



## **COMMUNITY DEVELOPMENT & TOURISM COMMITTEE**

### **AGENDA**

**Thursday, February 23, 2023 at 2:00 p.m.**

**W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON L9W 2X1**

The meeting will be live streamed on YouTube at the following link:

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

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#### Land Acknowledgement Statement

*We would like to begin by respectfully acknowledging that Dufferin County resides within the traditional territory and ancestral lands of the Tionontati (Petun), Attawandaron (Neutral), Haudenosaunee (Six Nations), and Anishinaabe peoples.*

*We also acknowledge that various municipalities within the County of Dufferin reside within the treaty lands named under the Haldimand Deed of 1784 and two of the Williams Treaties of 1818: Treaty 18: the Nottawasaga Purchase, and Treaty 19: The Ajetance Treaty.*

*These traditional territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.*

#### Declarations of Pecuniary Interest by Members

### **PUBLIC QUESTION PERIOD**

Members of the public in attendance are able to ask a question. If you unable to attend and would like to submit a question, please contact us at [info@dufferincounty.ca](mailto:info@dufferincounty.ca) or 519-941-2816 x2500 prior to 4:30 p.m. on February 22, 2023.

### **DELEGATIONS**

1. COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #1  
Walter Kolodziechuk

A delegation from Walter Kolodziechuk regarding a veterans display at the Museum of

Dufferin (MoD).

## **REPORTS**

2. COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #2  
Museum of Dufferin Annual Report – 2022

A report from the Director of Development & Tourism, dated February 23, 2023, to provide an overview of the main activities and accomplishments achieved by the staff at the Museum of Dufferin through 2022.

### **Recommendation:**

**THAT the report of the Director of Development and Tourism, “Museum of Dufferin Annual Report - 2022”, February 23, 2023, be received.**

3. COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #3  
Updating the Land Acknowledgement Statement

A report from the Director of Development & Tourism, dated February 23, 2023, to outline recommendations as it relates to Council direction to staff in 2022 to update the land acknowledgement.

### **Recommendation:**

**THAT the report of the Director of Development and Tourism, “Updating the Land Acknowledgement Statement”, February 23, 2023, be received;**

**AND THAT staff develop an education and training program for staff and Councillors on Canadian Indigenous history, culture, and challenges;**

**AND THAT staff bring a Dufferin County Reconciliation towards Indigenous Peoples Plan for Council’s consideration.**

4. COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #4  
Collecting the Community Project

A report from the Director of Development & Tourism, dated February 23, 2023, to provide an update on the Collecting the Community project, an initiative developed by the MoD aimed at developing relationships with historically marginalized groups and communities within Dufferin County.

**Recommendation:**

**THAT the report of the Director of Development and Tourism, "Collecting the Community Project", dated February 23, 2023, be received.**

5. COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #5  
Building Services Division 2022 Annual Report

A report from the Director of Development & Tourism, dated February 23, 2023, to provide the Committee with the information regarding revenues and expenses associated with administering and enforcing the Building Code Act during 2022.

**Recommendation:**

**THAT the report of the Director of Development and Tourism, "Building Services Division 2022 Annual Report", dated February 23, 2023, be received.**

6. COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #6  
Land Development Planning Application Review Process

A report from the Director of Development & Tourism, dated February 23, 2023, to provide the Committee an overview of the proposed amendment to the County's Land Development review process in accordance with the numerous policy changes being introduced through Bill 109 More Homes for Everyone Act, 2022; and Bill 23 More Homes Built Faster Act, 2022.

**Recommendation:**

**THAT the report of the Director of Development and Tourism, "Land Development Planning Application Review Process", dated February 23, 2023, be received;**

**AND THAT By-Law 2019-10 Pre-Consultation By-Law and By-Law 2015-38 Prescribed Fees for Planning Matters By-Law, be amended, as outlined in the report;**

**AND THAT the necessary by-laws be enacted.**

7. COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #7  
Economic Development 2023

A report from the Director of Development & Tourism, dated February 23, 2023, to outline some of the challenges and projects being conducted in Economic Development and further provides a plan to move economic development forward in 2023.

**Recommendation:**

**THAT the report of the Director of Development and Tourism, “Economic Development 2023”, dated February 23, 2023, be received;**

**AND THAT staff be directed to commence the economic development strategic planning process, as outlined in the report.**

**CORRESPONDENCE**

8. COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #8  
Lake Erie Source Protection Member Nomination

Correspondence from the Grand River Conservation Authority, Township of Melancthon and Township of Amaranth regarding appointing a member to the Lake Erie Source Protection.

**Recommendation:**

**THAT the correspondence from Grand River Conservation Authority, Township of Melancthon and Township of Amaranth regarding appointing a member to the Lake Erie Source Protection, be received;**

**AND THAT Dufferin County nominate John Sepulis to be the Group 1 (Grey, Dufferin, Wellington, Halton) municipal representative on Lake Erie Region Source Protection Committee (SPC).**

9. COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #9  
Lake Simcoe Region Conservation Authority

Correspondence from the Lake Simcoe Region Conservation Authority, dated February 14, 2023, regarding the Protection of raw sources of municipal drinking water through the Drinking Water Source Protection Program.

**Recommendation:**

**THAT the correspondence from the Lake Simcoe Region Conservation Authority, dated February 14, 2023, regarding the Protection of raw sources of municipal drinking water through the Drinking Water Source Protection Program, be received.**

**NOTICE OF MOTIONS**

**Next Meeting**

Thursday, March 23, 2023

Video Conference



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

Meeting Date: February 23, 2023

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**Subject: Museum of Dufferin Annual Report – 2022**

**From: Cody Joudry, Director of Development and Tourism**

### **Recommendation**

**THAT the report of the Director of Development and Tourism, “Museum of Dufferin Annual Report - 2022”, February 23, 2023, be received.**

### **Executive Summary**

This report provides an overview of the main activities and accomplishments achieved by the staff at the Museum of Dufferin through 2022.

### **Background & Discussion**

The Museum of Dufferin (MoD) saw 2022 as a pivotal year in planning the future of the museum and a rejuvenation of its goals and priorities. The MoD completed its five-year strategic plan, laying the groundwork for new and exciting changes to come. While completing its new strategic plan the MoD also worked on improving services and adapting to post-COVID realities.

The Council approved 2023-2027 MoD Strategic Plan’s goals and objectives are:

1. Become a Storyteller;
2. Centre the Visitor Experience;
3. Reach Out into the Community;
4. Safeguard our Collections;
5. Build Capacity and Foster Resiliency.

### Operations

Each year the MoD offers an eclectic variety of experiences by way of exhibitions, events, programs, and tours. Our visitors, members, donors, partners and volunteers are the heart of who we are and what we do. The MoD has been working hard to build in-person visitorship after the disruptive events of the last few years.

A changing and growing County demographic, the impacts of COVID-19 and social and societal shifts have seen cultural institutions reflecting on their role. The MoD has seen the need to better understand and reflect its community and their diverse histories, culture, stories, experiences and perspectives, and chart a path forward.

The MoD embarked on a strategic planning process in 2022 to set a new vision and mission for the institution, re-examining and clarifying its values, priorities, and goals, to improve and enhance its role in the County of Dufferin and beyond. A new focus on storytelling propels the MoD towards build connected communities through shared experiences and narratives.

Despite some early COVID related closures in 2022, the MoD operated 220 of the 365 days of the year (249 would be the maximum possible). During this time, the MoD saw almost 4,000 visitors physically visit the museum and had a very positive increase in online engagement. The museum now has 11,400 users over its various social media platforms. The website also saw high traffic, with 16,040 page views and 343 downloads of material from our Online Learning Hub.

### Key Achievements

The following are some key achieves of the MoD in 2022:

- Donations to the museum - \$39,835
- >400 visitors to public programs
- Increase in Social Media Engagement: ^128% Instagram, ^109% Facebook. 628 New Followers across all platforms
- Establishment of a Heritage Garden focusing on Eastern Woodlands Indigenous culinary and medicinal heritage
- ^90% in diversity-focused projects, programming, and events

This plan aims to build on the MoD's incredible past while reimagining its bright future.

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

The MoD staff have begun to prepare for the changes ahead by updating its staffing compliment with a new Museum Services Manager who will be leading the execution of the museum’s goals and priorities as outlined in the Strategic Plan.

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

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

Respectfully Submitted By:

Cody Joudry  
Director of Development & Tourism

Prepared By:  
Jasmine Proteau  
Museum Services Manager

Attachment: Appendix – Museum Annual Report 2022

Reviewed by: Sonya Pritchard, Chief Administrative Officer



# Annual Report

2022

MoD





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# INTRODUCTION



Since its inception, the Museum of Dufferin (MoD) has continued to grow, change and evolve. Each year the Museum of Dufferin offers an eclectic variety of experiences by way of exhibitions, events, programs, and tours. Our visitors, members, donors, partners and volunteers are the heart of what we do. The Museum has been working hard to build in-person visitorship after the disruptive events of the last few years.

The Museum of Dufferin saw 2022 as a pivotal year in planning the future of the Museum. The staff and stakeholders came together to plan the rejuvenation of the Museum's goals and priorities. In October of 2022, the Museum completed its five-year strategic plan, laying the groundwork for new and exciting changes to come. The overarching goals of this plan are: focus on storytelling, centre the visitor experience, reach out to the community, safeguard the collection, build capacity and foster resiliency. We hope you are as excited as we are for all the fresh changes we are bringing to the museum as we connect with our past to grow our future!

# Community Engagement

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Despite some early COVID related closures in 2022, the museum operated 220 of the 365 days of the year. During this time, the museum saw almost 4,000 visitors physically visit the museum and had a very positive increase in online engagement.

Volunteers were also welcomed back to the museum in the spring to work with the staff in the Interpretive Garden, the Archives, and special events, such as Holiday Treasures.

## In-Person Engagement



# Community Engagement

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## Social Media Engagement



+128%

Instagram  
Reach



+100%

Facebook  
Reach



+600

New  
Followers



98K

Facebook  
Reach



+4K

Social Media  
Followers



16K

Website  
Views



+340

Learning Hub  
Downloads



*"I thoroughly enjoyed the museum. I was impressed by the sensitive approach to issues of mental health, indigenous awareness, & black history. We are still learning, and your inclusion of these matters is appreciated. I can see that you are trying to honour the past, yet present a post-colonial perspective. Keep up the good work!"*

# Exhibitions

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## The Works of Steven Volpe

Steven sees himself as part of the tradition of figurative realism, but with a decidedly contemporary sensibility. His narrative paintings, characterized by visual irony and metaphor, range from the unsettling to the lighthearted.



## Country Living

Featuring fourteen unique works from the Museum of Dufferin historic art collection, this exhibition focuses on life in the country through the perspective of the artist. Rolling hills, farm animals and depictions of small-town living set against the stunning view from the Silo Gallery.

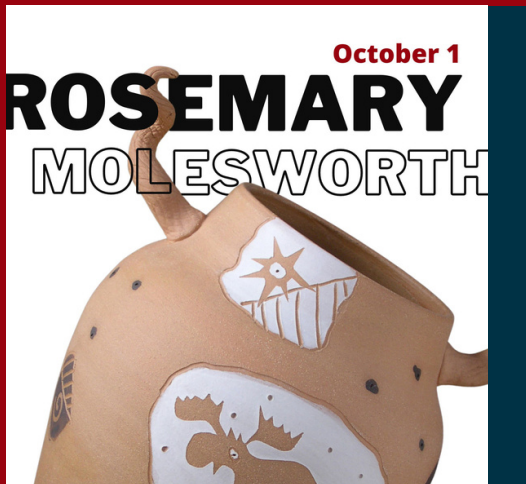


## Unity in Diversity

In partnership with the Dufferin County Multicultural Foundation, the MoD presents the Dufferin County Multicultural Art Show: Unity in Diversity. The exhibit featured the work of 43 artists from across Ontario. Each artist created works that reflect their own culture or the theme of “unity in diversity”.

