



## **TOWNSHIP OF MELANCTHON ELECTRONIC MEETING AGENDA - THURSDAY, AUGUST 13, 2020 - 5:00 P.M.**

*(For information on how to join the meeting, please go to the Council Meetings page on the Township Website to find the link, Meeting ID and Password)*

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 - July 16, 2020**  
**July 24, 2020 - Special Meeting**
6. **Business Arising from Minutes**
  1. Shelburne DWS upgrades
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
9. **Public Works**
  1. Accounts
  2. Other
10. **Planning**
  1. Applications to Permit
  2. Proposed Amendment - A Place To Grow - Verbal Update
  3. Other
11. **Strategic Plan**
  1. Quality of Life - 1.2 ~ Access to Trail System (Additional Bike Trails)
12. **Climate Change Initiatives**
  1. Dufferin County Climate Change Collaborative - July 21, 2020
13. **Police Services Board**
  1. Update - July 28<sup>th</sup> Teleconference call regarding a proposed Towing By-law
14. **Committee Reports**
15. **Correspondence**

### **\*Board & Committee Minutes**

1. Township of Melancthon Police Services Board - February 5, 2020

### **\* Items for Information Purposes**

1. Royal Assent of Bill 197 - Municipal CAO's
2. Letter from Township of Perth South regarding Farm Property Class Tax Rate Program
3. RJ Burnside - Drainage Superintendent Services April - June 2020
4. Letter from Watson & Associates - Comments on Bill 197 - COVID-19 Economic Recovery Act - Regarding Development Charges and Community Benefits Charges
5. Town of Shelburne Planning Application Circulation - 900 Main Street East
6. Email from Greg MacNaughtan - E-permitting is fully electronic
7. Drinking Water Source Protection - New Source Protection Committee Members Appointed

8. Bill 197 Guidance Materials for Electronic Meetings and Council Proxies
9. Resolution passed by Town of Mono in support of The Town of Orangeville regarding necessity to develop a comprehensive diversity training program for municipal police services including OPP
10. Highway Traffic Amendments Related to School Bus Stop Arm Cameras- Ontario Regulation 424/20
11. Letter from Ministry of Municipal Affairs and Housing regarding O. Reg. 157/20: Work Deployment Measures for Municipalities
12. Letter from Mayor Laura Ryan, Town of Mono - Investment in Rural Broadband Infrastructure

**\* Items for Council Action**

1. Resolution from Shelburne & District Fire Board to adopt a by-law to appoint a new Fire Chief
2. RJ Burnside letter regarding Doyle Drainage Works clean out
3. RJ Burnside letter regarding Curphy Municipal Drain clean out
4. RJ Burnside letter regarding Henderson Drainage Works clean out

**16. General Business**

1. Accounts
2. Notice of Intent to Pass By-laws:
  1. Being a By-law to Appoint the Chief of the Shelburne and District Fire Department
3. New/Other Business/Additions
  1. COVID-19 Stage 3 - Update/Discussion on Reopening Municipal Office
  2. Set date for Committee of the Whole Meeting in September (no meeting in August due to lack of Agenda items)
4. Unfinished Business
  1. Horning's Mills Community Hall - Public Meeting - Date
  2. Request from Sarah Harrison regarding Memorial Donations for Jeff Wilson - Sign for Horning's Mills Cemetery
  3. GRCA - Melancthon Representative on the Lake Erie Region Source Protection - Implementation Working Group

**17. Delegations**

1. **5:30 p.m.** - Kissoon-Singh, Public Meeting for a Proposed Zoning By-law Amendment on Part of Lot 15, Concession 3 N.E.

**18. Closed Session**

1. Approval of Draft Minutes - July 16, 2020
2. Business Arising from Minutes
3. Litigation or potential litigation, including matters before administrative tribunal, affecting the local board - Re: Notice of Application - Update and correspondence
4. Personal matters about an identifiable individual, including municipal or local board employees - Property Standards Complaint - Horning's Mills - Update
5. Rise With or Without Report from Closed Session

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

**20. Notice of Motion**

**21. Confirmation By-law**

**22. Adjournment and Date of Next Meeting - Thursday September 3, 2020 - 5:00 p.m.**

**23. On Sites**

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

## Denise Holmes

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**From:** Ryan Post <rpost@nvca.on.ca>  
**Sent:** Thursday, July 23, 2020 8:27 AM  
**To:** Denise Holmes  
**Subject:** RE: Shelburne DWS upgrades - early heads up

Denise

Hope all is well

The note from Mr. M. Keller indicated that the Town of Shelburne is completing the EA to determine the best means of meeting water supply for the next 20 years. One option under consideration is to double the pumping rate from Wells PW7/8, located in Melancthon.

The EA process will be complemented with a step and drawdown pump test to evaluate the potential impacts to the natural functions of the ecosystem in addition to other users in addition to the wellhead protection modelling exercise. These will collectively address the potential area of impact. From a source protection view, the potential doubling of the rate may impact/increase the vulnerability score of the WHPA-B; however, it is unclear presently if this would result in any additional significant drinking water threats as the WHPA modelling will demonstrate this. It is noted the WHPA-A vulnerability score is 10 already and managed through an existing risk management plan for the property beside well PW7/8.

Please let me know if you have any further questions.

Note that I am off on vacation as of 11:30 today till the 3<sup>rd</sup> of August with no email access.

Sincerely

Ryan Post

**Ryan Post M.Sc., P. Geo | Manager, Watershed Science**

**Nottawasaga Valley Conservation Authority**

8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0

T 705-424-1479 ext. 249 | F 705-424-2115

rpost@nvca.on.ca | nvca.on.ca

**Important note:** I am currently working remotely as the Nottawasaga Valley Conservation Authority is taking preventative measures to limit the spread of COVID-19. You may experience some delays or disruptions as we follow recommendations of public health experts.

**Stay the Course**

1. Wash hands
2. Social distance and use masks when distancing is not possible
3. Respect Others
4. Shop Local

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**From:** Denise Holmes [mailto:dholmes@melancthontownship.ca]

**Sent:** Monday, July 20, 2020 2:11 PM

**To:** Ryan Post <rpost@nvca.on.ca>

**Subject:** FW: Shelburne DWS upgrades - early heads up

Hi Ryan,

Council considered this correspondence at its Council meeting last Thursday and have directed that it be forwarded to you for comment. They want to know what the impact will be on Melancthon Township, as they do have concerns regarding the potential for doubling the pumping rate from the Wells and will be seeking comments from you, as our RMO, on this once the detailed information is received.

Thank you.

**Denise B. Holmes, AMCT**  
**CAO/Clerk, Township of Melancthon**  
**519-925-5525 Ext. 101**

***Please note: Effective 10:00 a.m. on March 17, 2020, the Township of Melancthon Municipal Office will be closed to the Public until further notice. Some of our services are available online (tax payments, planning applications, fire permits) or Staff will be available by phone at 519-925-5525 to assist.***

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**From:** Martin Keller <[mkeller@grandriver.ca](mailto:mkeller@grandriver.ca)>  
**Sent:** Monday, June 22, 2020 11:59 AM  
**To:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>  
**Cc:** Ryan Post <[rpost@nvca.on.ca](mailto:rpost@nvca.on.ca)>; Sonja Strynatka <[sstrynatka@grandriver.ca](mailto:sstrynatka@grandriver.ca)>; Ilona Feldmann <[ifeldmann@grandriver.ca](mailto:ifeldmann@grandriver.ca)>  
**Subject:** Shelburne DWS upgrades - early heads up

Hi Denise,

I hope this message finds you well.

As you may be aware, the Town of Shelburne is undertaking an EA to determine the best means of meeting water supply for the next 20 years. One option under consideration is to double the pumping rate from Wells PW7/8, located in Melancthon within the Grand River watershed.

At this point we are waiting for the Town and their consultant to provide us with more detailed information about the planned work and timing. We should be receiving more information in the fall, but wanted to give you an early heads-up about potential changes to the Grand River Source Protection Plan for Wells PW7/8.

With PW7/8 located in the Grand River watershed, and the rest of the DWS in Nottawasaga Valley CA, we will be working closely with Ryan Post (NVCA) to coordinate any Source Protection Plan updates needed.

Should you have any questions please don't hesitate to reach out to me or Ryan.

Regards,

**Martin Keller, M.Sc.**

Source Protection Program Manager | Grand River Conservation Authority  
400 Clyde Road | PO Box 729 | Cambridge, Ontario N1R 5W6 | Office (519) 620-7595 | Cell (519) 240-7922 | [www.sourcewater.ca](http://www.sourcewater.ca)

# DRINKING WATER SOURCE PROTECTION

Remembering Walkerton

**APPLICATIONS TO PERMIT FOR APPROVAL  
Aug 13, 2020 COUNCIL MEETING**

<b>PROPERTY OWNER</b>	<b>PROPERTY DESCRIPTION</b>	<b>TYPE OF STRUCTURE</b>	<b>DOLLAR VALUE</b>	<b>D.C.'s</b>	<b>COMMENTS</b>
Solmar Farms Inc Applicant: Solomon Martin	764220 240 Sideroad Part lot 26, Con 9 NE	liquid manure storage	\$25,000	NO	
Rachel Martin Applicant: Eli Sherk - EMS Construction	198071 2nd Line NE Lot 18, Con 3 NE	beef barn	\$400,000	NO	
Rachel Martin Applicant: Eli Sherk - EMS Construction	198071 2nd Line NE Lot 18, Con 3 NE	workshop	\$250,000	NO	
Rachel Martin Applicant: Eli Sherk - EMS Construction	198071 2nd Line NE Lot 18, Con 3 NE	Power room	\$0	NO	value included with workshop total
Rachel Martin Applicant: Eli Sherk - EMS Construction	198071 2nd Line NE Lot 18, Con 3 NE	Tower Silos	\$0	NO	value included with barn total
Corbetton Farms Inc Applicant: Aaron Bauman	682357 260 Sideroad Part Lots 256-260, Con 1 SW Part Lot 259- 260, Con 2 SW	Water Reservoir	\$30,000	NO	
Mohammed Alam Applicant: Eldar Sabljakovic - Outdoor Advertising	Part lot 227, Con 1 NE	outdoor billboard sign	\$5,500	NO	
David Frey Applicant: Eli Sherk - EMS Construction	318417 8th Line NE Lot 29, Con 9 NE	Sap Shanty	\$50,000	NO	
Mannasa Martin Applicant: Eli Sherk - EMS Construction	Lot 24, Pt Lot 23, Pt Lot 25, Con 7 SW	Farm shed	\$75,000	NO	
Cleason Martin Applicant: Eli Sherk - EMS Construction	Lot 240, Con 1 NE	Barn	\$160,000	NO	
Bryan Lemke	396456 5th Line Part Lot 292, Con 2 NE	dwelling		YES	
Dean Baird	15 Sideroad East Part Lot 16, Con 2 OS	dwelling		YES	

PLAN # 10.1  
AUG 13 2020

**DUFFERIN COUNTY CLIMATE CHANGE COLLABORATIVE (DC4) MINUTES**

**Tuesday, July 21, 2020 at 3:00 p.m.**

**Video Conference**

**Members Present:** Alethia O'Hara-Stephenson (Member at Large)  
Sasha Kutuzyan (Young Adult Member)  
Alex Perry (Member at Large)  
Lisa Ashton (Town of Mono)  
Rob Koekkoek (Orangeville Hydro)  
Kaitlin Chessell (Melancthon Township)  
Sharon Lam (Ontario Climate Consortium, TRCA)  
Blair Capling (UGDSB)  
Kyle Trostenko (UGDSB)  
Chris Cosack (Member at Large, insurance industry)  
Abbey Faris (Researcher, Brock University)  
Lynn Codd (Headwaters Communities in Action)  
Jason Igras (CVC)  
Theresa Sauren (Member at Large)  
Jason Choy (TRCA)  
Ryan Johnson (Researcher, University of Waterloo)  
Jenny Li (County of Dufferin)  
Adam Hicks (Mulmur Township)  
Carolyn Suter (Enbridge Gas – Municipal energy solutions group)  
Bo Cheyne (WDG Public Health)  
Elaine O'Sullivan (Farmer, Grand River Gardens)

**Members Absent:** Brandon Ward (Town of Orangeville),  
Mark Kluge (Town of Grand Valley)  
Patti Hossie (Town of Shelburne)  
Tracy Atkinson (Mulmur Township) – sent a rep  
Susan Stone (East Garafraxa Township)  
Mel Luymes (Farmer, Wellington Count

**Staff Present:** Sara Wicks, Climate Change Coordinator  
Allison Myles, Climate Change Coordinator (Town of Orangeville)  
Kylie-Anne Grube, Climate Change Research and Engagement  
Laura Camilleri, Archivist and Climate Change Research

**Guest(s):** Allie Ho and Kevin Behan (Clean Air Partnership – CAP)

Chair, Sara Wicks, called the meeting to order at 3:00 p.m.

1. DC4 – Jul 21, 2020 – ITEM #1  
Introduction

Chair Sara Wicks welcomed all to the meeting and introduced new members. The agenda was reviewed.

2. DC4 – Jul 21, 2020 – ITEM #2  
Community GHG Inventory

A presentation from Allie Ho and Kevin Behan outlining the draft report of the Community Greenhouse Gas (GHG) Baseline Inventory for Dufferin County as compiled by the Clean Air Partnership (CAP). The year 2016 was selected as the baseline year based on the availability of census data and data from OMAFRA and other services. Real consumption values were used but in the absence of this data, downscaled provincial data was used.

Within the inventory are 6 sectors that track and summarize the GHG emissions – residential, commercial/institutional, industrial, transportation, community solid waste and agriculture/forestry/other lands. The Agriculture, Forestry and other Land Use sector has been set aside from the rest of the inventory. It is a large portion of the county's emissions, and will remain a consideration, but will be addressed separately.

Dufferin County's total GHG emissions 166,234.22 tCO<sub>2</sub>e (tonnes of CO<sub>2</sub>). The Residential sector is the largest emitter at 46%, followed by transportation at 19%, commercial at 12%, community solid waste and industrial both at 5% each. The "other" sector has 13% of the emissions.



When viewed by energy sector, natural gas is the largest emitter at 61% followed by unleaded gas at 18%, electricity at 14%, community solid waste at 5% and all other sources at 1% (each) or lower.

When the sectors are broken down by energy source:

<b>Sector</b>	<b>GHG tCO<sub>2</sub>e</b>	<b>Natural gas</b>	<b>Electricity</b>	<b>Heating oil</b>	<b>Propane</b>
Residential	76,892	80%	17%	2%	1%
Commercial	20,797	74%	26%		
Industrial	7,872	62%	38%		

Kevin Behan noted that bulk fuel sales amounts from distributors were requested but not received. These numbers do not account for wood – considered carbon neutral from an inventory perspective but it creates plenty of health concerns – propane or heating oil.

Allie Ho left meeting at 3:35pm

**3. DC4 – July 21, 2020 – ITEM #3**  
Visioning – Kylie-Anne Grube presentation

Kylie-Anne discussed the purpose of a community climate action plan visioning statement and provided examples of current vision statements. The DC4 group will be aiming for a short and succinct vision statement. Kylie-Anne reviewed the results of the Join in Dufferin and DC4 surveys on what the community envisions for Dufferin and the DC4 descriptors. Kylie-Anne presented 4 different vision statements and the group was polled for their preferred statements.

- #1 – 24%
- #2 – 24%
- #3 – 14%
- #4 – 38%

Through a poll accepted the following statement as its vision for the community plan:

Elaine argued for vision statement #4 - very clear and concise and goal oriented, looks like a municipality that knows where it is going - puts low-carbon and resilience and the forefront - tired of seeing economy as the main point (which is very common).

Kyle argued it should read no carbon / carbon neutral instead of low carbon.  
Agreement that Greenhouse Gas neutral was acceptable to be used in the statement.

Sharon requested that "current and future generations" and "health" be included.

#### Selected Vision #4

Our vision is to create a low-carbon (*change to no-carbon / carbon neutral or Greenhouse Gas neutral*) and resilient community, (*suggested to include: for current and future generations*), while:

- Fostering a prosperous and innovative local economy
- Building equitable and vibrant neighbourhoods
- Preserving and enhancing local biodiversity and green space
- *Include topic of "health" in here*

#### 4. DC4 – July 21, 2020 – ITEM #4

##### Target / Goal Setting – Sara Wicks presentation

Overview of how to select a climate action target / goal – must be for either community or corporate, include % reduction from base year by target year (using 2016) and be adopted by council. Sara discussed the advantages and disadvantages of top-down vs. bottom-up target setting, the influencing factors and the Federal / Provincial Targets (30% below 2005 levels by 2030)

Quick Poll: How ambitious should Dufferin County be in our GHG reduction target setting in relation to the provincial and federal targets?

More ambitious – 57%

Align with – 38%

Less ambitious - 5%

Question – Blair – how do you get the commitments from all the agencies within Dufferin County to achieve something higher than what has been mandated by others?  
Comment from Kevin Behan – align with the other targets and then look again in 5 years at your target – it's not set in stone, we can revisit the inventory and get a better idea what is achievable.

5. DC4 – July 21, 2020 – ITEM #5

Action Analysis

Overview of role/work of Task Forces and Introduction of the framework for selecting the climate actions and the resilience and justice/equity lenses.

