



TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, NOVEMBER 4, 2021 - 5:00 P.M.

Join Zoom Meeting

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Meeting ID: 824 8412 0581

Passcode: 784111

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Meeting ID: 824 8412 0581

Passcode: 784111

AGENDA

- 1. Call to Order**
- 2. Land Acknowledgement Statement**

We will begin the meeting by sharing the Land Acknowledgement Statement:

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

- 3. Announcements**
- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**
- 6. Approval of Draft Minutes – October 21, 2021**

7. Business Arising from Minutes

8. Point of Privilege or Personal Privilege

9. Public Question Period (Please visit our website under Agendas and Minutes for information on Public Question Period)

10. Public Works

1. Accounts
2. Report from Sarah Culshaw, Treasurer/Deputy Clerk regarding Funding 4th Line NE and 5th Line OS Paving Project
3. Other
4. Unfinished Business
 1. Quotes for survey for Unnamed Lane in Horning's Mills
 2. Recommendation from Roads Sub-Committee regarding the paving of 4th Line NE and 5th Line OS

11. Planning

1. Applications to Permit
2. Other

12. Strategic Plan

13. Climate Change Initiatives

1. EV Station Update

14. Police Services Board

1. Update from the Joint Section 10 PSB Meeting held on October 22, 2021

15. Committee Reports

16. Correspondence

Board & Committee Minutes

1. NVCA October 2021 Board Meeting Highlights
2. Horning's Mills Community Park Board – September 13, 2021
3. CDRC – August 25, 2021
4. GRCA General Membership – October 22, 2021
5. Joint Police Services Board – April 23, 2021
6. Melancthon Traffic Safety Task Force – October 12, 2021
7. NDCC – September 8, 2021
8. NDCC – Special Meeting September 30, 2021

Items for Information Purposes

1. Ministry of the Environment, Conservation & Parks 2020 Annual Progress Reporting Summary
2. NVCA Draft 2022 Planning and Regulation Review Fees
3. Grey Highlands Notice of Public Meeting – Backyard Poultry
4. RJ Burnside Drainage Superintendent Services June-Sept 2021
5. NDCC Motion from October 25, 2021 meeting regarding Draft 2022 Agreement
6. Town of Mono Resolution Supports Township of Melancthon's request for the Province to Provide Additional COVID-19 funding

Items for Council Action

1. Recommendation from Committee of the Whole to Council regarding Draft Zoning By-law Amendment – On-Farm Diversified Uses

2. Email from Sara Wicks, Climate Change Manager, County of Dufferin regarding Climate Adaptation Working Group Mandate
3. NEC Request for Comments for 517003 Highway 124

17. General Business

1. Accounts
2. New/Other Business/Additions
 1. Remembrance Day Services in Shelburne and Dundalk
 2. Mayor White – Verbal update to Council regarding proposed annexation by Southgate Township for future Flato Development
3. Unfinished Business
 1. Memorandum from Denise Holmes – COVID-19 Vaccination Policy
 2. Notice of Intent to Pass By-law to Execute a Joint Recreation Agreement Between Township of Melancthon and Township of Mulmur
 3. Town of Shelburne Service Delivery Review regarding Centre Dufferin Recreation Complex and Shelburne and District Fire Department – Update
 4. Update on 140 and 142 Mill Lane (Councillor Mercer)
 5. Tabled Motion from the August 12, 2021 meeting regarding the paving of the 4th Line NE and 5th Line OS
 6. Township Diversity Policy

18. Delegations

1. 5:30 p.m. – Steven Murphy, County of Dufferin Emergency Management Coordinator – invited by Council to talk about Emergency Response Plans of wind turbine companies and incorporating same into the County/Member Municipalities Emergency Response Plan

19. Closed Session

20. Third Reading of By-laws

21. Notice of Motion

22. Confirmation By-law

23. Adjournment and Date of Next Meeting – Thursday, November 18, 2021 – 5:00 p.m.

24. On Sites

25. Correspondence on File at the Clerk's Office



**The Corporation of the
TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

STAFF REPORT

TO: Council

FROM: Sarah Culshaw, Treasurer/Deputy Clerk

DATE: October 27, 2021

SUBJECT: Funding 4th Line NE and 5th Line OS Paving Project

Purpose

The purpose of this report is to establish possible funding solutions for 4th Line NE and 5th Line OS Road Construction.

Background & Discussion

At the October 21, 2021 Council meeting, discussions ensued regarding financing the construction of the 4th Line NE and 5th Line OS. The following are quotes previously presented to Council for these projects;

- 5th Line OS \$1,114,004.00
- 4th Line NE \$ 856,846.90

*These are quotes only and could change considerably by next year.

Reserves

Below are the Township of Melancthon's reserves as of September 30, 2021. Some of these reserves are obligatory, meaning we are strictly legislated to only spend these reserves on specific items. An example of an obligatory reserve is the Development Charge reserve. We are permitted to collect these funds on new residential builds and non residential builds i.e. commercial and industrial development only for the purpose of spending them on growth related capital projects that have been identified in our Development Charge Plan. The Gas Tax reserve is another example of an obligatory reserve; however, road construction would fall under the guidelines from which we can spend those funds. Another consideration is that many of the funds below have been earmarked for other projects, or other future capital expenses.

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Banked Reserves As at Sept 30, 2021	
Building Maintenance Reserve	\$20,039.49
Development Charges Reserve	\$876,679.74
Drain Account Reserve	\$43,294.18
Equipment Replacement Reserve	\$712,466.13
Gas Tax Reserve	\$249,646.72
Insurance Reserve	\$21,704.13
Landfill Rehabilitation Reserve	\$138,535.41
Mulmur Melancthon Recreational Reserve	\$10,618.91
Park Levy Reserve	\$27,207.27
Quarry Reserve Fund	\$116,542.17
Road Capital Reserve	\$201,266.89
Special Reserve Emergency Relief	\$25,477.42
Tax Rate Stabilization Reserve	\$326,773.04

We also have internal reserves. These reserves are funds put aside in our bookkeeping system for specific purposes, not unlike the banked reserves shown above. The difference is that the reserves above are funds placed in their own bank accounts. Internal reserves are funds in our general bank account. It is important to keep these reserves funds in the general account so that we don't go in to debt due to unpaid taxes. Our internal reserves are as follows:

Internal Reserves As at Dec 31, 2020	
Working Capital	\$1,006,293.14
Paving Capital Reserve	\$74,155.09
Road Construction Reserve	\$1,942.36
PSAB Reserve	\$13,537.40
Park Dedication Reserve	\$4,606.60

A forthcoming report will be complete for the next Road Sub-Committee meeting regarding funding options for these projects if the construction were to commence in 2024.

The other revenue source that we could obtain at this time would be through our tax base, however, the percentage increase would be substantial. Outlined below is the Budget increase percentage based on two amounts.

Adding \$ 500,000.00 to our budget would mean an increase of 17.8%
Adding \$1,000,000.00 to our budget would mean an increase of 35.6%
This would not include any other budgetary increases.

Lastly, granting opportunity may still arise between now and next year.

Respectfully submitted:

Sarah Culshaw
Treasurer/Deputy-Clerk



The Corporation of
THE TOWNSHIP OF MELANCTHON
157101 Hwy. 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525
Fax No. - (519) 925-1110
Website: www.melancthontownship.ca
Email: info@melancthontownship.ca

CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: KAITLIN CHESSELL, SECRETARY ROADS SUB-COMMITTEE

**SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING
OCTOBER 12, 2021**

DATE: OCTOBER 13, 2021

8.9 General Business; Road Occupancy Permit

Hydro one had been in contact with the Township in regard to a road occupancy permit and advised us that we are one of the only Townships that do not have such a permit. We created a road occupancy permit for construction as well as commercial/events. It was discussed that this permit would be filled out by companies such as bell or hydro one when they intend to work roadside.

Recommendation:

The Roads Sub-Committee recommends to Council that we adopt the road occupancy permit.

7.13.2 General Business; Unfinished Business; Motion referred from Council regarding 4th Line NE & 5th Line OS paving

It was discussed that the County of Dufferin will be working on County Road 21 until 2024 and even if they do not run their heavy trucks down our roads, it will still be a detour route for local traffic and therefore any heavy trucks detouring around County Road 21 will still be running 5th Line OS and 4th Line NE. It was also discussed that there could be cost savings to the Township if we could tender out the 5th Line OS

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paving with the County of Dufferin in 2024 when they are paving County Road 21. Sarah Culshaw, Treasurer advised the committee that there are currently no funding grants available for this type of project to be applied for and there may be funding available if we were to push this project off for a couple of years. It was also discussed that if we were to proceed with the paving of 4th Line NE this would be going against the Township adopted Road Management Plan which advises that the 4th Line NE should be reverted back to gravel at end of life and does not have the traffic counts to justify paving. It was further discussed that we could budget money into reserves over the next couple of years to help pay for the paving of 5th Line OS in 2024.

Recommendation:

The Roads Sub-Committee recommends to Council that we move forward with the culvert replacements and ditching required on the 5th Line OS, look into the financial possibility of paving the 5th Line OS in 2024 with the potential to tender this project with the County of Dufferin, assuming that no grant opportunities are available at that time and budget annually into reserves to cover the costs of repaving 5th Line OS in 2024, and not proceed with the paving of the 4th Line NE, but monitor the traffic volumes once we repave the 5th Line OS.

APPLICATIONS TO PERMIT FOR APPROVAL
Nov 4, 2021 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS/APPROVED OR NOT APPROVED
Sharon Morden	Lots 1 & 2 Plan 332 077572 7th Line SW	144 sq m (1550 sq ft)	feral cat rescue portables	fercal cat rescue facility	\$70,000	NO	approved
Dean Baird	E Pt Lot 16, Con 2 OS RP 7R6556 537280 Main Street	188 sq m (2024 sq ft)	single family dwelling	house	\$1,499,000	YES	
Sigi Botos Applicant Dave Metz	Pt Lot 2, Con 5 SW 096064 4th Line SW	New garage (837 sq ft) reno (417 sq ft)	detached garage workshop		\$100,000	NO	
Jennifer Jewell Applicant Ferguson Fine Homes	W Pt Lot 5, Con 1 OS 525496 5 Sideroad	70 sq m (753 sq ft)	detached garage	garage with storage loft	\$70,000	NO	

Plan # 11.1

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NVCA October 2021 Board Meeting Highlights

Next Meeting: November 26, 2021, held virtually.

For the full meeting agenda including documents and reports, visit [NVCA's website](#).

Property Lease Renewals

NVCA renewed leases with the Friends of Utopia Gristmill and Park and Procyon Wildlife Rehabilitation.

The west portion of the Utopia Conservation Area is leased to the Friends of Utopia Gristmill and Park. The Friends are currently fundraising to support the implementation of the Utopia Conservation Area Master Plan, which includes the restoration of the historic gristmill. Since 2007, \$200,000 has been raised and invested into the restoration of the grist mill.

In early 2009, 73 acres of land within Town of New Tecumseth close was donated to NVCA. The land contains approximately 45 acres of agricultural land, wetlands, a short stretch of the Beeton Creek and a small seasonal cottage.

Since late 2009, the cottage and 15 acres of land has been leased to the Procyon Wildlife Rehabilitation Centre. This lease has been renewed at \$335.92 plus HST per month with a 3% annual rent increase.

Appointment of Officers under the Conservation Authorities Act

The Ministry of Natural Resources and Forestry (MNRF) recommends that "officers" be appointed in order to enforce the provisions and regulations under the *Conservation Authorities Act*.

In 2012, NVCA's Board of Directors has approved that following staff positions be delegated the authority to approve permissions consistent with Board approved policies and guidelines, for a maximum period of 24 months (2 years), under Ontario Regulation 172/06:

- CAO/Secretary-Treasurer

- Director, Watershed Management Services
- Manager, Planning Services
- Supervisor, Planning Services
- Senior Regulations Technician
- Regulations Technician
- Planner III
- Planning Ecologist

As NVCA's new Manager, Planning, Ben Krul has been appointed as an officer for NVCA

Revision of Permit and Planning fees

NVCA staff developed a draft fee schedule addressing cost of living along with identified gaps. Key gaps include multiple resubmissions on large scale developments and pre-consultations. In developing the draft fees, NVCA staff considered other Conservation Authorities fee approach.

The draft fees were circulated to the development community in May 2021 and based on received comments, the proposed fees were updated. The attached tables outline the proposed changes to the 2016 fees and include:

- An aggregate 2020/2021 cost of living change to current fees.
- A design resubmission surcharge for site plans, subdivisions related to 3rd submission and subsequent submissions.
- Redline revision fees for site plans and subdivisions that include minor and major categories.
- Updated pre-consultation fees.

- Enhancement of the notes and glossary section to assist in providing clarity on fee implementation.

NVCA Board of Directors approved staff to circulate the draft fees to municipalities, agricultural comment and development industry representatives. Staff would then address any comments provided through the circulation process as appropriate, and present the final draft to the Board for approval.

Phase One of regulatory amendments to the *Conservation Authorities Act*

On November 5, 2020 the province introduced Bill 229 the *Protect, Support and Recover from COVID-19 Act*. Schedule 6 of this bill proposed significant amendments to the *Conservation Authorities Act*.

While some amendments came into effect immediately, others were proclaimed on February 2, 2021. On October 1, 2021 the MECP proclaimed additional regulatory amendments for phase one and announced that additional amendments including phase two regulatory amendments will be proclaimed later in 2021.

Transition Plan

The Transition Plan and Agreements Regulation (O.Reg.687/21) is part of Phase One of the regulatory amendments. Key elements that will need to be addressed include:

1. Transition Plan. To be completed by December 31, 2021.
2. Inventory of Programs and Services. To be completed by February 28, 2022.
3. Consultation on Inventory and Cost Apportioning Agreements/Memoranda of Understanding (MOU)
4. Conservation authorities are to submit six quarterly progress reports to the Ministry of Environment, Conservation and Parks

Mandatory programs and services

Mandatory Programs and Services Regulation (O.Reg. 686/21) will come into force January 1, 2022.

Mandatory Programs conducted by conservation authorities include:

- Natural Hazards,
- Conservation Lands,
- Source Protection,
- Lake Simcoe,
- Other Legislation – NBMCA and Ontario *Building Code Act*
- Prescribed in Regulation – Core Watershed-based Resource Management Strategy, Provincial Water Quality and Quantity Monitoring

These programs are eligible for general municipal levy.

There are six deliverables associated with the mandatory programs and services that have been provided a due date of December 31, 2024 to enable more time, where necessary, to complete them, including:

- Ice management plans(s),
- Natural hazard infrastructure operational management plan(s),
- Natural hazard infrastructure asset management plan(s),
- A conservation area strategy,
- A conservation land inventory, and,
- A watershed-based resource management strategy.

All other mandatory programs and services are expected to be in place by January 1, 2024.

Conservation Authorities will still have the ability to deliver non-mandatory programs and services to respond to local priorities either under agreement with municipalities who are willing to pay for that program or service, or if they are able to secure other funding (e.g. provincial grants or self-generated revenue).

HORNING'S MILLS COMMUNITY PARK BOARD
Meeting Minutes – Monday, September 13, 2021

The Horning's Mills Community Park Board held a meeting on the 13th day of September 2021 at 5:00 pm. Members present were Councillor James McLean, Mayor Darren White, Jim Hill, and Lynn Hodgson. Nanci Malek was not in attendance.

CALL TO ORDER:

James McLean, Councillor/Chair, called the meeting to order at 5:06 pm.

ADDITIONS/DELETIONS:

None

APPROVAL OF AGENDA:

Approval of the Agenda was moved by Mayor White, seconded by Councillor McLean. Carried.

DECLARATION OF PECUNIARY INTEREST OR CONFLICT OF INTEREST:

None

APPROVAL OF DRAFT MINUTES:

The draft minutes of the previous meeting held on Tuesday, June 29, 2021, were reviewed and approved as circulated - moved by Mayor White, seconded by Hodgson. Carried.

BUSINESS ARISING FROM MINUTES:

None

GENERAL BUSINESS:

September 2nd Council Meeting – Approval and Installation of Bleachers:

During the September 2nd meeting, Melancthon Council gave approval to move forward with the purchase and installation of a 5-row, 15-foot-long, double footboard GTG Aluminum Bleacher with Mid – Aisle and Guardrail valued at \$12,118.11 (HST included). The installation could be completed by the end of September or early October.

Kevin Fawcett was to meet with the board members at the park to discuss the placement and installation of the concrete pad to house the bleachers. Fawcett has generously offered to donate his time and labour to prepare the concrete pad. Follow-up with Fawcett will be required as he was not in attendance.

A plaque recognizing the monetary donation towards the new bleachers in memory of Mr. Doug Newell was also discussed with plans for the plaque to be mounted to the bleachers.

Discussion by the Park Board ensued on what to do with the existing bleachers. A suggestion was put forth to remove the centre bleacher and insert the new set, leaving an older bleacher on both sides. Safety issues were brought forth concerning the current bleachers and their noncompliance with safety standards. It was decided that all existing bleachers would be removed by the Public Works Department. The new bleachers will be centred behind home plate, with thoughts that a second set may need to be purchased in the future.

Gate in North Fence:

The Park Board discussed creating an entrance in the north fence of the park located by the ball diamond, which would allow for easy access to the diamond and bleachers as well as for those with mobility issues. The question brought forth was whether an actual gate would be needed or if an opening in the fence would serve the purpose. It was decided that a gate would be necessary in order to deter unwanted motorized vehicles from entering and driving on the diamond and in the park. A suggestion was made to replace and relocate the old score board to a

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more useable site. A new Horning's Mills Community Park sign is also needed, as the existing one is extremely weathered. Hill offered to provide a quote for the steel frame work for the new entrance approximately 14-16 feet high. Mayor White suggested a covered pavilion/gazebo with an entrance through the middle, which could house some picnic tables and provide shelter from the elements. Councillor McLean will meet with Craig Micks in the following weeks to see about creating a temporary gate in the north fence.

Pavilion – Plexiglass:

Mayor White obtained a quote for Lexan to replace the plexiglass windows that have been vandalized in the park pavilion. At \$200.00 per sheet and requiring at least 2 sheets of Lexan of 3/16" thickness, it would cost approximately \$500.00 in materials. Mayor White offered to cut and install the Lexan. The Park Board will request that the materials be purchased and the project be completed this fall.

Walkway:

Discussion concerning the walkway will be postponed until next year, as the placement will depend on the location and construction of the potential pavilion/gazebo.

Projects for Fall/Winter 2021-2022:

The following future projects will be up for further discussion in the spring:

1. Construction of a pavilion/gazebo with new signage
2. Installing pole-mounted solar lights near the play equipment (similar to that at the County Yard)
3. Security cameras to monitor vandalism in the park
4. Replacing the chain link fence

Other:

Park Water Pump/Well:

Hill spoke with Neumann Well Drilling Ltd. concerning the water pump/well located north of the pavilion. The Park Board was questioning what would be needed to make the pump/well useable again even if the water is not fit for human consumption. Neumann inquired how big the casing was, the depth of the well, and when it was last used. Assessing the well would require a machine to pull up the 15- to 20-foot-long casing, costing approximately \$2,500-\$3,000. Councillor McLean will reach out to Debbie Fawcett and Mayor White will touch base with Denise Holmes to see if they can provide any knowledge of or insight into the details of the water pump/well. Neumann will come to the park to look at the site and will then communicate with Hill.

RECOMMENDATIONS TO COUNCIL:

The Horning's Mills Community Park Board puts forth a recommendation that Melancthon Council consider the construction of a pavilion/gazebo-type structure, to be located between the ball diamond and the children's play equipment.

CONFIRMATION MOTION:

Read by Councillor McLean. Carried.

ADJOURNMENT AND DATE OF NEXT MEETING:

The next meeting date will be decided upon the call of Councillor/Chair McLean.
Meeting was adjourned at 6:08 pm. Moved by Hill, seconded by Mayor White.

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held August 25, 2021 via ZOOM

Attendance:	Lindsay Wegener	Shelburne
	Steve Anderson	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Margaret Mercer	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: Geer Harvey, Darren White and Laura Ryan

Meeting called to order by Chair, Chris Gerrits at 6:35pm.
A quorum was present.

Declaration of Pecuniary Interests:

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

Agenda:

Move item #10.2 ahead after item #5 correspondence

MOTION #1 – Moved by M. Mercer seconded by H. Foster. Be it resolved we approve the agenda dated August 25, 2021 as presented Carried

Discussion & Approval of Minutes of Previous Meeting June 23, 2021:

MOTION #2 – Moved by S. Anderson seconded by L. Wegener. That the minutes of the CDRC Board of Management regular board meeting held virtually on June 23, 2021 be approved as circulated and presented. Carried

Correspondence:

- Town of Shelburne Report-Service Delivery Review
- Family Transition Place-request to leave a self-standing banner in the lobby
 - Request FTP attend next meeting with more detail

MOTION #3 – Moved by L. Wegener seconded by H. Foster. That correspondence is received and placed on file. Carried

New Business

OTF: Community Building Fund

There is an opportunity to apply for a grant for up to \$500k designed to strengthen communities by supporting the repair, renovation or retrofitting of existing sport and recreation facilities to address local community needs by extending the life and maximizing the use of existing facilities (eg: playgrounds, splashpads, etc.) or Covid-19 relate public health requirement that support future preparedness. The application period is September 1-29, 2021. Marty walked through a presentation highlighting four proposals to consider, the main parking lot area, pool upgrade repairs, mechanical room and large hanger door replacement. After discussion the following motion was presented.

MOTION #4 – Moved by H. Foster seconded by L. Wegener. That the CDRC Board direct staff to work with SBA Engineering on proposal #1 for parking lot repairs and improvements and all required documentation. Carried

S. Anderson leaves at 7:07pm

Finance Committee Report:

After review of the CDRC Monthly Financial Report the following motion was presented.

MOTION #5 – Moved by M. Mercer seconded by D. Sample. That the bills and accounts as presented in the amount of \$109,750.85 be approved and paid. Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

The CDRC gave direction to extend the facility advertising term to December 31, 2021

The board would like further information and discussion regarding staff who decline the PSAP rapid testing. Staff gave a demonstration on how the test kit works.

See Schedule B

There was a need for additional support at the beginning of the day camp season. The Board Chair allowed permission to bring in an individual with 6+ years of experience operating a day camp to navigate us through some rough bumps at the beginning.

MOTION #6 – Moved by M. Mercer seconded by H. Foster. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #7– Moved by H. Foster seconded by M. Mercer. That we receive the report from the Facility Maintenance Manager. Carried

MOTION #8 – Moved by L. Wegener seconded by H. Foster. Be it resolved that the CDRC Board of Management agrees to install ice for the 2021-2022 season, available for rentals beginning approx. September 20, 2021. Carried

New Business

1st Shelburne Scouting-request to use gravel park lot:

Further to email dated August 23, 2021 the CDRC Board has approved use of the gravel parking area as requested.

Confirmation by By-law:

MOTION #9 – Moved by H. Foster seconded by M. Mercer. Be it resolved that leave be given for the reading and enacting of by-law #07-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held August 25, 2021. Carried

Adjournment:

MOTION #10- Moved by D. Sample seconded by L. Wegener. That we now adjourn at 7:51pm to meet again on September 22, 2021 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – August 25, 2021

General Information:

- Elections Canada will be held at the CDRC, both advance polls and election day September 20th
- Blood donor clinic scheduled September 17th
- Expecting Karate rental to resume T&C Room rentals in the fall. Two additional small T&C room rental inquiries for October
- Shelburne Rotary is interested in renting the Pool View Room bi-weekly for their regular meetings
- Sat in on an OHF (Ontario Hockey Federation) facilities meeting on August 19th
- Received and submitted a Job Vacancy and Wage Survey from Statistics Canada in July
- Third quarter municipal funding has been invoiced to the member municipalities
- Prepared hiring advertisements for seasonal operations staff
- Have been experiencing regular breaks with the internet connection. Bell service has recently been in twice and we have contacted Dufferin County IT. County IT will monitor

Old Business:

- Summer pool and day camp programs made June, July and August extremely busy
- Continuing the Provincial Antigen Screening Program (PASP) with the rapid test kits twice per week with approximately 78% of staff voluntarily participating in the program
- The CSJ (Canada Summer Jobs) final claim and activity report form will be submitted early in September
- Prorating facility advertising: All current arena sign advertisers have paid 2020 advertising fees in full and received approx 6 months exposure during 2020 and zero exposure in 2021. In September 2020 the Board gave direction to extend the annual rental term by six (6) months to June 30, 2021. As the arena has remained closed, however we anticipate ice rentals starting mid-September, I recommend the term be extended to December 31, 2021. The financial impact to the 2021 budget will be approx \$3k.

New Business:

- All ice user groups have been contacted. Both SMHA and Muskies would like to get on the ice the week of September 20. Recommend starting up the ice plant and have ice ready for approx September 20, 2021
- Will be starting the 2022 budget process in September
- Plan to work on a High Five certification within the next few weeks

Efficiencies:

- Reviewed current disposal service agreement. For cost efficiency, ending our long-term relationship in November with Waste Management in Kitchener and will go with local GFL in Orangeville

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday August 25th, 2021

Subject: Recreation Program Coordinator Report

Summer 2021

Below is a brief snapshot of the participation numbers in the 2021 outdoor pool programs and summer day camp. New this summer, the CDRC introduced a Leader's in Training, Junior Leaders and Junior Lifeguards program, which were a huge success. A further report will be provided in September.

