



TOWNSHIP OF MELANCTHON

A G E N D A

Thursday, June 18, 2015 - 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 4, 2015**
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agenda & Minutes for information on Public Question Period)
9. **Road Business**
 1. Update from Meeting on June 10, 2015 regarding a tile drain outlet to the Crowder Drain
10. **Correspondence**
 - * Outside Board & Committee Minutes**
 1. Horning's Mills Hall Board of Management - Meeting January 13, 2015
 2. Horning's Mills Hall Board of Management - Meeting February 12, 2015
 3. Horning's Mills Hall Board of Management - Meeting March 10, 2015
 4. Horning's Mills Hall Board of Management - Meeting April 16, 2015
 5. Minutes of the Centre Dufferin Recreation Complex - Meeting March 25, 2015
 6. Minutes of Dufferin Municipal Officers Association - Meeting March 13, 2015
 7. Minutes of Dufferin Municipal Officers Association - April 17, 2015
 - * Items for Information Purposes**
 1. Copy of a resolution passed by the Town of Orangeville date June 1, 2015, Re - Provincial Offences Act - Delivery of Services within Dufferin County
 2. Nottawasaga Valley Conservation Authority - Media Alert - RBC Blue Water Project to present \$50,000 donation to tackle invasive Phragmites in Collingwood
 3. Press Release - Dufferin County - For Immediate Release - Dufferin One Of Top Performers In Waste Diversion And Blue Box Efficiency In Ontario
 4. GRCA Current - June 2015 - Volume 20 Number 5
 5. AMO Communications- AMO Update - Key Legislation for Municipalities Moves Forward
 6. Email from Brittney Wielgos, Secretary - Normal Farm Practices Protection Board dated June 5, 2015, Re - Notice of Pre-Hearing Conference No. 2
 7. Email from Ontario Good Roads Association dated June 9, 2015, Re - Asset Management Study Precis
 8. Copy of a motion passed by the Township of Mulmur dated June 4, 2015, Re - Honeywood Arena Agreement
 - * Items for Council Action**
 1. Email from Scott Burns, Director of Public Works and County Engineer, County of Dufferin dated May 25, 2015 Re - 2015 County Road Network Rationalization Study - Phase 1, Link to Road Network Rationalization Study - <http://www.dufferincounty.ca/files/content-pdf/dufferin-county-road-rationalization-plan-phase-1-draft-report-version-3.pdf>
 2. Letter from Katrina Miller, On behalf of Keep Hydro Public, Re - Resolution regarding the Proposed privatization of Hydro One
 3. Letter from the Township of Amaranth dated June 5, 2015, Re - Dufferin County Road Network Rationalization Plan - request for extension for review and comments
 4. Letter from H.J. Lyon dated June 10, 2015, Re - Beaver Dam - McNabb Drain
 5. Memo to Council from Denise Holmes, CAO/Clerk, Re - New Rules regarding Off-Road Vehicles

6. Horning's Mills Community Hall - Application under Canada 150 Infrastructure Program - Resolution of Support

***Dufferin County Strategic Plan**

1. Report to County Council from Sonya Pritchard, Chief Administrative Officer dated June 11, 2015, Re - Council Strategic Plan Project - Report #3

*** Dufferin County Official Plan**

1. Letter from the Ontario Municipal Board regarding the Township of Melancthon's Appeal

11. General Business

1. By-law which provides for the Erection of Stop Signs at Intersections - Horning's Mills Main Street & Mill Street / River Road
2. Provisional By-law 21-2015 for the Stinson Drainage Works, D. Drain - to give Third Reading
3. New/Other Business/Additions
 1. Policing Issues:
 1. Email from David Thwaites dated June 2, 2015, Re - Police Service Melancthon
 2. Dufferin OPP - Melancthon Township Police Services Board Report - January to March 2015
 2. Application for Special Event- David B. Cameron, Dunadel Golf Course - 25th Anniversary
 3. Draft Township Newsletter
 4. Set a date and time for a Committee of the Whole meeting to discuss OMAFRA's Proposed Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas and Report of Chris Jones
4. Unfinished Business
 1. Letter from G.W. Jorden, Planning Consultants Limited dated June 8, 2015, Re - The Meaning of the Term "Agricultural Storage Building" as Used in the Building Permit Application by Mr. Jeff Holmes
 2. Report to Council from Jerry Jorden, Planning Consultant dated June 12, 2015, Re - Proposed Residential Use Zoning Restrictions on Lands in:
 - A. Part Lot 25, Conc. 3 O.S., - B7/14
 - B. Part Lots 17, 18, & 19, Conc. 2, O.S. - B8/14
 - C. Part Lots 16-20, 21, Conc. 3, O.S. B10/14
 3. Tabled Motion from June 4, 2015 meeting regarding Holmes Agro Development Charges
 4. Corbetton Park
 5. By-law Enforcement
 6. Shelburne Public Library - Children's Library Renovation

12. Delegations

1. 5:45 p.m. - Nilton Silveira and Sandy Martins - Request to operate a tire shop at 643063 270 Sideroad

~ 6:00 P.M. - COMMITTEE OF ADJUSTMENT ~

2. 6:10 p.m. - Jerry Jorden, Township Planner to discuss matters relating to the appeals of the Township and County Official Plans

13. Closed Session (if required)

1. Approval of Draft Minutes - February 5, 2015

14. Notice of Motion

15. Confirmation By-law

16. Adjournment and Date of Next Meeting - Thursday, July 2, 2015 at 5:00 p.m.

17. On Sites - 4:30 p.m. - William and Linda Barton - 116234 2nd Line SW - Entrance Culvert

18. Correspondence on File at the Clerk's Office

HORNING'S MILLS HALL BOARD OF MANAGEMENT

The Horning's Mills Hall Board of Management held a meeting Jan. 13/15 7:10 pm downstairs in the Horning's Mills Community Hall. In attendance were the following members: Sarah Harrison (Chair) Janet Burke, Jennifer Weaver, Debbie Fawcett, Debbie Gee, James Webster (Hall Manager), Kelly McDowell

Board Election: Sarah acclaimed Chair. Vice chair Jennifer Weaver. Secretary Debbie Gee

Call to Order

The Chair called the meeting to order at 7:20 p.m.

Approval of Agenda

The Agenda was approved by a show of hands.

Minutes of Jan. 13 were approved as submitted.

General Business

Amanda Gramm Fitness class for seniors. Would like to start end of Jan. Possibly Wednesdays. Will discuss cost.

Financial Review

Profit and loss report read and approved.

Craft Fair will send out a notice. The Hall Board will have final say on vendors. Will have cheque & application returned by March 20th. Form will be on web site Feb. 17/15.

Mothers Day brunch.

Roof May be done in the next 2 weeks.

Kelly will be looking into grants for vents in kitchen. Debbie F. will talk to Rosemont Café. Will also look into new stove possibly gas. Will see how much Trillium will allow.

James Has priced out Epoxy floor. Will give Kelly more info on costs of doing the floor. Will bring in colour pallet.

Debbie F. is looking into round tables. 20 tables 60 ins. round. Will send out letter's to local businesses, to sponsor a table. Will have cost for new chairs at next meeting. Sarah will talk to Banks

Book club is happening.

Line dancing has started.

Seniors fitness class will begin end of the month.

Farmers Market put on hold.

Pancake Supper cost 10.00. Will send out flyer.

James will have the same person cut grass this year.

Google drive account to share photos & documents.

Youth Board member motion #1 was made seconded by Kelly & Jennifer. Motion carried.

Next meeting Mon Feb 9. Changed to Thurs. Feb. 12.

HORNING'S MILLS HALL BOARD OF MANAGEMENT

The Horning's Mills Hall Board of Management held a meeting Feb. 12 2015 downstairs in the Horning's Mills Community Hall. In attendance were the following members: Janet Burke, Jennifer Weaver, Debbie Gee, James Webster (Hall Manager), Kelly McDowell. Sarah Harrison and Debbie Fawcett were absent (notice given)

Call to Order The meeting was called to order at 7:10 p.m.

Approval of Agenda The Agenda was approved by a show of hands.

Minutes of Jan 13 2015 were approved as submitted.

General Business

Financial Review approved. HST Filed – not filed – the township has to do this?
Craft Fair Brunch. Will send out Email on rental of tables

Wish List For Hall.

FCC Agri Sprit Fund – Floor, stove & ventilation for kitchen. Kelly will contact them and have info for next meeting. James will look for quotes on the kitchen and floor.
Sarah and Debbie F will talk before next meeting.
James Still dealing with the roof

Book Club Possible after school club. Things to think about, ages, time of day, drop in.

Seniors Fitness class Going well, 6 plus people

Line Dance Going well. New session starts April 10th. Tues night.

Youth Board Member Sent letter to council asking on how to go about having a youth member.
Reason for a youth member, to have input on young people's interests.

Pancake Supper 5:30 to 6:30. Janet will get kids from Pine River to set up tables and chairs, will also put up posters.

Easter Egg Hunt- will discuss next meeting.

Back Room clean up- will discuss next meeting.

New Business

Dance class- Open house March 19th, \$15.00 per class. Classes start 26th of March. Will donate up to \$25.00, and \$5.00 for heat.

James will call about furnace.

We need to take attendance at functions.

Meeting adjourned, to meet again at 7 pm on Tuesday March 10, or at the call of the Chair.

HORNING'S MILLS HALL BOARD OF MANAGEMENT

The Horning's Mills Hall Board of Management held a meeting March 10th 2015 at 7:00 pm downstairs in the Horning's Mills Community Hall. In attendance were the following members: Sarah Harrison (Chair), Jennifer Weaver (Vice Chair), Debbie Fawcett, Kelly McDowell and James Webster (Hall Manager). Debbie Gee and Janet Burke (notice given) were absent.

Call to Order

The Chair called the meeting to order at 7:11 p.m.

Approval of Agenda

The Agenda was approved by a show of hands.

Minutes of

Minutes were approved as submitted.

Financial Review

All 2014 financial information has been sent into the Township office.

Kelly will draft a letter asking the Township if they will consider covering annual operating costs (hydro, phone, gas...) of approximately \$5,000. James Webster will take the letter to the next council meeting where he will discuss it with the other council members.

Craft Market & Brunch, May 9th

Craft Market has been announced on website, Facebook and through email. Ads were placed in the In The Hills magazine as well as in the Upcoming Events section of the Shelburne Free Press for two weeks. The application form is only available for download from the website. The post on the Facebook page received over 1,600 views!

Wish List

Roof - James has been unable to contact Shelburne Roofing. Debbie F. will stop in to Shelburne Roofing and talk to them.

Stove Ventilation - we will apply for the FCC Agrispirit Fund grant after they release information in April. We will need quotes for kitchen items (ventilation, 6 burner gas stove with griddle and 2 ovens) as well as new tables for upstairs. The quote given to replace the downstairs floor is \$4,800. Sarah will get a quote for 3 outlets along food counter as well as 2-3 for the food table.

Line Dancing

Has been advertised on website and Facebook page.

Fitness Class

Sarah will contact for more information.

Board Elections

Were covered in other meeting. Sarah- Chair, Jennifer- Vice Chair, Debbie Gee- Secretary

Youth Board Member

Will advertise for regular board member and may consider a Youth Board Member in the future.

Easter Egg Hunt, April 3rd

Will contact Sarah Early to confirm that students from the Pine River will help with face painting and crafts. Hopefully Jenn Horner will do eggs again, will confirm. Debbie F. thinks that Kevin and Jen will help. Party Safari will bring the animals again and Debbie F. will pick up the chocolate eggs. Kelly will design handouts and email them to board members to print and hand out. She will also make playdoh ahead of time and will help with anything else that can be done in advance.

Clean up Back room

Clean up will be done when winter is finally over and warm weather has arrived!

Nia with Ayrle

Ayrle was not charged for the introductory night and has been given a break on rental fees.

Lift Maintenance

Federal sent letter offering maintenance but we already have a contract so are not interested.

Furnace- The bracket broke and could not be removed at the time of repair. When the furnace no longer needs to run (in the spring), the bracket will be replaced.

Farmer's Market

Jim contacted Sarah Early and asked if she would be interested in running a Farmer's Market from the Hall. He has contacted Denise at the Township office in regards to insurance. She will look into it.

Adjournment

The meeting was adjourned at 8:46 p.m. Date for next meeting to be decided at a later date.

HORNING'S MILLS HALL BOARD OF MANAGEMENT

The Horning's Mills Hall Board of Management held a meeting April 16 2015 downstairs in the Horning's Mills Community Hall. In attendance were the following members: Jennifer Weaver, Debbie Gee, Sarah Harrison, Debbie Fawcett and Kelly McDowell. James Webster and Janet Burke were absent(notice given).

Call to Order

The Chair called the meeting to order at 7:20 p.m.

Approval of Agenda

We are just chatting.

Minutes of March were approved as submitted.

General Business

Financial Review approved. \$5,000 grant from Township. Discussed possible lower rental rates for Hall to local residents.

Sarah will send thank you note to Melancthon, Mulmur Fire Department.

Book Club Possible after school club. Things to think about, ages, time of day, drop in.

Line dancing has started.

Line Dance In need of a few more dancers. May have to cancel. Will discuss rental fees.

New board member being discussed at council.

Hall is booked for Woman's Institute Annual meeting and lunch.

Motion #1 Pay lift licence fee from accessibility account.

Jim will write a letter to ask for a partnership on Agri Spirit Grant.

Discussed

Putting ad in paper on a weekly basis.

Mothers Day Brunch and Craft Sale. May have a chef to help with brunch. Still need more vendors.

Putting up posters and ads in paper 3 weeks.

Roof All vents defer to next meeting

Concrete at front door is fixed.

Jennifer will call Tyler Pinkney about landscaping.

Grants Grant proposal dead line May 18th. Ventilation will go with electric instead of gas. Will talk to Delmar Electric.

Meeting adjourned. 8:30.

Next Meeting May 14 2015?

Denise Holmes

From: Kim Fraser <kfraser@shelburne.ca>
Sent: June-02-15 11:17 AM
To: Denise Holmes; Jackie Pherrill; Jennifer Willoughby; Kathy Pearl
Subject: CDRC-Approved minutes March 27
Attachments: Mar25min15.pdf

Hello everyone,

For your records please find attached approved minutes from the March 27th CDRC Board meeting.

Thank you and have a great day.

Kim Fraser
CDRC Facility Administration Manager
(519) 925-2400

Total Control Panel

[Login](#)

To: dholmes@melancthontownship.ca
From: kfraser@shelburne.ca

Message Score: 15
My Spam Blocking Level: High

High (60): Pass
Medium (75): Pass
Low (90): Pass

[Block this sender](#)
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This message was delivered because the content filter score did not exceed your filter level.

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held March 25, 2015 at the CDRC

Attendance:	Laura Ryan	Mono
	Walter Benotto	Shelburne
	Dan Sample	Shelburne
	Wade Mills	Shelburne
	AJ Cavey	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Janice Elliott	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Rick Thompson	Facility Maintenance Manager

Meeting called to order by Chair, Laura Ryan at 6:00pm
A quorum was present.

Agenda:

MOTION #1 – Moved by W. Mills seconded by J. Elliott. Be it resolved we approve the agenda dated March 25, 2015 as circulated and presented.

Carried

Declaration of Pecuniary Interests:

Laura Ryan 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.

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by J. Elliott seconded by W. Mills. That the minutes of the CDRC Board of Management regular board meeting held February 25, 2015 be approved as presented and circulated.

Carried

Correspondence:

- Letter from Shawnette Crouse, Town of Shelburne-Events Coordinator seeking approval to use the CDRC arena on July 1, 2015 by the Canada Day Committee. The intent is to offer events similar to that of previous years.
- Invitation to EDC Breakfast – April 23rd
- Invitation to EDC Golf Classic – June 4th

MOTION #3 – Moved by W. Benotto seconded by D. Sample. That correspondence is received and placed on file.

Carried

Finance Committee Report:

MOTION #4 – Moved by D. Sample seconded by W. Benotto. That the bills and accounts in the amount of \$45,344.00 be approved and paid.

Carried

Pool Committee Report:

The Pool Committee met Friday, February 27, 2015 and conducted the remaining summer employment interviews.

MOTION #5 – Moved by D. Sample seconded by C. Gerrits. Be it resolved that the CDRC Board of Management hires the following for the 2015 contract seasonal positions: Assistant Head Lifeguard-Emily Francis, Shauna Staveley and Melissa Matthews; Lifeguard/Instructor-Nina Ronczka, Emma McLaughlin, Michaela Donato, Tiffany Hunt and Owen Field; Assistant Head Day Camp Coordinator-Lauren Smith; Day Camp Counselor-Maddison Green and Rachel Fazackerley.

Carried

MOTION #6 – Moved by W. Benotto seconded by J. Elliott. That we receive the verbal report from the Pool Committee.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #7 – Moved by W. Mills seconded by R. Webster. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #8 – Moved by R. Webster seconded by W. Benotto. That the CDRC Board of Management authorizes that CDRC Facility Maintenance Manager, Rick Thompson and full-time Arena Operator, Marty Lamers both enroll in Working at Heights training at a cost of \$180.00 plus HST each and Elevated Work Platforms training at a cost of \$160.00 plus tax each.

Carried

MOTION #9– Moved by J. Elliott seconded by R. Webster. That we receive the report from the Facility Maintenance Manager.

Carried

AJ Cavey arrives at 6:43pm

New Business:

Employee Performance Review:

MOTION #10 – Moved by W. Mills seconded by D. Sample. That the verbal report of the Facility Maintenance Manager regarding employee performance review be received and the recommendation contained therein be acted on as recommended by the Facility Manager.

Carried

Canada Day Committee Request:

MOTION #11 – Moved by W. Mills seconded by J. Elliott. Be it resolved that the CDRC Board of Management approves the request from the Town of Shelburne-Canada Day Committee for the use of the CDRC floor surface on July 1, 2015 free of charge as per prior years arrangements.

Carried

Confirmation by By-law

MOTION #12 – Moved by H. Foster seconded by J. Elliott. Be it resolved that leave be given for the reading and enacting of by-law #03-2015 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held March 25, 2015.

Carried

Adjournment:

MOTION #13-Moved by H. Foster seconded by AJ Cavey. That we now adjourn at 6:47pm to meet again on April 22, 2015 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report –March 25, 2015

- I am in receipt of one (1) new Sports Hall of Fame nomination. Deadline for nominations is March 31st.
- I am currently working on three (3) summer job & youth subsidy applications. CSJ (Canada Summer Jobs) has been submitted. SJS (Summer Jobs Service) and RSJS (Rural Summer Jobs Service) are in process.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – March 25, 2015

- I am looking into training for the full time operator and myself. Cost for Working at Heights is \$180.00 each plus HST. Cost for Elevated Work Platforms (scissor lift) is \$160.00 each plus HST.
- The full time operator will be on medical leave from April 7th to April 16th.
- I am planning a week vacation beginning April 27th.

Rick Thompson
Facility Maintenance Manager

DUFFERIN MUNICIPAL OFFICERS ASSOCIATION

Minutes of Meeting held on March 13, 2015 @ 9:00 a.m.
Monora Park Pavilion -Town of Mono

MEMBERS PRESENT:

Keith McNenly - Chair - Town of Mono	
Susan Stone - Secretary - Treasurer - East Garafraxa and Amaranth	
Denise Holmes- Melancthon Township	Heather Boston - Mulmur Township
Mark Early - Town of Mono	Sonya Pritchard - County of Dufferin
Carey Holmes - Town of Shelburne	Carol Sweeney - Town of Shelburne
Brian Parrott - Town of Orangeville	Ed Brennan - Town of Orangeville
Les Halucha - Town of Mono	

OTHERS PRESENT:

Jennifer McConkey - MPAC	Jennifer Gohn - Town of Orangeville
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1. Meeting called to order:

- 1.1 Keith McNenly, Chair, called meeting to order and introduced Ed Brennan, Acting CAO for the Town of Orangeville.

Moved by Sonya, seconded by Denise, that the minutes of the January 23, 2015 meeting be adopted as circulated. CARRIED.

2. Delegations:

- 2.1 Shara Bagnell - Health and Safety Co-Ordinator - Update

Shara addressed the members with respect to Working at Heights requirements for the construction sector, for which there is an April 1st deadline for training. Joint Health and Safety Re-Certification Training coming for late 2015, which will be transferrable from workplace to workplace. Also coming, year end reports for the municipalities.

- 2.2 Steve Murphy - Emergency Management and Accessibility Co-Ordinator

2.2.1 General Update

2.2.2 EM Training and Exercise Requirements for 2015

Steve addressed the members regarding the 2015 emergency management requirements. Needs input re his email. Also Hazard Identification and Risk Assessment Survey to be completed, as annual hazard and risk assessment is mandated annually. Also mandated, training programme for emergency

management, for which we need to pick 4 hours worth of training/4 topics and Steve will come to each facility to provide training. This training could be one day or separate sessions, and can be done at our own offices or at the County EOC, and could be done quarterly. IMS is the Incident Management System and EOC is for the senior officials. The various areas are Planning (looking ahead); Operations (info out and in, EOC responsibility to Operations); Logistics (how to get things, food, equipment, etc.); Finance (important function right at start); Home Is Where The Heart Is (home preparation for staff); Well Being in EOC (limits on shifts etc.); Emergency Social Services (role). Need to tell Steve when we want to do 4 hours of training prior to December, 2015. Next year he will be combining municipalities for the 4 exercises and in 2017 there will be a full scale exercise.

Emergency Management now under Office of the Fire Marshal and Emergency Management and our field officer covers massive area, where there used to be 5 field officers. There are 5 courses required for CEMC even though 4 of the 5 Steve already took through EMO, but now has to go to the fire college for training and the Ontario Fire Marshal has now said what the 2015 training programme must look like.

Sonya reported that the County Budget passed last night, and that request for funding from the County Disaster Relief Fund for winter event costs by Melancthon discussed, and criteria considered for accessing the \$150,000. in the reserve, which resulted in up to \$10,000. to be available for Preparedness and Prevention ie. Generator.

Discussion ensued regarding concerns over severe weather events and traffic diversion that impact all local municipalities, and the need for all the municipalities to get together on this issue and have a co-ordinated approach. It was suggested that this occur during the summer of 2015 in order that policies and procedures be developed prior to winter, and that councils need to be made aware of issues and of any funding requirements, since significant events are occurring more often. Steve indicated that he has met with the schools and bus companies and their procedures were effective this past winter, and noted that public works already have a pre-winter meeting. Impact on infrastructure from the extreme cold should also be assessed. Steve noted that the training is only mandatory for the Mayor and Deputy Mayor for the purpose of their function as part of the EOC, noting that the Mayor's only role is to sign the declaration of an emergency; however, training of other council members not mandatory.

Steve also addressed accessibility requirements, noting that he will be attending an Accessible Trails Workshop and will report back. He will give us a clear indication of mandatory requirements regarding accessibility at next DMOA

meeting. As of January 1, 2016, larger municipalities (the County) will come under new build regulations for new parks and new trails with member municipalities impacted in 2017, though there are some alternatives, and not all trails have to be accessible. For existing trails, there will be signage requirements, and accessibility standards might kick in for reconstruction.

2.3 Mosey and Mosey - Abbi O'Neill - Group Benefits - Update/Renewals

Abbi O'Neill and Sheri Kerr attended and provided handouts regarding marketing analysis of benefits, and recommendation to stay with Manulife, noting that there was approximately a 5.5% savings for health and dental/combined experience. Members encouraged to review coverage to ensure current. Changes to coverage past 65 coming.

3. **MMAH:**

3.1 Not available for this meeting.

4. **MPAC:**

4.1 Jennifer McConkey - General Information and Update

Jennifer addressed members regarding various matters including 4th quarter status reports, year in review, growth, outstanding building permits, supplementary taxes and outstanding appeals. Walmart settlement, which was Province wide, resulted in an increase in Orangeville for 2009 to 2012, though majority of Walmarts across the Province decreased. The Shoppers Drug Mart, Canadian Tire and Loblaws appeals still pending. Jennifer explained that big box stores appeal annually, which is a huge cost and a significant amount of the MPAC payment due from municipalities. Jennifer asked to bring back specific cost detail related to these appeals.

Overall growth for Dufferin County for 2014 based on building permits was \$190,000,000 for 2015 assessment and the first supplementary run for May, 2015 is \$22,000,000. Some municipalities won't have any supplementaries for first run due to difficulties with winter conditions for assessors, but will pick up buildings in next 2 supplementary runs. They have 24 outstanding requests for reconsideration up to March 31st. Jennifer indicated that they are available for Council presentations wherein they can explain phase in and MPAC processes. Jennifer was asked to provide the MPAC funding formula and how it is spend including cost for appeals. Jennifer indicated that it costs approximately \$37.00 to \$38.00 per property Province wide for MPAC. There is also a survey coming out regarding use of Municipal Connect and what we want from MPAC in the future.

Jennifer indicated that they are aware of building for which permits have been issued; however, we should let them know of any building that is occurring about which they might not have knowledge and also to advise when occupancy occurs.

Jennifer to follow up on Terranet contract and if up this year. Gravel pits still going through court system, with the next hearing in Caledon in April. Their appeals are based on land values solely and are opposed to the use of industrial values. They settled with Dufferin Aggregates by increasing 50 acres to 100 acres which decreased the per acre value, and resulted in decreases. Discussion regarding turbines and impact on sales values, though University of Guelph/MPAC study concluded no impact (though saleability is impacted).

5. County/Local Municipalities:

5.1 County/Municipal Budgets - Update

County budget passed. Tax rate reduction of 1%, but increase of .6% over growth. No donation to the hospital, and within the year (2015) savings of \$1.5 million to be found and report to go back to Council accordingly.

5.2 Source Water Implementation Funding - follow up and next steps

Working Group meeting scheduled for March 31st, and Scott will be sending out notice.

5.3 County Official Plan - update

Sonya reported that approval anticipated by end of the month. One of the modifications will be delineated rural settlement areas. The Ministry does not provide draft decisions anymore; therefore, final Decision with Ministry Modifications will be sent and there will be appeal process. Implementation of the County Official Plan is still unknown, and the County budget only provided \$11,000. for the County Official Plan implementation; therefore, unknown how the County will address response obligations with respect to Provincial Plans consultation, and Official Plan Amendments for area municipalities.

5.4 Infrastructure Funding Resolution - deferred from last meeting.

Shelburne and Orangeville have received benefit of Infrastructure funding but the rest of the municipalities in Dufferin, including the County, have been eliminated from the funding stream for the next 10 years, due to criteria that cannot be met. Keith to draft resolution. Matter deferred.

5.5 Development Charges Act (and Planning Act) changes - Update

Development Charges Act changes do not appear to be of huge consequence though may be more reporting requirements than in the past.

5.6 Bill 8 - Public Sector and MPP Accountability and Transparency Act, 2014

Municipalities to put policy in place, though nothing related to municipalities has been proclaimed as yet.

5.7 Other

5.7.1 Fill Bylaws discussed, and appeals to Normal Farm Practice Board, who take the position that the bylaws do not apply. Matter deferred pending further information.

6. Date of Next Meeting(s) and Adjournment:

6.1 Next meetings to be at Monora on April 17, 2015.

DUFFERIN MUNICIPAL OFFICERS ASSOCIATION

Minutes of Meeting held on April 17, 2015 @ 9:00 a.m.
Monora Park Pavilion -Town of Mono

MEMBERS PRESENT:

Keith McNenly - Chair - Town of Mono

Susan Stone - Secretary - Treasurer - East Garafraxa and Amaranth

John Telfer - Town of Shelburne

Heather Boston - Mulmur Township

Terry Horner - Mulmur Township

Alan Selby - County of Dufferin

Les Halucha - Town of Mono

Jane Wilson - Town of Grand Valley

OTHERS PRESENT:

Jon Hebden - MPAC

Rebecca Augustyn - MMAH

1. Meeting called to order:

1.1 Keith McNenly, Chair, called meeting to order.

March 13, 2015 minutes deferred till next meeting.

2. Delegations:

2.1 None at this time.

3. MMAH:

3.1 Rebecca Augustyn - Municipal Advisor, Central Ontario - Update

Rebecca was introduced to the members, and she provided hand out regarding the Ministry programmes and initiatives. Rebecca noted upcoming Municipal Act review, and it was suggested that the issue of Fill importation/exportation needs to be addressed. Community Hubs the focus of the Ministry, but conflicts with School Board joint ventures and policies raised at CAO's Forum recently. Bill 8 (Public Sector and Accountability and Transparency Act) discussed, which has had 3rd reading and Royal Assent but not yet proclaimed. This expands to role of the Ombudsman for municipalities, though more clarity after proclamation. This provides Ombudsman with broad investigative powers which could include personal matters, not just legislative investigations.

Bill 73 - Proposed Smart Growth for Our Community Act, 2015 in consultation process.

Excess Soil - Guide for Best Management Practices brought forth discussion regarding all the issues area municipalities (those north of Toronto in particular) are having. Rebecca noted that the Soil Environmental Bill of Rights (EBR) final review is June, 2015. It was suggested that waste regulations should apply, and that fill should not be a “take it to municipal boundary and dump” situation. It was noted that a local fill proposal was referred by an applicant to the Normal farm Practices Board. These issues are extremely onerous for municipal staff and result in costly legal proceedings.

4. MPAC:

4.1 Jon Hebden - General Information and Update

Jon addressed members regarding various matters including growth projections, and indicated they will pick up any permits/occupancy issued by October/November, 2015. Jon also provided a staffing update, noting that they are going through a total re-organization. He also requested that MPAC be permitted to review building plans for those properties that are gated, to which MPAC cannot gain access. Discussion ensued regarding building permits and inspection status reports, and it was suggested that the building department be requested to provide building permit reports including final inspections and occupancy. It was also suggested that MPAC be notified by the local municipality of any occupancy we become aware of. Also discussed was election lists and suggestion that there be new sources for lists, as the Provincial, Federal and MPAC lists not proper or up to date. This would impact municipalities directly, so will need to follow recommendations.

5. County/Local Municipalities:

5.1 County/Municipal Budgets

5.1.1 Update

5.1.2 County Levy Split (Alan)

5.1.3 Tax Rate Bylaw 2015-10

County budget passed as well as most local municipal budgets, with the exception of Orangeville, Amaranth and East Garafraxa. County total tax levy up 2.8% and assessment growth up 2.2%. County Road Review now complete but has not been circulated to local municipalities at this time, though some significant recommendations which will impact local budgets. Alan provided a chart outlining analysis of the County levy by municipality, and also provided Tax Rate Bylaw Schedule.

5.2 Source Water Implementation Funding - Update

Working Group meeting regularly.

5.3 County Official Plan - Update

Alan reported no appeals as far as he knew. Notice of motion regarding plan of subdivision (and condominium approval), but not sure of timing for OPA approval for Mono and Orangeville. \$30,000. has now been included in the County budget from reserves, but moving forward, not sure how Plan to be implemented, and there will need to be co-ordination/communication between the County and local municipalities.

5.4 Ontario Premier Announces Cap and Trade System to Reduce Greenhouse Gases - Discussion

The increase in the gas tax is meant to prevent us from issuing carbons, but is not feasible. Information was requested about how this applies to municipalities, but details are not available at this time.

