



TOWNSHIP OF MELANCTHON ELECTRONIC MEETING AGENDA - THURSDAY, OCTOBER 15, 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 - October 1, 2020
October 2, 2020 - Special Joint Council Meeting of Mulmur and
Melancthon**
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agenda & Minutes for information on Public Question Period)
9. **Public Works**
 1. Other
10. **Planning**
 1. Applications to Permit
 2. Memo from Chris Jones, Township Planner - Minimum Distance Separation Formulae
 3. Other
11. **Climate Change Initiatives**
12. **Police Services Board**
13. **County Council Update**
14. **Correspondence**

*** Items for Information Purposes**

1. NVCA Board Meeting Highlights September 25, 2020
2. LPAT Decision Issued - Brenda Serbin 723190 250 Sideroad
3. GRCA By-law 3-2020
4. AMO's Annual Report on the Federal Gas Tax Fund
5. Letter from Honourable Steve Clark, Minister of Municipal Affairs and Housing, Safe Restart Agreement - Municipal Operating Funding (Phase 2)
6. Email from Honourable Sylvia Jones, Solicitor General, Minister Responsible for Anti-Racism - Information Update
7. Letter from Nina Bifulchi, Mayor, Town of Wasaga Beach regarding Recent Car Rally
8. NVCA Media Release - Healthy Waters Projects
9. Township of North Glengarry Resolution - Urges Ontario to Allow Capital Expenditures Under the Safe Restart Agreement
10. Township of Asphodel-Norwood Resolution - Request More Support for Municipalities with Respect to a Governing Body in Cannabis Production
11. 2021 OPP Annual Billing Statement

*** Items for Council Action**

1. Email from Jim Miles regarding Sculptures for The Miles' Garden in Horning's Mills

15. General Business

1. New/Other/Unfinished
 1. Administrative Monetary Penalty Procedure By-law
 2. Notice of Motion - *Moved by Mercer, that wages for Members of Council be increased in years 2021 and 2022 as follows:*
Mayor from current \$17,425.61 increased by \$600 in 2021 to \$18,025.61 and increased by \$600 in 2022 to 18,625.61.
Deputy Mayor from current \$12,078.98 increased by \$2000 in 2021 to \$14,078.98 and increased by \$2000 in 2022 to \$16,078.98.
Councillors from current \$10,891.15 Increased by \$2000 in 2021 to \$12,891.15 and increased by \$2000 in 2022 to \$14,891.15.
IT allowance to remain at \$75.00 per month.
 3. North Dufferin Community Centre - Reopening Protocol
 4. North Dufferin Community Centre - Purchase of a fog machine for the Arena (Deputy Mayor Besley)
 5. Recommendations, if any, from the Horning's Mills Park Board Meeting held on October 14, 2020
2. Unfinished Business
 1. Community Consultation Meeting - Horning's Mills Community Hall - Options to be discussed at the Meeting (**Council members to bring options to the Council meeting for discussion**). Options are required, so Agenda can be finalized for the Community Meeting on October 19, 2020.
 2. Environmental Sustainability Committee
 3. Quote for lights at the Horning's Mills Community Park
 4. AMO - Main Street Revitalization - Monies need to be spent by October 31, 2020 – no extension will be granted
 5. Fire Services Discussion

16. Delegations

1. **5:30 p.m.** - Sidney and Salome Bauman, Public Meeting for a Proposed Zoning By-law Amendment on Part of Lot 298, Concession 3 S.W.
2. **5:45 p.m.** - Kim Delahunt, President and CEO, Headwaters Health Care Centre, to provide and update on the HHCC activities and needs within the Hospital Foundation's Priority Campaigns
3. **7:00 p.m.** - Public Meeting for Zoning Provisions for Accessory Dwelling Units

17. Closed Session

1. Approval of Draft Minutes - October 1, 2020
2. Business Arising from Minutes
3. Personal matters about an identifiable individual, including municipal or local board employees - Application received for the NDCC Public Member Vacancy
4. Personal matters about an identifiable individual, including municipal or local board employees - Livestock By-law complaint (Councillor Hannon)
5. Rise With or Without Report from Closed Session

18. Third Reading of By-laws

19. Notice of Motion

20. Confirmation By-law

21. Adjournment and Date of Next Meeting - Thursday, November 5, 2020 - 5:00 p.m.

22. On Sites

23. Correspondence on File at the Clerk's Office

**APPLICATIONS TO PERMIT FOR APPROVAL
Oct 15, 2020 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	TYPE OF STRUCTURE	DOLLAR VALUE	D.C.'s	COMMENTS
Josh Burke	Argyle Street Plan 20A, Los 84-85 Pt Lot 86, RP7R-6559 Pt 2	single family dwelling	\$350,000	YES	
Paulo Ferreira	9 Rutledge Heights Plan 7M48 Lot 11	Storage Garage	\$7,000	NO	

PLAN# 10.1
OCT 15 2020

• Municipal Planning Services Ltd. •

MEMORANDUM

To: Mayor White and Members of Council
Copy: Denise Holmes, CAO
From: Chris Jones, MCIP, RPP
Date: October 8, 2020
Re: Minimum Distance Separation Formulae

BACKGROUND

Further to my discussion with Council at a recent Council meeting, the purpose of this memo is to obtain Council direction to schedule a public meeting under Section 34 of the Planning Act for the purpose of establishing zone regulations to implement the Provincial Minimum Distance Separation Formulae.

MINIMUM DISTANCE SEPARATION (MDS)

The history of the MDS and the siting of livestock facilities dates back to 1970 with the issuance of a Provincial publication entitled "A Suggested Code of Practice". This guideline evolved into the "Agricultural Code of Practice" which introduced the concept of a two-way sliding scale of recommended minimum separation distances between barns and sensitive uses and vice-versa. These later came to be known as the MDS I and MDS II Guidelines.

In 2006, the MDS I and II Guidelines were consolidated into a single publication and in 2016 the document was updated again to become what is known as The Minimum Distance Separation (MDS) Document – Formulae and Guidelines for Livestock Facility and Anaerobic Digester Odour Setbacks (Publication 853).

The MDS formulae is an arithmetic calculation which is dependent on a number of variables such as odour potential, nutrient units and building design. Its fundamental purpose is to establish appropriate separation distances between odour generating livestock facilities and manure storage systems and sensitive land uses.

PROVINCIAL POLICY STATEMENT (PPS 2020)

Section 2.3.3.3 of the PPS states:

New land uses in prime agricultural areas, including the creation of lot and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

TOWNSHIP OF MELANCTHON OFFICIAL PLAN

The Township's Official Plan contains a number of policy references to the implementation of MDS as summarized below:

Section 3.6 (a) – Land use compatibility.

Section 5.2.2 (c) – New and expanding agricultural uses and MDS.

Section 5.2.2 (n) – Siting of a dwelling on a lot of record.

Section 5.2.3 (d) – Implementation criteria for on-farm diversified uses.

Section 5.2.5 (b) – Severance of a surplus farm dwelling.

Section 5.3.2 (e) – Development policies for new uses in the Rural designation.

Section 7.2 - Consents

CONCLUSION

The Township currently lacks zone regulation intended to implement the Minimum Distance Separation Formulae.

It is a Provincial Policy requirement that planning decisions shall comply with the Minimum Distance Separation Formulae.

RECOMMENDATION

It is recommended that staff and the planning consultant be directed to schedule a public meeting in accordance with the Planning Act for the purpose of amending Zoning By-law 12-79 to incorporate MDS regulations.

Yours truly,



Chris Jones MCIP, RPP



NVCA Board Meeting Highlights September 25, 2020

Next Meeting: October 23, 2020, location to be determined

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

The September 25, 2020 board meeting was held electronically through WebEx, and streamed on YouTube for public viewing due to COVID-19 restrictions.

Our next scheduled board meeting will be held on October 23, 2020.

Staff recognition

Two staff members were recognized for their work and contribution to the NVCA.

Peter Alm has been with NVCA's engineering team for the last five years. His technical knowledge of the watershed and past files has benefited the engineering team greatly.

Spencer MacDonald started with the Lands and Operations program 5 years ago. He came to NVCA with experience in organic farming, repairing small-engine, and land maintenance. Currently, he helps with land maintenance, supports the forestry program and is the lead for the maple syrup program

NVCA 2021- 2025 Business Plan

NVCA's Draft 2021 – 2025 Business Plan was circulated to Board of Directors to review. Board members will provide comments by October 14, 2020.

To view the Draft 2021 – 2025 Business Plan, please refer to [page 80 of the September Board meeting agenda](#).

NVCA 2021 Draft Budget

Sheryl Flannagan, NVCA's Director, Corporate Services gave a presentation on NVCA's Draft 2021 Budget in this board meeting.

This year's budget is accompanied by a [program overview](#), which highlights the work that each program area does for the watershed.

In the August 2020 board meeting, staff was directed to develop a draft budget with a \$38,000 increase to municipal levy. Through looking at three-year trends, eliminating one full-time position through attrition/retirement, finding savings through expenditures, and increasing potential revenues, staff are pleased to present a budget with an increase of \$35,768 to the general levy, below the approved guideline.

NVCA staff projects a deficit of \$100,000 for 2020. However, the Toronto and Region Conservation Authority has successfully applied for the Federal government's wage subsidy. At this time, staff is working with auditors to see if NVCA would also qualify. If the application is successful, the \$100,000 deficit for 2020 will be eliminated.

Once approved for circulation, the draft budget will be circulated to municipalities to review, with the final vote to approve the budget in the December board meeting (December 11, 2020).

Some highlights of the budget include:

- COVID-19 pandemic has caused financial troubles around the world, and will be impacting NVCA for a number of years going forward.

- Provincial transfer payments from the Ministry of Natural Resources and Forestry remains at \$97,307 – almost 50% less than 2018 amounts.
- Decrease in user fees due to cancellation or deferral of programs such as Arbor Day, education programs and weddings.
- Areas where savings were found include decrease in office supply expenses, only increasing cost of living (no step increases), reduction of casual education staff and retirement of staff.
- Some capital projects from 2020 were deferred to 2021 due to COVID-19. These include the dyke safety review for the Pretty River Dyke, a new truck to replace the current 2011 one and new servers.
- The cost for services per watershed resident for 2021 remains at \$12.62.

Links

[2021 Draft Budget](#)

[2021 Program Overview](#)

Review Fee Appeal - Hamount Investments Ltd

In the August 2020 NVCA Board Meeting, Paul Neals from Orion Environmental Solutions addressed the board on behalf of Hamount Investments to seek relief from the fee of \$13,000.

For the September 2020 Board meeting, NVCA staff provided a report outlining the details of the deputation. Upon review, NVCA board members approved staff to refund a \$500 overpayment and to request remaining fees as per NVCA's fee policy.

Upcoming events

There are no upcoming events.

Denise Holmes

From: Wendy Atkinson
Sent: Wednesday, October 7, 2020 2:05 PM
To: Denise Holmes
Subject: FW: A Resolution to Request More Support for Municipalities with respect to a Governing Body in Cannabis Production
Attachments: 09 - 22 CannabisEnforcement.pdf



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

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From: Melanie Hudson <mhudson@antownship.ca>
Sent: Wednesday, October 7, 2020 1:20 PM
To: Ernie.Hardeman@pc.ola.org; Marie-Claude.Bibeau@parl.gc.ca; david.piccinico@pc.ola.org;
Philip.Lawrence@parl.gc.ca; dave.smith@pc.ola.org
Subject: A Resolution to Request More Support for Municipalities with respect to a Governing Body in Cannabis Production

Good afternoon,

Please be advised that at its September 22, 2020 meeting, the Council of the Township of Asphodel-Norwood carried the attached Resolution 239/2020 concerning the need for more support with respect to a Governing Body in Cannabis Production.

Thank you,
Melanie Hudson
Administrative Assistant / Deputy Clerk

Township of Asphodel-Norwood
2357 County Road 45
PO Box 29
Norwood, ON K0L 2V0
P: 705-639-5343 F: 705-639-1880
mhudson@antownship.ca ← Please note my new e-mail address
www.antownship.ca



Office of the Mayor
Rodger Bonneau

October 7, 2020

Sent via E-mail

Re: Cannabis Production

Dear Ministers, Members of Parliament, and Members of Provincial Parliament,

Please be advised that the Council for the Corporation of the Township of Asphodel-Norwood passed the following resolution at its regular meeting of September 22, 2020:

Motion No. 239/20 | Moved by: Councillor Walsh | Seconded by: Deputy Mayor Burt

WHEREAS the Ontario Federation of Agriculture has adopted the position that licenced cannabis production for medical and/or recreational-use purposes should be considered a farming activity;

AND WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

AND WHEREAS Section 7 of the Cannabis Act requires that any person who intends to submit an application for a licence for cultivation, a licence for processing, or a licence for sale that authorizes the possession of cannabis must provide written notice to: a) The local government, b) The local fire authority, and c) The local police force or the Royal Canadian Mounted Police detachment responsible for providing policing services to the area in which the site is referred to in the application;

AND WHEREAS Section 35(1) of the Act requires a holder of a licence for cultivation, a licence for processing, or a licence for sale that authorizes the possession of cannabis to provide a written notice to the local authorities within 30 days of issuance, amendment, suspension, reinstatement or revocation of a licence and provide a copy of said notice to the Minister; and

FURTHER BE IT RESOLVED THAT the Township of Asphodel-Norwood requests a governing body in cannabis production that:

1. Takes a unified approach to land use planning restrictions;
2. Enforces the regulations under the Cannabis Act on behalf of the licencing agency and ensures local authorities are in fact provided with notification of any licence issuance, amendment, suspension, reinstatement, or revocation within their region;
3. Communicates more readily with local governments; and
4. Provides local governments with more support.

AND FURTHER BE IT RESOLVED THAT the Township of Asphodel-Norwood will forward this motion to the following partners: All municipalities in Ontario, the MP and MPP of Northumberland-Peterborough South, the MP and MPP of Peterborough-Kawartha, the Minister of Agriculture, Food and Rural Affairs, and the Minister of Agriculture and Agri-Food with the request that they enact legislation to support local governments with land use management and enforcement issues.

Thank you for your time and consideration.

Sincerely,



Rodger Bonneau, Mayor
Township of Asphodel-Norwood

- c. E. Hardeman, Minister of Agriculture, Food and Rural Affairs
M. Bibeau, Minister of Agriculture and Agri-Food
D. Piccini, MPP Northumberland-Petrborough South
P. Lawrence, MP Northumberland-Petrborough South
D. Smith, MPP Peterborough –Kawartha
M. Monsef, MP Peterborough-Kawartha
All municipalities in Ontario

Denise Holmes

From: OPP MPB Financial Services Unit (OPP) <OPP.MPB.Financial.Services.Unit@opp.ca>
Sent: Tuesday, September 29, 2020 6:57 PM
To: trunorth1849@yahoo.ca; Wendy Atkinson; Denise Holmes
Subject: 2021 OPP Annual Billing Statement - Melancthon Tp
Attachments: 2021 Annual Billing Letter for Municipalities Eng.pdf; Melancthon.pdf

Good afternoon.

Please find attached a letter and the 2021 OPP Annual Billing Statement package for your municipality. The OPP is once again using e-mail distribution for the 2021 Billing Statement packages.

This year's package contains the 2019 cost reconciliation; 2019 is the last year we will reconcile with year-over-year per property cost increase/decrease, subject to caps. Year 2019 marks the end of the five-year phase-in period of the OPP Billing Model.

We wish to advise you that this year's package does not contain information about the 2021 Court Security Prisoner Transportation (CSPT) grant allotment. The Ministry of Solicitor General has not provided the OPP with information regarding the 2021 grant program to date. When this information becomes available we will advise municipalities via e-mail. We will be issuing the balance of the 2020 CSPT grant by September 30, 2020.

We hope to hold a webinar in November to provide highlights of interest with respect to the billing package information. In the meantime, if you have any questions about the package, please contact OPP.MPB.Financial.Services.Unit@opp.ca.

If you have any questions about the package, please contact OPP.MPB.Financial.Services.Unit@opp.ca.

Respectfully,

Your Municipal Policing Bureau Financial Services Team

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

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Tel: 705 329-6140
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Tél. : 705 329-6140
Télééc.: 705 330-4191

File Reference:

612-20

September 28, 2020

Dear CAO/Treasurer,

Please find attached the OPP municipal policing 2021 Annual Billing Statement package.

This year's billing package includes a statement for the 2019 year-end reconciliation. The final cost adjustment calculated as a result of the 2019 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2021 calendar year.

The final reconciliation of the 2021 annual costs will be included in the 2023 Annual Billing Statement.

For more detailed information on the 2021 Annual Billing Statement package please refer to the resource material available on the internet, www.opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An e-mail invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement please e-mail OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Phil Whitton", with a long horizontal line extending to the right.

Phil Whitton
Superintendent
Commander,
Municipal Policing Bureau

OPP 2021 Annual Billing Statement

Melancthon Tp

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	1,173		
	Commercial and Industrial	75		
	Total Properties	<u>1,248</u>	177.48	221,490
Calls for Service	(see summaries)			
	Total all municipalities	168,336,779		
	Municipal portion	0.0953%	128.50	160,365
Overtime	(see notes)		12.83	16,012
Prisoner Transportation	(per property cost)		2.11	2,633
Accommodation/Cleaning Services	(per property cost)		4.68	5,841
Total 2021 Estimated Cost			<u>325.59</u>	<u>406,341</u>
2019 Year-End Adjustment	(see summary)			245
Grand Total Billing for 2021				<u>406,586</u>
2021 Monthly Billing Amount				33,882

OPP 2021 Annual Billing Statement

Melancthon Tp

Estimated costs for the period January 1 to December 31, 2021

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2021 billing purposes the allocation of the municipal workload in detachments has been calculated to be 53.1 % Base Services and 46.9 % Calls for Service. The total 2021 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$177.48 estimated for 2021. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2016, 2017, 2018 and 2019 has been analyzed and averaged to estimate the 2021 costs. The costs incorporate the 2021 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2021 hours and salary rates and included in the 2023 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. 2021 costs have been based on 2019 security activity. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. These costs will be reconciled to the actual cost of service required in 2021.

There was no information available about the status of 2021 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

- 6) **Year-end Adjustment** - The 2019 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2021 Estimated Base Services and Calls for Service Cost Summary
For the period January 1 to December 31, 2021

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service		Base Services	Calls for Service
	FTE	%	\$/FTE	\$	\$	\$
Uniform Members	Note 1					
Inspector	25.65	100.0	163,514	4,194,122	4,194,122	-
Staff Sergeant-Detachment Commander	10.64	100.0	146,750	1,561,415	1,561,415	-
Staff Sergeant	33.08	100.0	136,731	4,523,048	4,523,048	-
Sergeant	217.05	53.1	122,479	26,584,114	14,103,482	12,480,632
Constable	1,701.98	53.1	104,552	177,945,194	94,399,884	83,545,309
Part-Time Constable	6.55	53.1	83,335	545,844	289,172	256,672
Total Uniform Salaries	1,994.95		-	215,353,736	119,071,123	96,282,613
Statutory Holiday Payout			3,873	7,701,966	4,212,066	3,489,900
Shift Premiums			1,033	1,988,817.77	1,055,068	933,750
Uniform Benefits - Inspector			25.86%	1,084,600	1,084,600	-
Uniform Benefits - Full-Time Salaries			30.37%	63,963,402	34,800,324	29,163,078
Uniform Benefits - Part-Time Salaries			14.98%	81,767	43,318	38,449
Total Uniform Salaries & Benefits				290,174,290	160,266,499	129,907,791
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	173.80	53.1	66,104	11,488,895	6,094,799.27	5,394,096
Detachment Operations Clerk	1.88	53.1	63,248	118,905	63,248	55,658
Detachment Clerk - Typist	0.33	53.1	56,792	18,741	10,223	8,519
Court Officer	17.20	53.1	67,187	1,155,622	612,748	542,874
Crimestoppers Co-ordinator	0.80	53.1	62,084	49,667	26,075	23,592
Total Detachment Civilian Salaries	194.01			12,831,831	6,807,093	6,024,738
Civilian Benefits - Full-Time Salaries			29.53%	3,789,240	2,010,135	1,779,105
Total Detachment Civilian Salaries & Benefits				16,621,071	8,817,228	7,803,843
Support Costs - Salaries and Benefits	Note 2					
Communication Operators			6,940	13,844,953	7,570,777	6,274,176
Prisoner Guards			1,853	3,696,642	2,021,419	1,675,223
Operational Support			5,129	10,232,099	5,595,175	4,636,924
RHQ Municipal Support			2,647	5,280,633	2,887,586	2,393,047
Telephone Support			120	239,394	130,907	108,487
Office Automation Support			673	1,342,601	734,169	608,432
Mobile and Portable Radio Support			264	528,396	288,911	239,485
Total Support Staff Salaries and Benefits Costs				35,164,718	19,228,943	15,935,775
Total Salaries & Benefits				341,960,078	188,312,670	153,647,409
Other Direct Operating Expenses	Note 2					
Communication Centre			165	329,167	179,997	149,170
Operational Support			742	1,480,253	809,440	670,813
RHQ Municipal Support			148	295,253	161,452	133,801
Telephone			1,456	2,904,647	1,588,336	1,316,311
Mobile Radio Equipment Repairs & Maintenance			39	78,059	42,680	35,378
Office Automation - Uniform			2,603	5,192,855	2,839,587	2,353,268
Office Automation - Civilian			1,803	349,800	185,565	164,235
Vehicle Usage			8,294	16,546,115	9,047,842	7,498,274
Detachment Supplies & Equipment			502	1,001,465	547,627	453,838
Uniform & Equipment			2,102	4,207,153	2,300,345	1,906,808
Uniform & Equipment - Court Officer			925	15,910	8,436	7,474
Total Other Direct Operating Expenses				32,400,676	17,711,305	14,689,371
Total 2021 Municipal Base Services and Calls for Service Cost				\$ 374,360,754	\$ 206,023,975	\$ 168,336,779
Total OPP-Policed Municipal Properties					1,160,856	
Base Services Cost per Property					\$ 177.48	

OPP 2021 Estimated Base Services and Calls for Service Cost Summary
For the period January 1 to December 31, 2021

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2016 through 2019. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 87.76 FTEs with a cost of \$14,900,558 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2021 salaries incorporate the 2021 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (uniform staff - 1.00% January 1 and 0.97% July 1, civilian staff (one 2021 increase) 1.0% January 1). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2020-21). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 53.1% Base Services : 46.9% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2020 Municipal Policing Cost-Recovery Formula.

OPP 2021 Calls for Service Billing Summary
Melancthon Tp
Estimated costs for the period January 1 to December 31, 2021

Calls for Service Billing Workgroups	Calls for Service Count					2021 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2021 Estimated Calls for Service Cost
	2016	2017	2018	2019	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	4	-	1	-	1	6.5	8	0.0005%	821
Drugs	1	-	-	1	1	45.9	23	0.0014%	2,318
Operational	155	172	156	166	162	3.6	584	0.0351%	59,005
Operational 2	74	74	82	113	86	1.3	111	0.0067%	11,261
Other Criminal Code Violation	3	7	4	3	4	7.8	33	0.0020%	3,349
Property Crime Violations	57	37	45	30	42	6.5	275	0.0165%	27,742
Statutes & Acts	16	21	22	32	23	3.4	77	0.0046%	7,814
Traffic	78	81	96	107	91	3.4	308	0.0185%	31,084
Violent Criminal Code	8	9	15	10	11	16.0	168	0.0101%	16,971
Total	396	401	421	462	420		1,587	0.0953%	\$160,365
Provincial Totals	Note 4	364,578	368,157	391,030	429,951	388,429	1,666,390	100.0%	\$168,336,779

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals.
- 4) Provincial Totals exclude data for both municipal dissolutions and amalgamations

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OPP 2021 Calls for Service Details
Melancthon Tp
For the calendar years 2016 to 2019

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2016	2017	2018	2019	
Grand Total	396	401	421	462	420.00
Drug Possession	4	0	1	0	1.25
Drug Related Occurrence	1	0	0	0	0.25
Possession - Cannabis	1	0	1	0	0.50
Possession - Cocaine	1	0	0	0	0.25
Possession - Other Controlled Drugs and Substances Act	1	0	0	0	0.25
Drugs	1	0	0	1	0.50
Drug Operation - Commercial Grow Outdoor	0	0	0	1	0.25
Drug Operation - Residential Grow Outdoor	1	0	0	0	0.25
Operational	155	172	156	166	162.25
Accident - non-MVC - Commercial	0	0	0	1	0.25
Accident - non-MVC - Industrial	0	0	1	1	0.50
Accident - non-MVC - Master Code	1	1	0	0	0.50
Accident - Non-MVC - Others	1	1	1	0	0.75
Accident - non-MVC - Residential	0	1	0	0	0.25
Alarm - Master Code	0	1	2	1	1.00
Alarm - Others	2	3	1	1	1.75
Animal - Bear Complaint	1	0	0	0	0.25
Animal - Bite	1	0	2	0	0.75
Animal - Dog Owners Liability Act	0	0	1	1	0.50
Animal - Injured	2	3	1	2	2.00
Animal - Master Code	0	2	3	4	2.25
Animal - Other	7	8	13	3	7.75
Animal - Rabid	0	0	1	0	0.25
Animal - Stray	7	7	4	4	5.50
Assist Fire Department	3	2	0	3	2.00
Assist Public	43	42	31	32	37.00
Dogs By-Law	0	0	0	1	0.25
Domestic Disturbance	12	22	12	15	15.25
Family Dispute	11	18	14	19	15.50
Fire - Building	2	4	4	3	3.25
Fire - Other	0	0	0	2	0.50
Fire - Vehicle	1	0	3	2	1.50
Firearms (Discharge) By-Law	0	1	1	0	0.50
Found - Bicycles	0	0	0	1	0.25
Found - License Plate	0	1	0	0	0.25
Found - Others	2	1	2	1	1.50
Found - Personal Accessories	0	1	1	0	0.50
Found - Sporting Goods, Hobby Equip.	1	0	0	0	0.25
Found Property - Master Code	1	0	1	3	1.25
Insecure Condition - Building	0	1	3	2	1.50
Insecure Condition - Master Code	0	0	0	1	0.25
Lost - License Plate	0	1	2	1	1.00
Lost - Machinery & Tools	0	1	0	0	0.25
Lost - Others	1	0	0	0	0.25

OPP 2021 Calls for Service Details
Melancthon Tp
For the calendar years 2016 to 2019

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2016	2017	2018	2019	
Lost - Personal Accessories	3	1	2	0	1.50
Lost - Radio, TV, Sound-Reprod. Equip.	1	0	0	0	0.25
Lost Property - Master Code	1	1	0	1	0.75
Medical Assistance - Other	0	1	0	1	0.50
Missing Person 12 & older	1	3	0	5	2.25
Missing Person Located 12 & older	1	1	2	2	1.50
Neighbour Dispute	5	4	11	10	7.50
Noise By-Law	0	0	1	0	0.25
Noise Complaint - Animal	0	1	0	0	0.25
Noise Complaint - Master Code	0	1	0	1	0.50
Noise Complaint - Others	0	1	1	0	0.50
Noise Complaint - Residence	5	4	4	2	3.75
Noise Complaint - Vehicle	0	0	0	1	0.25
Other Municipal By-Laws	1	1	3	1	1.50
Phone - Master Code	2	0	2	2	1.50
Phone - Nuisance - No Charges Laid	1	1	0	0	0.50
Phone - Other - No Charges Laid	0	0	3	2	1.25
Sudden Death - Natural Causes	3	3	0	2	2.00
Suspicious Person	6	11	5	12	8.50
Suspicious vehicle	18	13	9	17	14.25
Traffic By-Law	0	0	2	0	0.50
Trouble with Youth	3	0	4	0	1.75
Unwanted Persons	2	2	0	0	1.00
Vehicle Recovered - All Terrain Vehicles	0	0	0	1	0.25
Vehicle Recovered - Automobile	0	1	2	0	0.75
Vehicle Recovered - Snow Vehicles	1	0	0	0	0.25
Vehicle Recovered - Trucks	2	0	1	2	1.25
Operational 2	74	74	82	113	85.75
911 call - Dropped Cell	3	3	6	40	13.00
911 call / 911 hang up	47	36	46	42	42.75
911 hang up - Pocket Dial	1	4	5	14	6.00
False Alarm - Accidental Trip	8	4	2	4	4.50
False Alarm - Cancelled	3	1	1	2	1.75
False Alarm - Malfunction	3	4	3	2	3.00
False Alarm - Others	3	9	5	4	5.25
False Holdup Alarm - Malfunction	0	0	0	1	0.25
Keep the Peace	6	13	14	4	9.25
Other Criminal Code Violations	3	7	4	3	4.25
Animals - Kill or injure	0	1	0	0	0.25
Animals - Others	0	1	0	0	0.25
Bail Violations - Fail To Comply	1	0	1	1	0.75
Bail Violations - Recognizance	1	0	0	0	0.25
Breach of Probation	0	2	0	0	0.50
Disturb the Peace	0	1	1	1	0.75
Offensive Weapons - Careless use of firearms	0	1	0	0	0.25

OPP 2021 Calls for Service Details
Melancthon Tp
For the calendar years 2016 to 2019

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2016	2017	2018	2019	
Offensive Weapons - Other Weapons Offences	1	0	0	1	0.50
Public Mischief - mislead peace officer	0	0	1	0	0.25
Trespass at Night	0	1	1	0	0.50
Property Crime Violations	57	37	45	30	42.25
Arson - Auto	0	0	1	0	0.25
Break & Enter	15	4	5	6	7.50
Break & Enter - Firearms	0	1	0	0	0.25
Break & Enter - steal firearm from motor vehicle	0	1	0	0	0.25
Fraud - False Pretence Under \$5,000	0	1	1	0	0.50
Fraud - Forgery & Uttering	0	1	0	0	0.25
Fraud - Fraud through mails	1	1	0	0	0.50
Fraud - Money/property/security Over \$5,000	0	0	1	1	0.50
Fraud - Money/property/security Under \$5,000	2	1	2	4	2.25
Fraud - Other	2	1	1	3	1.75
Identity Fraud	2	0	0	0	0.50
Interfere with lawful use, enjoyment of property	0	0	2	1	0.75
Mischief - Master Code	19	12	7	3	10.25
Personation with Intent (fraud)	1	0	0	0	0.25
Property Damage	0	3	4	1	2.00
Theft from Motor Vehicles Under \$5,000	1	5	6	2	3.50
Theft of - All Terrain Vehicles	0	0	1	0	0.25
Theft of - Automobile	0	1	0	0	0.25
Theft of - Farm Vehicles	1	0	0	0	0.25
Theft of - Other Motor Vehicles	2	0	1	0	0.75
Theft of - Trucks	1	1	0	3	1.25
Theft of Motor Vehicle	1	1	3	1	1.50
Theft Over \$5,000 - Other Theft	0	0	1	1	0.50
Theft Over \$5,000 - Trailers	1	0	1	0	0.50
Theft Under \$5,000 - Bicycles	0	0	1	0	0.25
Theft Under \$5,000 - Building	1	0	0	0	0.25
Theft Under \$5,000 - Construction Site	0	0	0	2	0.50
Theft Under \$5,000 - Gasoline Drive-off	1	0	1	0	0.50
Theft Under \$5,000 - Master Code	1	0	0	0	0.25
Theft Under \$5,000 - Other Theft	5	3	5	2	3.75
Theft Under \$5,000 Shoplifting	0	0	1	0	0.25
Statutes & Acts	16	21	22	32	22.75
Landlord / Tenant	5	8	5	12	7.50
Mental Health Act	2	2	2	5	2.75
Mental Health Act - Attempt Suicide	0	4	1	2	1.75
Mental Health Act - Placed on Form	0	2	3	4	2.25
Mental Health Act - Threat of Suicide	1	3	4	0	2.00
Mental Health Act - Voluntary Transport	1	1	2	2	1.50
Trespass To Property Act	7	1	5	7	5.00
Traffic	78	81	96	107	90.50
MVC - Fatal (Motor Vehicle Collision)	0	0	1	2	0.75

OPP 2021 Calls for Service Details
Melancthon Tp
For the calendar years 2016 to 2019

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2016	2017	2018	2019	
MVC - Others (Motor Vehicle Collision)	1	2	1	3	1.75
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	0	0	2	0	0.50
MVC - Personal Injury (Motor Vehicle Collision)	13	5	11	14	10.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	0	2	6	2	2.50
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	21	22	22	28	23.25
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	42	49	51	55	49.25
MVC (Motor Vehicle Collision) - Master Code	1	1	2	3	1.75
Violent Criminal Code	8	9	15	10	10.50
Assault - Level 1	3	5	8	6	5.50
Assault With Weapon or Causing Bodily Harm - Level 2	0	0	2	3	1.25
Criminal Harassment	1	0	0	0	0.25
Extortion	1	0	0	0	0.25
Forcible confinement	0	1	0	0	0.25
Sexual Assault	1	3	3	1	2.00
Utter Threats - Master Code	0	0	1	0	0.25
Utter Threats to Person	2	0	1	0	0.75

OPP 2019 Reconciled Year-End Summary
Melancthon Tp
Reconciled cost for the period January 1 to December 31, 2019

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	1,170		
	Commercial and Industrial	70		
	Total Properties	<u>1,240</u>	191.43	237,371
Calls for Service				
	Total all municipalities	158,415,856		
	Municipal portion	0.0906%	115.74	143,519
Overtime			12.58	15,597
Prisoner Transportation	(per property cost)		2.03	2,517
Accommodation/Cleaning Services	(per property cost)		4.91	6,088
Total 2019 Reconciled Cost			<u>326.69</u>	<u>405,093</u>
Year Over Year Variance (reconciled cost for the year is not subject to phase-in adjustment)				
2018 Reconciled Cost per Property			324.18	
2019 Reconciled Cost per Property (see above)			<u>326.69</u>	
Cost per Property Variance	Increase		2.50	
2019 Billed Amount				<u>(404,848)</u>
2019 Year-End-Adjustment				<u>245</u>

Note

The Year-End Adjustment above is included as an adjustment on the 2021 Billing Statement. This amount is incorporated into the monthly invoice amount for 2021.

