



MUSEUM BOARD AGENDA

Wednesday, March 6, 2013, 7.00 p.m.
Sutton Room, 55 Zina Street, Orangeville

Declarations of Pecuniary Interest by Members

DELEGATIONS

1. MUSEUM BOARD – March 6, 2013 – ITEM #1
Community Association to Save Stanton Hotel (CASSH)

Mr. Carl Tafel, CASSH, to address the committee with respect to the former Stanton Hotel.

REPORTS

2. MUSEUM BOARD – March 6, 2013 – ITEM #2
Interim Report - Former Stanton Hotel

A report from the Director/Curator dated March 6, 2013 to provide the Board with information in response to County Council's direction regarding the former Stanton Hotel.

Recommendation

For the consideration of the Board.

3. MUSEUM BOARD – March 6, 2013 – ITEM #3
Fourth Quarter Report

A report from the Director/Curator dated March 6, 2013 to provide Board members with an overview of departmental activities for the period October 1 to December 31, 2012.

Recommendation:

THAT the report of the Director/Curator dated March 6, 2013 to provide Board members with an overview of departmental activities for the period October 1 to December 31, 2012, be received.

4. MUSEUM BOARD – March 6, 2013 – ITEM #4
Museum Trust Fund

Minutes of the Museum Trust Fund from the meeting on February 11, 2013.

Recommendation:

THAT the minutes of the Museum Trust Fund of February 11, 2013 be received.

COUNTY FOREST

5. MUSEUM BOARD – March 6, 2013 – ITEM #5
County Forest Annual Report for 2012

A report from the County Forest Manager dated March 6, 2013 with respect to the 2012 County Forest Annual report.

Recommendation:

THAT the report from the County Forest Manager Dted March 6, 2013 regarding the 2012 County Forest Annual report, be received.

Next Meeting: To be determined
55 Zina Street, Orangeville

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TO DCMAHL BOARD



To: Chair and Members of the Board
From: Wayne Townsend, Director/Curator
Meeting Date: March 6, 2013
Subject: **Interim Report – Historic Stanton Hotel**

PURPOSE

The purpose of this report is to provide information and an interim report in response to Dufferin County Council's direction about the Historic Stanton Hotel, as documented in the Council Resolution reproduced in the following section.

BACKGROUND & DISCUSSION

At its February 2013 convocation, County Council passed the following resolution:

Moved by Councillor McGhee, seconded by Councillor Hill

THAT the request to relocate the Stanton Hotel to the Museum property be approved in principle;

AND THAT staff be requested to prepare a report for consideration by the Museum Board and subsequently County Council which addresses the following:

- *preparation of a site plan for the County Museum property indicating current and confirmed locations of heritage structures/buildings (ie. capacity to expand)*
- *required parking areas and access roads*
- *development of a business case including projected operational and personnel costs for the Stanton Hotel if it was/could be located on the Museum property*
- *other information that would assist in the decision making process and*
- *that the report be prepared in as timely manner as possible within the winter/early spring timeframe*

This interim report provides information in response to the above resolution, for the review and consideration of Board and Council members, while also highlighting items and issues of additional consideration.

Preliminary Site Plan for Discussion Purposes

A preliminary site plan for information and discussion purposes only has been developed along with this report. (See Attachment 1: Preliminary Site Plan for Discussion Purposes.) The basic considerations in proposing a location for the Stanton Hotel on the Museum grounds are:

- Locating the hotel to afford maximum visual impact for the travelling public and to be visually central to those visiting and using the property.
- Locating the hotel structure in an area of the property most conducive to the slope requirements of the bank-style hotel.
- Locating the hotel adjacent to, and in connection with, the existing driveway to provide a main access point for visitors and administration purposes/supply vehicles.
- Locating the hotel to minimize the impact, and possible modification or relocation of, existing structures, features and systems.

By way of further information and commentary on the above points, it is possible that certain systems and structures on the Museum grounds may need to be redirected or relocated in order to accommodate the Hotel. This includes a section of the network of pipes for the DCMA's well and potable water storage system, and possible modification or relocation of the Museum's existing drive-shed.

The grading of the relocation site on the DCMA grounds will be of particular importance in light of the Museum's existing property grade, the unique requirements of the Hotel, and accessibility guidelines and requirements.

In terms of connectivity with the existing museum facility and function, and given the potential use of the Hotel space for various types of museum operations (storage, display, admin/office/meeting), it is important that the Stanton structure be properly and directly linked to the main museum facility by telephone/communications, HVAC control/water, security and fire alarm.

Subject to confirmation and resolution of siting issues including grade/slope and the impact on existing structures and systems, and achieving appropriate planning approvals, the existing DCMA property appears to be of adequate size to accommodate the Stanton Hotel structure.

Museum Operational Considerations

After preliminary consideration of possible internal, public and commercial uses of a relocated and reconstructed Historic Stanton Hotel, DCMA staff have concluded that among the key uses to be appropriately and advantageously accommodated in the hotel space are:

- Exhibiting and interpretation of the hotel space and its history/historical significance.
- Storage and display of other DCMA artifacts, artifact collections.
- Conducting tours and educational programs through and about the hotel.
- Short term meeting space for use by small groups of staff, volunteers, community groups.

It is also noted that the above key purposes for which the hotel space will be used are appropriately in keeping with the mandate of the Dufferin County Museum & Archives.

Staff recommend against the use of the Stanton Hotel space for commercial special events/facility rentals for a number of reasons:

- To preserve the historic character of the hotel and minimize modifications required to accommodate modern building systems.
- The original layout and room sizes in the hotel do not lend themselves to large gatherings and occupancies.
- The installation of washrooms and kitchen facilities required to accommodate commercial users and reception/event rentals is not recommended due to issues of cost to include and maintain such facilities, and the ongoing use and availability of water supply and septic.
- Additional parking, and possibly land to accommodate it and resulting traffic patterns, would need to be provided.
- The incurring of increased costs – including staffing/overtime, maintenance, supplies, liability/insurance – as a result of making the Stanton Hotel available for afterhours events, banquets and receptions.
- Exposure to additional security and liability risks as a result of hosting afterhours facility rentals within the DCMA compound.

While detailed cost estimates have not been completed, it is expected that the costs associated with making the hotel facility properly outfitted and available for commercial events and facility rentals would be significantly greater than relocating and reconstructing the hotel for the key uses identified above.

It is also expected that, should the hotel be approved and confirmed for the key uses identified above, the provision of additional parking spaces/areas will not be required. The impact on the Museum's existing parking areas and driveways as a result of the Hotel's placement will be minimal.

Finally, with the intended uses of the Stanton Hotel structure confirmed, policies and procedures relating to the use (by Museum and public), maintenance and purpose of the Stanton structure will need to be developed and approved, and integrated with the DCMA's existing policy and procedural framework, and preventative maintenance program.

