



# TOWNSHIP OF MELANCTHON

## INAUGURAL MEETING AGENDA

Thursday, December 6, 2018 - 9:00 a.m.

1. Meeting to be called to Order by the CAO/Clerk
2. Declaration of Office - Elected Officials
3. Minister's Inaugural Speech - Rev. Johanna Vanderspek
4. Mayor's Inaugural Speech
5. BREAK
6. Opening of Regular Meeting - Mayor to call the meeting to Order
7. Announcements
8. Additions/Deletions/Approval of Agenda
9. Declaration of Pecuniary Interest and the General Nature Thereof
10. Acceptance of Draft Minutes - November 15, 2018 and Special Meeting November 21, 2018
11. Business Arising from Minutes
12. Point of Privilege or Personal Privilege
13. Public Question Period (Please visit our website under Agendas and Minutes for information on Public Question Period)
14. **Public Works**
  1. Accounts
  2. Other
15. **Planning**
  1. Applications to Permit
  2. Other
16. **Police Services Board**
17. Correspondence

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

1. Horning's Mills Park Board - October 4, 2017
2. Horning's Mills Park Board - March 21, 2017
3. Horning's Mills Park Board - April 17, 2018
4. Horning's Mills Park Board - Sept 13, 2018
5. Shelburne Public Library Board Meeting - Tuesday October 16, 2018

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

1. North Dufferin Community Centre Board of Management Motion for Community Board Members
2. Dufferin County Council invitation to attend The Inaugural Session of County Council
3. AMO Policy Update - Provincial Government Releases Fall Economic Statement
4. AMO Policy Update - Cannabis Retail Regulations Released
5. Minister Of Finance letter regarding The Ontario Cannabis Legalization Implementation Fund

6. AMO Communication - Cannabis Implementation Information to Help Prepare Council Reports
7. Email from Town of Kearney - Council Resolution re: Voters List for Municipal Elections
8. Upper Grand District School Board Letter re: Comments on Cannabis Legalization and Retail Cannabis Sales

**\* Items for Council Action**

1. R.J Burnside Letter re: McCue Drainage Works - Trapping and Beaver Dam Removal

**18. General Business**

1. Accounts
2. Notice of Intent to Pass By-laws
  1. Tile Drainage Debenture Loan - Srirajah Nadarajah (2170320 Ont Inc)
  2. By-law to provide remuneration, allowances and expenses for Members of Council
  3. By-law to appoint officials from December 6, 2018 to December 4, 2019
  4. By-law to Constitute and Appoint a Committee of Adjustment
  5. By-law to appoint a Board of Management for the Horning's Mills Community Hall
  6. By-law to appoint a Board of Management for the Horning's Mills Community Park
  7. By-law to appoint a Board of Management for the Horning's Mills Cemetery
  8. By-law to appoint a Board of Management for the Corbetton Community Park
  9. By-law to appoint a Board of Management for St. Paul's Cemetery
  10. By-law to Designate a Head of the Municipal Corporation for the purposes of the Municipal Freedom of Information and Protection of Privacy Act
  11. By-law to provide for maintenance and repair to the Coutts Drainage Works
3. Motion to appointment Council member to The Nottawasaga Valley Conservation Authority Board of Directors
4. Motion to appoint a Council Member as the Alternate County Council Member
5. Motion for Council to appoint a Public member to Melancthon Township Police Services Board
6. Motion for Council to appoint Council members to the Human Resources Sub-Committee
7. Motion for Council to appoint a Council member as the Chair of the Committee of the Whole
8. Motion for Council to appoint Public members to the Property Standards By-law Appeal Committee
9. Motion to transfer \$60,000 from the Gas Tax Reserve Account to the General Account, re: 2<sup>nd</sup> Line SW Resurfacing, as per the 2018 Budget.
10. New/Other Business/Additions

**19. Delegations**

1. 11:00 a.m. - Arunas Kalinauskas and Chris Knechtel, R.J. Burnside and Associates - New Council Infrastructure Workshop

**20. Closed Session**

1. Acceptance of Draft Minutes - November 15, 2018
2. Personal matters about an identifiable individual, including municipal or local board employees - Review applications received for the public member positions on the various local boards and committees
3. Rise with Report

**21. Third Reading of By-laws**

**22. Notice of Motion**

**23. Confirmation By-law**

**24. Adjournment and Date of Next Meeting - Thursday, December 20, 2018 - 5:00 p.m.**

**25. On Sites**

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

**APPLICATIONS TO PERMIT FOR APPROVAL**  
**Dec 6, 2018 COUNCIL MEETING**

<b>PROPERTY OWNER</b>	<b>PROPERTY DESCRIPTION</b>	<b>TYPE OF STRUCTURE</b>	<b>DOLLAR VALUE</b>	<b>D.C.'s</b>	<b>COMMENTS</b>
Donald Horst	076045 7th Line SW Pt Lots 5 & 6 Concession 6 SW	Addition including wood shed	\$40,000	NO	

PLAN # 1

DEC 06 2018

Hornings Mills Park Board

October 4, 2017

6 p.m.

Hornings Mills Park

Chair Webster called the meeting to order at 6:05 p.m. with all members present except Cory Boyd. We amended agenda item 5 Approval of Draft minutes to read Mar.21/17. The agenda was approved with a motion moved by Nancy and seconded by Jason. The minutes of the March 21/17 meeting were approved with a motion by Nancy and seconded by Janice. The committee discussed soccer pitches as business arising from the minutes and it was decided that if they were to be a park feature that they should be regulation size to allow possible league use. The first item under general business was the development of walking trails in Hornings Mills-Melancthon councillor Wayne Hannon proposed this as being a park board initiative with council support. We decided that the first step would be to obtain a current map of streets and municipal owned right of ways etc. Councillor Hannon would speak with Southgate (they have some trails in Memorial Park and through Dundalk) to acquire costing estimates for possible budget submission. The committee reviewed the success of the 2017 June fireworks celebration and plans are for a larger celebration for 2018 as this will be the townships 165<sup>th</sup> anniversary. The date will be June 23<sup>rd</sup>. We discussed use of the diamond for 2017 and it was agreed that it needed to increase a little to aid in upkeep costs. It is currently at 10.00/use. The committee is very please with the grass cutting and maintenance by the Township works staff. There have been comments from community members also. It was agreed to send the staff a thankyou and ask that they continue the great job in 2018. The horticultural society will be planting 4 maples this fall and installing a commemorative plaque in honour of former member Marlene Heath. We discussed our wish list for 2018 and identified them as follows:

Soccer pitch (Nancy to look into grants for this)

Improvements to diamond


Picnic tables

Walking trail (park portion)

The financial report was presented with a balance of 4979.61 and 200.00 to come for baseball rentals.

A motion was passed to remove a pine tree interfering with the ball diamond.

The meeting adjourned at 6:45 p.m with a motion by Jason and seconded by Nancy to meet again at the call of the chair.



Chair James Webster

BS/kamm #1

DEC 06 2018

Hornings Mills Park Board

Tuesday March 21/17

6 p.m.

Past Chair James Webster called the meeting to order. All members were present and the board passed a motion moved by Nancy, seconded by Janice to accept Jason Reiner and Corry Boyd as new members on the park board to fill the 2 vacancies. The election of officers followed resulting in James Webster filling the chair position, Nancy Malek as vice chair, Corry Boyd as treasurer and Janice Elliott as secretary. A motion moved by Janice, seconded by Nancy approved the agenda with an addition of "street cleanup in Horning's Mills."

There were no minutes from the previous years meetings but the previous secretary stated they would be available for our next meeting. There was no financial update right now.

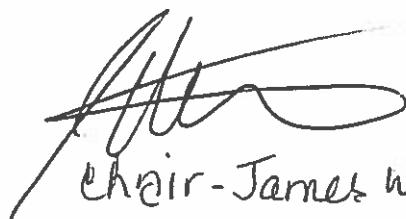
The general business consisted of the Melancthon/Canada 150 Fireworks celebration for this upcoming June. The chair advised of an email from Shelburne and District Fire Department stating that they would be in attendance to provide fire safety and prevention education as well as covering the event. It was also suggested that we have them raise the flag on their ladder for the 150 celebrations. It was agreed that the event would begin at 5 p.m. We were receiving a grant from the city of 2000.00 and earmarked 1200.00 for fireworks. Nancy would use her talents to create 1000.00 flyers-James to arrange for music/rent the BBQ/ and consider a popcorn machine, ice cream and bouncy castle. There would be face painting and various children's events ongoing during the dinner and pre-show time. Board members would assist Jason in making hamburgers a day or two before the event and he and James would finalize the menu and pricing closer to the event also. Janice would obtain a float for cashiering. The 2 council members on the board would speak with the Mayor/Warden re: opening the event. A rain date was agreed on for the Sunday if need be.

The chair updated members on the ball diamond rentals for 2017 which consists of 1 group x 15 times.

The board discussed their wish list for 2017 and some ideas are 1) soccer pitch and 2) 2 picnic tables. The pricing on the table is approx., 350.00 each and we need to obtain pricing for the soccer pitch.

We received a request from the horticultural society regarding a memorial in the park for past member Marlene Heath and we agreed that chair Webster could arrange what and where with the Horticultural Society, but it was mentioned that they would possibly like to plant a tree in the spring.

A motion moved by Nancy and seconded by Jason that we adjourn at 6:50 to meet again at the call of the chair.

  
Chair - James Webster

BD/comm #2  
DEC 06 2018

Hornings Mills Park Board  
April 17/2018  
@ Hornings Mills Hall

Chair James Webster  
Janice Elliott  
Corrie Boyd  
Jason Reimer were in attendance  
Nanci Malek was absent

The meeting was opened at 6 p.m. by chair Webster We discussed the trails system proposed at the Oct. 4/17 meeting and decided to inquire about having the township works staff do a walking track on the perimeter of the park. The board discussed the ball diamond rates for 2018 and following a motion by Elliott and seconded by Reimer, we raised the rate to \$15.00.

The board discussed and confirmed the menu for the 165th birthday celebration on June 23 re. The fireworks are spoken for, the food will be purchased and cooked collaboratively by James and Jason. James will arrange for a bbq for the day of the event. Nanci is looking after entertainment. Jocelyn has designed the posters and Corry will assist in distributing. Janice will look after port a potty and the cash float.

The board also discussed asking for additional monies from the township and a motion was moved by Elliott and seconded by Webster that we request 1500.00 to aid in covering cost of additional fireworks for the birthday celebration.