Summer Day Camp

<u>Day Camp Week/Theme</u>	<u># of Campers</u>
Week One: Aquapalooza	45
Week Two: Amazing Race	45
Week Three: Outdoor Explorers	43
Week Four: Sports and Fitness Fun	45
Week Five: Mission Impossible	46
Week Six: All about the Arts	46
Week Seven: Carnival Quest	47
Week Eight: Adventure Awaits	50
Week Nine: Beach Bash	29
Leaders in Training	17
Junior Leaders	11

Outdoor Pool Programs

<u>Swim Program</u>	<u># of Participants</u>
June Bronze Star	4
June Bronze Medallion	4
June Bronze Cross	6
Session 1 Group	85 swimmers
Session 1 Private/Semi Private	33 swimmers
Session 2 Group	78 swimmers
Session 2 Private/Semi Private	39 swimmers
Session 3 Group	79 swimmers
Session 3 Private/Semi Private	25 swimmers
Session 4 Group	82 swimmers
Session 4 Private/Semi Private	32 swimmers
Red Cross Water Safety Instructor	8
August Bronze Star	4
August Bronze Medallion	12
August Bronze Cross	4
Junior Lifeguard Camp	17

Fall Program Activities

Now that the summer is wrapping up, I will be looking at new programs (where COVID permits) for the fall and winter season. After a successful and busy summer day camp, we now have proper equipment and have developed a strong base (resources, program ideas etc.) to move forward with PA Day camps and holiday break day camps. Below are a few examples but not all, of activities that can run with the current COVID-19 restrictions:

- PA Day Camp: Friday October 19th and Friday November 26th
- Halloween Trick or Treat Drive Thru: Sunday October 31st (fee per attendee)
- Holiday Break Day Camp (December)
- Home Alone Safety for Kids
- Red Cross Babysitting course
- Afterschool Public Skating
- Pickleball

Program staff for remainder of 2021

It is recommended that the CDRC extend casual employment to select 2021-day camp staff/lifeguards to assist with running programs for the remainder of the year. This will allow our programs to run smoothly as they have experience at the facility and are aware/understand policies and procedures in the recreation program environment. Employment will be casual, and hours are based on the programs that are running. This will give the CDRC flexibility to continue to run more programs following a successful summer season.

SCHEDULE 'C'

Facility Maintenance Managers Report – August 25, 2021

SAFETY

??

GENERAL INFORMATION:

Reviewing COVID-19 Municipal, Provincial & Regional Health restrictions updates and changes, regularly updating protocols and safety plan as needed. As of July 16, 2021, the Ontario province has moved to step 3 of reopening. Facility is opened to limited modified indoor use.

Arena condition assessment providing information specs and drawing for Engineering firm.

Annual Fire equipment inspection replaced normal life cycle extinguishers and batteries, installed 3 new extinguishers to be code compliant arena dressing room exit doors.

Olympia returned from summer servicing.

The pools 400-gallon chlorine bulk tank was repaired (\$150.00) an exterior wall opening 10x10 to take tank to repair shop removed repaired and back end of day in service.

Annoying busy phone on elevator. Call for service. Result telemarketers calling number.

Robotic pool vacuum arrived, working well.

Accessibility door repaired by door technician replace a relay board and power unit and notice improper handles for accessibility doors there since original installation in 2010. \$800.00 (Labour cost 472.00) Handles will be a in house replacement. In housework done.

Washroom fixture leaking.

Continuing with high touch cleaning and pool maintenance

Some modifying and repairing of pool equipment and accessories.

Roof leaking 3 areas showed up on arena floor after cold and heat cycle July 12, 2021, called roofing company repaired.

Cooling Tower cleaning Aug. 20, 2021.

ESA Electric Safety Authority inspection. A couple of minor faults replaced a couple of receptacles and tidy around electrical panel

Summer maintenance on Ice plant complete.

Pool inspection on August 12th public health would like to see phone checks documented. (This is not a regulation)

Facility assessment just received back Aug 20, 2021, will help prioritize for funding budgets and grants

CDRC Covid 19 ice user guidelines.

New business

Advertise for youth and part time operators for 2021-2022 hockey season which may begin in September depending on covid -19 restrictions and ice user commitments.

Community building fund Grant for repair renovate or retrofit existing sports and recreation facilities to help strengthen communities' application date September 1st to the 29th. Separate item new business.

Efficiencies

Inquire with the town if they would consider including the CDRC in their snow removal program.

Work out a cost to see if it would be more cost effective.

Changing program standards. Should look at cost effects such as additional utilities and additional labour before making changes.

Marty Lamers

Facility Maintenance Manager



Grand River Conservation Authority
Summary of the General Membership Meeting – October 22, 2021

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- GM-10-21-70 - 2022 Board Meeting Schedule
- GM-10-21-73 - Financial Summary
- GM-10-21-72 - Park Reservation System RFP Results

Information Items

The Board received the following reports as information:

- GM-10-21-75 - Conservation Authorities Act Amendments - Phase 1 Regulations and Timelines
- GM-10-21-71 - Cash and Investment Status
- GM-10-21-69 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation
- GM-10-21-74 - September 22-23, 2021 Flood Event
- GM-10-21-76 - Current Watershed Conditions

Correspondence

There was no correspondence.

Delegations

There were no delegations.

Source Protection Authority

There was no meeting called for the Source Protection Authority.

For full information, please refer to the October 22, 2021 Agenda Package. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on November 26, 2021.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.

Bdcomm #4
NOV 04 2021

GRCA General Membership Meetings Calendar

2022

January s m t w t f s 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 GM 29 30 31	February s m t w t f s 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 GM 26 27 28	March s m t w t f s 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 GM 26 27 28 29 30 31	April s m t w t f s 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 GM 23 24 25 26 27 28 30
May s m t w t f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 GM 28 29 30 31	June s m t w t f s 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 GM 25 26 27 28 29 30	July s m t w t f s 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 * 23 24 25 26 27 28 29 30 31	August s m t w t f s 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 GM 27 28 29 30 31
September s m t w t f s 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 GM 24 25 26 27 28 29 30	October s m t w t f s 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 GM 22 23 24 25 26 27 28 29 30 31	November s m t w t f s 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 GM 26 27 28 29 30	December s m t w t f s 4 5 6 7 8 9 10 11 12 13 14 15 GM 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

 Agenda Published

 General Membership Meeting

 Audit Committee

 Holiday/Head Office Closed

 No meeting scheduled in July



MINUTES

JOINT POLICE SERVICES BOARD (PSB)

Wednesday April 23rd, 2021

9:00 am – ZOOM Electronic Meeting

Present: Althea Alli –Shelburne
Heather Asling – Orangeville
Tracey Atkinson – Mulmur
Alan Blundell - Melancthon
John Creelman - Mono
Bob Currie –Amaranth
Wayne Evans – Mono
Mike Fazackerley - Shelburne
Denise Holmes – Melancthon
Roseann Knechtel - Mulmur Secretary
Walter Kolodziechuk – Amaranth
Karen Landry – Orangeville
Josh MacEwen – Member of the Public
Nicole Martin – Amaranth
Ian McSweeney – Orangeville
Jeff Sedgwick – Chair Mulmur
Todd Taylor - Orangeville
Meghan Townsend – Grand Valley
Mike Walker – Mono
Inspector Terry Ward – Dufferin OPP
Darryn White - Melancthon
Amie Zukowski - Amaranth

1. a) Call to Order by the Chair

The meeting was called to order at 9:00 a.m. by Chair Jeff Sedgwick

2. Disclosure of Pecuniary Interest – None

3. Approval of the Agenda

Moved by Currie and Seconded by Evans

THAT the Agenda for the Joint Police Services Board be approved as amended to add a verbal update from the Joint Mayor's Meeting to item 7.2 as well as remove Mike Walker's name from item 7.4.

Carried.

4. Approval of Minutes – October 23, 2020

Bdcomin#5

NOV 04 2021

Moved by Creelman and Seconded by Evans

THAT the Minutes of the Joint Meeting of the Dufferin County Section 10 Police Services Board dated October 23, 2020 approved.

Carried.

5. Business Arising from the Minutes - None

6. Presentations/Delegations – None

7. New Business (Discussion Items)

7.1 Welcome to new Inspector Terry Ward

Chair Sedgwick welcomed Inspector Terry Ward

7.2 Police Service Board Changes

7.2.1 Verbal Update from Joint Mayors Meeting – Darryn White

A verbal update was provided. Mayors from five municipalities met to discuss and gather information surrounding the letter from the Solicitor General and future Police Service Board compositions. Members discussed next steps.

7.2.2 Letter from Solicitor General re: composition proposal

7.2.3 Board Proposal Process

7.2.4 Board Proposal Q&A

7.2.5 Invitation from Solicitor General to Info Session

Moved by McSweeney and Seconded by White

That the Joint PSB supports consideration of the Town of Mono's proposal and recommends the mayors move forward with examining the Town of Mono's proposal and engage their Councils and police services boards for approval;
AND FURTHERMORE, that they appoint an individual to submit comments to the Solicitor General through the online portal.

Carried.

7.3 Community Safety and Wellbeing Plan Update

7.3.1 Dufferin Report to Committee, January 28, 2021

7.3.2 Letter from Solicitor General re: CSWB Plan

7.4 Traffic Dampering – Using Cut-outs of Various Images

Member Blundell presented the use of cut-outs as traffic and speed deterrents. Members were supportive of the idea and are interested to hear Melancthon's results.

7.5 Towing By-law – Karen Landry

Karen Landry provided a verbal update on the status of creating a uniform Towing By-law for Dufferin County. Members provided comments and direction on chasing and ensuring pounds are kept in Dufferin County. Landry will move forward with the comments received and will bring a draft bylaw to the Board at a future date.

8. Correspondence (Information Items)

8.1. Ministry of the Attorney General – Letter dated December 8, 2020

Re: Expanding the Use of Certified Evidence in Provincial Offences Act Courts

8.2 Ontario Improving Safety and Enforcement for Towing Industry, March 2, 2021

Moved by Currie and Seconded by Walker

THAT the correspondence (Information) Items be received.

Carried.

9. OPP Report

Inspector Terry Ward provided verbal update which including the amalgamation of Orangeville and Shelburne Police Service and the creation of new units and positions.

Moved by Creelman and Seconded by Currie

THAT the Detachment Report verbal update from Inspector Ward be received.

Carried.

10. Other Business and Items for Future Meetings

11. Closed Session – None

12. Confirm Proceedings

Moved by Kolodziechuk and Seconded by Evans

THAT all actions of the Joint Police Services Board, with respect to every matter addressed and/or adopted by the Board on the above date, are hereby adopted, ratified, and confirmed, and that each motion, resolution, and other action taken by the Board members and officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

Carried.

13. Adjourn/Next Meeting Date

Moved by Blundell and Seconded by Creelman

THAT the meeting of the Section 10 Joint Police Services Board adjourn at 10:35 am to meet again of October 22, 2021 at 9:00am and that such meeting is to be hosted by the Town of Orangeville.

Carried.

Melancthon Traffic Safety Task Force

Meeting 1: Tuesday, October 12, 2021 – 7PM on the Zoom Platform

Attendees: Councillor Wayne Hannon, Councillor James McLean, Councillor Margaret Mercer

Public Members: William Neilsen, Larry Taman

1. Introductions were made.
2. Explanations and discussion about the purpose and goals of the task force. It was explained that the task force will create a report containing conclusions and recommendation, budgets, and timelines.
3. Three members of the community who had been vocal on traffic safety issues were invited to attend and work with the task force. Two attended.
4. The specific areas of focus discussed were traffic calming, speeding and enforcement, and communication to residents. Each member of the task force is to take on one of the areas: Councillor Hannon to handle speeds and enforcement; Councillor McLean to take traffic calming; Council Mercer for communication.
5. Public consultation methods were discussed. Ideas and brainstorming such as focus groups, zoom meetings, what we can do in person vs. online, surveying.
6. The two public members present were asked to observe and report back on some local issues in their hamlets regarding traffic safety issues. They were also asked to spread the word about the existence of the task force and ways the community can be engaged.
7. The meeting adjourned after 40 minutes because a personal zoom link was used with a 40-minute limit.
8. Next meeting: Tuesday, October 26 at 7PM on Teams.

Bd comm # 6
NOV 04 2021



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES
WEDNESDAY, SEPTEMBER 8, 2021 – 7:00 P.M.**



The North Dufferin Community Centre Board of Management known as "The Board" held its meeting on the 8th day of September, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

Chester Tupling, Chair, Mulmur
Clayton Rowbotham, Melancthon
Dave Besley, Deputy Mayor, Melancthon
Patricia Clark, Councillor, Mulmur
Debbie Fawcett, Melancthon
Emma Holmes, Melancthon
Keith Lowry, Mulmur
Nancy Noble, Mulmur
Heather Boston, NDCC Treasurer, Mulmur
Donna Funston, NDCC Secretary, Melancthon
James Woods, Arena Manager
Tracey Atkinson, CAO/Clerk/Planner, Mulmur

Regrets:

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:08 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Clark, Seconded by Rowbotham that the Agenda be approved as circulated.
Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Noble, Seconded by Lowry, that the minutes of the North Dufferin Community Centre Board of Management held on August 17, 2021 be approved as circulated. Carried.

#5 Business Arising from the Minutes

1. Roof Leak Update

James reports no leaks so far and we have had lots of rain and no leaks. In the winter is when the leaks seem to happen. James suggested he cut a hole where the leaking is to see what is behind the ceiling tiles. James will report back in October with his findings.

#6 Facility Manager's Report

James reports Bird Fuels need to complete the annual inspection before delivering oil to the Arena. The week of September 27, 2021 Cimco will do the start up for putting in the ice and at the same time they will replace the condenser and brine pump. James will check with the Legion for proper protocol in regards to Soldiers names being placed on the wall. People have been requesting to rent the ice already, it will be ready the first of October. The ice is usually ready around Thanksgiving weekend.

#7 General Business

1. Financial

1. Accounts Payable

-Moved by Clark, Seconded by Rowbotham the accounts in the amount of \$2,740.54 be received as presented. Carried.

Discussion around the grant for the addition and that we won't know until December if it is approved. The grant is 60% and is stackable however, we need to know about this grant before applying for any others to stack.

2. A/R update

3. YTD vs. Budget comparison

2. Site Visit of the Monument

3. Other

#8 Information

#9 Closed Session

-Moved by Fawcett Seconded by Clark that the NDCC Board of Management move into a Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons: Personal matters about an identifiable individual, including municipal or local board employees – Payroll Time Sheets. Carried

-Moved by Noble Seconded by Rowbotham that the NDCC Board of Management rise with report from Closed Session at 8:56 p.m. Carried

Report being the directives given in closed session meeting.

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Clark, Seconded by Rowbotham that all actions of the Members and Officers of the North Dufferin Community Centre 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.

#12 Adjournment

-Moved by Besley, Seconded by Fawcett, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:57 p.m. to meet again on Wednesday October 13, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES**



**THURSDAY, SEPTEMBER 30, 2021 – 7:00 P.M. –
SPECIAL MEETING**

The North Dufferin Community Centre Board of Management known as "The Board" held its meeting on the 30th day of September, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

Chester Tupling, Chair, Mulmur
Dave Besley, Deputy Mayor, Melancthon
Patricia Clark, Councillor, Mulmur
Emma Holmes, Melancthon
Keith Lowry, Mulmur
Nancy Noble, Mulmur
Heather Boston, NDCC Treasurer, Mulmur
Donna Funston, NDCC Secretary, Melancthon
James Woods, Arena Manager

Regrets:

Clayton Rowbotham, Melancthon
Debbie Fawcett, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:07 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Clark, Seconded by Noble that the Agenda be approved as circulated.
Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#7 General Business

1. **Medical Officer of Health Instructions regarding proof of vaccination requirements for persons entering facilities used for sport and recreational fitness activities**

Discussion on vaccination passport requirements and using a security company or hiring a new employee. OMHA requirement is that all players and bench staff must be vaccinated to be registered to participate in hockey. Board doesn't feel there is enough time left to hire another person and using a security company would guarantee someone at the door when the Arena is in use.

-Moved by Clark, Seconded by Besley that Chair Tupling and the Arena Manager get three quotes from security companies.

AND THAT; the Board authorizes the Chair to choose the most cost effective company for passport checks at the door of the NDCC. The contract will be on a month to month basis between the security company of choice and the Arena. Carried.

2. NDCC Board of Management Facility Rental Agreement

Discussion regarding insurance for all users of the Norduff room and the ice surface, each rental must have insurance coverage. This is currently covered through the Arena insurance with no reimbursement. Heather will discuss with the insurance provider and the Board will consider adding the insurance costs to the rental fee next year.

3. In-person Meeting Protocol

Discussion on updating the policy, requests were made to accommodate hearing impairments and to open the washroom. Donna will look into lowering masks while speaking to help hear.

4. Draft NDCC Agreement

This agreement was put together by the joint rec sub-committee and is being seen before either Council. This gives the board a chance to make suggestions for any changes to the sub-committee and then both councils will see the draft agreement and can make suggestions to the rec sub-committee too if any changes are required. This agreement has been driven by the auditors concerns and has nothing to do with the new Arena. The Board would like more time to review the agreement and get a full understanding before making any suggestions, was deferred until next meeting.

#5 Confirmation Motion

-Moved by Clark, Seconded by Holmes that all actions of the Members and Officers of the North Dufferin Community Centre 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.

#6 Adjournment Motion

-Moved by Lowry, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:16 p.m. Carried.

CHAIR

SECRETARY

Denise Holmes

From: Ryan Post <rpost@nvca.on.ca>
Sent: Saturday, October 16, 2021 8:40 AM
To: 'Heather McGinnity'; 'Mike Rawn'; 'John Thompson'; Derek Abbotts (dabbotts@newtecumseth.ca); Katie Thompson (Katie.Thompson@barrie.ca); brent.spagnol@springwater.ca; 'mnordstrom@innisfil.ca'; 'Michael Mikael'; 'David Trotman'; jwillmetts@mulmurtownship.ca; 'Jim Moss'; Denise Holmes; 'm.pincivero@wasagabeach.com'
Cc: 'Melissa Carruthers'; 'Mike E. Wilson'
Subject: 2020 annual progress reporting provincial summary
Attachments: 2020 SPA Annual Progress Reporting Summary_August 2021.pdf

Hello;


The MECP Conservation and Source Protection Branch has prepared a summary of the 2020 annual progress reporting data from across the province. A PDF of the summary is attached for your information.

Sincerely
rpost

Ministry of the Environment, Conservation & Parks

2020 Annual Progress Reporting Summary

Conservation and Source Protection Branch
August 2021

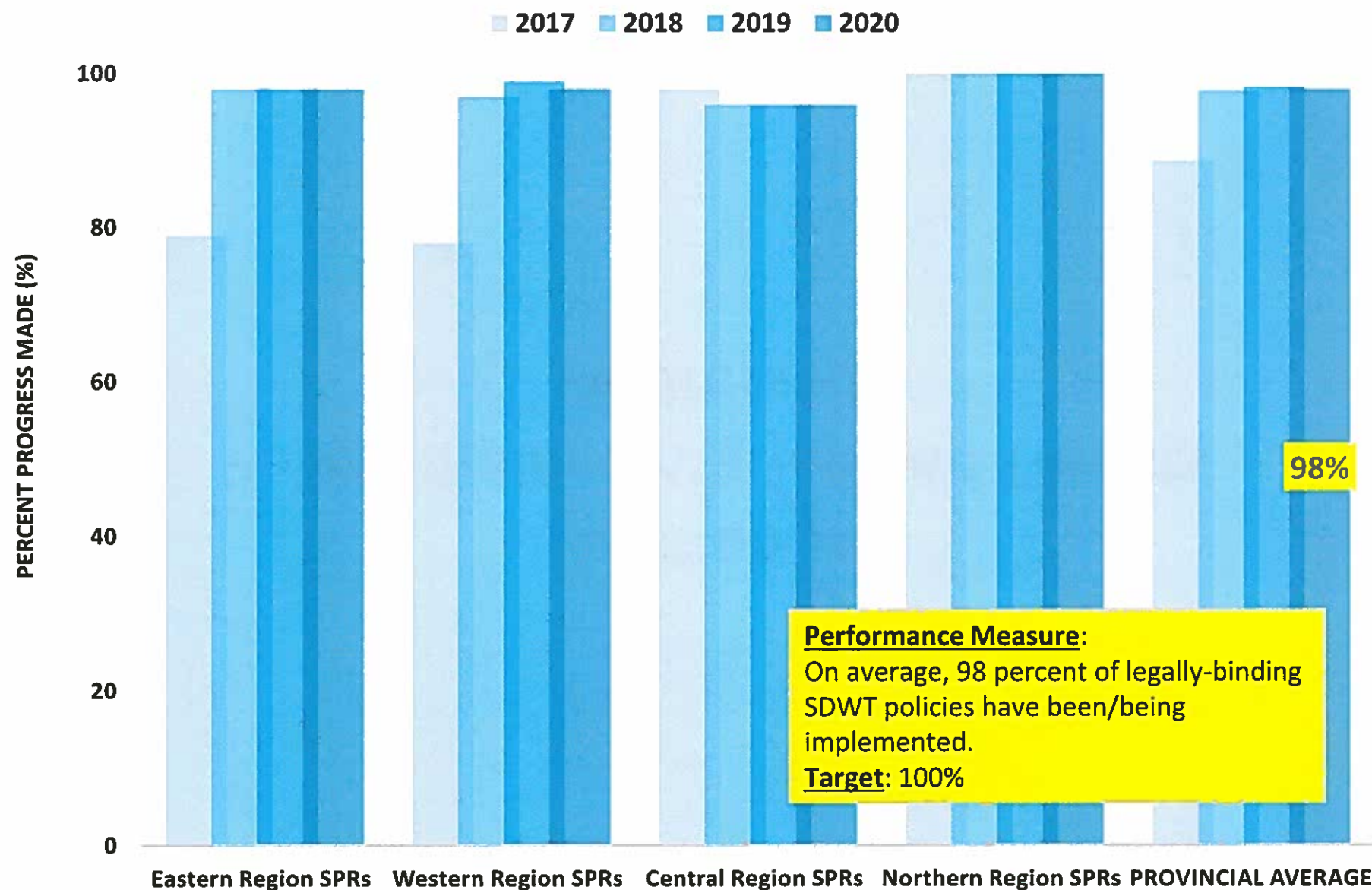
Ontario 

Introduction

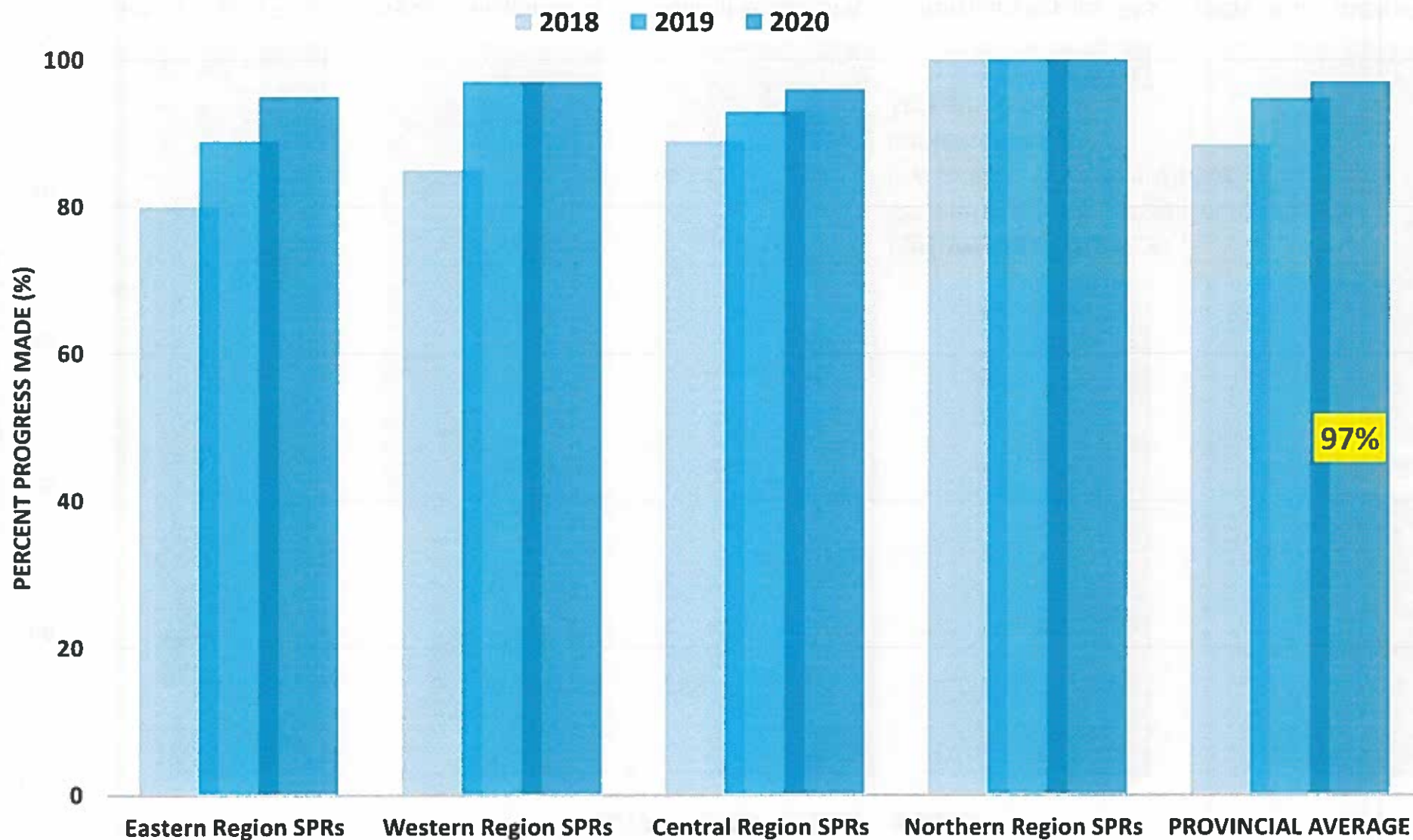
- This slide deck has been prepared for Project Managers to use to update their local Source Protection Committees if they wish to do so. This deck is a summary of key reporting items from the 2020 Source Protection Authority Annual Progress Reports.
- Liaison Officers are available to support the discussions, if and where needed.
- Four sections:
 1. Policy Implementation and Threats Addressed
 2. Part IV Implementation
 3. Provincial Ministry Implementation
 4. Municipal and Source Protection Authority Implementation

