. Such actions and orders shall not be contrary to law.

The ***Municipal Act, 2001, S.O. 2001, c. 25*** provides the legislative authority and spheres of jurisdiction for municipal actions and orders²³.

Note: *"In the absence of an emergency declaration municipal staff may take any necessary actions to protect the lives, health, safety, and property of the inhabitants of the Municipality."*

The Head of Council may consider several factors whether an emergency declaration is warranted including but not limited to:

General and Continuity of Government

- ☐ Is it an extraordinary event requiring extraordinary measures?
- ☐ Does it pose a danger of major proportions to life or property?
- ☐ Does it pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment or medical care)?
- ☐ Does it threaten social order and the ability to govern?
- ☐ Is it attracting significant media and/or public interest?
- ☐ Has there been a declaration of emergency by another level of government?

Legal

- ☐ Could legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- ☐ Are volunteers assisting?

Operational

- ☐ Does it require a response that exceeds, or threatens to exceed the capabilities of the municipality?
- ☐ Does it strain the municipal response capability, thereby further endangering life and property outside areas directly affected by the current crisis?
- ☐ Are additional personnel and resources required to maintain the continuity of operations?
- ☐ Could it require assistance from the provincial or federal government (e.g. military equipment)?
- ☐ Does it involve a structural collapse?
- ☐ Is it a complex chemical, biological, radiological, or nuclear (CBRN) incident?
- ☐ Could it require the evacuation and/or sheltering of people or animals?

²³ **11** (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

- ☐ Could you receive evacuees from another community?

Economic and Financial

- ☐ Does it pose a disruption to routine transportation, rerouting large numbers of people and vehicles?
- ☐ Could it have a long term impact on the economic viability/sustainability resulting in unemployment, or lack of restorative measures necessary to re-establish commercial activity?
- ☐ Is it possible that the municipality may take legal action against a specific person, corporation, or other party that caused the emergency to occur?

A positive response to one or more of these factors may warrant a declaration of emergency.

Upon declaration of an emergency, the ECG will complete the appropriate Declaration of an Emergency form, and ensure that the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

3.10 Delegation of Council Authority

During a declared emergency the Council of the municipality shall be deemed to have delegated its authority to the Head of Council.

The authority delegated to the Head of Council shall be utilized in accordance with the following criteria;

- Facilitates a rapid response to the situation
- Alleviates harm or damage
- Exercising the delegated authority is a reasonable alternative to other measures that might be implemented
- The delegated authority only applies to the necessary areas/functions of the municipality
- The delegated authority is in effect for 30 days or until the emergency declaration is terminated, whichever comes first.
- Council may extend the delegated authority for up to 30 additional days as often as is required.

Note: An emergency declaration is not deemed to be terminated when the delegation of authority expires or is withdrawn by Council.

3.11 Role of Elected Council Members

Council members will not be present in the EOC but will be expected and encouraged to liaise with their constituents and relay any concerns or pertinent information to the Head of Council. The Head of Council will liaise directly with the Senior Municipal Official.

3.12 Termination of an Emergency

A municipal emergency may be terminated at any time.²⁴ When terminating an emergency, the Head of Council will complete the appropriate Termination of Declared Emergency form, and will ensure the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

²⁴ The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

3.13 After-Action Report

Within 60 days of the termination of an emergency, the Senior Municipal Official shall present a staff report to the municipal council providing:

- The justification for having exercised the delegated authority
- An outline of the actions taken
- Recommendations of lessons learned arising from the emergency

3.14 Public Health Emergencies

The local public health authority is the lead agency during a public health emergency in Dufferin County. The primary responsibilities of the Medical Officer of Health and the health authority are:

- ☐ Immediately notify the Senior Municipal Official or the Community Emergency Management Coordinator of any public health emergencies
- ☐ Act as Incident Commander or as part of a Unified Command²⁵ structure, in response to a human health emergency
- ☐ Activate the Public Health Response Plan as required
- ☐ Work with the Emergency Information Officer²⁶ to prepare information/instructions for dissemination to the media pertaining to public health risk reduction.
- ☐ Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
- ☐ Coordinate vaccine management and implement mass immunization plan, as required
- ☐ Advise the ECG on potability of water supplies and sanitation facilities, as required
- ☐ Liaise with the Ministry of Health and Long-Term Care - Public Health Division
- ☐ Consult with the coroner on temporary morgue facilities as required
- ☐ Coordinate local community medical resources (family health teams, hospitals, etc.) in response to the emergency
- ☐ Fulfill legislative mandate of the Medical Officer of Health as outlined in provincial legislation
- ☐ Provide direction on any matters which may adversely affect public health
- ☐ Coordinate on preventing human health risks in evacuation centres/shelters including areas of food preparation, infection prevention and control, water quality, and sanitation
- ☐ Maintain records of all actions taken
- ☐ Participate in post-emergency debriefings

²⁵ A structure that brings together the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.

²⁶ An individual responsible for acting as the primary public and media contact for emergency information requirements.

3.14.1 Municipal Support to Public Health

At the request of the Medical Officer of Health or an authorized representative the municipality will endeavor to provide all reasonable resources in support of a response to a public health risk.

3.14.2 Public Health Emergency Declaration

The legislated authority to declare any type of emergency in a municipality belongs to the Head of Council. In the event of a public health related emergency the Medical Officer of Health may request that Head of Council declare an emergency to assist in mitigating the effects of such emergency.

3.14.3 Public Health Orders

The *Health Protection and Prevention Act* grants the Medical Officer of Health or a public health inspector the authority to issue written orders²⁷ to decrease or eliminate hazards to the public's health.

An order issued under this section by the Medical Officer of Health or a public health inspector may include²⁸, but is not limited to,

- ☐ requiring the vacating of premises;
- ☐ requiring the closure of premises or a specific part of the premises;
- ☐ requiring the placarding of premises;
- ☐ requiring the correction of conditions, on or about premises specified in the order;
- ☐ requiring the removal of anything that the order states is a health hazard;
- ☐ requiring the cleaning and/or disinfecting, of the premises or the thing;
- ☐ requiring the destruction of a thing;

²⁷ **13** (1) A medical officer of health or a public health inspector, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a health hazard. R.S.O. 1990, c. H.7, s. 13 (1).

(2) A medical officer of health or a public health inspector may make an order under this section where he or she is of the opinion, upon reasonable and probable grounds,

(a) that a health hazard exists in the health unit served by him or her; and

(b) that the requirements specified in the order are necessary in order to decrease the effect of or to eliminate the health hazard. R.S.O. 1990, c. H.7, s. 13 (2).

²⁸ R.S.O. 1990, c. H.7, s. 13 (4).

- ☐ prohibiting or regulating the manufacturing, processing, preparation, storage, handling, display, transportation, sale, offering for sale or distribution of any food or thing;
- ☐ prohibiting or regulating the use of any premises or thing.

3.14.4 Communicable Disease Order

A medical officer of health has the authority²⁹ under the *Health Protection and Promotion Act* to require a person, or a class of persons, to take or to refrain from taking actions when a communicable disease exists, may exist or when there is an immediate risk of an outbreak of a communicable disease outbreak within their jurisdiction. An order under this section may include, but is not limited to,

- ☐ Closure of a premises or a specific part of the premises;
- ☐ placarding of premises to give notice of an order;
- ☐ requiring any person that may have a communicable disease to isolate and remain in isolation from other persons;
- ☐ requiring the cleaning and/or disinfecting of a premises or thing;
- ☐ requiring the destruction of a thing;
- ☐ requiring a person, or persons, to submit to an examination by a physician;
- ☐ requiring a person, or persons, to place themselves under the care of a physician;
- ☐ requiring a person, or persons, to conduct themselves in such a manner as not to expose another person to infection.

3.14.5 No Requirement for Emergency Declaration

The authority of the Medical Officer of Health is not contingent on a municipal declaration of emergency.

²⁹ 22 (1) A medical officer of health, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a communicable disease. R.S.O. 1990, c. H.7, s. 22 (1).

4 MUTUAL ASSISTANCE

4.1 Background

When a municipality's own resources are overwhelmed or at risk of being overwhelmed, the municipality may choose to request assistance from one or more other Municipalities.

There is no requirement to declare an emergency before a request can be made for assistance however, the requesting and/or assisting municipalities can do so should they believe it to be necessary.

Mutual Aid Agreements as well as Mutual Assistance Agreements ensure that the additional resources required to effectively manage an emergency are available from another municipality or agency.

Mutual Aid Agreements – Fire Services

The request to execute the County of Dufferin Fire Mutual Aid Plan³⁰ will be the responsibility of the Senior Official - Fire Services or the County Fire Coordinator and is separate from this plan.

Mutual Assistance Agreements – Close Municipalities

The County of Dufferin maintains agreements similar to this with several nearby municipalities. Currently Mutual Assistance Agreements³¹ exist between Dufferin County and:

- Bruce County;
- Simcoe County;
- Wellington County, and;
- The Town of Caledon.

4.2 Objectives

This plan will ensure that a process for requesting and providing assistance within Dufferin County exists. Such assistance may include services, personnel, equipment and materials. These agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided.

³⁰ An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

³¹ An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

4.3 Purpose

A mutual assistance agreement ensures that municipalities requesting and providing assistance are not hampered by negotiating terms and conditions at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreed to arrangements.

4.4 Activation

Requests for mutual assistance shall be made by the Senior Municipal Official of the requesting municipality to the Senior Municipal Official of the assisting municipality.

