



COMMUNITY DEVELOPMENT & TOURISM COMMITTEE

AGENDA

Thursday, January 25, 2024 at 3:00 pm

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

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

<http://www.youtube.com/@DufferinOne>

Land Acknowledgement Statement

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

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

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

Roll Call

Declarations of Pecuniary Interest by Members

PUBLIC QUESTION PERIOD

Members of the public in attendance are able to ask a question. If you unable to attend and would like to submit a question, please contact us at info@dufferincounty.ca or 519-941-2816 x2500 prior to 4:30 pm on January 24, 2024.

REPORTS

1. COMMUNITY DEVELOPMENT & TOURISM – January 25, 2024 – ITEM #1
2023 International Plowing Match Aggregate Report

A report from the Economic Development Manager, dated January 25, 2024, to quantify the amount spent to host the 2023 International Plowing Match and Rural Expo.

Recommendation:

THAT the report of the Manager of Economic Development, “2023 International Plowing Match (IPM) Aggregate Report”, dated January 25, 2024, be received.

2. COMMUNITY DEVELOPMENT & TOURISM – January 25, 2024 – ITEM #2
2024 Dufferin County Tourism Outlook

A report from the Manager of Economic Development, dated January 25, 2024, to provide an overall outlook for the County’s tourism-related efforts in 2024.

Recommendation:

THAT the report of the Manager of Economic Development, “2024 Dufferin County Tourism Outlook”, dated January 25, 2024, be received.

3. COMMUNITY DEVELOPMENT & TOURISM – January 25, 2024 – ITEM #3
Q4 Statistics & 2023 Annual Activities Report

A report from the Acting Manager of Museum Services, dated January 25, 2024, to provide the final quarterly report and year-end summary of annual activities for 2023 at the Museum of Dufferin.

Recommendation:

THAT the report of the Acting Museum Services Manager, “Q4 Statistics and 2023 Annual Activities Report”, dated January 25, 2024, be received.

4. COMMUNITY DEVELOPMENT & TOURISM – January 25, 2024 – ITEM #4
High School Co-op Student Program

A report from the Chief Building Official, dated January 25, 2024, to outline a partnership with the Upper Grand District School Board to participate in the High School Co-op program to give high school students an opportunity to learn about a career as a Building Official.

Recommendation:

THAT the report of the Chief Building Official, “Highschool Co-op Student Program”, dated January 25, 2024, be received.

5. COMMUNITY DEVELOPMENT & TOURISM – January 25, 2024 – ITEM #5
Building Investigations

A report from the Chief Building Official, dated January 25, 2024, to provide information on the investigation process for buildings that are in non-compliance.

Recommendation:

THAT the report of the Chief Building Official, “Building Investigations”, dated January 25, 2024, be received.

6. COMMUNITY DEVELOPMENT & TOURISM – January 25, 2024 – ITEM #6
New Building Permit Tutorial

A presentation from the Chief Building Official, dated January 25, 2024, to review the new building permit tutorial.

CORRESPONDENCE

7. COMMUNITY DEVELOPMENT & TOURISM – January 25, 2024 – ITEM #7
Township of Amaranth

A resolution from the Township of Amaranth, dated December 19, 2023, regarding the Township of Amaranth and Dufferin County Building Services Agreement.

NOTICE OF MOTIONS

Next Meeting

Thursday, February 22, 2024

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON



A community that grows together

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

Meeting Date: January 25, 2024

Subject: 2023 International Plowing Match (IPM) Aggregate Report
From: Yaw Ennin, Manager Economic Development

Recommendation

THAT the report of the Manager of Economic Development, “2023 International Plowing Match (IPM) Aggregate Report”, dated January 25, 2024, be received.

Executive Summary

On February 9, 2023, the County Council approved a motion to add \$787,000 to the 2023 Budget to support the 2023 International Plowing Match & Rural Expo. That commitment was to support specific costs related to the event. These included policing, fire protection, paramedics, temporary road entrances, traffic management plans, emergency management plans, permits, a county tent, and a staff person to coordinate the County’s work related to the 2023 IPM.

In addition, County staff were tasked with promoting the County’s various assets and services through exhibits in the ‘Education Tent’ and ‘Tourism Tent,’ both located inside the IPM event grounds. The total dollar amount that was spent for the agreed-upon services and promotional efforts was \$318, 212. This amount was about 40% of the originally budgeted amount of \$787,000.

Background & Discussion

Public events are a significant component of the economic development efforts of many municipalities because of their broad impacts. These events can have a positive impact on local economies by stimulating economic growth, creating jobs, boosting tourism, promoting local arts and culture, diversifying the economy, and directing infrastructure

developments. When planned and managed effectively, these events can have a lasting positive impact on the local economy and the overall quality of life for residents.

On February 9, 2023, County Council approved a motion to add \$787,000 to the 2023 Budget to support the 2023 International Plowing Match & Rural Expo. That commitment was to support specific costs related to the event. These included policing, fire protection, paramedics, temporary road entrances, traffic management plans, emergency management plans, permits, a county tent, and a staff person to coordinate the County's work related to the 2023 IPM. Following this motion, a memorandum of understanding (MOU) was signed between the County, the 2023 International Plowing Match and Rural Expo Local Committee, and the Ontario Plowmen's Association (OPA).

The primary objective of the event was to showcase the County's rural and urban landscapes and serve as an economic stimulus to Dufferin County by increasing visitation to Dufferin County tourism-based businesses in the short and long-term. The MOU, which came into effect in April 2023, laid out several additional objectives for the signing members that encompassed the planning, organizing, supporting and executing the 2023 IPM in the safest, most efficient, cost-effective manner possible.

IPM Budget

The County agreed to a number of administrative, financial, and service commitments in the MOU. Below is an outline of the financial commitments as laid out in the signed MOU:

6.1.22 Provide a \$50,000 Agriculture Showcase Sponsorship, total paid: \$50,000.

6.1.2.4 Directly receive and pay invoices on behalf of the 2023 IPM, for the following services (with maximums denoted):

- (a) Up to \$120,000 for paramedics;
- (b) Up to \$180,000 for OPP;
- (c) Up to \$50,000 for Grand Valley Fire Department;

NOTE: 26 calls for service during the event.

6.1.2.5 (a) Provide reimbursements up to \$50,000 for a satisfactory:

- (i) Traffic impact study;
- (ii) Traffic management plan;
- (iii) Emergency management plan;
- (b) Up to \$12,500 for Building Permits;
- (v) Risk Assessment Plan

In addition, County staff were tasked with promoting the County's various assets and services through exhibits in the 'Education Tent' and 'Tourism Tent,' both located inside the IPM event grounds. The total allocated budget for these financial commitments and promotional efforts was \$787,000.

IPM Budget Actuals

SERVICE	AMOUNT
Ontario Provincial Police (OPP)	\$53,649.94
Paramedics	\$28,361.19
Grand Valley Fire Department	\$27,344.62
Orangeville Fire	\$1,187.50
Traffic Management Plan	\$11,210.27
Emergency Management Plan	\$0
Building Permits	\$3,320.00
Risk Assessment Plan	\$23,000.00
Education Tent Exhibits	\$15,509.37
Dufferin County Tourism Tent	\$89,249.11
Salaries and Benefits	\$65,380.00
TOTAL	\$318,212.00

The total dollar amount spent for this event was \$318,212, which is about 40% of the originally budgeted amount of \$787,000. One of the major reasons for this discrepancy is the overestimation of the number of police, fire and healthcare personnel needed to execute the event in a safe manner. Also, there were far fewer emergency calls (26) during the event than anticipated.

IPM OPERATIONS: COUNTY STAFF HOURS AND TASKS

There were a number of tasks carried out by Dufferin County staff in order to fulfill the objectives laid out in the MOU. The County first contracted an IPM Liaison who would serve as the communication lead between County and the IPM. Reporting to the Manager of Economic Development, the IPM Liaison's tasks also included: ensuring all required plans follow County standards and objectives; liaising with emergency services before and during the event; arranging contracted services; coordinating County exhibits; managing the Dufferin County Tourism Tent; media communications; and budget tracking. The execution of the IPM Liaison's tasks required a total of 590 hours.

The Economic Development Division dedicated approximately 250 hours towards various tasks. These included overseeing the functions of the IPM Liaison, reviewing and approving expenses, and directing the objectives of the Dufferin County Tourism Tent.

The Building Division also carried out a number of tasks including liaising with the IPM to ensure that tents and physical structures at the event met all the required standards under the Ontario Building Code legislation. The Division dedicated a total of 113 hours towards these efforts.

Corporate Services dedicated 169.5 hours towards a number of tasking, including: coordinating all emergency service teams; ensuring IPM creates and follows all necessary County requirements with respect to an Emergency Plan, a Risk Assessment Plan, and a Fire Plan; and ensuring contracted services' accounting was properly submitted.

