



**Township of East Garafraxa**  
**Council Meeting Agenda**  
**Meeting to be Held Electronically/Virtually**  
**Tuesday, April 23, 2024 at 4:00 P.M.**  
[Zoom Meeting Registration Link](#)

---

**1. Opening of Meeting**

**2. Approval of Agenda**

Recommended Motion:

BE IT RESOLVED THAT: The agenda be approved as circulated.

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

**4. Approval of Minutes**

4.1 Council Meeting Minutes

4.1.1 March 26, 2024

Recommended Motion:

BE IT RESOLVED THAT: Council do hereby adopt the minutes of the Regular Council Meeting held on March 26, 2024, as circulated.

4.1.2 April 9, 2024

Recommended Motion:

BE IT RESOLVED THAT: Council do hereby adopt the minutes of the Regular Council Meeting held on April 9, 2024, as circulated.

4.1.3 April 10, 2024

Recommended Motion:

BE IT RESOLVED THAT: Council do hereby adopt the minutes of the Special Council Meeting held on April 10, 2024, as circulated.

4.2 Business arising from Minutes

**5. Public Question Period 4:05 p.m.**

\*Questions to be sent by email to the Clerk at [clerks@eastgarafraxa.ca](mailto:clerks@eastgarafraxa.ca) no later than Monday, April 22, 2024, at noon.

**6. Delegation(s) / Presentation(s) / Petition(s)**

6.1 **4:05 p.m. Dufferin County Multicultural Foundation; Althea Alli**

6.1.1 2023 Year in Review

- 6.2      **4:15 p.m. Headwaters Health Care Centre; Kim Delahunt**
- 6.2.1    Presentation

- 6.3      **Climate Change**
- 6.3.1    Resident Correspondence dated April 12, 2024

**7. Statutory Public Meeting(s)**

Nothing at this time.

**8. Unfinished Business**

Nothing at this time.

**9. Notice of Motion(s)**

Nothing at this time.

**10. Staff / Consultant Report(s)**

- 10.1      **Planning Act Decision(s)**
- 10.1.1    Consent (Severance) Application file B3-24
  - 10.1.1.1   Fotenn Consultants Inc. Planning Report dated April 16, 2024
  - 10.1.1.2   Staff Memo dated April 17, 2024 (recommended motion is included in the memo)

- 10.2      **Budget Variance Report to March 31, 2024**
- 10.2.1    Staff Report dated April 9, 2024

Recommended Motion:  
BE IT RESOLVED THAT: The Treasurer's report be received.

**11. County of Dufferin Business**

- 11.1      **County Council Meeting(s)**
- 11.1.1    [April 11, 2024 Council Meeting Video \(YouTube\)](#)
- 11.2      **Committee Meetings Agendas – April 25, 2024**
- 11.2.1    Infrastructure and Environmental Services – 9:00 a.m.
- 11.2.2    General Government Services – 11:00 a.m.
- 11.2.3    Health & Human Services – 1:00 p.m.
- 11.2.4    Community Development and Tourism – 3:00 p.m.
- 11.3      [Dufferin County's Community Insights Workshop Series](#)
- 11.3.1    Media Release dated April 9, 2024

**12. Local Boards and Committees**

- 12.1      **Grand Valley Public Library Board**
- 12.1.1    March 20, 2024 Meeting Minutes
- 12.1.2    Annual Report 2023

**12.2 Grand Valley & District Community Centre Board**

12.2.1 March 11, 2024 Meeting Minutes

**12.3 Grand Valley & District Medical and Dental Board**

12.3.1 February 20, 2024 Meeting Minutes

12.3.2 2024 Levy Payment Schedule Resolution

12.3.2.1 2024 Levy Payment Schedule

**12.4 Grand Valley & District Fire Board**

12.4.1 Revised Draft Establishing and Regulating By-Law Correspondence

12.4.1.1 Draft By-Law (Item 16.1)

**13. General Business and Correspondence**

(Includes Municipalities within Dufferin County)

**13.1 Emergency Management**

13.1.1 2023 Compliance Results dated April 15, 2024

**14. New Business**

Nothing at this time.

**15. Closed Meeting**

Nothing at this time.

**16. By-Law(s)**

Notice of the intention to pass the following:

**16.1 Establish and Regulate the Grand Valley & District Fire Department**

Recommended Motion:

BE IT RESOLVED THAT: Leave be given to introduce a By-Law, being a By-Law to Establish & Regulate the Grand Valley & District Fire Department and to Repeal By-Law Number 19-2023, and that it be given the necessary readings and be passed and numbered 19-2024.

**17. Confirming By-Law**

Recommended Motion:

BE IT RESOLVED THAT: Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on April 23, 2024, and that it be given the necessary readings and be passed and numbered 20-2024.

**18. Adjournment**

Recommended Motion:

BE IT RESOLVED THAT: Council do now adjourn to meet again for the Regular Electronic Council Meeting on Tuesday, May 14, 2024, at 2:00 p.m., or at the call of the Chair.



**Township of East Garafraxa**  
**Electronic Council Meeting Minutes**  
**Tuesday, March 26, 2024**

---

The Council of the Township of East Garafraxa held an Electronic/Virtual Meeting of Council by video conference at 4:00 p.m. on March 26, 2024.

Members Present: Mayor Guy Gardhouse  
Deputy Mayor John Stirk  
Councillor Lenora Banfield  
Councillor Dave Halls  
Councillor Jeremy Zukowski

Staff/Consultants Present: Peter Avgoustis, CAO  
Jessica Kennedy, Clerk  
Alan Selby, Treasurer  
Shannon Peart, Administration/Clerk's Dept.  
Jennifer Maestre, Township Planning Consultant, Fotenn  
Consultants Inc. (For Items 6.1 and 8.1)

---

**1. Opening of Meeting**

Meeting called to order.

**2. Approval of Agenda**

**Resolution**

**MOVED BY HALLS, SECONDED BY BANFIELD**

**BE IT RESOLVED THAT:**

The agenda be approved as amended pursuant to the addendum.

**CARRIED**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

Deputy Mayor Stirk declared a pecuniary interest with respect to items 10.1 and 10.1.1 Consent Application B1-24 as he is the owner of the subject property.

**4. Approval of Minutes**

4.1 Council Meeting Minutes

**Resolution**

**MOVED BY HALLS, SECONDED BY ZUKOWSKI**

**BE IT RESOLVED THAT:**

The minutes of the Regular Electronic Council Meeting held March 12, 2024, be adopted as circulated.

**CARRIED**

4.2 Business arising from Minutes – None.

**5. Public Question Period**

Nothing at this time.

**6. Delegation(s) / Presentation(s) / Petition(s)**

6.1 **4:05 p.m. – Zoning By-law Amendment Z1-24 (RSSB) – 065243 County Road 3; Jim Dymont**

To provide information to the Council related to the holding provision on the Zoning By-Law Amendment Z1-24, and the mechanism to lift the hold and discuss the proposed provisions of the Site Plan Agreement.



Jim Dymont, applicant of the Site Plan Amendment Application File SPA1-24 related to the subject Zoning By-Law Amendment Application File Z1-24 was in attendance and went through the background of the lands associated with the Site Plan Agreement, the 2022 event, and the proposed Zoning By-Law Amendment application for the temporary parking.

Mr. Dymont noted the following:

- Referenced Township correspondence, following the 2022 event, noting all owned RSSB property should be considered as potential options for access points should it assist in improving traffic management and congestion/delays on the road network, if it is determined that it is a viable consideration.
- The Society's investigation into the Township's recommendation regarding use of all owned RSSB property and the rezoning of the subject lands to permit temporary parking for the annual event.
- The anticipated improved traffic management with the farm parking with the three additional entrances on the subject property.
- Proposed Zoning with Holding provisions are included to allow for monitoring this year's event. The two Holding provisions have been added to the draft zoning by-law which would allow for council to lift one hold for the 2024 event and maintain the second hold for after the event contingent on all the studies and analysis being completed based on 2024 event data.
- Discussed the steps associated with the two Holding provisions and requirements satisfying and lifting the Holding provisions in the two-step process.
- Venue Transportation Operational Plan to address traffic being reviewed and to be approved by the Township and County.
- Key changes proposed to the Site Plan Agreement, including:
  - Reducing the annual event from 3 days to 2 days per calendar year
  - Limiting the annual event to the months of July or August
  - Adding the adjacent lands, subject lands to the Zoning By-Law Amendment for temporary parking, to the Site Plan Agreement
  - Updating number of attendees to 23,000.
  - Increasing the number of volunteers.
  - Updating the security amounts held with the Township.
  - Requiring implementing Venue Transportation Operational Plan.
  - Requiring third party monitoring.
  - Requiring modifications to the Venue Transportation Operational Plan before further events.

Mr. Dymont's opinion is that these measures will allow the Township and County to review future events should the measures recommended by Stantec's special events transportation team not be sufficient for the 2024 annual event.

Jas Sandu was in attendance to answer questions.

Discussion ensued regarding implementation of an Agricultural Impact Assessment requirement in the Site Plan Agreement and ongoing responsibility for review/assessment of the agricultural lands with respect to the impacts of the temporary parking. Anticipated that holding the annual event in the months of July and August will have the least impact on the agricultural lands.

Discussion ensued regarding implementing additional Holding provisions, if necessary.

Site Plan Agreement to include two consecutive days for the annual event. Site Plan Agreement to be registered on the subject lands in addition to the main site.

Current Site Plan Agreement includes provisions for event notice to the Township.

7.     **Statutory Public Meeting(s)**

Nothing at this time.

8.     **Unfinished Business**

8.1     **Planning Act Decision**

- 8.1.1     Zoning By-law Amendment Z1-24 - 065243 County Road 3
  - 8.1.1.1     Fotenn Consultant Inc. Planning Report dated March 19, 2024

Jennfier Maestre, Township Planning Consultant, was in attendance.

Discussion ensued regarding the proposed draft By-Law and the proposed two step Holding provisions and the associated amendments to the Site Plan Agreement.

Matters that will need to be completed prior to the first Holding (H1) provision being lifted include, execution of the Site Plan Agreement, including the County of Dufferin as a party, a Venue Transportation Operation Plan (VTOP) to the satisfaction of the Township and County of Dufferin, and inclusion of a condition in the Site Plan Agreement for the review of the 2024 annual event and the Venue Transportation Operation Plan (VTOP), and that the review be used as a basis for any necessary amendments to the Site Plan Agreement or Venue Transportation Operation Plan (VTOP).

Pre-condition for the removal of the second Holding (H2) provision include, if required, any amendments to the Site Plan Agreement or Venue Transportation Operation Plan (VTOP) as identified in the review of the 2024 event, and if necessary, entering into an amended Site Plan Agreement. Should there be no amendments required to the Site Plan Agreement, the applicant can apply to lift the second Holding (H2) provision.

It was confirmed that an additional Holding provision could be implemented, if necessary, at a later date, to provide for additional measures of control.

Site Plan Agreement to include requirement for an Agricultural Impact Assessment and an ongoing responsibility for review/assessment of the agricultural lands with respect to the impacts of the temporary parking. Site Plan Agreement to include agricultural lands subject to the Zoning By-Law Amendment Application and will be registered on the lands in addition to the main site.

The Site Plan Agreement is a legally enforceable document. Conditions of the Site Plan Agreement to be reviewed annually or as appropriate.

**Resolution**  
**MOVED BY BANFIELD, SECONDED BY GARDHOUSE**  
**BE IT RESOLVED THAT:**

The Consultant Planning Report dated March 19, 2024 be received; and

That as the proposed Zoning By-law Amendment Application File Z1-24 for 065243 County Road 3, East Part of Lot 6, Concession A, is consistent with the Provincial Policy Statement (PPS) and conforms with Provincial, County and Township planning policy and standards with regards to the proposed rezoning and performance standards, and as the application represents good and orderly planning the application is approved: and

Further that Council adopt a Zoning By-law Amendment to rezone the subject lands, East Part Lot 6, Concession A, from Agricultural (A) to Agricultural Exception 16 Holding 1 (A-16-H1) and Agricultural Exception Holding 2 (A-16-H2) in accordance with the draft By-Law as presented in the report.

**CARRIED**

By-Law 15-2024 passed under item 16.1.

- 8.2       **Community Living Dufferin and Theatre Orangeville**
- 8.2.1     2023 Tax Rebate Requests
- 8.2.2     County of Dufferin By-Law 2024-10 to Provide Tax Rebates to Eligible Charities for the Years 2023 and 2024

**Resolution**  
**MOVED BY BANFIELD, SECONDED BY ZUKOWSKI**  
**BE IT RESOLVED THAT:**

Council do hereby grant a tax rebate to Community Living Dufferin, for property location 065371 Dufferin County Road 3, Concession B, East Part Lot 6, in the amount \$10,120.87, which represents 100% of the Township residential portion of taxes levied for 2023;

And further that Council grant a tax rebate to Community Living Dufferin, for the subject property, with respect to commercial taxes levied regarding Theatre Orangeville (tenant) in the amount of \$15,854.09 which represents 100% of the commercial taxes, being Township of East Garafraxa, County and Education, portion of taxes levied for 2023, pursuant to County of Dufferin By-Law 2024-10 being a By-Law to provide Property Tax Rebates to Eligible Charities for the Years 2023 and 2024.

**CARRIED**

**9.       Notice of Motion(s)**

Nothing at this time.

**10.     Staff / Consultant Report(s)**

Deputy Mayor Stirk left the meeting at 5:14 p.m. due to his declared pecuniary interest.

- 10.1       **Planning Act Decision(s)**
- 10.1.1     Consent Application B1-24; 351452 17<sup>th</sup> Line
  - 10.1.1.1     Fotenn Consultant Inc. Planning Report dated March 19, 2024
  - 10.1.1.2     Staff Memo Conditions of Approval dated March 21, 2024

**Resolution**  
**MOVED BY BANFIELD, SECONDED BY HALLS**  
**BE IT RESOLVED THAT:**

The Consultant Planning Report dated March 19, 2024 be received;

And further that Consent Application B1-24 by applicant Nathan Stirk, owner John Stirk for consent to sever approximately 24.3 hectares (60.0 ac.) from 351452 17th Line, Concession 17, Pt Lot 8, 7R-2020 Parts 1 to 4, be approved, subject to following conditions:

1.	Payment of Park dedication in the amount of \$1,500.00.
2.	Payment of any taxes, as of the date of the issuance of the Certificate of Clerk, with respect to the property that is subject to the application.
3.	Conservation Authority Approval for the severed and retained parcels.
4.	Entrance approval from the appropriate road authority required for the severed parcel.
5.	Minimum Distance Separation (MDS) review for potential future residential development, demonstrating a building envelope for the severed parcel.
6.	County of Dufferin Building Department Septic Approval/Lot Suitability required for the severed parcel.
7.	Plan of Survey – Digital and Paper format required for the severed and retained parcels. A copy of the draft plan shall be circulated to the Township for review prior to registration.
8.	Consent Agreement to be registered on title on the severed and retained parcels.
9.	Consent Agreement to include requirement for fencing around boundaries of the severed parcel, with exception of road frontage, when required by adjacent landowner.
10.	Road widening required on the severed and retained parcels.
11.	Road widening shall be conveyed to the appropriate road authority, in accordance with applicable road authority policies.
12.	If road widening has been obtained at an earlier date, condition would not apply.
13.	Any unregistered road widenings to be deeded to the Township or appropriate road authority.
14.	That any road widenings, easements, survey cost, legal cost and any other transaction pertaining to this application shall be borne by the applicant.
15.	Certificate of Title to be supplied, showing no encumbrances on the land for road widening purposes.
16.	That all conditions be fulfilled and certificate of clerk issued within two years of the date of Notice of Decision was given, failing to do so will cause the application to be null and void.

REASON(S) FOR APPROVAL: In conformity with Official Plan policies.  
**CARRIED**

Deputy Mayor Stirk returned to the meeting at 5:18 p.m.

- 10.2
- 10.2.1
- Heavy Truck By-Law Review**  
Clerk Verbal Update

Jessica Kennedy, Clerk, provided an update on the review of the Township heavy truck regulating by-law. The Dufferin Ontario Provincial Police (O.P.P.)

initiated a review of the municipal by-laws in Dufferin County with the intent to obtain consistency between the municipalities regarding definition and gross vehicle weight to assist O.P.P. Officers with enforcement. The draft by-law will include an exemption for agricultural vehicles as per previous Council direction. It is anticipated that the draft by-law will be presented to Council within the next few months.

- 10.3

**Community Hall Rental Reimbursement Policy**
- 10.3.1

Staff Report dated March 14, 2024
- Resolution**  
**MOVED BY HALLS, SECONDED BY BANFIELD**  
**BE IT RESOLVED THAT:**  
Council receive the Community Space Rental Reimbursement Policy report;  
and  
  
That Council adopt the Policy as presented; and  
  
That Council reviews this policy as part of the 2025 Budget cycle.

CARRIED
- Resolution**  
**MOVED BY STIRK , SECONDED BY HALLS**  
**BE IT RESOLVED THAT:**  
Council approve the 2024 Water System Budget.

CARRIED
- 10.4

**ADDENDUM – Integrity Commissioner Procurement/Recruitment**
- 10.4.1

Clerk Verbal Update
- Jessica Kennedy, Clerk, provided an update on the recruitment of an Integrity Commissioner. The Township will be participating in the recruitment process along with the County of Dufferin and the Town of Orangeville. The recruitment process differs from the procurement Request for Proposal process that was previously conducted. It is anticipated that this recruitment process will allow more Integrity Commissioners to apply.
11.

**County of Dufferin Business**
- 11.1

**County Council Meeting(s)**
- 11.1.1

[March 14, 2024 County Council Statutory Public Meeting Video \(YouTube\)](#)
- 11.1.2

[March 14, 2024 County Council Meeting Video \(YouTube\)](#)
- 11.2

**[Committee Meetings Agendas – March 28, 2024](#)**
- 11.2.1

Infrastructure and Environmental Services – 9:00 a.m.
- 11.2.2

General Government Services – 11:00 a.m.
- 11.2.3

Health & Human Services – 1:00 p.m.
- 11.2.4

Community Development and Tourism – 3:00 p.m.
- 11.3

**Dufferin County Road 109/2nd Line Realignment MCEA Study**
- 11.3.1

Notice of Completion dated March 21, 2024
12.

**Local Boards and Committees**
- 12.1

**Grand Valley & District Community Centre**
- 12.1.1

January 31, 2024 Meeting Minutes
- 12.1.2

2024 Budget (Approved)

**Resolution**  
**MOVED BY ZUKOWSKI, SECONDED BY HALLS**  
**BE IT RESOLVED THAT:**  
Council do hereby support the Grand Valley & District Community Centre Board 2024 Approved Budget as presented, in the amount of \$688,822.00; East Garafraxa’s portion being \$45,814.00.

**CARRIED**

- 12.2      **Grand River Conservation Authority (GRCA)**
- 12.2.1    Legislative and Regulatory Changes Affecting GRCA Development Permitting – Effective April 1, 2024

**13.      General Business and Correspondence**  
(Includes Municipalities within Dufferin County)

- 13.1      **Township of Amaranth**
- 13.1.1    Highway 413 Resolution
- 13.1.2    Operational Budget Funding Resolution
- 13.2      **Town of Shelburne**
- 13.2.1    Notice of Completion – Increased Capacity of the Town’s Water Pollution Control Plant (WPCP)
- 13.3      **Ministry of the Environment, Conservation and Parks**
- 13.3.1    Updated Source Protection Assessment Reports letter dated February 29, 2024
- 13.4      **Official Plan Designation and Zoning**
- 13.4.1    East Garafraxa Resident Letter dated March 18, 2024
- 13.4.2    East Garafraxa Resident Letter dated February 28, 2024

Township Development Planning Consultants, Planscape, to review and provide a response to the residents.

**14.      New Business**

- 14.1      **ADDENDUM – Emergency Management Annual Exercise**
- 14.1.1    April 12, 2024, Monora Park Pavilion (Wildfire Workshop)

Session is mandatory for the Township Emergency Control Group Members.

**15.      Closed Meeting – 5:32 p.m. to 6:26 p.m.**

Shannon Peart, Administration/Clerk’s Dept. left the meeting prior to the Closed Meeting and did not return.

**Resolution**  
**MOVED BY HALLS, SECONDED BY BANFIELD**  
**BE IT RESOLVED THAT:**  
Council do hereby move to into Closed Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s):

- 15.1      **By-Law Enforcement Matter(s)**
- Litigation or potential ligation, including matters before administrative tribunals; and
- Personal matters about an identifiable individual, including municipal or local board employees.
- 15.2      **Closed Meeting Minutes for February 13, 2024 (#1 and #2) and**

February 27, 2024

CARRIED

**Resolution**  
**MOVED BY BANFIELD, SECONDED BY ZUKOWSKI**  
**BE IT RESOLVED THAT:**  
Council do hereby resume regular business in open session.

CARRIED

16. By-Law(s)

16.1 Zoning By-Law Amendment (file Z1-24 - RSSB)

Discussions took place under items 6.1 and 8.1.1.