4.5 Notifications

When the Senior Municipal Official or his/her designate activate this agreement the following personnel will be notified:

- ☐ Community Emergency Management Coordinator
- ☐ Emergency Control Group
- ☐ Head of Council

Contact information for the above personnel can be found in the Emergency Contact List.

4.6 Procedure - Requesting Assistance

Upon determining that the need for mutual assistance exists the Senior Municipal Official will:

- ☐ Contact those municipalities that are party to this agreement and which may have the resources required to request assistance.
- ☐ Within three (3) days provide the details of the request in writing to any assisting municipality. See Appendix A below.
- ☐ Liaise with assisting municipality often.

4.7 Providing Assistance

Upon receiving a request from a municipality that is a party to this agreement the Senior Municipal Official of the assisting municipality will:

- ☐ Determine the capacity to provide the requested assistance
- ☐ Approve or deny the request
- ☐ If assistance is to be provided, direct staff to provide the requested assistance
- ☐ Liaise with the requesting municipality often

4.8 Mutual Assistance within the County of Dufferin

Any member municipality may request assistance from the County at any time by contacting the CEMC who will consult with the County's Senior Municipal Official. A request for assistance from the County shall not be deemed a request that the County assume authority or control of the emergency; the County's role will be one of support and assistance.

The County of Dufferin is not empowered to direct the activities of a local municipality in responding to an emergency, without the consent of the municipality(s) involved.

4.8.1 Forms of Assistance

The member municipalities and the County of Dufferin agree that in an emergency, any party to this ERP may request assistance in the form of personnel, services, equipment, or material from the other parties.

4.8.2 Requesting Assistance

The request for assistance shall be made by the Senior Municipal Official (SMO) of the requesting municipality to the SMO of the assisting municipality. The municipality may make the initial request for assistance verbally, however, any request for assistance shall be confirmed in writing by the requesting municipality within three (3) days of the initial request.

4.8.3 Scope of Assistance Required

Each request, where possible, shall set out the specific personnel, services, equipment or material that is requested, and which the assisting municipality is able to provide. The assisting municipality may request such reasonable additional information as it considers necessary to confirm the nature of the emergency and to assess the type, scope, nature and amount of assistance to be provided.

4.8.4 No Obligation to Provide Assistance

Nothing in this ERP shall require or obligate or be construed to require or obligate a municipality to provide assistance. Each municipality shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.

4.8.5 No Liability

No liability shall arise against the assisting municipality if it fails, for any reason whatsoever, to respond to a request for assistance made under this plan.

4.8.6 Limitations on Scope of Assistance

When assistance has been offered or provided by the assisting municipality, the Assisting Municipality is not obligated to provide any additional assistance or to do anything or take any action beyond that which is specifically agreed to in the request for assistance

4.8.7 Withdrawal of Assistance

Nothing in this ERP shall prevent the assisting municipality, in its sole discretion, from withdrawing any or all assistance provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall be made only upon at least forty-eight (48) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality without notice.

4.8.8 Termination of Assistance Request

The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

5 Costs Associated with Mutual Assistance within the County of Dufferin

5.1 Reimbursement for Direct and Indirect Costs

The municipalities agree that any and all *direct and indirect* costs for assistance are to be paid by the assisted municipality. The assisted municipality shall be responsible to pay for any and all actual costs incurred by the assisting municipality in providing the assistance. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable for the circumstances.

5.2 Exclusion for Benefit Costs

Reimbursable costs shall not include the assisting municipality's cost of employment benefits which includes, for the purposes of this plan, Canada Pension Plan, Employment Insurance, OMERS (or equivalent) contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

5.3 Reimbursement for Operating Costs

The assisted municipality may also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the assisted municipality under this ERP. The assisted municipality shall be responsible for the cost of replacing equipment or material furnished by the assisting municipality if damaged beyond reasonable repair.

5.4 Municipality Not Relieved of Financial or Legislated Responsibility

The assisted municipality shall not be deemed to be relieved of any financial or legislated obligations should the County of Dufferin provide assistance during an emergency.

5.5 Request for Mutual Assistance

I, _____, Chief Administrative Officer/Designated Official of The REQUESTING MUNICIPALITY, duly authorized to do so by the Council of The REQUESTING MUNICIPALITY, do hereby request of The ASSISTING MUNICIPALITY, to provide assistance in the form of:

___ PERSONNEL

___ SERVICES

___ EQUIPMENT

___ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

The above confirms the assistance verbally requested on _____, and which assistance The ASSISTING MUNICIPALITY has agreed to provide.

Dated at _____ this ___ day of _____, 20___,

NAME

Chief Administrative Officer

The REQUESTING MUNICIPALITY

6 EMERGENCY ALERTING



The Alert Ready emergency alerting system is used by authorized officials when there is, an imminent threat to life;

- ☐ a serious threat to public health,
- ☐ a serious threat to community safety or security;
- ☐ or substantial damage to property.

Emergency alert messages will contain the following information;

- ☐ A description of the threat
- ☐ Alert area boundaries
- ☐ Actions the public should take to protect themselves
- ☐ Expiry date and time;
- ☐ Details on how recipients can receive additional information.

6.1 Actions Upon Receiving an Emergency Alert

When an emergency alert is received it is important to act immediately.

- ☐ Stop what you are doing, when it is safe to do so, and read the emergency alert.

The alert will include the information you need and guidance for the general public to take. This could include but is not limited to: limiting unnecessary travel, evacuating a specified area, seeking shelter, etc.

6.1.1 Emergency Alerts While Driving

It is important to act safely, especially if the emergency alert is received while operating a vehicle. If you are driving, it is important to remain calm and pull over at your earliest opportunity to view the emergency alert.

6.1.2 Emergency Alerts and Municipal Officials

When an emergency alert is received municipal officials should,

- ☐ ensure their safety and the well-being of their family;

- assess the impact of the emergency and determine if they are able to respond if asked to do so;
- notify their immediate supervisor and/or manager by SMS or email of their situation, availability and any required supports.

Supervisors and managers will,

- compile a list of staff that are available to report for work;
- determine what support staff may require to assist them in reporting for work;
- prepare to adjust regular scheduling to accommodate the community response effort;
- provide an update to the department head on the status of their division.

Additionally, members of the Emergency Control Group will;

- report their situation, availability and any required supports to the senior municipal official.

If the communications network has been impacted and it is not possible to communicate please refer to the 'communications outage' plan.

7 EVACUATION & SHELTER-IN-PLACE DIRECTIVES

7.1 Evacuation Directive

Evacuations may take place prior to, during, or after an incident has occurred. An evacuation may encompass any part of the municipality issuing the evacuation directive.

It may be necessary to carry out an evacuation while a threat is impacting the community. With an evacuation of this type any delay may have a significant impact on public safety.

7.2 Shelter-in-Place Directive

In certain circumstances and when the present location affords adequate protection against the threat, emergency officials may direct people to shelter-in-place.

While the primary goal of any response action is to save lives, the ability to evacuate people quickly and efficiently should be weighed against the risks of remaining in place.

7.3 Notifying the Public of Directive

When it is necessary to direct an evacuation or shelter-in-place the Incident Commander will determine the most appropriate manner of notifying those affected. Such notification may include, but is not necessarily limited to the following,

- door-to-door visit by uniformed personnel;
- telephone notifications;
- issuance of an Alert Ready emergency alert.

8 PARTNERS AND RESOURCES

8.1 Federal Resources

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre.

8.2 Provincial Resources

Communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC)³² at any time for advice related to managing emergencies.

Requests to the Province of Ontario can be made at any time without any loss of control or authority. Any request for assistance can be initiated through the Provincial Emergency Operations Centre (PEOC).

8.3 Ministry of Solicitor General

8.3.1 Provincial Emergency Operations Centre (PEOC)

If an emergency is declared, OFMEM may deploy a Field Officer to the local Emergency Operations Centre to assist the community. The Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal resources.

8.3.2 Specialized OFMEM Resources

On behalf of the Province, the Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports OFMEM Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is declared.

8.3.2.1 *Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)*

The OFMEMs CBRNE resources include the following;

- Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)

³² A fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

- Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

8.3.2.2 Heavy Urban Search and Rescue (HUSAR)

The OFMEMs HUSAR resources are based in Toronto and can be deployed anywhere in Ontario.

Activation of Provincial CBRN or HUSAR Resources

The municipality requiring the assistance of a CBRNE or HUSAR team **DOES NOT** have to, or be in the process of, declaring an emergency pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.

All requests for assistance from a CBRNE or HUSAR team will be received and coordinated through the Provincial Emergency Operations Centre (PEOC).

- Should an emergency occur, that in the opinion of the county fire coordinator or his/her designate, cannot be addressed through the resources of the local fire department, the mutual aid system or contracted service providers, he/she may contact the PEOC to request the response of a CBRNE or HUSAR team.
- The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of Community Safety and Correctional Services representative through the PEOC.
- The PEOC, in conjunction with the Office of the Fire Marshal will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding fire department(s).
- The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- The CBRNE response teams are not intended to fight fires involving hazardous materials. When fire departments respond to hazardous material fires, the normal method of activating mutual aid is to be followed for additional fire suppression assistance.
- The CBRNE or HUSAR team will not respond outside its home municipality as part of the memorandum of understanding unless deployed by the PEOC.

8.4 Ministry of Health

8.4.1 Emergency Medical Assistance Team (EMAT)

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access within 24 hours. The EMAT can set-up a 56 bed unit that provides a staging and triage base, and has the capability to treat 20 acute care patients and 36 intermediate care patients. In addition, the EMAT can provide :

- ☐ Patient isolation in the case of an infectious diseases outbreak;
- ☐ Medical support and decontamination in the case of a chemical, biological or radiological incident;
- ☐ Case management and triage of patients in a mass casualty situation.