Section 1: Policy Implementation and Threats Addressed

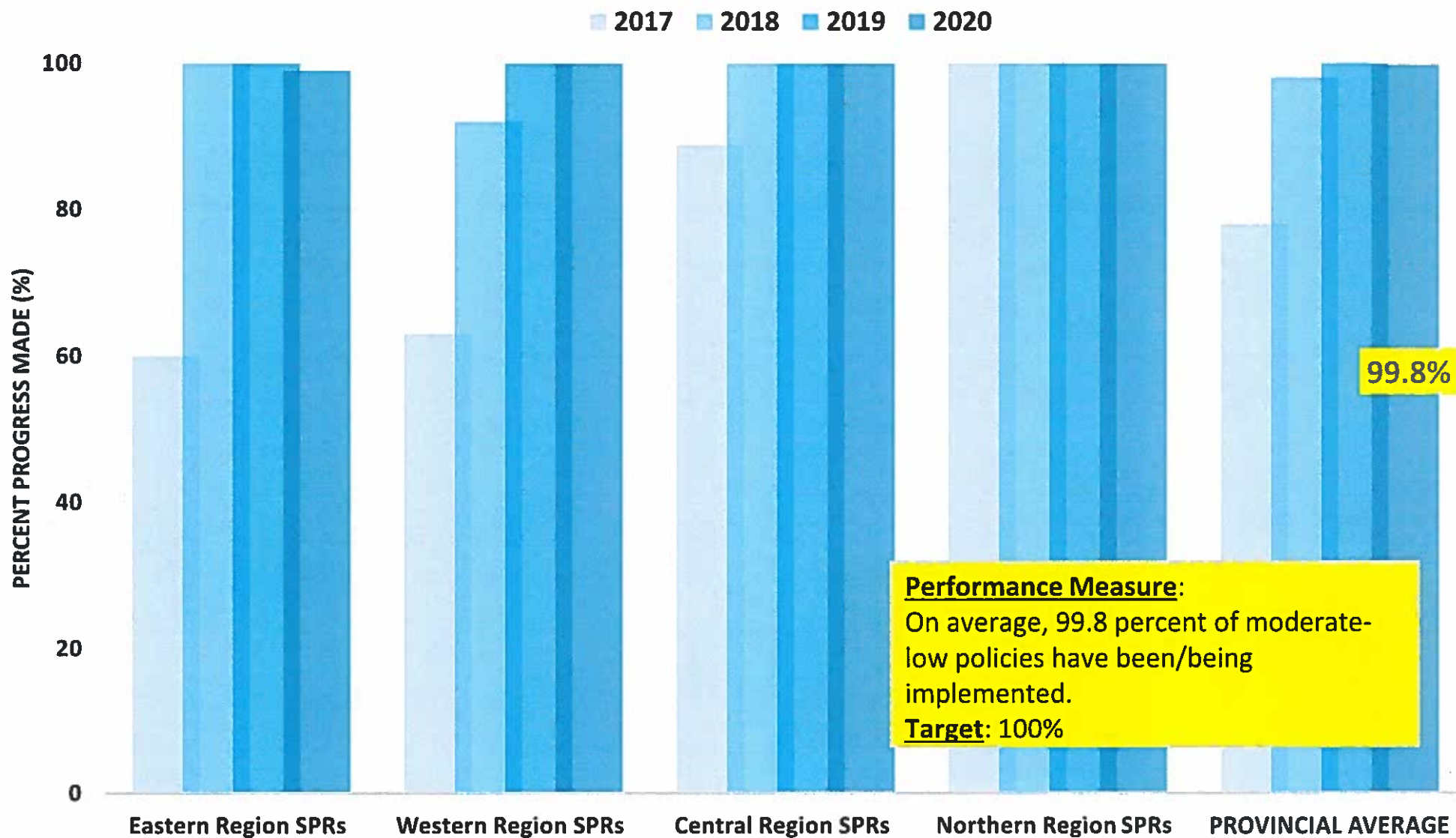
Average percentage of legally-binding significant drinking water threat (SDWT) policies implemented/being implemented by provincial source protection regions (SPRs)



Average percentage of non-binding significant drinking water threat policies implemented/being implemented by provincial source protection regions (SPRs)

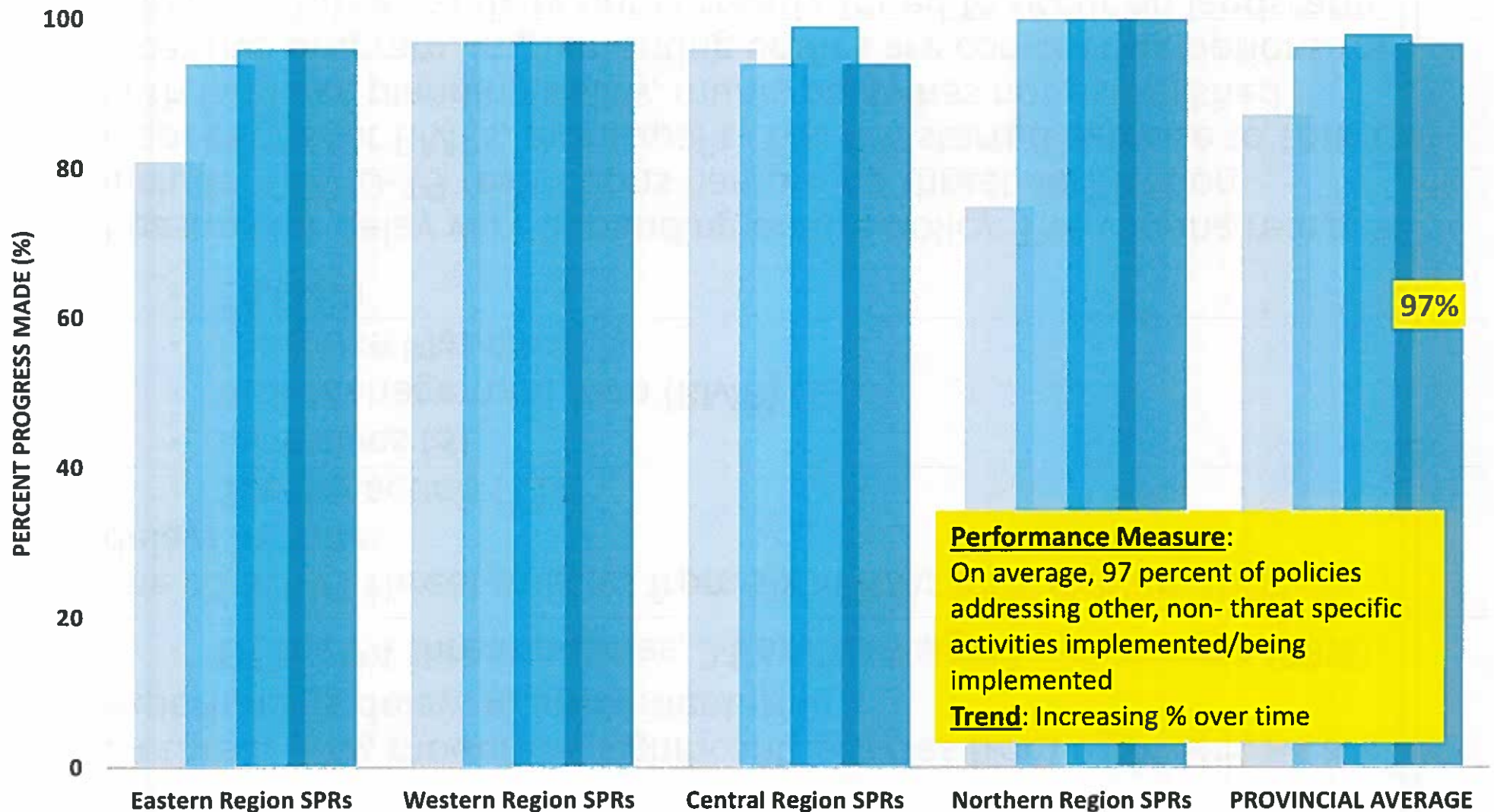


Average percentage of moderate-low drinking water threat policies implemented/being Implemented by provincial source protection regions (SPRs)



**Average percentage of other, non-threat specific policies implemented/being
Implemented by provincial source protection regions (SPRs)**

■ 2017 ■ 2018 ■ 2019 ■ 2020



Performance Measure:

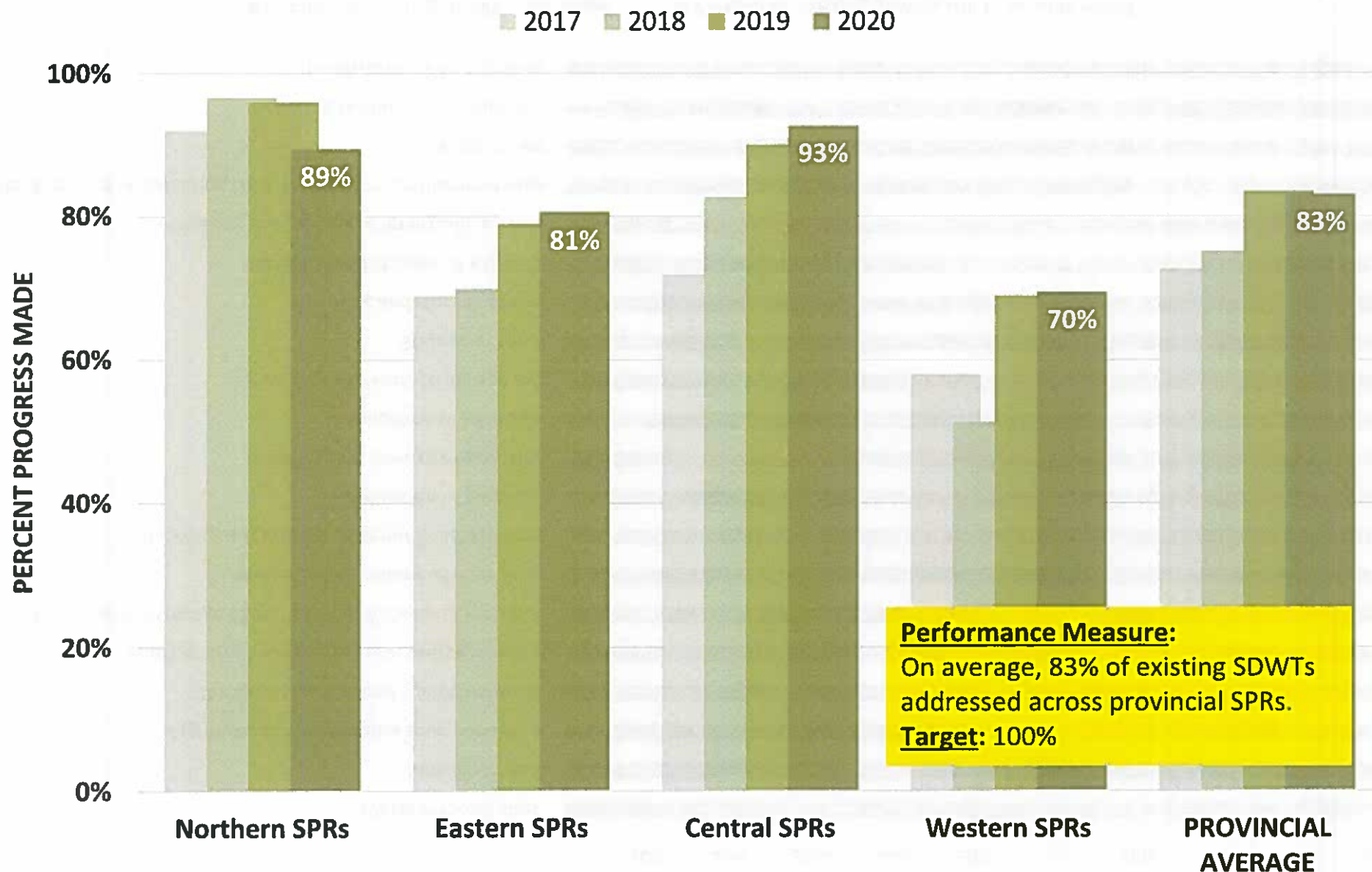
On average, 97 percent of policies addressing other, non- threat specific activities implemented/being implemented

Trend: Increasing % over time

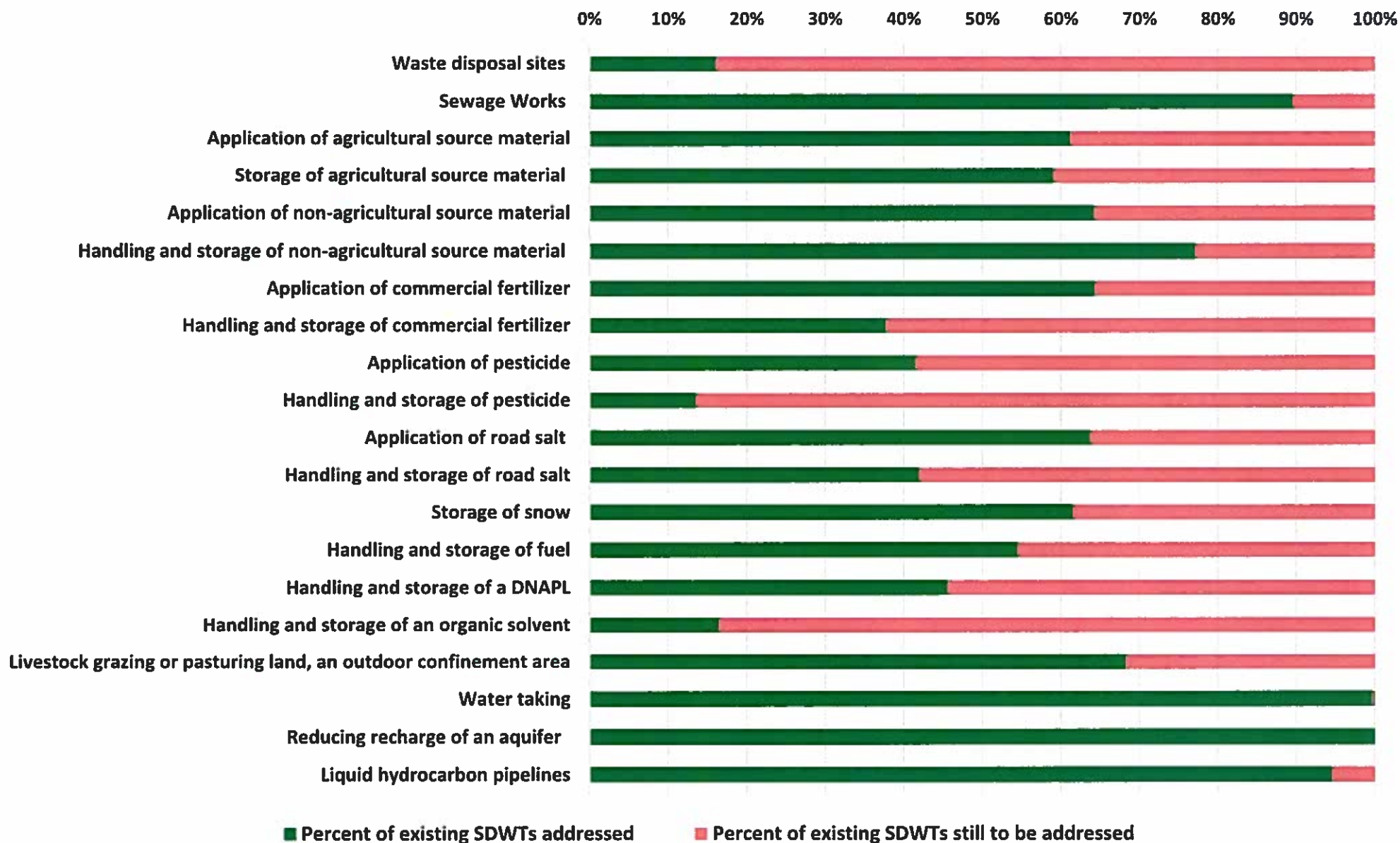
Implementation Progress

- 24 threat (low, moderate, significant) policies from eight SPR/As are experiencing delays in implementation
 - Of the 24 threat policies, 21 address significant threats (88%)
- The 21 SDWT threat policies from six SPR/As with implementation delays include:
 - Specify action (11)
 - Incentives (3)
 - Risk Management Plan (RMP) (3)
 - Land Use Planning (2)
 - E&O (2)
- Reasons for delay vary depending on the policy. The varying reasons include: COVID-19 restrictions hampering threat verification inspections for RMPs, municipality has not started exercise to conform with land use planning policy, municipality has not established incentive program, implementing bodies are considering options for implementation, activity not currently zoned to occur on landscape.
- Authorities reported steps they are taking to ensure implementation.

Addressing existing significant drinking water threats (SDWT) by provincial source protection regions (SPR)

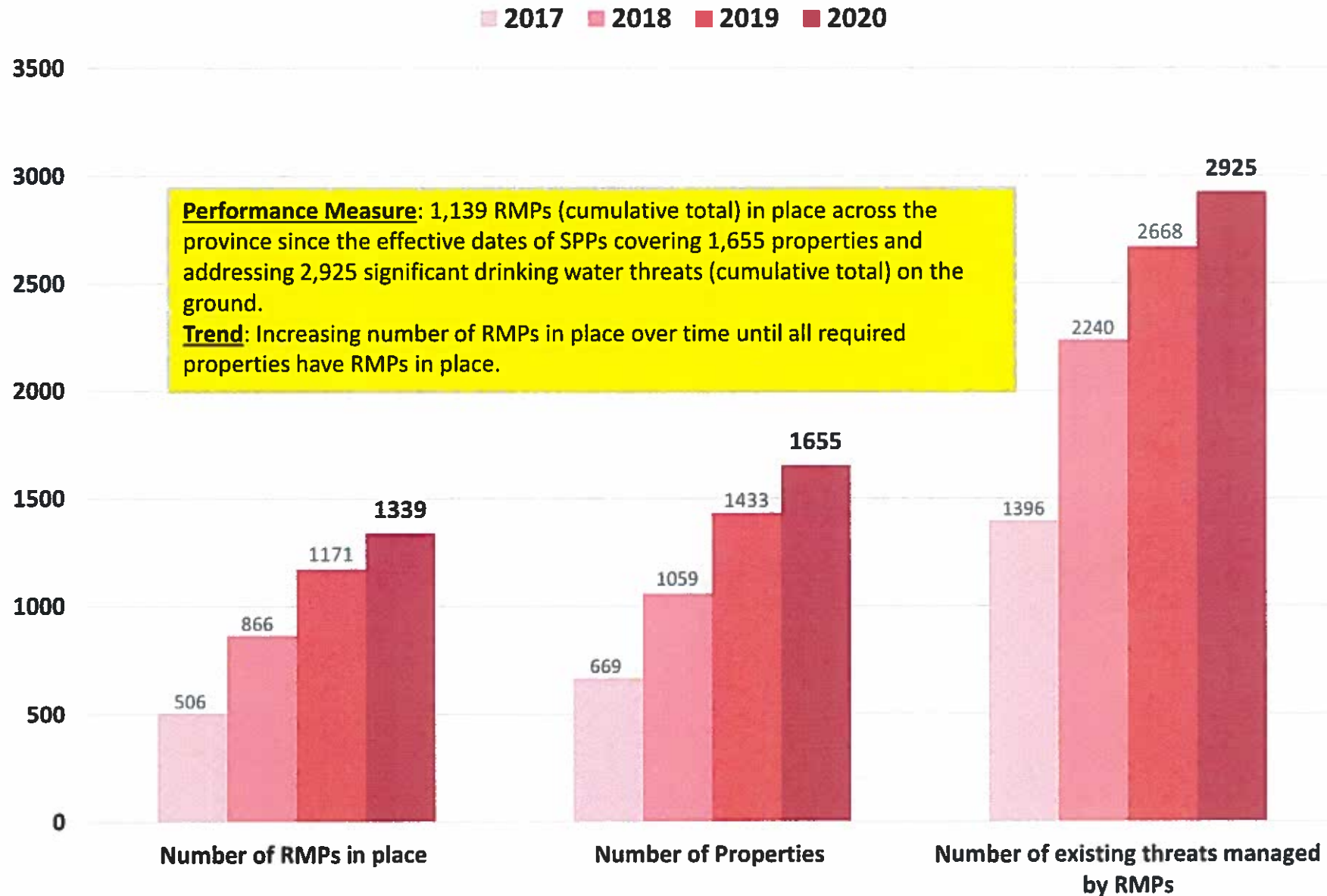


Percent progress made in addressing existing, significant prescribed drinking water threats (SDWTs) across all Source Protection Regions

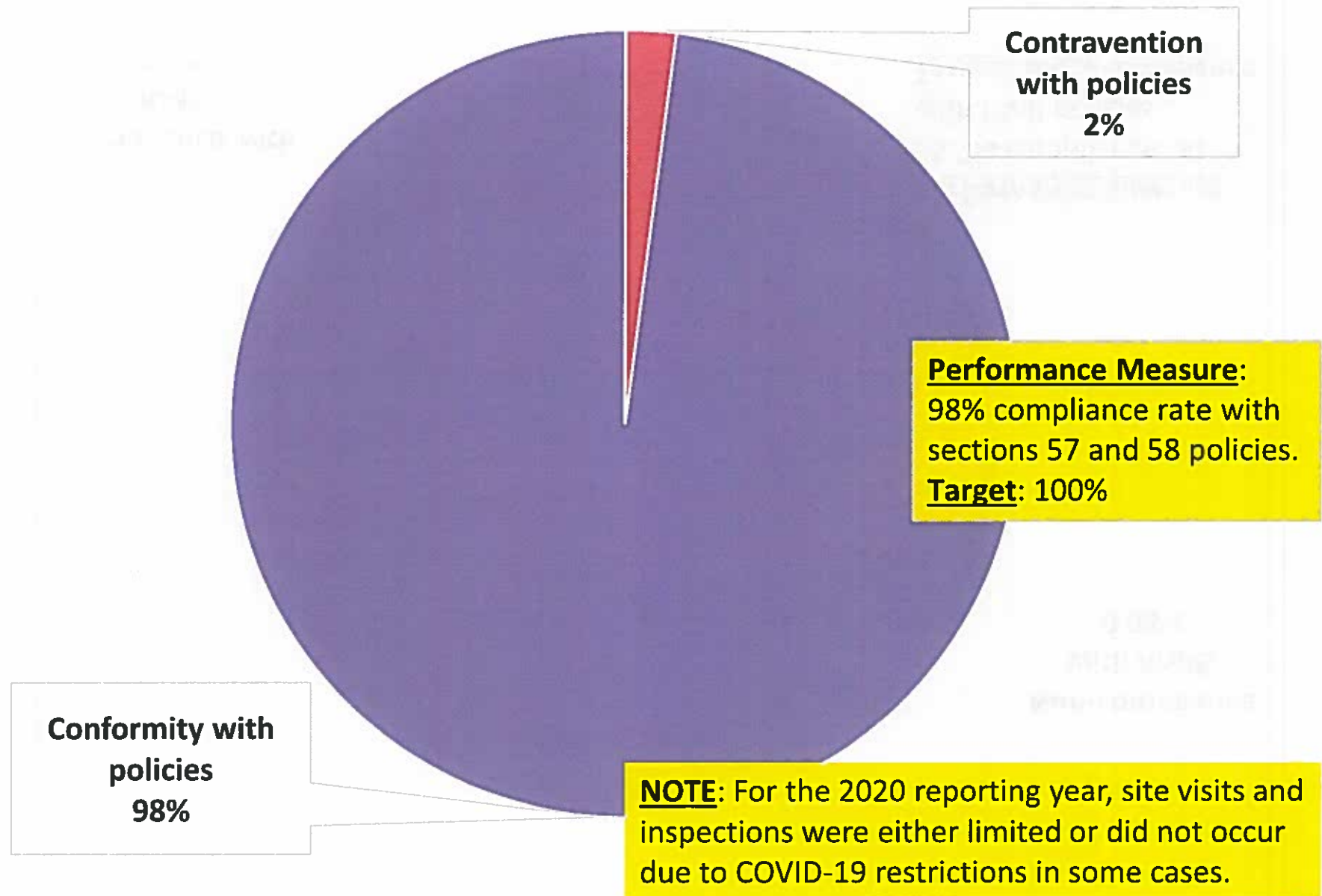


Section 2: Part IV Implementation

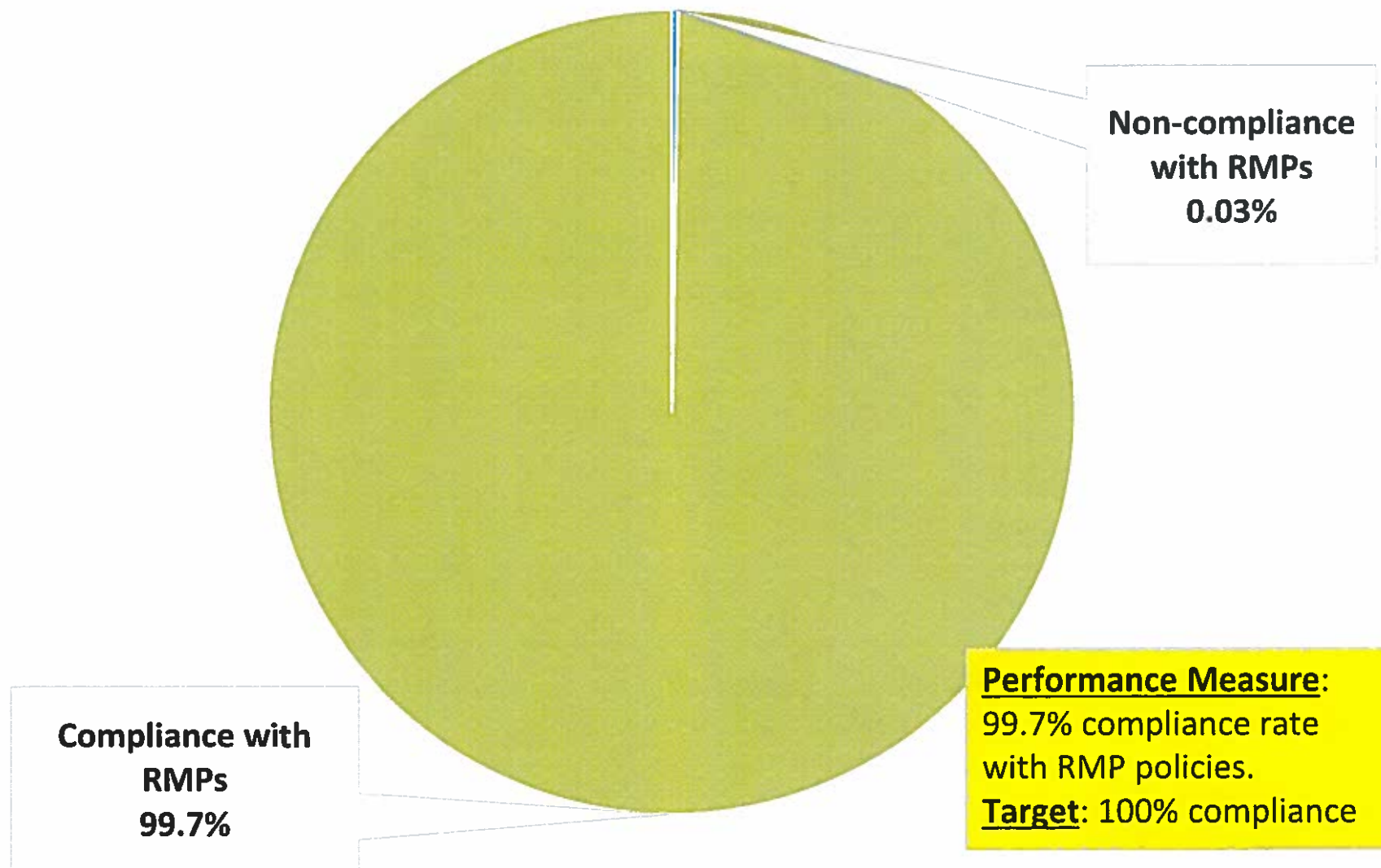
Risk Management Plans (RMP) in place, properties covered, threats managed across source protection regions



