



COMMUNITY DEVELOPMENT & TOURISM COMMITTEE

AGENDA

Thursday, January 28, 2021 at 3:00 p.m.

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

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

Land Acknowledgement Statement

Roll Call

Declarations of Pecuniary Interest by Members

PUBLIC QUESTION PERIOD

Questions can be submitted to info@dufferincounty.ca or 519-941-2816 x2500 prior to 4:30 p.m. on January 27, 2021.

DISCUSSION

1. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #1
Community Development & Tourism Committee Purpose

A discussion to review the purpose of the Community Development & Tourism Committee, as requested by the Chair.

PRESENTATION & REPORTS

2. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #2
Introduction to the Development & Tourism Department

A presentation from the Director of Development and Tourism, dated January 28, 2021, regarding the Development and Tourism Department.

Recommendation:

THAT the presentation of the Director of Development and Tourism, dated January 28, 2021, regarding an introduction to the Development and Tourism Department, be received.

3. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #3
Overview of Economic Development Activities

A report from the Director of Planning and Tourism, dated January 28, 2021, to provide the Community Development Committee with an overview of current Economic Development (ED) activities.

Recommendation:

THAT the report of the Director of Development and Tourism, dated January 28, 2020, regarding an Overview of Economic Development Activities, be received.

4. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #4
MoD 2020 Report on Activities

A report from the Director of Planning and Tourism, dated January 28, 2021, to provide an overview of the Museum of Dufferin's (MoD) activities in 2020.

Recommendation:

THAT the report of the Director of Development and Tourism, dated January 28, 2021, regarding the Museum of Dufferin 2020 Report on Activities, be received.

5. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #5
Building Services Division Role and Responsibilities

A report from the Director of Planning and Tourism, dated January 28, 2021, to provide an overview of the Building Services Division roles and responsibilities, for the information of the Community Development and Tourism Committee members.

Recommendation:

THAT the report of the Director of Development and Tourism, dated January 28, 2021, regarding Building Services Roles and Responsibilities, be received.

6. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #6
Strategic Action Plan 2021-2022 – CDT Objectives

A report from the Chief Administrative Officer, dated January 28, 2021, to provide committee members with an overview of the strategic objectives that fall within the oversight of the CDT Committee and to provide additional detail on the actions planned to achieve those objectives.

Recommendation:

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – CDT Objectives, dated January 28, 2021, be received.

7. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #7
Capital Work Plan

A report from the Manager of Corporate Finance, Treasurer, dated January 28, 2021, to present the Capital Work Plan.

Recommendation:

THAT the report of the Manager of Corporate Finance, Treasurer, dated January 28, 2021, regarding the Capital Work Plan, be received.

PRESENTATIONS & DELEGATIONS

8. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #8
MCR Update

A presentation from Gregory Bender, Manager, Municipal Planning, and Matt Alexander, Project Manager, WSP, dated January 28, 2021, to provide an update on the Municipal Comprehensive Review.

9. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #9
Dentons Canada LLP & Bousfields Inc.

Kataryzna Sliwa, Dentons Canada LLP, and Emma West, Bousfields Inc., to delegate to Committee regarding comments on the Municipal Comprehensive Review and an update on Flato Official Plan Amendment applications.

DISCUSSION

10. COMMUNITY DEVELOPMENT & TOURISM – January 28, 2021 – ITEM #10
Consent Decision B7-20- Part of Lots 17, 18, Concession 3 O.S., Melancthon -
Nicholson and Bennefield Canadian Farmland LP III

***This report will be presented at a Special Meeting of Council to be held on January 28, 2021 at 5 pm for a decision. This is for the information of Committee.**

A report from Gregory Bender, Manager, Municipal Planning, and Matt Alexander, Project Manager, WSP, dated January 20, 2021, to Council with information necessary to make a decision regarding the appeal of a severance application recently approved by the Township of Melancthon (B7/20).

A report from the Director of Development and Tourism, dated January 28, 2021, to provide information about Consent Application B7-20 in order to make a decision with respect to a potential appeal of a severance application recently approved by the Township of Melancthon.

Next Meeting

Thursday, February 25, 2021 at 3:00 p.m.

Video Conference



REPORT TO COMMITTEE

To: Chair Horner and Members of the Community Development & Tourism Committee

From: Darrell Keenie, Director
Development and Tourism

Meeting Date: January 28, 2021

Subject: **Overview of Economic Development Activities**

Objectives:

Economic Vitality: Promote an environment for economic growth and development.

Purpose

The purpose of this report is to provide the Community Development Committee with an overview of current Economic Development (ED) activities.

Background & Discussion

The Economic Development function has had a busy year, and not unlike other departments in the County, was forced to pivot efforts in response to the Covid-19 pandemic. The Economic Development team has spent the last year on economic recovery from the pandemic, with a particular focus on the agriculture and tourism sectors. The following is a summary of the major projects and initiatives that the economic development team has been working on over the past 12 months.

Covid-19 Recovery

The Rural Resiliency Task Force was launched in April 2020 and met six times throughout the course of the year. The group created an Action Plan in May to guide the actions of Economic Development staff. A Covid-19 Business Retention and Expansion project was completed in August and September 2020 in partnership with Orangeville and Shelburne.

This was a multi-sector study, with 162 businesses interviewed by phone. The findings of this study helped to create an updated Action Plan in November 2020 which guide economic development recovery actions for the year 2021. The focus of the Rural Resiliency Task Force is on agriculture, tourism and rural business, and will continue to meet throughout the duration of the pandemic to ensure local Economic Development efforts are reflecting the needs of the business community.

Dufferin Economic Development also partnered with Huron County Economic Development to host Ready to Re-Open seminars which featured presentations from local law firms, as well as Workplace Safety and Prevention Services. Attendees were also provided with a toolkit, in addition to a wealth of resources in which they could access as they worked to get their businesses ready to re-open after the spring lock-down. Once businesses "took the pledge" and self-committed to implementing industry best-practices, they were placed on a map on the Dufferin website and provided with a window sticker that said they were Ready to Re-Open.

At the start of the pandemic, our team started hosting monthly Agriculture Roundtables, featuring guest speakers every month, and providing the opportunity for agriculture business owners to network and share information with other local business owners. This initiative will continue into 2021 and beyond the Covid-19 pandemic as it has proven beneficial and has filled an existing gap in the industry.

Tourism

In June of 2020, work began on a Tourism Strategy after retaining Bannikin Travel and Tourism. Throughout the summer, staff worked alongside the consultant to organize community engagement initiatives including interviews, a virtual open house, a survey and a roundtable. The Strategy was presented and approved by County Council in December 2020.

Economic Development Fund

In March 2020, County Council approved four projects under the new Economic Development Fund, each for \$33,000 in the municipalities of Grand Valley, Mulmur, Orangeville and Shelburne. Due to the Covid-19 pandemic, a six-month extension was provided to each of the municipalities, with a new completion date of June 2021. Economic Development staff continue to work closely with each of these municipalities to push their projects forward.

Gateway Signs

Funding from Central Counties Tourism assisted in the purchase of seven new Dufferin County gateway signs, which were installed on County Roads around the perimeter of the County in September 2020. The new signs help to create a sense of place for residents and tourists alike, and are the first step in a greater sign strategy that is part of both the Economic Development Strategic Plan and the Tourism Strategy and Action Plan.

Meat Processing Feasibility Study

In January 2020, staff applied for a Rural Economic Development grant from OMAFRA to conduct a gap analysis on the agriculture sector in Dufferin County. The application was awarded, and with the onset of Covid-19, and concerns about lack of meat processing capacity, the County requested the funds instead be utilized to conduct a Meat Processing Feasibility Study. OMAFRA approved the recommended change, and in the fall of 2020, Mallot Creek Group of Elora was retained to facilitate the study. The project has an expected completion date of March 31, 2021.

Western Ontario Warden's Caucus and SWIFT

Economic Development staff participate in monthly Western Ontario Warden's Caucus (WOWC) Economic Development Roundtable discussions alongside other economic development staff from Counties in the WOWC. The meetings are an opportunity to collaborate on initiatives and share ideas amongst municipalities. Dufferin also participated in two regional Covid-19 surveys in April and June to contribute to the regional data set. In December, the WOWC was granted funds to update the ConnectON agriculture and manufacturing data sets and will be working with ConnectON staff to refresh and upload data before the funding deadline of March 1, 2021.

Staffing

After receiving financial support from OMAFRA since July 2019 for the Business Retention and Expansion (BR+E) Coordinator, the funding, and thus the position, will come to an end on March 31, 2021. The newly established Economic Development Coordinator position will assume BR+E related duties and provide support to both the Economic Development Manager and new Tourism Manager in the roll out of initiatives. The new Tourism Manager position, once filled, will be responsible for implementing the recently adopted Tourism Strategy and Action Plan, managing the County's tourism function, and providing management oversight to the Museum of Dufferin.

Communications/Promotions

In late 2019, the inDufferin Instagram and Facebook pages were created which offer information to businesses on grant opportunities, upcoming workshops, and resources. The Instagram page has 682 followers, with many of them small business owners within Dufferin County. The Tourism inDufferin Instagram page was launched in June 2019 and produces content geared to those travelling to Dufferin County, or Dufferin residents looking for staycation opportunities close to home. The Instagram account has 494 followers to date.

