



TOWNSHIP OF MELANCTHON

A G E N D A

Thursday, January 17, 2019 - 5:00 p.m.

1. **Call to Order**
2. **Announcements**
3. **Additions/Deletions/Approval of Agenda**
4. **Declaration of Pecuniary Interest and the General Nature Thereof**
5. **Approval of Draft Minutes - December 20, 2018**
- Committee of the Whole - November 15, 2018
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agenda & Minutes for information on Public Question Period)
9. **Public Works**
 1. Report from Denise Holmes, Secretary, Roads Sub-Committee Recommendations from January 9, 2019 meeting
 2. Other
10. **Planning**
 1. Applications to Permit
 2. Notice of Intent to Pass By-law
 1. Being a By-law to authorize the execution of a Consent Agreement between James Edgar Bone and Susan Mary Bone and The Corporation of the Township of Melancthon
 3. Other
11. **Police Services Board**
12. **County Council Update**
13. **Correspondence**

***Board & Committee Minutes**

1. Shelburne Public Library - November 20, 2018

*** Items for Information Purposes**

1. Email from Jennifer Willoughby - Town of Shelburne Planning Circulation - 124 Owen Sound Street
2. Email Eowyn Spencer - GRCA General Membership Attendance - 2018
3. NVCA Board Meeting Highlights December 14, 2018
4. Dufferin County Press Release - Join In Dufferin
5. MPAC 2018 Year-End Assessment Report
6. Letter from R.J Burnside - Drainage Superintendent Services Oct 1, 2018 - Dec 31, 2018
7. AMO Policy Update - At Queen's Park Summary of 2018 Completed Legislation
8. GRCA Current December 2018
9. RLB Chartered Professional Accountants - 2018 Audit Plan
10. AMO Policy Update - Financial Risks for Property Taxpayers and Municipal Budgets
11. NVCA Board Orientation Session
12. Grand River Conservation Authority Strategic Plan 2019-2021

*** Items for Council Action**

1. Report from Denise Holmes - 2020 Council Meeting Schedule
2. Email from Greg Brodhagen regarding dog tag being added to taxes
3. Shelburne & District Agricultural Society request for donation for 152nd Fall Fair
4. Health and Safety Policy Statement
5. Email from Heather Boston - NDCC Budget 2019
6. Report from Denise Holmes - 2019 Development Charge Background Study and By-law Update

14. General Business

1. Notice of Intent to pass By-law
 1. By-law to provide for the levy and collection of rates or levies required for the Township of Melancthon for the Interim levy for the year 2019 and to provide for the mailing of notices demanding payment of taxes for the interim levy for the year 2019
 2. By-law to authorize the execution of the agreement between the Ministry of Community Safety and Correctional Services on Ontario and The Corporation of the Township of Melancthon for the Provision of Police Services under Section 10 of the Police Services Act.
 3. Report from Denise Holmes - Municipal Law Enforcement Services and passing of By-law to authorize the execution of an Agreement between the Corporation of the Township of Melancthon and the Corporation of the Town of Shelburne
2. Accounts
3. New/Other Business/Additions
 1. 2019 Spring/Summer Newsletter (Draft)
 2. NVCA Board of Management Appointment
 1. Rescind Motion # 17 from the December 6, 2018 Council meeting which appointed Mayor White to the Board
 2. Motion to appoint Councillor Mercer to the NVCA Board of Management
 3. Properties in the Township with residences that are abandoned/damaged beyond repair - Councillor Thwaites
 4. Property Standards By-law 31-2018 - Review - Councillor Thwaites
 5. Direction from Council regarding monies received from sale of property in Corbetton
4. Unfinished Business
 1. By-law to appoint a Board of Management for the Horning's Mills Community Hall
 2. By-law to appoint a Board of Management for the Horning's Mills Cemetery
 3. By-law to appoint a Board of Management for the Corbetton Community Park
 4. By-law to appoint a Board of Management for St. Paul's Cemetery

15. Delegations

1. 5:30 p.m. - Tom Pridham, P.Eng., RJ Burnside and Associates and Jeff Demmans, Demmans Excavating regarding the Amos Drainage Works
2. 5:45 p.m. - Karren Wallace, Chair, NDACT - to update new Council on NDACT activities and next steps
3. 6:00 p.m. - K.G. (Ken) Kee, Sergeant, Municipal Policing Bureau Specialist, OPP and Detachment Commander Nicol Randall, Dufferin OPP - OPP Contract Renewal

16. Closed Session

17. Third Reading of By-laws

18. Notice of Motion

19. Confirmation By-law

20. Adjournment and Date of Next Meeting - Thursday, February 7, 2019 - 5:00 p.m.

21. Upcoming Meetings!

1. Roads Sub-Committee - Wednesday, Feb. 13th - 1:30 p.m. - Committee Room
2. Police Services Board - Wednesday, Feb. 20th - 10:00 a.m. - Committee Room



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

Denise B. Holmes, AMCT
CAO/Clerk

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE B. HOLMES, SECRETARY, ROADS SUB-COMMITTEE

DATE: JANUARY 9, 2019

SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING HELD ON JANUARY 9, 2019

PURPOSE

The purpose of this Report is to make recommendations to Council from the Roads Sub-Committee meeting held on January 9, 2019.

BACKGROUND AND DISCUSSION RECOMMENDATION # 1

Terms of Reference

With the re-establishment of the Roads Sub-Committee, one of the items discussed was the need for a Terms of Reference. Staff obtained an example of one used in Mulmur and it was reviewed and amended to reflect Melancthon's Sub-Committee. The Terms of Reference is attached to this Report.

RECOMMENDATION

The Township of Melancthon Roads Sub-committee recommends to Council that the established Terms of Reference be approved for the Roads Sub-Committee.

BACKGROUND AND DISCUSSION RECOMMENDATION # 2

Asset Management Plan - May 2017

The Asset Management Plan was presented to Council in June 2017 by RJ Burnside and Associates. Due to some discrepancies in Bridge Studies, the Asset Management Plan was never accepted by Council and it was recommended by the Roads Sub-Committee that if the Sub-Committee is going to be providing recommendations to Council, as per the Terms of Reference, that Council needs

DW#1
JAN 17 2019

to pass a motion to accept the Asset Management Plan.

RECOMMENDATION

The Township of Melancthon Roads Sub-Committee recommends to Council that the May 2017 Asset Management Plan prepared by RJ Burnside and Associates be accepted as presented to Council in June 2017.

BACKGROUND AND DISCUSSION RECOMMENDATION # 3

Structure 2021 (Location: 2nd Line NE)

At the Council meeting held on December 20, 2018, Council reviewed Recommendation # 4 regarding Structure 2021. This structure is a 5.2m span CSPA multi-plate culvert and is exhibiting cracking along the bolt line (noted in 2017 Report). Burnside's advised that the short term repair is to weld steel to reinforce over the cracked locations and this would temporarily address the problem. Council passed a motion, based on a recommendation from the Township of Melancthon Roads Sub-Committee that Staff be directed to obtain further information from Burnside's on how many years this short term solution will give the Township before it has to replace this structure.

Chris Knechtel, RJ Burnside and Associates provided information to Township Staff advising that the short term repair to weld steel reinforcing over the bolt crack locations is considered a temporary repair option to help stabilize the bolt cracking and slow down future deterioration (buying the Township more time until replacement is required). If this work is not completed, the 2017 Bridge Inspection Report recommended replacing this structure in 1-5 years. He advises that it is difficult to forecast exactly how many years of extended service life this type of temporary repair will add. It depends on a variety of factors, but they have seen this type of repair extend the service life by up to 10 years. After the repair work is completed, it is recommended that the culvert continue to be monitored under future biennial bridge inspections to review its performance, and the recommended years to replacement can then be adjusted accordingly every 2 years, allowing the Township to have a bit more time for planning and budgeting purposes. If acceptable, they will reach out to a capable Contractor (likely McPherson-Andrews Contracting who just completed the Bridge 10 Reconstruction work), to obtain a quote for the Structure 2021 repair work. The Township will then have a better idea of the costs associated with this work so that they can make a decision. This type of work can be completed over the winter months, and typically at a lower cost while the Contractors are not as busy.

RECOMMENDATION

The Township of Melancthon Roads Sub-Committee recommends to Council that Staff be directed to include \$20,000.00 in the 2019 Budget for the short term repairs and engineering costs for Structure 2021.

BACKGROUND AND DISCUSSION RECOMMENDATION # 4

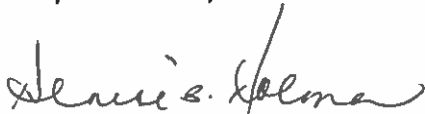
2019 Capital Budget

The Roads Sub-Committee discussed items for the 2019 Capital Budget. The Township has already decided that Bridge 2003 will be completed this year and the Authorization for RJ Burnside and Associates to proceed with the tendering was signed yesterday, as per the motion passed at the December 20, 2018 Council meeting. The Sub-Committee discussed new equipment, paving of roads and ditching. Craig Micks, Public Works Director advises that at the moment, there is not a need for new equipment as everything is working fine – except the equipment is aging. During the 2018 budget deliberations, \$150,000.00 was put into the Replacement Equipment Reserve and it was decided that the Sub-Committee would like to see another \$150,000.00 placed in this year's budget to be transferred to the reserve fund. With regards to resurfacing, until the Road Management Plan is completed, the Sub-Committee does not want to make any decisions on resurfacing. It was recommended that \$200,000.00 be put in the Roads Reserve Fund. Discussion ensued on the need for more ditching and recommends that \$20,000.00 be placed in the budget and directed that all of the money be used for this purpose as \$12,000.00 was budgeted last year, but only \$8,400.00 used.

RECOMMENDATION

The Township of Melancthon Roads Sub-Committee recommends to Council that with regards to the 2019 Capital Budget, \$150,000.00 be placed in the Equipment Reserve Fund; \$200,000.00 be placed in the Roads Reserve Fund and that Staff include \$20,000.00 for a ditching program.

Respectfully submitted,



Denise B. Holmes, AMCT
Secretary



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

**TOWNSHIP OF MELANCTHON ROADS SUB-COMMITTEE
TERMS OF REFERENCE**

THAT the Sub-Committee shall be composed of three members, all of whom shall be Members of Council.

THAT the Sub-Committee will operate and conduct its meetings in accordance with the Township of Melancthon Procedural By-law No. 16-2015.

THAT the Sub-Committee's term will be concurrent with the Council term.

THAT the Sub-Committee's term shall have the authority and discretion to call upon the reasonable resources available from the Township, including and limited to;

Township facilities, office machinery, GIS mapping.

The Township Public Works Superintendent, his advice and guidance.

The Township Engineers, their advice and guidance.

The Township Planner, his advice and guidance.

The Township Solicitor, his advice and guidance.

THAT the Sub-Committee will meet on an ad hoc basis, but will be required to meet at least once in budget decision process.

THAT the Sub-Committee is charged with the following mandate;

1. To hear and report on public delegations and correspondence regarding roads issues. To hear and deal with roads complaints of a general nature and outside the scope of the daily routines of Public Works. If the complaint is substantive, make a recommendation to Council.
2. To make recommendations to Council based upon the Asset Management Plan and the Road Management Plan.
3. To monitor a system of Road Monitoring for conditions and use through the "Road Patrol Log".
4. To investigate and develop a program of 'best practices'.

Township of Melancthon Roads Sub-Committee

Terms of Reference

Page 2

5. **To communicate, direct and through staff, with other like municipalities on matters of road infrastructure and related capital equipment for purposes of exchanging information and consultations, including "best practices", finances and other matters of mutual interest.**
6. **To identify possible improved methods of roads service delivery.**
7. **To explore and recommend education for Roads Employees.**

APPLICATIONS TO PERMIT FOR APPROVAL
January 17, 2019 COUNCIL MEETING

| PROPERTY OWNER | PROPERTY DESCRIPTION | TYPE OF STRUCTURE | DOLLAR VALUE | D.C.'s | COMMENTS |
|--|---|--------------------------|---------------------|---------------|--|
| Joseph Martin Applicant: Simon Martin | Lot 23, Concession 5 SW 098042 4th Line SW | workshop | \$250,000.00 | NO | |
| Joseph Martin Applicant: Simon Martin | Lot 23, Concession 5 SW 098042 4th Line SW | house | \$300,000.00 | NO | Demolish existing house to rebuild in same place |

PLAN # 1
JAN 17 2019

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER _____ - 2019

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A CONSENT AGREEMENT BETWEEN JAMES EDGAR BONE AND SUSAN MARY BONE AND THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

WHEREAS Section 53 (12) of the Planning Act allows approval authorities to enter into agreements for lands subject to a plan of subdivision or consent approval;

AND WHEREAS the Township of Melancthon approved Consent Application B2/18 and, as a condition of approval requires the applicant to enter into a consent agreement for the severed lot;

AND WHEREAS it is deemed expedient that James Edgar Bone and Susan Mary Bone and the Corporation of the Township of Melancthon enter into a consent agreement to fulfill the required condition of Provisional Consent B2/18.

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF MELANCTHON BY THE MUNICIPAL COUNCIL THEREOF ENACTS AS FOLLOWS:

1. THAT the Head of Council and Clerk are hereby authorized to execute the consent agreement, in the same form or substantially the same form, as attached hereto as Schedule "A" to this by-law.

BY-LAW READ A FIRST AND SECOND TIME THIS 17th DAY OF JANUARY, 2019.

BY-LAW READ A THIRD TIME AND PASSED THIS 17th DAY OF JANUARY, 2019.

MAYOR

CLERK

PLAN # 2.1
JAN 17 2019

THIS CONSENT AGREEMENT AGREEMENT made this 17th day of January, 2019

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

(hereinafter referred to as the "Township")

OF THE FIRST PART,
- and -

JAMES EDGAR and SUSAN MARY BONE

(hereinafter referred to as the "Owner")

OF THE SECOND PART.

WHEREAS James and Susan Bone are the registered Owner of the lands affected hereby;

AND WHEREAS the Owner, through Consent Application B2/18, obtained Provisional Consent to facilitate a lot addition;

AND WHEREAS the Township is authorized to establish agreements under Section 53 (12) of the Planning Act, RSO (1990);

AND WHEREAS the Township established a condition of the approval of Provisional Consent B2/18 which requires the Owner to enter into an agreement with the Township with respect to the legal merger of the lands authorized by Provincial Consent B2/18;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of mutual benefits, the Parties hereto agrees as follows:

SECTION I - LANDS TO BE BOUND

- 1) The lands to be bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in the Township of Melancthon and are more particularly described in Schedule "A" hereto.

SECTION II - COMPONENTS OF THE AGREEMENT

- 1) The text, consisting of Sections I through VII, and the following Schedules, which are attached hereto, constitute the components of this Agreement.

Schedule "A" - Legal Description of the Lands Subject to Agreement

Schedule "B" - Reference Plan 7R-6555

SECTION III - REGISTRATION OF AGREEMENT

- 1) This Agreement shall be registered on title to the Subject Lands at the expense of the OWNER;
- 2) The OWNER agrees that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration, as required;
- 3) The OWNER agrees to have the TOWNSHIP register this Agreement at the expense of the OWNER.

SECTION IV - BUILDING PERMITS

- 1) The OWNER agrees to not request the Chief Building Official to issue a building permit to carry out any construction until this Agreement has been registered on title to the lands described in Schedule "A" attached hereto.
- 2) On any application for a Building Permit and prior to the issuance thereof, the OWNER shall submit such plans, specifications and approvals with respect to the project as are required to the TOWNSHIP for the approval of the Chief Building Official.

SECTION V - PROVISIONS

- 1) The OWNER agrees to legally merge Lot 17, Plan 54 together with Part 1, Plan 7R-6555, all of which is located in Part of Lot 22, Concession 6, SWTSR in the Township of Melancthon so that such lands legally and functionally exist as one residential lot.
- 2) The OWNER agrees to reimburse the TOWNSHIP for all costs associated with the preparation, administration, registration and processing of this Agreement.

SECTION VI - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY

- 1) This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.
- 2) This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.
- 3) This Agreement shall come into effect on the date of execution by the TOWNSHIP.
- 4) The TOWNSHIP shall not release any security (if applicable) held in accordance with Agreement in whole or in part until the TOWNSHIP is satisfied that the OWNER has fulfilled all obligations specified under this Agreement.
- 5) Prior to initiating any site work or alteration the OWNER agrees to obtain any permit required under the Fisheries Act, Endangered Species Act, Conservation Authorities Act or any other applicable Provincial or Federal legislation or regulation. Nothing in this Agreement shall relieve the OWNER from complying with all other applicable by-laws, laws or regulations of the TOWNSHIP or any other laws, regulations or policies established by any other level of government. Nothing in this Agreement shall prohibit the TOWNSHIP from instituting or pursuing prosecutions in respect of any violations of the said by-laws, laws or regulations.
- 6) The OWNER covenants and agrees to release and forever discharge the TOWNSHIP from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise either as a result of the failure of the TOWNSHIP to carry out any of its obligations under this Agreement, or, as a result of the TOWNSHIP performing any municipal work on adjacent properties which may damage or interfere with the works of the OWNER, provided that such default, failure or neglect was not caused intentionally or through negligence on the part of the TOWNSHIP, its servants or agents.
- 7) The OWNER covenants and agrees to release and forever discharge the TOWNSHIP from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise as a result of the OWNER undertaking site alteration, construction or development as authorized in this Agreement.
- 8) Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

OWNER NAME AND ADDRESS:

James and Susan Bone
681207 – 260 Side Road
Melancthon, Ontario
L9V 2M8

TOWNSHIP:

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

THIS AGREEMENT shall enure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the OWNER and the TOWNSHIP have caused their corporate seals to be affixed over the signatures of their respective signing officers.

THIS AGREEMENT was executed by the duly authorized signing officers of each party and sealed this 17th day of January, 2019.

SIGNED, SEALED AND DELIVERED
in the presence of:

Witness

Signature of Owner

Witness

Signature of Owner

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

Witness

Mayor, Darren White

Witness

Clerk, Denise Holmes

SCHEDULE "A"

Legal Description

Part of Lot 22, Concession 6, S.W.T.S.R in the Township of Melancthon, County of Dufferin, legally described as lands comprised of Part 1, Plan 7R-6555, and Lot 17, Plan 54.

SCHEDULE "B"
(Kept on file at Municipal Office)

**Reference Plan 7R-6555, prepared by Van Harten Surveying Inc. registered and deposited
on September 20, 2018**

*Minutes for Shelburne Public Library Board Meeting
Tuesday, November 20, 2018*

Present: Larry Haskell Erika Ulch Dave Besley
 Gail Little Sharon Martin Earl Hawkins

Also Present: Rose Dotten, CEO/ Head Librarian

Regrets: Geoff Dunlop, Paul Barclay

The acting Chair, Larry Haskell, called the meeting to order at 7:00 P.M.

Motion 39 -18 G. Little, Sharon Martin

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

Carried

Financial Reports:

Motion 40 -18 E. Hawkins, D. Besley

Be it resolved that we approve the Accounts Payable Register for October, 2018 with invoices and payments in the amount of \$25,765.31.

Carried

CEO/ Head Librarian's Report:

- **Statistics**

We included statistics for the month of October, 2018. You will see that we have added a new line to the statistics relating to our inventory. These numbers were not included in the total statistics for the month. As we have a co-op student from CDDHS for the term, she has done a great job of starting our inventory process which has not been done since we moved into the renovated library. There is simply not enough staff to be able to facilitate such a large undertaking.

- **Library Literary Events**

We had a wonderful turnout for Robert Burcher, Amateur Archaeologist, on Sunday, October 21, 2018. He gave an extremely interesting talk about the travels of John Muir, when he lived in Ontario in the 1860's. The Book Cooks provided another assortment of tasty treats after the presentation.

We have two more upcoming Library Literary Events, which are:

- David T. Chapman, Storm Chaser, on Sunday, November 18, 2018
- Dan Needles, Story Teller Extraordinaire, on Sunday, December 9, 2018

- **Community Projects**

Poppies. Garden of Remembrances 2018. We had over 1,000 poppies knitted and

crocheted with more than 75 community members involved. Rose and Jade were able to set up the boxes filled with the poppies at the cenotaph in Shelburne prior to the Remembrance Day service on November 11, 2018. The display looked wonderful and, I think, extremely well received by the community. We will be sending out postcards with pictures from the event to all the participants who helped with the project.

- **Coffee, Conversation & Books**

The next Coffee, Conversation & Books will be held tomorrow, Nov. 21/18, with James Matthews, at Euphoria, in Orangeville. These events have been terrific and have been well attended by our community.

Wayne Townsend, will be the speaker at the Dec. 19/18, event at Jelly Craft Bakery in Shelburne.

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

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

Correspondence: none

Business:

- **In Camera session—if necessary**
Not necessary.

Motion 41 - 18 S. Martin, E. Ulch

That we now adjourn at 7:18 p.m., to meet again December 18, 2018, at 6 pm., or at call of the Chair.

*Please note that the Christmas dinner for the board and volunteers will be held at 7 pm in the KTH room after the Board meeting.

Carried

Denise Holmes

From: Jennifer Willoughby <jwilloughby@shelburne.ca>
Sent: Thursday, December 13, 2018 2:38 PM
To: Jennifer Willoughby
Subject: Town of Shelburne Planning Circulation - 124 Owen Sound Street, Shelburne
Attachments: SPA 18 05 - ZBA 18 04 - Circulation Letter - Dec 7 2018.pdf; Circulation Response Form.pdf; SPA 18 05 - Application.pdf; Z18 04 - Application.pdf; Z18 04 - Public Meeting Notice - Mailing.pdf; SPA 18 05 - Site and Building Plans.pdf; SPA 18 05 - Phasing Plans.pdf

Good Afternoon

The Town of Shelburne has received applications for the approval of a Site Plan and Zoning By-law Amendment for the renovation and expansion of an existing commercial building to construct a total of 46 apartment units.

Please find attached a copy of the site plan and zoning amendment applications including the notice of public meeting, the site plan, the building plans and phasing plans for your review.

We would appreciate receiving comments, concerns or conditions you may have by Friday January 11, 2019.

Thank You

Jennifer Willoughby, Clerk | Phone: 519-925-2600 Ext 223 | Fax: 519-925-6134 | jwilloughby@shelburne.ca
Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7 | www.shelburne.ca

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Total Control Panel

[Login](#)

To: dholmes@melanethontownship.ca [Remove this sender from my allow list](#)
From: jwilloughby@shelburne.ca

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



TOWN OF SHELBURNE

Planning & Development Department

December 7, 2018

CIRCULATED TO:

- County of Dufferin**
- MTO**
- NVCA**
- Township of Melancthon**
- Township of Amaranth**
- OPG*
- Hydro One*
- Enbridge**
- School Boards**
- Shelburne EDC**
- Heritage Committee**
- Engineering**
- Legal**
- Fire Dept**
- Police**
- Council*
- Public Works**

*Hard copy circulation
**Email circulation only

APPLICATION FOR ZONING BY-LAW AMENDMENT & SITE PLAN CIRCULATION

FILE NO: SPA18/05 & Z18/04
PROJECT: SITE PLAN & ZONING BY-LAW AMENDMENT – 124 OWEN SOUND STREET

Please take notice that applications have been submitted to the Town of Shelburne for the approval of a Site Plan and Zoning By-law Amendment for the renovation and expansion of an existing commercial building to construct a total of 46 apartment units that will include six (6) barrier free accessible units on the ground floor. The proposal will include the construction of an enclosed parking garage with a total of 23 parking spaces with four (4) additional parking spaces located exterior to the building. The Zoning By-law Amendment has been submitted to rezone the subject properties from 'Downtown Commercial (C1) Zone' to 'Downtown Commercial Exception Three (C1-3) Zone' to request site-specific lot coverage, parking and driveway provisions and to facilitate the mixed-use development with live/work units and a parking enclosure, as well as special event usage for the local Farmer's Market.

A copy of the completed Site Plan and Zoning By-law Amendment application forms including the Notice of Public Meeting are attached for your consideration. A copy of the site plan, building plans and phasing plan are also attached. Please contact me should you require additional information to complete your review.

I would appreciate any comments, concerns or conditions you may have by:

FRIDAY, JANUARY 11th, 2019.

Please provide comments in an electronic format via email to planning@shelburne.ca. Alternatively, if you have no comment or objection, please complete the attached response sheet and fax it to the Town of Shelburne Planning Department at (519) 925-6134. Should you have any questions or require any additional information, please contact me.

Steve Wever, MCIP, RPP
Town Planner

Attachment(s)



TOWN OF SHELBURNE PLANNING & DEVELOPMENT

Circulation Response Form

File: Z18/04 & SPA 18/05
Project: Zoning By-law Amendment and Site Plan Application – 124 Owen
Sound Street

If you have no comments or objection to the approval of the above noted application please complete this form and fax it to Jennifer Willoughby at the Town of Shelburne by Friday January 11th, 2019.

Fax Number: 519-925-6134

(No cover page is necessary)

By signing this document I acknowledge that as a representative of the noted organization / body / or person, I have reviewed this application and as a result have no comments or concerns related to this matter.

Agency Name
(Please Print)

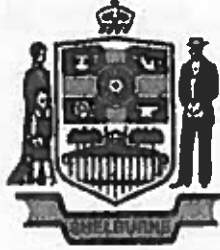
Representative Name
(Please Print)

Representative Title
(Please Print)

Signature

Date

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



For Office Use Only
File #: SPA 18/05
Date Received: November 19/18
Date Accepted: November 28/18
Application Fees: _____

**TOWN OF SHELBURNE
APPLICATION FORM FOR SITE PLAN APPROVAL**

Date Received _____

1. APPLICATION INFORMATION

Name of Applicant: Owen Green Developments Inc.
Mailing Address: P.O. Box 390, Bolton, Ontario, L7E 5T3
Telephone Number (Home): 647 527 4503 Fax Number: _____
Telephone Number (Business): 647 527 4503 Email Address: nkompasgroup@gmail.com

2. OWNER

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: Owen Green Developments Inc.
Mailing Address: P.O. Box 390, Bolton, Ontario, L7E 5T3
Telephone Number: 647 527 4503 Fax Number: _____

3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: Barabara Pambianchi
Mailing Address: P.O. Box 390, Bolton, Ontario, L7E 5T3
Name: _____
Mailing Address: _____

11/04/2018

4. SUBJECT LANDS

Lot: LOT 6 PT LOT 5 Concession: _____

Reference Plan: PLAN 5A Part/Block/Lot: BLK 2 LOT 6 PT LOT 5 PARTS 1 & 3

Street Name and Number: 124 Owen Sound Street
(if corner lot please include both street names)

Area of subject lands: 1566 M2 Frontage: 94'-61/2"

Depth: 184' 7 3/4"

What is the current use of the subject land? Commercial Building

What is the proposed use of the subject lands? Commercial / Residential Building / Temporary Special Event Usage (Farmer's Market)

When were the subject lands acquired by the current owner? 2018

How long have the existing uses continued on the subject lands? Circa 1950

| | Yes | No | Unknown |
|--|--------------------------|-------------------------------------|--------------------------|
| Has the grading of the subject land been changed by adding earth or other material? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Has a gas station been located on the subject land or land adjacent to the subject land at any time? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation on the subject lands? Commercial (Commercial Core)

What is the present zoning? C1 Zone

6. ACCESS

Is the subject land accessible by:

- Provincial highway
- Municipal road (maintained year round)
- Right of way
- Other, describe _____

11/04/2018

7. BUILDINGS, STRUCTURES AND USES

What is the existing use of the subject land? Existing Commercial zone

Are there any buildings or structures on the subject lands?
 yes no

Please complete the following for each existing and proposed building or structure:

| | Building One | Building Two |
|--|--------------------------|----------------------|
| Type of Building: | Existing | Proposed |
| Setback from Front Lot Line: | 3.18 m | 1.44m |
| Setback from Rear Lot Line: | 4.0 m | 2.71m |
| Setback from Side Lot Line (interior): | 12.91 m | 0 M |
| Setback from Side Lot Line (exterior): | N/A | N/A |
| Height (metres): | 7.30 M | 10.7 M |
| Dimensions: | 155'-8 1/2" X 49' 9 3/4" | 165'-9" X 58'-9 1/2" |
| Floor Area: | 1006.4 m2 | 2744.6 m2 |
| Date of Construction: | Circa 1900 | N/A |

8. SERVICING

| | Municipal | Private | Other |
|--------------------------------|--|--------------------------------|--------------------------------|
| Water Supply | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sewage Disposal | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frontage on Road | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is storm drainage provided by: | <input checked="" type="checkbox"/> Sewer | <input type="checkbox"/> Ditch | <input type="checkbox"/> Swale |
| | <input type="checkbox"/> Other, describe _____ | | |

9. STATUS OF OTHER APPLICATIONS

Are the subject lands the subject of any other application under the Planning Act?
 yes no

If yes, what is the file number? Zoning By-law Amendment (ZBA 18/05) application submitted concurrently.

What is the status of the application? Submitted and being reviewed.

10. DRAWINGS

The details relating to the plans and information required to be submitted with the application are outlined on the Site Plan Approval Process sheet. The following plans are required:

- LEGAL DESCRIPTION (SURVEY)
- SITE PLAN – 15 COPIES
- LANDSCAPE PLAN
- SITE SERVICING AND GRADING PLAN
- ARCHITECTURAL AND ELEVATIONS DRAWINGS

11/04/2018

11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

2018-09-04
Date

B. Pambianchi
Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

12. AUTHORIZATION

I/We Owen Green Developments Inc. am/are the owner(s) of the subject lands for which this application is to apply. I/We Owen Green Developments Inc. do hereby grant authorization to Paolo Pambianchi to act on my/our behalf in regard to this application.

Sept 4, 2018
Date

B. Pambianchi
Signature of Registered Owner(s)

13. AFFIDAVIT

I, Barbara Pambianchi of the Town of Adjala in the Province of Ontario solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT Town of Adjala
in the County of Simcoe of the Province of Ontario
this 6th day of September, 2018

Commissioner of Oaths

B. Pambianchi
Signature of Registered Owner (s) or Agent

11/04/2018

14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

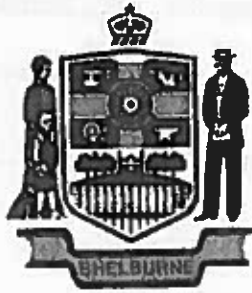
Sept 6, 2018
Date

B. Pambianchi
Signature of Registered Owner (s) or Agent

PLEASE CONFIRM ALL PLANNING APPLICATION FEES PRIOR TO SUBMISSION

11/04/2018

203 Main Street East
Box 69
Shelburne, Ontario
L0N 1S0
Tel: (519) 925-2600
Fax: (519) 925-6134
www.townofshelburne.on.ca



For Office Use Only
File #: ZBA 18/04
Date Received: November 19/18
Date Accepted: November 28/18
Application Fees: _____

TOWN OF SHELburne
APPLICATION FORM FOR AN ZONING BY-LAW AMENDMENT

Date Received: _____

1. APPLICATION INFORMATION

Name of Applicant: Owen Green Developments
Mailing Address: P.O. BOX 390, BOLTON, ONTARIO. L7E 5T3
Telephone Number (Home): 647 527 4503 Fax Number: _____
Telephone Number (Business): 647 527 4503 Email Address: nkompasgroup@gmail.com

2. OWNER

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: Owen Green Developments
Mailing Address: P.O. BOX 390, BOLTON, ONTARIO. L7E 5T3
Telephone Number: 647 527 4503 Fax Number: _____

3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: Barbara Pambianchi
Mailing Address: P.O. BOX 390, BOLTON, ONTARIO. L7E 5T3
Name: _____
Mailing Address: _____

04/04/2013

4. SUBJECT LANDS

Lot: lot 6 pt lot 5 Concession: _____

Reference Plan: Plan 5a Part/Block/Lot: Blk 2 lot 6 pt lot 5 parts 1 & 3

Street Name and Number: 124 Owen Sound Street
(if corner lot please include both street names)

Area of subject lands: 1566 m² Frontage: 94'-6 1/2"

Depth: 184'-7 3/4"

What is the current use of the subject land? Commercial Building

What is the proposed use of the subject lands? Commercial / Residential Building

When were the subject lands acquired by the current owner? 2018

How long have the existing uses continued on the subject lands? Circa 1950

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Commercial (Commercial Core)

What is the present zoning? C1 Zone

What is the purpose of the proposed Zoning By-law Amendment? _____

- Increase the maximum lot coverage from 75% to 87.9%
- Permit dwelling units on the main floor where as the C1 zone requires dwelling units to be located on or above the second storey
- Parking space length reduction from 5.5 metres to 5.2 metre
- Driveway/parking aisle width reduction from 3.5 metres to 3.2 metres
- Proposed indoor parking area
- Temporary special event usage/Farmer's Market
- Permit live/work suites defined as business and personal services

6. PROPOSED DEVELOPMENT

Please describe any proposed development on the subject lands (include buildings, floor area, height, parking spaces, etc. and attached plans with site and development statistics):
Proposal to renovate and expand the existing building and enclose the parking area. A total of 27 spaces are proposed to be located indoor and an additional 4 spaces to be located outside at the back of the building. The second and third floors of the proposed building are proposed for 40 residential apartment units in addition to the 6 barrier free units at ground floor level, for a total of 46 residential dwelling units. A mix of 1 and storey apartment suites are proposed including bachelor 1 bedroom and 1 bedroom plus den or library

The intent is to eventually convert the rental apartments to condominium units and proceed with a draft plan of condominium application.

04/04/2013

7. ACCESS

Is the subject land accessible by:

- Provincial highway
- Municipal road (maintained year round)
- Right of way
- Other, describe _____

8. SERVICING

| | <u>Municipal</u> | <u>Private</u> | <u>Other</u> |
|--------------------------------|---|--------------------------------|--------------------------------|
| Water Supply | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sewage Disposal | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frontage on Road | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is storm drainage provided by: | <input checked="" type="checkbox"/> Storm Sewer | <input type="checkbox"/> Ditch | <input type="checkbox"/> Swale |
| | <input type="checkbox"/> Other, describe _____ | | |

9. STATUS OF OTHER APPLICATION

Are the subject lands the subject of any other applications under the Planning Act?

- Yes No Unknown

If yes, describe the application(s)? Site Plan Application (SPA 18/05) was submitted concurrently.


10. DRAWINGS

Drawings shall be provided as required in the Official Plan Amendment Process sheet.

11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

2018-09-12
Date


Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

04/04/2013

12. AUTHORIZATION

I/We Owen Green Developments am/are the owner(s) of the subject lands for which this application is to apply. I/We Owen Green Developments do hereby grant authorization to Paolo Pambianchi to act on my/our behalf in regard to this application.

2018-09-12
Date


Signature of Registered Owner(s)

13. AFFIDAVIT

I, Barbara Pambianchi of the Town of Adjala in the County of Simcoe solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under other, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT Town of Adjala
in the County of Simcoe of the Province of Ontario
this 12th day of September 2018

Witness


Signature of Registered Owner (s) or Agent

14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

2018-09-12
Date


Signature of Registered Owner (s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.



THE CORPORATION OF THE TOWN OF SHELburnE
NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING
UNDER SECTION 34 OF THE PLANNING ACT

Take notice that the Council of the Corporation of the Town of Shelburne has received a complete application for a Zoning By-law Amendment (File No. Z18/04) and will hold a public meeting on:

MONDAY, JANUARY 28, 2019

The public meeting is scheduled to start at 7:00 p.m., or as shortly thereafter as possible, and will be held in the Council Chambers at the Municipal Office, 203 Main Street East, Shelburne.

The purpose of the meeting is to consider an Amendment to the Town of Shelburne Zoning By-law No. 38-2007. Take notice that the application has been deemed complete so that it can be circulated and reviewed.

The subject property is municipally known as 124 Owen Sound Street. The property is located at the southwest corner of Owen Sound Street and First Avenue West. The property is designated as Commercial (Commercial Core) in the Official Plan and zoned Downtown Commercial (C1) in the Zoning By-law. The accompanying map illustrates the location of the land subject to the proposed zoning amendment.

The purpose and effect of the Amendment is to rezone the property from Downtown Commercial (C1) Zone to Downtown Commercial Exception Three (C1-3) Zone. Site specific provisions proposed for the subject property include: an increase in the maximum lot coverage to 87.9% whereas 75% is required; six (6) dwelling units are proposed to be located on the main floor in a non-residential building whereas dwelling units are required to be located on or above the second storey; a reduction in the minimum parking space length to 5.2 metres whereas 5.5 metres is required; a reduction in the minimum driveway length to 3.2 metres whereas 3.5 metres is required. The application is also proposing site-specific provisions to permit an accessory enclosed parking garage, temporary special event usage (Farmer's Market) and live/work units where a percentage of the dwelling unit will allow for a subsidiary business. The applicant has also submitted a Site Plan application (SPA18/05) for the purpose of renovating and expanding the existing commercial building to a mixed-use residential and commercial development.

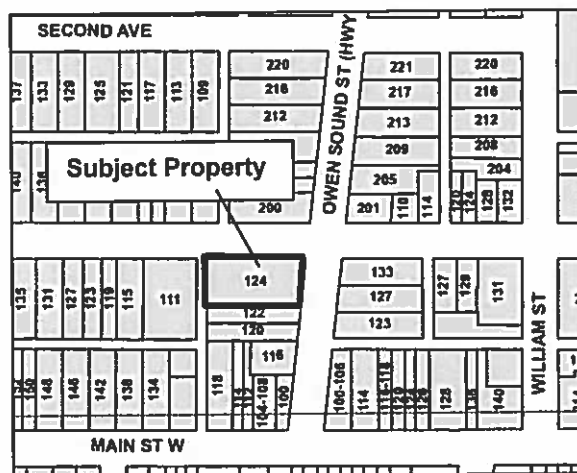
At the meeting you will be given an opportunity to ask questions and indicate whether you support or oppose the Zoning By-law Amendment. Written submissions will be accepted by the Clerk up to the time of the Public Meeting and will be given consideration by the Council prior to a decision being made.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Clerk of the Town of Shelburne before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Additional information relating to the proposed Zoning By-law Amendment will be available for inspection at the Town of Shelburne Municipal Office at 203 Main Street East, during normal office hours, 8:30 a.m. to 4:30 p.m. and on the Town's website at www.townofshelburne.on.ca. If you wish to be notified of the passing of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below.

Dated at the Town of Shelburne on the 13th day of December, 2018.

Jennifer Willoughby, Clerk
Town of Shelburne
203 Main Street East
Shelburne, Ontario L9V 3K7
Phone: 519-925-2600
Fax: 519-925-6134



124 OWEN SOUND SITE STATISTICS

| EXISTING LOT FACTS | | |
|---|--------|----------|
| PLAN 5A BLK 2 LOT 6 PT LOT 5 PARTS 1 & 3 124 OWEN SOUND STREET | | |
| | SQ M | SQ FT |
| Lot Area | 1566 | 16856.28 |
| Total Building Footprint | 622 | 6695.15 |
| Lot Coverage: % | 39.7 % | |

| EXISTING | | | | |
|--------------------|------------|-------|--------|--|
| FIRST FLOOR | | | | |
| SUITE | TYPE | SQ M | SQ FT | |
| Existing Suite 101 | COMMERCIAL | 620.8 | 6682.2 | |
| SECOND FLOOR | | | | |
| SUITE | TYPE | SQ M | SQ FT | |
| Existing Suite 201 | COMMERCIAL | 385.6 | 4150.5 | |

| PROPOSED LOT FACTS | | | | |
|---|--------|----------|--|--|
| PLAN 5A BLK 2 LOT 6 PT LOT 5 PARTS 1 & 3 124 OWEN SOUND STREET | | | | |
| | SQ M | SQ FT | | |
| Lot Area | 1566 | 16856.28 | | |
| Total Building Footprint | 1376.7 | 14818.67 | | |
| Building footprint as percentage of lot area: % | 87 % | | | |
| Lot coverage Percentage | 41 % | | | |

| PROPOSED | | | | | | | |
|-------------|-----------|------|-------|-----|------|-------|--|
| FIRST FLOOR | | | | | | | |
| SUITE | # OF FLRS | TYPE | PHASE | COL | SQ M | SQ FT | |
| Suite 101 | 1 | COM. | | | 295 | 3175 | |
| Suite 103 | 1 | RES. | 1 | | 34 | 367 | |
| Suite 104 | 1 | RES. | 1 | | 34 | 367 | |
| Suite 105 | 1 | RES. | 1 | | 34 | 367 | |
| Suite 106 | 1 | RES. | 1 | | 34 | 367 | |
| Suite 107 | 1 | RES. | 1 | | 36 | 367 | |
| Suite 108 | 1 | RES. | 1 | | 83 | 893 | |

| PROPOSED | | | | | | | |
|--------------|-----------|------|-------|-----|------|-------|--|
| SECOND FLOOR | | | | | | | |
| SUITE | # OF FLRS | TYPE | PHASE | COL | SQ M | SQ FT | |
| Suite 201 | 1 | RES. | 1 | | 44 | 474 | |
| Suite 202 | 1 | RES. | 1 | | 40 | 431 | |
| Suite 203 | 1 | RES. | 1 | | 38 | 409 | |
| Suite 204 | 1 | RES. | 1 | | 38 | 409 | |
| Suite 205 | 1 | RES. | 1 | | 36 | 387 | |
| Suite 206 | 1 | RES. | 1 | | 35 | 377 | |
| Suite 207 | 1 | RES. | 1 | | 34 | 366 | |
| Suite 208 | 1 | RES. | 1 | | 34 | 366 | |
| Suite 209 | 1 | RES. | 1 | | 35 | 377 | |
| Suite 210 | 2 | RES. | 2 | | 77 | 829 | |
| Suite 211 | 2 | RES. | 2 | | 77 | 829 | |
| Suite 212 | 2 | RES. | 2 | | 60 | 646 | |
| Suite 213 | 2 | RES. | 2 | | 60 | 646 | |
| Suite 214 | 2 | RES. | 2 | | 60 | 646 | |
| Suite 215 | 2 | RES. | 3 | | 58 | 624 | |
| Suite 216 | 2 | RES. | 3 | | 71 | 764 | |
| Suite 217 | 2 | RES. | 3 | | 63 | 678 | |
| Suite 218 | 2 | RES. | 3 | | 60 | 646 | |
| Suite 219 | 2 | RES. | 3 | | 68 | 732 | |
| Suite 220 | 2 | RES. | 3 | | 60 | 646 | |
| Suite 221 | 2 | RES. | 3 | | 60 | 646 | |
| Suite 222 | 2 | RES. | 3 | | 60 | 646 | |

| PROPOSED | | | | | | | |
|--------------|-----------|------|-------|-----|------|-------|--|
| SECOND FLOOR | | | | | | | |
| SUITE | # OF FLRS | TYPE | PHASE | COL | SQ M | SQ FT | |
| Suite 223 | 2 | RES. | 3 | | 63 | 678 | |
| Suite 224 | 2 | RES. | 3 | | 60 | 646 | |
| Suite 225 | 2 | RES. | 4 | | 62 | 667 | |
| Suite 226 | 2 | RES. | 4 | | 62 | 667 | |
| Suite 227 | 2 | RES. | 4 | | 62 | 667 | |
| Suite 228 | 2 | RES. | 4 | | 60 | 667 | |
| Suite 229 | 2 | RES. | 4 | | 59 | 667 | |
| Suite 230 | 2 | RES. | 4 | | 60 | 667 | |
| Suite 231 | 2 | RES. | 5 | | 57 | 614 | |
| Suite 232 | 2 | RES. | 5 | | 60 | 646 | |
| Suite 233 | 2 | RES. | 5 | | 59 | 635 | |
| Suite 234 | 2 | RES. | 5 | | 60 | 646 | |
| Suite 235 | 2 | RES. | 5 | | 52 | 600 | |
| Suite 236 | 2 | RES. | 5 | | 60 | 646 | |
| Suite 237 | 2 | RES. | 5 | | 62 | 667 | |
| Suite 238 | 2 | RES. | 5 | | 60 | 646 | |
| Suite 239 | 2 | RES. | 5 | | 58 | 624 | |
| Suite 240 | 2 | RES. | 5 | | 62 | 667 | |



| PROPOSED | | | | |
|---------------------------|-----------|--------|------|-------|
| COMMON AREAS | | | | |
| | # OF FLRS | TYPE | SQ M | SQ FT |
| Common Corridors | - | COMMON | 119 | 1281 |
| Common Atrium | - | COMMON | 20 | 215 |
| Common Laundry & Washroom | - | COMMON | 46 | 495 |

| PROPOSED | | |
|--------------------|-------------|--------------|
| BUILDING TOTALS | | |
| | SQ M | SQ FT |
| 1st Floor, Total | 555 | 5974 |
| Parking Garage | 746.68 | 8030.7 |
| 2nd Floor, Total | 2264 | 24369 |
| Common Total | 185 | 1991 |
| Grand Total | 3751 | 40375 |

