



TOWNSHIP OF MELANCTHON

A G E N D A

Thursday, December 22, 2016 - 8:00 a.m.
(Rescheduled from December 15, 2016)



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 - December 1, 2016**
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**
10. **Planning Matters**
 1. Applications to Permit
 2. Report from Chris Jones, Township Planning Consultant - re: Proposed Zoning By-law Amendment for Part Lots 289 and 290, Concession 2 SW - Sentry Door
 3. Report from Chris Jones, Township Planning Consultant - Source Water Protection Amendments to Official Plan and Zoning By-law
 4. Unfinished Business
 1. Sea/Shipping Containers
11. **Police Services Board Matters**
 1. Recommendations and/or information (if any) from the Police Services Board Meeting
(re-scheduled to Wednesday, December 21, 2016 at 10:00 a.m.)
12. **County Council Update**
13. **Correspondence**

*** Items for Information Purposes**

1. AMO Communications - AMO Policy Update - AMO Report to Member Municipalities - Highlights of November Board Meeting
2. Copy of a resolution passed by the Town of Shelburne dated November 28, 2016, Re - Support of Township of McKellar resolution - Provincial Government to recognize municipal fire service as a critical infrastructure
3. AMO Communications - AMO Policy Update - Bill 151 - The Waste-Free Ontario Act
4. NVCA Board Meeting Highlights, November 25, 2016
5. Email from Kathy Round, Administrative Assistant GRCA dated December 1, 2016, Re - GRCA Planning, Permit and Inquiry Revised Fees Effective January 1, 2017
6. AMO Communications - Federal Infrastructure Phase 2 Incrementality - AMO Needs Your Support
7. Copy of a resolution passed by the Town of Lakeshore dated November 22, 2016, Re - Support of Resolution - Accommodation Review Process
8. Copy of a resolution passed by the Township of Havelock-Belmont-Methuen at a recent meeting, Re - Legislative Changes Impacting Tax Registrations and Tax Sales
9. Email from Trevor Hebert, Ontario Command, Royal Canadian Legion dated November 22, 2016, Re - Ontario Command For The Royal Canadian Legion
10. Email from Ontario Wildlife Damage Compensation Program (OMAFRA) dated November 3, 2016, Re - Ontario Wildlife Damage Compensation Program - Program

Guidelines

11. Email from Ernie Hardeman, MPP Oxford, PC Critic for Municipal Affairs and Housing dated December 6, 2016, Re - Meeting at upcoming conference
12. Township of Melancthon Integrity Commissioner File 2016-01, Report Under Subsection 223.6(2) of Municipal Act, 2001, Re - Inquiry into Complaint
13. Dufferin County Council-In-Brief For December 8, 2016

*** Items for Council Action**

1. Letter from R.J. Burnside & Associates Limited dated November 22, 2016, Re - Fluney Drainage Works - Completion Certificate
2. Copy of a resolution passed by the Nottawasaga Valley Conservation Authority dated November 25, 2016, Re - NVCA Board Member Reduction
3. Integrity Commissioner Special Report to the Township of Melancthon Council dated December 8, 2016, Re - Adoption of Complaint Protocol under the Code of Conduct for Members of Council

14. General Business

1. Notice of Intent to Pass the following By-laws
 1. Christie Johnston Ext. Drainage Works
 2. By-law to amend By-law No. 51-2016 (Municipal Officials By-law to add CDRC Public Member)
2. New / Other Business / Additions
 1. Report to Mayor White and Members of Council from Denise Holmes dated November 22, 2016, Re - County of Dufferin Municipal Emergency Readiness Fund - Final Report
 2. Report to Mayor White, Members of Council and Joyce Clark, Health and Safety Representative from Denise Holmes dated November 24, 2016, Re - Draft Harassment and Respectful Workplace Policy
 3. Memorandum to Mayor White and Members of Council from Denise Holmes dated December 1, 2016, Re - Accessibility Policies
 4. Motion to reduce taxes under Section 357 of the Municipal Act
 5. Motion to transfer \$10,000.00 to the Landfill Rehabilitation Reserve Fund as per the 2016 Budget
 6. Motion to transfer \$5,000.00 to the Mulmur Melancthon Recreation Capital Reserve Account as per the 2016 Budget
 7. Motion to transfer \$25,000.00 to the Tax Rate Stabilization Reserve Account as per the 2016 Budget
 8. Motion to transfer \$100,000.00 from the Gas Tax Reserve Account to the General Account re: Culvert 2020 as per the 2016 Budget
 9. Motion to transfer monies to the Insurance Reserve Account - 2016 Surplus for Roads and Administration

15. Delegations

16. Closed Session (if required)

17. Third Reading of By-laws

18. Notice of Motion

19. Confirmation By-law

20. Adjournment and Date of Next Meeting - Thursday, January 12, 2017 - 5:00 p.m.

21. On Sites

22. Correspondence on File at the Clerk's Office

**APPLICATIONS TO PERMIT FOR APPROVAL
DECEMBER 15, 2016 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	TYPE OF STRUCTURE	DOLLAR VALUE	D.C.'s	COMMENTS
Karen Espejo	096070 4th Line SW Part of Lot 3, Concession 5 SW	Additions and Renovations to House	\$ 150,000.00	No	

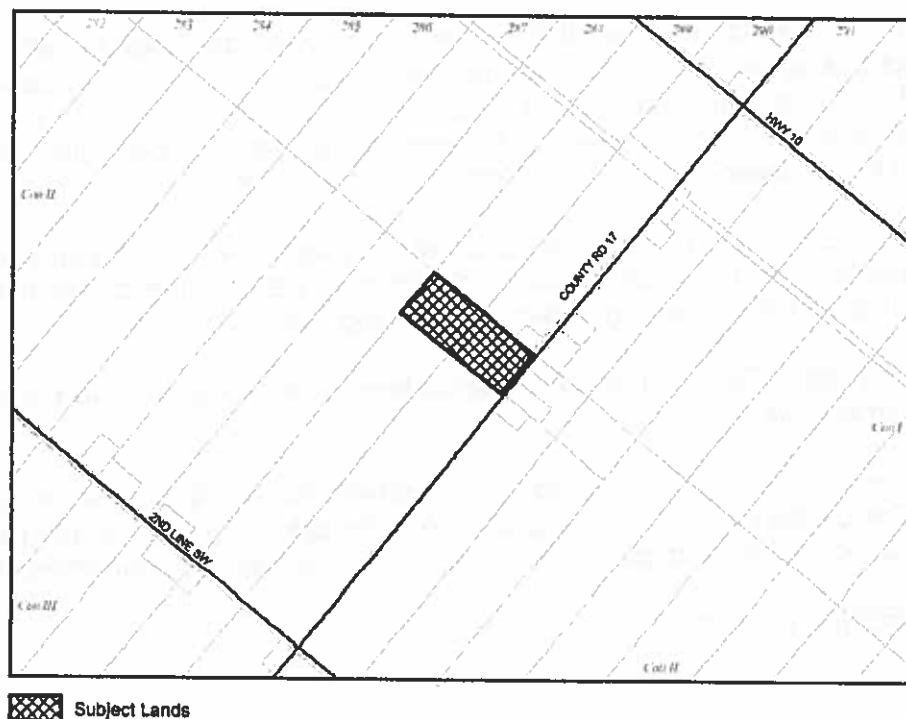
• Municipal Planning Services Ltd. •

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris D. Jones MCIP, RPP
Date: November 8, 2016
Re: Proposed ZBA for Part Lots 289 and 290, Concession 2 SW (Sentry Door)

The owner of lands located at 582335 County Road 17, located in Part Lots 289 and 290, Concession 2 SW has submitted an application to rezone the subject lands to recognize an existing overhead door contracting business and allow the expansion of an existing workshop/storage building used for the business. The subject lands are identified in Figure 1.

Figure 1 – Location of Lands Subject to Application



The subject lands have a lot area of 6.2 hectares (15 acres) and a lot frontage on County Road 17 of 160 metres. The subject lands are currently occupied by a dwelling and a workshop which is utilized in conjunction with the business and has a floor area of 223 square metres (2,400 square feet).

• Municipal Planning Services Ltd. •

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

PL 2

DEC 15 2016

The applicant's business primarily involves the installation of large overhead doors and the business has operated from the current location for two years. The applicant wishes to expand the existing workshop from 2,400 square feet to 5,400 square feet.

The applicant's lot is split zoned General Agriculture (A1) and Rural Commercial (C3), with the front 80 metres (262 feet) of the lot zoned for Rural Commercial (C3) uses.

The Rural Commercial (C3) Zone permits:

- A farm implement outlet;
- A farm service and supply depot;
- A welding or machine shop;
- An agricultural auction establishment;
- Open storage of goods and materials as an accessory use to the above uses;
- Accessory uses to the above including a dwelling.

The C3 Zone does not permit a contractor or contractor's yard, which is more reflective of the business that has been established on the lot. On this basis, the owner cannot obtain a building permit to expand the existing business.

The subject lands are located in the Agricultural designation, which permits home based businesses, agricultural-related uses and on-farm business uses. Given that the applicant's lot is not a farm and is too small to function as a farm, Council would have to be satisfied that the existing business constitutes an agricultural-related use or a home based business or a combination of the two uses.

The purpose of this memo is to provide Council with background regarding the application and to obtain Council's direction to declare the application complete and schedule a public meeting under the Planning Act.

On this basis if Council finds the application to be complete the following resolution is recommended:

That the proposed zoning by-law amendment for lands located in Part Lots 289 and 290, Concession 2 SW be declared complete and a public meeting be scheduled to enable Council to hear public comments on the proposed amendment.

Respectfully Submitted,



Chris Jones MCIP, RPP

• Municipal Planning Services Ltd. •

Chris D. Jones BES, MCIP, RPP

51 Churchill Drive, Unit 1

Barrie, Ontario

(705) 725-8133

• Municipal Planning Services Ltd. •

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris D. Jones MCIP, RPP
Date: December 8, 2016
Re: Draft OPA to Implement Source Protection Plans

BACKGROUND

The South Georgian Bay Lake Simcoe Source Protection Plan was approved by the Ministry on January 26, 2015 and became effective on January 1, 2015.

The Grand River Source Protection Plan (Lake Erie Source Protection Region) was approved by the Ministry on November 26, 2015 and also became effective on January 1, 2015.

Source Protection Plans are authorized by the *Clean Water Act*, and their purpose is to protect existing and future drinking water sources and to eliminate threats to drinking water.

PURPOSE OF THIS REPORT and DRAFT OPA

The purpose of this report is to advise Council that a draft official plan amendment has been prepared to implement planning and land use related aspects of the Source Protection Plans, which is a requirement of the Province of Ontario through the *Clean Water Act*.

The draft OPA is attached to this report, however a summary of the OPA is provided below:

- There are four "vulnerable areas" in the Township. These are wellhead protection areas, three of which are municipal wellheads and protection areas that belong to the Town of Shelburne and the other is a portion of a wellhead protection sub-area for a municipal well located in Dundalk;
- A description of the wellhead sub-areas (travel time areas) has been provided in the OPA;
- Prohibitions on land use such as waste disposal sites and fertilizer storage have been included in the draft OPA;

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PL 3

DEC 15 2016

- Development policies for sewage systems and facilities as well as stormwater management have been included in the draft OPA;
- Policies requiring proponents to assess potential impacts within vulnerable areas have been added as a pre-consultation requirement; and,
- Policies dealing with transport pathways have been included in the OPA.

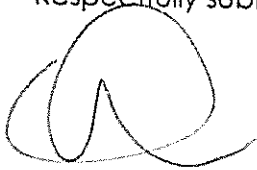
The draft OPA is subject to an approval process set out in Section 17 of the Planning Act. As such, the Township is required to pre-consult with the County of Dufferin and other applicable agencies and schedule a public meeting to allow members of the public to comment on the draft amendment.

RECOMMENDATIONS

If Council concurs with this report and finds the draft OPA to be acceptable, the following recommendations are provided for consideration:

1. That this report be received;
2. That the Township initiate pre-consultation discussions with the County of Dufferin and the Risk Management Official (RMO) for the Township of Melancthon; and,
3. That the Clerk schedule a public meeting on the draft OPA in accordance with the requirements of the Planning Act.

Respectfully submitted,



Chris Jones MCIP, RPP

• Municipal Planning Services Ltd. •

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

**AMENDMENT NO. 1
TO THE TOWNSHIP OF MELANCTHON
OFFICIAL PLAN**

This Amendment applies to:

**Lands located in the Township of Melancthon and identified as a vulnerable area by the
South Georgian Bay Lake Simcoe and Grand River Source Protection Plans**

(First Draft - December 9, 2016)

CONSTITUTIONAL STATEMENT

The following Amendment to the Official Plan of the Township of Melancthon consists of three parts.

Part A - The Preamble, consisting of the purpose, location and basis of the Amendment, does not constitute part of this Amendment.

Part B - The Amendment consisting of the noted text and mapping constitutes Amendment No. 1 to the Official Plan for the Township of Melancthon.

Part C - The Appendices.

Draft

PART A - THE PREAMBLE

PURPOSE

The purpose of this Amendment is to implement recommendations of the South Georgian Bay Lake Simcoe and Grand River Source Protection Plans as required by the *Clean Water Act*.

LOCATION

The Amendment affects the following specific areas in the Township of Melancthon:

1. Lands located adjacent to the settlement of Dundalk in the Township of Southgate; and,
2. Lands located adjacent to the Town of Shelburne;

BASIS

The basis and authority for the amendment is fundamentally derived from the following sources:

1. Section 3 of The *Planning Act*, which authorizes the Minister to issue policy statements;
2. Section 2.2 of the Provincial Policy Statement (2014), specifically Section 2.2.1 (e) which requires municipalities to protect municipal drinking water supplies and designated vulnerable areas;
3. Section 40 of The *Clean Water Act* which requires Official Plans to conform with local Source Protection Plans;
4. The South Georgian Bay Lake Simcoe Source Protection Plan prepared for the Nottawasaga Valley Source Protection Area, which identified three vulnerable areas in the Township of Melancthon and was approved on January 26, 2015;
5. The Grand River Source Protection Plan (Lake Erie Protection Region) prepared for the Grand River Source Protection Area, which identified one vulnerable area in the Township of Melancthon and was approved on November 26, 2015.

PART B – THE AMENDMENT

Section 4.4.2, Wellhead Protection Areas is hereby deleted and replaced with the following new text in the Township of Melancthon Official Plan.

4.4.2 SOURCE WATER PROTECTION

4.4.2.1 Purpose

The purpose of this section of the Official Plan is to establish policies designed to protect sources of drinking water as required by The *Clean Water Act*, The Provincial Policy Statement as well as the South Georgian Bay Lake Simcoe and Grand River Source Protection Plans, which have collectively identified two Wellhead Protection Areas in the Township and two Wellhead Protection Sub-Areas.

4.4.2.2 Definitions

The following definitions are provided for terminology found referred to in this Section of the Plan:

- a) **Activity** refers to a land use activity.
- b) **Agricultural Source Material** means materials that may be sources of nutrients or pathogens such as:
 - i. Manure produced by farm animals, including bedding materials;
 - ii. Runoff from farm-animal yards and manure storages;
 - iii. Wash water that has not been mixed with human body waste;
 - iv. Organic materials produced by intermediate operations that process the above materials;
 - v. Anaerobic digestion output that does not include sewage biosolids or human body waste;
 - vi. Materials produced by aquaculture; and,
 - vii. Regulated compost that is derived from compost containing dead farm animals.
- c) **Municipal Drinking Water System** has the same meaning as in the *Safe Drinking Water Act, 2002*
- d) **Non-Agricultural Source Material**: includes a variety of materials that may be sources of nutrients or pathogens and are intended to be applied to land as nutrients, but are not necessarily produced on a farm. Such materials may include pulp and paper biosolids; sewage biosolids; anaerobic digestion output; and, materials from dairy product or animal food manufacturing.
- e) **Risk Management Official** means the risk management official appointed under Part IV of the *Clean Water Act 2006*.
- f) **Risk Management Plan** means a plan for reducing a risk prepared in accordance with the regulations prescribed under the *Clean Water Act 2006*.
- g) **Sensitive** means in regard to surface water features and ground water features, means areas that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and

additions of pollutants.

h) Significant Drinking Water Threat means an activity that poses or has the potential to pose a significant risk to a drinking water system.

i) Significant drinking water threat, Existing, means:

- i) An activity that has been engaged in prior to January 1, 2015;
- ii) An agricultural activity (as defined by the TSPP) that has been engaged in at some time since January 1, 2005;
- iii) An activity that is related to a development proposal where an application was made under the Planning Act, Condominium Act, or Building Code Act prior to January 1, 2015; or
- iv) An activity that is related to an application made for the issuance or amendment of a prescribed instrument prior to January 1, 2015.

j) Significant drinking water threat, Expansion means an increase in the scale of an activity already taking place on a property. The increase in scale may include, but is not limited to:

- i) Increasing the area of land where an activity is taking place;
- ii) Increasing the amount of effluent or discharge from an activity;
- iii) Increasing the quantity of chemical or pathogen containing material handled or stored; or
- iv) Increasing the quantity of chemical or pathogen containing material applied.

k) Significant drinking water threat, Future means an activity that is to commence after January 1, 2015.

l) Transport pathway means a condition of land resulting from human activity that increases the vulnerability of a raw water supply of a drinking water system contained in the South Georgian Bay Lake Simcoe Source Protection Plan. Transport pathways may include, but are not limited to, the following:

For groundwater systems:

- Wells or boreholes;
- Unused or abandoned wells;
- Pits and quarries;
- Mines;
- Construction activities involving deep excavations (such as building foundations, basements, parking garages);
- Underground storm sewer, sanitary sewer & water distribution system infrastructure.

For surface water systems:

- Storm drainage infrastructure (e.g. storm sewer lines, culverts, ditches); and
- Tile drains.

m) Vulnerable Area means areas around municipal drinking water sources where activities may be a significant drinking water threat now or in the future. These areas are shown on the applicable Official Plan Schedules.

- n) **Wellhead Protection Area** means the vulnerable area delineated around groundwater wells that supply municipal drinking water systems and is comprised of subareas. The WHPA-A (subarea) is the area that is closest to the municipal wellhead and is considered the most vulnerable area due to its proximity to the municipal wellheads.

4.4.2.3

Wellhead Protection Areas

A Wellhead Protection Area (WHPA) is a vulnerable area delineated around groundwater wells that supply municipal drinking water systems which could be impacted by migrating contaminants. In the Township of Melancthon, there are four WHPAs, which are identified on Schedule G to this Official Plan and are intended to function as an overlay to the primary land use designations identified on Schedule A to this Official Plan. The permitted uses and policies applicable to the primary land use designations shall generally prevail except where such policies are in conflict with this section in which case the policies of this section shall prevail.

The WHPAs identified on Schedule G has been spatially illustrated as sub-areas, referred to as A, B, C or D. The purpose these sub-areas is described below:

- a) WHPA-A identifies a 100 metre radius from the wellhead;
- b) WHPA-B identifies a 2-year travel time for a contaminant to reach a municipal wellhead if released into the environment;
- c) WHPA-C identifies a 10-year travel time for a contaminant to reach the municipal wellhead if released into the environment; and,
- d) WHPA-D identifies a 25-year travel time for a contaminant to reach the municipal wellhead if released into the environment.

4.4.2.4

Development Policies

Where development and/or site alteration within vulnerable areas identified on Schedule G requires a municipal approval related to the construction, demolition or change of use of a building or structure or an application for planning approval, the Risk Management Official will, prior to the granting of the municipal approval, determine if the proposed activity constitutes a significant drinking water threat. In making this determination, the Risk Management Official may, prior to the issuance of a Notice, require additional information which shall be the responsibility of the proponent.

Furthermore, in order to minimize threats to these vulnerable areas, the following land use activities shall not be permitted on lands which are located within areas identified on Schedule G as a Wellhead Protection Area if such uses are a future significant drinking water threat:

- a) new waste disposal sites and facilities within the meaning of Part V of the Environmental Protection Act, excluding storage of wastes described in

clauses (p), (r), (s), (t) or (u) of the definition of hazardous waste (O.Reg 347);

- b) facilities designed to store or handle or manage or stockpile agricultural source material, non-agricultural source material, commercial fertilizer, pesticides, road salt, snow, dense non-aqueous phase liquid, liquid fuels and organic solvents; and,
- c) facilities and yards designed to confine or pasture livestock and that will generate agricultural source material.

For the purpose of this policy, no land use activities that are an existing significant drinking water threat are prohibited within the areas identified on Schedule G however such land use activities may be subject to a Risk Management Plan, if the Risk Management Official deems the land use to be an activity that warrants the preparation of a Risk Management Plan.

During pre-consultation and development application review the County Planning Department, Risk Management Official and Local Municipal Staff will provide information related to source water protection to the proponent, to indicate whether the proposed application is within a vulnerable area and that the South Georgian Bay Lake Simcoe Source Protection Plan policies may apply.

As part of a complete application, development applications within identified vulnerable areas shall be accompanied by a Notice under Section 59(2) of the Clean Water Act, 2006, as amended.

New land uses, including the creation of lots, and new or expanding land use activities, shall not be permitted within vulnerable areas unless it can be demonstrated that they do not pose a significant drinking water threat.

4.4.2.5 Division of Land

Where a consent application proposes the division of land within a vulnerable area, the application shall be accompanied by a Notice issued under Section 59 of the Clean Water Act, 2006.

4.4.2.6 Sewage Systems and Facilities

The Source Protection Plan requires new development to be serviced by a municipal sewage collection system, where connection is feasible given financial and technical constraints. However, given that the Township does not possess a municipal sewage collection system, all sewage servicing will be accommodated by on-site sewage systems.

New sewage systems defined in Section 1 of O. Reg. 350/06 (Building Code) shall not be located within a vulnerable area identified on Schedule G unless such system complies with requirements established by the approval authority for such system, which may require a mandatory maintenance inspection once every five years by the approval authority that has jurisdiction in the vulnerable area.

Wastewater collection facilities that collect or transit sewage containing human waste that would be a future significant drinking water threat and require the approval of the MOECC are not permitted unless the facility complies with construction standards that will ensure the activity is not a significant drinking water threat.

Planning approvals shall not be given to proposed land uses dependent upon systems that collect, store, transmit, treat or dispose of sewage that would require an approval by the MOECC and would be a future significant drinking water threat. Exceptions to this policy may be made where only in cases where the MOECC has determined that all of the following conditions are met:

- a) The proposed system is intended to replace an existing activity or activities;
- b) The proposed system would be more protective of drinking water; and
- c) The instrument for the proposed activity contains conditions that ensure that it does not become a significant drinking water threat.

4.4.2.7 Pre-consultation and Planning Act Approvals

The policies of this section shall be read in conjunction with all other development policies in this Plan. Proponents that require municipal approval related to the construction, demolition, change of use, or an application under the Planning Act within the vulnerable areas identified on Schedule G are required to pre-consult with the Township, County and the Risk Management Official to ensure the proponent is aware of submission requirements, which will include a Notice issued by the Risk Management Official under Section 59(2) of the Clean Water Act and may also require the proponent to enter into a Risk Management Plan with the Risk Management Official.

4.4.2.8 Transport Pathways

A transport pathway is a condition of land resulting from human activity that increases the vulnerability of a raw water supply of a drinking water system. In the case of groundwater systems, transport pathways may include, but are not limited to:

- a) Wells or boreholes;
- b) Unused or abandoned wells;
- c) Pits and quarries;
- d) Mines;
- e) Construction activities involving deep excavations, such as a building foundation; and,
- f) Underground storm sewer, sanitary sewer and water distribution system infrastructure.

In the case of surface water systems, examples of transport pathways include storm drainage infrastructure and tile drains.

The Township shall establish a by-law prohibiting the approval of a proposal to engage in an activity that will result in the creation of a new transport pathway

If the Township becomes aware of a new transport pathway or modification of an existing transport pathway through a development application or any other application that relates to the Vulnerable Area for the municipal drinking water source, the Township shall give the Source Protection Authority and the Source Water Protection Committee notice of the proposal.

When informing the Source Protection Authority and the Source Water Protection Committee about a new or modified transport pathway, notice must include:

- a) A description of the proposal;
- b) The contact information of the proponent responsible for the proposal; and,
- c) A description of the approvals the proponent requires to engage in the proposed activity.

4.4.2.9 Stormwater Management Facilities

Stormwater management facilities are prohibited within wellhead protection areas identified on Schedule G.

PART C - THE APPENDICES

There are no appendices at this time.

Draft

Denise Holmes

From: AMO Communications <communicate@amo.on.ca>
Sent: Monday, November 28, 2016 5:34 PM
To: dholmes@melancthontownship.ca
Subject: AMO Policy Update - AMO Report to Member Municipalities - Highlights of November Board Meeting

November 28, 2016

AMO Report to Member Municipalities Highlights of the November 2016 Board Meeting

To keep members informed, AMO provides updates on important issues considered at regular AMO Board of Directors' meetings.

Highlights of the November 25, 2016 meeting include:

Long Term Energy Plan (LTEP) Review

Municipal governments look to a LTEP that enables and supports local and collaborative activities within the context of province wide goals and needs. Energy costs need to be reasonable for municipal governments and residents. Each municipality will have different drivers and opportunities to participate in generation, storage, and distribution of all forms of energy. AMO is looking for an energy plan that encourages cost effective small scale projects and technology that build local capacity. AMO will continue to work with the Ministry as the plan takes shape and is implemented. AMO's Energy Task Force will meet soon to develop ideas on how the Premier can reduce electricity costs in a manner that is more substantive and sustainable. Most LDCs rates are less than Hydro One rates.

AMO Contact: Cathie Brown, Senior Advisor, E-mail: cathiebrown@amo.on.ca, (416) 971-9856 ext. 342.

Expanding Medical Responses

The AMO Board approved a strong response in opposition to the recent Ministry of Health and Long-Term Care (MOHLTC) proposal on Expanding Medical Responses through Fire Services. AMO, with assistance from the Emergency Services Steering Committee, the Ontario Association of Paramedic Chiefs and the Ontario Association of Fire Chiefs, will prepare a response that focuses on the evidence, or lack thereof, that this contentious proposal purports to offer. In addition, it is expected that CUPE and OPSEU will be taking a strong position against the proposal. **AMO Contact:** Monika Turner, Director of Policy, E-mail: mturner@amo.on.ca, (416) 971-9856 ext. 318.

OMB Review

The AMO Board is encouraging the Province to amend the legislation to limit the ability to appeal amendments of planning documents that implement provincial interests. The Board already has

authority to not practice 'hearing de novo' which has chosen not to use, so it should be compelled. If there is new evidence at the Board it must be obligated to send it back to Councils for consideration. AMO agrees that alternative dispute resolution should be better used. Administrative practices, transparency and accountability can be vastly improved. The full AMO submission will be available on the website shortly. It is clear that the Province must make more substantive changes with demonstrable outcomes. AMO will continue to advocate on this issue.

AMO Contact: Cathie Brown, Senior Advisor, E-mail: cathiebrown@amo.on.ca, (416) 971-9856 ext. 342.

Update on Bill 59, *Putting Consumers First Act*

The Bill, if passed, would enhance consumer protection measures by introducing new rules for home inspections, door-to-door sales, and payday loans. It amends the *Municipal Act* to include new municipal authority to enact bylaws that would control where payday loan establishments are sited and the number of operations that are permitted. The Board directed staff to make a Standing Committee submission. It needs to be emphasized that any province-wide ban on products that are sold door-to-door must be enforced by the Province.

AMO Contact: Jessica Schmidt, Policy Advisor, E-mail: jschmidt@amo.on.ca, (416) 971-9856 ext. 367.

Bill 39, *Aggregates Act*

The AMO Board supports the Bill 39 approach and the changes to the fines regime, the additional new studies, and harmonizing expectations. It provides a permissive framework to enact the "Blueprint" released last year. The Bill is mainly a framework that relies on regulations. AMO will work with MNRF as they craft regulations to implement the Bill, specifically regarding the fees and royalties methodologies.

AMO Contact: Cathie Brown, Senior Advisor, E-mail: cathiebrown@amo.on.ca, (416) 971-9856 ext. 342.

Wetlands Conservation Strategy

The Board discussed a draft Wetlands Conservation Strategy proposed by the Ministry of Natural Resources and Forestry (MNRF). The Board approved feedback based on comments developed by AMO's Conservation Authorities Task Force. The Board asked staff to keep them informed as the MNRF Strategy progresses, particularly in regard to the principle of 'no net loss'.

AMO Contact: Jessica Schmidt, Policy Advisor, E-mail: jschmidt@amo.on.ca, (416) 971-9856 ext. 367.

2017 AMO Strategic Objectives and Budget

The Board approved its 2017 Strategic Objectives and related budget. President Dollin will be sharing this information separately with members in the coming weeks.

AMO Contact: Pat Vanini, Executive Director, E-mail: pvanini@amo.on.ca, (416) 971-9856 ext. 316.

Bill 68, *Municipal Legislation Amendments (Municipal Act, Municipal Conflict of Interest Act)*

The Association will be preparing a detailed review of the proposed legislative amendments for the Board's consideration in January as input to the 2nd Reading/Standing Committee process.

AMO Contact: Pat Vanini, Executive Director, E-mail: pvanini@amo.on.ca, (416) 971-9856 ext. 316.

MEPCO Board Update

The AMO Board was updated on the status of Bill C-26, introduced by the Federal Government to implement the proposed CPP enhancement and on MEPCO's considerations on integrating the CPP enhancement with the OMERS Plan. The MEPCO Board updated guidelines to assist in reviewing OMERS Plan changes and approved its 2017 Work Plan.

AMO Contact: Bruce McLeod, MEPCO Coordinator, E-mail: bmcleod@amo.on.ca, (416) 971-9856 ext. 350.

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

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

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



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



A People Place. A Change of Pace
SHELBURNE
ONTARIO, CANADA

November 29, 2016

Kathleen Wynne, Premier
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Please be advised that at its regular meeting held Monday November 28, 2016, the Council of the Town of Shelburne passed the following resolution:

Resolution #2a

Moved by: Tom Egan
Seconded by: Randy Chambers

WHEREAS Shelburne Council has received a copy of a motion passed by the Council of the Township of McKellar and discussed this motion;

AND WHEREAS this motion points out that Fire Departments and their associated assets represents critical municipal infrastructure;

AND WHEREAS the motion calls on the Provincial government to recognize municipal fire service as critical infrastructure and include funding for fire service infrastructure as part of the Provincial governments infrastructure strategy to move Ontario forward;

BE IT RESOLVED THAT the Shelburne Council endorses this motion;

AND FURTHER THAT a copy of this motion be sent to the Provincial Premier, the Township of McKellar and the Shelburne and District Fire Department municipal partners, the Town of Mono and the Townships of Melancthon, Amaranth and Mulmur.

CARRIED: Ken Bennington

As per the above resolution, please accept this correspondence for consideration.

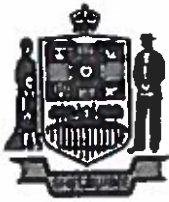
Thank You

John Telfer, AMCT
CAO/Clerk
Town of Shelburne

203 Main Street East, Shelburne, Ontario L9V 3K7
Tel: 519-925-2600 Fax: 519-925-6134 Web: www.shelburne.ca

Info 2

DEC 15 2016



**TOWN OF SHELBURNE
COUNCIL RESOLUTION**

No. 2a

Date: November 28, 2016

Moved by: Egan

Seconded by: Chambers

WHEREAS Shelburne Council has received a copy of a motion passed by the Council of the Township of McKellar and discussed this motion;

AND WHEREAS this motion points out that Fire Departments and their associated assets represents critical municipal infrastructure;

AND WHEREAS the motion calls on the Provincial government to recognize municipal fire service as critical infrastructure and include funding for fire service infrastructure as part of the Provincial governments infrastructure strategy to move Ontario forward;

BE IT RESOLVED THAT the Shelburne Council endorses this motion;

AND FURTHER THAT a copy of this motion be sent to the Provincial Premier, the Township of McKellar and the Shelburne and District Fire Department municipal partners, the Town of Mono and the Townships of Melancthon, Amaranth and Mulmur.

CARRIED: K. Bennington

Requested Vote to be recorded

[] Yes

[] No

**Mayor Bennington
Councillor Benotto
Councillor Chambers
Deputy Mayor Dunlop
Councillor Egan
Councillor Mills
Councillor Sample**

Yea

[]

[]

[]

[]

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[]

[]

Nay

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Township of McKellar

P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

VIA EMAIL

November 22, 2016

The Honourable Kathleen Wynne
The Honourable Brad Duguid
The Honourable Bob Chiarelli
Norm Miller, MPP for Parry Sound-Muskoka
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Rural Ontario Municipal Association (ROMA)
All Ontario Municipalities

Please be advised that at its regular meeting held, Monday November 21, 2016 the Council of the Township of McKellar passed the following resolution:

RESOLUTION: 16-384

WHEREAS the *Fire Protection and Prevention Act, 1997*, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility;
AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments;
AND WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets;
AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure;
AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of McKellar hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward;

AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Norm Miller, MPP for Parry Sound-Muskoka, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

As per the above resolution, please accept this correspondence for your information and consideration.

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

Sincerely,

Shawn Boggs
Clerk Administrator
Township of McKellar

From: AMO Communications <communicate@amo.on.ca>
Sent: Wednesday, November 30, 2016 3:41 PM
To: dholmes@melancthontownship.ca
Subject: AMO Policy Update: Bill 151 - The Waste-Free Ontario Act

November 30, 2016

The Province Proclaims Bill 151 - *The Waste-Free Ontario Act* – and Moves Toward Full Producer Responsibility

Today the provincial government proclaimed Bill 151, *The Waste-Free Ontario Act* (WFOA). This Act creates a new legislative framework for waste management in the Province and will transition the existing diversion programs under the *Waste Diversion Act* (WDA) including the Blue Box, Municipal Hazardous and Special Waste, Waste Electrical and Electronic Equipment and Tires to the new framework. The Act is focused on creating a circular economy strategy through supporting Provincial Policy Statements and the development of an organic strategy.

We are transitioning from the municipally-run and co-funded Blue Box program toward an Extended Producer Responsibility (EPR) regime that requires producers to cover all end-of-life costs for waste. The municipal role in this system will be evolving. Eventually, producers will be fully responsible for meeting target recovery rates for designated products and packaging.