# Exhibitions

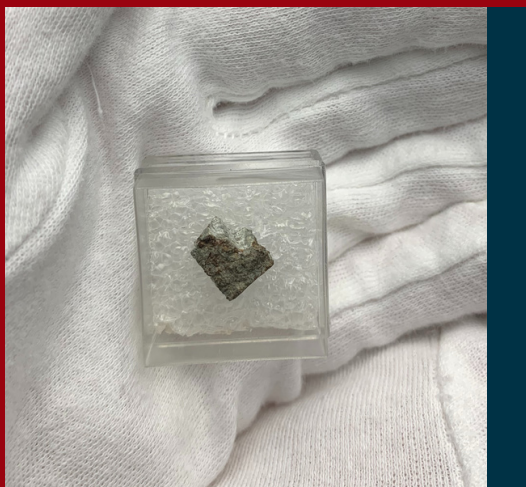
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## From There to Here

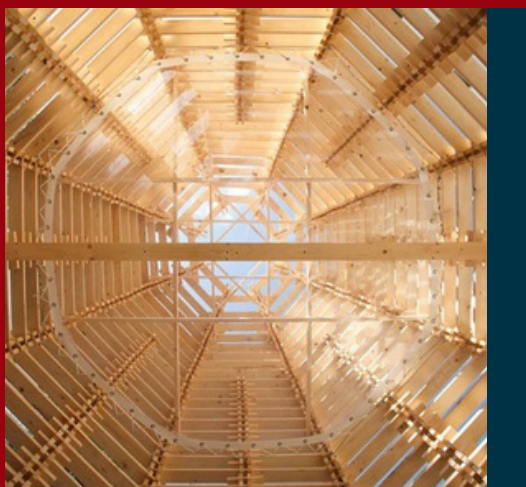
Clay is magic. You can roll, pinch, throw & coil clay into almost any imaginable shape. Local Headwaters potter Rosemary Molesworth spent over 40 years experimenting with ways to form clay as well as different ways to fire it.

Sadly, she passed away from cancer in early 2022.



## A Fallen Star *(Online)*

On a cloudy summer's evening in 1904, a loud rumbling noise was heard across Shelburne, Ontario. The discovery of a meteorite fragment the next day sparked a frenzy in the small town. When a second fragment was found a few weeks later, the Shelburne Meteorite gained the interest of the scientific community worldwide.



## Architecture in Harmony with Nature

Featuring a selection of projects from award winning Czech architect Martin Rajniš alongside historic images from the Museum's Archival Collection, this exhibition explored how modern architecture and traditional construction materials work together in harmony with nature.





*"We stopped in our way through. What a fantastic find. You have a perfect set up for adults and children of all ages. The Unity in Diversity area was a wonderful surprise. We will be back."*

*- Laura*

# Events

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## Fall Art Fair

In this juried art show, twenty visual artists from Ontario displayed and sold their artwork in the Main Gallery. Over 250 people visited the museum and more than 60 pieces of artwork were sold during this special two day event.



## Holiday Treasures

On a cloudy summer's evening in 1904, a loud rumbling noise was heard across Shelburne, Ontario. The discovery of a meteorite fragment the next day sparked a frenzy in the small town. When a second fragment was found a few weeks later, the Shelburne Meteorite gained the interest of the scientific community worldwide.



## MoD Talk: Waubgeshig Rice

The Museum welcomed nationally acclaimed author, Waubgeshig Rice, to speak about his literary works. An author and journalist from Wasauksing First Nation, he has won several awards for his writing, including the Publishers Book Award in 2012, and the Evergreen Award in 2019.

# Events

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## Multicultural Festival

In partnership with the Dufferin County Multicultural Foundation, the Museum hosted the 5th Annual Multicultural Festival. Visitors enjoyed cultural arts, crafts, performances, and food. Entertainment included Steel Pan drum performance, Morris dancers, Medicine Circle, Indian dancing, and African drumming.



## Exhibition Openings

The Museum launched new exhibitions with five openings that welcomed 535 visitors to the museum.



## Black Heros: Past and Present (Online)

Celebrating our Black Heroes of the past with stories of Black history featured in the MoD Exhibit, *Through the Looking Glass*. The event Learning from present day community and youth leaders who are trying to make a difference for the future.



*"I think the Dufferin Museum was rilly fun. Good Job."  
- Tarenu (age 9)*

# Programs

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## EarlyOn

In Partnership with Early On, families participated in indoor and outdoor activities such as a sticker passport scavenger hunt, garden exploration, and crafts. For many of the families it was their first visit to the museum. Many enjoyed the special outing and were excited to get to know their local museum.



## March Break

Families enjoyed and completed challenges at the museum. The museum saw roughly 250 people during the week of March Break and many welcomed a chance to do something fun after the pandemic closures.



## Holiday Treasures Workshops

Forty four participants made garlands, cards, gift tags, and botanical bath teas. Many participants commented how they enjoyed learning the history related to their activity, including local stories.



*"Beautifully exhibited artifacts. Clean, spacious. Makes me hanker for days gone by!! (Sadness, a little!) Thanks."  
- Colin*

# Collections

**1,273 Digital  
Archive  
Visitors**

The Museum launched several digital archive projects including:

- “A Long Journey - British Home Children of Dufferin County”
- The Heritage Settlements Map
- Did You Know? - Facts and Trivia about Dufferin County

**400**  
Catalogue  
Records Update



**1,273**  
Digital  
Archive Users



**+ 80**  
On-site  
Researchers



**+ 300**  
Research  
Requests







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

Meeting Date: February 23, 2023

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**Subject: Updating the Land Acknowledgement Statement**

**From: Cody Joudry, Director of Development and Tourism**

### **Recommendation**

**THAT the report of the Director of Development and Tourism, “Updating the Land Acknowledgement Statement”, February 23, 2023, be received;**

**AND THAT staff develop an education and training program for staff and Councillors on Canadian Indigenous history, culture, and challenges;**

**AND THAT staff bring a Dufferin County Reconciliation towards Indigenous Peoples Plan for Council’s consideration.**

### **Executive Summary**

This report outlines recommendations as it relates to Council direction to staff in 2022 to update the land acknowledgement.

### **Background & Discussion**

In the fall of 2022, Council directed staff to update the land acknowledgement. The first and current statement was created in 2020 and is outlined below:

*We would like to begin by respectfully acknowledging that Dufferin County resides within the traditional territory and ancestral lands of the Tionontati (Petun), Attawandaron (Neutral), Haudenosaunee (Six Nations), and Anishinaabe peoples.*

*We also acknowledge that various municipalities within the County of Dufferin reside within the treaty lands named under the Haldimand Deed of 1784 and two of the Williams Treaties of 1818: Treaty 18: the Nottawasaga Purchase, and Treaty 19: The Ajetance Treaty.*

*These traditional territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.*

Land acknowledgements are formal statements recognizing the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories. It's also meant to acknowledge that European colonists ceased control of lands without the consent or agreement of the inhabitants. This may also include renegeing of agreements.

Staff formed a committee to discuss the direction of Council and how best to execute this work. The conclusion of the discussions were as follows:

1. Land acknowledgements should outline steps being taken to reconcile, otherwise they are inauthentic.
2. In order to take steps towards reconciliation, training and education should be provided to staff and Council.
3. Once a training and education program is completed, a plan on what actions Dufferin County will take towards reconciliation can be developed.
4. Part of this plan should include updating the land acknowledgement statement which would include actions of the day being taken towards reconciliation.

In addition to this work, and as a way of kicking off a new desire to collaborate with and include Indigenous people, culture, and history into the work of the County, Museum of Dufferin (MoD) staff the following events planned in 2023:

- Co-host with the Dufferin County Community Resource Circle an exhibit at the MoD from March 3 to 27<sup>th</sup> which features Indigenous artists;
- Co-host with Climate and Energy a talk at the Museum from Elder Karen Vandenberg and Skye Vandenberg on climate challenges from the Indigenous perspective; and

- Participating in Red Dress Day on May 5, which is National Day of Awareness for Missing and Murdered Indigenous Woman and Girls.

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

The recommendations will be managed with existing resources and budget.

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

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

Respectfully Submitted By:  
Cody Joudry  
Director of Development & Tourism

Prepared by:  
Jasmine Proteau  
Museum Services Manager

Reviewed by: Sonya Pritchard, Chief Administrative Officer



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

Meeting Date: February 23, 2023

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**Subject: Collecting the Community Project**

**From: Cody Joudry, Director of Economic Development and Tourism**

### **Recommendation**

**THAT the report of the Director of Development and Tourism, "Collecting the Community Project", dated February 23, 2023, be received.**

### **Executive Summary**

The Collecting the Community Project is an initiative developed by the MoD aimed at developing relationships with historically marginalized groups and communities within Dufferin County with the goal of better incorporating their stories and artefacts into the fabric of the Museum.

### **Background & Discussion**

Museums and galleries of all sizes across North America and Europe struggle with diverse representation in all areas of museum work. As a result, BIPOC and LGBTQ2S+ community members often choose not to visit museums because they feel excluded in exhibits, collections, and programming. Museums throughout Ontario and beyond already face a dilemma of declining visitors, and current Eurocentric models are not sustainable. It is necessary for museums to invest time and effort in creating and fostering relationships with marginalized groups to better serve all members of the community.

The Collecting Communities Project was developed with the intention of building bridges within Dufferin to historically marginalized groups that are not represented in the museum. The focus is on relationship building that will eventually encourage object

donations and stories that speak to personal history, immigration, culture, religion, or accomplishments of historically marginalized community members.

The Collecting Community Project was design to target the following MoD Strategic Plan objectives:

- Objective 4.2 – Ensure an equity-based and decolonial lens informs the expansion, interpretation, preservation, and stewardship of the collection
- Objective 3.2 – Increase engagement with the MoD by offering off-site experiences out in the community
- Objective 3.1 – Lower barriers to accessing and engaging with the MoD to increase participation
- Objective 1.3 – Promote the MoD’s refined role, vision, and presence as a storyteller to introduce the MoD to a broader audience

The project began in 2022 with the hiring of a contract staff member to lead the project, the Community Collections Curator. The priorities of the project were to reach out to different groups within the community, create awareness about the project, and to collect and present stories whenever possible.

The Community Collections Curator achieved the following highlights between April 2022 and December 2022:

- Conducted six community information sessions
- Collected artifacts for the museum’s permanent collection from diverse community members
- Conducted a Visitor Survey to help identify gaps in the museum’s visitor demographic
- Published four blog posts highlighting diverse stories from the community which received a very high online engagement rate
- Completed the Indigenous Artefact Collection Review - This included updating 80 collections records with more accurate and appropriate language, photographing objects, conducting provenance research, and scanning donation paperwork.

The MoD will continue to Collect the Community in the summer of 2023. Staff will actively seek out and participate in community events that promote diversity, with the understanding that participating in these events will lead to more opportunities to connect with diverse community members one-on-one. This will also include more information sessions (expanding to the Grand Valley area), furthering research, and

showcasing artifacts and stories that feature people of diverse backgrounds on various media platforms.

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

The Community Collections Curator position is a contract position that is staffed through grant funding. The Museum has applied for grant funding to hire another person for the Community Collections Curator position in the summer of 2023 for 21 weeks.

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

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

Respectfully Submitted By:

Cody Joudry  
Director of Development & Planning

Prepared By:  
Jasmine Proteau  
Museum Services Manager

Reviewed by: Sonya Pritchard, Chief Administrative Officer



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

Meeting Date: February 23, 2023

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**Subject: Building Services Division 2022 Annual Report**

**From: Cody Joudry, Director of Development and Tourism**

### **Recommendation**

**THAT the report of the Director of Development and Tourism, “Building Services Division 2022 Annual Report”, dated February 23, 2023, be received.**

### **Executive Summary**

The purpose of this report is to provide the Committee with the information regarding revenues and expenses associated with administering and enforcing the Building Code Act during 2022.

### **Background & Discussion**

In accordance with Section 7(4) of the Building Code Act, the Building Services Division is required to report annually on the direct and indirect costs of operating the Building Division. Section 7(4) of the Building Code Act states that every twelve months each municipality shall prepare a report that contains such information as may be prescribed, about any fees authorized under the Act and any costs that are incurred by the municipality to administer and enforce the Act in its area of jurisdiction.

Building Services Division Annual Report consists of three components: total fees collected, costs both direct and indirect and the balance of the building reserve fund.

We hit record numbers this past year with 926 permits issued and 5,630 inspections conducted, all while experiencing staff shortages. We implemented new policies and procedures to maintain operational consistencies and organized and provided additional training to building staff and municipal staff on enforcement and prosecution.

Our priorities for 2023 include:

- closing dormant permits;
- creating and implementing more policies and procedures;
- create and implement an Enforcement Module with a diversity, equity, inclusion and accessible lens;
- create additional user-friendly guides for permit processes, including online video tutorials;
- Provide a feedback tool to our permit applicants/customers; and
- Conduct a review of the building permit fees.

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

The Building Department must be self-sustaining and ensure there is no impact to the County's main operation budget. As such the building permit fees and building services reserve are meant to sustain the short and long-term operations of the division.

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

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

Respectfully Submitted By:

Cody Joudry  
Director of Development & Tourism

Prepared By:  
Becky MacNaughtan  
Chief Building Official

Attachment: Building Services Division Annual Report 2022

Reviewed by: Sonya Pritchard, Chief Administrative Officer





# BUILDING SERVICES DIVISION

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## Annual Report

By: Becky MacNaughtan,  
Chief Building Official

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# ADMINISTRATIVE

## INTRODUCTION

The Ontario Building Code (OBC) is a regulation made under the Building Code Act. The focus of this provincially legislated service is to ensure the technical requirements of the OBC are met. The OBC contains minimum provisions respecting the functionality of buildings with reference to safety, health, fire protection, accessibility, energy efficiency and structural sufficiency.