Other Considerations

In addition to issues and items presented in the preceding paragraphs of this report, there are potentially a number of additional considerations when assessing and scoping out this undertaking:

Melancthon House project:

Approval to proceed with the “Melancthon House” project – involving the re-erection of a two-storey log home on the DCMA grounds – was given by County Council at its convocation in September 2011. To date, no action in the physical reconstruction of the Melancthon Log House has been taken given the uncertainty of the current situation. In the event an additional heritage building project is to be undertaken, then the priority sequencing of these projects will have to be confirmed.

Planning approvals from Township of Mulmur, Conservation Authority, other agencies:

The nature and extent of planning approvals will need to be identified and provision made to accommodate these, both in terms of timing and cost.

Long term planning for museum site

There is currently no long term plan for building out the museum property. It is possible that additional heritage buildings may become available or opportunities may arise for other development. It may be advisable to develop a comprehensive long term plan for the full site.

Important Items Requiring Further Information and Clarification

There are key items of crucial importance to the relocating and redevelopment of the Stanton Hotel on the museum grounds. It will be necessary to confirm the details, availability and completion of the following items, including who is doing what/who is responsible for what before proceeding with the project:

(i) **A detailed plan for construction + Estimate of costs**

This requirement is multifaceted, and would involve and include: decisions on project phasing and timing, applying for and receiving planning and building approvals, undertaking the selection and hiring of contractors, preparation and approval of site plan and construction drawings, preparation of a detailed costing of all materials, labour, approvals/admin and contingency required to complete the project for the approved and intended uses of the structure.

(ii) **Project Financing, Fundraising + Responsibility for Fundraising**

This requirement would involve and include: discussions and decisions about how funds required to complete this project are to be raised, who is responsible for raising/providing the required funds, who is responsible for co-ordinating the fundraising efforts, identification of what major decision-points are based on

achieving funding/fundraising targets, and agreement on an overall time period within which fundraising targets are to be achieved.

(iii) Sustainable Public Support

This item speaks to the need to have demonstrable, tangible and sustainable public support for all phases of this project in order to complete it and ensure the hotel's ongoing viability and success. Among the types and instances of public support required are: support in promoting public awareness of the project and fundraising campaign; volunteer labourers and donations of construction materials; the actual raising of funds to compete the reconstruction project; the offering of annual donations to help ensure the ongoing preservation of the hotel and acquisition of furnishings, etc. important to the hotel's age, original purpose and location.

LOCAL MUNICIPAL IMPACT

None at this time.

FINANCIAL, STAFFING, LEGAL, OR IT CONSIDERATIONS

None at this time. Preliminary report for discussion purposes only.

Recommendation

For consideration of committee.

Respectfully submitted,

Wayne Townsend
Director/Curator

Attachment: Preliminary Site Plan for Discussion Purposes.

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TO DCMAHL BOARD



To: Chair Oosterhof and Members of the Board
From: Wayne Townsend, Director/Curator, DCMA
Date: March 6, 2013
Subject: 2012 FOURTH QUARTER REPORT TO THE DCMAHL BOARD

PURPOSE

The purpose of this report is to provide Board members with an overview of departmental activities, projects and initiatives over the period from October 1 to December 31, 2012.

STATISTICAL OVERVIEW

	OCT1-DEC31/12	YR END 2012	OCT1-DEC31/11	YR END 2011
Visitors On-site	3612	11171	4084	12434
Visitors Off-site	1345	1680	550	1980
Website Visits*	934	6315	n/a	n/a
Researchers On-site	40	276	105	451
Researchers Off-site	526	2973	584	2364
Ed Programs On-site	2	12	3	20
Ed Programs Off-site	4	22	9	26
Forest Hunt Permits	42	93	41	119
Forest Event Permits	1	11	2	8
Forest Website Visits*	192	727	168	1688

*web stats platform "Google Analytics" (# of "unique visits")

Selected visitor comments – October 1 to December 31, 2012:

- **Sheffield, UK** "Amazing memories. One of the best museums we have been to."
- **East Garafraxa** "Great Archives!"
- **Goose Bay, Labrador** "Wonderful and interesting exhibits."
- "Wonderful animal exhibit. You really need a full day to see and appreciate all of it. Very well maintained and looked after. Well done!"
- **New York, USA** "A beautiful gem of a place. Well done!"
- "Why not give volunteers the job of tagging all of the items in each of the cases?"
- **Aurora, ON** "Favourite exhibit yet! Wonderful craft show."
- **Burnaby, BC** "Awesome, absolutely awesome."
- **Collingwood, ON** "This museum is wonderful! We loved the Beauty in the Beast show – very well done and an amazing, diverse collection of artifacts. Best museum I have been to, including Canada, USA and Britain."
- **Schomberg, ON** "What a wonderful gallery and museum. We will definitely return and bring family and friends!"

On-site Visitor Origin – Overview – October 1 to December 31, 2012:

Visitors attended the DCMA from: locations all over Ontario including northern, eastern and western regions; other provinces & territories: BC, Alberta, Nova Scotia, Manitoba, Québec, Saskatchewan; US: California, Florida, Michigan, New York; Europe: Ireland, Netherlands, UK, Germany; and Australia.

FINANCIAL/REVENUE OVERVIEW (unaudited)

	2012 OCT1–DEC31	2012 YTD	2012 BUDGET	2011 OCT1–DEC31	2011 YR END
General Admissions	3438	12045	16000	4415	14264
User Fees	1258	5263	7200	2168	5721
Programs & Tours	2646	8936	10000	4209	10345
Memberships	2917	8646	8200	1992	8484
Donations	6772	18682	15000	7635	22695
Fundraising	4273	14847	11500	1483	13136
Gift shop/books	4414	9358	10200	2350	9777
DCF Hunt Permits	1800	3210	4000	1530	3660
DCF Use Permits	1255	2191	1500	1940	3034
DCF Timber Sales	72912	81148	50000	75200	77340

Balance of DCMA Trust Fund at September 30, 2012: \$692,182

Balance of County Forest Reserve Fund at December 31, 2012: \$212,111

OPERATIONAL OVERVIEW**Financial/Grants:**

- 2013 operating and capital budgets for DCMA and County Forest approved
- Notice of a successful application to the Canadian Infrastructure Improvement Fund received; \$27,500 (amount requested) is to be received to offset the costs of the 2013 capital project to repair and refinish the exterior of the main DCMA facility

Collections

- Statistics:
 - Completed accessions – 102
 - Total number of items within accessions – 381
 - New temporary receipts issued – 53
 - Total number catalogue entries on collections dbase – 31,554
 - Total number catalogue items complete – 30,275
 - Total Number of items “Reviewed” (fully proof read) - 1,868
 - Images/photos scanned to date – 24,164
- Items/Collections of Interest:
 - 1923 Franklin Demi-Sedan on loan to DCMA in November; put on temporary display in the Museum’s Main Gallery
 - WWII siren from the top of the old Orangeville Firehall on Broadway at John Street
 - Oil painting, Van Riddell, Dr. Riddell, Orangeville; owned by Earl Rowe
 - School bell and mounts from Amaranth College School
 - Bar and WWII medals of Corp. Charles Large, Orangeville
 - Complete WWI uniform, medals, kit of Gordon Anderson, Melancthon