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Denise Holmes

From: Tulsidin, Devi (MAG) <Devi.Tulsidin@ontario.ca>
Sent: Wednesday, September 30, 2020 8:56 AM
To: Denise Holmes; rbntripp@gmail.com; jwilker@thomsonrogers.com; Wendy Atkinson
Subject: PL200065 – LPAT Decision Issued (By-law No. BL 54-2019)
Attachments: PL200065-SEP-30-2020.pdf

To all recipients:

Attached is a decision issued today with respect to the above noted file.

NOTE: The attached decision is issued by this email. A paper copy will not be sent.

Do not reply to this email address.

Should you require further information/assistance concerning this matter, please contact the LPAT Case Coordinator, **Santiago Acevedo-Martinez:**

- By email: Santiago.Acevedo-Martinez@ontario.ca
- By telephone: Toronto: 416-212-6349 Toll Free: 1-866-448-2248
- TTY: 1-800-855-1155 via Bell relay

Thank you.

"Devi Tulsidin"

Devi Tulsidin
Decision Administrative Assistant
Ontario Land Tribunals

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as possible. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

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Please consider the environment before printing this e-mail.

Local Planning Appeal Tribunal
Tribunal d'appel de l'aménagement
local



ISSUE DATE: September 30, 2020

CASE NO(S): PL200065

The Ontario Municipal Board (the "OMB") is continued under the name Local Planning Appeal Tribunal (the "Tribunal"), and any reference to the Ontario Municipal Board or Board in any publication of the Tribunal is deemed to be a reference to the Tribunal.

PROCEEDING COMMENCED UNDER subsection 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant:	Brenda Serbin
Subject:	By-law No. BL 54-2019
Municipality:	Township of Melancthon
LPAT Case No.:	PL200065
LPAT File No.:	PL200065
LPAT Case Name:	Serbin v. Melancthon (Township)

Heard: September 25, 2020 by video hearing ("VH")

APPEARANCES:

<u>Parties</u>	<u>Counsel*/Representative</u>
Brenda Serbin ("Applicant")	Self-represented
Township of Melancthon ("Township")	J. Wilker*

**MEMORANDUM OF ORAL DECISION DELIVERED BY BLAIR S. TAYLOR ON
SEPTEMBER 25, 2020 AND ORDER OF THE TRIBUNAL**

INTRODUCTION

[1] The Applicant own the lands known municipally as 723190 Side Road 250 ("Subject Lands") and had applied to the Township for a Zoning By-law Amendment

("ZBA") to enable the holding of special events as an on-farm diversified use to be held in a new building recently erected on the Subject Lands.

[2] Township Council however passed a Temporary Use Zoning By-law allowing for special events (subject to a number of conditions) for a three-year period.

[3] The Applicant appealed to the Tribunal.

[4] The Tribunal held a Case Management Conference and canvassed the parties with regard to the matters raised in s. 33(1) of the *Local Planning Appeal Tribunal Act*.

[5] The Tribunal heard: that the Applicant was retaining counsel; that there appeared to be no prospect for mediation; that a three-day hearing would be required; that a Procedural Order would be beneficial; and that an in-person hearing was requested by the Township.

[6] For the reasons set out below, the Tribunal: set a three-day hearing by VH; gave directions regarding the preparation of a Procedural Order; and provided direction about the possible conversion of the VH to an in person hearing.

DECISION

[7] The Applicant is in the process of retaining counsel.

[8] The matter before the Tribunal appears not to lend itself to mediation.

[9] In these circumstances the Tribunal in an abundance of caution set a three-day hearing by VH to commence on **Tuesday, January 5, 2021 at 10 a.m.**

[10] The parties are to participate with video and audio enabled. Join the event from a computer, tablet, or smartphone by using this link:

<https://global.gotomeeting.com/join/235627613> . When prompted, enter the code

235-627-613 to be connected to the hearing by video.

[11] Observers are to participate with audio only enabled. Join the event via telephone conference by calling: **1 (647) 497-9373 or Toll Free 1 888 299 1889.** When prompted, enter the code **235-627-613** to be connected to the call.

[12] Individuals are directed to connect to the event on the assigned date at the correct time. It is the responsibility of the persons participating in the hearing by video to ensure that they are properly connected to the event at the correct time. Questions prior to the hearing event may be directed to the Tribunal's Case Coordinator having carriage of this case.

[13] There will be no further notice.

[14] I am not seized.

[15] To assist the parties in this matter, the Tribunal will provide two directions.

[16] First, the parties shall co-operate in the preparation of a draft Procedural Order including an Issues List and a Hearing Plan, which draft shall be provided to the Case Coordinator on or before **Tuesday, November 10, 2020** and time shall be of the essence.

[17] Second, with regard to the request by counsel for the Township that the Tribunal schedule an in-person hearing, the Tribunal directs that if the Covid-19 circumstances have materially improved, then the parties may request the conversion of the VH to an in person event, on the condition that the Township can guarantee the venue for the hearing, and satisfy the Tribunal with regard to all appropriate and reasonable safety measures.

[18] Scheduling permitting, I may be available for case management purposes.

[19] This is the Order of the Tribunal.

"Blair S. Taylor"

BLAIR S. TAYLOR
MEMBER

If there is an attachment referred to in this document,
please visit www.olt.gov.on.ca to view the attachment in PDF format.

Local Planning Appeal Tribunal
A constituent tribunal of Ontario Land Tribunals
Website: www.olt.gov.on.ca Telephone: 416-212-6349 Toll Free: 1-866-448-2248

Denise Holmes

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Wednesday, September 30, 2020 2:38 PM
To: Eowyn Spencer
Subject: GRCA By-Law 3-2020

To: Ministry of Natural Resources and Forestry; Ministry of Environment, Conservation and Parks; Conservation Ontario; and Grand River watershed municipal clerk's offices

Please be advised that at the regular meeting held on August 28, 2020, the General Membership of the Grand River Conservation Authority passed the following resolution:

"THAT By-law 3-2020 be read a first and second time;

AND THAT By-law 3-2020 be read a third time and adopted by the General Membership, to take effect on August 28, 2020;

AND THAT By-law 2-2020 be repealed on August 28, 2020;

AND THAT a copy of By-law 3-2020 be forwarded to the Ministry of Natural Resources and Forestry and the Ministry of Environment, Conservation and Parks and posted publicly on Grand River Conservation Authority's website."

In accordance with Section 19.1 (4) of the *Conservation Authorities Act*, GRCA By-law 3-2020 has been made available to members of the public and can be viewed on our website using the following link:

[GRCA By-law 3-2020](#)

Please contact me should you have any questions or concerns.

Eowyn Spencer
Executive Assistant | Grand River Conservation Authority

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



Grand River Conservation Authority By-Law No. 3-2020

GRAND RIVER CONSERVATION AUTHORITY
By-Law No. 3-2020

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Administrative By-Law

Introduction

Grand River Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities.

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) to charge fees for services approved by the Minister;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) to cause research to be done;

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

A. Definitions

“Authority” means the Grand River Conservation Authority.

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

“Chair” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“Chief Administrative Officer” means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

“Fiscal Year” means the period from January 1 through December 31.

“General Membership” means all of the Members, collectively.

“Levy” means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“Majority” means half of the votes plus one.

“Members” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction.

“Minister” means the Minister responsible for the administration of the Act.

“Non-matching Levy” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“Officer” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) the Chief Administrative Officer and the Secretary-Treasurer (or the CAO/Secretary-Treasurer, if applicable).

“Participating Municipality” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“Pecuniary Interest” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“Secretary-Treasurer” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“Staff” means employees of the Authority as provided for under Section 18(1) of the Act.

“Vice-Chair” means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

“Weighted Majority” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

B. Governance

1. Members

a) Appointments

Participating Municipalities within the jurisdiction of the Grand River Conservation Authority may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality within the Authority’s area of jurisdiction and may include citizens as well as elected members of municipal councils.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

b) Term of Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member’s term, unless notified by the municipality of the Member’s reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality’s discretion prior to the end of their term.

c) Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer and/or Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer and/or Secretary-Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority’s purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - i. The termination of the services of the Chief Administrative Officer and/or Secretary-Treasurer,
 - ii. The power to raise money, and

- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act except where approving permits has been delegated to the Chief Administrative Officer;
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister through the Mining and Lands Tribunal;

d) *Member Accountability*

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

e) *Applicable Legislation*

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

f) Relationship Between Members and Staff

The General Membership relies on the Chief Administrative Officer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer.

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides and preserves order and decorum and decides on questions of order at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Attends all meetings of the Authority;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Is a member of the Conservation Ontario Council and the Grand River Conservation Foundation;
- Performs other duties when directed to do so by resolution of the Authority.

Vice-Chair(s)

- Is/are a Member(s) of the Authority;
- Attends all meetings of the Authority (and Executive Committee if applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a signing officer for the Authority.

Chief Administrative Officer (CAO)

Responsibilities of the CAO as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;

- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Approves applications under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations made under Section 28 of the Conservation Authorities Act, RSO 1990 when such applications meet the Authority's policies, are recommended by staff for approval with or without conditions and have a maximum period of validity that does not exceed 24 months;
- Is a member of Conservation Ontario Council;
- Serves as a signing officer for the Authority.

Secretary-Treasurer

- Is an employee of the Authority;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Attends all meetings of the General Membership (and Executive Committee, if applicable);
- Is the custodian of the Corporate Seal;
- Ensures notices are given and minutes are provided as required by this By-Law;
- Ensures accurate records of meetings and accounts of the Authority are kept;
- Carries out or causes to be carried out required financial transactions on behalf of the Authority;
- Is an alternate member of Conservation Ontario Council;
- Serves as a signing officer for the Authority.

3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Maximum Term for Chair and Vice-Chair(s)

The individuals elected shall hold office until their successors are elected and will be eligible for re-election to the same office for up to a maximum of five one-year terms.

5. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be held annually at the first General Meeting in accordance with the Authority's Procedure for Election of Officers (Appendix 3).

All Members shall be polled by electronic or regular mail in advance of the General Meeting at which the election is to be held to determine willingness to stand for election to the position of Chair or Vice-Chair.

In the event of a vacancy occurring in the office of Chair or Vice-Chair, the Authority shall appoint one of its Members to fill the vacancy at the next special meeting or General Meeting of the Authority, as chosen by election in accordance with the Authority's Procedure for Election of Officers (Appendix 3).

6. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the Annual Meeting in accordance with Section 38 of the Act.

7. Appointment of Financial Institution

The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution as required.

8. Financial Statements and Report of the Auditor

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year at the Annual General Meeting.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public on the Authority's website.

9. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution at the Annual General Meeting each year, and such resolution shall be in force until it is superseded by another borrowing resolution.

10. Corporate Policies

The Authority shall approve and amend from time to time corporate policies, including Human Resource Policies, for employees containing conditions of employment and benefits.

11. Levy Notice

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

12. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority and all cheques, promissory notes, and securities for money, shall be signed by the Chair or the Vice-Chair and the Chief Administrative Officer or the Secretary-Treasurer, with the following exceptions:

- i. Agreements, contracts, property leases or other documents required to be signed by the Authority shall be signed by the Chief Administrative Officer or the Secretary-Treasurer when properly authorized by resolution of the Authority;
- ii. Property leases, licenses, access agreements or other documents related to ongoing approved programs shall be signed by the Chief Administrative Officer or the Secretary-Treasurer;
- iii. Commitments to purchase goods and services may be signed by authorized buyers in accordance with the approved Purchasing Policy of the Authority;
- iv. Electronic Fund Transfers (EFTs) may be initiated by staff in accordance with proper authorization in the Purchasing Policy of the Authority or resolution of the Authority;
- v. Electronic signatures are considered acceptable except where expressly prohibited under the Electronic Commerce Act, 2000;

- vi. Permits issued under Regulations made under the Conservation Authorities Act may be signed by the Chief Administrative Officer or Secretary-Treasurer if so authorized by resolution of the Authority to sign and execute such documents on behalf of the Authority.
- vii. Notwithstanding the above, other documents required to be signed by the Authority may be signed by the Chief Administrative Officer, Secretary-Treasurer, or designate when properly authorized by policies, procedures, or resolution of the Authority.

Signing authority that was authorized by any previous By-law is superseded by this by-law.

13. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the purpose, the frequency of meetings and the number of members required. The names of Members to serve on all Committees shall be determined by the General Membership. The Chair is an ex-officio member of every committee.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

When an advisory board or committee has completed its work and submitted its final report, if applicable, it dissolves automatically, unless otherwise directed by the General Membership.

Audit Committee

The Audit Committee shall be appointed annually, at the Annual General Meeting, and shall meet at least twice per year, with the first meeting to take place after the Auditors have prepared the Auditors' Report, at such time and place as the Chair of the Committee shall decide.

The Audit Committee will be composed of the Chair of the Authority, the Vice-Chair and five other members appointed by and from the General Membership. At its first meeting, the Audit Committee shall elect a Chair from its Members, excluding the Chair and Vice-Chair of the Board. The terms of reference for the Audit Committee shall be reviewed annually by the General Membership and attached to the Minutes of the meeting at which they are approved or confirmed.

14. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium will be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day. The following activities shall be eligible for per diem allowance under this clause:

- Attendance at meetings of municipal councils to present the Authority's Annual budget and general levy requirement, if the member does not sit on that council and when such council presentations are scheduled through the Chair's office or at the request of the General Membership;
- Attendance at meetings of working groups or committees when appointed by the General Membership to such group or committee as an "official representative" of the Authority;
- Attendance at workshops, conferences or tours hosted by the Authority or Conservation Ontario, if participation is open to all Members and registration is made through the Chair's office;
- Any other business approved as eligible for a per diem allowance by the General Membership.

In the event of a scheduled meeting being adjourned for lack of a quorum, those attending a meeting so adjourned shall be entitled to receive the standard per diem rate and expense.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending approved meetings and/or functions on behalf of the Authority, including actual cost of meals, lodging, public transportation and conference fees, as applicable.

A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time and shall be consistent with Canada Revenue Agency guidelines. Requests for such reimbursements shall be submitted on a Per Diem & Expense Claim Sheet monthly with the distance travelled entered for each meeting and allowable expenses shown. Each Member must sign a certification printed on the sheet that the information is correct.

The Chair may submit monthly expense claims, which will be reviewed and signed by the Chief Administrative Officer, the Secretary-Treasurer and the Vice-Chair. The purpose of this review is to ensure that the Chair's expense claims conform to any policies that have been established by the Authority, are within the approved budget and are supported with appropriate documentation.

15. Retention of Records

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;

- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Retention of Records Policy of the Authority as approved by the General Membership from time-to-time.

16. Records Available to Public

Records of the Authority shall be made available to the public in a manner that is consistent with existing legal obligations, restrictions and requirements, including Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA) and other applicable legislation.

The Chair of the Authority shall act as head of the Authority for the purposes of MFIPPA and responsibility for administration related to MFIPPA shall be delegated to the CAO.

17. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a biennial basis to ensure best management practices in governance are being followed

18. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

19. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*.

20. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Bourinot's Rules of Order shall be binding.

The Authority may choose to conduct its business as a committee of the whole. The Committee of the Whole will consist of all Members of the Authority and will be chaired by the Vice-Chair. All standing "Rules of Debate" will be observed in Committee of the Whole. The Committee of the Whole may make recommendations for consideration by the General Membership.

2. Declared State of Emergency – Electronic Meetings

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person,

- a) a Member may participate in meetings electronically and shall have the ability to:
 - i. register a vote;
 - ii. be counted towards determining quorum; and
 - iii. participate in meetings closed to the public.
- b) any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.
- c) the Authority shall make electronic meetings of the Authority open to the public.
- d) any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

Delegations

Registered delegations will be invited to defer their attendance to a future meeting or may choose to provide a written submission to the Membership instead.

If a delegation requests to address the Membership at an electronic meeting they may do so, provided they have registered as a delegation through the Office of the CAO at least eight calendar days in advance of the meeting. Presentation materials may be shared with the Authority members provided the delegation provides them at least eight calendar days in advance of the meeting. All matters pertaining to number of speakers, length of presentation and content presented by delegations shall be in accordance with the delegations section of this by-law.

3. Notice of Meeting

The General Membership shall meet at least once a month at the Authority's Head Office unless otherwise specified, and at such time as the Chair decides. The General Membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting. Notice of

all regular or special meetings of the General Membership, or its Executive Committee or Advisory Board, as far as they are applicable, shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting. Notices of meetings shall include a notation that members are to contact the office if unable to attend.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer 7 days in advance of the meeting where it is to be dealt with if it is to be included in the published agenda, or 2 days in advance if it is to be introduced at the meeting. All communications on any subject may be referred to staff or a committee without any motion or debate unless otherwise ordered by the Authority.

The Chair or the Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 24 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

The Chair or the Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached or, if warranted, hold the meeting electronically provided quorum and public participation can be met. Postponement shall not be for any longer than the next regularly scheduled meeting date.

4. Special Meetings

The chair may, at his/her pleasure, call a special meeting of the Authority as necessary on three calendar days notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

A special meeting may be held to amend the by-law.

Members of the Authority can participate electronically in any special meeting that occurs. A member of the Authority that is participating electronically in a special meeting will be counted in determining whether a quorum of members is present at any time during the meeting.

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

5. Meetings Open to Public

All meetings of the General Membership shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda and/or the subject matter meets the criteria for a closed meeting as defined in this by-law.

6. Agenda for Meetings

Authority staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, insofar as they are applicable to the meeting but not necessarily limited to, the following headings:

1. Call to order by Chair
2. Certification by Secretary-Treasurer that there is a quorum of Members present
3. Review of Agenda
4. Declarations of pecuniary interest
5. Adoption of minutes of previous meeting
6. Hearing of delegations
7. Presentations
8. Correspondence
9. 1st & 2nd readings of By-laws
10. Presentation of Reports
11. Committee of the Whole
12. Election of officers
13. Presentation of annual budget
14. General business
15. Adoption of Projects (if applicable)
16. 3rd reading of by-laws
17. Other business
18. Closed Meeting
19. Adjournment

Agendas for meetings shall be forwarded to all Members at least five calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

7. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six such Members, in which case three such Members constitute a quorum. At any advisory board or committee meeting, a quorum consists of one-half of the Members of the advisory board or committee.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

8. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

9. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) Any Member may require the question or motion under debate to be read at any time during the debate, except while a Member is speaking;
- f) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- g) A Member is allowed a time limit of ten minutes to speak on any given point, and extensions of five minute intervals may be granted at the discretion of the Chair;
- h) Any Member may ask a question of the previous speaker through the Chair;
- i) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- j) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- k) When a motion is under consideration, only one amendment is permitted at a time.

10. Matters of Precedence

The following matters shall have precedence over the usual order of business:

- a) a point of order;
- b) matter of privilege;
- c) a matter of clarification;
- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

When a member raises a point of order, he/she shall ask leave of the Chair to raise a point of order and after leave is granted shall state the point of order to the Chair and thereafter no Member shall address the Chair on the point of order except for the purpose of appealing the Chair's decision.

Where there is no appeal, the decision of the Chair shall be final, and where there is an appeal, the Authority shall decide the question without debate and the decision of the majority of the Members present shall be final.

11. Electronic Meetings and Participation

Electronic meetings are permitted and must follow/accommodate all Section C. Meeting Procedures identified in this by-law.

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically.

12. Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities semi-annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be circulated in advance, if possible, or distributed at the meeting by the Secretary-Treasurer without comment or explanations.

When a member's appointment is due to expire, the appropriate municipality shall be notified at least 30 days before the date of such expiration.

13. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 10 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may register as a delegation through the Office of the CAO up to two business days immediately preceding a meeting of the General Membership or shall be listed on the published agenda for the following meeting. Unregistered delegations present at the meeting may request to speak and will be limited to a

maximum of three (3) minutes to address the Board, if approved by a majority of members present at the meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes. A delegation of more than three (3) speakers will be limited to a total maximum of twenty (20) minutes. When a large number of Delegations wish to speak on the same topic, the time limits may be reduced at the discretion of the Chair.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

Members of the public who constitute an audience during an Authority meeting may not:

- Address the Authority without permission;
- Interrupt any speech or action of the Members, or any other person addressing the Authority;
- Display or have in their possession any picket signs, placards, or other forms of written messages deemed inappropriate by the Chair.

14. Section 28 Hearings and Permit Issuance

Hearings

When a hearing is required under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations, under Section 28 (12) of the Conservation Authorities Act, the General Membership shall form a tribunal for the purpose of such a hearing. When hearings are to be held for Applications for Permit under Section 28 of the Conservation Authorities Act, RSO 1990, individual notice of hearing shall be sent by registered mail or email to the applicant, with a copy by ordinary mail or email to the applicable municipal clerk.

When a permit is refused, a letter of refusal shall be sent to the applicant by registered mail or email with a copy of the reasons for refusal which have been signed under seal by the mover and seconder of the refusal resolution. Copies shall be sent by regular mail or email to those who received the hearing notice.

Permit Issuance

When a permit is approved, the original shall be retained on file by the Authority, and a copy shall be sent by regular mail or email to the applicant, ~~the applicable municipal clerk,~~ and to the appropriate municipal department with plans attached when required.

15. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the annual meeting to be held prior to March 1 and shall include the following items on the agenda, in addition to the normal course of business:

- i. Appointment of the auditor for the upcoming year
- ii. Receipt of the most recent report of the Audit Committee

- iii. Receipt and Approval of the Auditor's Report and Audited Financial Statements for the prior year
- iv. Approval of the Budget and General Levy for the current year
- v. Approval of Provision for Borrowing for the current year
- vi. Confirmation of By-laws passed, repealed, amended or re-enacted during the past year.

16. Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another Act;
- h) Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, advisory board or other committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, advisory board or other committee.

17. Voting

In accordance with Section 16 of the Act:

- a) each Member is entitled to one vote, including the Chair, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

If any Member who is qualified to vote abstains from voting, except during a recorded vote, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Bourinot's Rules of Order.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the Secretary-Treasurer shall record each vote. Any Members who did not stand in a recorded vote will be recorded as voting in favour.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

While the Chair is putting a question to the vote, no Member shall leave his/her seat or make any noise or disturbance until the result of the vote is declared.

No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

Except as provided in Section B, Paragraph 5 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

18. Notice of Motion

Written notice of motion to be made at an Authority advisory board or committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than seven business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the General Membership, shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership, shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the members of the Authority present.

19. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

20. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Take the chair and call the members to order when a quorum is first present after the hour fixed for a meeting of the Authority;
- b) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- c) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- d) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- e) Announce the results of the vote on any motions so presented;
- f) Adjourn the meeting when business is concluded.

The Chair who opens the meeting shall remain Chair of the meeting until its adjournment. If, however, the Chair for any reason wishes to vacate the chair, either temporarily or for the balance of the meeting, he/she may appoint a Member of the Authority to take the chair in his/her place.

The Chair will vacate the chair while the Members are sitting as a Committee of the Whole, and, while nominations are being held for the office of Chair, Vice-Chair or any and all other elected officers of the Authority. The Authority shall appoint a person other than a Member of the Authority to conduct such elections; who shall appoint such clerks and returning officers as is necessary to assist in holding the elections.

21. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

22. Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Secretary-Treasurer, or designate, shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting, a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and the Chair and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

D. Approval of By-law and Revocation of Previous By-law(s)

By-law number 2-2020 is hereby repealed;

By-law number 3-2020 shall come into force on the 28th day of August, 2020

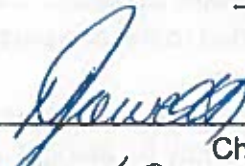
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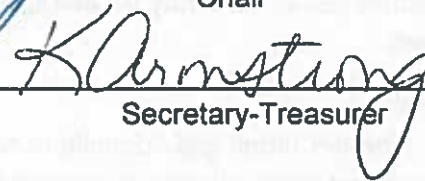
August 28, 2020
Date

READ A THIRD TIME AND FINALLY PASSED

August 28, 2020
Date

Signed:


Chair


Secretary-Treasurer

E. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. Background

The Grand River Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Advisory Boards and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. *Use of Authority Property*

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. *Work of a Political Nature*

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. *Conduct at Authority Meetings*

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as amended from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 2 - Conflict of Interest

1. *Municipal Conflict of Interest Act*

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

2. *Disclosure of Pecuniary Interest*

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter;
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question, and,
- d) shall file a written statement of the interest and its general nature to the Secretary-Treasurer at the meeting or as soon as possible afterwards.

3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Advisory board or committee, as the case may be.

7. *Pecuniary Interest Registry*

A registry will be kept by the Secretary-Treasurer of each written statement of pecuniary interest filed along with a copy of each declaration recorded in the minutes. The registry shall be made available for public inspection upon request submitted to the Secretary-Treasurer.

8. Breach of Conflict of Interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 - Procedure for Election of Officers

1. *Voting*

Voting shall be by secret ballot and no Members may vote by proxy.

2. *Acting Chair*

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

3. *Scrutineer(s)*

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. *Election Procedures*

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Authority
 - ii. Election of one or more Vice-chairs, who shall be Members of the Authority.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots

shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

Denise Holmes

From: Federal Gas Tax Program <GasTax@amo.on.ca>
Sent: Thursday, October 1, 2020 9:13 AM
To: Darren White
Cc: Denise Holmes; Wendy Atkinson
Subject: AMO's annual report on the federal Gas Tax Fund is now available

Dear Mayor White,

I'm pleased to announce the release of AMO's latest annual report on the federal Gas Tax Fund. The report describes how our sector is investing federal Gas Tax funds to better serve residents and local businesses. I encourage you to review the report and share it with your colleagues on Council.

Sincerely,
Graydon Smith
AMO President

cc: Denise B. Holmes, CAO/Clerk
cc: Wendy Atkinson, Treasurer/Deputy Clerk

The Federal Gas Tax Fund in 2019



AMO Association of
Municipalities Ontario

ANNUAL
REPORT
PART 1

Letter from the AMO President



In 2019, the federal Gas Tax Fund was once again a significant source of infrastructure funding for communities all across Ontario – and in fact it was twice as impactful as it usually is.

That’s because in March of 2019, the federal government announced a one-time doubling of the Fund. This “top-up” funding meant that Ontario’s municipalities received more than \$1.6 billion in federal Gas Tax funding in 2019.

This major commitment from the federal government allowed municipalities to move forward on hundreds of local infrastructure projects, many of which would have been delayed without the additional funding.

This annual report showcases some of the projects that benefited from the top-up funding, and outlines how important investing in municipal infrastructure is to building better communities and improving quality of life across Canada.

As the voice of Ontario’s municipalities, AMO represents almost one in three Canadians. We are proud of our work in administering the federal Gas Tax Fund. Local governments are responsible for so much of the infrastructure that people use every day. From clean drinking water and recreational facilities, to safe roads and bridges – municipalities are at the heart of delivering these services, along with many more.

Clearly, funding provided by the federal Gas Tax Fund is absolutely essential for municipalities to be able to keep providing these vital services. And the knowledge that the Fund is a permanent and predictable source of income for local infrastructure means that municipalities can plan their work and uphold their commitments to residents.

This annual report contains information on the benefits each project has brought to the community, showing how no matter where you live in Ontario, the federal Gas Tax Fund has had a positive impact.

In 2020 the federal government expedited the release of federal Gas Tax funding, distributing the full amount in June rather than in two installments as in previous years. This ensured important projects could continue even as the world was in the grip of uncertainty brought on by the COVID-19 pandemic. This report makes it very clear how important the predictability of this funding is to the people of Ontario.

Sincerely,

A handwritten signature in black ink, which appears to be 'Graydon Smith'.

Graydon Smith - AMO President

In 2019, municipalities invested federal Gas Tax funds in:

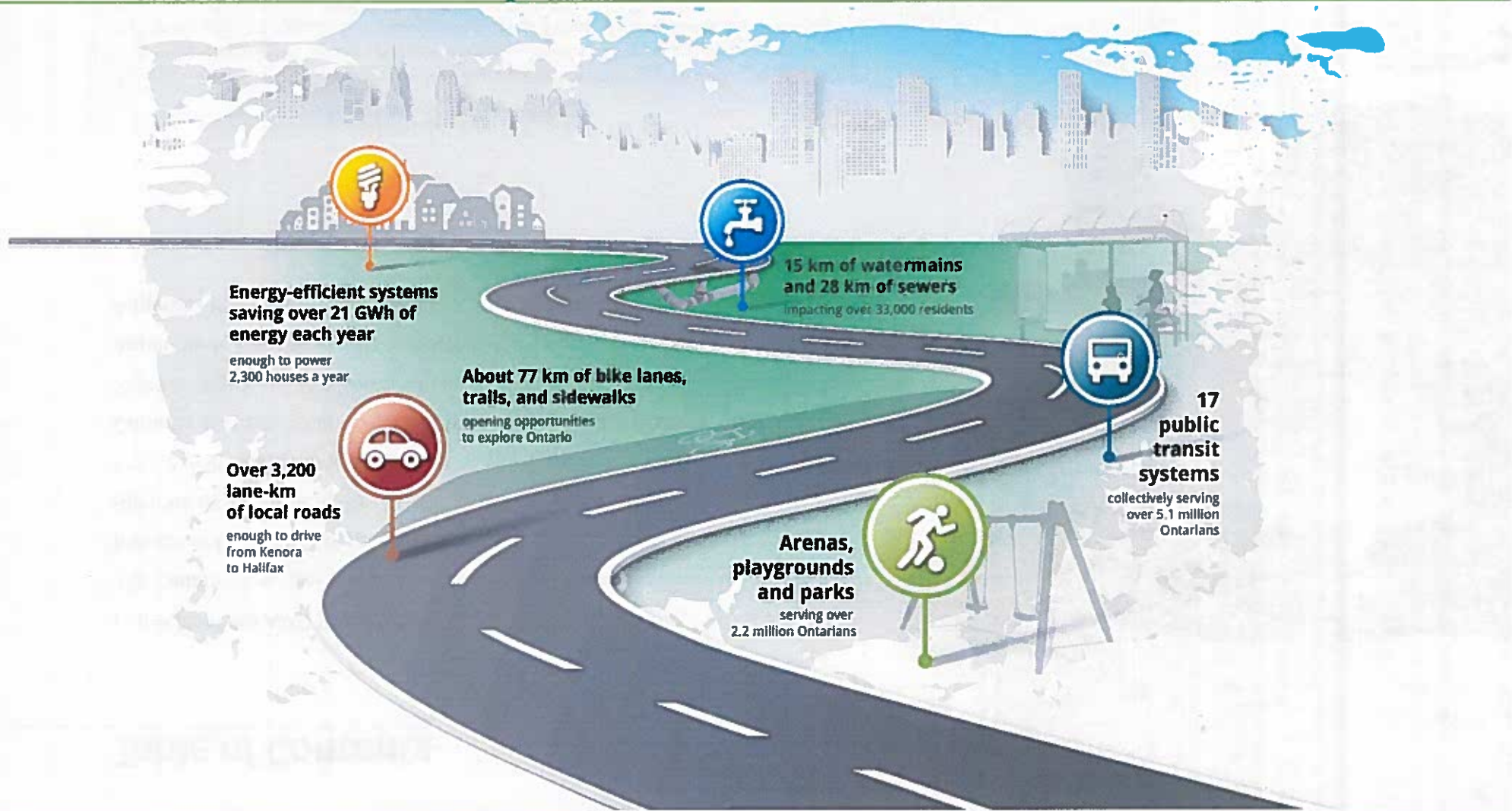


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This report describes how Ontario's communities invested and benefited from the federal Gas Tax Fund in 2019. The report is split into two parts. Part I summarizes investments, benefits, and AMO's approach to the administration of the Fund. [Part II](#) provides detailed financial information, compliance statements, and descriptions of projects supported by the Fund.

Both parts of this report are available at www.gastaxatwork.ca.



The Federal Gas Tax Fund

About the Fund

The federal Gas Tax Fund provides permanent and stable federal funding for local infrastructure projects. Canadian municipalities receive over \$2 billion from the Fund each year.

Funds can be invested in the construction, enhancement or renewal of local infrastructure, used to improve long-term plans and asset management systems, shared with other communities to achieve common goals, or banked to support future projects. The Fund is flexible; local governments decide how funds can be best directed to address local priorities.