8.4.1.1 Conditions for EMAT Deployment

All of the following elements must be present prior to EMAT deployment

- ☐ Emergency is focused on a severe respiratory illness or, mass casualty incident or requires medical care for victims of chemical, biological, radiological, nuclear or explosive (CBRNE) incidents.
- ☐ Code Orange invoked by hospital
- ☐ Municipal emergency response plan implemented
- ☐ Efforts to transfer patients out of hospital/region have been, or will rapidly become, inadequate
- ☐ Resolution of emergency is predicted to be greater than six hours plus EMAT response and travel time.

8.4.1.2 Activation of Emergency Medical Assistance Team

Activation of EMAT can be arranged through:

- ☐ Headwaters Health Care Centre's Emergency Operations Centre;
- ☐ Community Emergency Management Coordinator or his/her designate.

8.5 Ministry of the Environment, Conservation and Parks

8.5.1 Spills Action Centre (SAC)

The Ministry of the Environment (MOE) serves primarily as a regulatory agency. The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined³³ as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Spills must be reported³⁴ immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

- ☐ Impairment to the quality of the natural environment – air, water, or land
- ☐ Injury or damage to property or animal life
- ☐ Adverse health effects
- ☐ Risk to safety
- ☐ Making property, plant, or animal life unfit for use
- ☐ Loss of enjoyment of normal use of property
- ☐ Interference with the normal conduct of business

The Spills Action Centre has access to extensive chemical database systems and often provides clean up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response. If there is a spill or other environmental emergency

8.6 Ministry of Municipal Affairs and Housing

8.6.1 Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance to home and business owners in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

8.6.2 Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

³³ Ministry of Energy, Northern Development and Mines, 2018.

³⁴ O.Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

8.6.2.1 Program activation and delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

8.6.2.2 Eligibility Requirements

In order to be eligible for the program, a municipality must have:

- ❑ Experienced a sudden, unexpected and extraordinary natural disaster.
- ❑ Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- ❑ Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

8.7 Conservation Authorities

The **Conservation Authorities Act, R.S.O. 1990, c. 27** assigns local conservation authorities the responsibility of coordinating flood control³⁵ within their area of jurisdiction and providing warnings to municipalities and the public.

The following Conservation Authorities have jurisdiction for a portion of Dufferin County and each has a current flood plan:

- Credit Valley Conservation
- Grand River Conservation Authority

³⁵ 21 (1) For the purposes of accomplishing its objects, an authority has power,
(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof; R.S.O. 1990, c. C.27

- Saugeen Valley Conservation Authority
- Nottawasaga Valley Conservation Authority
- Toronto Region Conservation Authority

8.8 Public and Separate School Boards

The school boards within the County of Dufferin are responsible for the care of the school population, all school buildings and facilities, and school buses in accordance with their own emergency response plans.

8.9 Partners Engaged in Emergency Response (PEERs)

8.9.1 Salvation Army

The Salvation Army, under the direction of the Senior Official – Community Services, will be responsible for the provision of qualified personnel to assist Community Services staff in their mandate to deliver clothing, food and personal services.

The Salvation Army also manages a transitional housing unit on behalf of the County of Dufferin which may be utilized for emergency housing.

8.9.2 Canadian Red Cross

Should an emergency shelter need to be set up to receive and shelter evacuees it will operate under the authority of the Senior Official – Community Services and staffed by the Canadian Red Cross. The Canadian Red Cross will be responsible for:

- Registering evacuees
- Handling inquiries about evacuees
- Personal needs
- Food and Beverage services
- Clothing services
- Temporary lodging

8.9.3 Area Lions Emergency Response Team (ALERT)

All five Lions Clubs in Dufferin County have joined together to form the Dufferin Area Lions Emergency Response Team (***Dufferin ALERT***).

Upon receipt of a request for assistance from the Community Emergency Management Coordinator, the Dufferin ALERT Team is prepared to provide support and assistance in the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

8.9.4 Ontario Society for the Prevention of Cruelty to Animals (OSPCA)

The OSPCA, with the assistance of the Municipal Animal Control Officers, will be responsible for the following:

- Assist with the operation of temporary animal shelters
- Be prepared to evacuate and relocate animals under the care of the Humane Society should their facilities be located within the area to be evacuated

8.9.5 Mennonite Disaster Services (MDS)

MDS is the organized response to the needs of "neighbors" in time of disaster. MDS endeavors to give time, talents, and energies to help relieve suffering caused by disasters.

MDS focuses on helping the most vulnerable: the elderly, people with disabilities, single parents, the unemployed, the uninsured and the underinsured.

8.9.6 Dufferin Emergency Search and Rescue (DESAR)

DESAR is a group of certified volunteer ground search and rescue specialists based in Dufferin County. All searchers are certified by the Ontario Search and Rescue Volunteer Association and the Ontario Provincial Police.

8.9.7 St. John Ambulance

St. John Ambulance plays a vital role in the critical areas of emergency preparedness and response across Canada. When a natural or human disaster strikes, St. John Ambulance volunteers are there with advanced first aid and life-saving skills, experience and leadership.

The type of services provided by St. John Ambulance during a major emergency or disaster may vary. SJA provides care in the form of:

- health care and first aid services in reception centers casualty care at the scene of the event
- assisting with transportation of ill, injured, infirm to reception or medical facilities evacuation
- elder and child care

Emergency Response Teams also participate in:

- disaster / emergency drills
- disaster scenarios
- disaster or civil emergencies

St. John Ambulance Emergency Preparedness and Disaster Response Teams strengthen the capacity of disaster response and preparedness capabilities through an integrated approach within our communities.

9 LIST OF CONFIDENTIAL ANNEXES

The annexes to this plan contain specific details about vulnerabilities³⁶, resources³⁷ and response procedures and are strictly confidential.

9.1 Emergency Operations Centre Procedures

- Emergency Operations
- Activity Log
- Emergency Contact List
- Emergency Information
- Emergency Support Services
- Donations Management
- Volunteer Management
- Recovery Operations
- Testing, Amendments, Distribution List

9.2 Agricultural Emergencies

- Farm Animal Disease
- Food Contamination
- Plant Disease/Infestation

9.3 Environmental Emergencies

- Drought/Low Water
- Earthquake
- Erosion
- Extreme Cold
- Winter Weather
- Extreme Heat

³⁶ **13** A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual. R.S.O. 1990, c. M.56, s. 13; 2002, c. 18, Sched. K, s. 20.

³⁷ **10** (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute. R.S.O. 1990, c. M.56, s. 10 (1); 2002, c. 18, Sched. K, s. 18; 2017, c. 8, Sched. 20, s. 2.

- Flooding
- Wildland Fire

9.4 Extraterrestrial Emergencies

- Space Object Crash
- Space Weather

9.5 Hazardous Materials Emergencies

- Spills in Transit
- Spills at Fixed Site

9.6 Human Health Emergencies

- Water Quality
- Infectious Disease
- Substance Use/Overdose

9.7 Public Safety Emergencies

- Terrorism
- Mass Gatherings
- Active Attacker
- CBRNE
- Civil Disorder
- Cyber Attack
- Electromagnetic Pulse
- Geopolitical Incidents
- Sabotage

9.8 Structural Failure Emergencies

- Dam Failure
- Fire/Explosion
- Mine Emergency
- Structural Collapse

9.9 Supply and Distribution Emergencies

- Communications Outage
- Power Outage
- Food Shortage

- Medical Supply Shortage
- Fuel Shortage

9.10 Transportation Emergencies

- Aviation Crash
- Transit Crash
- Highway Crash

9.11 Recovery

- Damage Assessment
- Restoring Key Services
- Critical Infrastructure
- Debris Management
- Disaster Recovery Assistance for Ontarians
- Municipal Disaster Recovery Assistance Program

Members of the public may access this document online or by visiting any municipal office located within the County of Dufferin.

Accessible format available on request

Questions or comments pertaining to this Emergency Response Plan or the County of Dufferin and Member Municipalities Emergency Management Program should be directed to;

Steve Murphy
Community Emergency Management Coordinator
Email: smurphy@dufferincounty.ca
Phone: 519-941-2816 Ext #2401

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2022-43

A BY-LAW TO RATIFY THE ACTIONS OF THE WARDEN AND THE CLERK FOR EXECUTING AN AGREEMENT BETWEEN THE CORPORATION OF THE COUNTY OF DUFFERIN AND THE ZONE 6 REGIONAL TOURISM ORGANIZATION O/A CENTRAL COUNTIES TOURISM. (Zone 6 Tourism Relief Funding Agreement – Southern Ontario Prosperity Program)

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

1. That the agreement between the Corporation of the County of Dufferin and Zone 6 Tourism Organization o/a Central Counties Tourism, in a form substantially the same as attached hereto as Schedule "A" be approved.
2. That the staff of the County of Dufferin is hereby authorized to take such actions as are appropriate, and the Warden and Clerk are hereby authorized to execute such documents as are appropriate to implement the agreement referred to herein.

READ a first, second and third time and finally passed this 13th day of October, 2020.

Wade Mills, Warden



Michelle Dunne, Clerk

Zone 6 Regional Tourism Organization
Central Counties Tourism

THIS ULTIMATE RECIPIENT AGREEMENT (the “**Agreement**”) is dated as of the 7th day of September, 2022 (the “**Effective Date**”)

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

AND:
THE CORPORATION OF THE COUNTY OF DUFFERIN (the “**Ultimate Recipient**”)

AGREEMENT NUMBER: CCT-FedDev-0311060194

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.