5.5 Infrastructure Funding Resolution - deferred from last meeting (Keith)

Keith advised that he addressed the issue of funding and restrictions on smaller municipalities at CAO's Forum yesterday in Kettleby, and suggested that the Ontario funding should be formula based, noting that because we aren't eligible for Provincial funding, we also cannot access Federal funding, and are impacted for the next 10 years.

5.6 Bill 8 - Public Sector and MPP Accountability and Transparency Act, 2014

No update at this time.

5.7 POA - Proposed new agreement and claw back request

Discussion ensued regarding budget numbers, and Caledon costs vs revenues. Suggestion that Dufferin municipalities could do their own collections. Mono addressing the issue of billing and claw backs at their next council meeting.

5.8 Site Alteration/Fill Issues - Update/Discussion

Nothing further at this time, though matter to be addressed at AMO by members who will be attending along with funding issues.

5.9 Other

5.9.1 Discussion regarding award of \$7.85 million for crossing guard situation in Hamilton. City insurer to pay.

5.9.2 MFOA Conference in Blue Mountain September 23, 24 and 25/15.

6. Date of Next Meeting(s) and Adjournment:

6.1 Next meetings to be at Monora on June 5, 2015 and September 18, 2015.



Town of Orangeville
87 Broadway, Orangeville, Ontario L9W 1K1
Tel. 519-941-0440 Fax 519-941-9033 Toll Free 1-866-941-0440
www.orangeville.ca

June 1, 2015

The Honourable Madeleine Meilleur, Attorney General
Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9

Pam Hillock, Clerk/Director of Corporate Services
County of Dufferin
55 Zina Street
Orangeville ON L9W 1E5

Carey deGorter
Director of Administration/Town Clerk
Administration
Town of Caledon
6311 Old Church Road
Caledon, ON L7C 1J6

Re: Provincial Offences Act – Delivery of Services within Dufferin County

At its meeting on Monday, May 25, 2015, the Council of The Corporation of the Town of Orangeville approved the following resolution:

“That Council endorse the resolution of the Council of the Town of Mono calling for the County of Dufferin in co-operation with the Town of Caledon to investigate the delivery of the Provincial Offences Act service within the County of Dufferin, and that a discussion paper be prepared for the consideration of the County of Dufferin, local Dufferin municipalities, the Town of Caledon and the Province.”

Below is the resolution approved by the Town of Mono Council on April 28, 2015:

“WHEREAS the Province and the Town of Caledon entered into a Memorandum of Understanding on March 18th, 1999 for the transfer of court administration and court support functions for proceedings commenced under Part 1 and Part 2 of the Provincial Offences Act, prosecution of proceedings under Part 1 and Part 2 of the Provincial Offences Act, appeals of proceedings, and other certain delegations;

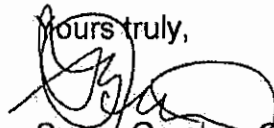
AND WHEREAS some terms in the original MOU are outdated, including the management fee which was established at 20% and has since increased to nearly 60% of the fines revenue;

AND WHEREAS the County of Dufferin since that time, has constructed new POA office space and courtroom(s) that are occupied by the Town of Caledon staff;

AND WHEREAS the County Of Dufferin may now be positioned to enter into a Memorandum of Understanding with the Province to administer Provincial Offences Court for the County of Dufferin municipalities;

NOW THEREFORE we request, with the consent of the Dufferin County municipalities, that the County of Dufferin, in co-operation with the Town of Caledon, investigate delivery of the of POA service within the County, and that a discussion paper be prepared for consideration of the County, the Dufferin local municipalities, the Town of Caledon and the Province.

AND THAT this resolution be circulated to the County of Dufferin, the Town of Caledon, the Ministry of the Attorney General, and Dufferin local municipalities."

Yours truly,

Susan Greatrix, Clerk
Town of Orangeville

Tel: 519-941-0440, ext. 2242

Fax: 519-941-9033

Cell: 519-278-4948

sgreatrix@orangeville.ca | www.orangeville.ca

cc: Keith McNenly, CAO and Clerk
Town of Mono
347209 Mono Centre Road
Mono ON L9W 6S3

Jane M. Wilson, CAO/Clerk-Treasurer
Town of Grand Valley
5 Main St. N.
Grand Valley ON L9W 5S6

John Telfer, CAO / Clerk
Town of Shelburne
203 Main Street East
Shelburne ON L9V 3K7

Susan M. Stone, CAO/Clerk-Treasurer
Township of Amaranth
Township of East Garafraxa
374028 6th Line
Amaranth ON L9W 0M6

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

Terry Horner, CAO/Clerk
Township of Mulmur
758070 2nd Line E
Mulmur ON L9V 0G8



Media Alert

RBC Blue Water Project to present \$50,000 donation to tackle invasive Phragmites in Collingwood

When:
Thursday, June 4, 2015, at 4 p.m.

Member Municipalities

Adjala-Tosorontio
Amaranth
Barrie
The Blue Mountains
Bradford-West Gwillimbury
Clearview
Collingwood
Essa
Innisfil
Melancthon
Mono
Mulmur
New Tecumseth
Oro-Medonte
Grey Highlands
Shelburne
Springwater
Wasaga Beach

Watershed Counties

Simcoe
Dufferin
Grey

Where:
RBC Royal Bank, 280 Hurontario St, Collingwood ON L9Y 2M3

Who:
Representatives from RBC and the community partners receiving the funding, including David Sweetnam, executive director of Georgian Bay Forever and Gail Ardiel, deputy mayor of the Town of the Blue Mountains and vice-chair of the Nottawasaga Valley Conservation Authority (NVCA)

Overview:
Phragmites, also known as European common reed, is an invasive grass that is threatening to take over wetlands and beaches along the Collingwood shoreline. Growing up to 5 metres high, *Phragmites* destroys wildlife habitat and negatively affects recreational activities like swimming, boating and fishing.

With this generous donation of \$50,000 from the RBC Blue Water Project, Georgian Bay Forever, the Nottawasaga Valley Conservation Authority (NVCA), the Town of Collingwood and a very active group of community members will continue their work to monitor and remove *Phragmites* in the area. During the early part of the summer, NVCA will map and prioritize *Phragmites* stands for removal. Later in the summer, community partners and volunteers will tackle the priority stands, with the goal of containing the spread of this devastating shoreline invader.

The RBC Blue Water Project and RBC Royal Bank Collingwood are longstanding supporters of water and environmental projects in our area. Also on June 4, Collingwood branch staff will work with NVCA to tackle another invasive species, garlic mustard, at the Petun Conservation Area on the Niagara Escarpment. Like *Phragmites*, garlic mustard is an introduced species that quickly invades and dominates the environment. In the forested areas at Petun, garlic mustard is pushing out native species like trilliums.

Member of



Conserving our Healthy Waters

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY • Centre for Conservation
John Hix Conservation Administration Centre • Tiffin Conservation Area • 8195 8th Line • Utopia, On L0M 1T0
Telephone: 705.424.1479 • Fax: 705.424.2115 • Web: www.nvca.on.ca • Email: admin@nvca.on.ca

Info 2 - June 18, 2015

More information on invasive species:

- Invasive Species in the Nottawasaga Valley watershed - www.nvca.on.ca/watershed-science/invasive-species
- Ontario's Invading Species Awareness Program - www.invadingspecies.com

More information on the project funder and community partners:

- RBC Blue Water Project - www.rbc.com/community-sustainability/environment/rbc-blue-water/
- Georgian Bay Forever - www.georgianbayforever.org/
- Nottawasaga Valley Conservation Authority - www.nvca.on.ca

Media contacts:

Heather Kepran, communications coordinator, NVCA
705-424-1479 x254 or hkepran@nvca.on.ca

David Sweetnam, executive director, Georgian Bay Forever
905-880-4945 x1 or executivedirector@georgianbayforever.org



PRESS RELEASE

County of Dufferin
55 Zina Street
Orangeville, ON L9W 1E5

For Immediate Release: Wednesday, June 3, 2015

DUFFERIN ONE OF TOP PERFORMERS IN WASTE DIVERSION AND BLUE BOX EFFICIENCY IN ONTARIO

Dufferin County – Numbers released earlier this month by Waste Diversion Ontario (WDO) for 2013 reveal that Dufferin had one of the most efficient blue box programs in the Province and ranked among the top 21 municipalities for the amount of waste diverted from landfill during the first year of County authority for Waste Services. Here's how it breaks down:

2nd Most Efficient Blue Box Program

The "net cost per tonne of marketable recyclable material" is a measure that considers all expenses and revenues related to the blue box program and is a good indicator of the overall efficiency. Dufferin's net cost per tonne of marketable recyclable material is \$109, which is the second lowest of the 226 municipalities across Ontario that reported to WDO.

Diversion Rate among the top 21

Dufferin's 2013 diversion rate of 53.68% is among the top 21 municipalities that achieved 50% or greater waste diversion from landfill within the Province. In fact, Dufferin ranks 14th overall within the Province, and 3rd when compared with the municipalities in WDO's Municipal Group of similar size, population density and program service. The diversion rate measures the percentage of waste material that is prevented from going to landfill through diversion programs, such as the Blue Box, Green Bin, yard waste, hazardous, and electronic waste recycling.

Paul Mills, chair of the Public Works Committee commented, "To be both a top performer, and one of the most efficient is great news. Dufferin residents should be very proud of their efforts".

The reported figures come from WDO's Municipal Datacall, which requires municipalities across Ontario to provide recycling and waste tonnages, program costs, revenues, and other program details to be eligible for Blue Box Program funding.

Media contact:

Scott Burns, P.Eng., C.E.T.
Director of Public Works & County Engineer
sburns@dufferincounty.ca
519.941.2816 ext. 2601

GRCA Current



June 2015 • Volume 20 Number 5

GRCA General Membership

Chair	Jane Mitchell
Vice-Chair	Vic Prendergast
Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley	Guy Gardhouse
Townships of Mapleton and Wellington North	Pat Salter
Township of Centre Wellington	Kelly Linton
Town of Erin, Townships of Guelph/Eramosa and Puslinch	Chris White
City of Guelph	Bob Bell, Mike Salisbury
Region of Waterloo	Les Armstrong, Sue Foxton, Helen Jowett, Geoff Lorentz, Jane Mitchell, Joe Nowak, Wayne Roth, Sandy Shantz, Warren Stauch, Wayne Wettlaufer
Municipality of North Perth and Township of Perth East	George Wicke
Halton Region	Cindy Lunau
City of Hamilton	Jeanette Jamieson
Oxford County	Bruce Banbury
County of Brant	Brian Coleman, Shirley Simons
City of Brantford	Dave Neumann, Vic Prendergast
Haldimand and Norfolk Counties	Bernie Corbett, Fred Morison

Park Hill hydro proposal

A proposal for a new hydro plant at Park Hill Dam in Cambridge is being prepared by GRCA staff.

The proposal must be submitted to Ontario Power Authority (OPA) for a new round of projects under the Feed-in Tariff program in July.

The Park Hill Dam project is expected to cost about \$5 million to increase the GRCA's hydro production capacity. It is expected to produce about 500 kwh of power, a little less than the existing Shand Dam facility.

This is the third time that a request has been made under this program, which will guarantee up to 24.6 cents per kilowatt hour for the next 40 years.

The Grand River Conservation Foundation is raising funds to assist with construction costs for this new facility, if it is approved.

The GRCA already operates three hydro generating facilities — at Shand Dam, Conestogo Dam and Guelph Dam.

Niska buildings

The GRCA plans to demolish some vacant buildings on the GRCA's Niska property on the outskirts of Guelph.

The buildings are on the 47-hectare (116-acre) site that was leased to the Niska Wildlife Foundation until 2014. Six buildings are in poor condition and it is expected to cost \$180,000 to \$230,000 to demolish them. However there may be additional costs.

The demolition is part of the site rehabilitation. An additional shed is in good condition and the GRCA is considering moving it to a conservation area.

Despite signs that prohibit trespassing, the buildings have been broken into several times and they are a safety concern. Several kilometres of fencing have been taken down. The Kortright Waterfowl Park operated at this location until 1995.

Emergency training at Rockwood

An emergency training exercise called Exercise Tempest took place at Rockwood Park in May.

This involved many GRCA staff members, including some who were acting as park visitors impacted by a tornado. As well, the OPP, the Guelph/Eramosa Fire Department and Wellington County Emergency Services were called to the park after the phantom tornado hit. Emergency personnel who arrived at the scene faced several challenges all at the same time.

This exercise was undertaken in order to verify the effectiveness of emergency procedures and improve communications.

Dam and dike projects

The GRCA anticipates spending \$1.3 million on dam and dike projects over the next year.

The major projects that will be undertaken are \$200,000 for heaters at Shand Dam to melt ice and a further \$200,000 to restructure the Drayton channel on the Conestogo River. In Brantford about \$150,000 will be needed for dike repair work. A further \$140,000 will be used for railings to improve public safety at several locations.

Several other projects include a dam safety study at Laurel Dam, Conestogo Dam pavement repairs and emergency generator upgrade and embankment repair at Wellesley Dam. An asset management plan for water control structures, and continued dike safety studies for Brantford, Bridgeport and Cambridge dikes are also planned.

Dry warm weather

Only a few years have been drier than 2015 so far.

Rainfall during the first three weeks of May was lowest at six per cent of normal rainfall at Woolwich Reservoir, compared to a high of 40 per cent at Luther Marsh. Fortunately the month of May ended with a significant amount rain over two days that helped to alleviate the dry conditions. At



www.grandriver.ca

Grand River Conservation Authority

Shade's Mills, for example, 75.4 mm of rain was recorded during the last two days of May. This is what is normally received during the entire month.

GRCA reservoirs are within the normal operating range and river flows were low during the month. A lot of water coming down the river in May originated in the reservoirs — about 50 per cent through Kitchener, 20 per cent through Brantford and 20 per cent below Guelph in the Speed River.

Temperatures across the watershed were also warmer than normal — about 2.8 degrees above the long-term average for May. This reverses the cold weather trend of the first months of the year.

Groundwater recharge started later in the year than normal and could be less because of the dry weather.

Road resurfacing

The GRCA will spend nearly \$200,000 on road surface treatments this year and the work will be carried out by Cornell Construction Ltd. of Brantford.

The GRCA maintains about 146 kilometres of paved roadways and 11.6 hectares of parking lots. Park and cottage lot roads are heavily used during the summer season.

Cornell Construction was the only bidder on this project and has carried out the surface treatment for the GRCA in previous years.

Conservation grants awarded

Four community groups and 10 schools are receiving Community Conservation Grants from the Grand River Conservation Foundation and the GRCA.

Grants were awarded to qualified groups (i.e. a registered charity), and to elementary schools that are undertaking conservation projects in Grand River watershed communities. Grants support environmental projects that are tangible and available for the use or benefit of the entire community. The grants for \$500 are going to these community groups:

- Arthur Trails Group, for two information kiosks that will be located at each end of the Arthur River Trail in Wellington North
- Pollination Guelph, for a pollinator



GRCA staff, firefighters, police and emergency personnel worked together at a mock emergency at Rockwood Park in May. The goal of this training exercise was to put the emergency response plan for the park to the test and see what improvements could be made for a more effective response during a real emergency. This is one of several scenarios that were underway at the park in the aftermath of a tornado as part of the exercise.

habitat on the grounds of Hospice Wellington in Guelph

- rare Charitable Research Reserve, to establish honey bee hives to improve pollination and education at rare in Cambridge
- Trout Unlimited Middle Grand Chapter, to restore a reach of Hiller Creek in Plattsville

The 10 schools receiving grants of \$300 each for schoolyard greening projects are Branlyn Eco-Club, Brantford; Edna Staebler Public School, Waterloo; Emily C. General Elementary School; Ohsweken, Eramosa Public School, Rockwood; Gateway Drive Public School, Guelph; Holy Family School, Paris; Jean Little School, Guelph; Oneida Central School ECO Club, Caledonia; River Heights School, Caledonia; and St. John Catholic School Parent Council, Arthur.

June events underway

About 35 public events are slated for June that either take place in the parks and nature centres or involve the GRCA.

These include a workshop on windbreaks for landowners June 16, many educational events for families, a few community runs and Friday Night movies each week at Shade's Mills in Cambridge.

Tubing is operating at the Elora Gorge on

weekends. The 1.5 acre pool at Brant Park opens June 12 and the two-acre pool at Byng Island opens June 21. The splash pad at Elora Gorge also opens in the middle of June but the date is not yet firm.

For a full schedule of events, visit www.grandriver.ca/events.

This issue of *GRCA Current* was published in June 2015.

It is a summary of the May 2015 business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

Next board meeting:

June 26 at 9:30 a.m.,
GRCA Administration Centre.

Receive GRCA Current:

GRCAcurrent-subscribe@grandriver.ca

Meeting reports:

www.grandriver.ca/MeetingReports

Coming events:

www.grandriver.ca/Calendar

Grand Actions newsletter:

www.grandriver.ca/GrandActions

From: AMO Communications <communicate@amo.on.ca>
Sent: June-04-15 5:06 PM
To: dholmes@melancthontownship.ca
Subject: AMO Update - Key Legislation for Municipalities Moves Forward

June 4, 2015

AMO Update – Key Legislation for Municipalities Moves Forward

The Ontario Legislative Assembly is recessing June 4th for the summer. Before the summer break, MPPs considered and approved a number of pieces of legislation of interest to municipalities. Below are summaries of the Bills and links to the legislation on the Legislative Assembly site. AMO encourages municipalities to review the statutes to assess local impacts.

Bill 31 – *Making Ontario's Roads Safer Act*

Bill 31 amends the *Highway Traffic Act* to promote road user safety and to ensure that fines levied under the *Provincial Offences Act* (POA) by municipalities must be paid before vehicle plates can be renewed. Improving the collection of unpaid fines has been a longstanding concern for the municipal sector. AMO applauds the passage of this legislation. The Bill includes among other items:

- Increased fines for distracted driving and harmonizes alcohol and drug impaired driving sanctions;
- Ensures that drivers must wait until pedestrians have left a crosswalk before they can begin driving again;
- Increases fines for motorists that 'door' cyclists and establishes a one-meter passing rule; and
- Denies plates for vehicles with unpaid *Provincial Offences Act* fines.

Municipal Impact: The changes in this Bill should help to make Ontario's roads safer for all users. Municipalities are particularly pleased to see the changes with regard to POA fines collection. This will ensure that all drivers are accountable for their actions. While congratulating the government on passing this Bill, AMO is calling on the Ministry of Transportation to begin working on implementing the POA changes immediately. AMO's President's remarks at Legislative Committee can be found [here](#).

Bill 6 – *Infrastructure for Jobs and Prosperity Act*

Bill 6 establishes principles for infrastructure funding that all public sector organizations must use in their decision making. It also requires that the provincial government establish and update a long term infrastructure plan and that certain projects use architects, engineers and other design professionals, as well as apprentices. The *Act* was amended to include social housing and to establish the authority for the government to regulate municipal and Broader Public Sector asset management plans.

Municipal Impact: While AMO is supportive of the introduction of a long term infrastructure plan for the province and the use of professionals in project design and apprentices on some projects, many municipalities may be cautious about the introduction of a requirement to harmonize municipal asset management plans and its implications for resources. Municipalities have made great strides in recent years, supported by provincial funding and guidance, on implementing asset management as a living decision making tool. AMO and other municipal organizations have created training and guidance to help municipal governments. New rules could jeopardize this momentum. Read [AMO's submission on Bill 6](#).

Bill 66 – *Great Lakes Protection Act* – Passed Second Reading and Ordered to Standing Committee on General Government

Bill 66 creates a Great Lakes Guardians Council to advise the Minister of the Environment and Climate Change and requires the Minister to create an Ontario Great Lakes Strategy to protect the lakes, and monitor and report on their ecological health. The Bill allows the Minister to establish targets for protection of the lakes and allows establishing initiatives that are focused geographically. To do this, the *Act* requires consultation with municipalities before these initiatives are established. Decisions and plans made under the *Planning Act* and *Condominium Act* must conform to policies designated under the *Act* to achieve protection of the lakes. This has implications for municipalities.

Municipal Impact: As of June 4, 2015, this legislation has passed second reading and has been ordered to standing committee for review. Many municipalities will welcome this *Act* and AMO is pleased to see that some amendments to the Bill have been made

since it was originally introduced that reflect the concerns we have raised. Often municipal governments have invested in actions to make their waterfronts and near shore areas more attractive as part of community and economic development plans. Initiatives under this *Act* should support these. However, AMO has raised concerns regarding investments needed to implement initiatives under this legislation and will continue to look to the government to identify these resources. Read [AMO's submission](#) on the *Great Lakes Protection Act*.

Contact: Craig Reid, Senior Advisor, E-mail creid@amo.on.ca or 416-971-9856 Ext. 334.

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.

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From: Wielgos, Brittney (OMAFRA) <Brittney.Wielgos@ontario.ca>
Sent: June-05-15 12:42 PM
To: Justin Stein (justinstein0007@gmail.com) (justinstein0007@gmail.com); jwilker@thomsonrogers.com; David Germain (dgermain@thomsonrogers.com) (dgermain@thomsonrogers.com); ekehoe@sympatico.ca; Don MacFarlane (macfarlane.don.m@gmail.com) (macfarlane.don.m@gmail.com); carmela_marshall@yahoo.ca; Luellaholmes@aol.com; Katherine Lindsay (km_lindsay@hotmail.com) (km_lindsay@hotmail.com); Denise Holmes (dholmes@melancthontownship.ca) (dholmes@melancthontownship.ca)
Cc: Curran, Becky (OMAFRA)
Subject: Notice of Pre-Hearing Conference No. 2
Attachments: NOTICE of PRE-HEARING CONFERENCE No.2 for July 20.doc

Please find attached the Notice of Pre-Hearing Conference No.2 in the matter of Cox v. Town of Mono.

The Board's Rules of Practice and Procedure are accessible at <http://www.omafra.gov.on.ca/english/engineer/nfppb/rules.htm>. Other information on the Board is accessible at <http://www.omafra.gov.on.ca/english/engineer/nfppb/nfppb.htm>.

If you have any questions, please contact me through the contact information below.

Brittney Wielgos, Secretary (A)
Normal Farm Practices Protection Board
1 Stone Rd. W., 3rd Floor
Guelph, ON N1G 4Y2
Tel: 519-826-3773
Brittney.wielgos@ontario.ca

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**Normal Farm Practices
Protection Board**

3rd Floor
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**Commission de protection
des pratiques agricoles
normales**

3^e étage
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél.: (519) 826-3773



NORMAL FARM PRACTICES PROTECTION BOARD

IN THE MATTER OF the *Farming and Food Production Protection Act, 1998*

AND IN THE MATTER OF application to the Board, under Section 6 of the *Farming and Food Production Protection Act, 1998*, for a determination as to whether a municipal bylaw is restricting a normal farm practice.

Board File No.: 2014-05: Cox v. Town of Mono

NOTICE OF PRE-HEARING CONFERENCE #2

The Normal Farm Practices Protection Board hereby appoints Monday, July 20, 2015, beginning at 10.30a.m., for a Pre-Hearing Conference. This will be held in the municipal facilities of the Town of Mono, 347209 Mono Centre Road, Mono, ON L9W 6S3; (519) 941-3599.

The purpose of this conference is to address procedural and other matters relating to the application by Douglas Cox of 875003 5th Line, Mono, ON, regarding Bylaw No. 2014-31 of the Corporation of the Town of Mono, Ontario, as set out in the Orders of the Board dated May 4, 2015 and May 13, 2015 (attached). The Pre-Hearing Conference will be held according to Rules 23 to 27 of the Board's Rules of Practice and Procedure accessible at <http://www.omafra.gov.on.ca/english/engineer/nfppb/rules.htm>.

If you do not attend and are not represented at the Pre-Hearing Conference, or if you do not file your written submission with the Board as per the May 13, 2015 Order, the Board may proceed in your absence and you will not be entitled to any further notice of the proceedings.

DATED at Guelph this 5th day of June, 2015.

Brittney Wielgos, (Acting) Secretary
Normal Farm Practices Protection Board
1 Stone Road West
Guelph, Ontario N1G 4Y2
519-826-3773

From: Ontario Good Roads Association <info@ogra.org>
Sent: June-09-15 3:03 PM
To: dholmes@melancthontownship.ca
Subject: Asset Management Study Précis

Asset Management Study Précis

In April 2015, the Government of Ontario reaffirmed its commitment to infrastructure renewal. Over the next 10 years, Ontario will invest \$130-billion dollars in public assets such as transit, roads, hospitals, bridges, schools and water. To ensure that this money is invested wisely, the Government of Ontario has embraced asset management planning. In its most simple form, asset management allows decision makers to look at infrastructure and determine the right treatment to the right project at the right time.

Since 2014, municipalities have had to file asset management plans in order to receive funding from the province. At the same time, the province tabled Bill 6, The Infrastructure for Jobs and Prosperity Act, 2014, which if passed will commit the province to the same long-term planning framework that municipalities now use.

In spite of the emphasis that has been given to asset management planning there is still a considerable amount of work to do. To measure the progress that has been made over the last two years, the Ontario Good Roads Association (OGRA) and Marmak Technologies commissioned a study by the Department of Civil Engineering at the University of Toronto to identify some of the barriers that are keeping Ontario municipalities from realizing the full benefits of asset management planning.

As one study participant concluded, municipalities have yet to move from the stage of “we believe in [asset management] and understand that we need it” to the stage of “we understand how to do it, are implementing it and using it to drive our decision-making”. The three most pressing issues are:

- **Inadequate human resources:** Municipalities have insufficient staff resources to handle the work required to develop asset management plans. This invariably means that they are also short-staffed when it comes time to implement asset management systems. This problem is most acute in smaller municipalities, which happen to make up almost two-thirds of all Ontario municipalities. In many larger municipalities, existing staff are dedicated to other tasks. The vagaries of regional labour markets, particularly in smaller municipalities, often means that qualified staff can be hard to find, even when financial resources are available.
- **Lack of a common asset management model:** While the Government of Ontario’s directive specified a common outline for asset management plans, there was no accompanying clear guidelines to help municipalities during the development of their plans. Common technical specifications would help municipalities in the development of their plans and, equally important, they would allow the province to compare plans to one another. In the absence of top-down direction, many municipalities reflexively end up using “what seemed logical.”
- **Inadequate use of technology:** The technologies that municipalities employ to collect data could be quickly and efficiently fixed. Currently, municipalities used a variety of methods for data collection – each with varying degrees of reliability – and different data standards for representing data. This stands to make future analysis of performance and comparisons of asset conditions an unnecessarily difficult task.

To read the full report [click here](#).

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.

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March 2015

Executive Summary

Ontario has made significant progress in increasing awareness of asset management planning throughout its municipalities. This included a substantial effort on behalf of the government, non-governmental organizations (NGOs), and many professional and educational institutes in spreading the culture as well as developing guidelines and best practices. These efforts culminated in enacting a mandate to develop asset management plans and tie them to access to provincial funding—an extremely progressive policy.

Over the last two years, 400+ municipalities in Ontario successfully developed and published asset management plans. These asset management plans provided an opportunity to study the nature and depth of the culture, understanding, and the logistics of asset management in Ontario.

While our analysis focused only on the road sector, it is obvious that there is an adequate understanding (in fact, a belief) in the concept of asset management and its importance. However, a few gaps need to be bridged before we can adequately conclude that asset management has moved from the stage of “we believe in it and understand that we need it” into a stage of “we understand how to do it, are implementing it and it drives our decision making”; as adequately stated by one of our interviewees. Chief among these gaps are the following (please note that these are limited to the scope of this study and should not reflect a general finding regarding the overall implementation of asset management practices in Ontario):

The lack of adequate human resources: it is obvious that there are insufficient staff resources to handle the work required to drive the development of the plans let alone the actual implementation of asset management systems. Many smaller municipalities, do not have staff that can be dedicated to handling the task. In many larger municipalities, existing staff is overwhelmed by other tasks. In both cases, and in particular smaller municipalities, it is very difficult to qualify and/or find adequately qualified staff even if financial resources are available.

Lack of a common asset management model: while the Ontario directive has specified a common outline for asset management plans, there is no clear guidelines to help municipalities in conducting technical aspects of plan development. While it is not expected from the Province to develop a standardized means for conducting each step (such as data collection, deterioration modelling, financial forecasting, etc.), having common technical specifications is helpful. The means by which many municipalities have conducted these tasks differ widely even though many of them shared the same boundary conditions. Many municipalities did not have the ability to evaluate the merit of different approaches and ended up using “what seemed logical.” This will create a major problem in the future for any decision maker—how will they be able to compare the findings of these reports? More importantly, how will they be able to evaluate the reliability of these findings?

Inadequate use of technology: while the gaps outlined above are long-term issues and could consume extensive effort, the use of standardized technologies in data collection and representation is a quick and very efficient first solution towards addressing these gaps. Municipalities used a variety of methods for data collection (with varying degrees of reliability) and different data standards for representing data—which can make future analysis of performance and comparisons of asset conditions across the Province a very difficult task.

Based on the findings of this report, it is obvious that Ontario needs to progressively invest in creating the technical specifications for asset management practices and promote the development of human resources. Some of the options that should be considered for further investigation include issuing a set of flexible specifications for interoperability in representing asset data attributes (from location, to conditions, to costs, etc.). This approach should be coupled with a clear manual on the methods of using such data for assessing conditions, remaining life, and estimating maintenance costs. The Province can even consider developing a cloud-based smart system that requires municipalities to upload their standardized data to its server which would return relevant analysis. Asset management issues are similar and as such using standardized (yet flexible) data representation and collection methods as well as streamlined analysis tools make sense.

The main roles of the Province in the next phase, it can be argued, are to support interoperable representation of data, pool resources to foster active use of such data, and invest in the training of existing and new staff.

Acknowledgements

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Introduction and Purpose

Municipal asset management refers to the efficient, long-term analysis of civil infrastructure systems to optimize their performance from engineering, economic, and environmental perspectives. Asset management planning is a sustained systematic process of designing, operating and maintaining assets/facilities effectively. It streamlines decision-making through the life cycle of an asset to provide the best value to system users and an optimum budget performance. Asset management is tied to a “best value” and “service delivery” model which encompasses the following paradigms (Esmaili 2012):

- **Service delivery:** addressing the social, environmental, and economic needs of stakeholders;
- **Life cycle approach:** assessing the operating and maintenance requirements, and the implications of eventual replacement or retirement of assets;
- **Integrated approach:** coordinating service delivery, across all assets and all governmental agencies by looking beyond stewardship of individual assets and examining the collective performance of the total asset base during decision making; and
- **Accountability for asset investments:** requiring and providing greater transparency and quality in accounting and reporting practices.

The practice of asset management gained momentum in the last two decades with the realization of the pressing need to preserve our infrastructure, which is deteriorating at an increasing rate. However, knowledge about asset management is relatively new in Ontario with drastic variances in the aptitude and capacity to understand and develop asset management plans. Lately, the Government of Ontario has tied provincial funding to the development of asset management plans. This includes requirements for collection of data, assessment of current state of infrastructure systems, and assessment of needed changes along with investments. A summary of the Province's directive is available in Appendix A: Ontario's Asset Management .