County staff in the Facilities department also helped with exhibit set-up, labour, and delivery. As well, Facilities staff built DC Tourism tent conversation areas. There were additional County staff hours dedicated to operating the Education Tent at the IPM. These are outlined below:

- Museum of Dufferin
 - Staff Hours: 105
 - Tasks: Produced an exhibit on Dufferin County history with interactive elements for the youth.
- Climate and Energy
 - Staff Hours: 65.4
 - Tasks: Produced an exhibit for youth to understand the basics of Climate Action and to educate them on what they can do to be get involved.
- Forest
 - Staff Hours:75.5
 - Tasks: Producing an exhibit for youth to understand what the County Forest naturally creates for its visitors and the importance of maintaining healthy and sustainable growth.
- Waste Services
 - Staff Hours: 43
 - Tasks: Producing an exhibit to educate the youth on recycling and waste management.

IPM Operations: Tourism Tent

As part of the Memorandum of Understanding signed between the County and Ontario Plowmen's Association, the County was given the opportunity to promote its tourism assets at the 2023 International Plowing Match and Rural Expo (IPM). The promotional efforts were executed mainly through the Dufferin County Tourism Tent which was located within the event grounds. The Tourism Tent had two main objectives:

1. Tourism Education: To educate event attendees on things to see and do in Dufferin County.
2. Data Gathering: To gather quantitative and qualitative data on visitor experiences in Dufferin County.

Tourism Education

Municipalities with collateral material were invited to share that information with staff, to be given to the visitors. The County entered into a cost-sharing partnership with the Town of Orangeville to produce tote bags that featured the new County Tourism logo and the LoveOrangeville logo. These tote bags were filled with relevant education materials about the County's tourism assets, including County maps, the 2023 Explore Dufferin guides, quilt books, County history books, and tourism stickers. A total of 3,160 tote bags were handed out to event attendees. Additionally, tourism brochures from Mulmur Township and the Dufferin Board of Trade were displayed and distributed. There were also external promotional efforts for the Tourism Tent that included live hits on Breakfast Television and daily content on the County's social media channels.

As part of the effort to drive traffic inside the Tourism Tent, live music was provided with performances from two local musical acts; the Campfire Poets and Ashley MacIsaac. Country 105, the leading radio station for local listeners, also broadcasted live from inside the tent during the entire event. The County also partnered with several local food and drink vendors to offer free tastings inside the tent. Participating vendors included Beyond the Gate, Shine Bakery, Mono Cliffs Inn, Lavender Blue, Ten of Tarts Bakery, and Mochaberry. In total the Tourism Tent served over 4,700 beverages and 3,000 hors d'oeuvres during the event. These efforts resulted in an estimated 6,000 people visiting the Tourism Tent.

Data Gathering

Another major objective of the Tourism Tent was to gather relevant quantitative and qualitative data on visitor experiences in Dufferin County. To achieve this objective, a team of tourism ambassadors was formed, including some Councilors and staff from local municipalities. The job of the ambassadors was to engage visitors to the Tourism Tent in conversations that helped identify their personal interests, while also soliciting responses to a 3-minute tourism survey. Following completion of the survey, ambassadors would then provide specific recommendations of things to see and do in Dufferin County. There were 1,124 responses to the survey over the course of the 5-day event, far exceeding internal targets. The survey revealed several insights including the following:

1. The median age of the respondents was 62 years.
2. 80% of respondents lived outside of the County.
3. 60% of respondents did not stay in Dufferin County during the event.
4. Most visitors who stayed in the County during the event stayed at the RV Park.
5. 53% of respondents engaged in retail activities during the event, with 26% of them reporting that they spent over \$120 within and outside the event.

6. 95% of respondents stated that they had a good or awesome experience in Dufferin County.
7. Orangeville was the leading destination among respondents who reported that they had already explored other attractions or activities in the County.
8. 83% of respondents stated that they were likely to visit other parts of the County for leisure in the future, with hiking being the top activity they would engage in.
9. 91% of respondents either liked or loved the new Dufferin County Tourism logo. 6% of respondents were neutral on the question, and 3% stated that they did not like the logo.

It can be inferred from these responses that the Dufferin County Tourism Tent, and the 2023 IMP at large, had attracted an important cohort of visitors; those with an aptitude for exploration, along with ample time and disposable income to engage in leisure activities. This cohort of visitors are the primary target audience for the County's tourism efforts. As such, soliciting feedback from these visitors was an important exercise that will inform the County's strategies and initiatives for advancing the local visitor economy.

Recommendations for Future Events

There were a number of challenges that the County faced in hosting the 2023 IPM. Most of these challenges were experienced by the Building Division which was responsible for ensuring that all physical structures at the event met the required standards under the Ontario Building Code legislation. These challenges stemmed from a general misunderstanding about the process and need for obtaining the appropriate permits for the physical structures within the IPM event. As such, the Building Division is recommending to the IPM and future hosts to allocate at least one individual to facilitate the building permit process.

This individual would begin discussions with the host municipality's building department at least 6 months prior to the event and submit all permit applications at least 4-6 weeks prior to event. They would also be responsible for obtaining the permits prior to construction, booking all prescribed inspections, and making sure construction or erection of any building does not occur without the approval of the building division. This would ensure the timely identification of all physical structures that would require building permits. Current legislation stipulates that: tents with an aggregate area over 60m² require permits; tents over 225m² require engineered drawings; bleachers over 10m² require engineered drawings; and stages with an aggregate area over 60m² and any part of the stage over 3m in height above adjacent ground level, or any part of the stage or roof structure is 5m or more, requires engineered drawings.

In addition, Emergency Medical Services (EMS) recommended the following to the IPM and future hosts:

- Minimum staffing of two vehicles during the day 12 hours.
- Supervisory staff for all staffed hours.
- Optional 12-hour night shift, depending on location and proximity to other stations or supports.
- Requirement for off-road vehicles with patient transport capabilities should it be wet.
- Golf carts or gators are important asset for first response and site coordination.
- Medical tent with EPI, naloxone, Benadryl, PAD, BVM and basic medical supplies and medication required.
- Protocol and deployment plan for transport from site.
- Include a communication centre.
- Cell phone and radio testing required.
- Source or contract out your meals, snacks and supplies.
- Allocate resources for spare footwear, hats, sunscreen and bug repellent.
- Race tents and chairs required.
- Orientation of staff, and the development of education material for all staff prior to the event.
- Special staffing for high-risk events, i.e. bull riding requires a dedicated vehicle.
- Logistical support as required.
- Communication plan with all contact information for all agencies and key personnel.
- Designated parking around your trailer/command centre. Ensure close proximity to all emergency services, including Public Health (group texting worked great).
- All first responders must carry both IPM and Ambulance radios.
- Share all information and recommendations with subsequent IPM host(s), and offer subsequent hosts the opportunity to visit the event.

While the full economic impact of hosting the 2023 International Plowing Match and Rural Expo remains unclear, there is an immutable amount of exposure that the County received through this event. This positive exposure for the region enabled connections with visitors that are expected to yield short and long-term economic benefits for the County. Hosting the IPM presented the Dufferin County with an invaluable opportunity to promote its tourism destinations and assets by showcasing local attractions, providing educational insights about the region's unique experiences, and encouraging the exploration of the County's wide array of offerings. With over 65,000 visitors reportedly attending the 2023 IPM, Dufferin County was firmly established as a viable visitor destination to a wide audience.

Financial, Staffing, Legal, or IT Considerations

Funding for the Dufferin County Tourism Tent, including contracted services, staff hours and stipends was allocated as part of the total approved budget for the County to host the 2023 International Plowing Match and Rural Expo.

In Support of Strategic Plan Priorities and Objectives

Economy - advance County-wide economic development workforce development/
improve broadband and cellular connectivity

Respectfully Submitted By:

Yaw Ennin
Manager of Economic Development

Reviewed by: Sonya Pritchard, Chief Administrative Officer



A community that grows together

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

Meeting Date: January 25, 2024

Subject: 2024 Dufferin County Tourism Outlook

From: Yaw Ennin, Manager Economic Development

Recommendation

THAT the report of the Manager of Economic Development, "2024 Dufferin County Tourism Outlook", dated January 25, 2024, be received.

Executive Summary

The purpose of this report is to provide an overall outlook for the County's tourism-related efforts in 2024. Tourism remains a major priority for the County's Economic Development Division as a core industry of focus. With the recent addition of staff within the Division, the County is poised to carry out several major projects and initiatives to advance the local visitor economy. These initiatives include developing a new Dufferin County Tourism Website, launching the 2024 edition of the Explore Dufferin Guide, updating the Tourism Strategy and Action Plan, and establishing two tourism-focused roundtables.