For a full copy of the by-law, contact the Clerk's department.

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2022-44

A BY-LAW TO APPROVE OFFICIAL PLAN AMENDMENT NO. 9 TO THE TOWNSHIP OF EAST GARAFRAXA OFFICIAL PLAN.

WHEREAS the Planning Act, R.S.O. 1990, c.P.13, as amended, permits the County of Dufferin to approve an Official Plan or amendments thereto;

AND WHEREAS County Council at its meeting on October 13, 2022, decided to approve Official Plan Amendment No. 9 to the Township of East Garafraxa Official Plan;

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

1. Official Plan Amendment No. 9 to the Township of East Garafraxa Official Plan, as adopted by By-Law 40-2022 by the Township of East Garafraxa is hereby approved.

READ a first, second and third time and finally passed this 13th day of October, 2022.

Wade Mills, Warden



Michelle Dunne, Clerk

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2022-45

A BY-LAW TO RATIFY THE ACTIONS OF THE WARDEN AND THE CLERK FOR EXECUTING AN AGREEMENT BETWEEN THE CORPORATION OF THE COUNTY OF DUFFERIN AND SCONE DEVELOPMENTS INC. (Storm Sewer Easement Agreement)

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

1. That the Agreement between the Corporation of the County of Dufferin and Scone Developments Inc., in a form substantially the same as attached hereto as Schedule "A" be approved.
2. That the staff of the County of Dufferin is hereby authorized to take such actions as are appropriate, and the Warden and Clerk are hereby authorized to execute such documents as are appropriate to implement the agreement referred to herein.

READ a first, second and third time and finally passed this 13th day of October, 2022.

Wade Mills, Warden



Michelle Dunne, Clerk

STORM SEWER EASEMENT AGREEMENT

THIS AGREEMENT is made as of the 6th day of September, 2022.

AMONG:

THE CORPORATION OF THE COUNTY OF DUFFERIN
(the "Grantor")

- and -

SCONE DEVELOPMENTS INC.
(the "Grantee")

WHEREAS:

- A. The Grantor is the registered owner of lands legally described as PT LT 1 CON 3 OS MELANCTHON AS IN MF230830; SUBJECT TO AN EASEMENT IN GROSS OVER PTS 1 & 2 PL 7R6250 UNTIL 2059/03/06 AS IN DC151688; TOWNSHIP OF MELANCTHON (the "**Grantor Lands**");
- B. The Grantee is the registered owner of lands legally described as PART OF LOT 1, CONCESSION 3, OLD SURVEY, PART 1, PLAN 7R-6534; SUBJECT TO AN EASEMENT AS IN DC227461; TOWN OF SHELBURNE and PT LT 1 CON 3 OS MELANCTHON PT 1 7R6732; MELANCTHON, Town of Shelburne, Dufferin County, Ontario (the "**Grantee Lands**");
- C. The Grantee proposes to construct a residential development upon the Grantee Lands, consisting of certain internal roadways and other facilities and services which will form the common elements of a "common elements condominium corporation" to be created upon the registration of the declaration and description against the Grantee Lands pursuant to the *Condominium Act, 1998* (the "**Common Elements Condominium Corporation**"). The Grantee shall also construct 33 residential dwellings on individual townhouse parcels within the Grantee Lands, each parcel to have a common interest in the Common Elements Condominium Corporation ("**Parcel of Tied Land**"). The proposed Common Elements Condominium Corporation and the 33 residential dwellings are collectively known as the "**Project**".
- D. Pursuant to a decision of the Committee of Adjustment of The Corporation of the Town of Shelburne, File # B21/04, dated the 4th day of October, 2021, the Committee of Adjustment granted its consent for the Grantee to obtain an easement on the Servient Lands (hereinafter defined), for the purposes of a proposed storm sewer that will function as part of the outlet for the new storm water management pond located on the Grantee Lands to the east of the former rail corridor in the Grantee Lands and servicing the Project.
- E. The parties have agreed to the establishment of the Easement (hereinafter defined) as well as certain rights and agreements between them concerning the Easement, subject to and in accordance with the terms set out herein.

NOW, THEREFORE, IN CONSIDERATION of the covenants hereinafter expressed and the sum of \$2.00 of lawful money in Canada now paid by each party to the other (the receipt and sufficiency of which are hereby acknowledged), the parties hereby agree and declare as follows:

ARTICLE I - INTERPRETATION

Section 1.01 - DEFINITIONS

In this Agreement, including but not limited to the preceding Recitals, the following words and phrases shall have the meanings set forth below:

"Agreement" means this Agreement and all Schedules attached hereto as amended from time to time.

"Applicable Laws" means all applicable federal, provincial, county, municipal and other governmental laws, regulations, by-laws, ordinances, orders, rules, directives and other requirements or guidelines now in force or which may be in force in the future.

"Assignor" shall have the meaning given to it in Section 5.03 .

"Assumption Agreement" shall have the meaning given to it in Section 5.03 .

"Business Day" means any day which is not a Saturday or a Sunday, or a day observed as a holiday under Applicable Laws in Ontario.

"Claims" shall have the meaning given to it in Section 5.08 .

"Common Elements Condominium Corporation" shall have the meaning given to it in Recital C.

"Default Rate of Interest" shall have the meaning given to it in Section 5.01 .

"Defaulting Party" shall have the meaning given to in Section 4.02 .

"Dispose" means the entering into of any agreement or the taking of any act or any omission which results or shall in the future result in a Disposition.

"Disposition" means the sale, assignment, exchange or transfer or other disposition (or the granting of an option thereof) by a party to this Agreement of any portion of their respective Lands (hereinafter defined). A Disposition shall not mean the mortgage of any of the Lands to a mortgagee thereof, the sale or transfer of a Parcel of Tied Land, the conveyance of a freehold interest in any portion of the Grantee Lands to a governmental authority and/or the conveyance of any easement over the Grantee Lands.

"Dominant Lands" means the Grantee Lands.

"Easement" means the right, licence, privilege and easement to construct, inspect, maintain, repair, replace and use the Storm Water Facilities (hereinafter defined) across the Servient Lands (hereinafter defined) that will function as part of the outlet for the storm water management pond located on the Grantee Lands.

"Environmental Activity" means the use, receipt, storage, holding, existence, release, emission, discharge, manufacture, generation, processing, abatement, removal, disposal, transport, distribution, treatment or handling of any Hazardous Substance.

"Environmental Law" means any Applicable Laws which relates to or otherwise imposes liability or standards of conduct concerning Hazardous Substances (hereinafter defined) or otherwise relates to Environmental Activity or Environmental Matters (hereinafter defined).

"Environmental Matters" means any matter relating to the "environment" as such term is defined in the *Environmental Assessment Act* (Ontario), as amended, including but not limited to an Environmental Activity.

"Force Majeure" shall mean a delay resulting from an event or events the occurrence of which cannot be prevented by the exercise of reasonable best efforts by a party, provided that the party that purports to rely on the occurrence of a Force Majeure in excusing its failure to perform an obligation under this Agreement when required to do so has made reasonable best efforts in the circumstances to anticipate and minimize the adverse effect of the Force Majeure on the subject matter of this Agreement; without limiting the generality of the foregoing, "Force Majeure" includes but is not limited to delays resulting from strike, lock out, riots, insurrection, war, fire, tempest, flood, abnormal weather conditions, abnormal subsurface conditions, any other act of god, and shortage of material, but shall expressly exclude, without limitation, any delay caused by any economic matter.

"Grantee Lands" shall have the meaning given to it in Recital B.

"Grantor Facilities" means the improvements and facilities on the Grantor Lands, and any additions thereto and replacements thereof from time to time other than the Storm Water Facilities (hereinafter defined).

"Grantor Lands" shall have the meaning given to it in Recital A.

"Hazardous Substance" means any material, matter or substance which (i) constitutes a hazardous substance including but not limited to biological, hazardous waste, toxic substance, contaminant or pollutant as defined by Environmental Law or (ii) is regulated or controlled as a hazardous substance, hazardous waste, toxic substance, pollutant or other regulated or controlled material, substance or matter pursuant to Environmental Law.

"Lands" means both or either of the Grantee Lands and the Grantor Lands, or any part or parts thereof, as the context requires.

"Maintain" means to maintain, repair, restore, reconstruct, upgrade, renovate and replace, and **"Maintained"**, **"Maintaining"** and **"Maintenance"** have corresponding meanings.

"Notice" shall have the meaning given to it in Section 6.04 .

"Parcel of Tied Land" shall have the meaning given to it in Recital C.

"Project" shall have the meaning given to it in Recital C.

"Servient Lands" means a portion of the Grantor Lands designated as Parts 2 and 3 on Plan 7R-6738 registered in the Dufferin Land Registry Office on December 8, 2021.

"Storm Water Facilities" means the storm sewer pipe and related appurtenances constructed and installed by the Grantee and currently located on the Servient Lands for the conveyance of storm water from the storm water management pond constructed or to be constructed on the Grantee Lands, to the existing swales located on John Street, Shelburne. Any modifications to the Storm Water Facilities must be approved in writing by the Grantor in advance of such modifications.

ARTICLE II - GRANT OF EASEMENT AND RELATED RIGHTS AND OBLIGATIONS

Section 2.01 - EASEMENT GRANTED BY GRANTOR TO GRANTEE

The Grantor hereby grants unto the Grantee, its licensees, successors, assigns, servants, agents, workmen and contractors with all necessary vehicles, supplies, machinery and equipment necessary or incidental to enter upon the Servient Lands at all times (but only such vehicles, machinery and equipment as allowed by Applicable Law, including municipal requirements, and agreements relating to the Grantor Lands), and to pass and repass thereon for the purpose of the Easement, subject to Section 2.02(b)(i) and Section 2.02(b)(ii) herein.