Sections 57 & 58 inspection results



Section 58 Risk Management Plan inspection results



Section 3: Provincial Ministry Implementation

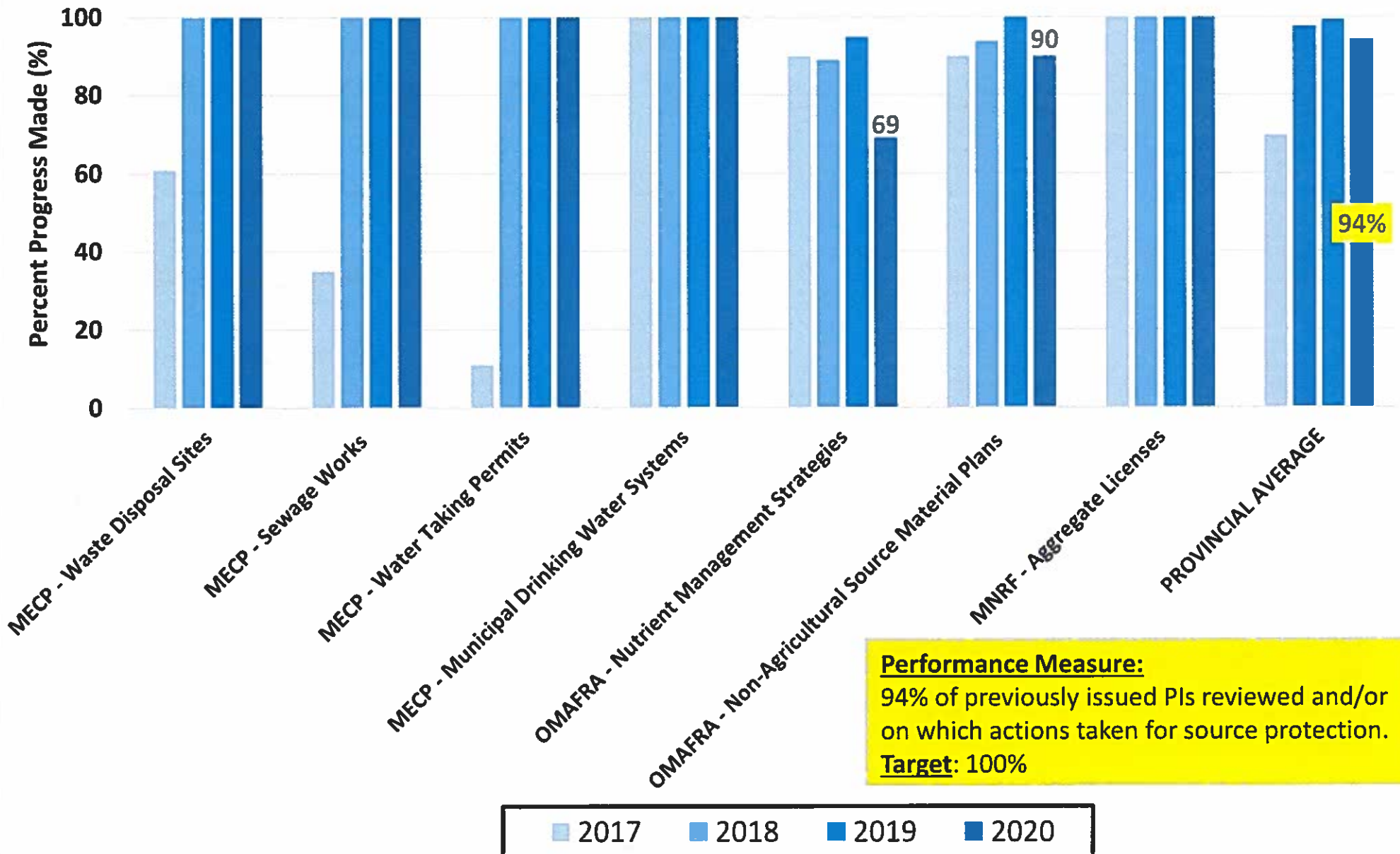
Prescribed Instrument integration/conformity

- All nine (9) Ministry program areas that issue prescribed instruments continue to report having the following business processes in place for source protection:
 - Staff training on source protection
 - Guidance documents to align with new program changes for source protection
 - Mapping of prescribed instruments that are subject to policies
 - Screening to review incoming applications for prescribed instruments where they are a significant drinking water threat
 - Tracking prescribed instruments that are subject to source protection plan policies
- Most program areas have additional processes in place related to:
 - Tools to support stakeholders during applications
 - Protocol in place to review previously issued prescribed instruments

Prescribed instrument (PI) integration/conformity (New/amended instruments)

Ministry Program Areas	2020 Count of Applications Reviewed for Source Protection	2020 Count of Decisions Made to Manage or Prohibit Threat Activity
MECP – Waste Disposal Sites	6	1
MECP – Sewage Works	86	14
MEPC - Pesticides	66	14
MECP – Water Taking	0	0
MECP – Hauled Sewage/Biosolids	36	0
MECP – Municipal Residential Drinking Water Systems	2	0
OMAFRA – Nutrient Management	14	10
MNRF – Fuel at Aggregate Sites	0	0
TOTAL for 2020 Reporting Year	210	39

Cumulative percent progress made in detailed review and/or actions taken on previously issued Prescribed Instruments (PI) by provincial program areas



Prescribed Instrument Inspections

Ministry Program Area	Inspections	Orders	Voluntary Abatement Measures	Referral to Internal Investigations	Primary/ Secondary Screening of PI Application	Provincial Offense Notice	Self-reporting
MECP – WDS	Yes	Yes	Yes	Yes	Yes	Yes	No
MECP – Sewage Works	Yes	Yes	Yes	Yes	Yes	Yes	No
MECP – Pesticides	Yes	Yes	Yes	Yes	Yes	No	Yes
MECP – Water Taking	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MECP – Hauled Sewage/ Biosolids	Yes	Yes	Yes	Yes	No	Yes	No
MECP – MRDWS	Yes	Yes	Yes	Yes	Yes	No	No

Prescribed Instrument Inspections

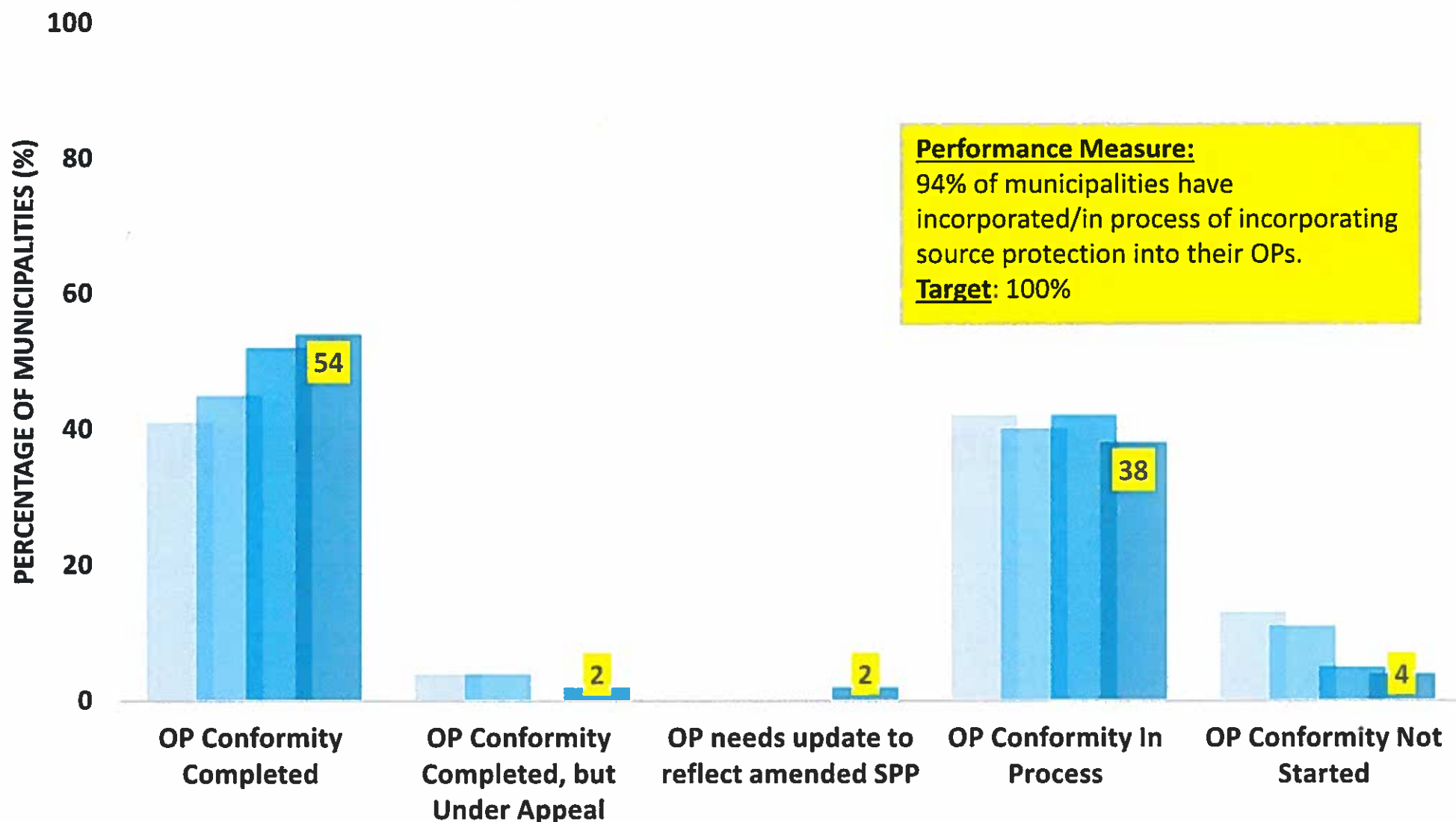
Ministry Program Area	Inspections	Orders	Voluntary Abatement Measures	Referral to Internal Investigations	Primary/ Secondary Screening of PI Application	Provincial Offense Notice	Self-reporting
MECP – NMA Inspections	Yes	Yes	Yes	Yes	No	No	No
MNRF – Aggregates (Fuel Storage)	Yes	No	No	No	Yes	No	Yes
MTO – Road Construction (Fuel Storage)	Yes	Yes	No	No	Yes	No	Yes

Section 4:

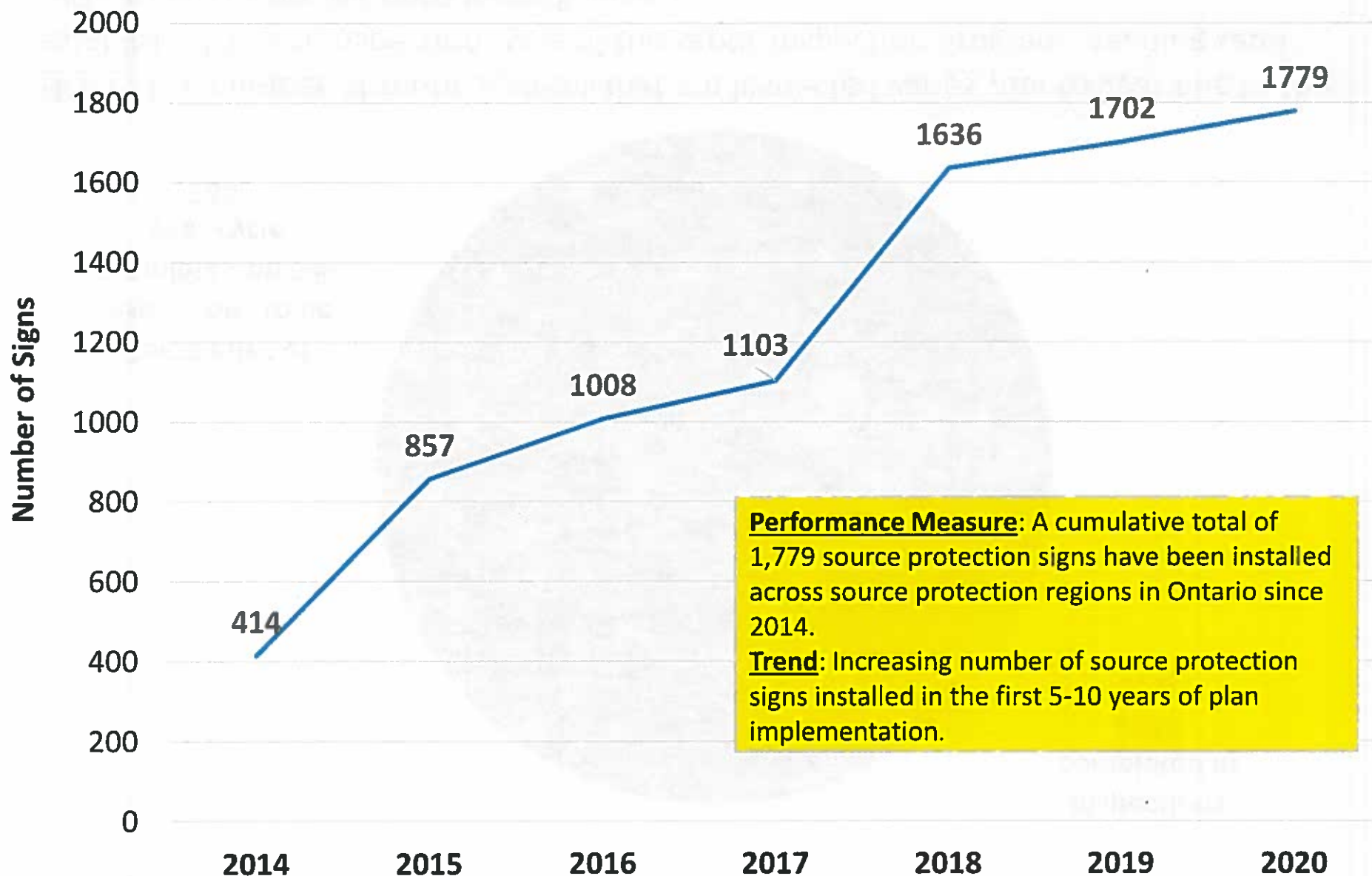
Municipal & Source Protection Authority Implementation

Province-wide Official Plan (OP) conformity for source protection

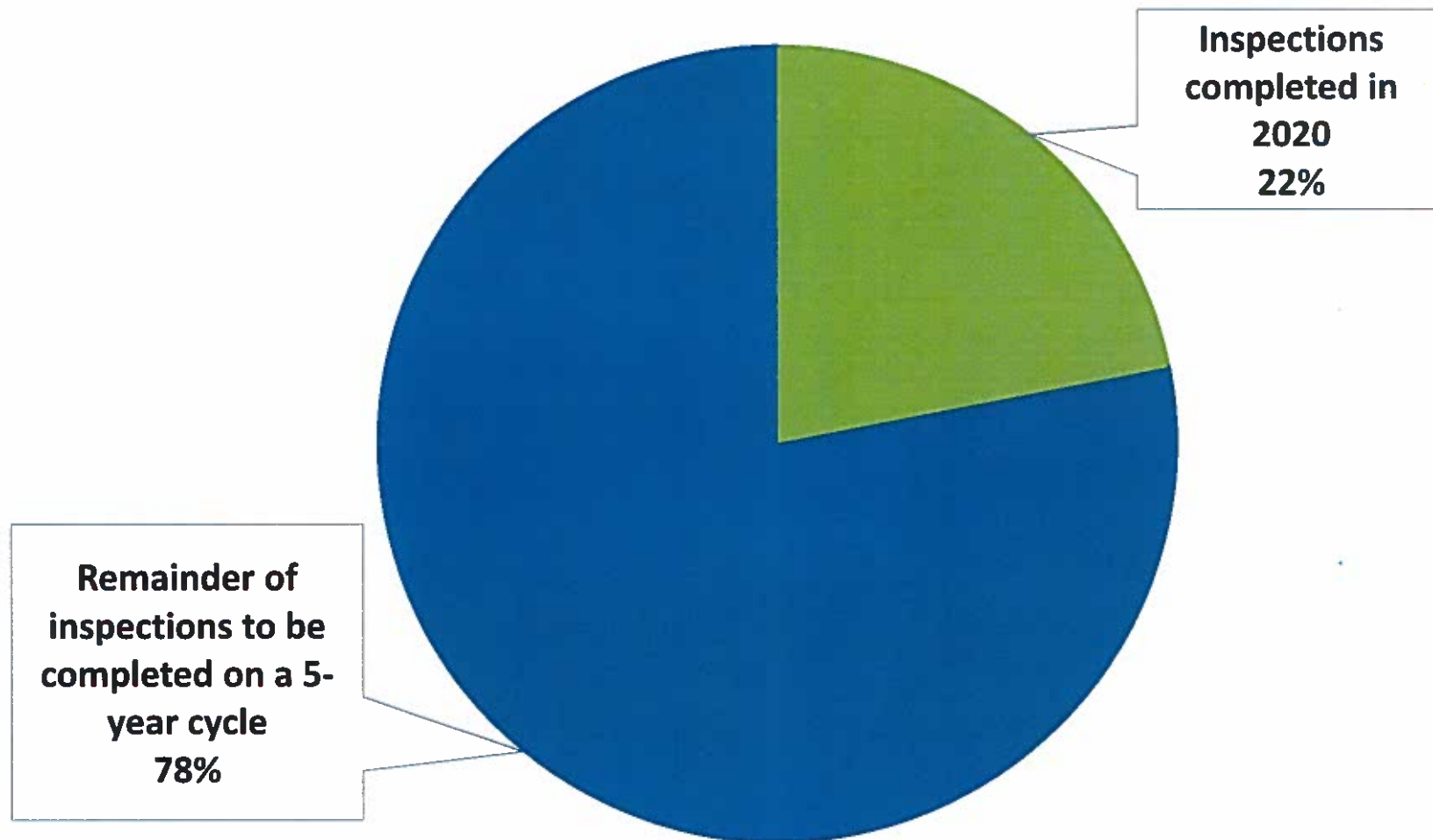
2017 2018 2019 2020



Total number of source water signs installed across source protection regions per reporting year

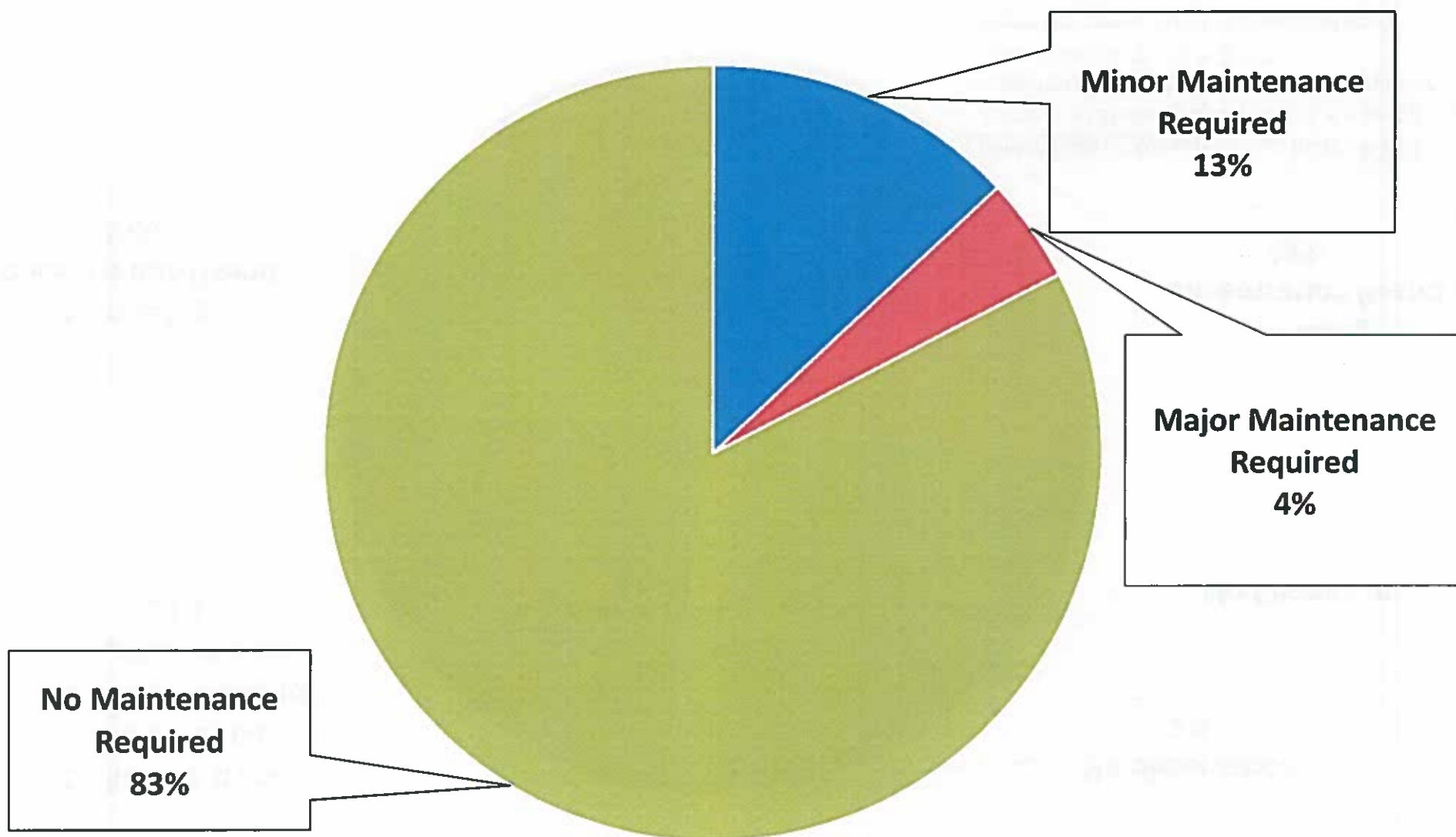


Province-wide septic system inspections completed

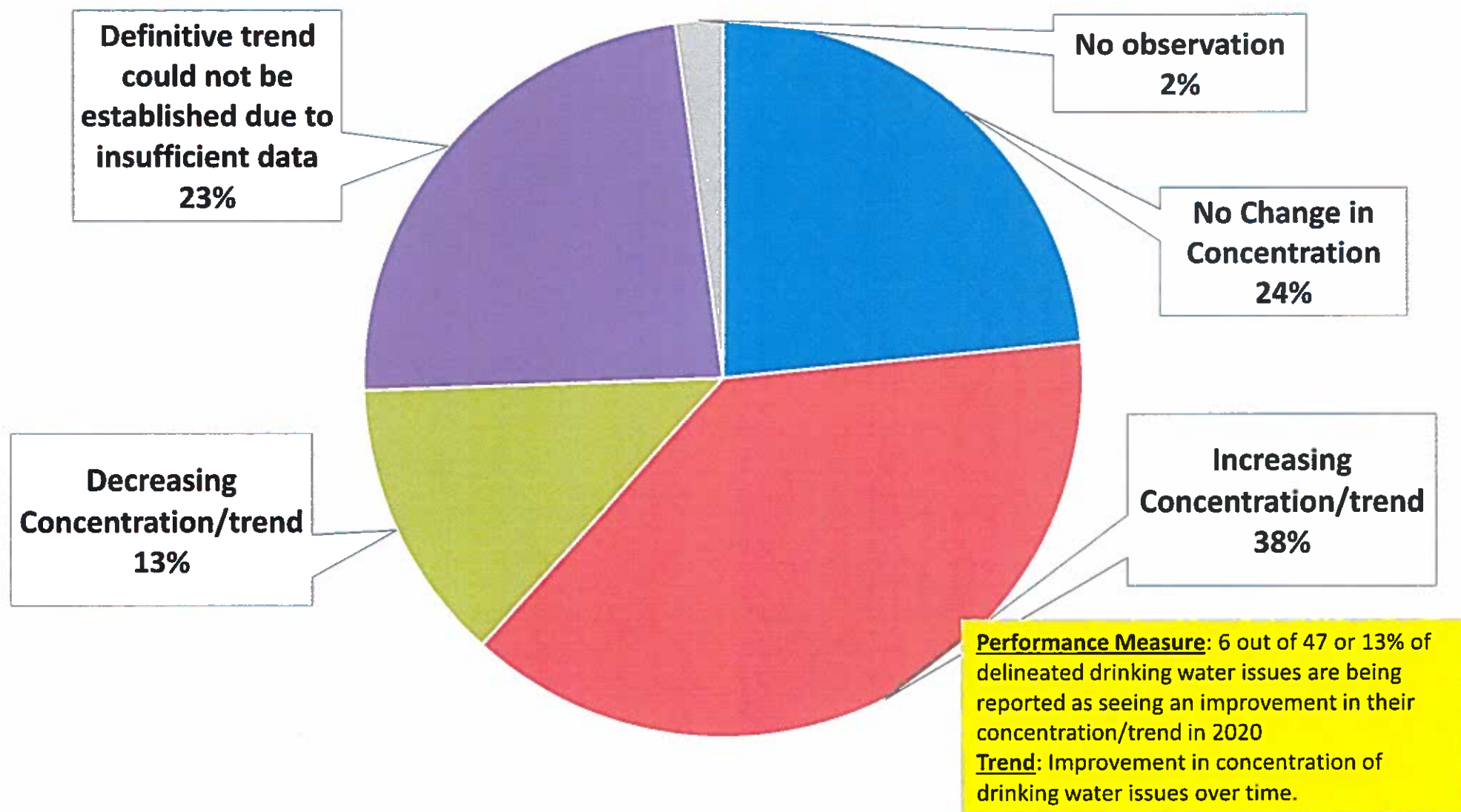


NOTE: The number of septic systems that are inspected varies year to year due to the established 5-year inspection cycle of the septic inspection program meaning septic systems are inspected once every 5 years.