This study maps current asset management plans to a set of criteria, and looks beyond the plans themselves with emphasis on the process used to develop the plans. The scope of this study is limited to roads and bridges, and some emphasis is placed on municipalities with very small (less than 10,000) and small (between 10,000 and 50,000) population sizes.

This report describes the method and outcomes of this study which involved a review of a sample of asset management plans by municipalities in Ontario. The report presents criteria suggested for categorizing current plans while taking into consideration municipality sizes, the level of detail of the asset management plan, and the comprehensiveness of the plan development process. These criteria were used for assessing current asset management plans and development methods, and more importantly as a guide to municipalities for developing future plans and updating current plans.

This assessment produced a number of recommendations including a shift in direction towards more scenario-based planning and user-based definition of levels of service. More importantly, it is evident that a standard for asset management plans is a necessary tool for moving forward, especially with respect to data management and exchange.

Objectives and Methodology

Municipalities in Ontario have developed asset management plans per the provincial directive. However, there was no standardized method or process for developing these plans. A wide range of diversity exists

in the submitted plans in terms of structure, level of detail, and overall goals. Analyzing these plans presents a unique chance to understand the manner by which municipalities perceive, understand and conduct their asset management planning. If analyzed effectively, the plans could also be a source for identifying needs of municipalities and exposing gaps in provincial support programs.

This study aimed to develop a macro-level analysis of the asset management plans submitted by Ontario municipalities. This includes:

1. **Sampling:** this step was necessary as it was not feasible to analyze over 400 plans in a short time frame. The first task was to select a representative sample of asset management plans that span the main categories of municipalities: large and small, urban and rural, recent and older (developments).
2. **Analysis of the plans:** reviewing the selected plans and developing an analysis of the following aspects:
 - a. Structure of the plans: what were the contents of the plans?
 - b. Data collection methods: what means were used to collect data?
 - c. Data models: is there consistency in definitions of asset attributes
 - d. Deterioration modelling: what tools were used to estimate the level of service (LoS), current conditions, and expected life of infrastructure systems?
 - e. Cost estimation: what parameters and approaches were used to estimate the budgets required for rehabilitating existing systems?

Selecting Municipalities

Ontario hosts 444 municipalities that vary in size from the City of Toronto, its largest municipality, with 2,615,060 residents (2011 census) to much smaller municipalities with fewer than 5,000 residents.

In selecting municipalities for analysis, we used the following categorization approach:

1. **Size:** we divided municipalities into four categories: large, medium, small, and very small. Very small municipalities are those with populations of 10,000 or less, forming most of the municipalities in Ontario. Small municipalities are those between 10,000 and 50,000 in population while medium municipalities are those between 50,000 and 150,000. The smallest number of municipalities represented are large municipalities with over 150,000 inhabitants.
2. **Location:** we generally categorized municipalities as northern and southern with the aim of maintaining a proper geographic spread.
3. **History of asset management planning:** the selection of municipalities in this category was the most subjective in this study. It depended on anecdotal evidence and input from experts about municipalities that have had a track record of using and implementing asset management plans.
4. **Implementation of data management:** Municipalities that have implemented data management software packages were categorized separately. This categorization provides a chance to investigate correlations with the use of various software packages.

A total of 24 municipalities were selected for review, including one county. Of these municipalities, some were selected for further surveying through predefined questions (Appendix C: Supplementary Survey). These municipalities were divided into four categories based on their population as shown in Figure 1. The municipalities are also categorized based on their municipal status as shown in Figure 2.

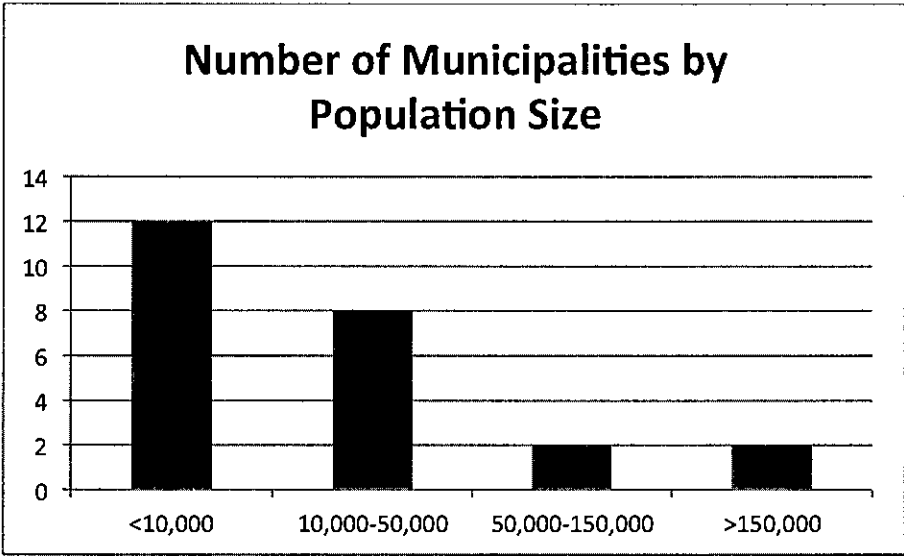


Figure 1. Number of municipalities analyzed by population category

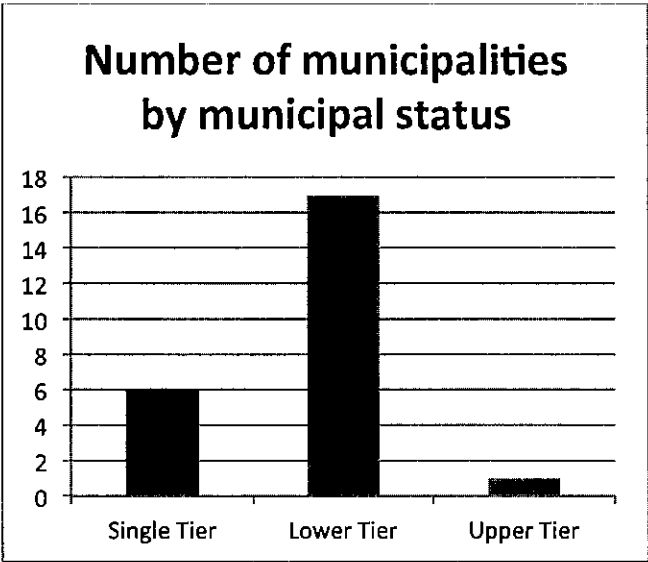


Figure 2. Number of municipalities analyzed by municipal status

Analysis: Rating System

In addition to the initial analysis, a score was assigned to each of the five primary sections of the plan. A 5-point scale was used to indicate whether the coverage of each subject is addressed adequately, if at all, and if it was addressed in a comprehensive manner. The objective of using this rating system is to facilitate a comparison within broad municipal categories, rather than rating individual plans. The result of this rating are presented in broader categories as a tool for municipalities to identify where they fall with respect to similar municipalities and how their plans can be further developed.

An example of this rating system is illustrated in Table 1. The rating sheet components and full list of rating scales are provided in Appendix B: Evaluation Criteria.

Table 1. Description of rating levels for the structure of the plan

Plan Structure	Criteria
1. Inadequate	Plan contains a list of unstructured elements; no vision
2. Evidence of Presence	Most components are present without a satisfactory level of detail; no vision
3. Adequate	Presents vision; rating criteria; condition assessment; plan has structure that is adequate but lacks crossreferencing between sections or references to data
4. Somewhat Comprehensive	Well-structured with vision but may lack reference to vision in other sections or extensive details of data modelling and collection
5. Comprehensive	Very well-structured; vision cited; references to LoS and data models

Aggregated Analysis Results

Structure

A typical structure included an introduction, qualified and quantified state of infrastructure, current service levels, and an overall asset management strategy. Almost all plans contained financial plans. Larger municipalities with a longer history in asset management also presented a historical overview accompanying level of service definition and condition rating with awareness of targets. These municipalities also included a more advanced financial plan consisting of financial projection and financial strategies to close the gaps, with several recommendations for every part of the plan.

Levels of Service (LoS)

In some cases, municipalities were more concerned with basic condition assessment and LoS definition was missing; this was more common for municipalities in early stages of asset management. Basic LoS definition was common in medium-sized municipalities as well as some larger municipalities, with minimal customer involvement. More advanced LoS definition was less commonly used by larger municipalities focusing on defining services based on user-defined parameters.

All municipalities either mentioned or defined a basic form of Levels of Service. In the context of roads and bridges, Minimum Maintenance Standards for Municipal Highways were used to define LoS in many cases with an emphasis on the physical aspects. Larger municipalities incorporated some level of community consultation but generally limited attention was placed on the customer satisfaction with the services provided. There is limited evidence that the LoS definition has impacted the decision making and planning process.

Data Management and Representation

A number of smaller municipalities relied on casual staff such as summer students for data collection over a limited period of time. Larger municipalities were able to allocate dedicated staff, or additional tasks to operators, for defined time frames and monitoring intervals. Data management systems seemed to improve the ability of municipalities of all sizes to identify gaps and address them.

Several asset management plans contained no reference to data collection methods. Some of the plans also relied on manual collection with limited use of geographic information systems (GIS) or data management software. There is no simulation or modelling of the network or traffic system in many cases and no clear mention of methods or measures used. Measurements in some cases used rating systems from 'good' to 'fair' to 'poor' that were simple yet easier to communicate. However, these measures seem to present a challenge in maintaining objective data inventories across time and locations. For roadways some data collection was comprehensive and compiled across different time periods, especially for larger municipalities. For sidewalks in some cases an age-based analysis was performed due to the lack of data on conditions. In the case of bridges and culverts, an inspection for the bridges and culverts was completed either manually or through the use of imaging.

Deterioration Modelling

Many municipalities depended on deterioration curves in place of more formalized analysis or assessment of overall deterioration. In a few cases where more sophisticated models were used, probability of failure or expected life of each facility/asset were not supplemented to condition assessment. Cross-system assessment of deterioration and expected life was also absent from many of the plans despite its importance in budget planning. Generally, the level of detail used to describe the methodology for this section as well as data collection and budget estimation was not sufficient to break down the results according to methodology-based categories.

Cost Estimation and Budgets

Most budgets were based on historical costs, while future scenario planning absent in many plans. Consultants seemed to improve the ability of municipalities to plan using specific scenarios and identifying associated costs.

All asset management plans contained an estimate of the required investments (costs) to meet rehabilitations and replacements for assets included in the plans. Quantitative data about the distribution of sources such as taxes and user-based fees were not available in some cases. Some municipalities sought to develop a municipal cost index (MCI) to include inflation and the purchasing power of local government. The use of grants was also considered as a source of funding by some municipalities.

Results Aggregated by Municipal Status

The Ontario Ministry of Municipal Affairs and Housing classifies municipalities into a structure where some municipalities have a single tier structure while others have an upper and lower tier that differentiates the services provided.

Upper-Tier

According to Ontario's 2001 Municipal Act, an upper-tier municipality is one with two or more lower-tier or single tier municipalities. This status usually represents counties or regional municipalities. Only one municipality was analyzed at this level; hence it is not being compared in this type of aggregation.

Lower-Tier and Single-Tier

Lower-tier municipalities form part of an upper-tier municipality while single-tier municipalities, which are fewer in Ontario, are those that are not part of an upper municipality. Our analysis shows that single-tier municipalities generally developed plans with a more enhanced structure and better defined levels of service compared to lower-tier municipalities.

The results of this assessment are summarized in Table 2. Rating scores are on a 5-point scale rounded to the nearest 0.5 points.

Table 2. Rating scores by municipal status

	Single-Tier	Lower-Tier
Structure	4	3
Level of Service	4	3
Data Collection	2.5	3
Deterioration Modelling	3.5	3
Cost Estimation	3.5	3
Overall	3.5	3

Results Aggregated by Municipal Population Size

As mentioned in our methodology section, municipalities were also analyzed based on their population size into four groups. The following are general observations followed by the scores for each category presented in Table 3.

Municipalities with populations smaller than 10,000 inhabitants were the most represented group. The variation within this group resulted in an average rating that was similar to other categories. However, many municipalities within this group scored lower for deterioration modelling and level of service. Interestingly, municipalities in the next category with populations between 10,000 and 50,000 inhabitants

scored lower overall. This was mostly due to some inadequate plan components in the areas of deterioration modelling and data collection. Larger municipalities scored higher in terms of structure and data collection, with municipalities with the largest populations scoring highest especially due to the incorporation of more extensive funding and cost estimation plans.

Table 3. Rating scores by population size

	<10,000	10,000-49,000	50,000-149,000	>150,000
Structure	3.5	3	3.5	4
Level of Service	3	2.5	3	4
Data Collection	3	2.5	4	3
Deterioration Modelling	3	2	3	3
Cost Estimation	3	3.5	3	4
Overall	3.1	2.7	3.3	3.6

It is important to note that the subjectivity of these scores and rounding presents a limitation to further analysis based on the scores. A qualitative analysis was used alongside the rating system to drive more solid conclusions.

Interviews and Surveys

A number of municipalities agreed to engage in a more detailed analysis through the survey presented in Appendix C: Supplementary Survey. This survey allowed us to investigate the five assessment categories in more depth to arrive at the factors involved. The following observations presented common points across most responses:

- All were aware of the required structure of the plan through guidance provided by the Province.
- It was indicated that very little support was provided beyond the guide, and very limited feedback was provided once the plans were complete.
- Consultants were usually hired due to the limited staff size or limited capacity to perform the work.
- Where an independent consultant was not hired, cost reduction was a major factor in addition to a desire to develop internal capacity for future planning.
- Roads and bridges were usually the most covered in terms of data in comparison to other assets.
- Those that were involved in projects such as PSAB 3150 indicated they found it easier to retrieve data they had already collected but many relied on historical records which could be outdated.
- Most municipal representatives expressed confidence in their data, especially when field observations and GIS were involved.
- Those teams that had a data management system indicated they were more consistent in gathering data regularly, and had more confidence in their data.

Analysis and Conclusions

This study highlighted the diversity of asset management plans in Ontario as a reflection of the variations between municipalities across the province in terms of size, asset classes, among other contextual parameters. These municipalities followed different methods to produce asset management plans to map their assets and the way they are managed. This study also revealed a number of other patterns in terms of differences in data collection methods. The availability of data was a major deficiency in some cases, and this pattern manifested itself along two dimensions: 1) outdated data, and 2) gaps in data for certain assets or geographic regions. Some municipalities launched programs to update data since readily available data was limited to the time of installation of certain assets.

Several municipalities used the aid of a consultant, especially for specifying future scenarios and estimating costs. Those that didn't use the aid of a consultant mostly limited their work to collecting inventories and basic modelling using data management and GIS software.

Generally, linking classes of assets across local zones or across road networks provided municipalities with a more efficient way of managing their assets. This was reflected in their strategic plan support in some cases. Levels of service definition did not necessarily improve data collection. However, there may be a correlation to how current the data is and the diversity of data points in terms of sources and metrics.

Larger municipalities within dense urban regions seemed to have more comprehensive data sets linked to levels of service. This can probably be attributed to their wider funding base. However, many of these justifications would need further investigation.

The plans are mainly well structured and contain the essential elements of an asset management plan. Most of the plans contain a summary, introduction and a set of visions. Furthermore, the infrastructure assets are categorized and the essential elements are expanded for each category of asset. To this end the provincial directive succeeded: most municipalities know the components, and what is needed to develop an asset management plan.

A substantial number of municipalities have retained a consulting engineering company to develop the plan. This is the first clear finding of this study: adequately trained human resources is the foremost and possibly most challenging issue for the success of asset management in Ontario.

Most of the municipalities presented a comprehensive inventory (especially for the roads and bridges) data consisting of the name of the assets, their value, condition and location. It is clear that much progress has been done in tracking municipal assets. Less has been done in adequately describing them. Performance indicators mainly represent the physical condition of the assets. None of the municipalities developed an acceptable advanced deterioration model for their infrastructure. There is limited or no formalized analysis or assessment of overall deterioration (probability of failure or expected life) of each asset. There is no integrated formal modelling of the system deterioration reflected in the plans nor is there cross-system assessment of deterioration and expected life. There was also a lack of robust quantitative safety measures, while some plans were missing real condition data of the assets.

Levels of service are not well defined in a large number of the plans. For those who included a fairly good definition, expected or desired levels of service are mainly attained through documents developed in industry or provincial or national regulations. Evidently, customer expectations did not play a key role in

determining these levels. It is likely that municipalities can take advantage of some guidance in terms of clear specifications for models of performance analysis and management of levels of service.

Municipalities mainly used manual methods for data collection. While a few municipalities used a standardized data model to represent their data, the majority relied on spreadsheets. Several municipalities used Geographic Information System (GIS) for recording inventory data. However, some of the municipalities do not mention the methods and tools of data management. It is also alarming that most municipalities did not include a sufficient evaluation of data quality or confidence levels as part of the plans.

This is clearly an area where the Province should invest very quickly. As part of this strategy, the Province should develop interoperable data standards and common information exchange systems to support the effective collection of infrastructure data and its interoperability for easier communication. Creating such common standard (as shown by many other industries) is one of the best government investments that can be carried out at the moment. It pools resources, creates a common language, enables comparative analysis and synthesis of infrastructure systems. These elements are needed to assure effective decision making and better communication with stakeholders.

In terms of budgets and funding, all municipalities presented an asset management strategy to plan the schedule and cost of maintenance and rehabilitations. Most municipalities attempted to tackle infrastructure deficits by incorporating a priority list for the maintenance, rehabilitation and replacement of their assets. Some of the municipalities also implemented a suitable quantitative risk assessment technique to determine the priorities, while others determined risk through a subjective or qualitative approach.

The financial strategies developed by most municipalities were satisfactory. These financial strategies mainly contained an estimate of the costs of maintenance, rehabilitation and replacement of the infrastructures and the available revenues and budgets. The plans also provided available sources to finance the infrastructures in some cases. Common sources included: infrastructure levy, debts, user fees, reserves, grants and assistances from federal or provincial government.

Finally, we emphasize that this report should not be looked at as an evaluation of the asset management plans of individual municipalities. It is rather a framework to develop these plans further through better knowledge of the neighbouring landscape, and area that need improvement.

References

Esmaili, D. (2012). Assessing Organizational Competency in Infrastructure Asset Management: The Case of Water and Wastewater in Ontario Municipalities (University of Toronto MAsc Dissertation).

Ministry of Municipal Affairs and Housing. List of Ontario Municipalities. Last Updated: October 21, 2014 at: <http://www.mah.gov.on.ca/Page1591.aspx>.

Ontario Municipal Act. (2001). Chapter 25. http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01m25_e.htm

Appendix A: Ontario's Asset Management Investment Strategy

Ontario's Municipal Infrastructure Investment Initiative provided a motive for municipalities to structure their infrastructure planning on the local level. This motivation took the form of a requirement to develop asset management plans by December 2013 for access to provincial funding as part of the initiative. This investment initiative is now permanently part of the provincial strategy as the Ontario Community Infrastructure Fund as part of plans to invest over \$130 billion over the next 10 years in the development, maintenance and revitalization of public infrastructure.

The Province also provided a detailed document, "Building Together: Guide for Municipal asset management plans," to support municipalities through the process of developing their asset management plans. This guide provides a number of resources, including but not limited to:

- Tips on developing Asset Management Inventories
- Elements of an Asset Management Plan
 - Selected primary components:
 - State of local infrastructure
 - Desired levels of service
 - Asset management strategy
 - Financing strategy
- Sample reports
- A self-assessment checklist

The guide along with the tips and checklists provided municipalities with a set of important questions that drove the development of asset management plans. However, as mentioned in this report the resulting plans did not conform to a standard beyond the main document structure.

More details are available at:

http://www.moi.gov.on.ca/en/infrastructure/building_together_MIS/index.asp

http://www.moi.gov.on.ca/en/infrastructure/building_together_mis/plan.asp

http://www.moi.gov.on.ca/en/infrastructure/building_together_mis/assessment_checklist.asp

Appendix B: Evaluation Criteria

Our evaluation criteria followed a unified template (Table A) for assessing all plans. The rating for each criterion followed a 5-point scale as shown in Table .

Table A1. Assessment Template

Municipality Name

Population

Link to AM Plan

Level 1	Level 2	Description	Rating
Structure of the plan	What were the contents of the plan?		
Defining Levels of Services			
Data collection methods: what means were used to collect data?	Modelling and Managing data Levels of Confidence in Data Data collection methods		
Deterioration modelling	What tools were used to estimate the level of service, current conditions, and expected life of infrastructure systems?		
Cost estimation	What parameters and approaches were used to estimate the budgets required for rehabilitating existing systems?		

Table A2. Criteria 5-point scale

Plan Structure	
1. Inadequate	Plan contains a list of unstructured elements; no vision
2. Evidence of Presence	Most components are present without a satisfactory level of detail; no vision
3. Adequate	Presents vision; rating criteria; condition assessment; plan has structure that is adequate but lacks cross-referencing between sections or references to data
4. Somewhat Comprehensive	Well-structured but may lack reference to vision or extensive details of data modelling and collection
5. Comprehensive	Very well-structured; vision cited; references to detailed LoS and data models
Levels of Service	
1. Inadequate	No or limited mention of LoS
2. Evidence of Presence	LoS weakly defined and not linked to other aspects of the report
3. Adequate	LoS defined for some but not all sectors
4. Comprehensive	LoS defined traditionally and tied well to condition assessment
5. User-driven	LoS is well-defined and linked to customer satisfaction
Data Collection	
1. Inadequate	No or limited mention of data collection
2. Evidence of Presence	Limited discussion of data collected without a discussion of methods and tools
3. Adequate	Discussion of data collection methods but no mention of tools used to manage data
4. Somewhat Comprehensive	Adequate discussion of data collection tools, methods and level of confidence
5. Comprehensive	Detailed discussion of data collection tools, methods and level of confidence
Deterioration Modelling	
1. Inadequate	No or limited mention of deterioration modelling
2. Evidence of Presence	Limited discussion of deterioration process and accounting
3. Adequate	Discussion of deterioration modelling but no mention of tools used
4. Somewhat Comprehensive	Adequate discussion of deterioration modelling and tools and methods used
5. Comprehensive	Detailed discussion of deterioration modelling, tools and limitations
Cost Estimation	
1. Inadequate	No or limited cost estimation or budget
2. Evidence of Presence	Budget and cost estimates present
3. Adequate	Adequate discussion of cost estimates in addition to tables
4. Somewhat Comprehensive	Discussion of cost estimates includes investments and alternative scenarios
5. Comprehensive	Discussion of cost estimates includes investments and alternative scenarios, and distribution of finance resources and sources

Appendix C: Supplementary Survey

Asset Management Plans - Analysis Form

Thank you for dedicating some time to assist with this process. We are moving ahead with a review of asset management plans, and we have a number of municipalities of similar size who agreed to join us in this effort. Please take some time to note down a few comments for each of the following areas:

The Planning Exercise

Assess the value and lessons learned in developing the plans?

Questions to consider:

- Did you use additional support from a consultant? Why: do you have enough staff; how proficient is your staff with asset management concepts and tools?
- Did you receive enough support from relevant organizations (the Ministry, OGRA, etc.)? Now that you are finished with the plan, what needs do you have from relevant organizations? What tools/support do you need the most?
- What major changes (in staffing and work processes) have resulted or did you decide to install based on the experience of developing the plans?
- Did the size of your municipality require any special considerations or adjustments in all of the above?

Data Collection

How were data collected, modelled, and represented?

Questions to consider:

- How far back did they go with data collection and archiving?
- How would you rate the level of confidence in these data? How was it measured (if applicable)?
- What were some of your data collection methods (for example, field observation, SCADA, CCTV)?
- Have you used any specific software for documenting data? Have you used any data standard for representing the data?

Deterioration Modelling

What tools did you use for modelling? Which technologies did you depend on?

Questions to consider:

- What definitions indices did you use in measuring/assessing performance and/or levels of services?
- How did you use the data to predict remaining life and level of services?

Cost Estimation and Budgeting

How were budgets estimated? What tools were used?

Questions to consider:

- Why did you choose to use this method for developing the budget?
- What limitations did you encounter in presenting this information?

Additional Comments

Please include any additional information or comments in reference to your responses above.

Other questions to consider:

- Who uses the data management systems? Who inputs this information?
- Who uses the reports? What was excluded? And what determined which aspects of asset management to include?
- Any ideas to enhance the effectiveness of asset management plans in your context

JUN 7 8 2015



CORPORATION OF THE

township of mulmur

758070 2nd Line East

Mulmur ON L9V 0G8

TELEPHONE: 705-466-3341 • FAX: 705-466-2922

June 4, 2015

Township of Melancthon
15710 Highway 10
Melancthon, ON L9V 2E6

Dear Denise:

Re: Invoice #023710 - Arena

The Council of the Township of Mulmur reviewed your letter dated May 13, 2015 regarding the invoice noted above. Council passed the following motion,

“We accept the money from the Township of Melancthon regarding the Honeywood agreement for the contribution of \$16,100 with the payment schedule as listed.”

We have enclosed a credit memo for \$1,050, please apply this to invoice #023710 and forward the first two quarterly instalments of \$4,025 at your earliest convenience.

Should you have any further concerns, please feel free to contact me.

Yours truly

Heather Boston, CPA, CA, CGA, BComm
Treasurer

Denise Holmes

From: Scott Burns <sburns@dufferincounty.ca>
Sent: May-25-15 4:11 PM
To: 'Jane Wilson'; Keith McNenly; ebrennan@orangeville.ca; 'Susan Greatrix'; 'John Telfer'; Susan Stone; Denise Holmes; 'Terry Horner'; Sonya Pritchard; Pam Hillock; Michelle Dunne
Cc: Glenn Sterrett; Mike Dunmore; Doug Jones; 'Scott Wleeldon'; Ben Ryzebol; Dave Menary (External); Craig Micks (roads@melancthontownship.ca); John Willmetts
Subject: 2015 County Road Network Rationalization Study - Phase 1
Attachments: Staff Report-2015-04-28_Public_Works_agenda.pdf

Good afternoon All,

At the last County Council meeting, a staff report presenting the Draft 2015 County Road Network Rationalization Study by C.C. Tatham and Associates (available on the Dufferin County website through the link below) was received and the recommendations within the staff report were adopted. The staff report is attached and the recommendation that will be of particular interest is that of the circulation of the Draft Study to each local municipality for a two month review period in order to obtain feedback for incorporation into the Study or for response. This comment period should focus on the methodology and logic used within the Study which subsequently informs the final recommendations.

If all could take some time to review the C.C. Tatham document (available on the Dufferin County website through the link below) during the months of June and July and provide feedback on Study logic and methodology by July 31, 2015, it would be greatly appreciated. Please ensure that your review is of the C.C. Tatham document dated May 6, 2015 as some minor revisions were included.

Link to Road Network Rationalization Study – Phase 1 (C.C. Tatham, May 6, 2015): <http://www.dufferincounty.ca/files/content-pdf/dufferin-county-road-rationalization-plan-phase-1-draft-report-version-3.pdf>

Earlier, we received and incorporated some corrections of a minor nature regarding the location of two bridges on some Study figures and the current ownership of one bridge. Also, to provide clarification with respect to multi-lane roadways and to more accurately represent their impact, additional 'lane km' data has been provided along with the standard 'centerline km' road lengths. These details are included within the May 6, 2015 version of the document. If you have already begun a review of the previous version, the logic and methodology has not changed and the review is still applicable.

Ultimately, we are at an early stage of this project and Phase 1 will take us as far as the development of a suggested road/bridge network and the associated capital needs of the resulting impacted infrastructure. The capital needs review will take place once a revised Study document is presented and endorsed by Council following the comment period. This will allow us to efficiently review needs by focusing only on potentially impacted infrastructure. From there, Council may choose to move forward into Phase 2 of the project, the implementation stage. Phase 2 is where we would move on to discuss whether or not to proceed with any of the suggested transfers and also determine how any potential transfers could be implemented if this is the chosen route.

Please let me know if there are any questions during your review. If you have any trouble accessing the C.C. Tatham document through the link provided, please let me know and we'll ensure it is made available.

Looking forward to your feedback.

Regards,

Scott

Scott Burns, P.Eng., C.E.T. | Director of Public Works and County Engineer |

County of Dufferin | Phone: 519-941-2816 Ext. 2601 | sburns@dufferincounty.ca | 55 Zina Street, Orangeville, ON L9W 1E5

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

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REPORT TO PUBLIC WORKS COMMITTEE

To: Chair Mills and Members of Public Works Committee

From: Scott C. Burns, Director of Public Works & County Engineer

Meeting Date: Tuesday, April 28, 2015

Subject: **County Road Network Rationalization Plan – Phase 1**

Purpose

The purpose of this report is to advise Committee and Council of progress related to the County's 2015 Road Network Rationalization Plan, to present methodology, current conclusions and recommend next steps. Details of the Study will be presented by C.C.Tatham and Assoc.

Background & Discussion

A report speaking to the transfer of responsibility for Riddell Road and County Road 23/Peel 136 was presented to Committee January 10, 2013 (Attachment 1). The report explained the historical understanding that once the South Arterial Road (SAR) was completed in 2005, that County Road 23 would no longer serve a County Road function. Because of this, a subsequent transfer was recommended by staff as follows:

AND THAT staff be authorized to take the necessary steps to transfer the ownership of Riddell Road to the County and the appropriate portions of County Road #23 to Orangeville and East Garafraxa and a portion of Peel #136 to Orangeville.

The Committee discussed the recommendation and elected that prior to the transfer of any jurisdictional ownership of infrastructure, the entire County road network should be reviewed for the same purpose. The staff recommendation was then modified, presented and adopted through Council February 7, 2013 as follows:

AND THAT the matter of the transfer of ownership of Riddell Road to the County and the appropriate portions of County Road #23 to Orangeville and East Garafraxa and a portion of Peel #136 to Orangeville, be deferred until the Road Network Study has been completed which will include criteria for County Roads, local roads and also outline a consultation process with the lower-tier and neighbouring municipalities.

The revised Committee direction not only facilitates an appropriate and comprehensive review of the County road and bridge network, but aligns well with respect to timing. Typically, municipalities such as Dufferin should perform a review of their transportation network at an interval of approximately every 15 years to learn whether the network is current with respect to usage, growth, etc. The previous County road network review was completed and implemented during 1999 to 2000.

The overall objective of the project is to ensure that the County road network (roads and bridges/culverts) is functioning properly as an arterial system and that infrastructure is being maintained to the required standards. County roads and bridges are intended to function for higher levels of transport than that of the local systems and therefore traditionally incur additional costs for construction, ongoing maintenance and winter control. Through optimizing a road network, expenses associated with these responsibilities will be aligned with appropriate standards and costs will be borne accordingly by the subsequent level of government. This offers more efficient allocation of funds overall.

