



## **TOWNSHIP OF MELANCTHON ELECTRONIC MEETING AGENDA - THURSDAY, NOVEMBER 19, 2020 - 5:00 P.M.**

*(For information on how to join the meeting, please go to the Council Meetings page on the Township Website to find the link, Meeting ID and Password)*

- 1. Call to Order**
- 2. Announcements**
- 3. Additions/Deletions/Approval of Agenda**
- 4. Declaration of Pecuniary Interest and the General Nature Thereof**
- 5. Approval of Draft Minutes - November 5, 2020**
- 6. Business Arising from Minutes**
- 7. Point of Privilege or Personal Privilege**
- 8. Public Question Period** (Please visit our website under Agenda & Minutes for information on Public Question Period)
- 9. Public Works**
  1. Report from Kaitlin Chessell, Secretary Roads Sub-Committee, regarding Recommendations from the Roads Sub-Committee held on November 10, 2020
  2. Other
- 10. Planning**
  1. Applications to Permit
  2. Site Plan Control By-law Memo
  3. Other
- 11. Climate Change Initiatives**
- 12. Police Services Board**
- 13. County Council Update**
- 14. Correspondence**

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

1. Shelburne & District Fire Board - July 28, 2020

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

1. Letter from David Thwaites regarding Council Compensation Increase
2. COVID-19 Resilience Infrastructure Stream: Local Government Intake Notification
3. Town of Mono Resolution in support of City of Oshawa calling for federal and provincial governments to help local municipalities
4. City of Belleville Resolution - Accessibility for Ontarians with Disabilities Act - Web-site support New Business
5. Niagara Escarpment Biosphere Fall Newsletter
6. Town of Mono Resolution - Proposed amendments to the Municipal Elections Act contained in Bill 218 - Supporting Ontario's Recovery and Municipal Elections Act
7. Municipality of Meaford Resolution - Bill 218, Supporting Ontario's Recovery and Municipal Elections Act
8. Town of Shelburne Motion - Tow Truck Licensing By-law
9. Town of Shelburne Motion regarding the CDRC
10. Township of Amaranth - Dufferin County CP Rail Trail
11. Integrity Commissioner - Report File CC-2020-01 Mercer v. White
12. Integrity Commissioner - Memorandum to Council Transparency: Code of Conduct File CC-2020-01- Mercer v. White

**15. General Business**

1. Report from Denise Holmes, CAO/Clerk - regarding Councillor David Thwaites' Resignation From Council
2. Report from Denise Holmes, CAO/Clerk regarding Council Vacancy Procedure
3. New/Other/Additions
  1. Report from Donna Funston, Environmental Sustainability Committee Secretary, Recommendations from the Environmental Sustainability Committee held on November 13, 2020
  2. Other/Addition(s)
4. Unfinished Business
  1. Tabled Motion from November 5, 2020 - Townships of Mulmur and Melancthon North Dufferin Community Centre Efficiency Review - Final Draft Report - October 2020
  2. NDCC Motion from the November 10, 2020 Meeting - Recommendation that the Townships reach a consensus on moving forward
  3. Town of Collingwood - Transparency and the Public Trust - Complete Report of the Collingwood Judicial Inquiry Report (Councillor Mercer) - Discussion – Link to Report:  
[http://www.collingwoodinquiry.ca/report/pdf/CJI-Complete\\_Report-2-web.pdf](http://www.collingwoodinquiry.ca/report/pdf/CJI-Complete_Report-2-web.pdf)
  4. Creation of a motion from Melancthon Council regarding Fire Services - Operations
  5. Zoning Provisions for Accessory Dwelling Units

**16. Delegations**

1. **5:30 p.m.** - Notice of Public Meeting Regarding Zoning Provisions to Implement the Minimum Distance Separation Formula (MDS)

**17. Closed Session**

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

**19. Notice of Motion**

**20. Confirmation By-law**

**21. Adjournment and Date of Next Meeting - Thursday, December 10, 2020 - 9:00 a.m.**

**22. On Sites**

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



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

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## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

### **MEMORANDUM**

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

**FROM: KAITLIN CHESSELL, SECRETARY ROADS SUB-COMMITTEE**

**SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING NOVEMBER 10<sup>TH</sup>, 2020**

**DATE: NOVEMBER 12<sup>TH</sup>, 2020**

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#### **7.6.2 General Business; Unfinished Business; Winter Plan**

The Winter Plan was reviewed and updated for the 2020–2021 winter season. It was discussed that this is something that will need to be reviewed on an annual basis prior to each winter season to keep up to date.

#### **Recommendation:**

The Roads Sub-Committee recommends to Council that we adopt the Winter Plan for the 2020-2021 Season.

#### **7.6.3 General Business; Unfinished Business; 2021 Road Projects**

The Roads Sub-Committee continued their conversation from last meeting on which road projects we were going to do next year and took advice from Craig Micks, Public Works Superintendent on what roads need to be completed next year. Craig advised that he believes we should pulverize, ditch and gravel the 5<sup>th</sup> Line OS between County Road 17 and 15 Sideroad for approximately \$150,000 and hold off until the following season to do the geo-grid, final grade and paving. He also advised we should pulverize, gravel and pave 260 Sideroad from Highway 10 to 2<sup>nd</sup> Line SW for approximately \$300,000.

#### **Recommendation:**

The Roads Sub-Committee recommends to Council that we incorporate the following road projects in the 2021 Budget; 5<sup>th</sup> Line OS from County Road 17 to 15 Sideroad and 260 Sideroad from Highway 10 to 2<sup>nd</sup> Line SW.

PW# 9.1  
NOV 19 2020



## **Winter Operations Planning Document for Township of Melancthon**

**(Winter Season 2020-2021)**

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## A. Purpose

This winter operations plan sets out a policy and procedural framework for ensuring that the Township of Melancthon continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for the Township of Melancthon.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

This Winter Operations Plan for the Township of Melancthon was endorsed by "The Council of the Corporation of the Township of Melancthon" (e.g. Board of Supervisors, City council, etc.) on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

## B. Definitions

**Anti-icing** means the application of liquid de-icers directly to the road surface in advance of a winter event.

**Continuous Winter Event Response** is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

**De-icing** means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

**Highway** means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

**Paved Road** means a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

**Pre-treat** means the application of liquids (sodium chloride, calcium chloride, etc.) to dry salt or sand prior to being loaded for storage or applied to the road surface.

**Pre-wetting** means the application of liquids (sodium chloride, calcium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

**Public Works Superintendent** is the person who is on duty at the time directing the snow/ice removal operations of the Township of Melancthon. These individuals

include: Director of Public Works, Deputy Public Works Director, Public Works Managers, and/or any other individual who may be assigned the responsibility of Public Works Superintendent.

**Route of Representative Roads** is another term used for patrol routes.

**Salt Route** is a collection of road segments, which during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has already formed, to break that bond. Typically such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold pavement temperatures such that road salt would not be effective at bond breaking or prevention) sand may be applied to such routes to provide a temporary increase in grip.

**Sand Route** is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in grip. Typically such routes include gravel and other unpaved roads, where the use of salt or other freeze-depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

**Spot Winter Event Response** is a response to a winter event with only a partial deployment of manpower and equipment or with full deployment to only part of the system.

**Surface Treated Road** is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

**Unpaved Road** is a graded road with a gravel, stone or other loose traveling surface.

**Winter Event** is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost or ice to which a winter event response is required.

**Winter Event Response** is a series of winter control activities performed in response to a winter event.

**Winter Event Response Hours** are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

## 1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT

The Township of Melancthon is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. As an integral part of this effort the Township of Melancthon will strive to optimize the use of all winter maintenance

materials as they pursue the goal of a safe and sustainable transportation system.

The Township of Melancthon public works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of the Township of Melancthon.

## **2. POLICY STATEMENT**

The Township of Melancthon will conduct safe and sustainable snowfighting to ensure, insofar as reasonably practicable, the safety and mobility of users of the municipal road network, in keeping with applicable state legislation.

The Township of Melancthon will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan;
- Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and
- Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

## **3. QUICK OVERVIEW OF THE TOWNSHIP OF MELANCTHON**

- Type of Organization: Municipal
- Structural Level: Township
- Estimated Population (2016 Consensus): 3008
- Total Area: 310.79 Square kilometres
- Street Address:  
157101 Highway 10  
Melancthon, Ontario L9V 2E6  
Canada
- Telephone: 519-925-5525
- Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)
- Public Works Superintendent: Craig Micks, 519-925-5525, 105
- Police:
  - O.P.P.
    - Contact Person: Dispatch
    - Primary Phone: 519-925-3838
- Contractors:
  - Kidd Farms Inc:
    - Primary Contact Person: Bruce Kidd
    - Primary Phone: 705-440-7136
    - Contracted Tasks: Snow blowing as needed
  - 5th Line Repair:
    - Primary Contact Person: Kevin Fluney
    - Primary Phone: 519-939-3045
    - Contracted Tasks: Snow blowing as needed

## **4. WINTER MAINTENANCE PROGRAM**

### **4.1. The System Maintained**

The major activities related to winter maintenance are:

- Snow plowing
- Salt /sand application
- Snow removal
- Frost-control
- Drift-control

The Township of Melancthon is responsible for winter maintenance on:

Road Category	Surface and Area Type	Individual Length (Lane kilometres)	Total Length (Lane kilometres)
Class 3	Paved and Rural	71.6	71.6
Class 4	Paved & Unpaved and Rural	140.4	140.4
Class 5	Unpaved and Rural	210.8	210.8
Class 6	Unpaved and Rural	30.4	30.4

## 4.2. Level of Service

The Township of Melancthon provides the following level of service during the winter maintenance season, as set out in 4.3, in response to a winter event.

The minimum standard for clearing snow accumulation is:

### 4.2.1. Snow Accumulation and Ice Formation Policy

#### SNOW ACCUMULATION:

1. The standard for addressing snow accumulation is:
  - a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
  - b. after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
    - i. to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
    - ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.
2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.
3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
  - a. Patrolling highways.
  - b. Performing highway maintenance activities.
  - c. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.

4. The depth of snow accumulation on a roadway and lane width may be determined by,
  - a. performing an actual measurement;
  - b. monitoring the weather; or
  - c. performing a visual estimate. O. Reg. 47/13, s. 4.
5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,
  - a. plowing the roadway;
  - b. salting the roadway;
    - i. the application of other chemical or organic agents to the roadway;
  - c. applying abrasive materials to the roadway; or
  - d. any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.
6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.
7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

#### ICE FORMATION:

1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
  - a. Monitor the weather in accordance with section 3.1.
  - b. Patrol in accordance with section 3.
  - c. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.
2. If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
  - a. the time that the municipality becomes aware of the fact that the roadway is icy; or
  - b. the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.

3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.
4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.
5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

**TABLE  
SNOW ACCUMULATION**

<b>Class of Highway</b>	<b>Depth</b>	<b>Time</b>
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

**TABLE  
ICE FORMATION PREVENTION AND ICY ROADWAYS**

<b>Class of Highway</b>	<b>Time</b>
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

The snow accumulation and ice-formation policies are attached herein as a separate document, in Appendix 3-1

#### **4.2.2. Private Sidewalk Responsibility**

There is no sidewalk maintenance in the winter.

#### **4.2.3. Plowing Private Property**

Private properties are the responsibility of respective owners.

## **4.3. Winter Season Maintenance**

For Operational purposes, the Township of Melancthon assumes the winter season commences on 2020-Dec-01 and is completed by 2021-Mar-31 , while acknowledging that winter events may occur outside of this timeframe.

## **4.4. Winter Preparations**

In the months prior to the start of the winter maintenance season, as identified in 4.3, the Township of Melancthon undertakes the following tasks to prepare for the upcoming winter season.

### **4.4.1. Prior to Winter Season**

Prior to the winter season, if required, prepare and call tenders for the supply of materials (e.g. salt, sand, liquid, etc.), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (e.g. plow trucks, spreader trucks, combination units, etc.).

Sometime prior to the winter season the Township of Melancthon will:

- Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
- Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled, their duties during a winter event, record keeping requirements, callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
- Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
- Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
- Confirm that all guiderail, catchbasin, hazard and fire hydrant markers, steep hill, sharp curve ahead warning signs, bridges ices sign, if any, are in place. Any missing markers should be replaced prior to the winter session.

### **4.4.2. One Month Prior to the Winter Season**

One month prior to the winter season the Township of Melancthon will:

- Assign equipment to staff.
- Calibrate material application equipment.
- Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response.
- Have 75 % of the fleet ready to respond to a winter event.
- Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

#### **4.4.3. Two Weeks Prior to the Winter Season**

Two weeks prior to the winter season the Township of Melancthon will:

- Begin regularly scheduled night patrol of representative roads
- Have 75 % of the fleet ready to respond to a winter event.
- Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

#### **4.4.4. At the Start of the Winter Season**

At the start of the winter season:

- Implement the winter shift schedule.
- Begin patrolling representative roads in all roads/areas that the organization is responsible for
- Respond to winter events as per the winter operations plan.

### **4.5. Winter Patrol**

During the winter maintenance season, 4.3, the Township of Melancthon carries out a winter patrol on a route of representative roads twice daily, 7 days a week. Between winter events a patrol of representative roads will occur during daylight hours and a second night patrol will be also be scheduled. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a winter event be observed and a winter event response is required. On the approach of a winter event or during a winter event the route of representative roads may be modified, insofar as

reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches. The patrol person will be familiar with local conditions in their patrol area, and prepare a condition log of road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated winter season.

## **4.6. Operations**

### **4.6.1. Staffing and Hours of Work**

The Township of Melancthon has a full time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing.

The Township of Melancthon adheres to the hours of service as dictated by Highway Traffic Safety Act, Reg. 555/06 (Ontario, Canada).

<b>Staffing for Winter Maintenance</b>				
<b>Employee</b>	<b>Job Title</b>	<b>Reports to Facility</b>	<b>Assigned Route(s)</b>	<b>Assigned Equipment</b>
Aaron McGill	Equipment Operator	Melancthon Yard	Route #3	Loader - CAT, Plow Truck 6 - International, Truck 7- GMC
Bryan Hannon	Equipment Operator	Melancthon Yard	Route #1, Route #2, Route #3, Route #4	Grader 1 - CAT, Grader 2 - John Deere, Loader - CAT, Plow Truck 2 - Western Star, Truck 7- GMC
Craig Micks	Public Works Superintendent	Melancthon Yard	Route #2, Patrol Route 1 - From Roads Superintendents House	Grader 2 - John Deere, Truck 1 - Ford
Don Galbraith	Equipment Operator	Melancthon Yard	Route #1, Route #3	Loader - CAT, Plow Truck 4 - Volvo, Plow Truck 5 - Volvo , Truck 7- GMC
Lorne Flear	Equipment Operator	Melancthon Yard	Route #3	Grader 1 - CAT, Grader 2 - John Deere, Loader - CAT, Plow Truck 6 - International, Truck 7- GMC
Paul Prentice	Equipment Operator	Melancthon Yard	Route #1, Route #2, Route #3, Route #4	Grader 1 - CAT, Grader 2 - John Deere, Loader - CAT, Plow Truck 5 - Volvo , Truck 7- GMC

Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

- Public Works Superintendent will receive issues and concerns of the citizens regarding snow and ice control efforts.
- Public Works Superintendent will be responsible for making operational decisions.
- Public Works Superintendent will be authority to which the field staff will communicate the field conditions to.
- Public Works Superintendent will be responsible for shift scheduling.
- Public Works Superintendent will (when physically possible) be responsible for providing appropriate signage and or barricade in case a road has to be closed due to severe winter storm.
- Public Works Superintendent will ensure media releases are sent to local news and radio stations advising of road closures.
- Paul Prentice will be second in command to the Public Works Superintendent.

#### 4.6.2. Winter Material Used Annually

Primary Solid Material	Brand Name or Supplier	Expected Quantity this Season vs. Actual Quantity Last Season	Comes Pre-Mixed with	In-House Mix Added
Pretreated Sand	James Dick Construction	2500.0 Tonnes(Can) vs. 2100.0 Tonnes(Can)		Salt (NaCl) 3.0%

#### 4.6.3. Application Rates

	Min. and Max. Ranges (Tonnes/lane-kilometre)		
	0.0 to -5.0 CELSIUS	-5.0 to -10.0 CELSIUS	-10.0 to -18.0 CELSIUS
Frost	150.0 - 570.0	150.0 - 570.0	150.0 - 570.0
Light Snow	150.0 - 570.0	150.0 - 570.0	150.0 - 570.0
Heavy Snow	285.0 - 570.0	150.0 - 570.0	150.0 - 570.0
Freezing Rain	285.0 - 570.0	570.0 - 570.0	570.0 - 570.0

#### 4.6.4. Equipment - Winter Maintenance Fleet

The Township of Melancthon provides winter maintenance services on 8 routes with the equipment listed in Appendix 3.

VEHICLE NAME OR NUMBER	VEHICLE TYPE	ASSOCIATED ROUTES	ASSOCIATED EMPLOYEES	LOCATION /YARD
Grader 1 - CAT	Grader	Route #1, Route #2, Route #3, Route #4	Bryan Hannon, Lorne Flear, Paul Prentice	Melancthon Yard
Grader 2 - John Deere	Grader	Route #1, Route #2, Route #3, Route #4	Bryan Hannon, Craig Micks, Lorne Flear, Paul Prentice	Melancthon Yard
Loader - CAT	Other	Yard	Aaron McGill, Bryan Hannon, Don Galbraith, Lorne Flear, Paul Prentice	Melancthon Yard
Plow Truck 2 - Western Star	Tandem Axle	Route #4	Bryan Hannon	Melancthon Yard
Plow Truck 4 - Volvo	Tandem Axle	Route #2	Don Galbraith	Melancthon Yard
Plow Truck 5 - Volvo	Tandem Axle	Route #1	Don Galbraith, Paul Prentice	Melancthon Yard
Plow Truck 6 - International	Tandem Axle	Route #3	Aaron McGill, Lorne Flear	Melancthon Yard
Truck 1 - Ford	Other	Patrol Route 1 - From Roads Superintendents House	Craig Micks	Melancthon Yard
Truck 7- GMC	Other	Patrol Route 2 - From Melancthon Shop	Aaron McGill, Bryan Hannon, Don Galbraith, Lorne Flear, Paul Prentice	Melancthon Yard

#### 4.6.4.1. Mechanics

The Township of Melancthon does not have mechanics available to fix equipment issues.

### 4.6.5. Winter Maintenance Facilities

The Township of Melancthon provides winter maintenance services from the winter maintenance facilities listed below.

#### 4.6.5.1. Melancthon Yard

Facility Type:

## Patrol Yard

### Facility Address:

157101 Highway 10, Melancthon, Ontario L9V 2E6, Canada

### Facility Phone:

519-925-5525

### Number of Front-end Loaders:

1

### Year Built:

1965

### Design and Logistics:

- All materials are handled in a designated area characterized by an impermeable surface
- Equipment is in place to prevent overloading of trucks
- System is in place for collection and/or treatment of wastewater from cleaning of trucks
- Control and diversion of external waters (not impacted by salt) is in place
- Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- Risk management and emergency measures plans are in place

### Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
  - Salt & Sand Mix – 3000.0 Tonnes(Can)
- There is no storage space available outside of this facility.

### Equipment Storage Details:

The following equipment is stored in this facility: - Backhoe - Water Truck - Grader - Grass Cutting Equipment - 1/2 ton Trailer - Multiple Plows

### Equipment Washing Details:

We wash all equipment outside

### Miscellaneous Material Details:

### Site Drainage Details:

- There isn't any drainage and collection system for runoff of salt-contaminated waters at this facility
- The chloride concentration in the runoff is not monitored
- This site discharges to:
  - Containment system for removal
- Additional Site Storage Details

#### **4.6.6. Parking Lots**

The Township of Melancthon does not provide winter maintenances services to parking lots.

#### **4.6.7. Snow Removal and Disposal**

The Township of Melancthon does not have dedicated Disposal Site(s) in its jurisdiction.

#### **4.6.8. Plow Routes**

Appendix 2 contains maps of the salt/sand routes, anti-icing routes and plow routes.

#### **4.6.9. Salt Vulnerable Areas**

Certain locations within the area of responsibility of the Township of Melancthon have been identified as being potentially vulnerable to the over-application of road salt. These areas are shown on the route maps in the appendices. Accordingly, salt storage, snow disposal and material application in these areas will be strictly monitored and in some cases may be restricted in a variety of ways.

#### **4.6.10. Weather Monitoring**

In order to determine an effective winter event response and allocate the appropriate resources the Township of Melancthon supplements their general observations with weather information from various sources which includes:

- Meteorological Services:
  - Weather Network - [www.theweathernetwork.com](http://www.theweathernetwork.com)
- Observations from municipal staff, communication with staff of adjacent municipalities;
- Customized weather forecasts which are updated 5 times/day from a Value Added Meteorological Service Dufferin County - Wood Weather Net

#### **4.6.11. Communications**

Maintaining reliable internal communications is a critical component of winter operations. The Township of Melancthon uses the following:

- All winter maintenance vehicles are equipped with two way communications (radios, cell phone, etc.).

All citizen issues concerning snow and ice control efforts will be routed to Public Works Superintendent . The Public Works Superintendent will determine appropriate follow-up responses to citizen inquiries.

The municipality provides external communication with the general public via:

- Twitter @melancthtwp
- Municipal 511
- Mail Chimp
- www.melancthtownship.ca

#### 4.6.12. Boundary Street Jurisdiction and Responsibility

The table below outlines the responsibilities of each agency has to the roads bordering with the Township of Melancthon. The agencies listed in the table have first response maintenance responsibility to these roads. If the Township of Melancthon has its snow routes open and serious problems remain on the boundary streets, The Township of Melancthon snow plows may assist based upon the judgement of Public Works Superintendent on duty.

TABLE

Organization, and Contact	Responsibility Details	Telephone Number
Municipality of Grey Highland, Herb Lemon	Director of Transportation and Environmental Services	519-986-2811 ext. 225
Township of Clearview, Mike Rawn	Director of Public Works	705-428-6230 ext. 243
Township of Mulmur, John Willmetts	Director of Public Works	705-466-3341 ext. 224
Township of Southgate, Jim Ellis	Public Works Manager	519-923-2110 ext. 250

#### 4.6.13. Callout Procedures

Operational decisions will be made by the Public Works Superintendent or his/her designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in

determining if a call out of staff and equipment by the Public Works Superintendent to respond to a winter event is warranted.

It is vital therefore that the Public Works Superintendent records the prevalent conditions and relevant information when he/she makes a decision.

The patrol person shall inform the Public Works Superintendent of changing of road and weather conditions observed in the field. When a winter event response is required the Public Works Superintendent will contact staff as per the shift schedule. In the absence of the Public Works Superintendent the patrol person shall be his/her designate and initiate a call out in response to a winter event.

#### **4.6.14. Road Closure and Procedures**

In the event a road must be closed due to a severe winter storm, O.P.P will request signs be placed to close the road. Appropriate signage and barricade will be available at the patrol yard. Upon receiving a request from O.P.P to close a road to traffic, the Public Works Superintendent or his/her designate will organize manpower and equipment to place the signs and barricades. The Public Works Superintendent or his/her designate will contact the call centre and request that a media release (Appendix 5-1 ) be sent to the local news and radio stations advising of the road closure. Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Public Works Superintendent or his/her designate will advise O.P.P and request O.P.P permission to send the media release (Appendix 5-2 ).

#### **4.6.15. Towing Illegally Parked Vehicles – Declaration Emergency Parking Ban**

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by Public Works Superintendent , or their designee. The O.P.P and media will be notified when the parking ban is initiated.

#### **4.6.16. Operating Instructions and Safety Rules**

All individuals (whether local staff or contracted) shall abide by operating instructions and safety rules as stated in Appendix 6.

### **4.7. Decommissioning Winter Operations**

After the winter season identified in 4.3 expires, the Township of Melancthon undertakes the following tasks to decommission winter operations:

#### **4.7.1. Two Weeks After the Winter Season Ends**

Two weeks after the winter season ends:

- Cease regularly scheduled winter night patrols.
- Continue monitoring and recording weather forecasts.
- Assign night patrol shift if forecast indicates an overnight winter event is probable.
- Decommission 2 % of the fleet.

#### **4.7.2. One Month After the Winter Season Ends**

One month after the winter season ends:

- Cease all winter highway maintenance operations
- Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

### **4.8. Training**

The Township of Melancthon provides winter operations training for all staff involved in the delivery of winter services.

Individuals in the following positions within and outside of the organization have been trained:

- Within Organization:
  - Manager(s)
  - Supervisor(s)
  - Operator(s)
  - Mechanic(s)
  - Patroller(s)

It is compulsory for all staff, including contractor staff, to attend the training session. Staff, including contractors' employees, will verify that the training was received by either signing the "Record of Training" included in Appendix 7-1 or 7-2, or another verification document.