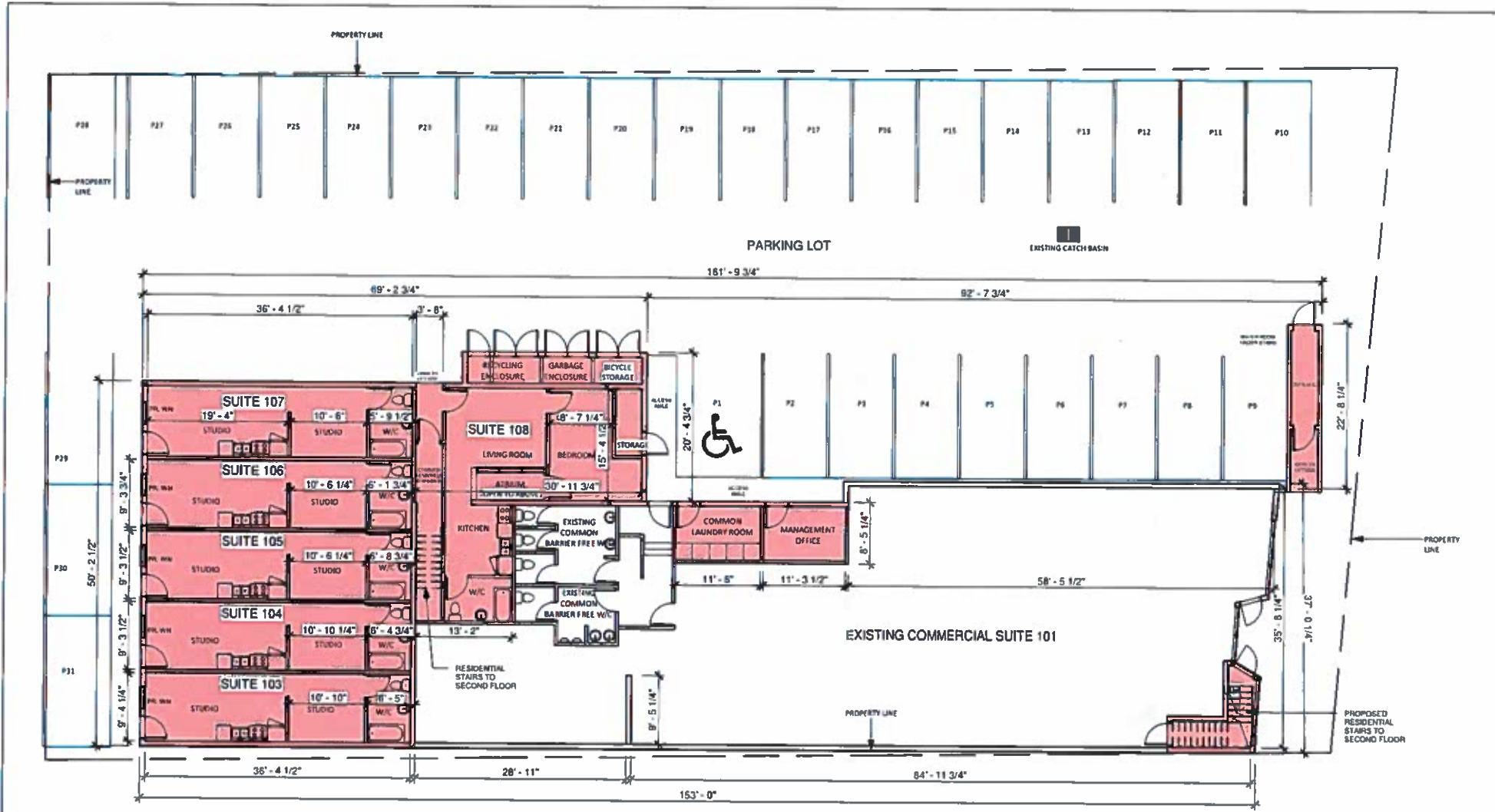
| PROPOSED | | |
|--------------|----------------|----------------|
| ROOF TOTALS | | |
| | SQ M | SQ FT |
| Upper Roof | 1016.83 | 10945.1 |
| Lower Roof | 385.9 | 4153.8 |
| Total | 1402.73 | 15098.9 |

Existing Parking Spots of original building = 7
Parking Spots

Proposed Addition
Proposed Dwelling Units 46
Proposed new dwelling unit within existing building 20
Proposed new dwelling units within new addition 26
Net requirement for new dwelling units = 23

|  GREEN MARKET SUITES RESIDENTIAL RETAIL FARMERS MARKET COMPLETE COMMUNITY | OWEN GREEN DEVELOPMENTS INC. 124 OWEN SOUND ST. SHELburnE, ONTARIO |  124 OWEN SOUND STREET | SITE STATISTICS | <table border="1" style="width: 100%;"> <thead> <tr> <th>NO.</th> <th>Description</th> <th>Date</th> <th>Sheet</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>COUNCIL REVIEW</td> <td>09/13/16</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">A-2</td> </tr> <tr> <td>02</td> <td>SITE PLAN APPROVAL APPLICATION</td> <td>09/07/16</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | NO. | Description | Date | Sheet | 01 | COUNCIL REVIEW | 09/13/16 | A-2 | 02 | SITE PLAN APPROVAL APPLICATION | 09/07/16 | | | |
|---|--|---|------------------------|--|-----|-------------|------|-------|----|----------------|----------|------------|----|--------------------------------|----------|--|--|--|
| NO. | Description | Date | Sheet | | | | | | | | | | | | | | | |
| 01 | COUNCIL REVIEW | 09/13/16 | A-2 | | | | | | | | | | | | | | | |
| 02 | SITE PLAN APPROVAL APPLICATION | 09/07/16 | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |

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GREEN MARKET SUITES
 RESIDENTIAL RETAIL
 FARMERS MARKET
 COMPLETE COMMUNITY

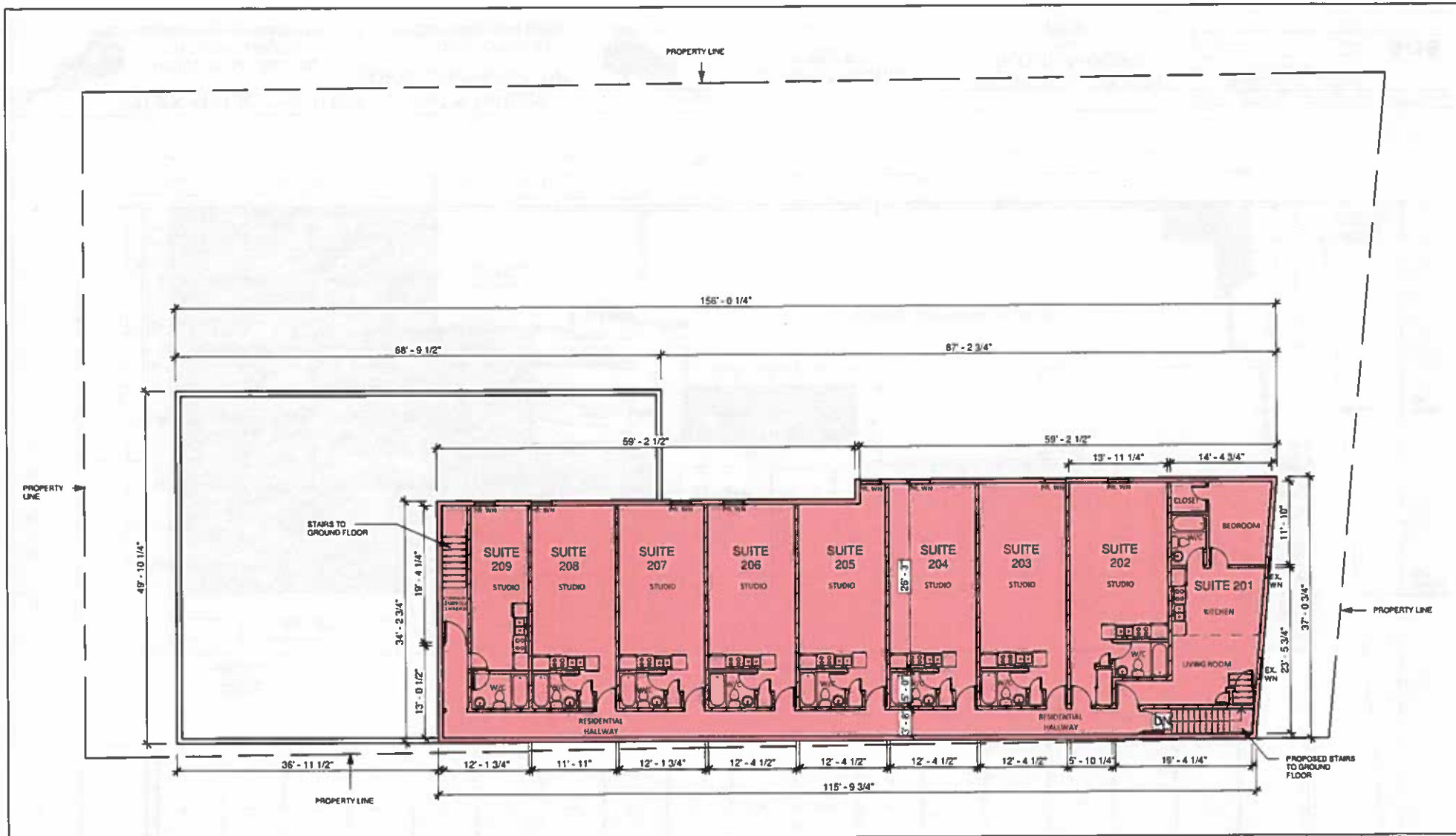
OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

124 OWEN SOUND STREET

PROPOSED GROUND FLOOR-PHASE 1

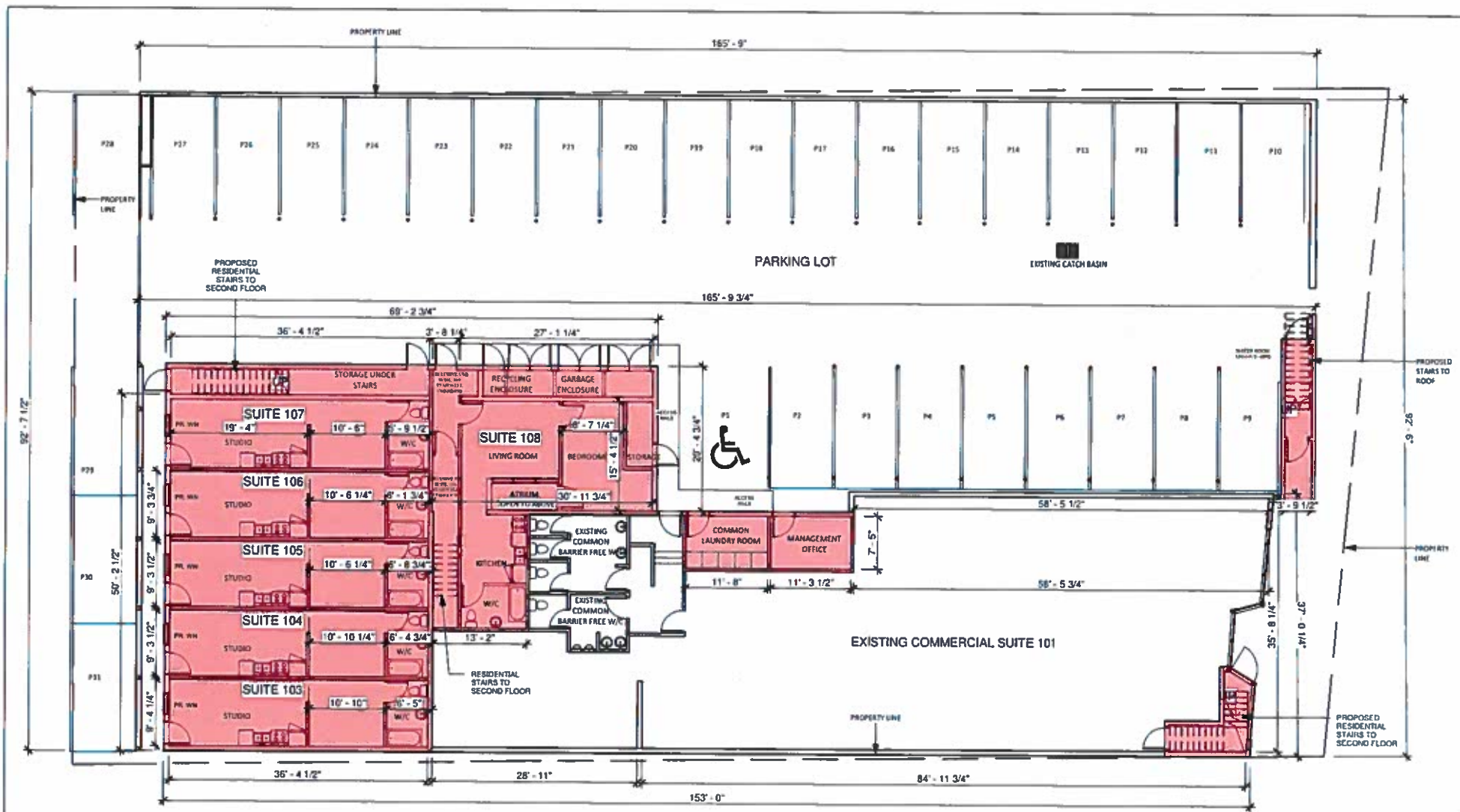
| NO. | Description | Date | Sheet |
|-----|-------------------------------|----------|-------|
| 01 | COUNCIL REVIEW | 08/13/16 | A-16 |
| 02 | WTE PLAN APPROVAL APPLICATION | 08/07/16 | |
| | | | |
| | | | |
| | | | |
| | | | |

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| GREEN MARKET SUITES RESIDENTIAL RETAIL FARMERS MARKET COMPLETE COMMUNITY | OWEN GREEN DEVELOPMENTS INC. 124 OWEN SOUND ST. SHELburne, ONTARIO | 124 OWEN SOUND STREET | PROPOSED SECOND FLOOR-PHASE 1 | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO.</th> <th style="width: 60%;">Description</th> <th style="width: 35%;">Date</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>COUNCIL REVIEW</td> <td>09/13/10</td> </tr> <tr> <td>02</td> <td>SITE PLAN APPROVAL APPLICATION</td> <td>09/27/10</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | NO. | Description | Date | 01 | COUNCIL REVIEW | 09/13/10 | 02 | SITE PLAN APPROVAL APPLICATION | 09/27/10 | | | | | | | | | | Sheet : A-17 |
|--|---|------------------------------|--|---|-----|-------------|------|----|----------------|----------|----|--------------------------------|----------|--|--|--|--|--|--|--|--|--|------------------------|
| NO. | Description | Date | | | | | | | | | | | | | | | | | | | | | |
| 01 | COUNCIL REVIEW | 09/13/10 | | | | | | | | | | | | | | | | | | | | | |
| 02 | SITE PLAN APPROVAL APPLICATION | 09/27/10 | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
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GREEN MARKET SUITES
 RESIDENTIAL RETAIL
 FARMERS MARKET
 COMPLETE COMMUNITY

OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELburne, ONTARIO

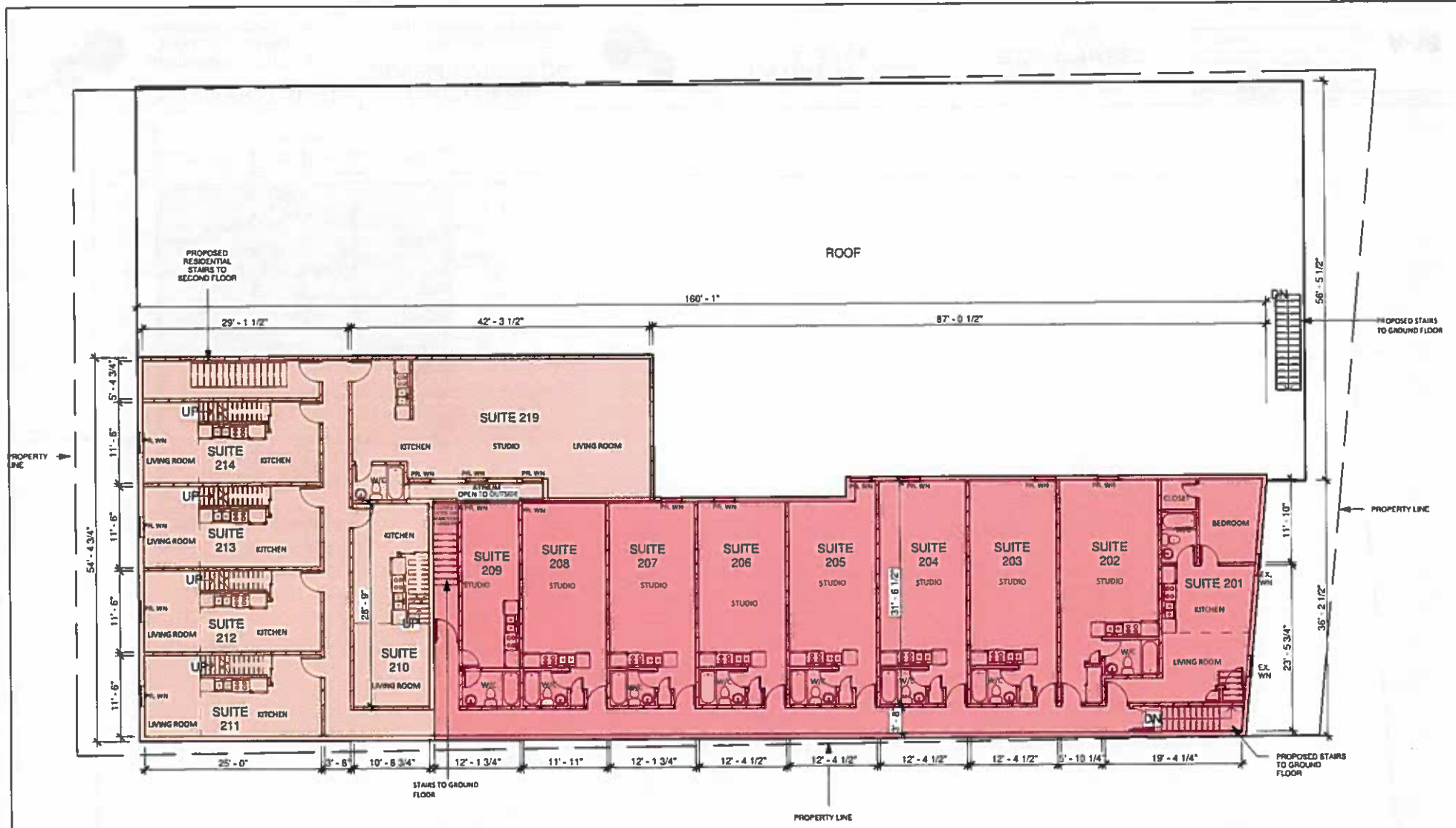
124 OWEN SOUND STREET

PROPOSED GROUND FLOOR-PHASE 2

| NO. | Description | Date | Sheet |
|-----|-------------------------------|----------|-------|
| 01 | COUNCIL REVIEW | 08/21/19 | |
| 02 | ITE PLAN APPROVAL APPLICATION | 09/07/19 | |
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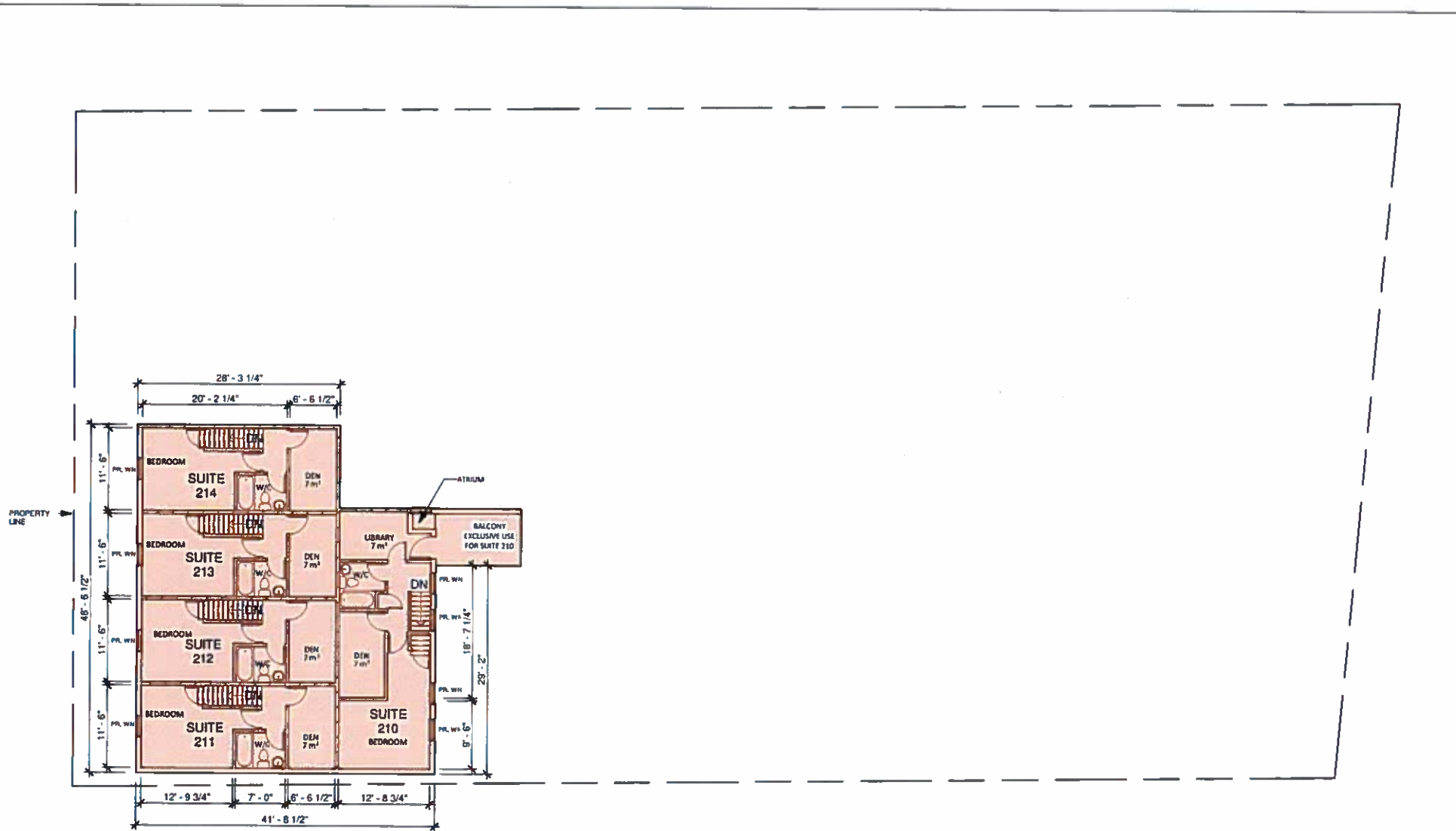
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 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

124 OWEN SOUND STREET

PROPOSED SECOND FLOOR-PHASE 2

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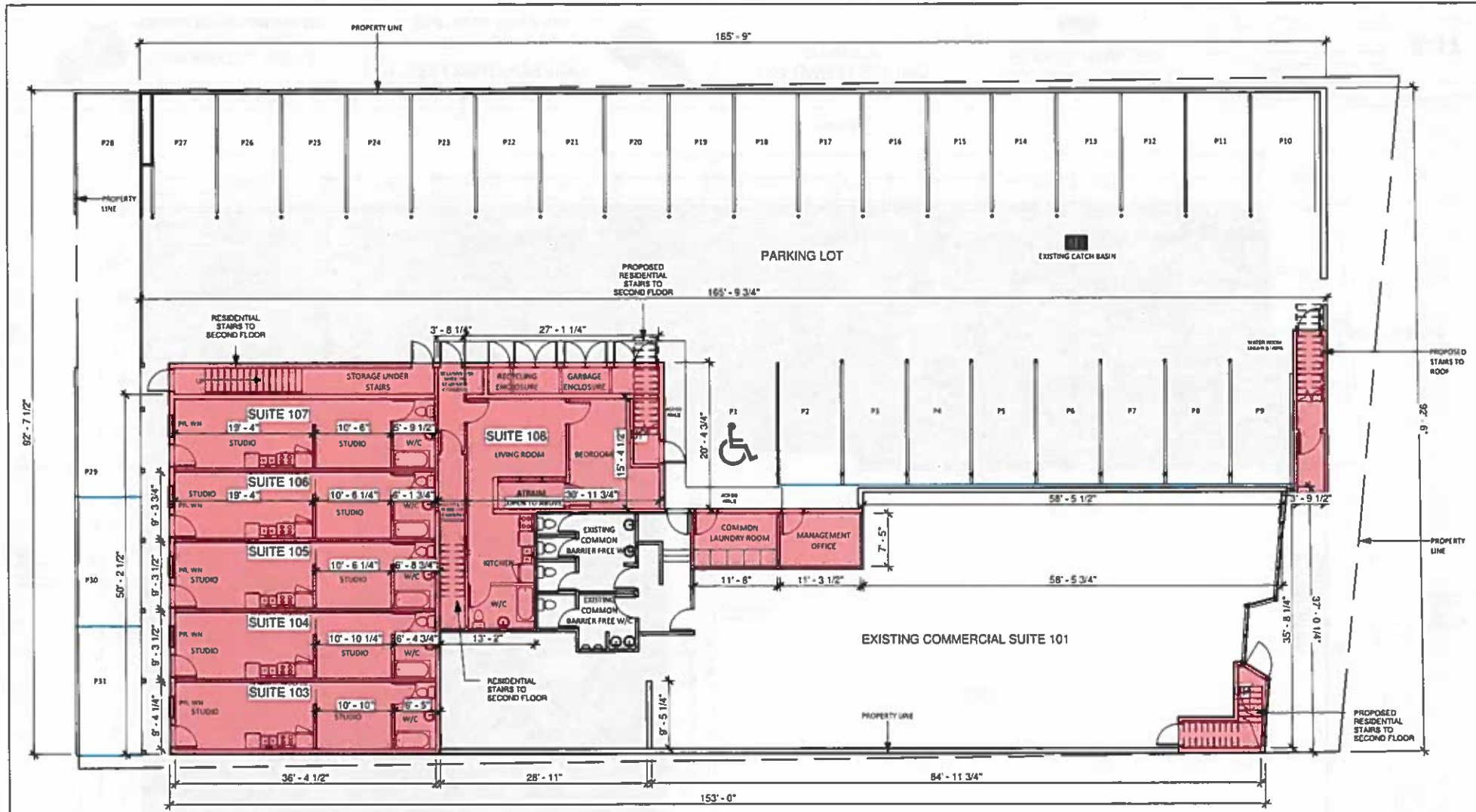
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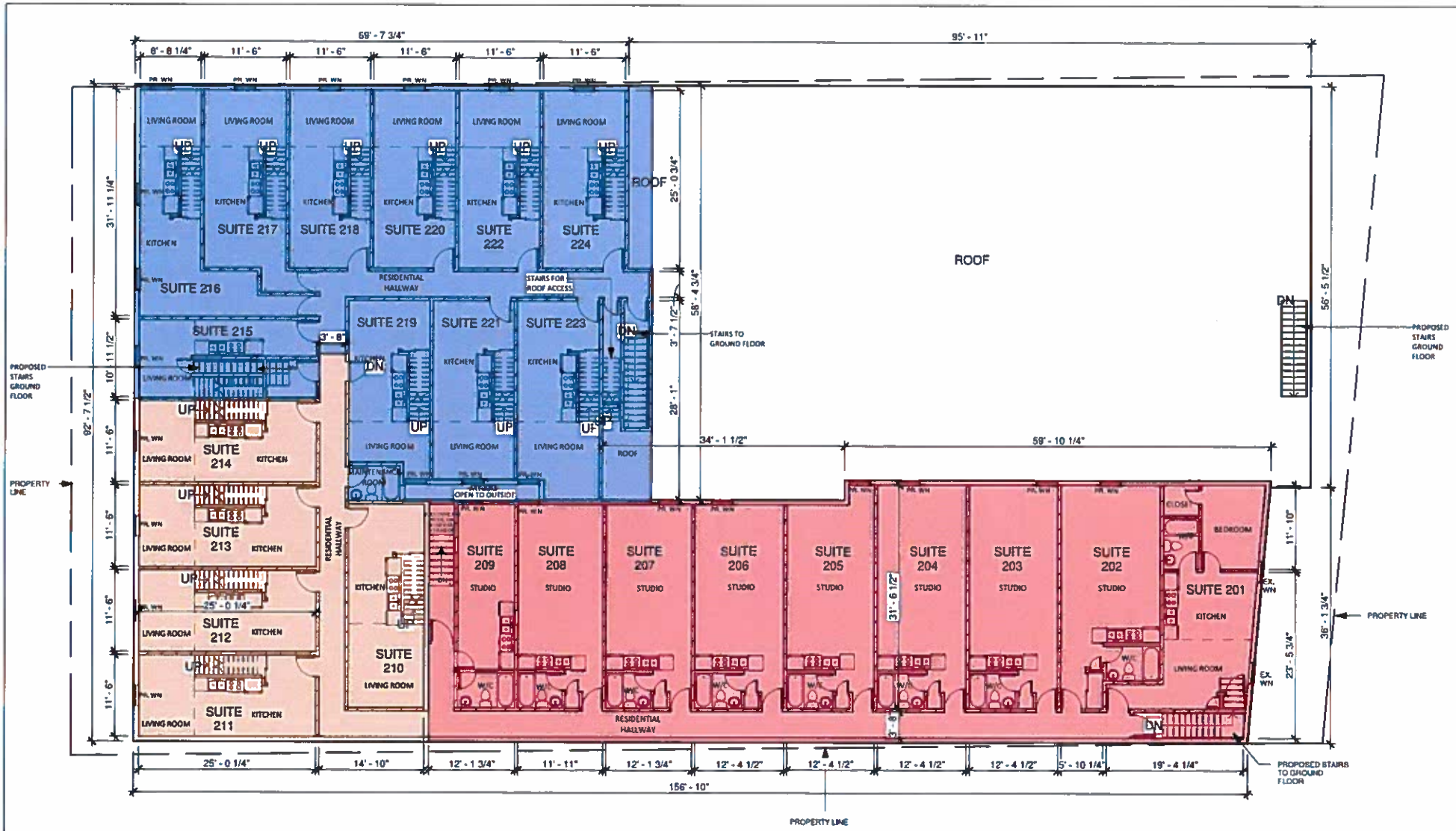
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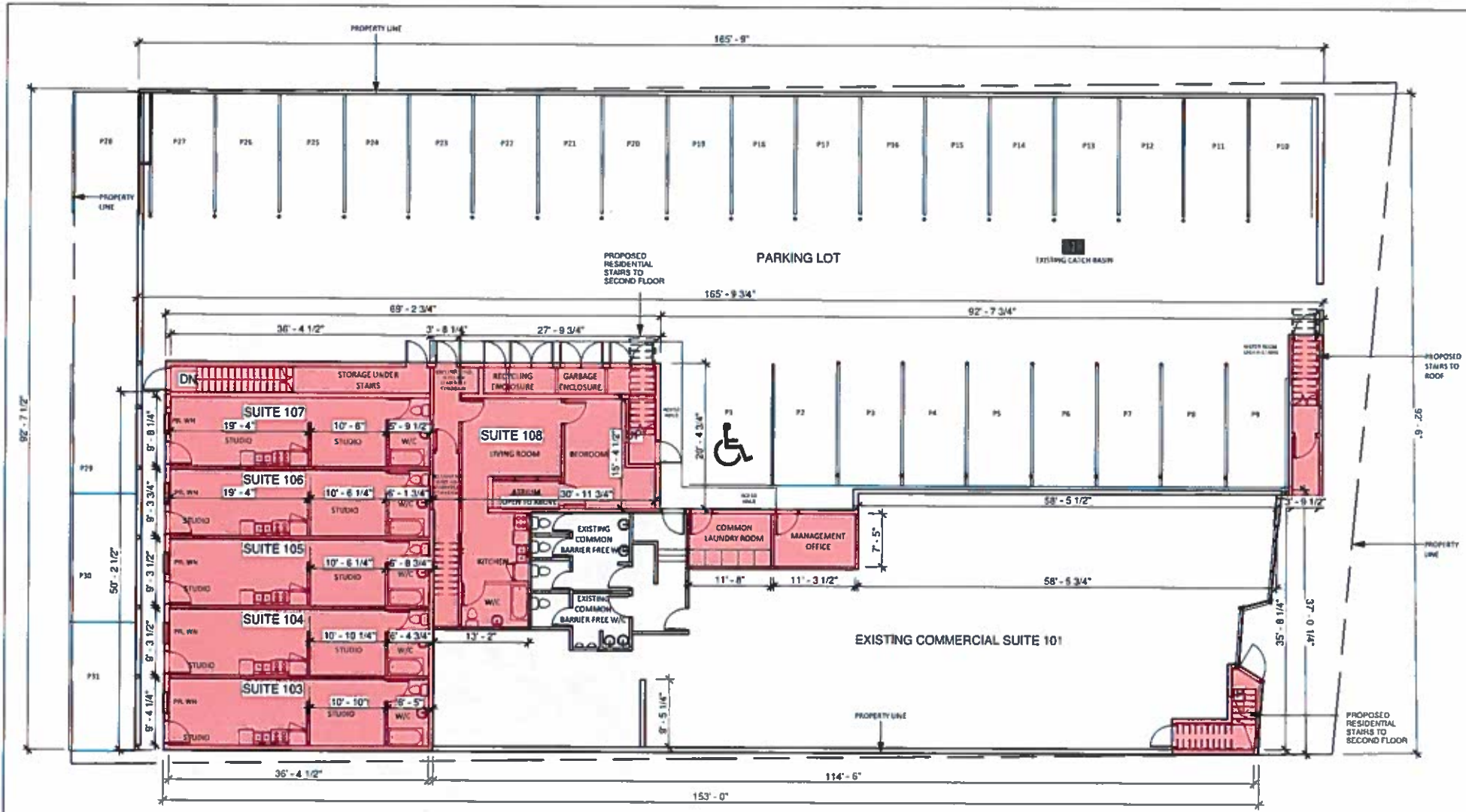
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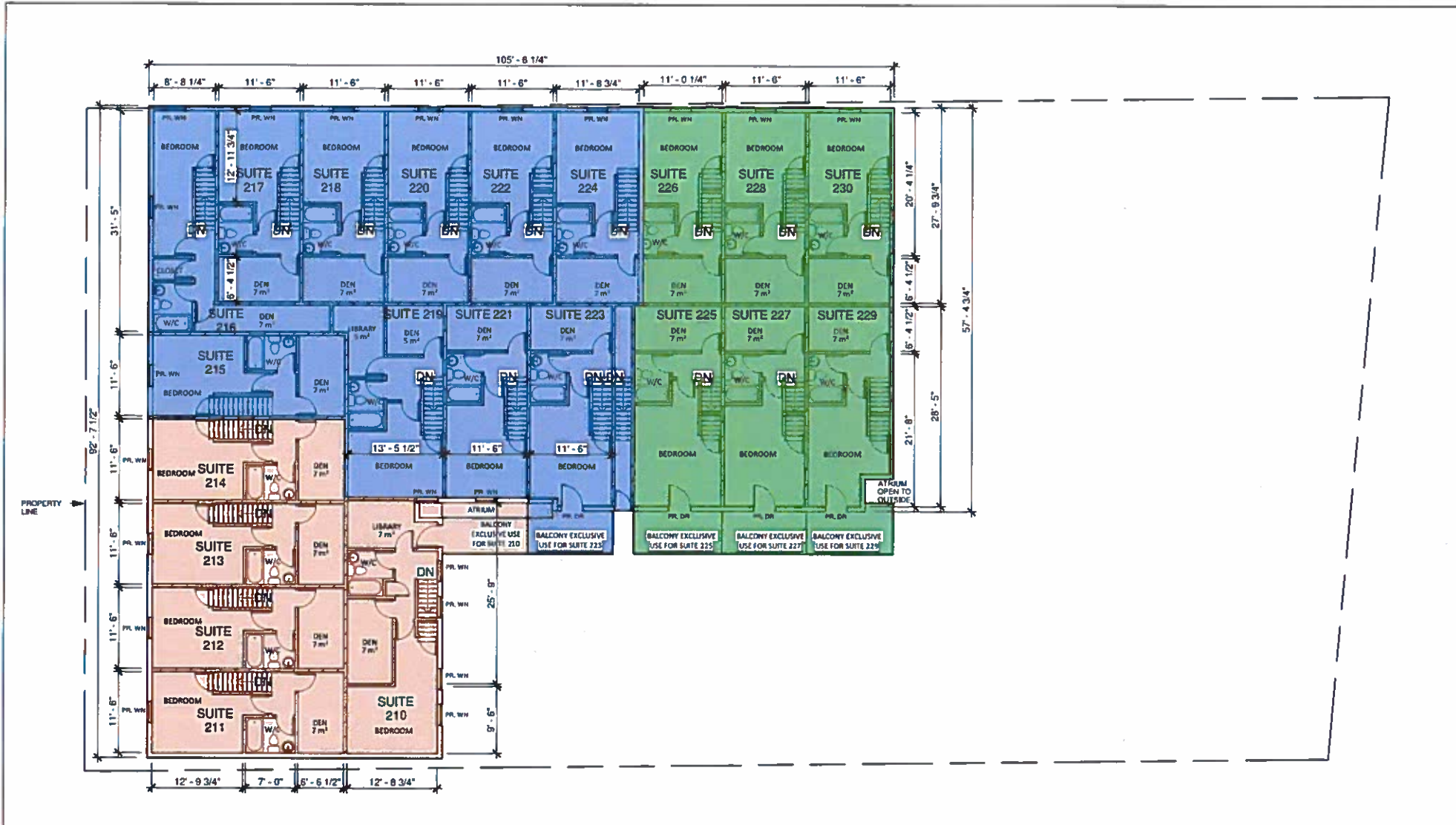
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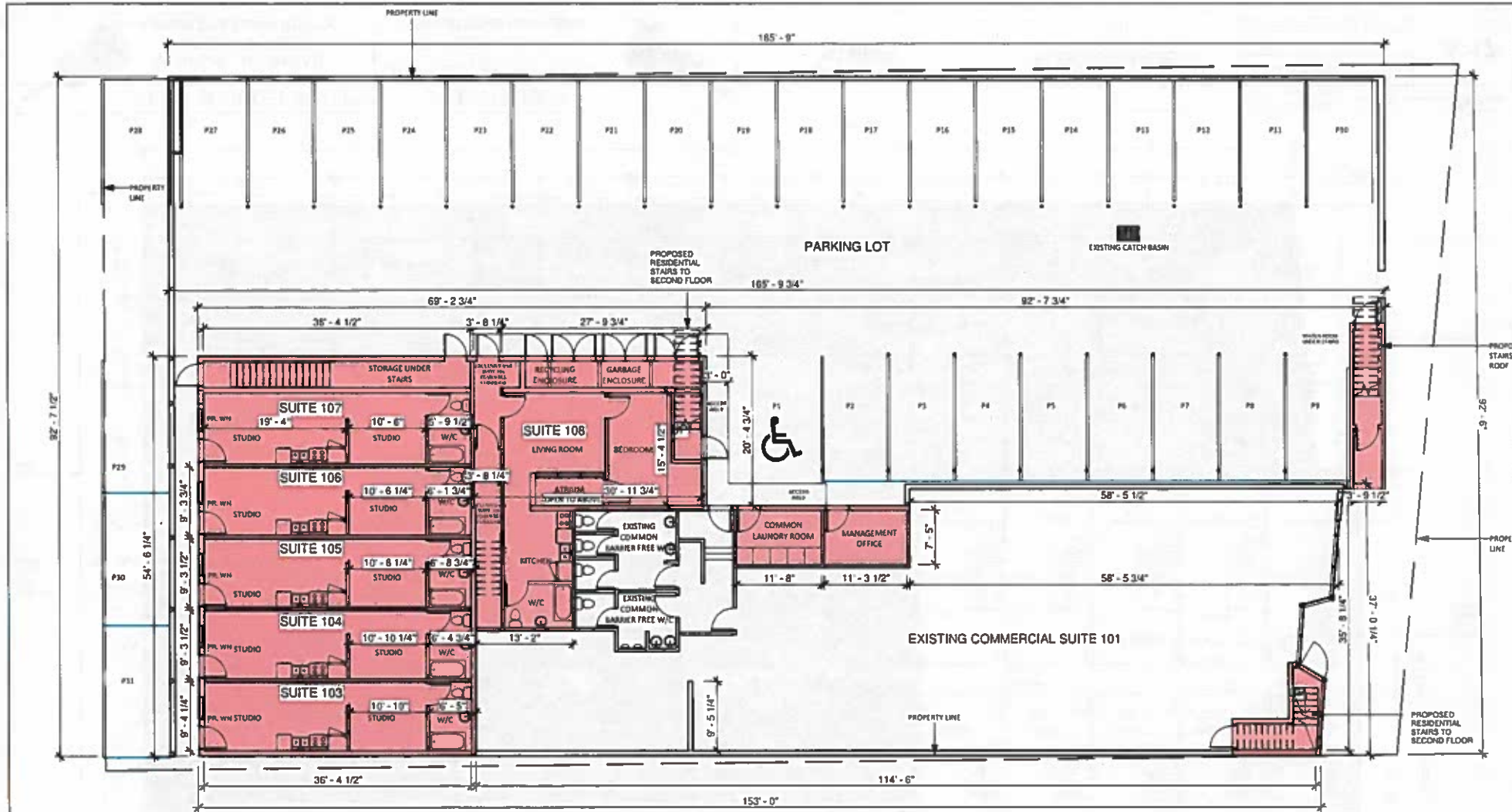

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124 OWEN SOUND STREET

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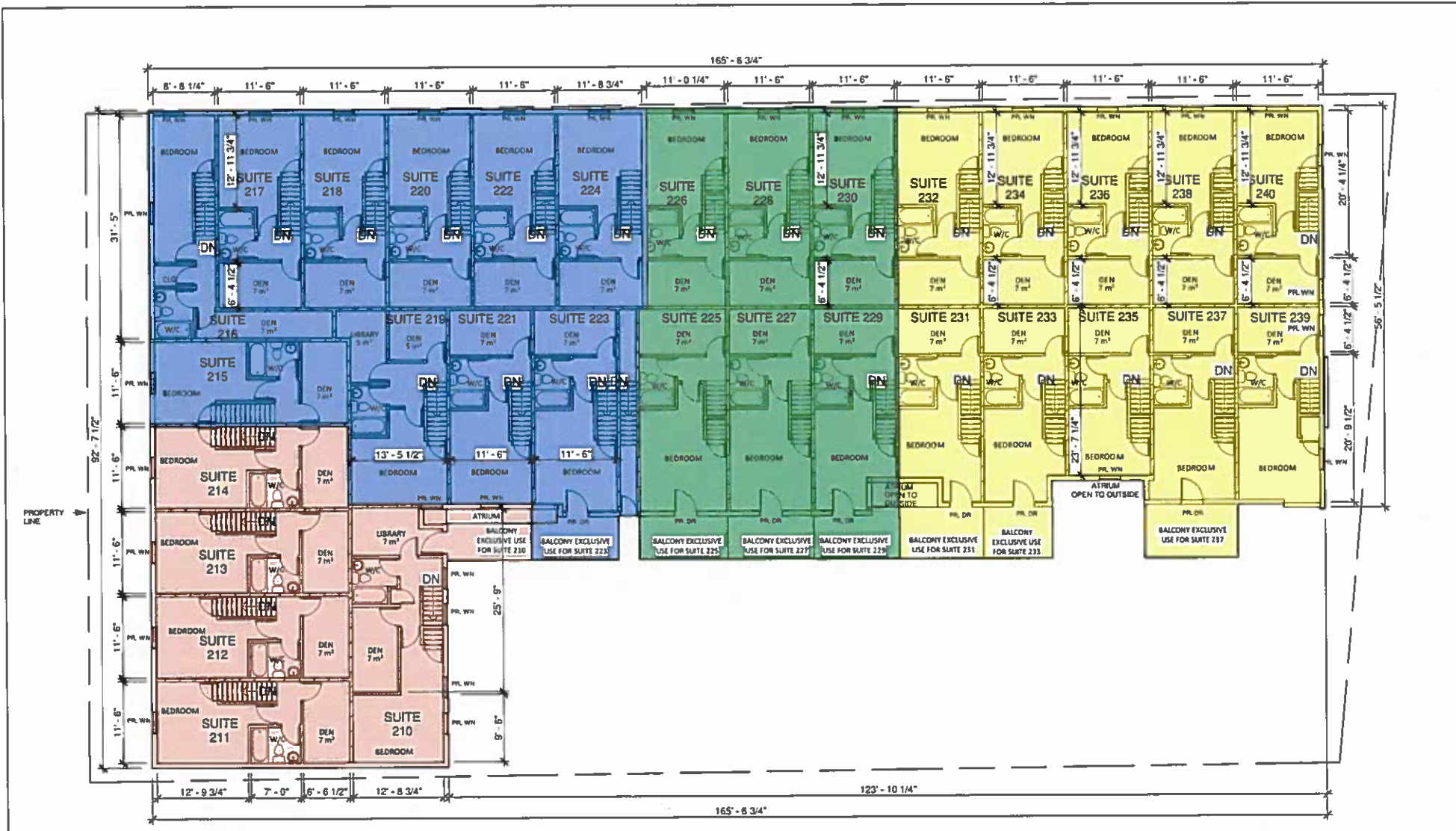
124 OWEN SOUND STREET

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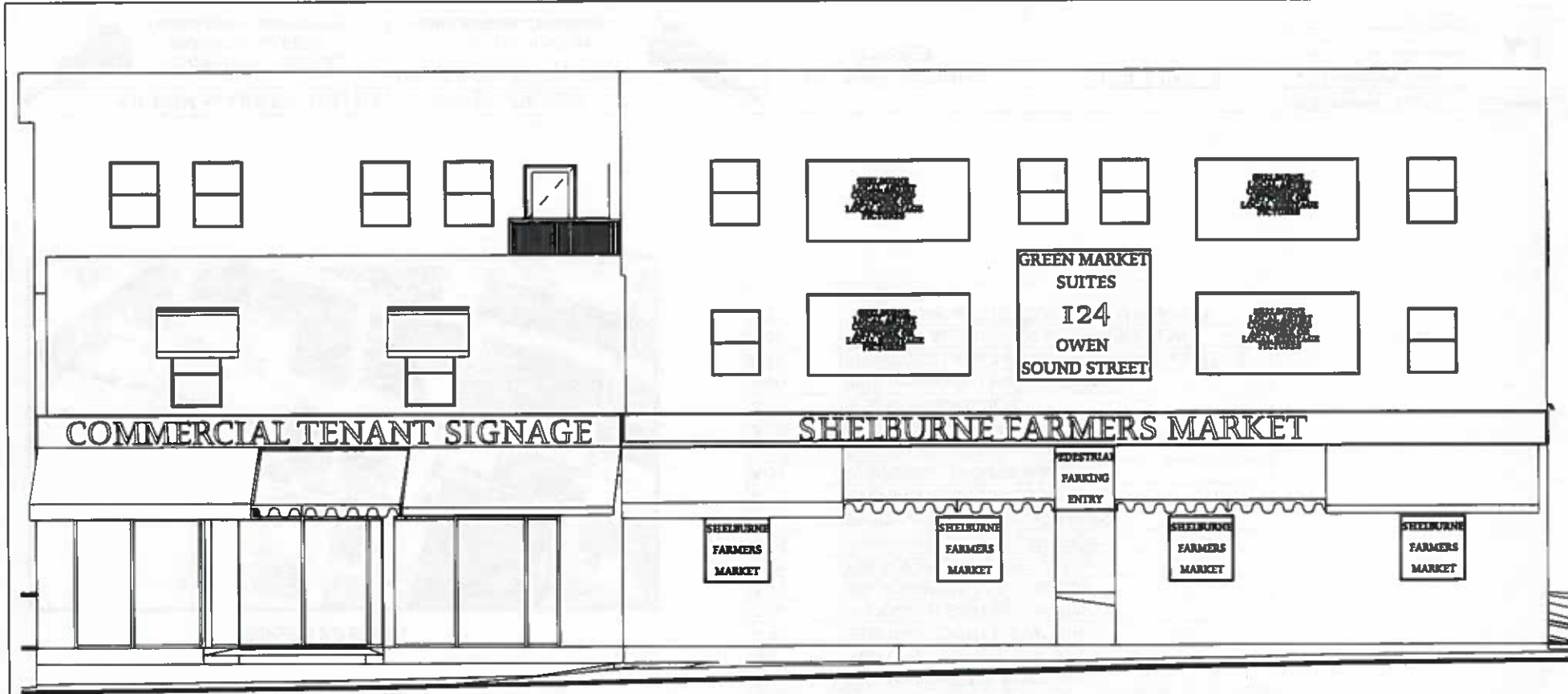
124 OWEN SOUND STREET

