



TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, DECEMBER 9, 2021 - 9:00 A.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/82072338820?pwd=bzN2Qk5uTWYyb1g4M0dWVGwvdVNUQT09>

Meeting ID: 820 7233 8820

Passcode: 915412

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Meeting ID: 820 7233 8820

Passcode: 915412

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 – November 18, 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. Bretton Estates Request for School Bus Stop (Councillor McLean)
 3. Public Works Building – Flat Roof Replacement Bid Summary and Analysis
 4. Other
 5. Unfinished Business
 1. Recommendation from the Roads Sub-Committee regarding the paving of the 4th Line NE and 5th Line OS
- 11. Planning**
 1. Applications to Permit
 2. Property Tree Clearing at Lots 227 to 230, Concession 1 NE
 3. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
 1. Dufferin County Celebrates New Electric Vehicle Charging Stations
 2. Electric Vehicle Station Launch
- 14. Police Services Board**
- 15. Committee Reports**
- 16. Correspondence**

Board & Committee Minutes

1. Shelburne Public Library – October 19, 2021
2. Joint Recreation Subcommittee – September 22, 2021
3. Mulmur Melancthon Fire Board – September 21, 2021
4. Heritage Advisory Committee – September 29, 2021
5. Roads Sub-Committee – October 12, 2021
6. GRCA Summary of General Membership – November 26, 2021
7. NVCA Board Meeting Highlights – November 2021

Items for Information Purposes

1. Township of Southgate New Official Plan – Request for Comments
2. RLB Chartered Professional Accountants Pre-Audit letter to Council
3. Dufferin County Resolution in Support of Township of Melancthon Additional COVID-19 Financial Relief
4. Town of LaSalle Resolution for COVID-19 Testing Requirements at Land Border
5. Municipality of Mattice-Val Cote Resolution to Reconsider MPAC postponement of Assessments
6. Township of Adelaide Metcalfe Resolution – Support Federal and Provincial Funding of Rural Infrastructure Projects
7. Township of Wainfleet Resolution - Support Federal and Provincial Funding of Rural Infrastructure Projects
8. Township of Amaranth Resolution to Proclaim an International Day for the Elimination of Violence Against Women

9. Grand River Conservation Authority Draft Transition Plan – Conservation Authorities Act
10. Canadian Agricultural Partnership Initiative Aimed at Increasing Deadstock Management Capacity
11. Township of Clearview ZBA – Cannabis Cultivation and Cannabis Production Facilities
12. Municipality of Grey Highlands, Notice of Passing – Extension of Cannabis Interim Control By-law
13. Building Broadband Faster Act Guidelines and Regulations
14. Updates to the Directory's Technical Rules for Source Protection under the Clean Water Act
15. NVCA Transition Plan to Compliance

Items for Council Action

1. Mulmur Melancthon Fire Board Final Approved Budget

17. General Business

1. Accounts
2. Notice of Intent to Pass By-law
 1. By-law to provide remuneration, allowances and expenses for Members of Council
 2. By-law to appoint Officials from January 1, 2022 to November 14, 2022
 3. By-law to Constitute and Appoint a Committee of Adjustment
 4. By-law to Appoint a Municipal Services Board for the Horning's Mills Community Hall
 5. By-law to adopt an Emergency Management Program and Emergency Response Plan
3. New/Other Business/Additions
 1. 2022 Draft Capital and Operating Budget
 1. Development Charges and Modernization Fund – Rules for Use of these monies in the Budget (Councillor McLean)
 2. Update on Healthy Community Initiative Grant (to pave Horning's Mills Parking Lot) (Councillor McLean)
 2. NVCA Appointment – Councillor Mercer's appointment to the NVCA expires on December 31, 2021
 3. Motion to authorize the CAO/Clerk and Treasurer to pay all accounts to December 31, 2021
 4. Motion to transfer of surplus, if any, to the Insurance Reserve Fund
 5. Motion to approve the Reduction of Taxes for Section 357 Applications
4. Unfinished Business
 1. Tabled Motion from the August 12, 2021 Council meeting regarding the paving of the 4th Line NE and 5th Line OS
 2. Township Diversity Policy
 3. Resignation Letter from Clayton Rowbotham for NDCC – Melancthon Member

18. Delegations

1. 10:45 a.m. – Janet Horner, NEC Representative, invited by Council regarding 140 Mill Lane, Horning's Mills
2. 11:00 a.m. – Discussion on the Town of Shelburne proposal regarding the dissolution of the Centre Dufferin Recreation Complex and Shelburne and District Fire Boards of Management – Representatives from Amaranth Township and Town of Mono will be in attendance for the discussion
 1. Agreements for the Centre Dufferin Recreation Complex and Shelburne and District Fire Department (Councillor McLean)

19. Third Reading of By-laws

20. Notice of Motion

21. Confirmation By-law

22. Adjournment and Date of Next Meeting – Thursday, January 13, 2022 – 9:00 a.m.

23. On Sites

24. Correspondence on File at the Clerk's Office

Denise Holmes

From: James McLean
Sent: Thursday, December 2, 2021 10:24 AM
To: Denise Holmes
Cc: Margaret Mercer; Wayne Hannon; David Besley; Darren White
Subject: Fwd: Request for school bus to stop inside Bretton Estates subdivision

Hello,

Please see below and include this in the next Council agenda.

I have been hearing about this all week and am VERY, VERY concerned about the situation. The school bus won't turn into the subdivision at Bretton Estates because Rutledge Heights is an unassumed road. As a result, over a dozen kids must Board the bus on 124 at the lip of the C-bend. There have been a few near miss collisions with the school bus already since large trucks don't see the flashing lights until it's too late. This is a tragedy waiting to happen. We will need to work with the school bus company to find a resolution.

In the meantime, I'm gathering information from parents who I plan to meet with tomorrow morning.

I will forward along more emails from concerned residents that are coming.

As mentioned in my previous email, it'd be helpful to know more from Chris about the plan for the Rutledge Heights unassumed road and the various rules around using it.

Thanks,

James

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From: P Skar [REDACTED]
Sent: Thursday, December 2, 2021, 10:05 a.m.
To: James McLean
Subject: Request for school bus to stop inside Bretton Estates subdivision

Hi Mr Mclean

My name is Reanne Gonzales. I have two kids, grades 1 and 12, who currently use the school bus.

In 2022, my older child goes off to university and the younger one is left on his own. I am very worried about his safety. The bus stop is currently at Hwy124/Rutledge heights, heavy trucks and smaller vehicles are constantly speeding by at 80km/hr and above, sometimes visibility is poor when it's foggy, and other variables that can affect stopping time when these drivers suddenly notice a school bus's flashing lights. I am always worried about a possible fatal collision.

I moved here a year ago and noticed the hazard from the very first day, I discussed and asked the other parents in the community about the situation and realized they all shared the same concerns and have apparently been asking the city and bus company repeatedly for change and nothing has changed.

I wrote an email to Denise Holmes and received a generic reply acknowledging the concern but still currently there hasn't been any change.

There are approximately 14 kids in this community that currently use the bus, excluding the families that recently moved in with school aged children. I suggest a proactive solution instead of waiting for something terrible to happen and then react with a solution. Then it's too late, "sorry, we were working on it", cannot replace an innocent young life. I am respectfully asking for a change to the bus stop, our subdivision has 3 culdesacs where buses can safely turn without any need to reverse. GFL trucks and snow plows do it all the time and they are much bigger than a school bus. Kids can get on and off buses without the threat of death, please consider my request, it's appreciated.

Sincerely yours

Reanne Gonzales (concerned parent)

Denise Holmes

From: James McLean
Sent: Thursday, December 2, 2021 11:47 AM
To: Denise Holmes
Subject: Fwd: Serious safety concerns

Sorry for all of the emails. Here's another letter to be included in the package re: Bretton Estates.

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From: Beckie Connell [REDACTED]
Sent: Thursday, December 2, 2021, 11:14 a.m.
To: James McLean
Subject: Serious safety concerns

Good evening Jamie,

I am writing to you on behalf of many neighbours and I. We are having a very difficult time trying to solve a very serious safety concern regarding where our children's school bus stop.

I have called and spoken to the bus company; their transportation dispatch; the Town of Melancthon; even the VP at Primrose Elementary School. Everyone just keeps pointing the finger to someone else and no one is taking any accountability/action.

We are located at the Bretton Estates (Rutledge Heights) subdivision on County Road 124, just after the turn going to Hornings Mills.

We have over 20 children in our neighbourhood.

There is a slight hill coming from one direction of the highway so you cannot clearly see a stop sign on the bus or children on the road. This also makes it difficult for transport trucks to stop on time.

We have had huge trucks blow past our stopped school bus regularly!

Some parents have started to drive their children to school because it is so very dangerous at the bus stop.

From the other direction of the road there is a curve in the road with trees -this also makes it difficult for trucks to stop in time or see the bus.

On both side of the road are farmers fields that cause very poor visibility with the white outs and snow drifts 124 is notorious to have.

We as parents have a long line of vehicles that stretch down our residential road. With about 8 cars struggling to manage, to do 3 point turns twice a day -between huge snowbanks to turn around once we pick up our children.

In our little subdivision we have 3 courts that's could be used as a safer choice for the bus stop. They are very large and one resident of our neighbourhood drives his transport tucks around in them regularly.

There wouldn't be any issue with a school bus coming in and SAFELY picking up our children.

The bus company will not allow the school busses to come in to do a safer pick up until the roads are assumes by the township.

I would recommend the court in front of 12 Ashlea lane, as it is the most protected from the winter elements with trees to break the high winds.

Thank you for taking the time to read my concerns, I truly hope we can make change happen before there are devastating consequences from a incredibly preventable safety issue.

Beckie Connell



Denise Holmes

From: James McLean
Sent: Thursday, December 2, 2021 3:20 PM
To: Denise Holmes
Subject: Fwd: Bus Stop Rutledge Heights Subdivision

One more

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From: Samantha Nicholson [REDACTED]
Sent: Thursday, December 2, 2021, 2:04 p.m.
To: James McLean
Subject: Bus Stop Rutledge Heights Subdivision

Dear Mr. McLean

I am a resident of the Rutledge Heights subdivision just off hwy 124. I would like to bring to your attention about the bus stop which is currently at the end of our road which meets hwy 124. There are many children that have to catch the bus there ranging in ages from 4-14. I myself have two children, one who has to catch the bus everyday at this stop. We do have options for a safer bus stop right in our subdivision which is farther away from the highway.

Some of the causes for concern I myself have are:

- The ability to stop on time for our children's bus. There are numerous times vehicles coming around the curve have had to slam on there breaks just to stop for the bus. Not to mention the ones that try to beat/pass the bus as our children are walking towards the road.
- We have numerous families within here. That being said, there is usually a long line of cars parked on the side of the road dropping/picking up children. During the winter months can be difficult with snow drifts & piles for cars to park safely and walking with small children in the winter conditions isn't always an option. It also can make it difficult for anyone trying to leave or come into this area.

Thank you for your time.

Sincerely,
Samantha Nicholson

Denise Holmes

From: James McLean
Sent: Thursday, December 2, 2021 4:16 PM
To: Denise Holmes; David Besley; Darren White; Margaret Mercer; Wayne Hannon
Subject: Fwd: Concerns for school bus on 124 & Rutledge Heights

Please see below and add to Council package.

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From: Melanie [REDACTED]
Sent: Thursday, December 2, 2021, 4:00 p.m.
To: James McLean
Subject: Fwd: Concerns for school bus on 124 & Rutledge Heights

>
> Good afternoon Jamie,
>
> My name is Melanie Ferreira and I live on Rutledge Heights. I was told that you will be coming by the subdivision tomorrow to see what us parents go through every-day with our children and our school bus situation. I'd like to start off by saying thank you so much for taking the time to come out and see/witness what our concerns are. Unfortunately you won't be able to see all the children out tomorrow because some have to isolate, due to the fact there was a positive Covid case in their classes.
> With that being said I have 3 children who take the bus everyday AM & PM - it's actually very uncomfortable -awful really-especially in the winter time with our really high snow banks. Having our children out in the cold lined up by the stop sign waiting for the bus is not safe at all! Roads are sometimes not cleaned, it's slippery, the wind is extremely bad and I hate to think of the worst. Sometimes my kids and I wait in our van but there's so many vehicles of other parents lined up (on Rutledge Hts) that if we stay in the van by the time we see the bus has arrived it takes awhile for the kids to get to the bus and there's always a number of cars/trucks waiting behind the bus. When we do wait in the van because it's too windy or cold my daughter rushes herself to get to the bus that she's fallen a few times. She feels bad for the drivers that have to wait behind the bus. I have told her several times "thats just too bad for them they can wait" She won't accept that, she's even had an anxiety attack that I had to clam her down. There's been times when cars are in such a rush that they just pass while the bus is stopped. I HATE HATE our bus situation. Having our children get on and off the bus on 124 makes me sick!! I don't understand why the bus can't come into the subdivision-we have three cul-de-sacs that the bus can turn around in. We have dump trucks, transport trucks and 18 Wheelers come into the subdivision with no issues. Why can't the school bus come into the subdivision too? I know the road is not assumed and that may-be why the school bus company doesn't want to come in but as far as I know all the lots are sold and that should at least count for something. It is extremely dangerous on so many levels having our children stand out near 124 for the bus and getting off the bus at 124. Cars and tractor trailers speed like crazy on 124- theres never OPP out checking speed. Drivers are never doing the speed limit, they are distracted and always in a hurry that sometimes the bus starts flashing her lights and they just don't want to wait they go through. I have witnessed a car not able to stop in time when the bus was stopping so they ended up in the ditch. Also, the wind is extremely bad at times, it's so awful getting the kids on/off when it's windy. My wish would be for the bus to come into the subdivision. The safety of our children should be a priority!! We shouldn't have to wait for a horrific accident to happen in order for change to be put in place.
>

> I pray that some miracle can happen so that changes can be made for safety of all of us especially our children.

>

> Thank you,

>

> Melanie Ferreira

>

>

>

Denise Holmes

From: James McLean
Sent: Friday, December 3, 2021 7:59 AM
To: Darren White; David Besley; Margaret Mercer; Wayne Hannon; Denise Holmes
Subject: Fwd: Rutledge Heights Bussing

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From: Emily Robertson [REDACTED]
Sent: Friday, December 3, 2021 7:43:12 AM
To: James McLean <jmclean@melancthontownship.ca>
Subject: Rutledge Heights Bussing

Hello Mr. McLean.

My name is Emily Robertson and I am grade 9 student at Centre Dufferin District High School. I am writing to you with a safety concern. I am lucky enough to get a ride to the bus stop in the morning, but in the afternoon, coming home, walking the kilometre home from the bus stop, on a highway, does make me a little anxious. Usually, there is nobody around. The elementary school bus comes later than mine so the parents for all the little ones aren't there yet. I am 14 years old. I am aware that there are creepy people in this world, and I don't like having my back to the highway.

I am writing to kindly request that the school bus comes down to Ashlea Lane. I don't mind exercise, but how would you feel having to walk a kilometre before work to the bus stop, in the rain or snow everyday? I have a younger sister. Luckily she is still on the elementary school bus, but she has to walk all the way home too, by herself. She is twelve. I am not just concerned about my safety, I am also worried about hers. There are at least 13 kids who get to the highway stop everyday to catch the bus and more than four starting school soon. As one of the older kids in my neighbourhood, it is my job to set a positive example to the younger kids and I don't want them to have to deal with the anxiety I do on a daily basis. Please consider my concerns when making further decisions.

Thank you,
Emily Robertson

Denise Holmes

From: James McLean
Sent: Friday, December 3, 2021 8:01 AM
To: Denise Holmes; Darren White; David Besley; Margaret Mercer; Wayne Hannon
Subject: Fwd: Children waiting on 124 for school bus

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From: Paulo Ferreira [REDACTED]
Sent: Thursday, December 2, 2021 8:14:08 PM
To: James McLean <jmclean@melancthontownship.ca>
Subject: Children waiting on 124 for school bus

Hey Jamie,

My neighbour Beckie told me you are coming up to our subdivision to see the kids get on the bus in the morning. I have to say it's really bad. I got 3 kids I put on the bus and man it's crazy there, especially in the winter when theres snow banks on both sides, the wind is blowing, 124 gets white outs and it's slippery but we still have our kids out near 124 waiting for the bus-not safe one bit! It's just a mess! The safety of our kids is where??? No-where! No one cares! There's more kids living in the subdivision so theres 7-8 cars all lined up waiting for the bus. You'll see tomorrow. Sometimes I get so frustrated I end up driving the kids to school- just pure bullshit!! The bus should be coming into the subdivision so that our kids are safely pit in the bus.

I really hope you are able to see our situation and you will be able to get the bus to come into the subdivision!
Thanks in advance for coming out!

Take care,
Paulo

Denise Holmes

From: James McLean
Sent: Friday, December 3, 2021 8:00 AM
To: Wayne Hannon; Margaret Mercer; Darren White; Denise Holmes; David Besley
Subject: Fwd: Bus stop- Rutledge & 124

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From: AJ Enterprises [REDACTED]
Sent: Thursday, December 2, 2021 9:32:56 PM
To: James McLean <jmclean@melancthontownship.ca>
Subject: Re: Bus stop- Rutledge & 124

I am writing to voice my concern regarding the issue of safety for the children in our subdivision that have to board the school bus on County Road 124. Although it is now a county road, 124 is even busier than it was when it was Highway 24. It would only make sense to have them get on the bus somewhere within the subdivision where the roads are not as busy. While I am not clear on all the rules and regulation of this issue, your hearing our concerns and looking into it for us is appreciated.

Thank you,

Joanne Nicholson

[REDACTED]

[REDACTED]

Denise Holmes

From: James McLean
Sent: Friday, December 3, 2021 9:04 AM
To: Denise Holmes; Margaret Mercer; Wayne Hannon; Darren White; David Besley
Subject: Fwd: The safety of our children
Attachments: 20211203_081238.jpg; 20211203_081229.jpg; 20211203_081223.jpg

Good morning,

Please add this email and the attached pictures to the Council package.

James
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From: Rani Hans [REDACTED]
Sent: Friday, December 3, 2021 9:00:09 AM
To: James McLean <jmclean@melancthontownship.ca>
Subject: Fwd: The safety of our children

Rani Hans
3 Prentis Crt
Melancthon, ON
L9V 3M9

Dear Council Member Jaime McLean,

I am writing to you in regards to the safety of our children when being picked up by the bus on a busy highway.

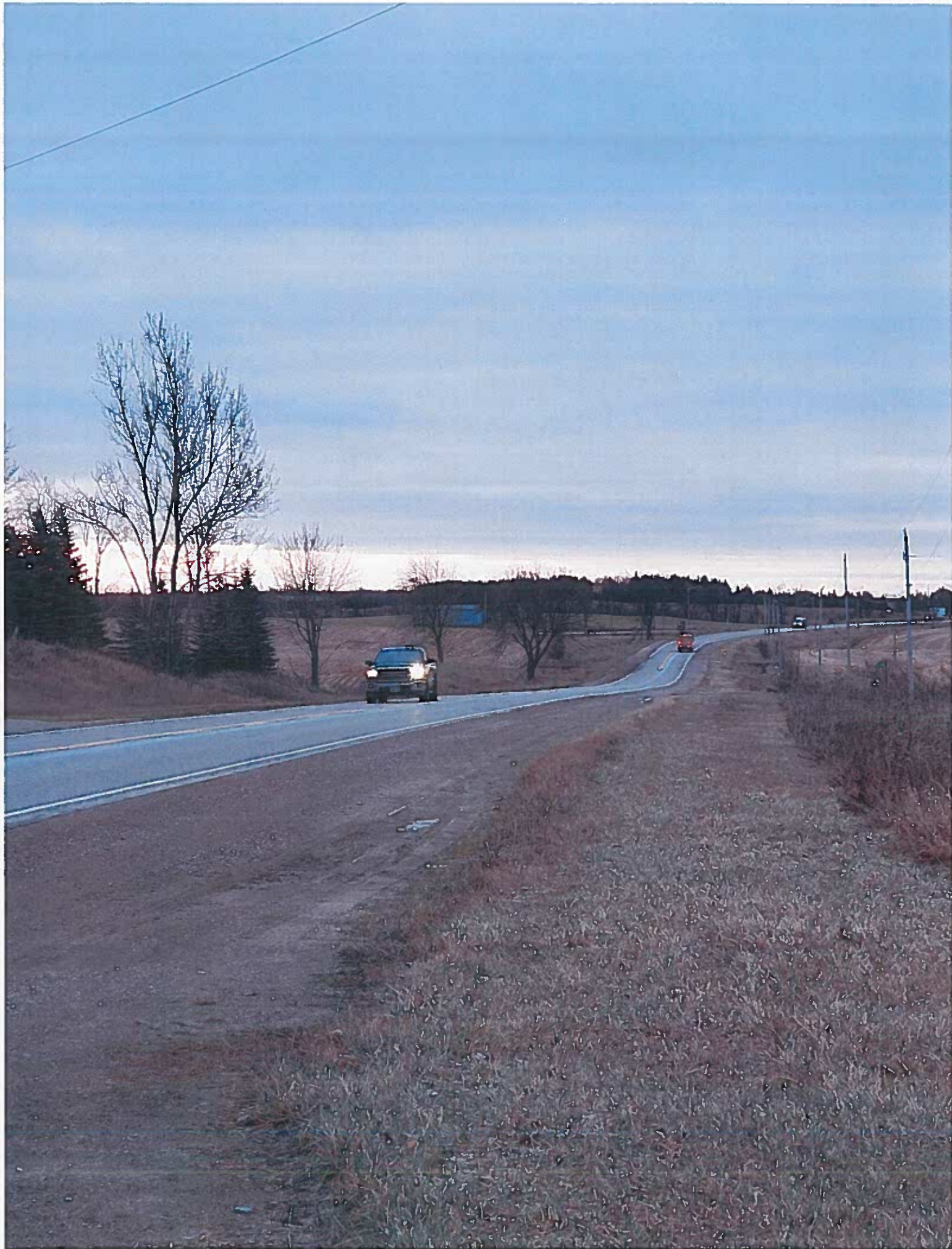
My house is located right by highway 124 where there is daily traffic and speeding that takes place. I have also witnessed an accident right from my backyard window where our children get picked up and dropped off daily. This is an extremely important issue to me because our children are at risk on a regular basis. This is unacceptable, because the solution is very simple. Our children will be safer loading the bus in one of our subdivisions.

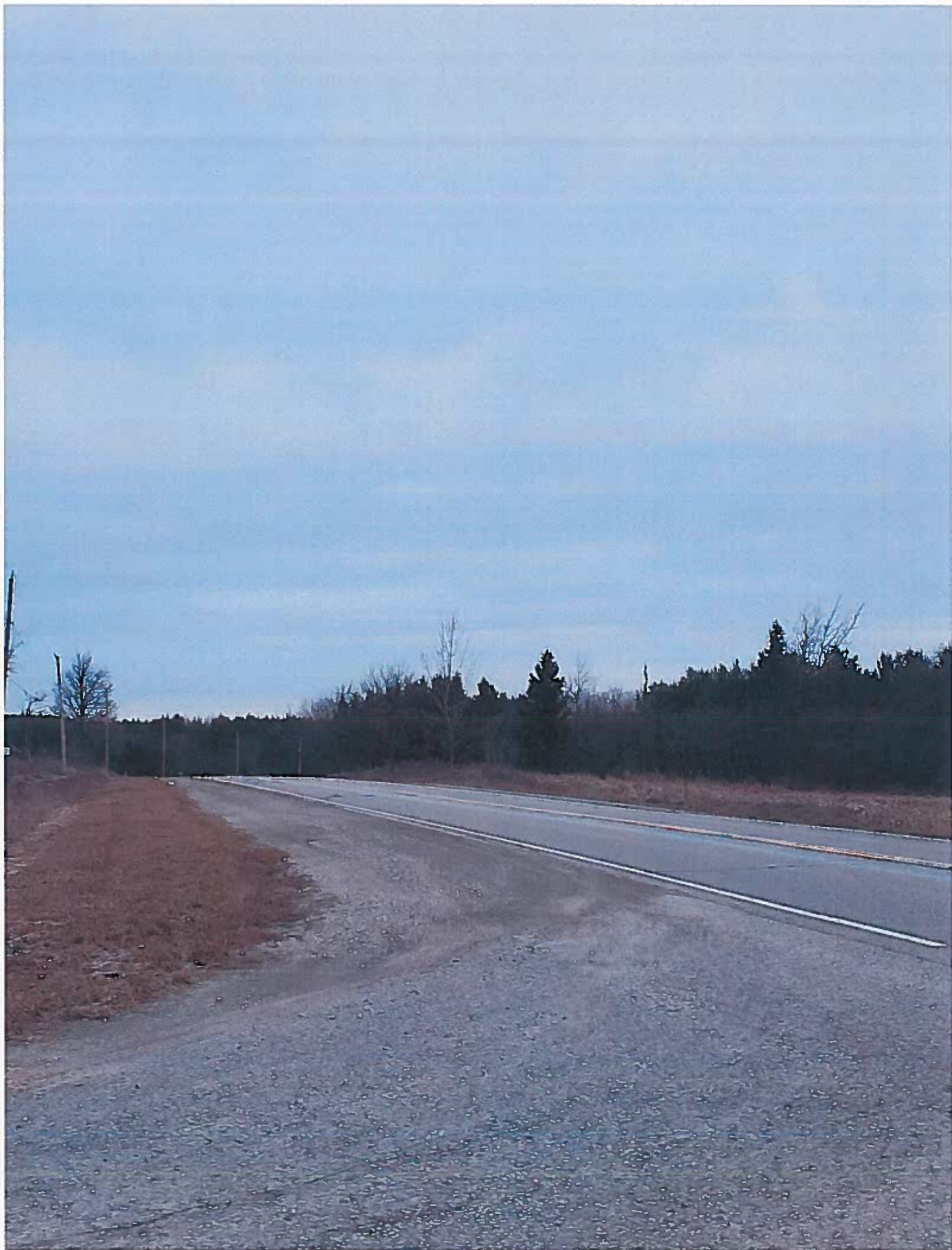
I am kindly asking for your support in protecting our children and finding a safer alternative for them.

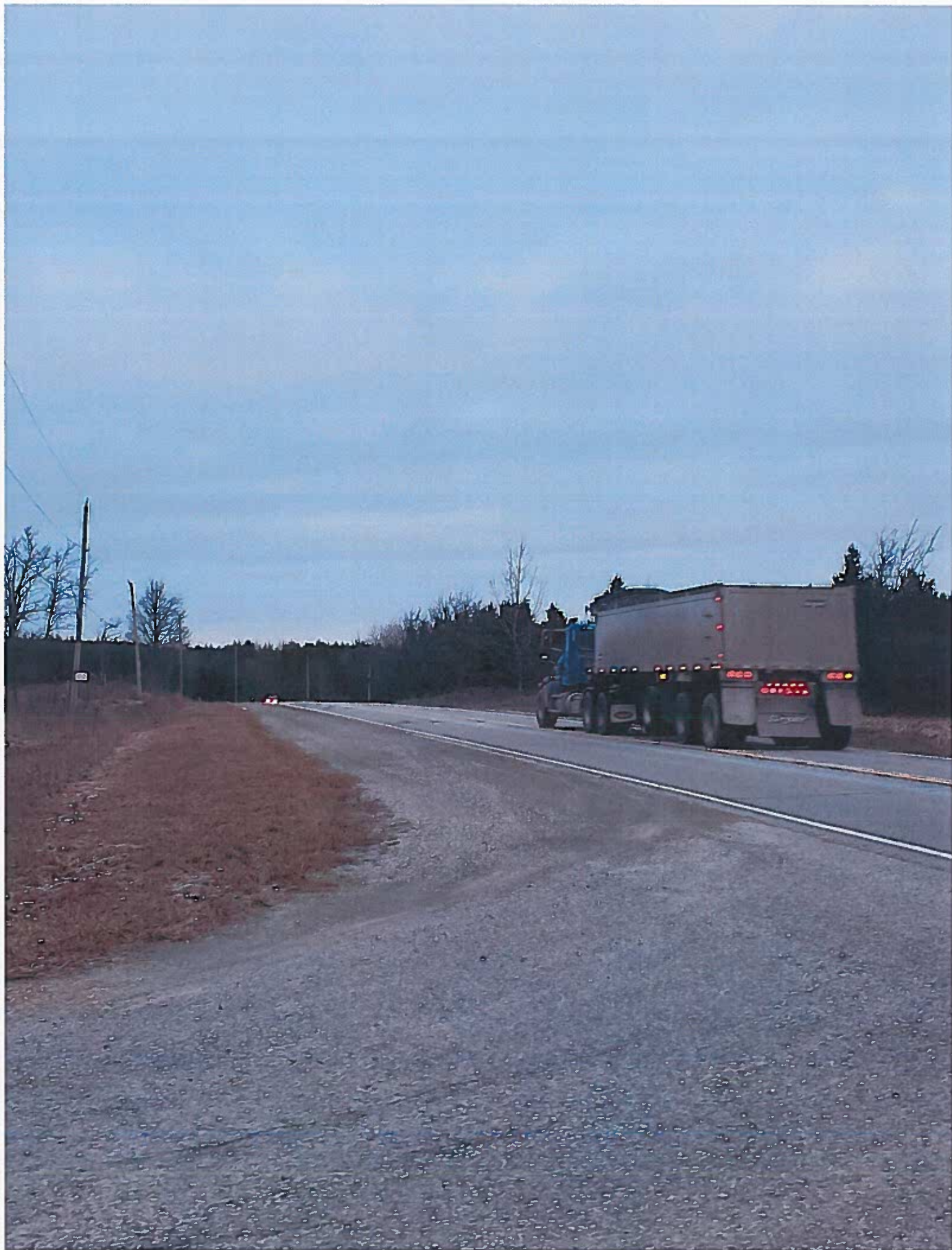
Thank you so much for your help.

Sincerely,

Rani Hans
[REDACTED]









December 6, 2021

Via: Email (dholmes@melancthontownship.ca)

Ms. Denise Holmes
Township of Melancthon
157101 Highway 10
Melancthon ON L9V 2E6

Dear Ms. Holmes

**Re: Public Works Building - Flat Roof Replacement
Bid Summary and Analysis
Burnside Project No.: 300053814.0000**

On November 25, 2021, we received four bids for the above noted project.

1.0 Bid Summary

The contents of the Bids can be summarized as follows:

	Contractor			
	Wilken Roofing	DJ Peat Roofing	Nortex Roofing	T Hamilton & Son Roofing
Base Bid	\$ 93,900.00	\$101,308.85	\$143,000.00	\$121,900.00
1.5" Isocyanate Insulation	\$ 14,750.00	\$ 14,984.68	\$ 20,000.00	Included
Total Bid (HST Excluded)	\$108,650.00	\$116,293.53	\$163,000.00	\$121,900.00
HST	\$ 14,124.50	\$ 15,118.16	\$ 21,190.00	\$ 15,847.00
Grand Total including HST	\$122,774.50	\$131,411.69	\$184,190.00	\$137,747.00

The bids were checked for mathematical accuracy.

A bid summary table is attached to this letter which provides an itemized breakdown of the Bidders' base bid pricing.

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2.0 Optional Items

Pricing for optional items was also obtained from the bidders.

- Optional Item 1 – Add 1.5" of Isocyanate Insulation. This optional item was originally included as an additional item if budget allowed but subsequent discussions with the manufacturer's representative revealed that it was in fact necessary for the proposed 20 year manufacturer's warranty.

3.0 Award Analysis and Recommendation

Wilken Roofing & Sheet Metal is the low bidder by \$7,643 (7%) less than the second low bidder, D.J Peat Roofing. Wilken Roofing & Sheet Metal proposed a start date of July 18, 2022 with an estimated project duration of 10 days in their bid submission. This is the latest proposed start date of any of the bidders.

Wilken Roofing & Sheet Metal has listed project references that demonstrate they have completed projects of comparable or greater value than this project at a variety of different types of buildings. We have contacted two of the reference contacts provided by the low bidder and they have provided favourable responses. The references contacted did not note any issues with workmanship, site cleanliness or site safety. The only issue noted was the long lead time which they were advised of from the start. (Due to them being very busy)

Wilken Roofing & Sheet Metal's low bid was approximately \$20,000 higher than the engineer's opinion of cost of \$88,428. We understand from the manufacturer that due to supply chain disruptions; contractors are placing multiple orders to ensure they can get material when needed and the manufacturer will be implementing a rationing arrangement in the new year to deal with the issue. We also note that additional safety protocols and manpower shortages are still occurring as a result of the ongoing COVID-19 pandemic.

Upon basis of low bid, we recommend award of the contract to Wilken Roofing & Sheet Metal including the provisional item, our proposed construction budget is shown in Table 1 below.

Table 1: Proposed Construction budget

Project Budget	
Base Bid	\$ 93,900.00
Provisional Item (1.5" Isocyanate Insulation)	\$ 14,750.00
Construction Sub-Total	\$ 108,650.00
Engineering: Construction Review & Contract Administration (3 weeks)	\$ 8,850.00
Sub-Total	\$ 117,500.00
HST (13%)	\$ 15,275.00
TOTAL	\$ 132,775.00

Should the Township decide on award, please notify us and we will issue the proper notifications to the successful bidder.

Please contact the undersigned should you have any questions or concerns.

Yours truly,

R.J. Burnside & Associates Limited



Doug Hackbart, P.Eng.
Senior Building Science Engineer
DH:sc

Enclosures: 1) Bid Summary Table

Cc: Arunas Kalinauskas (arunas.kalinauskas@rjburnside.com)
Sara Culshaw (sculshaw@melancthontownship.ca)

300053814.0000 Melancthon Public Works - Flat Roof Replacement

	Wilken Roofing	DJ Peat Roofing	Nortex Roofing	T Hamilton & Son Roofing
Base Bid	\$ 93,900.00	\$ 101,308.85	\$ 143,000.00	\$ 121,900.00
1.5" Isocyanurate Insulation	\$ 14,750.00	\$ 14,984.68	\$ 20,000.00	Included
Total Bid (HST Excluded)	\$ 108,650.00	\$ 116,293.53	\$ 163,000.00	\$ 121,900.00
HST	\$ 14,124.50	\$ 15,118.16	\$ 21,190.00	\$ 15,847.00
Grand Total including HST	\$ 122,774.50	\$ 131,411.69	\$ 184,190.00	\$ 137,747.00

Breakdown

1 Mobilization	2,000.00	1,923.90	15,000.00	16,000.00
2 Demobilization & Final Cleanup	4,000.00	1,269.34	1,500.00	8,000.00
3 Existing Roof Removal & Disposal	13,000.00	20,984.90	25,000.00	11,000.00
4 New EPDM Roofing Installation	62,900.00	60,763.00	90,000.00	75,700.00
5 Provide New Roof Drains	2,000.00	3,808.20	2,500.00	3,000.00
6 Flashings and Sealants	6,000.00	8,559.51	5,000.00	4,200.00
7 Contingency Allowance	4,000.00	4,000.00	4,000.00	4,000.00
Total	\$ 93,900.00	\$ 101,308.85	\$ 143,000.00	\$ 121,900.00
HST	\$ 12,207.00	\$ 13,170.15	\$ 18,590.00	\$ 15,847.00
Total Base Bid	\$ 106,107.00	\$ 114,479.00	\$ 161,590.00	\$ 137,747.00

1.5" Isocyanurate Insulation	\$ 14,750.00	\$ 14,984.68	\$ 20,000.00	Included
	\$ 1,917.50	\$ 1,948.01	\$ 2,600.00	
Total Insulation Add	\$ 16,667.50	\$ 16,932.69	\$ 22,600.00	\$ -

Grand Total	\$ 122,774.50	\$ 131,411.69	\$ 184,190.00	\$ 137,747.00
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Start	2022-07-18	2022-01-04	2021-12-20	2022-04-04
Duration	2 weeks	3 Weeks	4-6 Weeks	2.15 Weeks
Crew size	8	6	6	6



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

PN# 10.5.1
DEC 8 2021

PN# 10.4.2
NOV 04 2021

PN# 10.2
OCT 21 2021

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
Dec 9, 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
Bearco Wire Applicant: Amsey Martin	803137 220 Sideroad Pt Lot 37, Con 4 NE	27 sq m (290 sq ft)	Machinery Storage	store skid steer and loader	\$25,000	NO	

Plan # 11.1

DEC 9 2021

Denise Holmes

From: Michael Hayward <michaelh@ctocgroup.on.ca>
Sent: Monday, November 8, 2021 11:16 AM
To: Denise Holmes
Subject: Dundalk Property tree clearing
Attachments: Articles Certificate - HIGHWAY 10 MIXED USE COMMUNITY INC_.pdf;
193AcresMelancton.jpg; Profile Report-FLATO Highway 10 TWO Inc_.pdf

To: Denise B. Holmes, AMCT
CAO/Clerk
Township of Melancthon

Good Morning Denise,

I was in your offices a few weeks ago to discuss the tree clearing on a property near Dundalk on Hwy #10. I spoke with Donna about a temporary drive access and she gave me the phone number for the MTO so that I can coordinate.

I had also mentioned to Donna that the companies clearing the property want to be assured that the municipal offices are aware the clearing is taking place. These companies have been told that permits do not get issued, approved, or taken away for the clearing of trees through your offices but they still would like to know you are aware. Donna gave me your business card after talking with you and asked that I email to you the property owner names along with an aerial view of the property and that you would be willing to provide such a letter.

The clearing has already been approved by Daniel Jackman who also noted that there is no permit required from the GRCA for the removal of the trees.

Denise, let me know if you have any questions. I've attached the aerial photo showing the 2 properties along with the articles listing the 2 companies owning these properties.

I look forward to receiving your letter and thank you in advance for your assistance.

Best regards,

Michael Hayward





The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

PROTECTION OF NATURAL VEGETATION AND TREE CANOPY POLICY

Purpose

In accordance with Section 270 (1) of the Municipal Act, S.O. 2001, Chapter 25, a Municipality shall adopt and maintain policies with respect to the following matters:

7. The manner in which the municipality will protect and enhance the tree canopy and natural vegetation of the Municipality.

Policy

The Township of Melancthon recognizes and values the importance of natural vegetation and tree canopy in the Township. The protection of this resource is articulated in the Township's Official Plan in Schedule E which illustrates the location of significant woodlands in the Township as well as the corresponding Official Plan policies found in Section 5.5.2 m), n), o) and p), which aim to protect this resource.

In accordance with the policies of the Plan, the Township will require impact assessment in conjunction with any Planning Act approval sought within or adjacent to this resource and where appropriate, will employ methods to protect the resource, such as the use of zoning and site plan control.

While the protection of the resource is important to long-term sustainability of natural species and ecosystems in a regional context, the Township acknowledges and supports the harvesting and use of privately held wood resources in accordance with sustainable forestry management practices as articulated by Natural Resources Canada and the Ministry of Natural Resources.

The Township also acknowledges the past contributions of landowners and agency partners such as the Nottawasaga Valley and Grand River Conservation Authority who have coordinated or participated in tree planting efforts that serve to remediate or restore natural, forest ecosystems in the County of Dufferin.

Adopted by Council on February 21, 2019

Locally Significant Wetlands and Unevaluated Wetlands

- (h) Locally *significant wetlands* and *unevaluated wetlands* are shown on Schedule D. Generally, locally *significant wetlands* shall be protected and maintained in a natural state. They may be protected through stewardship agreements or conservation easements.
- (i) Wetland loss will be avoided where possible and the re-establishment and creation of *wetlands* will be encouraged if loss or degradation occurs.
- (j) The policies of section 3.4.2 with regard to assessing environmental impact shall apply to any *development* or *site alteration* within a locally *significant wetland*. Environmental impact documentation may also be required for any *development* on *adjacent lands* to a locally *significant wetland*. Generally, the construction of a dwelling or accessory buildings to a dwelling on such *adjacent lands* will not require an assessment of environmental impact.
- (k) *Unevaluated wetlands* shall be assessed for *significance* and for boundary delineation at the time of application for planning or building approvals involving such *wetlands*. The determination of the appropriate policies relating to *development* and *site alteration* will be based on the wetland's identified level of *significance*. A similar approach will be taken with regard to *development* on *adjacent lands* to *unevaluated wetlands*.
- (l) *Agricultural uses* may continue within locally *significant* and *unevaluated wetlands* and such uses shall be encouraged to employ best management practices to protect and enhance wetland features.

Significant woodlands

- (m) The various areas of *significant* woodlands included within the Environmental Conservation overlay designation and shown in more detail on Schedule E are forested lands primarily 20 hectares in size or larger. This is in keeping with Provincial guidelines which identify this minimum size criteria as appropriate where woodland cover is in the range of 15 to 30 percent of the municipality, as is the situation in the Township. There are other criteria referenced in the Provincial guidelines but their application is not essential here since the use of this criterion results in the classification of most of the Township's wooded areas as being *significant*.

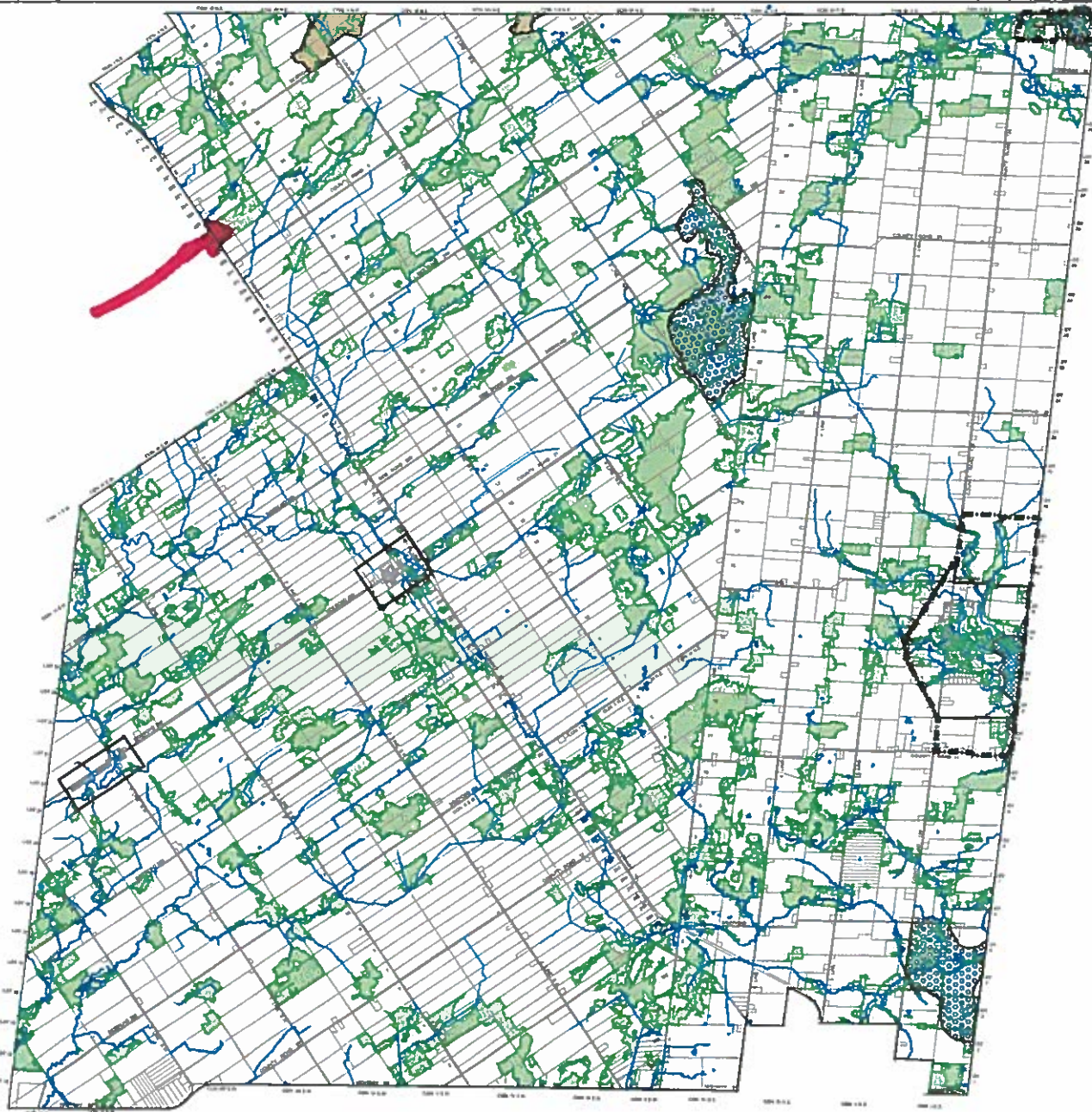
- (n) Some woodland areas designated on the schedules to this Plan are smaller than 20 hectares but have other important features such as a location either near other woodlands or in a headwater area or in a linkage feature between other *natural heritage features and areas*.
- (o) The policies of section 3.4.2 with regard to assessing environmental impact shall apply to any *development* or *site alteration* within *significant* woodlands. Environmental impact documentation may also be required for any *development* on *adjacent lands* to *significant* woodlands. The construction of a dwelling or accessory buildings to a dwelling on such *adjacent lands* may not require an assessment of environmental impact.
- (p) Proposed *development* or *site alteration* in *significant woodlands* may be subject to site plan control and have a site plan agreement containing specific management details regarding the protection of existing trees.

Significant Wildlife Habitat

- (q) *Significant* wildlife habitat as included in the Environmental Conservation overlay designation is shown more specifically on Schedule E. It is identified as deer wintering areas on that schedule.
- (r) While currently including only deer wintering areas, *significant* wildlife habitat may ultimately be expanded to represent such features or areas as the habitats of seasonal concentrations of various animals, rare vegetation communities or specialized habitat for wildlife, habitat of species of conservation concerns and animal movement corridors.
- (s) *Development* or *site alteration* will not be permitted in *significant* wildlife habitat unless it has been demonstrated through an Environmental Impact Study or site assessment in accordance with the policies of section 3.4.2 that there will be no *negative impacts* on the habitat or its ecological function.
- (t) Documentation such as that referenced in subsection (s) immediately above may also be required for any *development* on *adjacent lands* to *significant* wildlife habitat. Generally, the construction of a dwelling or accessory buildings to a dwelling on such *adjacent lands* will not require an assessment of environmental impact.
- (u) *Development* within *significant* wildlife habitat may be subject to site plan control and require a site plan agreement to implement aspects of the recommendations contained in the environmental documentation.

SCHEDULE E NATURAL HERITAGE 2 WOODLANDS, WILDLIFE HABITAT AND ANSI

**OFFICIAL PLAN
FOR
TOWNSHIP OF
MELANCTHON**



- SIGNIFICANT WOODLANDS**
- PRIMARILY 20+ HECTARES
- SIGNIFICANT WILDLIFE HABITAT**
- DEER WINTERING AREAS
- SIGNIFICANT WILDLIFE HABITAT**
- DEER WINTERING YARDS
- SIGNIFICANT ANSI**
- WATERCOURSES**
- NIAGARA ESCARPMENT
DEVELOPMENT CONTROL AREA**

OCTOBER, 2017



Denise Holmes

From: Timothy Chan <tchan@dufferincounty.ca>
Sent: Tuesday, November 30, 2021 2:12 PM
To: Denise Holmes
Subject: Dufferin County Celebrates New Electric Vehicle Charging Stations
Attachments: Level-2-Edelbrock-Centre.png; Level-2-Zina.png; Level-3-Zina.png; EV-Plug-In.png

Hi Denise,

How are you? Hope you're having a good, snowy Tuesday.

The County is excited to advance our Climate Action Plan with the installation of a new electric vehicle charging network. I've included more details below and images are attached.

To celebrate the launch, we're hosting a **test-drive event next Tues, Dec 7 from 1 - 4pm at the back of the Orangeville Courthouse (44 Elizabeth Street)**. Community members and residents are invited to test drive and learn more about electric vehicles and charging. Space is limited. RSVP required.

Please let me know if you have any questions. Hope you can join us!

Happy Tuesday,

Tim

Timothy Chan, Communications Manager | Office of the Chief Administrative Officer | County of Dufferin
| Phone: (519) 941-2816 x 2513 | tchan@dufferincounty.ca | 55 Zina St, Orangeville, ON L9W 1E5

For Immediate Release

November 30, 2021

Dufferin County Celebrates New Electric Vehicle Charging Stations

Improving the way we power our vehicles is a big step in tackling climate change. The County of Dufferin is making it easier to go electric with the installation of the Charge Up in Dufferin network. The electric vehicle (EV) charging network is made up of 22 level-two charging stations and two level-three fast chargers that will be available to the public by November 30, 2021 at various municipal offices, and recreation and cultural centres.

The installation of the *Charge Up in Dufferin* network was led by the County of Dufferin, in partnership with local municipalities including East Garafraxa, Grand Valley, Melancthon, Mono, Mulmur, Orangeville and Shelburne.

In addition, 20 more chargers will be available by the end of 2022 to help municipal vehicle fleets reduce greenhouse gas emissions. These EV chargers will support the County's corporate climate priorities, as its vehicle fleet accounts for almost 40 per cent greenhouse gas emissions. The availability of on-site charging will support the transition to electric fleets.

Natural Resources Canada, through its Zero-Emission Vehicle Infrastructure Program (ZEVIP), provided a total investment of \$289,000 to help Dufferin County build their EV charging network. The ZEVIP helps increase the availability of localized charging and hydrogen refuelling opportunities where Canadians live, work and play.

With transportation accounting for 49 per cent of greenhouse gas emissions in Dufferin, the *Charge Up in Dufferin* network also advances a key priority in the Dufferin Climate Action Plan by increasing the availability of local charging opportunities, a key barrier to electric vehicle adoption.

To incentivize their use for the first year, level-two charging is free for the first two hours, after which time, users will pay \$2 an hour. Users of level-three fast chargers will pay \$5 an hour.

A map of charging station locations and additional information about the electric vehicles and charging can be accessed at dufferincounty.ca/chargeupindufferin.

Test-Drive Launch Event

In celebration of the *Charge Up in Dufferin* network, the County of Dufferin invites the public to attend a launch event on December 7, 2021 from 12:00pm to 4:00pm at the back of the Orangeville Courthouse, located at 44 Elizabeth Street.

Residents will have the opportunity to learn about electric vehicles and charging with the expert staff from Plug'n Drive and get behind the wheel of an electric vehicle for a test drive.

The launch event will be livestreamed on Climate Action in Dufferin's Facebook page (@climateactionindufferin) at 1:00pm. Those wishing to reserve a 30 minute test-drive appointment can contact the Climate Division at climate@dufferincounty.ca or call 519-941-2816 x 2500. Test drive participants will be required to show a valid driver's license and proof of vaccination to Plug'n Drive staff.

Quotes

"We're making it easier for people in Dufferin County to drive electric. This is a critical part of lowering emissions in the transportation sector and achieving our climate targets."

Honourable Jonathan Wilkinson, Minister of Natural Resources.

"This is an important stepping stone on our path to net-zero by 2050 in Dufferin. We are gearing up for the future of electric transportation."

