



# TOWNSHIP OF MELANCTHON

## A G E N D A

Thursday, July 7, 2016 - 5:00 p.m.

1. **Call to Order**
2. **Announcements**
3. **Additions/Deletions/Approval of Agenda**
4. **Declaration of Pecuniary Interest and the General Nature Thereof**
5. **Approval of Draft Minutes - June 16, 2016**
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
9. **Road Business**
  1. Accounts
  2. Aaron Bauman - Request to install pipe across Sideroad 300
  3. Weigel Drainage - 4<sup>th</sup> Line OS - request for written clearance
  4. Request to have sign moved off Road Allowance at Main Street and Fieldway Court in Horning's Mills
  5. Other Road Business
10. **Planning Matters**
  1. Memorandum from Chris Jones, Township Planning Consultant regarding Application for Zoning By-law Amendment - Part of Lot 28, Concession 9 NE - Bowman
  2. Memorandum from Chris Jones, Township Planning Consultant regarding Proposed Zoning By-law Amendment - Part of Lot 231, Concession 1 NE - Luxton
11. **Committee Reports**
12. **Correspondence**

### **\*Board & Committee Minutes**

1. Shelburne & District Fire Board - Meeting April 5, 2016
2. Centre Dufferin Recreation Complex Special Meeting - Meeting May 2, 2016
3. Centre Dufferin Recreation Complex Special Meeting - Meeting May 16, 2016
4. Centre Dufferin Recreation Complex - Meeting April 27, 2016
5. Shelburne Public Library Board - Meeting May 17, 2016

### **\* Items for Information Purposes**

1. AMO Communications - Ontario Climate Change Action Plan
2. Email from Michelle Dunn, Deputy Clerk, Dufferin County dated June 10, 2016, Re - Road Rationalization Study
3. Instant Messaging and Personal Email Accounts: Meeting Your Access and Privacy Obligations, June 2016
4. AMO Communications - Policy Update - Member's Legislative Update
5. Email from Tristan McCredie, Municipal Advisor dated June 9, 2016, Re - Legislature Passes 14 Bills in Productive Sitting
6. Ontario Good Roads Association dated June 15, 2016, Re - 2017 OGRA Conference - Date Change
7. Email from Planning Consultation dated June 15, 2016, Re - Proclamation of the Smart Growth for Our Communities Act, 2015 Changes to the Planning Act, and related

#### Regulations

8. Email from Karrah Fogg dated June 20, 2016, Re - The Smart Growth for Our Communities Act, 2015 (Bill 73)
9. Email from Jennifer Willoughby, Deputy Clerk, Town of Shelburne dated June 20, 2016, Re - Police Costing Request
10. Email from Brooke Hawley on behalf of Ron Higgins, Mayor Township of North Frontenac and Henry Hogg, Reeve Township of Addington Highlands dated June 22, 2016, Re - Requesting Support With Regards to Responding to Medical Calls
11. Copy of a resolution passed by the Township of East Garafraxa dated June 21, 2016, Re - Participating with the County of Dufferin's Integrity Commissioner - report dated May 25, 2016
12. Copy of a resolution passed by the Township of Amaranth dated June 8, 2016, Re - Support of the Town of Shelburne's and the Township of Melancthon's resolutions regarding the discontinuance of IBI services
13. AMO Communications - Policy Update - Review of Canada Post
14. Rural Ontario Municipal Association (ROMA) - 2017 ROMA Conference, January 27 - 29, 2017 - Toronto
15. Copy of a resolution passed by the Township of Larder Lake dated June 14, 2016, Re - Support of Chatham-Kent's resolution to the Government of Ontario regarding Climate Action Plan
16. Copy of a resolution passed by the City of Kenora dated June 14, 2016, Re - Ban on Door-to-Door sales for electricity and natural gas
17. Copy of a resolution passed by the City of Kenora dated June 14, 2016, Re - Suspension and Integration of the Rural Economic Development Program into the Jobs and Prosperity Fund
18. Community Hubs and the Provincial Policy Statement, 2014
19. Letter from Michelle Dunn, Deputy Clerk, Dufferin County dated June 23, 2016, Re - Municipal Emergency Readiness Fund Request
20. NVCA Board Meeting Highlights, June 24, 2016

#### **\* Items for Council Action**

1. Email from Steve Murphy, Dufferin County dated June 15, 2016, Re - Multi-Year Accessibility Plan
2. Report To Committee - General Government Services from Pam Hillock, Clerk, Dufferin County dated May 25, 2016, Re - Request for Proposal - Award for Integrity Commissioner
3. Applications For Zoning By-law Amendment and Draft Plan of Subdivision - Notice of Complete Application, Town of Shelburne dated June 21, 2016 - Deadline for comments Friday June 22, 2016
4. Email from Steve Wever, Senior Planner, GSP Group Inc. dated June 21, 2016, Re - Planning Circulation - Hyland Village Applications Z15/03 and DPS 15/02  
[https://www.hightail.com/e?phi\\_action=app/orchestrateDownload&sendId=2972399366&emailId=58976b9d4f0159c0bdf37826c8b5b665&s=19105&cid=tx-02002208350200000000](https://www.hightail.com/e?phi_action=app/orchestrateDownload&sendId=2972399366&emailId=58976b9d4f0159c0bdf37826c8b5b665&s=19105&cid=tx-02002208350200000000) (Further information at this link)

### **13. General Business**

1. Accounts
2. Applications to Permit
3. New / Other Business / Additions
  1. Letter to Members of Council dated June 24, 2016 from David Thwaites, Chair Melancthon Township Police Services Board, Re - Melancthon Police Services Board
  2. Motion to pay for the two solar radar signs from the Development Charges Account
  3. Township Newsletter - Draft Fall/Winter 2016
  4. Bretton Estates - Preliminary Acceptance - Letter from Glenn Clarke, RJ Burnside and Associates
  5. North Dufferin Community Centre - Councillor Besley
4. Unfinished Business
  1. Mulmur Melancthon Fire Board 2016 Budget
  2. Fluney Drainage Works - Update

**14. Delegations**

1. 5:15 p.m. - Jon Hebden, Municipal Property Assessment Corporation - Delivering the 2016 Assessment Update
2. 5:30 p.m. - Evan Bearss regarding the McCue Drainage Works - requesting an amendment in his assessment on this drain
3. 6:30 p.m. - Matthew Venne, RLB, Township Auditor - Review of Draft 2015 Financial Statements

**15. Closed Session**

**16. Third Reading of By-laws (if required)**

**17. Notice of Motion**

**18. Confirmation By-law**

**19. Adjournment and Date of Next Meeting - Thursday, July 21, 2016 - 5:00 p.m.**

**20. On Sites**

**21. Correspondence on File at the Clerk's Office**

1. TOARC - 2015 Annual Report



FARM DRAINAGE & EXCAVATING

OFFICE (519) 669-2256  
R.R.#4 ELMIRA N3B 2Z3

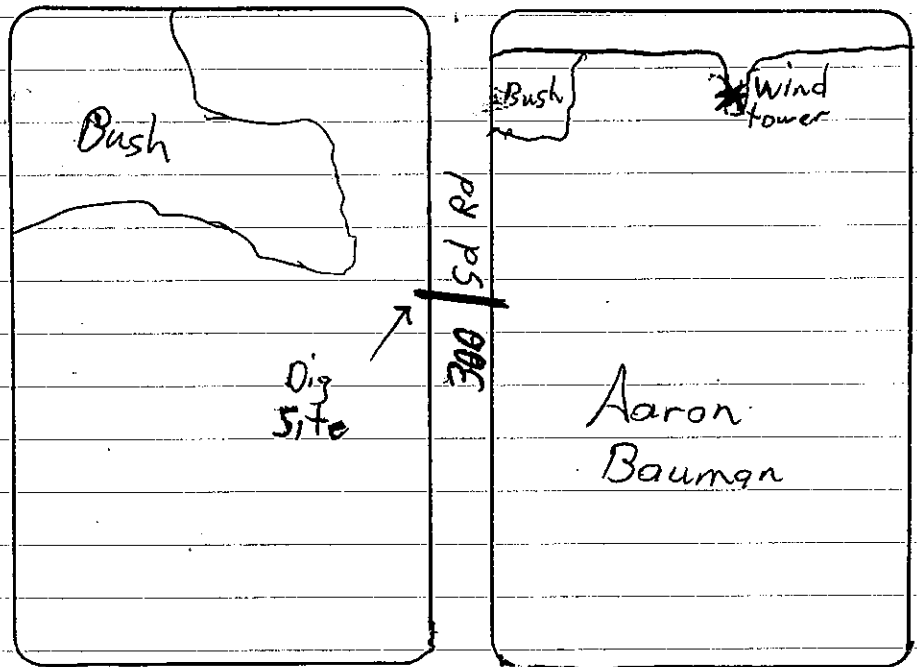
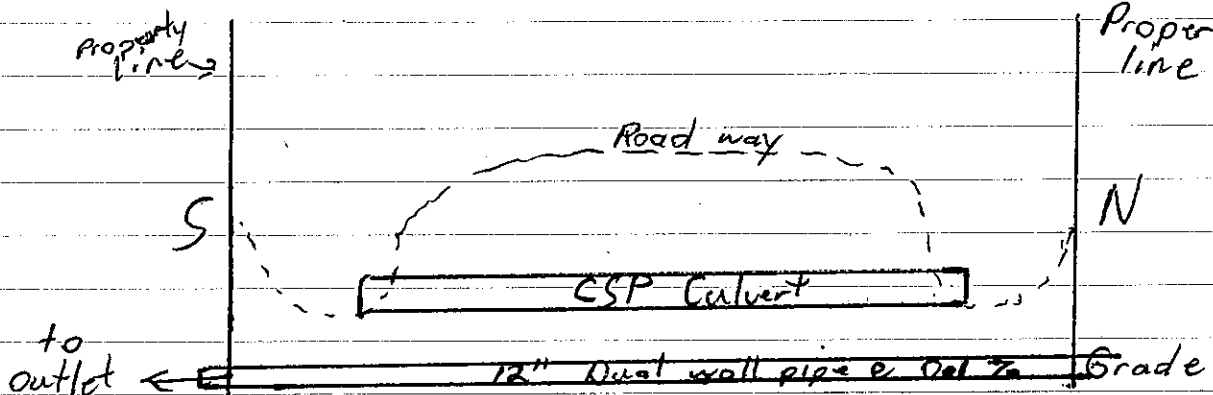
DAN FREY  
RES. (519) 669-4253

June 17-16

We as the Contractor for Aaron Bauman,  
would like permission to dig in a 12"  
Dual wall plastic pipe across Twp Rd 300  
(Melancthon)

The dig site is approx. 630m west of  
2nd line Southwest, at existing cross culvert

Dan Frey



to 109

2nd line SW

• Municipal Planning Services Ltd. •

**MEMORANDUM**

**To:** Mayor White and Members of Council  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris D. Jones MCIP, RPP  
**Date:** June 30, 2016  
**Re:** Application for ZBA – Part Lot 28, Concession 9 N.E. (Bowman)

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On June 2, 2016, Council held a public meeting for lands located at 318401 8<sup>th</sup> Line NE and located in Part of Lot 28, Concession 9 N.E.

The purpose of the meeting was to consider the approval of an amendment to permit the construction of a new two-unit dwelling.

It is noted that Section 3.12 of the Township's new Official Plan permits second dwelling units subject to a series of technical criteria, including but not limited to Zoning By-law, Building Code and Fire Code regulations. This policy reflects Bill 140, known as the *Strong Communities through Affordable Housing Act (2011)*.

On this basis, I am supportive of the proposed amendment.

The zoning amendment considered by Council on June 16 established a number of provisions for the proposed two-unit dwelling, including provisions that the individual dwellings be "self-contained", with no means of internal access between dwellings. In my opinion, this measure helps to ensure that over the long term, the dwellings will function independently from one another.

The applicant however has requested that the separation wall include at least one person door to provide a means of internal access.

I have reviewed the Ontario Building Code and understand that doorways between residential units are permitted provided they have a 20-minute fire rating.

On this basis, I have revised the zoning by-law amendment to allow for one internal doorway in the common wall separating the two dwellings.



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Chris Jones MCIP, RPP

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• Municipal Planning Services Ltd. •

Chris D. Jones BES, MCIP, RPP  
51 Churchill Drive, Unit 1  
Barrie, Ontario  
(705) 725-8133

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**BY-LAW NO. \_\_\_\_\_**  
**(Bowman – June 30, 2016)**

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon for lands located in Part of Lot 28, Concession 9 N.E. in the Township of Melancthon, County of Dufferin.

WHEREAS the Council of the Corporation of the Township of Melancthon is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990;

AND WHEREAS the owner of the subject lands has requested a zoning by-law amendment to construct a two-unit residential dwelling;

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it advisable to amend By-Law 12-79, as amended;

NOW THEREFORE the Council of the Corporation of the Township of Melancthon enacts as follows:

1. By-law 32-2016 is hereby repealed.
2. Schedule 'A' to Zoning By-law No. 12-79 as amended, is further amended by zoning lands located in Part of Lot 28, Concession 9, N.E. from the General Agricultural (A1) Zone to the General Agricultural Exception (A1-134) Zone, as shown on Schedule A-1 attached hereto, which forms part of this By-law.
3. And Furthermore, Section 4.7 to Zoning By-law 12-79 as amended, is further amended by adding the following new sub-section after sub-section 4.7 vvvvvv):

*wwwww) Notwithstanding Section 4.2 of the General Agricultural (A1) Zone, on lands located in Part of Lot 28, Concession 9 N.E, and located in the A1-134 Zone, a two-unit residential dwelling shall be a permitted use. For the purpose of the A1-134 Zone a two-unit residential dwelling shall be defined as:*

*One residential building containing two separate and independent dwelling units, each containing only one kitchen and shall be designed in a manner that each dwelling unit shall have separate means of exterior entry. For the purpose of this definition, a two unit dwelling must share a primary common wall that may include no more than one internal doorway allowing access between dwelling units. The dwelling units shall be constructed in accordance with the Ontario Building Code for matters including but not limited to fire regulation and ratings.*

*For the purpose of the A1-134 Zone, the following additional regulations shall apply:*

- |   |                          |
|---|--------------------------|
| <i>a) Maximum ground floor area of a two-unit residential building:</i> | <i>306 square metres</i> |
| <i>b) Maximum total floor area of main dwelling unit:</i>               | <i>526 square metres</i> |
| <i>c) Maximum total floor area of other dwelling unit:</i>              | <i>248 square metres</i> |
| <i>d) Maximum number of storeys for main dwelling:</i>                  | <i>2</i>                 |
| <i>e) Maximum number of storeys of other dwelling unit:</i>             | <i>1</i>                 |
| <i>f) Maximum number of bedrooms in one dwelling:</i>                   | <i>6</i>                 |

4. In all other respects, the provisions of By-law 12-79, as amended shall apply.

This By-law shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act (Ontario).

READ A FIRST AND SECOND TIME on the 7th day of July 2016.

READ A THIRD TIME and finally passed this 7th day of July 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Schedule 'A-1'  
By-law 2016-\_\_\_\_\_  
Lot 28, Concession 9 North East of  
Toronto and Sydenham Road  
Township of Melancthon



 Lands to be reoned to the General Agricultural (A1) Zone  
to the General Agricultural Exception (A1-134) Zone

This is Schedule 'A-1' to By-law \_\_\_\_\_

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**MEMORANDUM**

**To:** Mayor White and Members of Council  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris D. Jones MCIP, RPP  
**Date:** June 30, 2016  
**Re:** Proposed ZBA for Lands in Part Lot 231, Concession 1 NE (Luxton)

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In the spring of 2015, the owner of lands located at 782004 Highway 10, located in Part Lot 231, Concession 1 NE submitted an application to rezone the subject lands to permit retail commercial uses in addition to current uses permitted under the Highway Commercial (C2) Zone which the lands are currently zoned.

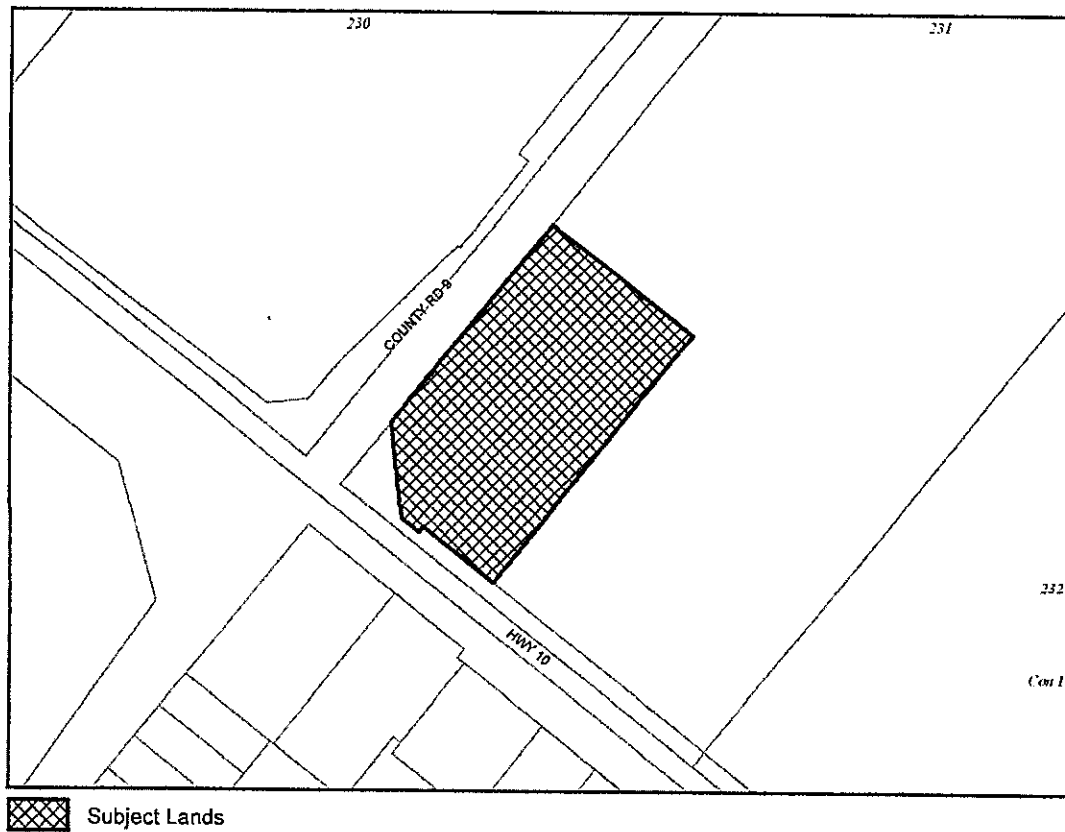
The Highway Commercial (C2) Zone permits:

- Auto service station;
- Automotive sales;
- Motel;
- Public garage;
- Restaurant;
- Truck or bus storage terminal;
- Farm implement dealer;
- Lumber and building material sales;
- Car wash; and,
- Accessory uses to the above including a dwelling.

The subject lands have a lot area of 1.1 hectares (2.7 acres) and a frontage of approximately 80 metres (262 feet) and are currently utilized for auto sales and fuel sales. It is the applicant's intention to construct a building on-site having a floor area of 223 square metres (2,400 square feet) for the purpose of retailing liquidated items and rural/farm supplies.

A reference map identifying the location of the subject lands is shown at Figure 1.

Figure 1 – Location of Subject Lands



The subject lands are located in the Agricultural designation of the Township Official Plan. Given the proximity of the subject lands to the settlement of Dundalk, Section 3.10 (f) (ii) states:

*Unless there is agreement on the part of the Township of Southgate concerning a specific development proposal, in the area shown on Schedule A-1, all non-farm development will be prohibited within approximately 0.5 kilometres of the community of Dundalk as delineated in the planning documents of the Township of Southgate.*

At the time of the applicant's original submission, we discussed this policy with him and suggested he contact the Township of Southgate to obtain any comments or concerns with respect to the proposed rezoning. We understand the applicant has spoken with staff as well as the Township Council for Southgate but has not been provided with a direct confirmation of support or non-support for the proposal.

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• Municipal Planning Services Ltd. •

Chris D. Jones BES, MCIP, RPP  
51 Churchill Drive, Unit 1  
Barrie, Ontario  
(705) 725-8133

The purpose of this memo is to advise Council for the Township of Melancthon with respect to this proposal and recommend that Council articulate a resolution for the Township of Southgate's consideration with respect to the proposed zoning amendment.

From a planning perspective, it is acknowledged the lands are situate to Dundalk and form part of a broader agricultural area. Notwithstanding, the lands are already zoned to permit commercial uses and it is our opinion that the size of the lot is a limiting factor in terms of the scale or intensity of any future commercial use or business that would occur on the lot.

If Council is in agreement that it would be prudent to communicate by resolution with respect to this application, the following resolution is provided for consideration:

*Whereas the owner of lands at 782004 Highway 10, located in Part Lot 231, Concession 1 NE has submitted an application to rezone the subject lands to permit retail commercial uses;*

*And Whereas the subject lands are currently zoned to permit Highway Commercial (C2) uses under the Township's Comprehensive Zoning By-law 12-1979;*

*And Whereas Section 3.10 of the Township of Melancthon Official Plan requires the Township of Southgate to agree with development applications proposed adjacent to the community of Southgate;*

*Be it Resolved that the Township of Melancthon hereby requests the Township of Southgate's concurrence that a planning process may be administered for the subject lands in accordance with the Planning Act, and further the Township of Southgate may provide further input on the proposed rezoning through the Planning Act process.*

Respectfully Submitted,



Chris Jones MCIP, RPP

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• Municipal Planning Services Ltd. •

Chris D. Jones BES, MCIP, RPP  
51 Churchill Drive, Unit 1  
Barrie, Ontario  
(705) 725-8133

## **SHELBURNE & DISTRICT FIRE BOARD**

April 5<sup>th</sup>, 2016

The Shelburne & District Fire Department Board of Management meeting was held at the Fire Hall on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

#### 1. **Opening of Meeting**

- 1.1 Vice-Chair, Janice Elliot, called the meeting to order at 7:03 pm.

#### 2. **Additions or Deletions**

- 2.1 None at this time

#### 3. **Approval of Agenda**

##### 3.1 **Resolution # 1**

Moved by W. Hannon – Seconded by H. Hayes

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

#### 4. **Approval of Minutes**

##### 4.1 **Resolution # 2**

Moved by H. Foster – Seconded by W. Hannon

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of February 2, 2016 as circulated.

**Carried**

#### 5. **Pecuniary Interest**

- 5.1 No pecuniary interest declared.

Bc1

JUL - 7 2016

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 Murray Short, MBA, CPA, CA from RLB, LLP

8. **Unfinished Business**

8.1 **2016 Operating Budget**

The Board discussed the Financial Statements with Murray Short and asked for his opinion on best practices on using a budget surplus, Murray expressed that in his experience it is best to transfer the surplus to a Capital Account.

**Resolution # 3**

Moved by F. Nix – Seconded by T. Egan

**BE IT RESOLVED THAT:**

We transfer \$15,000.00 from the 2015 surplus to lower the 2016 Operating Budget increase to 10.4%.

|                |     |
|----------------|-----|
| Tom Egan       | Nay |
| Heather Foster | Nay |
| Gail Little    | Nay |
| Ken McGhee     | Yea |
| Fred Nix       | Yea |
| Janice Elliott | Nay |
| Wayne Hannon   | Yea |
| Heather Hayes  | Nay |
| Janet Horner   | Nay |

**Defeated**

**Resolution # 4**Moved by G. Little – Seconded by H. Hayes**BE IT RESOLVED THAT:**

We transfer \$25,000.00 from the 2015 surplus to lower the 2016 Operating Budget increase to 7.6%.

|                |     |
|----------------|-----|
| Tom Egan       | Yea |
| Heather Foster | Yea |
| Gail Little    | Yea |
| Ken McGhee     | Yea |
| Fred Nix       | Yea |
| Janice Elliott | Yea |
| Wayne Hannon   | Yea |
| Heather Hayes  | Yea |
| Janet Horner   | Yea |

**Carried**

The Board Secretary is to contact Murray in November to get information for the 2017 Budget.

**Resolution # 5**Moved by H. Hayes – Seconded by W. Hannon**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board accept the 2015 year-end Financial Statements as presented by Murray Short from RLB, LLP.

**Carried****Resolution # 6**Moved by G. Little – Seconded by H. Foster**BE IT RESOLVED THAT:**

The Board of Management receives the letter from the Township of Melancthon dated January 18, 2016 RE: 2016 Budget.

**Carried**

9. **New Business**

9.1 Cost Sharing for 2016

**Resolution # 7**

Moved by H. Hayes – Seconded by W. Hannon

**BE IT RESOLVED THAT:**

The Board of Management receives the 2016 Cost Sharing spreadsheet as presented by the Secretary-Treasurer.

**Carried**

The Board will be discussing the possibility of adding a new formula for cost sharing based on where the Fire Chief spends his time doing inspections.

9.2 Changes to Motor Vehicle Reports from the OPP

The OPP will no longer be issuing reports, this will impact our ability to invoice The County of Dufferin and Insurance Companies. The Chief is looking into different options moving forward and will bring more information to a future meeting.

**Resolution # 8**

Moved by W. Hannon – Seconded by H. Hayes

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board receive the Process to Invoice MTO for Services Provided at Collisions on Provincial Highways and the Process to Obtain Collision Information from MTO for Direct Invoicing reports.

**Carried**

9.3 Town of Mono Updated By-Laws

**Resolution # 9**

Moved by G. Little – Seconded by H. Hayes

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board receive By-Law No. 2016-11 and By-Law No. 2016-12 from the Town of Mono.

**Carried**

10. **Chief's Report**

10.1 **Monthly Reports (March 2016)**

There were a total of 47 calls for the month of March, there were 2 Buildings inspected plus 3 follow up inspections and 1 Fire Safety Plan reviewed.

10.2 **Update from Fire Chief**

The Chief advised that there was a large call volume this month due to the ice storm; the firefighters did not complain and the Chief was impressed with their dedication.

The Board would like to attend an upcoming fire practice to express their appreciation for the firefighter's hard work during the ice storm.

A New Recruit was hired to bring it back up to a full roster.

**Resolution # 10**

Moved by W. Hannon – Seconded by H. Hayes

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board of Management hire the following new recruit effective March 1, 2016:

- 1) Edward Lane

**Carried**

11. **Future Business:**

11.1 Performance Appraisal for Fire Chief

12. **Accounts & Payroll – January 2016**

12.1 **Resolution # 11**

Moved by W. Hannon – Seconded by K. McGhee

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$12,203.03 for the period of January 27<sup>th</sup>, 2016 to February 16<sup>th</sup>, 2016 as presented and attached be approved for payment.

