



TOWNSHIP OF MELANCTHON

A G E N D A

Thursday, March 19, 2020 - 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 - March 5, 2020**
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agenda & Minutes for information on Public Question Period)
9. **Public Works**
 1. Report from Kaitlin Chessell, Secretary Roads Sub-Committee - recommendation for Significant Weather Event Policy
 2. Recommendation from Chris Knechtel, RJ Burnside and Associates regarding the Tender for Structure 2013
 3. Other
10. **Planning**
 1. Applications to Permit
 2. Other
11. **Climate Change Initiatives**
12. **Police Services Board**
13. **County Council Update**
14. **Correspondence**

***Board & Committee Minutes**

1. GRCA General Membership Annual General Meeting - February 28, 2020
2. Shelburne & District Fire Board - January 7, 2020

*** Items for Information Purposes**

1. Letter from Steve Clark, Minister, Ministry of Municipal Affairs and Housing regarding Provincial Policy Statement, 2020
2. Resolution from West Nipissing Ouest regarding Provincially Significant Wetlands Designation
3. Email from Watson & Associates regarding Province Releases Updated Draft Regulations for Development Charges and Community Benefits Charges
4. Email from AMO Draft Community Benefit Charge/Development Charge Regulatory Proposal and Provincial Policy Statement Posted
5. GRCA 2020 Budget Package including Summary of Municipal Levy
6. Town of Shelburne Planning Application Circulation - Zoning By-law Amendment 600 Main Street East
7. Email from Sonya Pritchard regarding COVID 19 presentation to County Council

*** Items for Council Action**

1. Shelburne & District Agricultural Society request for donation for the 153rd Fall Fair
2. 2020 Library Board Agreement between The Shelburne Public Library Board and The Township of Melancthon

15. General Business

1. Notice of Intent to Pass By-law
 1. Email from Steve Murphy, Emergency Management & Communications Coordinator, Dufferin County, By-law to Adopt the Emergency Management Program and Emergency Response Plan
 2. COVID-19 - Cancellation of Public Meetings (Councillor Thwaites)
2. New/Other Business/Additions
 1. Mayor White Notice of Motion - regarding Roads Sub-Committee meetings
 2. Mayor White Notice of Motion - regarding appropriate walkways in the Village of Corbetton
 3. Mayor White Notice of Motion - regarding Energy Efficiencies
 4. Other
3. Unfinished Business
 1. 2020 Operating and Capital Budget
 2. Fire Marque
 3. Fire By-laws/Joint Meeting with Mulmur Council - Update from Mulmur Melancthon Fire Board Meeting

16. Delegations

17. Closed Session

18. Third Reading of By-laws

19. Notice of Motion

20. Confirmation By-law

21. Adjournment and Date of Next Meeting - Thursday, April 2, 2020 - 9:00 a.m.

22. On Sites

23. 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

CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: KAITLIN CHESSELL, SECRETARY ROADS SUB-COMMITTEE

SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING MARCH 11, 2020

DATE: MARCH 12, 2020

7.4.3 General Business - Unfinished Business - Significant Weather Event Policy

The Roads Sub-Committee reviewed the Significant Weather Event Policy and it was previously sent to our insurance company to obtain their opinion and updated to their standards. The Significant Weather Event Policy will give the Public Works Department an extended period of time during and after a storm to maintain the roads in the Township.

Recommendation:

The Roads Sub-Committee recommends that Council approve the Significant Weather Event Policy.

PW #1
MAR 19 2020



SIGNIFICANT WEATHER EVENT POLICY

Purpose

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

Definitions

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

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

Authority

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

Policy Statement

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

Procedures for the Significant Weather Event

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

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

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

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

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

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

Snow Accumulation - Roadways

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

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

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

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

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

Ice Conditions - Roadways

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

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

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

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

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

Approved by Council on: _____

Item	Priority	Status	Comments

Estimated Maintenance Costs

Item	Estimated Cost

Significant Weather Event Policy Schedule 1

Snow Accumulation - Roadways Table

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

Treatment of Icy Roadways Table 2

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



Significant Weather Event Declaration

Pursuant to s.16.9 of O.Reg. 239/02 as amended

The Township of Melancthon is declaring a Significant Weather Event in respect to blowing snow and reduced visibility, starting (Date) at (Time) and continuing until further notice.

Users of the roads in the Township are advised to avoid unnecessary travel and to use caution if doing so.

The Township will issue a public notice when this Significant Weather Event has ended.

****Please note that the Township of Melancthon may pause snow control operations during this time should the conditions warrant.****



March 13, 2020

Via: Email

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

Dear Ms. Holmes:

Re: **Structure 2013 Replacement
Township of Melancthon
Tender Report
Burnside Project No.: 300050839.0000**

Tenders for the above noted project were received at the Municipal Office until 2:00.00 p.m. on Wednesday March 11, 2020

The project was advertised on the Township's website, with digital copies of the Bid Documents obtained through our office. A total of 13 contractors, sub-contractors and suppliers obtained the bid documents. Eight bids were received prior to the specified closing time. Bids were opened immediately after the Bid Closing Time in the presence of the Township Roads Sub-Committee, Township Staff, Chris Knechtel of R.J. Burnside & Associates Limited and various bidder representatives.

Tenders were checked for completeness and mathematical errors. No errors were found to affect the overall bidder results.

The following is a copy of the corrected tender results.

Rank	Contractor	Subtotal	HST@13%	Total Tender Price
1	Reeves Construction Limited	\$227,985.64	\$29,638.14	\$257,623.78
2	Cox Construction Limited	\$241,639.02	\$31,413.07	\$273,052.09
3	Roubos Farm Services Limited	\$259,913.35	\$33,788.74	\$293,702.09
4	South Shore Contracting	\$287,095.00	\$37,322.35	\$324,417.35
5	Nuroad Construction Limited	\$298,618.90	\$38,820.46	\$337,439.36
6	E.C. King Contracting	\$303,557.22	\$39,462.44	\$343,019.66
7	Drexler Construction Limited	\$326,593.80	\$42,457.19	\$369,050.99
8	Moorefield Excavating Limited	\$331,221.60	\$43,058.81	\$374,280.41

PW# 2
MAR 19 2020

All tenderers completed the Bid Form and submitted the required documents in its entirety, including the necessary securities and bonding.

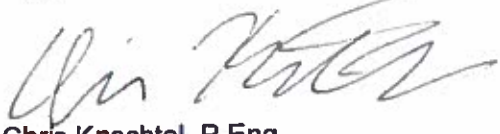
Burnside has confirmed that **John Reeves** will be the Site Superintendent for this project. We can confirm John is a capable and competent Contractor who has successfully completed similar scope projects recently in the Township of Melancthon.

Based on our review of the tender, we recommend the tender be awarded to **Reeves Construction Limited** at a total tender price of \$257,623.78 (HST included).

We trust that you will find the above to be in order. If you have any questions or require clarification, please feel free to contact the undersigned.

Yours truly,

R.J. Burnside & Associates Limited



Chris Knechtel, P.Eng.
Project Manager
CK:kl

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.

050839 Structure 2013 Tender Recommendation 200312
13/03/2020 2:28 PM

BID BOND

Bond Number: 1-134330

Bond Amount: 10%

Reeves Construction Limited as Principal, hereinafter called the Principal, and ECONOMICAL MUTUAL INSURANCE COMPANY a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in Ontario as Surety, hereinafter called the Surety, are held and firmly bound unto The Corporation of the Township of Melancthon as Oblige, hereinafter called the Oblige, in the amount of 10% of the Principal's tendered amount, lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Oblige, dated March 11, 2020 for Contract No. 300050829.0000 - "Barefoot Box Culvert" Structure 1013 Replacement - 30th Sideroad. Approximately 0.4 KM West of 3rd Line.

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Oblige's bid documents, or, if no time period is specified in the Oblige's bid documents, within Sixty (60) days from the closing date as specified in the Oblige's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Oblige takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Oblige the difference in money between the amount of the bid of the Principal and the amount for which the Oblige legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit of action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Oblige named herein, or the heirs, executors, administrators or successors of the Oblige.

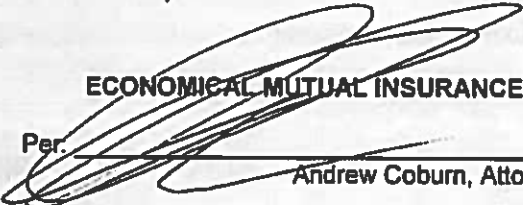
IN WITNESS WHEREOF, the Principal and the Surety have Signed and Sealed this bond March 06, 2020.

SIGNED, SEALED
in the presence of:

WITNESS (IF NO SEAL AFFIXED)



Reeves Construction Limited
PRINCIPAL



ECONOMICAL MUTUAL INSURANCE COMPANY
Per. Andrew Coburn, Attorney-in-Fact

CCDC 220 – 2002 (Canadian Construction Documents Committee)

AGREEMENT TO BOND

Bond Number: 1-134330A

Tender Date: March 11, 2020

WHEREAS, Reeves Construction Limited, as Principal, has submitted a written tender to The Corporation of the Township of Melancthon, as Obligee, we, ECONOMICAL MUTUAL INSURANCE COMPANY, do hereby agree to become bound as Surety for Reeves Construction Limited in a:

- **Performance Bond** totaling 100% of the contract amount
- **Labour and Material Payment Bond** totaling 100% of the contract amount

in connection with bid for Contract No. 300050829.0000 - "Barefoot Box Culvert" Structure 1013 Replacement - 30th Sideroad. Approximately 0.4 KM West of 3rd Line and conforming to the Instruments of the Contract attached hereto, for the full and due performance of the works described herein, if the Tender attached hereto is accepted by the Obligee.

This undertaking expires upon issuance of the above described bond(s) or upon expiration of **Sixty (60) days** after closing date of tender, whichever is first attained.

Any suit filed against the Surety with respect to this Agreement to Bond must be initiated and duly served on the Surety within seven (7) months of the closing date of tender.

SIGNED, SEALED AND DATED March 06, 2020.

ECONOMICAL MUTUAL INSURANCE COMPANY

Per: _____


Andrew Coburn, Attorney-in-Fact

BID FORM

TO: Township of Melancthon
157101 Highway 10
Melancthon ON L9V 26E

Attention: Denise Holmes, CAO/Clerk

DATE: March 11, 2020

SUBMITTED BY: Heeves Construction Limited
"Bidder's Legal Name"

ADDRESS: 372 main St N, Mount Forest, Ont N0G2L0
"Bidder's Business Address"

PROJECT NAME: Structure 2013 Replacement

CONTRACT NO.: 300050839.0000

1.1 The undersigned (the "Bidder"), hereby declares that it has received and carefully examined all of the Bid Documents as set out in Section 3.1 of the Instructions to Bidders and has visited the Place of the Work and familiarized itself with all of the conditions affecting the Work as described in the Bid Documents with respect to Work and with all of the provisions of the Bid Documents including, without limitation, the form of the Contract. Without limiting the foregoing, the undersigned also acknowledges having received and carefully examined all of the following Addenda and having included all aspects thereof in their bid:

Addendum No.	Date	Included in Bid (✓)

(Notes: If no Addenda are issued then this table shall be left blank. It is not necessary to submit copies of each Addendum with the Bid.)

- 1.2 In accordance with, and subject to, the Contract (including, without limitation, GC 8.01.02), the Bidder hereby offers to perform and complete the Work (including, without limitation, furnishing all products, materials, construction machinery, tools, equipment, plant, labour, and supervision necessary for the proper completion of the Work and the performance bond, labour and material payment bond, permits, insurance and transportation) to attain Substantial Performance of the Work in accordance with the schedule contained in Document D of the Bid Documents, for the price bid ("Bid Price") of: the total of the amounts calculated by multiplying the actual measured and approved quantities by the applicable unit prices combined with the completed lump sum price components of the Work and formally approved provisional and/or contingency items (if any), all as set out in Appendix "G", as adjusted pursuant to the Contract.

The Bid Price includes, without limitation, all applicable federal and provincial sales taxes, excise taxes and other taxes, including the HST, customs and duties.

In addition, the Bidder shall confirm that the Bid Price/Estimated Contract Price is set out in Appendix "G".

- 1.3 The Bidder agrees that time is of the essence and, if this Bid is accepted by the Owner, the Bidder agrees that it shall immediately commence the Work, including all mobilization work and submit initial shop drawings.
- 1.4 The Bidder declares that it has visited and carefully examined the Place of the Work and the surrounding area in a reasonable and prudent manner and satisfied itself as to the scope and character of the Work and all conditions and information affecting the Work and how the Work is to be completed, including, without limitation, the nature and location of the Work, working areas, storage areas, local features including private property and utilities, access to and at the Place of the Work, weather conditions and any other factors which may influence the performance of the Work and/or the pricing of the Work.
- 1.5 The Bidder is responsible for each Subcontractor's solvency, the contents of each Subcontractor's bid and for each Subcontractor's obligations as contemplated pursuant to the Bid Documents.
- 1.6 The Bidder represents and warrants that each of the Subcontractors set out in Appendix "B" is reliable and competent to carry out the Work in accordance with the Bid Documents, that the Bidder has consulted with each of the listed Subcontractors and has ascertained to the Bidder's complete satisfaction that they are fully acquainted with the extent and nature of the work involved, and of the requirements of the construction schedule, and that all such Subcontractors shall execute the Work to conform to the requirements of the Bid Documents and the construction schedule. If awarded the Contract, the Bidder shall only employ the Subcontractors set out in Appendix "B", as approved by the Owner, for the Work.

- 1.7 This Bid shall remain firm and irrevocable and open for acceptance by the Owner at any time for sixty (60) days after the Bid Closing Time, whether or not, any other Bid has been previously accepted by the Owner. This Bid shall expire upon written notice of rejection to the Bidder by the Owner or sixty (60) days after the Bid Closing Time, whichever first occurs.
- 1.8 We enclose herewith the Security, on the understanding that, without prejudice to any other right or remedy which may be available to the Owner, the Security may be used to compensate the Owner for any damages, costs or expenses that the Owner may incur as a result of the Bidder's failure to comply with, or breach of, the Bid or Bid process described in these Instructions to Bidders (including, without limitation, in the event that the Bidder attempts to withdraw its Bid prior to the expiry of sixty (60) days from the Bid Closing Time, or in the event that the Owner accepts the Bidder's Bid and the Bidder refuses or fails to sign the Contract or otherwise honour the Bid).
- 1.9 It is understood that all prices quoted in this Bid are in Canadian funds.
- 1.10 If notified in writing by the Owner (or Owner's agent) of acceptance of this Bid within sixty (60) days of the Bid Closing Time, we will execute the Contract within five (5) days of being presented by the Contract Administrator with the Contract for execution, while recognizing that upon the Acceptance the Contract will be formed and binding on the Owner and the Bidder, and furnish a Performance Bond and a Labour and Material Payment Bond as specified in Section 16 of the Instructions to Bidders.

Without prejudice to any other right or remedy which may be available to the Owner, in the event that we do not execute the Contract within five (5) days of being presented by the Contract Administrator with the Contract for execution, the Owner may, in its discretion, accept any other Bid, request new bids or carry out the Work in any other way the Owner deems best, and the Security may be used to compensate the Owner for any damages, costs or expenses that the Owner may incur as a result of taking such action.

- 1.11 The following documentation comprising the Bid is enclosed:
 - .1 This Bid Form;
 - .2 The Security (as defined in Section 10.1.1 of the Instructions to Bidders);
 - .3 The Agreement to Bond;
 - .4 Appendix "A" – List of Bid Documents;
 - .5 Appendix "B" – Subcontractors;
 - .6 Appendix "C" – Schedule;
 - .7 Appendix "D" – Residency;

- .8 Appendix "E" – Proposed Alternatives to the Work;
 - .9 Appendix "F" – List of Experience; and
 - .10 Appendix "G" – Schedule of Unit Prices.
- 1.12 If this Bid is made by more than one person then each of the persons making this Bid agrees to be bound by it jointly and severally.
- 1.13 All capitalized terms used but not defined herein will have the definitions given to them in Document A – Instructions to Bidders.
- 1.14 The Bidder represents, warrants and covenants to the Owner that:
- .1 All instructions and directions in the Bid Documents for the preparation and submission of this Bid have been complied with;
 - .2 This Bid is made without any connection, knowledge, comparison of figures or arrangement with any other person, corporation or other entity making another Bid for the Work and is, in all respects, fair and without collusion or fraud;
 - .3 No member of the municipal council of the Owner (as applicable) and no officer or employee of the Owner is, or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise, in the performance of the Contract, or in the supply of materials or services, work or business to which it relates, or in any portion of the profits thereof, or in any of the monies to be derived therefrom; and
 - .4 The Bidder agrees to be bound by the Bid Documents.

SIGNED BY THE BIDDER AS OF THE DATE FIRST WRITTEN ABOVE.

REEVES CONSTRUCTION LIMITED
FULL LEGAL COMPANY NAME

372 main St N Mount Forest. Ont NOGALO
ADDRESS OF COMPANY

DOUGLAS REEVES, PRESIDENT
NAME/TITLE OF OFFICER


SIGNATURE OF OFFICER
AND COMPANY SEAL

519323-1241
TELEPHONE NUMBER

5193233023
FAX NUMBER

rclimited@hotmail.com
EMAIL ADDRESS

APPENDIX "A"

LIST OF BID DOCUMENTS

The Bid Documents consist of:

- (a) Document A – Instructions to Bidders;
- (b) Document B – Bid (see Section 1.11 of Bid Form);
- (c) Document D – General Requirements;
- (d) the drawings and specifications listed in Document E (collectively, the "Drawings and Specifications");
- (e) the Contract; and
- (f) all Addenda that were issued in writing by the Owner, or Contract Administrator, prior to the Bid Closing Time.

APPENDIX "C"

SCHEDULE

- .1 In accordance with, and subject to, the Contract, the Bidder shall carry out the Work in accordance with the Completion Date contained in Document D, Subsection D.1.1 for the unit prices and lump sum prices set out in Appendix "G".

APPENDIX "D"

RESIDENCY

The Bidder is or is not a resident of Canada within the meaning of the Income Tax Act (Canada). Please check applicable description.

APPENDIX "E"

PROPOSED ALTERNATIVES TO THE WORK (IF ANY)

[See Section 7.3 of the Instructions to Bidders.]

APPENDIX "G"
SCHEDULE OF UNIT PRICES

General Notes

- i) Where alternative materials are listed, Bidders shall indicate a Unit Price for each alternative, but shall extend only the lowest Unit Price.

- ii)

cu.m (m ³)	denotes	Cubic Metre (compacted or in situ)
m	denotes	Linear Metre
LS	denotes	Lump Sum
ea	denotes	Each
sq.m (m ²)	denotes	Square Metre
t	denotes	Tonne (2,204.6 lbs.)
ha	denotes	Hectare
hrs	denotes	Hours

- iii) All sections of the Schedule of Unit Prices must be completed **in full** and submitted as part of the Bid.

SCHEDULE OF UNIT PRICES

R. J. Burnside & Associates Limited

Project No. 300050839

Page No. 13

Contractor: ...

Address: ...

Contract Title: Township of Melancthon - Structure 2013 Replacement

SCHEDULE A - GENERAL WORKS

ITEM NO.	DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL
1	Mobilization and Demobilization SP,	1.00	LS		4690. ⁰⁰
2	Contract Bonds and Insurance SP,	1.00	LS		4775. ⁰⁰
3	Construction Layout SP,	1.00	LS		879. ⁰⁰
4	Fish Salvage and Licence to Collect Fish SP,	1.00	LS		3168.75
5	Waterway Control OPSS.MUNI 182	1.00	LS		18457.89
6	Earth Excavation, Grading OPSS.MUNI 206	1.00	LS		8835.62
7	Granular A (Roadway) OPSS.MUNI 314	440.00	t	16.12	7092.80
8	Granular B, Type I (Roadway) OPSS.MUNI 314	300.00	t	11.62	3486. ⁰⁰
9	Clear Stone OPSS.MUNI 401	60.00	t	39.72	2383.20
10	Pipe Subdrain OPSS MUNI 405	40.00	m	22.53	901.20
11	Supply and Install Precast Concrete Box Culvert OPSS.MUNI 422	14.63	m	6645.58	97224.84
12	Removal of Existing Structure OPSS MUNI 510	1.00	LS		3349.50
				SUBTOTAL:	155243.80

SCHEDULE OF UNIT PRICES

R. J. Burnside & Associates Limited

Project No. 300050839
Page No. 14

Contractor: ...

Address: ...