The in-house staff is trained:

- By the local organization itself

Current winter operations training(s) for in-house staff:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – application procedures, rates, storage and handling
- Identification of vulnerable areas
- Yard and Equipment maintenance
- Snow plow training for new staff

## 4.9. Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records:

For Equipment Operators:

- CVOR Time Card
- Route Plowed and strategy used (plow only, salt/sand only, anti-ice, combination plowing/sanding/salting)

For Patrollers

- Winter Patrol Record
- Call Out Diary
- Weather and/or RWIS Information Received

For Operations Supervisors

- Operations Diary
- Incident/Collision Reports
- Total materials used

In order to help improve decision-making for maintenance strategy, The Township of Melancthon:

- Has Automatic Vehicle Location (AVL) system installed on fleet

The date will be recorded as YYYY-MMM-DD. It will be written in a numerical format ( 2020-Nov-12 ). The time shall be documented using the 24 hour clock format.

Always retain the original copy of documents regardless of their appearance.

Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

## 5. PLAN IMPROVEMENTS

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt.

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next ten years the Township of Melancthon plans to undertake a number of improvements that will be monitored and updated annually.

- Equipment
  - 2021-2022 Season: New Truck
  - 2022-2023 Season: New Grader

## 6. MONITORING AND UPDATING

Safe and sustainable winter operations includes, as one of its fundamental tenets, the monitoring and updating of winter operations plans, policies, practices and procedures (the “four Ps”) of the Township of Melancthon in an ongoing manner. To that end, the following continuous improvement cycle is used to refine the “four Ps” annually.



At the end of the winter season, as identified in 4.3, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Township of Melancthon shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

The winter season of (2019/20) will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season:

- % change (+/-) in the total annual Centimetres of snow accumulation from the benchmark year
  - Last Season: 0.0
  - This Season: 0.0
  - **% Change: +NaN**
- % change (+/-) in the total number of days with measurable snowfall from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of days with freezing rain from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of continuous winter event responses from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of spot winter event response from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of winter event hours from the benchmark year
  - Last Season: 0.0
  - This Season: 0.0
  - **% Change: +NaN**
- % change (+/-) in the total number of days that required salt operation from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**

#### Monitoring the Salt Used:

- % change (+/-) in the total tons of salt purchased annually from the benchmark year
  - Last Season: 107.0
  - This Season: 62.0
  - **% Change: -42.06**
- % of applications where discharge rates exceeded
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total tons of salt applied annually per lane km per winter event
  - Last Season: 107.0
  - This Season: 62.0
  - **% Change: -42.06**

Ensuring customer satisfaction:

- % change (+/-) in the total number of winter event responses that met or exceed the level of service policy from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of complaints received regarding winter operations from the benchmark year
  - Last Season: 5
  - This Season: 5
  - **% Change: +0.00**

## 7. ADDITIONAL DETAILS

### 7.8 Significant Weather Event Policy

## 8. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

- Public Works Supervisors
- CAO
- Mayor & Township Council

## 9. DISCLAIMER

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Township of Melancthon:

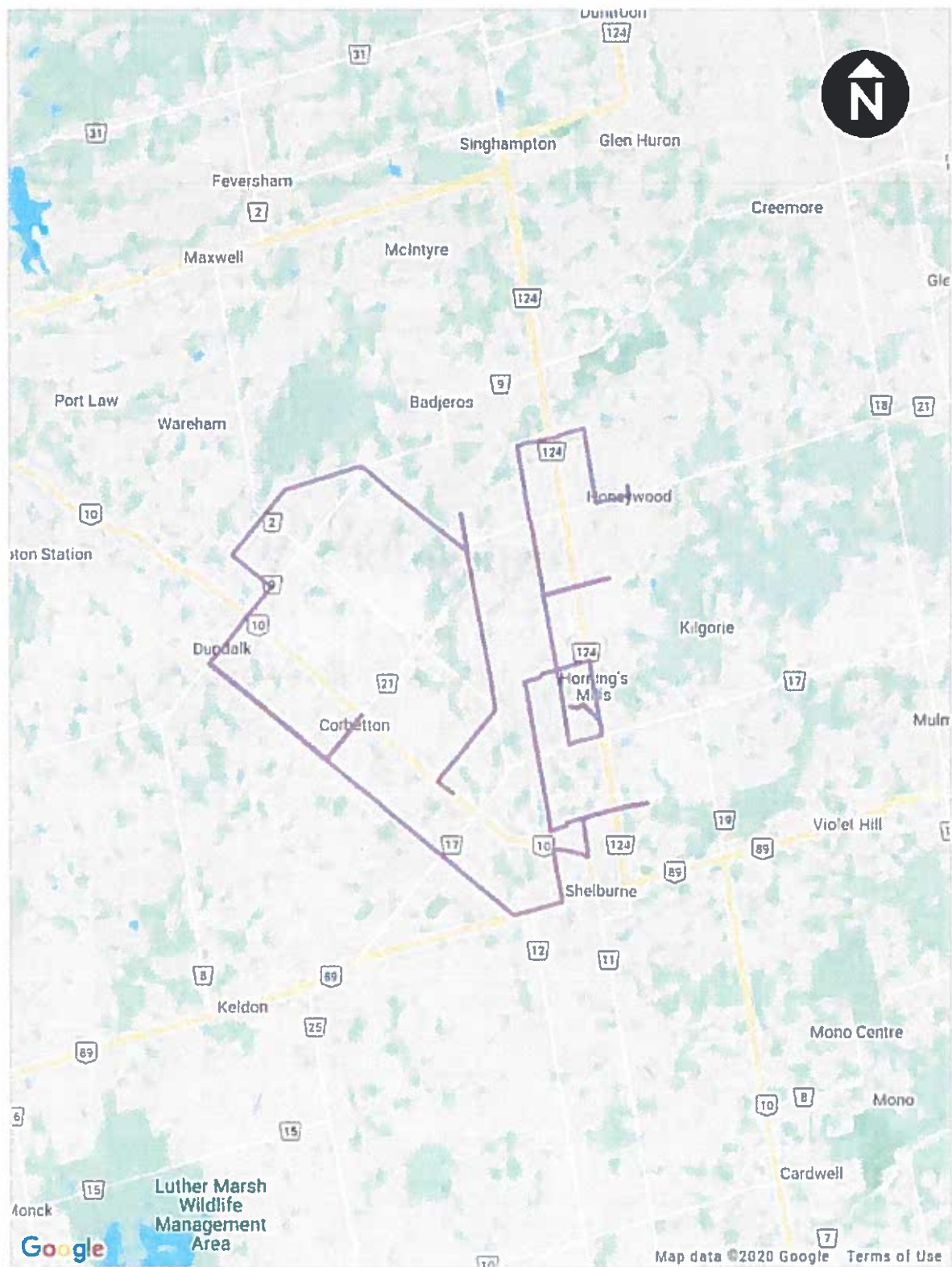
1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.

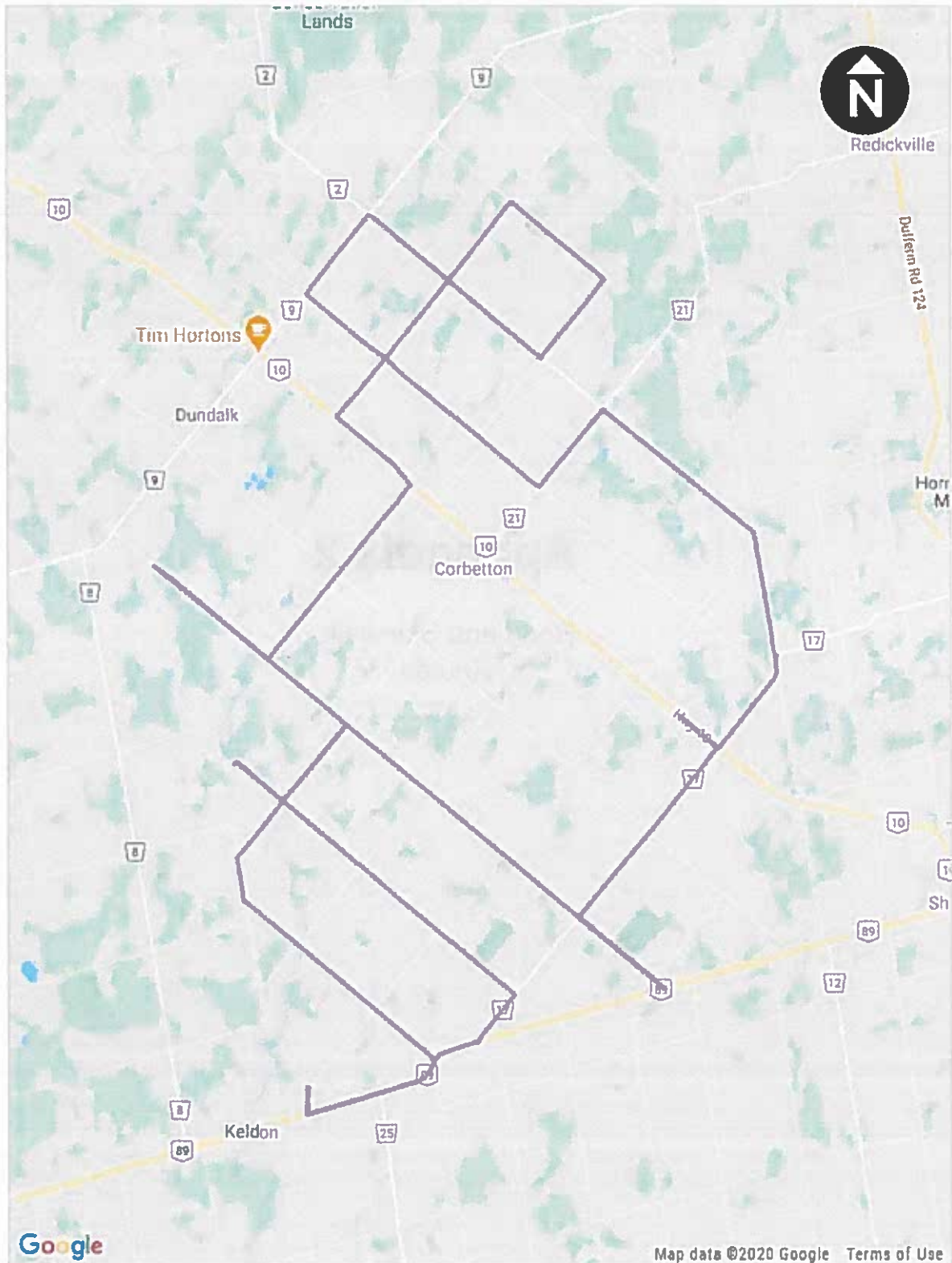
# **Appendix 1**

**Patrol Routes  
(a.k.a. Routes of Representative Roads)**

Patrol Route 1 - From Roads Superintendents  
House (Detail Capture 1 of 1)  
Patrol Routes