An informal discussion then took place regarding the wish list for the park. We decided a soccer pitch was realistic as well as upgrades to the ball diamond to bring it to regulation calibre and picnic tables. We adjourned to meet again at the call of the chair



Board Chair

Hornings Mills Park Board  
Sept.13/18  
HM Park

Chair Webster called the meeting to order with members Elliott, Boyd and Webster present. a motion was moved by Boyd and seconded by Elliott to approve the agenda. A motion was moved by Elliott and seconded by Boyd to approve the minutes of the April 17 meeting. Business arising from the minutes included a question re: update on the pricing for the soccer pitches but no update due to absence of member Malek. The chair updated on the proceeds of the fireworks being 931.15 and gave the financial report for Aug. 31/18 of 5345.29 In general business members discussed the desire to upgrade the ball diamond and the bleachers. The bleachers should be inspected again in the spring. member Elliott to inquire with CAO re: possible grants for bleachers or other recreation initiatives. Member Boyd suggested a rink on the diamond surface and she will bring further information on this initiative. Following this discussion, a motion was moved by Elliott and seconded by Boyd  
“ the Hornings Mills Park Board would like to ask for the townships assistance for manpower and equipment to install a mulch or stone dust walking track around th he perimeter of the park & to install the soccer pitches & also to remove the tree obstructing 1st base before the 2019 season.” Passed  
The meeting adjourned at 6:52 to meet again at the call of the chair or on formation of a new board following the 2018 municipal election.

BD/comm # 4  
DEC 0 6 2018

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, October 16, 2018*

**Present:** Geoff Dunlop      Larry Haskell      Erika Ulch  
Paul Barclay      Gail Little      Earl Hawkins

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

**Regrets:** Dave Besley, Sharon Martin

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The chair, Geoff Dunlop, called the meeting to order at 7:00 P.M.

**Motion 35 -18      P. Barclay, G. Little**

Be it resolved that we approve the agenda of the board meeting dated October 16, 2018.

**Carried**

**Motion 36 -18      P. Barclay, G. Little**

Be it resolved that we approve the minutes of the board meeting dated September 18, 2018.

**Carried**

**Financial Reports:**

**Motion 37 -18      E. Ulch, G. Little**

Be it resolved that we approve the Accounts Payable Register for September, 2018 with invoices and payments in the amount of \$32,977.39.

**Carried**

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

- **Statistics**

We included statistics for the month of September, 2018. As usual in September the statistics are lower than for the months of July and August when the TD Summer Reading program is active. However, there is still a significant increase over September, 2017.

- **Library Literary Events**

We have three upcoming Library Literary Events, which are:

- Robert Burcher, Amateur Archaeologist, on Sunday, October 21, 2018
- David T. Chapman, Storm Chaser, on Sunday, November 18, 2018
- Dan Needles, Story Teller Extraordinaire, on Sunday, December 9, 2018

- **Community Projects**

Poppies. Garden of Remembrances 2018. We have almost 1,000 of our poppies knitted and crocheted with more than 75 community members involved. We are still in the process of getting the boxes and the sticks painted and we have a number of volunteers sewing the poppies onto the sticks. We are excited to bring this all together for Remembrance Day, November 11, 2018.



- **Coffee, Conversation & Books**

The next Coffee, Conversation & Books will be held tomorrow, Oct. 17/18, with Martin Kouprie, at Brewed Awakenings, in Grand Valley. These events have been terrific and have been well attended by our community.

- **One Book One County**

The book for this program is *Hum If You Don't Know the Words*, by Bianca Marais. The second event was held on September 20, 2018. It was also sold out.

- **Silent Auction—Saturday, November 24, 2018**

Our Silent Auction will be held on Saturday, November 24, 2018. This is our main fund raiser of the year and we always look forward to receiving donations. Many times we have unique and special items.

- **Report on Public Library Week Launch**

Rose reported that The Launch was held at Orangeville Public Library on Friday, October 12<sup>th</sup> with MPP Sylvia Jones in attendance. We had previously been contacted by the Ministry as to our availability and interest in having the Launch in our Library. We were delighted to have been asked and responded in the affirmative. Regrettably, we were informed that a scheduling issue made it necessary to hold the event in Orangeville instead.

**Correspondence:** none

**Business:**

- **Budget**

The first draft of the new budget was presented to the board. The Board wished to speak to the Treasurer at the next meeting for some clarification, but if Gord is away, he could attend the December 18, 2018, meeting.

- **In Camera session—if necessary**

Not necessary.

**Motion 38 - 18            P. Barclay, L. Haskell**

That we now adjourn at 7:58 p.m., to meet again November 20, 2018, at 7 pm., or at call of the Chair.

**Carried**



# North Dufferin Community Centre Board of Management



7

Moved by Debbie Fawcett

Seconded by Nancy M. Noble

Date November 13, 2018

Be it resolved that:

With the respect to the Community  
that the committee members of the  
NDCC Board of Management recommends  
to Melancthon & Dufferin Councils  
that these board members be appointed  
to the Board of Management for the term  
of Office as directed by the Town

Recorded Vote	Yea	Nay
Chair Chester Tupling		
Vice Chair Bert Tupling		
Member Dave Besley		
Member Debbie Fawcett		
Member Keith Lowry		
Member Nancy Noble		
Member Clayton Rowbotham		

Carried/Lost:

CHAIR



On behalf of Dufferin County Council we invite to you to attend:

**The Inaugural Session of County Council  
& Election of the Warden for 2019**

Thursday, December 13, 2018  
6:00 p.m.

Council Chambers  
Court House  
51 Zina Street, Orangeville

RSVP by December 6, 2018 to Michelle Hargrave at  
519-941-2816 ext. 2506 or [mhargrave@dufferincounty.ca](mailto:mhargrave@dufferincounty.ca).

INFO #2  
DEC 06 2018

**Denise Holmes**

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Thursday, November 15, 2018 5:43 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO Policy Update - Provincial Government Releases Fall Economic Statement

November 15, 2018

## **Provincial Government Releases Fall Economic Statement**

Today the Minister of Finance, the Honourable Victor Fedeli, released the 2018 Fall Economic Statement. The statement appears to acknowledge and respect the fact that municipal governments and the provincial government both share the same taxpayer. Immediately after the speech, Municipal Affairs and Housing Minister, the Honourable Steve Clark, phoned AMO President Jamie McGarvey to discuss items that fell in his purview. AMO will undertake similar discussions with other Ministries in the days ahead.

Items of particular note to municipal governments include:

- Amendments will be tabled to "enable municipalities to employ full-time firefighters who volunteer in their own or other communities". This is a reference to double-hatter protection.
- The statement also indicates the intention to "reform collective bargaining arbitration between municipalities and firefighting associations to make it more transparent, efficient and accountable". Further AMO communications on the above two points will follow.
- With respect to provincial transfer payments to municipalities, "the government is committed to driving greater efficiencies and value for money. This commitment will also be required from all partners, including municipalities". AMO will seek additional information on this statement.
- AMO sought the municipal authority to determine rules regarding the consumption of cannabis and the provincial government intends to grant this authority.
- The Ministry of Municipal Affairs and Housing will launch a Housing Supply Action Plan in the spring of 2019. Consultations with municipal governments, the public, and stakeholders will begin immediately to inform this plan.

In addition:

- Rural and northern areas will welcome the commitment to expand access to natural gas and broadband.
- The government remains committed to addressing delays with the Ring of Fire and "helping Northern towns and Indigenous communities share in the benefits of resource development from mining, forestry and aggregates".
- The statement also contains references to the potential consolidation of electricity distribution, rent control exemptions for new units, and the canceling of the Development Charges Rebate Program saving \$100 million.

AMO will continue to review the statement and provide details to members as needed. The government has also launched its pre-budget consultation process for 2019.

Further details can be found in the [2018 Background Papers](#) and a broad range of information on the Fall Economic Statement can be found [here](#).

**AMO Contact:** Matthew Wilson, Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), 416-971-9856 ext. 323.

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Wednesday, November 14, 2018 6:27 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO Policy Update - Cannabis Retail Regulations Released

November 14, 2018

## **Cannabis Retail Regulations Released**

The Ministry of the Attorney General has released proposed regulations governing private cannabis retail in Ontario. We understand that the regulations define 'public interest' for the purposes of municipal input and commentary to the Alcohol and Gaming Commission of Ontario (AGCO) on proposed retail sites in communities allowing cannabis retail. For the purposes of municipal and community input 'public interest' will pertain to promoting public health and safety, protecting youth and restricting youth access to cannabis and preventing illicit activities in relation to cannabis sales.

These regulations provide a clearer picture of how storefront cannabis retail will work in Ontario and gives municipal governments a better sense of the anticipated community impacts of allowing stores within a municipality.

AMO is working to provide a draft policy statement template [anticipated the week of November 19<sup>th</sup>] to assist municipal councils in identifying local circumstances and interests with proposed cannabis store sites using the definition of 'public interest'. If adopted by council, municipal staff can use this statement to provide input to the AGCO within the 15-day statutory comment window for approval of sites.

The regulations also set out:

- How municipal governments must inform the AGCO of a decision to opt out of hosting retail cannabis stores within the municipality – as of January 22, 2019
- Store requirements and hours – stand alone stores can operate between 9:00 – 23:00
- Able to sell only cannabis products, accessories and shopping bags
- Distances of retail locations from schools (150 m measured from the property line for stand-alone schools)
- Eligibility for licensing as well as education requirements for operators, managers, and staff

The AGCO will be consulting further on the regulations, licensing processes and proposed operational standards for stores through a series of webinars. For more information watch: [www.agco.ca](http://www.agco.ca). AMO understands these webinars will start later in November and encourages municipal staff to participate in order to better inform council decisions.

While the AGCO will begin accepting operator license applications in December 2018, AMO understands that proposed store location approvals for individual retail sites will come after councils have made decisions by January 22, 2019. If a council does not opt out, retail cannabis sales are allowed.

Municipal governments are encouraged to review the regulations, the AMO template policy statement when available along with other AMO documents such as the October 3, 2018 AMO Briefing to inform local decisions regarding cannabis retail.

Councils and staff should recall that opting out of allowing cannabis retail in their communities will affect funding for the transition to recreational cannabis from the Ontario government and sharing in any surplus cannabis revenues over \$100 million. AMO expects further details regarding cannabis funding to municipal governments in the coming weeks.

AMO will review these regulations in greater detail and continue to advocate on members' concerns and input. The template policy statement will be distributed soon by email and posted on the AMO web site.