Tourism.indufferin.ca was also launched in the summer of 2020 and features a page for dine, stay, play, explore, grow, discover, experience and shop inDufferin. Each of these pages hosts a map of all of the assets within this category in Dufferin County. Additionally, a website visitor can find a host of activities that they can participate in given the time of year, or, as of current, the status of the Covid-19 pandemic.

Agriculture

After a successful Agriculture and Food Business Retention and Expansion (BR+E) project in 2019, staff have been working to implement the BR+E Action Plan since March 2020. A series of seven videos were shot over the summer months to try and promote careers in agriculture, and will be showcased in schools in 2021.

The You Should Work Here campaign was also launched, features photos of local agriculture sector employees with the County, and is featured on our social media and website with the goal of promoting some of the different careers that exist in the agriculture industry.

Financial, Staffing, Legal, or IT Considerations

None.

Recommendation

THAT the report of the Director of Development and Tourism, dated January 28, 2020, regarding an Overview of Economic Development Activities, be received.

Respectfully Submitted By:

Darrell Keenie
Director, Development and Tourism

Reference Documents:

Economic Development Strategy (2017)

Tourism Strategy (2020)

REPORT TO COMMITTEE

To: Chair Horner and Members of the Community Development and Tourism Committee

From: Darrell Keenie, Director of Development & Tourism

Meeting Date: January 28, 2021

Subject: **MoD 2020 Report on Activities**

In Support of Strategic Plan Priorities and Objectives:

Good Governance – Ensure transparency, clear communication, and prudent financial management

Purpose

The purpose of this report is to provide an overview of the Museum of Dufferin's (MoD) activities in 2020.

Background & Discussion

The following sections provide an overview of museum activities in 2020. The preparation of this report is also a requirement of the County's application to the Ministry of Tourism, Culture and Sport's Community Museum Operating Grant (CMOG) program for annual funding of our operation, which provides a grant of \$53,950. The Report on Activities is also shared with MoD members as part of our annual AGM.

A description of 2020 activities would not be complete without noting the fact that the museum facility was closed to the public from March 16, 2020 to September 24, 2020 due to the COVID-19 pandemic lockdown and subsequent lay-off of part-time staff and redeployment of full-time staff to other essential County departments. The closure in 2020 marks the second major closure of the facility since it opened in 1994.

After the museum was closed to the public in March, staff's work on all fronts continued remotely until May 2020 when staff were redirected to other essential departments,

including Communications, Human Resources and Climate Change. On top of the time spent in these essential service roles, staff continued to work on archival research, respond to research requests from the public, create and monitor social media and communications for the public, establish the new Shopify system, online programming and the planning and set-up for the MoD's largest fundraiser, Holiday Treasures.

Curatorial Activities & Exhibitions

Exhibits:

- Black History Month 2020: Collected art, photography and artifacts for the Black History Month 2020 exhibition from our local community. The exhibit was displayed from February 1 to March 15, 2020.
- Stay in & Create: Launched at the beginning of the pandemic in March as an outreach project. The exhibit focused on participants creating art from recycled materials they had at home. Photographs of their art were then displayed in a digital gallery on the MoD's website.
- Amy Shackleton (Artist Feature): Toronto based-artist Amy Shackleton's works were featured in the Main Gallery when the museum re-opened to the public in September. Amy is a gravity artist who focuses on Climate Change/Crisis.
- Before Your Eyes: A Changing Climate in Dufferin County: The archives staff worked closely with the Climate Change department to curate a virtual exhibit: BEFORE YOUR EYES...A Changing Climate in Dufferin County which received 877 views following its launch on October 27th.
- Main Exhibit 2020/2021: The next Main Exhibit for the museum was to be launched in Spring 2020, but was put on hold due to the pandemic. Significant progress was made on the exhibit between December 2019 and April 2020. Curatorial staff are now working on completing the Main Exhibit, to be launched in 2021.
- Black History Month Digital Exhibit 2021: Planning and prepping for the Black History Month digital exhibit, "Solidarity in My Community" began in November 2020. In partnership with Dufferin County Canadian Black Association, this juried photography and art exhibition will be launched in February 2021.

Collections Management:

- Artifact donations were not being accepted for the majority of the year due to the COVID-19 pandemic; Collections/Curatorial staff accepted 17 Collections donations in 2020.
- Collections/Curatorial staff created 29 new catalogue records for artifacts accepted into the collection.
- Collections/Curatorial staff responded to and/or coordinated 112 donation inquiries and research requests. The majority of the research requests were performed over email.
- Research performed for 677 catalogue records.
- Editing and inventory of 677 artifacts.
- The MoD received funding for a Collections Intern from Young Canada Works – Jobs in Heritage program. The placement is 5 months and focuses on inventorying and researching the MoD's textile collection.

Archives & Research

Notwithstanding the public closure, Archives staff endeavoured to process requests for information, photos and research from a variety of sources – see the tables below. This activity was hindered by the inability to access the archival collection between March and September. The number of distance research requests increased 150% over 2019 as researchers were no longer able to access archival documents in person.

During 2020, the MoD's series of Historic Driving Tours were updated and made available on the Learning Hub on the MoD website. In addition, the *Journal with the MoD* program launched in April of 2020 as a way for the community to document their journey through the Covid-19 virus with writing, artwork and imagery. The journal project closed in December 2020. The Archives also began actively collecting news documents and some municipal records surrounding the pandemic and the Black Lives Matter marches for the archival collection. More work is being done on this front in 2021 through the Black History Month digital exhibit and a more focussed Covid-19 collecting campaign.

Owing to the pandemic, an appointment-only process for researchers was implemented to adhere to room capacity and public health guidelines, following the public re-opening in late September. There were 27 archival appointments between September 25th and November 26th when bookings were shut off so that staff could assist with the Holiday Treasures Craft Show in December.

Onsite Researchers:

Month	Total Researchers	Time onsite (minutes)	Total time (hours)
January	26	2385	39.75
February	17	1575	26.25
March	12	1125	18.75
April	closed to public on 13 Mar 2020 due to Covid-19 pandemic and reopened on 24 Sept 2020. Closed archives to public during Holiday Treasures 2nd to 12th Dec 2020		
May			
June			
July			
August			
September	By appt only and reduced hours (3 days a week). 27 research appointments total 54 hours		
October			
November			
December			

Offsite Researchers:

Requestor	Total Hours
County of Dufferin	0.5
MoD Staff	124.25
Heritage Groups	0.5
Media	40.75
Public	90.25
Municipalities	2.75
Total Research Hours	259

Type of Request	# requests
Total Cemetery Requests	
Total Image Request	26
Total Donation Request	18
Total Dufferin Genealogy Assistance	6
Total Exhibit Research	4
Total Family Research	36
Total House History	5
Total Object Research	5

Type of Request	# requests
Total Other (mostly Programming or Social media content)	26
Total Property Research	16
Total Municipal Files	2

Source of requests	# requests
Total e-mail requests (direct)	79
Total e-mail requests (website)	46
Total phone requests	8
Total in-person requests	7
Total Social Media	3

In partnership with the County's Climate Change intern, MoD staff assisted with the launch of the virtual exhibit *BEFORE YOUR EYES – A Changing Climate in Dufferin County*, which received 877 views from October 27 to the end of 2020.

Interpretation & Education

The MoD Learning Hub (dufferinmuseum.com/learning-hub) was launched on March 30, 2020. The Learning Hub launched with 30 resources covering Social Studies/History, Language Arts curriculum topics, and family-friendly games & activities. The Hub now has 35 resources and counting, including the resource guide on Indigenous Peoples and Treaty Lands in Dufferin County (see below). Since its launch, the Learning Hub has garnered more than 610 downloads from both local and national audiences. It has been well received by educators and is being used as a model by regional museums such as Bruce County Museum & Cultural Centre and Guelph Civic Museum.

In 2020, the Education Programmer conducted research into the history of Indigenous peoples and treaty lands in Dufferin County with a view to development a Land Acknowledgement Statement (LAS) for the County. The goals were to 1) create an accurate and meaningful LAS for the County, 2) To create an educational resource that would encourage learning, awareness and celebration of the history of Indigenous peoples in our region, and 3) To build relationships and dialogue with Indigenous groups and individuals through consultation. The results of this undertaking in 2020 were the adoption of a LAS by County Council, and the publication of Indigenous History and Treaty Lands in Dufferin County: A Resource Guide on the MoD Learning Hub. This

resource is a “living document” that will be updated with new information and insights as part of our commitment to building relationships with Indigenous communities.

One of the first areas of the museum we were able to reopen to the public following the shutdown was the grounds tour and interpretive garden. Efforts to recover and re-establish the interpretive garden were aided by students from the County Forest department. Work began in 2020 to allow visitors to use their personal mobile devices to access grounds tour information.