**Carried**



**Resolution # 12**

Moved by K. McGhee – Seconded by G. Little

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$23,635.97 for the period of February 17<sup>th</sup>, 2016 to March 29<sup>th</sup>, 2016 as presented and attached be approved for payment.

**Carried**

**12.2 Resolution # 13**

Moved by G. Little – Seconded by K. McGhee

**BE IT RESOLVED THAT:**

Payroll for the following month(s) be approved for payment:

February 2016 - \$21,995.65

March 2016 - \$27,888.20

**Carried**

**13. Confirming and Adjournment****13.1 Resolution # 14**

Moved by K. McGhee – Seconded by W. Hannon

**BE IT RESOLVED THAT:**

All actions of the Board Members and Officers of the Shelburne and District Fire Board of Management, with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; And each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

**Carried**

**13.2 Resolution # 15**

Moved by F. Nix – Seconded by H. Foster

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 9:01 pm to meet again on May 3, 2016 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

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Tom Egan  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of April 5<sup>th</sup>, 2016

| <b>Municipality / Member</b>  | <b>Present</b> | <b>Absent</b> |
|-------------------------------|----------------|---------------|
| <b>Township of Amaranth</b>   |                |               |
| Heather Foster                | X              |               |
| Gail Little                   | X              |               |
| <b>Town of Mono</b>           |                |               |
| Ken McGhee                    | X              |               |
| Fred Nix                      | X              |               |
| <b>Township of Melancthon</b> |                |               |
| Janice Elliott                | X              |               |
| Wayne Hannon                  | X              |               |
| <b>Town of Shelburne</b>      |                |               |
| Tom Egan                      | X              |               |
| Ken Bennington                |                | X             |
| <b>Township of Mulmur</b>     |                |               |
| Heather McIntosh-Hayes        | X              |               |
| Janet Horner                  | X              |               |
| <b>Staff</b>                  |                |               |
| Brad Lemaich – Fire Chief     | X              |               |
| Ed Walsh – Deputy Fire Chief  | X              |               |
| Nicole Hill – Sec/Treas.      | X              |               |

**CENTRE DUFFERIN RECREATION COMPLEX**  
**BOARD OF MANAGEMENT**

**Minutes of the Special meeting held May 2, 2016 at the CDRC**

|             |                 |                                 |
|-------------|-----------------|---------------------------------|
| Attendance: | Walter Benotto  | Shelburne                       |
|             | Wade Mills      | Shelburne                       |
|             | Dan Sample      | Shelburne                       |
|             | Heather Foster  | Amaranth                        |
|             | Chris Gerrits   | Amaranth                        |
|             | Ralph Manktelow | Mono                            |
|             | Janice Elliott  | Melancthon                      |
|             | Ron Webster     | Melancthon                      |
|             | Kim Fraser      | Facility Administration Manager |
|             | Marty Lamers    | Facility Maintenance Manager    |

Absent: AJ Cavey

Meeting called to order by Chair, Walter Benotto at 5:30pm.

A quorum was present.

**Declaration of Pecuniary Interests:**

Walter Benotto stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**Agenda:**

Chair, W. Benotto would like to add a pool repair update.

**MOTION #1** – Moved by J. Elliott seconded by R. Webster. Be it resolved we approve the agenda dated May 2, 2016 as circulated and presented and amended.  
Carried

**In Camera Session:**

**MOTION #2** – Moved by D. Sample seconded by W. Mills. Be it resolved that The Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason:  
Litigation or potential litigation, including matters before administrative tribunal, affecting the local board.

Carried

**MOTION #3** – Moved by D. Sample seconded by W. Mills. That the CDRC Board of Management rise from “In Camera” with no report at 5:53pm.  
Carried

**Pool Repair Update:**

Acapulco Pools Ltd. was on site earlier in the day and found one leak. They could not pressurize the system to further locate addition leaks. Acapulco Pools recommends that we get a leak detection service to help locate additional leaks.

**Confirmation by By-law**

**MOTION #4** – Moved by W. Mills seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #06-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Special Board meeting held May 2, 2016.

Carried

**Adjournment:**

**MOTION #5**-Moved by R. Manktelow seconded by R. Webster. That we now adjourn at 6:01pm to meet again on May 25, 2016 at 6:00pm, or at the call of the chair.

Carried

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Secretary - Treasurer

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Chairperson

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Dated

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Special meeting held May 16, 2016 at the CDRC**

|             |                |                                 |
|-------------|----------------|---------------------------------|
| Attendance: | Walter Benotto | Shelburne                       |
|             | Wade Mills     | Shelburne                       |
|             | Dan Sample     | Shelburne                       |
|             | Heather Foster | Amaranth                        |
|             | Janice Elliott | Melancthon                      |
|             | Ron Webster    | Melancthon                      |
|             | Kim Fraser     | Facility Administration Manager |
|             | Marty Lamers   | Facility Maintenance Manager    |

Absent: R. Manktelow, C. Gerrits and AJ Cavey  
Meeting called to order by Chair, Walter Benotto at 5:15pm.  
A quorum was present.

**Declaration of Pecuniary Interests:**

Walter Benotto stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**Agenda:**

Chair, W. Benotto would like to add a pool repair update.

**MOTION #1** – Moved by J. Elliott seconded by R. Webster. Be it resolved we approve the agenda dated May 16, 2016 as circulated and presented and amended.  
Carried

**In Camera Session:**

**MOTION #2** – Moved by D. Sample seconded by W. Mills. Be it resolved that The Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason:  
Litigation or potential litigation, including matters before administrative tribunal, affecting the local board.

Carried

**MOTION #3** – Moved by W. Mills seconded by D. Sample. That the CDRC Board of Management rise from “In Camera” with no report at 5:35pm.

Carried

**Pool Repair Update:**

Canadian Leak Detection completed electronic leak detection and found the pipe split in three (3) spots on May 10, 2016. Acapulco Pools is scheduled to be back to complete the repair. All work is expected to be within the budget allowance.

**Confirmation by By-law**

**MOTION #4** – Moved by R. Webster seconded by J. Elliott. Be it resolved that leave be given for the reading and enacting of by-law #07-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Special Board meeting held May 16, 2016.

Carried

**Adjournment:**

**MOTION #5**-Moved by J. Elliott seconded by W. Mills. That we now adjourn at 5:40pm to meet again on May 25, 2016 at 6:00pm, or at the call of the chair.

Carried

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Secretary - Treasurer

---

Chairperson

---

Dated

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held April 27, 2016 at the CDRC**

|             |                 |                                 |
|-------------|-----------------|---------------------------------|
| Attendance: | Walter Benotto  | Shelburne                       |
|             | Wade Mills      | Shelburne                       |
|             | Dan Sample      | Shelburne                       |
|             | Heather Foster  | Amaranth                        |
|             | Ralph Manktelow | Mono                            |
|             | Janice Elliott  | Melancthon                      |
|             | Ron Webster     | Melancthon                      |
|             | Kim Fraser      | Facility Administration Manager |
|             | Marty Lamers    | Facility Maintenance Manager    |

Absent: C. Gerrits and AJ Cavey

Meeting called to order by Chair, Walter Benotto at 6:00pm.

A quorum was present.

**Declaration of Pecuniary Interests:**

Walter Benotto stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**Agenda:**

**MOTION #1** – Moved by J. Elliott seconded by D. Sample. Be it resolved we approve the agenda dated April 27, 2016 as circulated and presented.

Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by R. Webster seconded by W. Mills. That the minutes of the CDRC Board of Management regular board meeting held March 30, 2016 be approved as presented and circulated.

Carried

**Correspondence:**

- Letter from the Township of Amaranth accepting the 2016 CDRC Budget

**MOTION #3** – Moved by D. Sample seconded by J. Elliott. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

**MOTION #4** – Moved by W. Mills seconded by D. Sample. That the bills and accounts, as presented in the amount of \$54,527.56 be approved and paid.

Carried

BC 4

JUL - 7 2016



**Facility Administration Manager's Report:**

See Schedule A

**MOTION #5** – Moved by D. Sample seconded by J. Elliott. That we receive the report from the Facility Administration Manager.

Carried

**MOTION #6** – Moved by J. Elliott seconded by D. Sample. That the CDRC Board of Management approves the request of Althea Casamento to use a portion of the paved parking area to accommodate food trucks for the "Wedding Show" event on October 1, 2016 provided the parking area is left in a clean state and the Town of Shelburne removes any refuse.

Carried

R. Manktelow arrives at 6:20pm

**Facility Maintenance Manager's Report:**

See Schedule B

**MOTION #7** – Moved by D. Sample seconded by R. Webster. That we receive the report from the Facility Maintenance Manager.

Carried

**MOTION #8** – Moved by J. Elliott seconded by D. Sample. That the CDRC Board of Management authorizes staff to proceed with a Request for Proposals for repairs for the roof as included in the 2016 CDRC Budget.

Carried

**In Camera Session:**

**MOTION #9** – Moved by W. Mills seconded by D. Sample. Be it resolved that the Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason(s):

Litigation or potential litigation, including matters before administrative tribunal, affecting the local board.

Carried

**MOTION #10** – Moved by D. Sample seconded by W. Mills. That the CDRC Board of Management rise from "In Camera" with no report at 6:35pm.

Carried

**Confirmation by By-law**

**MOTION #11** – Moved by J. Elliott seconded by W. Mills. Be it resolved that leave be given for the reading and enacting of by-law #05-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held April 27, 2016.

Carried

**Adjournment:**

**MOTION #12** - Moved by R. Webster seconded by J. Elliott. That we now adjourn at 6:37pm to meet again on May 25, 2016 at 6:00pm, or at the call of the chair.

Carried

---

Secretary - Treasurer

---

Chairperson

---

Dated

## SCHEDULE 'A'

### Facility Administration Managers Report – April 27, 2016

#### Pool & Day Camp:

- Head Lifeguard, Emily Francis is scheduled to start on Monday, May 9, 2016
- Head Day Camp Counselor, Hannah Francis will also begin working on a casual basis until mid-June
- Summer pool and camp registrations will open Monday, May 16<sup>th</sup> from approx. 9am-4:30pm (Monday-Friday).
- Three local area schools have booked pool rentals during the last three weeks of school
- DCAFS (Dufferin Child & Family Services) have invited the CDRC to share information at an evening of summer camp opportunities on Tuesday, May 24<sup>th</sup> from 6:30-8:30pm
- As well, DCAFS have invited the CDRC to be interviewed on an upcoming taping of DCAFS Connecting Community, Rogers show on Monday, May 9<sup>th</sup> in Orangeville. The show will be about Summer Tips and a segment about what activities are available for kids and youth during the summer. The episode will air in June.
- I have received information on a Tim Hortons Free Summer Swim program with a budget of \$500. Currently, RBC sponsor \$250 for a Free Family Swim on July 1<sup>st</sup>. I am considering a couple of dates. Saturday, August 6<sup>th</sup> (Fiddle weekend) being one. Completed schedules are due May 1<sup>st</sup>.

#### Courses:

- The JHSC Certification (Joint Health & Safety) requested in April was cancelled. We (Tyler and I) are looking at other upcoming dates that are being offered.

#### Events:

- Althea Casamento (Acce Photography) has submitted a proposal (see attached) to host a Wedding Show at the CDRC on October 1, 2016. She would like permission to include the food vendors as she did at the last event held April 23<sup>rd</sup>.

#### Heritage Music Festival (Fiddle Weekend):

- We have been working with the Shelburne Fire Chief and organizers of the Jim Cuddy concert on a seating floor plan, scheduled for Friday, August 5<sup>th</sup>.
- To allow for maximum seating, they are considering serving alcohol from the lobby
- If alcohol is being served at this event, should Paid duty police officers be required?

Kim Fraser  
Facility Administration Manager

## SCHEDULE 'B'

### Facility Maintenance Managers Report – April 27 2016

#### SAFETY:

There were no incidents.

April fire alarms, extinguishers and emergency lighting inspections have been completed. Tyler Cardella volunteered as worker health and safety rep.

TSSA Elevator inspection 4 issues. Service supplier needs to comply. Called supplier April 6, 2016  
Also E-mail

#### ARENA:

Plant shut Down by Technician

Ice removed Saturday April 2, 2016- no issues

Lines painted for lacrosse and ball hockey

#### BUILDING:

RFP for Roof - Seeking RFP approval to proceed.

Some painting and fixing.

#### POOL:

Have contacted Acapulco Pools just to keep in loop, waiting on weather.

GROUNDS: Some spring cleanup outside.

#### GENERAL INFORMATION:

Tyler Cardella has passed CPO course. Basic refrigeration will be September 12 due to location and availability.

#### New Business:

LED Lighting information

Marty Lamers

Facility Maintenance Manager

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, May 17, 2016*

**Present:** Geoff Dunlop      Laurita Townsend      Larry Haskell  
                 Janet Horner      Sharon Martin      Erika Ulch  
                 Dave Besley      Gail Little

**Also Present:** Rose Dotten, Head Librarian /CEO

---

Chair Dunlop called the meeting to order at 8:00 P.M.

**Motion 18 -16      L. Townsend, G. Little**

Be it resolved that we approve the agenda of the board meeting dated May 17, 2016, as amended.  
**Carried**

**Motion 19-16      L. Townsend, E. Ulch**

Be it resolved that we approve the minutes of the board meeting dated April 19, 2016.

**Carried**

**Financial Reports:**

**Motion 20-16      S. Martin, E. Ulch**

Be it resolved that we approve the Accounts Payable Register for April, 2016 with invoices and payments in the amount of \$23,208.24.

**Carried**

**CEO/ Head Librarian's Report:**

- **Statistics**

You will see from the statistics for March and April that circulation continues to be on the rise. The children's program, The Super Readers Club, certainly helped with that.

- **Carpet cleaning**

Once again, our volunteer, Jim Worobec, has done a wonderful job of cleaning the carpets in the KTH room. We really appreciate the work that he does around the library.

As a result of this, the Board directed Rose to send a letter of appreciation to Jim.

## **New Business**

- **TD Summer Reading program**  
Jeanne Cruikshank, the Children's librarian, and our new summer student, Briana Lovato are busy making plans for the TD Summer Reading Program. The theme this year is "Wild".
- **One Book One County events, including;**  
**The OBOC Finale** was held at Dufferin County Museum with author Kim Thúy, at 1 pm on Sunday, May 1, 2016. It was extremely well attended. Kim Thúy was a dynamic speaker and really fun to hear. The archivist Laura Camilieri also presented information about various immigrant groups in Dufferin County's history. A selection of Vietnamese food was served after the program.
- **Authors in the Hills of Mulmur.**  
Rose is on the committee preparing for this event which will take place on Sunday, August 21, 2016.
- **Summer Students.**  
We have hired Briana Lovato as our summer student. We did receive a grant for 2 students from Canada Summer Jobs but decided to hire only one student. That was confirmed with Canada Summer Jobs that we are able to hire only one without jeopardizing the grant.
- **Young Adult Programming**  
The Young Adult Author, E.K. Johnston, spoke at the YA meeting on Thursday, April 28, 2016. The author has written a number of YA books, one of which "The Story of Owen: Dragon Slayer of Trondheim" was read by the YA book club a few months ago. The teens were riveted by the speaker. She referred to a number of fan fiction websites and the drawbacks and benefits of the various sites.
- **Motion to Appoint Gord Gallagher as contact for all government financial matters**  
Rose explained that this motion is required so that Gord can speak to various government departments about various financial matters without Rose having to constantly authorize him to do so.

### **Motion 21-16            J. Horner, E. Ulch**

Be it resolved that Gordon Gallagher, the duly appointed Treasurer of Shelburne Public Library as one signing authority, is hereby granted the authority to represent Shelburne Public Library in matters relating to CRA (Federal), Ministry of Finance (Ontario), WSIB and other government related financial matters.

- **Motion to receive draft 2015 Financial Statements**

### **Motion 22-16            G. Little, J. Horner**

Be it resolved that the draft 2015 Shelburne Public Library Financial Statements, as prepared and audited by BDO, be received, and BDO directed to produce final statements.

**Motion 23-16            L. Haskell, J. Horner**  
To tender audit services for 2016-2018 years.

**New Business:**

- **Funding Formula discussion**

There is going to be a meeting with the CAO's of the various towns and townships to see if they can agree on a new funding formula.

- **Community Outreach**

Mulmur Board member Janet Horner proposed that we examine a process for "community outreach" and strategic planning. The Board decided to arrange for a Visioning expert to work with the library and the community to determine what other services, events and programming could be done at the library. Each Board member is to bring a list of 10 names or organizations which they would think appropriate to provide input. Board members will contact the individual and organizations to participate. The event is tentatively scheduled for September.

**In-Camera Session:** Not required

**Motion 24-16            L. Haskell, S. Martin**

That we now adjourn at 8:57 p.m., to meet again June 21, 2016, at 8 pm.

**Carried**

## Denise Holmes

---

**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Wednesday, June 08, 2016 3:56 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO Members Update - Ontario Climate Change Action Plan  
**Attachments:** Municipal HOCs & CAOs attachment AMO Key Messages - Ontario Climate Change Action Plan 2016-06-08.pdf

June 8, 2016

### TO THE ATTENTION OF: MEMBERS HEADS OF COUNCILS & CAOs

Ontario's Climate Change Action Plan is here. The Plan makes it clear that municipal governments will have a key role to play in reducing greenhouse gas emissions in our province.

The Plan is 86 pages long. That's a lot to sift through and we need more time to determine exactly how these new measures will impact municipal governments.

What we know now is that municipal governments will play an important role in implementing this plan and that we will need an effective transition process to do it right.

Municipal governments are already at the forefront of managing and addressing climate change by investing in sustainable local infrastructure. Through the Action Plan, we expect access to cap and trade revenues to help fund new infrastructure.

The attached key messages expand on these points and include general background information on how the Action Plan will impact municipal governments in case you receive calls from your local media. AMO is working on a more in-depth analysis of the Plan to share with members soon.

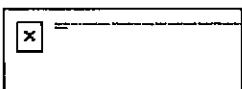
**AMO Contact:** Craig Reid, Senior Advisor, E-mail [creid@amo.on.ca](mailto:creid@amo.on.ca), 416.971.9856 ext. 334.

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**PLEASE NOTE:** AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

**OPT-OUT:** If you wish to opt-out of these email communications from AMO please click [here](#).





## **Municipalities have key role in Ontario's Climate Action Plan**

### **Key Messages**

#### **Summary:**

1. Municipal governments have an important role to play in helping reach provincial emission targets.
  2. Achieving the Climate Action Plan requires an effective transition process for municipal governments.
  3. Municipal governments expect access to cap and trade revenues to help fund new infrastructure.
  4. Municipal governments are at the forefront of climate change action by investing regularly in local sustainable infrastructure.
- Ontario's Climate Action Change Action Plan is 86-pages long and sets out more than 30 measures to reduce greenhouse gas emissions. That's a lot to sift through and we'll need time to do it.
- There are several observations we can make at this point:
- Municipal governments have an important role to play in helping reach provincial emissions targets for two reasons. First – transportation and buildings are the largest contributors to greenhouse gas. Using a green lens to municipal governments' planning, its vehicle fleets and building assets has and will continue to help meet Ontario's ultimate climate change target of reducing greenhouse gas pollution to 80 per cent below 1990 levels by 2050.
  - Achieving the Climate Action Plan requires an effective transition process in order for municipal governments to help the Province reach its targets. We know that we need a transition table that would help municipal governments manage change. This would be prudent.
  - Municipal governments expect access to the cap and trade revenues to help fund infrastructure. New mandates for municipal governments must come with new funding. Funding for infrastructure that helps reduce emissions can help to create a "virtuous cycle" of sustainable infrastructure by offering additional funding to those municipalities that invest in local sustainable projects.
  - Municipalities are at the forefront of managing and addressing climate change, particularly given the impact of extreme weather on our local economies and infrastructure. Municipal governments deliver the public services that Canadians

use most often and play significant role in the health, safety and quality of life of those living and working in our communities.

- Municipalities show proactive leadership on climate change action at the local level by regularly investing in infrastructure that contributes to lower greenhouse gas emissions and helps communities adapt to climate change. This includes transit, resilient road, bridge and water systems, renewable energy projects, efficient municipal buildings and more.
- Some of the measures set out in the Action Plan should help municipal governments reduce their greenhouse gas emissions, including:
  - Promise to work with municipal governments to eliminate minimum parking requirements over the next five years, especially in major transit corridors.
  - Funding for municipal energy planning such as the development of Community Energy Plans and Climate Action Plans.
  - Changing legislation to allow Low Emission Zones.
  - Grant funding for transportation demand management work.
  - The creation of a Municipal Challenge Fund for infrastructure projects that reduce greenhouse gas emissions.
- Other sectors will need to look at how the Climate Action Plan influences their own activities. They too could benefit from a sector-based transition forum. Municipal governments have clear roles in delivering services, but they also hold broader community interests that can affect economic and social wellbeing.
- Climate change will be a prominent topic at AMO's Annual Conference, taking place August 14-17 in Windsor. The Premier and Minister Murray are confirmed speakers. For more on the conference, visit [www.amo.on.ca](http://www.amo.on.ca).

## Denise Holmes

---

**From:** Michelle Dunne <mdunne@dufferincounty.ca>  
**Sent:** Friday, June 10, 2016 4:05 PM  
**To:** dholmes@melancthontownship.ca; jtelfer@townofshelburne.on.ca; jwilson@eastluthergrandvalley.ca; Mark Early; suestone@amaranth-eastgary.ca; Susan Greatrix; thorner@mulmurtownship.ca; Pam Hillock  
**Cc:** Scott Burns  
**Subject:** Road Rationalization Study

Good afternoon,

The Council of the County of Dufferin at its regular meeting held on Thursday, June 9, 2016 adopted the following resolution from the Public Works Committee meeting held on May 25, 2016:

*THAT Report, Road Rationalization Study Update – May 2016, dated May 25, 2016, from the Director of Public Works/County Engineer be received;*

*AND THAT Phase 1 of the Road Rationalization Project be used as a reference tool and that no further action be taken at this time.*

Should you have any questions, please contact Scott Burns, Director of Public Works at [sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca) or 519.941.2816, ext. 2601.

Have a great weekend!

**Michelle Dunne | Deputy Clerk | Corporate Services**  
**County of Dufferin** | Phone: 519-941-2816 Ext. 2504 | [mdunne@dufferincounty.ca](mailto:mdunne@dufferincounty.ca) | 55 Zina Street,  
Orangeville, ON L9W 1E5

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Total Control Panel

[Login](#)

To: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca) [Remove](#) this sender from my allow list  
From: [mdunne@dufferincounty.ca](mailto:mdunne@dufferincounty.ca)

*You received this message because the sender is on your allow list.*



# Instant Messaging and Personal Email Accounts: Meeting Your Access and Privacy Obligations

June 2016



Information and Privacy  
Commissioner of Ontario

Commissaire à l'information et à la  
protection de la vie privée de l'Ontario

*Info 3.*

JUL - 7 2016

### **Acknowledgments**

**The IPC gratefully acknowledges the contributions of staff at Ontario's Ministry of Government and Consumer Services, Ryerson University and the City of London, whose suggestions and insights have informed this paper.**

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# INTRODUCTION

Staff of institutions subject to the *Freedom of Information and Protection of Privacy Act (FIPPA)* or the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* have access to a wide variety of popular communications tools and services. Some employees of municipal and provincial government institutions, elected officials and political staff, including elected officials, conduct business using instant messaging tools, and personal or political party email accounts (personal email accounts), in addition to their institution-issued email accounts.

These instant messaging tools and personal email accounts create a number of record keeping and compliance challenges. Some of those challenges include:

- searching for and producing records that are responsive to access requests
- ensuring that records are retained and preserved according to the requirements set out in *FIPPA* and *MFIPPA*
- ensuring the privacy and security of personal information

The guidelines below are designed to help you meet your administrative and legal obligations under the acts.

Records relating to the conduct of an institution's business are subject to the access and privacy provisions of *FIPPA* and *MFIPPA*, even if they are created, sent or received through instant messaging tools, or non-institutional email accounts.

## WHAT ARE INSTANT MESSAGING TOOLS?

Instant messaging tools allow electronic, written messages to be shared in real-time. A few examples of instant messaging tools include:

- Short Message Service (SMS) or Multimedia Message Service (MMS) text messages
- BlackBerry Messenger (including Personal Identification Number protocol or "PIN-to-PIN" communications)
- internal instant messaging systems, such as Lync
- online instant messaging applications like WhatsApp, Facebook Messenger or Google Hangouts
- any other similar application that allows for real-time, written communication

## ARE INSTANT MESSAGES AND EMAILS SENT FROM OR RECEIVED IN PERSONAL EMAIL ACCOUNTS “RECORDS”?

Yes. The term “record” is defined in section 2(1) of *FIPPA* and *MFIPPA*, in part, as follows:

“record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,

- (a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and
- (b) ... any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution

Instant messages and emails are forms of electronic correspondence and are considered records under the acts, regardless of the tool or service used to create them.

## ARE INSTANT MESSAGES AND EMAILS SENT FROM OR RECEIVED IN PERSONAL EMAIL ACCOUNTS SUBJECT TO THE ACTS?

Section 10 of *FIPPA* and section 4 of *MFIPPA* state that “every person has a right of access to a record or a part of a record in the custody or under the control of an institution” unless specific exemptions apply.

The IPC has set criteria that are used to decide if a record is in the custody or control of an institution. These go beyond the physical location of a record and involve factors such as the purpose of the record, who created it, and whether or not it relates to the institution’s mandate or functions.<sup>1</sup>

A record does not need to be both in the custody and control of an institution, but rather one or the other.<sup>2</sup> Therefore, in those cases where a record is not in the custody of the institution, the question is whether it is under the institution’s control. In deciding this, the IPC considers the following:

1. Do the contents of the record relate to the institution’s business?
2. Could the institution reasonably expect to obtain a copy of the record on request?

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<sup>1</sup> IPC Order MO-3281 (22 January 2016)  
<sup>2</sup> IPC Order P-239 (5 September 1991)



Applying this approach, emails sent from or received in personal email accounts have been found to be under an institution's control for *FIPPA* and *MFIPPA* purposes.<sup>3</sup>

## HOW CAN YOU MEET YOUR ACCESS AND PRIVACY OBLIGATIONS?

The IPC strongly recommends that institutions prohibit their staff from using instant messaging tools and personal email accounts for doing business, unless they can be set up to retain and store records automatically.<sup>4</sup>

However, there may be situations where an institution has a legitimate business need to use these tools or accounts. If your institution is considering using instant messaging tools, or permitting the use of personal email accounts, the following steps can help you plan for compliance with the acts.

### ASSESS THE RISKS AND BENEFITS

Conduct a needs analysis to determine when the use of these tools would be appropriate or necessary, and whether the benefits outweigh the risks. This does not need to be a formal review or audit.