Feedback on activity/trends noticed – some repetitiveness

- Ryan – in filling it out in his own actions – there is a lot of economic opportunity in ecologizing (value ecosystems) and how to capitalize on “greening” Dufferin and should be pushed to council
- Elaine – noticed some overlap in some areas, particularly agricultural

Action Discussion:

#3. Increase public transit infrastructure and use

- more transit = less cars
- Go train for goodness sake – comment that the train rail gauge cannot accommodate high speed trains
- suggested carpool or ride-share – commented being used at specific employers, public education around ride-share, a carpool lot and promotion around this idea with employers – Covid will be a consideration
- bike lanes, promotes health, connects neighbourhoods

#5. Shift toward electrification of vehicles/alternative fuel usage

- move to hybrid and electric
- Sara Wicks noted the funding received for charging station in the county

#16. Create green development standards

- Jenny Li presented comment from Tracey (could not attend meeting)– potential conflict is increased bylaw enforcement with secondary suites, cost recovery for municipal infrastructure with increased population without development charges to offset costs, strain, structure and services.
- Toolkit – green development standards and suite of metrics-  
<https://www.cleanairpartnership.org/wp-content/uploads/2020/03/GDS-Toolkit.pdf>

#19. Improve energy efficiency and design in all new buildings and ensure they meet climate resiliency standards

- No comments made

#24. Improve energy efficiency in all existing buildings and ensure they meet climate resiliency standards

- Theresa – a lot of co-benefits to this and are noted with NRCAN, challenges with the contractors (hard to find one that can do this) and costs – using LIC's and other funding models – it's really going to be what are the resiliency standards, potential conflicts of rural vs. urban – only so much access and what are the options for heating (limited or very expensive), make sure we keep track of the rural populations in Dufferin. Agriculture – if not living on a gas line then using other sources to do their work – build this out to include about farms. Don't forget heritage buildings. Make sure it is comprehensive.
- Rob – discussed different retrofit programs that were successful – internet cut out so missed part of his discussion – look into training programs for the contractors
- Sara – there are a lot of opportunities to take advantage of

#30. Develop Eco-Industrial Park/Business Zone that is a "Low-Carbon Economic Development Zone".

- Quite forward thinking and pushed by the UN including environment, social equity and economic liability. Huge potential for resource and skills sharing. It's a creative solution but municipality would need to lead the way
- Sounds like the Dufferin eco energy park (DEEP) never came to fruition due to financing but still an interesting idea. Ontario is a hot spot for R&D on energy storage. There is an economic development opportunity. This could be a retrofit option instead of build from scratch. Co-benefits on the economic and environmental side.

#37. Increase community reduce & reuse programs

- Enbridge has programs surrounding renewable natural gas (biogas) and for the municipality to sell it – a business development conversation - has assisted other municipalities with this. Enbridge is looking into this for on-farm use.

#41. Encourage green infrastructure/low impact development initiatives

- Has come up in higher density development areas regarding discussion of expanding their driveways because they only have such a small space of lawn – this is an example of a community view that might not be supportive of low impact developments but corporately its hard to argue against implementing LID's

- CVC is proposing a blue roof – contains storm water, retains it and releases later - lots of research that street trees benefit from stormwater (particular species), even in high density areas – it could be beneficial as long as the stormwater is removed and doesn't sit there for prolonged periods.
- Need to partner with the conservation authorities on this action

#44. Implement best practices within agriculture management systems, which improve efficiency & resilience to climate impacts

- Elaine – there's a group forming around regenerative agriculture which seems to be on the sustainability side and there is traditional agriculture. Need to Consider bringing everyone together.
- Farmers for climate solutions – check their website – how to become part of the solution by trapping carbon depending on how you farm. Huge opportunities in agriculture to reduce global warming. Also, a lot of agriculture is influenced by corporations, eg. Milk board, these industries should also be a focus.
- Sara – preference to look at a separate strategy because it is so complex
- Ryan – a development on the academic side trying to assign dollar values to eco system services that good agricultural practices provide to the environment and people and can be used to help incentivize these practices. There is an economic case to be made for ecologizing agriculture.

#51. Create Climate Cultural Plan

- Ryan – this is an opportunity and cannot find it mentioned anywhere else
- Laura – this was mentioned in Kelowna's plan as investigating artistic works to promote – Dufferin does not yet have a culture plan

6. DC4 – July 21, 2020 – ITEM #6

Concluding Discussion

Sara Wicks reviewed what is happening with this information and will collect all of the pre-work sheets from the DC4 group

Next steps are prioritization and implementation of the selected actions

A reminder to share the DC4 social media posts on personal or group feeds and the JiD project page.

The meeting adjourned at 5:05pm

## TOWNSHIP OF MELANCTHON POLICE SERVICES BOARD

The Township of Melancthon Police Services Board held a meeting on Wednesday, February 5, 2020 at 10:00 a.m. at the Melancthon Township Municipal Office Committee Room. Those present: Municipal Member David Thwaites, Public Member Alan Blundell and Provincial Appointee Kate Martin, Denise Holmes, Secretary and Detachment Commander Nicol Randall, Dufferin OPP.

### Call to Order

Secretary Denise Holmes called the meeting to order.

### Election of Chair conducted by the Secretary

The Secretary called for nominations for the position of Chair.

Verbal motion - Moved by Thwaites, Seconded by Martin that we nominate Alan Blundell for Chair. Carried. Alan accepts the position of Chair.

### Election of Vice Chair conducted by Chair

Chair Blundell called for nominations for the position of Vice-Chair.

Verbal motion - Moved by Martin, Seconded by Blundell that we nominate David Thwaites for Vice-Chair. Carried. David accepts the position of Vice-Chair.

### Declaration of Pecuniary Interest

Chair Blundell advised those in attendance that they could declare their pecuniary interest now or at any time during the meeting - None Declared

### Approval of Agenda

Moved by Martin, Seconded by Blundell that the Agenda be approved as circulated. Carried.

### Approval of Minutes - November 21, 2018

Moved by Blundell, Seconded by Martin that the minutes of the Police Services Board meeting held on November 6, 2019 be approved as circulated. Carried.

### Issues Arising from the Minutes

None.

### Presentations/Delegations

None.

## **Correspondence**

1. OPP Municipal Policing Bureau News Bulletin - January 2020

## **Financial**

1. 2020 Township Operating Budget

The PSB asked if money could be placed in the Township's operating budget to cover lunch for the Joint Police Services Board meeting which Melancthon is hosting on April 24, 2020.

## **Detachment Commander's Report**

### **1. October - December 2019**

Staff Sgt. Randall provided her report in advance of the meeting for the period of October - December 2019 and reviewed her Report with the Board.

Discussion ensued on the Orangeville PS transfer to OPP and the process involved, as well as the Town of Shelburne OPP Costing request.

The Action Plan 2020-2022 was discussed and the templates for the Action Plan were released in January.

Member Thwaites mentioned to Detachment Commander Randall about an unsecured property at the corner of 4<sup>th</sup> Line OS and County Road 17. Melancthon Staff will provide her with the address for the property.

### **2. Report on Forfeiture of Items held by OPP, if any**

Detachment Commander Randall advised that the OPP is in the process of reviewing their storage items. She anticipates that there are no items in there but will advise. There have been no auctions and none are planned at this time to dispose of the items.

## **Committee Reports**

None.

## **Other Business**

### **1. 2020-2022 Action Plan - Review comments received from the Public and Priority Identification**

The comments in the package were reviewed.

Moved by Martin, Seconded by Thwaites that the Melancthon Township Police Services Board having consulted with the Public and with the Municipal Council for purposes of the Business Action Plan 2020-22 affirms that the priorities for policing issues be: (a) visibility of OPP in the

Community, (b) traffic offence enforcement (c) property crime reduction. Carried.

## 2. Joint PSB Meeting - April 24, 2020 - Items for the Agenda

At the meeting hosted by Grand Valley it was asked if there could be training for the Board members and the Secretary advised that Duane Sprague of the Ministry of Community Safety and Correctional Services has already been asked to come to the meeting. The Secretary will inquire to see if he is still coming. Other agenda items to include: human trafficking, mental health issues, drug identification enforcement and the Dufferin Situation Table. The PSB would like someone to come speak to these issues. The Secretary will send an email out to the other Joint Boards seeking agenda items.

## 3. Paid Duty Officer 2020 - Recommendation to Council

Discussion ensued and the cost of a Paid Duty Officer for four hours is \$295.04. The PSB will recommend to Council that \$2,500.00 be placed in the Township's 2020 Budget. This will give the Township 3-4 days of paid duty.

## 4. City of Barrie Traffic Calming Device - Update

No new updates. The City of Barrie will be putting the cut-outs back out in the Spring.

## 5. Set 2020 Meeting Dates

The meeting dates will be as follows:

Tuesday, June 16<sup>th</sup> - 9:00 a.m.

Tuesday, September 15<sup>th</sup> - 9:00 a.m.

Tuesday, December 1<sup>st</sup> - 9:00 a.m.

## 6. OAPSB OPP Governance Summit - Chair Thwaites attending and will provide Report

Member Thwaites attended this summit and provided the Board with several handouts that he received and an update on the discussion that day. There are going to be several roundtable sessions taking place. The Central OPP roundtable will take place on February 28<sup>th</sup> in Orillia. Both Member Thwaites and Chair Blundell would like to attend. Member Thwaites will be discussing this at tomorrow's Council meeting to make sure everyone is on the same page.

## 7. Protocol 5 - Monitoring of the Performance of the Detachment Commander

The Performance of the Detachment Commander was conducted by the Board (Staff Sgt. Randall was not in attendance for this matter) and the Secretary was directed to send it to the Ontario Provincial Police Regional Commander as per Protocol 5.

## Public Discussion

N/A



**Adjournment & Date of Next Meeting**

11:09 a.m. - Moved by Martin, Seconded by Blundell that we adjourn this Police Services Board meeting to meet again on Tues., June 16, 2020 at 9:00 a.m. or at the call of the Chair. Carried.

Original Signed

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CHAIR

Original Signed

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SECRETARY

## Denise Holmes

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**From:** JUS-G-MAG-POA Support <JUS.G.MAG.POASupport@ontario.ca>  
**Sent:** Thursday, July 23, 2020 11:26 AM  
**Cc:** Chen, Wendy (MAG); Pileggi, Julia (MAG); Maslach, Teresa (MAG); Risi, Sydney (MAG); Scarratt, Norman (MAG)  
**Subject:** Royal Assent of Bill 197 - Municipal CAOs - Our Reference #: A-2020-180  
**Attachments:** CAO- Royal Assent of Bill 197.pdf



**Ministry of the Attorney General**

**Ministère du Procureur général**

Court Services Division  
Program Management Branch

Division des services aux tribunaux  
Direction de la gestion des programmes

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Toronto ON M7A 2S9

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Our Reference #: A-2020-180

July 23, 2020

Municipal Chief Administrative Officers:

The Ministry of the Attorney General is pleased to advise that on July 21, 2020, Bill 197, the *COVID-19 Economic Recovery Act, 2020*, received Royal Assent. As a result, the amendments to the *Provincial Offences Act (POA)* that come into force on Royal Assent are now in effect. These include:

- Allowing defendants to request a trial, in early resolution courts and in first attendance municipalities that administer parking, by mail or other electronic method permitted by the court house;
- Allowing defendants and prosecutors to conduct early resolution discussions remotely in all cases;
- Allowing any participant, including a clerk of the court, witness, judge, or justice of the peace, to attend any proceeding remotely by audio or video, unless the presiding judicial official orders otherwise;
- Allowing the judiciary to order in-person attendance where the interests of justice or a fair trial require it;
- Permitting provincial offences officers to seek search warrants remotely in all cases; and
- Allowing defendants to provide credible and trustworthy information upon applying for a re-opening without the need to attend court to have an affidavit commissioned.

Further technical consequential, complementary and housekeeping amendments will come into force on July 21, 2021.

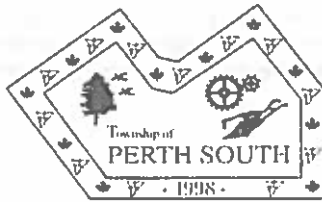
These amendments will enable municipalities, in consultation with the judiciary, to make greater use of technology to deliver justice services remotely.

Thank you, again, for your invaluable support in helping the Ministry modernize the justice sector. The amendments to the POA enable transformational benefits for all Ontarians in every region of our province, making it easier, faster and more affordable to access justice no matter where people live.

Should you have any questions, please contact Wendy Chen, Acting Manager of the Ministry's POA Unit, by email at [JUS.G.MAG.POASupport@ontario.ca](mailto:JUS.G.MAG.POASupport@ontario.ca).

Thank you,

Jaimie Lee  
A/Director, Program Management Branch  
Court Services Division



Corporation of the Township of Perth South  
3191 Road 122  
St. Pauls, ON N0K 1V0  
Telephone 519-271-0619  
Fax 519-271-0647

July 9, 2020

Agricorp  
Attn: Board of Directors  
1 Stone Road West  
Box 360 Stn Central  
Guelph, ON N1H 8M4

**Re: Farm Property Class Tax Rate Program**

Dear Board of Directors

The Farm Property Class Tax Rate program was developed by the province to support agriculture in Ontario. Through this program, farmland owners receive a reduced property tax rate. Eligible farmland is taxed at no more than 25% of the municipal residential tax rate. This program is administered by Agricorp, the Municipal Property Assessment Corporation (MPAC), and municipalities with farmland assessment within their municipality.

The Assessment Roll is returned by MPAC in December of each year for the following year. It is important that the assessment roll values on the returned roll received from MPAC are accurate as these values are used as the basis for the calculation and distribution of taxes. However, we have found that the 2020 Assessment Roll as returned

by MPAC requires many adjustments in the form of Tax Incentive Adjustments (TIA) for the Farm Property Class Tax Rate Program, each of which result in taxation write-offs for the Township.

The TIAs are required to transfer properties which have become eligible for the Farm Property Class Tax Rate Program from the Residential Class back to the Farmland Class. It is our understanding that the large number of TIAs that are processed by MPAC are necessary due to the number of farm properties that have sold their property, made a change to the ownership of the property, or failed to submit paperwork to Agricorp by the required deadline.

The result is that the Assessment Roll is returned with an overstated Residential Class assessment and an understated Farmland Class assessment and when used in the determination of the Residential Tax Rate at budget time results in a rate that is less than it would otherwise be. In addition, taxation write-offs of 75% of the residential amount must be refunded. These refunds are required for the current year, and in some instances, in the prior year as well, placing a financial burden on municipalities.

While these adjustments are not new, they certainly seem to be increasing in volume in more recent years and we anticipate that they will continue to increase as baby-boomer farmers continue to retire and sell their farmland.

In 2020 Perth South had \$34,606,000 of Farmland Class assessment transferred to Residential Class assessment. As a result of this transfer the total write-off is \$213,550.86 of which \$107,041.20 is Perth South's portion, \$66,799.27 is Perth County's portion and \$39,710.39 is the School Board's portion. While a tax write-off of \$107,041 may not seem like a large amount for many municipalities, in Perth South is it significant and would require a 3% levy increase to offset this amount.

Perth South is also concerned with the impact that these "misclassified" properties may be having on information used by other provincial departments. For example, the classification of Farmland assessment as Residential assessment negatively impacts the

Ontario Municipal Partnership Fund (OMPF) calculation, specifically the Farm Area Measure, which could result in a financial loss in the form of reduced grant funding for the year. Despite the fact that there has been no development on farmland, Perth South's Farm Area Measure decreased from 91.7% to 90.8% in 2020, a decrease attributed to the transferring of property from the Farmland Class to the Residential Class. If the Farm Area Measure were to fall below 90% Perth South would incur a loss in grant funding, a loss we simply cannot afford. And should such a loss occur there does not appear to be a mechanism to allow for the correction of the OMPF allocation following the transfer of assessment back from Residential Class to Farmland Class.

It should also be recognized that the levy costs imposed on municipalities for maintenance and administration costs of conservation authorities is also impacted by this transfer of land from the Farmland Class to the Residential Class. The apportionment of costs is determined by multiplying Current Value Assessment (CVA) in the Residential Property Class by a Factor of 1 and multiplying the CVA in the Farmlands Property Class by a factor of .25. The inclusion of assessment from the Farmland Property Class in the Residential Property Class artificially increases our proportionate share of maintenance and administrative costs and represents another unreconcilable calculation for which we are financially penalized.

The current process places an administrative burden on municipalities and diverts staff time from other administrative work that we simply do not have to spare. In recent years the provincial government has been working with municipalities and other partners to improve service delivery and efficiencies. As part of their review, *Managing Transformations: A Modernization Action Plan*, there was a focus on strong leadership by the government to work with ministries and various partners to strengthen horizontal coordination and establish a renewed focus on improving the efficiency, productivity and outcomes of the Broader Public Sector, while at the same time delivering the most efficient Ontario Public Services possible. A similar review of the delivery of this program may be very beneficial.

Perth South understands that the province and MPAC need to ensure that each farm operation meets the requirements of the Farm Property Class Tax Rate Program, but we feel that there must be a more efficient and effective way for this to be achieved. Perth South would like to be part of the solution and suggests that all stakeholders to the Farm Property Class Tax Rate Program review the current program in an effort to find efficiencies and ultimately, a less disruptive classification process.