Curatorial

- Continued with proofreading of new accessions and past year records for completeness, research and accuracy

- Conservation of several new donations completed, thanks in part to new volunteers with necessary aptitude and interest
- Provided local families with family heirloom information and disposal.
- Conducted research for speakers series events on site and delivered to the public
- Reviewing new donations for acceptance into collections and providing family and historical research for the item
- Assisted Theatre Orangeville with research for an upcoming play about Rock Hill Park by Jim Betts

Archives

- Added research to our collection records and to DuffStuff, primarily regarding Local Histories and Family research
- Archival staff continued to co-ordinate and assist with changing off-site hospital centennial exhibit, a partnership with Headwaters Health
- Provided research and copy for DCMA publications, website/blog entries
- Worked co-operatively to provide archival material related to rotating exhibits in main gallery space

Museums and Technology Fund Project/New Technologies/Databases/Duffstuff:

	Dec 31, 2012	Sep 30, 2012	Jun 30, 2012	Mar 31, 2012	Jan 28, 2012	Jan 3, 2012
Veterans	5120	5089	5076	4995	4955	4907
Veteran Photos	445	430	400	346	272	176
Articles	145300	145000	142700	128104	120668	119962
Local History Indices	101	99	95	90	50	50
Famous People	322	317	312	251	236	236

- Newspapers both physical and digital in the process of being sent out to volunteers for mass typing; OCR and hand-typing work continues onsite
- “Famous People” database clean-up and development continues; articles being reviewed by staff and volunteers to be handed over to Curator for final review; adding birth and death dates, biographies and photos
- Veterans without data on their connection to Dufferin County are being reviewed

Volunteers & Students

- 58 active volunteers completed tasks over the 4th quarter, including research, data entry, cleaning/conservation, reception/front desk, and assistance with programs and events; volunteers logged over 1100 hours from October 1st to December 31st, 2012
- A secondary student from Tottenham fulfilled a semester-long internship at DCMA, with a particular focus on research and working in the archives

Education Programs

- Program on Natives and Animals presented in conjunction with a DCMA special event
- Program on Victorian Christmas – how Christmas traditions have evolved – was presented to a bus tour from Markham

Exhibits, Art Shows

- “Beauty in the Beast – Animals as Objects and Art” continued in the Main Gallery, Long Hall and Lodge Gallery (year long) to excellent visitor/audience response
- Mezzanine Gallery: “Wedding Memories – WJ Hughes Corn Flower” (year long)
- Silo Gallery: DCMA hosted and organized “Creative Harvest” juried art show, which was on display until the end of 2012

- An offsite exhibit to commemorate the 50th anniversary of Dufferin Oaks was installed there in October
- Offsite exhibits changed/installed at Theatre Orangeville
- Planning of 2013 exhibits continued; decision to “holdover” animal exhibit until March Break 2013 was made, to be followed by a new exhibit called “Collections and Reflections”

Special Events

- Annual Fall Dufferin Circle of Storytellers event
- Natives and Animals Presentation
- Special Fundraising Performance by Dinah Christie
- Dufferin Town & County Farm Tour
- Dufferin Animal Tales Presentation
- Registration Days of Dufferin Veterans
- Veterans Day Celebration – Dufferin’s War Horses
- 10th Annual Holiday Treasures Arts and Crafts Show & Sale
- Annual Christmas Concert in Corbetton Church

Promotions, Media

Articles:

- Monthly articles for SNAP Dufferin
- Quarterly article for Briar Crier
- Quarterly article for winter edition of Sideroads of Dufferin
- Article for winter edition of King Mosaic

Advertisements:

- Winter Antiques, Collectibles and the Arts
- Winter Good Life South Simcoe
- Winter Good Life Georgian Triangle
- Monthly ads in SNAP Dufferin
- Holiday Treasures ad in In the Hills
- Holiday Treasures ad in Orangeville Banner
- Holiday Treasures ad in Alliston Herald
- Holiday Treasures ad in SNAP Dufferin
- Holiday Treasures ad in Creemore Echo

Website:

- Regularly updated, ongoing page additions and modifications
- Currently 61 (unsolicited) registered users

Social Media:

- Facebook - 197 “Likes” (individuals following the DCMA’s Facebook page)
- Twitter - 220 followers (individuals who have signed up to receive news and notifications issued by the DCMA via the “Twitter” network/community)

Publications:

- Initiated planning and preparations for the DCMA’s 2013 Special Events & Activity Guide
- Latest edition of the Corn Flower Chronicle was researched, developed, produced and circulated to the DCMA’s “Corn Flower Club” Membership

TV Media:

- Continued production of short promotional episodes in partnership with Rogers TV Orangeville coverage; the 2012 series ‘We Make History,’ six-part series involving DCMA staff, students and volunteers in the production continued to air throughout the fall season

Fundraising

- The DCMA's annual fundraising target for 2012 of \$11,500 was met and exceeded, as has been the case for several years running
- Major DCMA-produced fundraising events this quarter: Performance by Dinah Christie in October and the DCMA's annual Christmas Concert in Historic Corbetton Church
- Ticket raffle continued to support the "Museums and Technology/Duffstuff" project concluded
- Membership drive with special fundraising campaign for "Museums and Technology/Duffstuff" project launched in April and continued throughout quarter
- Special fundraising calendar on General Stores produced on behalf of the DCMA by the new owners of the Rosemont General Store
- Used book sale continued throughout quarter

Community Use & Major Rentals

- Hosted Centre Dufferin District High School parent info night (re: 2013 Europe Trip)
- Hosted the annual Hills of Headwaters Tourism Awards; the DCMA received the "best experience" award for the "Beauty in the Beast" exhibit
- Hosted 12 community meetings, including a meeting of the Land Stewardship Network serving Dufferin and South Simcoe
- Hosted 8 group/bus tours and participated in 3 offsite community bus tours
- Hosted 3 weddings, 2 concerts, and 2 major events in Historic Corbetton Church

Community Partnerships and Outreach

- DCMA participating in the planning of 20th anniversary events jointly with Theatre Orangeville and In The Hills Magazine
- DCMA staff provided speaker services for Alliston Probus, Orangeville Seniors "Walk and Talk"
- DCMA staff provided information on personal artifact collections for five community members
- Provided service as a step-on guide of Dufferin County for 3 tour groups
- Provided antiques judge for Erin Fall Fair
- Curator was Master of Ceremonies for CASSH event, Hockley Valley Resort, Dufferin Women in Business, Grand Valley Community Christmas Concert