The Grantee accepts the Easement and its interest in the Servient Lands on an "as is" basis and subject to: (i) all municipal requirements, including zoning by-laws; (ii) all rights under any easement for hydro, gas, telephone or like services including the easement in favour of Dufferin Wind Power Inc. registered on the Grantor Lands as Instrument No. DC151688 and attached hereto as Schedule "B"; (iii) any registered restrictions and covenants that run with the Servient Lands; and (v) any municipal agreement and agreements with publicly regulated utilities, whether existing or granted in the future, so long as such agreement does not prohibit the Grantee from exercising its Easement rights in accordance with the terms hereof.

The Grantee acknowledges that its rights pursuant to the Easement are in the nature of an easement only and subject always to the Grantor's rights as owner of the Grantor Lands. The Grantor acknowledges that in exercising its rights it will not prevent the reasonable use of the Servient Lands by the Grantee for the purpose of the Easement as granted herein.

The Grantee agrees and acknowledges that any future construction, installation or other modification of any portion of the Servient Lands shall be subject to the Grantor's standard Road Occupancy Permit process. The Grantee shall apply for a Road Occupancy Permit, prior to such future construction, installation or other modification and shall accommodate all requests and requirements of the Grantor in order to minimize any impacts on the Grantor Lands and the Grantor Facilities and upon completion of such future construction, installation or other modification, the Grantee shall landscape and otherwise improve the esthetic and integrity of the Servient Lands so as to minimize the impacts of such future construction, installation or other modification. For clarity, except in the case of emergencies, no future work will proceed without the issuance of a Road Occupancy Permit (for the purposes of this Agreement a situation shall be considered an emergency if there is an imminent threat to human life, the Grantors Facilities, the Storm Water Facilities or the Grantors Lands and it would be considered unreasonable not to take immediate action). All future work shall be completed in compliance with the reasonable directions of the Grantor. Plans detailing the specific nature and design of the future work to be located on the Servient Lands (other than work contemplated by the Engineering Plans dated October 27, 2021 attached hereto as Schedule "C") must be approved by the Grantor prior to the commencement of future work, which approval shall not be unreasonably withheld, conditioned or delayed. All design drawings must be submitted to the Grantor for review and approval before any future work is conducted other than in the case of emergencies. The plans for the future work shall take into account current legislative requirements and industry standards, as well as both the current and future likely uses of the Servient Lands by the Grantor and other users. The Grantee agrees that the Grantor may use the services of a third

party engineering firm to review the proposed future work, provide on-site supervision of the future work, and/or conduct post-construction inspection of the future work. The Grantee shall reimburse the Grantor for the reasonable cost of any such third party engineering services.

Section 2.02 - COVENANTS RE: EASEMENT

- (a) The Grantor, for itself and its successors and assigns, hereby covenants and agrees with the Grantee and its successors and assigns as follows:
 - (i) Not to obstruct the Servient Lands or interrupt the use of the Servient Lands by the Grantee in accordance with this Agreement. Notwithstanding the foregoing, the Grantor shall be able to modify or alter the Servient Lands, including but not limited to the installation of fencing, placement of material, or resurfacing of the existing trail;
 - (ii) to permit the Grantee to remove, trim, sever, or fell any obstructions such as trees, roots, brush, stumps, boulders or rocks as is reasonably necessary for subsequent maintenance of existing or future improvements; and
 - (iii) to not do or suffer to be done any other thing which might materially injure or damage existing or future improvements on the Servient Lands.

Notwithstanding the foregoing, nothing herein shall be interpreted to require the Grantor to maintain or otherwise modify or improve the Servient Lands unless the Grantor, or those for whom the Grantor is in law responsible, violates the terms of this Section 2.02 by its own act or gross negligence. In the event that any obstruction or other impact is caused by the Grantee or any third party, the Grantor shall not be responsible for such obstruction or impact.

- (b) The Grantee, for itself and its successors and assigns, hereby covenants and agrees with the Grantor and its successors and assigns as follows:
 - (i) to not further excavate, drill, install, erect or permit to be excavated, drilled, installed or erected over, under or through the Easement any pit, foundation, building or other structure or installation without the prior written consent of the Grantor, such consent not to be unreasonably withheld;
 - (ii) to not undertake or conduct any activities on the Easement or do anything on the Easement that may damage the Grantor Facilities; and
 - (iii) to maintain and repair the Storm Water Facilities and any impacts to the Servient Lands caused or occasioned by the existence and use of the Easement by the Grantor.

Section 2.03 - EXERCISE OF EASEMENT RIGHTS

In exercising its Easement rights, the Grantor shall act in a manner consistent with the intent of this Agreement and in a prudent, expeditious and reasonable manner.

Section 2.04 - OBLIGATIONS TO RESTORE

- (a) If the Grantee or its servants, agents, contractors or employees in the exercise of the Easement or other rights or obligations described in this Agreement cause damage to the Grantor Lands and/or Grantor Facilities, such damage shall be remedied, repaired or reconstructed by the Grantee at its sole cost and expense and the Grantee shall restore the Grantor Lands and/or Grantor Facilities to an appearance and condition that is as good as or better than the appearance and condition that existed prior to the occurrence of such damage.
- (b) If following reasonable written notice the Grantee fails to perform, undertake or initiate within a reasonable time, based on the circumstances, any replacement, repair or reconstruction required pursuant to Section 2.04 (a), the Grantor may undertake such work as reasonably required to rectify such damage and the reasonable costs and expenses incurred by the Grantor in so doing along with any legal costs shall be payable by the Grantee within thirty (30) days following written demand therefor, together with delivery of reasonable evidence of such costs and expenses. If the Grantee does not rectify such damage and fails to pay the costs of such remediation as provided herein, the Grantor shall be entitled, in its sole discretion, to declare this Easement null and void, and shall be entitled to request the deletion of this Easement from title to the Grantor Lands on the grounds of forfeiture by the Grantee.

Section 2.05 - CONSENTS AND POSTPONEMENTS

The Grantor shall endeavour to provide to the Grantee, upon request, concurrently with delivery of a Transfer of the Easement herein set out, the consent of any encumbrance having an interest in the part of the Grantor Lands made subject to an easement and a postponement of such encumbrancer's interest in favour of the interest created by the Transfer of Easement, each such postponement to be in registerable form. In the event that such encumbrancer requires payment of a fee or compensation for costs relating to such postponement, the Grantee shall be responsible for such costs as a condition of obtaining such postponement. If the encumbrancer refuses, after request by the Grantor, the Grantor shall not be required to take any further steps to obtain such postponement.

ARTICLE III - MAINTENANCE AND REPAIR

Section 3.01 - GRANTEE: EASEMENT

The Grantee, shall at all times and at its own expense Maintain the Easement in good repair and condition, in accordance with Applicable Laws and the terms of this Agreement.

Section 3.02 - GRANTOR: GRANTOR FACILITIES

The Grantor shall not interfere with or interrupt the use of the Servient Lands by the Grantee in accordance with this Agreement.

Section 3.03 - DAMAGE OR DESTRUCTION

If any element of the Easement or the Storm Water Facilities is damaged or destroyed, in whole or in part, by any cause whatsoever, then the Grantee shall at its own expense repair, restore, reconstruct or replace such damaged or destroyed element of the Easement or the Storm Water Facilities and all such repairs, restorations, reconstructions or replacements of same shall be, at minimum, to the same quality and condition that prevailed immediately prior to the damage or destruction thereof and always in accordance with Applicable Laws.

ARTICLE IV - OPERATION

Section 4.01 - COMPLIANCE WITH AGREEMENT

Each party hereto covenants and agrees that it will not authorize or condone any breach of this Agreement by any person, visitor, guest, agent or servant, and further covenants and agrees with the other parties to pay its costs, as set out in this Agreement, and shall not do or omit or fail to do any act or thing whereby any of the other parties shall be or become liable or obligated for the payment of same.

Section 4.02 - DEFAULT AND SELF-HELP

Intentionally deleted.

Section 4.03 - CONSTRUCTION LIENS

The Grantee covenants and agrees that the work contemplated by this Agreement shall be performed in a good and workmanlike manner by reputable and experienced contractors, and it shall pay all construction costs (less statutory holdbacks) in a timely manner. The Grantee shall not suffer or permit any construction liens under the *Construction Act*, RSO 1990, c C.30, as amended or other similar liens or orders (hereinafter called "**Liens**") to be filed or registered against the Grantor Lands or any part thereof by reason of work, labour, services or materials supplied or claimed to have been supplied to the Grantee in connection with the Easement. If any Liens shall be filed or registered as hereinbefore provided, the Grantee shall cause such Liens to be discharged from title to the Grantor Lands within twenty (20) Business Days after notice to the Grantee of such filing or registration. If the Grantee fails to so discharge such Liens within such twenty (20) Business Day period, the Grantor may (but shall not be obligated to) discharge the Lien by paying the amount claimed to be due including the obtaining and lodgment of a letter of credit or by any matter permitted by law, and any expenses of so doing including without limitation legal fees on a solicitor client basis and disbursements including without limiting the generality of the foregoing, the cost of obtaining a letter of credit, if required, shall be paid by the Grantee to the Grantor upon demand. If the Grantee fails to pay such amounts, after demand, then the Grantor shall be entitled, in its sole discretion, to declare this Easement null and void, and shall be entitled to request the deletion of this Easement from title to the Grantor Lands on the grounds of forfeiture by the Grantee.

