



TOWNSHIP OF MELANCTHON

A G E N D A

Thursday, February 21, 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 - February 7, 2019**
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 of Denise Holmes - Recommendations from the Roads Sub-Committee Meeting held on February 13, 2019
 2. Road Management Plan Work Plan prepared by R.J. Burnside and Associates - Approval to Proceed
 3. Other
10. **Planning**
 1. Applications to Permit
 2. Other
11. **Police Services Board**
12. **County Council Update**
13. **Correspondence**

***Board & Committee Minutes**
 1. Roads Sub-Committee Meeting held on January 9, 2019
*** Items for Information Purposes**
 1. Letter from Ministry of Finance - Ontario Cannabis Legalization Implementation Fund - Second Payment
*** Items for Council Action**
 1. Protection of Natural Vegetation and Tree Canopy Policy
 2. Pregnancy and Parental Leave for Members of Council Policy
 3. Shelburne and Public Library 2019 Budget
 4. Mulmur Melancthon Fire Department 2019 Budget
14. **General Business**
 1. 2019 Capital and Operating Budget - 2nd Draft
 2. Notice of Intent to Pass By-law (if Budget is approved)
 1. Being a By-law to Adopt the Estimates of all Sums Required during the year and to Strike the Rates of Taxation and to further provide for penalty and interest in default of payment thereof for the year 2019
 3. New/Other Business/Additions
 1. Conferences/Training for Council - Clarification/Direction and Policy Discussion

(Councillor Thwaites)

4. Unfinished Business
 1. Submission of Draft Property Standards By-law (Councillor Thwaites)
 2. Draft Letter for Property Standards By-law (Councillor Thwaites)
 3. 2020 Council Meeting Schedule (tabled motion from January 17, 2019)
 4. NDCC Budget - 2019
 5. NDCC Invoice (removed from Accounts - February 7, 2019)
 6. OPP - FTE Officer - Discussion
 7. Review of Other By-laws
 8. Bill 66

15. **Delegations**
 1. 5:45 p.m. - Marci Lipman - Headwaters Food and Farming Alliance - invited by Council to answer questions regarding the Headwaters Farm Fresh Food Guide
 2. 6:30 p.m. - Committee of the Whole - to discuss Council Priorities and Goals for 2019 (half hour allotment)

16. **Closed Session (if required)**
 1. Approval of Draft Minutes - December 6, 2018
 2. Personal matters about identifiable individuals, including municipal or local board employees - Property Standards By-law (Mayor White)
 3. Litigation or potential litigation, including matters before administrative tribunal, affecting the local board - Structure 2003 (if recommendation from Roads Sub-Committee meeting passes)

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

18. **Notice of Motion**

19. **Confirmation By-law**

20. **Adjournment and Date of Next Meeting - Thursday, March 7, 2019 - time to be determined**

21. **On Sites**

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



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: FEBRUARY 14, 2019

SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING HELD ON FEBRUARY 13, 2019

PURPOSE

The purpose of this Report is to make recommendations to Council from the Roads Sub-Committee meeting held on February 13, 2019.

BACKGROUND AND DISCUSSION RECOMMENDATION # 1

By-law to Provide for Reduced Load Periods within Township of Melancthon and to Provide for Exemptions - By-law 49-2015

The Roads Sub-Committee considered a request for an exemption from By-law 49-2015 from Rothsay. Craig Micks, Director of Public Works advised that he had a meeting last year with a Staff member from the Ministry of Transportation who advised that the Township should not be granting exemptions during the half load season due to the damage it could cause to the roads. Discussion ensued and the request was denied. While on the topic, Craig advised that he received a request from Hydro One for an exemption to the By-law for emergency purposes. A Sub-Committee member advised that Hydro One was already exempted in the By-law under Public Utility, but Staff advised that the By-law doesn't cover them because Hydro One is partly a Private Utility company now. It was therefore recommended that the By-law be amended to include Private Utility emergency vehicles, so that Township Staff did not have to provide a letter every year.

RECOMMENDATION

The Township of Melancthon Roads Sub-Committee recommends to Council that Section 5 of By-law No. 49-2015 – By-law to Provide for Reduced Load Periods within Township of Melancthon and to Provide for Exemptions be amended to include: (f) Private Utility emergency vehicles.

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BAGROUND AND DISCUSSION RECOMMENDATION # 2

Speed Limit Reduction on 3rd Line OS & Structure 2003

As a result of discussions at the Council meeting held on February 7, 2019 regarding Structure 2003, Staff were asked to place this matter on the Agenda for discussion. Staff advised that they contacted the Township Engineer to find out if the speed limit was reduced on the 3rd Line to 50 km/hour, if that would change the recommendation regarding guide rails, but a response had not been received from that inquiry by the in time for the meeting. Discussion ensued and it was felt that because the speed limit coming around the curve going south approaching Highway 10 is 40 km/hour, that the speed limit be reduced to 40 km/hour going north from Highway 10 and ending at the first property north of the culvert on the east side (exact measurements to be included in the By-law. While on the topic of Structure 2003, it was noted in the Report of Chris Knechtel, RJ Burnside and Associates, dated February 1, 2019, that the existing culvert protrudes approximately 1.8m +/- on private property and it was recommended that Council go into Closed Session at the next meeting to discuss this matter under the category litigation or potential litigation, including matters before administrative tribunal, affecting the local board.

RECOMMENDATION

The Township of Melancthon Roads Sub-Committee recommends to Council that the speed limit on the 3rd Line north from Highway 10 to the first property north of Structure 2003 on the east side be reduced to 40 km/hour and Staff be directed to bring a By-law to the next Council meeting with this change.

-and-

The Township of Melancthon Roads Sub-Committee recommends to Council that Council move into Closed Session regarding litigation or potential litigation, including matters before administrative tribunal, affecting the local board regarding Structure 2003 property.

BACKGROUND AND DISCUSSION RECOMMENDATION # 3

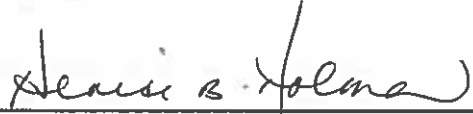
Paving Costs

As a result of discussions at the Council meeting held on February 7, 2019 during the 2019 Capital and Operating Budget deliberations, Craig Micks, DPW advised of some patch paving work that was required on the 2nd Line SW between 300 SR and Highway 89. He was asked to obtain pricing so that it could be added to the Roads Sub-Committee Agenda and discussed at the meeting. At the meeting, Craig advised that the cost of paving is \$10/square foot and, at the moment, there is approximately 500 square feet that needs to be patched. He said there could be more area required once winter is over, so it was decided that \$10,000.00 should be put in the budget to cover this. Craig advised that they may have to dig out the paving and pack it with gravel until they can get it paved.

RECOMMENDATION

The Township of Melancthon Roads Sub-Committee recommends to Council that Staff be directed to include \$10,000.00 in the 2019 Roads Budget for patch paving of the 2nd Line SW from 300 SR to Highway 89.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Denise B. Holmes", is written above a horizontal line.

Denise B. Holmes, AMCT
Secretary



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

January 8, 2019

Via: Email

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

Dear Ms. Holmes:

**Re: Road Management Plan
Township of Melancthon
Project No.: 300043927.0000**

Further to Council's resolution at their meeting on December 20, 2018, this letter provides our Terms of Reference and work plan for the completion of a Road Management Plan (RMP) for the Township.

A complete RMP typically considers the full range of issues that may affect the ongoing maintenance, improvement and management of the Township's road network. The RMP will provide a review of the hard top road inventory data, an analysis of the condition / inventory of the roads in the field and formulation of a capital improvement plan. The RMP allows for an estimation of the costs and remaining service life for the roads, which are important considerations in supporting the municipality's Asset Management Plan, prioritizing investments and optimizing performance outcomes. An RMP will assist in addressing one of the key challenges in performance-based decision making, through the optimization of projects and programs for different assets and asset classes, across multiple road elements that have different life cycles.

Management of Hard Top Roads

Considering the Township's overall budget constraints, one of the primary focuses of the RMP will be the condition / management of the Municipality's hard top roads (i.e., essentially being a pavement management system). A visual assessment will be undertaken in the Spring of 2019, to identify the various surface distresses on the hard top roads. For comparisons and consistency, the condition rating methodology for hard top roads will follow the methods developed by the Ontario Good Roads Association (OGRA), which were also used in previous road study reviews in the Township. The prioritized improvement program for hard top roads will include routine maintenance, preventive maintenance, rehabilitation and potential reconstruction, with consideration of the following parameters:

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- road condition;
- road base structure (visual surface expression of road base);
- traffic volumes and truck volumes;
- road functional classification and maintenance classification;
- locations and roadside environment, adjacent land uses;
- safety and geometry (road and shoulder widths, horizontal or vertical curves);
- drainage;
- maintenance costs and life cycle costs;
- improvement cost / budget;
- network continuity considerations;
- impacts of external road improvements, external growth, detours etc.;
- coordination with other works; and
- active transportation network considerations (pedestrian, cyclist).

Management of Gravel Roads

Gravel roads also form a significant part of the Township's road network. Maintaining the condition of gravel roads is typically dealt with as ongoing maintenance work (i.e., ongoing grading, maintenance gravel, dust control), unless upgrading of surface type is required to address higher traffic volumes, significant truck traffic, very poor structural condition or road network continuity. The RMP will recommend a methodology for prioritizing gravel roads for upgrading, including consideration of the following parameters:

- traffic volumes;
- truck volumes;
- road base structure;
- drainage;
- safety and geometry (road and shoulder widths, horizontal or vertical curves);
- network connectivity considerations;
- impacts of external road improvements, external growth, detours etc.;
- maintenance costs and life cycle costs;
- locations and roadside environment, adjacent land uses; and
- active transportation network considerations (pedestrian, cyclist).

Geotechnical Investigation

Identifying good value benefits from completing geotechnical investigations of roads can be a struggle at times. The soils consultants would normally recommend reconstruction of the road unless there is a good granular base under the road. The paved roads in Melancthon are understood to be generally not constructed on a good granular base. We have seen soils consultants recommend padding with 100 mm of Granular 'A' and placement of 90 mm of asphalt and added their comments indicating settlements may occur. With the funding limitations to new road reconstruction the benefits to obtain a geotechnical investigation and report may have limited value. These point locations in the Township's context may best be used as a pre-design of paved roads identified to be resurfaced / reconstructed. The value of these limited bore holes will provide the Township with more accurate construction costs for the identified roads. In general, the cost to complete an investigation could range from \$10,000 for 15 bore holes to \$30,000 for up to 40 or 50 bore holes. Our RMP costing does not include bore hole investigations.

The following broad tasks are proposed for the completion of the RMP:

Item 1 - Background Investigations and Establishment of the Basis for the Road Management Plan

- Review, with Township staff, the existing programs, policies and issues affecting the management of the road network within the Township;
- Establish criteria, in consultation with Township staff, for the maintenance, rehabilitation and replacement of the roads within the network;
- Review the land uses that are currently serviced by the road network, including the connectivity that is provided by the network;
- Update GIS inventory of the road network with current and relevant road data;
- Update Annual Average Daily Traffic (AADT) on the road network (i.e., based on count data provided by the Township and a desk-top review of development);
- Forecast growth (population and employment), within the Township and within adjacent municipalities, that will impact the Township's road network, based on planning forecasts (Official Plan, Development Charges Studies, Growth and Servicing Studies etc.);
- Determine strategies for upgrading, or downgrading, the Level of Service (surface type etc.) to respond to the needs within the road network;
- Establish a strategy for addressing the road needs (i.e., types of improvements, triggers, prioritization), taking into account road condition, widths, road structure, drainage, traffic volumes, safety/geometry, network connectivity and road maintenance requirements);
- Update costs for maintenance, rehabilitation or replacements to roads within the network; and
- Attend one meeting with Township Roads Committee including staff to develop the basis for the Road Management Plan.