Background & Discussion

Tourism development remains a major focus of regional municipalities for various reasons. Tourism can significantly contribute to local economies by generating revenue, creating jobs, and fostering business growth. The associated infrastructure improvements, cultural preservation efforts, and community engagement not only enhance the overall quality of life for residents but also make the municipality more attractive to visitors. Additionally, tourism offers a means of economic diversification. Investments in tourism and the visitor economy can reduce vulnerability to economic fluctuations in other industries.

Tourism development takes on an added dimension when pursued by upper-tier municipalities or a regional Destination Marketing Organizations (DMO). These institutions have the added responsibility of navigating the varying - and sometimes divergent - priorities of local municipalities. Striking a balance between supporting tourism growth and preserving local identity and environmental sustainability is a complex task that demands collaborative and inclusive processes and a shared vision among stakeholders. Effectively navigating of these challenges is crucial for achieving successful tourism development that amplifies and supports the efforts of local municipalities, while solidifying the entire region as viable visitor destination.

With these challenges in mind, the County successfully recruited an Economic Development Officer (EDO) in November 2023 to primarily focus on advancing the region's visitor economy. The EDO's tasks include developing initiatives and strategies for developing the County's tourism assets and establishing partnerships and connections with local municipalities and community stakeholders to advance economic development priorities. Since onboarding, the EDO has functioned as the project lead for the new Dufferin County Tourism Website and the 2024 Explore Dufferin Guide.

Dufferin County Tourism Website

A well-managed tourism website is a multifaceted tool that not only informs and attracts visitors but also plays a pivotal role in community engagement, data analysis, and economic development. The Dufferin County Tourism Website will be essential for the County as a regional municipality that also functions as the region's Destination Marketing Organization (DMO). The tourism website will serve as a central hub for disseminating accurate and up-to-date information about the County's unique attractions, events, and experiences, which will be integral to the success of the County as the de facto DMO.

The Dufferin County Tourism Website is envisioned to embody all these functionalities as part of the overall effort to advance the County's tourism brand. As well, the website will serve to foster community engagement by featuring local businesses, events, and initiatives, creating a sense of pride and involvement among residents. Integration with social media will extend the County's reach, allowing visitors to share their experiences and contribute to a positive online presence for the County as a whole.

With the incorporation of a Customer Relationship Management (CRM) software, the website will also serve as a platform for data collection and analysis, providing valuable insights into visitor behavior and preferences. The overall economic impact of the website is anticipated to be significant, as it will contribute to increased tourism, leading to higher spending on local services and positively influencing the local visitor economy.

Currently, the website is still in its early development stage. There are frequent and ongoing communications with the contracted vendor to ensure that the structure, functionalities and content of the website align with the goals of the County and stakeholders within the visitor economy. The tourism website is expected to be launched by May 2024.

2024 Explore Dufferin Guide

The 2024 Explore Dufferin Guide will be a major landmark in establishing the Dufferin County tourism brand. The 2024 edition of the Guide will be designed to align with the County's new tourism brand, and will feature all the major activities and attractions within the County. Mirroring the tourism website, this year's Guide will feature data-driven content and itineraries along with a detailed trails and amenities map. The Guide will be launched along with an interactive online version that will connect readers directly to featured businesses and attractions. The County recently obtained a \$10,000 grant from Central Counties Tourism towards the design and distribution of the Guide. Most of this funding will be allocated to distribution and marketing of the Guide outside of the County, a new focus for the rollout of this year's Guide. The 2024 Explore Dufferin Guide is expected to be ready for printing and distribution by May 2024.

Tourism Strategy and Action Plan Update

The County will be partnering with Central Counties Tourism to embark on an inclusive process to update the County's Tourism Strategy and Action Plan. While several aspects of the current Strategy remain relevant, it was developed in 2021 when there was a starkly different outlook on tourism due to the COVID-19 pandemic. This process of updating the Strategy will be driven by data obtained through surveys and Environics. As well, Central Counties Tourism will be implementing a tourism strategy development framework that will involve establishing a working group of diverse voices. The County will be working closely with this group to develop priorities for advancing the local visitor economy. The identified priorities will then inform the strategy update and new action plan. This process is expected to begin in February 2024 and completed by August 2024.

Tourism Roundtables

Establishing tourism-focused roundtables offers a range of benefits for participants and the visitor economy as a whole. In 2024, the County will be establishing the Tourism Roundtable and the Food Establishments Roundtable as a sub-group. By providing a platform for knowledge sharing and collaboration, these roundtables are envisioned to stimulate innovation and drive advancements in best practices, new technologies and processes. These roundtables will also inform the County's direction in developing initiatives and strategies that will advance the County's visitor economy. The first Tourism Roundtable meeting was held on January 17 with a diverse range of tourism

businesses and organizations in attendance. These roundtables will be held in-person on a monthly basis.

Financial, Staffing, Legal, or IT Considerations

The Dufferin County Tourism Website and 2024 Explore Dufferin Guide are partially funded through grants from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Rural Economic Development (RED) Grant and Central Counties Tourism.

In Support of Strategic Plan Priorities and Objectives

Economy - advance County-wide economic development workforce development.

Governance - identify opportunities to improve governance and service delivery.

Equity – align programs, services and infrastructure with changing community needs.

Respectfully Submitted By:

Yaw Ennin
Manager of Economic Development

Reviewed by: Sonya Pritchard, Chief Administrative Officer



A community that grows together

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

Meeting Date: January 25, 2024

Subject: Q4 Statistics and 2023 Annual Activities Report
From: Sarah Robinson, Acting Museum Services Manager

Recommendation

THAT the report of the Acting Museum Services Manager, "Q4 Statistics and 2023 Annual Activities Report", dated January 25, 2024, be received.

Executive Summary

This is the final quarterly report and year-end summary of annual activities for 2023 at the Museum of Dufferin. 2023 saw a marked increase in all types of activities and is a clear indication that efforts to focus on connecting with the public are going well.

Background & Discussion

As indicated in the Museum of Dufferin Strategic Plan, efforts to increase attendance and connect with the public through outreach are current priorities. The purpose of this report is to provide Quarter 4 visitor, school program and outreach statistics (included in the attached appendix). As well, an overview of 2023 statistics are provided in the following pages. A comparison to 2022 and 2019 are included for context, the years of shut-down due to the COVID-19 pandemic have been omitted. It should be noted that although outreach was not a focus in previous years, it is now a core goal of the Museum.

Visitor and Outreach Statistics

		2019	2022	2023	
Quarter 1 - January 1 to March 31					
	Visitors Onsite	633	382	1055	
	School Program Students	3	0	0	
	Outreach	12	Not Recorded	245	
Quarter 2 – April 1 to June 31					
	Visitors Onsite	798	762	1323	
	School Program Students	12	22	161	
	Outreach	37	Not Recorded	1204	
Quarter 3 – July 1 to September 31					
	Visitors Onsite	1438	932	1561	
	School Program Students	22	0	0	
	Outreach	16	Not Recorded	4199	
Quarter 4 – October 1 to December 31					
	Visitors Onsite	735	1781	1944	
	School Program Students	0	0	961	
	Outreach	44	Not Recorded	94	
Totals	Visitors Onsite	3604	3857	5883	<i>*52.5% Increase from 2022</i>
	School Program Students	37	22	1122	<i>*5000% increase from 2022</i>
	Outreach	109	Not Recorded	5742	<i>*5167% increase from 2019</i>

Events, Programs and Exhibitions

A significant increase in attendance at the Museum in 2023 can be attributed to the following events, programs, exhibitions, tours, etc.:

- Holiday Treasures Arts & Crafts Sale (998 attendees over 10 days)
- Family Day Event (362 attendees)
- MoD-Tots (338 attendees over 15 sessions)
- Halloween Event (209 attendees)
- Fall Bus Tour Bookings (186 attendees over 6 bookings)
- Honour our Veterans Exhibition and Event (161 attendees)
- Unity in Diversity Exhibition and Event (148 attendees over 2 days)

School Programs

May and June prove to be the most popular months for the “Hearth & Home” curriculum-based program offered for Grade 2/3. However, it should be noted that busing and insurance continue to be barriers for school bookings onsite at the MoD. With a shift to focus on delivering in-school programs in the second half of 2023, we saw significant uptake on the “Celebrations and Traditions” curriculum-based program offered to Grade 2, 3 and 4 in the Upper Grand District Schoolboard region.

- Hearth & Home Onsite Program (249 Students over 6 bookings)
- Celebrations & Traditions Offsite Program (873 Students over 22 bookings)

Outreach

Outreach numbers climbed significantly in 2023, with the success being attributed to a booth being set-up at community events and presence at the local public libraries. Outreach numbers are calculated by direct conversations between attendees and staff:

- International Plowing Match (2474 conversations over 5 days)
- Orangeville Farmer’s Market (779 conversations over 4 market days)
- Orangeville Blues and Jazz Festival (495 conversations over 2 days)
- Canada Day at Alder Arena (420 conversations)
- Orangeville Lion’s Home and Garden Show (250 conversations)
- Archivist on the Road - Research Assistance/Presentations (156 conversations over 16 sessions)
- Celebrate Your Awesome (155 conversations)

Surveys

Surveys were taken at various events (Halloween, Family Day, Holiday Treasures) and occasionally at the admissions desk during operating hours. 756 people were surveyed in 2023, with the following results:

- 44% of attendees were first time visitors to the museum.
- 46% of attendees were residents of Dufferin County.