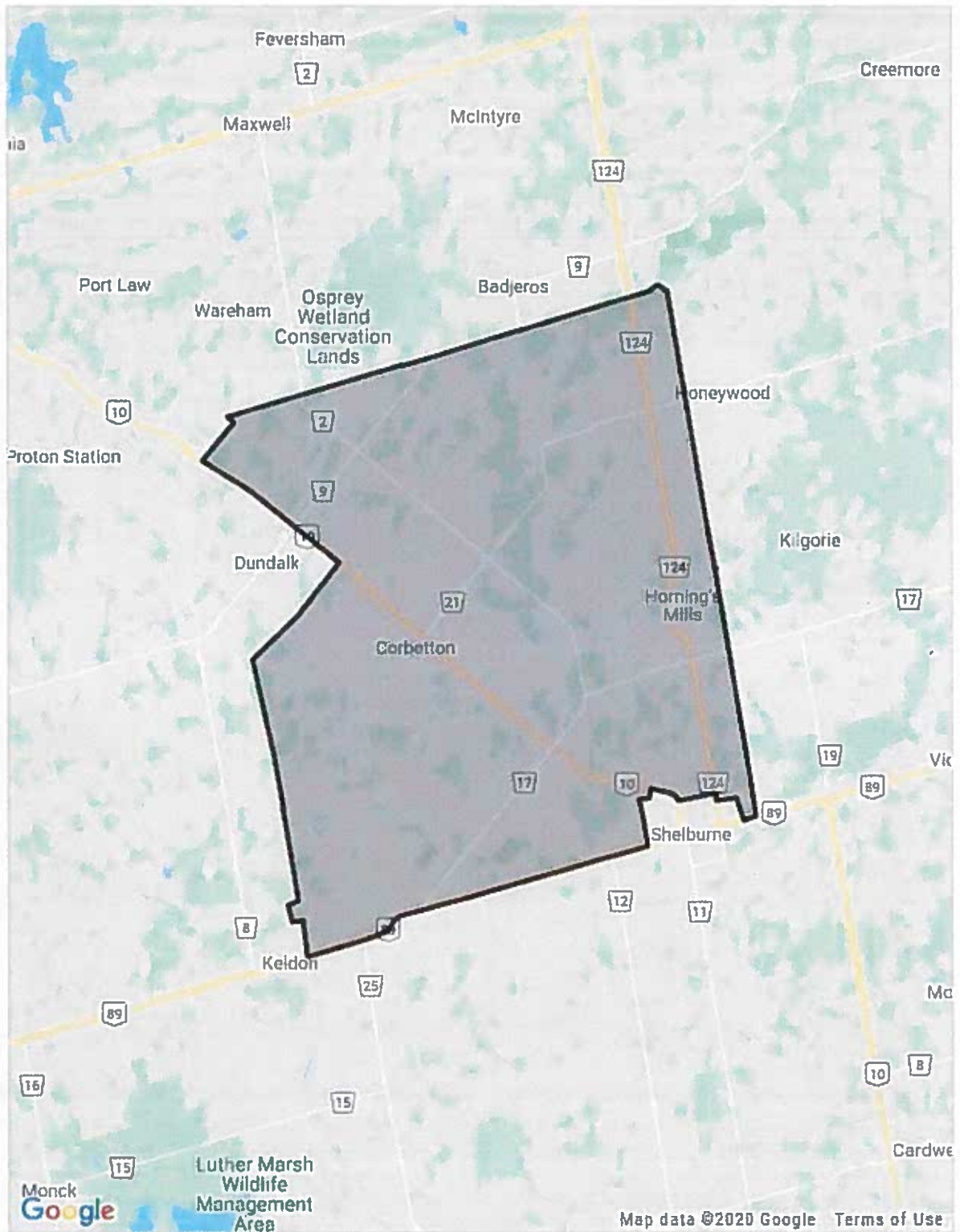
Patrol Distance: 121.26 Lane Kilometres

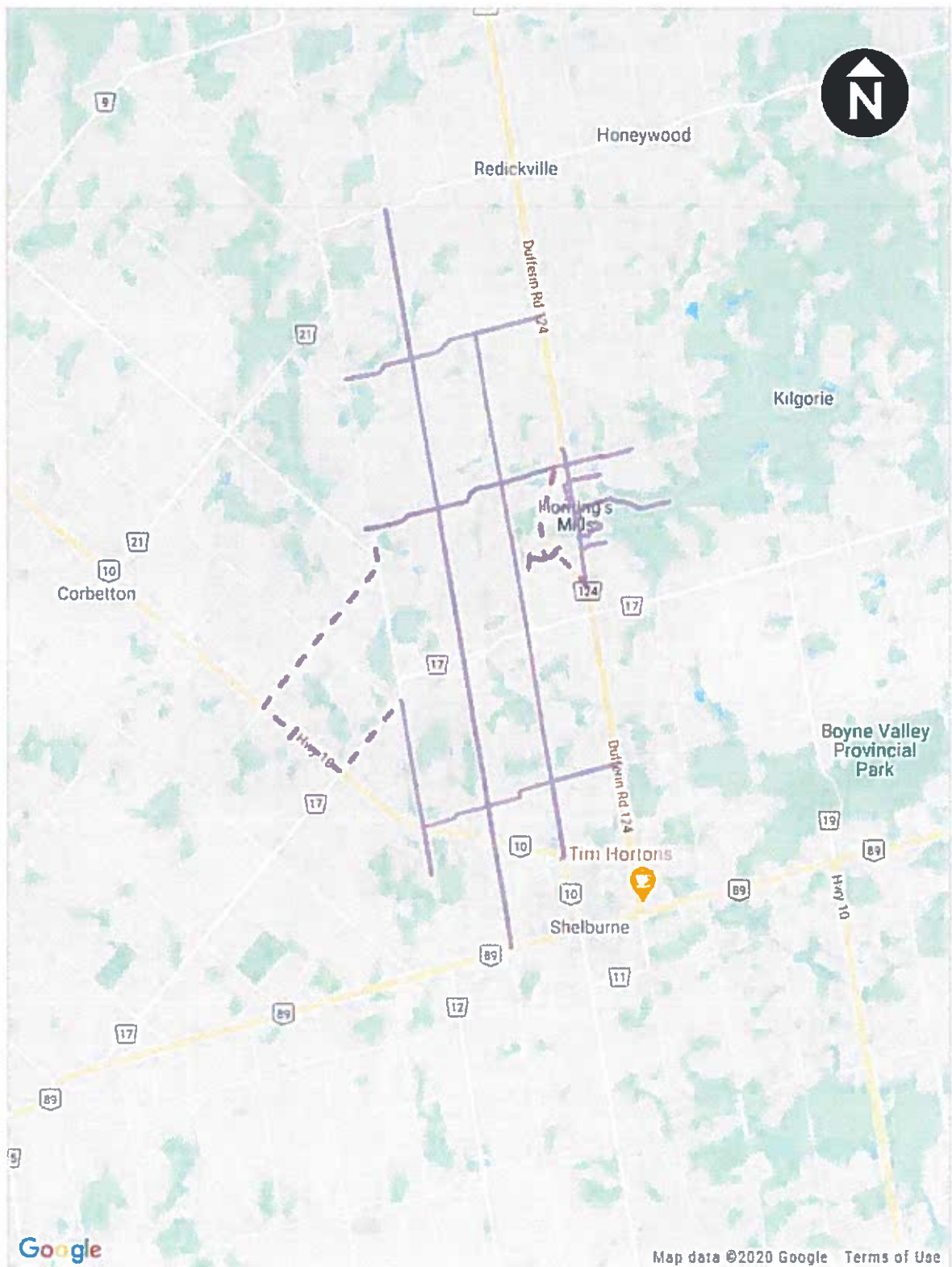


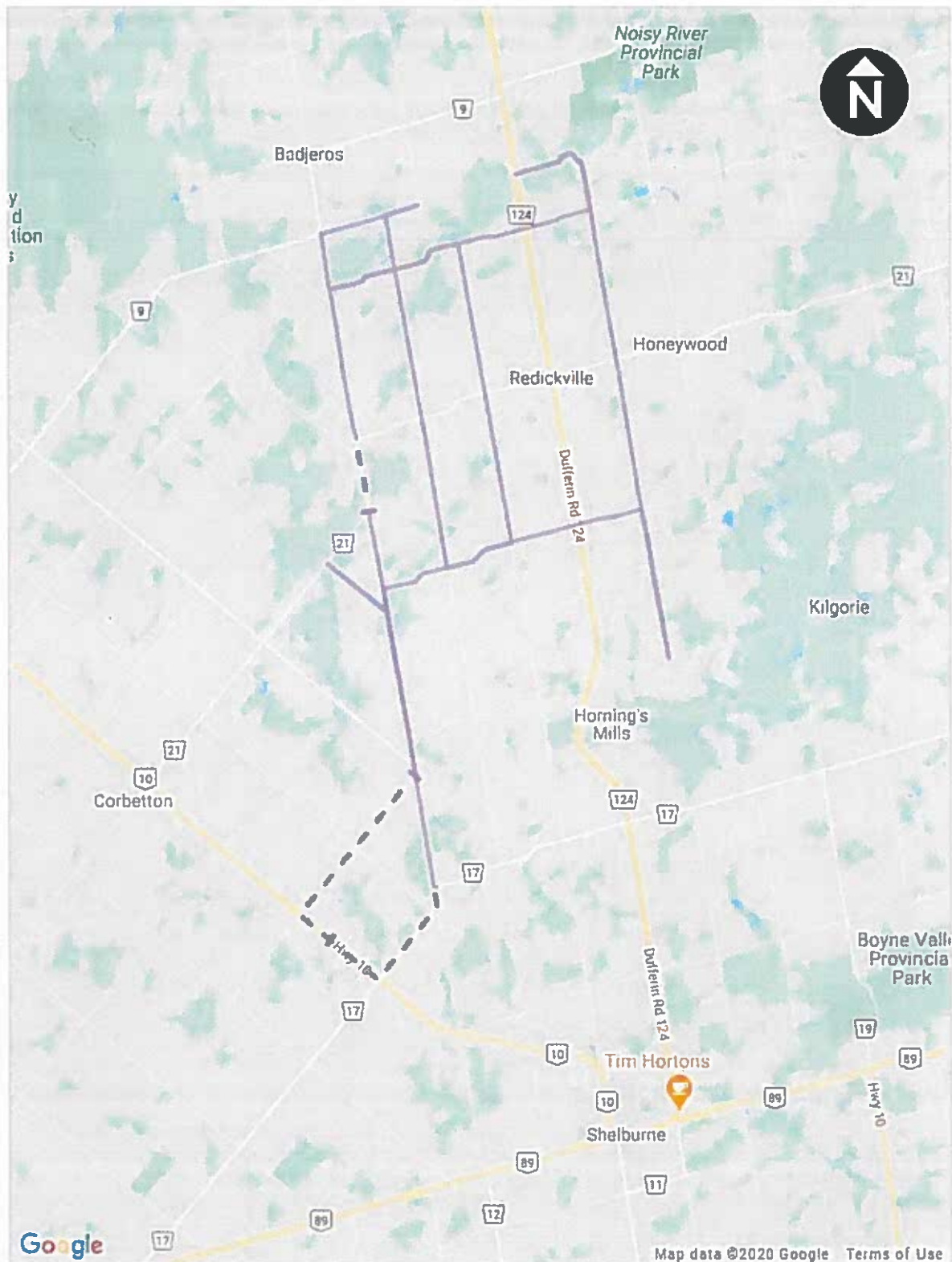


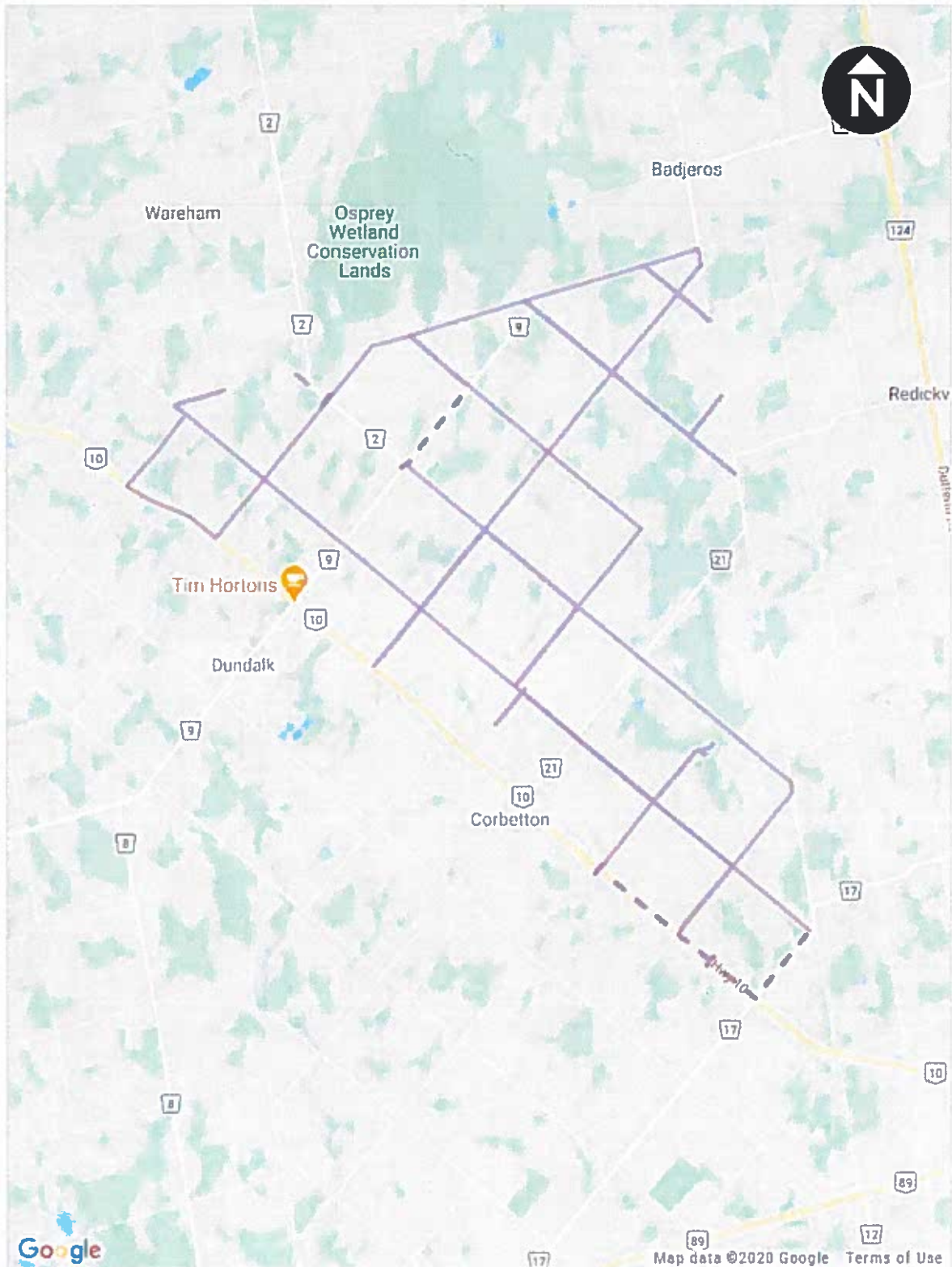
# **Appendix 2**

## **Road and Sidewalk Routes**



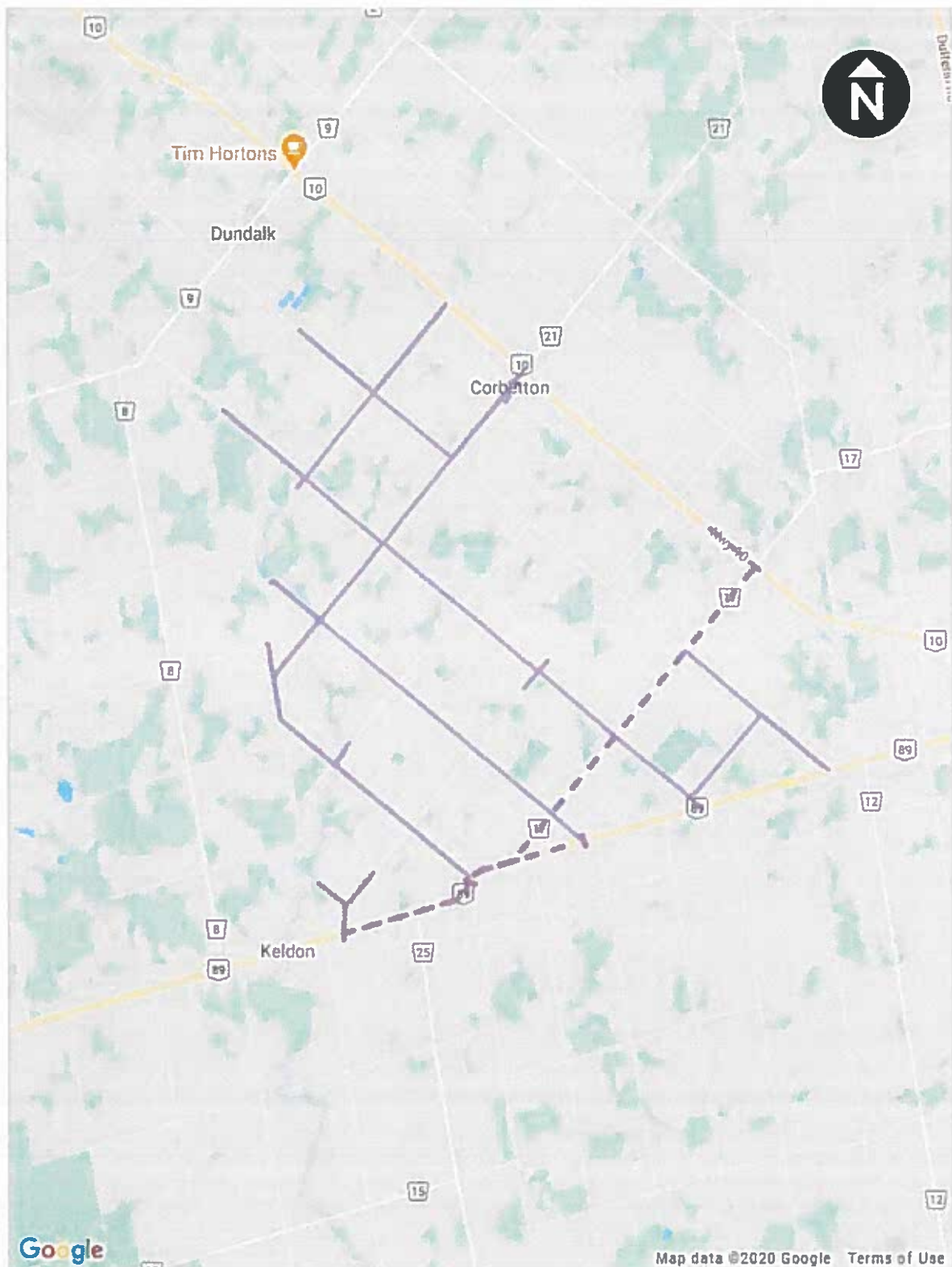






Route #4 (Detail Capture 1 of 1)  
Roadway Route

Total Length: 97.87 Lane Kilometres





## Appendix 3

### Equipment List

Equipment	Type	Owned By	Electronic Controller Installed	Calibration Date	Pre-Wet Capability	Anti-Icing Capacity	Infrared Thermometer Installed
Grader 1 - CAT	Grader	Township of Melancthon	N	N/A	N	N	N
Grader 2 - John Deere	Grader	Township of Melancthon	N	N/A	N	N	N
Loader - CAT	Other	Township of Melancthon	N	N/A	N	N	N
Plow Truck 2 - Western Star	Tandem Axle	Township of Melancthon	Y	2018-Dec-03	N	N	N
Plow Truck 4 - Volvo	Tandem Axle	Township of Melancthon	Y	2018-Dec-03	N	N	N
Plow Truck 5 - Volvo	Tandem Axle	Township of Melancthon	Y	2018-Dec-03	N	N	N
Plow Truck 6 - International	Tandem Axle	Township of Melancthon	Y	2018-Dec-03	N	N	N
Truck 1 - Ford	Other	Township of Melancthon	N	N/A	N	N	N
Truck 7- GMC	Other	Township of Melancthon	N	N/A	N	N	N

Equipment	Pre-Wet Capability	Anti-Icing Capacity	Other Features	Comments
Grader 1 - CAT	N	N		Grader plows and ice blades
Grader 2 - John Deere	N	N		Grader plows and ice blades
Loader - CAT	N	N		The loader loads the trucks with sand, cleans the yard and sometimes is used to shove back banks on the side of roads
Plow Truck 2 - Western Star	N	N	- solid salt application ready,- Has a spreader	Helps plow other routes as necessary
Plow Truck 4 - Volvo	N	N	- solid salt application ready,- Has a spreader	Helps plow other routes as necessary
Plow Truck 5 - Volvo	N	N	- Has a spreader	Helps plow other routes as necessary
Plow Truck 6 - International	N	N	- Has a spreader	Helps plow other routes as necessary
Truck 1 - Ford	N	N		Patrol & Maintenance Repair Truck
Truck 7- GMC	N	N		Patrol & Maintenance Repair Truck

Legend Y = Yes N = No

## **Appendix 5-1**

Media Release  
Road Closed



The Township of Melancthon

Date \_\_\_\_\_

Time \_\_\_\_\_

### Media Release

Due to a severe winter storm *O.P.P* advise that the following roads in the Township of Melancthon are impassable due to (reason, e.g. "drifting and blowing snow") and have been closed to traffic.

Street Name	From	To

*O.P.P* advise that these roads will remain closed until the storm subsides and driving conditions improve.



## **Appendix 5-2**

### **Media Release Severe Weather**



The Township of Melancthon

Date \_\_\_\_\_

Time \_\_\_\_\_

### **Media Release**

Due to a severe winter storm *O.P.P* advise that many roads in the Township of Melancthon are impassable due to drifting and blowing snow. *O.P.P* advise that you do not drive until the storm subsides and driving conditions improve.

*(Sometimes it is physically impossible to place signs and barricades to close a road, in this instance use this release when the roads have NOT been physically been closed by the placement of signs and barricades or an officer is present to redirect traffic)*

## Appendix 6

### Operating Instructions and Safety Rules

The Township of Melancthon  
OPERATING INSTRUCTIONS AND SAFETY RULES  
1. WORK HOURS

For major storm events, two 12 hour shifts will be established at the discretion of the  
(Director of Public Works and/or Deputy Director of Public Works)

2. SAFETY PROCEDURES

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

A. Check your snow removal equipment prior to leaving the yard and also the following:

- 1) All work lights and emergency lights
- 2) Two-way radio
- 3) Snow plow and frame for damage
- 4) Sander
- 5) Rear view mirrors
- 6) Flags and reflectors
- 7) Windshield wipers
- 8) Heater and defroster
- 9) All necessary mapping for snow and ice removal
- 10) Vehicle Inspection Items
- 11) Liquid dispensing apparatus

B. Report any non-working equipment to a Supervisor immediately.

C. Use reasonable caution in operation of snow removal equipment.

D. Drive cautiously.

E. Utilize caution when operating in cramped quarters with parked cars on a street.

F. Know your route and any fixed objects covered by snow.

G. Obey all traffic laws.

H. Do not follow traffic too closely.

I. Slow down prior to turning—your plow will tend to push you where it wants to go.

J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.

K. Do not attempt to tow private automobiles—offer assistance by way of radio contact to Dispatch or Supervisor.

L. Utilize caution when operating deicing equipment. Watch for overhead obstructions.

Lower box when necessary.

### 3. ACCIDENTS

Report all moving vehicle accidents immediately to your Supervisor. Depending on the severity of the accident and availability due to storm related issues, the (Police Department) will typically be called to evaluate the accident. Prior to leaving duty on the shift, a Motor Vehicle Accident Report & Review form and the internal Vehicle Damage Claim Report should be filled out. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties. Accident forms should be available from the on-duty Supervisor or dispatcher.

### 4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Operations Daily Inspection Check Sheet. The vehicle should be refuelled at the end of each operator's shift.

### 5. RADIO COMMUNICATIONS

Operators are to take duty instructions from the Public Works Dispatcher or Supervisor on duty. The Police may report road conditions or other issues to the Public Work's Dispatcher or Supervisor. It will be the role of the Public Works Supervisor to direct all winter maintenance related operations.

### 6. DAILY REPORTS

Upon completion of the shift, operators will be required to fill out a Daily Report sheet. This sheet will document location, date, mileage, and material usage.

# **Appendix 7-1**

## **Record of Training**



The Township of Melancthon

### Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by The Township of Melancthon Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- ☐ Equipment Circle Check
- ☐ Equipment Calibration
- ☐ Record Keeping
- ☐ Health and Safety
- ☐ Level of Service – policies, practices and procedures
- ☐ Identification of Plow Routes – including variations for year to year and issues identified along the route
- ☐ De-icing chemicals – application rates, storage and handling
- ☐ Identification of road salt vulnerable areas and the procedures to follow in those areas
- ☐ Yard and Equipment maintenance

Employee Name \_\_\_\_\_ (Please print name)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Trainer Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix 7-2**

### **Record of Training – Night Patroller**



The Township of Melancthon

### Record of Patroller Training

This certifies that \_\_\_\_\_ (employee name) has successfully completed the in-house Winter Operations –Patroller Training as required by the Township of Melancthon Winter Operations Plan.

The Winter Operations –Patroller Training workshop includes the following modules:

- ☐ Weather monitoring and forecasting results including: Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point
- ☐ Winter Shift Schedules
- ☐ Record Keeping
- ☐ Health and Safety
- ☐ Level of Service – policies, practices and procedures
- ☐ Identification of Plow Routes – including variations for year to year and issues identified along the route
- ☐ De-icing chemicals – usage, application rates, storage and handling
- ☐ Identification of road salt vulnerable and/or susceptible areas and the procedures to follow in those areas
- ☐ Call-out procedures
- ☐ Emergency contacts
- ☐ Yard and Equipment maintenance

Employee Name \_\_\_\_\_ (Please print name)

Date of Training \_\_\_\_\_

Location of Training \_\_\_\_\_

Trainer Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

# **Appendix 8-1**

(Significant Weather Event Policy)



## **SIGNIFICANT WEATHER EVENT POLICY**

### **Purpose**

The purpose of this policy is to establish a protocol for the Declaration of a "Significant Weather Event" as defined in the Minimum Maintenance Standards for Municipal Highways (the "Maintenance Standards") from Ontario Regulation 239/02 under the *Municipal Act, 2001*, S.O. 2001, c. 25. Declaring a Significant Weather Event deems all roadways, or the portion of the road network impacted by the Significant Weather Event, in the Township of Melancthon in a state of repair with respect to snow accumulation and/or ice conditions such that it may take longer for the Public Works Department to achieve the Maintenance Standards. The Township of Melancthon will maintain the roadways as per the levels of service identified in the Maintenance Standards with respect to snow accumulation and/or ice conditions once the Significant Weather Event has ended.

### **Definitions**

*"Significant Weather Event" - means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.*

*"Weather Hazard" - means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.*

### **Authority**

Section 4.1 of Ontario Regulation 239/02 under the *Municipal Act, 2001*, S.O. 2001 c. 25, provides the authority for the Township of Melancthon to declare a Significant Weather Event. A Significant Weather Event may be declared at the discretion of the Public Works Superintendent or the Chief Administrative Officer or his/her designate (the "Authorized Staff").

### **Policy Statement**

Public safety is the utmost importance to the Council and Staff of the Township of Melancthon and for various reasons, it may be necessary to declare a Significant Weather Event to assist the Township in meeting its obligations under the Minimum Maintenance Standards.

### **Procedures for the Significant Weather Event**

A Significant Weather Event may be declared by authorized Staff in response to an alert issued by Environment Canada under its Public Weather Alerting Program for an approaching or occurring weather hazard or in response to one of the following conditions:

- Significant snow accumulation on roadways during a twenty-four (24) hour period
- Ice formations on roadways that occurs with little or no warning
- Extreme cold temperature when de-icing operations will not be effective
- Declaration of a Significant Weather Event by the County of Dufferin

- A Significant Weather Event may otherwise be declared as a result of any other factor deemed relevant by Authorized Staff

If a Significant Weather Event is declared, the Township of Melancthon will continue to monitor the weather and will declare the end of the Significant Weather Event as soon as practicable after the relevant weather conditions have ceased.

The Declaration of the beginning of a Significant Weather Event shall be made public through one or more of the following:

- By posting a notice on the Township's Website
- By making an announcement on Twitter or other social media platform
- Sending a notice out via the Township's MailChimp
- Notification of Police and Emergency Services

#### **Snow Accumulation - Roadways**

If a Significant Weather Event is declared relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the Significant Weather Event is:

- To monitor the weather in accordance with the Maintenance Standards; and
- If deemed practicable by Authorized Staff, to deploy resources to address snow accumulation on roadways, starting from the time that the Authorized Staff deems it appropriate to do so.

If a Significant Weather Event is declared, all roadways or the portion of the road network impacted by the Significant Weather Event within the Township are deemed to be in a state of repair with respect to snow accumulation, until the applicable time in the *Snow Accumulation on Roadways Table* to Section 4 (attached as Schedule 1) expires following the declaration of the end of the significant weather event.

Following the end of the weather hazard in respect of which a Significant Weather Event was declared, the Authorized Staff shall,

- Declare the end of the Significant Weather Event when it is appropriate to do so, and
- Address snow accumulation on roadways in accordance with the Maintenance Standards

#### **Ice Conditions - Roadways**

If a Significant Weather Event is declared relating to ice conditions, the standard for addressing ice conditions on roadways until the declaration of the end of the Significant Weather Event is:

- To monitor the weather in accordance with the Minimum Maintenance Standards; and
- If deemed practicable by Authorized Staff, to deploy resources to address ice conditions on roadways, starting from the time that the Authorized Staff deems it appropriate to do so.

If a Significant Weather Event is declared, all roadways or the portion of the road network impacted by the Significant Weather Event within the Township are deemed to be in a state of repair with respect to ice conditions until the applicable time in the *Treatment of Icy Roadways Table 2* to Section 5 (attached as Schedule 1) expires following the declaration of the end of the significant weather event.

Following the end of the weather hazard in respect of which a Significant Weather Event was declared, the Authorized Staff shall,

- Declare the end of the Significant Weather Event when it is appropriate to do so, and
- Address snow accumulation on roadways in accordance with the Minimum Maintenance Standards

Approved by Council on: **March 19, 2020**



**Significant Weather Event Policy  
Schedule 1**

**Snow Accumulation - Roadways Table**

<b><i>Class of Highway</i></b>	<b><i>Depth</i></b>	<b><i>Time</i></b>
<b><i>1</i></b>	<b><i>2.5 cm</i></b>	<b><i>4 hours</i></b>
<b><i>2</i></b>	<b><i>5 cm</i></b>	<b><i>6 hours</i></b>
<b><i>3</i></b>	<b><i>8 cm</i></b>	<b><i>12 hours</i></b>
<b><i>4</i></b>	<b><i>8 cm</i></b>	<b><i>16 hours</i></b>
<b><i>5</i></b>	<b><i>10 cm</i></b>	<b><i>24 hours</i></b>

**Treatment of Icy Roadways Table 2**

<b><i>Class of Highway</i></b>	<b><i>Time</i></b>
<b><i>1</i></b>	<b><i>3 hours</i></b>
<b><i>2</i></b>	<b><i>4 hours</i></b>
<b><i>3</i></b>	<b><i>8 hours</i></b>
<b><i>4</i></b>	<b><i>12 hours</i></b>
<b><i>5</i></b>	<b><i>16 hours</i></b>

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APPLICATIONS TO PERMIT FOR APPROVAL  
Nov 19, 2020 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	TYPE OF STRUCTURE	DOLLAR VALUE	D.C.'s	COMMENTS
Marcorb Inc Applicant: Jesse Martin	Part Lot 15, Con 4 NE 237324 4th Line NE	cement pad with feed bin	\$2,500	NO	

Plan #1001  
NOV 19 2020

• Municipal Planning Services Ltd. •

**MEMORANDUM**

**To:** Mayor White and Members of Council  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** November 13, 2020  
**Re:** Site Plan Control By-law

---

Section 42 of the Planning Act authorizes the use of site plan control.

Site plan control provides municipalities with a mechanism to enter into binding, registered agreements with landowners with respect to a broad spectrum of physical elements of development such as but not limited to entrance locations, loading and parking areas and parking surfaces, accessibility items such as ramps, lighting, landscaping, receptacles, and lot grading.

Section 42 (2) of the Planning Act requires the municipal official plan to designate a site plan control area and Section 42(3) allows a municipality to further distinguish site plan control areas according to one or more land use designations or zones.

In accordance with Section 42 (2), Section 7.4 of the Township's Official Plan designates the entire Township as a site plan control area, with the exception of agricultural lands and detached dwellings. The plan also sets out a number of objectives related to the use of site plan control including but not limited to the implementation of proper development standards and the encouragement of quality design.

The Township currently employs site plan control on a limited basis and historically has only applied it on a case-by-case basis at the time of a development approval process. It is recommended that a consistent by-law be established so that site plan control can be used for commercial and industrial uses as well as the pending zone regulations related to accessory dwellings units.

The enactment of a site plan by-law is not subject to a public consultation process and it is recommended that staff be given direction to bring a by-law forward for Council's consideration at the first available opportunity.

Respectfully Submitted,



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Chris Jones MCIP, RPP



## **SHELBURNE & DISTRICT FIRE BOARD**

July 28, 2020

The Shelburne & District Fire Department Board of Management meeting was held electronically (Zoom ID 874-1925-7083) on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

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

Chair, Walter Benotto, called meeting to order at 7:13pm.

### **2. Approval of Agenda**

2.1. July 28, 2020

#### **Resolution #1**

Moved by J Horner – Seconded by G Little

#### **BE IT RESOLVED THAT:**

The Board of Management approves the agenda as amended.

- Delete Correspondance: 9.1 Mulmur-Melancthon Fire Board
- Carried**

### **3. Approval of Minutes**

3.1. May 13, 2020

#### **Resolution #2**

Moved by F Nix – Seconded by M Mercer

#### **BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of May 13, 2020 as circulated.

**Carried**

### **4. Disclosure of Pecuniary interest**

None declared.

Shelburne & District Fire Board Minutes – July 28, 2020

BN/comm# /  
NOV 19 2020

5. **Public Question Period (15min)**  
No public present.

6. **Delegation / Deputations**  
None

7. **Unfinished Business**  
7.1. Board Agreement  
No update.  
7.2. Structural Review Report  
The Board reviewed the report.

8. **New Business**  
8.1. 2020/2021 Budget – Verbal Discussion  
Discussion regarding hiring a weekly cleaner and increasing the hours for the Secretary/Treasurer. The board directed staff to hire a cleaner immediately and requested waiting for the new Fire Chief to decide if additional support staff is required.  
The Board discussed including costing for upgrading the building to be wheelchair accessible.

8.2. Surplus Equipment

**Resolution #7**

Moved by S Martin – Seconded by G Little

**BE IT RESOLVED THAT:**

The Board authorize the acting Fire Chief to dispose of surplus or broken equipment and supplies at his discretion.

**Carried**

9. **Correspondance**  
None

10. **Chief's Report**  
10.1. Annual Report -2019  
10.2. Monthly Reports – May, June & July 2020

11. **Accounts**  
11.1. May, June & July 2020

**Resolution #8**

Moved by F Nix – Seconded by J Horner

**BE IT RESOLVED THAT:**

The payables for May, June & July in the amount of \$53,009.70 as presented be approved for payment.

**Carried**

11.2. Budget to Date

**12. Closed Session under the *Municipal Act, 2001***

**Resolution #3**

Moved by S Martin – Seconded by W Hannon

**BE IT RESOLVED THAT:**

The Board of Management proceed in closed session to address a matter pertaining to:

- Labour Negotiations
- Personal matters about an identifiable individual, including municipal or local board employees

**Carried**

**13. Rise and Report**

**Resolution #4**

Moved by F Nix – Seconded by W Hannon

**BE IT RESOLVED THAT:**

The Board of Management rise and report at approximately 8:28pm.

**Carried**

**Resolution #5**

Moved by F Nix – Seconded by J Horner

**BE IT RESOLVED THAT:**

The Board authorize the acting Fire Chief to hire Ward and Uptigrove to perform a third party investigation related to an employee complaint.

**Carried**

**Resolution #6**

Moved by S Martin – Seconded by G Little

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board receives Report – Competition 01-2020-SDFD Fire Chief Recruitment;

**AND FURTHER THAT** the Board authorize the Chair to execute an Employment Agreement with the candidate as discussed;

**AND FURTHER THAT** the Secretary be directed to request the Towns of Shelburne and Mono, and the Townships of Amaranth, Melancthon, and Mulmur to adopt a by-law to appoint a new Fire Chief for the Shelburne & District Fire Department.

**Carried**

Zoom connection lost at 8:49pm

M Mercer and E Hawkins rejoined at 8:52pm

**14. Confirming Motion; Adjournment & Next Meeting Date**

**Resolution #9**

Moved by E Hawkins – Seconded by M Mercer

**BE IT RESOLVED THAT:**

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

**Carried**

**Resolution #10**

Moved by F Nix – Seconded by H Foster

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:55pm to meet again at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Sabrina VanGerven  
Secretary-Treasurer

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Walter Benotto  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

### Meeting Attendance Record Under Date of July 28, 2020

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Sharon Martin	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Wayne Hannon	X	
Margaret Mercer	X	
<b>Town of Shelburne</b>		
Walter Benotto	X	
Shane Hall		X
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner	X	
<b>Staff</b>		
Jeff Clayton – Deputy Chief	X	
Sabrina VanGerven – Secretary/Treasurer	X	

## Denise Holmes

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**From:** David Thwaites [REDACTED]  
**Sent:** Thursday, November 12, 2020 11:43 AM  
**To:** Denise Holmes  
**Subject:** Letter to Council - Compensation Issue  
**Attachments:** compensation letter.docx

Denise:  
I have attached a letter that I would ask be placed before Council.

Thank you,

David Thwaites

DAVID THWAITES

MELANCTHON, ONTARIO, L9V1T4

November 12, 2020

Members of Council

Township of Melancthon

Mr Mayor, Deputy Mayor and Councilors:

Re: Compensation of Members

In view of recent events and comments as reported in the local press I would invite Council to reconsider its' decision of October 15, 2020 referencing an increase in compensation.

The starting point is that Council Members should not be moving decisions that have the prime effect of benefitting themselves. To do otherwise is on its face a blatant conflict of interest to the detriment of the taxpayers for whom they were elected or appointed to represent. It is noted that Council has been quite ready to point out that for every \$25,000 spent it amounts to approximately a one per cent increase in the Melancthon tax. In this instance Council by its decision, mid-term and even before the 2021 Budget was even considered, has created an obligation that will create an additional tax burden to Melancthon residents without regard for the whole tax and financial situation that faces the Township, especially mid-Covid. The cost created by the approximate 38% increase (January 1, 2021 and January 1, 2022) in Council "base pay" approaches the one per cent.

Further much of the rationale and the resulting decision were wrong.

The rationale: Council members moving the Motion stated:

- a. Council members are underpaid;
- b. Council "under-compensation" was a disincentive to prospective Council Members;
- c. Council composition was essentially a reserve for the "retired and wealthy";
- d. Council members are required to do a lot of work with a lot of responsibility;
- e. Comparables from surrounding or like size municipalities should, in effect, be disregarded either because they were different or simply represented underpaid Councils.

It may well be that persons who serve on Council are underpaid but the fact is that every member of Council knew going in what the compensation package included and should have, with any due

diligence, understood the expectations. One does not and should not create a change mid-term simply because especially when the sole benefit is to the Council member(s). At best the decision should have been predicated on an implementation as of January 1, 2023, the new term of Council, perhaps with a compensation study to be undertaken by an independent person/consultant. Councilor Mercer's comment in the press that this prospect was not mentioned or suggested on or before October 15, 2020 is a fallacy.