The starting point for the project is to perform a technical review of the current County road network and complete a Rationalization Study. This Study has been completed by C.C. Tatham and Assoc. and consists of 3 integral steps, each leading into the next:

1. Criteria Based Assessment – following the established rationalization criteria developed by the OGRA, 9 applicable criteria were refined and weighted to consider independent road sections from a disaggregate approach.
 - Urban Settlement Connector/Upper Tier Connector
 - Heavy Industrial Service
 - Future Industrial Service
 - Barrier Service (such as rivers)
 - Traffic Speed
 - Traffic Volume
 - Continuity within County
 - Connects to neighboring County road
 - Provides urban By-Pass Function
2. Principle Based Assessment – is a holistic evaluation of results derived from the Criteria Based Assessment and considers principles which define the objectives of a County Road Network.
3. Special Considerations Review – is the final step in the rationalization process and ensures that special or unique circumstances, not considered in previous steps, are included.

The project will be completed in two phases, with Phase 1 currently underway and Phase 2 being a future task upon completion of Phase 1 as described below:

- **Phase 1 - Road Network Rationalization Study (Ongoing):**

- Phase 1 is the road network study component of the project and will include the following:
 - A technical Rationalization Study on the County road network which offers recommendations for the transfer of several roads and bridges, see attachments 2 to 5 for map illustrations. The draft Study will be presented for consideration by Council. This is the current step.
 - Following Study presentation, documents will be circulated to all local municipalities for a two-month review period to provide feedback for inclusion into the Study. The intent of this review is to focus on project methodology.
 - Once feedback is incorporated, the revised Study will be presented for further consideration with the goal of achieving endorsement of revised methodology and subsequent recommendations.
 - Upon endorsement of the revised Study, financial impacts of potential transfers will be determined. To ensure efficient use of time and funds associated with a financial impact review, the focus will be on recommendations derived from the endorsed revised Study. This will avoid unnecessary costs and time associated with reviewing unaffected infrastructure.
 - The combined Study and financial impacts will be presented for final endorsement and the project will then move into Phase 2 – Road Network Implementation.

- **Phase 2 - Road Network Implementation (Future Task):**

- Phase 2 will follow final adoption of Phase 1 recommendations and consider options to proceed with transfers, such as:
 - Do Nothing
 - Transfer Roads/Structures in Current State
 - Transfer Roads/Structures in Improved State
 - Transfer Roads/Structures with Concessions
- No recommendations from Phase 1 will be implemented prior to details of Phase 2 being finalized and endorsed through future discussions.

Local Municipal Impact

Local municipalities will be asked to provide feedback on project methodology for incorporation into further review.

Financial, Staffing, Legal, or IT Considerations

Phase 1 – Road Network Rationalization Study: funds for this portion of the project are allocated through the 2014 Operating Budget.

Phase 2 – Road Network Implementation: funds for this portion of the project are allocated through the 2015 Operating Budget.

Recommendation

THAT Report, *Road Network Rationalization Plan – Phase 1*, from the Director of Public Works & County Engineer, dated April 28, 2015 be received.

AND THAT the steps outlined for Phase 1 and 2 of the project be approved.

AND THAT staff be directed to circulate *Phase 1 Rationalization Study* documents to the local municipalities for a period of two months in order to obtain feedback, comments and questions on project methodology to be considered in further project review.

Respectfully submitted by

Original signed by,

Scott C. Burns, P. Eng., C.E.T.
Director of Public Works
& County Engineer

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT PW-2013-01-10 TO COUNTY COUNCIL



To: Warden Ryan and Members of County Council

From: Trevor D. Lewis, P.Eng. Director of Public Works

Date: January 10, 2013

Subject: **Transfer of Road Responsibilities – Riddell Road and CR#23**

Purpose

The purpose of this report is to provide some background on the situation and recommend that the responsibilities for certain roads be transferred.

Background & Discussion






The three Directors of Public Works for Dufferin, Orangeville and East Garafraxa recently met to discuss the transfer of various pieces of roads. As two of the Directors are retiring soon, we wanted to get this matter off our lists. We agreed to report to our respective Councils on what needed to be done to facilitate the transfers.

The South Arterial Road (SAR) was officially opened on August 3, 2005, the culmination of thirty years of planning an alternative route around Orangeville. The portion of the "bypass" in Orangeville was built by developers with funding from Orangeville and Dufferin County. Riddell Road was the first portion of the "bypass" to be completed.

As part of the planning process, it was decided that County Road #23 would no longer be functioning as it was originally intended with the SAR in place. Since the opening of the SAR, Dufferin has been pressuring Peel Region to make a decision on the transfer of the upper tier boundary road. Peel has been studying their whole road system for the last seven years and have recently decided that their portion of #23 (Townline) should be maintained by Peel. The Region is willing to enter into a maintenance agreement with Orangeville for the north portion of the road.

There is a small section of Peel Road #136 that should be transferred at the same time as the other Townline portions.

The table below identifies the sections of roads being transferred:

Road Section	From	To	Lane Kilometres
Riddell Road	Orangeville	Dufferin	6.3 
North Side CR#23 (Townline)	Dufferin	Orangeville	2.1 
East Side CR#23 (B Line)	Dufferin	Orangeville	3.1 
West Side CR#23 (B Line)	Dufferin	East Garafraxa	3.1 
North Side #136 (Townline)	Dufferin	Orangeville	0.3 

The attached plan shows the sections of road and the colour coding is as shown in the table above.

Local Municipal Impact

There is a direct impact on the Town of Orangeville and the Township of East Garafraxa. Orangeville will be receiving 5.5 lane kilometres of road and giving 6.3 lane kilometres. East Garafraxa will be receiving 3.1 lane kilometres.

Financial Impact

The maintenance costs for the transferred portions should net out to a slight increase for the County's operating budget due to the small change in the number of lane kilometres and increased level of service.

Recommendation

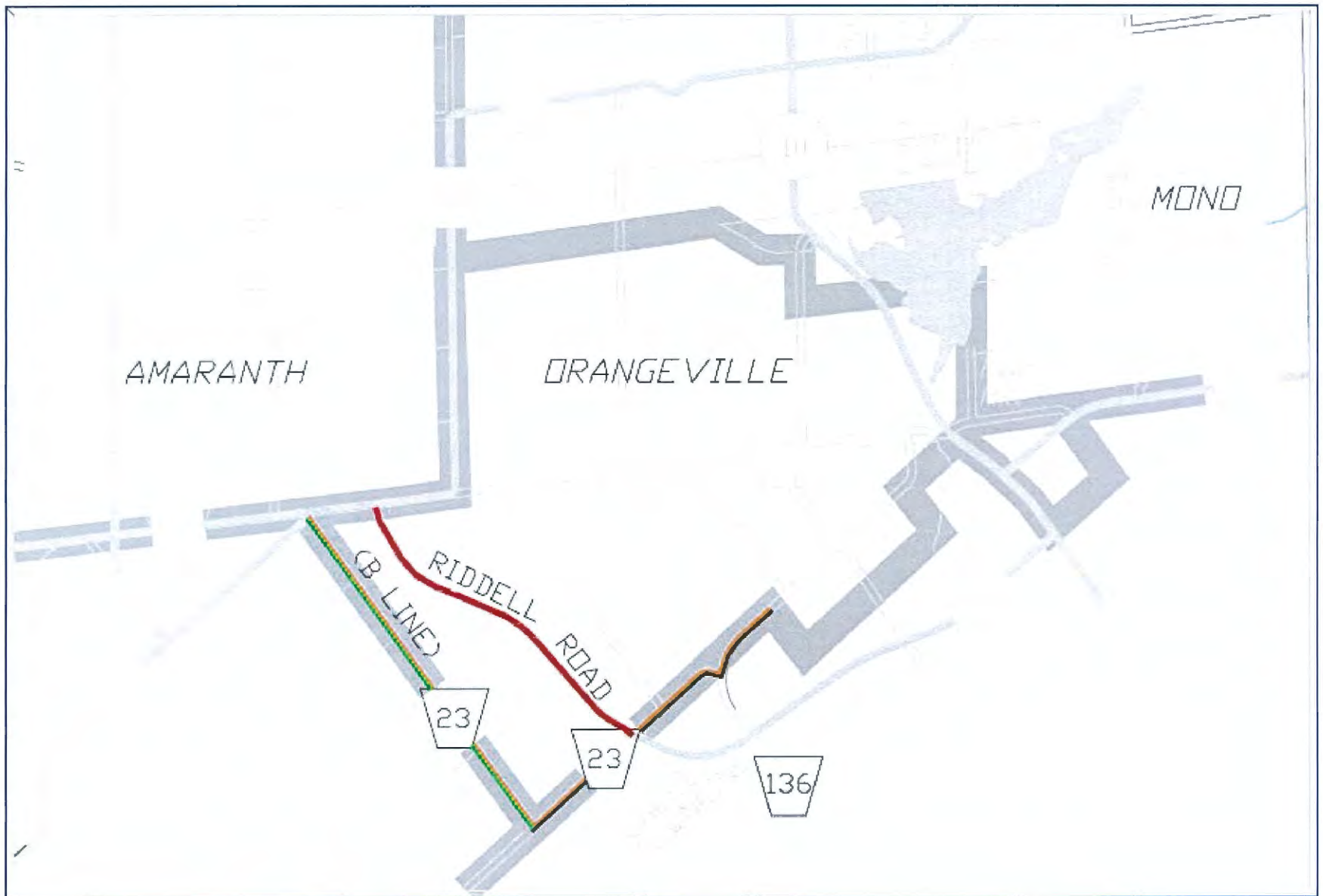
THAT Report PW-2013-01-10, *Transfer of Road Responsibilities – Riddell Road and CR#23*, from the Director of Public Works dated January 10, 2013 be received;

AND THAT staff be authorized to take the necessary steps to transfer the ownership of Riddell Road to the County and the appropriate portions of County Road #23 to Orangeville and East Garafraxa and a portion of Peel #136 to Orangeville.

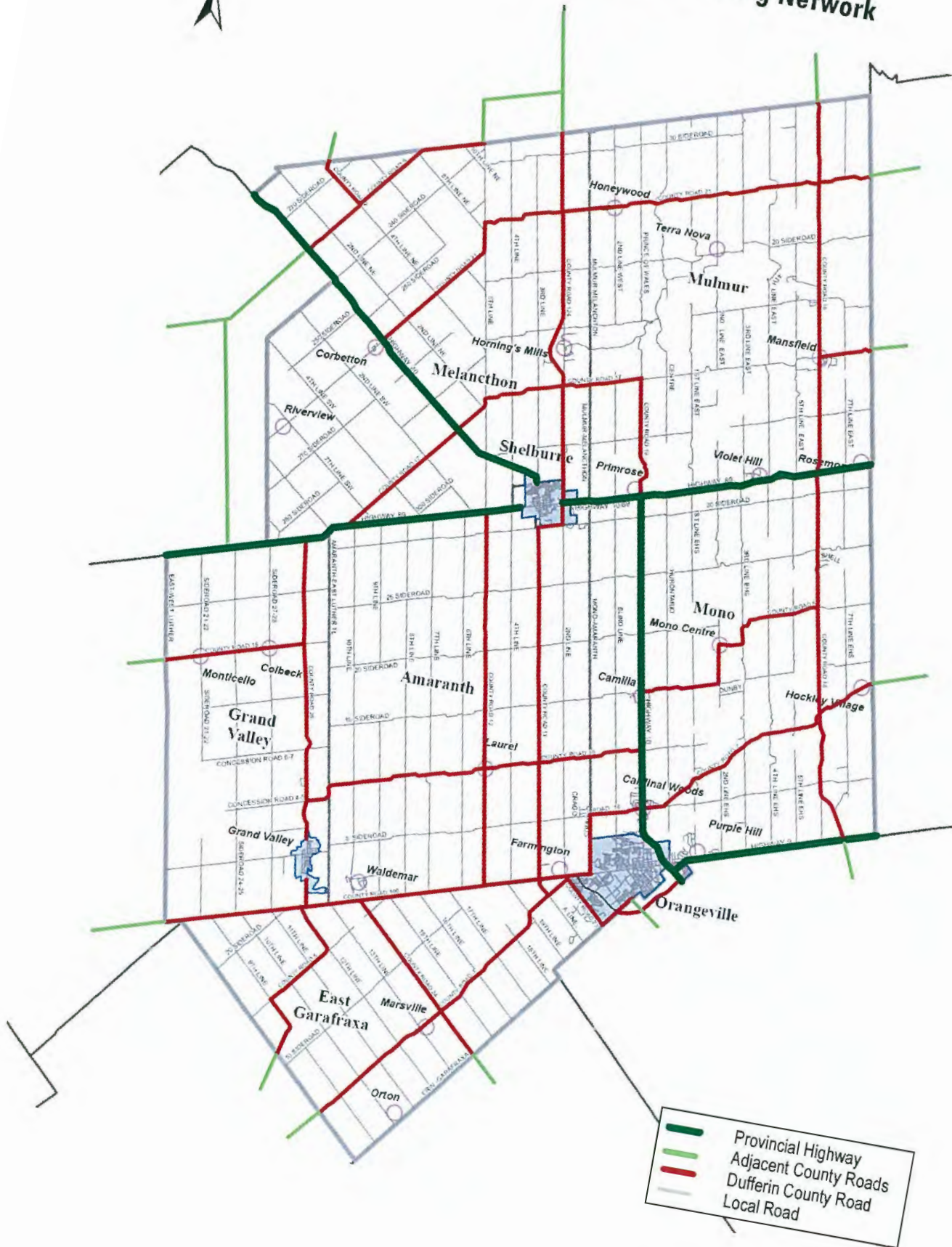
Respectfully submitted by

Original signed by,

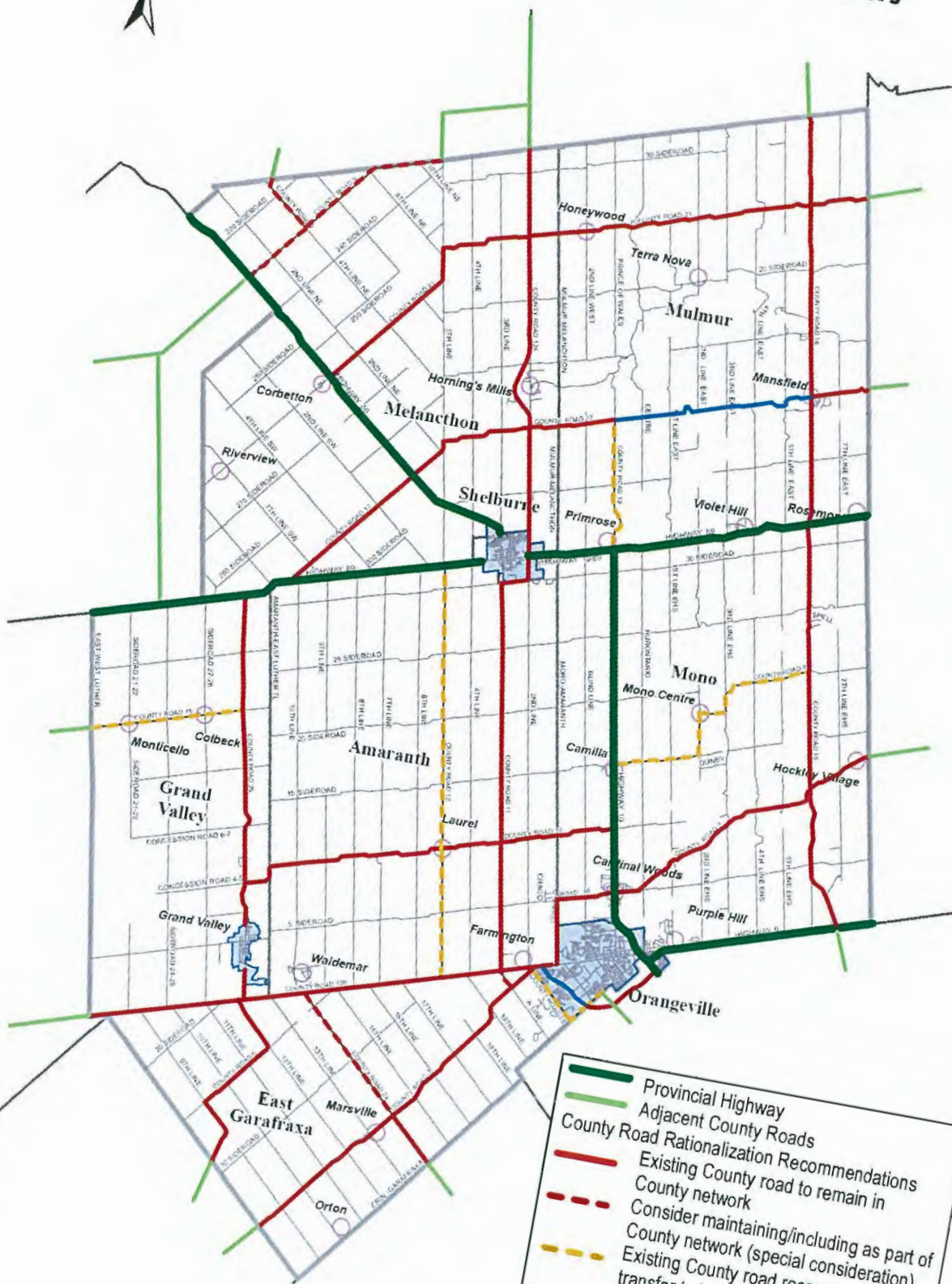
Trevor D. Lewis, P. Eng.
Director of Public Works
and County Engineer



Dufferin County Roads - Existing Network



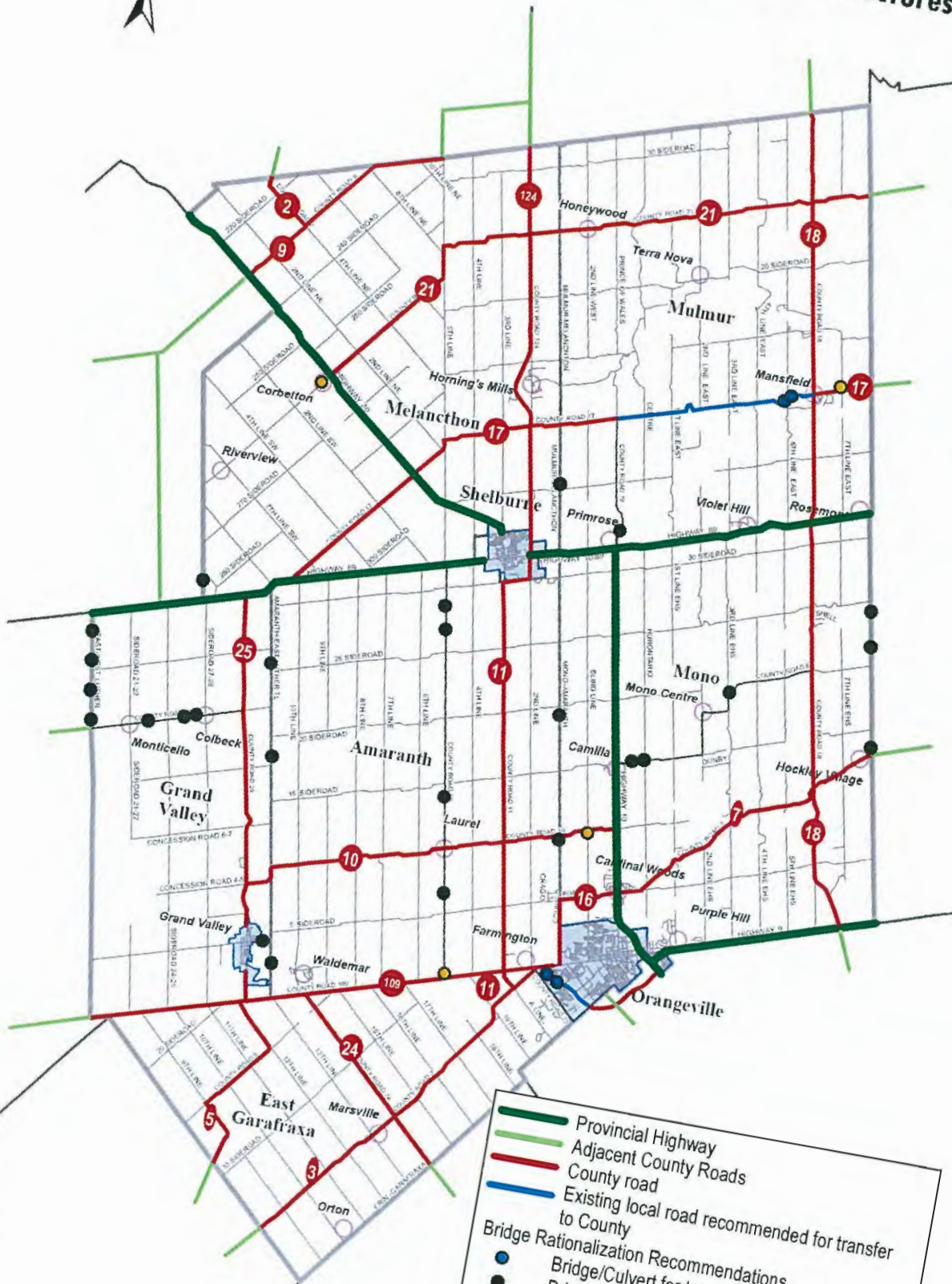
Dufferin County Roads - Proposed Transfers



- Provincial Highway
- Adjacent County Roads
- County Road Rationalization Recommendations
- Existing County road to remain in County network
- - - Consider maintaining/including as part of County network (special consideration)
- - - Existing County road recommended for transfer to local municipality
- Existing local road recommended for transfer to County



Bridge/Culvert Rationalization of Affected Structures



- Provincial Highway
- Adjacent County Roads
- County road
- Existing local road recommended for transfer to County
- Bridge Rationalization Recommendations
- Bridge/Culvert for transfer to County
- Bridge/Culvert for transfer to Local Municipality
- Bridge/Culvert to consider maintaining as County asset

KEEP HYDRO PUBLIC

WWW.KEEPHYDROPUBLIC.CA

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

Subject: Resolution regarding the proposed privatization of Hydro One

Dear Ms. Holmes:

The Ontario government's plan to sell 60 per cent of Hydro One, the provincial electricity transmission utility, has far-reaching implications for every citizen and municipality in the province.

On behalf of Keep Hydro Public, a broad-based coalition created to stop the sell-off, I am writing to encourage your municipality to add its voice to the many others that are already telling the provincial government to change course and keep Hydro One in public hands.

By now I am sure council members will have heard the many arguments against the sale:

- Selling the majority of shares in Hydro One will take control of this vital asset away from the people in Ontario and put it in the hands of private investors, including foreign investors who may not even care whether we have reliable, affordable electricity.
- Privatization will increase electricity prices for residential, business, and government customers alike.
- Under the plan proposed by the government, oversight of Hydro One by independent officers of the legislature would end. The Auditor General and the Financial Accountability Officer would no longer be able to scrutinize the utility's books or its operations; consumers would no longer be able to appeal to the Ombudsman when problems arise; citizens would not be able to access information about Hydro One through the *Freedom of Information and Protection of Privacy Act*; salaries of top Hydro One officials would no longer be made public under the *Public Sector Salary Disclosure Act*; the Integrity Commissioner would not be able to review expenses of Hydro One officials; and Hydro One would no longer be subject to the *French Language Services Act*. In other words, transparency and public accountability would end. Ontarians would truly be "in the dark" with respect to Hydro One operations.

(Please turn over)

- Privatization will provide government with a short-term cash injection that will soon be spent in exchange for giving up a steady, long-term source of revenue that pays for public services we all depend on. The cost to Ontarians will be hundreds of millions of dollars per year.

Perhaps more significant than these strong arguments is the simple fact that the provincial government has no mandate from the people of Ontario to make a sale of this magnitude. (This may explain why the government chose to put the Hydro One sale inside its 2015-16 Budget bill and push it through the legislature with minimal opportunity for public input.)

It is crystal clear that the people of Ontario do not support the sale of any part of Hydro One. Published opinion polls show opponents of the sale outnumbering supporters by a three-to-one margin. Editorial opinion is similarly opposed. If democracy means anything, we must stop this sale.

At this time, Keep Hydro Public is asking municipal councils, from the largest to the smallest, to pass a resolution opposing the sale or partial sale of Hydro One and to communicate that opposition to the government, area MPPs, and the Association of Municipalities of Ontario. Included with this letter you will find a draft resolution which municipal councils are, of course, free to use and modify as they see fit.

Your assistance in putting this issue on the agenda of your council as soon as possible is greatly appreciated; we would also appreciate hearing back from your municipality if and when council takes action on this matter.

For more information about Hydro One privatization or the ever-growing Keep Hydro Public, please visit our web site at www.keephydropublic.ca or contact me directly at info@keephydropublic.ca or (647) 272-5024.

Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katrina Miller', with a stylized, cursive script.

Katrina Miller
On behalf of Keep Hydro Public

P.S. If your municipal council has already considered this matter, thank you for doing so!

RESOLUTION

DATE: _____

MOVED BY: _____

SECONDED BY: _____

Municipal Resolution to express opposition to the privatization of Hydro One

WHEREAS the public electricity system in Ontario is a critical asset to the economy and vital to the living standard and well-being of all Ontarians;

AND WHEREAS it is essential that Ontarians maintain public control and public decision-making with respect to electricity;

AND WHEREAS experience in other jurisdictions shows that privatization typically means consumers pay more for electricity;

AND WHEREAS a privatized Hydro One will no longer be subject to scrutiny by the Auditor General, the Ombudsman, the Financial Accountability Officer, or the Integrity Commissioner, and will no longer be required to provide information or services to citizens under the *Freedom of Information and Protection of Privacy Act*, the *Public Sector Salary Disclosure Act*, or the *French Language Services Act*;

AND WHEREAS our public electricity system currently generates hundreds of millions of dollars in revenue for the provincial government every year to help pay for public services we all depend on;

AND WHEREAS the sale of shares in Hydro One will provide a short-term financial gain for the province in exchange for a much larger long-term financial loss;

AND WHEREAS the provincial government has no mandate from voters to sell any part of Hydro One;

AND WHEREAS opinion polls show Ontarians oppose the privatization of Hydro One by a significant margin in every part of the province;

THEREFORE BE IT RESOLVED that the City/Town/Township/Municipality of _____ call on the provincial government to:

- Halt the sale of any part of Hydro One, and maintain Hydro One as a public asset for the benefit of all Ontarians;

- Strengthen Hydro One by investing in the next generation of workers and upgrading our electricity transmission infrastructure;
- Respect the autonomy and local decision-making powers of local distribution companies by not forcing these companies into mergers or sales;

AND BE IT FURTHER RESOLVED that the City/Town/Township/Municipality of _____ communicate this resolution to the Premier, with copies to the Minister of Finance, the Minister of Energy, area MPPs, and the Association of Municipalities of Ontario (AMO);

AND BE IT FURTHER RESOLVED that the City/Town/Township/Municipality of _____ work through AMO to encourage other Ontario municipalities to express their opposition to the privatization of Hydro One.

Denise Holmes

From: Kathy Pearl <kpearl@amaranth.ca>
Sent: June-05-15 1:39 PM
To: Denise Holmes; Jane Wilson; John Telfer; Keith McNenly; Susan Greatrix; Terry Horner
Cc: Susan Stone; Karen Canivet
Subject: Road Network Rationalization Plan
Attachments: Road Network Rationalization Plan.pdf

Good afternoon,

Please find attached correspondence sent to the County of Dufferin from Council of the Township of Amaranth requesting a deadline extension for the Road Network Rationalization Plan comments.

Kind regards,

Kathy

Kathy Pearl
Deputy Clerk
Township of Amaranth
374028 6th Line
Amaranth, ON L9W 0M6
Email: kpearl@amaranth.ca
Phone: 519-941-1007, ext. 221
Fax: 519-941-1802

Total Control Panel

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To: dholmes@melanctontownship.ca
From: kpearl@amaranth.ca

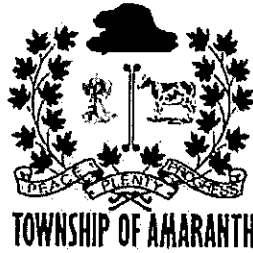
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BEN RYZEBOL, Director of Public Works
PUBLIC WORKS - TELEPHONE: (519) 941-1065
FAX: (519) 941-1802
email: bryzebol@amaranth.ca



374028 6TH LINE, AMARANTH, ONTARIO
L9W 0M6

SUSAN M. STONE, C.A.O./Clerk-Treasurer
TELEPHONE: (519) 941-1007
FAX: (519) 941-1802
email: suestone@amaranth-eastgary.ca

June 5, 2015

Sonya Pritchard, Chief Administrative Officer
Pam Hillock, Clerk/Director of Corporate Services
County of Dufferin
55 Zina Street
Orangeville, ON L9W 1E5

Dear Ms. Pritchard and Ms. Hillock:

Re: Dufferin County Road Network Rationalization Plan

At their meeting of June 3, 2015, Council of the Township of Amaranth requested that an extension be granted for the review and provision of comments regarding the Road Network Rationalization Plan. Due to the upcoming summer season, Council felt a deadline of September 30, 2015 would be appropriate.

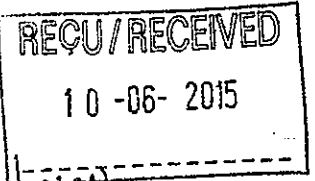
Should you require anything further please do not hesitate to contact this office.

Yours truly,

for Susan M. Stone, A.M.C.T.
CAO/Clerk-Treasurer
Township of Amaranth

SMS/kp

cc: Scott Burns, Director of Public Works
Dufferin County Municipalities



H. J. Koon

Township of Melancthon
157101 Highway 10
Melancthon ON
L9U 2J6

Melancthon, ON

June 10/2015

Dear Council

re: Beaver Dam - McNabb Drain

I request that the beaver dam(s) on the McNabb drain between the 4th line NE and the 2nd line NE be removed as soon as possible. Water is backing up the north spur of the drain to the corner of lot 18 con. 5 NE and causing real problems with my tile drainage system on lot 18 con. 5 NE.

There is very little fall from the north end of the drain (my tile outlet) through the two box culverts, one each on the 4th line and road #21. This means that almost any back-up has an immediate negative impact on my tile system.

Sincerely



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Hwy. 10, Melancthon, ON, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE HOLMES, CAO/CLERK

DATE: JUNE 11, 2015

SUBJECT: NEW RULES REGARDING OFF- ROAD VEHICLES IN ONTARIO

RECOMMENDATION

That Staff be directed to amend Township By-law 27-2004 which is a By-law to Regulate the Use of Off Road Vehicles to comply with new changes that will come into effect on July 1, 2015 affecting off-road vehicles in the Township of Melancthon.

PURPOSE

The purpose of this Report is to provide information to Council on the need to amend By-law No. 27-2004.

BACKGROUND AND DISCUSSION

On June 3, 2004, the Council of the day passed a By-law to Regulate the Use of Off Road Vehicles on Township roads (attached). This By-law was put in place as a result of Ontario Regulation 316/03 made on July 24, 2003 for the Operation of Off-road Vehicles on Highways.

It should be noted that the Township of Melancthon has not received any complaints regarding the use of these vehicles on Township roads and the Dufferin Grey ATV Club uses some of our roads as part of its trail system.