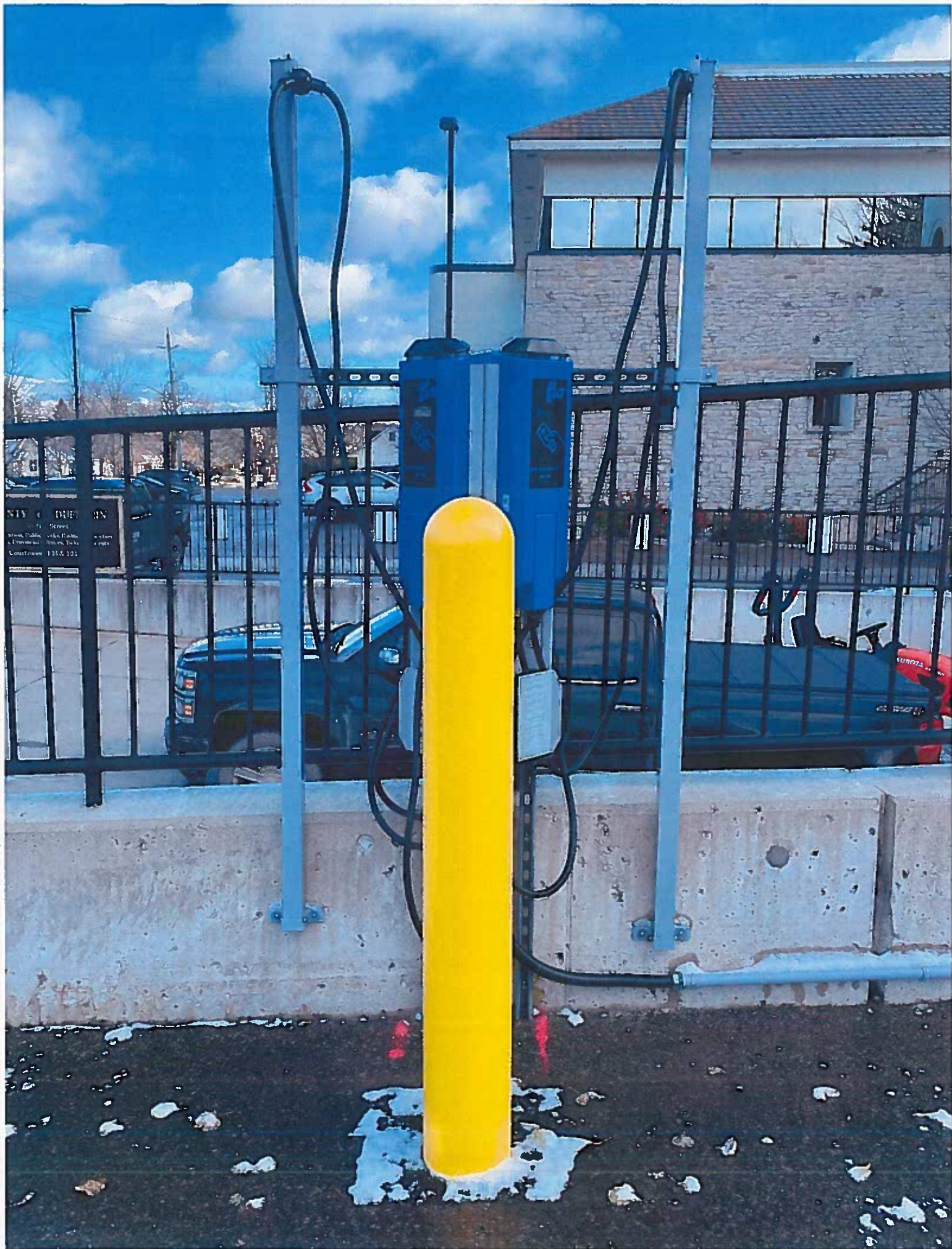
Darren White, Dufferin County Warden (Mayor – Melancthon)

For more information, images or to setup an interview, please contact:

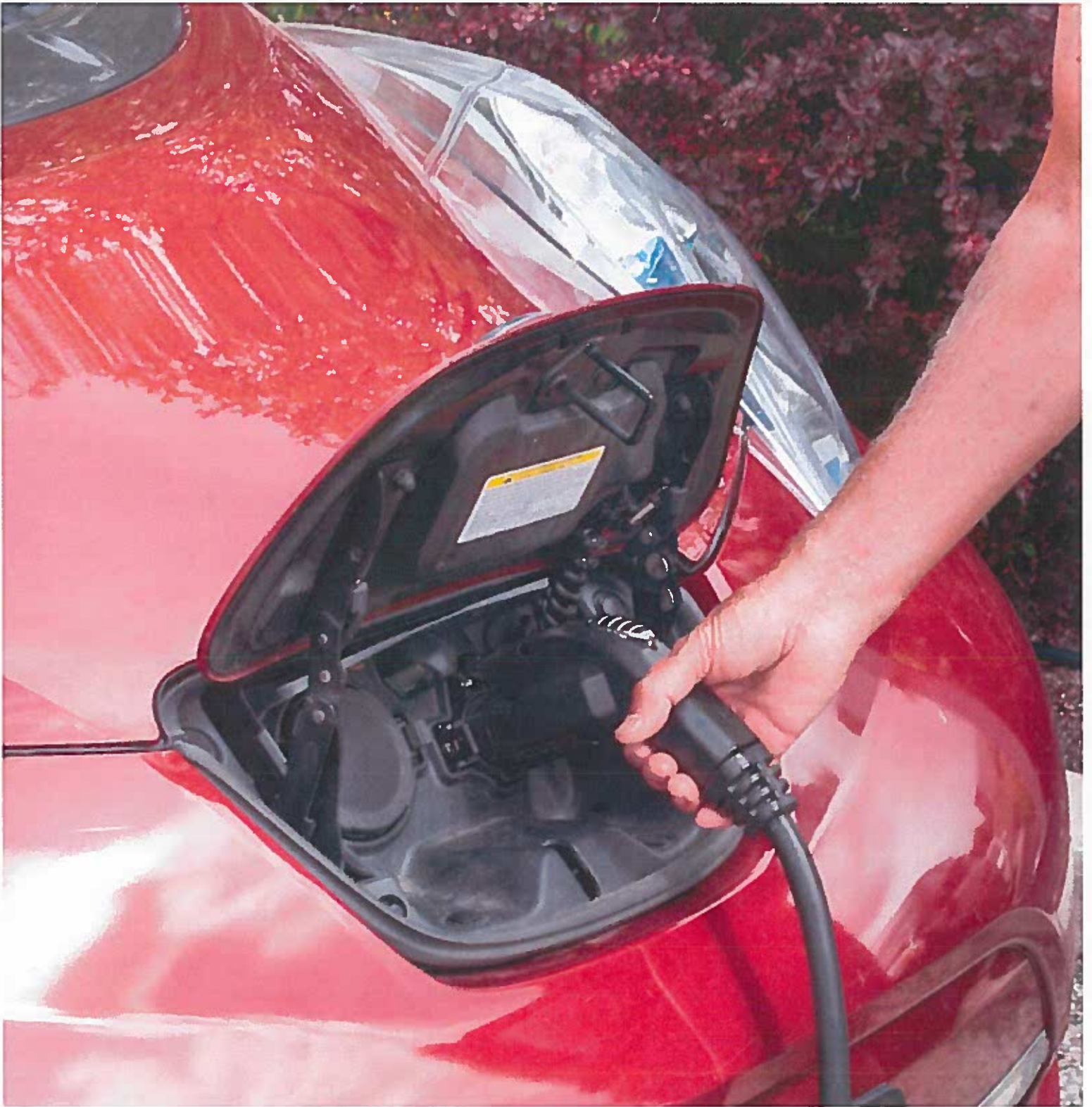
Timothy Chan
Communications Manager
(519) 938-6036
tchan@dufferincounty.ca

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Denise Holmes

From: Sara Wicks <swicks@dufferincounty.ca>
Sent: Friday, December 3, 2021 3:42 PM
To: Susan Stone; Meghan Townsend; Denise Holmes; Jennifer Willoughby; Will Thomson; tatkinson (tatkinson@mulmur.ca); John Willmetts; Mike Dunmore; Lisa Ashton; Michelle Newson; Charles Cosgrove; Mike Geraci
Subject: EV Station Launch
Attachments: Test-Drive-Poster.png; Charge-Up-in-Dufferin-Background.pdf

Good afternoon,

With the installation of the Charge Up in Dufferin electric vehicle charging stations now complete, I would like to share some information about the project and logistics around station use and charging in the attached document. This can be used as a reference document for staff and to help answer any questions you may receive from the public. I would be happy to discuss if you have question, or present to staff.

I would also like to take this opportunity to invite municipal staff to join us in celebrating the installation of the EV stations on December 7th.

PLEASE CIRCULATE TO YOUR STAFF

Join the Celebration:

Your chance to learn about electric vehicles with Plug'n Drive specialists and get behind the wheel of one of the latest electric vehicle makes and models for a test drive.

DATE: Tuesday December 7, 2021

TIME: 12:00pm – 4:00pm (drop-in or as test drive scheduled)

LOCATION: 44 Elizabeth Street (Parking lot of Orangeville Courthouse)

Test-drive vehicle options include:

- Volvo XC40 (now fully booked) or
- Polestar Two or
- Kia Soul or
- MINI Cooper SE

An opening ceremony will take place from **1:00pm - 1:30pm** and will be live-streamed from Climate Action in Dufferin's [Facebook page](#).

Those wishing to reserve a 30-minute information session and test-drive appointment can contact the Climate Division at climate@dufferincounty.ca or call 519-941-2816 x 2500.

* Please note that test drive participants will be required to show a valid driver's license and proof of vaccination to Plug'n Drive staff.

Thanks again for all your support in completing this milestone project and I hope to see you on Tuesday!

Best,
Sara

Sara Wicks (she/her ^{/why?}) | **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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Charge Up in Dufferin

Electric Vehicle Charging Station Network

PROJECT BACKGROUND:

The *Charge Up in Dufferin* network is made up of 22 level-two charging stations and two level-three fast chargers at various municipal offices, recreation and cultural centers.

The installation of the *Charge Up in Dufferin* network was led by the County of Dufferin's Climate Division, in partnership with local municipalities including East Garafraxa, Grand Valley, Melancthon, Mono, Mulmur, Orangeville and Shelburne.

The Charge Up in Dufferin network was supported by [Natural Resources Canada's Zero-Emission Vehicle Infrastructure Program \(ZEVIP\)](#), a program intended to increase the availability of localized charging opportunities in Canada.

LEVEL 2 CHARGER: Thought of as a destination charger, it can provide approximately 30km of driving range in a one-hour charge.

LEVEL 3 CHARGER: Referred to as fast charger, a Level 3 can provide approximately 250km of driving range in a one-hour charge.

STATION DETAILS

Level	Location	Address	# of Stations
2	Courthouse	55 Zina (44 Elizabeth Parking Lot), Orangeville	4
2	Edelbrock Centre	30 Centre St, Orangeville	2
2	Dufferin Oaks	151 Centre St, Shelburne	1
2	Administrative Office: Township of East Garafraxa	065371 Dufferin County Road 3	2
2	Grand Valley District Community Centre	90 Main St N, Grand Valley	2
2	2 of Melancthon Municipal Offices	157101 ON-10, Melancthon	2
2	Mono Town Hall	347209 Mono Centre Rd, Mono	2
2	Mulmur Municipal Office	758070 2 Line E, Mulmur,	2
2	Town of Shelburne Municipal Office	203 Main St E, Shelburne	2
2	Alder Arena	275 Alder St, Orangeville	2
3	Museum of Dufferin	936029 Airport Rd, Mulmur	2
3	Courthouse	55 Zina (44 Elizabeth Parking Lot), Orangeville	1

DESIGNATED PARKING

Electric vehicle (EV) charging stations have a parking space designated for users. EV parking spaces are intended **only** for EVs actively using the charging equipment and are available on a first-come, first-serve basis.

EV parking stations are designated with green and white markings on the pavement.

USAGE AND FEES

EV Charging Stations are available for use by the public for a fee, as per the Dufferin County User Fee By-law, unless otherwise stated during promotional grace periods to encourage usage as approved by the Director of Public Works or designate.

LEVEL 2 FEE: First two-hours free, then \$2 per hour

LEVEL 3 FEE: \$5 per hour

Please refer to [Dufferin County's Electric Vehicle Charging Station Policy](#) for more information.

FLO

Charge Up in Dufferin EV stations are powered by FLO. To operate the EV charging station, users must be a member of the FLO network.

Becoming a member of the FLO network makes it easy for users to manage their charging experience from a single, convenient platform.

Drivers can register with FLO here: <https://www.flo.com/en-CA/drivers/network/>

USING A LEVEL 2 CHARGING STATION ON THE FLO NETWORK

1. Park your vehicle in front of the charging station.
2. Activate the station by placing your FLO card on the reader or select the station in the FLO mobile app and press 'start a session'.
3. Once your session has been authenticated, open the station's door and pull out the connector.
4. Plug the connector into your vehicle. Charging will start immediately.
5. Once charging is complete, unplug the connector, replace it in its socket and close the door.
6. You will receive a summary of your charging session via email.

USING A LEVEL 3 CHARGING STATION ON THE FLO NETWORK

1. Park your vehicle in front of the charging station.
2. Choose the connector that is adapted to your vehicle (either CHAdeMO or SAE Combo) and plug it into your vehicle's charging port.
3. Activate the station by placing your FLO card on the reader or select the station in the FLO mobile app and press 'start a session'.

4. Wait until the stations start button begins to flash and then press it. You can monitor the progress of your charging session on the FLO mobile app.
5. Once charging is complete, press the stop button.
6. Unplug the connector, roll the cable back on its support, and replace the connector back in its socket
7. You will receive a summary of your charging session via email.

PUBLIC INQUIRIES

For more information on *Charge Up in Dufferin* and electric vehicles please visit dufferincounty.ca/chargeupindufferin

STAFF INQUIRIES

For inquiries or issues surrounding EV charging stations please contact Sara Wicks, Manager of Climate and Energy at swicks@dufferincounty.ca

PUBLIC INQUIRIES

Please direct public inquiries to climate@dufferincounty.ca

*Minutes for Shelburne Public Library Board Meeting
Tuesday, October 19, 2021*

Present: Margaret Mercer Shane Hall Mikal Archer
James Hodder Gail Little Patricia Clark

Also Present: Rose Dotten, CEO/ Head Librarian

Regrets: Geoff, Dunlop, Paul Barclay, Sharon Martin

The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Vice Chair, Margaret Mercer, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

- a) Participants were to mute themselves when not speaking. Rose/Margaret to stay unmuted to recognize members.
- b) Participants were to raise their hands to ask questions or comment and wait to be recognized.
- c) Participants were to raise their hands to vote on motions.

Motion 46-21 P. Clark, S. Hall

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

Carried

Motion 47-21 S. Hall, G. Little

Be it resolved that we approve the Agenda of the October 19, 2021, meeting.

Carried

Motion 48-21 P. Clark, J. Hodder

Be it resolved that we approve the minutes of the board meeting dated September 21, 2021.

Carried

Motion 49-21 M. Archer, J. Hodder

Be it resolved that we approve the Accounts Payable Register for September, 2021, with invoices and payments in the amount of \$23,142.79.

Carried

Bd comm #1

DEC 09 2021

CEO/ Head Librarian's Report:

- **Statistics—Including Social Media and e-resources**

Since we are using both curbside and in-house systems and e-resources, we have developed a different format for reporting our statistics. Attached is a summary of the Monthly Statistics for September, 2021.

As seen in the statistics presented, we have an extensive email list (approximately 2000) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

- **TD Summer Reading**

The final report for the TD Summer Reading is due shortly and, once prepared, will be submitted to the committee that oversees all the submissions for the country. Attached to these minutes is a summary of the statistics for the past summer.

- **Programming**

- **Children's Programming**

Our children's programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time.

- **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The "Craft Supply" bags are also distributed monthly and include all the supplies necessary to make the crafts.

- **Adult Programming**

Jade and Rose are featured in a Video clip every Wednesday. They outline some new aspect of the library resources and talk about two books they have read during the week. There is also a continuing adult reading Challenge on Beanstack.

Steve Anderson will be presenting his book *Driven to Success*, in a virtual and on-site meeting presented by both the Shelburne Public Library and the Orangeville Public Library. It will be held on Wednesday, October 20, 2021, from a link on the library website. Steve Anderson has written his memoirs about his journey from growing up in the Jane-Finch corridor to his current role as Legal Counsel for the TTC in Toronto and as Deputy Mayor of Shelburne.

Business

- **Ongoing Library Protocols**

Discussion ensued about the issues of mandatory vaccinations for staff. The Board decided that this would be best carried forward as an agenda item for next month as we look at what Dufferin County and the other municipalities are implementing. It is important for our patrons and citizens to have a consistent policy in place.

As to whether we will be required to ask patrons to be fully vaccinated, the provincial protocols do not mandate this for Public Libraries except for events and meetings.

- **In Camera session -- Not required**

Motion 50-21 J. Hodder, S. Hall

That we now adjourn at 7:43 p.m., to meet again November 16, 2021, at 7 pm., or at call of the Chair.

Carried



MINUTES
JOINT RECREATION SUBCOMMITTEE
September 22, 2021 9:00AM

Present: Darren White, Mayor of Melancthon
David Besley, Deputy Mayor of Melancthon
Janet Horner, Mayor of Mulmur
Earl Hawkins, Deputy Mayor of Mulmur
Denise Holmes, CAO of Melancthon
Tracey Atkinson, CAO of Mulmur
Sarah Culshaw, Treasurer of Melancthon
Heather Boston, Treasurer of Mulmur
Roseann Knechtel, Deputy Clerk of Mulmur

1.0 Call to Order

The meeting was called to order by Janet Horner at 9:09 a.m. The meeting was hosted using an electronic zoom platform. The next meeting will be Chaired by Darren White.

2.0 Approval of the Agenda

Moved by Hawkins and Seconded by Besley
THAT the agenda for September 22, 2021 be approved.

CARRIED.

3.0 Approval of Minutes

Moved by White and Seconded by Hawkins
THAT the minutes of July 9, 2021 be approved.

CARRIED.

4.0 Closed Session

Moved by Hawkins and Seconded by White
THAT the Joint Recreation Committee adjourn to closed session at 9:10 am pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter regarding personal matters about an identifiable individual, including municipal or local board employees [239(2)(b)] one (1) matter regarding legal advice [239(2)(f)]

THAT Council do rise out of closed session and into open session with the following motion:

THAT the Committee receive the legal advice as presented.

CARRIED.

Bdcomm #2
DEC 09 2021

5.0 Administration

5.1 NDCC Risk Report and Draft Recreation Agreement

Mulmur Treasurer, Heather Boston presented the changes to the draft agreement. Members reviewed the agreement and recommending the following changes:

Amend # 17 - The Township of Mulmur shall have responsibility and authority over Human Resources and staffing.

ADD - 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.

Amend #24 - 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.

Moved by White and Seconded by Besley

THAT the Joint Recreation Subcommittee support the proposed changes to the Recreation Agreement as presented and amended;

AND THAT the report, draft agreement and by-law be forwarded to the NDCC Board and the next meeting of each respective Council for consideration.

CARRIED.

6.0 Information Items

6.1 Council Motions: KPMG Management Letter

7.0 Items for Future Meetings

7.1 Recreation Coordinator Position

8.0 Meeting Adjournment

Moved by Hawkins and Seconded by White

THAT Council adjourns the meeting at 10:21 am and agree to meet again on October 12, 2021 at 10:30am or at the call of the Chair.

CARRIED.

.....
Mayor

.....
Clerk



MINUTES

MULMUR-MELANCTHON FIRE BOARD Tuesday, September 21, 2021 at 7:00 p.m.

Present: David Besley, Chair – Melancthon Township
Ken Cufaro, Vice Chair – Mulmur Township
Earl Hawkins – Mulmur Township
Mathew Waterfield – Fire Chief
Heather Boston – Secretary
Absent: Darren White – Melancthon Township
Brendon Bogers – Deputy Chief

1. Call to Order – meeting was called to order by the Chair at 7:01 pm

2. Declaration of Pecuniary Interest

Chair Besley stated that if any member of the Board had a pecuniary interest, they could declare the nature thereof now or at any time during the meeting.

No Declarations of Pecuniary interest were stated at this time.

3. Approval of the Agenda

Motion by: Cufaro/Hawkins

THAT the September 21, 2021, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

4. Approval of Previous Meeting's Minutes – July 20, 2021

Motion by: Hawkins/Cufaro

THAT the Minutes of the Mulmur-Melancthon Fire Board dated July 20, 2021, be approved as copied and circulated.

CARRIED.

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5. Finance

a) Accounts

Motion by: Cufaro/Hawkins

THAT the operating accounts as presented in the amount of \$41,311.63 be approved.

AND THAT the capital accounts as presented in the amount of \$6,761.63 be approved.

CARRIED.

6. Old/New Business

a) Use of Pumper by Fire Association (Verbal)

Motion by: Hawkins/Cufaro

THAT the Board recognize and appreciate the Honeywood Firefighters Associations fundraising efforts;

AND THAT by providing this service it increases the liability risks to the Township NOW therefore the Board prohibit the use of the Fire Department Tanker by the Honeywood Firefighter Association to fill pools.

	Yea	Nay
Councillor Hawkins	Y	
Councillor Cufaro	Y	
Councillor Besley	Y	

CARRIED.

b) Shared Equipment Agreement with Dundalk Fire Department (Verbal)

Motion by: Hawkins/Cufaro

THAT the Board authorize the Fire Chief to enter into an agreement with the Dundalk Fire Department for the shared used of the hose testing machine.

CARRIED.

c) Dufferin County Grant – Repeater (Verbal)

Motion by: Cufaro/Hawkins

THAT the Board direct the Fire Chief to move the repeater from the Whitfield Tower to the new Honeywood Tower to improve radio communications;

AND THAT the approved County of Dufferin grant be utilized to cover a portion of the costs.

CARRIED.

d) General Fire Chief Update (verbal)

- Purchased auto extrication equipment
- SCBA's passed annual certification
- Mat completed various training courses

7. Correspondence - None

8. Adjournment

Motion by: Hawkins/Cufaro

THAT we do now adjourn at 7:45 pm to meet again on November 16, 2021 at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Heritage Advisory Committee held an electronic meeting September 29th, 2021 at 5:30 p.m. The following members were present: Chair Margaret Mercer, Councillor James McLean, Tracy Webber and Todd McIntosh, Also present were: Kaitlin Chessell, Heritage Advisory Committee Secretary. Vice Chair Fawcett was absent. Chair Mercer called the meeting to order at 5:30 p.m.

Land Acknowledgement

Chair Mercer shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Moved by McLean, Seconded by McIntosh that the agenda be approved as circulated. Carried.

Approval of Draft Minutes

Moved by McIntosh, Seconded by Webber that the minutes of the Heritage Advisory Committee held on June 16th, 2021 be approved as circulated. Carried.

Business Arising from Minutes

A comment was made that the Joint Heritage Meeting with the Town of Shelburne was very productive.

Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

General Business

1. Discussion about Changing the Monthly Meeting Date and Time

Discussion ensued about when a better date to meet each month would be. It was agreed that we would try and meet the second Wednesday of the month at 5:30pm.

2. Minutes from Shelburne and Melancthon Joint Heritage Meeting

It was discussed that the Town of Shelburne's mandate is like our terms of reference.

3. Notes from Shelburne and Melancthon Joint Heritage Meeting

This item was received as information.

4. Review Shelburne's Initiatives and determine which of these we'd like to pursue in Melancthon

It was discussed that we should pick 2-3 items to accomplish each year that are feasible and get costing and put together a budget proposal for Council. We need to decide what we want to accomplish by the end of 2022 and then evaluate each year what is working and what's worth continuing.

5. Melancthon Heritage Planning Process

Discussed under general business item 4

6. Budget and Funding

Discussed under general business item 4

7. Other/Addition

None.

8. Unfinished Business

1) Heritage Plaques

Deferred to next meeting as Vice Chair Fawcett was not present to discuss.

Delegations

None.

Idea Roundtable

The Committee discussed they would like to pursue doing plaques throughout the Township, maybe in the different settlement areas and hamlets, this would require us to do research through the Museum of Dufferin and would give the Township a sense of identity. It was mentioned that we could create a brochure to go with the signs that would have a driving tour in it for people to travel the Township to look at the signs. It was discussed that we could look into doing a plaque program like the Town of Shelburne to label houses that have a heritage background but because Melancthon is mainly rural most signs would not be readable from the roadside and may not have as much impact. Discussion ensued that we could probably accomplish 3-5 plaques a year for the project depending on the costing. The Committee talked about maybe doing something for Heritage month which is February and how we could maybe get involved with the Horning's Mills Park when they get back to doing fireworks in the park and promote heritage at their event and if we wanted to do something in the winter we could partner with the Horning's Mills Hall to put an event on. The rural economic fund for local community revitalization was discussed and how we could potentially apply for funding to have a mural painted in the community by a local artist. Chair Mercer is going to send out an email with items to delegate for the members to look into and come back at the next meeting with information.

Recommendations to Council

None.

Public Question Period

None.

Confirmation Motion

Moved by McIntosh, Seconded by McLean that all actions of the Members and Officers of the Heritage Advisory Committee 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 at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Adjournment

6:15 p.m. - Moved by McIntosh, Seconded by Webber that we adjourn this Heritage Advisory Committee meeting to meet again on October 13th, 2021 at 5:30 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Roads Sub-Committee held an electronic meeting October 12th, 2021 at 1:30 p.m. The following members were present: David Besley, Chair, and James McLean. Also present were: Denise Holmes, CAO/Clerk; Craig Micks, Public Works Superintendent; Sarah Culshaw, Treasurer and Kaitlin Chessell, Roads Sub-Committee Secretary. Member Hannon was absent. Chair Besley called the meeting to order at 1:37 p.m.

Land Acknowledgement

Chair Besley shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Moved by McLean, Seconded by Besley that the agenda be approved as circulated. Carried.

Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

Approval of Draft Minutes

Moved by McLean, Seconded by Besley that the minutes of the Roads Sub-Committee meeting held on September 8th, 2021 be approved as circulated. Carried.

Business Arising from Minutes

None.

Correspondence Items

None.

General Business

1. Update from Public Works Superintendent

Craig Micks, Public Works Superintendent advised that they have been working on maintaining the roads, getting the trucks ready for winter, brushing, and are hoping to start doing more ditching starting Thursday and work on culvert replacements on the 5th Line OS. Craig also advised that The Murray Group is hoping to complete the paving work on Church Street in Horning's Mills tomorrow.

2. Memo from Public Works Superintendent regarding 4th Line NE & 5th Line OS

Craig advised that the costing for culverts and ditching in his report could be lower next year if they get some of that work completed this fall and that the costing of these projects could go up as the cost of materials increases.

3. Memo from Denise Holmes – Construction Schedule for County Road 21

Denise Holmes, CAO/Clerk reached out to the County of Dufferin to see when they intend to complete the County Road 21 project and they advised that they will be completing the road excavation in 2022, the road then needs to sit and settle for one year and then they intend to pave the road in 2024. They also advised that we could possibly tender the paving of the 5th Line OS with them in 2024 to save money.

4. Email Response from Richard Maylin – speeding

This item was received as information and is to be forwarded to the Roads Safety Taskforce.

5. Email Response from Angie Stephens – speeding

This item was received as information and is to be forwarded to the Roads Safety Taskforce.

6. Letter and Comments from Bill Neilson – 4th Line NE speeding

This item was received as information and is to be forwarded to the Roads Safety Taskforce.

7. Traffic Calming Measures – ped-zone signs and speed bumps

Member McLean advised that the Roads Safety Taskforce will be looking into traffic calming measures and they are hoping to have a public engagement session to get the public's opinions on the different types of traffic calming measures they want to try before they make recommendations to council.

8. Discussion regarding Grey County Shouldering Work (Mr. Lyons comments made at September 16, 2021 Council Meeting)

Craig advised that Grey County's shouldering is similar to Dufferin County's as their roads are 10-12 metres wide and our roads are only 8 metres wide. This does not give us enough shoulder space to have shoulders like Grey County. The Committee discussed that they did not think it was necessary for us to widen the roads to allow for Mennonite lanes.

9. 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.

10. Placement of the Children Playing Signs

The Committee discussed that we could install the signs for six weeks until winter comes and then next spring, we can look at all the locations we would like the children to be placed around the Township. For now one sign is to go in Corbetton by the park, one sign is to go in Riverview and two signs are to go in Horning's Mills – one by the park and the other on Mill Street by the Horning's Mills Hall.

11. Process and Timeline for Replacing Street Signs (Councillor McLean)

Craig advised that the guys keep an eye out for signs that are missing and need replaced around the Township and the County of Dufferin makes the new signs for us.

12. Other/Addition

None.

13. Unfinished Business

1) Development of Poulton Place (Unopened road allowance in Corbetton – North Side of Main Street)

The Township received an updated quote from Demmans Excavation for the costing of upgrading this road. The quote was \$45,702.00 plus HST. Staff are going to send a letter out to all six land owners and ask them if they are interested in building on their lots and willing to pay a portion of the costs to upgrade the road.

2) Motion referred from Council regarding 4th Line NE and 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 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.

3) Unnamed Lane in Horning's Mills – Update

No update at this time.

4) Riverview Development

The memo from Chris Jones, Township of Melancthon Planning Consultant advised that they are looking to create 9 lots on 260 sideroad in Riverview and there may be upgrades to the road that are necessary prior to development. Craig advised that there are a couple of soft spots in the road that would need to be dug out and redone and it was discussed that maybe the committee should do an onsite here before the next meeting.

Delegations

2:00 P.M. – Tom Pridham; Drainage Superintendent RJ Burnside and Associates – Road Crossing Drainage Work for Gray Drain, Fluney Drain and Bonnefield/Wallace Drain.

Tom Pridham discussed the costing of the road crossing culverts required to be installed for the Gray Drain, Fluney Drain and Bonnefield/Wallace Drain. He discussed that this was budgeted for completion in 2021 and if Demmans Excavating could install these while he is doing the ditching for the Township this fall that would be good so that the culverts have a chance to settle before paving happens on the 5th Line OS.

Recommendations to Council

Recommendation has been outlined above.

Public Question Period

A member of the public advised that they would like the opportunity to speak to their letter at the Roads Safety Taskforce meeting and the public engagement session.

Confirmation Motion

Moved by McLean, Seconded by Besley that all actions of the Members and Officers of the Roads Sub-Committee with respect to every matter addressed and/or adopted by the Sub-Committee on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Sub-Committee Members at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Adjournment

3:10 p.m. - Moved by McLean, Seconded by Besley that we adjourn this Roads Sub-Committee meeting to meet again on November 10th, 2021, at 1:30 P.M. or at the call of the Chair. Carried.

CHAIR

SECRETARY



Grand River Conservation Authority
Summary of the General Membership Meeting – November 26, 2021

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate. This [water quality presentation](#) is also being circulated for your information.

Action Items

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

- GM-11-21-80 - Draft Transition Plan - Requirement under Ontario Regulation 687/21
- GM-11-21-88 - Financial Summary
- GM-11-21-83 - Conservation Area User Fees 2022
- GM-11-21-79 - Permit, Planning and Inquiry Fee Schedule 2022
- GM-11-21-82 - Water and Sanitary Servicing Consulting Services
- GM-11-21-84 - Head Office Life Safety System Upgrades
- GM-11-21-88 - Snowmobiling on GRCA Properties
- GM-11-21-C12 - Non-Union Salary Adjustments 2022 (closed agenda)

Information Items

The Board received the following reports as information:

- Minutes of the Ad-Hoc Conservation Authorities Act Committee – October 29, 2021
- GM-11-21-77 - Cash and Investment Status
- GM-11-21-85 - Reserves 2021
- GM-11-21-81 - Complimentary GRCA Membership Passes 2022s
- GM-11-21-86 - Update on Lands Declared Surplus – Guelph
- GM-11-21-78 - Current Watershed Conditions

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board

Action Items

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

- SPA-11-21-01 - Source Protection Committee Representative Appointment

For full information, please refer to the November 26, 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 December 17, 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'.

Bd comm #6
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NVCA November 2021 Board Meeting Highlights

Next Meeting: December 10, 2021, held virtually.

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

Presentation on NVCA's Living Snow Fence Program

Rick Grillmayer, NVCA's Manager of Forestry, gave a presentation regarding the living snow fence program.

Living snow fences are trees or other plants that are strategically planted to stop snow from blowing from fields to roadways. These fences form a barrier that slows the wind that carries the snow, in turn stopping the snow from drifting onto roads.

In many municipalities in the Nottawasaga Watershed, snow drifting on roads creates dangerous driving conditions, forcing road closures. While living snow fences are a good option solve this problem, the distance where the trees are planted must three times the height of the trees.

As road allowances in the watershed are too narrow to allow this distance, living snow fences must be planted on private land. However, the majority of private land in the watershed is used for agriculture, therefore once living snow fences are planted, farmers lose around 0.4 hectares (1 acre) of area where they can farm, as it is difficult manipulate large farming equipment between the rows of trees.

The County of Dufferin worked with NVCA and the Grand River Conservation Authority and created an incentive program for private landowners to plant living snow fences. However, the uptake was very low.

Possible solutions are to create a performance incentive tied to the value of the land, or purchasing the land where snow fences should be planted.

2022-2026 Lake Huron Lakewide Action and Management Plan

Under the Great Lakes Water Quality Agreement, the governments of Canada and the United States are committed to restore and maintain the physical, biological and chemical integrity of the waters of the Great Lakes.

Every five years, the two countries prepare and issue Lakewide Action and Management Plans (LAMP) for each of the five Great Lakes.

The Lake Huron Partnership will deliver the next Lake Huron LAMP by the end of 2021.

2021 Year End Surplus/Deficit Allocation

The NVCA Board of Directors approved that any deficit/surplus for 2021 will allocated accordingly to the budget reserve.

Transition Plan for Submission to the Ministry of Environment Conservation and Parks

The *Conservation Authorities Act (CA Act)* requires conservation authorities to prepare transition plans outlining steps and timelines for the preparation of an inventory of program and services and for the development and execution of funding agreements with participating municipalities.

NVCA's transition plan sets out the process and timelines for the development and execution of memorandum of understandings/agreements between partner municipalities to fund program and services that are not deemed to be provincially mandatory services outlined in the *CA Act* and associated regulations. [Please refer to NVCA's website for the details of the transition plan.](#)

Updates to the Hearing Guidelines Appendix B of Procedures for Implementation of Ontario Regulation 172/06

NVCA staff work with permit applicants in an attempt to find a solution to their proposal to ensure that it is in conformity with approved policies and legislation.

However, there are occasions when a mutually agreeable solution cannot be reached, and NVCA staff may recommend refusal of the application to the Board of Directors. In these cases, applicants can request a hearing by NVCA's Board of Directors, in accordance to Section 28 of the *CA Act*.

With the passage of Bill 229, *Protect, Support and Recover from COVID-19 Act* (Budget Measures), 2020, a new section of the *Conservation Authorities Act* (Section 28.01) came into force. This section governs the appeal process for applicants granted Minister Zoning Orders.

NVCA's Board of Directors approved an update to the hearing guidelines to reflect the changes related to Minister's Zoning Orders.

From: Denise Holmes
Sent: Friday, December 3, 2021 2:39 PM
To: Donna Funston
Subject: FW: Township of Southgate New Official Plan - Request for Comments

From: Elisha Milne <emilne@southgate.ca>
Sent: Monday, November 15, 2021 2:14 PM
Subject: Township of Southgate New Official Plan - Request for Comments

Good afternoon,

Please find the below link for a draft copy of the Township of Southgate New Official Plan.

<https://www.southgate.ca/en/municipal-services/southgate-official-plan.aspx#Township-of-Southgate-New-Official-Plan-Documents>

We are holding an **Electronic Public Open House on Wednesday December 8th, 2021 at 7:00PM**. In order to address any comments at the Public Open House, please supply all comments on the above by December 6, 2021, if possible.

Please send your comments to:

Email: emilne@southgate.ca
Fax: 519-923-9262 Attn: Elisha Milne
Mail: Elisha Milne, Administrative & Legislative Coordinator
185667 Grey County Road 9
Dundalk, ON N0C 1B0

And to:

Ron Davidson, Land Use Planning Consultant
Email: ronalddavidson@rogers.com
Mail: Ron Davidson Land Use Planning Consultant Inc.
265 Beattie Street
Owen Sound, ON N4K 6X2

Thank you for your attention to this matter.

Elisha Milne

Administrative & Legislative Assistant

Township of Southgate

185667 Grey County Rd. 9, Dundalk, ON N0C 1B0

519-923-2110 ext. 232 | Fax 519-923-9262

emilne@southgate.ca | www.southgate.ca



Denise Holmes

From: Michelle Steele <michelle.steele@rlb.ca>
Sent: Monday, November 15, 2021 2:10 PM
To: Denise Holmes
Cc: Odessa Cherubin
Subject: Pre-audit letter to Council
Attachments: Melancthon Pre-Communication to Council.pdf

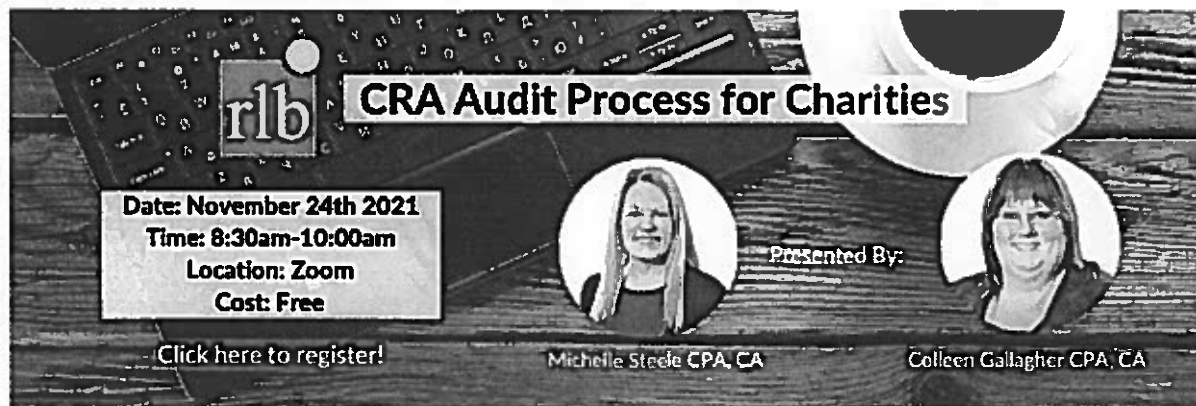
Hi Denise,

Please find attached our annual pre-audit letter, if you could forward on to Council.

Odessa, cc'd above will be sending you our engagement letter for electronic signature shortly.

Let us know if you have any questions.

Thanks,
Michelle





rlb **CRA Audit Process for Charities**

Date: November 24th 2021
Time: 8:30am-10:00am
Location: Zoom
Cost: Free

[Click here to register!](#)

Presented By:

 **Michelle Steele CPA, CA**

 **Colleen Gallagher CPA, CA**

Please Note:

Secure drop boxes or mail slots are available at each office location or you can submit documents digitally via our secure client portal, sharefile. COVID-19 related policies are subject to change as new information becomes available. Visit our website for more information www.rlb.ca



Michelle Steele | CPA, CA

Principal

michelle.steele@rlb.ca | rlb.ca | 197 Hanlon Creek Blvd., Unit 103, Guelph, ON N1C 0A1

Tel: (519) 822-9933 x350 | Fax: (519) 822-9212

Find our office hours [HERE](#)



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Chartered
Professional
Accountants

November 15, 2021

The Corporation of the Township of Melancthon
157101 Highway #10
Melancthon, ON
L9V 2E6

Dear Members of Council:

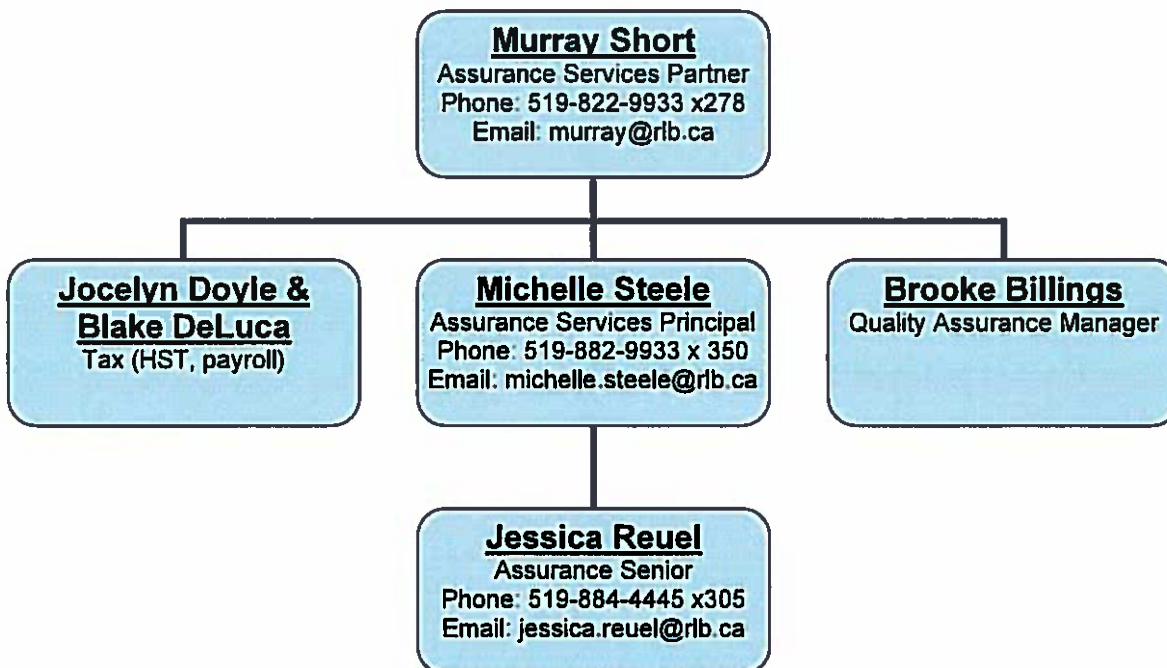
Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Melancthon for the year ended December 31, 2021. The purpose of this letter is to communicate our 2021 audit plan for The Corporation of the Township of Melancthon and to ensure that management and Council are aware of the following:

- Objectives and scope of our audit
- Planned approach for the 2021 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

RLB LLP's Objective and Scope of our Audit

- Obtain reasonable assurance that the financial statements are free of material misstatement
- Evaluate the fairness of presentation of the financial statements in conformity with accounting standards established by the Chartered Professional Accountants of Canada
- Report to management and Council:
 - Significant internal control weaknesses
 - Matters required under Canadian Auditing Standards
 - Matters we believe should be brought to your attention

RLB LLP's Assurance Service Team



Financial Reporting Responsibilities

Council

- Provide, as a part of financial process, effective corporate governance
- Regular oversight and review of financial information and management financial process
- Ensure accurate financial reporting and sound internal controls
- Review performance measures
- Approve the Audited Financial Statements

Management

- Maintain cost-effective internal control environment
- Provide timely and accurate disclosure of financial results
- Report results on a fair and consistent basis
- Exercise care in establishing accounting estimates
- Apply appropriate accounting principles
- Establish internal controls over fraud and error

RLB LLP

- Perform cost-effective risk based audits tailored for your organization's specific risks
- Review the effectiveness and reliability of key internal controls
- Assess accounting principles, estimates and financial disclosures in accordance with accounting standards
- Provide year end reporting to Council
- Provide our opinion in the audit report which we attach to management financial statements

Management Deliverables

- Prepare required information as agreed with RLB LLP to be able to perform the audit
- Provide documentation and support for accounting used by management for all significant or unusual transactions and estimates
- Identify related parties, if applicable
- Provide written representations

RLB LLP Deliverables

- Communicate with management and Council to review audit plan
- Review financial statements and management letter findings with management and Council
- Provide audit opinion on financial statements
- Prepare and file Financial Information Return
- Report to Council as required under Canadian Generally Accepted Auditing Standards (CAS 260, 265 and 580)
- Seek pre-approval from management or Council for all additional services
- Communicate control deficiencies

Audit Approach

- Examine accounting systems and controls for all significant transaction cycles
- Adopt a control reliance strategy where appropriate to increase audit efficiency:
 - Taxation revenue, cash receipts, taxes receivable
 - Purchases, disbursements, payables
 - Payroll
 - General computer controls
- Substantive testing of year end balances including grant revenue and receivables
- Search for unrecorded liabilities
- Independence reporting

Audit Timeline

Interim Audit Testing	December 8, 2021
Communication of Audit Plan to Management/Council	November 15, 2021
Year-end Testing	March 21-25, 2022
Reporting to Council	TBD
Issuance of Audit Report and Financial Statements	To follow Council approval

Annual Inquiry Related to the Risk of Fraud

Please consider the following questions to help determine the specific risks of fraud and error with the municipality. We will provide the annual representation letter for signature by a member of each Council and management with the audited Financial Statements, where representation will be made regarding the assessment of fraud at the municipality.

- Are you aware of any instances of fraud perpetrated against the municipality by any of its employees, management, or Council?
- Are you aware of any instances of fraud perpetrated by the municipality against creditors, suppliers, lenders, investors, funders, government agencies, or any other business associates?
- Do you believe there is a high level of risk of fraud being perpetrated against or by the municipality – specifically, which risks are classified as the highest risk, and what specifically is management or those charged with governance doing to mitigate these risks?
- Has Council made an assessment of the entity's susceptibility to fraud?
- Does management have a process for identifying and responding to fraud risk factors?

If you have any information to report to us on the above, please contact Murray Short or Michelle Steele at 519-822-9933.

New Public Sector Accounting Standards

These are effective for fiscal years beginning on or after April 1, 2022:

- PS 1201: Financial Statement Presentation – expands the requirements for financial statement presentation and disclosure for various categories: financial assets, non-financial assets, revenues, expenses, and losses arising from asset impairment and changes in valuation allowances.
- PS 2601: Foreign Currency Translation – describes accounting treatment for foreign currency transactions, and how they should be presented and disclosed.
- PS 3041: Portfolio Investments – defines portfolio investments and describes accounting treatment and disclosure requirements.
- PS 3450: Financial Instruments – requires additional disclosure in the notes to the Financial Statements to include the various risk components of financial instruments: credit risk, currency risk, interest rate risk, liquidity and market risk.
- PS 3280: Asset Retirement Obligations – describes criteria if there is a legal obligation to remove the tangible capital asset and if the entity controls the tangible capital asset to be retired.

These are effective for fiscal years beginning on or after April 1, 2023:

- PS 3400: Revenue – describes how to account for and report on revenue and specifically differentiates between revenue arising from transactions including and excluding performance obligations.
- PSG-8: Purchased Intangibles – describes the scope of intangibles that are now allowed to be recognized in the financial statements.
- PS 3160: Public private partnerships – establishes standards for the recognition, measurement, presentation, and disclosure for public private partnership arrangements.

2021 Audit Plan: Materiality

When establishing the overall audit strategy, materiality is determined for assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

- Planning Materiality - \$145,000
- Materiality
 - Professional judgment that is made in the context of our knowledge, assessment of risk and reporting requirements
 - Very significant in determining the scope of our work
 - We will review all errors in excess of 2% of materiality

Areas of Emphasis

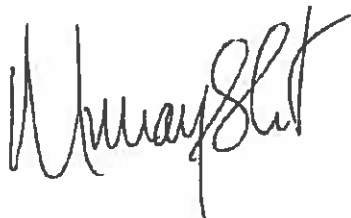
- Taxation revenue and receivables - collectability
- Grant revenue and receivables - completeness and existence
- Operating expenses - completeness and existence
- Tangible capital assets - completeness, existence and valuation
- Reserve, reserve funds and amounts set aside by Council - completeness and existence

If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

Yours truly,

RLB LLP

Per:

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

Murray Short, MBA, CPA, CA, C. Dir.
Engagement Partner

Denise Holmes

From: Laurel Yarenko <lyarenko@dufferincounty.ca>
Sent: Wednesday, November 17, 2021 1:58 PM
To: Denise Holmes
Subject: Additional COVID-19 Financial Relief Funding Resolution

Hello Denise,

Please be advised that the Council of Dufferin County, at the regular meeting of November 11, 2021, supported your resolution and the following was passed.

THAT the correspondence from the Township of Melancthon, dated October 13, 2021 regarding additional COVID-19 financial relief funding, be supported.

CARRIED.

Thanks and have a great day,

Laurel Yarenko | **Administrative Support Specialist | Corporate Services | County of Dufferin** |
Phone: 519-941-2816 Ext. 2506 | lyarenko@dufferincounty.ca | 30 Centre Street, Orangeville, ON L9W 2X1

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Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario N9H 1S4
Phone: 519-969-7770 Fax: 519-969-4029 www.lasalle.ca

November 15, 2021

The Right Honourable Justin Trudeau
Prime Minister of Canada
House of Commons
Ottawa, Ontario K1A 0A6
justin.trudeau@parl.gc.ca

Dear Prime Minister Trudeau,

Re: COVID-19 Testing Requirement at Land Border

At the November 9, 2021 Regular Meeting of Council, Town of LaSalle Council gave consideration to correspondence received from a resident, dated November 2, 2021, regarding the COVID-19 testing requirement for travelers crossing the land border into Canada.

The following points were considered:

- The vast majority of the population of Essex County, including the Town of LaSalle, is fully vaccinated against COVID-19;
- Essex County, including the Town of LaSalle, has strong economic and social ties to Metropolitan Detroit and southeast Michigan;
- The United States has opened their land border to fully vaccinated Canadians without COVID-19 testing requirements; and
- The City of Windsor has asked the federal government to remove COVID-19 testing as a requirement for fully vaccinated travelers crossing the land border into Canada.

At the Meeting, the following Resolution was passed:

698/21

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That the Corporation of the Town of LaSalle requests that the Federal Government remove the requirement for Canadian Travelers to be tested for COVID-19 when using a land border crossing into the United States and then returning to Canada after the November 8, 2021 re-opening.

Your favourable consideration of this request is respectfully requested.

Yours Truly,



Jennifer Astrologo
Director of Council Services/Clerk
Town of LaSalle
jastrologo@lasalle.ca

cc. The Honourable Doug Ford
Chris Lewis, MP, Essex
Taras Natyshak, MPP, Essex
Gary McNamara, Warden, County of Essex
All Members of Parliament
All Members of Provincial Parliament
All Ontario Municipalities





RESOLUTION NO. 21-247

Moved by: Marc Dupuis
Seconded by: Steve Brousseau

WHEREAS the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years, and;

WHEREAS this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024, and;

WHEREAS the Municipality of Mattice – Val Côté is aware of the important increase in property values throughout the province and within its own jurisdiction and;

WHEREAS the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

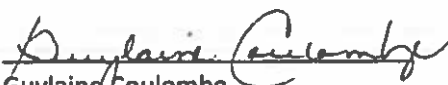
NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives, Carol Hughes and Guy Bourgouin.

- CARRIED -

I, Guylaine Coulombe, CAO/Clerk of the Municipality of Mattice – Val Côté, do hereby certify this to be a true and complete copy of Resolution 21-247, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 8th day of November 2021.

DATED at Mattice, Ontario
This 10th day of November 2021


Guylaine Coulombe

Info #5
DEC 09 2021



TOWNSHIP OF ADELAIDE METCALFE

2340 Egremont Drive, Strathroy, ON N7G 3H6

T: 519-247-3687 F: 519-247-3411

www.adelaidemetcalfe.on.ca

October 8, 2021

Township of Scugog
181 Perry Street
PO Box 780
Port Perry, ON
L9L 1A7

ATTENTION: BECKY JAMIESON, DIRECTOR OF CORPORATE SERVICES/MUNICIPAL CLERK

**RE: SUPPORT OF RESOLUTION – FEDERAL AND PROVINCIAL FUNDING OF RURAL
INFRASTRUCTURE PROJECTS**

Please be advised that the Council of the Township of Adelaide Metcalfe, at the regular meeting of October 4, 2021, supported and passed The Township of Scugog resolution as follows.

THAT the Province of Ontario and the Government of Canada be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements.

CARRIED.

Kind regards,

Mike Barnier
Manager of Legislative Services/Clerk

Info #6

DEC 09 2021



Township of Wainfleet

"Wainfleet – find your country side"

November 23, 2021

SENT ELECTRONICALLY

RE: Correspondence – Resolution requesting Support for Federal and Provincial Funding of Rural Infrastructure Projects

Please be advised that at its meeting of November 16, the Council of the Corporation of the Township of Wainfleet approved the following resolution:

"THAT Correspondence item No. C-340-2021 from the Lake of Bays respecting a resolution requesting support for Federal and Provincial funding of rural infrastructure projects be received and supported."

CARRIED

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact the undersigned.

A copy of the original correspondence is attached for reference.

Regards,

Meredith Ciuffetelli
Deputy Clerk
mciuffetelli@wainfleet.ca
905-899-3463 ext. 275



T 705-635-2272
TF 1-877-566-0005
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
1012 Dwight Beach Rd
Dwight, ON P0A 1H0

November 9, 2021

Via email: mbarnier@adelaidemetcalfe.on.ca

Township of Adelaide Metcalfe
Attention: Mike Barnier, Manager of Legislative Services/Clerk
2340 Egremont Drive
Strathroy, ON N7G 3H6

Dear Mr. Barnier:

**RE: Correspondence – Resolution requesting Support for Federal and Provincial
Funding of Rural Infrastructure Projects**

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on November 9, 2021, and the following resolution was passed:

"Resolution #7(b)/11/09/21

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby receives the correspondence from Mike Barnier, Manager of Legislative Services/Clerk for the Township of Adelaide Metcalfe and supports their request for the Federal and Provincial Government to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements, dated September 13, 2021.