**Resolution**  
**MOVED BY BANFIELD, SECONDED BY STIRK**  
**BE IT RESOLVED THAT**  
Leave be given to introduce a By-Law, being a By-Law to further amend Zoning By-Law 60-2004, as amended, to the lands municipally known as 065243 Dufferin County Road 3, within the Township of East Garafraxa, and that it be given the necessary readings and be passed and numbered 15-2024.

CARRIED

17. Confirming By-Law

**Resolution**  
**MOVED BY ZUKOWSKI, SECONDED BY HALLS**  
**BE IT RESOLVED THAT:**  
Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on March 26, 2024, and that it be given the necessary readings and be passed and numbered 16-2024.

CARRIED

18. Adjournment

**Resolution**  
**MOVED BY BANFIELD, SECONDED BY STIRK**  
**BE IT RESOLVED THAT:**  
Council do now adjourn to meet again for the Regular Electronic Council Meeting on Tuesday, April 9, 2024, at 2:00 p.m., or at the call of the Chair.

CARRIED



**Township of East Garafraxa**  
**Electronic Council Meeting Minutes**  
**Tuesday, April 9, 2024**

---

The Council of the Township of East Garafraxa held an Electronic/Virtual Meeting of Council by video conference at 2:00 p.m. on April 9, 2024.

Members Present: Mayor Guy Gardhouse  
Deputy Mayor John Stirk  
Councillor Lenora Banfield  
Councillor Dave Halls  
Councillor Jeremy Zukowski

Staff/Consultants Present: Peter Avgoustis, CAO  
Jessica Kennedy, Clerk  
Alan Selby, Treasurer  
Dave Knight, Director of Public Works  
Shannon Peart, Administration/Clerk's Dept.  
Jennifer Maestre, Township Planning Consultant, Fotenn  
Consultants Inc. (For item 7)

---

**1. Opening of Meeting**

Meeting called to order.

**2. Approval of Agenda**

**Resolution**

**MOVED BY BANFIELD, SECONDED BY HALLS**  
**BE IT RESOLVED THAT**

The agenda be approved as circulated.

**CARRIED**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

Nothing at this time.

**4. Approval of Minutes**

4.1 Council Meeting Minutes

Nothing at this time.

4.2 Business arising from Minutes – None.

**5. Public Question Period**

Nothing at this time.

**6. Delegation(s) / Presentation(s) / Petition(s)**

**6.1 Proclamation**

6.1.1 Headwaters Communities in Action National Volunteer Week April 14-20, 2024

Mayor Gardhouse, on behalf of Council, proclaimed April 14-20, 2024 as National Volunteer Week.

**6.2 Orton Community Association**

6.2.1 Fence Installation at Orton Community Park Letter Dated March 28, 2024



Discussion ensued regarding the request and potential liability matters with respect to volunteers constructing the fence. Staff directed to report back to Council on managing the project and including the costs in the 2024 budget.

Discussion ensued regarding Township volunteers. Staff directed to look into creating a volunteer program.

**6.3 Wounded Warriors Canada**

**6.3.1 Sponsorship Request – Ontario Edition of Canadian Military History**

Council will not be moving forward with the request at this time.

**7. Statutory Public Meeting(s) – 4:00 p.m.**

A recess was held from 2:43 p.m. to 3:55 p.m. Dave Knight, Director of Public Works and Alan Selby, Treasurer left the meeting at the recess and did not return to the meeting.

**Resolution**

**MOVED BY ZUKOWSKI, SECONDED BY BANFIELD  
BE IT RESOLVED THAT**

Council do now hold a Statutory Public Meeting pursuant to the Planning Act, R.S.O. 1990, c. P.13, to consider the following application(s):

Consent Application B3-24 by applicant/owner Ken DeGrace for property location 072574 10th Line, Concession 10, Part Lots 19 and 20.

**CARRIED**

Mayor Gardhouse read a statement on how to provide oral and/or written comments on the application.

**7.1 Consent Application B3-24; 072574 10th Line**

**7.1.1 Notice of Complete Application and Public Meeting**

**7.1.2 Fotenn Consulting Inc. Presentation**

Jennifer Maestre, Township Planning Consultant, was in attendance and went over the PowerPoint presentation. The purpose of the application is to sever a surplus farm dwelling an area of 0.5 ha/1.3 ac from an existing 60.1 ha/ 148.5 ac site zoned Agricultural (A). The retained lands will be 59.6 ha/ 147.2 ac. Severed lands will include the existing dwelling and accessory buildings. The property is designated Agricultural under the Township Official Plan and zoned Agricultural (A) under Township Zoning By-Law 60-2004, as amended. Noted the documents submitted in support of the application, discussed the circulation in accordance with the Planning Act and provided next steps and anticipated decision date of April 23, 2024.

Comments were received from R.J. Burnside and Associates Limited, County of Dufferin Building Service and Planning Division and Grand River Conservation Authority. Comments were also received from an area resident with respect to constructing a dwelling on the retained lands and the potential MDS impact on their farm operation/buildings. It was noted that a requirement of an approval of a surplus dwelling severance is to rezone the retained farm/agricultural lands to prohibit residential development/dwellings.

The applicant was in attendance. There were no public questions.

**Resolution**

**MOVED BY STIRK , SECONDED BY ZUKOWSKI**

**BE IT RESOLVED THAT**

Council do hereby adjourn the Public Meeting and resume regular business.

**CARRIED**

**8. Unfinished Business**

Nothing at this time.

**9. Notice of Motion(s)**

Nothing at this time.

**10. Staff / Consultant Report(s)**

**10.1 2023 Suppliers Payment List**

10.1.1 Staff Report dated April 9, 2024

**Resolution**

**MOVED BY STIRK , SECONDED BY HALLS**

**BE IT RESOLVED THAT:**

Council receives the 2023 Suppliers Payment List for information.

**CARRIED**

**10.2 Ministry of the Environment, Conservation and Parks**

10.2.1 Marsville Drinking Water System Inspection Report dated April 4, 2024

**Resolution**

**MOVED BY HALLS, SECONDED BY ZUKOWSKI**

**BE IT RESOLVED THAT:**

Council receives the Marsville Drinking Water System Inspection Report dated April 4, 2024 for information and to be posted on the Township's website.

**CARRIED**

**11. County of Dufferin Business**

**11.1 County Council Meeting(s)**

11.1.1 [April 11, 2024 County Council Meeting](#)

11.1.2 [March 14, 2024 Council Meeting Video \(YouTube\)](#)

**11.2 Official Plan Amendment No. 4**

11.2.1 Notice of Passing of By-Law 2024-14 dated March 26, 2024

Discussion ensued regarding the Township's employment lands in the Farmington area. To be confirmed that the employment lands were included in the submission to the Ministry.

**12. Local Boards and Committees**

**12.1 Grand Valley Public Library Board**

12.1.1 February 14, 2024 Meeting Minutes

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

12.2.1 Summary of General Meeting – March 22, 2024

**12.3 Public Health Wellington Dufferin Guelph**

12.3.1 Approval and Assistance with West Nile Larvicide Program

For information. Annual letters that the Township sign to authorize the Public Health Unit to conduct the larvicide program in the Township.

13.    **General Business and Correspondence**  
      (Includes Municipalities within Dufferin County)

- 13.1       **Town of Orangeville**  
13.1.1     Canada Carbon Rebate (CCR)
- 13.2       **Town of Shelburne**  
13.2.1     Eradicating Islamophobia and Antisemitism
- 13.3       **Township of Melancthon**  
13.3.1     Amendment to the Occupational Health and Safety Act to Clarify the Definition of Employer

14.    **New Business**  
  
      Nothing at this time.

15.    **Closed Meeting**  
  
      Nothing at this time.

16.    **By-Law(s)**  
  
      Nothing at this time.

17.    **Confirming By-Law**  
  
      **Resolution**  
      **MOVED BY BANFIELD, SECONDED BY HALLS**  
      **BE IT RESOLVED THAT**  
      Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on April 9, 2024, and that it be given the necessary readings and be passed and numbered 17-2024.

CARRIED

18.    **Adjournment**  
  
      **Resolution**  
      **MOVED BY STIRK , SECONDED BY ZUKOWSKI**  
      **BE IT RESOLVED THAT**  
      Council do now adjourn to meet again for the Special Council Meeting on April 10, 2024, at 4:00 p.m. and the Regular Electronic Council Meeting on Tuesday, April 23, 2024, at 4:00 p.m., or at the call of the Chair.

CARRIED



**Township of East Garafraxa**  
**Special Council Meeting Minutes**  
**Strategic Planning Session**  
**065371 Dufferin County Road 3, Unit 2, East**  
**Garafraxa, ON L9W 7J8 (in-person)**  
**Wednesday, April 10, 2024 at 4:00 p.m.**

---

The Council of the Township of East Garafraxa held a Special Meeting of Council (in-person) in the Council Chambers at the Township Administration office, 065371 Dufferin County Road 3, Unit 2, East Garafraxa, at 4:00 p.m. on April 10, 2024.

Members Present: Mayor Guy Gardhouse  
Deputy Mayor John Stirk  
Councillor Lenora Banfield  
Councillor Dave Halls  
Councillor Jeremy Zukowski

Staff/Consultants Present: Peter Avgoustis, CAO (Acting Clerk)

---

Peter Avgoustis, CAO, was the Acting Clerk for the purpose of the April 10, 2024 Special Meeting.

**1. Opening of Meeting**

Meeting called to order.

**2. Approval of Agenda**

**Resolution**

**MOVED BY BANFIELD, SECONDED BY HALLS**

**BE IT RESOLVED THAT**

The agenda be approved as circulated.

**CARRIED**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

Nothing at this time.

A recess was held from 4:05 p.m. to 4:35 p.m.

**4. Closed Meeting – 4:35 p.m. to 7:45 p.m.**

**Resolution**

**MOVED BY BANFIELD, SECONDED BY ZUKOWSKI**

**BE IT RESOLVED THAT:**

A Closed Meeting of Council be held pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s):

**4.1 Strategic Planning/Priorities Session**

Personal matters about an identifiable individual, including municipal or local board employees; and

Labour relations or employee negotiations; and

A proposed or pending acquisition or disposition of land by the municipality or local board; and

Education and training.

**CARRIED**

Councillor Zukowski left during the Closed Meeting and did not return to the open session of the Council meeting.

**Resolution**  
**MOVED BY HALLS, SECONDED BY STIRK**  
**BE IT RESOLVED THAT**

Council do hereby resume regular business in open session. Staff instructed in accordance with the Closed Meeting discussions.

**CARRIED**

**5. Confirming By-Law**

**Resolution**  
**MOVED BY BANFIELD, SECONDED BY HALLS**  
**BE IT RESOLVED THAT**

Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on April 10, 2024, and that it be given the necessary readings and be passed and numbered 18-2024.

**CARRIED**

**6. Adjournment**

**Resolution**  
**MOVED BY STIRK , SECONDED BY BANFIELD**  
**BE IT RESOLVED THAT**

Council do now adjourn to meet again for the Regular Electronic Council Meeting on Tuesday, April 23, 2024, at 4:00 p.m., or at the call of the Chair.

**CARRIED**

---

Clerk

---

Head of Council

2023

# The News

Dufferin County Multicultural Foundation



PHOTO: 2023 MULTICULTURAL EVENT

## Slogan

Unity in Diversity

## Vision

Building a stronger and more empowered diverse community

## Mission

- Breaking barriers of communication through education
- Building and connecting communities
- Providing businesses the opportunity to meet the community's cultural needs
- Educating youth on different cultures of the world and offering them the opportunity to express their creativity through arts and entertainment
- Assisting with opportunities for future growth
- Spreading a positive message of diversity, inclusion, equity and equality

## The history of our foundation

The Multicultural Event is designed to promote diversity, inclusion, equity and equality in our community.

The event has a proven track record of bringing communities closer together through arts, entertainment, food and spreading a positive message!



PHOTO: 2023 MULTICULTURAL ART SHOW



DUFFERIN COUNTY  
**MULTICULTURAL**  
FOUNDATION

We are a non-profit organization serving communities in promoting diversity, inclusion equity and equality.

## Highlights

2023 Multicultural Event and Unity In Diversity Multicultural Art Show

A Year in Review: Our Wins and Milestones

Creating a culture of learning

Our Accomplishments throughout the years



# A Year in Review: Our Wins and Milestones



## 2023

This is our 6th year hosting the Multicultural Event. We are proud to be able to celebrate the different cultures of Dufferin/Caledon.

This year we held a 2 day event with a variety of performances, sports & food from Dufferin County and beyond. The event showcased the Sikh and Muslim community, performances from the Scottish and Irish, Caribbean, South Asian and African cultures, We held education sessions on the game of cricket, Caribbean steel pan and African drumming.

We were excited to be able to offer a market at the event. The market has a variety of cultural businesses and services who supported the Dufferin/Caledon community.

### Unity In Diversity Multicultural Art Show

The event featured artists from across Ontario. Artists created a pieces of artwork that represented their heritage and/or culture. Each artist artwork represent the spirit of multiculturalism and/or the theme of "Unity in Diversity".

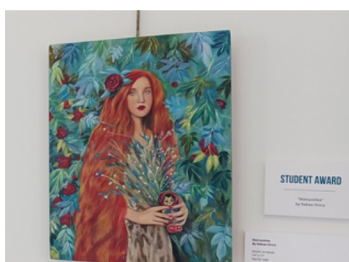
The event was held in partnership with the Museum of Dufferin (MoD), where the art and culture of the community is still being displayed.

### Multicultural Flag Raising and Proclamation

Dufferin County Townships and Caledon proclaimed June 27th Multicultural Day in Dufferin County raising the Unity in Diversity flag.

### Thank you to our volunteers!

Thank you to our volunteers, partners, sponsors, political leaders, the Dufferin-Caledon community and beyond for your amazing support throughout the years.







2023

# CREATING A CULTURE OF LEARNING

DUFFERIN COUNTY  
MULTICULTURAL  
FOUNDATION



This year we held the following workshop and activities:

- Recognition of various cultural and religious days throughout the year
- Multicultural Unity In Diversity flag raising and proclamation in townships in Dufferin County and Caledon
- Multicultural event
- Pizza Garden - Planting workshop - Families/Youths will have the opportunity to learn how to plant and grow a garden. At the end of the season families harvest the crops and created cultural dishes.
- Winter Sowing workshop in partnership with the Shelburne Library and the Shelburne & District Horticultural Society

Community initiatives we supported:

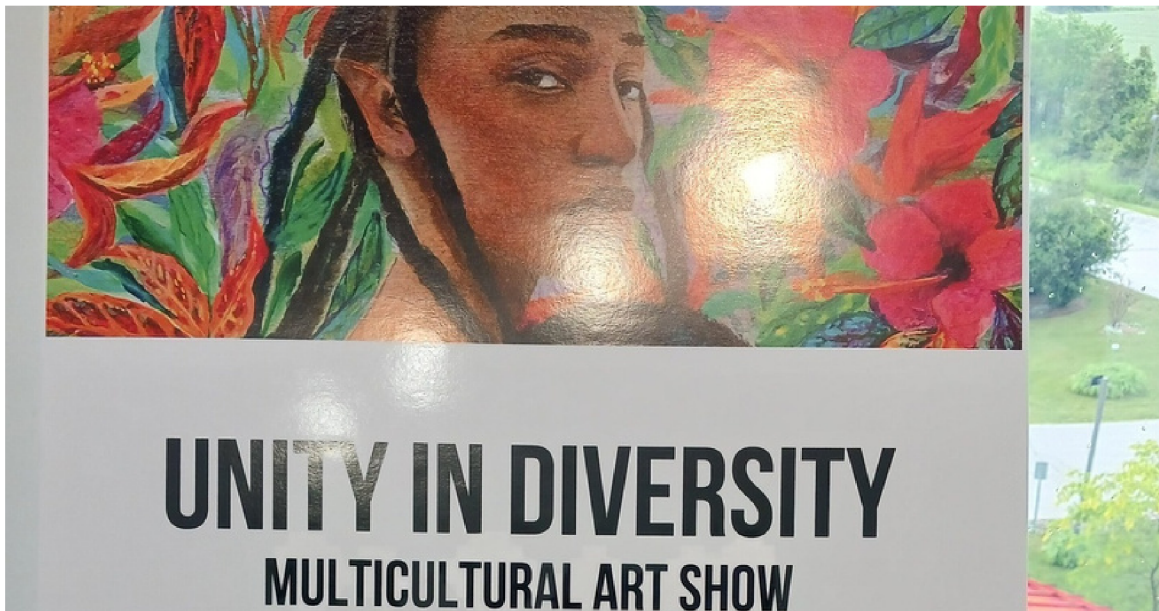
- Sikh Heritage Month flag raising
- Dufferin County Cultural Resource Circle - Memorial Walk for Residential Schools - Honoring and remembering the children of residential schools, the survivors and those who did not make it home.
- Remembrance day ceremony





## REQUEST

- We are asking for your support of the Foundation.
  - A donation of \$300
  - Your logo will be placed on our website with a clickable link to the Town's website.
  - Sponsor of the Multicultural Event
- Our event be listed and shared on your social media, website and event calendar
- Our logo with a clickable to our website be share on your website
- Proclaim June 27th as Multicultural Day
- Raise the Unity In Diversity flag for the month of June



# Township of East Garafraxa Delegation

**Kim Delahunt, President & CEO, Headwaters Health Care Centre**

April 23, 2024

OUR VISION: **ONE COMMUNITY, CARING TOGETHER.**

OUR PURPOSE: **PROVIDE EXCELLENT CARE, CLOSE TO HOME.**



### Empower Our People

- Attract, retain, and recognize our people
- Focus on an engaged, inclusive, safe and healthy workplace
- Enable teams to deliver high quality care with tools and resources

### Get Even Better

- Use timely, evidence and data-based analysis to support decision making and enhance equitable access to care
- Advance digital health opportunities
- Continue to build for the future of our facility

### Deliver Patient Centred Quality Care

- Listen to patients and families to support what's most important to them
- Build a safe, quality driven, continuous improvement culture following best practice guidelines
- Ensure population health measures inform our approach to decisions
- Promote health equity, ensuring inclusion and diversity are respected and achieved



### Connect Through Partnerships

- Lead and pursue meaningful partnerships that extend our capability to support seamless, equitable and timely access to care
- Strengthen our academic partnerships
- Grow opportunities for training and development
- Use technology to enhance efficiency, safety and care

OUR FUNDAMENTALS: **Diversity, Equity & Inclusion • Safe & Healthy Environment • Technology & Innovation**

## OUR STRATEGIC DIRECTIONS

Our Strategic Directions reflect the reality of delivering health care in an ever-evolving environment. They are the foundation to achieving success over the next five years.

### Empower Our People

Our team is invaluable. Empowering and investing in the development, well-being, safety, and support of our people is paramount to ensure a high performing and sustainable workplace environment that delivers the best care for our patients and communities.

- Attract, retain, and recognize our people
- Focus on an engaged, inclusive, safe and healthy workplace
- Enable teams to deliver high quality care with tools and resources

### Get Even Better

Continually improving systems, processes and our facility is fundamental to achieving our commitments, delivering a consistent patient experience, and ensuring operational excellence. We have a responsibility to ensure our performance meets the needs of our patients and community.

- Use timely, evidence and data-based analysis to support decision making and enhance equitable access to care
- Advance digital health opportunities
- Continue to build for the future of our facility

### Deliver Patient Centred Quality Care

Pursuing continuous quality improvement is fundamental to achieving our commitments and delivering excellent patient care and experiences. Through a relentless focus on quality and safety, we will deliver quality care to be proud of.

- Listen to patients, families and caregivers to support what's most important to them
- Build a safe, quality driven, continuous improvement culture following best practice guidelines
- Ensure population health measures inform our approach to decisions
- Promote health equity, ensuring inclusion and diversity are respected and achieved

### Connect Through Partnerships

Ongoing success and innovation includes collaboration and support from and with system partners. Together, we can achieve more to support delivery of the best care to our communities.

- Lead and pursue meaningful partnerships that extend our capability to support seamless, equitable and timely access to care
- Strengthen our academic partnerships
- Grow opportunities for training and development
- Use technology to enhance efficiency, safety and care

### By 2029 we will:

- Be a workplace of choice for proud healthcare professionals and supporting staff
- Set and achieve job vacancy and retention rate targets that meet or exceed industry benchmarks
- Be implementing multi-year recruitment, education and retention plans
- Be working towards training targets set to ensure psychological health and safety within the workplace
- Ensure our teams more strongly reflect the community we serve

- Complete a stage 1.2 and begin a stage 1.3 Ministry of Health proposal supporting renovations and expansions to our hospital
- Be using enhanced clinical tools that are improving safety and efficiency of clinical operations with targeted adoption rates
- Achieve initial targets supporting a reduction in plant emissions as part of ongoing environmental sustainability measures
- Support an optimized health information system that includes use by community partners
- Be using 20% more virtual applications and digital platforms

- Reach top 75<sup>th</sup> percentile in Ontario Qualtrics patient satisfaction measures
- Increase patient safety culture survey rates by 10% compared to 2024
- Achieve outcomes identified in our five year clinical priority plan
- Reach a 25 member strong Patient Family Advisory Partnership, embedding members in all key organizational initiatives or program developments
- Have developed measures and demonstrate progress in care as part of our DEI fundamental commitment

- Have an increase in the number of students and medical residents at the hospital
- Reduce re-admission rates for our senior population through seamless care with our Ontario Health Team partners
- Have expanded our partnerships for access to more health and social care
- Have more timely information and data to support enhanced communications with our patients and their healthcare team



# Our Values

Our values are more than just words, they define and connect us. Our values will enable us to meet our full potential and will guide us in how we work, how we behave and how we relate to our patients, families and to one another. Our values are how we show our commitment to our vision and purpose.