Building permits are issued for all sizes and types of projects from a deck or shed, to a high-rise residential or large industrial building. The province mandates that building permit applications be reviewed within set time frames which range from 10 to 30 working days. Building Services offers an online permit and inspection portal that allows all types of building permit applications to be submitted online at any time. This also allows customers to review the status of their permits at their convenience.

## MISSION STATEMENT

The Building Services Division provides services to 7 municipalities in Dufferin County, encompassing approximately 1,470.7 square kilometres. We ensure all buildings defined under the Ontario Building Code comply to the minimum standards set out by the Province, to protect the health, safety and general welfare as they relate to the construction and occupancy of buildings and structures.

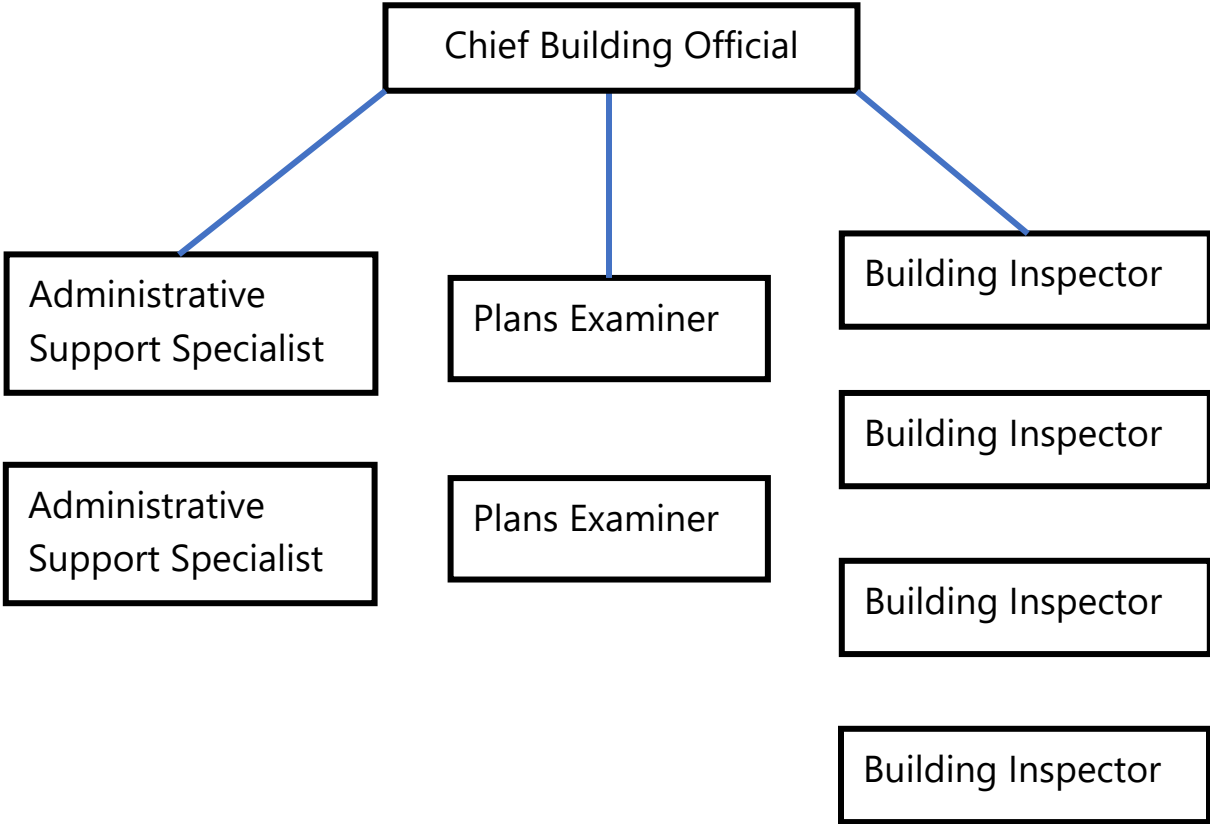
## CORE SERVICES

It's the continuous goal of the Building Services team to improve on the many services provided to our customers. Our services include:

- Permit review and issuance
- Building Inspections
- Code Enforcement

# DEPARTMENT STRUCTURE

Building is a department within Development & Tourism Division. In 2022, the team consisted of 9 full time positions.



# **ACCOMPLISHMENTS**

## **Record Numbers**

We experienced a record number of 926 permits issued and 5,630 inspections conducted in 2022. Our team was able to stay within our legislative timeframes during our busiest year ever.

## **Training**

The Building team completed various training in 2022 to support their roles, in addition to the legislative required training. We organized and supplied training to building staff and lower tier staff on enforcement, prosecution and dog bite training.

## **New Policies**

We have implemented three new policies within the department:

- Sign policy – to determine when a permit is required.
- When is a permitted needed policy – to provide direction on when a permit is required when it's not clear in the code.
- Notice of Change policy – to provide clear direction on when a Notice of Change is required and when approval can be provided on site from the inspector.

## **OBJECTIVES**

### **Goal to close dormant permits.**

We currently have approximately 2200 open permits within the county. Our goal is to have all of these closed in the next 8 years, which means each inspector will be required to close 68 file per year in addition to their regular inspections.

### **Policies**

Our goal is to continue creating policies within the department. This will provide clear direction and consistency amongst our team and will in turn provide better customer service to our residents and developers.

### **Enforcement**

We are creating an Enforcement Module and Policy with a DEIA lens, to sure all enforcement cases are treated fairly. Legislations requires us to enforce non-compliant buildings under the Building Code Act, we want to ensure that all steps and processes are followed consistently and fairly.

### **Legislative Timeframes**

Our goal is to continue meeting our legislative timeframes mandated by the province.

### **Customer Service Initiatives**

We plan to provide additional user-friendly permit reference guides in the form of online video tutorials. We are looking at options in providing a customer feedback tool to help us recognize where customer service enhancements are required, for an efficient and positive permitting experience.

# PERMITS

## **INTRODUCTION**

Our team is responsible for accepting, reviewing and issuing building permits for all construction projects with Dufferin County. Our department consists of two full time Plans Examiners and two full time administrative support specialists.

### **Plans Examiners**

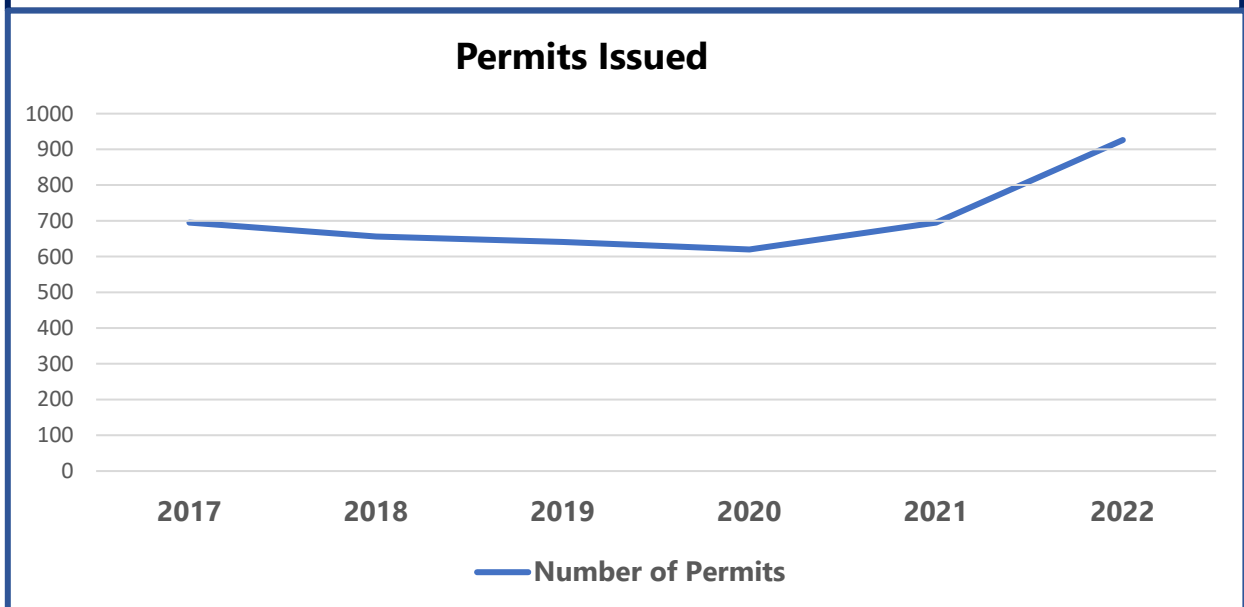
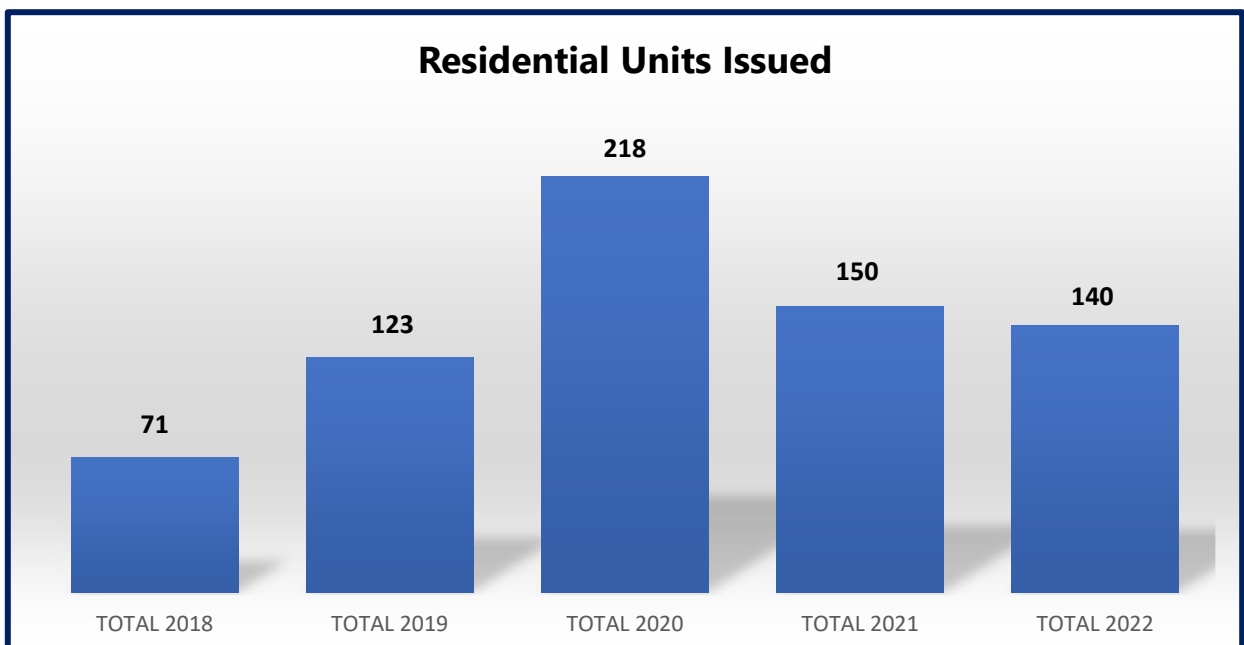
In addition to permit review, our Plans Examiner team reviewed and commented on approximately 196 planning applications in 2022. Our staff stayed within the regulated timeframes for permit applications and reviews under Div. C 1.3.1.3 Table. We issued a record high of 926 permits with a Total Construction Value: \$181,037,041.

### **Administrative Support Specialists**

Our Admin team provide support services to the entire department. They are responsible for customer service, permit intake and processing, collecting fees, running reports, booking inspections, creating enforcement files, property searches, compliance letters, MPAC services and additional duties as required.

## PERFORMANCE MEASURES

<b>Total Permits Issued</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	695	656	641	620	695	926
Average file for each Plans Examiner per day	2.8	2.7	2.6	2.5	2.8	3.8
Number of Plans Examiners per year	1	1	2	2	2	2





## MAJOR BUILDING PROJECTS

Permit Number	Construction Value	Description	Town/Township
PRMU202200019	\$11,040,672	New Hampton Inn	Mono
PRAD202200515	\$10,000,000	Tire Discounter Addition	East Garafraxa
PRSF202200197	\$3,000,000	New House	Mulmur
PRSF202200399	\$2,000,000	New House	East Garafraxa
PRNR202200033	\$1,847,087	New Medical Centre	Mono



# INSPECTIONS

## **INTRODUCTION**

The Inspection Services team is responsible for all construction and demolition inspection related activity regulated by the OBC. In addition to inspecting the construction of buildings, Inspection Services is also responsible for plumbing, HVAC and energy efficiency inspections.