In some cases, there may be a legitimate business need to use instant messaging. For example, university staff may determine that they need to use instant messaging tools to communicate with students or to conduct independent research.

If it is necessary to use instant messaging tools or personal email accounts for business purposes, do a thorough review of the privacy, security and access implications.

Consult with your information technology staff, and records and information management staff to:

- determine the types of tools that best support your institution's communications and records management needs
- determine if records can be automatically and securely retained on your institution's digital storage

If possible, all communications should be automatically and securely retained on your institution's digital storage. Ensure that you can search and retrieve records so that you can meet your access to information and other obligations.

<sup>3</sup> IPC Order MO-3281 and IPC Order MO-3107-F (30 September 2014)

<sup>4</sup> This is consistent with the recommendations made by the Information Commissioner of Canada and the Information and Privacy Commissioner for British Columbia:

Information Commissioner of Canada, "Access to Information at Risk from Instant Messaging," November 2013, and Office of the Information and Privacy Commissioner for British Columbia, "Use of Personal Email Accounts for Public Business," March 2013.

However you configure your communication tools, staff need clear guidance and training to ensure records are captured and well managed.

- ensure that the tools include search and retrieval functions to support your access to information and other obligations
  - if you can, disable unauthorized software on work-issued mobile and other computing devices
  - ensure that the records produced by all authorized communications tools are included in your overarching records management plans and training
- include records created through all authorized communication tools in retention schedules and general records management planning

## DEVELOP AND IMPLEMENT CLEAR POLICIES

You must develop clear and consistent policies on the appropriate use of communications tools. These policies should:

- identify which instant messaging tools and email accounts are permitted for business-related communications, and clearly prohibit the use of other tools and accounts
- require staff, if they have sent or received business-related communications using unauthorized tools or accounts, to immediately, or within a reasonable time, copy records to their official or authorized email account or the institution's computer or network. This can be as simple as saving a copy to a shared drive or forwarding it to an institutional email account
- inform staff that all business-related communications are subject to disclosure and retention requirements, regardless of the tool, account or device used, and that they will have to provide a copy of all business-related communications upon request
- remind staff that when they are collecting records in response to an access to information request, they must search for and produce any relevant records from instant messaging and personal email accounts

If you think staff are not complying with your policies, you must take immediate action to preserve the records.

Remember that it is not enough to develop policies. Your institution must ensure that they are implemented. You can do this by developing clear practice and procedure guides and by providing ongoing staff training.

While it is not possible to account for every potential situation that may result in non-compliance, clear policies, training and awareness go a long way in encouraging staff to responsibly manage their records. Strong policies also help institutions deal with issues as they arise. In some situations, your institution may be required to demonstrate that it has

made its best efforts to appropriately manage its records. Policies, procedures and guidelines addressing the use of instant messaging and personal email accounts can help do this.

## MONITOR AND REVIEW

Your implementation plan should address compliance over time, and should include long-term monitoring and review:

- assign someone to answer questions or concerns about your policies, procedures and practices
- include spot-checks, surveys of staff practices, or other reviews in your plans to ensure that records are being appropriately saved
- if you think staff are not complying with your policies, take immediate action to preserve the records and prevent further loss of information

You cannot evade access to information requests by using instant messaging tools or personal email accounts for business purposes.

## CONCLUSION

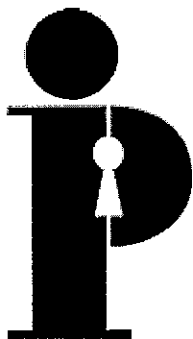
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## **ABOUT THE INFORMATION AND PRIVACY COMMISSIONER OF ONTARIO**

The role of the Information and Privacy Commissioner of Ontario is set out in three statutes: the *Freedom of Information and Protection of Privacy Act*, the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act*. The Commissioner acts independently of government to uphold and promote open government and the protection of personal privacy.

Under the three Acts, the Commissioner:

- Resolves access to information appeals and complaints when government or health care practitioners and organizations refuse to grant requests for access or correction,
- Investigates complaints with respect to personal information held by government or health care practitioners and organizations,
- Conducts research into access and privacy issues,
- Comments on proposed government legislation and programs and
- Educates the public about Ontario's access and privacy laws.



**Information and Privacy  
Commissioner of Ontario**

**Commissaire à l'information et à la  
protection de la vie privée de l'Ontario**

Information and Privacy Commissioner of Ontario  
2 Bloor Street East, Suite 1400  
Toronto, Ontario  
Canada M4W 1A8

Website: [www.ipc.on.ca](http://www.ipc.on.ca)  
Telephone: 416-326-3333  
Email: [info@ipc.on.ca](mailto:info@ipc.on.ca)

June 2016

**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Thursday, June 09, 2016 5:04 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO Policy Update - Members' Legislative Update

June 9, 2016

## Members' Legislative Update

The Ontario Legislature rose today and will resume on September 12<sup>th</sup>, 2016. A number of bills of interest to municipal governments were debated in this session, and are outlined below.

### Bill 100, Supporting Ontario's Trails Act – carried in Third Reading June 1 on division

Bill 100 will promote Ontario's trail network, make it easier for land owners to voluntarily create land easements for trails, and strengthen protection for land owners. It amends the following Acts: *Motorized Snow Vehicles Act*, *Occupiers' Liability Act*, *Off-Road Vehicles Act*, *Public Lands Act*, and *Trespass to Property Act*. Specifically, it will:

- establish a Trails Week
- allow the Minister to recognize specific trails as particularly important
- introduce a voluntary classification system for trails (making it simpler for trail users to understand the types of trail experiences that exist here in the province)
- allow the Minister to establish best practices for trails maintenance
- recognize the Ontario Trails Strategy and matching targets and evaluation mechanisms
- clarify the process for private land owners to create land easements for trails
- strengthen protection for landowners, including municipal governments by clarifying and restricting the circumstances in which land owners would be liable when an individual enters their land.

During debates, a provision was added to provide greater certainty that the decision to grant a land easement for the establishment of a trail is voluntary. For many municipalities, trails are a source of tourism and economic development, and enhancing and promoting the network will be positive. Strengthening protection for landowners and increasing trespassing fines are also positive.

**AMO Contact:** Jessica Schmidt, Policy Advisor, E-mail: [jschmidt@amo.on.ca](mailto:jschmidt@amo.on.ca), 416.971.9856 ext. 367.

### Bill 151, Waste-Free Ontario Act – carried in Third Reading on June 1

This legislation moves Ontario toward real producer responsibilities with financial savings with municipal governments as Producers will be fully responsible for the end-of-life management of their designated products and packaging. Additional benefits of the legislation are:

- flexibility to designate a wide range of products and packaging
- ability to increase producer's current funding cap for the Blue Box program beyond 50%
- creation of an oversight agency with proper tools to ensure effective compliance and enforcement
- efforts made to maintain or improve upon current service standards and geographic coverage for programs.

The municipal sector has long advocated for new waste management legislation to replace the *Waste Diversion Act, 2001*, which has had numerous challenges, most notably of which is a protracted dispute with Producers for Blue Box program payments that went to arbitration in 2014 and continues to be disputed today.

The legislation is high-level and enabling that will see much of the details on how the system will work developed at a later date through Policy Statements and Regulations.

Two amendments were made to the Act that AMO advocated for:

- Section 11 of the *Waste Diversion Transition Act* was amended to give the Minister more explicit powers to determine how payments should be made to municipalities by Producers
- any requirements for consultation had the language 'with municipal representatives' added to specifically reference municipal interests.

AMO will be providing further updates on this file as we move forward with transition planning and will be working with the City of Toronto, the Regional Public Works Commissioners of Ontario, and the Municipal Waste Association to develop these plans with your staff.

**AMO Contact:** Dave Gordon, Senior Advisor, E-mail: [dgordon@amo.on.ca](mailto:dgordon@amo.on.ca), 416.971.9856 ext. 371.

**Bill 156, Alternative Financial Services Statute Law Amendment Act – ordered to the Standing Committee on Social Policy on June 7**

Bill 156 amends the *Collection and Debt Settlement Services Act*, the *Consumer Protection Act, 2002*, and the *Payday Loans Act, 2008*, and expands the regulation-making powers in each Act. In regard to the *Payday Loans Act*, the Bill amends the restrictions respecting concurrent or replacement payday loan agreements and respecting the making of more than one payday loan between the same borrower and different lenders. The Bill also permits the Registrar to conduct inspections if he or she has reasonable grounds to believe that a person or an entity is acting as a lender or loan broker while not licensed.

**AMO Contact:** Nicholas Ruder, Policy Advisor, E-mail: [nruder@amo.on.ca](mailto:nruder@amo.on.ca), 416.971.9856 ext. 411.

**Bill 172, Climate Change Mitigation and Low-carbon Economy Act – received Royal Assent on May 18**

Bill 172 establishes a cap and trade system to reduce greenhouse gas emissions in Ontario. The Act creates the Greenhouse Gas Reduction Account for cap and trade revenues and authorizes the expenditure of funds for greenhouse gas reduction measures. The Act also:

- defines capped industries, electricity import, natural gas distribution, petroleum supply, and other designated emitters
- establishes mandatory and voluntary participation in the cap and trade market
- allows for designated agents
- defines the obligations and enforcement measures for market participation
- sets emissions allowances which can be distributed for free
- establishes offset credits for measures that reduce greenhouse gases.

The Bill's schedule notes that potential for revenues from cap and trade to be spent on municipal services such as: public transit, active transportation, waste management and landfill gas destruction, as well as improvements to buildings. While the regulations for capped industries have been published, those governing offsets credits such as projects by municipal governments to monetize greenhouse gas reductions have not yet been developed. These regulations are expected in the coming months.

**AMO Contact:** Craig Reid, Senior Advisor, E-mail: [creid@amo.on.ca](mailto:creid@amo.on.ca), 416.971.9856 ext. 334.

**Bill 181, Municipal Elections Modernization Act – carried in Third Reading on division on June 7**

The legislation will change the way in which municipal and school board officials are elected in Ontario. Municipal governments will have the choice of using ranked ballots in council elections. The municipal council election period will be shortened with the nomination date of May 1 and withdrawal date of the fourth Friday in July. Candidates will require the signatures of 25 electors to file nominations. Government amendments to the Bill banned contributions to municipal candidates by corporations and unions without changing individual contribution limits – despite AMO's advice. Finally, the Bill establishes rules for third party advertising in municipal elections.

**AMO Contact:** Craig Reid, Senior Advisor, E-mail: [creid@amo.on.ca](mailto:creid@amo.on.ca), 416.971.9856 ext. 334.

**Bill 204, Promoting Affordable Housing Act – carried in First Reading on May 18**

Bill 204 amends or repeals various Acts with respect to housing and planning with the intent of ensuring that Ontarians have better access to affordable and adequate housing. If passed by the Legislature, the Act would amend the following Acts: the *Planning Act*, the *Development Charges Act*, the *Housing Services Act* and the *Residential Tenancies Act*. It would also repeal the *Elderly Persons' Housing Aid Act*. The proposed amendments will have an impact on the ability of municipal government to effectively administer social housing and facilitate new affordable housing, including providing municipal governments the authority to enact inclusionary zoning by-laws. AMO expects to make a submission on the Bill when it is referred to committee in keeping with AMO's recommendations concerning the Long-Term Affordable Housing Strategy. AMO also plans to respond to the government's regulatory posting on inclusionary zoning, due August 16<sup>th</sup>.

AMO Contact: Michael Jacek, Senior Advisor, E-mail: [mjacek@amo.on.ca](mailto:mjacek@amo.on.ca), 416.971.9856 ext. 329.

**Bill 209, Seniors Active Living Centres Act – carried in First Reading on June 1**

Bill 209 modernizes the Elderly Persons Centres program, which is cost shared with municipal governments and establishes centres for seniors across the province. If passed by the Legislature, the Bill would rename the centres as Seniors Active Living Centres to reflect a new approach to active and healthy aging. It would also modernize the legislation to provide added administrative flexibility and move the majority of administrative program rules from legislation and regulation to program guidelines. The 20% minimum municipal cost sharing arrangements would not change. AMO continues to promote enhanced services for seniors in Ontario.

AMO Contact: Michael Jacek, Senior Advisor, E-mail: [mjacek@amo.on.ca](mailto:mjacek@amo.on.ca), 416.971.9856 ext. 329.

**Bill 210, Patients First Act – carried in First Reading on June 2**

Bill 210 would implement the Patients First Strategy to transform home, community and primary care, and to strengthen public health. If passed by the Legislature, the Act would amend a number of Acts including the *Health Protection and Promotion Act*. The government's stated intent is to enact legislation to support access to high quality, integrated care for patients in Ontario, no matter where they live.

AMO was pleased to see that the Bill does not transfer funding and accountability oversight of Public Health Units to Local Health Integration Networks (LHINs). It would, however, institute more formalized linkages between public health and LHINs for population health planning. This is a positive development; however, resourcing issues will need to be addressed to support this enhanced role. In AMO's submission on the Strategy, AMO provided a range of recommendations on how to improve and transform the health care system in Ontario. This included recommendations concerning public health, long-term care, land ambulance, community paramedicine, hospital funding, physician recruitment incentives, and the Northern Health Travel Grant. AMO will continue to advocate on a wide range of health care issues on behalf of its members not restricted to the Act.

AMO Contact: Michael Jacek, Senior Advisor, E-mail: [mjacek@amo.on.ca](mailto:mjacek@amo.on.ca), 416.971.9856 ext. 329.

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**Denise Holmes**

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**From:** McCredie, Tristin (MAH) <Tristin.McCredie@ontario.ca>  
**Sent:** Thursday, June 09, 2016 5:13 PM  
**To:** Undisclosed recipients:  
**Subject:** FW: Legislature Passes 14 Bills in Productive Sitting

Good afternoon,

For your information, please find the news release below. The Municipal Elections Modernization Act, 2016 (Bill 181) received Royal Assent today, along with 13 additional bills that were passed during the spring sitting.

More background information on all the bills passed during the spring sitting can be found here: <https://news.ontario.ca/opo/en/2016/06/14-bills-passed-and-7-additional-bills-introduced-during-spring-sitting.html>.

Thank you,

**Tristin McCredie**

Municipal Advisor  
Municipal Services Office – Central Region, Ministry of Municipal Affairs and Housing  
777 Bay Street, 13<sup>th</sup> Floor, Toronto, Ontario  
T: 416-585-7356 or 1-800-668-0230  
Email: [tristin.mccredie@ontario.ca](mailto:tristin.mccredie@ontario.ca)

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**From:** Ontario News [mailto:newsroom@ontario.ca]  
**Sent:** June 9, 2016 5:01 PM  
**To:** McCredie, Tristin (MAH)  
**Subject:** Legislature Passes 14 Bills in Productive Sitting



Newsroom

*News Release*

**Legislature Passes 14 Bills in Productive Sitting**

June 9, 2016

**Landmark Bills on Key Priorities Become Law**

The Ontario legislature passed 14 bills during a busy sitting that began on February 16 and ended today.

The number of bills passed -- which equals last fall's sitting -- makes the two most recent sessions the most productive in

recent years. The bills passed will deliver major progress on key priorities by:

- Laying a foundation to join the biggest carbon market in North America; ensuring that every dollar from Ontario's cap and trade program is invested in green projects and reducing emissions; and enhancing accountability for the Climate Change Action Plan and investment of cap and trade proceeds
- Ensuring that every eligible employee is part of the Ontario Retirement Pension Plan or a comparable workplace pension plan by 2020
- Allowing municipalities to introduce ranked ballots and ban corporate and union donations for local elections
- Making workplaces, campuses and communities safer by strengthening laws to stop sexual violence and harassment.

During the sitting, the government also introduced seven additional bills that, if passed, would:

- Ban corporate and union donations and loan guarantees to political parties, cap how much third parties can spend on political advertising, limit individual donations and create a per-vote allowance for parties
- Put patients first by improving access to health care, expanding the role of Local Health Integration Networks and helping improve access to primary care providers
- Increase the supply of affordable housing and modernize existing social housing
- Make changes to 50 different statutes to reduce regulatory burdens and practices that cost businesses time and money, while protecting environmental and health standards and enhancing worker safety.

As we near the halfway mark of 2016, indicators and forecasts show that Ontario's economy is continuing to grow and create jobs. Ontario's economy is forecast to remain among the strongest in Canada. In 2015, the unemployment rate dipped to its lowest level since 2008. The minimum wage increased and average wages grew faster than inflation. The province attracted half of all venture capital in Canada.

Ontario's high school graduation rate is now more than 85 per cent and postsecondary enrolment continues to climb.

Last year the province announced 325 infrastructure projects across all regions, which are helping to create good jobs. Year over year, the province continues to create jobs, most of which are full-time and in above-average-wage industries.

When the legislature returns in the fall, the government will continue to focus on legislative priorities that support its economic plan to build Ontario up and deliver on its number-one priority to grow the economy and create jobs.

The four-part plan includes investing in talent and skills, including helping more people get and create the jobs of the future by expanding access to high-quality college and university education. The plan is making the largest investment in public infrastructure in Ontario's history and investing in a low-carbon economy driven by innovative, high-growth, export-oriented businesses. The plan is also helping working Ontarians achieve a more secure retirement.

## QUICK FACTS

- Ontario has 335,200 more jobs and its economy is 10.9% per cent larger than it was at the pre-recessionary peak.
- Ontario's economy is forecast to remain among the strongest in Canada, growing by 2.2 per cent in 2016, and also by 2.2 per cent on average over the 2016–19 period.
- Ontario is making the largest investment in public infrastructure in the province's history — about \$160 billion over 12 years — on roads, bridges, transit, schools and hospitals — which will support more than 110,000 jobs on average each year.
- The government is projected to meet its deficit target for the seventh year in a row, and it remains on track to eliminate the deficit in 2017–18 and maintain a balanced budget in 2018–19.
- Ontario's high school graduation rate reached 85.5 per cent in 2015, which is the highest level in the province's history and up from 68 per cent in 2004. And 67 per cent of Ontario adults aged 25 to 64 have completed postsecondary education.
- In 2016, fDi Intelligence named Ontario as Canada's leader in attracting foreign capital investment.

## BACKGROUND INFORMATION

- 14 Bills Passed and 7 Additional Bills Introduced During Spring Sitting

### QUOTES

"The sitting that ended today was one of the most productive in recent years. The legislature has passed landmark laws that will deliver major progress on key issues, and that will deliver on our top priority to grow the economy and create jobs."

— *Kathleen Wynne, Premier of Ontario*

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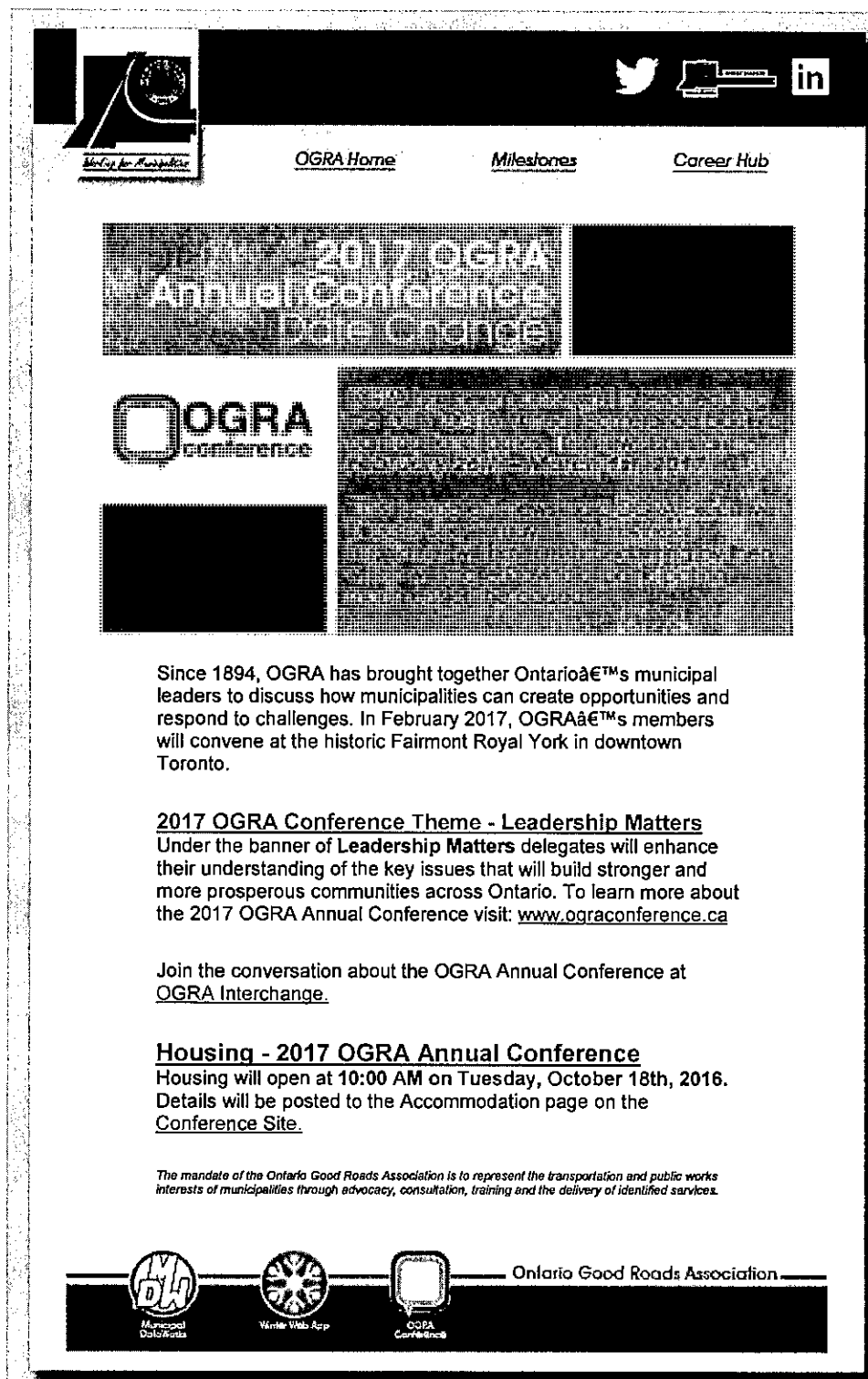
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From: Ontario Good Roads Association <Mail@ConnectedCommunity.org>  
Sent: Wednesday, June 15, 2016 9:44 AM  
To: dholmes@melancthontownship.ca  
Subject: 2017 OGRA Conference - Date Change



**2017 OGRA Annual Conference**  
**Leadership Matters**




Since 1894, OGRA has brought together Ontario's municipal leaders to discuss how municipalities can create opportunities and respond to challenges. In February 2017, OGRA's members will convene at the historic Fairmont Royal York in downtown Toronto.

**2017 OGRA Conference Theme - Leadership Matters**  
Under the banner of **Leadership Matters** delegates will enhance their understanding of the key issues that will build stronger and more prosperous communities across Ontario. To learn more about the 2017 OGRA Annual Conference visit: [www.ograconference.ca](http://www.ograconference.ca)

Join the conversation about the OGRA Annual Conference at [OGRA Interchange](#).

**Housing - 2017 OGRA Annual Conference**  
Housing will open at 10:00 AM on Tuesday, October 18th, 2016. Details will be posted to the Accommodation page on the [Conference Site](#).

The mandate of the Ontario Good Roads Association is to represent the transportation and public works interests of municipalities through advocacy, consultation, training and the delivery of identified services.

   Ontario Good Roads Association

## Denise Holmes

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**From:** Planning Consultation (MAH) <PlanningConsultation@ontario.ca>  
**Sent:** Wednesday, June 15, 2016 3:57 PM  
**To:** Planning Consultation (MAH)  
**Subject:** Proclamation of the Smart Growth for Our Communities Act, 2015 Changes to the Planning Act, and related Regulations

We are writing to provide an update on the Smart Growth for Our Communities Act, 2015 (Bill 73) and the changes the Act makes to the Planning Act. While certain changes to the Planning Act came into force on Royal Assent (December 3, 2015), the majority of changes to the Planning Act will come into force on July 1, 2016, as specified by proclamation.

The Smart Growth for Our Communities Act, 2015, which also makes changes to the Development Charges Act, 1997, provides for enhanced tools and processes for communities and residents to determine how their neighbourhoods grow, and to plan and pay for growth. The legislation aims to help municipalities recover more costs for growth-related infrastructure, give residents more say in how their communities grow, protect and promote greenspaces, enhance transparency and accountability, set clearer rules for land use planning, give municipalities more independence to make local decisions and make it easier to resolve disputes.

Some examples of important improvements to the land use planning system introduced by the Smart Growth for Our Communities Act, 2015 that will come into force on July 1, 2016 include:

### **Enhancing Municipal Transparency by:**

- requiring detailed reporting for municipal collection of density bonusing and parkland fees
- changing the alternative parkland dedication rate for cash-in-lieu payments to incent the acquisition of physical parkland
- requiring some municipalities, in consultation with school boards and the public, to prepare parks plans to help plan for parkland, greenspace, and park facilities

### **Enhancing Citizen Engagement by:**

- requiring explanation of how public input affected a municipal planning decision
- ensuring consideration of public input at the municipal level by approval authorities and the Ontario Municipal Board
- requiring locally-designed public consultation policies
- facilitating the modernization of the giving of notice through additional methods (e.g. email)
- increasing use and ensuring citizen membership on planning advisory committees

### **Increasing Certainty, Stability and Reducing Costs by:**

- limiting requests for amendments to new official plans and/or new comprehensive zoning by-laws for 2 years after documents are approved, unless council authorizes the application(s) to proceed
- providing regulation-making authority to limit requests for amendments to the renamed community planning permit system policy (official plan) and by-law for 5 years after documents are approved, unless council authorizes the application(s) to proceed
- removing the ability to apply for a minor variance for 2 years after a site specific rezoning, unless council authorizes the application(s) to proceed

- limiting approvals and appeals of lower-tier official plans, unless in conformity with upper-tier plans
- removing requirements to review employment land policies

**Resolving Disputes, Improving Local Decision-Making and Accountability by:**

- allowing time to be added to planning decision timelines to resolve disputes prior to appeals (90-day “timeout”)
- restricting appeals of specific provincially-approved matters (e.g. Ministry of the Environment and Climate Change approved source water protection boundaries)
- removing appeal of second unit residential policies at official plan updates
- requiring clearer reasons for appeals
- removing the ability to appeal entire new official plans
- providing enhanced opportunities for alternative dispute resolution

To facilitate implementation of the Act, a number of new or changed Planning Act regulations will also come into effect July 1, 2016. The changes affect a range of matters, such as:

- enhancing complete application requirements for official plan and zoning by-law amendments, Minister's zoning order amendments, and plans of subdivision
- updating and simplifying notice requirements to make them easier for the public to access and understand
- updating notice requirements to deal with notices to multi-tenant residential buildings
- requiring the record sent to the Ontario Municipal Board following an appeal of a minor variance to include the minutes of a public hearing
- changing the name of the “development permit system” to “community planning permit system”, and putting in place a five year “timeout” for privately-initiated amendments to the system after it is established (unless applications are otherwise permitted by the municipality)
- setting out specific rules for planning matters that are in process when the Planning Act changes come into force on July 1, 2016.