Until we know significant post-transition issues such as level of diversion rates, geographic requirements and what materials will be designated, our municipal programs will continue to run so that our communities receive a convenient, reliable waste services that residents depend on. Although it is too early for councils make informed decisions, municipal governments may be approached by producers to provide post-transition collection and/or processing services for designated materials.

The WFOA is based on open competition and free markets instead of the previous industry monopolies. The government has voiced a commitment to ensuring competition at the producer level throughout the market. We fully support and need competition in the system.

One of the biggest municipal risks is that this transition period could be drawn out — or worse, become the new normal. Municipal governments remain responsible for the majority of the waste management system until the transition is complete. Therefore, AMO will continue to work with our members, the government, the new Resource Productivity and Recovery Authority, Producers, Waste Management Service Providers and other interested stakeholders to ensure that the transition period is as efficient as possible, and maintains the same level of quality that residents come to expect with the Blue Box program.

In addition to working with key stakeholders, AMO is planning a one-day session for municipal elected officials to discuss the transition to the WFOA and the municipal challenges and

opportunities. Mark your calendars for February 8, 2017 (location TBD). Admission will be free with participation by teleconference and web also available. More information about this session will be posted shortly on our website at www.amo.on.ca.

AMO Contact: Dave Gordon, Senior Advisor, 416.971.9856 ext. 371, dgordon@amo.on.ca.

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

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

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



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From: communicate@amo.on.ca

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



NVCA Board Meeting Highlights, November 25, 2016

Next Board Meeting: December 16, 2016 at Tiffin Conservation Area

For the full meeting agenda including documents and reports, visit nvca.on.ca/about/boardofdirectors

NVCA board reduction approved

Following a nine-month pilot project that saw the number of NVCA board members reduced from 27 to 18, NVCA member municipal councils have approved the board reduction.

NVCA board of directors received letters of support from all 18 member municipalities for this reduction in accordance with the *Conservation Authorities Act*. A memorandum of agreement will be circulated to each member municipality authorizing the new board structure.

NVCA mandate approved by the board

Following a recommendation in the Service Delivery and Operational Review completed in 2014 regarding a review of NVCA's mandate, the board of directors approved a mandate of "Integrated Watershed Management."

Integrated Watershed Management is defined as the process of managing human activities and natural resources on a watershed basis, taking into account, social, economic and environmental issues, as well as community interest in order to manage water resources sustainably.

With this clarification of the authority's mandate, the board of directors endorsed the delivery of all current NVCA program areas.

Township of Mono Municipal Service Agreement

At the meeting, the board approved an NVCA and Township of Mono Municipal Service Agreement regarding applications under the *Planning Act*.

NVCA staff will continue to work with member municipalities to establish and/or update municipal service agreements and standardize these agreements where possible.

In brief

During the meeting the board also:

- acknowledged NVCA staff who provided an overview of the importance of wetlands to guests from the Water Resources Department of Henan Province, China.



NVCA board member Fred Nix (centre, front), NVCA staff and guests from the Water Resources Department of Henan Province, China.



Doug Loughheed, NVCA Chair (left), Nina Bifulchi, Past Chair and Gayle Wood, CAO, thank David Featherstone and Yi Wang for their presentations to the delegation from Henan Province.

In brief...continued

- enjoyed a photo tour of NVCA properties presented by Kyra Howes, Manager of Lands and Operations.
- received a progress report on NVCA's Municipal Action Plan, which outlines how NVCA's senior management team shares information and interacts with their colleagues at member municipalities.
- received a report highlighting how NVCA has maximized the use of contract, part-time and seasonal employees.
- approved a phased-in approach for the asset management plan capital levy request portion of the 2017 NVCA draft budget.
- received a status update on municipal comments regarding the 2017 NVCA draft budget.

Future Meetings & Events

NVCA Board of Directors Meeting

Friday, December 16, 2016

9:00 a.m.-12:00 p.m.

Tiffin Centre for Conservation, Utopia

Nature Days for Homeschoolers

Friday, December 16, 2016

10:00 a.m. - 3:00 p.m.

Tiffin Centre for Conservation, Utopia

Christmas Bird Count for Kids

Saturday, January 7, 2017

9:00 a.m. - 12:00 p.m.

Tiffin Centre for Conservation, Utopia

NVCA Annual General Meeting

Friday, January 27, 2017

9:00 a.m. - 12:00 p.m.

Tiffin Centre for Conservation, Utopia

For more information on these events, please visit the [NVCA website](http://www.nvca.on.ca).

Denise Holmes

From: Kathy Round <kround@grandriver.ca>
Sent: Thursday, December 01, 2016 11:31 AM
To: 'City of Brantford'; 'City of Cambridge'; 'City of Cambridge'; 'City of Cambridge'; 'City of Guelph'; 'City of Guelph'; 'City of Hamilton, Legislative Assistant'; 'City of Kitchener'; 'City of Kitchener'; 'City of Kitchener'; 'City of Waterloo'; 'City of Waterloo'; 'County of Brant'; 'County of Dufferin'; 'County of Dufferin'; 'County of Grey'; 'County of Grey, Clerk'; 'County of Norfolk'; 'County of Oxford'; 'County of Oxford'; 'County of Perth'; 'Haldimand County'; 'Haldimand County'; 'Jane Wilson'; 'Norfolk County'; 'Norwich Township'; Peter Crockett; 'Region of Halton'; 'Region of Halton'; 'Region of Halton'; 'Region of Waterloo'; 'Region of Waterloo'; 'Town of Erin'; 'Town of Halton Hills'; 'Town of Halton Hills2'; 'Town of Milton'; 'Township of Amaranth/East Garafraxa'; 'Township of Balldford-Blenheim'; 'Township of Centre Wellington'; 'Township of Centre Wellington'; 'Township of East Zorra-Tavistock'; 'Township of East Zorra-Tavistock'; 'Township of Guelph/Eramosa'; 'Township of Guelph/Eramosa'; 'Township of Mapleton'; 'Township of Melancthon'; 'Township of North Dumfries'; 'Township of Perth East'; 'Township of Puslinch'; 'Township of Southgate'; 'Township of Southgate'; 'Township of Wellesley'; 'Township of Wellington North'; 'Township of Wilmot'; 'Township of Wilmot'; 'Township of Woolwich'; 'Township of Woolwich'; 'Wellington County'
Cc: 'Conservation Halton'; 'Conservation Niagara'; 'Credit Valley CA'; 'Hamilton Conservation'; 'Long Point Region CA'; 'Maitland Valley CA'; 'Nottawasaga Valley'; 'Saugeen Valley'; 'Upper Thames River CA'; Nancy Davy; Fred Natolochny; Beth Brown
Subject: GRCA PLANNING, PERMIT AND INQUIRY FEE INCREASE - EFFECTIVE JANUARY 1, 2017
Attachments: 2017 fee increase to mun_001.pdf

Please find attached a notice of the GRCA Planning, Permit & Inquiry Fee Schedule Increase which will be implemented throughout the Grand River Watershed effective January 1, 2017.

Please ensure that copies of the attached fee schedule are available to municipal staff and prospective applicants.

Thank you in advance for your cooperation.

Kathy

*Katherine Round
Administrative Assistant, Planning
Grand River Conservation Authority
Tel. (519) 621-2763 ext. 2230*

Toll free 1-866-900-4722

Web: www.grandriver.ca



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: www.grandriver.ca

TO: Municipal Clerks, Planning, Building and Engineering Staff
Adjacent CA's

FROM: Nancy Davy, Director of Resource Management
Fred Natolochny, Supervisor of Resource Planning
Beth Brown, Supervisor of Resource Planning

DATE: December 1, 2016

SUBJECT: GRCA Planning, Permit and Inquiry Revised Fees
Effective January 1, 2017

The General Membership of the Grand River Conservation Authority has approved a revised GRCA fee schedule for Plan Review, GRCA Permit and Inquiry services. The fees will be implemented throughout the Grand River watershed effective January 1st, 2017.

We have attached the revised fee schedules. Please ensure that copies of the attached fee schedule are available to municipal staff and prospective applicants.

Announcement A free, web based mapping tool, is available to the public to review GRCA maps of areas regulated under Ontario Regulation 150/06. We note that the text of Ontario Regulation 150/06 defines the areas that are regulated. However, this mapping tool will provide municipal staff and the public with some guidance on the areas regulated by the Conservation Authority. To use this mapping tool please go to www.grandriver.ca. On the home page click on "Map Your Property" under the Planning and Permits heading.

Proposed activities or works within the areas regulated by the GRCA will require a permit from the GRCA, in addition to a building permit from the municipality.

The policies regarding Ontario Regulation 150/06 and a series of checklists that will aid the public and development industry to prepare satisfactory reports and plans for applications or inquiries can be found under the planning and regulations section of our website at www.grandriver.ca. The Plan Review and GRCA permit fees are also posted on the GRCA website under the planning and regulation section.

Please note that GRCA [GIS data access](#) is available to download or order data for use with your GIS directly off of the GRCA website.

If you have any questions or concerns regarding the Plan Review or Permit Service Fees please contact Fred (ext. 2229) or Beth (ext. 2307) at (519) 621-2761.

A handwritten signature in black ink that reads "Nancy Davy".

Nancy Davy
Director of Resource Management
621-2763, ext. 2235
ndavy@grandriver.ca

JANUARY 1st, 2017 FEE SCHEDULE
GRCA Permit, Plan Review, Title Clearance and Inquiry Fee Schedule

Permit Fee Schedule

Category of Permit Application	Fee for Development Applications	Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications
Minor - <i>No technical reports required.</i>	\$390	\$390
Standard - <i>Detailed report and/or plans required.</i>	\$570	\$1010
Major - <i>Requires one or more reports with high potential for impacts on flooding, pollution, conservation of land or shoreline processes.</i>	\$8,695	\$5,700 Culvert/Bridge replacement \$8,695 All other applications
Large Fill – over 1,000m ³	\$8,695 plus \$0.50/m ³	
Works initiated prior to GRCA approval	2 times the fee for the category	
Rural Water Quality Programs or GRCA projects	\$75	
Expired Permit	\$75	
Plans amended to an approved permit	\$75	

Inquiry Schedule

Category of Application	Fee
Title Clearance and Inquiry Fee	\$220/property

Plan Review Fee Schedule

Category of Application	Fee
Subdivision and Vacant Land Condominium	
Base fee	\$2,130
• per net hectare	\$1,110/hectare
Applicant driven modification or Red line Revision	\$1,420
Final clearance for registration of each stage: technical review required	\$5,700
Final clearance Processing Fee: no reports or review required	\$220
Official Plan and/or Zoning Bylaw Amendment	
Major	\$2,130
Minor	\$390
Consent	
Major	\$1010
Minor	\$390
Minor Variances	
Major	\$570
Minor	\$255
Site Plan Approval Applications	
Major	\$2,985
Minor	\$390
Complex Applications	\$8,695
Below Water Table Aggregate Applications	
No features of interest within 120 metres of licence limit	\$8,695
Features of interest within 120 metres of licence limit	\$37,145
Above Water Table Aggregate Applications	
No Features of interest within 120 metres of licence limit	\$390
Features of interest within 120 metres of licence limit	\$8,695

When reading the Permit and Planning fee schedule, please refer to the **Fee Notes** outlined below.

Fee Notes

1. All fees are made payable and submitted directly to Grand River Conservation Authority.
2. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
3. Permit applications that fall into one or more categories will be charged one fee, at the highest rate.
4. Plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
5. The Conservation Authority may provide a refund or require the applicant submit additional funds for a permit or plan review fee if it is found that an incorrect fee has been submitted.
6. *Minor Categories* – Low risk of impact on natural hazards or natural features. Plans required. No technical reports required.

7. *Standard Permit Category* – Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. Scoped technical reports required.
8. *Major Permit Category*– High hazard risk and/or potential impact to natural hazards or natural features. Detailed plans required. One or more technical report required (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical, etc.). Development permit applications for: golf courses, trailer parks, campgrounds, lifestyle communities will be considered as a major permit.
9. *Major Plan Review Category*– High or Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. One or more technical reports (may be scoped) are required.
10. *Complex Plan Review Category*- Planning Act (e.g. OPA/ZC) and/or Site plan applications for: golf courses, trailer parks, campgrounds, lifestyle communities.
11. *Large Fill* - The fee is applicable to material placed within the Conservation Authority's regulated areas. Grading associated with *Planning Act* approvals is not considered a large fill application.
12. Major permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Standard category.
13. Permit fees are non-refundable, except where review indicates that no permit is necessary.
14. *Expired permit* - After a permit has expired, a new application must be submitted. For applications to replace a prior permit received within one year of expiry a fee of \$75 is required. Any changes to the plans or a lapse of more than one year will require a full review and the Schedule of Fees in effect at the time will apply.
15. The subdivision or vacant land condominium base fee including per net hectare fee will be capped at \$25,000.
16. The net hectare fee will be based on the initial submission and will exclude lands outside of the development limit (e.g. natural hazard, natural heritage areas and buffers). Stormwater management facilities and other open space or park uses are to be included in the net hectare fee calculation.
17. At the submission of a subdivision or vacant land condominium application, 70% of the base fee and per net hectare is required. Prior to issuance of conditions of draft plan approval, the remaining 30% of the fee is required.
18. A Processing Fee will apply for a clearance letter for a subdivision or condominium application where no technical review/reports (e.g. no Erosion and Sediment Control plan, SWM brief, etc.) are required.
19. For Aggregate Applications, features of interest include all Natural Heritage, Natural Hazard and surface water features.

Denise Holmes

From: AMO Communications <communicate@amo.on.ca>
Sent: Thursday, December 01, 2016 11:40 AM
To: dholmes@melancthontownship.ca
Subject: Federal Infrastructure Phase 2 Incrementality - AMO Needs Your Support
Attachments: Clerks LTR AP Incrementality Resolution 2016-12-01.pdf

On behalf of the AMO Board, please find attached a letter from AMO President Lynn Dollin seeking Council's endorsement of a resolution regarding Federal Infrastructure Phase 2 Incrementality.

Thank you.

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.

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To: dholmes@melancthontownship.ca [Remove](#) this sender from my allow list
From: communicate@amo.on.ca

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December 1, 2016

Dear AMO Member:

RE: Federal Infrastructure Phase 2 Incrementality Resolution

As you know, the federal government announced additional infrastructure funding over the next 12 years in the Fall Economic Statement as part of its Phase 2 programming. It is consulting on design aspects for Phase 2 in order for it to be known before the funding programs begin in 2018.

AMO has endorsed a number of principles for the funding design – that it should maximize municipal flexibility; respect the breadth of municipal infrastructure assets and priorities; and provide stable, predictable, formula-based funding to municipal governments.

The role of incrementality and the funding formula (i.e., the share by each order of government) are important aspects. In communicating our principles to the federal government, we have noted the impacts of different formula approaches. The ideal position for municipal governments would be a 50% federal, 33% provincial, and a 17% municipal portion. This would mean a smaller share of municipal capital costs would recognize ongoing municipal operating costs which are generally not eligible for funding purposes. In reality, very few provinces agreed to fund 33% of Phase 1 programs, and some didn't put up new funds where they agreed to it. In Ontario, the provincial government did add new funding, in the amount of \$250 million (25%) for the recent Clean Water and Wastewater Fund (CWWF). This was in addition to its existing multi-billion long term infrastructure plan. No provincial funding was added for the federal public transit agreement.

Generally, incrementality has been a feature of prior federal programs. It requires that municipal and provincial governments spend new additional funds for each infrastructure project in order to meet the eligibility rules. This requirement may have had some merit before municipal governments had comprehensive asset management plans and related multi-year capital plans. Going forward, it will confuse the principles and practice of asset management not to mention municipal financial planning because it would influence municipal priorities. Where there are multi-year capital plans, based on asset replacement and maintenance priorities of an asset management plan, the federal funding should be aligned with these municipal plans. Phase 2 should align with municipal long-term planned spending, not the other way around.

We hope that you agree. If so, please adopt the attached resolution and add your voice to AMO's. AMO continues to believe that good asset management is the foundation of appropriate municipal infrastructure and financial management. Funding approaches must support it to further advance the culture of municipal asset management in Ontario.

Sincerely,

A handwritten signature in cursive script, appearing to read 'L. Dollin', written in dark ink.

Lynn Dollin
AMO President

FEDERAL INFRASTRUCTURE PHASE 2 INCREMENTALITY RESOLUTION

WHEREAS municipal governments' infrastructure is critical to our collective economic health;

WHEREAS stable, predictable and formula- based infrastructure funding allows municipal governments to plan and schedule investments in infrastructure;

WHEREAS Ontario municipal governments have asset management plans which set out a municipality's longer term capital plan which reflects the infrastructure priorities of these asset management plans; and

WHEREAS a federal incrementality rule interferes with municipal long-term infrastructure priorities and diminishes the value of municipal asset planning and management;

NOW, THEREFORE BE IT RESOLVED that the (name of municipality) calls on the federal government to provide long-term, predictable, and formula-based funding in its Phase 2 programs for municipal governments; and

BE IT ALSO RESOLVED that the (name of municipality) calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal government' asset management plan meets a municipal incremental infrastructure requirement.

Please forward your resolution to:

AMO President Lynn Dollin amopresident@amo.on.ca



TOWN OF LAKESHORE

419 Notre Dame St.
Belle River, ON N0R 1A0

December 2, 2016

Mitzie Hunter, Minister of Education
14th Floor, Mowat Block
900 Bay Street
Toronto ON
M7A 1L2

Dear Minister Hunter:

RE: SUPPORT OF RESOLUTION – ACCOMMODATION REVIEW PROCESS

At their meeting of November 22, 2016 the Council of the Town of Lakeshore duly passed the following resolution.

Councillor Bailey moved and Councillor McKinlay seconded:

WHEREAS the current Accommodation Review Process released by the Minister of Education to serve as a province wide minimum standard that, school boards must use to develop their own policies for pupil accommodation reviews is not reflective of the reality of rural school and community life

AND WHEREAS school closures impact single-school small rural communities in all educational, social and economic aspects to a far greater degree than those impacts in multi-school urban communities;

AND WHEREAS projected growth patterns of rural communities should be a factor within the review process;

THEREFORE BE IT RESOLVED, that the Town of Lakeshore requests the Minister of Education to initiate an immediate moratorium on the Accommodation Review Process until such time as a review of the above mentioned impacts on small rural communities are studied, completed and the results and recommendations are considered;

AND THAT this resolution be circulated to the Minister of Education, Mitzie Hunter, Premier Kathleen Wynne, Leader of the Opposition Party, Patrick Brown, MPP Taras Natyshak and all

Ph: 519-728-2700 Fax: 519-728-9530 Toll: 1-877-249-3367

www.lakeshore.ca

Info 7

DEC 15 2016

municipalities in Ontario requesting they forward a letter of support to the Minister of Education, Premier, Leader of the Opposition Party and local MPP.

Motion Carried Unanimously

Should you require any further information regarding the above, please contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read 'Mary Masse', with a stylized flourish at the end.

Mary Masse
Clerk

/km

Cc: Municipalities in Ontario



December 5, 2016

The Honourable Bill Mauro
Ministry of Municipal Affairs
777 Bay Street, 17th Floor
Toronto ON M5G 2E5

Sent via email:
minister.mma@ontario.ca

Dear Minister Mauro:

Re: Legislative Changes Impacting Tax Registrations and Tax Sales

At a recent meeting of the Council of the Township of Havelock-Belmont-Methuen a discussion took place regarding some key changes to the Municipal Act that will have a significant impact on tax registrations and tax sales. The discussion concluded with Council passing the following resolution:

R-743-16 Moved by Councillor Pomeroy
 Seconded by Deputy Mayor Martin

That the Council of the Township of Havelock-Belmont-Methuen opposes the legislative changes to the Municipal Act coming into effect on December 10, 2016 that will impact tax sales and related matters; and further

That the Province of Ontario re-open the consultation period to allow for informed public input regarding the changes to the Municipal Act that are being brought about by the implementation of the Forfeited Corporate Property Act, 2015; and further

That this resolution be circulated to the Association of Municipalities of Ontario and all Ontario municipalities for support.

Carried

Council thanks you in advance for your consideration of this request.

Sincerely,

Bob Angione

Bob Angione, M.P.A., B.Admin.
Municipal Clerk

Copy: Monika Turner, Director of Policy
Association of Municipalities of Ontario

Ontario Municipalities.

Joyce Clarke

From: Trevor Hebert <thebert@campaign-office.com>
Sent: November-22-16 10:10 AM
To: jclarke@melancthontownship.ca
Subject: ONTARIO COMMAND FOR THE ROYAL CANADIAN LEGION
Attachments: SubmissionFormONCL.pdf; Rates.pdf

Good morning Joyce,

Just wanted to say thanks for your time this morning! This year, we are putting together the very special Military Service Recognition Book of the Ontario Command of the Royal Canadian Legion. This milestone project will be exclusively for the Province of Ontario, recognizing Veterans both past and present through biographies and pictures submitted to the Legion.

With the help of Veterans, families and our friends, we're accepting submission forms in case you had any friends or family members you'd like to have recognized. Of course, we're accepting all Veterans from WWI all the way to Afghanistan in order to recognize those who continue to give us our freedom today.

We would be honoured to have your involvement by way of purchasing a support advertisement. Many business are taking an opportunity to thank our Veterans with their message of thanks.

I have attached a letter from the president of the Ontario Command, along with the submission form and rate sheet for you to review. Your support at any level would be greatly appreciated to get the message out about the importance of those Veterans, both past and present. Like I had mentioned during our conversation, if you wanted to have someone recognized through the Military Service Recognition Book, you can either send that back to me filled out or mail it in.

If you have any questions or concerns, please do not hesitate to contact me by reply email or at the number below.

Best Regards,

Trevor Hebert
Ontario Command
Royal Canadian Legion
☎1-855-241-6967



Ontario Provincial Command
Military Service Recognition Book – Submission Form
Downloadable at <http://www.on.legion.ca>

Information Required for Story Submission		Please print clearly!	
Name of Military Person being recognized			
Last name		First name	Initial
Place of Birth	Date of Birth(m/d/y)	Date of Death(m/d/y)	
Service: WWI <input type="checkbox"/> WWII <input type="checkbox"/> Korea <input type="checkbox"/> Afghanistan <input type="checkbox"/> Peacekeeper <input type="checkbox"/> Reservist <input type="checkbox"/> Other _____			
Branch of Service: Navy <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Merchant Navy <input type="checkbox"/> Other _____			
Service Unit: <small>i.e. - North Shore, Carleton York, CWAC, names of Ships, Squadrons, etc.</small>		Date of Enlistment	Date of Discharge
Areas Served <small>i.e. - Canada, High Seas, England, C/E, Korea, SDA (please name), etc.</small>			
Killed in Action? Yes <input type="checkbox"/> No <input type="checkbox"/>		Year of Death	Where Killed
Was/Is a Member of Legion (Name & #): Yes <input type="checkbox"/> No <input type="checkbox"/>		Branch	How many years? <input type="text"/>

Submitted by (Name) _____	Tel# _____
Email _____	Branch Name & # _____
Was permission given by individual or family to use submission? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Additional Information: Please attach a paragraph if you wish, **maximum 150 words.**

For example: special things the veteran did in the service, was he/she wounded, POW, special unusual awards, awards for bravery, i.e., VC, DSC, DFC, MC, MM, etc., or perhaps what the veteran did upon return to civilian life.

Please include photograph, but do not use staples, paper clips or tape.

Also, do not write on the back of the photograph as this could damage the photo.

Faxed copies will not be accepted.

Please return your completed Submission Form and photograph to your local Legion Branch.



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be printing **20,000 copies** of our third annual **“Military Service Recognition Book”**, scheduled for release by September 2017. This book will assist us in identifying and recognizing many of our Veterans within the Province of Ontario and to serve as a reminder for generations to come, while at the same time assist us in our job as the “Keepers of Remembrance”.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will cover the cost of printing and distributing this unique publication. Additional proceeds received through this program will assist and support many important Legion initiatives that in turn will assist our over 400 branches to remain a viable partner in their communities. The Legion is recognized as Canada's largest Veteran Organization and we are an integral part of the communities we serve. This project ensures the Legion's continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-584-1374**.

Thank you for your consideration and/or support.

Sincerely,

**Brian Weaver
President**



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

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Denise Holmes

From: Ontario Wildlife Damage Compensation Program (OMAFRA)
<Wildlife.Damage@ontario.ca>
Sent: Thursday, November 03, 2016 5:45 PM
To: Ontario Wildlife Damage Compensation Program (OMAFRA)
Subject: Ontario Wildlife Damage Compensation Program - Update
Attachments: 2017 OWDCP Guidelines FINAL EN 10 31 2016_clean_final.pdf

Today, the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) announced updates to the Ontario Wildlife Damage Compensation Program (OWDCP). The OWDCP provides financial assistance to owners whose livestock, poultry and honey bees have been damaged or killed by wildlife. The Ontario Wildlife Damage Compensation Program (OWDCP) is a cost-shared program under *Growing Forward 2, a federal-provincial-territorial initiative*.

Changes to the OWDCP are the result of reviews OMAFRA undertook to ensure services are delivered efficiently and effectively to livestock owners.

Two key recommendations emerged from the review:

- There is a need to bring consistency to compensation levels. Right now, compensation for livestock/poultry damages varies across the province, even when the livestock are the same age, weight and share genetic characteristics.
- The application, appeals and deadline processes require clarification to relieve the challenges some producers have experienced.

The forthcoming changes do not affect the principles under which the program currently operates or how it is delivered to producers. They are designed to clarify expectations around the program for producers, municipalities, and stakeholders.

The OWDCP will continue to pay one hundred per cent (100%) of fair market value, including applicable premiums for registered or pregnant livestock, where reasonable evidence substantiates predation.

The program changes will take effect **January 1st, 2017**.

A copy of the updated Program Guideline is attached to this email. Copies of the application will be provided to municipalities in advance of January 1st for printing purposes.

Information and Training Sessions:

OMAFRA will support stakeholders and municipal partners through this transition period by providing education and training prior to and following roll-out.

- Municipal Information Sessions will be held on November 18 and November 21.
- A Municipal Investigators (Valuer's) training session will be held on November 25 and December 7.
- Livestock owners will be made aware of program updates through farm organizations, outreach events, tip sheets and WebEx training events.

Participants can attend in-person or by webinar.

Registration for either the Municipal Information Session or Investigators (Valuer's) training can be completed online at: www.ontario.ca/predation

For further information, please contact OMAFRA 1-877-424-1300.

Yours truly,

Adam Meyer

Program Administrator

Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)

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Ontario Wildlife Damage Compensation Program

Program Guidelines

Effective Date: January 1, 2017

These guidelines are subject to change from time to time. Consult the ministry's website at www.Ontario.ca/predation, or call the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) at 1-877-424-1300, to find more information about the Ontario Wildlife Damage Compensation Program and predation prevention resources. In the event of a conflict between these guidelines and the Order in Council (OIC) 502-2016, the OIC will prevail.

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Ontario Wildlife Damage Compensation Program: Overview

The Ontario Wildlife Damage Compensation (OWDC) Program provides financial assistance to owners whose livestock, poultry and/or honey bees have been damaged or killed by wildlife.

The OWDCP is part of *Growing Forward 2 (GF2)*, a five-year, \$1.5 billion federal-provincial-territorial funding program launched in 2013. GF2 supports our agri-food and agri-products sector by encouraging innovation, competitiveness and market development and, offering business risk management assistance.

OMAFRA undertook a review of the OWDC Program to ensure it was delivering services to owners in an effective and efficient manner. The changes being brought forward are the outcome of the review, and these changes will streamline delivery of the program and ensure owners receive compensation in a consistent and timely manner.

Program Changes – What's New?

A Standardized Valuation Model for Compensation Consistency

OMAFRA is standardizing compensation rates that owners can receive for damage caused by predatory wildlife. OMAFRA will assign a fair market value (FMV) for livestock or poultry injured or killed by eligible wildlife. FMV is the average value an owner might receive for an animal with specific characteristics, such as age and weight.

A table of FMV, reflecting the different weights and classes of livestock and poultry, is publicly available on the ministry's website and is updated regularly (www.Ontario.ca/predation). A process has also been established to determine premiums for bred or registered livestock and poultry.

The standardized valuation model and premiums will bring greater transparency and consistency to the program and will ensure that owners receive compensation that reflects the fair market value of their livestock and poultry.

Simplified Appeal Process

A new appeal process has been implemented to streamline and simplify owners' requests for an appeal of their application. Details of the appeal process are set out in these guidelines.

Simplified Reimbursement Process for Municipalities

To streamline the reimbursement process for municipalities, the municipal application and program application have been combined. In cases where an appeal is not requested, municipalities will be notified of the assigned compensation value by OMAFRA within 20 business days after a decision letter is issued to the owner.

Subsequently, municipalities will receive reimbursement from OMAFRA.

Reasonable Care Plan

A reasonable care plan template has been developed for owners to help them communicate prevention measures they have employed and/or plan to employ. If an owner submits five applications within one calendar year (January 1 to December 31), that owner will be required to submit a completed plan in order to remain eligible under the program. Owners may submit a biosecurity plan in the place of a reasonable care plan so long as it incorporates a predator entry control component. The plan allows owners to detail the predation prevention measures currently

being employed as well as potential enhancements they plan to implement to reduce the likelihood of further incidents.

Program Responsibilities

Owner

Owners are responsible for:

- Demonstrating reasonable care of livestock, poultry, beehives, bee colonies and beehive-related equipment in relation to the prevention of predation.
- Notifying their municipality within 48 hours of discovering the injury or death of livestock or poultry, or discovering damage to beehives, a bee colony and/or beehive-related equipment.
 - If the incident occurs in a territory without municipal organization, the owner must notify OMAFRA (1-877-424-1300).
- Preserving the injury or kill site and carcass (or carcasses) until the municipal or territorial investigator has investigated and agrees it/they can be destroyed or disposed of, unless it contravenes the Ontario Regulation 106/09 of the *Nutrient Management Act, 2002*.
- Reviewing applications for accuracy and signing the application form prior to its submission.
- Disposing of all dead livestock and poultry in a manner that is acceptable under the Ontario Regulation 106/09 of the *Nutrient Management Act, 2002*.
- Submitting a completed reasonable care plan (see section called Reasonable Care) if an owner has submitted five applications to the program within one calendar year (January 1 to December 31) and intends to submit a subsequent application.

Investigator

The **municipal or territorial investigator** is responsible for:

- Carrying out a full and impartial investigation within 72 hours of receiving the notification of the injury or death of livestock or poultry.
- Taking three to six colour photos per eligible kill/injury incurred and collecting all necessary information to accurately complete the application.
- Municipal investigators are responsible for providing a completed program application to the owner and municipality within seven business days of completing an investigation.
- Territorial investigators are responsible for providing a completed program application to the owner and OMAFRA's program administrator within seven business days of completing an investigation, as well as any additional evidence from the owner.

The **bee investigator** is responsible for:

- Carrying out a full and impartial investigation with three business days of receiving notification of the damage to a beehive, bee colonies and/or beehive-related equipment.

- Providing a completed program application to the owner and OMAFRA's program administrator within seven business days of completing an investigation.

Municipalities

Municipalities are responsible for:

- Appointing municipal investigators.
- Reviewing and submitting completed applications and any additional evidence to OMAFRA's program administrator.
- Paying an owner's approved application, in accordance with the program guidelines and values assigned by the program administrator.
- Providing Statement of Farm Support Payments (AGR -1) to owners who receive compensation.
- Paying and reimbursing municipal investigators.

Ontario Ministry of Agriculture, Food and Rural Affairs

OMAFRA is responsible for:

- Administering the program.
- Appointing investigators for territories without a municipal organization.
- Posting the standardized pricing table containing the fair market values for all eligible livestock and poultry, and updating the table on a regular basis.
- Reviewing applications to determine eligibility and assigning values based on the evidence provided.
- Providing the owner with a written decision within 30 business days of receiving a complete application.
- Reviewing and assessing appeals.
- Reimbursing municipalities in accordance with the program guidelines.

Eligibility Criteria

Owner

To be eligible for the program, the owner must meet the following conditions:

- Be a person (includes a sole proprietor, corporation, partnership and unincorporated association).
- Be in compliance with and remain in compliance with all federal, provincial and municipal laws.
- Have a valid premises identification (PID) number for the farm property **where the damage or kill occurred** or a confirmation letter provided by the Indian Agriculture Program of Ontario (IAPO), or, for beehive, bee colony or beehive-related equipment damage, have a beekeeper ID registered under the *Bees Act*.

What is a premises identification (PID) number?

A PID number is a unique identifying number assigned to a parcel of land. It is free and quick to obtain a PID. Visit the following website if you need to obtain one (www.ontarioppr.com) or call 1-855-697-7743. Most PIDs begin with "ON", then a seven-digit number.

- Have a valid Farm Business Registration Number (FBRN) or valid FBRN exemption.
 - A valid FBRN will be current as of the date of injury or death listed on the application, and it will also reference the owner's name (business or owner name) listed on the program application.

What is a Farm Business Registration Number?

This is a six-to-seven-digit number for a qualifying farm business. Farm businesses that declare gross farm incomes of \$7,000 or more (for income tax purposes) must register their farm business and pay the annual fee. A FBRN can be received by registering with Agricorp at 1-888-247-4999.

A valid FBRN exemption will:

- Be current as of the date of injury or death listed on the application.
- Reference the owner's name (business or owner name) listed on the program application
- Be one of the following:
 - Religious Exemption: requires a copy of the Religious Exemption Letter as provided by the Agriculture, Food and Rural Affairs Appeal Tribunal (AFRAAT).
 - Cultural Exemption for Indigenous producers: requires a letter from the Indian Agriculture Program of Ontario (IAPO) verifying the farm business operates in the First Nations community.
 - Gross Farm Income Exemption Certificate: granted by OMAFRA.
- Provide and demonstrate that reasonable care of livestock, poultry, beehives, bee colonies and beehive-related equipment has been taken in order to prevent predation.
- Ensure sufficient evidence is available in order to determine that predation was the cause of death/injury (see appendices C and D).
- Agree to fully cooperate with any audits related to compensation the owner receives under the program
- Be eligible to receive compensation.
- Agree to be bound by the requirements of the OIC and these program guidelines.

The Minister of Agriculture, Food and Rural Affairs may, on an annual basis, update the eligibility requirements and add further eligibility criteria.