**AMO Contact:**

Craig Reid, Senior Advisor, [creid@amo.on.ca](mailto:creid@amo.on.ca), 416-971-9856 ext. 334.

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7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
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Telephone: 416-314-6331

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-314-6331

November 20, 2018

Dear Head of Council (elect):

Recently, Ontario's Government for the People moved to a new cannabis retail model to meet our key priorities of combatting the illegal market and keeping our children and communities safe.

Today, the Province is beginning the fulfillment of its commitment to provide \$40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.

The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
  - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.
  - Municipalities that have opted-out will receive only a second \$5,000 each.
- The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. Further details will be provided at a later date.



- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Our government is committed to respecting taxpayers and their hard-earned money. We believe municipalities have an obligation to do likewise.

As such, municipalities must use this funding to address the costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- increased enforcement (e.g. police, public health and by-law enforcement, court administration, litigation);
- increased response to public inquiries (e.g. 311 calls, correspondence);
- increased paramedic services;
- increased fire services; and
- by-law / policy development (e.g. police, public health, workplace safety policy).

Lower-tier and upper-tier municipalities will receive a 50/50 split of the allocation. The household numbers will be split between the upper- and lower-tier, and the allocation calculated accordingly. Decisions to adjust the split in allocation and transfer funding can be made at the local level as needed. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality.

The Deputy Minister of Finance will write to your Treasurer with further details on the administration of this funding and attach each municipality's specific allocation notice.

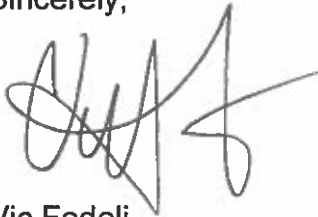
To assess the impact of the funding, the Association of Municipalities of Ontario and the City of Toronto have been asked to work with the Ministry of Finance to establish a process by which a sample group of municipalities can assess the use and impact of these funds. More information on this process will be provided at a later date.

Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues to do the following:

- Increase the capacity of law enforcement to help detect drug impaired driving through training. The Province has also created a specialized legal team to support drug impaired driving prosecutions, increased capacity at the province's Centre of Forensic Sciences, and has created a Cannabis Intelligence Coordination Centre.
- Support local boards of health (public health units) by providing a suite of tools and resources for enforcement of the *Smoke-Free Ontario Act, 2017*, which includes rules for smoking and vaping of cannabis.
- Conduct an integrated public awareness campaign to communicate the rules and regulations for recreational cannabis and educate Ontarians about the health and safety measures in place to protect them.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and look forward to continuing to work together.

Sincerely,



Vic Fedeli  
Minister of Finance

- c: The Honourable Caroline Mulroney, Attorney General  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Paul Boniferno, Deputy Attorney General  
Greg Orenacsak, Deputy Minister of Finance  
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing  
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of Attorney General  
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry of Finance  
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing  
Dan Miles, Chief of Staff

**Denise Holmes**

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Wednesday, November 21, 2018 5:51 PM  
**Subject:** For Immediate Attention: Cannabis Implementation Information to Help Prepare Council Reports  
**Attachments:** Draft Template Municipal Cannabis Policy Statement 2018-11-21.pdf

November 21, 2018

## **Cannabis Implementation Information to Help Prepare Council Reports**

The purpose of this document is to provide more information that will help staff prepare reports to their new councils on cannabis retail stores and the impending January 22 deadline to determine if stores will or will not be permitted in the municipality. We recognize that municipal staff are working to inform their councils on its decision-making and the factors important to it.

The attached document provides information on:

- i. Yesterday's funding (OCLIF) information from Ministry of Finance.
- ii. The provincial regulatory framework and what it means (e.g., opting out; school buffers)
- iii. AGCO licensing regime. It includes a 15 day commenting period *where a municipality agrees to retail stores*, and a template on municipal interests (municipal cannabis policy statement) that can provide municipal staff with direction on responding to AGCO on specific store locations.

AMO's municipal working group, a cross section of senior administrators and planners, helped develop the template and we thank its members for their assistance.

Please note:

- If the municipal council doesn't opt-out by January 22 in the manner required under O.Reg. 468/18 s.22, you are opted-in by default.
- For those that are thinking about a wait and see approach after January 22nd (e.g. opt-out now with thought to opt-in after January 22nd), there are serious funding consequences that council needs to consider.
- The province will be providing additional funding information soon but here is the Minister of Finance's [municipal funding information](#) the AMO President received yesterday.

Finally, we urge you to share this information with your head of council/council (new) sooner than later. If you have questions, please contact Craig Reid, AMO Senior Advisor, at 416 971 9856 ext. 334.

Pat Vanini

AMO Executive Director

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# Municipal Cannabis Update

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Information to help municipal staff prepare reports for councils

November 21, 2018

**Purpose:**

This update provides information on the province's regulatory framework, funding and AGCO licensing. This will help municipal staff prepare its report to council on elements for its decision-making on whether to have cannabis retail stores.

**Overview**

The provincial government has committed to allowing private recreational cannabis retail stores throughout Ontario starting April 1, 2019. As recreational cannabis is a legal, controlled and regulated product, cannabis stores will be considered like any other type of retail and as such, no zoning changes are needed.

In legalizing cannabis for recreational purposes, the federal, provincial and municipal governments share three interrelated goals: protecting youth, public health and safety, and ending illegal sales of cannabis. The provincial government has established a regulatory framework (O. Reg. 468.18) under the recently passed *Cannabis Licensing Act, 2018* that provides further clarity on how these private businesses will be licensed and regulated by the Alcohol and Gaming Commission of Ontario (AGCO). These regulations deal with various elements of the retail regime including matters in which municipal governments may have an interest.

**Key Points in the Regulations**

The regulations speak to how a license to open a cannabis store will be issued. The full details of the AGCO process have not yet been released, however the AGCO will issue guidance as the regime is finalized. It is offering webinars (November 27 - 10:00 am / 3:00 pm) to prospective retailers and interested parties.

AGCO process will begin with it reviewing and completing due diligence on applications from corporations and individuals seeking to sell recreational cannabis. The licensing regime will have three parts: operator approval; retail site location approval; and store management licensing.

Municipal governments have the one-time opportunity to opt out of allowing retail cannabis stores in their communities. **The decision to opt out must be made by January 22, 2019. Unless a municipal government opts out as per Ontario Regulation 468/18 s. 22, they opt in to recreational cannabis retail sale by default.**

To protect youth, the provincial cannabis retailing regulations include a 150-meter buffer area for cannabis stores to keep them separated from schools. No buffers from any other use has been specified by the regulations.

In our discussions with some members, it has been proposed that a municipal government may consider setting out a policy statement identifying specific and significant locally sensitive considerations or uses, to best represent the expectations of the community in allowing cannabis retail. This statement would provide direction to municipal staff input to the AGCO within its 15-day review period.

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made. At this point, the municipal

government will not be provided pre-notification of the application, but can make comments about whether the proposal is in the public interest as described by regulation.

While there is no regulatory requirement for the AGCO to act on municipal input, it is reasonable that a council could choose to set out any locally sensitive uses as part of the decision to allow cannabis retail stores or to opt out. Setting out these sensitive uses would specify the expectations of the community as cannabis retail sites are proposed. However, care needs to be taken so that this statement would not prohibit any cannabis retail store from locating in a municipality. Opting out is the appropriate mechanism for not permitting any stores in a municipality.

The province has just released the funding approach to help municipal governments offset implementation costs. Please see the Minister of Finance's letter of November 20 to the AMO President. A similar letter is being sent to all Heads of Council. In addition, a letter from the Deputy Minister of Finance to municipal treasurers with more details will be sent in the coming days.

**Please note that while opting out can be reversed after January 22, the municipal government will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund (OCLIF) than it had as of January 22 when it opted out- beyond the minimum second payment of \$5000.**

### Store Location Approval Steps

The AGCO will have a 15-day window for public and municipal government comments for each store site proposed by an approved operator. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest, as defined in the regulation. In the regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market.

If a municipal council accepts retail stores, AMO suggests that a 'Municipal Cannabis Retail Policy Statement' be adopted by council. Such a policy statement could address what it sees as significant local sensitive uses. This would give municipal staff direction in responding to the 15-day window during the commentary process. For example, a policy statement may identify specific sensitive uses and express some parameters to consider proximity to these sensitive areas, or may set out concerns regarding store concentration<sup>1</sup> in certain areas of their communities.

It is recommended that municipal governments identify a key senior staff lead for proposed cannabis store notices from AGCO and to provide a one-window approach to coordinate municipal input within the 15-day commentary period. This will ensure AGCO has every opportunity to take note of municipal government considerations. This key contact should be able to gather information from various municipal departments as necessary, provide maps and be able to convey council policy.

Below, AMO has provided a draft Municipal Cannabis Retail Policy Statement template that may help municipal governments that choose to create such a policy. The template helps municipal government officials begin to think about the issues and criteria they may wish to note when considering a proposed cannabis retail site. Notes for consideration of what we understand to be

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<sup>1</sup> Note that store concentration will ultimately be determined by the market demand, however municipal governments may wish to set out any criteria through which they may consider this in future.

an effective municipal policy statement are provided in the shaded boxes and would not form part of the policy statement.

For alignment between the regulations and AGCO mandate, municipal comments in the process, whether through a municipal cannabis policy statement or not, must focus on the three provincial public interest objectives: public health and safety, protecting youth and ending illegal sales of cannabis.

Municipal staff are encouraged to read the regulations and AGCO guidelines as they are developed and made available to understand eligibility requirements for operators how cannabis retail businesses are expected to operate. AMO will continue to provide information and analysis on this and other matters as it becomes available.



**Draft Municipal Policy Statement Template:**

The template can be used by a municipality that has chosen to allow retail sales of recreational cannabis.

**Purpose & Vision**

The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in (name of municipality).

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the regulations.

The Municipality of .....has chosen to allow retail sales of recreational cannabis. The following provides municipal staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

**Principles for Cannabis Retail Store Locations:****Relationship to Other Applicable Law:**

- **Land Use Planning:** The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.
- **Municipal Building Inspections:** while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

For the purposes of this policy statement, a cannabis retail store shall mean a store licenced by the AGCO.

1. Cannabis Retail Stores and Sensitive activities:

In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth including ....

The policy can address types of activities where youth or the potential for illegal sales or health risk exist. Please note that Ontario Regulation restricts a cannabis retail store from being located within a distance of 150 meters of a public school or most private schools. The municipality cannot adopt a greater distance. The distance buffer would be measured from the property line, if the school is the primary or only occupant of a building; or the boundary of any space occupied by the school within the building, if the school shares space, like in a mall. This distance buffer would not apply to private schools that hold classes online only, or to First Nation schools located on reserve.