Councilor Mercer stated in her submission to support her Motion and, again, in the subsequent press report, that the rationale for increased compensation was to provide an incentive for persons to serve on Council given the workload expectations. With respect, it should not be the compensation but the desire and willingness to serve that triggers the commitment to serve as a member of Council.

The reality is that the actions of Councilor Hannon and Mercer over the past two years have evidenced why many choose not to serve, as their actions have demonstrated a willingness to 'stick the knife (so to speak)' in those they serve with on Council. Anyone who has attended/observed Council since December, 2018 would know and attest to the underlying dysfunction created by an unwillingness to work together and work as a team, even when there may be disagreement. Who in their right mind would ever want to serve, regardless of compensation in such an environment? Who would want to serve where members of Council get their individual nose out of joint and run off to the Integrity Commissioner, at a cost to the Township taxpayer, as if it was a sandbox fight? Who would ever want to serve where the terms of service to a prospective member is, in any given situation, is to face the comment of a fellow Councilor, "that's politics"?

Who would want to serve when Councilors do not have the courtesy and integrity to take up apparent individual concerns with another member of Council rather than try score political points or even personal agendas in a public forum? Who would ever want to serve when their integrity is questioned without basis or when there might well be an effort to "throw a Member under the bus" in an effort to serve personal agendas?

The reality is the best invitation for those that may choose to serve is to create and demonstrate a commitment to serve together for the overall benefit of the Township, not self. Council members on October 15 and in the previous meeting all discussed time and stress as factors impacting compensation. The reality is that the stress has in large part been created by dysfunction and acrimony, while time must be measured to include how much time is spent rationalizing or addressing the dysfunction and personal politics of fellow Council Members. From my experience and I know from discussions with each of the Mayor and Deputy Mayor (not on the issue of compensation) over the past two years the stress faced and time consumed has been often a result of the actions and comments of fellow members of Council.

Thus first reduce the stress and dysfunction, demonstrate the commitment to serve together, build trust and establish that “politics” is not a bad word before determining that perhaps compensation might be the means to attract prospective members to serve on Council.

Councilor Mercer stated in her original submissions and affirmed them in the press that Council was in essence a preserve for the “retired and wealthy”. Councilor Hannon, according to his reported press statement, affirmed this statement. This type of comment is so wrong. First, it ignores the history of the composition of previous Councils. Second, it ignores even the composition of Council for this term, namely, a contractor (the Mayor), a farmer/realtor (Deputy Mayor), a farmer (C-Hannon), a teacher (C-Mercer) and, until November 5, 2020 a “retired” lawyer (C-Thwaites). As the two quoted Councilors know nothing of my financial “wealth” I can only assume they were speaking in ignorance or alternatively as an attempted shot at myself. Further in the effort to make service on Council more attractive I can only assume that the two Councilors are not going to propose a “wealth test” or preclude persons who are “senior” because they are receiving CPP and OAS from serving. The “rationale” of both Councilors is insulting and a further “disincentive” to any person who might think about service.

Further the Motion to increase compensation was moved by Members who complained about the work load. The reality is that the issue of work load was not addressed as a comparison to previous Councils, for instance those who served when the Quarry or the Wind Turbine issues were no doubt all time consuming, and yet served with a compensation package less-endearing than the current.

Members did not address the fact that they are compensated, in addition to their base pay, with a “per meeting compensation” for Boards and Committees or the very fact that, despite the complaint of work load, there has been and is the effort to create two more Committees (Heritage and Environment) for which there is an undefined and unknown compensation and cost factor, assuming that such Committees are at this time even necessary or a priority.

Councilor Hannon and Mercer have indicated that there are “no perks”, referencing pension, benefits and more. The role is a part-time responsibility built on a commitment to serve one’s municipality. In addition there are “perks”, including an the “per diem meeting” pay, an iPad, a \$75 per month IT allowance and Accid Death benefits, all of which cost the Township and taxpayers. If one is going to make statements on a public forum, please be accurate.

Further the issue of scheduling of Board and Committee meetings, for which Members are compensated, has been problematic. For some members their schedules reflect other work commitments. That is very much an issue for, no doubt, all Municipal Councils where Councils are composed of part-timers but the reality is that the expectation is a known before coming into service.

The further reality is, on its face, that paying someone more does not overcome the time schedule complaints/issues.

If Council members wish to review compensation and comparable models then perhaps all of these factors should be the function of a review, independent of the Council members who will benefit. One cannot simply complain and dismiss the comparables or the proper procedure of addressing matters when "personal benefits" get in the way. Councilor Hannon, in the press article releases on November 9, is reported to have essentially dismissed the comparables as unknown or otherwise irrelevant but he did nothing to canvas those very comparables before putting, on its face, his own self-interest first. He chose not to exercise due diligence.

This should have been an open opportunity for those on Council to choose a different approach. The Mayor and I as a Councilor had suggested that the issue of any pay increase should be addressed in the year prior to the new term of the next Council. That might further have included an undertaking by staff or a consultant to review and address the matter comprehensively before giving themselves an almost 40% pay increase without addressing "appropriate" compensation models. Opportunity missed but still an option, with any proposed increase in the meantime deferred if acted on now, not after January 1, 2021.

In addition I would suggest that in future members of Council might also consider before speaking in public or to the media whether their statements are accurate, fair or in the best interest of the Township. To make comments that either, directly or indirectly, point to municipal staff, such as Councilor Mercer did in the recent media statement, does a total disservice to staff and I believe serves to undermine morale and a desire to serve, especially when it has nothing to do with anything, unless of course Councilor Mercer has some other agenda she wants to push. Denise Holmes has served the Township of Melancthon for twenty five years with hard work and commitment, she deserves a rookie Councilor's respect rather than as a prop to rationalize the Councilor's own purpose.

Thank you for your consideration.

David Thwaites

## Denise Holmes

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**From:** ICIPCOVID (MOI) <ICIPCOVID@ontario.ca>  
**Sent:** Friday, November 6, 2020 12:12 PM  
**To:** Denise Holmes  
**Subject:** COVID-19 Resilience Infrastructure Stream: Local Government Intake Notification  
**Attachments:** Appendix A - Remote Communities.pdf; Appendix B - Project Eligibility Criteria.pdf

Dear **Denise Holmes**  
**Township of Melancthon**

**Re: Investing in Canada Infrastructure Program (ICIP) – COVID-19 Resilience Infrastructure Stream**

On October 28, 2020, Ontario announced the COVID-19 Resilience Infrastructure Stream ("COVID stream") under the Investing in Canada Infrastructure Program (ICIP) in Ontario.

Under the new COVID stream, \$250 million in combined federal-provincial funding will be dedicated to local governments across the province. **Your municipality's allocation is \$100,000 for this new stream.**

The federal government has indicated that investments under this stream are to support public infrastructure, defined as tangible capital assets, including temporary infrastructure related to pandemic response, primarily for public use and/or benefit. According to federal parameters, eligible projects include (see Appendix B for full details):

- **Retrofits, Repairs and Upgrades** for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure;
- **COVID-19 Response Infrastructure**, including measures to support physical distancing;
- **Active Transportation Infrastructure**, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- **Disaster Mitigation and Adaptation**, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

Municipalities should work with the federal eligibility criteria to identify projects to address COVID-19 responses and resilience, including in municipal/regional owned long-term care homes. Municipalities are also able to partner with not-for-profit and broader public sector organizations (e.g. any public sector body) and submit projects on their behalf, using their municipal allocations. This will be subject to the municipality's own project evaluation prior to submission to the province. Not-for-profits and broader public sector organizations are not eligible to apply on their own. More information will be available on this in the program guidelines.

As with other ICIP streams, projects that have already commenced construction or contain no capital components (i.e. planning projects) are ineligible for funding under this intake. Additionally, costs for land acquisition, infrastructure for tourism or facilities home to a professional sports team, and any project already nominated to the federal government under another ICIP stream are ineligible under the COVID stream.

Municipalities will not be required to cost-share under this stream. The federal government will cover 80% of the total eligible costs associated with any approved project and Ontario will cover 20%, however, total eligible costs for all submitted projects cannot exceed your municipal allocation noted above.

Municipalities will have the opportunity to submit projects for review and approval, but eligible costs associated with any given project cannot exceed \$10 million.

There will be a project cap based on your municipal allocation:

- 1 project submission for those receiving a maximum of \$100,000;
- 2 project submissions for those receiving \$100,001 to a maximum of \$500,000; and,
- 5 project submissions for those receiving \$500,001 and above.

Projects are limited to one of four categories as outlined by the federal government in the list in appendix B. Please contact our delivery team (email below) if you have questions about this. Municipalities can bundle various assets, within one of the four categories, under one project submission.

The federal timelines of this program require all parties to work together quickly to implement funding. Applications will be reviewed and prioritized by the province based on a rolling intake (i.e. first-come, first-served), but the following deadlines will apply:

- Applications for single projects must be submitted to the province through the Transfer Payment Ontario (TPON) system by December 21, 2020;
- Applications for multiple projects must be submitted to the province through the Transfer Payment Ontario (TPON) system by January 7, 2021;
- Projects must have started construction by September 30, 2021; and,
- Projects must have completed construction by December 31, 2021; except for remote communities which will have until December 31, 2022 (see below).

Only projects that meet the above criteria, as well as those that will follow in the provincial program guidelines will be considered for nomination by the Province to the federal government. No deadline extensions will be considered. If you do not submit your application on time, or your project does not start and/or complete by the deadlines required by the federal government, you will lose any opportunity to access this funding allocation.

As per federal parameters, remote communities will receive additional time and have until December 31, 2022 to complete project construction. Communities who fall under this definition, as per the Canada-Ontario Integrated Bilateral Agreement, are outlined in the attached in Appendix A.

**Application materials (i.e. application forms, program guidelines and federal Environmental Assessment/Duty to Consult forms) will become available on the TPON website once the stream has officially launched the week of November 16th.** Please check back on the site for updates in the coming weeks.

If you have questions about your municipality's allocation, program eligibility, getting prepared for project submission or would like a copy of this communication in French, please contact [ICIPCOVID@ontario.ca](mailto:ICIPCOVID@ontario.ca) for support.

We look forward to working with you as you submit projects.

Sincerely,

Trevor Fleck  
A/Director, Intergovernmental Policy and Delivery Branch  
Ministry of Infrastructure

**APPENDIX A: REMOTE COMMUNITIES**

#	Name	Remote Community (Y/N)
1	City of Barrie	No
2	City of Belleville	No
3	City of Brampton	No
4	City of Brantford	No
5	City of Brockville	No
6	City of Burlington	No
7	City of Cambridge	No
8	City of Clarence–Rockland	No
9	City of Cornwall	No
10	City of Dryden	No
11	City of Elliot Lake	No
12	City of Greater Sudbury	No
13	City of Guelph	No
14	City of Hamilton	No
15	City of Kawartha Lakes	No
16	City of Kenora	No
17	City of Kingston	No
18	City of Kitchener	No
19	City of London	No
20	City of Markham	No
21	City of Mississauga	No
22	City of Niagara Falls	No
23	City of North Bay	No
24	City of Orillia	No
25	City of Oshawa	No
26	City of Ottawa	No
27	City of Owen Sound	No
28	City of Pembroke	No
29	City of Peterborough	No
30	City of Pickering	No
31	City of Port Colborne	No
32	City of Quinte West	No
33	City of Richmond Hill	No
34	City of Sarnia	No
35	City of Sault Ste. Marie	No
36	City of St. Catharines	No

37	City of St. Thomas	No
38	City of Stratford	No
39	City of Temiskaming Shores	No
40	City of Thorold	No
41	City of Thunder Bay	No
42	City of Timmins	No
43	City of Toronto	No
44	City of Vaughan	No
45	City of Waterloo	No
46	City of Welland	No
47	City of Windsor	No
48	City of Woodstock	No
49	County of Brant	No
50	County of Bruce	No
51	County of Dufferin	No
52	County of Elgin	No
53	County of Essex	No
54	County of Frontenac	No
55	County of Grey	No
56	County of Haliburton	No
57	County of Hastings	No
58	County of Huron	No
59	County of Lambton	No
60	County of Lanark	No
61	County of Lennox & Addington	No
62	County of Middlesex	No
63	County of Northumberland	No
64	County of Oxford	No
65	County of Perth	No
66	County of Peterborough	No
67	County of Prince Edward	No
68	County of Renfrew	No
69	County of Simcoe	No
70	County of Wellington	No
71	District Municipality of Muskoka	No
72	Haldimand County	No
73	Loyalist Township	No
74	Municipality of Arran-Elderslie	No
75	Municipality of Bayham	No

76	Municipality of Bluewater	No
77	Municipality of Brighton	No
78	Municipality of Brockton	No
79	Municipality of Brooke-Alvinston	Yes
80	Municipality of Callander	Yes
81	Municipality of Calvin	Yes
82	Municipality of Casselman	Yes
83	Municipality of Central Elgin	No
84	Municipality of Central Huron	No
85	Municipality of Central Manitoulin	Yes
86	Municipality of Centre Hastings	Yes
87	Municipality of Charlton and Dack	Yes
88	Municipality of Chatham-Kent	No
89	Municipality of Clarington	No
90	Municipality of Dutton-Dunwich	Yes
91	Municipality of Dysart et al	No
92	Municipality of East Ferris	Yes
93	Municipality of Faraday	Yes
94	Municipality of French River	Yes
95	Municipality of Gordon/Barrie Island	Yes
96	Municipality of Greenstone	Yes
97	Municipality of Grey Highlands	No
98	Municipality of Hastings Highlands	Yes
99	Municipality of Highlands East	Yes
100	Municipality of Huron East	No
101	Municipality of Huron Shores	Yes
102	Municipality of Killarney	Yes
103	Municipality of Kincardine	No
104	Municipality of Lambton Shores	No
105	Municipality of Leamington	No
106	Municipality of Machin	yes
107	Municipality of Magnetawan	Yes
108	Municipality of Markstay-Warren	Yes
109	Municipality of Marmora and Lake	Yes
110	Municipality of Mattawan	Yes
111	Municipality of McDougall	Yes
112	Municipality of Meaford	No
113	Municipality of Middlesex Centre	No
114	Municipality of Mississippi Mills	No

115	Municipality of Morris-Turnberry	Yes
116	Municipality of Neebing	Yes
117	Municipality of North Grenville	No
118	Municipality of North Middlesex	No
119	Municipality of North Perth	No
120	Municipality of Northern Bruce Peninsula	Yes
121	Municipality of Oliver Paipoonge	No
122	Municipality of Port Hope	No
123	Municipality of Powassan	Yes
124	Municipality of Red Lake	Yes
125	Municipality of Shuniah	Yes
126	Municipality of Sioux Lookout	No
127	Municipality of South Bruce	No
128	Municipality of South Dundas	No
129	Municipality of South Huron	No
130	Municipality of Southwest Middlesex	No
131	Municipality of St. Charles	Yes
132	Municipality of Strathroy-Caradoc	No
133	Municipality of Temagami	Yes
134	Municipality of Thames Centre	No
135	Municipality of Trent Hills	No
136	Municipality of Trent Lakes	No
137	Municipality of Tweed	No
138	Municipality of Wawa	Yes
139	Municipality of West Elgin	Yes
140	Municipality of West Grey	No
141	Municipality of West Nipissing	No
142	Municipality of West Perth	No
143	Municipality of Whitestone	Yes
144	Norfolk County	No
145	Regional Municipality of Durham	No
146	Regional Municipality of Halton	No
147	Regional Municipality of Niagara	No
148	Regional Municipality of Peel	No
149	Regional Municipality of Waterloo	No
150	Regional Municipality of York	No
151	Tay Valley Township	No
152	The Nation Municipality	No
153	Town of Ajax	No

154	Town of Amherstburg	No
155	Town of Arnprior	No
156	Town of Atikokan	Yes
157	Town of Aurora	No
158	Town of Aylmer	No
159	Town of Bancroft	Yes
160	Town of Blind River	Yes
161	Town of Bracebridge	No
162	Town of Bradford West Gwillimbury	No
163	Town of Bruce Mines	Yes
164	Town of Caledon	No
165	Town of Carleton Place	No
166	Town of Cobalt	Yes
167	Town of Cobourg	No
168	Town of Cochrane	No
169	Town of Collingwood	No
170	Town of Deep River	Yes
171	Town of Deseronto	Yes
172	Town of East Gwillimbury	No
173	Town of Englehart	Yes
174	Town of Erin	No
175	Town of Espanola	Yes
176	Town of Essex	No
177	Town of Fort Erie	No
178	Town of Fort Frances	No
179	Town of Gananoque	No
180	Town of Georgina	No
181	Town of Goderich	No
182	Town of Gore Bay	Yes
183	Town of Grand Valley	Yes
184	Town of Gravenhurst	No
185	Town of Greater Napanee	No
186	Town of Grimsby	No
187	Town of Halton Hills	No
188	Town of Hanover	No
189	Town of Hawkesbury	No
190	Town of Hearst	No
191	Town of Huntsville	No
192	Town of Ingersoll	No

193	Town of Innisfil	No
194	Town of Iroquois Falls	Yes
195	Town of Kapuskasing	No
196	Town of Kearney	Yes
197	Town of Kingsville	No
198	Town of Kirkland Lake	No
199	Town of Lakeshore	No
200	Town of LaSalle	No
201	Town of Latchford	Yes
202	Town of Laurentian Hills	Yes
203	Town of Lincoln	No
204	Town of Marathon	Yes
205	Town of Mattawa	Yes
206	Town of Midland	No
207	Town of Milton	No
208	Town of Minto	No
209	Town of Mono	No
210	Town of Moosonee	Yes
211	Town of New Tecumseth	No
212	Town of Newmarket	No
213	Town of Niagara-on-the-Lake	No
214	Town of Northeastern Manitoulin & The Islands	Yes
215	Town of Oakville	No
216	Town of Orangeville	No
217	Town of Parry Sound	No
218	Town of Pelham	No
219	Town of Penetanguishene	No
220	Town of Perth	No
221	Town of Petawawa	No
222	Town of Petrolia	No
223	Town of Plympton-Wyoming	No
224	Town of Prescott	Yes
225	Town of Rainy River	Yes
226	Town of Renfrew	No
227	Town of Saugeen Shores	No
228	Town of Shelburne	No
229	Town of Smiths Falls	No
230	Town of Smooth Rock Falls	Yes
231	Town of South Bruce Peninsula	No

232	Town of Spanish	Yes
233	Town of St. Marys	No
234	Town of Tecumseh	No
235	Town of the Blue Mountains	No
236	Town of Thessalon	Yes
237	Town of Tillsonburg	No
238	Town of Wasaga Beach	No
239	Town of Whitby	No
240	Town of Whitchurch-Stouffville	No
241	Township of Addington Highlands	Yes
242	Township of Adelaide-Metcalf	Yes
243	Township of Adjala-Tosorontio	No
244	Township of Admaston/Bromley	Yes
245	Township of Alberton	Yes
246	Township of Alfred and Plantagenet	No
247	Township of Algonquin Highlands	Yes
248	Township of Alnwick/Haldimand	No
249	Township of Amaranth	Yes
250	Township of Armour	Yes
251	Township of Armstrong	Yes
252	Township of Ashfield-Colborne-Wawanosh	No
253	Township of Asphodel-Norwood	Yes
254	Township of Assiginack	Yes
255	Township of Athens	Yes
256	Township of Augusta	No
257	Township of Baldwin	Yes
258	Township of Beckwith	No
259	Township of Billings	Yes
260	Township of Black River-Matheson	Yes
261	Township of Blandford-Blenheim	No
262	Township of Bonfield	Yes
263	Township of Bonnechere Valley	Yes
264	Township of Brethour	Yes
265	Township of Brock	No
266	Township of Brudenell, Lyndoch and Raglan	Yes
267	Township of Burpee and Mills	Yes
268	Township of Carling	Yes
269	Township of Carlow/Mayo	Yes
270	Township of Casey	Yes

271	Township of Cavan Monaghan	No
272	Township of Central Frontenac	Yes
273	Township of Centre Wellington	No
274	Township of Chamberlain	Yes
275	Township of Champlain	No
276	Township of Chapleau	Yes
277	Township of Chapple	Yes
278	Township of Chatsworth	No
279	Township of Chisholm	Yes
280	Township of Clearview	No
281	Township of Cockburn Island	Yes
282	Township of Coleman	Yes
283	Township of Conmee	Yes
284	Township of Cramahe	No
285	Township of Dawn-Euphemia	Yes
286	Township of Dawson	Yes
287	Township of Dorion	Yes
288	Township of Douro–Dummer	No
289	Township of Drummond–North Elmsley	No
290	Township of Dubreuilville	Yes
291	Township of Ear Falls	Yes
292	Township of East Garafraxa	Yes
293	Township of East Hawkesbury	Yes
294	Township of East Zorra-Tavistock	No
295	Township of Edwardsburgh/Cardinal	No
296	Township of Elizabethtown-Kitley	No
297	Township of Emo	Yes
298	Township of Enniskillen	Yes
299	Township of Essa	No
300	Township of Ewanturel	Yes
301	Township of Fauquier-Strickland	Yes
302	Township of Front of Yonge	Yes
303	Township of Frontenac Islands	Yes
304	Township of Gauthier	Yes
305	Township of Georgian Bay	Yes
306	Township of Georgian Bluffs	No
307	Township of Gillies	Yes
308	Township of Greater Madawaska	Yes
309	Township of Guelph/Eramosa	No

310	Township of Hamilton	No
311	Township of Harley	Yes
312	Township of Harris	Yes
313	Township of Havelock–Belmont–Methuen	Yes
314	Township of Hilliard	Yes
315	Township of Hilton	Yes
316	Township of Hornepayne	Yes
317	Township of Horton	Yes
318	Township of Howick	Yes
319	Township of Hudson	Yes
320	Township of Huron-Kinloss	No
321	Township of Ignace	Yes
322	Township of James	Yes
323	Township of Jocelyn	Yes
324	Township of Johnson	Yes
325	Township of Joly	Yes
326	Township of Kerns	Yes
327	Township of Killaloe, Hagarty and Richards	Yes
328	Township of King	No
329	Township of La Vallee	Yes
330	Township of Laird	Yes
331	Township of Lake of Bays	Yes
332	Township of Lake of the Woods	Yes
333	Township of Lanark Highlands	No
334	Township of Larder Lake	Yes
335	Township of Laurentian Valley	No
336	Township of Leeds and the Thousand Islands	No
337	Township of Limerick	Yes
338	Township of Lucan-Biddulph	Yes
339	Township of Macdonald Meredith and Aberdeen Additional	Yes
340	Township of Machar	Yes
341	Township of Madawaska Valley	Yes
342	Township of Madoc	Yes
343	Township of Malahide	No
344	Township of Manitouwadge	Yes
345	Township of Mapleton	No
346	Township of Matachewan	Yes
347	Township of Mattice - Val Cote	Yes
348	Township of McGarry	Yes

349	Township of McKellar	Yes
350	Township of McMurrich/Monteith	Yes
351	Township of McNab/Braeside	No
352	Township of Melancthon	Yes
353	Township of Minden Hills	No
354	Township of Montague	Yes
355	Township of Moonbeam	Yes
356	Township of Morley	Yes
357	Township of Mulmur	Yes
358	Township of Muskoka Lakes	No
359	Township of Nairn and Hyman	Yes
360	Township of Nipigon	Yes
361	Township of Nipissing	Yes
362	Township of North Algona Wilberforce	Yes
363	Township of North Dumfries	No
364	Township of North Dundas	No
365	Township of North Frontenac	Yes
366	Township of North Glengarry	No
367	Township of North Huron	Yes
368	Township of North Kawartha	Yes
369	Township of North Stormont	No
370	Township of Norwich	No
371	Township of O'Connor	Yes
372	Township of Opasatika	Yes
373	Township of Oro-Medonte	No
374	Township of Otonabee-South Monaghan	No
375	Township of Papineau-Cameron	Yes
376	Township of Pelee	Yes
377	Township of Perry	Yes
378	Township of Perth East	No
379	Township of Perth South	Yes
380	Township of Pickle Lake	Yes
381	Township of Plummer Additional	Yes
382	Township of Prince	Yes
383	Township of Puslinch	No
384	Township of Ramara	No
385	Township of Red Rock	Yes
386	Township of Rideau Lakes	No
387	Township of Russell	No

388	Township of Ryerson	Yes
389	Township of Sables-Spanish Rivers	Yes
390	Township of Schreiber	Yes
391	Township of Scugog	No
392	Township of Seguin	Yes
393	Township of Selwyn	No
394	Township of Severn	No
395	Township of Sioux Narrows-Nestor Falls	Yes
396	Township of South Algonquin	Yes
397	Township of South Frontenac	No
398	Township of South Glengarry	No
399	Township of South Stormont	No
400	Township of Southgate	No
401	Township of South-west Oxford	No
402	Township of Southwold	Yes
403	Township of Springwater	No
404	Township of St. Clair	No
405	Township of St. Joseph	Yes
406	Township of Stirling-Rawdon	Yes
407	Township of Stone Mills	No
408	Township of Strong	Yes
409	Township of Tarbutt	Yes
410	Township of Tay	No
411	Township of Tehkummah	Yes
412	Township of Terrace Bay	Yes
413	Township of The Archipelago	Yes
414	Township of The North Shore	Yes
415	Township of Tiny	No
416	Township of Tudor and Cashel	Yes
417	Township of Tyendinaga	Yes
418	Township of Uxbridge	No
419	Township of Val Rita-Harty	Yes
420	Township of Wainfleet	No
421	Township of Warwick	Yes
422	Township of Wellesley	No
423	Township of Wellington North	No
424	Township of West Lincoln	No
425	Township of White River	Yes
426	Township of Whitewater Region	No