Eligible Livestock Species

Alpaca	Lynx
Bison	Llama
Cattle	Marten
Deer	Mink
Donkey	Mule
Elk	Ostrich

Emu	Raccoon
Fox	Rabbit
Fisher	Rhea
Goat	Sheep
Horse	Swine

Eligible Poultry Species*

Bobwhite, northern	Partridge, gray (Hungarian)
Chicken	Pheasant, ring-necked
Duck	Ptarmigan, rock
Goose	Ptarmigan, willow
Grouse, ruffed	Turkey, wild
Grouse, spruce	Turkey
Grouse, sharp-tailed	

*The total weight of poultry injured or killed must be more than 25 kilograms (55 pounds) on a single application.

Eligible Wildlife Species for Damage to Livestock and Poultry

Bear	Hawk
Bobcat	Lynx
Cougar	Mink
Coyote	Raccoon
Crow	Raven
Eagle	Turkey vulture
Elk	Weasel
Fisher	Wolf
Fox	

Eligible Wildlife Species for Damage to Beehives, Bee Colonies and/or Beehive-related Equipment

Bear	Raccoon
Skunk	Deer

Eligible Damages

- Eligible livestock/poultry killed by an eligible predator.
- Veterinarian costs for eligible livestock/poultry injured by an eligible predator.
- Beehives, bee colonies and/or beehive-related equipment damaged by an eligible predator.

Disposal or Destruction: Your Responsibilities

Livestock or Poultry

The owner of the livestock or poultry cannot destroy, dispose of, or permit to be destroyed or disposed of, the carcass of any livestock or poultry reported killed until the municipal or territorial investigator has seen the carcass(es) and agrees that the carcass(es) can be destroyed or disposed of. The one exception to this rule is if the owner of the livestock or poultry is required to dispose of the livestock or poultry because of the requirements set out under Ontario Regulation 106/09 (Disposal of Dead Farm Animals), which states, "an operator may hold a dead farm animal following its death for up to seven (7) days for the purposes of a post-mortem activity." The owner of livestock or poultry shall comply with the requirements set out for the disposal of animals under Ontario Regulation 106/09 of the *Nutrient Management Act, 2002* at all times.

Where the municipal or territorial investigator is unable to complete a full investigation within seven days, the owner will need to dispose of the carcass(es). Given that the municipal or territorial investigator will not have an opportunity to see the carcass(es), the death will be attributed to wildlife provided that the owner has collected sufficient evidence to demonstrate that the death was caused by wildlife and that the carcass(es) was/were disposed of in accordance with Ontario Regulation 106/09. The owner is encouraged to take and submit colour photos of the carcass(es), the location where the carcass(es) was/were found and document all evidence indicating an attack occurred to ensure that the program administrator possesses sufficient evidence to evaluate the application.

For more information on deadstock disposal please consult the following website:

www.omafra.gov.on.ca/english/livestock/deadstock/

Bee Colony, Beehive or Beehive-related Equipment

The owner of the beehive, bee colony or beehive-related equipment shall not destroy or dispose of, or permit to be destroyed or disposed of, the beehive, bee colony or beehive-related equipment reported damaged until the bee investigator has seen the beehive, bee colony or beehive-related equipment and agrees that it can be destroyed or disposed of.

Submitting an Application

For owner and investigator guidance through the application process, consult the following:

- Appendix A – Steps to Take If You Suspect Your Livestock or Poultry are Injured or Killed By Wildlife
- Appendix B – Steps to Take If You Suspect Your Bee Colonies, Beehives and/or Beehive-related Equipment Have Been Damaged By Wildlife
- Appendix C – Completing an Application for the Livestock or Poultry Owner
- Appendix D – Completing an Application for Beekeepers

The municipality or, in the case of an unorganized territory, the territorial investigator is responsible for completing the following tasks prior to submitting the application to the program administrator:

- Verify that the application is complete.
- Ensure that all required supporting documentation, including photographs, have been included.

- Check that the application has been signed by the municipal investigator, municipality and owner.
- If the owner indicated on the application that he or she wished to provide additional evidence, ensure this has been included in the submission.

Completed applications, including photos and supporting documentation, may be emailed to wildlife.damage@ontario.ca.

If possible, combine all attachments into a single PDF file. The maximum file size is 10 megabytes (MB) per email attachment. You can send multiple emails if necessary.

How Applications are Assessed

All applications received within the required timelines will be assessed by the program administrator against the following criteria:

- The owner meets all eligibility requirements.
- The application is complete:
 - If the application is incomplete or missing information, OMAFRA will contact the municipality, or territorial investigator in the case of territory without a municipal organization, to request that the information be provided within 15 business days.
 - If the information is not provided to OMAFRA within this period, the application will be deemed incomplete and declined.
- Livestock and/or poultry have been injured or killed by an eligible wildlife species or bee colonies, beehives and/or beehive-related equipment has been damaged by an eligible wildlife species.
- Total weight of poultry injured or killed on a single application is more than 25 kilograms (55 pounds).
- The livestock, poultry or bee colony were in good health prior to the predation event.
- There is sufficient evidence to demonstrate that the livestock, poultry or bee colony was killed or injured as a result of predation, not by disease, sickness or natural causes. Subsequently the injured animal, carcass or bee damage must be present and directly assessed by the investigator. One of the following must also be captured in the photographic and written evidence collected by the investigator:
 - i. Signs that livestock bled from the attack.
 - ii. Signs of tissue damage (bruising) under the lacerations and puncture wounds.
 - iii. Signs of a struggle, drag marks on the ground, broken vegetation and/ or blood around the site.
- Evidence must include complete descriptions and supporting photos of the killed/injured species (see appendices C and D).
- Damage was not caused by a dog.
- There is evidence that efforts at reasonable care have been and are being taken to prevent future incidences of predation (see appendices C and D).

If the application is deemed eligible and valid, OMAFRA will assign a value for the damages.

If the application is determined to be ineligible by the municipal or territorial investigator, or by OMAFRA, the application will be denied.

Assigning Compensation

A standardized valuation table will be used to assign a value to an application that has been found to be eligible for compensation. The tables are reviewed regularly and updated depending on the availability of new market data. The standardized valuation tables comprise industry-recognized market data (e.g., Statistics Canada and AgriStability sources).

Current standardized valuation tables as well as archived tables from past months can be found online at www.Ontario.ca/predation.

Determining Weaned and Not Weaned Livestock Values

For Weaned Beef and Dairy Calves

Compensation is determined using the indicated weight and standardized FMV.

For Young Calves (not weaned)

Beef calves are assumed to weigh 500 pounds at weaning age. Newborn calves and calves up to one month of age are to be compensated at 70 per cent of weaning value using the standardized valuation tables. The value increases by five per cent a month and reaches full value at seven months of age.

Age of Calf	Discount Multiplier (%)
0-1 Month	70
2 Months	75
3 Months	80
4 Months	85
5 Months	90
6 Months	95

For Weaned Lambs and Kids

Compensation is determined using the indicated weight and standardized FMV.

For Young Lambs and Kids (not weaned)

Newborn lambs and kids are valued at 45 per cent of the FMV. The value increases by five per cent a week and reaches full value at 12 weeks of age. The following table shows the per cent of full value for each week of age.

Age of Lamb or Goat Kid	Percentage of Full Value
1st week	45
2nd week	50
3rd week	55
4th week	60
5th week	65

6th week	70
7th week	75
8th week	80
9th week	85
10th week	90
11th week	95
12th week	100

Premiums

The program will pay premiums for agricultural livestock and poultry only when the required documentation can be provided by the owner. Premiums are calculated using an evidence-based approach with industry-recognized market data.

Registered Cattle, Sheep and Goats

Cattle

Registered purebred cattle will be compensated at one-and-a-half times the FMV set out in the standardized valuation tables, up to the maximum compensation value for registered cattle (see section Maximum Compensation Values in these program guidelines).

Required Documentation: The owner must provide registered purebred documentation and evidence of an ID tag or tattoo that matches the registered purebred documentation for the predated animal. Parental registration documents will be accepted if additional documentation is provided demonstrating a genetic link between the predated calf and the registered parents.

Sheep and Goats

Registered purebred sheep and goats will be compensated at two times the FMV set out in standardized valuation tables, up to the maximum compensation value for registered sheep and goats (see Maximum Compensation Values in these program guidelines).

Required Documentation: The owner must provide registered purebred documentation and evidence of an ID tag or tattoo that matches the registered purebred documentation for the predated animal. Parental registration documents will be accepted if additional documentation is provided demonstrating a genetic link between the predated lamb or kid and the registered parents.

Pregnant Cattle, Sheep and Goats

Cattle

Pregnant cattle will be compensated at one-and-a-half times the FMV set out in standardized valuation tables, up to the maximum compensation value for unregistered cattle (see section Maximum Compensation Values in these program guidelines).

Required Documentation: The owner must provide breeding records for the predated animal. The submitted records must contain the following information to be eligible:

- ID (animal or group)

- Insemination date (if applicable)
- Date exposed to bull
- Estimated calving date
- Confirmation of pregnancy date

Sheep and Goats

Pregnant ewes and does will receive \$70 per ewe or doe, in addition to the FMV set out in standardized valuation tables, and up to the maximum compensation value for unregistered sheep or goat (see section Maximum Compensation Values in these program guidelines).

Required Documentation: The owner must provide an ultrasound report or breeding records for the predated animal. Submitted records must contain the following information to be eligible:

- ID (animal or group)
- Number of ewes or does (if applicable)
- Ram or buck ID (animal or group)
- Dates rams or bucks went in and came out
- Estimated lambing or kidding date

Breeding Poultry

Breeding stock values are factored into standardized valuation tables found at www.Ontario.ca/predation.

Required Documentation: The owner must provide sales receipts demonstrating the majority of the flock was sold to breeders and proof of pedigree from a breeder company to support grandparent, great-grandparent, foundation and pedigree stock claims.

Other Breeding Livestock

Premiums may be considered for other types of breeding livestock if the owner submits breeding records or equivalent documentation and receipts (issued within the last 18 months) with his or her application.

Ineligible Premium Claims

Flock damage is not eligible for compensation under the program.

Receiving Payment

OMAFRA will provide a written decision letter to the owner notifying him or her of the application assessment results, including any compensation value assigned. If an appeal is not requested, the municipality will receive notification of the assigned compensation value 20 business days after the date of the original decision letter. Payment will then be released by the municipality to the owner. OMAFRA will reimburse the municipality for the assigned compensation value indicated in the notification letter. An administrative allowance of \$30 per application will also be provided by OMAFRA to municipalities to assist with application processing costs. Payments to beekeepers and those in a territory without a municipal organization will come directly from the OMAFRA.

If requested by the local municipality or OMAFRA, owners must provide either a Canada Revenue Agency business number or a Social Insurance Number (SIN) before compensation can be issued.

Compensation payable under the program is taxable income.

- Municipalities/OMAFRA are required to complete and issue a Statement of Farm Support Payment (AGR-1 form) at the end of a given calendar year to all owners who received compensation, in compliance with CRA requirements.
- Municipalities/OMAFRA must submit the AGR-1SUM Return of Farm-Support Payment to the CRA.

Appeals

OMAFRA will provide written notification to the owner and the municipality of the application assessment results, including any compensation value assigned. If an owner does not agree with the written results of his or her assessed application, he or she may request, in writing, an appeal of the decision. A written request for an appeal must be received by the program administrator within 20 business days of the date indicated on the notification letter. A fee of \$25, in the form of a cheque or money order payable to "Minister of Finance," is also required to process the appeal request; however, the fee will be refunded if the director makes a decision that favours the owner's position.

How to Request an Appeal

Send a letter to:

Ontario Ministry of Agriculture, Food and Rural Affairs
Attention: OWDCP Program Administrator
Rural Programs Branch
1 Stone Road West, 4th floor NW
Guelph, ON N1G 4Y2

- Identify the application by the application number contained in the decision letter and the date of the letter contained therein.
- Indicate that you wish to appeal the outcome of the application.
- Indicate in the letter your reason(s) for appealing.
- Provide any additional evidence to substantiate your reason(s) for appealing.
- Include the \$25 fee payable to "Minister of Finance" (cheque or money order).

The director of appeals will conduct a comprehensive re-valuation of the claim and respond within 20 business days of receiving the appeal. The director may adjust compensation awarded by the program administrator, either higher or lower, or deny the claim. The director will provide a copy of the decision to the owner, the program administrator and the respective municipality.

Reasonable Care

As an eligibility requirement, owners must have implemented reasonable care measures to prevent predation on the property where the kill/injury occurred. Owners must be capable of identifying all investments, retained services and farm management practices that have been employed over time to mitigate predation. If consistent predation is occurring, a scalable prevention plan should be implemented. Owners must also be in compliance with all dead livestock disposal regulations.

A reasonable care plan is required for owners who have already submitted five applications in a given calendar year (January 1 to December 31). This plan requires owners to identify all implemented and planned investments, services retained and farm management practices employed to mitigate predation on their farm premises (or multiple premises). Owners must employ or plan to employ predation prevention measures that are reasonably in proportion to the predation they have experienced. Planned reasonable care measures, which have been indicated on a reasonable care plan, must be implemented by the owner within a practical period of time. Alternatively, a biosecurity plan may be submitted in the place of a reasonable care plan, so long as it incorporates a predator entry control component.

All reasonable care plans (or biosecurity plans) are reviewed and assessed by OMAFRA. Where a plan is required, all applications will be deemed ineligible until the requested plan is submitted and reviewed.

The completed reasonable care plan (or biosecurity plan) should be sent directly to the program administrator by email (wildlife.damage@ontario.ca) or by mail:

Ontario Ministry of Agriculture, Food and Rural Affairs
Attention: Program Administrator, OWDCP
Rural Programs Branch
1 Stone Road West, 4th Floor NW
Guelph, ON N1G 4Y2

OMAFRA will send a reasonable care plan template to owners at the time a fifth application is processed. The template is also available at www.Ontario.ca/predation.

Enforcement of Animal Cruelty Laws

In circumstances where OMAFRA is concerned with the well-being of farm animals, the Ontario Society for the Prevention of Cruelty to Animals (OSPCA) may be contacted. Empowered by the *Ontario Society for the Prevention of Cruelty to Animals Act*, inspectors and agents of the OSPCA relieve animal suffering and distress by issuing orders, removing animals and laying charges under the *Criminal Code* of Canada and the *Ontario Society for the Prevention of Cruelty to Animals Act* where circumstances warrant. Under the act, inspectors and agents have the same authority as police officers when enforcing animal cruelty laws.

Ontario Farm Animal Care Helpline Services: This helpline can provide assistance to farmers (of beef cattle, dairy cattle, pigs, rabbits, chickens and turkeys) who are unwilling or unable to maintain acceptable conditions for their farm animals (or if you are a farmer experiencing difficulties) and concerns will be relayed to the appropriate group. The phone number is 519-837-1326. More information can be found online at www.farmfoodcareon.org.

Maximum Compensation Values

Species	Maximum Amount (\$) Per Unit
Alpaca	8,000
Bison bull, one year and older	4,000
Bison, all other	2,500
Cattle, registered	8,000
Cattle, non-registered	4,000
Deer Buck, one year and older	8,000
Deer, all other	4,000
Donkey	5,000
Elk Bull, one year and older	8,000
Elk, all other	4,000
Emu	500
Fox	1,500
Fisher	250
Goat, non-registered	600
Goat, registered	1,000
Horse	8,000
Llama	8,000
Lynx	2,000
Marten	250
Mink	150
Mule	5,000
Ostrich	3,000
Rabbit Breeders, for meat production	40
Rabbit ,all other	30
Raccoon	75
Rhea	1,500
Sheep, registered	1,200
Sheep, non-registered	500
Swine, registered	5,000

Swine, non-registered	2,000
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Species	Maximum Amount (\$)
Chicken, for egg production	30
Chicken, parent breeder for egg production	60
Chicken, parent breeder for meat production	60
Chicken, grandparent breeder for egg production	120
Chicken, grandparent breeder for meat production	100
Chicken, all other	20
Chicken, primary breeder foundation stock	1,200
Goose, for meat production	40
Goose, parent breeder	100
Goose, grandparent breeder	300
Turkey, for meat production	70
Turkey, parent breeder	250
Turkey, grandparent breeder	700
Turkey, primary breeder foundation stock	1,050
Duck, for meat production	28
Duck, for egg production	60
Duck, parent breeder	85
Duck, grandparent breeder	250
Bobwhite, northern Grouse, ruffed Grouse, sharp-tailed Grouse, spruce Partridge, gray (Hungarian) Pheasant, ring-necked Ptarmigan, rock Ptarmigan, willow Turkey, wild These species are game birds pursuant to a license under Schedule 3 of the <i>Fish and Wildlife Conservation Act, 1997</i> .	500

Determining Beehive, Bee Colony and Beehive-related Equipment Values

The bee investigator will determine the FMV of damaged beehive, bee colony or beehive-related equipment and use that to calculate the value of a claim under this program.

The maximum compensation for a bee colony is \$150.

The maximum compensation for beehive-related equipment is \$100.

Program Definitions

Note that the definitions below appear in upper and lower case throughout the document.

“Beehive” means the habitation or dwelling place constructed for a bee colony.

“Bee colony” means a colony of bees maintained for the production of honey.

“Beehive-related equipment” means equipment normally associated with operating a beehive.

“Bee investigator” means a person or persons appointed by the Minister to act as an investigator for the purposes of determining damage to beehives, bee colonies and/or beehive-related equipment under the program.

“Biosecurity plan” means documented management strategies developed to prevent the entry and spread of disease.

“Business day” means any working day, Monday to Friday inclusive, but excluding statutory and other holidays on which the Government of Ontario has elected to be closed for business.

“Damage” means the partial destruction of beehive-related equipment and construction materials normally associated with operating a beehive.

“Director” means an individual appointed by the minister to hear appeals under the program.

“Fair market value” or **“FMV”** means the average value an owner might receive for an animal with specific characteristics, such as age and weight. In most cases this will be represented by the standardized compensation rates provided by OMAFRA.

“Farm Business Registration Number” or **“FBRN”** means the registration number that farm operations with a gross farm income of \$7,000 or more are required to acquire under the *Farm Registration and Farm Organizations Funding Act*.

“Injured” in respect to livestock or poultry means physically wounded.

“Injury” has a corresponding meaning to injured.

“Livestock” includes mammals kept or raised on a farm for agricultural purposes and that are designated by the minister in section Eligible Livestock Species of these program guidelines.

“Minister” means the Minister of Agriculture, Food and Rural Affairs or such other minister who may be designated from time to time as the responsible minister in relation to the *Ministry of Agriculture, Food and Rural Affairs Act* or

the program, as the case may be, in accordance with the *Executive Council Act* or any other act of the Ontario legislature that allows another minister to be designated as the responsible minister, unless the context indicates otherwise.

“Ministry” means the Ministry of Agriculture, Food and Rural Affairs or such other ministry that has been designated as being responsible for this program, unless the context indicates otherwise.

“Municipal investigator” means a person or persons appointed by a municipality to investigate injury or death to livestock and/or poultry caused by wildlife as set out in section 7(6) of the *Ministry of Agriculture, Food and Rural Affairs Act*.

“OIC” means the Order in Council 502/2016.

“Owner” means a person who owns the livestock and/or poultry that has been injured or killed as a result of wildlife or whose beehives, bee colonies and/or beehive-related equipment has been damaged as a result of wildlife; they are the applicant to the program, and the person to whom a taxable income receipt is issued.

“Ontario Regulation 106/09” means Ontario Regulation 106/09 - Disposal of Dead Farm Animals, as amended, made under the *Nutrient Management Act*, 2002, S.O. 2002, c. 4, as amended.

“Person” for the purposes of this program guideline includes an individual, sole proprietor, corporation, partnership and unincorporated association.

“Plan” means a reasonable care plan.

“Poultry” includes domesticated fowl kept or raised on a farm for agricultural purposes and that are designated by the minister in the section Eligible Livestock Species of these program guidelines.

“Premises identification” means the assignment of one unique premises identification number based on national standards to a single land parcel that has been registered, characterized and validated.

“Program administrator” means an individual appointed by the minister for the purposes of administering the program.

“Program” means the Ontario Wildlife Damage Compensation Program.

“Program guidelines” means any written documents setting out the criteria governing the operation of the program and posted to the ministry’s website.

“Reasonable care” means predation prevention measures, which align with livestock, poultry or honey bee industry best management practices, have been implemented by the producer on the property where predation occurred.

“Registered livestock” means livestock that are registered with the appropriate breeding association for that species of livestock.

“Sufficient evidence” means evidence which allows the municipal investigator and the program administrator to determine that a predator was the primary cause of death/injury to healthy livestock and that the predator involved is eligible under the program guidelines. Photographic evidence of each carcass is required.

“Territory without municipal organization investigator” means a person or persons appointed by the minister to act as investigator for territories without municipal organization for the purposes of this program.

“Wildlife” means undomesticated animals as designated by the Minister as outlined in the section Eligible Wildlife Species within these program guidelines.

APPENDICES

Appendix A – Steps to Take If You Suspect Your Livestock or Poultry are Injured or Killed by Wildlife

- Notify your local municipality within 48 hours of discovering the injury or death of your livestock or poultry. If you are located in a territory without a municipal organization, call OMAFRA at 1-877-424-1300 to contact the territorial investigator.
- **Seek veterinary care:** If an animal sustained an injury, immediately seek veterinary care or other humane treatment options to prevent further suffering. Veterinary care costs are eligible under this program up to the FMV of the livestock. All receipts and invoices should be saved and submitted with the application.
- **Preserve the injury/kill site:** Do not move, destroy or dispose of the carcass(es) or injury/kill-site evidence until the municipal or territorial investigator has investigated and agrees it/they can be destroyed or disposed of. An exception will be made if this contravenes Ontario Regulation 106/09 of the *Nutrient Management Act, 2002*.
 - Suggested methods of preserving the site include avoid walking in or around the area, placing a tarp over the carcass(es), adding lime around the site, and taking photos of the injuries/carcass(es) and scene.
- As part of the application process, the following information will be required to complete a claim:
 - A valid FBRN, approved documentation confirming an FBRN exemption, or a confirmation letter provided by the Indian Agricultural Program of Ontario (IAPO).
 - A valid premises identification (PID) number for the site where the kill or damage occurred or a confirmation letter provided by the Indian Agriculture Program of Ontario (IAPO).
 - Owner signature on the application certifying the information provided is true and accurate to the best of his or her knowledge.
 - Indicate on the application whether you wish to provide additional evidence and/or documentation.

Appendix B – Steps to Take If You Suspect Your Bee Colonies, Beehives and/or Beehive-related Equipment Have Been Damaged By Wildlife

- Notify either OMAFRA (1-877-424-1300) or the bee investigator within two business days of discovering the damage to beehive, bee colony or beehive-related equipment.
- **Preserve the site:** Do not move, destroy or dispose of the beehive, bee colonies or beehive-related equipment until the bee investigator has seen the evidence and agrees it can be destroyed or disposed of.
 - Suggested methods of preserving the site include avoid walking in or around the area, placing a tarp over the damaged equipment, and taking photos of the scene.
- As part of the application process, the following information will be required:
 - A valid beekeeper ID registered under the *Bees Act*.
 - A Canada Revenue Agency business number. Compensation received under the program is considered taxable income by Canada Revenue Agency. OMAFRA will issue Statement of Farm Support Payments (AGR1) for income tax purposes.
 - Owner signature on the application certifying the information provided is true and accurate to the best of his or her knowledge.
 - Indicate if you will be submitting additional evidence relevant to the application assessment and valuation process.

Appendix C - Completing an Application for the Livestock or Poultry Owner

The municipal or territorial investigator must complete a program application within 72 hours of being notified of a kill or injury. The municipal or territorial investigator must record all evidence collected through the investigation as well as any information provided by the owner. It is the program application and any additional relevant documentation provided by the owner that will be used by the program administrator to assess the eligibility of the application and the value of the compensation for the damages.

All sections of the program application form (steps one to ten) must be completed. If OMAFRA receives an incomplete application, the municipality will be informed and given 15 business days to provide the necessary information. Incomplete applications will be declined after this period.

Step 1 – Owner Identification and Basic Eligibility Requirements (to be completed by owner)

- Contact information for the livestock or poultry owner.
- Owner's business number
 - The Canada Revenue Agency (CRA) business number should correspond to the one used to declare the owner's farming income to the CRA. If the owner does not have a CRA number and compensation for damages is approved, a social insurance number (SIN) must be provided to the municipality and/or OMAFRA upon request, for income tax purposes.

Canada Revenue Agency Business Number: a nine-digit business identifier used in Canada to which clients can register program accounts with the CRA. The program account number consists of three parts: the business number, the two-letter program identifier, and the four-digit reference number. Visit this website for more information: www.cra-arc.gc.ca/E/pub/tg/rc2/README.html.

- A valid FBRN associated with the owner:
 - An FBRN is a six- to seven-digit number and identifies farm businesses that have declared gross farm income of \$7,000 or more for income tax purposes. Farm businesses are required by legislation to register each year for an FBRN with Agricorp at 1-888-247-4999. There is an annual fee.
 - The owner may qualify for an exemption from the FBRN. Acceptable exemptions include:
 - Religious Exemption: Requires a copy of the religious exemption letter as provided by the Agriculture, Food and Rural Affairs Appeal Tribunal (AFRAAT).
 - Cultural Exemption for First Nations producers: requires a letter from the Indian Agriculture Program of Ontario (IAPO) verifying the farm business operates in the First Nations community.
 - Gross Farm Income Exemption Certificate: granted by OMAFRA.
- Premises identification (PID) number:
 - A PID number is a unique identifying number assigned to a parcel of land that is the site of the injury or kill location.
 - PID numbers begin with "ON," followed by seven (7) digits.
 - It's free and quick to obtain a PID number. Visit www.ontarioppr.com or call 1-855-697-7743.

Municipal or Territorial Investigator Report

Step 2 – Investigator Information

- Contact information for the municipal/territorial investigator.

Step 3 – Description of Damages Incurred

A) Evidence of predation:

- o Indicate if the carcass(es) or injured animal(s) being claimed is/are on site and can be directly assessed.
- o Evidence that predation occurred: indicate if the available evidence meets OMAFRA's minimum standards of evidence by checking the applicable boxes provided.

B) Indicate the type of damages being reported and the date on which the incident occurred.

C) Describe the injuries

- Include a description of the injuries and/or wounds sustained (includes evidence of bite marks, wounds, lacerations, bleeding, bruising, position of carcass, etc.).
- Describe the location where the incident occurred and any evidence of a predatory struggle (includes blood splatters and trails, drag marks, torn-up earth or vegetation, etc.).
- Attach additional sheet(s) if needed.

D) Photos

- Provide three to six digital colour photos per individual livestock or poultry.
- Include photos of the injuries and/or wounds sustained (e.g., bite marks, wounds, lacerations, bleeding, bruising, etc.).
- Photos of the location where the incident occurred are also required including any evidence of a predatory struggle (e.g., blood splatters and trails, drag marks, torn-up earth or vegetation, etc.).
- Additional photos taken by the owner, if they are colour and relevant to the incident, can be submitted as supplementary evidence and should be labelled as being taken by the owner.

E) Investigator declaration: indicate whether sufficient evidence has been found to determine that the livestock or poultry death/injury was caused by wildlife.

Step 4 – Description of Injured or Killed Species

The information reported in the table will be used to calculate the value of the predated animal. The municipal/territorial investigator must include:

- Species type
- Estimated live weight
- Age
- Sex
- Premium (if applicable)

Request for premiums: owners may request a premium if they possess the required supporting documentation, such as breeding records or registration documents, to substantiate their request (see section Assigning Compensation in these program guidelines). Please indicate which premium is being applied for and provide the required documentation to support the premium.

Step 5 – Description of Predator

- Identify the wildlife species.
- Outline site evidence to support wildlife identification (e.g., tracks, killing wounds, damages incurred).

Step 6 – Reasonable Care

The following information will be used to assess whether reasonable efforts have been taken to prevent the incidence(s) of injury or death of livestock or poultry:

- Herd/flock size
- Livestock inspection frequency
- Fencing type and condition
- Health condition of herd/flock
- Presence of a guard animal
- Dead livestock disposal practices
- Breeding season
- Investigators findings regarding reasonable care

After receiving five applications within one calendar year (January 1 to December 31), OMAFRA will require a detailed reasonable care plan (or biosecurity plan) be submitted and reviewed in order for future claims to be considered complete and eligible. Please use the following link for the reasonable care plan template:

www.ontario.ca/predation.

Step 7 – Municipal Investigator Declaration and Signature

The municipal or territorial investigator must make a declaration as to the findings of their investigation. The signature of the investigator is also required.

Step 8 – Livestock or Poultry Owner Declaration and Signature

The owner must agree to the terms and conditions of the program and attest to the information contained in the application by signing the application. As part of step eight, the owner must also indicate whether the owner wishes to provide additional evidence.

Additional evidence or documentation must support the evidence provided by the municipal investigator and be submitted directly to the municipality within seven business days of the municipal investigator visiting the kill/injury site. Relevant third-party-issued documentation will be accepted as additional evidence. Acceptable evidence may include photos, purebred documentation (certificate of registration), veterinary reports and paid receipts, breeding records (or equivalent documentation), pregnancy scanning data, and sales receipts for other breeding livestock not captured in the standardized valuation tables.

Owners from territories without municipal organizations may submit additional evidence to the territorial investigator who will provide it to the program administrator or via email (wildlife.damage@ontario.ca) or mail:

Ontario Ministry of Agriculture, Food and Rural Affairs
Attention: OWDCP Program Administrator
1 Stone Road West, 4th Floor NW
Guelph, ON N1G 4Y2

Step 9 - Submitting the Program Application (To be completed by Municipal Official

The municipal clerk or territorial investigator in the case of territories without a municipal organization will review the application and ensure the following:

- The application is complete.
- The municipal investigator and the owner have signed the application.
- All required supporting documentation has been provided (e.g., three to six colour photos of each animal, purebred documentation).
- If the owner indicated in step eight that they wished to provide additional evidence, and that evidence was provided within seven business days of the investigation, it has been included.

All claims are to be submitted to OMAFRA at the following email address: wildlife.damage@ontario.ca.

Step 10 – Municipal Declaration and Signature

If applicable, the municipal clerk must review and certify that the information provided in the application form is true and accurate to the best of his or her knowledge. This step is not required in unorganized territories.

Appendix D – Completing an Application for Beekeepers

The bee investigator must complete an application within two days of being notified of the loss or damages. The bee investigator must record all the evidence collected through the investigation as well as any information provided by the owner. It is the program application, and any additional relevant documentation provided by the owner, that will be used by the program administrator to assess the validity of the application and the value of the compensation for the damages.

All sections of the application (steps one to nine) must be completed. If OMAFRA receives an incomplete application, the bee investigator will be informed and given 15 business days to provide the necessary information. Incomplete applications will be declined after this period.

Step 1 – Beekeeper Identification & Basic Eligibility Requirements (To be completed by owner)

- Contact information for the beekeeper.
- Owner's business number:
 - The CRA business number should correspond to one used to declare the owner's farming income to CRA. If the owner does not have a CRA number and is approved for funding, a Social Insurance Number (SIN) must be sent to OMAFRA for income tax purposes.

Canada Revenue Agency Client Number: a nine-digit business identifier used in Canada to which clients can register program accounts with the CRA. The program account number consists of three parts: the business number, the two-letter program identifier, and the four-digit reference number. For more information, visit www.cra-arc.gc.ca/E/pub/tg/rc2/README.html.

- A valid FBRN associated with the owner:
 - An FBRN is a six- to seven-digit number that identifies farm businesses that have declared gross farm income of \$7,000 or more for income tax purposes. Farm businesses are required by legislation to register each year for an FBRN with AgriCorp by calling 1-888-247-4999. There is an annual fee.
 - You may qualify for an exemption from the FBRN. Acceptable exemptions include:
 - Religious Exemption: requires a copy of the religious exemption letter as provided by the Agriculture, Food and Rural Affairs Appeal Tribunal (AFRAAT).
 - Cultural exemption for First Nations producers: requires a letter from the Indian Agriculture Program of Ontario (IAPO) verifying the farm business operates in the First Nations community.
 - Gross Farm Income Exemption Certificate: granted by OMAFRA.
- Beekeeper ID number:
 - Beekeepers or owners of beekeeping equipment are required by legislation to register each year for a beekeeper ID number. A beekeeper ID number can be obtained by contacting the Provincial Apiarist via mail, fax or email:

Ontario Ministry of Agriculture, Food and Rural Affairs
Animal Health and Welfare branch
1 Stone Road West, 5th Floor NW

Guelph, ON N1G 4Y2
Fax: 519-826-4375
E-mail: apiary@ontario.ca

- Premises identification number
 - A premises identification (PID) number is a unique identifying number assigned to a parcel of land that is the site of the injury or kill location. PID numbers begin with "ON," followed by seven digits
 - It's free and quick to obtain a Premises ID. Visit the following website www.ontarioppr.com or call 1-855-697-7743 for more information.

Bee Investigator Report

Step 2 – Bee Investigator Information

- Contact information for the bee investigator.

Step 3 – Description of Bee Colony, Hive and Equipment Damages

A) Indicate which aspect of the operation sustained the damages.

B) Describe the damages:

- Indicate the type of damages incurred
- Indicate the date the damage/destruction occurred

C) Photos

- Provide three to six digital colour photos per damaged beehive, bee colony, or piece of beehive-related equipment.
- Include photos that show the relevant surroundings of where the damage occurred (e.g., fencing, attack site and structures).
- Additional photos taken by owner, if they are colour and relevant to the incident, can be submitted as supplementary evidence.

D) Declaration by the bee investigator

- The bee investigator must assess whether sufficient evidence exists to determine that the beehive, bee colony or beehive-related equipment was damaged due to wildlife.

Step 4 – Data Collection

The information reported in the table will be used to calculate the value of the damage incurred. The bee investigator must assess:

- The value of the beehive and beehive-related equipment damages
- The number of bee colonies damaged
- The value of the bee colonies damaged
- The total compensation that can be applied for

Step 5 – Description of Predator

- Identify the wildlife species.
- Outline site evidence to support wildlife identification (e.g., tracks, droppings, type of damages).