The municipal government may want to suggest other youth facilities such as libraries and community centres if appropriate, or other sensitive facilities that serve persons with mental health or addiction challenges.

The policies cannot be so restrictive that it is impossible to locate a store. Nor can the policy state a specific number of stores permitted.

It is recommended that should the municipal government choose a separation distance from a sensitive use that it be a number, not a range and that a rationale for this distance be provided.

Municipal governments should note that municipal density restrictions on cannabis retail stores are not permitted under the legislation or regulations. However, it is possible that the number of cannabis retail stores in one area could in the future be considered under the public interest criteria in the regulations and merit comment from the municipal government and community.

2. Cannabis retail stores should not be permitted in:

Any prohibitive statements must be considered through the lens of eliminating illegal activity, public health and safety or protecting youth and the regulatory definition of the public interest.

Retail locations, if retail is allowed in a zone other than a commercial zone, such concerns may be noted.

How does this prohibition help youth, create a safer environment or limit illegal activity? A municipal government may choose not to have any prohibitions.

3. Attached is a map showing the retail/commercial zones of the municipality and the activities identified in Section 1 above.

A map showing where retail is permitted and the locations of the activities identified in the first section will be very helpful to the AGCO. Municipal governments may choose to provide some sample separation distances as concentric rings around the activities such as addiction treatment facilities etc. to provide sample set backs. The Ministry of Education is working to identify all schools however; municipalities could also provide this information.

## Denise Holmes

---

**From:** Cindy Filmore <cindy.filmore@townofkearney.ca>  
**Sent:** Friday, November 23, 2018 1:55 PM  
**To:** Conmee; 'Peggy Greco'; admin@township.mckellar.on.ca; tmckenzie@lennox-addinton.on.ca; 'Vicky Goertzen-Cooke'; agilchrist@admastonbromley.com; 'Janet Denkers'; banfione@hbmtpw.ca; rreymer@lucanbiddulph.on.ca; rmordue@blanfordblenheim.ca; townclerk@thebluemountains.ca; clerk@municipalityofbluewater.ca; 'bryan martin'; cdoiron@brighton.ca; fhamilton@brockton.ca; lmartin@town.southbruce.on.ca; egunnell@callander.ca; clerk@papineaucameron.ca; clerk@carlowmayo.ca; clerk@centralhuron.com; 'Chatham-Kent'; psinnamon@chatsworth.ca; cityclerks@barrie.ca; mtmacdonald@city.belleville.on.ca; 'Brampton'; ctouzel@brantford.ca; smacdonald@brockville.com; 'Burlington'; clerks@cambridge.ca; mlevesque@cornwall.ca; 'Debra Kincaid'; 'Lesley Sprague - Elliot Lake'; eric.labelle@greatsudbury.ca; 'Stephen O'Brien'; Janet.Pilon@hamilton.ca; critchie@kawarthalakes.ca; 'Heather Kasprick'; jbolognone@cityofkingston.ca; christine.tarling@kitchener.ca; csaunder@london.ca; 'Markham'; diana.rusnov@mississauga.ca; bmatson@niagarafalls.ca; karen.mcisaac@cityofnorthbay.ca; gjackson@orillia.ca; abrouwer@oshawa.ca; 'Ottawa'; 'Bloomfield, Briana'; tlapiere@pembroke.ca; jkenedy@peterborough.ca; 'Shields, Debbie'; cityclerk@portcolborne.ca; 'Kevin Heath'; dianne.gould-brown@sarnia.ca; 'Malcolm White'; 'Bonnie Nistico-Dunk'; mkonefal@stthomas.ca; jthomson@stratford.ca; dtreen@temiskamingshores.ca; 'Thorold'; 'Thunder Bay'; steph.palmateer@timmins.ca; ulli.watkiss@toronto.ca; barbara.mcewan@vaughan.ca; olga.smith@waterloo.ca; 'Welland'; vcritchley@cityofwindsor.ca; ahumphries@cityofwoodstock.ca; 'Clarence-Rockland'; agreentree@clarington.net; 'Heather Boyd'; dvanwyck@brucecounty.on.ca; clerk@dufferincounty.ca; 'Julie Gonyou'; mbirch@countyofessex.on.ca; jamini@frontenacounty.ca; kathie.nunno@grey.ca; mrutter@county.haliurton.on.ca; 'Hastings'; scronin@huroncounty.ca; stephane.thiffeault@county-lambton.on.ca; ldrynan@lanarkcounty.ca; 'Middlesex'; csenior@oxfordcounty.ca; lwolfe@perthcounty.ca; 'Jim Hutton'; john.daly@simcoe.ca; 'Wellington'; 'Township Clerk'; 'Cindy Halcrow'; scasey@dubreilville.ca; asage@northdumfries.ca; bbrunt@southdundas.com; 'Dutton-Dunwich'; ralph.walton@durham.ca; 'Dysart et al'; dmckinstry@twpec.ca; 'Peggy Rouse'; gscharback@westelgin.net; 'Donna Clermont'; monica.hawkins@eatferris.ca; 'Cathy MacMunn'; dplumley@frontenacislands.ca; 'Jessica Gunby'; whunter@georgianbluffs.on.ca; cao@northglengarry.ca; kelli@southglengarry.com; mturner@westgrey.com; mreid@get.on.ca; flamanna@eastgwillimbury.ca; ssheridan@khrtownship.ca; eeichenbaum@haldimandcounty.on.ca; RegionClerk@halton.ca; clerksoffice@centralhastings.com; mgower@algonquinhighlands.ca; rrogers@highlandseast.ca; dnnewhook@mindenhills.ca; 'Gail Jeremy Township of Hornepayne'; richard.al@live.ca; 'Huron East'; 'Deborah Tonelli'; 'Township of Cockburn Island'; dmacdougall@kincardine.net; edance@huronkinloss.com; ptodd@notl.org; 'Lake of Bays'; stroyer-boyd@lambtonshores.ca; bpercy@leamington.ca; Lesley.todd@ucig.on.ca; clangley@westlincoln.ca; dachapman@loyalist.ca; cao@greatermadawaska.com; cao@madawaskavalley.ca; 'Central Manitoulin'; 'Pam Cress'; mclarke@mapleton.ca; 'Tonia Bennett'; 'Mattawan'; lwest@mcdougall.ca; 'Cheryl Marshall'; llee@mcnabbraeside.com; msmith@meaford.ca; kway@oro-medonte.ca; dholmes@melancthontownship.ca; jturk@adelaidemetcalfe.on.ca; 'North Middlesex'; smibert@middlesexcentre.on.ca; sstone@mississippimills.ca; earthurs@cavanmonaghan.net; pshipway@bayham.on.ca; 'Lynda Kovacs'; 'Central Elgin';

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**To:** lindsaymannila@nipigon.net; 'Beth Morton'; kkruger@norwich.ca; 'O'Connor'; 'Opasatika'; wayne.miller@pelee.ca; 'Karen Landry'; jconnor@ramara.ca; 'Joanne Camiré Laflamme'; clerk@ryersontownship.ca; 'Kim Sloss'; 'Don McArthur'; jnewman@scugog.ca; achittick@nexicom.net; sgoerke@townshipofsevern.com; wkabel@snnf.ca; 'Sue Klatt'; jhyde@southgate.ca; cao@southwold.ca; renee.chaperon@springwater.ca; jbaranek@stclairtownship.ca; atjoeadmin@bellnet.ca; bbrooks@stonemills.com; clerk@strongtownship.ca; agray@tay.ca; cao@terracebay.ca; 'Sue Walton'; clerk@tyendinagatownship.com; 'Uxbridge'; wkolasa@wainfleet.ca; 'A Gubbels'; 'Grace Kosch'; 'Tina Forsyth'; rtremblay@whitewaterregion.ca; 'Wilmot'; 'Wollaston'; vhummel@woolwich.ca; clerk@zorra.on.ca; mweaver@thearchipelago.on.ca; 'Melinda Reith'; 'Lynne Duguay'; vdion@townsrf.ca; yrobert@ektwp.ca; doug.irwin@trenthills.ca; kstevenson@trentlakes.ca; ngladun@shawbiz.ca; MCadieux@prescott-russell.on.ca; hthomson@sdcgcounties.ca; dsauriol@lvtownship.ca; 'Burk's Falls'; sdion@casselman.ca; 'Peggy Cramp'; 'Betty Gordon'; 'Oil Springs'; 'Jim Burns'; 'Susan Arnold'; clerk@sundridge.ca; 'Thornloe'; psnider@villageofwestport.ca; across@wainfleet.ca; 'Centre Wellington'; 'Karren Wallace'; 'Clerk'; 'Michelle Hendry'; clerk@nalgona.wil.com; ekwarciak@plympton-wyoming.ca; jault@frontofyonge.com; christopher.raynor@york.ca; mmanitfel@blrtownship.ca; gilesp@tbaytel.net; mavis@doriontownship.ca; clerk@tudorandcashel.com

**Cc:** Brenda Fraser

**Subject:** Council Resolution re Voters' List for Municipal Elections

Good afternoon,

In light of the recent municipal election, the Council of the Corporation of the Town of Kearney passed the following resolution in regard to the creation, maintenance and general quality of the Municipal Voters' List:

**Resolution #**

**10.(d)(iii)/21/11/2018**

**WHEREAS** concern over the quality of the Municipal Voters' List is not a new phenomenon;  
**AND WHEREAS** in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;  
**AND WHEREAS** the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);  
**AND WHEREAS** despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;  
**AND WHEREAS** a transformational solution to the way that the Voters' List is created and managed is required;  
**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

**AND FURTHER** Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;  
**AND FURTHER** that this resolution be circulated to all Ontario Municipalities for their consideration and support.

**CARRIED**

We hope that this resolution will be of interest to your Municipality, and that you will support this endeavour moving forward.

Sincerely,

*Cindy Filmore*  
Senior Office Assistant  
Town of Kearney  
Ph# (705) 636-7752  
Fax (705) 636-0527

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# UPPER GRAND DISTRICT SCHOOL BOARD

**Gary Slater**

*Superintendent of Education*

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: gary.slater@ugdsb.on.ca

Tel: 519-822-4420 ext. 751 or Toll Free: 1-800-321-4025

November 28, 2018

PLN: 18-120

File Code: R14

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CAO, Town of Grand Valley  
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CAO, Township of Melancthon  
CAO, Township of Mulmur

## **Re: Comments on Cannabis Legalization and Retail Cannabis Sales**

For several months, staff from the Upper Grand District School Board have been involved in a working group organized by the City of Guelph reviewing matters related to the legalization of cannabis. We are aware that communities throughout Ontario and within the jurisdiction of the Upper Grand District School Board will soon be considering whether to opt-in or opt-out of allowing retail cannabis stores in our communities.