County Committee Work

- Director/Curator attended Senior Management and Annual County Budget meetings and County Council plus incident reporting training for senior managers
- Director/Curator, Archivist and General Manager attended Museum Advisory Board meetings and fundraising subcommittee meetings, as well as "MAC Team" meetings (Manager, Archivist, Curator)
- Archivist and Events & Marketing Co-ordinator participated on County IT/website committees
- General Manager participated in County "job evaluation" committee meetings
- Director/Curator and General Manager attended meetings of the Grey Bruce Dufferin Museum Network and subcommittees
- County Forest Manager continued to participate on *Dufferin South Simcoe Land Stewardship Council*
- County Forest Manager continued to participate on County's Staff Committee

Facility, Grounds, Health & Safety

- Seasonal and regular maintenance activities undertaken per DCMA Maintenance Manual
- Fall landscaping and winter-readiness gardening tasks completed
- Interior and exterior seasonal décor installed and removed, coinciding with major events such as Holiday Treasures and the annual Christmas Concert
- Regular maintenance/updating of the exterior special event sign
- Project to build and affix sliding doors for the DCMA driveshed completed
- Undertook major cleaning and reorganization of gift shop and associated storage areas
- Monthly checks of fire safety/suppression equipment and first aid kits completed
- Health & Safety discussions with staff took place at regular staff meetings; knife handling training administered to DCMA staff
- Regular inspections were completed: Health & Safety Committee, Otis, Electrical Safety Authority, water quality sampling and testing

Dufferin County Forest – General Operations:

- placed ads in local newspapers and posted (and removed) signs at Forest Tracts to inform users of two five-day periods of deer shotgun hunt (Nov 5-9 & Dec 3-7) and fall wild turkey hunt (Oct 9-21)
- monitored two forest harvesting operations; one in the Randwick Tract and one in the Mono Tract
- hosted two-day training session for community forest managers from across southern Ontario
- attended training sessions related to forest health, ecological goods and services, and forest certification
- attended Town of Orangeville tree by-law open house and met with Town representatives to discuss approaches to urban forest management in Orangeville

Dufferin County Forest – Patrol/By-law enforcement:

- Forest Conservation By-law permits issued between Oct 1 & Dec 31, 2012: 23
- Forest Conservation By-law complaints received: 0
- off-duty OPP patrols in Main Tract continued to December 2

RECOMMENDATION:

THAT the DCMAHL Quarterly Report for the period October 1 to December 31, 2012 be received.

Respectfully submitted,

Wayne Townsend
Director/Curator

**DUFFERIN COUNTY MUSEUM & ARCHIVES ADVISORY BOARD
(DCMAAB) MINUTES**



Monday, February 11, 2013

The DCMA Advisory Board met at 6 p.m. at the DCMA.

Members Present: Neil Orford (Chair)
Councillor John Oosterhof
Morley Brown
Debbie Fawcett
Jeff Sedgwick

Regrets: Catherine Ollerhead De Santis
Lynn Goutouski
Renato Iozzo

Staff Present: Darrell Keenie, General Manager, DCMA

Chair Orford called the meeting to order at 6:30 pm.

1. DCMA Advisory Board – February 11, 2013
Review of Notes of DCMAAB Meeting held October 3, 2012

DCMA staff read out the notes of the previous Board meeting held October 3, 2012.

Moved by Morley Brown, seconded by Debbie Fawcett,
THAT the notes of the DCMAAB meeting held October 3, 2012 be accepted. –Carried-

Moved by John Oosterhof, seconded by Morley Brown,
THAT the agenda for the February 11, 2013 meeting of the DCMAAB be accepted and approved. –Carried-

Jeff Sedgwick arrived.

2. DCMA Advisory Board – February 11, 2013
Discussion of status of DCMAAB, new Fundraising Committee and its Terms of Reference

John Oosterhof provided a verbal update and overview of the Museum Board and Council review process that took place after the DCMAAB “working group” meeting held on October 15, 2012. It is the County’s intention to establish a committee, reporting to the Museum Board, that is focused on fundraising for the Museum and Archives. Terms of Reference for the “DCMA Fundraising Committee” were reviewed by the Museum Board and recommended for inclusion in the County’s Procedural By-law.

A correction required on Page 3 of the draft Terms of Reference was noted.

Chair Orford indicated that, in his opinion, the latest Terms of Reference do make it clear that the focus of the work and role of the new Committee is fundraising, and in so doing, help to clear up the previous confusion about the role and operation of the DCMAAB.

Morley Brown indicated that, in his opinion, the new DCMA Fundraising Committee is too narrowly focused, that fundraising is not all that the committee should be concerned and charged with.

Moved by Jeff Sedgwick, seconded by Debbie Fawcett,
THAT the DCMA Advisory Board support the revised Terms of Reference for the new DCMA Fundraising Committee, as amended, pending changes to the County's Procedural By-law." –Carried unanimously-

The Advisory Board members discussed a number of potential fundraising projects and events. It was noted that, while people may not wish to sit on the Fundraising Committee directly, they may wish to serve as volunteers in the planning and running of specific events and projects.

Chair Orford raised the suggestion of putting forth a motion to officially dissolve the DCMA Advisory Board. The preference of the majority of members was to submit individual resignations, rather than vote on a motion to officially dissolve. It was noted that several members of the Advisory Board were not in attendance, and it was felt to be inappropriate to exclude them from the discussion in the event a motion to dissolve was put forward.

3. DCMA Advisory Board – February 11, 2013 **New Business**

Chair Orford mentioned that Hugh Brewster could be available and booked as a guest speaker, possibly at a fundraising dinner similar to one held in 2011 to raise money to send a local veteran on the 2011 Battlefields Tour with Centre Dufferin District High School.

Chair Orford also updated members about an arrangement between Rogers Orangeville and the 2013 Battlefields Tour. A series of 6 – 1 hour episodes will be created to document the excursion and process.

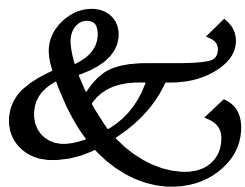
DCMA Advisory Board – February 11, 2013 **Adjournment**

The meeting adjourned at 8:30 pm.



Annual Report

January 1, 2012 - December 31, 2012



Annual Work Schedule

January 1, 2013 - December 31, 2013

Caroline Mach, R.P.F.
County Forest Manager
705-435-1881 or 877-941-7787
forestmanager@dufferinmuseum.com
March 6, 2013

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EXECUTIVE SUMMARY

The Dufferin County Forest is a 1,054 hectare (2,606 acre) forested area owned and managed by the County of Dufferin. The Forest has many important functions, including erosion and water control, natural heritage protection, biodiversity, wildlife habitat, recreational opportunities, and support of the rural economy through timber production.