Step 6 – Reasonable Care

The following information is required and will be used to assess whether reasonable efforts have been taken to prevent the incidence(s) of damage to the beehive, bee colony or beehive-related equipment:

- Total number of bee yards managed
- Total number of active beehives (in this yard)
- Bee yard inspection frequency
- Health condition of bee colonies
- Investigators assessment regarding reasonable care

Step 7 – Beekeeper Declaration and Signature

The owner must agree to the terms and conditions of the program and attest to the information contained in the application by signing the application. The owner must also indicate whether or not they wish to provide additional evidence (e.g., photos taken by the owner or proof of payment for bee equipment). Additional evidence or documentation must support the evidence provided by the bee investigator and be provided within seven business days of the bee investigator visiting the kill/injury site. If the owner chooses to provide additional evidence, it must be sent directly to the program administrator via email (wildlife.damage@ontario.ca) or mail:

OWDCP Program Administrator
Ontario Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West, 4th Floor NW
Guelph, ON N1G 4Y2

Step 8 - Submitting this Program Application

The bee investigator must review the application and ensure the following:

- The application is complete.
- All required supporting documentation has been provided (e.g., three to six colour photos of each colony or damaged bee equipment).
- The bee investigator and the owner have signed the application.

All claims are to be submitted to OMAFRA at the following email address: wildlife.damage@ontario.ca.

Step 9 – Bee Investigator Declaration and Signature

The bee investigator must certify that the information provided in the application form is true and accurate to the best of their knowledge. The bee investigator must also sign the application.

Denise Holmes

From: Hardeman, Ernie <ernie.hardeman@pc.ola.org>
Sent: Tuesday, December 06, 2016 4:11 PM
To: 'dholmes@melancthontownship.ca'
Subject: Meeting at upcoming conferences

As you know the Rural Ontario Municipal Association and the Ontario Good Roads Association conferences are quickly approaching. We would be happy to meet with your municipality at either of these great events.

If you are interested in having a delegation meet with the PC Caucus, please send me an e-mail at ernie.hardeman@pc.ola.org. I look forward to seeing you at ROMA or OGRA (or both!) and to talk about provincial policies and their impact on your municipality.

As you may know, the government has put forward a number of proposals that will impact municipalities including Bill 68, *Modernizing Ontario's Municipal Legislation Act*, which includes amendments to the *Municipal Act*, *City of Toronto Act*, *Municipal Conflict of Interest Act*, *Building Code Act*, *Planning Act*, *Municipal Elections Act*, and other Acts relating to municipal affairs.

As the critic for Municipal Affairs and Housing, I encourage you to look at the proposed changes, and let me know how they will impact your municipality. I will raise your concerns in the legislature and try to make the changes work for municipalities.

As always, please let me know if there is anything I can do to help. I hope you have a happy holiday season, and all the best for 2017.

Sincerely,

Ernie Hardeman, MPP Oxford
PC Critic for Municipal Affairs and Housing

Total Control Panel

[Login](#)

To: dholmes@melancthontownship.ca
From: ernie.hardeman@pc.ola.org

Message Score: 1
My Spam Blocking Level: High

High (60): Pass
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[Block](#) this sender
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This message was delivered because the content filter score did not exceed your filter level.

Township of Melancthon Integrity Commissioner File 2016-01

REPORT UNDER SUBSECTION 223.6(2) OF *MUNICIPAL ACT, 2001* RE INQUIRY INTO COMPLAINT

Pursuant to subsection 223.6(2) of the *Municipal Act, 2001*, I submit this report to Township Council of my opinion about whether the Member of Council in File 2016-01 has contravened the Code of Conduct for Members of Council.

The Complaint

A complaint alleged that a Member of Council had contravened section 1.14 of the Code of Conduct for Members of Council, By-law Number 17-2016, by making derogatory comments about members of two public bodies that operate in the Township. The Complainant also suggested that the Member of Council had not followed proper process and lacked authorization to make the comments.

I commenced an inquiry into whether the Member of Council had contravened section 1.14. I declined to investigate whether the Member of Council had failed to follow proper process or spoken without authorization, because my jurisdiction under the *Municipal Act, 2001* and the Code does not extend that far.

Summary of Findings

After hearing from both parties to the complaint, allowing each to consider the other's position, and taking into account their representations, I terminated my inquiry without finding that the Code of Conduct had been contravened.

Process Followed

Neither the Code nor the *Municipal Act* dictate the process that I must follow in processing a complaint and conducting an inquiry.¹ In operating under the Code I follow a process that ensures fairness to both the individual bringing a complaint (known as the Complainant) and the Council Member(s) responding to the complaint (known as the Respondent(s)).

This fair and balanced process includes the following elements:

- The Respondent receives notice of the complaint and an opportunity to respond.
- The Complainant receives the Respondent's response and an opportunity to reply.
- More generally, the process is transparent in that the Respondent and Complainant get to see each other's communications with me.
- As a further safeguard to ensure fairness, I will not help to draft a complaint and will not help to draft a response or reply. I will, however, if necessary, ask a party to clarify a complaint, response or reply.

¹ In a separate report, I will recommend that Council adopt a clear protocol for handling future Code of Conduct complaints.

On October 6 an individual emailed to me a complaint form and several attached documents. In the complaint form and accompanying email, the individual (Complainant) expressed concern about comments made by a Member of Council (Respondent).

A complaint must be precise enough that the Respondent understands the allegation and has a fair opportunity to respond. It also must be precise enough for an Integrity Commissioner to investigate. I therefore interpret "complaint" to mean *an allegation that specific actions or omissions have breached specific sections of the Code*.

In my view, the October 6 complaint form, email and attachments were not specific enough to constitute a complaint. On October 10, I wrote to the Complainant and invited the individual to clarify the communication. The complaint form did not cite a specific section of the Code, but indirectly quoted part of the language of section 1.14. I therefore asked whether section 1.14 or additional sections would be the basis for the complaint. I told the individual that I would consider the complaint to have been "received" once clarification was provided.

The Complainant provided clarification the next day, October 11, so I consider October 11 to be the date the complaint was formally received.

The gist of the complaint is that on two occasions a Council Member (Respondent) is alleged to have made derogatory and disrespectful comments about members of two public bodies that operate in the Township. One occasion was a meeting of Township Council. The other occasion was a public meeting in another municipality. The Complainant felt that these comments contravened section 1.14, which provides as follows:

Conduct During Meetings

During meetings, members shall conduct themselves with decorum. Respect for delegations and fellow members and staff requires that all members show courtesy and not distract from the business of the Council or Committee during presentations and when other members have the floor.

Members will avoid any conduct towards a member of council or staff which is known or ought reasonably to be known to be unwelcome, which offends, embarrasses or intimidates, or which reflects intolerance towards any group or individual.

The Complainant also felt that on the occasion of making the comments in another municipality the Council Member had not followed proper process and lacked authorization to make the comments.

The next day, October 12, I wrote to the Council Member (Respondent) to give notice of the complaint. I attached all the communications that I had received from the Complainant, including the clarification, and said that collectively they comprised the "complaint." In the interest of transparency, I also gave the Respondent a copy of my letter to the Complainant.

I invited the Council Member (Respondent) to respond to the complaint, in writing, within seven business days, that is, by October 21. I stated that the response should address the substance of the complaint and in particular the allegation that section 1.14 of the Code had been contravened. I added that the response could also include any objections that the Respondent might wish to raise concerning jurisdiction or process.

The Respondent wrote back to me, October 21, to seek further clarification of the complaint. The Respondent felt that it was unclear which meetings constituted the two occasions described above. The Respondent also felt that one or more of the attachments seemed unrelated to the section 1.14 issue. I asked the Complainant for further clarification, which was received October 26.

The next day, that is, October 27, I wrote again to the Respondent, shared the Complainant's clarification, and invited the Respondent to respond by November 10 to the allegations that section 1.14 of the Code had been contravened.

I did not ask the Respondent to address the portion of the complaint which alleged that the Respondent had not followed proper process and lacked authorization in making the comments in another municipality. The position of Integrity Commissioner is an important one, but its functions are limited both by the *Municipal Act* and by the functions assigned by the municipality. Despite the fact that "integrity" is part of the name, not every issue related to ethics or integrity falls under the purview of an Integrity Commissioner. My role in Melancthon is limited to complaints under By-law Number 17-2016 (the Code). My jurisdiction under the *Municipal Act, 2001* and the Code does not extend to whether a Member of Council has failed to follow proper process or has made comments without authorization. I so informed both parties.

The Respondent provided a response early on November 11. According to the Respondent, the comments made at the meeting outside the municipality were accurate, were not derogatory, and were accurately captured by the minutes of that particular meeting. Meanwhile, the Respondent disputed the Complainant's characterization of the comments at the Township Council meeting and did not agree that the words spoken were the same as the Complainant alleged. The Respondent said that the actual comments were accurate and not disrespectful of, or derogatory toward, members of either public body.

After the weekend, I shared the response with the Complainant and offered a right of reply. The Complainant replied November 16. The reply said the Complainant was using the Code partly to make the Respondent aware that certain comments were perceived as offensive and to challenge those comments. I shared the reply with the Respondent.

I confirmed with the Chief Administrative Officer/Clerk that there is no video or audio record of Township Council meetings. I was informed that meeting notes tend to focus on what was done, not what was said.

Obviously, in order to come to my own conclusion about what was said at the Township Council meeting, I would need not only to review the notes taken by staff but also to interview those present at the meeting about their recollections. While the *Municipal Act* clearly gives me the authority to do these things, I decided to consult again with the parties before putting the Township to the time and expense of what might be a lengthy next phase of the inquiry.

This follow-up confirmed that the Complainant understands my authority is limited to determining whether there has been a contravention of the Code and does not extend to whether a statement by a Member of Council was made within the Member's authority and complies with other Township by-laws and policies.

Both the Complainant and the Respondent were aware that there were no recordings of the meetings where the statements were made and that if I moved to the next stage of the inquiry I would need to interview the note-takers and other witnesses who were present in order to determine precisely what words had been used.

The Complainant was satisfied with the opportunity to file a complaint about comments the Complainant felt were derogatory and to make the Respondent aware of the concern.

Therefore, after each party had the chance to consider the other's views, the Complainant felt that it would be unproductive and unnecessary for me to move to the next stage, namely, interviewing witnesses to determine what specific words were spoken (in order to assess whether they contravened section 1.14 of the Code). The Complainant therefore invited me not to proceed further.

Conclusion

Having considered the positions of both parties and in light of the Complainant's invitation, I decided to terminate my inquiry without finding that the Code of Conduct had been contravened.

I want to thank both the Complainant and the Respondent for their cooperation during this inquiry.

Recommendation

I recommend that Council receive this report for information.

Respectfully submitted,



Guy W. Giorno
Integrity Commissioner
Township of Melancthon

December 7, 2016

APPENDIX: RELEVANT PROVISIONS OF CODE OF CONDUCT

Code of Conduct	1.1	Members shall conduct themselves according to the Code of Conduct.
Preamble	1.2	A written Code of Conduct helps to ensure that the members of Council share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that Township's elected representatives operate from a base of integrity, justice and courtesy.
...		
Conduct During Meetings	1.14	<p>During meetings, members shall conduct themselves with decorum. Respect for delegations and fellow members and staff requires that all members show courtesy and not distract from the business of the Council or Committee during presentations and when other members have the floor.</p> <p>Members will avoid any conduct towards a member of council or staff which is known or ought reasonably to be known to be unwelcome, which offends, embarrasses or intimidates, or which reflects intolerance towards any group or individual.</p>
...		
Alleged Breaches of the Code of Conduct	1.19	If a breach of the Code of Conduct is alleged the Complaint should be lodged with the Integrity Commissioner.



DUFFERIN
COUNTY.ca

COUNCIL IN BRIEF

For December 8th, 2016

The following highlights from the December 2016 Dufferin County Council Meeting are provided for general information purposes. [For the full agenda and minutes, please visit our website by clicking here.](#)



Warden Darren White surrounded by his Council

Darren White is the 2017 Dufferin County Warden

There are two ways a County Councillor can be chosen to serve as Warden. He or she can be elected by the members of Council or they can be acclaimed. What's the difference you ask? An election occurs when there are two or more candidates nominated for the position and the members of Council have to choose who the



Warden Darren White signing his Oath of Office under the watchful eye of Justice John E. Creelman

On December 8th, 2016 Darren White of the Township of Melancthon was acclaimed to the position of Dufferin County Warden for 2017. In his impassioned address following his acclamation Warden White spoke of poverty reduction strategies, soaring Hydro rates, economic development initiatives and greater collaboration between the County and the Member Municipalities.

Ryan, Mills and McGhee will chair committees

Warden Whites first official act was to preside over the acclamation of Councillor Ken McGhee and Councillor Laura Ryan as chairpersons of the General Government Services committee and the Community Services Dufferin Oaks committee respectively. There was an election for the chair of the Public Works committee and Councillor Paul Mills was voted into the role. Both Councillor Mills and Councillor McGhee served as the chairpersons for the same committees in 2016. Councillor Ryan has been a member of, and former Chairperson of, the Community Services Dufferin Oaks committee. For Councillor Ryan this is an opportunity to continue serving the people of Dufferin County in a capacity that she is passionate about.



Councillor Mills and Councillor Ryan discussing their mutual areas of interest



The Coffee Hub took centre stage....or centre table!



Food for the Warden's reception was provided by The Coffee Hub

Just over a year ago the Coffee Hub, a social purpose enterprise, opened at the W&M Edelbrock Centre. This partnership between the County of Dufferin, Social Housing in Peel, Georgian College and other community stakeholders provides job training and skills development while offering great coffee, light meals and delicious snacks out of their café at 30 Centre Street in Orangeville.

Over the past year the Coffee Hub has also provided catering for events with everything from light snacks and refreshments to hot meals. The spread for the Warden's reception included sandwiches, fruit trays and vegetable trays all beautifully arranged and presented for everyone to enjoy.

Later in the evening Council approved the expansion and upgrade of the Coffee Hub to better serve the needs of the community and to provide an even greater level of service.

Although the Coffee Hub does have a wonderful selection of sweets available for catering everyone in attendance was delighted to sample the cookies, tarts and treats personally made by Councillor Jane Aultman.

Forest Operation Review Committee

A delegation for the Forest Operation Review Committee made a presentation to Council to provide an update on the Draft Recreational Use Policy for the Dufferin County Forest that they have been working on. Public consultation meetings will be held on Wednesday, February 8, 2017 in Orangeville and Saturday, February 11, 2017 at the Museum. More information on the public consultation will be provided closer to the dates.

With Councils blessing the initial set of open data will be released by the Information Technology Division in the coming days. Open data is non-sensitive information gathered and stored by the corporation for various reasons. The release of these data sets will allow web and application developers to use Dufferin County provided information in the development of new products.



A simple example of the usefulness of open data is the location and status of all the Public Access Automated External Defibrillators (AEDs) in the County. An app developer can use this data to develop a CPR/AED app that would let bystanders know where the closest AED is during a sudden cardiac arrest incident.

Dickinson & Hicks will design new housing initiative

After an extensive Request for Proposal the contract to design the County of Dufferins new housing units was awarded to Dickinson & Hicks. The architect will now work with the County's Chief Building Official and the Director of Community Services to design a multi unit residential structure to add to the County's affordable housing program.

A Canada 150 Fund was established by Council

2017 marks the 150th anniversary of confederation in Canada and celebrations will take place all year from coast to coast. County Council has set aside \$75,000 to help fund the many events that will take place right here in Dufferin County.

Celebrations can apply for up to \$2000 and legacy projects can apply for up to \$10,000 from this fund. Complete details and an application process will be coming soon.

The complete minutes from the December 8th, 2016 County Council meeting will be available on the County website soon. The next County Council meeting will be January 12th, 2017 at 7:00 pm - 51

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Upcoming Committee Meeting dates will be determined soon

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Our mailing address is:

County of Dufferin
Administration Department
55 Zina Street
Orangeville, ON
L9W1E5
clerk@dufferincounty.ca

[unsubscribe from this list](#) | [update subscription preferences](#)

This email was sent to dholmes@melanctontownship.ca
[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)
Dufferin County · 55 Zina Street · Orangeville, ON L9W 1E5 · Canada

MailChimp



November 22, 2016

Via: Mail

Ms. Wendy Atkinson
Treasurer / Deputy Clerk
Township of Melancthon
157101 Highway 10
Melancthon ON L9V 2E6

Dear Wendy:

**Re: Fluney Drainage Works
COMPLETION CERTIFICATE
File No.: D-ME-153
Project No.: 300032772.0000**

Construction of the Fluney Drainage Works has been completed. Enclosed is a summary of Payment Certificate No. 3. We recommend payment to Hanna & Hamilton Construction Co. Limited in the amount of \$48,348.18 including HST. This payment, together with the previous payment authorized, represent 90% of the value of the work completed to date. The remaining 10% holdback will be dealt with on subsequent payments. You may now release the Contractor's bid deposit cheque.

During construction, the excavated subsoil in Lot 10, Concession 5 N.E. was hauled and disposed of across the road in an abandoned gravel pit in Lot 10, Concession 4 N.E. Both properties are owned by Kevin Fluney. Our report had specified that the material was to be used to fill and grade the low area adjacent of the new drain in Lot 10, Concession 5 N.E.

Concerns were expressed by the owner that the numerous stones contained in the subsoil may migrate to the surface negatively impacting future cropping operations. The concern was not without some merit. The modified disposal site was authorized pursuant to the General Conditions, Item 15, Minor Changes provision contained in Appendix B of our report.

Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

R.J. Burnside & Associates Limited

A handwritten signature in black ink, appearing to read 'T. M. Pridham'.

T. M. Pridham, P. Eng.
Drainage Engineer
TMP:jh

Enclosure: Payment Certificate No. 3

cc: Mr. Dan Hamilton, Hanna & Hamilton Construction Co. Limited (enc.) (Via: Mail)

161122_Atkinson-PC3.docx
22/11/2016 12:58 PM

Fluney Drainage Works

Payment Certificate No. 3

22-Nov-16

ITEM No.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT TOTAL	PAYABLE QUANTITIES		TOTAL PAYMENT TO DATE
					PREV CERT	THIS CERT	
A Drain - Work on Private Lands							
1.0	Excavate open drain including stripping and salvaging topsoil, hauling and disposal of excavated material and seeding of sideslopes (Sta. A000 to Sta. A014)	125	cu.m	\$1,150.00	100%	0%	\$1,150.00
A Drain - Work on 4th Line NE							
2.0	Excavate open drain including stripping and salvaging topsoil, hauling and disposal of excavated material and seeding of sideslopes (Sta. A014 to Sta. A018 and Sta. A038 to Sta. A044)	100	cu.m	\$975.00	100%	0%	\$975.00
3.0	Supply and place 20 m, 1200 mm dia. CSP, 2.8 mmTh., 125 mm x 25 mm Corrugations at 100 mm below grade including granular bedding and backfill per OPSD 802.010 (Sta. A018 to Sta. A038)	20	lin.m	\$8,550.00	100%	0%	\$8,550.00
4.0	Supply and place quarry stone rip rap (500 mm thickness) on geotextile underlay as CSP inlet and outlet protection (Sta. A018 and Sta. A038)	30	sq.m	\$2,550.00	100%	0%	\$2,550.00
A Drain - Work on Private Lands							
5.0	Excavate open drain including clearing, stripping and salvaging topsoil, hauling and disposal of excavated and cleared material and seeding of sideslopes (Sta. A044 to Sta. A935)	9,350	cu.m	\$79,500.00	100%	0%	\$79,500.00
6.0	Supply and install 450 mm dia. perforated HDPE outlet pipe with non woven geotextile filter sock and insert rodent grate including clear stone bedding and stripping and replacing topsoil (Sta. A935 to Sta. A941)	6	lin.m	\$1,080.00	50%	50%	\$1,080.00
7.0	Supply and place quarry stone rip rap (500 mm thickness) on geotextile underlay as splash pad, embankment and tile outlet protection (Sta. A935)	20	sq.m	\$1,500.00	50%	50%	\$1,500.00
8.0	Supply and install 450 mm dia. perforated HDPE pipe with non woven geotextile filter sock including clear stone bedding and stripping and replacing topsoil (Sta. A941 to Sta. A1207)	266	lin.m	\$35,900.00	50%	50%	\$35,900.00
A Drain - Work on 5th Line							
9.0	Supply and install 450 mm dia. perforated HDPE pipe with non woven geotextile filter sock including clear stone bedding and stripping and replacing topsoil (Sta. A1207 to Sta. A1209)	2	lin.m	\$450.00	0%	100%	\$450.00
10.0	Supply and install 900 mm x 1200 mm offset concrete ditch inlet catchbasin with bird cage style grate including connection with 4 m of 375 mm dia. HDPE pipe and a 450 mm x 375 mm HDPE tee fitting and quarry stone rip rap inlet apron (Sta. A1209)	1	ea.	\$3,950.00	50%	50%	\$3,950.00
B Drain - Work on Private Lands							
11.0	Excavate open drain including clearing, stripping and replacing topsoil, spreading and levelling of excavated material and seeding all disturbed areas including levelled spoil and sideslopes (Sta. B000 to Sta. B200)	1,050	cu.m	\$7,500.00	100%	0%	\$7,500.00
12.0	Excavate open drain including clearing, stripping and salvaging topsoil, hauling and disposal of excavated and cleared material and seeding of sideslopes (Sta. B200 to Sta. B280)	325	cu.m	\$2,762.00	100%	0%	\$2,762.00

13.0	Supply and install 300 mm dia. perforated HDPE outlet pipe with non woven geotextile filter sock and insert rodent grate including clear stone bedding and stripping and replacing topsoil (Sta. B280 to Sta. B286)	6	lin.m	\$525.00	100%	0%	\$525.00
14.0	Supply and place quarry stone rip rap (500 mm thickness) on geotextile underlay as splash pad, embankment and tile outlet protection (Sta. B280)	20	sq.m	\$1,500.00	100%	0%	\$1,500.00
15.0	Supply and install 300 mm dia. perforated HDPE pipe with non woven geotextile filter sock including clear stone bedding and stripping and replacing of topsoil as detailed (Sta. B286 to Sta. B525)	239	lin.m	\$17,500.00	100%	0%	\$17,500.00
16.0	Supply and install 900 mm x 1200 mm on line concrete ditch inlet catchbasin with bird cage style grate and quarry stone rip rap inlet apron (Sta. B525)	1	ea.	\$2,950.00	100%	0%	\$2,950.00
Additional Authorized Work							
17.0	Additional Authorized Work on Private Lands See attached summary dated November 22, 2016		L.S.	\$25,875.00		100%	\$25,875.00

Total Work To date	\$194,217.00
Holdback (10%)	\$19,421.70
Previous Payments	\$132,009.30
Subtotal	\$42,786.00
13% HST	\$5,562.18
Total This Payment	\$48,348.18

Hanna & Hamilton Construction Co. Limited
295 Tremaine Ave. S.,
Listowel, Ontario N4W 2M8
Phone: (519) 291-3400 Fax: (519) 291-5145
e-mail: hanna.hamilton@wightman.ca

INVOICE

Invoice No.: extrainvoice
Date: 11/22/2016
Ship Date:
Page: 1
Re: Order No.

Sold to:

Township of Melancthon
#157101 Hwy. 10
Melancthon, Ontario L9V 2E6

Ship to:

Township of Melancthon
R.R. #6
Shelburne, Ontario L0N 1S0

*INCLUDED IN PAY.
CERT. ITEM 17*

Business No.: 10226 5501 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
	m3	9,350	Fluney Drain Additional cost to haul and dispose of subsoil in abandoned gravel pit including installation and removal of temporary road ditch and drain crossings	H H	2.50	23,375.00 ✓
	m2	50	Supply and place quarried stone rip-rap on geotextile underlay to repair eroded ditch banks as directed	H	50.00	2,500.00 ✓
			H - HST 13% HST			3,363.75
<i>2016 11 22 Anthony J. [Signature] [Signature]</i>						

Hanna & Hamilton Construction Co. Limited HST: #10226 5501 RT

Shipped By:

Tracking Number:

Comment: 2% interest monthly (24% annually) on overdue accounts. WE NOW ACCEPT DEBIT/CREDIT CARD PAYMENTS.

Sold By:

Total Amount

29,238.75



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

REQU/RECEIVED

24 -11- 2016

November 22, 2016

Via: Mail

Ms. Wendy Atkinson
Treasurer / Deputy Clerk
Township of Melancthon
157101 Highway 10
Melancthon ON L9V 2E6

Dear Wendy:

**Re: Fluney Drainage Works
ACTUAL SPECIAL ASSESSMENT
A DRAIN - WORK ON 5TH LINE
File No.: D-ME-153
Project No.: 300032772.0000**

Outlined below is the calculation of the Actual Special Assessment for A Drain - Work on 5th Line completed as part of the above project.

A Drain - Work on 5th Line

Actual Construction Costs:

Item 9.0 and Item 10.0 of the Contract	\$4,400.00
Net HST	\$77.44

Plus Engineering/Administration:

Survey, design, construction inspection, etc. plus net HST	\$1,434.00
--	------------

Actual Special Assessment

A Drain - Work on 5th Line

\$5,911.44

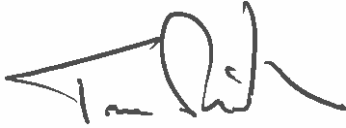
The estimated Special Assessment for the A Drain - Work on 5th Line as outlined on Page 8 of our report was \$5,250.00. The Actual Special Assessment needs to be deducted from the final cost of the work prior to pro-rating.

01-5005-3850

Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

R.J. Burnside & Associates Limited

A handwritten signature in black ink, appearing to read 'T.M. Pridham', with a stylized flourish at the end.

T.M. Pridham, P. Eng.
Drainage Engineer
TMP:jh



November 30, 2016

The Township of Melancthon
Mayor Darren White and Council
c/o Denise Holmes, Clerk
157101 Highway 10
Melancthon, Ontario L9V 3K7

Dear Mayor White and Council,

On behalf of the NVCA's Board of Directors, I want to thank you and your Council for providing a resolution of support to reduce our Board from 27 to 18 members in accordance with the *Conservation Authorities Act*. We have now received letters of support from all 18 member municipalities for this reduction.

On Friday November 25, 2016, our Board of Directors' approved Resolution No. 113-16, as follows:

RESOLVED THAT: Staff Report No. 78-11-16-BOD regarding a final NVCA Board reduction from 27 to 18 members be approved by the Board of Directors; and

FURTHER THAT: the NVCA/Municipal Memorandum of Agreement (MOA), appended to the Staff Report, for ongoing appointment of 18 members to the Board of Directors be approved; and

FURTHER THAT: the Chair and CAO be authorized to sign the MOA and circulate it to the 18 participating municipalities for approval and signature.

Further to this resolution, appended to this letter is a copy of Staff Report No. 78-11-16-BOD and a copy of the NVCA/Municipal Memorandum of Agreement for signature by your signing authorities.

Attached please find two copies of the signature page. If you could kindly return 1 duly completed and signed copy of the attached page 8 of the Memorandum of Agreement, to the attention of D. Gayle Wood, NVCA Chief Administrative Officer, it would be appreciated.

Once all signature pages are returned, a final copy of the Agreement will be circulated to your municipality as well as the Ministry of Natural Resources and Forestry.

On behalf of the Board of Directors of the NVCA, I want to thank you for your support of our new governance model which accounts for both efficient and effective decision-making at the local level.

Yours truly,

A handwritten signature in blue ink that reads "Doug Lougheed". The signature is fluid and cursive, with the first name "Doug" and last name "Lougheed" clearly legible.

Councillor Doug Lougheed
Chair

Attachments: NVCA Staff Report No. 78-11-16-BOD

NVCA/Municipal Memorandum of Agreement for NVCA Board
Governance

MOA signature page (2 copies, one signed copy to be returned
to NVCA)

NVCA/Township of Melancthon Memorandum of Agreement – Board Governance

Having passed a resolution on October 24, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Township of Melancthon, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.

Mayor, Darren White

Clerk, Denise Holmes

Date:



Staff Report: 78-10-16-BOD

Date: 25/11/2016

To: Chair and Members of the Board of Directors

From: D. Gayle Wood
Chief Administrative Officer

**SUBJECT: Final NVCA Board of Directors Reduction –
NVCA/Municipal Memorandum of Agreement for
NVCA Board Governance**

Recommendation

RESOLVED THAT: Staff Report No. 78-11-16-BOD regarding a final NVCA Board reduction from 27 to 18 members be approved by the Board of Directors; and

FURTHER THAT: the NVCA/Municipal Memorandum of Agreement (MOA), appended to the Staff Report, for ongoing appointment of 18 members to the Board of Directors be approved; and

FURTHER THAT: the Chair and CAO be authorized to sign the MOA and circulate it to the 18 participating municipalities for approval and signature.

Purpose of the Staff Report

The purpose of this Staff Report is to obtain final Board approval for a Board membership reduction from 27 to 18 members as well as obtain the Board's approval for a NVCA/Municipal Memorandum of Agreement (MOA) to be signed by

the NVCA Chair and CAO and circulated to the 18 participating municipalities for signature.

Background

Recommendation 20 of the NVCA's ***Service Delivery and Operational Review, 2014*** suggested that the Board of Directors consider a membership reduction. Since August of 2015, the Board has undertaken an extensive review and pilot project to consider this recommendation to move to a reduced Board. This process is outlined below for the Boards' consideration:

1. At the **August 13, 2015** meeting of the [then] Human Resources Advisory Committee Staff Report No. 09-03-15-HRCA was approved recommending that the Board consider a pilot membership reduction project.
2. On **September 23, 2015** the NVCA's CAO's discussed the potential membership reduction pilot project with the Municipal CAO's at her **CAO's Roundtable**.
3. On **September 25, 2015** the Board of Directors considered Staff Report No. 09-03-15-HRAC as well as a presentation by the CAO on a ***Proposed NVCA Governance Model***. As a result, Resolution #10 was approved:

Moved by: W. Benotto

Seconded by: A. Kahn

RESOLVED THAT: the Board of Directors endorse a 2016 pilot project which includes one member from each municipality for a total membership of 18; and

FURTHER THAT:

- a. the Board of Directors retain one vote for each member in 2016 in accordance with Section 16(1) of the *Conservation Authorities Act* except for the weighted budget vote.
- b. the Board of Directors move to a consent agenda in 2016.
- c. The Authority proceed to gain municipal support for this initiative and request the municipalities reducing members to discuss who will have the best ability to attend meetings.

- d. The Full Board of 27 members review the pilot project in September 2016 and make a final decision regarding Board membership.
4. At the **October 23, 2015** Board Meeting a ***Board Governance Transition Plan*** was approved via Staff Report No. 57-10-15-BOD.
5. At the **November 27, 2015** Meeting, the Board received Staff Report No.62-11-15-BOD, including 18 resolutions of municipal support for the pilot project, and passed a resolution to commence the pilot project with 18 members at the **Annual General Meeting on January 22, 2016**.
6. From **January to September, 2016** the nine Board members who stepped aside during the pilot project period received Board agendas, minutes, Board Highlights, a Special Highlights Report (June, 2016), and a Governance Fact Sheet (June, 2016). The Chair also addressed the board pilot project during each presentation to Councils from **May to September, 2016**. Further, the CAO contacted each of the nine members via telephone in the spring of 2016 to determine if there were any issues or concerns. These actions were all in accordance with the Board approved Governance Transition Plan.
7. At the **March 18, 2016** Board meeting the consent agenda was launched, followed by an **April 25, 2016** letter to all Board members asking for any improvements or suggestions regarding improved efficiency of the consent agenda.
8. The Board received Staff Report No. 43-06-16-BOD at their **June 24, 2016** meeting reporting on all steps outlined in the Transition Plan (noted in #6 above). It was noted that no issues or concerns had been raised by any of the 27 Board Members regarding the pilot project.
9. On **July 7, 2016** the CAO circulated the Governance Fact Sheet to Mayors and Council (via municipal Clerks), which outlined the pilot project and advised that the board would be considering a permanent reduction at their September 23, 2016 Board Meeting.

10. In accordance with the Governance Transition Plan, the members who stepped aside during the pilot project were invited to the **August 26, 2016** Board/Staff BBQ to discuss the pilot project.
11. All 27 members of the Board of Directors were invited to the **September 23, 2016** Board meeting and the following resolution was approved:

Moved by: R. Nicol

Seconded by: C. Ecclestone

RES: 96-16

RESOLVED THAT: the Staff Report No. 61-08-16-BOD regarding a final Board reduction from 27 members to 18 members be supported by the Board of Directors; and

FURTHER THAT: Staff Report No. 61-08-16-BOD be circulated to the 18 watershed Councils by the Chair requesting a municipal resolution of support for a permanent Board reduction to 18 members; and

FURTHER THAT: staff prepare a final report for Board consideration after resolutions have been received from all 18 member municipalities; and

FURTHER THAT: the pilot project supporting an 18 member NVCA Board of Directors continue until a final report is submitted.

Unanimously Carried;

Issues/Analysis

Board Resolution No. RES: 96-16, as noted above was circulated to the NVCA's 18 participating municipalities and all provided resolutions of support for the membership reduction as noted in Appendix 1 to this Staff Report.

As directed by the Board, staff have prepared a NVCA/Municipal Memorandum of Agreement for a Board membership reduction. This MOA is attached as Appendix 2 to this Staff Report for the Boards' approval.

Upon Board approval of this MOA, it is recommended that the Chair and CAO be authorized to sign the document and circulate it to our 18 member municipalities for signature.

Relevance to Authority Policy/Mandate

As reported to the Board in 2015, **Section 2(2) of the *Conservation Authorities Act*** (CAA) enables municipalities to appoint members to the board.

Section 14 (2.1) of the CAA further states that...

"the total number of members of the authority and the number of members that each participating municipality may appoint may be determined by an agreement that is confirmed by resolutions passed by the councils of all the participating municipalities."

Impact on Authority Finances

Reducing membership from the current 27 to 18 will result in an approximate \$12,500 savings annually from member per diems and mileage.

Respectfully submitted by:

Original Signed by

D. Gayle Wood
Chief Administrative Officer

Attachments:

Appendix 1 – NVCA/Municipal Memorandum of Agreement regarding Board Governance.



NVCA/Municipal Memorandum of Agreement

Board Governance

November 25, 2016



Nottawasaga Valley
Conservation Authority

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Introduction and Background

Section 2 of the **Conservation Authorities Act** (CAA) outlines the number of municipal appointees that are allocated to a Conservation Authority (CA) Board of Directors. In essence, the more municipalities grow, the more representatives are appointed to CA Boards.

"The total members of the authority and the number of members that each participating municipality may appoint, may be determined by agreement that is confirmed by resolutions passed by councils of all participating municipalities."

Section 14 (2.1) of the CAA

Contained within the 1987 review of CAA was a recommendation for CA Boards of Directors to operate more efficiently and effectively through a Board reduction for any Boards with more than 25 members. Section 14 of the CAA outlines how a Board of Directors can reduce, if desired.