AND FURTHER THAT this resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, AMO, and all Ontario municipalities.

Carried."

Sincerely,

Carrie Sykes, *Dipl. M.A., CMO, AOMC,*
Director of Corporate Services/Clerk.

CS/cw

Copy to: Hon. Doug Ford, Premier of Ontario
Hon. Peter Bethlenfalvy, Provincial Minister of Finance
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance
Association of Municipalities of Ontario
All Ontario Municipalities



374028 6TH LINE • AMARANTH ON • L9W 0M6

November 25, 2021

In connection with:

Resolution #3

Moved by: H. Foster – Seconded by: G. Little

BE IT RESOLVED THAT:

Council of the Township of Amaranth proclaim November 25th, 2021 as the International Day for the Elimination of Violence Against Women

CARRIED

The Township of Amaranth does hereby proclaim November 25th as The International Day for the Elimination of Violence Against Women

WHEREAS violence continues to be the greatest gender inequality rights issue for women, girls and gender-diverse individuals; and

WHEREAS November is Woman Abuse Prevention Month; and

WHEREAS Gender-based violence is a human right issue which our community must work together to address, prevent and address through public awareness and education; and

WHEREAS 1 in 3 women will experience gender-based violence in their lifetime and these numbers increase exponentially for Black, Indigenous and Woman of Colour; and WHEREAS the COVID-19 pandemic has increased barriers to support and services for survivors of gender-based violence and their children; and

WHEREAS last year in Ontario, every 13 days a woman or child was killed by a man known to them, with the majority being their current or former intimate partner

WHEREAS this month and throughout the 16 Days of Activism Against Gender-Based Violence, we acknowledge our community's support of the Wrapped in Courage campaign and commitment to ending gender-based violence; and

WHEREAS on November 25th, The International Day for the Elimination of Violence Against Women, a Wrapped in Courage 2021 Campaign flag will be raised in recognition that the courage of a woman alone is not enough, it takes an entire community to end gender-based violence; and

Now, therefore, The Council of the Township of Amaranth proclaim and declare that November 25th, 2021 shall be known as "The International Day for the Elimination of Violence Against Women" and urge all citizens to recognize this day by taking action to support survivors of gender-based violence and becoming part of Ontario wide efforts to end gender-based violence.

115 #8
DEC 09 2021

Denise Holmes

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Monday, November 29, 2021 4:09 PM
To: Denise Holmes
Subject: Draft Transition Plan - O.Reg 687/21 under the Conservation Authorities Act
Attachments: GM-11-21-80 - GRCA Staff Report & Draft Transition Plan_Requirement under Ontario Regulation 687_21.pdf

Greetings Township of Melancthon Clerk's office:

Please be advised that at the regular meeting held on November 26, 2021, the GRCA General Membership passed the following motion:

*THAT the Grand River Conservation Authority Draft Transition Plan be approved;
AND THAT the Draft Transition Plan be circulated to all participating municipalities;
AND THAT the finalized Transition Plan be presented to the General Membership for approval at the December meeting.*

Accordingly, GRCA Staff Report GM-11-21-80 and the Draft Transition Plan is attached here as one file for your information. Upon final approval from the GRCA Board and in accordance with O.Reg 687/21 under the *Conservation Authorities Act*, the Transition Plan will be posted on our website and a link will be circulated at that time.

Should you have any comments on the plan or questions regarding the requirement under O.Reg 687/21 to circulate this information to our participating municipalities, please reach out directly to Samantha Lawson.

Kind regards,

Eowyn Spencer
Executive Assistant
Grand River Conservation Authority

400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
Office: 519-621-2763 ext. 2240
Toll-free: 1-866-900-4722

Grand River Conservation Authority

Report number: GM-11-21-80

Date: November 26, 2021

To: General Membership of the Grand River Conservation Authority

Subject: Draft Transition Plan – Requirement under Ontario Regulation 687/21

Recommendation:

THAT the Grand River Conservation Authority Draft Transition Plan be approved; and
THAT the Draft Transition Plan be circulated to all participating municipalities; and
THAT the finalized Transition Plan be presented to the General Membership for approval at the December meeting.

Summary:

Under *Ontario Regulations 687/21*, the Grand River Conservation Authority (GRCA) is required to develop a Transition Plan that outlines the process the conservation authority will go through to transition to the new funding/levy framework. The regulation requires that this Transition Plan be submitted to the Ministry of Environment, Conservation and Parks and posted to the website by December 31, 2021. This Plan will also be circulated to all participating municipalities.

Attached to this report is the draft GRCA Transition Plan with process milestones and timelines to complete the transition period by January 1, 2024.

Report:

On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement amendments to the *Conservation Authorities Act*. Report GM-21-10-75: Conservation Authorities Act Amendments- Phase 1 Regulation and Timelines provides an overview of the Phase 1 Regulations and associated deliverables and timelines.

The following regulations were included in the Phase 1 release:

- *Ontario Regulation 686/21*: Mandatory Programs and Services
- *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services
- *Ontario Regulation 688/21*: Rules of Conduct in Conservation Areas.

Under *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services, the regulation requires each conservation authority to create a Transition Plan that outlines the steps to develop an inventory of programs and services (category 1-3) and to enter into agreements with participating municipalities to fund category 2: Municipal programs and services. The Transition Period starts on the date the regulation was released and finishes on January 1, 2024.

The purpose of the transition period is to prepare conservation authorities and municipalities for the change to the budgeting process based on the delivery of Category 1-3 programs and services by January 1, 2024.

The first deliverable in the transition period is to develop and gain approval of the Transition Plan. The Transition Plan consists of a workplan/timeline and the consultation process with

participating municipalities on the inventory of all the GRCA's programs and services. This plan is required to be submitted to the MECP and to be made available to the public by December 31, 2021. This plan must also be circulated to all participating municipalities.

The first phase of the transition period requires an inventory of GRCA's programs and services. The inventory will list all the programs and services that the authority GRCA is providing as of February 28, 2022 and those that it intends to provide after that date. The inventory will include information about the sources of funding and categorize all programs and services based on the following: 1 – mandatory programs and services; 2 – municipal programs and services; and 3 – other programs and services.

The second phase of the Transition Period includes developing and finalizing the conservation authority/municipal agreements in accordance with any regulations governing municipal programs and services. These agreements must be complete by January 1, 2024.

Throughout the Transition Period the GRCA is required to submit six quarterly progress reports to the MECP on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023 and October 1, 2023. The progress reports will include any comments received/changes to the inventory, an update on the progress of negotiations of agreements, and any difficulties that the GRCA is experiencing with concluding the requirements prior to the end of the Transition Period.

A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the authority has entered into all necessary cost apportioning agreements. This report also has to be posted on the website.

The attached provides the draft GRCA Transition Plan and timelines.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson

Chief Administrative Officer

**Grand River Conservation Authority
Transition Plan**

Date: November 26, 2021

Amendments:

Background

In 2015, the Province initiated a review of the *Conservation Authorities Act*. Since then, Bill 139 (2017), Bill 108 (2019) and Bill 229 (2020) have been passed that included several amendments to the Act. The purpose of these amendments are to provide greater transparency, consistency, accountability and governance for Conservation Authorities. On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement a portion of the amendments that were made to the *Conservation Authorities Act*. *Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services* was part of this grouping and requires the Grand River Conservation Authority (GRCA) to have a Transition Plan that outlines the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund municipal driven programs and services through a levy. It also establishes the transition period and timelines to enter into those agreements.

The purpose of the Transition Plan is to prepare the GRCA and participating/watershed municipalities for the change to the budgeting process based on the delivery and funding of the three categories of programs and services. These categories include:

1. mandatory programs and services where municipal levy could be used without any agreement;
2. programs and services subject to municipal approval and municipal funding through a MOU;
3. other programs and services an Authority determines are advisable, with alternate funding (e.g., provincial, federal, municipal agreement and/or self-generated revenue)

Under Regulation 687/21, the transition period is to be completed no later than January 1, 2024.

There are two main components to the transition period. The first part is to develop a Transition Plan which consists of a workplan/timeline for the completion of major milestones during the transition period, process of consulting and negotiating with municipalities on Memorandums of Understandings (MOUs) for the delivery of municipal requested programs and services and a draft inventory of programs and services offered by the GRCA. This Transition Plan is to be completed and submitted to MECP no later than December 31, 2021 and posted to the GRCA's website.

A final version of the inventory for programs and services is required to be circulated to participating municipalities and submitted to the MECP no later than February 28, 2022. The inventory for programs and services must also be posted to the GRCA's website.

The second part of the transition period includes developing, , negotiating and finalizing agreements (MOUs) with municipalities in accordance with the regulation for municipal programs and services. These agreements must be in place (Municipal Council and the General Membership approved) by January 1, 2024.

General Membership of the GRCA Approval Process

The General Membership of the GRCA is required to approve the Transition Plan and the Inventory of Programs and Services prior to the submission to MECP, circulation to municipalities and posting on the GRCA's website.

Recognizing the amount of work and input required by the GRCA to meet the transition date of January 1, 2024, the General Membership established an Ad-Hoc Governance Committee (Resolution No. 21-03 -January 22, 2021) to provide input and direction to staff on adapting to the changes of the *Conservation Authorities Act* and subsequent Regulations. This committee will meet regularly throughout the transition period.

Tracking of negotiations and milestones throughout the transition period will be provided to the Ad-hoc Committee for consultation and to the General Membership for approval. These quarterly reports will then be submitted to MECP and posted to the GRCA's website. Once the MOUs are approved by the General Membership and Municipal Council, these agreements will be made available to the public on the GRCA website.

The final submission report to MECP will contain all approved MOUs and the final Inventory of Programs and Services. This submission is due on January 31, 2024 and is the end of the transition period. The 2024 GRCA budget will reflect the revised funding framework.

Municipal Consultation Process

The GRCA has 38 watershed municipalities and 22 participating municipalities within its jurisdiction. Participating municipalities contribute to the general levy and also appoint members to the GRCA Board of Directors. The following are designated under the *Conservation Authorities Act* as GRCA participating municipalities:

- Town of Grand Valley
- Township of Amaranth
- Township of Melancthon
- Township of East Garafraxa
- Township of Southgate
- Township of Mapleton
- Township of Wellington North
- Township of Centre Wellington
- Town of Erin
- Township of Guelph/Eramosa
- Township of Puslinch
- City of Guelph
- Region of Waterloo
- Municipality of North Perth
- Township of Perth East
- Halton Region
- City of Hamilton
- Oxford County
- County of Brant
- City of Brantford
- Haldimand County
- Norfolk County

All participating municipalities will be circulated a copy of the approved GRCA Transition Plan.

Consultation with the participating municipalities will be ongoing throughout the transition period. Key contacts and timelines/meetings will be established with all participating municipalities and other interested watershed municipalities. Input received through these discussions and negotiations will be incorporated into the Inventory of Programs and Services on a continuous basis. GRCA staff will also be available to attend any council meeting, where requested.

Adjacent Conservation Authority Consultation Process

The GRCA shares municipal boundaries with 10 adjacent Conservation Authorities. It will be important to maintain contact and consult with senior staff at adjacent Conservation Authorities during the development of their Transition Plans, Inventory of Programs and Services and also when negotiating MOUs with shared municipalities. Wherever possible, staff will strive for consistency amongst the adjacent Conservation Authorities on terminology, conditions of agreements, etc.

The GRCA shares municipal boundaries with the following Conservation Authorities:

- Maitland Valley Conservation Authority
- Credit Valley Conservation
- Niagara Conservation Authority
- Hamilton Conservation Authority
- Conservation Halton
- Nottawasaga Valley Conservation Authority
- Grey Sauble Conservation
- Saugeen Conservation
- Upper Thames Conservation Authority
- Long Point Conservation Authority

Timelines and Deliverables during the Transition Period

Chart 1 and 2 provide a list of activities, deliverables and points of contact that the GRCA will complete in order to come into conformance with the new regulations. Any changes to timelines will require consultation with the Ad-hoc Committee, approval from the GRCA General Membership and identification/justification in the quarterly reports submitted to the MECP. Should the GRCA require an extension to the transition period, a request must be submitted to MECP prior to October 1, 2023 and approved by the General Membership.

End of Transition Period

As of January 1, 2024 all required MOUs will be in place and the new funding framework will be incorporated into the GRCA 2024 budget. The transition period will end unless the GRCA has requested an extension from the MECP.

A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the GRCA has entered into all necessary cost apportioning agreements. This final report will also be posted on the GRCA website.

Year	Task	2021				2022	
		Sept.	Oct.	Nov.	Dec.	Jan	Feb
Part 1: Transition Plan	Draft Transition Plan and determine process for consultation with participating municipalities (identification of other municipalities to be consulted)	X	X	X	X		
	Preliminary meetings with participating municipal staff on new regulations, timelines and initial discussion on municipal process and needs to complete required deliverables (where possible)	X	X	X	X		
	Internal consultation and creation of Programs and Services (P&S) Inventory, categorization P&S, determine high level costing		X	X	X		
	Prepare/update list of current municipal MOUs		X	X	X		
	Meet with Ad-hoc Committee* on draft Transition Plan and P&S Inventory, setting guiding principles and expectations for transition period		X	X	X		
	Meeting with adjacent Conservation Authorities to discuss timelines and P&S Inventory to facilitate consistent approach to January 1, 2024 deadline (where possible)		X	X	X		
	Presentations to Municipal council on new regulations and draft documents (when requested).			X	X	X	X
	Obtain approval from GRCA Board on Transition Plan			X	X		
	Circulation of Transition Plan to participating municipalities and other municipalities by request				X		
	Posting of Transition Plan to GRCA website				X		
	Submit Transition Plan to MECF				X		
	Meet with Ad-hoc Committee* on draft P&S Inventory (feedback incorporated from municipal/CA discussions)			X	X	X	
	Obtain approval from GRCA Board on P&S Inventory					X	
	Circulate P&S Inventory to participating and other municipalities						X
	Submit P&S Inventory to MECF						X
	Post P&S inventory to website						X

*Ad-Hoc Governance Committee, General Membership of the Grand River Conservation Authority

Year		2022												2023												2024
	Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Part 2: MOUs/Agreements	Identify existing MOUs and prepare amendments to address regulations	X	X	X																						
	Draft template MOU for P&S Inventory that do not have any agreements			X	X	X	X																			
	Negotiate with participating municipalities and other municipalities on new MOUs	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X			X	X			
	Meet with Ad-hoc Committee* to provide update/seek direction on negotiation/consultation process				X				X				X				X				X			X		
	Provide status reports to GRCA Board		X				X				X			X			X		X				X			
	Meet with adjacent CAs to discuss shared MOUs (where possible)	X	X	X			X	X	X			X	X	X			X	X	X							
	Submit 1 st progress report to MECP		X																							
	Submit 2 nd progress report to MECP							X																		
	Submit 3 rd progress report to MECP										X															
	Submit 4 th progress report to MECP													X												
	Submit 5 th progress report to MECP																X									
	Submit 6 th progress report to MECP																			X						
	Submit 7 th progress report to MECP																									
	Present to Municipal Councils on MOUs, P&S Inventory, etc. (where requested)																	X	X	X	X	X	X	X	X	
	Process for draft 2024 GRCA Budget																			X	X	X	X	X	X	X
	GRCA Board approval/ Municipal Council approval of MOUs																	X	X	X	X	X	X	X	X	
	Posting of MOUs to GRCA website																								X	
	Final Submission to MECP																									X

*Ad-Hoc Governance Committee, General Membership of the Grand River Conservation Authority

Canada



November 19, 2021

Denise Holmes
CAO/Clerk
Township of Melancthon
dholmes@melancthontownship.ca

Dear Ms. Holmes:

I am writing to let you know about a new Canadian Agricultural Partnership (CAP) targeted cost-share initiative of up to \$700,000 aimed at increasing deadstock management capacity throughout the province. The application intake will be open from November 18, 2021 to December 13, 2021. You can find additional information, including how to apply, on the OMAFRA website at www.omafra.gov.on.ca/english/cap/index.htm.

In light of the recent loss of on-farm deadstock pickup services in certain areas of the province, my ministry, in partnership with the government of Canada, is launching this CAP initiative to support livestock producers, waste management facilities, municipalities and other agri-businesses such as livestock auction barns, assembly yards, deadstock transporters, collectors, renderers, and veterinary clinics in increasing capacity for deadstock management. Given these increased pressures, this initiative offers a higher cost-share rate than our usual deadstock funding, that being 50% reimbursement of eligible expenses as opposed to 35%, up to a maximum of \$25,000 per applicant.

The initiative provides cost-share funding, to support planning, establishing, and/or managing deadstock to increase capacity for deadstock management. Specifically expenses eligible for cost-share reimbursement include:

Assessments and Planning

- Qualified third-party services to provide an initial operational plan or assessment of an applicant's deadstock capacity (e.g., deadstock management plan, environmental plan/assessment).

.../2

Deadstock Facility Upgrades and Equipment

- Establishment of an on-site facility to handle and store deadstock efficiently and securely as a preventive measure to reduce the risk of introduction and spread of disease to animals and humans, including, but not limited to:
 - Purchase, modification, or construction of a deadstock management system (e.g., composter, digester, incinerator [**subject to regulatory requirements and restrictions**], in-ground vessel, waste management bins) and associated runoff management equipment/systems,
 - Digester modifications or components that enable the taking of deadstock (e.g. pretreatment equipment)
 - New construction or modifications to structures or buildings to facilitate the handling, storage and removal of deadstock, or to securely store deadstock in a manner that prevents access or scavenging by wildlife and vermin, and;
 - New freezer or cooler systems for the temporary storage of deadstock and parts thereof, or specified risk materials.

Please note that expenses must meet the requirements of the [Ontario Regulation 105/09](#), under the *Food Safety and Quality Act, 2001* (FSQA), and [Ontario Regulation 106/09](#) under the *Nutrient Management Act, 2002* (NMA), (or any applicable requirements under the Safe Food for Canadians Act for federally registered plants) and be suitable for use. The undertaking of these activities for cost-share funding may still be subject to regulatory approvals.

Our government is committed to supporting the agri-food sector and rural communities in Ontario.

I encourage you to take advantage of this funding opportunity and submit an application for your project. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes.

Sincerely,



Marie-Claude Bibeau
Minister of Agriculture
and Agri-Food Canada



Lisa M. Thompson
Minister of Agriculture, Food
and Rural Affairs



CLEARVIEW

ZONING BY-LAW AMENDMENT NOTICE OF PASSING

The Decision:

In consideration of all written and oral submissions made relating to the subject Zoning By-law Amendment, the Township of Clearview Council has made a decision regarding an application to amend Comprehensive Zoning By-law 06-54. The amendment has been considered under the requirements of the *Planning Act RSO 1990 c.P.13* and applicable regulations. The purpose of this notice is to make you aware of Council's decision on the matter.

Date of Passing: Monday November 22, 2021

By-law No.: 21-78

Last Date of Appeal: Wednesday December 22, 2021

The Proposal:

Project No.: 2021-060-ZB

Amendment to the Zoning By-law 06-54

The amendment amends Section 2 "General Provisions" by adding the following:

2.36 CANNABIS CULTIVATION AND CANNABIS PRODUCTION FACILITIES

Where cannabis cultivation and/or cannabis production facilities are a permitted use, the following regulations shall apply:

2.36.1 Cannabis Cultivation in Agricultural and Rural Zones:

In Agricultural and Rural Zones, the following regulations shall apply:

Minimum Lot Area and Frontage:

- 2.36.1.1 Cannabis cultivation shall require a minimum lot area of 10 hectares and a minimum lot frontage of 100 metres.

Outdoor Cultivation:

- 2.36.1.2.1 Cannabis is not permitted to be cultivated indoors including but not limited to inside a greenhouse or hoop house.

Maximum Cultivation Size:

- 2.36.1.3 Cannabis cultivation shall be limited to a maximum of no more than 800 square metres in area on a lot, and shall be licensed or authorized under the Cannabis Act as amended.

Maximum Building Area:

- 2.36.1.4 All buildings and facilities associated with cannabis cultivation shall be limited to a maximum gross floor area of 200 square metres per lot.

Setbacks:

- 2.36.1.5 Cannabis cultivation, security fencing, associated buildings and parking and loading areas, shall be setback a minimum of 30 metres to the property lines.

- 2.36.1.6 Cannabis cultivation, security fencing, associated buildings, parking and loading shall be setback a minimum distance of 300 metres to the lot line of any sensitive land uses, except where the sensitive land use is a dwelling, in which case, the setback is to the dwelling.

- 2.36.1.7 Where a dwelling is permitted on the same property as cannabis cultivation and is occupied by the licensed grower, the cultivation area can be located as close as 30 metres to the dwelling.

- 2.36.1.8 Where a dwelling is permitted on the same property as cannabis cultivation and is not owner occupied, the cultivation area must be setback 150 metres from the dwelling.

- 2.36.1.9 Cannabis cultivation cannot be conducted within a dwelling unit.

Separation Distances:

- 2.36.1.10 Any cannabis cultivation shall be located a minimum distance of 1000 metres from any settlement area. This distance shall be measured from the lot line containing the cannabis cultivation.

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Other Requirements:

2.36.1.11 The outside storage of waste soils, plant material, organics or fertilizers is prohibited, other than the composting of non-odorous materials consisting of non-viable seeds; mature stalk and fiber of such stalk without any leaf, flower, seed or branch; roots or any part of the root of the cannabis plant.

2.36.1.12 No lighting of cannabis shall take place between the hours of 8:00 pm to 6:00 am, unless the lighting cannot be seen from outside the building. All additional lighting including security lighting shall be fully shielded so as not to broadcast onto any adjacent lot and be dark-skies compliant.

No fencing related to cannabis shall exceed 2.4 metres in height.

2.36.1.13 Cannabis cultivation is subject to site plan control.

2.36.2 Cannabis Cultivation and Production in Agriculturally Related Industrial Zones:

In Agriculturally Related Industrial Zones where cannabis cultivation and/or production facilities are a permitted use, the following regulations shall apply:

Setbacks:

2.36.2.1 All cannabis cultivation and/or production facilities, including associated buildings, parking and loading areas and security fencing shall be setback a minimum distance of 500 metres to the lot line of any sensitive land uses, except where the sensitive land use is a dwelling, in which case, the setback is to the dwelling.

2.36.2.2 Any cannabis cultivation and/or production facilities shall have a separation distance of 1000 metres from any other cannabis production facility. The separation distance shall be measured from lot line containing the cannabis cultivation and/or production facility.

2.36.2.3 Any cannabis cultivation and/or production facilities shall be located a minimum distance of 1000 metres from any settlement area. The separation distance shall be measured from lot line containing the cannabis cultivation and/or production facility.

Other Requirements:

2.36.2.4 No part of any cannabis cultivation and/or cannabis production facility can be located within a dwelling unit.

2.36.2.5 All drying, processing and packaging, must be done within a fully enclosed building and cannot take place in a greenhouse or hoop house.

2.36.2.6 The outside storage of waste soils, plant material, organics or fertilizers is prohibited, other than the composting of non-odorous materials consisting of non-viable seeds; mature stalk and fiber of such stalk without any leaf, flower, seed or branch; roots or any part of the root of the cannabis plant.

2.36.2.7 No lighting of cannabis shall take place between the hours of 8:00 pm to 6:00 am, unless the lighting cannot be seen from outside the building. All additional lighting including security lighting shall be fully shielded so as not to broadcast onto any adjacent lot and be dark-skies compliant.

2.36.2.8 Cannabis cultivation and/or production facilities is subject to site plan control.

2. That Section 3.1.1 "Agricultural (AG)" Zone, "Permitted Uses, Primary Uses" be amended by the addition of the permitted use "cannabis cultivation".

3. That Section 3.1.2 "Agricultural (AG)" Zone, "Zone Provisions" be amended by adding the following clause:

"z) Cannabis Cultivation:

The provisions of Section 2.36 shall apply to cannabis cultivation."

The By-law also changes the zoning on two properties in the Township to an Agriculturally Related Industrial Zone. Those properties are located at 4491 Concession 12 Sunnidale (Peace Naturals) being proposed to go to a AGI-7 Zone and 6954 County Road 9 (Agri-Farm) proposed to go to a AGI-8 Zone as shown on the key maps provided. The following are the provisions proposed for those Zones:



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AGI-7

Permitted Uses:

Notwithstanding the permitted uses of Subsection 3.2 "Agriculturally Related Industrial (AGI)" Zone the following are permitted uses on properties zoned AGI-7:

- a) Cannabis cultivation
- b) Cannabis production facility
- c) All the permitted uses of Subsection 3.1 "Agricultural (AG)" Zone.

Zone Provisions:

Notwithstanding the zone provisions of the AGI Zone, the following Provisions apply to the AGI-7 Zone:

- a) The zone provisions of Subsection 3.1.2 of the "Agricultural (AG)" Zone apply to lands zoned AGI-7.
- b) The maximum lot coverage for buildings and structures related to cannabis shall be 10%.
- c) Notwithstanding subsection 2.36.13, all cannabis cultivation shall be located in a fully enclosed building or a greenhouse. Hoop houses are not permitted.
- d) All cannabis production shall be located in a fully enclosed building.
- e) Notwithstanding the provisions of subsection 2.36.5 and 2.36.6 and 2.36.7 to the contrary, all cannabis production facilities and/or indoor cannabis cultivation including associated buildings, parking and loading areas and security fencing shall be setback a minimum distance of: 22 metres from the north lot line for the office; 40 metres to the north lot line for storage buildings; 100 metres to the north lot line for processing and cultivation; 21 metres from the north interior side lot line; 72 metres from the east lot line; 185 metres from the south lot line and 130 metres from the west lot line.
- f) All other provisions of Section 2.36 shall apply.
- g) The maximum gross floor area dedicated to processing, research, analytical testing and sales is 1% of the lot area to a maximum gross floor area of 3,820 square metres.

AGI-8

Permitted Uses:

Notwithstanding the permitted uses of Subsection 3.2 "Agriculturally Related Industrial (AGI)" Zone the following are permitted uses on properties zoned AGI-8:

- a) Cannabis cultivation
- b) Cannabis production facility
- c) All the permitted uses of Subsection 3.1 "Agricultural (AG)" Zone.

Zone Provisions:

Notwithstanding the zone provisions of the AGI Zone, the following Provisions apply to the AGI-8 Zone:

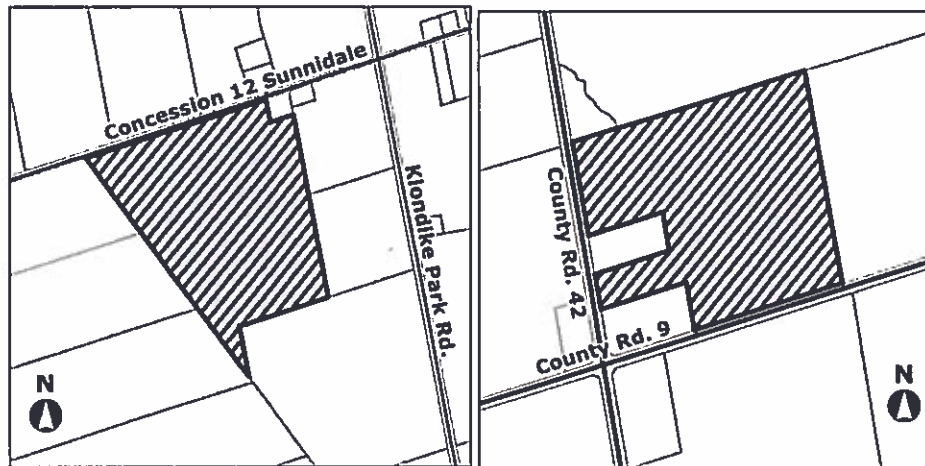
- a) The zone provisions of Subsection 3.1.2 of the "Agricultural (AG)" Zone apply to lands zoned AGI-8.
- b) The minimum lot area shall be 34.5 ha.
- c) The maximum lot coverage for buildings and structures related to cannabis shall be 5%.
- d) Notwithstanding Subsection 2.36.13, cannabis cultivation can be located outdoors in an area no larger than 18,000 square metres and otherwise shall be located in a fully enclosed building, greenhouse or hoop house.
- e) All cannabis production shall be located in a fully enclosed building.
- f) Notwithstanding the provisions of subsection 2.36.6 to the contrary, all indoor and outdoor cannabis cultivation, cannabis production facilities, associated buildings, parking and loading areas, and security fencing shall be setback to the lot lines of sensitive uses a minimum distance of: 150 metres from the north lot line; 50 metres from the east lot line; 90 metres from the south lot line and 120 metres to the west lot lines.



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- g) Notwithstanding the provisions of subsection 2.36.5 and 2.36.7 to the contrary, all indoor and outdoor cannabis cultivation, cannabis production facilities, associated buildings, parking and loading areas, and security fencing shall be setback a minimum distance of: 150 metres from the north lot line; 50 metres from the east lot line; 90 metres from the south lot line and 88 metres from the west lot lines.
- h) All other provisions of Section 2.36 shall apply.
- i) The maximum gross floor area dedicated to processing, research, analytical testing and sales is 1% of the lot area to a maximum gross floor area of 3,450 square metres."



- 4. That Schedule "A2" is hereby amended by changing the zoning located at 4491 Concession 12 Sunnidale, from the Agricultural Zone (AG) Zone to the Agriculturally Related Industrial Exception Seven (AGI-7) Zone as shown on Schedule "1" attached hereto and forming part of this By-law.
- 5. That Schedule "A2" is hereby amended by changing the zoning located at 6954 County Road 9, from the Agricultural Exception Fifteen Zone (AG-15) Zone to the Agriculturally Related Industrial Exception Eight (AGI-8) Zone as shown on Schedule "2" attached hereto and forming part of this By-law.
- 6. That Section 3.5.1 "Rural (RU)" Zone, "Permitted Uses, Primary Uses" be amended by the addition of the permitted use "cannabis cultivation".
- 7. That Section 3.5.2 "Rural (RU)" Zone, "Zone Provisions" be amended by adding the following clause:
 - "v) Cannabis CultivationThe provisions of Section 2.36 shall apply to cannabis cultivation."
- 8. That Section 4 "Definitions, Produce Farm" be amended by adding the sentence "A produce farm shall not include cannabis cultivation or a cannabis production facility" after the words "minor processing, storage and outside storage."

Further, the By-law adds new definitions that are to be added to the Zoning By-law being the following:

CANNABIS CULTIVATION:

Means the cultivation or growing of cannabis. Cannabis cultivation does not include the growth, production or processing of up to four (4) or fewer cannabis plants on a lot for personal use.

CANNABIS PRODUCTION FACILITY:

Means lands, building or structures used for the cultivation, processing, testing, packaging, shipping and or destruction of cannabis, authorized by an issued license or registration by the federal Minister of Health pursuant to the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230, to the Controlled Drugs and Substances Act, SC 1996, c 19, and the Cannabis Act, S.C. 2018, c. 16, as



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amended from time to time, or any successors thereto and can be for the production of medical or recreational cannabis.

GREENHOUSE:

Means a building having metal, wood or similar framing enclosed with glass walls used for the cultivation, drying or processing of plants and designed such that the building can be ventilated to the open air.

HOOP HOUSE:

Means a building or structure having a metal, wood or similar framing covered with plastic, polyurethane or similar material used for the cultivation, drying and/or processing of plants.

SENSITIVE LAND USES:

Means residential uses, including residential uses located in agricultural and rural zones, nursing homes or assisted care facilities, retirement homes, hotels, inns, motels, parks, community centres, libraries, daycare centres, hospital or health care centres, medical clinics, places of worship, cemeteries, schools, fairgrounds, golf courses, golf driving ranges and campgrounds.

Your Rights to Appeal:

A notice of appeal must:

- i. be filed with the clerk of the municipality,
- ii. set out the reasons for the appeal, and
- iii. be accompanied by the fee required by the Ontario Land Tribunal.

Only individuals, corporations and public bodies may appeal a by-law to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

For more information on making an appeal, please visit: <https://olt.gov.on.ca/>.

For More Information:

There are several ways to find more information about this application.

Visit our website:

www.clearview.ca

Contact the Planner assigned to this file:

Mara Burton, Director Community Services
mburton@clearview.ca
705-428-6230 ext. 264

Visit or write to the Community Services Department at the Township of Clearview Administration Centre:

Box 200, 217 Gideon St., Stayner ON L0M 1S0

Monday to Friday 8:30 AM to 4:30 PM

If you have specific accessibility needs and would like another format or other accommodations the Township of Clearview will work to meet your needs. Please contact Human Resources at 705-428-6230 ext. 255.

Notice dated: 2 December 2021

By-law Number 21-78

The Corporation of the Township of Clearview

Being a By-law to amend the Comprehensive Zoning By-law 06-54 that regulates the use of land and the character, location and use of buildings and structures on lands within the Township of Clearview with respect to cannabis cultivation and cannabis production facilities

(Zoning By-law Amendment – Cannabis Cultivation & Production Facilities)

Whereas pursuant to Section 34 of the Planning Act R.S.O., 1990, c.P.13, as amended, Council of the Corporation of the Township of Clearview has passed By-law 06-54 being the comprehensive Zoning By-law for the Township of Clearview;

And Whereas pursuant to Section 34(17) of the Planning Act, R.S.O., 1990, c. P.13, as amended, Council determines that no further notice is required in respect of the proposed By-law;

And Whereas the amendment is in conformity with the Township of Clearview Official Plan;

And Whereas Council deems it desirable and necessary to amend By-law 06-54;

Now Therefore Council of the Corporation of the Township of Clearview hereby enacts as follows:

1. That Section 2 "General Provisions" be amended by adding the following:

"2.36 CANNABIS CULTIVATION AND CANNABIS PRODUCTION FACILITIES

2.36.1 Cannabis Cultivation in Agricultural and Rural Zones:

In Agricultural and Rural Zones, the following regulations shall apply:

Minimum Lot Area and Frontage:

- 2.36.1.1 Cannabis cultivation shall require a minimum lot area of 10 hectares and a minimum lot frontage of 100 metres.

Outdoor Cultivation:

- 2.36.1.2 Cannabis is not permitted to be cultivated indoors including but not limited to inside a greenhouse or hoop house.

Maximum Cultivation Size:

- 2.36.1.3 Cannabis cultivation shall be limited to a maximum of no more than 800 square metres in area on a lot, and shall be licensed or authorized under the Cannabis Act as amended.**

Maximum Building Area:

- 2.36.1.4 All buildings and facilities associated with cannabis cultivation shall be limited to a maximum gross floor area of 200 square metres per lot.**

Setbacks:

- 2.36.1.5 Cannabis cultivation, security fencing, associated buildings and parking and loading areas, shall be setback a minimum of 30 metres to the property lines.**
- 2.36.1.6 Cannabis cultivation, security fencing, associated buildings, parking and loading shall be setback a minimum distance of 300 metres to the lot line of any sensitive land uses, except where the sensitive land use is a dwelling, in which case, the setback is to the dwelling.**
- 2.36.1.7 Where a dwelling is permitted on the same property as cannabis cultivation and is occupied by the licensed grower, the cultivation area can be located as close as 30 metres to the dwelling.**
- 2.36.1.8 Where a dwelling is permitted on the same property as cannabis cultivation and is not owner occupied, the cultivation area must be setback 150 metres from the dwelling.**
- 2.36.1.9 Cannabis cultivation cannot be conducted within a dwelling unit.**

Separation Distances:

- 2.36.1.10 Any cannabis cultivation shall be located a minimum distance of 1000 metres from any settlement area. This distance shall be measured from the lot line containing the cannabis cultivation.**

Other Requirements:

- 2.36.1.11 The outside storage of waste soils, plant material, organics or fertilizers is prohibited, other than the composting of non-odorous materials consisting of non-viable seeds; mature stalk and fiber of such stalk without any leaf, flower, seed or branch; roots or any part of the root of the cannabis plant.**
- 2.36.1.12 No lighting of cannabis shall take place between the hours of 8:00 pm to 6:00 am, unless the lighting cannot be seen from outside the building. All additional lighting including security lighting shall be fully**

shielded so as not to broadcast onto any adjacent lot and be dark-skies compliant.

2.36.1.13 No fencing related to cannabis shall exceed 2.4 metres in height.

2.36.1.14 Cannabis cultivation is subject to site plan control.

2.36.2 Cannabis Cultivation and Production in Agriculturally Related Industrial Zones:

In Agriculturally Related Industrial Zones where cannabis cultivation and/or production facilities are a permitted use, the following regulations shall apply:

Setbacks:

- 2.36.2.1 All cannabis cultivation and/or production facilities, including associated buildings, parking and loading areas and security fencing shall be setback a minimum distance of 500 metres to the lot line of any sensitive land uses, except where the sensitive land use is a dwelling, in which case, the setback is to the dwelling.
- 2.36.2.2 Any cannabis cultivation and/or production facilities shall have a separation distance of 1000 metres from any other cannabis production facility. The separation distance shall be measured from lot line containing the cannabis cultivation and/or production facility.
- 2.36.2.3 Any cannabis cultivation and/or production facilities shall be located a minimum distance of 1000 metres from any settlement area. The separation distance shall be measured from lot line containing the cannabis cultivation and/or production facility.

Other Requirements:

- 2.36.2.4 No part of any cannabis cultivation and/or cannabis production facility can be located within a dwelling unit.
- 2.36.2.5 All drying, processing and packaging, must be done within a fully enclosed building and cannot take place in a greenhouse or hoop house.
- 2.36.2.6 The outside storage of waste soils, plant material, organics or fertilizers is prohibited, other than the composting of non-odorous materials consisting of non-viable seeds; mature stalk and fiber of such stalk without any leaf, flower, seed or branch; roots or any part of the root of the cannabis plant.
- 2.36.2.7 No lighting of cannabis shall take place between the hours of 8:00 pm to 6:00 am, unless the lighting cannot be seen from outside the

building. All additional lighting including security lighting shall be fully shielded so as not to broadcast onto any adjacent lot and be dark-skies compliant.

2.36.2.8 Cannabis cultivation and/or production facilities is subject to site plan control.

2. That Section 3.1.1 "Agricultural (AG)" Zone, "Permitted Uses, Primary Uses" be amended by the addition of the permitted use "cannabis cultivation".
3. That Section 3.1.2 "Agricultural (AG)" Zone, "Zone Provisions" be amended by adding the following clause:

"z) Cannabis Cultivation:

The provisions of Section 2.36 shall apply to cannabis cultivation."
4. That Section 3.2.3 "Agriculturally Related Industrial Zone Exceptions" be amended by the addition of the following:

"AGI-7

Permitted Uses:

Notwithstanding the permitted uses of Subsection 3.2 "Agriculturally Related Industrial (AGI)" Zone the following are permitted uses on properties zoned AGI-7:

- a) Cannabis cultivation
- b) Cannabis production facility
- c) All the permitted uses of Subsection 3.1 "Agricultural (AG)" Zone.

Zone Provisions:

Notwithstanding the zone provisions of the AGI Zone, the following Provisions apply to the AGI-7 Zone:

- a) The zone provisions of Subsection 3.1.2 of the "Agricultural (AG)" Zone apply to lands zoned AGI-7.
- b) The maximum lot coverage for buildings and structures related to cannabis shall be 10%.
- c) Notwithstanding subsection 2.36.13, all cannabis cultivation shall be located in a fully enclosed building or a greenhouse. Hoop houses are not permitted.

- d) All cannabis production shall be located in a fully enclosed building.
- e) Notwithstanding the provisions of subsection 2.36.5 and 2.36.6 and 2.36.7 to the contrary, all cannabis production facilities and/or indoor cannabis cultivation including associated buildings, parking and loading areas and security fencing shall be setback a minimum distance of: 22 metres from the north lot line for the office; 40 metres to the north lot line for storage buildings; 100 metres to the north lot line for processing and cultivation; 21 metres from the north interior side lot line; 72 metres from the east lot line; 185 metres from the south lot line and 130 metres from the west lot line.
- f) All other provisions of Section 2.36 shall apply.
- g) The maximum gross floor area dedicated to processing, research, analytical testing and sales is 1% of the lot area to a maximum gross floor area of 3,820 square metres.

AGI-8

Permitted Uses:

Notwithstanding the permitted uses of Subsection 3.2 "Agriculturally Related Industrial (AGI)" Zone the following are permitted uses on properties zoned AGI-8:

- a) Cannabis cultivation
- b) Cannabis production facility
- c) All the permitted uses of Subsection 3.1 "Agricultural (AG)" Zone.

Zone Provisions:

Notwithstanding the zone provisions of the AGI Zone, the following Provisions apply to the AGI-8 Zone:

- a) The zone provisions of Subsection 3.1.2 of the "Agricultural (AG)" Zone apply to lands zoned AGI-8.
- b) The minimum lot area shall be 34.5 ha.
- c) The maximum lot coverage for buildings and structures related to cannabis shall be 5%.
- d) Notwithstanding Subsection 2.36.13, cannabis cultivation can be located outdoors in an area no larger than 18,000 square metres and otherwise shall be located in a fully enclosed building, greenhouse or hoop house.
- e) All cannabis production shall be located in a fully enclosed building.

- f) Notwithstanding the provisions of subsection 2.36.6 to the contrary, all indoor and outdoor cannabis cultivation, cannabis production facilities, associated buildings, parking and loading areas, and security fencing shall be setback to the lot lines of sensitive uses a minimum distance of: 150 metres from the north lot line; 50 metres from the east lot line; 90 metres from the south lot line and 120 metres to the west lot lines.
 - g) Notwithstanding the provisions of subsection 2.36.5 and 2.36.7 to the contrary, all indoor and outdoor cannabis cultivation, cannabis production facilities, associated buildings, parking and loading areas, and security fencing shall be setback a minimum distance of: 150 metres from the north lot line; 50 metres from the east lot line; 90 metres from the south lot line and 88 metres from the west lot lines.
 - h) All other provisions of Section 2.36 shall apply.
 - i) The maximum gross floor area dedicated to processing, research, analytical testing and sales is 1% of the lot area to a maximum gross floor area of 3,450 square metres."
- 5. That Schedule "A2" is hereby amended by changing the zoning located at 4491 Concession 12 Sunnidale, from the Agricultural Zone (AG) Zone to the Agriculturally Related Industrial Exception Seven (AGI-7) Zone as shown on Schedule "1" attached hereto and forming part of this By-law.
 - 6. That Schedule "A2" is hereby amended by changing the zoning located at 6954 County Road 9, from the Agricultural Exception Fifteen Zone (AG-15) Zone to the Agriculturally Related Industrial Exception Eight (AGI-8) Zone as shown on Schedule "2" attached hereto and forming part of this By-law.
 - 7. That Section 3.5.1 "Rural (RU)" Zone, "Permitted Uses, Primary Uses" be amended by the addition of the permitted use "cannabis cultivation".
 - 8. That Section 3.5.2 "Rural (RU)" Zone, "Zone Provisions" be amended by adding the following clause:
 - "v) Cannabis CultivationThe provisions of Section 2.36 shall apply to cannabis cultivation."
 - 9. That Section 4 "Definitions, Produce Farm" be amended by adding the sentence "A produce farm shall not include cannabis cultivation or a cannabis production facility" after the words "minor processing, storage and outside storage."

10. That Section 4 "Definitions" be further amended by adding the following:

"CANNABIS:

Means a genus of flowering plants in the family Cannabaceae, including the phytocannabinoids produced by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has in it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant regardless of how the substance was obtained. Marihuana shall have the same definition and includes cannabis as defined in the Cannabis Act S.C. 2018, c.16 as amended. This definition does not include the industrial or agricultural production of hemp (or foodstuffs (hemp milk, hemp seed, hemp oil), fiber and biofuels, provided that either a license for growing industrial hemp has been obtained under the Cannabis Act, or the product grown falls outside the definition of cannabis in the Cannabis Act).

CANNABIS CULTIVATION:

Means the cultivation or growing of cannabis. Cannabis cultivation does not include the growth, production or processing of up to four (4) or fewer cannabis plants on a lot for personal use.

CANNABIS PRODUCTION FACILITY:

Means lands, building or structures used for the cultivation, processing, testing, packaging, shipping and or destruction of cannabis, authorized by an issued license or registration by the federal Minister of Health pursuant to the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230, to the Controlled Drugs and Substances Act, SC 1996, c 19, and the Cannabis Act, S.C. 2018, c. 16, as amended from time to time, or any successors thereto and can be for the production of medical or recreational cannabis.

GREENHOUSE:

Means a building having metal, wood or similar framing enclosed with glass walls used for the cultivation, drying or processing of plants and designed such that the building can be ventilated to the open air.

HOOP HOUSE:

Means a building or structure having a metal, wood or similar framing covered with plastic, polyurethane or similar material used for the cultivation, drying and/or processing of plants.

SENSITIVE LAND USES:

Means residential uses, including residential uses located in agricultural and rural zones, nursing homes or assisted care facilities, retirement homes, hotels, inns, motels, parks, community centres, libraries, daycare centres, hospital or health care centres, medical clinics, places of worship, cemeteries, schools, fairgrounds, golf courses, golf driving ranges and campgrounds.

11. That all other provisions of By-law 06-54, as amended, which are not inconsistent with the provisions of this By-law, shall continue to apply when the By-law comes into effect.
12. This By-law shall come into force and take effect in accordance with the provisions of the Planning Act R.S.O, 1990 c.P.13, as amended.

By-law Number 21-78 read a first, second and third time and finally passed this 22nd day of November, 2021.



Doug Measures, Mayor

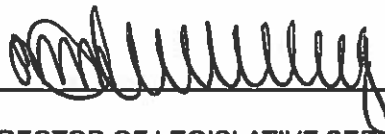
Sasha Helmkey, Clerk

Township of Clearview Schedule '1'

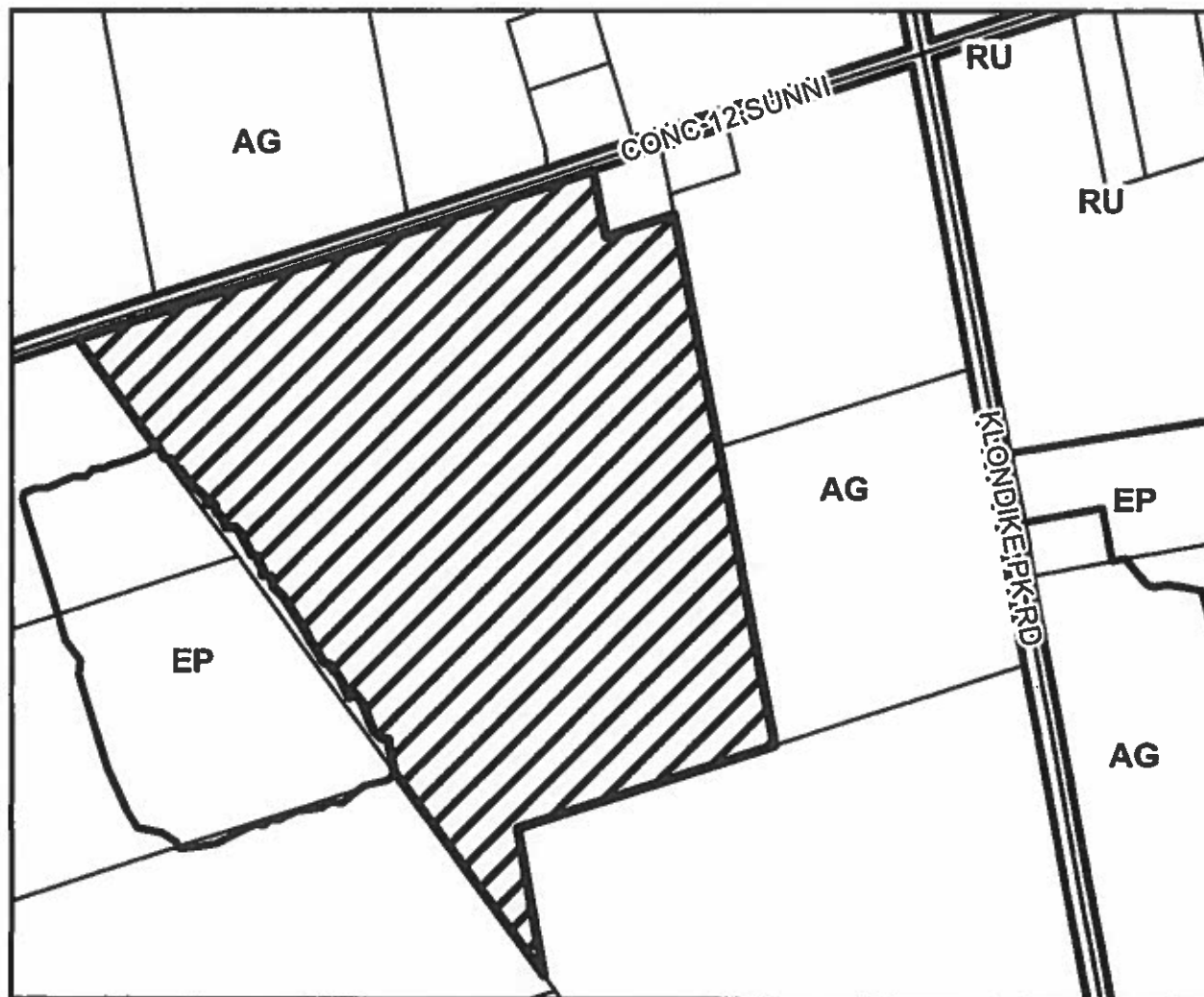
This is Schedule '1' to Zoning By-law No. 21-78,
passed this 22nd day of November, 2021.



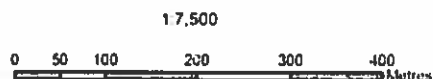
MAYOR



DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from Agricultural (AG) Zone to Agriculturally
Related Industrial Exception Seven (AGI-7) Zone.




- Road Centerline
- Assessment Parcels
- Zone Boundary


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Township of Clearview Schedule '1'

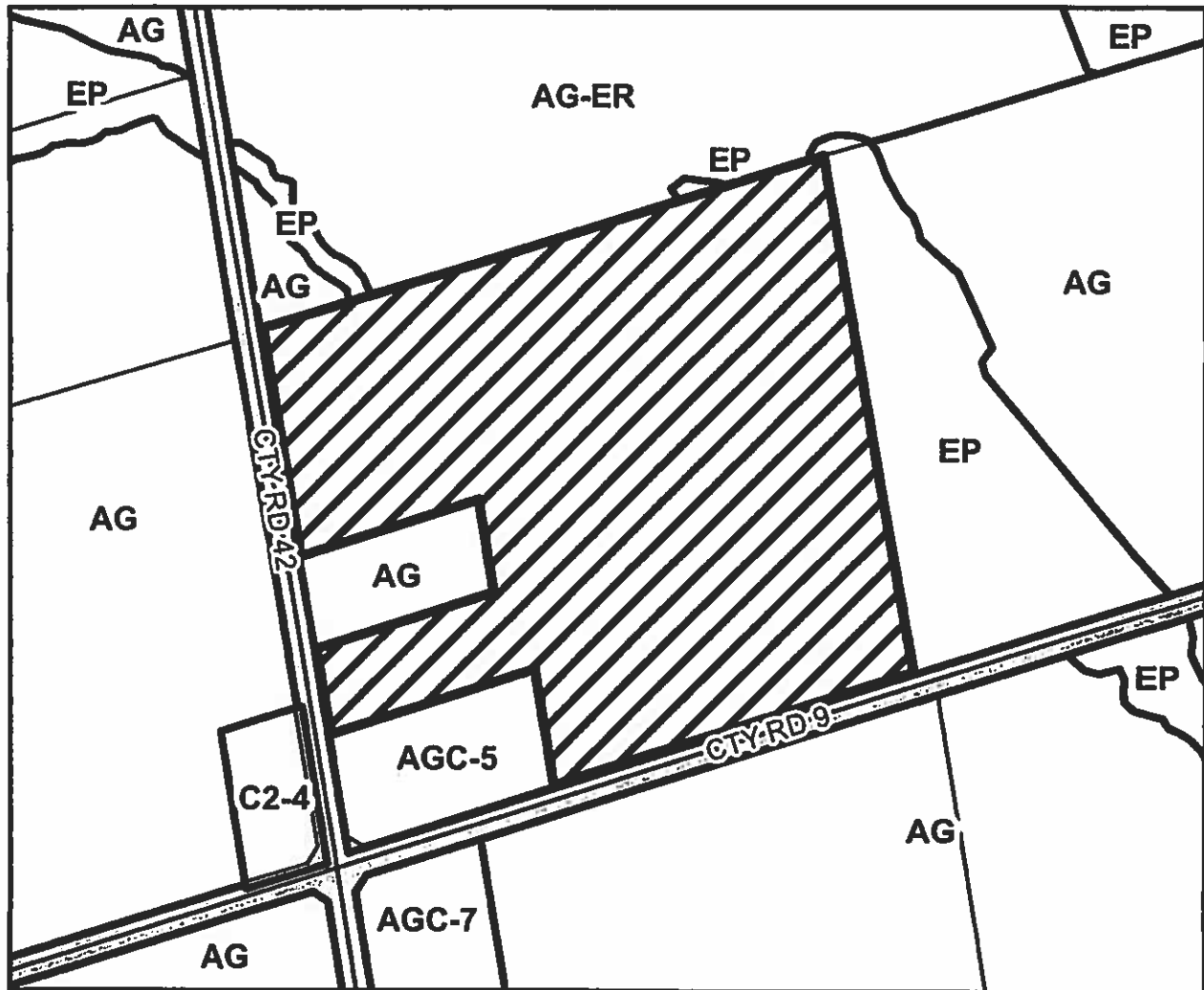
This is Schedule '1' to Zoning By-law No. 21-78,
passed this 22nd day of November, 2021.