Contract Title: Township of Melancthon - Structure 2013 Replacement

SCHEDULE A - GENERAL WORKS (con't)

ITEM NO.	DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL
13	Rip-Rap OPSS MUNI 511	40.00	l	66.75	2670.00
14	Dewatering Structure Excavation OPSS MUNI 518	1.00	LS		4809.63
15	Traffic Control and Signing OPSS MUNI 706	1.00	LS		2331.00
16	Type M Single Rail Steel Beam Guide Rail OPSS MUNI 721	57.15	m	184.21	10527.60
17	Mash Sequential Kinking Terminal System OPSS MUNI 732	4.00	ea	3925.00	15700.00
18	Topsoil, Imported OPSS 802	15.00	cu.m	51.33	769.95
19	Seed and Erosion Control Blanket OPSS MUNI 804	150.00	sq.m	7.25	1087.50
20	Heavy-Duty Still Fence Barrier OPSS MUNI 805	130.00	m	4.75	617.50
21	Fibre Roll Flow Check Dams OPSS MUNI 805	4.00	ea	218.75	875.00
22	Temporary Rock Flow Check Dams OPSS MUNI 805	4.00	ea	100.00	400.00
23	Earth Excavation for Structure OPSS MUNI 902	1.00	LS		3880.00
24	Granular B, Type I (Backfill) OPSS MUNI 902	700.00	l	11.62	8134.00
SUBTOTAL:					51802.18

SCHEDULE OF UNIT PRICES

R. J. Burnside & Associates Limited

Project No. 300050839
Page No. 15

Contractor: ...

Address: ...

Contract Title: Township of Melancthon - Structure 2013 Replacement

SCHEDULE A - GENERAL WORKS (con't)

ITEM NO.	DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL
25	Dowels into Concrete OPSS MUNI 904	8.00	ea	85.62	684.96
26	Concrete in Distribution Slab OPSS MUNI 904	11.00	cu m	820.90	9029.90
27	Concrete in Apron Wall OPSS MUNI 904	1.00	LS		4525. ⁰⁰
28	Steel Reinforcement for Concrete OPSS MUNI 905	1.00	LS		1675. ⁰⁰
29	Smooth Run River Stone SP,	80.00	t	62.81	5024.80
				SUBTOTAL:	20939.64

SCHEDULE OF UNIT PRICES/SUMMARY

SCHEDULE

General Works - Page 13	\$ 155243.80
General Works - Page 14	\$ 51802.18
General Works - Page 15	\$ 20939.66
SUB-TOTAL Bid Price/Estimated Contract Price	\$ 227985.64
HST (@ 13%)	\$ 29638.14
TOTAL Bid Price/Estimated Contract Price	\$ 257623.78

All amounts in this Appendix "G" are in Canadian dollars.

The estimated quantities set out in this Appendix "G" are only approximate and the actual measured and approved quantities may vary from such estimated quantities.

The lump sum amounts and unit prices set out in this Appendix "G" shall apply to the Contract and are inclusive of all costs and expenses required to perform and complete the Work including, without limitation, all applicable federal and provincial sales taxes, excise taxes and other taxes, insurance, permits, customs, duties and transportation, except for the HST (referred to separately in this Appendix "G").

TENDER EVALUATION

Client: Township of Melancthon
 Project: Structure 2013 Replacement
 Project No.: 300050839 0000
 Date: Wednesday, March 11, 2020
 Completed By: K. Linton, Reviewed: C. Knechtel

				1		2		3		4		5		6		7		8		Breakdown		
				Reeves		Cox Construction		Roubos		South Shore		Nuroad		EC King		Drexler		Moorefield		Low	Med	High
Page No. 1	Schedule A - General Works	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price			
Item	Description																					
1	Mobilization and Demobilization	LS	1	\$4,690.00	\$4,690.00	\$7,900.00	\$7,900.00	\$7,230.00	\$7,230.00	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$9,146.11	\$9,146.11	\$15,000.00	\$15,000.00	\$5,950.00	\$5,950.00	\$4,690.00	\$9,989.51	\$20,000.00
2	Contract Bonds and Insurance	LS	1	\$4,775.00	\$4,775.00	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$1,475.59	\$1,475.59	\$5,100.00	\$5,100.00	\$2,765.00	\$2,765.00	\$1,475.59	\$4,076.95	\$6,000.00
3	Construction Layout	LS	1	\$879.00	\$879.00	\$2,875.00	\$2,875.00	\$6,000.00	\$6,000.00	\$4,000.00	\$4,000.00	\$7,500.00	\$7,500.00	\$3,123.73	\$3,123.73	\$2,150.00	\$2,150.00	\$2,250.00	\$2,250.00	\$879.00	\$3,597.22	\$7,500.00
4	Fish Salvage and License to Collect Fish	LS	1	\$3,168.75	\$3,168.75	\$4,000.00	\$4,000.00	\$2,570.00	\$2,570.00	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$1,773.09	\$1,773.09	\$2,500.00	\$2,500.00	\$3,500.00	\$3,500.00	\$1,000.00	\$2,688.98	\$4,000.00
5	Waterway Control	LS	1	\$18,457.89	\$18,457.89	\$15,000.00	\$15,000.00	\$16,400.00	\$16,400.00	\$4,000.00	\$4,000.00	\$15,000.00	\$15,000.00	\$38,085.82	\$38,085.82	\$9,600.00	\$9,600.00	\$54,800.00	\$54,800.00	\$4,000.00	\$21,417.96	\$54,800.00
6	Earth Excavation, Grading	LS	1	\$8,835.62	\$8,835.62	\$4,200.00	\$4,200.00	\$7,900.00	\$7,900.00	\$3,000.00	\$3,000.00	\$8,800.00	\$8,800.00	\$11,209.72	\$11,209.72	\$12,950.00	\$12,950.00	\$15,365.00	\$15,365.00	\$3,000.00	\$9,032.54	\$15,365.00
7	Granular A (Roadway)	t	440	\$16.12	\$7,092.80	\$20.54	\$9,037.60	\$23.00	\$10,120.00	\$16.00	\$7,040.00	\$23.00	\$10,120.00	\$26.53	\$12,553.20	\$18.50	\$8,140.00	\$27.00	\$11,880.00	\$7,040.00	\$9,497.95	\$12,553.20
8	Granular B, Type I (Roadway)	t	300	\$11.62	\$3,486.00	\$16.07	\$4,821.00	\$19.00	\$5,700.00	\$12.00	\$3,600.00	\$17.00	\$5,100.00	\$26.08	\$7,824.00	\$16.75	\$5,025.00	\$22.50	\$6,750.00	\$3,486.00	\$5,288.25	\$7,824.00
9	Clear Stone	t	60	\$39.72	\$2,383.20	\$35.00	\$2,100.00	\$58.00	\$3,480.00	\$25.00	\$1,500.00	\$61.00	\$3,660.00	\$52.27	\$3,136.20	\$52.00	\$3,120.00	\$112.00	\$6,720.00	\$1,500.00	\$3,262.43	\$6,720.00
10	Pipe Subdrain	m	40	\$22.53	\$901.20	\$55.00	\$2,200.00	\$27.00	\$1,080.00	\$20.00	\$800.00	\$45.00	\$1,800.00	\$45.83	\$1,833.20	\$65.00	\$2,600.00	\$90.00	\$3,600.00	\$800.00	\$1,851.80	\$3,600.00
11	Supply and Install Precast Concrete Box Culvert	m	14.63	\$6,645.58	\$97,224.84	\$5,489.14	\$80,308.12	\$5,750.00	\$84,122.50	\$7,500.00	\$109,725.00	\$4,630.00	\$67,736.90	\$5,917.98	\$86,580.05	\$7,135.00	\$104,385.05	\$6,475.00	\$94,729.25	\$67,736.90	\$90,601.21	\$109,725.00
12	Removal of Existing Structure	LS	1	\$3,349.50	\$3,349.50	\$3,800.00	\$3,800.00	\$9,840.00	\$9,840.00	\$20,000.00	\$20,000.00	\$4,500.00	\$4,500.00	\$10,528.39	\$10,528.39	\$8,500.00	\$8,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$7,877.24	\$20,000.00
				SUBTOTAL:	\$155,243.80	SUBTOTAL:	\$138,739.72	SUBTOTAL:	\$158,442.50	SUBTOTAL:	\$180,665.00	SUBTOTAL:	\$143,216.90	SUBTOTAL:	\$187,269.10	SUBTOTAL:	\$179,070.05	SUBTOTAL:	\$210,809.25			
				BID SAYS:	\$155,243.80	BID SAYS:	\$138,739.72	BID SAYS:	\$158,442.50	BID SAYS:	\$180,665.00	BID SAYS:	\$143,216.90	BID SAYS:	\$187,269.10	BID SAYS:	\$179,070.05	BID SAYS:	\$210,809.25			
				DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00			
Page No. 2	Schedule A - General Works con't	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Low	Med	High
13	Rip-Rap	t	40	\$66.75	\$2,670.00	\$75.00	\$3,000.00	\$60.00	\$2,400.00	\$40.00	\$1,600.00	\$80.00	\$3,200.00	\$156.53	\$6,261.20	\$95.00	\$3,800.00	\$75.00	\$3,000.00	\$2,670.00	\$3,655.20	\$6,261.20
14	Dewatering Structure Excavations	LS	1	\$4,809.63	\$4,809.63	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$5,828.78	\$5,828.78	\$13,500.00	\$13,500.00	\$9,150.00	\$9,150.00	\$3,000.00	\$7,048.07	\$13,500.00
15	Traffic Control and Signing	LS	1	\$2,331.00	\$2,331.00	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00	\$7,000.00	\$7,000.00	\$5,000.00	\$5,000.00	\$18,103.34	\$18,103.34	\$6,500.00	\$6,500.00	\$5,150.00	\$5,150.00	\$2,331.00	\$7,014.06	\$18,103.34
16	Type M Single Rail Steel Beam Guide Rail	m	57.15	\$184.21	\$10,527.80	\$102.61	\$5,864.16	\$119.00	\$6,800.85	\$200.00	\$11,430.00	\$240.00	\$13,716.00	\$113.05	\$6,460.81	\$225.00	\$12,858.75	\$129.00	\$7,372.35	\$5,864.16	\$9,466.61	\$13,716.00
17	Mesh Sequential Kinking Terminal System	ea	4	\$3,925.00	\$15,700.00	\$3,564.00	\$14,256.00	\$4,000.00	\$16,000.00	\$5,500.00	\$22,000.00	\$6,800.00	\$27,200.00	\$3,926.98	\$15,707.92	\$8,325.00	\$33,300.00	\$4,475.00	\$17,900.00	\$14,256.00	\$19,343.99	\$27,200.00
18	Topsoil, Imported	cu.m	15	\$51.33	\$769.95	\$166.75	\$2,501.25	\$110.00	\$1,650.00	\$40.00	\$600.00	\$150.00	\$2,250.00	\$95.66	\$1,434.90	\$115.00	\$1,725.00	\$145.00	\$2,175.00	\$769.95	\$1,809.35	\$2,501.25
19	Seed and Erosion Control Blanket	sq.m	150	\$7.25	\$1,087.50	\$8.55	\$1,282.50	\$8.80	\$1,320.00	\$3.00	\$450.00	\$23.00	\$3,450.00	\$9.82	\$1,473.00	\$8.00	\$1,200.00	\$7.50	\$1,125.00	\$1,087.50	\$1,603.00	\$3,450.00
20	Heavy-Duty Silt Fence Barrier	m	130	\$4.75	\$617.50	\$20.00	\$2,600.00	\$21.00	\$2,730.00	\$5.00	\$650.00	\$20.00	\$2,600.00	\$32.53	\$4,228.90	\$25.00	\$3,250.00	\$32.00	\$4,160.00	\$617.50	\$2,909.40	\$4,228.90
21	Fibre Roll Flow Check Dams	ea	4	\$218.75	\$875.00	\$300.00	\$1,200.00	\$46.00	\$184.00	\$150.00	\$600.00	\$450.00	\$1,800.00	\$199.14	\$796.56	\$450.00	\$1,800.00	\$985.00	\$3,940.00	\$796.56	\$1,735.26	\$3,940.00
22	Temporary Rock Flow Check Dams	ea	4	\$100.00	\$400.00	\$550.00	\$2,200.00	\$369.00	\$1,476.00	\$150.00	\$600.00	\$350.00	\$1,400.00	\$892.50	\$3,570.00	\$485.00	\$1,940.00	\$800.00	\$3,200.00	\$400.00	\$2,118.33	\$3,570.00
23	Earth Excavation for Structure	LS	1	\$3,880.00	\$3,880.00	\$9,000.00	\$9,000.00	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$8,817.15	\$8,817.15	\$12,250.00	\$12,250.00	\$10,600.00	\$10,600.00	\$3,880.00	\$9,891.19	\$15,000.00
24	Granular B, Type I (Backfill)	t	700	\$11.62	\$8,134.00	\$19.12	\$13,384.00	\$24.50	\$17,150.00	\$12.00	\$8,400.00	\$37.00	\$25,900.00	\$27.22	\$19,054.00	\$21.50	\$15,050.00	\$23.00	\$16,100.00	\$8,134.00	\$16,270.33	\$25,900.00
				SUBTOTAL:	\$51,602.18	SUBTOTAL:	\$66,287.91	SUBTOTAL:	\$78,710.85	SUBTOTAL:	\$74,330.00	SUBTOTAL:	\$104,516.00	SUBTOTAL:	\$91,536.56	SUBTOTAL:	\$99,173.75	SUBTOTAL:	\$83,872.35			
				BID SAYS:	\$51,602.18	BID SAYS:	\$66,287.91	BID SAYS:	\$77,080.85	BID SAYS:	\$74,330.00	BID SAYS:	\$104,516.00	BID SAYS:	\$94,536.56	BID SAYS:	\$99,173.75	BID SAYS:	\$83,872.35			
				DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	-\$1,650.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	-\$3,000.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00			

Page No. 3	Schedule A - General Works con't	Unit	Quantity	Reaves		Cox Construction		Roubos		South Shore		Nuroad		EC King		Drexler		Moorsfield		Breakdown		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Low
25	Dowels into Concrete	ea	8	\$85.82	\$684.96	\$170.00	\$1,360.00	\$115.00	\$920.00	\$100.00	\$800.00	\$42.00	\$336.00	\$119.00	\$952.00	\$125.00	\$1,000.00	\$50.00	\$400.00	\$336.00	\$788.83	\$1,360.00
26	Concrete in Distribution Slab	cu m	11	\$820.90	\$9,029.90	\$764.49	\$8,409.39	\$530.00	\$5,830.00	\$1,300.00	\$14,300.00	\$1,750.00	\$19,250.00	\$601.60	\$6,617.60	\$1,250.00	\$13,750.00	\$1,295.00	\$14,245.00	\$6,617.60	\$11,883.65	\$19,250.00
27	Concrete in Apron Wall	LS	1	\$4,525.00	\$4,525.00	\$8,652.00	\$8,652.00	\$7,850.00	\$7,850.00	\$8,000.00	\$8,000.00	\$7,800.00	\$7,800.00	\$6,725.84	\$6,725.84	\$12,500.00	\$12,500.00	\$10,195.00	\$10,195.00	\$4,525.00	\$8,399.64	\$12,500.00
28	Steel Reinforcement for Concrete	LS	1	\$1,675.00	\$1,675.00	\$8,590.00	\$8,590.00	\$2,800.00	\$2,800.00	\$5,000.00	\$5,000.00	\$9,500.00	\$9,500.00	\$3,778.53	\$3,778.53	\$3,500.00	\$3,500.00	\$2,100.00	\$2,100.00	\$1,675.00	\$4,857.26	\$9,500.00
29	Smooth Run River Stone	t	80	\$62.81	\$5,024.80	\$120.00	\$9,600.00	\$67.00	\$5,360.00	\$50.00	\$4,000.00	\$175.00	\$14,000.00	\$83.47	\$6,677.60	\$220.00	\$17,600.00	\$120.00	\$9,600.00	\$5,024.80	\$10,417.07	\$17,600.00
				SUBTOTAL:	\$20,939.66	SUBTOTAL:	\$38,611.39	SUBTOTAL:	\$22,760.00	SUBTOTAL:	\$32,100.00	SUBTOTAL:	\$50,886.00	SUBTOTAL:	\$24,751.57	SUBTOTAL:	\$48,350.00	SUBTOTAL:	\$38,540.00			
				BID SAYS:	\$20,939.66	BID SAYS:	\$38,611.39	BID SAYS:	\$22,760.00	BID SAYS:	\$32,100.00	BID SAYS:	\$50,886.00	BID SAYS:	\$24,751.57	BID SAYS:	\$48,350.00	BID SAYS:	\$38,540.00			
				DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	Low	Med	High

SUBTOTAL:	\$227,985.64	SUBTOTAL:	\$241,639.02	SUBTOTAL:	\$259,913.35	SUBTOTAL:	\$287,095.00	SUBTOTAL:	\$298,618.90	SUBTOTAL:	\$303,557.22	SUBTOTAL:	\$326,593.80	SUBTOTAL:	\$331,221.60	\$227,985.64	\$288,269.36	\$331,221.60
HST (@ 13%):	\$29,638.13	HST (@ 13%):	\$31,413.07	HST (@ 13%):	\$33,789.74	HST (@ 13%):	\$37,322.35	HST (@ 13%):	\$38,820.46	HST (@ 13%):	\$39,462.44	HST (@ 13%):	\$42,457.19	HST (@ 13%):	\$43,058.81			
GRAND TOTAL:	\$257,623.77	GRAND TOTAL:	\$273,052.09	GRAND TOTAL:	\$293,703.09	GRAND TOTAL:	\$324,417.35	GRAND TOTAL:	\$337,439.36	GRAND TOTAL:	\$343,019.66	GRAND TOTAL:	\$369,050.99	GRAND TOTAL:	\$374,280.41	\$257,623.77	\$325,744.38	\$374,280.41
BID SAYS:	\$257,623.78	BID SAYS:	\$273,052.09	BID SAYS:	\$291,837.58	BID SAYS:	\$324,417.35	BID SAYS:	\$337,439.36	BID SAYS:	\$343,019.67	BID SAYS:	\$369,050.99	BID SAYS:	\$374,280.41			
DIFFERENCE:	\$0.01	DIFFERENCE:	\$0.00	DIFFERENCE:	\$1,864.51	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.01	DIFFERENCE:	\$0.00	DIFFERENCE:	\$0.00			



Grand River Conservation Authority
Summary of the General Membership Annual General Meeting – February 28, 2020

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

Action Items

The Board approved the resolutions as presented in the agenda:

- GM-02-20-14 - Afforestation Services 2020
- GM-02-20-16 - Financial Summary
- GM-02-20-12 - Weighted Voting 2020
- GM-02-211 - Report of the Audit Committee
- Financial Statements and Report of the Auditor
- Appointment of Auditors for 2020
- GM-02-20-15 - Budget 2020
- Provision for Borrowing
- GRCA By-law 1-2020

Information Items

The Board received the following reports as information:

- GM-02-20-19 - Chief Administrative Officer's Report
- GM-02-20-17 - Current Watershed Conditions
- GM-02-20-18 - Grand River Watershed Flood Warning System
- GM-02-20-13 - New Hamburg Flood Mitigation Study
- GM-02-20-09 - Environmental Assessments
- GM-02-20-10 - Cash and Investment Status

Correspondence

The Board received the following correspondence:

- Stephanie Dearing - Mohawk Canal and Lake Species
- Chatham-Kent - Resolution to Support Role of Conservation Authorities
- Town of Grand Valley - GRCA Budget 2020
- Northumberland County - Resolution to Support Role of Conservation Authorities

Delegations

The Board heard from the following delegations:

- Drew McKillop - Hillsburgh Snow Roamers

Committee Appointments

The Board appointed members and officers to the following committees:

- Audit Committee
- Special Recognition Committee
- Conservation Ontario Council Representatives

For full information, please refer to the February 28 AGM Agenda Package. Complete agenda packages and minutes of past meetings can be viewed on our online calendar. The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on March 27, 2020.

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

BD/comm # 1

MAR 19 2020



SHELburne & DISTRICT FIRE BOARD

January 7, 2020

The Shelburne & District Fire Department **Board of Management** meeting was held at the Fire Hall on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. Opening of Meeting

Secretary called the meeting to order at 7:00pm.

2. Appointments of Officers

Resolution #1

Moved by E Hawkins – Seconded by J Horner

BE IT RESOLVED THAT:

As required under the Agreement, dated October 15, 1991, the Shelburne & District Fire Department Joint Board of Management do hereby appoint the following officers of the Board for the year 2020:

- Chairperson: Walter Benotto
- Vice-Chairperson: Fred Nix
- Secretary/Treasurer: Sabrina VanGerven
- Auditors: RLB, LLP

Carried

3. Approval of Agenda

Resolution #2

Moved by H Foster – Seconded by F Nix

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

- Add Item:
8.4 Code of Conduct

Carried

4. Approval of Minutes

4.1. November 5, 2019

Resolution #3Moved by F Nix – Seconded by H Foster**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as circulated.

Carried**5. Disclosure of Pecuniary interest**

None

6. Public Question Period (15min)

No public present.

7. Delegation / Deputations

None

8. Unfinished Business**8.1. Board Agreement**

Changes to be made to the proposed agreement were discussed and staff was directed to update the agreement and bring back to the next meeting for approval.

8.2. 2020 Budget**Resolution #4**Moved by F Nix – Seconded by G Little**BE IT RESOLVED THAT:**

We approve the 2020 budget as presented with total operating expenses of \$605,705.00

Carried**8.3. Fire Marque**

Township of Mulmur had a presentation at their Council and has decided to move forward with the program.

8.4. Code of Conduct

Board reviewed a draft code of conduct presented by J Horner and discussed changes to be brought back to next meeting.

9. **New Business**

9.1. **Dispatching**

The Board discussed the upcoming need to find new dispatching services.