The Board has heard concerns from Wellington Dufferin Guelph Public Health around increased access and therefore increased consumption, should communities opt-in to allowing retail cannabis stores. As staff, we share concerns that potential increased access by youth in our communities may result in more addiction, mental health, and discipline issues in our schools. However, we also share the concern about quality issues since underage users are reliant on black market access to cannabis.

At this time, we encourage that communities opt-out of retail distribution until there is a clearer understanding of the social and financial impacts of legalization of recreational cannabis and retail distribution.

Regardless of communities' decisions about cannabis retail stores, we ask that there be a coordinated effort to prepare smoking by-laws to address cigarette and recreational cannabis smoking in public. Consistent with concerns that we are aware the OPP has voiced, a consistent, singular approach throughout Wellington County would also greatly assist our schools in your communities with monitoring and addressing these issues.

Sincerely,  
Upper Grand District School Board

Gary Slater  
Superintendent of Education

• Linda Busuttill; Chair  
• Marty Fairbairn; Vice-Chair

• Mark Bailey  
• Susan Moziar

• Kathryn Cooper  
• Bruce Schleck

• Barbara Lustgarten Evoy  
• Lynn Topping

• Martha MacNeil  
• Barbara White

INFO #8  
DEC 11 6 2018





November 19, 2018

**Via: Delivered**

Denise Holmes, A.M.C.T.  
CAO/Clerk  
Township of Melancthon  
157101 Highway No. 10  
Melancthon ON L9V 2E6

Dear Denise:

**Re: McCue Drainage Works, 1994  
Trapping and Beaver Dam Removal  
File No.: D-ME-SUP  
Project No.: MSO019743.2018**

On October 24, 2018 a request for beaver trapping was submitted by William Partridge owner of Lot 11, Concession 5 S.W. The McCue Drainage Works crosses the property as shown on the attached plan. On November 7, 2018 we met with Mrs. Partridge and walked the drain. There are two beaver dams and one area blocked by fallen trees. Continuing beaver activity is also evident. Photos at each location are shown on the second attachment.

The owners would like to have the beavers trapped and the dams and obstructions removed as soon as possible. This is a large watershed and the residence is in close proximity to the drain. The threat of flooding would be greatly reduced if the dams and obstructions were removed prior to the spring runoff.

We would recommend that the beavers be trapped, and the dams and obstructions be removed as soon as possible. The estimated cost of the work is \$3,000.00 plus H.S.T. The estimate includes some costs for the trapping services as the County Program only provides partial compensation during the "in season" months.

This cost is assessable to the watershed in accordance with Section 74 of the Drainage Act. If Council concurs, we will retain a trapper to remove the beavers and co-ordinate the beaver dam and obstruction removal shortly thereafter.

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

ACT # 1  
DEC 0 6 2018

Yours truly,

**R.J. Burnside & Associates Limited**  
Drainage Superintendent

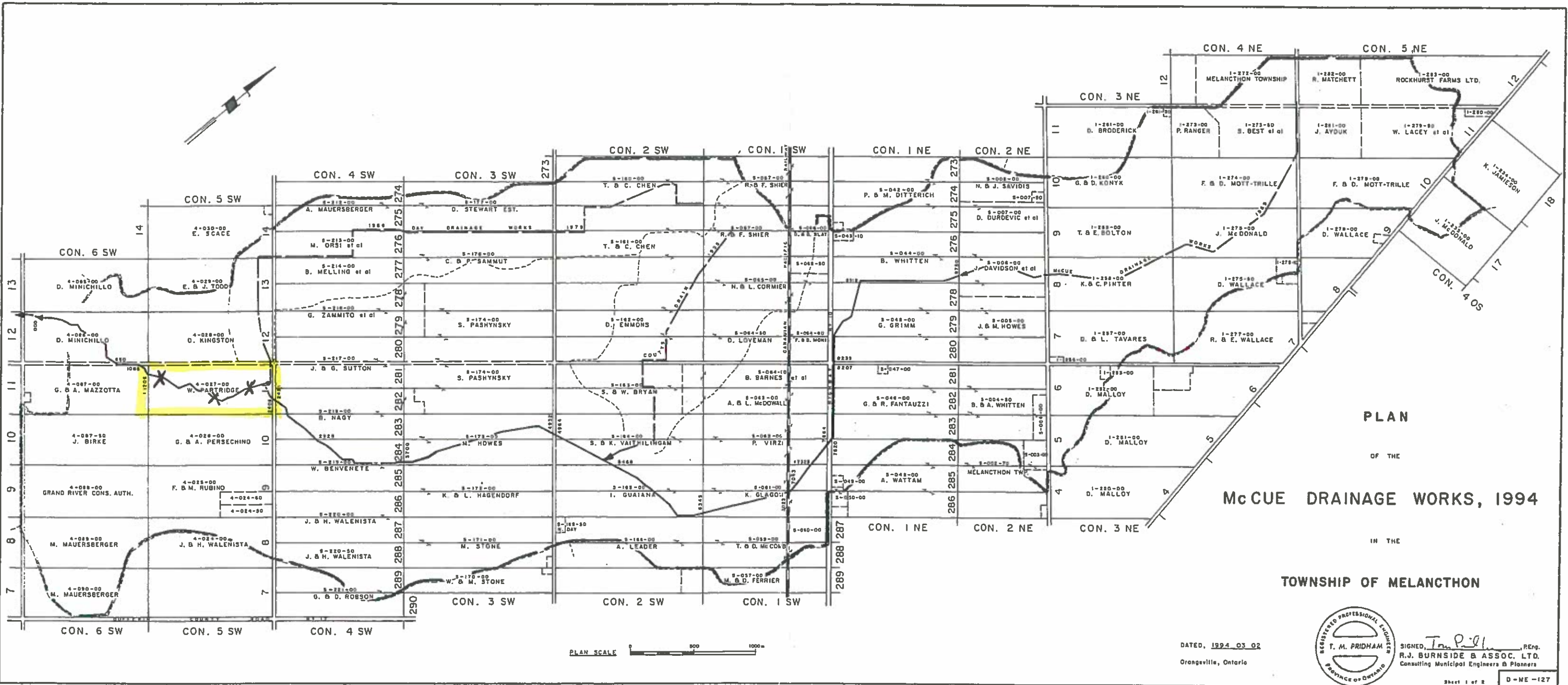


T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:kl

Enclosure      Plan of McCue Drainage Works, 1994  
Plan Showing Location of Beaver Dams and Obstructions

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019743.2018 DHolmes McCue Drain 181119.docx  
19/11/2018 11:39 AM



DATED, 1994\_03\_02  
Orangeville, Ontario



SIGNED, *T. M. Pridham*, R.Eng.  
R.J. BURNSIDE & ASSOC. LTD.  
Consulting Municipal Engineers & Planners





SIDEROAD 11-12 (280)

400 LINE SW

# Legend



Beaver Dam



Beaver Lodge



Fallen Tree

0 0.05 0.1 0.2 0.3 0.4 Kilometers

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November 7/2018



# TILE DRAINAGE DEBENTURE PACKAGE GENERATOR

November 2011

## Introduction:

The Tile Loan Program allows agricultural landowners to obtain loans from their local municipality for installing tile drainage systems. Funding is obtained from the Province through the Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

The purpose of this spreadsheet is to assist municipalities in preparing the necessary documents for submission to the province. By completing the necessary fields, this spreadsheet will generate the Debenture, Offer to Sell, Rating By-law & Schedule, the Inspection & Completion Certificate and the Tile Loan Calculator.

## Conditions:

- ▶ This spreadsheet tool has been specifically designed for use by municipalities within a county (excluding Oxford) or district. Excluding the Debenture and Offer to Sell, this tool may also be used by a lower tier municipality within a region or the County of Oxford.
- ▶ The Tile Drainage Act specifies the following requirements:
  - o Only one debenture can be issued each month.
  - o Each debenture may have multiple tile loans associated with it.
  - o Each debenture must be dated for the first of the month.
  - o The term of all loans and debentures is 10 years.
  - o The interest rate is fixed for the full term of the loan.
- ▶ This spreadsheet has been programmed to calculate at the current 6% interest rate. Should the province change the interest rate, this version of the spreadsheet cannot be used.

## Instructions:

- ▶ Use the "Tab" button or directional arrows to move to the cells requiring data input.
- ▶ Complete all the fields in the "General Data Input" section below.
- ▶ Complete the Inspection and Completion Certificate (ICC) and Tile Loan Calculator (TLC) for each loan being issued. Fields will be automatically filled in the other documents.
- ▶ After all data input is complete, print the ICC, TLC, Debenture, Offer to Sell, Rating By-law and Schedule.
- ▶ The Debenture, Offer to Sell and Rating By-law must be approved by council, signed and the corporate seal affixed.
- ▶ Send the original Debenture, Offer to Sell and ICC along with a copy of the Rating By-law, Schedule and invoices, to OMAFRA (see address below).
- ▶ Keep a photocopy of the documents for your own records.
- ▶ If you have any questions, please contact OMAFRA's Drainage Unit at 519-826-3552.

### MAIL PACKAGE TO▶:

**Note:** This return address can be copied and pasted into your word processor

Ministry of Agriculture, Food and Rural Affairs  
Environmental Management Branch  
3rd Floor, 1 Stone Road West  
Guelph, ON N1G 4Y2      Attention: Drainage Unit

## General Data Input:

- ▶ Loan Date: (must be first of the month) (YYYY-MM-01) 

2018-Dec-01
-------------
- ▶ Rating By-Law Number: 

62-2018
---------
- ▶ Date of council meeting when Rating By-Law will be considered: (YYYY-MM-DD) 

2018-Dec-06
-------------
- ▶ Borrowing By-Law Number: 

36-2014
---------
- ▶ Tile Drainage Debenture Number: 

2018-12
---------

  
(We recommend using a year/month number combination; e.g. for a June 1, 2010 debenture, use 2010-06)
- ▶ Location where Debenture signing will occur: 

Township
----------

 of 

Melancthon
------------

  
e.g. "Dated at the Village of Freshwater in the Province of Ontario..."
- ▶ How many Inspection and Completion Certificates (individual tile loans) will be part of this month's debenture?  