427	Township of Wilmot	No
428	Township of Wollaston	Yes
429	Township of Woolwich	No
430	Township of Zorra	No
431	United Counties of Leeds and Grenville	No
432	United Counties of Prescott and Russell	No
433	United Counties of Stormont, Dundas and Glengarry	No
434	United Townships of Head, Clara and Maria	Yes
435	Village of Burk's Falls	Yes
436	Village of Hilton Beach	Yes
437	Village of Merrickville–Wolford	Yes
438	Village of Newbury	Yes
439	Village of Oil Springs	Yes
440	Village of Point Edward	Yes
441	Village of South River	Yes
442	Village of Sundridge	Yes
443	Village of Thornloe	Yes
444	Village of Westport	Yes

**APPENDIX B: COVID-19 RESILIENCE INFRASTRUCTURE STREAM - PROJECT ELIGIBILITY CRITERIA**

**Category 1: Retrofits, repairs and upgrades for municipal, provincial, territorial and indigenous buildings, health infrastructure and schools.**

<b>Eligible Asset Type</b>	<b>Asset Sub-types</b>
Municipal (local government) and provincial/territorial/Indigenous buildings	<ul style="list-style-type: none"> <li>• Administrative buildings</li> <li>• Fire halls</li> <li>• Police stations</li> <li>• Maintenance facilities</li> <li>• Physical Plants</li> <li>• Public works buildings (e.g. transformer sub-stations, water treatments facilities, hazardous waste disposal facilities)</li> <li>• Food safety infrastructure (committee freezers, green houses etc.)</li> <li>• Any other municipal (local government) and provincial/territorial/indigenous buildings that deliver or provide services or programming.</li> </ul>
Health infrastructure	<ul style="list-style-type: none"> <li>• Hospitals</li> <li>• Morgues</li> <li>• Nursing homes and senior citizen homes</li> <li>• Long-term care facilities</li> <li>• Wellness centres</li> <li>• Paramedic Services facility</li> <li>• Health centres, clinics and other health care buildings</li> <li>• Community interest facility e.g. mental health and addiction centres</li> <li>• Rehabilitation centres</li> <li>• Youth services facilities</li> <li>• Social and supportive housing</li> <li>• Paramedic and support vehicles</li> </ul>
Educational Infrastructure	<ul style="list-style-type: none"> <li>• Day care facilities</li> <li>• Schools (e.g. high school, college)</li> <li>• Adult education facilities</li> <li>• Playgrounds</li> <li>• Universities</li> </ul>

	<ul style="list-style-type: none"> <li>• Sports facilities</li> <li>• Computer labs and web infrastructure</li> <li>• School theatres</li> <li>• School libraries</li> <li>• Performing arts centres</li> <li>• Colleges</li> <li>• Research centres</li> <li>• Student housing</li> <li>• Student services buildings</li> <li>• Agricultural education infrastructure (barns, green houses, etc.)</li> </ul>
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**Category 2: COVID-19 Resilience Infrastructure, including measures to support physical distancing.**

<b>Eligible Asset Type</b>	<b>Asset Sub-types</b>
Build or modify infrastructure to respond to the Covid-19 pandemic	<ul style="list-style-type: none"> <li>• Safety retrofits for public sector buildings</li> <li>• Safety retrofits for rolling stock</li> <li>• New builds, retrofits, repairs or rebuilds of social housing, long-term care facilities, seniors' homes or temporary housing (shelters) to support new safety measures or physical distancing</li> <li>• Expand single rooms within existing hospitals</li> <li>• Separation infrastructure for infectious disease care from other care (e.g., COVID-19 wards and dedicated facilities)</li> <li>• Modular field hospitals, mobile ICU units or other equipment to facilitate rapid expansion of intensive care capacity</li> <li>• Renovate public facilities to serve as designated hospital overflow sites</li> <li>• Emergency vehicles</li> <li>• Security support vehicles</li> <li>• Barriers</li> <li>• Passenger safety improvements</li> <li>• Driver safety improvements (barriers etc.)</li> <li>• Video screens and PA systems for announcements</li> <li>• Automatic vehicle location technology</li> </ul>

	<ul style="list-style-type: none"> <li>• Security enhancements</li> <li>• Food security infrastructure</li> </ul>
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**Category 3: Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths.**

Eligible Asset Type	Asset Sub-types
Active transportation infrastructure	<ul style="list-style-type: none"> <li>• Parks trails and multi-use paths</li> <li>• Bike and pedestrian lanes on existing or new roads or highways</li> <li>• Sidewalks</li> <li>• Footpaths and foot bridges</li> <li>• Active transportation support facility (e.g. bike parking/storage)</li> <li>• Street and park furniture (e.g. benches, shade areas, planters)</li> </ul>

**Category 4: Disaster mitigation and adaptation infrastructure, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.**

Eligible Asset Type	Asset Sub-types
Climate Change, natural disasters, extreme weather	<p><b>Natural:</b></p> <ul style="list-style-type: none"> <li>• Forest</li> <li>• Shoreline vegetation</li> <li>• Green Roofs</li> <li>• Bioswales/rain gardens</li> <li>• Aquifer</li> <li>• Wetland restoration</li> </ul> <p><b>Structural:</b></p> <ul style="list-style-type: none"> <li>• Barriers</li> <li>• Dams</li> <li>• Dykes</li> <li>• Drainage canals</li> <li>• Floodways</li> <li>• Man-made wetlands</li> <li>• Retaining walls and other shoreline protection such as rock revetment</li> </ul>

	<ul style="list-style-type: none"><li>• Seawalls and breakwaters</li><li>• Weirs</li><li>• Pump station (to increase hydraulic capacity and reduce flooding)</li></ul>
Floods and Fires	<ul style="list-style-type: none"><li>• Barriers</li><li>• Dams</li><li>• Dykes</li><li>• Drainage canals</li><li>• Floodways</li><li>• Man-made wetlands</li><li>• Retaining walls and other shoreline protection such as rock revetment</li><li>• Seawalls and breakwaters</li><li>• Weirs</li><li>• Pump station (to increase hydraulic capacity and reduce flooding)</li></ul>
Assets associated with afforestation and reforestation	<ul style="list-style-type: none"><li>• Tree planting projects</li><li>• Coordination or distribution centres</li><li>• Nurseries</li><li>• Greenhouses</li><li>• Access roads and bridges (that provide access to areas where tree planting will take place)</li></ul>



October 29, 2020

Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Dear Right Honourable Justin Trudeau:

On October 13, 2020 Council for the Town of Mono passed the following resolution regarding the need to provide emergency funding to support social, cultural, service clubs, and children/youth minor sporting organizations. This resolution supports a similar resolution passed by the City of Oshawa that was further endorsed by the Township of Huron-Kinloss and the Township of Amaranth.

Resolution #7-VC13-2020

*Moved by Sharon Martin, Seconded by John Creelman*

*THAT Council supports the City of Oshawa's resolution calling for the federal and provincial governments to help local municipalities assist their local social, cultural, service clubs, and children/youth minor sporting organizations with clear and definitive funding programs;*

*AND THAT this resolution be sent to the Right Honourable Prime Minister of Canada, the Premier of Ontario, Dufferin County municipalities, and the City of Oshawa.*

"Carried"

Respectfully,

**Fred Simpson**

Digitally signed by Fred Simpson  
DN: cn=Fred Simpson, gn=Fred Simpson, c=CA, Canada, l=CA  
Canada, o=Town of Mono, email=fred.simpson@townofmono.com  
Reason: I am the author of this document  
Location:  
Date: 2020-11-02 16:05:05-00

Fred Simpson  
Deputy Clerk

Attachment:

1. Extract from City of Oshawa June 22, 2020 Council Minutes

cc: Hon. Doug Ford, Premier of Ontario  
All County of Dufferin Municipalities  
City of Oshawa

P: 519.941.3599  
F: 519.941.9490

E: [info@townofmono.com](mailto:info@townofmono.com)  
W: [townofmono.com](http://townofmono.com)

347209 Mono Centre Road  
Mono, ON L9W 6S3

Whereas during this term of Council the Corporate Leadership Team meets regularly without regular reports to Council;

Therefore in the interest of strong two-way communication between senior staff and Council, the Corporate Leadership Team forward briefings of their meetings to Council once a month." Lost on the following vote

Affirmative – Councillors McConkey and Neal

Negative – Councillors Chapman, Giberson, Gray, Hurst, Kerr, Marimpietri, Marks, Nicholson and Mayor Carter

Absent – None

Moved by Councillor Marimpietri, seconded by Councillor Chapman, (232) "Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,

Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,

Whereas the pandemic has led to the closure of public spaces and the cancellation of events around the world throughout the country our province and right here within our own community, causing great stress on the arts sector; and,

Whereas local cultural organizations such as the Oshawa Folk Arts Council representing over 13 member clubs and organizations, as well as the many local service groups such as the Oshawa Rotary Club, have all been forced to cancel major events (i.e. Fiesta Week; Rib Fest; etc.) which historically contribute in large part to the fundraising and operational financing efforts of these sociocultural entities; and,

Whereas the Government of Canada and the Province of Ontario have committed they through the Canada Council for the Arts will continue to work with the Government of Canada, as well as provincial, territorial, and municipal partners, to ensure the strength of the sector; and,

Whereas at present, the Canada Council's for the arts priorities as are our collective governing priorities are to ensure the health and safety of people across Canada and around the world and to work towards the sustainability and recoverability of the arts sector; and,

Whereas a significant period has past without further indication as to what tools, funding measures, or financial support our local social cultural, service clubs, and children/youth minor sporting originations can readily access to help support their operating costs and programming,

Therefore be it resolved:

1. That the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting originations with clear and definitive relief funding programs directed to help

sustain the afore mention groups through these trying times inflected on them by the affects of COVID-19; and,

2. That a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, all Members of Provincial Parliament, all Members of Parliament and Association of Municipalities of Ontario and Federation of Canadian Municipalities.” Carried on the following vote

Affirmative – Councillors Chapman, Giberson, Hurst, Kerr, Marimpietri, Marks, McConkey, Neal and Mayor Carter

Negative – Councillors Gray and Nicholson

Absent – None

## Notices of Motion

The following notice of motion is submitted by Councillor Neal:

‘Whereas Hardco, the owners of 3440 Wilson Road North have applied to the City of Oshawa for an excess soil site; and,

Whereas Oshawa has a site alteration bylaw that presently does not address all the ramifications of a site alteration By-law; and,

Whereas as the residents of this area where this is proposed are aware of other site alteration bylaws from other Durham Region Municipalities;

Therefore be it resolved that an interim control bylaw for this area of 3440 Wilson Road in Oshawa be investigated by staff to provide the City the opportunity to undertake further study; and,

That this motion be referred to the Development Services Committee.’

The following three notices of motion are submitted by Councillor McConkey:

‘Whereas the City of Oshawa may by by-law provide that Subsection 50(5) of the Planning Act, R.S.O. 1990, c.P.13, does not apply to certain lands; and,

Whereas when there is a division of lots or blocks for a sale or transfer and under the Part Lot Control process new building lots are created; and,

Whereas at present the City has no obligation to inform neighbours that changes will be occurring in their community related to any Part Lot Control application;

Therefore the City’s Part Lot Control process be comprehensively reviewed and updated to ensure the City has a policy and process approved by Council that is open and accountable to area residents when Part Lot Control applications are received; and,



CORPORATE SERVICES DEPARTMENT  
TELEPHONE 613-968-6481  
FAX 613-967-3206

## City of Belleville

169 FRONT STREET  
BELLEVILLE, ONTARIO  
K8N 2Y8

October 28, 2020

The Honourable Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1.

Dear Premier Ford:

**RE: Accessibility for Ontarians with Disabilities Act – Web-site Support  
New Business  
10, Belleville City Council Meeting, October 26, 2020**

This is to advise you that at the Council Meeting of October 26, 2020, the following resolution was approved.

"WHEREAS Section 14(4) of O. Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021; and

WHEREAS the City remains committed to the provision of accessible goods and services; and

WHEREAS the City provides accommodations to meet any stated accessibility need, where possible; and

WHEREAS the declared pandemic, COVID-19, has impacted the finances and other resources of the City; and

WHEREAS the Accessibility for Ontarians with Disabilities Act contemplates the need to consider technical or economic considerations in the implementation of Accessibility Standards;

..12

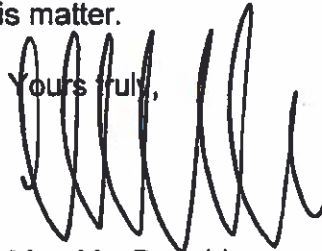
info # 4  
NOV 19 2020

BE IT THEREFORE RESOLVED THAT the Corporation of the City of Belleville requests that the Province of Ontario consider providing funding support and training resources to municipalities to meet these compliance standards; and

THAT this resolution be forwarded to the Premier of the Province of Ontario, Prince Edward-Hastings M.P.P., Todd Smith, Hastings – Lennox & Addington M.P.P., Daryl Kramp, the Association of Municipalities of Ontario and all municipalities within the Province of Ontario.”

Thank you for your attention to this matter.

Yours truly,

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

**Matt MacDonald**  
**Director of Corporate Services/City Clerk**

**MMacD/nh**

**Pc: AMO**

**Todd Smith, MPP Prince Edward-Hastings**  
**Daryl Kramp, MPP Hastings – Lennox & Addington**  
**Councillor Thompson, City of Belleville**  
**Ontario Municipalities**

## Denise Holmes

---

**From:** Niagara Escarpment Biosphere <nebiosphere@gmail.com>  
**Sent:** Thursday, November 5, 2020 1:27 PM  
**Subject:** Niagara Escarpment Biosphere Fall Newsletter  
**Attachments:** NEB FALL 2020 NEWSLETTER.pdf

Hi there,

We hope you are staying safe and healthy during these last couple months of 2020. We are greeting you from our new Niagara Escarpment Biosphere email address: [nebiosphere@gmail.com](mailto:nebiosphere@gmail.com). We decided to switch to this address from the [nebrtlc@gmail.com](mailto:nebrtlc@gmail.com) address because our name has switched from *Niagara Escarpment Biosphere Reserve (NEBR)* to *Niagara Escarpment Biosphere (NEB)*. Why the name change? Check out our newsletter to find out why.

Our name change, along with other updates and exciting news, are discussed in the **NEB Fall 2020 Newsletter**, which is attached to this email. We are excited to continue to connect with you and to grow our community. We wish the entire NEB community good health and high spirits during this unprecedented time.

Stay well,

NEB Transitional Leadership Committee

FALL 2020 NEWSLETTER

# THE NIAGARA ESCARPMENT BIOSPHERE

## It's Fall Already?

Autumn is one of the most beautiful times of the year in the Niagara Escarpment Biosphere: apple picking, nature hikes, and trees in warm hues that paint a majestic backdrop from Niagara to Tobermory. This year, this colourful season looks and feels like none we've ever experienced. In this newsletter, we will share with you what we have been up to with the NEB over the past several months. We are excited to connect with you and grow our community. We wish the entire NEB community good health and high spirits during this unprecedented time.



Ball's Falls  
Photo by Emily Woronchak

## This issue:

Upcoming UNESCO 2024 Review

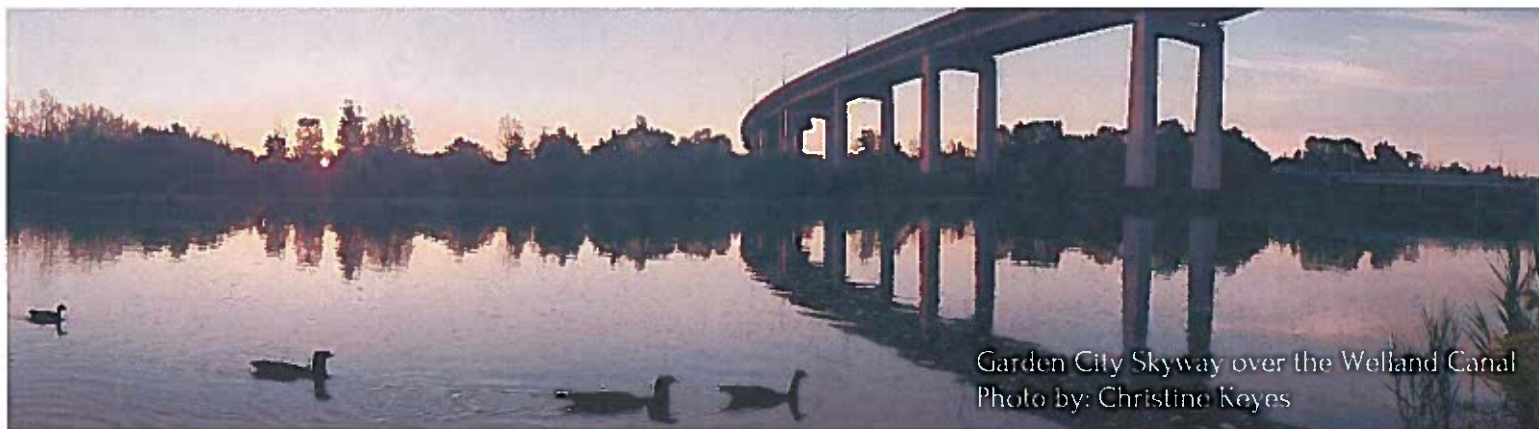
Indigenous Engagement

NEBR Becomes NEB

Striking Balance

Broadening our Network

Send us your NEB Photos!



Garden City Skyway over the Welland Canal  
Photo by: Christine Keyes

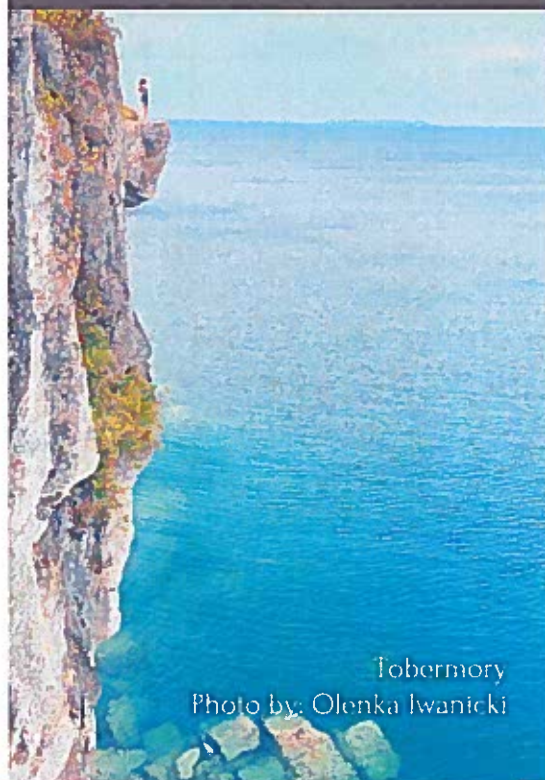
## Upcoming 2024 UNESCO Review

As previously mentioned in past newsletters, the NEB is undergoing a governance model transition with the help of an elected Transitional Leadership Committee (TLC), which was formed in September 2019. In 2012, the United Nations Educational, Scientific and Cultural Organization (UNESCO) proposed that the NEB would benefit greatly from renewed governance and greater stakeholder engagement, with a specific focus on meaningful Indigenous engagement. With the UNESCO 2024 Review quickly approaching, it is essential that we continue moving forward in order to keep our UNESCO designation. This is why meaningful Indigenous engagement is a priority. Unfortunately, the COVID-19 pandemic has slowed down the process but we are trying to get back on track over the next few months. We want to get the governance structure right from the start.

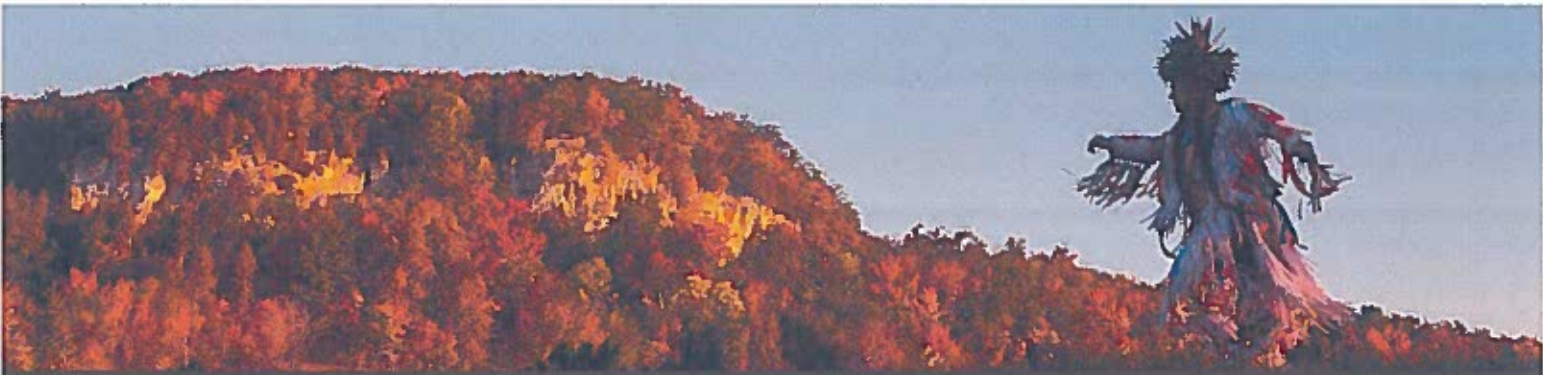
In the meantime, two interns are trying to keep things moving along with the NEB's periodic review. Christine Keyes and Olenka Iwanicki, have been working with the TLC to ensure the goals for the 2024 UNESCO Review are achieved. Both interns are the project coordinators for Niagara College projects contributing to the UNESCO 2024 Review. These projects include stakeholder outreach, acquiring content for the NEB's upcoming website, and integrating the United Nation's Sustainable Development Goals (SDGs) into the reporting framework, an essential component to report in the review.

"Our identity includes our natural world, how we move through it, how we interact with it and how it sustains us."

DAVID SUZUKI



Tobermory  
Photo by: Olenka Iwanicki



Mississaugas Of The Credit First Nation dancer Daniel Secord at Rattlesnake Point. ©MarkZelinski.com from the book "Heart Of Turtle Island: The Niagara Escarpment"

## Indigenous Engagement

The Niagara Escarpment Biosphere's arbitrary border is drawn upon traditional Indigenous lands. However, since being designated a UNESCO biosphere in 1990, little has been done to engage with Indigenous communities until very recently. Although the integration of Indigenous land-based knowledge and experience is important for the protection of biodiversity within the reserve, not to mention cultural teachings and perspectives that nurture healthy empathetic connections to the natural world, a workable process had not been developed that would result in respectful and sustainable relations.

This began to change in 2017 when Plenty Canada was retained by the Niagara Escarpment Commission to facilitate engagement sessions with Indigenous peoples. Meetings were held in Ohsweken, Six Nations of the Grand River and Tobermory, within the Saugeen Peninsula, that assembled participants who held positions of responsibility and who had an interest in the sustainability of the reserve's ecology. The consensus that emerged from those meetings supported Indigenous participation and prescribed that a "story-telling and mapping" project be the first recommended action undertaken to begin restoring Indigenous knowledge, stories, and visibility back upon the lands of the Niagara Escarpment.

As a result, THE GREAT NIAGARA ESCARPMENT Indigenous Cultural Map was developed by Plenty Canada under the guidance of Artistic Director Tim Johnson, Executive Director Larry McDermott, Senior Advisor Deb Pella Keen, and dozens of Indigenous advisors. Premiered in September 2019 as a fully functional prototype, the map serves as an important first step toward addressing Indigenous engagement in the NEB. The project is supported by the Ontario Arts Council, Aboriginal Languages Initiative of the Aboriginal Peoples' Program of Canadian Heritage, LON 360°, the Bruce Trail Conservancy, and several other research, content, and destination-based partners including the Niagara Parks Commission, Guelph University, Niagara College, and The Brown Homestead.



The map is a multimedia online resource containing stunning photography, captivating video, and contextual information that identifies important Indigenous historic, cultural, and natural world locations along more than 750 kilometres from Queenston Heights and extending beyond the confines of the NEB border to the western region of Manitoulin Island.

Many of the map's photographs and videos were taken by photographer Mark Zelinski, who emerged as a strong ally working with Plenty Canada. Mark's lifelong appreciation of UNESCO's Niagara Escarpment Biosphere Reserve World had previously inspired him to create his ninth book, *Heart Of Turtle Island: The Niagara Escarpment*, which brings exquisite focus on the environmental treasures, as well as the diverse Indigenous and settler communities that thrive within and around the NEB.