Municipalities can spread investments of the Fund over several project categories to boost productivity and economic growth, create a cleaner environment, and build stronger cities and communities – key national objectives of the Fund. Eligible project categories are listed below.¹

Productivity and Economic Growth	Clean Environment	Strong Cities and Communities
 Broadband Connectivity	 Brownfield Redevelopment	 Capacity Building
 Local and Regional Airports	 Community Energy Systems	 Culture
 Local Roads and Bridges	 Drinking Water	 Disaster Mitigation
 Public Transit	 Solid Waste	 Recreation
 Short-Line Rail	 Wastewater	 Sport
 Short-Sea Shipping		 Tourism



¹ Highways are also eligible under the federal Gas Tax Fund – but are not listed in the table above because highways are provincially owned and maintained in Ontario.

The Federal Gas Tax Fund in Ontario

Federal Gas Tax funds are distributed to provinces, territories and First Nations on a per-capita basis.² Ontario's communities received \$5.5 billion between 2014 and 2019.³ An additional \$3.4 billion will be transferred between 2020 and 2023.⁴

Administration of the Fund in Ontario is governed by the [Administrative Agreement on the Federal Gas Tax Fund](#). Under the Administrative Agreement, AMO distributes funds to all municipalities in Ontario except for the City of Toronto, which receives funding directly from the Government of Canada. The Government of Ontario delivers funds to unincorporated areas of the province.⁵

AMO flows funds directly to municipalities upon receipt from the Government of Canada.⁶ Funds are distributed on a per-capita basis, with funding split 50/50 between upper- and lower-tier municipalities in two-tier systems. Municipal allocations can be found at www.gastaxatwork.ca/about-the-fund/allocations.

Predictable, up-front funding from the federal Gas Tax Fund allows local governments to plan for the long term, target funding to local priorities, and get projects moving quickly. The Ontario model recognizes that municipalities are a duly elected, accountable and transparent order of government. AMO's success in administering the program results in municipalities receiving funds in a timely fashion.

Each municipality's use of federal Gas Tax funds is governed by a [Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds](#). Under the Municipal Funding Agreement, municipalities can use funds to:

- Cover the full cost of an eligible project;
- Support an eligible project that benefits from other funding sources;
- Save and/or invest for future eligible projects;
- Finance long-term debt incurred for eligible projects;
- Accrue interest for subsequent application toward eligible projects;
- Develop and implement asset management plans; and
- Collaborate with other municipalities or non-municipal entities to fund an eligible project.

AMO works with municipalities to ensure that they comply with the *Municipal Funding Agreement*. See the Risk Management and Compliance section of this report for more information.

Municipal Top-Up

The federal government transferred an additional \$2.2 billion to communities across Canada through the federal Gas Tax Fund in 2019 – doubling 2019's distribution and accelerating critical local infrastructure projects. See narratives scattered throughout this report to learn more about how the top-up is helping municipalities in Ontario meet urgent needs.

² The federal Gas Tax Fund is allocated to provinces, territories and First Nations on a per-capita basis, but provides a base funding amount – equal to 0.75% of total annual funding – to Prince Edward Island and each territory.

³ This amount includes the additional \$819.4 million released through Budget 2019 – effectively doubling 2019's distribution of the Fund.

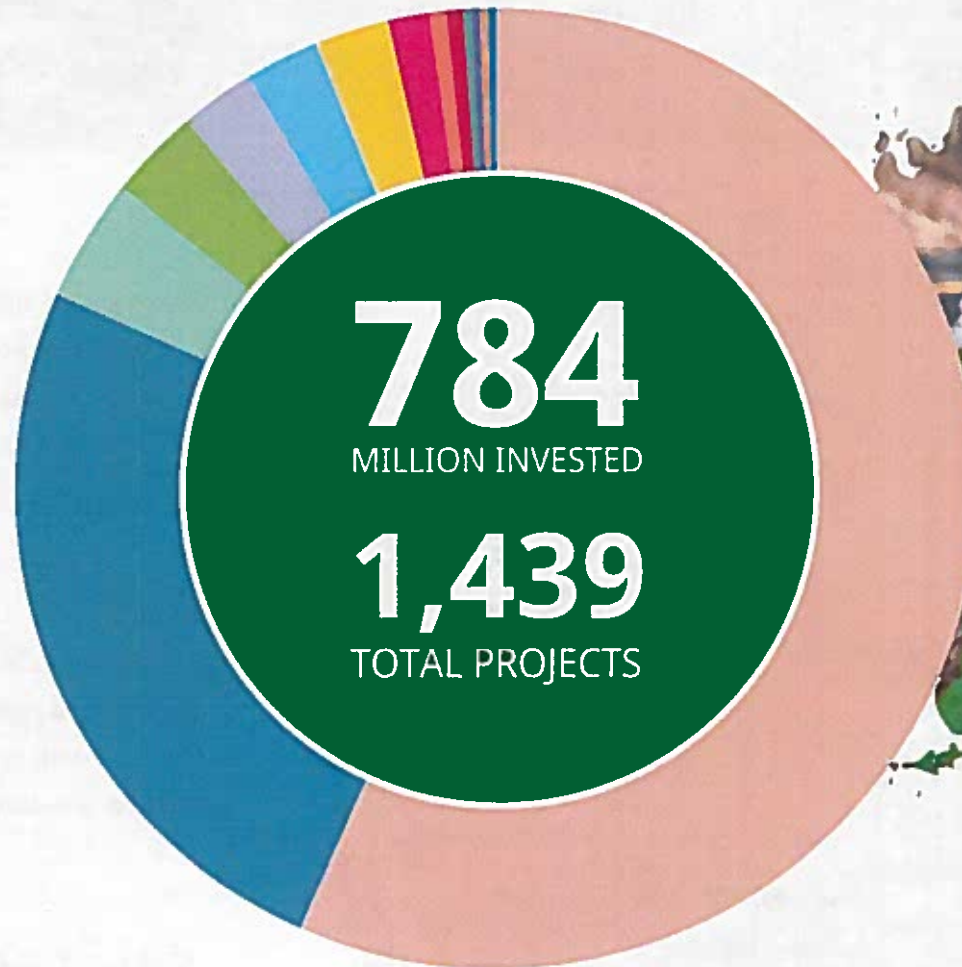
⁴ The Administrative Agreement (see next paragraph) came into effect in 2014 and expires in 2023.

⁵ All subsequent references to communities, municipalities and local governments in this report are exclusive of the City of Toronto unless otherwise noted.

⁶ AMO distributed approximately \$4.4 billion between 2014 and 2019 (including additional funding released through Budget 2019) and will distribute an additional \$2.7 billion between 2020 and 2023.

Investment in 2019

	Local Roads and Bridges	\$445.9M
	Public Transit	\$196.5M
	Solid Waste	\$31.9M
	Recreation	\$23.6M
	Wastewater	\$20.6M
	Drinking Water	\$20.2M
	Community Energy Systems	\$19.6M
	Culture	\$9.3M
	Capacity-Building	\$5.1M
	Disaster Mitigation	\$4.8M
	Broadband Connectivity	\$2.4M
	Regional and Local Airports	\$2.4M
	Tourism	\$0.8M
	Sports	\$0.7M



Lakeshore Drive Improvements in Barrie

This project has improved the natural environment and enhanced a key community and economic area in the City of Barrie. Previously, culverts at Lakeshore Drive were unable to cope with even minor storms, resulting in frequent flooding. Federal Gas Tax funding was invested in the construction of much larger concrete box culverts to safely accommodate significant storms.

The new culverts were constructed as part of a larger project to restore Bunker's Creek and Dymment's Creek to a natural open channel, relocate Lakeshore Drive and create additional waterfront park space. Barrie's waterfront is a community gathering place, home to charity fun runs, festivals, family picnics and more.



Wastewater

A thriving community hub is benefiting from improved flood protection and an enhanced natural environment.



City of Barrie

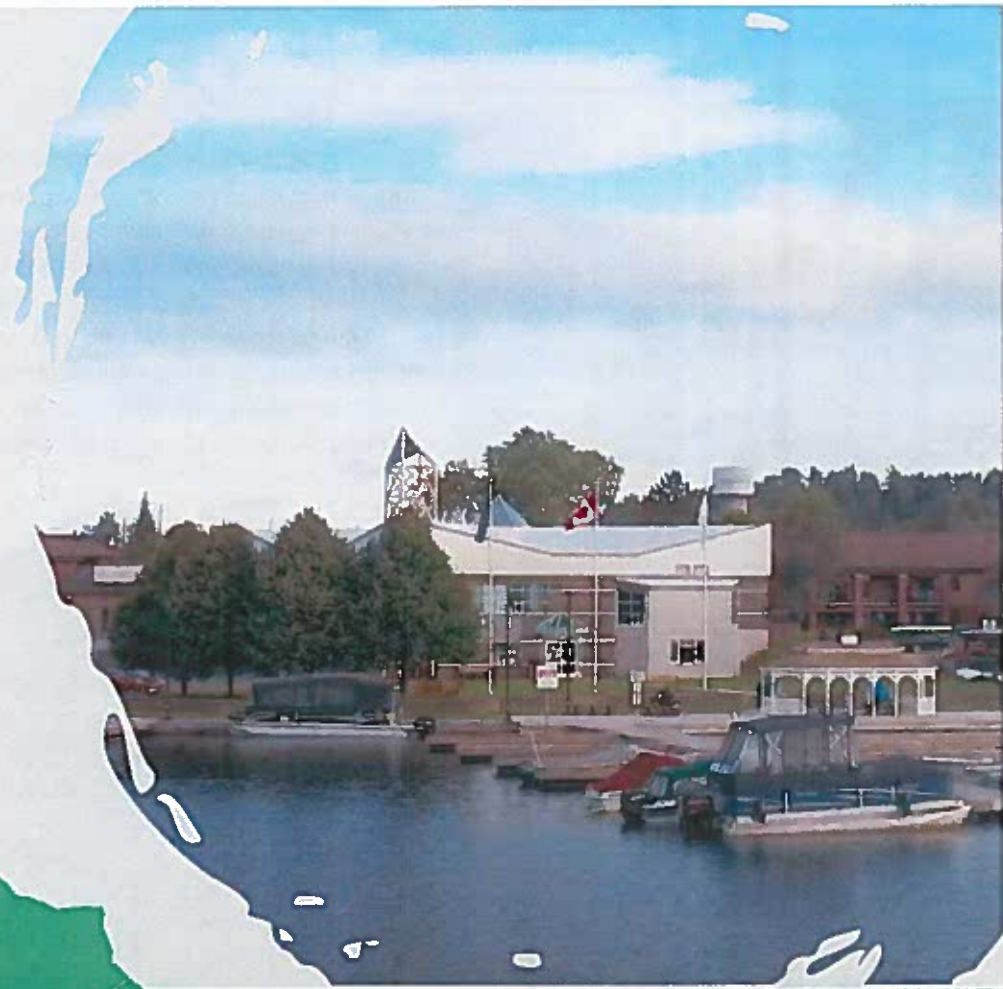
Population: 141,434

2019 Federal Gas Tax Allocation: \$17,410,050

Small Water System Pump Replacement in Temagami

Top-up funding helped the Municipality of Temagami replace and upgrade pumps in the backwash system at a water treatment facility – accelerating the completion of an urgent investment required to continue the distribution of clean water.

The Ontario Clean Water Agency (OCWA) identified the need for this investment several years ago, and work was initially slated for 2017. But with a population of 802, the municipality hadn't raised enough through water rates to finance the project. Temagami added a 15% capital levy to their rates in 2019 and was finally able to tackle the project in 2019 thanks to the levy and the top-up funds.



Drinking Water

The continued supply of clean water has been secured by upgraded pumps at a water treatment facility.

Municipality of Temagami

Population: 802

2019 Federal Gas Tax Allocation: \$103,166

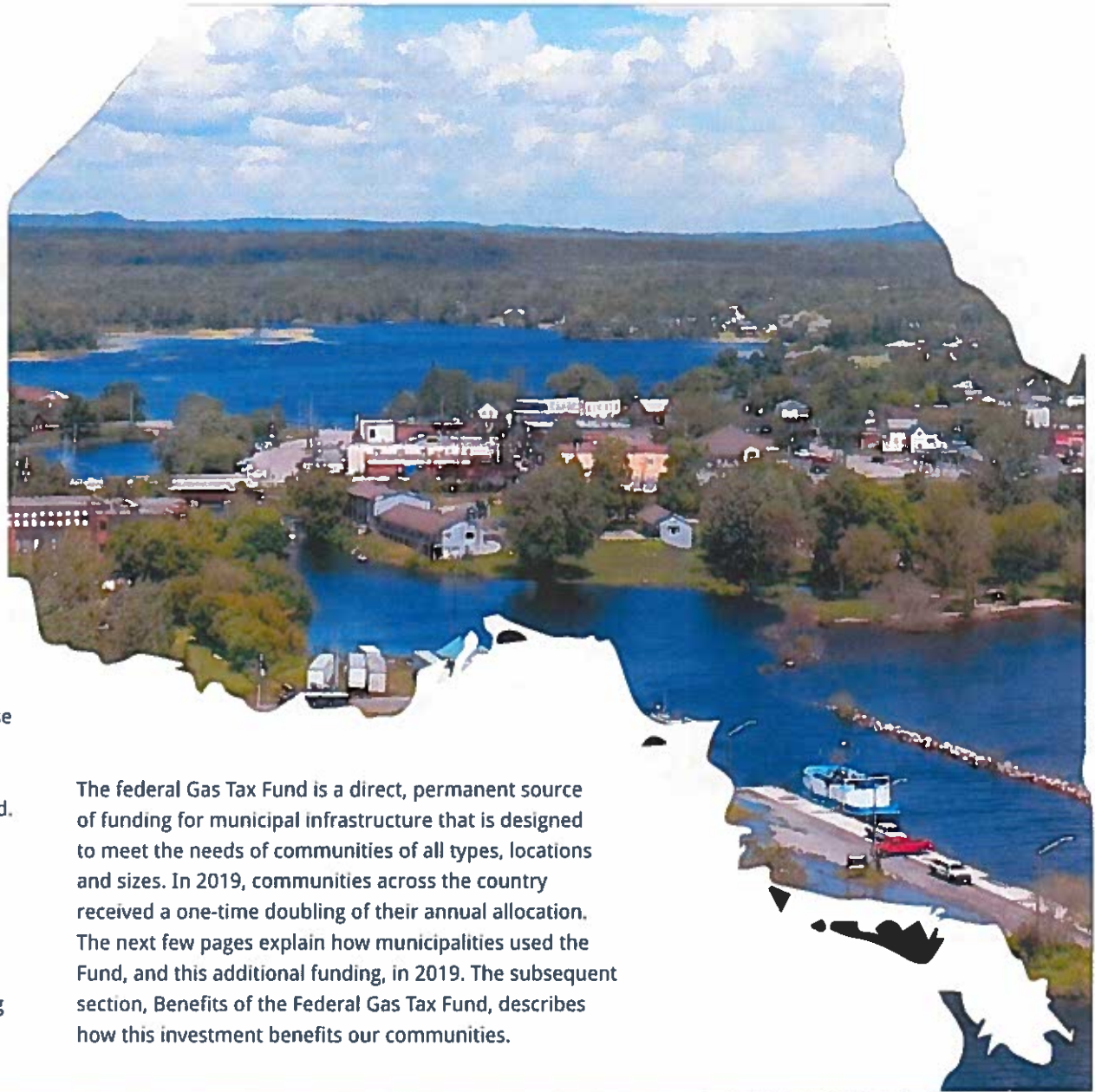
Investments of the Federal Gas Tax Fund

Safe and reliable infrastructure is critical to all Canadians

From the water we drink, to the internet we use, to the roads we travel – these assets impact many aspects of our lives. Keeping this infrastructure up to date is a significant undertaking, for which municipalities are largely responsible. Municipalities primarily use federal Gas Tax Funds to ensure their assets are in a state of good repair, which is no surprise given the overwhelming need in this area. In order to maintain and upgrade these infrastructure assets, investments from all levels of government are required.

Ontario has 444 municipal governments, each with its own needs and circumstances. Some are expanding to meet the demands of a growing population, while others are managing existing assets on a shrinking tax base. All communities, however, are adapting to the many changes that 2020 has brought, while continuing to adapt to climate change and extreme weather.

The federal Gas Tax Fund is a direct, permanent source of funding for municipal infrastructure that is designed to meet the needs of communities of all types, locations and sizes. In 2019, communities across the country received a one-time doubling of their annual allocation. The next few pages explain how municipalities used the Fund, and this additional funding, in 2019. The subsequent section, Benefits of the Federal Gas Tax Fund, describes how this investment benefits our communities.



Allocations in 2019

Communities across Canada received \$4.4 billion from the federal Gas Tax Fund in 2019 – an increase of \$2.2 billion over 2018's distribution. The increase was due to the one-time doubling of the Fund announced in Budget 2019.

Ontario's share of the Fund came to \$1.6 billion in 2019. AMO delivered nearly \$1.3 billion to municipalities across the province. Municipal allocations in 2019 are listed in [Part II](#) of this report.

Due to operational efficiencies in administering the Fund, AMO distributed an additional \$12 million to communities from its reserves in 2019. This distribution is included in the allocations listed in [Part II](#). Surplus administrative funds are generally distributed every five years.

Communities carried an additional \$832 million in funding forward from 2018. Municipalities therefore had \$2.1 billion in federal Gas Tax funding available for investment in 2019.

Investment in 2019

Ontario's municipalities invested nearly \$784 million from the federal Gas Tax Fund in 2019.⁷ Investments supported 1,439 local infrastructure and capacity-building projects worth a total of \$8.5 billion. To put this in perspective, municipal investment in infrastructure from all sources of funding totalled \$7.8 billion in 2018 (the latest year for which data is available).⁸ Funds left unused at the end of 2019 were held in municipal reserves to earn interest for future investments, and were largely allocated to ongoing or future projects.

Detailed project information is available in [Part II](#) of this Report. Benefits generated by these projects are summarized in [Appendix A](#).

Federal Gas Tax funds can be invested across 17 project categories, giving municipal governments the flexibility that they need to meet unique local needs. Investments made in 2019 spanned all but three of these categories – brownfield redevelopment, short-line rail, and short-sea shipping – indicating the diversity of infrastructure needs in communities across Ontario.

Transportation infrastructure was the primary beneficiary of federal Gas Tax investment in 2019. Investments in roads, bridges, and public transit infrastructure collectively comprised 82% of 2019's federal Gas Tax expenditures.⁹ This focus on transportation infrastructure was expected; Ontario's municipalities own over 140,000 km of roads and 15,000 bridges and large culverts – most of which were built over 50 years ago.

⁷ Financial information shown on this page was compiled from annual reports submitted to AMO by municipal staff. All but three communities had submitted an annual report to AMO by the time of compilation (August 21, 2020).

⁸ Municipalities (excluding Toronto) reported capital investment of \$7.8 billion in their 2018 Financial Information Returns, 2018 being the most recent year for which nearly complete information is available (two municipalities had not submitted their Returns by the time of publication).

Municipal capital investment is calculated by summing additions and betterments to tangible capital assets (schedule 51A, line 9910, column 3), construction in progress (schedule 51C, line 9910, column 2), and contributed (less donated) capital assets (schedule 53, line 1031, column 1), then subtracting capitalized construction in progress (schedule 51C, line 9910, column 3). See <https://efis.fma.csc.gov.on.ca/fir/Welcome.htm> for more information.

⁹ This number notably does not include investments made by the City of Toronto – which has historically invested the entirety of its federal Gas Tax allocation in public transit through the Toronto Transit Commission – or Local Roads Boards receiving funds through the Government of Ontario. Taking these recipients into account would increase the share of Ontario's federal Gas Tax funding dedicated to transportation infrastructure.

Rehabilitation of John Street in Sundridge

The small, rural community of the Village of Sundridge is benefiting from the investment of federal Gas Tax funding in the rehabilitation of a busy main street.

The rehabilitation of John Street has had a substantial impact on the community – both in economic growth and the strength of the community. John Street is home to the only grocery store in the village, as well as the only bank and hardware store. These businesses are vital to the economy and the community. Part of the rehabilitation included widening the street to allow for a new sidewalk.



Local Roads
and Bridges

Rehabilitating a busy main street has improved access for the community and boosted the local economy.



Village of Sundridge

Population: 961

2019 Federal Gas Tax Allocation: \$122,221

Sidewalk and Trail Construction in Richmond Hill

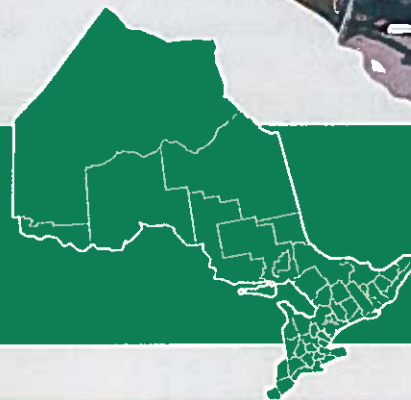
The City of Richmond Hill has seen the number of cyclists more than double since construction of this new 2.25 km sidewalk and multi-use trail. Federal Gas Tax funds were invested in the creation of this route, which forms part of 18 km of recreational and commuter trails that also form part of the Lake to Lake Cycling Route and Walking Trail.

The multi-use path allows recreational users and commuters to share off-road space, and provides cyclists with physically separated bike lanes that allow for more direct trips. It provides commuters with an active transportation option directly linked to the City's largest business park, promoting a cleaner environment and benefiting local businesses.



Local Roads
and Bridges

More people are enjoying an active, healthy lifestyle thanks to a new recreational trail and sidewalk.



City of Richmond Hill

Population: 195,022

2019 Federal Gas Tax Allocation: \$11,935,955

Investment of 2019's Top-up Funding

Top-up funding released in 2019 is expediting and kickstarting infrastructure projects across Ontario. The additional funding allows municipalities to tackle projects that had been long delayed for lack of funds, invest in innovative new assets, undertake larger-scale projects, accelerate timelines and complete additional projects. Examples of some of the projects that municipalities have already completed using top-up funds are scattered throughout this report.

A significant amount of top-up funds were nevertheless held in municipal reserves and carried into 2020 at the end of 2019. The delay between the distribution of funds and their expenditure is partially a matter of timing. Municipal councils typically approve capital budgets in the winter preceding the construction season. Top-up funds were distributed in the summer. Some communities will therefore take at least a year to plan for the investment of top-up funds.

The delay is also, in part, a desirable consequence of effective asset management. Municipal staff plan infrastructure investments years in advance of construction, taking into account the condition of assets, council's priorities, community demands for service, and other factors. This planning process can be lengthy – and is critical to effectively target limited resources to long-term needs.

Leveraging Funds

Federal Gas Tax funds are intended to complement – without replacing or displacing – other sources of funding for local infrastructure. Many municipalities therefore leverage the Fund by combining federal Gas Tax funds with other sources of capital financing to stretch each federal Gas Tax dollar even further. For every \$100 of federal Gas Tax funds invested in projects completed between January 1, 2019 and December 31, 2019, municipalities invested an additional \$91 from other funding sources.¹⁰

Of course, municipalities also invested heavily in infrastructure projects that were not supported by the Fund – and this investment has increased drastically since the Fund was established. Between 2000 and 2004, municipal capital expenditures averaged \$3.9 billion per year. But over the five-year period preceding this report, municipalities invested \$7.6 billion per year in infrastructure.¹¹

This increased investment is critical to seal the infrastructure investment gap. The gap reflects the unfunded investment required to replace infrastructure that has exceeded its intended life, meet annual lifecycle costs, and accommodate growth. Some municipalities have implemented capital levies and turned to other revenue sources to ensure the continued and sustainable delivery of local services. Federal Gas Tax funding complements these efforts and provides critical support for small communities with limited fiscal capacity.

¹⁰ The City of Ottawa completed a \$2.1 billion light rail project in 2019 with \$74.5 million in federal Gas Tax funding. This long-running project began in 2011 and is unrepresentative of the typical project financed by the Fund in 2019. The project was therefore ignored when calculating leveraging above. Inclusion of the project would increase the leveraged amount to \$279 from other funding sources per \$100 from the federal Gas Tax Fund.

¹¹ Under the terms and conditions of the Administrative Agreement, the municipal sector is required to invest federal Gas Tax funds incrementally (i.e., as a complement to – rather than as a replacement or displacement of – other sources of funding for local infrastructure). Average annual municipal infrastructure investment over the life of the Administrative Agreement (i.e., 2014-2023) is compared to average annual municipal infrastructure investment over the five-year period preceding the establishment of the Fund (i.e., 2000-2004) to confirm that the sector is meeting this requirement. The growth in average annual municipal infrastructure investment suggests that it is.

Elevator Replacement in Wawa Community Centre

The elevator in the Municipality of Wawa's Community Centre has required more frequent repairs in recent years, impacting the accessibility of areas of the important facility. By investing federal Gas Tax funding in the purchase and installation of a vertical platform lift suitable for wheelchairs, the Municipality has ensured Wawa Community Centre can be safely and comfortably used by all members of the community.

Wawa Community Centre is used for a wide range of activities including hockey, dance classes, fitness classes, curling, figure skating and summer youth programs. It is also home to events such as the Wawa Fish Derby and the Winter Carnival.



Recreation

All visitors can safely and comfortably access the popular community centre thanks to a new elevator.

Municipality of Wawa

Population: 2,905

2019 Federal Gas Tax Allocation: \$369,296

Energy-Efficient Equipment Upgrades in Oshawa

Two key municipal recreational facilities in the City of Oshawa have been given energy-efficient upgrades thanks to the federal Gas Tax Fund. First, the Civic Recreation Complex benefited from the replacement and integration of boilers, dehumidification units, lighting control and connection to the building automation systems.

And at the Northview Community Centre – a shared recreation facility with youth and seniors’ groups – the lighting system was upgraded to reflect the latest environmental LED technology, and a high efficiency tankless hot water system was installed.



Community
Energy Systems

Recreational facilities have been improved for users with a series of energy-efficient upgrades.



City of Oshawa

Population: 159,458

2019 Federal Gas Tax Allocation: \$9,691,229

Trends from 2014 to 2019

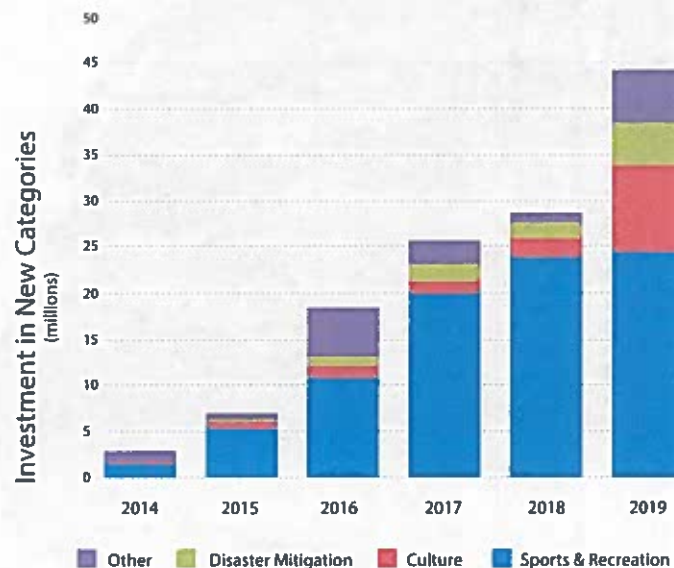
Municipalities have consistently targeted federal Gas Tax funds to transportation infrastructure. Of the \$3.8 billion that municipalities invested over the 2014 to 2019 period, 80% was invested in roads, bridges and public transit infrastructure.¹² This share has been remarkably consistent from year to year, indicating the recurring demand for investment in these assets.

Roads, bridges and public transit infrastructure have been eligible for federal Gas Tax investment since the Fund was established in 2005. Investments in capacity-building programs, community energy systems, drinking water systems, wastewater systems, and solid waste infrastructure have also been eligible since this time. Remaining project categories were introduced with the renewal of the Fund under the *Administrative Agreement* in 2014.

Investments in project categories introduced in 2014 have grown more than tenfold over the 2014 to 2019 period – from \$3 million to \$44 million. Growth was initially driven by investment in sports and recreation infrastructure as communities seized the opportunity to renovate arenas and expand recreation centres to deliver better services to residents. Municipalities invested over \$24 million in sports and recreation infrastructure in 2019 – up from less than \$2 million in 2014.

Investments in sports and recreation infrastructure stabilized around 2018, but a few large investments in cultural infrastructure (e.g., community centres and theatres) continued to push investment in new categories higher. Municipalities invested over \$9 million in cultural infrastructure in 2019.

Several communities have additionally invested funds in break walls and shoreline protection measures in recent years. These investments were partially in response to disastrous levels of flooding experienced across the province – 23 municipalities declared emergencies due to flooding in 2019 alone – and partially in preparation for further flooding brought on by climate change.

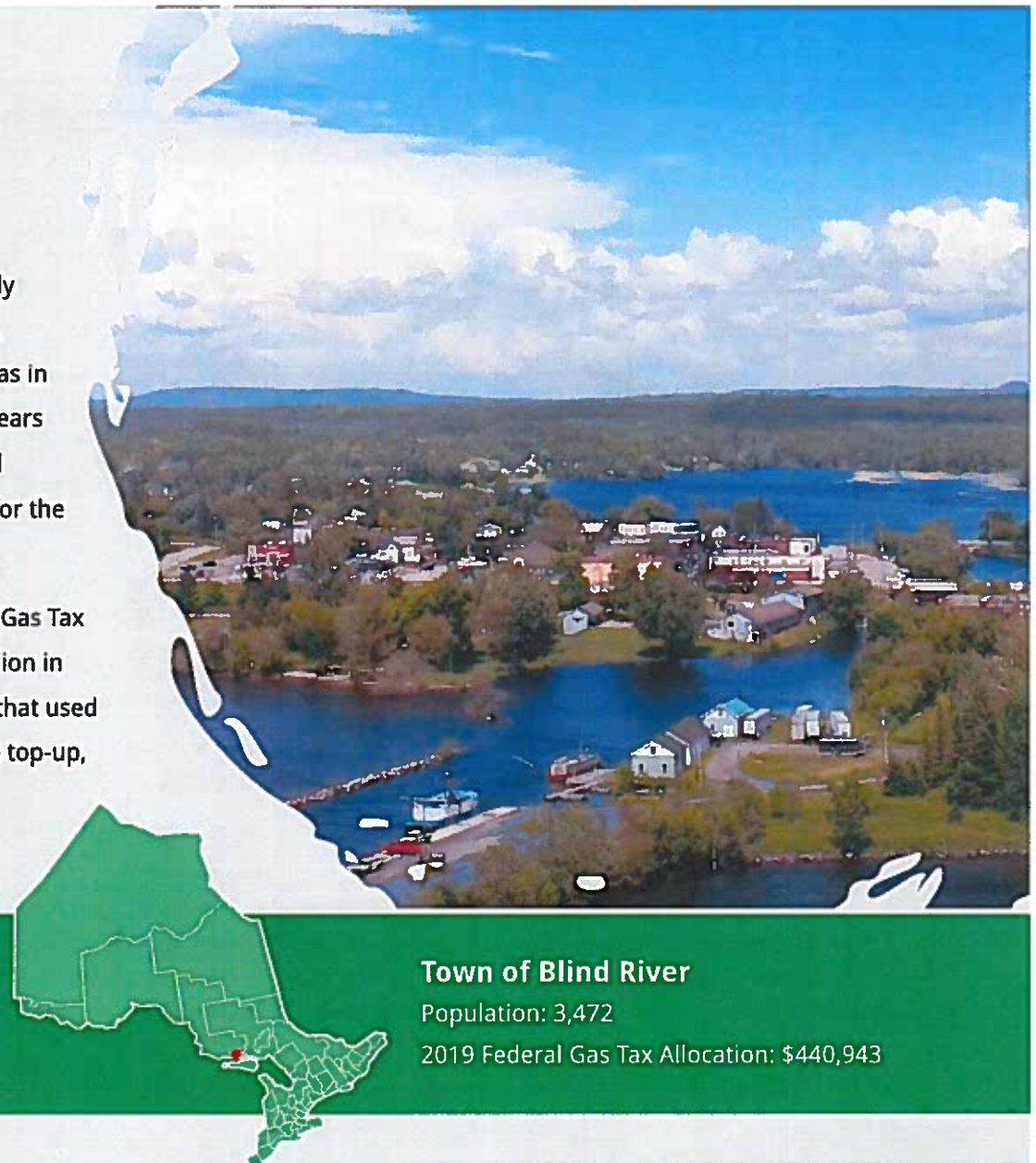


¹² The federal Gas Tax Fund was established in 2005, but the Administrative Agreement – which establishes the requirement to produce this report – governs the use of the Fund from 2014 through to 2023. Trends are therefore discussed only as far back as 2014. See AMO's website on the federal Gas Tax Fund, www.gastaxatwork.ca, for information regarding the use of the Fund since 2005.

Breakwall Reconstruction in Blind River

Matinenda Landing boat launch is the Town of Blind River's only access point for people who have cottages on Lake Matinenda. A breakwall – critical to protect the boat launch's structure – was in need of repair, but the work had been postponed for several years due to a lack of available funds. In 2019, the Town experienced unusually high water levels on Lake Matinenda, and the need for the breakwall to be reconstructed became urgent.