PROPOSED THIRD FLOOR-PHASE 5



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124 OWEN SOUND STREET, SHELBURNE, ONTARIO
PLAN 5A BLK 2 LOT 6 PT LOT 5 PARTS 1 & 3

| | | | | | |
|---|---|--|------------------------------|-------------------|--|
|  GREEN MARKET SUITES RESIDENTIAL RETAIL FARMERS MARKET COMPLETE COMMUNITY | OWEN GREEN DEVELOPMENTS INC. 124 OWEN SOUND ST. SHELBURNE, ONTARIO |  | 124 OWEN SOUND STREET | TITLE PAGE | NO. Description Date Sheet |
| | | | | | 01 COUNCIL REVIEW 08/13/16 |

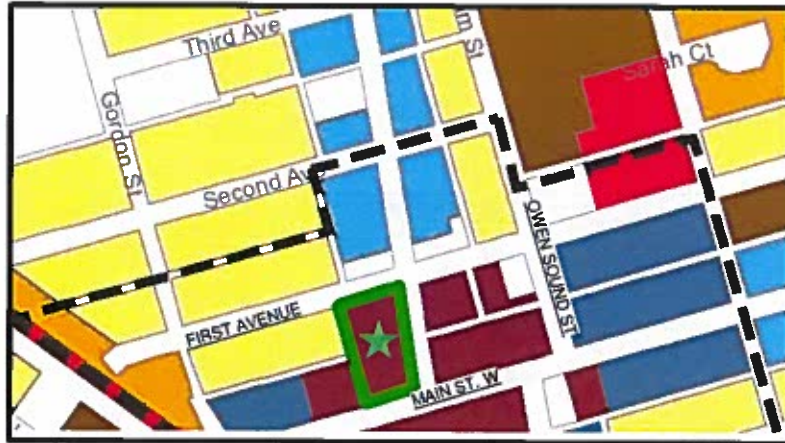
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VINCINITY MAP



----- DOWNTOWN CORE

LOCATION MAP



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GREEN MARKET SUITES

RESIDENTIAL RETAIL
FARMERS MARKET
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OWEN GREEN DEVELOPMENTS INC.
124 OWEN SOUND ST.
SHELBURNE, ONTARIO

124 OWEN SOUND STREET

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124 OWEN SOUND SITE STATISTICS

| EXISTING LOT FACTS | | |
|---|--------|----------|
| PLAN 5A BLK 2 LOT 6 PT LOT 5 PARTS 1 & 3 124 OWEN SOUND STREET | | |
| | SQ M | SQ FT |
| Lot Area | 1566 | 16858.28 |
| Total Building Footprint | 622 | 6695.15 |
| Lot Coverage: % | 39.7 % | |

| EXISTING | | | | |
|--------------------|------------|-------|--------|--|
| FIRST FLOOR | | | | |
| SUITE | TYPE | SQ M | SQ FT | |
| Existing Suite 101 | COMMERCIAL | 620.8 | 6682.2 | |
| SECOND FLOOR | | | | |
| SUITE | TYPE | SQ M | SQ FT | |
| Existing Suite 201 | COMMERCIAL | 385.6 | 4150.5 | |

| PROPOSED LOT FACTS | | |
|---|--------|----------|
| PLAN 5A BLK 2 LOT 6 PT LOT 5 PARTS 1 & 3 124 OWEN SOUND STREET | | |
| | SQ M | SQ FT |
| Lot Area | 1566 | 16858.28 |
| Total Building Footprint | 1376.7 | 14818.67 |
| Building footprint as percentage of lot area: % | 87 % | |
| Lot coverage Percentage | 41 % | |

| PROPOSED | | | | | |
|-------------|-----------|-------------|------|-------|--|
| FIRST FLOOR | | | | | |
| SUITE | # OF FLRS | TYPE | SQ M | SQ FT | |
| Suite 101 | 1 | COMMERCIAL | 295 | 3175 | |
| Suite 103 | 1 | RESIDENTIAL | 34 | 367 | |
| Suite 104 | 1 | RESIDENTIAL | 34 | 367 | |
| Suite 105 | 1 | RESIDENTIAL | 34 | 367 | |
| Suite 106 | 1 | RESIDENTIAL | 34 | 367 | |
| Suite 107 | 1 | RESIDENTIAL | 36 | 367 | |
| Suite 108 | 1 | RESIDENTIAL | 83 | 893 | |

| PROPOSED | | | | | |
|--------------|-----------|-------------|------|-------|--|
| SECOND FLOOR | | | | | |
| SUITE | # OF FLRS | TYPE | SQ M | SQ FT | |
| Suite 201 | 1 | RESIDENTIAL | 44 | 474 | |
| Suite 202 | 1 | RESIDENTIAL | 40 | 431 | |
| Suite 203 | 1 | RESIDENTIAL | 38 | 409 | |
| Suite 204 | 1 | RESIDENTIAL | 38 | 409 | |
| Suite 205 | 1 | RESIDENTIAL | 36 | 387 | |
| Suite 206 | 1 | RESIDENTIAL | 35 | 377 | |
| Suite 207 | 1 | RESIDENTIAL | 34 | 366 | |
| Suite 208 | 1 | RESIDENTIAL | 34 | 366 | |
| Suite 209 | 1 | RESIDENTIAL | 35 | 377 | |
| Suite 210 | 2 | RESIDENTIAL | 77 | 829 | |
| Suite 211 | 2 | RESIDENTIAL | 77 | 829 | |
| Suite 212 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 213 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 214 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 215 | 2 | RESIDENTIAL | 58 | 624 | |
| Suite 216 | 2 | RESIDENTIAL | 71 | 764 | |
| Suite 217 | 2 | RESIDENTIAL | 63 | 678 | |
| Suite 218 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 219 | 2 | RESIDENTIAL | 68 | 732 | |
| Suite 220 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 221 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 222 | 2 | RESIDENTIAL | 60 | 646 | |

| PROPOSED | | | | | |
|--------------|-----------|-------------|------|-------|--|
| SECOND FLOOR | | | | | |
| SUITE | # OF FLRS | TYPE | SQ M | SQ FT | |
| Suite 223 | 2 | RESIDENTIAL | 63 | 678 | |
| Suite 224 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 225 | 2 | RESIDENTIAL | 62 | 667 | |
| Suite 226 | 2 | RESIDENTIAL | 62 | 667 | |
| Suite 227 | 2 | RESIDENTIAL | 62 | 667 | |
| Suite 228 | 2 | RESIDENTIAL | 60 | 667 | |
| Suite 229 | 2 | RESIDENTIAL | 59 | 667 | |
| Suite 230 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 231 | 2 | RESIDENTIAL | 57 | 614 | |
| Suite 232 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 233 | 2 | RESIDENTIAL | 59 | 635 | |
| Suite 234 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 235 | 2 | RESIDENTIAL | 52 | 600 | |
| Suite 236 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 237 | 2 | RESIDENTIAL | 62 | 667 | |
| Suite 238 | 2 | RESIDENTIAL | 60 | 646 | |
| Suite 239 | 2 | RESIDENTIAL | 58 | 624 | |
| Suite 240 | 2 | RESIDENTIAL | 62 | 667 | |

| PROPOSED | | | | |
|---------------------------|-----------|--------|------|-------|
| COMMON AREAS | | | | |
| | # OF FLRS | TYPE | SQ M | SQ FT |
| Common Corridors | - | COMMON | 119 | 1281 |
| Common Atrium | - | COMMON | 20 | 215 |
| Common Laundry & Washroom | - | COMMON | 48 | 495 |

| PROPOSED BUILDING TOTALS | | |
|--------------------------|--------|--------|
| | SQ M | SQ FT |
| 1st Floor, Total | 555 | 5874 |
| Parking Garage | 746.68 | 8030.7 |
| 2nd Floor, Total | 2264 | 24369 |
| Common Total | 185 | 1991 |
| Grand Total | 3751 | 40375 |

| PROPOSED ROOF TOTALS | | |
|----------------------|---------|---------|
| | SQ M | SQ FT |
| Upper Roof | 1016.83 | 10945.1 |
| Lower Roof | 385.9 | 4153.8 |
| Total | 1402.73 | 15098.9 |

Existing Parking Spots of original building = 7
Parking Spots

Proposed Addition
Proposed Dwelling Units 46
Proposed new dwelling unit within existing building: 20
Proposed new dwelling units within new addition: 26
Net requirement for new dwelling units=23



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124 OWEN SOUND STREET

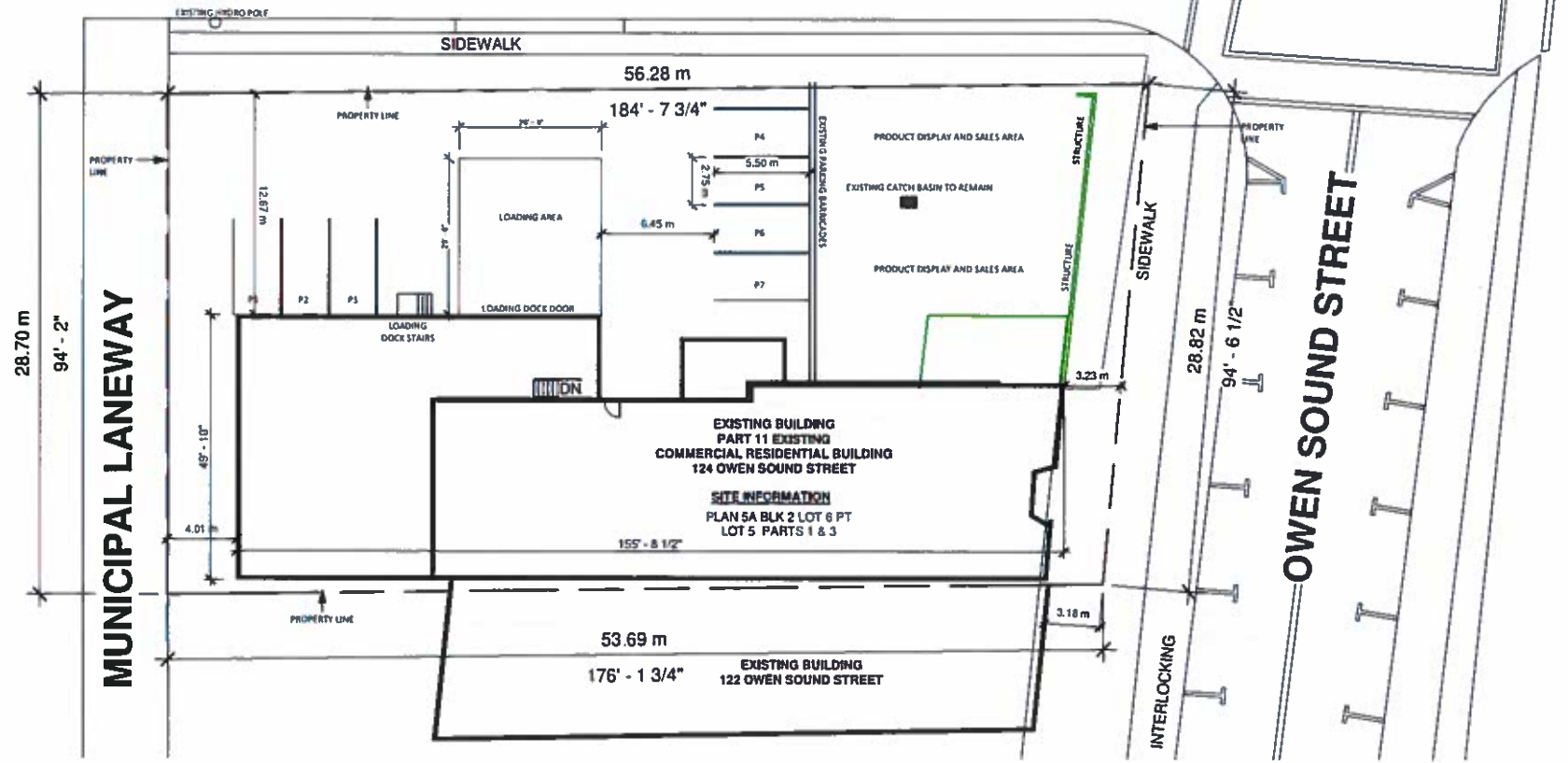
SITE STATISTICS

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FIRST AVE W



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124 OWEN SOUND STREET

EXISTING SITE PLAN

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SITE INFORMATION

PLAN SA BLK 2 LOT 6 PT LOT 5 PARTS 1 & 3

LOT COVERAGE INFORMATION

Lot Area: 1566 m²
 Existing Building 1 Footprint: 622.0 m²
 Proposed Building 2 Footprint: 162.9 m²
 Proposed Lot Coverage: 87.9 %
 Max Allowed Coverage as per Zoning by-law: 75%

BUILDING HEIGHT INFORMATION

Maximum Building Height: 12.0 m
 Proposed Building Height: 10.7 m

EXISTING BUILDING AREA

TOTAL EXISTING BUILDING AREA: 1006.4 M²

PROPOSED BUILDING AREA

TOAL PROPOSED BUILDING AREA: 3751 M²

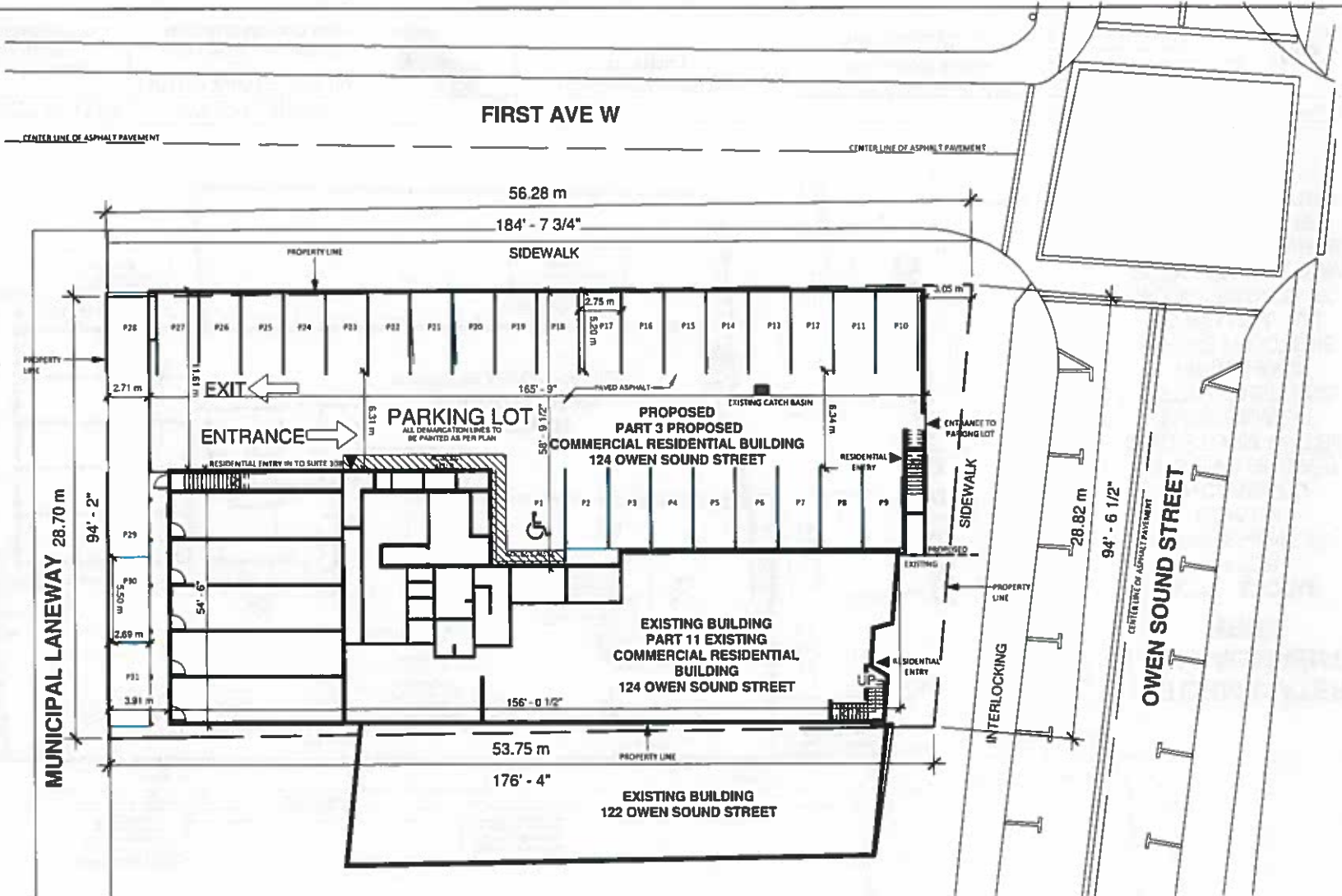
PARKING INFORMATION

AS PER TABLE 3.15.9. Parking Space Requirement Table:
 Apartment dwelling units and dwelling units over commercial uses-
 1 Space for each dwelling unit
 All other commercial uses-
 1 space for each 28 m² of GFA

C1 ZONE

LOT SETBACK INFORMATION

C1 zone minimum frontyard setback: NIL
 Proposed minimum setback: NIL
 C1 zone minimum sideyard setback: NIL
 Proposed minimum setback: NIL
 C1 zone minimum rear yard abutting a Public lane: 2.5M
 Proposed minimum setback: 10.0 M



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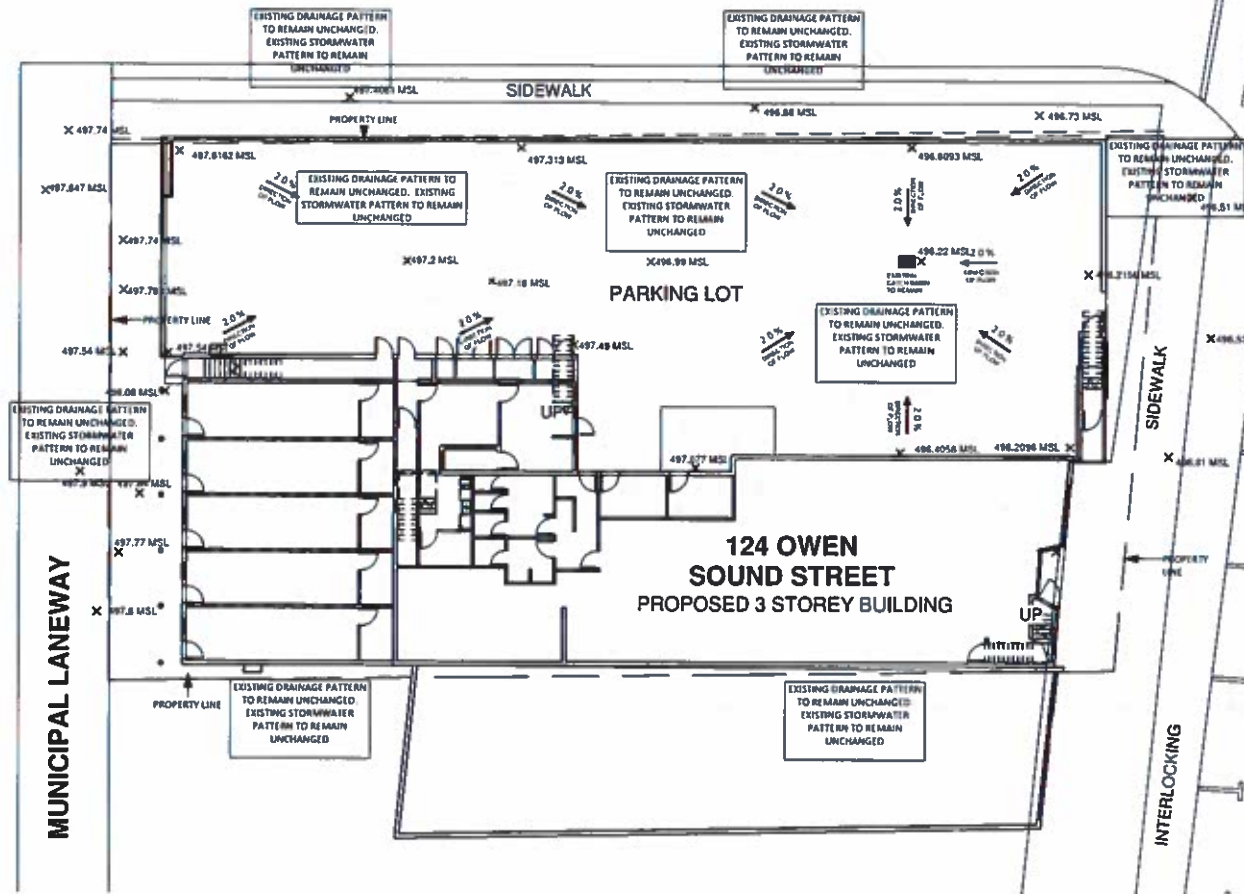
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PROPOSED SITE PLAN

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FIRST AVE W



STORM WATER MANAGEMENT BRIEF

NOTE: STORM WATER MANAGEMENT TO REMAIN UNCHANGED EXISTING GRADES AND STORM WATER MANAGEMENT CATCH BASIN AND PIPING AND INFRASTRUCTURE TO REMAIN. ALL ROOF LEADERS TO BE REMOVED FROM SANITARY SEWERS AND REDIRECTED TO STORM WATER SEWER



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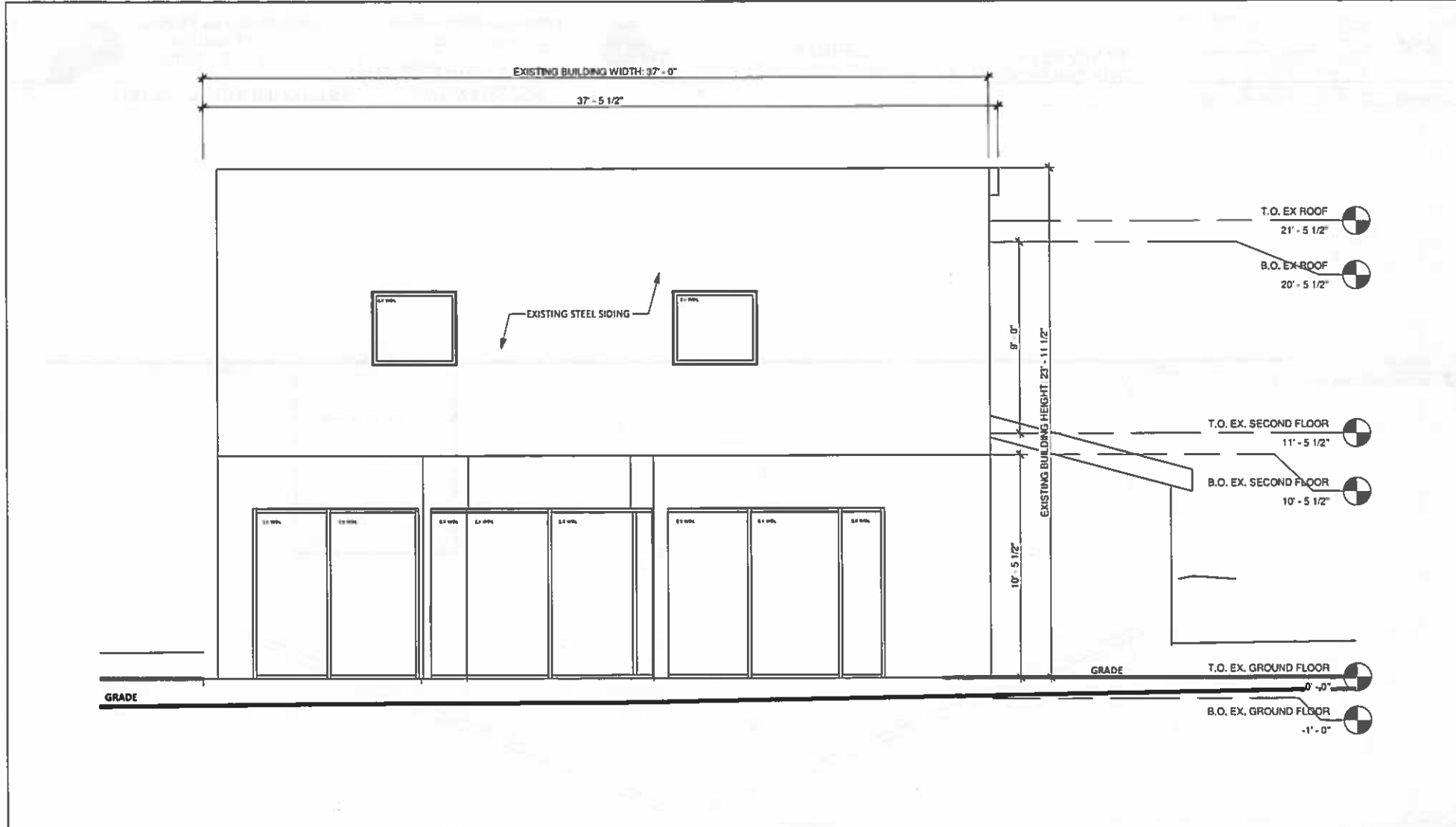
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LOT GRADING PLAN & STORMWATER MANAGEMENT

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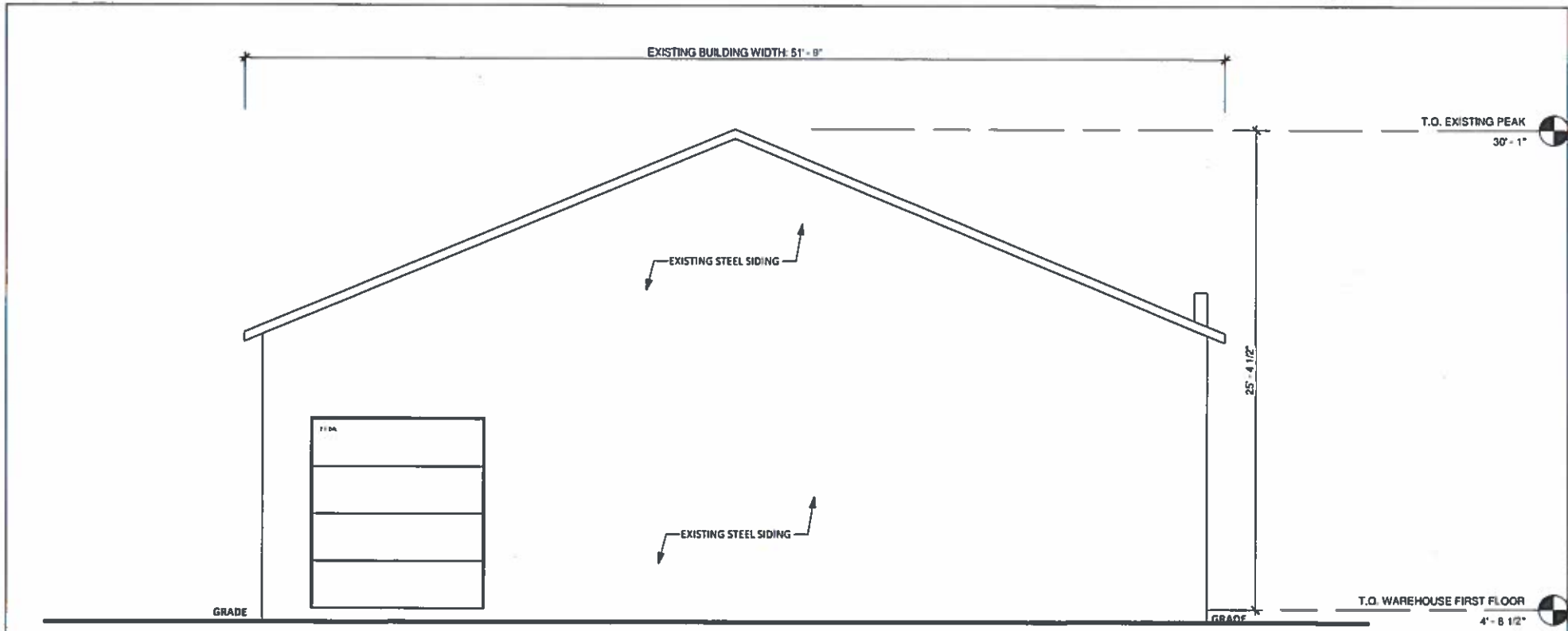
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124 OWEN SOUND STREET

EXISTING EAST ELEVATION

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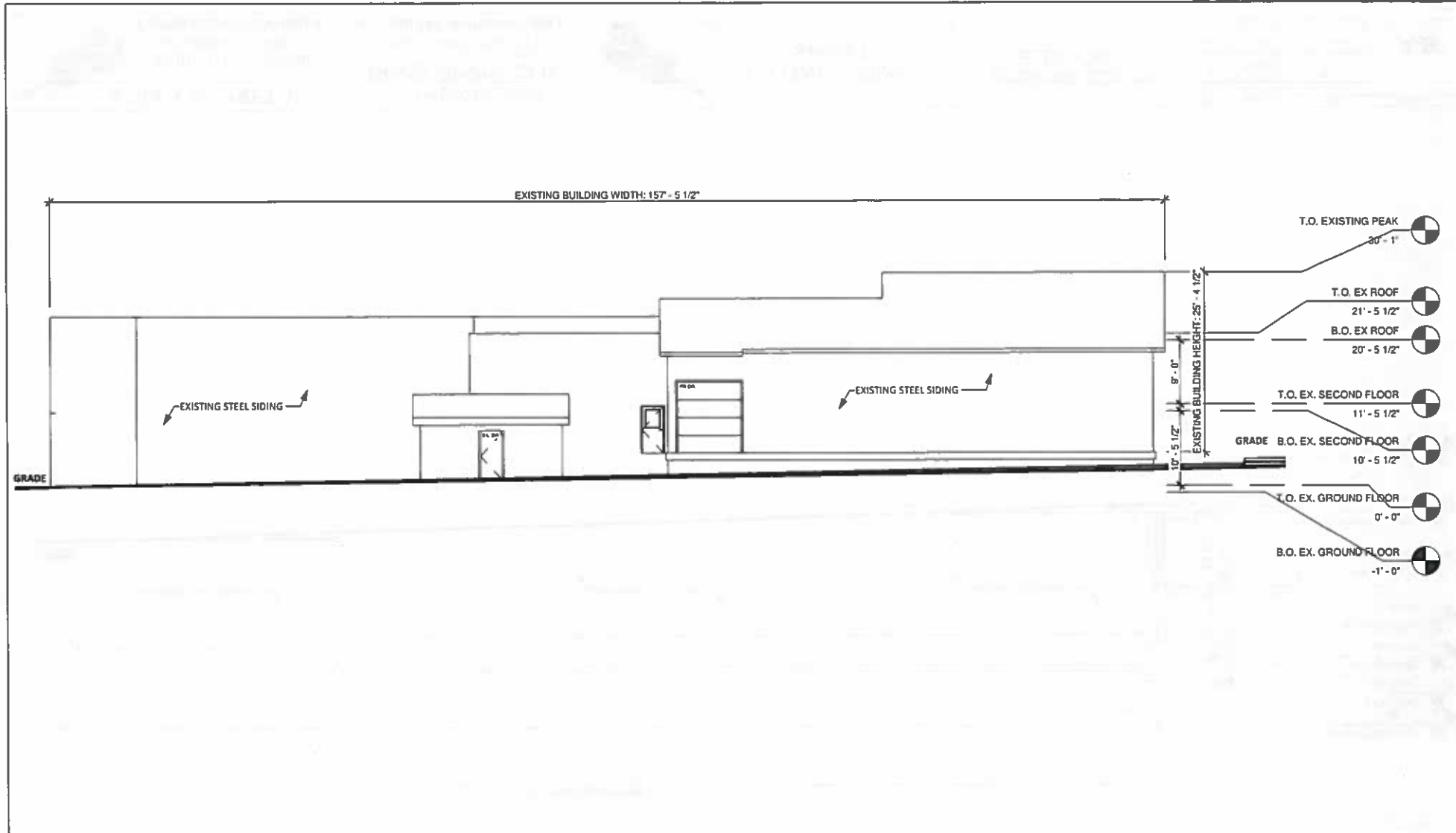
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EXISTING WEST ELEVATION

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GREEN MARKET SUITES
 RESIDENTIAL RETAIL
 FARMERS MARKET
 COMPLETE COMMUNITY

OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

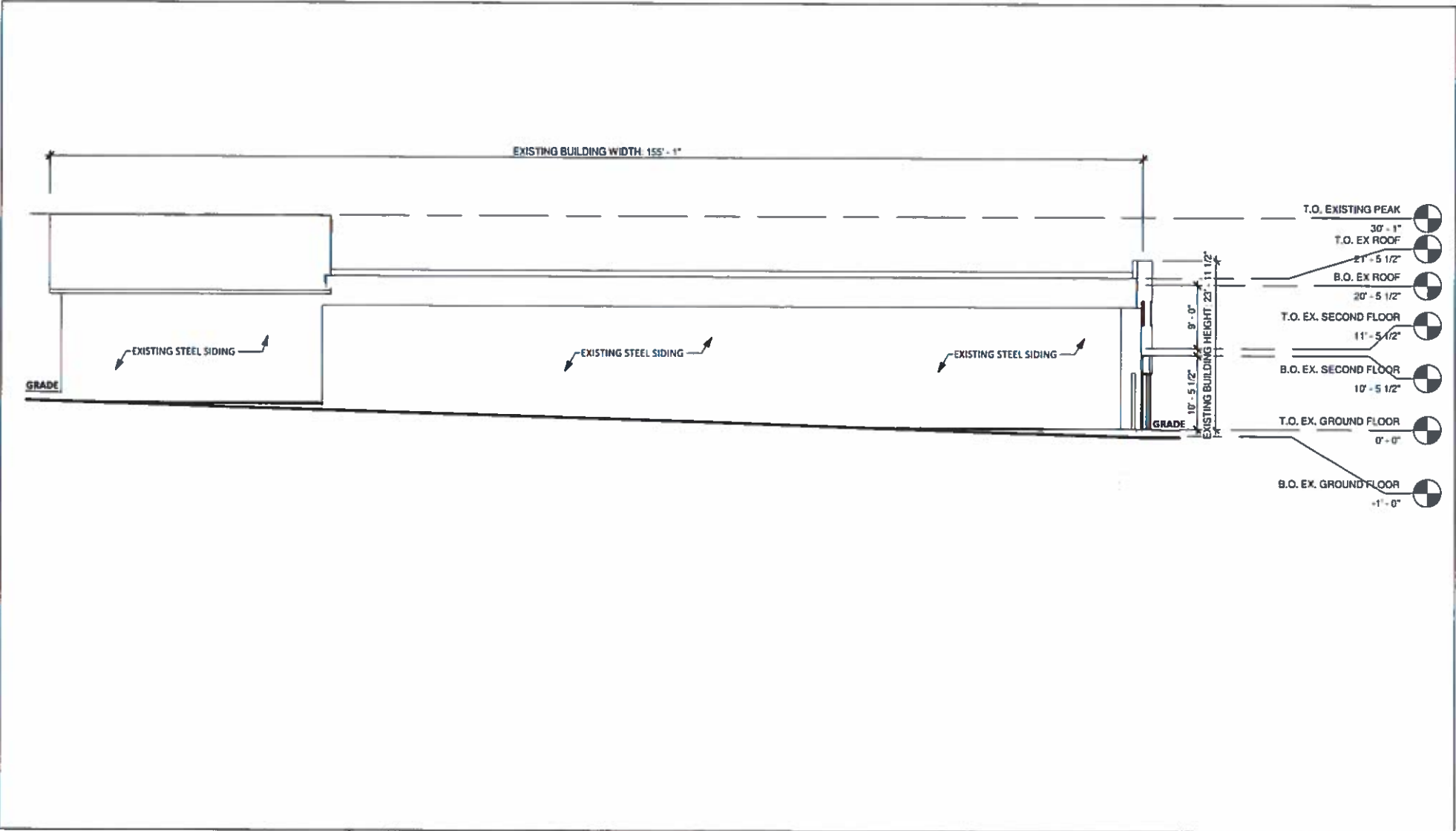
124 OWEN SOUND STREET

EXISTING NORTH ELEVATION

| NO. | Description | Date : |
|-----|-------------------------------|----------|
| 01 | COUNCIL REVIEW | 08/13/16 |
| 02 | ITE PLAN APPROVAL APPLICATION | 09/07/16 |
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Sheet :
A-8

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OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

124 OWEN SOUND STREET

EXISTING SOUTH ELEVATION

| NO. | Description | Date |
|-----|-------------------------------|----------|
| 01 | COUNCIL REVIEW | 09/13/16 |
| 02 | ITE PLAN APPROVAL APPLICATION | 09/07/16 |
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Sheet :
A-9

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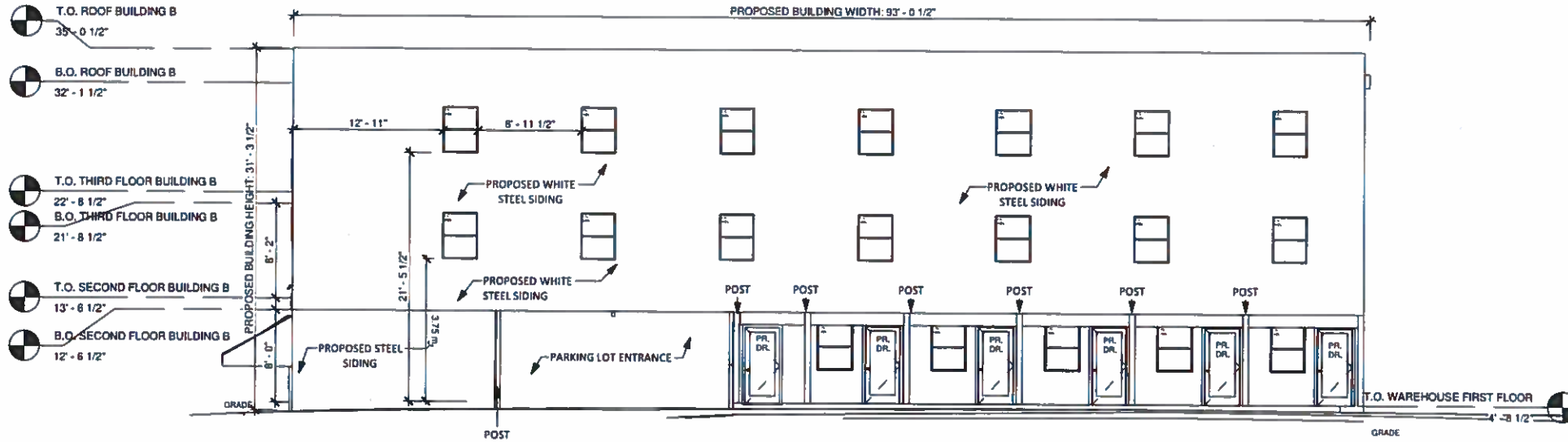
OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELburne, ONTARIO

124 OWEN SOUND STREET

PROPOSED EAST ELEVATION

| NO. | Description | Date | Sheet |
|-----|--------------------------------|----------|-------|
| i | COUNCIL REVIEW | 06/13/16 | A-10 |
| ii | SITE PLAN APPROVAL APPLICATION | 06/07/16 | |
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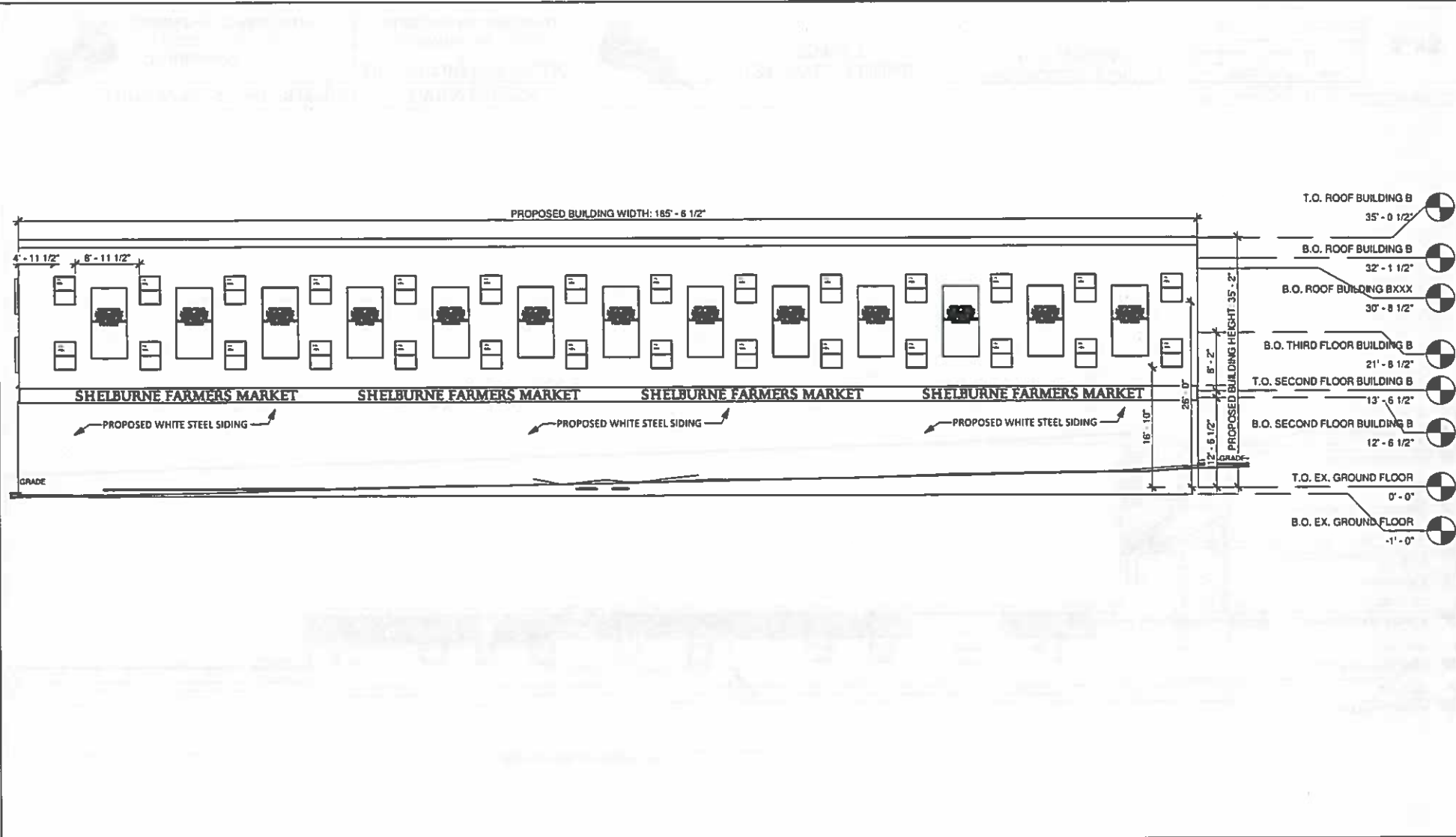
OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELburne, ONTARIO

124 OWEN SOUND STREET

PROPOSED WEST ELEVATION

| NO. | Description | Date : | Sheet : |
|-----|--------------------------------|----------|---------|
| 01 | COUNCIL REVIEW | 06/13/10 | A-11 |
| 02 | SITE PLAN APPROVAL APPLICATION | 06/07/10 | |
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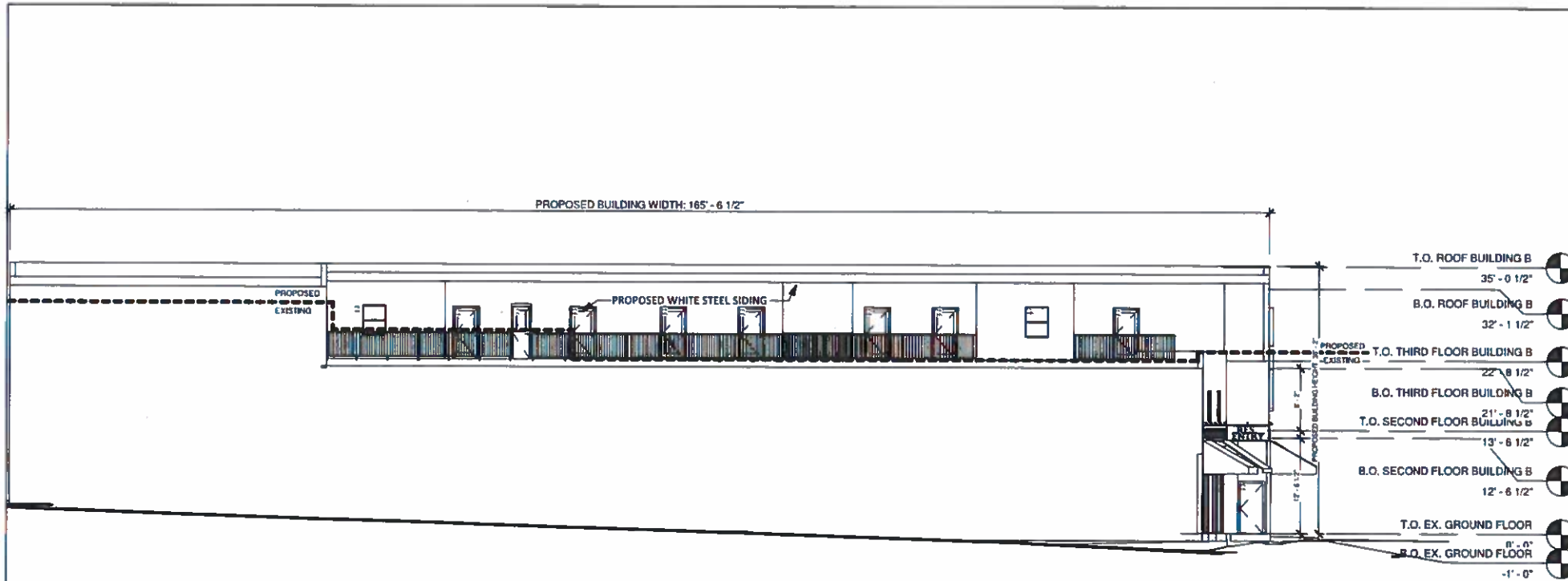
OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