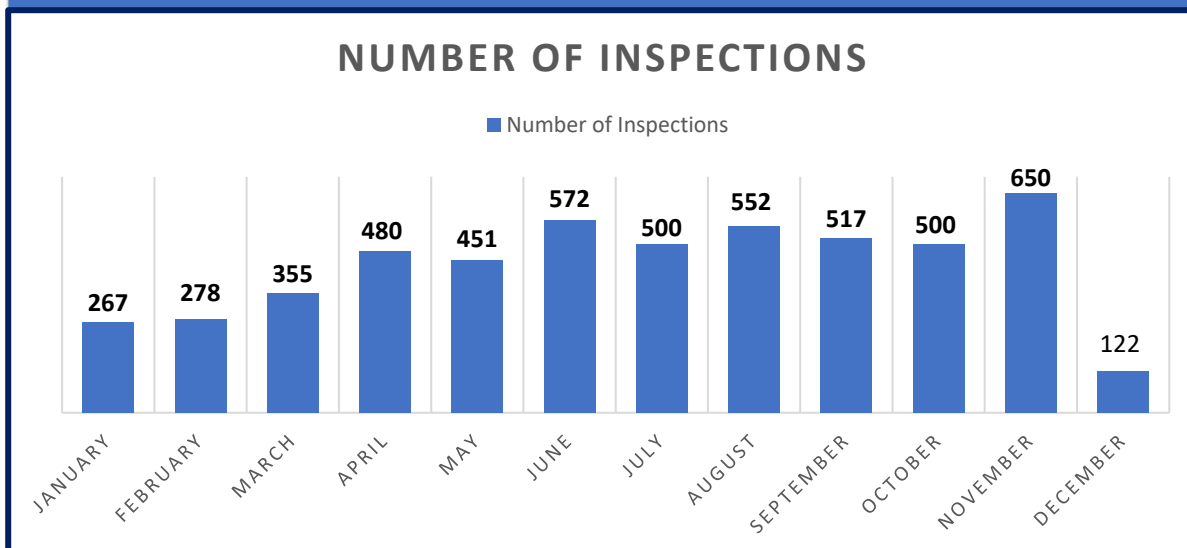
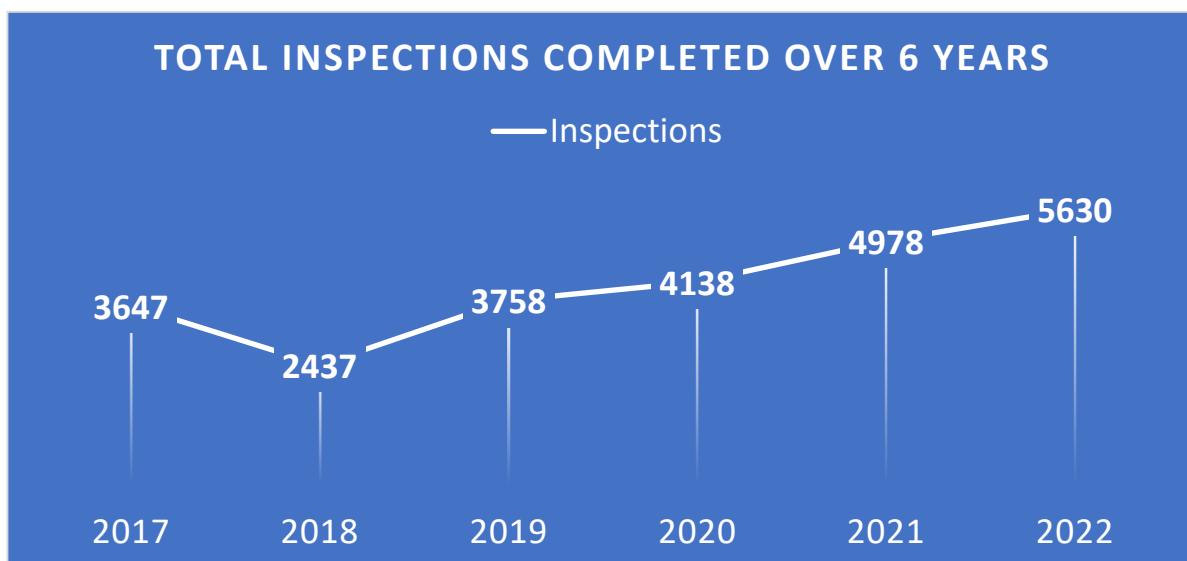
The province legislates that building inspections are to be carried out within two business days and we are currently meeting this service level, with most being carried out the next business day and sometimes same day. This level of service generally meets the needs of customers.

Dufferin County had a record number of inspections for 2022 with 5,630 inspections completed, November being the busiest month with 650 inspections. This total does not include site visits on dormant permit or inspections conducted under our enforcement files.

The Building Services Division hired a fourth inspector July 2022 to help with the overflow of inspections. Although we hired a fourth inspector, the department experienced a staffing shortage due to unplanned absences, with resulted in operating with an average of 2.8 inspectors for all of 2022, averaging about 8.2 inspections per day per inspector.

## PERFORMANCE MEASURES

Total Inspections Completed	2017	2018	2019	2020	2021	2022
	3,647	2,437	3,758	4,138	4,978	5,630
Average inspections for each inspector per day	4.9	3.3	5	5.6	6.7	5.7 (actual 8.2 due to absences)
Number of Inspectors each year	3	3	3	3	3	4 (actual 2.8 average due to absences)



# FINANCIALS

## BUDGET

Building Services is responsible for the Building Budget and is funded solely by building permit fees.

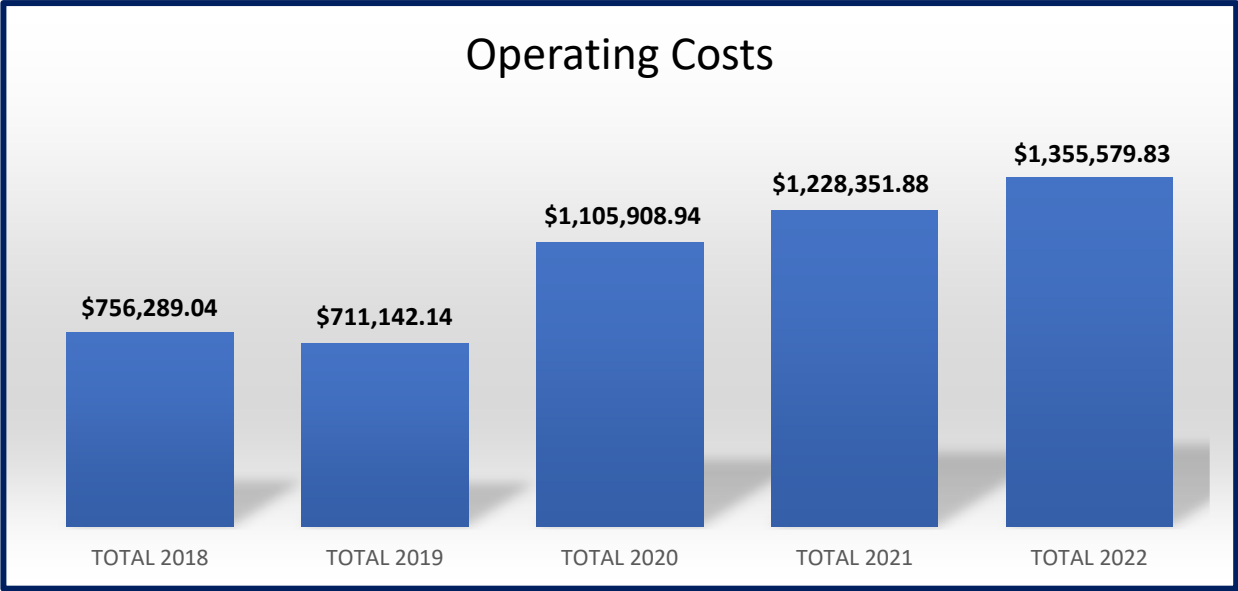
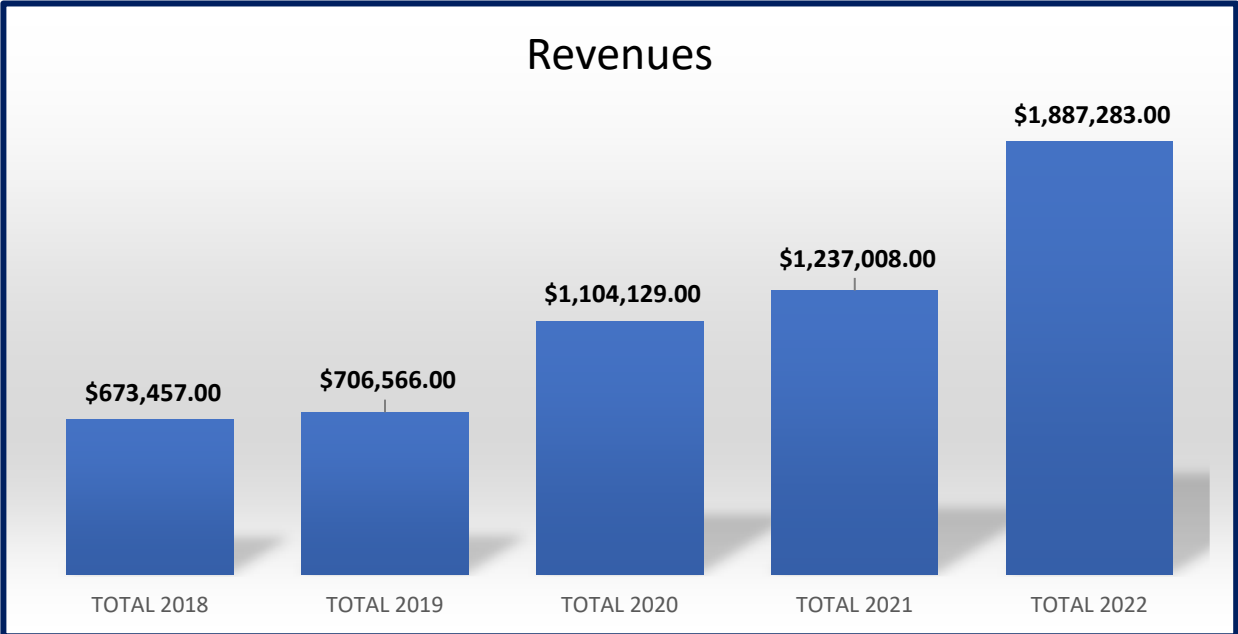
	2020 ACTUAL	2021 ACTUAL*	2021 BUDGET	2022 BUDGET	2023 PLAN	2024 PLAN	2025 PLAN
<b>Revenues</b>							
User Fees	-\$1,104	-\$1,072	-\$831	-\$886	-\$781	-\$641	-\$641
Other Revenue	-\$4	-\$4	-\$3	-\$3	-\$3	-\$3	-\$3
<b>Total Revenues</b>	<b>-\$1,108</b>	<b>-\$1,076</b>	<b>-\$834</b>	<b>-\$889</b>	<b>-\$784</b>	<b>-\$644</b>	<b>-\$644</b>
<b>Expenditures</b>							
Salaries and Benefits	\$1,003	\$864	\$951	\$1,012	\$1,026	\$1,050	\$1,075
Administrative and Office	\$51	\$89	\$84	\$113	\$90	\$92	\$114
Service Delivery	\$11	\$9	\$11	\$11	\$11	\$11	\$11
IT and Communications	\$112	\$233	\$96	\$106	\$110	\$114	\$119
Vehicles and Equipment	\$12	\$21	\$15	\$22	\$22	\$22	\$23
Internal Services Used	\$96	\$114	\$114	\$117	\$118	\$123	\$0
Capital Contribution	\$33	\$33	\$33	\$33	\$40	\$40	\$40
<b>Total Expenditures</b>	<b>\$1,318</b>	<b>\$1,363</b>	<b>\$1,303</b>	<b>\$1,413</b>	<b>\$1,417</b>	<b>\$1,453</b>	<b>\$1,381</b>
<b>Transfers</b>							
Transfers from Reserves	-\$215	-\$287	-\$470	-\$525	-\$633	-\$809	-\$737
Transfers to Reserves	\$5	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Transfers</b>	<b>-\$210</b>	<b>-\$287</b>	<b>-\$470</b>	<b>-\$525</b>	<b>-\$633</b>	<b>-\$809</b>	<b>-\$737</b>
<b>Total Building and Bylaw</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# REVENUES