With the federal government providing a top-up to the federal Gas Tax Fund in 2019, municipalities in Ontario received over \$800 million in additional funding. Blind River was one of many communities that used the funding to accelerate an urgent project using this one-time top-up, and the breakwall was reconstructed without the municipality having to delay other vital infrastructure projects.



Disaster Mitigation

Urgent work to protect an important boat launch structure was completed following repeated delays.

Town of Blind River

Population: 3,472

2019 Federal Gas Tax Allocation: \$440,943

Breakwall Construction in James

A retaining wall on approximately 90 m of the Montreal River shoreline was failing and in need of urgent replacement. The retaining wall was built in the 1960s and had deteriorated so badly that it created a significant liability issue for the Township of James.

The 2019 federal Gas Tax Fund top-up allowed the failing wall to be replaced by a more modern, permanent solution. The work has reduced the risk of flooding and property damage. Residents and visitors can now walk along the breakwall safely and enjoy the beautiful scenery.



Disaster Mitigation

Properties are protected from flooding following the construction of a new riverside breakwall.



Township of James

Population: 420

2019 Federal Gas Tax Allocation: \$52,995

Benefits of the Federal Gas Tax Fund

Tangible Benefits

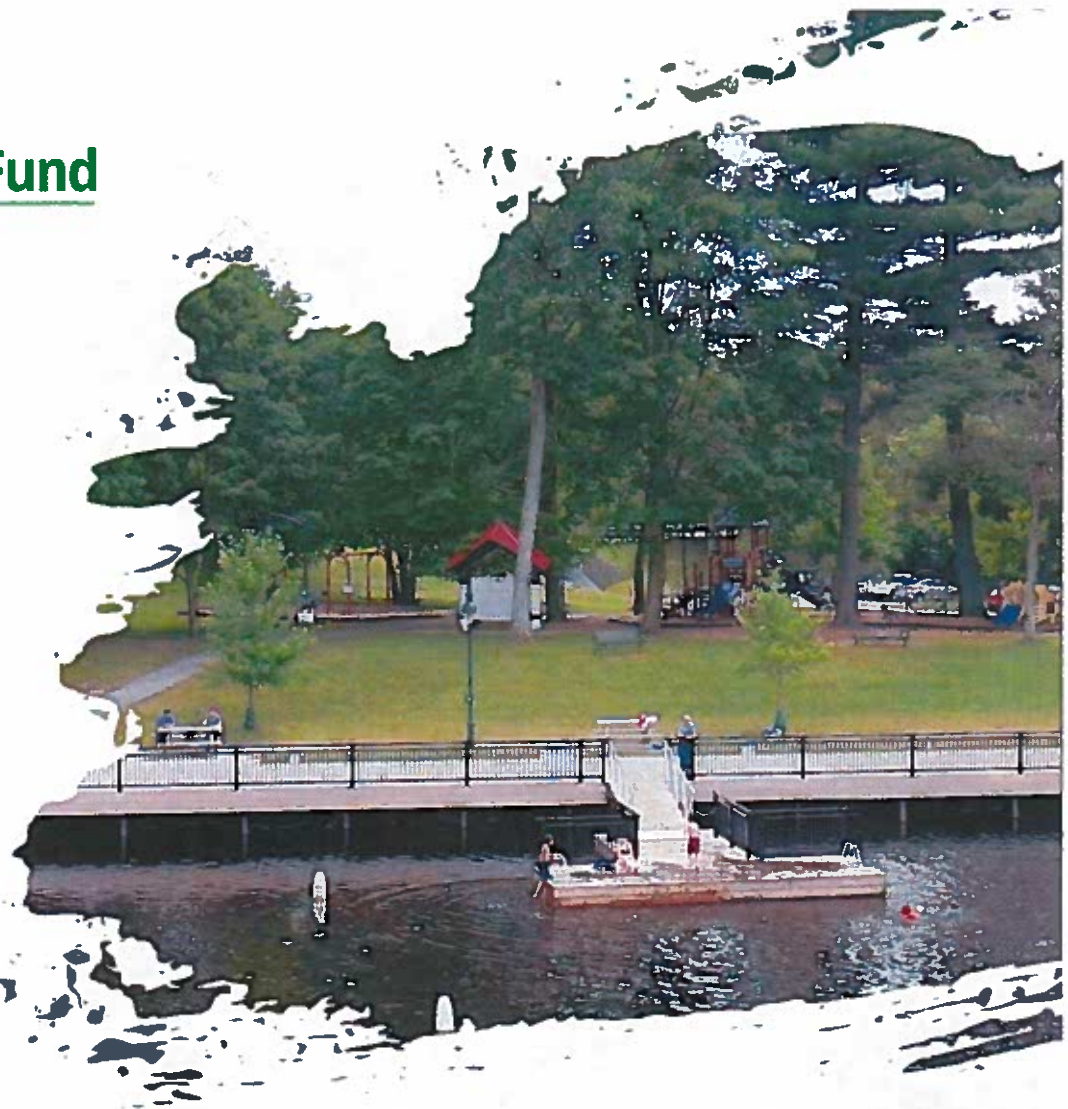
Investing the federal Gas Tax Fund boosts productivity and economic growth, creates a cleaner environment, and helps build stronger cities and communities. Municipalities track and report the benefits generated by federal Gas Tax projects to demonstrate the value of these investments to the community.

Measuring Benefits

AMO, in consultation with municipalities and with the approval of the Fund's Oversight Committee, developed a series of output and outcome indicators to measure the benefits of each infrastructure project. Municipalities began reporting benefits generated by federal Gas Tax investments under these new indicators in the 2016 reporting year. Municipalities now report benefits annually. Benefits are reported for each infrastructure project once construction is complete.¹³

Benefits Generated in 2019

Municipalities completed 847 infrastructure projects with help from the federal Gas Tax Fund in 2019. These projects involved the rehabilitation of roadways, installation of energy-saving retrofits, upgrade of recreation facilities, and more. Benefits generated by projects completed in 2019 are summarized in [Appendix A](#).



¹³ Outputs can typically be reported accurately immediately after construction – but many outcomes generally cannot. When resurfacing a road, for example, a community can easily assess the length of road resurfaced (the output) – but perhaps not the impact on traffic flow or usage of the road (the outcomes).

AMO therefore uses a mixture of outcome indicators that speak to both service levels (e.g., the length of road in a good state of repair) and service impacts (e.g., the number of residents benefitting from the investment). The former can typically be measured shortly after construction; the latter cannot. This approach balances the need for timely reporting against the practical constraints imposed by the data available.

Progress in Asset Management

Asset Management and the Fund

Municipalities own and manage local infrastructure to provide essential services that contribute to our quality of life. Asset management is the coordinated activity of municipal staff and elected officials to provide sustainable levels of service to the community.

Under the *Administrative Agreement*, municipalities are required to develop an asset management plan. Municipalities must also use the plan to guide infrastructure planning and investment decisions and to invest federal Gas Tax funds in priority projects.

The federal Gas Tax Fund provides critical support in helping municipalities make progress in the development and implementation of asset management plans. Municipalities have used \$44 million from the Fund to support 237 capacity-building projects focusing on asset management and long-term planning since 2014; 75% of the projects would help communities utilize asset management to identify local priorities for infrastructure investment.

Municipalities are expected to continuously improve and implement their asset management plans according to the requirements of the [Asset Management Planning Regulation](#).

Municipal Progress in Asset Management

Asset management plans are collected and reviewed in order to assess and report on progress and inform current and future capacity-building initiatives. In 2019, an additional 53 municipalities improved their asset management plans.

While municipalities continue to make progress in asset management, very few municipalities identify priority projects in their plans due to lack of:

- Understanding of asset lifecycle costs, levels of service and risk assessment;
- Financial resources to collect and maintain the required data; and
- Adequate staff resources and training.

257 municipalities completed an optional asset management questionnaire in 2019 to report to AMO that they are improving their internal capacity by investing staff resources in training and educational programs, developing asset management governance structures, policies and strategies, improving quality of asset condition data, utilizing technology through use of financial, analytical and GIS software to gather information for better Council decision-making.

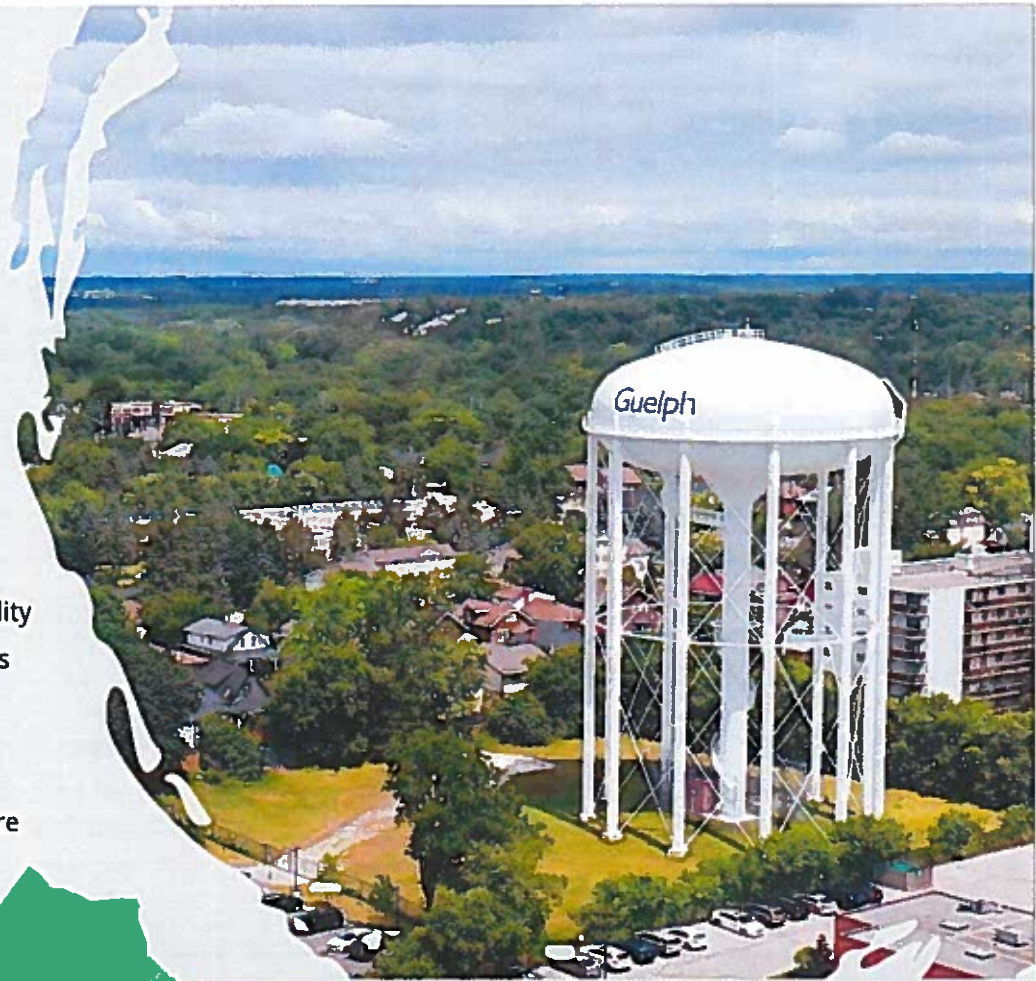
Under the guidance of its asset management working group, AMO will continue to monitor the municipal sector's progress in the development and implementation of asset management plans as required under the *Administrative Agreement*.

Guelph's Asset Management Decision Support System

By fostering an asset management culture which relies on accuracy and completeness of infrastructure data, the City of Guelph has been able to successfully address community needs in a timely and cost-effective way.

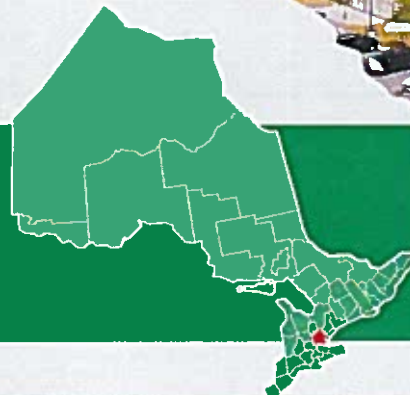
In 2019 the City used federal Gas Tax funds to implement a decision support system used to analyze the impact of funding and priority changes on condition and level of services in real time. The municipality uses the data it collects on costs, risks and service levels to support its budgetary and operational decision-making process.

Guelph describes this approach as a game-changer that has ensured the best outcomes regarding financial sustainability of assets. They are committed to using evidence-based business cases to set priorities for long-term financial planning.



Capacity-building

Long-term financial planning is helping community needs be met in a timely and cost-effective way.



City of Guelph

Population: 131,794

2019 Federal Gas Tax Allocation: \$15,892,398

Technical Assistance for Small Municipalities

In 2019, AMO collaborated with Asset Management Ontario to provide hands-on training and [technical assistance](#) to 17 municipalities across the province. Training and assistance involved educating multi-disciplinary staff and elected officials on key concepts to help participating municipalities progress in the implementation of their asset management plans and establishment of a robust asset management system. The program was delivered in partnership with the Federation of Canadian Municipalities' [Municipal Asset Management Program](#) (MAMP), which is funded by the government of Canada.

Building on the success of the pilot project, AMO will continue to facilitate technical assistance activities in 2020-21 for an additional 33 municipalities with diverse challenges and training needs. AMO's involvement in this initiative leveraged existing support directed at ensuring sector progress in asset management and helped AMO support other associations and organizations (like local communities of practices) more effectively. With MAMP support and successes, there is also stronger advocacy at the federal level.

Municipalities that participated in the technical assistance project were able to successfully demonstrate progress in various competencies like policy and governance and planning and decision-making. Some of the participants were profiled in [AMO's video series](#) on asset management success stories featuring the role of elected officials in fostering a culture of collaboration and long-term thinking across their municipalities.

Online Training for Elected Officials

For a municipality to be successful in asset management, it is critical that both Council and staff are engaged and understand the benefits of asset management. Elected officials are the stewards of public infrastructure and set strategic direction on the allocation of financial resources that affect the quality and delivery of services provided to their communities.

In 2019, AMO launched a new introductory online course on asset management for elected officials. The course provides fundamental information on asset management, clarity on the role of Council, and guidance on the information that Council requires from municipal staff to adopt asset management as a decision-making tool for infrastructure investments. For more information, visit www.gastaxatwork.ca/asset-management/asset-management-elected-officials.

Fulton Street Pump Station Modifications in Halton

The Region of Halton created a 600 m pipeline connecting the newly constructed Fulton Street Pumping Station to the existing regional wastewater collection. Connection of the pipeline allows wastewater from the Town of Milton to be diverted to the Mid-Halton Wastewater Treatment Plant. Diverting this wastewater to the Mid-Halton site meant that the Milton Wastewater Treatment Plant was no longer required. It has since been closed, eliminating the associated operating costs.

The closure of the Milton Wastewater Treatment Plant will positively contribute to reducing greenhouse gas emissions and hydro consumption in treating wastewater. Federal Gas Tax funds were invested in this important work.



A new wastewater pipeline has led to a reduction in greenhouse gas emissions and hydro consumption.



Region of Halton

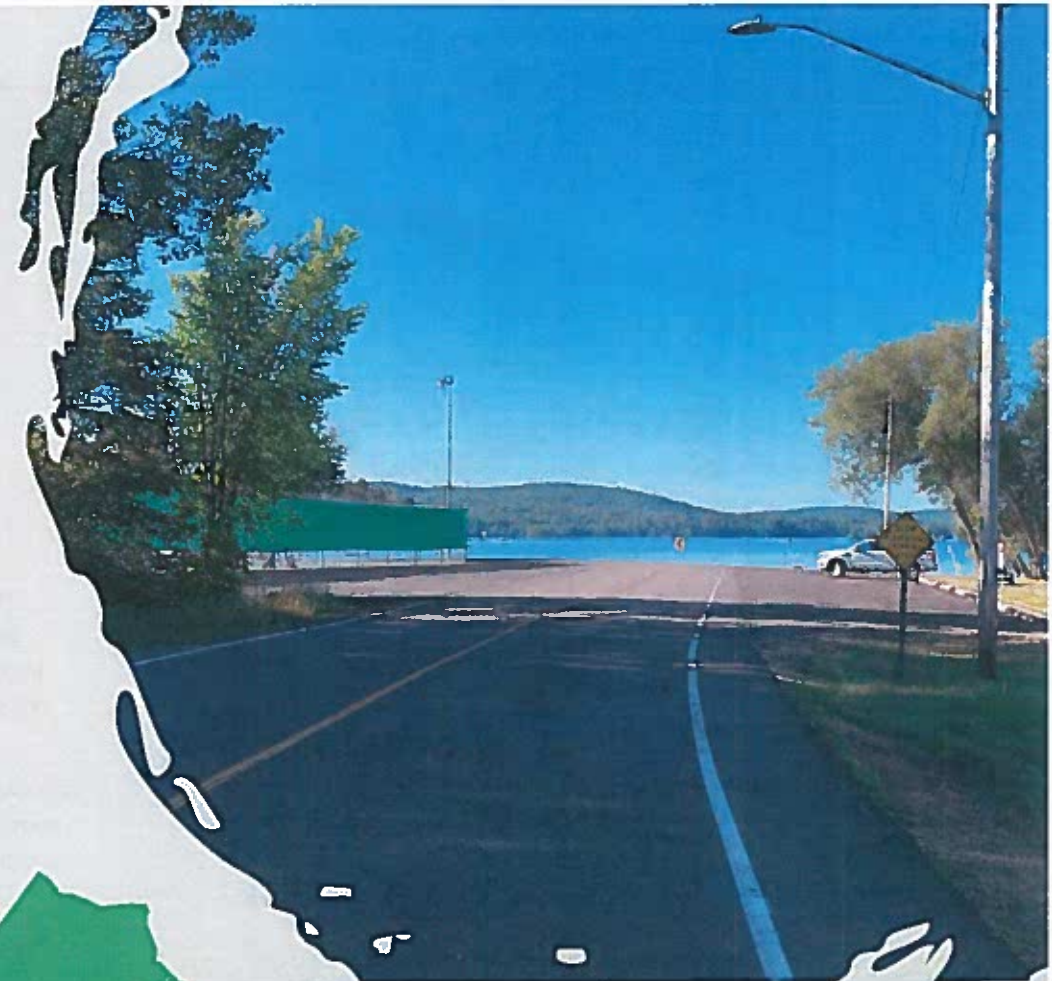
Population: 548,435

2019 Federal Gas Tax Allocation: \$32,913,683

Rehabilitation of Lakeshore Drive in Madawaska Valley

The Township of Madawaska Valley invested federal Gas Tax funds in improving access to its waterfront area. Lakeshore Drive's road surface was replaced, and landscaping around the construction area has greatly improved access to much of the community's recreational attractions.

Families are enjoying the new outlook on their way to walking paths, the public beach, play structures in the park, and the tennis club, and the new infrastructure is further encouraging healthy, active lifestyles.



Local Roads
and Bridges

Residents and visitors are enjoying improved access to a number of recreational waterfront attractions.

Township of Madawaska Valley

Population: 4,123

2019 Federal Gas Tax Allocation: \$264,002

Communications: Sharing the Benefits of the Federal Gas Tax Fund

Communications in 2019

Over a thousand local infrastructure projects across Ontario benefit from the support of the federal Gas Tax Fund every year. The Fund helps municipalities invest in the things that people rely on most and that improve the quality of life in communities – recreation centres, transit, roads and bridges, water systems and more.

Municipalities are expected to share news of the benefits of their local federal Gas Tax projects with parliament, the media, and their residents. AMO works with local governments and with Infrastructure Canada to help municipalities tell their success stories. In 2019, municipalities directed the Fund to 1,439 projects in Ontario.

AMO increasingly uses digital platforms to spread the word about the federal Gas Tax Fund and its positive impact on communities across the province. Traditional news releases also play a part, and AMO also regularly produces video profiles of various projects. AMO maintains a dedicated federal Gas Tax Fund website, www.gastaxatwork.ca, that is home to an online database of federal Gas Tax project information.

News Releases and Media Events

Despite the move to online platforms, traditional news releases still have a role to play in spreading the word about the federal Gas Tax Fund. News releases can attract local media coverage, a useful way of communicating construction starts and completion and highlighting local project benefits. In 2019, AMO worked with Infrastructure Canada and local governments to issue news releases on project announcements and to promote the top-up of the Fund.

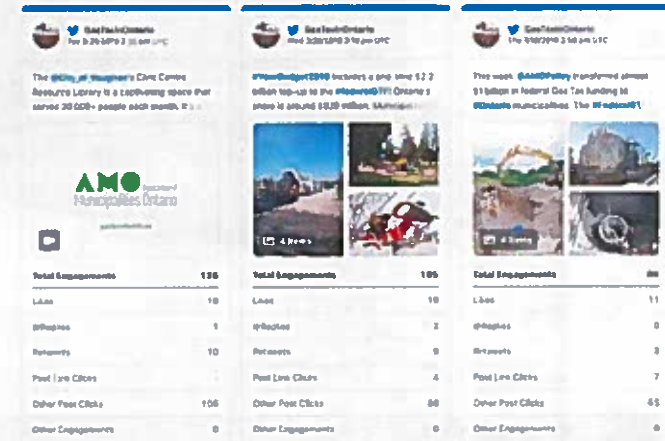


Social Media

With nearly all Canadians using the internet, it's clear that the internet and social media are very effective ways to share news about the benefits of the federal Gas Tax Fund. AMO posts regular Gas Tax updates on dedicated [Twitter](#), [Instagram](#) and [YouTube](#) channels.



The [@GasTaxInOntario](#) Twitter account was more active in 2019 than in 2018, with a 20% increase in total posts, a 275% increase in video posts, and a 7% increase in published links. Analytics reveal that video posts are most popular. The account also saw a 2.6% increase in followers in 2019.



In 2019, AMO launched an Instagram account to showcase the federal Gas Tax in Ontario. While this is still a relatively new account, statistics show that videos shared on the [@federalgastaxontario](#) account are often more popular than photos.



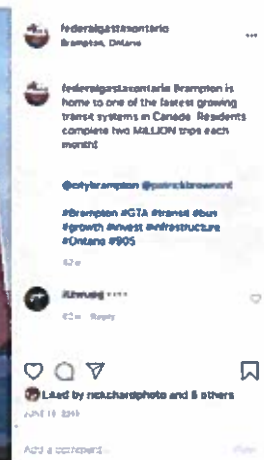
Videos

Video is an extremely effective way to promote a message, with social media users often unwilling to dedicate time to reading reports or articles. AMO produces video profiles of projects funded by the federal Gas Tax Fund. These are hosted on [YouTube](#), and can also be embedded directly on [Twitter](#) and [Instagram](#), as well as shared with municipalities for use on their own online platforms. The videos are also included in project profile articles hosted on the www.gastaxatwork.ca website.

AMO produced five Gas Tax videos in 2019.

- Central Huron's New Storm Drain
- Vaughan's Civic Centre Resource Library
- Brampton's Investment in Public Transit
- North Perth's Steve Kerr Memorial Complex
- 2019 Gas Tax Awards

The videos were viewed 814 times directly on YouTube. On Twitter, the videos were viewed 4,081 times in total.



Gas Tax At Work

AMO's dedicated [Gas Tax At Work](#) website features a mapping tool with information about exactly where and how the Fund is invested in Ontario's communities. In 2018, AMO began working on a complete website overhaul, including updating the mapping tool and giving the site an entirely new look and feel. The new site launched in spring 2019, and includes regular updates in the form of project profiles, a blog, and news releases.

The website also hosts Annual Reports and a large amount of useful information on the Fund. After launching in the spring, the website attracted 13,500 views up to the end of 2019.

Education

As an administrator of the Fund, AMO works directly with municipal governments to ensure that reporting and other requirements are met. AMO communicates program information through email, the WatchFile (AMO's weekly e-newsletter), at municipal education forums, by producing informational videos and through social media. Program information is always available on AMO's federal Gas Tax website, www.gastaxatwork.ca and our online reporting system includes detailed instructions.

AMO delivered a workshop on asset management and provided an update on the Fund at the 2019 AMO Conference in Ottawa, a gathering of roughly 2,400 municipal elected officials and staff. The workshop focused on the role of asset management as a decision-making tool for councils to help with identifying infrastructure priorities. Information about the federal Gas Tax Fund was also presented at the Municipal Finance Officers' Association (MFOA) and the Rural Ontario Municipal Administrators (ROMA) conferences in 2019.



Broadband Infrastructure Installation in Pickering

The City of Pickering invested federal Gas Tax funds in providing broadband infrastructure for a new business and housing development, Seaton Lands. Conduit and fiber optic cable was laid along the road as part of the work.

More than 300 households in the new development benefited from the broadband investment, with almost 10,000 more homes due to be built on the site by 2023. These new homes will also benefit from this project, as will commercial and business properties included in the plans for part of Seaton Lands.



Broadband
Connectivity

Businesses and thousands of homes will benefit from investment in broadband infrastructure.



City of Pickering

Population: 91,771

2019 Federal Gas Tax Allocation: \$5,662,465

Installation of a Rink Cover in The North Shore

The Township of The North Shore's outdoor ice rink was built in the early 1990s, but had become difficult to maintain in the changing seasons. As well as problems with the ice surface, the change room facilities were in need of upgrades.

The new ice rink cover has made the ice surface easier to manage, and has allowed the area to be used in the summer for a range of activities including roller skating, markets and fairs. The top-up fund allowed for new energy-efficient LED lighting to be installed, improving energy efficiency at the facility. And the change rooms also now benefit from better insulation, heating and lighting.



Recreation

A new rink cover has improved a well-used facility and made it suitable for additional events.



Township of The North Shore

Population: 497

2019 Federal Gas Tax Allocation: \$63,182

Gas Tax Awards

The AMO Federal Gas Tax Awards celebrate projects that demonstrate excellence in the use of the federal Gas Tax Fund and honour the communities that administer them. Between 2008 – when the Awards were established – and 2019, 29 municipalities received an award or honourable mention, representing communities of all sizes across Ontario. Applicants are evaluated by AMO's Awards Committee, which considers the extent to which projects:

Advance national objectives - by boosting productivity and economic growth, promoting a cleaner environment, or strengthening the community;

Support long-term planning – by building capacity for planning and asset management, addressing long-term needs, or generating long-lasting benefits;

Address local needs – by creating wide-ranging community benefits that meet the diverse needs of multiple residents and businesses; and

Demonstrate excellence – in design or execution, by adopting an innovating, efficient or effective approach to address local needs and achieve outcomes.



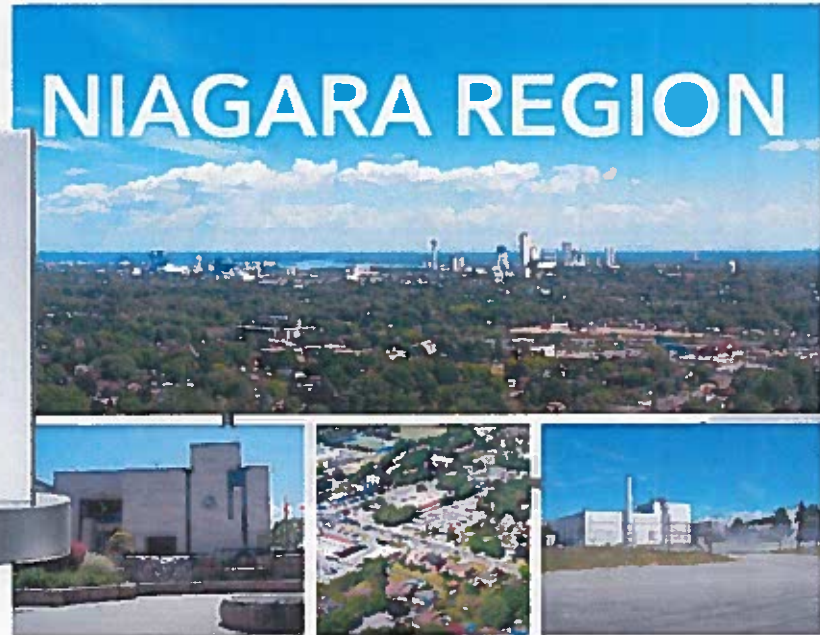
Region of Niagara's Trunk Sewer Rehabilitation

At the AMO Conference in August 2020 – held online for the first time due to the COVID-19 pandemic – AMO Past President Jamie McGarvey announced Niagara Region as the Gas Tax Award winner. The Hon. Catherine McKenna, Canada's Minister of Infrastructure and Communities, also recognized the project's innovation in her address to the Conference.

Niagara Region used an innovative engineering approach when replacing 2,300 m of trunk sanitary sewer in the City of Niagara Falls. Faced with a report that recommended immediate rehabilitation of the sewer, the Region was determined to keep costs down while minimizing disruption and any risk to the environment.

Federal Gas Tax funding was invested in the project, which utilized a trenchless method over the traditional open cut construction method, because of the overwhelming social, economic, environmental, and cost-savings benefits of using this technology. Thanks to this approach, the City's tourism sector was largely unaffected and the risk of sewage spills and flooding was avoided.

The project was featured in a [video](#) unveiled at the Gas Tax Awards ceremony, as part of the AMO Annual Conference.



AMO's annual Gas Tax Award is such a wonderful way to showcase the great work being done across the province. It really highlights the value and the impact of the federal Gas Tax Fund. Congratulations to this year's winner, Niagara Region. You combined innovation and environmentally-friendly engineering and supported long-term planning with your sewer pipeline project. And you did a great job keeping the impact on the busy Niagara Falls tourism sector minimal. Very impressive work.

The Hon. Catherine McKenna, Canada's Minister of Infrastructure and Communities

Since 2008 we have recognized projects that demonstrate excellence in the use of federal Gas Tax funds. This year, we had a dozen entries from all over the province, from municipalities both large and small. I know that the committee had a hard time choosing the winner. Congratulations to Niagara Region on their success.

Jamie McGarvey, AMO Past President

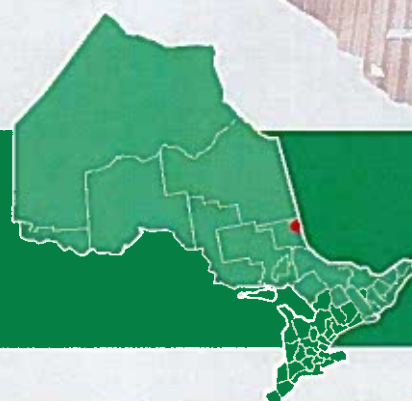
It's great to get recognition for the innovation that went into this project. The federal Gas Tax Fund played a very big role in making this happen.

Jim Bradley, Regional Chair Niagara Region

Energy-Saving Retrofits in Harris

The Township of Harris invested federal Gas Tax funds in a project that has increased energy efficiency in a key building in the community. The Township's municipal hall is now fitted with a new, energy-efficient furnace.

Also, the energy-efficient upgrades extended to the municipal hall's garage, where upgraded insulation was installed and old wooden doors were replaced with modern alternatives. These upgrades have resulted in a reduction of approximately 40% in annual energy used to heat the Hall, benefiting the environment and allowing the Township to reduce their operating costs.



Annual energy costs have been reduced by 40% at a key municipal building following upgrade work.

Township of Harris
Population: 545
2019 Federal Gas Tax Allocation: \$67,003

Risk Management and Compliance

AMO's Risk Management Framework

The *Administrative Agreement* establishes terms and conditions on the use of federal Gas Tax funds. AMO uses a risk-based approach that minimizes municipal administrative costs and recognizes municipalities as a mature order of government to monitor compliance with these requirements. The approach is defined by AMO's risk management framework.

The framework combines policies, plans, processes and education. These components collectively state AMO's goals and objectives pertaining to risk management, describe responsibilities and procedures for managing risk, and guide the development of training materials for municipal staff managing federal Gas Tax funds. The framework is reviewed annually. Components evolve as the framework matures.

Assessing Risk

Municipalities complete a questionnaire when reporting their use of federal Gas Tax funds to AMO. The questionnaire asks if specific financial policies and standard operating procedures relevant to administration of the Fund have been implemented. Sample policies and procedures are available to municipalities through AMO's online federal Gas Tax reporting tool. Responses to the risk management questionnaire are used to assess compliance risks and target AMO's efforts to manage risks. See [Part II](#) of this report for a copy of the 2019 questionnaire.

Monitoring Compliance

At least 10% of municipalities receiving federal Gas Tax funds through AMO are selected each year for a compliance audit. Municipalities are randomly selected by AMO's auditor, BDO Canada LLP, in accordance with established selection criteria. Audits are completed by BDO Canada LLP or Baker Tilly KDN LLP.

Compliance audits confirm that terms and conditions on municipalities' use of federal Gas Tax funds, as set out in the *Municipal Funding Agreement*, are met. Auditors additionally attest to the accuracy of responses to the questionnaire described above. Summaries of the compliance audits completed for the 44 municipalities selected in 2019 are available in [Part II](#) of this report.

AMO's Compliance Audit

The *Administrative Agreement* also establishes terms and conditions for AMO's administration of the Fund. A compliance audit is conducted each year to confirm that AMO has fulfilled these requirements.