You can view copies of the new or amending Planning Act regulations on Ontario's e-Laws website:

- Ontario Regulation 173/16 (Community Planning Permits) – new, replacing Ontario Regulation 608/06 (Development Permits) – <https://www.ontario.ca/laws/regulation/r16173>
- Ontario Regulation 174/16 (Transitional Matters Relating to the Smart Growth for Our Communities Act, 2015) – new – <https://www.ontario.ca/laws/regulation/r16174>
- Ontario Regulation 175/16 – amending Ontario Regulation 200/96 (Minor Variance Applications) – <https://www.ontario.ca/laws/regulation/r16175>
- Ontario Regulation 176/16 – amending Ontario Regulation 197/96 (Consent Applications) – <https://www.ontario.ca/laws/regulation/r16176>
- Ontario Regulation 177/16 – amending Ontario Regulation 546/06 (Requests to Amend or Revoke Minister's Zoning Orders) – <https://www.ontario.ca/laws/regulation/r16177>
- Ontario Regulation 178/16 – amending Ontario Regulation 544/06 (Plans of Subdivision) – <https://www.ontario.ca/laws/regulation/r16178>
- Ontario Regulation 179/16 – amending Ontario Regulation 545/06 (Zoning By-Laws, Holding By-Laws and Interim Control By-Laws) – <https://www.ontario.ca/laws/regulation/r16179>
- Ontario Regulation 180/16 – amending Ontario Regulation 543/06 (Official Plans and Plan Amendments) – <https://www.ontario.ca/laws/regulation/r16180>

To assist you with the implementation of the important changes to the land use planning system and the associated regulations, the Ministry is also preparing a number of guidance materials. Information sessions have been held and additional education sessions are being planned

for municipalities and stakeholders. Please visit the [Ministry's website](#) periodically for further updates.

A copy of the Smart Growth for Our Communities Act, 2015 can be viewed online on the [Legislative Assembly of Ontario's website](#).

If you have any questions related to the Planning Act, please contact (416) 585-6014 or send an e-mail to [PlanningConsultation@ontario.ca](mailto:PlanningConsultation@ontario.ca).

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**OBJET : Promulgation de la *Loi de 2015 pour une croissance intelligente de nos collectivités* et modifications à la *Loi sur l'aménagement du territoire* et à ses règlements d'application**

Madame/Monsieur,

Par la présente, nous souhaitons faire le point sur la *Loi de 2015 pour une croissance intelligente de nos collectivités* (projet de loi 73) et les modifications qu'elle apporte à la *Loi sur l'aménagement du territoire*. Bien que certaines modifications à la *Loi sur l'aménagement du territoire* aient reçu la sanction royale (3 décembre 2015) et soient entrées en vigueur, la majorité des modifications à cette loi prendront effet le 1<sup>er</sup> juillet 2016, la date fixée par proclamation.

La *Loi de 2015 pour une croissance intelligente de nos collectivités*, qui modifie également la *Loi de 1997 sur les redevances d'aménagement*, prévoit des outils et des processus améliorés que les collectivités et les résidents pourront utiliser pour déterminer comment se fera la croissance de leur quartier, ainsi que pour planifier et payer cette croissance. Ces mesures législatives visent à aider les municipalités à recouvrer plus de coûts relatifs à l'infrastructure liée à la croissance, à permettre aux résidents de se faire entendre davantage quant au mode de croissance de leur collectivité, à protéger et favoriser les espaces verts, à accroître la transparence et la responsabilisation, à établir des règles plus claires concernant l'aménagement du territoire, à donner plus d'autonomie aux municipalités pour prendre des décisions locales et à faciliter le règlement des différends.

Les améliorations importantes apportées au système d'aménagement du territoire prévues dans la *Loi de 2015 pour une croissance intelligente de nos collectivités* qui entreront en vigueur le 1<sup>er</sup> juillet 2016 comprennent ce qui suit :

**Accroître la transparence des municipalités, c'est-à-dire :**

- exiger des rapports détaillés concernant la perception de primes de densité et de droits relatifs aux parcs;
- modifier le taux variable des paiements tenant lieu de cession en vue d'inciter à acquérir des terrains matériels affectés à la création de parcs;
- exiger que certaines municipalités, après avoir consulté les conseils scolaires et le public, élaborent des plans pour l'aménagement des parcs pour faciliter l'aménagement de parcs, d'espaces verts et d'installations connexes;

**Augmenter la participation des citoyens, c'est-à-dire :**

- exiger d'expliquer comment les suggestions du public ont influé sur les décisions en matière d'aménagement municipal;



## Denise Holmes

---

**From:** Fogg, Karrah R. (MAH) <Karrah.R.Fogg@ontario.ca>  
**Sent:** Monday, June 20, 2016 3:17 PM  
**To:** Undisclosed recipients:  
**Subject:** The Smart Growth for Our Communities Act, 2015 (Bill 73)

Dear Planning Colleague,

The *Smart Growth for Our Communities Act, 2015* ("the Act") received Royal Assent on December 3, 2015 and makes a number of changes to the *Development Charges Act, 1997* and the *Planning Act*. At that time, only certain provisions of the Act came into effect and the remaining provisions would come into effect on a date to be named by proclamation.

We are pleased to advise that the remaining provisions of the Act will come into effect on **July 1, 2016**. At the same time, new and updated *Planning Act* regulations, including a new regulation to address transitioned matters will also take effect.

In order to assist municipalities to better understand the new changes to the *Planning Act*, the Ministry will be posting online education and training resources on its website, will host a high-level interactive Regional Webinar, and will be offering additional in-person training opportunities for municipal staff.

### Online Education and Training Resources:

In addition to the existing background information on the Act that is currently available on the Ministry's website, additional education and training materials have been posted to support the municipal implementation of the changes. These supporting materials can be found at the following link:

<http://www.mah.gov.on.ca/Page13778.aspx>

### Regional Webinar:

Ministry staff from the Municipal Services Office for Central Region will host an interactive Regional Webinar on **July 13, 2016** that will provide an opportunity for municipal planning staff to learn more about the key changes to the *Planning Act*. The webinar would be approximately 3 hours in duration and would provide background on the Act, identify the intended outcomes and implementation considerations, and outline transition provisions. There will also be an opportunity to submit questions and receive feedback.

If you, or your staff, are interested in participating in the webinar, please send an email to [Karrah.R.Fogg@ontario.ca](mailto:Karrah.R.Fogg@ontario.ca) by **June 30th** to register (use "Bill 73 Webinar" in Subject Line). We encourage you to register as a group and please identify how many staff will be participating. Technical details, including login and connection instructions, will be provided after the registration deadline.

### Scoped Training Opportunities:

Ministry staff are looking for opportunities to arrange additional in-person training sessions for municipal staff. These sessions would be more in-depth than the Regional Webinar and would focus on areas where the municipality is seeking additional information and/or clarification about the changes. We encourage upper tier municipalities to consider co-ordinating sessions that would be jointly attended by interested lower tier and/or single tier municipalities. These sessions could be organized or incorporated as part of the ongoing Area Planner's Meetings that many municipalities already host on a regular basis. It is anticipated that such sessions would occur after July 1<sup>st</sup>, to enable municipalities to start working through any implementation challenges.

If you are interested in setting up an in-person training opportunity, or would like to invite Ministry staff to an upcoming meeting, please contact Karrah Fogg at 416-585-6226.

We look forward to working closely with our municipal partners to help implement these important new changes to the *Planning Act*.

Darryl Lyons, MCIP, RPP  
Manager, Community  
Planning and Development  
(West Team)  
416-585-6048  
[darryl.lyons@ontario.ca](mailto:darryl.lyons@ontario.ca)

Mark Christie, MCIP, RPP  
Manager, Community  
Planning and Development  
(East Team)  
416-585-6063  
[mark.christie@ontario.ca](mailto:mark.christie@ontario.ca)

---

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To: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)  
From: [karrah.r.fogg@ontario.ca](mailto:karrah.r.fogg@ontario.ca)

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Medium (75): Pass  
Low (90): Pass

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## Denise Holmes

---

**From:** Jennifer Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Monday, June 20, 2016 10:29 PM  
**To:** 'dholmes@melancthontownship.ca'  
**Subject:** Police Costing Request  
**Attachments:** 20160620205805.pdf

Hi Denise

Attached please find the response from Shelburne Town Council regarding the Township of Melancthon's request to obtain Police costing.

Thank You

Jennifer Willoughby  
Deputy Clerk  
Town of Shelburne  
203 Main St. E  
Shelburne ON L9V 3K7  
[jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)  
Phone (519) 925 – 2600 Ext. 223

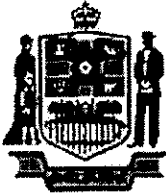
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TOWN OF SHELBURNE  
COUNCIL RESOLUTION

No. 7a

Date: June 20, 2016

Moved by: Chambers

Seconded by: Egan

**BE IT RESOLVED THAT** the correspondence from the Township of Melancthon regarding police costing be forwarded to the Shelburne Police Service Board for consideration;

**AND THAT** the Police Service Board be asked to report back to Council by the end of August with their recommendation on the feasibility of this request.

**CARRIED: K. Bennington**

Requested Vote to be recorded      ☐ Yes      ☐ No

|                     | Yea                      | Nay                      |
|---------------------|--------------------------|--------------------------|
| Mayor Bennington    | <input type="checkbox"/> | <input type="checkbox"/> |
| Councillor Benotto  | <input type="checkbox"/> | <input type="checkbox"/> |
| Councillor Chambers | <input type="checkbox"/> | <input type="checkbox"/> |
| Deputy Mayor Dunlop | <input type="checkbox"/> | <input type="checkbox"/> |
| Councillor Egan     | <input type="checkbox"/> | <input type="checkbox"/> |
| Councillor Mills    | <input type="checkbox"/> | <input type="checkbox"/> |
| Councillor Sample   | <input type="checkbox"/> | <input type="checkbox"/> |



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525  
Fax No. - (519) 925-1110

Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)  
Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

May 6, 2016

Corporation of the  
Town of Shelburne  
203 Main Street East  
Shelburne, Ontario  
L9V 3K7

Attention: John Telfer, CAO/Clerk

Dear John:

At the meeting of Council held on May 5, 2016, the following motion was introduced and passed:

*Moved by Hannon ~ Seconded by Elliott*

**Be it resolved that:**

"The Council of the Township of Melancthon direct Staff to initiate discussions with the Town of Shelburne to obtain Policing Costing for the Township."

**Carried.**

Should you have any questions regarding the above, please don't hesitate to contact me.

Yours truly,

A handwritten signature in cursive script that reads "Denise B. Holmes".

Denise B. Holmes, AMCT  
CAO/Clerk

## Denise Holmes

---

**From:** Denise Holmes <dholmes@melancthontownship.ca>  
**Sent:** Wednesday, June 22, 2016 1:32 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** FW: Requesting Support With Regards to Responding to Medical Calls  
**Attachments:** Letter to Minister of Health and Long Term Care-06212016093833.pdf; NF - Letter to Minister of Health and Long Term Care.pdf

**From:** Brooke Hawley [<mailto:officesupport@northfrontenac.ca>]  
**Sent:** June-22-16 10:39 AM

**Subject:** Requesting Support With Regards to Responding to Medical Calls

Good morning,

Please see attached letter from Ron Higgins, Mayor for the Township of North Frontenac and Henry Hogg, Reeve for the Township of Addington Highlands.

Thank you,

***Brooke Hawley***

Administrative Assistant to the Fire Chief,  
Clerk/Planning Manager, and  
to Assist with the CLSP  
**Township of North Frontenac**  
6648 Road 506, Plevna, ON, K0H 2M0  
1-800-234-3953 or 613-479-2231 Ext. 239  
[officesupport@northfrontenac.ca](mailto:officesupport@northfrontenac.ca)

---



# *Township of Addington Highlands*

---

June 20, 2016

Ministry of Health and Long Term Care  
5775 Yonge Street, 16<sup>th</sup> Floor  
Toronto, ON M7A 2E5  
Attn: Honourable Dr. Eric Hoskins, Minister of Health and Long Term Care

Re: Request for Support

Dear Minister,

The Township of Addington Highlands operates two fire departments and as part of their core services they provide emergency pre-hospital care responses and medical acts such as defibrillation, standard first aid and CPR.

As a result of ambulances being delayed or unavailable, the fire departments are responding to a rising number of medical calls. In 2014, 37.5% of all calls for one of the fire departments in Addington Highlands were medical calls, this number rose to 41.6% in 2015. Subsequently, this has had and will continue to have an impact on the operating costs of the fire departments.

Therefore, Council requests that the Province consider providing financial support to the Addington Highlands Fire Departments for responding to medical calls.

Please don't hesitate to contact me if you have any questions.

  
Henry Hogg  
Reeve

cc. Premier of Ontario  
The Office of the Fire Marshall  
The Rural Mayor's Forum of Eastern Ontario  
All Ontario Municipalities



# Township of North Frontenac

6648 Road 506  
P.O. Box 97, Plevna, Ontario K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

May 27, 2016

Ministry of Health and Long-Term Care  
5775 Yonge Street – 16<sup>th</sup> Floor  
Toronto, Ontario  
M7A 2E5

Attention: Hon. Dr. Eric Hoskins, Minister of Health and Long-Term Care

Dear Hon. Dr. Hoskins:

**Re: Requesting Support With Regards to Responding to Medical Calls**

North Frontenac Fire Departments are responding to increasing medical calls due to ambulances not being available or delayed. The Departments are experiencing continually rising costs of core services.

Council feels that financial support should be provided by the province to support North Frontenac Fire Department when they are responding to medical calls.

If you have any questions or concerns, please do not hesitate to contact me.

Yours truly,

Ron Higgins

Mayor, North Frontenac  
Councillor, County of Frontenac  
Phone (613) 884-9736  
Email [ron.higgins@xplornet.com](mailto:ron.higgins@xplornet.com)

c.c. Premier of Ontario, the Office of the Fire Marshall, the Rural Mayors Forum of Eastern Ontario; and All Municipalities.





# THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

MOVED BY:

*[Signature]*

DATE: June 21, 2016

SECONDED BY:

*[Signature]*

## BE IT RESOLVED THAT:

Council of the Township of East Garafraxa wish to participate with the County of Dufferin's Integrity Commissioner per report dated May 25, 2016 to County Council.

Defeated ☐

Carried ☒

Head of Council

*[Signature]*

### Recorded Vote

Yea

Nay

Abstain

Deputy-Mayor John Stirk  
Councillor Lenora Banfield  
Councillor Tom Nevills  
Councillor Fran Pinkney  
Mayor Guy Gardhouse

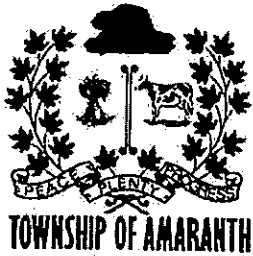
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*Info 11*

JUL - 7 2016



# THE CORPORATION OF THE TOWNSHIP OF AMARANTH

NUMBER \_\_\_\_\_

MOVED BY:

DATE: June 8, 2016

SECONDED BY:

## BE IT RESOLVED THAT:

Council of the Township of Amaranth does hereby support the resolutions passed by the Town of Shelburne and the Township of Melancthon regarding the announcement from the Province of Ontario that it intends to discontinue IBI services to children over the age of four who fall within the Autism Spectrum Disorder.

Defeated ☐

Carried ☐

Head of Council

### Recorded Vote

Deputy-Mayor Jane Aultman  
Councillor Heather Foster  
Councillor Chris Gerrits  
Councillor Gail Little  
Mayor Don MacIver

Yea

Nay

Abstain

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4n6012

JUL - 7 2016

**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Thursday, June 23, 2016 4:00 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO Policy Update - Review of Canada Post

June 23, 2016

## **REVIEW OF CANADA POST**

On June 20, AMO submitted comments to the Government of Canada's independent review of Canada Post. The review is being conducted by a Task Force and examine the cost and need for current Canada Post activities, Canada Post's current and projected financial situation and options for new business lines. Following the Task Force's information gathering and cost analysis, a parliamentary committee will examine options, consult Canadians and make recommendations to the government on the future of Canada Post.

AMO outlined the following key municipal concerns:

- the responsibility for the maintenance and upkeep of community mailboxes (paving, lighting, snow removal, clean-up, and policing related to vandalism and theft);
- accessibility (especially for seniors and people living with disabilities); and
- the loss of mail delivery jobs in the province.

AMO particularly emphasized the impact of changes to Canada Post services on rural areas and urged the Task Force to ensure changes are consistent with the 2009 Canadian Postal Service Charter. The Charter recognizes that rural postal service remains an integral part of Canada's universal mail service, maintains a moratorium on rural post office closures and establishes service standards for both postal delivery and post office accessibility.

As this is a federal issue, the Federation of Canadian Municipalities (FCM) has been engaged in advocacy, and has developed three principles which should inform the review. AMO had previously endorsed these principles and has asked that they be carefully considered during the Task Force's review.

1. **Meaningful Consultations:** Land-use planning, service delivery and right-of-way management is unique in each city and community across the country. A one-size-fits-all approach will not work for every municipality. Canada Post must work with local governments individually to ensure meaningful consultation that the location of community mailboxes meets the needs of the community.
2. **Partnerships:** Servicing municipal infrastructure is the responsibility of local governments. Yet, municipal governments must not inherit the mandate of maintaining federally owned mailboxes. Either Canada Post must work with the local government to develop agreeable processes to maintain this infrastructure or Canada Post must compensate local governments for this work.
3. **Congruence with Municipal Planning:** As much as possible, the changes to door-to-door mail delivery must align with local strategies and processes aimed at fostering and supporting age/disability-friendly communities. Unique strategies must be developed in partnership with local governments and/or individuals.

**AMO Contact:** Jessica Schmidt, Policy Advisor, E-mail: [jschmidt@amo.on.ca](mailto:jschmidt@amo.on.ca); 416.971.9856 ext. 367.

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**PLEASE NOTE:** AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

**OPT-OUT:** If you wish to opt-out of these email communications from AMO please click [here](#).



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# ROMA speaks

The 2017 ROMA Conference  
January 27 - 29, 2017  
Sheraton Centre Hotel, Toronto



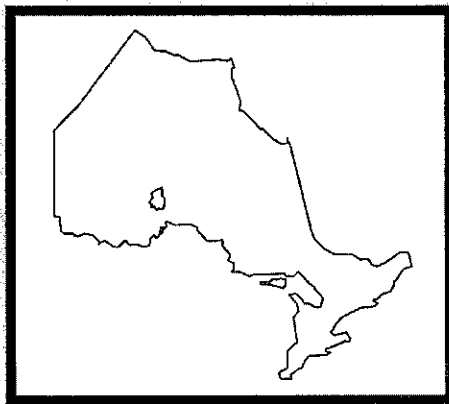
The 2017 ROMA Conference was born out of a need to come together to explore solutions to rural needs and press for meaningful change. This high-impact conference is geared to meet your interests as expressed in the 2016 Rural and Small Communities Focus Session. Here's some of the early line-up:

## Confirmed on the Main Stage



### Doug Griffiths 13 Ways to Kill Your Community

We all do things that undermine our opportunity for success, whether we are consciously aware of it or not. Communities are no different - all want success, plan for it, and reach for it. Yet decisions are made that work counter to long-range goals. Doug will look at how to simply stop doing locally what encourages failure and rather ensure attitudes align with goals.



### Addressing Rural Needs

Addressing the needs of Ontario, specifically those of Rural and Small communities through dialogue with the Province is a key element of the ROMA Conference. ROMA is actively working with the Province to ensure delegates will have access to the Province, members of the new cabinet and leaders.

More details to come!



### Rex Murphy How Rural Speaks to Cities

National treasures need no introduction, and so it is with Rex Murphy, writer, broadcaster and professional thinker. In his well-known sarcastic intellect, Rex's keynote presentation will offer deep insight into how rural communities contribute to Canadian culture, and the active connection between them and cities.

## Micro Educational Sessions

- Innovation in Agriculture
- Aggregates and your Rural Municipality
- Health in Rural Ontario
- Asset Management in Rural Municipalities
- Healthy Rural Communities
- Endangered and Invasive Species

Session topics being explored include\*:

- Conservation Authority Act
- Rural Community Hubs
- Future Impact of Energy in Rural Ontario
- Broadband Access in Rural Ontario
- The Pressures of Being Small
- and more...

Conference registration is now open. Register via fax or e-mail using the form on page two, or log in at [roma.on.ca](http://roma.on.ca) for online registration. Don't forget to reserve your guestroom today. Full details at [roma.on.ca](http://roma.on.ca)

\*programming information subject to change.

# ROMA

Rural Ontario  
Municipal Association

## Registration Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Registration Fees

| Please check registration type below.    | Early Bird Rate<br>(until July 22, 2016) |            | Regular Rate<br>(until January 28, 2017) |            | On Site Rate<br>(January 29 - 31, 2017) |            |
|--|--|------------|--|------------|---|------------|
|  | Member                                   | Non Member | Member                                   | Non Member | Member                                  | Non Member |
| <input type="radio"/> Full Registration  | \$ 550                                   | \$600      | \$600                                    | \$650      | \$ 650                                  | \$ 700     |
| <input type="radio"/> One Day - Monday   | \$350                                    | \$400      | \$400                                    | \$450      | \$ 450                                  | \$ 500     |
| <input type="radio"/> Half Day - Tuesday | \$200                                    | \$250      | \$250                                    | \$300      | \$ 300                                  | \$ 350     |

### Payment:

Completed forms with payment can be sent to ROMA via fax at 416.971.9372 or emailed to [events@ROMA.on.ca](mailto:events@ROMA.on.ca) or mailed to ROMA, 200 University Avenue, Suite 801, Toronto, ON, M5H 3C6

Please remit:

|                      |    |
|----------------------|----|
| Registration Fee     | \$ |
| HST (13%)            | \$ |
| TOTAL TO BE REMITTED | \$ |

☐ Invoice Me (option only available to Member municipalities)

☐ Cheque made out to Rural Ontario Municipal Association

☐ MasterCard ☐ Visa

Credit Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

### Things to Know:

- Rates listed do not include HST. Please ensure to include HST when submitting your payment.
- Confirmation will be sent after each registration, modifications or cancellation. Review your confirmation carefully for accuracy.
- All cancellations must be submitted in writing to ROMA via e-mail at [events@ROMA.on.ca](mailto:events@ROMA.on.ca). Cancellations received prior to 4:30 pm ET, October 31, 2016 will be eligible for a refund less \$95.00 (plus HST) administration fee. Cancellations made after 4:30 pm are non-refundable. An alternate attendee name may be substituted at any time.

### Additional Needs

Please list any dietary, accessibility or other needs:

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P.O. Box 40  
Larder Lake, Ontario  
P0K-1L0

Phone: 705-643-2158  
Fax: 705-643-2311

MOVED BY: *Don McKee*

MOTION NO: 3

SECONDED BY: *J. Stewart*

DATE: June 14, 2016

That Council hereby agrees to support the resolution from Chatham-Kent strongly urging the Government of Ontario to reconsider any policy or strategy within the forthcoming 'Climate Action Plan' that would force rural residents and businesses to use more expensive energy options.

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I declare this motion Carried.

*[Signature]*  
Mayor

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JUL - 7 2016

May 31, 2016

The Honourable Kathleen O. Wynne  
Queen's Park  
Main Legislative Building, Room 281  
Toronto, Ontario M7A 1A1

Re: Climate Change Action Plan

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on May 30, 2016 endorsed the following resolution:

WHEREAS any policy to move Ontario residents from affordable natural gas to more expensive energy sources would create an unmanageable burden on household and municipal budgets;

AND WHEREAS the rising costs of electricity in Ontario are already forcing families and local governments to choose between electricity bills and other basic necessities / services. A move to electric heat would add an additional \$3,000 annually to home heating costs and the impacts on municipal buildings would be even greater;

AND FURTHER any move by the provincial government to force Ontario industry and business away from natural gas to more expensive electric power options will have devastating consequences on the local economy as employers will relocate to other jurisdictions with more competitive energy choices;

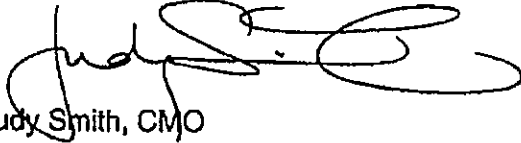
THEREFORE BE IT RESOLVED THAT the Municipality of Chatham-Kent strongly urges the Government of Ontario to reconsider any policy or strategy within the forthcoming "Climate Change Action Plan" that would force rural residents and businesses to replace the most affordable energy option available, natural gas, with more expensive options;

AND FURTHER THAT this resolution be circulated to all other municipalities in Ontario asking for their support by passing a similar resolution.



If you have any questions or comments, please contact Judy Smith at 519-360-1998 Ext # 3200.

Respectfully yours,



Judy Smith, CMO  
Manager Municipal Governance  
Clerk /Freedom of Information Coordinator

C

Hon Glen R. Murray, MPP  
Ministry of the Environment and Climate Change  
11th Floor, Ferguson Block  
77 Wellesley Street West  
Toronto, Ontario M7A 2T5

Rick Nicholls, MPP  
100 -111 Heritage Rd.  
Chatham, ON N7M 5W7

Monte McNaughton, MPP  
360 James Street.  
Wallaceburg, ON N8A 2N5

Association of Municipalities of Ontario  
200 University Ave., Suite 801  
Toronto, ON M5H 3C6

# The Corporation of the City of Kenora Council Resolution

KENORA



Resolution No. 11

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

*[Handwritten signatures]*

**June 14, 2016**

Whereas the province implemented a ban on door-to-door sales for electricity and natural gas contracts by passing the Strengthening Consumer Protection and Electricity System Oversight Act, 2015; and

Whereas Ontarians over the last twelve months continue to experience unsolicited, aggressive and misleading sales tactics at their door from companies seeking to sell home energy products, despite this provincial legislation; and

Whereas the door to door agents acting on behalf of these companies misrepresent their purpose and/or identity, often posing as utility inspectors and government agents needing to gain access to the homes of Ontarians; and

Whereas people across Ontario, and in particular vulnerable City of Kenora senior citizen residents, have been targeted by these door to door misrepresentations and misleading sales tactics;

Now Therefore Be It Resolved That the Council of the City of Kenora urges the Provincial Government to ban all door-to-door sales in the home services sector (more specifically the sale or lease of HVAC equipment, water heaters, water filtration systems and other related home energy products and services by door-to-door sales agents) as soon as possible; and further

That a copy of this resolution be sent to all municipalities in Ontario asking for support by passing a similar resolution and forwarding to their MPPs.