124 OWEN SOUND STREET

PROPOSED NORTH ELEVATION

| NO. | Description | Date | Sheet |
|-----|-------------------------------|----------|-------|
| 01 | COUNCIL REVIEW | 06/18/18 | A-12 |
| 02 | WTE PLAN APPROVAL APPLICATION | 06/07/18 | |
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- T.O. ROOF BUILDING B 35' - 0 1/2"
- B.O. ROOF BUILDING B 32' - 1 1/2"
- PROPOSED T.O. THIRD FLOOR BUILDING B 22' - 8 1/2"
- B.O. THIRD FLOOR BUILDING B 21' - 8 1/2"
- T.O. SECOND FLOOR BUILDING B 13' - 8 1/2"
- B.O. SECOND FLOOR BUILDING B 12' - 6 1/2"
- T.O. EX. GROUND FLOOR 0' - 0"
- B.O. EX. GROUND FLOOR -1' - 0"

GREEN MARKET SUITES
 RESIDENTIAL RETAIL
 FARMERS MARKET
 COMPLETE COMMUNITY

OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

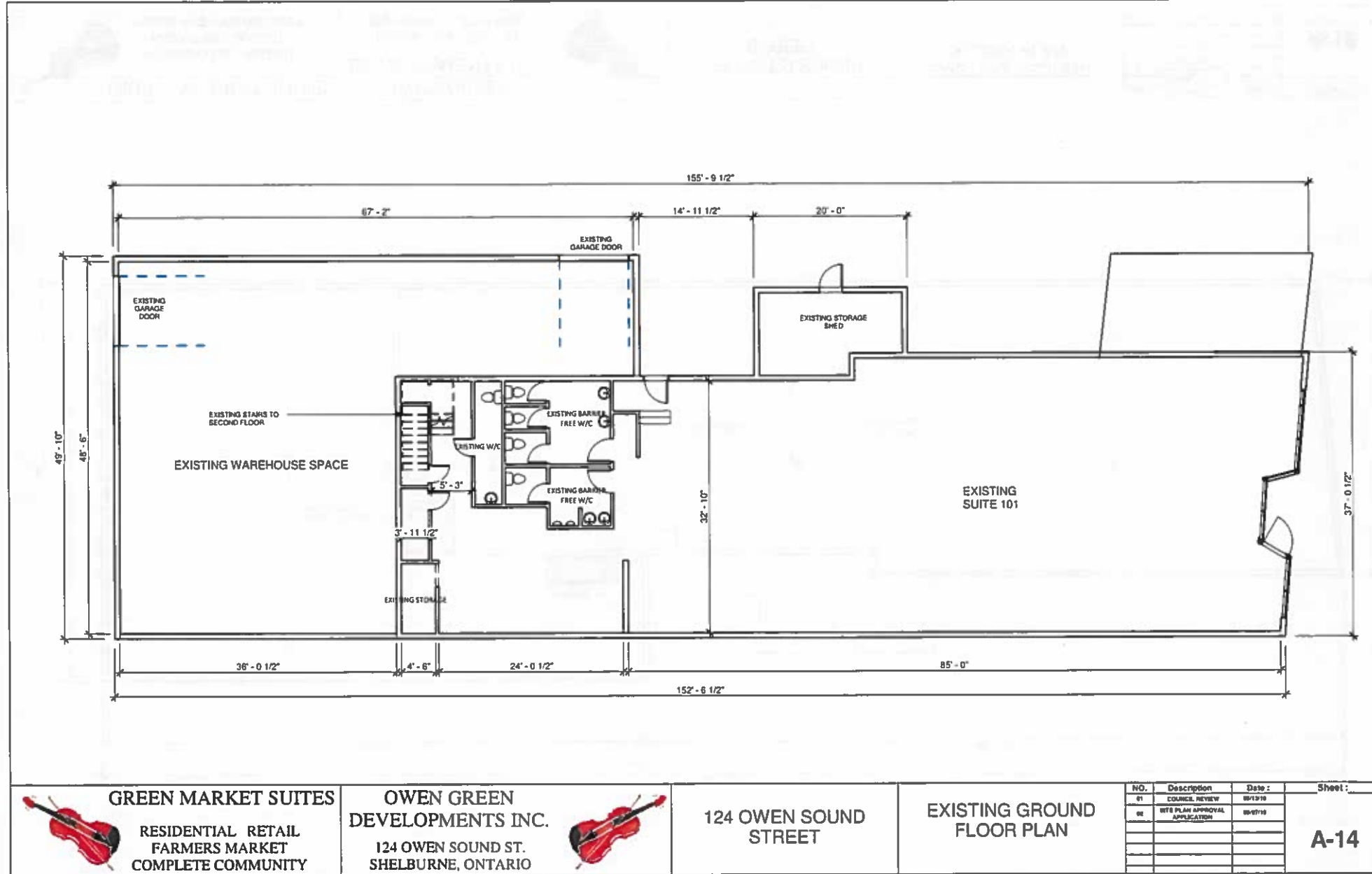
124 OWEN SOUND STREET

PROPOSED SOUTH ELEVATION

| NO. | Description | Date |
|-----|--------------------------------|----------|
| 01 | COUNCIL REVIEW | 08/19/18 |
| 02 | SITE PLAN APPROVAL APPLICATION | 08/27/18 |
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Sheet :
A-13

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OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

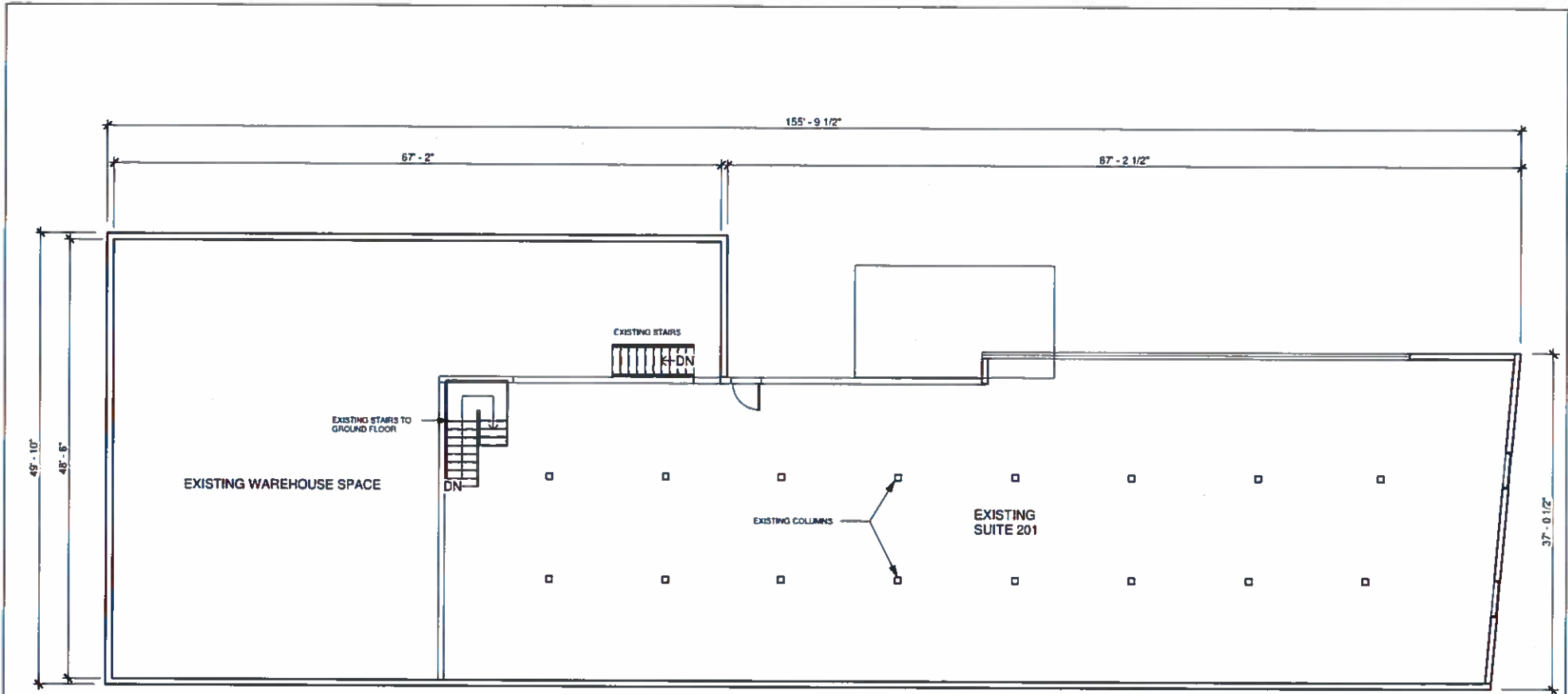
124 OWEN SOUND STREET

EXISTING GROUND FLOOR PLAN

| NO. | Description | Date |
|-----|-------------------------------|----------|
| 01 | COUNCIL REVIEW | 08/19/18 |
| 02 | WTE PLAN APPROVAL APPLICATION | 08/07/18 |
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Sheet: **A-14**

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 FARMERS MARKET
 COMPLETE COMMUNITY

OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

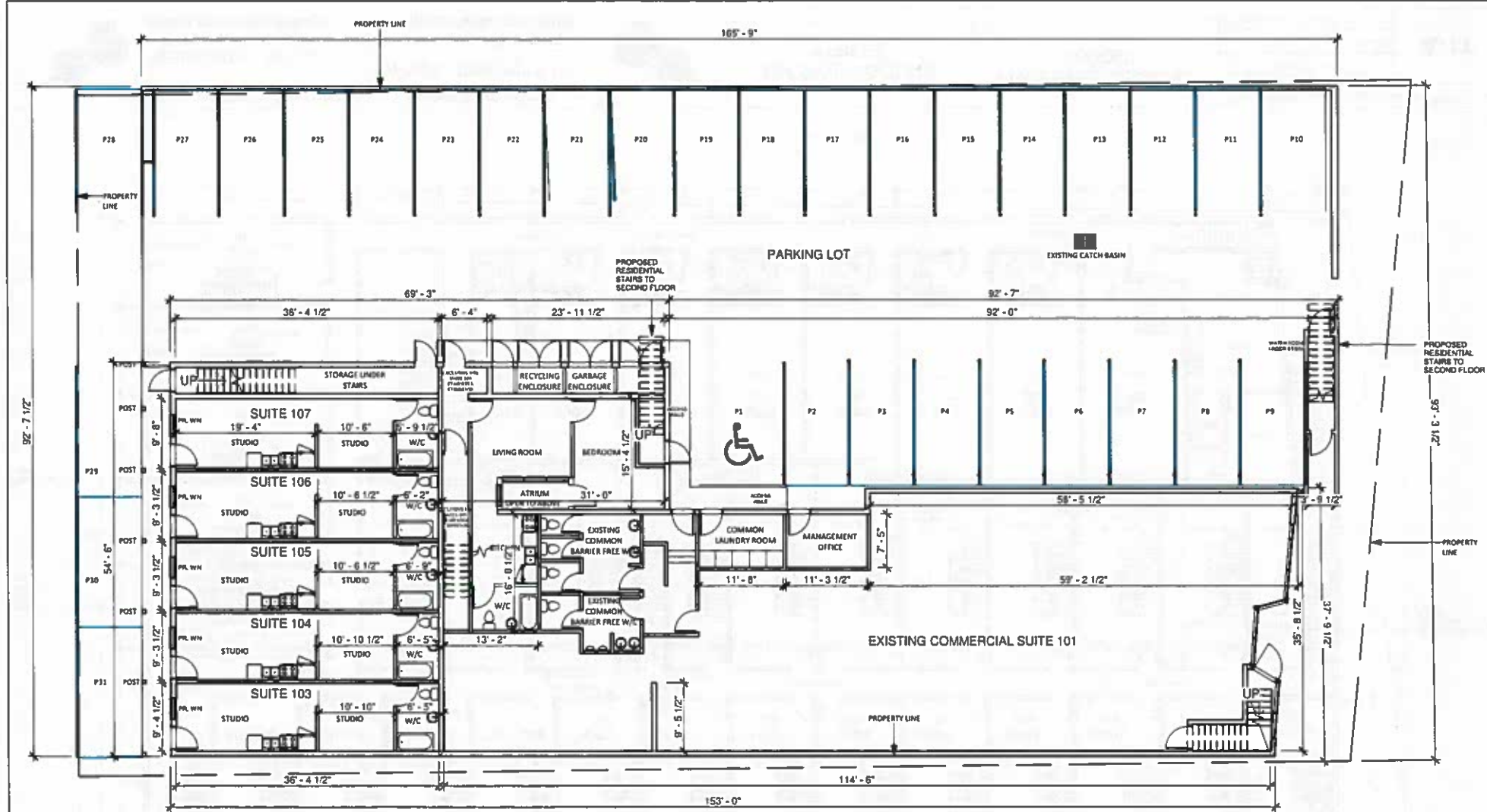
124 OWEN SOUND STREET

EXISTING SECOND FLOOR PLAN

| NO. | Description | Date |
|-----|-------------------------------|----------|
| 01 | COUNCIL REVIEW | 08/12/10 |
| 02 | SET PLAN APPROVAL APPLICATION | 08/07/10 |
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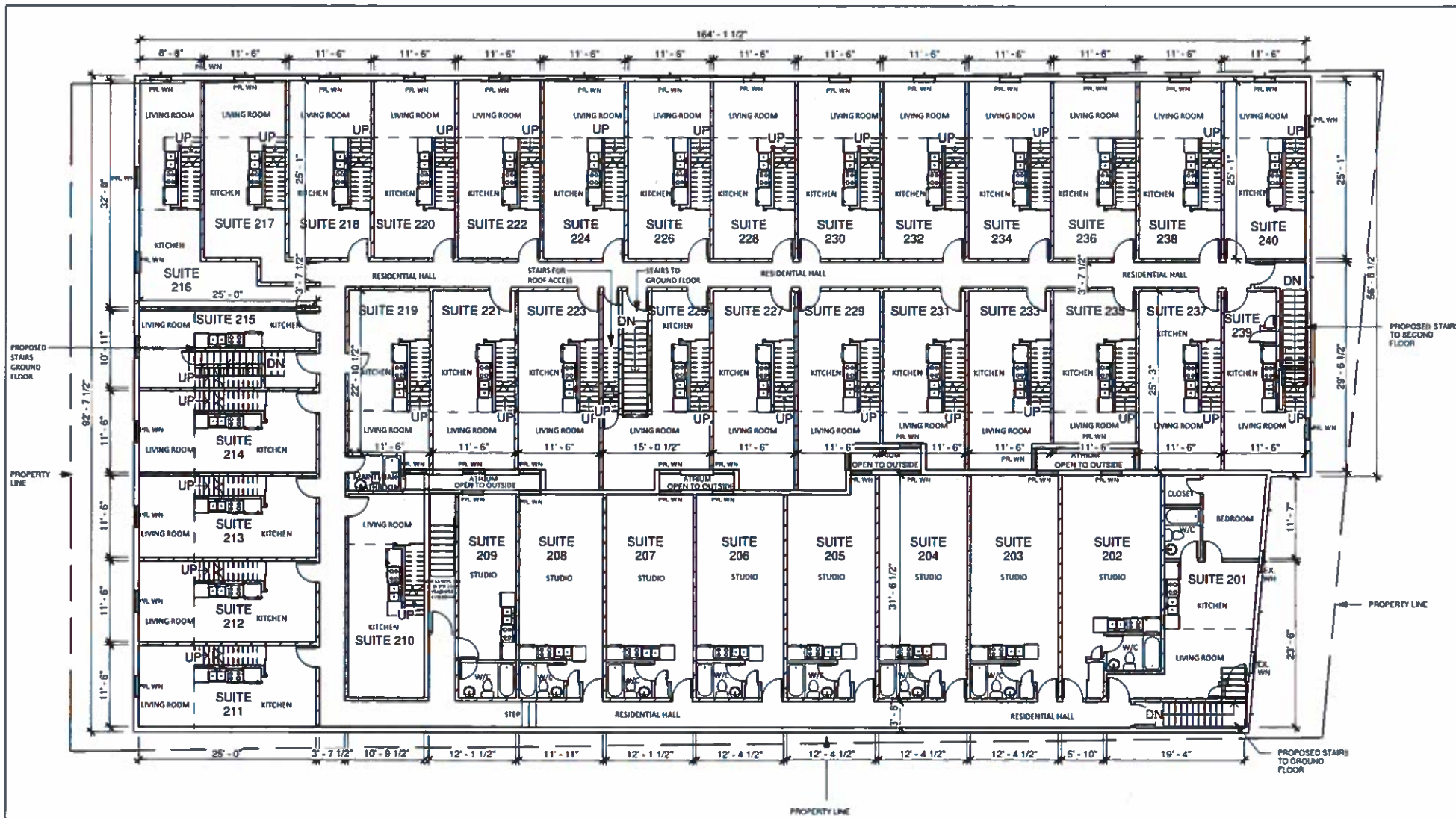
Sheet :
A-15

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| | GREEN MARKET SUITES RESIDENTIAL RETAIL FARMERS MARKET COMPLETE COMMUNITY | OWEN GREEN DEVELOPMENTS INC. 124 OWEN SOUND ST. SHELburne, ONTARIO | | 124 OWEN SOUND STREET | PROPOSED GROUND FLOOR | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO.</th> <th style="width: 60%;">Description</th> <th style="width: 15%;">Date</th> <th style="width: 10%;">Sheet</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>COUNCIL REVIEW</td> <td>05/15/18</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">A-16</td> </tr> <tr> <td>02</td> <td>WFE PLAN APPROVAL APPLICATION</td> <td>05/07/18</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | NO. | Description | Date | Sheet | 01 | COUNCIL REVIEW | 05/15/18 | A-16 | 02 | WFE PLAN APPROVAL APPLICATION | 05/07/18 | | | | | | | | |
|-----|--|---|-------------|------------------------------|------------------------------|--|-----|-------------|------|-------|----|----------------|----------|-------------|----|-------------------------------|----------|--|--|--|--|--|--|--|--|
| NO. | Description | Date | Sheet | | | | | | | | | | | | | | | | | | | | | | |
| 01 | COUNCIL REVIEW | 05/15/18 | A-16 | | | | | | | | | | | | | | | | | | | | | | |
| 02 | WFE PLAN APPROVAL APPLICATION | 05/07/18 | | | | | | | | | | | | | | | | | | | | | | | |
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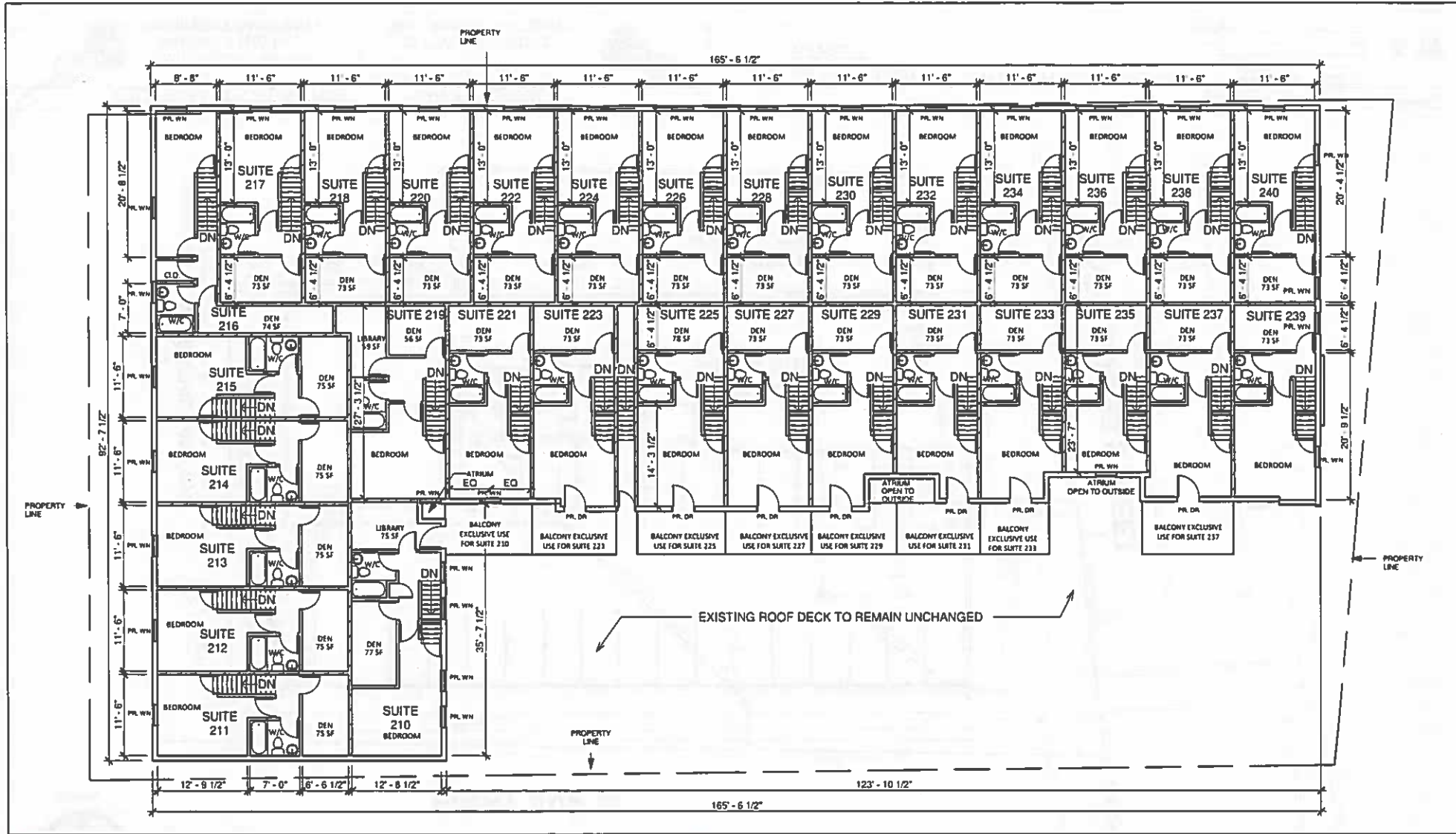
OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

124 OWEN SOUND STREET

PROPOSED SECOND FLOOR

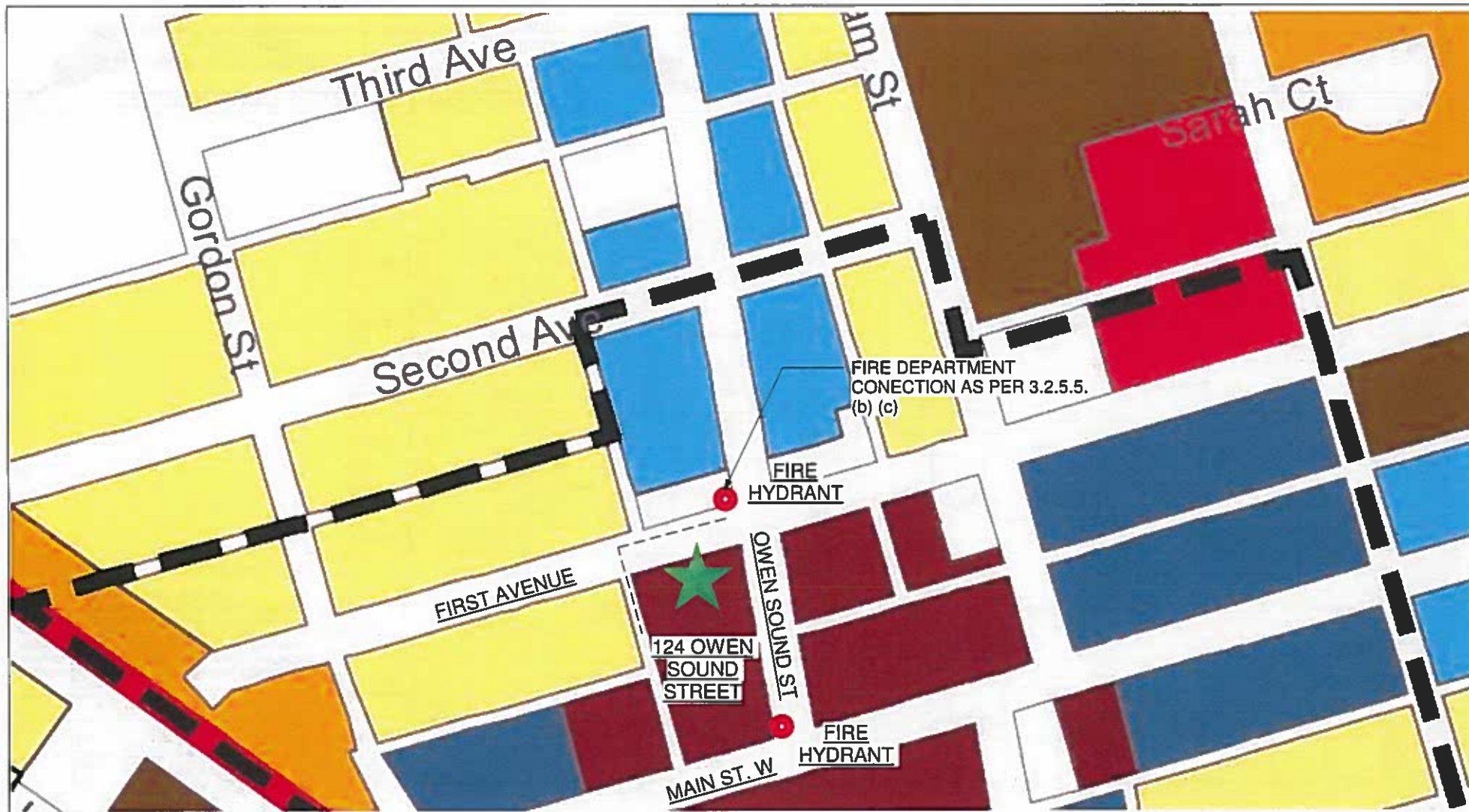
| NO. | Description | Date | Sheet |
|-----|-------------------------------|----------|-------|
| 01 | COUNCIL REVIEW | 06/13/18 | A-17 |
| 02 | ITE PLAN APPROVAL APPLICATION | 08/07/18 | |
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|---|---|---|------------------------------|-----------------------------|------------------------------|
|  GREEN MARKET SUITES RESIDENTIAL RETAIL FARMERS MARKET COMPLETE COMMUNITY | OWEN GREEN DEVELOPMENTS INC. 124 OWEN SOUND ST. SHELBURNE, ONTARIO |  | 124 OWEN SOUND STREET | PROPOSED THIRD FLOOR | NO. Description Date: Sheet: |
| | | | | | 01 COUNCIL REVIEW 09/12/19 |

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GREEN MARKET SUITES



RESIDENTIAL RETAIL
FARMERS MARKET
COMPLETE COMMUNITY

OWEN GREEN DEVELOPMENTS INC.
124 OWEN SOUND ST.
SHELBURNE, ONTARIO



124 OWEN SOUND STREET

FIRE HYDRANT LOCATION PLAN

| NO. | Description | Date |
|-----|--------------------------------|----------|
| 01 | COUNCIL REVIEW | 05/13/15 |
| 02 | SITE PLAN APPROVAL APPLICATION | 05/27/15 |
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Sheet :

A-20

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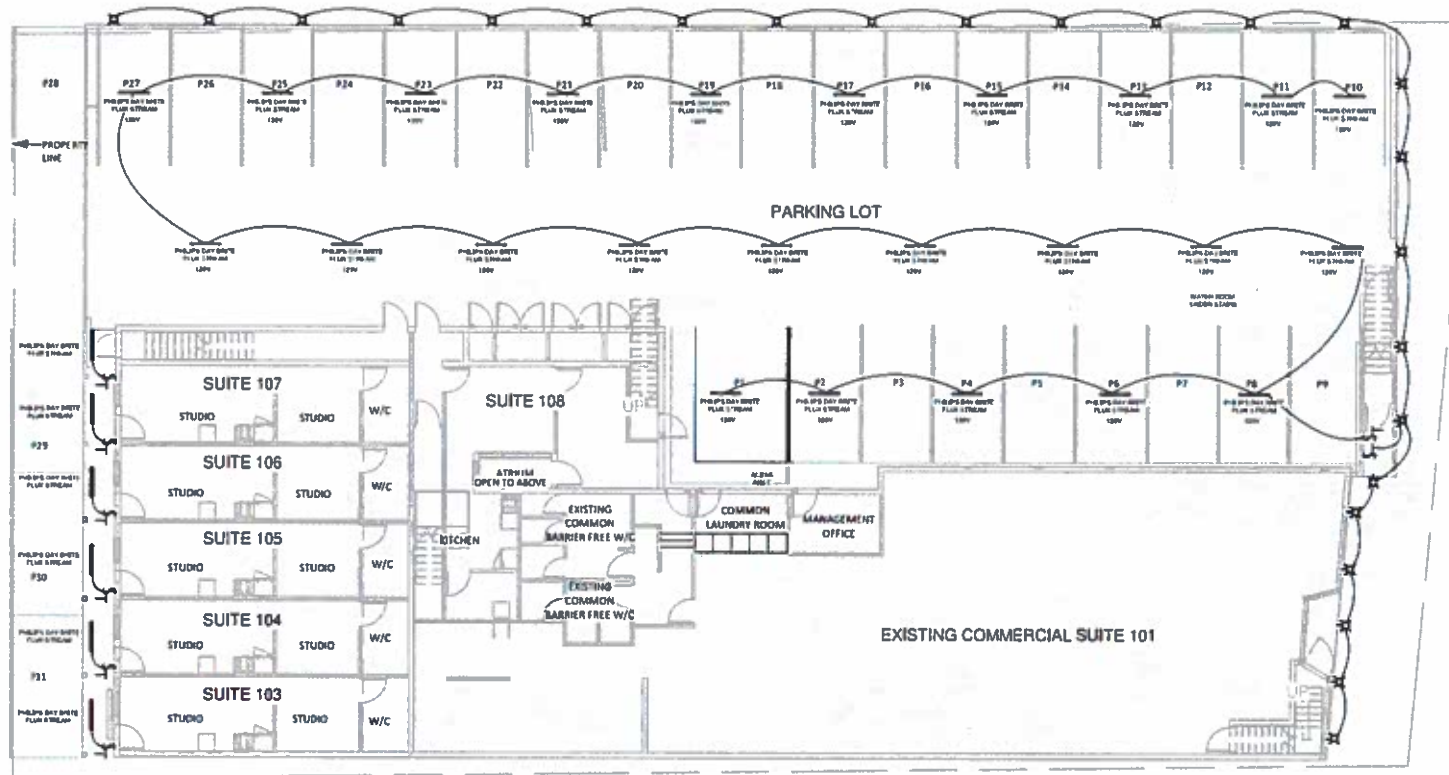
ILLUMINATION PLAN

ELECTRICAL LEGEND

| | |
|---|----------------------------|
|  | FLUORESCENT STRIP LIGHTING |
|  | LIGHT FIXTURE |
|  | SWITCH |

General Notes

1. LIGHTING FIXTURES SHALL BE INSTALLED IN SUCH A MANNER THAT ALL LIGHT EMITTED FROM THE FIXTURE, EITHER DIRECTLY FROM THE LAMP OR A DIFFUSING ELEMENT, OR INDIRECTLY BY REFLECTION OR REFRACTION FROM ANY PART OF THE FIXTURE IS PROJECTED BELOW THE LAMP AND ONTO THE LOT THE LIGHTING IS INTENDED TO SERVE.
2. THE MAXIMUM HEIGHT OF ALL LIGHTING FIXTURES IS 9.0M



GREEN MARKET SUITES
RESIDENTIAL RETAIL
FARMERS MARKET
COMPLETE COMMUNITY

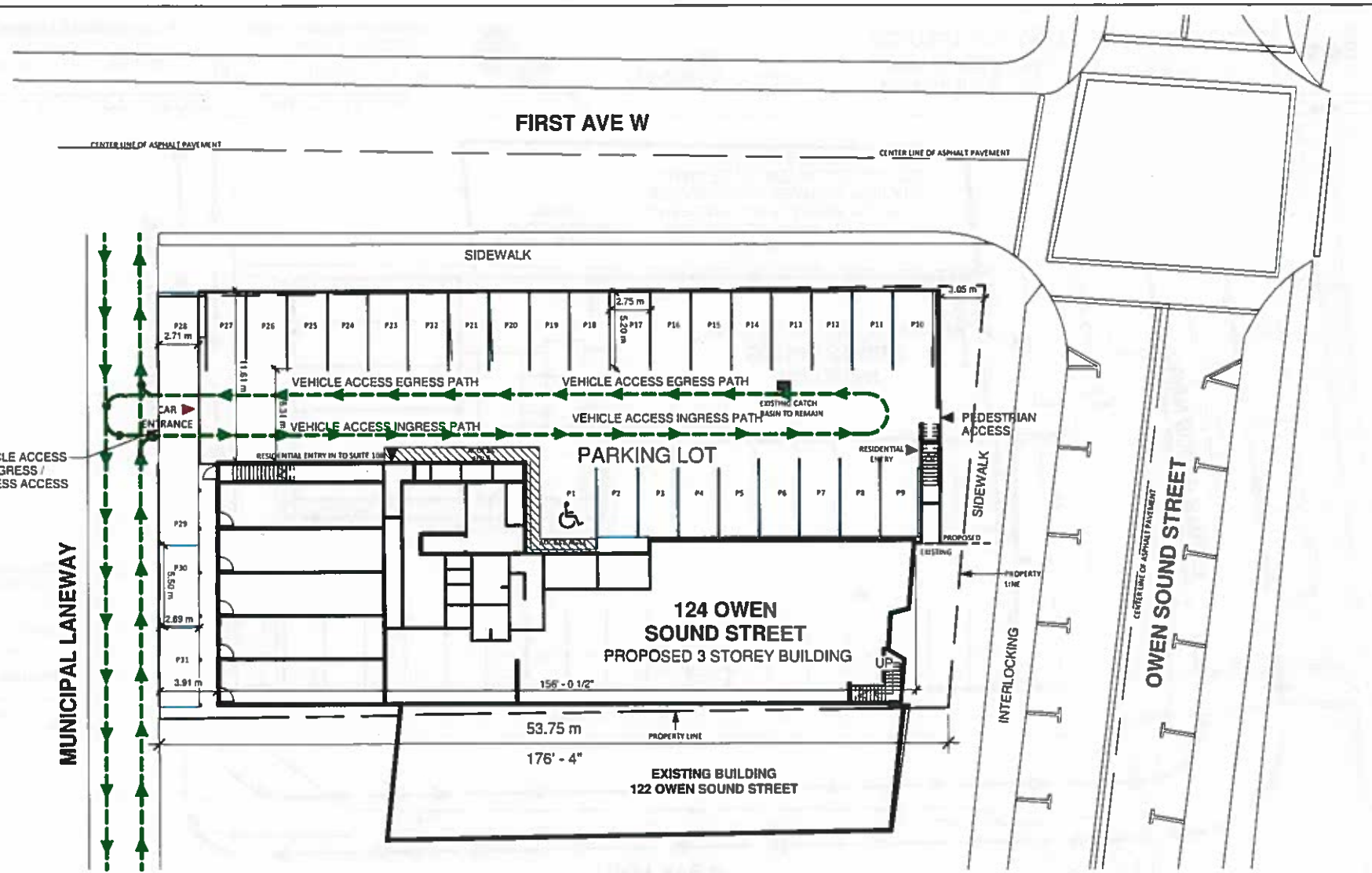
OWEN GREEN DEVELOPMENTS INC.
124 OWEN SOUND ST.
SHELburne, ONTARIO


124 OWEN SOUND STREET

PROPOSED GROUND FLOOR ILLUMINATION PLAN

| NO. | Description | Date | Sheet |
|-----|--------------------------------|----------|-------|
| 01 | COUNCIL REVIEW | 08/13/10 | A-21 |
| 02 | SITE PLAN APPROVAL APPLICATION | 08/07/10 | |
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OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO



124 OWEN SOUND STREET

VISIBILITY AND TRAFFIC MOVEMENT PLAN

| NO. | Description | Date | Sheet |
|-----|-------------------------------|----------|-------|
| 01 | COUNCIL REVIEW | 09/12/18 | A-22 |
| 02 | OWS PLAN APPROVAL APPLICATION | 09/07/18 | |
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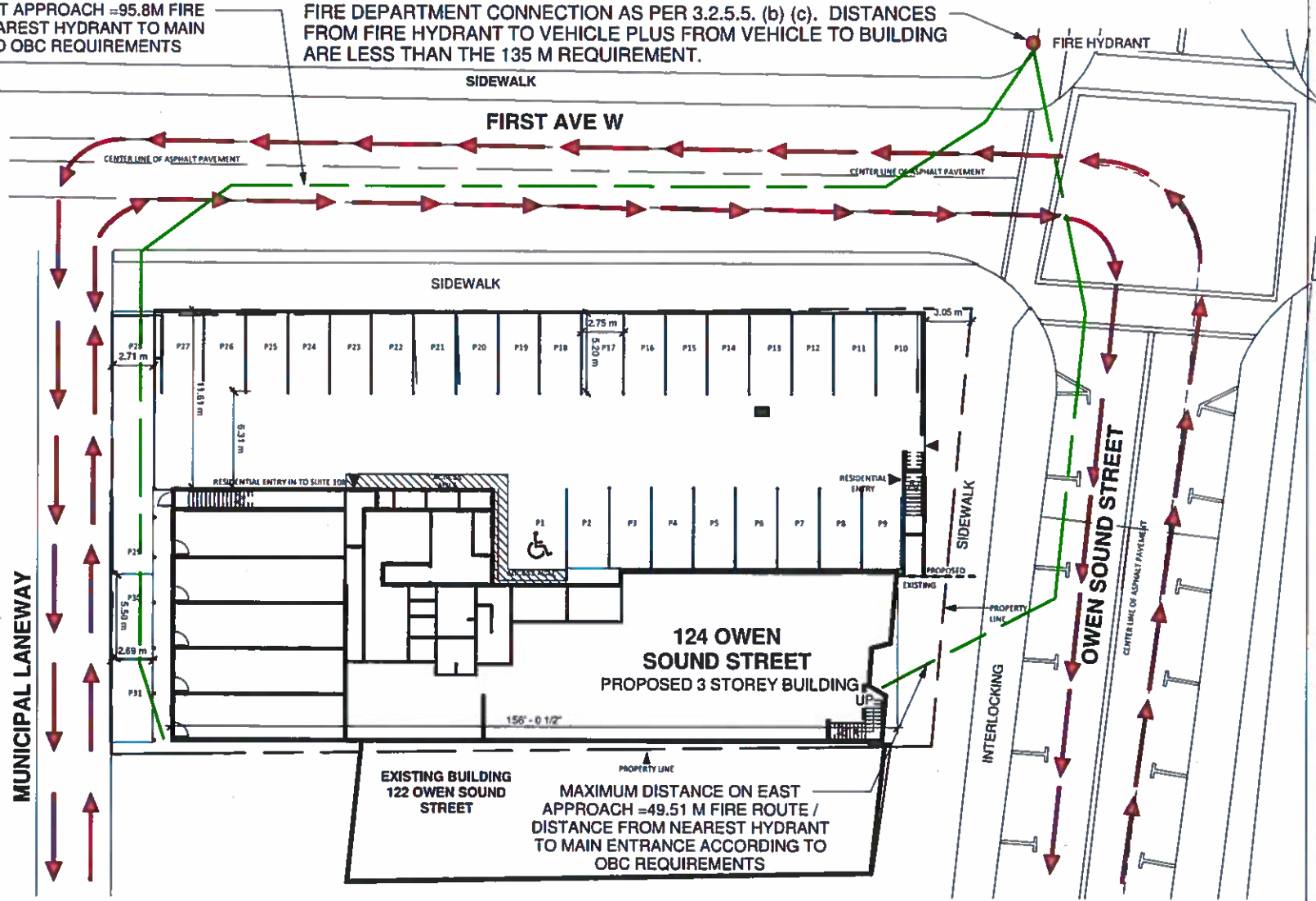
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MAXIMUM DISTANCE ON WEST APPROACH = 95.8M FIRE ROUTE / DISTANCE FROM NEAREST HYDRANT TO MAIN ENTRANCE ACCORDING TO OBC REQUIREMENTS

FIRE DEPARTMENT CONNECTION AS PER 3.2.5.5. (b) (c). DISTANCES FROM FIRE HYDRANT TO VEHICLE PLUS FROM VEHICLE TO BUILDING ARE LESS THAN THE 135 M REQUIREMENT.



| LEGEND | |
|--------|-------------------------------|
| | FIRE ROUTE |
| | HYDRANT |
| | DISTANCE FROM NEAREST HYDRANT |



GREEN MARKET SUITES
RESIDENTIAL RETAIL
FARMERS MARKET
COMPLETE COMMUNITY

OWEN GREEN DEVELOPMENTS INC.
124 OWEN SOUND ST.
SHELBURNE, ONTARIO



124 OWEN SOUND STREET

FIRE ROUTE AND DISTANCE FROM NEAREST HYDRANT

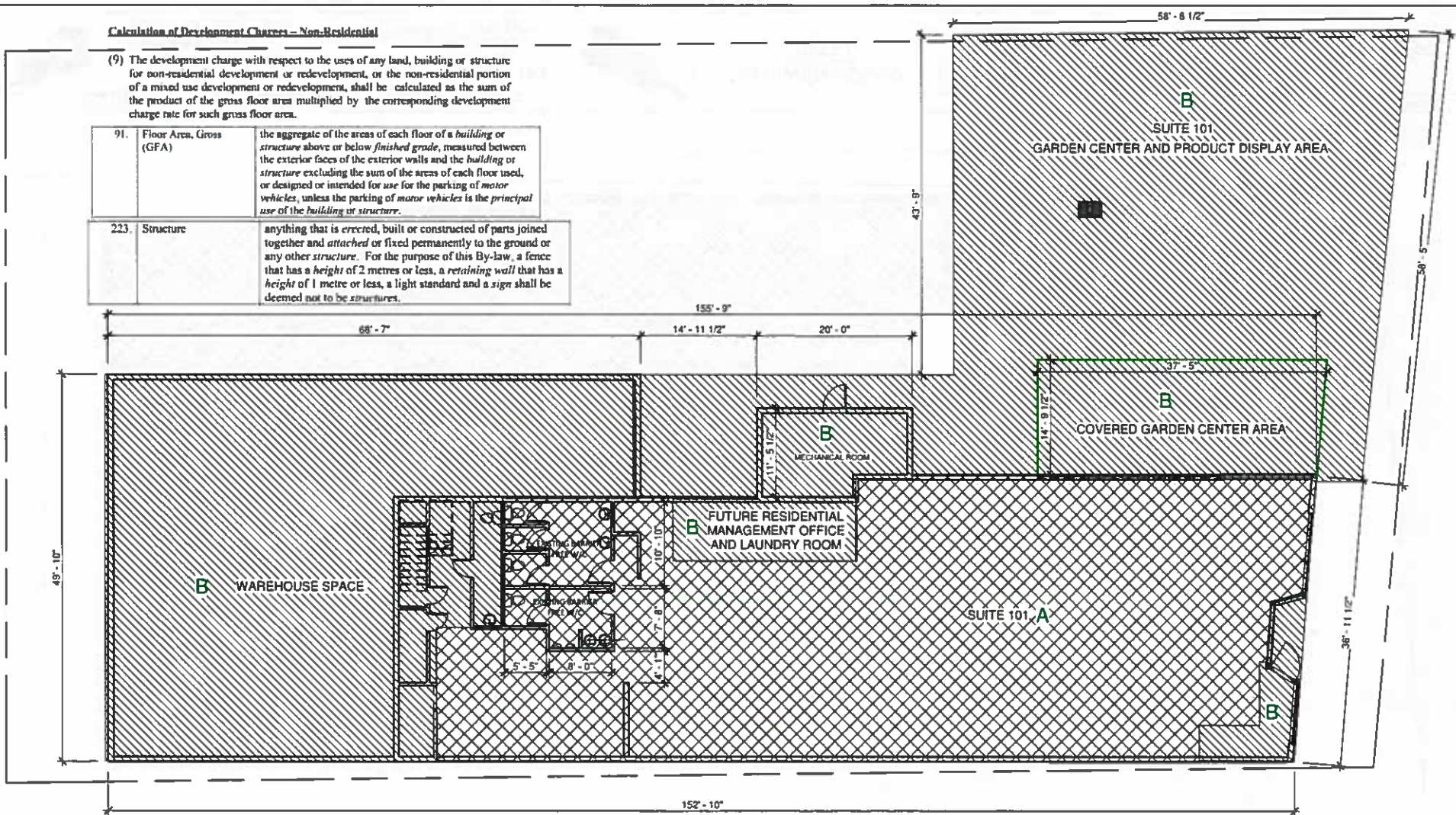
| NO. | Description | Date | Sheet |
|-----|--------------------------------|----------|-------|
| 01 | COUNCIL REVIEW | 06/13/18 | A-23 |
| 02 | SITE PLAN APPROVAL APPLICATION | 06/27/18 | |
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Calculation of Development Charges – Non-Residential

(9) The development charge with respect to the uses of any land, building or structure for non-residential development or redevelopment, or the non-residential portion of a mixed use development or redevelopment, shall be calculated as the sum of the product of the gross floor area multiplied by the corresponding development charge rate for such gross floor area.

| | | |
|------|-------------------------|--|
| 91. | Floor Area, Gross (GFA) | the aggregate of the areas of each floor of a building or structure above or below finished grade, measured between the exterior faces of the exterior walls and the building or structure excluding the sum of the areas of each floor used, or designed or intended for use for the parking of motor vehicles, unless the parking of motor vehicles is the principal use of the building or structure. |
| 223. | Structure | anything that is erected, built or constructed of parts joined together and attached or fixed permanently to the ground or any other structure. For the purpose of this By-law, a fence that has a height of 2 metres or less, a retaining wall that has a height of 1 metre or less, a light standard and a sign shall be deemed not to be structures. |



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FARMERS MARKET
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OWEN GREEN DEVELOPMENTS INC.
124 OWEN SOUND ST.
SHELBURNE, ONTARIO

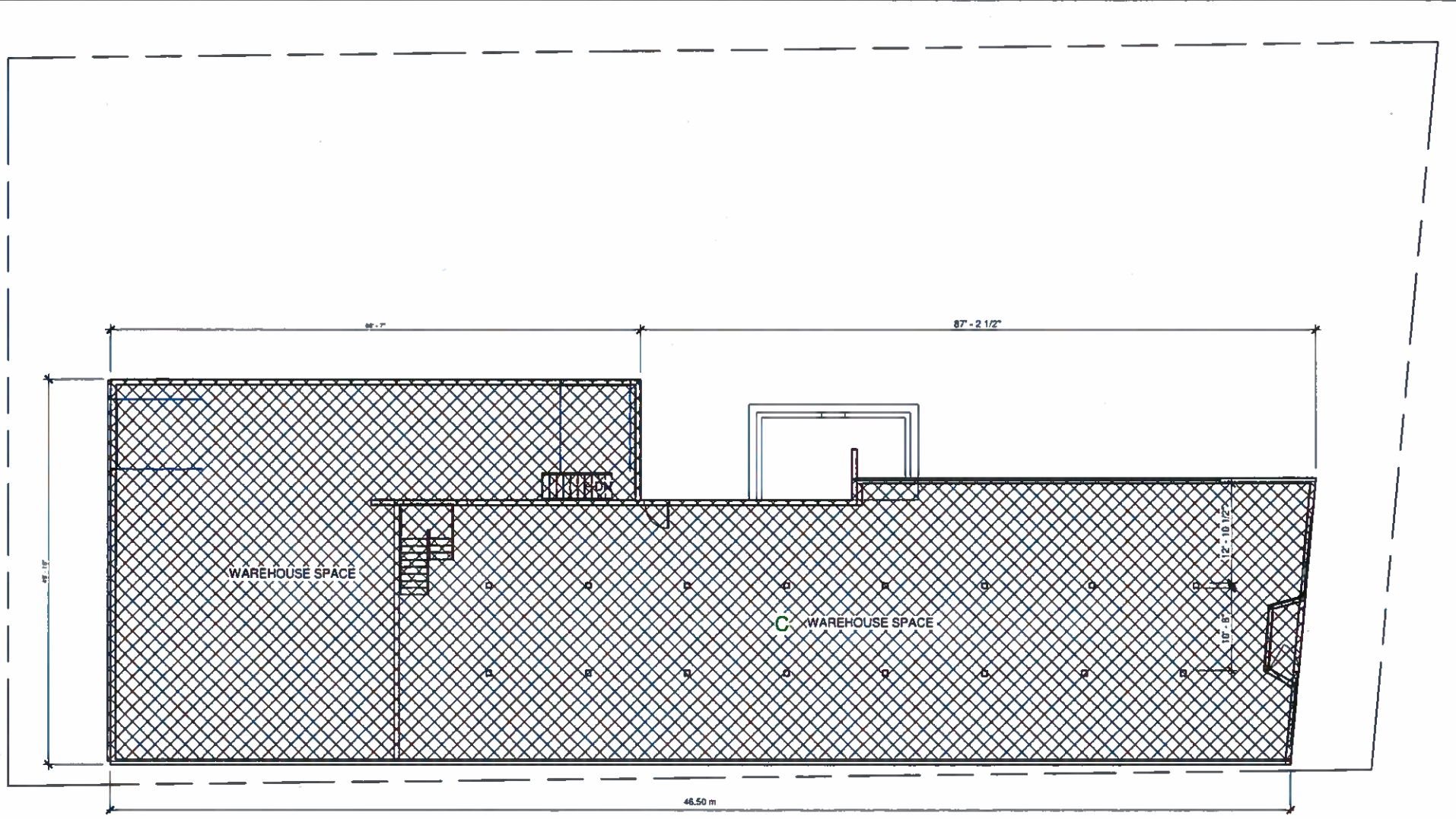
124 OWEN SOUND STREET

EXISTING GROUND FLOOR DEVELOPMENT CHARGE WORK SHEET

| NO. | Description | Date |
|-----|--------------------------------|----------|
| 01 | COUNCIL REVIEW | 09/12/10 |
| 02 | SITE PLAN APPROVAL APPLICATION | 09/07/10 |
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Sheet :
DC-1

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OWEN GREEN DEVELOPMENTS INC.
 124 OWEN SOUND ST.
 SHELBURNE, ONTARIO

124 OWEN SOUND STREET

EXISTING SECOND FLOOR DEVELOPMENT CHARGE WORK SHEET

| NO. | Description | Date | Sheet |
|-----|--------------------------------|----------|-------|
| 01 | COUNCIL REVIEW | 06/13/16 | DC-2 |
| 02 | SITE PLAN APPROVAL APPLICATION | 06/07/16 | |
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Denise Holmes

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Monday, December 17, 2018 11:03 AM
To: Andrew Grozelle; Charlene Touzel (ctouzel@brantford.ca); Chloe Senior; Christine Hickey (chickey@amaranth.ca); Denise Holmes; Dina Lundy; Evelyn Eichenbaum; Graham Milne (Graham.Milne@halton.ca); Heather Boyd; Hyde, Joanne; Jane Wilson; Karen Landry; Karren Wallace; Karyn Bennett; Kerri O'Kane; Kris Fletcher; Manny Baron; Meaghen Reid; Patricia Berfelz; Rose Caterini; Stephen.O'Brien@guelph.ca; Susan Stone; Theresa Campbell
Subject: GRCA General Membership Attendance
Attachments: GRCA Members' Attendance - 2018.pdf

Hello Grand River Watershed Member Municipalities,

In accordance with Grand River Conservation Authority By-law no. 1-2018 section c.9, attached is the semi-annual attendance record of all Authority members. This message should be received by all Clerks; please forward if it has been sent to you in error.