The compliance audit for the year ending December 31, 2019 was completed by BDO Canada LLP. The audit confirms that AMO has complied with terms and conditions set out in the *Administrative Agreement*. A copy of the audit is included in [Part II](#) of this report.

Runway Rehabilitation in North Bay

YYB North Bay Jack Garland Airport is an important regional economic development asset and important logistical and engineering support hub that requires reliable and consistent air service.

The City of North Bay invested federal Gas Tax funds in the rehabilitation of the 4,500 foot crosswind runway, which will help retain existing agreements with carriers while also allowing for future expansion. The airport attracts industrial and commercial investments to the region and also serves routes to winter vacation destinations.



Regional and
Local Airports

Existing agreements with key airline carriers have been secured thanks to the rehabilitation of a runway.



City of North Bay

Population: 51,553

2019 Federal Gas Tax Allocation: \$6,609,171

Arena Roof Surface Replacement in Wellesley

Wellesley Arena in the Township of Wellesley is a busy community facility, home to an ice rink, fitness centre, skate park, meeting rooms and more. The arena is more than 40 years old and has had ongoing problems with its roof. Federal Gas Tax funding was invested in replacing the roof, including coating and removal of interior low-e ceiling and insulation.

If this work was not done, Council would have had to close the facility due to structural concerns identified by two independent engineering firms. The roof was leaking and the weight of the insulation, which was by now absorbing large amounts of water, was deemed a hazard.



Recreation

The life of a busy community asset has been extended thanks to vital improvements to its roof.



Township of Wellesley















Population: 11,260

2019 Federal Gas Tax Allocation: \$689,160

Appendix A: Project Results Reported in 2019

Investment in Completed Projects

Municipalities completed 847 infrastructure projects in 2019. The table below illustrates the distribution of these projects – and the funds that supported them – across project categories.¹⁴

Project Category	Completed Projects	Cumulative Federal Gas Tax Investment	Cumulative Project Costs
 Broadband Connectivity	3	\$ 2,250,711	\$ 2,880,437
 Brownfield Redevelopment	1	541,290	5,000,000
 Community Energy Systems	43	21,074,659	48,142,294
 Culture	13	6,909,619	26,419,001
 Disaster Mitigation	4	456,647	2,913,100
 Local Roads and Bridges	620	476,075,542	949,759,128
 Public Transit	24	492,408,375	2,771,758,205
 Recreation	41	13,027,739	26,627,857
 Regional and Local Airports	5	4,372,310	11,344,412
 Solid Waste	7	19,457,286	25,650,803
 Sports	4	898,035	1,580,834
 Tourism	3	1,415,168	2,196,663
 Wastewater	35	35,210,967	84,780,011
 Water	44	28,471,734	92,709,184
Total	847	\$ 1,102,570,081	\$ 4,051,761,927

¹⁴ Cumulative federal Gas Tax investment is shown to the end of December 31, 2019 – but financing is ongoing for 54 of the 847 projects that completed construction in 2019.

¹⁵ Quantitative results were not available for 44 of the 847 infrastructure projects that completed construction in 2019.



Project Results


Municipalities report results achieved by infrastructure projects supported by the federal Gas Tax Fund when construction is completed. Results achieved by the 847 infrastructure projects that completed construction in 2019 are described in the tables below.¹⁵

 Broadband Connectivity	Projects	Total
Number of businesses positively affected	2	2,011
Number of households with improved broadband access (≥10 Mbps)	2	7,590


 Brownfield Redevelopment	Projects	Total
Area remediated, decontaminated or redeveloped (ha)	1	5,524
Volume of contaminated soil removed (m ³)	1	5,260


 Community Energy Systems	Projects	Total
Number of buildings retrofitted	25	83
Number of buildings built with energy-efficient materials or systems	1	1
Number of LED street lights installed	4	16,126
Number of new or upgraded municipal electric vehicle charging stations	1	23
Number of new or upgraded solar power systems in municipal buildings	2	5
Increase in annual energy generation (MWh)	2	493
Reduction in annual energy consumption (GWh)	29	21
Reduction in annual fossil fuel consumption (ML)	4	153
Reduction in annual greenhouse gas emissions (tonnes of CO ₂ e)	3	356


 Culture	Projects	Total
Number of new, renovated or upgraded arts facilities	1	1
Number of new, renovated or upgraded libraries	3	3
Number of new, renovated or upgraded memorial buildings or structures	1	1
Number of renovated heritage sites or buildings	3	3
Increase in number of cultural events held annually	3	118
Increase in annual number of residents participating in cultural activities	4	25,609
Increase in annual number of visitors to the community	5	32,274
Number of businesses positively affected	7	539

 Solid Waste	Projects	Total
Number of new garbage or recycling trucks	1	1
Number of new blue bins	1	417
Number of new landfill facilities	1	1
Number of rehabilitated or expanded landfill facilities	3	3
Increase in number of households participating in recycling collection	1	61
Increase in total waste collected, disposed in landfills, incinerated and diverted from landfills annually (tonnes)	1	3,531

 Disaster Mitigation	Projects	Total
Reduction in area at risk of damage from natural catastrophes (ha)	4	2
Reduction in projected annual emergency response cost	2	\$45,300

 Drinking Water	Projects	Total
Length of new watermains (km)	5	2
Length of rehabilitated or replaced watermains (km)	20	13
Increase in capacity of water storage tanks and reservoirs (ML)	2	33
Reduction in annual number of watermain breaks	16	125
Increase in number of properties connected to fire hydrants and/or with fire protection	5	288
Number of residents with access to new, rehabilitated or replaced water distribution pipes	22	15,290
Reduction in number of annual adverse water quality test results	3	8
Volume of drinking water treated to a higher standard (ML)	4	5,314

 Public Transit	Projects	Total
Number of new conventional buses	6	387
Number of new para transit vehicles	3	22
Number of new street cars or rail cars	1	17
Number of rehabilitated, refurbished or replaced conventional buses	1	3.0
Number of rehabilitated, refurbished or replaced para transit vehicles	3	24.0
Increase in number of accessible vehicles	7	316
Increase in number of accessible transit facilities	2	145
Average increase in annual number of regular service passenger trips on conventional transit per capita	2	7
Average increase in annual revenue vehicle kilometres per capita	2	1
Decrease in average age of fleet (%)	5	9
Number of residents with improved access to transit facilities	6	1,545,960
Number of transit facilities with accessibility or service upgrades/enhancements	8	181.0
Number of transit vehicles with accessibility or service upgrades/enhancements	8	321.0

 Regional and Local Airports	Projects	Total
Increase in number of annual aircraft take-offs or landings at the airport	1	300
Increase in number of annual airline passengers	1	790
Number of businesses positively affected	3	36



Local Roads and Bridges – Roads

	Projects	Total
Roads		
Length of new paved roads and gravel roads converted to paved roads (lane-km)	35	162
Length of new unpaved roads (lane-km)	2	3
Length of rehabilitated unpaved roads (lane-km)	45	392
Length of rehabilitated or replaced paved roads (lane-km)	382	2,844
Length of roads with improved drainage (lane-km)	128	843
Increase in length of paved roads rated as good and above (lane-km)	357	2,532
Increase in length of unpaved roads rated as good and above (lane-km)	43	253
Increase in capacity of sand or salt storage sites (tonnes)	1	50
Number of intersections with advanced traffic management systems	16	36
Number of residents with access to new, rehabilitated or replaced roads	172	1,733,893
Number of residents with improved access to highways or neighbouring municipalities	94	1,029,146
Bridges and Culverts		
Number of new bridges	5	5
Number of new culverts	2	2
Number of rehabilitated or replaced bridges	43	59
Number of rehabilitated or replaced culverts	25	50
Increase in surface area of bridges with condition of the primary component rated as good and above (m ²)	38	15,575
Increase in surface area of culverts with condition of the primary component rated as good and above (m ²)	19	2,512
Surface area of new bridges (m ²)	6	2,842
Surface area of new culverts (m ²)	2	30
Surface area of rehabilitated or replaced bridges (m ²)	41	20,745
Surface area of rehabilitated or replaced culverts (m ²)	17	1,229
Number of residents with access to new, rehabilitated or replaced bridges	32	749,239
Number of residents with access to new, rehabilitated or replaced culverts	24	765,699
Active Transportation		
Length of new bike lanes (km)	6	9
Length of new sidewalks (km)	24	15
Length of new trails (km)	14	15
Number of new pedestrian bridges	2	4
Length of rehabilitated or replaced sidewalks (km)	23	33
Length of rehabilitated or replaced trails (km)	5	5
Number of rehabilitated or replaced pedestrian bridges	2	9
Surface area of new pedestrian bridges (m ²)	2	588
Surface area of rehabilitated or replaced pedestrian bridges (m ²)	1	88
Increase in surface area of pedestrian bridges with condition of the primary component rated as good and above (m ²)	1	233
Number of residents with access to new, rehabilitated or replaced bike lanes, sidewalks, hiking and walking trails, and/or pedestrian bridges	45	2,596,705



Recreation

	Projects	Total
Number of new, renovated or rehabilitated comfort stations	3	13
Number of new, renovated or rehabilitated picnic shelters	3	3
Number of new, renovated or rehabilitated playground structures	4	5
Number of new, renovated, rehabilitated or upgraded arenas	10	10
Number of new, renovated, rehabilitated or upgraded community centres	8	9
Number of new, renovated, rehabilitated or upgraded fitness facilities	1	1
Number of new, renovated, rehabilitated or upgraded sport-specific courts	1	7
Number of new, renovated or upgraded public swimming pools	4	5
Length of recreational paths or trails constructed or improved	5	3,169
Increase in annual number of visitors to the community	5	45,018
Increase in annual number of registered users	3	2,807
Capacity of new, renovated, rehabilitated or upgraded arenas	2	1,350
Capacity of new, renovated, rehabilitated or upgraded community centres	1	3,000
Number of businesses positively affected by the investment in recreational infrastructure	6	173
Number of residents who will benefit	33	2,204,848



Sports

	Projects	Total
Increase in annual available ice/field time (h)	1	1,600
Number of businesses positively affected	1	4
Increase in annual number of visitors to the community	3	24,518
Increase in number of registered users in a year	1	150
Increase in sporting events held annually	1	10



Tourism

	Projects	Total
Number of businesses positively affected	3	45



Wastewater

	Projects	Total
Length of new sanitary sewers (km)	3	2
Length of new stormwater sewers (km)	8	4
Length of rehabilitated or replaced sanitary sewers (km)	9	7
Length of rehabilitated or replaced stormwater sewers (km)	16	15
Increase in reserve sewage treatment plant capacity	1	39
Change in number of residents serviced by stormwater/sanitary infrastructure	9	18,464
Reduction in energy used by treatment system per ML of wastewater treated (kWh)	2	28
Reduction in annual number of sanitary sewer backups	6	25

Appendix B: Financial Statements



	2019	2014 - 2019
Opening Balance	\$1,457,756	
Revenues		
Received from Canada	\$1,297,872,568	\$4,381,248,773
Interest Earned	\$867,425	\$2,325,181
Transferred from the original program	\$0	\$16,190,205
Transfer from AMO's reserves	\$8,794,577	\$8,794,577
Net	\$1,307,534,570	\$4,392,368,531
Expenditures		
Transferred to Municipalities	\$(1,303,427,490)	\$(4,387,631,660)
Administration Costs	\$(3,239,655)	\$(18,601,895)
Net	\$(1,306,667,145)	\$(4,406,233,555)
Closing Balance	\$2,325,181	

Ultimate Recipients

	2019	2014 - 2019
Opening Balance	\$831,512,032	
Revenues		
Allocations Received from AMO	\$1,303,427,490	\$4,387,133,498
Proceeds from the Disposal of Assets	\$65,000	\$266,488
Interest Earned	\$24,894,759	\$94,509,660
Net	\$1,328,387,249	\$4,481,909,646
Transfers		
In	\$79,792,243	\$271,840,393
Out	\$(79,792,243)	\$(271,840,393)
Net	-	-
Expenditures¹⁴		
Broadband Connectivity	\$(2,362,898)	\$(2,388,762)
Brownfield Redevelopment	-	\$(5,697,411)
Capacity-Building	\$(5,081,371)	\$(43,726,929)
Community Energy Systems	\$(19,590,152)	\$(112,055,281)
Culture	\$(9,323,483)	\$(15,091,482)
Disaster Mitigation	\$(4,797,575)	\$(9,465,735)
Drinking Water	\$(20,213,223)	\$(99,279,607)
Local Roads and Bridges	\$(445,896,310)	\$(2,306,936,038)
Public Transit	\$(196,482,204)	\$(770,153,820)
Recreation	\$(23,585,450)	\$(82,916,208)
Regional and Local Airports	\$(2,442,311)	\$(5,769,810)
Short-line Rail	-	\$(215,000)
Short-sea Shipping	-	-
Solid Waste	\$(31,945,099)	\$(144,381,937)
Sports	\$(709,073)	\$(3,002,893)
Tourism	\$(834,682)	\$(2,225,263)
Wastewater	\$(20,616,907)	\$(193,665,845)
Net	\$(783,880,738)	\$(3,796,972,022)
Closing Balance	\$1,376,018,543	

¹⁴ Financial information shown in this table was compiled from annual reports submitted to AMO by municipal staff. All but three communities had submitted an annual report to AMO by the time of compilation (August 21, 2020).



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Instagram: @federalgastaxontario
LinkedIn: The Federal Gas Tax Fund in Ontario
Websites: www.amo.on.ca
www.GasTaxAtWork.ca
www.infrastructure.gc.ca

Part I and II of this report can be downloaded at AMO's website.

Denise Holmes

From: Minister (MMAH) <minister.mah@ontario.ca>
Sent: Thursday, October 1, 2020 4:35 PM
Subject: Safe Restart Agreement – Municipal Operating Funding (Phase 2) / Accord sur relance sécuritaire – Financement de fonctionnement des municipalités (phase 2)
Attachments: SRA Phase 2 Hon Steve Clark October 1 2020.pdf; CRS phase 2 l'hon Steve Clark 1 Octobre 2020.pdf

Please see attached letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing.

Veillez trouver ci-joint la lettre du l'honorable Steve Clark, ministre des Affaires municipales et du Logement

**Ministry of
Municipal Affairs
and Housing**

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
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Tél. : 416 585-7000



234-2020-4339

October 1, 2020

Dear Head of Council:

Under the federal-provincial Safe Restart Agreement, the Ontario government is providing up to \$4 billion in emergency assistance so that municipalities are supported as they respond to COVID-19. Funding for municipalities under the Safe Restart Agreement is being provided through four streams: the Social Services Relief Fund and Municipal Operating Funding that are being implemented by my ministry, as well as funding streams for public health and transit being administered by the Ministry of Health and Ministry of Transportation respectively. On August 12, 2020, I wrote to advise of your municipality's allocation under Phase 1 of the Municipal Operating Funding stream. The ministry is currently in the process of making those payments. Today, I am writing to provide information on applying for additional funding under Phase 2 of the Municipal Operating Funding stream.

Our government recognizes that municipalities play a key role in delivering the services that Ontarians rely on and are at the frontlines of safely reopening our economy. Through Phase 2, we are committed to providing further financial support to those municipalities that require additional funds to address extraordinary operating expenditures and revenue losses arising from COVID-19 in 2020, over and above the allocation provided under Phase 1.

Our government chose to distribute a very significant level of funding to municipalities under Phase 1 – \$695 million in total – because we wanted to ensure all municipalities across our province could continue to deliver the important services their residents and businesses rely on while supporting the safe reopening of our economy. For a majority of municipalities, I anticipate this Phase 1 funding, together with the actions you have taken to find efficiencies and address shortfalls, will be sufficient to manage 2020 financial pressures arising from COVID-19. However, for the group of municipalities that has been hardest hit financially by COVID-19, additional funding may be needed.

Requests for Phase 2 funding are due on October 30, 2020 and detailed information about how to apply is now available to municipalities through the Transfer Payment Ontario (TPON) system.

One of the requirements is a council resolution requesting financial assistance under Phase 2. I want to emphasize that councils are responsible for assessing the financial situation of their municipalities and proceeding with an application under Phase 2 only if further assistance is needed to address COVID-19 pressures in 2020. Municipalities that cannot demonstrate 2020 COVID-19 financial pressures in excess of their Phase 1 funding allocation will not be considered for additional funding under Phase 2.

In addition to a resolution of your municipal council, a reporting template must be completed by the municipal treasurer as part of a municipality's Phase 2 application package. This report is designed to provide an overall picture of the municipality's 2020 financial position and information about service adjustments, use of reserves, and other measures being taken to manage 2020 COVID-19 operating impacts. Our government will allocate Phase 2 funds to only those municipalities that need additional financial assistance. The report also asks for information about your municipality's strategies for finding efficiencies and modernizing services. I look forward to learning about the transformative work that I know is happening across Ontario's municipal sector and your efforts to keep taxes low for families in your communities.

We are not requiring municipalities to submit information about COVID-related costs and revenue losses on a line-by-line basis, and as such the program will not offer a direct line-by-line reimbursement for all COVID-related operating expenditures and revenue losses reported. The federal government has stepped up. Our government is providing an unprecedented level of provincial funding to support municipalities. And we recognize that municipalities also have a critical role to play in finding efficiencies and taking all available measures to address the financial challenges brought by COVID-19 so that they can continue to invest in infrastructure and deliver the services their communities rely on during this extraordinary time.

As noted above, detailed information about how to apply for Phase 2 funding is now available on Transfer Payment Ontario. The ministry will also offer webinars to support treasurers and other municipal officials in understanding Phase 2 application requirements and how to complete the required reporting template. **Please note that the deadline to submit applications is October 30, 2020.** Municipalities may request an extension November 6, 2020, but as noted in my letter of August 12, 2020, we will be unable to consider applications received after this date. I understand this timeline is tight, but it is necessary to allow us to allocate funds to municipalities prior to the end of the municipal fiscal year and meet our commitment to municipalities that need additional help to manage 2020 financial impacts arising from COVID-19. Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

I will continue to be a strong champion for municipalities as our government charts a path to a safe, strong economic recovery. I extend my thanks to all 444 municipal heads of council for your continued efforts to keep all of our communities across this province safe and to deliver the services your residents and businesses need. Working together, we will get Ontario back on track.

Sincerely,

A handwritten signature in black ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister of Municipal Affairs and Housing

c. Chief Administrative Officers and Treasurers

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau de la solliciteure générale

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Tél.: 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2020-3484
By email

October 2, 2020

Dear Head of Council:

The Ministry of the Solicitor General is committed to keeping communities across Ontario safe, supported and protected. I would like to take this opportunity to share some information with your municipality regarding the anti-racism initiatives of my ministry and the Anti-Racism Directorate (ARD), the regulatory work being done to bring the *Community Safety and Policing Act, 2019*, into force, new police oversight measures, police training as it relates to de-escalation, mental health and diverse communities, mental health and addictions initiatives and investments, Community Safety and Well-Being (CSWB) Planning and police-hospital transition protocol.

Anti-Racism

Our government has zero tolerance for hate, racism or discrimination in all its forms. We share a responsibility to speak out and act against racism and hate and build a stronger society. Our government is committed to addressing racism and building a stronger, more inclusive province for us all.

I am proud to be the minister responsible for Ontario's Anti-Racism Directorate (ARD), which leads strategic initiatives to advance anti-racism work across government with a plan that is grounded in evidence and research. Through the ARD, the government continues to invest in community-led research, public education and awareness initiatives. This includes investments to the Canadian Mental Health Association (CMHA) Ontario to undertake research that seeks to identify key mental health issues impacting survivors of victims of homicide violence in Ontario.

Community Safety and Policing Act, 2019

Our government is also committed to addressing racism at a systemic level through the regulatory framework under the *Anti-Racism Act, 2017*, and through the work we are doing to bring the *Community Safety and Policing Act, 2019*, into force. As we work to develop regulations under the *Community Safety and Policing Act, 2019*, we will continue to engage racialized groups, including Black, South Asian, First Nation, Inuit and Métis organizations. We are committed to ensuring that Ontario's communities are well supported and protected by law enforcement and that all interactions between members of the public and police personnel are conducted without bias or discrimination, and in a manner that promotes public confidence and keeps our communities safe.

.../2

INFO # 6
OCT 15 2020

The *Community Safety and Policing Act, 2019*, which is part of the *Comprehensive Ontario Police Services Act, 2019*, provides policing and police oversight legislation. Once in force, the *Community Safety and Policing Act, 2019*, will address a number of recommendations made by Justice Michael H. Tulloch, including:

- Mandatory training for all police service board members, the Inspector General, inspectors, police officers and special constables on human rights, systemic racism as well as training that promotes the diverse, multiracial and multicultural character of Ontario society and the rights and cultures of First Nation, Inuit and Métis Peoples;
- The requirement for each municipality that maintains a municipal board to prepare and publish a diversity plan to ensure members of the board are representative of the diversity of the population of the municipality;
- Not releasing the names of officials and witnesses in SIU investigations;
- Ensuring information made available to the public about an SIU investigation helps them understand the decision made by the SIU director; and
- Ensuring the SIU continues to publish investigative reports on its website.

New Measures for Police Oversight

Inspector General of Policing

The *Community Safety and Policing Act, 2019*, will establish an Inspector General (IG) of Policing who will be required to monitor and conduct inspections related to compliance with the Act and regulations. The IG will work with policing entities to ensure consistent application of policing across the province by measuring compliance with prescribed standards.

Key functions of the IG include:

- Consulting with, advising, monitoring and conducting inspections of police service boards, Ontario Provincial Police (OPP) detachment boards, First Nation OPP boards, OPP Advisory Council, chiefs of police, special constable employers, police services and other policing providers regarding compliance with the Act and regulations.
- Receiving and investigating, if warranted, public complaints about members of police service boards, OPP detachment boards, First Nation OPP boards and the OPP Advisory Council regarding misconduct and policing complaints regarding the provision of adequate and effective policing, failure to comply with the Act and regulations, and policies and procedures.
- Reporting inspection findings, issuing directions to remedy or prevent non-compliance with the Act and imposing measures if the direction is not complied with, or, reprimanding, suspending or removing a board member if board member misconduct is identified.
- Conducting analysis regarding compliance with the Act and regulations.
- Reporting on the activities of the IG annually, including inspections conducted, complaints dealt with, directions issued and measures imposed; and compliance with the Act and regulations.

The Act also gives the IG and its inspectors the right to access closed police service board meetings.

Law Enforcement Complaints Agency

The *Community Safety and Policing Act, 2019* will continue the office of the Independent Police Review Director as the Law Enforcement Complaints Agency (LECA), headed by the Complaints Director.

The LECA will receive and screen complaints from the public about the conduct of police officers. In addition, the LECA will have the authority to initiate an investigation in the absence of a public complaint if, in the Complaints Director's opinion, it is in the public interest to do so.

The Complaints Director may also undertake reviews of issues of a systemic nature that have been the subject of public complaints or investigations, or that may contribute or otherwise be related to misconduct.

The Special Investigations Unit

The *Special Investigations Unit Act, 2019*, (SIU Act), once in force, will set out a new legal framework for the SIU. The SIU Act will focus and clarify the mandate of the SIU to better ensure more timely, efficient, reasonable and transparent investigations. Key changes contained in the Act will focus the SIU's investigative resources where they are needed most – on criminal activity.

The Ministry of the Attorney General will continue to consult with law enforcement, community organizations and advocates to ensure their input is incorporated into the development of regulations under the SIU Act.

Police Training

Training is developed and delivered in a manner that reinforces principles of fairness, equity and compliance with the Ontario *Human Rights Code* and *Canadian Charter of Rights and Freedoms*.

All Basic Constable Training (BCT) recruits undergo diversity-focused training designed to improve their ability to engage with the public and respond to victims of crime. This training focuses on improving recruits' understanding of the experiences of, and systemic barriers faced by, diverse communities, including racialized, Indigenous, First Nations and Metis, and Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning and Two-Spirited (LGBTQ2S) people.

Diversity and anti-racism training includes:

- Human rights framework for policing;
- Equity and inclusion;
- Harassment and discrimination;

- Defining police professional;
- Collection of Identifying Information in Certain Circumstances regulation;
- History of profiling in policing and the impact of racial profiling on the community;
- Profiling practices and the mindset behind it;
- Stereotyping;
- Bias free policing – racial profiling vs. criminal profiling;
- Hate crimes and bias incidents of a non-criminal nature; and
- Practical skills scenario that reinforces academic learning on hate crimes.

Training on Indigenous issues includes:

- Indigenous culture;
- Residential schools;
- Land claims and treaties;
- First Nations Policing;
- Cultural appropriation;
- Cultural practices; and
- Practical skills scenario that reinforces academic learning on Indigenous issues.

The Serving with Pride organization attends each intake to deliver a presentation to all recruits entitled “LGBTQ2S 101” which covers a number of issues related to the LGBTQ2S communities including historical events, current and appropriate terminology, gender expression, gender identity and other topics.

In addition to the standalone sessions, the above noted issues are interwoven and reinforced throughout the BCT program. For example, recruits are taught to respond to victims in a trauma-informed manner for all victims of crime acknowledging potentially vulnerable groups.

De-escalation and Mental Health Crisis Response Training

The Ontario Police College’s current de-escalation training emphasizes communication techniques such as establishing rapport, threat management and conflict resolution and mediation.

The training specifically addresses scenarios in which police interact with people in crisis with a goal of resolving conflicts in a manner that protects the safety of the public, the person in crisis and police officers. Officers must also undertake follow-up training every 12 months. Police services are also encouraged to have policies and procedures in place as set out in the “Use of Force” Guideline. This includes procedures for impact weapons, aerosol weapons, conducted energy weapons, firearms and use of force reporting.

Training on the BCT program is reviewed and updated to reflect the most current information after every BCT intake.

Once in force, the *Community Safety and Policing Act, 2019*, will require all police officers, special constables and board members to successfully complete training related to human rights, systemic racism and the rights and cultures of Indigenous Peoples. This training will also be required for the new Inspector General of Policing, its inspectors, the Complaints Director at LECA and LECA investigators. This is part of the government's commitment to ensure that all interactions are conducted without bias or discrimination, and in a manner that promotes public confidence and keeps communities safe.

Mental Health and Addictions Initiatives and Investments

Dedicated Funding for Mental Health and Addictions Programs

Ontario's community mental health services include:

- assertive community treatment teams, case management, crisis intervention, early psychosis intervention, eating disorders programs, vocational programs, supportive housing and consumer/survivor initiatives, peer supports and other programs; and
- initiatives to keep people with serious mental health issues out of the criminal justice system which include, but are not limited to, court support and diversion, crisis intervention and safe beds.

In July 2018, Ontario announced its commitment to invest \$3.8 billion over 10 years, with the support of the Government of Canada, to develop and implement a comprehensive and connected mental health and addictions strategy. This includes \$174 million for mental health and addictions programs in 2019-20. As part of the \$174 million commitment of funds to support mental health and addictions in 2019-20, my ministry partnered with the Ministry of Health to announce \$18.3 million in new funding to support those affected by mental health and addictions challenges in the justice sector.

Specifically, in 2019-20, the Ministry of Health provided funding for an integrated set of mobile crisis services that assist in the de-escalation and stabilization of persons in crisis and their connection to community programming and supports to address their physical and mental well-being over the longer term, in order to prevent further crises. Five teams were implemented in 2019-20 with \$6.95 million of the \$174 million in new, annualized funding to develop and enhance mobile crisis services. Mobile crisis services partner police with community mental health organizations to respond to persons in mental health and addictions (MHA) crises and determine if the crisis:

- can be de-escalated and resolved at the scene;
- warrants further psychiatric attention at hospital emergency rooms; or
- requires short-term community stabilization and reintegration.

Part of the \$18.3 million in new funding also includes \$2.5 million for various programs run by the ministry, one of which includes de-escalation training.

Ministry of the Solicitor General Grant Programs

Apart from the dedicated funding for mental health and addictions programs highlighted above, the ministry also offers a number of grant programs that are primarily available to police services, working in collaboration with municipal and community partners, to support local Community Safety and Well-Being (CSWB) initiatives, including mental health-related programs. For example, under the 2019-20 to 2021-22 Community Safety and Policing Grant local and provincial priorities funding streams, the ministry is providing funding to 27 police services/boards for projects involving an integrated response between police and a mental health worker to respond to situations of crisis (e.g., Mobile Crisis Response Teams).

Community Safety and Well-Being Planning

The ministry developed the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet, which includes the CSWB Planning Framework and a toolkit of practical guidance documents to assist municipalities, First Nations and their community partners as they engage in the CSWB planning process. The Framework encourages communities to work with various partners across sectors to proactively identify and address local priority risks in the community before they escalate and result in situations of crisis (e.g., crime, victimization or suicide). This involves reducing the number of incidents that require enforcement by shifting to more proactive, preventative programs and strategies that improve the social determinants of health (e.g., education, housing, mental health).

In support of this work, effective January 1, 2019, the government mandated municipalities lead the development of CSWB plans which identify and address local priority risks to safety and well-being, working in partnership with police services/boards and various other sectors, including health/mental health, education, community/social services and children/youth services.

Complementary to the Framework, a Situation Table is one type of multi-sectoral risk intervention model that is being implemented across our province.

The ministry also offers the Risk-driven Tracking Database (RTD), which allows for the collection of risk-based data and helps to inform the CSWB planning process, free of charge to communities across Ontario that are engaged in multi-sectoral risk intervention models, such as Situation Tables. As of June 2020, 60 sites have been on-boarded to the RTD and any communities who are interested in being on-boarded to the RTD is encouraged to contact the ministry.

Police-Hospital Transition Protocol

Additionally, to improve front-line response to persons experiencing a mental health or addictions-related crisis, my ministry partnered with the Ministry of Health to support the Provincial Human Services and Justice Coordinating Committee and CMHA of Ontario to develop a framework for local police emergency room transition protocols for persons apprehended under the *Mental Health Act*.

On June 3, 2019, the Ministry of the Solicitor General and the Ministry of Health jointly endorsed the release of *Improving Police-Hospital Transitions: A Framework for Ontario*, as well as the supporting toolkit, *Tools for Developing Police-Hospital Transition Protocols in Ontario*. The purpose of the framework and toolkit is to assist police services and hospitals with developing joint emergency department transition protocols, which are responsive to unique local needs, in order to ensure the seamless transfer of care for persons in a mental health or addictions crisis brought to a hospital by police officers.

I hope you find this information useful and I appreciate your municipality's support during this time of uncertainty.

Sincerely,



Sylvia Jones
Solicitor General
Minister Responsible for Anti-Racism

c: Chief Administrative Officers

Municipal Clerks



30 LEWIS STREET
WASAGA BEACH, ONTARIO
CANADA L9Z 1A1
www.wasagabeach.com

October 1, 2020

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

BY EMAIL ONLY

Dear Premier:

I am writing today to follow-up on our conversation about the recent car rally that took place in our Town.

The Town of Wasaga Beach was thankful for the efforts of the officers from the Huronia West OPP Detachment, the OPP Traffic Safety Division, as well as officers from York and Peel regions who joined forces this past weekend to address an unauthorized car rally in Wasaga Beach.

Over the weekend, officers worked around the clock to ensure the safety of residents, visitors, and businesses during extremely trying circumstances and I applaud them for their amazing work. The event disrupted people's enjoyment of their property and put people's safety at risk. This is not acceptable and it must stop. The arrogant and selfish behavior shown over the weekend is costing all Ontarians financially due to the resources required to deal with these impromptu community invasions.

Not everyone here this past weekend was inconsiderate. However, it puts a dark cloud over true car enthusiasts and events such as show and shines that can be great family entertainment and are welcomed in communities. I have heard from true car enthusiasts who do not want to be lumped in with this group.

Kudos to Police Services for implementing "Project Drift" and "Project E.R.A.S.E." which are addressing concerns regarding stunt driving and high-speed chases.

I believe mayors and councils of every municipality in Ontario must support the Premier and Provincial Government in developing tougher laws with larger financial penalties than currently exist when dealing with unauthorized car rallies and participants. Another municipality may be invaded next.

Administration: (705) 429-3844
Fax: 429-6732
Planning: 429-3847

Building: 429-1120
By-Law: 429-2511
Parks & Rec: 429-3321

Arena: 429-0412
Public Works: 429-2540
Fire Department: 429-5281

INFO #7

Our Provincial Government must take the lead in increasing penalties and fines. Every municipality should be reviewing their by-laws to ensure that measures are in place to allow the OPP to act on their behalf when events such as these unauthorized car rallies take over a community or parking lot. For example, Wasaga Beach authorized the OPP to enforce no trespassing laws this past weekend to ensure safety of the town's property and the community. This allows the OPP to consider damage to the town's property as mischief and is considered a criminal offence.

While common sense needs to be used by officers when dealing with every day regular people not associated with rallies or street racing, some potential infractions that could benefit from significantly higher fines when dealing with these situations and act as a deterrent could be:

- **Licence Plates** must be on the front and back of a vehicle - current fine for not adhering to this is \$85.00/\$110.00.

Increase in fine is suggested. In the event of rallies such as the one in Wasaga Beach, there was lots of camera footage of inappropriate behavior. It is harder to identify vehicles with only one plate. Two properly installed license plates would assist in recording the cars not adhering to the law to allow charges.