The Education Programmer helped develop and deliver the “Stay In. Create.” online exhibition (April-May), setup up a SharePoint team site for the museum staff to communicate and share files during remote work, managed changes to ticketed events on Eventbrite, performed ongoing maintenance and added SEO (search engine optimization) to MoD website, setup online booking for archival research appointments, and implemented the Shopify point-of-sale system (including setting up the online store for Holiday Treasures, and online registration and payment options for memberships, hunting permits, user fees and donations).

Marketing/Promotion & Events

The MoD’s central promotional piece – our annual events and activities guide – was once again produced in a high-quality format to enhance the Museum’s reach and presence within the local area and beyond Dufferin County’s geographical borders. Distribution of the guide was halted in March.

Over the course of the closing, the MoD’s social media platforms - Facebook, Twitter, Google and Instagram – all received an increase in activity. Videos were produced to upload to the MoD YouTube channel highlighting the Main Building and grounds and the Collection. An Archives video was also produced to showcase the history and stories of some of our cemeteries. These will be launched in early 2021.

A total of 13 special events and programs were planned. Nine were cancelled and unable to transition to a virtual platform, or other format, due to the COVID-19 Pandemic. The following events did occur:

- The Raising of the Pan African flag to launch Black History Month – February 2
- The MoD Family Day - Monday February 17
- Black History Month Panel Event – February 22
- Holiday Treasures – Sponsored by In The Hills – December 1 to December 12

Holiday Treasures Arts and Craft Sale ran from December 1 to December 12. The two-week event ran in compliance with COVID-19 Health and Safety standards as set by WDG Public Health. Timed-entry was implemented for this two week period, visitors booked their passes for free on Eventbrite. When guests entered the building they were required to fill out a screening form. This year 57 vendors, artists and makers sold their work in the show. The display was set-up to promote one-way traffic with arrows and decals on the floor promoting physical distancing. 558 people attended the show in-person, 55 orders were placed online for local delivery and curbside pick-up. All purchases and donations came to a total of \$46,200. This was the most successful year of Holiday Treasures to date.

The following events were cancelled:

- The MoD at Shelburne Multicultural Day - May 2
- MoD Talks: Steve Paikin - May 9
- Rainbow Fling – co-sponsored by Celebrate Your Awesome - May 30
- Corn Flower Festival – June 7
- Escape Room: The Hotel Alexandra – various dates in June, July & August
- MoD Talks: Buffy Sainte-Marie - June 18
- Farm to Table Fundraising Dinner w/HFFA -September
- White Owl Native Ancestry presents The Blanket Exercise - September 19
- Mulmur Christmas Concert - December 13

Visitors & Membership

Month	Number of visitors	Notes
January	174	
February	472	Black History Month Flag Raising = 40, Black History Month Event = 80, Family Day = 133
March	137	Sunflower School = 8, Museum shut half way through March
April		COVID19 CLOSURE
May		COVID19 CLOSURE
June		COVID19 CLOSURE
July		COVID19 CLOSURE
August		COVID19 CLOSURE
September	90	Reopened 2nd week of Sept and avg. 30 a week
October	150	avg. 30 a week
November	176	AVG 30 a week + vendor dropoff
December	588	HT (558) + Final week (30)
Total Visitors	1787	

In 2020, the new Visitor Services Coordinator managed the set-up and implementation of a new point of sale system (Shopify). The implementation of Shopify has also made

available far more tools relating to inventory control, financial analytics, and a faster, more reliable way of conducting POS transactions.

Day to Day operations (Visitor Services)

Volunteers

The Museum of Dufferin has always been significantly supported by volunteers in all aspects of the department's operation. Currently, there are 26 active volunteers in the volunteer program, many of whom are also supporting members of the MoD. Due to Covid-19, the volunteer program was put on hiatus at the end of March 2020. Prior to March, 19 volunteers logged 475.70 hours of service to the MoD in key areas of collections, archival research and visitor/reception services.

Facility & Grounds

Upon a limited reopening, the museum facility incorporated all necessary COVID-19 protocols, including a staffed screening station during our Holiday Treasures event. During this winter of 2021, staff at the Primrose Works Yard are building a new driveway entry gate for the MoD. A Request for Quotation for gardening services will be issued in early 2021.

Financial, Staffing, Legal, or IT Considerations

None.

Recommendation

THAT the report of the Director of Development and Tourism, dated January 28, 2021, regarding the Museum of Dufferin 2020 Report on Activities, be received.

Respectfully submitted by:

Darrell Keenie,
Director Development and Tourism

Prepared by:

MoD Staff



REPORT TO COMMITTEE

To: Chair Horner and Members of the
Community Development and Tourism Committee

From: Darrell Keenie, Director of Development and Tourism

Meeting Date: January 28, 2021

Subject: **Building Services Division Role and Responsibilities**

In Support of Strategic Plan Priorities and Objectives:

Economic Vitality – promote an environment for economic growth and development

Purpose

The purpose of this report is to provide an overview of the Building Services Division roles and responsibilities, for the information of the Community Development and Tourism Committee members.

Background & Discussion

The Building Services Division provides building services for seven of the eight municipalities in Dufferin County. The seven (7) municipalities that use the Building Services Division are the Towns/Townships of Amaranth, East Garafraxa, Grand Valley, Melancthon, Mono, Mulmur and Shelburne. The Building Services division is responsible to ensure that all construction practices within the municipalities are in conformance with the Ontario Building Code Act and Ontario Building Code regulation.

The Building Services Division consists of eight (8) team members having the following positions: Administrative Support Specialist (1), Building Services Technology Specialist (1), Senior Plans Examiner (2), Senior Building Inspector (3), and Chief Building Official (1).

The administrative support specialist is our front facing position of the Building Division and provides our stakeholders with knowledge and direction pertaining to building

permit applications, fees and permit issuance, compliance letter requests for properties, building plans and septic system specification requests, property assessment information for the Municipal Property Assessment Corporation (MPAC) and public complaints of illegal construction.

The building services technology specialist supports our entire division with the management of our electronic permitting system, website content, creation of public relation practices, information guides and documentation to assist our stakeholders through the permitting process creating an efficient and timely outcome.

The senior plans examiners review each building permit application within a set mandatory timeframe as regulated within the Ontario Building Code. Their review consists of the architectural, structural, mechanical, plumbing, fire and septic systems requirements and referenced standards. This review and approval verifies that the design that is proposed for permit meets the minimum requirements of the Building Code. The senior plans examiners are also included in the site plan approval process and are circulated on site plan submissions for a review of building code elements which include but not limited to fire route design, water supply for firefighting, barrier free accessibility and spatial separation design.

The senior building inspectors perform all mandatory inspections as regulated within the Ontario Building Code. The senior building inspectors investigate complaints of illegal construction and are responsible for the enforcement of the Building Code Act and Building Code. The senior building inspector will issue orders where illegal construction is discovered and pursue litigation when issued orders are not complied with. The senior building inspectors also play a very important role in the field as a representative of the county and balance a good working relationship with the municipal area contractors while still ensuring compliance with the approved plans and Building Code. The senior building inspectors are each assigned two (2) or (3) municipal areas to help the division be proactive in our approach of performing our duties and creating an ownership for each area.

The Chief Building Official is responsible for the management of the division and division budget, establishing operational policies for the enforcement of the Building Code Act and Building Code, and coordinating and overseeing their enforcement.

Since the COVID-19 pandemic, like other County departments, the Building Services division has had to take significant steps to adapt to COVID-19 conditions. When the pandemic hit, the division had recently completed the implementation of an electronic

permitting system and were in the beginning stages of familiarizing themselves with the new system. Staff were successful with the help of other county departments to set up remote offices and work solely from county vehicles for inspection and enforcement and from home for plans examination services.

The administration and technology staff were and still are required to attend the office one day a week each to provide building services that are not electronic at this time. Building compliance letters, septic system searches, building plan requests and MPAC assessment requests require retrieval and scanning of hard copy information to complete these requests.

Since the provincial shut down, the division has become a completely electronic permit issuing body that has seen an increase in building permit activity during the COVID-19 pandemic. We have seen permits applied for on weekends and afterhours during the week, helping to be more accessible to our stakeholders. The electronic permitting system is also shared by the area municipalities who perform their municipal approval review simultaneously with the county's building code review. This was a two tier application process prior to the implementation of the electronic system which has streamlined the process for our stakeholders.

Implementing a new electronic system internally and externally can create challenges. The building division and area municipalities have done an outstanding job working with the system, enhancing the system and guiding our stakeholders through the process.

Financial, Staffing, Legal, or IT Considerations

There are no financial impacts at this time.

Recommendation

THAT the report of the Director of Development and Tourism, dated January 28, 2021, regarding Building Services Roles and Responsibilities, be received.

Respectfully Submitted By:

Darrell Keenie, Director of Development and Tourism

Prepared by:

Greg MacNaughtan, Chief Building Official

REPORT TO COMMITTEE

To: Chair Horner and Members of Community Development and Tourism Committee

From: Sonya Pritchard, Chief Administrative Officer

Date: January 28, 2021

Subject: **Strategic Action Plan 2021-2022 – CDT Objectives**

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 committee members with an overview of the strategic objectives that fall within the oversight of the CDT Committee and to provide additional detail on the actions planned to achieve those objectives.