Please feel free to contact me with any concerns.

Kind regards,

Eowyn Spencer | Executive Assistant | Grand River Conservation Authority
www.grandriver.ca | Phone: 519-621-2763 x.2200 | espencer@grandriver.ca

Total Control Panel

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**Grand River Conservation Authority
Members Attendance
January 1 - December 31, 2018**

| First Name | Last Name | January 26 | February 23 | March 23 | April 27 | May 25 | June 22 | July 27 | August 24 | September 28 | October 26 | November 23 | December 14 | Total Attendance |
|--------------|-------------|---------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|------------|-------------|-------------|------------------|
| Les | Armstrong | A | A | A | x | x | x | x | x | x | x | x | x | 9 |
| Bruce | Banbury | x | x | x | x | x | x | x | x | x | x | x | x | 12 |
| Robert | Bell | x | A | A | x | x | A | x | x | x | x | x | x | 9 |
| Elizabeth | Clarke | x | x | x | x | x | x | x | x | A | A | x | NA | 9 |
| Brian | Coleman | x | x | x | x | A | x | x | A | x | x | x | x | 10 |
| Bernie | Corbett | x | x | x | x | x | x | x | x | x | x | x | NA | 11 |
| Susan | Foxton | x | x | x | x | x | x | x | x | x | x | x | x | 12 |
| Guy | Gardhouse | x | x | A | x | x | x | x | x | x | x | x | x | 11 |
| Helen | Jowett | x | x | x | x | x | x | x | x | x | x | x | x | 12 |
| Geoff | Lorentz | x | A | x | x | x | x | x | x | x | A | x | x | 10 |
| Cindy | Lunau | x | x | x | x | x | x | x | x | x | x | x | x | 12 |
| Kirk | McElwain | x | x | x | x | A | x | x | x | A | x | x | x | 10 |
| Jane | Mitchell | x | x | x | x | x | x | x | A | x | x | A | x | 10 |
| Fred | Morison | x | x | A | x | A | A | A | A | A | A | NA | NA | 3 |
| David | Neumann | x | x | A | x | x | x | A | x | x | x | A | x | 9 |
| Joe | Nowak | A | x | x | x | x | x | x | x | x | x | x | x | 11 |
| Vic | Prendergast | x | x | x | x | x | x | x | x | x | x | x | x | 12 |
| Wayne | Roth | x | x | x | x | x | x | x | x | x | x | x | NA | 11 |
| Mike | Salisbury | x | x | A | x | x | A | A | x | x | A | x | A | 7 |
| Pat | Salter | x | x | x | x | x | A | x | x | A | x | x | x | 10 |
| Sandy | Shantz | x | x | x | x | x | x | x | A | x | A | x | NA | 9 |
| Shirley | Simons | x | x | x | A | A | x | x | x | x | x | x | NA | 9 |
| Warren | Stauch | x | A | x | x | x | x | x | x | x | x | x | x | 11 |
| George | Stojanovic | x | x | x | x | x | x | x | A | x | x | x | x | 11 |
| Chris | White | x | x | x | x | x | x | x | x | x | x | x | x | 12 |
| George | Wicke | x | A | x | x | x | x | x | x | x | x | x | NA | 10 |
| Michael | Harris | New member for December meeting | | | | | | | | | | | x | 1 |
| Jim | Erb | New member for December meeting | | | | | | | | | | | x | 1 |
| Kathryn | McGarry | New member for December meeting | | | | | | | | | | | x | 1 |
| Joan | Gatward | New member for December meeting | | | | | | | | | | | x | 1 |
| Total | | 24 | 21 | 20 | 25 | 22 | 22 | 23 | 22 | 22 | 21 | 23 | 21 | |

x = Present

A = Absent

NA No longer an appointed member

| Audit Committee February 14, 2018 | | | Audit Committee November 23, 2018 | | |
|--|-------------|---|--------------------------------------|-------------|---|
| Helen | Jowett | x | Helen | Jowett | x |
| Jane | Mitchell | x | Jane | Mitchell | x |
| Geoff | Lorentz | A | Guy | Gardhouse | x |
| David | Neumann | A | David | Neumann | A |
| Vic | Prendergast | x | Vic | Prendergast | x |
| George | Stojanovic | x | Brian | Coleman | x |
| Chris | White | x | Chris | White | x |
| Special Recognition March 23, 2018 | | | | | |
| Helen | Jowett | x | | | |
| Chris | White | A | | | |
| Cindy | Lunau | x | | | |
| Pat | Salter | x | | | |
| Shirley | Simons | x | | | |
| Susan | Foxton | x | | | |
| Warren | Stauch | x | | | |
| Special Recognition Committee May 25, 2018 | | | | | |
| Helen | Jowett | A | | | |
| Chris | White | x | | | |
| Cindy | Lunau | A | | | |
| Pat | Salter | x | | | |
| Shirley | Simons | A | | | |
| Susan | Foxton | x | | | |
| Warren | Stauch | x | | | |



NVCA Board Meeting Highlights December 14, 2018

Next Board Meeting and AGM: January 25, 2019
at Tiffin Centre for Conservation, Utopia

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

Key technical and policy updates expected in 2019

Watershed management services staff presented an overview of three key technical and policy updates expected to go before the board in 2019.

- **Regulation Mapping Update** – NVCA GIS staff recently completed an exercise to further refine the Regulation Limit. This limit sets the area over which NVCA has regulatory jurisdiction. As a result of the refinement, a modest decrease in the area regulated by NVCA is anticipated. Following a protocol established by Conservation Ontario, NVCA will consult with watershed municipalities about the proposed changes and undertake a public consultation process. This consultation will occur during the first and second quarters of 2019, after which the revised mapping will go before the board for approval.
- **Ecological Net Gains Policy** – Balancing development with the protection of natural heritage features often poses a challenge when development calls for the removal of these features to accommodate growth and intensification. To address this challenge, several conservation authorities have developed policies calling for compensation or offsetting for the loss of natural assets. Such policies promote an approach to ensure “no net loss,” and are structured to promote overall “net gains” of natural features on the landscape.

In keeping with this principle, staff are preparing draft guidelines that aim to ensure that every loss of a natural heritage feature in the NVCA watershed is met with an equal or greater gain in value and function. The ecological net gains policy is expected to go to the board for their consideration during the first quarter of 2019.

- **Planning and Regulations Fee Review** – Staff will review NVCA’s planning and regulation fees and propose updates to the board in the second quarter of 2019. The review process will consider issues such as inflation, emerging matters such as increased pre-consultation review, the fees of adjacent conservation authorities, provincial guidelines and stakeholder input.

In brief

During their meeting, the board also:

- Received a summary of the permits and approvals issued by staff between June 8 and Dec. 1, 2018. During that time, staff issued 304 permits and approved 113 clearances. Year-to-date, staff have approved 405 permits and 209 clearances. In the majority of instances (90%), staff have issued permits and clearances within the prescribed timelines as outlined by the Ministry of Natural Resources and Forestry.
- Approved the allocation of surplus operating funds from the 2018 fiscal year to NVCA’s reserves.

Future Meetings and Events

NVCA 101: Municipal Council Orientation Sessions

NVCA is offering orientation sessions for all municipal councillors in the watershed. Councillors are invited to come out and learn more about the authority and services we offer, and to have any questions answered.

Sessions run 9:00 am to 12:00 pm.

- **January 21: Midhurst Community Centre** – Municipal council orientation for Oro-Medonte, Springwater and Wasaga Beach
- **January 22: Centre Dufferin Recreation Centre** – Municipal council orientation for Amaranth, Melancthon, Mono, Mulmur and Shelburne
- **January 31: Nottawa Hall** – Municipal council orientation for The Blue Mountains, Clearview, Collingwood and Grey Highlands
- **February 1: Tiffin Centre for Conservation** – Municipal council orientation for Adjala-Tosorontio, Barrie, Bradford West Gwillimbury, Essa, Innisfil and New Tecumseth, as well as others unable to attend their regional meeting

To RSVP, email Haleigh Ferguson at hferguson@nvca.on.ca.

Camp Tiffin Winter Nature Camp
Wednesday, Jan. 2 to Friday, Jan. 4,
9:00 am - 4:00 pm (extended care available)
Tiffin Centre for Conservation, Utopia

Christmas Bird Count for Kids
Saturday, Jan. 5, 9:00 am - 12:00 pm
Tiffin Centre for Conservation, Utopia

**Friends of Minesing Wetlands:
Tour of Fort Willow and AGM**
Saturday, Jan. 19, 4:00 pm - 7:00 pm
Fort Willow Conservation Area, Grenfell
Member of the public are welcome to attend.

Family Nature Days – Winter Survival
Friday, Jan. 25, 10:00 am - 3:00 pm
Tiffin Centre for Conservation, Utopia

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



News Release

County of Dufferin
55 Zina Street
Orangeville, Ontario
L9W 1E5

Join In Dufferin!

Dufferin County has a new online public space and you're invited to join in! *Join in Dufferin* is an opportunity for citizens to:

- Share stories, ideas and experiences
- Connect with community
- Have a say on new projects

Why Join In? Decisions made and programs implemented at the County level impact you! This is your opportunity to get involved and learn more about what is happening in your backyard. By sharing, you are helping to shape your community and your future.

"We are excited for this opportunity to connect and communicate with the public on a whole new level," said Sonya Pritchard, Dufferin County CAO. "It will be great to hear stories and help facilitate connections throughout the County in a way we haven't before."

How do you join in? Head over to www.joinindufferin.ca to sign up and speak up!

So... are you in?

For Immediate Release: January 10, 2018
County of Dufferin

Media Contacts:
Sonya Pritchard
CAO
Dufferin County
519-941-2816 ext. 2502
spritchard@dufferincounty.ca

WFO # 4
JAN 17 2019



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 14, 2018

To: Chief Administrative Officers, Chief Financial Officers, Clerks,
Treasurers and Tax Administrators

From: Carla Y. Nell, Vice President, Municipal and Stakeholder Relations

Subject: **2018 Year-End Assessment Report**

As part of our continued commitment to stakeholder engagement and information sharing with our municipal partners, we have prepared the attached **2018 Year-End Assessment Report**, which will be of interest to both municipal administration and elected officials. This report provides a high-level summary of MPAC's 2018 activities that are relevant to the municipal sector, and also two municipal level snapshots of the assessment changes unique to your municipality.

This report will also be provided to Municipal Clerks for submission to municipal councils in January 2019. In the interim, I encourage you to review the report and share any questions with your MPAC Municipal and Stakeholder Relations Regional Manager and/or Account Manager.

Happy Holidays,

A handwritten signature in black ink, appearing to be "C. Nell", written in a cursive style.

Carla Y. Nell
Vice-President, Municipal and Stakeholder Relations

Attachments

Copy Regional and Account Managers



2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

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About MPAC

MPAC stands for Municipal Property Assessment Corporation, and the MPAC team is made up of assessment experts who understand local communities and assess every property in Ontario. Our assessments provide the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day.

As an independent, not-for-profit corporation, our assessments follow the *Assessment Act* and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC's expertise is in property assessment, customer service and technology. It is these components of MPAC's work that make our contribution to Ontario so valuable.

MPAC is responsible for assessing more than 5 million properties in Ontario, of all types (residential, business and farms), representing \$2.78 trillion in property value. We take property assessment seriously because it's the part we play in helping to make the communities we all live in stronger.

Learn more at:



mpac.ca



Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The **2018 Year-End Assessment Report** provides an update on these items.

The Property Assessment Cycle in Ontario

We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

- **Changes to property ownership**
- **Changes to state and condition of a property**
- **Updates to the assessed value and classification**
 - New construction, demolitions and consolidations
 - Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the **2018 Assessment Roll for the 2019 property tax year** and the electronic **Year-End Tax File**. This file includes the updates we made during 2018 to keep your Roll current.

Purpose of This Report

We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021–2024 property tax years.

Attached to this report are two municipal-level assessment snapshots:

1. Assessment Change Summary

Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years

2. Assessment Base Distribution

Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class

Responsible for assessing and classifying more than

5 MILLION

properties in Ontario

Representing

\$2.78T

in property value

We delivered more than

800,000

Property
Assessment
Notices

2018 Highlights

Our assessments support the collection of nearly **\$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- ▶ Building permits
- ▶ Vacancy applications
- ▶ Tax applications
- ▶ Subdivision plans

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

New Assessment

In 2018, we delivered more than \$38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new

construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.

2018 NEW ASSESSMENT BY ZONE



We delivered more than **\$38 billion** in new assessment to municipalities across the province

From January 1 to October 31, 2018,
MPAC completed a total of 27,917
Requests for Reconsideration

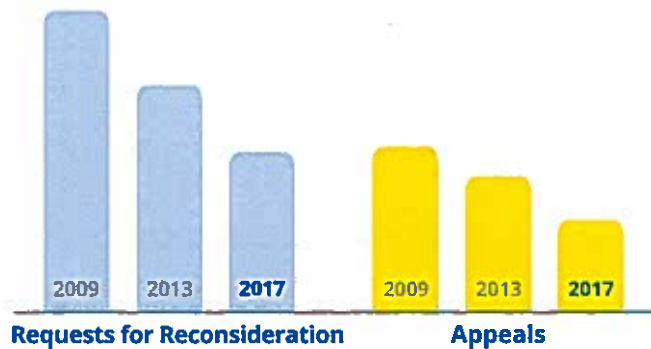
Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and **Assessment Review Board (ARB)** appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.



2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.

2018 TOTAL NUMBER OF COMPLETED APPEALS BY ZONE



We have seen a steady decrease in the number of RfRs and appeals since 2009

Service Level Agreement (SLA)

The service levels in the SLA represent the most important MPAC deliverables as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.

We have met
96%
of all service levels



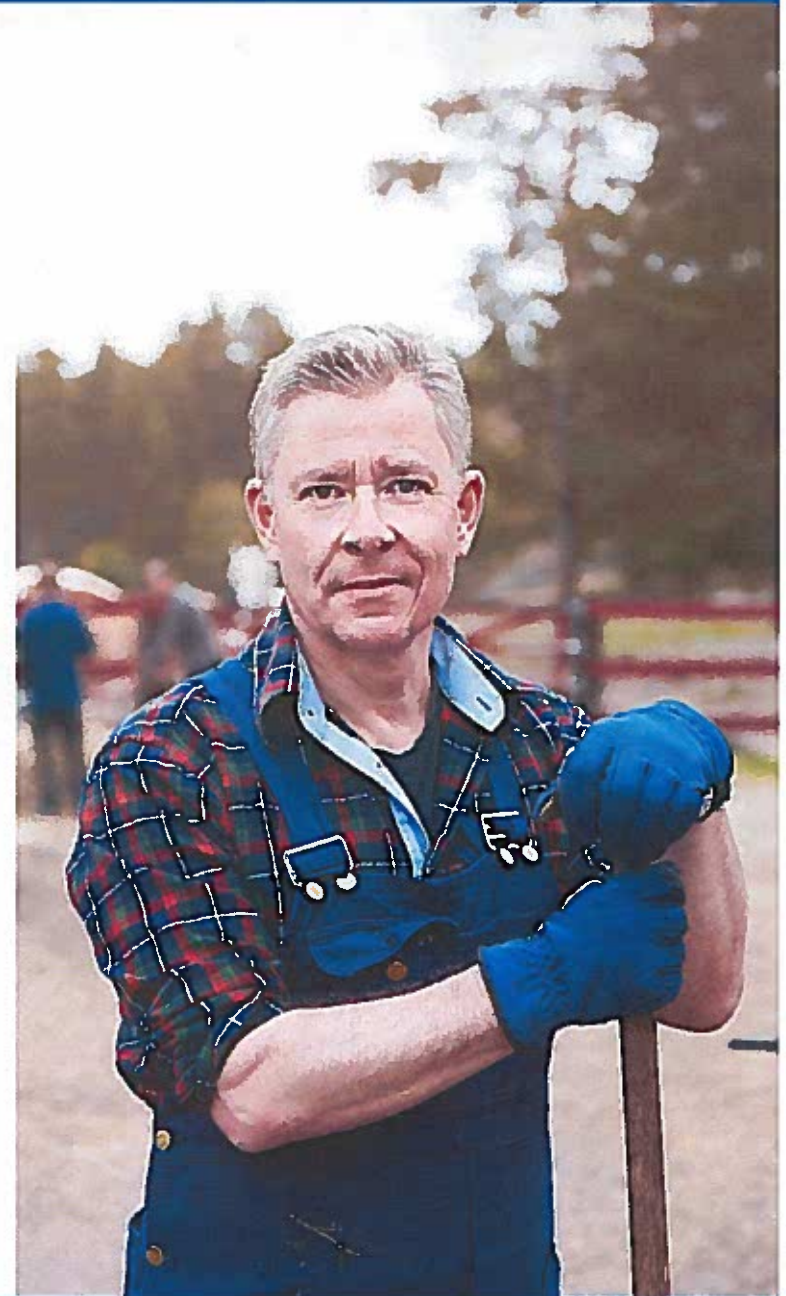
Looking Ahead to the Next Assessment Update

A key change leading up to the **2020 Assessment Update** is the new valuation date of January 1, 2019, passed into legislation by the Province of Ontario. This is two years in advance of the first tax year to which the Assessment Update will apply. In the previous Assessment Update, the valuation date preceded the first tax year by one year.

The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.



Conclusion

At the core of our new **2017–2020 Strategic Plan** is the theme “Valuing What Matters Most.” For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local **Municipal and Stakeholder Relations team** is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.





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APPENDIX 1 Assessment Change Summary by Property Class Township of Melancthon

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

| Property Class/Realty Tax Class | 2016 Full CVA | 2018 Phased-in CVA | 2019 Phased-in CVA | Percent Change 2018 to 2019 |
|---------------------------------|--------------------|--------------------|--------------------|--------------------------------|
| R Residential | 413,845,200 | 379,034,347 | 396,439,765 | 4.6% |
| C Commercial | 7,396,900 | 7,053,902 | 7,225,401 | 2.4% |
| X Commercial (New Construction) | 2,911,600 | 2,567,207 | 2,739,404 | 6.7% |
| I Industrial | 11,356,300 | 10,227,733 | 10,792,017 | 5.5% |
| J Industrial (New Construction) | 24,786,900 | 22,234,991 | 23,510,946 | 5.7% |
| P Pipeline | 1,934,000 | 1,866,882 | 1,900,441 | 1.8% |
| F Farm | 244,376,600 | 189,698,607 | 217,037,605 | 14.4% |
| T Managed Forests | 2,735,100 | 2,263,909 | 2,499,504 | 10.4% |
| (PIL) R Residential | 225,000 | 214,000 | 219,500 | 2.6% |
| (PIL) C Commercial | 412,000 | 349,308 | 380,654 | 9.0% |
| E Exempt | 11,461,800 | 9,872,917 | 10,667,359 | 8.0% |
| TOTAL | 721,441,400 | 625,383,803 | 673,412,596 | 7.7% |



APPENDIX 2

Assessment Base Distribution Summary by Property Class Township of Melancthon

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

| Property Class/Realty Tax Class | 2016 Full CVA | Percentage of Total 2016 CVA | 2018 Phased-in CVA | Percentage of Total 2018 CVA | 2019 Phased-in CVA | Percentage of Total 2019 CVA |
|---------------------------------|--------------------|------------------------------|--------------------|------------------------------|--------------------|------------------------------|
| R Residential | 413,845,200 | 57.4% | 379,034,347 | 60.6% | 396,439,765 | 58.9% |
| C Commercial | 7,396,900 | 1.0% | 7,053,902 | 1.1% | 7,225,401 | 1.1% |
| X Commercial (New Construction) | 2,911,600 | 0.4% | 2,567,207 | 0.4% | 2,739,404 | 0.4% |
| I Industrial | 11,356,300 | 1.6% | 10,227,733 | 1.6% | 10,792,017 | 1.6% |
| J Industrial (New Construction) | 24,786,900 | 3.4% | 22,234,991 | 3.6% | 23,510,946 | 3.5% |
| P Pipeline | 1,934,000 | 0.3% | 1,866,882 | 0.3% | 1,900,441 | 0.3% |
| F Farm | 244,376,600 | 33.9% | 189,698,607 | 30.3% | 217,037,605 | 32.2% |
| T Managed Forests | 2,735,100 | 0.4% | 2,263,909 | 0.4% | 2,499,504 | 0.4% |
| (PIL) R Residential | 225,000 | 0.0% | 214,000 | 0.0% | 219,500 | 0.0% |
| (PIL) C Commercial | 412,000 | 0.1% | 349,308 | 0.1% | 380,654 | 0.1% |
| E Exempt | 11,461,800 | 1.6% | 9,872,917 | 1.6% | 10,667,359 | 1.6% |
| TOTAL | 721,441,400 | 100% | 625,383,803 | 100% | 673,412,596 | 100% |



January 11, 2019

Via: Mail

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

Dear Wendy:

Re: Drainage Superintendent Services
File No.: D-ME-SUP
Project No.: MSO019743.2018

As we are into a new calendar year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from October 1, 2018 through December 31, 2018.

The work undertaken during this period includes the following:

October 2018

- Site meeting with Director of Public Works regarding culvert crossing on Mill Street in Hornings Mills. On site discussions regarding alternatives to improve the culvert capacity.
- General discussion with Di Francesco regarding alternate disposal and construction site for the Amos Drain clean-out. Several discussions with the owners and Contractor regarding work adjacent to the new house.
- Request from Bentley and general discussion regarding clean-out procedure of Dickson Drain.
- Notice to Contractor to commence Gordon Drain clean-out. Discussion with Contractor regarding timing for clean-out work and starting location.
- On-site to Gordon Drain with Contractor to commence work. Notify owners and check progress of the work.
- On-site to Coutts Drain with Contractor and check progress of clean-out work. Discussion with owners regarding the work including timing of some crop harvest.
- Request from Carrera regarding beaver dam removal on McCue Drain. On-site to drain to check for beaver activity and to lower the water-level in the drain.
- On-site to Gordon Drain to check progress of the work and authorize additional clean-out of Branch "B".
- On-site to Coutts Drain to check progress of work. Notify owner regarding bean crop harvesting so clean-out can continue.

INFO # 6
JAN 17 2019

- Request from owner that beaver are back on Bradley Drain. Discuss additional trapping with County representative and forward form to them. Also discuss extension of trapping policy with County representative.
- Notify Bowman regarding new beaver dam on McCue Drain. Discussion regarding procedure for nuisance beaver removal.
- Request from Contractor regarding trapping status on Mud Creek. Contact trapper and notify Contractor that beaver are out and dam can be removed.
- Received Contractor's invoice for Amos Drain clean-out. Review and verify invoice. Complete authorization letter to Treasurer for payment of invoice.
- Request from Carrera regarding removal of beaver dam on McCue Drain. Notify owner that beaver have returned and need to be trapped prior to dam removal.
- Notice from County representative that beaver program for 2018 is now ended.
- Request from Partridge regarding trapping of nuisance beaver on McCue Drain. Notify owner that nuisance beaver program has ended for this year.
- Request from and discussion with County representative regarding issues and concerns with timing of nuisance trapping. Also discuss minor clean-out of McNabb Drain for lowering of the water levels as required for road reconstruction.
- Complete "Notification of Drain Maintenance or Repair" form including location plan for proposed minor clean-out of McNabb Drain and submit to Department of Fisheries and Oceans and to Conservation Authority for review.
- Further request from owner regarding flooding concerns with beaver dams on McCue Drain. Discuss trapping and dam removal concerns with staff.
- On-site to Coutts Drain for a field review of completed clean-out work.
- Received Contractors invoice for levelling on the Curphy Municipal Drain. Reviewed and verified invoice. Complete authorization letter to Treasurer for payment of invoice.

November 2018

- Further discussion with County representative regarding trapping status and procedure with time extension.
- On-site to McNabb Drain for investigation of beaver flooding and dam location.
- On-site to Dickson Drain with Contractor to commence clean-out work. Notify owners regarding any concerns and check progress of the work.
- On-site to Gordon Drain to investigate the completion of the crop harvest for completing the clean-out of the drain.
- Received Contractor's invoice for clean-out of the Coutts Drain. Verify invoice and with letter to Treasurer, authorize invoice for payment.
- Received notice that trapping completed on McNabb Drain. Contact trapper regarding availability to do additional sites.
- On-site to McNabb Drain for investigation of improved conditions upon removal of beaver dam. Note current lower water-level elevation at County Road. Verify current water-level elevation as being at designed gradeline.
- Request from Prokopich regarding cost estimate for assessment on Gordon Drain maintenance work. Provide estimate to owner including timing of completed work due to delay in crop harvest.
- On-site to Dickson Drain for further investigation of clean-out work and discussion with affected owners.

- Assist staff with final maintenance levying schedule and by-law for completed clean-out of Coutts Drain. Deliver relative material to Township office.
- Request from Bentley regarding hauling of excavated clean-out material and brush from Dickson Drain maintenance work. Discussion with owner regarding construction procedure on clean-out work.
- Received notice from trapper that beaver removed at two sites on Bradley Drain and dams can now be removed.
- Inspection of McCue Drain on Partridge property to determine location of beaver dams. Preparation of letter to Council with findings, recommended work and estimated cost. Received authorization from Council to proceed with the recommended trapping and beaver dam removal.

December 2018

- Discussion with Contractor regarding partial payment for completed excavation work of Dickson Drain clean-out.
- Notify trapper to commence trapping of beaver, outside the County nuisance program, at McCue Drain. Forward beaver form from Partridge to trapper.
- Received notice from Blydorp that bean crop being harvested and Gordon Drain clean-out can continue.

As you are aware, the cost of employing a Drainage Superintendent is eligible for a 50% grant. The Ministry has requested that these grant applications be submitted yearly. As such, we will complete and forward the grant application to you shortly.

We trust we have handled the Township's drainage matters satisfactorily and look forward to being of service again this year. Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

R.J. Burnside & Associates Limited
Drainage Superintendent



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

Enclosure(s) Invoice No. MSO019743.2018 – 4



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

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

January 9, 2019
 Invoice No: MSO019743.2018 - 4

Project MSO019743.2018 RJB File: D-ME-SUP - 2018
Professional Services through December 31, 2018

| | Hours | Amount | |
|----------------------------|----------------------|--------------------------------------|----------------------------------|
| Senior Engineer I | | | |
| Pridham, Thomas | 11.50 | | |
| Tech I | | | |
| Bergsma, Gavin | 5.00 | | |
| Tech IV | | | |
| Uderstadt, Gerd | 87.00 | | |
| Project Support III | | | |
| Linton, Kelly | 1.70 | | |
| Totals | 105.20 | | |
| Total Labour | | | 11,831.80 |
| | | | |
| Travel - Mileage | | 547.02 | |
| Misc Reimbursable Expense | | 42.55 | |
| Total Reimbursables | | 589.57 | 589.57 |
| | | | |
| HST #885871228 | 13.00 % of 12,421.37 | 1,614.78 | |
| Total Tax | | 1,614.78 | 1,614.78 |
| | | | |
| | | Total Amount Due in CDN Funds | <u><u>\$14,036.15</u></u> |

Billings to Date

| | Current | Previously | Billed to Date |
|---------------|------------------|------------------|------------------|
| Labor | 11,831.80 | 31,301.20 | 43,133.00 |
| Expense | 589.57 | 832.94 | 1,422.51 |
| Tax | 1,614.78 | 4,177.44 | 5,792.22 |
| Totals | 14,036.15 | 36,311.58 | 50,347.73 |

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

Billing Client Number: 61

Project Manager: Thomas Pridham

Payment terms are net 30 days. Late payments are subject to a penalty of 1.5% per month (18% annually).

From: AMO Communications <communicate@amo.on.ca>
Sent: Thursday, December 20, 2018 2:37 PM
To: dholmes@melancthontownship.ca
Subject: AMO Policy Update - At Queen's Park: Summary of 2018 Completed Legislation

December 20, 2018

At Queen's Park: Summary of 2018 Completed Legislation

The House is expected to rise later today marking the conclusion of legislative sittings for 2018.

Significant municipal wins include legislative changes for enhanced protection for volunteer firefighters, fire interest arbitration process enhancements, and restoring municipal planning authority on renewable energy projects. These were all long-standing municipal asks. AMO made submissions and/or attended Standing Committees that held hearings on various Bills. For more background and the input to improving various Bills, go to the AMO website and search the titles.

The following Bills have direct municipal government interest. Each has received Royal Assent:

Bill 4 — Cap and Trade Cancellation Act — Received Royal Assent October 31st, 2018

It wound down the previous government's cap and trade program. Notably, it requires the Province to establish targets for the reduction of greenhouse gas emissions and to develop a Climate Change Plan. Ontario's Environment Plan, released on November 29, 2018, has a comment period until January 28, 2019. AMO's comments on Ontario's Environmental Plan are expected to be public by mid-January.

Bill 5 — Better Local Government Act — Received Royal Assent August 14th, 2018

Bill 5 reduced the size of Toronto Council and changed the election of Heads of Council in the District of Muskoka, Region of Niagara, Region of Peel, and the Region of York.

Bill 32 — Access to Natural Gas Act — Received Royal Assent December 6th, 2018

This Act encourages natural gas distributors to invest in capital expansion in underserved communities. It allocates some costs to all current natural gas customers.

Bill 34 — Green Energy Repeal Act — Received Royal Assent December 6th, 2018

It restores municipal planning authority over new local renewable energy projects. It repeals the *Green Energy Act* and amends the *Electricity Act* to re-establish requirements for municipal governments to report on energy consumption and prepare Energy Conservation and Demand Management Plans.

Bill 36 — Cannabis Statute Law Amendment Act — Received Royal Assent October 17th, 2018

Bill 36 establishes the private retail model for cannabis sales in Ontario and creates a licensing framework administered by the Alcohol and Gaming Commission of Ontario. It also amends the *Smoke Free Ontario Act* to align cannabis consumption rule with rules regulating tobacco consumption. Under Bill 36, Ontario municipal governments have until January 22, 2019 to opt-out of private retail stores in their jurisdictions and exempts retail stores from municipal planning processes. The first 25 retail stores will open April 1, 2019. AMO continues to work with the Province to advance municipal cannabis-related interests, including a greater municipal role in the storefront siting process. AMO has also prepared a [briefing document](#) to help municipal governments with the transition to legal cannabis. It is a must read for municipal officials.

Bill 47 — Making Ontario Open for Business Act — Received Royal Assent November 21st, 2018

It repeals various Bill 148 provisions that negatively affected municipal governments, including scheduling and on-call provisions, and stops the anticipated increased costs resulting from Bill 148 requirements. Throughout AMO's discussions on these matters, it was emphasized that municipal governments are not precarious employers, but employers of choice with good wages and benefit packages that provide stable, mostly unionized, employment throughout the province.

Bill 57 - Restoring Trust, Transparency and Accountability Act — Received Royal Assent December 6th, 2018

This [mini-budget bill](#) contains numerous provisions affecting municipal governments.

- It protects double haters when firefighters volunteer in their home communities on their own time.
- It changes the interest arbitration process for fire (e.g., single arbitrator, timing for decisions and written decisions). Importantly, it provides new criteria that an arbitrator must consider. The criteria give an employer a better opportunity to advance arguments about its fiscal health. Municipal employers will need to continue to provide well-researched arguments, and specifically to build solid local and regional economic and comparator evidence to make a compelling case on municipal fiscal capacity.
- Other changes in the Bill included: amendments to the *Assessment Act* making Royal Canadian Legions exempt from municipal property taxes where they are not already exempt; technical amendments to the *Construction Act* that bring clarity for municipal governments related to adjudication rules and liens; and, an amendment to the *Municipal Act* clarifying that municipal governments can enact by-laws to create stricter public cannabis consumption rules within their boundaries.

For more information, contact AMO's Director of Policy, Monika Turner at mturner@amo.on.ca.
You can also reach AMO's Policy Team at policy@amo.on.ca.

Fire Services Negotiations: MFIPPA SITUATION

You should be aware that a member of the fire association is seeking access to labour

relations/negotiations information that is generally excluded from disclosure under MFIPPA. In a recent decision, the Information and Privacy Commission of Ontario (IPC) found that this information is not excluded. At this time, the City of Brockville is seeking a Judicial Review of the IPC's decision. The City of Brockville is looking for municipal support in pursuing this matter before the Divisional Court given its potential implications to all municipal employers. Elected officials can contact Mayor Jason Baker at themayor@brockville.com for further information.

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

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GRCA Current



December, 2018 • Volume 23 Number 10

GRCA General Membership

| | |
|--|---|
| Chair | Helen Jowett |
| Vice-Chair | Chris White |
| Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley | TBA |
| Townships of Mapleton and Wellington North | TBA |
| Township of Centre Wellington | TBA |
| Town of Erin, Townships of Guelph/Eramosa and Puslinch | Chris White |
| City of Guelph | Bob Bell, TBA |
| Region of Waterloo | Les Armstrong, Jim Erb, Sue Foxton, Michael Harris, Helen Jowett, Geoff Lorentz, Kathryn McGarry, Jane Mitchell, Joe Nowak, Warren Stauch |
| Municipality of North Perth and Township of Perth East | TBA |
| Halton Region | Cindy Lunau |
| City of Hamilton | George Stojanovic |
| Oxford County | Bruce Banbury |
| County of Brant | Brian Coleman, Joan Gatward |
| City of Brantford | Dave Neumann, Vic Prendergast |
| Haldimand and Norfolk Counties | TBA |

Conservation Area & Nature Centre Fees

GRCA conservation areas and nature centres review their fees annually. Nature centre programs are funded through these fees combined with budgeted levy support. Admission, camping and other fees cover the operating costs of GRCA conservation areas.

Nature centres and conservation areas face a similar challenge in providing affordable access to outdoor recreation and educational experiences, while ensuring enough funds are available to support infrastructure needs and capital improvements.

In 2019, fees for school programs, day camps, and other programs at GRCA nature centres will increase between three and 15 per cent. These increases will help ensure their sustainability, while remaining competitive with similar outdoor education providers in Ontario.

Unlike nature centres, GRCA conservation areas operate on a break-even basis. User fees are meant to generate sufficient revenue to offset planned expenses for the upcoming year. When the conservation areas generate a surplus, it is placed into a stabilization fund to be used for future park needs. Operating budget efficiencies are attained as a result of the integration of the conservation area program with other program areas such as water management, nature centres and property.

In 2019, most conservation area fees will remain unchanged; however, a few areas will be impacted.

Additional vehicles on a campsite will increase to \$14, matching the fee currently charged at automatic entry gates. Nightly camping fees will be standardized to eliminate price changes between peak and shoulder seasons. Pool admission fees at Brant and Byng Island will increase from \$1 to \$2 following changes to public pool operation regulations requiring a swim test to be administered to younger swimmers creating the need to hire additional lifeguards. Seasonal camping fees will increase by three per cent in 2019 to help support investment in park facilities such as washroom upgrades, roads and electrical infrastructure in these campgrounds.

Membership pass fees will remain unchanged at \$130. Individual Season Passes will be discontinued due to a significant decline in sales and reduced customer demand for this product.

All nature centre and conservation area fees can be found online at www.grandriver.ca.

Final GRCA Current

As 2018 draws to a close, we set our sights on the year ahead and look forward to changes that will help better support our diverse audience. Following a consultant's review of our communications practices and activities in 2017, a number of changes were recommended. One of these changes included the end of this publication.

Beginning in January 2019, we will no longer be publishing GRCA Current; however, we will continue to publish the Grand Actions newsletter. Through this publication, readers will receive the same great content and informative articles, with the goal of moving towards a fresh, engaging and more frequent online publication in the future. In order to keep our municipal partners up-to-date on the information received and any decisions made by the General Membership, the GRCA will be distributing a concise board meeting summary via email, shortly after each monthly board meeting.

CAO's Report

GRCA conservation areas continue to be a popular spot for both summer and winter activities with revenue at the end of October reaching \$9.05 million, surpassing the 2018 budget of \$8 million. This surplus will be used for future capital and infrastructure investment in the parks. A number of conservation areas remain open year-round, including Belwood Lake, Guelph Lake, Laurel Creek, Pinehurst Lake, Rockwood, and Shade's Mills.

Watershed municipalities are in the process of appointing GRCA board members to serve for the next four years. An orientation program is being developed for new and returning members, which





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will include an overview of the Conservation Authorities Act, GRCA by-laws, and the recently updated strategic plan. GRCA staff will also be making program area presentations in the new year to help familiarize new board members with the many areas of the organization.

Company Hired for LiDAR Mapping

The GRCA has hired Geomatics Data Solutions Inc. for approximately \$310,000 to use bathymetric LiDAR technology to map a number of riverbeds in the watershed.

Bathymetric LiDAR (Light Detection and Ranging) technology uses laser light to get geographical information about the ground surface underwater. Mounted in a plane, the lasers and sensors will capture topographical data on the Grand, Conestogo and Speed rivers and select tributaries.

This data will provide information about the depth and shape of the ground beneath the water surface, which change significantly along natural water bodies. This information will be merged with above water topographical LiDAR data that was recently acquired by the province, creating a seamless ground surface elevation model for the watershed. The derived data will be added to the GRCA's GIS mapping platform.

This project is part of the five-year forecast

to update floodplain mapping within the Grand River watershed that was presented to the GRCA board in 2017. The GRCA will cover half of the project cost, and the federal National Disaster Mitigation Program will cover the remaining half.

The field work for the project is expected to be complete by late December.

City of Hamilton Levy Update

At the hearing for the judicial review application in Divisional Court held on October 30, the City of Hamilton brought forward a new motion requesting that the judicial review be heard by a bilingual panel. This request is due to the City of Hamilton's contention that the French version of Section 27 of the Conservation Authorities Act is relevant and will assist the court in interpreting the meaning and legislative intent of the provisions under consideration.

The panel granted the City's request and a bilingual panel will be constituted. This matter will be heard at the next sittings of the Divisional Court in February 2019. As a result, the outcome of the proceedings will not likely be known prior to the final GRCA budget presentation and general levy vote in February 2019.

Source Protection Meeting Summary

The Grand River Source Protection Authority approved an update to the Lake Erie Source Protection Region Partnership Agreement that will help ensure the safety of municipal drinking water systems and that the duties and responsibilities of the Source Protection Authorities are clearly defined. These amendments include the provision that source water protection planning is incorporated in the early stages of the municipal drinking water supply process.

The goal of these changes is to ensure that municipal residential drinking water systems are protected before the water supply is provided to the public.

The amendments recommended by the Lake Erie Source Protection Region Management Committee incorporated Clean Water Act Section 48 considerations, specifically, additional responsibilities of the Source Protection Authority. These additional responsibilities include reviewing technical work for the purpose of identifying anticipated amendments to the source protection plan, issuing notices to the drinking water system owner, and ensuring data and intellectual property agreements are in place and maintained.

This issue of *GRCA Current* was published in December 2018.