Item 2 - Field Investigations and Completion of the Road Management Plan

- Complete a visual review of the hard top roads, as well as a limited number of gravel roads (i.e., if identified for possible surface type upgrades); it is assumed that the Township will provide a staff person and vehicle, to accompany Burnside staff, to facilitate this field review work, to provide local input to the assessments;
- Provide an assessment of the hard top road improvement needs or gravel road upgrade needs, based on the various parameters identified above;
- Forecast the ongoing deterioration of the hard top roads and estimate the remaining useful life of these roads;
- Review budget constraints with the Township;
- Formulate a five-year capital improvement plan for the hard top roads (i.e., with emphasis on pavement asset management principles and prioritized to take into account available budgets, road condition, traffic volumes, improvement costs and budgets);
- Formulate longer term (twenty-year) capital improvement budget requirements, based on the forecasted remaining useful lives of the hard top roads at the conclusion of the initial five-year improvement plan, as well as assumed deterioration rates over the longer term for roads at a similar stage in their life cycle;
- Recommend changes to Township policies that may be informed by the study work;
- Prepare a Road Management Plan report outlining the findings of this study (four hard copies of study report);
- Attend two meetings with Township Roads Committee including staff to develop the Road Management Plan, as well as one presentation to council.

Schedule and Budget

The following schedule is proposed for the execution of this assignment:

- Item 1 – Establishment of the basis for the RMP – January 15, 2019 to March 15, 2019
- Item 2 – Completion of the RMP – March 15, 2019 to July 15, 2019.

An upset budget of \$45,000 plus HST is recommended for the completion of the above noted works.

Closing Comments

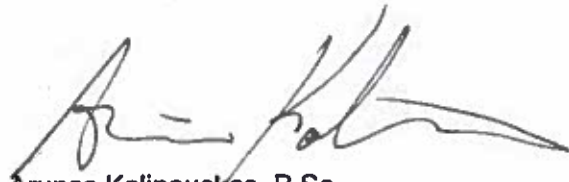
The completion of a RMP for the Township of Melancthon will provide essential information for the ongoing management of the Township's hard top road network and will form a basis for the future completion of a detailed Asset Management Plan within the municipality. We look forward to being of service in the delivery of this assignment.

Yours truly,

R.J. Burnside & Associates Limited



Henry Centen, P. Eng.
Senior Transportation Engineer
HBC:kl



Arunas Kalinauskas, B.Sc.
Project Manager

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Roads Sub-Committee held a meeting on January 9, 2019 in the Committee Room, Municipal Office. The following members were present: David Besley, Chair; David Thwaites, Vice-Chair; and Wayne Hannon. Also present were: Denise Holmes, CAO/Clerk, Secretary, Wendy Atkinson, Treasurer/Deputy Clerk, Craig Micks, Director of Public Works and Kaitlin Chessell, Administration and Finance Assistant. Chair Besley called the meeting to order at 1:35 p.m.

Additions/Deletions/Approval of Agenda

Moved by Thwaites, Seconded by Hannon that the agenda be approved as circulated. Carried.

Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

Approval of Draft Minutes

Moved by Thwaites, Seconded by Hannon that the minutes of the December 12, 2018 Roads Sub-Committee meeting be approved as circulated. Carried.

General Business

1. Draft Terms of Reference

Staff provided a Terms of Reference (Mandate) used by Mulmur Township and changes were made to make it reflect the mandate of the Melancthon Township Roads Sub-Committee. Staff will make the changes identified and circulate to the Roads Sub-Committee before putting it on the Council Agenda.

It was also asked for the agendas going forward, to put "Public Question Period" on at the end of the meeting.

Discussion ensued regarding the Township's Asset Management Plan prepared and presented by R.J. Burnside and Associates and that Melancthon Council has not yet accepted it. It was felt that if the Roads Sub-Committee was going to be using that document for decisions and recommendations to Council (re: Terms of Reference mandate) then it should be accepted by Council.

Recommendation to Council

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

- and -

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

2. Discussion regarding OPP Road Closure Notifications

Chair Besley asked that this item be placed on the Agenda as there was an accident a couple weeks ago on Highway 10 and traffic was being detoured on Township roads but our Public Works Director was not notified by the OPP of this. If he was, he could have recommended alternative routes for the traffic. Chair Thwaites will contact Staff Sgt. Randall at Dufferin OPP and this will also be an item for discussion at the next Police Services Board meeting in February.

3. 2019 Capital Budget - Discussion

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.

4. Melancthon Road Study - Requested information

As the requested information was only just received, the Roads Sub-committee wanted some more time to read it over and the matter was deferred to the next meeting.

5. Structure 2021 - Follow up on recommendation

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, R.J. 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.

6. 2019 Summer Student

Discussion on this matter and it was decided that the Township would not be applying for a grant for a summer student this year. If Staff feel that a summer student is required, they will put money in the 2019 operating budget for one.

7. Update from Public Works Director

Craig advised that they have just been plowing and sanding and had no other updates.

8. Other/Additions

Craig advised that the Feral Cat Rescue facility continues to use the field entrance adjacent to the property. Craig will speak to the owner of the property about this matter and report back to Council.

Member Thwaites mentioned about consulting with other similar municipalities to see if they have Roads Sub-Committees and to find out who was going to the Ontario Good Roads Conference in February. It was thought that a meeting could be held at OGRA to discuss the various roads issues and how they are dealing with similar issues. Staff were directed to inquire with the following municipalities: Grey Highlands, Southgate, Minto, Amaranth, East Garafraxa and Grand Valley.

Recommendations to Council

Recommendations have been outlined above.

Confirmation Motion

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

Adjournment

3:27 p.m. - Moved by Thwaites, Seconded by Hannon that we adjourn this Roads Sub-Committee meeting to meet again on Feb. 13, 2019 at 1:30 p.m. or at the call of the Chair. Carried.

Original Signed

CHAIR

Original Signed

SECRETARY

Ministry of Finance Ministère des Finances
Office of the Deputy Bureau du sous-ministre
Minister
Frost Building South, 7th Édifice Frost Sud 7e étage,
Floor 7 Queen's Park Crescent
7 Queen's Park Crescent Toronto, ON M7A 1Y7
Toronto, ON M7A 1Y7
Tel (416) 325-0420 Tél 416-325-0420
Fax (416) 325-1595 (416) 325-1595



February 12, 2019

Dear Treasurer:

Re: Ontario Cannabis Legalization Implementation Fund – Second Payment

On November 26, 2018, your municipality received an allocation notice for the first payment of the Ontario Cannabis Legalization Implementation Fund ("Fund"). The Fund provides \$40 million over two years to municipalities across Ontario to help with the implementation costs of recreational cannabis legalization.

In January 2019, the first payments totaling \$15 million were processed.

The municipal opt-out deadline under the *Cannabis Licence Act, 2018* passed on January 22, 2019. The Province will distribute the second payment to all municipalities in February 2019 as follows:

- Municipalities that have opted out of hosting private retail stores receive \$5,000 each.
- Municipalities that have not opted out of hosting private retail stores receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. Household numbers are based on 2018 Municipal Property Assessment Corporation (MPAC) data.
- Upper tier municipalities receive funding in relation to opt-out decisions made by the lower tier municipalities. If a lower tier municipality opted out, the upper tier municipality does not receive funding on a per household basis in relation to that municipality.

The attached allocation notice sets out the amount your municipality will receive as a second payment from this Fund. These funding amounts will also be posted on the Ministry of Finance's website at www.fin.gov.on.ca/en/budget/oclif/ this month.

.../cont'd

INFO #1

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As a reminder, municipalities must use the money they receive from the Fund solely for the purpose of paying for implementation costs directly related to the legalization of cannabis.

Examples of permitted costs include:

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

Municipalities must also adhere to the terms and conditions set out in the November 26, 2018 letter regarding ineligible use of funds, transfer of funds between upper-tier and lower-tier municipalities, and record keeping.

If you have any further questions, please contact:

Cannabis Retail Implementation Project
Ministry of Finance
Email: OCLIF@ontario.ca

Yours sincerely,



Greg Orenszak
Deputy Minister

Attachment

- c. Paul Boniferno, Deputy Attorney General
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project,
Ministry of Finance
Allan Doheny, Assistant Deputy Minister, Provincial-Local Finance Division,
Ministry of Finance

Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of
Attorney General
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning
Policy Division, Ministry of Municipal Affairs and Housing
Pat Vanini, Executive Director, Association of Municipalities of Ontario

**Ontario Cannabis Legalization Implementation Fund
2018-19 Second Payment - Allocation Notice**



**Township of Melancthon
County of Dufferin**

2219

The Ontario Cannabis Legalization Implementation Fund (OCLIF) is provided to municipalities to help with the implementation costs of recreational cannabis legalization.

Funding Allocation

\$5,000

Note: Municipalities that have opted-out of hosting private retail stores in accordance with the Cannabis Licence Act, 2018 receive a maximum amount of \$5,000.



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

PROTECTION OF NATURAL VEGETATION AND TREE CANOPY POLICY

Purpose

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

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

Policy

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

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

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

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

Adopted by Council on February 21, 2019

ACT #1
FEB 21 2019



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

PREGNANCY AND PARENTAL LEAVE FOR MEMBERS OF COUNCIL

Purpose:

This policy provides guidance on how the Township of Melancthon addresses a Council Member's Pregnancy and/or Parental Leave in a manner that respects a Council Member's statutory role as an elected representative.

Scope:

In accordance with Section 270 of the Municipal Act, S.O. 2001, Chapter 25, this Policy applies to Members of Council.

Definitions:

Pregnancy and/or Parental Leave - an absence of 20 consecutive weeks or less as a result of the Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the Municipal Act, 2001.

Procedure:

Council supports a Member of Council's right to Pregnancy and/or Parental Leave in keeping with the following principles:

- A Member of Council is elected to represent the interests of his or her constituents.
- A Member's Pregnancy and/or Parental Leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
- The Member of Council is entitled to continue to receive communications from the Township Office – Council packages, emails, meeting invitations, etc.
- A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during his or her leave
- Council reserves the right to appoint a replacement on any Board or Committee as needed for the duration of the Pregnancy and/or Parental Leave.
- A Member of Council on Pregnancy and/or Parental Leave shall continue to be paid in accordance with the By-law to provide remuneration, allowances and expenses for Members of Council.

Notwithstanding, at any point in time during a Member's Pregnancy and/or Parental Leave, the Member reserves the right to exercise his/her delegated authority on matters within the Township. The Member shall provide written notice to the Clerk of their intent to lift any of the Council-approved, temporary delegations and exercise their statutory role or delegated authority.

Responsibilities:

Members of Council and Staff are responsible for adhering to the parameters of this policy.

ACT #2
FEB 21 2019

Denise Holmes

From: Gord Gallaugher <treasurer@shelburnelibrary.ca>
Sent: Monday, February 11, 2019 1:59 PM
To: 'Amaranth - Susan Stone'; Amaranth Twp; Carey Holmes; hboston@mulmur.ca;
'Melancthon - Denise Holmes'; 'Mono - Les Halucha'; 'Rose Dotten'
Subject: Shelburne Public Library Budget 2019
Attachments: Budget 2019 passed Dec 18 2018.xlsx

For your records, our board at the December 2019 board meeting passed the attached budget for 2019. You may already have it from your board members, but just in case – here it is.
Any questions please contact Rose or myself.