## OBC Permit and Inspections

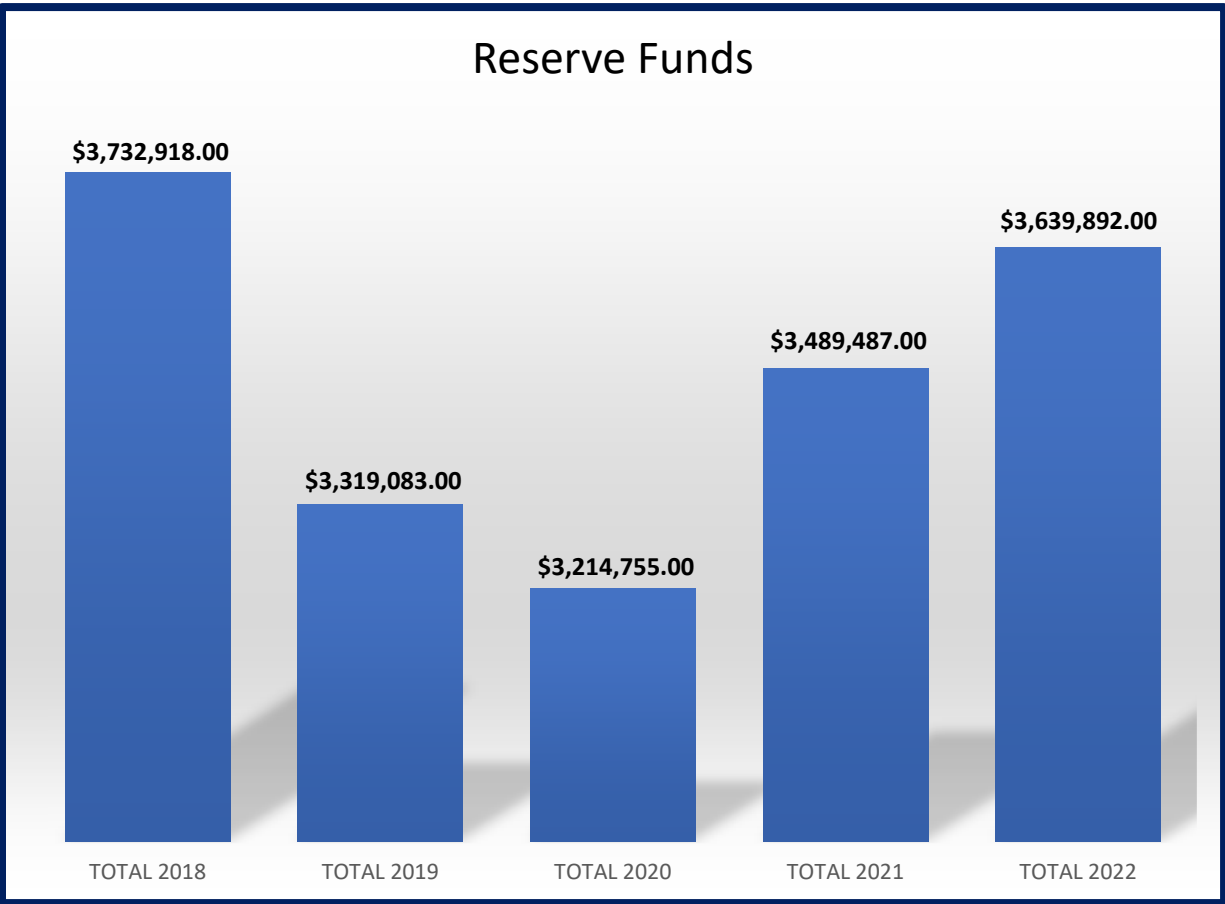
The OBC revenues generated in 2022 were approximately \$1,887,283. The total cost of delivery services related to the administration and enforcement of the Building Code Act was \$1,355,579.83.

Amendments to the Building By-law and Reserve Fund Policy were approved by Council in 2019 that updated the fee indexing methodology to recover our costs through permit fees and address the systemic draw on the reserves.



# ONTARIO BUILDING CODE RESERVE FUND

The Building Code Act allows permit fees to be set to recover the costs associated with the administration and enforcement of the Act, as well as reasonable contributions to a reserve fund. The OBC reserve fund can be used to offset lean years, implement service enhancements and cover unexpected expenses related to the administration and enforcement of the Act.





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

Meeting Date: February 23, 2023

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**Subject: Land Development Planning Application Review Process**

**From: Cody Joudry, Director of Development and Tourism**

### **Recommendation**

**THAT the report of the Director of Development and Tourism, “Land Development Planning Application Review Process”, dated February 23, 2023, be received;**

**AND THAT By-Law 2019-10 Pre-Consultation By-Law and By-Law 2015-38 Prescribed Fees for Planning Matters By-Law, be amended, as outlined in the report;**

**AND THAT the necessary by-laws be enacted.**

### **Executive Summary**

The purpose of this report is to provide the Committee an overview of the proposed amendment to the County’s Land Development review process in accordance with the numerous policy changes being introduced through Bill 109 More Homes for Everyone Act, 2022; and Bill 23 More Homes Built Faster Act, 2022.

### **Background & Discussion**

Many aspects of the land development review process have changed since 2015 when the current Tariff of Fees By-law was passed. Legislative changes such as inclusionary zoning, affordable and attainable housing, parkland dedication rates, subdivision approvals, site plan control, and many other aspects of the conservation authority permits have led to increased pressures and time required during the review process. Land development activity has also increased significantly to the point that staff can no longer adequately complete reviews in a timely fashion without additional resources. In addition to these pressures, bringing dedicated land use planning staff onboard has

helped identify deficiencies in various processes. The intent of the proposed changes to the by-laws will help the County adequately recovers costs related to reviewing planning applications.

Upper-tier municipalities, as regulated under *Planning Act*, are typically responsible for land use planning at a regional level and have a broad authority to make decisions about land use, zoning, and development within their jurisdiction. They play a key role in guiding growth and development, protecting the environment, and preserving agricultural lands. To do this successfully also requires collaboration with lower-tier municipalities to align their land use plans and ensure that regional goals for growth and development are consistent with local priorities.

Regional policies influence and regulate local land development plans, like Official Plans, Subdivision and Condominium Plans, Site Plans, and Institutional and Employment land development. The existing process in Dufferin County largely positions the County as a commenting agency (except for the OPA approvals for six municipalities). Moreover, given the County's current and anticipated rapid growth, this approach presents additional challenges and hinders directing the county wide community growth.

To improve the current process, staff are proposing the following modification to By-law 2019-10 and Bylaw 2015-38:

#### Mandatory Pre-Application Consultation

Currently pre-application consultation, prior to submission of a development application, is recommended but not required. Staff are recommending that pre-application consultation would be mandatory starting April 1<sup>st</sup>, 2023, where the County would have an interest in the development. The County would have an interest in:

- Official Plan Amendments;
- Zoning By-law Amendments;
- Subdivision and Condominium Plan(s);
- Site Plan(s);
- Part Lot Control; and
- Consent and Minor Variance applications when the development falls on or adjacent to County infrastructure.

This step will help County Staff to conduct an initial review and evaluate and advise if further actions are required. This would allow development proposals to move forward quicker and support the local municipalities in a timely fashion. This would allow the



review and evaluation to take place prior to the submission of a development application under the *Planning Act* where fee refund timelines will commence. The County would work with the lower-tiers to ensure that all pre-application consultations are joint meetings whenever possible.

It should be noted this process is well established and is mandatory in Grey, Simcoe, Huron, Bruce, Wellington Counties as well as the Region of Peel.

#### Development Application Circulation and Review Requirements

Although the County is usually circulated on development applications, it's not clear nor consistent. As such County staff, if the changes are approved, would be circulated on all development applications related to all planning matters that impact any land within the County. This will allow staff to determine what role the County should play in the development proposal. Examples include (1) no review or comments required; (2) full application review required; or (3) County Planning application required.

#### Amending Development Application Fee Schedule

County Staff are proposing changes to the County's Fees By-law for planning matters to address the additional requirements for pre-consultation and development application review fees in accordance with the proposed changes in this report. The attachment Schedule A outlines these changes more clearly.

#### Implementation Process

- *Application Submission:* Applicant may be directed to combine both submissions concurrently.
- *Fee collection:* Applicant may submit applicable fees directly to the County.
- *Scheduling Meetings:* local municipalities to continue their responsibilities in scheduling Pre-Consultation meetings.
- *Commenting Process:* County Staff will continue providing comments as per outlined in the relevant SOP

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

The proposed updates to the current review process and fees will allow the County to better resource itself. This will improve timelines, customer experiences, and ensure development pays for itself.

It is difficult to estimate the exact revenue that would be generated because of these changes. That said staff are estimating an average of 1 pre-consultation per Municipality

every 2 weeks. This would equate to \$104,000 per year in pre-application consultations fees per year.

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

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

Respectfully Submitted By:

Cody Joudry  
Director of Development & Tourism

Prepared By:  
Silva Yousif  
Senior Planner

Attachments:

2023-xx Amendment to Planning Pre-Consultation By-Law 2019-10  
By-law 2015-38 Being a Tariff of Fees for Planning Matters - Schedule A

Reviewed by: Sonya Pritchard, Chief Administrative Officer

# THE CORPORATION OF THE COUNTY OF DUFFERIN

## BY-LAW NO 2023-xx

### A BY-LAW TO AMEND BY-LAW 2019-10 REQUIRING PRE-CONSULTATION ON PLANNING ACT APPLICATIONS IN THE COUNTY OF DUFFERIN. (Pre-Consultation By-Law)

WHEREAS it is necessary to amend By-law 2019-10, being a by-law to require Pre-Consultation on the Planning Act Applications in the County of Dufferin;

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

1. That Paragraphs 3 and 4 be deleted and replaced with the following:

THAT any person or public body intending to file an application to amend the County of Dufferin Official Plan is hereby required to consult with County Planning Staff before submitting such as application through a formal pre-consultation application;

- A. THAT any person or public body intending to file:
  - i. an application to amend a local municipal official plan;
  - ii. an application for a secondary and site-specific plan;
  - iii. an application for approval of a plan of subdivision/condominium, and;
  - iv. an application for a site plan;

is hereby required to consult with County Planning Staff before submitting such as application through a formal pre-consultation application;

- B. THAT any person or public body intending to file an application for a land located on:
  - i. Dufferin County Public Road;
  - ii. Regional or provincial road within the County of Dufferin;
  - iii. Public Rights of Way (R.O.W), to amend local municipal zoning bylaw, or files an application for approval consent or minor variance is hereby required to consult with County Planning Staff before

submitting such as application through a formal pre-consultation application;

2. That Paragraph 5 be deleted and replaced with the following:

THAT the County shall not accept any application for which a person or public body has not consulted with Dufferin County Planning staff as required.

3. That Paragraph 6 be deleted and replaced with the following:

THAT a fee in the amount of \$500 for minor application such as zoning; and a \$1000 for major application such as OPA is required to be paid to the County by the applicant at time of a formal pre-consultation application;

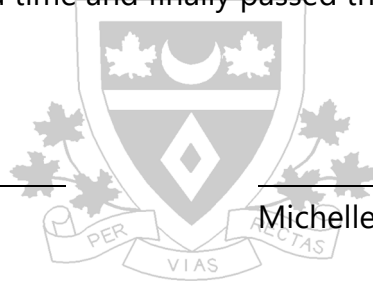
4. That Paragraph 8 be deleted and replaced with the following:

THAT Council hereby delegates to the County's County Planning Staff the authority to conduct pre-consultation.

READ a first, second and third time and finally passed this 12<sup>th</sup> day of January, 2023.

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Wade Mills, Warden



Michelle Dunne, Clerk

**Schedule A to By-law 2015-38  
Being a Tariff of Fees for Planning Matters**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>Application/Activity</b>	<b>Fees<sup>1</sup></b>	<b>Deposit</b>
County OPA – Major	4,000	15,000
County OPA – Minor	1,750	10,000
County OPA – Municipality Initiated	750	N/A
Combined County OPA and Local OPA – Major	3,000	15,000
Combined County OPA and Local OPA – Minor	1,500	10,000
Local OPA (Approver) - Major	1,250	2,000
Local OPA (Approver) - Minor	750	1,000
Local OPA (Commenter) - Major	500	2,000*
Local OPA (Commenter) - Minor	200	1,000*
Other Major Applications requiring comment	N/A	1,000*
Aggregate Application	2,000	25,000
Pre-consultation - Major	1,000	10,000*
Pre-consultation - Minor	500	3,000
Sub-Review	N/A	10,000*

\*Requirements for deposits will be assessed by planning staff and depending on the complexity of the application may be reduced.

Minor applications are site specific.

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<sup>1</sup> \$500.00 non refundable fee if application is withdrawn during approval process prior to draft approval.  
Legislative Authority - Section 69 of the Planning Act, R.S.O. 1990, as amended



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

Meeting Date: February 23, 2023

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**Subject: Economic Development 2023**

**From:** Cody Joudry, Director of Development and Tourism

### **Recommendation**

**THAT the report of the Director of Development and Tourism, "Economic Development 2023", dated February 23, 2023, be received;**

**AND THAT staff be directed to commence the economic development strategic planning process, as outlined in the report.**

### **Executive Summary**

This report outlines some of the challenges and projects being conducted in Economic Development and further provides a plan to move economic development forward in 2023.