Mark's Photography books can be found at:

<https://www.markzelinski.com/photography-books/>

THE GREAT NIAGARA ESCARPMENT Indigenous Cultural Map can be accessed at:

<http://www.thegreatniagaraescarpment.ca/>

The NEB is also inviting Indigenous writers to contribute to future newsletters! We are also looking for Indigenous stories and events to be shared with the NEB community. Please email [nebiosphere@gmail.com](mailto:nebiosphere@gmail.com) with questions, comments, or suggestions on how to contribute to, support, and develop meaningful Indigenous Engagement. We look forward to hearing from you!



Mohawk/Tuscarora poet Janet Marie Rogers reads a first edition of E. Pauline Johnson's "Flint And Feather" at Chiefswood National Historic Site, Johnson's birthplace. ©MarkZelinski.com from the book "Heart Of Turtle Island: The Niagara Escarpment"

## What's in a Name?

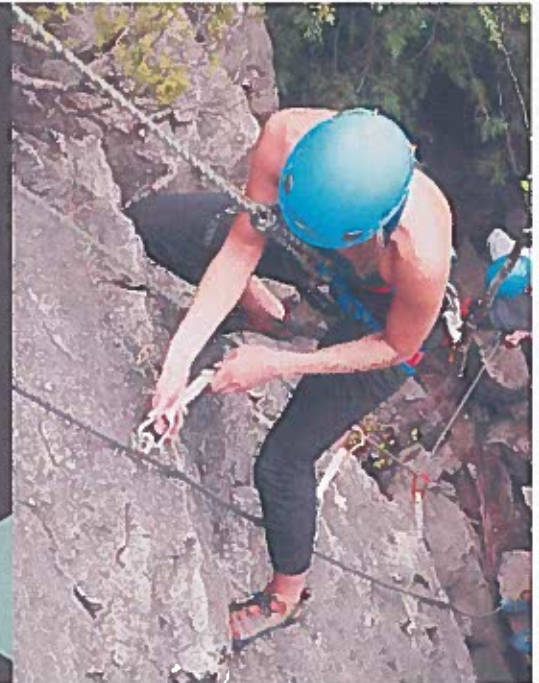
You may have noticed that our NEB acronym has lost a letter. What was previously The Niagara Escarpment Biosphere Reserve, is now The Niagara Escarpment Biosphere. Why this change? The Canadian Commission for UNESCO (CCUNESCO) has put forth a new Communications Strategy in which the term "reserve" is dropped from the name, or changed to "region." The term "reserve" in Canada has a negative historical connotation and is not seen as appropriate with the Truth and Reconciliation. As many UNESCO Biospheres in Canada are located on the traditional territories of Indigenous communities, an apparent conflict of terminology exists. Language is important.

## Striking Balance Documentary Series

After two and a half years, 307 interviews, and over 250 days of filming, Season 2 of Striking Balance premiered this fall to audiences across Canada. Through 9 x 50 minute episodes, Canadians can explore the sustainability challenges of nine different UNESCO Biosphere Reserves. The Niagara Escarpment Biosphere, Episode 3, aired on October 18th! Season 2 is streaming for free across Canada on TVO Docs YouTube Channel:

<https://www.youtube.com/channel/UCerKNh8xglXstldgVlikaxQ>

Still image captured from the documentary series "Striking Balance".  
The Niagara Escarpment Biosphere was featured in Episode 3!



## Want your photo featured in the next newsletter?

We want to see the NEB from your perspective! Email us your photos to [nebiosphere@gmail.com](mailto:nebiosphere@gmail.com) for a chance to be featured in upcoming newsletters.

[CLICK THE ICON TO FOLLOW US ON LINKEDIN!](#)



WOULD YOU OR SOMEONE  
WHO WOULD LIKE TO BE A  
PART OF THE NEB  
NETWORK?

[PLEASE CLICK HERE  
TO FILL OUT A FORM](#)



October 30, 2020

Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Honourable Ford:

On October 27, 2020 Council for the Town of Mono passed the following resolution regarding proposed amendments to the Municipal Elections Act contained in Bill 218 - Supporting Ontario's Recovery and Municipal Elections Act.

Resolution #10-VC14-2020

*Moved by John Creelman, Seconded by Fred Nix*

*WHEREAS Bill 218 - Supporting Ontario's Recovery and Municipal Elections Act removes the option for municipalities to use the ranked ballot in elections thereby impacting the one municipality already using the ranked ballot, namely London, as well as a number of others committed to, or considering introducing a ranked ballot;*

*AND WHEREAS the only explanation given for this is that we should not be 'experimenting' with the electoral process during a pandemic mindful that ranked ballot voting is not an experiment but widely used throughout the world and also that our next election is just under two years away;*

*AND WHEREAS Bill 218 also moves up the municipal nomination date from the end of July to mid-September for no apparent reason thereby reinforcing the power of incumbency and potentially discouraging broader participation in municipal elections;*

*AND WHEREAS these changes are being proposed without any consultation with AMO, municipalities or the public;*

*THEREFORE BE IT RESOLVED the Council of the Town of Mono request the Provincial Government to rescind these changes and that letters in support of this position be sent to MPP Sylvia Jones, Premier Doug Ford as well as local municipalities.*

**"Carried"**

Respectfully,

Fred Simpson

Digitally signed by Fred Simpson  
DN: cn=Fred Simpson, o=CA Canada, c=CA  
Canada, ou=Town of Mono, email=fred.simpson@townofmono.com  
Reason: I am the author of this document  
Location:  
Date: 2020-10-30 13:55:04:00

Fred Simpson  
Deputy Clerk

P: 519.941.3599  
F: 519.941.9490

E: [info@townofmono.com](mailto:info@townofmono.com)  
W: [townofmono.com](http://townofmono.com)

347209 Mono Centre Road  
Mono, ON L9W 6S3

info # 6  
NOV 19 2020

**cc:** Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Sylvia Jones, Solicitor General & MPP Dufferin-Caledon  
Standing Committee on Justice Policy  
All County of Dufferin Municipalities

**P: 519.941.3599**  
**F: 519.941.9490**

**E: [info@townofmono.com](mailto:info@townofmono.com)**  
**W: [townofmono.com](http://townofmono.com)**

**347209 Mono Centre Road**  
**Mono, ON L9W 6S3**



November 9, 2020

The Hon. Doug Ford, Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON  
M7A 1A1

Dear Premier Ford,

**Re: Bill 218, Supporting Ontario's Recovery and Municipal Elections Act**

Please be advised that at their meeting on November 2, 2020, Council of the Municipality of Meaford passed the following resolution pertaining to Bill 218, Supporting Ontario's Recovery and Municipal Elections Act:

Moved by: Deputy Mayor Keaveney  
Seconded by: Councillor Vickers

**That Council of the Municipality of Meaford:**

- 1. Declare their opposition to all of the amendments to the Municipal Elections Act proposed as part of Bill 218;**
- 2. Reaffirm their desire to move ahead with a ballot question in 2022 about switching to a ranked ballot election in 2026;**
- 3. Direct staff to send a copy of this resolution to the Premier, Minister of Municipal Affairs, Leader of the Opposition; and**
- 4. Direct staff to send a copy of this resolution to all municipalities in the Province of Ontario requesting their support in opposing the amendments to the Municipal Elections Act.**

Carried - Resolution #2020-30-05

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

WFO #7  
NOV 19 2020



Yours sincerely,

**Matt Smith**

Clerk / Director of Community Services  
Municipality of Meaford  
21 Trowbridge Street West, Meaford  
519-538-1060, ext. 1115 | [msmith@meaford.ca](mailto:msmith@meaford.ca)

cc: Steve Clark, Minister of Municipal Affairs and Housing  
Andrea Horwath, Leader of Opposition  
Bill Walker, MPP  
Association of Municipalities of Ontario  
All Ontario Municipalities



519-538-1060



21 Trowbridge St. W. Meaford N4L 1A1

[www.meaford.ca](http://www.meaford.ca)

**Denise Holmes**

---

**From:** Jennifer Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Monday, November 9, 2020 8:32 PM  
**To:** Nicole Martin; Fred Simpson; clerk; Jessica Kennedy; Denise Holmes; Meghan Townsend; Tracey Atkinson; mdunne@dufferincounty.ca  
**Subject:** Tow Truck Licensing By-law

Good Evening

The following resolution was passed at the November 9, 2020 meeting of Shelburne Town Council:

**Motion #4**

Moved By Councillor Benotto  
Seconded By Councillor Fegan

WHEREAS, Council for the Town of Shelburne supports the development of a uniform Tow Truck Licensing Bylaw throughout the County of Dufferin that takes into consideration any recommendations of the provincial task force established to look at improving safety, consumer protections and industry standards of the Towing Industry;

AND WHEREAS, the Town of Orangeville has an established business licensing and enforcement program;

NOW THEREFORE the Town of Shelburne hereby requests the Town of Orangeville to work with Dufferin County municipalities in the development of a uniform Tow Truck Licensing By-law and to oversee the administration and enforcement of the By-law across the County upon its adoption.

CARRIED, W. Mills

Thank You

Jennifer Willoughby, Director of Legislative Services/Clerk  
**Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)**  
**Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7**  
**[www.shelburne.ca](http://www.shelburne.ca)**

*The Town of Shelburne is proactively taking measures to limit the spread of COVID-19. As of October 5, 2020 Town Hall will be open to the public Tuesday, Wednesday & Thursday 10 am to 2 pm. Scheduled appointments are also available Monday to Friday 9 am to 4 pm upon request. We are encouraging everyone to continue to take advantage of digital processes. The best way to reach staff is by email.*

*Thank you and stay healthy*

## Denise Holmes

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**From:** Jennifer Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Monday, November 9, 2020 8:19 PM  
**To:** Denise Holmes; 'Mark Early'; Nicole Martin  
**Cc:** Kim Fraser; Chris Gerrits; Wade Mills  
**Subject:** Council Resolution regarding the CDRC

Good Evening

At tonight's (November 9, 2020) meeting of Shelburne Town Council the following resolution was passed:

Motion #7

Moved By Mayor Mills  
Seconded By Councillor Fegan

WHEREAS the Centre Dufferin Recreation Centre (CDRC) facility is owned by the Town of Shelburne but the management and operation of the facility is managed by a joint Board of Management;

AND WHEREAS the CDRC Board of Management recently decided to allow the facility to serve as the regional hub for a hockey league known as the Ontario Junior Super League (OJSL);

AND WHEREAS the number of new COVID-19 cases continues to rise throughout the Province and it is understood that a number of teams involved in the OJSL would be coming from areas in the "Yellow" "Orange" and "Red" zones designated under the Province's new COVID-19 framework;

AND WHEREAS the Town of Shelburne has diligently and proactively followed the advice of public health authorities in response to COVID 19 and has taken a number of measures to protect the community while still supporting access for residents to responsible parks and recreation use;

AND WHEREAS concern has been expressed within our community that despite best efforts on the part of CDRC, the hosting of the OJSL within the Town of Shelburne runs contrary to the spirit of Provincial and Public Health restrictions and could pose additional and unnecessary risks to our community;

NOW THEREFORE BE IT RESOLVED THAT Council requests the CDRC Board of Management to reconsider its decision to host the OJSL league play within its facility in the Town of Shelburne;

AND FURTHER, that should the CDRC Board of Management decide to proceed with hosting the OJSL league play, then Council makes the following requests:

- 1) To provide additional information related to the Ontario Junior Super League including the number of member teams as well as their places of origin;
- 2) To engage in further consultation with Wellington Dufferin Guelph Public Health specifically as it relates to its position on hosting a hockey league with teams from other regions; and

- 3) To consider, with the advice of Public Health, any additional protocols that will need to be implemented and re-evaluated on an on-going basis to allow for this league play to proceed in a way that does not present a risk to the community.

A recorded vote was requested:

Mayor Mills	Yes
Deputy Anderson	Abstained
Councillor Benotto	Yes
Councillor Buffett	Yes
Councillor Fegan	Yes
Councillor Hall	Yes
Councillor Wegener	Abstained

CARRIED, Mayor Wade Mills

Thank You

Jennifer Willoughby, Director of Legislative Services/Clerk

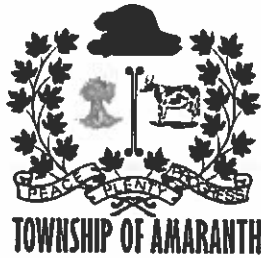
Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7

[www.shelburne.ca](http://www.shelburne.ca)

*The Town of Shelburne is proactively taking measures to limit the spread of COVID-19. As of October 5, 2020 Town Hall will be open to the public Tuesday, Wednesday & Thursday 10 am to 2 pm. Scheduled appointments are also available Monday to Friday 9 am to 4 pm upon request. We are encouraging everyone to continue to take advantage of digital processes. The best way to reach staff is by email.*

*Thank you and stay healthy*



374028 6TH LINE • AMARANTH ON • L9W 0M6

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Dufferin County  
55 Zina Street  
Orangeville, Ontario L9W 1E5

Attention: Infrastructure and Environmental Services Committee

Dear Sirs:

**Re: Dufferin County CP Rail Trail**

Further to the letter dated September 28, 2020 received from the Township of Melancthon, the Township of Amaranth at its regular meeting of Council held November 4, 2020, the following resolution was carried:

**18.1. Dufferin County CP Rail Trail**  
Cycling and walking trails/routes

Council discussed the trail and encourages the County of Dufferin to improve the trail for walking and cycling.

**Resolution #12**

**Moved by: G. Little – Seconded by: C. Gerrits**

**BE IT RESOLVED THAT:**

Council support that the County of Dufferin undertakes additional work be done on the CP Rail Trail for the purposes of cycling and walking so that this beautiful tract of land can be enjoyed by all.

**CARRIED.**

Respectfully submitted,

*Nicole Martin*

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

C: Karisa Downey, Dufferin County Economic Development Officer  
Member municipalities of Dufferin County

INFO # 10  
NOV 19 2020

## Denise Holmes

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**From:** Integrity Commissioner <IntegrityCommissioner@fasken.com>  
**Sent:** Monday, November 16, 2020 1:47 AM  
**To:** Denise Holmes  
**Subject:** Report to Council: File CC-2020-01 (Mercer v. White)  
**Attachments:** Report to Council in File CC-2020-01 (Melancthon) Mercer v White.PDF

Dear Ms Holmes:

Attached is my report to Council.

Section 13 of the Complaint Protocol states that, "Upon receipt of a report, the Clerk shall place it on the next regular agenda of Council."

Thank you.

Guy Giorno  
Integrity Commissioner

416 865 5164  
613 696 6871  
Toll-free 877 609 5685

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Fasken has a COVID-19 management plan in place. We prioritize maintaining a safe workplace; encourage social distancing and uphold privacy and confidentiality for those we work with. We have reduced the need to attend our offices to necessary visits, and are minimizing in-person meetings. We have enhanced digital communications with you through telephone & web conferencing, secure email, Fasken Edge, etc.

Please do not visit our offices without an appointment in advance; and please excuse us if we do not shake your hand. In the event the risk of COVID-19 increases and affects our ability to provide legal services or representation, we will make the best arrangements within our power to obtain time extensions and/or adjournments. We appreciate your understanding.

> [COVID-19 Resource Centre for Businesses](#)

*Ce message contient des renseignements confidentiels ou privilégiés et est destiné seulement à la personne à qui il est adressé. Si vous avez reçu ce courriel par erreur, S.V.P. le retourner à l'expéditeur et le détruire. Une version détaillée des modalités et conditions d'utilisation se retrouve à l'adresse suivante : [https://www.fasken.com/fr/terms-of-use\\_email/](https://www.fasken.com/fr/terms-of-use_email/).*

*Fasken dispose d'un plan de gestion de la situation en lien avec la COVID-19. Notre priorité est de maintenir un milieu de travail sécuritaire, d'encourager la distanciation sociale et d'assurer la protection des renseignements personnels et de la confidentialité au nom des personnes pour lesquelles nous travaillons. Nous avons réduit le nombre de visites nécessaires à nos bureaux et réduit au strict minimum les réunions en personne. Nous avons amélioré les communications numériques par téléphone, par vidéoconférence, par courrier électronique sécurisé, par l'intermédiaire de Fasken Plus, etc.*

*Nous vous prions de ne pas vous présenter au bureau sans rendez-vous et veuillez nous excuser d'avance si nous ne vous serrons pas la main. Si le risque de propagation du virus COVID-19 augmente et atteint notre*

*capacité à fournir des services juridiques ou de représenter nos clients, nous ferons tout en notre pouvoir pour prendre les meilleures dispositions afin d'obtenir des reports et/ou des ajournements. Nous vous remercions pour votre compréhension.*

> [Centre de ressources sur la COVID-19 pour les entreprises](#)

---

TOWNSHIP OF MELANCTHON INTEGRITY COMMISSIONER,  
GUY GIORNO

**Citation:** Mercer v. White, 2020 ONMIC 15

**Date:** November 15, 2020

## REPORT ON INVESTIGATION

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## **THE COMPLAINT**

1. Councillor Margaret Mercer (the Complainant) alleges that, by his treatment of her, Mayor Darren White (the Respondent) breached sections 1.14, 1.15, and 1.16 of By-law 11-2019, A By-law to Adopt a Code of Conduct for Members of Council & Members of Local Boards.
2. Specifically, Councillor Mercer alleges that the Mayor failed to treat her with courtesy and respect, and attempted to belittle and humiliate her.

## **SUMMARY**

3. After investigation, I am dismissing the Complaint. The allegations are unfounded.
4. Councillor Mercer makes claims that are unsupported by the evidence.
5. In respect of the Niagara Escarpment Commissioner matter, I find that Mayor White did not prevent Councillor Mercer from doing her job. I also note that communicating with the NEC in an attempt to influence the exercise of its law enforcement functions in a particular case is not part of an elected official's job.
6. In respect of her motion at the July 16 meeting, I find that Councillor Mercer acted provocatively and disrespectfully, and Mayor White did not.
7. The Complaint caused an unnecessary expenditure of taxpayers' money. To limit further cost to Township, I am keeping this report as short as possible, while meeting the obligation to set out the reasons for my conclusions.

## **BACKGROUND**

8. Councillor Mercer's Complaint revolves around two different matters: her communications with the Niagara Escarpment Commission (in which she claims the Mayor interfered) and the July 16 Council meeting, where she claims to have been belittled and subject to verbal abuse.
9. While these matters occurred in June and July, Councillor Mercer says they are connected to a separate, earlier issue of membership on the Nottawasaga Valley Conservation Authority (NVCA). I will summarise the NVCA background before describing the matters immediately giving rise to the Complaint.

**Nottawasaga Valley Conservation Authority**

10. Councillor Mercer was first elected in 2018. At the inaugural Council Meeting of the 2018-2022 term, Council appointed various Members and various other residents to various offices. Councillor Mercer was appointed to one-year terms as Melancthon's representative to the Shelburne Public Library, and as one of two Melancthon representatives to the Shelburne and District Fire Department Board of Management. The compensation for each position is \$60 per meeting.

11. Councillor Mercer was further appointed, with one other Council Member, to serve a one year-term on the Board of Management for the Horning's Mills Community Park. Compensation for attending meetings of the park board is \$60 per meeting (or \$100 per meeting that lasts more than five hours). She was also one of three Council Members designated to constitute the "head" of the municipality under subsection 3(1) of the *Municipal Freedom of Information and Protection of Privacy Act*.

12. Among other appointments that day, Mayor White was appointed to the Nottawasaga Valley Conservation Authority<sup>1</sup> for the 2019-2022 term.

13. At the very next meeting, December 20, 2018, Councillor Mercer expressed concern that she had not been appointed to the NVCA. She said it was her number one priority. After discussion, Mayor White offered to step aside so that Councillor Mercer could be appointed for one year, at which point Council would revisit the appointment of its NVCA representative. The staff was directed to draft a by-law to rescind the Mayor's appointment.

14. On January 17, 2019, the appointment of Mayor White to the NVCA was rescinded, and Councillor Mercer was appointed until December 31, 2019.<sup>2</sup>

15. On December 12, 2019, Councillor Mercer was appointed to the NVCA for the 2020 year. Mayor White seconded the appointment motion.

16. In the Complaint, Councillor Mercer alleges that:

Darrin [sic] White<sup>3</sup> has tried to push me off the NVCA board even though I have learned that it is a council term on the NVCA not a yearly term. This is a continuation of my experience on council with him.

---

<sup>1</sup> Technically, there is no "board" of a conservation authority. Municipal representatives are appointed as members of the authority itself. It is common, however, to refer to members of the authority as members of its "board" or "board of directors." Both the correspondence from the NVCA inviting Melancthon to appoint its new member, and the Council resolution appointing Mayor White, spoke of the NVCA "Board of Directors."

<sup>2</sup> The rescission was effective January 31, 2019, and Councillor Mercer was appointed effective February 1.

<sup>3</sup> In quoting from documents, my practice is to correct obvious errors in grammar and spelling and to make punctuation consistent, where the correction does not substantially alter a passage. In this case,

17. The record simply does not support this claim. In fact, the record shows that Mayor White was appointed to the NVCA, and then agreed to step aside after Councillor Mercer protested. Councillor Mercer was then appointed to two consecutive terms, of 11 months and 12 months respectively.

18. Subsection 14(4.1) of the *Conservation Authorities Act* makes explicitly clear that the term of a municipal appointee is, "as may be determined by the council that appoints the member." In this case, the "council that appoints the member" is the Council of the Township of Melancthon. Township Council has determined that Councillor Mercer was to be appointed for the last 11 months of calendar year 2019, and all 12 months of calendar year 2020.

### **Niagara Escarpment Commission**

19. Councillor Mercer decided to help some residents in Horning's Mills resolve an issue involving the Niagara Escarpment Commission. At some point in June, the NEC refused to deal with her. The NEC replied that it would only communicate with Melancthon's CAO

20. On June 30, Councillor Mercer wrote Ms Debbie Ramsay, Manager, Niagara Escarpment Commission, asking, "Can I get an update please on [specific municipal address]?"

21. That afternoon, the NEC manager replied, "The NEC has been requested by the township to direct all inquiries for updates through Denise Holmes, CAO. The NEC is providing periodic updates to her."

22. My understanding is that Councillor Mercer was not communicating on behalf of the Township, but instead was communicating individually as a Council Member or on behalf of a constituent or constituents.

23. The NEC adopted what I call a one-window approach (meaning that it would only communicate with one representative of the Township, the CAO) at the request of Mayor White.

24. I should add that the issue with the NEC involved the NEC's inspection, investigative, and enforcement functions under the *Niagara Escarpment Planning and Development Act*, *Niagara Escarpment Plan*, and associated regulations. That this is a law enforcement matter is clear from the Complaint, which states:

the said [location] property is owned by a resident who over the years has committed various violations against the NEC permitted use for the land such

---

having regard to the manner and tone with which Councillor Mercer describes the Mayor, I cannot be sure that fixing her misspelling of his first name would be an insignificant correction. I have, therefore, left her spelling intact.

as having an illegal grow op. The OPP had also become involved at various times based on resident complaints. Although the NEC visited the property numerous times over the years, nothing formally had been done to rectify the situation.

25. The Complaint also claims that the property owner was charged, which again indicates that this is a law enforcement matter.

26. In June, Councillor Mercer emailed the NEC enforcement officer, who replied by copying Mayor White. It was after this that Mayor White invited the NEC to communicate directly only with Melancthon's CAO, and not directly with any other Township officials, including the Mayor.

27. Councillor Mercer believes that by asking the NEC to adopt a one-window approach, Mayor White was "controlling the situation" and that, "White sees himself as the grand poobah of it all with authority over everyone and everything."

28. Councillor Mercer alleges that the one-window approach is nothing but an attempt by the Mayor to prevent the Councillor from doing her job and from being successful.

29. I am quoting at length from Councillor Mercer's Complaint, because I believe it is revealing of her approach to these matters. Keep in mind that the issue about which she writes is a communication from the Mayor to the Niagara Escarpment Commission, asking the NEC to communicate with Melancthon through the CAO.

**The Mayor doesn't want me to be successful or do my job successfully. He is attempting to harm me, to keep me from doing the job of a Councillor. This is apparent in his hostile attitude to me from year 1, that others have witnessed firsthand.**

**There is no other reason. The Mayor doesn't represent or speak on behalf of the NEC. The Mayor is not my boss. I don't report to the Mayor, nor is he my supervisor.**

Mayor Darrin [sic] White has turned what could have been a wonderful Council experience, into an ongoing nightmare, tantamount to a street fight that happens at every meeting. As I do my job, meetings degenerate into fights, and ultimately almost always have him shutting me down and keeping me quiet. I am, however, not the first person to experience this from Darrin [sic] White.

Darrin [sic] White has tried to push me off the NVCA board even though I have learned that it is a council term on the NVCA not a yearly term. This is a continuation of my experience on council with him.

This is the same power and control that I have written about in a past integrity complaint. ...

This is not a mayor who EVER works with me, talks to me politely, seeks me out for opinion, etc. My conclusion is that he's not capable of these respectful behaviours because he's threatened by autonomous thinking.

Clearly, he has done absolutely nothing to demonstrate leadership towards me, to respect me, to value my input, or to make my time on council anything but unpleasant. On the contrary, he has demonstrated extreme hostility from the start and I have emails to prove this, and individuals who will speak up for me. It is continued harassment, and continued attempts to keep me from doing my job as a councillor. What he considers acceptable and normal treatment, is unacceptable by any standards.