The Board of Directors of the Nottawasaga Valley Conservation Authority (NVCA), now 27 members in size, has reviewed its governance structure on 4 occasions – 2005, 2008, 2010 and 2014; the latter being through a Service Delivery and Operational Review.

On September 25, 2015, the NVCA Board of Directors further reviewed its governance structure and approved Resolution #10:

RESOLVED THAT: the Board of Directors endorse a 2016 pilot project which includes one member from each municipality for a total membership of 18; and

FURTHER THAT:

- 1. the Board of Directors retain one vote for each member in 2016 in accordance with Section 16 (1) of the *Conservation Authorities Act* except for the weighted budget vote;**
- 2. the Board of Directors move to a consent agenda in 2016;**

- 3. The Authority proceed to gain municipal support for this initiative and request the municipalities reducing members to discuss who will have the best ability to attend meetings; and**
- 4. The full Board of 27 members review the pilot project in September 2016 and make a final decision regarding Board membership.**

NVCA Board Governance Transition Plan

A Board of Directors governance structure reduction was carefully planned and communicated to Board members and member municipalities. The following plan outlined the key steps, responsibilities and timelines for this governance transition.

Transition Step	Responsibility	Timelines
Approval of governance change, in principle	Board of Directors	September 25, 2015
Chair's approval of Transition Plan	Chair	October 1, 2015
Call Municipal CAOs	NVCA CAO	October 6, 2015
Letter to municipalities requesting resolutions of support for pilot project	Chair (CAO)	October 8, 2015
Attendance at Councils, if requested	Chair/CAO	October 19 to November 17, 2015
Transition Plan presented to the Board of Directors	CAO	October 23, 2015
Receipt of Municipal Resolutions of support for the pilot project	Municipalities/Board of Directors	October 19 to November 18, 2015
Resolutions and final Transition Plan presented to Board of Directors	CAO	November 27, 2015

Transition Step	Responsibility	Timelines
Implementation of Pilot Project – reduced Board of Directors	Board of Directors – Annual General Meeting	January 27, 2016 to September 23, 2016
Board member and municipal communication	Board members/CAO	Monthly January to September, 2016 Through an approved Communications Plan
Full Board review and approval of governance structure	Staff Report – CAO Board of Directors - decision	September 23, 2016
Final resolutions of support from municipalities	Board of Directors and municipalities	October to November 2016
Final Board membership decision and approval of a Memorandum of Agreement	Board of Directors	November 25, 2016
Municipal Signature of MOA	Municipalities	December, 2016
Final report to the Minister of Natural Resources and Forestry	Chair (CAO)	January, 2017
Initiate new Governance Structure	Board of Directors	January 27, 2017 Annual General Meeting

NVCA New Board Governance Structure

Throughout October and November of 2016, the NVCA received 18 resolutions of municipal support to reduce the Board of Directors from 27 to 18 members. These resolutions are available on file at the NVCA offices.

Municipality	2015	New Governance Structure
Township of Adjala-Tosorontio	1	1
Township of Amaranth	1	1
City of Barrie	2	1
Town of the Blue Mountains	1	1
Town of Bradford West Gwillimbury	1	1
Town of Collingwood	2	1
Township of Clearview	2	1
Township of Essa	2	1
Municipality of Grey Highlands	1	1
Town of Innisfil	2	1
Township of Melancthon	1	1
Town of Mono	1	1
Township of Mulmur	1	1
Town of New Tecumseth	2	1
Township of Oro-Medonte	2	1
Town of Shelburne	1	1
Township of Springwater	2	1
Town of Wasaga Beach	2	1

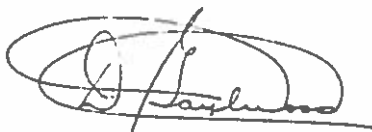
Signatories – NVCA/Municipal Memorandum of Agreement

Through the municipal resolutions of support for one member appointment from each of the 18 municipalities to the NVCA's Board of Directors, direction was also provide to develop a Memorandum of Agreement between the NVCA Board and the 18 municipalities.

This document serves as the MOA. Once signed, the MOA will be forwarded to the Minister of Natural Resources and Forestry and placed on file as the NVCA/Municipal Memorandum of Agreement for Board of Directors' Governance in accordance with Section 14 (2.1) of the Conservation Authorities Act.



Chair, NVCA Board



NVCA Chief Administrative Officer

Mayor, Township of Adjala-Tosorontio

Clerk, Township of Adjala-Tosorontio

Mayor, Township of Amaranth

Clerk, Township of Amaranth

Mayor, City of Barrie

Clerk, City of Barrie

Mayor, Town of the Blue Mountains

Clerk, Town of the Blue Mountains

Mayor, Town of Bradford West Gwillimbury

Clerk, Town of Bradford West Gwillimbury

Mayor, Town of Collingwood

Clerk, Town of Collingwood

Mayor, Township of Clearview

Clerk, Township of Clearview

Mayor, Township of Essa	Clerk, Township of Essa
Mayor, Municipality of Grey Highlands	Clerk, Municipality of Grey Highlands
Mayor, Town of Innisfil	Clerk, Town of Innisfil
Mayor, Township of Melancthon	Clerk, Township of Melancthon
Mayor, Town of Mono	Clerk, Town of Mono
Mayor, Township of Mulmur	Clerk, Township of Mulmur
Mayor, Town of New Tecumseth	Clerk, Town of New Tecumseth
Mayor, Township of Oro-Medonte	Clerk, Township of Oro-Medonte
Mayor, Town of Shelburne	Clerk, Town of Shelburne
Mayor, Township of Springwater	Clerk, Township of Springwater
Mayor, Town of Wasaga Beach	Clerk, Town of Wasaga Beach

NVCA/Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on _____ to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of _____, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.

Mayor, Municipality of

Clerk, Municipality of

Date:

APPENDIX A – List of Dates of Municipal Resolutions of Support

Municipality	Supporting Resolution	Date
Township of Adjala-Tosorontio	Yes	November 14, 2016
Township of Amaranth	Yes	October 25, 2016
City of Barrie	Yes	November 7, 2016
Town of the Blue Mountains	Yes	October 17, 2016
Town of Bradford West Gwillimbury	Yes	October 25, 2016
Town of Collingwood	Yes	November 14, 2016
Township of Clearview	Yes	October 25, 2016
Township of Essa	Yes	October 19, 2016
Municipality of Grey Highlands	Yes	October 31, 2016
Town of Innisfil	Yes	October 25, 2016
Township of Melancthon	Yes	October 24, 2016
Town of Mono	Yes	October 27, 2016
Township of Mulmur	Yes	November 2, 2016
Town of New Tecumseth	Yes	October 20, 2016
Township of Oro-Medonte	Yes	November 9, 2016
Town of Shelburne	Yes	October 17, 2016
Township of Springwater	Yes	November 2, 2016
Town of Wasaga Beach	Yes	October 31, 2016

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INTEGRITY COMMISSIONER SPECIAL REPORT

TO: Township of Melancthon Council
FROM: Guy W. Giorno
DATE: December 8, 2016

Further to my appointment by resolution of July 7, under section 223.3 of the *Municipal Act, 2001*, as Integrity Commissioner for the Township of Melancthon, I am pleased to submit this special report to Council.

Since my appointment by Melancthon, I have received one complaint under the Code of Conduct for Members of Council (the Code), By-Law Number 17-2016. I reported to you my opinion in File 2016-01 on December 7.

In the discharge of my duties here and elsewhere in Dufferin County I have identified several issues that in my opinion highlight the need for a documented process to handle complaints under the Code. The purpose of this report is to identify those issues and to recommend a process for handling complaints. The same process is being recommended to the County and to the other municipalities in the County that have appointed me. I have already reported to the County and other municipalities, but in Melancthon I wanted to wait until File 2016-01 was closed before making a recommendation on the complaint process going forward.

BACKGROUND

The Township of Melancthon has not yet documented the process to be followed in handling a complaint that a Member of Council has contravened the Code. This is consistent with the situation at the County level; Dufferin County has not yet documented its complaint-handling process either.

On the other hand, many other municipalities in Ontario have adopted a process (sometimes referred to as a "Protocol") for handling and processing complaints.

RECOMMENDATION

I recommend that Council adopt the attached draft "Complaint Protocol under the Code of Conduct for Members of Council."

The draft Protocol is mostly based on the precedents of other Ontario municipalities that have adopted such protocols, but contains some unique content that I am of the opinion will serve Melancthon and other municipalities of Dufferin County well.

1. ALTERNATIVE RESOLUTION

A formal complaint and investigation process are not the only way to resolve issues under the Code. Consistent with the practice of many other municipalities, the draft Protocol contemplates alternative options that include informal complaints, mediation, informal resolution and settlement.

2. COMPLAINT FORM

The draft Protocol adopts, almost verbatim, the complaint form currently in use in Melancthon. The only alteration is to substitute the formal name of Melancthon's code (Code of Conduct for Members of Council) for the slightly different name on the current form.

The draft Protocol provides that the complaint form is to be posted on the Township's Website (as is already the case).

Some municipalities require a Complainant to swear an affidavit. In my opinion this is an unnecessary barrier to ordinary citizens seeking resolution so the draft Protocol does not make affidavits mandatory.

3. SHARING OF INFORMATION

Fundamental principles of our Canadian system of justice include:

- The right to know your accuser.
- The right to know the case against you.
- The right to respond.

Consistent with the practice of most other municipalities, the draft Protocol provides that a Respondent will receive a copy of the complaint and complaint material (including the Complainant's identity), that the Respondent will have a right to respond, and that the Complainant and the Respondent will each receive copies of what the other sends to the Integrity Commissioner.

The exceptions to information sharing would be:

- The Complainant's contact information would not be provided to the Respondent, unless the Complainant is a Member of Council.
- Where the Integrity Commissioner is satisfied that a fear of intimidation or reprisal is well-founded, the Integrity Commissioner would be permitted to redact information that would

identify the Complainant or a witness, provided that the Respondent receives sufficient disclosure to understand the allegation(s) and to receive a full and fair opportunity to respond.

- Despite the preceding, if the Complainant is a Member of Council then the Complainant's identifying information will not be redacted.

4. CONFIDENTIALITY

The *Municipal Act* imposes a duty of confidentiality on the Integrity Commissioner and every person acting under my instructions. It does not require the Complainant, Respondent or witnesses to maintain confidentiality.

Under the Act:

- I and every person acting under my instructions shall preserve secrecy with respect to all matters that come to my knowledge in the course of my duties.
- Information may be disclosed in a criminal proceeding as required by law or otherwise in accordance with Part V.1 of the Act.
- When I provide a periodic report to Council on my activities, I may summarize advice that I have given but I shall not disclose confidential information that could identify a person concerned.
- When I report to Council my opinion about whether a Member has contravened the Code, I may disclose in the report such matters as in my opinion are necessary for the purposes of the report.
- The Township shall ensure that my reports to Council are made available to the public.

In summary, I must preserve secrecy until the point when I report to you on whether a Member has contravened the Code and at that point I may disclose in the report such matters as in my opinion are necessary.

To the best of knowledge, most other municipalities have not had to deal with issues surrounding the confidentiality of the complaint process, so any measures adopted by municipalities in Dufferin County would be unique.

In my opinion, the integrity of the complaint process requires some degree of confidentiality prior to the point at which a report is delivered to Council. First, both the Complainant and the Respondent have the right to have their issues addressed in a fair and objective process that may be adversely affected by premature publicity. Second, section 1.5 of the Code provides that the source of a complaint, where given in confidence, must be treated as confidential. Section 1.5 also provides generally that Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office. Third, harassment of anyone, and bullying of anyone, constitute misconduct under section 1.15

and section 1.16, respectively, of the Code. These provisions could apply where disclosure amounts to harassment or bullying. Fourth, if premature disclosure of information is lopsided, misleading, incomplete or unbalanced then the *Municipal Act* prohibits an Integrity Commissioner from correcting the record.

For these reasons I am proposing content in the draft Protocol to protect everyone's right to confidentiality until a report goes to Council. (The proposals take into account the fact that Council can only govern the conduct of a Member. If an ordinary member of the public were to disclose information about an investigation then about the only thing that could be done would be to drop the individual's complaint.)

According to the recommended draft:

- The parties shall maintain the confidentiality of the complaint process, including but not limited to the confidentiality of the complaint, responses, replies and other communications from the Complainant, the Respondent and the Integrity Commissioner.
- Should a Complainant disclose information about a complaint or investigation the Integrity Commissioner may take that fact into account in exercising discretion to drop the complaint.
- Any information about the fact or the content of a complaint or an investigation, including the identity of all parties and witnesses, is considered confidential under section 1.5 of the Code. Where the Integrity Commissioner is of the opinion that disclosure *by a Member* breached confidentiality contrary to section 1.5 of the Code, the Commissioner, after giving a Member who disclosed a fair opportunity to respond, may report to Council that the Member contravened section 1.5 and may recommend a penalty.
- Where the Integrity Commissioner is of the opinion that disclosure *by a Member* constituted harassment under section 1.15 of the Code or bullying under section 1.16, the Commissioner, after giving the Member who disclosed a fair opportunity to respond, may report to Council that the Member contravened section 1.15 or section 1.16 and may recommend a penalty.
- If the disclosure of information about a complaint or investigation makes it impossible, in the Integrity Commissioner's opinion, to conclude a fair and proper investigation that respects the rights of the parties then the Integrity Commissioner shall report that opinion to Council.
- In any report the identity of the individual who disclosed or caused the disclosure of information about a complaint or investigation will not be protected.

5. REPORTING

The draft Protocol also addresses the circumstances in which reports would be made to Council. Some municipalities provide that only the finding of a contravention by a Member gets reported to Council. (In the event that no contravention is found there would be no report.) Other

municipalities provide that Council receives a report on the investigation both when a Member is found to have contravened the Code and when a Member is found not to have contravened the Code. The latter (reporting to Council in both cases) is consistent with principles of accountability and transparency and with the Canadian concept of justice, and it is what I recommend.

6. DECLINING TO INVESTIGATE

I believe that I already possess the authority to decline to investigate a complaint that falls outside the Code. Nonetheless, many municipalities confirm this in writing. The draft Protocol does likewise.

Specific authority is needed for the Integrity Commissioner to decline to investigate (or terminate an investigation) if the complaint is frivolous or vexatious or not made in good faith. Consistent with the practice in most other municipalities, the draft Protocol provides this.

7. PROXIMITY TO ELECTIONS

Some municipalities have adopted various measures to suspend the complaint process so that it does not interfere with municipal elections. In my opinion, this is a valid objective. The "cut off" must be set at a point that does not unduly affect the right of the public to have the Code upheld while at the same time avoiding unfair influence on the election.

The attached draft proposes a cut off of July 1. Note that the proposal would not stop the making of complaints. (In my opinion, and based on the precedent in other municipalities, to block the public from making complaints is neither warranted nor necessary.) Complaints could still be submitted after June 30, but the proposal would suspend the investigation of new complaints as well as reporting on current complaints until the election is over.

Respectfully submitted,



Guy W. Giorno
Integrity Commissioner
Township of Melancthon

**Complaint Protocol under the Township of Melancthon
Code of Conduct for Members of Council**

A. DEFINITIONS

1. In this Complaint Protocol:
 - 1.1 "Code" means the Code of Conduct for Members of Council, By-law No 17-2016.
 - 1.2 "Complainant" means the individual who makes a complaint.
 - 1.3 "Member" means a member of the Council of the Township of Melancthon.
 - 1.4 "Respondent" means a Member who is the subject of the complaint.

B. INFORMAL COMPLAINT PROCEDURE

2. Any individual who believes behaviour or activity by a Member contravenes the Code may address the behaviour or activity by doing one or more of the following:
 - 2.1 Inform the Member that the behaviour or activity appears to contravene the Code.
 - 2.2 Encourage the Member to acknowledge and to agree to stop the prohibited behaviour or activity and to avoid future occurrences of it.
 - 2.3 Document the incidents including dates, times, locations, other individuals present, and any other relevant information.
 - 2.4 Request the Integrity Commissioner to assist in informal discussion with the Member about the alleged behaviour or activity in an attempt to resolve the issue.
 - 2.5 If applicable, confirm to the Member the individual's satisfaction with the response of the Member, or, if applicable, inform the Member of the individual's dissatisfaction with the response.
 - 2.6 Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part C, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.
3. Individuals are encouraged to pursue the informal complaint procedure as the first means of remedying behaviour or an activity believed to violate the Code.
4. With the consent of both the complaining individual and the Member, the Integrity Commissioner may participate in any informal process. The parties involved are encouraged to take advantage of the Integrity Commissioner's potential role as a mediator of issues relating to an informal complaint. However, the informal process is not a precondition to pursuing the formal complaint procedure outlined in Part C.

C. FORMAL COMPLAINT PROCEDURE

5. Any individual who identifies or witnesses behaviour or an activity by a Member and believes it to be in contravention of the Code may file a formal complaint as follows:
 - 5.1 The complaint shall be made in writing and be dated and signed by an identifiable individual.
 - 5.2 Where possible, the complaint shall be made using the Complaint Form (Appendix A) which will be posted on the Township of Melancthon Website. If the Complaint Form is not used then the complaint must contain all of the information required by the Complaint Form, in the same order.
 - 5.3 The complaint must state the section(s) of the Code that the Complainant believes has (have) been breached.
 - 5.4 The complaint must include background (including date(s), time(s) and location(s) of conduct, supporting documentation, details and names of all persons involved, and name(s) of any witness(es)) that contains reasonable grounds for the allegation that a Member has contravened the Code.
 - 5.5 The Complainant is encouraged to include relevant documents.
 - 5.6 The complaint shall be submitted directly to the Integrity Commissioner by email, fax, mail or delivery.
 - 5.7 In the event that a complaint is sent to or left at the Township office, the Chief Administrative Officer/Clerk shall ensure that it is delivered unopened (or, if left unsealed, is placed in an envelope without being read and then sealed and delivered) to the Integrity Commissioner.

Integrity Commissioner's Classification and Decision to Investigate

6. The Integrity Commissioner may not help anyone to draft the content of a complaint but the Commissioner may for any reason
 - (a) invite a Complainant to clarify, or
 - (b) permit a Complainant to amend or resubmitany complaint, including a complaint that does not meet the requirements of this Complaint Protocol. The complaint is deemed to be received by the Commissioner when it is clarified, amended or resubmitted and henceforth the complaint consists of the amended complaint, the resubmitted complaint, or the original complaint plus amendments or plus clarifications, as the case may be.
7. Upon receiving the complaint, the Integrity Commissioner will conduct an initial classification to determine whether the complaint is within the Commissioner's jurisdiction and whether the Commissioner should commence an investigation.

- 7.1 The complaint, or part of it, lies outside the Commissioner's jurisdiction if the subject matter of the complaint, or part, relates more properly to another law or to other complaint process or dispute resolution procedure.
 - 7.2 The Commissioner shall only commence an investigation of a complaint, or part of it, that on its face contains allegations that if substantiated would constitute a breach of one or more provisions of the Code, and then only in relation to such provision(s).
 - 7.3 The Commissioner has the discretion to decline to commence an investigation if on its face the complaint appears to be frivolous, vexatious or not made in good faith, and subsequently the Commissioner may terminate an investigation if at any time the Commissioner forms the opinion that the complaint is frivolous or vexatious or that the Complainant is not acting in good faith.
 - 7.4 If the Complainant is a Member, where the Integrity Commissioner declines to commence or terminates an investigation on the ground that the complaint is frivolous or vexatious or that the Complainant is not acting in good faith, the Integrity Commissioner may report that fact to Council and name the Member.
8. If on its face the complaint, or part, relates more properly to another law or to other complaint process or dispute resolution procedure then the Integrity Commissioner shall respond to the Complainant in writing as follows:
- 8.1 If the allegation might relate to an offence under the *Criminal Code* or another criminal statute then the Complainant shall be informed that such allegation, if the Complainant wishes to pursue it, should be brought to the attention of the police.
 - 8.2 If the allegation relates to compliance with the *Municipal Conflict of Interest Act* as opposed to compliance the Code then the Commissioner shall suggest that the Complainant review the matter with the Complainant's own legal counsel.
 - 8.3 If a complaint or part is more appropriately handled under the *Municipal Freedom of Information and Protection of Privacy Act* then the Complainant shall be informed that the matter falls under the responsibility of the Chief Administrative Officer/Clerk, and shall be given the Chief Administrative Officer/Clerk's phone number and email address.
 - 8.4 If the complaint or part seems to fall under another Township policy then the complainant shall be informed how to pursue the matter under the other policy.
 - 8.5 If for any other reason the complaint or part is not within the jurisdiction of the Integrity Commissioner then the Complainant shall be so informed and given such additional reasons and/or referred to such agencies or authorities as the Integrity Commissioner considers appropriate.
 - 8.6 If the complaint or part relates to a matter that is already subject to another process, including but not limited to a court proceeding under the *Municipal Conflict of Interest Act*, a human rights complaint, an arbitration hearing, or another court or tribunal proceeding, then the Integrity Commissioner may, in the Integrity Commissioner's sole discretion, suspend any investigation pending the result of the other process.

Settlement, Withdrawal and Other Opportunities for Resolution

9. Following receipt of a formal complaint, or at any time during an investigation:

- 9.1 Where the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without starting or continuing an investigation, and both the Complainant and the Respondent agree, the Commissioner may pause or delay the investigation and make efforts to achieve an informal resolution.
- 9.2 If a complaint is withdrawn, settled or informally resolved, the Commissioner shall report to Council as part of the annual report described in section 24, unless the Commissioner is of the opinion that the circumstances warrant a special report.

Investigation

10. Within three business days after receiving the complaint, the Integrity Commissioner shall decide whether to investigate the complaint or part of it.

11. Except where the Integrity Commissioner exercises powers under sections 33 and 34 of the *Public Inquiries Act*, the investigation process shall be as follows:

- 11.1 Without identifying the Complainant, the Respondent or the circumstances, the Integrity Commissioner shall give notice to the Chief Administrative Officer/Clerk that an investigation is being commenced.
- 11.2 The Integrity Commissioner shall, the same day, give the Respondent notice of the complaint (including a copy of the complaint and all supporting documentation) and invite the Respondent to provide a written response within seven business days.
 - (a) To protect the right of a full and fair opportunity to respond, the Respondent shall be given the entire complaint, including the Complainant's name but not the contact information of a Complainant who is not a Member.
 - (b) In exceptional circumstances and only where the Integrity Commissioner is satisfied that a fear of intimidation or reprisal is well-founded, the Integrity Commissioner may redact information that would identify the Complainant or a witness, provided that the Respondent receives sufficient disclosure to understand the allegation(s) and to receive a full and fair opportunity to respond.
 - (c) Despite paragraph (b), where the Complainant is a Member of Council the Complainant's identifying information will not be redacted.
- 11.3 The Integrity Commissioner shall, the same day, give the Complainant notice that an investigation has commenced.
- 11.4 Within three business days after receiving the Respondent's response, if any, the Integrity Commissioner shall send it to the Complainant with an invitation to reply within seven business days.
- 11.5 Within three business days after receiving the Complainant's reply, if any, the Integrity Commissioner shall send it to the Respondent.

- 11.6 After reviewing the complaint, the response and the reply, the Commissioner may speak to anyone, access and examine any other documents or electronic materials, and may enter any Township work location relevant to the complaint for the purpose of investigation and potential resolution.
- 11.7 Within 45 calendar days after the complainant is received, or such longer period as the Commissioner deems necessary, the Commissioner shall draft a report containing the findings of the investigation, including draft conclusions about whether the Respondent contravened the Code and, where applicable, a draft recommended penalty, and submit it to the Respondent for representations and comments within seven business days.
- 11.8 Within five business days after receiving the representations and comments of the Respondent, and taking them into account, the Integrity Commissioner shall finalize the report and deliver it to the:
 - (a) Chief Administrative Officer/Clerk, for delivery to Council.
 - (b) Complainant.
 - (c) Respondent.
12. The Commissioner has the discretion to extend any of the time frames and deadlines in this Protocol. If, however, a report will not be completed within 90 days of the receipt of a complaint, the Integrity Commissioner shall provide an interim report to Council (and the Respondent and Complainant). The interim report shall describe the complaint without identifying the Respondent and the Complainant, explain the delay and state when the final report is expected to be ready.

Report to Council and Recommendation

13. Upon receipt of a report, the Chief Administrative Officer/Clerk shall place it on the next regular agenda of Council.
14. Where a report states the Integrity Commissioner's opinion that a Respondent has contravened the Code:
 - 14.1 The Integrity Commissioner may include in the report a recommended penalty.
 - 14.2 If the Integrity Commissioner is of the opinion that the contravention was trivial or committed through inadvertence or an error of judgment made in good faith, or occurred despite the Respondent taking reasonable measures to prevent it, then the report shall so state.
 - 14.3 The Respondent shall have the right of reply when the report is considered by Council.
 - 14.4 Despite paragraph 14.3, a Respondent who has a pecuniary interest under the *Municipal Conflict of Interest Act* is prevented from taking part in the discussion, voting on any question in respect of the matter and attempting in any way before, during or after the meeting to influence the voting on any such question. If a Respondent declares a pecuniary interest in the report then, in that circumstance,

the Integrity Commissioner shall invite the Respondent to deliver a reply to the Integrity Commissioner concerning the recommendation and the Integrity Commissioner shall submit that reply to the Chief Administrative Officer/Clerk for delivery to Council.

15. If the Integrity Commissioner is of the opinion that a Respondent did not contravene the Code but the Respondent's conduct was blameworthy or otherwise deserving to be brought to Council's attention then the report shall so state.
16. If the Integrity Commissioner is of the opinion that the investigation has revealed the need for an amendment to the Code, this Protocol or Township policy then the report shall so state.
17. The Integrity Commissioner may make interim reports to Council where necessary and as required, including to address any instances of interference, obstruction, delay, reprisal retaliation associated with the investigation.

Confidentiality to Ensure a Fair Process

18. To ensure that a complaint is investigated (or settled or informally resolved) in a fair manner that respects the rights of the Complainant, the Respondent and witnesses, until the final report is delivered to Council the parties shall maintain the confidentiality of the complaint process, including but not limited to the confidentiality of the complaint, responses, replies and other communications from the Complainant, the Respondent and the Integrity Commissioner.
19. If a Complainant (whether or not the Complainant is a Member) discloses information about a complaint or investigation then the Integrity Commissioner may take that fact into account in exercising discretion before declining to commence or terminating an investigation on the ground that the complaint is frivolous or vexatious or the Complainant is not acting in good faith.
20. The following paragraphs apply where a Member (whether or not the Member is a Complainant, a Respondent, a witness or uninvolved) discloses information about a complaint or an investigation:
 - 20.1 Section 1.5 of the Code provides the Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so. The fact and the content of a complaint or investigation, including the identity of all parties and witnesses, are to be treated as confidential. Further, section 1.5 of the Code provides that Members must protect the confidentiality of the source of a complaint where the identity of the complainant was given in confidence. Where the Integrity Commissioner is of the opinion that the disclosure breached confidentiality, the Commissioner, after giving a Member who disclosed a fair opportunity to respond, may report to Council that the Member contravened section 1.5 of the Code and may recommend a penalty.
 - 20.2 Section 1.15 of the Code states that harassment of another member of Council, staff or any member of the public is misconduct. Where the Integrity Commissioner is of the opinion that the disclosure constituted harassment the Commissioner, after giving the Member who disclosed a fair opportunity to respond, may report to Council

that the Member contravened section 1.15 of the Code and may recommend a penalty.

- 20.3 Section 1.16 of the Code states that bullying another member of Council, staff or any member of the public is misconduct. Where the Integrity Commissioner is of the opinion that the disclosure constituted bullying the Commissioner, after giving the Member who disclosed a fair opportunity to respond, may report to Council that the Member contravened section 1.16 of the Code and may recommend a penalty.
21. If the disclosure of information about a complaint or investigation makes it impossible, in the Integrity Commissioner's opinion, to conclude a fair and proper investigation that respects the rights of the parties then the Integrity Commissioner shall report that opinion to Council.
22. For greater certainty, a report under this section shall name the individual who disclosed or caused the disclosure of information about a complaint or investigation, and may name any Member who is involved as a Complainant, Respondent, witness or other involved individual.

No Complaint Processing and No Report Prior to Municipal Election

23. Despite anything to the contrary in this Protocol, after June 30 in the year of a regular municipal election:
- 23.1 If Integrity Commissioner receives a complaint then the Integrity Commissioner shall not take any steps to classify, to investigate or otherwise to process it until after election day.
- 23.2 If the Integrity Commissioner is in the middle of processing a complaint then the Integrity Commissioner may continue the investigation process but shall not deliver a report (including a draft report) to the Respondent, the Complainant or Council until after election day.
- 23.3 The Integrity Commissioner shall not deliver an interim report or an annual report until after election day.

Annual Reports to Council

24. The Integrity Commissioner shall report to Council annually. In the annual report, the Commissioner shall report on all complaints received and on their disposition (including complaints not falling within the jurisdiction of the Integrity Commissioner and other complaints that were not investigated). Unless otherwise provided in this Protocol, a complaint that has not been the subject of a public report to Council will be described in the annual report without identifying the Complainant or the Respondent.

Confidentiality, Record Keeping and Public Disclosure

25. The Integrity Commissioner and every person acting under the instructions of the Integrity Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under Part V.1 of the *Municipal Act*, the Code and this Protocol. Nevertheless, information may be disclosed as required by law or otherwise in accordance with Part V.1 of the Act, the Code and this Protocol. In a report on whether a Member has contravened the Code, the Integrity Commissioner may disclose

such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report.

26. The Integrity Commissioner shall retain all records related to the complaint and investigation.
27. For greater certainty, if the Integrity Commissioner is of the opinion that a Member has contravened the Code then the Member's identity is not confidential information and the Member shall be named in the Integrity Commissioner's report to Council.
28. All reports from the Integrity Commissioner to Council will be made available to the public on the Township Website on a single Web page that is easily accessible.

**APPENDIX A
Code of Conduct Complaint Form**

Name:

Address:

Telephone:

E-mail:

I, _____, hereby request the Integrity Commissioner for the Township of Melancthon to conduct an inquiry pursuant to Part V.1 of the *Municipal Act, 2001* and section 1.19 of the Code of Conduct for Members of Council, about the following Council Member(s):

Background: (including date(s), time(s) and location(s) of conduct, supporting documentation, details and names of all persons involved, and name(s) of any witness(es); attach extra pages if necessary):

Code of Conduct

The *Council Member Code of Conduct* is available here. You may also request a copy by phone, e-mail, fax or in person.

Please state which section(s) of the Code of Conduct you believe have been breached:

I hereby request the Integrity Commissioner to conduct an inquiry pursuant to the provisions of section 223.4 of the *Municipal Act, 2001* with respect to the above conduct. This complaint is being filed under section 1.19 of the Code of Conduct for Members of Council.

Please mail, fax, e-mail, or otherwise deliver this request to:

Guy Giorno, Fasken Martineau
Integrity Commissioner
333 Bay Street
Suite 2400
P.O Box 20
Toronto, Ontario
M5H 2T6
Tel: 416-366-8381
Fax: 416- 364-7813
E-mail: ggiorno@fasken.com

Note: You may print this form and mail it to the above address. You may also press the "Submit by E-mail" button below, but you must be signed into your e-mail client.

Your name, address, comments, and any other personal information, is collected and maintained for the purpose of conducting an investigation under Section 223.4 of the *Municipal Act, 2001*.

This complaint is being filed under section 1.19 of the Code of Conduct for Members of Council. Questions about this collection should be directed to the Clerk 519-925-5525 ext. 101.

Supporting Documentation

It is recommended that you provide supporting documentation that will help verify your complaint. Please attach any supporting documentation either in your e-mail (as an attachment), or attach physical copies in mailed and faxed forms.

Use of Your Information / What Happens Next

The Integrity Commissioner will use the contact information you have provided to communicate with you about this complaint.

If the complaint falls under the Code of Conduct, a copy will be provided to the Council Member(s) you named. Your name but not your contact information will be included.

If the Commissioner conducts an investigation, you, the Council Member(s) and other persons may be asked for more information.

At the end of an investigation, the Commissioner will report to Council about whether the Council Member(s) contravened the Code of Conduct. The Commissioner may disclose in the report such matters as in the Commissioner's opinion are necessary for the purposes of the report. Reports to Council become public documents.



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

November 17, 2016

Mrs. Wendy Atkinson, AMCT,
Treasurer Deputy-Clerk,
Township of Melancthon
157101 Highway No. 10
Melancthon, ON L9V 2E6

**Christie Johnston Ext. Drainage Works
Maintenance and Repair, 2016
File No.: D-ME-SUP**

Dear Mrs. Atkinson,

Enclosed are three invoices from Demmans Excavating Inc. for the cleanout of the Christie Johnston Ext. Drain. The invoices in the amount of \$1,864.50, and \$1,367.30, and \$1,587.65, including the HST, have been reviewed and are authorized for payment.

This completes the maintenance work on the above Drain. The costs may now be tabulated and levied to the drainage area pursuant to Section 74. Enclosed please find the required documentation for levying the maintenance and repair work.

Yours truly,

R. J. Burnside & Associates Limited
Drainage Superintendent

Gerd Uderstadt, C.S.T.
Encl.

GB1.1

DEC 15 2016

CORPORATION OF
THE TOWNSHIP OF MELANCTHON

BY-LAW
Number _____

"CHRISTIE JOHNSTON EXT. DRAINAGE WORKS, MAINTENANCE LEVYING BY-LAW"

A by-law to provide for maintenance and repair
to the Christie Johnston Extension Drainage Works
and for the borrowing on the credit of
the municipality the amount required for such work

WHEREAS a number of owners, under Section 79 of the Drainage Act, R.S.O. 1990, c. D.17, have notified the Clerk of the Township of Melancthon of the deteriorating conditions of the said drainage works.

AND WHEREAS under the Drainage Act, R.S.O. 1990, c. D. 17 it is the duty of the Township of Melancthon to maintain and repair that part of the drainage works lying within its limits.

AND WHEREAS the Christie Johnston Extension Drainage Works has been constructed under By-law No.11 - 1996.

AND WHEREAS the Council of the Township of Melancthon, pursuant to the recommendations made by the Township Drainage Superintendent, has ordered certain maintenance and repair work to be performed, under the supervision and to the satisfaction of the Township Drainage Superintendent.