Gord Gallaugher
Treasurer, Shelburne Public Library
201 Owen sound St.
Shelburne ON L9V 3L2
Tel 519 925 2168 email treasurer@shelburnelibrary.ca

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To: dholmes@melancthontownship.ca
From: treasurer@shelburnelibrary.ca

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SHELBURNE PUBLIC LIBRARY Draft 2019 BUDGET
 Passed Dec 18 2018 Board Meeting

	Actual 2016	Actual 2017	2018 budget	proj Y/E 2018.	Budget 2019
Income					
Grants					
Provincial Operating Grant	6,283	6,283	6,283	6283	6283
Capacity Bldg Grant	2,791	3,385	2,700	0	
Government grants other	100	955			
Government Grants Seniors	939	3,176	2,176	2176	
Summer Student Grants	1,351	7,015	3,000	5258	3000
subtotal grants	11,464	20,814	14,159	13,717	9,283
Donations					
Donations	6,619	2,938	5,500	4200	4000
Silent Auction Income	3,934	3,882	2,000	2000	3000
Donations for special projects	4,460	15,580		1300	1300
subtotal donations	15,013	22,400	7,500	7,500	8,300
Miscellaneous Income	475	14	100	100	100
Interest Income		420		1000	600
surplus/deficit carry forward			-9,258	-3440	
Rental - Facility	4,256	3,555	2,500	4500	4500
Program Income	1,049	950	1,000	1262	1250
Library sales and services		7706	5500	7500	7500
subtotal other income	5,780	12,645	-158	10,922	13,950
Total Income	32,257	55,859	21,501	32,139	31,533
Reserve					
transfer from collections reserve	12,678	10,000	10,000	10000	10000
transfer from special bequest acct			40,000	0	40000
transfer from special projects	4,240	6,853	2,500	1,300	1300
transfer from computer reserve	1,190	1,495	2,000	8635	500
Transfer from Operating Reserve	8,231				
Transfer from Building Fund reserve	3,717	2,719	8000	500	5500
	30,056	21,067	62,500	20,435	57,300
Total Income and Reserve Change	62,313	76,926	84,001	52,574	88,833
Municipal Contribution					
Amaranth	37,810	24,747.00	26,503	26503	26905
Melancthon	47,263	50,393.00	53,966	53966	54831
Mono	25,997	22,176.00	24,854	24858	25338
Mulmur	24,814	30,000.00	29,800	33000	35691
Shelburne	159,508	177,195.00	194,456	194456	197801
total municipal contribution	295,393	304,511	329,579	332,783	340,567
total municipal, income, reserves, capital	357,706	381,437	413,580	385,357	429,400
Budget Summary					
Estimated Total Expenses & Reserve change	364,283	392,065	413,610	383,488	429,400
Estimated Total Income & Reserve change	62,313	76,926	84,001	52,574	88,833
Amount to be Raised by Municipal Contribution:	301,970	315,139	329,609	330,914	340,567

SHELBURNE PUBLIC LIBRARY Draft 2019 BUDGET
Passed Dec 18 2018 Board Meeting

	Actual 2016	Actual 2017	2018 budget	proj Y/E 2018.	Budget 2019
Expense					
Elevator	4,331	5,147	5,100	5427	5500
Collection Purchases	57,678	56,462	50,000	55000	55000
Program Expense	5,517	7,549	6,500	6000	8000
Utilities and Telephone	14,716	14,286	15,500	15000	15500
Maintenance	20,638	16,762	15,000	13000	15000
Insurance	10,139	4,585	4,725	4657	4800
Payroll Expenses	196,111	216,764	217,500	220000	227000
Supplies	8,853	11,603	10,500	9800	10500
Advertising & Promotion	672	2,090	1,500	1200	1200
Licenses and Memberships	80	427	400	400	400
Accounting Fees	4,778	3,555	3,600	3555	3650
Bank charges	295	380	285	300	300
Professional Development	2,818	1,870	2,500	2500	2500
Employee travel and meals	623	256	550	300	400
Honorariums/Memoriam	396	956	300	200	200
Furniture & Equipment	1,075	1,273	750	800	750
special grant funded expenses		1,707		3388	
Miscellaneous	323	60	100		100
Web site	1,791	44	800	2306	800
Computers - Mtce & annual fees	720	924	1,500	750	1500
Database Expense (KOHA)	4,526	4,470	4,500	4470	5000
total operating expense	336,080	351,170	341,610	349,053	358,100
computers capital includes new software	1,190	1,495	2,000	8635	500
Capital expense			45,500		45500
total capital costs	1,190	1,495	47,500	8,635	46,000
Total Expenditure	337,270	352,665	389,110	357,688	404,100
Reserve					
Transfer interest income to reserve					
Transfer to Computer Replacement reserve	2,000	2,000	2,000	2000	2000
transfer to Building Lifecycle reserve	10,190	15,058	15,000	15000	15000
Transfer to collection from Donation & silent auc	10,363	6,762	7,500	7500	7000
Transfer to the Special Projects (reserve)	4,460	15,580		1300	1300
Transfer to operations (surplus)					0
Total Reserve Transfer	27,013	39,400	24,500	25,800	25,300
Total Expenses & Reserve Change	364,283	392,065	413,610	383,488	429,400
Net Income or Loss	-6,577	-10,628	-30	1,869	0

Denise Holmes

From: Heather Boston <hboston@mulmur.ca>
Sent: Tuesday, February 5, 2019 9:06 AM
To: Denise Holmes; Wendy Atkinson
Subject: MM Fire 2019 Budget
Attachments: MM Fire 2019 Budget.pdf

Here is the final budget (approved by the Board) for your Council to approve. It will be going to our Council's March meeting.

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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From: hboston@mulmur.ca

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MULMUR MELANCTHON FIRE DEPARTMENT							
		2018 ACTUAL	2018 BUDGET	DRAFT #1 2019 BUDGET	DRAFT #2 2019 BUDGET	VARIANCE	% Share
Revenue							
02-1094-4000	MM FIRE-CALL REVENUE	\$ 11,876	\$ -	\$ -	\$ -	-	
02-1094-4020	MM FIRE-OTHER REVENUE		\$ -	\$ -	\$ -	-	
02-1094-4030	MM FIRE-INTEREST EARNED	\$ 3,172	\$ -	\$ 1,500	\$ 1,900	1,900	
02-1094-4130	MM FIRE-OP REV MELANCTHON	\$ 45,697	\$ 45,697	\$ 47,218	\$ 47,113	1,415	23.13%
	OPERATING SURPLUS MELANCTHON		\$ -	\$ -	\$ -	-	23.32%
02-1094-4230	MM FIRE-OP REV MULMUR	\$ 150,261	\$ 150,261	\$ 156,925	\$ 156,574	6,314	76.87%
	OPERATING SURPLUS MULMUR		\$ -	\$ -	\$ -	-	76.68%
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS	\$ -	\$ -	\$ -	\$ -	-	
	Total Operating Revenue	\$ 211,006	\$ 195,958	\$ 205,643	\$ 205,587	9,629	
Expenses							
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 24,829	\$ 29,593	\$ 29,593	\$ 29,593	-	
02-1094-5101	MM FIRE PRACTICE WAGES	\$ 20,419	\$ 27,000	\$ 27,000	\$ 27,000	-	
02-1094-5102	MM FIRE SITE WAGES	\$ 16,944	\$ 22,000	\$ 23,000	\$ 23,000	1,000	
02-1094-5103	MM FIRE COLLEGE TRAINING WAGES	\$ 7,623	\$ 6,000	\$ 10,000	\$ 10,000	4,000	
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ 691	\$ 1,000	\$ 1,000	\$ 1,000	-	
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 4,995	\$ 6,000	\$ 6,100	\$ 6,100	100	
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-	
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 1,361	\$ 3,000	\$ 3,500	\$ 3,500	500	
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 2,609	\$ 3,700	\$ 3,700	\$ 3,700	-	
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 3,941	\$ 4,000	\$ 5,000	\$ 5,000	1,000	
02-1094-5115	MM PURCHASE MATERIALS/SUPPLIES	\$ 8,920	\$ 4,000	\$ 4,000	\$ 4,000	-	
02-1094-5116	MM FIRE RADIO MAINTENANCE	\$ 1,431	\$ 3,000	\$ 3,000	\$ 3,000	-	
02-1094-5117	MM FIRE HEAT & HYDRO	\$ 3,567	\$ 6,250	\$ 6,250	\$ 6,250	-	
02-1094-5118	MM FIRE DEPT COURSES	\$ 1,002	\$ 4,000	\$ 4,000	\$ 4,000	-	
02-1094-5119	MM FIRE ASSOCIATION FEES	\$ -	\$ 275	\$ 410	\$ 410	135	
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 14,040	\$ 14,500	\$ 14,500	\$ 14,500	-	
02-1094-5121	MM FIRE MISC (AWARDS)	\$ 1,187	\$ 1,000	\$ 2,000	\$ 2,000	1,000	\$1000 for Firefighters associations dinner
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	-	
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ 1,157	\$ 1,000	\$ 1,000	\$ 1,000	-	
02-1094-5124	MM FIRE PROPANE	\$ 5,335	\$ 3,500	\$ 5,000	\$ 5,000	1,500	
02-1094-5125	MM FIRE AUDIT	\$ -	\$ 2,600	\$ 2,600	\$ 2,544	(56)	Per Quote
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	-	
02-1094-5134	MM FIRE INSURANCE	\$ 16,901	\$ 18,000	\$ 18,000	\$ 18,000	-	
02-1094-5140	MM FIRE TRAVEL	\$ 283	\$ 500	\$ 500	\$ 500	-	
02-1094-5141	MM FIRE MEALS & ENTERTAINMENT	\$ 178	\$ 500	\$ 650	\$ 650	150	

MULMUR MELANCTHON FIRE DEPARTMENT							
				DRAFT #1	DRAFT #2		%
		2018 ACTUAL	2018 BUDGET	2019 BUDGET	2019 BUDGET	VARIANCE	Share
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 1,595	\$ 1,500	\$ 1,500	\$ 1,500	-	
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ -	\$ 500	\$ 500	\$ 500	-	
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 665	\$ 2,600	\$ 2,600	\$ 2,600	-	
02-1094-5145	MM FIRE-MTO REPORTS	\$ 336	\$ -	\$ 300	\$ 300	300	
02-1094-5146	MM FIRE BANK CHARGES	\$ 389	\$ 440	\$ 440	\$ 440	-	
02-1094-5150	MM FIRE IT SUPPORT	\$ -	\$ -	\$ -	\$ -	-	
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 352	\$ 500	\$ 500	\$ 500	-	
02-1094-5161	MM FIRE - PUMPER #41 1999 FREIGHTLINER	\$ 2,056	\$ 3,500	\$ 3,500	\$ 3,500	-	
02-1094-5162	MM FIRE - RESCUE #42 2000 INT'L	\$ 2,904	\$ 3,500	\$ 3,500	\$ 3,500	-	
02-1094-5163	MM FIRE - TANKER #43 2005 INT'L	\$ 538	\$ 3,500	\$ 3,500	\$ 3,500	-	
02-1094-5164	MM FIRE - PUMPER #44 2009 SPAR	\$ 13,966	\$ 3,500	\$ 3,500	\$ 3,500	-	
02-1094-5165	MM FIRE - 2006 TRAILER (RME)	\$ 332	\$ 1,000	\$ 1,000	\$ 1,000	-	
02-1094-5166	MM FIRE - ARGO	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	-	
	Total Operating Expenses	\$ 173,543	\$ 195,958	\$ 205,643	\$ 205,587		
	Operating Surplus (deficit)	\$ 37,463	\$ -	\$ -	\$ -		
CAPITAL BUDGET							
CAPITAL REVENUE		2018 ACTUAL	2018 BUDGET	2019 BUDGET	2019 BUDGET	VARIANCE	
02-1094-4140	MM FIRE-CAP REVENUE MELANCTHON	\$ 52,500	\$ 52,500	\$ 56,250	\$ 56,250	5,000	
02-1094-4240	MM FIRE-CAP REVENUE MULMUR	\$ 52,500	\$ 52,500	\$ 56,250	\$ 56,250	5,000	
02-1094-4010	MM FIRE-DONATIONS	\$ 250				-	
02-1094-4040	MM FIRE-GRANT REVENUE	\$ -				-	
02-1094-4300	MM FIRE-TSFR FROM CAPITAL RESERVES		\$ 26,372	\$ 26,372	\$ 26,372	-	
	Total Capital Revenue	\$ 105,250	\$ 131,372	\$ 138,872	\$ 138,872		
CAPITAL EXPENSES							
02-1094-5128	MM FIRE CAPITAL PURCHASES (TSFR IN FROM CAP RES)	\$ -	\$ 26,372	\$ 26,372	\$ 26,372	-	
02-1094-5300	MM FIRE TSF TO CAPITAL RESERVES	\$ -	\$ 105,000	\$ 112,500	\$ 112,500	10,000	
02-1094-5200	MM FIRE CAPITAL LOAN (TSFR IN FROM CAPITAL RESERVES)						
		\$ -	\$ 131,372	\$ 138,872	\$ 138,872		
	Capital Surplus (deficit)	\$ 105,250	\$ -	\$ -	\$ -		



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

Denise B. Holmes, AMCT
CAO/Clerk

REPORT TO COUNCIL

FROM: Wendy Atkinson, Treasurer

SUBJECT: Budget 2019 - Draft #2

DATE: February 21, 2019

Strategic Plan Alignment

Strategic Objective - Quality of Life - 1.1. Maintain and improve local infrastructure;
Economic Stability - 4.1 Fiscal Responsibility, 4.4 Keep taxes reasonable

Background and Discussion

The 2019 Draft Capital and Operating Budget was presented to Council at the meeting held on February 7, 2019 with a 10.5% increase. Discussion ensued and Craig Micks, Director of Public Works, advised that the 2nd Line SW from 300 Sideroad to Highway 89 is in need of some repair. Council directed Craig to get some quotes and address this matter at the next Roads Sub-Committee meeting to be held on February 13, 2019. A few minor changes were suggested and the Treasurer was advised to bring the budget back for further review and possible passage at the February 21st Council meeting. At the Roads Sub-Committee meeting held on February 13, 2019, the repairs to 2nd Line SW were considered and the Committee made a recommendation to Council to include \$10,000.00 in the budget to address these repairs. Structure 2003 has been updated in the budget to reflect Option 1, approved at the Council meeting held on February 7, 2019.