Defeated \_\_\_\_ Carried ✓

*[Handwritten signature: David Canfield]*

**Mayor**  
or A/Mayor

| Recorded Vote       | AYE | NAY | Dec. of Interest | Absent |
|---------------------|-----|-----|------------------|--------|
| Councillor Goss     |     |     |                  |        |
| Councillor McMillan |     |     |                  |        |
| Councillor Reynard  |     |     |                  |        |
| Councillor Roussin  |     |     |                  |        |
| Councillor Smith    |     |     |                  |        |
| Councillor Wasacase |     |     |                  |        |
| Mayor Canfield      |     |     |                  |        |

**DISTRIBUTION:** \_\_\_\_\_

# The Corporation of the City of Kenora Council Resolution

Kenora  
KENORA



Resolution No. 21

Moved by Ryan

Seconded by [Signature]

**June 14, 2016**

~~~~~  
Whereas in the 2016 Ontario Budget, the government of Ontario has suspended current intake of applications to the Rural Economic Development Program and has indicated that it plans to integrate the program into the Jobs and Prosperity Fund; and

Whereas the Jobs and Prosperity Fund is narrowly focused and is restricted to private sector organizations and industry partners, which prevents access to funding for rural municipalities and others who formerly benefitted from the Rural Economic Development Program. The emphasis on large projects that meet either of minimum \$5 million or \$10 million in eligible project costs thresholds, will significantly restrict benefits from this fund; and

Whereas in contrast, the Rural Economic Development Program supported a number of capacity building projects including but not limited "Business Retention and Expansion" and "Downtown Revitalization" projects and Economic Development Strategic Planning projects for small rural municipalities who were looking to improve their local economy; and

Whereas because the Jobs and Prosperity Fund is not specifically designated for rural areas, that that funds from this program will likely favour more urban areas of the province;

Now Therefore be it Resolved that the Council of the City of Kenora asks the Province of Ontario to reconsider the suspension and the integration of the Rural Economic Development Program into the Jobs and Prosperity Fund with the view to ensuring that the Rural Economic Development Program stays as an intricate funding program of the Province that will support capacity building and foster economic growth in rural municipalities in Ontario; and further

That this resolution be circulated to all municipalities in Ontario requesting that they endorse and support this resolution and communicate their support to the Premier and the Minister of Agriculture, Food and Rural Affairs.

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Defeated \_\_\_\_\_ Carried ✓

*David I. Canfield*

**Mayor**

or A/Mayor

| Recorded Vote       | AYE | NAY | Dec. of Interest | Absent |
|---------------------|-----|-----|------------------|--------|
| Councillor Goss     |     |     |                  |        |
| Councillor McMillan |     |     |                  |        |
| Councillor Reynard  |     |     |                  |        |
| Councillor Roussin  |     |     |                  |        |
| Councillor Smith    |     |     |                  |        |
| Councillor Wasacase |     |     |                  |        |
| Mayor Canfield      |     |     |                  |        |

**DISTRIBUTION:** \_\_\_\_\_  
 \_\_\_\_\_

# Community Hubs and the Provincial Policy Statement, 2014

Ministry of Municipal Affairs and Housing

• InfoSheet - Spring 2016 •

## Purpose of this InfoSheet

This InfoSheet will assist municipalities in the implementation of Provincial Policy Statement, 2014 (PPS, 2014) policy 1.6.5, to enable the development of community hubs. This supports the PPS, 2014 goals of developing “strong, livable, healthy and resilient communities”. Municipalities should use this InfoSheet to develop local policies that support up-front coordination and planning for community hubs. It may also be relevant to other organizations interested in hub development.

## The Provincial Policy Statement, 2014

The PPS, 2014 plays a key role in Ontario's land use planning system. It provides policy direction on matters of provincial interest related to land use planning and development. The PPS, 2014 includes provincial policy direction on building strong healthy communities, wise use and management of resources, and protecting public health and safety.

As an integral part of building strong, livable, healthy and resilient communities, the PPS, 2014 includes specific policy direction on community hubs, encouraging co-location of public service facilities to facilitate service integration, and to promote cost savings and accessibility. There also are other policies that support community hub development (See Sidebar Pg. 2).



## What is a Community Hub?

Community hubs are places where people can access a range of services, programs and activities. Community hubs can be virtual or physical, co-located or integrated. They can provide access to a variety of health, education, recreation and sport, cultural, government, community or social services and programs. There is no single definition for community hubs; each hub is as unique as the community it serves and is focused on meeting local needs. A community hub can be a school, a community centre, an early learning centre, a library, an older adults' centre, a youth centre, a community health centre, a government service centre, a business incubator, or any combination of these or other spaces that offers programs and services to the public.

“Whether virtual or located in a physical building, whether located in a high-density urban neighbourhood or an isolated rural community, each hub is as unique as the community it serves and is defined by local needs, services and resources”.

**Karen Pitre, 2015. *Community Hubs in Ontario: A Strategic Framework and Action Plan***

## Policy Direction Provided by the PPS, 2014

### Policy 1.6.5:

Public service facilities should be co-located in **community hubs**, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation.

Other policies can help facilitate community hub development by encouraging or requiring:

- 1.1.1 healthy, livable and safe communities
- 1.1.3.2 efficient use of land and resources
- 1.1.3.3 intensification and redevelopment
- 1.1.4.1 healthy, integrated and viable rural areas
- 1.2.1 coordination across jurisdictions, with other agencies and boards
- 1.3.1 compact, mixed-use development
- 1.5.1 public facilities and spaces, community connectivity
- 1.6.3 optimal use of existing facilities, adaptive re-use
- 1.6.7.3 transportation connectivity
- 1.6.7.4 active transportation and transit-supportive development
- 1.6.7.5 integration between transportation and land use planning
- 1.7 sense of place, well-designed built form, and community character
- 1.8.1 energy efficiency and conservation

Other enabling policies include:

- 4.7 keeping official plans up to date
- 4.8 keeping zoning by-laws up to date

### PPS, 2014 Related Definition:

**Public Service Facilities:** means land, buildings and structures for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, and cultural services. Public service facilities do not include infrastructure.\*

\*Infrastructure is also a defined term in the PPS, 2014

## What are Some Outcomes of Community Hubs?

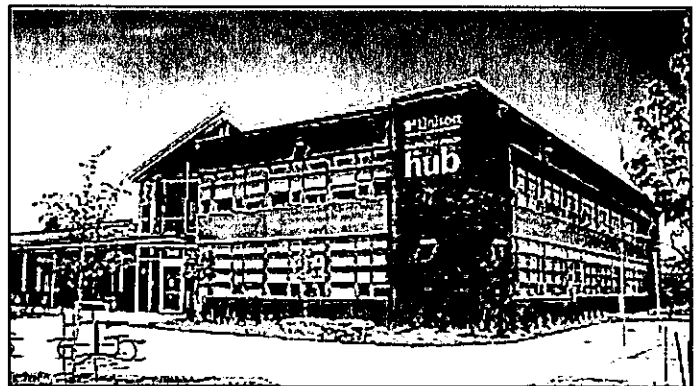
Some commonly recognized outcomes of community hubs include:

- Improved access to a greater range of person-centered services due to collaboration
- Optimized use of existing buildings and land, to create more complete communities and reduce greenhouse gas emissions
- Capital and operating cost savings through facility sharing or integration
- Improved health, social and economic outcomes for newcomers, seniors, children, and families
- Reduced stigma that may be associated with single-purpose facilities (e.g., mental health or addiction services)

### Words often used to describe the community hub concept:

...integrated, seamless, one-stop shop, wraparound, client-centred, accessible, responsive, "right care, at the right place, at the right time"...

Source: Evidence-Based Foundation for Community Hubs



Bathurst Finch Hub

## How Land Use Planning Can Support Community Hub Development

Proactive, collaborative land use planning can play an important supportive role early in the community hub development process, and can be part of a broader, integrated strategy. This InfoSheet recognizes that the successful development of community hubs goes beyond land use planning. Other elements such as financing partnerships, adaptive-reuse and joint-use agreements, and governance models also play an important role. Still, local policies that require up-front planning for hubs can help break down barriers and facilitate hub development. Some land use planning tools of relevance to community hub development are described below.

### Official Plans

A municipal official plan is the primary land use planning tool describing a community's vision and overall planning policy direction. Municipalities should incorporate policies and supportive land use designations into their official plans to pro-actively promote community hub development, collaboration and service integration in their communities. These can be further supported by policies promoting accessibility and community connectivity, and can complement other municipal objectives to address community needs in an integrated manner.

#### Sample Official Plan Policies:

**6.6.1...** This Plan anticipates the expansion of this public service facility-like campus through the addition of uses such as a high school, curling rink, cultural centre and similar community facilities.

**6.6.2.3** In designing the facilities, consideration should be given to pedestrian linkages in an attempt to encourage walking and cycling among and between facilities and the community.

**6.6.2.4** Facilities will be integrated with parks and open space areas wherever feasible. Urban design principles will apply to ensure energy efficient design, connectivity with other community facilities, barrier-free access ...creating a liveable winter environment. Dubreuilville Official Plan (Northeast)

## Zoning By-Laws

Zoning by-laws implement the objectives and policies of the official plan by regulating and controlling the use of land. Zoning by-laws achieve this by stating: what land uses are permitted; where buildings and other structures can be located; what types of buildings are permitted; and specifying such factors as maximum and minimum lot sizes and dimensions, parking requirements, and maximum and minimum building heights and setbacks.

The PPS, 2014 requires zoning by-laws to be kept up to date. They should also be flexible enough to facilitate, and not pose barriers to, community hub development – the types of facilities included in hubs should be identified as permitted uses in a wide range of zones.

Every community's zoning by-law is unique. However, the types of public service facilities often co-located in community hubs (community recreation, education, institutional, etc.) are commonly identified as permitted uses in a range of zones, including residential, institutional, commercial, parkland and open space, and mixed-use zones.

## Community Improvement Plans (CIPs)

The CIP approach offers a flexible and strategic framework for dealing with land use change in a coordinated manner. CIPs target parts of a community for strategic development or redevelopment. Municipalities can acquire, hold, clear, lease and sell land in designated areas and provide grants or loans as incentives for specific projects that benefit the community.

CIPs can cover areas that range from specific properties to streetscapes, neighbourhoods and entire communities. Program coverage can span a wide spectrum of municipal objectives including, for example, community hub development, preservation and adaptive reuse of heritage buildings for community use, or provision of affordable housing and related services.

## What Community Hubs Offer

Some of the amenities hubs can offer to meet the unique needs of a community include:

- A convenient location to access a broad range of services, such as recreation and sport, library, education, community health, legal, employment, newcomer settlement, addiction, counselling, and affordable housing services
- A gathering place or meeting place for community members
- A place for social interaction and sharing of skills and knowledge
- A place where people of different ages, cultures, and backgrounds can come together to learn and grow
- A place to connect newcomers and existing community members to available services
- A place to host events or showcase local talent, culture, art, food, etc.

### Sample Official Plan Policies:

**F.2.2.** Where appropriate, establishing community hubs allows the co-location of public service facilities to provide convenient, integrated, and cost-effective services. City of Kenora Official Plan (Northwest)

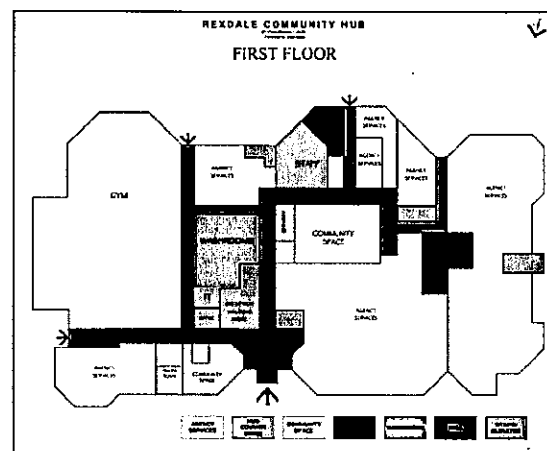
**4.0** Public service facilities should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation. County of Frontenac Official Plan (East)

**2.3.9** Where opportunities exist, the Township will encourage the co-location of public service facilities into community hubs.

**3.5.3** Schools within the Township ... are community hubs where all people can gather to learn and participate in a range of activities offered by community organizations. Council supports and encourages partnerships between local community organizations and local school boards to use the schools as community hubs ... Township of Alnwick/Haldimand Official Plan (East)

## Community Hub Facility Models

Community hubs can take a variety of forms, such as permanent buildings at a single location or in a campus, "mobile" hubs that serve smaller or transient populations (i.e., as found in some Northern and rural communities), "virtual" hubs that provide services from a central electronic access point, or hubs that occupy temporary spaces. When hubs occupy physical buildings, they may be located in existing facilities redeveloped or adapted to meet local needs, or built new with specific objectives in mind.



Rexdale Community Hub

**Physical buildings** that serve as community hubs often involve the following design elements:

- Energy efficient, sustainable design
- Accessible, bright, welcoming facilities with seamless access to services through way finding and signage
- Flexible, multi-use programming spaces and patron-oriented services (age or culturally appropriate)
- Spacious common areas with seating and reception areas that provide facility orientation
- Connections to parkland/greenspace/trails and a variety of outdoor spaces that extend the range of offerings
- A central location within the service area, with easy access to arterial roadways, transit and active transportation networks



## What are some “best practices” for community hub development?

This InfoSheet has been developed primarily for municipalities as the main implementers of PPS, 2014 policies. However, the list of best practices could be relevant for any organization interested in hub development (e.g. social service agencies, not-for-profit organizations, community groups). Best practices for hub development include:

1. Thoroughly assess community needs and priorities, existing resources and opportunities and hub-supportive assets
2. Define and engage the target user(s) or client group(s), to assist in planning and decision- making around goals and objectives for hub development
3. Identify and recruit local leaders and community champions, and bring together potential service providers<sup>1</sup> early in the process
4. Develop a solid understanding of the mandates, needs and requirements of potential service providers/partners
5. Where physical buildings are required, review opportunities for adaptive reuse of existing spaces before building new
6. Review siting considerations such as access to public transit and active transportation networks, adequate parking, and community connectivity
7. Review relevant planning documents, policies and intensification targets, and ensure appropriate planning, zoning and servicing requirements are met
8. Assess funding models and partnerships, governance models, and opportunities for service integration, shared programming or joint-use
9. Develop performance measures and an evaluation framework

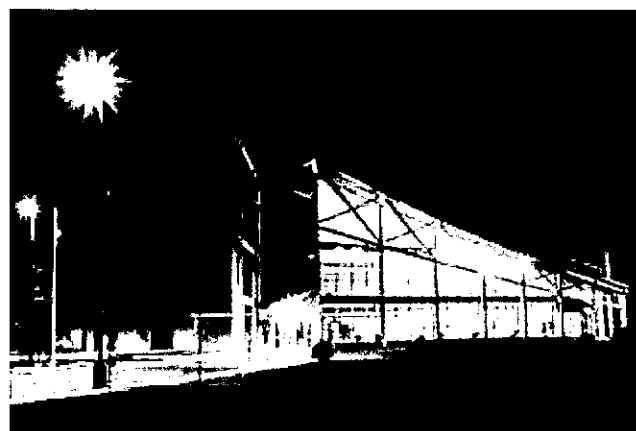
<sup>1</sup> Can include public sector, non-profit, and private sector providers



Indigenous children attending a Friendship Centre program

## Helpful Resources on Community Hubs:

- [Community Hubs in Ontario: A Strategic Framework and Action Plan](#)
- [Provincial Policy Statement, 2014](#)



Dryden Regional Training and Cultural Centre

### Sample Official Plan Policy:

**4.8.4** The development of private sector recreation facilities and joint use with educational and other institutional uses is encouraged.

City of Dryden Official Plan, Office Consolidation (Northwest)

## For More Information, Contact:

**Ministry of Municipal Affairs and Housing**  
Provincial Planning Policy Branch  
(416) 585-6014

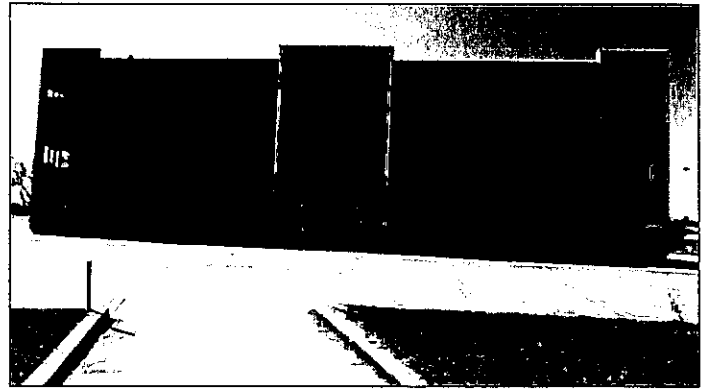
Municipal Services Offices  
**Central (Toronto)**  
(416) 585-6226  
Toll Free: 1-800-668-0230

**West (London)**  
(519) 873-4020  
Toll Free: 1-800-265-4736

**East (Kingston)**  
(613) 545-2100  
Toll Free: 1-800-267-9438

**Northeast (Sudbury)**  
(705) 564-0120  
Toll Free: 1-800-461-1193

**Northwest (Thunder Bay)**  
(807) 475-1651  
Toll Free: 1-800-465-5027



The common roof™, Orillia Location

## Note to User

This InfoSheet summarizes complex matters and reflects legislation, policies and practices that are subject to change. It should not be relied upon as a substitute for specialized legal or professional advice in connection with any particular matter and should not be construed as legal advice. The user is solely responsible for any use or the application of this information. As such, this Ministry does not accept any legal responsibility for the contents of this InfoSheet or for any consequences, including direct or indirect liability, arising from its use.

Community Hubs Ontario  
[www.ontario.ca/page/community-hubs](http://www.ontario.ca/page/community-hubs)

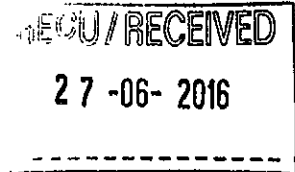


High School cafeteria/community meeting and program space

Produced by the Ministry of Municipal Affairs and Housing,  
Provincial Planning Policy Branch  
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CORPORATE SERVICES



June 23, 2016

Denise B. Holmes  
CAO/Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon, Ontario  
L9V 2E6

Dear Denise:

Re: Municipal Emergency Readiness Fund Request

We are pleased to announce that your Municipal Emergency Readiness Fund request has been approved in the amount of \$10,000.00 for the purchase of two generators. We have remitted the funds via Electronic Funds Transfer (EFT).

If you have any questions, please do not hesitate to contact me.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Michelle Dunne'.

Michelle Dunne,  
Deputy Clerk  
519-941-2816 ext. 2504  
[mdunne@dufferincounty.ca](mailto:mdunne@dufferincounty.ca)

**COUNTY OF DUFFERIN**

55 Zina Street, Orangeville, ON L9W 1E5 | 519.941.2816 ext. 2500 | [dufferincounty.ca](http://dufferincounty.ca)

Info 19

JUL - 7 2016



## **NVCA Board Meeting Highlights, June 24, 2016**

Next Board Meeting: August 26, 2016

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*For the full meeting agenda including documents and reports, visit [nvca.on.ca/about/boardofdirectors](http://nvca.on.ca/about/boardofdirectors).*

### **Update on NVCA Flood Warning and Forecasting Program**

The board of directors received a deputation from Tom Reeve, NVCA's Senior Manager, Engineering Services, on the authority's Flood Warning and Forecasting program.

NVCA is responsible for flood forecasting in the watershed, monitoring river flow conditions and issuing flood messages and warnings as warranted. As well, the authority plays a role in flood prevention, protection and mitigation, and emergency preparedness and response. The authority's Flood Risk Management Plan addresses these issues.

Moving forward, NVCA has applied for federal funding under the National Disaster Mitigation Program (NDMP) to update the Nottawasaga River watershed floodplain mapping (hydrology data). Currently, the authority's mapping is based on data from 1988. This update will ensure that decisions are made using current data. If funding is approved, it is anticipated that the update will be conducted in-house starting in January 2017.

### **Final Board Governance Transition Plan to be presented in September**

Staff presented an updated on NVCA's Board Governance Transition Plan, which included a recommendation to permanently restructure the NVCA board to 18 members. (In January, the board reduced to 18-members as a nine-month pilot project.) The final report on governance transition will be presented to the full board, all 28 members, at the September 23, 2016 meeting.

### **NVCA Climate Change Strategy to be developed**

The board approved the development of an NVCA Climate Change Action Plan as a high priority, with a target implementation date of April 2017.

### **Chief Administrative Officer, Gayle Wood, announces plans for 2017 retirement**

D. Gayle Wood, CAO, announced to the board her intention to retire from NVCA in May 2017.

The board thanked Gayle for her valuable contribution to the NVCA to date, and for her ongoing efforts on behalf of the authority.

Further, the board directed staff to prepare a CAO Recruitment and Transition Plan, to be presented at the August 2016 board meeting.

### **In brief**

During this meeting, the board also:

- approved a protocol and service agreement with the Township of Springwater and Severn Sound Environmental Association (SSEA). This agreement outlines services to be provided to Springwater by the NVCA and SSEA.
- accepted a \$40,000, three-year, grant from Environment Canada's National Wetland Conservation Fund to support habitat creation and enhancements within the Minesing Wetland Conservation Authority.
- approved the use of \$15,200 in matching funds should the authority's funding request to the Canada 150 Community Infrastructure Program for upgrades to Fort Willow Conservation Area be successful.

- approved NVCA's application for funding under the second round of the National Disaster Mitigation Program (NDMP) for updating floodplain mapping. (Earlier this year, the authority was successful in receiving funding under round one of the NDMP to complete a watershed risk assessment.)

#### **Future Meetings & Events**

##### Blacksmithing Course

Saturday, July 23, & Sunday, July 24, 2016

Fort Willow Conservation Area

*This event is hosted by the Friends of Historic Fort Willow.*

##### Fight the Phrag!

##### Volunteer Phragmites Removal Work Day

Saturday, August 6, 8:00 a.m. - 5:00 p.m.

Collingwood

*This workday is being held in partnership with many community partners.*

##### NVCA Board of Directors Meeting

Friday, August 26, 9:00 a.m. – 12:00 p.m.

Tiffin Centre for Conservation

8195 8th Line, Utopia

(Board/Staff BBQ to follow)

##### Phragmites and Invasive Species Workshop

Tuesday, September 13, 2016

Tiffin Centre for Conservation

8195 8th Line, Utopia

9:00 a.m. to 3:00 pm.

*This is a hands-on workshop on how to identify and remove phragmites and other invasive species.*

##### Camp Tiffin Summer Day Camp

Throughout the summer.

Tiffin Centre for Conservation

8195 8th Line, Utopia

## Denise Holmes

---

**From:** Steven Murphy <smurphy@dufferincounty.ca>  
**Sent:** Wednesday, June 15, 2016 3:18 PM  
**To:** jwilson@townofgrandvalley.ca; Susan Stone; Denise Holmes, CAO/Clerk; Terry Horner; John Telfer; Mark Early  
**Cc:** Anne Jordan; Michelle Dunne  
**Subject:** 003B Multi-Year Accessibility Plan - TEMPLATE  
**Attachments:** 003B Multi-Year Accessibility Plan - TEMPLATE.docx

Good afternoon folks,

As mentioned at the last DMOA meeting Access Dufferin is currently working on a multi-year accessibility plan as required under the AODA. Legislation does permit each of you municipalities to adopt this plan in place of creating and maintaining one yourselves. Should you choose to adopt the plan it will need to reflect your specific details including the following;