## Kindness

- We show compassion, care and empathy
- We encourage each other
- We care for one another
- We see the person in every patient



## Accountability

- We take personal responsibility for our actions and decisions
- We learn from our mistakes
- We set clear expectations for ourselves and each other
- We are transparent



## Respect

- We understand interactions start with listening
- We are open, honest and act with integrity
- We treat all individuals with dignity
- We embrace diversity of people, opinions and perspectives



## Teamwork

- We inspire each other to be the best we can be
- We come together to solve problems and celebrate success
- We appreciate each other's abilities and use the strength of us all
- We are better together

# Our Fundamentals

Our fundamentals are our commitment to basic principles that we want Headwaters' to be known for and what we expect to provide for our patients, families, and one another. They are important principles upon which our strategic plan can depend.

## Diversity, Equity & Inclusion

Everyone has the right to be treated fairly and respectfully. We embrace and respect the needs of all individuals and listen to and consider the voices of others.

## Safe & Healthy Environment

Cultivating a safe and healthy workplace, from the physical to the psychosocial elements, is an essential responsibility and commitment that we all pledge.

## Technology & Innovation

We will leverage technology and innovation through research, data and analytics, leading practice protocols, user experience and information integration leading to better outcomes.

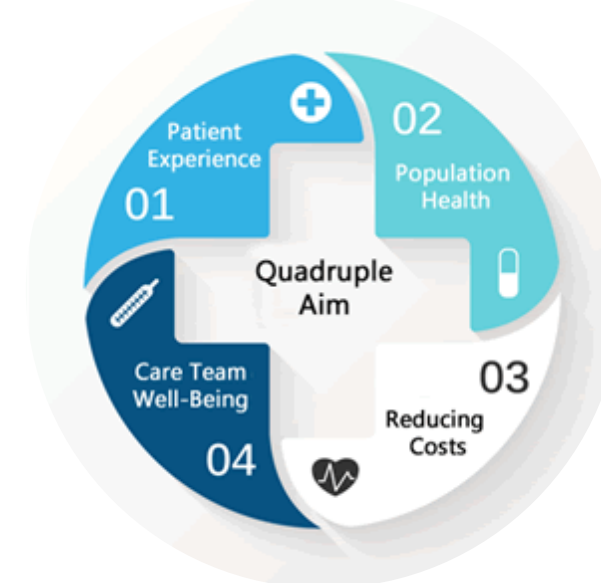
## Our Proudest Accomplishment



# Clinical Priority Plan (CPP)

**Launched in 2023, the CPP is a Clinical Action Plan that:**


- Identifies the overarching clinical priorities and areas of focus for HHCC (“Who do we want to be?”) for the next 5 years
- This is aligned to the Quadruple Aim framework
- It lays the foundation for Strategic Directions renewal in 2024.
- The CPP is on our website under [who we are](#)






# Clinical Priority Plan, Year 1 Outcomes

## Obstetrics

 **90%** of all Maternal Newborn Child Youth Network Obstetrical review best practice recommendations implemented

 **24hr Physician On Call**  
model of care supporting enhanced pt care, engagement, reduced risk

**100%**  
1:1 nurse / patient ratio for all continuous electronic fetal monitoring.

## Pediatrics


 **Peds Urgent Care Clinic**  
Implemented, over 300 pts. seen since Sept. 2023


 **4**  
Fully funded pediatricians

 **1**  
Department of Pediatrics created

## Geriatrics

 **1<sup>st</sup> Geriatric Physician**  
Hired, driving a deeper focus on geriatric needs

 **Established**  
Direct referrals now being seen through new geriatric consult service

 **30**  
ALC patients referred to the Headwaters2Home program to date.

## Mental Health & Substance Use

 **1<sup>st</sup> Hospital Based Psychiatrist**  
Recruitment underway, supporting community & hospital


 **100%**  
Mobile Mental Health Crisis Response Team funding approved providing 7 day/wk. coverage

 **100%**  
Permanent relocation of mental health inpatients to a specific inpatient wing.

## Emergency

 **Clinical Decision Unit**  
Implemented in Dec 2023 to improve patient flow.

 **81%**  
of patients rated their overall ED experience at 7 or higher, out of 10

 **50%**  
reduction in door to ECG time for chest pain patients

## Clinical Priority Plan – Priority Area Successes

Emergency	Mental Health	Geriatrics	Obstetrics	Pediatrics
Completed pre-capital submission to Ontario Health	Funded Mobile Mental Health Crisis Response Team 7 days/week	Explored options to support geriatric clinic	Implemented enhanced staffing model of care	Create Department of Pediatrics
Expanded Sexual Assault Domestic Violence response 24x7	Expanded crisis worker support in Emergency Department, 7 days/week	Created Integrated Care Advisory Group with Hills of Headwaters Collaborative Ontario Health Team.	Updated all level of care documentation	Restarted and expanded Pediatric Urgent Clinic
Chest Pain process review & reduced ECG to door to improve patient outcomes	Mental Health inpatients co-located on one wing for improved patient & staff experience.	Recruited geriatric physician	Implemented dedicated unit educator	Completed enhanced pediatric nursing training
Dedicated patient experience surveys	Ongoing access & advocacy for psychiatry beds	Initiated geriatric direct referrals	Implemented physician 24hr call model	
Implemented patient wait time clock online + in the ED.	Collaborate with Hills of Headwaters Collaborative Ontario Health Team on physician recruitment task force	Implemented Headwaters 2 Home program with Bayshore Healthcare's Integrated Health Care Solutions division	Began William Olser Health System level of care discussions	
Implemented Clinical Decision Unit – a short stay unit	Waypoint partnership for mental health outpatient consultation	Implement Behavioural Support role with the Alzheimer's Society	Implemented Workstations on Wheels (WoWs)	

# Snapshot of Our Successes

Our team continued to deliver other significant accomplishments over the FY23-24 period.

Patient Experience	People & Culture	Planning & Strategy	Internal Systems & Processes	Community & Care Partners
Introduced new radical prostatectomy cancer procedure	Ontario Health Central West Regional Cancer program training in oncology & palliative care for nursing staff	Additional 13 beds permanently funded	Received Exemplary standing from Accreditation Canada	Developed an updated spiritual care framework with faith-based community leaders
Certified as ON Breast Assessment site by Cancer Care Ontario	Expanded Take 5 communication sessions with CEO and executive team to engage with staff and physicians	Launched \$18M SMART campaign with HHCC Foundation	Implemented new Sapphire pumps in Obstetrics, narcotic med carts, and Med Queue model in Pharmacy to enhance medication management and safety.	Launched AMPLIFI – MoH Long Term Care initiative allowing access to Meditech electronic medical health records for pt records throughout the province
Launched Pockethealth integration for patient access to medical images	Numerous members of paramedic service recognized by Province through Exemplary Service Medals	Developed Medical Affairs Strategy and key priorities	Upgraded and expanded Philips central station systems throughout ICU, E & F Wings	Centralized surge planning across OHT partnership to raise awareness of respiratory illness across the community
Post surgery discharge phone calls supporting pt. safety and potential readmission reduction		Embedded Patient Family Advisors across 13 different depts and services influencing major projects and initiatives	Initiated a SharePoint redevelopment project to refresh our Intranet in FY24-25	Heightened community engagement and recognition (seasonal events, flag raisings, community presentations & ceremonies)
Launched oncology patient transportation supports		Government relations and provincial advocacy with MoH, AMO, ROMA and municipal delegation presentations	Numerous facility upgrades in walkways, lighting, roofing completed through \$2.7M Hospital Infrastructure Renewal Funding.	Re-invigorated our commitment to Trillium Gift of Life Network (13% higher notification rate over year prior.)
Relaunched an overwhelmingly successful Teddy Bear clinic to support pediatric patients & engage with our community.				

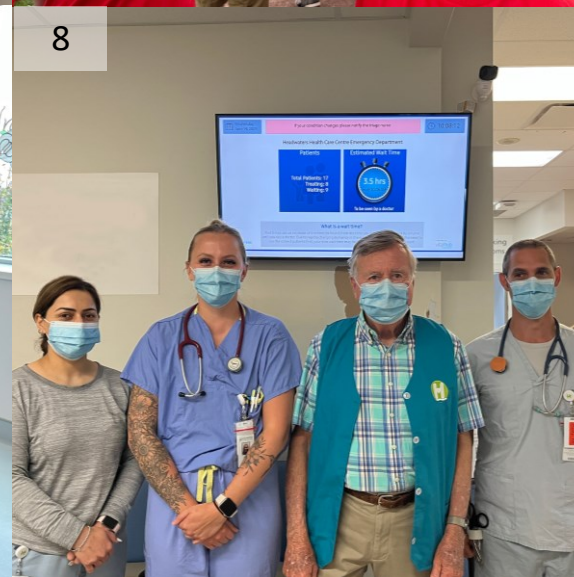
## Clinical Priority Plan – Quadruple Aim Successes

Surgical Services	Ambulatory Care	Medicine	Paramedic Services	Clinical Support Services
Implemented process to reduce waits for surgery	Began dialysis relocation and expansion construction	Executed partnerships with hospice care	Successful Provincial Services Review complete	Installed new CT and Bone Densitometry equipment
Stabilized and expanded urology services	Reorganized current clinics for enhanced patient experience & flow	Updated family practice, hospitalist and internal medicine model of care	Increased Telecheck community referrals & poly-cultural supports	Completed digital Radiography request for proposal
Advocated for and received Surgical Innovation funding	Implemented peripherally inserted central catheter line (PICC) program at HHCC to enhance patient care and reduce patient travel.	Implemented Home First and other OHT programs	Completed palliative training	Began MRI implementation planning
Completed Surgical Pathway training for nurses	Implemented Internal Medicine urgent care clinic	Implemented personal support worker (PSW) model change in collaboration with staff and physicians.	Upgraded support systems (priority dispatch system, radios, etc.)	New lab hematology analyzers, automated blood culture system and urinalysis unit
	Expanded diabetes staffing and supports		Expanded scope of practice for treat & refer	Initiated microbiology outsourcing  Implemented process for automated e-requisition processing

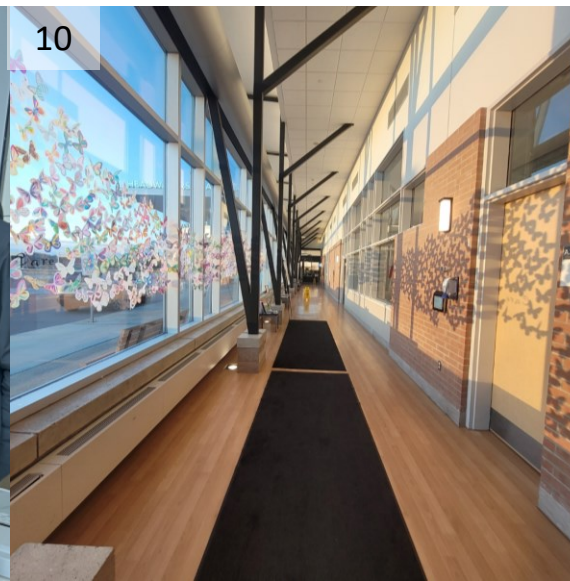
## Looking Ahead

- Focus on Clinical Priority Plan, Year 2 priorities and continued quality improvements
- People Strategy Plan, Year 2 priorities to recruit, retain, develop and recognize our people
- MRI, new X-Ray, renovated Dialysis Department etc.
- Master Planning and Master Program
- Develop our Emergency Department pre-capital activity
- Continued focus improving surgical wait times
- Continued focus on being a data-informed organization – data fuels innovation, decision-making and progress
- Partnership in Physician Recruitment Task Force
- Continued focus on our financial position and planning for the future.

















**Photo captions**

1. Neil Evans, Power Engineering/Plant Operations, after graduating Conestoga College's Power Engineering Technique certificate course.
2. Dr. Harpreet Grover, Chief of Surgery, and Dr. Peter Cino, anesthesiologist joining the holiday lunch organized by Headwaters Engagement Action and Recognition Team (HEART).
3. Volunteer Jim is joining the ED team members on the first volunteer shift back in the ED since before the COVID-19 pandemic.
4. We had an excellent turnout at our baseball tournament last summer. The tournament will be returning in 2024.
5. Members of our Diagnostic Imaging team showcasing one of our new mobile x-ray units.
6. Headwaters is certified as a Breast Assessment Centre. The recent certification was made possible through the hospital's new mammography unit, with capabilities for stereotactic 3D biopsy and tomosynthesis.
7. Terry and Sara, pictured in Oncology, were among the first nurses to successfully complete peripherally inserted central catheter line (PICC) training.
8. Members of our ED team posing in front of the new ED wait clock. The clock is now accessible both in the Emergency Department and on the Headwaters website.
9. Project team members gathered outside the dialysis unit renovation, which is well underway. This renovation will create an improved space for both patients and team members.
10. To mark National Grief & Bereavement Day in November, Headwaters collaborated with Hills of Headwaters Collaborative, Bethell Hospice, and Hospice Dufferin to host butterfly bereavement workshops. Completed butterflies were showcased in an art installation at Headwaters, honoring those we've lost.
11. President and CEO Kim Delahunt meets with Information Desk, Auxiliary volunteer Sarup.
12. Ted and Christine are two of our Auxiliary volunteers at Pulse Cafe. The cafe is entirely run by Auxiliary volunteers, with all proceeds going to various hospital needs.
13. Members of our Diagnostic Imaging team unveiling Headwaters' new replacement CT machine. As the first hospital in Canada to implement the GE HealthCare Revolution Ascend CT, the arrival of this innovative equipment demonstrates Headwaters' strategic direction, Getting even better and Continuously improving our facility and driving operational excellence, to provide better care for patients in our community.
14. Members of Headwaters Patient and Family Advisory Program. The program aims to create a collaborative and inclusive environment where the voices of patients and their families play a pivotal role in shaping healthcare services provided.
15. Garry Sault, an elder and knowledge holder from the Mississauga of the Credit First Nation, and Jeff Debosh, a fire-keeper, guided us through a Sunrise Healing Ceremony in honour of the National Day of Truth and Reconciliation.
16. Dufferin County Community Paramedic Program Secures Additional \$1.8M in Funding to Extend Vital Services to 2026. Kate Martin, Community paramedic visits client Joan Meehan who says this program has given her the confidence to continue living independently.
17. Frances Duiker, Vice President of People & Culture, HHCC stands alongside members of our community and the Dufferin County Cultural Resource Circle at the National Indigenous History Month flag raising ceremony in Orangeville.
18. Teddy Scrubs made a special appearance at the Teddy Bear Clinic. This carnival-style event allows children to bring their teddy bears or stuffed animals to the hospital for care, diagnosis, and treatment by real doctors and healthcare providers from Headwaters as part of our pediatric patient care experience.
19. Dr. Grace Wang, Vice President, Medical Affairs, Chief of Staff and Surgeon at the 2023 Teddy Bear clinic.
20. Members of our team visited Chartwell Montgomery Village Retirement Residence in Orangeville to talk about local health care with residents.
21. Thanks to generous donations, E-Wing now boasts a new mural inspired by Island Lake Conservation Area.
22. Headwaters Health Care Foundation is proud to announce the launch of Smart Headwaters, its transformative \$18 million fundraising campaign, aimed at acquiring a cutting-edge MRI machine and other vital medical technology to enhance diagnostic capabilities and elevate patient care within the community.
23. Dufferin County Paramedic Service (DCPS) members have received remarkable recognition from the Province and Canada, celebrating their outstanding contributions to Paramedicine and their unwavering commitment to excellence.





# Be Part of Health Care in Our Community

- Encourage others to join our health care team
- Visit **headwatershealth.ca** to discover ways you can get involved
- Donate to Headwaters Health Care Foundation at **hhcfoundation.com**



## For more information

Connect with us anytime:

- email **info@headwatershealth.ca**
- online at **headwatershealth.ca**
-     **@HeadwatersHCC**

We are a proud partner in the Hills of Headwaters Collaborative Ontario Health Team serving Dufferin-Caledon.

**hillsofheadwaterscollaborative.ca**

**From:** [REDACTED] on behalf of [Charles Hooker](#)  
**To:** [Info](#)  
**Subject:** Green Energy  
**Date:** Friday, April 12, 2024 10:22:53 PM

---

Please advise whether the Council supports a "climate emergency," and if so which council members support it.

-----  
Origin: <https://calendar.eastgarafraxa.ca/default/Detail/2024-04-23-1600-Council-Meeting>  
-----

This email was sent to you by Charles Hooker [REDACTED] through <https://www.eastgarafraxa.ca/>.

# **The Township of East Garafraxa**

---

## **Consultant Planning Report to Council**

**To: Mayor Gardhouse and Members of Council**

**From: Fotenn Consultants Inc.**

**Date: April 16, 2024**

**Applicant: Ken DeGrace**

**Owner: Ken DeGrace**

**Subject: Consent Application B3-24**  
**072574 10<sup>th</sup> Line, Concession 10**  
**Part Lots 19 and 20**

**Official Plan Designation: Agricultural**

**Zoning: Agricultural (A)**

---

### **1. RECOMMENDATION**

The proposed Consent Application is consistent with the PPS and conform with Provincial, County and Township Planning policy. The applications represent good and orderly planning and should be permitted.

**It is therefore recommended:**

- 1.1 That the Consultant Planning Report dated April 16, 2024, Consent Application B3-24, 072574 10<sup>th</sup> Line, Concession 10, be received; and
- 2.1 That Application B3-24 be APPROVED, subject to conditions and considering any additional comments received prior to Council's decision.



## **2. BACKGROUND**

The Subject Lands are located at the southern corner of the 10<sup>th</sup> Line and Side Road 20 intersection. The Subject Lands comprise 60.1 ha (148.5 ac) and contain a surplus farm dwelling. The surrounding area is represented by Agricultural lots, along with some small Rural Residential lots.

The lands proposed to be severed are Agricultural in the Township Official Plan and zoned Agricultural (A) in the Zoning By-law 60-2004. The Subject Lands are located on 10<sup>th</sup> Line and Side Road 20, both Township Roads.

### Pre-Consultation Meeting (September 21, 2023)

The proposed lot creation for the surplus farm dwelling was discussed with Township staff on September 21, 2023 as the dwelling is no longer needed to operate the agricultural lands.

The Grand River Conservation Authority had no comments on the proposal as there are no regulated environmental features on the Subject Lands. Dufferin County provided comments related to the rezoning of the severed and retained parcel.

The Township required a Site Plan identifying the existing buildings on the severed and retained properties, including setbacks from the proposed property line and the location of the septic system and well. The Township also required a Farm Operation Information Form identifying the agricultural properties that are operated and to confirm that the retained agricultural lands will be a part of the larger farming operation.

The Record of Pre-Consultation indicated that should Consent Application be approved by Council, a future Zoning By-law Amendment Application will be required as a condition, as the severed surplus farm dwelling would be required to be rezoned as Rural Residential (RR) to permit the existing buildings. The retained agricultural lands would also be rezoned to permit any existing buildings and prevent the future development of a new house.

## **3. PURPOSE OF APPLICATION / SUMMARY OF PROPOSAL**

The proposed consent application is to sever a surplus farm dwelling an area of 0.5 ha/ 1.3 ac from the existing site. The retained parcel will be 59.6 ha/ 147.2 ac (refer to Attachment 1).

The proposed lot severance requires approval of a Consent application by Council.

The Applicant received a Notice of Receipt of a Complete Application on March 20, 2024. The application was circulated to property owners within 60 metres of the Subject Lands and to prescribed Agencies on March 20, 2024, as required by the Planning Act, as amended. The Statutory Public Meeting was held on April 9, 2024, where no concerns were raised with the application. To date comments have been received from the commenting departments and agencies and are further described in Section 5 of this report.

## **4. DISCUSSION**

Key applicable policies are those found in the Provincial Policy Statement 2020 (PPS), Places to Grow:



Growth Plan for the Greater Golden Horseshoe, 2020 Consolidation (Growth Plan), the County of Dufferin Official Plan, 2015 (County Official Plan) and the Township of East Garafraxa Official Plan as amended (Township Official Plan). The Planning Act must also be considered. Planning decisions by the Township must be consistent with the policies of the PPS, and conform to the policies of the Growth Plan, and the County and Township Official Plans.

#### **4.1 Provincial Policy Statement, 2020**

The PPS is a broad high level planning document that guides development towards the Province's vision for growth and land use management. The PPS provides policy direction regarding lot creation and lot adjustments in prime agricultural areas.

The PPS states that planning authorities may allow lot creation only if there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity within municipal sewage services and municipal water services or private communal sewage services and private communal water services, subject to the hierarchy of services provided in relevant policies (1.6.6.6).

Section 2.3.4.1 outlines that lot creation in prime agricultural areas is discouraged and may only be permitted for:

- c) A residence surplus to a farm operation as a result of farm consolidation, provided that:
  - 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.