From the first purchase of land in 1930 until 1991 the Forest was managed by the Ministry of Natural Resources (MNR) through agreements made under the *Forestry Act*. In 1995, the County completed a long-term, comprehensive management plan for the Forest properties, the first County in Ontario to do so. Following completion of the plan, a County Forest Manager was hired to implement it.

On March 13, 1997, the County signed a Memorandum of Understanding with the Ministry of Natural Resources (MNR). This Memorandum, which expired in 2002, outlined the County's and the Ministry's responsibilities in the management of the Dufferin County Forest. Since the expiration of that agreement, the County has been responsible for all aspects of the management of the Dufferin County Forest.

The following are some highlights from the past year within each of the objective streams outlined in the management and operating plans: Public Use and Relations, Environmental and Resource Management, and Administration.

Public Use and Relations

- i. ongoing repair and replacement of gates and signs in the Forest;
- ii. eleven larger-scale recreational events;
- iii. two forest walks (wildflower identification and tree identification);
- iv. enforcement of the County Forest by-law (2003-50) by off-duty OPP officers from September to December in the Main Tract and;
- v. continued cooperation on programs and events with the Dufferin County Museum & Archives and the Dufferin South Simcoe Land Stewardship Network

Environmental and Resource Management

- i. two public tenders of red pine and hardwoods generating a total revenue of over \$80,000 and;
- ii. marking of 33 hectares of conifer plantations and hardwood stands.

Administration

- i. no property was acquired or disposed of in 2012.

Next year, 2013, will see the continuation of various activities. There will be signs posted, forest walks, tendered timber sales, monitoring of harvesting operations, enforcement of the County Forest by-law (2003-50), several larger-scale recreational events, and a land use agreement with the Mansfield Outdoor Centre. In addition, the process to develop a new twenty-year management plan for the Dufferin County Forest will be started in 2013.

1.0 INTRODUCTION

The Dufferin County Forest is a 1,054 hectare (2,606 acre) forested area owned and managed by the County of Dufferin. The Forest has many important functions including erosion and water control, natural heritage protection, biodiversity, wildlife habitat, recreational opportunities, and support of the rural economy through timber production.

From the first purchase of property in 1930 until 1991, the Forest was managed on behalf of the County by the Ministry of Natural Resources (MNR). This relationship was governed by twenty-year agreements made under the *Forestry Act*. In 1991, the most recent of these agreements expired. This fact, combined with changes to the MNR's private land forestry policy, resulted in the development of a new management plan for the Forest in which the County took the lead role, assisted by MNR. Dufferin was the first County in Ontario to take the lead in developing a management plan for its forest properties. The process to develop the plan started in earnest in July, 1994 with the hiring of a Forest Management Plan Author. Less than one year later, on June 8, 1995, Dufferin County Council approved the final draft of the plan. Throughout the process, there was participation from the MNR, a Forest Advisory Team, and the general public, all of whom provided valuable input and comments.

In 1995, the County took over the control and co-ordination of all activities having to do with the Dufferin County Forest. In order to fulfill this new role, Dufferin hired a County Forest Manager, the first County in Ontario to do so.

On March 13, 1997, the County signed a Memorandum of Understanding with the Ministry of Natural Resources (MNR). This Memorandum, which expired in 2002, outlined the County's and the Ministry's responsibilities in the management of the Dufferin County Forest. A new Memorandum will not be signed, thus terminating the formal relationship between the MNR and the County in the management of the Dufferin County Forest.

In 2005, the Dufferin County Forest celebrated its 75th anniversary.

In 2009, County Council approved a new five-year operating plan (2010-2015) for the Forest.

This annual report is divided into sections that correspond with those in *Our Forest, Our Future: Dufferin County Forest Management Plan 1995-2015* and the operating plan (2010-2015) and coincides with the County's fiscal year, January 1 to December 31.

2.0 PUBLIC USE AND RELATIONS

In 2012, public use and relations continued to be an important part of the management of the Dufferin County Forest. A number of the public relations activities were conducted in co-operation with the Dufferin County Museum & Archives and/or the Dufferin South Simcoe Land Stewardship Network.

2.1 Partnerships

An important element in the County's taking over the management of the Dufferin County Forest was the creation of partnerships that would enable the County to achieve the goal and objectives of the long-term forest management plan (1995-2015), which were reiterated in the operating plan for 2010-2015. The potential relationships were outlined in section 8.0 (pgs. 34-36) of the management plan. In accordance with

the general intent of that section, the County Forest has developed two very important partnerships; with the Dufferin County Museum & Archives and with the Dufferin South Simcoe Land Stewardship Network. These partnerships have enabled the County to achieve some of the objectives of the management plan that do not necessarily involve work on the ground in the Forest.

In the long-term forest management plan and in the new operating plan, the County made a significant commitment to inform and educate the public about the Dufferin County Forest and forests and forestry in general. The specific objectives can be found on pgs. 43 and 44 of the management plan and pgs. 15 to 19 of the operating plan. They include all ages and sectors of the population. The activities that the County partners on with the Museum and the Land Stewardship Network are chosen to achieve these public use and relations objectives. Generally speaking, they include regular contributions to the Museum's *Museletter*, forest walks, and participation in various workshops, displays, and events for the general public.

The County Forest Manager has been a member of the Dufferin South Simcoe Land Stewardship Network since its formation in 1995; the Dufferin County Museum & Archives hosts the meetings of the Land Stewardship Network.

By partnering with the Dufferin County Museum & Archives and the Land Stewardship Network in seeking to achieve its public use and relations objectives for the County Forest, the County is able to make more efficient use of its resources in this area.

2.2 Signs

In the past year, fewer than ten metal "No motorized vehicles" signs had to be replaced due to vandalism/theft. "No motorized vehicle" signs are used to supplement the County Forest by-law signs at several locations where there are ongoing issues with entry by motorized vehicles.

The local Ontario Federation of Snowmobile Clubs (OFSC) member clubs (Dufferin, Orangeville, and Alliston & District) posted signs indicating the location of the OFSC trails through the Main, Randwick, Simmons, Riverview, and Mono Tracts of the Dufferin County Forest.

Temporary signs were posted at a number of the tracts showing the dates of the spring wild turkey hunt, the fall wild turkey hunt and the two five-day periods of the fall deer shotgun hunt. This was done to inform users that there would be a concentration of hunters in the Forest during those periods. Additional signs urging hunters to "Exercise Extreme Caution" were posted around the southern section of the Randwick Tract prior to the spring wild turkey hunt, the fall wild turkey hunt and the two five-day periods of the deer shotgun hunt. The "No hunting" signs that were posted along the boundary between the southern section of the Randwick Tract and the private land to the west in 1999 were monitored and new signs were posted where necessary.

Signs were posted at the Main Tract showing the dates of the eleven larger-scale recreational events. As with the signs indicating the primary hunting seasons, this was done to alert the users of the Forest.