Yours Truly,



Mayor Robert Wilhelm  
Township of Perth South

Cc: Hon. Vic Fedeli, Minister of Finance  
Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
Randy Pettapiece, MPP Perth Wellington  
Board of Directors, Municipal Property Assessment Corporation (MPAC)  
Board of Directors, Rural Ontario Municipalities Association (ROMA)  
County of Perth  
Ontario Municipalities



**BURNSIDE**

[ THE DIFFERENCE IS OUR PEOPLE ]

July 14, 2020

Via: Email

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

Dear Wendy:

**Re: Drainage Superintendent Services**  
**File No.: D-ME-SUP**  
**Project No.: MSO019743.2020**

As we are into the second half of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from March 28, 2020 through June 30, 2020.

**April 2020**

- Reviewed field survey elevations on the James Foley Drain to compare the invert elevations for the proposed culvert replacement on Dufferin County Road No. 2 with the governing drain gradeline.
- Completion of the "Application for Maintenance Grant" for Ontario Ministry of Agriculture, Food and Rural Affairs, for work completed on the Gordon Drain and on the Dickson Drain. Uploaded all to "Grants Ontario" web site.
- Received request from Shelburne Golf Course representative regarding flooding due to beaver dam on the McKibbon Drain. Inspection of drain to determine beaver dam location and extent of the flooding. Discussed the above with Dufferin County representative including request for a trapper. Notified owner to submit form.
- Received request for trapping due to beaver dam on the Hicks Drain. Inspection of dam to determine beaver dam location and extent of the flooding. Discussed the above with the Director of Public Works. Further discussion with Dufferin County representative and Township staff regarding procedures for nuisance trapping.

**May 2020**

- Site meeting with the Director of Public Works and Bert Tupling (tenant) regarding the cleanout of the Thomson Drain. Filled out and delivered form for owner's signature to initiate repair work.
- Site inspection at the Henry Drain to determine location of beaver dam as a result of concerns expressed by Dale Rutledge regarding high water levels in the drain. Completed nuisance beaver form and forwarded it to GRCA (owner) for authorization to trap.

INFO#3  
AUG 13 2020



- Completed field survey on the James Foley Drain at Dufferin County Road No. 2 to determine required depth of proposed culvert replacement. Reviewed survey notes and notified Dufferin County representative of proposed new invert elevations.
- Received notice from trapper that all nuisance beavers have been removed at the McKibbin Drain.
- Site inspection at the Henderson Drain for investigation as a result of request for maintenance.
- Received nuisance beaver complaint notice from Martin and discuss location with Township staff and Dufferin County representative regarding damming of natural waterway.
- Completed field survey on the South side of the 250 Sideroad from the Broster Drain to Highway No. 10 as a result of flooding concerns expressed by Terry Rose.

**June 2020**

- Field investigation at the Doyle Drain as a result of request for maintenance. Discussion with Ion Bauman regarding maintenance work. Review of drain file and further discussion with Mr. Bauman regarding the approximate cost for the work.
- Received notice from Dufferin County representative regarding nuisance beaver removal at various locations are completed. Forwarded information to Township staff.
- Received notice from the trapper that the nuisance beaver on the Henry Drain has been removed. Subsequent discussion with Dale Rutledge regarding the removal of the beaver dam.
- Preparation of road ditch profile along the South side of the 250 Sideroad. Added lane culverts and witnessed high water mark to profile for further discussion with the Director of Public Works and Mr. Rose.


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

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

Yours truly,

**R.J. Burnside & Associates Limited**

Drainage Superintendent



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

Enclosure(s)      Invoice No. MSO019743.2020-2

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.

019743.2020 WAtkinson Drainage Sup Services Q2 071420  
14/07/2020 2:34 PM



# BURNSIDE

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

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

July 13, 2020  
 Invoice No: MS0019743 2020 - 2

Project MS0019743 2020 RJB File D-ME-SUP-2020  
Professional Services through June 30, 2020

	Hours	Amount	
Senior Engineer I			
Pridham, Thomas	13.50		
Tech I			
Bergsma, Gavin	7.60		
Tech IV			
Uderstadt, Gerd	28.00		
Survey Tech II			
Mackenzie, Colin	4.50		
Project Support III			
Linton, Kelly	.80		
<b>Totals</b>	<b>54.40</b>		
<b>Total Labour</b>			<b>6,833.30</b>
Travel - Mileage		257.47	
Misc Reimbursable Expense		24	
<b>Total Reimbursables</b>		<b>257.71</b>	<b>257.71</b>
HST #885871228	13.00 % of 7,091.01	921.83	
<b>Total Tax</b>		<b>921.83</b>	<b>921.83</b>
		<b>Total Amount Due in CDN Funds</b>	<b><u><u>\$8,012.84</u></u></b>

**Billings to Date**

	Current	Previously	Billed to Date
Labor	6,833.30	4,904.30	11,737.60
Expense	257.71	91.81	349.52
Tax	921.83	649.49	1,571.32
<b>Totals</b>	<b>8,012.84</b>	<b>5,645.60</b>	<b>13,658.44</b>

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

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Project	MSO019743.2020	RJB File: D-ME-SUP-2020	Invoice	2
Project Manager:	Thomas Pridham			

---

**Client Number: 1008**

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

**To pay via e-Transfer please use [etransfers@rjburnside.com](mailto:etransfers@rjburnside.com) as payee.**

July 20, 2020

John Ballantine, Manager  
Municipal Finance Policy Branch  
Municipal Affairs and Housing  
13th Floor, 777 Bay St.  
Toronto , ON  
M5G 2E5  
Canada

Dear Mr. Ballantine:

Re: Comments on Bill 197 – Covid-19 Economic Recovery Act – Regarding  
Development Charges and Community Benefits Charges

On behalf of our many municipal clients, we are providing our comments on the Bill 197 regarding the proposed changes to the *Development Charges Act* (D.C.A.) and Community Benefit Charge (C.B.C.).

At the outset, we would like to thank the Ministry for many of the changes made in lead up to the Bill (i.e. adding back parks, recreation, libraries, long-term care and public health services to the Development Charges (D.C.) and removing the mandatory 10% deduction within the D.C. and C.B.C. calculations) which will enhance municipalities ability to recover costs for these services.

### 1. List of Eligible D.C. Services

*The list of eligible D.C. services have been expanded from the initial and amended lists (Water, Wastewater, Stormwater, Services Related to a Highway, Electrical Power Services, Toronto-York Subway, Transit, Waste Diversion, Police, Ambulance, Fire, Library, Long Term Care, Parks, Recreation, Public Health) to include Childcare, Housing Services, Provincial Offences Act., Waterloo Airport and Emergency Preparedness.*

The addition of the five municipal services is a positive expansion of the eligible services for D.C.s. We would note that the Act does not clearly identify Planning related studies as an eligible service, however we understand that it is the Province's intent to continue to allow these studies to be recovered by D.C.s. We would request that this be



clarified perhaps by including it in the definition of capital costs (s.5(3) of the D.C.A. or eligible services s.2(4)).

As well, we wanted to confirm that GO Transit D.C.s will still be eligible. While s.30.1 of the Metrolinx Act provides that an agreed to capital cost can be deemed a capital cost for the purposes of s.5(3) of the D.C.A., we wanted to ensure that these costs will continue to be eligible. Section 2(4)7 of the D.C.A. identifies Transit Services as an eligible service, however, the Metrolinx Act distinguishes a "Local Transit system" as being different than a "GO Transit system". We are unclear if the D.C.A. include the GO Transit System within the definition of s.2(4)7.

Bill 197, s.s.1(2) repeals and replaces subsection 2(4) of the D.C.A., defining what services can be charged for within a development charge by-law. The amended s.2(4)18, identifies "*services related to proceedings under the Provincial Offences Act, including by-law enforcement services and municipally administered court services*". We would request clarification on the scope of services that may be included within this paragraph. The following two interpretations are being provided to illustrate the direction being sought:

- a) *Service is limited only to the costs associated with prosecutions of offences under the Provincial Offences Act; and*
- b) *Services can include costs associated with the enforcement of municipal by-laws that may result in prosecutions under the Provincial Offences Act (e.g. by-law enforcement vehicles, equipment for by-law enforcement officers, and by-law enforcement facility space).*

Lastly, we would note that ineligible services as currently defined by the D.C.A. (e.g. cultural, entertainment or tourism facilities, park land, hospitals, landfill and incineration, general administrative headquarters) remain ineligible for C.B.C.s under this Bill. It was communicated early on by the Province that this would occur. However, the list of ineligible services has been expanded for upper-tier municipalities with their inability to use C.B.C.s. Throughout this process, it has been expected that all services currently eligible for D.C. funding remain recoverable by one of the two charges. This will provide a significant funding loss to these municipalities for these services.



## **2. Timing for Transition – D.C. and C.B.C**

*The specified date for municipalities to transition to the D.C. and C.B.C. will be two years after Schedules 3 and 17 of the COVID-19 Economic Recovery Act comes into force.*

The extension of the time to transition from one year to two years is a positive change. Given the amount of time needed to consider the legislative changes, undertake the appropriate studies and communicate/dialogue with the public, this extension is deemed reasonable.

## **3. Community Benefits Charge (C.B.C)**

*The C.B.C. will be limited to lower-tier and single tier municipalities, whereas upper-tier municipalities will not be allowed to impose this charge. A maximum rate will be set as a percentage of the market value of the land the day before building permit issuance. The proposed maximum rates will be set by regulation. The C.B.C may only be imposed on developing or redeveloping buildings which have a minimum height of five stories and contain no less than 10 residential units.*

In regard to the upper-tier municipalities not being allowed to impose a C.B.C., we feel that it is inequitable to allow single-tiers to impose a charge for all services, whereas within a two-tier-system, the upper-tier municipality will not be allowed to impose a charge for the same services. For Regions and Counties this can represent a significant loss of capital funding.

With respect to the form of housing for which the C.B.C. can be imposed, the charge has been focused on higher density developments. For many municipalities, the ability to continue collecting for parkland based on the current 5% of the development lands for residential (and 2% for non-residential) may be adequate for their needs as they may not experience these density levels in any significant way. For large municipalities, a more detailed study will be needed to assess the impacts of this new approach.

At this time, much of the detailed information (e.g. maximum rate, rules relative to redevelopment sites, etc.) for the C.B.C. is anticipated to be released through regulation. We would ask that an opportunity to further comment on these regulations be provided.



#### **4. Community Benefits Strategy**

*The Bill provides that before passing a C.B.C. by-law, the municipality shall prepare a community benefits charge strategy that (a) identifies the facilities, services and matters that will be funded with community benefits charges; and (b) complies with any prescribed requirements.*

As noted above, much of the details for the C.B.C. strategy will be set out in the regulations. The detailed requirements are unclear at this time. As such, we would ask that an opportunity to further comment on these regulations be provided.

We appreciate the comprehensive communication and discussion process that the Province has undertaken with respect to these changes. Provincial staff assigned to carry out this process have been very good at establishing a process where stakeholders can advance their concerns and express their opinions in an open forum.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Gary D. Scandlan, BA, PLE  
Director

Andrew Grunda, MBA, CPA, CMA  
Principal

**Denise Holmes**

---

**From:** Planning Account <planning@shelburne.ca>  
**Sent:** Friday, July 17, 2020 12:44 PM  
**To:** Planning Account  
**Subject:** Planning Application Circulation - SPA 20/01 - 900 Main Street East  
**Attachments:** Shelburne SPA Application form signed.pdf; Circulation Letter.pdf; Circulation Response Form.pdf; SA-001R4 SPA.pdf

Good afternoon,

The Town of Shelburne has received an application for Site Plan Approval for the property municipally known as 900 Main Street East.

A copy of the application, circulation letter, response form and overall site plan have been attached for your review. Additional information that was submitted is available for download by clicking the following link:

<https://spaces.hightail.com/receive/nBeKFIB6Fh>

We would appreciate any comments, concerns or conditions you may have by **Friday, August 7, 2020**.

Thank you,

Steve Wever, MCIP, RPP  
Town Planner





# TOWN OF SHELBURNE

## Planning & Development Department

July 17, 2020

CIRCULATED BY E-MAIL TO:

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

### APPLICATION FOR SITE PLAN APPROVAL CIRCULATION

**FILE NO: SPA20/01 – FIELDGATE COMMERCIAL PROPERTIES LTD.  
PROJECT: SITE PLAN – 900 MAIN STREET EAST, SHELBURNE**

Please take notice that an application has been submitted to the Town of Shelburne for the approval of a Site Plan for the construction of a commercial plaza with 5 buildings totaling 6,213 square metres of ground floor area. The largest building (Building A) will be for a primary commercial retail anchor tenant. The remaining buildings (Buildings B, C & D) will be designed for multiple commercial tenancy and retail space. Building E will be designed to incorporate a restaurant tenant with a drive-through facility. Required parking spaces, pedestrian connections, waste areas and loading areas have also been incorporated in the site design.

A copy of the completed Site Plan application as well as supporting information submitted by the applicant are attached for your consideration. Please contact me should you require additional information to complete your review.

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

**Friday, August 7, 2020.**

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

Steve Wever, MCIP, RPP  
Town Planner

Attachment(s)



# TOWN OF SHELBURNE

## PLANNING & DEVELOPMENT

### Site Plan Application Circulation Response Form

**File:** SPA 20/01

**Project:** Application for Site Plan Approval  
900 Main Street East  
Concession 1, Part Lot 1, Part 2 on 7R-5591

If you have no comments or objection to the approval of the above noted applications please complete this form and email it to the Town Planner at the Town of Shelburne by **August 7, 2020**.

**Email:** [planning@shelburne.ca](mailto:planning@shelburne.ca)

(No cover page is necessary)

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

---

Agency Name  
(Please Print)

---

Representative Name  
(Please Print)

---

Representative Title  
(Please Print)

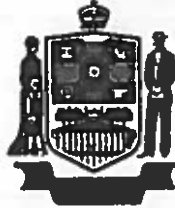
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Signature

---

Date

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



**For Office Use Only**  
File #: SPA 20/01  
Date Received: June 6, 2020  
Date Accepted: July 16, 2020  
Application Fees: \$11,030.00

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

**1. APPLICATION INFORMATION** Date Received \_\_\_\_\_

Name of Applicant: Shelburne Commercial Developments Limited  
Mailing Address: 5400 Yonge Street, 5th floor, Toronto, ON  
Telephone Number (Home): \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Telephone Number (Business): 416 666-6404 Email Address: stephaniev@fieldgatecommercial.com

**2. OWNER**  
If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:  
Name: Same as Applicant  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**  
Name: N/A  
Mailing Address: \_\_\_\_\_  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**4. SUBJECT LANDS**

Lot: 1 Concession: 1

Reference Plan: 7R-6553 Part/Block/Lot: Part of West Half

Street Name and Number: 900 Main Street East  
(if corner lot please include both street names)

Area of subject lands: 7.71 acres Frontage: 150 m

Depth: 105 m

What is the current use of the subject land? Vacant

What is the proposed use of the subject lands? Commercial

When were the subject lands acquired by the current owner? December 2016

How long have the existing uses continued on the subject lands? N/A

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

**5. ZONING AND OFFICIAL PLAN INFORMATION**

What is the present Official Plan designation on the subject lands? Mixed Use

What is the present zoning? Mixed Use Commercial Exception Six C2-6

**6. ACCESS**

Is the subject land accessible by:

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

11/04/2018

**7. BUILDINGS, STRUCTURES AND USES**

What is the existing use of the subject land? Vacant

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

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

	Building One	Building Two
Type of Building:		
Setback from Front Lot Line:		
Setback from Rear Lot Line:		
Setback from Side Lot Line (interior):		
Setback from Side Lot Line (exterior):		
Height (metres):		
Dimensions:		
Floor Area:		
Date of Construction:		

Please refer to Site Plan submitted with this application

**8. SERVICING**

	<b>Municipal</b>	<b>Private</b>	<b>Other</b>
Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is storm drainage provided by:  Sewer  Ditch  Swale  
 Other, describe \_\_\_\_\_

**9. STATUS OF OTHER APPLICATIONS**

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

If yes, what is the file number? DPS 18/01

What is the status of the application? Draft Plan Approval - conditions to be satisfied

**10. DRAWINGS**

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

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

**11. PAYMENT OF FEES**

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

June 5, 2020

Date

  
Signature of Owner/Applicant

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

**12. AUTHORIZATION**

N/A

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

Date

\_\_\_\_\_  
Signature of Registered Owner(s)

**13. AFFIDAVIT**

I, Shelburne Commercial Developments Limited of the City of Toronto in the Region of York solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT the City of Toronto

In the Region of the York  
this 5th day of June, 2020

  
Commissioner of Oaths

  
Signature of Registered Owner (s) or Agent

Lorne Udaskin, a Commissioner, etc.,  
City of Toronto, for Fieldgate Development &  
Construction Limited, and its subsidiaries, associates  
and affiliates Expires November 6, 2021.