Province-wide septic system inspection results



Environmental monitoring observation of delineated Drinking Water Issues (n = 47) across source protection regions/areas in Ontario



Positive outcomes of source protection

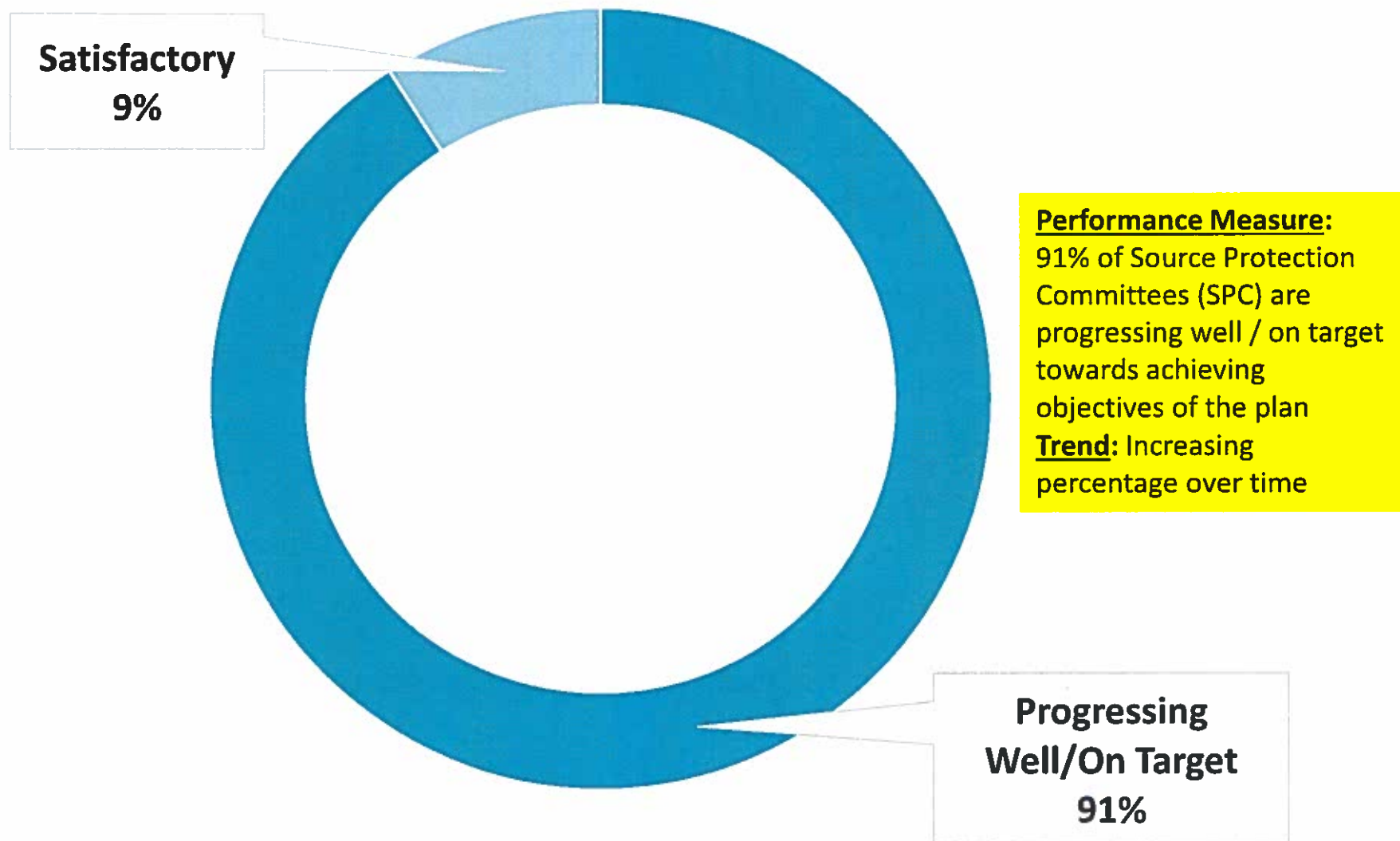
Increased awareness:

- “The public also reported seeing **new Drinking Water Protection Zone signage**” (Cataraqui)
- “... the delivery of the SWP program has made **owners of fuel tanks and the local fuel suppliers more aware** of the specific regulations they should be following such as the TSSA Fuel Oil Code and CSA B139 Installation Code for Oil Burning Equipment ...” (Essex)
- “Oxford County has noted a **change in the behaviour of people** ... they do not seem as apprehensive when discussing the Source Water Protection Program” (Lake Erie – Catfish Creek)

Water quality monitoring:

- “One of Orangeville's Wells has seen a **leveling off in the rise of sodium and chloride levels**” (Credit. Toronto, Central Lake Ontario)
- “... **sodium results have remained well below** the Ontario drinking water quality aesthetic objective” (Mattagami)
- “Results of this monitoring have shown that **nitrate levels have decreased and continue to decrease** below the Maximum Allowable Concentration of 10 mg/L as per O. Reg. 169/03” (Saugeen Grey Sauble Northern Bruce Peninsula)

Achievement of source protection plan objectives



Denise Holmes

From: Morgen Wilson <mwilson@nvca.on.ca>
Sent: Friday, October 22, 2021 4:33 PM
To: rhillier@ossiga.com; info@watershedtrust.ca; simcty.fed.agriculture@outlook.com; Shaylin Whitehead; 'Amaranth Planner'; building@barrie.ca; planningservices@thebluemountains.ca; mmaximo@townofbwg.com; Christine Taggart; mbryan@collingwood.ca; Robin Shugan; Elizabeth Davis; planning@greyhighlands.ca; plansexaminer@innisfil.ca; Denise Holmes; planning@townofmono.com; Tracey Atkinson; dherron@wasagabeach.com; Joel Vines; planning@newtecumseth.ca; info@bildgta.ca; 'Falconi, Teresa'; planning@shelburne.ca; Brianna Belcourt; Aryanne Hawke; at@iglide.net; annabourgeois@icloud.com; anneritchienahuis@icloud.com; dperryman54@gmail.com; newvoyager0217@aol.com; jmorg@sympatico.ca; cottreldean@gmail.com; woodsideclarke@sympatico.ca; karli.stevenson@icloud.com; mcorbett8458@gmail.com; mikedouglas1056@icloud.com; sagnew@ecomedic.ca
Cc: Chris Hibberd; m.bessey@LSRCA.on.ca
Subject: Draft 2022 Planning and Regulation Review Fees
Attachments: 2022 Review Fee Update October 22 2021.docx; NVCA Staff Report Draft Fees October 2021.pdf

Dear Municipal Partners and Stakeholders:

The intent of this email is to advise our municipal partners and stakeholders that we are proposing a modest increase to the NVCA Planning and Regulation Fees to represent a cost of living increase for 2020 and 2021. In addition, we are proposing a limited number of "new" fees which are intended to recover costs associated with the plan review process. These fees have been highlighted in yellow on the attached fee schedule for ease of reference. The October 22, 2021 staff report provided to the NVCA Board of Directors is also attached for further information on this matter.

Please provide any comments that you may have on this document by November 22, 2021. Please feel free to contact the undersigned at c.hibberd@nvca.on.ca or at 705-424-1479 extension 229 should you require any further information or have any questions.

Regards,

Morgen Wilson | Development Review Coordinator

For

Chris Hibberd, MCIP, RPP | Director, Watershed Management Services

Nottawasaga Valley Conservation Authority
8195 8th Line, Utopia, ON L0M 1T0
T 705-424-1479 ext. 229
c.hibberd@nvca.on.ca | nvca.on.ca

Important Note: I am currently working remotely as the Nottawasaga Valley Conservation Authority is taking preventative measures to limit the spread of COVID-19. You may experience some delays or disruptions as we follow recommendations of health professionals to slow the virus from spreading.

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies of the original message.



Staff Report: 41-09-21-BOD

Date: 22/10/2021

To: Chair and Members of the Board of Directors

From: Chris Hibberd
Director, Watershed Management Services

SUBJECT: Proposed Housekeeping Changes to Fees for Planning and Permit Applications

Recommendation

RESOLVED THAT: The Board of Directors receive Staff Report No. 41-09-21-BOD regarding proposed housekeeping changes to planning and permitting review fees.

Purpose of the Staff Report

The purpose of this report is to provide an overview of recommended housekeeping changes to the planning and permitting review fees.

Background

In 2016 the NVCA Board of Directors approved the current "Policy to Charge Fees for Services Related to Planning and Permit Applications" (attached) and associated review fees. The policy and fee development process including input from key partners and stakeholders: municipalities, development sector, the agricultural community, and the aggregate industry. The approved 2016 policy document included a Monitoring section noting that it shall be monitored from time to time to

Proposed Housekeeping Changes to Fees for Planning and Permit Applications Staff Report No. 41-09-21-BOD

evaluate its effectiveness and fairness. We would note that the policy and fees have remain unchanged since 2016.

Issues/Analysis

In 2019 NVCA examined potential housekeeping updates to the 2016 review fees which included general discussion with the development sector (BILD). In 2020, discussions both internal and externally were muted due to other priorities related to COVID and ongoing discussions on legislation changes. In the first half of 2021, staff developed a draft fee schedule addressing cost of living along with new fees addressing staff identified gaps. Key gaps include multiple resubmissions on large scale developments and pre-consultations. In developing the draft fees, staff considered other Conservation Authorities fee approach. The draft fees were circulated to BILD in May 2021 and based on received comments, the proposed fees were updated. The attached tables outline the proposed changes to the 2016 fees and include:

- An aggregate 2020/2021 cost of living change to current fees.
- A design resubmission surcharge for site plans, subdivisions related to 3rd submission and subsequent submissions.
- Redline revision fees for site plans and subdivisions that include minor and major categories.
- Updated pre-consultation fees.
- Enhancement of the notes and glossary section to assist in providing clarity on fee implementation.

The next steps in the fee development includes circulation of the draft fees to municipalities, agricultural comment and development industry representatives. Staff would then address any comments provided through the circulation process as appropriate, and present the final draft to the Board for approval.

Relevance to Authority Policy/Mandate

Section 21(m.1) of the Conservation Authorities Act allows for this collection of fees for services such as plan review, permitting, public and legal inquiries, conservation land management, and community relations. The 1997, the MNRF (Ministry of Natural Resources and Forestry) "Policies and Procedures for the Charging of Conservation Authority Fees" assists conservation authorities in development of fee schedules for planning and regulatory services. This document identifies that conservation authorities are entitled to charge and collect fees for services rendered

Proposed Housekeeping Changes to Fees for Planning and Permit Applications
Staff Report No. 41-09-21-BOD

applying a user pay principle, and to cover the costs associated with administering and delivering the services on a program basis.

Impact on Authority Finances

The approval of the suggested housekeeping changes will aid in achieving the projected 2022 budget revenues for planning services.

Reviewed by:
Original Signed by
Chris Hibberd
Director, Watershed Management Services

Approved for submission by:
Original Signed by
Doug Hevenor
Chief Administrative Officer

Attachments:

1. NVCA's 2016 Policy to Charge Fees for Services Related to Planning and Permit Applications.
2. Tables Identifying Current and Proposed Fees.

2022 Draft NVCA Planning Services Fee Schedule

(Generally, the current fees were increased based on COL from 2020 (2.2%) and 2021 (1.5%))

Official Plans and Zonings	Current Fee	Proposed Fee
Official Plans and Secondary Plans	General Levy	General Levy
Comprehensive Zoning By-law	General Levy	General Levy
Site Specific Official Plan and Zoning By-Law Amendments	\$500	\$520
Additional fee for technical study review	\$750	\$780
Letter of approval (no regulatory or advisory comments required)	\$100	\$105
Plan of Subdivision/Condominium (Residential, Commercial and Industrial)	Current Fee	Proposed Fee
Minimum Fee	\$12,500	\$13,000
Maximum Fee (See Note 1)	\$100,000	\$104,000
Lot/Unit fee and Net hectare fee	\$3,300	\$3,425
Design Resubmission surcharge for subdivisions and residential/mixed use site plans	N/A	3rd Submission - 25% of original fee (maximum charge of \$13,000) 4th and subsequent submissions – 50% of original fee (maximum fee of \$13,000)
Redline Revisions	N/A	Minor (Design Change) 25% of original fee (maximum fee of \$13,500) Major (Change to Limits of Development) 75% of original fee (not to exceed maximum fee \$104,000)

2022 Draft NVCA Planning Services Fee Schedule

(Generally, the current fees were increased based on COL from 2020 (2.2%) and 2021 (1.5%))

Site Plans	Current Fee	Proposed Fee
Letter of Approval (no technical review or site inspection required)	\$525	\$545
Minor: Site Plan Area less than 2 ha	\$1,500	\$1,560
Intermediate: Site Plan Area more than 2 ha, less than 4 ha	\$5,500	\$5,710
Major: Site Plan Area more than 4 ha (Additional 1250/ha fee charge for sites over 10 ha.)	\$13,500	\$14,005
Site Plan: Residential (multi-unit and/or mixed use)	Use Subdivision Fees	Use Subdivision Fees
Design Resubmission surcharge for non-residential site plans	N/A	3 rd Submission - 25% of original fee 4 th and subsequent submissions - 50% of original fee
Golf Courses	Current Fee	Proposed Fee
New Golf Courses	\$15,000	\$15,600
Aggregate Proposals	Current Fee	Proposed Fee
Minimum fee for Below Water Table	\$12,500	\$13,000
Maximum fee for Below Water Table	\$100,000	\$104,000
Net hectare fee for Below Water Table	\$1,250/ha	\$1,325/ha
Above water table proposals or expanded extraction within a licensed area	\$12,500	\$13,000

2022 Draft NVCA Planning Services Fee Schedule

(Generally, the current fees were increased based on COL from 2020 (2.2%) and 2021 (1.5%))

Consents	Current Fee	Proposed Fee
Base Fee	\$300	\$315
Additional fee per report for technical study review (e.g., SWM Report or EIS)	\$500	\$520
Letter of approval (no regulatory or advisory comments required)	\$100	\$105
Minor Variances	Current Fee	Proposed Fee
Base Fee	\$200	\$210
Additional fee per report for technical study review (e.g., SWM Report or EIS)	\$500	\$520
Letter of approval (no regulatory or advisory comments required)	\$100	\$105
Niagara Escarpment Commission Applications	Current Fee	Proposed Fee
Base Fee	\$300	\$315
Additional fee per report for technical study review, for example EIS	\$500	\$520
Letter of approval (no regulatory or advisory comments required)	\$100	\$105

2022 Draft NVCA Planning Services Fee Schedule

(Generally, the current fees were increased based on COL from 2020 (2.2%) and 2021 (1.5%))

Conservation Authorities Act Permit applications	Current Fee	Proposed Fee
Letter of Approval (site inspection not required)	\$100	\$100
Permit Application Minor Works	\$250	\$250
Permit Application Intermediate Works	\$500	\$550
Permit Application Major Works	\$1,500	\$1,560
Permit Application Major Works – complex	\$3,000	\$3,120
Unauthorized works	2 X permit fee	2 X permit fee
Agricultural Permit Applications (separated in 2016)	Current	Proposed
Letter of Approval (site inspection not required)	\$100	\$100
Minor works or works located in regulated adjacent lands	\$250	\$250
Works located within flood and/or erosion hazard	\$500	\$550

2022 Draft NVCA Planning Services Fee Schedule

(Generally, the current fees were increased based on COL from 2020 (2.2%) and 2021 (1.5%))

Other	Current Fee	Proposed Fee
Permit application large fill projects: 250 – 1,000 m ³ (Permit application for large fill projects - See procedural guidelines for more detail.)	\$500 plus \$0.80/m ³	\$520 plus \$0.80/m ³
Permit application large fill projects: more than 1000 m ³	\$1,500 plus \$0.80/m ³	\$1,560 plus \$0.80/m ³
Permit – amendment	\$100	50% of original fee
Additional fee for significant technical review	Varies	Varies
Legal/Real Estate Inquiries	\$200	\$210
Comprehensive Mapping Request (minimum fee)	\$2,000	Deleted and added to GIS fee schedule
Legal/Consultant Peer Review Costs (charged on the basis of cost recovery)	Varies	Varies
Provision of Individual Property Information	\$50	\$75
Pre-consultation Fee	\$500	\$550 (without site visit) \$1,560 (analysis by one planner and one technical discipline) \$3,120 (analysis by one planner and more than one technical discipline)

2022 Draft NVCA Planning Services Fee Schedule

(Generally, the current fees were increased based on COL from 2020 (2.2%) and 2021 (1.5%))

Fee Schedule Notes:

1. The maximum review fee for plans of subdivision/condominium is \$104,000.
2. Plans of subdivision/condominium fees may be phased as outlined in NVCA's policy for charging fees if the total fee meets the minimum threshold of \$50,000.00.
3. The NVCA reserves the right to not allow the phasing of fees for development subject to a zoning Order issued by the Minister of Municipal Affairs and Housing.
4. When processing and reviewing consolidated planning applications (e.g. OPA/ZBA/Subdivisions), the higher fee is applicable.
5. Plans of subdivision/condominium and site plan fees include permitting fees under the NVCA's Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, Ontario Regulation 172/06.
6. Notwithstanding note # 5, permit issuance for works occurring two years after the date of the last NVCA comments on a file will be subject to the relevant permit fee for the scale of the works.
7. A net hectare refers to the total area of land available for development. It excludes lands outside of the development limit (e.g., natural hazard, natural heritage areas and buffers).
8. NVCA reserves the right to reassess the review fee after 5 years of receipt of the application based on timing and receipt of technical information.
9. The applicant will be responsible for any external peer review costs necessary to review submitted technical submissions.
10. Alterations or expansions to existing golf courses not requiring *Planning Act* approvals and within a regulated area will be addressed through the *Conservation Authorities Act* approval fees.

2022 Draft NVCA Planning Services Fee Schedule

(Generally, the current fees were increased based on COL from 2020 (2.2%) and 2021 (1.5%))

11. Permit approval will not be required from the NVCA for certain small-scale projects as outlined in NVCA's Policy for Charging Fees.
12. Please see NVCA's Policy for Charging Fees for further an explanation of the minor, intermediate and major permit fee categories, as well as other matters (e.g., fee exemptions, appeal process, etc.). This document is available at www.nvca.on.ca under Planning & Permits – Policies & Guidelines.

Costs for Mapping/GIS Requests

(No change to current (2016) fees)

Glossary of Terms

CALC: Conservation Authorities Liaison Committee

CALC Report: MNRF's May 2010 report, "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities"

EIS: Environmental Impact Study. A study of the environmental affects, both positive and negative, of a proposed development.

GIS: Geographic Information System. An integrated collection of computer software and data used to view and manage information about geographic places, analyze spatial relationships, and model spatial processes. (esri GIS Dictionary)

MNRF: Ministry of Natural Resources and Forestry (Ontario)

Mixed Use Development: A development that blends residential, commercial, cultural, institutional or entertainment uses into one physically connected space.

2022 Draft NVCA Planning Services Fee Schedule

(Generally, the current fees were increased based on COL from 2020 (2.2%) and 2021 (1.5%))

Net Hectare Area: A net hectare refers to the total area of land available for development. It excludes lands outside of the development limit (e.g., natural hazard, natural heritage areas and buffers).

NVCA: Nottawasaga Valley Conservation Authority

OPA: Official Plan Amendment

Original Fee: To be recalculated in accordance with fee schedule in effect at the time of re-submission.

SWM Report: Stormwater Management Report. An engineering study looking at the management (e.g., ponds, low impact development, etc.) of stormwater run-off with respect to a proposed development.

ZBA: Zoning By-law Amendment



NOTICE OF PUBLIC MEETING

Application for Zoning By-law Amendment

**Monday, November 22, 2021
at 5:00pm**

Virtual Meeting

Please register to attend here:

<https://www.greyhighlands.ca/novpp/>

View the meeting live here:

<https://youtu.be/Q927Nfslq2w>

Your online registration will give you the ability to attend either online or by telephone. If you need assistance with the registration process or cannot access the registration link, please call 519-986-1216 ext. 401.

What is being proposed? The Municipality is seeking input on a municipal-wide amendment to the zoning by-law that will permit and regulate backyard poultry.

The purpose and effect of Zoning By-law Amendment Z66.2021: To amend the Municipality's Zoning By-law 2004-50 to define, permit, and regulate backyard poultry in specific residential zones (residential, residential multiple, rural residential and development zones).

Note: A by-law to regulate the keeping of backyard poultry, including for example, the number of hens, maintenance requirements and registry will also be considered by Council.

No key map is included as this amendment affects all of the Municipality of Grey Highlands.

A copy of the draft by-law can be found on the municipal website www.greyhighlands.ca/en/municipal-government/by-laws.aspx

Where do I submit my comments?

Please submit written comments to:

Director of Planning and Building, Michael Benner
Municipality of Grey Highlands
206 Toronto St. South, Unit 1
PO Box 409
Markdale, ON N0C 1H0
Fax: 519-986-3643
Email: planning@greyhighlands.ca
Phone: 519-986-1216 x401

Questions? Want more information?

Ask the Planning Department.

Visit: 50 Lorne Street, Markdale ON, by appt only, Monday to Friday, 8:30 am to 4:30 pm

Phone: 519-986-1216 x401

Email: planning@greyhighlands.ca

Written comments are requested by November 19, 2021 so that they may be read at the public meeting for the benefit of everyone in attendance.

Why? This meeting is an opportunity to learn about the proposed Zoning By-law amendments and provide feedback.

What can I expect at the Public Meeting?

The public meeting is an opportunity for members of the public to learn more about the proposal. Attendees can hear a brief presentation about the proposal, ask questions, and/or make verbal or written statements either in favour of, or in opposition to the proposed Zoning By-law Amendment. At the meeting members of the public will also hear a summary of any comments received about the proposed development prior to the public meeting.

When will a decision be made?

A decision on this proposal has NOT been made at this point and will NOT be made at the Public Meeting. After reviewing the application and any comments received, staff will bring a recommendation on this proposal to a future Council meeting.

Want to be notified of a decision?

You must make a request in writing if you wish to receive a notice of any decision of Council on this proposal.

Your rights to appeal a decision:

If a person or public body does not make oral submissions at the Public Meeting or make written submissions to the Municipality of Grey Highlands before the proposed Zoning By-law is adopted, the Ontario Lands Tribunal may dismiss the appeal.

If a person or public body does not make oral submissions at a Public Meeting or make written submissions to the Municipality of Grey Highlands before the proposed Zoning By-law is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

A note about information you may submit to the Municipality:

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available through the Council agenda process.

This document can be made available in other accessible formats as soon as practicable upon request.

THE CORPORATION OF THE MUNICIPALITY OF GREY HIGHLANDS
BY-LAW NUMBER 2021-XXX

Being a By-law to amend the Municipality of Grey Highlands Comprehensive Zoning By-law No. 2004-50.

Whereas the Council of the Corporation of the Municipality of Grey Highlands deems it in the public interest to pass a By-law to amend By-law No. 2004-50.

And whereas pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, By-laws may be amended by Councils of Municipalities;

Now therefore the Council of the Corporation of the Municipality of Grey Highlands enacts as follows:

1. Section 3 of By-law 2004-50 is hereby amended by adding the following:

Backyard Poultry

Means a pullet or hen kept for the purpose of providing food for the personal consumption of occupants of a dwelling unit on the same lot.

Hen

Means a domesticated female chicken that is at least four months old.

2. Section 3 of By-law 2004-50 is hereby amended and replaced with the following:

Agricultural Use

Means the use of land, buildings or structures for the purpose of animal husbandry, horticulture, dairying, fallow, and/or forestry, and shall include field crops and pasturage, and any other farming use excluding intensive or specialty agriculture; and includes: the growing, raising, packing, treating, storing and sale of produce produced on the premises and other similar uses customarily carried on in the field of general agriculture, and shall include non-commercial greenhouses, and exclude kennels and backyard poultry.