On Monday, June 8, 2015, the Honourable Steven Del Duca, Minister of Transportation announced at a Press Conference in Rockland, that the Province would be making changes to the legislation

ACT 5
JUN 18 2015

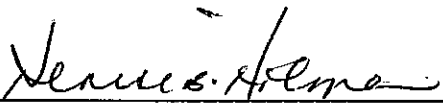
which would allow more road access for ATV's and Off-Road Vehicles. Beginning July 1, 2015, riders will be able to use two-up ATV's, side-by-side ATV's and utility terrain vehicles on permitted provincial highways and municipal roads where by-laws permit their use.

A letter to Mayor Darren White dated June 10, 2015 from the Honourable Del Duca was received in the mail today and is attached to this Report which outlines the information pertaining to changes coming into affect on July 1, 2015 regarding the use of off-road vehicles in Ontario.

FINANCIAL

There will be no financial impact to the municipality as a result of the amendment to the By-law.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Denise B. Holmes", is written over a horizontal line.

Denise B. Holmes, AMCT
CAO/Clerk

Ministry of
Transportation

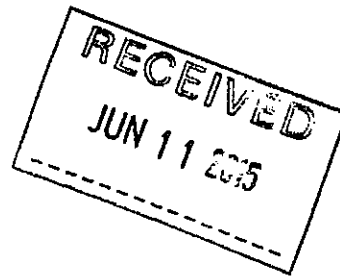
Office of the Minister

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto, Ontario
M7A 1Z8
416-327-9200
www.ontario.ca/transportation

Ministère des
Transports

Bureau du ministre

Édifice Ferguson, 3^e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8
416-327-9200
www.ontario.ca/transports



M2015-2414

June 10, 2015

His Worship Darren White
Mayor
Township of Melancthon
157101 Highway 10
Melancthon ON L9V 2E6

Dear Mayor White:

It is my pleasure to take this opportunity to share news affecting off-road vehicle (ORV) use in Ontario.

I recognize that a number of Ontarians enjoy the use of their ORVs as well as the economic and tourism benefits and increased mobility associated with on-road use of ORVs. As such, I am committed to a collaborative approach in our development of policy. This collaborative approach included successful in-person consultations in January 2015, with the participation of 30 different stakeholder groups representing enforcement, municipalities, public health, ORV industry members, agricultural groups and trail organizations.

Following that consultation, my ministry continued their engagement efforts by posting proposals to both the government's Regulatory and Environmental Registries for 45 days in order to seek additional feedback from the public. The period for public feedback ended on April 13, 2015, and we received almost 1,800 submissions.

I am pleased to announce, as a result of these efforts, that existing on-road access rules for "single-rider" ATVs will be extended to additional ORV types which meet specified voluntary off-highway industry standards. These changes will take effect on July 1, 2015, and will allow two-up all-terrain vehicles (ATVs), side-by-side ATVs and utility terrain vehicles (UTVs) on permitted provincial highways and municipal roads where bylaws permit their use.

Notably, there are no changes to the ORV municipal bylaw authority provided in the *Highway Traffic Act* (HTA). However, municipalities are encouraged to review existing bylaws to ensure they apply to these new ORV types. Additionally, these new ORV types require some safety rules unique to their configurations that do not currently apply to "single-rider" ATVs (e.g.; seat belt requirements, helmets and minimum age for passengers, etc.). While existing *Highway Traffic Act* offences will immediately apply, the focus of the next three months will be to educate the public about Ontario's road rules for these new ORV types and their additional safety requirements.

I assure you that my ministry recognizes the importance of a vibrant, sustainable and safe power sports sector in Ontario, and we support providing Ontarians with options to safely explore our vast province. To this end, I have asked ministry staff to continue to engage stakeholders and community partners in discussions, including the topic of extending on-road access to additional types of ORVs such as UTVs, to ensure Ontario remains amongst the top jurisdictions in road safety.

I thank you for your support and input on this initiative. My ministry looks forward to continue working with our municipal partners, as well as with enforcement, ORV and trail organizations, and interested road safety partners in communicating these changes during the public education period.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steven Del Duca', with a stylized, cursive script.

Steven Del Duca
Minister

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 27 -2004

BEING A BY-LAW TO REGULATE THE USE OF OFF ROAD VEHICLES.

WHEREAS the Highway Traffic Act, R.S.O. 1990, Section 191.8, subsection (3), Chapter H.8, as amended, provides that the Council of a municipality may pass by-law permitting the operation of off-road vehicles must be four (4) wheels and low pressure bearing tires on any highway within the municipality that is under the jurisdiction of the municipality or on any part or parts of such highways;

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it in the best public interest to regulate, govern or prohibit the operation of off road vehicles within the Municipality;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON ENACTS AS FOLLOWS:

PART 1 - DEFINITIONS

- a) **"Highway"** means a highway as defined in the Highway Traffic Act, R.S.O. 1990
- b) **"All Terrain Vehicle"** means an off road vehicle that,
 - (i) has four wheels, the tires of all which are in contact with the ground,
 - (ii) has steering handlebars,
 - (iii) has a seat that is designed to be straddled by the driver, and
 - (iv) is designed to carry a driver only and no passengers;
- c) **"Off Road Vehicle"** has the same meaning as in the "Off Road Vehicles Act".
- d) **"Low pressure bearing tire"** means a wide, balloon type tire with a rounded cross section and no distinct shoulder area and that is designed to operate with inflation pressures of no greater than 70 kpa (10 psi); (pounds per square inch).
- e) **"Sidewalk"** means a path or strip of land paved or otherwise in, on or alongside a highway and designed and intended for use by the general public for pedestrian travel. In addition, sidewalk includes any property that is or hereafter may be physically set apart or made available and intended for pedestrian use.
- f) **"Private Property"** includes developed Municipally-owned property, Church property and School Board property, Hospital and Home for Aged property or Cemetery Board property.
- g) **"Publicly Owned Property"** includes land or premises under the control and management of the Corporation of the Township of Melancthon

PART 2 - GENERAL OPERATION

1. All terrain vehicles may be driven on all highways within the Corporation of the Township of Melancthon save and except those specified in section 3 herein; only if, in addition to meeting the requirements of this by-law and Part III of Ontario Regulation 316-03, there is only one driver and no passenger on the all-terrain vehicle at the time.

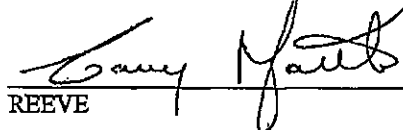
2. Off road vehicles shall be prohibited from travelling in, over or upon the following roads within the Township of Melancthon:
 - *within the Hamlets of Horning's Mills, Corbetton and Riverview after 8:00 p.m. on weekdays and weekends*
3. No person shall operate an Off Road Vehicle over or upon the following areas:
 - a) On any municipal property, i.e. Community Centre, Parks, Playgrounds
 - b) On any sidewalk within the Township of Melancthon
 - c) Subsection (a) does not apply to members of the Ontario Provincial Police or to anyone with specific authorization from Council for a specific event.
4. No person shall operate an off road vehicle in or on any publicly owned property within the boundaries of Melancthon Township unless:
 - a) authorized by the Melancthon Township Municipal Council
 - b) on authorized posted trails
5. No person shall operate an off road vehicle within 100 metres of any school property, in the Township of Melancthon , except if their permanent residence is situated within that area.
6. The operator of an off road vehicle shall ensure:
 - a) That when towing a trailing device, that the said trailing device shall be equipped with a rigid hitch and shall be fastened securely to the off road vehicle.
 - b) That all trailing devices shall meet all requirements in accordance with the Highway Traffic Act and the Off Road Vehicle Act.

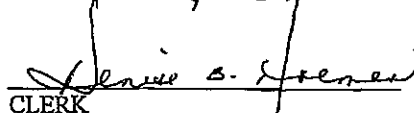
PART 3 - OFFENCES

Any person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine of no less than ninety dollars (\$90.00) and not more than two thousand (\$2000.00) exclusive of costs, for each offence.

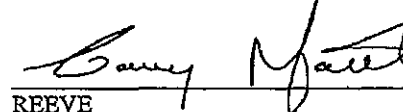
This by-law shall come into force and take effect immediately upon the passing thereof and proclamation of all legislation that pertains to the Highway Traffic Act and by the Council of the Corporation of the Township of Melancthon.

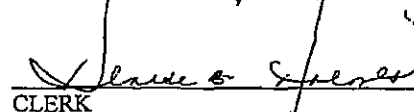
READ A FIRST AND SECOND TIME THIS 3rd DAY OF June, 2004.


REEVE


CLERK

READ A THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF June, 2004.


REEVE


CLERK



CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM

- Please refer to the [Application Guide on the website](#) as it contains additional information that will assist you as you prepare your application.
- Please submit your application form and supporting documents online by selecting the "Add Attachments" and "Submit" buttons directly on the form.
- An applicant may submit multiple applications. A separate application must be submitted for each project, indicating the priority of each application in relation to the others.
- If you have any questions, please call 1-866-593-5505.

Questions with an asterisk * are mandatory.

APPLICANT INFORMATION

1. Legal name of applicant: * Township of Melancthon		3. Last name of authorized person who will be the main contact for the project: * Harrison	
Is operating name same as legal name? * <input checked="" type="radio"/> Yes <input type="radio"/> No		Salutation: * First name: * Ms Sarah	
Headquarters Address: Street, Unit Number, etc. * 157101 Highway 10		Organization (if different from applicant): Horning's Mills Hall	
Country: Canada	Province: Ontario	Title: * Chair, Horning's Mills Hall Board of Management (HMHB)	
City: * Melancthon	Postal Code: * L9V 2E6	Business Telephone Number: * Extension (519) 925-0266 222	
2. Is the mailing address the same as the headquarters address? * <input checked="" type="radio"/> Yes <input type="radio"/> No		Mobile Telephone Number: * (519) 939-7365	
		Fax Number:	
		E-mail: * sarah@versodesign.com	
		Website: www.horningsmills.ca	
		Facebook: Horning's Mills Community Hall	

ORGANIZATION

4. Applicant Type: (see Application Guide for additional information requirements) *	
<input checked="" type="radio"/> a municipal or regional government established by or under provincial statute;	
<input type="radio"/> a band council or an Aboriginal government authority established by a Self-Government Agreement or a Comprehensive Land Claim Agreement;	
<input type="radio"/> an incorporated not-for-profit organization;	
<input type="radio"/> a provincial entity that provides municipal-type infrastructure services to communities, as defined by provincial statute; and	
<input type="radio"/> a public-sector body that is established by or under provincial statute or by regulation or is wholly owned by a province, municipal or regional government which provides municipal-type infrastructure services to communities.	
5. Band Number / Incorporation Number	
6. Multiple Applications: If you are submitting more than one application, please Indicate the priority of this project in relation to the others. *	
Priority Number 1 of 1	

PROJECT INFORMATION

7. Project Title (use drop down list): * Improvement of kitchen facilities in the Township's community hall			
8. Is the project address the same as the headquarters address? * <input type="radio"/> Yes <input checked="" type="radio"/> No Project Address: Street, Unit Number, etc. * 14 Mill Street			
Country: Canada	Province: Ontario	City: * Melancthon	Postal Code: * L9V 3G6

9. Project Category: * <input checked="" type="radio"/> Community centres (including Legion Halls); <input type="radio"/> Cultural centres and museums; <input type="radio"/> Parks, recreational trails such as fitness trails, bike paths and other types of trails; <input type="radio"/> Libraries; <input type="radio"/> Recreational facilities including local arenas, gymnasias, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, golf courses, ski hills or other types of recreational facilities; <input type="radio"/> Tourism facilities; <input type="radio"/> Docks; <input type="radio"/> Cenotaphs; and, <input type="radio"/> Other existing community infrastructure for public benefit such as, but not limited to, local roads, connectivity and broadband, drinking water treatment and distribution systems, local airports, solid waste management and wastewater infrastructure. Please describe below :	
10. Do you own the asset in which the infrastructure investment is being made? If the asset is not owned by the applicant, you must provide an Applicant Declaration and Landlord Authorization form for the project. (see Application Guide) * <div style="float: right; text-align: right;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </div>	
11. Does the project result in an increased footprint to an existing infrastructure asset? If yes, identify the percentage (%) increase to the infrastructure. (must not exceed 50 percent) * <div style="float: right; text-align: right;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </div>	
12. Project Description: Provide a description of the works to be completed. (see Application Guide for a sample) (500 characters or approximately 100 words) * Upgrade and improve the kitchen facilities on the main floor of the Hall. - Replace the existing basic residential stoves with a new commercial appliance incorporating four burners, a built-in griddle, and two ovens. - install a commercial vent hood and venting system with grease filters and fire suppression systems thorough the second floor of the building, exiting at the roof.	
13. Provide a rationale describing the specific problems or objectives this project will address. (500 characters or approximately 100 words) * With current food safety regulations, the Hall is required to install commercial venting in the kitchen in order to use the kitchen for food preparation. Under current regulations and using a residential fume hood, we are permitted to reheat food but are not permitted to cook on site. This severely restricts the Hall's ability to host catered community events as well as drastically limiting the Hall's desirability for wedding or party rentals.	
14. Briefly describe the economic benefits to the community that will result from the project. (500 characters or approximately 100 words) * These improvements will greatly enhance the desirability of the Hall as a rental for private functions, which will in turn keep the money coming in which is so badly needed to ensure the Hall can cover its costs and remain open to the community. Aside from a \$5,000 annual grant from the Township which was approved in 2015, all other monies for operating costs, repairs and upgrades is raised by the Hall Board.	
15. Describe how the project is linked to Canada's 150th anniversary of Confederation. (500 characters or approximately 100 words) * Improvements and upgrades to the kitchen facilities will provide a long-term benefit to the community and township in making the Hall open and usable for community events as well as for rentals. These upgrades will represent significant modernization of a building with historical and modern importance in the community and will build on a 2011 Trillium Grant to install a lift - work which was completed on budget in 2012.	
16. Is the asset open for use by the public? If yes, please describe the extent to which it is open to the public and identify any restrictions, existing or planned, to its use. (250 characters or approximately 50 words) * <div style="float: right; text-align: right;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> The Hall is open to the public for community events, at limited/no cost depending on the event. Also available for rental to anyone at competitive fees. It's the only community Hall in the Township, and plays an important part in our rural community.	
17. Describe the extent to which regional community-based partnerships will be formed as a result of this project. (500 characters or approximately 100 words) * Local businesses have been involved in previous upgrades by providing parts and labour at little or no cost. Money has been raised through fund-raising activities and many hours of volunteer time by Board members and others. The Hall is currently fund raising to upgrade the electrical panel, repair the roof, and repair and refinish the ground floor. A local company has offered to repair water seepage into the Hall at no cost.	
18. Project Start Date (YYYY-MM-DD) * 2017-09-01	Project End Date (YYYY-MM-DD) (Cannot be after March 31, 2018): * 2017-10-31
19. State of Readiness <div style="float: right; text-align: right;"> Expected Date / Explanation (mandatory if yes or no) </div>	
a) Are plans and specifications of the project prepared? * <div style="float: right; text-align: right;"> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A </div>	Underway; expected complete by 2015-09-30

Other (specify) Drafting of above	\$	500.00
Other (specify) Site review and inspection of mechanical installation	\$	800.00
Other (specify)	\$	
Other (specify)	\$	
Other (specify)	\$	
Other (specify)	\$	
Other (specify)	\$	
Contingency (up to 10% of the project subtotal) *	\$	4,050.00
TOTAL	\$	44,550.00
Source of Funding	Funding	
FedDev Ontario funding requested *	\$	22,275.00
Applicant funding *	\$	22,275.00
Other government funding (specify)	\$	
Other government funding (specify)	\$	
Other government funding (specify)	\$	
Other government funding (specify)	\$	
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Other funding (specify)	\$	
Other funding (specify)	\$	
Other funding (specify)	\$	
Other funding (specify)	\$	
TOTAL	\$	44,550.00
25. Projected cash flow of FedDev Ontario Funding	2016-17 * \$	0.00
	2017-18 * \$	22,275.00
26. Official language preferred for correspondence: *		<input checked="" type="radio"/> English <input type="radio"/> French

CERTIFICATION

TO THE MINISTER FOR FEDDEV ONTARIO:

On behalf of the Applicant, I hereby acknowledge and certify that:

- (a) I have read and understand this Application and Program Guidelines, and will submit all the required information with this application. I understand that incomplete applications cannot be assessed and will be deemed ineligible.
- (b) I have authority to submit this application on behalf of the applicant.
- (c) The information provided herein is complete, true and accurate and I covenant that any other information given in the future in connection with the carrying out of the project will also be complete, true and accurate.
- (d) Financial assistance from FedDev Ontario is a significant factor in the decision to proceed with this project, and I represent that this project would not otherwise be completed by March 31, 2018, without the federal funding requested.
- (e) Project costs incurred by the Applicant in the absence of a signed funding agreement with FedDev Ontario are incurred at the sole risk of the Applicant and, even if the project is approved for funding any such costs may not be considered eligible for FedDev Ontario assistance.
- (f) I authorize FedDev Ontario, its officials, employees, agents and contractors to make enquiries of such persons, firms, corporations, federal, provincial and municipal government departments/agencies, Band Councils or Aboriginal government authorities established by a Self-Government Agreement or a Comprehensive Land Claim Agreement and not-for-profit, economic development or other organizations as may be appropriate, and to collect and share information with them, as FedDev Ontario deems necessary in order to assess this application, to administer and monitor the implementation of the project, and to evaluate the results of the project and this program.
- (g) Information provided to FedDev Ontario will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern the use, protection and disclosure of personal, financial and technical information by federal government departments and agencies. Information provided to FedDev Ontario is secured from unauthorized access.
- (h) The Applicant has not engaged any person to solicit financial assistance for a commission, contingency fee or other form of consideration dependent upon the approval of this application for financial assistance.
- (i) Any person who has been lobbying on behalf of the Applicant to obtain a contribution as a result of this application is registered pursuant to the *Lobbying Act* and was registered pursuant to that *Act* at the time the lobbying occurred. Where the lobbying duties of the employees of the Applicant constitute a significant part of the employee's duties, the Applicant is in compliance with the *Lobbying Act*.
- (j) Any former public office holder or public servant employed by the Applicant is in compliance with the provisions of the *Values and Ethics Code for the Public Sector*, the *Policy on Conflict of Interest and Post-Employment* and the *Conflict of Interest Act*.
- (k) The Applicant agrees to comply with the *Official Languages Act* as may be required, and specifically where a project involves services to or activities with the public.
- (l) As part of its project assessment process, FedDev Ontario requires that all projects conform with the *Canadian Environmental Assessment Act*, 2012.
- (m) Funding of the project may be subject to prior consultation with Aboriginal communities by FedDev Ontario.
- (n) The Applicant is not in default under any funding agreement with the federal government.

I have read and understand the Certification. I voluntarily consent to the collection, use and disclosure of information as described. (You should keep a copy for your records).

Name: * Sarah Harrison

Title: * Chair, Horning's Mills Hall Board of Management

Date (YYYY-MM-DD): * 2015-06-09

REMINDER:

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. PLEASE REFER TO THE APPLICATION GUIDE ON THE WEBSITE TO ENSURE YOU HAVE SUBMITTED ALL OF THE REQUIRED DOCUMENTS.

PROJECT APPLICATIONS AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED NO LATER THAN 5:00 P.M. EDT ON June 9, 2015.



REPORT TO COUNTY COUNCIL

To: Warden Maycock and Members of Council
From: Sonya Pritchard, Chief Administrative Officer
Meeting Date: June 11, 2015
Subject: Council Strategic Plan Project - Report #3

Purpose

The purpose of this report is to recommend approval of the County of Dufferin Corporate Strategic Plan (attached).

Background & Discussion

Purpose and Process

At the inaugural meeting, Council approved undertaking a strategic planning process to establish focus and identify priorities for the term of Council and into the future. It was determined that a simplified process would be used with the aim of completing the plan as soon as possible using minimal resources.

In April, a project activity schedule was approved by Council and included facilitated sessions with senior staff (1), County Council (2) and an all-Councils workshop (1). An online survey was also made available to solicit public, staff and stakeholder feedback. Results of the survey are attached. Most of the work associated with developing the plan was completed by staff. All of the activities identified in the schedule were completed on time and the project is under budget. Cooperation from staff and members of Council throughout the process were key contributors to the success of the project.

The plan developed is a Corporate Strategic Plan which sets a framework that ensures decisions and actions are aligned with the established priorities within the current organization and operational mandates. The plan establishes four key priority areas and a number of high level objectives along with specific activities that support the goals.

The priorities and objectives articulated in the Corporate Strategic Plan will be incorporated into regular Council reports and recommendations will demonstrate alignment with the plan. The annual budget process will now include an evaluation of the strategic actions and a review of the objectives and priorities. An annual report concerning the implementation of the plan will also be produced.

The Corporate Strategic Plan is not a stand-alone document. It works in conjunction with a number of other corporate plans, department business plans and the annual budget document. (See the attached chart for a breakdown of the strategic objectives by plan). As the corporate strategic planning process becomes more refined over time it will provide a framework for implementing other plans and initiatives. The document is intended to be a work in progress. It is the first plan of its type for the County of Dufferin. It is expected that the document and the process used to develop future iterations will grow and evolve as the organization strives to be a leader in providing innovative, high-quality programs and services that contribute to a vibrant and connected community.

Moving forward Council may wish to engage in a broad-based Community Strategic planning exercise that looks to a future view of the County as a region not just as a corporation. Community plans are intended to have impact beyond the County organization and require participation and buy-in from stakeholder and community groups, local municipalities, and residents. Ideally, a community strategic plan would link plans and initiatives from all Dufferin municipalities and community organizations. This type of comprehensive undertaking generally takes many months to complete and is expensive and would need to be considered during budget discussions.

Corporate Strategic Plan Overview

The Corporation of the County of Dufferin Corporate Strategic Plan identifies a vision mission and strategic principles that are supported by key strategic priorities and a number of actions.

Vision: The Corporation of the County of Dufferin will be a leader in providing innovative, high-quality programs and services that contribute to a vibrant and connected community.

Mission: The Corporation of the County of Dufferin delivers relevant, high quality services in collaboration with the community through innovative leadership, inclusive governance, effective resource management and on-going evaluation.

Principles: Principle guide the decision-making process and help determine the most appropriate actions.

1. We Manage Change
2. We Deliver Quality Service
3. We Communicate
4. We Make Good Decisions

Key Strategic Priority Areas: The key strategic priorities support the vision and mission and are all interconnected:

1. Economic Vitality
2. Communications and Connections
3. Good Governance
4. Service Excellence

Financial Impact

An amount of \$15,000 was previously approved to cover the cost of facilitation services required for the project and this amount will be sufficient. The total cost of the facilitation and facility rental was less than \$10,000.

Local Municipal impact

Local Council members participated in a workshop on May 28, 2015. Notes summarizing comments from the meeting are attached.

Recommendation

THAT the report of Sonya Pritchard, Chief Administrative Officer dated June 11, 2015, regarding Council Strategic Plan Project - Report #3 be received;

AND THAT the Corporation of the County of Dufferin Corporate Strategic Plan be approved;

AND THAT staff be directed to incorporate the principles and strategic priorities into future report and department operating plans, develop implementation proposals, and incorporate plan review into the annual budget process.

Respectfully submitted,

Sonya Pritchard, CPA, CMA
Chief Administrative Officer

Attachments:

Corporation of the County of Dufferin Strategic Plan
On-line survey results
Cross reference Chart of Various County of Dufferin Plans
Joint Council Workshop Summary of comments



DUFFERIN
COUNTY



Corporate Strategic
Plan
2015-2018

Strategic Plan

Background

A Corporate Strategic Plan sets a framework that ensures decisions and actions are aligned with the established priorities within the current organization and operational mandates. The purpose of this Corporate Strategic Plan for the County of Dufferin is to identify areas of focus and set priorities for the term of Council and into the future. The plan establishes four key priority areas and a number of high level objectives along with specific activities that support the goals.

The draft Corporate Strategic Plan was prepared with input from staff and County Council. Feedback on the draft plan was sought from local Councillors at a joint meeting of all Councils and from the public and stakeholder groups via an online survey. The plan is meant to be a living document with ongoing review, assessment and refinement. Success will be measured and priorities adjusted to reflect the changing environment with an annual reassessment of the actions, objectives, and priorities completed in conjunction with the budget process. The strategic plan and corporate principles are expected to become an integral part of the decision making process.

Moving forward Council may wish to engage in a broad-based Community Strategic planning exercise that looks to a future view of the County as a region not just as a corporation. Community plans are intended to have impact beyond the County organization and require participation and buy-in from stakeholder and community groups, local municipalities, and residents. Ideally, a community strategic plan would link plans and initiatives from all Dufferin municipalities and community organizations.

What we do

The Corporation of the County of Dufferin was established in 1881 to serve the residents of Dufferin. Governed by County Council, Dufferin County has evolved over the years providing a range of services to its residents and visitors through seven departments and an Office of the Chief Administrator:

Office of the CAO

- | | |
|---|---|
| • Provide Council support | • Council Report Review |
| • Liaise with community organizations, agencies, and other levels of government | • Coordinate inter-departmental initiatives |
| • Emergency Management Oversight | • Personnel Management |
| • Policy Development and Review | • Payroll |
| | • Administer County Official Plan |
| | • Health and Safety Oversight |

Corporate Services

- Main Reception/ Resident inquiries
- Council/Committee coordination and support
- IT support
- Corporate Communications
- Corporate Records Management
- Website and social media
- Municipal Freedom of Information and Protection Act
- IT support for four local municipalities
- Manage council budget

Treasury

- Cash management
- Budget development and business planning
- Financial reporting and audit
- Procurement and purchasing
- Insurance and risk management
- Financial policy development
- Paramedic services contract
- WDG Health Unit financial liaison
- Property tax policy setting

Building and Property

- Building code enforcement
- Plans review
- Inspection services
- Municipal bylaw enforcement
- General building code inquiries
- Facilities management

Public Works

- Road/Structure design, maintenance and administration
- Entrance permits
- Excess load permits
- Road occupancy permits
- Mapping
- Emergency numbering and signs
- GIS
- Road signs
- Organic, recycling and solid waste collections
- Household Hazardous and Electronic Waste

Community Services

- Social housing, Ontario works and child care
- Employment and Addiction Related Services
- Eviction prevention and homelessness assistance
- Children services and supports to families and agencies
- Emergency Preparedness

Dufferin Oaks

- Long Term Care
- Meals on Wheels and Frozen Meals
- Transportation
- Congregate Dining
- Home Help
- Adult Day Program
- Home Maintenance
- Friendly Visiting
- Respite
- Outreach Bathing
- Supportive Housing
- Community Hub Building

Museum, Archives & Forest

- County museum and archives facilities
- On-line access to archives
- Research on history of County residents
- School education programs
- Host exhibits and events
- County forest operations

Vision and Mission

The vision provides a picture of the preferred future and what the organization wants to achieve. The mission describes the organizations' purpose and focus as to why they exist:

Vision

The Corporation of the County of Dufferin will be a leader in providing innovative, high-quality programs and services that contribute to a vibrant and connected community.

Mission

The Corporation of the County of Dufferin delivers relevant, high quality services in collaboration with the community through innovative leadership, inclusive governance, effective resource management and ongoing evaluation.

Dufferin County Principles

The following principles guide the decision-making process and help determine the most appropriate actions. All matters are considered by the administrative staff and the elected County Councillors in the context of the following principles:



We Manage Change

Dufferin County. We believe in proactively addressing changes in community needs; meeting regulatory requirements; and responding to shifts in environmental, economic and demographic conditions.



We Deliver Quality Service

Dufferin County. We believe in consistently delivering high quality, cost-effective programs and services that reflect the needs of the community and partners.



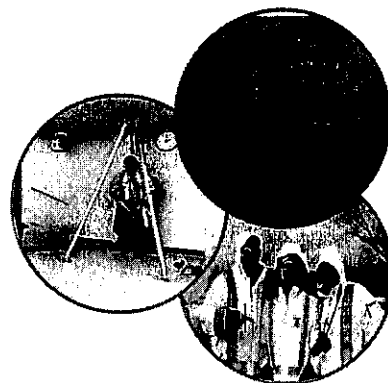
We Communicate

Dufferin County. We believe in engaging in regular, timely, accurate and clearly articulated conversations in a multitude of ways.



We Make Good Decisions

Dufferin County. We believe in fostering an environment of collaboration that contributes to informed and thoughtful decisions that are reflective of the needs of those affected.



Strategic Priorities

The key strategic priorities support the vision and mission. The four priority areas are all interconnected and success in each area will be required to ensure the Corporation of the County of Dufferin is a leader in providing innovative, high-quality programs and services that contribute to a vibrant and connected community.

The strategic priorities are refined through the development of the strategic objectives. The objectives clarify the priority areas, describe the overall intent and serve to help staff develop work plans that align with the strategic priorities. In order to achieve the objectives specific actions are identified. Many of the actions are first steps and beginning of the important work that will be required to achieve the objectives. The ongoing evaluation of the strategic plan will serve to update and refine the actions in pursuit of the strategic objectives and ultimately the vision.

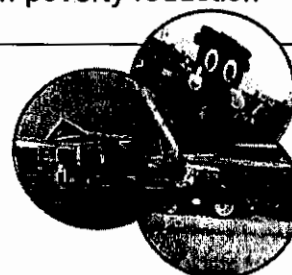


Economic Vitality

The Corporation of the County of Dufferin will foster a sustainable, vibrant and inclusive community.

The Corporation of the County of Dufferin will play an important role in the long-term economic vitality of the County. The role of the organization with respect to economic development, sustainability, and conservation initiatives is evolving and is now incorporated into the County Official Plan policies. Opportunities for partnerships with other regions and organizations are expanding and there is a need to lead community capacity building initiatives that contribute to a more inclusive and connected community.

Strategic Objectives	Actions
1.1 Foster a regional approach to economic Development	1.1.1 Review current County economic role 1.1.2 Work with partners to develop sustainable economic development plan/strategy 1.1.3 Build partnerships with local agencies who focus on employment 1.1.4 Work with partners on cultural/heritage opportunities 1.1.5 Implement policies of the Official Plan
1.2 Support ultra-high speed broadband connectivity	1.2.1 Participate in the Western Ontario Wardens' SWIFT initiative to expand connectivity
1.3 Promote conservation and environmental sustainability	1.3.1 Investigate a long-term local waste solution 1.3.2 Increase overall County waste diversion rate 1.3.3 Develop multi-use trail plan and policies 1.3.4 Initiate Natural Heritage Systems Strategy study to implement policies of the Official Plan 1.3.5 Support conservation of farmland and agricultural opportunities
1.4 Support initiatives that improve social determinants of health	1.4.1 Investigate and review opportunities to collaborate with local agencies for rural transportation services 1.4.2 Increase affordable housing availability 1.4.3 Investigate a local Dufferin poverty reduction strategy



Communication and Connections

The Corporation of the County of Dufferin will engage in timely, two-way communications that create meaningful connections.

The Corporation of the County of Dufferin is committed to being a leader in communication. Creating connections with all staff, residents, other municipalities, community partners, and other levels of government is key to achieving success in all strategic priority areas. Regular, two-way conversations encourage collaboration and innovation.