2024 Planning

Plans are currently in place to increase visitor, outreach and school program statistics in 2024:

- Renewed focus on March Break activities
- Three additional weeklong summer camps
- Four new genealogy and house history workshops
- Offerings for Upper Grand District Schoolboard PA Days
- Creation of at least one additional in-school program
- Additional hands-on interactive activities implemented into exhibition areas

Areas that need particular attention:

- Continued deaccessioning as inventorying will begin in the Large Artifact Storage room this year.
- A strategy to gather more accurate marketing and promotion statistics to better reach our community and audiences.
- Consultation on the Indigenous Artifact Collection (Phase 2).

Financial, Staffing, Legal, or IT Considerations

Programming and Outreach staff will be focusing on offering more offsite programs (in-school). The fees schedule has been updated to charge schools mileage for staff to travel within the Upper Grand District Schoolboard. To encourage bookings within our region, the Museum will not charge mileage to travel to schools within Dufferin County. The recent success with programs, workshops and education programs can be attributed to having two full-time staff dedicated to these initiatives (one permanent, one contract).

In Support of Strategic Plan Priorities and Objectives

Good Governance - identify opportunities to improve governance and service delivery/
improve the County's internal and external communication

Respectfully Submitted By:

Sarah Robinson
Acting Manager of Museum Services

Attachment: Appendix A: Museum Quarterly Report, October to December 2023

Reviewed by: Sonya Pritchard, Chief Administrative Officer

VISITOR STATISTICS QUARTERLY REVIEW

October - December 2023



October - December Visitor Numbers

Paid Admission	Gross Sales	Number of Visitors
Adult	\$672.35	119
Senior	\$583.08	129
Youth	\$61.02	27
Child	\$-	11
Researcher (Adult)	\$11.30	2
Researcher (Senior)	\$18.08	4
Family/Group Rate	\$135.60	40
Total	\$1,481.43	332

ADMISSION BY
DONATION EVENTS
RESULT IN LOWER
PAID ADMISSION
STATS.

Free Admisstion	Net Quantity
Adult	776
Child	121
Complimentary Pass	0
Youth	34
Meeting with Staff	18
Washroom	34
Other	8
Member	21
Suppport Person	0
Library Pass	1
Military	1
Teacher (OCT)	1
Researcher	2
Senior	595
Total	1612

VISITORS THAT HAVE PAID TO ATTEND AN EVENT, PROGRAM, RENTAL, TOUR, AND WORKSHOP ARE COUNTED AS FREE IN OUR POS SYSTEM SO WE CAN ACCURATEY GATHER WHAT DEMOGRAPHICS WE ARE BRINGING IN.

HOLIDAY TREASURES BROUGHT IN OVER 900 VISITORS THIS YEAR. THESE NUMBERS ARE ALSO REFLECTED IN THIS AREA.

Outreach Event	Number of People Engaged
AOTR	30
AOTR	15
Library Presentation	15
AOTR	10
Shelburne Rotary Presentation	10
AOTR	5
AOTR	9
Total	94

OUTREACH NUMBERS ARE BASED ON
NUMBER OF PEOPLE ENGAGED IN
CONVERSATION AT EVENT.

Totals	Net Quantity
At the MoD	1940
In the Community	94
Total	2034

Visitor & Outreach Statistics Comparisons

October - December 2023

84% increase from 2023 1Q at the MoD
62% decrease from 2023 1Q Outreach

First
Quarter
2023

At the MoD: 1055
Outreach: 245

47% increase from 2023 2Q at the MoD
92% decrease from 2023 2Q Outreach

Second
Quarter
2023

At the MoD: 1323
Outreach: 1204

24% increase from 2023 3Q at the MoD
97% decrease from 2023 3Q Outreach

Third
Quarter
2023

At the MoD: 1561
Outreach: 4199

Fourth
Quarter
2023

At the MoD: 1940
Outreach: 94

At the MoD: 1781
Outreach: NR

Fourth
Quarter
2022

Comparisons to previous years

9% increase from 2022 4Q at the MoD
Cannot compare 2022 4Q Outreach

Fourth
Quarter
2019

At the MoD: 735
Outreach: 44

164% increase from 2019 4Q at the MoD
114% increase from 2019 4Q Outreach

Event Statistics Comparisons

October - December

632 attendees for Events,
Programs, & Tours

2019

1332 attendees for Events,
Programs, & Tours

2022

1885 attendees for Events,
Programs, & Tours

2023

198% increase from 2019
41.5% increase from 2022

2019

2019	2019 Q1	2019 Q2	2019 Q3	2019 Q4	Totals
Visitors in the building	633	798	1438	735	3604
Outreach Numbers	12	37	16	44	109
Events, Programs, Tours	146	417	282	632	1477

2022

2022	2022 Q1	2022 Q2	2022 Q3	2022 Q4	Totals
Visitors in the building	382	762	932	1781	3857
Outreach Numbers	NR	NR	NR	NR	NR
Events, Programs, Tours	280	415	158	1332	2185

2023

2023	2023 Q1	2023 Q2	2023 Q3	2023 Q4	Totals
Visitors in the building	1055	1323	1561	1940	5879
Outreach Numbers	245	1204	4199	94	5742
Events, Programs, Tours	475	791	414	1885	3565

NR = Not Recorded

ARCHIVES JANUARY - DECEMBER

	2023 (1 Staff)	2022 (1 Staff)	2019 (1.5 Staff)
Researchers / Visitors (onsite)	403	not recorded in archives	389
Research requests	295	147	198
Research Fees	1092.58 (includes taxes)	1310.75 (includes taxes) (20 paid requests - primarily research questions with three hires scan requests @ \$20 each)	(not available in Shopify and "User Fees" on register included all rentals / programs in 2019)

DISTANCE RESEARCH FEES (ALL OF 2023) - OF THE TOTAL RESEARCH REQUESTS RECEIVED:

- 51 FEE ESTIMATES SENT
- 7 ACCEPTED THE FEE (TWO MEDIA AND FIVE PUBLIC REQUESTS)
- 13 VERBALLY DECLINED (ALL CITED FEE TOO HIGH / HIGHER THAN NEIGHBOURING INSTITUTIONS)
- 31 DID NOT HEAR BACK

SPEAKER REQUESTS IN 2023 (DOES NOT INCLUDE AOTR PRESENTATIONS):

- 4 REQUESTS RECEIVED, ALL RECEIVED SPEAKER FEE ESTIMATE AND ALL DECLINED CITING FEE TOO HIGH

PROGRAMS, EVENTS, & TOURS OCTOBER - DECEMBER

Tours

Visitor Numbers
213
Admission/ Tickets
\$1,436.23
Donations
\$20.00

6 TOURS WERE BOOKED THIS QUARTER. THIS INCLUDED TRAVEL AGENCIES, COLLEGE GROUPS, AND SENIOR CENTRES.

School Programs

Visitor Numbers
961
Admission/ Tickets
\$5,878.00
Donations
\$0.00

THIS QUARTER WE HAD TWO ONSITE SCHOOL PROGRAMS AND 37 OFFSITE.

Public Programs

Visitor Numbers
495
Admission/ Tickets
\$2,325.92
Donations
\$134.55

OUR PUBLIC PROGRAMS THIS QUARTER INCLUDE MOD TOTS, MOD MASTER CLASSES, AND MOD STUDIO WORKSHOPS.

Events

Visitor Numbers
1177
Admission/ Tickets
\$0.00
Donations
\$4,276.92

EVENTS THIS QUARTER INCLUDE EXHIBIT OPENINGS, AND HOLIDAY TREASURES ART AND CRAFT SALE.

EVENT FINDINGS

SUCCESS CAN BE ATTRIBUTED TO THE FOLLOWING FACTORS: PARTNERSHIPS WITH LOCAL ORGANIZATIONS, FREE ADMISSION AND FEATURING LOCAL ARTISTS.

- **Holiday Treasures**

- Over 900 visitors during the 10 day event
- Over \$60,000 in revenue which supports the museum and local artists

- **Fall Tours**

- 186 attendees over 6 bookings

- **Veterans Event and Exhibition**

- 161 attendees for the Veteran's Week ceremony. Positive feedback for exhibition.

Rentals

October - December

Rental	Attendees	Fees	Donations
Wedding	60	\$960.50	\$0
Wedding	96	\$847.50	\$0
Total	156	\$1808	\$0

Donations

POS
&
Donation
Box

871 donations were made totaling to \$5,972.06 this quarter.