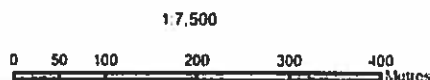
MAYOR



DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from Agricultural Exception (AG-15) Zone to
Agriculturally Related Industrial Exception Eight (AGI-8) Zone.



- Road Centerline
- Assessment Parcels
- Zone Boundary

Produced by Clearview Township, Information Services. This map may not be reproduced, in whole or in part, without written permission by The Corporation of the Township of Clearview. Information other than zone boundaries is provided for reference only. Clearview Township assumes no liability for inaccuracies, errors, or omissions. This map is not a legal plan of survey.

Denise Holmes

From: Cassandra Dillman <dillmanc@greyhighlands.ca>
Sent: Wednesday, December 1, 2021 10:19 AM
To: Planning Department
Subject: Notice of Passing - Extension of Cannabis Interim Control By-law

Please see the above noted notice and by-law here: <https://greyhighlands.civicweb.net/filepro/documents/273886>

Kind regards,
Cassandra

Please note I am available Monday and Wednesday during regular office hours.

Cassandra Dillman, BES
Planning Coordinator
Municipality of Grey Highlands
dillmanc@greyhighlands.ca | 519-986-1216 x111

In accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Corporation of the Municipality of Grey Highlands wishes to inform the public that all information, including opinions, presentations, reports and documentation received by this office MAY be posted on the Municipality's website, included on a public agenda and/or made available to the public upon request. If you have received this communication in error, please notify the sender immediately by return e-mail and permanently delete the copy you have received so we may ensure the integrity of the principles of MFIPPA are maintained.

 Please consider the environment before printing this email or its attachments.

The Corporation of the Municipality of Grey Highlands

By-law No. 2020-120

Being an Interim Control By-law is to prohibit the use of land, buildings and structures for a cannabis facility, pursuant to Section 38 of the Planning Act, R.S.O. 1990, c. P. 13, as amended, on any and all lands located within the Municipality of Grey Highlands;

Whereas, pursuant to Section 38(1) of the Planning Act, R.S.O., 1990, C.P.13, as amended, where the Council of a local municipality has, by by-law or resolution, directed that a review or study be undertaken in respect of land use planning policies in the municipality or in any defined area or areas thereof, the Council of the municipality may pass a by-law to be in effect for a period of time specified in the by-law, which period shall not exceed one year from the date of the passing thereof, prohibiting the use of land, buildings or structures within the municipality or within the defined area or areas thereof for, or except for, such purposes as are set out in the by-law; and

Whereas, Council has by resolution 2020-614 on September 16, 2020, directed that a study be undertaken regarding land use planning policies relating to cannabis facilities, as more particularly defined herein, within the Municipality with respect to Zoning By-law 2004-50, being the Comprehensive Zoning By-law for the Municipality of Grey Highlands; and

Whereas, Council has determined that it is in the public interest to prohibit the use of lands within the Municipality for cannabis facilities, as more particularly defined herein, so as to allow the Municipality to review and, if considered appropriate, implement the findings of the review and study referred to herein; and

Whereas, Council has directed that an Interim Control By-law regarding cannabis facilities be enacted in accordance with the provisions of section 38(1) of the Planning Act, R.S.O., 1990, c. P. 13, as amended.

Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:

1. For the purposes of this By-law, a cannabis facility is defined as follows: "Cannabis facility" means lands, buildings or structures used for growing, producing, processing, harvesting, treating, testing, destroying, storing, packaging and/or shipping of cannabis or dried cannabis as defined by the Cannabis Act, 2018, S.C. 2018, c. 16, as amended. A Cannabis facility does not include the growth, production or processing of up to four (4) or fewer cannabis plants on a property for personal use.
2. Notwithstanding the permitted uses and regulations of Zoning By-law 2004- 50 being the Comprehensive Zoning By-law for the Municipality of Grey Highlands, as amended, no person shall within the Municipality of Grey Highlands use any lands, buildings or structures for a cannabis facility, or any purpose related to such use, except where such land, building or structure was lawfully used for such purpose on the day of passing of the by-law, so long as it continues to be used for that purpose.
3. If any provision or requirement of this By-law, or the application thereof to any land, shall to any extent be held to be invalid or unenforceable, the remainder of this By-law, or the application of

such provision or requirement to all lands other than those to which it is held to be invalid or unenforceable, shall not be affected thereby, and each provision and requirement of this Bylaw shall be separately valid and enforceable to the fullest extent permitted by law.

4. This By-law shall come into force and take effect immediately upon its passing by Council subject to any approval necessary pursuant to the Planning Act, R.S.O. 1990, as amended, and shall be in effect until 11:59 p.m. local time on December 16, 2021, unless otherwise extended in accordance with the provisions of the Planning Act, R.S.O, 1990 c.P.13.

Read a first, second and third time, and finally passed on December 16 2020.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Raylene Martell, Municipal Clerk

Status: Passed

The Corporation of the Municipality of Grey Highlands

By-law No. 2021-116

A by-law to extend Interim Control By-law 2020-120 to prohibit the use of land, buildings and structures for a cannabis facility, pursuant to Section 38 of the Planning Act, R.S.O. 1990, c. P. 13, as amended, on any and all lands located within the Municipality of Grey Highlands

Whereas, pursuant to Section 38(1) of the Planning Act, R.S.O., 1990, C.P.13, as amended, where the Council of a local municipality has, by by-law or resolution, directed that a review or study be undertaken in respect of land use planning policies in the municipality or in any defined area or areas thereof, the Council of the municipality may pass a by-law to be in effect for a period of time specified in the by-law, which period shall not exceed one year from the date of the passing thereof, prohibiting the use of land, buildings or structures within the municipality or within the defined area or areas thereof for, or except for, such purposes as are set out in the by-law; and

Whereas, Council has by resolution 2020-614 on September 16, 2020, directed that a study be undertaken regarding land use planning policies relating to cannabis facilities, as more particularly defined herein, within the Municipality with respect to Zoning By-law 2004-50, being the Comprehensive Zoning By-law for the Municipality of Grey Highlands; and

Whereas, Council passed Interim Control By-law 2020-120 on December 16, 2020, and has determined that it is in the public interest to prohibit the use of lands within the Municipality for cannabis facilities, as more particularly defined herein, so as to allow the Municipality to review and, if considered appropriate, implement the findings of the review and study referred to herein;

Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:

1. That this By-law shall extend the effect of Interim Control By-law 2020-120 for one additional year and shall come into force and take effect immediately upon its passing by Council.
2. That Interim Control By-law 2020-120 shall be in effect until 11:59 p.m. local time on November 16, 2022, unless otherwise extended in accordance with the provisions of the Planning Act, R.S.O, 1990 c.P.13, as amended.

Read a first, second and third time, and finally passed on November 16 2021.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Raylene Martell, Municipal Clerk

Status: Passed



NOTICE OF PASSING

Interim Control By-law 2021-116

The Municipality of Grey Highlands Council passed **By-law 2021-116** on the 16th day of November, 2021 under Section 38(2) of the Planning Act R.S.O. 1990, as amended.

This Interim Control By-law applies to the following lands:

The Municipality of Grey Highlands

The purpose and effect of the Interim Control By-law 2021-116 is to continue to prohibit the use of land, buildings, and structures for a cannabis facility on any and all lands located within the Municipality of Grey Highlands, in order to allow staff to undertake a comprehensive study and update policies Zoning By-law. By-law 2020-120 was passed on December 16, 2020 and the effect of by-law 2021-116 is to extend the period in which the interim control by-law is in effect.

For the purposes of this By-law, a cannabis facility is defined as follows:

"Cannabis facility" means lands, buildings or structures used for growing, producing, processing, harvesting, treating, testing, destroying, storing, packaging and/or shipping of cannabis or dried cannabis as defined by the Cannabis Act, 2018, S.C. 2018, c. 16, as amended. A Cannabis facility does not include the growth, production, or processing of up to four (4) or fewer cannabis plants on a property for personal use.

The Council of the Municipality of Grey Highlands has adopted this By-law and is now circulating it in accordance with Provincial Regulations.

No key is included, as this is Municipal wide by-law.

Please note, a full copy of the By-law can be found on the Municipal website: www.greyhighlands.ca

This by-law shall be in effect until: 11:59pm local time on November 16, 2022, unless repealed by council at an earlier date.

Your rights to appeal a decision:

This by-law may be appealed to the Ontario Land Tribunal by filing with the Clerk of the Corporation of the Municipality of Grey Highlands, not later than the date noted below, a notice of appeal setting out the objection to the By-law and the reasons for the appeal and must be accompanied by the fee prescribed under the Ontario Land Tribunal Act, as amended. More information, including the appropriate forms, can be found on the Ontario Land Tribunals website.

The last day to appeal this decision is January 15, 2022.

Interim Control By-laws:

The Council of the Municipality of Grey Highlands has the authority to extend the period during which the by-law will be in effect to a total period not exceeding two years (December 16, 2022).

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.

For more information about this matter, contact:

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

Questions? Want more information?

Ask the Planning Department.
Phone: 519-986-1216 x401
Email: planning@greyhighlands.ca
Website: www.greyhighlands.ca

Denise Holmes

From: Archer, Joshua (MOI) <Joshua.Archer@ontario.ca> on behalf of Vienneau, Jill (MOI) <Jill.Vienneau@ontario.ca>
Sent: Wednesday, December 1, 2021 12:35 PM
Cc: Iannialice, Fausto (MOI); Vienneau, Jill (MOI)
Subject: Building Broadband Faster Act Guideline and Regulations
Attachments: MEMO BBFA Guideline and Regulations.pdf; Building Broadband Faster with Guideline _ November 30 2021 FINAL.pdf

Ministry of Infrastructure

Broadband Strategy Division

777 Bay Street, 4th Floor, Suite 425
Toronto, Ontario M5G 2E5

Ministère de l'Infrastructure

Division des stratégies pour l'accès à
large bande

777, rue Bay, 4 étage, Suite 425
Toronto (Ontario) M5G 2E5



MEMORANDUM TO: Municipal CAOs

FROM: Jill Vienneau
Assistant Deputy Minister
Broadband Strategy Division

DATE: December 1, 2021

RE: Building Broadband Faster Act Guideline and Regulations

As you may be aware, the Ontario government has committed to ensuring that communities across Ontario have access to high-speed internet by 2025 and has committed nearly \$4 billion funding-based opportunities for unserved and underserved communities.

On September 9, 2021, the Government also launched a new innovative and competitive process which will enable qualified ISPs to bid for opportunities to provide high-speed internet access to remaining underserved and unserved communities across the province by the end of 2025. This process is now well underway and is being led by Infrastructure Ontario.

In April 2021, the Government of Ontario enacted the *Building Broadband Faster Act, 2021* (BBFA) along with amendments to the *Ontario Energy Board Act* through the passage of the *Supporting Broadband and Infrastructure Expansion Act, 2021* (SBIEA). The BBFA will help to remove barriers and support a more streamlined approach to the timely deployment of reliable, high-speed broadband infrastructure in unserved and underserved areas throughout Ontario.

On November 30, 2021, the Ministry of Infrastructure and Infrastructure Ontario issued the **Building Broadband Faster Act Guideline (Guideline)**, and two BBFA regulations ("**Prescribed Loss or Expense**" and "**Designated Broadband Projects**"), effective as of that date.

The Guideline and regulations support a new, more coordinated process and set out the collaboration expected of all partners, including municipalities, to reduce barriers and expedite deployment of

broadband infrastructure. We will also put in place a Technical Assistance Team to provide implementation support to municipalities and other partners involved in high-speed internet projects.

The government has also proposed future legislative and regulatory amendments, as explained in the **Statement of Intent** (included in the Guideline). The Ministry is actively consulting on the proposed legislative measures, including with the Association of Municipalities of Ontario (AMO), before bringing forward amendments. If passed, these additional measures would provide greater certainty, and ensure the successful implementation of broadband projects.

The Ministry will be hosting a webinar in early 2022 on the Statement of Intent and Guideline. Further information will be provided in the coming weeks, including an invitation to you and/or your representative to participate.

Thank you for your support and should you have any questions, please do not hesitate to contact the Ministry.

Yours sincerely,

Original signed by

Jill Vienneau

Attachment: Building Broadband Faster in Ontario Guideline

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Yours sincerely,

Original signed by

Jill Vienneau

Attachment: Building Broadband Faster in Ontario Guideline



Building Broadband Faster in Ontario

Provincial statement of intent and a guideline to support accelerated broadband deployment

Release Date: November 30, 2021
Version 1.23

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Part 1 Provincial Statement of Intent

1.1 Provincial Statement of Intent to support accelerated broadband deployment

The Government of Ontario has committed almost \$4B to connect every region of Ontario to reliable, high speed internet by the end of 2025.

In April 2021, the Ontario Legislature passed the *Supporting Broadband and Infrastructure Expansion Act, 2021*. A key outcome of this legislation was that it enacted the *Building Broadband Faster Act, 2021* (BBFA). The main purpose of the BBFA is to expedite the delivery of broadband projects of provincial significance by removing barriers to building broadband projects.

Since the introduction of the BBFA, the Province has consistently identified the expectation that all partners involved in broadband deployment would work collaboratively to further reduce administrative barriers, support timely broadband deployment and contain costs.

To further support broadband deployment, the Province intends to move ahead with a suite of measures, including this Guideline (see Part 2 of this document), proposed regulations under the BBFA and the *Ontario Energy Board Act* (OEBA), a process for addressing make-ready and pole-attachment costs and the introduction of proposed legislative amendments, with the goal of taking every measure possible to ensure every household and business in Ontario has access to high-speed internet.

The suite of proposed new regulatory and legislative measures would help to make provisions outlined in the Guideline binding, with appropriate enforcement mechanisms. Together, they would help to achieve the government's commitment to 100 percent connectivity by the end of 2025.

Guideline

The Ministry of Infrastructure and Infrastructure Ontario have developed the Guideline to reduce barriers, speed up broadband deployment and support the successful implementation of the BBFA. Stakeholders and partner ministries provided input into the development of the Guideline. The Guideline reflects current legislative and regulatory authority under the BBFA and OEBA and will be updated if additional powers/measures are put in place.

In summary, the Guideline:

- Sets out new and best-practice processes and timelines when internet service providers (ISPs) work with local distribution companies (LDCs) and other parties to deploy internet fibre through third-party hydro pole attachments and accessing rights-of-way (ROW) to deploy fibre underground.
- Introduces a new information and data gathering platform - the Broadband One Window (BOW). The platform is an electronic system to support timely approvals, permitting, and locate decisions related to broadband projects. Parties are being asked to also provide relevant infrastructure data through this platform to enhance

- information sharing and proactively anticipate and address issues.
- Establishes the role of a new Technical Assistance Team (TAT) that would provide support, informal advice and assistance to municipalities, ISPs and LDCs on the implementation of the Guideline and implementation of provincial broadband projects.

Regulations

To further support rapid deployment of broadband infrastructure, the Province intends to bring forward proposals to make a number of regulations under the BBFA and OEBA. These include:

1. **Two BBFA regulations** (effective November 30, 2021)

- A. Regulation to designate provincial broadband projects. This regulation would define designated broadband projects as those *"where funding, in full or in part, has been provided through the Ministry of Infrastructure for the purpose of deploying broadband and high-speed internet infrastructure in Ontario."* The BBFA grants the Minister of Infrastructure the following authorities, with respect to designated broadband projects:
 - i. Issue notices to municipalities that broadband project proponents require municipal service and right of way access to complete necessary work related to such projects.
 - ii. Make orders requiring the municipal service and right of way access necessary to facilitate delivery of a designated project, and the proponent and the municipality shall comply with that order.
 - iii. Issue notices requiring electricity distributors and transmitters to coordinate with broadband project proponents to complete necessary work related to such projects where a distributor or transmitter has not met a regulated requirement. (Note: this authority would come into effect if proposed OEBA regulations are made – see item 2 below).
 - iv. Where a party noted above fails to complete required work, the Minister would be authorized to order the completion of work or authorize the proponent to undertake the work to facilitate delivery of a designated project. (Note: this authority would come into effect if proposed OEBA regulations are made – see item 2 below).
- B. Minister's regulation to enable pay-for-delay and pay-for-redesign claims when there are cost impacts created by delays or avoidable mistakes by underground infrastructure owners. This regulation would enable an internet service provider to make a claim for damages to the Ontario Land Tribunal when a member of Ontario One Call creates a delay in the construction process and/or need for redesign due to inaccurate locates or delays in the locate process beyond a 10 business-day period set out in the BBFA specific to broadband projects.

2. Regulations under the OEBA

The Ministry of Energy will develop proposed regulations under the OEBA, which will include:

- A. Setting the wireline pole attachment charge methodology and requiring local distribution companies (LDCs) to consult with internet and telecom service providers as part of their long-term capital planning processes. This regulation is, subject to required approvals, expected to take effect on January 1, 2022 in order to reduce costs for ISPs.
 - B. Requirements for LDCs to comply with Guideline provisions including (but not limited to): performance timeline standards and processes related to pole attachments and make-ready work, including when those standards may be *temporarily* suspended, situations when internet service providers may employ contractors to complete such make-ready work, and data sharing requirements in order to enable the Broadband One Window platform. These regulation(s) are, subject to required approvals, anticipated to be in place February 2022.
 - C. If required, establishing a process governing payments to LDCs related to make ready costs.
3. **BBFA regulation on administrative penalties:** In alignment with Ministry of Energy regulations, MOI proposes that a regulation would be made prescribing penalties associated with non-compliance with Minister's Orders under the BBFA.

Proposed Legislative Amendments

In order to enhance enabling authority and compliance mechanisms to accelerate broadband infrastructure deployment, the Province proposes to introduce legislative amendments in winter 2022. If passed by the Legislature, the suite of proposed provincial authorities and mechanisms would:

- 1. Require municipalities to comply with a service standard:
 - Key focus is to direct turn around time for rights of way permits
- 2. Require infrastructure data sharing by municipalities and other parties:
 - Comprehensive data to be provided proactively for all designated projects
- 3. Require the use of One Window by municipalities:
 - One Window as the single, digitized platform required for permit application through implementation
- 4. Ontario One Call:
 - Under the BBFA, require electronic asset data sharing by members of Ontario One Call with IO using the One Window platform

Related Changes Led by the Ministry of Government and Consumer Services (MGCS)

MGCS is developing a legislative proposal under the *Ontario Underground Infrastructure Notification System Act, 2012* (the One Call Act) to address issues with late locates and enhance locate delivery across the province. These changes will apply to and benefit broadband projects as well.

The Province proposes to introduce targeted legislative amendments in winter-spring 2022 to address immediate pressure points in the locate delivery system, enhance governance and oversight, and improve compliance tools. Proposed changes are under development and subject to consultation. If passed by the Legislature, these amendments would include:

1. Mandating the use of a dedicated locator model where a single locator is pre-identified to better provide the excavator/project owner with control over timing of locates.
2. Standardizing and extend locate validity periods to 90 days, eliminating the frequency of relocations and improving the remarking process to be more efficient.

Additional Mechanisms to Accelerate Broadband Deployment

Broadband Coordinator

Subject to direction from the Minister of Infrastructure, Infrastructure Ontario will act as a "Broadband Coordinator" to operate the One Window platform and help mediate disputes, including payments to LDCs related to make ready costs if such a process is not established through commercial arrangements.

Technical Assistance Team

A technical assistance team will be established to support LDCs and municipalities with high-speed internet projects with implementation and compliance supports.

Dispute Resolution

Both the Broadband Coordinator and the Technical Assistance Team would support informal dispute resolution to prevent escalation to formal dispute resolution bodies to the extent possible.

Provincial Interministerial Committee

MOI will establish an oversight committee that will focus on streamlining deployment and resolving matters across ministries that arise and could impact on projects.

Part 2 Building Broadband Faster Act Guideline

2.1 General and Administrative Provisions

Purpose of the BBFA Guideline

This Guideline serves as a companion guide to the *Building Broadband Faster Act, 2021* (BBFA). It is a key tool in enabling the Government's Accelerated High-Speed Internet Program (AHSIP) that was announced in March 2021 which together with provincially funded broadband projects aim to provide access to high-speed internet to 100 percent of Ontario households by the end of 2025. The Guideline has been designed to enhance the co-ordination and engagement among project stakeholders related to the deployment of high-speed internet infrastructure, including streamlining processes associated with attaching high-speed internet wirelines to Local Distribution Company (LDC)-owned electric utility poles and providing timely access to municipal and provincial rights-of-way (ROWs). It is recognized that Internet Service Providers (ISP), also known as Telecommunications Service Providers (TSPs), need timely access to LDC poles and ROWs. Efficiencies in the process and recommended by this Guideline can have a positive impact on project-level costs, complexity and timelines related to the efficient deployment of broadband networks.

The Guideline is a tool that can be used by, but is not limited to use by, LDCs, ISPs/TSPs, Ontario One Call and their respective third parties in coordinating installation and service provision as well as Infrastructure Ontario (IO), the Ontario Ministry of Transportation (MTO), municipalities, Indigenous communities and government partners such as the Electrical Safety Authority (ESA) and the Ontario Energy Board (OEB).

This Guideline provides recommended guidance in order for participants to:

- Encourage early and good faith communication and collaboration among participants;
- Expedite the safe and cost-effective delivery of designated broadband projects;
- Meet the Ontario government's goal to connect every region in Ontario to essential, reliable, high-speed internet by the end of 2025; and,
- Facilitate municipalities and LDCs providing timely access to their infrastructure on reasonable terms, including municipal rights-of-way and LDC owned poles to support high-speed internet projects.

Enhancing the impact of this Guideline

The Ontario government has committed to ensuring that every community has access to high-speed internet by the end of 2025. This Guideline, if followed correctly, will be a vital tool in helping to achieve this ambitious goal.

MOI and its AHSIP delivery partner, IO, recognize that parties and stakeholders that play a role in broadband deployment must all be equally compelled to comply with the provisions, processes and timelines outlined in the Guideline in order to provide a positive impact to faster broadband deployment as part of high-speed internet projects in the province.

Under the Statement of Intent (section 1.1), the Government of Ontario is planning for a suite of regulatory and legislative measures to be put in place in order to make mandatory the provisions in this Guideline. It is the expectation of the government that as these structures are put in place, all parties must do their utmost to comply with the provisions contained in this Guideline.

ISPs in Ontario are federally regulated and to support their performance under the Guideline, MOI will look to make these provisions mandatory for ISPs involved in designated broadband projects as part

of project contracting.

Once these measures, approved and proposed, are fully in place, MOI will update the Guideline to reflect these requirements.

Additional Background

While the Government of Ontario has been working to expand access to high-speed internet throughout the Province for several years, the COVID-19 pandemic highlighted the essential role of reliable high-speed internet for participating fully in today's economy, including through the workplace, educational institutions, telemedicine and online commerce. As of September 2021, an estimated 700,000 premises, representing about 1.4 million people in Ontario, lack access to basic broadband connectivity, defined by the Canadian Radio-television and Telecommunications Commission (CRTC) as speed levels of 50 Mbps download/10 Mbps upload.

To address this, in March 2021, Ontario announced a commitment of nearly \$4 billion to connect every region to high-speed internet by the end of 2025 as part of the AHSIP. This is the largest single investment in high-speed internet, in any province, by any government in Canadian history.

As part of its plan, Ontario also announced a new innovative procurement process to help connect underserved and unserved communities. This procurement launched in September 2021 and is being led by Infrastructure Ontario. Combined with existing application-based programs underway, the procurement process, with a reverse auction, will help ensure that every home and business in Ontario has access to high-speed internet by the end of 2025.

In March 2021, Ontario also introduced the *Supporting Broadband and Infrastructure Expansion Act, 2021* (SBIEA). The legislation received Royal Assent in April 2021 and enacted the BBFA and made amendments to the *Ontario Energy Board Act, 1998* (OEBA).

The purpose of the BBFA is to expedite the delivery of designated broadband projects, prescribed under regulation, by streamlining processes and removing barriers that may result in additional costs and delays in reaching these unserved and underserved communities across Ontario. This legislation builds on the Government's 2019 Up to Speed: Ontario's Broadband and Cellular Action Plan (The Action Plan), which outlined a plan to expand broadband and cellular access into unserved and underserved communities.

Link to the SBIEA, which includes an explanatory note: [Supporting Broadband and Infrastructure Expansion Act, 2021, S.O. 2021, c. 2 - Bill 257 \(ontario.ca\)](#).

Link to the BBFA: [Building Broadband Faster Act, 2021, S.O. 2021, c. 2, Sched. 1 \(ontario.ca\)](#).

To Whom this Guideline Applies

This Guideline is intended to apply to:

- A Successful Proponent, who is legally bound by the Project Agreement entered into with the Government of Ontario for a designated broadband projects which are being funded by Ontario
- LDCs whose service territories include coverage of the geographic areas where there are designated broadband projects or LDCs who otherwise anticipate performing or supporting high-speed internet projects and wish to adopt practices within it .
- Ontario municipalities whose municipal boundaries include the geographic areas where there are designated broadband projects.

- Members of Ontario One Call in facilitating timely locates of underground infrastructure.
- Any other person with infrastructure within a right-of-way for a designated broadband project and any other person whose cooperation is required to carry out a designated broadband project.

These parties are hereto defined as 'provincially funded project stakeholders'.

This Guideline would also be of benefit for other relevant parties, including locate service providers (LSP), construction contractors, engineering providers, geography information systems providers, and surveyors.

Role of Infrastructure Ontario

IO, in supporting the program management of AHSIP activities on behalf of MOI, may carry out the following tasks related to designated broadband projects :

- Working collaboratively with broadband stakeholders and parties to help support the implementation of this Guideline, including but not limited to working proactively with Municipalities and LDCs to ensure timely co-ordination with ISPs
- Developing, administering, maintaining and supervising the Broadband One Window (BOW) platform, including development of an application guide
- Developing a uniform contract that could be used between ISPs and LDCs
- Undertaking a mapping exercise to establish eligible project areas
- Developing resources for applicants and proponents
- Verifying project milestone completion
- Assessing and reporting on funding recipients' progress, performance, and compliance with funding conditions
- Publishing reports, approved by MOI, on broadband funding performance

Role of Parties in Provincially Funded Broadband Projects

This Guideline is meant to provide recommended guidance and best practices to all parties engaging in designated broadband projects which are being funded by Ontario.

The provincially funded project stakeholders are expected to engage in good faith, without prejudice, in a manner consistent with the spirit of partnership and collaboration. Stakeholders are expected to ensure that they conduct their work in such a way that ensures the safe deployment and ongoing operation of broadband, municipal, transportation, electrical, and other infrastructure assets.

The legislative authorities outlined in the OEBA and its regulations and the BBFA and its regulations are primarily envisioned in their application as backstops/safeguards in the event that cooperation or negotiation between provincially funded projects does not result in an adherence to Performance Timelines (PTs) and any other aspect of the Guideline.

Application

This Guideline is intended to apply to any any designated broadband project. The practices articulated

in the Guideline could be adopted for other broadband projects in Ontario.

Applicable Law

Nothing in this Guideline is meant to limit the obligations that any party has to comply with any other applicable law, including but not limited to the latest versions of:

- The BBFA;
- The OEBA;
- Ontario Regulation 22/04 (Electrical Distribution Safety) made pursuant to the *Electricity Act, 1998* ("Electrical Distribution Safety Regulation" or "Ont. Reg. 22/04");
- Canadian Standards Association C22.3 No. 1, the Electrical Distribution Safety regulation notes CSA Standard C22.3 No. 1-15 (or latest) for overhead distribution lines and CSA Standard C22.3 No. 7-15 for underground systems as amended from time to time;
- *Occupational Health and Safety Act* (OHS) and Regulations;
- Ontario Regulation 164/99 (Electrical Safety Code) made pursuant to the *Electricity Act, 1998* ("Ontario Electrical Safety Code" or "OESC") and,
- *Ontario Underground Infrastructure Notification System Act, 2012* (One Call Act).

Amendments to the Guideline

Amendments to this Guideline must be approved by the MOI in consultation with the Minister of Energy (ENERGY) and posted on the MOI website.

Bulletins

MOI may, at times, publish non-binding bulletins to this Guideline. The purpose of these bulletins is to provide specific information on issues, conflicts and/or misunderstanding where there is a need for immediate or additional clarification. Bulletins will be posted as supplements to this Guideline and will allow provincially funded project stakeholders to subscribe to an RSS feed for posted updates.

2.2 Accelerating Access to LDC Poles and Rights-Of-Way

This section sets out processes and timelines that are recommended to be followed by LDCs and municipalities and is limited to any designated broadband project in respect of which the Successful Proponent has confirmed its intention to use the Broadband One Window (**BOW**) platform for the provincially funded project

Attaching to LDC-Owned Poles

This section outlines the BOW authorization process for LDC owned pole attachments, including the engineered design requirements as well as the applicable standards to which stakeholders are expected to adhere.

If there is agreement for parties to use the BOW, the general steps to acquire an LDC-approved authorization application to access an LDC owned pole are set out in Table 1 below.

If parties are not using BOW, a Successful Proponent and an LDC are free to negotiate and agree upon any terms and conditions outside what is set out below.

Table 1: Aerial Route on LDC-Owned Poles

	Activity	Process Details
1	Determination of possible route	<ul style="list-style-type: none"> The Successful Proponent determines possible route using best industry practices including digital maps, available information from BOW and existing network records The Successful Proponent submits planned route to BOW and requests outstanding information from LDCs and existing attachers IO circulates notification of planned/possible route to all known implicated parties (i.e., municipalities, LDCs, Enbridge and other telecoms)
2	Field inspection/survey	<ul style="list-style-type: none"> The Successful Proponent and LDC coordinate prior to field inspection/survey of the poles applied for and determine who will be developing engineered designs as the ESA guidelines allow for both owner (i.e., the LDC) developed designs and applicant (i.e., the Successful Proponent) developed plans or work instructions LDCs and existing attachers provide information requested by Successful Proponent
3	Professional Engineer Approved Design Drawings <ul style="list-style-type: none"> Structural analysis Telecom attachment Any power make-ready 	<ul style="list-style-type: none"> The Successful Proponent or LDC (as agreed) conducts pole loading structural analysis, prepares P.Eng. approved design drawings (certifying that the design meets the requirements of CSA 22.3 No.1-15 (or latest) and Ontario Reg. (22/04) and determines what telecom and power make-ready work, if any, needs to be completed for safe attachment. Ontario Reg. 22/04 notes CSA Standard C22.3 No. 1-15 for overhead distribution lines and CSA Standard C22.3 No. 7-15 for underground systems. For Successful Proponent led-designs, the Successful Proponent must provide materials to the LDC to review and to inform subsequent steps. Appendix 1: Application Requirements, Templates and Forms provides templates of Basic Drawing Requirements and Design Requirements that may be used
4	Determination of Sequencing of Make-Ready Work <ul style="list-style-type: none"> Triage of power make-ready work Determine requirements needed to accommodate make-ready work. 	<ul style="list-style-type: none"> The Successful Proponent or LDC (as agreed during coordination prior to field inspection/survey) determines whether any power make-ready work can be completed safely in parallel with any attachment (including any temporary work) or whether power make-ready work needs to be completed prior to attachment (i.e., "triage" of power make-ready work). Appendix 2: Further Reducing Complex Make-Ready Work provides guidance on triage of power make-ready work

	Activity	Process Details
5	Authorization application approval <ul style="list-style-type: none"> • Authorization application form • Professional Engineer Approved Design Drawings • Full Pole Loading Structural Analysis 	<ul style="list-style-type: none"> • The Successful Proponent submits to BOW an application form including Professional Engineer Approved Design Drawings and Full Pole Loading Structural Analysis to the BOW. To ensure quality submissions, it is recommended that this analysis is conducted using industry standard software. • IO, as administrator of the AHSIP, reviews application (see Preliminary Authorization Review Checklist below) to ensure all required information has been submitted • LDC reviews and approves application. Timelines may be suspended for any issues or deficiency identified by the LDC (including if the LDC has any planned work that may impact the provincially funded project that has not been previously flagged) if reported to IO via the BOW. • LDC engages directly with Successful Proponent to address any deficiencies in authorization application documents. If there are disputes, parties are encouraged to resolve these among themselves in a spirit of collaboration. • Appendix 1: Application Requirements, Templates and Forms provides information to be included on each application form including Professional Engineer Approved Design Drawings and Full Pole Loading Structural Analysis
6	LDC issues quote for Power Make-Ready Work	<ul style="list-style-type: none"> • LDC (if completing the make-ready work) provides a quote for any make power ready work and the Successful Proponent provides Purchase Order or certified cheque as determined by the LDC
7	Advising timing of construction (with ROP)	<ul style="list-style-type: none"> • Some municipalities may require a Road Occupancy Permit and have associated timelines and processes that must be adhered to
8	Advising timing of construction (without ROP, note that #7 would not apply in this instance)	<ul style="list-style-type: none"> • Where a Road Occupancy Permit is not required, the Successful Proponent notifies the municipality directly prior to work commencement within the established PT
9	Completion of Make-Ready Work	<ul style="list-style-type: none"> • The Successful Proponent and LDC negotiate coordination of any power and telecom make-ready work, including planning any necessary outages. See the Section on One-Touch Make-Ready below. • Where an LDC is unable to complete the make-ready work within the PTs outlined in Table 2 below, the Successful Proponent is expected to use a pre-qualified contractor to conduct the power and telecom make-ready work at its own cost and risk. The LDC is expected to ensure that there are no unintended obstacles to the granting of access to its electricity infrastructure.
10	LDC issues authorization	<ul style="list-style-type: none"> • LDC issues authorization via BOW or through existing process
11	Wireline attachments	<ul style="list-style-type: none"> • The Successful Proponent coordinates with other Telecom carriers to conduct any other telecom make-ready work at

	Activity	Process Details
		this time as the Successful Proponent installs its attachment with the same crews
12	As-built drawings submitted to LDC	<ul style="list-style-type: none"> The Successful Proponent installs attachment and submits "As Built" drawings to an LDC including an acceptable Record of Inspection form. Appendix 1: Application Requirements, Templates and Forms provides a template Record of Inspection form. The connection of any required bonding of the communication strand should be requested at this time and the LDC may provide a separate quote and obtain a purchase order (PO) for this work as a separate project from the application process
13	LDC conducts post-build inspection	<ul style="list-style-type: none"> The LDC conducts any post-build inspection. The LDC may recover reasonable costs of post-build inspection from the Successful Proponent. As a term of the project agreement, the TSP should provide a "120-day indemnity clause" to the LDC stating that if the Successful Proponent has done the power make-ready work during which time any faults/problems are deemed to be the responsibility of the Successful Proponent unless it can proven otherwise. The details are set out below under the heading "120-day Indemnity Clause"
14	Authorization closed	<ul style="list-style-type: none"> LDC invoices Successful Proponent based on actual costs once any outstanding issues discovered in the inspections are resolved

Table 2: Performance Timelines Aerial Route on LDC-Owned Poles

	Activity ¹	Performance Timeline (Business Days)		
		Up to 30 poles	30-60 poles	60-200 poles ²
1	Determination of possible route^{3 4}	N/A		
2	Field inspection/survey	5	10	20
3	Professional Engineer approved design drawings <ul style="list-style-type: none"> Structural analysis Telecom attachment 	35	40	60

¹ PT provided in the first four activities (determination of possible route; field inspection/survey; P.Eng. approved design drawings; and determination of make-ready work) are only intended to apply to LDCs (i.e., in instances where they choose to conduct this work for owner-developed designs or if they choose to accompany the Successful Proponent for the field inspection/survey).

² Applications submitted for more than 200 poles in one submission may be subject to negotiation and discussion of timelines to ensure feasibility.

³ LDCs should note whether they will opt in or out of participating in the field inspection/survey within 5 business days.

⁴ LDCs should advise within 5 business days whether they will opt in or out of participating in the field survey.

	Activity ¹	Performance Timeline (Business Days)		
		Up to 30 poles	30-60 poles	60-200 poles ²
	<ul style="list-style-type: none"> Any power make-ready work 			
4	Determination of sequencing of make-ready work <ul style="list-style-type: none"> Triage of power make-ready work Determine requirements needed to accommodate make-ready works 			
5	Authorization application approval <ul style="list-style-type: none"> Authorization application Form Professional Engineer Approved Design Drawings Full Pole Loading Structural Analysis 	15	20	40
6	LDC issues quote for power make-ready In the instances where there is no make-ready and the permit can be issued at this point, a buffer of 5 business days may be added to this step to issue the permit (as step 9 would no longer apply)			
7	Advising timing of construction (in instances where ROP is required)	5 (in advance of start date)	5 (in advance of start date)	5 (in advance of start date)
8	Advising timing of construction (where ROP is not required)	5	5	5
9	Completion of make-ready work⁵	Simple 25 Complex 40	Simple 30 Complex 60	Simple 35 Complex 80
10	LDC issues authorization	5	5	5
11	Wireline attachments	Subject to permit validity timelines as stipulated by the LDC		
12	As-built drawings submitted to LDC			
13	LDC conducts post-build inspection	Within 120 of receipt of completion notification	Within 120 of receipt of completion notification	Within 120 of receipt of completion notification
14	LDC closes authorization	20	20	20

⁵ There is an understanding that approximately 10% of the poles in any given run may require complex make-ready; this timeline is in reference to the make-ready work on those poles.

IO Preliminary Review Checklist

Upon receipt of a new authorization application, IO will perform the following cursory review steps:

- Review the authorization application form and confirm that all information has been filled out completely and accurately
- Confirm that the required design drawings are included with the authorization application form and appear to comply with the Drawing Requirements
- Confirm that the required Pole Loading Structural Analysis files are attached

If the above criteria are included and complete in the application package, the authorization will be assigned an application number, which will be communicated to the Successful Proponent and LDC for tracking purposes. It will then be forwarded to the LDC for detailed review.

One-Touch Make-Ready

As part of the AHSIP, this Guideline provides for several mechanisms, processes and tools to expedite access to LDC poles while also ensuring that safety standards are met. This Guideline adopts the One-Touch Make-Ready (**OTMR**) process as an option whereby Successful Proponents and LDCs should coordinate resources and elect that one crew of resources, rather than multiple crews, undertake the work to prepare poles for new attachments and subsequently attach to the LDC pole.

This Guideline adopts as a baseline the Electrical Safety Authority (**ESA**)'s definition of "make-ready work" which is as follows: "make ready work" to consist of the practice of rearranging, installing or removing equipment in order to safely accommodate additional infrastructure in or on a supporting structure of a distribution line. The following are the different types of make-ready work that may occur:

1. Telecommunications-Related ("Telecom") Make-Ready

Telecom make-ready is all work performed within the Communications Space dealing with telecom attachments. This work primarily involves rearranging or removing existing telecom strand, fibre and other equipment (e.g., splice enclosures, power supplies) in order to:

- Make space in the Communications Space for the new telecom attachment
- Fix inadequate separation between existing telecom attachments (but does not include working in the power space of the pole)
- Fix inadequate ground clearance for existing telecom attachments

TSPs are encouraged to proactively work with their host LDCs to accommodate the timely and responsive relocation of telecom assets and infrastructure from poles which the LDC has identified as being in need of replacement or upgrade.

2. Simple Power Make-Ready

Simple power make-ready is non-complex work that is performed outside of the Communications Space, including the following:

- Replace missing copper ground wire on pole
- Rearrange or shorten transformer conductor dips (e.g., drip loops) encroaching in the Communications Space
- Tension and move (i.e., raise) the neutral to create required separation from the telecom attachments
- Relocate solar panels and smart meters that are blocking access to the Communications Space

While not strictly “make-ready work”, after the telecom strand has been installed, ISPs and LDCs should continue to consult electrical safety codes, standards and other documents applicable in the circumstances.

3. Complex Power Make-Ready

Complex power make-ready is work that is conducted primarily within the Power Space requiring specialized crews. Some of it is required to correct deficiencies in the power facilities, including:

- Pole replacement, including transferring existing power attachments to the new pole
- Reframe top of pole
- Replace insulators
- Relocate transformers (that are too low)

See Appendix 2: Further Reducing Complex Make-Ready Work for innovative approaches to make ready work.

Pre-qualified Contractors for OTMR

The PTs for an LDC conducting power make-ready work with its own internal or sub-contracted resources are set out in Table 2 above. Where an LDC indicates to a Successful Proponent that it is unable to meet its PTs, the Successful Proponent may, employ pre-qualified contractors to conduct any power make-ready work in addition to its own telecom make-ready work. Other telecom parties within the communication space are encouraged to authorize the Successful Proponent to conduct any Telecom make-ready work on its infrastructure.

A Successful Proponent availing itself of the OTMR process should sign a 120-day indemnity clause agreement (see below).

LDCs are encouraged to maintain a list of contractors that are pre-qualified to:

- Operate within the power space; and
- Operate within both the power space and the communications space.

Where LDCs fail to maintain such a list, a Successful Proponent may propose a qualified contractor for an LDC’s approval. LDCs are expected to act reasonably in approving or denying a contractor proposed by the Successful Proponent

Deploying resources that are qualified to operate in both the power and communications spaces will allow a Successful Proponent to conduct any make-ready work and attachments in a safe, efficient and timely manner.

The LDC may mandate reasonable requirements for contractors relating to issues of safety and reliability, such as the use of particular hardware or equipment (e.g., LDC-approved bolts, screws or other parts) with respect to make-ready work.

120-day Indemnity Clause

For power make-ready work conducted by the Successful Proponent, a 120-day indemnity clause, which should be included in each agreement entered into between the LDC and TSP, is expected to take effect once the Successful Proponent has submitted "As Built" drawings to an LDC including a completed Record of Inspection form. This provides the LDC and any existing ISPs attached to the LDC pole time to conduct their own inspections and also provides the TSP with clarity related to the timelines associated with telecom equipment deployment.

LDCs and existing ISPs must notify the Successful Proponent of any damage to their respective infrastructure within the 120-day period following the date on which the Successful Proponent submitted "As Built" drawings to an LDC including a completed Record of Inspection form. The LDC-TSP contract is anticipated to include provisions that deem that unless a Successful Proponent can demonstrate otherwise, the damage will be assumed to be caused by the Successful Proponent. Further provisions of the contract are anticipated to stipulate that within 30 days of receiving a notice from an LDC or existing ISP, the Successful Proponent should remedy the identified damage at its own expense or attempt to otherwise resolve the matter with the LDC or existing ISP through the dispute resolution process provided for in the contract.⁶

Appendix 1: Application Requirements, Templates and Forms provides a template 120-day Indemnity consent agreement.

The 120-day indemnity clause could include:

- The Successful Proponent acknowledges that the LDC is relying on the ISP's own inspection in approving the authorization
- The Successful Proponent understands and accepts all risks with respect to its work
- The Successful Proponent accepts remediation costs with respect to any temporary installations it installs
- Any damage that occurs to the structure within 120 business days of completion of the Successful Proponent's work will be prima facie assumed to have been caused by the Successful Proponent unless it can demonstrate another cause
- While the OTMR process allows time for the review of Successful Proponent-proposed designs, authorizations for the AHSIP process must be stamped by a professional engineer, assuming the LDC does not review or challenge engineering but instead conducts an inspection post deployment
 - The Successful Proponent may either accept the risk of having to redo work if corrections are required or may proactively request pre-deployment or simultaneous inspection by the LDC to confirm what is required with respect to its application
 - If the Successful Proponent compromises safety, electrical system reliability or acts in a manner that is prohibited by the contract, the Successful Proponent's ability to avail itself of the OTMR process can be revoked by an LDC with written reasons

Accessing Buried Routes on Municipal Rights-of-Way

This section outlines the BOW Municipal Consent (and Road Occupancy Permit, where required) Application process. The recommended general steps and PTs to acquire an approved Municipal Consent and Road Occupancy Permit to access a municipal right-of-way (ROW) are as follows:

Table 3: Buried Route on Municipal Rights of Way

	Activity	Process Details
1	Underground Drawings of proposed route	<ul style="list-style-type: none"> The Successful Proponent prepares underground drawings of the proposed route using any data that is in the BOW as well as any other information sources (e.g., Google maps). Appendix 1: Application Requirements, Templates and Forms provides Standard Utility Offsets drawing as well as specific drawing requirements that may be used for municipalities who do not currently have such drawings available.
2	Submissions of preliminary drawings ("mark-up circulation")	<ul style="list-style-type: none"> The Successful Proponent submits preliminary drawings to infrastructure owners via the BOW. IO circulates preliminary drawings (i.e., conducts a mark-up circulation) to all parties that have infrastructure in the ROW (i.e., municipalities, LDCs, Enbridge and other telecoms). Respondents review and advise IO of any conflicts between the proposed running line and their buried assets within the specified time (specified in the PT on Table 4) of receiving the mark-up circulation from the BOW. IO provides revised mark-up circulation to the Successful Proponent. The Successful Proponent uses mark-ups to resolve any conflicts and finalize drawings.
3	Municipal application submitted to municipality via BOW <ul style="list-style-type: none"> Drawings showing potential route Municipal Consent Road Occupancy Permit if required by municipality 	<ul style="list-style-type: none"> A complete application includes: <ul style="list-style-type: none"> Drawings showing the potential route Application form for Municipal Consent Road Occupancy Permit application if required by municipality Appendix 1: Application Requirements, Templates and Forms provides a template for Municipal Consent that may be used by municipalities who do not currently have such forms available. A municipality may require that an ISP obtain a Road Occupancy Permit. IO reviews application to ensure all required information has been submitted and forward complete application to municipality for approval.
4	Municipality reviews complete application and issues Municipal Consent (with reasonable conditions) and Road Occupancy Permit where applicable.	<ul style="list-style-type: none"> Municipality reviews and approves application. The clock will stop for any issues or deficiencies (including if the municipality has any planned work that may impact the provincially funded project that has not been previously flagged). The municipality engages directly with the Successful Proponent to address any deficiencies in permit application documents

	Activity	Process Details
5	Locate request lodged through Ontario One Call	<ul style="list-style-type: none"> Successful Proponents are encouraged to use a dedicated locator. Appendix 4: Ontario One Call provides more information on the Dedicated Locator Model. The Successful Proponent and municipality work to resolve any potential conflicts (e.g., redesign running line with consent). Locates are to be conducted within the PT set out in the BBFA (i.e., and noted in Table 4). This is regardless of whether a dedicated locator is used or whether individual infrastructure owners use their own locators.
6	Advising timing of construction	<ul style="list-style-type: none"> Some municipalities may require a Road Occupancy Permit and have associated timelines and processes that may be adhered to. Where a Road Occupancy Permit is not required, the Successful Proponent notifies the municipality directly prior to work commencement within the established PT.
7	ISP performs construction followed by restoration of the ROW	<ul style="list-style-type: none"> The Successful Proponent and municipality work together to resolve any conflicts where existing facilities are not located as shown in the mark-up or locates. The Successful Proponent performs the construction and restores surfaces, unless the municipality has indicated otherwise, within a reasonable time determined by the municipality.
8	Notice of work completion and As-built drawings submitted to municipality via BOW	<ul style="list-style-type: none"> The ISP submits to the BOW a Notice of Work Completion and As-Built drawing detailing any amendments from an initial plan. The BOW forwards the Notice of Work Completion and As-Built drawing to the municipality. Appendix 1: Application Requirements, Templates and Forms provides a template Notice of Work Completion and As-Built drawing that municipalities may use.
9	Municipality inspection any restoration work	<ul style="list-style-type: none"> The municipality may inspect restoration work and follows up with the Successful Proponent for any outstanding issues.

Table 4: Performance Timelines for Buried Route on Municipal Rights of Way

	Activity	Performance Timeline (Business Days)	
		Up to 30 km of ground	30 km + of ground
1	Underground Drawings of proposed route	Successful Proponent with timelines set out in Project Agreement.	
2	Owners of buried assets review and respond to submissions of preliminary drawings ("mark-up circulation") in BOW	20	20
3	Municipal application submitted to municipality via BOW	Successful Proponent with timelines set out in Project Agreement.	

	Activity	Performance Timeline (Business Days)	
		Up to 30 km of ground	30 km + of ground
4	Municipality reviews complete application and issues Municipal Consent (with reasonable conditions) and Road Occupancy Permit where applicable	10	15
5	Infrastructure owners respond to locate request lodged through Ontario One Call <ul style="list-style-type: none"> For both dedicated locator model or standard process (individual infrastructure owners use their own locators) 	10	10
6	Advising timing of construction⁷	5 (in advance of start date)	5 (in advance of start date)
7	ISP performs construction followed by restoration of the ROW	Negotiated with municipality. Successful Proponent with timelines set out in Project Agreement.	
8	Notice of work completion and As-built drawings submitted to municipality via BOW	15	20
9	Municipality inspection any restoration work	As negotiated with municipality	

Accessing Provincial Highways

This section outlines the Ontario Ministry of Transportation's (MTO) Public Service Commitment (PSC) of 35 days. A Successful Proponent will require an Encroachment Permit for any installation or works upon, under or within the limits of a Provincial Highway ROW placed by someone other than MTO.

The general steps to acquire an Encroachment Permit to access a Provincial Highway ROW are as follows:

1. The Successful Proponent submits a permit application to MTO via the Highway Corridor Management System. The Successful Proponent notifies the BOW that it has submitted a permit through the Highway Corridor Management System.
2. The MTO has a general PSC of 35 days between the time the Successful Proponent submits their permit application via Highway Corridor Management System to the time the MTO issues its encroachment permit.
3. Successful Proponents are encouraged to raise any concerns with the MTO and the MOI in the event that the MTO does not meet its PSC.

⁷ Some municipalities may have shorter timelines for notice of work to issue a Road Occupancy Permit, Successful Proponents may adhere to municipality timelines instead of PT. Where a Road Occupancy Permit is not required, the Successful Proponent notifies the municipality directly within 5 days prior to work commencement.

2.3 Technical Assistance Team (TAT)

IO may establish a Technical Assistance Team (TAT) to assist with various aspects under this Guideline. More specifically, the TAT may:

1. Provide technical assistance, negotiation support and quality assurance to various permit and authorization applicants.
2. Provide extra support for those smaller municipalities and LDCs who may struggle to meet the demands of the AHSIP.
3. Work with Successful Proponents, LDCs, municipalities and other parties involved in the deployment of broadband to reduce barriers for provincially funded projects.

The TAT may also:

1. Provide informal mediation support in mitigating and managing conflicts, supporting collaborative dialogue between parties.
2. Serve a quality assurance and application support function to reduce errors and missing information in applications for authorizations and permits.
3. Offer a technical capacity to help interpret standards, for example supporting ISPs looking to identify feasible new means and methods to accelerate broadband deployment within the regulated safety framework.