1	2	3	4	5	6	7	8	9	1
---	---	---	---	---	---	---	---	---	---

GB# 2.1

DEC 06 2018

**ONTARIO TILE LOAN PROGRAM**

CALCULATION OF LOAN AMOUNT, ANNUAL REPAYMENT AND AMORTIZATION  
 10 YEAR TERM LOAN AT 6% INTEREST

DATA ENTRY: Landowner Information (Optional)

Landowner Name:		Srirajah Nadarajah (2170320 Ontario Inc.)			
Landowner Home Address:		16 Decorso Drive			
Landowner Town/City:		Brampton	ONT		
Property Drained:	a) Lot:	243-244			
	b) Concession:	2 NE			
	c) Municipality:	Melancthon			
	d) Roll Number:	2219	000	005	02000
Municipal Information:					
a) Debenture Number:		2018-12			
b) Rating By-law Number:		62-2018			
Any Other Information:					

Information Obtained From Inspection & Completion Certificate:

Total Material Costs:	\$24,529.50		
Total Installation Costs:	\$23,389.50	CALCULATED Total Farmer Cost	\$48,903.23
Total Sundry Costs:	\$784.23	CALCULATED Maximum Available Loan	\$36,600.00
Inspection Fee:	\$200.00		

The maximum available loan is the lesser of \$50,000 or 75% of the total farmer cost. If the loan applicant wants a smaller loan than the maximum allowable enter it below, in multiples of \$100. Otherwise leave blank.

Desired Loan Amount (eg. 12600):

Loan Date: 2018-Dec-01

CALCULATED Annual Repayment: \$4,972.77

AMORTIZATION SCHEDULE

Payment Number	Repayment Date (mo./yr.)	Installment Amount	Interest Cost	Principal Repayment	Loan Balance
Opening Balance	2018-Dec-01				\$36,600.00
1	2019-Dec-01	\$4,972.77	\$2,196.00	\$2,776.77	\$33,823.23
2	2020-Dec-01	\$4,972.77	\$2,029.39	\$2,943.38	\$30,879.85
3	2021-Dec-01	\$4,972.77	\$1,852.79	\$3,119.98	\$27,759.87
4	2022-Dec-01	\$4,972.77	\$1,665.59	\$3,307.18	\$24,452.69
5	2023-Dec-01	\$4,972.77	\$1,467.16	\$3,505.61	\$20,947.08
6	2024-Dec-01	\$4,972.77	\$1,256.82	\$3,715.95	\$17,231.13
7	2025-Dec-01	\$4,972.77	\$1,033.87	\$3,938.90	\$13,292.23
8	2026-Dec-01	\$4,972.77	\$797.53	\$4,175.24	\$9,116.99
9	2027-Dec-01	\$4,972.77	\$547.02	\$4,425.75	\$4,691.24
10	2028-Dec-01	\$4,972.77	\$281.53	\$4,691.24	\$0.00
Total Principal Repaid					\$36,600.00
Total Interest Paid					\$13,127.70

## **RATING BY-LAW**

THE CORPORATION OF THE  
Township of Melancthon

BY-LAW NUMBER 62-2018

A by-law imposing special annual drainage rates upon land in  
respect of which money is borrowed under the *Tile Drainage Act*.

WHEREAS owners of land in the municipality have applied to the Council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the Council has, upon their application, lent the owners the total sum of  
\$36,600.00 to be repaid with interest by means of rates hereinafter imposed;

BE IT THEREFORE ENACTED by the Council:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.

Passed this 06 day of December, 2018

Corporate Seal

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

\_\_\_\_\_  
Clerk

The Corporation of the      Township      of      Melancthon     

Schedule 'A' to By-law Number      62-2018     

Name and address of owner			Description of land drained					Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$
Srirajah Nadarajah (2170320 Ontario Inc.)			Lot : 243-244		Con : 2 NE			2018-Dec-01	\$ 36,600.00	\$ 4,972.77
16 Decorso Drive	Brampton	ONT	Roll # :	2219	000	005	02000			
* Total principal of debenture and total sum shown on by-law								TOTAL *	\$ 36,600.00	\$ 4,972.77



## TILE DRAINAGE DEBENTURE

\$36,600.00

No. 2018-12

The Corporation of the \_\_\_\_\_ Township of \_\_\_\_\_ Melancthon hereby promises to pay to the Minister of Finance the principal sum of \$36,600.00 of lawful money of Canada, together with interest thereon at the rate of 6 per cent per annum in ten equal instalments of \$4,972.77 on the 1st day of December, in the years 2019 to 2028, both inclusive.

The right is reserved to The Corporation of the \_\_\_\_\_ Township of \_\_\_\_\_ Melancthon to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the \_\_\_\_\_ Township of \_\_\_\_\_ Melancthon in the Province of Ontario, this 1st day of December, 2018, under the authority of By-law No. 36-2014 of the Corporation entitled "A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*."

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

Corporate Seal

\_\_\_\_\_  
Treasurer

## OFFER TO SELL

TO THE MINISTER OF FINANCE

The Corporation of \_\_\_\_\_ Township \_\_\_\_\_ of \_\_\_\_\_ Melancthon  
hereby offers to sell Debenture No. \_\_\_\_\_ 2018-12 \_\_\_\_\_ in the principal amount of \_\_\_\_\_ \$36,600.00  
to the Minister of Finance as authorized by Borrowing By-law No. \_\_\_\_\_ 36-2014 \_\_\_\_\_ of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and completion Certificate (Form 8 of the regulations under the *Tile Drainage Act*) for each drainage work, for which the Corporation will lend the proceeds of this debenture, is attached hereto.

December 01, 2018

\_\_\_\_\_  
Date

Corporate Seal

\_\_\_\_\_  
Signature of Treasurer

INSPECTION AND COMPLETION CERTIFICATE

The Tile Drainage Act, RSO 1980, Chapter 500, Section 4, Form 8,0.  
Reg. 327/71,am. O.Reg. 606/74,O. Reg. 300/79

LANDOWNER HOME FARM INFORMATION

Name: Srirajah Nadarajah (2170320 Ontario Inc.)  
Address: 16 Decorso Drive  
Town / City: Brampton ONT  
County: Dufferin  
Amalgamated Township: Melancthon  
Postal Code: L6P 3T7  
Lot No.: 243,244  
Concession No.: 2 NE  
Telephone Number: [REDACTED]

DRAINAGE INSTALLATION INFORMATION

To the council of the [Township] of [Melancthon]  
I have inspected the drainage work constructed on land described as Lot [243-244] Con. [2 NE]  
Roll #: [2219][000][005][02000]  
I certify that circumstances prevail with respect to the drainage work as indicated below.  
The drainage work is: [1]  
1) as described on the application for loan and is completed.  
2) completed but differs significantly from that described in the application for loan in the following respects:  
0) completed but has the following defects:

DESCRIPTION -- The area actually drained is: [17.00] hectares (approximately)  
This drainage work is: [2] The installation is: [1]  
1) an improvement of an existing system 1) systematic 3) combination  
2) a completely new system 2) random

MATERIAL -- 1 = plastic, 2 = clay, 3= concrete

Type (1, 2 or 3)	Size (millimetres)	Length (metres)	Cost \$	
1	1	200.00	22.00	
2	1	150.00	677.00	
3	1	100.00	19017.00	
4				
5				
Installation Cost:			23,389.50	
Sundry: (Specify) outlet with grate, tees, couplers			784.23	
Inspection Fees:			200.00	
Calculated Total Cost:			48,903.23	
Amount of Loan:			36,600.00	
Contractor's Name		Martin Drainage	Business Licence No.	2059
Machine Licence No. under The Agricultural Tile Drainage Installation Act				843
Make of Machine				

Signature of Land Owner:

Signature of Inspector of Drainage:

Date of Inspection: 2018-Oct-20 (YYYY-MM-DD) Date Work Completed: 2018-Sep-29 (YYYY-MM-DD)



To the council of the TOWNSHIP of MEHANTON

**Property Ownership**

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may apply for the loan.

Ownership Type

**Applicant Mailing Address and Primary Contact Information**

Last Name <u>NADARAJAH</u>		First Name <u>SRIRAJAH</u>		Middle Initial
Unit Number <u>16</u>	Street/Road Number	Street/Road Name <u>DECORSO DR.</u>		PO Box
City/Town <u>BRAMPTON</u>		Province <u>ONT.</u>		Postal Code <u>L6P3T7</u>
Telephone Number ext.		Cellphone Number (optional)		Email Address (optional)

**Location of Land to be Drained**

Lot or Part Lot <u>243 244</u>	Concession <u>CON 2 N.E.</u>	Geographic Township <u>Mehanton Twp.</u>
Parcel Roll Number		

**Civic Address**

Unit Number <u>198362</u>	Street/Road Number <u>2nd Line NE</u>	Street/Road Name	PO Box
City/Town <u>Mehanton Twp</u>		Province <u>ONT.</u>	Postal Code

**Description of Drainage System**

Area Drained <u>17</u> <sup>acres</sup> /ha	Type of Drainage Works <u>2 new</u>	<u>1 systematic</u>
--	--	---------------------

**Contractor Name**

MARTIN DRAINAGE

Business Licence Number <u>2059</u>	Machine Licence Number under Agricultural Tile Drainage Installation Act <u>843</u>
--	--

Material			Cost
Type	Size (in millimetres)	Length (in metres)	
Plastic, corrugated	200	22	# 154.
Plastic, corrugated	150	677	2553.
Plastic, corrugated	100	19017	21822.50
Plastic, corrugated			
Plastic, corrugated			
			Sundry Cost
			784.23.
			Installation Cost
			23389.50
			Inspection Fee
			200
			Total Cost
			# 48,903.23

Amount of Loan  
(Maximum 75% of total cost) # 36,600

Specific Description of Sundry Items:

outlet w grate  
tee's  
couplers

#### Certification

I have inspected the drainage work constructed on land as described above and certify that circumstances prevail with respect to the drainage work as indicated above.

Name of Inspector of Drainage (Last, First Name)

Tupling Stephen

ext.

Signature of Inspector of Drainage

Date of Inspection (yyyy/mm/dd)

2018 10 20

Signature of Landowner

(Only required where tile drainage system was installed by the landowner personally)

Date work completed (yyyy/mm/dd)

2018 09 29

#### Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Tile Drainage Act*, R.S.O. 1990, c. T.8 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to:

where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

CORPORATION OF THE TOWNSHIP OF MELANCTHON
BY-LAW NO. -2018

A By-law to provide remuneration, allowances and expenses for Members of Council.