10. **Chief's Report**

10.1. **Monthly Reports – (November and December 2019)**

The Board reviewed the monthly fire calls responses.

There were a total of 22 calls for the month of November and 24 calls for the Month of December.

10.2. **Update from Fire Chief**

The Board reviewed the Chief's Activity Report for November & December 2019.

Resolution #5

Moved by F Nix – Seconded by H Foster

BE IT RESOLVED THAT:

The Board of Management authorizes the Fire Chief to carry over one (1) week unused vacation from 2019 to 2020; to be used by May 2020.

Carried

11. **Accounts**

Resolution #6

Moved by S Martin – Seconded by J Horner

BE IT RESOLVED THAT:

The payables for November and December in the amount of \$72,867.97 as presented be approved for payment.

Carried

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

Resolution #7

Moved by J Horner – Seconded by S Martin

BE IT RESOLVED THAT:

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

Carried

Resolution #8

Moved by E Hawkins – Seconded by J Horner

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:46pm to meet again on February 4, 2020 at 7:00pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Sabrina VanGerven
Secretary-Treasurer

Walter Benotto
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of January 7, 2020

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

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



February 28, 2020

Dear Head of Council:

RE: Provincial Policy Statement, 2020

Earlier today, the government of Ontario released the Provincial Policy Statement (PPS), 2020. The PPS is an important part of Ontario's land use planning system, setting out the provincial land use policy direction that guides municipal decision-making.

Municipalities play a key role in implementing provincial land use policies through local official plans, zoning by-laws and other planning decisions. The Planning Act requires that decisions on land use planning matters be "consistent with" PPS policies.

The PPS, 2020 supports implementation of **More Homes, More Choice: Ontario's Housing Supply Action Plan** and includes key changes to:

- Encourage an increase in the mix and supply of housing
- Protect the environment and public safety
- Reduce barriers and costs for development and provide greater certainty
- Support rural, northern and Indigenous communities
- Support the economy and job creation

The PPS, 2020 works together with other recent changes to the land use planning system – including changes to the Planning Act through Bill 108, More Homes, More Choice Act, 2019 and **A Place to Grow: Growth Plan for the Greater Golden Horseshoe**. Collectively, these changes support key government priorities of increasing housing supply, supporting job creation and reducing red tape – while continuing to protect Ontarians' health and safety and the environment, including the Greenbelt.

The PPS, 2020 policies will take effect on May 1, 2020. It will replace the Provincial Policy Statement, 2014. In accordance with section 3 of the Planning Act, all decisions affecting land use planning matters made after this date shall be consistent with the PPS, 2020. My ministry will be in touch to provide education and training for municipal staff to support implementation of the new policies.

.../2

INFO # (
MAR 19 2020

For more information about the PPS, 2020, please visit ontario.ca/PPS where you will find:

- A digital version of the PPS, 2020
- A link to the decision notice on the Environment Registry of Ontario (ERO #019-0279)

If you have any questions about the Provincial Policy Statement, 2020, please contact the ministry at provincialplanning@ontario.ca or by calling 1-877-711-8208.

Sincerely,



Steve Clark
Minister

c: Planning Head, Planning Board Secretary-Treasurer, and/or Clerks



Joie de vivre

The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ovest
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)
F/TC (705) 753-3950

West Nipissing Ovest

March 3, 2020

SENT VIA E-MAIL

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

Honourable Premier Ford:

SUBJECT: PROVINCIALY SIGNIFICANT WETLANDS DESIGNATION

At its regular meeting held on February 25, 2020, Council for the Municipality of West Nipissing passed resolution **2020/080**, attached hereto. The resolution supports a request circulated by the Village of Merrickville-Wolford, asking the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries.

We trust the enclosed is self-explanatory.

Respectfully,

Deputy Clerk / Assistant to the
Chief Administrative Officer

\Encl.

cc: Minister of Natural Resources and Forestry
Minister of Municipal Affairs and Housing
Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)
Ontario Municipalities



The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

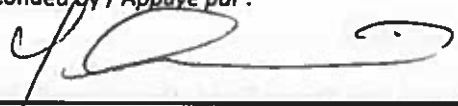
2020 / 0 8 0

FEBRUARY 25, 2020

Moved by / Proposé par :



Seconded by / Appuyé par :



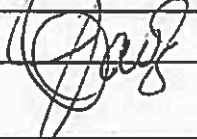
WHEREAS the Municipality of West Nipissing received resolution no. R-029-20 from the Village of Merrickville-Wolford, attached hereto; pertaining to the Ministry of Natural Resources and Forestry's practices and procedures when designating of Provincially Significant Wetlands;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Village of Merrickville-Wolford requesting that the Ministry of Natural Resources and Forestry to respectfully provide supporting evidence with respect to the expansion of wetlands designations within their boundaries;

BE IT FURTHER RESOLVED THAT Council for the Municipality of West Nipissing calls upon the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED:  _____

DEFEATED: _____

DEFERRED OR TABLED: _____

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

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

Dear Premier Ford:

Re: Provincially Significant Wetlands Designation

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Doug Robertson".

Doug Robertson
CAO/Clerk/Director, Economic Development

c. Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Andy Brown, CAO of the United Counties of Leeds and Grenville
Association of Municipalities of Ontario
Rural Ontario Municipal Association
All Ontario municipalities

Established 1793
Incorporated
Wolford 1850
Merrickville 1880
Amalgamated 1988



Telephone (813) 288-4791
Facsimile (813) 288-3085

VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if
required:
**Recorded Vote Requested
By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated


J. Douglas Struthers, Mayor

Denise Holmes

From: Watson & Associates Economists Ltd. <info@watsonecon.ca>
Sent: Friday, February 28, 2020 2:01 PM
Subject: Province Releases Updated Draft Regulation for Development Charges and Community Benefits Charges
Attachments: Bill 108 Regulations - February 28 2020 Letter to Clients.pdf

Good afternoon:

The Province has just released updated draft Regulations for development charges (D.C.) and community benefits charges (C.B.C.). We have included a letter that provides the highlights of what is contained therein along with the draft Regulations. We will be evaluating this in more detail and will provide you with further information over the coming weeks. As well, we will also provide you with a copy of our response to the Province (deadline of March 30, 2020).

In the interim, if you have any questions regarding the draft legislation, we would be pleased to discuss this with you further.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Gary D. Scandlan, BA, PLE, Director
Andrew Grunda, MBA, CPA, CMA, Principal

Disclaimer: This message is for the use of the intended recipient(s) only and may contain information that is privileged, proprietary, confidential, and/or exempt from disclosure under any relevant privacy legislation. If you are not the intended recipient or authorized agent thereof, you are hereby notified that any review, retransmission, dissemination, distribution, copying, conversion to hard copy, taking of action in reliance on or other use of this communication is strictly prohibited. If you are not the intended recipient and have received this message in error, please notify the sender by return e-mail and delete or destroy all copies of this message. Warning: Although Watson & Associates Economists Ltd. has taken reasonable precautions to ensure no viruses are present in this email, the company cannot accept responsibility for any loss or damage arising from the use of this email or attachments.

If you do not wish to receive future emails from Watson & Associates Economists Ltd. which update you on municipal matters, please reply to this message with the subject 'UNSUBSCRIBE'.

Watson & Associates Economists Ltd.

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

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



February 28, 2020

To Our Development Charge Clients:

Re: Draft Regulations for the Development Charges Act and Planning Act
(Community Benefits Charge Related)

On behalf of our many municipal clients, we are continuing to provide the most up to date information on the proposed changes to the *Development Charges Act* (D.C.A.) as proposed by Bill 108. As of this morning, the Province released updated draft regulation related to the D.C.A. and the community benefits charge (C.B.C.). This regulation is posted on the Environmental Registry of Ontario for public comment which is open until March 30, 2020. Comments may be made at the following website:

- Community Benefits Charge Regulation – <https://ero.ontario.ca/notice/019-1406>

As we have noted in prior mailings, our firm is a member of the Provincial Technical Working Committee and provides advice on the methodological approach for the development of a proposed formula to be used in the C.B.C. calculation. As we understand, the Province will continue to receive input from this Committee over the coming weeks.

This letter provides a high-level overview of the regulation proposed for the D.C.A. and the *Planning Act* (as it relates to the C.B.C.). This draft regulation is included in the attached Appendix. Our firm will subsequently provide to you an evaluation of the draft regulation as well as our formal response to the Province.

Proposed Changes to the Development Charges Act

- The prior draft regulations allowed for the following services to remain within the D.C. :
 - Water
 - Wastewater
 - Storm Water
 - Roads
 - Fire
 - Policing
 - Ambulance
 - Waste Diversion
- The new draft regulation will also allow the following services to continue with the D.C.:
 - Parks Development (not including land)
 - Recreation



- Public Libraries
- Long-term Care
- Public Health
- The mandatory 10% deduction is removed for all services that remain eligible in the D.C.
- Timing regarding payment of D.C.s remains unchanged (i.e. six installments for rental housing and institutional developments, 21 installments for non-profit housing)
- Requirement to freeze D.C. amounts for site plan or zoning applications remains unchanged

Proposed Changes to the Planning Act re: Community Benefits Charges

- The community benefits charge will include formerly eligible D.C. services that are not included in the above listing, parkland dedication and bonus zoning contributions
- The C.B.C. will be imposed as a percentage based on the market value of the land the day before building permit issuance. The maximum percentages for the C.B.C. are as follows:
 - Single Tier municipalities: 15%
 - Lower Tier municipalities: 10%
 - Upper Tier municipalities: 5%
- A C.B.C. strategy must be prepared to support the percentage to be imposed. Elements of the strategy include:
 - The C.B.C. strategy will have to set out the amount, type and location of growth (similar to D.C.)
 - There will need to be a parks plan included. This plan will need to identify the amount of parkland needed for growth
 - The strategy will need to identify the amount of parkland per person currently being provided in the municipality
 - The strategy will need to identify the anticipated increase in need for the service (similar to D.C.)
 - There will need to be deductions for excess capacity (similar to D.C.)
 - The strategy will need to consider benefit to existing development (similar to D.C.)
 - Grants, subsidies & other contributions will need to be deducted (similar to D.C.)
- Transitional timelines have been modified (i.e. January 1, 2021 is no longer the deadline). The deadline will be one year after the C.B.C. authority is in effect
- C.B.C. Appeal Mechanism – Public notice of C.B.C. by-law passage will be required (same as rules for D.C. by-law passage notice)
- Interest Rate for C.B.C. refunds upon successful LPAT appeal will be the Bank of Canada rate on the date the by-law comes into force or quarterly (same as D.C.)



- Building Code Act will be amended to include section to ensure C.B.C. payment must take place prior to building permit issuance.

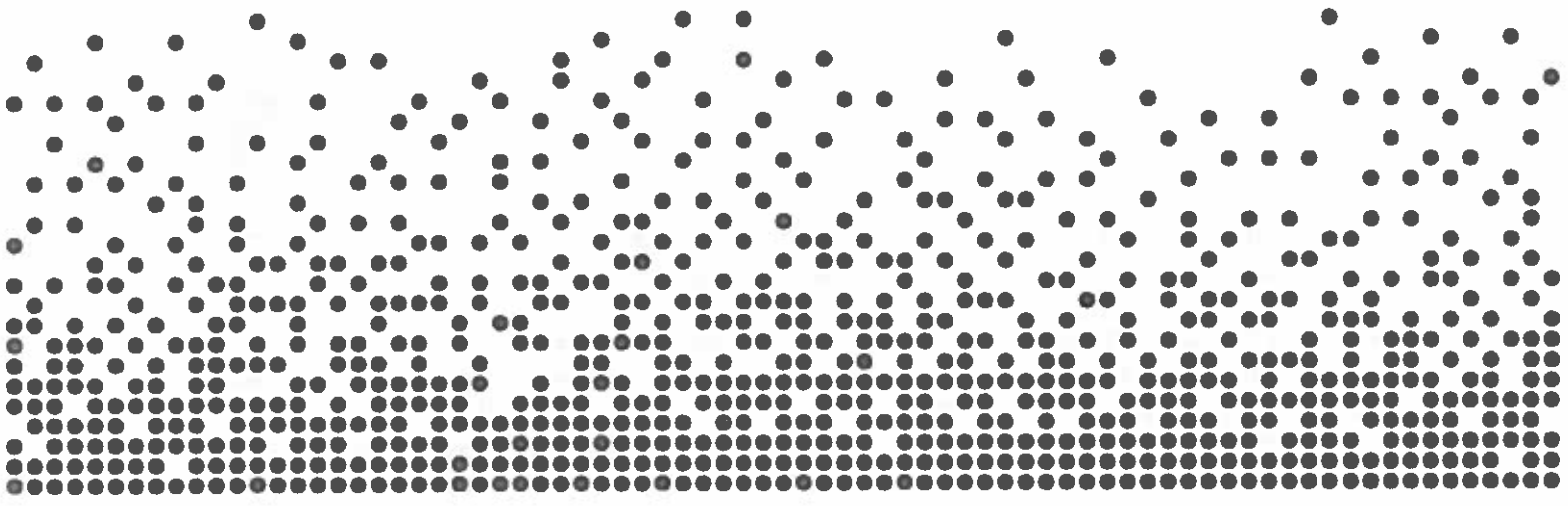
We trust that this high-level summary is informative. As noted earlier, our firm will subsequently provide to you an evaluation of the draft regulations in more detail, as well as provide you with our formal response to the Province. In the interim, if you have any questions regarding the draft legislation, we would be pleased to discuss them with you further.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Gary D. Scandlan, BA, PLE
Director

Andrew Grunda, MBA, CPA, CMA
Principal



Appendix A

Draft Regulation

Proposed Regulatory Matters Pertaining to Community Benefits Authority Under the Planning Act, the Development Charges Act, and the Building Code Act

<u>ERO (Environmental Registry of Ontario) number</u>	019-1406
Notice type	Regulation
Act	Planning Act, R.S.O. 1990
Posted by	Ministry of Municipal Affairs and Housing
Notice stage	Proposal
Proposal posted	February 28, 2020
Comment period	February 28, 2020 - March 30, 2020 (31 days) Open
Last updated	February 28, 2020

This consultation closes at 11:59 p.m.

on:

March 30, 2020

Proposal summary

Proposed Regulatory Matters Pertaining to Community Benefits Authority Under the *Planning Act*, the *Development Charges Act*, and the *Building Code Act*

Proposal details

I. INTRODUCTION

In May 2019, the Minister of Municipal Affairs and Housing released *More Homes, More Choice: Ontario's Housing Supply Action Plan*. In support of the Action Plan, the Minister of Municipal Affairs and Housing introduced the *More Homes, More Choice Act, 2019 (Bill 108)* which received Royal Assent on June 6, 2019. Schedule 12 of the Act, once proclaimed, establishes a new authority under the Planning Act for municipalities to charge for community benefits

with respect to land to be developed or redeveloped. Community benefits charges are intended to fund municipal infrastructure for community services, such as land for parks, affordable housing and child care facilities, that are needed to support new residents and businesses associated with new development.

On November 6, 2019, amendments to the community benefits charge provisions under the Planning Act were introduced through the Plan to Build Ontario Together Act, 2019. The Bill received Royal Assent on December 10, 2019. The amendments, set out under Schedule 31 of the Act, include new transition provisions for alternative parkland dedication and a mechanism to appeal a municipality's community benefits charge by-law to the Local Planning Appeal Tribunal.

The community benefits charge authority has not been proclaimed and is not in effect at this time.

This is the second regulatory proposal that the government has posted for public feedback on the proposed components of a new community benefits charge authority. The initial regulatory proposal was posted on the Environmental Registry of Ontario on June 21, 2019 ("Proposed new regulation pertaining to the community benefits authority under the Planning Act", ERO 019-0183).

This proposal outlines additional matters for public input to inform the further development of the community benefits charge authority and regulation under the Planning Act.

II. PROPOSAL FOR PUBLIC COMMENT

This proposal outlines several matters related to the community benefits charge authority under the Planning Act.

The changes made by the More Homes, More Choice Act, 2019 will mean that municipalities will have two primary funding streams to pay for the increased need for services due to new development.

Development charges are a mechanism for municipalities to pay for the capital costs of infrastructure like roads and sewers associated with new development. The government is also seeking feedback in this proposal on changes to the types of services that could be funded through development charges. It is

proposed that development charges could also pay for the capital costs of certain community services such as public libraries, parks development (other than acquiring land for parks) and recreational facilities (see Section #2).

The new community benefits charge would complement development charges by giving municipalities the flexibility to fund growth-related capital infrastructure costs of other community services. For example, funds generated through community benefits charges could be used to support community priorities such as acquiring land for parks, supporting affordable housing or building child care facilities which will be needed due to growth.

A municipality could choose to collect development charges to fund the development of new park facilities or enhance existing parks such as playgrounds and splash pads. To acquire the land needed to build new parks, a municipality would have the option of using one of the following tools under the Planning Act:

1. A municipality could apply the basic parkland dedication rate in which a maximum of either 5% (for example, for a residential development) or 2% (for a commercial or industrial development) of a proposed development is dedicated as parkland or cash-in-lieu is provided (section 42 "Conveyance of land for park purposes" and section 51.1 "Parkland" under the Planning Act).
2. Alternatively, a municipality could establish a community benefits charge by-law to collect funds to acquire land for parks as well as other community services such as affordable housing and child care. If both a developer and municipality agree, a developer could provide land for parks (rather than a payment). The agreed-upon value attributed to the in-kind parkland contribution would be applied toward the community benefits charge payable.

If a municipality has a community benefits charge by-law in place it cannot apply the basic parkland dedication provisions of the Planning Act.

To implement the new community benefits charge authority, the province is seeking feedback on the following regulatory matters under the Planning Act, the Development Charges Act and the Building Code Act:

1. Required content of a community benefits charge strategy
2. Services eligible to be funded through development charges
3. Percentage of land value for determining a maximum community benefits charge

4. Timeline to transition to the new community benefits charge regime
5. Community benefits charge by-law notice
6. Minimum interest rate for community benefits charge refunds where a by-law has been successfully appealed
7. Building code applicable law

1. Required Content of a Community Benefits Charge Strategy

Before passing a community benefits charge by-law, a municipality must prepare a community benefits charge strategy. The strategy must identify the items that a municipality intends to fund through community benefits charges. It must also comply with any requirements that may be prescribed in regulation regarding the mandatory content that a strategy should address. In preparing a community benefits charge strategy, a municipality must consult, but has the flexibility to determine their consultation approach.

Proposal

To provide greater clarity about the components of a community benefits charge strategy, it is proposed that a municipality would need to include the following content in their strategy:

1. The anticipated type, amount and location of development or redevelopment that would be subject to a community benefits charge;
2. The anticipated increase in the need for a specific community service (for example, the acquisition of land for parks, affordable housing, child care, etc.) resulting from new development or redevelopment;
3. A parks plan that examines the need for parkland in the municipality;
4. The amount of parkland per person currently being provided in the municipality, and if this is planned to increase, decrease or stay the same;
5. The capital costs associated with the increased need for a specific community service resulting from new development or redevelopment;
6. The excess capacity that exists in those specific services (for example, the extra capacity that exists in a service that is not currently being used);
7. Whether the increased provision of those specific services would also serve existing residents (for example, existing residents may also benefit from new child care facilities that are needed as a result of new development or redevelopment); and,

8. Any capital grants, subsidies, or contributions from other levels of government or other sources like donations that are anticipated to be made to support those specific services.

2. Services Eligible to Be Funded Through Development Charges

The Development Charges Act provides authority for municipalities to impose development charges to pay for the increased capital costs of specific services that are needed as a result of new growth.

The services that are eligible to be funded through development charges are listed under subsection 2(4) of the Development Charges Act. The list includes a provision for other services that may be prescribed in regulation. The Planning Act stipulates that services funded by development charges may not be funded by community benefits charges.

When proclaimed, the More Homes, More Choices Act, 2019 will make waste diversion and ambulance services fully recoverable through development charges.

The government is proposing to prescribe additional services to be funded under the Development Charges Act, through regulation.

Proposal

It is proposed that the following services would be identified in regulation under subsection 2(4) of the Development Charges Act:

1. Public libraries, including library materials for circulation, reference or information purposes;
2. Long-term care;
3. Parks development, such as playgrounds, splash pads, equipment and other park amenities (but not the acquisition of land for parks);
4. Public health; and,
5. Recreation, such as community recreation centres and arenas.

Development charges may be imposed to fully recover the capital costs related to the provision of these proposed services due to new growth. These proposed services would be ineligible to be funded through community benefits charges.

3. Percentage of Land Value for Determining a Maximum Community Benefits Charge

The community benefits charge authority established through the More Homes, More Choice Act, 2019, includes a mechanism to determine the maximum community benefits charge payable for any particular development. The community benefits charge payable cannot exceed the amount determined by applying a prescribed percentage to the value of the land under development.

The Ministry is seeking feedback on the proposed prescribed percentages through this posting.

Proposal

The proposed percentages of land value that would be prescribed in regulation under the Planning Act would be structured as follows:

- Single-tier municipalities: 15%
- Lower-tier municipalities: 10%
- Upper-tier municipalities: 5%

In any particular case, the community benefits charge levied by a municipality could not exceed the amount determined by applying the applicable proposed percentage to the value of the land that is subject to development. The land value would be calculated as of the valuation date, which is the day before the date the building permit is issued in respect of the development or redevelopment.