The Subject Lands are outside of a settlement area and is identified as a prime agricultural area. The proposal is for a surplus residence to a farm operation and will be limited to a minimum size to accommodate the use and services. The owner of the subject lands is a bona fide farmer who owns multiple agricultural lands in the area and as such no longer requires the existing dwelling on the subject lands. Further, as a condition of the consent, the owner will be required to submit a Zoning By-law Amendment application for the retained lands to prohibit new residential dwellings. The County and local Official Plans have provided policies that reflect the Province's position on this matter by allowing for limited lot creation within the "Agricultural" designated areas, as explained below.

**The proposed Consent Application is consistent with the PPS based on the information submitted with the Application.**

#### **4.2 A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2020**

The Growth Plan for the Greater Golden Horseshoe ("The Growth Plan") is a high-level provincial planning document that provides guidance for where and how development should occur within the Greater Golden Horseshoe so as to meet population and employee targets for the area, which are contained in the applicable upper- or single-tier official plan, while protecting natural features and agricultural lands.

The Subject Lands are located in the rural lands and outside of a settlement area. Section 2.2.9 (3) states that development outside of settlement areas which may be permitted on rural lands for the management or use of resources (a), resource-based recreational uses (b); and other rural land uses that are not appropriate in settlement areas, provided they are compatible with the rural landscape and surrounding local land uses (i), will be sustained by rural service levels (ii); and will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations (iii).

Residential development in the rural areas are to be directed to settlement areas. However, the Growth Plan does permit lot creation for residential development outside of settlement areas in site specific locations provided that they are already designated for residential development (2.2.9(6)).

The Growth Plan states that prime agricultural areas, including specialty crop areas, will be designated in accordance with mapping identified by the Province and these areas will be protected for long-term use for agriculture (4.2.6.2) and the geographic continuity of the agricultural land base and the functional and economic connections to the agri-food network will be maintained and enhanced (4.2.6.4).

The Growth Plan permits lot creation for residential development outside of settlement areas in site specific locations. This application is not proposing residential development, but instead a severance for a surplus dwelling unit. This maintains continuity of the agricultural land base and the agri-food network, as no new development is being proposed. A Zoning By-law Amendment will be required for both the severed and retained parcel to ensure conformity. The Subject Lands are designated Agricultural in the Township Official Plan. The Agricultural designation allows for the creation of new lots, subject to Official Plan policies, as described below.

**The proposed Consent Application is consistent with The Growth Plan based on the information submitted with the Application.**

#### **4.3 County of Dufferin Official Plan (County OP)**

The Official Plan for the County of Dufferin (2017) provides over-arching policy direction on matters such as growth management and land use decisions by providing upper-tier land use planning guidance for the County's eight local municipalities. Schedule A (Provincial Plan Areas) does not identify the subject site as within a Provincial Plan Area.

Schedule B (Community Structure and Land Use) identifies the property as 'Countryside Area'. The 'Countryside Area' lands are comprised of 'Agricultural Area' and 'Rural Lands', which are specifically identified on Schedule C.

In this regard, Schedule C (Agricultural Area and Rural Lands) of the County Official Plan shows the subject lands as 'Agricultural Areas'. Section 4.2 states that lands within the Agricultural Area designation consist primarily of prime agricultural lands. Prime agricultural lands will be designated in local municipal official plans in accordance with Provincial guidelines.

Section 4.2.1 of the County OP outlines the objectives of the Agricultural Area, as follows:

- a) Recognize agriculture as the primary activity and land use in the Countryside Area.
- b) Maintain and enhance the agricultural resource base and farming operations within the County.
- c) Protect the County's prime agricultural area from fragmentation, *development* and land uses unrelated to agriculture.
- d) Promote normal farm practices and to protect the right to farm.
- e) Promote a diverse, innovative and economically strong agricultural industry and associated activities by enhancing their capacity to contribute to the economy by accommodating a range of agriculture-related uses and on-farm diversified use.
- f) Preserve and promote the agricultural and rural character of the County.

Section 4.2.2 of the County OP outlines permitted uses of the Agricultural Area, as follows:

- c) One single residential dwelling is permitted per lot, subject to the policies of the local municipal official plan and zoning by-law. A secondary farm residence may be permitted when the size and nature of the operation requires additional employment, and provided the secondary farm residence is on the same lot, is accessory to the main farm operation, is used for full time farm help, and servicing is adequate. A consent for land division for such a dwelling will not be permitted.
- h) New land uses, including the creation of new lots, and livestock facilities and the expansion of existing livestock facilities will comply with the Minimum Distance Separation Formulae, as implemented through the applicable local municipal planning documents.

Section 4.2.5 of the County OP outlines lot creation and adjustment policies, as follows:

- c) 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:
  - i. The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
  - ii. The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
  - iii. 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.

The proposed lot creation for a surplus farm residence is a permitted use under Section 4.2.2. of the County OP provided that the lot complies with Minimum Distance Separation (MDS). As a condition of the consent, the owner is required to submit a Zoning By-law Amendment application for both the severed and retained lands. The purpose of the application will be:

- Rezone the severed parcel from Agricultural to Rural Residential limiting the minimum size of the surplus dwelling to only the area needed to accommodate the use and services. This may also require adding site specific exemptions from the Rural Residential provisions.
- Rezone the retained parcel to prohibit the construction of a residential dwellings.

The required Zoning By-law Amendment application will support in promoting normal farm practices and protecting the right to farm and preserve the agricultural and rural character of the County.

Further, as a condition of the consent application, an MDS assessment will be required to confirm compliance with MDS 1 separation requirements for residential dwellings to existing farm operations.

**The proposed Consent Application is consistent with the County of Dufferin Official Plan based on the information submitted with the Application.**

#### **4.4 Township of East Garafraxa Official Plan (Township OP)**

Schedule A of the Township OP designates the Subject Lands as Agricultural. The Agricultural permitted use policies contained in Section 5.1.3 permit one single-detached residential dwelling per lot. The Agricultural severance policies contained in Section 5.1.4 allow for severances of agricultural land in Agricultural areas as follows:

- a) Severances of agricultural land will only be considered when the applicant has owned land in the Township for 5 years prior to the application being made;
- b) Severances of any existing habitable dwelling surplus to a farm operation resulting from a farm consolidation shall be permitted provided that:
  - i. The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
  - ii. New residential dwellings shall be prohibited on the remnant parcel of farmland created by the severance.
- d) A maximum of one lot may be severed per original farm of approximately 60 hectares or greater where no lot has been previously created. The consent may be granted only to create an agricultural parcel, where both the severed and retained parcels are a minimum of 20 hectares in size or to recreate original Township lots each along the originally surveyed lot lines.
- e) The proposed lot must also comply with the policies set out in Section 8.2 (8.4, amended) Lot Creation, and Section 8.3 Technical Consents of this Plan.

The “Agricultural” severance policies outlined in Zoning Section (5.1.6) are as follows:

- b) Where an existing habitable farm residence is rendered surplus as a result of farm consolidation and land is severed as a result of a surplus farm dwelling, the retained farm parcel shall be zoned to prevent further residential development. In addition, the new lot shall be limited to a minimum size needed to accommodate the use and appropriate sewage of water services; and

Lot creation policies in Section 8.4 outline that lot creation shall also conform to the minimum distance separation formulae, according to the Official Plan.

As noted in the section above, the owner is a bona fide farmer who owns additional agricultural properties within the Township. The proposed lot creation for a surplus farm residence is a permitted use under the Township OP and complies with 5.1.4 b) i which directs new lots to be a minimum size to accommodate solely the surplus farm dwelling and services.

As a condition of the consent application, an MDS assessment will be required to confirm compliance with MDS 1 separation requirements for residential dwellings to existing farm operations.

As a condition of the consent, the owner is required to submit a Zoning By-law Amendment application for both the severed and retained lands. The purpose of the application will be:

- Rezone the severed parcel from Agricultural to Rural Residential limiting the minimum size of the surplus dwelling to only the area needed to accommodate the use and services. This may also require adding site specific exemptions from the Rural Residential provisions.
- Rezone the retained parcel to prohibit the construction of a residential dwellings.

The required Zoning By-law Amendment application will support in promoting normal farm practices and protecting the right to farm and preserve the agricultural and rural character of the County.

**The proposed Consent Application is consistent with the Township's Official Plan based on the information submitted with the Application.**

### **3.6 Zoning By-law 60-2004**

The subject property is zoned "A" (Agricultural) in Township Zoning By-law 60-2004. The Agricultural zone permits a single detached dwelling and accessory uses.

As outlined in Table 1 below, the "minimum lot area" and "minimum lot frontage" requirements of the "A" zone are 19 hectares and 150 metres, respectively. The proposed severed and retained lot do not comply with these minimum standards for the Agricultural Zone

*Table 1: Zoning Provisions for Agricultural and Rural Residential*

<b><u>Zone</u></b>	<b><u>Provision</u></b>	<b><u>Requirement</u></b>	<b><u>Retained Lot</u></b>	<b><u>Severed Lot</u></b>	<b><u>Compliance for Severed Lot</u></b>
<b><u>Agricultural</u></b>	Minimum Lot Area	19 hectares	59.6 hectares		yes
	Minimum Lot Frontage	150 metres	+600 metres		yes
<b><u>Rural Residential</u></b>	Minimum Lot Area	1.0 hectare		0.5 hectares	no
	Minimum Lot Frontage	60 metres		62 metres	yes

As a condition of the severance, the applicant will be required to submit a Zoning By-law Amendment application to:

- Rezone the severed lands to Rural Residential with a reduced minimum lot area; and
- To prohibit the development of a new residence on the retained lands.

An assessment of the other zone standards will be done once a survey of the property identifying the severed and retained lands has been prepared identifying the location and setback distances to the new proposed lot lines. Additional relief from the Rural Residential zone standards may be required and will be confirmed at a later date.

## 5. COMMENTS RECEIVED

The application was circulated to the property owners within 60m of the subject property and to the prescribed Agencies as required by the Planning Act, as amended. The following comments have been received from Agencies and Township departments:

- **R.J. Burnside**

Legal Survey should be completed to confirm all components fit within the severed property and on-site sewage system meets required OBC separation from the property line. It appears that it likely would, however a drawing should show all the extends of buildings and servicing on the site.

As per the Township's Official Plan, all Township side roads and concession roads shall have a minimum 26-metre road allowance, which the 10<sup>th</sup> Line does not. An approximate 3-metre road widening along the frontage of the property would be required.

Public works should confirm if they desire obtaining the daylight at the corner in addition to the widening. The 3-metre road allowance does provide improvement over existing conditions and addresses the odd 'point' at the corner. Zoning By-law does address daylight requirements so it is less of a concern.

- **Township Public Works Department**

Township Public Works Department indicated that road widenings and daylighting will be required for both the severed and retained lands. They also noted that any new entrances will require entrance permits. The existing residential entrance on the severed lands and the agricultural entrance on the retained lands are suitable.

- **Dufferin County**

Building Services

We require a condition be added to the committee's decision that the applicant provide an approved letter of lot suitability for the installation of a sewage system by the County of Dufferin Building Department.

Planning Division

After reviewing the consent application, the Planning division has the following comments.

The subject lands are designated as *Prime Agricultural* under both the in-effect and Council Adopted Official Plan.

This application is being viewed as a severance for a *residence surplus to a farming operation* (section 4.2.5.c of the County Official Plan), which is permitted under the County Official Plan subject to the following conditions



- a) The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings.
- b) The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services.
- c) 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.

Based on the above, the consent application is permitted to occur subject to the applicant addressing conditions a, b, and c under section 4.2.5(c) of the County Official Plan.

- **Grand River Conservation Authority**

There are no GRCA regulated features on the subject property and therefore the GRCA did not provide comments on the application.

- **Owners of 072484 10 Line**

Provided written comments indicating concerns with the severance and the impact to their farm operation and business. Fotenn provided a response back indicated that an MDS assessment would be needed to ensure appropriate separation distances are in place in accordance with provincial guidelines. Fotenn also noted that a future zoning by-law amendment application is required for the applicant's property to prohibit a new residential dwelling on the retained parcel.

## 6. CONCLUSION

A thorough review has been conducted and no negative impacts are anticipated as a result of the proposed Consent Application. One (1) new lot will be created as a result of the proposal, which aligns with policy direction and recent development in the surrounding area.

The lands being severed are Agricultural in the Official Plan. The severed lot is proposed to be 0.5 ha (1.3 ac) and the retained lot is proposed to be 59.6 ha (147.2 ac). This conforms to the Township of East Garafraxa Official Plan policy 5.1.4 (b).

The proposed Consent Applications are consistent with the PPS and conforms with County and Township Planning policy with regards to severance. The application represents good and orderly planning and should be permitted.

We recommend the following conditions of approval:

- A Zoning By-law Amendment Application be submitted and approved to (1) rezone the retained lands to prohibit residential dwellings/ uses and (2) rezone the severed lands to Rural Residential with site specific requirements as needed; and
- An MDS Assessment is provided to the satisfaction of the Township;

**It is therefore recommended:**

- a) That the Consultant Planning Report dated April 16, 2024, Consent Application B3-24, 072574 10<sup>th</sup> Line, Concession 10 be received;
- b) That Application B3-24 be APPROVED, subject to conditions and considering any additional comments received prior to Council's decision.

## **7. DOCUMENTS**

Attachment 1: Consent Sketch

Attachment 2: Aerial Photo

Attachment 3: Official Plan Designation

Attachment 4: Zoning By-law Zone

**Submitted by:**



---

Jennifer Maestre, MCIP, RPP  
Fotenn Planning Consultants Inc.



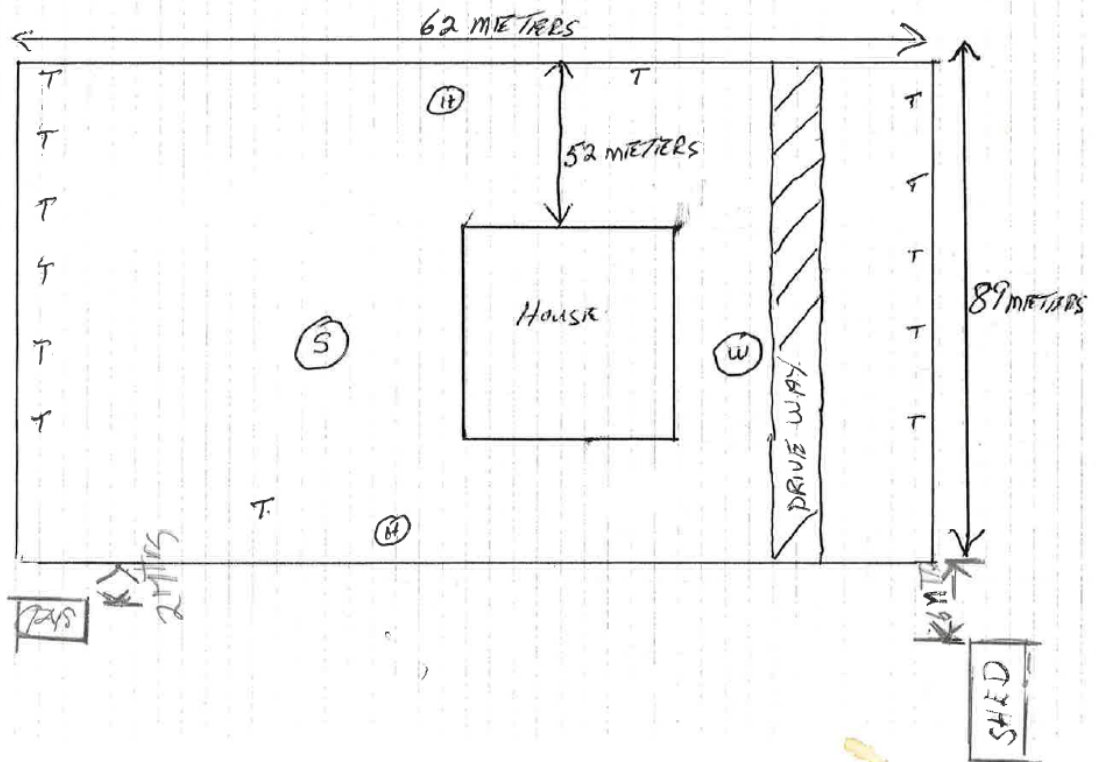
---

Claire Stevenson-Blythe, MCIP, RPP  
Fotenn Planning Consultants Inc.

# ATTACHMENT 1 – Site Plan

EAST GARAFAXA  
JUN - 6 2023  
RECEIVED

LEGEND  
WELL = W  
SEPTIC = S  
HYDRO = H  
MAY. TRAILS = T



## ATTACHMENT 2 – Aerial Photo

### Township of East Garafraxa



3/15/2024, 1:43:42 PM

— Road Labels

— Road Centerlines

— MUNICIPAL ROAD

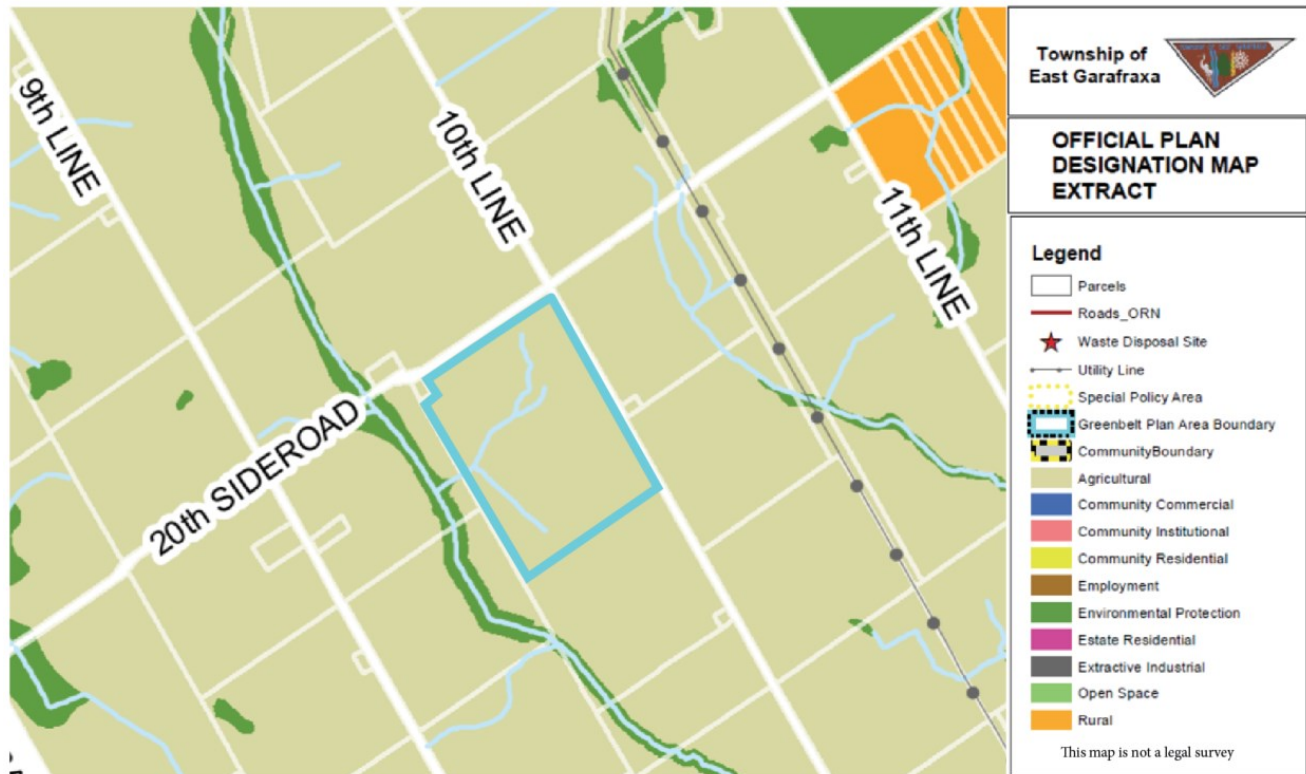
□ Assessment Lot Parcels (Planning)

▬ Dufferin County Municipal Boundaries

0 0.1 0.2 0.4 mi  
0 0.17 0.35 0.7 km  
1:18,056  
Dufferin County, Maxar, Esri Canada