11/04/2018

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**14. PERMISSION TO ENTER**

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

June 5, 2020

Date

  
Signature of Registered Owner (s) or Agent

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**PLEASE CONFIRM ALL PLANNING APPLICATION FEES PRIOR TO SUBMISSION**

11/04/2018





## Denise Holmes

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**From:** Greg MacNaughtan <gMacNaughtan@dufferincounty.ca>  
**Sent:** Thursday, July 9, 2020 6:20 PM  
**To:** Christine Gervais; Tracey Atkinson; David Trotman; Denise Holmes; Jennifer Willoughby; Mark Kluge; Adam Hicks; mtownsend@townofgrandvalley.ca; Donna Funston; hboardman@amaranth.ca; nmartin@amaranth.ca; Susan Stone  
**Cc:** Lindsay Toman  
**Subject:** The "New Way" E-permitting is fully electronic

Good afternoon everyone

Hope you are all having a good summer so far. If you see an inspector by the side of the road make sure they haven't dried up.

So far so good working remotely and using our electronic system to issue municipal approval and building permits simultaneously.

We have noticed that many permits have been submitted and issued in less than two weeks start to finish which means we have saved the public time for reviews and time travelling to obtain a permit.

When we first went live with City View we offered two ways to apply for a permit the "New Way" or the "Old Way".

The "New Way" was fully electronic with the applicants applying online through the e-permitting portal which then went to both the Municipality and the County for their reviews simultaneously.

The "Old Way" consisted of the applicants bringing their hard copy files to the Municipality for review and approval and then bring the documentation to the County for our review and approval. In some cases they would have to go back to the Municipality for review due to changes made during the County review.

We also had to make sure that the County was reviewing the same documentation that the Municipality was approving via municipal stamps etc.

The option to choose the "New Way" or the "Old Way" was to allow time for the public to learn about the electronic system and try it without forcing it on people and creating a negative experience. We also knew that a new system would have flaws and need adjustment which would not help with public perception of the system.

We went live February 18, 2020 and for a month having two options seemed to be a good compromise....

Due to the COVID-19 pandemic the sudden impact and required changes to our daily work has proven to us that not without fault the "New Way" is more acceptable and viable then we had expected.

Due to the county buildings being closed we have been forced to transition ourselves to be fully electronic and only accept and review building permits that have been submitted through the portal.

An amazing benefit to this is we are now open for building permit submissions 24 hours a day, seven days a week, which means you are all also providing this level of service in your Municipalities.

As we grow using our electronic system we want to make sure that all information is entered into the system for each permit so we can all benefit from it and maintain an accurate record for the future.

When we first met with all of you we discussed replacing the hard copy municipal approval with an electronic version in the system which was built in the form of a checklist within the zoning review.

We also built checklists for our plans review and inspections as a tool to maintain consistency and also as a training aid for less experienced or new building officials.

Our next step in moving all of us fully to the "New Way" of municipal approval and building permit issuance is to ensure that the zoning review checklist (municipal approval) is filled out and checked off as completed in each field prior to zoning approval.

What this will do is allow the County plans examiner to see exactly what the Municipality is approving and allowing for a particular approval while ensuring that the building code review is in conformance with the Municipal review.

Because the submission documentation is all within CityView the County will be looking at the same drawings as the Municipality which eliminates any questions.

See the below screen shot of an example zoning review and where the municipal approval checklist is located. Holly I apologize for using yours it was the first one that came up.

PRPE202000412 | Permit Applic x +

https://cityviewcanada.harriscomputer.com/DufferinWorkspace/#/workspace/PermitApplication/209722vskl#a:135153c-4629-4429-b951-72b055914

Permit Application

application number: PRPE202000412    master project: MP2020000495    application type: Pool Enclosure    application status: In Plan Check

primary contact: Todd Whittington, Address:373-401 6th Line

review: Zoning Review    assigned to: Holly Boardman    date required: 07/16/2020    outcome: Approved

comments: Municipal Approval attached. Pool enclosure only. see by-law 45-2014 and maintain requirements.

comment history:

start time:    responsible department: Planning and Land Use

end time:

hours spent:    category: none

priority: Routine    completed by: Holly Boardman    original due date:

10 sheets    Add checklist item:

Item	Priority	Status	Completed
1 Setbacks	none	Pending	<input type="checkbox"/>
2 Lot Coverage	none	Pending	<input type="checkbox"/>
3 Conservation	none	Pending	<input type="checkbox"/>
4 Road Occupancies	none	Pending	<input type="checkbox"/>
5 Entrance Permits	none	Pending	<input type="checkbox"/>
6 Site Services	none	Pending	<input type="checkbox"/>
7 Use	none	Pending	<input type="checkbox"/>
8 Height	none	Pending	<input type="checkbox"/>
9 Min. Dwelling Size	none	Pending	<input type="checkbox"/>
10 Other	none	Pending	<input type="checkbox"/>

0 corrections    Add correction:

Verify Final Review Status (CBO)  
 Greg MacNaughtan  
 CBO  
 Building Services  
 07/09/2020  
 Pending

Type here to search

Moving us all to a fully electronic platform means that all submissions for municipal approval and building permit issuance can be submitted once through the e-permitting portal.

We have seen great success when done this way and it has saved the public a considerable amount of time and indirect expense.

Although we have already taken this step to a fully electronic platform we have still provided minor preliminary reviews and have answered many technical building code questions remotely to the public to help minimize a complicated review process.

Thank you all for making this system work as well as it has to date. We are consistently making it better based on suggestions or concerns raised from you, the public and our staff.

We will continue to improve our system together, please do not hesitate to bring forward and suggestions or ideas you may have.

Sincerely

**Greg MacNaughtan | Chief Building Official of Corporate Services**  
**County of Dufferin | Phone: 519-941-2816 Ext. 2701 |**  
**[gmacnaughtan@dufferincounty.ca](mailto:gmacnaughtan@dufferincounty.ca) | 55 Zina Street, Orangeville, ON L9W 1E5**



Dufferin County is excited to announce that the Building Division is launching a new e-Permitting platform on **February 18<sup>th</sup>, 2020!**

**[Find out more here!](#)**

**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](http://www.dufferincounty.ca)**

# DRINKING WATER SOURCE PROTECTION

South Georgian Bay Lake Simcoe Region

## Media Release

### **New Source Protection Committee Members Appointed**

Utopia, Ontario (July 23, 2020) – Most of us in southern Ontario take safe and plentiful drinking water for granted, but that supply is being protected through the actions of numerous legislative provisions, one of which is a local stakeholder group called the Source Protection Committee, created under the Clean Water Act of 2006.

The Source Protection Committee for this region (South Georgian Bay Lake Simcoe) began meeting in 2007 and continues its important role to this day. Earlier this year, the Committee undertook a significant refresh in its membership. After a thorough search and application review, six new members have been appointed to the Committee. The Committee consists of 21 members, plus the Chair, plus a First Nations representative from Rama First Nation.

These new members will join the existing members to review and update the local Source Protection Plan and Assessment Reports, as well as oversee the implementation of existing plan policies.

The new members are:

- Geoff Allen, Public Sector Representative
- Andy Campbell, Municipal Representative
- David Greenwood, Public Sector Representative
- Jeff Hamelin, Municipal Representative
- Brandon Powers, Economic/Development Representative
- Cate Root, Public Sector Representative

Lynn Dollin, Mayor of Innisfil, who's chaired the Source Protection Committee since its inception in 2007, says she is "looking forward to continuing the important work of the Source Protection Committee and is confident that our region will be well served with a mix of returning members that have valuable experience and some fresh eyes to bring new perspectives and ideas to the group. It is an honour to chair such an impressive group."

Stan Wells, a member re-appointed to represent the Nottawasaga Valley Watershed, says he "cannot imagine a life without access to a safe and secure water supply, but sadly that reality already exists in many parts of the world. Source water protection is designed to protect our water supplies, of which I'm pleased to play a small part."

New Source Protection Committee member Cate Root is excited about the opportunity. "I believe water to be one of our most precious resources and we cannot take it for granted. I am very proud to be able to be involved in this work and I know I will learn a lot along the way."

For the complete list of Source Protection Committee members please visit [ourwatershed.ca](http://ourwatershed.ca).

-30-

**Media contact:** Maria Leung, Communications Coordinator, 705-424-1479 ext.254,  
[mleung@nvca.on.ca](mailto:mleung@nvca.on.ca)

INFO # 7  
AUG 13 2020

## Denise Holmes

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**From:** Gushulak, Heather (MMAH) <Heather.Gushulak@ontario.ca>  
**Sent:** Wednesday, July 22, 2020 12:09 PM  
**To:** Nicole Martin; Sonya Pritchard (spritchard@dufferincounty.ca); Pam Hillock; Susan Stone; Meghan Townsend; Denise Holmes; Mark Early; Tracey Atkinson; Michelle Smibert; Ed Brennan; Karen Landry; 'Denyse Morrissey'; Jennifer Willoughby (jwilloughby@shelburne.ca); ClerksOffice@townofmono.com  
**Subject:** Bill 197 Guidance Materials for Electronic Meetings and Council Proxies  
**Attachments:** MSO Email to Municipal Staff for Bill 197 Governance Guidance - July 2020 English.pdf; Information sheet - Proxy Voting for Municipal Council Members - July 2020.pdf; Information sheet - Electronic Participation in Municipal Meetings - July 2020.pdf

Good afternoon,

Please see attached Bill 197 Guidance Materials for Electronic Meetings and Council Proxies.

If you have any questions or concerns, please let me know.

Regards,

### Heather Gushulak

Municipal Advisor  
Municipal Services Office – Western  
Ministry of Municipal Affairs and Housing

659 Exeter Road, 2<sup>nd</sup> Floor  
London, ON, N6E 1L3  
(519) 873-4037  
Cell: (519) 200-4698

**Ministry of  
Municipal Affairs  
and Housing**

Municipal Services Office  
Western Ontario  
659 Exeter Road, 2<sup>nd</sup> Floor  
London ON N6E 1L3  
Tel: 519 873-4020  
Toll Free: 1 800-265-4736  
Fax: 519 873-4018

**Ministère des  
Affaires municipales  
et du Logement**

Bureau des services aux municipalités  
de l'Ouest de l'Ontario  
659 Exeter Road, 2<sup>e</sup> étage  
London ON N6E 1L3  
Tél: 519 873-4020  
Sans frais: 1 800-265-4736  
Télééc: 519 873-4018



July 22, 2020

Dear Municipal CAO / Clerk:

I am writing to inform you of recent changes to the *Municipal Act, 2001* to provide municipalities with new permissive authority.

The Government has made changes to expand the authority for municipalities to amend their procedure by-law to provide that electronic participation in open and closed municipal meetings may count towards quorum beyond times when an emergency declaration is in place. Extending the ability for municipalities to hold electronic meetings responds to feedback we have heard from municipalities that the ability to participate electronically in municipal meetings during the past months has been beneficial to continue the important work that municipalities do and has led to increased engagement with members of the public.

In addition, the Government has also passed changes to the legislation to give municipalities the authority to amend their procedure by-law to allow members of council who are unable to attend a meeting to appoint a proxyholder to act on their behalf, subject to certain limitations.

For more information on these amendments, please see the attached information sheets.

Both of these initiatives are optional, and it is up to your municipality to decide whether to provide for electronic participation in meetings and/or proxy appointments and what arrangements are suitable for your municipality.

If you have questions regarding these new provisions, please let me know.

Kind Regards

A handwritten signature in black ink, appearing to read "Ian Kerr", written over a horizontal line.

Ian Kerr  
Regional Director  
Municipal Services Office – Western Region



# Proxy Voting for Municipal Council Members

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.



## Overview

The province is providing municipalities with the flexibility to choose to allow proxy votes for municipal council members who are absent. This power helps ensure continuing representation of constituents' interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.

Municipalities that wish to allow proxy voting must amend their procedure bylaws to allow a member of council to appoint another member of the same council to act in their place when they are absent.

## Optional and Flexible

Allowing proxy voting is optional and it is up to each municipality to determine whether to allow proxies for council and under what circumstances. If a municipal council chooses to allow proxy voting, it is up to each member to decide whether they wish to appoint a member of that council as a proxy or not if they are to be absent.

Municipalities have the flexibility to determine the scope and extent of proxy appointments including, for example, any local rules or limitations, the process for appointing or revoking a proxy, and how proxyholders may participate in meetings. Municipalities may wish to consider:

- how proxies may be established and revoked;
- circumstances where proxies may or may not be used; and
- how a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member.

If a municipality chooses to allow proxy voting, it would be the role of the municipal clerk to establish a process for appointing and revoking proxies. Municipalities may also wish to consider addressing proxy voting in their code of conduct or other local policies to help ensure that votes are appropriately cast and that the local process is followed.

Once a proxy has been appointed, the appointing member could revoke the proxy using the process established by the municipal clerk.

## Limitations

Limits to the proxy appointment process are set out in legislation. These include:

- A proxyholder cannot be appointed unless they are a member of the same council as the appointing member:
  - For upper-tiers, this means that a proxyholder has to be a member of the same upper-tier council as the appointee, regardless of lower-tier membership;

- A member cannot act as a proxyholder for more than one other member of council at a time;
- An appointed proxy is not counted when determining if a quorum is present;
- A member appointing a proxy shall notify the municipal clerk of the appointment in accordance with a local process established by the clerk; and
- When a recorded vote is taken, the clerk shall record the name and vote of every proxyholder and the name of the member of council for whom the proxyholder is acting.

Council member absence rules still apply. This means that a member's seat would become vacant if they are absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

## Accountability and Transparency

Members appointing proxies or acting as proxyholders are required to follow existing accountability and transparency requirements. For example, a member may not appoint a proxy or serve as a proxyholder on a matter in which they have a pecuniary interest under the *Municipal Conflict of Interest Act*. Municipalities may also want to consider transparency measures such as:

- communicating to the public who has appointed a proxy and who is serving as a proxy;
- publishing meeting agendas in advance so that proxies can be appointed, if needed, and potential conflicts of interest can be identified; and
- allowing members to participate electronically when not able to attend meetings in person rather than appointing a proxy.

For more information about existing accountability and transparency requirements, including the Municipal Conflict of Interest Act, codes of conduct and the role of the local integrity commissioner, please see the [Municipal Councillor's Guide](#).

## Contact

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**  
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**  
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**  
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**  
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**  
Telephone: 519-873-4020 or 1-800-265-4736

## Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>



# Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

## Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

## What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

## Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

## Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public (subject to certain exceptions)

The *Municipal Act* specifies requirements for open meetings to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

## Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

## Contact

If you have questions regarding how these new provisions might impact your municipality, contact your [local Municipal Services Office](#).

- **Central Municipal Services Office**  
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**  
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**  
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**  
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**  
Telephone: 519-873-4020 or 1-800-265-4736

## Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

## Denise Holmes

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**From:** Cheyanne Hancock <cheyanne.hancock@townofmono.com>  
**Sent:** Monday, July 27, 2020 12:47 PM  
**To:** Tracey Atkinson; 'Susan Greatrix'; 'Pamela Hillock'; 'Susan Stone'; 'Jennifer Willoughby'; 'Jane Wilson'; Denise Holmes  
**Cc:** Fred Simpson  
**Subject:** Re: Diversity Training Program  
**Attachments:** Support Diversity Training Program.pdf

Good afternoon,

Please find attached, on behalf of Council of the Town of Mono, support to the resolution passed by the Council of the Town of Orangeville on June 8, 2020 regarding the necessity to develop a comprehensive diversity training program for municipal police services.

Thank you,

**Cheyenne Hancock**  
*Customer Service Representative/Recreation Assistant*  
Town of Mono  
519.941.3599 Ext. 221



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify [cheyanne.hancock@townofmono.com](mailto:cheyanne.hancock@townofmono.com).





July 24, 2020

Honourable Sylvia Jones, Solicitor General  
George Drew Bldg 18th Flr  
25 Grosvenor St  
Toronto, ON M7A 1Y6

Dear Honourable Sylvia Jones:

On behalf of Council of the Town of Mono, I wish to add my support to the resolution passed by the Council of the Town of Orangeville on June 8, 2020 regarding the necessity to develop a comprehensive diversity training program for municipal police services, including the Ontario Provincial Police. It is important that we acknowledge the reality that individuals within communities, and communities within larger populations, differ in many ways. Police services must have a broad understanding of what constitutes these differences so they can recognize them and strive to ensure equitable treatment of people. This can include differences in gender, race, age, culture, disability, religion, sexual orientation, or any other characteristic that helps to shape a person's perspective.

The unique role of law enforcement officials in our community makes cross-cultural understanding imperative. In addition to the need to ensure officer-to-officer sensitivity, and to accurately represent our constituents, law enforcement officials need understanding, respect, and a willingness to communicate in a culturally sensitive manner with all segments of our society. We need to critically examine stereotypes and cultural assumptions that are often held by the community and by the law enforcement professionals who serve the community.

I encourage you to ensure that a comprehensive diversity training program is developed to ensure that our police services are in a position to recognize and respond appropriately to the lived experience of members of all communities within our society. The training program should examine how people perceive the police and how this impacts officer effectiveness and, ultimately, the safety of both officers and the members of all of our communities.