AND WHEREAS the work has now been completed

AND WHEREAS the construction cost of the work is \$ 4,340.07

AND WHEREAS the granted expected is \$ 457.20

AND WHEREAS the amount to be raised is \$ 3,882.87

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

1. The assessment shall be imposed in accordance to Section 74 of the Drainage Act, R.S.O. 1990 c. D.17 and in proportion to the governing By-law No. 11 - 1996.
2. The amount of \$3,882.87 necessary to be raised for such work shall be made a cash assessment upon the upstream lands and roads affected, with interest at the rate set for collecting taxes in arrears being added after the date payment is called on the same.
3. This By-law shall be cited as the "Christie Johnston Extension Drainage Works, Maintenance Levying By-law".
4. That this By-law shall come into force and take effect upon passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS _____ DAY OF _____, 2016.

MAYOR

CLERK



The Corporation of

THE TOWNSHIP OF MELANCTHON

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

Denise B. Holmes, AMCT
CAO/Clerk

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 B. HOLMES, CAO/CLERK

DATE: NOVEMBER 22, 2016

SUBJECT: COUNTY OF DUFFERIN MUNICIPAL EMERGENCY READINESS FUND - FINAL REPORT

RECOMMENDATION

That the Final Report of Denise Holmes, CAO/Clerk be sent to the County of Dufferin as a requirement of the Municipal Emergency Readiness Fund.

PURPOSE

The purpose of this Report is to provide information on the generator purchase and installation at both the Municipal Office and the Horning's Mills Community Hall under the County of Dufferin's Municipal Emergency Readiness Fund.

BACKGROUND AND DISCUSSION

In 2015, the County of Dufferin established a Municipal Emergency Readiness Fund to assist lower tier municipalities with the cost of mitigating against, preparing for, responding to or recovering from a large scale emergency. The fund allows for member municipalities to receive up to a maximum \$10,000.00 for this purpose. The funds requested must be matched 50% by the Municipality. There are several eligible projects, certain criteria must be met and an application form must be submitted to the County to access these funds.

On April 21, 2016, the Council of the Township of Melancthon passed a motion directing staff to submit an application for the Readiness Fund for the purchase and installation of two generators

GB 2.1

DEC 15 2016

– one for the Municipal Office and one for the Horning's Mills Community Hall. It was noted in our Application that on March 24, 2016, a major ice storm hit all of Melancthon Township. Some residents in Melancthon, specifically Horning's Mills, were without power for almost four days. If the Municipal Office and Horning's Mills Hall had of been equipped with generators, these two buildings could have been opened up for shelter, residents to get water to flush toilets, a charging centre, etc.

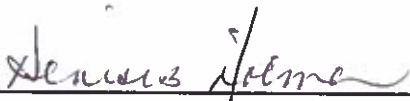
On April 22, 2016, Staff submitted the application to the County Clerk, Pam Hillock, and on May 24, 2016, the Township received word that the application had been approved for the maximum amount of funding – \$10,000.00.

The Township approved a quote for the purchase and installation of the generators from Delmar Electric and also approved a quote from Bryan's Fuel to provide piping and installation for the generators. Over the course of the summer/fall, both of the generators were installed and we are now ready for that next power outage!

FINANCIAL

The invoices have been attached to this Report and the total for the purchase and installation of the two generators was \$25,126.32.

Respectfully submitted,



Denise B. Holmes, AMCT
CAO/Clerk

General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2016 - Posting Date: 01/01/2016 To 12/31/2016

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
Account: 01-5002-2104			Municipal Emergency Readiness Fund				
					Beginning Balance	0.00	
08	08/15/2016	015213	PURCH DELMAR ELECTRIC, 10029/10030	GENERATORS	23,404.80	0.00	23,404.80
					Pd. By Chq: 009167		
					Period 08 Total	23,404.80	0.00
					Period Net		23,404.80
09	09/06/2016	015376	PURCH BRYAN'S FUEL, S224815	INSTALL TANK TO GEI	803.90	0.00	24,208.70
					Pd. By Chq: 009216		
					Period 09 Total	803.90	0.00
					Period Net		803.90
10	10/07/2016	015525	PURCH SHELBURNE HOME HARDWARE BUIL HITCHING POST/H M T		61.56	0.00	24,270.26
					Pd. By Chq: 009304		
10	10/07/2016	015525	PURCH SHELBURNE HOME HARDWARE BUIL HITCHING POST/H M T		76.31	0.00	24,346.57
					Pd. By Chq: 009304		
					Period 10 Total	137.87	0.00
					Period Net		137.87
12	12/02/2016	015870	PURCH SHELBURNE HOME HARDWARE BUIL GENERATOR/SUPPLIE		36.90	0.00	24,383.47
					Pd. By Chq: 009434		
12	12/07/2016	015884	PURCH BRYAN'S FUEL, SS229418 / CM011208 SUPPLY AND INSTALL		742.85	0.00	25,126.32
					Pd. By Chq: 009441		
					Period 12 Total	779.75	0.00
					Period Net		779.75
					YTD Account Total		25,126.32
					Annual Budget		10,000.00
					Report Summary		
					Balance Forward:		0.00
					Total Debits/Credits:	25,126.32	0.00
					Report Net:		25,126.32

Delmar Electric
 1383185 Ontario Limited
 556380 Mulmur-Melancthon TL.
 Melancthon, Ontario L9V 1W6
 Tel: (519) 925-4037
 Fax: (519) 925-0145



INVOICE

Invoice No.: 10030
 Customer No.: 001134
 Work Order:
 Date: 08/05/2016
 Business No.: 87120 4988 RT0001
 ECRA License: 7001232

COPY

Sold to:
 Township of Melancthon
 157101 Highway 10
 Melancthon, Ontario L9V 2E6

Ship to:
 Township of Melancthon
 157101 Highway 10
 Melancthon, Ontario

Quantity	Unit	Description	Unit Price	Tax	Amount
		Install 22 kW standby generator as per quote		H	11,500.00
		Subtotal:			11,500.00
		H - HST - 13%			
		HST			1,495.00
<div> <div> HST 1495.00 Rebate 1292.60 <hr/> 202.40 </div> <div> 01-5002-2104 Paid Aug 15/16 Cheq # 9167 </div> </div>					
		Total			12,995.00

Delmar Electric
 1383185 Ontario Limited
 556380 Mulmur-Melancthon TL.
 Melancthon, Ontario L9V 1W6
 Tel: (519) 925-4037
 Fax: (519) 925-0145



INVOICE
 Invoice No.: 10029
 Customer No.: 001134
 Work Order:
 Date: 07/19/2016
 Business No.: 87120 4988 RT0001
 ECRA License: 7001232

COPY

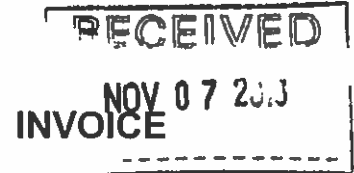
Sold to:
 Township of Melancthon
 157101 Highway 10
 Melancthon, Ontario L9V 2E6

Ship to:
 Hornings Mills Community Hall
 14 Mill St
 Melancthon, Ontario

Quantity	Unit	Description	Unit Price	Tax	Amount
		Install 22 kW standby generator as per quote		H	11,500.00
		Subtotal:			11,500.00
		H - HST - 13% HST			1,495.00
		<i>HST</i> <i>1495.00</i>			
		<i>Rebate</i> <i>129260</i>			
		<i>20240</i>			
		<i>Paid Aug 15/16</i>			
		<i>chq # 9167</i>			
		Total			12,995.00



Bryan's Fuel
400 Richardson Road
Orangeville, ON
L9W 4W8
Tel: 519-941-2401
Fax: 519-941-8462



Fuel Ticket Sales No:

Invoice No. : S229418

Sold To :

Customer No. : 03847
Township of Melancthon
157101 Hwy 10
Melancthon, ON L9V 2E6

Invoice Date : 11/01/16

Job Location:
TOWNSHIP OF MELANCTHON
157101 HWY 10
RR 6
SHELBURNE, ON L0N1S9

Page : 1

Payment due 20 Days from date of invoice

1.5% per month (19.6% per annum) interest charged on all overdue accounts

P.O. No. :
Due Date : 11/21/16

Item No.	Quantity	Unit	Description	Unit Price	Total Price
	1.00		Supply and install 1 1/4" IPS underground per quote	920.0000	920.00

Subtotal : 920.00
HST : 119.60

Comments:

Invoice Total : \$1,039.60

HST Registration No. 121024558

generator
01-5002-2104

**SHELBURNE HOME HARDWARE BUILDING CENTRE**

725 STEELES STREET

SHELBURNE, ONTARIO L9V 3M7

TEL (519)925-3991 (800)267-4637 • FAX (519)925-6401

www.shelburnehhbc.com

Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>
Straight <input type="checkbox"/> Boom <input type="checkbox"/> Hitchhiker <input type="checkbox"/>					
AM <input type="checkbox"/>			PM <input type="checkbox"/>		
Anytime <input type="checkbox"/>			Checked By		
Picked By:			Delivered By:		

CUST NO:
502JOB NO:
005

PURCHASE ORDER:

REFERENCE:

TERMS:
NET 15TH MFCLERK:
ROSSRDATE / TIME:
9/28/16 8:04

TERMINAL: 568

PAGE NO 1

SOLD TO:

TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10

SHIP TO:

HORNING'S MILLS HALL
157101 HIGHWAY 10

DEL DATE: 9/28/16

MELANCTHON ON L9V 2E6
519-925-5525MELANCTHON ON L9V 2E6
519-925-5525SALESPERSON: 35 ROSS R
TAX: 010 HST 121914188**ORDER: 189360/1**

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1		10	EA	2622665	CONCRETE MIX HOMECRTE 30KG	SH1	10	4.69 /EA	46.90
2		1	BG	PORT40	MFG part# 2622665 PORTLAND CEMENT TYPE 10 40KG	SH1	1	13.59 /BG	13.59



01 5002-2104

Paid
October 7/16
Cheque #9304TAXABLE
NON-TAXABLE60.49
0.00

SUBTOTAL

60.49

(KEVIN FAWCETT)

SUBTOTAL

60.49

DEPOSIT AMT
BALANCE DUE0.00
68.35

TAX AMOUNT

7.86

TOTAL

68.35



TOT WT: 677.00

Received By

THANK YOU FOR SHOPPING AT SHELBURNE HOME HARDWARE BUILDING CENTRE

ALL RETURNS MUST BE ACCOMPANIED BY A RECEIPT-NO RETURNS ON SPECIAL ORDER PRODUCTS.

HST #121914188




SHELBURNE HOME HARDWARE BUILDING CENTRE
725 STEELES STREET
SHELBURNE, ONTARIO L9V 3M7
TEL (519)925-3991 (800)267-4637 • FAX (519)925-6401
www.shelburnehhbc.com

Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>
Straight <input type="checkbox"/> Boom <input type="checkbox"/> Hitchhiker <input type="checkbox"/>					
AM <input type="checkbox"/> PM <input type="checkbox"/>			Checked By		
Anytime <input type="checkbox"/>					
Picked By:			Delivered By:		

CUST NO: 502 JOB NO: 005 PURCHASE ORDER: REFERENCE: TERMS: NET 15TH MF CLERK: BONNIEF DATE / TIME: 9/27/16 10:10
SOLD TO: TOWNSHIP OF MELANCTHON 157101 HIGHWAY 10 SHIP TO: HORNING'S MILLS HALL 157101 HIGHWAY 10 DEL. DATE: 9/27/16
MELANCTHON ON L9V 2E6 519-925-5525 MELANCTHON ON L9V 2E6 519-925-5525 SALESPERSON: 29 BONNIE F TAX: 010 HST 121914188
TERMINAL: 568 PAGE NO 1

ORDER:188770/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1		✓ 1	RL	DR4100HY	4"X 100' DRAINAGE PIPE HYDRO	Y08	1	74.99 /RL	74.99
									
					01-5002-2104				
					Paid October 7/16 Cheque # 9304				

TAXABLE 74.99
NON-TAXABLE 0.00

SUBTOTAL 74.99

(KEVIN FAWCETT)

SUBTOTAL 74.99

DEPOSIT AMT 0.00
BALANCE DUE 84.74

TAX AMOUNT 9.75



TOTAL 84.74

TOT WT: 0.00

Received By

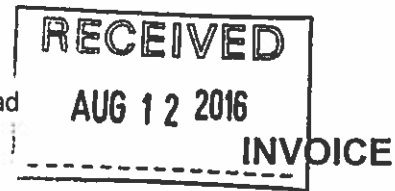
THANK YOU FOR SHOPPING AT SHELBURNE HOME HARDWARE BUILDING CENTRE

ALL RETURNS MUST BE ACCOMPANIED BY A RECEIPT-NO RETURNS ON SPECIAL ORDER PRODUCTS.

HST #121914188



Bryan's Fuel
400 Richardson Road
Orangeville, ON
L9W 4W8
Tel: 519-941-2401
Fax: 519-941-8462



Fuel Ticket Sales No:

Invoice No. : S224815

Sold To :

Customer No. : 03847

Township of Melancthon
157101 Hwy 10
Melancthon, ON L9V 2E6

Job Location:

TOWNSHIP OF MELANCTHON
157101 HWY 10
RR 6
SHELBURNE, ON L0N1S9

Invoice Date : 08/08/16

Page : 1

Payment due 20 Days from date of invoice

1.5% per month (19.6% per annum) interest charged on all overdue accounts.

P.O. No. :

Due Date : 08/28/16

Item No.	Quantity	Unit	Description	Unit Price	Total Price
	1.00		Supply and install 1" cts from tank to generator	790.0000	790.00

Subtotal : 790.00

HST : 102.70

Comments:

Invoice Total : \$892.70

HST Registration No. 121024558

\$790.00

13.90

non-refundable HST

803.90

Paid
September 6/16
Cheque # 9216

01-5002-2104

SHELBURNE HOME HARDWARE BUILDING
725 STEELES ST.
SHELBURNE, ON L9V 3M7

PHONE: (519) 925-3991

CUST NO 502 JOB NO 005 PURCHASE ORDER REFERENCE TERMS NET 15TH MF CLERK JODYB DATE / TIME 10/16/16 10:46
TERMINAL 563 PAGE NO 1
BOLD TO TOWNSHIP OF MELANCTHON 157101 HIGHWAY 10
MELANCTHON ON L9V 2E6 519-925-5525
SHIP TO HORNING'S MILLS HALL 157101 HIGHWAY 10
MELANCTHON ON L9V 2E6 519-925-5525
SALE SYHSON 41 JODYB
TAX 010 HST 121914188

INVOICE:174868/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/	PER	EXTENSION
1	1	1	EA	325391H	CMNT W DAB ABS YEL 31580 1182/L	9033	1	4.99	/EA	4.99
2	1	1	EA	3254463	CPLG ADJ PLASTC/CI P1056-44 4X4	9032	1	11.99	/EA	11.99
3	1	1	EA	3252740	COUPLING ABS 103004 4IN	9032	1	3.29	/EA	3.29
4	1	1	EA	ABS4"x1"	PIPE ABS/DVV 4"x1"	7327	1	15.99	/EA	15.99

TAXABLE 36.26 SUBTOTAL 36.26
NON-TAXABLE 0.00

(KEVIN FAWCETT)
** AMOUNT CHARGED TO STORE ACCOUNT ** 40.97

TAX AMOUNT 4.71
TOTAL 40.97

TOT WT: 0.00

Received By

generator.

\$36.26

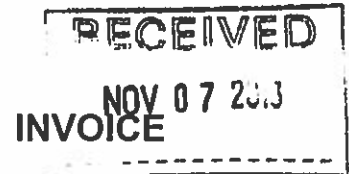
164 non-refundable HST

36.90

01-5002-2104



Bryan's Fuel
400 Richardson Road
Orangeville, ON
L9W 4W8
Tel: 519-941-2401
Fax: 519-941-8462



Fuel Ticket Sales No:

Invoice No. : S229418

Sold To :

Customer No. : 03847
Township of Melancthon
157101 Hwy 10
Melancthon, ON L9V 2E6

Invoice Date : 11/01/16

Job Location:
TOWNSHIP OF MELANCTHON
157101 HWY 10
RR 6
SHELBURNE, ON L0N1S9

Page : 1

Payment due 20 Days from date of invoice

1.5% per month (19.6% per annum) interest charged on all overdue accounts.

P.O. No. :

Due Date : 11/21/16

Item No.	Quantity	Unit	Description	Unit Price	Total Price
	1.00		Supply and install 1 1/4" IPS underground per quote	920.0000	920.00

Subtotal : 920.00
HST : 119.60

Comments:

Invoice Total : \$1,039.60

HST Registration No. 121024558

generator
01-5002-2104



Bryan's Fuel
400 Richardson Road
Orangeville, ON
L9W 4W8
Tel: 519-941-2401
Fax: 519-941-8462

CREDIT MEMO

Credit Memo Number: CM011208

Credit Memo Date: 12/07/16

Page: 1

Credit To:

Township of Melancthon
157101 Hwy 10
Melancthon, L9V 2E6
Canada

Customer No. 03847

P.O. Number

HST Registration No. 121024558

Apply to Type

Terms: 1.5% / month (18% per annum) interest charged on all overdue accounts.

Apply to Number

Item No.	Quantity	Unit	Description	Unit Price	Total Price
	1		Credit towards invoice S229148 Customer dug own trench Issued as per MK	190.00	190.00
				Subtotal:	190.00
				HST :	24.70
				Total:	214.70

Melancthon Township
Municipal office





Horning's Mills Community Hall



The Corporation of

THE TOWNSHIP OF MELANCTHON

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

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE HOLMES, CAO/CLERK

SUBJECT: ACCESSIBILITY POLICIES

DATE: DECEMBER 1, 2016

In accordance with Ontario Regulation 191/111 (Integrated Accessibility Standards), Section 3(1), the Corporation of the Township of Melancthon shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under this Section.

On Thursday, November 17, 2016, I attended an "Accessibility Compliance Workshop" hosted by the County of Dufferin. Steven Murphy, Emergency Management and Communications Coordinator provided the templates for each policy. He reviewed each policy with those in attendance and I went away from the Session with a package of information to fulfill the Township's duties under this Section.

The following policies were again reviewed by myself and amended to reflect the Township of Melancthon. Each policy deals with the background, purpose and business practice associated with that particular standard.

1. Accessible Customer Service Standards
2. Integrated Accessibility Standards
3. Information and Communication Standards
4. Employment Standards
5. Transportation Standards
6. Built Environment Standards

The policies will be made publicly available and, on request, provided in an accessible format.



***ACCESSIBILITY POLICIES
OF THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON***

November, 2016

All Policies are available in an alternate format, upon request.



ACCESSIBILITY POLICIES

APPENDIX 002 ACCESSIBLE CUSTOMER SERVICE STANDARDS

All Policies are available in an alternate format, upon request.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Commitment to providing goods and services to people with disabilities	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is committed to ensuring that people with disabilities have the same access to municipal goods and services as any other person, in the same location and in as similar manner as reasonably possible.

Purpose

The purpose of this policy is to ensure that the TOWNSHIP OF MELANCTHON strives to provide goods and services in a way that respects the dignity and independence of people with disabilities at all times in compliance with the **Accessibility for Ontarians with Disabilities Act** and the associated **Ontario Regulations**.

Business Practice

Reasonable efforts will be made to ensure that:

People with disabilities are provided equal opportunity to obtain, use and benefit from the goods and services of the TOWNSHIP OF MELANCTHON;

Goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities;

All good and services provided to a person with a disability will be integrated with the provision of goods and services to others unless an alternative measure is absolutely necessary to allow the person with a disability to benefit;

All communications between the TOWNSHIP OF MELANCTHON and a person with a disability will take into account the specific challenges of the disability;

People with disabilities will be welcome and encouraged to use assistive devices, service animals and support persons as is necessary to access goods and services provided by the TOWNSHIP OF MELANCTHON unless superseded by other legislation.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Use of Assistive Devices	<i>Revision Date:</i>	<i>Approved by:</i>

Background

In order to fully access services, persons with disabilities will be permitted to use assistive devices at all TOWNSHIP OF MELANCTHON sites.

Purpose

The purpose of this business practice is to clarify the practice related to the use of assistive devices by persons with disabilities on all TOWNSHIP OF MELANCTHON sites.

Business Practice

Personal Assistive Devices

Persons with disabilities may bring onto any TOWNSHIP OF MELANCTHON site assistive devices that will allow them to fully access our supports and services. Staff will not lean on, reach over, touch, adjust or move these personal assistive devices without the knowledge or permission of the person with the disability. Wherever possible, staff will remove obstacles to the use of personal assistive devices. If a person with a disability is unable to access the service using his/her own personal assistive device, the staff will try to provide alternative service options to meet the needs of the individual.

On Site Assistive Devices

At present, there are no on site assistive devices, other than automatic door openers and accessible washrooms, at any TOWNSHIP OF MELANCTHON facility. If assistive devices are installed in a TOWNSHIP OF MELANCTHON facility at some time in the future, staff will be trained in the safe and appropriate use of each device.

CORPORATION OF THE TOWNSHIP OF MELANCTHON

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Communicating with People with Disabilities – Alternative Formats	<i>Revision Date:</i>	<i>Approved by:</i>

Background

Communication with persons with disabilities must be done in a manner that takes into consideration the disability. The TOWNSHIP OF MELANCTHON will provide information and documents in alternative formats.

Purpose

The purpose of this business practice is to document a procedure that will ensure:

- Consistency in collecting information and processing requests for documents in alternative formats
- Accuracy in maintaining records of outcome/action taken for compliance

Business Practice

A notice informing the public of the availability of information in alternative formats will be posted at the service desk or in another prominent place at each TOWNSHIP OF MELANCTHON site, as well as on the TOWNSHIP OF MELANCTHON website. The "Request for Information in an Alternative Format" form will be available in a designated area at each site. Requests for information in alternative formats may be made in person, by telephone or online.

Procedure

- A request for information in an alternative format is received from a member of the public.
- The staff member receiving the request completes the "Request for Information in an Alternative Format" form.
- The "Request for Information in an Alternative Format" form is then forwarded to the responsible manager or supervisor.
- The responsible manager or supervisor will determine the feasibility of the request.
- When the request is for an ASL interpreter, the manager or supervisor will contact the Canadian Hearing Society with the request.
- If the request is feasible, the individual will be contacted and told when the information will be available.
- If the request is not feasible, the individual will be contacted and offered a viable alternative solution.
- A copy of the completed "Request for Information in an Alternative Format" form, including documentation of the outcome/action taken, will be forwarded to the Clerk's Office. The original

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Communicating with People with Disabilities – Alternative Formats	<i>Revision Date:</i>	<i>Approved by:</i>

form will remain with the manager or supervisor at the respective TOWNSHIP OF MELANCTHON site.

CORPORATION OF THE TOWNSHIP OF MELANCTHON

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Use of Service Animals	<i>Revision Date:</i>	<i>Approved by:</i>

Background

Some people with disabilities rely on guide dogs or other service animals that are specially trained to assist them. An animal is a "service animal" if it is readily apparent that the animal is being used by the person with the disability for reasons pertaining to his/her disability. Persons with disabilities are permitted to be accompanied by service animals in all areas open to the public or third parties unless the animal is otherwise excluded by law.

Purpose

The purpose of this business practice is to outline a procedure that will ensure that:

- Persons with disabilities accompanied by services animals have full access to services at TOWNSHIP OF MELANCTHON sites
- Alternative methods of service are provided to persons with disabilities in those special circumstances in which the animals are excluded by law or the rights of other individuals are affected by the presence of the service animal

Business Practice

The TOWNSHIP OF MELANCTHON will permit people with disabilities to be accompanied by service animals in all areas open to the public or third parties in all TOWNSHIP OF MELANCTHON sites unless the animal is otherwise excluded by law. Animals would be excluded by law from those places where food is prepared or medical procedures are performed.

Procedures

Normal Operations

- When a person with a disability enters a TOWNSHIP OF MELANCTHON site with an animal that is obviously a service animal, he/she will be permitted to enter all areas of the facility that are normally open to the public and third parties.
- If it is not readily apparent that the animal is a service animal, a letter from a doctor or nurse documenting the need for a service animal must be presented.
- Staff should not touch, speak to or in any other way interfere with the service animal.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Use of Service Animals	<i>Revision Date:</i>	<i>Approved by:</i>

Special Circumstances

- When staff or other members of the public declare a severe allergy or fear/phobia in the relation to the service animal, the following steps should be taken:
 - Meet with all concerned parties and work out a solution that is acceptable to everyone involved.
 - **Examples:** assign a different staff member to the person with the service animal, keep the individuals separated, ask them to attend on alternative days, etc.
 - If a workable solution cannot be achieved, the animal may need to remain in a safe place outside of the area and the person with disability enter without the animal.
 - **Example:** A person with a visual impairment would leave the guide animal outside and would be guided to the service by a member of the staff.
- The manager or supervisor should be consulted in those situations where a workable solution cannot be found.
- When a person with a disability wishes to enter an area where animals are prohibited by law with their service animal the following steps should be taken:
 - Offer to assist the person so that the animal can remain in a safe place outside.
 - Accommodate the individual (if possible) by delivering goods and services in an area outside of the prohibited space.
 - The manager or supervisor should be consulted in those situations where a workable solution cannot be found.

Note: The Dog License Fee is waived by the TOWNSHIP OF MELANCTHON for Service Canines provided the owner can show that he or she has the proper documentation for the Service Canine.

CORPORATION OF THE TOWNSHIP OF MELANCTHON

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Support Persons	<i>Revision Date:</i>	<i>Approved by:</i>

Background

Some people with disabilities rely on support persons for certain services or assistance. The support person, in relation to the person with the disability, is a person hired or chosen to accompany the person with the disability to assist with communication, mobility, personal care, medical needs or with access to services.

Purpose

The purpose of this business practice is to outline a process that will ensure that:

- Persons with disabilities have full access to services at TOWNSHIP OF MELANCTHON sites while accompanied by support persons
- Issues of confidentiality and health/safety are fully addressed in relation to the person with the disability and the support person

Business Practice

- The TOWNSHIP OF MELANCTHON will permit people with disabilities to be accompanied by support persons in all areas open to the public or third parties in all TOWNSHIP OF MELANCTHON sites.
- Where there is a significant risk to the health and safety of the person with the disability or the health and safety of other people at the facility, TOWNSHIP OF MELANCTHON may request that the person with the disability (e.g. person with a severe seizure disorder, very limited mobility, serious mental health issue, etc.) be accompanied by a support person.
 - Staff member observes the situation and discusses his/her concerns with a supervisor.
 - Supervisor determines whether there is significant risk to the person/other persons in allowing him/her to continue to use TOWNSHIP OF MELANCTHON services without additional support.
 - If a support person is deemed necessary, the person with the disability will be informed of our concern and will be asked to bring a support person of his/her choice on the next visit to the facility.
- Every effort will be made to protect privacy and maintain confidentiality. If there is a requirement to share information of a confidential nature in the presence of the support person the person with the disability or the assigned guardian or trustee will be asked to complete the "Accessible Customer Service Consent Form" available in the designated area at each site.

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Disruption of service	<i>Revision Date:</i>	<i>Approved by:</i>

Background

Persons with disabilities rely on particular systems and supports in order to fully access services in facilities. Since they often expend considerable effort to access services, there may be significant inconvenience to them if these services are not available. A Notice of Service Disruption will be provided whenever there will be a temporary disruption in service.

Purpose

The purpose of this business practice is to outline the process of notifying the public of a temporary disruption of service, providing as much advanced notice possible to minimize the inconvenience to persons with disabilities.

Business Practice

A service disruption at the TOWNSHIP OF MELANCTHON may include an anticipated event resulting in a major shut down of services, such as an official holiday, or an unanticipated occurrence such as an out of service accessible washroom. In the case of an anticipated service disruption, notice will be provided a minimum of two weeks in advance on both the municipal website and at each site affected by the disruption. Notice of service disruption for an unanticipated event will be posted as soon as it occurs.

Procedure

- A manager or staff member will be assigned the task of updating the website with the Notice of Service Disruption when the service disruption affects all municipal sites.
- For a site specific service disruption, a staff member working at the site will be designated to update the website with the Notice of Service Disruption and to post the Notice of Service Disruption at all entrances to the facility and at the service desk area. For service disruptions of a more limited nature, such as an out of service accessible washroom, a notice would be placed at the site of the service disruption. Notices posted on site should be at a height that is accessible to a person in a wheelchair
- The Notice of Service Disruption must include the reason for the service disruption and the duration of the service disruption
- Alternative facilities or services available to meet the needs of persons with disabilities
- A "Notice of Service Disruption" form is available in a designated area at each TOWNSHIP OF MELANCTHON site.

CORPORATION OF THE TOWNSHIP OF MELANCTHON

<i>Department / Division:</i>	<i>Date of Issue:</i>	<i>Business Practice #:</i>
Administration	Nov. 23, 2016	
<i>Subject:</i>	<i>Revision Date:</i>	<i>Approved by:</i>
Customer Feedback		

Background

The TOWNSHIP OF MELANCTHON is committed to providing exceptional accessible customer service to persons with disabilities. Members of the public will be given the opportunity to provide feedback on the level and quality of service to persons with disabilities and offer suggestions for improvement.

Purpose

The purpose of this business practice is to document a procedure that will ensure:

- Consistency in the collection of comments and complaints regarding service to persons with disabilities
- Efficiency in addressing suggestions and complaints
- Accuracy in maintaining records of outcome/action taken for compliance

Business Practice

A notice inviting the public to provide feedback on service delivery to persons with disabilities will be posted at a prominent place at each TOWNSHIP OF MELANCTHON site, as well as on the TOWNSHIP OF MELANCTHON website. Comments and complaints may be received in person, by telephone, online or in an alternative format. While there may be some overlap between a comment (feedback) and a complaint, each will be dealt with separately using different forms. These forms, the "Accessible Customer Service Feedback Form" and the "Accessible Customer Service Complaint Form", will be kept in a designated area at each TOWNSHIP OF MELANCTHON site. All complaints, regardless of how insignificant they may appear to be, will be documented on the "Accessible Customer Service Complaint Form" and dealt with in accordance with the procedural guidelines outlined below.

Procedure

- A staff member receives feedback or a complaint about the service provided to a person with a disability. There may be some discussion to clarify the issue or to resolve it if it is a complaint.
- The person will be asked to complete the relevant form. The staff member may assist, if necessary.
- If the person refuses to include personal information, write "refused" across the top of the page and inform the person that we will not be able to inform them about the outcome/action taken.
- The form will be forwarded to the appropriate TOWNSHIP OF MELANCTHON manager or supervisor for review and action/resolution.
- The person will be notified by the appropriate TOWNSHIP OF MELANCTHON manager or supervisor of the action/resolution.

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Customer Feedback	<i>Revision Date:</i>	<i>Approved by:</i>

- A copy of the completed "Accessible Customer Service Feedback Form" or "Accessible Customer Service Complaint Form" including documentation of the outcome/action taken will be forwarded to the Clerk's Office. The original form will remain with the manager or supervisor at the respective TOWNSHIP OF MELANCTHON site.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> AODA Training	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is committed to ensuring that people with disabilities have the same access to municipal goods and services as any other person, in the same location and in as similar manner as reasonably possible. To ensure that this commitment to service is carried out the following training policy has been created.

Purpose

The TOWNSHIP OF MELANCTHON is required to provide training to all employees, volunteers, contractors and others who deal with the public on behalf of the TOWNSHIP OF MELANCTHON. The TOWNSHIP OF MELANCTHON must also train those who are involved in the development of policies, practices and procedures.

Business Practice

Training may be delivered by lecture, interactive on-line programming or approved self-study programs. Regardless of the type of training delivery method the lessons will meet the following criteria:

- Review the purpose of the Accessibility for Ontarians with Disabilities Act and the requirements of each of the AODA's designated standards;
- How to interact and communicate with people with various types of disabilities;
- How to interact with people who use assistive devices, service animals or support persons;
- How to use the equipment or assistive devices available at TOWNSHIP OF MELANCTHON locations, if applicable;
- What to do if a person is having difficulty accessing your goods or services;
- Information on the TOWNSHIP'S policies, practices and procedures relating to the customer service standards.

All employees, volunteers, contractors and others who deal with the public on behalf of the TOWNSHIP OF MELANCTHON will receive training within 90 days of being hired.

All employees, volunteers, contractors and others who deal with the public on behalf of the TOWNSHIP OF MELANCTHON that assume a new role which puts them in contact with the public will receive training within 90 days of beginning their new role.

All employees, volunteers, contractors and others who deal with the public on behalf of the TOWNSHIP OF MELANCTHON will receive refresher training when policies, procedures or practices are changed or modified.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> AODA Training	<i>Revision Date:</i>	<i>Approved by:</i>

Some employees, volunteers, contractors and others who deal with the public on behalf of the TOWNSHIP OF MELANCTHON may require job specific training which differs from that of other employees.

The TOWNSHIP OF MELANCTHON is required to maintain a record of all training provided under the AODA and the associated regulations. The training record will contain the date of training, the type of training and the names of the participants.



ACCESSIBILITY POLICIES

APPENDIX 003 INTEGRATED ACCESSIBILITY STANDARDS

All Policies are available in an alternate format, upon request.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Statement of Commitment	<i>Revision Date:</i>	<i>Approved by:</i>

Background

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

Purpose

The purpose of this business practice is to create a statement of commitment that provides a frames work within which accessibility plans and initiatives are to be created in order to move the organization towards the goal of improved accessibility for people with disabilities. The TOWNSHIP OF MELANCTHON endeavours to provide accessibility and accommodation as prescribed in the AODA.

The commitments in this business practice are intended to ensure that accessibility remains a priority in the TOWNSHIP OF MELANCTHON'S decision-making process and will serve to assist in ensuring that decisions improve accessibility and do not inadvertently create barriers.

Business Practice

The TOWNSHIP OF MELANCTHON is committed to the principles of independence, dignity, integration and equality of opportunity described in the AODA and to meeting the needs of people with disabilities, in a timely manner, through the implementation of this policy.

The TOWNSHIP OF MELANCTHON is committed to establishing, implementing and maintaining policies, practices and procedures that meet the requirements of the information and communications, employment, transportation and built environment standards as applicable to meeting the needs of people with disabilities in a timely manner.

The TOWNSHIP OF MELANCTHON is committed to excellence in serving every person. When providing information to, or communicating with, a person with a disability, we will do so in a manner that takes into account the person's unique abilities.