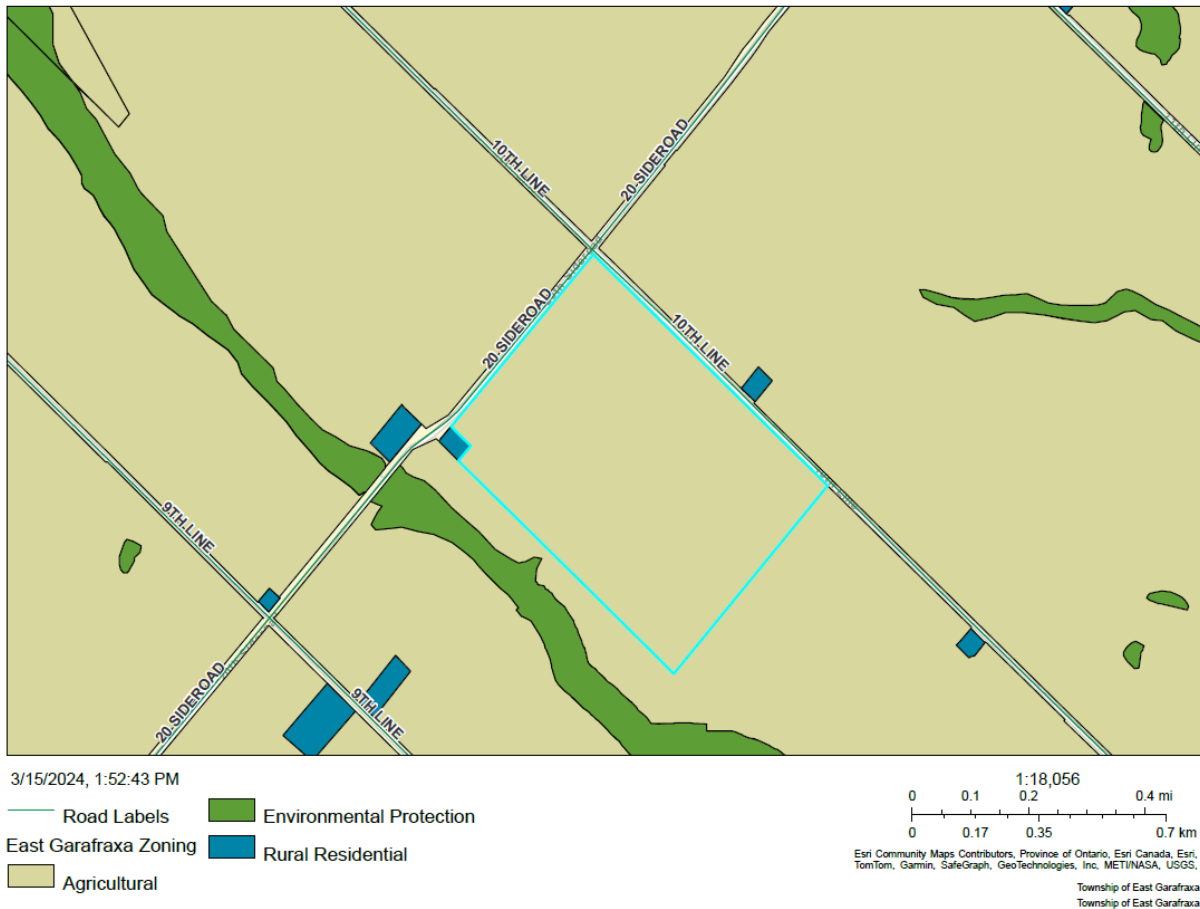
Township of East Garafraxa  
Township of East Garafraxa

### ATTACHMENT 3 – Official Plan Designation



## ATTACHMENT 4 – Zoning By-law Zone

### Township of East Garafraxa: Zoning Map Extract







## MEMO

**TO:** Council

**FROM:** Jessica Kennedy, Clerk

**REPORT DATE:** April 17, 2024

**MEETING DATE:** April 23, 2024

**SUBJECT:** Consent Application B3-24 - 072574 10th Line, Concession 10, Part Lots 19 and 20

---

### PURPOSE:

The purpose of this memo is to provide conditions of approval for consideration for Consent Application B3-24, 072574 10th Line, Concession 10, Part Lots 19 and 20, should the application be approved.

### BACKGROUND:

Further to Fotenn Consultants Inc. Planning Report dated April 16, 2024 recommending approval of the application the recommended motion provided below lists the Township's standard conditions, any recommended in the report and any recommended by commenting agencies, to be considered, should the application be approved.

### MOTION FOR CONSIDERATION:

BE IT RESOLVED THAT: the Consultant Planning Report dated April 16, 2024 be received;

And further that Consent Application B3-24 by applicant/owner Ken DeGrace for consent to sever approximately 0.5 hectares (1.3 ac.) from 072574 10th Line, Concession 10, Part Lots 19 and 20, be approved, subject to following conditions:

1.	Payment of any taxes, as of the date of the issuance of the Certificate of Clerk, with respect to the property that is subject to the application.
2.	Conservation Authority Approval for the severed and retained parcels.
3.	Entrance approval from the appropriate road authority required for the severed parcel.
4.	Zoning By-Law Amendment required for the served and retained lands: Severed: to rezone the severed lands to Rural Residential; and Retained: to rezone the retained lands to prohibit residential development/ construction of a residential dwelling.
5.	Minimum Distance Separation (MDS) assessment will be required to confirm compliance with MDS 1.
6.	Reference Plan – Digital and Paper format required for the severed and retained parcels.

	A copy of the draft plan shall be circulated to the Township for review prior to registration.
7.	Consent Agreement to be registered on title on the severed and retained parcels.
8.	Consent Agreement to include requirement for fencing around boundaries of the severed parcel, with exception of road frontage, when required by adjacent landowner.
9.	Road widening, and daylight triangle, required on the severed and retained parcels.
10.	Road widening shall be conveyed to the appropriate road authority, in accordance with applicable road authority policies.
11.	If road widening has been obtained at an earlier date, condition would not apply.
12.	Any unregistered road widenings to be deeded to the Township or appropriate road authority.
13.	That any road widenings, easements, survey cost, legal cost and any other transaction pertaining to this application shall be borne by the applicant.
14.	Certificate of Title to be supplied, showing no encumbrances on the land for road widening purposes.
15.	That all conditions be fulfilled and certificate of clerk issued within two years of the date of Notice of Decision was given, failing to do so will cause the application to be null and void.

REASON(S) FOR APPROVAL: In conformity with Official Plan policies.

**Respectfully Submitted,**  
Jessica Kennedy, Clerk  
Township of East Garafraxa

**Reviewed by:**  
Peter Avgoustis  
Chief Administrative Officer (CAO)



**CORPORATION OF THE  
TOWNSHIP OF EAST GARAFRAXA**

**STAFF REPORT**

**TO:** Council  
**FROM:** Alan Sleby, Treasurer  
**REPORT DATE:** April 9, 2024  
**MEETING DATE:** April 23, 2024  
**SUBJECT:** Budget Variance Report to March 31, 2024

---

**RECOMMENDATION:**

BE IT RESOLVED THAT: the Treasurer's report be received.

**PURPOSE:**

The purpose of this report is to review Township actual financial results to the end of March 2024.

**BACKGROUND AND DISCUSSION:**

The report shows four columns per page:

- Column 1 is the actual amounts to the end of March
- Column 2 is the pro-rated 2024 budget (*expectations as of March 31*)
- Column 3 is the Full Year 2024 budget
- Column 4 is a Draft Year 2025 budget [subject to later revision at budget time]

Following are some highlights and comments on pages 1 to 10.

Pg. 1 High-Level Summary

Roughly 17% of Operating expenses have gone through. The first quarter is generally the least informative of the quarterly financial reports provided, since many items happen after the first quarter of the year.

Pgs. 2 and 3 Non-Tax revenues

Revenues are slightly better than budget, with the main item being interest charged on unpaid taxes from 2023 and earlier years. Unpaid taxes are up, as will be seen when the 2023 Audited Statements are presented. Letters were included with monthly Reminder Notices in April, to the tax accounts with the highest tax arrears, warning of possible Tax Sale proceedings if no action is taken.

Pg. 4 Administration Expenses

Pg. 5 Protection

Pg. 6 Transportation

Pg. 7 Cemeteries, Parks, Libraries, Recreation

Pg. 8 Planning, Agriculture, Gravel Pits

Nothing of concern to report on pages 4 to 8.

Pg. 9 Special Projects and one-time Studies

Very little activity here so far. The majority of the items will happen later in 2024.

Pg. 10 Capital Projects + Transfers to Reserves

No activity yet.

**CONSULTATION:**

N/A

**FINANCIAL IMPACTS:**

Reports that go deeper into the year will identify variances from the budget. Actions will be recommended, if necessary, to address any significant variances. At this early point of the year, there are no Financial Impacts.

**Respectfully Submitted,**  
Alan Selby, CPA CGA  
Treasurer  
Township of East Garafraxa

**Reviewed by:**  
Peter Avgoustis  
Chief Administrative Officer (CAO)  
Township of East Garafraxa

Attachments : Schedules pages 1 to 10

# BUDGET 2024

## Township of East Garafraxa

### March 31 Variance Report




31-Mar-24

## HIGH-LEVEL TOTALS

2024	2024			2024	2025
Year-to-Date	Pro-rated			ADOPTED	DRAFT
Actuals	BUDGET			BUDGET	BUDGET
112,980	104,300	Non-Tax Revenues	2	709,712	704,712
-	-	Withdrawal from Reserves	3	45,000	40,000
<b>112,980</b>	<b>104,300</b>	<b>NON-TAX REVENUES Subtotal A</b>		<b>754,712</b>	<b>744,712</b>
		<b>Department Operating Expenses</b>			
(233,052)	(235,715)	Administration: Clerks/Finance/CAO	4	(1,143,800)	(1,176,550)
(192,013)	(193,265)	Protection: Fire/Police/C.A./Bylaw	5	(1,027,815)	(1,100,000)
(262,958)	(257,500)	Transportation	6	(1,633,897)	(1,708,500)
(25,492)	(24,920)	Cemeteries, Parks, Recreation and Libraries	7	(212,325)	(223,000)
(19,865)	(18,400)	Planning and Development	8	(230,400)	(230,250)
-	-	Additions to Operational Reserves	8	(76,000)	(21,000)
<b>(733,380)</b>	<b>(729,800)</b>	<b>OPERATING EXPENSES Subtotal B</b>		<b>(4,324,237)</b>	<b>(4,459,300)</b>
(14,791)	(14,500)	Tax Support for Special Projects	9	(138,000)	(21,000)
-	-	CAPITAL Projects + Reserves	10	(418,900)	(468,000)
<b>(14,791)</b>	<b>(14,500)</b>	<b>OTHER EXPENSES Subtotal C</b>		<b>(556,900)</b>	<b>(489,000)</b>
		<b>Use SURPLUS carried-over from 2023 for:</b>			
		Stormwater assets plan		40,000	on pg. 9 -
		portion of plow truck cost		100,000	on pg. 10 -
		upgrades/repairs to buildings		34,500	on pg. 10 -
		<b>SURPLUS (DEFICIT) carried-over Subtotal D</b>		<b>174,500</b>	<b>-</b>
<b>(635,191)</b>	<b>(640,000)</b>	<b>NET REQUIREMENT = A+B+C+D</b>		<b>(3,951,925)</b>	<b>(4,203,588)</b>
		<b>TAXATION REVENUE</b>		100.0%	106.40%
700,000	700,000	<b>TAX LEVY</b>		<b>3,951,925</b>	<b>4,203,588</b>
<b>64,809</b>	<b>60,000</b>	<b>Actual Results Net Surplus or (Deficit)</b>		<b>-</b>	<b>-</b>
<b>SURPLUS or (DEFICIT)</b>				<i>(must balance)</i>	<i>(must balance)</i>
<b>2024</b>	<b>2024</b>			<b>2024</b>	<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>			<b>FINAL</b>	<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>			<b>BUDGET</b>	<b>BUDGET</b>
				<i>(must balance)</i>	<i>(must balance)</i>



		<b>Township of East Garafraxa</b>			
		<b>March 31 Variance Report</b>			
<b>31-Mar-24</b>		<b>Non-Tax Revenues</b>			
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>
		Payment-in-Lieu : Hydro	10,469		10,469
		<b>Operating Grants</b>			
37,025	37,025	O M P F grant - unconditional	148,100		148,100
		Library grant	3,193		3,193
		OMAFRA Drainage Sup't grant	500		1,000
		OCIF Grant, for capital projects only	100,000		100,000
		LESS: OCIF grant put in reserve	(100,000)		(100,000)
		Other grants - from County re Hybrid system	11,000		-
		<b>User Fees and Licenses</b>			
3,895	3,800	Dog licenses	3,800		3,800
13,000	12,000	Planning Application fees	60,000		60,000
		Munic Approval fees (County)	8,500		8,500
1,120	1,000	User fees - General Gov't	2,500		2,500
750	750	User fees - Roadways	3,750		3,750
		License fee: Aggregate Resources Corp.	120,000		123,000
		Fire Call admin fees	400		400
		Fire Call recoveries	35,000		35,000
100	-	Road Entrance / Culvert fees	1,000		1,000
1,979	2,000	Service fees - subdiv. Roads plowing	4,000		4,000
5	100	misc other fees	1,000		1,000
		<b>Other revenues</b>			
		Prov. Offences Act fines, thru Caledon	27,000		28,000
27,222	22,500	Interest on 2023&older Tax Arrears	70,000		70,000
3,696	4,000	Penalties on Current 2024 Tax Arrears	46,000		50,000
21,464	21,125	Bank interest	115,000		112,000
		Investment income	-		-
		Proceeds from sale of assets	-		-
<b>2,724</b>	-	<b>Supplementary taxes: Resid+Farm</b>	38,000		38,000
		<b>Supplementary taxes : Comm./Indust.</b>	500		1,000
		<i>Assessment Change - Gravel Pit prop.</i>	-		-
		<i>OFFSET by transfer to Reserve Pg. 8</i>			-
		misc cost recoveries	-		-
<b>112,980</b>	<b>104,300</b>		<b>709,712</b>		<b>704,712</b>
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>



		<b>Township of East Garafraxa</b>			
		<b>March 31 Variance Report</b>			
<b>31-Mar-24</b>		<b><u>ADMINISTRATION</u></b>			
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>
17,266	17,275	Salaries+ Per Diems - Council	73,000		75,000
736	725	Benefit costs - Council	4,800		5,000
132,468	135,000	Salaries+Wages - Staff	547,175		560,000
45,671	46,000	Benefit costs - Staff	184,575		192,000
20,650	20,000	Tech. Support (County), licenses, website	68,000		69,000
6,531	6,531	Office space lease - CLD	26,125		27,000
		Shared facility costs - CLD	13,400		14,000
		Shared utilities costs - CLD	8,325		9,000
2,075	2,075	Cleaning service and supplies	11,750		12,000
2,156	2,500	Office supplies	12,000		12,000
1,233	1,200	Communic. : phone, postage, Internet	24,000		24,000
590	900	Council Internet + mobile phones	3,800		4,000
		Minor technology equipment purchases	1,500		1,500
427	500	Prof. fees - generic legal+consulting	12,000		12,500
		Prof. fees - Auditors	27,000		28,000
203	-	Insurance: Liability, Cyber, property, E+O	35,000		40,000
		Insurance : Cyber security	7,400		8,000
		Tile drainage / Drain Sup't service	3,500		5,000
1,848	1,750	Memberships	2,500		2,500
		Conferences: staff	3,000		3,000
		Training seminars+courses : staff	2,400		3,500
104	209	Expenses of staff (mileage, etc.)	1,600		1,000
		Council Training+conferences	3,000		3,000
		Council expenses+mileage	500		550
		Advertising	4,000		4,500
		Bad Debts - uncollectible A/R	1,000		1,000
		Taxes written-off - CLD	15,500		14,500
		Taxes written-off - others	33,250		30,000
		Taxes written-off - Special Cases	-		-
944	900	Bank charges + fees	4,200		4,500
150	150	Misc grants + donations (Council approved)	2,000		2,500
		Other expenses	5,000		5,000
		County H&S Co-ord. - 40%	2,500		3,000
<b>233,052</b>	<b>235,715</b>		<b>1,143,800</b>		<b>1,176,550</b>
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>
					<b>Page 4</b>

## Township of East Garafraxa




## March 31 Variance Report


31-Mar-24


**PROTECTION**

2024 Year-to-Date Actuals	2024 Pro-rated BUDGET		2024 ADOPTED BUDGET		2025 DRAFT BUDGET
		<u>FIRE PROTECTION</u>			
60,707	60,707	Orangeville FD levy	242,824		255,000
63,379	63,373	Grand Valley FD levy - oper.+capital	253,176		275,000
		Grand Valley FD - per incident charge	8,000		12,000
		Town of Erin FD - per call	116,000		140,000
		ARIS website report fees	800		800
		<u>POLICING PROTECTION</u>			
55,773	57,070	O P P per contract	342,420		350,000
		O P P cost adjustments	-		
		Participation in Police Services Board	5,000		3,700
		<u>CONSERVATION AUTHORITIES</u>			
10,965	10,965	GRCA - Operations+Capital	32,895		34,000
		CVCA - Operations+Capital	8,300		9,000
		<u>OTHER</u>			
1,189	1,150	Dog control service	6,500		7,500
		By-Law Enforcement	10,000		11,000
		Bad debts w/off - uncollectible	-		
		Livestock valuer	100		200
		Emergency Shelter Generator	1,800		1,800
		per ongoing agreement			
<b>192,013</b>	<b>193,265</b>		<b>1,027,815</b>		<b>1,100,000</b>
2024 Year-to-Date Actuals	2024 Pro-rated BUDGET		2024 ADOPTED BUDGET	% change	2025 DRAFT BUDGET
					<b>Page 5</b>

		<b>Township of East Garafraxa</b>			
		<b>March 31 Variance Report</b>			
<b>31-Mar-24</b>		<b>TRANSPORTATION</b>			
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>
161,860	158,500	Staff salaries+wages incl. Overtime	532,860		540,000
49,114	50,000	Cost of employee benefits	167,137		175,000
		<u>GRAVEL ROADS</u>			
		Gravel loading, hauling + applic. 12,450 cu.yd.	98,000		115,000
		Value of Crushed Gravel from Pit 12,450 cu.yd	63,000		70,000
		Dust control	138,000		142,000
		Small Culverts and drains, minor repairs	1,500		2,500
		<u>PAVED ROADS</u>			
483	-	Crack-sealing, Patching	35,000		35,000
		Line markings	5,000		5,000
		Flushing, sweeping, shoulders	3,000		3,000
		<u>ALL ROADS</u>			
		Brushing, Tree trimming, removal	22,500		25,000
		Roadside grass mowing, weed spraying	12,500		11,500
		Ditching, catch-basins, litter pickup	1,500		1,500
129	250	Signs & safety devices, guiderails	12,000		14,000
		Winter sand & salt	97,500		100,000
214	-	Bridges+Large Culverts minor repairs	5,000		5,000
		other roads exp.	5,500		5,500
		<u>STREET LIGHTING</u>			
1,023	1,000	Hydro	5,250		5,500
1,920	1,250	Repairs + Maintenance	3,750		4,000
		<u>VEHICLE FLEET</u>			
25,834	25,000	Fuel - gasoline+diesel	126,000		133,000
1,373	2,500	Materials, Blades, Tires	50,000		53,000
		Licenses - MTO	11,750		12,000
9,756	8,000	Repairs+mtce. - ALL vehicles	83,000		85,000
1,632	1,350	GPS tracking system	5,400		5,500
		<u>OVERHEAD COSTS</u>			
		Insurance: CGL, Property	79,500		88,000
464	750	Office supplies, conf+training, advert.,memb.	9,000		10,000
623	600	Communic.: cellphone, land line	7,000		7,000
		Health&Safety: County 60%	3,750		4,000
1,800	1,800	Clothing Allowance	5,000		6,000
		Shop Building utilities, repairs, etc.	13,000		15,000
		Sand+Salt Dome : utilities etc	3,000		3,000
197	-	Shop upgrades (septic, etc.)	5,000		3,000
2,338	2,500	Shop Tools and materials	12,000		13,000
4,198	4,000	Propane - shop	11,500		11,500
<b>262,958</b>	<b>257,500</b>		<b>1,633,897</b>		<b>1,708,500</b>
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>



		<b>Township of East Garafraxa</b>			
		<b>March 31 Variance Report</b>			
<b>31-Mar-24</b>		<b><u>Cemet./ Parks/ Recr./ Libr.</u></b>			
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>
		<b><u>CEMETERIES + HEALTH CARE</u></b>			
		Providence Cemetery Maintenance	3,000		3,500
		Prices Corner Cemetery Maintenance	5,500		6,000
		McKees Cemetery - donation	2,000		2,000
		Groves Cemetery - donation (based on insc)	550		550
		Groves Memorial Hospital grant	750		750
		Grand Valley Medical Centre 1-time Levy	20,000		-
		MECP Stormwater Licensing	2,200		2,700
-	-		<b>34,000</b>		<b>15,500</b>
		<b><u>PARKS</u></b>			
		Grant to Town of Erin	2,200		2,200
		Grant to Orton Community Assoc.	7,500		7,500
		Grant to Centre Wellington	1,500		1,500
		Grant to St Johns Ambulance	50		50
89	200	Township Parks mtce. (multiple sites)	25,000		28,000
		Parks + M. Hall insurance premium	10,250		12,500
		Inspection + mtce of equipment	1,000		2,000
		Trees & other improvements	2,500		3,000
24	-	NLW Park, Orton, Rayburn misc costs	4,000		6,000
		Per Diems, Public Board members GVCC	-		
<b>113</b>	<b>200</b>		<b>54,000</b>		<b>62,750</b>
		<b><u>LIBRARIES</u></b>			
120	100	Orangeville library card re-imburs.	20,000		22,000
11,168	11,168	GV Library Board levy	44,700		47,000
<b>11,288</b>	<b>11,268</b>		<b>64,700</b>		<b>69,000</b>
		<b><u>RECREATION</u></b>			
2,488	2,000	Marsville Hall utilities, repairs, etc	13,000		15,000
11,453	11,452	GVCC - Operating levy	45,875		50,000
		GVCC - Capital levy	-		
		GVCC - debt payments, EG-share (2025?)	-		10,000
150	-	Non-resident Recr. fees re-imbursed	750		750
<b>14,091</b>	<b>13,452</b>		<b>59,625</b>		<b>75,750</b>
<b>25,492</b>	<b>24,920</b>	Page Total	<b>212,325</b>		<b>223,000</b>
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>