### **Background & Discussion**

Economic Development has two positions, both of which are currently vacant. The manager position has been vacant since February 2022 and the coordinator position since September 2022. The manager position was the primary 'doer' while the coordinator played a support role but was in practice a communications role.

Since February 2022, the Director of Development and Tourism has been managing several projects and services in lieu of having economic development staff. Those projects are essentially the remaining pieces of work left from the previous economic development strategic plan.

The projects/services are:

- Meat Processing Co-Op
- Explore Dufferin Guide
- Economic Development Strategic Plan
- Responding to developer and business enquiries
- Participated and collaborated with other WOWC economic development teams and discussions
- Developed relationships with partners and stakeholders such as the Province and the Dufferin Board of Trade

As these projects have been moving forward recruitment efforts have been made but were ultimately unsuccessful. A new recruitment process has been initiated for the manager position (just ahead of the Economic Development Council of Ontario's annual conference) and we are hopeful it will yield positive results. Once the manager position is filled the coordinator position will be reimaged as an Economic Development Officer (EDO) position. The EDO position will include tourism as a focus. Much of their work would focus on leading projects that are outlined in the tourism strategy.

### **Economic Development Strategic Planning Process**

While keeping essential projects moving forward, it is important to recognize Dufferin County is without a current and up-to-date economic development strategy. In 2022, a process to develop a new economic development strategy was initiated. As positions became vacant and timelines stretched, it became clear that developing a new strategy should be postponed until the new term of Council. Economic development matters have frequently come up during this Council's strategic planning work, joint Council sessions, MCR work, and dialogue with stakeholders. As such staff propose a plan for how a new strategy would be developed while building cohesion on local and regional economic development efforts.

### Workshop

Staff would organize two half-day workshops for committee members, while inviting other members of Council, senior management from the County and lower-tiers, and key stakeholders such as the Dufferin Board of Trade and Headwaters Communities in Action. The purpose of the workshops would be to bring in expert economic development speakers, present relevant data such as highlights from the 2021 Census, COVID-19 resident survey conducted by the University of Guelph, and macro economic data from Conference Board of Canada. These two half-day sessions would ensure decision makers and stakeholders all have the same information and understanding.

### Local Community Economic Development Plans

Before a new regional or County economic development strategy is created, there is significant benefit to working with lower tiers to develop local community economic development plans. The purpose of this work would be to gather local intelligence, provide information to the community and businesses, and identify challenges and barriers to economic and community prosperity. A plan of action that is feasible and manageable by the Municipality and its partners would be developed. The County would support and coordinate this work in partnership with HCIA (Headwaters Communities in Action) and DBOT (Dufferin Board of Trade). This process should be completed by Q4 2023.

### Dufferin County Economic Development Plan

Once the local community economic development plans are completed, staff with the support of stakeholders would then develop a regional economic development plan based on the common threads. Common threads might be issues experiencing by many communities or similar long-term goals. The idea is these matters are regional concerns and are likely better tackled as such. This new plan would also incorporate information and initiatives from the corporate strategic plan, tourism strategy, previous decisions of Council and other similar items. This work should be completed by Q1 2024.

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

The recommendations will be managed with existing resources and budget. There is currently \$65,000 included in the economic development budget for strategy development. If staff are not successfully recruited, the process may take longer.

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

Economic Vitality – promote an environment for economic growth & development  
Inclusive & Supportive Community – support efforts to address current & future needs for a livable community

Respectfully Submitted By:

Cody Joudry  
Director of Development and Tourism

Reviewed by: Sonya Pritchard, Chief Administrative Officer





February 13, 2023

Michelle Dunne, Clerk  
Dufferin County

**Re: Lake Erie Region Source Protection Committee Municipal Member Nomination**

Dear Ms. Dunne,

The term of appointment for John Sepulis, Lake Erie Region Source Protection Committee (SPC) municipal representative, will expire in May 2023. Mr. Sepulis was appointed by the Grand River Source Protection Authority in March 2022 and represents municipalities (upper and lower) in Group 1 for the geographic area of Grey, Dufferin, Wellington and Halton. The municipal groups were established by the Grand River Source Protection Authority in August 2007 as per Ontario Regulation 288/07 and detailed in Report SPA-08-07-04 (attached).

The Lake Erie Region Source Protection Committee is a 24-member multi-stakeholder committee comprised of seven municipal representatives, seven economic sector representatives, and seven public interest representatives. The committee also includes two representatives from Six Nations of the Grand River and one representative from the Mississaugas of the Credit First Nation.

Ontario Regulation 288/07 Section 2 (2) states that the municipal members appointed by the Source Protection Authority must represent the interests of the municipalities that are located, in whole or in part, in the Source Protection Region. Section 3 (3) requires that the Source Protection Authority must appoint the person jointly submitted by the municipalities in a group.

We ask that your municipality confer with the other municipalities in Group 1 to jointly nominate one representative. Although the regulation does not require it, we suggest that all municipal councils pass a resolution naming the jointly selected representative.

The process by which a representative is selected is determined by the municipalities in the group. A few of the municipalities in Group 1 have already sent Lake Erie Region staff council resolutions nominating Mr. Sepulis to the SPC for another term, see attached example from Township of Puslinch. Lake Erie Region staff are available to assist in facilitating discussions between municipalities, if requested.

Additional details on the functions and obligations of members of the Source Protection Committee are attached to aid you in your selection of a representative.

A decision, naming the representative, should be sent to the undersigned no later than **Friday, April 28, 2023**. This would ensure the new municipal member can be appointed in time for the June 22, 2023 SPC meeting.

If you have any further questions regarding the selection of a municipal SPC representative, or would like assistance, please do not hesitate to contact Lake Erie Region staff. We look forward to receiving your joint selection of a municipal representative.

Sincerely,

*Shari Dahmer*

Shari Dahmer

Source Protection Program Manager  
Lake Erie Source Protection Region  
c/o Grand River Conservation Authority  
400 Clyde Road, PO Box 729  
Cambridge, ON N1R 5W6  
sdahmer@grandriver.ca

## GRAND RIVER SOURCE PROTECTION AUTHORITY

**REPORT NO. SPA-08-07-04**

**DATE:** August 31, 2007

**TO:** Members of the Grand River Source Protection Authority

**SUBJECT:** Groupings for Municipal Representation on the Source Protection Committee

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### **RECOMMENDATION:**

THAT the Grand River Source Protection Authority approve the seven municipal groupings for municipal representation on the Lake Erie Region Source Protection Committee;

AND THAT the Grand River Source Protection Authority direct staff to send a notice of the municipal groupings to the clerk of each municipality in the Lake Erie Source Protection Region before the end of the day on September 4, 2007, with instructions to jointly select a municipal representative within each group.

### **SUMMARY:**

Ontario Regulation 288/07 (O. Reg. 288/07) on Source Protection Committees under the *Clean Water Act, 2006* requires that the Lead Source Protection Authority (Conservation Authority) divide the municipalities in the Lake Erie Source Protection Region into groups and assign each group a number of members on the SPC. As required by the regulation, the Source Protection Authority consulted with municipalities from July 13 to August 15, 2007. The final list of groups must be sent to municipalities prior to September 4, 2007.

### **REPORT:**

O. Reg. 288/07, *under the Clean Water Act, 2006* requires that the Lake Erie Region Source Protection Committee have 7 municipal representatives. Because there are more than 7 municipalities in the Lake Erie Region, the regulation requires that the Grand River Source Protection Authority, as the Lead SPA, divide municipalities in the Lake Erie Region into groups for the purposes of municipal representation on the Source Protection Committee.

On July 13, 2007 a letter was sent to all municipalities describing the proposed municipal groupings and the rationale used to develop them. Municipalities were asked to provide comments on the groupings to the Grand River Conservation Authority by August 15, 2007. The proposed municipal groupings are listed in Table 1 below, and shown on a map of the Lake Erie Region in Attachment 1.

The suggestions for municipal groups (as shown in previous reports) are based on the following principles:

- There are no well or wellhead protection area or intake protection zone issues across municipal boundaries within a group;
- Municipalities within a group have similar water supply sources (i.e. wells, river intakes, Great Lakes intakes);
- There is sufficient proximity that municipalities within a group have historically had opportunity to work together; and

- Municipalities within a group have good working relationships.

**Table 1: List of Municipal Groupings**

Group	Municipalities
1	Grey County, Township of Southgate Dufferin County, Township of Melancthon, Township of Amaranth, East Luther-Grand Valley, Township of East Garafraxa Wellington County, Township of Wellington North, Township of Mapleton, Township of Centre Wellington, Town of Erin, Township of Guelph-Eramosa, Township of Puslinch Halton Region, Town of Milton, Town of Halton Hills
2	City of Guelph
3	Region of Waterloo, Wilmot Township, Wellesley Township, Woolwich Township, North Dumfries Township, City of Waterloo, City of Kitchener, City of Cambridge
4	City of Brantford County of Brant City of Hamilton
5	Haldimand County Norfolk County
6	Perth County, Township of Perth East, Township of North Perth Oxford County, Township of Blandford-Blenheim, East-Zorra Tavistock, Township of Norwich, City of Woodstock, Township of Southwest Oxford, Tillsonburg
7	Elgin County, Municipality of Bayham, Township of Malahide, Town of Aylmer, Municipality of Central Elgin, Township of Southwold Middlesex County, Township of Thames Centre, Township of Middlesex Centre City of St. Thomas City of London

As of August 21, seventeen municipalities provided comments on the proposed groupings. Attachment 2 of this report provides a summary of the comments received to date. Of the 17 comments, 15 were supportive of the groupings as proposed. Two municipalities did not support being grouped with other municipalities. Norfolk County recognized the difficulty in developing the groupings and accepted the rationale provided, but continued to request that they have their own representative due to the complexity and diversity of drinking water sources in Norfolk and ongoing water quantity issues in the Norfolk Sand Plain. Additionally, water services staff at the City of Brantford requested that the City have its own representative because of the uniqueness of the Brantford surface water intake in the watershed.

Although it is recognized that grouping Norfolk County with Haldimand County is not ideal due to differences in municipal drinking water sources, there are no cross-boundary drinking water issues to contend with between the two municipalities.

Similarly, grouping the City of Brantford with the County of Brant and the City of Hamilton presents fewer cross-boundary municipal drinking water issues than other groupings, and builds on the working relationships that the City of Brantford and the County of Brant have developed.

Having considered all comments received to date, the Lake Erie Region Management Committee recommends that the municipal groups be finalized as proposed.

**FINANCIAL IMPLICATIONS:**

Source Protection Committee members will be paid per diems and reimbursed for travel/mileage

expenses by the Grand River Conservation Authority, from the annual source protection funding received from the Ministry of Natural Resources.

The provincial government has committed to pay 100% of the cost of studies required to develop the first round of source protection plans and to build capacity in the Conservation Authorities to undertake their new roles.