Strategic Objectives	Actions
2.1 Connect with residents	2.1.1 Develop a public communications strategy reviewing current and new media sources 2.1.2 Promote and market County and community programs and services 2.1.3 Encourage public feedback and comments in a variety of innovative forums
2.2 Foster two way communication with lower tiers and neighbouring municipalities	2.2.1 Provide regular updates on County Council events 2.2.2 Implement annual Joint Council workshops 2.2.3 Enhance regular communication with neighbouring municipalities 2.2.4 Encourage sharing of information between all municipalities
2.3 Provide a strong voice for advocating to the province	2.3.1 Advocate and pursue other levels of government for funding 2.3.2 Collaborate to provide feedback on provincial policy
2.4 Promote internal communications	2.4.1 Maintain positive connections with all staff encouraging collaboration and innovation 2.4.2 Promote an inclusive workplace 2.4.3 Convey business requirements with all staff and clearly define corporate strategic priorities and objectives

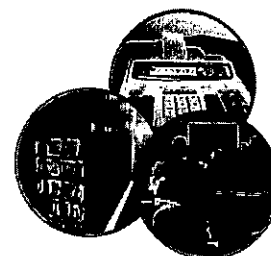


Good Governance

The Corporation of the County of Dufferin will lead through open, transparent and responsible decision making.

The Corporation of the County of Dufferin makes decisions and sets policy on behalf of residents, community groups, and local municipalities. Balancing the needs of many stakeholders means being considerate of different perspectives, effectively managing resources, and communicating the process and the results.

Strategic Objectives	Actions
3.1 Promote rural/urban cohesiveness	3.1.1 Collaborate with the area municipalities to look for innovative opportunities to partner and responsibly share resources 3.1.2 Identify areas of County wide and common interests
3.2 Increase transparency	3.2.1 Introduce open government initiatives, ie. Open data 3.2.2 Provide more open routine disclosure and information for residents 3.2.3 Develop evaluation and reporting process to assess achievement of strategic goals and objectives 3.2.4 Develop a long term financial plan that responsibly balances infrastructure requirements against local economic conditions
3.3 Improve policies, practices and procedures	3.3.1 Ensure compliance with Ministerial standards and requirements 3.3.2 Review and update current policies and procedures 3.3.3 Implement Corporate Records Management System including archival 3.3.4 Review of procedural by-law, notice requirements and committee structure



Service Excellence

The Corporation of the County of Dufferin will deliver innovative services considerate of community needs.

The Corporation of the County of Dufferin is committed to providing excellent services at an exceptional value.

Strategic Objectives	Actions
4.1 Close the infrastructure gap	4.1.1 Develop a long term infrastructure plan 4.1.2 Implementation of road network rationalization study 4.1.3 Develop facilities, maintenance and capital plan 4.1.4 Increase annual capital contribution
4.2 Improve seniors and social services	4.2.1 Investigate options for transportation for seniors 4.2.2 Ensure inclusive support services that promote safe and healthy living are available to Dufferin residents 4.2.3 Engage with community partners to address service provision and access
4.3 Enhance value for money	4.3.1 Develop a continuous improvement process to provide innovation and efficiency 4.3.2 Explore alternative sources of funding 4.3.3 Develop a tool to examine the long term impact of new program funding opportunities 4.3.4 Expand partnerships for procurement by collaborating with local and neighbouring municipalities 4.3.5 Investigate opportunities to partner and share resources/services
4.4 Promote organizational excellence and innovation and celebrate success	4.4.1 Utilize cross-functional work teams to collaborate and deliver innovative service 4.4.2 Develop Customer Service Standards for the corporation 4.4.3 Leverage existing and new technologies 4.4.4 Develop a recruitment and succession plan 4.4.5 Implement a recognition program to highlight staff accomplishments and commitment to innovation 4.4.6 Commit to ongoing performance development and staff training, including increasing the understanding of what other departments do 4.4.7 Create a forum for sharing best practices 4.4.8 Review and update the performance review process

Implementation and Next Steps

The Corporate Strategic Plan is not a stand-alone document. It works in conjunction with a number of other corporate plans, department business plans and the annual budget document. As the corporate strategic planning process becomes more refined over time it will provide a framework for all of the other plans and initiatives.

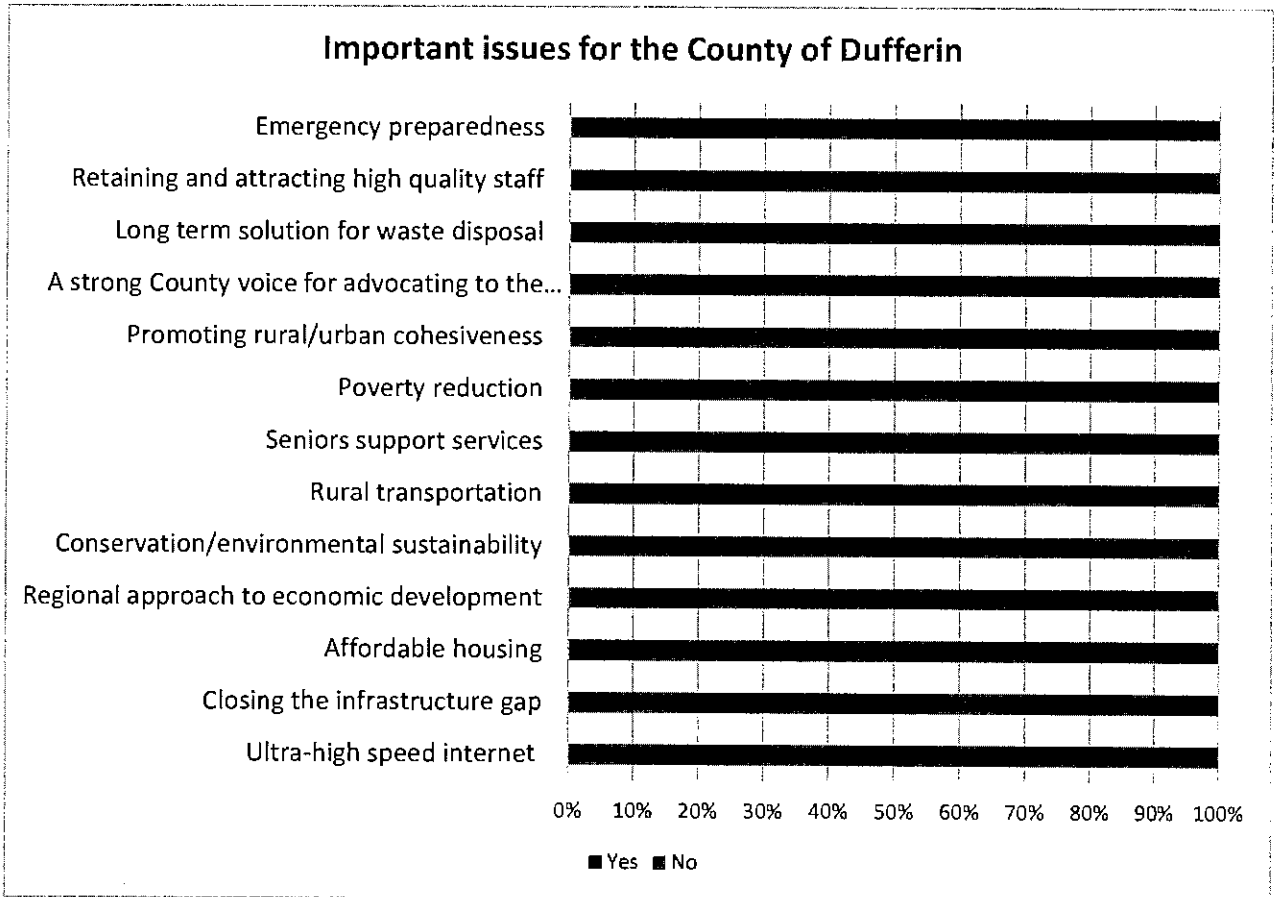
Some of the action items in the strategic plan will require detailed implementation strategies which will be prepared by staff and provided to Council for approval. Others are less complex and can move forward as part of ongoing initiatives. All of the actions and strategic objectives will be assessed as part of an annual evaluation process to ensure that objectives are being met and are still relevant. Changes in circumstances will be addressed and reflected in an annual report.

In an effort to guide the work of staff and Council and to ensure decisions are aligned with the Strategic Plan staff will provide clear reference in all reporting to the principles and strategic priorities.

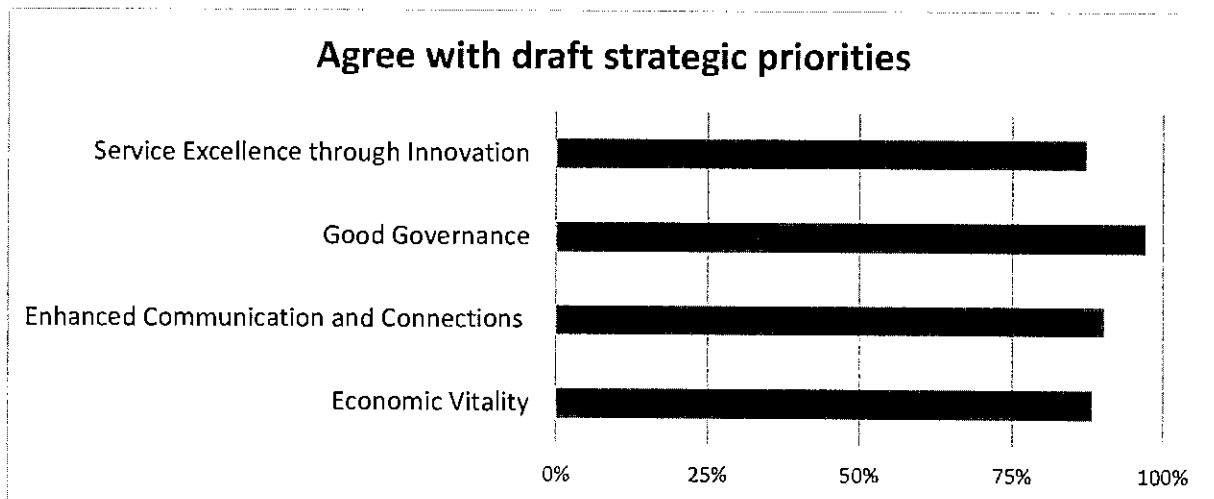
The Corporation of the County of Dufferin Corporate Strategic Plan is intended to be a work in progress. It is the first plan of its type for the County of Dufferin. It is expected that the document and the process used to develop future iterations will grow and evolve as the organizations strives to be a leader in providing innovative, high-quality programs and services that contribute to a vibrant and connected community.

On-line Survey Results

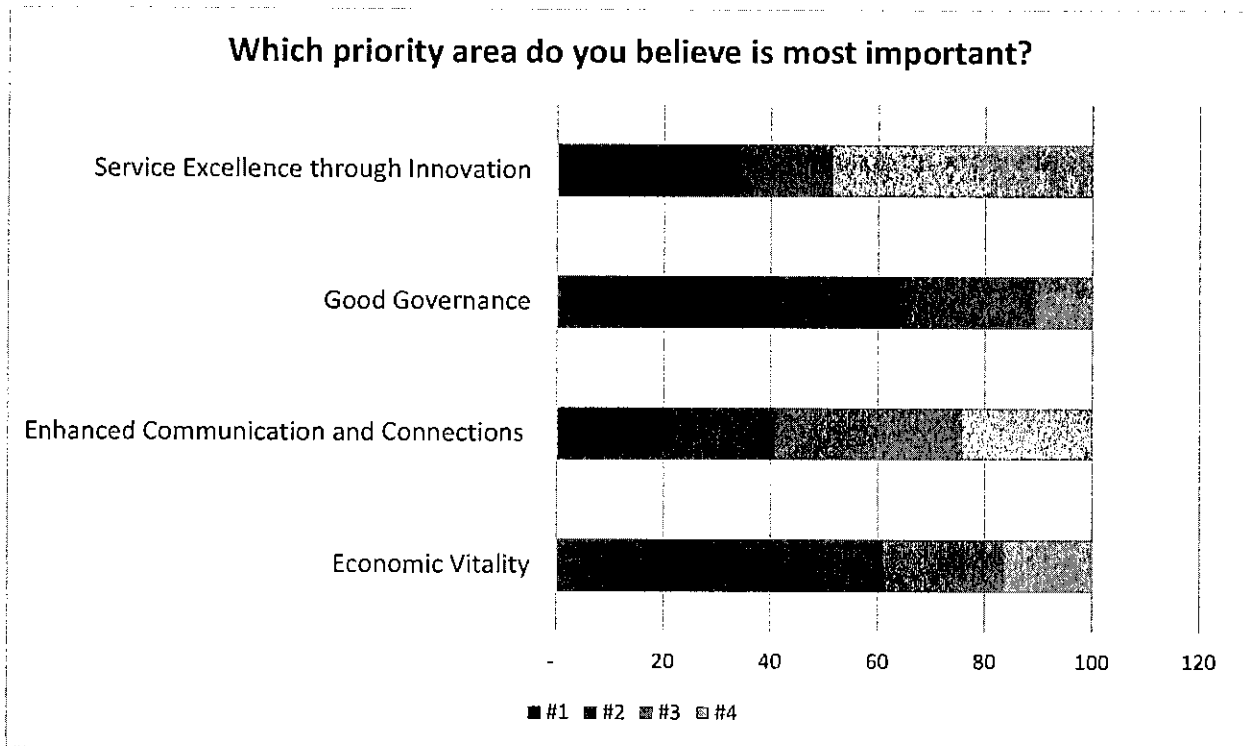
Do you believe the following are important issues for the County of Dufferin?



Do you agree with the draft Strategic Priorities identified?



Which Priority Area do you believe is most important?



Do you have any suggestions for improving civic engagement where County issues are concerned?

- Leverage social media and e-newsletters
- Offer opportunities for residents to give input through surveys
- Provide more detailed meeting minutes
- Televisе County Council meetings
- Encourage volunteerism
- Community organization to champion issues
- More open forums, town hall meetings
- Keep staff informed of Council issues
- Support local agriculture
- More media presence, what is County's responsibilities
- More accessible and modern Council chamber
- Support and promote regional community events

Do you have any other comments on the Draft Strategic Plan?

- Important to have a strategic plan
- Continue to get community and lower tier input
- Draw more industry to area
- Create work for existing residents who commute
- Child care options for Shelburne
- Improve internet speeds – lead to more businesses
- Review existing contracts for savings
- High speed internet

Cross reference Chart for County of Dufferin Plans

Corporate Strategic Plan 2015	Official Plan 2015	Active Transportation and Trails Master Plan 2010	10 Year Housing and Homelessness Plan 2013	Energy Management Plan 2014	Asset Management Plan 2013
Economic Vitality					
Foster a regional approach to economic development	X	X			
Support ultra-high speed broadband connectivity					
Promote conservation and environmental sustainability	X	X		X	X
Support initiatives for a more inclusive community	X	X	X		X
Communication and Connections					
Connect with residents	X	X	X		
Foster two way communication with local and neighbouring municipalities	X				
Provide a strong voice for advocating to the province	X			X	X
Promote internal communications					X
Communication and Connections					
Promote rural/urban cohesiveness	X				
Increase transparency	X		X	X	X
Improve policies, practices and procedures	X			X	X
Service Excellence					
Close the infrastructure gap	X	X	X		X
Improve seniors and social services	X		X		X
Enhance value for money		X	X	X	X
Promote organizational excellence and innovation and celebrate success					

**Joint Council Corporate Strategic Planning Workshop
May 28th, 2015
Monora Park Pavillion
Meeting Notes**

Summary of Comments

- When reading the plan found it to be very service oriented – talking about corporation and services provided to County
 - Looking for a goal – “centre of excellence” for example – versus service
 - Looking for something more concrete – what we will be doing
- Vision – what does word leader mean?
 - How is leadership reflected in the objectives/priorities – which are we doing to make us a leader and a leader of what
 - It is assumed but not seen
 - Want us to articulate “leaders”
- No reference to official plan
 - Should something be in the economic development section?
- Looking for higher level language
 - Why live in Dufferin – health, wealth, safe
 - Climate change impact, emergency management
 - Partnerships with industry and commercial sectors, people, volunteers response – this is a start move inward looking out – other things are more community based
 - Rebuttal – we spend a lot of money on social services
- Want reflection of values of people
 - Want employees and lower tiers to be able to see themselves in the document
- Service excellence – work in health, safety (e)
- Vision – add resident, “businesses” and partners needs
 - Innovative, “quality of life” programs
- Add agricultural sustainability – 1.a.iv
 - Environmental – stewards of the land
 - Economical – livelihood for farmers
- We Make Good Decision s- change reflective of needs or “response to needs”
- 1. Drawing on strengths “and experiences” to ensure...
- Likes that it mentions communication but would like to see recognition
 - People in the community
 - HCIA survey – come to council do presentation, councilors take it back to their council, who in turn take it to their residents, make sure it is in the minutes so that it becomes a record
 - Recognition of community members/partners 2.c.

- Already do this – people can come to us, but why can't we go to them, invite them
 - ((better way to filter stuff that comes to the County from the community to the community))
- Don't want to add too much or will not be able to accomplish plan
 - Plan should pull us together not in one direction but on the same highway
 - Concerned broadening it too much that w water it down
- David asked if it is something you can support – is it reasonable, is it heading the County in the right direction
- First reaction was "wow" to do all this in three years
 - Make document something we can embrace – how can we make it more manageable
 - Know we want to go those directions, but can we get there in three years
- Strategic planning doesn't worry about can we do this – it is about getting it on paper so it looks like going in the right direction
 - Will see it in the budget process – that's when you set out what you can and can't do – objectives
- Can we acknowledge in document that some of these are more long term versus short term – longer than the term of Council
 - Develop performance measures – how are we going to measure effectiveness
- Recreation and tourism is missing – County Forest
- Common goal of strategic plan – need to retain diversity (not included) don't want to be single tier – each municipality has its own identity
 - "acknowledge" ((acknowledge uniqueness of Dufferin County))
 - Individual identity and common grounds
- If municipality doesn't see themselves in the plan they won't buy in
- Attracting business to area that creates work
- Public input
 - Who is the public – if corporate plan, the "public" would be the staff
- Objective/action – to further develop a community plan
- Want to ensure own strategic plans are not affected by the County plan
 - Doesn't appear to
 - Meets most of what the County council does
 - ((should review lower tier plans next time))
- Where do priorities come out – schedule of when it will be done
 - Implementation – timeline, money

**Environment and Land Tribunals
Ontario**

Ontario Municipal Board

655 Bay Street, Suite 1500

Toronto ON M5G 1E5

Telephone: (416) 212-6349

Toll Free: 1-866-448-2248

Fax: (416) 326-5370

Website: www.elto.gov.on.ca

**Tribunaux de l'environnement et de
l'aménagement du territoire Ontario**

Commission des affaires municipales
de l'Ontario

655 rue Bay, suite 1500

Toronto ON M5G 1E5

Téléphone: (416) 212-6349

Sans Frais: 1-866-448-2248

Télécopieur: (416) 326-5370

Site Web: www.elto.gov.on.ca



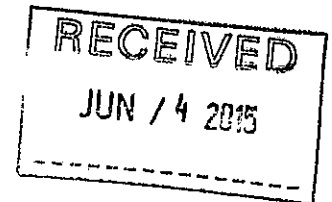
June 02, 2015

XPRESSPOST

Township of Melancthon

157101 Highway 10

Melancthon, ON L9V 2E6



Subject:	Case Number:	PL150353
	File Number:	PL150353
	Municipality:	Dufferin
	Official Plan Number:	22-OP-143362-DCOP
	Property Location:	Municipal Wide
	Applicant:	County Initiated
	Appellants:	1682843 Ontario Limited, Township of Melancthon, Valley Grove Investments Inc. & Harmount Invest (Jointly)

After reviewing the file mentioned above, the Board has determined that it does not have the statutory authority to consider the appeal as it was received by the Ministry of Municipal Affairs and Housing after the appeal period had expired.

Section 17(36) of the *Planning Act* states that:

"Any of the following may, not later than 20 days after the day that the giving of notice under subsection (35) is completed, appeal all or part of the decision of the approval authority to the Municipal Board by filing a notice of appeal with the approval authority:

- 1. A person or public body who, before the plan was adopted, made oral submissions at a public meeting or written submissions to the council.*
- 2. The Minister.*
- 3. In the case of a request to amend the plan, the person or public body that made the request. 2006, c. 23, s. 9 (6)."*

The County of Dufferin made notice of the decision on the above matters on March 27, 2015. In accordance with Sections 17(36), the last date to file an appeal with the Minister of Municipal Affairs and Housing was on April 16, 2015 and your appeal was not

received until April 22, 2015. As such, the Board does not have the jurisdiction to give consideration to your appeal.

Sincerely,



Julie Nolan
Case Coordinator, Planner
(416) 326-6782

c.c.
The Clerk (Dufferin)
Sybelle von Kursell
John Alati
Claire Young
Flynn Paquin
Irvin Shachter
Ron Davidson

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER _____ - 2015

**BEING A BY-LAW WHICH PROVIDES FOR THE ERECTION
OF STOP SIGNS AT INTERSECTIONS**

WHEREAS Section 137 a) of the Highway Traffic Act (R.S.O 1990, Chapter H.8) provides that the Council of a municipality may, by by-law, provide for the erection of stop signs at intersections on highways under its jurisdiction;

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

1. The intersections on highways set out in Column 1 are designated as intersections where stop signs shall be erected at the locations shown in Column 2.

COLUMN 1

COLUMN 2

*Main Street, Horning's Mills at Mill Street/
River Road*

Stop in North and South directions

2. The penalties in the Highway Traffic Act shall apply to offences against this by-law.
3. The designation made by Section 1 shall not become effective until stop signs have been erected in accordance with the regulations of the Highway Traffic Act.
4. Any section or part of a section of a previously passed by-law which is inconsistent with this by-law is hereby repealed.

BY-LAW READ A FIRST AND SECOND TIME THIS 18TH DAY OF JUNE, 2015.

BY-LAW READ A THIRD TIME AND PASSED THIS 18TH DAY OF JUNE, 2015.

MAYOR

CLERK

BY-LAW NO. 21, 2015

TOWNSHIP OF MELANCTHON

STINSON DRAINAGE WORKS, D DRAIN

A By-law to provide for a drainage works in the Township of Melancthon in the County of Dufferin.

Whereas the requisite number of owners have petitioned the Council of the Township of Melancthon in the County of Dufferin in accordance with the provisions of the **Drainage Act**, R.S.O. 1990, requesting that the following lands be drained by a Drainage Works:

Pt. Lot 11, Concession 5 N.E.

And Whereas the Council of the Township of Melancthon in the County of Dufferin has procured a report made by R. J. Burnside & Associates Limited. The report is attached hereto and forms part of this by-law.

And Whereas the estimated total cost of constructing the drainage works is \$30,000.00.

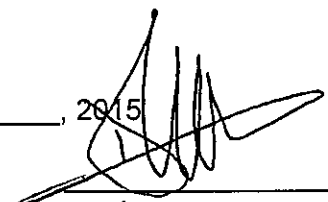
And Whereas the Council of the Township of Melancthon pursuant to the Drainage Act, R.S.O. 1990, enact as follows:

1. The report dated March 25, 2015 and attached hereto as Schedule A is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Township of Melancthon may borrow on the credit of the Corporation the amount of \$30,000.00 being the amount necessary for construction of the drainage works.
3. A special rate shall be levied upon the lands and roads as set forth in the assessment schedule included in Schedule A to the by-law to be collected in the same manner as other taxes are collected.
4. For paying the amount of \$15,000.00 being the amount assessed upon lands and roads belonging to or controlled by the municipality, a special rate sufficient to pay the amount assessed plus interest therein shall be levied upon the whole rateable property in the Township of Melancthon for one year after the passing of this by-law, to be collected in the same manner and at the same time as other taxes are collected.
5. All assessments are payable in the same year as the assessment is imposed.
6. This by-law comes into force on the passing thereof and may be cited as the "Stinson Drainage Works, D Drain By-law".

First Reading May 7, 2015

Second Reading May 7, 2015

Provisionally adopted this 7th day of May, 2015

Mayor: 

CAO/Clerk: Deanne Wolfe

Third Reading _____

Enacted this _____ day of _____, 2015

Mayor: _____

CAO/Clerk: _____

Denise Holmes

From: Denise Holmes <dholmes@melancthontownship.ca>
Sent: June-02-15 11:35 AM
To: dholmes@melancthontownship.ca
Subject: FW: Police Service Melancthon

From: David Thwaites <davidgthwaites@hotmail.com>
Date: June 2, 2015 at 7:02:27 AM EDT
To: "bartnancymalloy@yahoo.ca" <bartnancymalloy@yahoo.ca>, "dbesley@melancthontownship.ca" <dbesley@melancthontownship.ca>
Cc: "steven.sills@opp.ca" <steven.sills@opp.ca>, "dwhite@melancthontownship.ca" <dwhite@melancthontownship.ca>, "jwebster@melancthontownship.ca" <jwebster@melancthontownship.ca>, "jelliott@melancthontownship.ca" <jelliott@melancthontownship.ca>, "whannon@melancthontownship.ca" <whannon@melancthontownship.ca>
Subject: Police Service Melancthon

Dave and Bart:

I felt compelled to send this email following the meeting in Hornings Mills last evening. The email will provide some framework for our discussions at our meeting scheduled for June 11. I have copied Steve Sills and the members of Melancthon Council for their information.

At the outset I wish to extend my thanks to Steve and Paul for attending and participating in the community meeting for it is exactly that type of interaction that provides the opportunity to build relationships and that assist in building a framework for not only effective policing but a proactive community engagement.

I would also like to thank members of Council for facilitating the meeting in Hornings Mills which will hopefully be the model for other meetings throughout the Township in the coming months.

In sending this report I have reminded myself of the purpose and jurisdiction of the Police Services Board by reading Section 10(9) of the Police Services Act. I have done so as it is clear that there are different roles for Municipal Council and for the Police Services Board. I have set out below the relevant two subsections of section 10(9):

- (b) to generally determine the objectives and priorities for police services, after consultation with the detachment commander or his designate, and
- (c) to establish, after consultation with the detachment commander or his designate, any local policies with respect to police services.

I felt the need to review the section as the interaction between Council, the Board and the OPP can be confused, at least in my novice mind being new to the responsibility. I had taken the view early on that the Board was largely there to monitor police services (which is also one of our responsibilities under the Act) and to report to Council any issues. This indeed is not an accurate view of our responsibility for the Board is not a committee of the municipality but a statutory body created by the Province of Ontario for policing in Ontario. I have been reminded, as I read the Act, that indeed the role of the Board is much larger and it is on the Board, not

Council, that falls the obligation and responsibility to determine the objectives, the priorities and the local policies for policing.

It is the responsibility of the Municipal Council to bring concerns about policing to the Board for its then interaction with the OPP for purpose of fulfilling its mandate under the Police Services Act.

From my perspective and for our discussion next week I consider the meeting last night to be informative for the Board in establishing policies and fulfilling our mandate. I see it as our responsibility to therefore arrange the community meetings about the Township to assist us and therefore, again for our discussion next week, I see the need to fix meeting dates for our Board to be held with other hamlets/areas for if the people will not come to the Township office for our meetings then we will have to go to the people.

For purpose of the meeting last evening, without setting forth comprehensive minutes:

- a. I understand that Municipal Council will be meeting this coming Thursday and thereafter as necessary to follow-up steps it may take in addressing some of the community concerns from a municipal perspective recognizing that the same concerns that were expressed last evening are common themes and concerns throughout the Township. I would understand that various options are being considered, including amongst other possibilities:
 - i. additional traffic controls (stop signs)
 - ii. speed bumps
 - iii. signage
 - iv. "speed signs" (mobile and temporary that might be moved around the Township)
 - v. hiring of paid duty police officers.
- b. the community has been encouraged to be proactive in reporting to the OPP concerns with illegal activity whether speeding, unlicensed vehicles (snowmobiles, atvs) etc.
- c. the community has been encouraged to be more proactive in local accountability of its citizens (as I would understand that a good part of the speeding problem is local residents)
- d. the OPP have undertaken a "focused patrol" in Hornings Mills and River Road area to make efforts to determine the extent of and to enforce Highway Traffic Act (and other) violations. I understand that this focus will be undertaken later this week for over a 2 week period and I have asked the OPP to provide our Board with an update next Thursday June 11 to the extent it may assist the Board in further responding.
- e. the OPP have advised the community that it will make reasonable efforts to follow-up reports of illegal activity.

It further became clear that the focus of the community meeting was twofold:

- a. speeding by vehicles (cars, atvs and snowmobiles) at all times
- b. the activity of motorcycles on River Road and on Hornings Mills, most particularly from Friday through Sunday.

Council had requisitioned and obtained some "speed reports" over 5 day periods throughout the Township. I would appreciate if copies of those reports could be forwarded to the Police Service Board as it might assist us in furthering any mandate we have and in assisting the OPP in enforcement.

I believe that as part of our mandate, in cooperation with Council, is that educating a "change of attitude" for all members of our community and for those using our roads is very important. If there are motorcycle clubs facilitating rides through Dufferin County then they need to be approached to remind their members of the concerns of the residents of Melancthon (and Dufferin since the same concerns apply to other Townships).

If it is the residents of other municipalities (Southgate???) then there needs to be a coordination of this "education" with other municipalities and Police Service Boards not only to seek what works best to enforce the law but to facilitate education and a change in behavior

If it the residents of Melancthon that are contributing to the problem then there needs to be a focus on that "education". The problem is far deeper than simply saying the problem is enforcement when in fact the problem is the behavior of the users of the roads and their respect/lack of respect for the laws that affect all of us. If the members of our community our facing increased costing for police services then perhaps each needs to be reminded that for every \$16,000 spent in Melancthon there is a 1% increase in our taxes. To be honest I resent the fact that I would have to pay for the actions of others who are being irresponsible and I must be more diligent myself in asking our neighbours and fellow citizens to be more respectful to say nothing of being more safety conscious.

I fully endorse the concept of the OPP in trying to not just enforce but to educate and would see it being an important part of local policies for policing within not only the Township but throughout the County. I am aware of the OPP website info but it is apparent that the efforts must be broader and directed.

I wonder if a brochure for distribution by the Township containing info on speeding would be helpful. If the letter/brochure were distributed by email/internet/mail/hand out by community members at events etc then there would be effective distribution and the cost need not be large. If the brochure were to have info on:

- i. the recent speed data;
- ii. impact of speeding (cause of accidents/deaths/injury
- iii. demerit point and insurance cost
- iv. cost of policing to enforce what really is a very basic respect for life and others

etc.

I trust our meeting next Thursday June 11 will be fulsome and positive.

If there are specific ask from Council then I trust those ask/expressions will be forwarded to us before next Thursday. I have included this part as an invitation to those being copied with this email. I would further welcome the opportunity to attend upcoming Council meetings if there are specific items on the agenda that might affect policing in Melancthon so that not only the current issue but in future other issues might be considered by the Board. I appreciate that the item of last evening's meeting and concerns re speeding is on the agenda for this Thursday June 4 - if there is an approximate time that this topic might be addressed on the agenda I would pleased/like to attend.

Thanks again everybody and I look forward to addressing the concerns of the community.