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, Section 283, provides that a municipality may pay any part of the remuneration and expenses of the members of Council, any local board and officers and municipal employees of the municipality; provides that Council may pass by-laws for payment of its Members.

AND WHEREAS the Council of the Township of Melancthon deems it necessary to enact a by-law to establish the rate of remuneration for Members of Council;

NOW THEREFORE the Township of Melancthon enacts as follows:

- 1. The annual remuneration for Mayor shall be \$17,134.32 per annum effective the first day of January, 2019.
2. The annual remuneration for the Deputy Mayor shall be \$11,877.07 per annum effective the first day of January, 2019.
3. The annual remuneration of a Councillor shall be \$10,709.09 per annum effective the first day of January, 2019.
4. In addition to the annual remuneration, a member of Council attending meetings outside Municipality shall receive \$60.00 per diem and \$0.50 per km. for functions authorized by Council. Any meetings over 5 hours will be paid at the rate of \$100.00 per meeting.
5. The Mayor as an ex officio member of other Boards and Committees and each member of Council appointed by Council to serve on the following Boards shall be paid for attendance at meeting at the following rates:

Table with 2 columns: Board, Rate. Rows include Cemetery, Park, Hall Boards; Other Boards of Management; Police Services Board; Advisory Committees.

For attendance on the above Boards the members of Councils shall receive \$0.50 per km. necessarily travelled in connection with their duties.

- 6. Each member of Council appointed by Council to a Sub-Committee of Council shall be paid the following meeting rates:

Table with 2 columns: Duration, Rate. Rows include Up to 1 hour, One to three hours, Three to five hours, Over five hours.

- 7. Members of Council shall be reimbursed their actual expenditures associated with their authorized attendance at Conferences with the submission of proper documentation.
8. Members of Council, with the exception of the Mayor shall receive a monthly allowance of \$75.00 for IT and supplies. (Note: Mayor receives an allowance from the County of Dufferin).
9. The members of Council shall be paid \$0.50 per km. necessarily travelled in connection with their duties.
10. All by-laws inconsistent with this by-law are hereby repealed.

By-law read a first and second time this 6th day of December, 2018.
By-law read a third time and passed this 6th day of December, 2018.



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

By-law No. \_\_\_\_\_

A By-law to appoint officials from December 6, 2018 to December 4, 2019.

WHEREAS it is deemed expedient and necessary to pass a By-law to appoint Municipal Officials from December 6, 2018 to December 4, 2019.

THEREFORE this Municipal Council of the Corporation of the Township of Melancthon, here assembled, hereby enacts that the following persons shall be appointed to the office set opposite their respective names with the salary affixed as follows:

Livestock Investigator	_____	\$40.00 per call plus \$0.50/km
Fence viewers	_____	\$60.00 per viewing plus \$0.50/km
	_____	\$60.00 per viewing plus \$0.50/km
	_____	\$60.00 per viewing plus \$0.50/km
	_____	\$60.00 per viewing plus \$0.50/km
	_____	\$60.00 per viewing plus \$0.50/km
Tile Drain Inspector	_____	\$200.00 per inspection plus \$0.50/km
Solicitors	_____	
Auditors	_____	
Representatives to Centre Dufferin Recreation Complex Board of Management	_____	\$60.00 per meeting plus \$0.50/km
	_____	\$60.00 per meeting plus \$0.50/km
Representative to Southgate Recreation Advisory Committee	_____	\$60.00 per meeting plus \$0.50/km
Representative to North Dufferin Community Centre Board of Management	_____	\$60.00 per meeting plus \$0.50/km
Representatives to Shelburne & District Fire Department Board of Management	_____	\$60.00 per meeting plus \$0.50/km
	_____	\$60.00 per meeting plus \$0.50/km
Representatives to Mulmur-Melancthon Fire Department Board of Management	_____	\$60.00 per meeting plus \$0.50/km
	_____	\$60.00 per meeting plus \$0.50/km
Representative to Shelburne Public Library Board	_____	\$60.00 per meeting plus \$0.50/km
Representative to the Township of Melancthon Police Services Board	_____	\$60.00 per meeting plus \$0.50/km
Representative to the Upper Grand Watershed Committee	_____	\$60.00 per meeting plus \$0.50/km
By-law Enforcement Officer	_____	
Dog Control Officer	_____	
Pound	_____	

By-law read a first and second time this 6<sup>th</sup> day of December, 2018.

By-law read a third time and passed this 6<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 2.3

DEC 06 2018

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW No. \_\_\_\_\_ - 2018**

**BEING A BY-LAW TO CONSTITUTE AND APPOINT A COMMITTEE OF  
ADJUSTMENT**

**WHEREAS**, Subsection 44 (3) of the Planning Act, R.S.O. 1990, c. P. 13 as amended provides that Council may by By-law constitute and appoint a Committee of Adjustment composed of such persons, not fewer than three, as Council consider desirable.

**AND WHEREAS**, the Council of the Corporation of the Township of Melancthon considers it desirable to establish a Committee of Adjustment;

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

1. A Committee of Adjustment is constituted consisting of the following persons:

Mayor: Darren White

Deputy Mayor: David Besley

Councillor: Wayne Hannon

Councillor: Margaret Mercer

Councillor: David Thwaites

who shall hold office until December 4, 2019.

2. That provisions of this By-law shall come into force and take effect on the passing thereof.

By-law read a first, and a second time, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

By-law read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 2.4

DEC 11 6 2018



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2018

A By-law to appoint a Board of Management for the Horning's Mills Community Hall.

Under the Community Recreation Centres Act, R.S.O. 1990 and the regulations thereunder, the said Community Hall shall be administered by the following Board, duly appointed from December 6, 2018 to December 4, 2019.

\_\_\_\_\_ Member of Council

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The said Horning's Mills Community Hall shall be maintained as a Community Hall by the said Board in conformity with the Act and Regulations made thereunder.

All By-laws inconsistent with this By-law are hereby repealed.

By-law read a first and second time this 6<sup>th</sup> day of December, 2018

By-law read a third time and passed this 6<sup>th</sup> day of December, 2018

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 2.5

DEC 06 2018

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**BY-LAW NO.**

A By-law of the Corporation of the Township of Melancthon to appoint a Board of Management for the Horning's Mills Community Park.

**WHEREAS** it is deemed expedient and necessary to pass a by-law to appoint a Board of Management for the Horning's Mills Community Park.

**AND WHEREAS** under the provisions of the Public Parks Act, the Board may consist of five members of whom two shall be members of the Municipal Council.

**THEREFORE** be it enacted by the Municipal Council of the Corporation of the Township of Melancthon, here assembled, that the following persons are hereby appointed to the said Board of the Management for the term of Council.

_____	Member of Council
_____	Member of Council
_____	
_____	
_____	

All By-laws inconsistent with this by-law are hereby repealed.

By-law read a first and second time this 6<sup>th</sup> day of December, 2018.

By-law read a third time and passed this 6<sup>th</sup> day of December, 2018.

_____	_____
MAYOR	CLERK

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO.**

A By-law of the Corporation of the Township of Melancthon to appoint a Board of Management for the Horning's Mills Cemetery.

**WHEREAS** it is deemed expedient and necessary to pass a by-law for appointing a Board of Management for the Horning's Mills Cemetery.

**AND WHEREAS** under the provisions of the Cemeteries Act the Board may consist of not less than three or more than seven persons who shall hold office during the term of Council.

**THEREFORE** be it enacted by the Municipal Council of the Corporation of the Township of Melancthon, here assembled, that the following persons are hereby appointed to the said Board of Management for the term of Council for the Horning's Mills Cemetery.

_____	Member of Council
_____	Member of Council
_____	
_____	
_____	

All By-laws inconsistent with this By-law are hereby repealed.

By-law read a first and second time this 6<sup>th</sup> day of December, 2018.

By-law read a third time and passed this 6<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO.**

A By-law of the Corporation of the Township of Melancthon to appoint a Board of Management for the Corbetton Community Park.

**WHEREAS** it is deemed expedient and necessary to pass a by-law to appoint a Board of Management for the Corbetton Community Park.

**AND WHEREAS** under the provisions of Sections 195-198 of the Municipal Act, 2001, specifically Section 196(2), the Board may consist of five members of whom one shall be a member of the Municipal Council.

**THEREFORE** be it enacted by the Municipal Council of the Corporation of the Township of Melancthon, here assembled, that the following persons are hereby appointed to the said Board of the Management for the term of Council.

_____	Member of Council
_____	
_____	
_____	
_____	

By-law read a first and second time this 6<sup>th</sup> day of December, 2018.

By-law read a third time and passed this 6<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 2.8  
DEC 16 2018

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO.**

A By-law of the Corporation of the Township Melancthon to appoint a Board of Management for St. Paul's Cemetery.

**WHEREAS** it is deemed expedient and necessary to pass a by-law for appointing a Board of Management for St. Paul's Cemetery.

**AND WHEREAS** under the provisions of the Cemeteries Act the Board may consist of not less than three or more than seven persons who shall hold office during the term of Council.

**THEREFORE** be it enacted by the Municipal Council of the Corporation of the Township of Melancthon, here assembled, that the following persons are hereby appointed to the said Board of Management for St. Paul's Cemetery for the term of Council.

Member of Council

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All By-laws inconsistent with this By-law are hereby repealed.

By-law read a first and second time this 6<sup>th</sup> day of December, 2018.

By-law read a third time and passed this 6<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 2.9

DEC 16 2018

**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO.                    -2018**

**BEING A BY-LAW TO DESIGNATE A HEAD OF THE MUNICIPAL  
CORPORATION FOR THE PURPOSES OF THE *MUNICIPAL FREEDOM  
OF INFORMATION AND PROTECTION OF PRIVACY ACT***

**WHEREAS**, under Section 3, subsection 1 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C.M.56, the Council of a Municipal Corporation may by by-law designate from among its members an individual or a Committee of the Council to act as Head of the Municipal Corporation for the purposes of the Act:

**AND WHEREAS** the Council deems it necessary and expedient to designate a Head for the purposes of the Act:

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Melancthon enacts as follows:

1. That the following Committee of Council be designated as Head for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*.
  - 1.
  - 2.
  - 3.
2. That this by-law come into force and effect on December 6, 2018
3. All By-laws inconsistent with this By-law are hereby repealed.

Read a first and second time this 6<sup>th</sup> day of December, 2018.