- You will have to commit to actively assisting in creating and implementing the plan
- Clearly detail how you will achieve accessibility over the next five years
- Provide a framework for developing cohesive accessibility initiatives which identify, remove and prevent barriers.
- Set annual goals for specific improvements to accessibility
- Establish action plans for meeting those goals and initiating accountability at various levels
- Seek input and suggestions from the wider organizational community

I would ask that you review and adopt the attached policy prior to presenting the Multi-Year Plan to Council. We anticipate the plan will be completed in the fall.

I would also like to hear from you about what accessibility goals and plans and timelines you have for the next five years in a format such as this:

2017

Add an automatic door opener to staff washrooms

Included in capital budget

To be completed by June 2017

Increase staff knowledge of accessibility policies

Organized training

Arrange for AccessDufferin to audit

2018

Add a fully accessible public restroom at MERRYVILLE PARK

Corporate sponsorship from Rotary Club

Designed in accordance with OBC standards

Contracted to FLUSH AND FILL Construction

2019

Train new Council members on AODA requirements

ABC Consulting to conduct training on Jan 27, 2019

2020

Renovate the front entrance at Town Hall to include a fully accessible walkway  
Include in capital budget submission  
Consult with Accessibility Advisory Committee  
To be completed by Nov 2020

2021

Resurface the municipal parking lot and increase the number of accessible parking spaces  
Include in capital budget submission  
To be completed by Sept 2021

Once I have your municipal accessibility goals we will include them in the plan. I anticipate that it may be difficult to foresee what you will be doing 5 years from now so we will have the ability to make revisions as we go forward, this will be a living document and it must be made available to the public.

If you could have an initial draft back to me by June 30<sup>th</sup>, 2016 I would appreciate it as the committee is sitting again on July 4<sup>th</sup>.

Thanks in advance,

Steve

DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the County of Dufferin. Finally, the recipient should check this email and any attachments for the presence of viruses. The County of Dufferin accepts no liability for any damage caused by any virus transmitted by this email. The Corporation of the County of Dufferin, 55 Zina Street, Orangeville, Ontario. [www.dufferincounty.ca](http://www.dufferincounty.ca)

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To: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)      [Remove this sender from my allow list](#)  
From: [smurphy@dufferincounty.ca](mailto:smurphy@dufferincounty.ca)

*You received this message because the sender is on your allow list.*

Municipality Name HERE

Department / Division:

Date of Issue:

Business Practice #:

Subject:

Revision Date:

Approved by:

Multi-Year Accessibility Plan

### **Background**

The MUNICIPALITY is obligated to develop a Multi-Year Accessibility Plan under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

### **Purpose**

The purpose of this business practice is to create a workable multi-year accessibility plan that outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Integrated Regulation. This plan will meet the needs of everyone with disabilities including employees of the MUNICIPALITY.

### **Business Practice**

The County of Dufferin's Accessibility Advisory Committee will establish and maintain a multi-year accessibility plan that meets the legislated requirements of the following municipalities as permitted by legislation:

- Township of Amaranth;
- Township of East Garafraxa
- Township of Melancthon
- Township of Mulmur
- Town of Grand Valley
- Town of Mono
- Town of Shelburne

MUNICIPALITY will actively assist the Dufferin County Accessibility Advisory Committee with the establishment, implementation and maintenance of a multi-year accessibility plan which will outline the MUNICIPALITY specific strategy to prevent and remove barriers.

The multi-year accessibility plan will indicate how the MUNICIPALITY intends to implement the requirements of the Integrated Regulation within legislated timelines. The plan will also address the identification, removal and prevention of barriers to people with disabilities in the organization.

Specifically the multi-year plan will:

- a) Provide a framework for developing cohesive accessibility initiatives which identify, remove and prevent barriers.
- b) Set annual goals for specific improvements to accessibility
- c) Establish action plans for meeting those goals and initiating accountability at various levels



Municipality Name HERE

*Department / Division:*

*Date of Issue:*

*Business Practice #:*

*Subject:*

Multi-Year Accessibility Plan

*Revision Date:*

*Approved by:*

d) Seek input and suggestions from the wider organizational community



## REPORT TO COMMITTEE

**To:** Chair McGhee and Members of General Government Services  
**From:** Pam Hillock, Clerk/Director of Corporate Services  
**Date:** May 25, 2016  
**Subject:** Request for Proposal - Award for Integrity Commissioner

---

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

Communication and Connections: 2.2 Foster Two-Way Communication with Lower Tier Municipalities

Good Governance: 3.3.2 Review and Update Current Policies and Procedures

Service Excellence: 4.3 Enhance value for money

### **Purpose**

The purpose of this report is to recommend the award of the Request for Proposal for Integrity Commissioner Services.

### **Background and Discussion**

At the direction of Council in February, a request for proposal (RFP) was issued to seek the services of an Integrity Commissioner.

The Integrity Commissioner's role is to be responsible for administering the Councillor Code of Conduct and conducting investigations in an independent and neutral manner, in accordance with the accountability and transparency provisions of the Municipal Act, 2001 and Council Code of Conduct.

The Request for Proposal asked that candidates be excellent communicators, possess both personal and professional integrity and discretion, and have familiarity with investigatory procedures and the legal principles involved, particularly as they relate to evidence, legal interpretation and natural justice. Candidates were also asked to demonstrate that they have extensive knowledge and appreciation of Provincial Statutes, municipal by-laws and the ability to interpret the provisions of various statutes, regulations, policies and other enabling frameworks.

Another stipulation was that the County of Dufferin Integrity Commissioner will have had no involvement in political campaigning, endorsements or any other related conflict

of interest with respect to the County of Dufferin during or since the most recent municipal election. The service will be provided on "as required" basis.

The RFP was issued on Thursday, March 31, 2016 and closed on Thursday, April 21, 2016. Ads were placed in the local newspapers and the Request for Proposal was posted on the electronic tendering network Biddingo.

There were five proposals received from the followings firms:

ADR Chambers  
Aird & Berlis  
Faskin Martineau  
Robert J. Swayze  
Temmleman Manninga

Staff reviewed the proposals and provided a weighted ranking based on the criteria listed below:

Company/Individual Profiles

- Profile of company or individual
- Length of time in business and the principals involved.

Experience

- Approach to project
- Previous Experience
- General Municipal Knowledge
- Knowledge of Ontario Municipal Law
- Investigative Experience

Value Added Services

- Details on any aspects of the proposal that provide additional value or provide for any extra service not requested within the scope of work

Pricing

- An hourly rate for their services along with a list of proposed related expenses

References

- Three references for similar assignments

Staff are recommending that the firm of Faskin Martineau be awarded the RFP based on the weighted factors. Guy Giorno would be the main contact at the firm to deal with Integrity Commissioner issues and he is an expert in accountability and ethics law. The response document states "Guy has lectured and publically demonstrated advanced knowledge of Municipal Ethics or Code of Conduct matters."

Warden Ryan, Pam Hillock and Sonya Pritchard conducted a telephone interview with Mr. Giorno on May 18, 2016 and they are confident in the recommendation to appoint Mr. Giorno as the County of Dufferin's Integrity Commissioner. Mr. Giorno will also offer services to the local municipalities if they wish. He has also agreed to conduct a

training session for County and local Councillors if Council wishes. To appoint Mr. Giorno, each municipality would need to appointment him by resolution or by-law.

### **Financial, Staffing, Legal and IT Consideration Impact**

There is a financial impact to the County of Dufferin and the area municipalities who choose to use the service. For the 2016 year, it recommended that the funds be taken from the Clerk's Division – Consulting Fees budget line which may create an overage in that budget line. The price proposal is \$220 annual retainer for the County of Dufferin and \$90.00 annual retainer for the area municipalities. The hourly rate for service is \$100 per hour.

### **Strategic Direction and County of Dufferin Principles**

The creation of an Integrity Commissioner position adheres to the Strategic Priorities: Communication and Connections: 2.2 Foster Two-Way Communication with Lower Tier Municipalities, Good Governance: 3.3.2 Review and Update Current Policies and Procedures and Service Excellence: 4.3 Enhance value for money

1. We Manage Change - by proactively meeting regulatory requirements and taking services to the marketplace for competitive bids and to seek innovative ways to deliver a service
2. We Deliver Quality Service – by choosing the firm that will best suit the needs of Dufferin County and local municipalities in cost effective manner
3. We Communicate – by engaging in regular communication with the local municipalities and Members of Council
4. We Make Good Decisions – by fostering an environment of collaboration with the local municipalities and council that are reflective of the needs of those involved

### **Recommendation**

**THAT the report of the Clerk/Director of Corporate Services dated May 12, 2016 regarding Request for Proposal Integrity Commissioner, be received;**

**AND THAT Guy Giorno at the firm of Fasken Martineau be appointed Integrity Commissioner for the County of Dufferin for the term July 1, 2016 to July 1, 2019 with a two-year optional renewal;**

**AND THAT the Warden and Clerk be authorized to execute the necessary agreement.**

Respectfully submitted

Pam Hillock  
Clerk/Director of Corporate Services



# TOWN OF SHELBURNE

## Planning & Development Department

June 21, 2016

### CIRCULATED TO:

- Ministry of Municipal Affairs and Housing\*\*
- County of Dufferin\*\*
- Upper Grand District School Board\*\*
- Dufferin-Peel Catholic District School Board\*\*
- Nottawasaga Valley Conservation Authority\*\*
- Hydro One\*\*\*
- Ontario Power Generation\*\*\*
- Township of Amaranth\*\*
- Township of Melancthon\*\*
- Canada Post Corporation\*\*
- Bell\*\*
- Rogers Communications\*\*
- Enbridge Gas\*\*
- Public Works\*\*
- Engineering\*\*
- Shelburne & District Fire Department\*\*
- Shelburne Police Service\*\*
- Shelburne EDC\*\*
- Legal\*\*
- Council\*

\*Email and hard copy circulation

\*\*Email circulation only

\*\*\*Hard copy circulation only

### APPLICATIONS FOR ZONING BY-LAW AMENDMENT AND DRAFT PLAN OF SUBDIVISION

**FILE NO: Z15/03, DPS 15/02, PROJECT: HYLAND VILLAGE  
DESIGN PLAN SERVICES INC. FOR TRIBUTE SHELBURNE LTD. & CANOPY DEVELOPMENT**

Please take notice that applications have been submitted to the Town of Shelburne for a Zoning By-law Amendment and for the approval of a Draft Plan of Subdivision for land located south of Highway 89 (Main Street West), known municipally as 401 Main Street West, and legally described as Part of Lot 32, Concession 3, in the Town of Shelburne, County of Dufferin. A copy of the completed Zoning By-law Amendment and Draft Plan of Subdivision application forms are attached for your consideration. A copy of the draft plan of subdivision and list of supporting information submitted by the applicant is also attached. Please contact me should you require additional information to complete your review.

I would appreciate any comments, concerns or conditions you may have by:

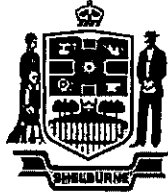
**Friday, July 22, 2016.**

Please provide comments in an electronic format via email to [planning@townofshelburne.on.ca](mailto:planning@townofshelburne.on.ca). Alternatively, if you have no comment or objection, please complete the attached response sheet and return it by email or fax it to the Town of Shelburne Planning Department at (519) 925-6134. Should you have any questions or require any additional information, please contact me.

Sincerely,

Steve Wever, MCIP, RPP  
Town Planner

Attachment(s)



**THE CORPORATION OF THE TOWN OF SHELBURNE  
NOTICE OF COMPLETE APPLICATION  
UNDER SECTIONS 34 AND 51 OF THE PLANNING ACT**

**Take notice** that the Corporation of the Town of Shelburne has received a complete application for a Draft Plan of Subdivision and Zoning By-law Amendment. The Town will be processing the applications in accordance with the Planning Act, and the applications are now being circulated to Town departments and public agencies for technical review. Town Council may not make a decision for approval of the applications until a Public Meeting is held in accordance with the Planning Act. Notice of a Public Meeting will be given and a Public Meeting will be held to receive comments on the applications at a future date (to be determined), in accordance with the Planning Act.

The land subject to the proposed Draft Plan of Subdivision and Zoning By-law Amendment is located south of Main Street West, is known municipally as 401 Main Street West, and is legally described as Part of Lot 32, Concession 3, in the Town of Shelburne, County of Dufferin. The subject property is approximately 16.4 hectares in area and is currently vacant. A map showing the location of the subject property is provided below.

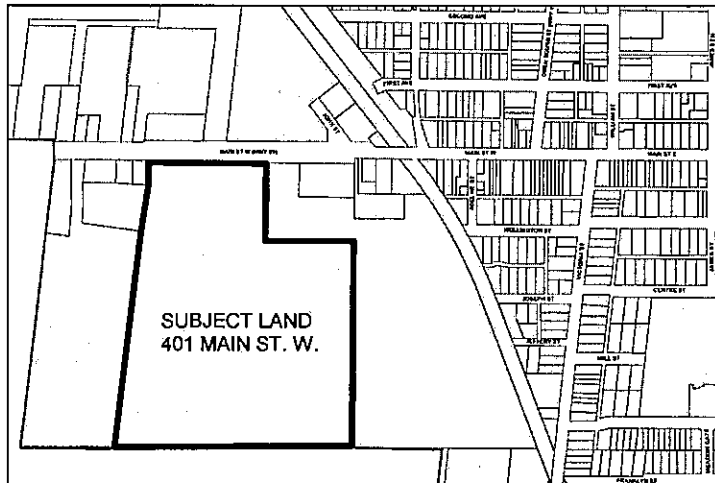
The subject land is proposed for a residential development by Plan of Subdivision referred to as "Hyland Village" and consisting of 225 to 268 dwellings including single detached, semi-detached and street townhouse units as well as blocks for a neighbourhood park, two stormwater management facilities, open space and landscape buffers, and proposed streets. The applications are for the proposed Plan of Subdivision and a related zone change from M2 and NE to a site-specific R3-# Zone, R5, OSR and NE.

The property is within the area of the draft Shelburne West Secondary Plan and is subject to Official Plan Amendment No. 36 which proposes to change the primary land use designation of the property and adjoining land to the east and west from Industrial to Residential to facilitate low and medium density residential development. Approval by Town Council of these applications is subject to a final version of Official Plan Amendment No. 36 coming into force and effect.

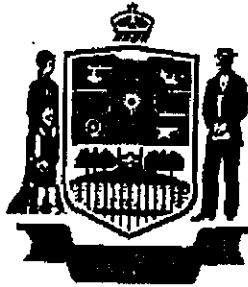
Additional information relating to the proposed Draft Plan of Subdivision and Zoning By-law Amendment is available for inspection at the Town of Shelburne Municipal Office at 203 Main Street East, during normal office hours, 8:30 a.m. to 4:30 p.m. and on the Town's website at [www.townofshelburne.on.ca](http://www.townofshelburne.on.ca). If you would like to make written submissions pertaining to these applications, please address and deliver your comments to the Town Clerk. All written submissions will become part of the public record.

Dated at the Town of Shelburne on the 21<sup>st</sup> day of June, 2016.

John Telfer, Clerk  
Town of Shelburne  
203 Main Street East  
Shelburne, Ontario  
L9V 3K7  
Phone: 519-925-2600  
Fax: 519-925-6134



203 Main Street East  
Box 69  
Shelburne, Ontario  
L0N 1S0  
Tel: (519) 925-2600  
Fax: (519) 925-6134  
www.townofshelburne.on.ca



***For Office Use Only***

File #: Z15/03  
Date Received: 11/26/2015  
Date Accepted: 05/20/2016  
Application Fees:  
\$30,000 pd. by cheque

**TOWN OF SHELburne  
APPLICATION FORM FOR AN ZONING BY-LAW AMENDMENT**

**1. APPLICATION INFORMATION**

Date Received: 11/26/2015

Name of Applicant: DESIGN PLAN SERVICES INC.

Mailing Address: 900 The East Mall, Suite 100, Toronto, Ontario M9B 6K2

Telephone Number (Home): Fax Number: 416-620-6665

Telephone Number (Business): 416-626-5445 Email Address: mail@designplan.ca

**2. OWNER**

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: ELDRED G. BESLEY

Mailing Address:

Telephone Number: Fax Number:

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: NOTE: As of July 2015, there are no mortgages, encumbrances, or charges against the property

Mailing Address:

Name:

Mailing Address:

04/04/2013

#### 4. SUBJECT LANDS

Lot: 32 Concession: 3

Reference Plan: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Street Name and Number: 401 Main Street West  
(if corner lot please include both street names)

Area of subject lands: 16.41 ha Frontage: 203.02 m

Depth: 492.86 m

What is the current use of the subject land? Agriculture

What is the proposed use of the subject lands? Residential Development

When were the subject lands acquired by the current owner? February 15, 1955

How long have the existing uses continued on the subject lands? Since purchase in 1955

---

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Industrial

What is the present zoning? M2

What is the purpose of the proposed Zoning By-law Amendment? \_\_\_\_\_

From Industrial to Residential in conjunction with Town initiated Comprehensive Review

---

#### 6. PROPOSED DEVELOPMENT

Please describe any proposed development on the subject lands (include buildings, floor area, height, parking spaces, etc. and attached plans with site and development statistics):

Residential single family, semi-detached units and on street townhouses.

04/04/2013



## 7. ACCESS

Is the subject land accessible by:

- ☒ Provincial highway  
☒ Municipal road (maintained year round)  
☐ Right of way  
☐ Other, describe \_\_\_\_\_
- 

## 8. SERVICING

|                  | <u>Municipal</u>                    | <u>Private</u>           | <u>Other</u>             |
|------------------|-------------------------------------|--------------------------|--------------------------|
| Water Supply     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sewage Disposal  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frontage on Road | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Is storm drainage provided by:

|                                                 |                                |                                           |
|-------------------------------------------------|--------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> Storm Sewer | <input type="checkbox"/> Ditch | <input checked="" type="checkbox"/> Swale |
| <input type="checkbox"/> Other, describe _____  |                                |                                           |

---

## 9. STATUS OF OTHER APPLICATION

Are the subject lands the subject of any other applications under the Planning Act?

☒ Yes      ☐ No      ☐ Unknown

If yes, describe the application(s)? Draft Plan of Subdivision being submitted concurrently

---

## 10. DRAWINGS

Drawings shall be provided as required in the Official Plan Amendment Process sheet.

---

## 11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

19-Jan-16

Date



Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

04/04/2013

## 12. AUTHORIZATION

I/We Eldred G. Besley am/are the owner(s) of the subject lands for which this application is to apply. I/We Eldred G. Besley do hereby grant authorization to Design Plan Services Inc. to act on my/our behalf in regard to this application.

Nov. 25, 2015  
Date

[Signature]  
Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, T.J. Ciciura, Design Plan Services Inc. of the City of Mississauga in the Province of Ontario solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

**NADINE CICIURA, A COMMISSIONER, ETC., PROVINCE OF ONTARIO, FOR DESIGN PLAN SERVICES INC.**  
**EXPIRES MARCH 11, 2017**

DECLARED BEFORE ME AT City of Toronto  
in the Province of the Ontario  
this 26 day of November, 2015

[Signature]  
Witness

[Signature]  
Signature of Registered Owner (s) or Agent

## 14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

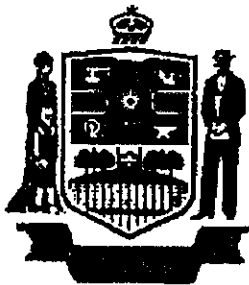
26 NOV 15  
Date

[Signature]  
Signature of Registered Owner (s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.



203 Main Street East  
Box 69  
Shelburne, Ontario  
L0N 1S0  
Tel: (519) 925-2600  
Fax: (519) 925-6134  
www.townofshelburne.on.ca



***For Office Use Only***

File #: DPS 15/02  
Date Received: 11/26/2015  
Date Accepted: 05/20/2016  
Application Fees:  
\$30,000 pd. by cheque

**TOWN OF SHELBURNE  
APPLICATION FORM FOR  
PLANS OF SUBDIVISION & CONDOMINIUM**

Date Received 11/26/2015

**1. APPLICATION INFORMATION**

Name of Applicant: DESIGN PLAN SERVICES INC.

Mailing Address: 900 The East Mall, Suite 100, Toronto, Ontario M9B 6K2

Telephone Number (Home): \_\_\_\_\_ Fax Number: 416-620-6665

Telephone Number (Business): 416-626-5445 Email Address: mail@designplan.ca

**2. OWNER**

If the Applicant is not the Owner of the subject lands, then authorization from the Owner is required, as well as the following information:

Name: ELDRED G. BESLEY

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: NOTE: There are no mortgages, encumbrances, or charges against the property as of July 2015

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

04/04/2013

#### 4. SUBJECT LANDS

Lot: 32 Concession: 3

Reference Plan: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Street Name and Number: 401 Main Street West  
(if corner lot please include both street names)

Area of subject lands: 16.41 ha Frontage: 203.02 m

Depth: 492.86 m

|                                                                                                                           | Yes                      | No                                  | Unknown                  |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|--------------------------|
| (i) Has the grading of the subject land been changed by adding earth or other material?                                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (ii) Has a gas station been located on the subject land or land adjacent to the subject land at any time?                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (iii) Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?             | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (iv) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Are there any easements or restrictive covenants affecting the subject lands? If so, please describe \_\_\_\_\_

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Industrial

What is the present zoning? M2

#### 6. PROPOSED AND CURRENT USE

What is the existing use of the subject land? Agriculture

Are there any buildings or structures on the subject lands?  
☐ yes ☒ no

Are the existing buildings proposed to be demolished?  
☐ yes ☐ no

When were the subject lands acquired by the current owner? Feb 15, 1955

How long have the existing uses continue don the subject lands? Since Purchase

04/04/2013

Is the application for a plan of subdivision or plan of condominium? Subdivision

If the application is for a plan of condominium, is a site plan agreement proposed and what is the status of such application? \_\_\_\_\_

Please complete the following table to describe the proposed land use:

| Proposed Land Use                             | Number of Units or Dwellings | Number of Lots and/or Blocks | Area (ha)       | Density (Units/Dwellings per ha) |