3. Section 5 of By-law 2004-50 is hereby amended by adding the following:

5.29 Backyard Poultry

The keeping of backyard poultry may be permitted where the zoning specifically allows for such use. Notwithstanding any other provision of the by-law to the contrary, Backyard Poultry shall be subject to the following:

- a. The keeping of hens shall be in accordance with By-law 2021-XXX – Keeping of Backyard Poultry.
 - b. A residential dwelling shall exist on the site prior to the keeping of hens.
 - c. Hen coops and manure storage shall be considered accessory structures and shall be counted in lot coverage calculations of the pertinent zone.
 - d. MDS shall not apply to backyard poultry uses.
 - e. The coop and manure storage structure, exclusive of the outdoor enclosure, shall not cumulatively exceed an area of 10m².
 - f. The poultry enclosure shall not exceed 2 meters in height.
 - g. The hens shall be kept in pens and run, and such structures shall only be located as follows:
 - i. In the side or rear yards of the residential dwelling
 - ii. No closer than 1.5 meters from the side or rear lot lines
 - iii. No closer than 1.5 meters from any dwelling unit on the subject property
-

- iv. No closer than 10 meters from a dwelling unit on an adjacent lot.
 - v. No closer than 30 meters from any dug well.
 - vi. No closer than 15 meters from any drilled well.
4. Section 7.1.1 of By-law 2004-50 (Residential Zone) is hereby amended by adding:
- d) The keeping of backyard poultry in accordance with Section 5.29
5. Section 7.2.1 of By-law 2004-50 (Residential Multiple Zone) is hereby amended by adding:
- h) The keeping of backyard poultry in accordance with Section 5.29
6. Section 7.3.1 of By-law 2004-50 (Rural Residential Zone) is hereby amended by adding:
- e) The keeping of backyard poultry in accordance with Section 5.29
7. Section 11.1.1 of By-law 2004-50 (Development Zone) is hereby amended by adding:
- e) The keeping of backyard poultry in accordance with Section 5.29
8. This By-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act, R.S.O. 1990, as amended.

Read a first, second, and third time and finally passed on X day of XXXX, 2021.

The Corporation of the
Municipality of Grey Highlands

Paul McQueen, Mayor

Raylene Martell, Municipal Clerk



October 26, 2021

Via: Email

Sarah Culshaw
Treasurer/Deputy Clerk
Township of Melancthon
157101 Highway No. 10
Melancthon ON L9V 2E6

Dear Sarah:

Re: Drainage Superintendent Services
File No.: D-ME-SUP
Project No.: MSO019743.2021

As we are into the last quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from June 25, 2021 through September 30, 2021.

The work undertaken during this period includes the following:

July 2021

- Received update from trapper that beaver activity has ceased at the Broster Drain. Notify owner that dam can now be removed.
- Assist Township Staff with assessment schedule and Levying By-Law for completed maintenance work on the No. 48 Drainage Works, 'A' Drain.
- Discussion with Leo Blydorp regarding large beaver dam on the Stewart Drain.
- Completed drain inspection and found and documented location of the beaver dam.
- Discussion with Township Staff regarding forwarding completed Landowner's Permission Form to the County.
- Received confirmation from the trapper that beaver activity has ceased and dam may now be removed.
- Site meeting with Leo Salemi regarding beaver dams on the McCague Drain. Investigated location of the beaver dams with the owner.

Info # 4
NOV 04 2021

August 2021

- Discussion with Lindsay Keating regarding the possible cleanout of the Broster 'A' drain.
- Received request from Leo Blydorp for trapping and beaver dam removal on the Gordon Drain. Notify County representative that trapping is on MTO property (Highway No. 89).
- Email from County representative that trapping has been completed at the McCague Drain.
- Assistance with the removal of the beaver dams.
- Discussion with County representative regarding flooding concerns on the McKibbon Drain however location of dam required to engage trapper.
- Inspection of McKibbon Drain to determine beaver dam location. Assisted owners with the completion of a Landowners Permission Form for submission to the County.
- Review Broster Drain file regarding possible cleanout. Discuss work and cleanout request with Tiling Contractor.
- Discussion with Leo Blydorp regarding beaver dam rebuilt on the Gray Drain.
- Received authorization from Ken Holmes to sign Landowners Permission Form for submission to the County. Confirmed with County that this will be acceptable.
- Site meeting with Public Works Superintendent and owners regarding drainage issues at 30 Sideroad and County Road No. 124. General discussion regarding procedure under the Drainage Act to resolve the problem.
- Site meeting with Public Works Superintendent regarding a proposed tile drain crossing on the 250 Sideroad at Concession 4 S.W. Email to Township regarding no concerns with the proposed crossing.

September 2021

- Discussion with Township Staff and County representative regarding the limits of the McCague Drain as the drain ends at the former railway as per the governing report.
- On-site to McCague Drain regarding owner's concern of new damming occurring. Field investigation of former ponded areas. Notify owner that drain status is presently all clear. Discuss procedures for trapping and dam removals from former Railway downstream only as upstream portion is not part of the Municipal Drain.
- Request from DTS Technical regarding proposed fiber installation along County Road No. 9 and required minimum depth for crossing of Municipal Drains. Review current drain crossings and forward location information and required minimum depths to them.
- Received, reviewed and forwarded invoice from Leo Blydrop for beaver dam removal on the Gray Drain and Stewart Drain.

- Received, reviewed, and forwarded invoice from Demman's Excavating for the completion of the recommended maintenance work on the Curphy Municipal Drain. Obtain ownership updates from Township. Assist staff with completion of assessment schedule and Levying By-Law for completed cleanout work.
- Site meeting with Public Works Superintendent to review several Municipal Drain crossings. Subsequent discussion regarding the extent of the work to be undertaken this fall.

As you are aware, the cost of employing a Drainage Superintendent is eligible for a 50% grant. The Ministry has requested that the grant application be submitted yearly. As such, the application will be completed for you at year's end.

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

Yours truly,

R.J. Burnside & Associates Limited



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

Enclosure(s) Invoice No. MSO019743.2021-3



BURNSIDE

R.J. Burnside & Associates Limited
15 Townline
Orangeville, ON L9W 3R4
Phone: (519) 941-5331 Fax: (519) 941-7721
www.rjburnside.com

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

October 12, 2021
Invoice No: MSO019743.2021 - 3

Project MSO019743.2021 RJB File: D-ME-SUP-2021
Professional Services through September 30, 2021

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	22.00		
Tech IV			
Uderstadt, Gerd	22.50		
Project Support			
Douglas, Myles	50.80		
Totals	95.30		
Total Labour			10,127.70
Travel - Mileage		374.52	
Misc Reimbursable Expense		57.51	
Total Reimbursables		432.03	432.03
HST #885871228	13.00 % of 10,559.73	1,372.76	
Total Tax		1,372.76	1,372.76
Total Amount Due in CDN Funds			<u><u>\$11,932.49</u></u>

Billings to Date

	Current	Previously	Billed to Date
Labor	10,127.70	9,064.10	19,191.80
Expense	432.03	135.60	567.63
Tax	1,372.76	1,195.96	2,568.72
Totals	11,932.49	10,395.66	22,328.15

Project Manager: Thomas Pridham

Client Number: 61

Please reference your billing client number when making payments via direct deposit or electronic transfer.

To pay via e-Transfer please use etransfers@rjburnside.com as payee.

Payment terms are net 30 days. Late payments are subject to a penalty of 1% per month (12% annually).

Denise Holmes

From: Donna Funston
Sent: Tuesday, October 26, 2021 4:16 PM
To: Heather Boston; Roseann Knechtel; Tracey Atkinson; Denise Holmes
Subject: NDCC Motion

Hi

The NDCC Board of Management passed the following motion at last nights meeting and have requested it be sent to Mulmur and Melancthon Councils.

October 25, 2021

Moved by Noble, Seconded by Tupling

Be it resolved that the NDCC Board of Management seeks clarification and details on all red lined changes in the Draft NDCC Agreement.

AND that Mulmur Treasurer speak with the Auditors regarding risks noted on the Mulmur Audit and bring back to the Board a detailed explanation and reason for each noted risk. **Carried.**

Thanks,
Donna



Donna Funston | Administration and Finance Assistant | Township of Melancthon |

dfunston@melancthontownship.ca | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | www.melancthontownship.ca |

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

Denise Holmes

From: Fred Simpson <fred.simpson@townofmono.com>
Sent: Friday, October 29, 2021 12:49 PM
To: sylvia.jones@ontario.ca
Cc: Denise Holmes; jwilloughby@shelburne.ca; Karen Landry; Meghan Townsend; Michelle Dunne; Nicole Martin; Susan Stone; tatkinson@mulmur.ca
Subject: Council for the Town of Mono Resolution re: COVID-19 vaccination passports enforcement
Attachments: Solicitor General, Enforcing COVID-19 Passports.pdf

Honourable Minister Jones:

On October 26, 2021 Council for the Town of Mono passed the following resolution that endorses the Township of Melancthon's request that the province provide additional funding to municipalities to assist with the costs that will be incurred to enforce the regulations regarding COVID-19 vaccination passports.

Resolution #6-23-2021

Moved by Sharon Martin, Seconded by Ralph Manktelow

BE IT RESOLVED THAT Council requests the Province of Ontario to consider additional COVID-19 financial relief to assist municipalities with the extra costs and financial hardships associated with the enforcement of the Provincially mandated COVID-19 Passports.

AND THAT this motion be sent to Solicitor General Sylvia Jones, Minister of Municipal Affairs and Housing Steve Clark, and all Dufferin County Municipalities.

"Carried"

Respectfully,

Fred Simpson

Clerk

Town of Mono

519.941.3599, 234

TOWN OF

MONO



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify fred.simpson@townofmono.com.



October 29, 2021

Hon. Sylvia Jones
Solicitor General
25 Grosvenor Street, 18th floor
Toronto, ON M7A 1Y6

Honourable Minister Jones:

On October 26, 2021 Council for the Town of Mono passed the following resolution that endorses the Township of Melancthon's request that the province provide additional funding to municipalities to assist with the costs that will be incurred to enforce the regulations regarding COVID-19 vaccination passports.

Resolution #6-23-2021

Moved by Sharon Martin, Seconded by Ralph Manktelow

BE IT RESOLVED THAT Council requests the Province of Ontario to consider additional COVID-19 financial relief to assist municipalities with the extra costs and financial hardships associated with the enforcement of the Provincially mandated COVID-19 Passports.

AND THAT this motion be sent to Solicitor General Sylvia Jones, Minister of Municipal Affairs and Housing Steve Clark, and all Dufferin County Municipalities.

"Carried"

Respectfully,

Fred Simpson

Digitally signed by Fred
Simpson
Location: Town of Mono
Date: 2021-10-29 12:45:04:00

Fred Simpson, Clerk

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
All Dufferin Municipalities



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

**RECOMMENDATION TO COUNCIL FROM
THE COMMITTEE OF THE WHOLE**

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

**SUBJECT: DRAFT ZONING BY-LAW AMENDMENT – ON-FARM DIVERSIFIED
USES**

DATE: OCTOBER 25, 2021

Recommendation:

That Council accept the recommendation of the Committee of the Whole and directs Staff to proceed with the Statutory Public Meeting for the Draft Zoning By-law Amendment for the On-Farm Diversified Uses.

Background and Discussion:

Since June 3, 2021, the Committee of the Whole has been having discussions regarding amendments to the Township's current On Farm Uses By-law 44-2012. On September 2, 2021, Council heard a Delegation from Harve Lyon and those comments were forwarded to Committee of the Whole.

At the meeting held on October 21, 2021, Council reviewed a draft Zoning By-law Amendment, prepared by Chris Jones, Township Planning Consultant. The draft By-law was reviewed and some further amendments were made to it.

At the end of the meeting, Committee was satisfied with the amendments made to the draft By-law and recommends that Council proceed with the Statutory Public Meeting required under the Planning Act.

ACT # 1

NOV 2 1 2021

Denise Holmes

From: Sara Wicks <swicks@dufferincounty.ca>
Sent: Friday, October 22, 2021 9:41 AM
To: Mike Dunmore; Lisa Ashton; djones@orangeville.ca; Susan Stone; Roseann Knechtel; Denise Holmes; Jennifer Willoughby; dmorrissey@shelburne.ca; Meghan Townsend; Nicole Martin
Cc: Scott Burns
Subject: Climate Adaptation Working Group
Attachments: Climate Adaptation Working Group Mandate_fin.pdf

Good morning,

Climate change is a reality that our community is currently facing. We are already experiencing impacts on our infrastructure, buildings and public health. Dufferin County is taking a proactive approach by adapting to the anticipated climatic changes, thereby minimizing the severity of the resulting impacts.

The County has committed itself to participating in ICLEI Canada's Advancing Adaptation program. This program utilizes their BARC framework (Building Adaptive and Resilient Communities), which is a milestone-based approach to preparing the community for the impacts resulting from climate change, such as more extreme heat days, greater instances of basement flooding, infrastructure damage, etc. The end result will be a climate change adaptation plan outlining actions to prepare Dufferin for these and other local impacts.

As a vital stakeholder to the community's adaptation process, the local municipal voice is an asset to the project's Climate Adaptation Working Group. Your expertise and experience will benefit the process and assist in improving the final climate change adaptation plan. The time commitment will vary with each Milestone phase, however we hope to have the project completed by December 2022. The purpose of the Climate Adaptation Working Group is to collect information on climate change impacts, and offer expert advice to County Council on the most credible, aggressive and economically viable options for adapting to climate change. You can also refer to the Mandate of this working group (attached) for more information regarding what your role would entail and the time commitment. The first 2-hour workshop will be held in November 2021, with more details to come.

Please respond to this invitation in writing by October 29 with your decision, and the name/contact of the person representing your municipality.

If you have any questions, please feel free to get in touch. We hope that you are willing to participate in this significant project for the County.

Best,
Sara

Sara Wicks (she/her) | Manager of Climate and Energy | Public Works Department

County of Dufferin | 519.941.2816 x2624 | swicks@dufferincounty.ca | 30 Centre Street, Orangeville,
ON L9W 2X1

Connect with Climate Action in Dufferin | [Newsletter](#) | [Instagram](#) | [Facebook](#) | [Webpage](#)

Join in Dufferin - Share your stories. Connect with your community. Have your say on new projects. [**Sign Up and Speak Up!**](#)

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CLIMATE ADAPTATION WORKING GROUP (CAWG) MANDATE

The purpose of the Climate Adaptation Working Group (CAWG) is to share information on how each division/department or sector has already been impacted by climate change, help to define future climate change impacts, and help to collectively assess vulnerabilities and risks. The CAWG's operating principles are open dialogue, interdisciplinary perspectives, and inclusiveness. Decisions will be made by consensus. "Consensus" for the purposes of the CAWG is presented as a high level of agreement amongst Group members, determined qualitatively by how comfortable people are with the proposed decision.

DELIVERABLES

- Identifying local impacts to the built, natural, social, and economic systems in the corporation & community resulting from a changing climate;
- Completing a climate change vulnerability assessment to assess the community's sensitivity and adaptive capacity (i.e. ability to cope) to the identified climate change impacts;
- Completing a climate change risk assessment to assess the likelihood of the identified climate change impacts occurring, as well as their consequences (to the built, natural, social, and economic systems in the corporation & community);
- Identifying an overarching vision for the Plan as well as high-level goals/objectives to help guide action planning;
- Identifying actions and strategies that can be taken to address the climate change risks, as well as identifying existing initiatives that can be leveraged; and
- Identifying relevant considerations related to the implementation of actions/strategies (i.e. who will implement these actions, in what time frame, what indicators can we use to measure progress, etc.)

TIME COMMITMENT

The time commitment between now and December of 2022 is 12 hours. The vulnerability and risk assessment is the first phase of the project, estimated at 5 hours. This runs from now until March 2022. Future adaptation planning will be between April and December 2022, and this phase will require approximately 7 hours.

WHAT WILL PARTICIPATION LOOK LIKE?

For the Vulnerability and Risk Assessment project (between Now – March 2022), we ask that you:

- Attend a 2-hour workshop (likely virtual, in November) on identifying local impacts to the built, natural, social, and economic systems in the corporation & community resulting from a changing climate.
- Complete an online survey that will stand-in as the climate change vulnerability assessment to assess the community's sensitivity and adaptive capacity (i.e. ability to cope) to the identified climate change impacts.

- Attend a 2-hour workshop (likely virtual, in January) on completing the climate change risk assessment to assess the likelihood of the identified climate change impacts occurring, as well as their consequences (to the built, natural, social, and economic systems in the corporation & community).
- Be able to correspond via e-mail for occasional updates/follow-up questions (minimal commitment) .

For the Planning project (between April – December 2022), we ask that you:

- Attend a 2-hour workshop (in-person or virtual) on identifying actions and strategies that can be taken to address the climate change risks.
- Attend a 2-hour workshop (in-person or virtual) on identifying relevant considerations related to the implementation of actions/strategies (i.e. who will implement these actions, in what time frame, what indicators can we use to measure progress, etc.).
- Be able to provide feedback (either via phone-call, e-mail, or meeting) on the proposed vision statement and high-level objectives of the Adaptation Plan.
- Be able to correspond via e-mail for occasional updates/follow-up questions (minimal commitment).
- Be able to provide feedback on the draft Adaptation Plan when it is completed.

AVAILABLE RESOURCES

Dufferin County is participating in ICLEI Canada's Advancing Adaptation project. The goal of this project is to increase climate change resilience within Ontario municipalities. Over an 18-month period, ICLEI is engaging 30+ communities in three different cohort aimed at building capacity on adaptation assessment, planning, and implementation.

We are participating in the following cohorts:

1. *The Train-the-Trainer – Risk and Vulnerability Assessment project* is intended for local governments that have not yet undertaken any formal adaptation effort. The project will support municipalities in understanding climate projections, how to use and apply climate data and information from various sources, identifying climate impacts, and assessing a community's vulnerability to climate risks through a collaborative process. This stream is for communities "new" to adaptation or who have done some preliminary work in the field of climate resiliency at the local level.
2. *The Train-the-Trainer – Adaptation Planning project* is intended for local governments that have already undertaken some form of risk or vulnerability assessment processes and will focus on the creation/integration of an adaptation plan/strategy to address identified risks, with a particular focus on including implementation considerations and monitoring metrics. This stream is for communities that have prior experience in the field of climate resiliency and are looking to begin developing local implementation-ready adaptation strategies and initiatives into their planning processes for how to best prepare for and reduce the impacts of climate-related events.



The project is being offered through the financial support from the Ontario Ministry of Environment, Conservation and Parks (MECP) alongside financial support of the Government of Canada through the federal department of Environment and Climate Change Canada.

WHAT AUTHORITY DOES (OR WILL) THE WORKING GROUP HAVE?

In the Risk and Vulnerability Assessment project – you will make recommendations to impact statement drafting, completing the vulnerability assessment and risk assessment

In the Adaptation Planning project – you will make recommendations for a vision, goals/objectives for the Plan, action identification, action prioritization, baseline & indicator data to track progress against actions, and establishing an implementation schedule (or considerations).

TO WHOM IS THE TEAM ACCOUNTABLE?

Project coordinators, senior management, and the larger community.

Denise Holmes

From: Rüde, Emma (NDMNRF) <Emma.Rude@ontario.ca>
Sent: Monday, October 18, 2021 3:04 PM
To: Species at Risk (MECP); planner@dufferincounty.ca; Del Villar Cuicas, Joan (MECP); Potter, Katy (MECP); planning@nvca.on.ca; Denise Holmes; Denise Holmes
Cc: Skinner, Jenna (NDMNRF)
Subject: 22-486 NEC Request for Comments
Attachments: 22-486.NEC.Request for Comments.pdf

Please find attached Niagara Escarpment Commission Request for Comments for file M/C/2021-2022/486

We would appreciate receiving your comments via email to necowensound@ontario.ca by: **November 15, 2021**. If you require further information, please contact **Jenna Skinner** at Jenna.Skinner@ontario.ca

Thanks in advance,

Emma Rüde
Administrative Coordinator
Niagara Escarpment Commission
1450 7th Avenue E | Owen Sound, ON | N4K 2Z1
Tel: 519-371-1001 | Website: www.escarpment.org

Please let me know if you require communication supports or alternate formats.

In order to ensure a safe and secure environment for staff and clients and in response to recommendations by health professionals, the NEC offices are closed to the public until further notice. The NEC is continuing to provide services via email and telephone.

October 18, 2021

Via Email

County of Dufferin

Ministry of the Environment, Conservation and Parks

Ministry of the Environment, Conservation and Parks, Species at Risk Branch

Nottawasaga Valley Conservation Authority

Township of Melancthon

REQUEST FOR COMMENTS

FILE NUMBER: M/C/2021-2022/486

APPLICANT: Ahmmad Bashir, 2505457 Ontario Inc.

AGENT: Wajid Mansuri, Gama Engineering Inc.

OWNER: Same as Applicant

LOCATION: Part Lot 11, Concession 1 OS W
517003 Highway 24
Township of Melancthon, County of Dufferin
ARN 221900000115900

RELATED FILES: N/A

PROPOSED DEVELOPMENT:

To undertake the following on a 0.6 ha (1.38 ac) existing lot containing a commercial gas station with residential unit:

- renovate the existing two storey $\pm 203.3 \text{ m}^2$ ($\pm 2188.3 \text{ ft}^2$) commercial building, including the construction of a $\pm 104 \text{ m}^2$ (1,119 ft^2) second storey addition to the residential unit, with a height-to-peak of $\pm 7.2 \text{ m}$ (23.6 ft), the removal of an existing vestibule, and interior/exterior improvements;
- remove an existing concrete dispenser island and pumps, and construct a new $\pm 171 \text{ m}^2$ (1,841 ft^2) pump island with associated $\pm 155 \text{ m}^2$ (1,668 ft^2) canopy, with a maximum height of $\pm 5.50 \text{ m}$ (18 ft);
- construct a $\pm 120 \text{ m}^2$ (1,292 ft^2) concrete dispenser island with diesel pump;
- replace existing underground gasoline storage tanks;

- pave existing parking lot areas, construct concrete curbs, install a pylon sign with concrete base, and install light poles.

The attached Development Permit application, which is summarized above, is being sent to you for your review. Your comments and recommendations are requested for the Niagara Escarpment Commission's consideration.

We would appreciate receiving your comments via email to necowensound@ontario.ca by: **November 15, 2021**. If we do not receive your comments by this date, we will assume you have no objection to this proposal. If you require additional time to provide comments, please notify us at least one week prior to this date.

If you require further information, please contact Jenna Skinner at 226-974-6198 or jenna.skinner@ontario.ca

FILE # M/C/2021-2022/486

(For NEC office use only)



NIAGARA ESCARPMENT DEVELOPMENT PERMIT APPLICATION

(FMS #0113 - Revised August 15, 2019)

THE NIAGARA ESCARPMENT PLANNING AND DEVELOPMENT ACT, RSO, 1990, AS AMENDED

NIAGARA ESCARPMENT COMMISSION

232 Guelph Street, 3rd Floor
Georgetown, ON L7G 4B1

Phone: 905-877-5191

Fax: 905-873-7452

Website: www.escarpment.org

Email: necgeorgetown@ontario.ca

Serving the areas of:

Dufferin County (Mono)
Region of Halton
Region of Peel
Region of Niagara
City of Hamilton

NIAGARA ESCARPMENT COMMISSION

1450 7th Avenue
Owen Sound, ON N4K 2Z1

Phone: 519-371-1001

Fax: 519-371-1009

Website: www.escarpment.org

Email: necowensound@ontario.ca

Serving the areas of:

Bruce County
Grey County
Simcoe County
Dufferin County (Mulmur, Melancthon)

- Please ensure that the information you provide in this application is complete and accurate.
- Incomplete or inaccurate information will delay the processing of your application.
- Please contact your local Commission office if you have any questions about your proposal or this application.

1. OWNER (Required)

Name: Bashir Ahmmad (2505457 Ontario Inc.)

Mailing Address: 517003 County Rd. 124
Street/P.O. Box

Melancthon
City/Town

Ontario
Province

L9V 1V4
Postal Code

Phone: (519) 925-0522

E-mail: Bashirahmmad@gmail.com

2. APPLICANT or AGENT (if applicable)

Name: Wajid Mansuri (Gama Engineering Inc.)

Mailing Address: 8611 Weston Road
Street/P.O. Box

Vaughan
City/Town

Ontario
Province

L4L 9P1
Postal Code

Phone: (905) 264-9295

E-mail: wmansuri@gamaeng.ca

3. PROPERTY LOCATION & INFORMATION

Municipality: Melancthon Civic/Street Address #: 517003 Country Road 124
(Fire/Emergency #)

Lot: 11 Concession: 1 and/or Lot: _____ Plan: _____

Assessment roll number or PIN: _____ Lot Size: 5607 sq. m. (1.38 acres)

Date the property was purchased or future date of purchase: _____

4. PROPERTY SERVICING

Existing Road Frontage: ☒ Municipal ☐ Private
Existing Water Supply: ☐ Municipal ☒ Private
Existing Sewage Disposal: ☐ Municipal ☒ Private

Proposed Road Frontage: ☒ Municipal ☐ Private
Proposed Water Supply: ☐ Municipal ☒ Private
Proposed Sewage Disposal: ☐ Municipal ☒ Private

5. EASEMENTS, COVENANTS, AGREEMENTS

Describe the type and terms of any easements, right-of-ways, covenants, agreements or other restrictions registered on or affecting the title of the property and/or attach a copy:

N/A

6. EXISTING & PROPOSED DEVELOPMENT

Note: "Development" includes the construction of buildings and structures, alterations to the landscape, (e.g. placing fill, drainage alterations, pond construction or alteration), any change of use or new use (e.g. residential to commercial, new home business, etc.). If additional space is required, please include a separate attachment.