The community benefits charges levied by municipalities would support the growth-related capital costs of acquiring land for parks, and other community benefits required because of development, such as child care facilities, affordable housing, social services, parking and by-law enforcement. There would need to be a connection between the community benefits charge levied and the increased need for community services associated with new development.

Different percentages are being proposed for single, upper and lower-tier municipalities to reflect the varying service delivery requirements of each tier of municipality to service new growth with community amenities. This percentage structure ensures that the combined percentage for upper and lower-tier municipalities would be equal to the percentage for single tier municipalities.

4. Timeline to Transition to the New Community Benefits Charge Regime

The date by which municipalities must transition to the community benefits charge authority, if they wish to collect funds for community benefits, would be prescribed in regulation under the Development Charges Act, 1997. The prescribed date would be the deadline for establishing a community benefits charge strategy and by-law in order to charge for the capital costs of services funded through community benefits charges.

The community benefits charge by-law would set out the charge payable in any particular instance, any municipal exemptions, and other details.

Proposal

It is proposed that the specified date for municipalities to transition to the community benefits charges regime would be one year after the date the proposed community benefits charge regulation comes into effect.

This transition period would allow municipalities to prepare community benefits charge strategies and pass by-laws if they choose to implement a community benefits charge regime.

5. Community Benefits Charge By-law Notice

The Plan to Build Ontario Together Act, 2019 amended the Planning Act to establish a mechanism by which a municipality's community benefits charge by-law could be appealed to the Local Planning Appeal Tribunal. A municipality would be required to provide notice to the public when it passes a community benefits charge by-law. To implement the by-law appeal mechanism, requirements associated with how to provide public notice would be prescribed in regulation.

Proposal

To implement the appeal mechanism, it is proposed that upon passage of a community benefits charge by-law, a municipality would be required to comply with the following notice provisions. These provisions are similar to the notice provisions under the Development Charges Act regarding the passage of a development charges by-law:

1. Notice would be required to be given through newspaper or to every land owner in the area covered by the by-law through personal service, fax, mail or email.

2. Notice would also be required to be provided by personal service, fax, mail or email to those individuals who specifically request notice, the clerk of the lower or upper-tier municipality (if and as applicable), and the secretary of every school board having jurisdiction in the area covered by the by-law.
3. In order to facilitate public awareness of the passage of a community benefits charge by-law, notice would include the following:
 - i. A statement that the council of the municipality has passed a community benefits charge by-law.
 - ii. A statement setting out when the by-law was passed.
 - iii. A statement that any person or public body may appeal the by-law to the Local Planning Appeal Tribunal by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons supporting the objection.
 - iv. A statement setting out the last day for appealing the by-law.
 - v. An explanation of the charges imposed by the by-law.
 - vi. A description of the lands to which the by-law applies, a key map showing the lands to which the by-law applies, or an explanation why no description or key map is provided.
 - vii. An explanation of where and when persons may examine a copy of the by-law.

The date on which notice would be deemed to have been given would be:

- The newspaper publishing date if the notice is published by a newspaper,
- The date the fax is sent, if the notice is faxed,
- The date the email is sent, if the notice is emailed, and
- The date the notice is mailed, if the notice is sent by mail.

6. Minimum Interest Rate for Community Benefits Charge Refunds Where a By-law Has Been Successfully Appealed

The mechanism to appeal a community benefits charge by-law includes a requirement for municipalities to provide full or partial refunds in the event of a successful appeal. The interest rate paid on amounts refunded must not be less than the prescribed minimum interest rate.

Proposal

It is proposed that the minimum interest rate a municipality would be required to pay on amounts refunded after successful appeals would be the Bank of Canada rate on the date the by-law comes into force. Alternatively, if the municipality's by-law so provides, the minimum interest rate would be the Bank of Canada rate updated on the first business day of every January, April, July and October.

This proposal aligns with the prescribed minimum interest rate for refunds of development charges after successful appeals under the Development Charges Act.

7. Building Code Applicable Law

The Building Code is a regulation under the Building Code Act, 1992. The Building Code sets out minimum administrative and technical requirements for the construction, renovation, demolition and change of use of buildings. It also establishes a list of applicable law that must be satisfied in order to receive a building permit. Municipalities enforce the Building Code and are responsible for issuing building permits for the construction, renovation, demolition or change of use of buildings.

Proposal

It is proposed that the Building Code be amended to add the community benefits charge authority to the list of items under Division A - Article 1.4.1.3 Definition of Applicable Law. This amendment would establish a mechanism for ensuring the payment of community benefits charges prior to the issuance of a building permit.

III. PUBLIC COMMENT

Your feedback on the implementation of the community benefits charge authority will inform government decisions on the development of a new community benefits charge regulation under the Planning Act and amendments to regulations under the Development Charges Act and Building Code Act.

Submissions may be made online or provided via email to the contact below.

Supporting materials

Related links

[Planning Act \(https://www.ontario.ca/laws/statute/90p13\)](https://www.ontario.ca/laws/statute/90p13)

[Development Charges Act, 1997 \(https://www.ontario.ca/laws/statute/97d27\)](https://www.ontario.ca/laws/statute/97d27)

[Building Code Act, 1992 \(https://www.ontario.ca/laws/statute/92b23\)](https://www.ontario.ca/laws/statute/92b23)

Related ERO (Environmental Registry of Ontario) notices

[Proposed new regulation pertaining to the community benefits authority under the Planning Act \(/notice/019-0183\)](/notice/019-0183)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

Municipal Finance Policy Branch
College Park 13th flr, 777 Bay St
Toronto, ON
M7A 2J3
Canada

 [416-585-6111](tel:416-585-6111)

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the [ERO \(Environmental Registry of Ontario\)](#) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. \(/page/commenting-privacy\)](/page/commenting-privacy)


Submit by mail

John Ballantine
Municipal Finance Policy Branch
College Park 13th flr, 777 Bay St
Toronto, ON
M7A 2J3
Canada

Connect with
US

Contact

John Ballantine

 [416-585-6348](tel:416-585-6348)

 john.ballantine@ontario.ca

Denise Holmes

From: AMO Communications <Communicate@amo.on.ca>
Sent: Friday, February 28, 2020 1:10 PM
To: Denise Holmes
Subject: Draft Community Benefit Charge/Development Charge Regulatory Proposal and Provincial Policy Statement Posted

AMO Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



February 28, 2020

Draft Community Benefit Charge/Development Charge Regulatory Proposal and Provincial Policy Statement Posted

Earlier today the Ministry of Municipal Affairs and Housing posted a regulatory proposal for public comment on the [Environmental Registry of Ontario](#). As drafted, the proposal will significantly change the operation of both the new Community Benefit Charge (CBC) and the existing Development Charge (DC) framework. AMO's analysis of key changes is highlighted below.

Key "Soft" Service Costs to be recoverable through Development Charges

Under the proposal, Development Charges would be used to fund growth-related capital costs related to:

- Libraries
- Long-term care
- Park development (eg. playgrounds)
- Public Health, and
- Recreation.

Previous *More Homes, More Choice Act* changes also added waste diversion and ambulance services to the list of eligible services. These costs will be fully recoverable (with no 10% discount). These service remain vital for growth. Their inclusion in the DC framework is a very positive change.

This is a significant amendment from an earlier proposal where the new Community Benefit Charge would have financed these services. The regulatory proposal places the funding of these services into the more established development charge

framework. This provides much greater certainty for the growth-related capital funding of these services. AMO and the municipal sector had expressed significant concern regarding the utility of CBCs to adequately fund growth. On first reading, this represents a significant improvement to advancing the growth paying for growth principle for these services. Further modeling is needed.

Community Benefit Charge Calculation

Affordable housing, child care, land for parks, and other services can be funded through a new Community Benefit Charge. The charge will be assessed as a percentage of land value which will be determined immediately before a building permit is issued (with new zoning in place). The maximum charge is set at 15% of land value for a single-tier municipality. In a two tier situation, 10% of that charge will be for the lower-tier and 5% would be for the upper tier.

Further analysis needs to be conducted on the adequacy of the 15% charge to recover municipal service costs. Further analysis also needs to be conducted on the appropriateness of this split between upper and lower tiers. In addition to the services listed above, the 15% charge is also expected to pay for parkland acquisition and the past practice of density bonusing (previously known as Section 37 agreements).

Other details

The draft regulations provide for a one year transition once in effect. Municipalities would now be required to develop a Community Benefits Charge strategy (in a manner similar to Development Charges) and provide notice regarding a CBC by-law. The draft regulations provide for a 30 day comment period. Municipalities are encouraged to immediately undertake an assessment of these changes and provide feedback to AMO and the government.

The above analysis is preliminary. In the coming days AMO will work with the Municipal Finance Officers Association to assess impacts more thoroughly.

AMO Contact:

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

Revisions to Provincial Policy Statement Completed

Today the Ministry of Municipal Affairs and Housing also posted the final version of the Provincial Policy Statement. The changes, as a result of consultation, reflect important alterations requested by municipal governments.

Highlights of the changes include:

- In response to municipal concerns, the sections that spoke to “market based” housing have been balanced with the addition of affordable housing.
- The section calling for ‘fast-tracking’ of certain development proposals was removed.
- The changes clarify that where locally appropriate, lot creation is permissible in areas designated as rural lands.

- Planning and serviced land time horizons have been extended.
- The language, regarding wetlands, which would have allowed development with replacement elsewhere has been removed.
- The section that would have allowed aggregate extraction in a natural heritage feature, subject to a no negative impact study, has also been removed.

The new Provincial Policy Statement will come into effect May 1, 2020.

AMO Contact:

Cathie Brown, Senior Advisor, CathieBrown@amo.on.ca, 416-971-9856 ext. 342.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Please consider the environment
before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

Wish to Adjust your AMO Communication Preferences ? [Click Here](#)



Denise Holmes

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Friday, February 28, 2020 12:11 PM
To: Andrew Grozelle; Ashley Carter; Chloe Senior; Denise Holmes; Evelyn Eichenbaum; Graham Milne (Graham.Milne@halton.ca); Heather Boyd; Jane Wilson; Janet Pilon; Karren Wallace; Kerri O'Kane; Kris Fletcher; Lindsey Green; Lisa Campion; Manny Baron; Mark Potter; Meaghen Reid; Nina Lecic; Office of the Clerk (clerks@brantford.ca); Patricia Berfelz; Stephen.O'Brien@guelph.ca; Susan Stone (sstone@eastgarafraxa.ca)
Cc: Sonja Radoja; Karen Armstrong; Samantha Lawson
Subject: Municipal Levy & Budget 2020 - Grand River Conservation Authority
Attachments: GRCA 2020 Budget Package.pdf; Summary of Municipal Levy - GRCA 2020.pdf

Good afternoon Grand River watershed member municipality:

By letter dated January 27, 2020 you were advised that a meeting of the General Membership of the Grand River Conservation Authority would be held on February 28, 2020 to consider the 2020 Budget and General Levy. At that meeting, the following resolution was passed:

THAT the 2020 Budget of Grand River Conservation Authority of \$35,978,475 be approved;

AND THAT the member municipalities be assessed for payment of:

Matching Levy: \$449,688

Non-Matching Levy: \$10,527,312

Capital Levy: \$950,000

Total General Levy: \$11,927,000

AND THAT each member municipality's share of the 2019 General Levy be calculated using "Modified Current Value Assessment".

Attached are a summary of the 2020 municipal levies and the complete 2020 GRCA budget package. A hard copy of the 2020 budget package or a printable PDF is available upon request.

Please contact Karen Armstrong, Deputy CAO & Secretary Treasurer, or Sonja Radoja, Manager of Corporate Services, if you have any questions.

On behalf of
Karen Armstrong
Deputy CAO & Secretary-Treasurer

Eowyn Spencer
Executive Assistant | Grand River Conservation Authority

400 Clyde Road, P.O. Box 729, Cambridge ON N1R 5W6
519-621-2763, ext. 2200
www.grandriver.ca

Grand River Conservation Authority Summary of Municipal Levy - 2020 Budget

February 28th, 2020

	% CVA in Watershed	2019 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2020 Budget Matching Admin & Maintenance Levy	2020 Budget Non Matching Admin & Maintenance Levy	2020 Budget Capital Maintenance*	2020 Budget Total Levy	Actual 2019 Levy	% Change
Brant County	82.9%	6,445,704,057	5,343,488,664	2.80%	12,575	294,381	26,565	333,521	320,200	4.2%
Brantford City	100.0%	14,094,801,844	14,094,801,844	7.38%	33,169	776,505	70,073	879,747	859,526	2.4%
Amaranth Twp	82.0%	741,173,956	607,762,644	0.32%	1,430	33,483	3,022	37,935	36,818	3.0%
East Garafraxa Twp	80.0%	567,538,838	454,031,070	0.24%	1,068	25,013	2,257	28,338	27,694	2.3%
Town of Grand Valley	100.0%	508,048,182	508,048,182	0.27%	1,196	27,989	2,526	31,711	27,840	13.9%
Melancthon Twp	56.0%	548,535,978	307,180,148	0.16%	723	16,923	1,527	19,173	18,422	4.1%
Southgate Twp	6.0%	940,585,890	56,435,153	0.03%	133	3,109	281	3,523	3,437	2.5%
Haldimand County	41.0%	6,660,920,536	2,730,977,420	1.43%	6,427	150,454	13,577	170,458	166,879	2.1%
Norfolk County	5.0%	9,136,313,363	456,815,668	0.24%	1,075	25,167	2,271	28,513	27,947	2.0%
Halton Region	10.4%	43,072,861,004	4,486,635,761	2.35%	10,558	247,176	22,306	280,040	267,286	4.8%
Hamilton City	26.8%	88,141,299,524	23,577,797,623	12.34%	55,486	1,298,938	117,218	1,471,642	1,425,840	3.2%
Oxford County	37.5%	4,100,166,131	1,537,219,499	0.80%	3,618	84,688	7,642	95,948	92,876	3.3%
North Perth Twp	2.0%	2,050,788,963	41,015,779	0.02%	97	2,260	204	2,561	2,480	3.3%
Perth East Twp	40.0%	1,903,923,454	761,569,382	0.40%	1,792	41,956	3,786	47,534	45,247	5.1%
Waterloo Region	100.0%	97,165,516,725	97,165,516,725	50.85%	228,659	5,353,001	483,059	6,064,723	5,947,653	2.0%
Centre Wellington Twp	100.0%	4,825,004,290	4,825,004,290	2.53%	11,355	265,817	23,988	301,160	291,250	3.4%
Erin Twp	49.0%	2,434,448,511	1,192,879,770	0.62%	2,807	65,718	5,930	74,455	73,721	1.0%
Guelph City	100.0%	25,990,473,570	25,990,473,570	13.60%	61,164	1,431,856	129,213	1,622,233	1,576,986	2.9%
Guelph Eramosa Twp	100.0%	2,677,794,567	2,677,794,567	1.40%	6,302	147,524	13,313	167,139	163,892	2.0%
Mapleton Twp	95.0%	1,648,728,333	1,566,291,917	0.82%	3,686	86,289	7,787	97,762	94,062	3.9%
Wellington North Twp	51.0%	1,616,042,908	824,181,883	0.43%	1,940	45,405	4,097	51,442	50,151	2.6%
Puslinch Twp	75.0%	2,508,795,384	1,881,596,538	0.98%	4,428	103,660	9,354	117,442	115,793	1.4%
Total		317,779,466,008	191,087,518,099	100.00%	449,688	10,527,312	950,000	11,927,000	11,636,000	2.5%

*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.

Denise Holmes

From: Planning Account <planning@shelburne.ca>
Sent: Friday, March 6, 2020 2:21 PM
To: Jenny Li (jli@dufferincounty.ca); Jim Moss; Stephen Burnett; Terrance Gole; Jennifer Willoughby; Valerie Schmidt; Steve Wever; Ruth Tregenza; LandUsePlanning@HydroOne.com; municipal circulations; blemaich.sdfd@bellnet.ca; Stephen Christie; kmoore@shelburnepolice.com; Martin.Leyten@ontario.ca; Amy Knapp; Denise Holmes; Rogers, Joanne; Carol Maitland; Koops, Krystina; Community Planning; kcanivet@amaranth.ca; Ryan Post; Municipal Planning
Subject: Town of Shelburne Planning Application Circulation - Zoning By-law Amendment File No. Z17/02
Attachments: Sales Centre Sketch.pdf

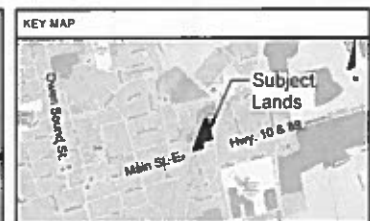
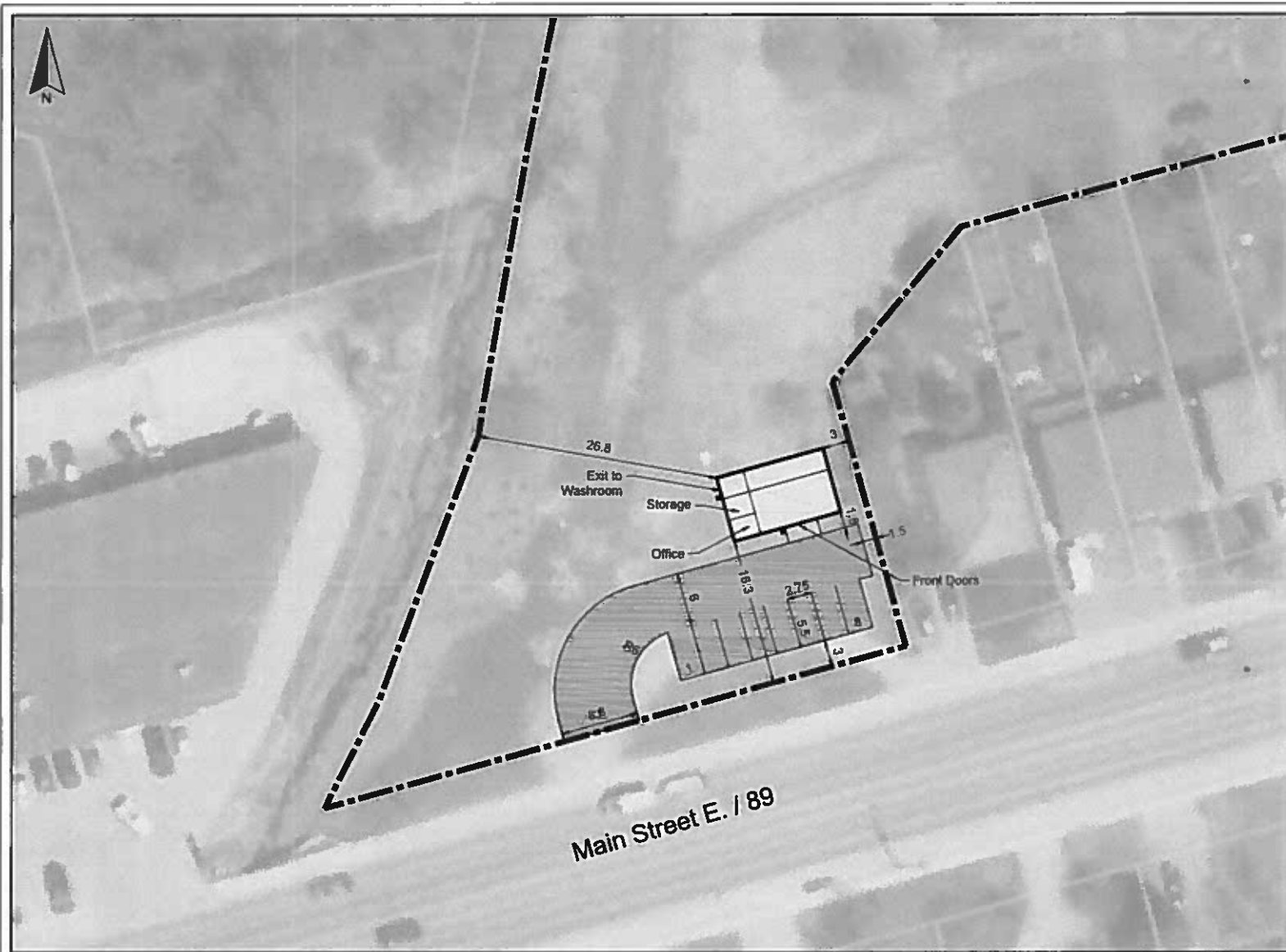
Good afternoon,

Please be advised the Town of Shelburne has received a Zoning By-law Amendment application for lands municipally referred to as 600 Main Street East. The Zoning By-law Amendment would permit the use of a temporary sales centre and associated parking on the subject lands. A public meeting was held previously on July 10, 2017.

A copy of the sketch submitted by the applicant detailing the proposed location of the sales trailer and associated parking has been attached to this email. We would appreciate receiving any comments or concerns you may have by Friday, March 20th, 2020.