- **Loud/Unnecessary Noise/Improper Exhaust** (also missing muffler) - current fine \$85.00/\$110.00.

Increase in fine is suggested. In the event of rallies such as the one in Wasaga Beach, part of the enjoyment for participants is to have loud cars. A larger fine will be a deterrent.

- **Prohibited Nitrous Oxide Fuel Systems** are putting the driver, passenger, others on the road and emergency responders in accident situations in added danger and needs to result in a significant financial fine. Currently there is no set fine. Permanent confiscation of the vehicle followed by destruction of the vehicle would make the message clear and be a deterrent.
- **Insurance** Police require the authority to not just confirm with an insurance agency that a vehicle is insured but they need to be permitted to advise the company that modifications have occurred to a vehicle that they have insured on behalf of an owner. If insurance is hard to get for these modified vehicles or too costly, it is yet another deterrent. Tougher convictions are required for people caught attempting insurance fraud associated with these events.
- **Impoundment** Currently a vehicle can be impounded for 1 week. This needs to increase with all costs being born by the vehicle owner. Impounding it for a greater length of time (1-2 months) would be inconvenient, expensive and be a significant deterrent.
- **Border Crossing Prevention** Street racers or law breakers from other Provinces or Countries need to be banned from crossing into Ontario for a period. If breached a large fine will be a deterrent.
- **Automatic License Suspensions** for a significant period of time for those endangering the public by street racing, performing stunts or any other activity that may cause injury to a bystander.

- **Municipal Authority to Close our Borders** In the event a municipality is made aware of such an event being planned for their community, consideration needs to be given to the municipal council having the authority to close their borders with OPP assistance to turn away anyone who is not a resident or property owner.
- **Access to Hospital Information when Dealing with a Crime** We were told that at these events people "take care of their own." If someone is hurt they drop them off at the hospital for care. Under the current rules it is my understanding that officers are not permitted to know if a hospital patient is someone they are looking for in an active investigation/situation. The Police could spend hours or days looking for someone who is actually sitting in the hospital. This rule may need to change in several situations to avoid unnecessary time being spent by officers which also costs the taxpayers of Ontario.
- **Other considerations**
 - With this growing trend, should there be more access for officer training and equipment to deal with these situations.
 - This could happen to any municipality without notice and suggest that a municipal awareness program including the public may be beneficial.
 - Tougher convictions for people associated with the promotion of these events (i.e.: administrators of social media sites) as well as industries found to be associated with assisting these events such as tow companies and auto modification shops.
 - Authority provided to the OPP to do an "Air Drop" on the spot of any video footage captured by attendees' cell phones that would aid in possible investigations.

I feel that serious consideration needs to be given to deterring these types of events province-wide. We don't want to just push them out of our community so they can land in another community causing the same disruption, disrespect and cost to the tax payer. It is only through penalties that cause severe financial hardship that we can deter these unsanctioned and dangerous events from happening in our communities.

In closing, I want to again commend you for the great leadership during these difficult times and I look forward to hearing from you.

Sincerely,



Nina Bifulchi
Mayor
Town of Wasaga Beach

- c. Sylvia Jones, Solicitor-General
Doug Downey, Attorney General
Thomas Carrique, OPP Commissioner
Dwight Peer, OPP Chief Superintendent
Philip Browne, OPP Commander
Derek Banks, OPP Sergeant
Kevin Winiarski, OPP Sergeant
Association of Municipalities of Ontario
All Mayors of Ontario
Wasaga Beach Town Council Members



MEDIA RELEASE

FOR IMMEDIATE RELEASE

Some good news & a call for healthy waters projects

Funding available for farm & rural environmental projects!

UTOPIA, Ontario (October 6, 2020) – Thanks to the support of hundreds of volunteers, farmers, rural landowners and other charitable donations, the Nottawasaga Valley Conservation Authority (NVCA) has some great news to share.

Last year, NVCA's stewardship program received \$138,777 from the Environmental Damages Fund to help fund habitat restoration and water quality protection projects between 2019 and 2022. This fund uses the fines collected from environmental violations to support projects that help improve the environment. Many other partners and donors also helped support NVCA's stewardship and forestry programs.

The results are impressive. In 2019, projects completed under the fund:

- Restored over 51 ha of habitat in environmentally sensitive areas. Over ten years, the trees planted will sequester nearly 2,000 tonnes of carbon dioxide (CO₂), equivalent to taking 43 cars off the road. The native trees and plants will also shade creeks and stabilize bank erosion.
- Reduced 182 kg per year of phosphorus runoff to rivers and lakes. Too much phosphorus can cause potentially toxic algae blooms and fish kills. This amount of phosphorus could have grown up to 45 tonnes of algae!
- Reduced 115 tonnes per year of farmland top-soil erosion
- Over 10 km of streams and shorelines were enhanced
- Over 56 landowners participated in projects and free site visits
- Over 2,013 volunteers and students spent over 6,600 hours helping restore habitat

"We're looking for more landowners, farmers and volunteers to help continue and expand on these successes," said Shannon Stephens, NVCA's [Healthy Water Program](#) Coordinator.

"Residents in the Nottawasaga Valley watershed ([eligibility map](#)) can apply for financial and technical assistance to help plant trees, restore habitat, reduce agricultural runoff, and protect our rivers, lakes and drinking water sources."

[Eligible water quality projects](#) include: decommissioning unused wells, fencing livestock out of streams and wetlands, erosion control structures and wetland creation to improve water quality. Dufferin County residents can also apply for the [Dufferin Rural Water Quality Program](#). Project cost-share range from 30-100% to a maximum of \$10,000 depending on project type.

The application is short and easy, and staff can help with any questions. Applications are accepted year round, but must be approved before projects begin. Stewardship staff are available for free site to discuss projects. Additionally, NVCA's permit fee is waived for eligible projects that require permits,

For more information about NVCA's Healthy Waters Program, please refer to the [program brochure](#), or contact Shannon Stephens at 705-424-1479 ext 239 or sstephens@nvca.on.ca

- 30 -

About NVCA: The Nottawasaga Valley Conservation Authority is a public agency dedicated to the preservation of a healthy environment through specialized programs to protect, conserve and enhance our water, wetlands, forests and lands. www.nvca.on.ca

Media Contact: Maria Leung, Communications Coordinator, 705-424-1479 ext. 254 or mleung@nvca.on.ca



Multi-species cover crop on a Dufferin farm. Cover crops help protect soil over the winter from erosion and reduce runoff. They also help build healthy, productive soils and are resilient to both drought and flood.

In a year like no other, volunteers help restore natural channel geomorphology to an impaired section of the Willow Creek.

CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY

Resolution #

6

Date:

Monday, September 28, 2020

Moved by:

Jeff Manley

Seconded by:

Johanne Wensink

THAT Council of the Township of North Glengarry adopt the following resolution:

WHEREAS the Ontario government has provided emergency assistance funding to municipalities through the Safe Restart Agreement to offset the financial impact due to the COVID-19 pandemic;

AND WHEREAS the Province has specified funding must be used for operating costs and pressures due to COVID-19;

AND WHEREAS due to the nature of the pandemic and the necessity to make physical retrofits to offices to accommodate staff and the public in a safe environment, capital costs will be incurred by municipalities;

AND WHEREAS the Township has been advised by SDG County, through the Ministry of Finance that COVID-19 related capital costs are ineligible for Safe Restart Agreement Funding;

THEREFORE, BE IT RESOLVED THAT the Township of North Glengarry urges Ontario to allow capital expenditures under the Safe Restart Agreement, and that a copy of this resolution be forwarded to Premier Doug Ford, Jim McDonell, MPP and the Association of Municipalities of Ontario (AMO).

Carried

Deferred

Defeated



Mayor / Deputy Mayor

INFO #9
OCT 15 2020

Denise Holmes

From: Jim & Sue Miles [REDACTED]
Sent: Sunday, October 4, 2020 12:51 PM
To: Denise Holmes
Subject: Miles' Garden

Hi Denise,

My parents, George and Bertha Miles, donated land that was later designated as The Miles' Garden in Hornings Mills. Since my retirement from my practice of dentistry I have been working creating stone sculptures. I have three specific pieces of Niagara Escarpment limestone that I will be making into a sculpture for the Miles' Garden. It is my intention to finish this project for next summer. My work is weather dependent and the winter cold will stop my activities!!!

The final sculptures will be appropriately 5' tall and encompass a base area of approximately 5' in circumference.

The theme of the sculptures will be that of a "Semata", a story.

That story is of my parents, my father as a Home Child orphan and my mother as a child from the farming community. This theme has occurred across our country and my sculpture will be a small example of the contribution these families made.

I feel it will also be a good compliment to the Miles' Garden as a contemplative feature.

I would like to work with you and the township of Melancton to have this project result in a positive outcome for my childhood village.

Best wishes,
Jim Miles

Denise Holmes

From: David Thwaites
Sent: Friday, September 11, 2020 11:22 AM
To: Denise Holmes
Subject: Administrative Monetary Penalties
Attachments: ADMINISTRATIVE MONETARY PENALTY PROCEDURE BYLAW.docx; ATT00001.htm

Denise:

First this is not time sensitive.

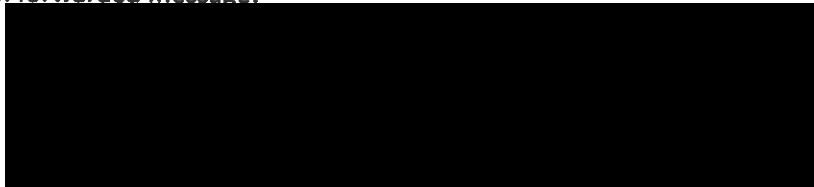
Second this email/attachment is simply a first rough draft of a bylaw to address a process on the AMPs Council has/ may choose to enact/ implement.

Let us discuss before anything happens with it.

David

Sent from my iPad

Begin forwarded message:



ADMINISTRATIVE MONETARY PENALTY PROCEDURE BYLAW (DRAFT)

WHEREAS Section 434.1 of the Municipal Act 2001, S.O. 2001, c. 25 authorizes and empowers local municipalities to enact municipal bylaws which provide for the option of enforcing bylaws through the use of Administrative Monetary Penalties (AMPs);

AND WHEREAS the Council of the Corporation of the Township of Melancthon has provided and may provide for in future provision for the option of AMPs to encourage bylaw compliance and for a process to enforce apart from enforcement through the Provincial Offences Act;

AND WHEREAS Council deems it reasonable and necessary to provide for a process to administer the application of AMPs, in the absence of any Regulations by the Province for non-parking bylaw offences,

NOW THEREFORE

1. A Person having received a written Notice from the Bylaw Enforcement Officer for the Township of Melancthon advising of the decision to elect to enforce the penalty provision of the municipal bylaw by use of the provision for AMPs shall;
 - (a) Pay the administrative monetary penalty assessed within thirty (30) days of the date of the Notice; or
 - (b) Deliver in writing within thirty (30) days of the Notice a Request for Review addressed to the Chief Administrative Officer (address)
2. The Request for Review shall :
 - (a) Identify if the request for review is:
 - (1) To review the Order of the Bylaw Enforcement Officer in its entirety;
 - (2) To review the amount of the administrative penalty and/or fee;
 - (3) To review the time to pay the administrative penalty and/or fee.
 - (b) Set forth in detail the reasons for the Request for Review and attach any document(s) relied upon by the Applicant;
 - (c) Be signed and dated by the Applicant.
3. The Chief Administrative Officer shall, on receipt of a Request for Review from an Applicant, place the Request for Review as submitted on an Agenda for Council of the Township of Melancthon to be heard within thirty (30) days of the date of the Request for Review and forthwith provide the Applicant and the Bylaw Enforcement Officer with written notice of the date scheduled for the Review. The written notice to the Applicant shall be mailed by ordinary mail addressed to the address identified by the Applicant on the Request for Review.
4. The Bylaw Enforcement Officer shall, on receipt of the written notice provided for in paragraph 3, provide to the Chief Administrative Officer copies of any documents relied upon by the Officer in issuing the original Notice to the Applicant and said documents shall be provided to the Applicant prior to the Council meeting at which the Request for Review is scheduled.

5. At the review conducted by Council, Council shall:
 - (a) Hear from the Bylaw Enforcement Officer , if present;
 - (b) Provide the Applicant with the opportunity to make oral submissions in support of the Request for Review.
6. Council on having considered the Request for Review shall render its decision and provide the Applicant with written notice of its decision.
7. The decision of Council on a Request for Review is final. There is and shall be no right of appeal or review.

North Dufferin Community Centre CORONA-VIRUS (COVID-19) SAFETY GUIDELINES (PROVISIONAL)

All COVID mitigation and prevention requirements of the Federal and Provincial governments as well as those of the WDG MOH must be followed at all times by all persons.

FACILITY

- Masks to be worn at all times by staff and patrons
- Social distance is to be maintained throughout the arena
- Arena marked off with designated entrance and exit ways
- Waiver and health attestation required for all participants and spectators
- Fourteen-day quarantine or negative Covid test result within 72 hours for any person entering building travelling from high-risk locations
- Facility to maintain name and phone number/email in building for tracing purposes
- Entrance for players allowed 10 minutes prior to start of game – players must arrive dressed
- Entrance and exit ways along with one-way signage must be adhered to at all times
- Facility bathrooms are limited to two people at a time -signage posted
- No more than 25 players to the surface
- Water fountains used as refill stations only
- Game benches marked with six feet social distancing; additional seating marked with six-feet social distancing extended on the sides of game benches

SPECTATORS

- Entrance for spectators allowed 5 minutes prior to start of game
- **Maximum of One spectator allowed per player** - no exceptions, this includes siblings
- **Spectators MUST have their own waiver and sign in upon arrival**
- No spectators allowed for games played by individuals 21 or over
- Building not to exceed 40% capacity to include staff, players, coaches, officials and spectators
- Spectators to leave building immediately at the end of the game - no loitering in stands or lobby
- No loitering or gatherings in parking lot except for players and coaches 10 minutes prior to ice time

PLAYERS/COACHES

- Encourage players not feeling well to stay home and seek proper treatment
- Player's arriving to game with symptoms of COVID are instructed to return home
- Regular health checks for players throughout season
- **Masks to be worn by players and coaches at all times while on the bench and throughout facility**
- **6 ft distance between players on the bench** - please use additional seating outside of your bench and have your shift changes prepared
- Limit the number of coaches on the bench
- No 'checking style' game play, include no scrum play in front of goalie or along boards
- **Centers required to wear masks for face-offs**; if able to may be removed once game in play
- Face shields are not considered an alternative to face masks at this time
- **Only one player allowed in the penalty box at a time**, if a team has a second penalty player is to take it on the bench
- **No sharing of water bottles**; each player should have their own – fountains used as refill stations only
- No sharing of equipment
- No handshake, fist pumps, elbow pumps or any sportsmanship display at the end of the game
- At the end of the game players should be out of the building within 10 minutes
- Notify facility if any player or spectator that attended the facility tests positive with COVID while maintaining discretion

CORONA-VIRUS (COVID-19) WAIVER OF LIABILITY

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participating in activities at the **North Dufferin Community Centre (hereafter NDCC)**.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability or expense, of any kind, that I may experience or incur in connection with my attendance or participation during or after events at NDCC ("Claims").

On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless NDCC, their employees, agents, representatives, or and from the Claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of NDCC, their employees, agents, and representatives, whether a COVID-19 infection occurs before, during or after participation in NDCC activities.

HAVE YOU EXPERIENCED ANY OF THE FOLLOWING?

Fever

Yes No

Chills

Yes No

Runny Nose

Yes No

Sore Throat

Yes No

Muscle Pain

Yes No

Headaches

Yes No

Loss of Smell/Taste

Yes No

Vomiting or Diarrhea

Yes No

Shortness of Breath/Difficulty Breathing

Yes No

Have you been in contact with anyone who has tested positive for COVID in the past 14 days?

Yes No

RELEASE OF LIABILITY

I CERTIFY THAT I HAVE REVIEWED THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT, I AM AWARE THAT THIS RELEASES LIABILITY AND I SIGN IT OF FREE WILL (required)

I HAVE REVIEWED AND AGREE TO THE NDCC SAFETY GUIDELINES.(required)

I SWEAR THAT MY ANSWERS PROVIDED ABOVE ARE 100% ACCURATE (required)

Name of program/associated with?)required)

Email

You only need to enter your email address if you want a copy of this document sent to you.

Phone required

*We are required to collect your contact information for **contact tracing purposes**. We will not use for soliciting purposes.*

Name required

18 years of age or older?

Yes No

Parent's Signature

Date __/__/__

Donna Funston

Subject: FW: Quote

From: geoffgunson@ericcoxsanitation.com <geoffgunson@ericcoxsanitation.com>
Sent: September 30, 2020 11:08 AM
To: James Woods <jwoods@mulmur.ca>
Subject: Quote

Hello James,

Sorry for the delay.

Please see pricing below and attached spec sheets.

Victory Backpack Sprayer - \$3155.00

PRE-ES Backpack Sprayer - \$995.00

Green Drains

2" - \$52.92

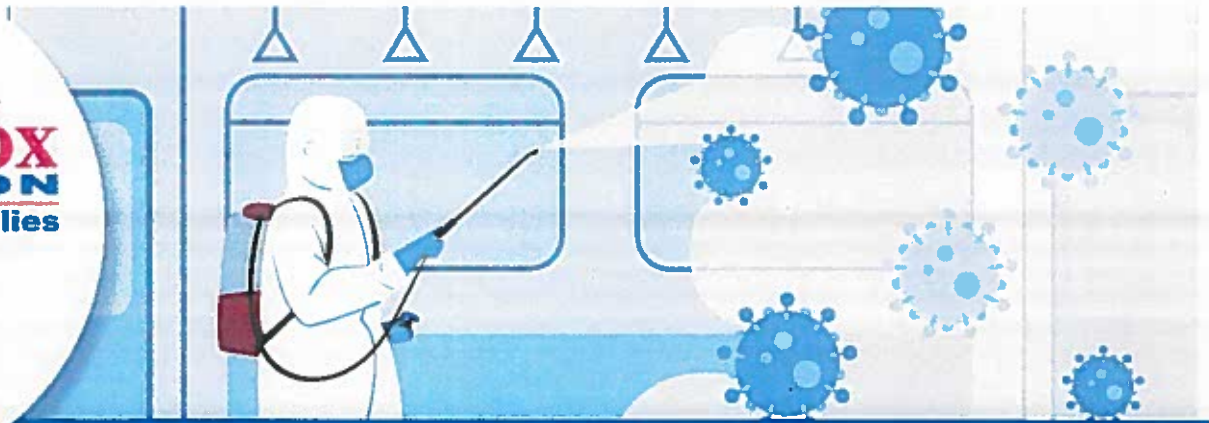
3" - \$54.00

3.5" - \$56.00

4" - \$59.00

Geoff Gunson
Sales/Service
Eric Cox Sanitation
M-519-897-9801
O-519-343-2840
F-519-343-3390

ORDER NOW!
T: 519-343-2840
T: 1-800-265-2329



PRE-ES8 ELECTROSTATIC SPRAYER
CODE: MIC-PRE-ES8

PRE-ES8 ELECTROSTATIC SPRAYER

PRE-ES8 Backpack Electrostatic Sprayer creates charged droplets, that enable adherence to all sprayed surfaces.

PRE-ES8 sprayer technology provides an electrical charge to solutions, allowing them to adhere surfaces with efficiency and uniform coverage.

Charged droplets enable the disinfectant solution to meet its required dwell time so that the solution works to its full performance!

CHARACTERISTICS	
Capacity	8L
Pressure	0.15-0.40 Mpa
Flow	12L /hour
Particle size	<120um
Battery Capacity	12V 7aH
Continuous Work	4 hours
Unit Weight	3.1 kg (lon battery)
Dimensions	310 x 180 x 450 mm
Operation range	3500 m ² / hour
Spray Distance	2m
Atomization Volume	3L / 700 m ²
Electrostatic High Voltage	15 000 - 30 000v
Electrostatic adsoption ratio	>100:30
Water saving ratio	>90%
Drug saving ratio	>50%
Efficiency improvement	500%

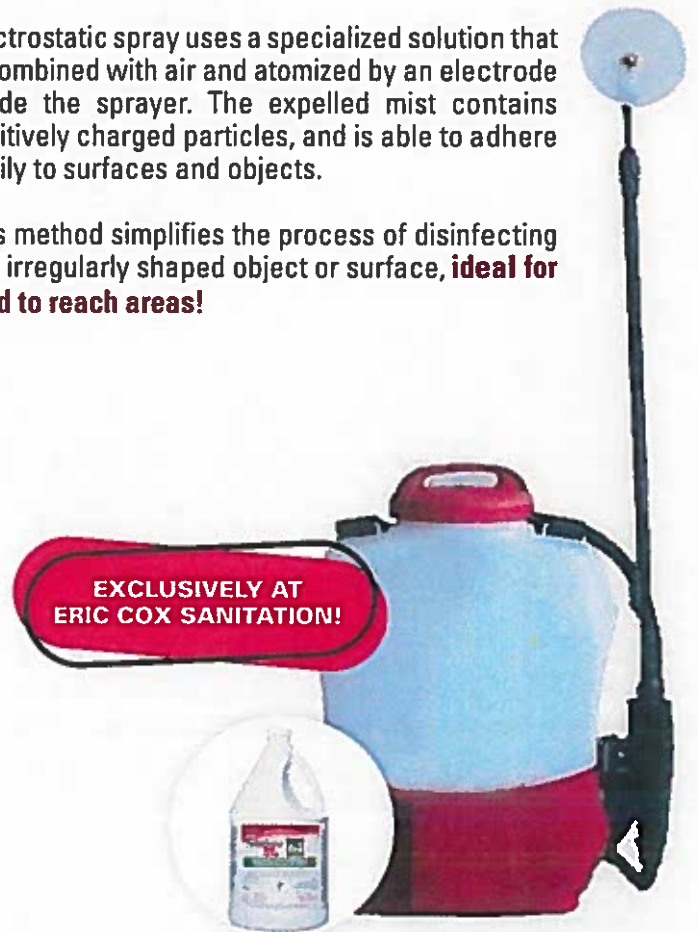
CODE: MIC-PRE-ES8

WHAT IS ELECTROSTATIC DISINFECTION?

Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects.

Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. The expelled mist contains positively charged particles, and is able to adhere easily to surfaces and objects.

This method simplifies the process of disinfecting any irregularly shaped object or surface, **ideal for hard to reach areas!**



COMPATIBLE PRODUCT SUGGESTION
 ES64 General Purpose Neutral Disinfectant

**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 lands at 116234 2nd Line S.W., located in Part Lot 298, Concession 3 S.W. (see attached Key Map). The purpose of the application is to zone the subject lands to permit a two-unit dwelling.

AND PURSUANT to Section 34 (10) of the Planning Act, the application file is available for review. 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.

DATE AND LOCATION OF PUBLIC MEETING

Date: Thursday, October 15, 2020
Time: 5:30 pm
Location: The meeting will be a virtual meeting. Please see note below.

DETAILS OF THE ZONING BY-LAW AMENDMENT

The purpose of the amendment is to recognize an existing accessory dwelling unit which is attached to the original main dwelling. The accessory dwelling was constructed without a building permit by a prior landowner and the new owner has prepared and submitted an application for a building permit to legalize the accessory dwelling. The proposed amendment would establish a General Agricultural (A1) Zone exception to recognize the accessory dwelling.

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.

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. A floor plan of the accessory dwelling is also available for public review.

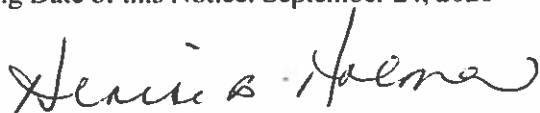
The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the proposed Zoning By-law Amendment. Any person who attends the virtual meeting shall be afforded an opportunity to make representations in respect of the proposed amendment.

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.

If a person or public body files an appeal of a decision of the Council for the Corporation of the Township of Melancthon, as the approval authority in respect of the proposed Zoning By-law Amendment, but does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendment is approved or refused, the Local Planning Appeal Tribunal may dismiss all or part of the appeal.

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

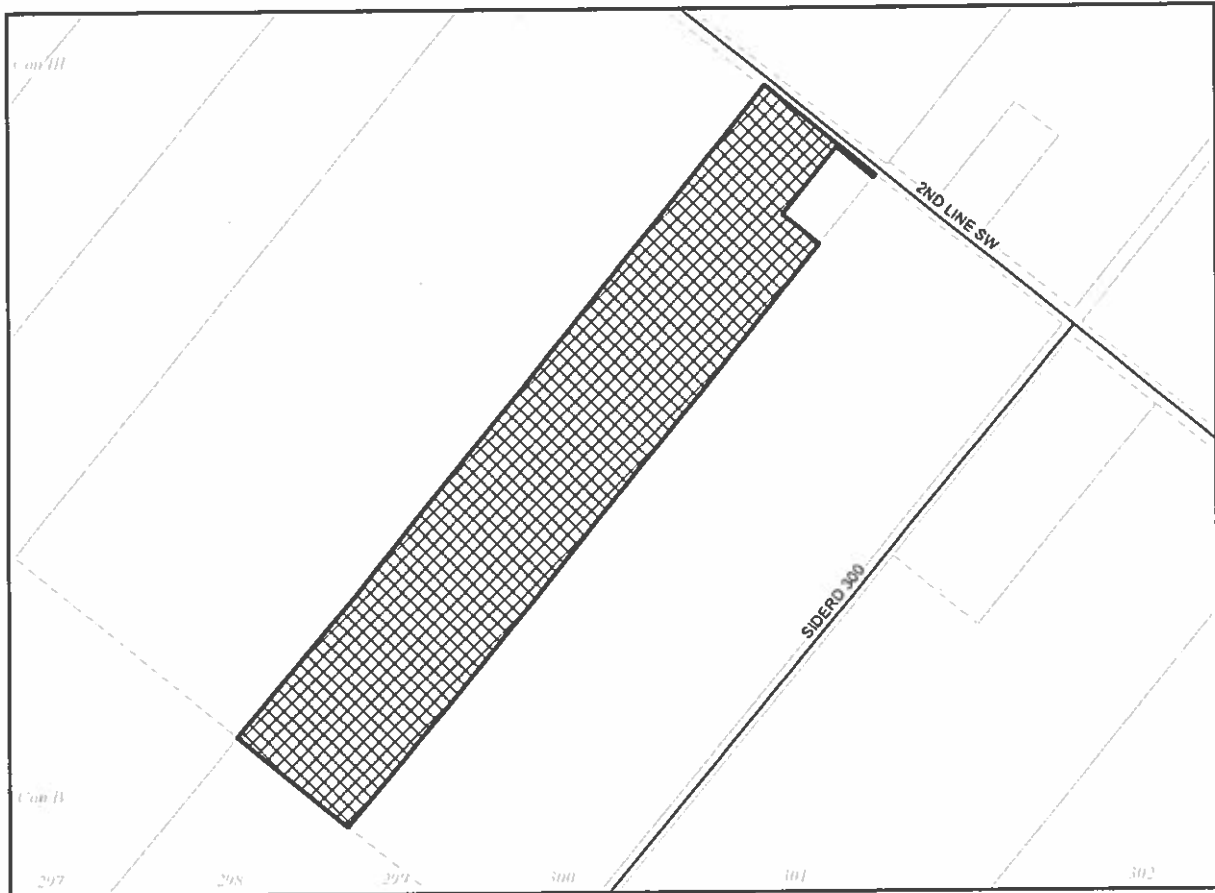
Mailing Date of this Notice: September 24, 2020



Denise Holmes, CAO - Township of Melancthon

DEL#1
OCT 15 2020

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



 **Subject Lands**

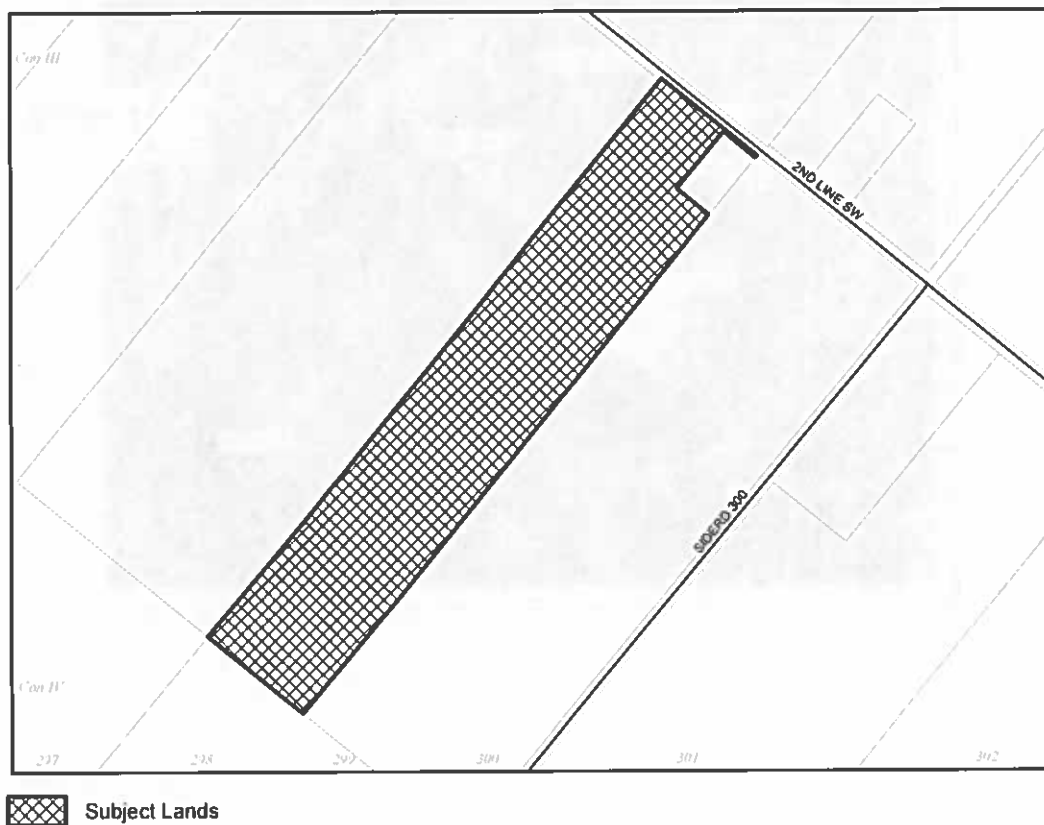
• Municipal Planning Services Ltd. •

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: October 7, 2020
Re: Application for ZBA – Part Lot 298, Concession 3 S.W. (S. Bauman)

The Township is in receipt of an application for a zoning amendment for lands located at 116234 2nd Line S.W., located in Part Lot 298, Concession 3 S.W. The subject lands have a lot area of 22.63 hectares (55.93 acres). The location of the subject lands is shown in Figure 1.

Figure 1 – Location of Subject Lands



The applicant, Mr. Bauman, acquired the subject lands on April 30, 2020, which included the original dwelling unit connected by an interior hallway or breezeway to an accessory dwelling unit.

A review of the building permits issued for this lot is summarized below:

1978 – construction of barn
 1996 – attached garage with pool

It is surmised that the structure that was authorized by the 1996 permit at some point evolved into an accessory dwelling unit. A site plan of the subject lands is provided in Figure 2 and the floor plan is provided in Figure 3.

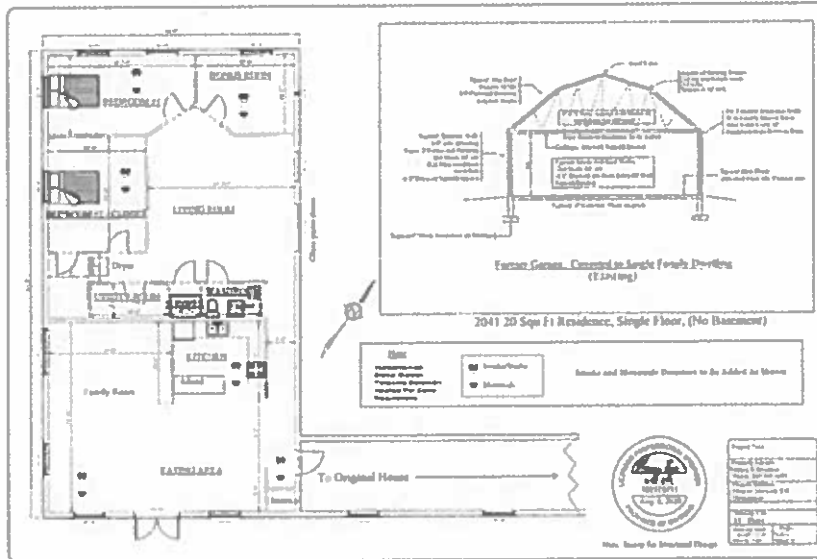
The new owner wishes to legalize the existing accessory dwelling and therefore requires a zoning amendment. It is noted the owner has submitted a building permit application to the County of Dufferin which addresses amongst other things design, change of use and sewage disposal.