Briefly Describe the current use of the property and any existing buildings, structures, or alterations to the landscape:

Existing 2 storey building. Convenience store/ gas bar /residential unit on the existing site.

Briefly Describe any proposed changes to the use of the property and any proposed new buildings, structures, or alterations to the landscape:

Demolition of existing dispenser islands and removal of existing underground gasoline storage tanks and vestibule. Installation of new dispenser islands & canopy, installation of new underground gasoline storage tanks, building interior and exterior renovation and addition of room above the store on the north side.

Note regarding Sections 7-14:

Depending on the type or nature of the proposed development and/or the characteristics of the property, supporting information such as Environmental Impact Studies, Landscape Plans, Lighting Plans, Visual Assessments, Grading Plans, Erosion Control Plans, Slope Stability Studies, etc., may be required in support of the following information.

7. LOT CREATION

If this application involves the creation / severance of a new lot, please provide the following information:

i) Existing Lot:	ii) Proposed Lot:	iii) Retained Lot:	iv) Use of new Lot
Frontage _____	Frontage _____	Frontage _____	<input type="checkbox"/> Agricultural
Depth _____	Depth _____	Depth _____	<input type="checkbox"/> APO
Size _____	Size _____	Size _____	<input type="checkbox"/> Commercial
			<input type="checkbox"/> Conservation
			<input type="checkbox"/> Industrial
			<input type="checkbox"/> Lot Addition
			<input type="checkbox"/> Recreational
			<input type="checkbox"/> Residential

8. CONSTRUCTION DETAILS

PLEASE NOTE

Ground Floor Area: The total exterior measurements of any building, including attached garages and enclosed decks (as applicable).

Total Floor Area: Is based on the exterior measurements of the building and includes the total of the ground floor area (including attached garages, etc), plus walkout basements, plus full or half second storeys, etc.

Maximum Height: is measured from the lowest grade (e.g., walkout side), to the peak of the roof.

Please provide a description of all existing and proposed development in the following fields:

Use of Structure	Existing, Proposed, or to be Demolished	Ground Floor Area (footprint)	Total Floor Area (all storeys and walkouts)	# of Storeys	Maximum Height (lowest grade to peak)
Canopy	Proposed	168.00 sq. m	168.00 sq. m	1	5.50 m
Ex. Building	To Remain	215.80 sq. m	203.33 sq. m	2	Existing

Amount of fill to be imported to facilitate the proposed development (if required): _____

9. ACCESSORY FACILITIES, STRUCTURES, FILLING, GRADING, UTILITIES, INFRASTRUCTURE etc.

(e.g): Driveways, Decks, Gazebos, Swimming Pools, Tennis Courts, Lighting, Signs, Wind Turbines, Solar Panels, Hydro Poles/Lines, Retaining Walls, Placement of Fill, Cutting and Filling, Grading, Berms, Parking Areas, Tree/Site Clearing, etc.) (See next page for Ponds)

Describe and provide information such as: dimensions, size, height, amount of fill etc.

N/A

10. HOME BUSINESS, CHANGE OF USE, NEW USE

(e.g): Establishing a Home Business, Home Occupation, Home Industry or Bed and Breakfast business.
Converting or changing the use or establishing a new use on a property or within any dwelling building or structure on a property.)

Describe the proposed business or new use and provide information such as:

Type of business or use, size or area of building &/or land to be occupied or altered by the use, construction or alteration details, number of employees, access, parking, storage details, sales, hours of operation, signage, etc.

N/A

Note: A separate, detailed, business overview or plan should be provided.

11. PONDS – NEW POND / EXISTING POND WORK – DREDGING, MAINTENANCE, REPAIR etc.

The following information is the minimum information that is required for pond construction or alteration/maintenance. Generally, a hydrology/hydrogeology report and/or an environmental impact assessment is also required.

Pond is: ☐ Proposed ☐ Existing
Use of Pond: ☐ Recreation ☐ Irrigation/farm ☐ Other _____
Water Source: ☐ Offline (Precipitation/run-off) ☐ Online (stream, groundwater)
Size of Pond: Water Surface Area _____ Depth of Water _____

Provide a description of the proposed pond related development:

N/A

Note: Additional construction details including inflow, outflow, emergency outflow, spillway details, type of construction, height and width of banks, erosion/sediment control measures, placement of excavated materials, and finished grading and landscaping should be shown on the submitted site plan and building details.

12. AGRICULTURAL DEVELOPMENT

Indicate and describe if your proposal involves agricultural land or uses such as:

On-farm Diversified Uses, Agricultural Related Uses, Dwelling Units Accessory to Agricultural Uses, New Dwelling in Agricultural Areas (near barns – MDS I), Livestock Facilities (MDS II), Equestrian Facilities (arenas, riding rings, events), Farm Ponds, Winery and Winery Events, 'Agricultural Purposes Only' (APO) lot creation.

N/A

Note: Additional detailed information may be required.

13. RADIO OR TELECOMMUNICATIONS FACILITY IN THE AREA OF THE NIAGARA ESCARPMENT PLAN

Provide a detailed description of the radio or telecommunications proposal including construction details/building plans and elevations (Please use additional pages or attachments as required):

N/A

Provide a justification and rationale, including reasons, argument and evidence in support of the radio telecommunications proposal. Depending on the nature of the proposal and/or characteristics of the property, supporting information such as Landscaping Plans, Visual Assessment Analysis, Erosion Control Plans, Grading Plans, Environmental Impact Studies, or A Needs Assessment/Site Alternatives Report may be required:

N/A

Note: This information in Section 13 is being collected in accordance with the Niagara Escarpment Commission's *Consultation Protocol for Radiocommunication and Broadcasting Antenna Systems in the Niagara Escarpment Plan Area*. A site visit to the property may be conducted to review this proposal, with notice to the applicant, in order to provide advice to Industry Canada on new radio and telecommunications facilities.

14. OTHER INFORMATION

Provide any additional information to clarify your proposal may be submitted here or on a separate attachment:

This is a gas station with a residential unit running by family and will remain the same with exception of a new overhead canopy addition above the new dispenser islands. The site is very old and will be upgraded with high tech equipment (pumps, dispensers, double wall tanks and piping system) to meet TSSA current standards and requirements. the store interior will be renovated to have a cleaner look meeting new convenience design standards and equipment.

15. SIGNATURES

Personal information (i.e., name, address, phone, email) is being collected under the authority of the *Niagara Escarpment Planning and Development Act, RSO, 1990, as amended*, and will be used to process this application, which will include site visit, notifications, and in some cases appeals and hearings. Questions regarding the collection and use of this personal information should be directed to the Manager, Administration at the Georgetown Office phone, email and mailing address set out on the front page of this application form.

By signing this application form below, I consent to the collection of my personal information. **This application cannot be processed without the required signatures as set out below.**

I CERTIFY THAT THIS STATEMENT IS TRUE AND CORRECT

OWNER(S):
(Required)

[Redacted Signature]

DATE: 10/12/2021

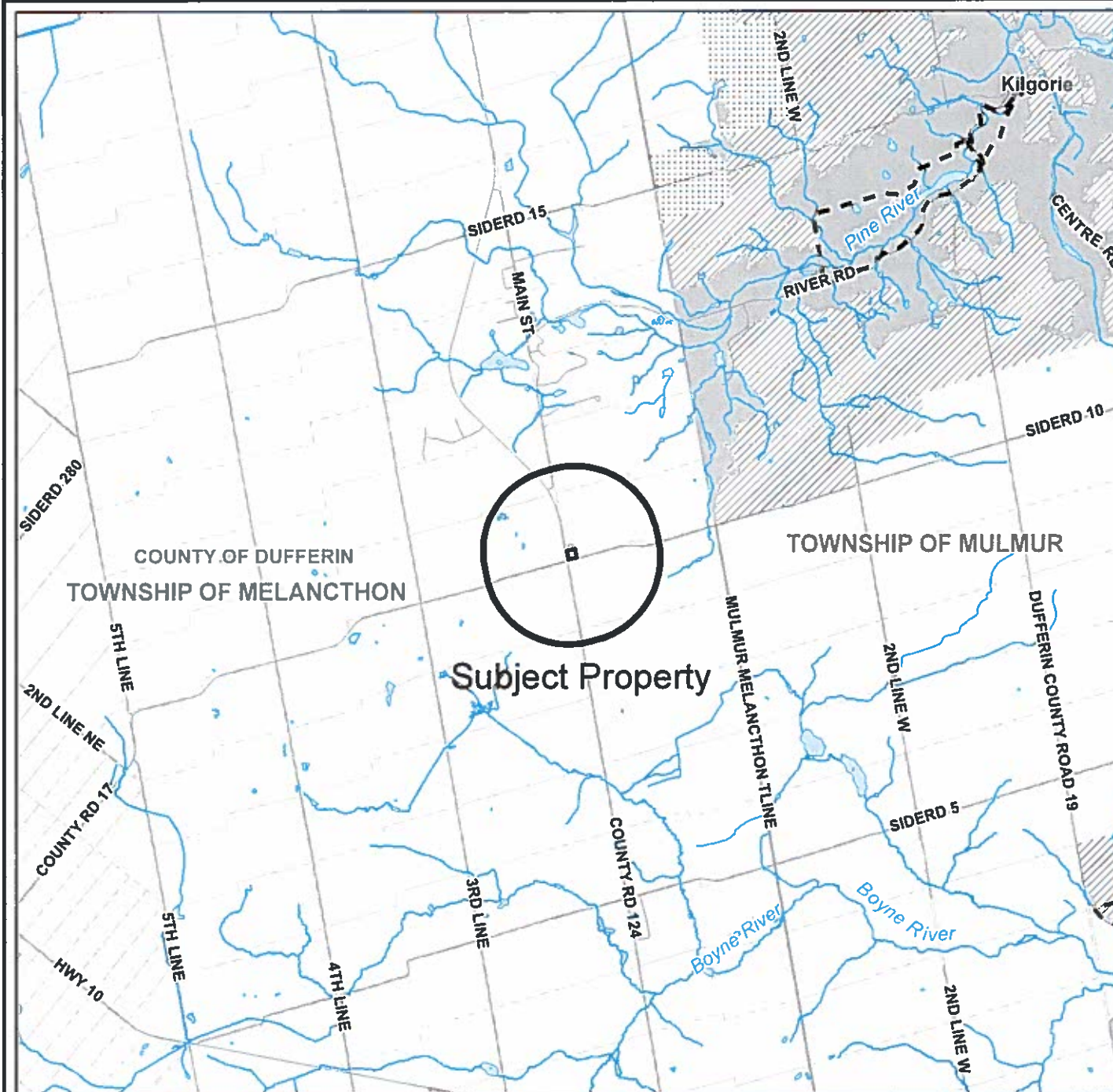
APPLICANT(S) or AGENT(S)
(if different from owner)

[Redacted Signature]

DATE: 10/12/2021

Map 1A Niagara Escarpment Plan

517003 HIGHWAY 24
File: M/C/2021-2022/486



- Subject Property
- Geographic Names
- Plan Designations**
 - Escarpment Natural Area
 - Escarpment Protection Area
 - Escarpment Rural Area
 - Public Land (in Parks and Open Space System)
 - Roads
 - Waterbodies
 - Watercourse
 - Upper Tier Municipality
 - Lower/Single Tier Municipality
 - Lot and Concession Boundary

NOTE: The Niagara Escarpment Plan Designation boundaries shown on this map are approximate and subject to confirmation through site inspection and the application of the Interpretation of Boundaries section of the Niagara Escarpment Plan.

Scale 1:50,000

0 380 760 1140 1520

Metres

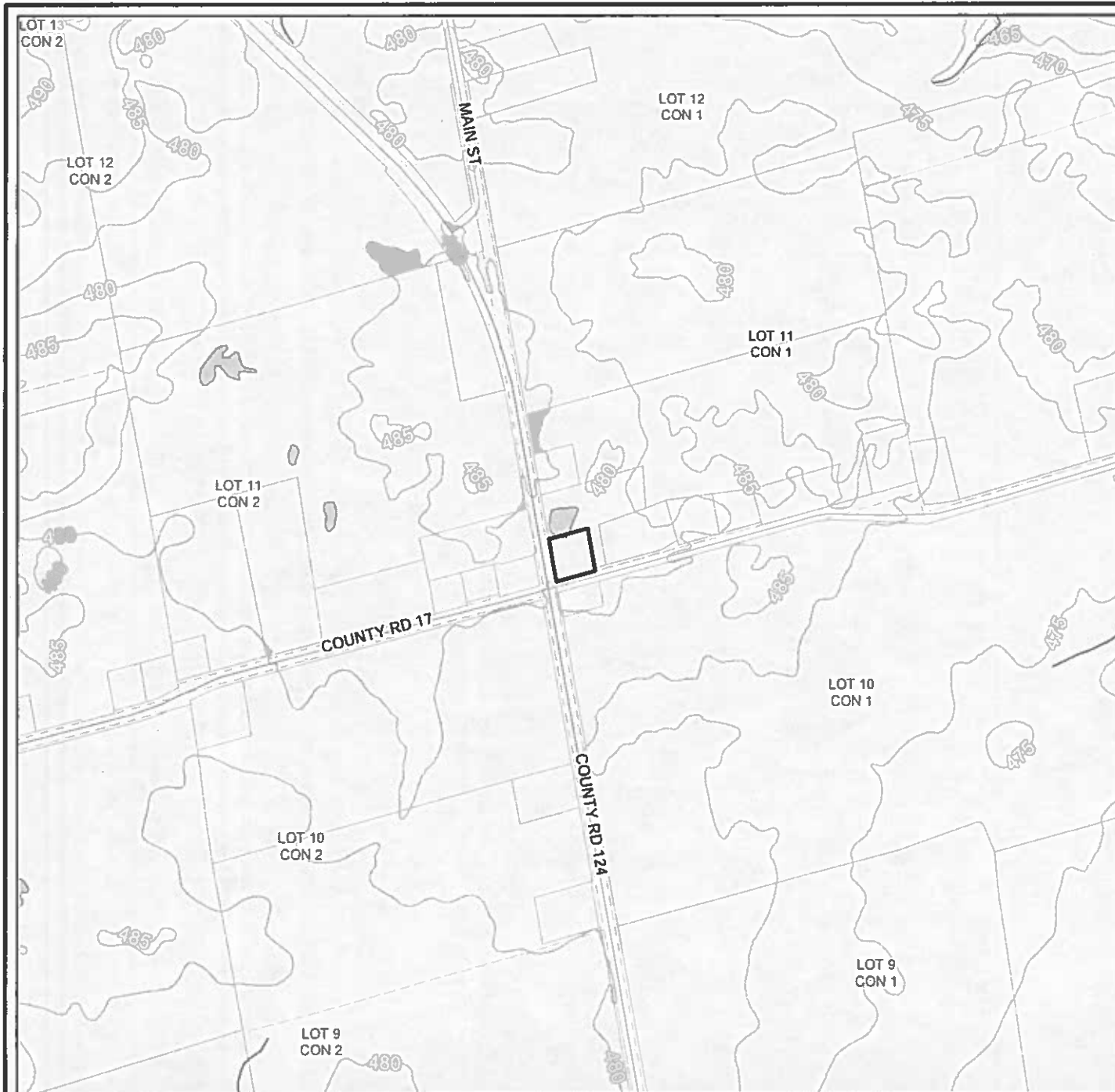
Prepared on Oct 18, 2021

THIS IS NOT A PLAN OF SURVEY.
This map is illustrative only. Do not rely on it as being a precise indicator of route, location of features, nor as a guide to navigation. Data derived from various sources.
Map compiled and produced by the Geographic Information Systems
(GIS) Department of the Niagara Escarpment Commission,
Ministry of Natural Resources



Ontario
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Map 2 - Development Control

Lot Configuration

517003 HIGHWAY 24

File: M/C/2021-2022/486

- Subject Property
- Roads
- Waterbodies
- Watercourse
- Contour (5 metre intervals)
- Upper Tier Municipality
- Lower/Single Tier Municipality
- Lot and Concession Boundary
- Parcel Boundary

Area of Development Control Drawn for
Convenience Only. Refer to the appropriate
Only no Regulation for an act or site interpretation
of the Development Control Area

Scale 1:10,000
0 75 150 225 300
Metres

Printed on Oct 18, 2021

THIS IS NOT A PLAN OF SURVEY.
This map is illustrative only. Do not rely on it as being a precise indicator of route,
location of features, nor as a guide to navigation. Be so derived from various sources.
Map compiled and produced by the Geographic Information Systems
(GIS) Department of the Niagara Escarpment Commission,
Ministry of Natural Resources

Ontario



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Map 2C Orthophoto

517003 HIGHWAY 24
File: M/C/2021-2022/486

- Subject Property
- Roads
- Waterbodies
- Watercourse
- Upper Tier Municipality
- Lower/Single Tier Municipality
- Lot and Concession Boundary
- Parcel Boundary
- Ontario_Imagery_Service_Extent

Orthophoto Date: 1995-2015

Scale 1:10,000

0 75 150 225 300

Metres

Printed on Oct 18, 2021

THIS IS NOT A PLAN OF SURVEY.
This map is illustrative only. Do not rely on it as being a precise indicator of river, location of features, nor as a guide to navigation. Data derived from various sources.
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Ontario
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N



1 EXISTING FRONT ELEVATION (WEST)



2 EXISTING SIDE ELEVATION (NORTH)



3 EXISTING SIDE ELEVATION (SOUTH)



4 EXISTING REAR ELEVATION (EAST)

517003 Highway 24
FILE: M/C/2021-2022/486

GAMA Engineering Inc.			
2411 Highway 24, Suite 210 - 1st Floor, Oakville, ON L6L 9P1			
Tel: 905 846-9991 www.gamaeng.com			
2505457 ONTARIO INC.			
517003 COUNTY RD. 124			
MELANCTHON, ONTARIO L9V 1V4			
PROPOSED GAS PUMP CANOPY			
517003 COUNTY RD. 124			
MELANCTHON, ONTARIO			
EXISTING BUILDING ELEVATIONS			
Drawn by	Issued by	Drawn by	Issued by
SCALE: AS SHOWN	DATE: 1012-0-202	DATE: 1012-0-202	DATE: 1012-0-202
DATE: OCT. 12, 2021	DATE: OCT. 12, 2021	DATE: OCT. 12, 2021	DATE: OCT. 12, 2021
			A202



1 PROPOSED FRONT ELEVATION (WEST)
A-202



2 PROPOSED SIDE ELEVATION (NORTH)
A-202



3 PROPOSED SIDE ELEVATION (SOUTH)
A-202



4 PROPOSED REAR ELEVATION (EAST)
A-202

517003 Highway 24
FILE: M/C/2021-2022/486

REV	DATE	REVISIONS	BY	CHECKED

GAMA
Engineering Inc.
3611 Vantage Road, Suite 205 Vaughan, Ontario L4L 9P1
Tel: 905 301-4283 www.gamaengineering.com

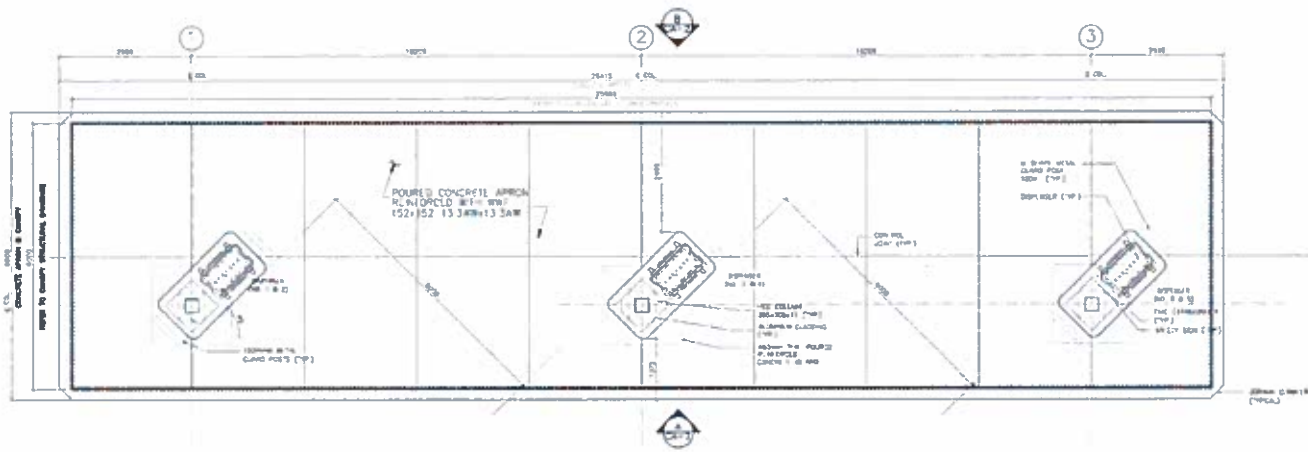
2505457 ONTARIO INC.
517003 COUNTY RD. 124
MELANCTHON, ONTARIO L9V 1V4

PROPOSED GAS PUMP CANOPY
517003 COUNTY RD. 124
MELANCTHON, ONTARIO

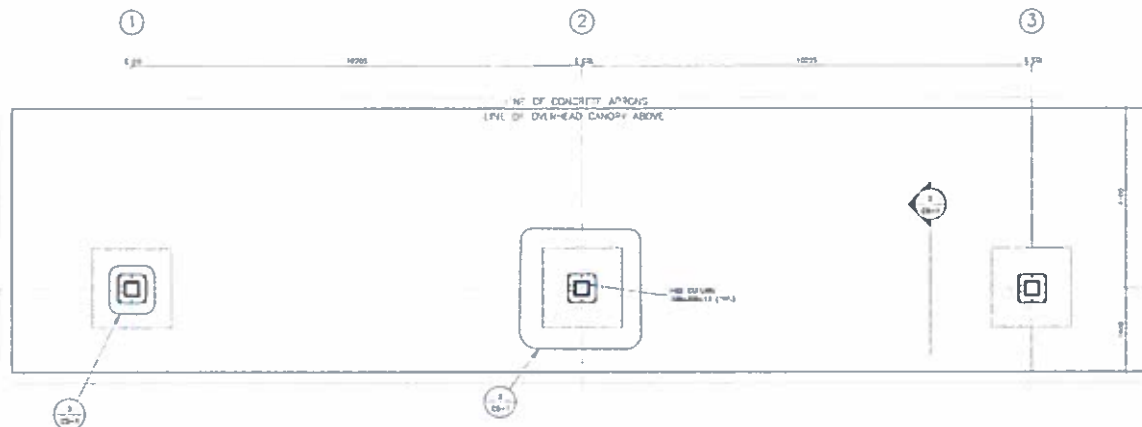
PROPOSED BUILDING ELEVATIONS

NO.	DATE	BY	CHKD.	SHOWN TO
1	10/12/21	AK	AK	AK
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3	10/12/21	AK	AK	AK
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9	10/12/21	AK	AK	AK
10	10/12/21	AK	AK	AK

A202R



1 CANOPY / PUMP ISLAND LAYOUT
CA-1



1 CANOPY / FOUNDATION PLAN
CA-1 SCALE 1:50

EXCAVATION AND FILL REQUIREMENTS:

- NOTES TO THE CONTRACTOR: EXCAVATION SHALL BE TO THE BOTTOM OF THE FOUNDATION.
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GENERAL NOTES:

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517003 Highway 24
FILE: M/C/2021-2022/486

NO.	DATE	REVISIONS	INITIALS	TIME
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3				
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5				
6				
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8				
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10				

GAMA
Engineering Inc.
8011 Yarmouth Road, Suite 210, Vaughan, Ontario L4L 9P1
Tel: (905) 231-5251

2505457 ONTARIO INC.
517003 COUNTY RD. 124
MELANCTHON, ONTARIO L9V 1V4

PROPOSED GAS PUMP CANOPY
517003 COUNTY RD. 124
MELANCTHON, ONTARIO

PROPOSED CANOPY ISLAND, APRON LAYOUT

DESIGN: GAMA
SCALE: AS SHOWN
DATE: OCT 13, 2021
PROJECT NO: 1912

CA-1



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

SUBJECT: COVID-19 Vaccination Policy

DATE: October 29, 2021

As per the direction of Council, the attached Covid-19 Vaccination Policy mirrors the policy that Dufferin County Council approved on October 14, 2021.

The purpose of the policy is to provide guidelines pertaining to the expectations and requirements the Township has of employees with respect to Covid-19 and vaccinations and will apply to all current employees, as well as new or rehired employees. This policy does not address Council or Board volunteers.

I recommend that the attached Covid-19 Vaccination Policy be adopted.

EB# 17.3.1
NOV 04 2021



**TOWNSHIP OF MELANCTHON
POLICY & PROCEDURE MANUAL**

SECTION	Health and Safety	APPROVED BY COUNCIL:
SUB-SECTION	Infection Prevention and Control	
SUBJECT	COVID-19 Vaccination	
AUTHORITY	Council	

The Township of Melancthon is committed to providing a safe working environment and taking every precaution reasonable in the circumstances for the protection of our employees, volunteers, contractors, elected officials and members of the public, from the hazard of COVID-19. A key element to help ensure this protection is putting in place a program requiring that employees are Fully Vaccinated (defined below) against COVID-19. The Township of Melancthon has a legal duty under the *Occupational Health and Safety Act* (OHSA), to take every reasonable precaution to protect workplace health and safety, including hazards posed by infectious disease such as COVID-19 and associated variants.

The Township of Melancthon considers vaccinations to be fundamental to the protection of individuals and the community, and to be consistent with the best available public health advice for prevention of the spread of COVID-19 and variants. This policy recognizes that those who are unvaccinated or partially vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and also of spreading the SARS-CoV-2 virus to others, with significant impact on human health and service continuity. This policy aims to achieve full vaccination amongst Township employees in alignment with Public Health recommendations and subject to limited exceptions in accordance with the *Human Rights Code* (Ontario).

PURPOSE:

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements the Township has of employees with respect to COVID-19 and vaccinations.