Resolving Disputes

The Guideline contemplates and recommends that parties will collaborate to resolve disputes amongst themselves in a spirit of cooperation. Where a resolution cannot be reached, informal disputes may be referred to IO for assistance in finding a resolution parties can agree upon. Parties seeking to make use of IO's mediation support should adopt the use of BOW to ensure IO has sufficient and detailed project information necessary to provide assistance in the dispute. Appropriate parties may choose to escalate the dispute to an appropriate resolution body.

Appendix 1: Application Requirements, Templates and Forms

Application Requirements and Guidance Documents

This section includes reference guidance for:

1. [As-Built Drawings and Records](#)
2. [Drawing Requirements](#)
3. [P.Eng. Design Drawings Requirements and Structural Analysis](#)
4. [Standard Utility Offsets](#)

Sample Template and Forms

This section includes the following sample templates and forms:

5. [Sample One-Touch Make-Ready Agreement](#)
6. [Sample Application for Aerial Attachment](#)
7. [Sample Materially Insignificant Declaration](#)
8. [Sample Certificate of Deviation](#)
9. [Broadband One Window Record of Municipal Access Agreements](#)
10. [Sample Application for Municipal Consent](#)
11. [Sample Application for Road Occupancy](#)
12. [Sample Notice of Completion](#)
13. [Sample Record of Inspection Form](#)

As-Built Drawings and Records

GENERAL

Municipal, regulatory and other approving authorities often call upon Successful Proponents (and their engineering consultants) to provide records of completed works.

The purpose of this Guideline is to provide guidance for the preparation of record drawings or documents, as well as the preparation of as-built drawings or documents.

The records, documents and as-built drawings should be supplied to the LDC or Municipality within the PT stipulated in the Guideline.

As a minimum, the drawings / documents should include, but are not limited to:

- Any offset dimensions for above grade installed facilities from the specified locations including poles, down guys, pedestals, fibre-optic splice closures , attachment heights;
- Any offset dimensions for below grade installed facilities from the specified locations, including but not limited to trenches, subsurface chambers, subsurface boxes and vaults;
- All references to pictures taken;
- Any changes to bonding or grounding;
- Any new additional items installed that were not on the original design drawings;
- Any items not installed that were not on the original design drawings; and,
- Any materials that were substituted from the materials on the original design drawings.

The Professional Engineers Ontario (PEO) has published a document titled *Preparing As-Built and Record Documents*, which provides the distinction between As-Built and Record information. These are summarized below.

Records

- Record documents are prepared based on information that was observed by a practitioner or by someone under the practitioner's supervision. After a practitioner has reviewed the record documents and is satisfied that they are accurate, the practitioner must seal the documents.
- For record documents, the original design practitioner's seal should be removed. Practitioners preparing record documents must apply their seal.

As-Built

- As-built documents are prepared based on information gathered during construction or fabrication by someone other than a practitioner or someone under their supervision. Often, the information is provided by the contractor in the form of red-line mark-ups of the design drawings. If a practitioner then proceeds to revise the design documents to incorporate the red-line mark-ups, these documents should be clearly marked as "As-Built Documents" and not sealed.
- As-built documents should not be sealed. The original design engineer's seal must be removed when preparing as-built documents.

Successful Proponents may also want to reference the ESA's Guideline for Third Party Attachments.

AERIAL DRAWINGS

Once the new plant has been installed or the modifications to an existing attachment have been completed (regardless of whether Standard Designs, or an Approved Plan were used), the construction should be inspected and approved in accordance with the following references:

- Ontario Regulation 22/04;
- ESA – Technical Guidelines for Inspection and Approval of Construction; and
- ESA – Guideline for Third Party Attachments

A Professional Engineer or ESA or a Qualified Person identified in the Local Distribution Company's (LDC) Construction Verification Program must prepare a Record of Inspection and a Certificate of Construction.

For telecommunication plant installations, the LDC could complete the construction inspection themselves, have the Proponent do it, or both. It is dependent upon the territory and the LDC involved.

Typically, the inspector (note: this is not an ESA inspector) performs a post construction inspection since pole line installations are visibly verifiable after construction. The exceptions are the installation of anchors and ground rods / plates which are buried and not visibly verifiable after construction. It is advisable to observe these before they are buried or the red lines from the construction contractor will need to be relied upon.

The "Record" of this inspection can be in the form of marking compliances and deviations on the Issued for Construction drawings, work instructions assembled from Standard Designs, or a separate document (for example). Any unacceptable deviations should be noted on the Record of Inspection for resolution by the appropriate party. Once the unacceptable deviations have been remedied, the Record of Inspection can be finalized, signed and dated by the Professional Engineer or ESA or Qualified Person, and a Certificate of Construction can be completed.

The Certificate of Construction can be a separate document or it can be a stamp or signature added to the Record of Inspection and/or construction drawings. It should include the following information:

- name and signature of the inspecting Professional Engineer, ESA representative or qualified person;
- name of the LDC; and,
- confirmation that the construction meets the plan, work instruction, or Standard Design; and date of certification.

The Record of Inspection and Certificate of Construction are to be sent to the LDC who must retain them in the event of an ESA audit.

UNDERGROUND DRAWINGS

For buried telecommunications installations, any necessary design modifications and field changes made by the Successful Proponent or requested by the road authority or municipality during construction are to be included.

It is important to predetermine the level of post construction deliverable that is required, as this will impact the level of inspection that is required. For buried installations, after the construction has been

completed and most items are concealed (except pedestals for example) inspection accuracy will be limited. During construction inspection will provide the best scenario for accuracy.

During construction “field returns” may be Issued for Construction (IFC) drawings marked up by the construction contractor, the construction inspector, or both.

This information is then added to the original IFC drawings and updated to the final version. Refer back to the GENERAL section of this document to determine what the final version of drawing is called (Record Drawing vs. As-Built Drawing).

The information changes from the field returns that are placed on the final drawing are more easily identified with a cloud around the change, along with a drawing version or issuance number in a triangle beside the cloud.

Both the field returns and the final drawing are to be retained by the Proponent as well as copies sent to the approving authorities that permitted the construction.

Drawing Requirements

GENERAL

This section contains guideline information only to assist Successful Proponents / ISPs and governing/approving authorities of rights-of-way such as municipalities with the preparation of drawings that will assist in the permitting process. These guidelines are not prescriptive or binding, rather they provide good practice for drawing preparation.

This Guideline, along with the other appropriate standards form the basis for complete submissions. Successful Proponents should confirm if the minimum drawing requirements are outlined within the LDC Occupancy Agreement or within the Municipal Consent agreement.

In 2002, the ASCE published the ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" document, outlining a credible system to classify quality of utility location information in design plans. The standard defines SUE requirements and sets out guidance for the collection and depiction of subsurface utility information. ASCE 38-02 sets out guidelines for how to qualify the accuracy of mapping existing infrastructure and relay information to a drawing.

All parties submitting drawings of buried infrastructure should follow the requirements outlined in the American Society of Civil Engineers (ASCE) 38-02, ASCE 75 or CSA S250 for all submitted information to the BOW. The ASCE 38-02, ASCE 75 is generally two-dimensional data focused and CSA S250 is a more modern quality standard which reflects modern technical developments to specify accuracy in three-dimensional data collection.

BASIC DRAWING REQUIREMENTS

The basic requirements apply to all drawings.

- a. Title block (name & address of Successful Proponent, date, north point, drawing/project number, location of project)
- b. Name & phone number of the Project Manager for the specific application
- c. Language: English/French as appropriate
- d. Scale & Dimensions: Metric
- e. Scale Size: (e.g., 1:1000, 1: 500, 1: 250)
- f. Legend of symbols
- g. Key Map
- h. Certified standards that have been applied
- i. Street names: clearly indicated

PROJECT SPECIFIC DRAWING ORIENTATION REQUIREMENTS

The orientation requirements apply to all drawings.

- a. North Point
- b. Key Map
- c. Street names: clearly indicated
- d. Sidewalks, driveways, curbs, trees, buildings, bridges, rivers, railroads, other utilities if they add clarity to specific issues
- e. Lot lines and/or buildings, and house numbers
- f. Horizontal offset measurements from proposed facilities to existing infrastructure (ie poles, buildings, other utilities, traffic, street lighting, signs, bridges etc.) and above grade elements that may be in conflict (e.g., trees, shrubs, pedestals, street lights, bus shelters etc.)

PROJECT SPECIFIC DRAWING REQUIREMENTS - AERIAL

The project specific requirements apply for every segment proposed on the drawings as they apply to aerial drawings. These sheets contain the specific construction details required for the approving authority (e.g., municipality) to grant permit and for the Successful Proponent (or their contractors) to build. The minimum recommended content to be contained in the drawing area are described below.

North Arrow	Sidewalks where applicable
Legend	Mature tree dripline where applicable
Scale (or NTS if not to scale)	Location of above grade structures
Street Names	Location and depth of ditches
Property Addresses	Location and type of all existing facilities
Building Numbers	Location and type of all proposed facilities
911 Address if applicable	Easements as applicable
Lot number	Property lines
Concession Number	Guard Rails
City, Town or Township	Fencing
Edge of Roadway, pavement and curbs	River features
Horizontal and vertical clearances	Bridges

Notes:

- a. Sidewalks, driveways, trees, buildings, bridges, rivers, railroads, other utilities to be included if they add clarity to specific issues
- b. Clearly indicated poles and strands and their ownership for aerial designs
- c. Proposed cable and Support Strands clearly indicated with heavier line style
- d. Proposed cable to be over-lashed to existing support strand and indicate owner of that support strand
- e. Indicate which side of the pole the wire is to be attached
- f. Slack storage & splice can locations
- g. Electrical bonding locations
- h. Proposed ground rods
- i. Dips and/or risers
- j. Ducts, guards, and/or concrete work on poles for dips and/or risers
- k. Cable dip/riser details
- l. Proposed and existing Successful Proponent anchoring
- m. Make ready work anticipated by the Successful Proponent with the Owner's poles or third-party Attachments
- n. Railroad, major highway, & river crossing engineering details & associated profiles
- o. Pole height contact detail (by drawing or table) indicating dimensions above grade for all existing telecommunications / CATV contacts by name, streetlight contacts, lowest Hydro contacts (neutral, secondary, primary, transformers, unprotected Hydro riser/dips) for both new and existing support strands.
- p. Horizontal offset measurements for proposed pole contact close construction to buildings, other non-Owner overhead systems (e.g., traffic, street lighting, signs), and/or bridges.
- q. Wiring, wire routing, and Attachment methods to the pole.
- r. Caution notes that impact the safe installation of the facilities
- s. Clear indication of road names

PROJECT SPECIFIC DRAWING PROVISIONS - UNDERGROUND

The project specific provisions apply for every segment proposed on the drawings as they apply to buried drawings. These sheets contain the specific construction details needed for the approving authority (e.g., municipality) to make a determination of granting a permit and for the Successful Proponent (or their contractors) to build. The minimum recommended content to be contained in the drawing area are described below.

North Arrow	Sidewalks where applicable
Legend	Mature tree dripline where applicable
Scale (or NTS if not to scale)	Location of subsurface structures
Street Names	Location and depth of ditches
Property Addresses	Location and type of all existing facilities
Building Numbers	Location and type of all proposed facilities
911 Address if applicable	Details of proposed road crossing profiles
Lot number	Property lines
Concession Number	Easements as applicable
City, Town or Township	Guard Rails
Edge of Roadway, pavement and curbs	Fencing
Roadway crossings as applicable	Horizontal and vertical clearances
Depth of cover	Joint trench profile, as applicable
Bridges	River features

Notes:

- a. Railroad, major highway, & river crossing engineering details & associated profiles should be explicit.
- b. Construction notes should detail the size, location and types of conduits, vaults, cables/fibre or other facilities.
- c. The method of construction (drilling, boring, ploughing, other) should be provided.
- d. Profile view of the buried facilities that displays the depth of installation relative to grade and its position within the trench (trench and road crossing profiles) for all road types.
- e. Caution notes that impact the safe installation of the facilities are to be included.
- f. A plan view showing proposed running lines in relation to the streets, curbs, driveways, sidewalks and property lines.
- g. Profiles of the running line at crossing locations or as otherwise dictated by the Approving Authority for permit acquisition.
- h. Representation of new (bold) and existing (normal line weight) Successful Proponent cables and duct.
- 1) Text labeling the size (diameter) of all existing and new distribution cables shown on the drawing within the Construction Notes block.
- i. Representation of other utilities' facilities if required by the Approving Authorities.
- j. A Construction Notes block that identifies on an "arb by arb" basis the scope of work to be completed. This information includes (but is not limited to) where to install cable / conduit, vaults, and pits and the proposed method of construction for example.
- k. Numeric "arbing" should be sequential throughout the entire project design drawing.
 - a. Arbs at match lines from drawing to drawing should be the same numeric value.
 - b. Each page requires beginning and ending arbs to show the construction identified on the page.

- c. Where possible create match line at a permanent landmark (i.e. utility pole, pedestal, lot line).
- l. All risers to aerial drawings should identify associated drawings by their designated drawing number.
- m. Construction notes must be specific to the work activity identified in the limits of each individual page as noted by the beginning and ending arbs. If there is an ADDITIONAL NOTES Block, it must contain at a minimum the following mandatory notes as required by the Successful Proponent:
 DRAWINGS ARE NOT TO SCALE. THE CONTRACTOR SHOULD VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE ORIGINATOR BEFORE COMMENCING THE WORK. THE CONTRACTOR MUST BE FAMILIAR WITH THIS COMPLETE PACKAGE, INCLUSIVE OF ALL EXHIBITS PRIOR TO COMMENCING WORK.
- n. Details for any equipment to be installed are to be included only on the page where it is represented in the plan view.
- o. All pedestals should have an inset on the drawing showing both the dimensions of the vault and above grade portions.
- p. When required by the approving authority (e.g., municipality), include tree canopy dimensions and tree protection details on the page where it is represented in the plan view.
- q. For underground projects, locations of vaults are to be shown relative to curbs or other fixed monuments.
- r. A full Bill of Material should be included if required from the approving authorities (e.g., municipalities).

MULTI-SHEET PROVISIONS

All sheets of multi-sheet drawings should be of the same type within a specific project.

- a. All information sheets (Schedules, Exhibits) to be identified by alphabetical designation in the title block as A, B, C and so on.
- b. All drawing sheet numbering should include the drawing number and total number of drawings, as "Drawing 1 of 1," "Drawing 1 of 2," or "Dwg 1 of 2", "Dwg 2 of 2" and should be uniform for all related sheets.
- c. The drawing area indicating the proposed construction should be oriented such that North points to the top of sheet by an industry accepted North Arrow symbol.
- d. Where projects have both aerial and buried requirements, aerial portions and buried portions should be on separate design drawings, each following their design requirements.
- e. Continuation notes (where the break occurs to be continued on a different page) should be clearly indicated.

TITLE BLOCK PROVISIONS

The title block should contain the minimum information stated below.

- a. Key map
- b. Legend
- c. Successful Proponent Logo
- d. Revision Information
- e. Design Firm Logo, Address, Phone Number (if a Design Firm is used)
- f. Project Number
- g. Project Data: Project Type, Project Name, Scale, Date, Drawing Number and the sheet number of the total number included

COVER SHEET

The first sheet of a drawing set should be a "Cover Page" and always contain the following information:

- a. Successful Proponent logo and applicable office location
- b. Project Name as provided by Successful Proponent
- c. Project Location, including street and city reference
- d. Project Type (e.g., Buried Fibre Optic Installation)
- e. Successful Proponent Project Number
- f. Design Firm Project Number
- g. Drawing List (use full titles; e.g., 'SCHEDULE A – KEY MAP')
- h. Design firm logo, address, phone number
- i. Drawing date to match the latest revision date; positioned at bottom centre of page under Design Firm logo
- j. Map of sheets, outlining the sheet numbers on a map
- k. Initial date of drawing creation

Bottom of Page:

- l. Block with Successful Proponent contact for approving authority (e.g., municipality) information
- m. Block with Successful Proponent Planning contact information
- n. Block with approving authority (e.g., municipality) contact information
- o. Number of page designation required (alphabetical or numerical or both)
- p. Revision block showing all changes; identify change and drawing page number and date
- q. Permit Kilometers block showing totals for the project

SPECIALTY PERMITS

Specialty permits may be required based on the route selected and whether the proposed running line for the facilities falls within the jurisdiction of the governing authority (e.g., municipality). The Successful Proponent will be required to contact or access published materials in order to determine any specific drawing requirements for each type of permit.

SAMPLE DRAWINGS

Sample drawings are shown below for a typical telecommunications installation.

20

[illegible]



[illegible]

EXHIBIT 'E'
DESIGN DATA

[illegible][illegible][illegible]

EXHIBIT 'G'
BILL OF MATERIALS

[illegible][illegible]

P.Eng. Design Drawings, Structural Analysis and Design Provisions

GENERAL

This document, relating to the design and construction of telecommunications facilities either in proximity to Local Distribution Companies' (LDC) electrical plant, or in proximity to buried utilities is intended to be used in conjunction with the latest issuances of Ontario Reg. 22/04, the Electrical Safety Authority (ESA) Bulletins and requirements, CSA Standards 22.3 No.1 (Overhead Systems) and CSA Standards 22.3 No. 7 (Underground Systems), and the *Occupational Health and Safety Act* (OHSA). The Successful Proponent is responsible for compliance with all rules and applicable municipal, provincial, or federal laws, codes, and regulations. In all situations, it is the responsibility of the Successful Proponent to be familiar with and adhere to the OHSA, CSA standards during installation, maintenance, and related activities involving their facilities attached to any LDCs facilities.

OVERVIEW

Aerial

The Successful Proponent is to be aware that LDC's poles are part of an overhead electrical distribution system, and that all of the power lines attached to the poles should be presumed energized at all times. All persons, including the Successful Proponent's employees and contractors, must exercise caution and take all reasonable precautions when working on or near electric utility poles and/or near high-voltage lines.

Where Federal and Provincial regulations directly address construction activity in the vicinity of overhead electric lines, and violators are subject to criminal penalties and civil liabilities, these laws apply to employers, contractors, owners and any other parties or persons responsible for or engaged in construction activities.

The Distribution Pole includes:

- a) Pole-Top Zone
- b) The Electrical Supply Zone or Supply Space
- c) Neutral Zone or Clearance Zone
- d) Communications Space

The Pole-Top Zone is the pole space located at the top of the pole above the energized portion of the pole.

The electrical supply zone or supply space is reserved for electrical supply facilities. Most supply space wiring consists of uninsulated conductors. The supply space may include separate facilities operating at different voltages; for safety reasons, typically the highest voltages are located uppermost on the pole.

The neutral zone is the safety zone, or "neutral" space, between the lowest electrical supply conductor or equipment and the highest communication cables or equipment.

The communications space is the lower portion of pole containing telecommunications attachments, and other communications cables.

Underground

All proposed buried telecommunications facilities must be designed and installed in compliance with local, provincial, and national standards. The running lines for cable must comply with the approved

offsets defined by the ESA (Regulation 22/04) governing road and municipal authority. Additional approvals may also be required for access to other rights-of-way including creek or waterway crossings, or railway crossings and facilities must be designed and installed in compliance with the requirements of the respective governing authority (e.g., municipality).

DESIGN, ENGINEERING AND CONSTRUCTION PROVISIONS

Design Considerations - Aerial

1. The design should be designed to meet CSA 22.3 No. 1.
2. Telecommunication attachments should be installed as high as permissible within the Communication Space on the pole.
3. Where there are no previous attachments on the pole, the first attachment should typically be placed at the highest position that complies with the minimum clearance, separation and spacing (clearance) requirements specified by CSA 22.3 No. 1 specifications, as amended from time to time, and the standards of the LDC. In such cases, subsequent attachments should be made at the next highest position while maintaining minimum required clearances from the ground, supply and other communication facilities.
4. If a pre-existing violation is identified, new attachments can be installed only if the new attachments can meet CSA 22.3 No. 1 specifications, CSA C22.3 No. 5.1, clearance requirements, or the existing attachments are adjusted to provide adequate clearance.
5. For attachments proposed on LDC poles located on private property, prior permission must be obtained from the property owners. An LDC assumes no responsibility for securing any permission that may be required, and the Successful Proponents should not assume that permission exists based solely on the presence of an LDC's facilities.
6. An LDC will not obtain or negotiate rights-of-way for the benefit of a Successful Proponent and no guarantee is given by an LDC of permission, from property owners, municipalities or others. Successful Proponents should in all cases be solely responsible for obtaining consent, where necessary, from landowners and governmental entities involved.

Construction Considerations - Aerial

1. Communications cables are typically designed for installation on the same side of poles (typically the street side) as LDC's neutral and secondary conductors and any existing communications cables. In the absence of any existing installations on LDC's poles, communications cables should be installed on the street side of poles.
2. Communications cables should be designed for installation within the communication space as high off the ground as possible and to conform to CSA 22.3 No. 1 specifications and/or LDC's Standards.
3. The Successful Proponent must ground and bond its messenger in accordance with requirements of the CSA 22.3 No. 1 specifications and the OHSA, as amended from time-to-time. Only LDC and its approved contractors are authorized to bond the telecom bonding wire to the LDC neutral conductor. The Successful Proponent should leave on the pole a coil of bonding wire of sufficient length to allow LDC or its contractor to uncoil the wire and make the final bonding connection to the LDC neutral conductor.
4. Communication cables should be identified by tagging every cable at every pole. Existing untagged cables should be identified at every pole during normal maintenance. Untagged cables may be treated as unauthorized attachments.

5. The Successful Proponent is responsible for coordinating adjustments of existing attachments with appropriate third parties; prior permission to adjust existing cable facilities between any new Successful Proponent and any existing attacher should occur before any adjustments are made.
6. Horizontal or vertical extension arms should not be used by the Successful Proponent to achieve required vertical clearances and/or horizontal separation.
7. The Successful Proponent should avoid 3rd party cable risers on three-phase primary cable riser poles, or poles with pole-top switches.
8. Only one U-Guard is allowed per pole.
9. Overlashing should be permitted only on cable attachments and telecommunications attachments. The owner of the cable supporting the overlashed installation is responsible for maintaining both the supporting cable and the overlashed cable in compliance with CSA 22.3 No.1.
10. Overlashing to a Successful Proponent's existing cable can be accommodated under the same design criteria as other communication installations, including post-installation inspection and pole loading. The Successful Proponent may apply for a materially insignificant attachment if the results support the submission of a declaration.
11. Make-Ready work should be performed before any proposed overlashing will be performed.
12. The communications grounding system should be on the opposite side of the pole from LDC ground wire with the grounds connected together at the base of the pole.
13. All guying should be considered as part of the structure, with a design/installation consisting of proper tension to support the attachment(s). Guying locations are typically installed at Successful Proponent's dead-ended facilities, line deflections and/or when a LDC guy is present. Guying adds stability to a pole structure, with one end of the cable secured to the pole structure, and the other anchored to the ground at a distance from the pole structure's base.
14. Each company should independently guy and anchor its respective facilities. Guying is required for third-party attachments in all cases where such facilities add an unbalanced tension load to the pole.
15. Guy anchors are part of an LDC's post-Installation Inspection review. Communication cables must be properly guyed and anchored before tensioning. Successful Proponent must install separate guying and anchoring devices to secure their cables. The Successful Proponent is responsible for ensuring that communication cables are independently guyed and anchored.
16. Attachment to LDC's anchors are not permitted.
17. The Successful Proponent should coordinate with the LDC for all vegetation trimming necessary on or around its attachments, both during and after installation. The LDC may or may not provide any vegetation trimming services for communication facilities.

Design Considerations - Underground

The design should be designed to meet CSA 22.3 No. 1. The telecommunication plant should adhere to (but not limited to) the following to satisfy client, Right of Way authority and applicable specifications requirements;

- minimum depths of cover;
- minimum separation from other infrastructure or objects;
- grounding and bonding; and,
- joint trenching design where applicable.

Construction Considerations - Underground

The Successful Proponent should ensure that a Road Occupancy Permit (ROP) and/or Municipal Consent (MC) is obtained prior to commencing any activities in the ROW. All conditions of the ROP and any conditions required by the Municipal Access Agreement (MAA) should be adhered to.

Before commencing the work, the Successful Proponent's contractor should obtain locates to inform themselves of the location of all existing services and infrastructure that may be impacted by their installation activities.

AERIAL DRAWINGS

For submissions based on approved standard designs developed the Successful Proponent, the Successful Proponent will need to supply information to the LDC to ascertain that the proposed attachment is in accordance with the approved standard designs. After review and approval by the owner the permission is granted to proceed with construction. These submissions need only to be prepared by a competent person, as defined by the LDC.

For submission based on the Successful Proponent providing the work plans and work instructions assembled by a P.Eng, the LDC will grant permission to proceed after a review of the design.

The P.Eng stamped drawings are to be prepared using industry applicable software that has been approved for use by the LDC. The outputs of the software should include, for each affected pole, the relevant information for each of the items below:

- Location Analysis Summary
- Design Properties
- Load Case Properties
- Loading
- Pole Strength
- Pole Static Analysis
- Wire End Points and Wires
- Downguys and Anchors
- Cross Arms
- Insulators and other Equipment (e.g., Transformers, Streetlight Arms etc.)
- Strength Case Appendix
- Load Case Appendix

All drawings should conform to the drawing provisions noted above. A pole profile is required for each affected pole indicating existing and proposed attachments. See Figure 1.

The *ESA Guideline for Third Party Attachments* can be referred to for additional information.

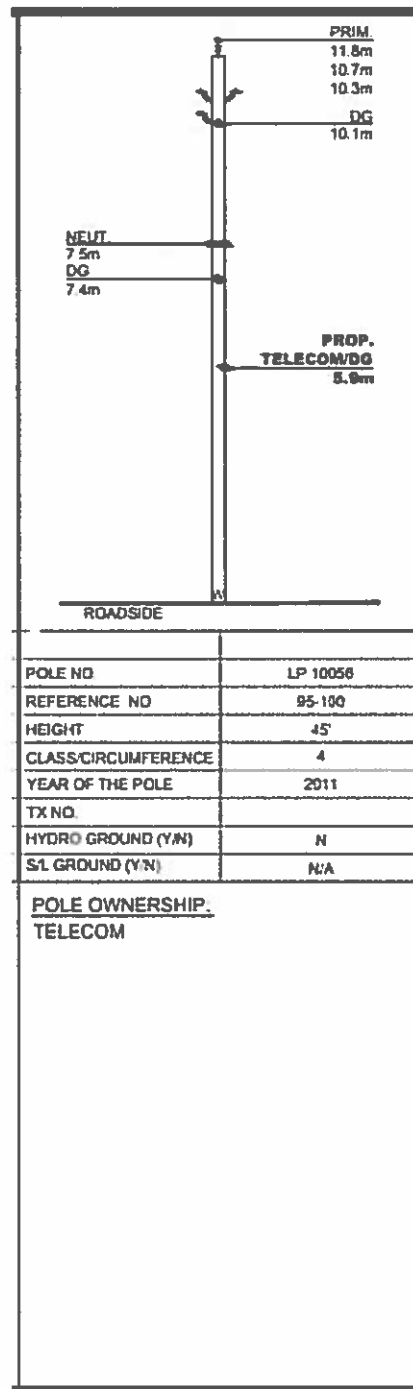


Figure 1: Sample Pole Profile

The drawings should include the seal of the responsible P.Eng, as well as a signed Certificate of Approval (COA). See Figure 2.

CITY/TOWN OF ANYWHERE			
Company Info		154-47500 PUBLICITY J.D. SMITH CONTRACT NO. 15400-000-0000 J.D. SMITH@154-47500.COM	
ADDITIONAL NOTES. <small>DRAWINGS ARE NOT TO BE SEALED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE ORIGINATOR BEFORE COMMENCING THE WORK. THE CONTRACTOR MUST BE FAMILIAR WITH THIS COMPLETE PACKAGE. HOLDERS OF ALL EXISTING PERMITS IN THE TOWNSHIP MUST BE NOTIFIED.</small>			
COA			
P.ENG STAMP			
CUSTOMER LOGO			
#	DATE	ISSUED FOR APPROVAL	BY
2	DATE	PRELIMINARY	BY
1	DATE	SHEETS CREATED	BY
NO	DATE	DESCRIPTION	BY
PROJECT TYPE AERIAL FIBRE OPTIC INSTALLATION			
PROJECT NAME ANY RD., CITY/TOWN, ON			
DRAWN BY XX	DESIGNED BY XX	CLIENT NO XXXXX	
CHECKED BY XX	APPROVED BY XX	SCALE N.T.S	
DRAWING NO A		DATE DATE	

Figure 2: P.Eng Stamp Example

The drawings should also include:

- Key Map
- Constructor installation requirements
- Constructor documentation requirements
- Aerial construction information
- Summary of buried and aerial permit kilometers
- Distribution of pole ownership quantities
- A Make-Ready summary, by attachment owner

- Aerial typical details
- Design data summary tables indicating:
 - Vertical separations at each pole
 - Ground clearance at each span
 - In-span clearances between supply and communications cables
 - Estimated ruling span sag and tension
 - Hydro and communication guy & anchor data used
 - Loading results
- Proposed down guy and anchor summary
- Bill of Materials

Sample One-Touch Make-Ready Sample Agreement

The sample agreement provided below is intended to serve as a sample only, users should consult legal counsel to ensure the agreement is adapted to their specific needs and circumstance.

This Agreement is made as of _____, _____:

BETWEEN:

[Local Distribution Company], a _____ licensed by the Ontario Energy Board under Part V of the *Ontario Energy Board Act*

(the "**LDC**")

AND:

[Successful Proponent], a _____ incorporated under the laws of _____

(the "**Successful Proponent**")

WHEREAS:

- A. The Successful Proponent is carrying out the construction of broadband network infrastructure (the "**Project**") under the Province of Ontario's *Ontario Connects: Accelerated High Speed Internet Program*.
- B. The Project is a *Designated Broadband Project* under **[The Building Broadband Faster Act Guideline]** (the "**Guideline**").
- C. On the date hereof, the LDC has granted the Successful Proponent a permit (the "**Permit**") to attach broadband network infrastructure to the LDC's support structure(s), as described in further detail in the Permit (the "**Attachment**").
- D. Pursuant to the one-touch make-ready process set out in Section **[2]** of the Guideline, the LDC has advised the Successful Proponent that the LDC is unable to undertake and complete the power and telecom make-ready work on the LDC's support structure(s) required in connection with the Attachment (the "**Make-Ready Work**") in accordance with the applicable performance timelines set out in the Guideline.
- E. In order to expedite completion of the Attachment, the Successful Proponent desires to undertake and complete the Make-Ready Work at its own cost and risk.
- F. Pursuant to Section 2 of the Guideline, as a condition to undertaking and completing the Make-Ready Work at its own cost and risk, the Successful Proponent must enter into this Agreement with the LDC.

NOW THEREFORE, in consideration of the mutual covenants and agreements of the parties hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The Successful Proponent acknowledges and hereby agrees that the LDC has, in the context of issuing the Permit, reviewed whether sufficient spare capacity is available on the structure(s) to accommodate the Attachment but the LDC will not conduct a pre-work inspection for

compliance of the structure(s) with construction standards and/or health and safety risks for workers or the public.

2. The Successful Proponent further acknowledges and agrees that the LDC is relying on the information and assessment provided by the Successful Proponent with respect to any structural or other issues with the structure(s) which are inconsistent with applicable construction standards.
3. The LDC hereby authorizes the Successful Proponent to undertake and complete the Make-Ready Work in accordance with this Agreement and the applicable requirements of the Guideline and the Permit.
4. If, as of the date hereof, the LDC has provided the Successful Proponent in writing a list of contractors pre-qualified by the LDC to carry out the Make-Ready Work, the Successful Proponent must select a contractor from such list to carry out the Make-Ready Work. Otherwise the Successful Proponent may propose a qualified contractor for the LDC's approval, and such approval by the LDC should not be unreasonably withheld, conditioned or delayed.
5. The Successful Proponent may proceed with its Attachment prior to the completion of the Make-Ready Work if:
 - a. the Successful Proponent has reviewed any structural or other issues with the structure(s) which are inconsistent with applicable construction standards and a professional engineer ("P. Eng.") of or for the Successful Proponent has certified that the Attachment can nevertheless proceed in a safe manner, in compliance with applicable law;
 - b. a P. Eng. of or for the Successful Proponent has provided to the LDC a signed request and declaration in the form attached as Sample Materially Insignificant Declaration to the Guideline (Appendix 1) stating that the Attachment is "materially insignificant" (within the meaning given to such term in the Electrical Safety Authority guidelines), and the LDC has confirmed to the Successful Proponent in writing that the LDC deems the Attachment to be "materially insignificant".

The LDC must review and respond to the request and declaration described in Section 5.b above within the performance time period specified in the Guideline.

6. The Successful Proponent acknowledges that the structure(s) will be deemed to be under its control during the performance of the Make-Ready Work for the purposes of compliance with Electrical Safety Authority requirements and guidelines and health and safety obligations arising from the Canada Labour Code and its regulations.
7. In the event that the Attachment cannot be safely performed until Make-Ready Work can be permanently completed, the Successful Proponent may apply to the LDC for a temporary facility, for Successful Proponent's exclusive use, to bypass a structure requiring Make-Ready Work (a "**Temporary Facility**"). The Successful Proponent acknowledges that any request for the installation or use of a Temporary Facility which comes in contact with a structure of the LDC or which may increase the maintenance or replacement costs of a structure of the LDC should be submitted in advance to the LDC, in the standard form requested by the LDC (if any), accompanied by detailed, signed and sealed (P.Eng.) plans of the proposed Temporary Facility and other documents that may be required by the LDC.
8. Each application for a Temporary Facility should be made in a separate application by the Successful Proponent. In addition, any modification, addition or removal that the Successful

Proponent wishes to make to its Temporary Facilities requires the filing of a new application. The Successful Proponent acknowledges that such application may be submitted to a technical committee comprised of technical experts from the LDC and other owners of support structures and that the Successful Proponent may be invited to present its request to the committee. The LDC reserves the right to accept the request as submitted, to propose an alternative at the Successful Proponent's expense, to return the request to the Successful Proponent if it is incomplete, or to reject the request within **[30]** days. If the Successful Proponent believes that a type of Temporary Facility could be performed without P.Eng. stamped plans or otherwise deviating from the Temporary Facilities process set out herein, the Successful Proponent may submit a proposal with a process specific to that type of Temporary Facility to the technical committee for evaluation.

9. The Successful Proponent agrees to clearly identify its Temporary Facilities as being in the Successful Proponent's name with the notation "Temporary Facility" and, upon completion of the work on the Temporary Facilities, to perform, at its expense, the work to remediate or make the Temporary Facilities permanent within **[90]** days of the completion of the preparatory work including the removal of any Temporary Facilities owned by the Successful Proponent such as poles, conduits, pads, overhead conduits, etc., unless another time period is agreed upon by the parties, after which time the temporary facility will be considered an unauthorized attachment. Any unidentified temporary facility will be considered an unauthorized attachment.
10. Upon completion of the Attachment and Make-Ready Work, the Successful Proponent should deliver to the LDC "As Built" drawings for the Attachment and Make-Ready Work which should include a completed record of inspection form in accordance with the Guideline.
11. The Successful Proponent agrees that any and all damages of any nature whatsoever which may reasonably be considered to result or arise directly or indirectly from the Successful Proponent's performance of the Make-Ready Work and/or the installation, use or modification of any Temporary Facility, in each case which occurred during or within a period of 120 days following delivery by the Successful Proponent of "As Built" drawings for the Attachment and Make-Ready Work pursuant to Section 10 above, should be deemed to have been a result of the Successful Proponent's work, except to the extent that the Successful Proponent can demonstrate that another reason was the cause of such damages.
12. During the 120-day period described in Section 11 above, the LDC and any existing internet service provider attached to the relevant structure (an "Existing ISP") should have the opportunity to conduct inspections of the Make-Ready Work and any Temporary Facility work for the purpose of identifying any damage, and must notify the Successful Proponent of any damage to their respective infrastructure prior to the end of such 120-day period. Except to the extent the Successful Proponent can demonstrate that its Make-Ready Work or Temporary Facility work did not cause such damages, the Successful Proponent should, at its own cost, rectify the damages identified by the LDC and/or the Existing ISP within 30 days of receipt of written notice of such damages by the Successful Proponent, unless a longer period of time is agreed between the parties, acting reasonably.
13. The Successful Proponent should notify the LDC's representative as soon as possible of any incident, non-conformity or other situation affecting safety or the integrity of one or more structures arising from or following the execution of the Make-Ready Work and/or the installation, use or modification of a Temporary Facility in order to allow the LDC to carry out any necessary verification and work required to rectify the situation.
14. The Successful Proponent should inform the LDC upon completion of its work and certify that the Make-Ready Work and/or the installation, use or modification of a Temporary Facility, as

applicable, was conducted safely in compliance with the work conditions required by the Successful Proponent's engineer in consideration of the work to be done.

15. The Successful Proponent acknowledges that the Make-Ready Work and any Temporary Facility work is subject to the conditions set forth herein and in the Permit and that the Successful Proponent's rights to perform the Make-Ready Work and any Temporary Facility work hereunder may be revoked at any time by the LDC if, in the LDC's reasonable opinion, the Successful Proponent is conducting the work in a manner inconsistent with industry standard, including, without limitation, in the event of a breach or failure to respect the conditions set out herein or in the Permit, a failure by the Successful Proponent, its personnel or contractors, to comply with applicable health and safety standards or if the LDC becomes aware of any incidents relating to unsafe practices likely to endanger a person's health or safety. The LDC should provide written notice to the Successful Proponent which should include the LDC's reasons for its decision.
16. The Successful Proponent acknowledges and agrees that it should exercise its rights and perform its obligations under this Agreement at its own cost and risk without recourse to the LDC.
17. This Agreement will be interpreted in accordance with the laws and regulations of the Province of Ontario and the laws and regulations of Canada applicable therein, without regard to conflict of laws principles. Any dispute between the parties hereunder should be resolved pursuant to the dispute resolution procedures in Section [3] of the Guideline.
18. No amendment to this Agreement should be effective unless it is made in writing and signed by the parties hereto. Neither party may transfer or assign this Agreement or any part thereof, or its rights, duties or obligations under this Agreement, without the prior written consent of the other party.
19. This Agreement may be signed in counterparts and such counterparts may be delivered by facsimile or by other acceptable electronic transmission, each of which when executed and delivered should constitute an original document; these counterparts taken together should constitute one and the same Agreement.
20. This Agreement has been executed on behalf of the LDC and Successful Proponent as of the date first written above:

[INSERT LEGAL NAME OF LDC]

By: _____
 Name: _____
 Title: _____

By: _____
 Name: _____
 Title: _____

I/We have the authority to bind the corporation.

[INSERT LEGAL NAME OF SUCCESSFUL PROPONENT]

By: _____
 Name: _____
 Title: _____

By: _____
 Name: _____
 Title: _____

I/We have the authority to bind the corporation.

Sample Application for Aerial Attachment

PART 1: REQUEST INFORMATION FROM LDCs

GENERAL

Date Requested: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

CONTACT INFORMATION

Provide the contact information for the party requesting the Aerial Attachment on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

POLE DATA

Pole Information (note: the information needs to be verified in the field).

Number: _____

Height: _____

Class: _____

Installed Date: _____

Primary Conductor:

Size: _____

Tension: _____

Type: _____

Neutral

Size: _____

Tension: _____

Type: _____

Secondary conductor

Size: _____

Tension: _____

Type: _____

Plans:

Are there any LDC plans to replace or upgrade the pole within the next 5 years, and if yes, when?

PROJECT LOCATION

Provide details that describe the submission geographically.

Project Location Information			
Lot Numbers or Address	Nearest Intersection	Township, Village, Town or City	Region, County or District

Provide a sketch of the location of the proposed attachments, including streets and the locations of the affected poles.


PART 2: SUBMIT PERMIT APPLICATION

Any specific technical requirements, dependent on the LDC, can either be provided on forms or included within the drawings. All application fees are to be provided at this time.

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Location (nearest major intersection): _____

Date of Signed Occupancy Agreement: _____

CONTACT INFORMATION

Provide the contact information for the party requesting the Aerial Attachment on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

PROJECT DESCRIPTION

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right Of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Underground Work _____

Aerial Work _____

Excavation Required _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Existing LDC Support Strand to be used _____

Existing ISP Support Strand to be used? _____

Has permission been granted to use the support strand? _____

Design Standards to be applied - Owner developed? _____

Design Standards to be applied - Successful Proponent developed? _____

Design Standards to be applied - USF? _____

Design Standards to be applied - Other? _____ Standards by? _____


PROJECT LOCATION

Provide details that describe the submission geographically.

Project Location Information			
Lot Numbers or Address	Nearest Intersection	Township, Village, Town or City	Region, County or District

Drawing Number	Street	From Location	To Location	Comments

Provide a sketch of the location of the proposed attachments, including streets and the locations of the affected poles.



Provide a Description of the Proposed Work

DEVIATIONS FOR NON-STANDARD MATERIALS AND DESIGNS

Where the designs or materials used do not conform to the required standards, the Successful Proponent is to complete the information to request approval. A sample template for a P.Eng to fill out to approve a deviation is below.

Name of P.Eng. requesting deviation(s) _____

Title of P.Eng. _____

Company Name of P.Eng. _____

Email of P.Eng. _____

TYPE OF DEVIATION (Material - barcode or stock code) or (Design type - engineering or operations)	DESCRIPTION OF DEVIATION

PERMISSION TO OVERLASH ON POLES

If permission to overlash on an existing strand is required, the information below is to be supplied.

Date:	
Applicant (Company):	
Applicant Contact Name & Number:	
FAX:	
Applicant E-mail address:	
Municipality:	

Street: (Where work is being requested)	
Pole Owner:	
Applicant's Project No:	
Number of Poles Applicant is overloading to existing Strand	
Existing Support Strand Owner	
Existing Support Strand Owner Permission Granted By: (Contact) Name & Number	
Additional Comments	

SUBMISSION REQUIREMENTS

A complete Aerial Attachment Permit Application requires submission of:

- o the required Application Fee;
- o the Drawings completed in accordance with the requirements stated; and
- o The appropriate sections completed application on this form.

RETURNED BY THE LDC

Once the LDC has received and reviewed the Application, the information below should be completed by the LDC or its agent.

Permit Number _____

Approved by _____

Title _____

Date of Approval _____

Comments _____

Deposit Amount \$ _____

Sample Materially Insignificant Declaration

BACKGROUND

ESA Bulletin DB-07-15v2, *Distributor Information Bulletin*, contains direction on how an LDC may demonstrate compliance with Regulation 22/04, with respect to "materially insignificant" alterations to electrical equipment. ESA views "materially insignificant" (MI) alterations to consist of any work that does not materially change the existing electrical equipment, typically relating to forces on poles & strength of poles. ESA recognizes that some forms of overloading, including but not limited to flags, traffic signs and flower baskets may be deemed "materially insignificant". The following are key points from the bulletin.

Where the Successful Proponent is undertaking the P.Eng. Design Drawings and they indicate that the proposed work is "materially insignificant", the Permit Application should include a request and a declaration signed by a P.Eng. that the attachment be considered "materially insignificant".

As per ESA's direction, the LDC may exempt "materially insignificant" work from the audit requirements of Sections 7 and/or 8 of Regulation 22/04 and that work will be deemed in compliance with Regulation 22/04.

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Location (nearest major intersection): _____

Date of Signed Occupancy Agreement: _____

CONTACT INFORMATION

Provide the contact information for the party requesting the Materially Insignificant Alteration on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

PROJECT DESCRIPTION

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right Of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Existing LDC Support Strand to be used _____

Existing ISP Support Strand to be used? _____

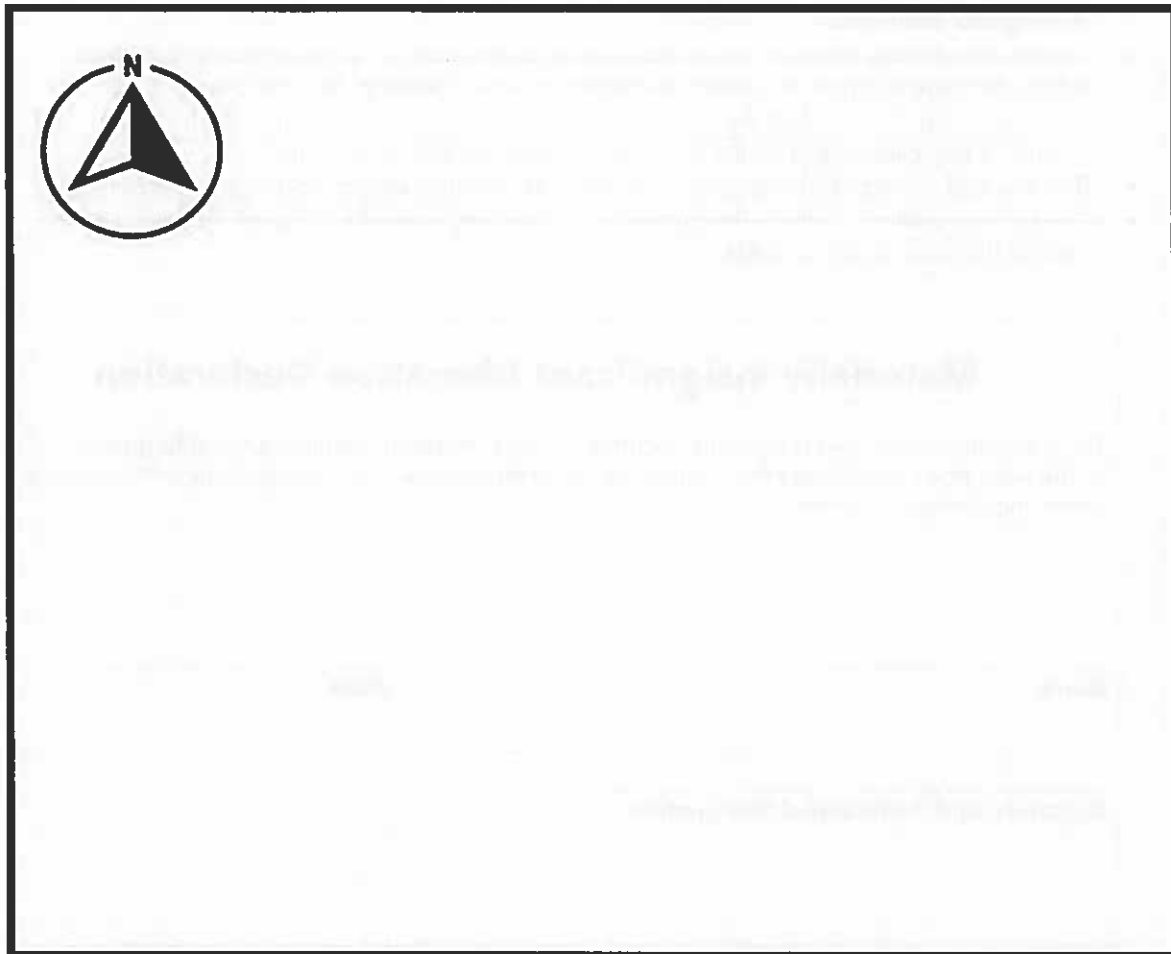
Has permission been granted to use the support strand? _____

PROJECT LOCATION*Provide details that describe the submission geographically.*

Project Location Information			
Lot Numbers or Address	Nearest Intersection	Township, Village, Town or City	Region, County or District

Drawing Number	Street	From Location	To Location	Comments

Provide a sketch of the location of the proposed attachments, including streets and the locations of the affected poles.



Provide a Description of the Proposed Work

MATERIALLY INSIGNIFICANT ALTERATION DECLARATION

The Materially Insignificant Alteration Declaration (MIAD) provides the basic information regarding incremental pole loading resulting for service cable over-lash to an existing permitted attachment.

The MIAD provides the data along with proposed parameters and conditions that confirm that the proposed attachments will not cause any material structural or loading change.

The declaration, dependent on the project, standards, span lengths and location, can be submitted:

- Either as a single form for the entire project;
- As a form for each pole affected;
- As a form for a grouping of poles.

Consideration is still required for:

- The Successful Proponent to perform a survey to confirm the existing facilities and to prepare drawings for submission.
- Defects that directly affect the structural capacity of the pole (i.e. physical damage such as vehicle damage to a pole or anchor) should be communicated to the pole owner.
- The existing separations and clearances have already been approved by the prior design and or audit. If not, calculations by the Successful Proponent will be required.
- That any additional strands added do not affect the existing already approved clearances.
- An existing installation, where the grounding or bonding have already been approved on the basis of the prior design or audit.

Materially Insignificant Alteration Declaration

The installation work covered by this document meets the safety requirements of Regulation 22/04 as the work does not change the existing electrical equipment or materially change the forces on poles and strength of poles.

Name

Date

Signature and Professional Designation

ENGINEERED DRAWINGS

Where required by the LDC, the Successful Proponent should submit engineered drawings to facilitate installation and to provide complete records.

SCHEDULE OF WORK	
NO.	DESCRIPTION OF WORK
1	Site Survey
2	Design of Network
3	Installation of Equipment
4	Testing and Commissioning
5	Documentation
6	Training
7	Handover
8	Support
9	Monitoring
10	Maintenance
11	Upgrade
12	Replacement
13	Relocation
14	Removal
15	Other

Sample Certificate of Deviation

CERTIFICATE OF DEVIATION APPROVAL

ESA bulletin DB11-12-v2, *Distributor Information Bulletin*, 2 contains direction on when a Certificate of Deviation may be applied and the conditions where Approval for the deviation is permitted. More information, including examples, can be found in the Distributor bulletins section of www.esasafe.com.

Accepting deviations can be done through the use of a "Certificate of Deviation Approval". All deviations are to be listed on the Certificate of Deviation Approval. A *Certificate of Deviation Approval* must be signed by a P.Eng. (either the ISP or LDC's P.Eng depending on the party developing the engineered designs)

A sample is seen below.

Certificate of Deviation Approval	
The installation work covered by this document meets the safety requirements of Section 4 of Regulation 22/04 with the following deviations:	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature and Professional Designation	

CERTIFICATE OF DEVIATION - CERTIFIED LISTS

ESA Distributor Bulletin DB-02-16-v1, provides guidance on when a Certificate of Deviation for Certified lists can be applied. It provides direction on how an LDC may demonstrate compliance with Regulation 22/04, with respect to deviations from required standards. ESA accepts that a certified list of deviations from section 5 "When safety standards met" of Regulation 22/04, approved by a P.Eng., is acceptable to meet the requirements of Regulation 22/04. More information, including examples, can be found in the Distributor bulletins section of esasafe.com.

A sample is seen below.

LDC COMPANY NAME & LOGO

Certificate of Deviation Approval for Non-Standard Items. This certifies that the below list of deviations from CSA standards will not materially affect the safety of any person or property, if not resolved immediately. These items can be resolved over time through maintenance, pole line rebuild and street light replacement programs.

The items covered by this Certificate are deemed to not be an imminent safety hazard for workers that are "qualified" to work in the communications space on poles, based on their knowledge, training and experience levels required. This Certificate is not intended to be applied to new pole lines or any situation where a pole is being replaced anyways. In those cases, it is expected that the entire pole be brought up to 100% CSA standards compliancy.

The workers are "qualified" in their ability to recognize electrical hazards and other potential safety concerns, which may cause them to implement specific safety measures or work procedures to avoid the item. They are required to take a training module called "Health and Safety Guidelines for Contractors - Working at Heights Module", among other requirements before they are deemed qualified.

This Certificate can only be applied to Third Party Company projects, at their discretion, by inclusion of this Certificate into their attachment application. On a per attachment application basis, the exact poles and pole spans where this Certificate of Deviation Approval is being applied will be clearly identified on a separate form, completed by a competent person. A suitable form is attached to this Certificate, but similar forms are also acceptable. Third Party Company and the LDC may agree to identify some of these items through existing Joint Use Processes, or other agreed methods, rather than this form.