The TOWNSHIP OF MELANCTHON is committed to ongoing improvements to accessibility in its premises and facilities as required by law, as well as to the services offered to everyone.

The TOWNSHIP OF MELANCTHON is committed to promoting values that support relationships between people with disabilities and the TOWNSHIP OF MELANCTHON.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Statement of Commitment	<i>Revision Date:</i>	<i>Approved by:</i>

The TOWNSHIP OF MELANCTHON is committed to seeking the input of people with disabilities in the development and review of its accessibility plan.

The TOWNSHIP OF MELANCTHON is committed to the establishment, implementation and maintenance of a multi-year accessibility plan which outlines the TOWNSHIP OF MELANCTHON'S strategy to prevent and remove barriers and meet its requirements under the Integrated Accessibility Standard.

The TOWNSHIP OF MELANCTHON is committed to the incorporation of accessibility criteria and features when procuring or acquiring goods, services or facilities.

The TOWNSHIP OF MELANCTHON is committed to the incorporation of accessibility criteria and features when designing, procuring or acquiring self-service kiosks.

The TOWNSHIP OF MELANCTHON is committed to the training of all employees, volunteers, persons who deal with the public and anyone involved in the development and/or approval of the TOWNSHIP OF MELANCTHON policies, practices and procedures on the requirements under the Integrated Regulation and the Human Rights Code as it pertains to persons with disabilities on behalf of the TOWNSHIP OF MELANCTHON.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Multi-Year Accessibility Plan	<i>Revision Date:</i>	<i>Approved by:</i>

Background

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

Purpose

The purpose of this business practice is to create a workable Multi-Year Accessibility Plan that outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Integrated Regulation. This Plan will meet the needs of everyone with disabilities including employees of the TOWNSHIP OF MELANCTHON.

Business Practice

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

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

The TOWNSHIP OF MELANCTHON will actively assist the Dufferin County Accessibility Advisory Committee with the establishment, implementation and maintenance of a Multi-year Accessibility Plan which will outline the TOWNSHIP OF MELANCTHON specific strategy to prevent and remove barriers.

The Multi-Year Accessibility Plan will indicate how the TOWNSHIP OF MELANCTHON intends to implement the requirements of the Integrated Regulation within legislated timelines. The Plan will also address the identification, removal and prevention of barriers to people with disabilities in the organization.

**CORPORATION OF THE TOWNSHIP OF
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Department / Division: Administration	Date of Issue: Nov. 23, 2016	Business Practice #:
Subject: Multi-Year Accessibility Plan	Revision Date:	Approved by:

Specifically the Multi-Year Accessibility Plan will:

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

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

Department / Division:

Administration

Date of Issue:

Nov. 23, 2016

Business Practice #:

Subject:

Purchasing or acquiring goods, services or facilities

Revision Date:

Approved by:

Background

The TOWNSHIP OF MELANCTHON is obligated to develop a Purchasing or Acquiring Goods, Services or Facilities policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to create an accessibility policy for procuring or acquiring goods, services or facilities, except where it is not practicable to do so.

Business Practice

The TOWNSHIP OF MELANCTHON will assess current purchasing and procurement processes, policies, practices and procedures to identify barriers for persons with disabilities.

The TOWNSHIP OF MELANCTHON will ensure that when purchasing or acquiring goods, services or facilities that accessibility for persons with disabilities are taken into account and all reasonable efforts are made to ensure the goods, services or facilities are barrier free.

The TOWNSHIP OF MELANCTHON will incorporate its strategy for accessibility in its purchasing and procurement practices into its Multi-Year Accessibility Plan.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Self Service Kiosks	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop accessible Self Service Kiosks policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON considers accessibility features in the design, purchase and procurement of self-service kiosks.

Business Practice

The TOWNSHIP OF MELANCTHON will indicate their intentions to acquire self-service kiosks in the Multi-Year Accessibility Plan.

The TOWNSHIP OF MELANCTHON will indicate the type of kiosks, accessibility features and location of each self-service kiosk in the Multi-Year Accessibility Plan.

The TOWNSHIP OF MELANCTHON will ensure that details and accessibility features of each self-service kiosk are posted in a public space on the premises as well as on the TOWNSHIP OF MELANCTHON website.

The TOWNSHIP OF MELANCTHON will ensure that Staff are trained on the use and accessibility features of the self-service kiosks.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessibility and Human Rights Training	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessibility and Human Rights Training policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON provides training to all employees, volunteers, contractors, and others who deal with the public on the TOWNSHIP OF MELANCTHON'S behalf, as well as all others involved in the development of policies, practices and procedures for the TOWNSHIP OF MELANCTHON.

Business Practice

The TOWNSHIP OF MELANCTHON will provide training to all employees, volunteers and others who deal with customers and the public on the TOWNSHIP OF MELANCTHON'S behalf, and persons who are involved in the development and approval of policies, practices and procedures on the requirements under the Integrated Regulation and the Human Rights Code as it pertains to persons with disabilities.

Training will be provided as soon as practicable after an individual assumes responsibilities related to the public or a task under the standards.

The amount and format of training will be tailored to suit each person's anticipated interactions with the public or his/her involvement in the development of policies, procedures and practices pertaining to the provision of goods and services. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.



ACCESSIBILITY POLICIES

APPENDIX 004 INFORMATION AND COMMUNICATION STANDARDS

All Policies are available in an alternate format, upon request.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Information and Communications	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Information and Communications policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to create the framework within which accessibility plans and initiatives are to be created in order to move the TOWNSHIP OF MELANCTHON towards the goal of improved accessibility for people with disabilities, specifically with regard to the information and communications standard in the Integrated Regulation.

Business Practice

The TOWNSHIP OF MELANCTHON is committed to working towards being compliant with the information and communications standard under the AODA as they are introduced and become law.

The TOWNSHIP OF MELANCTHON is committed to excellence in serving everyone including persons with disabilities. When providing information to, or communicating with, a person with a disability, we will provide the information and communication in a manner that takes into account the persons abilities as provided in the customer service standard and under the Integrated Regulation.

The TOWNSHIP OF MELANCTHON is committed to ongoing improvements to the accessibility of its information and communication systems offered to the public, employees, contractors and volunteers.

The TOWNSHIP OF MELANCTHON is committed to promoting values that support relationships between people with disabilities and the TOWNSHIP OF MELANCTHON.

The TOWNSHIP OF MELANCTHON is committed to meeting alternative format requests in a timely fashion that is appropriate to the situation.

The TOWNSHIP OF MELANCTHON will identify, remove and prevent barriers to access of information and communications of the TOWNSHIP OF MELANCTHON.

The TOWNSHIP OF MELANCTHON will provide or make arrangements for accessible formats and information and communication supports when a person with a disability requests them.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Information and Communications	<i>Revision Date:</i>	<i>Approved by:</i>

The TOWNSHIP OF MELANCTHON will make accessible formats and communications supports available in a timely manner and at no additional cost other than the regular price charged to everyone for the same information.

The TOWNSHIP OF MELANCTHON will conform to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 as outlined in the Information and Communications Standard for accessible websites and web content.

The TOWNSHIP OF MELANCTHON will ensure that emergency procedures, plans or public safety information meet the needs of persons with disabilities.

The TOWNSHIP OF MELANCTHON will provide emergency procedures, plans or public safety information in an accessible format or with communications supports on request.

The TOWNSHIP OF MELANCTHON will notify the public of the availability of accessible information and communications.

The TOWNSHIP OF MELANCTHON will ensure that it has a process for receiving and responding to feedback that is accessible to persons with disabilities.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i>	<i>Date of Issue:</i>	<i>Business Practice #:</i>
Administration	Nov. 23, 2016	
<i>Subject:</i>	<i>Revision Date:</i>	<i>Approved by:</i>
Accessible Formats		

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Information and Communications policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to address how, in a timely manner, the TOWNSHIP OF MELANCTHON will ensure all information and methods of communications to and from a person will be designed to be accessible to everyone.

Business Practice

The TOWNSHIP OF MELANCTHON will provide or arrange for the provision of accessible formats and communications supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs upon request.

The TOWNSHIP OF MELANCTHON will consult with the person making the request in determining the suitability of an accessible format or communication support.

The TOWNSHIP OF MELANCTHON will notify the public about the availability of accessible formats and communications supports in publicly accessible spaces as well as on the TOWNSHIP OF MELANCTHON website.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Feed Back Process	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Feed Back Process under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to address how, in a timely manner, the TOWNSHIP OF MELANCTHON will ensure that anyone, including people with disabilities, can provide feedback to the TOWNSHIP OF MELANCTHON.

Business Practice

A notice inviting the public to provide feedback on service delivery to persons with disabilities will be posted a prominent place at each of the TOWNSHIP OF MELANCTHON'S sites, as well as on the TOWNSHIP OF MELANCTHON website. Comments and complaints may be received in person, by telephone, online or in an alternative format. While there may be some overlap between a comment (feedback) and a complaint, each will be dealt with separately using different forms. These forms, the "Accessible Customer Service Feedback Form" and the "Accessible Customer Service Complaint Form", will be kept in a designated area at each of the TOWNSHIP OF MELANCTHON'S sites. All complaints, regardless of how insignificant they may appear to be, will be documented on the "Accessible Customer Service Complaint Form" and dealt with in accordance with the procedural guidelines outlined below.

Procedure

- A staff member receives feedback or a complaint about the service provided to a person with a disability. There may be some discussion to clarify the issue or to resolve it if it is a complaint.
- The person will be asked to complete the relevant form. The staff member may assist, if necessary.
- If the person refuses to include personal information, write "refused" across the top of the page and inform the person that we will not be able to inform them about the outcome/action taken.
- The form will be forwarded to the appropriate TOWNSHIP OF MELANCTHON manager or supervisor for review and action/resolution.
- The person will be notified by the appropriate TOWNSHIP OF MELANCTHON manager or supervisor of the action/resolution.
- A copy of the completed "Accessible Customer Service Feedback Form" or "Accessible Customer Service Complaint Form" including documentation of the outcome/action taken will be forwarded to the Clerk's Office. The original form will remain with the manager or supervisor at the respective TOWNSHIP OF MELANCTHON site.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Emergency response procedures, plans or public safety information	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Emergency response procedures, plans or public safety information policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON makes its emergency response procedures, plans and public safety information available in an accessible format or with appropriate communication supports.

Business Practice

The TOWNSHIP OF MELANCTHON will provide or make arrangements for accessible formats and information and communication supports of the emergency response plan and safety information when a person with a disability requests them.

The TOWNSHIP OF MELANCTHON will make accessible formats and communications supports for emergency response plans and safety information available in a timely manner and at no additional cost greater than the regular price charged to everyone for the same information.

The TOWNSHIP OF MELANCTHON will notify the public about the availability of the accessible emergency response plan and safety information by including a statement in the plan itself as well as on the TOWNSHIP OF MELANCTHON website.

The TOWNSHIP OF MELANCTHON will ensure that all staff involved in assisting people with disabilities during an emergency response, do so in a safe manner. Staff must also ensure that the environment, equipment, information and communications and tools used during the emergency response are safe, current and in good working condition.

The TOWNSHIP OF MELANCTHON will ensure that all emergency responders have completed the *Accessible Customer Service for Emergency Responders* (EM 131) self-directed course offered by the Office of the Fire Marshal and Emergency Management.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Website	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible website and web content policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON will achieve an accessible website and web content through meeting the requirements under the Information and Communications Standard.

Business Practice

The TOWNSHIP OF MELANCTHON is committed to the process of providing online information and communications and Services that are accessible to all. This includes working with web designers, hosts and IT professionals to:

- Identify, remove and prevent barriers to access of online information and communications systems.
- Create, provide and receive information and communications in ways that are accessible for people with disabilities.
- Provide or make arrangements for accessible formats and information and communications supports when a person with a disability requests them.
- Make accessible formats and communication supports available in a timely manner and at a cost not more than the regular price charged to everyone for the same information.
- Conform to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 for accessible website and web content.
- Notifying members of the public about the availability of accessible information and communications.
- Providing a feedback process to the public.

The TOWNSHIP OF MELANCTHON will create a Web Accessibility Committee (ACCESS DUFFERIN) with representatives from administration, web developers, technical support and information technology.

The TOWNSHIP OF MELANCTHON will plan how to achieve accessibility, including assessing and testing the website for barriers.

The TOWNSHIP OF MELANCTHON will implement the appropriate solutions and guidelines to remove those barriers discovered by the Web Accessibility Committee (ACCESS DUFFERIN).

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Website	<i>Revision Date:</i>	<i>Approved by:</i>

The TOWNSHIP OF MELANCTHON will advise the public of the steps taken to remove any barriers to accessibility on the TOWNSHIP OF MELANCTHON website.

The TOWNSHIP OF MELANCTHON will ensure that the appropriate staff are trained on the policies, practices and procedures for web accessibility.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

Department / Division:

Administration

Date of Issue:

Nov. 23, 2016

Business Practice #:

Subject:

Accessible Public Libraries

Revision Date:

Approved by:

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Public Libraries policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that libraries in the TOWNSHIP OF MELANCTHON provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for people with disabilities.

Business Practice

The TOWNSHIP OF MELANCTHON will ensure that the libraries in its municipality will provide access to or arrange for accessible materials where they exist.

The Libraries will inform the public about the availability of accessible materials and upon request, information must be provided in an accessible format or with suitable communication supports.

The Libraries, at their discretion, provide accessible formats for archival materials, special collections, rare books and donations.



ACCESSIBILITY POLICIES

APPENDIX 005 EMPLOYMENT STANDARDS

All Policies are available in an alternate format, upon request.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Employment	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Employment policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to express the TOWNSHIP OF MELANCTHON'S commitment to providing a framework within which the TOWNSHIP OF MELANCTHON will ensure improved accessibility with regard to the employment standard in the Integrated Regulation.

Business Practice

The TOWNSHIP OF MELANCTHON is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and related services as do all prospective and current employees.

The TOWNSHIP OF MELANCTHON is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in its human resources practices, processes, policies and procedures and employment related services.

The TOWNSHIP OF MELANCTHON will ensure that in its recruitment practices the public is made aware that it will provide accommodation for applicants with disabilities in its **recruitment, assessment and selection process**.

Employees of the TOWNSHIP OF MELANCTHON will be made aware that it provides accommodation for applicants with disabilities in its **recruitment, assessment and selection process**.

When the TOWNSHIP OF MELANCTHON selects job applicants for a job selection process it will make applicants aware that, upon request, they have access to accommodation in relation to materials and processes that will be used for applicant selection and that take into account their accessibility needs due to disability.

When the TOWNSHIP OF MELANCTHON makes an offer of employment, it will notify the successful applicant of its policy of accommodating employees with disabilities.

The TOWNSHIP OF MELANCTHON will inform new and existing employees of its policy of providing **supports for employees with disabilities** and procedures that provide for job accommodations.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Employment	<i>Revision Date:</i>	<i>Approved by:</i>

Where an employee with a disability so requests, the TOWNSHIP OF MELANCTHON will consult with the employee to provide or arrange for **accessible formats and communication supports** in relation to information that is generally available to employees in the workplace and that the employee needs to perform his or her job.

The TOWNSHIP OF MELANCTHON will ensure that individualized **workplace emergency response information** is provided to employees who have a disability provided the disability is such that individualized information is necessary and the TOWNSHIP OF MELANCTHON has been made aware of the need for accommodation due to the disability.

If an employee who receives an individualized **workplace emergency response plan** requires assistance, TOWNSHIP OF MELANCTHON will, with the employee's consent, provide such information to the person designated to provide the necessary assistance.

The TOWNSHIP OF MELANCTHON will review individualized workplace emergency response information:

- a) When an employee moves to a different location
- b) When the employee's overall accommodations needs or plans are reviewed
- c) When the company reviews its general emergency response procedures.

The TOWNSHIP OF MELANCTHON will have a written process in place for the development of documented **individual accommodations plans** for employees with disabilities.

The TOWNSHIP OF MELANCTHON written process will address:

- a) How the employee requesting the accommodation can participate in the development of the individual accommodation plan.
- b) The means by which the employee is assessed on an individual basis.
- c) How the company can request an evaluation by an outside medical or other expert, at the TOWNSHIP OF MELANCTHON'S expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved.
- d) How the employee can request to have a representative of their bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan.
- e) The steps taken to protect the privacy of the employee's personal information.
- f) The frequency with which the **individual accommodation plan** will be reviewed and updated and how this will be done.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
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- g) How the reasons for denying an individual accommodation plan will be provided to an employee if accommodation is denied.
- h) How the TOWNSHIP OF MELANCTHON will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to a disability.

The TOWNSHIP OF MELANCTHON will provide individual accommodation plans that:

- a) Include, if requested, any information regarding accessible formats and accommodations supports provided.
- b) Include, if required, individualized workplace emergency response information.
- c) Identify and other accommodation to be provided.

The return-to-work process required under the AODA does not replace or override any other return-to-work process created as a result of any other statutory obligations under the *Workplace Safety and Insurance Act* and requires TOWNSHIP OF MELANCTHON to develop, put in place and document a return-to-work process for its employees who have been absent from work due to a disability and require disability related accommodations in order to return to work. The process will include:

- a) An outline of the steps the TOWNSHIP OF MELANCTHON will take to facilitate the return to work of employees who were absent because disability required them to be away from work.
- b) The use of documented individual accommodation plans as part of the process.
- c) Accessibility awareness training for all staff involved in program or design or delivery related to these responsibilities.

In administering its performance management process the TOWNSHIP OF MELANCTHON will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.

Where the TOWNSHIP OF MELANCTHON provides career development and advancement to its employees, TOWNSHIP OF MELANCTHON will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.

Where the TOWNSHIP OF MELANCTHON has a redeployment process in place, it will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

The TOWNSHIP OF MELANCTHON will provide training for staff on this business practice, the employment standards under the Integrated Regulation and the Human Rights Code as it pertains to the duty to accommodate to all employees with disabilities.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Employment	<i>Revision Date:</i>	<i>Approved by:</i>

Training will be provided to:

- a) All employees
- b) All volunteers
- c) All those involved in the development and approvals of municipal policies, practices and procedures, and
- d) All other persons who provide goods, services or facilities on the TOWNSHIP OF MELANCTHON's behalf.

The TOWNSHIP OF MELANCTHON will maintain records of training delivered to staff and make these records available for inspection as may be required.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Recruitment, Assessment and Selection	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop a Recruitment, Assessment and Selection policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure consistent and equitable standards for recruitment, assessment and selection of prospective employees, including persons with disabilities for the TOWNSHIP OF MELANCTHON

Business Practice

Management and Staff who have responsibility for recruiting, hiring and employee selection and/or those who supervise the work of employees of the TOWNSHIP OF MELANCTHON will ensure the provisions of this policy are implemented.

Senior management will identify and remove any employment practices or selection criteria that may result in employment barriers for any individual or groups. Such barriers would include and requirement that is not a bona fide occupational requirement.

Management and Human Resources Staff will:

Develop employment practices, procedures, guidelines and tools which promote a fair and equitable process and support the hiring manager or designate in making the best hiring decision possible.

Ensure that all recruitment activities and staffing decisions comply with statutory requirements, collective agreements (if applicable) and corporate policies and procedures.

Perform candidate screening based on pre-determined objective criteria.

Review the job description to ensure it is still accurate in terms of duties and requisite qualifications.

Post the position as per the established procedures.

Ensure accessibility and accommodations are provided (as needed) for candidates.

Safeguard the privacy and confidentiality of candidate information.

Maintain documentation associated with all phases of the selection process.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Recruitment, Assessment and Selection	<i>Revision Date:</i>	<i>Approved by:</i>

Complete reference checking once consent is received, verify all licenses and professional designations and confirm if there is a requirement for a reference or credit check.

Extend the offer of employment along with information about the TOWNSHIP OF MELANCTHON duty to accommodate.

The hiring Manager must consider the skills and personal attributes needed to perform the role effectively. A job description states the essential and desirable criteria for selection. This is based on a set of competencies identified as necessary for the performance of the job. The job description should be used to form the criteria you use to short-list applicants. In general specifications should include, at a minimum, details of:

- Skills, aptitude, knowledge and experience
- Qualifications (which should only be those necessary to do the job)
- Personal qualities relevant to the job, such as the ability to work as part of a team.

A job advertisement should contain the following information:

- The outline requirements of the job
- Education, skills, knowledge and experience necessary to do the job
- The essential and the desirable criteria for job applicants
- Salary range
- Job tenure
- Closing date
- The availability of accommodation for applicants with disabilities in the recruitment process.

Job postings/advertisements must be inclusive, with careful consideration of the way people with disabilities are portrayed.

All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as inclusive and cost-effective as possible.

Vacancies will be posted in a manner that does not market to any one particular group or segment of the population.

All external vacancies will be posted on the MUNICIPAL website.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i>	<i>Date of Issue:</i>	<i>Business Practice #:</i>
Administration	Nov. 23, 2016	
<i>Subject:</i>	<i>Revision Date:</i>	<i>Approved by:</i>
Accessible Recruitment, Assessment and Selection		

Vacancies that are restricted to internal candidates only will be clearly indicated as such on the advertisement. All internal candidates will be selected for interviews on the same criteria as external candidates.

Employees on maternity/paternity leave, leaves of absence and/or secondments will receive all advertisements for posts advertised the period of their leaves.

Applicants will be encouraged to ask for accommodation for any disability as defined under the AODA and whether there are any reasonable adjustments needed for them to attend as interview. All applicants with a disability who meet the essential criteria for a job will be considered on their merits.

A shortlist of candidates will be drawn up for an interview, based entirely on merit and suitability for the post but taking into account the TOWNSHIP OF MELANCTHON responsibilities in relation to the AODA and the Ontario Human Rights Code.

Applicants that are chosen to participate in the selection process will be notified that accommodations are available upon request in relation to the materials and/or processes to be used.

If an applicant requests an accommodation during the selection process, TOWNSHIP OF MELANCTHON will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicants accessibility needs due to disability.

A set of questions will be agreed upon by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of the previous relevant experience.

All candidates will be asked the same questions in the same order, and each interviewer will rate the candidate's responses independently.

Upon request, candidates will be given the opportunity to view the office where they may be working so that they can fully understand the post and provide any input on accommodation requirements should they be successful.

If the applicant requests an accommodation during the interview the TOWNSHIP OF MELANCTHON will consult with the applicant to ensure a solution can be achieved. If necessary the interview will be rescheduled to allow for the accommodation to be arranged.

When making the final selection for any posted position, all appointments will be made strictly on merit and the requirements of the job.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Recruitment, Assessment and Selection	<i>Revision Date:</i>	<i>Approved by:</i>

When the TOWNSHIP OF MELANCTHON makes an offer of employment, it will notify the successful applicant of its policies for accommodating employees with disabilities.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Return to Work	<i>Revision Date:</i>	<i>Approved by:</i>

Background

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

Purpose

The purpose of this business practice is to ensure that a policy exists to accommodate all sick and/or injured employees so that they can return to work as early and as safely as possible.

Business Practice

Management and Staff who have responsibility for Human Resources and/or Management or Supervisor the work of employees of the TOWNSHIP OF MELANCTHON will ensure the provisions of this policy are implemented.

All work related injuries and illnesses must be reported to the immediate Manager/Supervisor. All employees with non-work related injuries and illness must report their need for accommodation to their immediate manager/supervisor.

If needed, immediate first aid or medical attention will be provided at the worksite.

The Manager should inform the Joint Health and Safety Representative of the employee's illness/injury in accordance with any health and safety policies.

In the event of a work-related injury or illness, the immediate Supervisor/Manager shall ensure that a Form 7 is filed with the WSIB.

Where a critical injury, as defined by the Ministry of Labour, has occurred the TOWNSHIP OF MELANCTHON will contact the Ministry of Labour immediately and follow all relevant health and safety policies in regard to scene preservation, investigation and prevention of further harm.

The employee's Manager will interview the employee to determine the details of any work-related incident if necessary.

Where further information is required the Joint Health and Safety Representative will liaise with the employee's medical practitioner. The medical practitioner may be requested to provide a medical certificate and/or a Functional Abilities Form.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Return to Work	<i>Revision Date:</i>	<i>Approved by:</i>

In consultation with the employee, manager, medical practitioner, rehabilitation service or other designated person(s) a rehabilitation and return-to-work plan with agreed time frames will be developed, and will include:

- The goals of the plan
- List of duties and restrictions
- Individual accommodation required (adjustments to duties, work stations, work hours, etc.)
- Communication support and assistive technologies required
- Hours to be worked
- Details of training requirements
- Anticipated time frame of plan
- Details of pay during the period
- Formal review every three months (or sooner if required)

The Manager, Joint Health and Safety Representative or Human Resources Representative will maintain good communications between all parties involved, including providing feedback on the rehabilitation and return-to-work plan while maintaining confidential and up-to-date records of the progress of the plan.

Where it is identified that an employee is not progressing and achieving goals as agreed in the rehabilitation and return-to-work plan, the manager, medical practitioner and human resources representative will identify areas of concern, seek appropriate additional advice as indicated and amend the plan accordingly.

Workplace rehabilitation and return-to-work plan will conclude when the employee resumes all the prescribed duties for the role to which they were appointed. Employees will be in breach of their obligations where they:

- Are considered to gain minimal or no benefit from continued workplace rehabilitation and return-to-work processes.
- Fail to engage in rehabilitation and return-to-work processes.
- Fail to comply with recommendations of the rehabilitation and return-to-work plan or any other recommendations made by the rehabilitation and return-to-work team.
- Withdraw from the rehabilitation and return-to-work plan.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Return to Work	<i>Revision Date:</i>	<i>Approved by:</i>

In the event that the employee is unable to return to work in his or her former position, a number of alternative arrangements will be discussed with the ill/injured employee. These may include, but are not limited to, retraining, redeployment, accessing short or long-term disability benefits or retirement.

Where there is a disagreement over the proposed plan offered, discussions will take place with the employee, manager, medical practitioner and other designated person (union rep) to seek a resolution.

Disagreements regarding a medical treatment can be referred to an independent medical practitioner or occupational health consultant in appropriate circumstances.

Training will be provided on this policy for managers, supervisors and other designated persons.

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Performance Management	<i>Revision Date:</i>	<i>Approved by:</i>

Background

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

Purpose

The purpose of this business practice is to establish clearly-defined requirements for the objective evaluation of performance of all employees. The focus will be on the employee's ability to perform the inherent requirements of the job.

Business Practice

The employee's current Manager/Supervisor will evaluate each employee who has completed twelve (12) or more months of service at the employee's anniversary of employment.

Human Resources will provide appraisal forms, instructions for completing the evaluation, recommendations on the conduct of interviews and a checklist for completion of the evaluation to each manager and/or supervisor as required.

- The employee appraisal system must:
- Provide for two-way feedback on work performance and job satisfaction.
- Clearly state the expectations of each position, based on the job description.
- Identify key performance measures for each position.
- Use self-evaluation as the central tool for assessing past performance.
- Have a positive focus geared to improving future performance.
- Be based on a process of ongoing constructive feedback and guidance.
- Involve a formal interview between each employee and the Manager/Supervisor at least annually.
- Identify individual employee training needs and career development goals.
- Include an agreed upon action plan as a result of the annual interview process, to be written and signed by both parties and implemented over the next year.

The following procedures should be applied during the conduct of performance evaluations:

- Ensure that an up-to-date job description is available, both parties should read the job description to ensure it is accurate.

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Performance Management	<i>Revision Date:</i>	<i>Approved by:</i>

- Ensure that an up-to-date individualized accommodation plan is reviewed (if applicable) to ensure it is accurate and individual accommodations are taken into account.
- The current review should be compared to any previous reviews to measure performance change.
- Reviews should must not be made under time constraints as last minute evaluations may result in unfair assessments.
- If no job description exists for a particular job, Managers/Supervisors should consult with Human Resources and the employee to create one.
- A thorough and unrushed appraisal interview should occur between the manager/supervisor and the employee. The objective of this interview is for both parties to communicate and discuss the employee's job, work, performance, future goals, objectives and the employee's immediate and future career.

Some employees may experience difficulties performing their work to the minimum standards required. In these situations, the Manager/Supervisor may choose to provide work performance counselling. This is in addition to the employee appraisal system.

The purpose of work performance counselling is to give extra support, guidance and reasonable accommodation to employees who struggle to meet the minimum standards and to assess the employee's progress towards those standards.

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Career Development and Advancement	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop a Career Development and Advancement policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to establish clearly defined requirements for the career development and advancement plan of all employees.

Business Practice

The employee's current Manager/Supervisor will ensure that career development and advancement is included into the overall performance appraisal process.

To ensure that career development and advancement are discussed with every employee the manager/supervisor will:

- Discuss goals, needs, interests, career aspirations, difficulties and problems and to relate these to the appropriate department or designated person.
- Encourage self-review of achievements in the past period.
- Clarify responsibilities, work assignments, and revise job descriptions (as required).
- Agree on plans for the forthcoming period including plans for education, training, conference attendance, study tours or other learning opportunities.
- Assess the impact of any learning plans on the department.

Career development and advancement discussions should be forward-looking and developmental, although past achievements should not be ignored.

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<i>Department / Division:</i>	<i>Date of Issue:</i>	<i>Business Practice #:</i>
Administration	Nov. 23, 2016	
<i>Subject:</i>	<i>Revision Date:</i>	<i>Approved by:</i>
Redeployment		

Background

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

Purpose

The purpose of this business practice is to establish clearly defined requirements for the redeployment of affected employees.

Business Practice

There are a number of reasons why a redeployment of staff may be necessary. Quite often, Staff are redeployed due to redundancy, medical restrictions, personality conflicts or as a result of a harassment or bullying complaint. Any redeployment will be coordinated by the Human Resources Department with input from those department heads affected as well as the employee.

The redeployment process will start with a formal meeting, where the employee will be informed that they are being redeployed. The employee will be given an overview of their rights and responsibilities as well as any details about the suitable alternative position they're being assigned to. Any accommodation or individualized emergency plans will also be discussed at this meeting.

In cases where an immediate opening is not available the employee will maintain his or her position until such time as a suitable opening at a similar or lower grade is available.

When a vacancy exists those employees who are being redeployed will be given the opportunity to fill the vacancy before the position is posted internally or externally.

Redeployed employees will be given an eight (8) week trial period during which time Human Resources, the Manager/Supervisor and the employee will assess the redeployed employee's suitability for the position.

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Formats and Communications Supports	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop a policy to deal with how they will provide accessible formats and communications supports to employees through all stages of employment.

Purpose

The purpose of this business practice is to establish clearly defined requirements for the provision of accessible formats and communications supports to employees.

Business Practice

The employee's current Manager/Supervisor will ensure that the employee can access, in an accessible format, information that is needed in order to perform the employee's job and information that is generally available to employees in the workplace.

To ensure that accessible formats and communications supports are discussed with every employee the Manager/Supervisor will:

- Discuss the availability of print, digital, electronic, email, website, notice boards, bulletin boards and relate these to the appropriate department or designated person.
- Encourage all employees to seek supports should they require them.
- Determine what assistance the employee would like and the plan to provide it. Respect in individuals desire to be independent.
- Clarify responsibilities, work assignments, and revise job descriptions (as required).
- Ensure all employees familiarize themselves with the communications needs of employees with disabilities and understand the needs of those using adaptive technology.

Regardless of the alternative formats you are producing the process is simplified if it is considered and acted upon early.

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accommodations and Workplace Emergency Plans	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

Purpose

The purpose of this business practice is to establish clearly defined requirements for the provision of Individual Accommodation Plans for employees who require them.

Business Practice

Accommodation should be provided in a manner that most respects the dignity of the person.

To ensure that accommodation plans are developed for every employee who requires one the Manager/Supervisor will:

- Notify job applicants and the public about the TOWNSHIP OF MELANCTHON commitment to accommodate those with a disability, and shall advise those selected for an interview that accommodation is available upon request.
- Successful applicants and current employees will be notified of policies regarding accommodating employees with disabilities as soon as practicable.
- Employees who wish to raise a potential accommodation issue shall do so by submitting a written request to their immediate supervisor.
- The employee must participate in the assessment, determination and development of the accommodation and provide relevant medical information.
- The manager shall notify the employee in writing of the decision regarding the accommodation and provide a detailed explanation for such a decision.
- All personal medical information obtained through this process shall be kept confidential.
- Individualized workplace emergency response information will be provided to any employee who requires such information and, with the employees consent, to any other person designated to assist the employee with a disability in the event of an emergency.
- Individualized workplace emergency response plans shall be reviewed:
 - When the employee moves to a new location in the corporation
 - When the employee's accommodation needs are reviewed
 - Upon review of corporate emergency response policies
- Employees who are absent from work due to a disability shall participate in the development of their return-to-work plans which will include an individualized accommodation plan.



ACCESSIBILITY POLICIES

APPENDIX 006 TRANSPORTATION STANDARDS

All Policies are available in an alternate format, upon request.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Roads	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Transportation Statement	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Transportation policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this Statement is to create the framework within which accessible transportation will be managed by the TOWNSHIP OF MELANCTHON

Business Practice

The TOWNSHIP OF MELANCTHON (through its Accessibility Advisory Committee, if applicable) will consult with people with disabilities in the development, review and/or update of any public transportation plans

The TOWNSHIP OF MELANCTHON will comply with, and develop policies for, the following accessible transportation standards when offering any public transportation service:

- Accessible emergency and public safety information
- Training in the transportation sector
- Availability of information on accessibility equipment
- Fares, fees, parity and the treatment of support persons
- General responsibilities, pre-boarding and on-board announcements
- Service disruptions and delays
- Technical requirements
- Alternative accessible method of transportation
- Categories of eligibility and application process
- Coordinated service
- Hours of service, bookings and trip restrictions
- School transportation services and public service organizations
- Transition existing contracts and vehicles

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Duties of the TOWNSHIP OF MELANCTHON – Accessible Taxicabs	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Transportation policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this policy is to create the framework within which accessible taxicabs will be managed by the TOWNSHIP OF MELANCTHON pursuant to the requirements of sections the Integrated Accessibility Standard

Business Practice

The TOWNSHIP OF MELANCTHON (through its Accessibility Advisory Committee, if applicable) will consult with the public and people with disabilities to determine the proportion of on-demand accessible taxicabs required in the community.

The TOWNSHIP OF MELANCTHON will identify progress made toward meeting the need for an-demand accessible taxicabs, including any steps that will be taken to meet the need, in its multi-year accessibility plan.