Figure 2 – Site Plan



• Municipal Planning Services Ltd. •
 51 Churchill Drive, Unit 1
 Barrie, Ontario
 (705) 725-8133

Figure 3 – Floor Plan of Accessory Dwelling



OFFICIAL PLAN

The subject lands are designated Agricultural. Section 3.12 and 5.2.2 (h) of the Official Plan are policies that authorize internal secondary dwelling units in the Township.

ANALYSIS

The Official Plan permits accessory dwelling units. The new owner has taken appropriate steps to legalize the accessory that was constructed on the subject lands.

RECOMMENDATION

I have attached a zoning by-law amendment for Council's consideration and would recommend it for approval.

Respectfully Submitted,

Chris Jones MCIP, RPP

• Municipal Planning Services Ltd. •
 51 Churchill Drive, Unit 1
 Barrie, Ontario
 (705) 725-8133

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

(S. Bauman – October 7, 2020)

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon for lands located in Part Lot 298, Concession 3 S.W. 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 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 located in Part Lot 298, Concession 3 S.W. from the General Agricultural (A1) Zone to the General Agricultural Exception (A1-142) Zone, as shown on Schedule A-1 attached hereto, which forms part of this By-law.
2. And Furthermore, Zoning By-law No. 12-79 as amended, is further amended by amending Section 4.7 by adding the following new subsection after sub-section eeeee):

fffff) On lands located in Part Lot 298, Concession 3 S.W. and located in the A1-142 Zone, an accessory dwelling unit, attached and directly accessible to the principle dwelling shall be a permitted use subject to compliance and authorization in accordance with the Ontario Building Code. The maximum floor area of the accessory dwelling together with any attached deck or accessory structure shall be 2,050 ft² and the accessory dwelling shall be limited to a single storey in height.

3. 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 15th day of October 2020.

READ A THIRD TIME and finally passed this 15th day of October 2020.

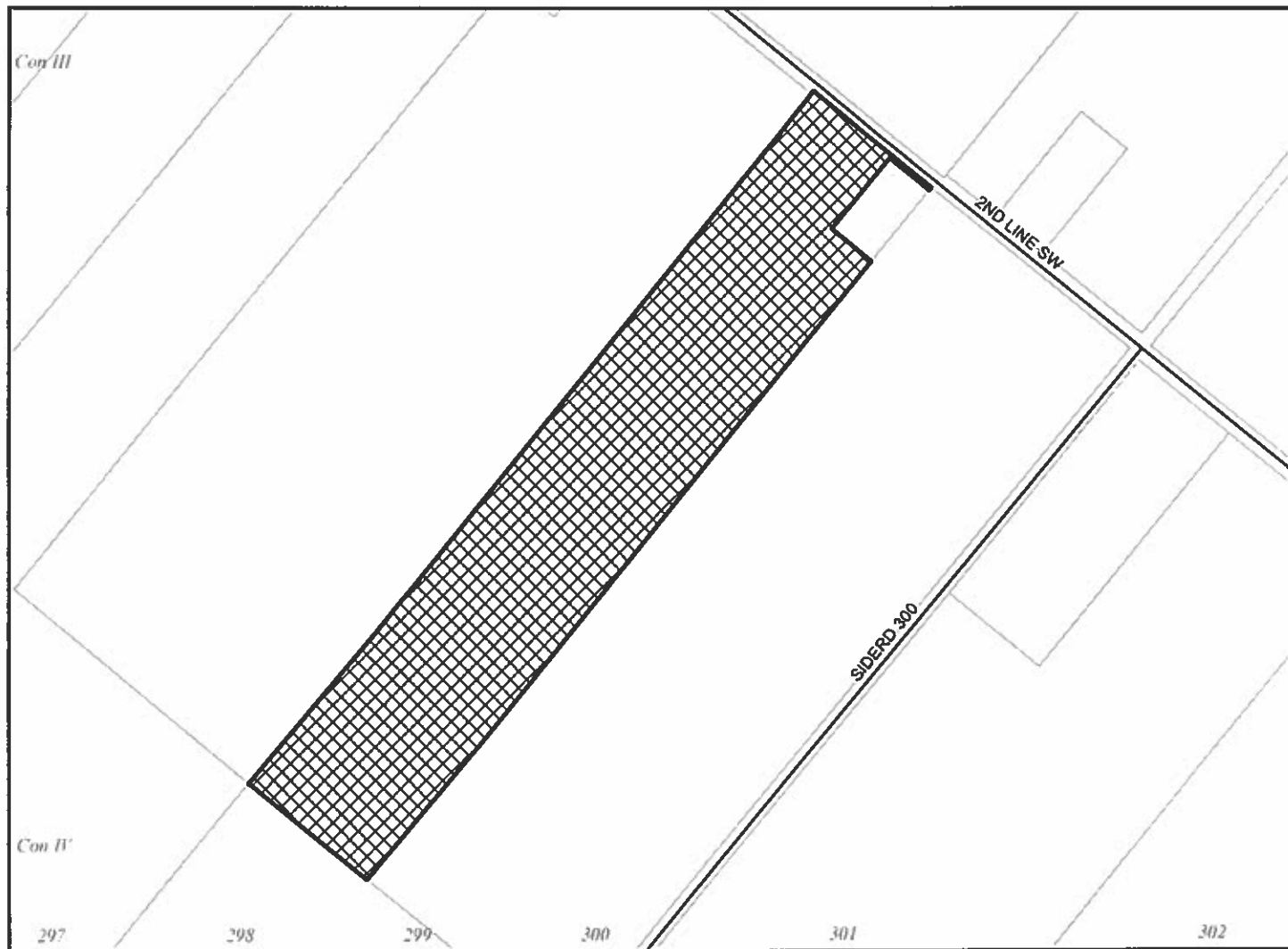
Mayor

Clerk

Schedule 'A-1'

By-law 2020-_____

Part of Lot 298 Concession 3, SW of the Toronto and Sydenham Road
Township of Melancthon



 Lands to be rezoned from the Agricultural (A1) Zone to the Agricultural Exception (A1-142) Zone

This is Schedule 'A-1' to By-law _____

Passed this _____ day of _____, 2020.

Mayor

Clerk

5:45 p.m.



**TOWNSHIP OF MELANCTHON
DELEGATION REQUEST FORM**

Request for Delegation, any written submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12:00 noon on the Thursday, prior to the requested meeting.

REQUEST DATE: Thursday, October 15th, 2020

NAME: Silvana Cordoba on behalf of Jennifer Hamilton PHONE: 519-278-5085 x 2891

ADDRESS: 100 Rolling Hill Dr. Orangeville ON L9W 4X9

EMAIL ADDRESS: scordoba@headwatershealth.ca

SIGNATURE: 

Purpose of Delegation Request (state position taken on issue, if applicable).

Speaker: Kim DeJahunt, President of CEO.

Provide an update on Headwaters Health Care Centres activities and needs within our Hospital Foundation's priority campaigns - * Request sent on July 13 2020*

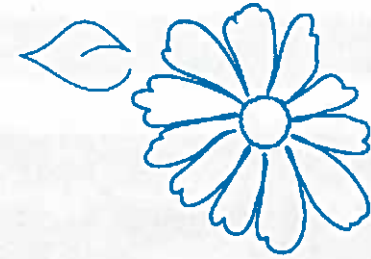
REMINDER - DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council Agenda. The Agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-5525.

TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10
MELANCTHON, ONTARIO
L9V 2E6
519-925-5525 Fax - 519-925-1110 Email info@melancthonontario.ca

M:\MyFiles\Forms\Delegation Request Form.wpd

DEL# 2
OCT 15 2020



Township of Melancthon

One Community, Caring Together



October 15, 2020



About us ...

STRATEGIC DIRECTIONS

GETTING EVEN BETTER

- Relentlessly driving even higher levels of quality across our teams
- Investing in the continuous development and recognition of our people
- Continuously improving our facility and driving operational excellence

NOTHING ABOUT YOU, WITHOUT YOU

- Partnering with patients and families on what's most important to them
- Empowering individuals and teams to have more control over their work and work life
- Continuing to build the future of our hospital with our community

INTEGRATED CARE, CLOSE TO HOME

- Partnering to advance integrated systems of care in our community
- Improving the health of our community with our partners

SUPPORTS

MAKING EVERY DOLLAR COUNT FOR OUR PATIENTS & COMMUNITY

INNOVATION, RESEARCH & TECHNOLOGY

OUR VALUES

KINDNESS



PASSION



COURAGE



TEAMWORK

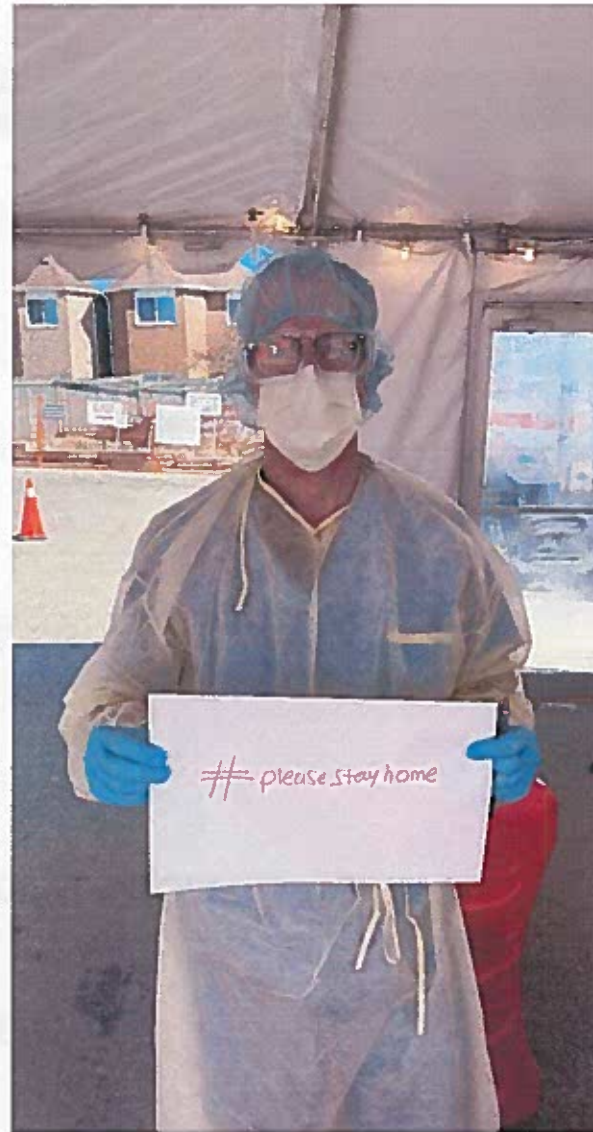


OUR PURPOSE

**ONE
COMMUNITY,
CARING
TOGETHER**



COVID-19 tested our resolve



Key Hospital Updates : COVID-19

- Our response
- COVID-19 Assessment Centre
- Community outpouring of support

[Look inside our Assessment Centre](#)

[Watch a parade of support from Emergency Services](#)



By the numbers ...



41,618

Emergency
Department Visits

4,767

Day Surgeries

453

Volunteers

4,396

Dialysis Visits

24,921

Outpatient Visits
(excluding DI, ED and Lab)

979

Inpatient Surgeries

764

Staff

2,550

Oncology Consultations

795,592

Lab Tests
(excluding DI)

5,910

Inpatient Admissions



1,211

Telehealth Visits

898

Babies Delivered

1,472

Chemotherapy Treatments



39

Medical Students

158

Physicians, Dentist
& Midwives

29,876

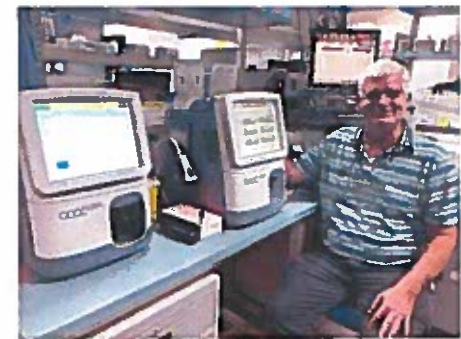
Diagnostic Imaging
Tests



One Community,
Caring Together

Key Hospital Updates : Program/Service Improvements

- Patient Family Advisory Partnership
- New wireless fetal monitor and laboratory machines
- Increased access to health information
- Choosing Wisely Canada Designation
- Hospital One-Year Mortality Risk (HOMR) Project
- Renewed Urology Program and Equipment
- New Independent Spinal Assessment and Education Clinic & Musculoskeletal Rapid Access Clinic
- Continued infrastructure improvements



[Look inside our renewed Urology Program](#)

Key Hospital Updates : Facility Improvements

- Joan & Paul Waechter Welcome Centre
- Main hospital entrance and patio
- Paediatric department upgrades

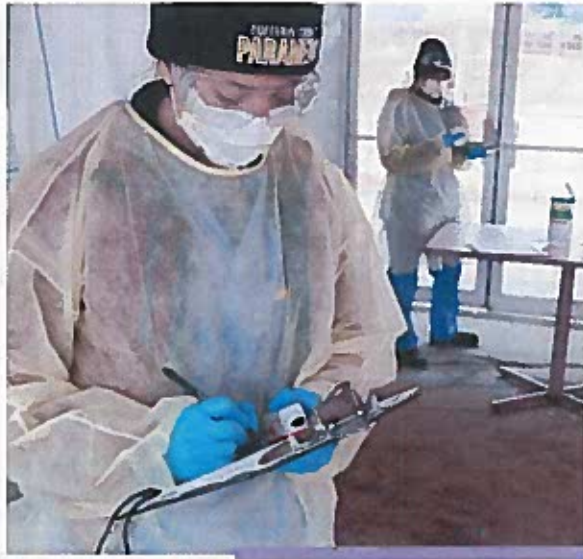
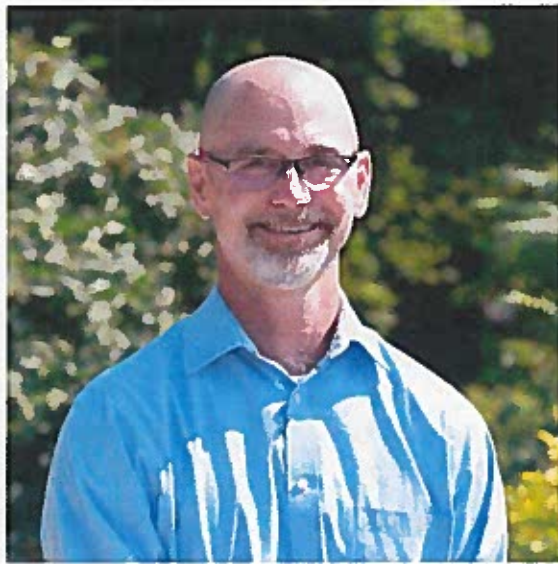


- Supporting local health care during COVID-19
- Congregate Care Settings
- Mental Health & Addictions
- Palliative Care
- Digital Health
- Community Wellness Council

[Meet the Hills of Headwaters Collaborative](#)



Local Heroes

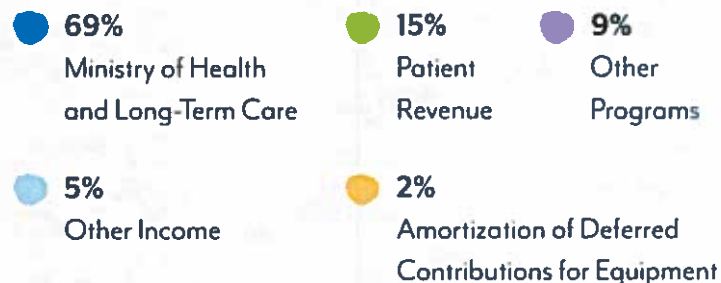


Making every dollar count ...

The operating results for the year ended March 31, 2020 is a deficit of \$716,600, before building amortization expense and related deferred capital contributions.

REVENUES \$76.9 Million

Revenues increased \$5.2M or 7.2% from the year prior. Special one-time investments and rebates received contributed to the majority of the increase in revenues.



EXPENSES \$77.7 Million

Total expenses increased by \$5.9M or 8.2%, relating mostly to annual inflation, increased drug costs and one-time investments. The deficit incurred in the year is a result of COVID-19 costs, which were unfunded as of March 31, 2020.



2020/2021 Areas of Focus...



- Replacement of our Health Information System (Meditech)
- Continued COVID-19 Pandemic Response
- Hills of Headwaters Collaborative Ontario Health Team
- Accreditation 2021
- Our People Strategy



Be part of health care in your community ...

- Join our team
- Join our Patient Family Advisory Partnership
- Volunteer with us at the hospital, in the gardens or in the community
- Participate with us at community events
- Donate to Headwaters Health Care Foundation at hrcfoundation.com



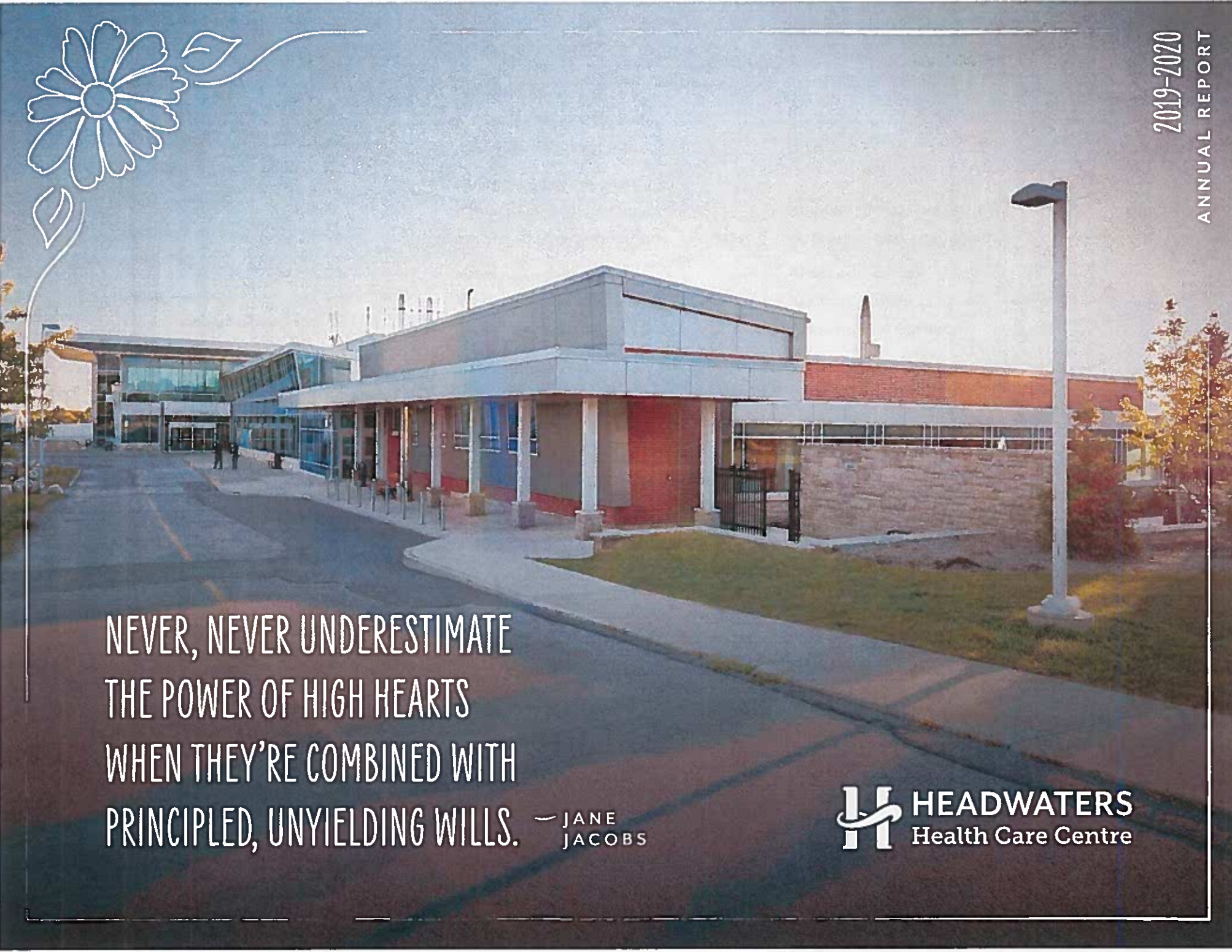
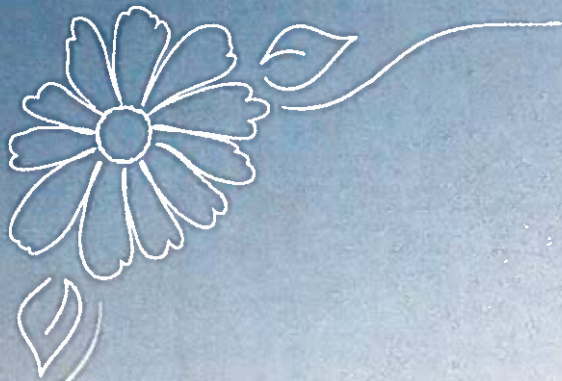
For more information:

Connect with us anytime by email at info@headwatershealth.ca, online at headwatershealth.ca or on social media at [@headwatershcc](https://www.instagram.com/headwatershcc)

Partner in the Hills of Headwaters Collaborative, the Dufferin-Caledon Ontario Health Team. Learn more at hillsofheadwaterscollaborative.ca.

One Community, Caring Together

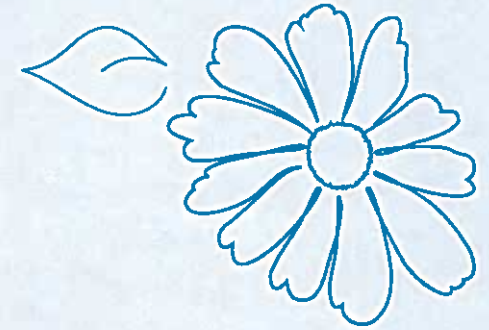




NEVER, NEVER UNDERESTIMATE
THE POWER OF HIGH HEARTS
WHEN THEY'RE COMBINED WITH
PRINCIPLED, UNYIELDING WILLS.

— JANE
JACOBS





Our Purpose

One Community, Caring Together

Our Strategic Directions

The strategic directions were developed from our extensive planning and engagement process and provides the framework for all of our decision-making.

GETTING EVEN BETTER

- Relentlessly driving even higher levels of quality across our teams
- Investing in the continuous development and recognition of our people
- Continuously improving our facility and driving operational excellence

NOTHING ABOUT YOU, WITHOUT YOU

- Partnering with patients and families on what's most important to them
- Empowering individuals and teams to have more control over their work and work life
- Continuing to build the future of our hospital with our community

INTEGRATED CARE, CLOSE TO HOME

- Partnering to advance integrated systems of care in our community
- Improving the health of our community with our partners

A Message from our Board Chair and President & CEO, Headwaters Health Care Centre

This has been a year of tremendous change both inside our hospital, in our community, across the province and worldwide. While the first nine months of our fiscal year were spent as planned, the last three were defined by the increasing threat, then arrival of COVID-19 in our community and hospital. It upended our best laid plans as our emergency response came into effect.

Provincially, we saw our purpose of 'ONE COMMUNITY, CARING TOGETHER' transform from words on paper to action in the selection of the Hills of Headwaters Collaborative, as one of the first wave of 24 Ontario Health Teams. The hospital is a proud partner in the Collaborative's work with the focus on the first-year priorities of palliative care, mental health and addictions, integrated community care and virtual care.

Locally, we put our patients, families and caregivers at the forefront of everything we do. We strengthened our Patient and Family Advisory Partnership at the hospital. And, as part of the Collaborative, we are partners in the development of the Community Wellness Council ensuring that members of our broader community are part of how we are getting even better.

Inside Headwaters, we welcomed new staff members, new leaders in several areas of our hospital, new physicians and a new Chief of Staff, Dr. Peter Cino. We were both also new to our roles as President & CEO and Board Chair.

This year, we announced our partnership with three other health care centres to upgrade our Health Information Management System. We also opened a Musculoskeletal Rapid Access Clinic for patients contemplating hip or knee replacement surgery. Plans are underway as well for an Independent Spinal Assessment and Education Clinic for patients with long-term back pain who are considering surgery.

Thanks to the generosity of Headwaters Health Care Foundation, Headwaters Health Care Auxiliary and Smilezone Foundation we were also able to invest in our aging infrastructure. We renovated our main staircase and lobby, established the Joan & Paul Waechter Welcome Centre, and partnered with the Smilezone Foundation to renovate our paediatric area and family waiting rooms.

We have also been fortunate to continue to benefit from the support of extraordinary volunteers who contributed countless hours escorting patients and providing much needed information, creating inspiration and joy in our gardens and tending to the spiritual needs of those who visit and work here.



HEADWATERS HEALTH CARE CENTRE

A Message from our Board Chair and CEO, Headwaters Health Care Foundation

On behalf of the Headwaters Health Care Foundation Board and Staff, we wish to thank you for your support in 2019/20. Your commitment to our Hospital was unmatched, and we achieved many significant milestones, thanks to you.

A Message from our Volunteers

At Headwaters, we are privileged to have not one but five groups of volunteers who devote their time and talents to support the work of our hospital.

HEADWATERS HEALTH CARE AUXILIARY & SECONDS COUNT THRIFT SHOP

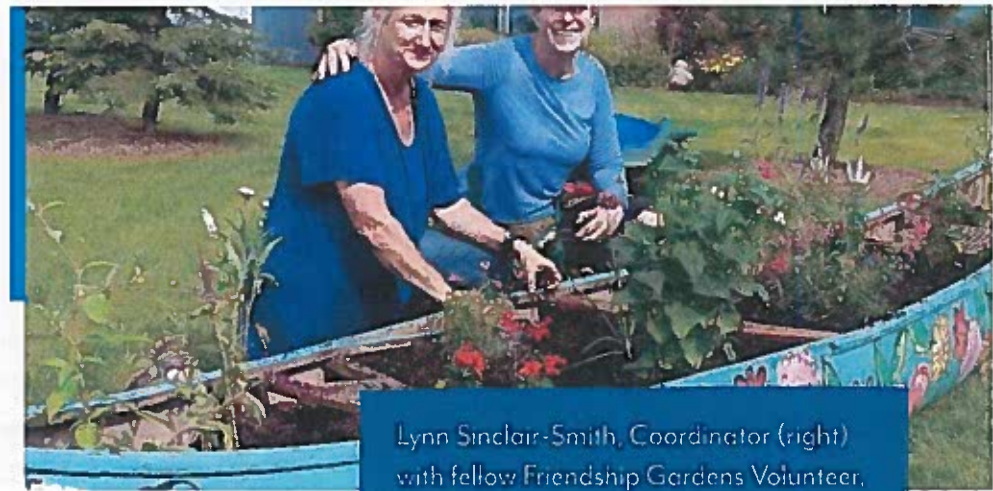
Our Auxiliary celebrated its 65th Anniversary this year. We are part of what feels like a small army who support the important work at the hospital. Our team of over 300 volunteers devoted to in-hospital work are the beacon that navigates the storm; we steer families unsure of where to go and patients needing safe transport. Our fundraising volunteers operate the Gift Shop and Café as well as the much-loved Headwaters House Tour. This past year, our Auxiliary contributed \$250,000 to support the Joan & Paul Waechter Welcome Centre which

Mike Carter, Interim President,
Headwaters Health Care Auxiliary.



saw much needed renovations. Seconds Count Thrift Store, the Auxiliary's largest fundraising endeavour, is run by an amazing team of over 70 volunteers. First opening in 2014, it has been an outstanding success—contributing \$364,000 during this past fiscal year.

Sophie Graham,
Seconds Count
Volunteer.



Lynn Sinclair-Smith, Coordinator (right)
with fellow Friendship Gardens Volunteer,
Tandy (left).

FRIENDSHIP GARDENS

When the hospital was initially built there was no money for gardens or additional trees. I made a commitment with some friends to create one garden so that patients, families and staff might have a living sanctuary. Today, the Friendship Gardens consist of 20 distinct gardens with over 400 trees. Thanks to the generous support of our community we successfully built a drystone wall and pavilion this year. Students also planted many pollinator plants. Currently we are working on completing a naturalization project of 200 saplings, plants and 3,500 pollinator plugs. The Gardens are an important part of my life and to my fellow 30 volunteer friends.

Passion

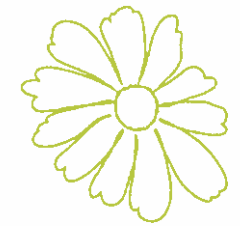
When Jillian's family doctor left the family health team this year, her family went from the comfort of being cared for by someone they knew well to impersonal trips to the hospital and walk-in clinics.

Jillian's family found themselves in a predicament over the Christmas holiday. They thought they would be spending enjoyable time with each other and family, but instead spent most of their time worrying about their boys' health. Her two sons, six-year-old Isaac and four-year-old Marlo, experienced diarrhea and vomiting for a week, had fevers that would not let up and they eventually stopped drinking and eating entirely. "It just seemed to go from bad to worse," Jillian recalled.

On the first Friday of the Christmas break, Jillian brought Isaac to the hospital and waited in the Emergency Department for several hours before tests were run. Those confirmed he had pneumonia and a bacterial infection.

The next day, Jillian brought Marlo to the hospital and thankfully it wasn't nearly as busy. The Triage Nurse pointed to a cart that was nearby and told Marlo he could pick out a toy. New, unopened toys are often donated to the hospital over the holidays by generous community members. Marlo picked out a monster truck.

Within 45 minutes of arriving they were seen by Dr. Kahn, a physician they had visited before and who remembered them. It was different than their past experiences with a hospital. It felt more like what they had been used to with their family physician; comfortable and familiar.



Dr. Kahn was patient with Marlo, he listened and responded empathetically. "We were there for six hours with Marlo; not because it was overly busy but because of how thorough the doctor was being," said Jillian.

The Diagnostic Imaging team completed an X-ray. "The staff were so helpful. They explained everything we could expect and were really friendly to Marlo," said Jillian. A nurse in the Emergency Department put in an IV and Jillian noted that, "He was worried about inserting the IV but then got the job done flawlessly."

Marlo tested positive for Influenza B and had a possible infection in his ear. The two returned home and received a follow up call from Dr. Kahn. He confirmed the ear infection and instructed Jillian to start antibiotics.

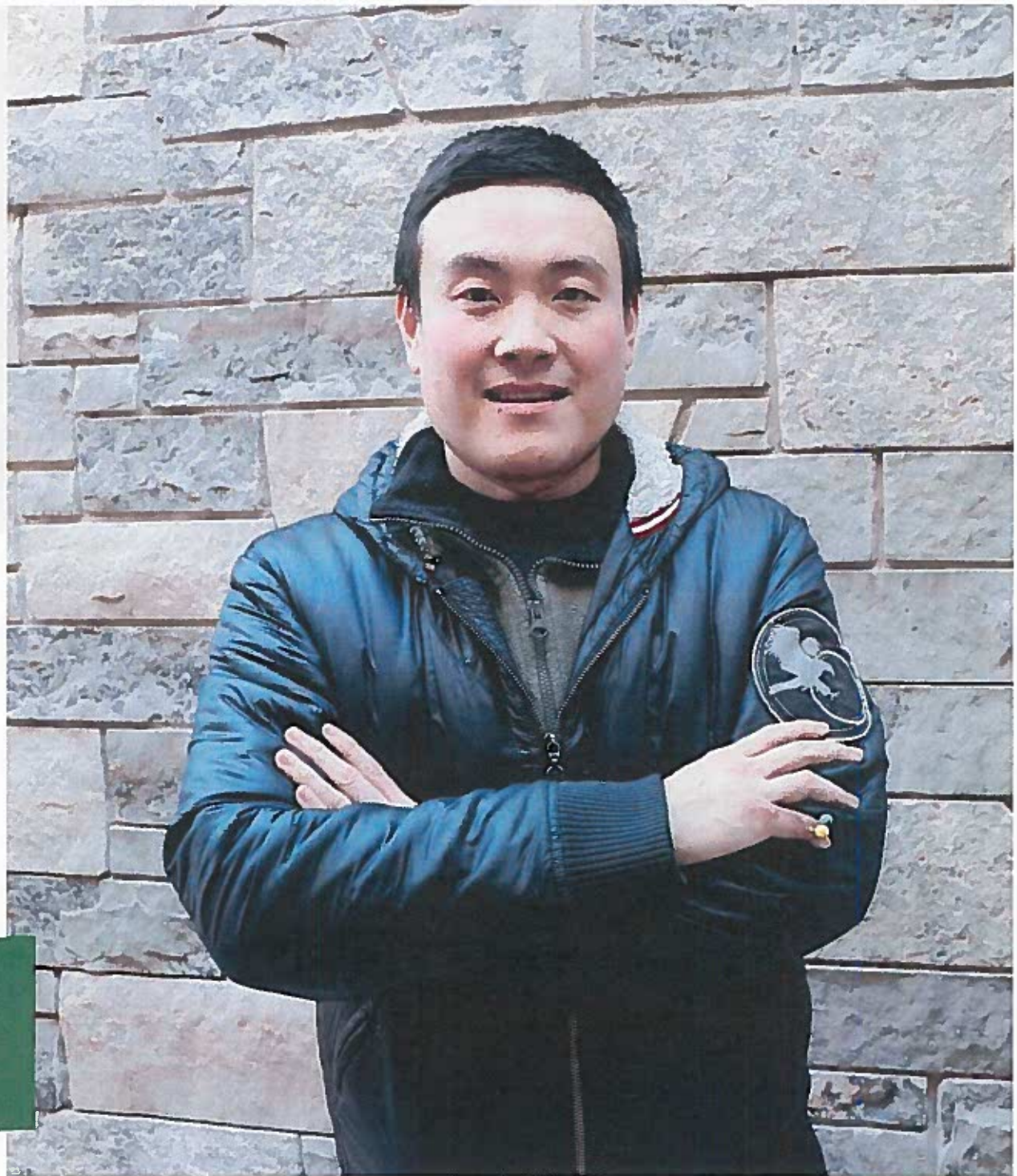
After a few days, both boys' health started to improve, and they went back to their happy, healthy selves. They began to truly enjoy their Christmas break.