Background & Discussion

At the December 17, 2020 Council meeting the Strategic Action Plan 2021-2022 was adopted by Council. This plan identifies a number of 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

The Strategic Action Plan contains 56 actions over the 5 key priority areas. Many of these areas overlap between staff departments and subsequently committees. To avoid duplication of effort and to ensure steady progress a lead Department Head is designated for each item and will be responsible to ensure there is collaboration and regular communication. Progress and updates will be reported through to the designated Department Head's assigned committee. There will be some exceptions with input and discussion required from multiple committees.

The Director of Tourism and Development is the designated Department Head for the 4 strategic objectives with 14 specific action items included in the key priority area Economic Vitality. Regular updates on these items will be brought forward to this committee. In addition, discussion with respect to space and property needs, in particular as they pertain to Tourism and the Museum of Dufferin will be discussed. Attached is Strategic Action Plan Section for Economic Vitality with updated actions and enhanced detail. This chart provides information on the work currently underway and planned over the short and longer term.

In the December 17 Strategic Action Plan report to Council, it was noted that the plan references applying both a climate and diversity and inclusion lens to decision making. Assessing decisions in this way requires expertise and education, with the end goal to ensure all decision makers have adequate knowledge to make recommendations that support climate action and diversity and inclusion. This will be an ongoing learning process for both staff and Council members.

Staffing, IT, and Legal Considerations

Many of the initiatives require support from IT and procurement necessitating ongoing planning and collaboration.

Financial Impact

The cost of all the initiatives with a 2021 timeframe have been allocated within the current year budget.

Recommendation

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – CDT Objectives, dated January 28, 2021, be received.

Respectfully submitted,

Sonya Pritchard, CPA, CMA
Chief Administrative Officer

Attachments:

Strategic Action Plan – CDT Chart

Strategic Action Plan 2021-2022

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation
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 • Liaise with SWIFT Staff • Commit requested funds • Support Procurement Process 	\$1.2 - \$2 million	1-4 years	Warden/CAO/ Director Development and Tourism/IT/ SWIFT/other government partners	Medium Cost
	Broadband Reserve			
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 • Lobby providers • Participate in advocacy campaigns 	Unknown	Ongoing	Director Development and Tourism/CAO/IT/ External partners	Low Cost
				Medium Impact

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation
EV 2 Support Economic Development Initiatives				
<p>EV 2.1 Business Support Programs</p> <ul style="list-style-type: none"> • Continue Shop Local messaging and online campaigns • Hold networking events, roundtables Agriculture Roundtables will be held monthly each with a theme and speakers. (January: SWIFT, February: Innovative Farmers' Association of Ontario, March: Carbon Farming and Energy Saving) • Resource sharing • ShopHERE continues to be available for local businesses • Support online platforms: Economic Development and Tourism websites, social media (updated daily), Shopify 	Minimal	Ongoing	Director Development and Tourism/Economic Development, Tourism, IT, SBEC, External partners	Low Cost
Within current budget	Medium Impact			

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation
<p>EV 2.2 Build local and regional partnerships</p> <ul style="list-style-type: none"> • Work with WOWC Economic Development -staff attend monthly meetings and work collaboratively on regional initiatives • Update of ConnectON Agriculture and Manufacturing Data for March 2021 • County hosts quarterly ED roundtable with local municipal staff and reps • County is participant on monthly DFA meetings • Work with local Economic Development committees and staff • Work with local business sector reps 	Minimal	Ongoing	<p>Director Development and Tourism/ Economic Development, external partners, community volunteers</p>	Low Cost
	Within current budget			Medium Impact
<p>EV 2.3 Update Economic Development Strategic Plan</p> <ul style="list-style-type: none"> • Engage consultant – RFP process Q4 2021 • Stakeholder engagement • Action focused • Process completed by Q2 2022 	\$70,000	2022	<p>Director Development and Tourism/ Economic Development, Outside Consultant, stakeholders</p>	Low Cost
	Economic Development Reserve			Medium Impact

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation
EV 2.4 Talent Attraction and Workforce Availability <ul style="list-style-type: none"> • Undertake labour force analysis • Implement targeted campaign incl. education • Continue and grow "You Should Work Here" program • Complete and promote "Grow Your Career" inDufferin videos • Complete analysis to determine future workforce need 	\$10,000 annually	Ongoing	Director Development and Tourism/ Economic Development, WFPB, AgScapes, business owners, job seekers, other external partners	Low Cost
	Within current budget			Medium Impact
EV 2.5 Business Attraction, Retention and Expansion <ul style="list-style-type: none"> • Undertake BR+E projects • 2021 BR+E will be done in collaboration with Orangeville and Shelburne • Meat Processing Study: Phase 1 Completion – March 2021, Phase 2 Timeline: April 2021 to March 2022 • Update and maintain a Vacant Site Inventory, promote vacant sites • Handle inquiries 	BR+E: \$2,000/ project	Ongoing	Director Development and Tourism/ Economic Development, consultants, businesses, planners, other EDOs	Low Cost
	Within current budget			Medium Impact

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation
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	Director Development and Tourism/ Tourism Manager, County staff, Public/Private partners	Medium Cost
	TBD			Medium Impact
EV 3.2 Brand and Market the County <ul style="list-style-type: none"> • Tourism Manager position filled Q1 2021 • Build and implement annual tourism marketing plan • Develop interactive tourism marketing products • Create new dedicated tourism website online presence in 2022 • Work with local municipalities to ensure complimentary approach 	\$2,000 annually	Ongoing	Director Development and Tourism/ Tourism Manager, MoD, Economic Development, County Communications	Low Cost
	Within current budget			Medium Impact

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation
EV 3.3 Business Support Programs (creating tourism-ready assets) <ul style="list-style-type: none"> • Tourism Manager Create “toolkit” for local businesses • Develop new tourism experiences • Provide training programs 	\$2,000 annually	Toolkit in Q2 2021, then ongoing	Director Development and Tourism/ Tourism Manager, business owners	Low Cost
	Within current budget			Medium Impact
EV 3.4 Build local and regional partnerships <ul style="list-style-type: none"> • Establish Tourism Advisory Group • Participate on ED roundtables • Collaborate with Central Counties Tourism • Engage local communities and staff 	Minimal	Ongoing	Director Development and Tourism/ Tourism Manager and partners, business owners	Low Cost
	Within current budget			Medium Impact
EV 3.5 Link Tourism Experiences Together <ul style="list-style-type: none"> • Implementation of wayfinding program, including signs • Develop reciprocal arrangements 	\$1,000,000 (signs and installation)	Phased in 2022-2025	Director Development and Tourism/ Tourism Manager, business owners, CCT, contractors, Public Works	Medium Cost
	Tax Levy or Reserves			Medium Impact

Item	Estimated Cost/ Funding Source	Timeline	Designated Department Head/Others	Cost/ Impact Evaluation
EV 4 Planning				
EV 4.1 Update County Official Plan <ul style="list-style-type: none"> • Complete the Municipal Comprehensive Review adhering to updated schedule • Adopt Growth Management OPA by Fall 2021 • Implement policies of updated County Official Plan • Work with local municipalities on attainable housing policies 	Included in current MCR budget	Q3 2022	Director Development and Tourism /Planning, Planners of Dufferin	<div style="background-color: #92d050; padding: 5px; text-align: center;">Low Cost</div> <div style="background-color: #ffff00; padding: 5px; text-align: center;">Medium Impact</div>
EV 4.2 Streamline planning processes and improve public access <ul style="list-style-type: none"> • Begin process to implement Planning module in Cityview • Work with local municipalities to assess opportunity to adopt Cityview Planning • Update County website as central repository for official plans, application processes and land use maps for all Dufferin municipalities 	\$25,000 - \$50,000	Q4 2021	Director Development and Tourism /Planning, Consultants	<div style="background-color: #92d050; padding: 5px; text-align: center;">Low Cost</div>
Rate Stabilization Reserve	<div style="background-color: #ffff00; padding: 5px; text-align: center;">Medium Impact</div>			

Development and Tourism - Capital Asset Fund

	2019 ACTUAL	2020 ACTUAL*	2020 BUDGET	2021 BUDGET	2022 PLAN	2023 PLAN	2024 PLAN
Opening Balance	\$11	-\$554	-\$554	-\$673	-\$499	-\$288	-\$186
Contributions							
Government Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Levy	-\$133	-\$105	-\$105	-\$95	-\$99	-\$100	-\$100
Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers from Reserves/Trust	-\$479	-\$33	-\$33	-\$33	-\$33	-\$40	-\$40
Total Contributions	-\$612	-\$137	-\$137	-\$128	-\$132	-\$140	-\$140
Capital Work							
Land Improvements	\$0	\$0	\$0	\$10	\$0	\$0	\$15
Buildings	\$11	\$15	\$148	\$137	\$180	\$240	\$5
Equipment & Machinery	\$0	\$4	\$154	\$154	\$4	\$2	\$0
Vehicles	\$35	\$0	\$0	\$0	\$160	\$0	\$0
Total Capital Work	\$47	\$19	\$302	\$301	\$344	\$242	\$20
Ending Capital Asset Fund Balance	-\$554	-\$673	-\$389	-\$499	-\$288	-\$186	-\$306