Online/
Cheques

69 donations were made totaling to \$30,610.00 this quarter.

Corn Flower

44 pieces were sold totaling to \$669.00 in donations this quarter.

Total

984 donations were made this quarter totaling to **\$37,251.06**.

MoD Members

October - December
New & Renewed Memberships Sold

Membership Type	Quantity	Total Sales
Family	18	\$1,322.10
Individual	4	\$203.40
Student/ Senior	14	\$553.70
Group	0	\$0
Total	36	\$2,079.20

A large portion of our membership renewals this quarter happened during the Holiday Treasures Arts and craft sale

Visitor Comments

"Very nice, had an amazing time looking at all the very nice art pieces. Thank you to all the artists fir setting this up for us."

December 2, 2023

"Jessica was amazing at mini MoD winter wonderland. It was our first time at MoD and we felt very welcomed!! Looking forward to more in 2024."

December 13, 2023

"Wonderful Museum & Craft Sale"

December 6, 2023

Quarterly Gift Shop Overview

product_title	net_quantity	net_sales	taxes	total_sales	gross_profit	total_cost	gross_margin
Maple Syrup - Gift Shop	12	\$300.00	\$13.52	\$313.52	\$114.00	\$186.00	38%
Sunprint Kit	18	\$252.00	\$32.76	\$284.76	\$130.68	\$121.32	52%
Indigenous Collection by CAP - Puzzles	5	\$113.00	\$14.69	\$127.69	\$68.00	\$45.00	60%
Crystal Growing Maple Tree	6	\$60.00	\$7.80	\$67.80	\$31.68	\$28.32	53%
Beam Paints	2	\$50.00	\$6.50	\$56.50	\$26.90	\$23.10	54%
Canadian Provincial Wildflower Quilt "Folded Paper Pattern	1	\$50.00	\$2.50	\$52.50	\$-	\$-	0%
Candles - Bees Wax	3	\$42.00	\$5.46	\$47.46	\$17.00	\$25.00	40%
Rock Candy	15	\$37.50	\$4.89	\$42.39	\$22.50	\$15.00	60%
Headwaters Honey	4	\$38.00	\$-	\$38.00	\$18.00	\$20.00	47%
Stitch Markers	1	\$30.00	\$3.90	\$33.90	\$16.89	\$13.11	56%
Maple Syrup Leaf Lollypop	7	\$29.75	\$3.86	\$33.61	\$14.70	\$15.05	49%
Indigenous Collection by CAP - Note Cards	8	\$24.00	\$3.12	\$27.12	\$17.84	\$6.16	74%
Lollipops	11	\$22.00	\$2.86	\$24.86	\$14.30	\$7.70	65%
Indigenous Collection by CAP - Stickers	6	\$21.00	\$2.75	\$23.75	\$13.50	\$7.50	64%
Honey Dippers	5	\$15.00	\$1.95	\$16.95	\$6.25	\$8.75	42%
Indigenous Collection by CAP - Bookmarks	5	\$15.00	\$1.95	\$16.95	\$8.75	\$6.25	58%
Indigenous Collection by CAP - Colouring Book	1	\$8.50	\$1.11	\$9.61	\$4.75	\$3.75	56%
Candy Stick	8	\$8.00	\$1.04	\$9.04	\$4.64	\$3.36	58%
Punny Plant Stakes	1	\$7.50	\$0.98	\$8.48	\$4.10	\$3.40	55%
Eco Sticker	3	\$4.50	\$0.60	\$5.10	\$2.67	\$1.83	59%
Total	122	\$1,127.75		\$1,239.99	\$537.15	\$540.60	

Gift Shop Highlights

Net
Quantity
Sold

1. Sunprint Kit (18)
2. Rock Candy (15)
3. Maple Syrup (12)

Highest
Net Sales

1. Maple Syrup (\$300.00)
2. Sunprint Kit (\$252.00)
3. Puzzles (\$113.00)

Highest
Profit

1. Sunprint Kit (\$130.68)
2. Maple Syrup (\$114.00)
3. Puzzles (\$68.00)

Total

1. \$1,239.99 Net Sales
2. \$537.15 Gross Profit
3. \$540.60 Cost on Sold Merch



Books in Gift Shop

6 BOOKS SOLD
TOTAL SALES: \$214.95

Consignment in Gift Shop

QUANTITY SOLD: 3
TOTAL SALES: \$43.85
PROFIT: \$9.54



A community that grows together

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

Meeting Date: January 25, 2024

Subject: Highschool Co-op Student Program

From: Becky MacNaughtan, Chief Building Official

Recommendation

THAT the report of the Chief Building Official, "Highschool Co-op Student Program", dated January 25, 2024, be received.

Executive Summary

Building Officials are an integral part of the building construction industry and in protecting public health and safety. The Building Division has initiated a partnership with the Upper Grand District School Board to participate in the High-School Co-op program to give high school students an opportunity to learn about a career as a Building Official.

Background & Discussion

A career as a building official requires specialized knowledge and training. It has been reported that more than 50% of Ontario building officials are eligible to retire. Many municipalities across Ontario are struggling to find individuals to fill these positions, which could pose a challenge in fulfilling Ontario's goal to build 1.5 million homes in the next 10 years. By participating in the high school co-op program, we will bring awareness of this career path that may not be on the radar of many students. We will provide them with experience and knowledge behind what a building official is and hope that in return more students will plan for a career path in this industry post-secondary school.

Co-op with the Building Division

The County of Dufferin Building Division will support the high school co-op program which is standardized by the Upper Grand District School. Grade 11 and 12 students that participate in this program are required to complete a work experience that is counted towards their required credits for graduation. We are looking to hire one co-op student to begin in semester 2 of 2023. This student will split their time between job shadowing our inspection team, plans examination team and administrative team for 6 hours each day.

The total length of a co-op course is 4 months per semester:

- Semester 1 runs from end of September to mid January
- Semester 2 runs from end of February to mid June

The student will be provided with the required personal protective equipment (PPE) and applicable Health and Safety training for construction sites. Workplace Safety Insurance Board (WSIB) coverage will be under the Workplace Safety and Insurance Act that is provided by the Ministry of Education.

Interested students will be required to participate in an interview process as part of their workplace experience and the successful candidate will be selected as the co-op student for that term. They will be provided with the required onboarding for a successful experience.

Financial, Staffing, Legal, or IT Considerations

The co-op position is unpaid, however, there will be a minimal fee for the required personal protective equipment (PPE) of approximately of \$200 in costs.

In Support of Strategic Plan Priorities and Objectives

Community - increase affordable and attainable housing options / support community well-being and safety through collaboration and partnerships/ explore opportunities to improve access to healthcare services

Governance - identify opportunities to improve governance and service delivery/ improve the County's internal and external communication

Respectfully Submitted By:

Becky MacNaughtan
Chief Building Official

Reviewed by: Sonya Pritchard, Chief Administrative Officer



A community that grows together

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

Meeting Date: January 25, 2024

Subject: Building Investigations

From: Becky MacNaughtan, Chief Building Official

Recommendation

THAT the report of the Chief Building Official, "Building Investigations", dated January 25, 2024, be received.

Executive Summary

Municipalities across Ontario, including Dufferin County, are often required to address the matter of buildings that are not in compliance the Ontario Building Code and the Building Code Act. This report provides information on the investigation process for buildings that are in non-compliance.

Background & Discussion

The County of Dufferin Building Division is a regulatory service department governed by the Ministry of Municipal Affairs and Housing. Our job is to ensure all buildings defined under the Ontario Building Code comply to the minimum standards set out by the province, to protect the public health, safety, and general welfare, as they are related to the construction and occupancy of buildings and structures.

As described in 1.1 (7)(a) of the Building Code Act (BCA), the role of the inspector is to exercise powers and perform duties under this Act and the building in connection with reviewing plans, inspecting construction, conducting maintenance inspections, and issuing orders in accordance with this Act and the building. Building Inspectors are tasked with investigating complaints around building code violations and are empowered through the BCA to conduct code enforcement. The role of a Building

Inspector is to make sure homes, buildings and structures in our communities meet the provincial building code and are built safely for our community members.

Building code enforcement is the prevention, detection, investigation, and enforcement of violations of statutes or ordinances regulating building standards. The county is required to take corrective action by issuing the appropriate orders(s) on the current owners and then following up with them to ensure that the deficiency is remedied. An investigation of a potential building violation is initiated on a complaint basis, or in the event staff discover a violation during their regular duties. Dufferin staff do not actively look for violations as part of the current investigation process; however, there are some municipalities that do take a more proactive approach.