GB #1

FEB 21 2019

Financial

The amount to be received from OCIF (formula base) is \$50,000.00 and this amount is included in the budget. Gas Tax Revenue in the amount of \$100,000.00 has been incorporated into the budget to offset a portion of the costs of Structure 2003.

Based on these preliminary figures the amount to be raised through taxation is \$2,704,062.00 - an increase of \$135,794 or 5.287% (for every \$25,682.00 raised equals a 1% increase). Factoring in the changes in assessment there will be a decrease to the Melancthon portion of the tax rate of approximately 1.7% (residential).

Based on this budget the decrease for every 100,000 assessment is \$8.63 for Melancthon's portion of the tax rate:

$$\begin{aligned} \text{i.e. - } 100,000 \times 2019 \text{ rate } 0.505492\% &= \$505.49 \\ -100,000 \times 2018 \text{ rate } 0.514124\% &= \underline{\$514.12} \\ &= -\$ 8.63 \end{aligned}$$

Tax Scenario - (Melancthon rate only)

2018 House Assessed at 375,500 x 0.514214% = \$1,930.54

2019 House Assessed at 382,750 x 0.505492% = \$1,934.77

The increase in assessment is 1.9% and the increase in tax dollars is \$4.23 or .22%.

Based on the above scenario a housed assessed at 375,500 with no change in assessment would see a decrease of \$32.42 per year (375,500 x 0.505492% = \$1,898.12) or 1.7% (Melancthon rate only)

Respectfully submitted

Wendy Atkinson

**Corporation of the Township of Melancthon
2019 Operating and Capital Budget - Draft 2**

***2018 Actual-Unaudited**

Acct No.	REVENUE	2018 Budget	2018 Actual	2019 Budget
	Opening Surplus/(Deficit)			
	TAXATION			
01-4001-0700	Supplementary Taxation	40,000.00	63,938.50	40,000.00
01-4001-0800	Capping Adjustments			
	GRANTS			
01-4003-0100	Payment in Lieu	1,000.00	1,100.23	1,100.00
01-4004-0110	Small Business Job Credit			
01-4004-0150	OMPF	174,500.00	174,500.00	174,500.00
01-4004-0300	RIDE Grant	6,707.00		6,220.00
01-4004-0172	Court Security & Prisoner Transportation	2,070.00	2,091.00	2,091.00
01-4004-0500	Library Grant	4,452.00	4,452.00	4,452.00
01-4004-0156	OCIF Funding (Formula Component)	50,000.00	50,000.00	50,000.00
01-4004-0700	Ontario Aggregate Lic. Fee	50,000.00	57,347.14	53,000.00
01-4030-0100	Drainage Superintendent	25,440.00	-9,341.56	25,440.00
01-4004-0220	Dufferin County Emergency Readiness		6,000.00	
01-4004-0166	Main Street Revitalization Grant	38,591.00	40,306.56	
01-4004-0167	Donation - Riverview Signage		779.70	
01-4004-0550	OCLIF			5,000.00
	ADMINISTRATION			
01-4010-0100	Tax Certificates	3,000.00	2,520.00	2,520.00
01-4010-0110	Tax Statement/Duplicate Tax Bill	325.00	485.00	350.00
01-4010-0115	Reminder/Overdue Notice Fee	2,000.00	2,170.00	2,200.00
01-4010-0200	Building Permit Approval	4,500.00	4,800.00	4,500.00
01-4010-0250	Site Alteration Permit Approval		1,000.00	
01-4010-0300	NSF Cheque Charge	140.00	175.00	140.00
01-4010-0400	Photocopies	50.00	37.10	35.00
01-4010-0700	Township Maps		20.00	
01-4015-0100	Dog Licenses	14,000.00	16,388.27	15,000.00
01-4066-0000	Lottery Licenses		20.00	20.00
01-4040-0100	Livestock Claim Grants	5,000.00	1,989.25	4,000.00
01-4064-0000	Business Licenses	300.00	300.00	300.00
	FIRE			
01-4012-0300	Fire Permit Fee	3,800.00	4,275.00	4,125.00
	ROADS			
01-4020-0100	Road Fees	500.00		
01-4020-0125	Entrance Permits	1,000.00	1,700.00	1,200.00
01-4020-0130	Wide Load Permits	1,000.00	800.00	800.00
01-4020-0200	Culverts			
01-4020-0140	Bretton Estates Snow Plowing	900.00	900.00	900.00
01-4020-0500	Shelburne road Agreement	5,100.00	5,266.96	5,300.00
01-4020-0210	Road Crossings	1,000.00		
01-4004-0703	Transfer from Gas Tax	60,000.00	60,000.00	100,000.00
	Transfer from Roads Capital Reserve	50,000.00	50,000.00	
	PLANNING			
01-4035-0100	Official Plan Amendment			
01-4035-0350	Zoning By-law Amendment	4,000.00	4,000.00	
01-4035-0300	Consent Applications	4,800.00	4,000.00	4,000.00
01-4035-0325	Minor Variance	800.00	800.00	800.00
01-4035-0200	Zoning Requests	1,190.00	935.00	935.00
01-4035-0360	Change of Use Certificate Applications		1,000.00	
01-4035-0375	Pre-Application Consultation		250.00	
01-4035-0500	Professional Services Reimbursement		10,253.55	
	OTHER			
01-4050-0100	Miscellaneous Revenue	500.00	985.00	500.00
01-4050-0125	CHD Community Contribution	309,000.00	309,000.00	309,000.00
01-4050-0130	Plateau Community Contribution	33,065.00	33,064.78	33,000.00
01-4050-0135	DWP Community Contribution	248,000.00	258,550.32	250,000.00
01-4050-0200	Penalties and Interest on Taxes	100,000.00	96,672.26	96,500.00
01-4050-0300	Interest on Deposits	10,000.00	32,637.72	30,000.00
01-4050-0400	POA	25,000.00	30,454.44	32,000.00
01-4025-0220	Electronic Recycling Revenue		116.25	100.00
01-4077-0000	Land Rental	2,550.00	2,550.00	2,550.00
01-4002-0100	Tile Drains		11,195.52	
	Sub-Total	1,284,280.00	1,340,494.99	1,262,578.00
	Expenditures	3,852,548.00	3,321,592.45	3,966,640.00
	Amount to be raised through Taxation	-2,568,268.00	-1,981,097.46	-2,704,062.00

Taxation

01-4001-0100	Residential		1,893,413.64
01-4001-0200	Farmland		248,672.22
01-4001-0300	Commercial and Industrial		415,326.04
01-4001-0500	Managed Forests		2,777.58
01-4001-0600	Pipeline		8,078.38
			2,568,267.86

Schedule B

*2018 Actual-Unaudited

Corporation of the Township of Melancthon
2019 Operating and Capital Budget - Draft 2

Acct. No.	Budget Expenditures	2018 Budget	2018 Actual	2019 Budget
	General Government			
	COUNCIL			
01-5001-1010	Salaries, Meetings	66,000.00	64,634.91	68,000.00
01-5001-1022	Training	250.00		800.00
01-5001-1025	Receiver General	1,500.00	1,262.78	1,500.00
01-5001-1030	EHT	1,000.00	840.35	950.00
01-5001-1070	Mileage	1,500.00	1,409.00	1,800.00
01-5001-1080	Conferences/Conventions/Seminars	3,000.00	1,449.63	8,000.00
01-5001-1090	Meals	1,000.00	764.61	1,200.00
01-5001-2025	Council Furniture (Projector, Screen, Speakers)	1,500.00	581.54	
01-5001-2065	I Pads	5,000.00	2,683.42	
01-5001-2190	Miscellaneous	500.00	590.39	600.00
	Sub-total	81,250.00	74,216.63	82,850.00
	ADMINISTRATION			
01-5002-1010	Wages, Vacation Pay, Unused Sick Pay	246,000.00	233,584.65	275,000.00
01-5002-1020	Benefits	15,000.00	14,984.33	22,000.00
01-5002-1022	Training	1,200.00	180.81	1,200.00
01-5002-1025	Receiver General	12,500.00	12,456.97	15,000.00
01-5002-1026	Meetings	1,500.00	673.75	1,500.00
01-5002-1030	EHT	4,700.00	4,752.09	5,500.00
01-5002-1040	WSIB	7,000.00	6,366.17	7,200.00
01-5002-1064	RRSP/OMERS Township Cont.	24,000.00	24,403.77	27,000.00
01-5002-1070	Mileage	1,500.00	1,550.50	1,800.00
01-5002-1080	Conferences	4,500.00	1,424.64	4,500.00
01-5002-2025	Office Furniture	3,000.00		2,000.00
01-5002-2010	Office Supplies	6,000.00	5,739.95	6,000.00
01-5002-2020	Postage	5,300.00	5,241.33	5,500.00
01-5002-2030	Office Equipment	3,800.00	3,107.20	3,800.00
01-5002-2035	Computer Program Updates & IT Services	15,000.00	9,888.08	15,000.00
01-5002-2036	Computers & Server	15,000.00	11,619.31	
01-5002-2037	ESRI Enterprise License Agreement	2,580.00	2,579.37	2,680.00
01-5002-2040	Advertising	2,000.00	1,256.13	2,000.00
01-5002-2050	Audit	21,000.00	17,706.24	18,000.00
01-5002-2060	Memberships	3,500.00	3,374.06	3,800.00
01-5002-2070	Heating	2,000.00	2,858.05	3,000.00
01-5002-2080	Hydro	5,000.00	3,994.64	5,000.00
01-5002-2090	Telephone	2,600.00	2,161.08	2,500.00
01-5002-2094	Internet	1,300.00	1,118.57	1,200.00
01-5002-2095	Website Maintenance	600.00	459.51	250.00
01-5002-2096	Social Media	3,200.00		
01-5002-2100	Professional Fees - Legal	10,000.00	10,033.26	15,000.00
01-5002-2102	Integrity Commissioner Services		167.90	3,000.00
01-5002-2103	Health and Safety Services	5,000.00	4,779.48	5,000.00
01-5002-2107	Development Charges Study and By-law			27,170.00
01-5002-2109	Employee Township Compensation Plan	9,000.00	9,881.85	1,000.00
01-5002-2110	Insurance	35,000.00	35,000.00	34,000.00
01-5002-2120	Elections	10,000.00	9,333.07	
01-5002-2162	Bldg Maintenance	12,000.00	2,378.82	12,000.00
01-5002-2163	Office Cleaning	1,300.00	1,625.00	1,800.00
01-5002-2164	Landscaping & Grass Cutting	500.00	195.76	300.00
01-5002-2165	Water Sampling	100.00	72.08	100.00
01-5002-2190	Other/Miscellaneous	2,000.00	1,835.63	2,000.00
01-5002-2194	Main Street Revitalization		3,653.18	
01-5002-2199	Volunteer Appreciation Night	200.00		
01-5002-2200	Petty Cash	500.00	189.53	500.00
01-5002-4010	Tax Write-Offs	45,000.00	38,385.08	42,000.00
01-5002-4015	Penny Rounding		(0.01)	
01-5002-4030	Bank Charges	1,180.00	1,092.63	1,200.00
01-5002-6135	Grants to Others	1,500.00	1,550.00	2,500.00
01-5002-6136	Erskine Clinic	5,000.00	5,000.00	5,000.00
01-5002-7011	Loan for Municipal Expansion	13,057.00	13,056.66	13,057.00
	Sub-total	561,117.00	509,711.12	597,057.00
	PROTECTION TO PERSONS/PROPERTY			
01-5003-6010	Mulmur Melancthon FD	98,180.00	98,197.42	103,468.00
01-5003-6020	Shelburne and District FD	90,550.00	90,548.66	102,375.00
01-5003-6030	Township of Southgate FD - Operating	24,750.00	24,678.00	24,950.00
01-5003-6031	Township of Southgate FD - Capital	7,000.00	7,000.00	7,000.00
01-5004-3050	Policing (2019 Actual 404,847-Adjustment 2017)	370,589.00	366,470.25	386,723.00
01-5004-3055	Policing - ESO	500.00	231.39	500.00
01-5004-3052	Policing - RIDE	6,707.00	(6,707.00)	6,220.00
01-5004-3053	Police Services Board	1,200.00		1,200.00
01-5004-3056	OCLIF			5,000.00
01-5004-6040	Nottawasaga Valley CA	11,709.00	11,708.56	12,216.00
01-5004-6050	Grand River CA	18,160.00	18,160.00	18,422.00
01-5004-6055	SWP		6,594.05	
01-5013-6140	Livestock Claims	5,000.00	2,542.25	5,000.00
01-5004-6150	Animal Control	3,000.00	2,299.44	3,000.00
01-5004-6155	By-law Enforcement	20,000.00	5,690.25	20,000.00
01-5006-3025	Street Lights LED	5,300.00	4,951.21	5,200.00
01-5006-3026	LED Street Light Repair		498.27	500.00
	Sub-total	662,645.00	632,862.75	701,774.00