Work Plan Summary

	2019 ACTUAL	2020 ACTUAL*	2020 BUDGET	2021 BUDGET	2022 PLAN	2023 PLAN	2024 PLAN
Expenditures							
Asphalt Paving	\$0	\$0	\$0	\$0	\$0	\$0	\$15
Exterior Walkways	\$0	\$0	\$0	\$10	\$0	\$0	\$0
Land Improvements	\$0	\$0	\$0	\$10	\$0	\$0	\$15
HVAC	\$3	\$0	\$5	\$19	\$30	\$5	\$5
Building Automation	\$0	\$0	\$0	\$0	\$150	\$0	\$0
Security	\$0	\$0	\$18	\$18	\$0	\$0	\$0
Electrical	\$0	\$0	\$0	\$0	\$0	\$185	\$0
Exterior Walls	\$0	\$15	\$5	\$5	\$0	\$0	\$0
Kitchen Retrofits	\$5	\$0	\$0	\$0	\$0	\$0	\$0
Flooring	\$0	\$0	\$60	\$60	\$0	\$0	\$0
Windows	\$3	\$0	\$10	\$10	\$0	\$0	\$0
Roof	\$0	\$0	\$50	\$25	\$0	\$50	\$0
Exterior Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Buildings	\$11	\$15	\$148	\$137	\$180	\$240	\$5
Appliances	\$0	\$0	\$0	\$0	\$4	\$2	\$0
Elevators	\$0	\$4	\$150	\$150	\$0	\$0	\$0
Archives Equipment	\$0	\$0	\$4	\$4	\$0	\$0	\$0
Small Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment & Machinery	\$0	\$4	\$154	\$154	\$4	\$2	\$0
Vehicles	\$35	\$0	\$0	\$0	\$160	\$0	\$0
Vehicles	\$35	\$0	\$0	\$0	\$160	\$0	\$0
Total Work Plan Summary	\$47	\$19	\$302	\$301	\$344	\$242	\$20

Museum of Dufferin - Capital Asset Fund

	2019 ACTUAL	2020 ACTUAL*	2020 BUDGET	2021 BUDGET	2022 PLAN	2023 PLAN	2024 PLAN
Opening Balance	\$40	-\$492	-\$492	-\$578	-\$372	-\$288	-\$146
Contributions							
Government Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Levy	-\$133	-\$105	-\$105	-\$95	-\$99	-\$100	-\$100
Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers from Reserves/Trust	-\$446	\$0	\$0	\$0	\$0	\$0	\$0
Total Contributions	-\$579	-\$105	-\$105	-\$95	-\$99	-\$100	-\$100
Capital Work							
Land Improvements	\$0	\$0	\$0	\$10	\$0	\$0	\$15
Buildings	\$11	\$15	\$148	\$137	\$180	\$240	\$5
Equipment & Machinery	\$0	\$4	\$154	\$154	\$4	\$2	\$0
Vehicles	\$35	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital Work	\$47	\$19	\$302	\$301	\$184	\$242	\$20
Ending Capital Asset Fund Balance	-\$492	-\$578	-\$295	-\$372	-\$288	-\$146	-\$226

Work Plan Summary

	2019 ACTUAL	2020 ACTUAL*	2020 BUDGET	2021 BUDGET	2022 PLAN	2023 PLAN	2024 PLAN
Expenditures							
Asphalt Paving	\$0	\$0	\$0	\$0	\$0	\$0	\$15
Exterior Walkways	\$0	\$0	\$0	\$10	\$0	\$0	\$0
Land Improvements	\$0	\$0	\$0	\$10	\$0	\$0	\$15
HVAC	\$3	\$0	\$5	\$19	\$30	\$5	\$5
Building Automation	\$0	\$0	\$0	\$0	\$150	\$0	\$0
Security	\$0	\$0	\$18	\$18	\$0	\$0	\$0
Electrical	\$0	\$0	\$0	\$0	\$0	\$185	\$0
Exterior Walls	\$0	\$15	\$5	\$5	\$0	\$0	\$0
Kitchen Retrofits	\$5	\$0	\$0	\$0	\$0	\$0	\$0
Flooring	\$0	\$0	\$60	\$60	\$0	\$0	\$0
Windows	\$3	\$0	\$10	\$10	\$0	\$0	\$0
Roof	\$0	\$0	\$50	\$25	\$0	\$50	\$0
Exterior Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Buildings	\$11	\$15	\$148	\$137	\$180	\$240	\$5
Appliances	\$0	\$0	\$0	\$0	\$4	\$2	\$0
Elevators	\$0	\$4	\$150	\$150	\$0	\$0	\$0
Archives Equipment	\$0	\$0	\$4	\$4	\$0	\$0	\$0
Small Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment & Machinery	\$0	\$4	\$154	\$154	\$4	\$2	\$0
Museum Vehicle	\$35	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$35	\$0	\$0	\$0	\$0	\$0	\$0
Total Work Plan Summary	\$47	\$19	\$302	\$301	\$184	\$242	\$20

Building - Capital Asset Fund

	2019 ACTUAL	2020 ACTUAL*	2020 BUDGET	2021 BUDGET	2022 PLAN	2023 PLAN	2024 PLAN
Opening Balance	-\$29	-\$62	-\$62	-\$95	-\$127	\$0	-\$40
Contributions							
Transfers from Reserves	-\$33	-\$33	-\$33	-\$33	-\$33	-\$40	-\$40
Total Contributions	-\$33	-\$33	-\$33	-\$33	-\$33	-\$40	-\$40
Capital Work							
Vehicles	\$0	\$0	\$0	\$0	\$160	\$0	\$0
Total Capital Work	\$0	\$0	\$0	\$0	\$160	\$0	\$0
Ending Capital Asset Fund Balance	-\$62	-\$95	-\$95	-\$127	\$0	-\$40	-\$80

Work Plan Summary

	2019 ACTUAL	2020 ACTUAL*	2020 BUDGET	2021 BUDGET	2022 PLAN	2023 PLAN	2024 PLAN
Expenditures							
Vehicles	\$0	\$0	\$0	\$0	\$160	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$160	\$0	\$0
Total Work Plan Summary	\$0	\$0	\$0	\$0	\$160	\$0	\$0

**Township of Melancthon
Consent Application
File #: B7/20
Part of Lots 17, 18, Concession
3 O.S., Melancthon, ON**

*Dufferin County Community Development & Tourism Committee
January 28, 2021*

Outline

- 1.SUMMARY OF ISSUE
- 2.COUNTY AUTHORITY
- 3.APPLICATION
- 4.ISSUES
- 5.APPEALS PROCESS
- 6.CONSIDERATIONS
- 7.CONCLUSIONS

Summary of Issue

Township of Melancthon has approved a consent application for new lot creation on Prime Agricultural Lands

The County provided comments prior to the decision recommending refusal

- The application is not consistent with the Provincial Policy Statement and does not conform with the Dufferin County Official Plan

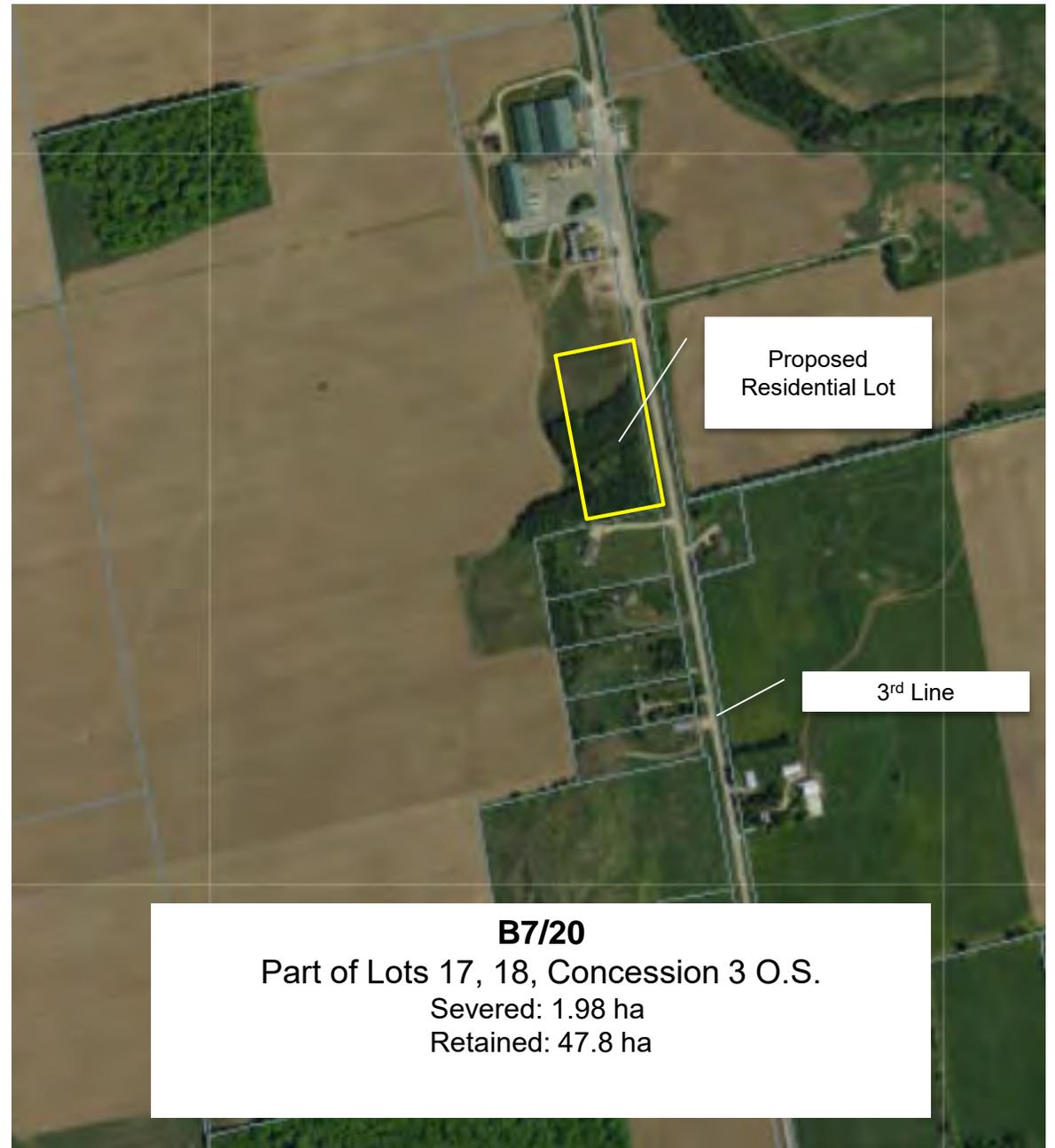
The deadline to appeal is February 4, 2021