Thank you,

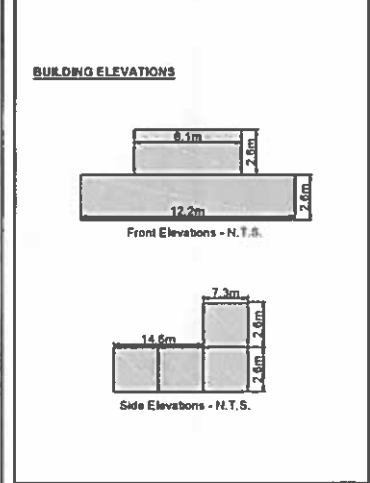
Steve Wever, MCIP, RPP
Town Planner



SALES TRAILER SKETCH

Melbourne Cos.,
2 East Park Lot 1
RP TR5067 Parts 1 to 11
Scale 1:2,000

- LEGEND**
- SUBJECT LANDS
 - SALES OFFICE
 - Bldg. Size 12.2m x 7.3m
 - Bldg. Height 5.2m (2 storey)
 - PROPOSED LIGHTING FIXTURES
 - PARKING AREA



Source: Dufferin County Maps, Air Photo 2018
 Note: Information shown is approximate and subject to change.

SALES TRAILER SKETCH SHELBURNE, ON

IPS INNOVATIVE PLANNING SOLUTIONS
 PLANNERS PROJECT MANAGERS LAND DEVELOPERS

140 King St. W. Suite 200, Shelburne, Ontario N0A 1K6
 Tel: 519-536-4477 Fax: 519-536-4478 Email: info@innovativeips.com Website: www.innovativeips.com

Date	January 27, 2028	Drawn By	AS
File	16-621	Checked	CS

Denise Holmes

From: Sonya Pritchard <spritchard@dufferincounty.ca>
Sent: Thursday, March 12, 2020 8:58 PM
To: Ed Brennan; Denise Holmes; dmorrissey@shelburne.ca; Susan Stone; Tracey Atkinson; Mark Early; Jane Wilson; Meghan Townsend; Karen Canivet
Subject: COVID 19 presentation to County Council
Attachments: COVID-19 Presentation Draft.pptx

Hi all,

Here is the presentation I referenced in my email earlier today.

I should also note that we included some additional information that became available at the end of the day:

1. Effective tomorrow visiting hours at Dufferin Oaks will be limited to 11am to 7pm. In addition, there will be active screening of everyone entering the building including visitors, staff, suppliers. Finally, we will be going to a single point of entry to facilitate screening.
2. There is likely to be an assessment centre (for COVID 19 testing) opened at or near Headwaters Health Care Centre in the next week.
3. We are hoping to receive additional information on a teleconference tomorrow with respect to daycare operations. There seems to be some conflicting information on whether or not daycares will be permitted to stay open following today's school closure announcement.

Any questions, let me know.

Regards,

Sonya

Sonya Pritchard, CPA, CMA | Chief Administrative Officer
County of Dufferin | Phone: 519-941-2816 Ext. 2502 | spritchard@dufferincounty.ca |
55 Zina Street, Orangeville, ON L9W 1E5

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

DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the County of Dufferin. Finally, the recipient should check this email and any attachments for the presence of viruses. The County of Dufferin accepts no liability for any damage caused by any virus transmitted by this email. The Corporation of the County of Dufferin, 55 Zina Street, Orangeville, Ontario. www.dufferincounty.ca

COVID 19

County of Dufferin Actions –
March 12, 2020

County of Dufferin

There are currently no known cases of COVID 19 in Dufferin County.

The County and other community stakeholders are actively monitoring the situation.

Work is ongoing to ensure the ability to respond to and communicate potential community impacts.

Measures are being put in place to provide appropriate protections to staff and clients/patients/residents and visitors to County buildings.

Monitoring

- Health Canada Updates and Guidelines
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- Ontario Ministry of Health Updates including Resources and Guidance Documents
<https://www.ontario.ca/page/2019-novel-coronavirus#section-2>
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx
- Wellington Dufferin Guelph Public Health
<https://www.wdgppublichealth.ca/your-health/novel-coronavirus-covid-19>
- Provincial Emergency Operations Centre
(through participation in regular teleconferences)
- Updates from local municipalities and community partners on actions being taken

Planning for Local Impacts

- Following the Guidance and Direction from Health Canada and MOH
- Updating Business Continuity Plans
 - Ensuring critical/core services continue in event of significant absenteeism
 - Identifying backups for key personnel
 - Creating strategies for alternate work arrangements
 - Identifying risks associated with supplies and equipment
 - Reviewing benefits and sick leave policies
 - County Critical Services (must continue)
 - Long Term Care (nursing, food services, facilities)
 - Roads Operations (Snow-clearing and emergency response)
 - Communications
 - Emergency Management
 - IT and other support for critical services
- Paramedic Services

Planning for Local Impacts

- Health and Community Services Sector Planning Activities
 - WDG Public Health Activates Call Centre **1-800-265-7293 Ext 7006**
 - March 3 – Meeting with municipalities, health care providers, Headwaters Health Care (HHC) to start plan and receive situational update from Public Health. Outcome – 3 areas to focus planning – communication, assessment, containment
 - March 6 - HHC activated and initiated contingency planning, including planning for local assessment centre (if required by MOH)
 - March 9 – Identified communications channels and stakeholders.
 - March 10 – Laid out foundational environmental scan of current and key considerations required to maintain care in the community

Preventative Measures

- Following Guidance from Health Canada and MOH
- Actively screening and assessing visitors to Dufferin Oaks Long Term Care Home, in accordance with MOH. This requires screening every person entering the facility and will likely require establishing limited visiting hours.
- Installing additional public hand sanitizing dispensers and providing instructions for effective hand sanitizing.
- Displaying posters from the Ministry of Health on “Keeping Your Family Healthy”, proper hand washing and hand sanitizing.
- Enhancing cleaning and hygiene practices as recommended by Health Canada.

Preventative Measures

- Updating staff on measures taken and anticipated actions
- Providing information to Dufferin County Community Housing tenants.
- Providing information to Housing Providers.
- Providing information to daycare providers.
- Posting signage for visitors asking them to delay their visit if they have symptoms and have travelled to one of the affected areas listed by Health Canada or been exposed to a person who has tested positive for COVID 19.

Attention Visitors



If you have a fever and/or new onset of cough or difficulty breathing

AND

In the 14 days before symptom onset, you have:

- been to a COVID-19 impacted area, **or**
- you have been in close contact with a confirmed or probable case of COVID-19, **or**
- you have been in close contact with a person with acute respiratory illness who has been to a COVID-19 impacted area.

**please delay your visit AND contact your health care provider, or
Telehealth Ontario (1-866-797-0000)**


 **SERVICE NOTICE**

to reach your desired County service from home,
please contact us:

519-941-2816

or

info@dufferincounty.ca

Ontario 

Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfection for Public Settings

This document provides guidance on cleaning and disinfection of public settings, including schools, transit, colleges/universities and other workplaces in Ontario. For more information, please contact your local public health unit.

What you should know

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Frequently touched surfaces are most likely to be contaminated.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacturer's instructions.

Clean frequently touched surfaces twice per day

- ☑ In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty.
- ☑ Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- ☑ In addition to routine cleaning, check with your organization for any specific protocols for cleaning for COVID-19.



Select products

Cleaners

- Break down grease and remove organic material from the surface.
- Used separately before using disinfectants.
- Can be purchased with cleaner and disinfectant combined in a single product.

Disinfectants

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN).

Disinfectant Wipes

- Have combined cleaners and disinfectants in one solution.
- May become dry due to fast drying properties. Should be discarded if they become dry.
- Not recommended for heavily soiled surfaces.

Prepare products for use

- Where possible, use pre-mixed solution.
- Read and follow manufacturer's instructions to:
 - properly prepare solution
 - allow adequate contact time for disinfectant to kill germs (see product label)
 - wear gloves when handling cleaning products including wipes
 - wear any other personal protective equipment recommended by the manufacturer

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care. It can survive on different surfaces but can be killed by most cleaners and disinfectants.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus.

Sources:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for environmental cleaning for prevention and control of infections in all health care settings [Internet]. 3rd ed. Toronto, ON: Queen's Printer for Ontario; 2018. Available from: <https://www.publichealthontario.ca/-/media/documents/bp-environmental-cleaning.pdf>

The Regional Municipality of York, Community and Health Services. Proper cleaning and disinfection practices [Internet]. Newmarket, ON: The Regional Municipality of York; 2019. Available from: <https://www.york.ca/wp-content/uploads/2019/09/928899a2-c156-47af-a9a0-b6e62d8e0bb7/Proper+Cleaning+and+Disinfection+Practices.pdf?MOD=AJPERES&CVID=mVMtoGe>

The information in this document is current as of March 11, 2020

©Queen's Printer for Ontario, 2020

2019 Novel Coronavirus (COVID-19)
**What you need to know
to help you and your family
stay healthy**



**Wash your hands with soap
and water thoroughly and often.**

**Cough and sneeze into your
sleeve or a tissue. Dispose of tissue
immediately and wash your hands.**



Keep surfaces clean and disinfected.

Stay home when you are sick.



If you have symptoms, call Telehealth Ontario at:
1-866-797-0000
TTY: 1-866-797-0007
Or contact your public health unit

For more information,
visit [Ontario.ca/coronavirus](https://www.ontario.ca/coronavirus)

Part of by the Government of Ontario

Ontario 



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

March 2, 2020

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

via email

Mayor and Council:

RE: 153th Shelburne Agricultural Society Fall Fair

The Board of Directors of the Shelburne & District Agricultural Society is pleased to announce the 153rd Fall Fair is being held on September 18, 19 and 20th, 2020 with the theme :

153 YEARS – Preserving the Harvest

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

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

Your support is being sought which will assist in making the 2020th fall fair a very special event. We hope to be able to bring new and old together at the fair to recognize our rich history, both nationally and locally.

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

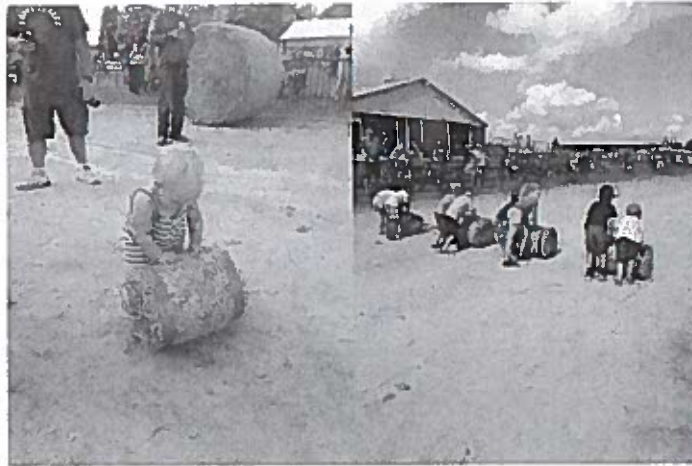
ACT# 1
MAR 19 2020

The Township of Melancthon's past financial contribution is greatly appreciated and has helped make this important community event a success. The equipment provided by the Township also enhances activities, especially for youth and we would make a request that this be provided for this year's fair.

A donation of \$1,000.00 for our 2020 fair would ensure more and varied events, and would also be directed to ongoing costs of:

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

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



Here is a link to our website showcasing some of the upcoming events at the 2020 fair:
<http://shelburnefair.weebly.com/>

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

Yours truly

Larry Braiden

Larry Braiden, President



SHELBURNE PUBLIC LIBRARY

201 Owen Sound Street
Shelburne, Ontario
L9V 3L2

Telephone 519-925-2168
Fax 519-925-6555
www.shelburnelibrary.ca



March 2, 2020

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

Attention: Ms. Denise Holmes

Dear Ms. Holmes

Re: 2020 Library Board Agreement

Enclosed are 3 copies of the 2020 Municipal Agreement between the Township of Melancthon and the Shelburne Public Library Board, in triplicate. Please review, sign and return 2 copies of the agreement at your earliest convenience. We will sign and return one copy for your records.

I have also enclosed invoices for the instalments as requested by some municipalities.

If you have any questions, please do not hesitate to contact either myself or Rose Dotten, CEO.

Yours truly,

Gord Gallagher
Treasurer
Shelburne Public Library

/gg
Encl. agreement, 3 invoices

ACT #2
MAR 19 2020

AGREEMENT

THIS AGREEMENT made in triplicate this day of March, 2020,

BETWEEN: THE SHELBURNE PUBLIC LIBRARY BOARD
(hereinafter called the "Board")

AND THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
(hereinafter called the "Municipality")

WHEREAS Section 29 (1) of the Public Libraries Act, R.S.O. 1990 Chapter P.44, allows for the council of a municipality to enter into a contract with a public library board for the purpose of providing the residents of the municipality with library services.

AND WHEREAS the Board and the Municipality deem it expedient to enter into such an agreement.

NOW THEREFORE WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

1. DESCRIPTION OF SERVICES:

- 1.1 The Board shall endeavour to provide in co-operation with other public library boards a comprehensive and efficient library service to the residents of the Municipality.
- 1.2 The Board shall operate a library which shall be open a minimum of 25 hours per week and shall not make a charge for membership in the library.
- 1.3 The Board shall allow the residents of the Municipality to,
 - a. borrow circulating materials; and
 - b. use reference and information services as the Public Library Board considers practicable, without making any charge.
- 1.4 The Board may impose such fees as it considers proper for services not referred to in sections 1.2 and 1.3.

2. WARRANTIES OF THE BOARD:

- 2.1 The Board is a corporation duly established under the *Public Libraries Act, 1990*.
- 2.2 To ensure quality library service under this Agreement the Board shall:
 - 2.2.1 ensure that all materials are available for use outside the library except those used for reference service, and rare and fragile items;
 - 2.2.2 ensure circulation policies of greatest convenience to the users and maximum use of materials;
 - 2.2.3 ensure that the selection of materials reflects the needs of the community.

3. REPORTS:

- 3.1 The Board shall submit an annual report to the Municipality.
- 3.2 The Municipality shall make an annual financial report to the Minister and make any other reports required by the Public Libraries Act, 1990 and the regulations or as requested by the Minister.

4. LIMITATION OF LIABILITY:

4.1 The Municipality shall not be liable for any injury, death or property damage to the Board, its employees or agents or for any claim by any third party against the Board, its employees or agents.

5. INSPECTION:

5.1 The Municipality shall be entitled, at all reasonable times, to review any records, books, accounts and documents in the possession of or under the control of the Board, subject to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, Section 14.

6. NOTICES:

6.1 Notices under this Agreement shall be given in writing by personal delivery, or by mail, or by facsimile transmission.

6.2 Notice by mail shall be deemed to have been given on the third business day after the date of mailing.

6.3 Mailing addresses for notices under this Agreement are as follows:

- i) for Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6
- ii) for Shelburne Public Library Board
201 Owen Sound St.
Shelburne, ON L9V 3L2

7. FINANCIAL:

7.1 The Municipality shall annually levy upon its assessment a sum to be used for the maintenance of the Board.

7.2 The Municipality shall in addition pay to the Board certain monies paid to the Municipality by the Province of Ontario for library services.

7.3 The sum of funds received by the Municipality under Sections 7.1 and 7.2 shall be equal to the Municipality's portion of the total funds required by the Board, as shown in Appendix B.

7.4 The attached Appendix A, which forms part of this Agreement, is a copy of the Board resolution being the new Funding Formula that was passed by the Board on June 21, 2016.

7.5 The attached Appendix B, which forms part of this Agreement, is a listing of the Payments to be made by the Municipality if the option in 8.1.A is chosen.

8. PAYMENT TERMS:

8.1 The Municipality shall pay to the Board the funds under Section 7.3 according to one of the following payment options:

- A.
 - 1. Fifty percent (50%) of the amount required for Board purposes in the current year on or before the 31st day of March, 2020.
 - 2. Twenty-five percent (25%) of the amount required for Board purposes in the current year, on or before the 30th day of June, 2020.
 - 3. Remainder of the balance owing on or before the 30th day of September 2020.
- B.
 - 1. Funds raised under Section 7.1 shall be paid to the Board in equal installments coincident with the dates upon which the Municipality collects its taxes in 2020.

2. Funds raised under Section 7.2 shall be paid to the Board within fifteen (15) days of being received by the Municipality.

8.2 If, in the year 2020 the Board's budget is not approved by the Town of Shelburne by March 31, 2020, the Municipality shall pay to the Board an interim payment of funds according to the following schedule which interim payment of funds shall be deducted from the Municipality's 2020 levy once the Board's budget is finalized.

1. Fifty percent (50%) of the amount required for board purposes in 2019, which amount shall be paid to the Board on or before the 31st day of March, 2020.

9. FAILURE TO MAKE PAYMENTS:

9.1 If the payment schedule chosen by the Municipality is not complied with, the Library reserves the right to withdraw the Library services to residents of the Municipality until the payment is complied with.

10. ENTIRE AGREEMENT:

10.1 This agreement constitutes the entire Agreement between the parties. Upon the execution of this Agreement, any existing Agreements between the parties with respect to library services shall forthwith become null and void.

10.2 In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect, mutatis mutandis.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective corporate seals duly attested to by the hands of their respective proper officers in that behalf.

THE SHELburne PUBLIC LIBRARY BOARD

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

Per: _____
Chair

Per: _____
Mayor

Per: _____
Secretary/Treasurer

Per: _____
Clerk

MUNICIPALITY ELECTION UNDER SECTION 8

Initial one only:

8.1.A _____
Mayor

Clerk

8.1.B _____
Mayor

Clerk

APPENDIX A

Resolution extracted from Shelburne Public Library Board minutes dated June 21, 2016:

Funding Formula

Motion 29-16 L. Townsend, D. Besley

WHEREAS on June 8, 2016, a meeting was held with the Mayors, Municipal Clerks and Council Representatives of the Town of Shelburne and the four contracting Municipalities of Amaranth, Melancthon, Mono and Mulmur, together with Geoff Dunlop, Board Chair, Rose Dotten, CEO/Head Librarian, and Gord Gallagher, Treasurer;

AND WHEREAS it was determined that the funding formula for the Shelburne Public Library should be revised to reflect the change in the number of households with patrons in all five municipalities;

Therefore, be it resolved that beginning in January, 2017, the levy required to balance the Shelburne Public Library operating budget will be allocated based on a 3-year average of active household cardholders, determined by the Library operating system, as of September 30 in the year preceding the budget year, for each municipality;

Be it further resolved that in addition to the foregoing, any capital projects for the Library requiring additional municipal funding will be allocated based on the same formula;

Be it further resolved that the Municipal partners may use the MPAC assessment totals as of September 30 each year as a verification tool for any substantial shifts in household user numbers.

Carried

APPENDIX B

Township of Melancthon Assessment is \$56,817.00

Under Option 8.1.A - the payments shall be:

March 31, 2020	\$28,408.50
June 30, 2020	\$14,204.25
September 30, 2020	\$14,204.25

Denise Holmes

From: Steven Murphy <smurphy@dufferincounty.ca>
Sent: Friday, March 6, 2020 2:09 PM
To: Andrea McKinney; Ben Ryzebol; Brad Lemaich; Dave Menary; Denise Holmes; Denyse Morrissey; Doug Jones; Ed Brennan (ebrennan@orangeville.ca); hrooyakkers@townofgrandvalley.ca; janet@whitfieldfarms.com; jwilson@townofgrandvalley.ca; Kevin McNeilly; Mark Early; Mark Potter; Meghan Townsend; Mike Dunmore; Ray Osmond; rmorden@orangeville.ca; Roads; ssoloman@townofgrandvalley.ca; suestone@eastgarafraxa.ca; Tracey Atkinson
Cc: Alan Selby; Anna McGregor; Cheri French; Greg MacNaughtan; Pam Hillock; Peter Routledge; Scott Burns; Sonya Pritchard; Steven Murphy; Tom Reid
Subject: ERP 2020 for Council Approval
Attachments: ERP 2020.docx; By-Law Template - IMS.docx

Good afternoon all,

Attached is the revised ERP from Tuesday's meeting as well as a By-Law template. I would ask that you have your Councils adopt the ERP and have it to me by April 9th, so that it can go to County Council in May. If you have any questions please don't hesitate to contact me.

**Steve Murphy, ABCP Emergency Management & Communications Coordinator
Corporate Services |County of Dufferin**

Phone: 519-941-2816 Ext. 2401

smurphy@dufferincounty.ca |55 Zina St., Orangeville, ON L9W 1E5

DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the County of Dufferin. Finally, the recipient should check this email and any attachments for the presence of viruses. The County of Dufferin accepts no liability for any damage caused by any virus transmitted by this email. The Corporation of the County of Dufferin, 55 Zina Street, Orangeville, Ontario. www.dufferincounty.ca

The Corporation of the Township of Melancthon

By-law ____-2020

Emergency Management By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the "Act") Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and Regulation(s) and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Regulation(s) and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the municipality's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as ancillary plans to address emerging risks, personnel changes, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, municipal employees and/or the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the municipality.