Prepared by: _____	Date: _____
Name of P.Eng. _____	Signature: _____

Deviations for Non-Standard Items

Project Name:	Municipality:
Permit #:	Date:

Street	Bar code/ Pole #	Description of Deviation

Prepared by: _ _ _ _ _ Date: _ _ _ _ _

Position: _ _ _ _ _

Broadband One Window Record of Municipal Access Sample Agreements

A Municipal Access Agreement (MAA) is a legal agreement that provides telecommunication companies the ability to construct, maintain, relocate and operate their equipment within rights-of-ways that are under the jurisdiction of a municipality. It states the roles, responsibilities and requirements for both the signatory and the municipality and deals primarily with issues such as municipal consent, hazardous substances and materials, road occupancy permits, rights-of-way, costs to be carried by municipalities, third party and sub-contractor agreements, service level agreements, maintenance and repair responsibilities as well as equipment use and invoicing.

The One Window system can be used to maintain a database confirming all applied for MAAs, confirming all executed MAAs, maintain a map of which municipalities require an MAA and provide an interface for submission.

MAA FORM

Successful Proponent: _____

Individual Applicant's Name: _____

Application date: _____

Applicant's email: _____

Applicant's Phone: _____

Applicant's Consultant Name: _____

Consultant's email: _____

Consultant's Phone: _____

Municipality Name: _____

Existing MAA in Place (Y/N): _____

Date of Application: _____

Date of Executed Agreement: _____

Expiry date of MAA: _____

SAMPLE MAA CONTENTS

Use of ROWs
Permits to Conduct Work
Manner of Work
Remedial Work
Permits to Conduct Work
Relocation of Plant
Permits to Conduct Work
Term and Termination
Insurance
Liability and Indemnification
Environmental Liability
Force Majeure
Dispute Resolution
Notices
General

Sample Application for Municipal Consent

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Location (nearest major intersection): _____

CONTACT INFORMATION

Provide the contact information for the party requesting Municipal Consent on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

PROJECT DESCRIPTION

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right Of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Underground Work _____

Aerial Work _____

Excavation Required _____

Directional drilling or boring required _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Provide a Description of the Proposed Work

SUBMISSION PROVISIONS

In some jurisdictions, the Successful Proponent will be required to obtain approvals from all other regulatory authorities prior to submitting the MC application, showing all owners' facility locations and confirming no conflicts exist.

The Successful Proponent should also have considered if a joint-build venture with any other facility owner was considered, agreed to or declined.

Where required under the guidelines established by the Professional Engineers of Ontario, the application drawings should be signed and sealed by a Professional Engineer.

All minimum horizontal and vertical clearances to existing facilities should be maintained in accordance with published specifications. Stated clearances may be reduced with the written permission of the affected facilities owner(s).

The Successful Proponent may choose to 'bundle' several drawings together as a single application for projects which involve continuous installation over large distances. These should be summarized and listed in the table below.

For pole line installations, all existing poles, poles to be removed and proposed poles are to be shown. This includes all guying and anchoring.

Drawing Number	Street	From Location	To Location	Comments

SUBMISSION REQUIREMENTS

A complete Municipal Consent Application requires submission of:

- o the required Application Fee;
- o the Drawings completed in accordance with the requirements stated;
- o This completed application form; and
- o Confirmation of all other required approvals from other agencies.

RETURNED BY THE MUNICIPALITY

Once the Municipality has received and reviewed the Application, the information below should be completed by the Approver.

Municipal Consent Number _____

Approved by _____

Date of Approval _____

Comments _____

Deposit Amount \$ _____

Additional Comments _____

Sample Application for Road Occupancy

This permit expires 6 months from the date of issue

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Work Location (nearest major intersection): _____

CONTACT INFORMATION

Provide the contact information for the party requesting Road Occupancy Permit on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

TYPE OF WORK

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Underground Work _____

Aerial Work _____

Excavation Required _____ Length (m) _____ Width (m) _____

Directional drilling or boring required _____ Length (m) _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Provide a Description of the Proposed Work

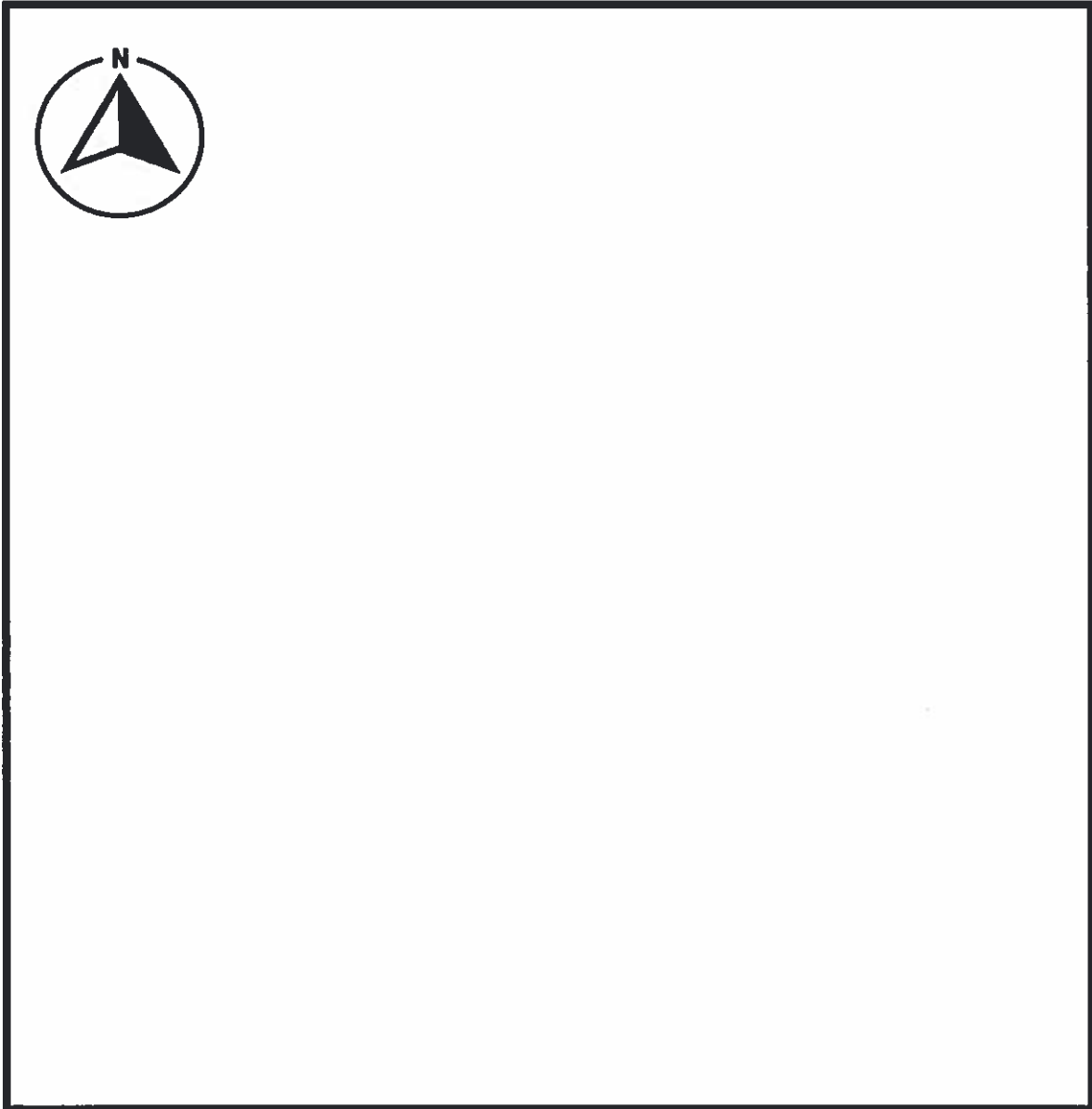
AFFECTED ASSETS

Indicate which assets may be affected by the work

Roadway	Sewers
Signs	Curbs
Gutters	Drains
Sidewalk	Boulevard (grass)
Trees	Storm sewers
Pedestals	Traffic Lights
Street Lights	Fire Hydrants
Bus Shelters	Interlocking Brick
Multi-Use Trails	Bollards

WORK LOCATION

Provide a sketch of the location of the work, including lots, streets, the locations of buildings and the location of the construction/work zone.



MUNICIPAL CONSENT NUMBER

Provide the approved consent number.

RESTORATION DETAILS

Provide the anticipated restoration requirements and timing.

SUBMISSION REQUIREMENTS

A complete Road Occupancy Permit Application requires submission of:

- The required Application Fees (application fee plus encroachment deposit);
- This completed application form;
- Completed submission of Insurance related requirements;
- The work location sketch; and
- Written confirmation has been provided to all other affected infrastructure owners.

PERMIT DETAILS

1. The Successful Proponent must have a valid Municipal Access Agreement (MAA) if applicable and must follow the requirements of the MAA or any and all By-laws governing work on public lands imposed by the City/Town/Region.
2. Permits are to be issued by the Utility Coordinator. Up to seven business days are required for processing.
3. The Deposit and Administration and Inspection fees should be paid by the Successful Proponent.
4. The Successful Proponent should notify all affected property owners in writing before work commences. The notification will include utility name, expected duration, contact name and phone number. Short term emergency repair work is excluded from this clause.
5. The Successful Proponent must submit the amount and agree to the terms for Liability Insurance as stated by the City/Town/Region.
6. The Successful Proponent agrees to indemnify and save harmless the City/Town/Region, its officers, employees, servants and agents from and against all liability, claims, demands, suits, arising out of or in any way connected with the granting of this Permit and/or said construction or excavation.
7. The Successful Proponent waives as against the City/Town/Region, its officers, employees, servants and agents any claims that it may have arisen out of or in any way connected with the granting of this Permit and/or the said construction or excavation.
8. The Successful Proponent will provide any cash deposit required by the City/Town/Region with the permit application. The balance of the deposit should be returned twelve (12) months after the

work has been completed if all conditions of the MC are met. Any costs in excess of the deposit amount will be billed to the Successful Proponent.

9. Prior to issuing a permit, the Successful Proponent must have proof of all required approvals and permits.
10. Prior approval must be obtained from the City/Town/Region for closing or restricting any road at any time except under emergency circumstances. The hours of work for closing or restricting any road at any time should be at the discretion of the Municipal Engineer.
11. The Successful Proponent will be charged for the erection and maintenance of detour signs along the detour route at a rate in effect at that time.
12. In case of emergency work, notice should be given and an application for permit made as soon as possible after commencement of the work, namely on the same day, or, if too late in the day, then within one hour of the opening of the Municipal/Regional Office on the following work day.
13. The Successful Proponent should prior to the commencement of any work, obtain stakeouts from all Owners of underground plant and should comply with any instructions from the plant Owners when working in proximity to their plant. All existing plant must be protected, supported, backfilled and compacted to the satisfaction of the plant owner.
14. The Successful Proponent should adhere to all required backfill and restoration requirements.
15. The City/Town/Region reserves the right to do any remedial or restoration work that in the opinion of the City/Town/Region has not been adequately performed by the Successful Proponent. The City/Town/Region will invoice the Successful Proponent for the cost of such remedial or restoration work.
16. The Successful Proponent guarantees and warrants that with ordinary wear and tear the said work should for a period of twenty-four (24) months from the date of completion, remain in such condition and will meet with the approval of the City/Town/Region and that they will, upon being required by the Municipal Engineer, make good in a manner satisfactory to the Municipal Engineer any imperfections therein due to materials used in the construction thereof or workmanship.
17. No open cutting of the roadway will be allowed between November 1 to April 15 unless agreed to prior by the City/Town/Region.
18. Door Hanger Notification letters, in accordance with City/Town/Region requirements, must be provided to all residences affected by the work. This includes trenchless technologies installing utility assets.
19. The Successful Proponent should file a "Notice of Project" with the Ontario Ministry of Labour prior to commencing any work on the road allowance for works exceeding \$50,000. A copy of the notice should be submitted to the City/Town/Region.
20. All works should be carried out in compliance with the Occupational Health and Safety Act times and should adhere to the rules and regulations as set out in the Ontario Traffic Manual Book 7. The applicant should supply all signs, flashers and barricades required to close lanes and detour traffic around the immediate working area.
21. All trees in the working area should be protected in accordance with the stated requirements of the City/Town/Region.

22. A copy of this Road Occupancy Permit, the Conditions of approval and stakeout information should be on site at all times.
23. All work must be in compliance with the Approved Municipal Consent drawings.
24. The permit holder is encouraged to take pre-construction photos of the entire area within the project limits. These must be made available upon request by the City/Town/Region in the event that disputes arise regarding responsibility for damages.
25. All excess material must be removed off-site at the expense of the permit holder.

RETURNED BY THE MUNICIPALITY

Once the Municipality has received and reviewed the Application, the information below should be sent back by the Approver.

ROP Permit Number _____

Approved by _____

Date of Approval _____

Comments _____

Fees Owing \$ _____

Additional Comments _____

Sample Notice of Completion

BACKGROUND

The Successful Proponent is to submit a *Notice of Work Completion* followed by As-Built drawings detailing any changes from the initial plan

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Work Location (nearest major intersection): _____

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

TYPE OF WORK COMPLETED

Indicate each of the items below that have been completed.

Underground Work _____

Aerial Work _____

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Excavation Required _____ Length (m) _____ Width (m) _____

Directional drilling or boring required _____ Length (m) _____

Date of the completion of the work _____

Comments

PERMIT NUMBERS

Complete the fields as applicable.

Municipal Consent Number _____

LDC Permit Number _____

ROP Permit Number _____

Approved by _____

Date of Approval _____

Comments _____

RESTORATION DETAILS

Provide any future required restoration requirements and timing.

Sample Record of Inspection Form

A “record of inspection” means a record prepared by a professional engineer, ESA, or a qualified person identified in the owner’s construction verification program, detailing the inspection of a constructed or repaired portion of an electrical distribution system with respect to the safety standards set out in section 4 of the Regulation.

A record of inspection is to include sufficient description to identify the work and equipment inspected. A record of inspection can consist of an engineered plan, an as-built drawing, or a set of work instructions signed and dated by a professional engineer or ESA or a qualified person. A sample Record of Inspection is seen below.

RECORD OF INSPECTION FOR PLANNED CONSTRUCTION

Project Name _____

Project Location _____

MC Number _____

ROP Number _____

INSPECTION TYPE	COMPLY?		COMMENTS or DETAILS OF NON-COMPLIANCE
	YES	NO	
The approved plan has been followed, and construction was completed in accordance with the certified design drawings			
OR			
Standard designs applied correctly and construction completed in accordance with certified standard designs			
OR			
Like-for-Like or replacement of existing construction presents no undue hazard: <ul style="list-style-type: none"> • Metal parts are grounded • Live parts are adequately barriered or insulated • Minimum clearances to buildings, signs and grounds are maintained • Structure has adequate strength (replaced with same or better) 			
AND			
Approved equipment was used			

Name: _____

Title: _____

Signature: _____

Date: _____

If a non-compliance is identified, the details should be identified and an action plan stated. Additionally, the completion date and verification date should be stated, followed by a Non-Compliance Correction Inspection. An example is provided below.

Details of Non-Compliance	Corrective Action Required
At Pole P1234, the telecom was installed 0.7m lower than shown on the design drawings.	At pole 1234, telecom to be raised to comply with the drawings. Drawing #100-101, Rev 1, Sheet 3 <i>Telecom raised on Sept 22, 2021</i>

Non-Compliance Correction Inspection

Name: _____

Title: _____

Signature: _____

Date: _____

Drawing Number: _____

All field records from the CVP process should be attached with the Record of Inspection, as well as any field records from the Corrective Actions taken.

Appendix 2: Further Reducing Complex Make-Ready Work

This Guideline stipulates that unless otherwise agreed to between a Successful Proponent and an LDC, designs and construction should be done to CSA standards (or other standards recognized by ESA under Regulation 22/04). Where an LDC requests that designs and construction be done to higher LDC specific requirements the LDC may be required to justify its specific requirements to the OEB on the grounds that the requirements for attachment are not reasonable.

Examples of these alternative approaches may include:

Underground Dips

"Underground Dip" refers to deviating from a contiguous aerial proposed route and "dipping" down a pole to transition to a "buried" path for a limited distance until an aerial attachment is again feasible. Typically, this "dipping/riser" exercise would take place prior to making a physical attachment to the actual pole that requires complex make-ready work. This approach requires the placement of an "Anchor & Down Guy" to support the single sided attachment strain being applied to the pole. This exercise will need to be repeated at the next pole where a "Riser/Dip" will be placed to transition back up the pole and continue the linear aerial proposed route.

Temporary Attachments

- Installation of a horizontal extension arm may allow for the required amount of attachment separation (depending on its length - typically 18"). This may, in some instances, temporarily create a safe working space until the required amount of space is available.
- Space crowding entails installing a typical permanent attachment as normal, but at less than the required separation. This resolution only works for ISP-related separation (not with power separation compliance) and can possibly impact the pole's structure by having holes through the pole less than 12" apart. However, this structural concern may not be an issue if the pole is being replaced to resolve a complex make-ready issue. Another concern is if a splice enclosure proposed, if so, rubbing can occur and ultimately cause damage to the ISP.
- Pole boxing allows for the new attachment to be placed on the opposite side of the pole from which all other attachments were installed. This is only feasible in the event that the pole needs to be replaced and at the time of replacement the new pole is placed in a position where the "boxing event" can be remedied without cutting the cable. Typically this approach needs to be executed near a road with clear, unobstructed access.

Appendix 3: Broadband One Window

Broadband One Window (BOW) Platform

Broadband projects can be extremely complex undertakings in the absence of efficient coordination and collaboration between the many infrastructure parties involved including ISPs. These stakeholders are responsible for a myriad of coordination processes designed to ensure matters such as public safety, permitting, and approvals. In order to be effective, the coordination processes require cooperation from all parties under predictable conditions, with timely and pertinent information sharing.

The Broadband One Window (**BOW**) platform is a combination of:

- a Geographic Information System (**GIS**) platform
- a Utility Coordination Dashboard (**UCD**)
- a Utility Infrastructure Repository (**UIR**)
- a Corridor Management System (**CMS**)
- an Electronic Document Management System (**EDMS**)

The **BOW** was designed to support the design, procurement, construction and management of provincially funded projects through enhanced information sharing, process coordination and monitoring.

The **BOW** uses web-based software platforms applying the capabilities of Microsoft Power BI for reporting and analysis, Environmental Systems Research Institute (ESRI) ArcGIS for spatial and mapping information and Jira for case (ticket) management.

The **UCD** component provides a streamlined, integrated approach to project management, performance tracking and case management. It also provides scalable and flexible business intelligence, enablement and visualization capability for the broadband program.

The **UIR** component collects infrastructure data required to support the completion of provincially funded project, enables proactive decision making, provides a repository for the data and a framework for sharing, viewing and accessing the data. In addition, the UIR has the ability to expand to include all future broadband projects regardless of the build type.

The **CMS** is to help local governments and *utilities* manage public capital assets.

The **EDMS** supports broadband infrastructure by adding spatially enabled joint-use management software to manage telecommunications equipment attachments on LDC poles to assist agencies in improving their communications, streamlining workflows, and tracking historical work data.

The BOW platform allows the IO, in consultation with any project stakeholder, to review the impact(s) of any application or project activity. Early identification of issues at the planning stage for the project and the continuous updating would eliminate some of the issues and delays that are seen today.

In summary, the BOW would be a portal for all infrastructure owners to integrate, standardize and streamline project implementation, project management, performance tracking and real-time project status with the goal of expediting the installation of additional infrastructure to adequately provide broadband services to the Province of Ontario. Ultimately, the BOW would be able to:

- Receive applications to obtain *utility* infrastructure data

- Standardize the application and processing activities for permits and authorizations
- Present live key project KPIs
- Standardize project tracking processes

The BOW would increase certainty and predictability and ultimately provide the capability to support smaller municipalities and smaller LDCs to meet their project delivery for the provincially funded initiative. BOW access would be available to all stakeholders in provincially funded projects but limited to their specific assigned projects and activities. As such, ISPs would only see content and data relevant to their projects, municipalities would only see projects within their border and LDCs would only see projects within their licensed service area.

Interoperability is possible in two ways: (1) real-time integration with ArcGIS Online or (2) Nightly batch updates/extractions. In both cases each organization would cover its respective costs. Organizations with existing platforms may seek applicable arrangements through IO who would determine a feasible approach as appropriate.

Mapping & Geographic Information Systems (GIS)

Geospatial data, or data with a geographic component, combines locational, attribute and temporal information that is collected through geospatial mapping. The technique of geospatial mapping uses software to analyze data about geographical or terrestrial databases through the use of a GIS. These are programs, or a combination of programs, that work together to help users effectively display geospatial data through management, manipulation, customization, analysis and creation of visual displays.

Geospatial data are most useful when they can be discovered, shared and used, which is one capability of the BOW process while maintaining the security and confidentiality of sensitive information pertaining to critical infrastructure. Geospatial-enabled data provides visual insight into project and program status, various subsurface utility engineering (SUE) quality levels, major milestones of each unique project and identifies risks and conflicts at a program level. By implementing this functionality through the BOW platform, geospatial data enable users to convey information in location-based analytics using intuitive and interactive data visualization to make informed decisions, visualize trends, and monitor status in real time.

The acquisition, integration and consolidation of geospatial data sources from multiple parties and infrastructure sources in one central location on the BOW platform would provide easy access, transparency and enhancement of project information. This would result in a streamlined process for decision making, route selection and determination on the option to select underground or aboveground locations for broadband infrastructure placement, which would assist in expediting the installation of additional infrastructure to adequately provide broadband services across the Province of Ontario.

All parties submitting drawings of buried infrastructure should follow the requirements outlined in the American Society of Civil Engineers (ASCE) 38-02, ASCE 75 or CSA S250 for all submitted information to IO. The ASCE 38-02, ASCE 75 is generally two-dimensional data focused and CSA S250 is a more modern quality standard which reflects modern technical developments to specify accuracy in three-dimensional data collection.

Application Submission Requirements - CSA S250, ASCE 38-02 or ASCE 75

In 2002, the ASCE published the ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" document, outlining a credible system to classify quality of utility location information in design plans. The standard defines SUE requirements and sets out guidance for

the collection and depiction of subsurface utility information. ASCE 38-02 sets out guidelines for how to qualify the accuracy of mapping existing infrastructure and relay information to a drawing.

All submitted existing subsurface utility information on engineered drawings and designs should meet or exceed the system requirements outlined in ASCE 38-02 and ASCE 75, to ensure alignment in SUE information provided in the BOW Application and to result in better designs, enhance damage prevention efforts and develop strategies to reduce risk by improving the reliability of information.

The standard defines four quality levels outlining methods used to determine the location of underground assets: Quality Level A, Quality Level B, Quality Level C and Quality Level D. Refer to Figure 1 and Table 1.



Figure 3: Four SUE Levels

Table 1: SUE Levels

Level D:	Utility records are requested, researched by the utility, marked-up and returned to the requester.
Level C:	Using surface surveying techniques, above ground features of subsurface utilities are identified and recorded.
Level B:	Using surface geophysical equipment and techniques, subsurface utilities are determined and are associated with the horizontal position on the ground surface.
Level A:	Where existing records of underground site conditions may be incorrect, incomplete or have multiple cables buried over several years, SUE Level A allows the physical discovery of buried cables. This is a large contributor to avoiding conflicts. Exposing and recording the size and configuration of a subsurface utility, and it's precise vertical and horizontal location is crucial. Using subsurface geophysical equipment and techniques, subsurface utilities are determined and recorded in three dimensions and are associated with the horizontal position on the ground surface.

The basic deliverable for utility information is in Computer Aided Design (**CAD**) file format or a plan sheet that assigns quality levels A, B, C or D to each asset. Quality level A data typically requires a supplemental data form for additional information.

In 2011, the Canadian Standard Association (**CSA**) published "Mapping of Underground Utility Infrastructure", CSA S250. This standard defines SUE and sets guidance for the collection and depiction of subsurface utility information. CSA S250 sets out requirements for classifying and specifying the accuracy of mapping records for newly installed or exposed infrastructure.

The CSA S250 requires a finer degree of accuracy for detailing and defining the positional location of the infrastructure that correlates to better-defined reliability in accuracy of records. It is a more modern quality standard that reflects new, modern technical developments specify accuracy in 3D. The CSA S250 serves as an additional standard to complement, rather than replace, ASCE 75.

The standard defines six levels of accuracy for recording the location of underground infrastructure when infrastructure has been exposed either by potholing or excavation: Record accuracy level 0, Record accuracy level 1, Record accuracy level 2, Record accuracy level 3, Record accuracy level 4, and Record accuracy level 5.

All submitted mapping records should meet or exceed the guidelines defined in the CSA S250, to streamline data sharing and accurately record the presence and location of utility infrastructure. The standard encourages a managed systems approach to mapping and record keeping by establishing:

- Governance for utility infrastructure records management and mapping
- Procedures to improve mapping accuracy
- Uniform format for utility feature descriptions
- Processes for notification of GIS errors and practices when sharing data

Use of the BOW Platform in Provincially Funded Projects

Post commercial close, the IO's role would focus on using the BOW platform to report on project success through the following metrics:

- Administration and tracking of projects
This view enables users to have a clear overview of the projects that have been initiated across the Province. This can be viewed by area, lot, ISP or other data filters that users require.
- Monitoring of Contracts
This view enables users to have a clear overview of the project's contract status across the Province. The display can be selected to include items such as contract start date, terms of contract, amount of contract, ISP, length of main lines, the number of premises included in the contract or other data that users require.
- Issuance of Subsidy Payments
This view enables users to have a clear overview of the project's subsidies supplied to the ISPs, and can be viewed by ISP, area, lot, by value of subsidies or other data filters that users require.
- Visualization of Ongoing Projects
This view enables users to have a clear overview of the project's conflicts across the Province, by ISP, with several levels such as:
 - Contract status
 - Main line and segment build locations
 - Area map by ISP
 - Ongoing sue work status or other essential details
 - The completion percentage of construction by area, by ISP, by project or other combinations
 - An indication of the number of safety related incidents across all projects (near misses, days without incidents, number of incidents, days lost to injuries)
 - An overall indication of the risk status (on track, at risk) for timely completion

- Coordination between Stakeholders
This view enables users to have a clear overview of the project owners, infrastructure owners and the status of upcoming projects that require coordination.
- Dispute Management
This view enables users to have a clear visual overview of the number of existing unresolved disputes across the Province by various filters such as contract, segment, component and LDC.
- Accomplishment Reporting
This view enables users to visually determine the accomplishments at various stages of the project, including:
 - Number of existing projects across the Province by date started and date completed
 - Number of projects completed ahead of schedule
 - The performance of each LDC involved
 - Variances for cost and schedule
 - The actual expenditure of the project compared to its budget
 - Any other essential indicators

Provincially Funded Project Stakeholders

All ISPs undertaking provincially funded projects are strongly encouraged to use the BOW platform for end-to-end project submissions, coordination and completion to limit project delays and conflicts. The mechanisms established within this Guideline and the dispute mediation support from IO are available to participants who use BOW.

In addition, BOW would provide insight into the Lots for ISPs and would open that data up to municipalities and LDCs after the Successful Proponent is awarded. BOW would notify municipalities and LDCs of the awards and the targeted addresses and proposed construction approach to open the avenue for early consultations.

The BOW Platform would provide approved stakeholders with processes and tools that would spatially:

- Track *markup circulation requests*. All users would have the ability to centrally request pre-engineering markups for all associated utilities through a spatial interface. All stakeholders would have the ability to track the progress of all requests.
- Track municipal consent and road occupancy permits requests. ISPs and utilities would have the ability to track the progress of all requests.
- Track joint use applications to LDCs.

The BOW Platform would provide users with data in the following two ways:

- Spatially Linked: Metrics captured and aggregated and exported to a non-spatial format which can be displayed and interacted with.
- Spatially Driven: Metrics or KPI's which are directly driven based on location. These can be dynamically driven based on the spatial limits.

Furthermore, the BOW platform would be a portal to the One-Touch Make-Ready scheme and capture LDC, municipal and MTO Public Service Commitments (PSC) as well as stakeholder coordination and activities. The BOW Platform would provide users with several key benefits including:

- A single source of accuracy for information related to the project (managing security, privacy, and storage methods)
- A common platform for spatial data (managing the collection, conversion and cleansing of data sets)
- Enhanced transparency with respect to reporting
- Customizable analysis and reporting (using complex methods and analytical capability through tools to predict current and future performance of LDC relocations)
- Enhanced document management
- Tracking submission and approval management (managing and tracking submissions, actions and approvals incidents and linking it back to KPIs and continuous improvement)
- A single location to obtain project metrics, KPIs, project information, LDC collaboration and data
- Reducing resource constraints by applying technology
- Program management consolidation that brings the project into a streamlined process

Appendix 4: Ontario One Call - Streamlining locates for Provincially Funded Projects

Ontario Underground Infrastructure Notification System (One Call) Act, 2012

In 2012, Ontario passed the *Ontario Underground Infrastructure Notification System Act* (One Call Act) centralizing the utility locate system in Ontario under Ontario One Call. Utility location requests ("locate requests") are requests made by an excavator working on behalf of the company constructing in the ROW. Locate requests are submitted by the excavator to Ontario One Call who, in turn, request owners or operators of underground infrastructure (e.g., municipal water and wastewater pipes, natural gas pipelines, telecom fibre and electricity wires) to identify in the field the location of their buried assets so that the excavator can avoid damaging them while working in that area. Under the One Call Act, utility owners are required to make all reasonable attempts to respond to a locate request with accurate markings in the field in five business days turnaround time, with certain exceptions.

To reduce project risk resulting from unforeseen costs and delays posed by the late delivery of locates, the SBIEA set a firm delivery timeline of ten business days for provincially funded projects. While the SBIEA did not set out a new process or any additional changes for requesting locates, this Guideline proposes changes to the utility locate system to mitigate current risks of late and inaccurate locates, an issue raised by stakeholders throughout the stakeholder consultation process. This Guideline also recommends that ISPs undertaking provincially funded projects use the Dedicated Locator Model described below.

Standard Locate Request Process

In response to locate requests, which may only be requested when a permit has been issued, infrastructure owners must also provide readily available information regarding the operator's abandoned and out-of-service underground facilities as shown on maps, drawings, diagrams, or other records used in the operator's normal course of business, without cost to the ISP. Prior to the excavation start time on the notice, an owner or operator of underground infrastructure should locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the underground infrastructure. The ISP should determine the location of the underground facility without damage using the field locates provided, before excavating within one meter of the marked location of the underground facility.

Within 10 business days after receiving a notice for boundary survey from One Call (excluding Saturdays, Sundays and holidays, unless otherwise agreed to between the locator and operator), or the time specified in the notice (whichever is later), an owner or operator of underground infrastructure should locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator, without cost to the ISP.

For the purposes of this section, the approximate horizontal location of the underground facilities is a strip of land 1 meter on either side of the underground facilities. The markers used to designate the approximate horizontal location of underground facilities must be using paint or a flag(s) that follow the current colour code standard used by One Call. If the operator cannot complete marking of the excavation or boundary survey area within the established PT, the operator should promptly contact the excavator or land surveyor.

An owner of underground infrastructure who provides information to a person who is not a unit of government may indicate any portions of the information which are proprietary and may require the

Successful Proponent to provide appropriate confidentiality protection. The information obtained from affected owners or operators of underground infrastructure must include records identified in this Guideline and in document CI/ASCE 75, entitled “Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data” and must depict the utility quality level of that information.

Dedicated Locator Model

To enhance the efficiency of the locates process, Successful Proponents are encouraged to use a Dedicated Locator. Under a Dedicated Locator Model, a single locator is contracted (in this case by the Successful Proponent) to locate underground infrastructure on behalf of all infrastructure owners. Such a model provides the Successful Proponent with control over the timing of the locates. In addition, under a Dedicated Locator Model, the cost of the locate is borne by the Successful Proponent and not the individual infrastructure owners.

The Dedicated Locator Model has been successful on large-scale projects across Ontario and the industry at large and had strong support through the Guideline consultations.

Ontario One Call has outlined the following benefits of a Dedicated Locator Model⁸:

- Enhanced efficiency
- Reduced downtime as the locates are completed under the direction of the ISP
- Promotion of damage prevention and safer excavation practices
- Increased control: allows ISPs to get locates when, where and as often as their project requires
- Better flexibility when unanticipated conflicts require project changes
- Potential to reduce reliance and burden on regular pool of public locate service providers who are also expected to complete standard locates requests for homeowners and less complex tickets

Setting up a Dedicated Locator

As is currently the case, the cost of the Dedicated Locator will be borne by the ISP; accordingly, in the case of a bid in the reverse auction, IO expects that ISPs adopting a dedicated locator model would include the anticipated costs within their auction bid. Dedicated Locators must be certified by all infrastructure owners (gas, hydro, ISPs, municipalities) with infrastructure in a provincially funded project area. To reduce undue certification processes, Successful Proponents are encouraged to select from the pre-existing certified pool of dedicated locators in regions with existing available resources. In regions that currently do not deploy dedicated locators, ISPs will need work with the underground infrastructure owners to certify a Dedicated Locator. Through the stakeholder consultation process, IO learned that this is not an onerous undertaking. Once the Dedicated Locator is established, the Successful Proponent will set up a profile for the newly certified Dedicated Locator with Ontario One Call noting that the Dedicated Locator will conduct locate requests on their behalf for all their provincially funded projects.

Additional Considerations

The use of the Dedicated Locator model will ensure a number of benefits and promote overall project efficiency. However, the following additional considerations should be taken to ensure that locates for provincially funded projects are not delayed:

⁸ Ontario One Call, Dedicated Locator. <https://www.ontarioonecall.ca/wp-content/uploads/DedicatedLocator.pdf>

- Successful Proponents should ensure that the timing and input of locate requests are for the areas necessary for the project phase as opposed to blanket requests covering the span of the entire project area. This will reduce the backlog in the locates system and ensure that locates do not expire prior to the start of construction in the identified area. Locates for the provincially funded projects have a maximum locate 'block' of no more than 10 premises or 150m, whichever is the greater.
- Dedicated Locators must be registered with Ontario One Call with an indicator on file noting that they will be serving provincially funded projects.
- IO is working with Ontario One Call to ensure that all locate requests for the provincially funded projects be uniquely identified as provincially funded project locates to be prioritized by infrastructure owners and One Call (dispatching the requests) where a Dedicated Locator is not deployed.

Locates Liability and Penalty Scheme

While it is expected that most Successful Proponents will avail themselves of Dedicated Locators, the Guideline provides safeguards for those choosing to proceed with individual infrastructure owner locators. Pay for delay and pay for redesign provisions prescribed in regulation under the BBFA, provide Successful Proponents with recourse before the OLT for delayed and/or inaccurate locates that result in delays to a provincially funded project.

The Ontario Land Tribunal, is an independent, quasi-judicial administrative tribunal with jurisdiction that including hearings and deciding appeals in relation to a broad range of planning and development issues, municipal governance and other matters. Under the SBIEA, the OLT may adjudicate matters related to the BBFA. The Act sets out who is eligible to make an appeal to the OLT and the procedures that must be followed to do so. Information regarding the OLT appeals process is available on the Ontario Land Tribunal's website and may be accessed here: [Forms - Tribunals Ontario - Environment & Land Division \(gov.on.ca\)](https://www.ontariolandtribunal.ca/forms-tribunals-ontario-environment-land-division).

Pay-for-Delay

Successful Proponents can make a claim for damages should locates be unreasonably delayed beyond the ten-day legislated PT. Any such delay also puts a burden on other infrastructure owners that provided their locates within the 10-business day PT as the current locates provided expire. In this event, the infrastructure owners who responded in a timely fashion must now redeploy their locates team to the field at additional costs to complete the second locate. As such, an ISP may bring a claim against an infrastructure owner who caused a delay which resulted in a significant impact on their provincially funded project's timelines or cost.

The claims for the pay-for-delay penalty scheme will be adjudicated through the OLT, and must not be arbitrated by One Call.

Pay-for-Redesign

Successful Proponents can make a claim for damages should infrastructure owners provide inaccurate locates that result in the need for redesign. It is recognized that there will be instances of error in records and separation of what's built and what is maintained in the asset management registry of infrastructure owners. The objective of this penalty scheme is to target asset owners who repeatedly fail to update their records and mis-locate their asset despite prior notification and/or repeat incidences.

The claims for the pay-for-redesign penalty scheme may be sought at the OLT. However, they must not be arbitrated by One Call.

Glossary

3G: The term for the 3rd generation wireless telecommunications standards usually with network speeds of less than 1 Mbps

4G: The term for 4th generation wireless telecommunications standards usually with network speeds greater than 1 Mbps

5G: The term for emerging 5th generation wireless telecommunications standards usually associated with network speeds of up to 1 Gbps or more

Aerial Route: Deployment of broadband infrastructure by means of attachment to above ground support structures such as LDC-owned poles

Anchor: A device that supports and holds in place conductors when they are terminated at a pole or structure

As-built drawings: As-built drawings are prepared based on information gathered during construction or fabrication by someone other than a practitioner or someone under their supervision. Often, the information is provided by the contractor in the form of red-line mark-ups of the design drawings. If a practitioner then proceeds to revise the design documents to incorporate the red-line mark-ups, these documents should be clearly marked as "As-Built Documents" and not sealed

Attacher: An entity that will attach or have attached its cable / fibre to a pole owned / controlled by an LDC. Attachers are ISPs who will have third-party attachments.

Attachment: A single connection of the attacher's equipment to the support structure that has a direct or indirect influence on the performance, appearance, and safety of the support structure or the structure owner's ability to access and maintain it. The attacher may have multiple attachments to a support structure (such as an LDC-owned pole).

Bandwidth: The capability of telecommunications and internet networks to transmit data and signals

Bilateral Aerial Structure: Pole line on both sides of a roadway

Broadband: The term broadband commonly refers to high-speed internet access that is always on and faster than traditional dial-up access. Broadband includes several high-speed transmission technologies, such as fiber, wireless, satellite, digital subscriber line and cable. The CRTC defines universal service objective as having access to actual download speeds of at least 50 Mbps and actual upload speeds of at least 10 Mbps

BBFA: *Building Broadband Faster Act, 2021*; the BBFA creates a suite of new legislative measures that will streamline project set-up and delivery as it pertains to planning and installing essential broadband infrastructure and services

Business Day (or Days): Means a day from Monday to Friday, other than a holiday as defined in section 87 of the *Legislation Act, 2006*

Designated Broadband Project: As prescribed under regulation under the *Building Broadband Faster Act, 2021*, every broadband project where funding, in full or in part, has been provided through the Ministry of Infrastructure for the purposes of deploying broadband and high-speed internet infrastructure in Ontario is a designated broadband project for the purposes of the Act.

Designated Broadband Project Stakeholders: Proponents, distributors, transmitters, municipalities, members of Ontario One Call, any other person with infrastructure within a right-of-way for a Designated Broadband Project and any other person whose cooperation is required to carry out a Designated Broadband Project.

Design Load: The actual, expected load or loads that a device or structure will support in service

Electronic Scoring Reverse Auction (ESRA): The ESRA is an auction structure that allows the Province to assign scores to ISPs based on price and other well-defined non-price attributes in their proposals. This structure offers the Province the flexibility to highlight specific policy objectives based on the weights used for various attributes.

Encroachment Permit: Required by MTO to perform work within a highway corridor

Fiber (also referred to as Fiber Strand): A flexible hair-thin glass or plastic strand that is capable of transmitting large amounts of data at high transfer rates as pulses or waves of light

Fixed Wireless Broadband Access: The use of wireless devices/systems in connecting two fixed locations, such as offices or homes. The connections occur through the air, rather than through fiber, resulting in a less expensive alternative to a fiber connection.

Fixed Wireline Attachment: A "Fixed Wireline Attachment", for the AHSIP program, is a high-speed physical attachment of facilities (fibre optic cable(s) and fibre-optic splice closures) capable of delivering internet access services at prescribed minimum speeds. These facilities are attached to a pole owned by others and must be installed and maintained in compliance with regulations, standards and owner's safety practices such that all parties have access to their facilities and no worker or public safety issues exist.

Ground: An electrical term meaning to connect to the earth

Ground Fault: An undesired current path between ground and an electrical potential

Guys/Anchors: Support structures to balance loading on bisect and dead-end poles

Improving Connectivity for Ontario program (ICON): The ICON program is part of Up to Speed: Ontario's Broadband and Cellular Action Plan, which outlines the strategy to expand access to broadband and cellular connectivity in identified areas of need

Internet Service Provider (ISP): An entity that provides internet connections and services to individuals and organizations. Typically, ISPs also provide additional services such as email accounts and webhosting. Note the terms ISPs, TSP and WISP refers to the same service providers and can be used interchangeably.

Local Distribution Company (LDC): A local electricity distribution company is a power distribution company that is responsible for distributing power from transmission lines to people's homes and businesses in an exclusive distribution area and is licensed by the OEB. Also referred to as distributors or transmitters.

Lots: For the purposes of ESRA, the Province is segmented into 49 areas, referred as 'auction lots' (or lots). This segmentation is done based on census divisions.

LTE (Long Term Evolution): A 4G wireless broadband technology that provides speeds up to 100 Mbps download and 30 Mbps upload

Make Ready Costs: Costs associated with preparing a LDC pole to receive a new fiber attachment

Mark-up Circulation: Circulation of preliminary drawings to all parties (e.g., municipalities, LDCs, Utilities and other ISPs) that may have infrastructure in the ROW so that they may review and mark any conflicts between the proposed running line and their buried assets.

Materially Insignificant: Any new attachment deemed to immaterially impact structure as outlined in ESA's materially insignificant work – distributor bulletin (: <https://esasafe.com/assets/files/esasafe/pdf/Utilities/Bulletins/DB-07-15-v2.pdf>)

Minister: Refers to the Minister of Infrastructure or such other members of the Executive Council to whom responsibility for the administration of the BBFA is assigned or transferred under the *Executive Council Act*

Municipal Access Agreement: A Municipal Access Agreement (MAA) is a legal agreement that provides companies the ability to construct, maintain, relocate and operate their equipment within right-of-ways that are under the jurisdiction of a municipality. It states the roles, responsibilities and requirements for both the signatory and the municipality and deals primarily with issues such as municipal consent, hazardous substances and materials, road occupancy permits, rights-of-way, costs to be carried by municipalities, third party and sub-contractor agreements, service level agreements, maintenance and repair responsibilities as well as equipment use and invoicing.

Municipal Consent (MC): is provided by a municipality for a utility company to occupy a specific location within the Municipal rights-of-way. Utility locations and separations have been established for various road cross-sections to avoid conflicts in the planning of projects by various utilities occupying the rights-of-way and to minimize the impact of proposed work on any adjacent infrastructure. MCs are only issued to utility companies, commissions, agencies and private Applicants who have the authority to construct, operate and maintain their infrastructure within the right-of-way as established through legislation or terms of a Municipal Access Agreement (MAA) where they apply and are approved. An MC gives a company permission to install or move facilities and is required when a road needs to be excavated.

Network Infrastructure: The hardware and software components of a network that provide network connectivity and allow the network to function

One Touch: One-touch make-ready policies try to avoid delay and redundancy by having all make-ready work (such as rearranging several existing attachments) performed at the same time by a single crew.

Ontario Energy Board (OEB): The OEB is Ontario's independent regulator of the electricity and natural gas sectors. Its activities include making rules to protect consumers, setting rates, and licensing all participants in the electricity sector including the Independent Electricity System Operator (IESO), generators, transmitters, distributors, wholesalers and electricity retailers, as well as natural gas marketers who sell to low volume customers.

Overlashing: Overlashing is the practice of attaching an additional fibre optic cable over an existing aerially deployed fibre optic cable attached to a LDC pole

Performance Timelines: standard timelines allotted to Designated Broadband Project Stakeholders, particularly LDCs, municipalities and members of Ontario One Call that must be adhered to in the provision of access to

Positive Deviation: The process of removing an existing cable and replacing with cable of lesser

weight or smaller diameter, thereby positively impacting the load characteristics

Professional Engineer: a person who holds a licence or temporary licence under the Professional Engineers Act (Ontario Regulation 22/04)

Rights-of-Way (ROW): ROW are legal rights to pass through property owned by another. ROW are frequently used to secure access to land for digging trenches, deploying fiber, constructing towers and deploying equipment on existing towers and LDC poles.

Road Occupancy Permit (ROP): A Road Occupancy Permit is required by some municipalities when working within the municipal right-of-way. Activities that require a road occupancy permit include temporary lane closures or construction related road closures, mobile crane work, temporary scaffolding or hoarding, crossing the boulevard for temporary construction site access, disposal bins located in the roadway or public laneway, storage of materials and equipment located in the roadway or public laneway, workers on the road or the blockage of sidewalks. Some municipalities may not require this permit and need only to be notified.

Service Area: The entire area within which a service provider either offers or intends to offer broadband service

Southwestern Integrated Fibre Technology (SWIFT) Project: A non-profit municipally led broadband expansion project created to improve internet connectivity in underserved communities and rural areas across Southwestern Ontario.

Strand: Braided steel wire that supports Bell cable (copper or fibre) 10M (larger) or 6M (smaller)

Subsurface Utility Engineering (SUE): Subsurface Utility Engineering (SUE) is an engineering discipline that involves the investigation of buried utilities and identifies the conflicts they may pose to a project design in order to mitigate associated risks.

Successful Proponent: An ISP that entered into the Project Agreement with the Government of Ontario to carry out a provincially funded project in a Service Area.

Telecommunications Service Providers (Telecom): A entity that has traditionally provided telecommunication services. However, for the purposes of this Guideline, Telecom is used synonymously and interchangeably with ISP.

Utility: a utility (or "public utility as defined in the *Public Utilities Corporation Act*, 1990) means any water works, gas works, electric heat, light or power works, telegraph and telephone lines, railways however operated, street railways and works for the transmission of gas, oil, water or electrical power or energy, or any similar works supplying the general public with necessities or conveniences.

Denise Holmes

From: protection, source (MECP) <source.protection@ontario.ca>
Sent: Friday, December 3, 2021 10:15 AM
To: clerk@municipalityofbluewater.ca; clerk@centralhuron.com;
bmcroberts@huroneast.com; STroyer-Boyd@lambtonshores.ca;
hutson@middlesexcentre.on.ca; jackiet@northmiddlesex.on.ca; clerk@southhuron.ca;
dhobson@westperth.com; jturk@adelaidemetcalfe.on.ca; rreymer@lucanbiddulph.on.ca;
lscott@perthsouth.ca; agubbels@warwicktownship.ca; smacdonald@brockville.com;
jbolognone@cityofkingston.ca; clerk@gananoque.ca; jwalters@greaternapanee.com;
athens@myhighspeed.ca; asimonian@augusta.ca; yrobert@ektwp.ca;
jault@frontofyonge.com; dplumley@frontenacislands.ca;
DeputyClerk@townshipleeds.on.ca; dachapman@loyalist.ca; mtruelove@rideaulakes.ca;
amaddocks@southfrontenac.net; bbrooks@stonemills.com; mkonefal@stthomas.ca;
tthayer@bayham.on.ca; pshipway@centralelgin.org; jbrick@town.aylmer.on.ca;
AAdams@malahide.ca; clerk@swox.org; mmedeiros@oshawa.ca; scassel@pickering.ca;
jgallagher@clarington.net; clerks@ajax.ca; harrisc@whitby.ca; bjamieson@scugog.ca;
dleroux@uxbridge.ca; Peter.Fay@brampton.ca; diana.rusnov@mississauga.ca;
laura.hall@caledon.ca; Lisa.Campion@erin.ca; clerks@erin.ca; valeriep@haltonhills.ca;
townclerk@milton.ca; fred.simpson@townofmono.com; vicki.tytaneck@oakville.ca;
klandry@orangeville.ca; nmartin@amaranth.ca; sstone@eastgarafraxa.ca;
shuschilt@hastingshighlands.ca; rrogers@highlandseast.ca;
tbennett@marmoraandlake.ca; doug.irwin@trenthills.ca; clerk@tweed.ca;
cwhite@antownship.ca; MartinaC@dourodummer.on.ca; d.switzer@faraday.ca;
Bangione@hbmtpw.ca; clerk@township.limerick.on.ca; c.parent@northkawartha.ca;
clerk@stirling-rawdon.com; clerk@tudorandcashel.com; clerk@wollaston.ca;
svlachodimos@citywindsor.ca; bpercy@leamington.ca; vcritchley@amherstburg.ca;
rauger@essex.ca; pparker@kingsville.ca; knewman@lakeshore.ca; jastrologo@lasalle.ca;
lmoy@tecumseh.ca; janice.hensel@pelee.ca; critchie@kawarthalakes.ca;
bgilmer@porthope.ca; blarmer@cobourg.ca; pkemp@ahwtp.ca;
cpage@cavanmonaghan.net; dlivingstone@hamiltontownship.ca;
hscott@osmtownship.ca; tdaniels@brantford.ca; mantond@cambridge.ca;
stephen.obrien@guelph.ca; clerks@guelph.ca; clerk@hamilton.ca;
christine.tarling@kitchener.ca; julie.scott@waterloo.ca;
eeichenbaum@haldimandcounty.on.ca; Teresa.Olsen@Norfolkcounty.ca;
heather.boyd@brant.ca; pberfelz@northperth.ca; rmordue@blandfordblenheim.ca;
kokane@centrewellington.ca; mtownsend@townofgrandvalley.ca; wjaques@ezt.ca;
aknight@get.on.ca; lwheeler@mapleton.ca; Denise Holmes; asage@northdumfries.ca;
kkruger@norwich.ca; ebell@pertheast.ca; choytfox@puslinch.ca; lgreen@southgate.ca;
gkosch@wellesley.ca; kwallace@wellington-north.com; dawn.mittelholtz@wilmot.ca;
jsmith@woolwich.ca; bbloomfield@owensound.ca; clerk@arran-elderslie.ca;
martellR@greyhighlands.ca; msmith@meaford.ca; clerk@meaford.ca;
clerk@northernbruce.ca; salmas@collingwood.ca;
angie.cathrae@southbrucepeninsula.com; cgiles@thebluemountains.ca;
psinnamon@chatsworth.ca; shelmkay@clearview.ca; bdrury@georgianbluffs.ca;
kevin.arjoon@burlington.ca; skim@grimsby.ca; dnewhook@algonquinhighlands.ca;
fernando.lamanna@brock.ca; JClark@trentlakes.ca; csykes@lakeofbays.on.ca;
tmckibbin@mindenhills.ca; achittick@selwyntownship.ca; mbishop@dysartetal.ca;
csaunder@london.ca; tmichiels@thamescentre.on.ca; cao@southwold.ca;
krista.power@thunderbay.ca; clerk@neebing.org;
Wayne.Hanchard@oliverpaipoonge.on.ca; conmee@conmee.com;
mavis@doriontownship.ca; gilliesclerktreasurer@gmail.com; twpoconn@tbaytel.net;

To: clerk@shuniah.org; wendy.cooke@barrie.ca; Gjackson@orillia.ca; mderond@aurora.ca; lmcDonald@bracebridge.ca; rmurphy@townofbwg.com; tlajevardi@eastwillimbury.ca; rdillabough@georgina.ca; kayla.thibeault@gravenhurst.ca; lparkin@innisfil.ca; pfettes@newtecumseth.ca; llyons@newmarket.ca; stephen.huycke@richmondhill.ca; gillian.angus-traill@townofws.ca; kway@gbtownship.ca; kmoyle@king.ca; litarasuk@muskokalakelakes.ca; yaubichon@oro-medonte.ca; jconnor@ramara.ca; agray@townshipofsevern.com; Renee.Ainsworth@springwater.ca; msmibert@tillsonburg.ca; judys@chatham-kent.ca; hbouw@duttondunwich.on.ca; cao@southwestmiddlesex.ca; clerk@westelgin.net; ftranquilli@strathroy-caradoc.ca; case@newbury.ca; mtmacdonald@belleville.ca; cblumenberg@pecounty.on.ca; kevinh@quintewest.ca; cdoiron@brighton.ca; tchoinard@centrehastings.com; Holly@cramahetownship.ca; thallam@morristurnberry.ca; clerk@southbruce.ca; afisher@goderich.ca; annilene@town.minto.on.ca; clerk@acwtownship.ca; clerk@howick.ca; edance@huronkinloss.com; clamb@northhuron.ca; steph.palmateer@timmins.ca; CAO@iroquoisfalls.com; treasurer@blackriver-matheson.com; Clerktreasurer@matachewan.ca; Rick.Oconnor@ottawa.ca; sbclair@carletonplace.ca; cmoyle@mississippimills.ca; clerk@addingtonhighlands.ca; cmcgregor@twp.beckwith.on.ca; cmacmunnn@centralfrontenac.com; chalcrow@dnetownship.ca; aholtzhauer@greatermadawaska.com; cao@lanarkhighlands.ca; clerkplanning@northfrontenac.ca; clerk@tayvalleytwp.ca; bmatson@niagarafalls.ca; cityclerk@portcolborne.ca; bdunk@stcatharines.ca; clerk@thorold.ca; clerk@welland.ca; cschofield@forterie.ca; jkirkelos@lincoln.ca; colleen.hutt@notl.com; hwillford@pelham.ca; wkolasa@wainfleet.ca; jscime@westlincoln.ca; brigitte.sobush@greatersudbury.ca; cbeauvais@municipalityofkillarney.ca; rforgette@markstay-warren.ca; jburke@espanola.ca; nairncentre@personainternet.com; kasloss@sables-spanish.ca; karen.mcisaac@cityofnorthbay.ca; egunnell@callander.ca; mlang@powassan.net; amy.honen@mattawa.ca; cao.clerk@bonfieldtownship.org; clerk@calvintownship.ca; j.leblond@chisholm.ca; monica.hawkins@eastferris.ca; clerk.administrator@townshipofjoly.com; bpaulmachar@vianet.ca; admin@mattawan.ca; admin@nipissingtownship.com; clerk@papineaucameron.ca; clerk@strongtownship.com; clerk@southriver.ca; jwilloughby@shelburne.ca; clerk@wasagabeach.com; dgouldbrown@adjtos.ca; llehr@essatownship.on.ca; rknechtel@mulmur.ca; swalton@tiny.ca; JKennedy@peterborough.ca; gmaracle@deseronto.ca; clerk@madoc.ca; clerk@tyendinagatownship.com; mlevesque@cornwall.ca; jbrizard@nationmun.ca; alison.collard@champlain.ca; hvilleneuve@easthawkesbury.ca; cao@northglengarry.ca; ccalders@northstormont.ca; erobert@southdundas.com; Kelli@southglengarry.com; loriann@southstormont.ca; mouellet@clarence-rockland.com; hbabcock-cormier@northgrenville.on.ca; clerk@perth.ca; kcostello@smithsfalls.ca; rwilliams@twpec.ca; treasurer@township.montague.on.ca; jmccaslin@northdundas.com; cao@merrickville-wolford.ca; psnider@villageofwestport.ca; fhamilton@brockton.ca; jlawrie@kincardine.ca; gscharback@westgrey.com; btocheri@hanover.ca; linda.white@saugeenshores.ca; rtyczinski@cityssm.on.ca; clerk@twp.prince.on.ca; sedgar@midland.ca; scooper@penetanguishene.ca; cbonneville@tay.ca; mlongtin@hawkesbury.ca; lveltkamp@prescott.ca; ARochefort@alfred-plantagenet.com; joannecamirelaflamme@russell.ca; sdion@casselman.ca; amy.burkhart@sarnia.ca; jdenkers@brookealvinston.com; mpearson@petrolia.ca; ekwarciak@plympton-wyoming.ca; clerk@dawneuphemia.on.ca; dmctavish@enniskillen.ca; jbaranek@stclairtownship.ca; clerk@oilssprings.ca; jburns@villageofpointedward.com; John.Elvidge@toronto.ca; Todd.Coles@vaughan.ca; kkitteringham@markham.ca; tdafoe@stratford.ca; ahumphries@cityofwoodstock.ca; danielle.richard@ingersoll.ca; jmccartney@town.stmarys.on.ca; kmartin@zorra.ca; dvanwyck@brucecounty.on.ca;

To: clerk@dufferincounty.ca; ralph.walton@durham.ca; CAO@elgin.ca; mbirch@countyofessex.ca; Moreau, Paul; jamini@frontenacounty.ca; heather.morrison@grey.ca; mrutter@county.haliburton.on.ca; mivanic@middlesex.ca; KStevenson@ptbocounty.ca; graham.milne@halton.ca; regionalclerk@regionofwaterloo.ca; bradleyc@hastingscounty.com; scronin@huroncounty.ca; stephane.thiffeault@county-lambton.on.ca; kgreaves@lanarkcounty.ca; tsager@perthcounty.ca; lesley.todd@uclg.on.ca; tmckenzie@lennox-addington.on.ca; amy.back@muskoka.on.ca; ann-marie.norio@niagararegion.ca; macdonaldn@northumberlandcounty.ca; csenior@oxfordcounty.ca; kathryn.lockyer@peelregion.ca; mcadieaux@prescott-russell.on.ca; john.daly@simcoe.ca; kcasselman@sdgcounties.ca; donnab@wellington.ca; christopher.raynor@york.ca

Cc: Wooding, Mary (MECP); Forrest, Elizabeth (MECP); Jacoub, George (MECP); Moulton, Jennifer L. (MECP); Lavender, Wendy (MECP); Kinch, Pat (MECP); Corrigan, Kirsten (MECP); Sarwary, Ghzal (MECP); CSPB Coordinator (MECP); mmacdonald@abca.on.ca; dclarkson@mvca.on.ca; Kelsey Guerette; Holly Evans; dbalika@conservationontario.ca; kgavine@conservationontario.ca; Ivey, Janet; laurie.nelson@trca.ca; Katie Stammier; Chitra Gowda; mkeller@grandriver.ca; Ilona Feldmann; gailw@lakeheadca.com; Crystal Percival; Laura Cummings; brian.stratton@mrsourcewater.ca; Thomas Proks; David Ellingwood; Amy Dickens; Lisa Van De Ligt; Carl Seider; k.gillan@greysable.on.ca; Marlene McKinnon; Bill Thompson; M.Wilson@LSRCA.on.ca; Madison Keegans; allainj@thamesriver.on.ca; Keith Taylor; Trent Bos LTC

Subject: Updates to the Director's Technical Rules for Source Protection under the Clean Water Act

SENT ON BEHALF OF KIRSTEN CORRIGAL, DIRECTOR, CONSERVATION AND SOURCE PROTECTION BRANCH

Good Day All:

I am writing to inform you that the Ministry of the Environment, Conservation and Parks has posted a policy decision on the Environmental Registry of Ontario amending the technical rules for assessing source water protection vulnerability and risk under the *Clean Water Act, 2006*.