The TOWNSHIP OF MELANCTHON will ensure that owners and operators of taxicabs are:

- a) Not charging higher fares or additional fees to a person with a disability
- b) Placing vehicle registration and identification information on the rear bumper
- c) Making available vehicle registration and identification information to people with disabilities in an accessible format.

The TOWNSHIP OF MELANCTHON will strive to eliminate a significant transportation barrier for the disabled by providing licenses to operators of wheelchair accessible on-demand metered taxicab service, 24/7, 365 days a year.

The TOWNSHIP OF MELANCTHON will consider the following issues:

Whether there are enough accessible taxicabs in its jurisdiction

If licensed taxicab companies are providing appropriate service for peak hours of operation and slow hours of operation and keeping a log of unfulfilled requests with a time of day and date.

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Duties of the TOWNSHIP OF MELANCTHON – Accessible Taxicabs	<i>Revision Date:</i>	<i>Approved by:</i>

If taxicab companies are identifying their accessible services properly and providing accessible information about those services

The TOWNSHIP OF MELANCTHON will review its Multi-Year Accessibility Plan regularly to ensure that accessible taxicab service keeps pace with population growth and new development in the area.

As part of the taxicab licensing process, TOWNSHIP OF MELANCTHON, will ensure that owners and operators of taxicabs are prohibited from:

- a) Charging a higher fare or an additional fee for persons with disabilities than persons without disabilities for the same trip
- b) Charging a fee for the storage and transportation of mobility aids or mobility assistive devices
- c) Refusing a service animal in a taxicab

The TOWNSHIP OF MELANCTHON will amend its By-laws to include the requirements to place taxi registration and identification on the vehicle bumper and to make the same information available in a format accessible to a person with disabilities

The TOWNSHIP OF MELANCTHON will have a procedure in place to deal with complaints. This procedure will include an immediate remedy from the owner/operator if the complaint is found to be valid.



ACCESSIBILITY POLICIES

APPENDIX 007 BUILT ENVIRONMENT STANDARDS

All Policies are available in an alternate format, upon request.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i>	<i>Date of Issue:</i>	<i>Business Practice #:</i>
Administration/Planning/Roads	Nov. 23, 2016	
<i>Subject:</i>	<i>Revision Date:</i>	<i>Approved by:</i>
Built Environment - Statement		

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Built Environment policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to express the TOWNSHIP OF MELANCTHON'S commitment to providing a framework within which the TOWNSHIP OF MELANCTHON will ensure improved accessibility with regard to the accessible built environment standard of the Integrated Regulation.

Business Practice

The TOWNSHIP OF MELANCTHON will incorporate accessibility into its public spaces that are newly constructed or redeveloped on and after January 1st, 2017.

The TOWNSHIP OF MELANCTHON will provide, within its contractual obligations and capabilities, restoration and maintenance of its public spaces by ensuring our multi-year plan includes procedures for preventative and emergency maintenance of accessible elements in its public spaces and procedures for dealing with temporary disruptions when accessible elements required under this section are not in working order.

The TOWNSHIP OF MELANCTHON will meet the design of public spaces standard when building or making significant alternations to public spaces. Public spaces include:

- a) Accessible off-street parking
- b) Accessible on-street parking
- c) Service related elements like service counters, fixed queuing lines and waiting areas
- d) Exterior paths of travel
- e) Outdoor play spaces
- f) Recreational trails/beach access routes

The TOWNSHIP OF MELANCTHON will ensure that it follows the existing requirements stated under the design of public spaces standard for public use areas such as recreational and beach access routes, eating areas, outdoor play spaces, exterior paths of travel and accessible parking.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Administration/Planning/Roads	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Built Environment - Statement	<i>Revision Date:</i>	<i>Approved by:</i>

The TOWNSHIP OF MELANCTHON will implement procedures for preventative and emergency maintenance of the accessible elements in public spaces and procedures for dealing with disruptions when accessible elements are not in working order.

The TOWNSHIP OF MELANCTHON will establish, implement, maintain and document a multi-year accessibility plan outlining our strategy to prevent and remove barriers and meet the requirements under design of public spaces standard.

The TOWNSHIP OF MELANCTHON will ensure that procedures are in place to prevent service disruptions to accessible parts of its public spaces. In the event of a service disruption, it will notify the public of the service disruption and available alternatives.

**CORPORATION OF THE TOWNSHIP OF
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<i>Department / Division:</i> Roads/Planning	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Built Environment – Recreational Trails and Beach Access Routes	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Built Environment policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON meets the technical requirements for recreational trails/beach access routes under the design of public spaces standard.

Business Practice

The TOWNSHIP OF MELANCTHON will ensure that new and redeveloped recreational trails meet the following technical requirements:

- A recreational trail must have a minimum clear width of 1000 mm
- A recreational trail must have a clear height that provides a minimum head room clearance of 2100 mm above the trail
- The surface of the recreational trail must be firm and stable
- Where a recreational trail has openings in its surface
 - The openings must not allow passage of an object that has a diameter of more than 20 mm
 - Any elongated openings must be oriented approximately perpendicular to the direction of travel
- Where the trail is constructed adjacent to water or a drop-off, a recreational trail must be provided with edge protection that meets the following requirements:
 - The edge protection must constitute an elevated barrier that runs along the edge of the recreational trail and must prevent users of the trail from slipping over the edge.
 - The top of the edge protection must be at least 50 mm above the trail surface
 - The edge protection must be designed so as not to impede the drainage of the trail surface
- However, where there is a protective barrier that runs along the edge of the recreational trail that is adjacent to water or drop-off, edge protection does not have to be provided
- The entrance to the trail must provide a clear opening of between 850 mm and 1000 mm, whether the entrance is a gate, bollard or other entrance design

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<i>Department / Division:</i> Roads/Planning	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Built Environment – Recreational Trails and Beach Access Routes	<i>Revision Date:</i>	<i>Approved by:</i>

A recreational trail must have at the start of the trail signage that provides the following information:

- The length of the trail
- The type of surface of which the trail is constructed
- The average and minimum trail width
- The average running slope and maximum cross slope
- The location of amenities, where provided
- The signage must have text that:
 - Is high colour-contrasted with its background in order to assist with visual recognition
 - Is written in solid, legible characters
 - Include characters that use a sans serif font
- Where other media is used to provide information about a recreational trail, such as websites or brochures, the media must provide the same information found in the signs as listed above

The TOWNSHIP OF MELANCTHON will consult with the public, persons with disabilities and its Accessibility Advisory Committee, where one has been established before they develop new or redevelop existing trails on the following:

- Accessible on-street parking
- The slope of the trail
- The need for and location of ramps on a trail
- The need for, location and design of:
 - Rest areas
 - Passing areas
 - Amenities on the trail
 - Other pertinent features

The TOWNSHIP OF MELANCTHON will ensure that the following requirements for beach access routes are adhered to:

- It must have a minimum clearance of 1000 mm
- It must have a clear height that provides a minimum head room clearance of 2100 mm above the beach access route
- The surface of the beach access route must be firm and stable
- Where the surface area of the beach access route is constructed, that is, where the surface is not natural; the surface area must meet the following requirements:
 - It must have a 1:2 bevel at changes in level between 6 mm and 13 mm
 - The maximum cross slope of the beach access route must be no more than 1:50

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<i>Department / Division:</i> Roads/Planning	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Built Environment – Recreational Trails and Beach Access Routes	<i>Revision Date:</i>	<i>Approved by:</i>

- It must have a minimum running slope of between 1:10 and 1:12 at changes in level between 14 mm and 200 mm
- It must have a ramp that meets the requirements for ramps where there are changes in level greater than 200 mm.
- Any openings in the surface of the beach access route must not allow passage of an object that has a diameter of more than 20 mm
- Any elongated openings must be oriented approximately perpendicular to the direction of travel
- The maximum cross slope of the beach access route where the surface is not constructed must be the minimum slope required for drainage
- The maximum running slope of the beach access route is 1:10
- The entrance to the beach access route must have a minimum clear opening of 1000 mm

The TOWNSHIP OF MELANCTHON will ensure that new and redeveloped recreational trails and beach access routes meet the following technical requirements in respect of boardwalks and ramps.

Boardwalks

- The boardwalk must have a minimum clear width of 1000 mm
- The boardwalk must have a minimum headroom clearance of 2100 mm
- The boardwalk must be made of firm and stable surface material
- The boardwalk must not have any openings in the surface that allow the passage of an object with a diameter of more than 20 mm
- The boardwalk must include edge protection that is at least 50 mm in height.
- If the boardwalk has a running slope that is steeper than 1:20, the running slope must meet the requirements for ramps

Ramps

- Ramps must have a minimum clear width of 900 mm
- Ramps must have a minimum headroom clearance of 2100 mm
- Ramps must be made of a firm and stable surface material
- Ramps must have a maximum running slope of no more than 1:10
- Ramps must not have any openings in the surface that allow the passage of an object with a diameter of more than 20 mm
- Ramps must be equipped with handrails on both sides of the ramp and the handrails must:
 - Be continuously graspable along their entire length and have circular cross-section with an outside diameter not less than 300 mm and not more than 40 mm.

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<i>Department / Division:</i>	<i>Date of Issue:</i>	<i>Business Practice #:</i>
Roads/Planning	Nov. 23, 2016	
<i>Subject:</i>	<i>Revision Date:</i>	<i>Approved by:</i>
Built Environment – Recreational Trails and Beach Access Routes		

- Be not less than 865 mm and not more than 965 mm high, measured vertically for the surface of the ramp.
 - Terminate in a manner that will not obstruct pedestrian travel or create a hazard
 - Extend horizontally not less than 300 mm beyond the top and bottom of the ramp
 - Be provided with a clearance of not less than 50 mm between the handrail and any wall to which it is attached.
- Where ramps are more than 2200 mm in width, one or more intermediate handrails which are continuous in length between landings shall be provided and located so that there is no more than 1650 mm between handrails.
- Ramps must also have a wall or guard on both sides and where a guard is provided it must:
 - Be not less than 1070 mm measured vertically to the top of the guard from the ramp surface
 - Be designed so that no member, attachment or opening located between 140 mm and 900 mm above the ramp surface being protected by the guard will facilitate climbing
- Ramps must have edge protection that is provided, with a curb at least 50 mm high on any side of the ramp where no solid enclosure or solid guard is provided, or with railings or other barriers that extend to within 50 mm of the finished ramp surface
- Ramps must be provided with landings that meet the following requirements:
 - Landings must be provided at the top and bottom of the ramp, where there is an abrupt change in the direction of the ramp, and at horizontal intervals not greater than 9 metres apart
 - Landings must be a minimum of 1670 mm by 1670 mm at the top and bottom of the ramp and where there is an abrupt change in direction of the ramp
 - Landings must be a minimum of 1670 mm in length and at least the same width of the ramp for an in-line ramp
 - Landings must have a cross slope that is not steeper than 1:50

Heritage

Where the TOWNSHIP OF MELANCTHON can demonstrate that cultural heritage, natural heritage, national historic interest or ecological integrity would be negatively impacted by applying requirements of the standard to a recreational trail or beach access route, exceptions may be granted. Exceptions may also be permitted where existing physical or site constraints do not allow for modifications or additions.

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<i>Department / Division:</i>	<i>Date of Issue:</i>	<i>Business Practice #:</i>
Administration	Nov. 23, 2016	
<i>Subject:</i>	<i>Revision Date:</i>	<i>Approved by:</i>
Built Environment – Public Use Eating and Outdoor Play Spaces		

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Built Environment policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON meets the legislated requirements for accessible outdoor public-use eating and outdoor play spaces under the design of public spaces standard.

Business Practice

Accessible outdoor public use eating spaces

The TOWNSHIP OF MELANCTHON is committed to complying with the minimum technical requirements when constructing new or redeveloped outdoor eating areas.

A minimum of 20% of the tables provided must be accessible to people using mobility aids by having knee and toe clearance underneath the table.

In no circumstance will there be less than one table in an outdoor public-use eating area that meets the above requirement.

The ground surface leading to and under tables that are accessible to people using mobility aids must be level, firm and stable.

Tables that are accessible to people using mobility aids must have clear ground space around them that allows for a forward approach to the tables.

Accessible outdoor play spaces

The accessibility requirements to outdoor play spaces apply to areas that may contain play equipment such as swings, or features such as logs, rocks, sand or water where the equipment or features are designed to provide play opportunities and experiences for children and caregivers.

The TOWNSHIP OF MELANCTHON will incorporate accessibility features for children and caregivers with various physical and developmental disabilities into the design of outdoor play spaces when developing new or redeveloping existing play spaces.

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Administration	Nov. 23, 2016	
<i>Subject:</i>	<i>Revision Date:</i>	<i>Approved by:</i>
Built Environment – Public Use Eating and Outdoor Play Spaces		

The TOWNSHIP OF MELANCTHON will ensure that outdoor play spaces have a firm and stable ground surface to absorb the shock of a fall.

The TOWNSHIP OF MELANCTHON will ensure that outdoor play spaces have sufficient clearance to allow children and caregivers with various physical and developmental disabilities to move through, in and around the outdoor play space.

The MUNICIPLAITY must consult with the public and people with physical and developmental disabilities to help to incorporate accessibility for children and caregivers with various physical and developmental disabilities into play spaces.

The TOWNSHIP OF MELANCTHON must consult with their accessibility advisory committee, where one has been established.

**CORPORATION OF THE TOWNSHIP OF
MELANCTHON**

<i>Department / Division:</i> Roads	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Built Environment – Exterior paths of travel	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Built Environment policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON meets the legislated requirements for exterior paths of travel under the design of public spaces standard.

Business Practice

Sidewalks and walkways

Requirement for sidewalks and walkways include the following:

Firm, stable and slip resistant surfaces

Clear width will be a minimum of 1500 mm but can be reduced to 1200 mm at the top of a curb ramp

Where head room clearance is less than 2100, a cane detectable guard or other barrier will be provided to define where the clear height has been reduced

Surface openings, including horizontal openings, in a ramp or its landings must not allow passage of an object more than 20 mm in diameter and any elongated openings must be oriented perpendicular to the direction of travel.

Running slopes can be no steeper than 1:20 (5 percent). However, sidewalks beside roadways can be steeper than 1:20 but must not be steeper than the slope of the adjacent roadway

Cross slopes can be no steeper than 1:20 (5 percent) for hard surfaces or 1:10 (10 percent) in all other cases

Criteria for changes in level (slope requirements) along sidewalks and walkways include:

For a height of 1-5 mm, no bevel is required

For a height of 6-13 mm, the slope must be beveled with a maximum ratio of 1:2 (50 percent)

For a height of 14-74 mm, the slope must be a running slope not steeper than 1:8 (12.5 percent) or a curb ramp must be provided

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For a height of 75-200 mm, the slope must be a running slope not steeper than 1:10 (10 percent) or a curb ramp must be provided

For a height over 200 mm, a ramp will be provided

Ramps

Where steps cannot be avoided or slopes cannot be made less steep, ramps will be added to improve access for people using mobility aids or pushing delivery carts or strollers. Elements such as the steepness of the ramp, space for turning at landings, and handrail design are important features in a ramp's safety and function.

Requirements for ramps include the following:

- Ramps must have a minimum clear width of 900 mm
- Ramps must have a minimum headroom clearance of 2100 mm
- Ramps must be made of a firm and stable surface material
- Ramps must have a maximum running slope of no more than 1:15
- Ramps must not have any openings in the surface that allow the passage of an object with a diameter of more than 20 mm
- Ramps must be equipped with handrails on both sides of the ramp and the handrails must:
 - Be continuously graspable along their entire length and have circular cross-section with an outside diameter not less than 300 mm and not more than 40 mm.
 - Be not less than 865 mm and not more than 965 mm high, measured vertically for the surface of the ramp.
 - Terminate in a manner that will not obstruct pedestrian travel or create a hazard
 - Extend horizontally not less than 300 mm beyond the top and bottom of the ramp
 - Be provided with a clearance of not less than 50 mm between the handrail and any wall to which it is attached.
- Where ramps are more than 2200 mm in width, one or more intermediate handrails which are continuous in length between landings shall be provided and located so that there is no more than 1650 mm between handrails.
- Ramps must also have a wall or guard on both sides and where a guard is provided it must:
 - Be not less than 1070 mm measured vertically to the top of the guard from the ramp surface
 - Be designed so that no member, attachment or opening located between 140 mm and 900 mm above the ramp surface being protected by the guard will facilitate climbing

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- Ramps must have edge protection that is provided, with a curb at least 50 mm high on any side of the ramp where no solid enclosure or solid guard is provided, or with railings or other barriers that extend to within 50 mm of the finished ramp surface
- Ramps must be provided with landings that meet the following requirements:
 - Landings must be provided at the top and bottom of the ramp, where there is an abrupt change in the direction of the ramp, and at horizontal intervals not greater than 9 metres apart
 - Landings must be a minimum of 1670 mm by 1670 mm at the top and bottom of the ramp and where there is an abrupt change in direction of the ramp
 - Landings must be a minimum of 1670 mm in length and at least the same width of the ramp for an in-line ramp
 - Landings must have a cross slope that is not steeper than 1:50

Stairs

Requirement for the design of stairs are as follows:

- Surface of treads must be slip resistant
- Rise and run must be uniform in any one flight
- Rise dimensions (between successive treads) must be between 125-180 mm
- Riser configuration must have closed risers
- Run dimensions (between successive steps) must be between 280-355 mm.
- Nosing projection must:
 - Be a maximum 38 mm, with no abrupt undersides
 - Have high tonal contrast markings that extend the full tread-width of each step
- Handrails will be provided on both sides of the stairs and must
 - Be continuously graspable along the entire length
 - Be not less than 865 mm and not more than 965 mm high, measured vertically for the surface of the ramp.
 - Terminate in a manner that will not obstruct pedestrian travel or create a hazard
 - Extend horizontally not less than 300 mm beyond the top and bottom of the ramp
 - Be provided with a clearance of not less than 50 mm between the handrail and any wall to which it is attached.
 - Withstand the loading values obtained from the non-concurrent application of a concentrated load not less than 0.9 kN applied at any point and in any direction and a uniform load not less than 0.7 kN/metre applied in any direction to the handrail

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- Have intermediate handrails provided where stairs are more than 2,200 mm wide. These handrails must be continuous between landings, located so that there is no more than 1650 mm between handrails and meet the requirements for handrails listed above.
- Tactile walking surface indicators (TWSIs) must be provided at the top of all flights of stairs, as follows:
 - Size: TWSIs must be at least 610 mm in depth and extend the full width of the stair, starting one tread depth from the leading edge of the top step
 - Profile: TWSIs must have their tactile elements raised above the adjacent ground surface
 - Tonal contrast: High tonal contrast must be used to differentiate the TWSIs from the adjacent ground surface
- Guards must be provided on each side of a stairway where the difference in elevation between ground level and the top of the stair is more than 600 mm. Guards are not required where there is an adjacent wall or other barrier on that side.
 - Height: Maximum 920 mm, measured vertically to the top of the guard from a line drawn through the outside edges of the stair nosings. Guards should be minimum 1,070 mm around landings.

Rest areas

The TOWNSHIP OF MELANCTHON will consult with the public, people with disabilities and the accessibility advisory committee (where one exists). These consultations must address not only where rest areas are to be provided along paths of travel, but also how the rest areas will be designed.

Curb ramps

Requirements for the design of curb ramps are as follows:

- Clear width: Minimum 1200 mm (exclusive of any flared sides)
- Running Slope:
 - Elevation change less than 75 mm, no steeper than 1:8
 - Elevation change 75 mm-200 mm, no steeper than 1:10
- Direction: Curb ramps along an exterior path of travel must align with the direction of travel
- Cross slope: Not steeper than 1:50
- Flared side slope: not steeper than 1:10
- Tactile walking surface indicators (TWSIs) must be provided as follows:
 - Location: Provide TWSIs at the bottom end of curb ramps used for pedestrian crossings

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- Size: TWSIs must be at least 610 mm in depth
- Extend the full width of the curb ramp, set back 150 mm – 200 mm from the curb edge
- Profile: TWSIs must have their tactile elements raised above the adjacent ground surface
- Tonal contrast: High tonal contrast must be used to differentiate the TWSIs from the adjacent ground surface

Depressed curbs

Requirements for depressed curbs are as follows:

- Running slope: No steeper than 1:20
- Alignment: Align with the direction of travel
- Tactile walking surface indicators (TWSIs):
 - Location: Provide TWSIs at the bottom end of depressed curbs that are flush with the roadway at pedestrian crossings
 - Size: TWSIs must be at least 610 mm in depth
 - Set back: 150 mm – 200 mm from the curb edge
 - Profile: TWSIs must have their tactile elements raised above the adjacent ground surface
 - Tonal contrast: High tonal contrast must be used to differentiate the TWSIs from the adjacent ground surface

Pedestrian signals

Requirements for the design of pedestrian signals are as follows:

- Audible tones: The locator tones must be distinct for the walk indicator tone
- Location: Must be installed with 1500 mm of the edge of the curb
- Distance between pedestrian signal controls: Where two pedestrian signal controls are installed on the same corner, they must be located a minimum of 3000 mm apart
- Exception: Where a 3000 mm separation cannot be met due to site constraints or existing infrastructure, the two accessible pedestrian signal assemblies can be installed on a single post. Where this occurs, a verbal announcement must clearly state which crossing is active
- Mounting height: The activation button of the accessible pedestrian signal control must be a maximum 1100 above the ground
- Tactile arrows: Accessible pedestrian signal control must include tactile arrow symbols aligned with the direction of crossing

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- Both manual and automatic activation features must be included
- Walk indicators must be provided both audibly and through vibro-tactile indicators

Heritage

Where the TOWNSHIP OF MELANCTHON can demonstrate that cultural heritage, natural heritage, national historic interest or ecological integrity would be negatively impacted by applying requirements of the standard, exceptions may be granted. Exceptions may also be permitted where existing physical or site constraints do not allow for modifications or additions.

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<i>Department / Division:</i> Roads/Planning	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Built Environment – Accessible on- and off-street parking	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Built Environment policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON meets the legislated requirements for accessible on- and off-street parking under the design of public spaces standard.

Business Practice

The TOWNSHIP OF MELANCTHON will ensure that one parking space meets the requirements of a Type A parking space, in new or redeveloped lots with 12 parking spaces or fewer

The TOWNSHIP OF MELANCTHON will ensure that one (1) parking space meets the requirements of a Type A parking space and three (3) parking space meets the requirements of a Type B parking space, in new or redeveloped lots with 1-100 parking spaces

The TOWNSHIP OF MELANCTHON will ensure that three percent (3%) plus one (1) parking spaces meet the requirements of an accessible parking space with no fewer than half meeting the requirements of a Type A accessible parking space and the remainder a Type B accessible parking space, in new or redeveloped lots with 101-200 parking spaces. In situations where an odd number of accessible parking spaces exists the one remaining space may be a Type B parking space.

The TOWNSHIP OF MELANCTHON will ensure that two percent (2%) plus two (2) parking spaces meet the requirements of an accessible parking space with no fewer than half meeting the requirements of a Type A accessible parking space and the remainder a Type B accessible parking space, in new or redeveloped lots with 201-1000 parking spaces. In situations where an odd number of accessible parking spaces exists the one remaining space may be a Type B parking space.

The TOWNSHIP OF MELANCTHON will ensure that one percent (1%) plus eleven (11) parking spaces meet the requirements of an accessible parking space with no fewer than half meeting the requirements of a Type A accessible parking space and the remainder a Type B accessible parking space, in new or redeveloped lots with more than 1000 parking spaces. In situations where an odd number of accessible parking spaces exists the one remaining space may be a Type B parking space.

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The TOWNSHIP OF MELANCTHON will ensure that Type A parking spaces are a minimum of 3400 mm wide and that signage identifies the space as “van accessible” (see Figure 1)

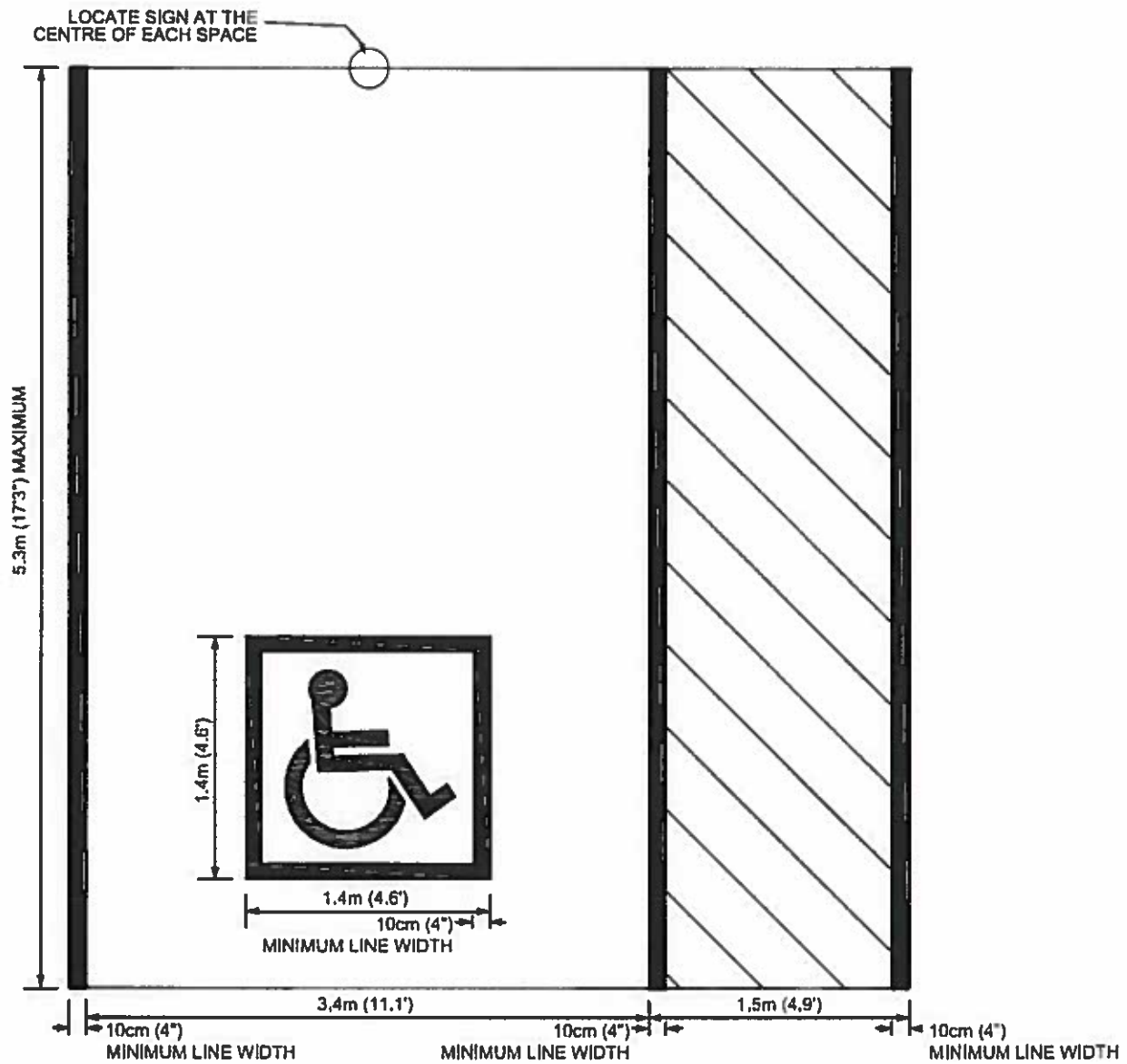
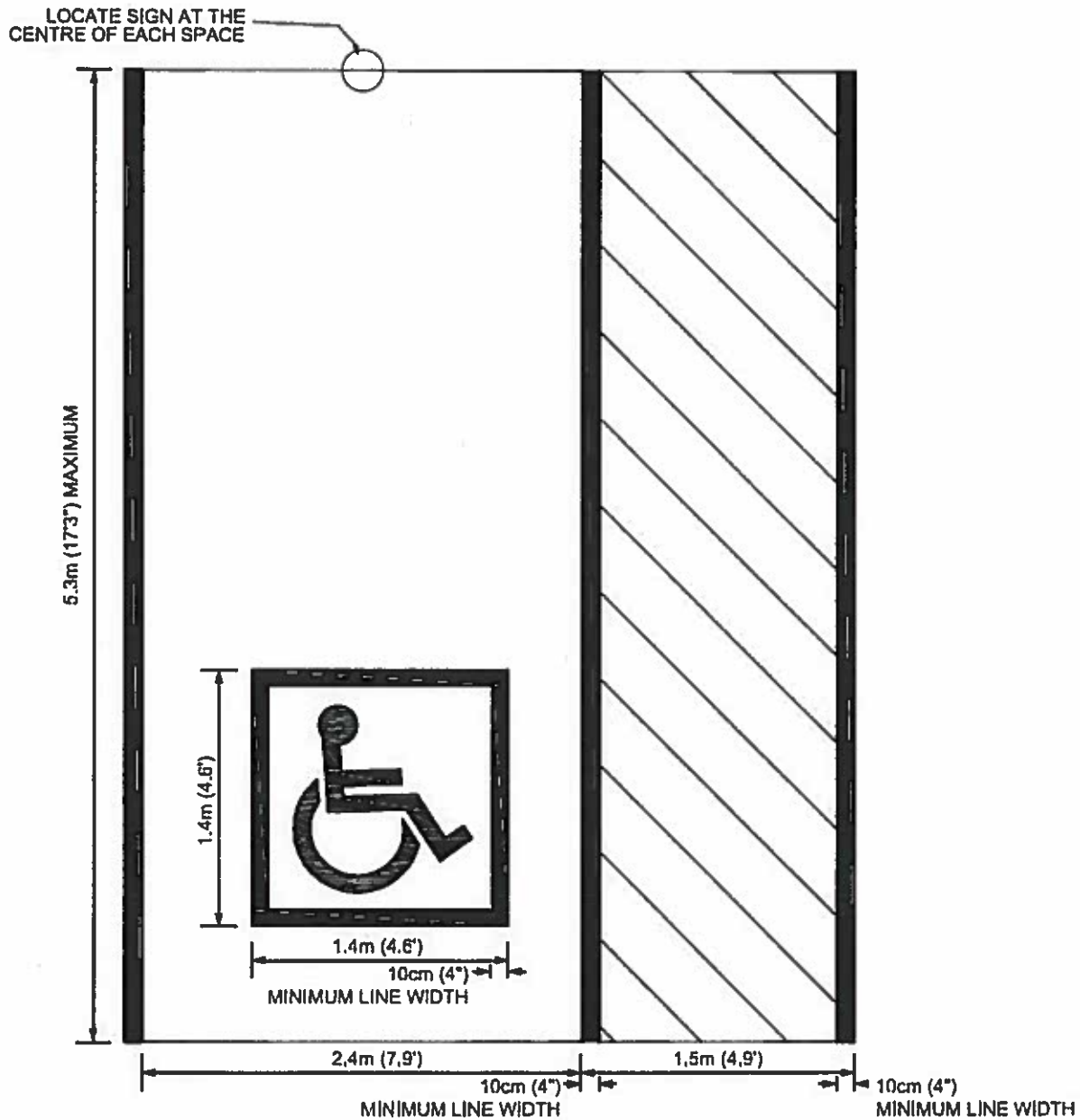


Figure 1- Type A Accessible Parking Space

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The TOWNSHIP OF MELANCTHON will ensure that Type B parking spaces are a minimum of 2400 mm wide and that signage identifies the space as "accessible" (see Figure 2)



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Access aisles will have a minimum width of 1500 mm and extend the full length of the parking space. They will also be marked with high tonal contrast diagonal lines, which discourage parking in them, where the surface is asphalt, concrete or some other hard surface

Accessible parking will be identified with the proper signage under section 11 of Regulation 581 (Accessible Parking for Persons with Disabilities) under the HIGHWAY TRAFFIC ACT and the design of public spaces standard

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Built Environment – Accessible service related elements	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Built Environment policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON meets the legislated requirements for accessible service related elements under the design of public spaces standard.

Business Practice

The TOWNSHIP OF MELANCTHON will ensure that when constructing new or making significant alterations to existing service counters that one service counter will be able to accommodate a mobility aid and be identified with proper signage

The countertop height will be usable by a person seated in a mobility aid, have sufficient knee clearance to accommodate a forward approach and floor space in front of the counter will be sufficiently clear to accommodate a mobility aid

If there is one queuing line for service counters each service counter will be made accessible

If there are different types of service counters, each with its own queuing line (payments, information, etc.) the TOWNSHIP OF MELANCTHON will ensure that each type has at least one accessible service counter

When building new or making major changes to existing fixed queuing guides, the TOWNSHIP OF MELANCTHON will ensure that the queuing area is wide enough for people using mobility aids and mobility assistive devices (such as canes, crutches and walkers), to move through the line. When the line changes direction the fixed queuing guides will be detectable

When building new or making major changes to our existing waiting areas that have seating fixed to the floor, the TOWNSHIP OF MELANCTHON will ensure that at least three percent (3%) of the new seating is accessible, and no fewer than one (1) seating space is accessible.

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<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Built Environment – Maintenance of public spaces	<i>Revision Date:</i>	<i>Approved by:</i>

Background

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Built Environment policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

Purpose

The purpose of this business practice is to ensure that the TOWNSHIP OF MELANCTHON meets the legislated requirements for maintenance of public spaces under the design of public spaces standard.

Business Practice

The TOWNSHIP OF MELANCTHON will ensure that its multi-year accessibility plan includes procedures for preventative and emergency maintenance of accessible elements in public spaces, as well as procedures for dealing with temporary disruptions when accessible elements required under the design of public spaces standard are not in working order

The TOWNSHIP OF MELANCTHON will put procedures in place to prevent service disruptions to the accessible parts of its public spaces

To the greatest extent possible, any disruption of accessible parts of its public spaces for maintenance or service will be confined to non-business hours

In the event of a service disruption during business hours, the TOWNSHIP OF MELANCTHON will notify the public as soon as reasonably possible of the service disruption and available alternatives

In the case of a planned disruption, the TOWNSHIP OF MELANCTHON will post signage on-site at least two (2) days prior to the disruption. It will also post a notice on the accessibility section of its website. The TOWNSHIP OF MELANCTHON will also provide notification by other means deemed appropriate to the disruption (print or radio ads, social media, press release, etc.)

Persons who have appointments at any location operated by the TOWNSHIP OF MELANCTHON will be notified by telephone of a cancellation or alternatives available prior to the disruption and the estimated time of restoration