County Authority

- Through By-law 2015-12, Dufferin County has delegated authority for granting consents to local municipalities with the expectation that they will follow the direction of the *Planning Act*
 - Local decisions are required to be consistent with the Provincial Policy Statement and conform with the County Official Plan
- the County provides comments on local planning applications in its role as a commenting body and to ensure decisions conform with the County Official Plan
- the County has the ability to appeal planning decisions of local Councils where, in their opinion, they do not conform to the County OP or other provincial legislation/plans

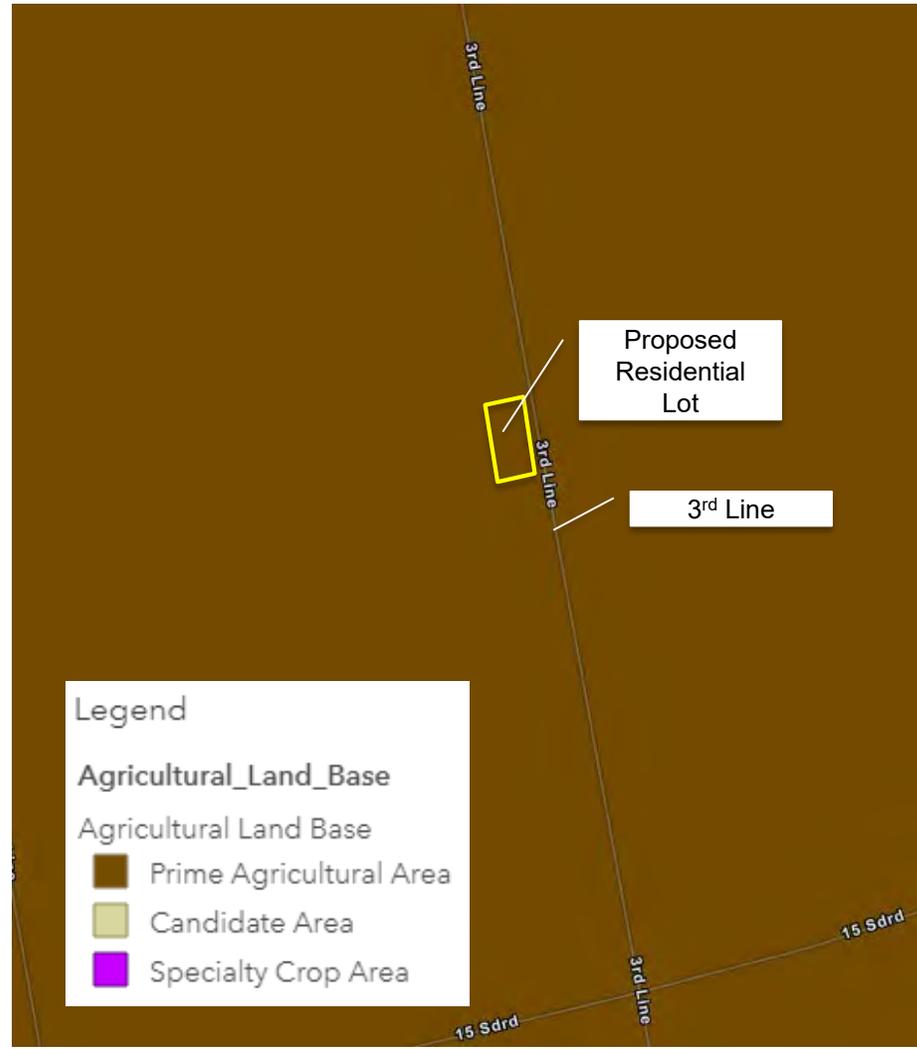
Application

- Application for Consent to sever approximately 1.98 hectares of wooded land for residential use
- No existing surplus farm dwelling
- Retained farm land would remain agricultural



Issues

Dufferin
County
Schedule C –
Agricultural
Area and
Rural Lands
(ArcGIS
Online)



OMAFRA
Agricultural
Land Base
Mapping
(ArcGIS
Online)

Issues

- The subject lands are designated “Agricultural Area” by the Dufferin County Official Plan and identified as “Prime Agricultural Area” in the OMAFRA Agricultural Land Base Mapping.
- Section 2.3.4.1(c) of the PPS states that new residential lot creation is not permitted on Prime Agricultural Lands except “where previous or current farm acquisition has rendered a residence surplus to a farming operation”
- Section 4.2.5(c) of the Dufferin County Official Plan includes the same policy
- The subject lands do not include an existing, habitable farm residence.
- The applicant has not submitted an application to amend the County Official Plan.
- The decision to approve the consent is not consistent with the Provincial Policy Statement, 2020 and does not conform with the Dufferin County Official Plan.

Appeals Process

If an appeal is filed

- The Local Planning Appeal Tribunal will likely schedule a hearing within approximately 3-5 months
- At the hearing, parties may call expert witnesses and cross-examine other party's witnesses
- The LPAT is mandated to provide a decision within 6 months of the appeal, but may take longer
- The LPAT's decision must be consistent with the PPS and conform with the County Official Plan

Considerations

- Costs associated with an appeal include legal counsel and expert planning witness
- There is a strong case for appeal due to clear inconsistency with the PPS and non-conformity with the County Official Plan
- If the County does not appeal it may result in more applications for severances on Prime Agricultural Lands with derelict or demolished dwellings

Conclusions

- The decision to approve the consent is not consistent with the Provincial Policy Statement and fails to conform to the Dufferin County Official Plan
- Successful appeals will reinforce the authority of the County Official Plan in local decision-making and help discourage similar decisions in the future
- The County is not obligated to file an appeal, and will not be precluded from filing an appeal in a similar case in the future
- County Council may give direction to staff to pursue an appeal
 - The deadline to file an appeal is February 4, 2021

**Township of Melancthon
Consent Application
File #: B7/20
Part of Lots 17, 18, Concession
3 O.S., Melancthon, ON**

Dufferin County Meeting of Council



January 20, 2021

Project Number: 15M-00152-01

Darrell Keenie
Director, Planning, Economic Development and Culture
County of Dufferin
55 Zina Street
Orangeville, ON L9W 1E5

Dear Mr. Keenie:

Subject: Consent Application B7/20

The purpose of this report is to provide County Council with information necessary to make a decision regarding the appeal of a severance application recently approved by the Township of Melancthon (B7/20).

Summary

The County provides comments to local municipalities to help ensure that local planning decisions conform with the County Official Plan and follow Provincial planning policies. The County may choose to appeal the decision of the local municipal Council if it believes the decision is contrary to the County Official Plan or other planning policies. This helps protect County and Provincial interests such as the protection of Prime Agricultural Lands for agricultural uses.

The County provided comments on the above-noted application and recommended refusal on the basis that the application is not consistent with the Provincial Policy Statement, 2020 or the Dufferin County Official Plan.

The Township subsequently approved the severance, with conditions, on January 14th, 2021. The last date to file an appeal is February 4th, 2021.

To aid County Council in making a decision on whether to appeal, this report has been organized as follows:

1. Background information related to the County's planning authority;
2. A summary of the application;
3. A discussion of the issues;

4. A summary of the appeals process; and
5. Considerations for deciding whether to file an appeal.

1. Background on the County's Authority

The County Official Plan provides policies on land use planning and development throughout the County. These policies are required to be consistent with the Provincial Policy Statement and the County Official Plan schedules are required to reflect mapping provided by the Province.