These updates will help ensure that source water protection efforts are supported by current science and that the quality of Ontario's drinking water continues to be protected, as committed to in the Made-in-Ontario Environment Plan.

Many of you had an opportunity to provide input on these updates through working groups and interactive sessions over the past couple of years, as well as through the proposal on the Environmental Registry. I would like to thank you for your feedback and contributions, which have been invaluable in developing and refining the updates.

The updated technical rules are posted to the Environmental Registry of Ontario (English: <https://ero.ontario.ca/notice/019-2219>; French: <https://ero.ontario.ca/fr/notice/019-2219>).

Sincerely,

Kirsten Corrigan, Director
Conservation and Source Protection Branch

Proposed amendments to the Director's Technical Rules made under section 107 of the Clean Water Act, 2006

ERO (Environmental Registry of Ontario) number	019-2219
Notice type	Policy
Act	Clean Water Act, 2006, S.O. 2006, c. 22
Posted by	Ministry of the Environment, Conservation and Parks
Notice stage	Decision
Decision posted	December 3, 2021
Comment period	August 11, 2020 - November 9, 2020 (90 days) Closed
Last updated	December 3, 2021

This consultation was open from:

August 11, 2020

to November 9, 2020

Decision summary

We have updated the Director's Technical Rules for assessing source water protection vulnerability and risk under the *Clean Water Act, 2006* to ensure that the quality of Ontario's sources of drinking water continues to be protected and that source protection efforts are supported by current science.

Decision details

Our government is committed to protecting our lakes, waterways and groundwater supply, now and for future generations.

To ensure that the quality of Ontario's drinking water continues to be protected and that source water protection efforts are supported by current science, the Ministry of the Environment, Conservation and Parks has updated the Director's Technical Rules for assessing vulnerability and risks under the *Clean Water Act, 2006*.

These Technical Rules are used by source protection authorities and municipalities to help develop and implement collaborative, watershed-based assessment reports and source protection plans that protect local drinking water supplies.

Protecting Ontario's water resources for future generations is a key commitment in our Made-in-Ontario Environment Plan.

The *Clean Water Act*

The goal of the *Clean Water Act, 2006* is to protect existing and future sources of Ontario's drinking water. A key focus of the legislation is the production of locally-developed, science-based:

- assessment reports, developed in accordance with the Director's Technical Rules, that describe the science of source protection including vulnerable areas, risk assessments, maps and activities that pose a threat to drinking water sources.
- source protection plans, which are action plans comprised of policies that address risks to sources of drinking water within vulnerable areas in a source protection area or region.

Under section 107 of the *Clean Water Act, 2006* the Director of the Conservation and Source Protection Branch may make Technical Rules for the science-based framework under the Act that include the technical methodologies for assessing vulnerability and risk.

The attached document (see the Decision Supporting Material section) "2021 Amendments to Technical Rules: Assessment Report-Clean Water Act" contains details on the updates to the Director's Technical Rules, including the Tables of Drinking Water Threats.

The updates will support municipalities and source protection authorities in keeping assessment reports and source protection plans up to date to ensure they remain relevant, as well as support the implementation of source protection plans.

Comments
received

Through the
registry
22

By email
9

By mail
0

[View comments submitted through the registry \(/notice/019-2219/comments\)](/notice/019-2219/comments)

Effects of consultation

We received 31 submissions from:

- municipalities
- source protection authorities / conservation authorities
- source protection committee chairs
- agriculture sector

All comments related to the proposed Director's Technical Rules were considered. The proposal was well-received. The majority of the comments support updating the Rules. Below is a summary of the main themes heard during public consultation:

- Generally supportive of the proposed updates and believe that the updates will ensure the continued protection of sources of drinking water and address challenges identified in the first round of source protection planning.
- Supportive of reducing administrative burden while maintaining provincial oversight.
- Supportive of the ministry developing guidance to provide clarity on the interpretation and implementation of the amended Technical Rules in updated source protection plans.
- Supportive of a process allowing a source protection authority/committee to use an alternative approach than what is prescribed in the Director's Technical Rules while maintaining the rigour of the science-based framework under the Act.

While the majority of comments were supportive of the proposal, a few concerns were raised that required minor revisions. The revisions do not change the policy intent posted for public consultation in August 2020. Below is:

a summary of concerns and revisions made:

- Unclear who is responsible for preparing a climate change risk assessment. Revision made to enable all relevant authorities (e.g. (example) municipality, source protection authority or committee) to collaboratively prepare the assessment.
- Need for clarification on the Tables of Drinking Water Threats with regard to land use activities. Revision made to clearly list the type of land uses associated with threat activities posing a risk to the quality of drinking water sources within the definitions in the glossary of the Tables.
- Greenhouses should be grouped as agricultural land use instead of commercial and industrial land use. Revision made to separate greenhouses from commercial and industrial land uses.
- Simplify and clarify the handling and storage of commercial fertilizer references. Revision to circumstances to clarify that both liquid and solid form of commercial fertilizer is captured by removing "in any form, including liquid and solid".
- Clarify whether residential land uses are captured as risk under storage of snow. Revision made to clearly state only commercial and industrial land uses are a risk under this threat.
- Address shortcomings in how groundwater wells under direct influence (GUDI) of surface water are captured. Revision made to focus on the groundwater – surface water connections that may cause an impact to the quality of drinking water sources.

Additional minor revisions were also made to:

- the definitions of waste and wastewater threats categories to further align with the provincial framework.
- the liquid hydrocarbon pipelines circumstances to reflect a change in name of the "*National Energy Board Act*" to the "*Canadian Energy Regulator Act*".
- correct typographical and grammatical errors.

The amended Director's Technical Rules are in effect as of the date of this Notice. A copy of the Rules marked with revisions will be made available upon request.

The ministry will develop guidance to support the implementation of these new Rules.

Supporting materials

Related files

2021 Amendments to Technical Rules: Assessment Report-
Clean Water Act ([https://prod-environmental-
registry.s3.amazonaws.com/2021-
12/2021%20Amendments%20to%20Technical%20Rules%20As
sessment%20Report-Clean%20Water%20Act 0.docx](https://prod-environmental-registry.s3.amazonaws.com/2021-12/2021%20Amendments%20to%20Technical%20Rules%20Assessment%20Report-Clean%20Water%20Act%200.docx))
docx (Microsoft Word Open XML Format Document file) 298.79
KB

Related links

General information on source water protection and the Clean Water
Act, 2006. (<https://www.ontario.ca/page/source-protection>)

Provides links to the technical assessment reports and source
protection plans ... ([https://conservationontario.ca/conservation-
authorities/source-water-protection/](https://conservationontario.ca/conservation-authorities/source-water-protection/))

View materials in person

Important notice: Due to the ongoing COVID-19 pandemic, viewing supporting materials in person is not available at this time.

Please reach out to the Contact listed in this notice to see if alternate arrangements can be made.

Source Protection Programs Branch
40 St. Clair Avenue West
14th floor
Toronto, ON
M4V 1M2
Canada


 [437-774-3978](tel:437-774-3978)

Connect with

JS

Contact

George Jacoub

 [647-267-6305](tel:647-267-6305)

 George.Jacoub@ontario.ca

Original proposal

PRO (Environmental Registry of Ontario) number	019-2219
Notice type	Policy
Act	Clean Water Act, 2006, S.O. 2006, c. 22
Posted by	Ministry of the Environment, Conservation and Parks
Proposal posted	August 11, 2020
Comment period	August 11, 2020 - November 9, 2020 (90 days)

Proposal details

Our government is committed to protecting our lakes, waterways and groundwater supply, as outlined in our Made-in-Ontario Environment Plan.

To ensure that the quality of Ontario's drinking water continues to be protected and that source protection efforts are supported by current science, the Ministry of the Environment, Conservation and Parks is proposing to update the Director's Technical Rules for assessing vulnerability and risks under the *Clean Water Act*.

These technical rules are used by source protection authorities and municipalities to help develop and implement collaborative, watershed-based assessment reports and source protection plans that protect local drinking water supplies.

We invite feedback and input from the public, Indigenous communities and stakeholders across the province on these proposed updates, so that we can continue to protect Ontario's water resources, now and for future generations.

The Clean Water Act

The goal of the *Clean Water Act, 2006* is to protect existing and future sources of Ontario's drinking water. A key focus of the legislation is the production of locally-developed, science-based:

- assessment reports, developed in accordance with the technical rules, that describe the science of source protection including vulnerable areas, risk assessments, maps and activities that pose a threat to drinking water sources
- source protection plans are action plans comprised of policies that address risks to sources of drinking water within vulnerable areas in a source protection area or region

Under section 107 of the *Clean Water Act*, the Director of the Source Protection Programs Branch may make rules for the science-based framework under the Act that include the technical methodologies for assessing vulnerability and risk. The Director's "Technical Rules: Assessment Report", came into effect in November 2008, and the rules were last amended in March 2017.

Proposed updates to the Director's Technical Rules

The proposed updates to the Director's Technical Rules will:

- reduce administrative burden for local decision-makers while maintaining technical rigour
- provide clarity on the information required to evaluate whether drinking water systems are vulnerable to climate change impacts
- clarify the intent of the rules around local threats are to be focused on activities that do not already require provincial or federal approval

- adopt an evidence-based approach to delineating geographic areas where activities are cumulatively having a negative affect on the quality of drinking water
- address administrative matters through minor clarifications and typographical corrections
- clarify the Tables of Drinking Water Threats contained in the rules, which set out the circumstances under which prescribed activities pose a drinking water threat, to support plan implementation and a better understanding of the risks to drinking water as follows:
 - more accurately identify areas where the handling, storage and application of road salt may pose a risk to drinking water sources based on the lessons learned from the first round of source protection planning
 - provide a list of land use activities that may use, handle or store dense non-aqueous phase liquids
 - align the definitions of prescribed drinking water threats with other provincial regulations for storm water and other wastewater works, snow storage, non-agricultural source material, and waste
 - combine and simplify the circumstances of both handling and storage of fuel under one risk category
 - revise the hazard rating for above-grade handling and storage of fuel to recognize its significant risk to groundwater supplies.
 - clarify the commercial fertilizer circumstances to better reflect the actual risk posed
 - make editorial and administrative changes to the Tables to allow for ease of use and better search capabilities and better support the identification of risks and plan implementation

The attached document (see the Supporting Material section) “2020 Proposed Amendments to Technical Rules: Assessment Report-*Clean Water Act*” contains more details on the proposed updates to the Director’s Technical Rules, including the Tables of Drinking Water Threats.

Other information

We developed the updates to the Director’s Technical Rules in collaboration with:

- source protection authorities
- municipalities

- other provincial ministries

We incorporated their input and recommendations through working groups and consultation sessions. We also held five engagement sessions in November 2019 with key stakeholders to gather feedback.

The proposed updates will support municipalities and the source protection authorities in keeping assessment reports and source protection plans up to date to ensure they remain relevant, as well as support the implementation of source protection plans.

Supporting materials

Related files

[2020 Proposed Amendments to Technical Rules Assessment Report-Clean Water Act.pdf](https://prod-environmental-registry.s3.amazonaws.com/2020-08/2020%20Proposed%20Amendments%20to%20Technical%20Rules_%20Assessment%20Report-Clean%20Water%20Act.pdf) (https://prod-environmental-registry.s3.amazonaws.com/2020-08/2020%20Proposed%20Amendments%20to%20Technical%20Rules_%20Assessment%20Report-Clean%20Water%20Act.pdf)
pdf.(Portable.Document.Format.file) 1.04 MB

Related links

[General information on source water protection and the Clean Water Act, 2006.](https://www.ontario.ca/page/source-protection) (<https://www.ontario.ca/page/source-protection>)

[Provides links to the technical assessment reports and source protection plans ...](https://conservationontario.ca/conservation-authorities/source-water-protection/) (<https://conservationontario.ca/conservation-authorities/source-water-protection/>)

View materials in person

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Please reach out to the Contact listed in this notice to see if alternate arrangements can be made.

Comment


Commenting is now closed.

This consultation was open from August 11, 2020
to November 9, 2020

Connect with JS

Contact

George Jacoub

 [647-267-6305](tel:647-267-6305)

 George.Jacoub@ontario.ca

Denise Holmes

From: Doug Hevenor <dhevenor@nvca.on.ca>
Sent: Wednesday, December 1, 2021 3:41 PM
To: Mark Early; Jeff Schmidt; Dunn, Robin; 'rbunn@adjtos.ca'; George Vadeboncoerur (cao@wasagabeach.com); Oliver Jerschow; John Ferguson; 'nmartin@amaranth.ca'; 'cao@thebluemountains.ca'; 'michael.prowse@barrie.ca'; Geoff McKnight (gmcknight@townofbwg.com); Sonya Skinner; Colleen Healey; govank@greyhighlands.ca; Denise Holmes; Tracey Atkinson; 'bparkin@newtecumseth.ca'; Denyse Morrissey (dmorrissey@shelburne.ca)
Cc: mmcleod@collingwood.ca
Subject: NVCA Transition Plan to Compliance
Attachments: Transition_Plan_NVCA for_Submission_to_Minister_Piccini_MECP.pdf

Good afternoon, Watershed CAOs

Please find attached the Nottawasaga Valley Conservation Authority's Transition Plan if you have any questions currently or you would like to set up an initial meeting in the New Year to discuss the transition period and our objectives, please contact me directly by phone (705) 220-2748 or email dhevenor@nvca.on.ca to accomplish that.

I am sending this information to you as our initial move down our journey together to compliance with the new Regulations recently approved in Ontario's Conservation Authorities Act. At this time, I would appreciate it if you would please consider whom you would like the NVCA to interact with during this process. I believe it will be important to involve a financial perspective as well as your CAO perspective along with other working groups as required as we proceed.

Please note this attached Plan is the first iteration of our roadmap for this journey. During the next two years we will be working with you, your staff and council working together to ensure consistent best practices, good governance, and appropriate accountability to best serve our Municipal Partners and ourselves.

Best,
Doug



**Nottawasaga Valley
Conservation Authority**

December 1, 2021

The Honourable David Piccini,
Minister of Environment, Conservation and Parks (MECP)
777 Bay Street, 5th Floor
Toronto, ON, M7A 2J3

**SUBJECT: Transition Plan for Submission to Ministry of Environment
Conservation and Parks (MECP) from the Nottawasaga Valley
Conservation Authority (NVCA)**

Purpose of this Document

The *Conservation Authorities Act* requires conservation authorities to prepare Transition Plans outlining steps and timelines for the preparation of an Inventory of Program and Services and for the development and execution of funding agreements with participating municipalities.

The passage of Regulation 687/21 "Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act" requires the development of Transition Plans by each Conservation Authority. The Transition Plans are to outline the process and timelines for the development of cost apportioning agreements with municipalities within their jurisdiction for non-mandated programs and services

The NVCA Transition Plan sets out the process and timelines for the development and execution of memorandum of understandings (MOUs)/agreements between NVCA and Municipal Partners located in Simcoe, Dufferin and Grey Counties to fund program and services that are not deemed to be provincially mandatory core services outlined in the *Conservation Authorities Act* and associated regulations.

Workplan

NVCA staff reviewed the Regulatory Proposal Consultation Guide released by MECP on May 13, 2021, which included discussion with the board of directors to provide initial information on the proposed changes to the Act and the regulatory consultation guide.

Phase 1 Part 1 Workplan

The following workplan lays out steps to be taken by NVCA and associated timelines to develop and enter into funding agreements with the Municipal Partners for non-

mandatory programs and services at the request of a municipality with municipal funding through a MOU and programs and services an authority determines are advisable where municipal funding is needed

With the final Phase 1 regulations released from MECP on October 7, 2021, NVCA staff has developed a Transition Plan based on the transition period and requirements provided by MECP.

This Transition Plan has been completed by December 31, 2021 and was distributed to Minister Piccini, Ministry of the Environment, Conservation and Parks (MECP) and to NVCA member CAOs of the 18 municipalities within our watershed.

Prior to this distribution, the NVCA Board of Directors received and approved the plan noted approval below:

Staff Report No. 46-10-21-BOD from Doug Hevenor, Chief Administrative Officer regarding Transition Plan for Submission to Ministry of Environment Conservation and Parks (MECP). RES: 67-21

Moved by: Cllr. Shirley Boxem Seconded by: Cllr. Rob Nicol RESOLVED THAT: Staff Report No. 46-10-21-BOD regarding the Transition Plan for the MECP in accordance with Section 21.1.4 of the Conservation Authorities Act be approved for submission by the Board of Directors. Carried November 26, 2021.

The Transition Plan will be circulated to the Minister MECP, all 18 Municipal Partners and posted on the NVCA website before December 31, 2021.

Part 2 Phase 1 Inventory of Programs and Services

NVCA still will utilize Conservation Ontario template to complete inventory of programs and services which is required to be completed by February 28, 2022 and circulated to member municipalities and posted on the NVCA website

Prior to this distribution, the NVCA Board of Directors will receive and approve the inventory. The inventory of programs and services will be classified as either:

- Category 1 Mandatory,
- Category 2 Municipal or
- Category 3 Other.

These categories are identified in Section 21 of the Conservation Authorities Act.

The inventory will include an estimate of the annual cost of the service, sources of funding and the percentage attributed to each funding source. In addition, a record of the municipal distribution of the inventory is to be forwarded to the MECP. Any changes to the inventory after February 28, 2022 will be documented and forwarded to MECP.

Transition Plan

Timeline	Action	Status
October 2021	Review existing MOUs and Agreements to set the stage for future budget submissions, timing of subsequent meetings, preliminary concerns with deadlines	Complete
October 25- November 10, 2021	Development of Transition Plan	Ongoing
November 26, 2021	Presentation of Transition Plan to NVCA Board	Completed 11/26/21
December 1, 2021	Submission of Transition Plan to Ministry of Environment and Conservation and Parks (MECP) and Municipal Partners	Completed 12/01/2021
December 1, 2021	Post Transition Plan on NVCA's website	Completed 11/29/2021

Phase 1 of Transition Period

Timeline	Action	Status
September 1, 2021 - January 31, 2022	Development of Inventory of Program and Services - identification of category classification, funding sources, average annual cost.	Ongoing
January 1, 2022 - February 18 2022	Ongoing work to complete Inventory including co-ordination/consultation with adjacent CAs and Municipal Partners as required	Ongoing
February 25, 2022	Presentation of Inventory of Program and Services to NVCA Board	To be completed
February 28, 2022	Submit Inventory of Programs and Services and record of consultation to MECP and Partner Municipalities	To be completed

Phase 2 of the Transition Period

Timeline	Action	Status
March 2022 - June 2023	Ongoing discussions with Municipal Partners regarding timing, form, and content of MOUs/agreements	Ongoing
July 1, 2022	Submit Progress Report to MECP	To be completed
October 1, 2022	Submit Progress Report to MECP	To be completed
January 1, 2023	Submit Progress Report to MECP	To be completed

April 1, 2023	Submit Progress Report to MECP	To be completed
July 1, 2023	Submit Progress Report to MECP	To be completed
October 1, 2023	Submit Progress Report to MECP	To be completed
June 2023	NVCA Board approval of 2024 preliminary levy submission	To be completed
September/November 2023	NVCA Board endorsement of Funding MOU/agreement and 2024 levy submission	To be completed
November/December 2023	Municipal Partners Approval of MOU/agreement	To be completed

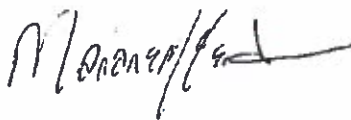
Relevance to Authority Policy/Mandate

The Plan will allow NVCA Staff to complete the associated body of work that will allow the organization to become fully compliant under the CA Act by January 1, 2024.

Impact on Authority Finances

During the transition process the 2022 Budget will be in a status quo format following the design of former NVCA budgets. As the transition continues the budget for 2023 will see the budget process begin to conform to the recent changes to the regulations culminating in 2024 with a budget that is fully compliant to the recent regulatory changes.

Original Signed and approved by:



Mariane McLeod
Councillor, Town Of Collingwood
NVCA Chair



Doug Hevenor
Chief Administrative Officer

Denise Holmes

From: Heather Boston <hboston@mulmur.ca>
Sent: Wednesday, November 17, 2021 10:17 AM
To: Denise Holmes; Roseann Knechtel
Subject: MMFB Final Approved Budget
Attachments: MM Fire 2022 budget.pdf

Hi there,

The Board approved the budget as amended last night. I've attached the final amended budget for your information and consideration.

Here is a draft motion that you can use if you wish.

Draft Motion:

THAT Council approve the Mulmur-Melancthon Fire Board 2022 Operating Budget in the amount of \$233,262 and Capital Budget of \$137,000 as presented.

Thanks,

Heather Boston, CPA, CA, CGA, BComm | Treasurer
Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8 | www.mulmur.ca
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | hboston@mulmur.ca

[Join our email list](#) to receive important information and keep up to date on the latest Township news.

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MULMUR MELANCTHON FIRE DEPARTMENT							
updated Nov 10, 2021		YTD	FINAL	FINAL		%	
		2021 ACTUAL	2021 BUDGET	2022 BUDGET	VARIANCE	Share	
Revenue							
02-1094-4000	MM FIRE-CALL REVENUE	\$ 6,650	\$ 20,000	\$ 20,000	10,000		
02-1094-4010	MM FIRE-DONATIONS	\$ -	\$ -	\$ -	-		
02-1094-4020	MM FIRE-OTHER REVENUE	\$ -	\$ -	\$ -	-		
02-1094-4030	MM FIRE-INTEREST EARNED	\$ -	\$ -	\$ -	-		
02-1094-4130	MM FIRE-OP REV MELANCTHON	39,952.92	49,842.72	51,993.28	6,085	24.38%	2022
	OPERATING SURPLUS MELANCTHON		(9,889.80)	(10,916.58)	(10,080)	24.38%	2021
02-1094-4230	MM FIRE-OP REV MULMUR	119,717.60	154,598.28	161,268.72	267	75.62%	2022
	OPERATING SURPLUS MULMUR		(34,880.68)	(33,860.21)	(35,511)	75.62%	2021
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS	44,770.48	44,770.48	44,776.79	45,591		
02-1094-4310	MM FIRE-TSFR FM OPERATING RESERVES				-		
	Total Operating Revenue	\$ 211,091	\$ 224,441	\$ 233,262	16,352		
Expenses							
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 27,989	\$ 35,500	\$ 36,210	710		
02-1094-5101	MM FIRE FIREHALL TRAINING & DUTY WAGES	\$ 25,388	\$ 36,000	\$ 36,000	0		
02-1094-5102	MM FIRE FIRE CALL WAGES	\$ 15,118	\$ 27,000	\$ 27,000	0		
02-1094-5103	MM FIRE TRAINING WAGES	\$ 1,543	\$ 5,000	\$ 7,500	2,500		
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ -	\$ 1,000	\$ 1,000	0		
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 6,364	\$ 6,100	\$ 6,100	0		
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 2,000	\$ 2,000	\$ 2,000	0		
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 3,634	\$ 3,000	\$ 3,000	0		
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 3,275	\$ 3,700	\$ 3,700	0		
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 3,889	\$ 5,000	\$ 5,000	0		
02-1094-5115	MM FIRE MATERIALS/SUPPLIES	\$ 3,048	\$ 6,000	\$ 6,000	0		
02-1094-5116	MM FIRE RADIO MAINTENANCE	\$ 1,279	\$ 4,000	\$ 4,000	0		
02-1094-5117	MM FIRE HEAT & HYDRO	\$ 4,245	\$ 5,250	\$ 5,250	0		
02-1094-5118	MM FIRE TRAINING COURSES	\$ 3,055	\$ 6,000	\$ 8,500	2,500		
02-1094-5119	MM FIRE ASSOCIATION FEES	\$ 309	\$ 410	\$ 410	0		
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 9,139	\$ 17,500	\$ 17,500	0		
02-1094-5121	MM FIRE MISC (AWARDS-STATION WEAR)	\$ -	\$ 2,500	\$ 3,000	500		
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 10,000	\$ 10,000	\$ 10,000	0		
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ -	\$ 300	\$ 300	0		
02-1094-5124	MM FIRE PROPANE	\$ 3,708	\$ 5,700	\$ 5,700	0		
02-1094-5125	MM FIRE AUDIT	\$ 2,340	\$ 2,341	\$ 2,442	101		
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 809	\$ 500	\$ 810	310		
02-1094-5134	MM FIRE INSURANCE	\$ 13,634	\$ 20,000	\$ 20,000	0		
02-1094-5140	MM FIRE TRAVEL	\$ -	\$ -	\$ -	0		
02-1094-5141	MM FIRE MEALS & ENTERTAINMENT	\$ 293	\$ 650	\$ 650	0		
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 3,531	\$ 2,000	\$ 2,000	0		
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ 856	\$ 1,000	\$ 1,500	500		
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 3,637	\$ 1,500	\$ 1,500	0		
02-1094-5145	MM FIRE-MTO REPORTS	\$ 350	\$ 300	\$ 400	100		
02-1094-5146	MM FIRE BANK CHARGES	\$ 301	\$ 440	\$ 340	(100)		
02-1094-5150	MM FIRE IT SUPPORT	\$ -	\$ -	\$ -	0		
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 1,625	\$ 500	\$ 1,700	1,200		
02-1094-5161	MM FIRE - PUMPER #41 1999 FREIGHTLINER	\$ 6,186	\$ 3,500	\$ 3,500	0		
02-1094-5162	MM FIRE - 2020 FORD RESCUE #42	\$ 1,498	\$ 1,000	\$ 1,500	500		
02-1094-5163	MM FIRE - TANKER #43 2020 FREIGHTLINER	\$ 1,541	\$ 2,000	\$ 2,000	0		
02-1094-5164	MM FIRE - PUMPER #44 2009 SPAR	\$ 4,516	\$ 5,000	\$ 5,000	0		

MULMUR MELANCTHON FIRE DEPARTMENT						
updated Nov 10, 2021		YTD	FINAL	FINAL		%
		2021 ACTUAL	2021 BUDGET	2022 BUDGET	VARIANCE	Share
02-1094-S165	MM FIRE - 2006 TRAILER (RME)	\$ 808	\$ 1,000	\$ 1,000	0	
02-1094-S166	MM FIRE - ARGO	\$ 408	\$ 750	\$ 750	0	
	Total Operating Expenses	\$ 166,314	\$ 224,441	\$ 233,262	8,821	3.93%
	Operating Surplus (deficit)	\$ 44,777	\$ -	\$ -		
CAPITAL BUDGET						
CAPITAL REVENUE						
02-1095-4010	MM FIRE-CAPITAL DONATIONS	\$ -	\$ -	\$ -	0	
02-1095-4030	MM FIRE-INTEREST EARNED	\$ 757	\$ 1,500	\$ 1,000	(500)	
02-1095-4040	MM FIRE-CAPITAL GRANT REVENUE	\$ 5,400	\$ -	\$ -	0	
02-1095-4050	MM FIRE-SALE OF VEHICLE	\$ -	\$ -	\$ -	0	
02-1095-4060	MM FIRE-SALE OF EQUIPMENT	\$ -	\$ -	\$ -	0	
02-1095-4140	MM FIRE-CAP REVENUE MELANCTHON	\$ 44,063	\$ 58,750	\$ 62,500	3,750	
02-1095-4240	MM FIRE-CAP REVENUE MULMUR	\$ 44,063	\$ 58,750	\$ 62,500	3,750	
02-1095-4300	MM FIRE-TSFR FROM CAPITAL RESERVES	\$ -	\$ 42,500	\$ 11,000	(31,500)	
	Total Capital Revenue	\$ 94,282	\$ 161,500	\$ 137,000	(24,500)	
CAPITAL EXPENSES						
02-1095-5200	MM FIRE CAPITAL PURCHASES	\$ 25,794	\$ 44,000	\$ 12,000	(32,000)	
02-1095-5300	MM FIRE TSF TO CAPITAL RESERVES	\$ -	\$ 117,500	\$ 125,000	7,500	
		\$ 25,794	\$ 161,500	\$ 137,000	(24,500)	
	Capital Surplus (deficit)	\$ 68,487	\$ -	\$ -		

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2021

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

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

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

NOW THEREFORE the Township of Melancthon enacts as follows:

- 1. The annual remuneration for Mayor shall be \$18,625.61 per annum effective the first day of January, 2022.
- 2. The annual remuneration for the Deputy Mayor shall be \$16, 078.98 per annum effective the first day of January, 2022.
- 3. The annual remuneration of a Councillor shall be \$14,891.15 per annum effective the first day of January, 2022.
- 4. Members of Council attending Conferences, shall be paid at the rate of \$100.00 per day and \$0.50 per km.
- 5. In addition to the annual remuneration, a member of Council attending meetings outside Municipality shall receive \$75.00 per diem and \$0.50 per km. for functions authorized by Council.
- 6. The Mayor as an ex officio member of other Boards and Committees and each member of Council appointed by Council to serve on the following Boards shall be paid for attendance at meeting at the following rates:

Board	Rate
Cemetery, Park, Hall Boards	\$75.00
Other Boards of Management	\$75.00
Police Services Board	\$75.00
Advisory Committees	\$75.00
For attendance on the above Boards, the members of Council shall receive \$0.50 per km. for necessary travel in connection with their duties.	

- 7. Each member of Council appointed by Council to a Sub-Committee of Council shall be paid \$75.00 per meeting.
- 8. Members of Council shall be reimbursed to attend Municipal Conferences, Seminars and/or register for Online/In Class courses in accordance with the Township’s Council Conference and Continuing Education Policy and subject to any changes.
- 9. Members of Council, with the exception of the Mayor shall receive a monthly allowance of \$75.00 for IT and supplies. (Note: Mayor receives an allowance from the County of Dufferin).
- 10. The members of Council shall be paid \$0.50 per km. for necessary travel in connection with their duties.
- 11. All by-laws inconsistent with this by-law are hereby repealed.

By-law read a first and second time this day of December, 2021.

By-law read a third time and passed this day of December, 2021.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

By-law No. _____

A By-law to appoint officials from January 1, 2022 to November 14, 2022.

WHEREAS it is deemed expedient and necessary to pass a By-law to appoint Municipal Officials from January 1, 2022 to November 14, 2022.

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

Livestock Investigator	_____	\$40.00 per call plus \$0.50/km
Fence viewers	_____	\$75.00 per viewing plus \$0.50/km
	_____	\$75.00 per viewing plus \$0.50/km
	_____	\$75.00 per viewing plus \$0.50/km
	_____	\$75.00 per viewing plus \$0.50/km
	_____	\$75.00 per viewing plus \$0.50/km
Tile Drain Inspector	_____	\$200.00 per inspection plus \$0.50/km
Solicitors	_____	
Auditors	_____	
Representatives to Centre Dufferin Recreation Complex Board of Management		
	_____	\$75.00 per meeting plus \$0.50/km
	_____	\$75.00 per meeting plus \$0.50/km
Representative to Southgate Recreation Advisory Committee		
	_____	\$75.00 per meeting plus \$0.50/km
Representative to North Dufferin Community Centre Board of Management		
	_____	\$75.00 per meeting plus \$0.50/km
Representatives to Shelburne & District Fire Department Board of Management		
	_____	\$75.00 per meeting plus \$0.50/km
	_____	\$75.00 per meeting plus \$0.50/km
Representatives to Mulmur-Melancthon Fire Department Board of Management		
	_____	\$75.00 per meeting plus \$0.50/km
	_____	\$75.00 per meeting plus \$0.50/km
Representative to Shelburne Public Library Board		
	_____	\$75.00 per meeting plus \$0.50/km
Representative to the Township of Melancthon Police Services Board		
	_____	\$75.00 per meeting plus \$0.50/km
Representative to the Upper Grand Watershed Committee		
	_____	\$75.00 per meeting plus \$0.50/km

Community Emergency Management Coordinator _____

By-law Enforcement Officer _____

Dog Control Officer _____

Pound _____

Any By-law inconsistent with this By-law is hereby repealed.

By-law read a first and second time this 9th day of December, 2021.

By-law read a third time and passed this 9th day of December, 2021.

MAYOR

CLERK

GB# 17.2.2
DEC 09 2021

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

By-law No. 18-2021

A By-law to appoint officials from April 1, 2021 to December 31, 2021.

WHEREAS it is deemed expedient and necessary to pass a By-law to appoint Municipal Officials from April 1, 2021 to December 31, 2021.

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

Livestock Investigator	<u>Mike Swidersky</u>	\$40.00 per call plus \$0.50/km
Fence viewers	<u>Don Flaney</u>	\$75.00 per viewing plus \$0.50/km
	<u>Ken Galbraith</u>	\$75.00 per viewing plus \$0.50/km
	<u>Glenn Squirell</u>	\$75.00 per viewing plus \$0.50/km
	<u>Mike Swidersky</u>	\$75.00 per viewing plus \$0.50/km
		\$75.00 per viewing plus \$0.50/km
Tile Drain Inspector	<u>Steve Tupling</u>	\$200.00 per inspection plus \$0.50/km
Solicitors	<u>Stutz, Brown & Self and Ted Oldfield</u>	
Auditors	<u>R.L.B.</u>	
Representatives to Centre Dufferin Recreation Complex Board of Management		
	<u>Darren White</u>	\$75.00 per meeting plus \$0.50/km
	<u>Margaret Mercer</u>	\$75.00 per meeting plus \$0.50/km
Representative to Southgate Recreation Advisory Committee		
	<u>Wayne Hannon</u>	\$75.00 per meeting plus \$0.50/km
Representative to North Dufferin Community Centre Board of Management		
	<u>Dave Besley</u>	\$75.00 per meeting plus \$0.50/km
Representatives to Shelburne & District Fire Department Board of Management		
	<u>Wayne Hannon</u>	\$75.00 per meeting plus \$0.50/km
	<u>Margaret Mercer</u>	\$75.00 per meeting plus \$0.50/km
Representatives to Mulmur-Melancthon Fire Department Board of Management		
	<u>Dave Besley</u>	\$75.00 per meeting plus \$0.50/km
	<u>Darren White</u>	\$75.00 per meeting plus \$0.50/km
Representative to Shelburne Public Library Board		
	<u>Margaret Mercer</u>	\$75.00 per meeting plus \$0.50/km
Representative to the Township of Melancthon Police Services Board		
	<u>Darren White</u>	\$75.00 per meeting plus \$0.50/km
Representative to the Upper Grand Watershed Committee		
	<u>Wayne Hannon</u>	\$75.00 per meeting plus \$0.50/km
Community Emergency Management Coordinator	<u>Steven Murphy</u>	
By-law Enforcement Officer	<u>Town of Orangeville</u>	
Dog Control Officer	<u>Olympus</u>	
Pound	<u>Olympus</u>	

Any By-law inconsistent with this By-law is hereby repealed.

By-law read a first and second time this 1st day of April, 2021.

By-law read a third time and passed this 1st day of April, 2021.


MAYOR


CLERK

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW No. _____ - 2021

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

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

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

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

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

Mayor: Darren White

Deputy Mayor: David Besley

Councillor: Wayne Hannon

Councillor: Margaret Mercer

Councillor: James McLean

who shall hold office until November 14, 2022.

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

By-law read a first, and a second time this 9th day of December, 2021.

By-law read a third time and finally passed this 9th day of December, 2021.

MAYOR

CLERK

GB# 17.2.3

DEC 09 2021

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2021

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

Under the Municipal Act, 2001, S.O. 2001, c. 25, Section 196(1) and the regulations thereunder, the said Community Hall shall be administered by the following Board, duly appointed until November 14, 2022.

_____	Member of Council
_____	Member of Council
_____	Horning's Mills Women's Institute Member

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

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

By-law read a first and second time this 9th day of December, 2021.

By-law read a third time and passed this 9th day of December, 2021.

MAYOR

CLERK

GB# 17-2.4
DEC 11 2021

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 21-2021

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

Under the Municipal Act, 2001, S.O. 2001, c. 25, Section 196(1) and the regulations thereunder, the said Community Hall shall be administered by the following Board, duly appointed until December 31, 2021.

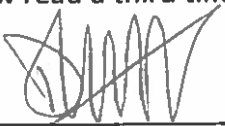
<u>Councillor Hannon</u>	Member of Council
<u>Councillor McLean</u>	Member of Council
<u>Debbie Fawcett</u>	Horning's Mills Women's Institute Member
<u>Blaise Meunier</u>	
<u>Ruth Plowright</u>	
<u>Larry Taman</u>	
<u>James Webster</u>	

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

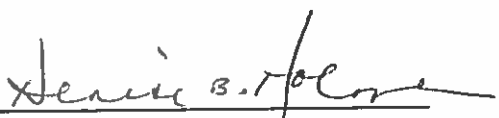
All By-laws inconsistent with this By-law are hereby repealed.

By-law read a first and second time this 15th day of April, 2021.

By-law read a third time and passed this 15th day of April, 2021.



MAYOR



CLERK



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: EMERGENCY MANAGEMENT BY-LAW
DATE: DECEMBER 3, 2021

On November 11, 2021, County of Dufferin Council approved that attached Emergency Response Plan and the new Plan is effective immediately. The Township needs to approve the new Emergency Response Plan by By-law, as this Plan supersedes and replaces all previous plans for emergency response enacted by the County, as well as all the lower tier municipalities.

On March 19, 2020, an Emergency Response Plan was presented to Council and Council (Moved by Hannon, Seconded by Besley) introduced a motion to give a first and second reading to the By-law to enact that Plan. The motion was tabled due to Covid-19, as it was felt that there may be changes to the Plan as a result of the pandemic. It has been almost 21 months since the motion was tabled and with this new Plan, there will be a new By-law and I am therefore requesting that the mover and seconder withdraw the motion from March 19, 2020 and re-introduce a new motion to pass the By-law to enact the Plan.

EB#17.2.5
DEC 09 2021



Corporation of the Township of Melancthon

Moved by *[Signature]*

Seconded by *[Signature]*

Date *Mar 19*, 2020

Be it resolved that:

leave be given to introduce a By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the *Emergency Management and Civil Protection Act* and it be hereby read a first and second time and numbered 19 -2020.

*tabled.
April 2, 2020*

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

Carried/Lost: _____
MAYOR

The Corporation of the Township of Melancthon

By-law ____-2021

Emergency Management By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the "Act") Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and Regulation(s) and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Regulation(s) and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the municipality's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as ancillary plans to address emerging risks, personnel changes, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, municipal employees and/or the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the municipality.

Community Emergency Management Coordinator

6. Pursuant to the shared services agreement, attached hereto as Schedule B, the Community Emergency Management Coordinator (CEMC) for the County of Dufferin is hereby appointed as the municipality's primary CEMC. The CEMC shall be responsible for the emergency management program for the municipality including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act and Regulation(s).
7. The CAO/Clerk or his/her designate are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO) (Chair)
 - b. CEMC and Alternates CEMCs
 - c. Director of Development and Engineering Services
 - d. Director of Community Services;
 - e. Director of Finance/Treasurer
 - f. Director of Human Resources;
 - g. Police Chief
 - h. Fire Chief
 - i. Recording Clerk
 - j. County of United CEMC
 - k. Head of Council (Mayor)
 - l. One additional member of council, appointed by council resolution
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall meet annually and shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Municipal Emergency Control Group (MECG):
- a. Head of Council
 - b. Senior Municipal Official - Emergency Operations Centre Director
 - c. Deputy Clerk - Emergency Information Officer
 - d. Community Emergency Management Coordinator - Liaison Officer
 - e. Senior Official of Lead Department – Operations Chief
 - f. Senior Official (Planning) - Planning Section Chief
 - g. Procurement Manager – Logistics Chief
 - h. Senior Official (Treasury) – Finance and Administration Chief

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 157101 during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-laws 29-2007 and 44-2013 are hereby repealed.

By-law read a first and second time this _____ day of _____, 2021.

By-law read a third time and passed this _____ day of _____, 2021.

MAYOR

CLERK

2021

EMERGENCY RESPONSE PLAN



This document is approved for public distribution.

ATTENTION!

If you have been notified of an emergency situation but have not read this plan:

Follow the immediate actions below:

If you were alerted and placed on **STAND-BY**, your services may be required soon. Ensure that you have everything you will need to function in your role and ensure that you are well rested and fit for duty.

If you were **ACTIVATED** you should immediately make your way to the location that you were given when notified. Ensure that you have the required items to meet the demands of your position.

If you are ***not able to respond***, please notify the caller or the Community Emergency Management Coordinator so that an alternate can be arranged.

Important Contacts

CEMC: _____

CAO: _____

Head of Council: _____

Other: _____

Other: _____

Other: _____

Full contact details are included in Annex 001

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1 INTRODUCTION

The *Emergency Management and Civil Protection Act, RSO 1990* (EMCPA) defines an emergency as:

"a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise."

1.1 Community Risk Profile

The community risk profile¹ details community vulnerabilities and capacities as determined through a Hazard Identification and Risk Assessment process.

1.1.1 Identified Risks for the County of Dufferin and Member Municipalities

The Hazard Identification and Risk Assessment (HIRA)² process identified the following situations as the potential risks to all or part of Dufferin County.

- Cyber Attack
- Dam Failures
- Drought
- Explosions and Fires
- Extreme Cold
- Extreme Heat
- Flooding
- Forest Fires
- Hazardous Materials Spills
- High Winds
- Ice Storms
- Pandemics
- Power Outages
- Severe Summer Storms
- Severe Winter Storms
- Tornadoes
- Transportation Accidents

2 PURPOSE

The County of Dufferin and each of the Member Municipalities herein referred to as the 'Municipality', have developed this emergency response plan (ERP)³ in accordance with the *EMCPA, RSO 1990, Ontario Regulation 380/04 and local by-laws*.

¹ In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. *EMCPA R.S.O. 1990, c.3, s.5.1(2)*

² A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.

³ A plan developed and maintained to direct an organization's external response to an emergency.

This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality⁴.

This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.

The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.

This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.

In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG)⁵ may be required.

The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.

This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.

The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

2.1 Authority

The ***Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, Ontario Regulation 380/04*** and local by-laws provide the legal authority for this emergency response plan⁶.

⁴ "Municipality" means a geographic area whose inhabitants are incorporated (Municipal Act).

⁵ A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.

⁶ *Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c. 14, s 5(1).*

The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

The ***Municipal Act, 2001, S.O. 2001, c. 25*** details the specific powers of municipalities.

2.1.1 Action Prior to a Declaration of Emergency

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

Details for activating the Emergency Control Group and declaring an emergency can be found in this plan.

2.2 Application and Scope

This ERP applies to the County of Dufferin and each of the eight (8) member municipalities located therein.

This plan supersedes and replaces all previous plans for emergency response enacted by the County of Dufferin, the Township of Amaranth, Township of East Garafraxa, Town of Grand Valley, Township of Melancthon, Town of Mono, Township of Mulmur, Town of Orangeville and the Town of Shelburne.

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and

No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c.13, s.1(6); 2006, c.35,

Sched.C, s.32 (6).are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s.4 (1).

2.3 Coordination of Program by the County of Dufferin

The County of Dufferin will coordinate the legislated components of the emergency management program⁷ for each of the member municipalities through a shared services agreement.

2.4 Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator for the County of Dufferin may be appointed as the primary CEMC for each member municipality⁸. In the absence of the primary CEMC the municipality shall appoint an alternate CEMC to assume all responsibilities outlined in this plan⁹.

The CEMC will monitor potential and impending threats¹⁰ that may impact the health, safety or economic stability across Dufferin County.

The Community Emergency Management Coordinator acts as an advisor to the Senior Municipal Official, municipalities, departments, groups and agencies on matters of emergency response and recovery by:

- ☐ Providing expertise regarding the implementation of the emergency response plan.
- ☐ Fulfilling any role within the EOC as needed.
- ☐ Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or incident sites.
- ☐ Assisting the Incident Commander as needed.
- ☐ Coordinating post-emergency debriefings.

2.5 24/7 Notification of Incidents

Given the unpredictable nature of emergencies and the likelihood of an 'after-hours' request for assistance a 24/7 On-Call protocol has been established.

The On-Call protocol can be activated for any member municipality by contacting the 24/7 telephone number listed in the Emergency Contact List.

⁷ A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

⁸ In accordance with County of Dufferin By-Law 2004-60.

⁹ Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

The emergency management program coordinator shall complete the training that is required by the Chief, Office of the Fire Marshal and Emergency Management. O. Reg. 380/04, s. 10 (2).

¹⁰ A person, thing or event that has the potential to cause harm or damage.

2.6 Notification of Senior Municipal Official

In the event of a real or potential emergency requiring the notification of an ECG, any member of the affected ECG or the Incident Commander¹¹ may initiate the activation procedure by notifying the appropriate Senior Municipal Official (see Emergency Contact List).

In the event of an imminent or occurring emergency the Senior Municipal Official¹² shall be notified if the incident commander determines that one of the following criteria is present;

- ❑ Any incident requiring evacuation of, or excluding access to residential or institutional settings.
- ❑ Any incident that is extraordinary or distinct from normal, day-to-day operations carried out by emergency and/or municipal services.

In the event that the CEMC has not been notified of an incident the Senior Municipal Official will notify the CEMC.

2.7 Plan Testing, Maintenance and Review

2.7.1 Annual testing

This ERP will be tested for effectiveness through emergency exercises¹³ on an annual basis.

2.7.2 Annual Review

This plan will be reviewed annually for accuracy by the Emergency Management Program Committee¹⁴ and will be revised as required.

2.8 Additional Emergency Response Plans and Procedures

Each municipality, service, agency, department and division involved or identified in this ERP is encouraged to develop their own emergency operating plans and/or procedures. Such plans and/or procedures must not conflict with this ERP.

¹¹ The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.

¹² The municipal employee with overall responsibility for all municipal functions.

¹³ A simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. Exercises can be used to validate plans and procedures, and to practice prevention, mitigation, preparedness, response, and recovery capabilities.

¹⁴ A management team that oversees the development, implementation and maintenance of an organization's emergency management program.

The training of staff in these additional plans and procedures is the responsibility of the municipality, service, agency, department or division.

2.9 Approval of Amendments by Council

Amendments to the plan require formal Council approval from all member municipalities and the Council for the County of Dufferin.