Teamwork

Local business owner Xiang manages a farm. He never imagined that a routine task such as cutting wood would forever change how he experiences the world.

Xiang was tired and rushing through his work when the spinning blade from the wood cutter tore through his right little finger. The finger was badly damaged and only attached by a small, remaining piece of skin. "I was in shock. I couldn't believe this had happened to me," recalled Xiang.

Xiang at Headwaters Health Care Centre following several surgical procedures to his right little finger.



Courage

When 20-year-old Brianna came home to Orangeville on a two-week break from college, she had no idea she wouldn't be returning the next semester.

Brianna woke up one night with stomach discomfort and told her mom Mary-Jane, who had sensed something was wrong, that she thought she just had indigestion. Mary-Jane kissed her and went to work not thinking much of it.

As the hours progressed, so did the pain. Brianna was home alone, scared and unable to move from the debilitating pain. From the bathroom, Brianna screamed out for Siri (the iPhone App) to call 9-1-1.

Dufferin County Paramedic Service responded to the call. While they were on the way, Brianna was shocked to give birth, catching the baby as he plunged into the toilet she was sitting on.

When Paramedics Stacey, Mike and Robin arrived on the scene, they were not expecting to see a baby. However, they had received training for this type of situation.

In fact, Stacey had taken a refresher course earlier in the year.

The Paramedics provided care to both Brianna and her newborn son; cutting the umbilical cord and helping Brianna overcome her shock, as she had no idea she was even pregnant. "The paramedics did a really good job!" recalled Mary-Jane.

Both patients were bundled up and taken to Headwaters. Brianna's baby, who she named Charlie, weighed in at a healthy seven pounds two ounces and Brianna faced her biggest fear—telling her mom.

Nurses in the Obstetrics Department at Headwaters called Mary-Jane at work. She fled in shock to the hospital after making some quick phone calls to family and friends. In turn, those neighbours, family and friends generously stocked her home with everything needed to bring Charlie home.

When Mary-Jane arrived at the hospital, her primary concern was making sure her daughter knew she was loved—no matter what. Wiping tears from her eyes, Mary-Jane, rushed to Brianna's side and embraced her new grandson.



Baby Charlie with Dufferin County Paramedic, Stacey.

Later that day, Paramedic Stacey, went back to the hospital to see how everyone was doing. Having recovered from the initial shock, the family was over-the-moon with the new addition. Brianna remained in hospital with Charlie for follow-up care before they both went home healthy and happy. "We have a baby to raise now," said Mary-Jane. "We have to raise this tiny human the best we can."

It takes courage to remain calm in uncertain times. Thanks to Brianna's courage and the swift response from our Paramedics, both she and Charlie are thriving against incredible odds.

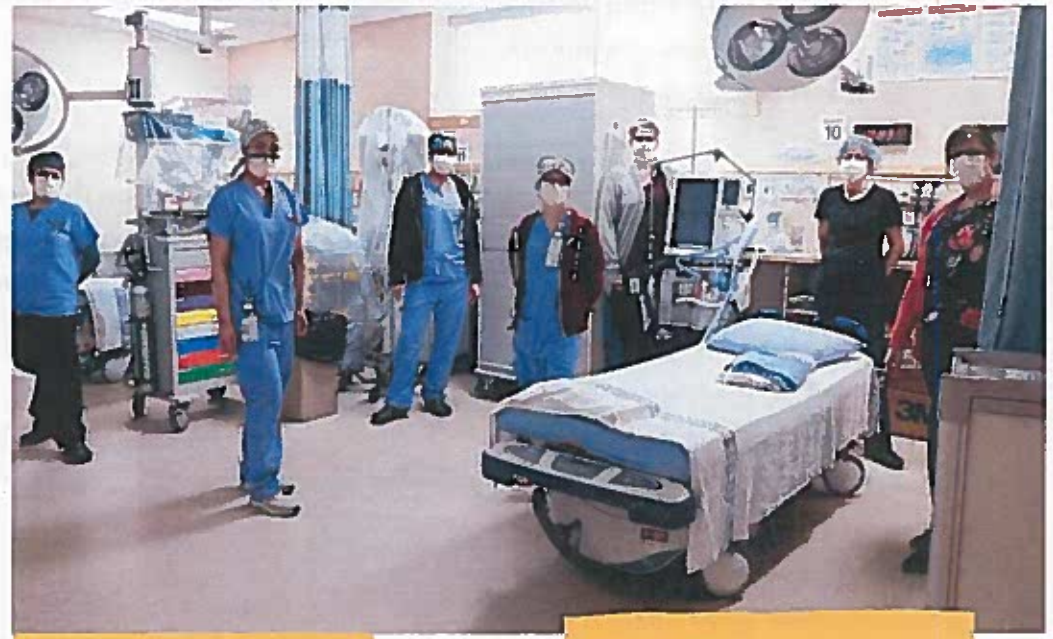
Our COVID-19 Response

In the toughest of times we learn who we really are, who we can rely on and our true strength. The COVID-19 Pandemic took us all by storm and we couldn't be more proud of our team that rose to the occasion and our community that responded with an outpouring of support.



We heard you when you banged your pots and pans from your doorsteps and saluted us in Emergency Services vehicles. We saw your uplifting messages on sidewalks, in your windows, children's artwork near our hospital and your messages shared on social media. We appreciated every donated item that kept us going from food, supplies and equipment.

The men and women who courageously provided care to our community are Headwaters Heroes. From the screeners at entrances and the team who wiped down every surface, to those who assessed and cared for the sick both at the hospital and who working in some of our long-term care facilities when the need was the most urgent. Thank you for your unwavering commitment to keep us all safe.



While we may not know what is around the next corner we know that our team and community will be ready to rise to the occasion.

Our Emergency Department team who were among many RPNs, RNs and PSWs who provided care across our hospital and community.

Getting Even Better

In a matter of weeks, Brittany went from someone who had never visited Headwaters, to someone who knew it intimately.

Brittany was experiencing shortness of breath, coughing and a rapid heart rate. Believing she had caught a virus, she went to the hospital to get checked out. Brittany returned to the hospital four more times with the same symptoms; each time she was diagnosed with pneumonia, admitted for the day or spent a night in the Emergency Department.

The troubling part was that the pneumonia just wouldn't seem to go away. It wasn't until Brittany's fifth visit to the hospital that the team discovered she was experiencing congestive heart failure. Many of the symptoms and test results of congestive heart failure are the same as pneumonia, and it was Brittany's inability to heal that triggered the team to see if something else might be going on.

Brittany was admitted to the hospital and spent a week as an inpatient.

“The nurses were amazing. They gave me tips on how to deal with my illness. I had no idea what I was doing and really appreciated the help,” said Brittany.

She was able to recover from her state of crisis but requires ongoing care from experts in cardiology. Every six months Brittany connects with specialists in Brampton and Mississauga. Brittany can touch base with her entire care team on her lunch hour using two-way videoconferencing via the Ontario Telemedicine Network at Headwaters. “This experience really made me realize how important it is to have a hospital

close to home. If I had to travel to get the care I needed it would really difficult,” said Brittany.

After Brittany returned home, she remembers going to a restaurant in town and seeing one of the nurses who had helped her during her stay. The nurse recognized her and went out of her way to come up, say hello and ask Brittany how she was doing. The relationship she developed with the nurses made a lasting impression. “They provide such great care, remember their patients and recognize them in the community. This is something you just wouldn't get at a larger hospital,” recalled Brittany.

Inspired, she wanted to give back to the hospital so became a Patient Family Advisor. Brittany lends her voice to help the hospital get even better. “Being a patient here and having family members that have been patients here gives you different insight,” explained Brittany. This insight is built into planning and implementing different initiatives such as the future Emergency Department renovations.

Nothing About You, Without You

When Patricia found out she had skin cancer below the bridge of her nose and required surgery to remove it she was worried. She didn't want to come out of the procedure looking like a different person.



As a health care professional, Patricia is familiar with how the system works but had never experienced it from the perspective of a patient. Entering the hospital with her friend, "I felt vulnerable," she recalled. She registered using the new kiosks at the hospital and signed up for MyChart (an online health information system). "The registration and enrollment gave me a sense of control over what was happening," said Patricia.

Right before the surgery, Patricia talked to her surgeon Dr. Kim about how she was feeling. She explained her worst fears, including not looking like herself anymore. Dr. Kim listened and reassured Patricia; she couldn't make any promises but would certainly do her best to maintain Patricia's appearance.

The surgery took 45 minutes and Patricia was awake for the entire procedure. "I had wet pads on my eyes and couldn't see anything," said Patricia. "I remember the nurse, Barb, coming to check on me and her voice grounding me. It was calming to hear her, and I felt like she genuinely cared about me."

After the surgery was complete, Dr. Kim let Patricia know that not only was she able to remove all the cancer but had protected her nose too. Patricia would indeed look like the same person after she finished healing.

Now, a few months later, you can't even tell that Patricia underwent facial surgery and she has regained full sensation in her nose.

"The care I received was exceptional. This hospital is exceptional," said Patricia.

From start to finish there was nothing about Patricia's surgery, without Patricia; she was an active participant during the whole experience. Her fears and needs were heard and respected.

Integrated Care Close to Home

While visiting his son just outside of Chicago, Orangeville resident Bob, started having difficulty breathing. He wasn't sleeping and had little energy.



Bob set up an appointment to get checked out at a clinic close to home. The physician, after hearing his symptoms, sent him straight to the Emergency Department at Headwaters. Bob was on the verge of congestive heart failure.

At Headwaters, the health care team discovered that Bob had a heart arrhythmia (when the electrical impulses that coordinate your heartbeats don't work properly). During his week-long hospital stay, the team tried everything to resolve the problem including medication, diet and therapy. Nothing seemed to work; Bob needed a cardiac ablation so one was booked for the following week at Southlake Regional Health Centre.

The surgeon advised that there was a 75% chance that the procedure would work. Unfortunately, one year later, Bob's heart was out of rhythm once again and he needed another cardiac ablation; this one was successful. Bob recalled, "It felt unreal getting into my car to drive home the next morning. I remember thinking they were just inside my heart last night." Bob received follow-up care at the Cardiac Rehabilitation Clinic at Headwaters.

Following the challenges with his heart, Bob was diagnosed with Peripheral Neuropathy, resulting from Type 2 Diabetes and once again the team Headwaters stepped in to help. Bob meets annually with the Diabetes Education Program who help him learn to manage his symptoms.

Making Every Dollar Count

We have developed an audited report on our financial activities and position over the past fiscal year as part of our commitment to being open, transparent and accountable to our community. The report shows how we put your health care dollars to work.

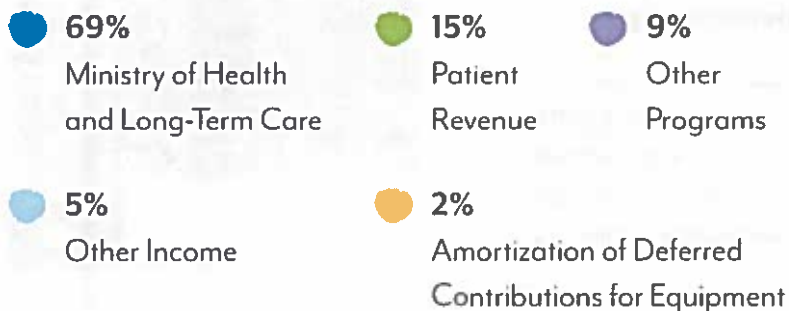
The operating results for the year ended March 31, 2020 is a deficit of \$716,600, before building amortization expense and related deferred capital contributions.

FINANCIAL STATEMENTS ONLINE

To view our audited financial statements, please visit our website at headwatershealth.ca

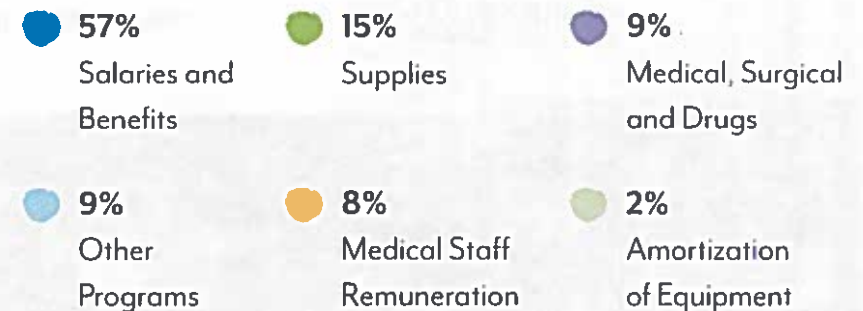
REVENUES \$76.9 Million

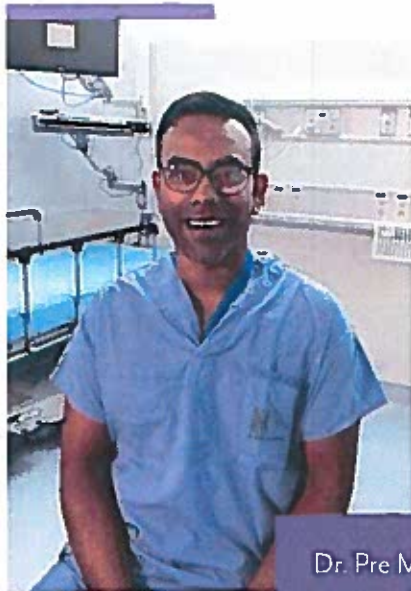
Revenues increased \$5.2M or 7.2% from the year prior. Special one-time investments and rebates received contributed to the majority of the increase in revenues.



EXPENSES \$77.7 Million

Total expenses increased by \$5.9M or 8.2%, relating mostly to annual inflation, increased drug costs and one-time investments. The deficit incurred in the year is a result of COVID-19 costs, which were unfunded as of March 31, 2020.





Dr. Pre Moodley,
our new Urologist.

Renewed Urology Program and Equipment

We renewed our program to treat diseases and disorders of the urinary system in men and women, led by Dr. Pre Moodley.

New Clinics

An Independent Spinal Assessment and Education Clinic for patients with longer term back pain who are considering surgery as well as a Musculoskeletal Rapid Access Clinic for patients considering hip or knee replacement surgery were developed.

The Hills of Headwaters Collaborative—Dufferin Caledon's Ontario Health Team.



Introducing the Hills of Headwaters Collaborative

We are part of Dufferin-Caledon's Ontario Health Team—A collaborative group of health and care agencies and individuals working toward improved communication, efficient digital health applications, equitable access to services and many other initiatives to ensure the best care for people in our community.

Replacement of our Health Information System

Partnering with Collingwood General and Marine Hospital, Georgian Bay General Hospital and Royal Victoria Regional Health Centre we plan to provide a seamless integration of information between hospitals and clinicians and provide advanced functionality for accessing patient records and other health information.

Next, we plan to renovate the Emergency Department. We will be reconfiguring key spaces to provide more efficient and patient-centered care.

RESEARCH

Exploring new ways to provide care and understanding leading edge methods is a hallmark of how we do things at Headwaters.

Achieving Choosing Wisely Canada Designation

We reached Level I Designation in recognition of our commitment to reducing unnecessary test and treatments.



The team that helped us achieve our Level I Choosing Wisely Canada Designation.

By the numbers

Here is statistical information about Headwaters for the year ending March 31, 2020.



41,618

Emergency
Department Visits

4,767

Day Surgeries

4,396

Dialysis Visits

24,921

Outpatient Visits
(excluding DI, ED and Lab)

979

Inpatient Surgeries



2,550

Oncology Consultations

795,592

Lab Tests
(excluding DI)

5,910

Inpatient Admissions



Meet the Team

EDITORIAL

This Annual Report was made in collaboration with members of our Patient Family Advisory Partnership. Members help us get even better by identifying the most important things that can be done to improve the care experience.

GOVERNANCE

Our Board of Directors provide oversight in making strategic decisions, ensuring we provide quality care, our financial well-being and staying abreast of health care best practices. We also have several committees which consist of senior leaders, directors and community members. They are a group of dedicated and dynamic people that help support our local community.



EDITORIAL

Ashley Dann
PATIENT FAMILY
ADVISOR

Annie Gordon
PATIENT FAMILY
ADVISOR

Jennifer Nicolucci
CO-CHAIR, PATIENT
FAMILY ADVISORY
PARTNERSHIP

GOVERNANCE

SENIOR MANAGEMENT COMMITTEE

Kim Delahunt
PRESIDENT & CHIEF EXECUTIVE
OFFICER

Peter Varga
VICE PRESIDENT, PATIENT SERVICES
& CHIEF NURSING EXECUTIVE

Cathy van Leipsig
VICE PRESIDENT, CORPORATE
SERVICES & CHIEF FINANCIAL
OFFICER

Dr. Peter Cino
CHIEF OF STAFF & VICE PRESIDENT,
MEDICAL AFFAIRS

Dora Boylen-Pabst
CHIEF EXECUTIVE OFFICER,
HEADWATERS HEALTH CARE
FOUNDATION

BOARD OF DIRECTORS

Lori Ker
BOARD CHAIR

Sandy Kang-Gill
VICE-CHAIR

Greg Pope
TREASURER

Kim Delahunt
SECRETARY

Dr. Peter Cino
CHIEF OF STAFF & VICE
PRESIDENT, MEDICAL AFFAIRS

Janice Cockburn
DIRECTOR

Krista Collinson
DIRECTOR

Louise Kindree
PAST CHAIR

Warren Maycock
DIRECTOR



Be part of health care in your community:

- Join our team
- Join our Patient Family Advisory Partnership
- Volunteer with us at the hospital, in the gardens or in the community
- Participate with us at community events
- Donate to Headwaters Health Care Foundation at hhcfoundation.com

FOR MORE INFORMATION:

Connect with us anytime by email at info@headwatershealth.ca

Or visit us online at headwatershealth.ca

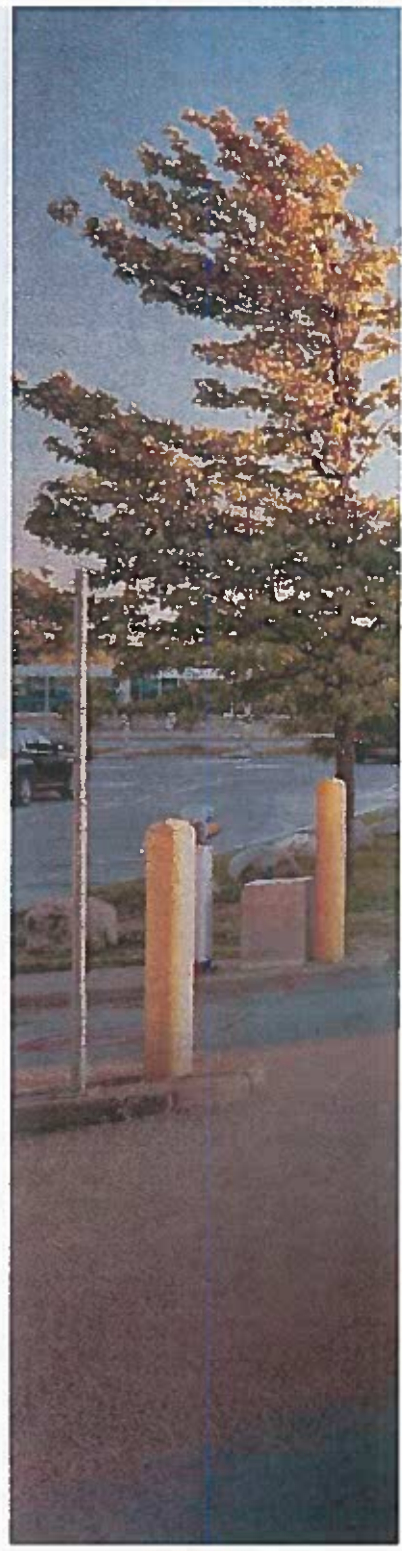
Partner in the Hills of Headwaters Collaborative, the Dufferin-Caledon Ontario Health Team.

Learn more at: hillsofheadwaterscollaborative.ca



100 Rolling Hills Drive
Orangeville, ON L9W 4X9

PHONE: (519) 941.2410



Notice of a Public Meeting Regarding Zoning Provisions for Accessory Dwelling Units in the Township of Melancthon

Council for the Township of Melancthon has initiated a work program to update its zone regulations with respect to accessory dwelling units. The update is intended to create regulations for accessory dwelling units and where such uses may be permitted in the Township.

Interested members of the public are welcome to attend a virtual public meeting with Council to learn more about this initiative. The meeting date is:

Public Meeting: Thursday, October 15th, 2020 – 7:00 p.m.

This amendment is proposing to create regulations to permit accessory dwelling units in the Township and therefore a key map has not been provided. A draft of the amendment is available for download from the Township's website, under the Planning Section.

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.

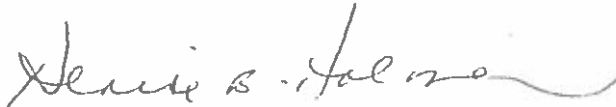
The purpose of the public meeting is to ensure that sufficient information is made available to enable the public to generally understand the proposed Zoning By-law Amendment. Any person who attends the public meeting shall be afforded an opportunity to make representations to Council in respect of the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

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

If a person or public body files an appeal of a decision of the Council for the Corporation of the Township of Melancthon, as the approval authority in respect of the proposed Zoning By-law Amendment, but does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendment is approved or refused, the Ontario Municipal Board may dismiss all or part of the appeal.

Further 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: September 23, 2020.



Denise Holmes, AMCT, CAO/Clerk
Township of Melancthon

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: May 31, 2019
Re: Secondary Suites

PURPOSE OF MEMO

Provincial law and policy requires municipalities to establish policies and regulations for secondary suites.

The purpose of this memo is to review current policies and the regulations of abutting municipalities and obtain Council direction to move forward with the preparation of a draft zoning by-law amendment to accommodate secondary suites through as-of-right zone regulation.

SECONDARY SUITES

A secondary suite is a self-contained residential dwelling unit located within (or forming part of) an existing dwelling or accessory structure which is capable of functioning as an independent dwelling unit in a manner compliant with the Ontario Building Code.

CURRENT POLICIES AND PROVISIONS ADDRESSING SECONDARY SUITES

The Planning Act R.S.O 1990

Section 16 (3) of the Planning Act states:

Without limiting what an official plan is required to or may contain under subsection (1) or (2), an official plan shall contain policies that authorize the use of a second residential unit by authorizing:

- a) *The use of two residential units in a detached house, semi-detached house or rowhouse if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains a residential unit; and,*
- b) *The use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse if the detached house or semi-detached house or rowhouse contains a single residential unit.*

It is also noted that the above Section is proposed to be modified by Bill 108 so it reads as follows:

An official plan shall contain policies that authorize the use of additional residential units by authorizing:

- a) *The use of two residential units in a detached house, semi-detached house or rowhouse; and,*
- b) *The use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse.*

Provincial Policy Statement (2014)

Section 1.1.1 b) of the Provincial Policy Statement states that:

Healthy, livable and safe communities are sustained by accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons)...(emphasis added)

A Place to Grow (2019)

Section 2.2.6 of the Growth Plan refers to secondary suites in the following policy addressing housing:

Upper and single-tier municipalities, in consultation with lower tier municipalities, the Province, and other appropriate stakeholders, will:

- a) *support housing choice through the achievement of the minimum intensification and density targets in this plan, as well as the other policies of this Plan by:*
 - i) *Identifying a diverse range and mix of housing options and densities, including second units and affordable housing to meet projected needs of current and future residents....*
- d) *implement 2.2.6.1 a) through official plan policies and designations and zoning by-laws*

County of Dufferin Official Plan

Section 3.7.4 of the County of Dufferin Official Plan establishes the following guiding policies for secondary suites:

The County supports the provision of second residential units and garden suites as a means to provide a greater diversity of housing types and housing affordability.

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 51 Churchill Drive
 Barrie, Ontario
 (705) 725-8133

It is the policy of the County that:

- a) The County generally encourages the permission of second residential units within single detached, semi-detached, and townhouse dwelling units where a residential unit is not permitted in an accessory structure to those housing types on the property. Local municipalities may permit the second residential unit to be located within a residential accessory structure, subject to the policies and regulation of the local municipal official plan and zoning by-law.
- b) Local municipal official plans and implementing zoning by-law will contain detailed policies and requirements related to second residential units, which generally support their creation, and will have consideration for such matters as: land use permissions for second residential units, parking requirements, servicing, and compliance with other relevant municipal and provincial requirements.
- c) Local municipalities are encouraged to establish policies related to garden suites in their official plan, where appropriate.

Melancthon Official Plan

Section 3.12 of the new Official Plan for the Township of Melancthon establishes the following guiding policies for secondary suites:

- (a) A second dwelling unit is permitted in specific types of residential uses through either:
 - i the use of two dwelling units in a detached dwelling or semi-detached dwelling if no building or structure accessory to the detached dwelling or semi-detached dwelling contains a dwelling unit; or
 - ii the use of a dwelling unit in a building or structure ancillary to a detached dwelling or semi-detached dwelling if the detached dwelling or semi-detached dwelling contains a single dwelling unit.
- (b) The development of second dwelling units shall comply with the applicable policies of this section including the criteria of subsection (c) immediately below, all other relevant policies of this Plan, including those relating to servicing, hazardous lands and floodplains, and the provisions of the implementing Zoning By-law.
- (c) All second dwelling units shall meet the following criteria:
 - i there is compliance with all applicable Zoning By-law provisions;
 - ii there is compliance with all Building Code and Fire Code provisions;

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- iii *there is sufficient room on the subject property for any required services including individual on-site water and sewage services and all associated approvals have been obtained;*
 - iv *the site is not within any area subject to natural hazards such as floodplains or erosion hazards and any permits required from a conservation authority have been obtained;*
 - v *sufficient on-site parking and amenity areas are provided;*
 - vi *no new vehicular access facility is required from the abutting public road; and,*
 - vii *there is no substantial alteration to the exterior appearance of the building as a detached or semi-detached dwelling.*
- (d) *The criteria of subsection (c) immediately above may be implemented through the use of such measures as Zoning By-law provisions, the application of design guidelines, and requirements for servicing approvals.*

ABUTTING MUNICIPALITIES

Mulmur Township

Section 3.3 of the Township of Mulmur Comprehensive Zoning By-law establishes zone regulations that permit additional single dwellings as well as accessory dwelling units.

The regulations governing accessory dwelling units include:

- a) Minimum lot area of 0.4 ha;
- b) Appropriate water and septic servicing; and,
- c) Attachment by a common ceiling, floor or wall having a minimum surface area of 12 m².

Amaranth Township

Comprehensive Zoning By-law 2-2009 (Consolidated December 2010) did not include regulations for secondary suites.

Clearview Township

Section 2.5.1 of the Clearview Township Zoning By-law included the following regulations for accessory apartments:

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- a) A minimum habitable area of 25m² for studio apartments or 32 m² for 1 bedroom apartments;
- b) Habitable space shall not exceed 111 m²;
- c) Separate sanitary facilities and kitchen facilities from the principle dwelling;
- d) Separate entry from the principle dwelling;
- e) Designed to be an integral part of the dwelling and not alter façade facing the street;
- f) Minimum 1 parking space;
- g) Not be located below the floor elevation of a flood plain;
- h) Adequate water and septic services;
- i) Compliant with all other regulations (i.e. fire, health, safety or occupancy).

Southgate Township

Township of Southgate Zoning By-law 19-2002 (Consolidated version February 2009) did not include regulations for secondary suites.

ANALYSIS

The policy direction from the Province, the County and the Township's official plan clearly suggests that secondary suites need to be addressed as an integral part of our future housing strategy. As a rural municipality with almost no diversity or choice in housing type, the importance of accommodating secondary suites as a measure to address affordability and to accommodate aging in place is heightened.

Currently the Township's Zoning By-law does not allow more than one dwelling on a lot and furthermore the definition of a "dwelling" permits only one kitchen. As a result, landowners seeking to establish secondary suites are currently required to obtain a special zoning approval through an application for a zoning by-law amendment and Council has approved several of these amendments over the last few years.

It is recommended that Council initiate an amendment process to the Comprehensive Zoning By-law to allow secondary suites in an existing dwelling unit subject to zone regulations. For the purpose of preliminary discussion on the development of zone regulations, proposed zone regulations for secondary suites are provided on the next page:

• *Municipal Planning Services* •

Chris D. Jones BES, MCIP, RPP
51 Churchill Drive
Barrie, Ontario
(705) 725-8133

Draft Regulations for Secondary Suites

Notwithstanding any other provisions of this By-law, one secondary dwelling unit is permitted in a dwelling provided:

- a) *the principle dwelling has a minimum gross floor area of 65 square metres;*
- b) *the maximum gross floor area of the secondary dwelling unit is 50 square metres (538 ft²) and the minimum gross floor area is 30 square metres (323 ft²);*
- c) *the principle dwelling unit and the secondary dwelling unit shall each have an independent means of access from the outside;*
- d) *The resultant two-unit dwelling is compliant with all other provisions of this By-law and the Ontario Building Code Act;*
- e) *the principle dwelling and secondary dwelling unit shall share one septic system which shall be confirmed to be in good working order;*
- f) *the secondary dwelling unit shall require one parking space and shall share the same driveway as the principle dwelling;*
- g) *no accessory use or home based business shall be permitted in conjunction with a secondary dwelling unit; and,*
- h) *within the R1 Zone the establishment of a secondary suite shall require the owner to enter into a site plan agreement.*

RECOMMENDED RESOLUTION

If Council is in agreement with the general direction of this report, the following resolution is suggested:

1. That Council gives direction to the CAO and Planner to coordinate the preparation of a draft zoning amendment to authorize as-of-right permission of and regulations for secondary suites in the Township and to schedule a public meeting in accordance with the requirements of the Planning Act.

Respectfully Submitted,



Chris Jones MCIP, RPP

• Municipal Planning Services •
 Chris D. Jones BES, MCIP, RPP
 51 Churchill Drive
 Barrie, Ontario
 (705) 725-8133

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

(Secondary Dwelling Units – February 28, 2020)

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon.

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 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. Zoning By-law No. 12-79 as amended, is further amended by adding the following new sub-sections after sub-section xxx):

1.0 Secondary Dwelling Unit Accessory to a Single Detached Dwelling

Notwithstanding any other provisions of this By-law, one secondary dwelling unit is permitted in a detached dwelling in the A1, A2, R1, ER1 or RR Zones provided:

- a) the lot and dwelling are compliant with the zone provisions of their appurtenant zone confirmed by a current plan of survey or real property report;
- b) the principle detached dwelling has a minimum ground floor area of 75 square metres and is otherwise compliant with the provisions of this By-law;
- c) the maximum floor area of the secondary dwelling unit is no greater than 50 square metres and the minimum floor area is no smaller than 30 square metres;
- d) a minimum of three parking spaces are provided on the lot;
- e) the resultant two-unit dwelling is compliant with the Ontario Building Code Act;
- f) both dwellings units are connected to the same septic system which is capable of sustaining both the principle dwelling and the secondary dwelling unit, confirmed by the issuance of a permit from the septic approval authority; and,
- g) where required, a window opening in the secondary dwelling unit having an area of 0.30 square metres is located above grade.

1.1 Secondary Dwelling Unit Accessory to a Detached Private Garage

Notwithstanding any other provisions of this By-law, one secondary dwelling unit is permitted in a detached garage accessory to a residential dwelling in the A1 or A2 Zones provided:

- a) the detached garage is otherwise compliant with the provisions of this By-law;
- b) the floor area of the secondary dwelling unit is no greater than 50% of the ground floor area of the detached garage to a maximum of 50 square metres and is located entirely above grade;
- c) the detached garage shall be designed for vehicle or equipment storage with a suitable entry for vehicles or equipment;
- d) the garage shall not be utilized for a home industry or on-farm diversified use;

- e) a minimum of three parking spaces are provided on the lot;
- f) the detached garage shall be located within 60 metres of the dwelling and shall utilize the same driveway as the dwelling;
- g) the resultant structure is compliant with the Ontario Building Code Act;
- h) both dwelling units are connected to the same septic system which is capable of sustaining both the principle dwelling and the secondary dwelling unit, confirmed by the issuance of a permit from the septic approval authority;
- i) the detached garage shall not have a basement; and,
- k) no accessory structures or uses shall be permitted in conjunction with the secondary dwelling unit.

2. 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 xx· day of xxx 2020.

READ A THIRD TIME and finally passed this xx· day of xxx 2020.

Mayor

Clerk