2.3 Advertising and Promotion

In order to make non-hunting users of the Dufferin County Forest aware of the hunting seasons, a series of three notices was placed in the Orangeville, Shelburne, Creemore, and Alliston newspapers in conjunction with the fall deer hunt. Notices were placed prior to the beginning of the bow hunt, prior to the first five-day period of the shotgun hunt, and prior to the second five-day period of the shotgun hunt. These choices were made

based on the fact that the two five-day periods of shotgun hunt (as opposed to the bow hunt) draw more hunters in a shorter period of time. Similar notices were also placed prior to the start of the spring wild turkey hunt and the fall wild turkey hunt.

The "Hunting in the Dufferin County Forest" information package was distributed to the 93 hunters who purchased forest use permits, as well as on a request basis. Email inquiries were first directed to the website for information.

Numerous phone and e-mail requests for information on the Dufferin County Forest and forests and forestry in general were answered. The information that was distributed consisted mostly of Dufferin County Forest pamphlets, maps of the Main Tract, executive summaries of the operating plan, and information on various insects and diseases that affect trees.

A news release was produced and distributed in conjunction with the release of the annual report for 2011.

The County Forest website (www.dufferinmuseum.com/forest) was updated throughout the year to provide forest users and other interested members of the public with timely information about events and activities. Information about the County Forest was also maintained on the County of Dufferin's website at www.dufferincounty.on.ca.

The County Forest was part of the County of Dufferin's displays at both the spring and fall home shows held at the Orangeville Fairgrounds.

2.4 Forest Walks

The County held two guided forest walks in the Little Tract in co-operation with the Dufferin South Simcoe Land Stewardship Network. On May 26, a wildflower identification walk was held with 22 registrants; on June 2 a tree identification walk was held with 23 registrants. The promotion of the walks was greatly aided by a spread in *In the Hills* magazine.

2.5 Demonstration Area

To assist in public education, a conifer plantation thinning demonstration area was established adjacent to the Main Tract parking lot in 1997. The area (2.5 hectares) was planted with red pine and some spruce in 1967. It has been divided into four sections that were thinned in 1998 as follows: 50% removal, 25% removal, 33% removal, and 0% removal. This will enable the public to observe the impact of various thinning regimes on the growth of the trees and on the development of regeneration and understorey plants. The second thinning in half of each of the original four sections took place in 2009; this will further demonstrate the effect of one as opposed to two thinnings. Disks were collected from the trees at the time of both thinnings so that comparisons in annual ring growth can be made. The demonstration area is a valuable tool in the education of landowners and the general public on the effects of conifer plantation thinning.

2.6 Hunting

Table 1 shows the number of Forest Use Permits (Hunting) that have been issued over the past five years. In 2012, these permits generated revenue of \$2,790 for the County. Monitoring of hunting will continue, particularly during the fall deer shotgun hunts, which are traditionally of most concern because they attract a

large number of hunters in a short space of time.

Table 1: Forest Use Permits (Hunting) Issued for the Dufferin County Forest 2008-2012

Year	2012	2011	2010	2009	2008
Number of Permits	93	119	161	161	164

2.7 Recreational Events

Table 2 gives details of the eleven larger-scale recreational events that took place in the Main Tract of the County Forest in 2012. In total, the events generated revenue of close to \$2,000 for the County. The events progressed without problems.

Table 2: Larger-Scale Recreational Events in the Dufferin County Forest 2012

Date of Event	Type of Event	Number of Participants
April 1	Substance Projects Mountain Bike Event	140
April 29	OCTRA Horseback Ride	85
June 17	OCTRA Horseback Ride	45
July 1	Substance Projects Mountain Bike Event	83
July 14	Debra Moore Horseback Ride for Breast Cancer	64
July 21	North York Hunt Club Horseback Ride	
July 29	Substance Projects Mountain Bike Event	42
August 18	Chesley Saddle Club Horseback Ride	17
August 25	Substance Projects Mountain Bike Event	80
September 30	OCTRA Horseback Ride	83
November 3	Cadets Orienteering Event	155

2.8 Mansfield Outdoor Centre

In 2012, the Mansfield Outdoor Centre once again leased cross-country ski trails in the south portion of the Main Tract, generating revenue of \$500 for the County.

2.9 Access Maintenance

The Mansfield Outdoor Centre placed, at its own expense, orange plastic snow fencing at several strategic locations in the Main Tract. This was done to prevent snowmobiles from accessing the cross-country ski trails leased by the Mansfield Outdoor Centre.

In 2012, it was necessary to replace two gates, one at the Main Tract and one at the Riverview Tract.

2.10 Garbage Removal

The amount of garbage in most areas of the Forest has not reached a critical state, but it is important to be proactive so that members of the public do not begin to feel that the Forest is a free landfill. Litter is collected by the County Forest Manager, as time permits. Large pieces of garbage, such as appliances and tires, are removed by staff from the County Operations Centre.

2.11 Research

Red Oak Management

The area in the Main Tract (Compartment 27, 25 ha) that was established as a red oak research project in 1994 will not be continued as a formal research project. However, management activities will continue in such a way as to promote the establishment and growth of red oak on the site.

In the spring of 2009 the area underwent a prescribed burn to control vegetation that was competing with the small red oak seedlings on the site. Unfortunately, due largely to a change in the predicted weather, the burn did not control as much of the competing vegetation as was hoped. A detailed plan on how to proceed with management of this site is being developed.

Biodiversity Plots

In 2000, the County established its first research plot, the Beaton Plot. This plot was established in Compartment 25 of the Main Tract on part of the former site of Camp Dufferin. The protocol used to establish the plot was developed through the Smithsonian Institute and is recognized and used around the world. This will allow for data comparisons (e.g. number of plant species present) between the Beaton Plot and other local, national, and international plots. The purpose of the Beaton Plot is to study the natural succession on the site. In 2001, a sign was placed at the site to inform forest users about the history and purpose of the plot.

A second plot, using the same international protocol, was established at the Mono Tract. This plot is a "twin" to a plot that was established at the Mono Cliffs Outdoor Education Centre. While the plot at the outdoor education centre is accessible to students and the general public, the plot at the Mono Tract will be accessible to scientists only. This will allow for future assessments of how the activity of measuring impacts on the plot.

3.0 ENVIRONMENTAL AND RESOURCE MANAGEMENT

In accordance with the long-term forest management plan and the new operating plan, the County manages the biological components of the Forest using an ecosystem management approach. Table 3 shows a summary of resource management activities undertaken in the Dufferin County Forest over the last five years.

Table 3: Environmental and Resource Management Activities for the Dufferin County Forest 2008-2012

Activity	2012	2011	2010	2009	2008
Site preparation (hectares)	0	0	0	0	0
Reforestation (hectares)	0	0	0	0	0
Marking (hectares)	33	20	36	58	60.0
Non-commercial tending (hectares)	0	0	0	0	0
Commercial harvesting (hectares)	33	20	36	58	60.0
Commercial harvesting (m ³)	1,322	1,237	1,308	2,436	2,235
Borax application (hectares)	0	0	0	0	0

3.1 Site Preparation

Site preparation is a mechanical, fire, chemical, or hand treatment that modifies a site to provide favourable conditions for natural or artificial regeneration. There was no site preparation necessary in 2012.