**OTHER DEPARTMENT CONSIDERATIONS:**

Not Applicable

Prepared by:



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Lorrie Minshall  
Source Protection Program Director

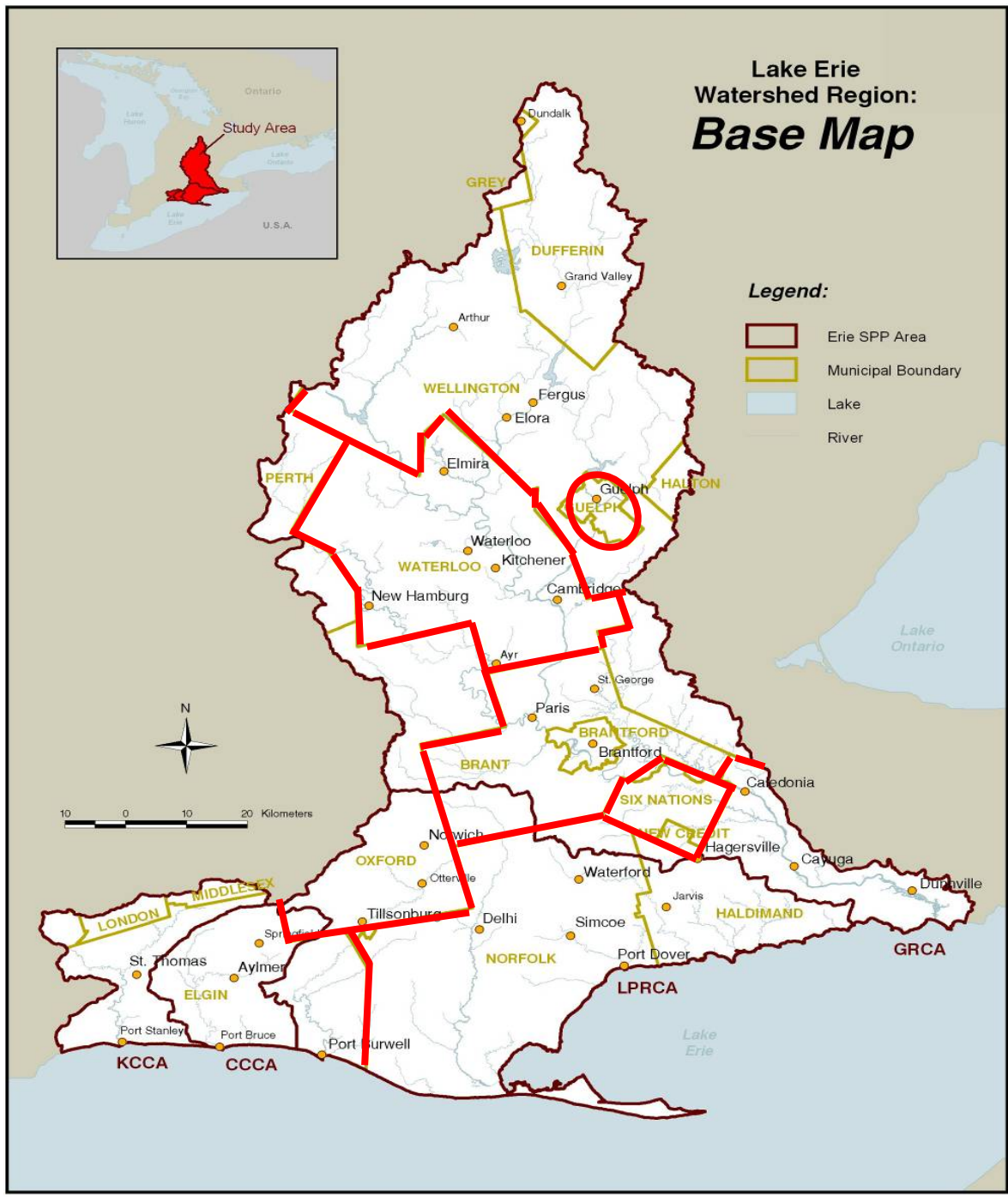
Approved by:



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Paul Emerson  
Chief Administrative Officer

**Attachment 1: Municipal Source Protection Committee Representation Groups**



## Attachment 2: Summary of Municipal Comments on Municipal Groupings

Region/Municipality	Response		Actions/Recommendations/Comments
	Supportive	Not Supportive	
City of Guelph	X		Wanted to impress the importance that the City of Guelph have representation on the committee. See letter for details.
County of Brant	X		Requested that we advise of the process for the City of Hamilton, City of Brantford, and the County of Brant to determine its responsibilities. Letter to be sent.
County of Oxford	X		County would like to make the nomination of an individual to serve to represent the grouping of Perth and Oxford municipalities.
Elgin County	X		Supportive of Malahide's proposed approach to representative selection.
Middlesex County	X		As only a small part of Middlesex County is included in this Source Protection Region, they do not feel they need to be involved in the nominating process and wish only to be advised of who their representative is. Their response is to be forwarded to facilitator of the Elgin/Middlesex/London group.
Municipality of Bayham	X		That Wayne Casier be nominated as a potential Municipal representative for Elgin/Middlesex
Municipality of Central Elgin	X		Would respectfully like to request that a representative from Central Elgin fills the seat for reasons stated in the letter.
Township of Malahide	X		Council resolution recommending that the area representatives for the municipalities be appointed from Kettle Creek CA or Cattfish Creek CA. Lorrie called CAO and advised per regs SPC members cannot be CA board member. Inquired about rotating the member every 3 or 4 years.
Township of Southwold	X		Staff call to inquire about eligibility (re Malahide Twps request)
County of Perth			
Town of North Perth			
Township of Perth East	X		Would like to work with Oxford to actively participate in nominating the individual who will represent the area.
Region of Halton	X		Small mun area in Region - do not intend to participate on SPC. Will participate on municipal water services working group. Encourage municipal reps to represent 'municipal interest' broadly rather than local interest.
Norfolk County		X	Norfolk would like to have their own representation, not a combined representation.
Haldimand County		X	Expect request to designate an "other" seat for the Grand Valley Water Board
City of Brantford		X	Water services staff at the City of Brantford requested that the City have its own representative because of the uniqueness of the Brantford surface water intake in the watershed. Staff inquired about rotating the member every 2 or 3 years.
Region of Waterloo			
City of Cambridge			
City of Kitchener			
City of Waterloo	X		Support the groupings. No further comments.
Township of Wellesley			Lorrie attended Council to answer questions.
Township of Wilmot			
Township of Woolwich			
Township of North Dumfries	X		CAO was concerned with disproportionate representation of smaller jurisdictions, but understands it is a diverse study area and is satisfied with the groupings.
Wellington County			
Township of Wellington North			
Township of Centre Wellington			
Township of Mapleton			
Township of Guelph/Eramosa			
Township of Puslinch	X		No further comments.
Town of Erin			
City of Hamilton			
City of London			
City of St. Thomas			
City of Woodstock			
County of Dufferin			
Township of Melancthon			L. Minshall attended Council to answer questions.
Township of Amaranth			
Township of East Garafraxa			
Township of East Luther Grand Valley			
Grey County			
Township of Southgate			
Norwich Township			
Town of Aylmer			
Town of Halton Hills			
Town of Milton	X		Supportive, but deferred comment to Halton Region.
Town of Tillsonburg			
Township of Blandford-Blenheim			
Township of East-Zorra Tavistock			
Township of South-West Oxford			
Township of Middlesex Centre			
Township of Thames Centre			

# Summary of the Functions of the Lake Erie Region Source Protection Committee

## Overview

The Lake Erie Region Source Protection Committee is responsible for guiding the development and update of Assessment Reports and Source Protection Plans for each of the four Source Protection Areas within the Lake Erie Region (Figure 1).

### Assessment Report (the science)

The Assessment Report forms part of the source protection plan. It identifies municipal drinking water sources and potential threats to both water quality and water supplies for each watershed. As new information becomes available (e.g. new wells are planned) the assessment report needs to be updated.

### Source Protection Plan (the policies)

The Source Protection Plan sets out policies on:

- How significant drinking water threats will be reduced, eliminated or prevented.
- Who is responsible for taking action.
- Timelines for implementation.
- How progress will be measured.

The first Source Protection Plans for the Lake Erie Region's four Source Protection Areas came into effect in 2015/2016. Source Protection Plans are updated as new information becomes available through plan implementation, and as Assessment Reports are updated.

## Qualifications

- Demonstrated ability to understand source protection science, concepts and technical reports.
- Proven ability to act as a liaison for the sector being represented.
- Problem-solving, analytical, communication and organizational skills.
- An openness to working together and with representatives from other sectors.
- Knowledge of locals, communities and issues.
- Demonstrated ability to work with group dynamics and team environments.
- Conciliatory decision-making skills.



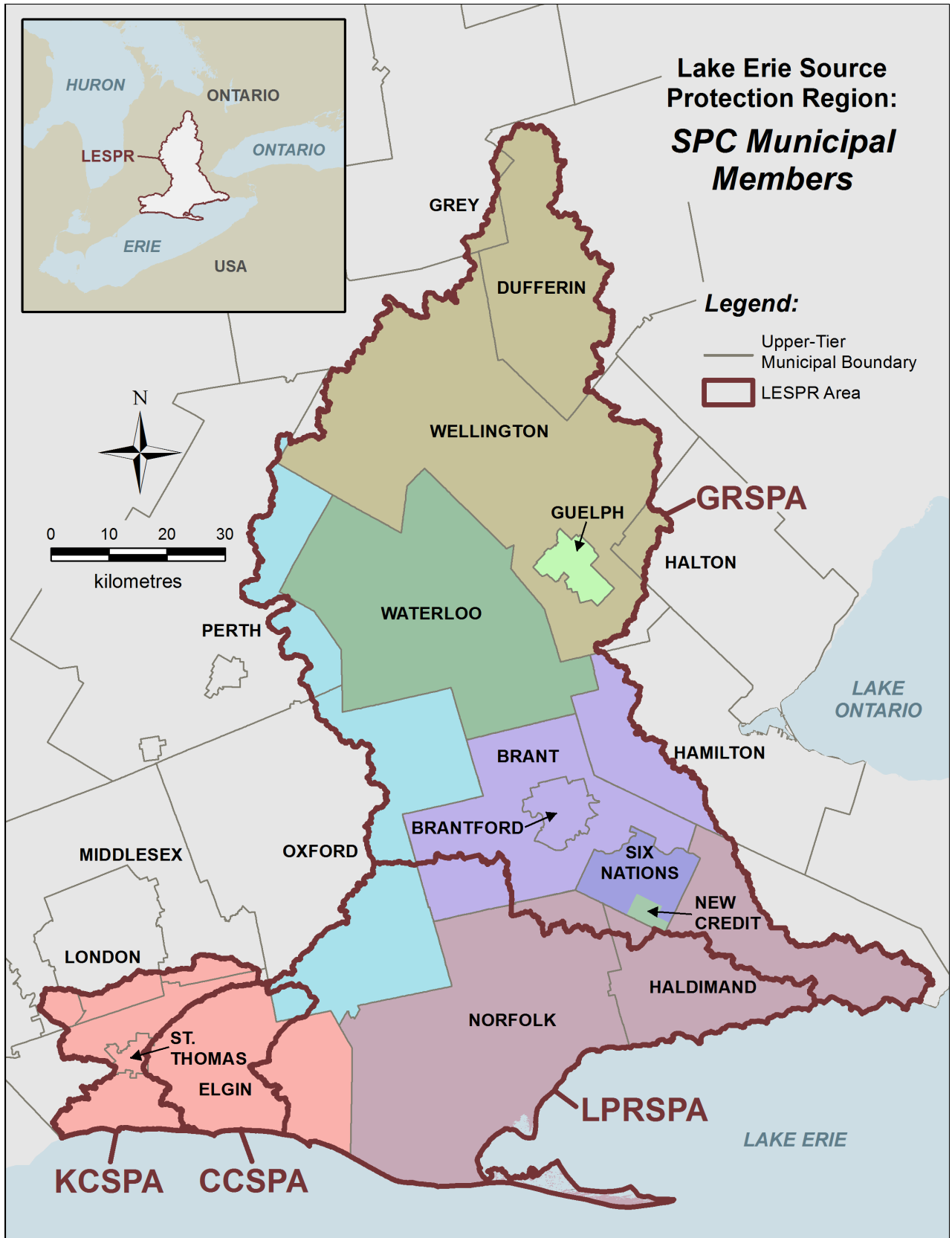
- Members of the Source Protection Committee must not be a member or employee of a conservation authority in the Lake Erie Source Protection Region
- Members of the Source Protection Committee must:
  - Reside in, own or rent property within the Lake Erie Source Protection Region.
  - Be employed or operate a business within the Lake Erie Source Protection Region.
  - Be employed by a municipality that is in the Lake Erie Source Protection Region.

## **Roles & Responsibilities**

- Participate fully and work positively in the source protection planning process.
- Act as liaisons by bringing forward common concerns from their knowledge and experience in their sector to the committee and assist in communicating the committee's work.
- Make decisions at the committee table.
- Serve on province-wide committees on special issues or participate in events, as a representative of the committee, at the request of the chair.
- Respect confidential information and abide by the process in place to safeguard confidential information.

## **Time Commitment and Remuneration**

- The Lake Erie Region Source Protection Committee meets approximately four or five times each year. Meetings are scheduled depending on workload and timelines.
- Committee members should expect to work about five days per year attending meetings and reviewing meeting materials.
- The term of appointment for each Member shall be as indicated in the Letter of Appointment, and as required by section 8 of Ontario Regulation 288/07 under the *Clean Water Act, 2006*.
- An honorarium and travel expenses will be paid at rates set by the Grand River Source Protection Authority.
- Committee meetings were held virtually during 2020–2022 due to COVID-19 pandemic health measures but may migrate to a hybrid in-person/virtual meeting model in the future. In-person meetings will occur at the Grand River Conservation Authority Head Office (400 Clyde Road, Cambridge).



**Figure 1** Map of the Lake Erie Source Protection Region



Shari Dahmer, M.Sc.  
Source Protection Program Manager  
Grand River Conservation Authority  
400 Clyde Road, PO N1R 5W6  
VIA EMAIL:  
[sdahmer@grandriver.ca](mailto:sdahmer@grandriver.ca)

Ilona Feldmann  
Source Protection Program Assistant  
Grand River Conservation Authority  
400 Clyde Road, PO N1R 5W6  
VIA EMAIL:  
[ifeldmann@grandriver.ca](mailto:ifeldmann@grandriver.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

January 10, 2023

Re: Township of Puslinch Citizen Appointment to the Source Protection Committee for the 2022-2026 Term.