SCOPE:

This policy applies to all Township of Melancthon employees.

All new or rehired Township of Melancthon employees, including returning seasonal and student employees, are required to be Fully Vaccinated against COVID-19 as a condition of being hired or rehired by the Township of Melancthon, subject to limited exceptions in accordance with the *Human Rights Code* (Ontario).

The Township of Melancthon also reserves the right to amend this policy as the Township determines to be appropriate or required.

DEFINITIONS:**Fully Vaccinated**

An individual is defined as "Fully Vaccinated" once 14 days have passed after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is approved by Health Canada. This definition may be further broadened to include any additional doses of COVID-19 vaccination recommended by Health Canada.

PROCEDURES:**Responsibilities**

All levels of management are responsible for the administration of this Policy.

Managers are expected to:

- lead by example;
- provide proof of their COVID-19 Vaccination status and meet all other requirements outlined in this policy; and,
- ensure employees provide proof of their COVID-19 Vaccination Status, as outlined in this policy; and,
- ensure employees complete any required education or training related to Infection Prevention and Control, COVID-19, vaccinations and safety protocols.
- Create and foster a work environment free from harassment and disrespectful behaviour, as outlined in the Township's Harassment and Respectful Workplace Policy.

Employees are expected to:

- follow all health and safety policies and protocols;

- provide proof of their COVID-19 Vaccination status and meet the requirements outlined in this policy; and
- complete any required education or training related to Infection Prevention and Control, COVID-19, vaccinations and safety protocols.
- Foster a work environment free from harassment and disrespectful behaviour, as outlined in the Township's Harassment and Respectful Workplace Policy.

Support for Vaccinations

The Township of Melancthon supports employees in obtaining their COVID-19 vaccination.

Wherever possible, employees are to schedule vaccination appointments around their work schedule. When not possible and with the permission of their immediate supervisor, Township employees may be released on work time to be vaccinated while on-duty. If an employee cannot work because of vaccine-related side effects, employees are able to access any paid sick days or short term disability benefits available to them by the Township and as outlined in policy or by other government initiatives.

Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all Township of Melancthon employees, elected officials, volunteers, contractors, and students working on an unpaid placement or internship are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self- monitoring of potential COVID-19 symptoms when at work or otherwise engaged in Township business. The applicable Health and Safety measures are outlined in the Township's COVID-19 Protocols.

Confidentiality

The information collected under this policy will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols and infection and prevention control measures in the workplace, in accordance with applicable privacy legislation.

Proof of Vaccination Status

The Township of Melancthon requires all employees to disclose their COVID-19 vaccination status. This requirement includes any applicable future COVID-19 vaccination(s) as determined by the Health Canada or the Ontario Ministry of Health.

By November 15, 2021, employees who have received one or more doses of an approved COVID-19 vaccine are required to provide proof of vaccination to the Township CAO. The only acceptable proof of vaccination is the COVID-19 Vaccine Dose Administration Receipt or other documentation provided by the Ministry of Health/Public Health, or equivalent out-

of-province health body to the person who was vaccinated.

Individuals can download copies of their vaccination documentation at this link: covid19.ontariohealth.ca.

Individuals who have an outdated (red and white) health card or who do not have a health card issued by the province of Ontario can call 1-833-943-3900.

Employees may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

All new or rehired employees must provide the required proof of vaccination prior to commencing their employment. This policy shall form one of the conditions of employment which new employees accept as part of an offer of employment into such positions.

Request for Medical Exemptions for COVID-19 Vaccination

If an employee has a medical reason for not being vaccinated now or in the future, it is the individual's responsibility to provide the required medical documentation from a licensed physician or nurse practitioner to the Township CAO that sets out (i) a documented medical reason for not being Fully Vaccinated against COVID-19, and (ii) the effective time-period for the medical reason. Medical exemptions will be considered based on the criteria as set out by the Ministry of Health.

This information is to be submitted to the Township CAO by November 15, 2021. The Township will be notified as to the outcome of their assessment.

The Township will work with the individual to determine whether and how they may be accommodated, as required, in accordance with the *Human Rights Code* (Ontario). Without limitation, such measures may include changes to work assignments, work location, as well as regular rapid antigen testing.

Request for Exemption under the Ontario Human Rights Code for COVID-19 Vaccination

An employee may submit a written request for exemption under the Ontario Human Rights Code. The request must include an explanation of the ground and/or any supporting

documentation to assist in the determination of exemption. Exemption requests and any related accommodation provisions under the Ontario *Human Rights Code* will be reviewed with the employee in consultation with Human Resources.

This information must be provided to the Township CAO in accordance with the established process by no later than November 15, 2021.

The Township will work with the individual to determine whether and how they may be accommodated, as required, in accordance with the *Human Rights Code* (Ontario). Without limitation, such measures may include changes to work assignments, work location, as well as regular rapid antigen testing.

Rapid Antigen Testing

Effective Monday, November 22, 2021, employees must participate in regular rapid antigen testing, as determined by the Township, and confirm completion of testing and results to Health and Safety until such time as they are considered Fully Vaccinated, if any of the following apply:

1. The individual has not received a complete COVID-19 vaccine series, or it has not been 14 days since their final dose of a complete COVID-19 vaccine series; or
2. The individual has not met requirements related to additional dose(s) as may be determined by Health Canada or the Ontario Ministry of Health; or
3. The individual has not disclosed their vaccination status as required; or
4. The individual has not provided proof of vaccination as required; or
5. The individual requires an exemption from the vaccination requirement in accordance with the *Human Rights Code* (Ontario), provided that all necessary documentation is submitted and kept updated to substantiate the exemption.

Testing frequency and timing will be determined based on the employee's onsite work schedule in conjunction with Health and Safety. The cost of this testing will be paid by the Township.

Should an individual test positive on an antigen test, they are required to remain out of the workplace, notify Health and Safety, complete a PCR test and follow the direction of Public Health. Employees may use any available banks to offset the time away from work until they are able to return to the workplace based on Public Health guidance.

The Township of Melancthon otherwise reserves the right to require rapid antigen testing of any employee at any time.

Vaccine Education Requirements

Every employee who has chosen not to be vaccinated, without an exemption (as noted above), will be required to actively participate in a mandatory vaccine training session(s) outlining:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19 and
- Possible side effects of COVID-19 vaccination.

The Township will pay the employee their regular hourly rate to attend this training, which may be held outside of the employee's regular working hours.

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The Township of Melancthon will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace, volunteers, contractors, students working on an unpaid placement or internship, elected officials and the public that they serve. To that end, and in consultation with Wellington-Dufferin-Guelph Public Health (WDGPH) and occupational health and safety resources, the Township will continue to assess other available workplace risk mitigation measures. If it is determined that changes to precautions are necessary and/or appropriate, the Township of Melancthon may decide to remove existing measures and/or deploy new measures (including at an individual level) to protect employees, volunteers, contractors, students working on an unpaid placement or internship, and elected officials and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

Non-Compliance with Policy

Employees who fail to comply with this policy (i.e. who refuse to disclose their vaccination status, complete required education or who refuse to undergo rapid antigen testing) will be subject to disciplinary action up to, and including, termination of employment. In addition, knowingly providing falsified documentation will result in disciplinary action up to, and including, termination of employment.

As of December 31, 2021, rapid antigen testing will no longer be conducted for employees

who have chosen not to be vaccinated and who do not have a medical or other *Human Rights Code* exemption.

For greater clarity, if an employee has chosen not to be vaccinated and does not have an exemption (as noted above) as of December 31, 2021, they will be deemed as being non-compliant with the policy and will be placed on a 6-week unpaid suspension until no later than February 11, 2022.

While on an unpaid suspension, an employee may return to work once they are confirmed as being fully vaccinated or having a medical or other *Human Rights Code* exemption.

Effective February 11, 2022, an employee who continues to be non-compliant with the policy will have their employment with the Township end.

Training

All employees to whom this policy applies will have this policy shared with them on, or as soon as possible following, the effective Date of this policy. All new hires will have the policy shared with them on their first day of employment, or prior to commencement of first day of employment, where possible. Employees will be required to acknowledge that they have read and understood the policy.

Any questions about this policy can be directed to the Township CAO.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____ - 2021

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE
A JOINT RECREATION AGREEMENT BETWEEN THE TOWNSHIP OF
MELANCTHON & TOWNSHIP OF MULMUR**

WHEREAS pursuant to s.202 of the Municipal Act, 2001, two or more municipalities may enter into an agreement to provide for matters which are necessary or desirable to facilitate the establishment and operation of a joint municipal service board;

AND WHEREAS the municipal councils of the Township of Melancthon and the Corporation of the Township of Mulmur desire to establish joint recreation services for the mutual benefit of their residences and ratepayers at the North Dufferin Community Centre;

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

- 1. That the Mayor and Clerk are hereby authorized to execute a Joint Recreation Agreement, which is attached as "Schedule A" hereto and forms part of this By-law.
- 2. This By-law shall come into force and take effect immediately upon the final passing of same.
- 3. That By-law 45-2017 is hereby repealed upon the execution of "Schedule A" by both the Township of Melancthon and Corporation of the Township of Mulmur.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of October 2021.

.....

DARREN WHITE, MAYOR

.....

DENISE HOLMES, CLERK

GB # 17.3.2

NOV 04 2021

GB # 17.2.2

OCT 07 2021

AGREEMENT AS OF

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF MULMUR,
hereinafter referred to as "Mulmur"**

-and-

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON,
hereinafter referred to as "Melancthon"**

This Agreement witnesseth that, in consideration of the mutual covenants and conditions herein contained, Mulmur and Melancthon agree to the following:

1. Mulmur is the owner of the lands identified as Con 3 W E PT Lot 25, RP 7R-4424 Part 3, on which the facility known as the North Dufferin Community Centre ("NDCC") is located. The NDCC includes all land, buildings, improvements, equipment and chattels pertaining to its operations.
2. Mulmur Township shall continue to be the sole owner of the NDCC.
3. The NDCC shall be operated in compliance with the provisions of the *Municipal Act, 2001*, SO 2001, c 25, and any applicable regulations, as amended from time to time.
4. The NDCC shall be managed by a joint municipal service board of the Townships of Mulmur and Melancthon, constituted by this agreement pursuant to s. 202 of the *Municipal Act, 2001*. The said joint municipal service board shall be known as the NDCC Board of Management ("Board"), which shall have all the powers given by the *Municipal Act, 2001*, and those given by this Agreement.
5. The Board shall have eight (8) members, all of whom have voting rights. The Board shall be comprised of one (1) member of Council from each of Mulmur and Melancthon, two (2) community members from each of Mulmur and Melancthon, and two (2) other community members-at-large. The Board shall recommend nominated candidates, drawn from community applicants to the parties. The Board members shall be appointed by both parties by resolution. In the event of a disagreement, each party shall appoint 3 community members of its choice to the Board. Nominated candidates shall serve for a term of which they are appointed. The parties shall also have the power to designate the appointed Council representatives to the Board, and may set their term on the Board, not to exceed the term of the Council on which they sit. The quorum of the Board shall be five (5).
6. No person shall be appointed as a Board member unless that person has been appointed by the parties in accordance with the previous paragraph and has received a Criminal Records Check to the satisfaction of both parties' Councils.
7. The Board shall elect a Chairperson (Chair) and Vice-Chairperson from among its members at the first meeting of the Board each calendar year. The Chair shall preside at all meetings of the Board and be charged with the general administration of the business and affairs of the Board. The minutes of that meeting shall identify the persons elected to each of the identified positions.
8. The Board shall hold an Annual General Meeting at the call of the Chair, with due prior notice to both parties
9. The Board shall operate under the Township of Mulmur's policies and procedures.
10. Insurance shall be provided through Mulmur's insurance provider, and the cost will be billed to the Board.
11. A staff member from Melancthon shall act as the Secretary of the Board at no cost.

12. The Treasurer of Mulmur shall act as the Treasurer of the Board at no cost for his or her time. The Treasurer shall keep full and accurate books and records of all transactions of the Board. The Treasurer shall render to the Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Board. The Treasurer shall pay only such items as are approved by the Board.
13. It shall be the policy of the Board that the current year's operating surplus or deficit be allocated to the followings year's budget over and above a \$40,000 operating reserve maintained for cash flow purposes.
14. Each Township shall contribute \$20,000 on January 1, 2018, to create an operating reserve for the Board to utilize for cash flow purposes.
15. Commencing 2018, levies shall be paid on February 1st, May 1st, August 1st and October 1st of each year.
16. The Board will maintain a recreational capital reserve account to hold any unused capital contributions each year. This reserve will be used to absorb the impact of large purchases and/or unforeseen emergency capital requirements as approved by the Board. A report on the balance of the reserves shall be provided on an annual basis or as requested by the parties.
17. The Township of Mulmur shall have responsibility and authority over the human resources and staffing.
18. The Board shall be responsible for the development of standard operating procedures and policies for facility operations and programs as required for approval by each Township.
19. The Board may recommend annual user fee changes to be approved by each Township.
20. The Board shall prepare the estimate of the Board's net financial requirements for the year ("Budget"). There shall be no deficit budgeting. The Board shall work co-operatively and equitably with the parties to the Agreement to fund all operational and developmental expenses.
21. The Budget shall be submitted annually to each Township for approval no later than October 31st. The parties shall have the right to amend the Budget by mutual agreement prior to approval.
22. Upon approval of the Budget by both parties, each party shall appropriate such monies as may be requisitioned by the Board from time to time not to exceed the monies identified in the approved Budget.
23. The Board shall not make or incur liability for any expenditure that is not approved as part of its Budget, and the parties shall not be liable for any expenditure that is not approved.
24. Regardless of the source and extent of funding, the Board must recommend to each Township, for approval, any capital improvements not already approved in the budget.
25. The Township of Mulmur may spend monies on the NDCC facility in addition to the NDCC budget at 100% contribution at its sole discretion as required.
26. The parties shall be responsible for the approved operating and capital levies expenditures and any deficit of the Board as follows:

Mulmur 50%

Melancthon 50%
27. The Board shall keep books and records, approve expenditures and issue cheques in accordance with the approved Budget.
 - a. The Board shall maintain its own separate bank account.

- b. All accounts to be paid shall be approved by the Board (this may occur after payment has happened in order to avoid late payment fees).
 - c. The Board's accounts shall be audited annually by the Municipal auditor or more frequently as may be required.
 - d. The draft minutes of the Board shall be promptly circulated to the respective municipal Councils.
28. In the event that either Mulmur or Melancthon wishes to cease participating in the Board, they may do so by providing one (1) year written notice of termination to the other party and the Board. Any written notice given as aforesaid shall terminate this Agreement as of the 31st of December of the next calendar year.
29. The parties shall renegotiate this agreement in the event that an additional municipality or other permitted party wishes to join in this agreement and is approved by all parties to this agreement.
30. This Agreement is personal to the parties and may not be assigned.
31. The parties covenant that they are entering into this Agreement in good faith and that they shall carry out its provisions in good faith.
32. All previous agreements signed are hereby null and void.

In WITNESS WHEREOF each of the parties hereto has affixed its corporate seal attested to by the proper officers duly authorized in that behalf;

SIGNED, SEALED AND DELIVERED
in the presence of:

**THE CORPORATION OF THE
TOWNSHIP OF MULMUR**

MAYOR

CLERK

**THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON**

MAYOR

CLERK

AGREEMENT AS OF

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF MULMUR,
hereinafter referred to as "Mulmur"**

-and-

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON,
hereinafter referred to as "Melancthon"**

This Agreement witnesseth that, in consideration of the mutual covenants and conditions herein contained, Mulmur and Melancthon agree to the following:

1. Mulmur is the owner of the lands identified as Con 3 W E PT Lot 25, RP 7R-4424 Part 3, on which the facility known as the North Dufferin Community Centre ("NDCC") is located. The NDCC includes all land, buildings, improvements, equipment and chattels pertaining to its operations.
2. Mulmur Township shall continue to be the sole owner of the NDCC.
3. The NDCC shall be operated in compliance with the provisions of the *Municipal Act, 2001*, SO 2001, c 25, and any applicable regulations, as amended from time to time.
4. The NDCC shall be managed by a joint municipal service board of the Townships of Mulmur and Melancthon, constituted by this agreement pursuant to s. 202 of the *Municipal Act, 2001*. The said joint municipal service board shall be known as the NDCC Board of Management ("Board"), which shall have all the powers given by the *Municipal Act, 2001*, and those given by this Agreement.
5. The Board shall have eight (8) members, all of whom have voting rights. The Board shall be comprised of one (1) member of Council from each of Mulmur and Melancthon, two (2) community members from each of Mulmur and Melancthon, and two (2) other community members-at-large. The Board shall recommend nominated candidates, drawn from community applicants to the parties. The Board members shall be appointed by both parties by resolution. In the event of a disagreement, each party shall appoint 3 community members of its choice to the Board. Nominated candidates shall serve for a term of which they are appointed. The parties shall also have the power to designate the appointed Council representatives to the Board, and may set their term on the Board, not to exceed the term of the Council on which they sit. The quorum of the Board shall be five (5).
6. No person shall be appointed as a Board member unless that person has been appointed by the parties in accordance with the previous ~~paragraph-and paragraph and~~ and has received a Criminal Records Check to the satisfaction of both parties' Councils.
7. The Board shall elect a Chairperson (Chair) and Vice-Chairperson from among its members at the first meeting of the Board each calendar year. The Chair shall preside at all meetings of the Board and be charged with the general administration of the business and affairs of the Board. The minutes of that meeting shall identify the persons elected to each of the identified positions.
8. The Board shall hold an Annual General Meeting at the call of the Chair, with due prior notice to both parties
9. The Board shall operate under the Township of Mulmur's policies and procedures ~~Procedural By-law of Mulmur.~~
10. Insurance shall be provided through Mulmur's insurance ~~provider~~provider, and the cost will be billed to the Board.
11. A staff member from Melancthon shall act as the Secretary of the Board at no cost.

12. The Treasurer of Mulmur shall act as the Treasurer of the Board at no cost for his or her time. The Treasurer shall keep full and accurate books and records of all transactions of the Board. The Treasurer shall render to the Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Board. The Treasurer shall pay only such items as are approved by the Board.
13. It shall be the policy of the Board that the current year's operating surplus or deficit be allocated to the followings year's budget over and above a \$40,000 operating reserve maintained for cash flow purposes.
14. Each Township shall contribute \$20,000 on January 1, 2018, to create an operating reserve for the Board to utilize for cash flow purposes.
15. Commencing 2018, levies shall be paid on February 1st, May 1st, August 1st and October 1st of each year.
16. The Board will maintain a recreational capital reserve account to hold any unused capital contributions each year. This reserve will be used to absorb the impact of large purchases and/or unforeseen emergency capital requirements as approved by the Board. A report on the balance of the reserves shall be provided on an annual basis or as requested by the parties.
- ~~17. The Board shall develop other organization structure and procedural rules as may be thought desirable.~~
- ~~17. The Township of Mulmur Board shall have responsibility and authority over the human resources and staffing.~~
- ~~18. The Board shall be, including employment contracts, for staff for both the responsible for the development of standard operating procedures and facilities and policies for facility operations and programs as required for approval by each Township.~~
- ~~18. —~~
19. ~~Subject to statutory restrictions and those set out in this agreement, the Board may shall develop policies, rules, and recommend annual user fee changes/schedules~~ to be approved by each Township.
20. The Board shall prepare the estimate of the Board's net financial requirements for the year ("Budget"). There shall be no deficit budgeting. The Board shall work co-operatively and equitably with the parties to the Agreement to fund all operational and developmental expenses.
21. The Budget shall be submitted annually to each Township for approval no later than October 31st. The parties shall have the right to amend the Budget by mutual agreement prior to approval.
22. Upon approval of the Budget by both parties, each party shall appropriate such monies as may be requisitioned by the Board from time to time not to exceed the monies identified in the approved Budget.
23. The Board shall not make or incur liability for any expenditure that is not approved as part of its Budget, and the parties shall not be liable for any expenditure that is not approved.
- ~~24. Regardless of the source and extent of funding, the Board must recommend to each Township, for approval, any development and capital improvements not already approved in the budget.~~
- ~~24-25. The Township of Mulmur may spend monies on the NDCC facility in addition to the NDCC budget at 100% contribution at its sole discretion as required.~~

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~~25.26.~~ The parties shall be responsible for the approved operating and capital levies expenditures and any deficit of the Board as follows:

Mulmur 50%
Melancthon 50%

~~26.27.~~ The Board shall keep books and records, approve expenditures and issue cheques in accordance with the approved Budget.

- a. The Board shall maintain its own separate bank account.
- b. All accounts to be paid shall be approved by the Board (this may occur after payment has happened in order to avoid late payment fees).
- ~~c. All cheques shall be signed by the Chair or designate and the Treasurer or designate of the Board.~~
- ~~d. c.~~ The Board's accounts shall be audited annually by the Municipal auditor or more frequently as may be required ~~by the Board.~~
- ~~e. d.~~ The draft minutes of the Board shall be promptly circulated to the respective municipal Councils.

~~27.28.~~ In the event that either Mulmur or Melancthon wishes to cease participating in the Board, they may do so by providing one (1) year written notice of termination to the other party and the Board. Any written notice given as aforesaid shall terminate this Agreement as of the 31st of December of the next calendar year.

~~28.29.~~ The parties shall renegotiate this agreement in the event that an additional municipality or other permitted party wishes to join in this agreement and is approved by all parties to this agreement.

~~29.30.~~ This Agreement is personal to the parties and may not be assigned.

~~30.31.~~ The parties covenant that they are entering into this Agreement in good faith and that they shall carry out its provisions in good faith.

~~31.32.~~ All previous agreements signed are hereby null and void.

In WITNESS WHEREOF each of the parties hereto has affixed its corporate seal attested to by the proper officers duly authorized in that behalf;

SIGNED, SEALED AND DELIVERED
in the presence of:

THE CORPORATION OF THE
TOWNSHIP OF MULMUR

MAYOR

CLERK

THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON

MAYOR

CLERK

Denise Holmes

From: Denyse Morrissey <dmorrissey@shelburne.ca>
Sent: Wednesday, October 27, 2021 8:31 AM
To: Denise Holmes
Subject: RE: Service Delivery Review - Dissolution of Boards
Attachments: Appendix 5 - 2022 Budget Schedule.pdf

Morning Denise,

Thanks for you email and apologies for the delay in responding.

The Mayor had mentioned at each of the consultations meetings, there would be follow up with Shelburne Council and a summary of the consultations.

As you may know we are also completing an SDR. Optimus will be presenting the SDR report to Council November 22, 2021 to Council.

The consultations regarding third party boards was completely separated out from the SDR project and process. Optimus' report did not undertake any additional review of third party boards. It does reference the prior analysis they completed as part to the County 's SDR.

In review with the Mayor Mills, prior to any continued review and a report to Council or additional meetings for the third party Boards with the municipal partners, Council will first receive the SDR report, as well as the 2022 budget framework and draft 2022 budgets. The 2022 budget schedule is attached – FYI. We usually approve our budgets in December and it will be an extended timeline for the 2022 budget.

It is likely that a summary of the meetings will be presented to Council in January 2022. Second meetings with each municipality will also requested for January 2022 or what works best for the municipalities.

Any staff report to Council that is public will be posted on the Thursday before the Council meeting and the link will be shared with you.

If any additional questions please let me know.

Have a great day.

Regards,
Denyse

Denyse Morrissey, Chief Administrative Officer B.A; M.P.A. | Phone: 519-925-2600 ext 226 | Fax: 519-925-6134 | dmorrissey@shelburne.ca

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7 | www.shelburne.ca

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A People Place. A Charter of Priv.
SHELburne
ON TOWN - 1854

The Town of Shelburne is proactively taking measures to limit the spread of COVID-19. As of October 18, 2021 Town Hall will be open to the public Monday to Friday from 9 am to 4 pm and closed from 12 pm to 1pm. There is also no public access to Town Hall each day from 12 noon to 1 pm. We are encouraging everyone to continue to take advantage of digital processes. The best way to reach staff is by email. You can pay your bills online by visiting our webpage [Paying My Bills](#).

Thank you and stay healthy!

From: Denise Holmes <dholmes@melancthontownship.ca>
Sent: Thursday, October 21, 2021 11:45 AM
To: Denyse Morrissey <dmorrissey@shelburne.ca>
Subject: Service Delivery Review - Dissolution of Boards

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

Good morning Denyse,

At the meeting of Council held on October 7, 2021, Council directed that I contact you to find out if you have any further information on when you will be finalizing your Report on the Dissolution of Boards for CDRC and SDFD? Council also wondered if the Report will be distributed to the affected municipalities when it is distributed to your Council?

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

Thank you.

Regards,
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon |
dholmes@melancthontownship.ca | PH: 519-925-5525 ext 101 | FX: 519-925-1110 |
www.melancthontownship.ca |

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2022 BUDGET SCHEDULE

August 31st, 2021	Submission Deadline for Annual Grant Applications
August/Sept 2021	Collection of data, quotes, estimates, etc., by department heads and senior management in preparation of preliminary budget meetings. All data to be submitted to Treasury no later than August 31st, 2021
September 27th, 2021	Invitation to Municipal Grant Applicants to present details and answer questions with respect to their submission
October 13th, 2021	Meeting with Department Heads to review preliminary information submitted for the Draft 2022 Budget and the 10 Year Capital Plan
October 18th, 2021	3 rd Quarter Financial Report FS2021-11
November 22nd, 2021	Service Delivery Review Report from Optimus Sbr
November 29th, 2021	Special Budget Meeting (to present 2022 Budget Framework Report)
December 13th, 2021	Presentation of Draft 2022 Budget & 10 Year Capital Plan to Council followed by discussions
January 10th, 2022	Presentation of Draft 2022 Budget to Public followed by discussion at the regular meeting of Council to follow the same evening
January 24th, 2022	Approval of 2022 Budget by Resolution with authorization to prepare By-Law for next meeting
February 14th, 2022	By-Law to Adopt the 2022 Budget