David Thwaites



Dufferin Ontario Provincial Police

Melancthon Township Police Services Board Report January - March 2015

Detachment Commander's Report

It is my pleasure to provide this report to the Melancthon Township Police Services Board. The Detachment Personnel are committed to providing a professional policing service that addresses identified community needs and concerns.

Our Vision

Safe Communities . . . A Secure Ontario.

Our Mission

Committed to public safety, delivering proactive and innovative policing in partnership with our communities.

Our Values

Professionalism, Accountability, Diversity, Respect, Excellence and Leadership

OPP Strategic Objectives

Leadership Building Trust and Confidence through our actions and our work.

Health Workforce Cultivating and sustaining a supportive work culture.

Technology Integrating service delivery opportunities to enhance productivity.

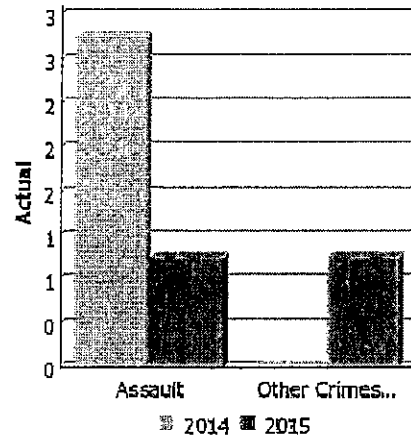
Analytics Maximizing data in the deployment of our resources.

Reinvestment Increasing capacity in growing service areas.

Police Services Board Report for Melancthon Township
Records Management System
January to March - 2015

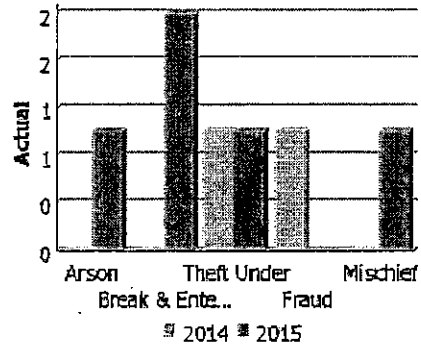
Violent Crime

Actual	January to March			Year to Date - March		
	2014	2015	% Change	2014	2015	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	0	--	0	0	--
Assault	3	1	-66.7%	3	1	-66.7%
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	0	1	--	0	1	--
Total	3	2	-33.3%	3	2	-33.3%



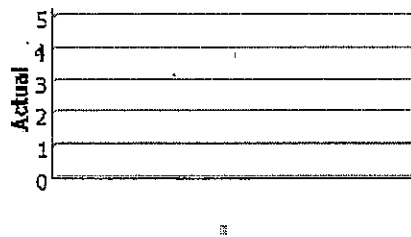
Property Crime

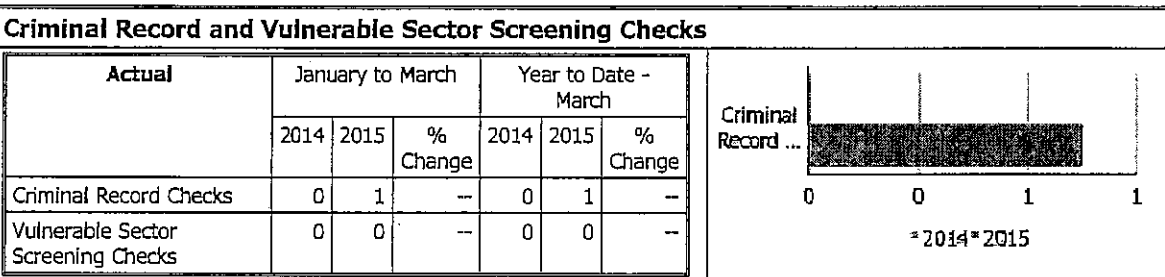
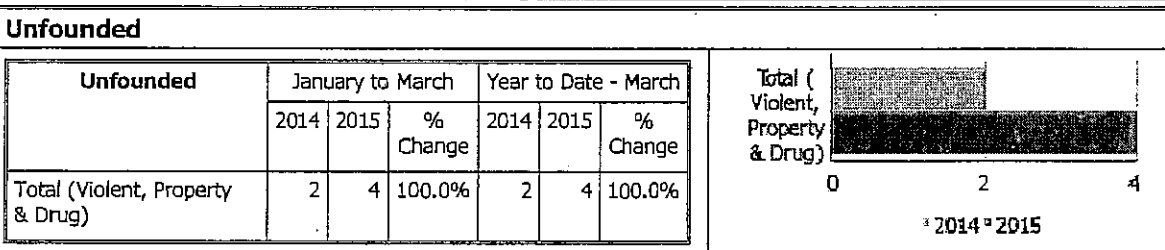
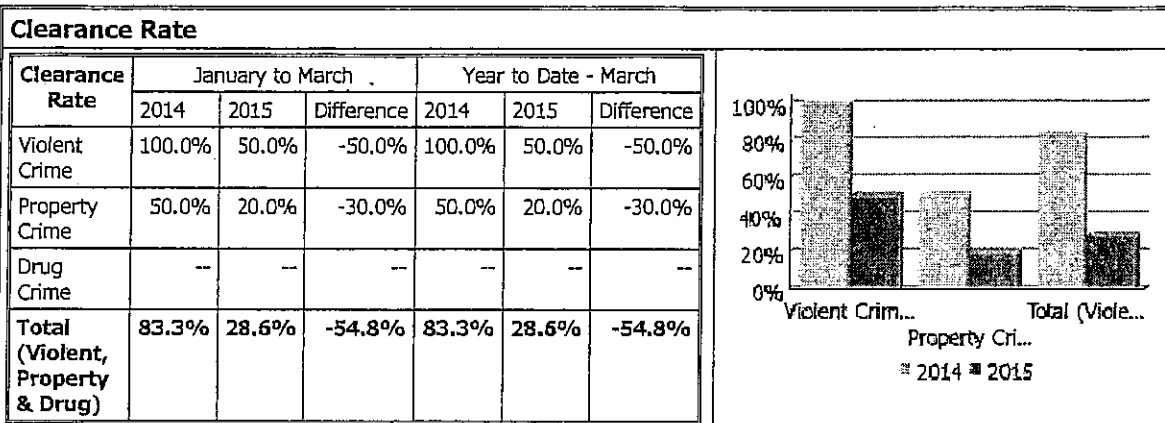
Actual	January to March			Year to Date - March		
	2014	2015	% Change	2014	2015	% Change
Arson	0	1	--	0	1	--
Break & Enter	0	2	--	0	2	--
Theft Over	0	0	--	0	0	--
Theft Under	1	1	0.0%	1	1	0.0%
Have Stolen Goods	0	0	--	0	0	--
Fraud	1	0	-100.0%	1	0	-100.0%
Mischief	0	1	--	0	1	--
Total	2	5	150.0%	2	5	150.0%



Drug Crime

Actual	January to March			Year to Date - March		
	2014	2015	% Change	2014	2015	% Change
Possession	0	0	--	0	0	--
Trafficking	0	0	--	0	0	--
Importation and Production	0	0	--	0	0	--
Total	0	0	--	0	0	--





Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

Detachment: 1N - DUFFERIN

Location code(s): 1N05 - DUFFERIN (Melancthon (MI))

Data source date:

2015/05/30

Report Generated by:

Sills, Steven G.

Report Generated on:

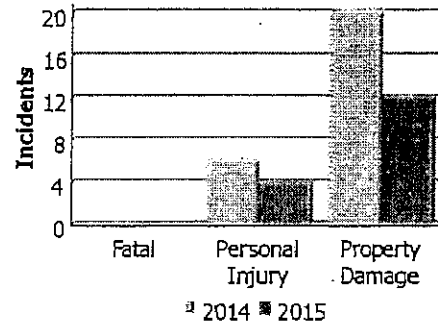
Jun 2, 2015 2:22:25 PM

PP-CSC-Operational Planning-4300

Police Services Board Report for Melancthon Township
Collision Reporting System
January to March - 2015

Motor Vehicle Collisions by Type

Incidents	January to March			Year to Date - March		
	2014	2015	% Change	2014	2015	% Change
Fatal	0	0	--	0	0	--
Personal Injury	6	4	-33.3%	6	4	-33.3%
Property Damage	20	12	-40.0%	20	12	-40.0%
Total	26	16	-38.5%	26	16	-38.5%

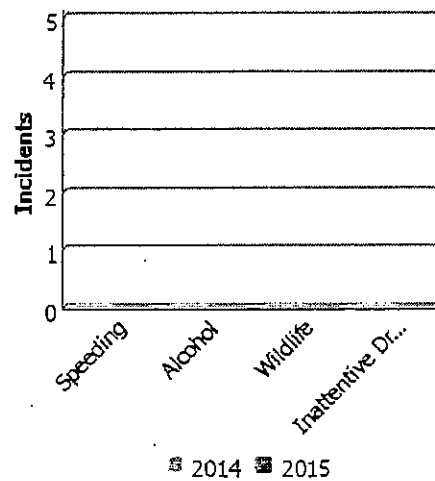


Fatalities in Detachment Area

Incidents		January to March			Year to Date - March		
		2014	2015	% Change	2014	2015	% Change
Motor Vehicle Collision	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Off-Road Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Persons Killed		January to March			Year to Date - March		
		2014	2015	% Change	2014	2015	% Change
Motor Vehicle Collision		0	0	--	0	0	--
Off-Road Vehicle		0	0	--	0	0	--
Motorized Snow Vehicle		0	0	--	0	0	--

Primary Causal Factors in Fatal Motor Vehicle Collisions

Incidents	January to March			Year to Date - March		
	2014	2015	% Change	2014	2015	% Change
Speeding as a contributing factor	0	0	0	0	0	0
Where alcohol is involved	0	0	0	0	0	0
Wildlife as a contributing factor	0	0	0	0	0	0
Inattentive driver as a contributing factor	0	0	0	0	0	0
Persons Killed	January to March			Year to Date - March		
	2014	2015	% Change	2014	2015	% Change
Seatbelt as a contributing factor	0	0	0	0	0	0



Data Utilized

- SQL online application reporting system – OPP CRS 2.3.09
- Collision Reporting System Business Intelligence Cube

Detachment: 1N - DUFFERIN

Location code(s): 1N05-DUFFERIN (Melancthon (MI))

Data source date:
2015/06/10

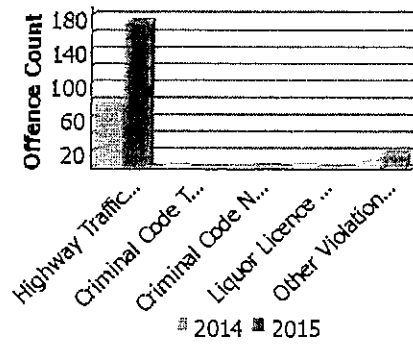
Report Generated by:
Sills, Steven G.

Report Generated on:
Jun 11, 2015 2:32:31 PM
PP-CSC-Operational Planning-4300

Police Services Board Report for Melancthon Township
Integrated Court Offence Network
January to March - 2015

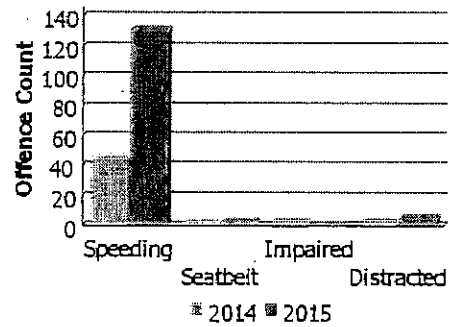
Criminal Code and Provincial Statute Charges Laid

Offence Count	January to March			Year to Date - March		
	2014	2015	% Change	2014	2015	% Change
Highway Traffic Act	78	173	121.8%	78	173	121.8%
Criminal Code Traffic	2	0	-100.0%	2	0	-100.0%
Criminal Code Non-Traffic	0	2	--	0	2	--
Liquor Licence Act	2	0	-100.0%	2	0	-100.0%
Other Violations	5	16	220.0%	5	16	220.0%
All Violations	87	191	119.5%	87	191	119.5%



Traffic Related Charges

Offence Count	January to March			Year to Date - March		
	2014	2015	% Change	2014	2015	% Change
Speeding	45	131	191.1%	45	131	191.1%
Seatbelt	1	2	100.0%	1	2	100.0%
Impaired	2	0	-100.0%	2	0	-100.0%
Distracted	2	5	150.0%	2	5	150.0%



Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind.

Data Utilized

- Ministry of Attorney General, Integrated Court Offence Network
- Integrated Court Offence Network Charge Business Intelligence Cube

Detachment: 1N - DUFFERIN

Location code(s): 1N05 - DUFFERIN (Melancthon (MI))

Data source date:

May 13, 2015 10:39:06 AM

Report Generated by:

Sills, Steven G.

Report Generated on:

Jun 11, 2015 2:36:50 PM

PP-CSC-Operational Planning-4300

*TRIPASS
INSURE*

Police Services Board Report for Melancthon Township
2015/Jan to 2015/Mar

Public Complaints	
Policy	0
Service	0
Conduct	1

Date information collected from Professional Standards Bureau Commander Reports: 2015-06-11

Data Source

Ontario Provincial Police, Professional Standards Bureau Commander Reports

- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

Secondary Employment
The Ontario Provincial Police, Professional Standards Bureau has approved two officer's requests for secondary employment.

Staffing Updates	
Transfers:	<p>New OPP officers assigned to the Dufferin OPP Detachment:</p> <ul style="list-style-type: none"> - P/C Kelsey Bardy started at the detachment in January with P/C Stan Wesley assigned as Coach Officer - P/C Krista Levesque started at the detachment in May with P/C Melissa Kolodziechuk assigned as Coach Officer. <p>Transfer of Members:</p> <ul style="list-style-type: none"> - P/C Christopher Goreski has transferred to the Wellington Detachment in May. - P/C Aaron Arnett has transferred to Dufferin Detachment from the 407 Detachment of the Highway Safety Division to replace P/C Goreski. <p>Resignations:</p> <ul style="list-style-type: none"> - P/C Scott Doney resigned at the end of March.
Recognition:	<p>P/C Kristine Stanway received a Regional Commander's Letter of Commendation for her "exceptional efforts as the lead investigator" in the September 28th, 2014 major fatal motor vehicle collision at the intersection of the Mono-Amaranth Townline and County Road 10. P/C Stanway was commended on her "ability to access the appropriate resources and her compassion and extra assistance that she provided to the families of those who died in the collision.</p>

Detachment Initiatives	
Number of Targeted Media Releases:	<p>During the first quarter P/C Nancekivell provided 23 media releases:</p> <ul style="list-style-type: none"> 10 - regarding Traffic Safety 7 - regarding Crime Prevention 4 - regarding Traffic Collisions 2 - regarding Proactive Traffic Enforcement
Crime and Traffic Campaigns/Initiatives:	<p>Traffic Campaigns/Initiatives:</p> <ul style="list-style-type: none"> - 14th to the 20th of March 2015 March Break – Focus Distracted Driving - 3rd to the 6th of April 2015 Easter Long Weekend – Focus Seatbelt Compliance
Public Education Campaigns:	<ul style="list-style-type: none"> - OPP KIDS Program Mono Amaranth School 5 lessons in Crime Prevention - OPP KIDS Program Primrose School - 5 lessons in Crime Prevention - Career In Policing presentation at Cedar Heights School - Dufferin Mental Health Coalition meeting - Crimestoppers Meeting - Human Justice and Coordinating Committee Meetings - VTRA Meeting Feb 17, 2015

Valerie With-in Sheets

Other:	<p>Motor Vehicle Collision Reporting Errors</p> <p>The correct statistics for collisions occurring during the first three months in Melancthon Twp are:</p> <p>2015 Non-fatal Injury – 4, Property Damage – 16 2015 Non-fatal Injury – 11, Property Damage – 58 - 63.6 % - 72.4%</p> <p>See CRS list of Melancthon Twp MVCs for Jan-Mar 2015 attached</p>
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Detachment Emergency Planning Activities	
Emergency Planning Activities	Members of the Dufferin Detachment have participated in local emergency planning exercises as well as an emergency exercise preparing for the TO2015 Pan Am Games.
Continuity Of Operations Plan Status	The Dufferin OPP Detachment Continuity of Operations Plan for 2015 has been updated as of April 2015.
Table-Top Exercises	Dufferin OPP Detachment completed internal training regarding the detachment's Continuity of Operations Plan by conducting a table top exercise on the 17th of April 2015.

Detachment: 1N - DUFFERIN

Location code(s): 1N05 - DUFFERIN (Melancthon (MI))

Report Generated by:
Sills, Steven G.

Report Generated on:
Jun 11, 2015 2:30:56 PM
PP-CSC-Operational Planning-4300

05-Jan-15	18:03	county rd 2	4th line NE	Property Damage Only	conditions
09-Jan-15	19:50	COUNTY RD 2	4TH LINE NE	Non-Fatal Injury	Speed à Too Fast for conditions
16-Jan-15	18:09	CTY RD 17	2ND LINE SW	Non-Fatal Injury	Speed à Too Fast for conditions
23-Jan-15	20:18	County Rd 124		Non-Fatal Injury	Improper passing
29-Jan-15	15:34	COUNTY RD 124	MELACTHON-NOTTAWASAGA TWN LINE	Property Damage Only	Animal à Wild or domestic
08-Feb-15	9:28	10	5TH LINE	Property Damage Only	conditions
10-Feb-15	8:30	240 SRD	6TH LINE	Property Damage Only	conditions
19-Feb-15	23:20	89	COUNTY ROAD 17	Property Damage Only	Ability Impaired à Alcohol
22-Feb-15	16:20	COUNTY RD 124	COUNTY RD 17	Property Damage Only	Following too closely
25-Feb-15	7:55	COUNTY RD 9	MELANCTHON-OSPREY TWN LINE	Property Damage Only	Lost control
25-Feb-15	15:50	COUNTY RD 124	COUNTY RD 21	Property Damage Only	Lost control
27-Feb-15	13:40	89	Mulmur-Melancthon Townline	Property Damage Only	Inattentive driver
28-Feb-15	17:45	10th LINE SW	280 SRD	Property Damage Only	Speed à Too Fast for conditions
11-Mar-15	21:30	10	3rd line	Property Damage Only	Animal à Wild or domestic
24-Mar-15	1:21	COUNTY RD 124	5TH SRD	Property Damage Only	Animal à Wild or domestic
30-Mar-15	11:15	COUNTY ROAD 17		Property Damage Only	Speed à Too Fast for conditions
07-Feb-15	19:29	3rd Line		Property Damage Only	conditions
02-Mar-15	16:47	9 County Road		Non-Fatal Injury	Speed à Too Fast for conditions
15-Feb-15	0:25	5 SIDEROA D	124	Property Damage Only	Other
16-Jan-15	0:20	COUNTY ROAD 2	220 SIDEROAD	Property Damage Only	Speed à Too Fast for conditions

	Total	PI	PD
2014	69	11	58
2015	20	4	16
	-71.01%	-63.61%	-72.41

Focused Patrol - RM15044788 - Main Street Horning's Mills, Melancthon
Preliminary Results: Week 1 (data from RMS only)

Date	Time Dedicated	Time of Day	Observations	Enforcement
Jun-04	1	0705hrs	65 motor vehicles	None
Jun-04	1	1900hrs	32 motor vehicles 3 motorcycles	None
Jun-05	1	1430hrs	4 motor vehicles	1 PON for 128
Jun-06	1	1350hrs	3 motor vehicles 10 motorcycles	None
Jun-06	7	0700hrs	60 motor vehicles	None
Jun-07	30min	1400hrs	34 vehicles (mc and mv)	None
Jun-10	1	1510hrs	30 motor vehicles	1 PON for 128

TOTAL 12.5 hours

Approx 241 vehicles

2 PONS

Officers Involved in Enforcement :

PC T. Taylor

PC Levesque

PC Kolodziechuk

PC Welsh

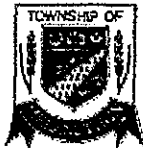
PC Nancekivell

PC Bardy

Sgt Convey

47 in 40
45 in 40

HR
1-12 DAY
HR
1-12 NIGHT



Application for Special Event Permit
Schedule "A" to By-law 2013 - _____

Applicant Name: DAVID B CAMERON
Organization: DUNADEL GOLF COURSE
Address: 159291 Hwy #10 Postal Code: N0G 2B0
Telephone: Day 519-923-9616 Evening 519-373-1977
Email: DCAMERON@DUNADEL.COM
Date(s) of Proposed Event: SAT AUG 1 2015
Time(s) of Proposed Event: 2:00 pm UNTIL 2:00 AM
Location of the Event: GOLF COURSE DRIVING RANGE
Property Owner (if different than applicant): _____
Property Owner Contact (if different than applicant): _____

1. Describe the Proposed Event:

AN OUTDOOR FAMILY
DAY / EVENING WITH LIVE MUSIC
FOOD AND NON ALCOHOLIC AND
ALCOHOLIC BEVERAGES
25TH ANNIVERSARY OF GOLF CLUB

2. Does this event require the use of Municipal Property (i.e. roads, facilities)? ☒ Y ☐ N

If yes, explain: _____

3. How many people are expected to attend the event: 200 - 400
Note: Major Events of 1,000 people or more require the approval of Council.

4. Does the event involve the use and/or sale of alcohol? ☒ Y ☐ N
Note: Licensed events on Municipal property must comply with the Melancthon Municipal Alcohol Risk Management Policy.

5. The OPP Dufferin County Detachment has been notified of this event: ☒ Y ☐ N WOULD BE UPON
Written confirmation from the OPP may be required. EXCEPTION OF APP.

6. What is the Zoning designation on the subject property? OS1 RECREATIONAL

7. Proof of Current Insurance Attached: ☒ Y ☐ N will provide

Regular Event	Event Involving Use/Sale of Alcohol
Provide proof of current liability insurance in the minimum amount of two million dollars (\$2,000,000.00).	Provide proof of current liability insurance in the minimum amount of five million dollars (\$5,000,000.00).

Note: The Certificate of Insurance shall identify the address of the event as being the insured property.

8. Are you planning a fire or any burning? ☒ Y ☐ N If so, burn permit is required. OK

9. Will there be food vendors at the event? ☒ Y ☐ N If so, a Special Event Food Vendor Application (attached) must be completed and sent to the Wellington Dufferin Guelph Health Unit for approval prior to the event. *By Golf Course*

Permit Requirements: Applicants may be required to post a performance bond up to ninety (90) days after the conclusion of the event.

Applicant Signature: *David Cameron* Date: *9/6/2015*
DAVID B. CAMERON

For Internal Use Only:

Department	Comments/Conditions	Signature
Council		
Fire		
Parks		
Building & By-law Enforcement		
Transportation & Environmental Services		
Finance		
Planning		

Application: Approved ☐ Denied ☐ Approval Date: _____

Reason for Denial: _____



SPECIAL EVENT: FOOD VENDOR APPLICATION

Please complete this form and submit it at least 30 days prior to the event to
Wellington-Dufferin-Guelph Public Health, Public Health Inspector
email: OfficeDuty.PHI@wdgpublichealth.ca or mail or fax to:

GUELPH:
Fax 519-836-7216

FERGUS:
474 Wellington Rd#18,
RR#1 Fergus, ON N1M 2W3
Fax: 519-846-0323

DUFFERIN:
Fax: 519-941-1800

Event Name: 25 ANNIVERSARY OF GOLF COURSE
Event Contact Name: DAVID B CAMERON
Event Location/Address: 159291 Hwy #10 DUNDALK ON.
Event Date(s): SAT AUG 1, 2015
Contact/Vendor Name: DUNDALK GOLF COURSE
Booth Name (if applicable): _____
Mailing Address: _____
Email Address: _____ Fax: _____
Phone Number: (H) _____ (W) _____

Type of Food Premise at Event:

- ☐ Preparation/Serving Kitchen ☒ Temporary Booth
☐ Mobile Catering Truck or Cart ☐ Other Please specify: _____

Type of organization:

- ☐ Religious Organization * ☐ Fraternal Organization * ☐ Service Club *
☐ Food Business ☐ Other GOLF COURSE

* If you are a religious organization, fraternal organization or service club and are accepting food from an un-inspected facility (e.g., home), you must also complete the "Donors of Potentially Hazardous Food" list.

Food Menu List ALL food to be prepared or served (if more space is needed, please attach separate list)	Source of Food Name and address of grocer, caterer, restaurant (if more space is needed, please attach separate list) *no home preparation permitted*
1. <u>HOTDOG, HAMBURGER,</u>	1. <u>PULLED PORK ON A BUN</u>
2. <u>SAUSAGE.</u>	2. <u>1</u>
3. _____	3. _____
4. <u>FRENCH FRIES</u>	4. _____
5. _____	5. _____

How will food be transported to event:

- ☐ Refrigerated truck ☐ Coolers with ice
☐ Thermal unit (e.g., Cambro units) ☐ Insulated container/bag
☐ Other (please specify): COOKED FRESH ON SITE

How will temperature be maintained on site:

- ☐ Refrigerated truck
☐ Thermal unit (e.g. Cambro units)
☐ Insulated container/bag
- ☒ Coolers with ice IF APPLICABLE
☐ Chafing dish
☐ Other _____

* A probe thermometer must be available on site to ensure proper internal food temperatures.

Describe your handwashing station:

- ☐ Portable handwash station
☐ Other CLUBHOUSE KITCHEN
- ☐ Container with turn spout

* Liquid hand soap in a dispenser and paper towels must be available for use.

What sanitizer will be used:

- ☐ Chlorine bleach
☐ Iodine
- ☐ QUAT
☐ Other HAND SANITIZER

Please attach a Floor Plan which includes:

- ☐ Handwash station with soap in dispenser, paper towel and wastewater container
☐ Two/three compartment sink
☐ Adequate refrigeration (include method of refrigeration)
☐ Food preparation areas
☐ Food storage
☐ Garbage disposal

<u>DAVID B. CAMERON</u> Name of Event Coordinator/Contact/Vendor (Please Print)	<u>[Signature]</u> Signature of Event Coordinator/Contact/Vendor
--	---

Office Use Only:

Date Received: _____ CSR/File#: _____

Premise Exempted ☐ Yes ☐ No ☐ If yes, number of signs provided _____

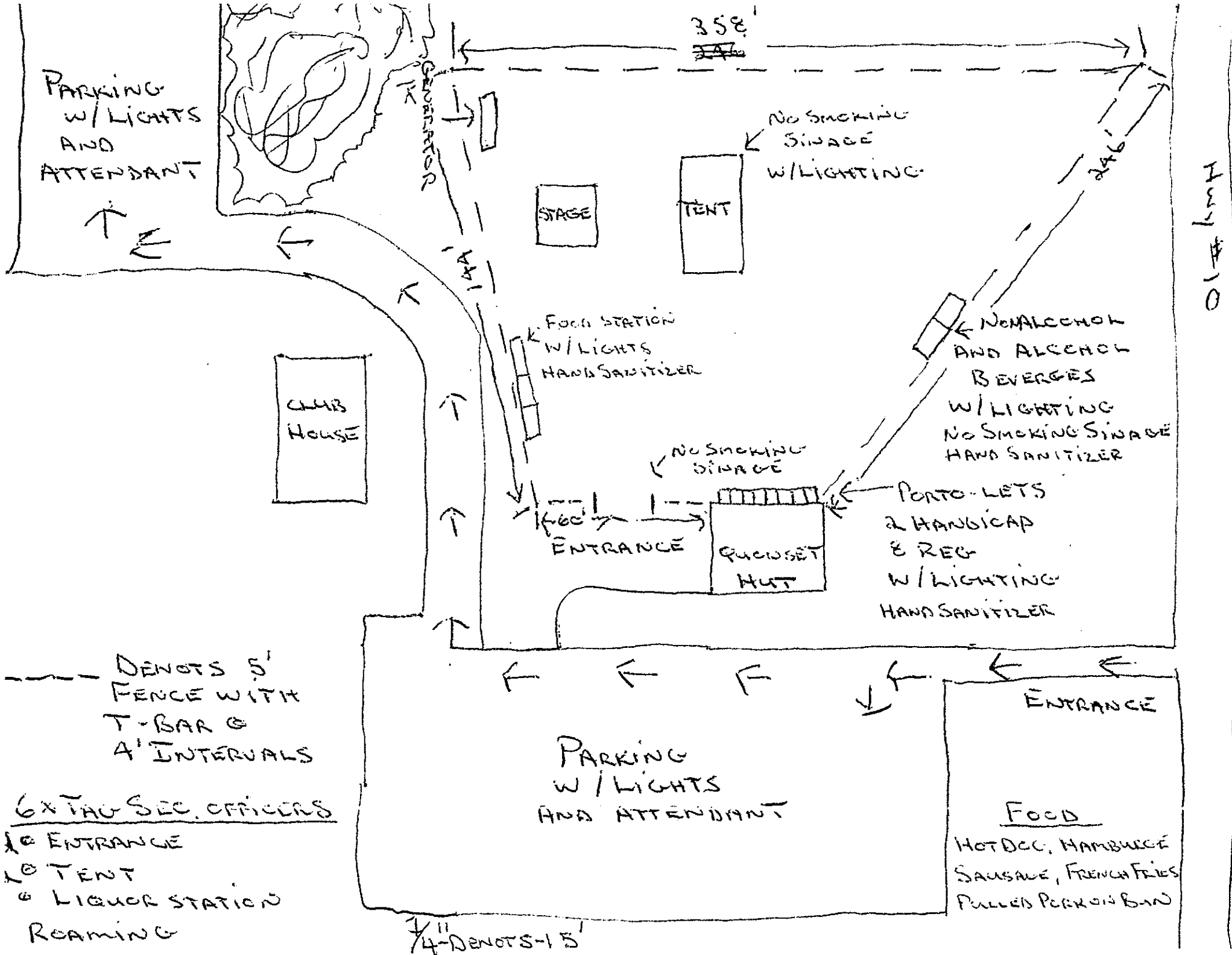
Inspection Required ☐ Yes ☐ No Inspector _____

Inspection criteria: Food offered to the public / > 300 people / unserved site / hazardous food offered for sale

☐ Educational material provided e.g., Food Safety Information for Special Events

Comments: _____

Date Reviewed: _____ Signature of PHI: _____



Aug #10

- DENOTS 5' FENCE WITH T-BAR @ 4' INTERVALS
- 6x TAG SEC. OFFICERS
- 1 @ ENTRANCE
- 1 @ TENT
- 6 LIQUOR STATION
- ROAMING

ENTRANCE

FOOD

HOTDOG, HAMBURGER
SAUSAGE, FRENCH FRIES
PULLED PORK ON BUN

14' DENOTS-15'

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
BY-LAW NUMBER 55 - 2013

**A BY-LAW TO REGULATE AND GOVERN THE HOLDING OF SPECIAL EVENTS
IN THE TOWNSHIP OF MELANCTHON, AND TO ESTABLISH A LICENSE
SYSTEM FOR SPECIAL EVENTS**

WHEREAS Sections 8 through 11 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, confers broad authority on a Township to govern its affairs as it considers appropriate, and to pass by-laws to regulate or prohibit matters within its jurisdiction;

AND WHEREAS the *Municipal Act, 2001*, provides that "business" means any business wholly or partly carried on within a Township even if the business is being carried on from a location outside the Township;

AND WHEREAS the *Municipal Act, 2001*, provides that the Municipalities may provide for a system of licenses, and has the power to suspend or revoke such license, and to limit or impose conditions on such licenses as it deems necessary to ensure the health, safety and enjoyment of property;

AND WHEREAS the Council of the Corporation of the Township of Melancthon desires to support special events in the Township of Melancthon and will assist, where possible, in facilitating Special Events at public and private locations within the jurisdiction of the Township;

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

1. DEFINITIONS

For the purpose of this by-law:

"AGCO" means the Alcohol and Gaming Commission of Ontario.