Formal Council approval is not required for the following:

- ❑ Changes, additions or revisions to the annexes
- ❑ Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- ❑ Additions or deletions of contact information.

2.10 Flexibility

The safety and well-being of the community are the priority during any emergency response, therefore deviations from the emergency response plan and annexes may be necessary to address specific threats. During the course of the implementation of this plan the members of the ECG(s) may exercise flexibility.

3 EMERGENCY CONTROL GROUP (ECG)

The Emergency Control Group¹⁵ is responsible for initiating, coordinating and implementing the emergency response plan through the use of the Incident Management System. The Emergency Control Group, at both the lower and upper tier, is responsible for the following:

- ❑ Coordinate municipal operations prior to, during and after the emergency;
- ❑ Prioritize municipal operations;
- ❑ Support the response to the incident(s).

3.1 Activating the Municipal Emergency Control Group (MECG)

The MECG will be activated¹⁶ under the following conditions:

- ❑ A member of the ECG requests activation;
- ❑ When there is a significant risk to the health, safety or well-being to members of the community.
- ❑ When municipal facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on municipal resources, or;
- ❑ When an emergency situation is anticipated to impact or is occurring within the municipality.

3.2 Activating the County Emergency Control Group (CECG)

The CECG will be activated under the following conditions:

- ❑ A member of the County ECG requests activation;
- ❑ When one or more member municipalities request assistance with coordination, planning, resource management, etc.
- ❑ When County facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on County resources, or;
- ❑ When an emergency situation requires resources that are specific to the County's sphere of jurisdiction¹⁷ as detailed in the Municipal Act or which are assigned to the upper-tier under any other current statute.

¹⁵ 12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

¹⁶ Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.

¹⁷ 11 (1) A lower tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

3.3 Emergency Control Group (ECG) Membership

The composition of each ECG¹⁸ is detailed in a table below.

In the Municipality where the Head of Council is also serving as the Warden or Deputy Warden for the County of Dufferin, and the Warden is required to attend the County EOC, the Deputy Mayor will assume the role of Head of Council for the municipality.

Any other officials, experts or representatives from the public or private sector¹⁹ as deemed necessary by the ECG may be appointed to the group on an as needed basis.

The ECG may not require the participation of everyone listed however all members shall be notified and advised of developments and progress.

3.3.1 ECG Composition by Municipality

Amaranth <ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	East Garafraxa <ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	Grand Valley <ul style="list-style-type: none">• CAO/Clerk• CEMC• Deputy Clerk• Fire Chief• OPP Inspector
Melancthon <ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	Mono <ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	Mulmur <ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works• Fire Chief• OPP Inspector
Orangeville <ul style="list-style-type: none">• CAO• CEMC• GM – Corporate Services• GM – Community Services• GM – Infrastructure Services• Fire Chief	Shelburne <ul style="list-style-type: none">• CAO/Clerk• CEMC• Director - Public Works	Dufferin <ul style="list-style-type: none">• CAO• CEMC• Director – Corporate Svcs• Director – Community Svces• Director – Public Works• Director – Development• Administrator – Dufferin Oaks• Chief, Paramedic Svcs• Manager, Human Resources

¹⁸ (2) The emergency control group shall be composed of, (a) such officials or employees of the municipality as may be appointed by the council; and

(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

¹⁹ (8) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any level of government who are involved in emergency management.
2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

3.3.2 ECG Alternates

Each member of the ECG shall have one or more designated alternates who will be trained and authorized to fulfill the primary member's role.

3.4 Activation Procedure

In the event of an imminent or occurring emergency requiring the activation of an ECG, at either the municipal or county level, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the Senior Municipal Official or designated alternate.

When ECG activation is required:

- ❑ Incident Commander will immediately contact the Senior Municipal Official of the affected municipality.
- ❑ The Senior Municipal Official will contact the Community Emergency Management Coordinator to initiate the emergency notification procedures.

When two or more municipalities are affected, the County of Dufferin's ECG may be activated and shall include the Senior Municipal Official, or a designate, for the affected municipalities.

3.5 Emergency Control Group Notification

When activating the Emergency Control Group it is important to ensure all members are contacted even if they are not required to attend the Emergency Operations Centre²⁰.

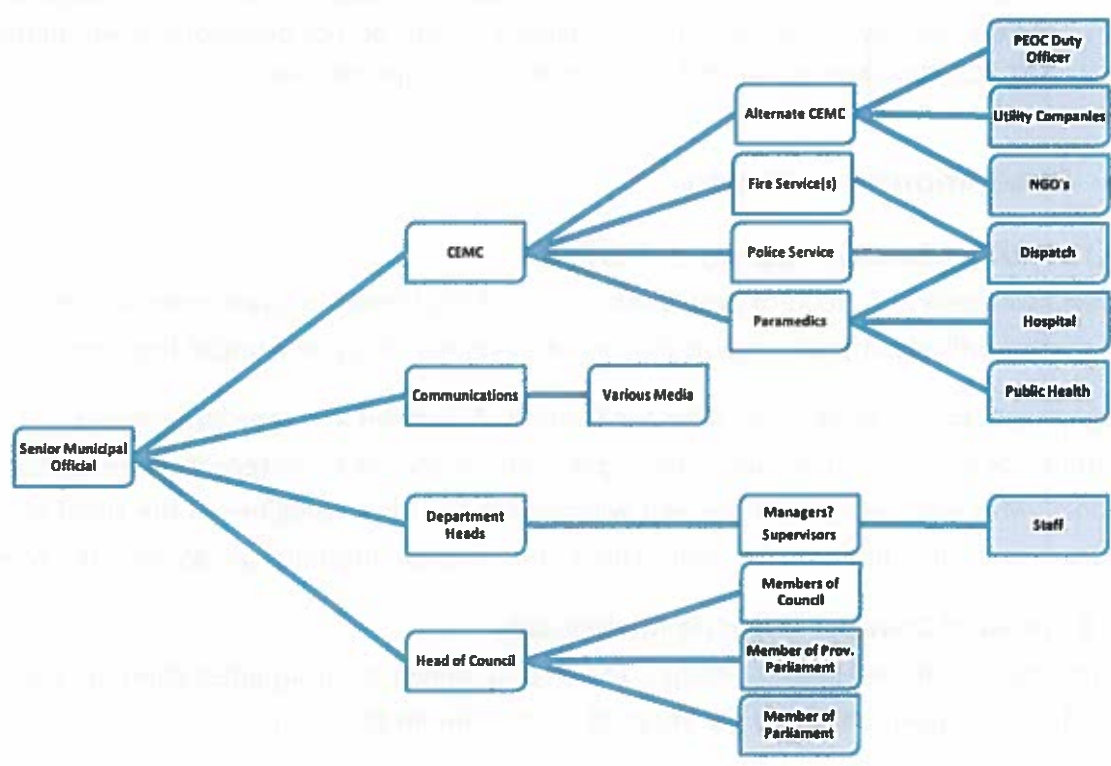
All emergency contact information is located in the Emergency Contact List.

1. Direct contact by voice or in-person is the preferred notification method. SMS, email or other messaging technology may be used if direct contact is not possible.
2. Make every effort to notify the primary contact person before contacting the alternate(s).
3. Do not allow the notification process to cease if a person cannot be contacted, make their notifications in their absence.
4. Confirm that those members you contact know whom they must contact and what is expected of them.

²⁰ A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

3.6 Notification Roadmap

Initial awareness of an incident may occur at any level within the municipality. For this reason it is reasonable to expect that a person may have to make notifications up and down the contact list.



Note: Shaded contacts are only notified if required.

3.7 Emergency Control Group (ECG) Authority

In the event of an emergency or impending emergency, whether declared²¹ or not, the ECG is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency

²¹ A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act.

- ❑ Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- ❑ Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

3.8 Delegation of Authority

3.8.1 Head of Council – County of Dufferin

In the absence of the Head of Council the Chair of the General Government Services Committee will assume the responsibilities of the Head of Council under this plan.

Should both the Head of Council for the County of Dufferin and their designated alternate be absent or unavailable during an emergency the most recent past Head of Council, who is still serving on council, will assume the responsibilities of the Head of Council until such time as the current Head of Council or alternate can assume the role.

3.8.2 Head of Council – Member Municipality

In the absence of the Head of Council, the Deputy Mayor or designated alternate will assume the responsibilities of the Head of Council under this plan.

Should both the Mayor and the designated alternate of a municipality be absent or unavailable, and where the council has not adopted a succession plan by by-law, the council will appoint an interim Head of Council until such time as the current Head of Council or alternate can assume the role.

3.9 Declaration of an Emergency

The Head of Council, or designate, of the Municipality has the legislative authority²² to declare an emergency to exist in all or any part of the municipality. The declaration of an emergency permits for the taking of such action and making of such orders as is necessary to implement the emergency response plan and to protect the health, safety, welfare and

²² The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).

property of inhabitants in the emergency area. Such actions and orders shall not be contrary to law.

The **Municipal Act, 2001, S.O. 2001, c. 25** provides the legislative authority and spheres of jurisdiction for municipal actions and orders²³.

Note: "In the absence of an emergency declaration municipal staff may take any necessary actions to protect the lives, health, safety, and property of the inhabitants of the Municipality."

The Head of Council may consider several factors whether an emergency declaration is warranted including but not limited to:

General and Continuity of Government

- ☐ Is it an extraordinary event requiring extraordinary measures?
- ☐ Does it pose a danger of major proportions to life or property?
- ☐ Does it pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment or medical care)?
- ☐ Does it threaten social order and the ability to govern?
- ☐ Is it attracting significant media and/or public interest?
- ☐ Has there been a declaration of emergency by another level of government?

Legal

- ☐ Could legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- ☐ Are volunteers assisting?

Operational

- ☐ Does it require a response that exceeds, or threatens to exceed the capabilities of the municipality?
- ☐ Does it strain the municipal response capability, thereby further endangering life and property outside areas directly affected by the current crisis?
- ☐ Are additional personnel and resources required to maintain the continuity of operations?
- ☐ Could it require assistance from the provincial or federal government (e.g. military equipment)?
- ☐ Does it involve a structural collapse?
- ☐ Is it a complex chemical, biological, radiological, or nuclear (CBRN) incident?
- ☐ Could it require the evacuation and/or sheltering of people or animals?

²³ 11 (1) A lower-tier **municipality** and an upper-tier **municipality** may provide any service or thing that the **municipality** considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

- ☐ Could you receive evacuees from another community?

Economic and Financial

- ☐ Does it pose a disruption to routine transportation, rerouting large numbers of people and vehicles?
- ☐ Could it have a long term impact on the economic viability/sustainability resulting in unemployment, or lack of restorative measures necessary to re-establish commercial activity?
- ☐ Is it possible that the municipality may take legal action against a specific person, corporation, or other party that caused the emergency to occur?

A positive response to one or more of these factors may warrant a declaration of emergency.

Upon declaration of an emergency, the ECG will complete the appropriate Declaration of an Emergency form, and ensure that the following are notified:

- ☐ The public
 - ☐ All members of Council
 - ☐ All Heads of Council within Dufferin County
 - ☐ Provincial Emergency Operations Centre
 - ☐ All contiguous municipalities
 - ☐ Local Member of the Provincial Parliament (MPP)
 - ☐ Local Member of Parliament (MP)
-

3.10 Delegation of Council Authority

During a declared emergency the Council of the municipality shall be deemed to have delegated its authority to the Head of Council.

The authority delegated to the Head of Council shall be utilized in accordance with the following criteria;

- Facilitates a rapid response to the situation
- Alleviates harm or damage
- Exercising the delegated authority is a reasonable alternative to other measures that might be implemented
- The delegated authority only applies to the necessary areas/functions of the municipality
- The delegated authority is in effect for 30 days or until the emergency declaration is terminated, whichever comes first.
- Council may extend the delegated authority for up to 30 additional days as often as is required.

Note: An emergency declaration is not deemed to be terminated when the delegation of authority expires or is withdrawn by Council.

3.11 Role of Elected Council Members

Council members will not be present in the EOC but will be expected and encouraged to liaise with their constituents and relay any concerns or pertinent information to the Head of Council. The Head of Council will liaise directly with the Senior Municipal Official.

3.12 Termination of an Emergency

A municipal emergency may be terminated at any time.²⁴ When terminating an emergency, the Head of Council will complete the appropriate Termination of Declared Emergency form, and will ensure the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

²⁴ The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

3.13 After-Action Report

Within 60 days of the termination of an emergency, the Senior Municipal Official shall present a staff report to the municipal council providing:

- The justification for having exercised the delegated authority
- An outline of the actions taken
- Recommendations of lessons learned arising from the emergency

3.14 Public Health Emergencies

The local public health authority is the lead agency during a public health emergency in Dufferin County. The primary responsibilities of the Medical Officer of Health and the health authority are:

- ❑ Immediately notify the Senior Municipal Official or the Community Emergency Management Coordinator of any public health emergencies
- ❑ Act as Incident Commander or as part of a Unified Command²⁵ structure, in response to a human health emergency
- ❑ Activate the Public Health Response Plan as required
- ❑ Work with the Emergency Information Officer²⁶ to prepare information/instructions for dissemination to the media pertaining to public health risk reduction.
- ❑ Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
- ❑ Coordinate vaccine management and implement mass immunization plan, as required
- ❑ Advise the ECG on potability of water supplies and sanitation facilities, as required
- ❑ Liaise with the Ministry of Health and Long-Term Care - Public Health Division
- ❑ Consult with the coroner on temporary morgue facilities as required
- ❑ Coordinate local community medical resources (family health teams, hospitals, etc.) in response to the emergency
- ❑ Fulfill legislative mandate of the Medical Officer of Health as outlined in provincial legislation
- ❑ Provide direction on any matters which may adversely affect public health
- ❑ Coordinate on preventing human health risks in evacuation centres/shelters including areas of food preparation, infection prevention and control, water quality, and sanitation
- ❑ Maintain records of all actions taken
- ❑ Participate in post-emergency debriefings

²⁵ A structure that brings together the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.

²⁶ An individual responsible for acting as the primary public and media contact for emergency information requirements.

3.14.1 Municipal Support to Public Health

At the request of the Medical Officer of Health or an authorized representative the municipality will endeavor to provide all reasonable resources in support of a response to a public health risk.

3.14.2 Public Health Emergency Declaration

The legislated authority to declare any type of emergency in a municipality belongs to the Head of Council. In the event of a public health related emergency the Medical Officer of Health may request that Head of Council declare an emergency to assist in mitigating the effects of such emergency.

3.14.3 Public Health Orders

The *Health Protection and Prevention Act* grants the Medical Officer of Health or a public health inspector the authority to issue written orders²⁷ to decrease or eliminate hazards to the public's health.

An order issued under this section by the Medical Officer of Health or a public health inspector may include²⁸, but is not limited to,

- ☐ requiring the vacating of premises;
- ☐ requiring the closure of premises or a specific part of the premises;
- ☐ requiring the placarding of premises;
- ☐ requiring the correction of conditions, on or about premises specified in the order;
- ☐ requiring the removal of anything that the order states is a health hazard;
- ☐ requiring the cleaning and/or disinfecting, of the premises or the thing;
- ☐ requiring the destruction of a thing;

²⁷ 13 (1) A medical officer of health or a public health inspector, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a health hazard. R.S.O. 1990, c. H.7, s. 13 (1).

(2) A medical officer of health or a public health inspector may make an order under this section where he or she is of the opinion, upon reasonable and probable grounds,

(a) that a health hazard exists in the health unit served by him or her; and

(b) that the requirements specified in the order are necessary in order to decrease the effect of or to eliminate the health hazard. R.S.O. 1990, c. H.7, s. 13 (2).

²⁸ R.S.O. 1990, c. H.7, s. 13 (4).

- ☐ prohibiting or regulating the manufacturing, processing, preparation, storage, handling, display, transportation, sale, offering for sale or distribution of any food or thing;
- ☐ prohibiting or regulating the use of any premises or thing.

3.14.4 Communicable Disease Order

A medical officer of health has the authority²⁹ under the *Health Protection and Promotion Act* to require a person, or a class of persons, to take or to refrain from taking actions when a communicable disease exists, may exist or when there is an immediate risk of an outbreak of a communicable disease outbreak within their jurisdiction. An order under this section may include, but is not limited to,

- ☐ Closure of a premises or a specific part of the premises;
- ☐ placarding of premises to give notice of an order;
- ☐ requiring any person that may have a communicable disease to isolate and remain in isolation from other persons;
- ☐ requiring the cleaning and/or disinfecting of a premises or thing;
- ☐ requiring the destruction of a thing;
- ☐ requiring a person, or persons, to submit to an examination by a physician;
- ☐ requiring a person, or persons, to place themselves under the care of a physician;
- ☐ requiring a person, or persons, to conduct themselves in such a manner as not to expose another person to infection.

3.14.5 No Requirement for Emergency Declaration

The authority of the Medical Officer of Health is not contingent on a municipal declaration of emergency.

²⁹ 22 (1) A medical officer of health, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a communicable disease. R.S.O. 1990, c. H.7, s. 22 (1).

4 MUTUAL ASSISTANCE

4.1 Background

When a municipality's own resources are overwhelmed or at risk of being overwhelmed, the municipality may choose to request assistance from one or more other Municipalities.

There is no requirement to declare an emergency before a request can be made for assistance however, the requesting and/or assisting municipalities can do so should they believe it to be necessary.

Mutual Aid Agreements as well as Mutual Assistance Agreements ensure that the additional resources required to effectively manage an emergency are available from another municipality or agency.

Mutual Aid Agreements – Fire Services

The request to execute the County of Dufferin Fire Mutual Aid Plan³⁰ will be the responsibility of the Senior Official - Fire Services or the County Fire Coordinator and is separate from this plan.

Mutual Assistance Agreements – Close Municipalities

The County of Dufferin maintains agreements similar to this with several nearby municipalities. Currently Mutual Assistance Agreements³¹ exist between Dufferin County and:

- Bruce County;
- Simcoe County;
- Wellington County, and;
- The Town of Caledon.

4.2 Objectives

This plan will ensure that a process for requesting and providing assistance within Dufferin County exists. Such assistance may include services, personnel, equipment and materials. These agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided.

³⁰ An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

³¹ An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

4.3 Purpose

A mutual assistance agreement ensures that municipalities requesting and providing assistance are not hampered by negotiating terms and conditions at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreed to arrangements.

4.4 Activation

Requests for mutual assistance shall be made by the Senior Municipal Official of the requesting municipality to the Senior Municipal Official of the assisting municipality.

4.5 Notifications

When the Senior Municipal Official or his/her designate activate this agreement the following personnel will be notified:

- ☐ Community Emergency Management Coordinator
- ☐ Emergency Control Group
- ☐ Head of Council

Contact information for the above personnel can be found in the Emergency Contact List.

4.6 Procedure - Requesting Assistance

Upon determining that the need for mutual assistance exists the Senior Municipal Official will:

- ☐ Contact those municipalities that are party to this agreement and which may have the resources required to request assistance.
- ☐ Within three (3) days provide the details of the request in writing to any assisting municipality. See Appendix A below.
- ☐ Liaise with assisting municipality often.

4.7 Providing Assistance

Upon receiving a request from a municipality that is a party to this agreement the Senior Municipal Official of the assisting municipality will:

- ☐ Determine the capacity to provide the requested assistance
 - ☐ Approve or deny the request
 - ☐ If assistance is to be provided, direct staff to provide the requested assistance
 - ☐ Liaise with the requesting municipality often
-

4.8 Mutual Assistance within the County of Dufferin

Any member municipality may request assistance from the County at any time by contacting the CEMC who will consult with the County's Senior Municipal Official. A request for assistance from the County shall not be deemed a request that the County assume authority or control of the emergency; the County's role will be one of support and assistance.

The County of Dufferin is not empowered to direct the activities of a local municipality in responding to an emergency, without the consent of the municipality(s) involved.

4.8.1 Forms of Assistance

The member municipalities and the County of Dufferin agree that in an emergency, any party to this ERP may request assistance in the form of personnel, services, equipment, or material from the other parties.

4.8.2 Requesting Assistance

The request for assistance shall be made by the Senior Municipal Official (SMO) of the requesting municipality to the SMO of the assisting municipality. The municipality may make the initial request for assistance verbally, however, any request for assistance shall be confirmed in writing by the requesting municipality within three (3) days of the initial request.

4.8.3 Scope of Assistance Required

Each request, where possible, shall set out the specific personnel, services, equipment or material that is requested, and which the assisting municipality is able to provide. The assisting municipality may request such reasonable additional information as it considers necessary to confirm the nature of the emergency and to assess the type, scope, nature and amount of assistance to be provided.

4.8.4 No Obligation to Provide Assistance

Nothing in this ERP shall require or obligate or be construed to require or obligate a municipality to provide assistance. Each municipality shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.

4.8.5 No Liability

No liability shall arise against the assisting municipality if it fails, for any reason whatsoever, to respond to a request for assistance made under this plan.

4.8.6 Limitations on Scope of Assistance

When assistance has been offered or provided by the assisting municipality, the Assisting Municipality is not obligated to provide any additional assistance or to do anything or take any action beyond that which is specifically agreed to in the request for assistance

4.8.7 Withdrawal of Assistance

Nothing in this ERP shall prevent the assisting municipality, in its sole discretion, from withdrawing any or all assistance provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall be made only upon at least forty-eight (48) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality without notice.

4.8.8 Termination of Assistance Request

The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

5 Costs Associated with Mutual Assistance within the County of Dufferin

5.1 Reimbursement for Direct and Indirect Costs

The municipalities agree that any and all *direct and indirect* costs for assistance are to be paid by the assisted municipality. The assisted municipality shall be responsible to pay for any and all actual costs incurred by the assisting municipality in providing the assistance. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable for the circumstances.

5.2 Exclusion for Benefit Costs

Reimbursable costs shall not include the assisting municipality's cost of employment benefits which includes, for the purposes of this plan, Canada Pension Plan, Employment Insurance, OMERS (or equivalent) contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

5.3 Reimbursement for Operating Costs

The assisted municipality may also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the assisted municipality under this ERP. The assisted municipality shall be responsible for the cost of replacing equipment or material furnished by the assisting municipality if damaged beyond reasonable repair.

5.4 Municipality Not Relieved of Financial or Legislated Responsibility

The assisted municipality shall not be deemed to be relieved of any financial or legislated obligations should the County of Dufferin provide assistance during an emergency.

5.5 Request for Mutual Assistance

I, _____, Chief Administrative Officer/Designated Official of The REQUESTING MUNICIPALITY, duly authorized to do so by the Council of The REQUESTING MUNICIPALITY, do hereby request of The ASSISTING MUNICIPALITY, to provide assistance in the form of:

- ☒ PERSONNEL
- ☒ SERVICES
- ☐ EQUIPMENT
- ☐ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

The above confirms the assistance verbally requested on _____, and which assistance The ASSISTING MUNICIPALITY has agreed to provide.

Dated at _____ this ____ day of _____, 20__

NAME
Chief Administrative Officer
The REQUESTING MUNICIPALITY

6 EMERGENCY ALERTING



The Alert Ready emergency alerting system is used by authorized officials when there is, an imminent threat to life;

- ❑ a serious threat to public health,
- ❑ a serious threat to community safety or security;
- ❑ or substantial damage to property.

Emergency alert messages will contain the following information;

- ❑ A description of the threat
- ❑ Alert area boundaries
- ❑ Actions the public should take to protect themselves
- ❑ Expiry date and time;
- ❑ Details on how recipients can receive additional information.

6.1 Actions Upon Receiving an Emergency Alert

When an emergency alert is received it is important to act immediately.

- ❑ Stop what you are doing, when it is safe to do so, and read the emergency alert.

The alert will include the information you need and guidance for the general public to take. This could include but is not limited to: limiting unnecessary travel, evacuating a specified area, seeking shelter, etc.

6.1.1 Emergency Alerts While Driving

It is important to act safely, especially if the emergency alert is received while operating a vehicle. If you are driving, it is important to remain calm and pull over at your earliest opportunity to view the emergency alert.

6.1.2 Emergency Alerts and Municipal Officials

When an emergency alert is received municipal officials should,

- ❑ ensure their safety and the well-being of their family;

- ❑ assess the impact of the emergency and determine if they are able to respond if asked to do so;
- ❑ notify their immediate supervisor and/or manager by SMS or email of their situation, availability and any required supports.

Supervisors and managers will,

- ❑ compile a list of staff that are available to report for work;
- ❑ determine what support staff may require to assist them in reporting for work;
- ❑ prepare to adjust regular scheduling to accommodate the community response effort;
- ❑ provide an update to the department head on the status of their division.

Additionally, members of the Emergency Control Group will;

- ❑ report their situation, availability and any required supports to the senior municipal official.

If the communications network has been impacted and it is not possible to communicate please refer to the 'communications outage' plan.

7 EVACUATION & SHELTER-IN-PLACE DIRECTIVES

7.1 Evacuation Directive

Evacuations may take place prior to, during, or after an incident has occurred. An evacuation may encompass any part of the municipality issuing the evacuation directive.

It may be necessary to carry out an evacuation while a threat is impacting the community. With an evacuation of this type any delay may have a significant impact on public safety.

7.2 Shelter-in-Place Directive

In certain circumstances and when the present location affords adequate protection against the threat, emergency officials may direct people to shelter-in-place.

While the primary goal of any response action is to save lives, the ability to evacuate people quickly and efficiently should be weighed against the risks of remaining in place.

7.3 Notifying the Public of Directive

When it is necessary to direct an evacuation or shelter-in-place the Incident Commander will determine the most appropriate manner of notifying those affected. Such notification may include, but is not necessarily limited to the following,

- ❑ door-to-door visit by uniformed personnel;
- ❑ telephone notifications;
- ❑ issuance of an Alert Ready emergency alert.

8 PARTNERS AND RESOURCES

8.1 Federal Resources

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre.

8.2 Provincial Resources

Communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC)³² at any time for advice related to managing emergencies.

Requests to the Province of Ontario can be made at any time without any loss of control or authority. Any request for assistance can be initiated through the Provincial Emergency Operations Centre (PEOC).

8.3 Ministry of Solicitor General

8.3.1 Provincial Emergency Operations Centre (PEOC)

If an emergency is declared, OFMEM may deploy a Field Officer to the local Emergency Operations Centre to assist the community. The Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal resources.

8.3.2 Specialized OFMEM Resources

On behalf of the Province, the Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports OFMEM Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is declared.

8.3.2.1 *Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)*

The OFMEMs CBRNE resources include the following;

- Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)

³² A fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

- ❑ Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

8.3.2.2 Heavy Urban Search and Rescue (HUSAR)

The OFMEMs HUSAR resources are based in Toronto and can be deployed anywhere in Ontario.

Activation of Provincial CBRN or HUSAR Resources

The municipality requiring the assistance of a CBRNE or HUSAR team **DOES NOT** have to, or be in the process of, declaring an emergency pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.

All requests for assistance from a CBRNE or HUSAR team will be received and coordinated through the Provincial Emergency Operations Centre (PEOC).

- ❑ Should an emergency occur, that in the opinion of the county fire coordinator or his/her designate, cannot be addressed through the resources of the local fire department, the mutual aid system or contracted service providers, he/she may contact the PEOC to request the response of a CBRNE or HUSAR team.
- ❑ The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of Community Safety and Correctional Services representative through the PEOC.
- ❑ The PEOC, in conjunction with the Office of the Fire Marshal will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- ❑ Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding fire department(s).
- ❑ The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- ❑ The CBRNE response teams are not intended to fight fires involving hazardous materials. When fire departments respond to hazardous material fires, the normal method of activating mutual aid is to be followed for additional fire suppression assistance.
- ❑ The CBRNE or HUSAR team will not respond outside its home municipality as part of the memorandum of understanding unless deployed by the PEOC.

8.4 Ministry of Health

8.4.1 Emergency Medical Assistance Team (EMAT)

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access within 24 hours. The EMAT can set-up a 56 bed unit that provides a staging and triage base, and has the capability to treat 20 acute care patients and 36 intermediate care patients. In addition, the EMAT can provide :

- ☐ Patient isolation in the case of an infectious diseases outbreak;
- ☐ Medical support and decontamination in the case of a chemical, biological or radiological incident;
- ☐ Case management and triage of patients in a mass casualty situation.

8.4.1.1 Conditions for EMAT Deployment

All of the following elements must be present prior to EMAT deployment

- ☐ Emergency is focused on a severe respiratory illness or, mass casualty incident or requires medical care for victims of chemical, biological, radiological, nuclear or explosive (CBRNE) incidents.
- ☐ Code Orange invoked by hospital
- ☐ Municipal emergency response plan implemented
- ☐ Efforts to transfer patients out of hospital/region have been, or will rapidly become, inadequate
- ☐ Resolution of emergency is predicted to be greater than six hours plus EMAT response and travel time.

8.4.1.2 Activation of Emergency Medical Assistance Team

Activation of EMAT can be arranged through:

- ☐ Headwaters Health Care Centre's Emergency Operations Centre;
- ☐ Community Emergency Management Coordinator or his/her designate.

8.5 Ministry of the Environment, Conservation and Parks

8.5.1 Spills Action Centre (SAC)

The Ministry of the Environment (MOE) serves primarily as a regulatory agency. The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined³³ as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Spills must be reported³⁴ immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

- ☐ Impairment to the quality of the natural environment – air, water, or land
- ☐ Injury or damage to property or animal life
- ☐ Adverse health effects
- ☐ Risk to safety
- ☐ Making property, plant, or animal life unfit for use
- ☐ Loss of enjoyment of normal use of property
- ☐ Interference with the normal conduct of business

The Spills Action Centre has access to extensive chemical database systems and often provides clean up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response. If there is a spill or other environmental emergency

8.6 Ministry of Municipal Affairs and Housing

8.6.1 Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance to home and business owners in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

8.6.2 Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

³³ Ministry of Energy, Northern Development and Mines, 2018.

³⁴ O.Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

8.6.2.1 Program activation and delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

8.6.2.2 Eligibility Requirements

In order to be eligible for the program, a municipality must have:

- ❑ Experienced a sudden, unexpected and extraordinary natural disaster.
- ❑ Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- ❑ Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

8.7 Conservation Authorities

The **Conservation Authorities Act, R.S.O. 1990, c. 27** assigns local conservation authorities the responsibility of coordinating flood control³⁵ within their area of jurisdiction and providing warnings to municipalities and the public.

The following Conservation Authorities have jurisdiction for a portion of Dufferin County and each has a current flood plan:

- Credit Valley Conservation
- Grand River Conservation Authority

³⁵ 21 (1) For the purposes of accomplishing its objects, an authority has power, (j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof; R.S.O. 1990, c. C.27

- Saugeen Valley Conservation Authority
- Nottawasaga Valley Conservation Authority
- Toronto Region Conservation Authority

8.8 Public and Separate School Boards

The school boards within the County of Dufferin are responsible for the care of the school population, all school buildings and facilities, and school buses in accordance with their own emergency response plans.

8.9 Partners Engaged in Emergency Response (PEERs)

8.9.1 Salvation Army

The Salvation Army, under the direction of the Senior Official – Community Services, will be responsible for the provision of qualified personnel to assist Community Services staff in their mandate to deliver clothing, food and personal services.

The Salvation Army also manages a transitional housing unit on behalf of the County of Dufferin which may be utilized for emergency housing.

8.9.2 Canadian Red Cross

Should an emergency shelter need to be set up to receive and shelter evacuees it will operate under the authority of the Senior Official – Community Services and staffed by the Canadian Red Cross. The Canadian Red Cross will be responsible for:

- Registering evacuees
- Handling inquiries about evacuees
- Personal needs
- Food and Beverage services
- Clothing services
- Temporary lodging

8.9.3 Area Lions Emergency Response Team (ALERT)

All five Lions Clubs in Dufferin County have joined together to form the Dufferin Area Lions Emergency Response Team (***Dufferin ALERT***).

Upon receipt of a request for assistance from the Community Emergency Management Coordinator, the Dufferin ALERT Team is prepared to provide support and assistance in the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

8.9.4 Ontario Society for the Prevention of Cruelty to Animals (OSPCA)

The OSPCA, with the assistance of the Municipal Animal Control Officers, will be responsible for the following:

- Assist with the operation of temporary animal shelters
- Be prepared to evacuate and relocate animals under the care of the Humane Society should their facilities be located within the area to be evacuated

8.9.5 Mennonite Disaster Services (MDS)

MDS is the organized response to the needs of "neighbors" in time of disaster. MDS endeavors to give time, talents, and energies to help relieve suffering caused by disasters.

MDS focuses on helping the most vulnerable: the elderly, people with disabilities, single parents, the unemployed, the uninsured and the underinsured.

8.9.6 Dufferin Emergency Search and Rescue (DESAR)

DESAR is a group of certified volunteer ground search and rescue specialists based in Dufferin County. All searchers are certified by the Ontario Search and Rescue Volunteer Association and the Ontario Provincial Police.

8.9.7 St. John Ambulance

St. John Ambulance plays a vital role in the critical areas of emergency preparedness and response across Canada. When a natural or human disaster strikes, St. John Ambulance volunteers are there with advanced first aid and life-saving skills, experience and leadership.

The type of services provided by St. John Ambulance during a major emergency or disaster may vary. SJA provides care in the form of:

- health care and first aid services in reception centers casualty care at the scene of the event
- assisting with transportation of ill, injured, infirm to reception or medical facilities evacuation
- elder and child care

Emergency Response Teams also participate in:

- disaster / emergency drills
- disaster scenarios
- disaster or civil emergencies

St. John Ambulance Emergency Preparedness and Disaster Response Teams strengthen the capacity of disaster response and preparedness capabilities through an integrated approach within our communities.

9 LIST OF CONFIDENTIAL ANNEXES

The annexes to this plan contain specific details about vulnerabilities³⁶, resources³⁷ and response procedures and are strictly confidential.

9.1 Emergency Operations Centre Procedures

- Emergency Operations
- Activity Log
- Emergency Contact List
- Emergency Information
- Emergency Support Services
- Donations Management
- Volunteer Management
- Recovery Operations
- Testing, Amendments, Distribution List

9.2 Agricultural Emergencies

- Farm Animal Disease
- Food Contamination
- Plant Disease/Infestation

9.3 Environmental Emergencies

- Drought/Low Water
- Earthquake
- Erosion
- Extreme Cold
- Winter Weather
- Extreme Heat

³⁶ 13 A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual. R.S.O. 1990, c. M.56, s. 13; 2002, c. 18, Sched. K, s. 20.

³⁷ 10 (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute. R.S.O. 1990, c. M.56, s. 10 (1); 2002, c. 18, Sched. K, s. 18; 2017, c. 8, Sched. 20, s. 2.

- Flooding
- Wildland Fire

9.4 Extraterrestrial Emergencies

- Space Object Crash
- Space Weather

9.5 Hazardous Materials Emergencies

- Spills in Transit
- Spills at Fixed Site

9.6 Human Health Emergencies

- Water Quality
- Infectious Disease
- Substance Use/Overdose

9.7 Public Safety Emergencies

- Terrorism
- Mass Gatherings
- Active Attacker
- CBRNE
- Civil Disorder
- Cyber Attack
- Electromagnetic Pulse
- Geopolitical Incidents
- Sabotage

9.8 Structural Failure Emergencies

- Dam Failure
- Fire/Explosion
- Mine Emergency
- Structural Collapse

9.9 Supply and Distribution Emergencies

- Communications Outage
 - Power Outage
 - Food Shortage
-

- Medical Supply Shortage
- Fuel Shortage

9.10 Transportation Emergencies

- Aviation Crash
- Transit Crash
- Highway Crash

9.11 Recovery

- Damage Assessment
 - Restoring Key Services
 - Critical Infrastructure
 - Debris Management
 - Disaster Recovery Assistance for Ontarians
 - Municipal Disaster Recovery Assistance Program
-

Members of the public may access this document online or by visiting any municipal office located within the County of Dufferin.

Accessible format available on request

Questions or comments pertaining to this Emergency Response Plan or the County of Dufferin and Member Municipalities Emergency Management Program should be directed to;

Steve Murphy
Community Emergency Management Coordinator
Email: smurphy@dufferincounty.ca
Phone: 519-941-2816 Ext #2401



Corporation of the Township of Melancthon

Moved by "M. Mercer"

Seconded by "W. Hannon"

Date August 12....., 2021

Be it resolved that:

4th Line NE and 5th Line be paved with asphalt by September 1, 2022 using monies from the working capital reserve fund and/or available grant monies.

*Aug 12/21
Table motion and refer to
Roads Sub-Committee. JBS*

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

Carried/Lost: _____

MAYOR

GB# 17.4.1
DEC 09 2021

AGREEMENT AS OF JANUARY 1, 1994

AMONG:

THE CORPORATION OF THE TOWN OF SHELBURNE
("Shelburne")

-and-

THE CORPORATION OF THE TOWNSHIP OF AMARANTH
("Amaranth")

-and-

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
("Melancthon")

-and-

THE CORPORATION OF THE TOWNSHIP OF MONO
("Mono")

MANAGEMENT AGREEMENT

IN CONSIDERATION of the mutual covenants the parties agree to the following. The background facts are that:

(A) Shelburne is the owner of lands, the legal description of which is Part 2, Plan 7R-1308, and part 1, Plan 7R-1148, being Part of Lot 2, Concession 2, Old Survey, Township of Melancthon, County of Dufferin, known as Centre Dufferin Recreation Complex ("Complex"). The Complex includes all buildings, improvements and chattels pertaining to its operations.

(B) Pursuant to the provisions of Community Recreation Centres Act the parties have entered into an agreement to manage the Complex, dated February 24, 1978, which agreement was further amended by an agreement in 1992, to expire January 1, 1994.

(C) The Parties are desirous of amending their previous agreements.

1. This Agreement shall run for five years. Unless at least one of the parties shall give a written notice of termination to the other parties at least 60 days before the expiry of this agreement, the term of this agreement shall be deemed to be renewed for a period of one year and so on from year to year.

2. The Complex shall be operated in compliance with the provisions of the Community Recreation Centres Act, R.S.O. 1990, c. C.22, and Regulations, as amended from time to time.

3. The Town shall continue to be the sole owner of the Complex.

4. For the duration of this Agreement the parties shall keep the Complex for recreational use.

5. The Complex shall be managed by a Committee of Management ("Board" or "Board of Management"), which shall have all the powers given by the Community Recreation Centres Act, and those given by this agreement. The Board of Management shall be a local board within the meaning of the appropriate legislation.

6. The Board of Management shall have nine members. The Board members shall be appointed by the parties, who shall also have the power to replace or remove their appointed Board members. The number of Board members to be appointed is as follows:

Shelburne	4 (two of whom shall be council members)
Amaranth	2
Melancthon	2
Mono	1

No person shall be appointed a Board member, unless that person is qualified to be elected as a member of the council of the appointing party.

7. The Board of Management shall have a Chairman, Vice-Chairman, Secretary, and Treasurer, to be elected by the Board members. The Board of Management shall develop other organization structure and procedural rules as may be thought desirable. The quorum of the Board of Management shall be five.

8. Subject to statutory restrictions and those set out in this agreement, the Board of Management shall develop policies, rules, and fee schedules.

9. The Board of Management shall prepare the estimate of the Board's net financial requirements for the year ("Budget"). There shall be no deficit budgeting. Funds required for development, improvement, maintenance and repairs may be raised through rentals, grants, donations or other means. The Board of Management shall work co-operatively and equitably with the parties to the Agreement to fund all operational and developmental expenses.

10. The Budget, with a statement as to the proportion of the Budget to be charged to each party shall be submitted to each party for approval. As provided in the Community Recreation Centres Act, the parties shall have the right to amend the Budget prior to approval. The parties agree that the statutory right of amendment is given in proportion to the financial responsibilities of the parties, that is to say, the amendments must be approved by parties responsible for more than 50% of the annual operating costs of the Complex.

11. As provided in the Community Recreation Centres Act, each party shall approve the Budget and shall appropriate such moneys as may be requisitioned by the Board from time to time, but not exceeding in any year the party's share of the amount of the approved Budget.

12. As provided in the Community Recreation Centres Act, 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.

13. Regardless of the source and extent of funding, all development and all improvement must be approved by the Board of Management.

14. The parties shall be responsible for the approved expenditures of the Board in the following proportions:

Shelburne	62%
Amaranth	15%
Melancthon	15%
Mono	8%

Total	100%
-------	------

15. The Board of Management shall keep accounts under the direction of the Municipal Auditor, approve expenditures and issue cheques in accordance with the Budget.

a. The Board of Management shall maintain its own separate bank account/s.

b. All accounts shall be approved by the Board of Management.

c. All cheques shall be signed by one of the designated Board members and the Treasurer.

d. The Board of Management accounts shall be audited by the Municipal auditor annually, or more frequently as may be required by the Board of Management.

e. The minutes of the Board of Management (together with the statements of revenues, expenses, accounts) shall be promptly circulated to the respective municipal Councils.

16. The parties shall renegotiate this agreement, including terms of admission, proportion of representation and proportion of financial responsibility, in the event that an additional municipality or other permitted party wishes to join in this agreement, and is approved by all the parties to this agreement.

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

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

This Agreement is executed by the parties under the hands of their duly authorized officers, all of whom have the authority to bind their respective organizations.

The Corporation of the Town of Shelburne
per:

.....
Mayor

.....
Clerk

The Corporation of the Township of Amaranth
per:

.....
Mayor

.....
Clerk

The Corporation of the Township of Melancthon
per:

.....
Mayor

.....
Clerk

The Corporation of the Township of Mono
per:

.....
Mayor

.....
Clerk

AGREEMENT

THE AGREEMENT made this 15th day of October 1991, BETWEEN:

THE CORPORATION OF THE TOWN OF SHELBURNE

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

THE CORPORATION OF THE TOWNSHIP OF MONO

THE CORPORATION OF THE TOWNSHIP OF MULMUR

WHEREAS Section 208 (5) of the Municipal Act, R.S.O. 1980 allows for entering into agreements with one or more municipalities to provide for the joint management and operation of the Fire Departments and for the establishment of Joint Boards of Management thereof;

AND WHEREAS Section 210 (24) of the Municipal Act, R.S.O. 1980 grants permission for two (2) or more municipalities to establish, maintain and operate Fire Departments upon such basis as to the distribution of costs as the municipalities may agree;

AND WHEREAS the parties hereto have passed respective by-laws for entering into this Agreement;

AND WHEREAS the parties hereto have agreed to jointly manage and operate a Fire Department known as the Shelburne & District Fire Department, hereinafter called the "DEPARTMENT", for the purpose of providing fire protection in the areas defined in this Agreement. "FIRE PROTECTION", for the purpose of this Agreement shall mean prevention, rescue and suppression services;

AND WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

1. A Joint Board of Management shall be established and shall be composed of two (2) members from each municipality and to be known as the SHELBURNE & DISTRICT FIRE DEPARTMENT JOINT BOARD OF MANAGEMENT, hereinafter called the "FIRE BOARD". The Fire Board shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1st next following, for a term

Del # 2.1
DEC 09 2021

concurrent with Council, two members including at least one elected member. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality which had appointed the member wherein the vacancy occurred.

2. The Fire Board shall appoint a Chairperson from among its members at the first meeting of the Fire Board in each calendar year. The Chairperson shall preside at all meetings of the Fire Board and be charged with the general administration of the business and affairs of the Fire Board.
3. The Fire Board shall appoint a Secretary/Treasurer at the first meeting of the Fire Board in each calendar year. The Secretary/Treasurer shall be from the administration of one of the participating municipalities. The Fire Board shall appoint an auditor for the Board and shall audit the accounts of the Fire Board and shall submit copies of the annual statements and copies of his report to the Fire Board and to each of the parties to the Agreement.

The Secretary/Treasurer shall give or cause to be given all notices required to members of the Fire Board and shall attend all meetings of the Fire Board and enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings and be the custodian of all books, papers, records and documents belonging to the Fire Board and perform and do such other duties as may from time to time be prescribed by the Fire Board.

The Secretary/Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Department and, under the direction of the Fire Board, shall deposit all monies with respect to the operation of the Department in a special bank account designated for that purpose and shall render to the Fire Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Department. The Secretary/Treasurer shall pay only such items as are approved.

4. The Fire Board shall hold at least four regularly scheduled meetings annually, and at such other times at the call of the Chairperson or on petition of a majority of the members of the Fire Board. The Fire Board shall ensure the attendance of the Fire Chief of the Department and/or his representative(s) at each Fire Board meeting.
5. The Fire Board shall ensure that all meetings are convened and continued only when a quorum of six (6) members including the Chairperson is present.
6. All Fire Board meetings shall have business conducted by Parliamentary procedure.

Copies of all minutes of regular and special meetings of the Fire Board are to promptly submitted to the Councils of each party to this Agreement.

Quarterly unaudited Financial Statements, after consideration by the Fire Board, are to be forwarded to the Councils of each party to this Agreement forthwith.
7. The Councils may offer direction by January 15 of each year prior to budget deliberations. By the 28th day of February in each year, the Fire Board shall submit in writing to each of the parties hereto a draft budget for the operation of the Department for that year. Each party hereto shall endeavour to approve such draft budget or an amendment thereof as agreed to by the other parties on or before the 30th day of March in each year.

Each party hereto agrees to pay the amount required from the municipality for Fire Board purposes in the following instalments:
 - i) twenty-five percent (25%) of the amount required for Fire Board purposes in the prior year on or before the 31st day of March in the current year;
 - ii) Fifty percent (50%) of the amount required for Fire Board purposes in the current year, less the amount of the instalment paid under Section (i), on or before the 30th day of June in the current year;
 - iii) Twenty-five percent (25%) of the amount required for Fire

- Board purposes in the current year on or before the 30th day of September in the current year;
- iv) Twenty-five percent (25%) of the amount required for Fire Board purposes in the current year on or before the 15th day of December in the current year.

Each annual draft budget submitted to the Councils shall include an appropriate provision for a reserve for the replacement of equipment. The Secretary/Treasurer shall submit a report to the Fire Board on the position of the reserve by the 31st day of January of each year.

8. It shall be the responsibility of the Fire Board to prepare draft by-laws and formulate policies and procedures for and relating to the administration of the Department and of the Fire Board.
9. The Fire Board shall provide adequate facilities and equipment for the operation of the Department.
10. The Fire Board shall be responsible for providing fire protection to areas within the boundary lines as per Schedule "A" attached and forming part of this agreement.
11. The Department shall endeavour to respond as soon as possible to all emergency calls within the defined areas as per Schedule "A" with such apparatus and manpower as per policy established by the Fire Board.
12. All parties to this Agreement shall give such authority as may be necessary, by by-law, to the members of the Department in all matters pertaining to the Fire Protection.
13. The Fire Board will arrange, in consultation with the Councils of the parties hereto, for the issue of policies of insurance to protect assets in the care, custody and control of the Fire Board from physical loss or damage, and for protecting the Fire Board, the parties hereto and members of the Department against legal liability resulting from the activities of the Fire Board and the operations of the Department, and to ensure that all policies of insurance provide that all parties to this Agreement are endorsed as additional named insureds as their interest may appear.

14. i) The parties hereto agree that, for the purpose of the financial terms and commitments of this Agreements, all capital and operating costs incurred by the Department shall be apportioned to the parties of this Agreement according to Schedule "B" which forms part of this Agreement.
- ii) The Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur hereto agree with the Town of Shelburne that capital maintenance and operating costs and assets of the existing Fire Department, shall be administered as set out in Schedule "C" attached and forming part of this Agreement.
15. This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made.

Should one of the parties wish to propose an amendment to this Agreement, such written notice shall be given to the Fire Board and to all parties of this Agreement at least thirty (30) days prior to the next regularly scheduled meeting of the Fire Board.
16. So often as there shall be any dispute between the parties to this Agreement or any of them with respect to any matter contained in this Agreement including, but not limited to, the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O. 1980 c. 304, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If, for any reason, the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, R.S.O. 1980 c. 25 or pursuant to any successor legislation.

17. In the event that any municipality wishes to cease participating in the Fire Board, they may do so provided that:
 - a) Two (2) years written notice be given to the Fire Board and to the other parties. Any written notice given as aforesaid shall terminate this Agreement as of 31 December of the appropriate year.
 - b) Any debt incurred by the municipality for Fire Board purposes, whether through the issue of debentures or any other way, shall remain the responsibility of the municipality.
 - c) Any assets, including reserves but excluding the fire hall, contributed by the municipality to the Department shall remain the property of the Department.
 - d) If the Department is completely dissolved, the assets are to be split, based on the formula in paragraph 14 (i) of this Agreement.
18. It is agreed that, with respect to matters not dealt with in this Agreement, the Fire Board may formulate policies for and relating to the administration and operation of the Department unless otherwise prohibited by any applicable statute or regulation passed thereunder.
19. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms hereof.
20. Upon the execution of this Agreement by all parties, any existing Agreements among the parties as amended with respect to fire protection shall forthwith become null and void.
21. In the event that any covenant, provision or terms of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail, but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement, which shall remain in full force and effect mutatis mutandis.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their respective corporate seals duly attested to by the hands of their respective proper officers in that behalf.

THE CORPORATION OF THE TOWN OF
SHELBURNE

Per James Davis
Mayor

Per Susan A. McInnes
Clerk

THE CORPORATION OF THE TOWNSHIP
OF MELANCTHON

Per W.C. Aldfield
Reeve

Per Marion A. Hunt
Clerk

THE CORPORATION OF THE TOWNSHIP
OF AMARANTH

Per Charles V. Bryan
Reeve

Per [Signature]
Clerk

THE CORPORATION OF THE TOWNSHIP
OF MONO

Per Ernie Stanley
Reeve

Per [Signature]
Clerk

THE CORPORATION OF THE TOWNSHIP
OF MULMUR

Per John Newton
Reeve

Per Terry Hensen
Clerk



Schedule: A

**Fire
Service
Area**

SCHEDULE "B"

COST SHARING

1. Definitions:

"Assessment" shall include all

taxable residences
taxable commercial and industrial
taxable businesses

as shown on the previous year's assessment roll, but shall not include exempt assessment.

"Households" shall include all primary or tenant households and apartments as shown on the previous year's assessment roll. (RU, FRU, RDU)

"Fire calls" shall include all emergency calls that involve calling the volunteers and/or vehicle(s) out, including false alarms, but shall not include calls to provincial or county highways which will be billed out direct to those jurisdictions by the Department. Fire calls from the previous three years shall be included.

2. Capital and operating cost sharing shall be calculated annually by the Secretary/Treasurer of the Department by taking the data provided by the clerks from the previous year's assessment roll for total assessment and total households; and average fire calls as recorded by the Department for the previous three years and converting each category into an average percentage as in part "3". The Combined Average percentage shall be used for cost sharing.

3.

<u>Municipality</u>	<u>Assessment</u>	<u>%</u>	<u>Res. & Bus. Units</u>	<u>%</u>	<u>Fire Calls</u>	<u>%</u>	<u>Combined Average %</u>
<u>Amaranth</u>	3,661,994	15.71	371	12.68	5	6.92	11.75
Melancthon	3,645,457	15.64	380	12.99	12	16.59	15.08
Mono	3,723,898	15.98	343	11.72	9.66	13.36	13.67
Mulmur	4,227,402	18.14	414	14.15	10.33	14.28	15.52
Shelburne	8,046,337	34.53	1,418	48.46	35.33	48.85	43.95
TOTAL	23,305,088	100.00	2,926	100.00	72.32	100.00	100.00

SCHEDULE "C"

ASSETS OF THE SHELBURNE FIRE DEPARTMENT

Existing Fire Hall

- Shelburne shall retain ownership of the existing fire hall.
- The Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur shall contribute to the remaining debenture payments for the fire hall being payable in 1992 and 1993, according to the cost sharing formula in Schedule "B".
- In 1994 and succeeding years, the Shelburne & District Fire Department shall lease the fire hall from the Town of Shelburne for one dollar (\$1.00) per year.
- All maintenance, insurance and operating expenses of the fire hall shall be an expense of the Shelburne & District Fire Department.
- Future capital improvements and/or expansions shall be jointly funded as per the cost-sharing formula in Schedule "B". These improvements and expansions shall be assets of the Shelburne & District Fire Department.

Vehicles, Equipment and Reserves

- All vehicles, equipment and reserves in the possession of the Shelburne Fire Department shall be transferred to the Shelburne & District Fire Department and shall be owned by the Shelburne & District Fire Department.