Local municipalities are required to update their Official Plans to conform with the County Official Plan and all planning decisions within the County are required to conform to the Local Official Plan and County Official Plan and be consistent with the Provincial Policy Statement.

Local municipalities circulate planning applications to the County to provide an opportunity for the County to review and provide comments prior to a decision on the application. These comments tend to focus on issues of consistency with the Provincial Policy Statement and conformity with the County Official Plan.

As a public body that provided comments prior to a decision, the County has the right to appeal the decision of Township Council.

2. The Application

The County received the following documents related to the application on November 26th, 2020:

- Notice of Complete Application;
- Application for Consent;
- Report from Hunter & Associates dated May 18, 2017;
- Letter from Harvey Lyon dated November 11, 2020; and
- Letter from Wayne Nicholson dated February 17, 2020.

The purpose of the Consent Application is to sever the subject property to create a new residential lot.

The severed parcel of land would have the following characteristics:

- Proposed residential use;
- frontage of approximately 160 metres;
- depth of approximately 124 metres; and
- lot area of approximately 1.98 ha.

The retained parcel of land would have the following characteristics:

- proposed agricultural use;

- a frontage of approximately 196 metres;
- a depth of approximately 668 metres; and
- a lot area of approximately 47.8 ha.

The retained lands are currently used for agriculture and are proposed to continue to be farmed. The severed lands are primarily wooded and have not been developed.

The OMAFRA Agricultural Land Base Mapping shows the subject property as located within Prime Agricultural Lands. The County Official Plan designates the lands as Countryside Area on Schedule B (Community Structure and Land Use). The subject property is further designated as Agricultural Area under Schedule C (Agricultural Area and Rural Lands) of the County Official Plan.

3. Issues

WSP's review of the application determined that it is not consistent with the Provincial Policy Statement, 2020 (PPS) and does not conform with the Dufferin County Official Plan. A detailed review of the application can be found in the memoranda submitted to the County on December 9th, 2020. The following provides a summary of the issues related to each.

3.1. Consistency with the Provincial Policy Statement, 2020

WSP's review of the application determined that the subject property is identified as Prime Agricultural Lands in the OMAFRA Agricultural Land Base Mapping.

Section 2.3.3.1 of the PPS directs that permitted uses within Prime Agricultural Areas shall be limited to agricultural uses, agriculture-related uses and on-farm diversified uses.

Section 2.3.4 of the PPS directs that lot creation in Prime Agricultural Areas is discouraged and may only be permitted for agricultural uses, agriculture-related uses, a residence surplus to a farming operation as a result of a farm consolidation, and for infrastructure.

Section 2.3.4.3 directs that the creation of new residential lots in prime agricultural areas shall not be permitted, except where there is a residence surplus to a farming operation.

WSP concluded that the application is not consistent with the Provincial Policy Statement, 2020, specifically, Sections 2.3.4.1(a) and 2.3.4.3 because it proposed the creation of a new residential lot on lands identified as Prime Agricultural Lands.

3.2. Conformity with the Dufferin County Official Plan

The application is located on lands designated as “Countryside Area” on Schedule B of the Dufferin County Official Plan. The subject property is also designated “Agricultural Area” on Schedule C of the County Official Plan.

Section 4.2 of the Dufferin County Official Plan states, “Lands within the Agricultural Area designation consists primarily of prime agricultural lands”. Permitted uses are limited to agriculture, agriculture-related and on-farm diversified uses as well as a single residential dwelling on an existing lot. Other secondary uses may also be permitted.

Section 4.2.5(g) directs that within the Agricultural Area designation, “the creation of new residential lots in the prime agricultural area shall not be permitted” except in the case of a residence surplus to a farming operation.

A report prepared by Hunter and Associates, submitted in support of the application, claims that the soils do not qualify as Prime Agricultural Soils and it recommends that an amendment to the County Official Plan is required to permit the severance of the property.

The applications were approved by Township Council with a number of conditions including a condition for Zoning By-law Amendment application, however none of the conditions requires an amendment to the County Official Plan and the conditions do not address the issue of non-conformity with the Official Plan.

WSP concluded that the application does not conform to the Dufferin County Official Plan, specifically Section 4.2.5 and 4.2.5(g) since lot creation for residential use is not permitted on lands designated “Countryside Area” and “Agricultural Area”.

4. Local Planning Appeal Tribunal Process

To appeal the approval of a consent, the appellant must fill out LPAT Appeal Form A1 and provide the reasons for the appeal and the required fee (\$400 per application being appealed made payable to the Minister of Finance).

The appeal form is then submitted with the fee to the Township, which then prepares a package of materials related to the application for submission to the LPAT. The package must be submitted to the LPAT within 15 days of the deadline for filing an appeal. The LPAT will then schedule a hearing date to take place usually within a few months.

At the hearing each party will have an opportunity to present their arguments including presenting evidence, exhibits and witnesses. They will also have the

opportunity to cross-examine any witnesses called by the other parties. The LPAT member may also ask questions at any time.

The LPAT member may provide an oral decision at the end of the hearing, or they may provide a written decision at a later date. The LPAT Act requires decisions on consent appeals to be resolved within six months of the start of the case, however modifications to the timeline may be made by the LPAT.

The LPAT has the same authority as the original decision-maker to approve, approve with conditions or refuse the application. The LPAT's decision must be consistent with the Provincial Policy Statement, conform with applicable Provincial Plans, conform with the County and Township Official Plans and comply with the Zoning By-law.

The LPAT's decision is final, although there are opportunities for parties to request a review of the LPAT's decision if they feel a procedural or jurisdictional error was made.

If a settlement is reached between the parties before a hearing, the hearing may be converted to a settlement hearing and the LPAT will ask one party to present the settlement for approval.

5. Considerations for an Appeal

Should the County decide to appeal, it is recommended that the County retain legal counsel and an expert planning witness. An appeal hearing requires many hours of preparation and the hearing itself may take several days depending on how many witnesses are called by each party. Material costs may include the printing of large format visual evidence such as diagrams or maps, however hearings by video-conference are more common under COVID-19 conditions.

The basis for the appeals would be inconsistency with the Provincial Policy Statement, 2020 and failure to conform with the Dufferin County Official Plan. An expert witness in the field of planning can be provided by WSP. The Township be required to engage the services of their own independent planning expert to defend the decision of Council because the Township's planner is already on the record as recommending refusal.

Similar cases before the Ontario Municipal Board and the Local Planning Appeal Tribunal have resulted in the consents being refused. There is strong policy direction in opposition to this application and a high likelihood of success if the County chooses to appeal.

If the County chooses not to appeal, this could be interpreted by the applicant and/or the Township Council as support for the application and may dilute the strength of

the County Official Plan and the authority of the County. More applications for severances in Prime Agricultural Lands would have long-term consequences for the rural character and viability of farming in the County.

6. Conclusion

The County has provided comments recommending refusal of consent application B7-20 in the Township of Melancthon on the basis that it would permit the creation of a new residential lot on lands identified as Prime Agricultural Land. This is inconsistent with the policies of the Provincial Policy Statement, 2020 and fails to conform to the Dufferin County Official Plan.

County Council may give direction to staff to file an appeal to the Local Planning Appeal Tribunal. If the County chooses to appeal the decision it is likely that the appeal will be successful and the LPAT will refuse the application. This will reinforce the authority of the County Official Plan in local decision-making and help discourage similar decisions in the future.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Alexander', written in a cursive style.

Matt Alexander, MCIP, RPP
Project Manager
Planning, Landscape Architecture
and Urban Design

REPORT TO COMMITTEE

To: Chair Horner and Members of the
Community Development & Tourism Committee

From: Darrell Keenie, Director of Development and Tourism

Meeting Date: January 28, 2021

Subject: **Consent Decision B7-20- Part of Lots 17, 18, Concession 3 O.S.,
Melancthon Nicholson and Bennefield Canadian Farmland LP III**

In Support of Strategic Plan Priorities and Objectives:

Good Governance – ensure transparency, clear communication

Purpose

The purpose of this report and attached memoranda (2) from the County's planning consultants WSP is to provide information about Consent Application B7-20 in order to make a decision with respect to a potential appeal of a severance application recently approved by the Township of Melancthon.

Background & Discussion

The Consent Application (B7/20) along with supporting documents were circulated to the Department of Development and Tourism on November 25th, 2020. The subject property is located on Part of lots 17, 18, Concession 3 O.S in the Township of Melancthon. The application proposes to sever an agricultural lot to create one new residential lot.

Comments provided by the Department of Development and Tourism along with the detailed memorandum from WSP dated December 9th, 2020 recommended refusal on the basis that the proposal is not consistent with the Provincial Policy Statement, 2020 and does not conform to the Dufferin County Official Plan.

The Township planner's report dated December 4th, 2020 recommended the application be refused on the basis that it is inconsistent with the Growth plan for the Greater Golden Horseshoe and the Provincial Policy Statement and does not conform with the County or the Township Official Plan.