Community Emergency Management Coordinator

6. Pursuant to the shared services agreement, attached hereto as Schedule B, the Community Emergency Management Coordinator (CEMC) for the County of Dufferin is hereby appointed as the municipality's primary CEMC. The CEMC shall be responsible for the emergency management program for the municipality including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act and Regulation(s).
7. The CAO/Clerk or his/her designate are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO) (Chair)
 - b. CEMC and Alternates CEMCs
 - c. Director of Development and Engineering Services
 - d. Director of Community Services;
 - e. Director of Finance/Treasurer
 - f. Director of Human Resources;
 - g. Police Chief
 - h. Fire Chief
 - i. Recording Clerk
 - j. County of United CEMC
 - k. Head of Council (Mayor)
 - l. One additional member of council, appointed by council resolution
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall meet annually and shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Municipal Emergency Control Group (MECG):
- a. Head of Council
 - b. Senior Municipal Official - Emergency Operations Centre Director
 - c. Deputy Clerk - Emergency Information Officer
 - d. Community Emergency Management Coordinator - Liaison Officer
 - e. Senior Official of Lead Department – Operations Chief
 - f. Senior Official (Planning) - Planning Section Chief
 - g. Procurement Manager – Logistics Chief
 - h. Senior Official (Treasury) – Finance and Administration Chief

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 157101 during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-laws 29-2007 and 44-2013 are hereby repealed.

By-law read a first and second time this _____ day of _____, 2020.

By-law read a third time and passed this _____ day of _____, 2020.

MAYOR

CLERK

EMERGENCY RESPONSE PLAN

This document is approved for public distribution.

ATTENTION!

If you have been notified of an emergency situation but have not read this plan:

Follow the immediate actions below:

If you were alerted and placed on **STAND-BY**, your services may be required soon. Ensure that you have everything you will need to function in your role and ensure that you are well rested and fit for duty.

If you were **ACTIVATED** you should immediately make your way to the location that you were given when notified. Ensure that you have the required items to meet the demands of your position.

If you are ***not able to respond***, please notify the caller or the Community Emergency Management Coordinator so that an alternate can be arranged.

Table of Contents

- 1** ***Introduction***
 - 1.1 Community Risk Profile**
 - 1.1.1 Identified Risks for the County of Dufferin and Member Municipalities
 - 2** ***Purpose***
 - 2.1 Authority**
 - 2.1.1 Action Prior to a Declaration of Emergency
 - 2.2 Application and Scope**
 - 2.3 Coordination of Program by the County of Dufferin**
 - 2.4 Community Emergency Management Coordinator (CEMC)**
 - 2.5 County of Dufferin 24/7 On-Call**
 - 2.6 Notification of Senior Municipal Official**
 - 2.7 Plan Testing, Maintenance and Review**
 - 2.7.1 Annual testing
 - 2.7.2 Annual Review
 - 2.8 Additional Emergency Response Plans and Procedures**
 - 2.9 Approval of Amendments by Council**
 - 2.10 Flexibility**
 - 3** ***Emergency Control Group (ECG)***
 - 3.1 Activating the Municipality's Emergency Control Group (MECG)**
 - 3.2 Activating the County's Emergency Control Group (CECG)**
 - 3.3 Activation Procedure**
 - 3.4 Emergency Control Group Notification**
 - 3.5 Emergency Control Group (ECG) Authority**
 - 3.6 Emergency Control Group (ECG) Membership**
 - 3.6.1 ECG Alternates
 - 3.7 Delegation of Authority**
 - 3.7.1 Head of Council – County of Dufferin
 - 3.7.2 Head of Council – Member Municipality
 - 3.8 Declaration of an Emergency**
 - 3.9 Delegation of Authority to the Head of Council**
 - 3.10 Role of Elected Council Members**
 - 3.11 Termination of an Emergency**
 - 3.12 Public Health Emergencies**
-

3.12.1 Municipal Support to Public Health

4 Incident Management System (IMS)

5 Coordination with Others/Requests for Assistance

5.1 Federal Resources

5.2 Provincial Resources

5.3 Ministry of Solicitor General

5.3.1 Provincial Emergency Operations Centre (PEOC)

5.3.2 Specialized OFMEM Resources

5.4 Ministry of Health and Long Term Care

5.4.1 Emergency Medical Assistance Team (EMAT)

5.5 Ministry of the Environment, Conservation and Parks

5.5.1 Spills Action Centre (SAC)

5.6 Ministry of Municipal Affairs and Housing

5.6.1 Disaster Recovery Assistance for Ontarians

5.6.2 Municipal Disaster Recovery Assistance

5.7 Conservation Authorities

5.8 Public and Separate School Boards

5.9 Partners Engaged in Emergency Response (PEER)

5.9.1 Salvation Army

5.9.2 Canadian Red Cross

5.9.3 Area Lions Emergency Response Team (ALERT)

5.9.4 Ontario Society for the Prevention of Cruelty to Animals (OSPCA)

5.9.5 Mennonite Disaster Services (MDS)

5.9.6 Dufferin Emergency Search and Rescue (DESAR)

6 Listing of Annexes

1. Record of Amendment and Testing
2. Distribution List
3. Incident Logs
4. Notification Procedure and Contact Lists
5. Emergency Operations Centres
6. Declaration and Termination of Emergencies
7. Emergency Shelter Information
8. Resource Directory
9. Critical Infrastructure
10. Emergency Information Plan
11. Emergency Social Services Plan
12. Severe Weather Plan
13. Foreign Animal Disease Plan
14. Flood Contingency Plan
15. Debris Management Plan
16. Volunteer Management Plan

This page intentionally left blank

1 Introduction

The *Emergency Management and Civil Protection Act, RSO 1990* (EMCPA) defines an emergency as:

"a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise."

1.1 Community Risk Profile

The community risk profile¹ details community vulnerabilities and capacities as determined through a Hazard Identification and Risk Assessment process.

1.1.1 Identified Risks for the County of Dufferin and Member Municipalities

The Hazard Identification and Risk Assessment (HIRA) process identified the following situations as the potential risks to all or part of Dufferin County.

- Dam Failures
- Drought
- Explosions and Fires
- Extreme Cold
- Extreme Heat Events
- Flooding
- Forest Fires
- Hazardous Materials Spills
- High Winds
- Ice Storms
- Pandemics
- Power Outages
- Severe Summer Storms
- Severe Winter Storm
- Tornadoes
- Transportation Accidents

2 Purpose

- The County of Dufferin and each of the Member Municipalities herein referred to as the 'Municipality', have developed this emergency response plan (ERP) in accordance with the *EMCPA, RSO 1990, Ontario Regulation 380/04 and local by-laws*.
- This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality.
- This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.
- The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.
- This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.

¹ *In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. EMCPA R.S.O. 1990, c.3, s.5.1(2)*

- In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG) may be required.
- The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.
- This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.
- The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

2.1 Authority

The *EMCPA, R.S.O. 1990, Chapter E.9, Ontario Regulation 380/04* and local by-laws provide the legal authority for this emergency response plan².

2.1.1 Action Prior to a Declaration of Emergency

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

Details for activating the ECG and declaring an emergency can be found in Section 3 of this plan.

2.2 Application and Scope

This ERP applies to the County of Dufferin and each of the eight (8) member municipalities located therein.

This plan supersedes and replaces all previous plans for emergency response enacted by the County of Dufferin, the Township of Amaranth, Township of East Garafraxa, Town of Grand Valley, Township of Melancthon, Town of Mono, Township of Mulmur, Town of Orangeville and the Town of Shelburne.

2.3 Coordination of Program by the County of Dufferin

The County of Dufferin will coordinate the emergency management program for each of the member municipalities through a shared services agreement.

² *Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c.14, s.5(1).*

The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and

No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty 2006, c.13, s.1(6), 2006, c.35.

Sched.C, s.32 (6) are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s.4 (1)

2.4 Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator for the County of Dufferin may be appointed as the primary CEMC for each member municipality³. In the absence of the primary CEMC the municipality shall appoint an alternate CEMC to assume all responsibilities outlined in this plan⁴.

The CEMC will monitor potential and impending threats that may impact the health, safety or economic stability of Dufferin County.

The Community Emergency Management Coordinator acts as an advisor to the Senior Municipal Official, municipalities, departments, groups and agencies on matters of emergency response and recovery by:

- Providing expertise regarding the implementation of the emergency response plan.
- Fulfilling any Incident Management System role within the EOC as needed.
- Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or alternate locations.
- Assisting the Incident Commander as needed.
- Coordinating post-emergency debriefings.

2.5 County of Dufferin 24/7 On-Call

Given the unpredictable nature of emergencies and the likelihood of an 'after-hours' request for assistance the County of Dufferin has established an 24/7 On-Call protocol.

The On-Call protocol can be activated by contacting the 24/7 telephone number listed in Annex #004 – Emergency Contact List.

2.6 Notification of Senior Municipal Official

In the event of a real or potential emergency requiring the notification of an ECG, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the appropriate Senior Municipal Official (see Annex #004 – Emergency Contact List).

In the event of an imminent or occurring emergency the Senior Municipal Official shall be notified if the incident commander determines that one of the following criteria is present;

- Any incident requiring evacuation of, or excluding access to residential or institutional facilities.
- Any incident that is extraordinary or distinct from normal, day-to-day operations carried out by emergency services.

2.7 Plan Testing, Maintenance and Review

2.7.1 Annual testing

This ERP will be tested for effectiveness through emergency exercises on an annual basis.

³ In accordance with County of Dufferin By-Law 2004-60.

⁴ Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

The emergency management program co-ordinator shall complete the training that is required by the Chief, Office of the Fire Marshal and Emergency Management. O. Reg. 380/04, s. 10 (2).

2.7.2 Annual Review

This plan will be reviewed annually for accuracy by the Emergency Management Program Committee and will be revised as required.

2.8 Additional Emergency Response Plans and Procedures

Each municipality, service, agency, department and division involved or identified in this ERP is encouraged to develop their own emergency operating plans and/or procedures. Such plans and/or procedures must not conflict with this ERP.

The training of staff in these additional plans and procedures is the responsibility of the municipality, service, agency, department or division.

2.9 Approval of Amendments by Council

Amendments to the plan require formal Council approval from all member municipalities and the Council for the County of Dufferin.

Formal Council approval is not required for the following:

- Changes, additions or revisions to the annexes
- Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- Additions or deletions of contact information.

2.10 Flexibility

The safety and well-being of the community are the priority during any emergency response, therefore deviations from the emergency response plan and annexes may be necessary to address specific threats. During the course of the implementation of this plan the members of the ECG(s) may exercise flexibility.

3 Emergency Control Group (ECG)

The Emergency Control Group⁵ is responsible for initiating, coordinating and implementing the emergency response plan through the use of the Incident Management System. The Emergency Control Group, at both the lower and upper tier, is responsible for the following:

- Coordinate municipal operations prior to, during and after the emergency;
- Prioritize municipal operations;
- Support the response to the incident(s).

3.1 Activating the Municipality's Emergency Control Group (MECG)

The MECG will be activated under the following conditions:

- Head of Council or a member of the ECG requests activation;
- When an emergency is confined to a single municipality;
- When municipal facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on municipal resources, or;
- When an emergency situation is anticipated to impact or is occurring within the municipality.

3.2 Activating the County's Emergency Control Group (CECG)

The CECG will be activated under the following conditions:

- Warden or a member of the ECG requests activation;
- When an emergency cannot be defined as a local emergency (more than one member municipality or a contiguous municipality is affected);
- When County facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on County resources, or;
- When an emergency situation is anticipated to impact, or is impacting two or more municipalities or one municipality and a contiguous upper tier municipality.

3.3 Activation Procedure

In the event of an imminent or occurring emergency requiring the activation of an ECG, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the Senior Municipal Official or designated alternate.

When activation is required:

- Incident Commander will immediately contact the SENIOR MUNICIPAL OFFICIAL of the affected municipality.
- The SENIOR MUNICIPAL OFFICIAL will contact the Community Emergency Management Coordinator to initiate the emergency notification procedures.

Note: When two or more municipalities are affected, the County of Dufferin's ECG will be activated and will include the Senior Municipal Official, or designate, for the affected municipalities.

⁵ 12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

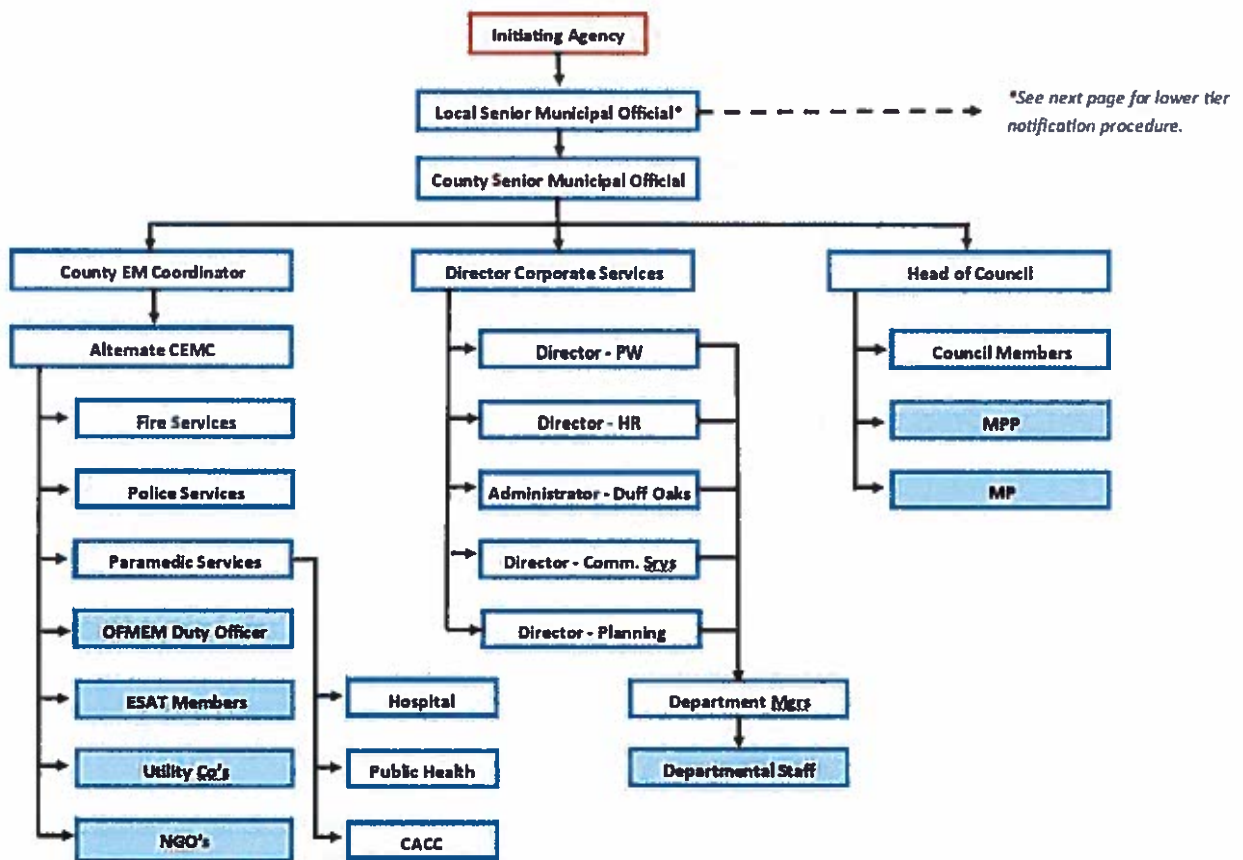
3.4 Emergency Control Group Notification

When activating the Emergency Control Group it is important to ensure all members are contacted even if they are not required to attend the EOC.

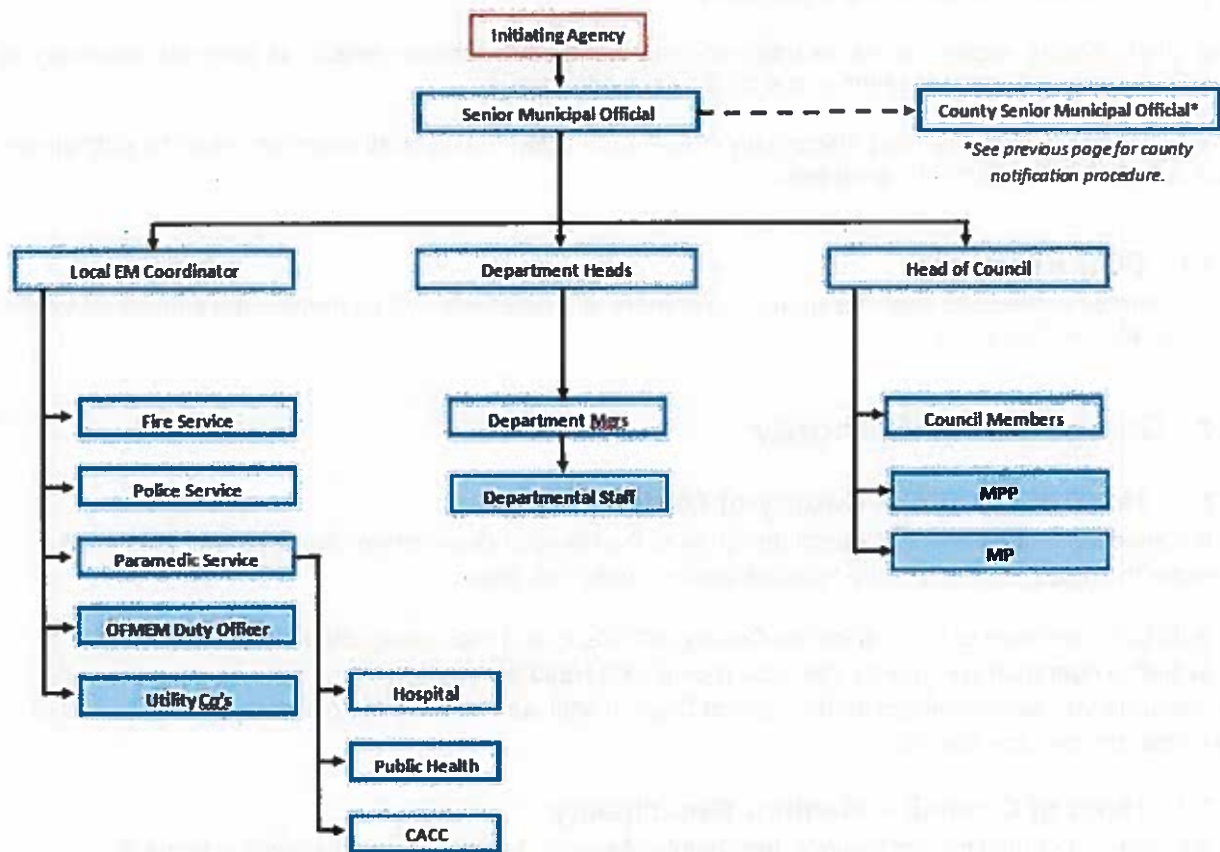
All emergency contact information is located in Annex #004, Emergency Contact List.

1. Make every effort to contact the primary contact person before contacting the alternate(s)
2. Do not allow the notification process to cease if a person cannot be contacted, make their notifications in their absence.
3. Confirm that those members you contact know whom they must contact
4. Shaded contacts are only notified if the situation warrants it.

EMERGENCY NOTIFICATION PROCEDURE - DUFFERIN COUNTY



EMERGENCY NOTIFICATION PROCEDURE - MEMBER MUNICIPALITIES



3.5 Emergency Control Group (ECG) Authority

In the event of an emergency or impending emergency, whether declared or not, the ECG is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency
- Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

3.6 Emergency Control Group (ECG) Membership

The composition of each ECG⁶ is listed in ERP Annex #004 – Emergency Contact List.

⁶ (2) The emergency control group shall be composed of,

In the Municipality where the Head of Council is also serving as the Warden or Deputy Warden for the County of Dufferin, and the Warden is required to attend the County EOC, the Deputy Mayor will assume the role of Head of Council for the municipality.

Any other officials, experts or representatives from the public or private sector⁷ as deemed necessary by the ECG may be appointed to the group on an as needed basis.

The ECG may not require the participation of everyone listed however all members shall be notified and advised of developments and progress.

3.6.1 ECG Alternates

Each member of the ECG shall designate one or more alternates who will be trained and authorized to fulfill the primary member's role.

3.7 Delegation of Authority

3.7.1 Head of Council – County of Dufferin

In the absence of the Head of Council the Chair of the General Government Services Committee will assume the responsibilities of the Head of Council under this plan.

Should both the Head of Council for the County of Dufferin and their designated alternate be absent or unavailable during an emergency the most recent past Head of Council, who is still serving on council, will assume the responsibilities of the Head of Council until such time as the current Head of Council or alternate can assume the role.

3.7.2 Head of Council – Member Municipality

In the absence of the Head of Council, the Deputy Mayor or designated alternate will assume the responsibilities of the Head of Council under this plan.

Should both the Mayor and the designated alternate of a municipality be absent or unavailable the council will appoint an interim Head of Council until such time as the current Head of Council or alternate can assume the role.

3.8 Declaration of an Emergency

An emergency declaration is not required to protect the lives, health, safety, and property of the inhabitants of the Municipality.

The Head of Council, or designate, of the Municipality has the legislative authority⁸ to declare an emergency to exist in all or any part of the municipality.

(a) such officials or employees of the municipality as may be appointed by the council; and
(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

⁷ (B) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any level of government who are involved in emergency management.
2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

⁸ The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990 c. E.9, s. 4 (1)

The Head of Council may consider several factors whether an emergency declaration is warranted including but not limited to:

General and Continuity of Government

- Is it an extraordinary event requiring extraordinary measures?
- Does it pose a danger of major proportions to life or property?
- Does it pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment or medical care)?
- Does it threaten social order and the ability to govern?
- Is it attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?