	ROADWAYS				
	Road Budget	2,179,258.00	1,790,466.78	2,236,614.00	
	Transfer to Reserves				
	Sub-total	2,179,258.00	1,790,582.66	2,236,614.00	
	ENVIRONMENTAL SERVICES				
01-5007-2171	Levelling				
01-5007-2105	Landfill Study/Monitoring	22,700.00	22,692.48	22,693.00	
01-5007-7001	Rehabilitation Reserve	10,000.00	10,000.00	10,000.00	
	Sub-total	32,700.00	32,692.48	32,693.00	
	RECREATION				
01-5010-5055	Corbetton Park	3,000.00	2,500.00	2,500.00	
01-5010-6060	Horning's Mills Park	4,700.00	4,755.04	4,755.00	
01-5010-6061	Horning's Mills Park 165th Anniversary		1,500.00		
01-5010-6065	Horning's Mills Community Hall	5,000.00	6,015.20	6,000.00	
01-5010-6066	Horning's Mills Heritage Project	300.00	164.02	300.00	
01-5010-5025	Township Entrance Signs	35,000.00			
01-5010-6070	Centre Dufferin Recreation Complex	46,235.00	46,234.65	47,500.00	
01-5010-6080	Dundalk Community Centre	14,000.00	14,000.00	14,000.00	
01-5010-6100	North Dufferin Community Centre (Start Up)	20,000.00	20,000.00		
01-5010-6100	North Dufferin Community Centre Bd of Management	25,042.00	25,276.51	59,050.00	
01-5010-7010	Mulmur-Melancthon Recreation Capital	5,000.00	5,000.00	5,000.00	
01-5016-8902	Horning's Mills Cemetery	12,500.00		12,500.00	
01-5016-8904	St. Paul's Cemetery	1,000.00	308.00	1,000.00	
	Sub-total	171,777.00	125,753.42	152,605.00	
	LIBRARY				
01-5011-6110	Shelburne Library	54,021.00	54,021.00	54,831.00	
01-5011-6120	Dundalk Library	7,900.00	7,900.00	8,216.00	
	Sub-total	61,921.00	61,921.00	63,047.00	
	PLANNING & DEVELOPMENT				
01-5012-2100	Professional/Legal Fees	46,000.00	24,305.73	45,000.00	
01-5012-2108	New Official Plan		40.70		
01-5012-2109	New Zoning By-law				
01-5012-2303	Melancthon Growth Plan		923.39		
01-5012-2304	Strada OPA/ZBA		5,290.86		
01-5012-2306	Greenbelt Expansion		1,872.38		
	Sub-total	46,000.00	32,433.06	45,000.00	
	DRAINAGE				
01-5009-3060	Drainage Superintendent	50,880.00	45,339.69	50,000.00	
01-5015-0100	Tile Drainage Principal & Int Pymts		11,195.52		
	Sub-Total	50,880.00	56,535.21	50,000.00	
	RESERVE				
01-5002-5041	Tax Rate Stabilization				
01-5002-5042	Special Reserve Fund Emergency Relief	5,000.00	5,000.00	5,000.00	
	TOTAL EXPENDITURES	3,852,548.00	3,321,592.45	3,966,640.00	

**Corporation of the Township of Melancthon
Road Department 2019 Operating and Capital Budget - Draft 2**

***2018 Actual-Unaudited**

Acct. No.	ADMINISTRATION	2018 Budget	2018 Actual	2019 Budget
01-5005-1010	Salaries and Wages	390,000.00	357,231.20	400,000.00
01-5005-1025	Receiver General, EHT & WSIB	42,000.00	38,493.62	42,500.00
01-5005-1020	Benefits	19,500.00	18,179.19	25,650.00
01-5005-1060	Short Term Disability			
01-5005-1064	RRSP/OMERS	25,000.00	25,306.89	30,000.00
01-5005-1070	Mileage	100.00	30.00	100.00
01-5005-1022	Staff Training and Seminars	2,000.00		3,000.00
01-5005-2010	Office Supplies	150.00		500.00
01-5005-2035	Computer Program Updates	250.00		200.00
01-5005-2036	GPS Monthly Tracking Expense	5,000.00	5,493.81	5,000.00
01-5005-2112	Asset Management Plan	12,000.00	9,097.85	12,000.00
01-5005-2115	Road Management Plan			45,793.00
01-5005-3105	Bridge Study/Inspections		7,837.04	17,198.00
	MISCELLANEOUS			
01-5005-2070	Utilities - Heat	10,000.00	13,078.13	14,000.00
01-5005-2080	Utilities - Hydro	8,000.00	5,917.76	8,000.00
01-5005-2090	Telephone	1,150.00	798.56	1,000.00
01-5005-2091	Mobile Phone	1,150.00	892.20	1,000.00
01-5005-2040	Advertising	750.00	172.99	750.00
01-5005-2041	Signs	7,500.00	1,267.21	5,000.00
01-5005-2110	Insurance	46,000.00	46,000.00	45,000.00
01-5005-2100	Legal Fees	2,000.00	515.92	6,000.00
01-5005-2050	Audit	13,000.00	9,667.20	12,000.00
01-5005-2060	Memberships	100.00	90.40	100.00
01-5005-2165	Materials and Supplies/Stock	8,500.00	3,921.98	8,500.00
01-5005-2166	Coveralls	7,500.00	8,204.23	7,500.00
01-5005-3000	Services and Rents/Misc	7,500.00	2,839.10	7,500.00
01-5005-2103	Health & Safety Services	5,000.00	4,779.48	5,000.00
01-5005-2104	Health & Safety Materials/Supplies	3,000.00		3,000.00
01-5005-2162	Building Maintenance	10,000.00	6,657.04	10,000.00
01-5005-2163	Sand Dome Repairs	3,000.00		5,000.00
01-5005-2185	Oil Separator Clean Out	1,000.00	1,611.31	1,500.00
01-5005-2192	Shop Tools	5,000.00	264.56	5,000.00
01-5005-2190	Miscellaneous	1,000.00	600.12	1,000.00
01-5005-3800	Contract Work	2,000.00	875.00	2,000.00
	EQUIPMENT			
01-5005-2150	Fuel - Clear	50,000.00	47,526.53	50,000.00
01-5005-2155	Fuel - Dyed	29,000.00	32,748.94	35,000.00
01-5005-3070	Fuel - Patrol Trucks	12,000.00	11,904.46	12,500.00
01-5005-2180	Oil - Trucks and Grader	4,000.00	384.22	4,000.00
01-5005-3071	TR#1 - Repairs	3,000.00	1,866.76	3,000.00
01-5005-3073	TR#2 - Repairs	15,000.00	8,599.68	15,000.00
01-5005-3074	TR#3 - Repairs	6,400.00	653.97	7,500.00
01-5005-3074	TR#3- Flatbed	8,650.00	7,785.42	
01-5005-3075	TR#4 - Repairs	15,000.00	8,999.95	15,000.00
01-5005-3076	TR#5 - Repairs	15,000.00	22,392.38	15,000.00
01-5005-3077	TR#6 - Repairs	15,000.00	2,370.27	8,500.00
01-5005-3069	TR#7 - Repairs	3,000.00	272.41	3,000.00
01-5005-3079	GR#1 - CAT - Repairs	15,000.00	15,558.31	15,000.00
01-5005-3080	GR#2 - Repairs	15,000.00	5,053.95	15,000.00
01-5005-3081	Backhoe Repairs	2,500.00	2,479.98	2,500.00
01-5005-3082	Loader	2,500.00	665.20	2,500.00
01-5005-3083	John Deere Mower	2,000.00	613.91	1,000.00
01-5005-3084	Power Washer	1,000.00	1,767.41	1,000.00
01-5005-3085	Chain Saw	1,000.00	15.92	1,000.00
01-5005-3086	Roadside Mower	1,000.00		1,000.00
01-5005-3500	Winter Control-Plow & Wing Parts	35,000.00	23,344.63	25,000.00
01-5005-7015	John Deere Grader Loan	32,650.00	32,052.48	32,650.00
01-5005-2191	Radio and Truck Licenses	10,000.00	9,958.50	10,500.00
01-5005-2195	Radio Maintenance & Repair	1,000.00	2.89	1,000.00
01-5005-3060	Water Tank			
	NEW EQUIPMENT			
01-5005-7010	Vehicles			
01-5005-7005	Equipment (GPS,air compressor,mower)	17,000.00	1,550.52	
	BRIDGES, CULVERTS, DRAINS			
01-5005-3100	Bridge & Culvert Mtce	40,000.00	7,897.32	40,000.00
01-5005-3113	Bridge #15		(24,090.59)	
01-5005-3114	Bridge #10	185,000.00	241,001.11	
01-5005-3850	Drain Maintenance	40,000.00	3,219.79	40,000.00
01-5005-7021	Culvert 2027 Loan Payment	40,908.00	40,907.52	40,908.00
01-5005-3146	Culvert 2003			214,500.00
01-5005-3165	Culvert 2021			20,000.00
01-5005-3174	Culvert 2029			765.00

	ROADSIDE				
01-5005-3215	Grass Mowing & Weed Spraying	5,000.00	6,144.06	5,000.00	
01-5005-3205	Brushing - Tree Trim and Removal	12,000.00	12,333.31	15,000.00	
01-5005-3206	Ditching	12,000.00	8,318.37	20,000.00	
01-5005-3322	Catch Basins				
01-5005-3610	Guide Posts & Hardware				
01-5005-3315	Shoulder Maintenance	3,500.00	3,865.70	3,500.00	
	HARDTOP				
01-5005-3300	Hardtop Resurfacing	120,000.00	94,403.69		
01-5005-3310	Cold Mix, Patching & Spray Patching	3,000.00	3,725.35	4,500.00	
01-5005-3305	Patch Paving	30,000.00		10,000.00	
01-5005-3306	Pulverizing & Gravel	70,000.00	53,918.68		
01-5005-3320	Sweeping, Flushing, Cleaning	5,000.00	4,294.27	5,000.00	
01-5005-3127	River Road Repair		1,341.60		
	LOOSETOP				
01-5005-3126	High Street Repair		2,323.86		
01-5005-3128	Argyle/Manitoba Street Repair		3,633.36		
01-5005-3400	Loosetop Maintenance				
01-5005-3700	Clearview Townline	1,000.00	203.16	1,000.00	
01-5005-3750	Townlines	1,000.00	105.25	1,000.00	
01-5005-3210	Gravel Resurfacing	255,000.00	243,397.32	255,000.00	
01-5005-3410	Dust Layer (Calcium Chloride)	150,000.00	85,134.81	150,000.00	
	WINTER CONTROL				
01-5005-3510	Sand and Salt	50,000.00	28,482.32	50,000.00	
01-5005-3505	Snow Removal/Blowing	5,000.00	463.01	3,000.00	
	ROAD IMPROVEMENTS				
01-5005-3132	3rd Line Realignment		501.99		
01-5005-3316	Homing's Mills shoulders	50,000.00			
01-5005-5015	Roads Capital Reserve Fund			200,000.00	
01-5005-5030	Replacement Equipment Reserve	150,000.00	150,000.00	150,000.00	
01-5005-2160	New Building		10,611.92		
	TOTAL BUDGET	2,179,258.00	1,790,528.66	2,236,614.00	

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER -2019

BEING A BY-LAW TO ADOPT THE ESTIMATES OF ALL SUMS REQUIRED DURING THE YEAR AND TO STRIKE THE RATES OF TAXATION, AND TO FURTHER PROVIDE FOR PENALTY AND INTEREST IN DEFAULT OF PAYMENT THEREOF FOR THE YEAR 2019