Regards,

**TOWN OF MONO**

Laura Ryan  
Mayor

**Enclosure: Town of Orangeville Resolution regarding Police Diversity Training**

**Copies:**

**Mayor Sandy Brown, Town of Orangeville  
All Dufferin County Municipalities**

**P: 519.941.3599  
F: 519.941.9490**

**E: [info@townofmono.com](mailto:info@townofmono.com)  
W: [townofmono.com](http://townofmono.com)**

**347209 Mono Centre Road  
Mono, ON L9W 6S3**

## **Diversity Training Program**

Town of Orangeville Resolution 2020-194, passed June 8, 2020

*Moved by Mayor Brown, Seconded by Deputy Mayor Macintosh*

*WHEREAS The Town of Orangeville recognizes there have been questions in the public related to both diversity training and use of force training and protocols for Police Services, including in Ontario;*

*WHEREAS the Town recognizes that police officers join this profession out of a desire to do good, to serve and to protect the communities they serve;*

*AND WHEREAS an understanding of community diversity can foster authentic inclusion;*

*AND WHEREAS empathy training, and de-escalation training, can support understanding other people's perspectives;*

*AND WHEREAS the Town recognizes that policing can be a dangerous profession, and officer as well as community safety are critical considerations in law enforcement;*

*AND WHEREAS the Ontario Provincial Police have indicated they have a comprehensive diversity training program, however there may not be the same resources available across the entire province for smaller Police Services;*

*AND WHEREAS there is concern in the public about the boundaries of use of force, such as neck restraints, and oversight;*

*AND WHEREAS there isn't clarity on a common bar on diversity and empathy training or on use of force and oversight;*

*THEREFORE BE IT RESOLVED that the Mayor write to the Solicitor General to encourage common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force;*

*AND THAT the Solicitor General provide clarity on police oversight going forward given the anticipated changes to legislation to ensure effective accountability continues;*

*AND THAT annual updates or refresher courses be mandatory to ensure our Police Services have the best and current information available to them;*

*AND THAT THE TOWN request that the use of force protocols be reviewed to ensure they are safe and would meet current standards, and then shared across the province;*

*AND THAT THE TOWN circulate this resolution to all Ontario municipalities seeking their support.*

**"Carried"**

**Denise Holmes**

---

**From:** Policht, Sebastian (MTO) <Sebastian.Policht@ontario.ca>  
**Sent:** Friday, August 7, 2020 3:59 PM  
**Cc:** Thomsen, Erik (MTO); Litrenta, Angela (MTO)  
**Subject:** Highway Traffic Amendments Related to School Bus Stop Arm Cameras - Ontario Regulation 424/20  
**Attachments:** Guidelines - School Bus Stop Arm Camera Programs.pdf; Letter - School Bus Stop Arm Camera Changes.pdf

Hello Municipal Stakeholders,

Please see the attached letter and enclosed guidance material regarding recent changes made to the *Highway Traffic Act* related to school bus stop arm cameras.

These changes will come into effect on **September 1<sup>st</sup>, 2020**.

Sincerely,

Sebastian Policht  
Senior Policy Advisor  
Safety Program Development Branch  
Ministry of Transportation

***On behalf of:***

Angela Litrenta  
A/Director  
Safety Program Development Branch  
Ministry of Transportation

## School Bus Stop Arm Camera Programs

Municipalities are responsible for all aspects of school bus stop arm camera program administration and are subject to all relevant rules and procedures included in the *Highway Traffic Act* (HTA), *Provincial Offences Act* (POA) and associated regulations. Additionally, municipalities are responsible for complying with all privacy and data retention rules outlined in the *Municipal Freedom of Information and Protection of Privacy Act*.

The Ministry of Transportation (MTO) has drafted these guidelines to support municipalities in developing safety-oriented school bus stop arm camera programs in their communities by providing information on relevant legislative requirement, processes and responsibilities.

Municipalities are responsible for ensuring that school bus stop arm camera programs are implemented transparently and for the express purpose of promoting road safety, while maintaining public trust.

# Provincial Guidelines

### Ontario's School Bus Stop Arm Camera Regulatory Framework

Effective September 1, 2020, the school bus stopping law has been expanded so that the extension of the school bus stop arm becomes an element of the offence. This change makes it illegal for drivers to pass a stopped school bus that has a stop arm extended, regardless of whether the bus's overhead red lights are activated. This change makes it easier for provincial offences officers to make certified statements about the camera and for Crown prosecutors to demonstrate that an offence has occurred using camera technology. The prosecution of school bus camera offences will no longer require the introduction of evidence by a supporting witness.

With this new program, municipalities will continue to have the choice as to whether they would like to set up a school bus stop arm camera program in their municipality. Some examples of other evidentiary requirements include:

- ▶ State that the system used to take the photograph was an automated school bus stop arm camera system as per the regulation;
- ▶ Set out the manufacturer's name and the model number of the automated school bus stop arm camera system used to take the photograph; and
- ▶ State the name of the municipality in which the school bus was located when the photograph was taken.

For a full list of evidentiary requirements, please consult the HTA and its relevant school bus stop arm camera regulations, along with the Part 1 *Provincial Offences Act* forms.

### General Operating Considerations

Municipalities should comply with existing privacy rules in the *Municipal Freedom of Information and Protection of Privacy Act* for storing and transferring sensitive information. MTO recommends that municipalities undertake a privacy assessment before launching a school bus stop arm camera program.

Privacy

Procurement

The camera technology chosen will need to be able to capture all elements of the offence – such as the stop arm being actuated while the bus is passed by a motor vehicle that has a clearly visible number plate, etc. – and comply with all requirements set out in the future school bus stop arm camera regulation. Video at a minimum of 10fps, or an equivalent for a series of photographs that are taken in very quick succession, is a requirement. Please consult the HTA and its relevant school bus stop arm camera regulations, along with the Part 1 *Provincial Offences Act* forms, prior to setting up your school bus stop arm camera program.

Penalties

Sections 175 (19) and 175 (20) of the HTA set out the penalties for the owner-based offences for passing/overtaking a school bus. Under a school bus stop arm camera program, the penalties for these owner liability offences remain unchanged. The set fine for these offence(s) is \$400 with a maximum penalty of \$2,000.

Also, being that these are owner-based offences, demerit points and licence suspensions are not imposed upon conviction. Those drivers convicted of a school bus passing offence may be subject to licence plate denial if they default on the fines.

Signage

Signage will be uniform across the province, signage requirements will be outlined as part of the plate registrant data access agreement.

## School Bus Stop Arm Camera Programs (continued)

# Provincial Guidelines

### Public Education

Research demonstrates that public awareness of automated enforcement programs like school bus stop arm cameras, automated speed enforcement cameras, and red-light cameras, is an important element in their success. Municipalities should consider developing a communication/public education plan to inform the public about their school bus stop arm camera programs.

Communications and public education activities, which might take the form of websites, question and answer resources, social marketing and social media campaigns, should be sustained in advance of the program's launch and during its operation.

### Evidence Processing

Under POA section 3(2), only a designated provincial offences officer may issue an offence notice.

Consistent with the province's existing red light camera program and automated speed enforcement program, provincial offences officers will be responsible for reviewing evidence collected by school bus cameras, certifying this evidence and issuing an offence notice by mail, based on vehicle owner address data supplied by the Ministry.

Provincial offences officers are responsible for a range of activities as part of charging and prosecution processes, including:

- ▶ Reviewing evidence (video or photographic) and forming a belief that an offence was committed;
- ▶ Certifying the accuracy of that evidence;
- ▶ Making a request to MTO for plate registrant information to determine vehicle owner address information;
- ▶ Issuing and mailing POA offence notices with a set of images/video of the offence occurring;
- ▶ In cases where the charge is disputed, the provincial offences officer will request MTO provide a certified copy of the plate holder information as evidence.

### Access to Plate Registrant Data

Participating municipalities will be required to enter into a data access agreement with MTO for the purposes of accessing licence plate registrant information. Access to the data for this purpose is restricted to persons who have been designated as a provincial offences officer by the ministry.

This data access agreement will set out the terms, conditions and audit requirements which municipalities must adhere to, including confidentiality clauses that restrict disclosure of licence plate registrant data to only authorized users. For specific questions about the agreement with the ministry, please contact [Luc.Spina@ontario.ca](mailto:Luc.Spina@ontario.ca).

### Hiring Municipal Provincial Offences Officers

Subsection 1(3) of the POA provides the authority for the appointment of provincial offences officers. MTO will coordinate with municipalities so that the required documentation required to designate these officers can be prepared and approved.

The Ministry of the Solicitor General (SOLGEN) sets Ontario's policy with respect to who can be appointed as a provincial offences officer under the POA. Under this policy only municipal employees and police officers can receive designation and thus lay charges under automated enforcement programs.

Prior to issuing offence notices municipalities should ensure the POA officer is sufficiently trained so that they can make all the certified statements necessary for the certificate of offence.

### Joint and Independent Evidence Processing

The Ministry recognizes that some municipalities may choose to set up their own school bus stop arm camera programs with independent evidence processing, while others may choose to adopt a joint processing approach, similar to the automated speed enforcement and red light camera programs. MTO's framework does not restrict municipalities in joint or independent evidence processing.

Municipalities that issue school bus camera offences must request a series of ticket numbers. Ticket numbers will be issued by the POA Unit, Ministry of the Attorney General and should be included as part of the charging document that is filed with their local Provincial Offences court.

Ministry of Transportation  
Safety Program Development Branch  
87 Sir William Hearst Avenue, Room 212  
Toronto, Ontario M3M 0B4

Ministère des Transports  
Direction de l'élaboration des  
programmes de sécurité  
87, avenue Sir William Hearst, bureau 212  
Toronto, Ontario M3M 0B4



August 7<sup>th</sup>, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **September 1, 2020** the province will be introducing a new regulatory framework which sets out evidentiary rules to govern school bus stop arm camera programs. Municipalities who choose to implement school bus stop arm camera programs will be able to use evidence from camera systems in court without requiring a witness to introduce that evidence. The regulation can be found at the following hyperlink: [Ontario Regulation 424/20: School Bus Cameras](#).

The rules under the *Provincial Offences Act* for school bus stop arm camera programs will mirror those currently in place for automated speed enforcement and red-light camera programs.

In support of municipalities interested in setting up school bus stop arm camera programs in their regions, the ministry has developed the attached guidance document. This document provides relevant information to assist municipalities in developing school bus stop-arm camera programs. The Ministry also encourages participating municipalities to engage in public outreach and education when enacting school bus stop-arm camera programs to maximize safety benefits.

The Ministry asks that you please bring this notice and attached guidance material to the attention of municipal staff responsible for traffic safety. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or [erik.thomsen@ontario.ca](mailto:erik.thomsen@ontario.ca).

Thank you for your assistance in communicating this change and for your ongoing efforts to help improve the safety of students travelling on school buses.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela Litrenta".

Angela Litrenta  
A/Director  
Safety Program Development Branch  
Ministry of Transportation

Attachment – Municipal Guidance Materials

## Denise Holmes

---

**From:** Sumbal, Saifullah (MMAH) <Saifullah.Sumbal@ontario.ca>  
**Sent:** Tuesday, August 4, 2020 3:23 PM  
**To:** mcalvert@adelaidemetcalfe.on.ca; nmartin@amaranth.ca; jmiceli@amherstburg.ca; cao@arran-elderslie.ca; cao@acwtownship.ca; jreynaert@town.aylmer.on.ca; pshipway@bayham.on.ca; rmordue@blandfordblenheim.ca; cao@municipalityofbluewater.ca; michael.bradley@brant.ca; bhutchings@brantford.ca; swatson@brockton.ca; jdenkers@brookealvinston.com; sdatarsbere@brucecounty.on.ca; citymanager@cambridge.ca; dleitch@centralelgin.org; cao@centralhuron.com; agoldie@centrewellington.ca; dons@chatham-kent.ca; psinnamon@chatsworth.ca; dclermont@dawneuphemia.on.ca; Pritchard, Sonya; cao@duttondunwich.on.ca; sstone@eastgarafraxa.ca; kdepres@ezt.ca; CAO@elgin.ca; dmctavish@enniskillen.ca; cao@erin.ca; rmaisonville@countyofessex.ca; cnepszy@essex.ca; jnorton@georgianbluffs.ca; jhallahan@goderich.ca; mtownsend@townofgrandvalley.ca; Wingrove, Kim; cao@greyhighlands.ca; cao@guelph.ca; iroger@get.on.ca; cmanley@haldimandcounty.on.ca; btocheri@hanover.ca; clerk@howick.ca; Wark, Meighan; bknight@huroneast.com; mrwalden@huronkinloss.com; wtigert@ingersoll.ca; cao@kincardine.ca; jastrologo@kingsville.ca; dan.chapman@kitchener.ca; tmcbride@lakeshore.ca; Van Horne, Ron; kwilliams@lambtonshores.ca; jmilicia@lasalle.ca; pneufeld@leamington.ca; llivings@london.ca; rreymer@lucanbidulph.on.ca; mcasavecchia@malahide.ca; mbaron@mapleton.ca; rarmstrong@meaford.ca; Denise Holmes; dilullo@middlesexcentre.on.ca; cao@mdlsx.ca; derrick@town.minto.on.ca; ClerksOffice@townofmono.com; thallam@morristorynberry.ca; tatkinson@mulmur.ca; office@newbury.ca; Jason.burgess@norfolkcounty.ca; amcneely@northdumfries.ca; devans@northhuron.ca; jonathondg@northmiddlesex.on.ca; ksnell@northperth.ca; cao@northernbruce.ca; kkruger@norwich.ca; clerk@oilssprings.ca; ebrennan@orangeville.ca; tsimmonds@owensound.ca; lmccabe@oxfordcounty.ca; janice.hensel@pelee.ca; cao@perthcounty.ca; tcampbell@pertheast.ca; rclothier@perthsouth.ca; rcharlebois@petrolia.ca; ctrip@plympton-wyoming.ca; jburns@villageofpointedward.com; gschwendinger@puslinch.ca; chris.carter@sarnia.ca; david.smith@saugeenshores.ca; dmorrissey@shelburne.ca; clerk@southbruce.ca; angie.cathrae@southbrucepeninsula.com; cao@southhuron.ca; dmilliner@southgate.ca; cao@southwestmiddlesex.ca; cao@swox.org; cao@southwold.ca; jrodey@twp.stclair.on.ca; bkittmer@town.stmarys.on.ca; Graves, Wendell; jthomson@stratford.ca; ftranquilli@strathroy-caradoc.ca; mevans@tecumseh.ca; mhenry@thamescentre.on.ca; cao@thebluemountains.ca; kpratt@tillsonburg.ca; agubbels@warwicktownship.ca; tim.anderson@waterloo.ca; Murray, Mike; rlouwagie@wellesley.ca; Wilson, Scott; mgivens@wellington-north.com; treasurer@westelgin.net; ljohnston@westgrey.com; jbrick@westperth.com; grant.whittington@wilmot.ca; Colucci, Onorio; dcreery@cityofwoodstock.ca; dbrenneman@woolwich.ca; dmacleod@zorra.on.ca

**Cc:** jturk@adelaidemetcalfe.on.ca; nmartin@amaranth.ca; pparker@amherstburg.ca; cao@arran-elderslie.ca; clerk@acwtownship.ca; jbrick@town.aylmer.on.ca; pshipway@bayham.on.ca; rmordue@blandfordblenheim.ca; clerk@municipalityofbluewater.ca; heather.boyd@brant.ca; tdaniels@brantford.ca; fhamilton@brockton.ca; jdenkers@brookealvinston.com; dvanwyck@brucecounty.on.ca; mantond@cambridge.ca; dleitch@centralelgin.org; clerk@centralhuron.com; kokane@centrewellington.ca; judys@chatham-kent.ca; psinnamon@chatsworth.ca; dclermont@dawneuphemia.on.ca; clerk@dufferincounty.ca; hbouw@duttondunwich.on.ca; sstone@eastgarafraxa.ca; wjaques@ezt.ca;