Legal

- Could legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- Are volunteers assisting?

Operational

- Does it require a response that exceeds, or threatens to exceed the capabilities of the municipality?
- Does it strain the municipal response capability, thereby further endangering life and property outside areas directly affected by the current crisis?
- Are additional personnel and resources required to maintain the continuity of operations?
- Could it require assistance from the provincial or federal government (e.g. military equipment)?
- Does it involve a structural collapse?
- Is it a complex chemical, biological, radiological, or nuclear (CBRN) incident?
- Could it require the evacuation and/or sheltering of people or animals?
- Could you receive evacuees from another community?

Economic and Financial

- Does it pose a disruption to routine transportation, rerouting large numbers of people and vehicles?
- Could it have a long term impact on the economic viability/sustainability resulting in unemployment, or lack of restorative measures necessary to re-establish commercial activity?
- Is it possible that a specific person, corporation, or other party has caused the situation?

A positive response to one or more of these factors may warrant a declaration of emergency.

Upon declaration of an emergency, the ECG will complete the appropriate form found in ERP Annex #006 - Declaration and Termination of an Emergency, and ensure that the following are notified:

- The public
- All members of Council
- All Heads of Council within Dufferin County
- Provincial Emergency Operations Centre
- All contiguous municipalities
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

3.9 Delegation of Authority to the Head of Council

During a declared emergency the Council of the municipality shall be deemed to have delegated its authority to the Head of Council.

The authority delegated to the Head of Council shall be utilized in accordance with the following criteria;

- Facilitates a rapid respond to the situation
- Alleviate harm or damage
- Exercising the delegated authority is a reasonable alternative to other measures that might be implemented
- The delegated authority only applies to the necessary areas/functions of the municipality
- The delegated authority is only in effect for the duration of declared emergency

Within 60 days of the declaration of an emergency, the Head of Council shall present a staff report to the municipal council providing:

- The justification for having exercised the delegated authority
- An outline of the actions taken
- Recommendations of lessons learned arising from the emergency

3.10 Role of Elected Council Members

Members of Council who do not have a mandated role under the *EMCPA* may be utilized as liaisons between the general public and the Head of Council.

Such elected representatives will not be present in the EOC but will be expected to liaise with their constituents and relay any concerns to the Head of Council. The Head of Council will relay information to the ECG.

Members of Council, other than the Head of Council, will not be included in MECG meetings.

3.11 Termination of an Emergency

A municipal emergency may be terminated at any time.⁹

When terminating an emergency, the Head of Council will complete the appropriate form located in ERP Annex #006 - Termination of Declared Emergency, and will ensure the following are notified:

- The public
- All members of Council
- All Heads of Council within Dufferin County
- Provincial Emergency Operations Centre
- All contiguous municipalities
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

⁹ The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

3.12 Public Health Emergencies

The local public health authority is the lead agency during a public health emergency in Dufferin County. The primary responsibilities of the Medical Officer of Health and the health authority are:

- a) Immediately notify the Senior Municipal Official or the Community Emergency Management Coordinator of any public health emergencies
- b) Act as Incident Commander or as part of a Unified Command structure, in response to a human health emergency
- c) Activate the Public Health Response Plan as required
- d) Work with the Emergency Information Officer to prepare information/instructions for dissemination to the media pertaining to public health risk reduction.
- e) Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
- f) Coordinate vaccine management and implement mass immunization plan, as required
- g) Advise the ECG on potability of water supplies and sanitation facilities, as required
- h) Liaise with the Ministry of Health and Long Term Care - Public Health Division
- i) Consult with the coroner on temporary morgue facilities as required
- j) Coordinate local community medical resources (family health teams, hospitals, etc.) in response to the emergency
- k) Fulfill legislative mandate of the Medical Officer of Health as outlined in provincial legislation
- l) Provide direction on any matters which may adversely affect public health
- m) Coordinate with the Emergency Social Services Lead on preventing human health risks in evacuation centres including areas of food preparation, infection control practices, water quality, and sanitation
- n) Maintain a personal log of all actions taken
- o) Participate in the post-emergency debriefing

3.12.1 Municipal Support to Public Health

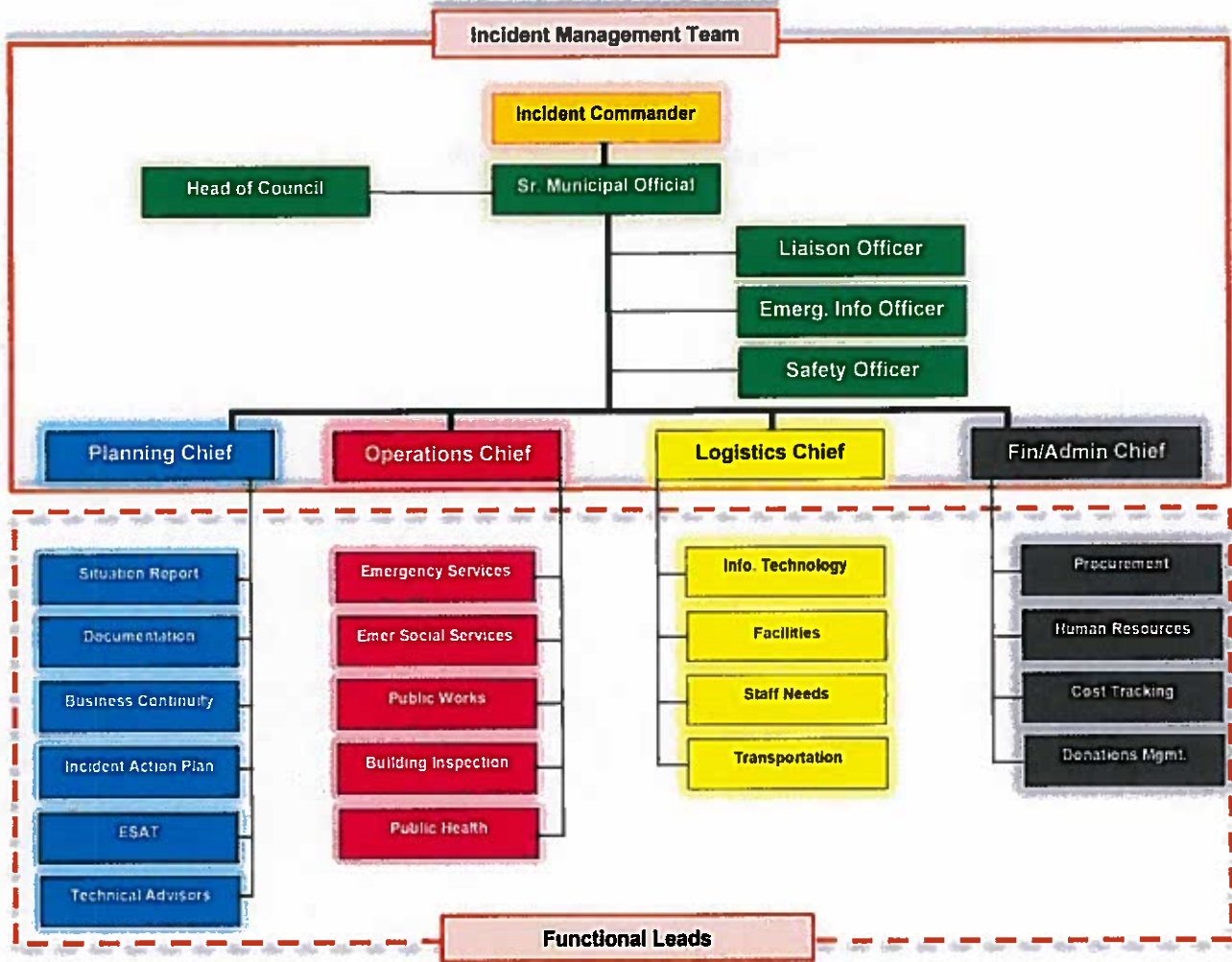
At the request of the Medical Officer of Health the municipality will provide all reasonable resources in support of a response to a public health risk.

This page intentionally left blank

4 Incident Management System (IMS)

Most EOC activations are to facilitate the provision of support to an Incident Commander working at an emergency scene. The scalability of IMS permits one person to manage multiple roles as required. All unassigned responsibilities are assumed by the next level of higher supervision. There are many types of supports that the MECG may provide from the EOC. Some of these supports may include:

- a) **Policy direction:** establish or resolve conflicting policies.
- b) **Strategic planning:** Provide strategic direction to the Incident Commander.
- c) **A common operating picture:** Develops, maintains and shares situational awareness of large or complex incidents.
- d) **Communication support:** Provide communications support.
- e) **Resource management:** Provide and prioritize utilization of resources.
- f) **Legal and financial support:** Authorize emergency expenditures, track incident costs, negotiate cost sharing/allocations, and resolve legal issues.
- g) **Emergency information:** Disseminate emergency information to the public and media.



Specific IMS positions and responsibilities are located in Annex # _____

Note: During an incident the day-to-day lines of reporting may be superseded by the IMS structure.

This page intentionally left blank

5 Coordination with Others/Requests for Assistance

5.1 Federal Resources

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre.

5.2 Provincial Resources

Communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC) at any time for advice related to managing emergencies.

Requests to the Province of Ontario can be made at any time without any loss of control or authority. Any request for assistance can be initiated through the Provincial Emergency Operations Centre (PEOC).

5.3 Ministry of Solicitor General

5.3.1 Provincial Emergency Operations Centre (PEOC)

If an emergency is declared, OFMEM will routinely deploy a Field Officer to the local Emergency Operations Centre to assist the community. The Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal resources.

5.3.2 Specialized OFMEM Resources

On behalf of the Province, the Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports OFMEM Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is declared.

5.3.2.1 Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)

The OFMEMs CBRNE resources include the following;

- Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)
- Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

5.3.2.2 Heavy Urban Search and Rescue (HUSAR)

The OFMEMs HUSAR resources are based in Toronto and can be deployed anywhere in Ontario.

Activation of Provincial CBRN or HUSAR Resources

The municipality requiring the assistance of a CBRNE or HUSAR team ***DOES NOT*** have to, or be in the process of, declaring an emergency pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.

All requests for assistance from a CBRNE or HUSAR team will be received and coordinated through the Provincial Emergency Operations Centre (PEOC).

- Should an emergency occur, that in the opinion of the county fire coordinator or his/her designate, cannot be addressed through the resources of the local fire department, the mutual aid system or contracted service providers, he/she may contact the PEOC to request the response of a CBRNE or HUSAR team.
- The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of Community Safety and Correctional Services representative through the PEOC.
- The PEOC, in conjunction with the Office of the Fire Marshal will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding fire department(s).
- The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- The CBRNE response teams are not intended to fight fires involving hazardous materials. When fire departments respond to hazardous material fires, the normal method of activating mutual aid is to be followed for additional fire suppression assistance.
- The CBRNE or HUSAR team will not respond outside its home municipality as part of the memorandum of understanding unless deployed by the PEOC.

5.4 Ministry of Health and Long Term Care

5.4.1 Emergency Medical Assistance Team (EMAT)

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access within 24 hours. The EMAT can set-up a 56 bed unit that provides a staging and triage base, and has the capability to treat 20 acute care patients and 36 intermediate care patients. In addition, the EMAT can provide :

- Patient isolation in the case of an infectious diseases outbreak;
- Medical support and decontamination in the case of a chemical, biological or radiological incident;
- Case management and triage of patients in a mass casualty situation.

5.4.1.1 Conditions for EMAT Deployment

All of the following elements must be present prior to EMAT deployment

- Emergency is focused on a severe respiratory illness or, mass casualty incident or requires medical care for victims of chemical/biological/radiological/nuclear/Explosive (CBRNE)
- Code Orange invoked by hospital
- Community disaster plan implemented
- Efforts to transfer patients out of hospital/region have been, or will rapidly become, inadequate
- Resolution of emergency is predicted to be greater than six hours plus EMAT response and travel time.

5.4.1.2 Activation of Emergency Medical Assistance Team

Activation of EMAT can be arranged through:

- Headwaters Health Care Centre's Emergency Operations Centre;
- Community Emergency Management Coordinator or his/her designate.

5.5 Ministry of the Environment, Conservation and Parks

5.5.1 Spills Action Centre (SAC)

The Ministry of the Environment (MOE) serves primarily as a regulatory agency. The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined as releases of pollutants into the natural environment originating from a structure, vehicle, or other container, and that are abnormal in light of all circumstances. Spills must be reported immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

- Impairment to the quality of the natural environment – air, water, or land
- Injury or damage to property or animal life
- Adverse health effects
- Risk to safety
- Making property, plant, or animal life unfit for use
- Loss of enjoyment of normal use of property
- Interference with the normal conduct of business

The Spills Action Centre has access to extensive chemical database systems and often provides clean up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response. If there is a spill or other environmental emergency

5.6 Ministry of Municipal Affairs and Housing

5.6.1 Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

5.6.2 Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Program activation and delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

Eligibility Requirements

In order to be eligible for the program, a municipality must have:

Experienced a sudden, unexpected and extraordinary natural disaster.

Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.

Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

5.7 Conservation Authorities

Conservation authorities within the County of Dufferin have the general responsibility and play the lead role in coordinating flood control¹⁰ within their area of jurisdiction and providing warnings to municipalities and the public.

The following Conservation Authorities have jurisdiction for a portion of Dufferin County and each has a current flood plan:

- Credit Valley Conservation
- Grand River Conservation Authority
- Saugeen Valley Conservation Authority
- Nottawasaga Valley Conservation Authority
- Toronto Region Conservation Authority

¹⁰ 21 (1) For the purposes of accomplishing its objects, an authority has power,
(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof; R.S.O. 1990,
c. C.27

5.8 Public and Separate School Boards

The school boards within the County of Dufferin are responsible for the care of the school population, all school buildings and facilities, and school buses in accordance with their own emergency response plans.

5.9 Partners Engaged in Emergency Response (PEER)

5.9.1 Salvation Army

The Salvation Army, under the direction of the Senior Official – Community Services, will be responsible for the provision of qualified personnel to assist Community Services staff in their mandate to deliver clothing, food and personal services.

The Salvation Army also manages a transitional housing unit on behalf of the County of Dufferin which may be utilized for emergency housing.

5.9.2 Canadian Red Cross

Should an emergency shelter need to be set up to receive and shelter evacuees it will operate under the authority of the Senior Official – Community Services and staffed by the Canadian Red Cross.

The Canadian Red Cross will be responsible for:

- Registering evacuees
- Handling inquiries about evacuees
- Personal needs
- Food and Beverage services
- Clothing services
- Temporary lodging

5.9.3 Area Lions Emergency Response Team (ALERT)

All five Lions Clubs in Dufferin County have joined together to form the Dufferin Area Lions Emergency Response Team (*Dufferin ALERT*). The Team is prepared to provide proactive and reactive services on a voluntary basis to the County of Dufferin.

Upon receipt of a request for assistance from the Community Emergency Management Coordinator, the Dufferin ALERT Team is prepared to provide support and assistance in the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

5.9.4 Ontario Society for the Prevention of Cruelty to Animals (OSPCA)

The OSPCA, with the assistance of the Municipal Animal Control Officers, will be responsible for the following:

- Assist with the operation of temporary animal shelters
- Be prepared to evacuate and relocate animals under the care of the Humane Society should their facilities be located within the area to be evacuated

5.9.5 Mennonite Disaster Services (MDS)

MDS is the organized response to the needs of "neighbors" in time of disaster. We endeavor to give time, talents, and energies to help relieve suffering caused by disasters.

MDS focuses on helping the most vulnerable: the elderly, the handicapped, single parents, the unemployed, the uninsured and the underinsured.

5.9.6 Dufferin Emergency Search and Rescue (DESAR)

DESAR is a group of certified volunteer ground search and rescue specialists based in Dufferin County. All searchers are certified by the Ontario Search and Rescue Volunteer Association and the Ontario Provincial Police.

6 Listing of Annexes

The annexes to this plan contain specific details about response procedures that are strictly confidential.

1. Record of Amendment and Testing

This record is used to record all amendments and tests of the Emergency Response Plan

2. Distribution List

This annex is used to record the name and position of every person who is a holder of the Emergency Response Plan

3. Incident Logs

Each member of the MECG is required to log their individual details and any actions taken or decisions made. This log was developed to provide a consistent method for recording such information.

4. Notification Procedure and Contact Lists

This annex contains the contact information for each member of the MECG as well as support agencies and personnel

5. Emergency Operations Centres

This annex contains the locations, set-up procedures and contact information for each Emergency Operations Centre

6. Declaration and Termination of Emergencies

This annex contains the information and paperwork required for the Head of Council to declare and/or terminate an emergency

7. Emergency Shelter Information

The details, including capacity and facility resources as well as contact information for each designated emergency shelter can be found in this annex

8. Resource Directory

This annex lists a multitude of resources that may be required during an emergency including resources owned and operated by the private sector. Any private enterprise that would like to be added to this directory can contact the COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

9. Critical Infrastructure

This annex identifies the known critical infrastructure located in or around Dufferin County whether it is privately operated or a municipal resource.

10. Emergency Information Plan

This annex will guide the MECG and the EIO in providing timely and accurate updates to the public prior to and during emergencies.

11. Emergency Social Services Plan

This annex details how the County of Dufferin will meet the basic needs of people who are affected by disaster.

12. Severe Weather Plan

This annex details the actions that will be taken during and after severe weather incidents

13. Foreign Animal Disease Plan

This annex details the actions that will be taken during and after an outbreak of a disease which threatens the agricultural industry in Dufferin County

14. Flood Contingency Plan

This annex details the action that will be taken to assist conservation authorities in mitigating against, responding to and recovering from flood emergencies

15. Debris Management Plan

This annex details how the debris that results from an emergency situation will be managed in the interest of human health and environmental safety.

16. Volunteer Management Plan

Under certain circumstances it may be necessary to issue appeals to the public for volunteers with certain skills to assist in responding to or recovering from an emergency. These volunteers are referred to as "spontaneous volunteers" and they are people not attached or associated with a formal organizations identified as a PEER in Section 5.9.

17. Emergency Fuel Plan

This annex includes details on the management of fuels during a shortage

18. Community Risk Profile

Details of the Hazard Identification and Risk Assessment and those risks that are a threat.

19. Mutual Assistance

Details of the agreement in place to provide assistance with Dufferin and some non-Dufferin municipalities.

20. Incident Management System

Comprised of specific position description for each IMS role as well as commonly used forms and instructions for their use.

Members of the public may access and copy this document at any municipal office located within the County of Dufferin

Accessible format available on request

Questions or comments pertaining to this Emergency Response Plan or the County of Dufferin and Member Municipalities Emergency Management Program should be directed to;

Steve Murphy
COMMUNITY EMERGENCY MANAGEMENT COORDINATOR
Email: emergency.management@dufferincounty.ca
Phone: 519-941-6991 Ext #2400



Corporation of the Township of Melancthon

Moved by *White*

Seconded by Date *March 5*, 2019

Be it resolved that:

That the Roads Sub Committee meetings be moved to be held within the committee of the whole except for "special meetings" which may require additional dates.

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

Carried/Lost: _____

MAYOR

EB# 15.2.1

MAR 10 2020



Corporation of the Township of Melancthon

Moved by White

Seconded by Date March 5, 2019

Be it resolved that:

That council seek costings for sidewalks or other appropriate walkways in the village of Corbetton and that notice of the potential for installation of sidewalks be communicated to the residents of the village by direct mailing, with a request for comments.

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

Carried/Lost: _____

MAYOR

GB # 15-2.2

MAR 19 2020



Corporation of the Township of Melancthon

Moved by *White*

Seconded by

Date *March 5*, 2019

Be it resolved that:

That RFPs be sought for a renewable energy system (solar and/or small scale wind or other) suitable for, and of proper size to power the municipal campus at a minimum capacity of 110% of the current base load requirements, and further that,
All lighting in the municipal campus be changed to energy efficient LED lighting as part of this proposal, and further that,
The proposed project to repair, replace or rebuild the main roads garage roof system, be carried out in conjunction with the renewable energy project to ensure compatibility between both projects and to eliminate under or overbuild, and that,
Funding be sought from the Federation of Municipalities, Green Municipal Fund

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

Carried/Lost: _____
MAYOR

GB#15.2.3

MAR 19 2020



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 2020 - Draft #3

DATE: March 19, 2020

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 2nd Draft of the 2020 Capital and Operating Budget was presented at the Council meeting held on March 5, 2020 with a 12.043% increase in the budget and a 5.38% increase to the Melancthon portion of the tax rate. Discussion ensued and Staff were directed to make a few changes and bring back to the next meeting.

Financial

The major capital expenses incorporated into the 2020 Budget are Culvert 2013 and 2nd Line SW Rehabilitation. 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 capital costs. \$100,000.00 has been transferred from the Roads Capital Reserve and the monies transferred by motion to the Working Capital Reserve (2019) have been included as a transfer back into the budget.

GB#15.3.1
MAR 19 2020

Based on this draft budget the amount to be raised through taxation is \$2,927,670.62 - an increase of \$281,203.85 or 10.626% (for every \$26,465.00 raised equals a 1% increase). Factoring in the changes in assessment the increase to the Melancthon portion of the tax rate is 4.05% (residential).