WHEREAS the Council of the Corporation of the Township of Melancthon has, in accordance with the Municipal Act, 2001, S.O. 2001, Chapter 25 as amended, Section 290 (1)(2)(3)(4) and Section 291 (1) considered the estimates of the Municipality for the year 2019;

AND WHEREAS pursuant to the County of Dufferin By-law No. 2019- , the County of Dufferin passed a by-law to set tax ratios and to set tax rate reductions for prescribed property subclasses for county purposes and lower tier municipal purposes;

AND WHEREAS the tax ratios established the relative amount of taxation to be borne by each property class and have been set for the taxation year 2019 under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25 Section 308(5) as follows:

Residential Class is	1.0000
Multi-residential Class is	2.4025
Commercial Class is	1.2200
Industrial Class is	2.1984
Landfill Class is	1.1815
Pipeline Class is	0.8421
Farmland Class is	0.2500
Managed Forest Class is	0.2500

AND WHEREAS all property assessment rolls on which the 2019 taxes are to be levied have been returned and revised pursuant to the provision of the Assessment Act, R.S.O. 1990, c.A.31, as amended (hereinafter referred to as the “Assessment Act”) subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

AND WHEREAS the “Residential/Farm Assessment”, “Multi-Residential Assessment”, “Commercial Assessment”, “Industrial Assessment”, “Pipeline Assessment”, “Farmlands Assessment” and “Managed Forests Assessment” and the applicable subclasses pursuant to Section 7 of the Assessment Act, as amended by the Fair Municipal Finance Act, 1997 and Regulations thereto, have been determined on the basis of the aforementioned property assessment rolls and are detailed on Schedule “A” attached hereto and which forms part hereof;

AND WHEREAS pursuant to the County of Dufferin By-law 2019- , the County of Dufferin passed a by-law to adopt the estimates of all sums required by the County of Dufferin for the purposes of the County and to provide a Levy on area municipalities;

AND WHEREAS the Province of Ontario has regulated all education tax rates for 2018; and hereby adopted to be applied against the whole of the assessment for real property as set out in Schedule D

AND WHEREAS the Treasurer shall add all or any arrears for special charges such as developer charges; fees regarding registered tax properties; service charges for cutting weeds, dog licensing fees and drain maintenance arrears pursuant to any statute or by-law to the respective properties chargeable thereto and that the same shall be collected by the collector in the manner as all other rates or levies.

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

THAT the Corporation of the Township of Melancthon adopt the sum of Two Million, Five Hundred and Sixty-Eight Thousand, Two Hundred and Sixty-Eight Dollars (\$2,568,268) as detailed in Schedule “B” attached hereto and which forms part hereof as the estimate of the Property Tax Levy required during the year 2019 for general purposes of the Corporation of the Township of Melancthon.

THAT for the year 2019 in the Corporation of the Township of Melancthon, the lower tier municipalities shall levy upon Residential/Farm Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Pipeline Assessment, Farmlands Assessment and Managed Forests Assessment and applicable subclasses the tax rates for Township purposes set out in Schedule “C” attached hereto and which forms part hereof.

THAT tax rates for the Township of Melancthon portion of the tax bill are hereby adopted to be applied against the whole of the assessment for real property as set out in Schedule “D”.

1. The taxes shall become due and payable in two instalments:

First installment due and payable on August 26, 2019
Second installment due and payable on November 22, 2019

2. A penalty at the rate of 1.25% will be charged on the first day of default and on the first day of each calendar month thereafter in which default continues, on all unpaid instalments of taxes until December 31, 2019 after which the interest rates of 1.25% per month for each month or fraction thereof will be added.

3. The Treasurer may mail or cause the same to be mailed to the resident or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.

4. The taxes are payable at the Municipal Office, 157101 Highway 10, Melancthon, Ontario, L9V 2E6, the Toronto Dominion Bank or Credit Union in Shelburne, the CIBC or Credit Union in Dundalk, by mail, or by telephone/internet banking and by direct debit but not credit card.

5. In the event that the Provincial OPTA system does not have the necessary data to provide on Commercial, Industrial and Multi-Residential tax capping to permit processing tax bills for these installment dates, then the Treasurer is authorized to process tax bills for the remaining tax classes and to establish later tax installment due date(s) for the Commercial, Industrial and Multi-Residential tax classes on a separate bill.

This by-law shall come into force and effect upon the date of the final reading thereof.

By-law read a first and second time this 21st day of February, 2019.

By-law read a third time and passed this 21st day of February, 2019.

.....
Mayor

.....
Clerk



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER -2019

BEING A BY-LAW FOR PRESCRIBING STANDARDS FOR THE MAINTENANCE AND OCCUPANCY OF PROPERTY WITHIN THE TOWNSHIP OF MELANCTHON, FOR PROHIBITING THE OCCUPANCY OR USE OF SUCH PROPERTY THAT DOES NOT CONFORM TO THE STANDARDS, AND FOR REQUIRING PROPERTY BELOW THE STANDARDS PRESCRIBED HEREIN TO BE REPAIRED AND MAINTAINED TO COMPLY WITH THE STANDARDS OR THE LAND THEREOF TO BE CLEARED OF ALL BUILDINGS, STRUCTURES, DEBRIS OR REFUSE AND LEFT IN A GRADED AND LEVEL CONDITION.

WHEREAS under Section 15.1 (3) of the Building Code Act, 1992, S.O. 1992, c.23, a By-law may be passed by the Council of a Municipality prescribing standards for the maintenance and occupancy of property within the municipality, provided the Official Plan for the Municipality includes provisions relating to property conditions;

AND WHEREAS the Official Plan for the Corporation of the Township of Melancthon includes provisions relating to property conditions

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

Section 1 Title

This By-law may be cited as the "Property Standards By-law".

Section 2 Definitions

In this By-Law:

"Accessory Building" means a detached building located on the same lot as the main building, the use of which is incidental or secondary to that of the main building and which is not used for human habitation, except in the case of a guest cabin.

"Accessory Use" means a use of lands or buildings which is incidental and subordinate to the principal use of lands and buildings.

"Barn" means a building located on a farm to house livestock and/or hay and straw and/or farm machinery and implements.

"Basement" means that portion of a building between two floor levels which is partly underground, but which at least 0.5 metres of its height, from finished floor to finished ceiling, is above the adjacent finished grade.

"Building" means any structure as defined by the Ontario Building Code Act, used or intended to be used for shelter, accommodation or enclosure of persons, animals or chattels other than a fence or wall.

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“Cellar” means the portion of a building between two floor levels which is partly or wholly underground and which has less than 0.5 metres of its height, from finished floor to finished ceiling, above adjacent finished grade.

“Commercial Property” means any property that is used, has been used or is designed for use, either in whole or in part, as a commercial, industrial or home occupation establishment and includes any land, buildings, mobile buildings or structures, construction equipment or supplies, trucks, cars, vans or buses whether operable or not, and all steps, walks, driveways, parking spaces, fences or signs associated with the premises or its yards.

“Committee” means the Property Standards Committee established under this By-Law.

“Corporation” means the Corporation of the Township of Melancthon.

“Dwelling” means a building or structure or part of a building or structure occupied or capable of being occupied in whole or in part for the purposes of human habitation and includes the land, all outbuildings, fences and structures appurtenant thereto.

“Dwelling Unit” means a suite of two or more habitable rooms, designed to be occupied by not more than one family, in which sanitary conveniences are provided and in which facilities are provided for cooking or for the installation of cooking equipment, and with an independent entrance, either directly from outside the building or from a common corridor inside the building. This definition shall not include a mobile home, a private garage or any vehicle as defined herein.

“Farm” means land used for the tillage of soil, the growing of vegetables, fruits, grains or other staple crops. This definition shall also apply to land used for livestock raising, dairying, including a barn yard, or woodlots.

“Lot” means a parcel of land which is capable of being legally conveyed in accordance with the provisions of the Planning Act, R.S.O. 1990, c. P.13, as amended.

“Maintenance” means the preservation and keeping in repair of a property.

“Means of Egress” means a continuous path of travel provided by a doorway, hallway, corridor, exterior passageway, balcony, lobby, stair, ramp or other egress facility for the escape of persons from any point within a building, floor area, room or contained open space used as a dwelling unit to a public thoroughfare or approved open space.

“Occupant” means any person(s) over the age of eighteen years in possession of the property.

“Officer or Property Standards Officer” means a person who has been so appointed or designated by the Corporation.

“Owner” means any person or corporation that is the registered or beneficial holder of the title of the property and would include the person for the time being, who is managing or receiving the rent of the land or premises, whether on his own account or as agent or trustee of any other person or who would so receive the rent if such land and premises were let, and shall also include a lessee of an occupant of the property who, under the terms of the lease, is required to repair and maintain the property in accordance with the standards for maintenance and occupancy of property.

“Property” means a building or structure or part of building or structure and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, travel trailers, vans, inoperable vehicles, equipment, outbuildings, accessory buildings, fences and erections thereon whether heretofore or hereafter erected, and includes vacant property.

“Repair” includes the provision of such facilities and the making or additions or alterations or the taking of such action as may be required so that the property shall conform to the standards established by this By-law.

“Residential property” means any property that is used, has been used or is designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals, and includes any land, buildings, mobile homes, trailers, van or buses that are appurtenant to such establishment and all steps, walks, driveways, parking spaces and fences associated with the dwelling or its yards and includes vacant residential property. Further any dwelling located on a farm together with the one acre of land on which the dwelling is situated is included as residential property.

“Rubbish” means any waste material, refuse, broken matter, trash or litter.

“Sewage” means any liquid waste containing animal, vegetable or mineral matter in suspension or solution but does not include roof drainage or other storm water runoff.

“Sewage System” means a private sewage disposal system approved by the Ministry of the Environment and/or the County of Dufferin Building Department.

“Standards” means the standards of physical condition prescribed for property by this By-Law.

“Structure” means anything constructed, placed or erected other than a building, the use of which requires location on the ground, or attached to something having location on the ground, and for the purpose of this By-law, shall include a sign and a vehicle as defined in The Highway Traffic Act, whether or not the wheels have been removed or is operable.

“Tenant” means a person paying rent for the temporary use or occupancy of land or buildings of another person and includes a lessee, occupant, subtenant, and all assigns thereunder.

“Travel Trailer” means any trailer capable of being used for the temporary living, sleeping or eating accommodation of persons, notwithstanding that such trailer is jacked up or that its running gear is removed. This definition shall not include a mobile home as defined herein.

“Vacant Property” means property upon which there is no building or structure of any kind (excluding a fence).

“Vehicle” means an automobile, a boat, a commercial motor vehicle, a farm implement, a mobile home, a motorcycle, a snowmobile, a travel trailer.

“Yard” means a space, appurtenant to a building, structure or excavation, located on the same lot as such building, structure or excavation, and which space is open, uncovered and unoccupied from the ground upward except for such accessory buildings, structures or uses as are specifically permitted elsewhere in this by-law. Where a dwelling is located on a farm, the yard is deemed to be the one acre on which the dwelling is situate, but does not include the remainder of the farm, or a barn yard.

References to the Building Code Act are to the Building Code Act, S.O. 1992, c. 23 as amended from time to time and to the regulations passed under it, as amended from time to time.

Section 3 Application of By-Law

3.1 This By-law applies to all lands within the Township of Melancthon

Section 4

General Obligations

- 4.1 The owner of property in the Township of Melancthon shall repair and maintain the property in accordance with the standards prescribed by the By-law. Such repair shall include the posting of the correct municipal address or six digit emergency number, whichever is applicable, at a location on the property clearly visible to emergency vehicles.
- 4.2 No person shall occupy, use, permit the use of, rent or offer to rent any property that does not conform to the standards of this By-law.
- 4.3 Abandoned wells shall be decommissioned in accordance with the requirements of the Ministry of the Environment, or be fully protected against accidental opening.
- 4.4 Where a Property Standards Officer has placed or caused the placing of a placard containing the terms of a notice or order upon the premises under the authority of the Building Code Act, no one shall remove the said placard except with the consent of a Property Standards Officer.
- 4.5 The obligations created by this By-law on the owner or occupant shall be joint and several.
- 4.6 Where a notice or order has been issued by the Property Standards Officer pursuant to this By-law, the owner and occupant thereof shall:
 - a. repair and maintain the property in accordance with the standards or,
 - b. remove or, demolish and remove, the whole or the offending part of the property that is not in accordance with the standards, or
 - c. in the event that the property is to be cleared of any building, structure, debris or refuse, the owner or occupant shall complete such work and shall leave the property in a graded and leveled condition.