|-----------------------------------------------|------------------------------|------------------------------|-----------------|----------------------------------|
| <b>Residential:</b>                           |                              |                              |                 |                                  |
| Detached                                      | 84-106                       | 12                           | 4.50            | 18.6-23.5 u/ha                   |
| Semi-Detached                                 | 66-78                        | 6                            | 2.29            | 28.8-34.1 u/ha                   |
| Multiple                                      | 75-84                        | 6                            | 1.99            | 37.7-42.2 u/ha                   |
| Apartments                                    |                              |                              |                 |                                  |
| Other                                         |                              |                              |                 |                                  |
| Commercial                                    |                              |                              |                 |                                  |
| Industrial                                    |                              |                              |                 |                                  |
| Institutional                                 |                              |                              |                 |                                  |
| Open Space (Channel)                          |                              | 1                            | 1.26            |                                  |
| Natural Environment (Landscape Buffer & SWMF) |                              | 9                            | 1.99            |                                  |
| Roads ( & Emergency Access)                   |                              | 1                            | 3.52            |                                  |
| Other – specify (N'Hood Park & Walkways)      |                              | 4                            | 0.86            |                                  |
|                                               |                              |                              |                 |                                  |
| <b>Totals</b>                                 | <b>225-268 u</b>             | <b>38</b>                    | <b>16.41 ha</b> |                                  |

---

## 7. ACCESS

Is the subject land accessible by:

- ☒ Provincial highway  
☒ Municipal road (maintained year round)  
☐ Right of way  
☐ Other, describe \_\_\_\_\_
- 

## 8. SERVICING

|                  | <u>Municipal</u>                    | <u>Private</u>           | <u>Other</u>             |
|------------------|-------------------------------------|--------------------------|--------------------------|
| Water Supply     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sewage Disposal  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frontage on Road | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Is storm drainage provided by:      ☒ Sewer      ☐ Ditch      ☒ Swale  
                                                 ☐ Other, describe \_\_\_\_\_

---

## 9. OTHER APPLICATIONS

When was the draft plan application submitted to the Ministry of Municipal Affairs and Housing?

\_\_\_\_\_

Please provide the Ministry file number: \_\_\_\_\_

Are the subject lands the subject of any other applications under the Planning Act?  
☒ yes      ☐ no

If yes, please describe and provide file numbers: Zoning By-Law Amendment being submitted  
Concurrently

---

## 10. DRAWINGS AND REPORTS

Drawings and required reports should be provided in accordance with the requirements set out on the Plan of Subdivision Process Sheet.

---

## 11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

19-Jan-16

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Owner/Applicant

04/04/2013

## 12. AUTHORIZATION

I/We Eldred G. Besley am/are the owner(s) of the subject lands for which this application is to apply. I/We Eldred G. Besley do hereby grant authorization to Design Plan Services Inc. to act on my/our behalf in regard to this application.

Nov. 25, 2015.  
Date

[Signature]  
Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, T.J. Ciechura, Design Plan Services Inc. of the City of Mississauga in the Region of Peel solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

NAJIB CIECHURA, A COMMISSIONER, ETC., PROVINCE OF  
ONTARIO, FOR DESIGN PLAN SERVICES INC.  
EXPIRES MARCH 11, 2017

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

DECLARED BEFORE ME AT City of Toronto  
in the Province of the ONTARIO  
this 26 day of November, 2015

A. A. COMMISSIONER, ETC., PROVINCE OF  
ONTARIO, FOR DESIGN PLAN SERVICES INC.  
EXPIRES MARCH 11, 2017

[Signature]  
Witness

[Signature]  
Signature of Registered Owner (s) or Agent

## 14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

26 NOV 15  
Date

[Signature]  
Signature of Registered Owner (s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.

**Town of Shelburne**

**Applications for Zoning By-law Amendment Z15/03 and Draft Plan of Subdivision DPS 15/02, Hyland Village**

**List of Information Submitted in Support of Applications:**

- Letter from Design Plan Services dated December 2, 2015;
- Completed application form for Zoning By-law Amendment;
- Completed application form for Plan of Subdivision;
- Draft Plan of Subdivision;
- Functional Servicing and Stormwater Management Report;
- Servicing Addendum;
- Besley Drain Realignment Hydraulic Brief;
- Environmental Noise Assessment;
- Planning Justification Report;
- Archaeological Stage 1 Report;
- Scoped Environmental Study;
- Traffic Impact Study;
- Technical Memo – Hyland Village Soils Review;
- Minutes of Meetings held January 21, 2016;
- Letter from Canopy Development Corporation dated February 6, 2016 re: Besley Drain.





## TOWN OF SHELBURNE PLANNING & DEVELOPMENT

### Zoning By-law Amendment Application and Draft Plan of Subdivision Application Circulation Response Form

**File:** Z15/03 and DPS 15/02 – 401 Main Street West – Hyland Village  
**Project:** Zoning By-law Amendment and Draft Plan of Subdivision  
Design Plan Services for Tribute Shelburne Ltd. & Canopy Development

If you have no comments or objection to the approval of the above noted application please complete this form and fax it to Jennifer Willoughby at the Town of Shelburne by July 22, 2016.

**Fax Number:** 519-925-6134

(No cover page is necessary)

---

*By signing this document I acknowledge that as a representative of the noted organization / body / or person, I have reviewed this application and as a result have no comments or concerns related to this matter.*

---

Agency Name  
(Please Print)

---

Representative Name  
(Please Print)

---

Representative Title  
(Please Print)

---

Signature

---

Date

## Denise Holmes

---

**From:** Steve Wever <swever@gspgroup.ca>  
**Sent:** Tuesday, June 21, 2016 3:16 PM  
**To:** John Telfer  
**Subject:** RE: Planning Circulation - Hyland Village Applications Z15/03 and DPS 15/02  
**Attachments:** DPS 15 02 - Draft Plan of Subdivision - Hyland Village.pdf

Agencies:

Please also find attached a copy of the proposed Draft Plan of Subdivision. Further information received by the Town in support of these applications is available via the following download link:

[https://www.hightail.com/e?phi\\_action=app/orchestrateDownload&sendId=2972399366&emailId=58976b9d4f0159c0bdf37826c8b5b665&s=19105&cid=tx-02002208350200000000](https://www.hightail.com/e?phi_action=app/orchestrateDownload&sendId=2972399366&emailId=58976b9d4f0159c0bdf37826c8b5b665&s=19105&cid=tx-02002208350200000000)

**Steve Wever** MCIP, RPP  
Associate - Senior Planner

**GSP Group Inc.**  
Planning | Urban Design | Landscape Architecture  
72 Victoria Street South, Suite 201  
Kitchener, ON N2G 4Y9  
519 569 8883

20 YEARS  
1995-2015   

---





**From:** John Telfer [mailto:[jtelfer@shelburne.ca](mailto:jtelfer@shelburne.ca)]  
**Sent:** June-21-16 2:55 PM  
**To:** John Telfer <[jtelfer@shelburne.ca](mailto:jtelfer@shelburne.ca)>; Steve Wever <[swever@gspgroup.ca](mailto:swever@gspgroup.ca)>  
**Cc:** John Telfer <[jtelfer@shelburne.ca](mailto:jtelfer@shelburne.ca)>  
**Subject:** FW: Planning Circulation - Hyland Village Applications Z15/03 and DPS 15/02

Dear agency:

We have received a planning application for zoning and subdivision plan attached known as Hyland Village Z15/03 and DPS 15/02 and are being circulated for agency comments. Please direct any comments back to the Town by July 22, 2016 to the attention of [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) or fax to 519-925-6134 .

Thank you

*John Telfer AMCT,*  
CAO/Clerk

 [jtelfer@townofshelburne.on.ca](mailto:jtelfer@townofshelburne.on.ca)  
 519-925-2600 ext 226  
 519-925-6134  
 <http://www.townofshelburne.on.ca>



## Denise Holmes

---

**From:** John Telfer <jtelfer@shelburne.ca>  
**Sent:** Tuesday, June 21, 2016 2:55 PM  
**To:** John Telfer; swever@gspgroup.ca  
**Cc:** John Telfer  
**Subject:** FW: Planning Circulation - Hyland Village Applications Z15/03 and DPS 15/02  
**Attachments:** DPS 15 02 Z15 03 - Complete Application Notice - Public.pdf; DPS 15 02 Z15 03 - Circulation Letter.pdf; DPS 15 02 - Z1503 - List of Supporting Information.pdf; DPS 15 02 Z15 03 - Circulation Response Form.pdf; Z15 03 - Application.pdf; DPS 15 02 - Application.pdf

Dear agency:

We have received a planning application for zoning and subdivision plan attached known as Hyland Village Z15/03 and DPS 15/02 and are being circulated for agency comments. Please direct any comments back to the Town by July 22, 2016 to the attention of [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) or fax to 519-925-6134 .

Thank you

*John Telfer AMCT,*  
CAO/Clerk



[jtelfer@townofshelburne.on.ca](mailto:jtelfer@townofshelburne.on.ca)



519-925-2600 ext 226



519-925-6134



<http://www.townofshelburne.on.ca>



 *please consider the environment before printing this e-mail*

This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

---

**From:** Steve Wever [<mailto:swever@gspgroup.ca>]  
**Sent:** Tuesday, June 21, 2016 1:58 PM  
**To:** John Telfer <[jtelfer@shelburne.ca](mailto:jtelfer@shelburne.ca)>; Patti Hossie <[phossie@shelburne.ca](mailto:phossie@shelburne.ca)>  
**Subject:** Planning Circulation - Hyland Village Applications Z15/03 and DPS 15/02

John, Patti:

I did not have a chance to get this planning circulation completed with Jennifer before she left for holidays. Technically we are supposed to complete this notice/circulation today. I'll follow up with a phone call to you.

The attached file "DPS 15 02 Z15 03 – Complete Application Notice – Public.pdf" is required to be mailed to landowners within 120 metres of the property and published in the local newspaper. This includes the following 23 properties shown on the map below, including the subject property:

716 Victoria Street (Besley property which includes the land in Amaranth within 120m)

201 Main Street West

301 Main Street West

305 Main Street West

309 Main Street West (3 properties?)

313 Main Street West

416 Main Street West

420 Main Street West

428 Main Street West

429 Main Street West

430 Main Street West

433 Main Street West

434 Main Street West

435 Main Street West

438 Main Street West

440 Main Street West

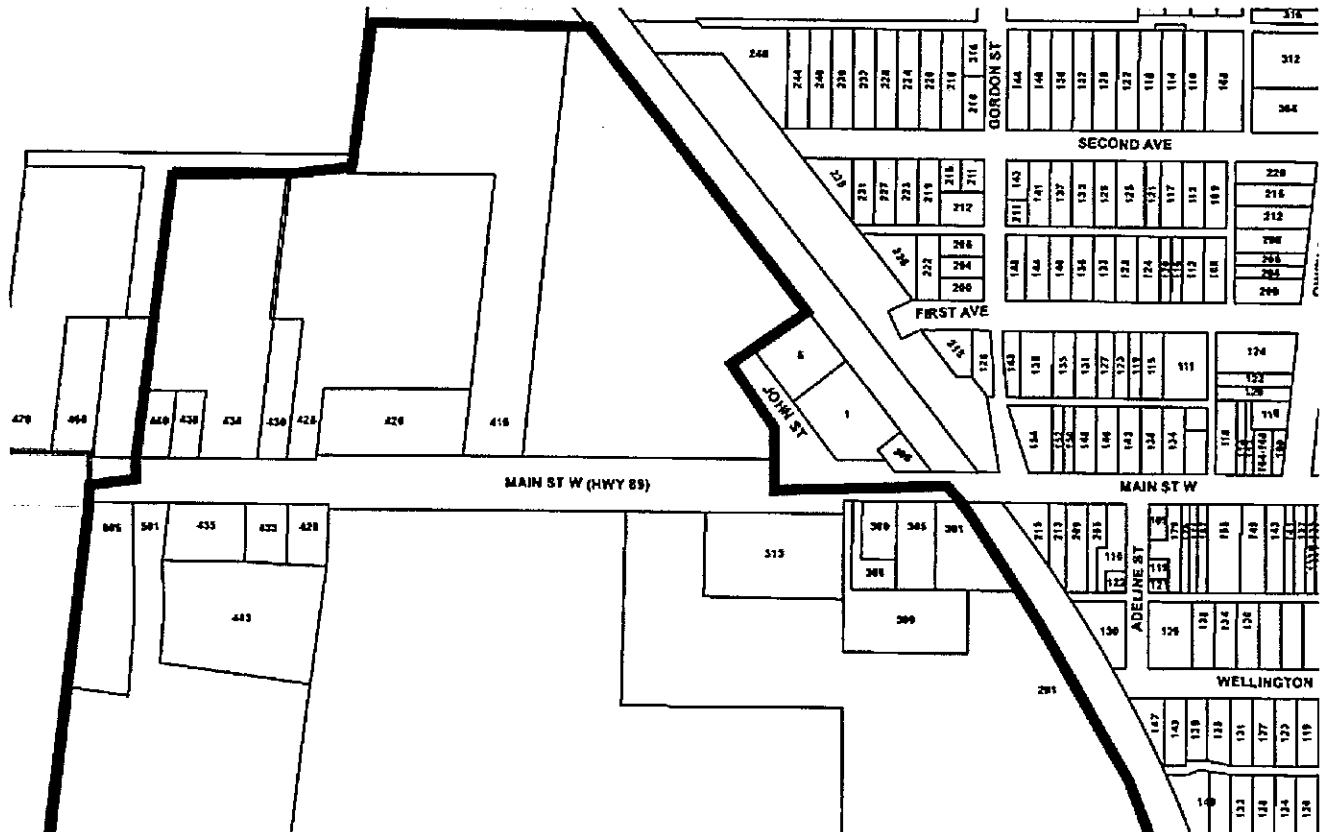
443 Main Street West

501 Main Street West

505 Main Street West

1 property west of John Street on the north side of Main Street West

Agency circulation including all of the attached files is to be emailed to all public agencies listed on the circulation letter – do you need the email contact list? Jennifer usually emails the circulation to herself and BCC's (blind carbon copy) to the agency contacts. We do not have an email contact for Hydro One and Ontario Power Generation, so we also need to mail a hard copy of the attached files to both of those agencies.



**Steve Wever** MCIP, RPP  
Associate - Senior Planner

**GSP Group Inc.**  
Planning | Urban Design | Landscape Architecture  
72 Victoria Street South, Suite 201  
Kitchener, ON N2G 4Y9  
519 569 8883

**20** YEARS  
1995-2015   

---

Total Control Panel

[Login](#)

To: [dholmes@melanctontownship.ca](mailto:dholmes@melanctontownship.ca) [Remove this sender from my allow list](#)  
From: [jtelfer@shelburne.ca](mailto:jtelfer@shelburne.ca)

*You received this message because the sender is on your allow list.*

## Denise Holmes

---

**From:** Jennifer Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Thursday, June 16, 2016 10:21 AM  
**To:** Jennifer Willoughby  
**Subject:** Town of Shelburne Planning Application  
**Attachments:** Z16 02 - Circulation Letter.pdf; Z16 02 Circulation Response Form.pdf; Z16 02 - Application.pdf; Z16 02 - Public Meeting Notice.pdf; Z16 02 - Site Plan and Floor Plan.pdf

Good Morning

Please take notice that an application has been submitted to the Town of Shelburne for the approval of a Zoning By-law Amendment for the purpose of adding a Small Animal Veterinary Clinic as a permitted use to the Downtown Commercial (C1) Zone for the land municipally known as 155-165 Main Street West in the Town of Shelburne. A copy of the Notice of Public Meeting, the Application, and the Site Plan and Floor Plan submitted by the applicant are attached. Please contact me should you require additional information to complete your review.

We would appreciate any comments, concerns or conditions you may have by Monday July 4, 2016.

Thank You

Jennifer Willoughby  
Deputy Clerk  
Town of Shelburne  
203 Main St. E  
Shelburne ON L9V 3K7  
[jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)  
Phone (519) 925 – 2600 Ext. 223

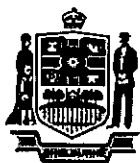
---

Total Control Panel

[Login](#)

To: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)      [Remove](#) this sender from my allow list  
From: [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

*You received this message because the sender is on your allow list.*



# TOWN OF SHELBURNE

## Planning & Development Department

June 16, 2016

### CIRCULATED TO:

- County of Dufferin\*\*
- NVCA\*\*
- Township of Melancthon\*\*
- Township of Amaranth\*\*
- OPG
- Hydro One
- Enbridge\*\*
- School Boards\*\*
- Shelburne EDC\*\*
- Heritage Committee\*\*
- Engineering\*\*
- Legal\*\*
- Fire Dept\*\*
- Police\*\*
- Council\*
- Public Works\*\*

\*Email and hard copy circulation

\*\*Email circulation only

### AMENDED APPLICATION FOR ZONING BY-LAW AMENDMENT

FILE NO: Z16/02

PROJECT: Proposed Vet Clinic – 155-165 Main Street West (Paolo Pambianchi)

Please take notice that an application has been submitted to the Town of Shelburne for the approval of a Zoning By-law Amendment for the purpose of adding a Small Animal Veterinary Clinic as a permitted use to the Downtown Commercial (C1) Zone for the land municipally known as 155-165 Main Street West in the Town of Shelburne. A copy of the Notice of Public Meeting, the Application, and the Site Plan and Floor Plan submitted by the applicant are attached. Please contact me should you require additional information to complete your review.

I would appreciate any comments, concerns or conditions you may have by:

**Monday, July 4, 2016.**

Please provide comments in an electronic format via email to [planning@townofshelburne.on.ca](mailto:planning@townofshelburne.on.ca). Alternatively, if you have no comment or objection, please complete the attached response sheet and fax it to the Town of Shelburne Planning Department at (519) 925-6134. Should you have any questions or require any additional information, please contact me.

Steve Wever, MCIP, RPP  
Town Planner

Attachment(s): Notice of Public Meeting  
Application for Zoning By-law Amendment Z16/02  
Site Plan  
Floor Plan



## TOWN OF SHELBURNE PLANNING & DEVELOPMENT

### Zoning By-law Amendment Application #Z16/02 Circulation Response Form

**File:** Proposed Vet Clinic – 155-165 Main Street West (Paolo Pambianchi)  
**Project:** Zoning By-law Amendment Application

If you have no comments or objection to the approval of the above noted application please complete this form and fax it to the Town of Shelburne by **Monday July 4, 2016**.

**Fax Number: 519-925-6134**

(No cover page is necessary)

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***By signing this document I acknowledge that as a representative of the noted organization / body / or person, I have reviewed this application and as a result have no comments or concerns related to this matter.***

---

Agency Name  
(Please Print)

---

Representative Name  
(Please Print)

---

Representative Title  
(Please Print)

---

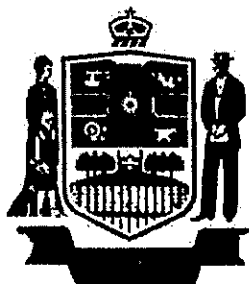
Signature

---

Date



203 Main Street East  
Box 69  
Shelburne, Ontario  
L0N 1S0  
Tel: (519) 925-2600  
Fax: (519) 925-6134  
www.townofshelburne.on.ca



***For Office Use Only***

File #: Z16/02  
Date Received: 05/30/2016  
Date Accepted: 06/14/2016  
Application Fees:  
\$3,300 pd. by chq. 000026

**TOWN OF SHELBURNE  
APPLICATION FORM FOR AN ZONING BY-LAW AMENDMENT**

Date Received: 30 May 2016

**1. APPLICATION INFORMATION**

Name of Applicant: Paolo Pambianchi  
Mailing Address: 9192 Highway 9, Palgrave, Ontario  
Telephone Number (Home): 647 527 4503 Fax Number:  
Telephone Number (Business): 647 527 4503 Email Address: nkompasgroup@gmail.com

**2. OWNER**

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: 9269096 Canada INC.  
Mailing Address: 86 Downey drive, Bolton, Ontario L7E 2B7  
Telephone Number: 647 527 4503 Fax Number:

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: HXM Eternal INC.  
Mailing Address: 13602 Bramlea Road, Caledon, Ontario L7C 2P5  
Name:  
Mailing Address:

#### 4. SUBJECT LANDS

Lot: 10 Concession: \_\_\_\_\_

Reference Plan: Plan 7a Part/Block/Lot: Block I

Street Name and Number: 155-165 Main Street West  
(if corner lot please include both street names)

Area of subject lands: 1380 M2 Frontage: 23.76 M

Depth: 60.52 M

What is the current use of the subject land? C1-Commercial

What is the proposed use of the subject lands? C1 Commercial-small animal veterinary clinic

When were the subject lands acquired by the current owner? 2015

How long have the existing uses continued on the subject lands? 100+ Years

---

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Commercial

What is the present zoning? C1-Commercial

What is the purpose of the proposed Zoning By-law Amendment? \_\_\_\_\_

To permit a Small Animal Veterinary Clinic in an existing C1-Commercial Building

---

#### 6. PROPOSED DEVELOPMENT

Please describe any proposed development on the subject lands (include buildings, floor area, height, parking spaces, etc. and attached plans with site and development statistics):

To permit a Small Animal Veterinary Clinic in an existing C1-Commercial Building

## 7. ACCESS

Is the subject land accessible by:

- ☒ Provincial highway  
☒ Municipal road (maintained year round)  
☒ Right of way  
☐ Other, describe \_\_\_\_\_
- 

## 8. SERVICING

|                  | <u>Municipal</u>         | <u>Private</u>           | <u>Other</u>             |
|------------------|--------------------------|--------------------------|--------------------------|
| Water Supply     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sewage Disposal  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frontage on Road | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Is storm drainage provided by:      ☐ Storm Sewer      ☐ Ditch      ☐ Swale  
                                                 ☐ Other, describe \_\_\_\_\_

---

## 9. STATUS OF OTHER APPLICATION

Are the subject lands the subject of any other applications under the Planning Act?

☐ Yes      ☒ No      ☐ Unknown

If yes, describe the application(s)? \_\_\_\_\_

---

## 10. DRAWINGS

Drawings shall be provided as required in the Official Plan Amendment Process sheet.

---

## 11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

May 30 2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

04/04/2013

---

## 12. AUTHORIZATION

I/We 9269096 Canada INC. am/are the owner(s) of the subject lands for which this application is to apply. I/We 9269096 Canada INC. do hereby grant authorization to Paolo Pambianchi to act on my/our behalf in regard to this application.

May 28 2016  
Date


  
Signature of Registered Owner(s)

---

## 13. AFFIDAVIT

I, Paolo Pambianchi of the Town of Adjala in the Province of Ontario solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT Town of Caledon  
in the Province of Ontario of the Country of Canada  
this 28 day of May, 2016

  
Witness

  
Signature of Registered Owner (s) or Agent

---

## 14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

28 May 2016  
Date

  
Signature of Registered Owner (s) or Agent

---

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.



**THE CORPORATION OF THE TOWN OF SHELBURNE  
NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING  
UNDER SECTION 34 OF THE PLANNING ACT**

**Take notice** that the Council of the Corporation of the Town of Shelburne has received a complete application for a Zoning By-law Amendment (File No. Z16/02) and will hold a public meeting on:

**MONDAY, JULY 11, 2016**

The public meeting is scheduled to start at 7:00 p.m., or as shortly thereafter as possible, and will be held in the Council Chambers at the Municipal Office, 203 Main Street East, Shelburne.

The purpose of the meeting is to consider an Amendment to the Town of Shelburne Zoning By-law No. 38-2007. Take notice that the application has been deemed complete so that it can be circulated and received.

The land subject to the proposed Zoning By-law is located in the downtown area and is municipally known as 155-165 Main Street West and is described legally as Plan 7A, Block 1, Lot 11 and Part of Lot 10, Reference Plan 7R-487 Part 1, together with right-of-way. The total area of the property is approximately 0.14 hectare (0.34 acre) and the property has approximately 24 metres of frontage on Main Street West. The accompanying map illustrates the location of the land subject to the proposed zoning amendment.

The purpose and effect of the Amendment is to add a Small Animal Veterinary Clinic as a permitted use in the Downtown Commercial (C1) Zone, within the existing building on the property which is currently being renovated and expanded by the owner. The Zoning By-law requires parking at a rate of 1 space per 30 square metres for a veterinary clinic. The required parking will be accommodated on-site at the rear of the building.

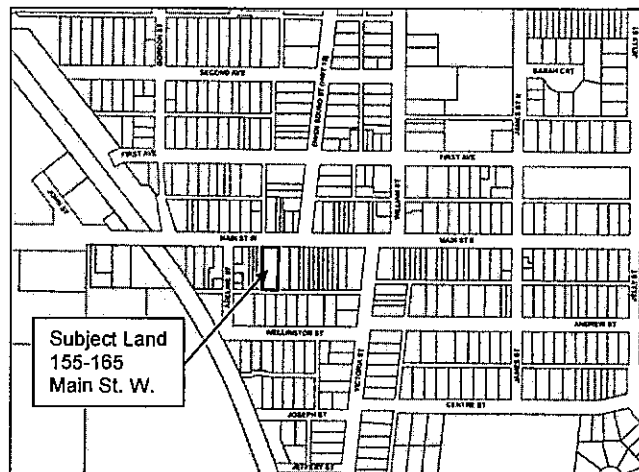
At the meeting you will be given an opportunity to ask questions and indicate whether you support or oppose the Zoning By-law Amendment. Written submissions will be accepted by the Clerk up to the time of the Public Meeting and will be given consideration by the Council prior to a decision being made.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Clerk of the Town of Shelburne before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Additional information relating to the proposed Zoning By-law Amendment will be available for inspection at the Town of Shelburne Municipal Office at 203 Main Street East, during normal office hours, 8:30 a.m. to 4:30 p.m. and on the Town's website at [www.townofshelburne.on.ca](http://www.townofshelburne.on.ca). If you wish to be notified of the passing of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below.

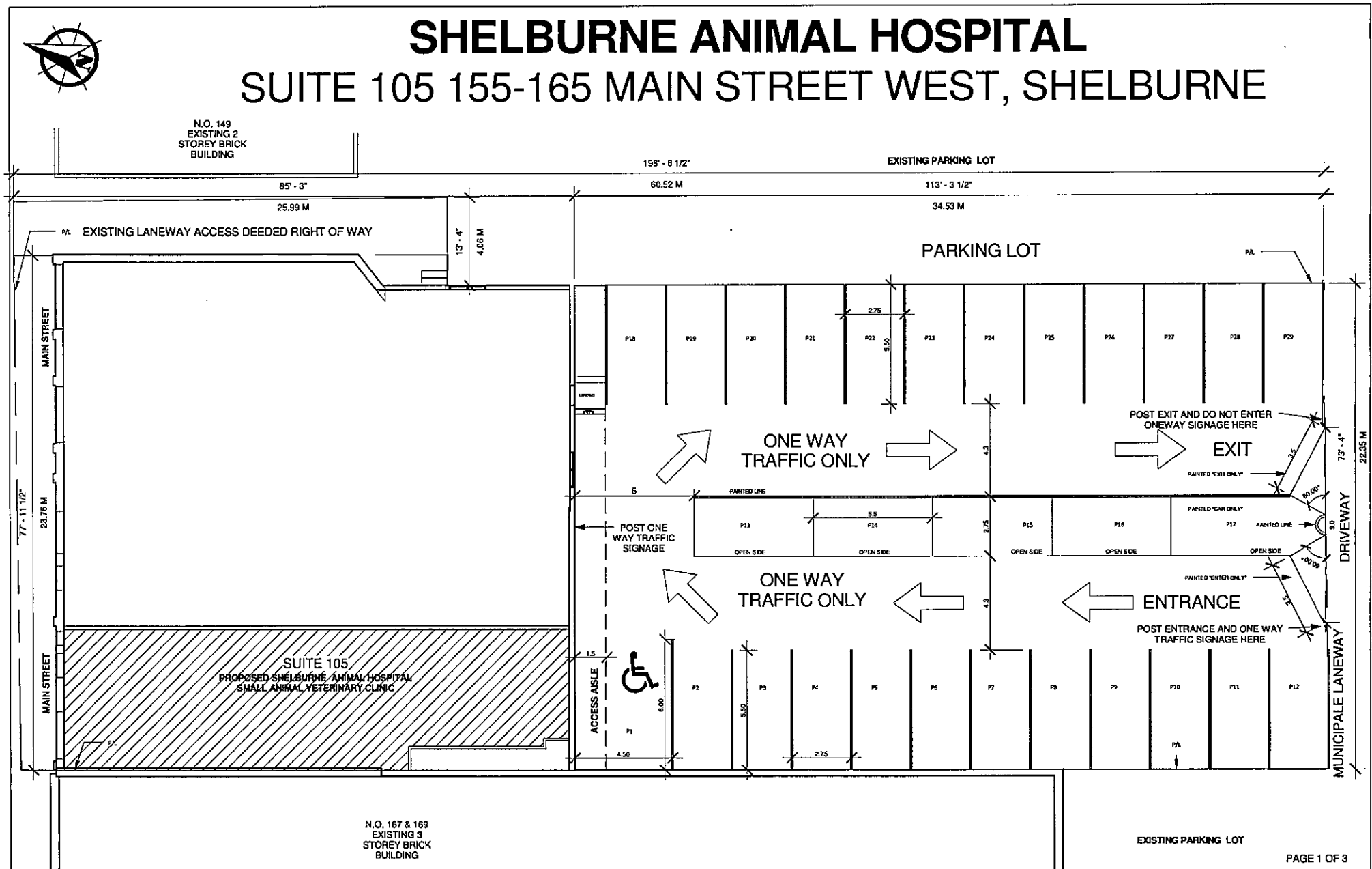
Dated at the Town of Shelburne on the 16<sup>th</sup> day of June, 2016.

John Telfer, CAO/Clerk  
Town of Shelburne  
203 Main Street East  
Shelburne, Ontario L9V 3K7  
Phone: 519-925-2600  
Fax: 519-925-6134



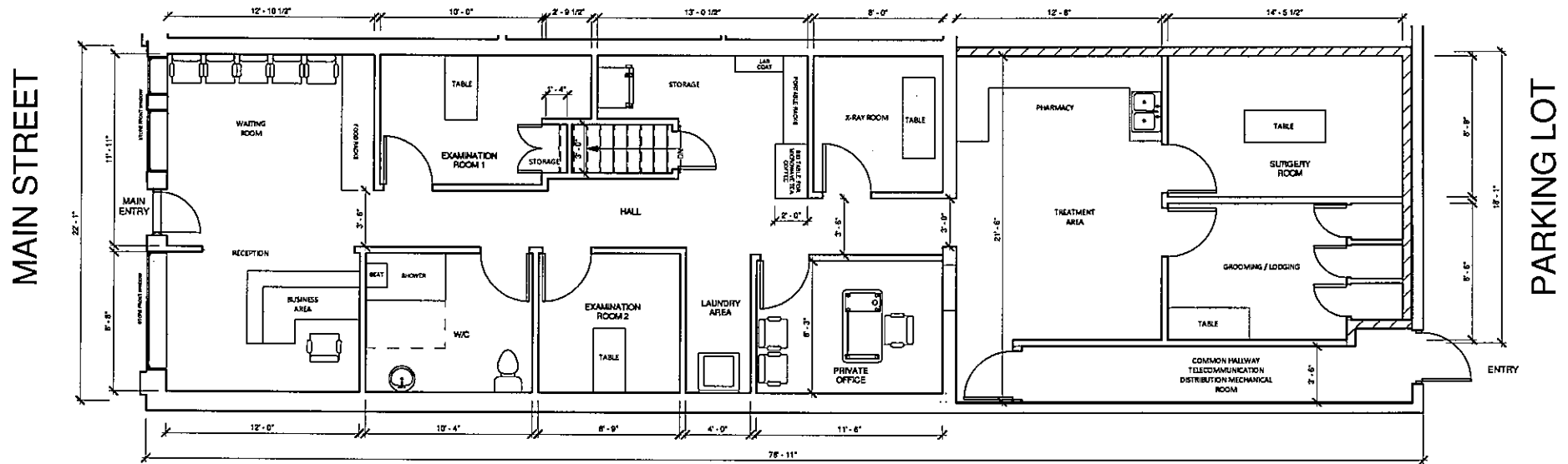


PAGE 1 OF 3



# SHELBURNE ANIMAL HOSPITAL

## SUITE 105 155-165 MAIN STREET WEST, SHELBURNE



### GROUND FLOOR

### SUITE 105 GROUND FLOOR PLAN: APPROX. GROSS 1650 SQUARE FEET

ALL MEASUREMENTS ARE APPROXIMATE. THIS DRAWING IS A PRESENTATION CONCEPT DRAWING ONLY.

Members of Council:

June 24, 2016

Re: Melancthon Police Service Board

This letter is written to confirm the "delegation" of the Melancthon Police Service Board ("PSB") before Council on June 16, 2016 to address the concerns expressed in the PSB memorandum that was circulated to Council as part of the Council agenda.