Section 4.04 - ENVIRONMENTAL REQUIREMENTS

(a) The Grantee acknowledges that it has not relied on any information or representations, oral

or written, of the Grantor, its agents, employees or independent contractors concerning any condition of the Easement or Servient Lands, environmental or otherwise.

- (b) The Grantee acknowledges that it may encounter contaminated soil, groundwater, surface water and soil vapour in the course of the Grantee's works. The Grantee shall immediately inform the Grantor if it encounters or suspects that it has encountered contaminated soil, groundwater, surface water and/or soil vapour. The Grantee shall dispose of all contaminated and potentially contaminated soil, groundwater, and/or surface water in accordance with Applicable Laws at its sole cost and expense. The Grantee shall be exclusively responsible for the mitigation, remediation and disposal of any contaminants or hazardous substances encountered as required to safely conduct the works, or as may be otherwise required under Applicable Laws in connection with its work. Any soil, fill or other material brought onto the Servient Lands during the works must meet applicable standards and confirmation shall be provided by the Grantee to the Grantor to its satisfaction, acting reasonably. If the Grantee believes during the course of any of the works that contaminated soil, groundwater and/or surface water encountered during the works extends beyond the Servient Lands, the Grantee shall immediately notify the Grantor and provide any and all information that is in its possession that has led to this belief.
- (c) Subject to compliance with Applicable Laws, the Grantee is permitted to use such Hazardous Substances as are necessary to Maintain the Easement or the Storm Water Facilities, notwithstanding the foregoing, the Grantee shall not commit, permit or allow any act of waste or injury to the Grantor Lands and shall indemnify and save the Grantor harmless from any impacts and consequences for the use of such Hazardous Substance, including without limitation, any soil remediation or any costs or claims arising from the migration of such Hazardous Substances.

ARTICLE V - INTERESTS AND COSTS

Section 5.01 - INTEREST AND COSTS

- (a) The parties agree that the price associated with the Grantor granting the Easement shall be \$3,000.00 (the "**Easement Price**"). The Grantor agrees that upon execution of this Agreement, it shall pay to the Grantor the full amount of the Easement Price to the Grantor by certified cheque or wire transfer, or as otherwise directed by the Grantor, or their representatives, in writing.
- (b) The parties further agree that the Grantee will pay the legal fees incurred by the Grantor in connection with the negotiation of this Agreement and the conveyance of the Easement and any legal fees and consulting fees with respect to any modifications contemplated herein upon receipt of an itemized statement of account, within a reasonable time after execution of this Agreement. The Grantee further agrees and acknowledges that it shall be solely responsible for all costs in relation to the easement granted herein and the construction, operation and maintenance of the Storm Water Facilities.
- (c) All amounts payable under this Agreement will bear simple interest at the rate of 1.25% per month (15% per year) (the "**Default Rate of Interest**"). Interest will be calculated and payable from and including the day after the day the amount is due until payment in full of the overdue amount is received. Interest will be calculated only on the principal amount outstanding from time to time, and interest charges will not be added to the outstanding principal amount for purposes of calculating interest. Payments received will be applied first to outstanding interest charges and the balance (if any) will be applied to the outstanding principal amount. The rights of the parties to charge and receive interest in accordance with this Section 5.01 are without prejudice to any other rights at law or otherwise.

Section 5.02 - PROVISIONS RUN WITH LANDS

The provisions of this Agreement are intended to and shall run with the Lands and shall benefit and burden the Lands, and shall bind and enure to the benefit of the parties hereto and their successors and assigns.

Section 5.03 - ASSUMPTION

- (a) In furtherance of the rights and obligations of any successor in title of any of the parties hereto or any of their successors arising as a matter of law, as a condition precedent to any Disposition by any of the parties hereto or any of their successors in title, or any assignee of any of the parties hereto, or any of their respective successors in title (collectively referred to as an "**Assignor**"), any such Assignor shall obtain from the person to whom the Assignor

desires to Dispose of its interest, an agreement in favour of the parties to this Agreement (the "**Assumption Agreement**") substantially in the form attached hereto as Schedule "A", which Assumption Agreement shall be executed by the remaining parties to this Agreement in favour of the assignee, confirming that the assignee shall be entitled to the benefits hereunder. Notwithstanding the execution and delivery of such an Assumption Agreement the Assignor shall not be released from its obligations hereunder.

- (b) Without limiting the generality of Section 5.03 (a) above, the registration of the Common Elements Condominium Corporation upon the Grantee Lands shall be deemed to be a Disposition and the Common Elements Condominium Corporation so shall execute the Assumption Agreement and the purchasers of Parcels of Tied Land shall not be required to execute the Assumption Agreement upon the conveyance of same thereto. If the Common Elements Condominium Corporation is subsequently terminated each of the owners holding a common interest in the Common Elements Condominium Corporation shall be bound by this Agreement jointly and severally as tenants in common of the lands formerly subject to the Common Elements Condominium Corporation.

Section 5.04 - GRANTING OF EASEMENT BY GRANTOR

Intentionally Deleted.

Section 5.05 - INSURANCE

- (a) The Grantee shall obtain and maintain, or cause to be obtained and maintained, at all times during the term of this Agreement, at its expense, all risks insurance coverage on the Easement.
- (b) The Grantee shall obtain and maintain or cause to be obtained and maintained at all times at its expense commercial general liability insurance coverage in respect of property damage and/or bodily injury (including but not limited to death) which adds the Grantor (and its successors in title) as an additional insured. Each such policy shall contain, inter alia, cross-liability and severability of interest clauses, blanket contractual liability clause, products and completed operations clause, broad definition of insured clause, non-owned automobile coverage and tenant's legal liability coverage. The policy limit shall be not less than \$2,000,000.00 per occurrence (and such required limit shall increase from time to time to reflect such higher amounts as are typically carried for similar uses from time to time).
- (c) The Grantee shall provide a certificate of insurance evidencing the coverages required hereunder upon execution of this agreement, and shall furnish the Grantor with a certified copy of such policy to be maintained hereunder upon written request by the Grantor.
- (d) Each insurance policy maintained pursuant to this Section 5.05 shall contain an agreement by the insured to the effect that it will not cancel without endeavoring to provide thirty (30) Business Days' Notice of such cancellation, to be sent via email to the Grantor. Each policy shall contain an endorsement requiring the insurer(s) to notify the Grantor in writing at least thirty (30) days (fifteen (15) days if cancellation is due to non-payment of premium), prior to any cancellation of the Grantee's insurance.

Section 5.06 - CONDOMINIUM ACT

If a condominium corporation is created upon the Grantee Lands in accordance with the Condominium Act, each policy of insurance maintained under this Agreement in respect of the Easement, after registration of a declaration and description to create the Condominium, shall comply with the provisions of the Condominium Act, to the extent applicable thereto and shall at a minimum, comply with the requirements of Section 5.05 hereof.

Section 5.07 - GRANTOR RELEASE & INDEMNITY

- (a) Intentionally Deleted.
- (b) Intentionally Deleted.

Section 5.08 – GRANTEE RELEASE & INDEMNITY

The Grantee agrees to promptly provide to the Grantor copies of any notices, all manner of actions or causes of action, debts, claims, and demands whatsoever ("**Claims**"), injuries, or any other correspondence received from third parties relating to any Environmental Matters which have or which may reasonably be expected to have a material adverse effect on the Grantor Lands.

The Grantee shall indemnify and save harmless the Grantor and those for whom it is at law

responsible for, from and against all Claims, losses, demands, payments, suites, judgements, actions, damages, liabilities and expenses by whomsoever made, brought or prosecuted in connection with losses of life and personal injury, loss or damage to property, or any other loss, damage or injury, arising from the exercise of the Grantee's rights under the Easement or the Grantee's use of the Servient Lands. This Section 5.08 shall survive the termination or release of this Agreement.

Section 5.09 – LIABILITY RE: DESIGN AND CONSTRUCTION

Notwithstanding any consent or approval given by the Grantor with respect to any plans, specifications or other construction-related matter with respect to the Easement, the Grantor will not be in any way liable for the design or construction of the Easement, and the Grantee shall be wholly liable for such design and construction.

ARTICLE VI - GENERAL PROVISIONS

Section 6.01 - ARBITRATION

(a) Intentionally deleted.

Section 6.02 - NO PARTNERSHIP, ETC.

No party shall in any way or for any purpose be a partner of any other party in the conduct of its business, or otherwise, or a joint venturer or a member of a joint enterprise with another party by reason of the entry into of this Agreement or the performance of its obligations or enjoyment of its rights hereunder.

Section 6.03 - FORCE MAJEURE

If and to the extent that any of the parties hereto shall be prevented or delayed by reason of Force Majeure in the performance of any obligation hereunder, it shall not be in default and the period for the fulfilment of such obligation shall be extended accordingly.

Section 6.04 - NOTICE

All notices, consents, approvals or other communications permitted or required to be given under this Agreement ("**Notice**") shall be in writing, shall not be unreasonably withheld or delayed unless otherwise specifically provided for in this Agreement, and shall be personally delivered, sent by prepaid registered mail (except during a postal disruption or threatened postal disruption), or sent by email, in each case to the applicable address set out below:

(a) to the Grantor:

The Corporation of the County of Dufferin
55 Zina Street
Orangeville, ON
L9W 1E5

Attention: County Clerk:
clerk@dufferincounty.ca

(b) to the Grantee

200 Ronson Drive, Suite 203
Toronto, Ontario M9W 5Z9
Attention: Mathew Melchior
Email: mmelchior@coram.com

Any Notice shall be deemed to have been validly and effectively given and received: if personally delivered, on the date of delivery; if sent by prepaid registered mail, on the third (3rd) Business Day next following the date of mailing, provided, however, that during any postal disruption or threatened postal disruption, delivery shall be in person; and if sent by facsimile or email, on the Business Day on which it was sent, provided it was sent prior to 5:00 p.m.