The County owes a duty of to act once it has been made aware of the illegal construction. The risk of the County not taking any steps to rectify the situation is that it will remain liable to the current and any subsequent owners. All investigations are treated equally and fairly by building staff. In May of 2023, the Building Enforcement Manual was introduced to the county to support inspection staff in demonstrating that each enforcement case adheres to the same process to prove a fair and consistent approach. You can find a digital copy of the manual on our webpage:

<https://www.dufferincounty.ca/sites/default/files/building/Legal%20Procedure%20Manual%20-%20For%20Public%20Use.pdf>

New owners inheriting building deficiencies

When new owners purchase a property, they may potentially inherit problems that come with the property. Situations do arise where the previous owners have conducted illegal building on their property, that same property is transferred into new ownership through a property sale, bringing these deficiencies into the hands of the new owners. While the current owners are not responsible for the illegal construction, they are now the owners of a building that is deficient with respect to the requirements under the Building Code. Once the County has been made aware that construction occurred without a permit, it is the responsibility of the County to take the necessary steps to bring the non-compliant building into compliance with the Building Code by requiring the current owners to submit plans and obtain a permit.

Financial, Staffing, Legal, or IT Considerations

None at this time.

In Support of Strategic Plan Priorities and Objectives

Governance - identify opportunities to improve governance and service delivery/
improve the County's internal and external communication.

Respectfully Submitted By:

Becky MacNaughtan
Chief Building Official

Reviewed by: Sonya Pritchard, Chief Administrative Officer



374028 6TH LINE • AMARANTH ON • L9W 0M6

December 19, 2023

County of Dufferin
Building Services
30 Centre Street
Orangeville, ON L9W 2X1

Sent By Email To: Sonya Pritchard spritchard@dufferincounty.ca

Re: Termination of Building Services Agreement

At its special meeting of Council held on December 13, 2023, the Township of Amaranth Council passed the following resolution:

Resolution #: 4

Moved by: G. Little

Seconded by: B. Metzger

BE IT RESOLVED THAT:

Council of the Township of Amaranth terminate the building services agreement with the County of Dufferin as of January 1, 2025.

CARRIED

The intent of this resolution is to update the terms of the agreement as the agreement was entered into in 1989. For information purposes the agreement is attached. Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

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

Copy: Lower Tier Municipalities within Dufferin County
Denise Holmes, CAO/Clerk, Township of Melancthon - dholmes@melancthontownship.ca
Tracey Atkinson, CAO/Clerk/Planner, Township of Mulmur - tatkinson@mulmur.ca
Meghan Townsend, CAO/Clerk-Treasurer, Town of Grand Valley - mtownsend@townofgrandvalley.ca
Peter Avgoustis, CAO, Township of East Garafraxa - pavgoustis@eastgarafraxa.ca
Denyse Morrissey, CAO, Town of Shelburne - dmorrissey@shelburne.ca
Michael Dunmore, CAO, Town of Mono - mike.dunmore@townofmono.com

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

BY-LAW NUMBER...26-89.....

A BY-LAW TO AUTHORIZE AN AGREEMENT WITH THE CORPORATION OF THE COUNTY OF DUFFERIN

WHEREAS the Building Code Act, R.S.O. 1980, c.51 authorizes the Council of The Corporation of the Township of Amaranth to enter into an agreement with the County of Dufferin for the enforcement by the County of the Building Code Act within The Corporation of the Township of Amaranth and for charging such municipality the whole or part of the cost thereof.

AND WHEREAS the Council of The Corporation of the Township of Amaranth deems it advisable to enter into an agreement with The Corporation of the County of Dufferin for the enforcement by The Corporation of the County of Dufferin of the Building Code Act within The Corporation of the Township of Amaranth and for payment of the whole or part of the cost thereof.

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF AMARANTH BY THE MUNICIPAL COUNCIL THEREOF ENACTS AS FOLLOWS:-

1. That the head of Council and Clerk be and they are hereby authorized to enter into an agreement with The Corporation of the County of Dufferin for the enforcement by The Corporation of the County of Dufferin of The Building Code Act, R.S.O. 1980 c.51 within The Corporation of the Township of Amaranth and for the payment to The Corporation of the County of Dufferin of the whole or part of the cost thereof in the form attached hereto as Appendix "A" to this by-law or in a form substantially the same and to affix the seal of the Corporation thereto.

2. That this by-law shall be deemed to have come into force and to have taken effect from the 5th day of July , 1989.

PASSED IN OPEN COUNCIL THIS 5th DAY OF JULY A.D., 1989.

...*J. Beaud*.....
CLERK (ACTING)

...*Charles V. Bryan*.....
HEAD OF COUNCIL

By-law read a 1st and 2nd time this 5th day of July , A.D., 1989.

By-law read a 3rd time this 5th day of July , A.D., 1989.

APPENDIX "A"

THIS AGREEMENT made in triplicate this
fifth day of July , 1989.

B E T W E E N :

THE CORPORATION OF THE COUNTY OF DUFFERIN

Hereinafter called the "County"

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

Hereinafter called the "Local Municipality"

OF THE SECOND PART

WHEREAS Section 3 (4) of the Building Code Act, 1980, R.S.O. Chapter 51 empowers the Council of a County to enter into an agreement with one or more local municipalities in the County for the enforcement by the County of the Building Code Act, R.S.O. 1980, Chapter 51 in such local municipalities and for charging such municipalities the whole or part of the cost thereof;

AND WHEREAS the County and the Local Municipality deem it expedient that the County will appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Building Code Act, R.S.O. 1980, Chapter 51.

AND WHEREAS the County and the Local Municipality deem it expedient to enter into this Agreement for the purpose aforesaid.

AND WHEREAS the County and the Local Municipality acknowledge that this Agreement is premised and conditional upon eight Local Municipalities within the County of Dufferin entering into similar agreements.

NOW THEREFORE the parties hereto respectively covenant and agree with the other as follows:

1. The County shall be solely responsible for the enforcement of the Building Code Act, R.S.O. 1980 Chapter 51 within the Local Municipality and for all costs incurred as a result of any actions taken by the Chief Building Official and Inspectors appointed by the County while enforcing the Building Code Act.

2. The County shall be solely responsible for the appointment of a Chief Building Official and such inspectors as are considered necessary for the enforcement of the Building Code Act, R.S.O. 1980, Chapter 51.

3. The Local Municipality will co-operate fully with the County in all attempts by the County to recover those costs and penalties recoverable from third parties pursuant to the provisions of the Building Code Act, R.S.O. 1980, Chapter 51.

4. The County will indemnify and save the Local Municipality harmless from all costs incurred as a result of claims or proceedings made or taken against the Local Municipality by reason of the actions of the Chief Building Official or Inspectors appointed by the County in enforcing the Building Code Act, R.S.O. 1980, Chapter 51.

5. The Local Municipality will be responsible for the enforcement of all land use and zoning by-laws passed by the Municipality and will inform the County of all relevant land use and zoning by-law provisions by completing a Certificate of Municipal approval when requested to do so by the County.

6. The Local Municipality agrees that all money payable or paid pursuant to the provisions of the Building Code Act, R.S.O. 1980, Chapter 51, is the sole property of the County and if any money is paid or payable to the Local Municipality the Local Municipality agrees to pay such money or cause a similar sum of money to be paid to the County within 10 days of such money being paid or becoming due.

7. The Local Municipality will either share in the surplus or contribute to the deficit resulting from the administration of the County Building Inspection Department in proportions as from time to time determined by the County.

8. The Local Municipality agrees to pass a by-law pursuant to sub-paragraph 5 (2) of the Building Code Act, R.S.O. 1980, Chapter 51 in the form attached hereto, as Schedule "1".

9. The Local Municipality agrees to amend the by-law passed pursuant to sub-paragraph 5 (2) of the Building Code Act, R.S.O. 1980, Chapter 51 when requested to do so from time to time by the Roads and Environment Committee of the County of Dufferin.

10. Upon either party giving notice of at least twelve months, this Agreement may be terminated on the first day of January of any year.

11. This Agreement shall come into force when a similar Agreement has been executed by seven other Local Municipalities but until this Agreement comes into force the present enforcement of the Building Code Act, R.S.O. 1980, Chapter 51, within the Local Municipality shall continue.

IN WITNESS WHEREOF the Corporation of the County of Dufferin has hereunto affixed its Corporate Seal as attested to by the signatures of its Clerk and Head of Council in that behalf and the Corporation of the Township of Amaranth has hereunto affixed its Corporate Seal as attested to by the signatures of its Clerk and Head of Council in that behalf.

SIGNED, SEALED AND DELIVERED)
In the Presence Of)

) THE CORPORATION OF THE
) COUNTY OF DUFFERIN
)

) Per: Ernie Stanley

) Scott Wilson
)
)

) THE CORPORATION OF
) THE TOWNSHIP OF AMARANTH
)

) Per: Charles V Bryan

) J. Beard
)
)

SCHEDULE "1"

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

BY-LAW NO.