3.2 Reforestation

Reforestation refers to the establishment of a forest through artificial means, usually by planting or direct seeding. There was no reforestation necessary in 2012.

3.3 Marking

Marking is the operation that designates the trees within a stand that are to be commercially harvested. The marking follows a silvicultural prescription written specifically for the stand. The prescription and the marking that follows it are the most important functions in determining the future structure and composition of any forest stand. The number, size, and species of trees that are removed has a significant impact on the growth and development of the remaining trees. Since all harvesting in the Dufferin County Forest is done by some variation of the selection cutting system, all stands must be marked prior to harvesting. The marking is done by a crew hired on contract.

The stands that were tendered in 2012 were marked on contract at a cost of just over \$2,600. This modest investment ensured the healthy growth and development of the forest stands that were thinned and generated timber sale revenue of over \$80,000.

3.4 Non-Commercial Tending

In order to achieve forest management objectives, it is sometimes necessary to conduct non-commercial tending operations such as pruning, thinning (removal of trees in an immature stand to accelerate diameter

growth and improve form of remaining trees), improvement cutting (removal of less desirable trees to improve the composition and quality of a stand), or cleaning (removal of less desirable species of the same age to free the favoured trees in a stand not past the sapling stage). As the name implies, this type of tending does not produce revenue; it is done at some cost to the County. In general, non-commercial tending operations are associated with young plantations or with stands that are of low commercial quality. Currently, the Dufferin County Forest does not have many of either of these types of stands. There was no non-commercial tending necessary in 2012.

3.5 Commercial Harvesting

Annually, wood is harvested on a sustainable basis from the Dufferin County Forest. The majority of the wood is sold by open public tender. Occasionally, a small amount of wood is sold to the public for personal use or as a negotiated sale. Table 4 summarizes the tendered timber sales for 2012 for the Dufferin County Forest.

Table 4: Tendered Timber Sales for the Dufferin County Forest 2012

Tender Number	Tract and Compartments	Volume (m ³)	Number of Trees	Species	Area (ha)	Value
DCF 12-08-001	Randwick (1a)	975	1412	red pine	20.0	\$56,210.00
DCF 12-08-002	Mono (40a & 46a)	347	515	mixed hardwoods	13.0	\$24,783.00
Total		1,322	1,927		33.0	\$80,993.00

In 2012, tender DCF 12-08-001 was awarded to Miller Lumber of Barrie, Ontario and tender 12-08-002 was awarded to Edgewood Lumber of Hawkesville, Ontario. Tenders may not be awarded to the highest bidder in situations where the highest bidder's reputation is poor or unknown.

3.6 Pests and Diseases

Outbreaks of insects and diseases in the Dufferin County Forest are managed using an integrated pest management approach. If levels of pests and/or diseases reach intolerable levels, integrated pest management techniques may include the use of natural predators and parasites, genetically resistant hosts, environmental modifications and, when necessary and appropriate, chemical pesticides and herbicides.

Information on insect and disease populations is provided by the Canadian Forest Service, the Ministry of Natural Resources, the Canadian Food Inspection Agency, and other partners.

Although there has been much in the media about the Asian longhorned beetle, it is not an immediate threat to the Dufferin County Forest.

However, the emerald ash borer has been confirmed in both the Region of Peel and the County of Wellington. It is inevitable that the borer will be found in Dufferin County, the only difficulty is knowing when this will happen. In 2012, in advance of confirmation of the borer's presence in Dufferin County, a report describing how the borer will be dealt with in the context of the County Forest was presented to, and approved by, County Council. Since there is relatively little ash in the County Forest¹, it is anticipated that the impact of the

¹ Black ash makes up 80% of the basal area in one 2 ha (5 acre) stand; white ash makes up 20% of the basal area in three stands

emerald ash borer will not be significant in the County Forest itself. Dead or dying ash that are considered to be hazard trees due to their proximity to trails will be removed as soon as possible after they are identified. Stands with an ash component will be managed in accordance with the strategies outlined in *Managing Ash in Farm Woodlots; Some Suggested Prescriptions* (Williams & Schwan, 2011)².

Although the impact of emerald ash borer on the County Forest is not expected to be significant, individual landowners and municipalities that have larger proportions of ash in their tree cover will see a greater impact, both economically and ecologically. In order to promote awareness of this threat in the broader community, comprehensive information packages about emerald ash borer were distributed to all local municipalities and information about emerald ash borer and Asian longhorned beetle was distributed at public events and at the Dufferin County Museum & Archives in 2012.

3.7 Forest Fire Management

Forest fire management involves the maintenance of fire roads, trimming of brush to provide access for fire suppression, and the actual suppression of forest fires. The County is responsible for the maintenance of fire roads and the trimming of brush, while fire suppression is conducted by the local fire departments. In cooperation with Emergency Management Services and Public Works, a forest fire management plan for the County Forest is being developed.

4.0 ADMINISTRATION

4.1 Budget Summary - 2012

Besides staff, the majority of expenses in 2012 included contract enforcement, advertising and promotion, tree marking, and signs. The majority of revenues were generated from timber sales. These were supplemented by land use, forest use, and special event permits. In 2012, timber sales were over \$80,000. There are many factors that affect the value of the timber sold from the Dufferin County Forest, some of which are difficult to predict from year to year. These factors include the price of wood locally and regionally, the location, size and species of trees offered for sale, and the supply of wood of various species and sizes in a given year. For details of the budget, please refer to the County of Dufferin's Budget 2012.

4.2 Grants Under the *Forestry Act*

In the past, the provincial government provided grants for the purchase of Dufferin County Forest properties. Since the Memorandum of Understanding signed between the County and the Ministry of Natural Resources has expired, the re-payment of the grants is governed by the following excerpts from the *Forestry Act*:

"forestry purposes" includes the production of wood and wood products, provision of proper environmental conditions for wild life, protection against floods and erosion, recreation, and protection and production of water supplies; ("fins forestières")

that make up a total area of 23 ha (57 acres); and white ash makes up 10% of the basal area in eleven stands that make up a total area of 125 ha (309 acres). The total area of the Dufferin County Forest is 1,054 ha (2,606 acres). The only areas where issues with the number of dead ash would be expected to arise are in the black ash stand and in the northeast part of the Main Tract where there are several stands with a 10 or 20% ash component adjacent to each other.