"Application" means an Application for Special Event License.

"County of Dufferin" means the County of Dufferin for The Township of Melancthon.

"Certificate of Insurance" means a document issued by an insurance company that certifies that an insurance policy has been purchased for the Special Event, or which applies to the property on which the Special Event shall occur, and which provides an abstract of the liability provisions of the insurance contract.

"Charitable Organization" means an organization that provides for The Relief of Poverty, The Advancement of Education, The Advancement of Religion, or other charitable purposes beneficial to the community which do not fall under the previous three classifications.

"Clerk" means the Municipal Clerk or designate for the Corporation of The Township of Melancthon.

"Community Event" means an event which is held for or which benefits the residents or local area within Melancthon.

"Council" means the Council of the Corporation of The Township of Melancthon.

"Emergency Medical Services" means Dufferin County Paramedic Services (EMS).

"Fees" means an application fee or processing fee paid by the applicant of a Special Event License, as outlined in the Fees and Charges By-law.

"Fire Department" means Melancthon Fire and Emergency Services.

"Health Unit" means the Wellington-Dufferin-Guelph Public Health Unit.

"License" means a license issued by the Township in accordance with a By-law of the Township or under a Provincial statute.

"Liquor License" means a License issued by the Province of Ontario in the form of a Special Occasion Permit or a Liquor License for the purpose of serving alcohol.

"Major Event" means an exhibition, concert, festival or other organized event, held for profit or otherwise, with more than 1,000 people in attendance.

"Township" means the Corporation of The Township of Melancthon.

"Not-for-Profit" means an event or activity of a community group or not-for-profit organization that is held without monetary gain.

"Officer" means a Police Officer, the Municipal By-law Enforcement Officer, or other Officers appointed by the Township.

"OPP" means the Ontario Provincial Police.

"Person" shall include an individual, corporation, business entity, group or Association.

"Special Event" means an exhibition, concert, festival, parade, bicycle race, or other event organized for the purpose of entertainment or amusement and to which more than 50 people attend held for profit or otherwise.

"Municipal Facility" means any land owned or leased by the Township of Melancthon which is accessed by or provided for public use, including but not limited to an arena, community hall, park or green space, parking lot, public library, office, opened and unopened road allowances, and those under agreement through a Memorandum of Understanding.

2. SCOPE

- 2.1 This by-law has been enacted to ensure public safety, to control noise, traffic, odour and nuisance, to mitigate any negative impact on the community, and to ensure that the Township is able to prepare and respond where necessary.

3. REGULATIONS

- 3.1 No person shall hold or permit to be held any of the following events or activities on Municipal property, other public facilities or within the Township of Melancthon unless the Township has granted a license for such event or activity.

- a) Parades, processions, marathons, bicycle races and other events utilizing the sidewalks or vehicular travel portion of municipal streets, highways, parking lots or properties including facilities operated by the Township;
- b) Carnivals, bazaars and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concession or live entertainment.

- c) Outdoor festivals offering live or recorded music or entertainment for public or private audiences.
- d) Organized scheduled contests and exhibitions.
- e) Marine events, including any prescheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature.
- f) Scheduled races, exhibitions or other events involving the operation of motorized vehicles of any type.

4. APPLICATION FEES AND PROCESSING

- 4.1 A Special Event application (Schedule "A" attached) may be obtained from the Clerk's Office and shall be submitted to the Clerk's office.
- 4.2 The application fee (as per the current Fees and Charges By-law) may be waived at the discretion of the Clerk if the event is for charitable or not-for-profit purposes, or for the benefit of the Melancthon Community. However, Administration fees will not be waived.
- 4.3 An application for a Special Event shall be submitted with all required documentation no less than sixty (60) days before the proposed event.
- 4.4 Written approval may be required from outside agencies such AGCO, OPP, Dufferin County EMS, and the Wellington-Dufferin-Guelph Public Health Unit or other approval authorities. It is the responsibility of the applicant to obtain these documents and attach them to the application for license, where applicable.
- 4.5 If the Special Event is to be held on lands owned by other than the applicant, written approval of the property owner shall be submitted with the application.
- 4.6 The applicant may be required to meet with the Clerk's Office, other municipal departments and Council. The Clerk shall forward the completed application to other departments as needed for comment.
- 4.7 If approval for an event is denied, such decision will be provided in writing setting forth the reasons for denial. Such decision may be appealed to Council.

5. LICENSE APPROVAL PROCESS

- 5.1 A Special Event License may be issued upon receipt and review of an application if, in the opinion of the Clerk, the following conditions have been met:
 - a. There is a demonstrated benefit to the community, residents and businesses by holding the event;
 - b. The proposed event or activity is compatible with the surrounding area or neighbourhood, giving consideration to acceptable increases in noise, traffic, crowd control and other municipal concerns;
 - c. Any proposed use of public property, rights of way, or facilities will not unreasonably interfere with the normal use of the property, rights of way or facilities by the Township or the general public;
 - d. If the event involves the use and or sale of alcohol, the applicant shall provide proof of current liability insurance in the minimum amount of five million dollars (\$5,000,000.00) along with a copy of the liquor license, Special Occasion Permit, or application for S.O.P.;
 - e. The applicant shall provide proof of current liability insurance in the minimum amount of two million dollars (\$2,000,000.00), for a non-alcoholic event;

- f. The Certificate of Insurance shall be submitted to the Township with the application clearly stating the address of the insured location or event;
- g. Municipal resources, if applicable, to support the proposed activity are available;
- h. All comments or recommendations from municipal departments and related agencies have been received and are favourable;
- i. Any concerns noted shall require reconciliation before approval is granted.

6. LICENSE REQUIREMENTS

- 6.1 Further conditions or requirements may be imposed to ensure health, safety, welfare and nuisance control. Such conditions may include, but are not limited to:
 - a. The payment of a reasonable fee for the use or allocation of Municipal property and equipment, and the posting of a performance bond, a letter of credit irrevocable up to ninety (90) days after the conclusion of the event, or other surety securing payment of such fee;
 - b. The provision of adequate crowd control and traffic control, security, fire protection, food handling, waste and refuse disposal, and noise restrictions;
 - c. Inspections conducted by the Municipal By-law Enforcement Officer, the Building or Fire Departments and the local Health Unit may be required based on the size, location and nature of the event.

7. EXEMPTIONS

- 7.1 This By-law shall not apply to Special Events organized by the Township.
- 7.2 At the discretion of the Clerk in consultation with the Chair of the Hall or Park Board, the requirement for a Special Event License for the Community Hall or Community Park may be waived.
- 7.3 Events held at locations which are properly zoned and designated for the event shall not require a License.

8. ADMINISTRATION

- 8.1 The Clerks Department shall be the main contact for Special Events in the Township. Administration of this By-law may be conducted through By-law Enforcement, Fire and Emergency Services, Building, or Parks.

9. OTHER REQUIREMENTS

- 9.1 Any Special Event license issued to a person, group or business under this By-law shall adhere and comply with other Municipal By-laws, policies, rules and regulations, and those of other governmental agencies.
- 9.2 A Major Event, whether for profit, not-for-profit, where more than 1,000 people will be in attendance, shall require the approval of Council.

- 9.3 Municipal By-laws, policies, rules and regulations noted in Sec. 9.1 may include, but are not limited to the most recent version of the following:
- a. Melancthon Municipal Alcohol Risk Management Policy (if applicable)
 - b. User Fees for Facility Rentals
 - c. Noise By-law
 - d. Refreshment Vehicles (if applicable)
 - e. Lottery Licensing requirements of the Province of Ontario
 - f. Statutes under the Alcohol and Gaming Commission of Ontario
- 9.4 Other proposed events or uses that have not otherwise been identified in existing municipal by-laws or policy documents may be regulated by the Special Events By-law in order to minimize any conflict that may result from the use.
- 9.5 Should an applicant fail to comply with any of the provisions of this By-law, and any provisions of the Special Event license or any other By-laws of the Township, the Clerk may, at any time, revoke or suspend the Special Event License without notice.
- 9.6 Should an application for a Special Event license under this By-law be denied or revoked, the application may be reconsidered at a subsequent occasion upon the applicant addressing, to the satisfaction of the Clerk, the reasons given for the initial denial of the application
- 9.7 An Officer of the Township may enter onto private property at any reasonable time for the purpose of carrying out an inspection to determine compliance with:
- a. This and any other municipal By-law;
 - b. A Direction or Order of the Township made under the *Municipal Act*, the *Ontario Building Code Act*, or under a Municipal By-law;
 - c. A condition of a license issued under this or any other Municipal By-law.

10. OFFENCES

- 10.1 No person shall permit or hold a Special Event as defined herein without first obtaining a Special Event License issued under this By-law.
- 10.2 No person shall hold or permit to be held a Special Event except in accordance with the Terms and Conditions set out in the License.

11. PENALTIES

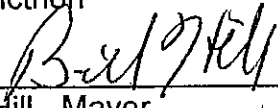
- 11.1 Every person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Municipal Act.
- 11.2 Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable:
- a. on a first conviction, to a fine of not more than \$10,000.00; and
 - b. on any subsequent conviction, to a fine of not more than \$25,000.00.
- 11.3 Any Corporation which contravenes any provision of this By-Law is guilty of an offence and upon conviction is liable:

- a. on a first conviction, to a fine of not more than \$50,000.00; and
- b. on any subsequent conviction, to a fine of not more than \$100,000.00.

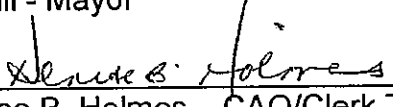
12. GENERAL

- 12.1 This By-law shall be called the "Special Events By-law".
 - 12.2 This By-law shall be administered by the Clerk's Office.
 - 12.3 This By-law shall be enforced by the Municipal By-law Enforcement Officer of the Township of Melancthon or the Ontario Provincial Police.
 - 12.4 The Township may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with this By-law, a condition of this By-law, or to ensure compliance with a direction or order made under this By-law or under the Municipal Act, 2001.
 - 12.5 Should any section, subsection, clause, paragraph or provision of this by-law, including any part of the Schedules to this by-law, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part, other than the provision or part of the Schedule declared invalid.
 - 12.6 Schedule "A" attached hereto and forming part of this by-law shall be called the Application for Special Event Permit.
 - 12.7 This by-law shall come into force and take effect December 5, 2013
- By-law read a first and second time, this 5th day of December, 2013.
- By-law read a third time and passed this 5th day of December, 2013.

The Corporation of the Township of
Melancthon



Bill Hill - Mayor



Denise B. Holmes – CAO/Clerk Treasurer



Application for Special Event Permit
Schedule "A" to By-law 2013 - _____

Applicant Name: _____

Organization: _____

Address: _____ Postal Code: _____

Telephone: Day _____ Evening _____

Email: _____

Date(s) of Proposed Event: _____

Time(s) of Proposed Event: _____

Location of the Event: _____

Property Owner (if different than applicant): _____

Property Owner Contact (if different than applicant): _____

1. Describe the Proposed Event:

2. Does this event require the use of Municipal Property (i.e. roads, facilities)? Y N

If yes, explain: _____

3. How many people are expected to attend the event: _____

Note: Major Events of 1,000 people or more require the approval of Council.

4. Does the event involve the use and/or sale of alcohol? Y N

Note: Licensed events on Municipal property must comply with the Melancthon Municipal Alcohol Risk Management Policy.

5. The OPP Dufferin County Detachment has been notified of this event: Y N

Written confirmation from the OPP may be required.

6. What is the Zoning designation on the subject property? _____

7. Proof of Current Insurance Attached: Y N

Regular Event	Event Involving Use/Sale of Alcohol
Provide proof of current liability insurance in the minimum amount of two million dollars (\$2,000,000.00).	Provide proof of current liability insurance in the minimum amount of five million dollars (\$5,000,000.00).

Note: The Certificate of Insurance shall identify the address of the event as being the insured property.

8. Are you planning a fire or any burning? Y N If so, burn permit is required.

9. Will there be food vendors at the event? Y N If so, a Special Event Food Vendor Application (attached) must be completed and sent to the Wellington Dufferin Guelph Health Unit for approval prior to the event.

Permit Requirements: Applicants may be required to post a performance bond up to ninety (90) days after the conclusion of the event.

Applicant Signature: _____ Date: _____

For Internal Use Only:

Department	Comments/Conditions	Signature
Council		
Fire		
Parks		
Building & By-law Enforcement		
Transportation & Environmental Services		
Finance		
Planning		

Application: Approved ____ Denied ____ Approval Date: _____

Reason for Denial: _____



SPECIAL EVENT: FOOD VENDOR APPLICATION

Please complete this form and submit it at least **30 days prior to the event** to
Wellington-Dufferin-Guelph Public Health, Public Health Inspector
email OfficeDuty.PHI@wdgpublichealth.ca or mail or fax to:

GUELPH:
Fax: 519-836-7215

FERGUS:
474 Wellington Rd#18,
RR#1 Fergus, ON N1M 2W3
Fax: 519-846-0323

DUFFERIN:
Fax: 519-941-1600

Event Name: _____
Event Contact Name: _____
Event Location/Address: _____
Event Date(s): _____

Contact/Vendor Name: _____
Booth Name (if applicable): _____
Mailing Address: _____

Email Address: _____ Fax: _____
Phone Number: (H) _____ (W) _____

Type of Food Premise at Event:

- ☐ Preparation/Serving Kitchen ☐ Temporary Booth
☐ Mobile Catering Truck or Cart ☐ Other Please specify: _____

Type of organization: ☐ Religious Organization * ☐ Fraternal Organization * ☐ Service Club *
☐ Food Business ☐ Other

* If you are a religious organization, fraternal organization or service club and are accepting food from an un-inspected facility (e.g., home), you must also complete the "Donors of Potentially Hazardous Food" list.

Food Menu List ALL food to be prepared or served (if more space is needed, please attach separate list)	Source of Food Name and address of grocer, caterer, restaurant (if more space is needed, please attach separate list) <i>*no home preparation permitted*</i>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

How will food be transported to event:

- ☐ Refrigerated truck ☐ Coolers with ice
☐ Thermal unit (e.g., Cambro units) ☐ Insulated container/bag
☐ Other (please specify): _____

How will temperature be maintained on site:

- | | |
|---|---|
| <input type="checkbox"/> Refrigerated truck | <input type="checkbox"/> Coolers with ice |
| <input type="checkbox"/> Thermal unit (e.g. Cambro units) | <input type="checkbox"/> Chafing dish |
| <input type="checkbox"/> Insulated container/bag | <input type="checkbox"/> Other _____ |

* A probe thermometer must be available on site to ensure proper internal food temperatures.

Describe your handwashing station:

- | | |
|--|--|
| <input type="checkbox"/> Portable handwash station | <input type="checkbox"/> Container with turn spout |
| <input type="checkbox"/> Other _____ | |

* Liquid hand soap in a dispenser and paper towels must be available for use.

What sanitizer will be used:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Chlorine bleach | <input type="checkbox"/> QUAT |
| <input type="checkbox"/> Iodine | <input type="checkbox"/> Other _____ |

Please attach a Floor Plan which includes:

- ☐ Handwash station with soap in dispenser, paper towel and wastewater container
- ☐ Two/three compartment sink
- ☐ Adequate refrigeration (include method of refrigeration)
- ☐ Food preparation areas
- ☐ Food storage
- ☐ Garbage disposal

Name of Event Coordinator/Contact/Vendor (Please Print)

Signature of Event Coordinator/Contact/Vendor

Office Use Only:

Date Received: _____ CSR/File#: _____

Premise Exempted ☐ Yes ☐ No ☐ If yes, number of signs provided _____

Inspection Required ☐ Yes ☐ No Inspector _____

Inspection criteria: Food offered to the public / > 800 people / unserviced site / hazardous food offered for sale

☐ Educational material provided e.g., Food Safety Information for Special Events

Comments: _____

Date Reviewed: _____ Signature of PHI: _____

June 8, 2015

VIA EMAIL

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

Dear Ms. Holmes: **The Meaning of the Term**
 "Agricultural Storage Building" as Used in the
 Building Permit Application by Mr. Jeff Holmes

As a result of a presentation made by Mr. Jeff Holmes of Holmes Agro at their meeting on Thursday, it is my understanding that Council is seeking comments on the meaning of the term "agricultural storage building" as used in describing a proposed building on lands in the west part of Lot 20, Concession 3, O.S. The following comments relate to only the Zoning By-law aspects of the term. Although the principal issue at the moment is the application of the Development Charges By-law, I do not have detailed knowledge of that By-law and its application to specific land uses.

As stated by the applicant at the time of application for the required Zoning By-law amendment on the subject lands, the proposed building is a component of a planned commercial development. It is not a building for the storage of materials as part of an agricultural use.

The following points are particularly relevant in this regard.

1. In my April 17th written comments evaluating the Zoning By-law compliance of the building permit application, I quoted the applicant's description of the proposed structure as an "agricultural storage building c/w retail and office space". These were the applicant's words and they include the term "agricultural storage building", a term that is not specifically referenced in the Zoning By-law's list of uses permitted on the subject lands.
2. In order to evaluate Zoning By-law compliance the terminology used to describe the proposed building must be interpreted in the context of the applicable zoning provisions. Those provisions state that the "only permitted use shall be a farm

service and supply depot in the form of an establishment for:

- i. the warehousing and sale of crop inputs, such as seed and fertilizer, and crop protection products such as herbicides, fungicides, and insecticides,
- ii. fertilizer blending,
- iii. associated office facilities, and
- iv. providing a professional application service for the above products."

In the context of these permitted uses, the April 17th comments were based on an interpretation of the use as being part of such a permitted farm service and supply depot, specifically the warehousing of crop related products for sale and/or the equipment for a professional application service for these products.

3. If the building is not used for such purposes, it would not be permitted on these lands under the applicable provisions of the Zoning By-law.
4. The zone on the property is a Rural Commercial Exception (C3-6) Zone. This is a zone that permits a commercial use, not an agricultural use.
5. The rezoning application form as submitted for the subject property described the proposed land uses as "agricultural crop input business; blending, storage and retail of fertilizer". There was no specific reference to an "agricultural storage building" as a freestanding use separate from the commercial development.

In summary, regardless of the terminology used, the proposed building is clearly intended to function as a component of a commercial land use providing products and services to the area's agricultural uses. That is the only context in which the building can be considered as being permitted in the C3-6 zone on the property.

All of which is respectfully submitted.


G. W. Jorden, RPP

TOWNSHIP OF MELANCTHON

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: JERRY JORDEN, G. W. JORDEN PLANNING CONSULTANTS LIMITED

DATE: June 12, 2015

SUBJECT: PROPOSED RESIDENTIAL USE ZONING RESTRICTIONS ON LANDS IN:
A. PART LOT 25, CONC. 3, O.S.
B. PART LOTS 17, 18, & 19, CONC. 2, O.S.
C. PART LOTS 16 - 20, 21, CONC. 3, O.S.

1.0 RECOMMENDATION

Although the proposed Zoning By-law amendments should not significantly affect the potential for future housing within the subject areas, in order to clearly establish that any existing residential lots in these areas are not part of the remnant parcel resulting from the surplus dwelling severance, it is recommended that the draft by-laws be revised to exempt such lots from the prohibition on new dwellings.

2.0 PURPOSE

The purpose of this report is to provide Council with information and a recommendation relating to concerns raised by the public about proposed zoning prohibitions on residential uses in large areas affected by draft Zoning By-law amendments on the above referenced lands. The report reviews and addresses the comments and the written submission received from the public. In the context of the principal applicable planning policies it also identifies a possible revision to the proposed by-laws as they relate to existing affected residential lots.

3.0 THE PROPOSED BY-LAWS AND THE RELATED CONCERNS

On May 21st, 2015, Council held public meetings on three proposed Zoning By-law amendments that are intended to implement specific approval conditions for three consents for land severances each of which would create a lot for a residence surplus to a farming operation as a result of farm consolidation. Each proposed rezoning would recognize and permit the existing residential use on the lot proposed to be severed while on the retained lands agriculture would be permitted and new residential uses would be prohibited.

Comments and a written submission received at the first meeting centered on the proposed prohibition on dwellings on the retained lands beyond the site of the new lot for the existing dwelling. The retained lands included in the three proposed by-laws total approximately 600 hectares.

The general concern centered on the resulting loss of any potential for the provision of housing in these relatively large areas of land. More specifically, there was a concern about the loss of any opportunity to replace relatively recently demolished dwellings that had been located on residential lots within these now consolidated land holdings. As discussed below, this concern also appears to relate to similar lands not included within the subject draft by-laws.

There can be no disagreement about the fundamental objective underlying these concerns: restoring and maintaining an adequate supply of housing that provides a range of residential accommodation including affordable housing. However, while attempting to achieve that and other planning objectives, the Township is required by legislation to comply with all relevant statutes, plans and regulations when making decisions on planning matters such as these Zoning By-law amendments and the related consents for land severances.

Before discussing the planning policy context within which the Township is proceeding and the potential for some additional housing within the subject lands, it should be noted that these proposed by-laws relate to three specific areas, not the entire lands assembled by the previous owners of these properties. In the written submission from Karren Wallace, agent for Doris Wallace, there appears to be a misunderstanding in this regard.

That submission refers to the demolition in recent years of “more than 30 homes” and the need to provide for the reconstruction or replacement of those dwellings. It appears this is a reference to the loss of homes in a much larger area of the Township than that included in the proposed Zoning By-law amendments. While the submission did not provide detailed information on the location of these home sites, there appear to be only 3 smaller residential lots within the areas proposed for rezoning in these by-laws.

4.0 PLANNING POLICY CONTEXT

To understand the approach taken in the proposed by-laws and address the related concerns, requires an examination of the policy context in which they were prepared. Municipal zoning by-laws must be consistent with the applicable aspects of the provincial plans and policies as

contained, in this case, primarily in the Provincial Policy Statement (PPS). There must also be compliance with the municipality's Official Plan.

4.1 The Provincial Policy Statement

The PPS permits only one type of residential severance in prime agricultural areas such as these: the creation of a lot for an existing residence that is surplus to a farming operation as a result of farm consolidation. This is the type of severance being implemented by the proposed Zoning By-law amendments. Section 2.3.4.1 c) of the PPS requires that in approving such severances:

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

While there are housing related objectives and policies in the PPS and while the document must be read in its entirety and all relevant policies applied in each situation, in addressing the concerns expressed about the proposed Zoning By-law amendments there must be a recognition of the clear priority in the PPS to prohibit all but one type of non-farm residential lot creation in prime agricultural areas.

There is one other PPS severance related policy that applies in prime agricultural areas and is relevant to the concerns raised in the public participation process for the proposed by-laws. This is found in section 2.3.4.2 which states that “lot adjustments in prime agricultural areas may be permitted for legal or technical reasons” with the term “legal or technical reasons” being defined as:

“severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot”.

As discussed in section 5 below, this policy can and has been used to permit the Committee of Adjustment to approve consents that enable the re-establishment of separate ownership of lots that had been included in a previous consolidation.

4.2 The Official Plan

Consents for land severances and Zoning By-law amendments must conform to the Township's Official Plan. The subject lands are primarily designated "Agricultural" in the Official Plan. Similar to most rural official plans, the relevant policies of the Plan reflect those of the PPS. The policies of section 5.2.5 (b) permit surplus dwelling severances within this land use designation provided that, among other requirements, a new residence is prohibited on any remnant parcel created by the land division.

Similar to the PPS, the Official Plan also permits consent approval of lot line adjustments for the same type of technical or legal reasons as defined in the PPS. In the Agricultural designation it does permit the construction of a dwelling on a lot of record that is vacant or contains only agricultural buildings, provided the lot is not a remnant parcel from a surplus dwelling severance.

5.0 FUTURE RESIDENTIAL USES ON THE SUBJECT LANDS

Addressing the concerns raised at the public meeting requires an examination of the potential for future residential uses on the lands included in the proposed Zoning By-law amendments. This potential relates to two forms of future dwellings on these lands that are currently in consolidated ownership: residences as part of future farm operations or one non-farm dwelling on any vacant residential lot.

5.1 The Former Individually Owned Agriculturally Used Properties

Notwithstanding the consolidation of the ownership of the subject lands, there is some potential for additional farm dwellings within these areas in the future. Under the policies of both the PPS and the Official Plan, lot creation for agricultural uses is permitted in prime agricultural areas. A dwelling is permitted as part of a farm operation.

The PPS permits lot creation for agricultural uses provided the lots are an appropriate size for the area and are "sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations". Section 5.2.5 (b) i of the Official Plan also permits such lot creation and requires a lot area of "approximately 40 hectares or the original survey lot size, whichever is lesser". Either explicitly or implicitly both documents permit a dwelling as part of an agricultural use.

Under these policies, if there is compliance with all other applicable policies and requirements, there is the potential for the creation of new smaller agricultural parcels or the re-establishment

of some of the original farm holdings within the areas included in the proposed Zoning By-law amendments. Farm dwellings could be constructed on any of those new or re-established agricultural parcels that do not presently contain a dwelling.

5.2 The Former Individually Owned Residential Lots

As noted in section 3 above, the concerns with the proposed prohibition on dwellings appeared to relate to primarily residential lots that were included in all the consolidated land holdings, both within the areas affected by the proposed by-laws and beyond.

In areas outside plans of subdivision the Planning Act prohibits any sale or transfer of ownership of abutting lots currently in the same ownership unless the Committee of Adjustment approves a consent for land severance. This prevents the sale of the vacant residential lots within the current consolidated ownership to individuals for the construction of residences. This is the current applicable legislation and it will continue to apply whether or not the proposed Zoning By-law amendments are passed.

The re-establishment of these properties as individually owned lots should be possible through the consent approval process under the policies permitting severances for legal or technical reasons. As with the current severances, these consent approvals could then be implemented by a rezoning process to permit the construction of dwellings on these lots.

The Township has already utilized this approach to facilitate the sale of two small commercial lots that were parts of a consolidated ownership that included other previously individually owned larger properties. The consent was granted under the above referenced policies, the lands were appropriately rezoned, they are now apparently in new ownership and work is proceeding toward their development.

5.3 The Housing Related Effects of the Proposed Rezoning

No specific information was provided in the written submission as to the location of the "more than 30 homes" that were demolished in recent years. Since the maps used in the proposed Zoning By-law amendments show only three smaller lots in the areas proposed for rezoning, it appears that many of the referenced vacant lots are in areas beyond the lands proposed for rezoning. The areas of land ownership consolidation extend well beyond these lands.

The apparently limited number of residential properties within the areas of proposed rezoning and the potential for the future re-establishment of individually owned residential and farm properties within these areas, reduce the housing related significance of the proposed by-laws.

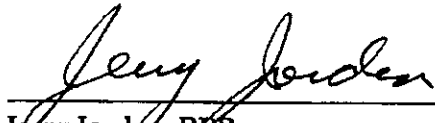
In addition, and as with all matters relating to the future use of land, much will depend on the decisions of the land owners.

6.0 POSSIBLE REVISION TO THE PROPOSED BY-LAWS

In view of the ongoing but apparently rather limited potential for some future housing within the areas affected by the proposed by-laws, these by-laws could be passed by Council as currently drafted. However, to clearly establish that any existing residential lots are not part of the remnant parcel resulting from a surplus dwelling severance, the draft by-laws could be revised to exempt these lots from the prohibition on dwellings.

7.0 ALTERNATIVE SEVERANCE SUGGESTION FROM THE PUBLIC MEETING

In conclusion, it is noted that at the public meeting Mr. Harvey Lyon, a resident of the municipality, suggested an alternative approach to the severances. This would involve first severing the original 100 acre parcel and then severing the house from that parcel, leaving only the remnant of the 100 acre lot to be consolidated and rezoned rather than the entire current land holding. This approach is not recommended since it is complex legally and procedurally and could be difficult to justify and defend if challenged.



Jerry Jorden, R.P.P.

**Letter of Request for Approval of Business Operation at 643063 270 Sideroad, Melancthon
Ontario
"Universal Tire"**

Property Owners: Nilton Silveira and Sandy Martins

Date: April 28, 2015

Property Address: 643063 270 Side road
Con 3 NE LOT 12
Melancthon Ontario,
L9V-2M6

Phone:

**Attention: : Mayor: Darren White, Deputy Mayor: Janice Elliott,
Councillors : Dave Besley, Wayne Hannon, & James C. Webster**

Address: Township of Melancthon
157101 Highway 10
Melancthon Ontario
L9V-2E6

Dear Councillor's ,

We as owners at the indicated address above would like to request and have your approval to **operate a tire service shop** in our community and be of benefit to our local residents and farmers, with the **existing storage building/shop we have on our property.**

Our business/and offered service description would be: **Universal Tire Shop** (Tires & Diagnostics Services.

Description of services to provide: tires, installation of tires, repair, patch, for farming machinery, cars, trucks and all other vehicles, as well as us being licenced (which we are) to repair any automotive electronic issues (Diagnostics) with respect to those vehicles.

We currently run a mobile service in Owen Sound, Orangeville, Melancthon and Dundalk, and we would like to **station, in Melancthon, (home based business) using the storage building/shop on the property we own** as indicated above, that has been our storage/shop for our own equipment in which we use for our own personal machines and vehicles. We would like to extend our services and expertise to the community and to be able to allow them to **come to our home shop, at our property, for these products & services as mentioned above.**

The benefits of the request mentioned above would serve to reach out and assist with affordable market pricing in products and services in relation to the above description, that would help to serve our agricultural community as well as our local residences and the Township, and with respect to our growing and neighbouring communities as well. This request would also help target and assist with our communities needs and wants with in regards to affordable services & products with out having to drive such distances to obtain. In addition and if approved, we are requesting to exhibit a sign on the

property with the name of the business “**UNIVERSAL TIRE**” for the visible eye. We would respect and adhere to all by-laws, and ethical and moral business practices and regulations and comply with the Ministry of the Environment and Township, as well as the Noise Emission Standards and regulations of the Township of Melancthon, also with the permitted times of use according to the Township's authorization. We would also keep the land clean of any debris, and not allow a “junk yard -type of business” to incur. We value and respect our property and land and have always maintained a clean and respectful appearance and continue to do so when we are in operation.

We request that you please consider the benefits of having such services and products available with in the community as well as our neighbouring, in that it would be beneficial for all.

We hope that in reaching a decision that you can understand and also see what growth and benefit this would be to our Township, as well as our local residents and our farming / agricultural communities.

We Thank you for taking the time to read this request and your consideration in a decision being made.

Sincerely,

 ~~Nilton~~ Silva and  Sandy Martins

Dated this day of 28th of April 2015.