Any party under this Agreement may from time to time by Notice to the other parties change its address for service under this Agreement.

Section 6.05 - TIME

Time shall be of the essence of this Agreement.

Section 6.06 - NO WAIVER

No waiver by any party of any breach by any other party of any of its covenants, obligations and agreements under this Agreement shall be a waiver of any subsequent breach or of any other covenant, obligation or agreement, nor shall any forbearance to seek a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.

Section 6.07 - PLANNING ACT

This Agreement shall be subject to compliance with the subdivision control provisions of the *Planning Act* (Ontario), R.S.O. 1990 c P.13 and any amendments thereto or any successor statutory provisions thereto. If consent is required to this Agreement or any part thereof, the term of this Agreement will be reduced to twenty-one (21) years less a day pending the obtaining of such consent, at the sole cost and expense of the Grantee.

Section 6.08 - SEVERABILITY

If any covenant, obligation or agreement in this Agreement, or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such covenant, obligation or agreement to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each covenant, obligation and agreement in this Agreement shall be separately valid and enforceable to the fullest extent permitted.

Section 6.09 - HEADINGS

The article and section headings in this Agreement have been inserted for convenience of reference only, and shall not be referred to in the interpretation of this Agreement.

Section 6.10 - GENDER AND NUMBER

This Agreement shall be read with all changes of gender and number required by the context.

Section 6.11 - APPLICABLE LAW

This Agreement shall be construed and enforced in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein from time to time, and shall be treated in all respects as an Ontario agreement. The parties agree to comply with Applicable Law.

Section 6.12 - FURTHER ASSURANCES

Each party agrees to give such further assurances as may be reasonably required from time to time by any other party to more fully implement the true intent of this Agreement.

Section 6.13 - AUTHORIZATION

The parties covenant that each party to this Agreement has the right to enter into this Agreement and has completed all acts necessary to give effect to this Agreement.

Section 6.14 - REGISTRATION

The parties hereto agree that this Agreement shall be registered on title to the Lands. The Grantee shall pay the costs of registration and taxes and shall promptly notify the Grantor of such registration particulars.

Section 6.15 - TERMINATION

Intentionally deleted.

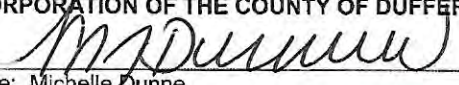
Section 6.16 - ENUREMENT


This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and, where permitted, assigns.

[signature page to follow.]


IN WITNESS WHEREOF the parties hereto have hereunder executed this Agreement on the day, month and year first above written.

THE CORPORATION OF THE COUNTY OF DUFFERIN

Per: 
Name: Michelle Dunne
Title: County Clerk

Per: 
Name: Wade Mills
Title: County Warden
We have authority to bind the corporation.

SCONE DEVELOPMENTS INC.

Per: 
Name: MATTHEW MELCHIOR
Title: PRESIDENT

Per: _____
Name: _____
Title: _____
I/We have authority to bind the corporation.

SCHEDULE "A"
ASSUMPTION AGREEMENT

This Assumption Agreement made as of the ____ day of _____, 20____,

between:

- (the "**Transferor**")

- and -

- (the "**Remaining Party**")

- and -

- (the "**Transferee**")

WHEREAS:

- (a) the Transferor and the Remaining Party are parties to a storm sewer easement agreement made _____, 2022 between the Transferor and the Remaining Party (the "**Storm Sewer Easement Agreement**") which was registered in the Dufferin Land Registry Office on _____ as Instrument No. _____; and
- (b) the Transferor intends to transfer its interest to the Transferee and, in accordance with the terms of the Storm Sewer Easement Agreement, the parties hereto are entering into this Assumption Agreement.

Now therefore this Assumption Agreement witnesses that in consideration of the sum of Ten Dollars (\$10.00) of lawful money of Canada now paid by each of the parties hereto to the other and for other good and valuable consideration (the receipt and sufficiency of which are hereby expressly acknowledged), the parties hereto confirm the truth of the foregoing recitals in substance and in fact and agree as follows:

- 1. The Transferee hereby agrees with the Remaining Party to observe and perform all of the obligations of the Transferor under the Storm Sewer Easement Agreement from and after the date hereof and agrees to be bound by the terms and conditions of the Storm Sewer Easement Agreement as if it were an original party thereto and executed the same in the place and stead of the Transferor.
- 2. The Transferor shall not be released, relieved or discharged from any obligations and/or liabilities arising under the Storm Sewer Easement Agreement.
- 3. The Remaining Party agrees that the Transferee shall have the benefit of the Storm Sewer Easement Agreement from and after the date hereof.
- 4. Capitalized terms used, but not defined herein, have the meanings attributed to them in the Storm Sewer Easement Agreement.
- 5. This Assumption Agreement may be executed in one or more counterparts, each of which so executed shall constitute an original and all of which together shall constitute one and the same

Amending Agreement. This Assumption Agreement may be transmitted by electronic transmission, in which case all signatures and initials shall be deemed to be original.

In witness whereof the parties have executed this Assumption Agreement.

•

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

I/We have authority to bind the Corporation.

•

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

I/We have authority to bind the Corporation.

•

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

I/We have authority to bind the Corporation.

SCHEDULE "B"
EASEMENT IN FAVOUR OF DUFFERIN WIND POWER INC.

SCHEDULE "C"
ENGINEERING PLANS

1. General Servicing Plan C101
2. Above Ground Servicing Plan C102
3. Outfall Sewer C405
4. Stormwater Management Facility C601
5. Stormwater Management Facility Details (1 of 2) C602
6. Composite Utility Plan C801

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2022-46

A BY-LAW TO AUTHORIZE THE WARDEN AND CLERK TO EXECUTE AN AGREEMENT BETWEEN THE CORPORATION OF THE COUNTY OF DUFFERIN AND GRAND RIVER CONSERVATION AUTHORITY. (Dufferin Rural Water Quality Program Agreement Extension)

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

1. That the Agreement between the Corporation of the County of Dufferin and the Grand River Conservation Authority, in a form substantially the same as attached hereto as Schedule "A" be approved.
2. That the Warden and Clerk be hereby authorized to execute the agreement and affix the corporate seal thereto.
3. That the staff of the County of Dufferin is hereby authorized to take such actions as are appropriate, and the Warden and Clerk are hereby authorized to execute such documents as are appropriate to implement the agreement referred to herein.

READ a first, second and third time and finally passed this 13th day of October, 2022.

Wade Mills, Warden



Michelle Dunne, Clerk

This Agreement made this day of 2022

B E T W E E N:

CORPORATION OF THE COUNTY OF DUFFERIN
(hereinafter called "the County")

-and-

THE GRAND RIVER CONSERVATION AUTHORITY
(hereinafter called the " the GRCA")

WHEREAS the County wishes to engage the GRCA to deliver a Rural Water Quality Programme (hereinafter called “the grant programme” or "the programme") in accordance with this agreement.

NOW THEREFORE WITNESSETH that in consideration of the covenants contained herein, the County and the GRCA mutually agree as follows:

1. Retainer

The County hereby retains the services of the GRCA to administer and deliver the Grant Programme and the GRCA hereby agrees to provide the services set out herein (hereinafter referred to as “the services”).

2. Services of the GRCA

(a) The GRCA agrees to provide services to administer the grant programme under which the GRCA will deliver financial incentives to eligible rural property owners within Dufferin County to assist them to institute safeguards and to take other measures to improve surface and subsurface water quality. Without limiting the generality of the foregoing, the services shall include the following:

(i) Meeting of Local Commodity Groups

The GRCA will convene meeting(s) of local commodity groups to provide those groups with information about the goals and objectives of the grant programme and its scheduling.

(ii) Preparation and Maintenance of Programme Guidelines

The GRCA in will develop and maintain grant programme guidelines for review and approval by Dufferin County. These guidelines will provide details of the grant programme structure and shall include a description of the eligible measures, the financial incentives available in respect of each measure, eligibility criteria, the application process, and project implementation & follow-up provisions.

(iii) Promotion & Marketing Strategy

The GRCA will prepare a broad promotion and marketing strategy for the grant programme. This strategy will identify some of the main activities required to disseminate information about the programme and generate interest in the programme, and will be reviewed on an annual basis.

(iv) Ongoing Monitoring and Evaluation

The GRCA will monitor the success of the grant programme on an ongoing basis, primarily by noting the number of best management practices which are implemented as a result of the grant programme. Water quality improvement will be estimated by applying the mathematical model for the prediction of phosphorus levels known as phosphorus accounting.

(v) Grant Programme Management

The GRCA shall assign its Manager of Water Resources as the programme director for this contract and shall assign the Supervisor of Conservation Outreach as the programme co-ordinator for this contract. Neither staff assignment shall be changed without the approval of the County, provided that the GRCA shall be entitled to designate other individuals to occupy a vacated position in the event that either individual leaves the employ of the GRCA. The programme director shall have overall responsibility for the operation of the programme, however the programme co-ordinator shall be responsible for all day-to-day contacts, promotion & marketing, monitoring the implementation specific projects for which grants are approved, preparation and presentation of applications, and the provision of on-site technical assistance to landowners.