Let him prove otherwise.

[emphasis in original]

30. While Councillor Mercer makes allegations against Mayor White and then states, "let him prove otherwise," that is not how the process works. The legal principle is that the one who asserts something must prove it.

31. As the above excerpt shows, Councillor Mercer has taken a single issue (whether the Mayor contravened the Code by asking the NEC to adopt a one-window approach) and expanded it to a broad, free-wheeling, *ad hominem* attack on the Mayor's conduct and character. In my view, the municipal integrity commissioner process is not intended to be used in this matter.

32. It is fair to ask Mayor White to respond to the specific issue of his communication with the NEC. It is unfair to expect him to address a litany of general claims and criticisms of character that only tangentially relate to the NEC issue.

### **July 16 meeting**

33. The second matter is unrelated. On June 18, Councillor Mercer had given notice of the following motion:

That the current Horning's Mills Hall Board (of this current term of council), resume their responsibilities as soon as possible, with a newly-constituted Member of Council (as per Township of Melancthon protocols), further to the reopening of facilities post pandemic, and based on the exemplary work of the existing volunteer board members to not only successfully manage, but also bring the hall to profitability.

34. On July 16, the motion was moved, seconded, debated, and defeated.

35. According to Councillor Mercer, "I don't have much experience making motions and have only brought possibly two motions to council so far." In fact, this was the sixth substantive motion, considered by Council, that Councillor Mercer had drafted and given as notice.<sup>4</sup>

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<sup>4</sup> Councillor Mercer gave notice of substantive motions which Council considered on the following dates: June 6, 2019; August 15, 2019; November 21, 2019; December 12, 2019 (same motion considered again February 6, 2020); May 7, 2020; July 16, 2020. Following additional notices, two more motions of Councillor Mercer were considered September 17, 2020, and one more on October 15, 2020.

36. Councillor Mercer was, and still is, the most prolific issuer of notices of motion during this Council term.<sup>5</sup>

37. Nonetheless, the following is how Councillor Mercer described what occurred:

I made a motion at the July 16 meeting. I don't have much experience making motions and have only brought possibly two motions to Council so far. However, I never expected that in doing so most recently, the Mayor, of all people, would demonstrate extreme hostility and rancor in an attempt to belittle me. (Admittedly I shouldn't be surprised, but I am often gob-smacked at his rude and insecure behaviour.) A number of community members had sent in emails to support the motion prior to the meeting.

When the item came up on the agenda, the Mayor asked me to speak to my motion and I spoke for about 1 minute. The Mayor then jumped in and started to dominate the conversation – he criticized my motion, the wording, how the wording had changed from the notice of motion made in June, and how he had showed it to different people and how bad it was, etc.

If he didn't like the motion, he could have with civility as per the Code of Conduct, offered to make an amendment. But instead, he took advantage of his position as chair of the meeting to engage in his usual verbal warfare to intimidate me and make me look bad in front of the many members of the public participating online.

(Please look at the tape of the Council meeting for verification.)

I attempted to intervene and talk to my motion and give rebuttals because it is my motion after all, but he took advantage of his position to talk *ad nauseum*, and cut me off as he always does. He and his "buddy" on Council, yelled at me: point of order. This is what always happens during meetings.

Meanwhile, his "buddy" on Council (and I use the term "buddy" loosely because I know this is a politically-expedient relationship), talks constantly without acknowledging the Mayor, never puts his hand up, and acts as if he runs each meeting.

Next, the Mayor stated that he gives me free reign more than anyone on Council to talk. This is absolute rubbish; an untruth and the usual smoke and mirrors falsehoods that he spouts continuously as Head of Council. I urge that the video of this and all Council meetings be watched as evidence.

I have timed another Councillor talking for 20 minutes straight on a motion to which the Mayor said nothing and did not intervene. Please watch the tapes. The Mayor is unfair in his treatment of Councillors and "punishes" anyone who disagrees with him. Even though it is my right, I hardly talk during Council except to ask questions, or make a small brief point.

He's his own worst enemy because in silencing a Councillor, he forces that individual to work behind the scenes.

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<sup>5</sup> Up to and including October 15, 2020, Councillor Mercer has given nine notices of motion, Mayor White three, Deputy Mayor Besley one, and the others none. As of July 16, 2020, the figures were six, three, one, and none.

(I stay quiet because the Mayor over reacts to most everything that I say and turns even the most oblique issues into contention. His motto should be: let's beat a dead gnat with a sledgehammer.)

On a motion that I have brought to Council, I do expect to talk, and provide supplementary. It is my motion and I have a right to explain and advocate for its acceptance. A good Mayor would encourage discussion, and co-operation.

I have never once heard him shut down another Council Member, nor have I heard him say: point of order to anyone but me. I must be a huge threat – this only woman, first-time Councillor, because he continues to silence me.

For my entire time on Council, the Mayor has shown me contempt, and tried to control me, shut me down, and keep me from doing my job. This is the second year now that I've endured this and I don't intend to sit and curry favour with him to avoid his contempt like the others feel compelled to.

I will be doing what I am tasked to do as a duly-elected municipal representative (yes – even acclaimed Councillors are duly elected) in speaking out on issues to represent the community.

38. I have quoted from the Complaint at length because it is revealing of the situation. Councillor Mercer claims that Mayor White does not treat her with civility and respect. At the same time, she accuses the Mayor of, "insecure behaviour" and of taking "advantage of his position to talk *ad nauseum*." She describes one of his comments as, "absolute rubbish, an untruth and the usual smoke and mirrors falsehoods that he spouts continuously as head of council ..." She implies that he is not "a good Mayor."

39. She repeatedly refers to another Council Member as the Mayor's "buddy."

40. Elsewhere in the Complaint she states, "White sees himself as the grand poobah of it all with authority over everyone and everything." (She bases this claim on the fact that Mayor White was elected by his peers to serve as Warden of Dufferin County and as Vice-Chair of the Western Ontario Wardens' Caucus.)

41. As is evident, Councillor Mercer alleges incivility and disrespect, but the wording of her Complaint displays a lack of civility and respect for the Mayor and another Council Member.

42. Councillor Mercer also uses the July 16 meeting as a springboard for a series of broad, vague criticisms on the Mayor, unmoored to time or place: "I shouldn't be surprised ... at his rude and insecure behaviour ... engage in his usual verbal warfare ... unfair in his treatment of councillors and 'punishes' anyone who disagrees with him ... turns even the most oblique issues into contention."

43. It is fair to ask Mayor White to respond to the specific issue of what occurred July 16. It is unfair to expect him to respond to an unspecific list of vague and general attacks.

44. The investigation did not sustain Councillor Mercer's allegations, either her allegations about July 16 meeting or her general aspersions against the Mayor.

45. Contrary to Councillor Mercer's claims, I find that she was permitted to speak to her motion, and did, without interruption.

46. While several Council Members including the Mayor opposed the motion (it was, in the end, defeated), the investigation found that they, including the Mayor, exhibited no hostility toward Councillor Mercer.

47. According to the approved minutes of the July 16 discussion:

Mayor White called for discussion on the motion. Councillor Mercer spoke to her motion and the reasoning behind it. Each Member of Council was given a chance to have their say on the motion. Mayor White then called for the vote and the motion was lost.

48. Councillor Mercer was present on August 13 when Council voted to approve the July 16 minutes as circulated. If she felt that the July 16 draft minutes did not accurately describe the consideration of her motion, then this was her opportunity to object and to seek correction. Councillor Mercer raised no concern.

49. An interruption did occur while the July 16 motion was debated, and Councillor Mercer caused it. As Councillor Thwaites was speaking to her motion, Councillor Mercer was making faces and laughing. Councillor Thwaites raised a point of order, arguing that Councillor Mercer's conduct contravened the procedural by-law. Councillor Mercer did not have the floor at the time but, even if she was speaking, a point of order would have taken precedence. Councillor Mercer acknowledged that she was laughing at Councillor Thwaites.

50. As part of the investigation, I reviewed all meetings during the current Council term. The records indicate that Councillor Mercer has not been sidelined or prevented from participating.

51. Far from being marginalized, Councillor Mercer is responsible for more than two-thirds of the Council business not arising from staff reports or correspondence.<sup>6</sup>

52. The minutes document numerous occasions when Councillor Mercer: introduced topics for discussion; identified priorities; questioned the Mayor and staff; placed her views on the record; and had agenda items added at her request.

53. She was absent from the January 16, 2020, Council meeting, but her views on two agenda items were received by the CAO and then shared with Council and taken into account. That is not the experience of someone being marginalized.

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<sup>6</sup> As measured by substantive motions of which notice is given. See note 5.

54. The record also does not support Councillor Mercer's claims that, "This is not a mayor who EVER works with me ... he has done absolutely nothing to demonstrate leadership towards me, to respect me, to value my input, or to make my time on council anything but unpleasant. On the contrary, he has demonstrated extreme hostility from the start ..."

55. While the Mayor did not support all of Councillor Mercer's motions – for example, Mayor White voted against Councillor Mercer's October 15 motion to increase Councillors' pay by \$4000<sup>7</sup> – he has supported several of them. For example, on May 7, he seconded and voted for Councillor Mercer's motion to transfer funds from the Municipal Modernization Fund to the Horning's Mills Community Hall account to assist the hall board with operational costs.

56. At one meeting (March 7, 2019), early in the Council term, the Mayor permitted Councillor Mercer to deliver a slide presentation to him and the other three Council Members on the Melancthon strategic plan. This occurrence does not correspond to Councillor Mercer's claim that the Mayor is almost always shutting her down and keeping her quiet.

57. Since the events covered in this report, Mr. Thwaites has resigned from Council. His resignation, and the circumstances leading to it, have no bearing on my findings.

## PROCESS

58. In operating under the Code, I follow a process that ensures fairness to both the individual bringing a complaint (Complainant) and the Council Member responding to the complaint (Respondent). The fair and balanced process I normally use is consistent with the Complaint Protocol under the Council & Local Board Members Code of Conduct. The process includes the following elements:

- The Respondent receives notice of the Complaint and is given an opportunity to respond.
- The Respondent is made aware of the Complainant's name.
- The Complainant receives the Respondent's Response and is given an opportunity to reply.

59. I invite the parties to focus on specific allegations related to particular provisions of the Code. I do not consider vague and general claims that are unattached to a

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<sup>7</sup> The motion was to increase Councillors' pay and the Deputy Mayor's pay by \$2000 in 2021 and \$2000 in 2022 (a \$4000 total increase), and to increase the Mayor's pay by \$600 each year (a \$1200 total increase). The motion was carried on a 3-2 vote.

particular time, occurrence, or section of the Code, and I do not ask a Respondent to address them.

60. Also, section 5.8 of the Complaint Protocol states that no complaint may be made more than three months after the facts giving rise to the complaint occurred or first came to the Complainant's attention.

61. On July 28, I received a Complaint from Councillor Mercer under the Code of Conduct. The Complaint was written on the wrong form. The correct form was submitted August 4. That date is considered to be the official Complaint date.

62. Councillor Mercer claimed contraventions of sections 1.14, 1.15, and 1.16 of the Code. In relation to the Niagara Escarpment Commission allegation, I determined that I would only consider section 1.16 because the facts alleged did not justify an investigation under the other two sections. In relation to the July 16 meeting allegation, I determined that I would only consider sections 1.14 and 1.16, because the facts alleged did not justify an investigation under section 1.15.

63. I have not considered section 1.15 (harassment) because under Ontario law harassment usually, though not always, involves a pattern of conduct, not a single incident. In order to advance an allegation under section 1.15, a complaint would need to describe specific incidents that amount to a pattern.

64. On August 12, I issued a Notice of Investigation to both parties. The Notice included the Complaint and identified the sections of the Code being considered.

65. After receiving the parties' submissions, I issued a delegation under subsection 223.3(3) of the *Municipal Act* to another lawyer in my office, authorizing him to conduct witness interviews.

66. I reviewed relevant records of the Township, including records of all Council meetings during the current term.

67. I received several additional communications from Councillor Mercer.

68. I have taken into account all of the evidence and all of the parties' communications with me.

69. I have made findings of fact according to the civil standard of the balance of probabilities.

70. Councillor Mercer makes a series of vague and general allegations against Mayor White, with no reference to time, place, or section of the Code, and then states, "let him prove otherwise." As I have explained, that is not how the process works, and I decline to alter the process in the manner Councillor Mercer suggests.

71. It is fair to ask, and I have asked, Mayor White to address specifically the NEC allegation (in the context of section 1.16) and the July 16 allegation (in the context of section 1.14 and section 1.16). I have not asked Mayor White to respond to the generalized, unspecific criticisms. That would be unfair. I certainly have not adopted Councillor Mercer's proposed standard of "let him prove otherwise." Our legal system does not operate on that basis.

72. Section 11.7 of the Complaint Protocol starts that a draft of the investigation report is to be given to the Respondent for comment. This provision was only intended to apply when a Respondent is found to have contravened the Code. Since my conclusion is that Mayor White did not contravene the Code, I did not invite him to comment on a draft of this report.

73. The Complaint Protocol authorizes me to extend time frames, in my discretion. In the context of the COVID-19 pandemic I have exercised my discretion to do so.

## **POSITIONS OF THE PARTIES**

### **Councillor Mercer (Complainant)**

74. Councillor Mercer's position is set out in great detail in the Background section, above.

75. She alleges that Mayor White attempted to interfere with her communication with the Niagara Escarpment Commission, allegedly in order "to harm me, to keep me from doing the job of a Councillor."

76. She cites Code sections 1.14, 1.15, and 1.16, but I have considered only section 1.16 under this allegation because the facts alleged did not justify an investigation under the other two sections.

77. Section 1.16 includes but is not limited to: "behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades or humiliates another Staff [/] Members ... Undermining or deliberately impeding a person's work. Withdrawing necessary information or purposefully giving the wrong information ... Freezing out, ignoring or excluding."

78. Councillor Mercer further alleges that, at the July 16 meeting, Mayor White "demonstrate[d] extreme hostility and rancor in an attempt to belittle me. ... engage[d] in his usual verbal warfare to intimidate me and make me look bad in front of the many members of the public participating online."

79. She cites Code sections 1.14, 1.15, and 1.16, but I have considered only sections 1.14 and 1.16 under this allegation because the facts alleged do not justify an investigation under section 1.15.

80. Section 1.14 requires that Members show respect for fellow Members, show courtesy when other Members have the floor, and avoid any conduct towards a Member which is known or ought reasonably to be known to be unwelcome, which offends, embarrasses or intimidates, or which reflects intolerance towards any group or individual.

81. Section 1.16 has already been mentioned. It also covers "Attempts to humiliate Staff in front of others ... Abusive, offensive or insulting language. Behaviours that frighten, humiliate, belittle or degrade. Belittling a person's opinions."

**Mayor White (Respondent)**

82. As a preliminary matter, Mayor White objects to the insults and name calling in Councillor Mercer's Complaint.

83. In response to the NEC allegation, Mayor White disagrees that Councillor Mercer was ever told she is not allowed to do her job.

84. He explains that a number of people were seeking updates from the NEC on the issue regarding [specific location], so he asked Council Members, if they required an update on the status of enforcement, to seek that information through the CAO. He asked all Members including himself to follow the same procedure. He states that the NEC was thankful for this approach as it had been dealing with multiple requests for information on the same issue.

85. Mayor White characterizes the one-window approach as "not a decree from the mayor, ... [but] a decision of council based on my request." He says Councillor Mercer was present at the meeting where this was discussed.

86. The Mayor rejects the suggestion that he ever told Councillor Mercer that she cannot speak to the NEC or the local MPP. "She can feel free to contact them as a private citizen should she wish," he observes. "They also have the right to tell her that they have no comment."

87. In relation to the July 16 motion, the Mayor agrees that he felt the motion was flawed, but states that he did not rule it out of order and instead allowed it to proceed to a debate and vote.

88. Flaws identified by the Mayor included, in his opinion, the following: The motion was contrary to action that Council had already agreed to take. The motion impugned the reputation of a specific Council Member. (I understand the Mayor to be referring to

the motion's indirect attempt to remove and replace Councillor Thwaites as a member of the Horning's Mills Hall Board, and its pointed reference to the "exemplary work of the existing volunteer board members" – that is, everyone except Councillor Thwaites.) The motion was internally contradictory and asserted as facts things that were false.

89. Mayor White states that when Council reached that part of the agenda, he offered the floor to Councillor Mercer to speak to her motion, and she spoke for about a minute. He says he asked Councillor Mercer if she wanted to say anything else and she said no. The motion was seconded and the Mayor then allowed other Members to speak to the motion. When he spoke, the Mayor gave reasons for being able to rule the motion out of order, but then said that he let the motion go to the floor anyway because Councillor Mercer regularly suggests that she is not treated fairly and he did not want to be seen as in anyway trying to shut her down.

90. At one point the Mayor says he asked Councillor Mercer if she would like to withdraw her motion and make changes and she declined.

91. According to the Mayor, when Councillor Thwaites<sup>8</sup> was speaking to the motion, "[Councillor] Mercer was visibly mocking him during the Zoom meeting, rolling her eyes, throwing her hands up and laughing when he made statements."

92. Councillor Thwaites raised a point of order. According to the Mayor, the following happened next:

(When a Member of Council calls a point of order, discussion comes to a halt and the Mayor or Chair gives the person who called the point of order an opportunity to explain how they feel their reputation has been harmed or maligned. ). I attempted to do this and while that Member of Council was speaking, Councillor Mercer was yelling over the top of him. A number of times I had to tell her to stop talking, which she refused to do, and kept on and on and on about how she is so poorly treated, how we are all so mean to her, how I constantly shut her down, etc., etc., etc. Keep in mind this is during the time when another Member is supposed to be explaining his point of order.

93. The Mayor suggests that this was consistent with Councillor Mercer's behaviour at other meetings.

94. Mayor White states that at meetings he is respectful toward everyone. He also says that he allows any Member who wishes to speak to a matter to speak for as long as the Member wishes, whether "three minutes or 30 minutes." He states that Councillor Mercer has often spoken at great length on an issue.

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<sup>8</sup> Neither the Mayor nor Councillor Mercer named this Council Member, but the investigation confirmed it was Councillor Thwaites.

95. He rejects the claim that Councillor Mercer hardly talks during Council meetings and usually stays quiet. Mayor White states that Councillor Mercer speaks more often than anybody else. "Councillor Mercer regularly gets the floor five or six times on an issue, way more than anybody else on Council even asks to."

96. The Mayor concludes his Response as follows:

Councillor Mercer is free to do her job however she likes to do it. I have never tried to shut her down or stop her from doing it in any way. The only thing I ask, and it would be the same thing that any Mayor anywhere would ask any Member of Council is that when Council decides on a course of action, that's the course of action that will be taken. A Councillor that doesn't agree is free to say their piece, but once the course is determined they need to get on board and not go out in the public and try and undermine Council Members, staff, or other people, which is something Margaret Mercer does on a regular basis. Margaret Mercer has no problem going out and publicly sowing the seeds of discord telling people how horrible I am, or other Members of Council are, talking about staff behind their backs, etc. it's just ridiculous and it needs to stop.

### **Complainant's Reply**

97. In a brief reply, Councillor Mercer criticizes the Mayor for not apologizing and not admitting wrongdoing.

98. She says that the Mayor cannot justify giving direction to the NEC: "It is not his job to do so. It was a power tactic. He did this to harm me. ... White is attempting to keep me, and me specifically, from helping residents."

99. In relation to the point of order, Councillor Mercer states, "I was told point of order for saying very little ..." [emphasis added]

## **FINDINGS OF FACT**

100. Findings of fact are set out in the Background section, above, and in this section.

101. The findings are based on interviews, the evidence of the parties, and documentary evidence.

102. I find as a fact that Councillor Mercer participates actively in Council Meetings and has not been marginalized, sidelined, or silenced.

103. I find as a fact that Councillor Mercer often instigates or provokes arguments on Council and then complains that she is the one unfairly treated.

104. I find as a fact that Councillor Mercer was not treated with hostility during the July 16 meeting.

105. I find as a fact that Councillor Mercer's July 16 motion was a direct criticism of Councillor Thwaites, calling for him to be removed from the Horning's Mills Hall Board, and praising the "exemplary work" of all the hall board members except Councillor Thwaites. I find that the motion was intended as a criticism of him, and was understood by Council to be a criticism.

106. I find as a fact that Councillor Mercer was permitted to speak to her motion and that she was not cut off, except when she tried to talk over Councillor Thwaites while he had the floor and was addressing his point of order.

107. I find as a fact that Councillor Mercer made mocking gestures while Councillor Thwaites was speaking, she laughed at him, and then she said, "Yes, I am laughing at you."

108. I find as a fact that Councillor Mercer became angry when her motion was defeated.

109. Where the evidence of the Mayor and Councillor Mercer differ, I accept the evidence of the Mayor, for the following reasons: First, the evidence of the Mayor is more consistent with the results of the investigation. Second, Councillor Mercer makes several claims that are contradicted by the facts.

110. Councillor Mercer claims, "I don't have much experience making motions and have only brought possibly two motions to council so far." In fact, at the time of making this claim, she had already brought six motions to the floor, more than the Mayor and all the other Council Members combined. (As of October 15, she was up to nine motions.)

111. Councillor Mercer claims that Mayor White tried to push her off the NVCA, when in fact he offered to give up his seat to her, and he supported her appointment for eleven months of 2019 and all of 2020.

112. Councillor Mercer claims that NVCA appointments are for four years, when in fact each Council appointment of her was for a term expiring December 31. Further, the *Conservation Authorities Act* contradicts her claim.

113. Councillor Mercer, claims "an ongoing nightmare, tantamount to a street fight that happens at every meeting. As I do my job, meetings degenerate into fights." In fact, as I have found, the evidence suggests that she instigates or provokes many disagreements.

114. Councillor Mercer claims that she hardly ever talks during Council meetings, "except to ask questions, or make a small brief point." Nearly two years' worth of Council minutes contradict this claim. As I have noted, on numerous occasions she has introduced topics for discussion, identified priorities, questioned the Mayor and staff,

placed her views on the record, and had agenda items added at her request. She has even been allowed to make her case on one topic in the form of a slide presentation to Council. I have already observed that Councillor Mercer has been responsible for more than two-thirds of the Council business not arising from staff reports or correspondence.

115. Councillor Mercer claims that she was cut off while trying to speak to her motion. In fact, she was trying to speak over Councillor Thwaites, who had the floor and was explaining his point of order.

116. Referring to his positions as Township Mayor, County Warden, and Vice-Chair of the Western Ontario Wardens' Caucus, Councillor Mercer claims that Mr. White seeks "various 'power' roles for himself ... [and] sees himself as the grand poobah of it all with authority over everyone and everything." This claim is wholly unsubstantiated and, frankly, trivial. There is nothing unusual or untoward about a Head of Council serving as a County Warden. Most Wardens are Heads of Council.

117. At other times in this proceeding, Councillor Mercer has carefully chosen words that might be technically correct but leave an impression inconsistent with the facts. For example, she claims, "I was told point of order for saying very little ..." [emphasis added]. Technically correct: she was *saying* very little. In fact, the point of order was raised because she was making hand gestures, rolling her eyes, and laughing. Her statement does not address that.

118. For example, Councillor Mercer has claimed to me, in the course of this proceeding, that the NEC issue was not a law enforcement matter in July [emphasis added]. Presumably, she mentions July because she has acknowledged emailing an NEC enforcement officer in June. In fact, the NEC issue is very clearly a law enforcement matter and continued to be such in July. I cannot not accept Councillor Mercer's claim to the contrary.

119. In all of the circumstances, I find Councillor Mercer's account of what occurred to be unreliable. Where her account differs from that of Mayor White, I find, based on the standard of balance of probabilities, that the Mayor's account is more plausible.

120. I accept as a fact Mayor White's statement that Councillor Mercer is prone to making insults when she does not get her way. As I have noted, her written Complaint calls the Mayor names, insults him and another Council Member, and makes *ad hominem* attacks. Since this is how she expresses herself in writing, it is very plausible that her spoken communication is at times similar.

121. I have learned, directly, in the course of this proceeding, that Councillor Mercer has the ability to react uncivilly when she does not get her way.

122. In response to the dismissal of her complaint, she emailed to tell me, "You have capitulated and I'm disappointed in your service. You have not responded to the needs of our council. ... You have missed the point."

123. This occurred after I had reached my conclusion, and it did not affect my conclusion. Nonetheless, it is consistent with the investigation findings and provides further support for my conclusions, on a balance of probabilities, about what happened.

## ISSUES RAISED IN THE INVESTIGATION

124. I have considered the following issues:

(A) *Did Mayor White contravene the Code by asking the Niagara Escarpment Commission to pursue a one-window approach?*

(B) *Did Mayor White contravene the Code of Conduct at the July 16 meeting?*

## ANALYSIS AND FINDINGS

### **(A) Did Mayor White contravene the Code by asking the Niagara Escarpment Commission to pursue a one-window approach?**

125. No.

126. Councillor Mercer makes several valid points, but these tell only part of the story.

127. I agree with Councillor Mercer that the Mayor is not her boss. I agree that a Mayor must not prevent a Councillor from doing her job. I agree that, on a matter unrelated to Township business,<sup>9</sup> where Councillor Mercer does not hold herself out as speaking for the Township, nobody has the authority to tell Councillor Mercer that she must not, or must, communicate with the NEC or any other particular entity.