BEING A BY-LAW TO PROVIDE FOR THE ISSUANCE OF PERMITS AND THE GIVING OF NOTICES UNDER THE BUILDING CODE ACT, R.S.O. 1980, CHAPTER 51

WHEREAS the Building Code Act, R.S.O. 1980, Chapter 51, Section 5 authorized the Council of the Corporation of the Township of Amaranth to pass by-laws requiring building permits;

WHEREAS the Council of the Corporation of the Township of Amaranth entered into an agreement with the Corporation of the County of Dufferin on the day of the month, 1989 pursuant to subsection 3 (4) of the Building Code Act, R.S.O. 1980, Chapter 51.

NOW THEREFORE the Corporation of the Township of Amaranth by the Municipal Council thereof enacts as follows:

1. THE prescribed classes of permits for construction and demolition and the payment of fees shall be in accordance with Schedule "A" hereto attached.
2. THE application for a permit shall be in accordance with Schedule "B" hereto attached.
3. THE permit shall be in accordance with Schedule "C" hereto attached.
4. THE time within which notice must be given to the Chief Official or Inspector shall be in accordance with Schedule "D" hereto attached.
5. A set of plans of buildings as constructed shall be filed with the Chief Official on completion of the construction of buildings for which a permit has been issued.

PASSED IN OPEN COUNCIL THIS day of , 1989.

CLERK

HEAD OF COUNCIL

By-law read a 1st and 2nd time this day of , A.D., 1989.

By-law read a 3rd time this day of , A.D., 1989.

SCHEDULE "A" OF BY-LAW _____

CLASS OF PERMIT

CLASS A COMPLETE BUILDING

For new building construction including additions to existing buildings (permit includes all mechanical work associated with the subject construction.

For the first \$1,000. of construction costs.....\$20.00
For each additional \$1,000. of construction costs or part thereof.....\$ 4.00

CLASS B ALTERATIONS ONLY

For altering the interior of a building, including all associated mechanical work.

For the first \$1,000. of construction costs.....\$20.00
\$1,000. of construction costs or part thereof.....\$ 5.50

CLASS C MECHANICAL ONLY

For Heating, Ventilating, Air Conditioning and Air Contaminant Extraction systems (where there is no significant structural work involved).

For the first \$1,000. of construction costs.....\$20.00
For each additional \$1,000. of construction or part thereof.....\$ 5.50

CLASS D PLUMBING OR DRAIN

See pages 3 and 4 hereof

CLASS E - OCCUPANCY PERMIT

Completed Building

.....\$25.00

For occupying a building prior to its completion

Per Dwelling Unit.....\$ 5.00
Commercial or Industrial Buildings for each \$1,000. square feet or part thereof.....\$ 5.50

CLASS F - DEMOLITION ONLY

For demolishing a building or part of a building

.....\$25.00

CLASS G - FARM BUILDINGS

This permit would be for all farm buildings and additions thereof.

For the first \$1,000. of construction costs.....\$20.00
For each additional \$1,000. of construction costs or part thereof.....\$ 1.50

CLASS H - FOUNDATION ONLY

For the foundation only on a building for which the complete superstructure plans are not complete, but where all other requirements have been met,

Estimated 50% of Class A Permit with balance of the total fee payable when the Class A Permit is issued.

AGREEMENT FOR CLASS H PERMIT

The issuance of this permit is subject to the following outstanding drawings, specifications and documents being submitted to and reviewed by the Building Department and provided at the building site prior to the date specified below.

It shall be expressly understood that the failure to comply with the above may lead to the immediate issuance of a Stop Work Order.

<u>OUTSTANDING ITEMS</u>	<u>DATE</u>
Steel Shop Drawings
Sprinkler Drawings
Mechanical Drawings
Other

SIGNATURE OF APPLICANT/OWNER

CLASS OF PERMIT

PERMIT FEE

Class 1 - Swimming Pool

Single Family Dwelling.....\$25.00

Other.....\$30.00

Minimum Permit Fee:

.....\$25.00

REFUND OF PERMIT FEES:

If a permit is cancelled within six (6) months of the date it was issued, the amount over \$25.00 shall be refunded.

CLASS D PLUMBING OR DRAIN FEES

<u>CLASSES OF PERMITS</u>	<u>PERMIT FEES</u>	
	<u>Residential</u> <u>per fixture</u>	<u>Other</u> <u>per fixture</u>
<u>FOR PLUMBING:</u>		
a) per fixture	\$ 3.00	\$ 4.00
b) a hot water storage heater		4.00
c) a hot water storage tank	3.00	4.00
d) a water softener	3.00	4.00
e) a rainwater leader	3.00	4.00
f) a bakflow preventer	3.00	4.00
g) a floor drain		4.00
h) a grease, oil or sediment interceptor		4.00
i) a sewage pump or ejector	3.00	4.00
j) a group of indirect waste pipes serving more than one fixture	3.00	4.00
k) five feet or more of water distributing piping without fixtures	3.00	4.00
l) three feet or more of waste or vent piping without fixtures	3.00	4.00
m) for the conversion of plumbing from septic tank to a sanitary drain	8.00	8.00
n) for an additional or special inspection	7.50	7.50

CLASSES OF PERMITS:

<u>For Drains</u>	<u>Permit Fees</u>
a) for any single family dwelling or semi-detached dwelling - per drain	\$ 8.00
b) for any row dwelling - for all internal drains per dwelling unit	5.00
c) for any other type of development including site servicing - for each inch of inside pipe diameter per 100 feet or part thereof	1.50
d) for each floor drain	4.00
e) for the construction, repair renewal or alteration of less than 100 feet of sewers or drains	5.00
f) for an additional or special inspection	7.50

REFUNDS

Where a plumbing or drainage permit has not been acted upon and in the event that the holder of the permit returns same for cancellation prior to commencement of the work, the holder of the permit shall be entitled to a refund of one-half the permit fee paid, provided, that no refund shall be made which shall result in the retention by the County of Dufferin a sum of less than five dollars (\$5.00).

Municipal Form - Form 500
*Reg. T.M. in Canada, Municipal Form 500
Complete both sides of this form



Application No. _____

COUNTY OF DUFFERIN

APPLICATION TO PERMIT:
Building Department 941-2362
51 Zina Street
Orangeville, Ont. L9W 1E5

- A TEMPORARY BUILDING
- CONSTRUCTION OF A BUILDING
- DEMOLITION OF A BUILDING

Building Code Act, R.S.O. 1980, c. 51, s. 5 (2) (b)

Applicants are required to submit a separate application for each temporary building, or building to be constructed or demolished.

Holder's Registration Number (where applicable)

Office of the Chief Building Official

Name of Municipality Phone

1. Owner / Applicant Address Phone

2. Contractor Address Phone

3. Plans by Address Phone

4. To: Erect Alter Repair Extend Install Demolish

5. This building is: New Existing No. of Storeys If existing, work will be done on what storeys?

6. Street and Number on the side

7. Between and

8. Zone Corner Lot

9. Lot Number Plan Number Size x Area

10. Main building has been used for the following purposes since the passing of the Zoning By-Law No. being a By-Law

11. This building will be used for the following purposes only

12. Garage or parking facilities will be provided for cars, as stipulated in the Off Street Parking Section of the Zoning By-Law.

13. Size of building - W L H Existing - W L

14. Side yards Rear yard Set back
Minimum Minimum

15. Type of Construction: Frame Protected Frame Veneer Masonry Reinforced Concrete
Steel Other

16. Type of soil Are special foundations required?

17. Thickness of foundation walls: Poured Block Other

18. Footing size

19. Water: Municipality operated supply available Required Other (specify) P.U.C. Approval

20. Plumbing: W.C. Lav. Tubs Other

21. Hydro: Available on site Required P.U.C. Approval

22. Heating: Gas Oil Electric Additional transformer required Other (specify)

23. Sewers available? If not, Septic Tank M.O.H. Approval

24. Are surveyor's stakes visible? Have fences been erected for more than ten years?

25. Brief description of work

26. Floor load

27. Estimated cost \$ Are other permits required?

28. Highway or street access: Engineer or Road Superintendent Approval

29. Has any property which may be affected by this application been designated under the Ontario Heritage Act

All of the statements and representations contained in the attached documents filed in support of this application shall be deemed part of this application for all purposes. Sufficient information shall be submitted with each application to enable the Chief Building Official to determine whether or not the proposed work will conform with the Building Code Act and regulations thereunder and any other applicable law.

DECLARATION

I, the undersigned, and the authorized owner/agent of owner named in the above application and I certify the truth of all the statements or representations contained therein.