(vi) Administrative Services

The GRCA shall provide all administrative services necessary to support the programme. These services shall include, but shall not necessarily be limited to, staffing, accounting, contract management, budgeting, office space, vehicles and other complementary services such as telephone, photocopying and computer facilities which are normally associated with the operation of an office and a programme such as the one described in this agreement.

(b) The GRCA shall use current state of the art principles and shall skilfully perform its services pursuant to this agreement using skilled and competent staff under the supervision of a senior member of the staff of the GRCA.

(c) Additional services may be added into this agreement upon the agreement of each of the parties hereto, and not otherwise.

(d) Where any of the work done pursuant to this agreement would require an approval to be obtained, the GRCA shall apply for such approval as part of its responsibilities hereunder.

3. Governance of the Grant Programme

(a) The overall development and oversight of the grant programme shall be entrusted to a Steering Committee comprised of the following members:

1. Dufferin County Clerk or designate
2. GRCA Manager of Water Resources
3. GRCA Supervisor of Conservation Outreach or designate
4. NVCA Healthy Waters Programme Coordinator or designate
5. CVC Agricultural Outreach Senior Coordinator or designate

(b) Grant applications shall be recieved by staff of the GRCA or local Conservation Authority (Nottawasaga, Credit Valley, Toronto Region, Saugeen) and shall be presented to the Wellington Rural Water Quality Program Review Committee for consideration (hereinafter referred to as “the Review Committee”)

(c) Grant applications shall be processed and presented to the Review Committee in a format which does not reveal, to the extent reasonably possible, the identity of the Grant Applicant.

(c) The Review Committee shall have the authority to approve grant applications. In the event that a grant applicant is dissatisfied with a decision of the Review Committee, the grant applicant shall be entitled to one appeal to the Steering Committee for a rejected project where the appeal is based

on additional information not presented with the initial application.

4. Rules of Procedure

- (a) The Review Committee shall adopt such rules of procedure as they consider expedient from time to time.
- (b) Despite (a), all members of the Review Committee shall obey the same rules as would be applicable to Municipal Councillors under the Municipal Conflict of Interest Act.

5. Term of Agreement

(a) Subject to Clause 5(b) and (c), this agreement shall be for a one year term commencing on January 1, 2023 and ending on December 31st, 2023. This agreement shall be reviewed for subsequent renewal prior to the aforementioned ending date.

(b) The term of this agreement is subject to the continuation of financial contributions by the County, failing which the agreement shall be automatically terminated.

(c) The County shall have the ability to terminate this agreement at any time on 120 days' notice delivered in writing to the GRCA. In the event of such termination, this agreement shall terminate when the notice period has expired and no further work shall thereafter be done on the programme except that:

- (i) existing approved grants shall be honoured to the extent of available funding;
- (ii) any expenses and disbursements of the GRCA, including eligible expenses of the Review Committee, incurred to the date of termination shall be paid out of the programme budget;
- (iii) any other follow-up or technical support work in relation to any approved grants shall be continued, with the costs of same being paid out of the programme budget.

Where any funds given to the GRCA by the County remain unexpended after the amounts in (i) and (ii) above have been paid, they shall be returned to the County.

d) The GRCA shall have the ability to terminate this agreement at any time on 120 days' notice delivered in writing to the County if changes to the GRCA's programmes and services render this agreement unenforceable. The termination of this agreement under this clause shall be subject to Clause 5(c).

6. Financial

(a) The County shall make a payment in the amount of \$40,000 on account of the costs of the programme during the year 2023, subject to budget approvals.

(b) The County shall decide in their absolute discretion whether or not they choose to make any further contributions in any future years, and nothing in this agreement shall be construed as a requirement that any such further contribution shall either be made or considered, provided that where the County has made provision in its budget for a further contribution in any year of this agreement and such budget is approved and finalized, the amounts so authorized shall be obligations of the municipality.

(c) During the year 2023, the County shall pay their contributions within 30 days of an invoice from the GRCA requesting that such contribution be paid. During subsequent years, invoices shall also be paid within 30 days of receipt where the County has elected to make further contributions and these contributions have been approved and finalized in their budget.

7. Indemnification

The GRCA will indemnify and save harmless the County, its employees, agents, successors, and assigns, from and against all actions claims and demands whatsoever which may be brought against or made upon the County and against all losses, liability, judgments, claims, costs, demands or expenses which Dufferin County (including their employees, agents, successors and assigns) may sustain, suffer, or be put to resulting from or arising out of the GRCA's failure to exercise reasonable care, skill or diligence in the performance or rendering of any work or service required hereunder to be performed or rendered by the GRCA.

Without limiting the generality of the foregoing, the GRCA hereby agrees to well and truly save, keep harmless and fully indemnify the County, its employees, agents, successors and assigns, from and against all actions, claims and demands whatsoever which may be brought against or made upon the County (including their employees, agents, successors and assigns), for the infringement of or use of any intellectual property rights including any copyright or patent arising out of the reproduction or use in any manner of any plans, designs, drawings, specifications, information, negatives, data, material, sketches, notes, documents, memoranda, or computer software furnished by the GRCA in the performance of this Agreement.

For the purposes of this section, "costs" shall mean those costs awarded in accordance with the order of a court of competent jurisdiction, the order of a board, tribunal or arbitrator or costs negotiated in the settlement of a claim or action.

8. Insurance

The GRCA also agrees that it shall, at its own expense during the performance of the services described hereunder, cause to be maintained comprehensive general liability, automobile and professional liability policies of insurance in all respects, and with deductible levels supported by financial guarantees, satisfactory to the County and containing not less than a \$5,000,000.00 level of coverage. The County shall be added as additional named insured in such policies of insurance.

9. Records

(a) The County shall be entitled to inspect and audit the books, accounts and records of the GRCA during regular office hours with respect to any work performed pursuant to this agreement. In addition, whenever the County may request same, the GRCA shall provide receipts to substantiate any disbursements it may have made to perform any works required hereunder.

(b) By March 1st of each year of this agreement, the GRCA shall provide an annual report to the County which shall describe the following:

- (i) The services completed during the preceding year;
- (ii) The services completed to the date of the report; and,
- (iii) An accounting of all receipts and disbursements in connection with the programme.

10. Notification

Any notice required or permitted to be given under this agreement shall be given to the appropriate party through regular mail directed to their principal place of business. Any party may change its address by notice given in accordance with this section. Notices may be delivered personally, in which case they shall be effective immediately, or through regular mail, in which case they shall be effective on the fifth day following mailing.

11. Personal Information Protection and Electronic Documents Act (PIPEDA)

- (a) “MFIPPA” means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, including any amendments thereto;
- (b) “MFIPPA Protected Information” means “Protection of Individual Privacy”, as defined under MFIPPA
- (c) “PIPEDA” means the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5, including any amendments thereto;

- (d) “PIPEDA Protected Information” means any “Personal Information” or “Personal Health Information”, as defined under PIPEDA;

It is understood that the PIPEDA and/or MFIPPA shall apply to all records submitted to or created by the GRCA pursuant to this Agreement;

The GRCA represents and warrants that:

- (a) it shall preserve the **PIPEDA and/ or MFIPPA** compliance of all **PIPEDA and/ or MFIPPA Protected Information** transferred to it;
- (b) it shall ensure the **PIPEDA and/or MFIPPA** compliance of all **PIPEDA and/or MFIPA Protected Information** it collects in the course of performing its contractual obligations; and,
- (c) it shall ensure the **PIPEDA and/or MFIPPA** compliance of all **PIPEDA and/or MFIPPA Protected Information** that it transfers.

12. Interpretation

Words importing the masculine gender shall include the feminine and neuter, and the singular shall include the plural where the meaning or context so requires.

13. Complete Agreement

This agreement, and the schedules attached thereto, constitutes the complete and exclusive statement of the agreement between the parties which supersedes all other communications between the parties relating to the subject matter of this agreement.

14. Relationship of the Parties

Nothing in this agreement shall be constructed to place the parties in the relationship of partners, joint venturers, principal/agent, or employer/employee. The GRCA also acknowledges that it has no authority to bind the County to any obligation of any nature or any kind, in law or in equity.

15. Successors and Assigns

This agreement shall enure to the benefit of and be binding on the parties hereto, and their respective heirs, successors, and assigns. Provided however, that the GRCA shall not assign this agreement nor any interest therein without the prior written consent of the County.

16. Applicable Law

This Agreement shall be governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals attested to by the hands of their respective proper signing offices in that behalf duly authorised.

The County of Dufferin
Per:

The Grand River Conservation Authority
Per:

For a full copy of the by-law, contact the Clerk's department.

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2022-47

A BY-LAW TO APPROVE OFFICIAL PLAN AMENDMENT NO. 4 TO THE TOWNSHIP OF MULMUR OFFICIAL PLAN.

WHEREAS the Planning Act, R.S.O. 1990, c.P.13, as amended, permits the County of Dufferin to approve an Official Plan or amendments thereto;

AND WHEREAS County Council at its meeting on October 13, 2022, decided to approve Official Plan Amendment No. 4 to the Township of Mulmur Official Plan;

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

1. Official Plan Amendment No. 4 to the Township of Mulmur Official Plan, as adopted by By-Law 47-2022 by the Township of Mulmur is hereby approved.

READ a first, second and third time and finally passed this 13th day of October, 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 OCTOBER 13, 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 October 13, 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 13th day of October, 2022.

Wade Mills, Warden



Michelle Dunne, Clerk