Based on this budget the increase for every \$100,000 assessment is \$20.01 for Melancthon's portion of the tax rate:

i.e. - 100,000 x 2020 rate 0.513879% = \$513.88
- 100,000 x 2019 rate 0.493874% = \$493.87
\$ 20.01

Tax Scenario (Melancthon rate only)

2019 House Assessed at 411,750 x 0.493874% = \$2,033.53

2020 House Assessed at 417,000 x 0.513879% = \$2,142.87

The increase in assessment is 1.28% and the increase in tax dollars is 109.34 or 5.4%.

Based on the above scenario a house assessed at 411,750 with no change in assessment would see an increase of \$82.37 per year (411,750 x 0.513879% = \$2,115.90) or 4.05% (Melancthon rate only)

Respectfully submitted

Wendy Atkinson

**Corporation of the Township of Melancthon
2020 Operating and Capital Budget - Draft**

*2019 Actual - Unaudited

Acct No.	REVENUE	2019 Budget	2019 Actual	2020 Budget
	Opening Surplus/(Deficit)			
	TAXATION			
01-4001-0700	Supplementary Taxation	40,000.00	103,853.69	85,000.00
	GRANTS			
01-4003-0100	Payment in Lieu	1,100.00	1,084.05	1,100.00
01-4004-0150	OMPF	174,500.00	175,600.00	173,500.00
01-4004-0300	RIDE Grant	6,220.00	-0.16	6,640.00
01-4004-0172	Court Security & Prisoner Transportation	2,091.00	2,172.00	1,810.00
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
01-4004-0161	MMAHO-Modernization		317,042.00	
01-4004-0700	Ontario Aggregate Lic. Fee	54,000.00	81,700.07	80,000.00
01-4030-0100	Drainage Superintendent	25,440.00	-0.01	17,500.00
01-4004-0550	OCLIF	5,000.00	10,000.00	
	ADMINISTRATION			
01-4010-0100	Tax Certificates	2,520.00	2,560.00	2,520.00
01-4010-0110	Tax Statement/Duplicate Tax Bill	350.00	665.00	500.00
01-4010-0115	Reminder/Overdue Notice Fee	2,200.00	2,830.00	2,600.00
01-4010-0200	Building Permit Approval	4,500.00	4,100.00	4,100.00
01-4010-0250	Site Alteration Permit Approval			
01-4010-0300	NSF Cheque Charge	140.00	175.00	140.00
01-4010-0400	Photocopies	35.00	46.00	35.00
01-4015-0100	Dog Licenses	15,000.00	15,019.75	15,000.00
01-4066-0000	Lottery Licenses	20.00	20.00	20.00
01-4040-0100	Livestock Claim Grants	4,000.00	316.50	1,000.00
01-4064-0000	Business Licenses	300.00	200.00	1,000.00
	FIRE			
01-4012-0100	Fire Revenue		665.00	
01-4012-0300	Fire Permit Fee	4,125.00	4,185.00	4,125.00
	ROADS			
01-4020-0110	Roads Misc Revenue		1,450.00	
01-4020-0125	Entrance Permits	1,200.00	1,100.00	1,100.00
01-4020-0130	Wide Load Permits	800.00	880.00	800.00
01-4020-0200	Culverts			
01-4020-0140	Bretton Estates Snow Plowing	900.00		900.00
01-4020-0500	Shelburne road Agreement	5,300.00		5,300.00
01-4020-0210	Road Crossings		1,000.00	
01-4004-0703	Transfer from Gas Tax	100,000.00	100,000.00	100,000.00
01-5005-5015	Transfer from Roads Capital Reserve			100,000.00
01-4060-0000	Transfer from Bridge Reserve	1,280.36	1,303.46	
01-3010-0100	Transfer from Working Capital Reserve			430,037.00
	PLANNING			
01-4035-0100	Official Plan Amendment		2,500.00	
01-4035-0310	Site Plan Application Fees		800.00	
01-4035-0350	Zoning By-law Amendment		10,250.00	10,000.00
01-4035-0300	Consent Applications	4,000.00	14,800.00	10,000.00
01-4035-0325	Minor Variance	800.00	800.00	800.00
01-4035-0200	Zoning Requests	935.00	2,175.00	1,200.00
01-4035-0360	Change of Use Certificate Applications		1,500.00	
01-4035-0375	Pre-Application Consultation		250.00	
01-4035-0500	Professional Services Reimbursement		514.46	
	OTHER			
01-4050-0100	Miscellaneous Revenue	500.00	8,685.83	500.00
01-4050-0125	CHD Community Contribution	309,000.00	309,000.00	309,000.00
01-4050-0130	Plateau Community Contribution	33,000.00	31,348.60	33,000.00
01-4050-0135	DWP Community Contribution	250,000.00	263,721.33	260,000.00
01-4050-0200	Penalties and Interest on Taxes	96,500.00	91,264.38	91,000.00
01-4050-0300	Interest on Deposits	30,000.00	49,332.48	49,000.00
01-4050-0400	POA	35,000.00	34,267.88	35,000.00
01-4025-0220	Electronic Recycling Revenue	100.00	46.20	50.00
01-4077-0000	Land Rental	2,550.00	2,550.00	2,550.00
01-4002-0100	Tile Drains		20,978.02	
01-4060-0000	Transfer from PSB Reserve	2,043.87	2,080.74	
01-4060-0000	Transfer from Mul-Mel Rec Capital Reserve	5,000.00	5,000.00	
01-4082-0104	Horning's Mill's Park (trsf frm MMAH-2019)			15,000.00
01-4082-0104	Horning's Mills Park (trs Main St Revitalization)			15,000.00
01-4082-0105	Corbetton Park (transfer from MMAH-2019)			15,000.00
01-4082-0105	Corbetton Park (transfer Main St Revitalization)			10,000.00
01-3020-0205	Transfer from MMAH-2019 (electronic signage)			20,000.00
01-3020-0205	Transfer from MMAH-2019 (solar speed signs)			7,500.00
01-4013-0200	Transfer frm Dev Charges (solar speed signs)			7,500.00
	Sub-Total	1,274,902.23	1,734,284.27	1,981,279.00
	Expenditures	3,921,369.00	4,011,489.14	4,908,949.62
	Amount to be raised through Taxation	-2,646,466.77	-2,277,204.87	-2,927,670.62

Taxation

01-4001-0100	Residential		1,957,912.92	
01-4001-0200	Farmland		246,535.19	
01-4001-0300	Commercial and Industrial		431,031.08	
01-4001-0500	Managed Forests		3,086.11	
01-4001-0600	Pipeline		7,903.76	
			2,646,469.06	

Schedule B

*2019 Actual - Unaudited

Corporation of the Township of Melancthon
2020 Operating and Capital Budget - Draft

Acct. No.	Budget Expenditures	2019 Budget	2019 Actual	2020 Budget
	General Government			
	COUNCIL			
01-5001-1010	Salaries, Meetings	68,000.00	72,838.92	75,000.00
01-5001-1022	Training	800.00	732.67	800.00
01-5001-1025	Receiver General	1,500.00	2,822.22	3,000.00
01-5001-1030	EHT	950.00	1,420.17	1,500.00
01-5001-1070	Mileage	1,800.00	1,825.15	1,900.00
01-5001-1080	Conferences/Conventions/Seminars	8,000.00	2,730.19	3,500.00
01-5001-1090	Meals	1,200.00	1,127.65	1,500.00
01-5001-2025	Council Furniture (speakers)			
01-5001-2190	Miscellaneous	600.00	540.27	650.00
	Sub-total	82,850.00	84,037.24	87,850.00
	ADMINISTRATION			
01-5002-1010	Wages, Vacation Pay, Unused Sick Pay	275,000.00	272,624.71	295,000.00
01-5002-1020	Benefits	22,000.00	22,523.73	25,000.00
01-5002-1022	Training	1,200.00	310.64	1,200.00
01-5002-1025	Receiver General	15,000.00	12,791.80	15,000.00
01-5002-1026	Meetings	1,500.00	1,198.68	1,500.00
01-5002-1030	EHT	5,500.00	5,318.83	5,500.00
01-5002-1040	WSIB	7,200.00	6,934.29	7,200.00
01-5002-1064	OMERS Township Contribution	27,000.00	27,329.80	29,000.00
01-5002-1070	Mileage	1,800.00	1,751.00	1,850.00
01-5002-1080	Conferences	4,500.00	1,544.98	4,500.00
01-5002-2025	Office Furniture	2,000.00		1,000.00
01-5002-2010	Office Supplies	6,000.00	5,752.55	6,100.00
01-5002-2020	Postage	5,500.00	5,249.21	5,500.00
01-5002-2030	Office Equipment	3,800.00	3,382.94	4,000.00
01-5002-2035	Computer Program Updates & IT Services	15,000.00	8,768.20	10,000.00
01-5002-2036	Computers & Server		92.66	
01-5002-2037	ESRI Enterprise License Agreement	2,680.00	2,412.14	2,700.00
01-5002-2040	Advertising	2,000.00	1,396.14	2,000.00
01-5002-2050	Audit	18,000.00	15,015.36	17,000.00
01-5002-2060	Memberships	3,800.00	3,632.45	3,800.00
01-5002-2070	Heating	3,000.00	2,494.59	3,000.00
01-5002-2080	Hydro	5,000.00	3,453.33	4,500.00
01-5002-2090	Telephone	2,500.00	2,887.69	2,500.00
01-5002-2094	Internet	1,200.00	1,362.46	1,450.00
01-5002-2095	Website Maintenance	250.00	279.34	250.00
01-5002-2100	Professional Fees - Legal	15,000.00	5,193.83	15,000.00
01-5002-2102	Integrity Commissioner Services	3,000.00	839.52	2,000.00
01-5002-2103	Health and Safety Services	5,000.00	3,792.49	5,000.00
01-5002-2104	Municipal Emergency Readiness Fund		900.00	
01-5002-2107	Development Charges Study and By-law	27,170.00	28,167.64	
01-5002-2109	Employee Township Compensation Plan	1,000.00		1,000.00
01-5002-2110	Insurance	34,000.00	34,000.00	37,000.00
01-5002-2162	Bldg Maintenance	12,000.00	8,742.56	5,500.00
01-5002-2163	Office Cleaning	1,800.00	1,424.82	2,040.00
01-5002-2164	Landscaping & Grass Cutting	300.00	245.04	300.00
01-5002-2165	Water Sampling	100.00	153.89	125.00
01-5002-2190	Other/Miscellaneous	2,000.00	2,047.16	2,200.00
01-5002-2193	MMAH-Modernization (Corbetton & HM Park, signage)		8,237.47	57,500.00
01-5002-2194	Main Street Revitalization (Corbetton & HM Park)		2,696.44	25,000.00
01-5002-2200	Petty Cash	500.00	155.77	500.00
01-5002-2300	Bretton Estates		7,243.61	
01-5002-4010	Tax Write-Offs	42,000.00	97,369.82	75,000.00
01-5002-4015	Penny Rounding		0.13	
01-5002-4030	Bank Charges	1,200.00	1,411.47	1,200.00
01-5002-6135	Grants to Others	2,500.00	1,500.00	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	697,057.00	630,685.84	699,472.00
	PROTECTION TO PERSONS/PROPERTY			
01-5003-6010	Mulmur Melancthon FD	94,627.00	94,626.50	103,225.00
01-5003-6020	Shelburne and District FD	101,192.00	101,191.52	108,800.62
01-5003-6030	Township of Southgate FD - Operating	24,950.00	25,295.00	25,725.00
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)	386,723.00	383,366.48	400,259.00
01-5004-3055	Policing - ESO	500.00	232.16	400.00
01-5004-3052	Policing - RIDE	6,220.00	(0.16)	6,640.00
01-5004-3054	Policing - Paid Duty			2,500.00
01-5004-3053	Police Services Board		273.33	1,000.00
01-5004-3056	OCILIF	5,000.00		
01-5004-6040	Nottawasaga Valley CA	12,216.00	12,216.01	12,568.00
01-5004-6050	Grand River CA	18,422.00	18,422.00	19,173.00
01-5004-6055	SWP		11,097.41	
01-5013-6140	Livestock Claims	5,000.00	346.50	1,000.00
01-5004-6150	Animal Control	3,000.00	620.83	3,000.00
01-5004-6155	By-law Enforcement	20,000.00	5,120.99	10,000.00
01-5006-3025	Street Lights LED	5,200.00	4,566.21	5,000.00
01-5006-3026	LED Street Light Repair	500.00	494.81	600.00
	Sub-total	691,750.00	664,869.59	706,890.62

	ROADWAYS				
	Road Budget	2,210,114.00	2,012,279.43	3,051,375.00	
	Transfer to Reserves				
	Sub-total	2,210,114.00	2,012,279.43	3,051,375.00	
	ENVIRONMENTAL SERVICES				
01-5007-2171	Levelling			7,500.00	
01-5007-2105	Landfill Study/Monitoring	22,693.00	22,692.48	22,693.00	
01-5007-7001	Rehabilitation Reserve	10,000.00	10,000.00	10,000.00	
	Sub-total	32,693.00	32,692.48	40,193.00	
	RECREATION				
01-5010-5055	Corbetton Park	2,500.00	2,500.00	2,500.00	
01-5010-6060	Horning's Mills Park	4,755.00	4,866.28	4,900.00	
01-5010-6065	Horning's Mills Community Hall	6,000.00	1,062.72	6,100.00	
01-5010-6066	Horning's Mills Heritage Project	300.00	75.40	300.00	
01-5010-6070	Centre Dufferin Recreation Complex	47,500.00	47,622.00	49,051.00	
01-5010-6080	Dundalk Community Centre	14,000.00	14,000.00	14,000.00	
01-5010-6100	North Dufferin Community Centre Bd of Management	55,303.00	55,023.65	53,651.00	
01-5010-7010	Mulmur-Melancthon Recreation Capital		(5,000.00)		
01-5016-8902	Horning's Mills Cemetery	12,500.00	183.17		
01-5016-8904	St. Paul's Cemetery	1,000.00	950.00		
	Sub-total	143,858.00	121,283.22	130,502.00	
	LIBRARY				
01-5011-6110	Shelburne Library	54,831.00	54,831.00	56,817.00	
01-5011-6120	Dundalk Library	8,216.00	8,216.00	8,350.00	
	Sub-total	63,047.00	63,047.00	65,167.00	
	PLANNING & DEVELOPMENT				
01-5012-2100	Professional/Legal Fees	45,000.00	37,800.30	45,000.00	
01-5012-2103	Cannabis - NWN Scientific		5,965.28		
01-5012-2105	Melancthon Cannabis Regulation		3,081.29		
01-5012-2109	New Zoning By-law			10,000.00	
01-5012-2101	LPAT Appeals			25,000.00	
01-5012-2304	Strada OPA/ZBA		(5,453.68)		
	Sub-total	45,000.00	41,393.19	80,000.00	
	DRAINAGE				
01-5009-3060	Drainage Superintendent	50,000.00	18,181.13	35,000.00	
01-5015-0100	Tile Drainage Principal & Int Pymts		20,978.02		
	Sub-Total	50,000.00	39,159.15	35,000.00	
	RESERVE				
01-5002-5041	Tax Rate Stabilization		317,042.00		
01-5002-5042	Special Reserve Fund Emergency Relief	5,000.00	5,000.00	5,000.00	
01-5002-6200	Trsf frm Development Chgs (solar speed signs)			7,500.00	
	TOTAL EXPENDITURES	3,921,369.00	4,011,489.14	4,908,949.62	

**Corporation of the Township of Melancthon
Road Department 2020 Operating and Capital Budget - Draft**

***2019 Actual - Unaudited**

Acct. No.	ADMINISTRATION	2019 Budget	2019 Actual	2020 Budget
01-5005-1010	Salaries and Wages	400,000.00	366,635.41	385,000.00
01-5005-1025	Receiver General, EHT & WSIB	42,500.00	38,968.19	42,500.00
01-5005-1020	Benefits	25,650.00	23,931.36	28,000.00
01-5005-1060	Short Term Disability			
01-5005-1064	OMERS Township Contribution	30,000.00	33,207.29	34,500.00
01-5005-1070	Mileage	100.00	97.00	120.00
01-5005-1022	Staff Training and Seminars	3,000.00	2,035.05	3,000.00
01-5005-2010	Office Supplies	500.00	401.93	500.00
01-5005-2035	Computer Program Updates	200.00		
01-5005-2036	GPS Monthly Tracking Expense	5,000.00	4,686.50	5,000.00
01-5005-2112	Asset Management Plan	12,000.00	9,614.79	9,000.00
01-5005-2115	Road Management Plan	45,793.00	51,145.47	
01-5005-3105	Bridge Study/Inspections	17,198.00	17,197.44	
	MISCELLANEOUS			
01-5005-2070	Utilities - Heat	14,000.00	13,088.75	14,000.00
01-5005-2080	Utilities - Hydro	8,000.00	4,698.42	5,000.00
01-5005-2090	Telephone	1,000.00	785.30	1,000.00
01-5005-2091	Mobile Phone	1,000.00	752.57	1,000.00
01-5005-2040	Advertising	750.00	594.27	700.00
01-5005-2041	Signs	5,000.00		5,000.00
01-5005-2110	Insurance	45,000.00	45,000.00	45,000.00
01-5005-2100	Legal Fees	6,000.00		6,000.00
01-5005-2050	Audit	12,000.00	9,000.00	10,000.00
01-5005-2060	Memberships	100.00	101.70	150.00
01-5005-2165	Materials and Supplies/Stock	8,500.00	5,043.08	8,500.00
01-5005-2166	Coveralls	7,500.00	4,538.02	5,000.00
01-5005-3000	Services and Rents/Misc	7,500.00	686.88	7,500.00
01-5005-2103	Health & Safety Services	5,000.00	3,794.42	5,000.00
01-5005-2104	Health & Safety Materials/Supplies	3,000.00	38.66	3,000.00
01-5005-2162	Building Maintenance	10,000.00	9,559.79	15,000.00
01-5005-2163	Sand Dome Repairs	5,000.00	122.70	
01-5005-2185	Oil Separator Clean Out	1,500.00	203.52	1,500.00
01-5005-2192	Shop Tools	5,000.00	1,302.33	5,000.00
01-5005-2190	Miscellaneous	1,000.00	914.95	1,000.00
01-5005-3800	Contract Work	2,000.00		1,000.00
	EQUIPMENT			
01-5005-2150	Fuel - Clear	50,000.00	47,287.94	50,000.00
01-5005-2155	Fuel - Dyed	35,000.00	36,958.05	40,000.00
01-5005-3070	Fuel - Patrol Trucks	12,500.00	10,822.75	12,000.00
01-5005-2180	Oil - Trucks and Grader	4,000.00	3,905.46	4,000.00
01-5005-3071	TR#1 - Repairs	3,000.00	3,459.94	3,500.00
01-5005-3073	TR#2 - Repairs	15,000.00	18,117.49	20,000.00
01-5005-3074	TR#3 - Repairs	7,500.00	3,728.93	5,000.00
01-5005-3075	TR#4 - Repairs	15,000.00	22,506.26	20,000.00
01-5005-3076	TR#5 - Repairs	15,000.00	19,321.61	20,000.00
01-5005-3077	TR#6 - Repairs	8,500.00	6,201.85	15,000.00
01-5005-3069	TR#7 - Repairs	3,000.00	161.36	3,000.00
01-5005-3079	GR#1 - CAT - Repairs	15,000.00	3,562.65	10,000.00
01-5005-3080	GR#2 - Repairs	15,000.00	11,932.30	15,000.00
01-5005-3081	Backhoe Repairs	2,500.00	1,236.28	2,500.00
01-5005-3082	Loader	2,500.00	778.46	2,500.00
01-5005-3083	John Deere Mower	1,000.00		1,000.00
01-5005-3084	Power Washer	1,000.00	63.01	1,500.00
01-5005-3085	Chain Saw	1,000.00	50.65	1,000.00
01-5005-3086	Roadside Mower	1,000.00		
01-5005-3500	Winter Control-Plow & Wing Parts	25,000.00	6,936.98	20,000.00
01-5005-7015	John Deere Grader Loan	32,650.00	32,052.48	32,053.00
01-5005-2191	Radio and Truck Licenses	10,500.00	9,927.50	10,200.00
01-5005-2195	Radio Maintenance & Repair	1,000.00		2,500.00
	NEW EQUIPMENT			
01-5005-7010	Vehicles			
01-5005-7005	Equipment (lawn mower)			15,000.00
	BRIDGES, CULVERTS, DRAINS			
01-5005-3100	Bridge & Culvert Mtce	38,000.00	7,928.50	20,000.00
01-5005-3114	Bridge #10		1,019.90	
01-5005-3115	Bridge #13			33,275.00
01-5005-3850	Drain Maintenance	40,000.00	3,391.56	35,000.00
01-5005-3851	Road Crossings due to Drain Mtce			40,000.00
01-5005-7021	Culvert 2027 Loan Payment	40,908.00	40,907.52	40,908.00
01-5005-3146	Culvert 2003	190,000.00	202,441.32	
01-5005-3156	Culvert 2013		7,836.52	445,000.00
01-5005-3165	Culvert 2021	20,000.00		20,000.00
01-5005-3174	Culvert 2029	765.00		765.00