Read a third time and passed this 6<sup>th</sup> day of December, 2018.

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MAYOR

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CLERK

GB# 2.10

DEC 06 2018

# **The Corporation of the Township of Melancthon**

## **By-Law Number \_\_\_\_\_ - 2018**

### **"COUTTS DRAINAGE WORKS, MAINTENANCE LEVYING BY-LAW"**

A by-law to provide for maintenance and repair to the  
Coutts 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 Coutts Drainage Works has been constructed under By-law No. 19 – 2000;

**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 \$14,287.11

**AND WHEREAS** the granted expected is \$ 3,528.23

**AND WHEREAS** the amount to be raised is \$10,758.88

**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. 19 – 2000.
2. The amount of \$10,758.88, 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 "Coutts 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 \_\_\_\_\_, 2018

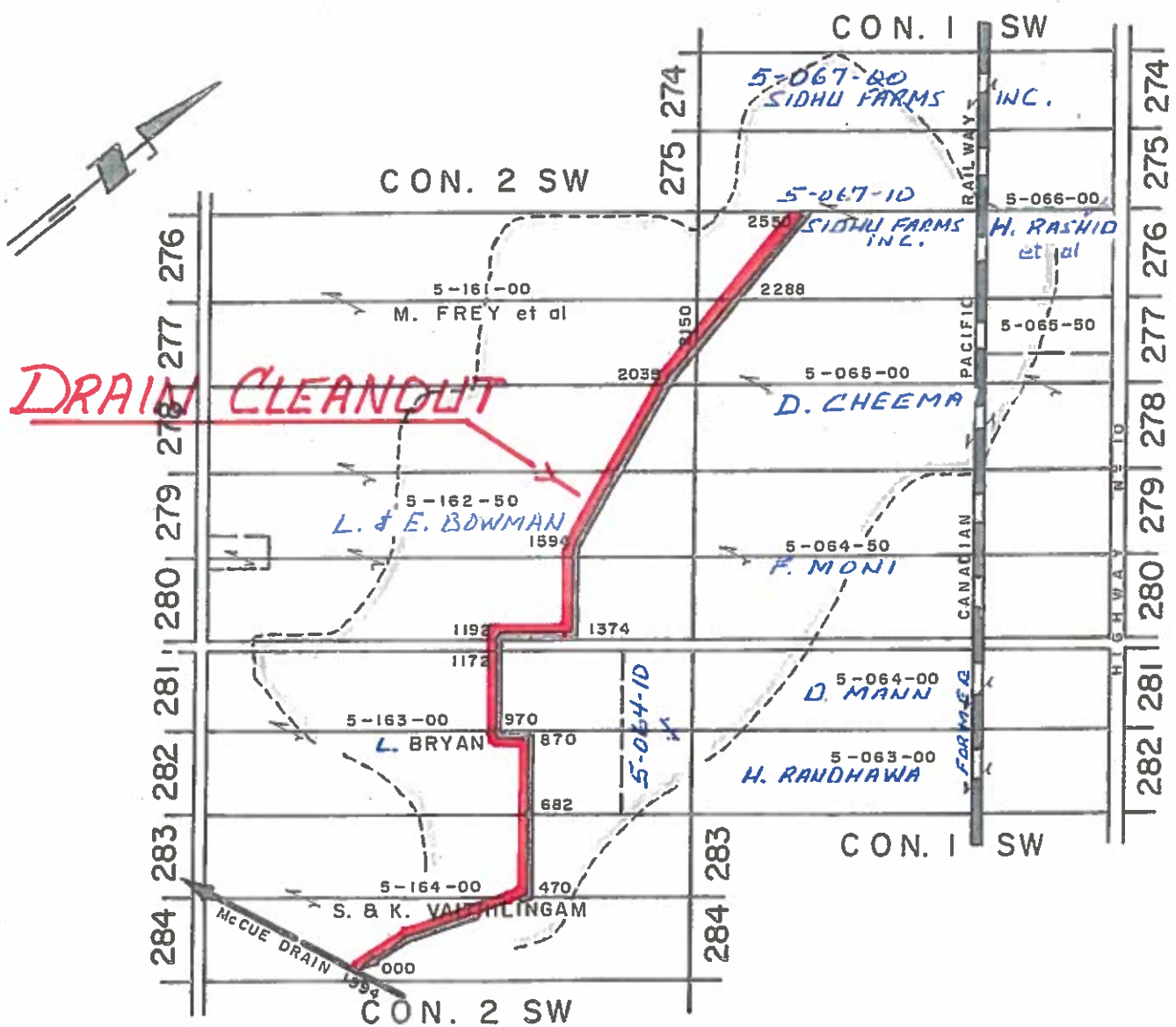
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

G:\By-law Coutts Dr.

GB# 2.11

DEC 06 2018



## COUTTS DRAINAGE WORKS

Maintenance and Repair 2018

DATED: JULY 2018

R. J. BURNSIDE & ASSOC. LTD.  
Drainage Superintendent



## Denise Holmes

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**From:** Haleigh Ferguson <hferguson@nvca.on.ca>  
**Sent:** Friday, November 2, 2018 4:06 PM  
**To:** 'dholmes@melancthontownship.ca'  
**Cc:** Sheryl Flannagan  
**Subject:** NVCA Board Appointments 2018 Election  
**Attachments:** Board Appointments 2018 Election - Township of Melancthon.pdf

Good afternoon,

Please see that attached letter regarding an appointment of Nottawasaga Valley Conservation Authority Board of Directors and orientation session.

Kind regards,

**Haleigh Ferguson | Administrative Assistant**

**Nottawasaga Valley Conservation Authority**

8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0  
T 705-424-1479 ext. 272 | F 705-424-2115  
[hferguson@nvca.on.ca](mailto:hferguson@nvca.on.ca) | [nvca.on.ca](http://nvca.on.ca)

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From:  
[prvs=184414cb8f-hferguson@nvca.on.ca](mailto:prvs=184414cb8f-hferguson@nvca.on.ca)

*You received this message because the domain nvca.on.ca is on your allow list.*



**Nottawasaga Valley**  
Conservation Authority

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November 2, 2018

Township of Melancthon  
157101 Highway 10  
Melancthon, Ontario  
L9V 2E6

Attention: Denise Holmes, Clerk

Dear Denise:

**Re: Appointment of Nottawasaga Valley Conservation Authority Directors and Orientation Session**

Under the Conservation Authorities Act the members of the Nottawasaga Valley Conservation Authority (NVCA) Board of Directors are appointed by the councils of the participating municipalities' to a four year term.

Your municipality may appoint one (1) member to the Board of Directors for the 2019-2022 term. Your appointee may be a member of Council, or from the public. If Council chooses to appoint a member of the public, they may wish to consider a public call for interested parties.

Board meetings are generally the fourth Friday morning of each month, beginning January 25, 2019; however, the December 2019 meeting is the morning of December 13<sup>th</sup>.

NVCA staff are holding an event for all council members to come and learn about the NVCA. The Township of Melancthon, Town of Shelburne, Township of Amaranth, Town of Mono, and Mulmer Township, are invited on January 22, 2019 at the Shelburne Central Dufferin Rec Centre, so that we can provide a fulsome overview of the Conservation Authority and the role of the Board. We encourage all council members to attend and will be following up with more information in the near future.

We look forward to working with you to receive notification on the appointment as soon as it is available.

Yours truly,

A handwritten signature in black ink, appearing to be "Doug Hevenor", written over a horizontal line.

Doug Hevenor,  
Chief Administrative Officer



## **POLICY & PROCEDURE MANUAL**

<b>SECTION</b>	<b>COUNCIL</b>	<b>POLICY NUMBER</b>	1-2-09
<b>SUB-SECTION</b>	Council Procedures	<b>EFFECTIVE DATE</b>	January 1, 2019
<b>SUBJECT</b>	Council Alternate Member Attendance		
<b>AUTHORITY</b>	General Government Services – September 27, 2018 Council – October 11, 2018		

### **PURPOSE:**

This purpose of this policy is to provide consistent application of an alternate member policy for members from a lower tier municipality appointed for the term of council to attend an upper tier council meeting in place of a regular upper tier member.

### **STATEMENT:**

Section 268, of the Municipal Act permits a lower tier municipality to appoint one alternate member per term to sit at the upper tier council or committee meeting in the absence of one of their members.

### **PROCEDURES:**

#### **Notice**

A local municipality shall notify the County Clerk in the event that its council appoints an alternate member of County Council. The County Clerk will keep a record of all appointed alternates members which shall be available to the public.

Written notice is to be provided to the Dufferin County Clerk's department by the local Municipal Clerk, as soon as reasonably possible, if the alternate member is attending County Council. Each municipality will be responsible for notifying its alternate member that they are to attend any County Council meetings.

In situations where no prior notice has been given, the alternate member will be required to sign a form provided by the County Clerk or designate, confirming that they are acting as an alternate for that Council meeting at the time of the meeting.

<b>SUBJECT</b>	Council Alternate Member Attendance	<b>POLICY NUMBER</b>	1-2-09
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### **Compensation**

Alternate members who attend a council or committee meeting will not be compensated by the County of Dufferin.

### **Meetings**

The meetings that the alternate member is permitted to attend on behalf of the County Councillor are Council and the Standing Committee that the incumbent councillor is a member of. Alternate members must only be used when a Dufferin County member is unavailable to attend an entire meeting.

The Alternate Members' powers and duties as County Councillors extend only to the time they are present at the Council or Committee meeting.

### **Voting**

An alternate member attending a council meeting will have the same number of weighted votes that the member they are representing would normally have.

### **Orientation**

An orientation to Dufferin County and its operations will be provided to alternate members. If several lower tier municipalities appoint an alternate member within a similar time frame (i.e. after the beginning of a new term of council) there will be an orientation meeting scheduled for these members to familiarize themselves with Dufferin County. Additional orientation meetings will be scheduled as necessary throughout the term of council.

### **Meeting Preparation**

Alternate Members are required to read agenda material and keep abreast of County business. Staff are available to answer questions prior to the meeting. The alternate member is required to bring their own copies of the agenda.

### **Other Items**

If the alternate member is required to have a copy of closed meeting minutes or reports for the purpose of participating in discussions, these will be provided to the member on paper at the meeting, to be returned at the end of the meeting. Access to the Council portal will not be provided for alternate members unless they are appointed to cover a long-term absence (illness, maternity etc.).

The alternate member will continue to use their lower tier email address and necessary agenda items will be sent to that address for review.