It is a summary of the November, 2018 business conducted by the Grand River Conservation Authority board and committees, as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

Next board meeting:
January 25 at 9:30 a.m.,
GRCA Administration Centre

Subscribe to GRCA news:
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View meeting agendas and reports:
<https://calendar.grandriver.ca/directors>

View coming events:
www.grandriver.ca/events



Chartered
Professional
Accountants

December 20, 2018

The Corporation of the Township of Melancthon
157101 Highway #10
RR #6
Shelburne, ON
L0N 1S9

Dear Members of Council:

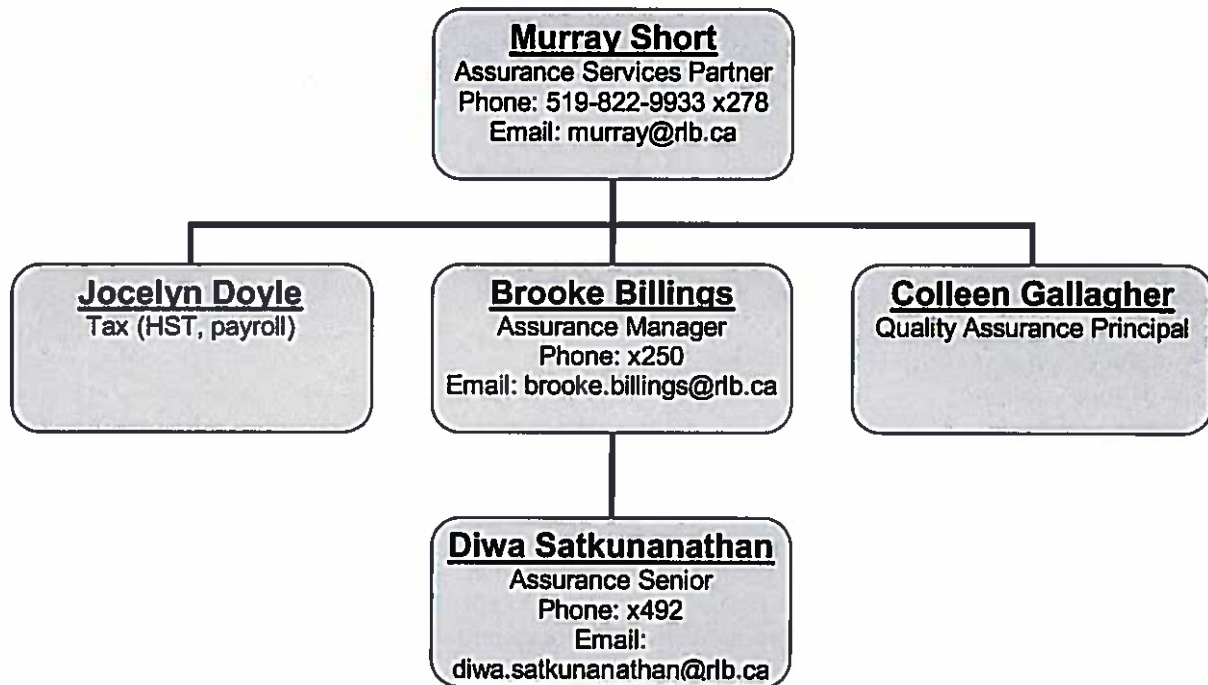
Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Melancthon for the year ended December 31, 2018. The purpose of this letter is to communicate our 2018 audit plan for The Corporation of the Township of Melancthon and to ensure that management and Council are aware of the following:

- Objectives and scope of our audit
- Planned approach for the 2018 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 | November 7, 2018 |
| Communication of Audit Plan to Management/Council | December 20, 2018 |
| Year-end Testing | March 11 – 15, 2019 |
| Reporting to Council | TBD |
| Issuance of Audit Report and Financial Statements | To follow |

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?

New Public Sector Accounting Standards

There are no significant impacts anticipated from this new standard on the financial reporting of your municipality for 2018:

These are effective for fiscal years beginning on or after April 1, 2017.

- PS2200: Related Party Disclosures – explains how to identify a related party and describes disclosure requirements
- PS3210: Assets – defines characteristics of an asset and describes disclosure requirements
- PS3320: Contingent Assets – defines characteristics of a contingent asset, including the existence of uncertainty, and describes disclosure requirements
- PS3380: Contractual Rights – defines characteristics of a contractual right and describes disclosure requirements
- PS3420: Inter-entity Transactions – relates to recognition and measurement of transactions between public sector entities, including cost allocation and recovery

We will be working this year with your management team to consider the impact that the following new accounting regulations will have on the financial reporting of your municipality:

These are effective for fiscal years beginning on or after April 1, 2018.

- PS3430: Restructuring Transactions – defines characteristics of restructuring transactions, when recognition should occur, and how they should be measured, classified and disclosed

These are effective for fiscal years beginning on or after April 1, 2019.

- PS1201: 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

- PS2601: Foreign Currency Translation – describes accounting treatment for foreign currency transactions, and how they should be presented and disclosed
- PS3041: Portfolio Investments – defines portfolio investments, and describes accounting treatment and disclosure requirements; describes accounting treatment in specific situations such as sinking funds, loss in value, gain and loss on sale and when investments have concessionary terms
- PS3450: 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.

2018 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 - \$135,000
- 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

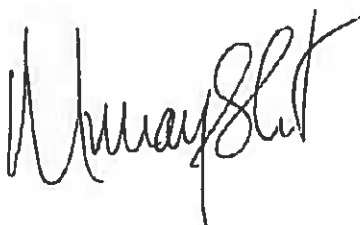
- Taxation revenue and receivables - collectability
- Grant revenue and receivables - completeness and existence
- Operating expenses - completeness and existence
- Tangible capital assets - completeness, existence and valuation
- Reserve, reserve funds and amounts set aside by Council - completeness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



Murray Short, MBA, CPA, CA
Engagement Partner

Denise Holmes

From: AMO Communications <communicate@amo.on.ca>
Sent: Friday, December 21, 2018 5:01 PM
To: dholmes@melancthontownship.ca
Subject: AMO Policy Update - Financial Risks for Property Taxpayers and Municipal Budgets

December 21, 2018

Financial Risks for Property Taxpayers and Municipal Budgets

Grants from the provincial and federal government are a critical part of the municipal financial picture. They account for 20% of municipal revenue across the sector and for many smaller municipalities, represent an even higher percentage of local revenue.

This interdependence shapes municipal spending decisions, too. Exactly 280 pieces of provincial legislation directly govern municipalities and help to form local budgets. Other sectors, like health or education, deal mostly with one transfer ministry. However, municipal governments relate to many, many more ministries.

AMO's advice to the new government has been to take a comprehensive approach rather than a Ministry funding line review and to consider the cumulative financial impact of how any decisions affect the cost and delivery of frontline services. A comprehensive approach is the only way to understand how provincial decisions affect municipal governments.

It is unclear if this advice is being taken or not. We also advised the Ministry of Finance to offer a status update on the Ontario Municipal Partnership Fund (OMPF). That advice was taken. Today, the Ministry of Finance sent a letter to heads of council and treasurers advising that the OMPF will be reduced by an unspecified amount and allocation notices for 2019 will be delayed.

In 2018, the Ontario Municipal Partnership Fund (OMPF) provided \$510 million in unconditional operating support from the Province to municipal governments. It uses an equalization approach to address challenges in rural and northern communities. The OMPF is a critical source of funding for 389 of 444 municipalities across Ontario. Some are very small municipalities without growth in their property assessment base.

Reducing the overall envelope and delayed allocation notices have immediate and long-term consequences for communities across the province.

Immediate Impact: In recent years, the provincial government has announced OMPF allocations in the year prior. This practice facilitated local budget development and council approval for the year ahead. Councils cannot make accurate 2019 spending decisions without this information. As a result, council budget planning will be delayed. If allocations to municipalities are reduced, councils will need to compensate with property tax increases or local service reductions in 2019.

Long-Term Impact: OMPF reductions will have a big impact on local property tax rates. For almost half of Ontario's municipal governments, a 1% property tax increase raises less than \$50,000. The Fund has changed over time, in large part to reflect the upload of social assistance.

The OMPF seeks to address regional economic imbalances by helping municipalities provide local services throughout the province. As noted in the Ontario Government's recent Fall Economic Statement, "employment has grown but has not been experienced across all regions". Northern Ontario has experienced employment declines while the Southwest has remained generally flat. Employment levels reflect a community's fiscal capacity.

OMP declines will exacerbate economic imbalances between regions. Any reductions will be especially difficult for rural and northern areas. These areas typically have low assessment growth and can least afford significant property tax increases.

Other sources of municipal funding include provincial court security and prisoner transportation. Over \$60 million in 2018 provincial transfer payments for this service are being reviewed. Also, Ontario Community Infrastructure Fund (OCIF) and Ontario Gas Tax for Transit funds are to increase in 2019 and these increases were an election promise. There are also the shared service arrangements for ambulance, public health, and social services. These are just a few of the program grants that are important to municipal property taxpayers and the services that affect their daily lives.

AMO Contact: Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

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Nottawasaga Valley
Conservation Authority

January 3, 2019

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

Dear Mayor White & Council:

Re: Nottawasaga Valley Conservation Authority Board Orientation Session

NVCA staff are holding an event for all council members to come and learn about the NVCA. The Township of Melancthon, Town of Shelburne, Township of Amaranth, Mulmur Township, and Town of Mono are invited on January 22, 2019 from 9:00 a.m. – 12:00 p.m. at the Shelburne Central Dufferin Rec Centre, so that we can provide a fulsome overview of the Conservation Authority and the role of the Board.

Alternatively, if the above chosen date does not work for most council members you will be invited to attend our orientation session at the Tiffin Centre for Conservation on February 1st, 2019 from 9:00 a.m. – 12:00 p.m.

We look forward to working with you, and to receive a resolution on your council's appointment as soon as it is available if you have not already done so.

We encourage all council members to attend. Please forward your RSVP's and council appointment resolutions to Haleigh Ferguson at hferguson@nvca.on.ca by January 16th, 2019.

Yours truly,

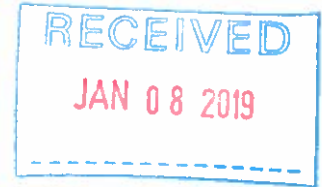
A handwritten signature in black ink, appearing to be "Doug Hevenor", written over a horizontal line.

Doug Hevenor,
Chief Administrative Officer



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

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca



December 31, 2018

Ms. Denise Holmes
CAO/Clerk-Treasurer
Township of Melancthon
157101 Highway #10
Melancthon, ON L9V 2E6

Dear Ms. Holmes:

Re: Grand River Conservation Authority Strategic Plan 2019-2021

On behalf of the Grand River Conservation Authority, I am pleased to share with you our updated Strategic Plan.

Following updates to the Conservation Authorities Act in late 2017, GRCA began the process of reviewing its strategic plan. In early 2018 a consultant was retained to facilitate workshops with all levels of staff and the board of directors. Feedback from these sessions provided valuable insight we needed to update our vision and mission statements, and to streamline our strategic priorities into four key areas. Each priority contains a unique set of deliverables, designed to increase our accountability and carry us towards attainable goals.

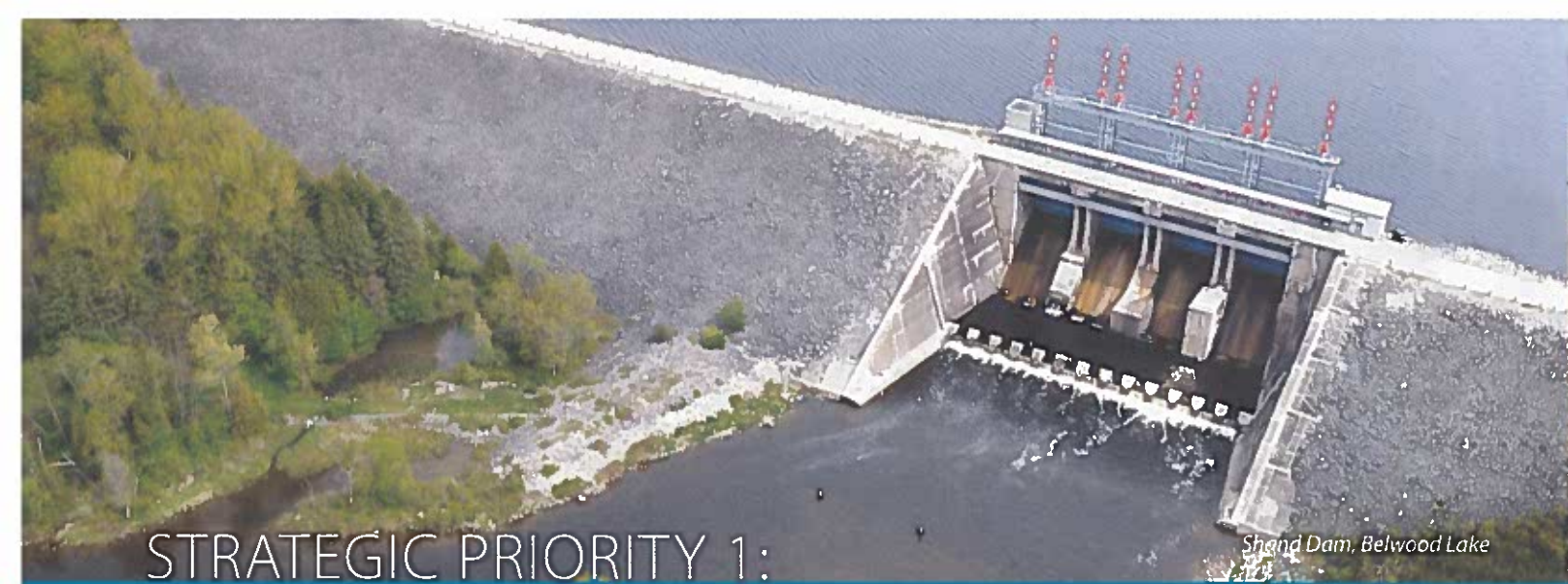
With this new strategic plan, we can continue to build our way towards a healthier, more vibrant watershed.

Yours truly,

A handwritten signature in black ink that reads "Joe Farwell".

Joe Farwell, Chief Administrative Officer

WFO #12
JAN 17 2019



STRATEGIC PRIORITY 1:

Shand Dam, Belwood Lake

Protecting life and minimizing property damage from flooding and erosion

STRATEGIC PRIORITY 2:

Buffer along watercourse

Improving the health of the Grand River watershed

As a source of power, transportation and water supply, the Grand River attracted settlers who developed communities along its banks. Homes and businesses are still located in the floodplain today.

With settlement, land was cleared for agriculture, wetlands were drained, forests cut down, and later, vast areas were paved. This changed how the rivers respond to rain. Built infrastructure like dams and reservoirs are operated to mimic the natural river flows, but the risk of flooding remains.

WHAT WE DO

The GRCA operates a flow-monitoring network, and operates dams and dikes to manage high flows. We operate a flood forecasting and warning system. New development in the floodplain, and other hazard areas like steep slopes, are regulated to minimize future risks. We plant trees and restore natural areas to minimize the impacts of large rainstorms.

FUTURE TRENDS

With climate change, there is increasing risk of extreme storms. As well, longer and hotter summers put strain on reservoir operations to ensure there is an adequate supply of water to the river.

KEY ACTIONS

- Update mapping to further identify flood risk and other natural hazard areas.
- Manage and update infrastructure to deal with expected changes in rainfall patterns.
- Upgrade the monitoring, flood forecasting and warning systems.
- Update GRCA permit policies.

The Grand River watershed is home to almost 1 million people. Municipalities work to update and improve wastewater treatment plants, and farmers continue to apply best management practices. Even so, nutrients continue to flow into our rivers and streams and fuel aquatic weed growth. This problem impacts Lake Erie, with the Grand being a significant nutrient source for the lake. Municipalities and landowners rely on a mix of groundwater and surface water.

WHAT WE DO

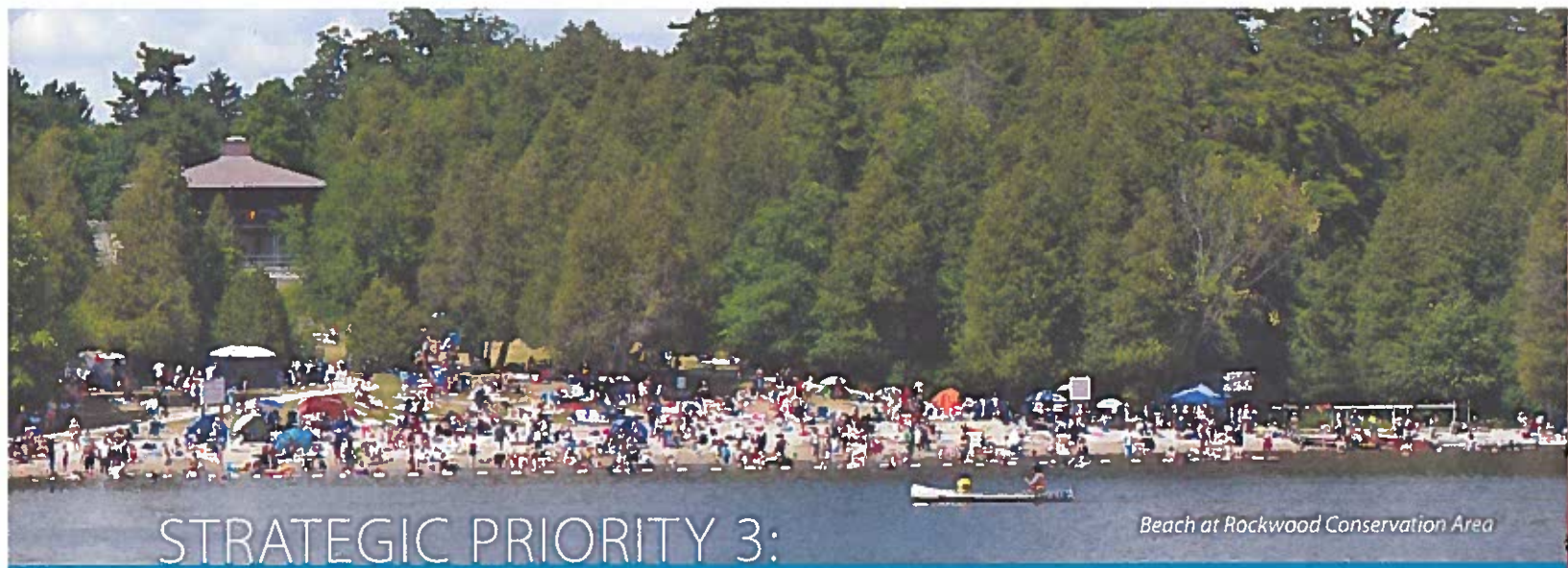
The focus of GRCA programs is to improve watershed health. We encourage and support landowners and residents to take actions that protect and enhance it. We work with farmers to keep soil and nutrients on their fields. We support landowners to create and enhance natural areas, forests and stream-side buffers. Major reservoirs on the Speed, Conestogo and Grand rivers supply the majority of flow in summer, helping reduce harmful impacts on aquatic ecosystems. We work with partners and First Nations through the Grand River Notification Agreement. We coordinate the Water Management Plan that highlights actions of municipal partners, landowners, government partners and the GRCA to improve watershed health. We carry out subwatershed plans and identify opportunities to enhance natural features.

FUTURE TRENDS

Changing climate and growing population continue to impact water quality and quantity in our rivers and streams. Continued monitoring of watershed conditions will inform decisions. As land values and competition for space increase, restoring and preserving natural spaces will become more important.

KEY ACTIONS

- Support municipalities in optimizing wastewater treatment plants.
- Engage the provincial and federal governments to develop programs to reduce nutrient loads in rivers and streams, and ultimately Lake Erie.
- Continue to work with municipalities on drinking water source protection.
- Continue to work with landowners to reforest and restore natural spaces.



STRATEGIC PRIORITY 3:

Beach at Rockwood Conservation Area

Connecting people to the environment through outdoor experiences

Evidence suggests that engaging in outdoor recreation is important to human health and well-being. The GRCA creates connections with the natural environment by providing outdoor spaces and environmental education. The demand for outdoor recreation is growing. As a Canadian Heritage River, the Grand and its major tributaries are recognized for their human heritage and recreational values. There is increasing interest in spending time on, or next to, the river.

WHAT WE DO

The GRCA operates 11 active Conservation Areas on a user-fee basis. Many of these areas have important natural heritage features. We also operate five Nature Centres, providing curriculum-based environmental education programs in partnership with school boards, as well as nature-based day camps, and evening and weekend programs for the public. The Grand River Conservation Foundation is instrumental in supporting the environmental education program.

FUTURE TRENDS

With a growing population, public attendance in the active Conservation Areas is expected to continue to grow. Capital upgrades will be required in both the Conservation Areas and Nature Centres in order to meet user needs. Some assets are nearing the end of their useful life.

KEY ACTIONS

- Implement infrastructure upgrades for the Conservation Areas.
- Prepare operational plans that balance revenue generation with protecting natural features in the Conservation Areas.
- Prepare capital forecasts for the Nature Centres and develop a long-term funding plan.
- Construct a new Nature Centre at Guelph Lake.
- Work with member municipalities to encourage river-related links and trails between communities.



OUR COMMITMENT

We focus on teamwork, development, engagement and positive change:

The Grand River Conservation Authority (GRCA) operates a wide range of programs in engineering, planning, land management, recreation and education. Our staff teams are well-trained, and committed to serving public needs. We maintain an innovative and positive work culture at the GRCA, where knowledge is freely shared.

OUR STRATEGIC PRIORITIES 2019 | 2021

1 Protecting life and minimizing property damage from flooding and erosion.
Page 6

2 Improving the health of the Grand River watershed.
Page 7

3 Connecting people to the environment through outdoor experiences.
Page 8

4 Managing land holdings in a responsible and sustainable way.
Page 9

THIS is the plan to take us there.

OUR VISION

A healthy watershed where we live, work, play and prosper in balance with the natural environment.

OUR MISSION

We will work with local communities to reduce flood damage, provide access to outdoor spaces, share information about the natural environment, and make the watershed more resilient to climate change.

OUR VALUES

Resilience

We provide effective leadership, and respond to change.

Collaboration

We listen and learn from others. We value a wide range of perspectives and recognize that progress requires flexibility, and a commitment to sharing ideas and working together.

Innovation

We encourage and leverage advancements in technology, scientific methodologies and trends in education and communications, because these are integral to success.

Courage

We carry out our obligation with conviction, and commitment to our beliefs and values.

Respect

We strive for clear and respectful communication within our organization, with our partners, and with members of the public.



STRATEGIC PRIORITY 4:

Managing land holdings in a responsible and sustainable way

Over time, the GRCA has acquired significant land holdings, totaling about 20,000 hectares. In addition to our conservation areas and lands for dam infrastructure, we own protected natural areas with limited public access, urban parkland maintained by municipalities, and several rural properties.

WHAT WE DO

Lands around Belwood and Conestogo reservoirs support a cottage lot program with over 700 tenants. In addition, houses on land purchased for reservoirs and natural areas have been rented to tenants for several years, and this program is winding down. Land is being evaluated and sold where appropriate, with funds placed in a reserve for high-priority projects like future land acquisition or repairs to our flood control infrastructure. Hydro is produced at GRCA dams where economically feasible.

FUTURE TRENDS

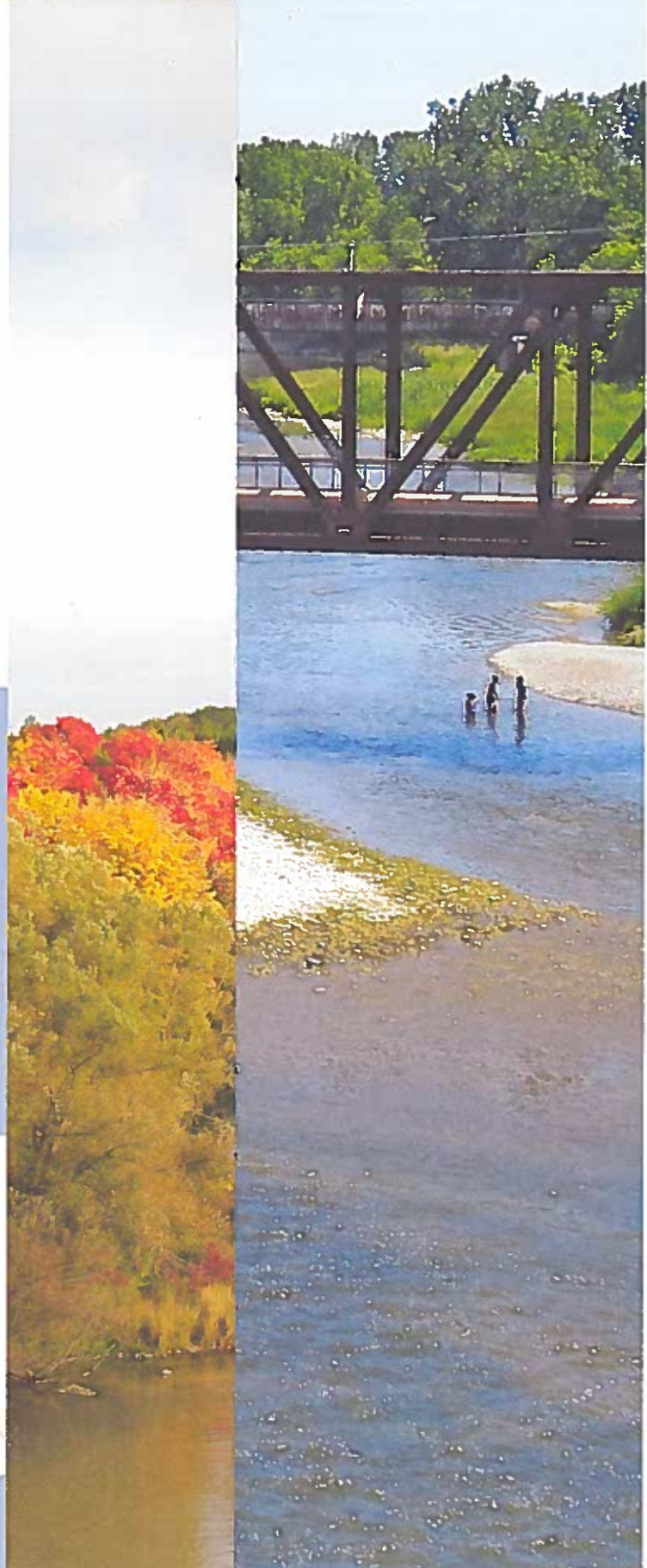
Passive areas, especially those near urban centres, are expected to see a significant increase in public use. With increased use there is potential for conflict among user groups and impacts on sensitive natural areas. Passive areas and rail-trails are managed with limited resources. Invasive species like emerald ash borer and phragmites, and weather-related events like ice and wind storms, will continue to cause damage to GRCA properties and natural areas.

KEY ACTIONS

- Prepare management plans for our passive lands where there is a high level of conflicting uses, and establish a long-term funding plan for these areas.
- Prepare lands for sale where appropriate.
- Continue to actively manage hazard trees in accordance with the Tree Risk Management Plan.
- Manage and enhance GRCA natural areas with funding support from partners.

THAT is our destination.

The GRAND RIVER Watershed



OUR PATH FORWARD

The roots of our organization go back to the 1930s, when the leaders of the day recognized the importance of working together to manage the Grand River and the land it drains. They knew that the vitality, health and prosperity of their communities was reflected in the health of the river, and they joined together to take an active role in managing it.

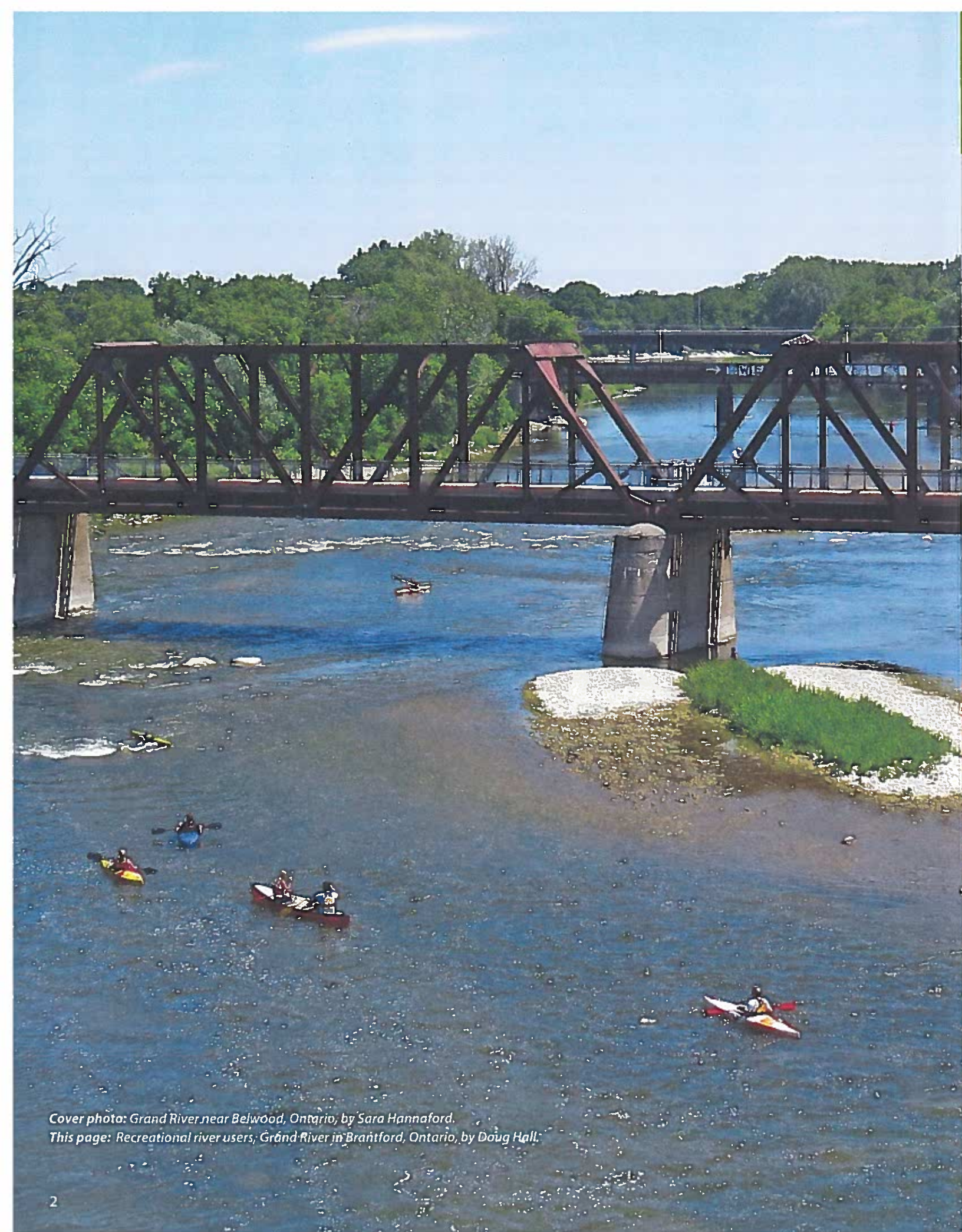
Today, the watershed population is growing at a rapid pace. Coupled with climate change, this growth will put stress on the Grand River and its natural features.

More than ever, the role of the Grand River Conservation Authority — and the relationships with our partners — will be critical to the health and vitality of our communities.

We invite you to read our Strategic Plan, a guiding document that will enhance and build on our programs over the next three years. Over our history, we have fostered a culture of collaboration, cooperation, innovation and respect, guided by our municipal leaders. Our priorities lie in preserving this culture, and in recognizing that by protecting the land and waters where we live, we secure our own future.

Helen Jowett
Chair, Board of Directors

Joe Farwell
Chief Administrative Officer



Cover photo: Grand River near Belwood, Ontario, by Sara Hannaford.
This page: Recreational river users, Grand River in Brantford, Ontario, by Doug Hall.



POPULATION
About 1,000,000

Most live in the cities of Kitchener, Waterloo, Guelph, Cambridge and Brantford.



50 MUNICIPAL DRINKING WATER SYSTEMS

About 28% of the water comes from the Grand and Eramosa rivers.



70% AGRICULTURAL LAND

Agriculture is the dominant land use. Urban areas make up less than 5%.



30 SEWAGE TREATMENT PLANTS

These discharge into the Grand River and its tributaries.



Conestogo River, looking downstream from Conestogo Dam, by Marlene Coulter

Grand River Conservation Authority

www.grandriver.ca | 1-866-900-4722

400 Clyde Road, PO Box 729, Cambridge, ON N1R 5W6



Strategic Plan 2019 | 2021

GRAND RIVER CONSERVATION AUTHORITY



*Canoeing the Grand River
near Brantford, Ontario*



This document is printed on an environmentally-friendly, FSC-certified paper that is manufactured using 100% post-consumer fibre, and is processed chlorine-free using biogas energy.



100%



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

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE HOLMES, CAO/CLERK

DATE: JANUARY 3, 2019

SUBJECT: 2020 COUNCIL MEETING SCHEDULE

RECOMMENDATION

Be it resolved that Council confirm the 2020 Council meeting dates on the "Melancthon Council Meeting Schedule - 2020". And further, that Council can always add additional Committee of the Whole, special, public and/or emergency meetings during the year as required. And be it further resolved that Council hold one day meeting (1st Thursday starting at 9:00 a.m.) and one evening meeting (3rd Thursday starting at 5:00 p.m.) for the months of February, March and April 2019 with a further review of this meeting schedule in April, 2019.

STRATEGIC PLAN ALIGNMENT

Strategic Objective – Effective Governance – 5.1 Improve local autonomy

PURPOSE

The purpose of this Report is to confirm the Council meeting dates for 2020 and to amend the 2019 meeting schedule.

BACKGROUND AND DISCUSSION

As per the Township's Procedural By-law No. 16-2015, Section 5 states that "During the regular Council meeting in January, Council will review and confirm the next year's tentative meeting dates". It is appropriate to confirm the meeting dates well in advance so that all members are aware of them to avoid conflicts.

ACT# 1
JAN 17 2019

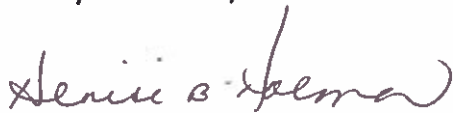
All regular Council meetings are scheduled for the first and third Thursdays of the month commencing at 5:00 p.m. and as such, these dates are outlined on the 2020 Council Meeting Schedule with the exception of January and August. Historically, Council has only held one meeting for the month of January due to the Christmas Holiday Office Closure and one meeting in August, due to holidays, etc. The meeting in January has typically been held the second Thursday of the month, but I am recommending that it be held the third Thursday (January 16th), as this will give Staff more time to prepare the Agenda materials and the second Thursday of the month is County Council. The meeting in August has typically been held on the third Thursday of the month and I am recommending that the meeting be held the 2nd Thursday of the month as in 2020 there are three weeks in between Council meetings from July 16th to August 13th.

In 2018, the Township held one day meeting and one evening meeting for the months of February, March and April. The day meeting started at 9:00 a.m. and was held the 1st Thursday of the month. The evening meeting started at 5:00 p.m. and was held the 3rd Thursday of the month to accommodate Committee of Adjustment planning applications. In April, this matter was reviewed and Council continued with the two evening meetings per month. In previous years, Council would have day meetings for the winter months due to weather and road conditions and I would recommend Council pursuing one day meeting and one evening meeting for the months of February, March and April with a further review in April of continuing this schedule throughout 2019. The Procedural By-law can be amended, as well as the approved 2019 Council meeting schedule.

FINANCIAL

There is no direct budget impact as Council meetings are included in each Council member's annual remuneration.

Respectfully submitted,



Denise B. Holmes, AMCT, CAO/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

MELANCTHON COUNCIL MEETING SCHEDULE - 2020

January 16th

February 6th and 20th

March 5th and 19th

April 2nd and 16th

May 7th and 21st

June 4th and 18th

July 2nd and 16th

August 13th

September 3rd and 17th

October 1st and 15th

November 5th and 19th


December 3rd and 17th

Denise Holmes

From: Wendy Atkinson <watkinson@melancthontownship.ca>
Sent: Monday, December 17, 2018 8:46 AM
To: 'Denise Holmes'
Subject: FW: Statement of Unpaid Taxes



Wendy Atkinson, Treasurer/ Deputy-Clerk | Township of Melancthon | watkinson@melancthontownship.ca | PH: 519-925-5525
ext 102 | FX: 519-925-1110 | www.melancthontownship.ca |

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

From: [REDACTED]
Sent: Sunday, December 16, 2018 9:00 PM
To: info
Subject: Statement of Unpaid Taxes

Please forward the below e-mail message to the Melancthon Township Council. I was recently advised to address them in writing about my refusal to pay a \$20 dog tag fee. I am sending this, as my handwriting is not very neat, and I do not have access to a printer to copy a typed and signed letter.

Dear Council:

Earlier this year, I received a notice to pay a \$20 fee for a tag for my dog. Upon paying my taxes in August 2018, I included a note stating that I will not be paying this fee. I also followed up with an e-mail addressed to both Denise Holmes and Wendy Atkinson, stating my reasons. As I received no response from anyone, I considered the issue to done with.

I have now received a Statement of Unpaid Taxes dated 05 December 2018 explaining I still owe this amount plus a reminder/overdue notice fee of \$2, and a \$.26 in interest. I am disappointed that no one had contacted me since August, and now I am being charged overdue and interest fees??

The following are my reasons for refusing to pay this dog tag fee:

Our Shih Tzu dog, Lucy, is a small 13 year old house/lap dog. As I know you understand animals, she is a very old dog. During her whole life, Lucy has never been outside without one of us being with her the whole time. She never leaves our property, and has never made an attempt to wander. Again, due to her small size, and the presence of wildlife that could harm her, she has never been outside alone, and never will be. She does not wear a collar, as there is no need for it.

As a result, Lucy has never had the opportunity to run at large, or be a nuisance or danger to other property owners, livestock, or animals. We are very protective of our small elderly dog, and responsible owners.

I have read and understand what your bylaw states about the responsibilities of the dog owner, however I respectfully request common sense and simple understanding to prevail in my situation.

During my career, I was also responsible to uphold and enforce rules, regulations, procedures, and laws, so I understand. However, during my 30 years as an OPP officer, and 22 of those serving as a Sergeant in this County, many times after considering someone's situation, I chose to exercise common sense and understanding instead of just following rules and laws. This made for positive relationships, respect, and understanding for all involved parties. I am asking you to do the same.

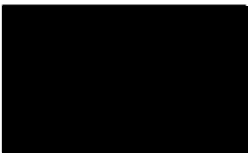
If you decide that you will still request me to pay this fee, then I request the following:

Someone contact me and explain why it would be a benefit to me and the township that I purchase this tag. Just saying "because it's in the bylaw", will not fly. We all pay an unreasonable amount in taxes in this country, and to me this is just another senseless money grab.

I can be contacted anytime after 4:00pm Monday to Friday, and I am home all weekend. I welcome anyone of you to attend my residence or give me a call.

Respectfully,

Greg Brodhagen



Total Control Panel

[Login](#)

To: info@melanctontownship.ca
From: [Redacted]

Message Score: 13
My Spam Blocking Level: Medium

High (60): Pass
Medium (75): Pass
Low (90): Pass

[Block](#) this sender
[Block](#) sympatico.ca

This message was delivered because the content filter score did not exceed your filter level.

Total Control Panel

[Login](#)

To: dholmes@melanctontownship.ca
From:

[Remove](#) this sender from my allow list

INVOICE

Township Of Melancthon
157101 Hwy 10
Melancthon Ontario L9V 2E6

Account Number
000000249
General Receivables

Invoice Number: 000073
Billing Date: APR 10,2018
Due Date: MAY 31,2018

BRODHAGEN GREGORY DENNIS J
BRODHAGEN LAURIE ANN
[REDACTED]

| Description | Unit Charge | Qty | Amount |
|--|-------------|-----------------|--------------|
| Invoice: 000073 DOG TAG LICENCE Dog Tag | 20.0000 | 1.00000 | 20.00 |
| DOG TAG #148 | | | |
| | | Billing Amount: | <u>20.00</u> |

Invoice Charges 20.00
Balance Due 20.00

Tax Reg: 129192175RT0001

E. & O.E.

Township Of Melancthon
Telephone - (519) 925-5525

.....>8
Please detach and return this portion with your payment.

000000249
BRODHAGEN GREGORY DENNIS J
BRODHAGEN LAURIE ANN
[REDACTED]

General Receivables
Invoice Number: 000073
Billing Date: APR 10,2018
Due Date: MAY 31,2018
Amount Due: 20.00
Amount Enclosed \$ _____



Shelburne & District Agricultural Society
P.O. Box 1112
Shelburne, ON L9V 3M2
info@shelburnefair.com

December 29, 2018

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

via email

Mayor and Council:

RE: 152th Shelburne Agricultural Society Fall Fair

The Board of Directors of the Shelburne & District Agricultural Society is pleased to announce the 151th Fall Fair is being held on September 13, 14 and 15, 2019 with the theme :

152 YEARS – Sunflower Suprise

This theme aligns with the Mission statement of the Fair Board which is to *“promote the importance of agriculture generally through educational displays and competitions”*.

Dufferin County was founded on and built by agriculture and farming families and is still very much focused on agriculture. Dufferin’s gross farm receipts grew from just under \$104 million in 2006 to over \$131 million in 2011 (source: Census of Agriculture)

Your support is being sought which will assist in making the 2019th fall fair a very special event. We hope to be able to bring new and old together at the fair to recognize our rich history, both nationally and locally.

The Board is focusing on a return to our roots and moving away from amusement rides. New events that we hope to fund would be axe throwing, spelling bee and a horseshoe tournament. Our traditional events such as horse pulling, 4-H competitions and antique farm show are scheduled to proceed as in previous years.

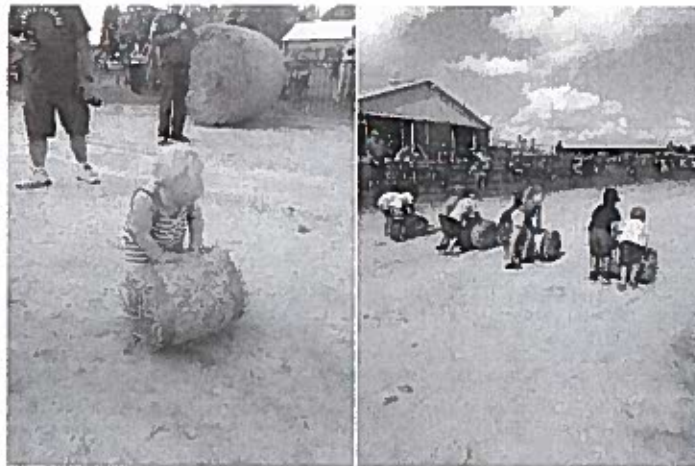
ACT#3
JAN 17 2019

The Fair attracts hundreds of people over the three day event and is run entirely by volunteers. With an aging population, volunteer capacity is challenged and every year the Board finds they have to hire out some things that they used to be able to do on their own. We have utilized high school students to work toward their community service hours by volunteering at the fair.

The Township of Melancthon's past financial contribution is greatly appreciated and has helped make this important community event a success. A donation of \$750.00 for our 2019 fair would ensure more and varied events, and would also be directed to ongoing costs of:

- Security
- Sound system rental
- Signage/advertising
- Children's activities and events both rental and prizes

One of our new events is round bale racing and here are young bale rollers:



And our newest attraction a milk cow!!



Here is a link to our website showcasing some of the upcoming events at the 2019 fair:
<http://shelburnefair.weebly.com/>

Thanks for considering our request and "see you at the fair".

Yours truly

Larry Braiden

Larry Braiden, President



The Corporation of
THE TOWNSHIP OF MELANCTHON

HEALTH AND SAFETY POLICY STATEMENT

The Township of Melancthon is committed to the principle of conducting all operations safely in order to prevent injury, illness and incidents of violence and harassment in the workplace.

Accordingly, it is the policy of the corporation to promote and maintain standards of health and safety practices and procedures that comply with or exceed the requirements of the Ontario Occupational Health and Safety Act and its regulations and all other applicable legislation.

Both supervisors and employees share a number of specific responsibilities under the Act in contributing toward a healthy and safe workplace. Primary responsibilities of supervisors include but are not limited to ensuring that employees work in compliance with the law and with safe work practices and procedures as established by the corporation, ensuring that machinery and equipment is in safe operating condition, and ensuring that employees receive health and safety training appropriate to their specific job tasks.

Primary responsibilities of employees include but are not limited to protecting their own health and safety by working in compliance with the law and safe work practices and procedures as established by the corporation, and to report all unsafe or unhealthy conditions to his/her supervisor or person of authority.

The Township of Melancthon also expects all contractors, sub-contractors and their respective employees who work on behalf of the Township of Melancthon to meet or exceed the Corporation's Health and Safety work policies and procedures and to comply with applicable legislation.

A healthy and safe workplace is everyone's responsibility and the Township of Melancthon, as employer, will ensure that every reasonable precaution is taken to protect its employees.

Darren White, Mayor

Dated _____

Denise Holmes, C.A.O.