² This publication is available from the County Forest Manager's office or online at:
www.ontariowoodlot.com/pages_pdf_new/EAB%20Prescriptions%20for%20Managing%20Ash%20in%20Farm%20Woodlots.pdf

2. (1) The Minister may enter into agreements with owners of land suitable for forestry purposes that provide for the management or improvement of the land for these purposes upon such conditions as the Minister considers proper. 1998, c. 18, Sched. I, s. 20.

Grants

(2) The Minister may make grants of the sums provided for in the agreement, on such conditions as the Minister considers appropriate, out of the money appropriated by the Legislature to any conservation authority or municipality for the purpose of assisting it in the acquisition of land that is suitable for forestry purposes and that is to be managed under an agreement. 1998, c. 18, Sched. I, s. 20.

Forestry purposes only

(3) A conservation authority or municipality that has entered into an agreement under subsection (1) or a predecessor provision shall not, without the approval of the Minister, use any land in respect of which grants have been made under subsection (2) or a predecessor provision for any purpose that is inconsistent with forestry purposes at any time during or after the term of the agreement. 1998, c. 18, Sched. I, s. 20.

Repayment

(4) A conservation authority or municipality that uses land covered by an agreement authorized under subsection (1) or a predecessor provision for a purpose that is inconsistent with forestry purposes shall repay to the Province of Ontario all grants that it received under the agreement to acquire the land unless the Minister provides that the grants need not be repaid. 1998, c. 18, Sched. I, s. 20.

Sale of land

(5) Land in respect of which grants have been made under subsection (2) or a predecessor provision shall not, without the approval of the Minister, be sold, leased or otherwise disposed of during or after the term of the agreement. 1998, c. 18, Sched. I, s. 20.

Proceeds shared

(6) The proceeds from any sale, lease or other disposition of land in respect of which grants have been made under subsection (2) or a predecessor provision shall be divided as the Minister directs between the conservation authority or municipality, as the case may be, and the Province of Ontario, with the conservation authority or municipality receiving not less than 50 per cent of the proceeds. 2000, c. 26, Sched. L, s. 4 (2).

Exception

(7) Subsection (6) does not apply to a sale, lease or other disposition for the use of the Province of Ontario. 1998, c. 18, Sched. I, s. 20.

These provisions are not substantially different from those under previous *Forestry Act* agreements or the Memorandum of Understanding.

The following Dufferin County Forest properties were bought partially with grants from the province (the amount of the grant is shown in brackets):

- i. compartments 15, 16, 17, and 18 of the Main Tract (\$4,603.67); purchased in 1963
- ii. the south half of compartment 25 of the Main Tract (\$468.80); purchased in 1961
- iii. compartment 46 of the Mono Tract (\$327.25); purchased in 1960
- iv. Simmons Tract (\$3,884.83); purchased in 1967
- v. Little Tract (\$19,012.65); purchased in 1971

Due to the size and location of these properties, it is unlikely that the County will be disposing of any of them or using them for other than "forestry purposes".

4.3 Property Acquisition and Disposal

There was no property acquisition or disposal during 2012.

5.0 MONITORING

In 2012 the primary monitoring activities were cut inspections conducted during commercial harvesting operations, monitoring of hunting activity (particularly during the two five-day deer shotgun hunt periods), and enforcement of the County Forest by-law (2003-50). To improve enforcement of the County Forest by-law, off-duty OPP officers were hired to patrol the Main Tract from September to December.

Cut inspections were done to ensure that the loggers complied with the terms and conditions of the Agreement for the Sale of Timber. There were no significant violations of timber sale agreements in 2012.

Other monitoring activities included:

- i. general observation of, and communication with, users of the Forest and;
- ii. surveying signs and gates at the forest properties and arranging for replacement when and where necessary.

6.0 MANAGEMENT PLAN

While the management plan (*Our Forest, Our Future: Dufferin County Forest Management Plan 1995-2015*) continues to provide the overall goal and objectives for the management of the County Forest, the operating plan (2010-2015) provides more details on current management activities.

7.0 STAFF

The Forest is included in the activities of the Dufferin County Museum & Archives and Heritage Lands Department headed by Director/Curator Wayne Townsend. The day-to-day activities involving the Forest are conducted and co-ordinated by the County Forest Manager, Caroline Mach and supervised by Darrell Keenie, Assistant Director/General Manager. Activities and issues dealing with the Forest are presented to the Dufferin County Museum & Archives and Heritage Lands Board, and subsequently to Dufferin County Council.

County Operations Supervisor Scott Martin and his staff must also be acknowledged for their work in posting signs, cutting hazard trees, and cleaning up garbage.

8.0 ANNUAL WORK SCHEDULE - 2013

The annual work schedule for the Dufferin County Forest will follow the outline in the new operating plan (2010-2015). The specific activities for 2013 are described in the following sections.

8.1 Public Use and Relations

Although no new signs are planned, sign replacement will continue to be a part of public use and relations in 2013.

In 2013, it is anticipated that the Mansfield Outdoor Centre will lease cross-country ski trails in the Main Tract as they have done in the past.

It is expected that the Main Tract will host three Ontario Competitive Trail Riding Association horseback rides and four Substance Projects mountain bike rides in 2013.

Public relations activities will continue to be conducted in partnership with the Dufferin County Museum & Archives and the Dufferin South Simcoe Land Stewardship Network. These will include two educational walks (tree identification and wildflower identification).

The County Forest will participate in the County of Dufferin's displays at the spring and fall home shows at the Orangeville Fairgrounds.

8.2 Environmental and Resource Management

It is anticipated that there will be 32 hectares of conifer plantations marked to be tendered for sale in 2013. The breakdown of the areas is shown in Table 5.

Table 5: Areas Planned to be Marked in the Dufferin County Forest 2013

Tract (Compartment)	Species	Area (hectares)
Randwick (2a)	red pine	11
Main (12a)	red pine	21
Total Area		32

As in the past, the number of trees and the volume to be harvested will be known once the tree marking is completed. The stands will be publicly tendered in the fall of 2013.

In preparation for the arrival of emerald ash borer in Dufferin County, information about the borer and how to manage trees and woodlots in its presence will continue to be distributed to the general public.

8.3 Administration

For details of the budget, refer to the County of Dufferin's Budget 2013.

8.4 Monitoring

In 2013, the monitoring program will continue to focus on three broad areas:

- i. conducting regular cut inspections of ongoing logging operations;
- ii. enforcing the County Forest by-law (2003-50) through the hiring of off-duty OPP officers and;
- iii. monitoring of hunting activity, particularly during the two five-day deer shotgun hunts.

8.5 Management Plan

The existing management plan (*Our Forest, Our Future*: Dufferin County Forest Management Plan 1995-2015) and the new operating plan (2010-2015) will continue to be monitored to ensure that they are relevant to the management of the Forest.

Additionally, in 2013 work will begin on collecting information to support the development of a new twenty-year management plan for the Dufferin County Forest. This will include a traditional forest inventory, collection of various types of user information, and an analysis of some of the ecological good and services provided by the Forest.