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirements of the Building Code Act or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I acknowledge that in the event a permit is issued, any departure from plans, specifications or building locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or nonconformity with by-laws or requirements of the Building Code Act, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

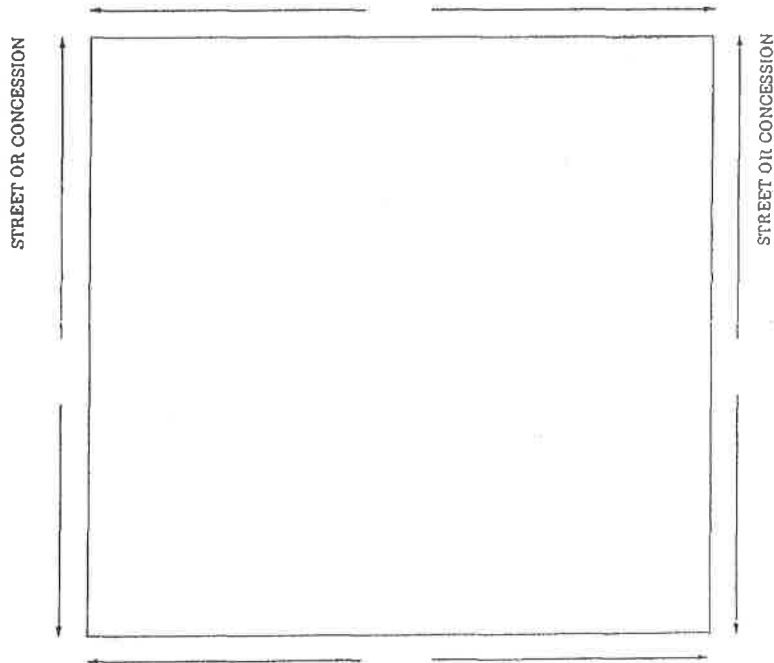
..... Ontario 19..... Signature of Owner or Authorized Agent

NOTES AND CORRECTIONS

.....

COPY OF PLOT PLAN

(Scale)



FOR OFFICE USE ONLY — THIS IS NOT A BUILDING PERMIT

Plans checked — Bldg. By-Law.....
 Use and Occupancy.....Occupancy
 — Zoning.....Classification.....

Permit No.

Permit Fee \$

DEVELOPMENT CHARGES \$

Pursuant to By-Law No. Permit Receipt No.

Date Receipt No. Date 19

Permit Issued by.....

Building Code Act, section 1, provides that:

- (e) "construct" means to do anything in the erection, installation or extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere, and "construction" has a corresponding meaning;
- (f) "demolition" means the doing of anything in the removal of a building or any part thereof;

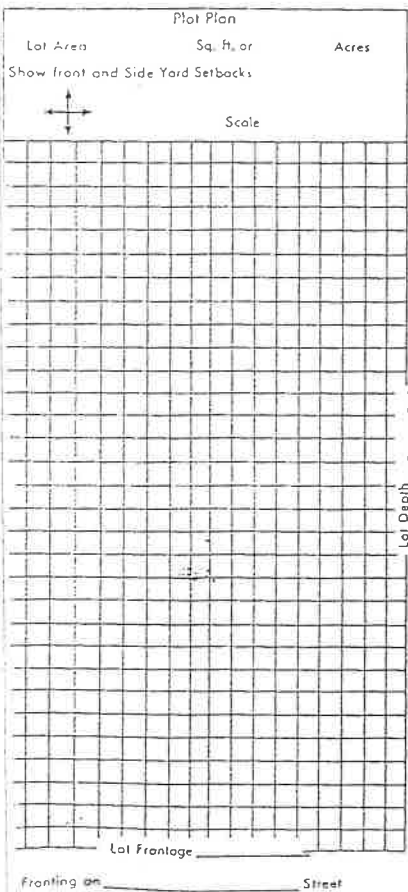
Abandonment and cancellation of application — An application for a permit may be deemed to have been abandoned and cancelled six months after the date of filing, unless such application is being seriously proceeded with.

SCHEDULE "C"

Municipality of _____ BUILDING PERMIT

OWNER'S NAME _____ ADDRESS _____
 BUILDER _____ ADDRESS _____
 ARCHITECT _____ ADDRESS _____
 LOCATION _____ LOT NO. _____ PLAN NO. _____

MUNICIPAL PERMIT NO. _____
 VALUE (INCL. LABOUR) \$ _____
 FEE \$ _____
 DATE _____ 19__



ZONE	ROOF	ROOMS						
		LIVING ROOM	DINING ROOM	KITCHEN	BEDROOMS	FAMILY ROOM	RECREATION	BATHROOMS
CONSTRUCTION TYPE	GABLE							
	HIP							
REINFORCED CONCRETE	COTTAGE							
ENCASED STEEL	FLAT							
STEEL FRAME	MATERIAL							
WOOD FRAME	NO. OF ROOMS							
SOUD MASONRY	FLOORS							
	OAK							
NATURE OF BLDG.	HARDWOOD							
NO. STOREYS	TILE							
DWELLING	CONCRETE							
STORE	BROADLOOM							
GARAGE	TRIM							
	PINE							
EXTERIOR								
BRICK	WALLS							
STONE	PLASTER							
WOOD	DRYWALL							
STUCCO	UNFINISHED							
PLUMBING		HEATING		FOUNDATION				
NO. BATHROOMS	SINK	HOT AIR	CONCRETE					
2 - PIECE	LAUNDRY TUBS	FORCED AIR	CONCRETE BLOCK					
3 - PIECE		HOT WATER						
4 - PIECE		ELECTRIC						

Footing Size _____ Thickness Foundation Wall _____
 Basement Floor Thickness _____ Basement Height _____
 Proportions of Concrete Mix _____
 Depth of Basement Floor Below Street Level _____

Building to be Constructed Type _____
 Size _____ X _____ Sq. Ft. _____
 Main Floor Joists Size _____ Length _____ Spacing _____
 Second Floor Joists " " " " " "
 Third Floor Joists " " " " " "
 Roof Rafters " " " " " "
 Wall Studding " " " " " "
 Will all Joists Be Bridged _____
 Height of Storeys 1st _____ 2nd _____ 3rd _____
 Buildings To Be Demolished _____ Explain _____

REMARKS _____

I/WE agree to comply with the provisions of the Building By-law and Zoning By-law of The Corporation and any amendments thereto. I/We further agree that neither the granting of a permit nor the approval of the drawings and specifications, nor inspections made by the authority having jurisdiction during work on the building shall in any way relieve ME/US from full responsibility for carrying out the work in accordance with the requirements of the By-laws above mentioned.

Signature of Applicant _____

PERMIT TO BUILD

Permission is hereby granted to construct or erect the buildings or structures specified above, upon the express condition that the said buildings, etc., shall in all respects conform and adhere to the provisions of all by-laws and amendments thereto of the above municipality which regulate the construction of buildings, etc., the zoning of lands and any other by-laws or resolutions imposing restrictions on type, use or location of buildings or businesses. A further condition being that the installation of septic tanks and drainage tile shall be in accordance with the specifications of the Wellington-Dufferin-Guelph Health Unit. Where a private water system and or a private sewage disposal System is required this Permit is not valid until approval of the Medical Officer of Health has been obtained.

CONSTRUCTION TO START WITHIN 6 MONTHS FROM DATE OF ISSUANCE

M.O.H. APPROVED

Date _____

Signature _____

Building Inspector _____

ORANGE - INSPECTOR'S COPY

PINK - LOCAL OFFICE COPY

YELLOW - ASSESSMENT COPY

WHITE - APPLICANT'S COPY

SCHEDULE "D"

CALL

519-941-2362

FOR INSPECTIONS

NOTICE TO ALL BUILDERS

Re:

MANDATORY INSPECTIONS

Effective immediately, the following inspections as listed below in order are mandatory and it is your responsibility to contact this Office between the hours of 8:30 a.m. and 4:30 p.m. to give notice of the required inspections - 24 hours in advance.

INSPECTIONS REQUIRED

(WHERE APPLICABLE)

- | | |
|---------------------------|--------------------------------------|
| 1. FOOTINGS | (Prior to the Placement of Concrete) |
| 2. WEEPERS/FOUNDATION | (Prior to Backfill) |
| 3. PLUMBING/ROUGH-IN | (Prior to Framing) |
| 4. FRAMING (WITH ROOF ON) | (Prior to insulation) |
| 5. INSULATION | (Prior to drywall/plaster) |
| 6. DRAFT STOPS | (Prior to brick veneer/siding) |
| 7. FINAL - INTERIOR | (Prior to occupancy) |
| 8. FINAL - EXTERIOR | |

SWIMMING POOLS ONLY

FIREPLACES

- | | |
|---|---|
| 1. Location (stake out) | 1. Hearth |
| 2. Fencing prior to filling pool with water | 2. Fire Pot |
| | 3. Smoke Chamber
(Prior to Closing In) |

N O T E :

It is your responsibility to see that the inspector performing the inspection endorses your site permit for the required inspection.

It is his duty to do so, providing there is no contravention of the Building Code.

An added inspection fee of \$25.00 will be assessed to the Building Permit for inspections requested prematurely. Payment of same to be made prior to the issuance of the Occupancy Permit.