**Cc:** CAO@elgin.ca; dmctavish@enniskillen.ca; Lisa.Campion@erin.ca; mbirch@countyofessex.ca; rauger@essex.ca; bdrury@georgianbluffs.on.ca; afisher@goderich.ca; mtownsend@townofgrandvalley.ca; heather.morrison@grey.ca; martellR@greyhighlands.ca; stephen.obrien@guelph.ca; mreid@get.on.ca; eeichenbaum@haldimandcounty.on.ca; btocheri@hanover.ca; clerk@howick.ca; scronin@huroncounty.ca; bknight@huroneast.com; edance@huronkinloss.com; mgraves@ingersoll.ca; clerk@kincardine.ca; jastrologo@kingsville.ca; christine.tarling@kitchener.ca; knewman@lakeshore.ca; stephane.thiffeault@county-lambton.on.ca; STroyer-Boyd@lambtonshores.ca; arobertson@lasalle.ca; bpercyc@leamington.ca; csaunder@london.ca; rreymer@lucanbiddulph.on.ca; Mcasavecchia@malahide.ca; bschellenberger@mapleton.ca; msmith@meaford.ca; Denise Holmes; wright@middlesexcentre.on.ca; kbunting@middlesex.ca; annilene@town.minto.on.ca; ClerksOffice@townofmono.com; thallam@morristurnberry.ca; msmibert@mulmur.ca; office@newbury.ca; andy.grozelle@norfolkcounty.ca; asage@northdumfries.ca; clamb@northhuron.ca; jackiet@northmiddlesex.on.ca; pberfelz@northperth.ca; clerk@northernbruce.ca; kkruger@norwich.ca; clerk@oilssprings.ca; klandry@orangeville.ca; bbloomfield@owensound.ca; csenior@oxfordcounty.ca; janice.hensel@pelee.ca; lwolfe@perthcounty.ca; acarater@pertheast.ca; lscott@perthsouth.ca; mpearson@petrolia.ca; ekwarciak@plympton-wyoming.ca; jburns@villageofpointedward.com; gschwendinger@puslinch.ca; amy.burkhart@sarnia.ca; linda.white@saugeenshores.ca; jwilloughby@shelburne.ca; clerk@southbruce.ca; angie.cathrae@southbrucepeninsula.com; clerk@southhuron.ca; lgreen@southgate.ca; cao@southwestmiddlesex.ca; cao@swox.org; cao@southwold.ca; jbaranek@stclairtownship.ca; bkittmer@town.stmarys.on.ca; mkonefal@stthomas.ca; tdafoe@stratford.ca; ftranquilli@strathroy-caradoc.ca; lmoy@tecumseh.ca; tmichiels@thamescentre.on.ca; cgiles@thebluemountains.ca; msmibert@tillsonburg.ca; agubbels@warwicktownship.ca; Olga.Smith@waterloo.ca; kfletcher@regionofwaterloo.ca; gkosch@wellesley.ca; donnab@wellington.ca; kwallace@wellington-north.com; clerk@westelgin.net; mturner@westgrey.com; cpreston@westperth.com; dawn.mittelholtz@wilmot.ca; vcritchley@citywindsor.ca; ahumphries@cityofwoodstock.ca; vhummel@woolwich.ca; dewilson@zorra.ca

**Subject:** O. Reg. 157/20: Work Deployment Measures for Municipalities

**Attachments:** 234-2020-1284 Minister's Letter to Head of Council - Labour Deployment - EN.pdf; 234-2020-1284 Lettre du ministre aux présidents de conseil - Affectation du personnel - FR.pdf; Memorandum to Municipal CAOs - Proclamation of the ROA\_EN.pdf; Memorandum to Municipal CAOs - Proclamation of the ROA\_FR.pdf

Dear Chief Administrative Officer, as a follow-up to Minister Steve Clark's letter dated April 16th, 2020, attached to this email for reference, I am writing regarding the emergency order on work deployment measures for municipalities (O. Reg. 157/20). The order provides municipalities with the flexibility to deploy certain of their staff to where they are needed most as they respond to COVID-19.

As communicated by the Ministry of the Solicitor General to municipal CAOs (attached memorandum sent on July 24, 2020), the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 ("ROA") received Royal Assent on July 21, 2020. The ROA was subsequently proclaimed into force on July 24, 2020, to coincide with the ending of the declared provincial emergency. The ROA gives the Ontario government the necessary flexibility to address the ongoing risks and effects of the COVID-19 outbreak by continuing certain emergency orders following the end of the declared provincial emergency, and enabling certain continued orders that meet specified criteria in the Act to be amended.

The ROA continues O. Reg. 157/20: Work Deployment Measures for Municipalities for an initial 30 days from the date of proclamation of the ROA (i.e., until August 23, 2020). The ROA also enables orders that have been continued under the Act, including O. Reg. 157/20, to be further extended for periods of up to 30 days at a time if approved by the Lieutenant Governor in Council. The ability to extend and amend orders under the ROA is limited to one year, unless extended by the legislature.

For municipalities who have relied on this and other orders to temporarily redeploy staff, it is important to have a plan to address potential staffing needs once the orders are no longer in effect. As part of these efforts, our Minister has encouraged municipalities to continue to work collaboratively and engage in good faith with their bargaining agents. Municipalities may also wish to seek advice from their local medical officers of health and legal counsel in developing their future plans. We want to acknowledge the many municipalities that have already made proactive efforts to do so.

As a reminder, in order to exercise the authority in this order, the municipality is required to have declared an emergency under section 4 of the Emergency Management and Civil Protection Act. If you have relied upon the work deployment order, please let us know at [MMAH.EO@ontario.ca](mailto:MMAH.EO@ontario.ca). If your municipality has further questions, please do not hesitate to contact me.

Thank you for your continued support and collaboration in these challenging times.

Sincerely,  
Saif

**Saif Sumbal**  
A/Regional Director  
Municipal Services Office-Western  
Ministry of Municipal Affairs and Housing  
2<sup>nd</sup> Floor, 659 Exeter Road  
London, ON, N6E 1L3  
Phone: (519) 873-4028  
Toll Free: 1-800-265-4736

**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, 17e étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



234-2020-1284

April 16, 2020

Dear Head of Council:

As you know, on March 17, 2020, our government declared a provincial emergency pursuant to the authority granted under the *Emergency Management and Civil Protection Act* (EMCPA). I am writing to update you that on April 16, 2020, our government issued an emergency order under the EMCPA (O. Reg. 157/20) to provide municipalities with the flexibility to deploy certain of their staff to where they are needed most. At this critical time, it is important that municipalities continue to work collaboratively and engage in good faith with their bargaining agents. The order is effective immediately and we intend for it to remain in effect for the duration of the declared provincial emergency.

I know that these are challenging times for municipalities, particularly as the situation around us changes so quickly. In these unprecedented times, I have heard a strong and consistent message from municipalities and numerous sector organizations that the authority to enable work deployment similar to what has been provided by the Province for hospitals and public health units is urgently needed to ensure continuity of critical services.

I thank you for sharing these concerns. We have heard you and have worked quickly to issue this order. This order is a temporary measure and provides your municipality – as an employer – the authority to take any reasonable measure necessary to respond to COVID-19 with respect to internal work deployment.

In order to exercise this authority, if it hasn't already, the municipality will need to also declare an emergency under section 4 of the EMCPA concurrent with this order. The authority provided for in this order includes the ability for municipalities to redeploy certain of their staff within the same employer or to employ volunteers to perform bargaining unit work, cancel leaves and change assignment of work, for those priority services listed in the order.

The orders specify conditions under which the authority can be exercised. This includes requiring a municipality to provide at least 24 hours of advance notice to affected bargaining units before implementing a redeployment plan. The *Occupational Health and Safety Act* and existing rights under the *Employment Standards Act* will continue to apply. Municipalities, as employers, are required to comply with all provincial orders, as

well as any guidance and safety standards prescribed by the province for COVID-19. They are also responsible for ensuring that any staff being reassigned to new duties have the required training and skills. Full details of the orders can be reviewed online at [Ontario.ca/alert](https://www.ontario.ca/alert).

I want to acknowledge and applaud the proactive efforts that many municipalities have already taken to engage in good faith with their bargaining agents to keep their staff employed and safe, and to establish local arrangements to redeploy employees to high-need areas. I would also encourage municipalities to continue leveraging their existing authorities as employers and building on pre-existing relationships and structures with your bargaining agent partners, such as joint health and safety committees, to address staffing needs and allocate resources.

Moreover, as you and others in your organization consider whether and how you will exercise the authority under the emergency order, I would ask that you maintain the following important objectives:

- In making staffing decisions, first provide opportunity for full-time work to existing part-time staff before seeking out and employing extra full-time staff from outside your organization.
- In redeploying staff, should there be a difference in the terms and conditions of work, in the different departments of the organization, the expectation is that staff will not receive a lower wage than their home position.

Municipalities are encouraged to review this and other applicable orders (available on the Government's Emergency Information webpage at: [Ontario.ca/alert](https://www.ontario.ca/alert)) and work with their legal counsel for advice and understanding of the flexibility it provides to you in managing your organizations.

If your municipality chooses to implement the authority in these orders, I would ask that you keep my staff apprised by letting your local Municipal Services Office know when you use it. If your municipality has any further questions regarding this order, we encourage contacting [your local Municipal Services Office](#).

I thank you for your continued support and collaboration in these challenging times. This collaborative relationship is critical at all times, and never more so than during this emergency.

Head of Council  
Page 3

Visit Ontario's [website](#) to learn more about how the province continues to protect Ontarians from COVID-19

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

- c: Chief Administrative Officers  
Municipal Clerks  
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario  
Cam Guthrie, Chair, Large Urban Mayor's Caucus of Ontario  
Karen Redman, Chair, Mayors and Regional Chairs of Ontario  
Jane Albright, President, Ontario Municipal Human Resources Association

July 24, 2020

**MEMORANDUM TO:** Municipal CAOs

**SUBJECT:** *Proclamation of the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*

Thank you to all municipal enforcement personnel for your support to date in enforcing emergency orders under the provincial *Emergency Management and Civil Protection Act* (EMCPA) and helping to keep communities safe and healthy during these unprecedented times.

As you may be aware, on July 21, 2020, the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* ("ROA") received Royal Assent. The ROA has been proclaimed into force today, July 24, 2020, to coincide with the ending of the declared provincial emergency.

The ROA gives the Ontario government the necessary flexibility to address the ongoing risks and effects of the COVID-19 outbreak once the declared provincial emergency under the EMCPA ends. It provides that:

- Emergency orders in effect under the EMCPA as of July 24 are continued under the ROA for an initial 30 days.
- The Lieutenant Governor in Council may further extend these orders under the ROA for up to 30 days at a time.
- The Lieutenant Governor in Council may amend certain orders continued under the ROA if the amendment relates to:
  - Labour redeployment or workplace and management rules;
  - Closure of places and spaces or regulation of how businesses and establishments can be open to provide goods or services in a safe manner;
  - Compliance with public health advice; or,
  - Rules related to gatherings and organized public events.

The ROA does not allow new orders to be created. Furthermore, the ability to extend and amend orders under the ROA is limited to one year, unless extended by the

legislature. The ROA mandates regular reporting by the government to the public and Legislative Assembly of Ontario to ensure oversight and transparency.

To review the legislation, you may visit: <https://www.ontario.ca/laws/statute/20r17>.

**For further information including which orders have been continued under the ROA, who is designated to enforce orders continued under the ROA and offences and penalties, please review the attached set of supporting Questions and Answers for enforcement personnel.**

I trust that this information is of assistance. Should enforcement personnel have any questions related to enforcement of orders continued under the ROA, they may reach out to [EssentialWorkplacesSupport.SolGen@ontario.ca](mailto:EssentialWorkplacesSupport.SolGen@ontario.ca). Please note that this dedicated email address is only for enforcement personnel and should not be shared publicly.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division



July 28, 2020

Honourable Navdeep Bains  
Minister of Innovation, Science and Industry  
C.D. Howe Building  
235 Queen Street  
Ottawa, ON K1A 0H5

Re: Investment in Rural Broadband Infrastructure

Dear Honourable Navdeep Bains:

On behalf of the residents and businesses of the Town of Mono, I want to add my voice to that of Ontario Minister of Municipal Affairs and Housing, the Honourable Steve Clark, in reminding your government of the importance of bringing high speed Internet to rural areas. Without reliable Internet access, businesses and residents are being left behind, furthering the digital divide between rural and urban centres.

The COVID-19 pandemic has only revealed deeper issues with Internet access in rural communities as businesses, students and teachers struggled with unreliable Internet. Rural residents are concerned that limited access is preventing their children from accessing remote learning tools and is leaving them behind in their education. It is hampering economic growth and limiting businesses' ability to recover from the pandemic.

Building the infrastructure needed to address these concerns will take a concerted effort by all levels of government. The Town of Mono, as a lower tier Ontario municipality, has been working on the issue for a number of years as has the upper tier County of Dufferin, including investing in the Southwestern Integrated Fibre Technology (SWIFT) initiative.

The need for immediate action has never been greater. We are encouraged by the Province of Ontario's commitment to invest a further \$315 million in the Broadband and Cellular Action Plan. The Town of Mono urges your government to take urgent action to provide immediate funding to build the infrastructure needed to ensure reliable broadband service in rural and underserved areas in Ontario.

Regards,

**TOWN OF MONO**

Laura Ryan  
Mayor

P: 519.941.3599  
F: 519.941.9490

E: [info@townofmono.com](mailto:info@townofmono.com)  
W: [townofmono.com](http://townofmono.com)

347209 Mono Centre Road  
Mono, ON L9W 6S3

WFO #12  
AUG 13 2020



**Copies:**

Honourable Catherine McKenna, Minister of Infrastructure and Communities  
Honourable Maryam Monsef, Minister of Rural Economic Development  
Honourable Ahmed Hussen, Minister of Families, Children and Social Development  
Honourable Kyle Seeback, MP Dufferin-Caledon, Ontario  
Honourable Steve Clark, Minister of Municipal Affairs and Housing, Ontario  
Honourable Laurie Scott, Minister of Infrastructure, Ontario  
Honourable Sylvia Jones, MPP Dufferin-Caledon, Ontario; Solicitor General, Ontario  
All Ontario Municipalities (via email)

**P: 519.941.3599  
F: 519.941.9490**

**E: [info@townofmono.com](mailto:info@townofmono.com)  
W: [townofmono.com](http://townofmono.com)**

**347209 Mono Centre Road  
Mono, ON L9W 6S3**

## Wendy Atkinson

---

**From:** Sabrina VanGerven [REDACTED]  
**Sent:** Wednesday, July 29, 2020 9:35 AM  
**To:** Denise Holmes; Wendy Atkinson  
**Subject:** Request for August 13th Agenda  
**Attachments:** Melancthon Chief Bylaw.doc

Good morning,

The following resolution was passed at the Shelburne & District Fire Board meeting on July 28, 2020:

Resolution #6

Moved by: S Martin

Seconded by: G Little

**Be It Resolved That** the Shelburne & District Fire Board receives Report - Competition 01-2020-SDFD Fire Chief Recruitment;

**And Further That** the Board authorize the Chair to execute an Employment Agreement with the candidate as discussed;

**And Further That** the Secretary be directed to request the Towns of Shelburne and Mono, and the Townships of Amaranth, Melancthon, and Mulmur to adopt a by-law to appoint a new Fire Chief for the Shelburne & District Fire Department. **Carried**

I have attached the proposed by-law and request that it be added to your council agenda for Wednesday, August 13, 2020.

If you have any questions or concerns, please do not hesitate to contact me.

Kind regards,

Sabrina VanGerven, Secretary/Treasurer  
Shelburne & District Fire Board



July 27, 2020

**Via: Email**

Ms. Denise Holmes, A.M.C.T.  
CAO/Clerk  
Township of Melancthon  
157101 Highway NO. 10  
Melancthon ON L9V 2E6

Dear Denise:

**Re: Doyle Drainage Works**  
**File No. D-ME-SUP**  
**Project No.: MSO019743.2020**

On December 12, 2019, Council accepted a notification of maintenance and repair of the Doyle Drainage Works signed by Ion Bauman, owner of Pt. Lots 245 & 246, Concession 2 SW and Pt. Lots 244 & 245, Concession 3 SW. Council subsequently directed that we investigate and report back with our findings and recommendations.

The Doyle Drainage Works was constructed under a 1989 report. The drain originates at the James Foley Drain in Lot 244, Concession 3 SW and continues upstream to terminate at the easterly limit of Lot 242 in Concession 2 SW as shown on the attached plan. The total length of the drain is 1844 m (6050 ft). No maintenance work has been done on the drain since its construction.

Our field investigation found that the lower part of the drain in Concession 3 SW remains in reasonable condition from the 2<sup>nd</sup> Line westerly to the James Foley Drain. The upper part of the Drain in Concession 2 SW (Norman Bauman) has however silted in up to 600 mm (24 in.) in places. We discussed our findings on site with Ion Bauman. Ion indicated he would prefer to have the entire Drain cleaned out. Ion further indicated, he and Norman would be willing to undertake the work at their expense using Martin Drainage Ltd. as their Contractor.

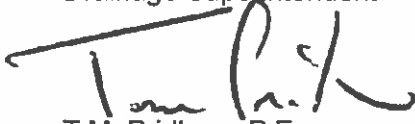
This is a generous offer and saves considerable administration time for Township Staff. We would have no concerns with the use of Martin Drainage Ltd., as we are very familiar with their workmanship. As such, we recommend that permission be granted to Ion Bauman and Norman Bauman to clean-out the Doyle Drainage Works under our supervision. We will secure the necessary permits prior to the work and assist the Contractor during the cleanout operations. We will also let Council and Staff know when the work has been completed to our satisfaction.

Act # 2  
AUG 13 2020

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

Yours truly,

**R.J. Burnside & Associates Limited**  
Drainage Superintendent

A handwritten signature in black ink, appearing to read 'Tom Pridham', written over a horizontal line.