Dated _____

Kaitlin Chessell, Health and Safety Representative

January 2, 2019

Act # 4
JAN 17 2019

Denise Holmes

From: Heather Boston <hboston@mulmur.ca>
Sent: Thursday, January 10, 2019 3:28 PM
To: Donna Funston; Kerstin Vroom; Denise Holmes; Wendy Atkinson
Subject: Final NDCC 2019 Budget for Council Approval
Attachments: Arena Budget 2019.pdf

Heather Boston, CPA, CA, CGA, BComm | Treasurer
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | hboston@mulmur.ca



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Total Control Panel

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To: dholmes@melanctontownship.ca [Remove this sender from my allow list](#)
From: hboston@mulmur.ca

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

**NDCC Board of Management
2019 FINAL BUDGET**

| Account | Description | Final 2019 Budget |
|-----------------------------|-------------------------------------|-------------------------|
| REVENUES | | |
| 01-2000-4000 | MULMUR GRANT | 59,050 |
| 01-2000-4010 | MELANCTHON GRANT | 59,050 |
| 01-2000-4015 | GRANT REVENUE | 10,000 |
| 01-2000-4020 | DONATION REVENUE | - |
| 01-2000-4030 | FUNDRAISING REVENUE | 20,000 |
| 01-2000-4100 | MINOR RATE RENTAL REVENUE | 45,000 |
| 01-2000-4110 | ICE RENTAL REVENUE (PRIME) | 52,000 |
| 01-2000-4115 | ICE RENTAL REVENUE (NON-PRIME) | 500 |
| 01-2000-4120 | NON-RESIDENT USER FEES | 3,250 |
| 01-2000-4200 | BOOTH RENTAL REVENUE | 5,000 |
| 01-2000-4210 | HALL RENTAL REVENUE | 2,600 |
| 01-2000-4220 | FLOOR RENTAL REVENUE | - |
| 01-2000-4230 | SIGN RENTAL REVENUE | 4,160 |
| 01-2000-4240 | VENDING MACHINE REVENUE | - |
| 01-2000-4300 | PENALTIES & INTEREST | 525 |
| TOTAL REVENUE | | 261,134 |
| EXPENSES | | |
| 01-2000-7000 | WAGES | 55,000 |
| 01-2000-7005 | BENEFITS-EI/ CPP/WSIB/EHT | 5,600 |
| 01-2000-7010 | BENEFITS-OMERS | - |
| 01-2000-7015 | STAFF TRAINING/DUES, FEES, SUBSCRIP | 300 |
| 01-2000-7100 | OFFICE/COMPUTER SUPPLIES | 1,700 |
| 01-2000-7110 | COMMUNICATION | 3,000 |
| 01-2000-7115 | INSURANCE | 12,200 |
| 01-2000-7120 | HEALTH & SAFETY | 2,800 |
| 01-2000-7125 | PROF FEES - AUDIT | 1,400 |
| 01-2000-7130 | PROF FEES - WATER TESTING | 300 |
| 01-2000-7150 | BANK CHARGES | 400 |
| 01-2000-7200 | HYDRO | 60,000 |
| 01-2000-7210 | FURNACE FUEL/ZAMB PROPANE | 12,000 |
| 01-2000-7220 | BLDG/GROUNDS MAINTENANCE | 20,000 |
| 01-2000-7230 | BOOTH MAINTENANCE | 1,300 |
| 01-2000-7240 | ICE PLANT/MACH MAINT | 12,000 |
| 01-2000-7300 | FUNDRAISING EXPENSE | 10,500 |
| 01-2000-7400 | BAD DEBT | - |
| 01-2000-7500 | CAPITAL PURCHASES | 44,250 |
| 01-2000-6010 | TSFR TO REC RESERVES | - |
| 01-2000-6015 | TSFR TO BLDG RESERVES | - |
| PRIOR YEAR DEFICIT | | 18,384 |
| TOTAL EXPENSES | | 261,134 |
| Net Income/(Deficit) | | 0 |



The Corporation of

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Email: info@melancthontownship.ca

Denise B. Holmes, AMCT

CAO/Clerk

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

DATE: JANUARY 10, 2019

SUBJECT: 2019 DEVELOPMENT CHARGE BACKGROUND STUDY AND BY-LAW UPDATE

RECOMMENDATION

The Report of Denise Holmes, CAO/Clerk be received and that Council approve the proposal submitted by Watson and Associates Economists Ltd., in the amount of \$26,700.00 + HST, for the preparation of the 2019 Development Charges Background Study and By-law Update. And further that this Procurement complies with Section 5, Schedule B of Procurement By-law 57-2004 as Watson and Associates have prepared the Township's Development Charge Study and By-law Updates in 2009 and 2014 and have privileged and historical information already on file for those updates.

STRATEGIC PLAN ALIGNMENT

Strategic Objective – Quality of Life – 1.1 Maintain and improve local infrastructure; Economic Stability - 4.1 Fiscal Responsibility

BACKGROUND AND DISCUSSION

The purpose of this Report is to seek Council's approval for the 2019 Development Charge Background Study and By-law Update Proposal submitted by Watson and Associates Economists Ltd.

As a requirement in the *Development Charges Act, 1994* as amended by Bill 73, the Township is required to update its Development Charge Study/By-law every five years since the Act was passed in 1994. The last one was completed in 2014 by Watson and Associates and expires September

ACT#6
JAN 17 2019

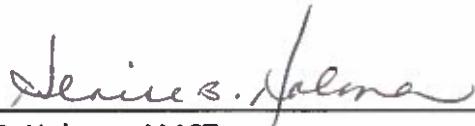
5, 2019 (five years after the day it comes into force). Development Charges are used by the Township to finance growth related capital costs for transportation, indoor and outdoor recreation, fire protection services, library services and administration and are collected when a property owner builds a single family dwelling or a non-residential (commercial/industrial) building. Development Charges have also been collected on wind turbines in the past.

In December, 2018, I requested Watson and Associates Economists Ltd., to provide a quote for the preparation of the 2019 Development Charges Study and By-law Update and on January 7, 2019, the attached proposal was provided for consideration and approval.

FINANCIAL

The cost for the preparation of the 2019 Development Charges Study and By-law Update is \$26,700.00 + HST.

Respectfully submitted,

A handwritten signature in cursive script, reading "Denise B. Holmes", is written over a horizontal line.

Denise B. Holmes, AMCT
CAO/Clerk



January 7, 2019

Ms. Denise B. Holmes
CAO/Clerk
Township of Melancthon
157101 Highway 10
Melancthon, ON
L9V 2E6

Dear Ms. Holmes:

Re: Township of Melancthon 2019 Development Charges Background Study and By-law Update

Further to your request, Watson & Associates Economists Ltd. (Watson) is pleased to provide a proposal letter concerning the Township's 2019 Development Charges (D.C.) Background Study and By-law Update.

1. Introduction

The Township of Melancthon has requested a proposal to undertake the preparation of a development charges (D.C.) background study and by-law. The D.C. background study will result in the emplacement of a D.C. by-law, meeting the requirements of the Development Charges Act, 1997 (D.C.A.), as amended by Bill 73. The steps to be followed are summarized in section 3.

We would note that since the Township completed its last D.C. study, there have been several changes which would impact how the charges may be calculated and the level of effort required to complete the background study in accordance with the legislation. These changes include the following:

- There have been two recent L.P.A.T. (Local Planning Appeal Tribunal, formerly the Ontario Municipal Board) hearings which resulted in decisions regarding the calculation methodology. The methodology must utilize the net growth increment for the service standard analysis and the gross growth increment for the rate calculation. Our approach to the calculation of the charge has always followed the methodology directed by the L.P.A.T.



- With the passage of Bill 73 there are several items that must be addressed throughout the study process. These include mandatory consideration of area-rating, an extended public process, the potential inclusion of new services (waste diversion), inclusion of an asset management plan, extensive requirements regarding the inclusion of transit service, and creating a well-defined local service policy.

In preparing this proposal, we recognize that the overall objective of this study is to provide funds that will allow the Township to finance the capital works required for development and to permit the Township to grow on a financially sound basis while complying with the new legislated requirements as set out in Bill 73, mentioned above, and O.Reg. 428/15. Thus, the work plan should:

- Review the Township's current policies regarding recovery of capital expenditures from new development and recommend an appropriate development charge strategy. Strategies regarding recovering costs associated with excess capacity designed to service growth beyond the buildout period will also be examined;
- Review policies with staff, addressing issues such as exemptions, discounting and credits, phase-in strategies and indexing options, as well as credits for various classes of development including but not limited to: residential, institutional, commercial, and industrial developments;
- Comply with the requirements of the D.C.A., as amended, and its associated regulation O.Reg. 82/98, as amended. This includes preparing a D.C. background study comprising a forecast of anticipated development, determining eligible services, estimating increased needs for each service, measuring 10-year historical level of service, developing an asset management plan for projects included in the study and rules for imposing the calculated charges. (Note that under the new changes to the D.C.A., the background study must be released at least 60 days prior to Council approval of the D.C. by-law);
- Undertake the statutory public process requirements, including the need to hold at least one public meeting under the provisions of the legislation; and
- Ensure that financing is in place to pay for the services required to accommodate future development in the Township.



2. Our Perspectives on the Requirements of the Assignment

With respect to specific requirements for this assignment, we would provide the following:

1. A review of current D.C. policies on cost recovery of capital expenditures, including policies on exemptions, phase-ins, indexing, discounting, and credits will be undertaken;
2. Hold one (1) start-up meeting to provide staff with information about the project, legislative requirements, and to discuss the process;
3. Hold one (1) day of staff interviews to meet with staff to discuss the Township's anticipated capital needs and 10-year historical service standards;
4. Work with staff to develop the Township's Local Service Policy, under section 59(2) of the D.C.A.;
5. Conduct a Council Workshop in order to update Council on the D.C. process, Bill 73 education and gain direction on area-specific charges;
6. Prepare the D.C. background study document for staff input, presenting an analysis of the data collected, a D.C. schedule based on defined calculation methodology, with a sound legal basis, and policy recommendations. Prepare a draft by-law for staff and Council's consideration;
7. Present the report and proposed rates at a statutory Public Meeting (including a survey of D.C. rates in other municipalities); and
8. Be available for the Township as an expert witness at the L.P.A.T. in the event of an appeal (based on a separate budget) and provide post-adoption implementation support.

Further, we would give appropriate consideration to all the matters addressed by the D.C.A., 1997, as amended, including:

- The preparation of growth projections (anticipated development) over 10-year and longer-term forecast periods, based on the Township's Official Plan and any other necessary plans or documents. The growth forecast will address residential, commercial, industrial and institutional development by time period, type, size and general location. Other categories may be discussed at project initiation;



- The capital servicing requirements of the anticipated growth. We will meet with individual departments for an in-depth review of capital needs, understanding that changes to the growth forecast will require a change in the level of capital needs;
- The 10-year level of service cap and deductions for benefit to existing development (i.e. property tax or non-D.C. funding), post planning period capacity, excess capacity, grants and other contributions, statutory 10% deduction for particular services, etc.;
- Credits, full or partial exemptions, etc.;
- Collection policies and related administrative matters;
- The long-range capital and operating cost examination, as well as the asset management plan required by the D.C.A., as amended;
- The rules regarding D.C. implementation (e.g. phasing-in, indexing, municipal-wide versus area-specific charges, allocation between class of developments including mixed uses and changes in use);
- As per the amended Act, area-rating of charges must and will be considered; and
- Preparation of a D.C. survey of peer municipalities.

Our approach and methodology to undertaking a D.C. study is detailed further in Section 3 of this proposal.

Should this proposed work schedule not reflect the work plan anticipated by staff, Watson would be pleased to review and amend as necessary. Please see Figure 2-1 for a detailed breakdown of study tasks.

**Figure 2-1
Proposed D.C. Background Study Workplan**

| STUDY STEPS | KEY ELEMENTS |
|---------------------------|--|
| PROJECT MANAGEMENT | Upon award, Watson will establish communication between Watson staff and Township staff. We will prepare an internal project management plan that outlines the following: <ol style="list-style-type: none">1. Description of detailed work tasks.2. Detailed schedule with beginning and end dates associated with each task. |



| | |
|--|--|
| | <p>3. Deliverables with scheduled delivery dates for draft and final documents associated with each detailed task.</p> |
| <p>1. STUDY START-UP/ TRANSITIONAL ISSUES</p> | <p>1.1 Work program approval. 1.2 Identification of policies and other special issues to be addressed during the study process. 1.3 A "D.C. Checklist" package sent by Watson to staff which overviews the D.C. process and includes sample Public Meeting notices and Notices of Passage. 1.4 A meeting with staff to review items 1.1 to 1.3, and provide information on the overall D.C. process. (study start-up meeting). 1.5 Discussion and confirmation of services to be included in the D.C. recovery.</p> |
| <p>2. DATA COLLECTION & SERVICE STANDARDS</p> | <p>2.1 Information gathering regarding historical (past 10 yr.) asset inventories, capital budget projections and future capital requirements. 2.2 Review long-term debt and identification of existing facility oversizing. 2.3 Determination of historical service standard information from each applicable department. Note that in addition to services presently included in the Township's by-law, other services (e.g. waste diversion) will be reviewed and considered. 2.4 Review of existing and uncommitted reserve fund balances to determine appropriate use/allocations.</p> |
| <p>3. REVIEW OF BACKGROUND MATERIAL</p> | <p>3.1 Review the Official Plan, any necessary master plans, and any other relevant background documents for input into the D.C. study.</p> |
| <p>4. GROWTH PROJECTION DEVELOPMENT</p> | <p>4.1 Review and incorporate various types of data into the growth forecast including: population and employment trends, building permit data, etc. 4.2 Draft Growth forecast (residential, commercial, industrial and institutional) for timing and location of development.</p> |



| | |
|--|---|
| <p>5. DEVELOPMENT CHARGE CALCULATION AND RULES AND STAFF INTERVIEWS</p> | <p>5.1 Finalization of the growth forecast, based on recommendations through discussions with staff.</p> <p>5.2 Estimation of the costs to meet the increase in the need for service attributable to development, the required works, existing facility oversizing, consistent with not exceeding the ten-year service standard.</p> <p>5.3 Meeting with staff for interviews to review and update service standard and capital expenditure information based on changes that have occurred since the 2014 D.C. Study was undertaken.</p> <p>5.4 Calculation of the D.C., based on need for service identified in 5.2, reduced by:</p> <p>5.4.1 Any existing capacity created for which Council did not indicate D.C.'s would be used (at the time the capacity was created).</p> <p>5.4.2 The extent to which existing development would benefit from the increase in service.</p> <p>5.4.3 Anticipated capital grants, subsidies or other contributions in respect of the capital costs.</p> <p>5.4.4 The percentages and capital cost exclusions as designated by the Act.</p> <p>5.7 Development of draft D.C. rules for exemptions, phase-ins, indexing, charges for redevelopment, etc. Discussions will be held with Staff to determine the impacts of potential discounts, exemptions, credits, etc.</p> <p>5.8 Discussion of special charges (e.g. wind turbines, solar farms, etc.)</p> |
| <p>6. LOCAL SERVICE POLICY DEVELOPMENT</p> | <p>6.1 Develop the Township's local service policy with staff.</p> <p>6.2 Provide examples of comprehensive local service policies and other examples.</p> <p>6.3 Assist staff in developing the local service policy to provide more details, as required by the "No Additional Levies" clause in the amendments to the D.C.A.</p> |



| | |
|---|---|
| 7. EXAMINATION OF LONG-TERM CAPITAL/ OPERATING COSTS | 7.1 Examine the long-term capital and operating costs for capital infrastructure improvements. |
| 8. ASSET MANAGEMENT PLAN | 8.1 Prepare an asset management plan to deal with all assets whose capital costs are proposed to be funded under the D.C. by-law and demonstrate that all the assets mentioned in the asset management plan are financially sustainable over their full life cycle. |
| 9. COUNCIL MEETING | 9.1 Undertake a Council meeting in order to update Council on the D.C. process, changes to the Act and gain direction on area-rating. This meeting will help to provide Council with the pros and cons of area-rating for the various services to be included in the D.C. and to gain direction on area-rating in order to meet the legislative requirements. |
| 10. DRAFT DC BACKGROUND STUDY | 10.1 Preparation of the draft D.C. background study and by-law for Staff review. 10.2 Determination of preliminary recommendations on categories of services (for reserve fund and credit purposes), by-law commencement date, expiry date, collection timing, etc. |
| 11. FINAL DC BACKGROUND STUDY | 11.1 Finalize the D.C. background study and by-law to release to the Public as per the requirements of the D.C.A., as amended (60 days prior to by-law passage). |
| 12. PUBLIC MEETING PROCESS | 12.1 Advertisement and holding of public meeting. 12.2 Release of D.C. background study and draft by-law. 12.3 Attend and present the study and its findings at the public meeting. 12.4 Receipt and consideration of public submissions. |
| 13. ADOPTION PROCESS | 13.1 Provide Staff with by-law(s) and any applicable documents for consideration of Council. 13.2 Review Staff report recommendations to ensure the legislative requirements are met. |



14. IMPLEMENTATION PROCESS

- 14.1 Collection Policies/Process.
- 14.2 By-law indexation.
- 14.3 Reserve fund reporting requirements.

2.2 Value Added from our Consulting Team

2.2.1 *Local Service Policy*

As part of Watson's methodology and approach to completing a D.C. study, our firm includes a local service policy in all of our background studies. This states the Township's typical policies regarding the financial responsibility of developers as required through development agreements (i.e. subdivision, site plan, etc.) versus what portion is included in the D.C. The inclusion of a local service policy has become more important as a result of the changes brought forth by Bill 73. A new provision prohibits municipalities from imposing additional payments or requiring construction of a service not authorized under the D.C.A. except as permitted by this Act (e.g. Section 59, "Local Services") or another Act (e.g. Local Improvements under the Municipal Act). Subsection (2) does allow for exceptions if a class of service or development, or an Act is prescribed, however, no provision is made in the Regulations at this time. Watson will work with staff to develop a local service policy to reflect the needs of the Township.

2.2.2 *Asset Management Plan*

To conform to the amendments to the D.C.A. brought about through Bill 73, our firm has developed an approach to asset management that has been accepted in many municipalities. Our firm has assisted in the preparation of numerous D.C. by-laws, which have included the new requirements for asset management, which have not been appealed. Our firm's senior management team has worked together to develop the methodology to ensure it conforms to the legislation.

2.2.3 *Other Policies to be Considered*

The study team will work with the Township to develop policies related to any situations which have arisen since the adoption of the 2014 D.C. by-law. Watson will also provide the Township with current policies other municipalities are embracing in their by-laws related to new types of residential and non-residential development forms arising from



increased density targets and develop similar policies for the Township, where necessary. It is noted that Watson retains a database of over 200 municipalities with D.C. bylaws which will demonstrate how different regions across Ontario have dealt with policies and exemptions

2.2.4 Accessibility

Watson is committed to producing accessible documents that comply with Township and A.O.D.A. (Accessibility for Ontarians with Disabilities Act, 2005) guidelines, including adherence to C.N.I.B. (Canadian National Institute for the Blind) Clear Print guidelines. Watson can provide reports as PDF files that pass the Adobe Version 10 Accessibility Checker. However, in cases where complex data tables are being provided as part of our reports, we will discuss any special circumstances with the Township. Often these complex data tables would be included as a separate appendix in order that they can be separated from the main document when being published in the public domain (e.g. Township website) where accessibility is required.

3. Methodology and Approach

The D.C.A. and its regulations, as amended by Bill 73, provides a specified number of steps that must be undertaken in the calculation of a D.C. Figure 3-1 illustrates diagrammatically our firm's understanding of the methodology required. A brief discussion is provided below:

Step 1 involves estimating the anticipated amount, type and location of development for which D.C.s can be imposed. This estimate is needed for the first two five-year periods and then to the end of the planning period. Annual estimates do not appear to be mandatory.

Step 2 involves the exclusion of all ineligible services from the calculation, as any expenditure in this area must be made from the tax base, user rates, etc. The list of ineligible services has been amended and moved from the D.C.A to the Regulations. For example, waste diversion services are now an eligible service.

Step 3 requires that "the increase in the need for service attributable to the anticipated development...be estimated for each service" that is involved. This replaces the "growth-related net capital cost" reference in the previous D.C.A. This estimate does



not appear to require project-specific consideration at this stage as it refers to “need” and not to “project solutions” or the means by which such needs are to be met. It may therefore be appropriate to address it in terms of “service units.” These are the same factors that can be used to measure past and future levels of service in a subsequent step.

Step 4a is to ensure that, for non-transit services (i.e. non-prescribed services), the increase in need included in Step 3 does “... not include an increase that would result in the level of service (for the anticipated development increment) exceeding the average level of that service provided in the municipality over the 10-year period immediately preceding the preparation of the background study”. O.Reg. 82/98 (s.4) goes on to indicate that “... both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”

Step 4b relates to transit services, requires a review process which differs from other services. The review process includes following the method and criteria to estimate the planned level of service, which includes calculating the level of service based on a forward-looking forecast. O.Reg. 82/98 states that all transit services are considered a prescribed service and, therefore, a detailed review is necessary, however as the Township does not provide this service, the additional detail is not applicable.

Step 5 requires that for an increase in need to be included in Step 3, Council must indicate that it intends to ensure that such an increase in need will be met, presumably in accordance with the timing periods established in Step 1. Once again, this would appear to be a broad, need-related approval and not necessarily a long-range capital budget approval.

Step 6 calls for an examination of the long-term capital and operating costs for capital infrastructure to be included in the D.C. background study and considered by Council before passing a D.C. by-law. Ideally, this information would be available to Council when it takes Step 5, but this does not appear to be a requirement and is dependent on the timing of the steps in the process. Steps 3 and 5 are early steps and Step 6 could occur later.

Step 7a requires an asset management plan for non-transit services (i.e. non-prescribed services) which would include all assets whose capital costs are proposed to be funded under the D.C. by-law(s). It must demonstrate those assets are financially



sustainable over their full lifecycle. The asset management plan must also contain any other information as prescribed in the regulations.

Step 7b requires an asset management plan for transit services that shall include the following:

- A section that sets out the state of local infrastructure;
- A section that sets out the proposed level of service;
- An asset management strategy; and
- A financial strategy.

However, as noted above, the Township does not provide transit services, therefore this step is not applicable.

Step 8 involves removing from the D.C. calculation those kinds of local services for which the municipality can impose directly or indirectly a charge related to a development or a requirement to construct a service related to a development, by way of a condition or agreement under section 51 or 53 of the Planning Act. It also involves ensuring that appropriate policies are established such that those services are, in fact, addressed subsequently in that fashion and are neither double-counted nor omitted. Under section 59.1 of the amended D.C.A., no additional levies may be charged with regard to new developments except as permitted under the D.C.A., as amended.

Step 9 involves detailing the resultant increase in needs. The calculation of the net costs which can be recovered via D.C.s (Step 13) involves making four separate and additional deductions from the gross costs, as detailed in Steps 9 through 12.

Step 10 represents a deduction from the increase in the need for service attributable to the anticipated development that can be met using the Township's excess capacity, other than excess capacity which is "committed," i.e. where Council has indicated a clear intention that it would be paid for by D.C.s or other similar charges, before or at the time it was created.

Step 11 involves a further reduction to the need, by the extent to which such an increase in service would benefit existing development. The level of service restriction in Step 4 is related, but not the same as this test. This is a potentially difficult adjustment to make, in that it could be argued that almost any new facility would have



some impact on, and provide some benefit to, existing development (possibly other than some sanitary, storm, and water works, neighbourhood parks and other works that are highly localized to growth areas).

Step 12 involves reducing the capital costs necessary to provide the increased services (which is the first mention of such costs) by capital grants, subsidies and other contributions made or anticipated by Council and in accordance with various rules as to attribution between the share related to new versus existing development.

Step 13 requires that a flat 10% reduction in capital costs be made for services such as parks, recreation, parking, library, administration facilities not falling into the headquarters for general administration category, as well as the cost of studies, borrowings, rolling stock, furniture and equipment, associated therewith. Note, as per Bill 73, this reduction is no longer required for transit.

Step 14 involves tabulating the total capital costs considered above, by service, in terms of those that would benefit new development vs. those that would benefit existing development, and in each case, for those that will be incurred during the term of the proposed by-law vs. those that will not. The estimated and actual value of credits being carried forward is to be noted as well.

Step 15 involves increasing the costs set out in Step 13 where debenture debt is required and a cash flow analysis reveals a net financing cost requirement.

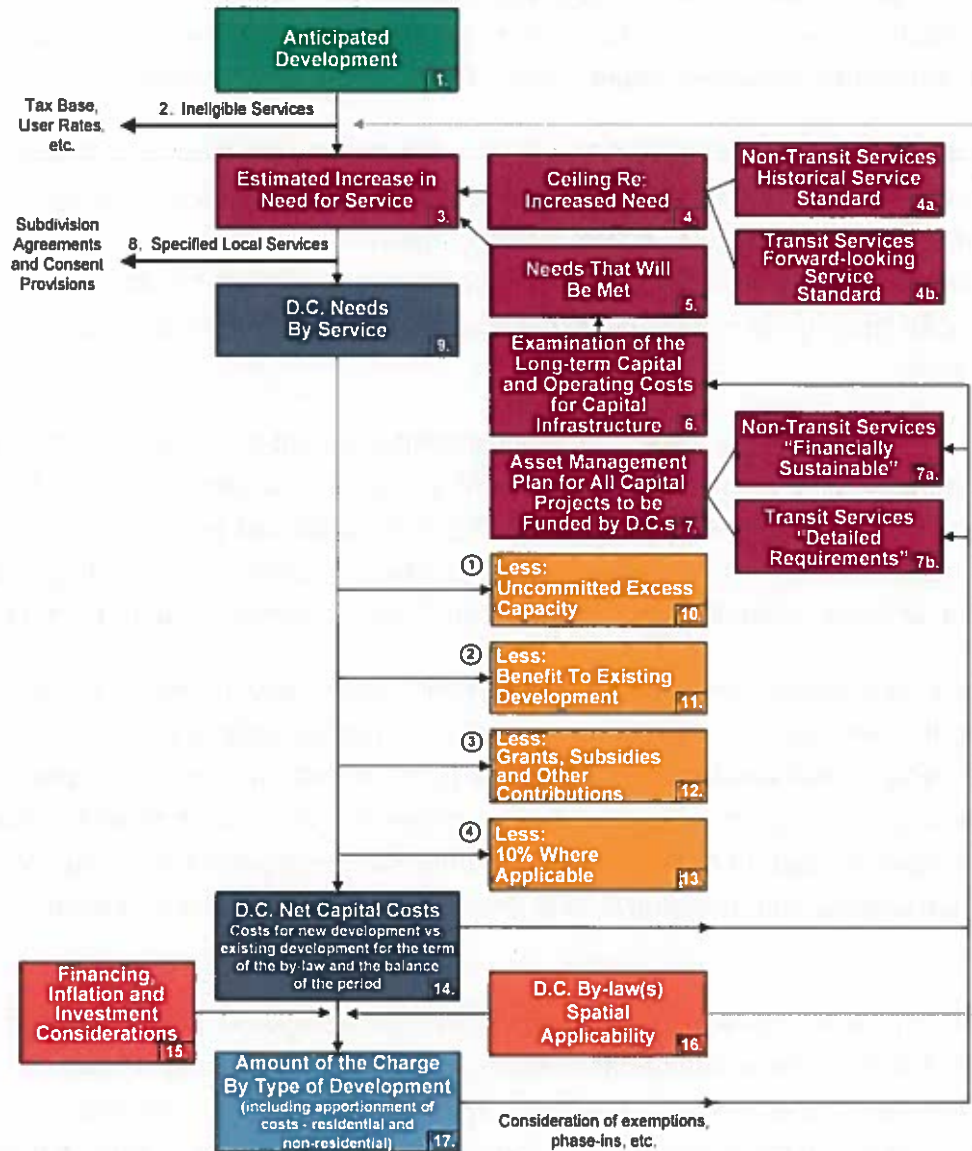
Step 16 involves determining whether all the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the amended D.C.A., it is now mandatory to “consider” area-rating of services (providing charges for specific areas and services); however, it is not mandatory to implement area-rating.

Step 17 involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential development and between one type of development and another, to arrive at a schedule of charges.



Figure 3-1

The Process of Calculating a Development Charge under the Act that must be followed



4. Watson & Associates Economists Ltd.

Watson is one of Canada's leading economic consulting firms, comprised of a committed twenty-two-person staff of municipal economists, planners and accountants. The firm has been in operation since 1982.



Serving over 250 municipal clients and utility commissions and 47 school boards throughout Ontario, many of which are long-term repeat clients, the firm is recognized as a leader in the municipal finance/local government field. The firm's senior members have participated extensively as expert witnesses on municipal finance and education matters at the Ontario Municipal Board (now L.P.A.T.) for over 30 years.

A feature of many studies completed by the firm includes the development of a solid information basis, and then working closely with staff and politicians to develop consensus around controversial issues. Further, many of our studies involve public participation, presenting key information to the public in an understandable format and seeking public input in developing recommendations and future directions as part of a study process.

Our work has involved many aspects of municipal finance and economics, including assisting municipalities across the Province with asset management and P.S.A.B. related services. Our firm also specializes in D.C.s, fiscal impact assessments, full cost user fee pricing models, financial feasibility assessments, capital and operating impacts of municipal servicing, demographic forecasts and local economy impact assessments.

Our firm has undertaken over one-half the consulting work done in Ontario in the D.C. field during the past decade. In addition to conducting policy studies and co-ordinating by-law preparation and adoption processes, we have carried out numerous special issue studies, provided continuing advice to municipalities on D.C.s in specific situations and have presented papers on the D.C.A. at numerous municipal conferences. We have also participated in numerous O.M.B. (now L.P.A.T.) hearings and related processes.

The firm has made a long-term commitment to the interpretation of D.C. legislation, the development of implementation methodologies and ongoing surveying to maintain data banks of information useful in D.C. matters. The knowledge gained from this investment, along with the wide-ranging experience of completing D.C. work in more than 250 municipalities and utility commissions provides a firm basis for the preparation of the Township's new D.C. by-law and the development of D.C. policies and practices.

As a result of the large number of D.C. studies completed by our firm, Watson has the significant advantage of being able to assemble a solid information base which, when coupled with our sound working relationships with municipal staff and others, enables



us to facilitate the development of consensus around controversial issues. Public participation, particularly from key stakeholders, is very important. Our approach is designed to ensure that material is presented in an understandable format, in order to encourage public input in the development of recommendations and future directions as part of a study process.

4.1 Project Team Members

Nancy Neale, PLE, Senior Project Coordinator, will be the project manager for all facets of the study process. Nancy joined the firm in 2003 and has participated in over 200 D.C. assignments, including previous D.C. studies for the City of Waterloo, Guelph, Milton, Barrie, and Hamilton. Nancy has worked on the previous D.C. study for the Township of Melancthon.

Gary Scandlan, PLE., Director, would serve in an advisory role in reviewing reports and calculation methodologies. Mr. Scandlan has been with Watson since 1989, before which he worked for two Regional municipalities. In regard to the latter, he held senior managerial positions and was directly responsible for long-range financial planning, long term rate and tax impact planning as well as all facets of capital financing. He is currently a member of the firm's senior management group, which develops interpretations of legislative requirements, as well as methodologies and formats, and determines alternative policy strategies for all facets of corporate assignments. Mr. Scandlan has undertaken in excess of 300 D.C. studies since 1989.

Jamie Cook, MCIP, RPP, PLE, Director, will be responsible for overseeing the preparation of the growth forecast portion of the D.C. Study. Mr. Cook has approximately 20 years' experience in developing economic/fiscal impact studies and economic models across Canada. He is currently a member of the firm's senior management group which oversees all facets of corporate assignments and decision making. Mr. Cook has also defended his work at the Ontario Municipal Board (OMB) on several occasions. He is a registered professional planner (RPP), a professional land economist (PLE) and a member of the Economic Developers Council of Ontario (EDCO).

Navreet Bains, MBA, Analyst, will be responsible for the capital needs review, policy review, calculations, and the compilation and preparation of reports and presentations.



She joined the firm in the spring of 2018 and primarily works in the field of development charges. Navreet holds a Bachelor of Science. (Honours) degree from the University of Toronto and a Master of Business Administration degree in Finance from McMaster University.

Vladislav Petrov, BA, MA, Analyst, would be responsible for the preparation of the long-term growth forecasts as well as assisting with report writing. He joined the firm in 2017 and primarily works in the areas of demographics and land needs forecasting. Vlad has assisted with data input and analysis in the areas of growth forecasting for D.C. Background Studies and Land Needs Studies. His previous experience includes working as an Assistant Business Analyst for Cancer Care Ontario, an Economic Analyst for the Burlington Economic Development Corporation, a Business Consultant for FreshInsights Consulting and later as an Economic Development Intern for Halton Region. He brings a strong economic background in utilizing analytical and data modelling techniques to prepare research, and experience from both municipal and regional levels of government.

A curriculum vitae and contact information for each of the above individuals are included in Appendix A and can also be found on the company's website www.watsonecon.ca.



5. Budget

Based on the work program identified above, our budget estimate to complete the D.C. background study and public process for the Township of Melancthon is \$26,700 (exclusive of applicable taxes). Note that the amount identified in the 2014 study, for the 2019 Study, was \$24,800 (2014\$). With inflation and the extra work associated with Bill 73 (i.e. asset management, development of a local service policy, etc.) we would anticipate a budget in excess of \$30,000. However, as Watson completed the last D.C. study for the Township of Melancthon, setting up the model with historical information we previously gathered results in cost savings for the Township resulting in our budget of \$26,700. A breakdown of the budget estimate by study step and by individual consultant is presented below.

**Table 5-1
Township of Melancthon
Development Charges Background Study**

| Project Milestones/Deliverables | Watson & Associates Economists Ltd. | | | | | Total Cost |
|--|-------------------------------------|---|------------------------|--------------------------|---------------------------|-----------------|
| | Gary Scandian Director | Nancy Neale Senior Project Coordinator | Jamie Cook Director | Navreet Bains Analyst | Vlad Petrov Consultant | |
| Hourly Billing Rates | \$285 | \$195 | \$270 | \$130 | \$130 | |
| 1 Study Start-up (1) | - | 7 | - | 3 | - | \$1,755 |
| 2 Data Collection | - | 4 | - | 8 | 5 | \$2,470 |
| 3 Growth Projection Development | 1 | - | 3 | - | 10 | \$2,395 |
| 4 Staff Interviews (1) | - | 8 | - | 8 | - | \$2,600 |
| 5 Council Workshop (1) | - | 6 | - | 2 | - | \$1,430 |
| 6 D.C. Calculation and Rules | 2 | 10 | - | 12 | - | \$4,080 |
| 7 Develop Local Service Policy | 1 | 5 | - | 2 | - | \$1,520 |
| 8 Examination of Long Term Capital/Operating | - | 1 | - | 2 | - | \$455 |
| 9 Asset Management Plan | - | 3 | - | 4 | - | \$1,105 |
| 10 Prepare D.C. Background Study | 2 | 8 | 2 | 12 | 3 | \$4,620 |
| 11 Public Meeting (1) | - | 6 | - | - | - | \$1,170 |
| 12 By-law Passage (1) | - | 6 | - | 1 | - | \$1,300 |
| 13 Implementation Process | - | 1 | - | 1 | - | \$325 |
| 14 Project Management | - | 1 | - | 2 | - | \$455 |
| Total Number of Hours | 6 | 66 | 5 | 67 | 18 | \$25,680 |
| Disbursements (travel, telephone, courier) | | | | | | \$1,000 |
| Total Development Charges Study Fees (excluding applicable taxes) | | | | | | \$26,700 |

(#) - Indicates number of meetings

5.1 The budget relates to the calculations, report preparation and policy adoption only (including input into the by-law formation) and does not cover time should an appeal occur, or liability for the results thereof. Similarly, advertising and legal costs have not been incorporated herein.



- 5.2 The budget provides for five (5) meetings (start-up, staff interviews, Council workshop, public meeting, and by-law passage) as well as the development of the D.C. report and by-law. If Township staff wish to have Watson attend additional meetings, we would be available to prepare for and attend at an upset budget of \$2,000 per meeting.
- 5.3 Out-of-pocket disbursements for travel, long distance, copying and related expenses, are invoiced at cost. Budget does not include applicable taxes.
- 5.4 Our billings are submitted on a monthly basis for time worked on the project during the previous month. Billings are on a net 30-day basis.
- 5.5 Our estimated budget provides a contingency for unforeseen issues that may arise during the process due to the new requirements of the D.C. legislation.
- 5.6 The quotation provides for a digital copy of the draft and final reports along with a draft of the D.C. by-law in a form ready for final review by the Township.

We believe based on our experience, that the budget accurately reflects the time required to undertake all the steps necessary for the completion of a defensible development charge calculation that will provide the necessary funds for the Township to finance and accommodate new development. However, we are prepared to review our budget with the Township should a different level of effort be envisioned. In addition, we believe that the investment in having the work done by a specialist firm such as Watson & Associates Economists Ltd. can potentially provide significant financial and long-term economic benefit to the Township. The background study is D.C.-eligible cost and hence, 90% of the cost of the study is recoverable.

6. Schedule

We have prepared a detailed work plan program for undertaking the D.C. background study, by-law preparation and implementation on behalf of the Township which is outlined above in Figure 2-1. Based on this work plan, a detailed study schedule is provided in Figure 6-1 below.

Assuming project initiation with the first meeting in February 2019, the study process has been designed to provide the Township with a D.C. background study and draft



D.C. by-law by May 2019. Final adoption of a D.C. by-law by the Township would be targeted for August 2019 (in advance of expiry of the current by-law on September 4, 2019). The study is considered to be “complete” for purposes of the legislation at the time of Council approval prior to by-law passage. The proposed timeline is provided on the basis that all information is provided to us in a prompt fashion.



Figure 6-1
Detailed Timeline for Project Activities

| STUDY STEPS | 2019 | | | | | | | | | | | | |
|--|----------|-------|-------|-----|------|------|--------|--|--|--|----|--|--|
| | February | March | April | May | June | July | August | | | | | | |
| 1 Study Start-up (1) | ST | | | | | | | | | | | | |
| 2 Data Collection | | | | | | | | | | | | | |
| 3 Growth Projection Development | | | | | | | | | | | | | |
| 4 Staff Interviews (1) | | SI | | | | | | | | | | | |
| 5 Council Workshop (1) | | | CW | | | | | | | | | | |
| 6 D.C. Calculation and Rules | | | | | | | | | | | | | |
| 7 Examination of Long Term Capital/Operating | | | | | | | | | | | | | |
| 8 Asset Management Plan | | | | | | | | | | | | | |
| 9 Prepare D.C. Background Study | | | | | DR | FR | | | | | | | |
| 10 Public Meeting (1)* | | | | | | | PM | | | | | | |
| 11 By-law Passage | | | | | | | | | | | BL | | |
| 12 Implementation Process | | | | | | | | | | | | | |
| 13 Project Management | | | | | | | | | | | | | |

(#) indicates number of meetings

- ST - Startup Meeting
- SI - Staff Interviews
- CW - Council Workshop
- DR - Draft Report Released to Staff
- FR - Final Report Release Date
- PM - Public Meeting
- BL - By-law Passage



7. Conflict of Interest

Watson has reviewed current projects and confirms that none of the project team members has a conflict of interest.

Having read the above Letter of Contract from Watson & Associates Economists Ltd., dated January 7, 2018, the Township of Melancthon agrees to acceptance of this proposal and to engage Watson & Associates Economists Ltd. upon the terms set out therein.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Gary Scandlan
Director

Signed:



Accepted on behalf of: _____

Township of Melancthon

Date: _____



Appendix A
Watson & Associates
Economists Ltd.

Nancy Neale, PLE Senior Project Coordinator



Since joining Watson in 2003, Nancy has worked on numerous water and wastewater rate studies, development charge studies and fiscal impact studies.

Nancy has extensive experience in municipal budgeting and development. In her previous roles, she was responsible for the capital budget process, development charge studies, municipal debt, growth-related analysis, coordination and implementation of special financial agreements, and lifecycle modelling.

EDUCATION

2003, AMCTO
Municipal Administration Program

1997
Completed nine courses towards attaining a Certified General Accountant Designation

1987, Mohawk College of Applied Arts and Technology
Accounting program, with a major in Accounting and Finance

EMPLOYMENT HISTORY

Current
Senior Project Coordinator, Watson & Associates Economists Ltd.

- Focuses on development charge studies, and water and wastewater rate studies.

1999-2003
Capital Development Analyst, Town of Milton

- Managed the capital budget processes, municipal debt, development charge studies, reserves, growth-related analysis, coordination and implementation of special financial agreements, lifecycle models and financial requirements of the Building Permit system.

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L5N 1V9

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www.watsonecon.ca



 **Watson
& Associates**
ECONOMISTS LTD.



EMPLOYMENT HISTORY cont'd

1992-1999

Capital Analyst, Town of Oakville

- Compiled the capital budget and nine-year forecast, prepared capital variance analysis and reports, and coordinated capital debt requirements.
- Reviewed grant applications.

1990-1992

Development Charges Analyst, Town of Oakville

- Focused on the administration and implementation of the development charges by-law; oversaw financial commitments on development agreements, securities and insurance.
- Assisted with analysis and preparation of development-related studies.

1987-1990

Development Clerk, The Regional Municipality of Halton

- Implemented the Water and Wastewater Master Servicing and Financing Scheme, which serviced two local municipalities.
- Managed securities, lot levy audit model, collection and allocation of lot levies on land severance and condominium applications.

PROFESSIONAL CERTIFICATIONS

- Professional Land Economist (PLE)

PROFESSIONAL AFFILIATIONS

- Member, Association of Ontario Land Economists

EXPERTISE

- Asset management/PSAB
- Developer/cost sharing
- Development charge studies
- Feasibility and business case studies
- Financial and economic impact
- Municipal financial planning and policy
- Municipal service master planning and environmental assessments
- O.Reg. 453/07 Financial Plans
- Water and sewer rate studies

Gary Scandlan, BA, PLE Managing Partner and Director, Municipal Finance



Gary supports about 150 municipalities across Canada in economic, local government and planning matters.

In 2001, Gary had considerable involvement in the Walkerton Inquiry, and has since been working with 70 municipalities to establish water and wastewater rate structures that will ensure financial sustainability.

Gary often authors articles and presents on matters relating to the Development Charges Act, revenue alternatives to taxation, privatization of municipal services, municipal financial planning, and full cost pricing of water and wastewater services.

He frequently appears before the Ontario Municipal Board and other tribunals on behalf of municipalities.

EDUCATION

1985

Completed 9 courses towards attaining a Certified Management Accountant designation.

1978, McMaster University

Bachelor of Arts, Economics

EMPLOYMENT HISTORY

Current

Managing Partner and Director, Watson & Associates Economists Ltd.

- Carries co-responsibility for the firm's municipal sector practice.
- Managing studies related to development charges, local government finance and restructuring, financial operations and policy, asset management and lifecycle costing, and industrial market and economic forecasts.

1984-1989

Manager of Economic Analysis and Policy Development, Halton Region

- Handled capital budgets, debt, cash and reserve management, banking relations, credit rating, financial and economic studies, and financial and security requirements on new development.

Plaza Three
101-2000 Argenta Rd.
Mississauga, Ontario
L5N 1V9

Office: 905-272-3600
Fax: 905-272-3602
www.watsonecon.ca




Watson
& Associates
ECONOMISTS LTD.



EMPLOYMENT HISTORY cont'd

1983-1984

Capital Budget and Debt Management Analyst, Halton Region

- Led the areas of debt management, credit rating, work in progress accounting control, year-end financial statement preparation, debenture issues, and provincial capital grant application and audit.

1978-1983

Supervisor of Grants and Cash Management and Supervisor of Capital Programs, Regional Municipality of Hamilton-Wentworth

- Supported the areas of debt, cash and reserves management, payroll, accounts receivable, provincial grants, banking relations, capital budget, work in progress accounting control, local improvements, credit rating and debenture issues.

PROFESSIONAL CERTIFICATIONS

- Professional Land Economist (PLE)

PROFESSIONAL AFFILIATIONS

- Member, Municipal Finance Officers' Association of Ontario
- Member, Ontario Public Works Association
- Member, Ontario Water Works Association
- Member, Toronto Association for Business and Economics

EXPERTISE

- Asset management/PSAB
- Demographics and land needs studies
- Developer/cost sharing
- Development charge hearings/post development charge by-law
- Development charge studies
- Feasibility and business case studies
- Financial and economic impact
- Municipal financial planning and policy
- Municipal restructuring/annexations
- Municipal service master planning and environmental assessments
- Ward boundary reviews
- Waste management
- Water and sewer rate studies

Jamie Cook, MCIP, RPP, PLE Managing Partner and Director, Land Economics



Jamie is a land economics and land use planning consultant. During his career, he has worked for both the private and public sectors in a variety of positions with increasing responsibility.

Over the past two decades with Watson, Jamie has been a key player in developing the firm's expertise in several core areas, including demographics, growth management, employment lands needs, economic impact analysis, real estate market analysis and municipal finance.

In addition to his technical expertise, Jamie has an extensive background in the policy and legislative framework surrounding municipal finance and planning matters.

Throughout his career, he has developed wide-spread experience working with numerous public sector clients in both urban and rural locations across Canada in the above-mentioned core areas.

In 2018, Jamie and Jack Ammendolia, Director of Education at Watson, developed the Research, Data Collection & Analysis course for Seneca's Sustainable Planning & Development program. The course is foundational for students interested in starting or advancing a career in sustainable land-use planning and community development.

EDUCATION

1999, Queen's University

Master of Urban and Regional Planning, Land Use and Real Estate, Environmental Planning and Management

1997, British Columbia Institute of Technology

Select Courses in Geographical Information Systems (GIS) and AutoCAD

1996, University of Guelph

Bachelor of Environmental Science (Honours), Natural Resource Management, Resource and Environmental Economics

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www.watsonecon.ca




ECONOMISTS LTD.



EMPLOYMENT HISTORY

Current

Managing Partner and Director, Watson & Associates Economists Ltd.

- Carries responsibility for the firm's land economics practice.
- Involved in the preparation of municipal, utility and school board development charge studies.
- Participates in industrial and commercial market forecasting studies and municipal financial impact analysis, including research, report writing and computer modelling.

Part-Time Faculty, Seneca College, York University Campus

- Research, Data Collection & Analysis course for the Sustainable Planning & Development program.

1999-2000

Policy Advisor, Ministry of Municipal Affairs & Housing

- Analyzed and advised the Office for the Greater Toronto Area and the Minister's office on issues related to land-use planning, municipal infrastructure, telecommunications and regional economic competitiveness.
- Completed research studies, briefing notes, Minister's responses and cabinet submissions related to GTA-wide issues.

1998

Planning Assistant/GIS Specialist, Natural Resources Canada, Strategic Planning Division

- Assisted in the development of an intranet-based facilities management GIS for Natural Resources Canada's nation-wide real property.

1997

Planning/GIS Technician, Regional Municipality of Halton Region, Planning & Public Works Department

- Assisted municipal planners and engineers with mapping services regarding regional land-use planning, environmental services and transportation projects.

PROFESSIONAL CERTIFICATIONS

- Canadian Institute of Planners (CIP)
- Professional Land Economist (PLE)
- Registered Professional Planner (RPP)



PROFESSIONAL AFFILIATIONS

- Member, Canadian Institute of Planners
- Member, Economic Developers Council of Ontario
- Member, Lambda Alpha International Society of Land Economists
- Member, Ontario Professional Planners Institute

EXPERTISE

- Development charges
- Economic impact of development
- EDC growth forecasts
- Employment lands strategies
- Enrolment projections and demographic studies
- Growth management/MCR/OP, secondary plan growth forecasts
- Intensification studies
- Municipal competitiveness
- Municipal financial planning and policy
- Office market studies
- Retail market studies
- Ward boundary reviews

Navreet Bains, BSc. (Hons), MBA Analyst



At Watson, Navreet works primarily in the areas of municipal finance and development charges.

She brings valuable experience in municipal finance from her graduate level co-op role as a Financial Analyst with the Region of Peel.

EDUCATION

2017, *McMaster University*
Master of Business Administration

2014, *University of Toronto*
Bachelor of Science (Honours), Life Science Honours Geography Co-op

EMPLOYMENT HISTORY

Current

Analyst, Watson & Associates Economists Ltd.

- Supports the areas of municipal finance and development charges.

2017

Financial Analyst, Financial Planning and Strategic Analysis, Region of Peel

- Developed models to ensure tax revenue remained consistent with funding the Region's operating expenses.
- Conducted research into development charge rates and policies for inclusion in future by-laws.