Section 5

Yards, Vacant Property and Farms

- 5.1 All Yards and vacant property shall be kept clean and free from rubbish and other debris and from objects or conditions that might create a health, fire or accident hazard to any occupants, or a hazard or detriment to the environment, or surface or ground water. Open, non-forested areas of all yards shall be graded so that a permanent grass cover can be established and maintained, and all reasonable means shall be employed to prevent erosion and sedimentation, control weeds and present an orderly and well-kept appearance.
- 5.2 Noxious weeds, as defined by the Weed Control Act, R.S.O. 1990, c.W.5, as amended, and Regulations passed under the Act, such as ragweed, poison ivy and thistles, among others, shall be eliminated from yards.
- 5.3 All farm land shall be kept free and clear of rubbish or other debris, and all farms shall use normal farm practices to control injurious insects, termites, rodents, vermin or other pests and remove dead, decayed or damaged trees that may create a health, fire or accident hazard.

- 5.4 Wrecked, discarded, dismantled, unlicensed, unplated, derelict and abandoned vehicles, machinery, campers, trucks, tractors, construction equipment, buses, streetcars, trailers, boats and any other similar types of items shall not be parked, stored or left on a property that is not otherwise exempt from the requirements of this By-law, unless it is necessary for and ancillary to the operation of a business enterprise or farm use lawfully situated on the property.
- 5.5 Any dilapidated, collapsing or partially constructed structures which are not currently under construction shall be repaired or shall be removed.

Section 6 Sewage and Drainage

- 6.1 Human Sewage or organic waste shall be discharged into a system approved by the Ministry of the Environment and/or the Dufferin County Building Department
- 6.2 No Human Sewage or waste water of any kind shall be discharged onto the surface of the ground, whether onto a natural or artificial surface, drainage system or into any lake, stream, ditch or watercourse.
- 6.3 No roof drainage or waste water of any kind shall be discharged on public sidewalks or neighbouring property. No Surface drainage shall be discharged onto neighbouring property in any manner that would create a nuisance.
- 6.4 No natural soil, topsoil, road gravel or other fill material shall be permitted to erode by the action of wind or storm-water runoff if such material is being carried onto adjacent property or into lakes, streams, ditches or watercourses.
- 6.5 Storm water shall be drained from yards in a manner designed to prevent excessive ponding or the entrance of water into a basement or cellar of other property owners.

Section 7 Safe Passage

- 7.1 Steps, walks, driveways, parking spaces and other similar areas shall be maintained so as to afford safe passage under customary use and weather conditions.

Section 8 Accessory Buildings or Fences

- 8.1 Accessory buildings and fences shall be kept in good repair and free from health, fire and accident hazards.
- 8.2 Barbed or razor wire shall not be used for fencing purposes on any lot in any built-up residential community, hamlet or estate residential area except where the fence is on the boundary next to an adjacent agriculture or rural area.

Section 9 Garbage Control

- 9.1 Every building and every dwelling unit within every dwelling shall be provided with sufficient receptacles to contain all garbage, rubbish and ashes which are to be stored outside of a building.
- 9.2 Garbage, rubbish and ashes shall be removed and disposed of at the Corporation's approved landfill site or, where waste collection services are provided by the

Corporation, made available for removal in accordance with the pertinent by-law of the Corporation and all amendments thereto.

9.3 Plastic bags containing garbage or rubbish shall not be stored outdoors unless protected from damage.

9.4 Composting shall comply with all health regulations and the compost pile shall be located in the yard so as to not pose a nuisance to adjacent property.

9.5 Manure and other farm by-products shall be disposed of in accordance with the Township of Melancthon By-laws and the applicable Provincial legislation.

Section 10 Swimming Pools

10.1 All swimming pools, wading pools, ponds and any appurtenances thereto, including fences and gates, shall be maintained in a state of good repair.

Section 11 Signs

11.1 Signs shall be maintained in good repair and shall be mounted in a safe manner to prevent any hazard to persons or property.

Section 12 Construction, Storage, Salvage and Scrap Yards

12.1 All property, whether in operation as a commercial enterprise or not, shall be effectively screened from other property, streets or roads by suitable fences, hedges, trees or landscaping where such property is used for the storage of machinery, goods, salvage or scrap, the parking of vehicles, the operations of machinery or when used for any other purpose which may detract from the good appearance of or from an abutting or neighbouring residential property.

Section 13 Vermin Control

13.1 Every property shall be maintained so as to be as free as possible from rodents, insects and vermin, and the methods used for exterminating these pests shall be in accordance with the provisions of The Pesticides Act, and all regulations made thereunder.

13.2 Any opening in a basement, cellar, crawl space or roof space used or intended to be used for ventilation, and other opening in a basement, cellar, crawl space or roof space which might admit vermin, shall be screened in order to effectively exclude vermin.

Section 14 Building Standards

14.1 Exterior walls, roofs, chimneys, eaves, foundations, doors, shutters, balconies, porches, exterior steps or stairs, ramps and signs appurtenant to or attached to any building or structure shall be maintained so as to be free of defects which may constitute possible accident hazards.

14.2 Every part of any building shall be maintained in a safe and structurally sound condition so as to be capable of sustaining safely its own weight and any additional weight as may be put on it through normal use. Building materials which have been damaged or show evidence of rot or other deterioration shall be repaired or replaced.

- 14.3 Exterior building walls and components shall be maintained in good repair free from cracked, broken, rotten, loose or warped masonry, stucco and other defective cladding or trim.
- 14.4 The exterior of the foundation walls of buildings shall be maintained in structurally sound condition.
- 14.5 All other exterior surfaces shall be composed of materials which provide adequate protection from the weather.

Section 15 Egress

- 15.1 Every building shall have a separate access so as to provide a safe, continuous and unobstructed exit from the interior of the building to the exterior at street or grade level.
- 15.2 A secondary means of egress, as required by the Building Code Act, shall be provided from every separate dwelling unit located on a floor above the main or first floor, so as to provide a safe and convenient means of egress in case of an emergency.
- 15.3 The means of egress and fire warning devices in all buildings shall be to the satisfaction of the applicable Fire Department serving that area of the Township and otherwise be maintained to comply with paragraph 15.1 and 15.2.

Section 16 Roofs

- 16.1 Every roof shall be watertight.
- 16.2 The roof and any cornice flashing, fascia, soffit, coping, gutter, rainwater leader, vent or other roof structure,
- 16.3 Shall be maintained to properly perform their intended function; and
- 16.4 Shall be kept clear of obstructions, hazards and dangerous accumulations of snow and ice.

Section 17 Retaining walls, guards and fences

- 17.1 Retaining walls, guards and fences in exterior common areas shall be maintained in a structurally sound condition and free from hazards.

Section 18 Structural soundness, etc.

- 18.1 Every floor of a basement, cellar or crawl space, and every slab at ground level, foundation wall, wall and roof shall be structurally sound, weathertight and damp-proofed and shall be maintained so as to reasonably protect against deterioration, including that due to weather, fungus, dry rot, rodents, vermin or insects.

Section 19 Required fixtures

- 19.1 Every rental unit shall contain the following functional fixtures:
- a. A toilet.

- b. A kitchen sink.
- c. A washbasin.
- d. A bathtub or shower.

Section 20 Hot and cold running water

- 20.1 Every kitchen sink, washbasin, bathtub and shower shall be provided, by safe equipment, with hot and cold running water.
- 20.2 The ordinary temperature of the hot water provided must be at least 43 degrees Celsius.

Section 21 Washroom requirements

- 21.1 Every washroom shall be enclosed and shall have,
- a. a water-resistant floor; and
 - b. a door that can be, secured from the inside, and opened from the outside in an emergency.
 - c. The walls and ceiling around a bathtub or shower shall be water-resistant.

Section 22 Supply of electrical power

- 22.1 A supply of electrical power shall be provided to all habitable space in a dwelling unit.
- 22.2 The wiring and receptacles necessary to provide electrical power shall be maintained free of conditions dangerous to persons or property.
- 22.3 Every kitchen shall have outlets suitable for a refrigerator and a cooking appliance.

Section 23 Maintenance of room temperature

- 23.1 Heat shall be provided and maintained so that the room temperature at 1.5 metres above floor level and one metre from exterior walls in all habitable space and in any area intended for normal use of at least 20 degrees Celsius.
- 23.2 No dwelling unit shall be equipped with portable heating equipment as the primary source of heat.

Section 24 Maintenance of heating systems

- 24.1 Heating systems, including stoves, heating appliances, fireplaces intended for use, chimneys, fans, pumps and filtration equipment, shall be maintained in a good state of repair and in a safely operable condition.

Section 25 Ventilation

- 25.1 All dwelling units shall be provided with natural or mechanical means of ventilation that is adequate for the use of the space.

Section 26 **Smoke, gases and toxic fumes**

- 26.1 Chimneys, smoke-pipes, flues and gas vents shall be kept clear of obstructions and maintained so as to prevent the escape of smoke and gases into a building.

Section 27 **Doors, windows and skylights**

- 27.1 Every existing opening in the exterior surface of a building designed for a door or window shall be equipped with a door or window capable of performing the intended function.
- 27.2 Doors, windows and skylights shall be maintained so that they are weathertight, and any damaged or missing parts are repaired or replaced.

ADMINISTRATION AND ENFORCEMENT

Section 28

- 28.1 This By-law shall be enforced by the Corporation's Municipal By-law Enforcement Officer and by such other persons as are designated from time to time by the Council as Property Standards Officers.

Section 29 **Entry by Property Standards Officer**

- 29.1 The Property Standards Officer may, upon producing proper identification, enter upon any property at any reasonable time, without a warrant, for the purpose of inspecting the property to determine:
- a. whether the property conforms to the standards prescribed in this By-law; or
 - b. whether there is compliance with an Order made under this By-law and the Ontario Building Code Act.

Where an inspection is to occur the owner of the property shall be notified and advised that entry onto the property will be made for inspection purposes under this By-law unless an emergency situation exists.

- 29.2 A Property Standards Officer shall not enter or remain in any room or place actually being used as a dwelling unless,
- a. the consent of the occupant is obtained, the occupant first having been informed that the right of entry may be refused and entry made only under the authority of a warrant issued under the Building Code Act;
 - b. a warrant issued under the Building Code Act is obtained;
 - c. the delay necessary to obtain a warrant or the consent of the occupant would result in an immediate danger to the health or safety of any person;
 - d. the entry is necessary to terminate a danger under subsection 15.7 (3) or 15.10 (3) of the Building Act Code; or
 - e. the requirements of section 29.3 are met and the entry is necessary to remove an unsafe condition under clause 15.9 (6) (b) of the Building Code Act or to repair or demolish under subsection 15.4 (1) of the Building Code Act.
- 29.3 Within a reasonable time before entering the room or place for a purpose described in Section 29.2 (e), the Officer shall serve the occupant with notice of his or her intention to enter it.

29.4 A Property Standards Officer for the purposes of an inspection has all the powers as provided for in Section 15.8 (1) of the Building Code Act.

Section 30 Order by Property Standards Officer

30.1 The Property Standards Officer, following an initial inspection of the property, if satisfied that the property does not conform to the standards contained in the By-law, may serve or cause to be served personally or by registered mail a courtesy Notice of Violation (Notice). In more serious circumstances, or as a result of repeat offenders, the Officer may proceed to issue an Order to Remedy Violation of Property Standards, as outlined in the following paragraph.

30.2 When the Property Standards Officer, after a second inspection or under the conditions specified in Paragraph 30.1, is satisfied that the property does not conform to the standards contained in the By-law, the Officer shall serve or cause to be served personally or by registered mail an Order to Remedy Violation of Property Standards (Order). The Order shall include the following information:

- a. state the municipal address or the legal description of the such property;
- b. giving reasonable particulars of the repairs to be made or stating that the property is to be cleared of all buildings, structures debris or refuse and left in a graded and leveled condition;
- c. indicating the time for complying with the terms and conditions of the Order and giving notice that, if the repairs or clearance is not carried out within that time the municipality may carry out the repair or clearance at the owner's expense, and
- d. indicating the final date for giving notice of appeal of the Order.

30.3 The Order shall be served on the owner of the property and such other persons affected by it as the Property Standards Officer determines and a copy of the Order may be posted on the property. A Notice or Order issued pursuant to this By-law shall be served by personal service or by registered mail sent to the last known address of the person to whom notice is to be given or to the person's agent for service.