		<b>Township of East Garafraxa</b>			
		<b>March 31 Variance Report</b>			
<b>31-Mar-24</b>		<b>PLANNING + RESERVES</b>			
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>
		<b>a) PLANNING</b>			
		Membership OPPI	550		600
		Planning Education + training : staff	1,000		2,100
		Materials+supplies, ESRI charges	2,500		4,300
		Legal fees under the Planning Act	21,000		23,000
3,195	3,250	Planning assistance - County 1.5 days/week	39,000		38,500
9,910	9,000	Development Planning Consulting (non-recoverable)	36,000		40,000
1,493	2,500	OLT Appeal Fund	36,000		40,000
		Policy Planning Consulting	49,500		45,000
403	400	GIS technician support services - Consulting	7,500		9,000
		other			
<b>15,001</b>	<b>15,150</b>	<b>PLANNING subtotal</b>	<b>193,050</b>		<b>202,500</b>
		<b>b) AGRICULTURE</b>			
		GV Agricultural Society grant	250		250
		Peel & EG Plowman Assoc grant	300		300
2,241	2,000	Risk Management Official (RMO) services	12,000		12,000
1,402	-	Tier 3 water model	-		
		Prop. taxes on surplus farmland owned by EG	250		300
		<b>c) GRAVEL PIT</b>			
		Annual license fee to AORC	5,000		5,000
789	750	Engineering costs, TOARC Reporting	1,500		1,500
		Property tax on pit sites owned by EG	450		650
		Pit Operating expenses	7,600		7,750
		(grass cutting, site plan)			
432	500	MTAG fees re Gravel-Pit Appeals	10,000		-
		(see pg. 3 because taken from Reserve)			
<b>19,865</b>	<b>18,400</b>	<b>PLANNING &amp; DEVELOPMENT</b>	<b>230,400</b>		<b>230,250</b>
		<b>Transfers into/ Expanding OPERATIONAL Reserves</b>			
		create new Assessment Increases Reserve	70,000		-
		add to Tax Rate Stabilization Reserve	-		-
		add to Election 2026 Reserve	6,000		6,000
		add to GVCC Reserve (upcoming debt exp.)	-		15,000
		<i>we expect the EG-share of GVCC debt repayments could begin in late 2025</i>			
		add to Gravel Pits Reserve	-		-
<b>-</b>	<b>-</b>	<b>ADD to OPERATING RESERVES</b>	<b>76,000</b>		<b>21,000</b>
<b>2024</b>	<b>2024</b>		<b>2024</b>		<b>2025</b>
<b>Year-to-Date</b>	<b>Pro-rated</b>		<b>ADOPTED</b>		<b>DRAFT</b>
<b>Actuals</b>	<b>BUDGET</b>		<b>BUDGET</b>		<b>BUDGET</b>
					<b>Page 8</b>



		Township of East Garafraxa			
		March 31 Variance Report			
31-Mar-24		<b>CAPITAL BUDGET : Project Costs plus Adding to Reserves</b>			
2024 Year-to-Date Actuals	2024 Pro-rated BUDGET		2024 ADOPTED BUDGET		2025 DRAFT BUDGET
	-	ADDITION TO Roads Reserve	10,000		-
		ADDITION TO Bridges Reserve	10,000		-
		ADDITION TO Fleet Reserve	140,000		230,000
		2% Enhancement to the Fleet Reserve	70,000		
		ADDITION TO Marsville Garage Reserve	-		
		ADDITION TO Marsville Hall Reserve	-		
		extra TAX LEVY to build-up Capital Reserves	40,000		
		Caledon border bridge or road, EG Share	99,250	50%share	
		taken from other Reserves	-		
		taken from Dev.Chrgs	(14,000)		
		taken from Gas Tax or OCIF grant	(85,250)	Net = \$0	
					A-Line
		Road re-surfacing, Township-owned roads	-		412,000
		taken from other Reserves			(100,000)
		taken from Dev.Chrgs			(57,000)
		taken from Gas Tax or OCIF grant			(230,000)
		Township owned bridges+culverts upgrades	33,000		110,000
		taken from Development Chrgs	(4,600)		(15,400)
		taken from Reserves / OCIF/ Gas Tax	(28,400)	Net = \$0	(94,600)
		Vehicle Fleet purchases	450,000		575,000
		taken from Reserves - Fleet	(350,000)		(125,000)
		from 2023 net Surplus	see pg. 1		
		ALTERNATIVE: from long-term loan (?)			(450,000)
		upgrades of Township-owned Buildings	34,500		213,000
		specific items in Engineers' report			*****
		from 2023 net Surplus	see pg. 1		
		taken from other Reserves			
		Upgrades to E.G. Parks	30,000	fences	
		taken from Park Dedication Fund	(30,000)	Net = \$0	
		Office+Technology capital costs, per County IT	14,400		
		replacement of Misc. Equipment - Public Works	-		-
	-	Land purchases	-		-
-	-	<b>Tax Support for CAPITAL ASSETS</b>	<b>418,900</b>		<b>468,000</b>
2024 Year-to-Date Actuals	2024 Pro-rated BUDGET		2024 ADOPTED BUDGET		2025 DRAFT BUDGET
		***** it is undetermined how many building repairs will be done in 2025			Page 10
		this amount comes from selected items in the 2023 BCA Study			



## Media Release

County of Dufferin  
W. & M. Edelbrock Centre  
30 Centre Street, Orangeville, ON L9W 2X1

*For Immediate Release: April 9, 2024*

### **Participate in Dufferin County's Community Insights Workshop Series to shape the future of the local economy**

Dufferin County invites stakeholders and community members to actively participate in shaping the future economic landscape of Dufferin by taking part in its Community Insights Workshop Series.

The Community Insights Workshop Series will assist the County as it works to develop its Economic Development Strategy and Action Plan. The County's goals for the Workshop Series are to:

- Equip a diverse range of stakeholders with the knowledge and tools necessary to foster economic development within local communities.
- Gather important community feedback and economic development priorities that will inform the direction and goals of the County's Economic Development Strategy and Action Plan.

The County is partnering with local municipalities, the Dufferin Board of Trade and Headwaters Communities in Action to develop content and facilitate the Community Insights Workshop Series. By harnessing the collective expertise, insights and aspirations of the diverse communities in Dufferin County, the County aims to develop a robust strategy and action plan that will catalyze inclusive growth, foster resilient communities and create a long-lasting legacy of sustainable local development.

The Community Insights Workshop Series invites participation from a wide range of stakeholders, including upper and lower-tier municipalities, local industry, not-for-profit organizations and residents. Participants will have the opportunity to contribute ideas, share perspectives and collaborate on key priorities and initiatives. The first round of workshops will invite participation from members of the following local industries and municipality:

- **Agriculture**, Wednesday, April 24, 7 pm, Edelbrock Centre, 30 Centre Street Orangeville
- **Township of Amaranth**, Wednesday, May 1, 2:30 pm, Amaranth Town Hall, 374028 6 Line, Laurel
- **Manufacturing**, Wednesday, May 15, 6 pm, E. Hofmann Plastics, 51 Centennial Road, Orangeville



- **Tourism**, Wednesday, May 22, 6 pm, Museum of Dufferin, 936029 Airport Road, Mulmur
- **Real estate**, Wednesday, June 5, 1:30 pm, Monora Park Pavilion, 500 Monora Park Road, Mono

Subsequent workshops for municipalities and the general public will be announced at a later date.

To learn more and get involved in shaping the future of the economy, visit [www.joinindufferin](http://www.joinindufferin).

### Quotes

“Dufferin County understands that our local communities and municipalities each have unique economic aspirations and needs. The Community Insights Workshop Series will allow us to learn more about diverse perspectives, foster community engagement and ensure that our Economic Development Strategy and Action Plan is based on comprehensive data and analysis. We encourage local industries, municipalities and community members to attend the Workshop Series. Together, we will chart a course towards a prosperous and inclusive future for Dufferin.”

- *Darren White, Warden, Dufferin County*

“These workshops will help staff target their efforts to actions that will help businesses large and small thrive and prosper. When we get input from businesses and stakeholders, we can unlock new opportunities, unleash the full potential of our area by attracting new investment, and create new jobs and a strong business community that is supported by all of Dufferin.”

- *Janet Horner, Councillor and Chair, Development and Tourism, Dufferin County*

“Dufferin County understands that a growing economy contributes to a thriving community, and as outlined in our Strategic Plan, we are committed to advancing county-wide economic and workforce development as we work to create a community that grows together. We invite community members and stakeholders to share their insights and shape the development of our Economic Development Strategy and Action Plan.”

- *Sonya Pritchard, Chief Administrative Officer, Dufferin County*

-30-

### MEDIA CONTACT:

Megan Ball, Manager of Communications  
[mball@dufferincounty.ca](mailto:mball@dufferincounty.ca)

## Grand Valley Public Library Board

### Minutes Wednesday March 20, 2024

#### Present:

Julie Van Alstine, Vice-chair  
Amy Steele  
Mary Hatch  
James Jonker, Town of Grand Valley Rep.  
Lenora Banfield, Township of East Garafraxa Rep.  
Joanne Stevenson, CEO, secretary/treasurer

#### Regrets:

Andrew Stirk, Chair, Township of Amaranth Rep.  
Brennan Solecky

#### 1. Call to Order. CEO 7:00pm

#### 2. Acknowledgement Statement

**We [I]** would like to acknowledge that we are on the the Haldimand Tract, land promised to the Haudenosaunee (**HOE day na shun ay**) people of Six Nations, which includes six miles on each side of the Grand River. This territory is the traditional territory of the Neutral, Anishnaabeg (**On ish KNOB eck**), and Haudenosaunee (**HOE day na shun ay**) Peoples.

#### 3. Approval of the agenda

**MOTION #1:** Moved by A. Steele, seconded by M. Hatch, that the agenda be approved.

#### 4. Declaration of any conflicts of interest.

None.

#### 5. Minutes of the February 14 meeting.

**MOTION #2:** Moved by L. Banfield, seconded by M. Hatch, that the minutes of February 14, 2024 be approved.

#### 6. Business arising from the minutes.

6.1 2023 Annual Report

**MOTION #3:** Moved by L. Banfield, seconded by J. Jonker, that the 2023 Annual Report be approved for distribution.

## **7. Correspondence**

**7.1** OLS Training Bulletin Reminder, email, Feb. 29.

**7.2** OLS Board Assembly Announcement, email, Mar. 4.

**7.3** BDO Canada Limited, Liquidation of the Library Services Centre Inc.

**MOTION #4:** Moved by A. Steele, seconded by M. Hatch to receive the correspondence.

## **8. Financial Report**

### **Operating Account**

**8.1** Operating Expenses for February

**MOTION #5:** Moved by A. Steele, seconded by L. Banfield to accept the reviewed expenses for February (\$49,472.84).

### **Reserve Account**

**8.2** Reserve Account

**MOTION #6:** Moved by J. Jonker, seconded by M. Hatch to accept the reviewed financial statement for the reserve account.

## **9. Committee Reports**

## **10. Chair Report**

## **11. CEO Report**

- Requested donation from Orica - \$3,000
- Organizing a Board Training Day with Orangeville and Caledon Public Library; L. Banfield & A. Steele could possibly attend.
- In the process of organizing a training day for the staff. CEO requests permission from the board to close the library on a Monday to allow all staff to attend a training day. Possible topics: Customer Service, Readers' Advisory and Truth & Reconciliation.

**MOTION #7:** Moved by L. Banfield, seconded by M. Hatch, that the library be closed for a staff training day.

- Completed Registered Charity Information Return
- March Break Programs: Birds of Prey 2 shows attendance 100 & 115,
  - Fireside Munsch – Storytelling of 4 Robert Munsch books, attendance 69,

- Bumbling Burt Magic Show - 75
- CEO attending: Building a Functional Library Program Design on Zoom, March 25<sup>th</sup> @ 12:00pm. J. Van Alstine and M. Hatch will also attend.
- Annual Institute on the Library as Place 2024, dates Monday June 17- Tuesday June 18 in Mississauga at the newly renovated Hazel McCallion Central Library. J. Van Alstine may attend.
- Quote(s) – painting boardroom, foyer. Board requests 2-3 quotes.
- CPen - purchased 2 CPens to help readers. A. Steele suggested a promotion in video format of materials available to borrow.
- Rogers has sent new hotspots. CEO is in the process of setting up new devices(inseego) as the old hotspots(MiFi) are returned.
- Carpets will be cleaned on April 1<sup>st</sup> (Easter Monday).

## **12. New Business**

### **12.1 Cantook – French eBooks & eAudiobooks**

**MOTION #8:** Moved by L. Banfield, seconded by A. Steele to purchase the Cantook Libraries platform for the Grand Valley Public Library

### **12.2 Staff recognition**

Karen Lee was recognized by the Board for 5 years of service.

### **12.3 Technology Plan & Policy**

**MOTION #9:** Moved by B. Solecky, seconded by J. Jonker to accept the reviewed/revised Technology Plan & policy.

### **12.4 Lions Club Duck Day, Saturday, May 25. M. Hatch will attend**

**12.5 Book Sale, Tuesday May 21 – Sunday May 26, L. Banfield & A. Steele will help move books on May16th, J. Van Alstine & M. Hatch will set up.**

## **13. Next Meeting**

Wednesday April 10, 2024 7:00pm McGinnis Room

## **14. Motion to adjourn**

**MOTION #10:** Moved by J. Jonker to adjourn at 7:45pm. CARRIED



## Annual Report 2023

Explore – Connect – Enrich

### Highlights of 2023

The Grand Valley Public Library plays an important role in the community. The Grand Valley Public Library Board and the Staff continue to strive to bring new and innovative ideas to the community residents. This year we made great strides in meeting some of the goals of the 2022-2025 strategic plan.

**Community Awareness:** If there was an event we tried to be there. Duck Day Race, Farmers Market and the Fall Fair.

**Inspired Opportunities:** With the help from a Dufferin Community Grant and Grand Valley Home Hardware, the library provided cooking classes for children from Grades 5-8. This program has been extremely successful with 29 registrants in 2023 and already 20 registrants for the 2 classes being held in 2024.

**Service Excellence:** Great customer service is a priority here at the Library. Staff are continually improving their skills and education to help serve you better.

**Plan for the Future:** The Library Board has created a sub-committee to research the needs of the library and what a future Library will look like.

### New 2023

- Radon Detectors
- Therapy Lamps for loan
- Evenings at the Library
- Book Club
- Cooking Classes
- Food Bank Produce Market on Thursdays

#### Board Members

Andrew Stirk, Chair & Amaranth Rep  
Julie VanAlstine, Vice Chair  
Brennan Solecky  
Amy Steele  
Mary Hatch  
James Jonker, Town of Grand Valley Rep  
Dave Halls, East Garafraxa Rep.

Joanne Stevenson, C.E.O  
February 2024





## Quick Facts

Approximately 30,177 entered the Grand Valley Public Library. That is equivalent to 91 people entering the library each day we are open.

Grand Valley Public Library has 2728 households in their service area. That means the average household use for the library is 11 times.

1757 Active Card Holders, this means they have visited the library within the last two years.

- 1137 Town of Grand Valley
- 307 Township of Amaranth
- 160 Township of East Garafraxa
- 51 Summer Residence
- 100 Other
- 866 Expired Accounts, library card has not been used in over 2 years.

**Facebook** 1.2K followers to the library's facebook page.28,369 reaches

**Instagram** 748 followers to the library's Instagram page, 23,975 reaches

## Materials Borrowed

44176 items borrowed (print & eformats)

### HIGHLIGHTS

Children's Print Material 27,314

Adult Print Fiction 8,598

Audio Books 2,559

Teen Material 760

Chrombooks 24

Hotspots 396

DVDs 3707

### Interlibrary Loans

1152 Borrowed from other libraries

719 Loaned out to other libraries

## Program Attendance

The library held 330 programs with an attendance of 3753

There are many different aspects to a successful program. We would like to thank our many guest speakers for attending the Tea/Coffee and Connections and hosts for the Evenings at the Library.

Below are some local businesses and local groups who have contributed financial support to our ongoing effort to bring you great programming.

- Grand Valley Lions Club – Gingerbread house program and other programs.
- Grand Valley Home Hardware – Cooking Classes
- Circle K – Teen Drop in Pizza Night
- Compass Church – Children's/Teen programs
- Dufferin County RTOERO – Adult programs
- Grand Valley Drug Store
- Dufferin County
- Monday Night at the Movies

## Looking Ahead

**March Break Programs:** Canadian Raptor Conservancy "Birds of Prey", Fireside Munsch, Bumbling Bert Magic Show

**Evening at the Library:** Adult Programs

**Website** – a new website will be launched in 2024.

Creating new and exciting partnerships within our community.

The Grand Valley Public Library is the foundation of the Community, providing social and educational resources. The Grand Valley Public Library Board and Dedicated Staff are committed to serving our communities. The library will continue to offer a variety of programs, support and online resources to meet the needs of our communities. Comments and suggestions from the community to help improve our services are always welcomed.

# GRAND VALLEY & DISTRICT COMMUNITY CENTRE

## Board Meeting Minutes

Monday March 11, 2024 @ 5:30 PM

Grand Valley & District Community Centre - Boardroom

90 Main Street North, Grand Valley

---

### **Present:**

Gail Little, Chair

Deb Halls, Vice Chair

Sue Graham

Brett Lyons

Steve Soloman

Helena Snider, Secretary/Treasurer

**Regrets:** James Allen and Clinton Taylor

### **1. Call to order**

Chair Little called meeting to order at 5:35pm.

### **2. Agenda Approval**

2.1 March 11, 2024

#### **Resolution 2024-03-01**

Moved by S. Soloman, Seconded by D. Halls

**BE IT RESOLVED THAT** the March 11, 2024 regular meeting agenda be approved as circulated.

**CARRIED**

### **3. Disclosure of Pecuniary Interest**

### **4. Minutes of Previous Meetings**

4.1 March 11, 2024

The Board directed staff to amend the minutes to state that the gavel was passed back to the Chair after the Budget discussion.

**Resolution 2024-03-02**

Moved by P. Latam, Seconded by S. Graham

**BE IT RESOLVED THAT** the minutes of January 31, 2024, be adopted as amended.

**CARRIED**

**5. Business arising from minutes.**

The Board requested to add item 10.3 Outdoor Ice Rink to section 10 Unfinished Business.

**6. Deputations/Presentations**

**7. Arena Manager's Report**

**7.1 Rates 2024-2025**

The Board has postponed this discussion to next month's meeting due to James Allen's absence.

**7.2 Ontario Hockey Dressing Room Policy**

The Board discussed the policy briefly, should we incorporate stalls for people to change. This will be discussed at next month's meeting.

**8. Correspondence**

**9. Financial Reports**

**9.1. Accounts Payable**

The Board directed staff to have RLB move the expense from account 1090 in the amount of \$7, 619.17 from the 2024 books to 2023. This was revenue earned in 2023 and the expense needs to reflect the 2023 books.

**Resolution 2024-03-03**

Moved by B. Lyons, Seconded by P. Latam

**BE IT RESOLVED THAT** the accounts payable for January 2024 in the amount of \$55, 607.60 and the accounts payable for February 2024 in the amount of \$101, 860.94 be approved and paid from the Operating Account.

**CARRIED**

## 9.2. Accounts Receivables

### **Resolution 2024-03-04**

Moved by B. Lyons, Seconded by P. Latam

**BE IT RESOLVED THAT** the receipts for January 2024 in the amount of \$75, 899.78 and the receipts for February 2024 in the amount of \$38, 827.45 have been deposited into the Community Centre bank account and are hereby approved.

***CARRIED***

## 9.3. Budget Variance

## **10. Unfinished Business**

### 10.1 Renovation Project

The Board would like an update on the design process and how it's going. James Allen is to contact the design company and touch base with the sub-committee for an update.

### 10.2 2024 Draft Budget

The Board directed staff to update the Asset Management/Capital report to reflect the approved amount of \$80,000.00 for 2024. Staff have been directed to correct the names on the Expenses and Revenue reports. The Board had questions regarding the wages & benefits line. After a brief discussion, the question regarding the increase was answered.

The Board questioned the advertising on the Zamboni, how long was the contract for and has it been paid. The secretary/treasurer is to provide an update at next month's meeting.

### **Resolution 2024-03-05**

Moved by S. Graham, Seconded by J. Zukowski

**BE IT RESOLVED THAT** the Board approves the 2024 Draft Budget as amended.

***CARRIED***



### 10.3 Outdoor Rink

The Board had a discussion regarding the outdoor ice rink. A decision needs to be made whether to move forward. The grant provided to the Town of Grand Valley for the multi-purpose pad has a deadline of September 2024 for completion. Staff advised the Board that the cost for the piping would be roughly \$70, 000.00 to \$80, 000.00, which would need to be paid by the Board.