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

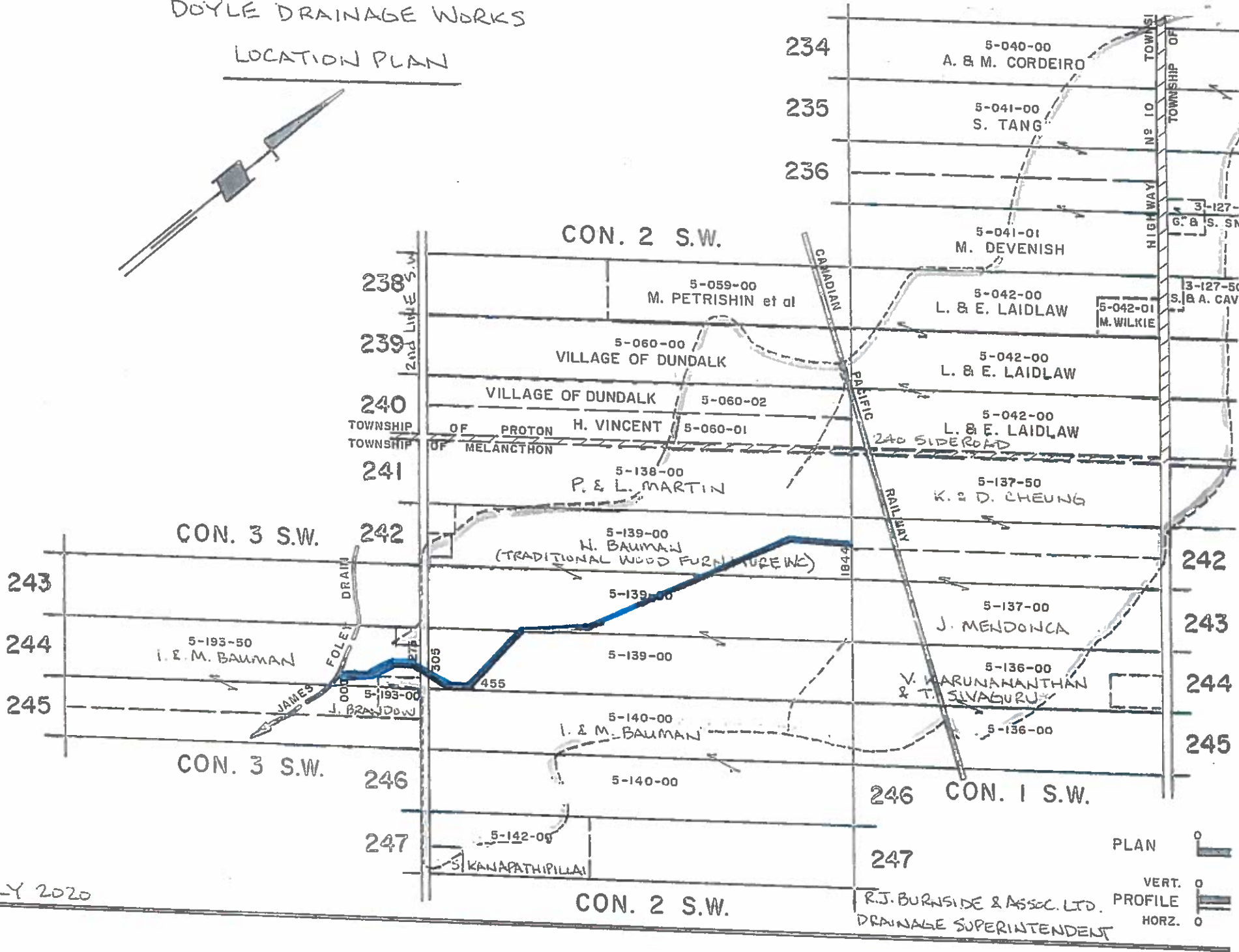
Enclosure(s) Doyle Drainage Works Location Plan

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.

7222020 DHolmes Doyle Drainage 019743.2020  
27/07/2020 9:42 AM

# DOYLE DRAINAGE WORKS

## LOCATION PLAN



JULY 2020

R.J. BURNSIDE & ASSOC. LTD.  
DRAINAGE SUPERINTENDENT



July 27, 2020

**Via: Email**

Ms. Denise Holmes, A.M.C.T.  
CAO/Clerk  
Township of Melancthon  
157101 Highway No. 10  
Melancthon ON L9V 2E6

Dear Denise:

**Re: Curphy Municipal Drain  
File No. D-ME-SUP  
Project No.: MSO019743.2020**

As you are aware, a portion of the Curphy Municipal Drain downstream of Dufferin County Road No.17 in Concession 1 SW was cleaned out in 2018. The location of the completed work is shown on the attached plan. At the time of the work, an interest was expressed by John and Steve Wattam to have the balance of the drain upstream of the County Road cleaned out.

Our June 19, 2018 letter indicated in part that:

*"The section upstream of the County Road requires some further investigation and discussion with the affected owners. We will report to Council separately regarding our findings and recommendations for this portion of the drain. The cost for any additional work that may be undertaken can be included with the costs for the section below the County Road and levied accordingly."*

Our field investigation found that the drain in Lots 285 – 290, Concession 1 NE is heavily silted in and blocked by beaver dams and other debris. It appears no maintenance work has been done on this section in recent years and possibly since it was constructed in 1925. The section on the Highway and County Road allowances should also be cleaned out as well. The work required along both roads is relatively minor in nature.

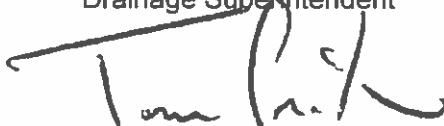
Based on our additional investigation, we recommend that the balance of the Curphy Municipal Drain, upstream of Dufferin County Road No. 17, be cleaned out. The recommended additional work is also shown on the attached plan. The estimated cost of the work is \$11,500.00 plus HST. The cost is assessable to the watershed in accordance with Section 74 of the Drainage Act. We further recommend that Demmans Excavating Ltd. be retained to complete the work. Mr. Demmans is very familiar with the site as he completed the 2018 work and his shop is adjacent to the upstream work area, eliminating any moving charges.

ACT# 3  
AUG 13 2020

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

Yours truly,

**R.J. Burnside & Associates Limited**  
Drainage Superintendent

A handwritten signature in black ink, appearing to read 'Tom Pridham', written over a horizontal line.

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

Enclosure(s) Curphy Municipal Drain Location Plan

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7272020 DHolmes Curphy Drainage 019743.2020  
24/07/2020 1:05 PM

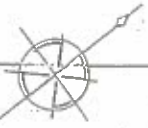
RANGE II W.

RANGE I.W.

281

RANGE I.E.

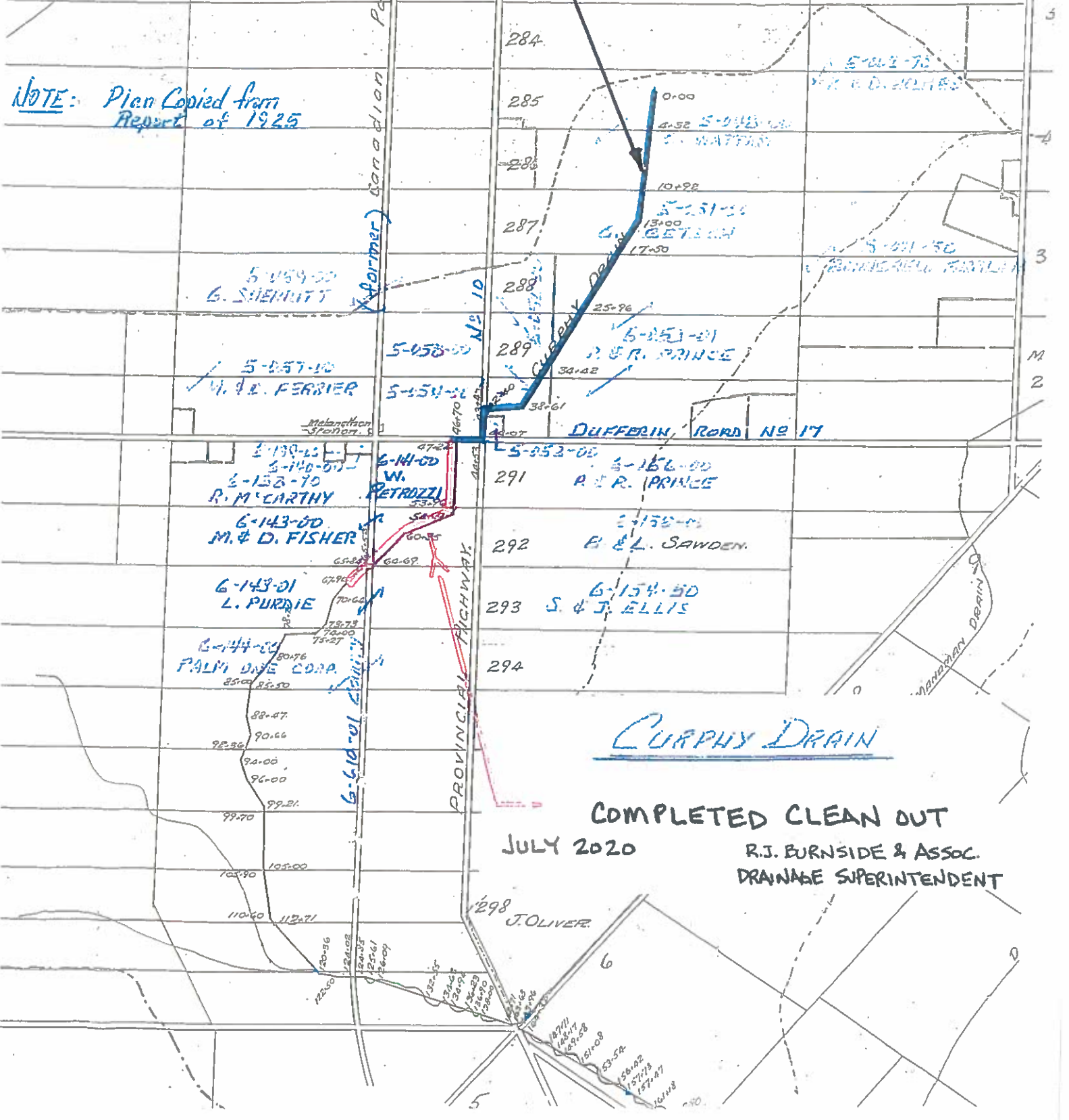
RANGE II.E.



NOTE: Plan Copied from Report of 1925

Canadian Pacific Railway

RECOMMENDED ADDITIONAL CLEANOUT WORK



5-454-00 G. SHERITT

5-457-10 M. & D. FERRIER

5-458-00

6-143-00 M. & D. FISHER

6-143-01 L. PURDIE

6-14-00 W. RETROZZI

6-156-00 R. & R. PRINCE

6-155-01 E. & L. SAWDEN

6-154-50 S. & J. ELLIS

298 J. OLIVER

CURPHY DRAIN

COMPLETED CLEAN OUT  
JULY 2020  
R.J. BURNSIDE & ASSOC.  
DRAINAGE SUPERINTENDENT





July 27, 2020

Via: Email

Ms. Denise Holmes, A.M.C.T.  
CAO/Clerk  
Township of Melancthon  
157101 Highway NO. 10  
Melancthon ON L9V 2E6

Dear Denise:

**Re: Henderson Drainage Works  
By-law No. 16-75  
File No. D-ME-SUP  
Project No.: MSO019743.2020**

On March 5, 2020, Council accepted a notification of maintenance and repair of the Henderson Drainage Works signed by Ken and Sandra Holmes, owners of Pt. Lot 21, Concession 5 & 6 SW. Council subsequently directed that we investigate and report back with our findings and recommendations.

The Henderson Drainage Works originates at the Grand River in Lot 21, Concession 7 SW and continues upstream to terminate at the southerly limit of Lot 262, Concession 2 SW as shown on the attached plan. The Drain, from its outlet at the Grand River to the 260 Sideroad, was last improved under a 1975 report, adopted by By-law No. 16-75. A 1982 report, adopted by By-law No. 23-82, provided for the repair and improvement of the upper portion of the Drain above the 260 Sideroad. This section was again cleaned out in 2015. Additionally, in 2015, beaver dams were removed in the lower portion of the drain in Concession 4, 5 & 6 SW. The repair work being requested is on the lower portion of the drain downstream of the 260 Sideroad which continues to be governed by By-law No. 16-75.

Our field investigation found that the Drain was obstructed by sediment, minor silt bars, log jams, and beaver dams at various locations. A tile outlet in the Holmes' property on Lot 21, Concession 6 SW, just upstream of the 7<sup>th</sup> Line SW, was found to be submerged as a result of sediment in the Drain. We have met with the tenant of the Holmes property, Leo Blydorp, who indicated the fields in Lot 21, Concession 6 SW were not draining properly because of the poorly functioning tile.

Based on our field investigation, we recommend that the Drain be cleaned out from the Grand River to the 7<sup>th</sup> Line SW to provide an outlet for the Holmes' tile drain. We further recommend that from the 7<sup>th</sup> Line SW to the 4<sup>th</sup> Line SW that spot clean-out work be undertaken as required to remove any minor silt bars, log jams, and beaver dams. From the 4<sup>th</sup> Line SW to the 260 Sideroad, the Drain remains in fair condition, apart from one beaver dam that needs to be removed.

ACT #4  
AUG 13 2020

The estimated cost of the work is \$9,000.00 plus H.S.T. This cost is assessable to the watershed in accordance with Section 74 of the Drainage Act. It would be very difficult to ask a Contractor to provide an accurate quote as the extent of the clean-out in Concession 5 & 6 SW will be determined as the work progresses. As such, we recommend that Demmans Excavating Ltd. be retained on an hourly basis to complete the work. Mr. Demmans has provided excellent work on other clean-outs in the same area.

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

Yours truly,

**R.J. Burnside & Associates Limited**  
Drainage Superintendent

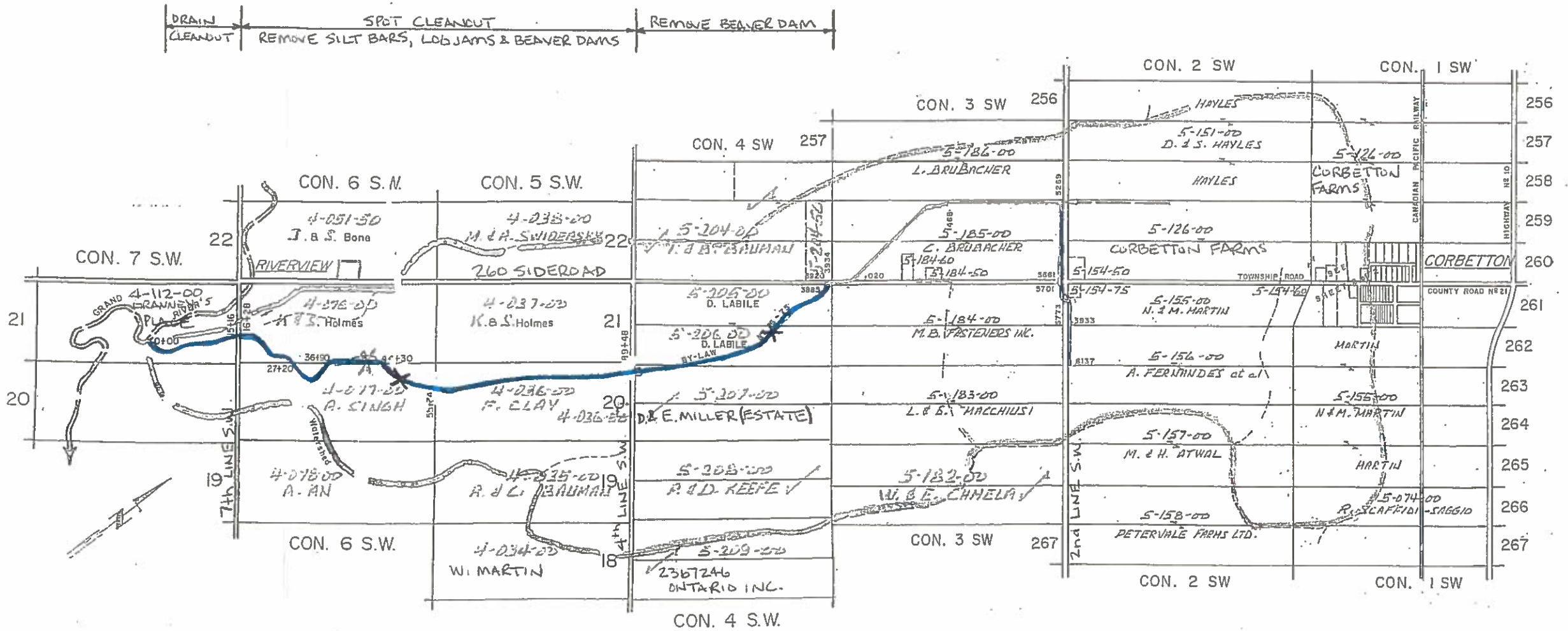


T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:kl

Enclosure(s) Henderson Drainage Works Location Plan

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.

7242020 DHolmes Henderson Drainage 019743.2020  
27/07/2020 9:27 AM



HENDERSON DRAINAGE WORKS, 1975

LOCATION PLAN

DATE: JULY 2020

R. J. BURNSIDE & ASSOC. LTD.  
Drainage Superintendent

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NUMBER \_\_\_\_ - 2020**

**BEING A BY-LAW TO APPOINT THE CHIEF OF THE  
SHELBURNE AND DISTRICT FIRE DEPARTMENT**

**WHEREAS** the Council of the Corporation of the Township of Melancthon enacted By-Law 39-91 to establish a Fire Department.