At the outset, on behalf of the PSB, it needs to be stated that we found the experience disappointing. There was no ownership by Council of its failure to respect the role and jurisdiction of the PSB or to honour the mandate/role sought by the PSB as outlined in the unanimous PSB Motion with memorandum dated June 8, 2016 but rather Council chose to:

- a. express its, or at least some members, total lack of confidence in the OPP to provide police service to the people of Melancthon;
- b. express its disappointment that S/Sgt Sills was not before Council, notwithstanding that Council had never set forth a proper agenda of questions or concerns and nor had Council ever expressed any questions or concerns through the PSB before issuing him the invitation;
- c. share concerns about police service to Hornings Mills and Corbetton, without specifics and without any information on the process of accountability that otherwise exist to address matters where there is an alleged lack of or level of inadequate service. None of these "concerns" had previously been brought to the attention of the PSB.

From the perspective of the PSB, Council has chosen to be its own police service board and that we the statutory body created pursuant to the Police Service Act are redundant and have no role. We would remind Council that we did not create ourself and the respect we ask is the same as Council would expect of any other authority, ie the provincial government. We would remind Council that the Melancthon Police Service Board exist by reason of statute and by reason of the Township having a contract for service with the OPP. The PSB has a mandate that it expects will be respected and honoured and we certainly are not going to be subjected to the manner of comment made at Council on the evening of June 16, 2016 and nor should the PSB ever be placed in the position Council forced.

If Council seeks to have confidence in the OPP then it is recommended that Council affirm the mandate of the PSB and to seek to improve communication with the PSB by raising in a timely manner questions of service or concern. It would be recommended that if there are concerns that they be based on specifics not generalities or information gleaned through third persons who are not-identified or to which the PSB has not been party to the conversation. If there are issues then resolution should be sought before third party conversations and conclusions are drawn. It would further be recommended that Council members be clear in direction to citizen members as to the



protocol for police service, that is that "the incident" be reported to the OPP in a timely manner, that any report of inadequate/unsatisfactory service be furthered through the chain of authority at the OPP and that if there is still not satisfaction that the matter be placed on the next agenda of the PSB.

The PSB would note that if Council is seeking to make a case that the OPP has failed to fulfill its contract of service with the Township that it would be in a much stronger position to do so if it has chosen to respect the purpose and mandate of the PSB and encouraged its member citizens to do the same. At this time the PSB has no information to support the lack of confidence in the OPP expressed by the Mayor.

The PSB would take this opportunity to invite Council to facilitate policing but moreso the respect for one another in the Township by having:

- a. any information/data collected, ie speed monitors, provided forthwith to the PSB for circulation to the OPP;
- b. erect speed limit signs in the Township that would convey a specific awareness/reminder of the maximum speed of vehicles;
- c. proactively join with the OPP in community awareness and education on the needs for road safety and compliance using the Township website and municipal communications to foster awareness and respect.

The PSB is very conscious of the substantial cost of policing for we too are taxpayers but the reality is that being confrontational or having unrealistic expectations is not the manner in which to address the concerns.

The PSB is in the meantime following up on the request of Council for information pertaining to confiscated property and further information on the issue of the OPP sharing of information with fire services, the later being raised by Council at the June 16, 2016 meeting.

If Council chooses not to affirm the mandate and role of the PSB then that is of course its prerogative but the message will be loud and clear to those who have been appointed to the PSB and have served in good faith. It is not the desire of the PSB to be in conflict with Council as has been expressed previously and again on June 16, 2016.

All of which is submitted with the unanimous

Endorsement of the Melancthon Police Service Board



David Thwaites, Chair



June 30, 2016

**Via: Email (dholmes@melancthontownship.ca)**

Ms. Denise Holmes  
CAO/Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Ms. Holmes:

**Re: Bretton Estates Subdivision  
Township of Melancthon  
Project No.: MSO139090.0000**

This letter confirms that Burnside is satisfied with the construction of works and correction of deficiencies as required in Paragraph 31.2(d) of the Subdivision Agreement for issuance of Preliminary Acceptance. This confirmation is subject to monitoring through the maintenance period the back slope of the ditch near lot 14/15 property line which is steeper than required but contains a gas main. This area may require additional grading prior to Final Acceptance.

We understand that the developer has made arrangements for his engineer to provide you directly with his certification as outlined in Paragraph 31.2(e).

Upon receipt of the Engineer's certification we recommend that you issue Preliminary Acceptance as outlined in Paragraph 31.2(f) of the Subdivision Agreement.

Should you have any questions please contact me.

Yours truly,

**R.J. Burnside & Associates Limited**

Glenn E. Clarke, S.T.  
GEC:jh

cc: Wayne Biles, 2066390 Ontario Inc. Via: Email

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# Delivering the 2016 Assessment Update

Township of Melancthon  
July 7, 2016

Jon Hebden, Account Manager  
Municipal & Stakeholder Relations

# PROPERTY ASSESSMENT & PROPERTY TAXES

The Ontario  
Property  
Taxpayer



**The Municipal Property Assessment Corporation** determines Current Value Assessments and classifications for all properties in Ontario.

**The Provincial Government** passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board (ARB).

**Municipalities** determine revenue requirements, set municipal tax rates and collect property taxes to pay for your municipal services.



Police and  
fire protection



Roads, sidewalks,  
public transit



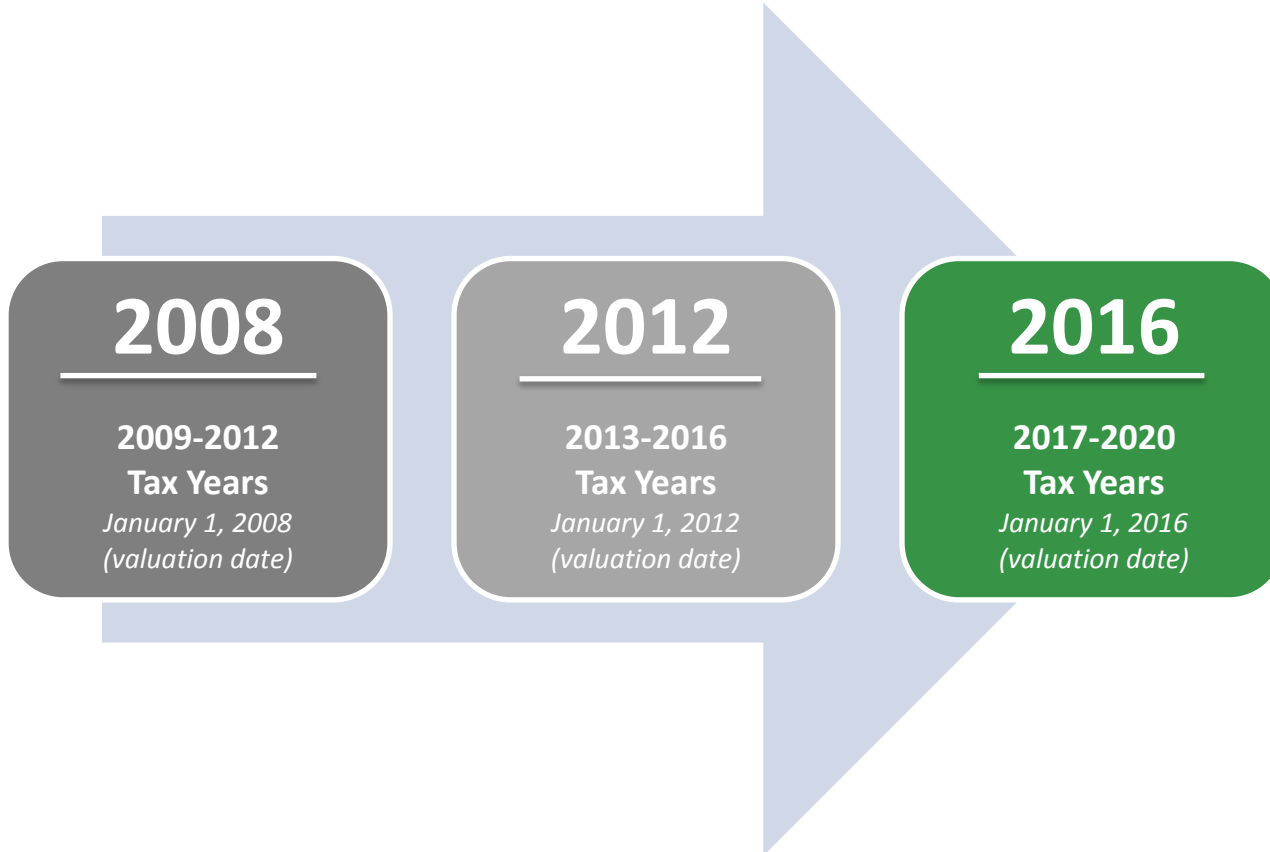
Waste  
management



Parks & leisure  
facilities

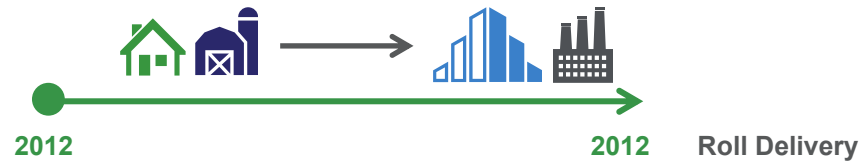


# ONTARIO'S ASSESSMENT CYCLE

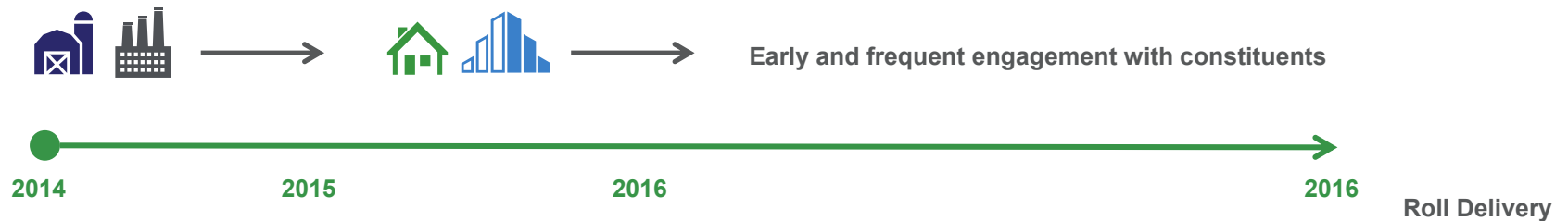


# 2016 ASSESSMENT UPDATE

## 2012 ASSESSMENT UPDATE



## 2016 ASSESSMENT UPDATE



# DATA COLLECTION & PREPARATION

Building permits

Sales reviews

Site variable update project

Farm forestry exemptions reviews

Requests for Reconsideration

Severances and Consolidations

Data integrity checks

MPAC initiated reviews

Process controls

Tax and Vacancy Applications

Municipal Requests

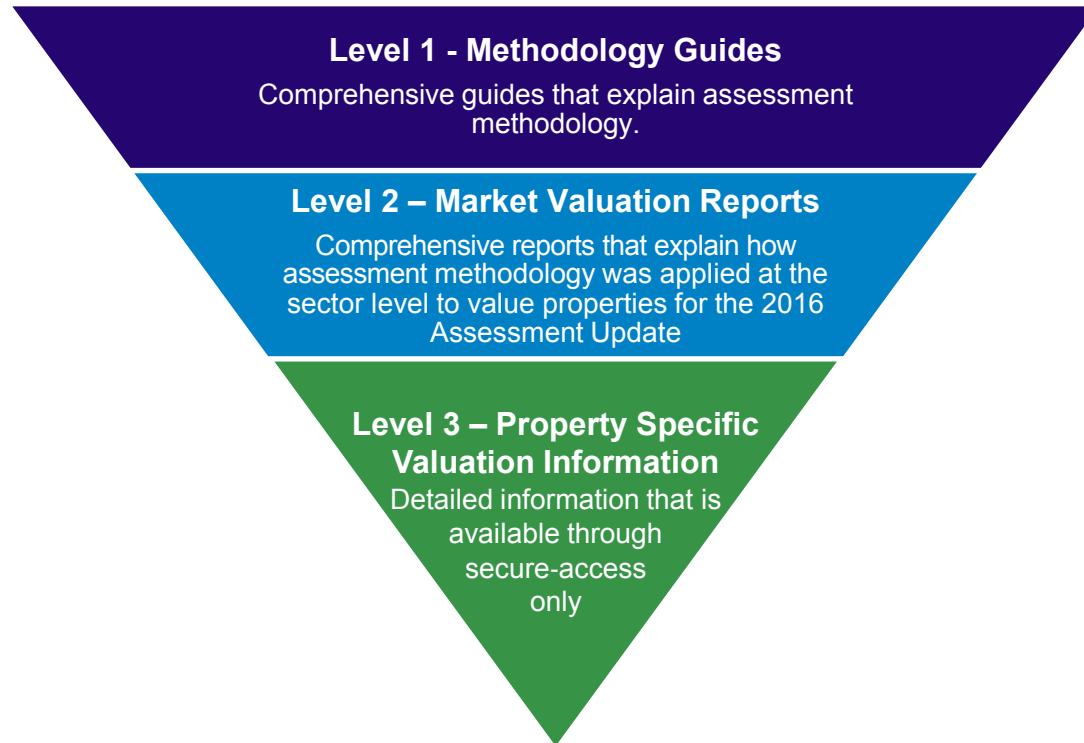
Appeals

Property Owner Enquiries

Township of Melancthon  
Data Touch Points  
**1,009**



# TRANSPARENCY AND SHARED UNDERSTANDING





# BENEFITS OF ADVANCED DISCLOSURE

## Benefits for municipalities:

✓ Improved roll predictability and stability

✓ Improved risk analysis

✓ No surprises

✓ Opportunity to provide feedback

## Benefits for property taxpayers:

✓ Increased satisfaction and confidence

✓ Easy access to property information

✓ No surprises

✓ Opportunity to provide feedback

# 2016 PROPERTY ASSESSMENT NOTICES



Residential property owners will receive their Property Assessment Notices starting **July 25th**



Farm Property Assessment Notices will be mailed **October 11th**



Multi-Residential and Business Notices will be mailed **October 18th**

**THE NEW ASSESSMENTS WILL SERVE AS THE BASIS FOR  
CALCULATING PROPERTY TAXES FOR 2017 – 2020**

An isometric illustration of a city with various buildings, trees, and streets. A large, semi-transparent blue rectangle is overlaid on the center of the image, containing the title text. The background shows a mix of urban architecture, including brick buildings, modern high-rises, and a residential area with a red-roofed house, a tennis court, and a yellow taxi.

# 2016 ASSESSMENT UPDATE

## The Residential Experience



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION



# 2016 PROPERTY ASSESSMENT NOTICE

## Assessment Overview

- ✓ Assessed Value as of January 1, 2016
- ✓ Assessed Value as of January 1, 2012
- ✓ Change between 2012 and 2016

## How will my municipality use MPAC's property assessment?

- ✓ Explanation of phase-in provision (Assessment Act)
- ✓ Property Classification
- ✓ Phase in Assessed Values (2017-2020 tax years)
- ✓ Request for Reconsideration Deadline (by tax year)

**mpac** MUNICIPAL PROPERTY ASSESSMENT CORPORATION

1234567890

JACKSON JASON  
ABC IMPORTS LIMITED  
200 MAIN STREET  
UNIT 5000  
13 FLOOR  
ANYWHERE ON M4K 3B1

Issue Date:  
April 4, 2016

For the 2017 to 2020  
property taxation years

**Property Assessment Notice**

THIS IS NOT A TAX BILL

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing more than five million properties in Ontario in compliance with the Assessment Act and regulations set by the Government of Ontario.

**MPAC's updated value of your property is \$228,000**

**Account Information:**

Roll Number 12 34 567 899 12345 1234  
AboutMyProperty™ Access Key ABCD EFGH IJKL  
Your property's location and description 500 Dymes Rd.  
PLANT69 BLK 1 PT L014

Municipality Ottawa City  
School support English Public

**Assessment overview:**

MPAC's assessed value of your property as of January 1, 2016 \$228,000  
MPAC's assessed value of your property as of January 1, 2012 \$162,000  
Between 2012 and 2016, your property's assessed value changed by \$66,000

If you disagree with MPAC's assessment or classification, you can file a Request for Reconsideration and MPAC will review your assessment.

**How will my municipality use MPAC's property assessment?**

Under the phase-in provision in the Assessment Act, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2017 to 2020 property taxes as illustrated below.

| Property Classification: | Residential    |                                      |
|--------------------------|----------------|--------------------------------------|
| Tax Year                 | Assessed Value | Request for Reconsideration Deadline |
| 2016                     | \$162,000      |                                      |
| 2017                     | \$178,500      | August 1, 2016                       |
| 2018                     | \$195,000      | March 31, 2018                       |
| 2019                     | \$211,500      | March 31, 2019                       |
| 2020                     | \$228,000      | March 31, 2020                       |

To learn more about how your property was assessed, see the information on page two of this Notice. For more information on the Request for Reconsideration process, market trends in your area, property assessment and taxation, visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca).

Page 1 of 2

**This Property Assessment Notice has important information for you as a property owner.**

Please review it and file it away for your records.

**No action is required** unless you disagree with your assessment.

**CONTACT US**

1 866 206-MPAC (6722)  
TTY 1 877 889-MPAC (6722)  
Monday to Friday  
8 a.m. to 5 p.m.

If you have accessibility needs, please call us for assistance.

[www.aboutmyproperty.ca](http://www.aboutmyproperty.ca)

**AboutMyProperty.ca**

Issue Date

2016 Assessed Value

Account Information

- ✓ Roll Number
- ✓ AboutMyProperty™ Login
- ✓ Location, description, municipality and school support

Contact Us

# 2016 PROPERTY ASSESSMENT NOTICE

Property Details

## How does MPAC assess my property?

Roll Number: 12 34 567 899 12345 1234

### Property summary:

Property type: Single Family Dwelling  
Property information: Frontage: 54.23 feet  
Depth: 150.00 feet  
Lot area: 8,100.00 square feet  
Building – exterior square footage: 1,053 square feet  
Year of construction: 1974

For residential properties, there are five major factors that generally account for 85% of your property value:



To establish your property's assessed value, MPAC analyzes property sales in your area. This method, called Current Value Assessment, is used by most assessment jurisdictions in North America. MPAC's assessments and data are also used by banks, insurance companies and the real estate industry.

## Have questions about your assessment?

Log on to AboutMyProperty™ to learn more...

Visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca) to learn more about how your property was assessed, see the information we have on file, as well as compare it to others in your neighbourhood. Still not sure about your property's assessed value? You have the option to file a Request for Reconsideration. Your deadline to file a Request for Reconsideration is on page one of this Notice.

Log on to [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca) with your Roll Number and Access Key. These are found on page one of this Notice.

### Still have questions?

We're here to help. Contact us and one of our property assessment experts will help guide you through your Notice. Have a question about your property taxes? Contact your municipality for assistance.

## Ontario's property assessment system



How does MPAC assess my property?

✓ Five major factors affecting residential values

Have questions about your assessment?

✓ Login to AboutMyProperty™

Ontario's property assessment system



# CHANGES TO FILING A REVIEW (BILL 144)



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
of the CITY OF OTTAWA

1234567890 1234567890

ABC VALLEY  
ABC VALUERS LIMITED  
800 MAIN STREET  
SUITE 500  
OTTAWA  
K1P 0A6  
PROPERTY ON K46 18E

Issue Date:  
April 1, 2016

## Property Assessment Notice

For the 2017 to 2020  
property value years

**THIS IS NOT A TAX BILL**

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing more than five million properties in Ontario in compliance with the Assessment Act and regulations set by the Government of Ontario.

**MPAC's updated value of your property is \$228,000**

### Account information:

Roll Number

**AboutMyProperty™ Access Key**

Your property's location and description

Municipality

School support

12 34 567 890 12345 1234

ABC ELEC INC

900 Dupas Rd

PARADISE VALLEY, P1T 1G4

Ottawa City

English Public

### Assessment overview:

MPAC's assessed value of your property as of **January 1, 2016** \$228,000

MPAC's assessed value of your property as of **January 1, 2012** \$162,000

Between **2012 and 2016**, your property's assessed value changed by \$66,000

If you disagree with MPAC's assessment or classification, you can file a Request for Reconsideration and MPAC will review your assessment.

### How will my municipality use this assessment?

Under the current provisions in the Assessment Act, all interest to assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2017 to 2020 property taxes as illustrated below.

### Property Classification:

Residential

Tax Year

Assessed Value

Request for Reconsideration Deadline

2016

\$162,000

August 1, 2016

2017

\$178,000

March 31, 2018

2018

\$211,000

March 31, 2019

2020

\$228,000

March 31, 2020

**This Property Assessment Notice has important information for you as a property owner:**

MPAC review it first and file it, away for your records.

**No action is required** unless you disagree with your assessment.

### CONTACT US

1-866-238-AMPAC (6722)  
1-877-888-AMPAC (6722)  
Monday to Friday  
8 a.m. to 6 p.m.

If you have successfully  
submitted, please call us  
for assistance.

[www.aboutmyproperty.ca](http://www.aboutmyproperty.ca)

To learn more about how your property was assessed, see the information on page two of this Notice. For more information on the Request for Reconsideration process, consult the links in your email, property assessment and taxation, visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca)

**aboutMy  
Property.ca**

Page 1 of 2

- Residential property owners have **120 days** from the **Issue Date** of their Property Assessment Notice to file a Request for Reconsideration (RfR)
- The RfR deadline for **the Township of Melancthon** is **November 22nd**
- The **Issue Date** and **RfR deadline** are included on the Notice
- The early delivery of Assessment Notices and a 120-day RfR deadline will allow RfRs to be processed before Assessment Rolls are sent to municipalities – greater stability and accuracy



An aerial, isometric view of a town with a blue semi-transparent overlay. The town includes a red barn, a house with a red roof, a road with a blue car, a bus, and industrial buildings with smokestacks. The text "HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?" is centered in white, bold, sans-serif font, underlined.

# HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?



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The screenshot shows the AboutMyProperty.ca website. At the top, the logo 'About My Property.ca' is followed by the tagline 'YOUR PROPERTY OUR ASSESSMENT. KNOW MORE ABOUT IT.' Navigation links include Home, Market Trends, Tutorials, How Assessment Works, and Contact Us. The main content area is divided into three sections: 1. 'QUESTIONS ABOUT PROPERTY ASSESSMENT?' with a large orange speech bubble containing a white question mark and a 'LEARN MORE' link. 2. 'MARKET TRENDS' featuring a map with yellow circles and percentage values (2%, 1%, 40%) and a 'READ MORE' link. 3. 'HOW ASSESSMENT WORKS' with an image of interlocking gears and a 'READ MORE' link. A login section on the right titled 'Login to AboutMyProperty™' includes fields for 'User ID' and 'Password', with links for 'Forgot User ID', 'Forgot Your Password', 'Register', and 'Need Help?'.

Through **AboutMyProperty™** property owners can:

- ✓ Access information on how their property was assessed
- ✓ Compare their assessment to others in their community
- ✓ Learn more about property values through Market Trends (available before login)

Login information is included on every Notice mailed.



# RESOLVING ASSESSMENT CONCERNS

**STEP 1: Ask yourself:** “could I have sold my property for the assessed value on January 1, 2016?”



**STEP 2: Visit [aboutmyproperty.ca](https://aboutmyproperty.ca)** to review the information MPAC has on file for your property.



Online: [aboutmyproperty.ca](https://aboutmyproperty.ca)

**STEP 3: Contact MPAC**

OR

**STEP 4: File a Request for Reconsideration**

**STEP 5: File an **appeal** with the Assessment Review Board**



[mpac.ca/ContactUs](https://mpac.ca/ContactUs)



**Fax:** 1-866-297-6703



**Mail:**  
MPAC, PO Box 9808  
Toronto ON M1S 5T9



# MUNICIPAL AND STAKEHOLDER OUTREACH AND ENGAGEMENT

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- **Redesigned Municipal Connect™** launched April 4
  - Increased transparency
  - Improved stability and predictability in the municipal tax base
  - Modern and flexible way to access assessment information
- **Access to 2016 base year values** (2017-2020 tax years)
  - Support municipal understanding of assessed values
  - Early consultation/discussion for greater roll stability
  - Insight into assessment at risk



Condominiums

Your Condo.  
Our Assessment.  
**Know More About It.**



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Farmland Properties

Your Farm.  
Our Assessment.  
**Know More About It.**



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Waterfront Properties

Your Waterfront Home.  
Our Assessment.  
**Know More About It.**



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Residential Properties

Your Home.  
Our Assessment.  
**Know More About It.**



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Newly Built Homes

Your Newly Built Home.  
Our Assessment.  
**Know More About It.**



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# MUNICIPAL TOOLKIT

To support municipalities in their communication efforts regarding the 2016 province-wide Assessment Update, MPAC has prepared a fully customizable toolkit that includes:

- Contact information for Municipal and Stakeholder Relations representatives
- Key Messages and Frequently Asked Questions
- Information regarding changes to Property Assessment Notices and Notice Mailing Dates
- Changes regarding Requests for Reconsideration
- Written Material for Print or Web
- Social Media Materials
- Highlights on AboutMyProperty and Municipal Connect
- Links/references to other resources including:
  - MPAC's full suite of brochures (links to [mpac.ca](http://mpac.ca))
  - Videos (will be housed on MPAC's YouTube Channel)
  - Buckslip for insertion in municipal tax bills (editable)





# PRELIMINARY MARKET TRENDS

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## Market Trends™

PLACE

Enter the name of a neighbourhood or municipality

GO

Learn more about the market trends in your neighbourhood through MarketSnapshot.

**Learn more about the market trends in your neighbourhood through MarketSnapshot.**

This report provides information on residential sale prices trends in neighbourhoods and municipalities across Ontario.



London

### Property values up 1.5% in London

Residential property owners will see an average assessment increase of approximately 1.5% in 2017.

### Condominium values in London

The assessed value of a typical condominium is \$125,000.

## Value of a typical home

The assessed value of a typical residential home in London is \$265,000.

[More about London](#)

Located between Windsor and Toronto along the Highway 401 corridor and just north of Lake Erie, London is the fifth largest city in Ontario. It is home to the University of Western Ontario and Fanshawe College and has a stable residential market. London is the economic, entertainment and cultural hub of the region.

Notices mailed April 18, 2016



### How to read this map



Download





# RESIDENTIAL MARKET TRENDS

|                    | Ontario  |                 | Dufferin County |                 | Melancthon |                 |
|--------------------|----------|-----------------|-----------------|-----------------|------------|-----------------|
| Property Type      | % Change | Median 2016 CVA | % Change        | Median 2016 CVA | % Change   | Median 2016 CVA |
| Residential        | 4.5      |                 | 4.7             |                 | 2.7        |                 |
| Single Family Home | 4.7      | \$386,000       | 4.7             | \$405,000       | 3.0        | \$348,000       |

*Preliminary Values as of June 15, 2016.*

*Median 2016 base year assessment and median % change from 2016 tax year to 2017 tax year*

## BASE YEAR CHANGE (2012 to 2016)

| Municipality    | \$ Change<br>Single Family Home |
|-----------------|---------------------------------|
| Melancthon      | \$37,000                        |
| Dufferin County | \$63,000                        |

*Median change in assessed value between base valuation years (2012 to 2016) as of June 15, 2016.*



## CONTACT MPAC

We are here to help. Contact MPAC with any questions you may have regarding your property assessment.

**CALL** our Customer Contact Centre 1 866 296-MPAC (6722)  
1 877-889-MPAC (6722) TTY

**ONLINE** at [mpac.ca](https://mpac.ca)

**VISIT** a local field office

**WRITE** to P.O. Box 9808, Toronto ON M1S 5T9

**FAX** 1 866 297 6703

If you have accessibility needs, please let us know how we can best accommodate you

An aerial, isometric illustration of a town scene. In the center is a large industrial building with two smokestacks emitting smoke. To the left is a barn and a tractor. To the right is a multi-story apartment building and a bus. In the foreground, there are smaller houses, cars, and a police car. The scene is surrounded by trees and a river. The entire image has a blue color scheme.

# QUESTIONS?

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