A recorded vote was requested.

#### **Resolution 2024-03-06**

Moved by J. Zukowski, Seconded by S. Graham

**BE IT RESOLVED THAT** the Board requests the Town of Grand Valley to add the RFT for the additional option of installation of refrigeration pipes for the outdoor sports court. The cost of the pipe installation and any additional associated costs will be at the expense of the Grand Valley & District Community Centre Board if approved by the GVCC Board of management.

**For (6): S. Soloman, B. Lyons, J. Zukowski, D. Halls, S. Graham, G. Little**

**Against (1): P. Latam**

***CARRIED (6-1)***

## **11. New Business**

### 11.1 RFT for Snow Removal

The Board will discuss it at next month's meeting.

## **12. Confirmation of Meeting**

#### **Resolution 2024-03-07**

Moved by D. Halls, Seconded by S. Soloman

**BE IT RESOLVED THAT** leave be given to confirm the proceedings of the March 11, 2024, Grand Valley & District Community Centre Board Meeting.

***CARRIED***

### 13. Adjournment

#### Resolution 2024-03-08

Moved by S. Graham, Seconded by D. Halls

**BE IT RESOLVED THAT** we do now adjourn this meeting to meet again on Monday, April 8, 2024, at 5:30pm or at the call of the Chair.

***CARRIED***

**ORIGINAL SIGNED BY**

---

Gail Little, Chair

**ORIGINAL SIGNED BY**

---

Helena Snider, Secretary/Treasurer

# Grand Valley & District Medical & Dental Board

## 5 MAIN ST. N.

### MINUTES

February 20, 2024, at 4pm  
Council Chambers

**Present:** Lenora Banfield, Paul Latam, Philip Rentsch, Steve Soloman, Chris Gerrits, Helena Snider - Secretary/Treasurer

**Regrets:**

---

#### 1. Call to Order

Chair Banfield called the meeting to order at 4pm.

#### 2. Agenda Approval

**#2024-02-01**

Moved By: C. Gerrits

Seconded By: P. Rentsch

**BE IT RESOLVED THAT** the February 20, 2024, regular meeting agenda be approved as circulated.

Carried.

#### 3. Disclosure of Pecuniary Interest

None

#### 4. Minutes of Previous Meeting

4.1 January 30, 2024

**#2024-02-02**

Moved By: P. Latam

Seconded By: S. Soloman

**BE IT RESOLVED THAT** the minutes of January 30, 2024, be adopted as circulated.

Carried.

#### 5. Business arising from Minutes

#### 6. Deputation/Presentation

## 7. Financial Reports

### 7.1. Accounts Receivable

**#2024-02-03**

Moved By: P. Rentsch

Seconded By: P. Latam

**BE IT RESOLVED THAT** the Accounts Received presented to the Board in the amount of \$3, 859.72 for January 2024 be approved.

Carried.

### 7.2. Accounts Payable

**#2024-02-04**

Moved By: C. Gerrits

Seconded By: S. Soloman

**BE IT RESOLVED THAT** the Accounts Payable presented to the Board in the amount of \$38, 356.42 for January 2024 be approved.

Carried.

### 7.3. Budget Variance

The Board questioned why the budget variance figures do not match the A/P totals, the budget variance report figures are pre-tax amounts.

## 8. Unfinished Business

### 8.1 Engineer for Structural Wall – Verbal

The secretary/treasurer has been in contact with R.J. Burnside and a meeting has been scheduled for March 7<sup>th</sup>, 2024 at 9:30am.

### 8.2 Public Works – Storn and Sewage Drain

Public Works has snaked the sewage drain and there were no issues to report. They also snaked the storm drain and found that there was debris in the pipe. CT Horizontal & Vac flushed out the storm drain, and snaked it again, could not snake to the right side due to the angle but were able to snake to the left side. CT Horizontal & Vac and Public Works could not determine where the outflow is going.

The Board would like Public Works to snake the storm drain at the end of March again and see what the status is and report back.

The Board requested the secretary/treasurer to contact a plumber to check if the sump pump works and where it is discharging to.

### 8.3 2024 Draft Budget

The Township of Amaranth will include the budget in their budget discussions. They are waiting to hear back from their auditors as to why the Medical Building is included in their financial statements.

Township of East Garafraxa, as per the Board agreement, will continue their involvement until December 31, 2024.

**#2024-02-05**

Moved By: P. Rentsch

Seconded By: S. Soloman

**BE IT RESOLVED THAT** the Board approves the 2024 Draft Budget.

Carried.

#### 8.4 Snow Contract at The Upper – No Contract

**#2024-02-06**

Moved By: P. Latam

Seconded By: C. Gerrits

**BE IT RESOLVED THAT** whereas 787497 Ont Inc. clears The Upper portion of the Medical & Dental Centre parking lot;

**AND WHEREAS** the Medical & Dental Centre believes to own 20% or less of the whole parking lot area;

**BE IT RESOLVED THAT** the Board resolves to pay 20% of the contract 787497 Ontario Inc has for clearing snow;

**AND FURTHER THAT** this amount does not exceed \$162.00 per month plus HST;

**AND FURTHER THAT** the Board having paid the December 2023 invoice #NOV/DEC23, believes to have paid its portion for 2023/2024 winter in full.

Carried.

### 9. New Business

#### 9.1 Dental Office – Sink and Plumbing

The Dental Office Manager informed the secretary/treasurer that they are having issues with the sink in the kitchen area, it is not draining properly. The Board directed staff to contact a plumber to have this looked at.

### 10. Correspondence

10.1 Quote from B.T. Builders for Medical Space Renovations

10.2 Quote from Winmar – Provided at Meeting

10.3 Quote from Blueline Home Services – Provided at Meeting

The Board discussed the three quotes provided.

**#2024-02-07**

Moved By: C. Gerrits

Seconded By: P. Latam



**BE IT RESOLVED THAT** the Board approve the estimate from Blueline Home Services for repairs to the Medical Centre at a cost not to exceed \$43,300.00 plus HST.  
Carried.

#### 10.4 Incident with Public Works

Public Works had an incident involving the recycling bin from the Dental office. The blue bin was not retrieved by the Dental staff and was left out overnight with a metal rod in it. There was snowfall that evening, and due to heavy winds, snow accumulation was high. When Public Works staff was out the following morning plowing the sidewalks, the recycling bin and metal rod got caught in the snow blower, causing issues with the blade and equipment. The Dental staff was informed of the incident and advised to collect their bins prior to leaving the office.

#### 11. Confirmation of Meeting

**#2024-02-08**

Moved By: S. Soloman

Seconded By: C. Gerrits

**BE IT RESOLVED THAT** leave be given to confirm the proceedings of the Grand Valley Medical/Dental Board meeting of February 20, 2024.

Carried.

#### 12. Adjournment

**#2024-02-09**

Moved By: C. Gerrits

Seconded By: P. Latam

**BE IT RESOLVED THAT** we do now adjourn this meeting of the Board to meet again on April 16, 2024 at 4pm or at the call of the Chairperson.

Carried.

ORIGINAL SIGNED BY

\_\_\_\_\_  
Lenora Banfield, Chair

ORIGINAL SIGNED BY

\_\_\_\_\_  
Helena Snider, Secretary/Treasurer

## Shannon Peart

---

**From:** Clerks  
**To:** Jessica Kennedy  
**Subject:** RE: Grand Valley & District Medical and Dental Board Correspondence

---

**From:** Helena Snider  
**Sent:** Wednesday, April 17, 2024 12:06 PM  
**Subject:** Grand Valley & District Medical and Dental Board Correspondence

Good morning Alan,

At the Grand Valley & District Medical and Dental Board meeting held Tuesday April 16<sup>th</sup>, 2024, the following resolution was passed.

Resolution #2024-10

Moved By: P. Rentsch, Seconded By: S. Soloman

BE IT RESOLVED THAT the Board approves the 2024 Levy payment schedule.

Please find attached the approved 2024 levy payment schedule and the invoice for Q1.

Thank you,



Helena Snider | Administration/Accounting Clerk

Town of Grand Valley | 5 Main Street North, Grand Valley, ON L9W 5S6

Tel: (519) 928-5652 | Fax: (519) 928-2275 | [hsnider@townofgrandvalley.ca](mailto:hsnider@townofgrandvalley.ca)

**GRAND VALLEY & DISTRICT MEDICAL AND DENTAL CENTRE**  
**2024 Operating & Capital Levy**

	IAMOP	IEGOP	IELGV
MONTH	AMARANTH	EAST GARAFRAXA	GRAND VALLEY
March	\$ 9,952.68	\$ 6,635.12	\$ 16,587.80
June	\$ 9,952.68	\$ 6,635.12	\$ 16,587.80
September	\$ 9,952.68	\$ 6,635.12	\$ 16,587.80
December	\$ 9,952.67	\$ 6,635.11	\$ 16,587.78
<hr/>			
TOTAL	\$ 39,810.71	\$ 26,540.47	\$ 66,351.18

*Kindly remit payments for the 1st of each month*

				2024 Total
\$ 39,810.71	\$	26,540.47	\$	66,351.18
				\$ 132,702.36

## Jessica Kennedy

---

**Subject:** FW: Regulating By-Law for Grand Valley & District Fire Department  
**Attachments:** Fire Department Establishing and Regulating Bylaw 2024.docx

---

**From:** Helena Snider  
**Sent:** Monday, March 11, 2024 1:39 PM  
**To:** Peter Avgoustis <[pavgoustis@eastgarafraxa.ca](mailto:pavgoustis@eastgarafraxa.ca)>; Jessica Kennedy <[jkennedy@eastgarafraxa.ca](mailto:jkennedy@eastgarafraxa.ca)>  
**Subject:** Regulating By-Law for Grand Valley & District Fire Department

Good afternoon Peter and Jessica,

Please find attached a revised regulating by-law for the Fire Department.  
The Board requested to include "Limited Services" in the by-Law. Please note in Part III Definitions, section "L" now has limited services and I have added Part VII – Limited Services to the by-law.  
Please note the highlighted areas will require changes on your end.  
Please include this in the Council Agenda for adoption. Please provide a signed copy once it has been adopted.  
If you have any questions, please feel free to contact me.

Thank you,



Helena Snider | Administration/Accounting Clerk

Town of Grand Valley | 5 Main Street North, Grand Valley, ON L9W 5S6

Tel: (519) 928-5652 | Fax: (519) 928-2275 | [hsnider@townofgrandvalley.ca](mailto:hsnider@townofgrandvalley.ca)

**Treasury Board Secretariat**

Emergency Management Ontario  
25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1200

**Secrétariat du Conseil du Trésor**

de la gestion des situations d'urgence  
Ontario  
25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tél. : 647-329-1200



April 15, 2024

Township of East Garafraxa

Dear Steven Murphy - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in



2023.

You may also be interested in learning of the following information for further context:

- 412 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2023, of which 405 were advised they appeared to satisfy their EMCPA requirements.
- Of the 7 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
  - Not designating an Emergency Information Officer;
  - CEMC did not complete training;
  - Not completing the annual MCEG training; and/or
  - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Brendan MacMullin

Email: [brendan.macmullin@ontario.ca](mailto:brendan.macmullin@ontario.ca)

Phone: 437-424-1214

Sincerely,

Heather Levecque  
Assistant Deputy Minister and Chief, Emergency Management  
Treasury Board Secretariat

cc: Mayor Guy Gardhouse

# THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

## By-Law Number XX-2024

Being a By-Law to Establish & Regulate the Grand Valley & District Fire Department and to Repeal By-Law Number 19-2023

**Whereas** the Municipal Act, R.S.O. 1990, as amended, and the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 as amended, permits the Council to enact a By-law to establish and regulate a Fire Department;

**And whereas** Subsection 2 (1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended (the “FPPA”), requires every municipality to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and the provision of fire protection services as it determines may be necessary in accordance with its needs and circumstances;

**And whereas** Subsection 2 (b) of the FPPA permits a municipality, in discharging the responsibilities under subsection 2(1), to establish a Fire Department;

**And whereas** Subsection 5 (0.1) of the FPPA permits a Council of a municipality to establish, maintain and operate a Fire Department for all or any part of the municipality;

**And whereas** Subsection 5 (1) of the FPPA requires a Fire Department to provide fire suppression services and permits the Fire Department to provide other Fire Protection Services in the municipality;

**And whereas** Subsection 8 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (“*Municipal Act, 2001*”), provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

**And whereas** Subsection 11 (2) 6 of the *Municipal Act, 2001* provides that a municipality may pass by-laws for the health, safety and well being of persons;

**And whereas** Section 227 of the *Municipal Act, 2001* provides that it is the role of officers and employees of the municipality to implement Council decisions and establish practices and procedures to implement those decisions;

**And whereas** Subsection 446 (1) of the *Municipal Act, 2001* provides that where a person fails to do something that is required under a by-law, the municipality may undertake to do the thing required at the person’s expense and the costs may be collected in same manner as property taxes;

**And whereas** the Councils for the Township of Amaranth, the Township of East Garafraxa and the Town of Grand Valley have already established a Fire Department, and it is known as the Grand Valley and District Fire Department, and deem it expedient to repeal By-laws AM 62-2013/EG 19-2023/GV 2013-45 and replace them with a new by-law.

**NOW THEREFORE BE IT ENACTED** by the Municipal Council of the Corporation of the Township of EAST GARAFRAXA as follows:

### PART I – INTERPRETATION

1. (1) Wherever a word is used in this By-law with its first letter capitalized, the term is being used as it is defined in Part III of this By-law. Where any word appears in ordinary case, the commonly applied English language meaning is intended.
- (2) All words importing the singular shall include the plural, and words imparting the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law otherwise requires.

2. If a court of competent jurisdiction declares any provision or part of a provision of this Bylaw to be invalid or to be of no force and effect, it is the intention of Council in enacting this By-law that the remainder of this By-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

## PART II – SHORT TITLE

3. This By-law may be referred to as the “Grand Valley & District Fire Department Establishing and Regulating By-law”.

## PART III – DEFINITIONS

4. In this By-law, unless the context otherwise requires:
  - a. “Additional Expenses” means the cost to the municipality of any additional resources, including any applicable taxes and administrative fees.
  - b. “Additional Resources” includes the use of:
    - (i) a private contractor;
    - (ii) special equipment that is rented or contracted by the Fire Department;
    - (iii) consumable materials not normally carried on a fire vehicle; or
    - (iv) consumable materials that are used in addition to the amount of those consumable materials normally carried on a fire vehicle.
  - c. “Approved” means approved by the Municipal Council.
  - d. “CAO” means the Chief Administrative Officer appointed by Council to act as Chief Administrative Officer for any of the participating Municipalities.
  - e. “Corporation” means the Corporations of the Township of Amaranth, the Township of East Garafraxa and the Town of Grand Valley.
  - f. “Council” means the Council of the Township of Amaranth, the Township of East Garafraxa and the Town of Grand Valley.
  - g. “Councils” means the Councils of the participating municipalities of the Township of Amaranth, the Township of East Garafraxa and the Town of Grand Valley.
  - h. “Confined Space” means any space that has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bin, hoppers, vaults, trenches, excavations, and pits) and that is not designed for continuous human occupancy.
  - i. “Deputy Fire Chief” means a person appointed to act on behalf of the Fire Chief in the case of an absence or a vacancy in the office of the Fire Chief.
  - j. “Fire Area” means the area serviced by the Grand Valley and District Fire Department as defined in Schedule C attached to this by-law, SAVE AND EXCEPT any defined area that any one municipality may deem to be excluded from fire suppression and/or rescue service as defined in their respective municipal by-laws.
  - k. “Fire Board” means the Grand Valley and District Fire Department Joint Board of Management per agreement dated October 24, 2023.

- l. “Fire Chief” means the person appointed by by-law of the Councils of the participating municipalities to act as Fire Chief of the Fire Department and is ultimately responsible to the Fire Board as defined in the FPPA.
- m. “Fire Department” means the Grand Valley & District Fire Department.
- n. “FPPA” means the *Fire Protection and Prevention Act, 1997*, S.O., c.4, as may be amended from time to time, or any successor legislation, and any regulation made there under.
- o. “Fire Protection Services” includes fire suppression, fire prevention, fire and life safety education, communications, apparatus and facility maintenance, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services.
- p. “Limited Services” means a variation of service significantly differentiating from the norm as a result of exhausting circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- q. “Member” means any person employed in or appointed to the Fire Department and assigned to undertake fire protection services, and includes officers, full time, part time and volunteer firefighters.
- r. “Municipality” means any one of the Township of Amaranth, the Township of East Garafraxa and the Town of Grand Valley.
- s. “Officer” includes the Fire Chief, Deputy Fire Chiefs, Captains, Lieutenants, and all other supervisory positions within the Fire Department.
- t. “Volunteer Firefighters” means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.

#### PART IV – ESTABLISHMENT AND COMPOSITION

- 5. The Fire Department is continued under this By-law to provide Fire Protection Services for The Township of Amaranth, the Township of East Garafraxa and the Town of Grand Valley and shall be known as the Grand Valley & District Fire Department.
- 6. The Fire Department shall consist of the Fire Chief, Deputy Fire Chiefs, Captains, Lieutenants, operational staff, administrative support staff and any other person as may be approved by Council for the Fire Department to perform Fire Protection Services and shall be structured in conformance with the approved Organizational Chart, Schedule B, forming part of this by-law.

#### PART V – EMPLOYMENT

- 7. In addition to the Fire Chief and Deputy Chiefs, the Board shall appoint such number of other officers and members as may be deemed necessary by the Fire Board.
- 8. The Fire Chief may recommend to the Fire Board the employment in or the appointment to the Fire Department, as the case may be, of any person, as an Officer or Member or as administrative support staff, who meet the qualifications and, if applicable, completes successfully criteria (including without limitation

training courses and physical, skills and other examinations) and otherwise satisfies any hiring policies, practices or procedures established or approved by the Fire Board for such employment or appointment.

9. Persons appointed as members of the Fire Department to provide fire protection services shall be on probation for a period of twelve (12) months, during which period they shall take special training and examination as may be required by the Fire Chief and annual medical examinations and/or at such other times as deemed necessary by the Fire Chief.
10. If a probationary member appointed to provide fire protection services fails any such examinations and/or contravenes any provisions of this by-law, policies, general orders and/or department rules that, in the opinion of the Fire Chief would be detrimental to the operation or efficiency of the Fire Department, the Fire Chief may recommend to the Fire Board that they be dismissed.
11. If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to, and a result of employment in the Fire Department, the Fire Board may assign the member to another position in the Fire Department or may retire them.
12. Subject to the FPPA, the remuneration and other terms and conditions of employment or appointment of the Members and administrative support staff that comprise the Fire Department shall be determined by the Fire Board and approved by the Councils.

#### PART VI – ORGANIZATION AND CORE SERVICES

13. The Fire Department shall be organized into the following sections:
  - (a) Fire Prevention
  - (b) Firefighting
  - (c) Fire and Life Safety Education
  - (d) Training
  - (e) Communications
  - (f) Apparatus & Maintenance, and
  - (g) Fire Administration.
14. (1) The Fire Chief may recommend the reorganization or elimination of Sections or establish other Sections or may do all or any of these things or any combination of them as may be required to ensure the proper administration and efficient operation of the Fire Department and the effective management of Fire Protection Services for the Municipalities.
  - (2) The Fire Chief may assign or re-assign such members to a Section to assist them in the administration and operation of that section.
15. (1) For the purposes of this By-law, core services provided by the Fire Department are set out in Schedule “A,” which forms part of this By-law.
  - (2) Nothing in this By-law will restrict the Fire Department to providing only core services or limit the provisions of Fire Protection Services.

#### PART VII – LIMITED SERVICES

16. (1) In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved services set out in Part VI may from time to time be



provided as a Limited Services as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest ranking Office in charge of a response.

- (2) The Corporation shall accept no liability for the provisions of a Limited Service for the Fire Department as reasonably necessary.

#### PART VIII - RESPONSIBILITIES AND AUTHORITY OF FIRE CHIEF

17. (1) The Fire Chief shall be the head of the Fire Department and is responsible to Council for the proper administration and operation of the Fire Department.

- (2) The Fire Chief is ultimately responsible to Council, through the Fire Board, for the delivery of Fire Protection Services.

- (3) Council retains all the rights and powers that it has to establish maintain and operate a fire department under the FPPA.

17. (1) The Fire Chief shall be authorized to make such general orders, policies, procedures, rules, and regulations and to take such other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department and the effective management of the Fire Protection Services for the Municipalities and for the prevention, control and extinguishment of fires, the protection of life and property and the management of emergencies.

- (2) Without restricting the generality of subsection 14 (1), the Fire Chief shall be authorized to make such general orders, policies, procedures, rules, and regulations and to take such other measures as the Fire Chief may consider necessary for the following:

- (a) For the care and protection of all property belonging to the Fire Department;
- (b) For arranging for the provision of necessary apparatus, equipment, materials, services and supplies for the Fire Department;
- (c) For determining and establishing the qualifications and criteria for employment or appointment to the Fire Department;
- (d) For determining and establishing the duties of all members and administrative support staff of the Fire Department;
- (e) For the conduct and the discipline of members and administrative support staff of the Fire Department;
- (f) For preparing and, upon approval by Council, implementing and maintaining such Fire Department strategic plans and Master Fire Plans as may be required by Council, on behalf of the Municipalities;
- (g) For reporting to the appropriate crown attorney or other prosecutor or law enforcement officer or other officer the facts based on the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence or in which there is reason to believe an offence has been committed under the FPPA;
- (h) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department;
- (i) For keeping such other records as may be required by Council and the FPPA;
- (j) For preparing and presenting the annual report of the Fire Department to Council;

- (k) For preparing and presenting the annual estimates of the Fire Department, in consultation with the appropriate Fire Board Committee of the Municipalities and Council; and
  - (l) For exercising control over the budget endorsed by the Board and approved by the participating Municipalities for the Fire Department, provided that such general orders, policies, procedures, rules, regulations, and other measures do not conflict with the provisions of this By-law or any other By-law of the Municipalities, including without limitation those requiring the prior approval of or prior notice to Council or the satisfaction of certain conditions, general or otherwise, specified by Council before such measures can be implemented, or with the provisions of the FPPA or with the provisions of any other written agreement that may be applicable.
18. (1) The Fire Chief shall be responsible for the administration and enforcement of this By-law and all general orders, policies, procedures, rules, and regulations made under this By-law and for the enforcement of any other Municipal By-law respecting Fire Protection Services.
- (2) The Fire Chief shall periodically review the general orders, policies, procedures, rules, and regulations made under this By-law, and shall periodically review any Municipal By-law respecting Fire Protection Services, including this By-law, and may for the purpose of any review establish an advisory committee consisting of such members and other persons, including members of the general public as the Fire Chief may determine are necessary to assist him in the discharge of this duty.
- (3) The Fire Chief may recommend By-law amendments to the Board for recommendation to Councils that the Fire Chief considers appropriate after the completion of a review as set out in subsection 14. (2).
- (4) The Fire Chief may recommend the revision or deletion of general orders, policies, procedures, rules, and regulations made under this By-law that the Fire Chief considers appropriate after the completion of a review as set out in subsection 14. (2).
- (5) The Fire Chief may reprimand, suspend, or recommend the dismissal of any member for infraction of any provisions of this by-law, policies, general orders and department rules that, in the opinion of the Fire Chief, would be detrimental to the operation or the efficiency of the Fire Department.
19. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the FPPA including without limitation the authority to enforce compliance with the Fire Code.
20. The Fire Chief may liaise with the Office of the Fire Marshal of Ontario and any other office or organization as required by the Fire Board or Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of Fire Protection Services for the Municipalities.
21. The Fire Chief may, from time to time, utilize such Members and administrative support staff of the Fire Department as the Fire Chief considers appropriate to assist in the performance of the Fire Chief's duties.

#### PART IX - DEPUTY FIRE CHIEFS

22. (1) The Deputy Fire Chiefs shall be the second ranking officers of the Fire Department and shall be subject to and shall obey all orders of the Fire Chief and shall perform such duties as are assigned to them by the Fire Chief.

- (2) Where the Fire Chief is absent, one of the Deputy Fire Chiefs, as decided upon by the Fire Chief in advance, shall act on the Fire Chief's behalf.
- (3) Where the Fire Chief is absent and has not appointed one of the Deputies to act on their behalf, or there is a vacancy in the office of the Fire Chief, the Deputy Fire Chiefs shall take turns acting as the Fire Chief on a rotating basis.
- (4) Where a Deputy Chief is acting as the Fire Chief, the Deputy Chief has all of the powers and responsibilities as the Fire Chief as provided under any Municipal By-law, including this By-law, and any Provincial statute or regulation.

#### PART X – MEMBERS AND ADMINISTRATIVE SUPPORT STAFF

23. The Members and administrative support staff of the Fire Department shall be under the direction and control of the Fire Chief or the next ranking Officer present in any place.
24. Every Member shall conduct themselves in accordance with general orders, policies, procedures, rules, and regulations made by the Fire Chief and shall give their whole and undivided attention to the efficient operation of the Fire Department and shall perform the duties assigned to them to the best of their ability in accordance with the FPPA and other written agreement that may be applicable.
25. (1) No person, other than duly appointed Members of the Fire Department, shall obtain, carry, wear, or use any Fire Department uniform clothing in a manner that would lead any reasonable member of the public to identify the person as a member of the Fire Department.  
(2) No person, other than duly appointed Members of the Fire Department, shall in any way identify themselves as being a member of the Fire Department.  
(3) Fire department personnel shall obtain, carry, wear, or use any Fire Department uniform clothing to identify themselves as being a member of the department only during Fire Department sanctioned events.

#### PART XI – USE OF FIRE DEPARTMENT PROPERTY

26. No person shall use or permit to be used any apparatus, equipment, or other property of the Fire Department for any personal or private use, without the prior approval of the Fire Chief.
27. No person shall willfully damage or render ineffective or inoperative any apparatus, equipment or other property belonging to or used by the Fire Department.

#### PART XII - FIRE SUPPRESSION AND EMERGENCIES

28. (1) The Fire Department may suppress any fire, or respond to any emergency, rescue, or hazardous conditions by extinguishing it or by any other reasonable action and, for this purpose, may enter private property, if necessary, to do so.  
(2) For the purpose this Part, "fire" shall include, with any necessary modifications, an emergency, rescue, or hazardous condition.
29. The Fire Department may pull down or demolish any building or structure when considered necessary in order to prevent the spread of fire.
30. Despite any other section of this By-law, no person present at a fire shall refuse to leave the immediate vicinity when required to do so by the Fire Department.

31. (1) During a fire, and for the time that is required to complete the operations, remove the equipment of the Fire Department, and render the location and vicinity safe, from fire, no person, either on foot or with a vehicle of any kind, shall enter or remain upon or within:
- (a) The portion of any street or lane upon which the site of the fire abuts or upon any street or lane for a distance of fifteen (15) metres on each side of the property damaged by fire; and
  - (b) Any additional street or lane or part of a street or lane or any additional limits in the vicinity of the fire, as may be prescribed by the Fire Chief or the next ranking Officer present at the fire.
- (2) The provisions of subsection 31(1) shall not apply to any person so authorized to enter or remain by an Officer or by a police officer.

#### PART XIII - EMERGENCY RESPONSE OUTSIDE DEPARTMENT BOUNDARIES

32. The Fire Department shall not respond to a call with respect to a fire emergency, rescue, or hazardous condition outside the territorial limits of the Municipalities except:
- (a) That, in the opinion of the Fire Chief, threatens property in the territorial limits of the Municipalities;
  - (b) In a municipality with which an approved automatic aid or mutual aid agreement has been entered into to provide Fire Protection Services;
  - (c) On property with which an approved agreement has been entered into with any person or corporation to provide Fire Protection Services;
  - (d) At the discretion of the Fire Chief, to a municipality authorized to participate in any county mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; and
  - (e) On property beyond the territorial limits of the Municipalities where the Fire Chief determines that immediate action is necessary to preserve life or property and the appropriate fire department is notified to respond and assume command or establish alternative measure, acceptable to the Fire Chief.

#### PART XIV - ADDITIONAL RESOURCES

33. (1) If, as a result of the Fire Department's response to a fire, emergency, rescue or a hazardous condition including a motor vehicle incident, or in carrying out any of its duties or functions, the Fire Chief determines that it is necessary to use Additional Resources in order to suppress or extinguish a fire, preserve property, carry out required investigations, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Municipalities or otherwise carry out the duties and functions of the Fire Department, the owner of the property or motor vehicle requiring or causing the need for the Additional Resources shall be charged the Additional Expenses.
- (2) Any Additional Expenses shall be considered a fee imposed for services provided or done by or on behalf of the Municipalities under the *Municipal Act, 2001*, S.O. 2001, c.24, as amended (the "*Municipal Act, 2001*") and shall be billed as a fee for services to the owner of the property or vehicle as the case may be.

- (3) The Additional Expenses in subsection 33(2) shall constitute a debt of the owner to the respected Municipality.
- (4) The respected Municipality may take such action as it considers necessary and as is permitted by law to collect the Additional Expenses in subsection 33(2).
- (5) The owner shall be liable to pay to the respected Municipality any costs incurred by that Municipality in collecting the Additional Expenses in subsection 33(2) and these costs shall be deemed to be Additional Expenses under this section.
- (6) Without restricting the generality of subsection 33(2), where the Additional Expenses, or any portion of them remain unpaid, for a period in excess of 90 days, the Additional Expenses, or any portion of them that are unpaid shall be added to the tax roll for any real property within the territorial limits of that Municipality owned, (in whole or in part), by the owner and shall be collected in a like manner as municipal taxes.

#### PART XVI - INTERFERENCE

34. No person shall impede or interfere with or hinder a Member of the Fire Department in the performance of the Member's duties under this By-law.
35. No person shall prevent, obstruct, or interfere in any manner whatsoever with the communication of a fire alarm to the Fire Department or with the Fire Department responding to a fire alarm that has been activated.

#### PART XVII - OFFENCES

36. (1) Every person who contravenes any provision of this By-law or fails to comply with an order or directive issued under this By-law, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the *Provincial Offences Act*, R. S. O. 1990, c. P.33, as amend, and the *Municipal Act, 2001*.
- (2) In addition to subsection 32, any person who is charged with an offence under this By-law by the laying of an information under Part III of the *Provincial Offences Act*, and is found guilty of the offence is liable, pursuant to the fine provisions of the *Municipal Act, 2001*, to a fine of:
  - (i) not more than \$10,000.00 in the case of an individual for a first offence, and a fine of not more than \$25,000.00 for each subsequent offence.
  - (ii) not more than \$25,000.00 in the case of a corporation for a first, and a fine of not more than \$50,000.00 for each subsequent offence.

#### PART XVIII - CONFLICT

37. If this By-law conflicts with any other Municipal By-law, this By-law shall supersede and prevail over the other by-law to the extent of the conflict.

#### PART XIX - REPEAL AND ENACTMENT

38. By-Law Number 19-2023 is hereby repealed in its entirety. The repeal of any by-law shall not affect any offence committed against the provisions of that by-law or any penalty incurred in respect thereof or any investigative procedure, including but not limited to any prosecution thereunder.
39. This By-law comes into effect the day on the passing thereof.

By-law given the necessary readings and passed this 23<sup>rd</sup> day of April, 2024.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Head of Council

DRAFT



## SCHEDULE "A" - CORE SERVICES

### 1. FIREFIGHTING AND EMERGENCY RESPONSE

- 1.1. Fire suppression services shall be delivered in both an offensive and defensive mode and shall include search and rescue operations, forcible entry, ventilation, protecting exposures, salvage, and overhaul as appropriate under the circumstances.
- 1.2. Emergency pre-hospital care responses and medical acts such as defibrillation, first aid, CPR, and other patient care protocols implemented in accordance with the Emergency Medical Responder Program.
- 1.3. Extrication and related rescue services shall include performing extrication using hand tools, air bags and heavy hydraulic tools as required.
- 1.4. Technical rescue such as shore-based ice/water rescue, confined space (at awareness level).

### 2. FIRE PREVENTION

- 2.1. Inspections arising from complaint, request, or self-initiated and fire investigations shall be provided in accordance with FPPA, building code and policies of the fire prevention section.
- 2.2. New construction inspections and plan review of buildings under construction in matters respective of fire protection systems within buildings shall be conducted in accordance with the applicable by-law and operating procedures.

### 3. FIRE AND LIFE SAFETY EDUCATION

- 3.1. Distribution of fire and life safety information and comprehensive public education programs shall be administered in accordance with the FPPA and policies of the Fire Department.
- 3.2. A residential home fire safety awareness program shall be ongoing.
- 3.3. Smoke alarms for residential occupancies shall be temporarily provided for properties where on inspection has revealed inoperative or missing smoke alarms, until the owner of the property has provided permanent smoke alarms.
- 3.4. The delivery of portable fire extinguisher training.
- 3.5. Promote the use of CO Detectors.

### 4. COMMUNICATIONS

- 4.1. Participate in the Fire Communications operating agreements.
- 4.2. Provide dispatching of emergency vehicles.
- 4.3. Operate and maintain a Fire Department Dispatch system and associated Records Management Systems.
- 4.4. Operate and maintain an audio logger system that records all radio audio data relating to all emergency incidents involving the Fire Department.
- 4.5. Maintain comprehensive records relating to each emergency response that is dispatched.

### 5. TRAINING

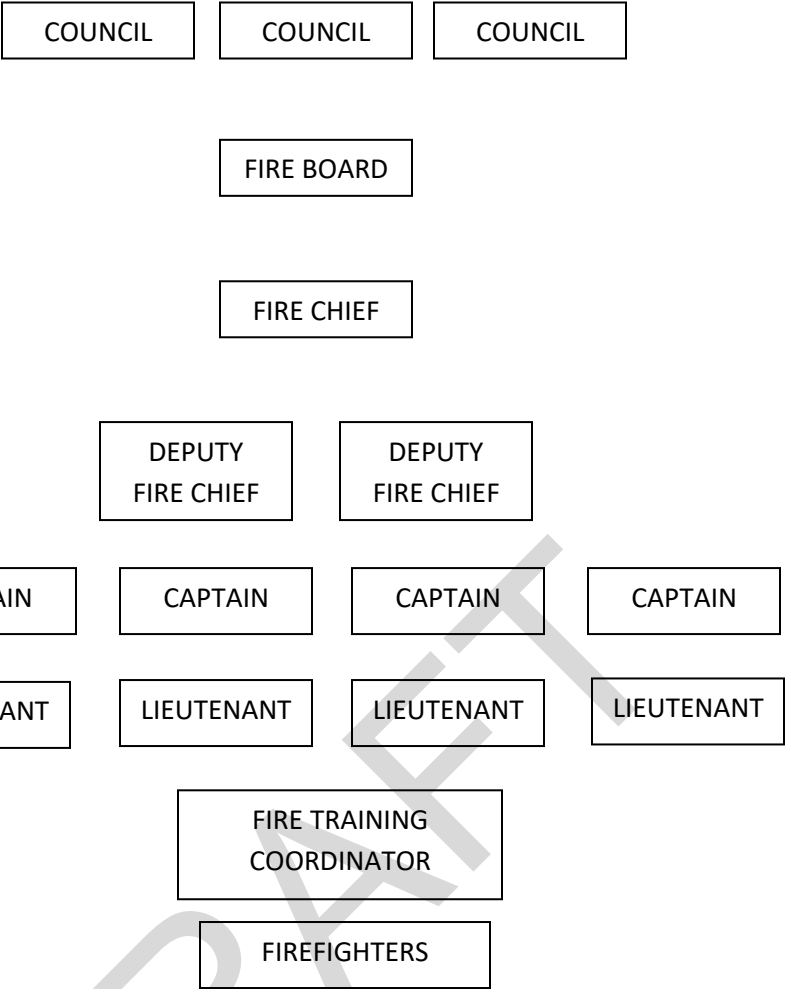
- 5.1. Coordinate the delivery of Firefighting training programs to the standards of the National Fire Protection Association as required by the Ontario Fire Marshalls Office.
- 5.2. Operate and maintain all Fire Department training facilities.
- 5.3. Conduct Firefighting recruit training programs.
- 5.4. Research and develop various techniques and equipment for use within the Fire Department.
- 5.5. Facilitate various Fire Department examination and testing processes.
- 5.6. Maintain comprehensive training records for all Fire Department personnel.

### 6. APPARATUS AND MAINTENANCE

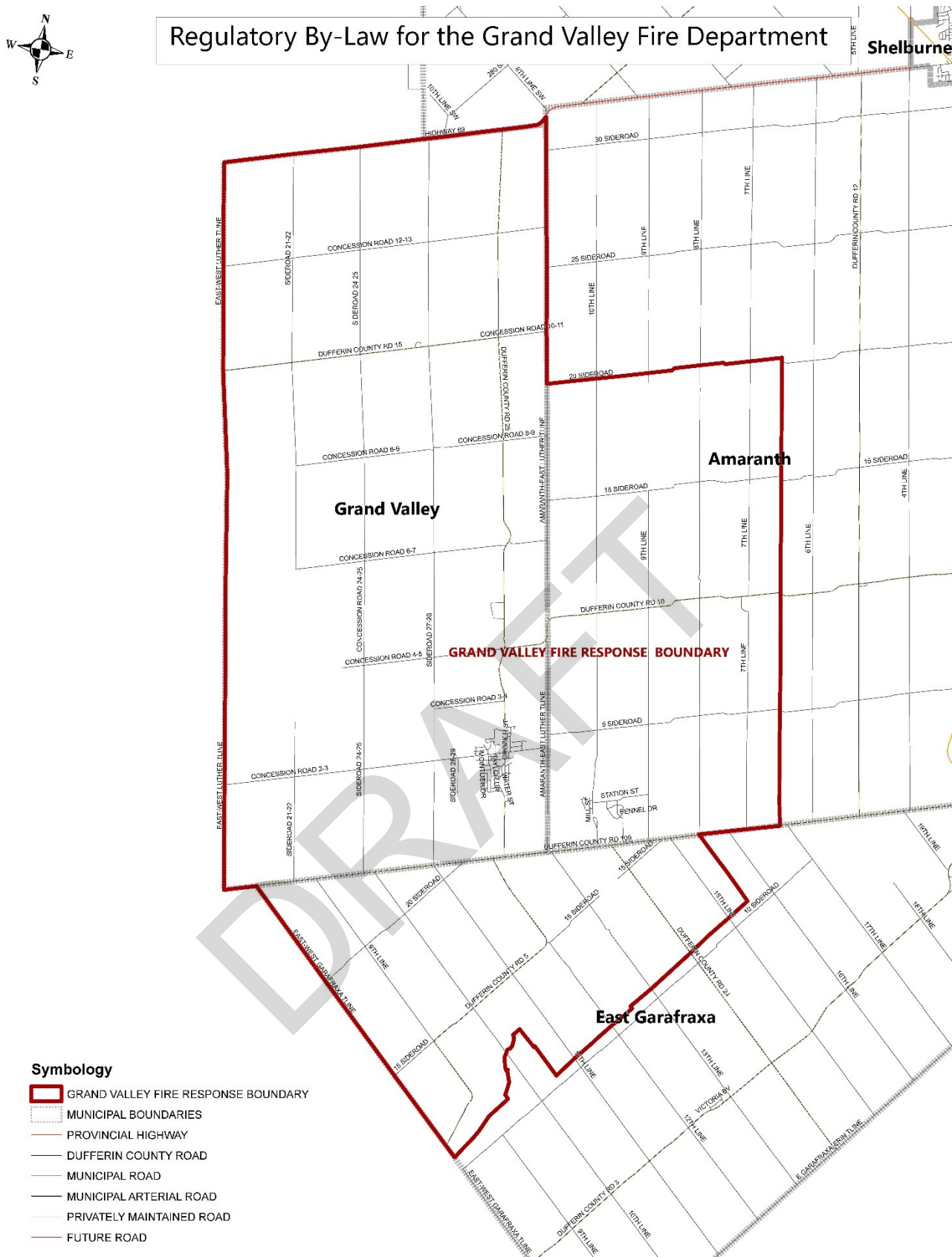
- 6.1. Procure, maintain, and repair all Fire Department apparatus, vehicles, and equipment to NFPA standards and UL specifications.
- 6.2. Procure, supply, and distribute all articles of personal protective equipment, uniform clothing, and other related Fire Department supplies.
- 6.3. Procure, maintain, and repair all specialized personal protective equipment and related equipment including, but not limited to, self-contained breathing apparatus to NFPA standards and UL specifications.
- 6.4. Develop and operate a comprehensive personal protective equipment management program.
- 6.5. Maintain and repair the Fire Department station and property.

SCHEDULE “B” - ORGANIZATIONAL CHART

The three Councils appoint members to the Fire Board, to which the Fire Chief reports. The Chief has 2 Deputy Chiefs that report to them, then there are 4 captains, 4 lieutenants, 1 Fire Prevention Officer, 1 Fire Training Coordinator and 32 Firefighters.



SCHEDULE “C” - GRAND VALLEY & DISTRICT FIRE DEPARTMENT FIRE AREA



CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

BY-LAW NUMBER XX-2024

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL OF THE CORPORATION OF THE TOWNSHIP  
OF EAST GARAFRAXA AT ITS MEETING HELD ON April  
23, 2024

**WHEREAS** Section 5(1) of the Municipal Act, 2001, as amended provides the powers of a Municipal corporation are to be exercised by its Council;

**AND WHEREAS** Section 5(3) of the Municipal Act, 2001, as amended provides that municipal powers shall be exercised by by-law;

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

1. All actions of the Council of the Corporation of the Township of East Garafraxa at the Electronic Council Meeting on April 23, 2024, to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Head of Council and Officers of the Corporation of the Township of East Garafraxa are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

BY-LAW READ A FIRST AND SECOND TIME THIS23<sup>th</sup> DAY OF APRIL 2024

BY-LAW READ A THIRD TIME AND PASSED THIS23<sup>th</sup> DAY OF APRIL 2024

Clerk

Head of Council