The Township of Melancthon's Committee of Adjustment approved the application with conditions on January 14th, 2021. The reasons for decision are the proposed severed lot is not currently being used as agricultural land and the proposed severance will have no impact on the viability of future agricultural land or activity.

The memorandum from WSP with accompanying analysis and recommendation is attached.

Financial, Staffing, Legal, or IT Considerations

None.

Recommendation

(from WSP)

THAT the report from the Director of Development and Tourism, dated January 28, 2021, and memo from WSP, dated December 9, 2020, regarding Township of Melancthon Consent Decisions on B7-20, be received;

AND THAT staff be directed to pursue an appeal to the Local Planning Appeal Tribunal (LPAT) of the consent decision by the Township of Melancthon listed for reasons outlined in the report pertaining to the inconsistency with the Provincial Policy Statement and non-conformity with the County of Dufferin Official Plan: Consent Application B7-20 – Wayne Nicholson) – Concession 3 O.S., Part of Lots 17, 18, Melancthon, Ontario.

Respectfully Submitted By:

Darrell Keenie, Director of Development and Tourism

Attachments:

WSP Memorandum dated December 9, 2020

WSP Memorandum dated January 20, 2021



MEMO

TO: Jenny Li, Planning Coordinator, County of Dufferin

FROM: Matt Alexander, Project Manager, WSP
Tommy Karapalevski, Planner, WSP

SUBJECT: Application for Consent to Sever (File #: B7-20) – Part of Lots 17, 18, Concession 3 O.S., Melancthon, ON

DATE: December 9th, 2020

Recommendation

Based on our review of the materials submitted, the proposal is not consistent with the Provincial Policy Statement, 2020, and does not conform to the Dufferin County Official Plan. It is recommended that the application not be approved at this time. A resubmission of the application may be considered subject to the following:

- Submission of applications to amend the Dufferin County Official Plan;
- Demonstration of how the proposal is consistent with the Provincial Policy Statement, 2020 and conforms to the Dufferin County Official Plan as they relate to residential lot creation in Agricultural Areas;
- Consultation occur with the Province to confirm the significance of the mineral resources on the subject property;
- Confirmation be provided as to whether the woodlands located within and adjacent to the subject property are deemed significant;
- Confirmation be provided as to whether an Environmental Impact Statement (EIS) is required relative to the presence of woodlands; and
- Consultation occur with the Township of Melancthon, the Nottawasaga Valley Conservation Authority (NVCA) related to the potential impacts to source water because the subject properties are located within a source water protection area (Low Vulnerability Aquifer and Significant Groundwater Resource Area).

Summary

The purpose of the Consent Application is to sever an agricultural lot to create one (1) new residential lot.

The severed parcel of land would have:

- a frontage of approximately 160 metres;
- a depth of approximately 124 metres; and
- a lot area of approximately 1.98 ha.

The retained parcel of land would have:

- a frontage of approximately 196 metres;
- a depth of approximately 668 metres; and
- a lot area of approximately 47.8 ha.

The documents received by WSP on November 26th, 2020 include:

- Notice of Complete Application;
- Application for Consent;
- Report from Hunter & Associates dated May 18, 2017; and
- Letter from Wayne Nicholson dated February 17, 2020.

The materials submitted in support of the application state that the soils do not meet the criteria for Prime Agricultural Lands, however there has been no application submitted to amend the County or Township Official Plans to change the designation of the subject lands. The circulation documents were reviewed against the Province of Ontario's Agricultural Area mapping, the Provincial Policy Statement, 2020 and the Dufferin County Official Plan.

Provincial Policy Statement, 2020 (PPS) and Province of Ontario's Agricultural Area and Natural Heritage Mapping

As a result of Growth Plan 2019, the Province's Agricultural Area and Natural Heritage mapping must be studied and implemented through the County's Official Plan before it can be applied at a local level. However, as it relates to land use designations, the mapping should continue to be used as a guide to determine if the subject property is identified as agriculturally sensitive or with identified Natural Heritage features, should the County or local Official Plans not reflect current mapping. Until the mapping has been implemented through the County Official Plan, the County Official Plan mapping will continue to apply.

Under Ontario's Agricultural Area mapping, the subject property is located within Prime Agricultural Lands. Per Section 2.3 of the PPS, Prime Agricultural Areas shall be protected for the long-term use of agriculture. Permitted uses and activities in these areas are restricted to agricultural uses, agriculture-related uses and on-farm diversified uses.

Per Policy 2.3.4.3, the creation of new residential lots in Prime Agricultural Areas shall not be permitted, except in accordance with policy 2.3.4.1(c) which relates to an existing residence surplus to a farming operation. Policy 2.3.4.1(c) states that where previous or current farm acquisition has rendered a residence surplus to a farming operation, a consent may be permitted subject to the following conditions:

1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and

2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective.

Based on this, the proposal to create a new lot in this location is not consistent with the Provincial Policy Statement, 2020.

Under Ontario's Natural Heritage Area mapping, the subject property contains woodlands.

Dufferin County Official Plan (2017)

The subject property is designated as Countryside Area as shown under Schedule B (Community Structure and Land Use) of the County Official Plan. The subject property is further designated as Agricultural Area under Schedule C (Agricultural Area and Rural Lands). The Agricultural Area designation consists primarily of prime agricultural lands, which are in accordance with Provincial policies. The County Official Plan requires that lands within these areas will be protected for agricultural uses, agriculture-related uses, and on-farm diversified uses, unless appropriate justification is provided for alternative uses.

Per section 4.2.5(g), the creation of new residential lots in the prime agricultural area shall not be permitted except in accordance with policy 4.2.5(c), which states that where a previous or current farm acquisition has rendered a residence surplus to a farming operation, a consent may be permitted subject to the following conditions:

- the retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
- the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and,
- the surplus dwelling parcel will be subject to Minimum Distance Separation I setback provisions and be zoned to recognize the non-farm residential use, as required.

There does not appear to be an existing residence located on the portion of the property proposed to be severed, therefore the proposal does not meet the conditions of policy 4.2.5(c).

Per Policy 4.2.2(h), new land uses will comply with the Minimum Distance Separation Formulae, as implemented through the applicable local municipal planning documents. Policy 4.2.3(b) states that in order to avoid land use conflicts within the Agricultural Area designation, new land uses will comply with the MDS formulae, to ensure appropriate standards for separating incompatible uses from existing, new or expanding livestock



facilities. The MDS formulae will be implemented through the applicable local municipal planning documents.

Schedule E (Natural Heritage Features) identifies woodlands located on and adjacent to the subject property. Given the presence of woodlands, further consultation with the Township of Melancthon and the NVCA should be undertaken to determine whether the woodlands are deemed significant. Section 5.3.4 of the County Official Plan directs that development and site alteration adjacent to significant woodlands is not permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions through preparation of an EIS.

The subject property is not located on a County Road. As such the Township should provide any comments regarding access.

The subject property is within a Sand and Gravel and Bedrock Resource Area under Schedule D (Mineral Aggregate Resource Areas). Per Section 4.4, the County recognizes the fixed nature of mineral resources throughout the County and will ensure the long-term protection and appropriate management of the mineral resources. However, it is also recognized that there needs to be a balance between competing County priorities regarding the protection of mineral resources and other goals of the Official Plan. Any new developments in known deposits of mineral aggregate resources are required not to preclude or hinder the establishment of new mineral aggregate resource operations or access to the resources.

Under Appendix 2 (Source Water Protection) the subject properties are located within a source water protection area (Low Vulnerability Aquifer). Policy 5.4.2(c) states that prior to the approval of development applications within designated vulnerable areas, the proponents shall demonstrate to the satisfaction of the County, local municipality, Conservation Authority and Province, where necessary, that the quality and quantity of municipal drinking water sources will not be negatively impacted. It is anticipated that the NVCA will provide further review and comments with respect to the requirements for Source Water Protection as it relates to the changes proposed on the subject properties.

Based on the above, the proposal does not conform to the Dufferin County Official Plan regarding new lot creation within the Agricultural Area designation.

Recommendation

Based on our review of the materials submitted, the proposal is not consistent with the Provincial Policy Statement, 2020, and does not conform to the Dufferin County Official Plan. It is recommended that the application not be approved at this time. A resubmission of the application may be considered subject to the following:



- Submission of applications to amend the Dufferin County Official Plan;
- Demonstration of how the proposal is consistent with the Provincial Policy Statement, 2020 and conforms to the Dufferin County Official Plan as they relate to residential lot creation in Agricultural Areas;
- Consultation occur with the Province to confirm the significance of the mineral resources on the subject property;
- Confirmation be provided as to whether the woodlands located within and adjacent to the subject property are deemed significant;
- Confirmation be provided as to whether an Environmental Impact Statement (EIS) is required relative to the presence of woodlands; and
- Consultation occur with the Township of Melancthon, the Nottawasaga Valley Conservation Authority (NVCA) related to the potential impacts to source water because the subject properties are located within a source water protection area (Low Vulnerability Aquifer and Significant Groundwater Resource Area).