128. I do not agree that the Mayor obstructed or prevented Councillor Mercer from communicating with whomever she wished. Also, I doubt that attempting to influence the NEC in the exercise of its law enforcement function in a particular law enforcement case is part of a Councillor's job.

129. Councillor Mercer addressed, at some length, questions such as whether Mayor White discussed the one-window approach with Council, whether Council agreed to the approach, whether Council made a decision on the approach, whether a Council

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<sup>9</sup> The parties disagree on whether the NEC matter relates to Township business. Mayor White believes it does. Councillor Mercer believes it does not. Their disagreement on this point is not material to my conclusion.

decision appears in the minutes, and whether such a decision was properly made during closed session. In my view, none of these questions is relevant. Even if Mayor White acted unilaterally (which he does not agree), he did not contravene the Code. The NEC was free to accept or reject his suggestion of a one-window approach. More importantly, Councillor Mercer was free to accept or reject the one-window approach, as demonstrated by the fact that she did reject it, and continued to communicate with the NEC.

130. In any event, I doubt that communicating with law enforcement officials, about a particular law enforcement matter, qualifies as doing a Councillor's job.

131. As part of the political process, a Council Member is entitled to form views, to hold views, to express views and, once in office, to give effect to those views.<sup>10</sup> At the same time, a Council Member's right to express views must respect the independence of law enforcement. This includes the independence of NEC employees when they are discharging inspection, investigation, and enforcement functions.

132. The jobs of law enforcement officers involve discretion. While law enforcement officers have a duty to enforce the law, they also have a duty to exercise their discretion, including the discretion to write or not to write a ticket, or to pursue or not to continue an investigation.<sup>11</sup> This discretion is not absolute.<sup>12</sup> Nonetheless, police discretion (or, in this case, the discretion of NEC employees engaged in law enforcement) is an essential element of the justice system.<sup>13</sup>

133. Another essential principle is the independence of law enforcement officers.<sup>14</sup> This principle underpins the rule of law.<sup>15</sup> Independence means that a law enforcement officer cannot be subject to political direction in deciding whether to lay a charge or whom to charge with an offence.<sup>16</sup>

134. Politicians must respect the independence of law enforcement officers. A Council Member must not try to influence the disposition of a specific law enforcement case.

135. The fact that a Council Member is communicating about a law enforcement matter does not necessarily mean that the Council Member has overstepped the

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<sup>10</sup> *Re Cadillac Development Corp. Ltd. and City of Toronto* (1973), 1 O.R. (2d) 20 at 43, cited with approval by *Old St. Boniface Residents Assn. Inc. v. Winnipeg (City)*, [1990] 3 S.C.R. 1170, at 1193.

<sup>11</sup> *R. v. Beaudry*, 2007 SCC 5, [2007] 1 S.C.R. 190, at para. 37.

<sup>12</sup> *Ibid.*, at para. 38.

<sup>13</sup> *Ibid.*, at paras. 51, 86.

<sup>14</sup> *R. v. Campbell*, [1999] 1 S.C.R. 565.

<sup>15</sup> *Ibid.*, at para. 29.

<sup>16</sup> *Ibid.*, at para. 33.

Member's role. The answer depends on whether the Council Member is impermissibly interfering on the case or is properly communicating.

136. It is appropriate for a Council Member to hold an opinion on whether a law has been contravened, especially if it relates to property within an area she represents. A Council Member may hold an opinion. What she must not do is to interfere with the independence of those responsible for law enforcement.

137. An elected official is supposed to exercise restraint in communicating about law enforcement matters, and to respect the principle that law enforcement must be independent of political direction and political interference. I do not accept the premise that communication with the NEC about a law enforcement matter in an individual case is subject to no restrictions, or is necessarily part of a Councillor's job.

**(B) Did Mayor White contravene the Code of Conduct at the July 16 meeting?**

138. No.

139. I find the reality to be the opposite of what Councillor Mercer claims.

140. She intentionally moved a provocative motion aimed at Councillor Thwaites. Her motion effectively called for his removal from the Horning's Mills Hall Board, and it praised the "exemplary work" of everyone on the Hall Board but Councillor Thwaites.

141. While Councillor Thwaites was speaking to her motion about him, Councillor Mercer was laughing, rolling her eyes, and making mocking gestures. She said, "Yes, I am laughing at you."

142. Councillor Mercer moved a motion that was critical of Councillor Thwaites, and then failed to listen respectfully while he responded to it.

143. When Councillor Thwaites raised a point of order, Councillor Mercer attempted to talk over him.

144. I reject the suggestion that Councillor Mercer was a victim in this situation.

145. I find no support for the allegation that Mayor White contravened the Code.

146. On the contrary, it appears that Councillor Mercer, angry at the defeat of her motion, filed what is commonly known as a "spite complaint." There is no basis for it.

## **CONCLUSION**

147. I find that Mayor White did not contravene the Code of Conduct.

148. The Province has mandated municipal integrity commissioners and codes of conduct, but provided no additional funding to support these functions.

149. The costs fall entirely on municipal ratepayers. The burden can be particularly heavy on municipalities with small tax bases. The impact is even more pronounced, now that many communities are struggling to cope with the COVID-19 pandemic and its effects.

150. This Complaint caused an unnecessary expenditure of taxpayers' money because, in my view, it was unfounded and it should not have been brought.

151. I also note that a significant portion of the Complaint consisted of general, *ad hominem* attacks on the Mayor that did not specifically relate to the two particular incidents in issue. This excess caused further waste.

## CONTENT

152. Subsection 223.6(2) of the *Municipal Act* states that I may disclose in this report such matters as in my opinion are necessary for the purposes of the report. All the content of this report is, in my opinion, necessary.

Respectfully submitted,



Guy Giorno  
Integrity Commissioner  
Township of Melancthon

November 15, 2020

## Denise Holmes

---

**From:** Integrity Commissioner <IntegrityCommissioner@fasken.com>  
**Sent:** Monday, November 16, 2020 8:19 AM  
**To:** Denise Holmes  
**Subject:** Follow up to Report to Council: File CC-2020-01 (Mercer v. White)  
**Attachments:** Township of Melancthon File CC-2020-01 Transparency Report on Cost.PDF

Attached is the report on cost

---

**From:** Integrity Commissioner  
**Sent:** November-16-20 1:47 AM  
**To:** Denise Holmes  
**Subject:** Report to Council: File CC-2020-01 (Mercer v. White)

Dear Ms Holmes:

Attached is my report to Council.

Section 13 of the Complaint Protocol states that, "Upon receipt of a report, the Clerk shall place it on the next regular agenda of Council."

Thank you.

Guy Giorno  
Integrity Commissioner

416 865 5164  
613 696 6871  
Toll-free 877 609 5685

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Fasken has a COVID-19 management plan in place. We prioritize maintaining a safe workplace; encourage social distancing and uphold privacy and confidentiality for those we work with. We have reduced the need to attend our offices to necessary visits, and are minimizing in-person meetings. We have enhanced digital communications with you through telephone & web conferencing, secure email, Fasken Edge, etc.

Please do not visit our offices without an appointment in advance; and please excuse us if we do not shake your hand. In the event the risk of COVID-19 increases and affects our ability to provide legal services or representation, we will make the best arrangements within our power to obtain time extensions and/or adjournments. We appreciate your understanding.

> [COVID-19 Resource Centre for Businesses](#)

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version détaillée des modalités et conditions d'utilisation se retrouve à l'adresse suivante : <https://www.fasken.com/fr/terms-of-use.email/>

*Fasken dispose d'un plan de gestion de la situation en lien avec la COVID-19. Notre priorité est de maintenir un milieu de travail sécuritaire, d'encourager la distanciation sociale et d'assurer la protection des renseignements personnels et de la confidentialité au nom des personnes pour lesquelles nous travaillons. Nous avons réduit le nombre de visites nécessaires à nos bureaux et réduit au strict minimum les réunions en personne. Nous avons amélioré les communications numériques par téléphone, par vidéoconférence, par courrier électronique sécurisé, par l'intermédiaire de Fasken Plus, etc.*

*Nous vous prions de ne pas vous présenter au bureau sans rendez-vous et veuillez nous excuser d'avance si nous ne vous serrons pas la main. Si le risque de propagation du virus COVID-19 augmente et atteint notre capacité à fournir des services juridiques ou de représenter nos clients, nous ferons tout en notre pouvoir pour prendre les meilleures dispositions afin d'obtenir des reports et/ou des ajournements. Nous vous remercions pour votre compréhension.*

> [Centre de ressources sur la COVID-19 pour les entreprises](#)

# FASKEN

Fasken Martineau DuMoulin LLP  
Barristers and Solicitors  
Patent and Trade-mark Agents

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fasken.com

## MEMORANDUM

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**To:** Council  
Township of Melancthon

**From:** Guy Giorno  
Integrity Commissioner

**Date:** November 15, 2020

**Re:** Transparency: Code of Conduct File CC-2020-01

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In relation to the decision and reasons issued today:

File CC-2020-01  
*Mercer v. White*  
2020 ONMIC 15

### Cost of Inquiry

The total cost to the Township of the Code of Conduct inquiry, decision and reasons, not including HST, is as follows:

Hours (July.-Nov. 2020): 22.21 @ \$100/hour

Total: \$2221



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

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

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**Denise B. Holmes, AMCT**  
CAO/Clerk

**REPORT TO COUNCIL**

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

**FROM: DENISE B. HOLMES, AMCT, CAO/CLERK**

**DATE: NOVEMBER 13, 2020**

**SUBJECT: COUNCILLOR DAVID THWAITES - RESIGNATION FROM COUNCIL**

---

**RECOMMENDATION**

Whereas on November 6, 2020, the CAO/Clerk of the Township of Melancthon received written notification from Councillor David Thwaites of his resignation from Council, effective immediately;

And Whereas, Council accepts Mr. Thwaites' resignation and thanks him for his service and dedication to the Township and to the many Boards and Committees he has served on;

Now therefore be it resolved that in accordance with Section 262 of the Municipal Act, Council of the Township of Melancthon does hereby declare the Office of Councillor to be vacant.

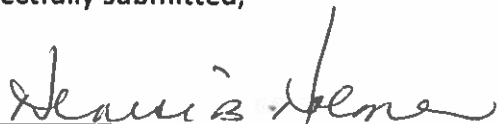
**BACKGROUND AND DISCUSSION**

On November 6, 2020, Councillor Thwaites provided me with written notification that he was resigning from his position, effective immediately. The letter of resignation indicates the reasons for his decision, which has been attached hereto.

**FINANCIAL**

Not applicable.

Respectfully submitted,

  
\_\_\_\_\_  
Denise B. Holmes, AMCT

GB# 15.1  
NOV 19 2020

DAVID G THWAITES

[REDACTED]  
ONTARIO [REDACTED]

November 5, 2020

Denise Holmes

Chief Administrative Officer

The Corporation of the Township of Melancthon

Dear Denise:

RE: COUNCIL RESIGNATION

After much reflection and consideration I have concluded that I must resign as a Councilor for the Corporation of the Township of Melancthon. This letter constitutes my notice effective immediately.

When I decided to put my name forward to serve on Council in July, 2018 I considered it an opportunity to serve my community, using my experience, professionally and personally, integrity and hard work. I was not naïve in the realities and challenges that I might face but I never considered that personal animus would be the issue that would force me to reconsider that decision.

I did not sign on to serve where my character and integrity would be attacked when I all I have done is to serve with character, hard work and often sacrificing to fulfill my duties and responsibilities. I resign without apology for any action taken on my part in service of the Township and its residents.

The comments of another Councilor at the meeting of October 15, 2020 accusing me of "hate", which he refused to retract and apologize for on November 5, 2020 is my breaking point. I will not be subjected to slanderous and defamatory assaults. He has made it impossible for me to serve. I do not know what has truly motivated the actions/comments. I feel very sorry for the Councilor and any who serve with any personal animus. I was appalled by the words on October 15 and continue to be appalled.

For any who might ask questions about Councilor Hannon's allegations of hate I strongly deny such. I would further note, not that I owe any explanation to give even a better perspective of who I am, I note I have devoted much of my adult life, both professionally and personally, to service, including those who are of visible minorities, the disadvantaged and the mentally ill. I have served and continue to serve in the education system as a volunteer and an employee where hate and prejudice have no role and I

condone neither.

I have members of my extended family and friends who identify as lesbian and gay. I have immediate family members, including a son, a daughter-in-law and a grandson who are either mixed race or a "visible minority". I have served on international missions where I have been the visible minority. I have a foster child being of a different race and culture who considers me her second father. I have a son who suffers from mental illness and numerous encounters with the police and criminal justice system. The last thing I would ever want my grandson to be told is that is grandfather spread hate. These factors alone do not mean I cannot spread hate but the factors and my life for the past sixty-five years do tell the reality of who I am.

I was once confronted, not long ago, by the words, to the effect, "welcome to politics". I took issue with the comments then and I take issue with them now. Politics with honour and integrity is one thing, politics to defame and personally attack, be it direct or indirect, has no place at any level but certainly at a local municipal level of governance.

I recognize the challenge that my resignation creates. To you I apologize for any additional work or stress. To the members of the various Boards and Committees I served on, thank you.

I have already spoken with each of the Mayor and Deputy Mayor on the evening of November 5, 2020 to advise them of my intention to resign.

In closing I wish to thank you and the staff for all of your work and commitment, it has been a pleasure.



David Thwaites

Councillor



The Corporation of

**THE TOWNSHIP OF MELANCTHON**

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

Denise B. Holmes, AMCT  
CAO/Clerk

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## REPORT TO COUNCIL

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

**FROM: DENISE B. HOLMES, AMCT, CAO/CLERK**

**DATE: NOVEMBER 13, 2020**

**SUBJECT: COUNCIL VACANCY PROCEDURE**

---

## RECOMMENDATION

That Council receives the Report of the CAO/Clerk regarding Council Vacancy Procedure dated November 13, 2020 as presented;

And further that Council shall fill the vacant seat on Council by selecting Option No. \_\_\_\_\_.

## BACKGROUND AND DISCUSSION

On November 6, 2020, Councillor David Thwaites provided his written notification that he was resigning from his Council position, effective immediately.

The *Municipal Act* directs that if the Office of a Member of Council becomes vacant, that Council shall at its next meeting, declare the office to be vacant. In accordance with the *Municipal Act, 2001*, as amended (the Act), when a seat of a Member of Council becomes vacant during the term of office, Council may fill a vacancy, subject to Section 263, by either:

1. Appointing a person who has consented to accept the office if appointed; or,
2. Requiring a By-election to be held to fill the vacancy in accordance with the *Municipal Elections Act, 1996*.

A person appointed or elected to fill this vacancy will hold office for the remainder of the term of the person they replaced as per Section 264 of the Act.

In accordance with the Act, if a vacancy occurs in the Office of a Member of Council, the Municipality shall, within 60 days after the day a declaration of vacancy is made, appoint a person to fill the vacancy or pass a by-law requiring a By-election be held to fill the vacancy.

#### **Options Available to Council and Discussion**

**Option 1** - If Council chooses to Select by Appointment from Nominations, Council would approve a Council Vacancy Procedure, prepared by the Township CAO/Clerk, at the December 10, 2020 Council meeting. In order to comply with time frames stated in the Act, the nominations would be reviewed by Council and the appointment to Council would need to be made no later than January 18, 2021.

**Option 2** - If Council chooses to call a By-election, Council is required to state its intentions to do so by By-law and the By-law must be passed within 60 days of declaring the seat vacant, so no later than January 18, 2021. If Council chooses to do this, Nomination Day would be not less than 30 days and not more than 60 days after Council passes the By-law and voting day is 45 days after nomination day.

#### **FINANCIAL IMPACT**

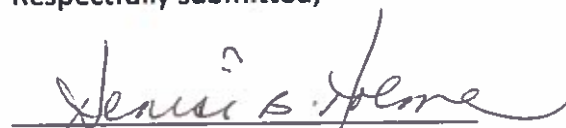
**Option 1** - Selection by Appointment from nominations will cost staff time, newspaper advertising, some office resources and other supplies, depending on the number of applicants.

**Option 2** - Selection by By-election will cost approximately the same as the regular election in 2018 (approximate cost \$10,000.00), due to advertising and printing costs, staff time, electronic licensing and training, Canada Post postage costs, etc.

#### **Summary**

Staff recommends Option 1 of Selection by Appointment from Nominations as the preferred choice. This option encourages community participation while minimizing the costs to the Township of staff time and election financial resources, as outlined above. Option 2 would be occurring at Township Staff's busiest time of the year when we will be completing year-end functions, office closure due to the Christmas holidays, Budget 2021 preparation and 2020 Audit preparation.

Respectfully submitted,

  
Denise B. Holmes, AMCT



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**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**MEMORANDUM**

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

**FROM: DONNA FUNSTON, SECRETARY ENVIRONMENTAL SUSTAINABILITY COMMITTEE**

**SUBJECT: RECOMMENDATIONS FROM ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEETING NOVEMBER 13, 2020**

**DATE: NOVEMBER 13, 2020**

---

**4.1 General Business**

-Discussion/Development of Terms of Reference

**Recommendation:** Investing environmental issues impacting the community and submitting recommendations to Council on how to address each issue.

*EB# NEW 0748*

NOV 19 2020



## Corporation of the Township of Melancthon

Moved by ..... "D. Besley" .....

Seconded by ... "W. Hannon" .....

Date ..... November 5, ..... 2020

Be it resolved that:

Whereas the Townships of Melancthon and Mulmur, jointly, have commissioned Sierra Planning and Management to undertake the North Dufferin Community Centre (NDCC) Efficiency Review; and Whereas the consultant has provided a draft report addressing the plans for future investment in the NDCC as well as alternative plans for replacement of the facility over time; and Whereas, the long-term strategy is for the replacement of the community centre at the Honeywood campus subject to a full assessment of design and capital cost feasibility;

Therefore be it resolved that the Township of Melancthon:

1. Receive the North Dufferin Community Centre Efficiency Review Report, dated October 2020, for information;
2. Instruct staff to develop a reserve fund and contributions strategy commencing in budget year 2021 and extending for a period of 5-7 years, as required;
3. Maintain a commitment to undertaking necessary annual capital investment as required on the advice of staff to maintain the operational functionality of the arena for the foreseeable future pending a major retrofit or replacement;
4. Resource internally or through consulting contracts, staff capacity to plan for the replacement of the facility over the medium term; and
5. Confirm the appropriate governance structure to oversee operations based on the advice of the consultant contained in the report.

"Tabled to November 19, 2020"

<u>Recorded Vote</u>	<u>Yea</u>	<u>Nay</u>
Mayor Darren White		
Deputy Mayor David Besley		
Councillor Wayne Hannon		
Councillor Margaret Mercer		
Councillor David Thwaites		

Carried/Lost: \_\_\_\_\_

MAYOR

GB# 15.4.1  
NOV 19 2020



## North Dufferin Community Centre Board of Management



Moved by Dave Besley

Seconded by Keith Lowry

Date NOV 10, 2020

Be it resolved that:

Where as; the Sierra Group has presented their final report and recommendations to the Townships of Mulmur and Melancthon and the NDCC Board of Management.

And where as; the report recommends that the preferred option is to replace the current facility with a new complex .

And where as; the current facility may be unusable without upgrades by 2025 .

Be it resolved; the NDCC Board of Management recommends that the Townships of Mulmur and Melancthon reach a consensus on moving forward with building plans for a new NDCC Complex.

And further, the municipalities in conjunction with the NDCC Board seek to be in a current and shovel ready state in order to take advantage of government funding opportunities immediately and begin fund raising activities in our respective communities.

<u>Recorded Vote</u>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling		
Vice Chair Dave Besley		
Member Emma Holmes		
Member Debbie Fawcett		
Member Keith Lowry		
Member Nancy Noble		
Member Clayton Rowbotham		
Member Patricia Clark		

Carried/Lost:

Chester Tupling  
CHAIR

GB#15.4.2  
NOV 19 2020

## **Notice of a Public Meeting Regarding Zoning Provisions to Implement the Minimum Distance Separation Formula (MDS)**

Council for the Township of Melancthon has initiated a zoning amendment to incorporate the Minimum Distance Separation (MDS) formula in its Comprehensive Zoning By-law. The proposed amendment will incorporate both MDS 1 and MDS 2 provisions.

Interested members of the public are welcome to attend a virtual public meeting with Council to learn more about this initiative. The meeting date is:

**Public Meeting:** Thursday, November 19<sup>th</sup>, 2020 - 5:30 pm

This amendment is proposing to add a new regulation to implement the MDS Formula, which is a Provincial publication designed to maintain appropriate separation distances between livestock buildings and manure storage and sensitive uses such as rural residential uses. A draft amendment is available for review by contacting the Township office. A key map is not appended to this notice as the proposed regulation would apply to the entire Township.

**NOTE:** This will be a virtual meeting. If you wish to attend the virtual meeting, please call or email the Township office prior to the day of the public meeting so you can be provided with a link to the meeting. If you do not have the capability to attend a virtual meeting, please provide written comments and a phone number where you can be reached to the Township Clerk prior to the public meeting.


The purpose of the public meeting is to ensure that sufficient information is made available to enable the public to generally understand the proposed Zoning By-law Amendment. Any person who attends the public meeting shall be afforded an opportunity to make representations to Council in respect of the proposed amendment.

If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Township of Melancthon at 157101 Highway 10, Melancthon, Ontario, L9V 2E6 fax (519) 925-1110.

If a person or public body files an appeal of a decision of the Council for the Corporation of the Township of Melancthon, as the approval authority in respect of the proposed Zoning By-law Amendment, but does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendment is approved or refused, the Local Planning Appeals Tribunal may dismiss all or part of the appeal.

Further information regarding the proposed amendment is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Mailing Date of this Notice: October 26, 2020



Denise Holmes, CAO/Clerk  
Township of Melancthon

DEL# 1  
NOV 19 2020

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**BY-LAW NO. \_\_\_\_\_**  
**(Minimum Distance Separation Regulation – Draft November 13, 2020)**

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon to implement the OMAFRA Minimum Distance Separation Formulae

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

AND WHEREAS Council of the Corporation of the Township of Melancthon wishes to implement the Minimum Distance Separation Formulae as prepared and amended by the Ministry of Agriculture and Food and Rural Affairs;

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

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

1. Zoning By-law 12-79 as amended, is further amended in the following manner:

- a) Section 2 is amended by adding the following new definitions after sub-section 2.50:

***2.50a Minimum Distance Separation Formulae (MDS)** means formulae and guidelines developed by the Province, as amended from time to time, to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.*

- b) Section 3 is amended by adding the following new sub-section after sub-section 3.24:

**3.25 Minimum Distance Separation**

- a) *Notwithstanding anything contained in the foregoing or any other yard or setback provisions of this By-law to the contrary, no residential, institutional, commercial, industrial or recreational use, building or structure located on a separate lot and permitted within a zone, shall be established or expanded unless it complies with the Minimum Distance Separation (MDS I) setback from a livestock facility, manure storage or anaerobic digester, calculated using the Formulas published by the Ontario Ministry of Agricultural, Food and Rural Affairs (OMAFRA), as may be amended from time to time.*
- b) *Notwithstanding anything contained in the foregoing or any other yard or setback provisions of this By-law to the contrary, no new or expanding odour sources including, livestock facilities, manure storage and anaerobic digestors shall be erected or expanded unless it complies with the Minimum Distance Separation (MDS II) setback, calculated using the Formulas published by the Ontario Ministry of Agricultural, Food and Rural Affairs (OMAFRA), as may be amended from time to time.*
- c) *In accordance with the Minimum Distance Separation (MDS) guidelines, and in addition to 3.25 a) and 3.25 b) above, the following shall also apply:*

- i. *MDS I setbacks do not apply to any new or expanding industrial Agricultural Related Use, or any industrial On-Farm Diversified Use. MDS I setbacks will apply to any non-industrial On-Farm Diversified Use.*
- ii. *MDS I setbacks will not apply to any closed cemetery, any cemetery with no place of worship present, and any cemetery associated with the community relying on horse drawn transportation.*
- iii. *MDS II setbacks do not apply to any existing Agricultural Related Use, or any existing industrial On-Farm Diversified Use.*
- iv. *MDS II setbacks apply to all existing cemeteries, as Type B land uses, except for those associated with the community relying on horse drawn transportation where the MDS Type A Land Use requirements shall apply.*
- v. *MDS II setbacks apply to all churches as Type B land uses, except those associated with the community relying on horse drawn transportation which shall meet the Type A Land Use requirements.*
- vi. *MDS II setbacks apply to all existing settlement boundaries as Type B land uses.*
- vii. *The construction of a new dwelling on a vacant lot of record that existed prior to March 1, 2017 shall not be subject to MDS I setbacks but such dwelling shall maintain a minimum setback of 100 metres from any existing livestock facility or manure storage.*
- viii. *The reconstruction, renovation or addition to an existing dwelling or the construction of an accessory building or structure shall not be subject to MDS I setback requirements.*

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

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

READ A FIRST AND SECOND TIME on the xxst day of November 2020.

READ A THIRD TIME and finally passed this xxst day of November 2020.

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Mayor

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Clerk