EMPLOYMENT HISTORY cont'd

2016

Allocation Analyst, TJX Canada Inc.

- Analyzed sales data and developed inventory strategies to maximize sales growth.
- Created various reports and models to better understand sales trends.
- Updated and maintained quantitative business tools, as needed.

2014

Research Assistant, University of Toronto

- Provided research assistance and conducted experiments.

EXPERTISE

- Asset management/PSAB
- Development charges
- Economic impact of development
- Feasibility/business case studies
- Water and sewer rate studies

Vladislav Petrov, BA, MA Analyst



Vlad joined Watson in 2017 with a strong economic background and familiarity with both the municipal and regional levels of government. His experience has allowed him to use analytical and data modelling techniques to research, develop and implement various projects.

Vlad's capabilities make him an asset to Watson and our clients, in the areas of demographics and land needs forecasting.

EDUCATION

2016, Ryerson University
Master of Arts, International Finance and Economics

2015, Ryerson University
Bachelor of Arts, International Economics and Finance

EMPLOYMENT HISTORY

Current

Analyst, Watson & Associates Economists Ltd.

- Supports the areas of demographics and land needs forecasting.

2017

Economic Development Intern, Halton Region

- Managed data initiatives including economic database updates, key sector and industry cluster studies, trend analysis, data enquiry response and quarterly economic reports.

Business Consultant, FreshInsights Consulting

- Led three successful projects including a go-to market strategy, tactical growth plan and product development recommendation.





EMPLOYMENT HISTORY cont'd

2016-2017

Economic Analyst, Burlington Economic Development Corporation

- Managed the economic and market analysis to support the successful development and implementation of BEDC's Strategic Plan.

2015-2016

Graduate Assistant, Ryerson University

- Conducted tutorials and held office hours in the areas of Microeconomics and Engineering Economics; invigilated and graded exams.

2014-2015

Assistant Business Analyst, Cancer Care Ontario

- Collaborated with multiple stakeholder groups and departments to gather and document project requirements and analyze data for the delivery of Business Requirements Documents.

EXPERTISE

- Development charges
- Employment lands strategies
- Growth management studies
- Intensification studies
- Municipal competitiveness
- Municipal comprehensive reviews
- Office market studies
- Official plan reviews
- Retail market studies
- Secondary plan growth forecasts
- Ward boundary reviews

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 1-2019

A By-Law to authorize the borrowing of \$2,807,293.40

WHEREAS the Council of the Corporation of the Township of Melancthon (herein called "the Corporation") deems it necessary to borrow the sum of \$2,807,293.40 to meet, until taxes are collected, the current expenditures of the Corporation for the year 2019.

AND WHEREAS the estimated revenues of the Corporation as set forth in the estimates adopted for the year 2016 and further defined by Subsection 4 of Section 407 of the Municipal Act S.O. 2001, Chapter 25 was \$5,614,586.79

AND WHEREAS the amount that may be borrowed at any one time for the purposes mentioned in Section 407 of the Municipal Act, S.O. 2001, Chapter 25, together with the total of any similar borrowing that have not been repaid, shall not exceed from January 1st to September 30th of the year, 50 per cent of the total, and from October 1st to December 31st, 25 per cent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the year, 2019.

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

1. The Head and Treasurer are hereby authorized on behalf of the Corporation to borrow from time to time by way of promissory note from the Chartered Banks (herein called "the bank"), a sum or sums to meet, until revenues are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in the said Section 407 and to give on behalf of the Corporation a promissory note or notes sealed with the Corporate Seal and signed by the Head and Treasurer for the monies so borrowed with interest at the prevailing rate from time to time of the Bank. The amount borrowed shall not exceed in aggregate for the period January 1st to September 30th and for the period October 1st to December 31st.
2. All Sums borrowed pursuant to the authority of this By-law as well as all other sums borrowed in this year and in any previous years from the Bank for any or all of the purposes mentioned in the said Section 407 shall, with interest, thereon, be a charge upon the whole or any part or parts of the revenues of the Corporation for the current year or for any preceding years, as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed as aforesaid, together with interest thereon, all or any of the monies hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
4. The Bank shall be entitled to rely as to the authority of any borrowing on a copy of this By-law certified by the Clerk and on financial statements furnished to the Bank from time to time by the Treasurer.
5. This By-law shall remain in full force and be binding on the Corporation as against the Bank until a copy, certified by the Clerk under the Corporate Seal, of a By-law repealing or replacing this By-law, shall have been received by the Bank duly acknowledged by it in writing.

By-Law read a first and second time this 17th day of January, 2019.

By-Law read a third time and passed this 17th day of January, 2019.

.....
MAYOR

.....
CLERK

G.B #1
JAN 17 2019

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER 2 -2019

BEING A BY-LAW TO PROVIDE FOR THE LEVY AND COLLECTION OF RATES OR LEVIES REQUIRED FOR THE TOWNSHIP OF MELANCTHON FOR THE INTERIM LEVY FOR THE YEAR 2019 AND TO PROVIDE FOR THE MAILING OF NOTICES DEMANDING PAYMENT OF TAXES FOR THE INTERIM LEVY FOR THE YEAR 2019

WHEREAS the Municipal Act, 2001, provides for Interim Tax levies;

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

1. THAT the Interim Tax Levy for 2019 on all Property Classes shall be set by levying 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year, including annualized supplementary taxes, and local charges and/or area rates.
2. THAT the taxes shall be payable in two instalments as follows:

February 22, 2019 and May 24, 2019
3. THAT any instalment or any part of any instalment of rates, taxes and assessments not paid on the due date, a penalty shall be added of one and one quarter (1.25) per cent on the first day of default and on the first day of each calendar month thereafter in which default continues, as set out in the Municipal Act.
4. THAT the Treasurer as the Collector of Taxes for the Township of Melancthon is hereby authorized to mail or cause to be mailed the notice specifying the amount of taxes payable by any person liable for taxes, to the address or place of business of the person or persons to whom such notice is required to be given.
5. THAT the said payment of taxes shall be payable at the office of the Tax Collector of the Township of Melancthon or any other place designated by the said collector.

BY-LAW READ A FIRST AND SECOND TIME THIS 17th DAY OF JANUARY, 2019

BY-LAW READ A THIRD TIME AND PASSED THIS 17th DAY OF JANUARY, 2019

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER 3-2019

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF THE AGREEMENT BETWEEN THE MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES OF ONTARIO ("ONTARIO") AND THE CORPORATION OF THE TOWNSHIP OF MELANCTHON ("THE MUNICIPALITY") FOR THE PROVISION OF POLICE SERVICES UNDER SECTION 10 OF THE POLICE SERVICES ACT, R.S.O 1990, c. P. 15

WHEREAS the Township of Melancthon deems it necessary to comply with Section 10 of the Police Services Act, R.S.O.1990, c. P. 15;

AND WHEREAS under Section 4(1) of the Police Services Act, R.S.O 1990, c. P. 15, as amended, (the Act), the Municipality is required to provide adequate and effective police services in accordance with its needs;

AND WHEREAS under Section 5 of the Act, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with Ontario under Section 10 of the Act;

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

1. That the Corporation of the Township of Melancthon enter into an Agreement with the Ministry of Community Safety and Correctional Services for Police Services, and that the said contract shall be attached hereto to the By-law.
2. That the Mayor and Chief Administrative Officer / Clerk are hereby authorized to execute such Agreement and Affix the Corporation Seal thereto.

Read a first, second and third time and passed in Open Council the 17th day of January, 2019.

MAYOR

CAO/CLERK

G-B #1.2
JAN 17 2019

The term of this Agreement, made in 2 originally executed copies, is from the 01st day of January 2019, to the 31st day of December 2024.

**AGREEMENT FOR THE PROVISION OF POLICE SERVICES
UNDER SECTION 10 OF THE POLICE SERVICES ACT, R.S.O. 1990, c. P.15, as am.**

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE
MINISTER OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES**

(“Ontario”)

OF THE FIRST PART

AND:

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
(the “Municipality”)**

OF THE SECOND PART

RECITALS:

- (a) Under s. 4(1) of the *Police Services Act*, R.S.O. 1990, c. P.15, as am., the Municipality is required to provide adequate and effective police services in accordance with its needs;
- (b) Under s. 5 of the *Police Services Act*, the Municipality’s responsibility for providing police services may be discharged by entering into an Agreement with the Solicitor General under s. 10 of the Act;
- (c) Pursuant to Order-in-Council 497/2004, the powers assigned to the Solicitor General in law, including those set out in the *Police Services Act*, have been transferred to the Minister of Community Safety and Correctional Services; therefore, all references to the Minister of Community Safety and Correctional Services shall be deemed to include the powers previously exercised by the Solicitor General;
- (d) The Municipality has expressed its intent to provide police services, in pursuance of its responsibilities under s. 5 of the *Police Services Act*, by means of this Agreement, as evidenced by by-law number 3-2019, dated January 17, 2019 (attached as Schedule “A”);
- (e) This Agreement reflects the intent of the parties to provide an adequate and effective level of police services for the Municipality as set out in the “Contract Policing Proposal,” dated October 09, 2018 (attached as Schedule “B”);

NOW THEREFORE, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

Definitions

2. In this Agreement:

- (a) "Annual Billing Statement" means a statement prepared by Ontario and submitted to the Municipality for review and approval which contains:
- (i) the Municipality's policing costs for the year following the year in which the statement is prepared, based on an estimate of salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable); and
 - (ii) a year-end adjustment reconciling salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable) costs to those billed for the preceding year.
- (b) "Board" means Township of Melancthon Police Services Board.
- (c) "Commissioner" means the Commissioner of the O.P.P.
- (d) "Detachment Commander" means the O.P.P. officer in charge of Dufferin Detachment.

General Provisions

3. Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the police services provided under this Agreement in accordance with this Agreement.
4. The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to s. 10(9)(b) of the *Police Services Act*.
5. The Commissioner shall cause the Detachment Commander or his or her designate to report to the Board at mutually agreed upon intervals in accordance with the *Police Services Act* regarding the provision of police services in and for the Municipality. The O.P.P. will determine the information to be contained in the reports and the format in which they will be provided.
6. (a) For the purposes of s. 10(6) of the *Police Services Act*, the O.P.P. shall provide police services to the Municipality, including the enforcement of mutually agreed upon by-laws. The parties shall review this part of the agreement annually, with a view to revising or updating the list of by-laws requiring O.P.P. enforcement.

(b) Municipal Building Code violations overseen by the Municipality's Building Code inspector and those by-laws related to animal control will not form part of this Agreement.

7. The parties agree that sections 132 and 133 of the *Police Services Act* will be applied as if the Dufferin Detachment of the O.P.P. was a municipal police force, and as if the Detachment Commander was a Chief of Police.

Service Levels

8. (a) Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services.

(b) Where the Municipality receives dedicated enhancement positions, it shall be responsible for all costs associated with those dedicated resources. In the event that the Municipality decides to reduce the number of enhancement positions, it shall provide Ontario with at least one year's prior written notice and shall be responsible for all costs associated with such reduction.

Liability of Ontario

9. The O.P.P. shall be liable for any damages that may arise as a result of any negligent acts or omissions of its members in the performance of this Agreement.

Provincial Services Usage

10. The O.P.P. as legislated by the *Police Services Act*, must be capable of providing provincial level response that can be mobilized for emergencies, disaster or specialized needs. The O.P.P. may meet this requirement by deploying resources that normally would be assigned to the Detachment that serves the Municipality. The O.P.P. shall ensure that in the event resources are deployed to a situation requiring provincial level response, appropriate resources remain available to the Detachment to provide adequate and effective policing to the Municipality. The use of O.P.P. officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

Equipment and Facilities

11. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P. in providing police services under this Agreement.
12. The parties will enter into negotiations concerning the provision and payment of appropriate buildings and rental agreements, including, but not limited to, location, leasehold improvements, and capital costs, where applicable.

Adequacy Standards Regulation

13. The O.P.P. shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by *Ontario Regulation 3/99* under the *Police Services Act* are met and maintained.
14. The Detachment Commander shall provide the Board with reasonable documentation, as agreed upon between the Board and the O.P.P., to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place.
15. It shall be the responsibility of the Board to monitor the delivery of police services to ensure that the provisions of the *Ontario Regulation 3/99* under the *Police Services Act* are satisfied on an ongoing basis.

Cost of Police Services

16. (a) On or before October 01st in each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Annual Billing Statement for the following year, together with sufficient documentation and information reasonably necessary to explain and support the billing.
(b) The Municipality shall review the Annual Billing Statement upon receipt and, within 90 days of such receipt, shall approve the Annual Billing Statement or deliver to Ontario a request to review the Annual Billing Statement.
17. (a) In the event that the Municipality fails to approve or request a review of the Annual Billing Statement within 90 days of receipt, the Municipality shall be deemed to have approved the Annual Billing Statement.
(b) In the event that the Municipality requests a review of the Annual Billing Statement as provided in this paragraph, the Annual Billing Statement shall be approved, or amended and approved in accordance with Section 18.
18. Where the Municipality has delivered to Ontario a request to review the Annual Billing Statement, Ontario shall carry it out expeditiously, and Ontario shall cooperate to permit such a review to be carried out. If the parties are unable to agree on the Annual Billing Statement, either party may submit the matter to the dispute resolution mechanisms set out in paragraphs 22 and 23. In the event that the Municipality delivers a request to review to Ontario, the Annual Billing Statement shall be deemed to apply during the period of review.
19. The Municipality shall make monthly installment payments to Ontario due no later than 30 days following receipt by the Municipality of each monthly invoice, each one being one twelfth of the Annual Billing Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.

20. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Annual Billing Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Annual Billing Statement.
21. Upon the approval or deemed approval of the Annual Billing Statement, as provided in this Agreement, adjustments shall be made in the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Annual Billing Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Annual Billing Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

Dispute Resolution Mechanisms

22. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning financial and related issues arising out of the interpretation, application, administration, or alleged violation of this Agreement ("Financial Disputes") or between the Board and the C.P.P. concerning policing issues arising out of the interpretation, application, administration, or alleged violation of this Agreement ("Policing Disputes").
 - (b) In the event that a dispute arises, the Detachment Commander, or representative, and the Municipality or the Board, as the case may be, or their representative, shall meet within 30 days of such dispute arising, and use all best good faith efforts to resolve the dispute.
 - (c) If the dispute remains unresolved, the Regional Commander, or representative, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
 - (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
 - (e) If a Financial Dispute remains unresolved, the issue may be referred to mediation by either party, and each party shall use all good faith efforts to resolve the dispute.
23. (a) Financial Disputes that cannot be resolved through any of the methods described within paragraph 22, may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991* shall apply to any such arbitration, unless otherwise indicated below:
 - (i) The language of the arbitration shall be English.

- (ii) The place of the arbitration shall be the Township of Melancthon
 - (iii) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner.
 - (iv) Each party shall make prompt full disclosure to the other and, subject to the availability of an arbitrator the arbitration shall be commenced within 30 days of the conclusion of the meeting with the Commissioner, or the mediator, if applicable.
 - (v) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the *Arbitration Act* shall not apply; the arbitrator shall have no right to make an award relating to costs.
 - (vi) The parties shall have no right of appeal to a final decision of an arbitrator.
- (b) Policing Disputes shall not be subject to mediation or arbitration.
- (c) Neither party shall be entitled to proceed to mediation or arbitration until all of the meetings referred to in paragraphs 22 have been held, and each party undertakes to exert all best good faith efforts to resolve the dispute in those meetings.
- (d) Mediations or arbitrations of disputes conducted under this Agreement shall remain closed to the public. All parties to any dispute shall keep all details, admissions or communications made in the course of the dispute resolution process strictly confidential, nor shall such information be admissible in any legal proceeding, except as follows:
- (i) on consent of all parties;
 - (ii) as may be ordered by a court of competent jurisdiction;
 - (iii) the final decision of the arbitrator may be released.
- (e) Each of the meetings outlined in paragraph 22 shall be commenced no earlier than 15 days, and concluded no more than 30 days, from the conclusion of the prior stage unless the parties otherwise agree.
- (f) Notwithstanding any of the above provisions, nothing in this Agreement shall be construed so as to give the Municipality or the Board the right to alter any policy of the O.P.P. or the Ministry. Nothing in this Agreement shall be construed so as to give the Municipality or the Board, the right to supercede or vary the duties and obligations of the Solicitor General pursuant to s. 3(2) of the *Police Services Act*, or of the Commissioner pursuant to s. 17 and s. 41 of the *Police Services Act*, and further, the rights of the Municipality and the Board pursuant to the Agreement are subject to the Municipality's obligations under s. 4 of the *Police Services Act*.

Detachment Commander Selection

24. The Detachment Commander shall be selected from a short-listed pool of candidates as determined by the OPP in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

Notice

25. Any notice, statement, invoice or account to be delivered or given by any of the below listed groups to any other of them shall be delivered to such groups using the delivery methods as listed below. Any notice, statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by fax or by email, it shall be deemed to be received on the date it was sent. Any group may change its contact information by giving notice provided herein:

- (a) by mail to Ontario addressed to: The Minister of Community Safety and Correctional Services, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6, or by fax to (416) 325-6067.
- (b) by mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario, L3V 7V3, to the attention of the Manager, Municipal Policing Bureau, by fax to (705) 330-4191, or by email to opp.municipalpolicing@opp.ca
- (c) by mail to the Municipality addressed to: The Mayor, Township of Melancthon, 157101 Highway 10, Melancthon, Ontario, L9V 2E6, or by fax to (519) 925-1110
- (d) by mail to the Board addressed to: The Township of Melancthon Police Services Board, 157101 Highway 10, Melancthon, Ontario, L9V 2E6, or by fax to (519) 925-1110

Commencement and Termination of Agreement

- 26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 01st day of January 2019, and shall conclude on the 31st day of December 2024.
- 27. Either party to this Agreement may terminate this Agreement upon one year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing police services under this contract to, and including the date of such termination and Ontario shall continue to be responsible to provide the services outlined in this Agreement.
- 28. Should the Municipality's designated responsibility to provide policing under the *Police Services Act* be changed, either by statute or government interpretation, the Municipality maintains its right upon being so informed to give written notice of its intention to terminate this Agreement forthwith.

Entire Agreement

- 29. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Deputy Minister of Community Safety, Ministry of Community Safety and Correctional Services has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

Deputy Minister of Community Safety

FOR THE MUNICIPALITY

Township of Melancthon

Mayor

Clerk

Date signed by the Municipality _____

SCHEDULE "A"
BY-LAW OF THE MUNICIPAL COUNCIL

For Reference Only

Placeholder
For
Municipal By-Law

For Reference Only



SCHEDULE "B"

PROPOSAL FOR POLICE SERVICES

COPY
For Reference Only

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***The Township
of Melancthon***

Contract Policing Proposal

For Reference Only

Prepared by: Sergeant Kenneth Kee
Ontario Provincial Police
Municipal Policing Bureau

Date: October 09, 2018

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For Reference Only

Executive Summary

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing and protection throughout Ontario. The OPP has provided municipal police services under contract for over 70 years and currently maintains contracts with over 140 communities across Ontario.

The Township of Melancthon requested a contract proposal for OPP municipal policing. This proposal is based on the OPP Billing Model, with the Township paying an amount equal to the sum of its allocated portion of the OPP's total municipal policing Base and Calls for Service costs, as well as the costs for Overtime, Prisoner Transportation, Court Security, and Accommodation/Cleaning Services as applicable. Where a municipality chooses to receive police services from the OPP pursuant to a contract, the OPP will provide the level of police services required to provide adequate and effective policing, including providing the services set out in Regulation 3/99, Adequacy and Effectiveness of Police Services under the *Police Services Act*.

This proposal reflects the integrated policing concept, incorporating a police services contract for the Township of Melancthon with OPP highway patrol services and provincial responsibilities under one administration. The Dufferin OPP Detachment will remain as the Administration/Operations Centre. The resources will be deployed to the municipality from this facility.

The Dufferin OPP Detachment Commander will be responsible to oversee all aspects of service delivery. The detachment management including Staff Sergeant(s) and Sergeant / Platoon Leaders as applicable will provide assistance and supervision to members of the Dufferin Detachment.

It is the intent to maintain all existing community service programs and community policing committees, in consultation with the Police Services Board.

Any new community service program considered may be implemented after consultation with the Township of Melancthon Council, the Township's Police Services Board and the Dufferin OPP Detachment Commander.

When a municipality chooses to receive police services from the OPP under contract, the OPP will ensure that the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The shared infrastructure of the OPP broadens local access to resources, expertise, solutions, training and management without duplicating services. The Township of Melancthon will continue to benefit as additional staff are readily available from within the Dufferin OPP Detachment as well as neighboring detachments and regions, should the need arise.

The Township of Melancthon will be required to maintain a Police Services Board, as mandated by Section 10 of the *Police Services Act* that will generally determine objectives and priorities for police services within the community, after consultation with the Detachment Commander. The Commissioner is committed to ensuring that the Detachment Commander of the Dufferin OPP Detachment responds appropriately to the Board's advice and priorities in a manner consistent with the Board's identified concerns, expectations and needs.

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the Dufferin OPP Detachment, or designee, will report to the Police Services Board on a regular basis, as per the direction of the Board. The OPP is experienced in being accountable to the municipalities we serve. With over 100 contracts currently in place and future contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

The OPP is required to provide provincial level emergency response that can be mobilized in times of emergency, disaster or a specialized investigative need. The OPP meets such emergent needs, on an on-call, as-needed basis, by deploying small numbers of officers from multiple locations and assignments, both provincial and municipal. During such times, the OPP is responsible to ensure that appropriate resources remain in place to make certain the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The use of OPP officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

If the Township of Melancthon chooses to accept an OPP contract for its policing service, the Dufferin OPP Detachment Commander will assign resources, focusing on meeting the Township's unique policing needs.

Value for the Township of Melancthon:

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighbouring detachments, regional headquarters and general headquarters;
- Work with the Detachment Commander in determining the local policing priorities and objectives through the Township's Police Services Board; and
- Access to a comprehensive infrastructure and specialized services

The estimated policing cost for 2019 associated to this proposal as presented in the Annual Billing Statement is **\$404,847**. This amount is reflective of the most current cost estimates under the OPP Billing Model, exclusive of the year-end adjustments.

The year-end adjustment for the year 2017 totalling **\$-18,124** is listed separately from the 2019 estimated cost, but forms part of the Grand Total Billing as shown near the bottom of the Annual Billing Statement.

Not included in this proposal are:

- The cost of maintaining the Police Services Board
- Any applicable revenues accruing to the municipality as a result of police activity

OPP 2019 Annual Billing Statement

Melancthon Tp

Estimated cost for the period January 1 to December 31, 2019

Please refer to www.opp.ca for 2019 Municipal Policing Billing General Information summary for further details.

| | | | <u>Cost per Property \$</u> | <u>Total Cost \$</u> |
|--|---------------------------------|--------------|-------------------------------------|--------------------------|
| Base Service | Property Counts | | | |
| | Household | 1,170 | | |
| | Commercial and Industrial | 70 | | |
| | Total Properties | <u>1,240</u> | 189.54 | 235,030 |
| | | | | |
| Calls for Service | Total all municipalities | 156,778,914 | | |
| | Municipal portion | 0.0906% | 114.55 | 142,036 |
| | | | | |
| Overtime | | | 15.23 | 18,891 |
| Prisoner Transportation | (per property cost) | | 2.27 | 2,815 |
| Accommodation/Cleaning Services | (per property cost) | | 4.90 | 6,076 |
| Total 2019 Estimated Cost | | | <u>326.49</u> | <u>404,847</u> |
| | | | | |
| Year Over Year Variance (estimate for the year is not subject to phase-in adjustment) | | | | |
| 2018 Estimated Cost per Property | | | 325.34 | |
| 2019 Estimated Cost per Property (see above) | | | <u>326.49</u> | |
| Cost per Property Variance | | (Increase) | 1.15 | |
| | | | | |
| 2017 Year-End Adjustment | | | | (18,124) |
| | | | | |
| Grand Total Billing for 2019 | | | | <u>386,723</u> |
| | | | | |
| 2019 Monthly Billing Amount | | | | 32,227 |

OPP Contacts

Please forward any questions or concerns to Staff Sergeant Nicol Randall, Detachment Commander, Dufferin Detachment, or Sergeant Kenneth Kee, Municipal Policing Specialist, Municipal Policing Bureau, OPP General Headquarters.

Staff Sergeant Nicol Randall (519) 925-3838

Sergeant Kenneth Kee (705) 329-6451

COPY
For Reference Only



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

Telephone - (519) 925-5525
Fax No. - (519) 925-1110

Denise B. Holmes, AMCT
CAO/Clerk

Website: www.melancthontownship.ca
Email: info@melancthontownship.ca

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

DATE: JANUARY 10, 2019

SUBJECT: MUNICIPAL LAW ENFORCEMENT SERVICES

RECOMMENDATION

That the Report of Denise Holmes, CAO/Clerk be received and further that leave be given to introduce a By-law to authorize the execution of an Agreement between the Corporation of the Township of Melancthon and the Corporation of the Town of Shelburne for Municipal Law Enforcement Services.

STRATEGIC PLAN ALIGNMENT

Strategic Objective – Effective Governance - 5.2 Policy Enforcement

BACKGROUND AND DISCUSSION

On July 20, 2017, the Township of Melancthon entered into an Agreement with the Town of Shelburne for By-law Enforcement Services for Property Standards Enforcement only. The Township has retained the services of the County of Dufferin for By-law Enforcement Services for several years and their Enforcement Officer enforced all other By-laws with the exception of Canine and Traffic Standards.

On May 15, 2018, the County of Dufferin gave notice to the Township via email that effective December 31, 2018, the County would be discontinuing by-law enforcement for the local municipalities. The Township continued to use the Town of Shelburne for property standards enforcement until September 21, 2018, when the Town's Enforcement Officer resigned from the Town. The Township continued to use the County of Dufferin until December 31, 2018.

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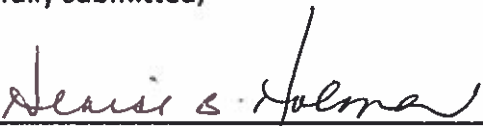
On January 7, 2019, Wendy Atkinson, Treasurer and myself met with Denyse Morrissey, CAO and Jennifer Willoughby, Clerk of the Town of Shelburne to discuss By-law Enforcement. The meeting was very productive and on January 9, 2019, the Town Clerk emailed the attached Agreement and advised that the Agreement would be on the Town of Shelburne's Council Meeting Agenda on January 14, 2019 for execution.

The Agreement is for Municipal Law Enforcement Services which will include all of Melancthon's By-laws with the exception of Canine and Traffic Control (No Heavy Trucks, Reduced Load Period and Off-Road Vehicles). The Town will provide enforcement on a complaint basis to a maximum of 20 hours per month. The Traffic Control By-laws will be enforced by OPP and we currently have Olympus looking after Canine By-law complaints.

FINANCIAL

The annual retainer fee is \$2,000.00 which will be billed to the Township on a quarterly basis and the hourly rate for By-law Enforcement Services is \$52.00 per hour and \$0.52 per km for mileage.

Respectfully submitted,



Denise B. Holmes, AMCT
CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER _____ - 2019

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN
AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF
MELANCTHON AND THE CORPORATION OF THE TOWN OF
SHELBURNE**

WHEREAS it is deemed expedient that the Corporation of the Township of Melancthon and the Corporation of the Town of Shelburne enter into an agreement for Municipal Law Enforcement Services;

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF MELANCTHON BY
THE MUNICIPAL COUNCIL THEREOF ENACTS AS FOLLOWS:**

1. THAT the Head of Council and Clerk are hereby authorized to execute the agreement, in the same form or substantially the same form, as attached hereto as Schedule "A" to this By-law.

BY-LAW READ A FIRST AND SECOND TIME THIS 17th DAY OF JANUARY, 2019.

BY-LAW READ A THIRD TIME AND PASSED THIS 17th DAY OF JANUARY, 2019.

CLERK

HEAD OF COUNCIL

Agreement between
THE TOWNSHIP OF
MELANCTHON
(Township)
AND
THE TOWN OF SHELBURNE
(Town)
For Municipal Law
Enforcement Services

This Agreement for Municipal Law Enforcement Services sets out the terms and provisions for Municipal Law Enforcement by the Town of Shelburne on behalf of the Township of Melancthon.

1. The Town agrees to carry out municipal law enforcement services listed in Schedule A, on behalf of the Township with respect to all municipal law enforcement matters as directed by the Council through the CAO/Clerk. All services are to be provided and maintained at the highest level of professionalism.
2. Municipal law enforcement services to be provided are:
 - a) correspondence with the Township CAO/Clerk on current municipal law enforcement applications and inquiries either in person, by phone or email as arranged through the Clerk's office;
 - b) periodic requested appointments either in person, by phone or email as arranged through the CAO/Clerk's office for citizens or landowners involved in municipal law enforcement infractions;;
 - c) attend and present at Committee or Council meetings as needed for municipal law enforcement matters;
 - d) administration of all municipal by-laws with the exception of Traffic Control and Canine Control in conjunction with the CAO/Clerk of the Township;
3. The Town will provide enforcement on an as needed basis to a maximum of 20 hours per month for general municipal law enforcement to the Township, as directed by the CAO/Clerk

4. Invoices will be submitted to the CAO/Clerk each month for services. Invoices are due upon receipt and will be paid within thirty days. The Town will provide monthly invoices setting out full details of all work completed noting time allocated to all matters (with specific references). All disbursements and business-related expenses accrued outside of the Town offices will be included on the invoices (fax, photocopies, etc.). All time invoiced over and above the allocated 20 hours per month shall be fully detailed and require approval by the CAO/Clerk.
5. The Township acknowledges that the municipal law enforcement consultant for the Town may acquire information about certain matters that are confidential and undertakes not to disclose any information to any third party unless otherwise authorized by the Township.
6. The Township agrees to be retained solely by the Town on all municipal law enforcement matters within the Town unless otherwise authorized by the Town.
7. All information and materials collected and prepared by the Town in the course of providing services shall become the property of the Township unless the Township authorizes the Town in writing to retain some or all of the information and materials.
7. Any revisions or changes to this agreement may be made with the written approval of both parties. This agreement may be terminated by the Town or Township by Council resolution. This agreement covers the period from January 18, 2019 until such time as the Township enters into a new agreement for Municipal Law Enforcement Services. It is noted that travel time by the Municipal Law Enforcement Officer is applicable to and from the Town of Shelburne to the Township of Melancthon.

We hereinto affixed its corporate seal under the hands of the Mayor and the CAO/Clerk

WE HAVE AUTHORITY TO BIND THE CORPORATION
 The Corporation of the Township of Melancthon
 Per:

Mayor *CAO/Clerk*

WE HAVE AUTHORITY TO BIND THE CORPORATION
 The Corporation of the Town of Shelburne Per:

Mayor *Clerk*

SCHEDULE A TO THE AGREEMENT

ANNUAL RETAINER FEE:

\$2,000.00

EXPENSES:

Hourly rate for Bylaw Enforcement Services \$52.00 per hour

Mileage rate for services .52 cents per km

AREAS OF RESPONSIBILITY:

All municipal by-laws with the exception of Traffic Control (No Heavy Trucks By-law, Reduced Loads Period and Off-Road Vehicles on Municipal Roads) and Canine Control.



CORPORATION OF THE TOWNSHIP OF MELANCTHON 2019 SPRING/SUMMER NEWSLETTER

MELANCTHON TOWNSHIP - EST. JANUARY 1, 1853

| | |
|-----------------------|---|
| Council: | Mayor Darren White-519-278-8234 Deputy Mayor Dave Besley-519-373-1227 Councillor Wayne Hannon-519-923-5763 OR 416-904-5763 Councillor David Thwaites Councillor Margaret Mercer <i>E-mail addresses are available on the Township website</i> |
| Staff: | CAO/CLERK- Denise B. Holmes, AMCT TREASURER/DEPUTY CLERK - Wendy Atkinson DIRECTOR OF PUBLIC WORKS - Craig Micks |
| Email/Website: | info@melancthontownship.ca / www.melancthontownship.ca - SIGN UP FOR OUR EMAIL LIST |
| Telephone/Fax: | 519-925-5525/519-925-1110 |
| Address: | 157101 Highway 10, Melancthon, Ontario, L9V 2E6 |
| Office Hours: | Monday to Friday: 8:30 a.m. - 4:30 p.m. (<i>Office is closed Fridays in August</i>) |

Council

Council Meetings are held the 1st & 3rd Thursday of the month commencing at 5:00 p.m.

Agendas and Minutes can be found on the website.

Committee of Adjustment is held the 3rd Thursday of the month commencing at 6:00 p.m.

Public Question Period - is held after Point of Privilege or Personal Privilege on the agenda for a maximum of 20 minutes.

Please check the website for information on Public Question Period.

TAX/FINANCIAL INFORMATION:

Interim will be billed February 1, 2019

1st Installment Due Date: February 22, 2019 and Second Installment Due Date: May 24, 2019.

The Final Tax Bill will be mailed August 1, 2019.

Please refer to the back of your tax bill for important information on how to pay your taxes!

***NEW* - WE NOW ACCEPT DEBIT FOR PAYMENT OF TAXES, FIRE PERMITS, DOG TAGS, ETC.**

Ontario Electronic Stewardship - A bin is available at the Municipal Office for electronic recycling. Accepted electronics include desktop & portable computers, printers, mobile devices (cellular phones & pagers), televisions & monitors, audio/video systems and non-cellular telephones (corded & cordless telephones & answering machines).

Waste Services - For questions related to waste collections, hazardous waste days and electronic goods recycling, contact the County of Dufferin Waste Management Division at (519) 941-2816 ext 2620 or visit www.dufferincounty.ca/waste.

Emergency Management Notifications - We encourage all residents to sign up for Dufferin County Emergency Management Notifications to keep you informed of watches, warnings and notices.
www.dufferincounty.ca/residents/emergency-services.

Road Business

Half Load Season - will commence on March 1, 2019 and end on May 15, 2019 (subject to weather conditions) - This applies to all roads as per By-law 49-2015 (available on website).

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Off Road Vehicle By-law - Please refer to the Township website for information regarding By-law 43-2015, a By-law to permit off road vehicles on municipal roads.

Fences - a permit is required to construct a fence along the frontage of your property. Please contact the Director of Public Works for further information.

Pushing snow/ice on roadways - Anyone guilty of depositing snow or ice on Township roads or right of ways, causing an obstruction to traffic, is liable personally for whatever damages may result from same and may be charged under the Highway Traffic Act.

Canine Control! - Canine Control Services are handled by Olympus Dog Training. For dogs running at large, lost or found, please call the Municipal Office during Office Hours. For after hours, please call Olympus at 519-942-1508 and leave a message – someone will return your call. You are required to licence each dog you own or harbour. We are currently reviewing and updating our Canine By-law, and how we issue dog licences. Information, when it becomes available, will be on our website under Municipal Services.

Fire Information

Fire Permits - If you intend to burn at your property, a fire permit must first be obtained from the Municipal Office. The cost is \$15.00 and is good for the calendar year. You do not need a fire permit to burn in a barrel, but the fire must be under control at all times. In accordance with By-law 10-2007 all persons setting open fires shall be totally responsible and liable for any damage to property occasioned by the said fire, whether or not approval has been issued. All persons setting open fires shall be liable for the cost of any fire fighting equipment and personnel necessary and called in to extinguish the said fire, if conditions of the permit are not complied with. If you are unable to attend the office during regular business hours, you can apply for a fire permit on our website, under Municipal Services.

Smoke Alarms & Carbon Monoxide Detectors are mandatory and should be installed on every level of your home and near sleeping areas. It is the owner's responsibility to ensure smoke alarms are installed and maintained in working order. Check these devices at least once a year and if an alarm is over 10 years old, it should be replaced. Consider practicing your home fire escape plan regularly. More information can be downloaded from the **Office of the Fire Marshal website** at www.ofm.gov.on.ca

HORNING'S MILLS COMMUNITY HALL

The Horning's Mills Community Hall is available for rent at very competitive rates for your person or business functions.

Rental Fee

One Floor without Kitchen - \$150 full day OR \$100 for ½ day

One Floor with Kitchen - \$175

Two Floors without Kitchen - \$300

Two Floor with Kitchen - \$350

Kitchen Only (Sun - Thurs) - \$50

Kitchen Only (Fri and Sat) - \$125

Clean-Up Fee per floor - \$30

Security Deposit (refundable*) - \$100

Community Events - \$45

To keep up-to-date on the Hall's activities "LIKE" Horning's Mills Community Hall on Facebook or visit the Hall's website at www.horningmills.ca

HORNING'S MILLS COMMUNITY PARK

The Horning's Mills Community Park includes a new playground (2015), baseball diamond, and pavilion. To keep up-to-date on the Park's activities "LIKE" Horning's Mills Community Park on Facebook. For rental inquiries, call the Municipal Office.

Livestock Investigator - Mike Swidersky is the Township's Livestock Investigator and can be reached at 519-923-9595. Anyone making a claim under the Livestock, Poultry and Honeybee Protection Act must have a Premises Identification Number before the claim will be processed by Staff. For information, please contact the Municipal Office.

NORTH DUFFERIN AGRICULTURAL AND COMMUNITY TASKFORCE POSITION ON BILL 66

On December 6, 2018, the government introduced Bill 66, Restoring Ontario's Competitiveness Act ("Bill 66").

SUMMARY:

There are five proposals related to Bill 66. NDACT is providing their position on the following three

ERO-013-4293 Bill 66, Restoring Ontario's Competitiveness Act, 2018

The Bill authorizes the Minister of Municipal Affairs and Housing to approve employment uses throughout Ontario and exempts significant environment, health and safety regulations like the Greenbelt Act, Oak Ridges Moraine Act, Lake Simcoe Protection Act, the Great Lakes Protection Act, and the Clean Water Act, adopted in response to the Walkerton tragedy. Municipalities would apply to the Minister for an open for business planning bylaw.

Comments submitted by January 20, 2019 to: PlanningConsultation@ontario.ca

ERO-013-4239 Regulation under the Planning Act

Would permit municipalities to pass an Open for Business by-laws if certain criteria is met, one of which would be evidence that the proposal would meet a minimum job creation threshold (e.g. 50 jobs for municipalities with a population of less than 250,000 people, or 100 jobs for municipalities with a population of more than 250,000 people)

Comments submitted by January 20, 2019 to: PlanningConsultation@ontario.ca

ERO-013-4125 Open-for-business planning tool

In circumstances where there are major employment and economic growth opportunities, municipalities could request to use an open-for-business planning by-law which would;

- *Allow municipalities to permit the use (i.e., zone the lands) without having to strictly adhere to existing local requirements (e.g., official plan and zoning);*
- *Remove the application of a separate approval process for site plan control;*
- *Permit no public consultation or notice to the public*
- *Provide that decisions are final and cannot be appealed Remove the requirement for decisions to strictly adhere to provincial policies and provincial plans*

Comments submitted by January 20, 2019 to: PlanningConsultation@ontario.ca

POSITION:

NDACT is supportive of the goal of streamlining and reducing red tape for businesses to operate in Ontario. However the proposed amendment takes away the democratic right of citizens to know what is happening in their own backyard, to provide input and if needed oppose the development. Transparency is a key and fundamental issue that is missing from Bill 66. Profits for corporations should not come before the rights of the taxpayers, their health or the environment.

Providing a tool to municipalities to circumvent public notice provisions could put municipalities in a position to be pressured by developers to pass 'open for business' by-laws, even if they do not support that model. In fact the Mayor of Hamilton is quoted as saying: "*It really pits municipality against municipality,*" (*he said*). "*I would much rather they stick with a global Ontario policy around the greenbelt and the boundaries.*" (source: <https://www.cbc.ca/news/canada/hamilton/hamilton-bill-66-1.4939902>)

In fact there is currently a tool in place called a Ministerial Zoning Order (MZO) which permits the Provincial government to implement all of the proposed provisions in the legislation.

January 2, 2019

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A recent local example of the provincial use of this tool was in 2014, when the province implemented an MZO for a 180 acre Canadian Tire distribution centre in Bolton. The public were infuriated with the lack of consultation, however the public were told that Caledon would see \$1 million annually in taxes. In 2016 it was revealed the taxes were in fact \$100,000.00.

Source: <https://www.caledonenterprise.com/news-story/6852849-canadian-tire-dominates-bolton-community-meeting/>
<https://www.caledonenterprise.com/news-story/4322385-controversial-canadian-tire-zoning-order-going-to-omb/>

The provincial government took much criticism for this move. By shifting this “power” to the local level, the criticism will also be shifted.

NDACT is further concerned with the proposed amendment that would permit developers to circumvent the *Clean Water Act, 2006*; *Great Lakes Protection Act, 2015*; *Greenbelt Act, 2005*; *Lake Simcoe Protection Act, 2008* and the *Oak Ridges Moraine Conservation Act, 2001*.

Municipalities must adhere to the provisions in the above noted Acts, at a cost to taxpayers - however under Bill 66 new industries would not have to.

The Lake Simcoe Protection Act was imposed due to high phosphorous levels being introduced to the lake. In fact the City of Orillia was mandated to improve their effluent discharge into the lake to meet the targets, costing them upwards of \$100,000.00 of tax payer money to protect the lake and the public.

As proposed, Bill 66 would give a pass to corporations making a private profit from the same provisions to which a municipal government must comply.

These various Acts were implemented to ensure Ontarian’s food security, water and soil and some were imposed out of serious, sometimes deadly, instances.

The Clean Water Act was imposed after the Walkerton tragedy, where, due to completely preventable circumstances, six individuals died, 2000 people became sick and people still suffer from lifelong complications.

Recently an individual took his own life due to health complications from Walkerton (source: <https://www.thestar.com/news/canada/2018/05/11/in-2000-walkertons-poisoned-water-ruined-his-life-he-decided-it-was-time-to-end-it.html>)

Sometimes you can’t rely on people or corporations doing the right thing. The “right thing” must be legislated.

The argument put forward by the government that Bill 66 and the Open for Business by-law will to make it easier to designate lands that are currently protected for new business and industry does not make good economic sense.

For years the province has forced municipalities to look at and ensure employment lands are located within an urban or town boundary close to infrastructure that can support businesses such as water, sewers, internet and a good road network.

Allowing employment uses anywhere in the province, as the 'open for business' bylaw would, will put a huge burden on municipalities and utilities to provide services and upgrade roads in addition to the potential loss of farmland, and the environmental impacts. Providing these services is expensive and building them will cause property tax increases and make it even harder to build public transit.

Additionally land is not scarce as developers would have the government and people believe. In a 2017 two-part brief titled "*The Growth Plan and the Greenbelt Plan Setting the Record Straight*" by Victor Doyle RPP, MCIP states:

The claims that the plans are constraining the supply of land and ground-related housing are ill-founded.

Ontario agriculture contributes \$13.7 billion to the annual GDP, confirming this sector as a driving force behind job creation, a stable tax base and thriving rural economies. An estimated 158,000 jobs with \$8.1 billion in wages and salaries are supported by Ontario's farm sector. More than 75,000 of these jobs are attributed directly to primary agriculture and suppliers of farm operator purchases of goods and services. (source: <https://ofa.on.ca/resources/economic-contribution-ontario-farm-sector-2013/>)

Paving over farmland for business parks and manufacturing, when there is an ample supply of available land now, does not make economic sense.

Bill 66 is regressive and puts the health of drinking water, health and food source at risk. It is clear the Bill as tabled needs serious amendments/revisions prior to receiving third reading and royal assent.

OUR ASK

NDACT is urging the municipalities to submit comments on the Bill by the submission date of January 20, 2019 outlining their position and urge the government to revise/amend the Bill to ensure democratic rights are not stripped and that the legislation in place to protect health food and water is not undermined.

We are also asking that whether Bill 66 passes in its entirety or amended form that your municipality pass the attached resolution, providing public notice that you would not impose an Open for Business By-law unless you provide for public consultation.

North Dufferin Agricultural and Community Taskforce (NDACT)

DRAFT Municipal Resolution- Greenbelt Municipalities

Keeping the Township of Melancthon open for business without jeopardizing the Greenbelt and other environmental protections.

WHEREAS, the Government of Ontario has introduced Bill 66, An Act to restore Ontario's competitiveness by amending or repealing certain Acts Regulation under the Planning Act and Open-for-business planning tool; and

WHEREAS, the proposed legislation, regulation and tools would allow municipalities to pass "open-for-business planning by-laws"; and

WHEREAS the Bill would allow open-for-business planning by-laws to override important planning, water, agricultural and environmental protections contained in the Clean Water Act, 2006, and the Greenbelt Act, 2005; the Places to Grow Act, and other provincial legislation; and

WHEREAS, the content of this Bill was never discussed Township of Melancthon residents in either the recent provincial or municipal elections; and

WHEREAS no notice or public hearing is required prior to the passing of an open-for-business planning by-law nor any appeals rights thereafter; and

WHEREAS the Greenbelt is an integral component of land use planning that complements the Growth Plan to encourage smart planning, the reduction of sprawl, protection of natural and hydrological features and agricultural lands; and

WHEREAS, the Greenbelt has protected 1.8 million acres of farmland, local food supplies, the headwaters of our rivers and important forests and wildlife habitat for over 12 years; and

WHEREAS, a permanent Greenbelt is an important part of the planning for sustainable communities; and

WHEREAS, there is a tremendous amount of land, including employment lands, already planned and available in excess of the development needs of the GTHA which has undergone environmental and infrastructure assessments without weakening the protections provided by the Greenbelt or effectively removing land from it; and

WHEREAS, protections like those included in the Clean Water Act are critical to the health of Melancthon residents;

THEREFORE BE IT RESOLVED,

THAT the Township of Melancthon opposes the aforesaid Bill, regulation and tool as written;

AND THAT notwithstanding the future adoption of Bill 66, the Township of Melancthon will not exercise the powers granted to it or any successor sections or schedules to pass open-for-business planning by-laws for the duration of this term of office unless public consultation and public meetings be held; and

THAT this resolution be distributed to: the leaders of all parties represented in the Legislature; the Minister of Municipal Affairs and Housing; the Minister of the Environment, Conservation and Parks; all Greater Golden Horseshoe municipalities, and the Association of Municipalities of Ontario.

THAT this Bill does not represent how the people of Melancthon wish to do business.