Please be advised that Township of Puslinch Council, at its meeting held on December 7, 2022 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2022-389:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Puslinch Council nominate Councillor John Sepulis to the Lake Erie Source Protection Committee for the 2022-2026 term.**

**CARRIED**

Sincerely,

Courtenay Hoytfox  
Municipal Clerk



374028 6TH LINE • AMARANTH ON • L9W 0M6

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February 8, 2023

Grand River Conservation Authority  
400 Clyde Road  
Cambridge, Ontario  
N1R 5W6

SENT BY EMAIL

Shari Dahmer, M.Sc., Source Protection Program Manager  
Ilona Feldmann, Source Protection Program Assistant

**Re: Lake Erie Source Protection Committee Membership Nomination for the 2022-2026 term**

At its regular meeting of Council held on February 1, 2023, the Township of Amaranth Council made the following motion:

**Resolution #: 7**

**Moved by:** B. Metzger

**Seconded by:** G. Little

BE IT RESOLVED THAT:

Council support the resolution from the Township of Puslinch nominating John Sepulis to the Source Protection Committee for 2022-2026 term.

**CARRIED**

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.  
CAO/Clerk



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)

Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

February 8, 2023

Grand River Conservation Authority  
400 Clyde Road  
Cambridge, Ontario  
N1R 5W6

Attention: Shari Dahmer, M.Sc., Source Protection Program Manager

Attention: Ilona Feldmann, Source Protection Program Assistant

Dear Ms. Dahmer and Ms. Feldmann:

**Re: Lake Erie Source Protection Committee for the 2022-2026 Term –  
Nomination**

At the meeting of Council held on February 2, 2023, the following motion was introduced and passed:

Moved by Neilson, Seconded by Moore

**Be it resolved that:** “Township of Melancthon Council nominate Councillor John Sepulis, as the Municipal Representative for Wellington County, Halton Region, Dufferin County and Grey County on the Lake Erie Source Protection Committee for a four year term.” **Carried.**

Thank you.

Yours truly,

Denise B. Holmes, AMCT  
CAO/Clerk



## South Georgian Bay Lake Simcoe Source Protection Region

February 14, 2023

Sent via email [clerk@dufferincounty.ca](mailto:clerk@dufferincounty.ca)

Michelle Dunne  
Clerk  
County of Dufferin  
51 Zina Street  
Orangeville, ON L9W 1E5

Dear Warden and Councillors:

### **Re: Protection of raw sources of municipal drinking water through the Drinking Water Source Protection Program**

For some of you, this will be your first term on municipal Council, and your first introduction to Ontario's Drinking Water Source Protection Program.

County of Dufferin is part of the South Georgian Bay – Lake Simcoe Source Protection Region. In this Region, the Lake Simcoe Region Conservation Authority, Nottawasaga Valley Conservation Authority and Severn Sound Environmental Association work in close partnership with the South Georgian Bay – Lake Simcoe Source Protection Committee and municipalities to protect the raw sources of municipal drinking water (Attachment 1).

In this Source Protection Region, municipal drinking water is drawn from both surface water and groundwater sources. Both surface water and groundwater can become exposed to contamination, and long-term problems can develop that can be costly or even impossible to correct. There have been many lessons learned and advances made in protecting municipal drinking water sources since the Walkerton Tragedy in 2000.

The Clean Water Act is part of the multi-barrier approach to ensure clean, safe and sustainable drinking water for Ontarians, by protecting the raw sources of municipal drinking water such as lakes, rivers and aquifers. Under this legislation, the Drinking Water Source Protection Program was established, which resulted in the development of science-based assessment reports and local source protection plans by multi-stakeholder source protection committees, supported by source protection authorities. Municipalities play a large role in the implementation of the source protection plans and are a key partner.

## **Municipal Responsibilities Under the Clean Water Act**

Source protection plans require municipalities to implement policies to protect the source water for their drinking water systems. Municipal requirements: including identified vulnerable areas in Official Plan mapping, reviewing planning applications within vulnerable areas to ensure new threats to drinking water are not introduced, and negotiating Risk Management Plans with residents and businesses to manage any existing threats to drinking water. Our Source Protection Plan has been in effect since July 2015, and your staff has put procedures in place to ensure that these requirements are being met.

The Safe Drinking Water Act also requires municipalities to work with your local Source Protection Authority to add any new or expanded municipal drinking water systems to our Source Protection Plan before those systems can come into use. This is an important step to ensure that all future sources of drinking water receive the same level of protection as the ones you are currently using. When this need arises in your municipality, Source Protection Authority staff will work with staff from your municipality to ensure the work is completed, including seeking a resolution from your Council supporting the amendment.

Please find enclosed a primer on Municipal responsibilities under the Clean Water Act (Attachment 2). If there is interest, a brief presentation on the topic could be provided at a future Council meeting.

Sincerely,



Bill Thompson

Project Manager

South Georgian Bay – Lake Simcoe Source Protection Region

**Attachments: 2**

## Attachment 1 - Source Protection Region Map

The map below shows the boundaries of the South Georgian Bay Lake Simcoe Source Protection Region.





# Drinking Water Source Protection Primer: For Municipal Councillors

Your community relies on safe, sustainable drinking water. Protecting the water at its source is an important first step in the drinking water safety net.

Ontario has a comprehensive Drinking Water Source Protection Program to ensure sources of municipal drinking water are protected now and into the future. Under this program, local source protection plans developed under the Clean Water Act, 2006, are in place. These plans contain policies that protect municipal drinking water sources (water found in lakes, rivers and groundwater aquifers) from contamination and overuse.

## **Meet your statutory standard of care responsibilities**

Source protection plans require municipalities to implement policies to protect the source water for their drinking water systems. The Safe Drinking Water Act, 2002, includes a statutory standard of care (section 19) for individuals with oversight responsibilities for municipal drinking water systems, including municipal councillors.

This standard ensures that you are practicing due diligence to protect public health when making decisions that could affect drinking water. This includes a consideration of the source water characteristics as well as the risks posed to it.



Learn more at: [ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils](https://ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils).

## **Ensure source protection planning is in place**

New regulation 205/18 has been established under the Safe Drinking Water Act, 2002, to ensure that source protection planning is in place for new and changing municipal systems, before treated drinking water is provided to the public.



Review the source protection plan for your area to find out what policies are to be implemented within your municipality and what actions are being taken to protect drinking water vulnerable areas.

- Understand how **source protection plan policies** can impact building requirements. Development applications and planning or building permits may be flagged at a municipality for land use planning policies. These applications or permits often need to be reviewed by the local risk management official (RMO) before they can be submitted to the municipality. Proposed activities may require a risk management plan, or in some cases are prohibited.
- When a **risk management plan** is needed, a risk management official works with the landowners/renters to develop a plan that contains measures to protect drinking water sources. A risk management plan is only required when a property is in a vulnerable area and the activity being undertaken poses a significant level risk to drinking water sources.
- **Sewage systems** identified under the Clean Water Act as causing significant level risks to drinking water sources, are subject to mandatory inspections through the Building Code Act, 1992.
- The Drinking Water Source Protection Program does not include **individual private wells**. A private well owner needs to regularly sample their water to test its quality, and properly maintain their well to protect water sources. [The Best Practices for Source Water Protection](#) developed by the Ministry of the Environment, Conservation and Parks, provides guidance for systems not covered under Clean Water Act.

The regulation came into effect on July 1, 2018. Municipal residential drinking water system owners are now responsible for ensuring that vulnerable areas are delineated and vulnerability scores are identified before they apply for a drinking water works permit. Source protection plans must also be amended and approved prior to the treated water being supplied to the public.

Notify your local conservation authority immediately, when planning changes to your drinking water systems, or planning for a new well/intake or a new system.

### Provincial Policy Statement

Municipalities and other planning authorities must follow the Provincial Policy Statement. Section 2.2.1 mandates planning authorities to protect, improve or restore the quality and quantity of water. This includes protecting vulnerable areas associated with drinking water sources.

### Be informed

- **Your constituents** may come to you with questions about the source of their drinking water supply. Find out how drinking water source protection benefits your region, and the cost of the protection. Know how many municipal wells/surface water intakes there are, where they are located, and who they serve in your municipality. Determine these with help from your municipal staff and local conservation authority.
- **Municipalities** are responsible for implementing more than half of the policies found in source protection plans. Many of these policies are legally binding.



## What's a vulnerable area?

Drinking water source protection is based on science. Local scientific data was used to create maps that show drinking water vulnerable areas. In these areas, we need to pay attention to activities causing contamination and overuse of our municipal drinking water sources.

To find out if a property is located in a drinking water vulnerable area, search the Source Protection Information Atlas at [ontario.ca/page/source-protection](https://ontario.ca/page/source-protection).

There are four types of vulnerable areas:

**Wellhead protection areas (WHPAs)** are areas around municipal wells where the groundwater is travelling toward that well when the well is being pumped. These areas should be protected from risks to the quality and quantity of the drinking water source.

**Intake protection zones (IPZs)** are areas of land and water around surface water intakes that should be protected from risks to the quality and quantity of the drinking water source.

**Significant groundwater recharge areas (SGRAs)** are areas where a relatively high percentage of precipitation seeps into the ground to help maintain the water level in an aquifer that supplies a community or private residence with drinking water.

**Highly vulnerable aquifers (HVAs)** are areas that are particularly susceptible to contamination based on factors such as the aquifer depth underground, the soil types, soil permeability and other characteristics of the surrounding soil or rock.

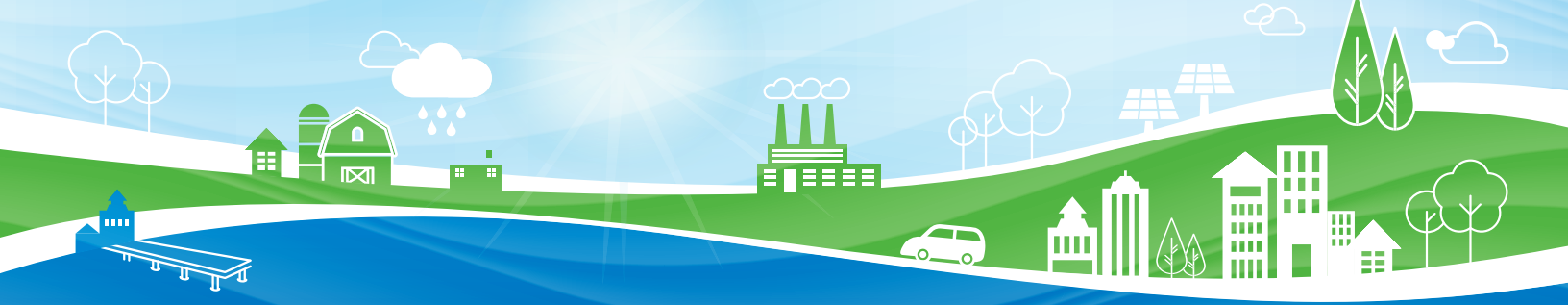
If a water quality issue is identified by source protection committees under the Clean Water Act, issue contributing areas (ICAs) can be delineated within the vulnerable areas. Examples of issues identified in Ontario include nitrate and sodium. Mandatory policies apply within issue contributing areas in order to ensure that the source water quality is protected or improved.

# Know the threats to drinking water sources

The Clean Water Act identifies activities that could pose a threat to drinking water sources under certain circumstances. These threat activities may be significant, moderate or low level risks. Identified threats include:

- Application, handling and storage of agricultural source material (such as manure), non-agricultural source material (such as biosolids), commercial fertilizer, and pesticides.
- Handling and storage of fuel, dense non-aqueous phase liquids (DNAPLs\*), and organic solvents.
- Management of aircraft de-icing chemical runoff.
- Land used for livestock grazing or pasturing, outdoor confinement areas, and farm-animal yards.
- Application, handling and storage of road salt, and storage of snow.
- The establishment, operation and maintenance of systems that collect, store, transmit, treat or dispose of sewage (such as septic systems and sewage treatment plants, stormwater management facilities).
- The establishment, operation and maintenance of waste disposal sites (such as landfills).
- Activities that take water from a water body without returning the water to the same water body.
- An activity that reduces the recharge of an aquifer.
- The establishment and operation of a liquid hydrocarbon pipeline (added in April 2018, through an amendment to the Clean Water Act).

*\*DNAPLs, or dense non-aqueous phase liquids, are a particularly hazardous group of substances that are heavier than water and are difficult to remove once they contaminate a water source.*



## Have you seen this Drinking Water Protection Zone sign?

These signs are appearing across Ontario to raise awareness about the vulnerability of our municipal drinking water sources. Governments at the local and provincial level are placing signs along roadways where a pollution spill could have a negative impact on our drinking water sources.



120 Bayview Pkwy  
Newmarket, ON L3Y 3W3  
**905-895-0716**

**DRINKING WATER**  
**SOURCE PROTECTION**  
Our Actions Matter