30.4 If a Notice of Order is served by registered mail, the service shall be deemed to have been received on the fifth day after the day of mailing unless the person or persons on whom service is being made established that he/she did not, acting in good faith, through absence, accident, illness, or other cause beyond his/her control, receive the Notice or Order until a later date.

30.5 The Order may be registered in the proper land registry office and, upon such registration, any person acquiring any interest in the land subsequent to the registration of the Order shall be deemed to have been served with the Order on the day on which the Order was served under the previous subsection and, when the requirements of the Order have been satisfied, the Clerk of the Corporation shall forthwith register in the proper land registry office a certificate that such requirements have been satisfied, which shall operate as a discharge of the Order.

Section 31

Property Standards Committee

31.1 A Property Standards Committee shall be established to review the Orders issued by an Officer upon application in accordance with Section 31.2 and it shall be appointed and operate as follows:

1. The Committee shall be composed of not fewer than three (3) persons, being residents of the Township of Melancthon, to be appointed by the Council of the Corporation.
2. The term of office for the members of the Committee shall be for a term concurrent with the Council term.
3. All members shall serve beyond their terms of office as required until reappointed or replaced by the Township Council.
4. The Committee shall:
 - a. Elect a Chairperson from its members; and
 - b. When the Chairperson is absent through illness or otherwise, the Committee may appoint another member to act as Chairperson protempore
5. In the event of a vacancy in the membership of the Committee, the Council of the Corporation shall forthwith fill the vacancy
6. Three (3) members of the Committee shall constitute a quorum.
7. The Secretary of the Committee shall be the Chief Administrative Officer of the Corporation or her designate, being an Employee of the Corporation
8. The Secretary shall:
 - a. keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Committee.
 - b. on receipt of the notice of appeal referred to in Subsection 31.2 shall
 - i. determine the date, place and time of the Hearing of the appeal which shall take place not less than seven (7) days and not more than thirty (30) days from the date of receipt of the aforesaid notice;
 - ii. in consultation with the Chairperson empanel three members of the Committee to hear the appeal; and
 - iii. give notice in writing of the date, place and time of the Hearing referred to in paragraph a to:
 1. The Appellant;
 2. The Officer who issued the Order, and
 3. Any other interested persons pursuant to Section 31.3,said notice to be served personally or by registered mail.
9. Any member may administer oaths
10. The applicant may appear with or without Counsel at the hearing, to present his appeal
11. The Corporation shall be represented at the Hearing by anyone authorized by Council, who is entitled to reply to the appeal presented on behalf of the Applicant
12. The Committee shall give its decision in writing
13. The Secretary of the Committee shall notify:
 - a. The Appellant
 - b. The Officer who issued the Order, and
 - c. Any other person who appeared at the hearing of the appeal, of the decision, by the causing a copy to be served personally or by registered mail.
14. Honorarium shall be paid to members of the Committee, as set by Council, for each meeting attended.

31.2 If an owner or occupant upon whom an Order has been served is not satisfied with the terms or conditions of the Order the owner or occupant appeal may to the Property Standards Committee by sending a NOTICE OF APPEAL, using the form or content as set out in Schedule "A", by registered mail to the Secretary of the Committee within

fourteen (14) days after service of the Order. In the event that no appeal is taken, the Order shall be deemed to be final and binding.

- 31.3 The original complainant(s), if any, may make a written request to receive notice of any appeal, and notice shall be registered mail not later than ten days prior to the hearing of the appeal, and the original complainant(s) shall also be entitled to appear before the Committee to present their views on the matter at the hearing.
- 31.4 If an appeal is taken, the Committee as empaneled shall hear the appeal and shall have all the powers and functions of the Property Standards Officer and may, by majority vote, do any of the following things, if, in the Committee's opinion, doing so would maintain the general intent and purpose of the By-law and of the Official Plan:
- a. confirm, modify or rescind the order to demolish or repair;
 - b. extend, or shorten the time for complying with the Order.
- 31.5 Any owner or occupant or person, including the Municipality, affected by a decision of Committee may appeal to the Superior Court of Justice by notifying the Secretary of the Committee in writing and by applying to the Superior Court of Justice for an appointment within fourteen days after the sending of a copy of the decision.
- 31.6 The Superior Court of Justice shall appoint in writing, a time and place for the hearing of the appeal and may direct in the appointment the manner in which and the persons upon whom the appointment is to be served.
- 31.7 On an appeal of a Property Standards Committee decision, the Justice of the Superior Court of Justice has the same powers and functions as the Property Standards Committee.
- 31.8 The Order, when no appeal is taken within the time prescribed or after an appeal pursuant to Section 31.2 or 31.5 is completed, shall be final and binding upon the owner or occupant, who shall comply with the said Order within the time and in the manner specified in the Order.

Section 32 Conflicts with Other By-laws and Statutes

- 32.1 Wherever a standard established by this By-law is different from a standard in relation to the same matter established by any other By-law in force in the Township of Melancthon or statute of the government of Canada or Ontario, the standard which provides the higher degree of protection for the health, safety and welfare of the occupants and of the general public shall prevail.

Section 33 Power of Corporation to Repair or Demolish

- 33.1 If the owner or occupant of property fails to repair or to demolish the property in accordance with an Order as confirmed or modified, the Corporation in addition to all other remedies,
- a. shall have the right to repair, clean-up or demolish the property accordingly and for this purpose with its servants and agents from time to time to enter in and upon the property without a warrant.
 - b. shall not be liable to compensate such owner, occupant or any other person by reason of anything done by or on behalf of the Corporation in its reasonable exercise of its powers under the provisions of this By-law; and

- c. shall have a lien for any amount expended by or on behalf of the Corporation under the authority of this By-law together with interest thereon, upon the property in respect of which such amount was expended, and the certificate of the Clerk of the Corporation as to such amount shall be final and such amount shall be deemed to be taxes and may be added to the collectors roll to be collected in the same manner as municipal realty taxes, or by action in any competent court. The "amount expended" shall include materials, labour, equipment, administration, fees, charges and legal expenses.

Section 34 Immediate Danger to Health and Safety

- 34.1 If, upon inspection of a property or building, the Property Standards Officer is satisfied that there is non-conformity with the standards prescribed in this by-law to such extent as to pose an immediate danger to the health and safety of any person, the Property Standards Officer may make an Order containing particulars of the Order and requiring remedial repairs or other works to be carried out immediately to terminate the danger. The provisions of Section 15.7 of the Building Code Act, shall apply with regard to such an Order and the proceedings arising from it.

Section 35 Offence

- 35.1 Every person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction therefore is liable to a penalty or penalties as provided in the Provincial Offences Act, R.S.O. 1990, c.P.33.
- 35.2 An owner who fails to comply with an Order that is final, is guilty of an offence under Section 36(1) of the Building Code Act, S.O. 1992, c. 23, and is liable to a penalty or penalties as set out in Section 36 of that Act, as may be amended from time to time.

Section 36 Administrative Penalty

- 36.1 For purpose of promoting compliance with this By-law, including an Order pursuant to Section 30, there shall be an administrative penalty of **(\$\$ to be set \$\$)** payable by an Owner being in non-compliance with this By-law
- 36.2 The administrative penalty provided for in 36.1 constitutes a debt owed to the Corporation. If the penalty is not paid within fifteen days after the day it became due and penalty, the Treasurer of the Corporation may add the administrative penalty to the tax roll for any property in the Municipality for which all of the registered owners are responsible for paying the administrative penalty, and collect it in the same manner as Municipal taxes.

Section 37 Validity and Severability

- 37.1 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this By-law, and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.
- 37.2 A property may be determined to be in compliance with the standards set out herein, such compliance shall not be construed, constructed or deemed to mean that there is

compliance with other municipal by-laws, including but not limited to the Municipality's Comprehensive Zoning By-Law.

Section 38 Certificate of Compliance

- 38.1 An Officer who, after inspecting a property, is of the opinion that the property is in compliance with the standards established in the By-law may issue a Certificate of Compliance to the Owner
- 38.2 An Officer shall issue a certificate to an owner who requests a certificate if such owner has paid the fee set by the Committee of the Corporation, being in the amount of Fifty (\$50) dollars.

Section 39 Repeal & Enactment

- 39.1 By-law number 31-2018 is hereby repealed in its entirety and any other by-laws regarding property maintenance and standards are hereby repealed and replaced with By-law -2019.
- 39.2 This By-Law shall come into force and be in effect on the passing thereof.

THIS BY-LAW READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2019.

READ A THIRD TIME AND ENACTED THIS _____ DAY OF _____, 2019

Clerk

Mayor

SCHEDULE "A"

NOTICE OF APPEAL

TO THE PROPERTY STANDARDS COMMITTEE

Pursuant to Section 15.1 of the Building Code Act, S.O. 1992, c.23, as amended

(DATE)

Secretary
Property Standards Committee
Corporation of the Township of Melancthon
157101 Highway 10
Melancthon, ON
L9V 2E6

RE: Property Standards Order
(Description and Location of Property in Violation)
Township of Melancthon

TAKE NOTICE of appeal of the undersigned to the Property Standards Committee because of dissatisfaction with the above referenced Order to Demolish or Repair.

APPEAL TO PROPERTY STANDARDS COMMITTEE

If an owner or occupant upon whom an Order has been served is not satisfied with the terms or conditions of the Order, the owner or occupant may appeal to the committee by sending a NOTICE OF APPEAL by registered mail to the Secretary of the Committee within **fourteen** days after service of the Order, and, in the event that no appeal is taken, the Order shall be deemed to have been confirmed and shall be final, binding and effective.

Reference: Building Code Act, S.O. 1992, c.23, s.15.3(1)

Signature of Owner or Authorized Agent

Draft letter re Property Standards

"Property owner"

Re: (legal description of property) – Property Standards

This letter is being written at the direction of the Municipal Council for the Township. Council seeks to ensure that Property Owners comply with the Township's Property Standards Bylaw.

Your property has been identified as being in non-compliance with the Bylaw. The Bylaw requires, in part, that:

- a. Any building or structure shall be maintained so as to be free of defects which may constitute possible accident hazards;
- b. Every part of any building shall be maintained in a safe and structurally sound condition;
- c. Yards and vacant property shall be kept clean and free from objects or conditions that might create a health, fire or accident hazard or detriment;
- d. Abandoned wells be decommissioned in accordance with the requirements of the Ministry of the Environment or be fully protected against accidental opening;
- e. Wrecked, discarded, unlicensed, unlicensed, unlicensed, derelict and abandoned vehicles, trailers, machinery and equipment shall not be parked, stored or left in a yard or lot;
- f. All farm land shall be kept free and clear of rubbish and other debris; and
- g. Any dilapidated, collapsing or partially constructed structures which are not currently under construction shall be repaired or removed.

Council would ask that within sixty days of the date of this letter either:

- a. your property be brought into compliance with Bylaw -2019, as amended, and satisfactory proof of same be provided to Council; or
- b. a written plan, satisfactory to Council, to achieve compliance be presented.

Failure to address the concerns of Council will result in Council directing its' Property Standards officer to initiate legal steps pursuant to Bylaw -2019, as amended, with the attendant cost and consequences. Further the Bylaw provides that property owners may be assessed an administrative penalty of \$(insert) or face prosecution under the Bylaw.

Council trust that its' concerns will be addressed forthwith and without the need to take legal steps and proceedings.

A copy of Bylaw -2019 is available for your reference on the Township website or from our office.

UNFB #2 EB #9.1.2
FEB 21 2019 FEB 07 2019



Corporation of the Township of Melancthon

Moved by *Alan Besley*

Seconded by *Margaret Mercer* Date *Jan 17*, 2019

Be it resolved that:

Council confirm the 2020 Council meeting dates on the "Melancthon Council Meeting Schedule - 2020" noting that Council can always add additional Committee, special, public and/or emergency meetings during the year as required.

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 the meeting schedules (2019 & 2020) in April, 2019 for Council meetings going forward.

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

Deferred to Feb 7/2019

Carried/Lost: _____
MAYOR

UNFB # 3
FEB 21 2019



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

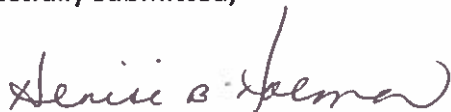
All regular Council meetings are scheduled for the first and third Thursdays of the month commencing at 5:00 p.m. and as such, these dates are outlined on the 2020 Council Meeting Schedule with the exception of January and August. Historically, Council has only held one meeting for the month of January 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

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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