**AND WHEREAS** the Council has considered a By-Law to establish the position of Chief of the Department.

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

1. THAT Mr. Ralph Snyder be appointed as Chief of the Shelburne and District Fire Department, until such time as this appointment is revoked;
2. THAT Remuneration shall be negotiated and set forth by way of resolution of the Board of Management;
3. THAT this By-Law shall take effect and come into force on the passing thereof;
4. THAT all or any parts of By-Laws not consistent herewith are hereby repealed.

BY-LAW READ A FIRST AND SECOND TIME THIS \_\_\_\_ DAY OF AUGUST, 2020

BY-LAW READ A THIRD TIME AND PASSED THIS \_\_\_\_ DAY OF AUGUST, 2020

\_\_\_\_\_  
DARREN WHITE, MAYOR

\_\_\_\_\_  
DENISE HOLMES, CLERK

GB# 16.2.1

AUG 13 2020

**NOTICE OF A PUBLIC MEETING  
TO INFORM THE PUBLIC OF A PROPOSED  
ZONING BY-LAW AMENDMENT**

**RECEIPT OF COMPLETE APPLICATION**

**TAKE NOTICE** that the Township of Melancthon has received a complete application to amend Municipal Zoning By-law 12-1979. The application affects located at 2nd Line NE, located in Part of Lot 15, Concession 3 N.E. (see attached Key Map). The purpose of the application is to zone the subject lands to fulfill a condition of Provisional Consent.

**AND PURSUANT** to Section 34 (10) of the Planning Act, the application file is available for review at the Municipal Office. Please contact the Municipal Clerk to arrange to review this file.

**NOTICE OF PUBLIC MEETING WITH COUNCIL**

**TAKE NOTICE** that the Council for The Corporation of the Township of Melancthon will be holding a public meeting under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to allow the public to comment on the application for a proposed Zoning By-law Amendment.

**NOTE:** This will be a virtual meeting. If you wish to attend the virtual meeting, please call or email the Township office prior to the day of the public meeting so you can be provided with a link to the meeting. If you do not have the capability to attend a virtual meeting, please provide written comments and a phone number where you can be reached to the Township Clerk prior to the public meeting.

**DATE AND LOCATION OF PUBLIC MEETING**

Date: Thursday, August 13, 2020  
Time: 5:30 pm  
Location: 157101 Highway 10, Melancthon Municipal Office (Virtual Meeting – see note above)

**DETAILS OF THE ZONING BY-LAW AMENDMENT**

The purpose of the proposed by-law is to amend the Restricted Area (Zoning) By-Law No. 12-1979 as amended, to lands located in Part of Lot 15, Concession 3 N.E. The purpose of the application is to fulfill a condition of Provisional Consent by zoning a newly created lot to the Rural Residential (RR) Zone and zoning the retained lot to address a resultant lot frontage which does not comply with the minimum lot frontage required by the General Agricultural (A1) Zone.

Information relating to this application is available at the Township of Melancthon Municipal Office for public review during regular office hours.

**ADDITIONAL INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION**

A key map showing the land to which the proposed amendment applies is provided on this notice.

The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the applicant's proposed Zoning By-law Amendment. Any person who attends the meeting shall be afforded an opportunity to make representations in respect of the application.

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed By-law is approved, the person or public body is not entitled to appeal the decision of Council to the Local Planning Appeal Tribunal.

If a person or public body would otherwise have an ability to appeal the decision of Council of the Township of Melancthon to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at the public meeting or make written submissions to the Township of Melancthon before the by-law is passed, the person or public body is not entitled to appeal the decision.

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

If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Township of Melancthon at 157101 Highway 10, Melancthon, Ontario, L9V 2E6 fax (519) 925-1110.

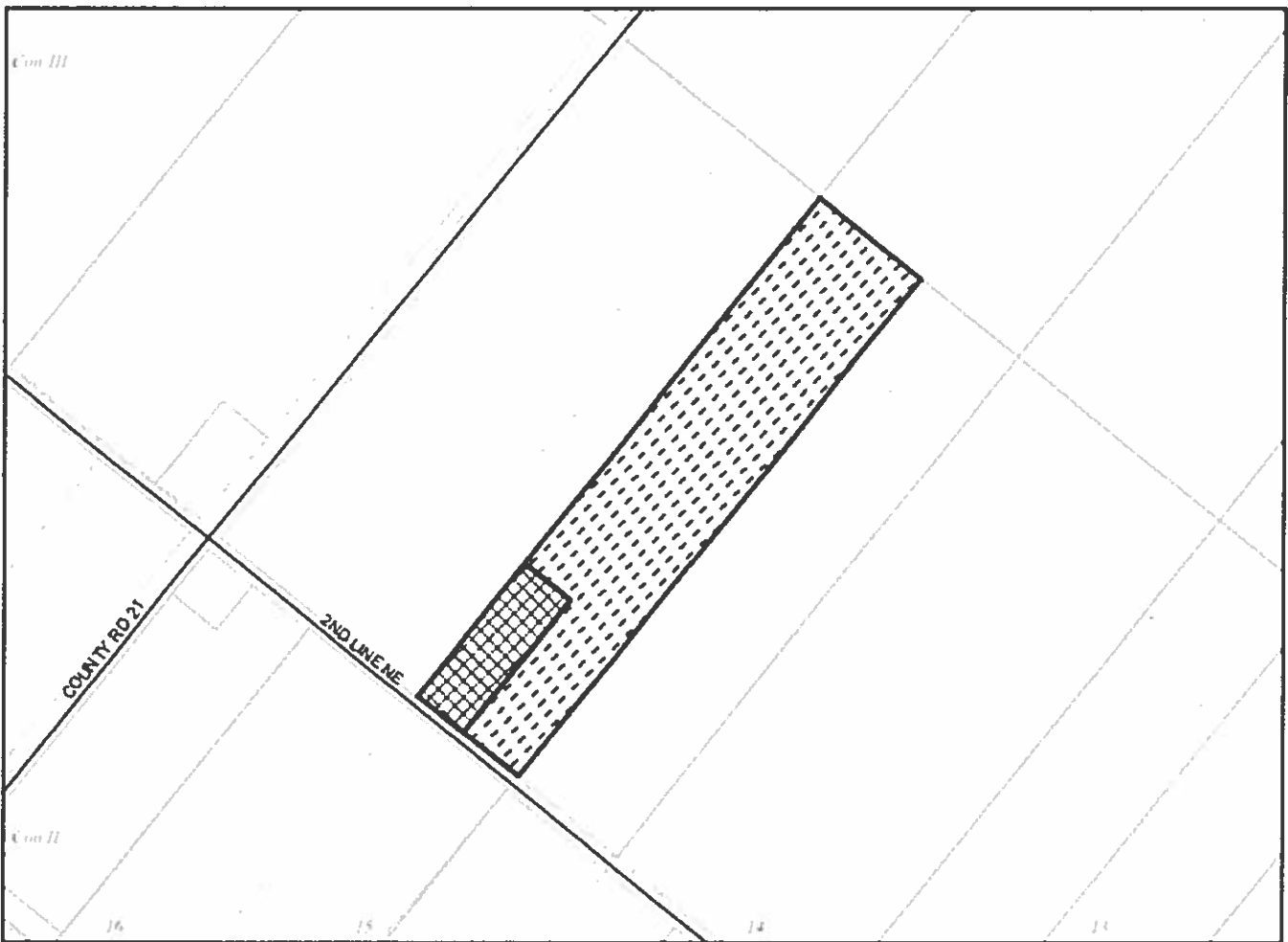
Additional information regarding the proposed amendment is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Mailing Date of this Notice: July 17, 2020

*Mendy Atherton*

*per* Denise Holmes, CAO - Township of Melancthon

**LANDS SUBJECT TO APPLICATION FOR  
ZONING BY-LAW AMENDMENT**



**MEMORANDUM**

**To:** Mayor White and Members of Committee  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** August 6, 2020  
**Re:** Application for Consent B13/19 (Kissoon-Singh)

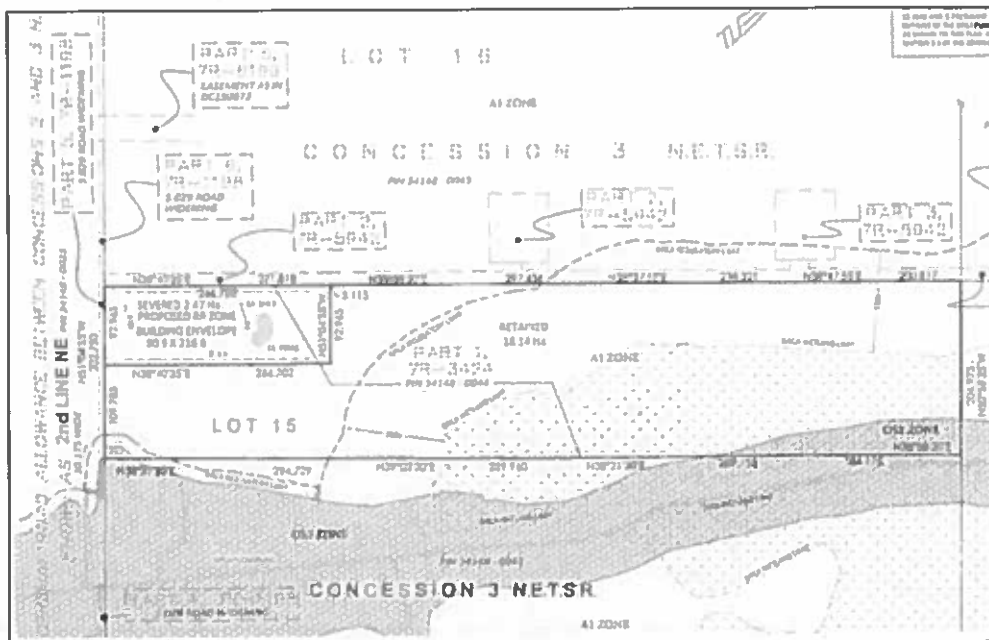
**BACKGROUND**

On November 21, 2019, Committee approved an application for consent to create a new rural residential lot from lands located in Part of Lot 15, Concession 3 N.E.

The new lot has a frontage of 93 metres (305 feet) and a lot area of 2.48 hectares (6 acres).

The retained lands have a frontage of 110 metres and a lot area of 18.14 hectares (44.8 acres). An illustration of the lands that were severed and retained is provided in Figure 1.

**Figure 1 – Lot to be Severed**



Condition #2 of the Provisional Consent required the applicant to rezone the severed lands from the General Agricultural (A1) Zone to a Rural Residential (RR) Zone. In addition, given that the retained lands will not comply with the minimum frontage requirement for the A1 Zone, the requisite amendment also needs to create a zone exemption to address this area of non-compliance with the zoning by-law.

**RECOMMENDATION**

Attached is an amending by-law that is recommended for approval to address Condition #2 of Provisional Consent B13/19.



---

Chris Jones MCIP, RPP



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. \_\_\_\_\_

(Kissoon Singh)

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon for lands legally described as Part 1, Plan 7R-6637, located in the North Half of Lot 15, Concession 3 N.E.T.S.R and the balance of lands located in the North Half of Lot 15, Concession 3, N.E.T.S.R in the Township of Melancthon, County of Dufferin.

WHEREAS the Council of the Corporation of the Township of Melancthon is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990;

AND WHEREAS the owner of the subject lands has requested a zoning by-law amendment to fulfill a condition of provisional consent;

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it advisable to amend By-Law 12-79, as amended;

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

1. Schedule 'A' to Zoning By-law No. 12-79 as amended, is further amended by zoning lands legally described as Part 1, Plan 7R-6637, located in the North Half of Lot 15, Concession 3, N.E.T.S.R from the General Agricultural (A1) Zone to the Rural Residential (RR) Zone, as shown on Schedule A-1 attached hereto, which forms part of this By-law.
2. And Furthermore, Schedule 'A' to Zoning By-law No. 12-79 as amended, is further amended by zoning lands located in the North Half of Lot 15, Concession 3, N.E.T.S.R from the General Agricultural (A1) Zone to the General Agricultural Exception (A1-141) Zone, as shown on Schedule A-1 attached hereto, which forms part of this By-law.
3. Furthermore, Section 4.7 of Zoning By-law No. 12-79 as amended, is further amended by adding the following new sub-section after sub-section 4.7 nnnnn):

*ooooo) On lands located in the balance of the North Part of Lot 15, Concession 3, N.E.T.S.R and located in the A1-141 Zone, notwithstanding that the parcel located in the A1-141 Zone is not an existing lot in the eyes of Zoning By-law 12-79, the minimum lot frontage shall be 109 metres and the regulations of Sections 4.4 and 4.5 shall be applicable for the purpose of authorizing residential use.*

4. In all other respects, the provisions of By-law 12-79, as amended shall apply.

This By-law shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act (Ontario).

READ A FIRST AND SECOND TIME on the 13th day of August 2020.

READ A THIRD TIME and finally passed this 13th day of August 2020.

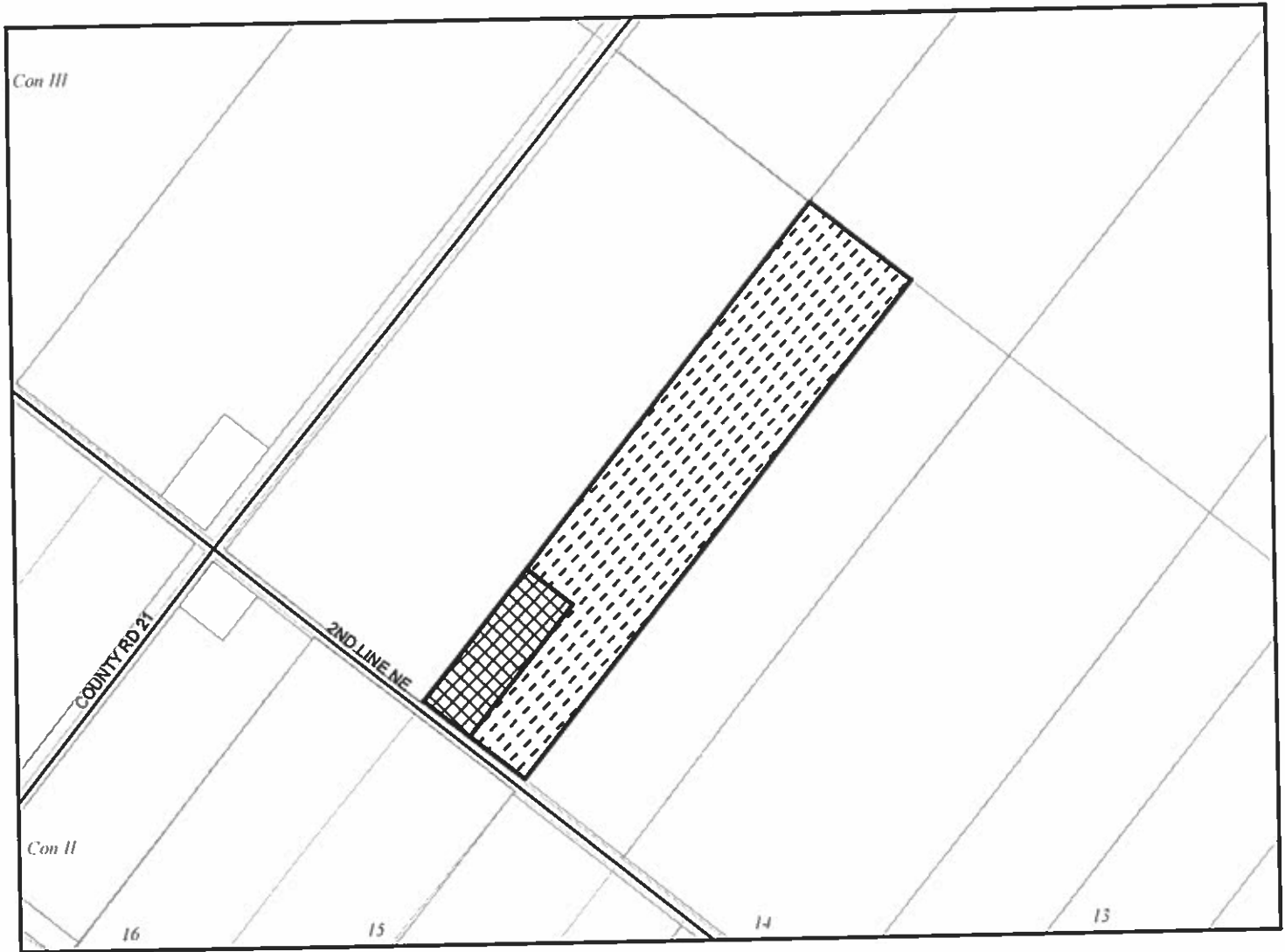
\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Clerk

Schedule 'A-1'

By-law 2020-\_\_\_\_\_

Part of Lot 15 Concession 3, NE of the Toronto and Sydenham Road  
Township of Melancthon



-  Lands to be rezoned from the Agricultural (A1) Zone to the Rural Residential (RR) Zone
-  Lands to be rezoned from the Agricultural (A1) Zone to the Agricultural Exception (A1-141) Zone

This is Schedule 'A-1' to By-law \_\_\_\_\_

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk