



TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, MAY 6, 2021 - 5:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/89197248023?pwd=OHpFUUpNTFRPK3U0UE5hQldjdHRWUT09>

Meeting ID: 891 9724 8023

Passcode: 850665

One tap mobile

+14388097799,,89197248023#,,,,*850665# Canada

+15873281099,,89197248023#,,,,*850665# Canada

Dial by your location

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

Meeting ID: 891 9724 8023

Passcode: 850665

AGENDA

- 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 – April 15, 2021**
- 6. Business Arising from Minutes**
- 7. Point of Privilege or Personal Privilege**
- 8. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 9. Public Works**
 1. Accounts
 2. Report from Kaitlin Chessell, Secretary Roads Sub-Committee regarding Recommendations from April 28, 2021 meeting
 3. Other

10. Planning

1. Applications to Permit
2. Report from Chris Jones regarding Assessment of Candidate Agricultural Lands – Growth Plan
3. Report from Chris Jones regarding NEC Comment for East Part Lot 16, Con 2 OS (Funston)
4. Report from Chris Jones regarding Health Canada Consultation: Production of Cannabis for Medical Purposes
 1. Town of Mono Resolution regarding Cannabis Licencing and Enforcement
5. Letter from Robert Dojcsak regarding severance
6. Other
 1. Tripp/Serbin Temporary Zoning By-law Amendment request extension to three year date due to Covid-19 (Mayor White)
7. Unfinished Business
 1. Report from Denise Holmes – Definition of Lane
 2. Lot 95, Plan 23A Corbetton

11. Strategic Plan

12. Climate Change Initiatives

13. Police Services Board

1. Update from the Joint PSB Meeting held on April 23, 2021

14. Committee Reports

15. Correspondence

Board & Committee Minutes

1. Shelburne Public Library – March 16, 2021
2. Grand River Conservation Authority – April 23, 2021
3. Mulmur-Melancthon Fire Board – April 13, 2021
4. Joint Dufferin County Section 10 Police Services Board – October 23, 2020
5. North Dufferin Community Centre Board of Management – March 10, 2021
6. North Dufferin Community Centre Board of Management – April 6, 2021
7. Joint Recreation Subcommittee Minutes – March 24, 2021

Items for Information Purposes

1. AMO Policy Update – Municipal Code of Conduct Consultation Launched
2. RJ Burnside Invoice for Drainage Superintendent Services; January - March 2021
3. Report from Archie Wilson, Operations & HR Manager, Holmes Agro – Ground Water Sampling Report
4. Town of South Bruce Peninsula Resolution regarding Lottery Licensing to Assist Small Organizations
5. Town of Shelburne Resolution regarding Paid Sick Days for Ontario's Workers
6. Shelburne & District Fire Department 2020 Annual Report
7. Semi-Annual Ground Water Monitoring and Sampling Report 2020 (Full Report is on File)

Items for Council Action

1. Report from Denise Holmes, CAO/Clerk – 2022 Municipal Election – Alternative Voting Method
2. Report from Denise Holmes, CAO/Clerk – Quote for Upgrade of Communications System
3. Request for Special Event Permit Involving 8th Line SW Traffic

16. General Business

1. Accounts
2. Notice of Intent to Pass By-law
 1. By-law to Appoint a Fire Chief for the Mulmur Melancthon Fire Department
 2. By-law to Appoint a Deputy Fire Chief for the Mulmur Melancthon Fire Department
3. New/Other Business/Additions
 1. Memorandum from Denise Holmes, CAO/Clerk, News Article – Six Nations Traditional Government
 2. Draft Emergency Response Plan 2021 – Comments of Council on the Draft
 3. Integrity Commissioner
 1. Report from Michelle Dunne, regarding Integrity Commissioner RFP
 2. Integrity Commissioner Special Report to Council
 3. Integrity Commissioner Annual Report
 4. Memorandum from Denise Holmes regarding Recommendation from the Joint Recreation Sub-Committee Meeting held on April 21, 2021
 5. Melancthon Township Sustainability Day Proclamation for June 5th and proposed programs/events related to this (Councillor Mercer)
 6. Additions
4. Unfinished Business
 1. Letter from Sylvia Jones, Solicitor General regarding OPP Detachment Boards under the Community Safety and Policing Act
 1. Letter from Laura Ryan, Mayor, Town of Mono regarding Reconstitution of Police Service Boards within Dufferin County
 2. Motion from Section 10 Joint Police Services Board Meeting held on April 23, 2021
 2. NDCC Motion from the November 10, 2020 Meeting – Recommendation on reaching a consensus on moving forward
 3. Creation of a motion from Melancthon Council regarding Fire Services Operation

17. Delegations

1. **5:30 p.m.** - Notice of Public Meeting Regarding a Zoning By-law Amendment on Part Lots 217 and 218, Concession 2 NE to zone the subject lands to fulfill a condition of Provisional Consent (Patchett)
2. **5:45 p.m.** – Harvey Fraser and Darlene Lambert regarding the New Markdale Hospital Project Capital Campaign

18. Closed Session

1. Approval of Draft Minutes – April 1, 2021
2. Business Arising from Minutes
3. Personal matter about an identifiable individual, including municipal or local board employees – Properties Eligible for Tax Arrears Registration
4. Rise With or Without Report from Closed Session

19. Third Reading of By-laws

20. Notice of Motion

21. Confirmation By-law

22. Adjournment and Date of Next Meeting – Thursday May 20, 2021 – 5:00 p.m.

23. On Sites

24. Correspondence on File at the Clerk's Office



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

Telephone - (519) 925-5525
Fax No. - (519) 925-1110
Website: www.melancthontownship.ca
Email: info@melancthontownship.ca

CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: KAITLIN CHESSELL, SECRETARY ROADS SUB-COMMITTEE

**SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING
APRIL 28, 2021**

DATE: APRIL 29, 2021

7.5 General Business; Tender 01-2021 & 02-2021 – Review Tenders & Recommendation to Council

The lowest bid for Tender 01-2021 was from Graham Bros Construction Limited at \$125,254.80. The lowest bid for Tender 02-2021 was from Graham Bros Construction Limited at \$158,120.90. It was discussed that Graham Bros Construction Limited did the one section of road work on the 2nd Line SW from Highway 89 to 300 Sideroad last year for the Township.

Recommendation:

The Roads Sub-Committee recommends to Council that we accept the bids for Tenders 01-2021 and 02-2021 from Graham Bros Construction Limited.

7.7 General Business; Pulverizing 5th Line OS from County Road 17 to County Road 21

It was discussed that the entire 5th Line OS from County Road 17 to County Road 21 is in rough shape. We originally budgeted \$150,000 to pulverize the 5th Line OS from County Road 17 to 15 Sideroad this year but Craig got a quote for \$17,024.70 to

DW#9.2
MAY 06 2021

pulverize the whole paved portion of the 5th Line OS and it would cost an additional \$70,000 approximately for the gravel necessary. Wendy Atkinson, Treasurer brought to the Roads Sub-Committee's attention that we got an additional \$91,000 from the gas tax top up that could be allocated to this project. Claussen Farms is scheduled to pulverize 260 Sideroad and the portion of the 5th Line from County Road 17 to 15 Sideroad on May 17th, 2021 and could do the rest of the 5th Line OS that same day as well.

Recommendation:

The Roads Sub-Committee recommends to Council that we pulverize the 5th Line OS from County Road 17 to County Road 21.

7.8 General Business; Public Works Building Roof

Our grant was approved for the Public Works Building roof and we can now put it out to tender. \$5000 was budgeted for the Structural Inspection required and an engineer will be needed to assist in the tendering process. It was discussed that we will need to stipulate in the tender that supports will need to be installed during the roof installation for the retro fit we intend to install later.

Recommendation:

The Roads Sub-Committee recommends to Council that Staff be directed to reach out to RJ Burnside and Associates to prepare the tender and complete the Structural Inspection.

**APPLICATIONS TO PERMIT FOR APPROVAL
May 6, 2021 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	TYPE OF STRUCTURE	DOLLAR VALUE	D.C.'s	COMMENTS
Irvin Hoover	Lot 225-227, Con 2 NE 199100 2nd Line NE	Mezzanine addition	\$5,000		approved
Meyercroft Farms Inc Applicant: Adam Meyers	Part lots 253-255, Con 2 SW 118141 2nd Line SW	Grain Bin	\$65,000	NO	approved
Gabriel Bone	Plan 54, Lot 17 RP 7R6555 Pt Lot 22, Con 6 SW 681169 260 Sideroad	deck	\$9,000	NO	approved
Michael Hofman	Plan 17A Part 3 & 4 E/S Main RP 7R4125 Part 2 289 Main Street	dwelling	\$400,000	NO	Demo in 2020
Melancthon Maple Farms Inc Applicant: Eli Sherk	West Part Lot 14, Con 4 OS 397217 5th Line	dwelling	\$300,000	YES	
Julius Gubco	East Part Lot 11, Con 4 OS 585087 County Road 17	Agricultural Storage Building	\$100,000	NO	
Narinder Kaur Sahi Applicant: Gurdez Singh	Plan 7M48, Lot 25 8 Rutledge Heights	Single Family Dwelling	\$800,000	YES	

Plan # 10.1
MAY 06 2021

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MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: April 30, 2021
Re: Assessment of Candidate Agricultural Lands – Growth Plan

BACKGROUND

As part of the Growth Plan for the Greater Golden Horseshoe (GPGGH) the Province has mapped an "Agricultural System". This Provincial mapping designates all lands in the Township of Melancthon as being in a prime agricultural area, save and except lands located in settlement areas or lands which comprise natural heritage features. It is notable that the preparation of this mapping was prepared through a computer model which relied substantially on the Canada Land Inventory System as the basis for determining prime agricultural areas.

The County of Dufferin is currently in the process of preparing an update to the County Official Plan to address requirements of the 2019 GPGGH.

In accordance with Section 4.2.6.9 of the GPGGH, the County is able to refine the agricultural system mapping at the time of the upper-tier Official Plan Update. To this end, the County has coordinated several meetings with the local municipalities and OMAFRA to discuss the refinement criteria, which are formalized in a document entitled "Implementation Procedures for the Agricultural System in Ontario Greater Golden Horseshoe (March 2020)".

THE REFINEMENT CRITERIA

The following are the refinement criteria set out on the above-mentioned document:

1. To adjust *prime agricultural areas* to identifiable boundaries (beyond the identifiable boundaries used by the Province to create the agricultural land base map).¹⁵
2. Identifiable boundaries may include roads, railways, large water bodies and *settlement area* boundaries, but do not include the following: topographic features (e.g., cliffs), buildings, small creeks or drainage ditches or provincial plan boundaries (e.g., to Niagara Escarpment Plan or Oak Ridges Moraine Conservation Plan boundaries).
 - To make minor technical adjustments (e.g., to account for distortion from map projections or discrepancies based on map scales).

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51 Churchill Drive
Barrie, Ontario
(705) 725-8133

Plan # 10-2
MAY 06 2021

- To account for *settlement area* boundaries that were approved in upper- and single-tier official plans in effect as of July 1, 2017 and any additional refinements to *settlement area* boundaries once precise locations have been determined through an official plan process.¹⁶
3. To recognize more precise local information, specifically:
 - Lands such as First Nation reserve lands and federally regulated portions of aerodromes.
 - Future updates to the provincial LEAR if significant changes are made to the official OMAFRA Canada Land Inventory mapping.
 - Existing upper- or single-tier municipal LEARs¹⁷ and accompanying mapping if they are consistent with and do not conflict with the *Agricultural System* mapping method, purpose and outcomes.¹⁸ The provincial LEAR may take precedence where appropriate to achieve continuity across municipal and provincial plan boundaries and to achieve other *Agricultural System* purposes and outcomes.
 4. Designated *employment areas* (see Section 3.3.2.9).
 5. Contiguous areas greater than 250 ha of existing, permitted non-agricultural and non-residential uses¹⁹ that are unlikely to be rehabilitated to agriculture and are not characteristic of *prime agricultural areas*. Non-agricultural uses may include commercial, institutional, cemeteries, golf courses, industrial parks, *mineral aggregate resources* areas below the water table, built-up areas along highways, developed shoreline areas (as per A Place to Grow policy 4.2.4.5), *infrastructure* (named in A Place to Grow Schedules 5 and 6) that has been developed, large impervious surfaces, and designated *employment areas*.
 6. To recognize *key natural heritage features* in which *agricultural uses* are not on-going (as discussed in Section 3.3.2.4).
 7. To add areas in order to create a continuous agricultural land base across municipal boundaries (i.e., edge matching of lands in agricultural production).
 8. As a best practice, to add *prime agricultural areas* resulting from situations where land is de-designated from *settlement areas*.

CANDIDATE AREAS

The Provincial Agricultural System Map also includes "Candidate Areas". These are areas of land that, "Municipalities must assess whether to include candidate areas as

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 (705) 725-8133

prime agricultural areas or rural lands," as part of the upper and lower tier official plan updates.

There are 3 "Candidate Areas" in the Township of Melancthon as shown in Appendix 1.

ANALYSIS

Candidate Area 1 is located adjacent to the settlement area of Hornings Mills. I do not understand the rationale as to why this area has been identified as a "candidate" or why the very small area at the south end Man Street was identified as a "Prime Agricultural Area". Notwithstanding, my recommendation is that this area of the Township be refined in the manner illustrated in Appendix 2 to the report to ensure consistency with Schedule B to the Township's Official Plan (Hornings Mills settlement area and adjacent lands).

Candidate Area 2 is located in the midst of a wetland feature. I do not understand the rationale as to why this area has been identified as a "candidate". This area is identified in the Township's Official Plan as Environmental Protection given that it comprises part of a Provincially Significant Wetland. It will therefore not be recommended that this area be identified as being part of Prime Agricultural area for the purpose of the update to County Official Plan.

Candidate Area 3 is the largest candidate area in the Township and is located in the area of Lots 17 to 23, Concession 17 to 23 N.E. and is approximately 177 hectares (437 acres) in area. The Township's Official Plan identifies this area as being part of the Rural land use designation. It is recommended this area be maintained as a rural area and refined in the manner illustrated in Appendix 3 to reflect the Township's current Official Plan.

RECOMMENDATION

If Council is in agreement with the findings and analyses of this report, the following recommendations are provided for Council's consideration:

1. That this report be received;
2. That the County of Dufferin be advised that two of the three candidate areas identified in the Provincial Agricultural System map are currently designated as Rural in the Township's Official Plan approved in 2015 and as such should remain in the Rural designation; and,
3. That the County of Dufferin be further requested to refine the Provincial Agricultural System Mapping as it applies the candidate area in Horning Mills and the area along the 8th Line N.E. in the manner illustrated in Appendices 2 and 3

to this report to reflect the Township's current Official Plan and in accordance with Criteria 2 and 7 of the Agricultural System implementation criteria.

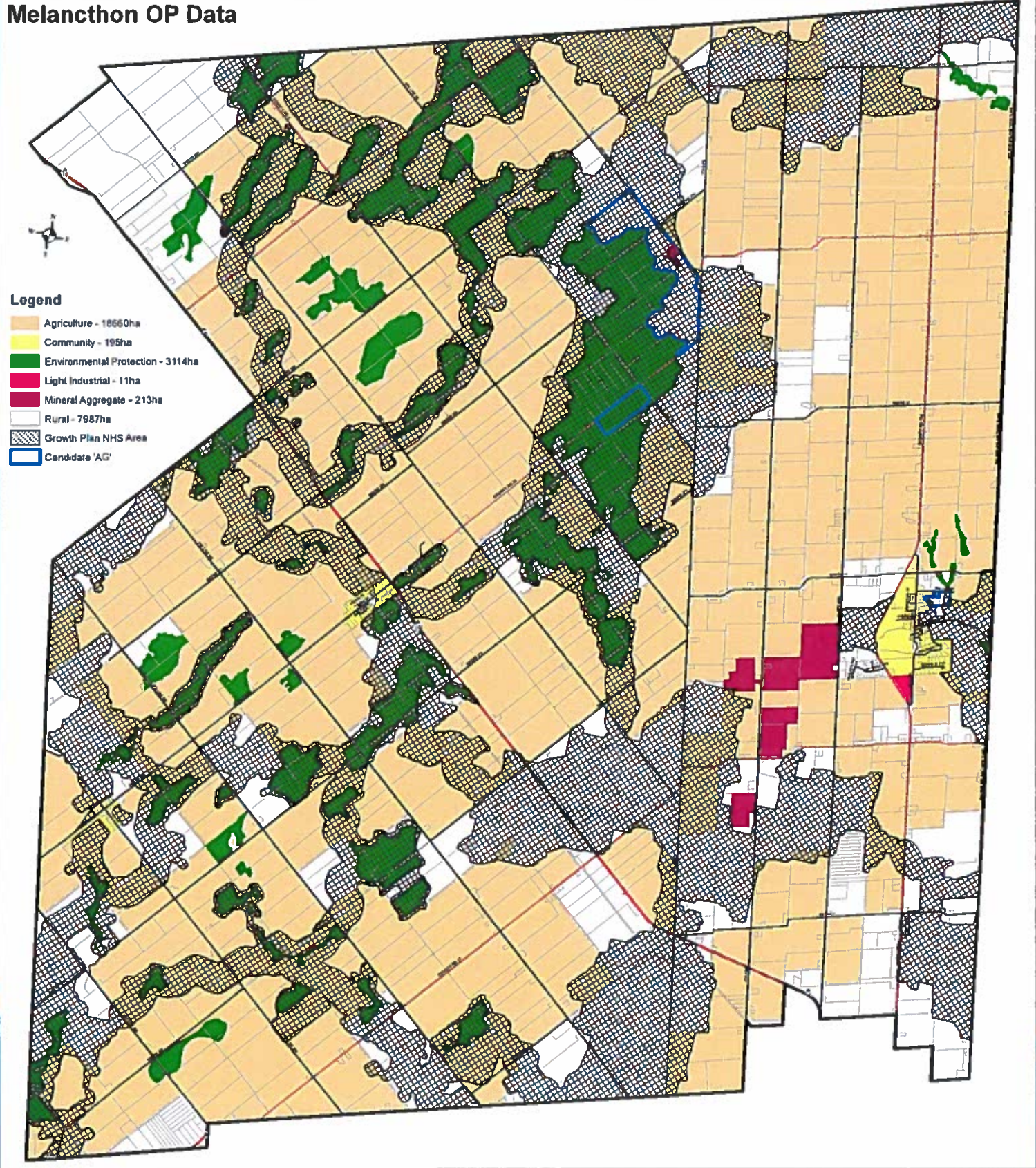
Respectfully submitted,

A handwritten signature in black ink, appearing to be 'CJ', written over a horizontal line.

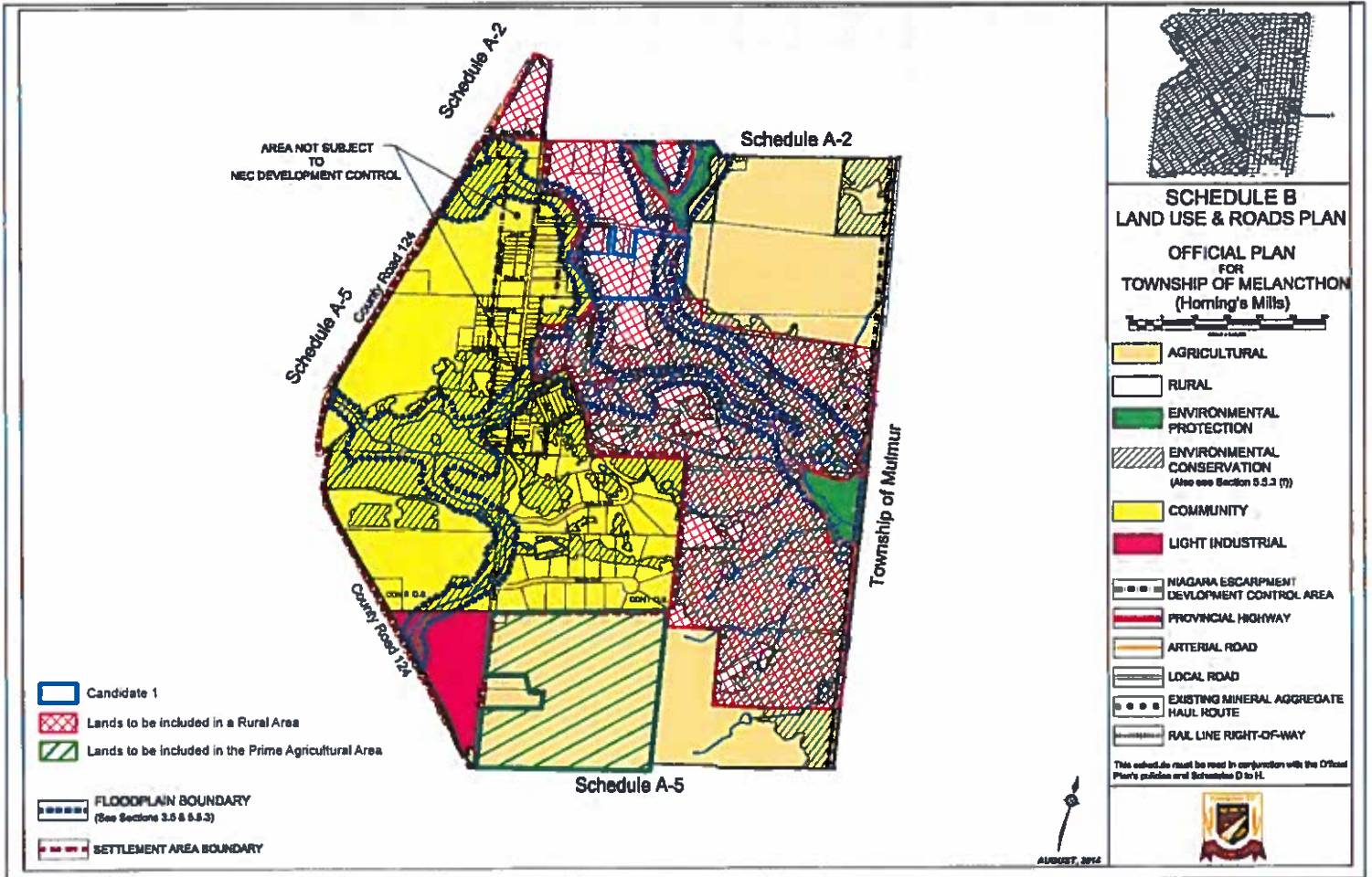
Chris Jones MCIP, RPP

• Appendix 1 •

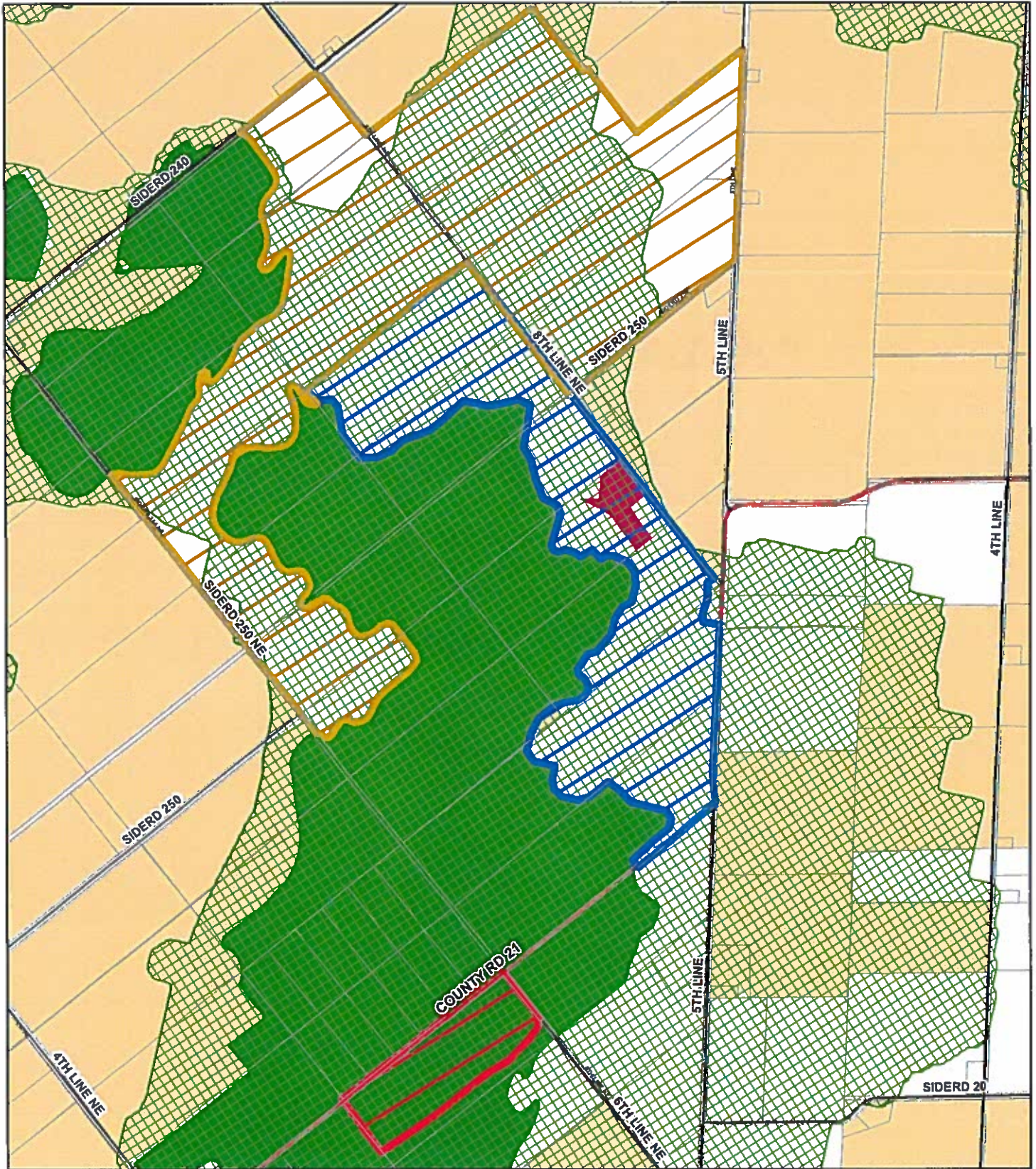
Melancthon OP Data



• Appendix 2 •



• Appendix 3 •



8th Line NE

Legend

- Agriculture
- Environmental Protection
- Mineral Aggregate
- Rural
- Growth Plan NHS Area

Proposed Revisions

- Candidate Area to remain designated as Environmental or a natural heritage feature
- Candidate Area to Remain in the Rural Land Use Designation
- Existing Rural designation to be included in the Rural designation for the purpose of the Agricultural System

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MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris D. Jones MCIP, RPP
Date: May 3, 2021
Re: NEC Permit M/R/2021-2022/47 (Funston)

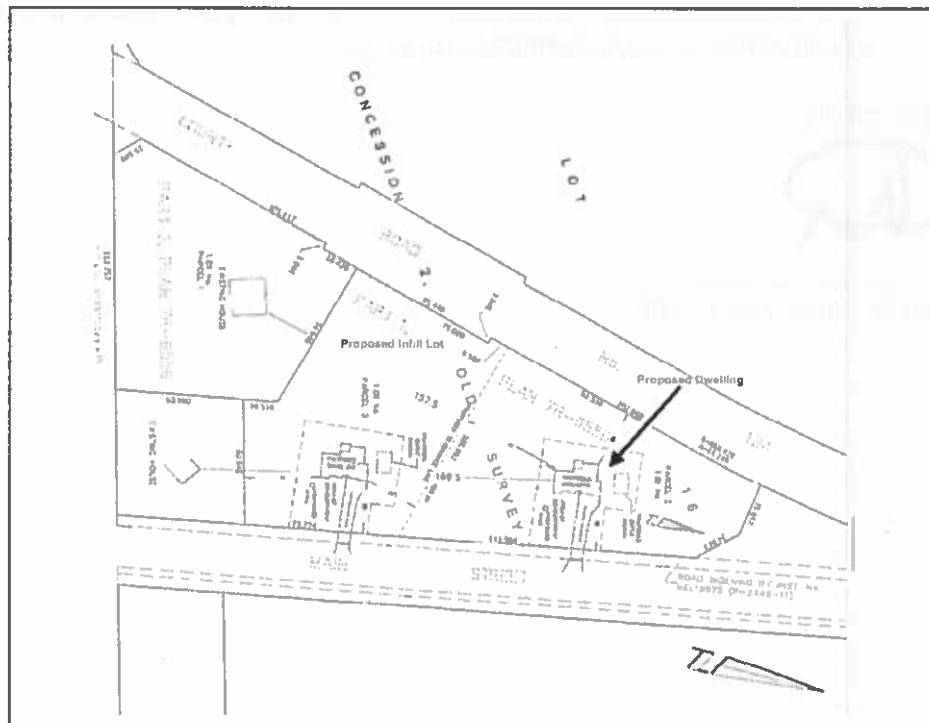
The Township is in receipt of a notice from the NEC concerning a permit application for lands located in the East Part of Lot 16, Concession 2 O.S.

The application has two objectives:

- To construct a new dwelling with a floor area of 450 m² (4,843 ft²); and,
- To sever a new infill lot.

A sketch of the proposed dwelling and the proposed infill lot is provided in Figure 1.

Figure 1 – Proposed Dwelling and Infill Lot



TOWNSHIP OFFICIAL PLAN

The lands subject to the proposed severance are currently designated Rural.

Section 5.3.3 (e) of the Official Plan permits the creation of new lots through residential infilling providing the new lot is compliant with the policy definition of "residential infilling".

The salient aspect of the residential infill policy as it relates to this proposal is provided below:

...the creation of a new residential lot from parts of one or more similarly sized abutting residential lots containing dwellings that are a maximum of 200 metres apart and there is sufficient lot area for the severed and retained lots.

ANALYSIS

The severed and retained lots would have a lot area of approximately 1 hectare and the distance between the existing dwelling and the dwelling proposed to be constructed is approximately 170 metres, which addresses the above-referenced policy requirement.

RECOMMENDATION

If Council is in agreement with the analysis of this report, it is recommended that Council support NEC permit application M/R/2021-2022/47 subject to the following condition:

1. That the application for consent shall not be submitted until the new dwelling is constructed or is substantially complete.

Respectfully,



Chris D. Jones MCIP, RPP

Denise Holmes

From: Rude, Emma (MNRF) <Emma.Rude@ontario.ca>
Sent: Monday, April 26, 2021 2:02 PM
To: DufferinDirector; planner@dufferincounty.ca; Denise Holmes; Denise Holmes; eperry@nvca.on.ca; planning@nvca.on.ca; Mott, Ken (MNRF)
Cc: Garrod, Natalya (MNRF); Peters, Kim (MNRF)
Subject: 22-047 NEC Request for Comments
Attachments: 22-047.NEC.Request for Comments.pdf

Please find attached NEC Request for Comments for file M/R/2021-2022/047, Funston.

We would appreciate receiving your comments via email to necowensound@ontario.ca by May 24, 2021. If you require further information, please contact Natalya Garrod at natalya.garrod@ontario.ca

Thanks in advance,

Emma Rude

Administrative Support Coordinator

Niagara Escarpment Commission

1450 7th Avenue East | Owen Sound, ON | N4K 2Z1

Tel: 519-371-1001 | Mobile: 226-668-5672 | Fax: 519-371-1009

Please let me know if you require communication supports or alternate formats.

In order to ensure a safe and secure environment for staff and clients and in response to recommendations by health professionals, the NEC offices are closed to the public until further notice. The NEC is continuing to provide services via email and telephone. Updates can be found on our website: <https://www.escarpment.org/Commission/COVID19>

April 26, 2021

Via Email

County of Dufferin
Ministry of Natural Resources and Forestry
Nottawasaga Valley Conservation Authority
Township of Melancthon

REQUEST FOR COMMENTS

FILE NUMBER: M/R/2021-2022/47

APPLICANT: Jim & Gwen Funston
AGENT: Baird Consulting & Designs
OWNER: Same as Applicant

LOCATION: E Part Lot 16, Concession 2 OS
Township of Melancthon, County of Dufferin
ARN 221900000117000

RELATED FILES: D/C/1983-1984/235; D/E/1994-1995/125 - (5368);
D/R/2010-2011/351 - (9950); D/R/2015-2016/229;
D/R/2017-2018/9162 - (6176); D/R/2017-2018/9163 - (6177)

PROPOSED DEVELOPMENT:

- To sever a 2.02 ha (5 ac) lot into two 1.01 ha (2.4 ac) lots, and to construct a one storey ± 450 m² (± 4843 ft²) single dwelling having a maximum height of ± 7 m (± 22 ft), to construct a ± 26 m (± 85 ft) driveway, to construct a private sewage disposal system and a well on each of the two 1.01 ha (2.4 ac) proposed lots.

Note: Tree removal is proposed within the building envelope.

The attached Development Permit application, which is summarized above, is being sent to you for your review. Your comments and recommendations are requested for the Niagara Escarpment Commission's consideration.

We would appreciate receiving your comments via email to necowensound@ontario.ca by: **May 24, 2021**. If we do not receive your comments by this date, we will assume you have no objection to this proposal. If you require additional time to provide comments, please notify us at least one week prior to this date.

If you require further information, please contact **Natalya Garrod** or email: Natalya.garrod@ontario.ca

FILE # M/R/2021-2022/047
 (For NEC office use only)

NIAGARA ESCARPMENT DEVELOPMENT PERMIT APPLICATION
 (FMS #0113 - Revised August 15, 2019)

THE NIAGARA ESCARPMENT PLANNING AND DEVELOPMENT ACT, RSO, 1990, AS AMENDED

NIAGARA ESCARPMENT COMMISSION
 232 Guelph Street, 3rd Floor
 Georgetown, ON L7G 4B1

 Phone: 905-877-5191
 Fax: 905-873-7452
 Website: www.escarpment.org
 Email: necgeorgetown@ontario.ca

Serving the areas of:
 Dufferin County (Mono)
 Region of Halton
 Region of Peel
 Region of Niagara
 City of Hamilton

NIAGARA ESCARPMENT COMMISSION
 1450 7th Avenue
 Owen Sound, ON N4K 2Z1

 Phone: 519-371-1001
 Fax: 519-371-1009
 Website: www.escarpment.org
 Email: necowensound@ontario.ca

Serving the areas of:
 Bruce County
 Grey County
 Simcoe County
 Dufferin County (Mulmur, Melancthon)

- Please ensure that the information you provide in this application is complete and accurate.
- Incomplete or inaccurate information will delay the processing of your application.
- Please contact your local Commission office if you have any questions about your proposal or this application.

1. OWNER (Required)

Name: JIM FUNSTON & GWEN FUNSTON

Mailing Address: 625292 15 SIDEROAD
Street/P.O. Box

MELANCTHON ONTARIO L9V1Z4
City/Town Province Postal Code

Phone: [REDACTED] E-mail: [REDACTED]

2. APPLICANT or AGENT (if applicable)

Name: BAIRD CONSULTING & DESIGNS

Mailing Address: 515544 2ND LINE
Street/P.O. Box

AMARANTH ONTARIO L9V1L6
City/Town Province Postal Code

Phone: [REDACTED] E-mail: [REDACTED]

3. PROPERTY LOCATION & INFORMATION

Municipality: MELANCTHON Civic/Street Address #: _____
(Fire/Emergency #)

Lot: 16 Concession: 2 OS and/or Lot: _____ Plan: _____

Assessment roll number or PIN: _____ Lot Size: 2.02 HA

Date the property was purchased or future date of purchase: JULY 6TH, 2021

4. PROPERTY SERVICING

Existing Road Frontage: Municipal Private
 Existing Water Supply: Municipal Private
 Existing Sewage Disposal: Municipal Private

Proposed Road Frontage: Municipal Private
 Proposed Water Supply: Municipal Private
 Proposed Sewage Disposal: Municipal Private

5. EASEMENTS, COVENANTS, AGREEMENTS

Describe the type and terms of any easements, right-of-ways, covenants, agreements or other restrictions registered on or affecting the title of the property and/or attach a copy:

N/A

6. EXISTING & PROPOSED DEVELOPMENT

Note: "Development" includes the construction of buildings and structures, alterations to the landscape, (e.g: placing fill, drainage alterations, pond construction or alteration), any change of use or new use (e.g: residential to commercial, new home business, etc.). If additional space is required, please include a separate attachment.

Briefly Describe the current use of the property and any existing buildings, structures, or alterations to the landscape:

VACANT LAND

Briefly Describe any proposed changes to the use of the property and any proposed new buildings, structures, or alterations to the landscape:

RE-APPLY FOR DEVELOPEMENT # 6177/D/R/2017-2018/9163 (NEW FAMILY DWELLING C/W SEPTIC SYSTEM, WELL, AND DRIVEWAY)

SEVERANCE OF A 1.01 HA LOT MAKING TWO- 1.01 HA LOTS IN TOTAL IN SUBJECT AREA.

Note regarding Sections 7-14:
 Depending on the type or nature of the proposed development and/or the characteristics of the property, supporting information such as Environmental Impact Studies, Landscape Plans, Lighting Plans, Visual Assessments, Grading Plans, Erosion Control Plans, Slope Stability Studies, etc., may be required in support of the following information.

7. LOT CREATION

If this application involves the creation / severance of a new lot, please provide the following information:

i) Existing Lot:	ii) Proposed Lot:	iii) Retained Lot:	iv) Use of new Lot
Frontage <u>218.2 M</u>	Frontage <u>73.72 M</u>	Frontage <u>141.9 M</u>	<input type="checkbox"/> Agricultural <input type="checkbox"/> APO <input type="checkbox"/> Commercial <input type="checkbox"/> Conservation <input type="checkbox"/> Industrial <input type="checkbox"/> Lot Addition <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Residential
Depth <u>100 M +/-</u>	Depth <u>100 M +/-</u>	Depth <u>100 M +/-</u>	
Size <u>2.02 HA</u>	Size <u>1.01 HA</u>	Size <u>1.01 HA</u>	

8. CONSTRUCTION DETAILS

PLEASE NOTE

Ground Floor Area: The total exterior measurements of any building, including attached garages and enclosed decks (as applicable).

Total Floor Area: Is based on the exterior measurements of the building and includes the total of the ground floor area (including attached garages, etc), plus walkout basements, plus full or half second storeys, etc.

Maximum Height: is measured from the lowest grade (e.g., walkout side), to the peak of the roof.

Please provide a description of all existing and proposed development in the following fields:

Use of Structure	Existing, Proposed, or to be Demolished	Ground Floor Area (footprint)	Total Floor Area (all storeys and walkouts)	# of Storeys	Maximum Height (lowest grade to peak)
DWELLING		200 SQM +/-	450 SQM +/-	1 with W.O.	7M +/-

Amount of fill to be imported to facilitate the proposed development (if required): _____

9. ACCESSORY FACILITIES, STRUCTURES, FILLING, GRADING, UTILITIES, INFRASTRUCTURE etc.

(e.g: Driveways, Decks, Gazebos, Swimming Pools, Tennis Courts, Lighting, Signs, Wind Turbines, Solar Panels, Hydro Poles/Lines, Retaining Walls, Placement of Fill, Cutting and Filling, Grading, Berms, Parking Areas, Tree/Site Clearing, etc.) (See next page for Ponds)

Describe and provide information such as: dimensions, size, height, amount of fill etc.

ENTRANCE EXISTING, PROPOSED DRIVEWAY APROX 26M LONG. PROPOSED TREE REMOVAL, SEPTIC SYTEM, AND WELL AS PER ATTACHED SITEPLAN.

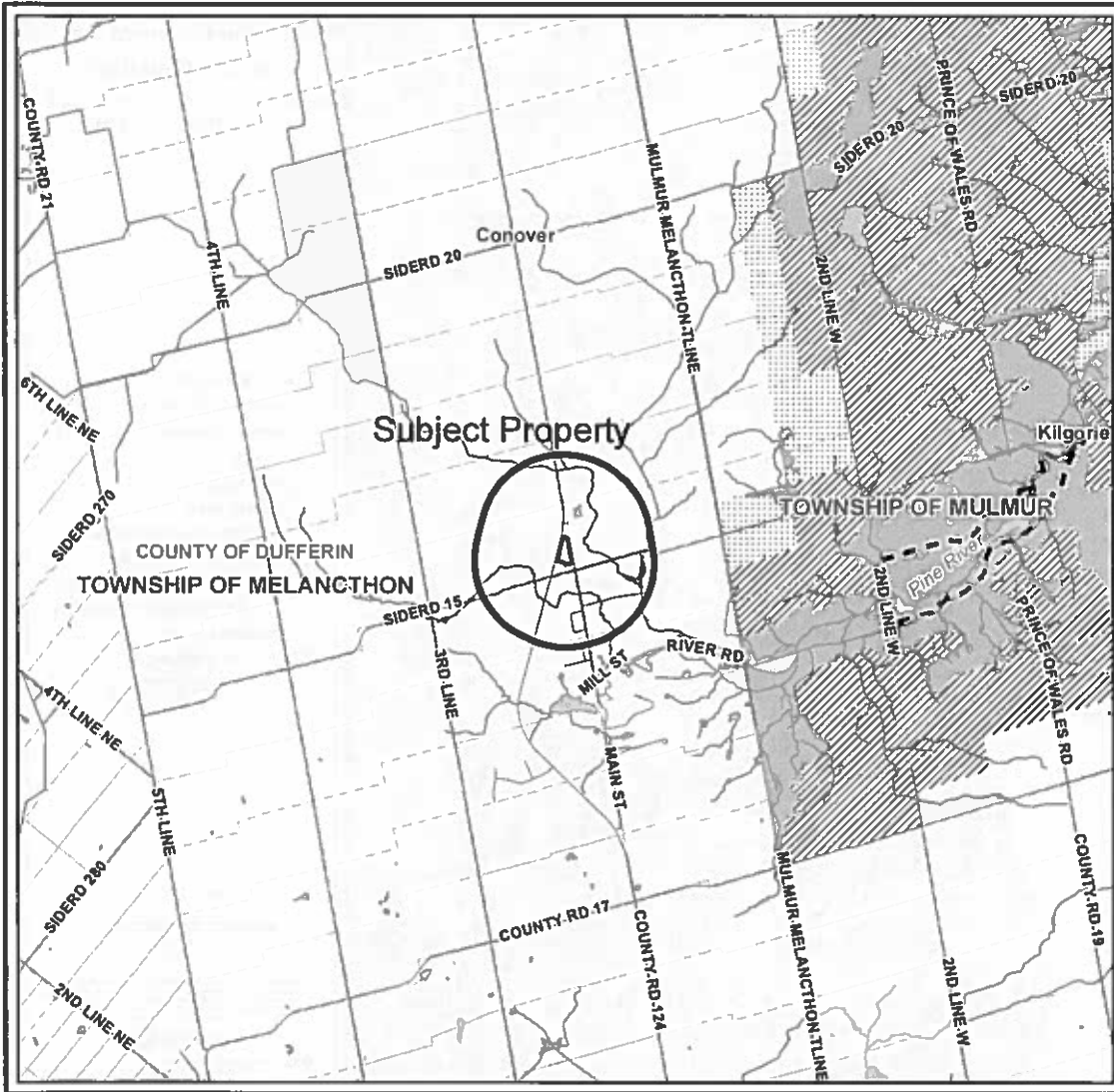
10. HOME BUSINESS. CHANGE OF USE. NEW USE

(e.g): Establishing a Home Business, Home Occupation, Home Industry or Bed and Breakfast business. Converting or changing the use or establishing a new use on a property or within any dwelling building or structure on a property.)

Describe the proposed business or new use and provide information such as:
Type of business or use, size or area of building &/or land to be occupied or altered by the use, construction or alteration details, number of employees, access, parking, storage details, sales, hours of operation, signage, etc.

N/A

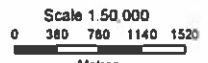
Note: A separate, detailed, business overview or plan should be provided.



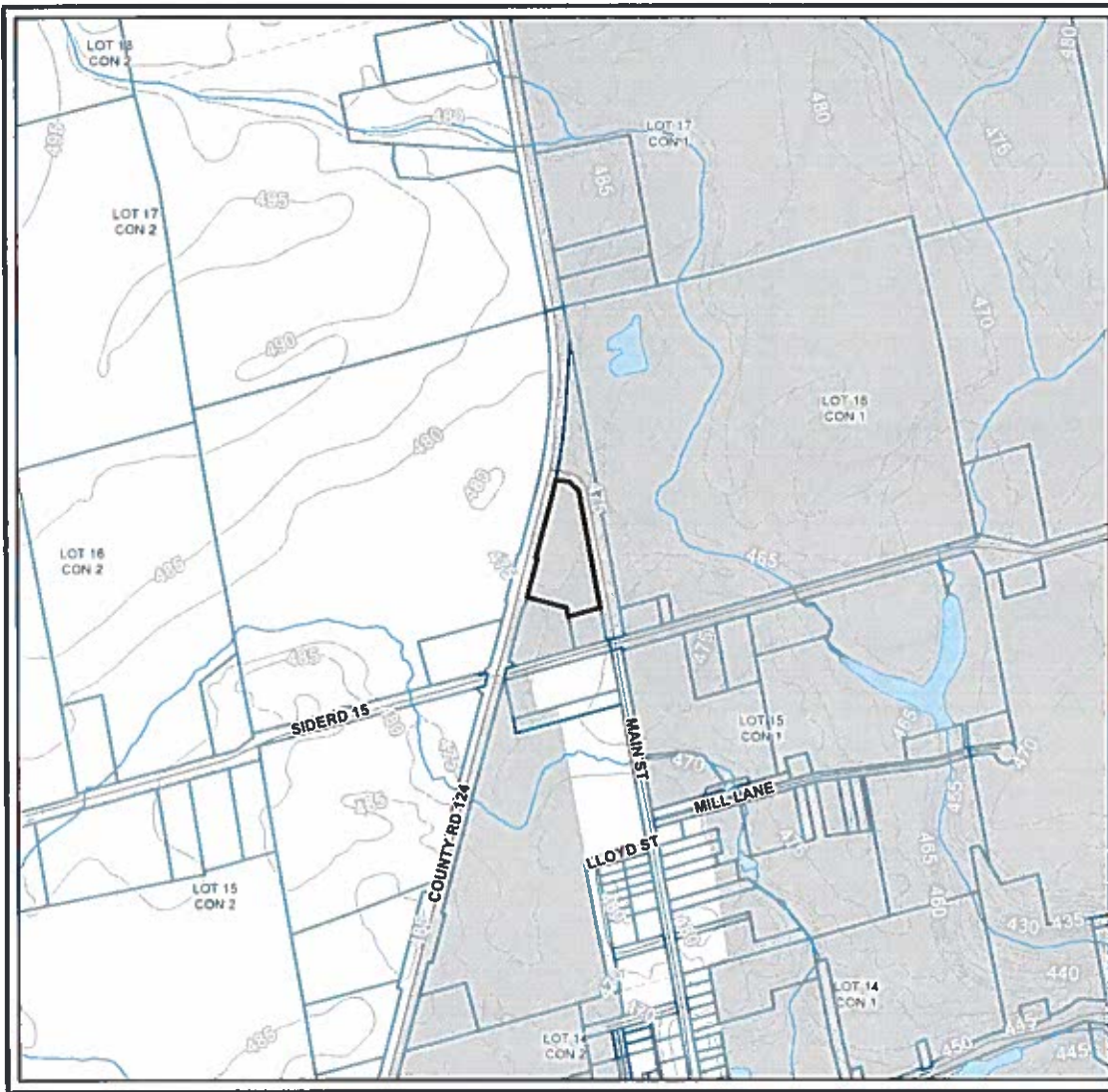
Map 1A
Niagara Escarpment Plan
 MELANCTHON CON 2 OS, E PT LOT 15
 File: M/R/2021-2022/047

- Subject Property
- Geographic Names
- Plan Designations**
 - Escarpment Natural Area
 - Escarpment Protection Area
 - Escarpment Rural Area
 - Public Land (in Parks and Open Space System)
 - Roads
 - Waterbodies
 - Watercourse
 - Upper Tier Municipality
 - Lower/Single Tier Municipality
 - Lot and Concession Boundary

NOT 8: The Niagara Escarpment Plan Designation boundaries shown on this map are approximate and subject to confirmation through the inspection and the application of the topography of Standardized section of the Niagara Escarpment Plan



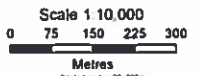
THIS IS NOT A PLAN OF SURVEY
 Prepared on April 22, 2021
 This map is illustrative only. Do not rely on it as being a substitute for a plan of survey, for other of features, not as a guide to navigation, or as a substitute for a map of a road, or as a substitute for a map of a watercourse. Map compiled and produced by the Geographic Information Systems (GIS) Department of the Niagara Escarpment Commission, Ministry of Natural Resources and Forestry.
 Ontario
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Map 2 - Development Control
Lot Configuration
 MELANCTHON CON 2 OS, E PT LOT 15
 File: M/R/2021-2022/047

- Subject Property
- Geographic Names
- Area of Development Control
- Roads
- Waterbodies
- Watercourse
- Contour (5 metre intervals)
- Upper Tier Municipality
- Lower/Single Tier Municipality
- Lot and Concession Boundary
- Parcel Boundary
- Ownership Boundary

Area of Development Control Shown for
 Concession's Only. Refer to the appropriate
 Ontario Regulation for an accurate map of the
 of the Storage and Control lines.



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 or other features. For a guide to navigation. Based on data from various sources.
 Map compiled and published by the Geographic Information Institute
 (GII) Department of the Province of Ontario
 Ministry of Natural Resources





Map 2C
Orthophoto

MELANCTHON CON 2 OS, E PT LOT 15
File M/R/2021-2022/047

- Subject Property
- Geographic Names
- Roads
- Waterbodies
- Watercourse
- Upper Tier Municipality
- Lower/Single Tier Municipality
- Lot and Concession Boundary
- Parcel Boundary
- Ownership Boundary
- Ontario Imagery Service Extent

Orthophoto Date: 1999-2011

Scale 1 10 000

0 75 150 225 300

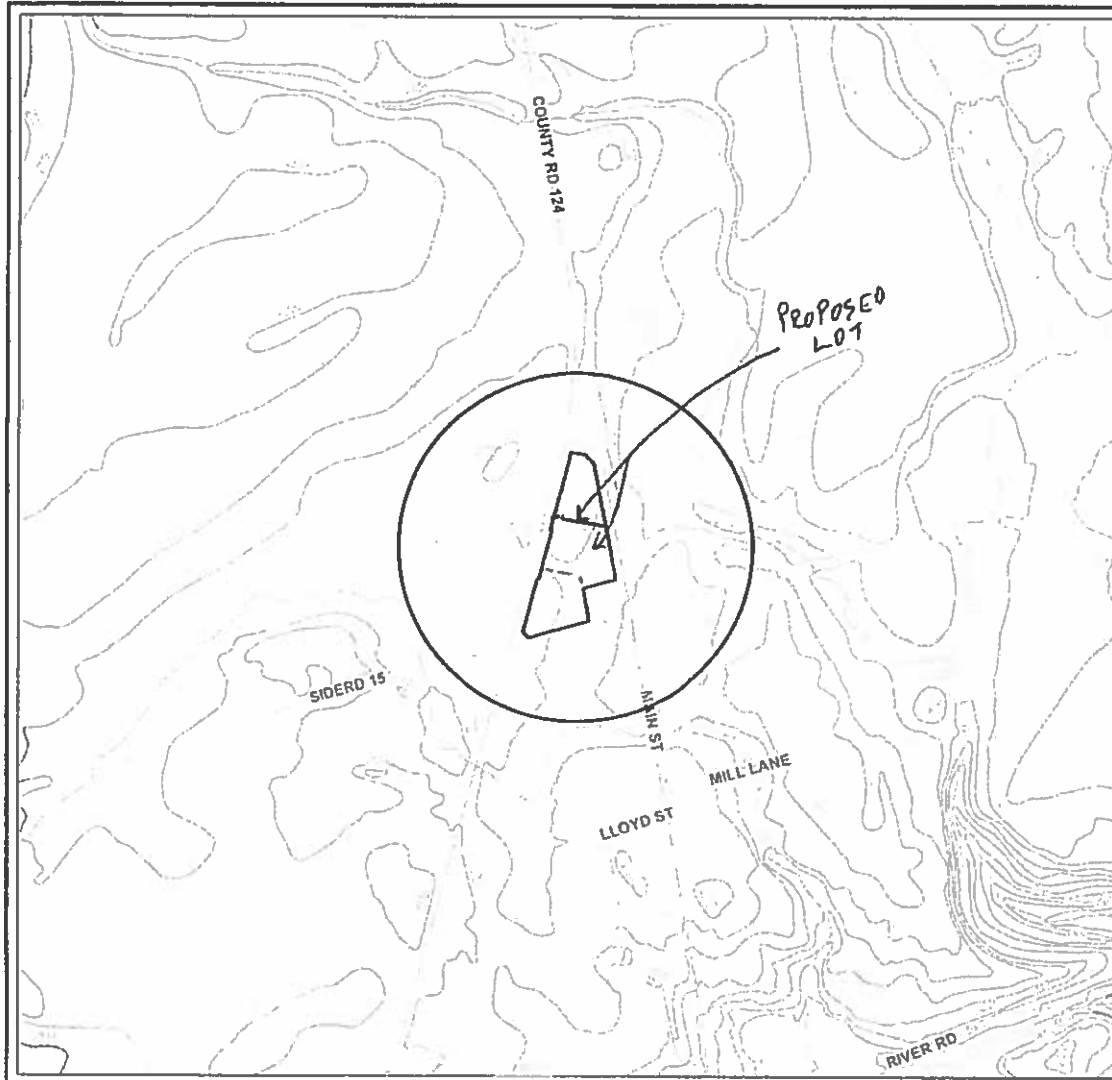
Metres

Printed on April 22, 2021

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Ontario

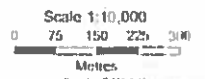
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Map 2
**Lot Configuration/
 Proposed Lot**

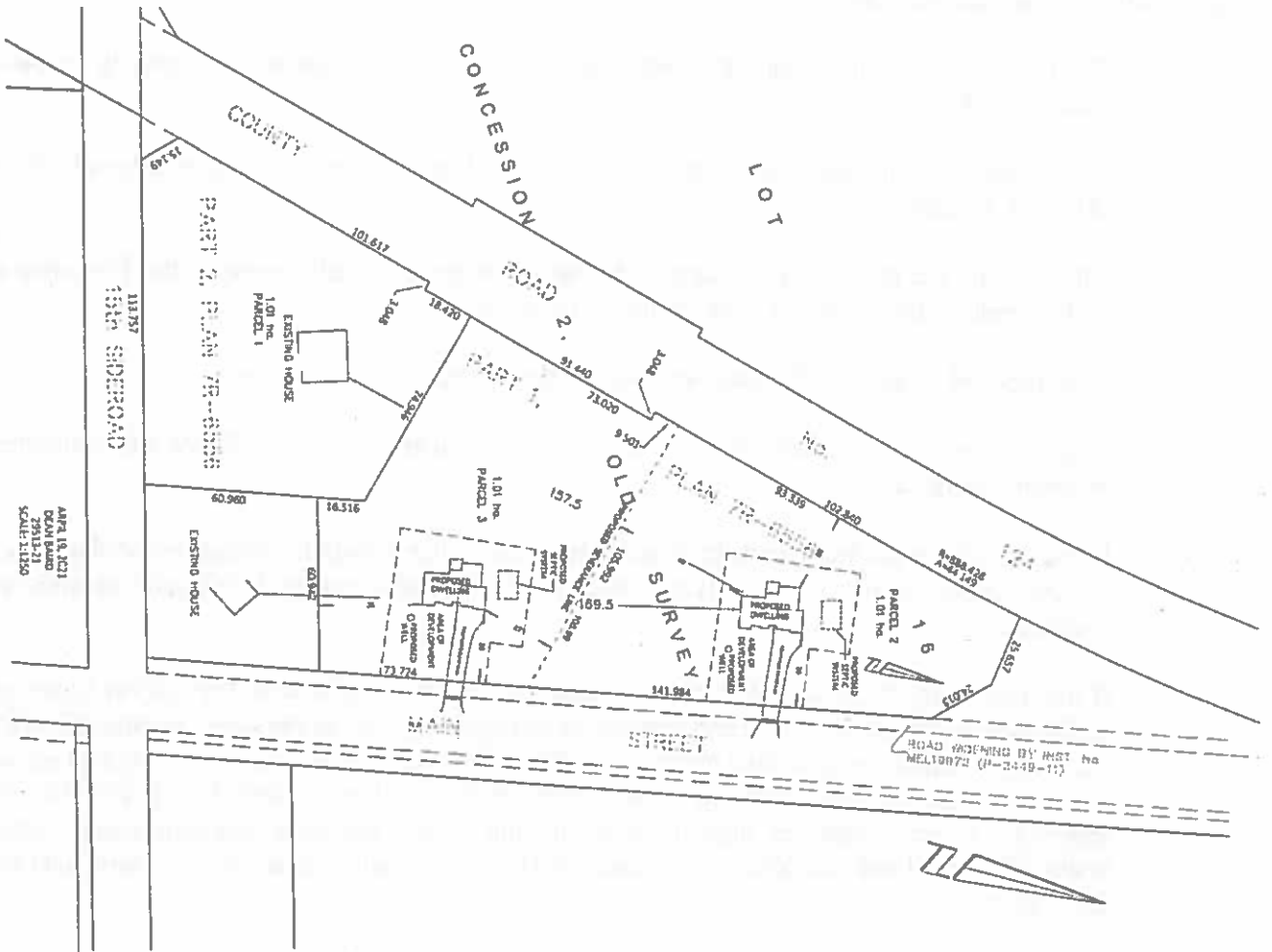
Funston
 File: D/R/2017-2018/9163

- Subject Property
- Roads
- Waterbodies
- Watercourse
- Contour (5 metre intervals)
- Parcel Boundary



Printed on Oct 10 2017
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Ontario
 Ministry of Natural Resources and Forestry





APPLICATION FOR ENTRANCE PERMIT

Permit Fee - \$300.00
(\$200.00 refundable upon approval)

I/we the undersigned, hereby make application for a ENTRANCE PERMIT (Residence, Field, Commercial Classification) entrance onto Township Road MAIN ST. HARNINGS MILLS.

I/we agree to the following regulations:

1. The Township of Melancthon Roads Superintendent, or his/her designate, shall specify the exact location of the entrance.
2. The Roads Superintendent, or his/her designate, shall specify the size, type and length of the culvert to be used.
3. All materials and labour will be supplied by the applicant to the satisfaction of the Township of Melancthon Roads Superintendent or his/her designate.
4. The proposed location of the entrance shall be clearly marked with a stake.
5. Any faults shall be corrected within a 10 day period after inspection by the Roads Superintendent or his/her designate.
6. Entrance culverts are the responsibility of the property owner to install, maintain and replace when required. Existing entrance culverts may be replaced by the Municipality during major capital road upgrades.
7. If the Township, in its sole discretion determines that the condition of the subject Entrance, including any culvert forming a part thereof, adversely compromises the safety or integrity of the traveled portion of the municipal highway, the Township may require the Owner of the lot served by the Entrance to make such repairs or improvements as deemed necessary at the Owner's expense. If such repair or improvements are not made, the Road Superintendent, acting responsibly, shall make such necessary repairs and the costs of such repairs shall be recovered from the Owner.

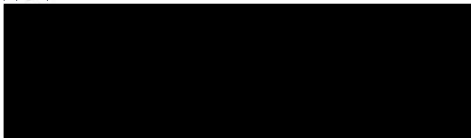
I/we hereby agree not to commence work on the proposed entrance until a permit has been issued by the Township of Melancthon Road Department.

Name of Applicant:

FUNSTON
Last Name

JAMES
First Name

Date: 25 SEPTEMBER 2018
Day Month Year



See Reverse Side

Mailing Address:

625292 15 SIDEROAD
Road Number and Name

MELANCTHON
Municipality

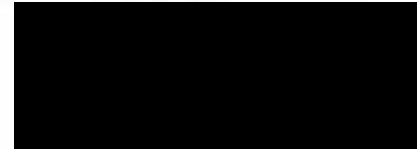
ONT
Province

L9V 1Z4
Postal Code

Legal Address: Pt Lot 16 C205
Lot

C205
Concession

EAST PART
Part



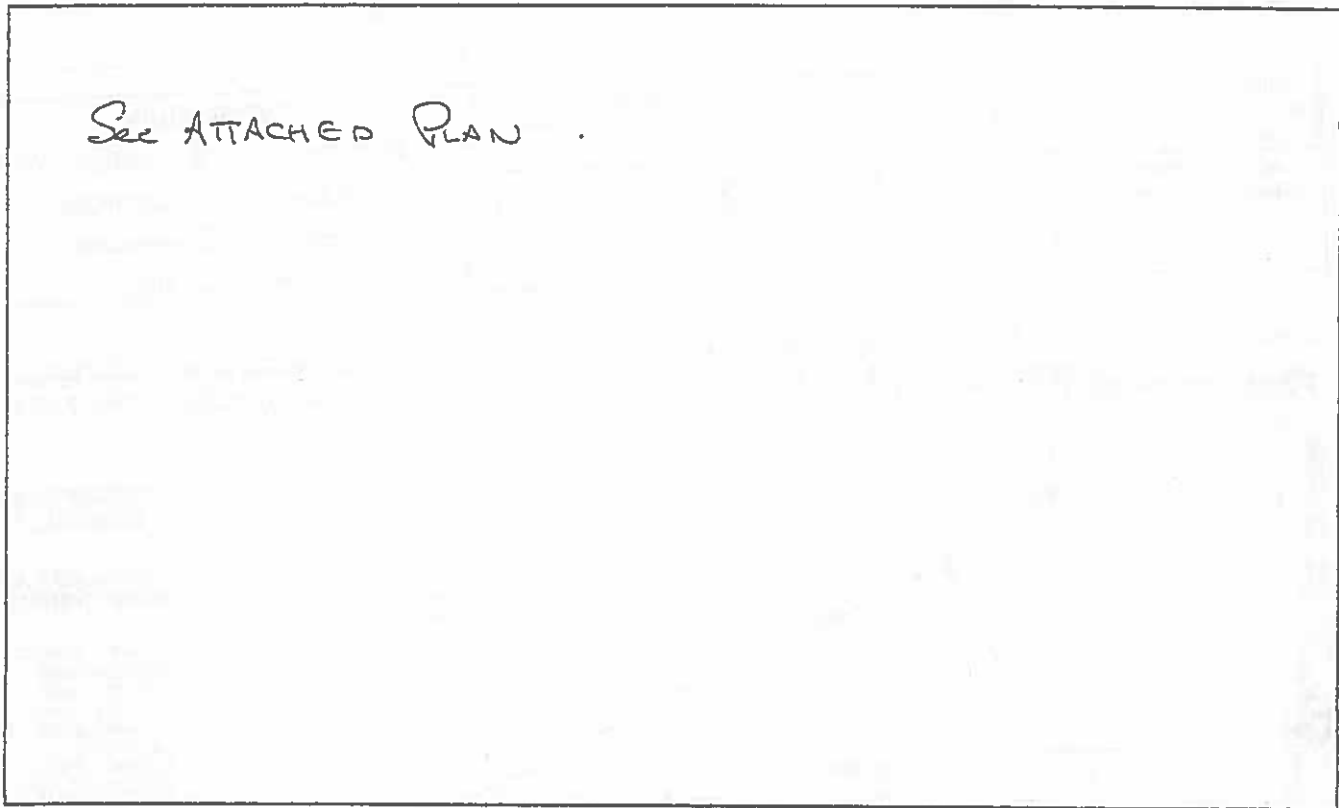
Required Culvert Size: 19" x 30

Road Superintendent's Signature:

Craig Micks
Craig Micks

Date: Oct 2/18

Please include a drawing of the proposed entrance in the box below



For Office Use:

Fee Received \$ 300.00

Cheque / Cash

Release Deposit \$

Date: Oct 18/2018

Road Superintendent's Signature:

Craig Micks
Craig Micks

one copy



COUNTY OF DUFFERIN - BUILDING DEPARTMENT
SEPTIC - LOT SUITABILITY

IN THE MUNICIPALITY OF: Melancthon

Owner: Jim and Gwendolyn Funston

Address: 625292 15 Sideroad, Melancthon, ON

Postal Code: 19V 1Z4

Telephone: [REDACTED]

Assessment Roll Number
221900000117000

Emergency Number

Lot part of 16 Conc 2 O.S.

Sublot Plan

Municipal Address

N/A

State Number of:	Bedrooms 5	Toilets 4	Urinals 1	Sinks 6	Fixture Units	Automatic Dishwasher 1
Water Softener 1	Shower/Tub Combo 2	Stand Alone Shower 1	Bidet 1	Garbage Grinder	Square Footage of Building Finished Area 300 m ² 3228 ft ²	

WATER SUPPLY

Drilled Well Dug/Bored Well

Private Communal

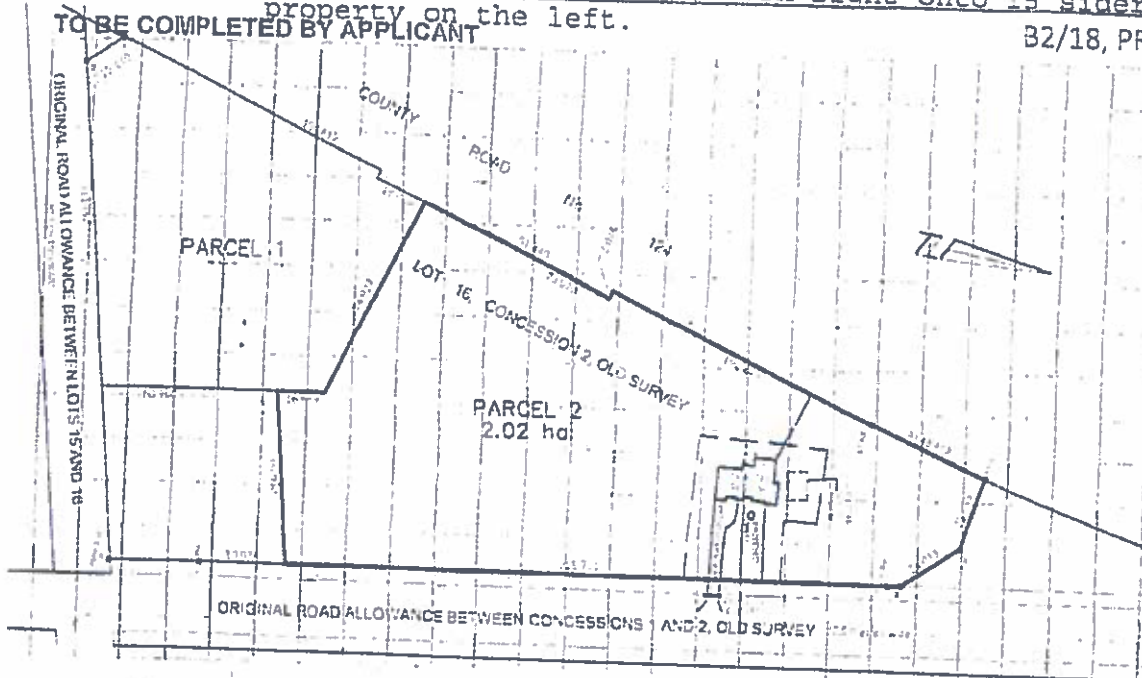
Existing Proposed

Municipal Other:

Directions to Lot: Head N on County Rd. 124, turn right onto 15 sideroad, first property on the left.

TO BE COMPLETED BY APPLICANT

32/18, PROJECT No. 23541-16



PLEASE READ CAREFULLY

LOT DIAGRAM AND SEWAGE SYSTEM PLAN

- Indicate locations of existing/proposed buildings, wells (type), trees, roads and driveway. Proposed location of tank and tie bed. Physical characteristics of land, ponds, rivers and drainage courses.
- Applicant's responsibility to indicate any drinking water sources within 30 metres (100 ft) of any proposed sewage system location, including those on adjacent properties.

THE APPLICANT CERTIFIES THAT THE ABOVE INFORMATION AND DETAILS OF THE SITE PLAN ARE CORRECT AND AGREES TO COMPLY WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE AND REGULATIONS AS AMENDED.

Date: _____

Owner/Agent: _____

• *Municipal Planning Services Ltd.* •

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: April 29, 2021
Re: Health Canada Consultation: Production of Cannabis for Medical Purposes

BACKGROUND

Health Canada has initiated a public consultation to solicit comments on the factors that may be considered for refusal or revocation of a license for the cultivation of medical cannabis on public health and safety grounds.

As part of the consultation, Health Canada has published a document entitled "Draft Guidance on personal production of cannabis for medical purposes". Council is encouraged to review this document at:

<https://www.canada.ca/en/health-canada/programs/consultation-guidance-personal-production-cannabis-medical-purposes/document.html>

OVERVIEW OF CURRENT CANNABIS LEGISLATION AND REGULATION

Under current Federal legislation which came into effect on October 17, 2018, individuals may apply for a number of licenses related to cannabis cultivation, processing, testing, sale and research. Generally speaking the purpose of these licenses is to enable the production of cannabis and/or cannabis product for sale on the recreational market.

The Federal regulation also creates a distinction in licensing between large-scale producers and small-scale producers with small-scale producers able to apply for a license for "micro" cultivation or processing. One of the notable restrictions of a "micro" license is a cap on the floor area of the facility at 200 m² (2,153 ft²).

The Federal legislation also permits an individual to produce up to four cannabis plants in one household for personal use.

Separate from all of the above are provisions that allow production for medicinal purposes. The intent of this aspect of the legislation is to maintain a historical right to produce cannabis for medicinal consumption in accordance with a prescription from a health care practitioner. Where a medicinal consumer is unable to grow their own cannabis the legislation also authorizes production by a "designated producer".

• *Municipal Planning Services Ltd.* •

51 Churchill Drive
Barrie, Ontario
(705) 725-8133

Plan # 10.4
MAY 06 2021

ISSUES WITH PRODUCTION FOR MEDICAL USE

According to the Health Canada consultation document, issues have arisen with medical production, particularly for designated production sites including:

- a) There has been a progressive increase in the daily amount of cannabis being authorized;
- b) Health Canada inspections have observed a number of infractions and unauthorized activities related to medicinal production; and,
- c) There has been an increase in law enforcement at licensed medical production sites.

LAND USE PLANNING

Land use planning is predicated on principles of equity, fairness and ensuring rules and decisions are in the public interest. Land uses may be defined and can be regulated based on scale or intensity of use but cannot be regulated on the basis of cultural or social needs or preferences.

Local municipalities have faced a broad spectrum of challenges in trying to regulate cannabis production, notably in the absence of standardized guidelines or direction from Provincial authorities when compared with other land uses.

ANALYSIS

In my opinion, it is prudent to regulate cannabis production and processing facilities regardless whether such production and processing is intended for the recreational market or for medicinal purposes. I'm also of the view that the current Federal licensing categories, which provide for large-scale or small-scale production and processing facilities can be reasonably translated into appropriate zone or site plan regulations. On this basis, I would recommend that medicinal production should not be a separate license but rather should be authorized and subject to the same regulations as "small-scale" or "micro" facility.

RECOMMENDATION

If Council is in agreement with the findings and analysis of this report, the following resolution is provided for Council's consideration as a formal submission on the Health Canada consultation:

• *Municipal Planning Services Ltd* •

51 Churchill Drive
Barrie, Ontario
(705) 725-8133

Whereas the Township of Melancthon is of the opinion that the potential adverse impacts and compatibility problems resulting from cannabis cultivation and processing are the same, regardless whether such cultivation and processing is intended for recreational or medicinal purposes;

And Whereas the Township of Melancthon is of the opinion that local municipalities need to have a clear and definitive role in the zoning and regulation of cannabis cultivation and processing facilities led by standardized guidelines and directives from Provincial or Federal governments;

Now Therefore the Township of Melancthon is of the opinion that the Federal licensing and regulation of cultivation or processing for medicinal purposes should be consolidated within the same licensing regime as other Federal categories for licensing and be subject to the same and/or standardized regulations as authorized in Section 8 of the Federal Cannabis Regulation.

Respectfully submitted,



Chris Jones MCIP, RPP



April 16, 2021

Hon. Patty Hajdu
House of Commons
Ottawa, ON
Canada
K1A 0A6

Honourable Minister Hajdu:

Re: Cannabis Licencing and Enforcement

Council for the Town of Mono passed the following resolution in open council on March 23, 2021.

Resolution #11-6-2021

Moved by Sharon Martin, Seconded by John Creelman

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 the police have not been given lawful authority to lay charges under the Cannabis Act to appropriately respond to violations of Health Canada Registrations and Licenses;

AND WHEREAS there is no direct communication or dedicated effort to provide a communication channel between Municipal government staff or Police Agencies for dealing with Health Canada Registrations and Licenses;

AND WHEREAS the Town of Mono has not been consulted by Health Canada prior to the issuance of licenses for properties not in compliance with municipal zoning by-laws.

BE IT RESOLVED THAT the Town of Mono requests that Health Canada:

- 1. Require Federal Licenses and Registrations for Designated Growers to conform with local zoning and control by-laws;*
- 2. Ensure local authorities are provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation within their jurisdiction;*
- 3. Provide dedicated communication with local governments and Police services;*
- 4. Provide lawful authority to Police agencies to lay charges when registered or licenced operations grow in excess of their registration or licence through Health Canada; and,*

P: 519.941.3599
F: 519.941.9490

E: info@townofmono.com
W: townofmono.com

347209 Mono Centre Road
Mono, ON L9W 6S3

Plan #10.4.1
MAY 06 2021

5. *Provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to cannabis.*

AND FURTHER BE IT RESOLVED THAT this motion be sent to the local MP and MPP; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; and all municipalities in Ontario, requesting that the Federal government enact legislation to better support local governments with land use management and enforcement issues as they relate to Cannabis Production and Processing.

"Carried"

Regards,

Fred Simpson

Digitally signed by Fred Simpson
DN: cn=Fred Simpson, gn=Fred Simpson, c=CA,
Canada, l=CA, Canada, e=fredsimpson@sartech.ca
Reason: I am the author of this document
Location:
Date: 2021-04-16 14:51:04:00

Fred Simpson
Clerk

cc: Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food
Honourable Kyle Seeback, MP Dufferin-Caledon
Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Honourable Sylvia Jones, Solicitor General and MPP Dufferin-Caledon
All Ontario Municipalities

P: 519.941.3599
F: 519.941.9490

E: info@townofmono.com
W: townofmono.com

347209 Mono Centre Road
Mono, ON L9W 6S3

Denise Holmes

From: Robert Dojcsak [REDACTED]
Sent: Monday, April 19, 2021 1:35 PM
To: David Besley; Darren White; James McLean; Kaitlin Chessell; Margaret Mercer; Denise Holmes; Wayne Hannon
Subject: 585246 County Rd 17

Dear Mr Mayor, Dear City Council Members,

I hope all is well with you!

I had a telephone conversation and exchanged few emails with a very helpful assistant of yours, Kaitlin, she even set up an appointment with the township planner for a severance.

I thank her for her time and effort!

Unfortunately it seems it can not be done.

My name is Robert Dojcsak and I own 585246 County Road 17, a 140 acres of farmland.

I am an aircraft engineer, born and raised in a Hungarian farm in Europe.

I worked for Canada 3000, Skyservice Airlines, both bankrupt companies. Due to Covid, Air Canada laid off 60% of its workforce, my professional career is pretty much done, even though I was working overseas the last few years. I wouldn't even mind, I am a farmer and would like to do it but at the age of 52 I don't really want to use mortgage to do so.

I would like to sever 4 acres of my land on the North-West side, sell it and invest it into a business.

I planted 6000 trees under the 25 million trees in Ontario program what was cancelled few years ago, that severance would help me to make a business beneficial to me and my family, the government, the Province and to Melancton Township.

I was told the property had 3 severances with the previous owner/owners but I feel it is not fair for me to be punished because of them. When I bought the property, a 1/4 acre was severed to the neighbor, although I was told last week, it is a minimum of 2 acres so 1 severance was wasted 5-6 years ago for a 1/4 acre.

I understand rules and regulations but I also would like to point out that it is 2021, the World is on its knees and people need help.

I need your help, in return I sell some land that will bring you extra income as property tax, a farm will bring extra income and will be an asset to the community of the Township of Melancton.

Please consider every single opportunity that can help my case!

Thanking you in advance!

Best Regards,

Robert Dojcsak



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

SUBJECT: DEFINITION OF "LANE"

DATE: APRIL 26, 2021

At the March 18th, 2021, Council meeting I was asked to inquire about the definition of a lane and I reached out to the County of Dufferin Public Works Department.

Scott Burns, Director of Public Works and County Engineer provided the below and attached information:

There can be different definitions of some lower class roadways since their purpose or use can become a little subjective. That said, the below links are good resources that are provided by the Province and the Transportation Association of Canada (TAC). The first is an excerpt directly from the Transportation Association of Canada (TAC) Manual and the second is a provincial paper that further breaks down certain details of TAC interpretation. I've referenced the pages below with the links.

In general, the definition of a lane is a low volume, low speed, local level, narrow roadway that accesses properties but can often be for rear yard access as opposed to primary access. Again, as mentioned above, with all things engineering there is interpretation that requires knowledge of context, intended purpose, etc. There are also instances where a local road will simply be locally named as a lane regardless of any of the above or below info.

See from the beginning:

<https://www.tac-atc.ca/sites/tac-atc.ca/files/site/geodes-jan02.pdf>
(printed as Appendix 1)

See page 65, Section 3.3.9.1(8):

<https://www.sdc.gov.on.ca/sites/MNRF-PublicDocs/EN/CMID/ORN%20Data%20Capture%20Specifications.pdf> ***(Printed as Appendix 2)***

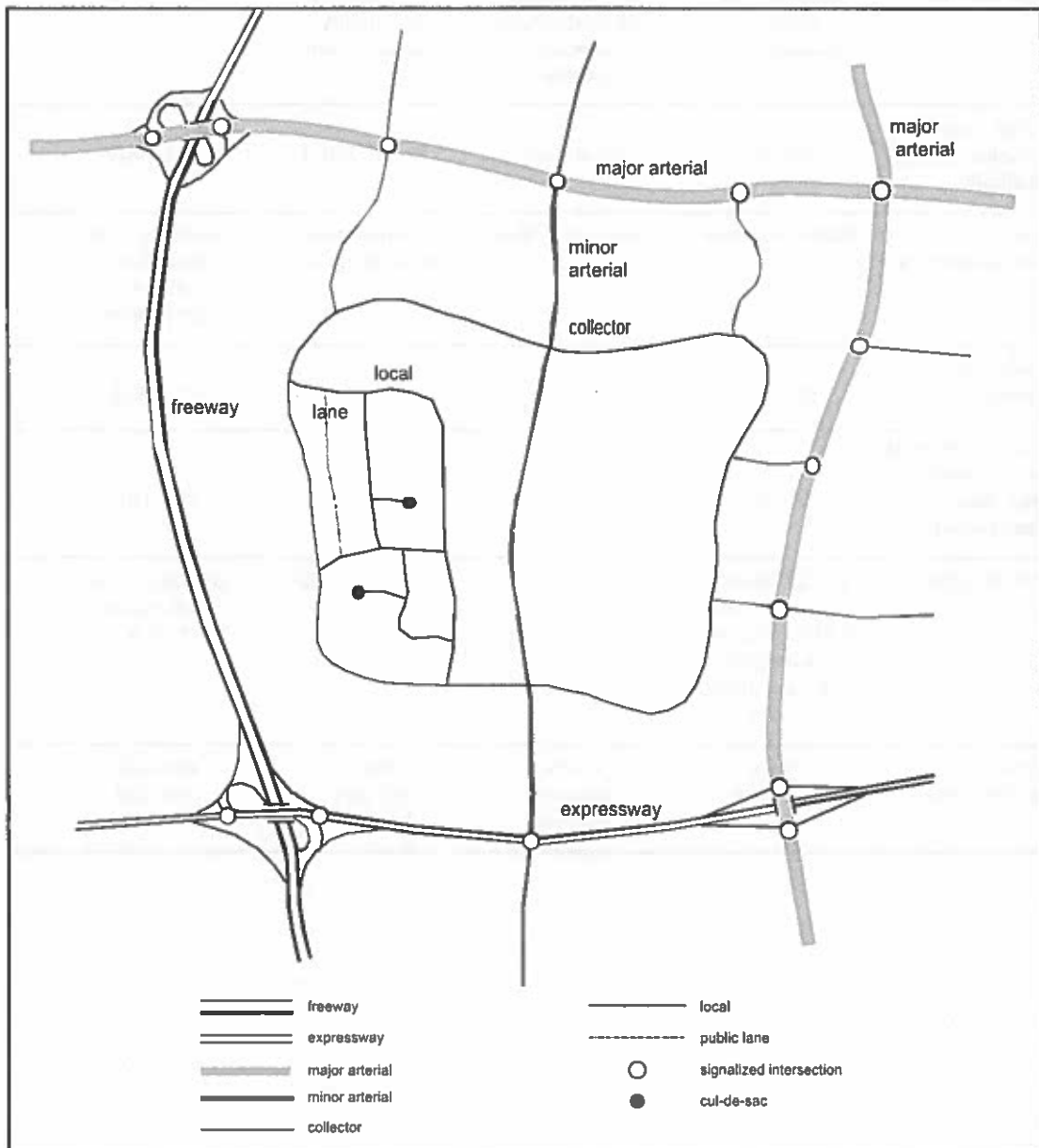
Plan # 10.F.1
MAY 06 2021

1.3.4 CHARACTERISTICS OF CLASSIFICATIONS

The principal characteristics of each of the six groups of road classifications are described by

the following figure and tables. Figure 1.3.4.1 illustrates the desirable interrelationship of the urban road classification groups. Tables 1.3.4.1 and 1.3.4.2 provide summaries of the typical characteristics of the various groups and sub-groups, for rural and urban roads respectively.

Figure 1.3.4.1 Relationship of Urban Road Classifications



1.4.3 OPERATING SPEED CONSISTENCY

The safety of a road is closely linked to variations in the speed of vehicles travelling on it. These variations are of two kinds:

1. Individual drivers vary their operating speeds to adjust to features encountered along the road, such as intersections, accesses and curves in the alignment. The greater and more frequent are the speed variations, the higher is the probability of collision.
2. Drivers travelling substantially slower or faster than the average traffic speed have a higher risk of being involved in collisions.

A designer can therefore enhance the safety of a road by producing a design which encourages operating speed uniformity.

As noted in the discussion of speed profiles in Chapter 1.2, simple application of the design speed concept does not prevent inconsistencies in geometric design. Traditional North American design methods have merely ensured that all design components meet or exceed a minimum standard, but have not necessarily ensured operating speed consistency between components.

Practices used in Europe and Australia have supplemented the design speed concept with methods of identifying and quantifying geometric inconsistencies in horizontal alignments of rural two-lane highways. This type of road typically has the most problems related to design inconsistency. These methods have not been perfected, particularly in predicting the performance of a newly designed road. Their effectiveness is greater in evaluating existing roads and identifying priority improvements to reduce collision rates.

1.4.3.1 Prediction of Operating Speeds

In order to establish consistency of horizontal alignment design for a proposed new road, it is necessary to predict operating speeds

associated with different geometric elements. Limited information is generally available to assist designers with prediction of operating speeds, but the material presented in this section may help, noting the limited database used. As an alternative, some jurisdictions have local data on which to base speed predictions.

Researchers⁹ collected data from five US states, measuring 85th percentile operating speeds, under free flowing traffic conditions, on long tangents and horizontal curves on rural two-lane highways. Long tangents (250 m or more) are those lengths of straight road on which a driver has time to accelerate to desired speed before approaching the next curve. The mean 85th percentile speed on long tangents was found to be 99.8 km/h on level terrain and 96.6 km/h in rolling terrain. It was noted that these speeds were probably constrained by the 90 km/h posted speed in force at the time.

On horizontal curves, the research found consistent disparities between 85th percentile speeds and inferred design speeds, with the greater disparity on tighter radius curves. The 85th percentile speed exceeded the design speed on a majority of curves in each 10 km/h increment of design speed up to a design speed of 100 km/h. At higher design speeds, the 85th percentile speed was lower than the design speed.

Using regression techniques, a relationship was found between 85th percentile speeds and the characteristics of a horizontal curve.

$$V_{85} = 102.45 + 0.0037L - (8995 + 5.73L) / R \quad (1.4.1)$$

Where V_{85} = 85th percentile speed on curve (km/h)

L = length of curve (m)

R = radius of curvature (m)

1.4.3.2 Speed Profile Model

The findings outlined in Subsection 1.4.3.1 support the conclusion that there is no strong relationship between design speed and operating speed on horizontal curves.

Table 2.1.2.6 Superelevation and Minimum Spiral Parameters, $e_{max} = 0.06 \text{ m/m}^1$

Design Speed (km/h)	40			50			60			70			80			90			100			110			120			130		
	Radius (m)	A		A		A		A		A		A		A		A		A		A		A		A		A		A		
e		2 lane	3&4 lane	e	2 lane	3&4 lane	e	2 lane	3&4 lane	e	2 lane	3&4 lane	e	2 lane	3&4 lane	e	2 lane	3&4 lane	e	2 lane	3&4 lane	e	2 lane	3&4 lane	e	2 lane	3&4 lane	e	2 lane	3&4 lane
7000	NC			NC			NC			NC			NC			NC			NC			RC			RC	710	710			
5000	NC			NC			NC			NC			NC			NC			RC	555	555	RC	580	580	RC	600	600			
4000	NC			NC			NC			NC			NC			RC	475	475	RC	495	495	RC	515	515	0.023	540	540			
3000	NC			NC			NC			NC			NC			RC	390	400	RC	410	410	0.020	430	430	0.024	450	450	0.028	465	465
2000	NC			NC			NC			RC	275	275	RC	300	300	0.023	300	350	0.030	335	335	0.029	350	350	0.034	365	365	0.040	380	380
1500	NC			NC			RC	225	225	RC	250	250	0.024	250	250	0.029	270	275	0.029	290	290	0.036	305	305	0.042	315	315	0.048	330	335
1200	NC			NC			RC	200	200	0.023	225	225	0.028	225	225	0.033	240	240	0.034	260	260	0.043	270	270	0.049	285	290	0.055	295	320
1000	NC			RC	170	170	0.021	175	175	0.027	200	200	0.032	200	200	0.037	225	225	0.040	235	235	0.048	245	255	0.054	260	280	0.058	280	300
900	NC			RC	150	150	0.023	175	175	0.029	180	180	0.034	200	200	0.039	200	200	0.043	225	225	0.051	235	250	0.057	250	270	0.060	280	300
800	NC			RC	150	150	0.025	160	160	0.031	175	175	0.036	175	175	0.042	200	200	0.046	210	215	0.054	220	240	0.059	250	260	min R = 950		
700	NC			0.021	140	140	0.027	150	150	0.034	175	175	0.039	175	175	0.045	185	195	0.050	200	210	0.058	220	235	0.060	250	260			
600	NC	120	120	0.024	125	125	0.030	140	140	0.037	150	150	0.042	175	175	0.048	175	185	0.054	190	200	0.060	220	220	min R = 750					
500	RC	100	100	0.027	120	120	0.034	125	125	0.041	140	150	0.046	150	160	0.052	160	175	0.059	190	190	0.060 220 220								
400	0.023	90	90	0.031	100	100	0.038	115	120	0.045	125	135	0.051	135	150	0.057	160	165	0.060	190	190	min R = 600								
350	0.025	90	90	0.034	100	100	0.041	110	115	0.048	120	125	0.054	125	140	0.059	160	160	min R = 440											
300	0.028	80	80	0.037	90	100	0.044	100	110	0.051	120	125	0.057	125	135	0.060 160 160														
250	0.031	75	80	0.040	85	90	0.048	90	100	0.055	110	120	0.060	125	125	min R = 340														
220	0.034	70	80	0.043	80	90	0.050	90	100	0.057	110	110	0.060 125 125																	
200	0.036	70	75	0.045	75	90	0.052	85	100	0.059	110	110	min R = 250																	
180	0.038	60	75	0.047	70	90	0.054	85	90	0.060 110 110																				
160	0.040	60	75	0.049	70	85	0.056	85	90	min R = 190																				
140	0.043	60	70	0.052	65	80	0.059	85	90																					
120	0.046	60	65	0.055	65	75	0.060																							
100	0.049	50	65	0.058	65	70	min R = 130																							
90	0.051	50	60	0.060	65	70																								
80	0.054	50	60	0.060 65 70																										
70	0.056	50	60	min R = 90																										
60	0.059	50	60																											
	0.059	50	60																											
	min R = 55																													

$e_{max} = 0.06$

Notes:

- e is superelevation
- A is spiral parameter in metres
- NC is normal cross section
- RC is remove adverse crown and superelevate at normal rate
- Spiral length, $L = A^2 / \text{Radius}$
- Spiral parameters are minimum and higher values may be used
- For 6 lane pavement: above the dashed line use 4 lane values, below the dashed line, use 4 lane values x 1.15.
- A divided road having a median less than 3.0 m wide may be treated as a single pavement.



Figure 2.1.2.12 Lateral Clearance for Range of Lower Values of Stopping Sight Distance²

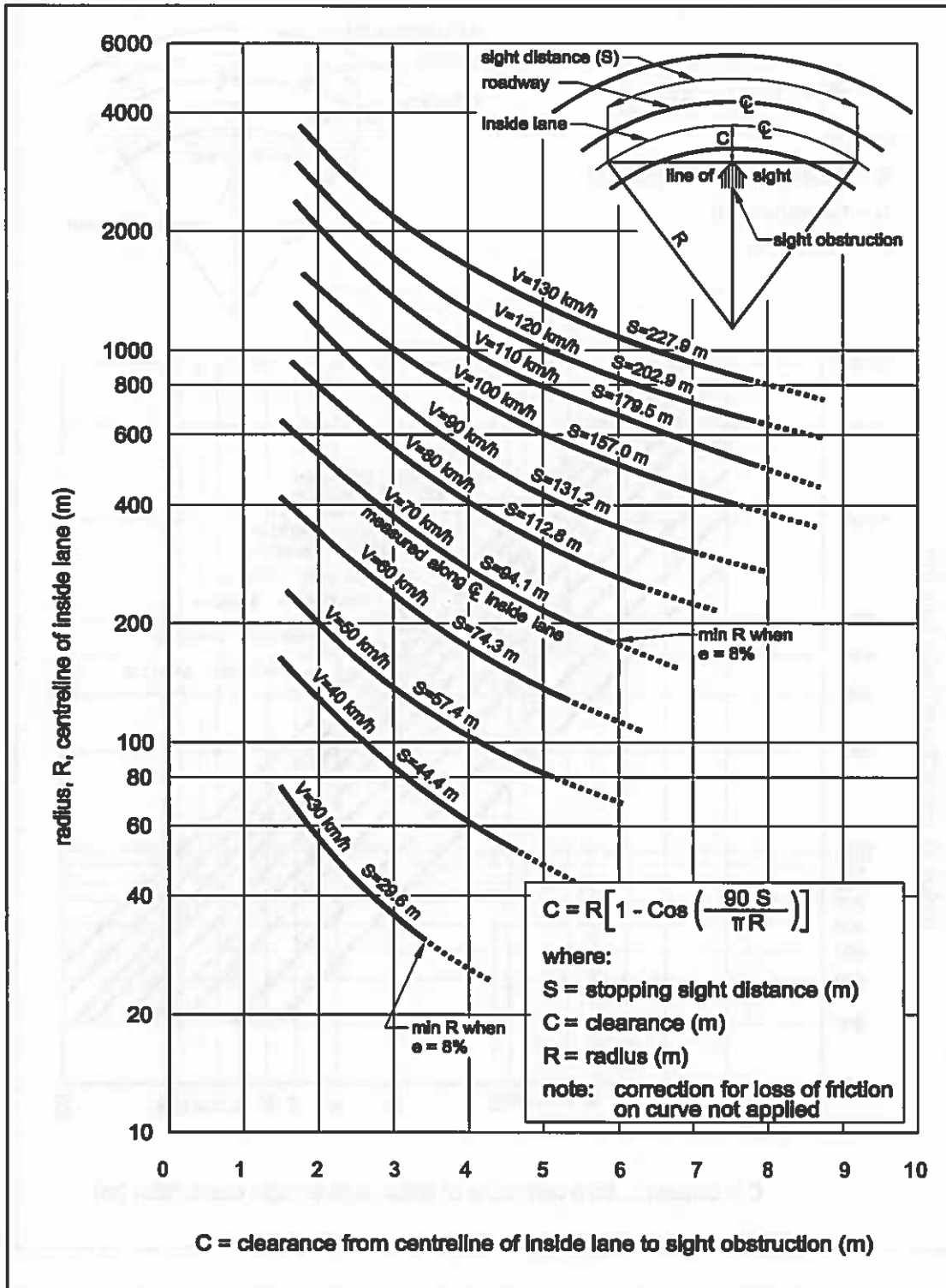
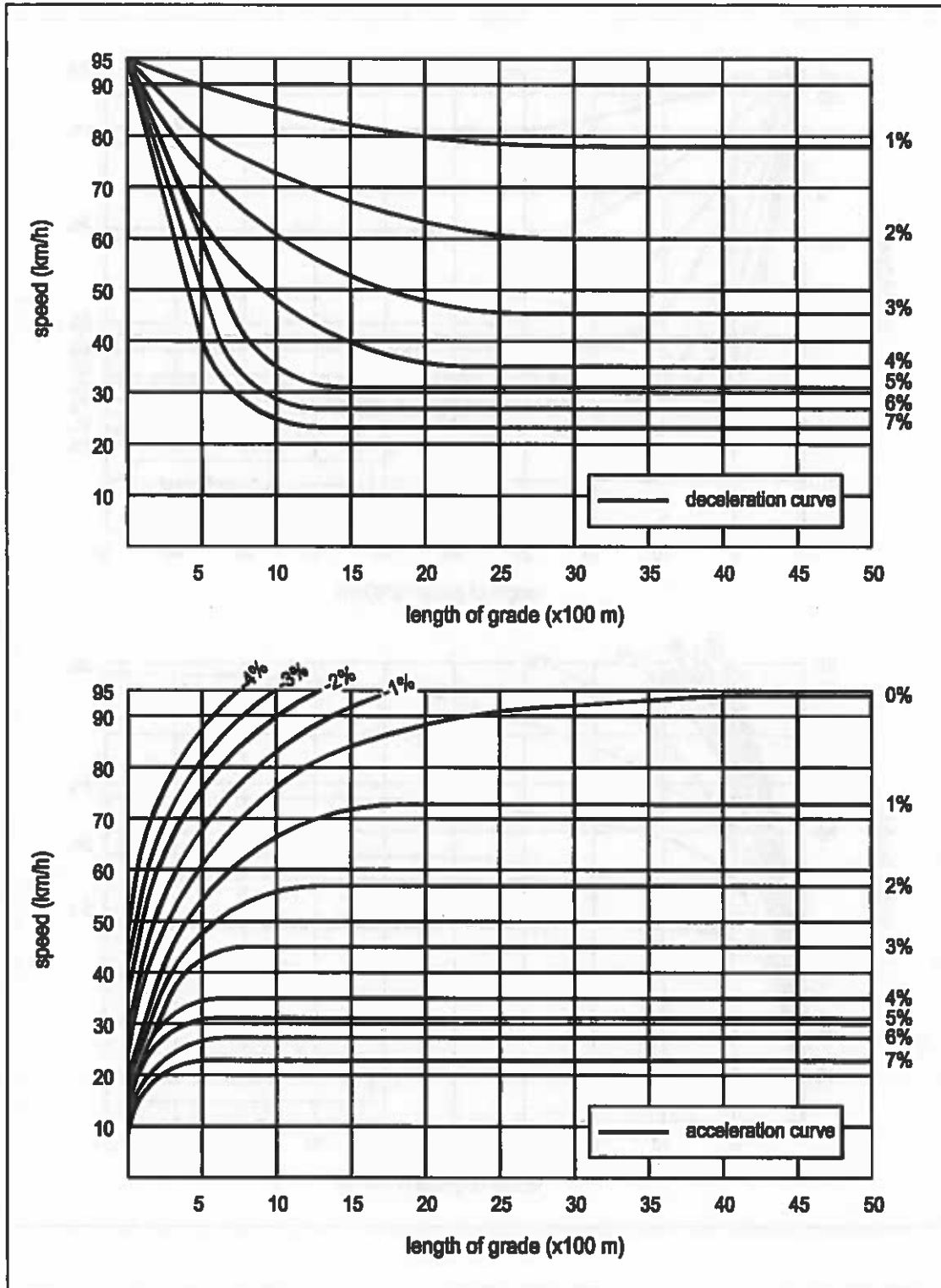


Figure 2.1.8.3 Performance Curves for Heavy Trucks, 180 g/W, Decelerations & Accelerations⁷



and limitations. When a design is incompatible with the attributes of a driver, the chances for driver error increases. Inefficient operation and collisions are often a result.³

In general, traffic volume is the most significant contributor to intersection collisions. Typically, as traffic volumes increase, conflicts increase, and therefore the number of collisions increase.⁵ Severity of collisions varies only slightly among rural, suburban and urban intersections; the percent of severe collisions is approximately 5% higher for rural intersections.⁵

Other elements related to intersection collision rates include geometric layout and traffic control.³ As previously noted, traffic control measures are not addressed in this document. The relationship of specific geometric elements and safety is described below:

Type of Intersection

In rural settings, four-legged intersections typically have higher collision rates than T-intersections (three-legged) for stop and signal controls.⁷

In urban settings, very little difference in collision rates between four-legged and T-intersections was found for low volume intersections (Average Daily Traffic under 20 000); however, for larger volumes, the four-legged intersection was found to have the higher collision rate.⁹

Sight Distance

In both an urban and a rural setting, studies have shown that the collision rate at most intersections will generally decrease when sight obstructions are removed, and sight distance increased.³

Channelization

In a rural environment, it was found that left-turn lanes would reduce the potential of passing collisions.⁹

In an urban setting, it was found that multi-vehicle collisions decrease when lane "dividers" (raised reflectors, painted lines, barriers or

medians) are used; however the use of left-turn lanes was not considered effective as a collision countermeasure but was considered effective as a means of increasing capacity.⁹

Cross Section

Safety considerations for cross section elements, such as lane width, are addressed in Chapter 2.2.

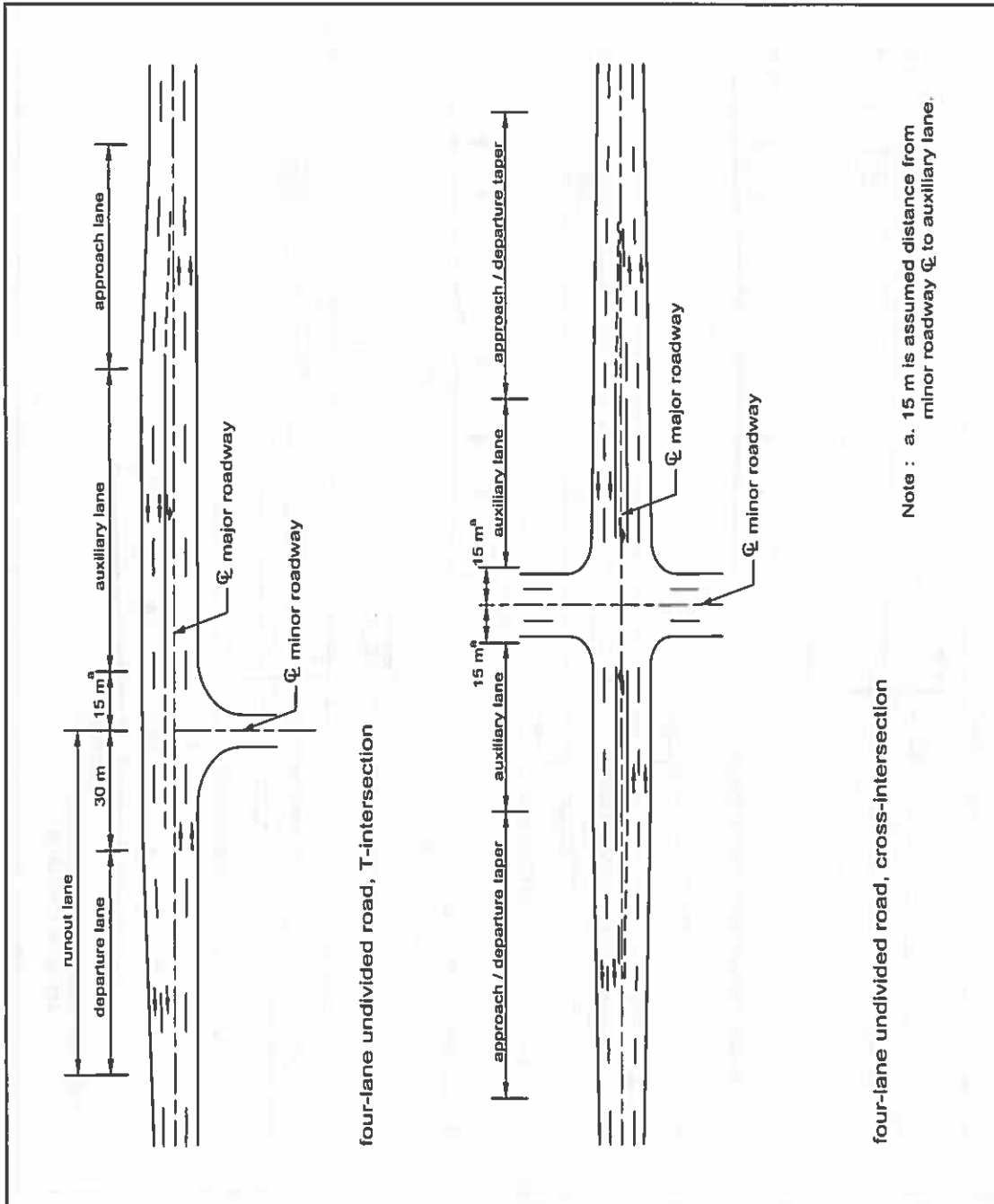
2.3.1.7 Intersection Spacing Considerations

Both rural road and urban road network spacing is often predicated on the location of the original road allowances prior to urban development. The systems of survey employed in the layout of original road allowances vary from region to region across Canada. As rural areas urbanize, the development of major roads generally occurs along these original road allowances, and consequently road networks vary from region to region. As examples, the land survey system in Ontario has created a basic spacing between major roads of 2.0 km, whereas the land survey system in the prairie provinces has resulted in a 1.6 km grid.

As development occurs, this spacing is often reduced. In areas of commercial or mixed use development, the traffic generated by employment and retail shopping may result in a reduced arterial spacing. In downtown areas, this spacing could be reduced further as determined by the traffic needs and the characteristics of the road network.

The spacing of intersections along a road in both an urban and rural setting has a large impact on the operation, level of service, and capacity of the roadway. Ideally, intersection spacing along a road should be selected based on function, traffic volume and other considerations so that roads with the highest function will have the least number (greatest spacing) of intersections (the relationship of road classification and the preferred functional hierarchy of circulation is described in Chapter 1.3 of this Guide). However, it is often not always possible to provide ideal intersection spacing, especially in an urban

Figure 2.3.8.6 Left-Turn Lane Designs Along Four-Lane Undivided Roadways, No Median



3.3.9.1 Relationship Between Road Classifications

Figure 50, below, illustrates the desirable interrelationships of the six groups of road classifications extracted from the Geometric Design Guide for Canadian Roads (TAC, June 2017).

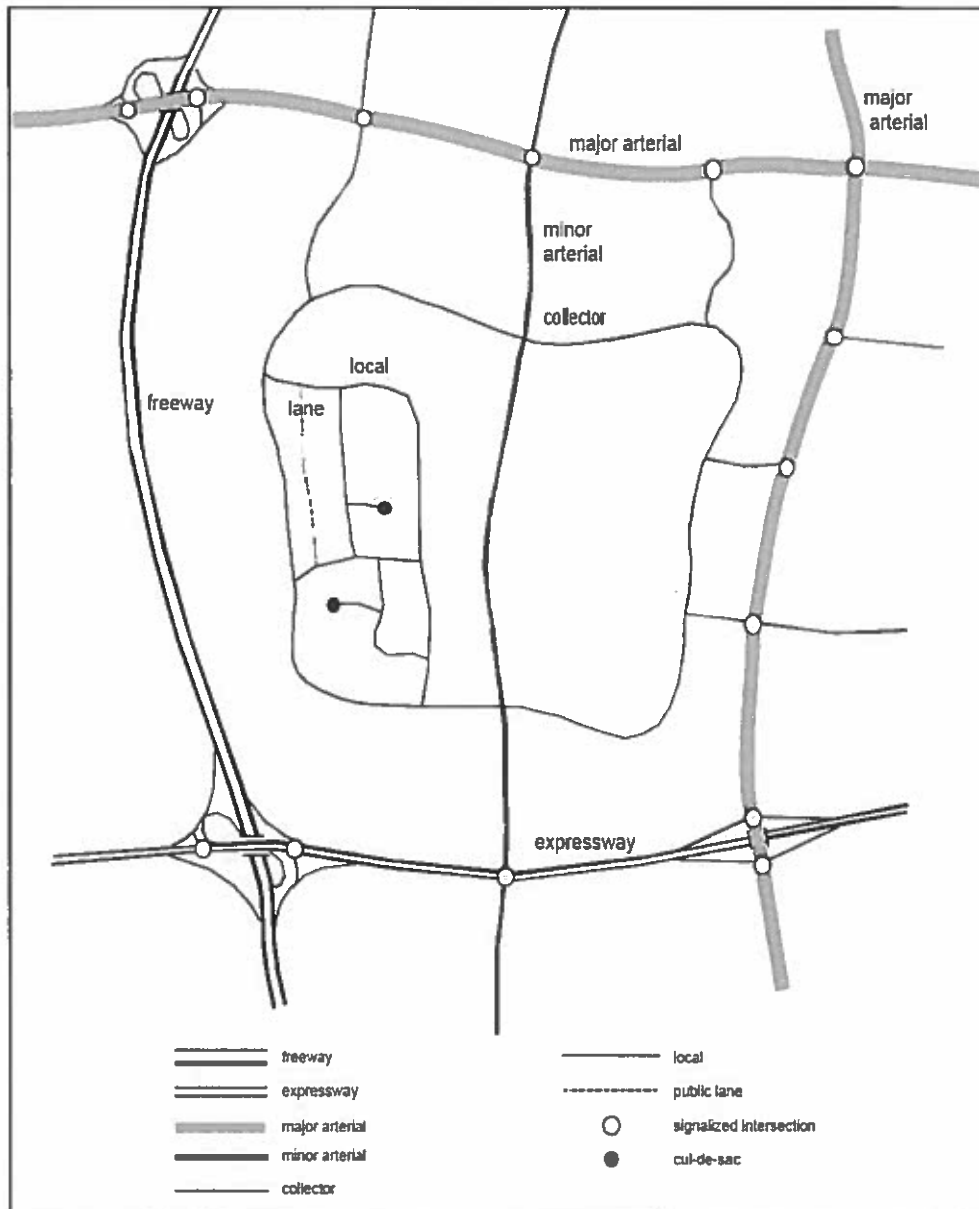


Figure 50: This figure illustrates the desirable interrelationships of the six groups of road classifications extracted from the Geometric Design Guide for Canadian Road (TAC, June 2017).

*Minutes for Shelburne Public Library Board Meeting
Tuesday, March 16, 2021*

Present: Geoff Dunlop Margaret Mercer Shane Hall
 Paul Barclay James Hodder Gail Little
 Patricia Clark

Also Present: Rose Dotten, CEO/ Head Librarian

Regrets: Mikal Archer, Sharon Martin

The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

- a) Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.
- b) Participants were to raise their hands to ask questions or comment and wait to be recognized.
- c) Participants were to raise their hands to vote on motions.

Motion 08-21 P. Clark, M. Mercer

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

Carried

Motion 09-21 J. Hodder, G. Little

Be it resolved that we approve the amended Agenda of the March 16, 2021, meeting.

Carried

Motion 10-21

Be it resolved that we approve the minutes of the board meeting dated February 16, 2021.

Carried

Motion 11-21 J. Hodder, P. Barclay

Be it resolved that we approve the Accounts Payable Register for February, 2021, with invoices and payments in the amount of \$27,473.98.

Carried

CEO/ Head Librarian's Report:

- **Correspondence**

Rose read part of a letter received from Dr. Aila Dela Cruz in February. She stated her "thanks

Bel/Comm #1
MAY 06 2021

for the wonderful work you do for the community.” It is gratifying to receive acknowledgement such as this of the work that we do for the community. There have been quite a number of patrons who have expressed their appreciation.

- **Statistics**

The statistics for active circulation are not available, as the Library has been closed since March 15, 2020. However, Rose presented a verbal report outlining Statistics relating to Curbside Pickup for February, 2021. We circulated approximately 2300 items, and additionally, approximately 1160 more items through Overdrive and Libby (e-books and audio books).

- **Verbal/anecdotal Social Media Outreach**

Rose also presented anecdotal information about the Social Media Outreach for the library including statistics for E-Resource use which included the fact that Press Reader is very popular with over 258 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 8848

Facebook - Total post engagement current month - 396

Instagram – posts, 414 Followers

Video watches (YouTube) - 282 Subscribers -

Ancestry.ca searches – 7 searches

Twitter – 270 followers

- **Programming**

- **Children’s Programming**

Our children’s programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. In February, 2021, over 70 craft kits were distributed. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time and on Mondays, the Community Readers program is geared to children.

- **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The “Craft Supply” bags are also distributed monthly and include all the supplies needed to make the craft. Rose said to encourage everyone to watch these as the Crafts are fun and engaging.

- **Adult Programming**

Jade and Rose are featured in a Video clip every Tuesday. They outline some new aspect of the library resources and talk about two books they have read during the week. There is also a new adult reading Challenge on Beanstack for the winter months.

- **March Break Programming**

There are many plans in the works for the March Break (whenever it will be) Programming, with something planned for every day. At the next meeting, Rose will outline the various activities that are being planned.

As seen in the statistics presented, we have an extensive email list (approximately 2000) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

Motion 12-21 M. Mercer, S. Hall

Be it resolved that the SPL Board receive the librarian's report as presented by Rose Dotten.

Carried

Business

- **Fines**

Rose gave more information concerning the current library issue relating to not charging fines for overdue materials. The explanatory sheet provided to the Board is attached.

Motion 13/21 G. Little, P. Barclay

Be it resolved that the SPL Board, in accordance with its core values that we should deliver services and materials in a way that is equitable, accessible and inclusive to all community members, institutes a fine-free policy effective April 1, 2021.

Carried

- **Ceiling Light Fixtures**

Rose explained that all of the light fixtures in the library are in the process of being changed to LED lights. She has also arranged with the cleaning company to have all of the fixtures cleaned while we are waiting for the ballasts to be replaced. As a result, there are very few working lights in the library at this time.

- **Ongoing Library Protocols**

Discussion ensued again about the logistics of opening the library for in-library browsing. With the number of active cases rising, this does not seem to be the time to do that.

Motion 14 -21 P. Clark, S. Hall

Be it resolved that SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication, at the discretion of the CEO;

Be it further resolved that the SPL Board approve the recommendation to continue and maintain current staffing as modified by the CEO;

Be it further resolved that these recommendations be reviewed at the next scheduled Board meeting on April 20, 2021.

Carried

- **In Camera session -- Not required**

Motion 15-21 G. Little, J. Hodder

That we now adjourn at 7:52 p.m., to meet again April 20, 2021, at 7 pm., or at call of the Chair.

Carried



Grand River Conservation Authority
Summary of the General Membership Meeting – April 23, 2021

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

Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- GM-04-21-35 - Financial Summary
- GM-04-21-32 - Conestogo Dam Concrete Rehabilitation Phase 2B - DR 21.013 Tender Award

Information Items

The Board received the following reports as information:

- GM-04-21-33 - General Insurance Renewal 2021-2022
- GM-04-21-31 - Cash and Investment Status
- GM-04-21-30 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-04-21-34 - Current Watershed Conditions

Delegations

The Board heard from the following delegation:

- Grand Valley Trails Association - Annie Cote-Kennedy, Charles Whitlock, and Laura Anders regarding trail access at Elora Gorge Conservation Area

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board

Correspondence

The SPA Board received the following correspondence:

- Lake Erie Region Source Protection Committee regarding the 2020 Grand River Annual Progress Reports be received as information.

Action Items

The SPA Board approved the resolutions in the following reports as presented in the agenda:

- SPA-04-21-01 - Submission of the 2020 Grand River Annual Progress Report and Supplemental Form

For full information, please refer to the April 23 Agenda Packages. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on May 28, 2021.

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

BA/comm #2
MAY 06 2021



MINUTES
MULMUR-MELANCTHON FIRE BOARD
Tuesday, April 13, 2021 at 7:00 p.m.

Present: David Besley, Chair – Melancthon Township
Ken Cufaro, Vice Chair – Mulmur Township
Earl Hawkins – Mulmur Township
Darren White – Melancthon Township
Christine Hickey

1. Call to Order

The meeting was called to order at 7:01 p.m.

2. Appointment of Recording Secretary for April 13, 2021 Meeting

Moved by: Cufaro and Seconded by: Hawkins

THAT Christine Hickey be appointed as the Recording Secretary for the April 13, 2021 Mulmur-Melancthon Fire Board Meeting.

CARRIED

Discussion ensued on recorded votes for the Mulmur-Melancthon Fire Board Meeting.

The Following motion was introduced

Moved by: White and Seconded by: Cufaro

THAT the Mulmur-Melancthon Fire Board waive Section 8 v) of the Procedural By-law, and that recorded votes not be required for Mulmur-Melancthon Fire Board meetings with electronic participation.

CARRIED

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3. Declaration of Pecuniary Interest

Chair Besley stated that if any member of the Board had a disclosure of pecuniary interest, they could declare the nature thereof now or at any time during the meeting.

No Declarations of Pecuniary interest were stated at this time.

4. Approval of the Agenda

Moved by: Hawkins and Seconded by: Cufaro

THAT the April 13, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED

5. Approval of Previous Meeting's Minutes – March 23, 2021

Moved by: Hawkins and Seconded by: Cufaro

THAT the Minutes of the Mulmur-Melancthon Fire Board dated March 23, 2021 be approved as copied and circulated.

CARRIED

6. Finance - None

7. Old/New Business - None

8. Correspondence - None

9. Closed Session

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees.

Moved by: Cufaro and Seconded by: White

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:09 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Moved by: Hawkins and Seconded by: White

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:27 p.m. and return to the regular meeting.

CARRIED

Moved by: Hawkins and Seconded by: Cufaro

THAT the Chair of Mulmur-Melancthon Fire Board reach out to potential candidates to discuss the Fire Chief position.

CARRIED

10. Adjournment

Moved by: Hawkins and Seconded by: Cufaro

THAT we do now adjourn at 7:30 pm to meet again at the call of the Chair.

CARRIED.

Chair

Secretary

**JOINT MEETING OF THE DUFFERIN COUNTY
SECTION 10 POLICE SERVICES BOARDS
HOSTED BY THE TOWNSHIP OF MELANCTHON POLICE SERVICES BOARD
ELECTRONIC MEETING
FRIDAY, OCTOBER 23, 2020 - 9:00 A.M.**

Attendance

Amaranth - Bob Currie, Walter Kolodziechuk, Amie Zukowski, Nicole Martin
Grand Valley - Steve Soloman, Josh Hoskin, Meghan Townsend
Melancthon - Al Blundell, David Thwaites, Denise Holmes
Mono - John Creelman (leaving at 11:00 a.m. due to another commitment), Mike Walker,
Wayne Evans
Mulmur - Ken Cufaro, Dennis Phillipson, Jeff Sedgwick, Tracey Atkinson
Orangeville - Sandy Brown (leaving at 11:00 a.m. due to another commitment)
OPP - Nicol Randall
Ministry of Solicitor General - Duane Sprague
Canadian Mental Health Association, Peel Dufferin Branch - Allison Yeatman
Dufferin Child and Family Services - Jennifer Moore

1. Call to Order

Melancthon Police Services Board Chair Al Blundell called the meeting to order at 9:04 a.m. and welcomed all in attendance. Mayor White, Mayor of Melancthon attended this portion of the meeting to bring greetings on behalf of Council and Staff and to welcome all in attendance to today's meeting.

2. Introductions

Chair Blundell invited those present to introduce themselves.

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest.

4. Amendments to the Agenda/Approval of Agenda

Moved by Kolodziechuk, Seconded by Brown that the Agenda for the Joint Police Services Board be approved as circulated. Carried.

5. Adoption of Minutes - September 27, 2019

Moved by Kolodziechuk, Seconded by Thwaites that the minutes of the September 27, 2019 Joint Police Services Board meeting be approved as circulated. Carried.

6. Business Arising from Minutes

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There was no business arising from the minutes.

7. Correspondence

1. Meeting Discussion Notes from July 8, 2020 Teleconference regarding a Tow Truck By-law

Moved by Thwaites, Seconded by Brown that the Meeting Discussion Notes from the July 8, 2020 Teleconference regarding a Tow Truck By-law be received as information. Carried.

8. Delegations:

1. **9:17 a.m. (Scheduled for 9:30 a.m.)** Duane Sprague, Police Services Advisor, Operations Unit, External Relations Branch, Public Safety Division, Ministry of Solicitor General was in attendance and provided Board Member Training. This portion of the meeting was closed to the Public at the request of Mr. Sprague.

Moved by Brown, Seconded by Evans that in accordance with Section 35, subsection 4(b), of the *Police Services Act*, the Section 10 Joint Police Services Board move into a closed session meeting at 9:17 a.m. for Board Member Training.

Moved by Brown, Seconded by Currie that the Section 10 Joint Police Services Board now rise from Closed Session at 10:46 a.m. with no report.

Break until 11:00 a.m.

2. **11:00 a.m.** - Allison Yeatman, Program Manager with the Canadian Mental Health Association, Peel Dufferin Branch and Jennifer Moore, Executive Director with Dufferin Child and Family Services were in attendance and provided a PowerPoint Presentation which outlined the crisis services from both a Child/Youth lens, as well as an Adult lens. Ms. Yeatman and Ms. Moore also spoke about the collaborative crisis efforts in the community and how Dufferin Organizations coordinate to provide crisis support when an integrated response is required. Chair Blundell thanked Ms. Yeatman and Ms. Moore for their presentation.

9. OPP Report

Acting Inspector Nicol Randall provided a verbal update regarding operations in Dufferin, as well as activity related to criminal offences, POA charges, lack of traffic tickets, property offences and the Orangeville OPP Operations.

10. New Business/Additions (if any)

There was no new business or additions for this meeting.

11. Unfinished Business

There was no unfinished business for this meeting.

12. Date and Location of Next Meeting

Meeting to be held on Friday, April 23rd, 2021 at 9:00 a.m. and hosted by the Township of Mulmur. The type of meeting to be determined.

13. Confirm Proceedings

Moved by Thwaites, Seconded by Currie that all actions of the Joint Police Services Board, with respect to every matter addressed and/or adopted by the Board on the above date, are hereby adopted, ratified and confirmed, and that each motion, resolution and other action taken by the Board members and officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

14. Adjournment

Moved by Walker, Seconded by Currie that we now adjourn this meeting of the Section 10 Joint Police Services Board at 12:02 p.m. to meet again on Friday, April 23, 2021 at 9:00 a.m. Meeting to be hosted by Township of Mulmur. Carried.



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES
WEDNESDAY, MARCH 10, 2021 – 7:00 P.M.
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as "The Board" held its meeting on the 10th day of March, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

- Chester Tupling, Chair, Mulmur
- Dave Besley, Deputy Mayor, Melancthon
- Patricia Clark, Councillor, Mulmur
- Debbie Fawcett, Melancthon
- Emma Holmes, Melancthon
- Keith Lowry, Mulmur
- Nancy Noble, Mulmur
- Clayton Rowbotham, Melancthon
- James Woods, Arena Manager
- Donna Funston, NDCC Secretary, Melancthon
- Heather Boston, Treasurer, Mulmur

Regrets:

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:05 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Noble, Seconded by Clark that the Agenda be approved as amended.
Carried.

Chair Tupling moves Delegation to #6 as Darcy joined at the beginning of the meeting.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	

Member Keith Lowry	X
Member Nancy Noble	X

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Lowry, Seconded by Rowbotham, that the minutes of the North Dufferin Community Centre Board of Management held on February 11, 2021 be approved as circulated. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

#5 Business Arising from the Minutes

None.

#7 Delegation

7:30 p.m. – Darcy Delaney, Mulmur Hills Recreation and Wellness Centre – venue to host 2021 summer day camps for 9 weeks.

Darcy Delaney, Mulmur Hills Recreation and Wellness Centre Ltd. did a power point presentation outlining a summer day camp proposal. The presentation is attached to these minutes. Darcy has identified a need for families in the community for a summer day camp program, he explained the day camp and daily activities of his program. Darcy is also hoping to run a spring break (April 12-16) day camp which would include renting the ice surface minimum 1 hour per day for the week. James noted that the upstairs kitchen is heating only due to the current ventilation system, request to bring BBQs to prepare the lunch was made. Darcy is fully aware of COVID-19 rules and regulations and all will be followed.

Board was excited with this opportunity and felt the presentation was very well done. This will be a great start to using the Arena all year round not just being used as a hockey facility. With this summer camp program running for 9 weeks the days would

be fully rented and the Board would like to have an event 1 or 2 nights during the week.

Board directed James, Heather and Donna to work together on a contract for the summer camp program and the spring break camp. Proof of insurance would need to be attached to the contract. Details of storage of equipment, washroom cleaning times and BBQ being brought in could be worked out between Darcy and James.

-Moved by Lowry, Seconded by Besley that the BoM will authorize Darcy Delaney to use the Facility as presented on his Power Point Presentation at the March 10, 2021 Meeting with the NDCC Board.

Further; the Board accepts in principal and directs staff to engage in detailed negotiations to complete the contract with Darcy Delaney, Mulmur Hills Recreation and Wellness Centre. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

#6 Facility Manager's Report

Chair Tupling relays a message that the mower the Board has included in the 2021 budget is out of stock but has been ordered on March 10, 2021. If the mower is not available when the Arena Manager needs it Premier will make sure one is available for use until the ordered one arrives.

-Moved by Lowry, Seconded by Noble that the NDCC Board of Management supports and approves arrangements made by the Chair in purchasing and subsequent events if purchase is delayed of the John Deere mower and trimmer from Premier Equipment. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	

Member Keith Lowry	X
Member Nancy Noble	X

It was reported that some appreciative emails have been received from the community in regards to keeping the ice in during the lockdown. This is a benefit to the kids/youth of our community and the parents are thankful the kids were able to be back on the ice. Discussion around how long to keep the ice in, Honeywood Minor Hockey has a meeting March 12, 2021 and the hope is to leave the ice in until end of April. Currently minor hockey uses 18 hours per week however, this may decrease slightly for the month of April. Private rentals have been inquiring about renting the ice for March and possibly April. James reports the rooftop condenser is sealed and will be able to finish the season out.

-Moved by Besley, Seconded by Rowbotham that the ice be left in until April 30, 2021 or at the discretion of the Board of Management.
Further; ensure this be advertised on the Townships websites, told to coaches and previous users to be communicated as broadly as possible to increase rental bookings.
Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

#8 General Business

1. Financial
 1. Accounts Payable

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$14,648.76 be received as presented. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	

Member Nancy Noble X

2. A/R update

Discussion on outstanding balances, James and Dylan were directed to make calls to collect these balances.

- 3. YTD vs. Budget comparison
- 4. Draft #1 Budget 2021

James reports the brine pump will need to be replaced in 2021 but he has no idea of cost. James will get estimates and send them to Heather for the 2021 budget.

-Moved by Lowry, Seconded by Clark that the draft #1 budget 2021 presented by the Treasurer be approved as presented. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

-Moved by Clark, Seconded by Noble that the NDCC Board of Management has a surplus from 2020 and that amount to be used in full to decrease the 2021 Township levies. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

5. Report from Heather Boston, Treasurer, regarding Non-Resident Charges

-Moved by Fawcett, Seconded by Clark that the Board receive the report of Heather Boston, Rental Fees;

AND THAT the Board approve the removal of the non-resident charges of \$36 or 10% of the total bill;

AND FURTHER THAT the Board approve a 2% increase in the ice and room rentals per the attached Schedule of Fees effective September 1, 2021. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

2. Beef BBQ and Fundraising Events for 2021

Chair Tupling will bring update and a plan to the next meeting.

3. Joint Council Meeting – Mulmur and Melancthon – Service Delivery Review & Efficiency Study Update

Mulmur and Melancthon have set up a Joint Sub-committee to review the County of Dufferin Service Delivery Review regarding the North Dufferin Community Centre Agreements and Governance Structure. Mulmur members are Mayor Horner, Deputy Mayor Hawkins and CAO Tracey Atkinson. Melancthon will be CAO Denise Holmes, and two members of Council that will be decided at the Council meeting on March 18, 2021.

Chair Tupling noted he would like to have seen Member Besley and Member Clark on this Sub-committee, he is disappointed that the Board is not fully represented by both Members on this joint committee.

4. NDCC Staff cutting grass for Honeywood Cemetery Update – Chair was to speak with Treasurer of Cemetery Board

Chair Tupling spoke with the Treasurer and they were in favour of staff cutting their grass. This will allow some revenue for the NDCC and will reduce the grass cutting expense for the Cemetery.

Board directs Heather to do a contract between the Cemetery Board and NDCC for the grass cutting season. Heather to bring this contract back to the Board for approval.

5. Other

- 6. Unfinished Business
 - 1. Generator Switch for Mobile Generator at front of Arena

James is still waiting to receive a quote.

#9 Information

- 1. Email from Jon Hack regarding Honco Buildings, Sports Complexes
- 2. Updated Sierra Report for NDCC to more accurately reflect the property line provided in the GIS data.

-Moved by Clark, Seconded by Rowbotham that items 9.1 and 9.2 be received as information. Carried

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Clark, Seconded by Rowbotham that all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	

Member Nancy Noble X

#12 Adjournment

-Moved by Clark, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:50 p.m. to meet again on Wednesday April 14, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

CHAIR

SECRETARY

North Dufferin Community Centre Summer Day Camp Proposal

By Darcy Delaney

Mulmur Hills Recreation and Wellness Centre Ltd.

Breakdown of Fee Schedule

Hall Rental Proposal		
Hall per day	\$ 331.00	8 hours This is the advertised rate for 6 hours, we would like to have it for 8 hours per day and we will do all of the cleaning and sanitizing.
Floor rental	\$ 114.00	3 Hours This is the advertised rate for 2 hours, we would like to have access for 3 hours per day or longer, especially in the event of inclement weather.
Daily Total	\$ 445.00	Hall, Floor and HST
Weekly Total	\$ 2,225.00	Weeks of June 21 (Staff Training) , July 5, July 12, July 19, July 26, Aug. 9, Aug. 16, Aug. 23
Summer Total	\$ 20,025.00	Paid in 4 installments; June 1, July 1, August 1, September 1

Use of NDCC Facilities

- Exclusive use of NDCC Hall 8am -4:00pm daily (Keyholder Agreement?)
- Exclusive use of the floor for agreed upon times daily for: games, floor hockey, basketball, skate boarding, missing persons procedures. Use of our own equipment which is to be removed from the floor daily.
- Section off part of parking lot with cones during drop off 8:00-9:00am and pick up 4:00-4:30pm.
- Use of the outdoor field, baseball diamond and play structure when other members of the public are not using them. Use our own soccer goals and sports equipment on the field.

Community Partnership

- Full weekly rate of camp will be between \$240 - \$265 depending on COVID, final insurance quote, etc.
- We will offer a subsidy program (up to 40% off per week) to residents of Mulmur/ Melanchton who require financial assistance.
- Possible add-on fees for excursions to Dufferin Forest, Pools, etc.

Other Program Ideas

- Spring Break Camp April 12-16
- Daily or weekly field trips: Biking in Dufferin Forest, Swimming in Shelburne or Orangeville
- Music, Drama, Wood Working, Gardening?

Questions or Comments

- Darcy Delaney
- darcydelaneyconsulting@gmail.com
- www.darcydelaneyconsulting.com
- <https://www.mhrawc.com/spring-break-camp> - Demo Site for MHRaWC



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES
TUESDAY, APRIL 6, 2021 – 7:00 P.M.
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as "The Board" held its meeting on the 6th day of April, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

- Chester Tupling, Chair, Mulmur
- Dave Besley, Deputy Mayor, Melancthon
- Patricia Clark, Councillor, Mulmur
- Debbie Fawcett, Melancthon
- Keith Lowry, Mulmur
- Nancy Noble, Mulmur
- Clayton Rowbotham, Melancthon
- James Woods, Arena Manager
- Donna Funston, NDCC Secretary, Melancthon
- Tracey Atkinson, CAO, Mulmur

Regrets:

- Emma Holmes, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:03 p.m.

#2 Approval of Agenda

-Moved by Besley, Seconded by Noble that the Agenda be approved as circulated.
Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 General Business

1. Province Wide Emergency Brake – Discussion and decision on removing ice

-Moved by Rowbotham, Seconded by Clark that due to the Provincewide Emergency Brake the ice removal process will begin April 7, 2021. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

#11 Confirmation Motion

-Moved by Fawcett, Seconded by Lowry that all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

#12 Adjournment

-Moved by Clark, Seconded by Besley, we adjourn the special meeting of the NDCC Board of Management meeting at 7:12 p.m. Carried.

Recorded Vote	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

CHAIR

SECRETARY



**JOINT RECREATION SUBCOMMITTEE MINUTES
MARCH 24, 2021 1:00PM**

Present: Darren White, Mayor of Melancthon
David Besley, Deputy Mayor of Melancthon
Janet Horner, Mayor of Mulmur
Earl Hawkins, Deputy Mayor of Mulmur
Denise Holmes, CAO of Melancthon
Tracey Atkinson, CAO of Mulmur

1.0 Call to Order

The meeting was called to order by Mayor Darren White at 1:00 pm. The meeting was hosted using an electronic zoom platform. Two members of the public were in attendance at the meeting.

2.0 Appointment of Chair and Vice-Chair

Moved by: Horner and Seconded by: Besley

THAT Mayor Darren White be appointed as Chair and the next meeting to be chaired by the Mayor of Mulmur on a rotating basis for the Joint Recreational Sub-committee.

CARRIED

3.0 Mandate

The mandate was discussed and confirmed as identified through the joint meeting, being to review the governance of the North Dufferin Community Centre (NDCC), review the NDCC efficiency study and make a recommendation for the NDCC facility.

4.0 County Service Delivery Review Recreation Recommendations

Gaps were discussed, especially the current lack of regional approach and the current board structure.

5.0 North Dufferin Community Centre Agreement By-law

The Governance structure was deferred to the next joint meeting, pending direction regarding a Recreational Director. Discussion ensued regarding the board versus advisory structure. There was recognition and appreciation of the existing board members and support for continued community involvement through an advisory structure.

Bel/comm#7
MAY 06 2021

6.0 NDCC Efficiency Study Recommendations

The Subcommittee agreed that the municipalities jointly desire to provide an arena facility in Honeywood, on a move forward basis.

7.0 Mulmur Recreational Master Plan Recommendations

The Subcommittee discussed the recommendation from the Mulmur Recreational Master Plan (#5) to have a joint Recreational Director. This Director could help coordinate events at the Horning Mills hall and other facilities within Mulmur and Melancthon. The Subcommittee also discussed summer camp opportunities. The Subcommittee was supportive of a joint Recreational Director, with the responsibilities and other jobs within the arena to be further determined. Approval from each Council would be required.

Moved by Horner and Seconded by Besley

THAT the joint subcommittee recommend to Mulmur and Melancthon Councils that a joint Recreation Director for both Mulmur and Melancthon to advance recreational opportunities in both municipalities be considered.

CARRIED

8.0 Funding NDCC Project

Development Charge Accounts, Grants (likelihood, percentages, shovel-ready), Debentures & Loans, Feasibility Study (analysis of tax rate implications of each option), Historic Operating Costs (5 year average)

Direction was given to NDCC Treasurer to create a financial worksheet that would allow the committee to plug in different variables, such as interest rates, amortizations, D.C. contributions, grants, into options A, B and C from the NDCC Recreational efficiency study and output tax implications.

9.0 Other Recreational Community Groups/Committees

The benefits of a Recreational Director was discussed as it relates to programing at various facilities within the two municipalities.

10.0 Meeting Adjournment

Moved by: Besley and Seconded by: Hawkins

THAT Council adjourns the meeting at 2:08 to meet again at 1:00 pm on April 14, 2021 or at the call of the Chair.

CARRIED

Denise Holmes

From: AMO Communications <Communicate@amo.on.ca>
Sent: Wednesday, April 14, 2021 4:09 PM
To: Denise Holmes
Subject: AMO Policy Update – Municipal Code of Conduct Consultation Launched

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



April 14, 2021

AMO Policy Update – Municipal Code of Conduct Consultation Launched

As anticipated, the Ontario government has now launched a 90-day consultation to obtain broad feedback on strengthening municipal codes of conduct. AMO is supportive of this public consultation as it will help to make sure that the municipal codes of conduct continue to evolve appropriately.

“Municipal councils are looking for new tools and new measures to address modern challenges in local government”, said AMO President Graydon Smith. “Where there are serious code of conduct violations, municipal councils need the authority to take actions that are measured, appropriate and effective”.

As part of this consultation, the Province is including collecting feedback on AMO Board of Directors' recommendations for holding municipal councillors accountable, including increased financial penalties, suspension for certain violations, removal from office in certain circumstances, and better training and standards for integrity commissioners. The AMO Board of Directors provided these recommendations for the Province's consideration earlier this year.

AMO's recommendations aim to strengthen existing tools for compliance with Codes of Conduct and provide additional tools for municipal governments to use in defined circumstances. In providing their input, AMO's Board expressed confidence in Codes of Conduct and the offices of Municipal Integrity Commissioners as important resources to help councils maintain public accountability.

Comments to the provincial consultation should be provided through the online survey by July 15, 2021. Anyone, including members of the public and municipal elected

leaders, can participate in the online survey to provide feedback. Municipal councils are encouraged to provide official feedback through the online survey.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

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



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NEWS RELEASE

Ontario Now Accepting Public Feedback to Strengthen Municipal Codes of Conduct

Province launches online survey as it undertakes the consultation process

April 14, 2021

[Municipal Affairs and Housing](#)

TORONTO — The Ontario government has launched a [90-day consultation](#) to obtain feedback on how to strengthen municipal codes of conduct. With the support of the Association of Municipalities of Ontario (AMO), the province is working to better ensure that municipalities, councillors and heads of council maintain a safe and respectful workplace.

Jill Dunlop, the Associate Minister of Children and Women's Issues is holding roundtables with a variety of municipal stakeholders on how to strengthen accountability measures for members.

"Our government has been absolutely clear that we will not tolerate workplace harassment or discrimination of any kind," said Associate Minister Dunlop. "It's critical that everyone knows there are accountability measures in place for members who violate municipal codes of conduct. Our consultation will help determine what changes, if any, are required to ensure everyone can feel safe and respected in the workplace."

The government is also collecting feedback on AMO's recommendations for holding municipal councillors accountable, including increased financial penalties, suspension for certain violations, removal from office in certain circumstances, and better training and standards for integrity commissioners. This feedback is critical to ensuring effective accountability measures are put in place for members of council who violate their municipal code of conduct.

"Municipal councils are looking for new tools and new measures to address modern challenges in local government," said AMO President Graydon Smith. "Where there are serious code of conduct violations, municipal councils need the authority to take actions that are measured, appropriate and effective."

Comments for the consultation are welcome through the online survey by July 15, 2021. Anyone can participate in the online survey to provide feedback. Municipalities are also encouraged to provide official feedback through the online survey. This is another step the Ontario government is taking to hold members who violate codes of conduct accountable for creating unsafe work environments.

"I encourage every Ontarian to participate in this process and share their thoughts and comments on how to bring effective accountability to municipal governments," said Steve Clark, Minister of Municipal Affairs and Housing. "We must ensure that the right tools are available and that above all people feel safe and supported."

Quick Facts

- Workers, supervisors and employers have rights and duties when dealing with workplace violence and harassment. Ontario has [a guide](#) that explains what every worker, supervisor, and employer needs to know about workplace violence and workplace harassment.
 - Under the [Municipal Act, 2001](#), all municipalities are required to establish a code of conduct for councillors and certain local boards. They are also required to provide access to an integrity commissioner.
-

Additional Resources

- [Consultation: Strengthening accountability for municipal council members.](#)
 - [Municipal Councillor's Guide](#) for more information on codes of conduct.
-

Related Topics

Government

Learn about the government services available to you and how government works. [Learn more](#)

Media Contacts

Stephanie Bellotto

Minister's Office

stephanie.bellotto@ontario.ca

Matt Carter

Communications Branch

MMA.Media@ontario.ca

Sent via email to: minister.mah@ontario.ca

February 3, 2021

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
College Park, 17th Floor,
777 Bay St.
Toronto, Ontario
M7A 2J3

Dear Minister Clark,

Re: Options for Enforcing Compliance by Council Members with Municipal Codes of Conduct

I am writing to you in response to your inquiry at the December MOU meeting as to whether AMO might provide input into a potential council member recall mechanism. I appreciate being able to provide you with some input on behalf of the Association. To do so, I am taking the unusual step of attaching the motion approved recently by AMO's Board, expanded upon in the text of this letter to explain the rationale for our recommendations and the detailed legislative, regulatory, and municipal policy changes needed to put them in place.

As I know you are aware, the subject of enforcing Codes of Conduct for democratically elected members of a council or legislature is an important issue. It is also one in which striking the correct balance is both difficult and critical to preserving accountability and confidence in the electoral system. Since your inquiry, AMO has been working to examine options that improve accountability to the electorate with reasonable actions that can help to promote and ensure good behaviour amongst elected officials. Our staff have consulted with municipal legal experts and conferred with staff at your Ministry. Our Executive Committee and Board of Directors have also discussed the issue and potential recommendations. The input I am presenting you for consideration reflects development and refinement at each of those stages.

I can tell you that our Board had detailed discussions and informed opinions were voiced on all sides of this issue. With that said, our Board reached a general consensus that municipal Codes of Conduct and the system to enforce them are strong governance tools but that municipal governments needed a better ability to ensure compliance with these Codes that all elected officials agree to when they take office.

Ultimately, the Board strongly endorsed the need to create additional interim options to enforce council member behaviour as well as the ultimate ability to remove a council member in the most egregious breaches of a municipal Code of Conduct.

These options build on the current removal criteria for council members of criminal conviction or missing three consecutive council meetings.

Guiding Principles

The AMO Board endorsed several principles to guide our conversations and analysis. We think they are relevant to any actions the Ministry may consider regarding changes to compliance mechanisms for council members. As a result, I am presenting them to you in this letter so that you can understand how our recommendations were formed and for your consideration as you work on any policy development in this area. AMO will weigh any policy changes in accordance with the principles. The most significant ideas behind these principles are respect for municipal government as a democratic institution including municipal electors, evolution of current mechanisms, practicality and acknowledgement that enforcing criminal law is a separate task from the Code of Conduct compliance matters being considered here.

The principles AMO believes most relevant are:

- **Subsidiarity and accountability to electorate** – decisions taken at the closest level of their impact and local electors must be consulted/decisions respected.
- **Mature municipal governments** – councils should decide and implement sanctions, not other orders of government.
- **Clear link to municipal governance** – process and actions encourage compliance with governance policies and insulated from vexatious claims and political grievances/reprisals.
- **Practicality** – can the outcome be achieved affordably in a term of office.
- **Respects other legal processes** – does not replace criminal conviction which results in forfeit of a council seat.

Removal by Minister and Recall by Voters

As we applied these principles, AMO considered the two options that have been presented through recent public discussions in Ontario. They are: removal of a council member by the Minister of Municipal Affairs and Housing; and voter recall. As the Board considered these options, it became evident that they did not meet the principles of respect for municipal government institutions and voters, subsidiarity, and practicality. As a result, the Board elected not to recommend these as actions for policy development.

Code of Conduct Enforcement and Integrity Commissioners

The Board preferred to recommend an alternative to the previous options that it felt enhanced the current mechanisms in place to incent compliance with behavioural

codes and also allow recommendation of suspension or removal in some circumstances, subject to process. AMO's Board felt that the introduction of municipal Integrity Commissioners, reporting as officers of council governance, offered the best option for enhanced compliance with Codes of Conduct, with new enhancements to powers and processes through regulation and municipal policy. The rationale for this is that the Board believes that these Codes are mutually agreed upon covenants that all members of council agree to uphold upon election and that it is fair to hold members accountable to each other and the public for their compliance with them.

In particular, the Board believes that the introduction of municipal Integrity Commissioners has been largely successful but that better education and standardization of the role, where appropriate, is needed to improve performance across the province. The Board also felt that the fact these officers are employed by councils and already empowered to investigate breaches in Codes of Conduct provided a useful foundation consistent with the need to respect local governments and our electors. Subsequent powers would render them even more useful to uphold principles agreed to by public office holders.

Administrative Monetary Penalties

Despite their current relevance, some particular changes to legislation and regulations are needed to enhance the Integrity Commissioner's role to enforce Codes of Conduct to give it more tools to do so. The Board recommends that the *Municipal Act* be amended to allow Administrative Monetary Penalties to be applied to council members where violations of Codes of Conduct have been found through an Integrity Commissioner's report. To allow these penalties and create a framework for their application, regulations under the *Municipal Act* should also be filed to create a range of penalties that can be applied throughout the province.

The Board was keen to ensure that the differences in municipal governments were reflected and recommends that such a regulation should also require each municipal council to establish an Administrative Monetary Penalty Policy with respect to Code of Conduct violations that can account for such variances as council remuneration, local economic circumstances and institutional culture. These penalties should only be applied after the conclusion of a public report of an Integrity Commissioner has documented violations of Codes of Conduct and recommends the application of these consequences to council.

Suspension

While Administrative Monetary Penalties were felt to have merit, AMO's Board also discussed the need to be able to suspend and, in some cases, remove a member of council in more specified and limited situations. The Board considered that suspensions of council members for a specified and limited time could be warranted in situations where that member's participation in certain council decisions could have deleterious consequences to public health or safety, such as during an emergency.

The current response to the pandemic is one such situation that such an action may be taken where public discourse and disagreement about the existence of COVID-19 and use of public health measures have been openly discussed. Once again, the members of AMO's Board believe that such an action should only be taken where a member's participation in a meeting or meetings is immediately or imminently likely to make response to an emergency situation or other health and safety threat very challenging or impossible.

Removal from Office

In the most significant situations, the Board believes that there should be the ability to remove members of council when the most significant breaches of Codes of Conduct are found. This would need to be separate from any criminal proceedings that may otherwise arise. In such cases, it would be appropriate for a council to seek intervention by a member of the judiciary to remove a council member where a report of a municipal Integrity Commissioner recommends such action for serious, willful and/or repeated significant violations of a Code of Conduct adopted by the municipality and agreed to by council members. Removal of a councillor by a member of the bench would of course require a legal appeal mechanism and should not necessarily disqualify a person from running in a subsequent election.

Education and Standardization

Finally, the Board recommended that better education and standardization, where appropriate, of the skillset of Integrity Commissioners should be pursued over time. To do so, the Board recommended that the Ministry of Municipal Affairs and Housing develop resources for current and prospective Integrity Commissioners to improve access for councils to quality and consistent resources across Ontario. To do so, the Ministry could begin to build a continuous improvement regime for qualifications/skill sets of a Commissioner that would be common to each office holder regardless of their location.

Additionally, the Board discussed the need to educate council members through on-boarding by municipal officials after an election. Municipal staff will need to update their materials for new and returning members to reflect any changes to the regime. Also, for prospective members of council AMO's educational offerings for candidates should be updated to ensure that they understand the roles of Integrity Commissioners, compliance with Codes of Conduct and other necessary knowledge before they submit their nominations. As well, we would ask that MMAH's Councillor Guide also be so updated.

Conclusion

AMO's Board had a thorough and detailed discussion based on the research conducted by our organization and the experiences of our members. The Board is aware that it is recommending significant changes to the role played by Integrity

Commissioners as well as the conventions that have bound democratically elected municipal officials in Ontario for decades or more. While it was felt that recall and removal of council members by the voter or Minister respectively did not meet the test of the principles we agreed to, we believe that more can and must be done to help ensure municipal government continues to enjoy the confidence of our electors.

The recommendations put forward in this letter and the rationales for them have the potential to do so in a measured manner. We trust you will consider our thoughts and advice in this complex matter. We are happy to discuss them as you move forward with any action to improve Code of Conduct compliance.

Sincerely,



Graydon Smith
AMO President
Mayor of the Town of Bracebridge

cc: Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing

Options for Enforcing Compliance with Municipal Codes of Conduct Amongst Council Members

Motion:

That the Board of Directors of the Association of Municipalities of Ontario endorse the provision of advice to the Minister of Municipal Affairs and Housing to consider the following options to enforce compliance with Municipal Codes of Conduct amongst members of municipal council.

That the Board direct the President to write to the Minister with the Board's advice for strengthening enforcement of municipal Codes of Conduct for council members, as follows:

That section 223.2 (3) of the *Municipal Act* be amended to allow Administrative Monetary Penalties to be levied in the event that breaches of a municipal Code of Conduct are found through an Integrity Commissioner's investigation and published in a report;

That the Ministry of Municipal Affairs and Housing issue regulations under the *Municipal Act* authorizing municipal governments to adopt a policy for Administrative Monetary Penalties specifying a financial range of penalties for application by Integrity Commissioners in Code of Conduct breaches;

That the regulation specifies a range of financial thresholds for these penalties and a range of suspension timeframes that municipal governments can choose from to suit their local circumstances;

That an Integrity Commissioner's report into a council member's conduct be disseminated to the electors of that office through publication or other means;

That the powers of Municipal Integrity Commissioners be expanded to enforce compliance with a Municipal Code of Conduct to include:

- The levying of an Administrative Monetary Penalty for a violation of a Code of Conduct provision, subject to a municipal policy adopted by a Council specifying penalty ranges;
- Suspension of a council member for a specified time where the council member's attendance at council is affecting the ability of council to make necessary decisions in the interest of the public such as during an emergency;
- Referral to a member of the judiciary with a recommendation to consider removing a councillor from office where continued and serious violations of the Code of Conduct have been documented; and

That MMAH provide funding and resources to improve the education and performance of Integrity Commissioners to create norms and standards in the office holders to improve councillor and public acceptance and trust.



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

April 14, 2021

Via: Email

Ms. Wendy Atkinson
Treasurer / Deputy Clerk
Township of Melancthon
157101 Highway NO. 10
Melancthon ON L9V 2E6

Dear Wendy:

Re: Drainage Superintendent Services
File No.: D-ME-SUP
Project No.: MSO019743.2021

As we are into the second quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from January 1, 2021 through March 25, 2021.

The work undertaken during this period includes the following:

January 2021

- Participated in a Zoom Council meeting regarding beaver management issues in municipal drains and the use of the County of Dufferin Nuisance Beaver Program.
- Received copy of resolution from Council to investigate the James Foley Drainage Works as a result of a request for maintenance and repair submitted by Manassa and Salinda Martin, owners of Pt. Lots 245 & 246, Concession 3 SW.
- Completed OMAFRA Grant on Costs of Employing a Drainage Superintendent report back form. Uploaded completed form to the Transfer Payment Ontario (TPON) website.

February 2021

- Telephone discussions with Public Works Superintendent and Treasurer regarding budget costs for the roads portion of municipal drain work anticipated in 2021. Review of files and provided preliminary costs to Treasurer for budget purposes.
- Telephone discussions with Scott Martin, County of Dufferin regarding letter received from Leo Blydorp on behalf of the Dufferin Federation of Agriculture.
- Participated in a Zoom meeting regarding beaver management in municipal drains and road ditches with representatives of the Dufferin Federation of Agriculture and the County of Dufferin.
- Completed OMAFRA Grant Application Request Form covering the anticipated 2021 grant request for the costs of employing a Drainage Superintendent. Uploaded completed form to the TPON website.

Info # 2
MAY 06 2021

March 2021

- Received, reviewed and forwarded invoice from Demmans Excavating Inc. for the completion of the clean-out of the Curphy Municipal Drain.
- Review of Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Ag Maps showing Municipal Drains in the Township of Melancthon.
- Email to Bob Steiss at OMAFRA with corrections to plan.

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

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

Yours truly,

R.J. Burnside & Associates Limited

Drainage Superintendent



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

Enclosure(s) Invoice No. MSO019743.2021-1

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019743.2021 Watkinson Drainage Sup Services Q1 210407.docx
14/04/2021 4:04 PM



BURNSIDE

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

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

April 7, 2021
 Invoice No MSO019743 2021 - 1

Project MSO019743.2021 RJB File: D-ME-SUP-2021
Professional Services through March 25, 2021

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	18 50		
Vander Veen, Sidney	5 00		
Tech I			
Bergsma, Gavin	3 90		
Tech IV			
Uderstadt, Gerd	6 50		
Totals	33 90		
Total Labour			5,691.60
Travel - Mileage		41 75	
Misc Reimbursable Expense		32 73	
Total Reimbursables		74.48	74.48
HST #885871228			
Total Tax	13 00 % of 5,766.08	749.59	
		749.59	749.59
Total Amount Due in CDN Funds			\$6,515.67

Billings to Date

	Current	Previously	Billed to Date
Labor	5,691.60	0.00	5,691.60
Expense	74.48	0.00	74.48
Tax	749.59	0.00	749.59
Totals	6,515.67	0.00	6,515.67

Project Manager: Thomas Pridham

Client Number: 61

Please reference your billing client number when making payments via direct deposit or electronic transfer.
 To pay via e-Transfer please use etransfers@rjburnside.com as payee.

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

Denise Holmes

From: Archie Wilson <archie@holmesagro.com>
Sent: Tuesday, April 20, 2021 9:08 AM
To: Denise Holmes; Jeff Holmes
Subject: Ground Water sampling report
Attachments: Holmes Agro 051826 Groundwater Assessment 210415.pdf

Good Morning Denise

Attached is the annual ground water assessment for the Holmes Agro property at 517641 County Road 124.

Covid did delay the 2020 sampling until early January 2021, as indicated in the report. We are scheduling the 2021 sampling for later this month.

If you have any questions, please reach out to Jeff or Myself.

CELEBRATING 25 YEARS
HOLMES
AGRO

Archie Wilson

OPERATIONS & HR
MANAGER

office: 519-941-0450
cell: 519-504-2856
PO Box 218, Orangeville, L9W 2Z6
archie@holmesagro.com
www.holmesagro.com





BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

REVISED April 15, 2021

Via: Email <kathleen.jose@sollio.coop>

Mr. Jeff Holmes
Holmes Agro Ltd.
473088 County Road 124
Orangeville ON L9W 2Z6

Dear Mr. Holmes:

**Re: Groundwater Assessment at 517641 County Road 124
Melancthon, Ontario
Project No.: 300051826.0000**

1.0 Introduction

R.J. Burnside & Associates Limited (Burnside) was retained by Holmes Agro Ltd. through coordination with Sollio Group Coopératif (SGC) to complete Groundwater Sampling at 517641 County Road 124 in Melancthon, Ontario (Site). Burnside understands that the groundwater assessment is required as outlined in an agreement between Holmes Agro Ltd. and the Township of Melancthon.

The Site is an irregular shape with a total area of approximately 2.10 ha (5.19 ac). The property is currently occupied and owned by Holmes Agro Ltd., an agricultural retailer. The Site is surrounded by agricultural lands and residential dwellings.

The spring sampling season was missed due to Covid related issues and sampling was postponed to the late fall when groundwater elevations typically rise as some wells have shallow screens and have very little water in low groundwater seasons. The fall sampling was disrupted by weather and logistics, so work was conducted on January 15, 2021.

2.0 Scope of the Investigation

On June 26, 2020 SGC provided a copy of the report entitled; *Annual Groundwater Sampling Program 517641 County Rd 124, Melancthon, Ontario* by La Coop fédérée (LCf) dated April 26, 2019. SCG requested the scope of work follow the previous work outlined in the report.

Sampling was conducted as per the previous program and in accordance with the MECF reference "Guidance on Sampling and Analytical Methods" and Burnside Standard Operating Procedures (SOPs).

2.1 Overview of Site Investigation

The following details the scope of work completed for the Groundwater Assessment:

- Reviewed the sampling and analysis plan;
- Reviewed the Health and Safety protocols;
- Recorded condition of the casing, surface seal, lock and well pipe;
- Measured static groundwater levels;
- Purged approximately three well volumes to allow formation water into the well pipe;
- Measured and recorded field parameters;
- Collected groundwater samples from three monitoring wells and one water supply well;
- Submitted groundwater samples to AGAT Laboratories for analysis of contaminants of potential concern; and
- Prepared a report summarizing findings.

3.0 Sampling and Analysis Plan

The sampling and analysis plan were designed to evaluate groundwater quality at the Site. Parameters analyzed are outlined in Table 1:

Table 1: Parameters Analyzed

Well ID	Parameters Analyzed
BH10-118	Nitrate (as N), Nitrite (as N), Phosphate (as P) Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)
BH10-120	Nitrate (as N), Nitrite (as N), Phosphate (as P) Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)
BH11-122 II	Nitrate (as N), Nitrite (as N), Phosphate (as P) Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)
Drinking Water Well DW	Nitrate (as N), Nitrite (as N), Phosphate (as P) Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)
Drinking Water Well Duplicate DUP	Nitrate (as N), Nitrite (as N), Phosphate (as P) Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)

3.1 Media Investigated

Groundwater sampling was conducted in accordance with the MECP reference "Guidance on Sampling and Analytical Methods" and Burnside Standard Operating Procedures (SOPs).

3.2 Applicable Site Condition Standards

Water quality parameters associated with fertilizers such as Nitrate (as N), Nitrite (as N), Phosphate (as P) Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN) are not included in the MECP Site Condition Standards (SCS) listed in *Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act*. Instead, analytical results were compared to the Ontario Drinking Water Quality Standards (ODWQS) listed in schedule 2 of Ontario Regulation 169/03.

4.0 Investigative Method

4.1 Field Screening

Field screening was conducted by examining groundwater samples for any evidence of environmental concerns using visual and olfactory cues and noting any signs of sheen or unusual odours.

4.2 Groundwater Sampling

Groundwater samples were collected on January 15, 2021 in accordance with the MECP's 1996 Sampling Guidance Document. Following static water level measurements, 3 well volumes were purged from monitoring wells. During the well purging process, water quality parameters were measured using a Horiba U22 water quality meter. Groundwater quality parameters (temperature, pH, oxidation-reduction potential, conductivity, dissolved oxygen, total dissolved solids, and salinity) were measured on a continuous basis. Groundwater samples were collected once these parameters had stabilized, to ensure representative groundwater samples were collected. Static water level measurements are summarized in Table 2.

Table 2: Static Water Levels

Monitoring Well ID	Ground Surface Elevation (masl)*	Static Water Level (mbgs)**	Static Water Elevation (masl)	Approximate Well Depth 2021 (mbgs)
BH10-118	510.38	9.25	501.13	12.85
BH10-120	511.37	8.25	503.12	12.87
BH11-122 II	511.66	10.18	501.48	10.51

*Ground surface data based on La Coop fédérée Annual Groundwater Sampling Report, 2019

**Measured January 15, 2021

Field parameters taken during purging monitoring wells are summarized and retained in the field log book.

Groundwater samples were placed into laboratory bottles supplied by AGAT Laboratories, which were pre-charged with preservatives where applicable. Disposable nitrile gloves (one pair per sample) were used throughout the process of groundwater sample collection).

4.3 Accredited Laboratory

Groundwater samples were submitted to AGAT Laboratories in Mississauga, Ontario, under the chain of custody procedure and analyzed for Nitrate (as N), Nitrite (as N), Phosphate (as P) Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN).

AGAT Laboratories utilize MECP, EPA, NIOSH, and Standard Methods, as well as other industry methods, in accordance with both federal and provincial legislations. AGAT Laboratories is accredited to ISO/IEC 17025 by the Canadian Association for Laboratory Accreditation Inc. (CALA) and/or Standards Council of Canada (SCC) for specific tests listed on the scope of accreditation. AGAT Laboratories (Mississauga) is also accredited by the Canadian Association for Laboratory Accreditation Inc

4.4 Quality Assurance and Quality Control Measures

The following quality control measures were implemented during the field investigation and collection of groundwater samples to ensure data quality.

4.4.1 Laboratory Supplied Sample Containers

Samples were collected in appropriate sample containers supplied by AGAT Laboratories. Where applicable, preservatives were added to the sample containers by AGAT prior to shipment to Burnside personnel.

4.4.2 Decontamination Procedures

To minimize cross contamination during the field investigation and collection of samples, the following measures were taken:

- New water sampling tubes were dedicated to each groundwater monitoring well.
- New nitrile gloves were worn by Burnside staff for sampling each well.

4.4.3 Laboratory QA/QC

All samples including field duplicate samples, were submitted to AGAT Laboratories under the chain of custody procedure. The laboratory quality control activities and quality assurance checks included the analysis of laboratory duplicates, method blanks, method blank spikes, matrix spikes and surrogate recoveries. No tested parameter was present in a detectable concentration in any laboratory method blank. The Relative Percent Difference (RPD) between laboratory duplicates was within acceptable limits for all parameters tested. The Reported Detection Limits (RDL) in the laboratory results are acceptable, as the RDL for each parameter is less than or equal to the guideline/standard. All quality assurance checks were within the laboratory's acceptable ranges for all parameters analyzed. The laboratory results for groundwater samples for this investigation are valid.

5.0 Review and Evaluation

5.1 Shallow Groundwater Flow

Static water levels that were measured in each monitoring well on January 15, 2021 ranged from 8.25 to 10.18 mbgs. Regional groundwater flow according to 2019 report is towards Pine River. Overburden groundwater flow based on measured wells is inferred to be southeast.

5.2 Monitoring Well Condition

All monitoring well surface seals, casings, and well pipe inspected during groundwater sampling were in good condition. Existing sample tubing was deteriorating in BH11-122 II and MW10-118 and was replaced prior to groundwater sampling.

5.3 Groundwater Quality

The results were compared to the ODWQS in Schedule 2 of Ontario Regulation 169/03. Table summarizes the results of the laboratory analysis of groundwater samples.

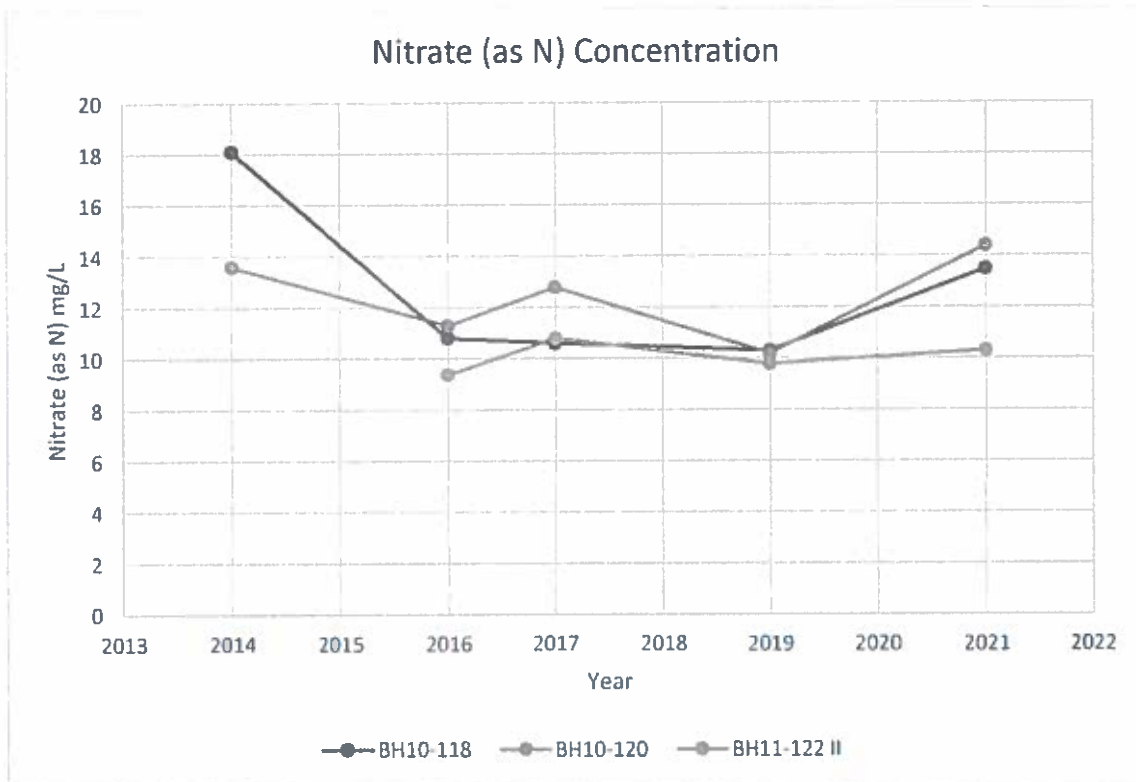
Table 3: Groundwater Quality

Sample ID	Guideline/Standard	Guideline/Standard Concentration	BH10-118	BH10-120	BH11-122 II	DW	DUP
Nitrate (as N)	ODWQS	10	13.5	14.4	10.3	8.18	8.14
Nitrite (as N)	ODWQS	1	<0.10	<0.10	<0.25	<0.10	<0.10

Analytical results determined that water sampled from BH10-118, BH10-120, and BH11-122 II had nitrate concentrations exceeding the ODWQS. All monitoring wells and the supply well had detections of total phosphorus. In addition, water sampled from BH11-122 II had detections of ammonia and TKN.

Laboratory Certificates of Analysis are provided in Appendix A.

The following graph shows the Nitrate (as N) concentrations at BH10-118, BH10-120, BH11-122 II, and the water supply well DW over time.



Annual groundwater analytical data from 2014, 2016, 2017, and 2019 was provided in La Coop fédérée Annual Groundwater Sampling Report, 2019.

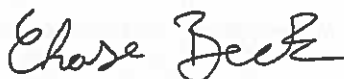
6.0 Conclusions

The findings of the Groundwater Assessment at 517641 County Road 124 in Melancthon, Ontario are as follows:

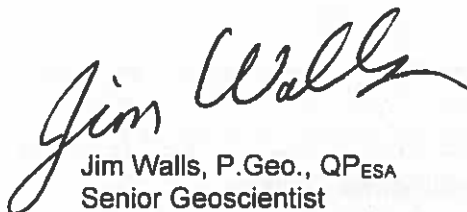
- Static water levels that were measured in each monitoring well on January 15, 2021 ranged from 8.25 to 10.18 mbgs. Regional groundwater flow according to 2019 report is towards Pine River. Overburden groundwater flow based on measured wells is inferred to be southeast.
- Analytical results determined that water sampled from BH10-118, BH10-120, and BH11-122 II had nitrate concentrations exceeding the ODWQS. The ODWQS for Nitrate (as N) is 10 mg/L. The nitrate concentration for BH10-118 was 13.5 mg/L, the Nitrate concentration for BH10-120 was 14.4 mg/L, and the nitrate concentration for BH11-122 II
- Nitrate trends over time showed a drop between the initial sampling event and the 2016 sampling events. The concentrations at BH11-122 II tend to be consistent (very shallow downgradient well), BH10-120 (upgradient background well) reasonably consistent with BH10-118 (downgradient monitoring well) showing the most variability over time. There does not appear to be a significant difference in the nitrate concentrations and trends between the upgradient (BH10-120) and downgradient (BH10-118) monitoring wells. The data suggests the Site is not causing a significant impact to nitrate concentrations in the groundwater in the monitored area.

Yours truly,

R.J. Burnside & Associates Limited



Chase Beck, B.Sc., G.I.T.
Environmental Scientist
CB/JW:kl



Jim Walls, P.Geo., QPESA
Senior Geoscientist

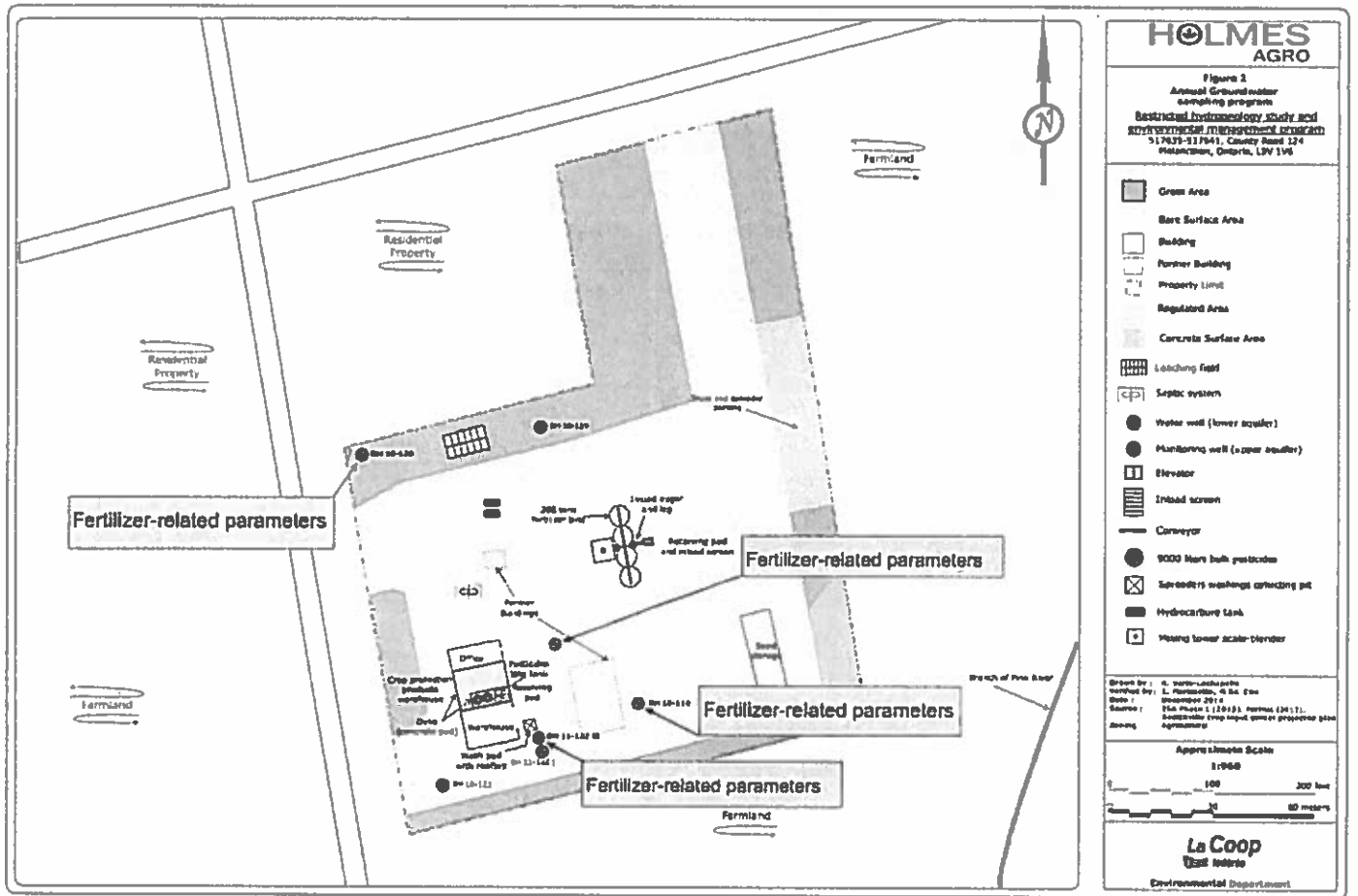


Enclosure(s) **Figure 1 – Borehole/Monitoring Well Locations (Figure 2 from La Coop
fédérée Annual Groundwater Sampling Report, 2019)
Appendix A – Laboratory Certificate of Analysis**

This document contains proprietary and confidential information. As such, it is for the sole use of the addressee and R.J. Burnside & Associates Limited, and proprietary information shall not be disclosed, in any manner, to a third party except by the express written consent of R.J. Burnside & Associates Limited. This document is deemed to be the intellectual property of R.J. Burnside & Associates Limited in accordance with Canadian copyright law.

051826 Groundwater Assessment.docx
15/04/2021 9:56 AM

Figure 1 - Borehole/Monitoring Well Locations





CLIENT NAME: R.J. BURNSIDE & ASSOCIATES LTD.
15 Townline
Orangeville, ON L9W3R4
(519) 941-5331

ATTENTION TO: C.Beck

PROJECT: LCF 3229

AGAT WORK ORDER: 21T700486

WATER ANALYSIS REVIEWED BY: Jacky Zhu, Spectroscopy Technician

DATE REPORTED: Jan 22, 2021

PAGES (INCLUDING COVER): 5

VERSION*: 1

Should you require any information regarding this analysis please contact your client services representative at (905) 712-5100

***Notes**

Disclaimer:

- All work conducted herein has been done using accepted standard protocols, and generally accepted practices and methods. AGAT test methods may incorporate modifications from the specified reference methods to improve performance.
- All samples will be disposed of within 30 days following analysis, unless expressly agreed otherwise in writing. Please contact your Client Project Manager if you require additional sample storage time.
- AGAT's liability in connection with any delay, performance or non-performance of these services is only to the Client and does not extend to any other third party. Unless expressly agreed otherwise in writing, AGAT's liability is limited to the actual cost of the specific analysis or analyses included in the services.
- This Certificate shall not be reproduced except in full, without the written approval of the laboratory.
- The test results reported herewith relate only to the samples as received by the laboratory.
- Application of guidelines is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to, warranties of merchantability, fitness for a particular purpose, or non-infringement. AGAT assumes no responsibility for any errors or omissions in the guidelines contained in this document.
- All reportable information as specified by ISO/IEC 17025:2017 is available from AGAT Laboratories upon request.



AGAT Laboratories

Certificate of Analysis

AGAT WORK ORDER: 21T700486
PROJECT: LCF 3229

5835 COOPERS AVENUE
MISSISSAUGA, ONTARIO
CANADA L4Z 1Y2
TEL (905)712-5100
FAX (905)712-5122
<http://www.agatebs.com>

CLIENT NAME: R.J. BURNSIDE & ASSOCIATES LTD.

ATTENTION TO: C.Beck

SAMPLING SITE:

SAMPLED BY:

(WATER) - Inorganic Chemistry

DATE RECEIVED: 2021-01-18				DATE REPORTED: 2021-01-22						
Parameter	Unit	SAMPLE DESCRIPTION:		BH10-118	BH10-120	BH10-122 II		DW	DUP	
		SAMPLE TYPE:		Water	Water	Water		Water	Water	
		DATE SAMPLED:		2021-01-15	2021-01-15	2021-01-15		2021-01-15	2021-01-15	
		G / S	RDL	1964236	1964237	RDL	1964238	RDL	1964239	1964241
Nitrate as N	mg/L		0.10	13.5	14.4	0.25	10.3	0.10	8.18	8.14
Nitrite as N	mg/L		0.10	<0.10	<0.10	0.25	<0.25	0.10	<0.10	<0.10
Phosphate as P	mg/L		0.20	<0.20	<0.20	0.50	<0.50	0.20	<0.20	<0.20
Ammonia as N	mg/L		0.02	<0.02	<0.02	0.02	0.76	0.02	<0.02	<0.02
Total Kjeldahl Nitrogen	mg/L		0.10	<0.10	<0.10	0.10	1.03	0.10	<0.10	<0.10
Total Phosphorus	mg/L		0.02	0.68	0.17	0.02	0.30	0.02	0.09	0.09

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard
1964236-1964241 Dilution required, RDL has been increased accordingly.
Analysis performed at AGAT Toronto (unless marked by *)

Certified By: _____





Quality Assurance

CLIENT NAME: R.J. BURNSIDE & ASSOCIATES LTD.
 PROJECT: LCF 3229
 SAMPLING SITE:

AGAT WORK ORDER: 21T700486
 ATTENTION TO: C.Beck
 SAMPLED BY:

Water Analysis

RPT Date: Jan 22, 2021			DUPLICATE			Method Blank	REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
(WATER) - Inorganic Chemistry															
Nitrate as N	1960849		<0.25	<0.25	NA	< 0.05	105%	70%	130%	108%	80%	120%	113%	70%	130%
Nitrite as N	1960849		<0.25	<0.25	NA	< 0.05	81%	70%	130%	102%	80%	120%	112%	70%	130%
Phosphate as P	1960849		<0.50	<0.50	NA	< 0.10	102%	70%	130%	100%	80%	120%	92%	70%	130%
Ammonia as N	1970388		<0.02	<0.02	NA	< 0.02	96%	70%	130%	104%	80%	120%	83%	70%	130%
Total Kjeldahl Nitrogen	1964236	1964236	<0.10	<0.10	NA	< 0.10	101%	70%	130%	97%	80%	120%	92%	70%	130%
Total Phosphorus	1957262		0.11	0.11	0.0%	< 0.02	104%	70%	130%	100%	80%	120%	99%	70%	130%

Comments: NA Signifies Not Applicable.
 Duplicate NA: results are under 5X the RDL and will not be calculated.

Certified By: _____





Method Summary

CLIENT NAME: R.J. BURNSIDE & ASSOCIATES LTD.

AGAT WORK ORDER: 21T700486

PROJECT: LCF 3229

ATTENTION TO: C.Beck

SAMPLING SITE:

SAMPLED BY:

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Water Analysis			
Nitrate as N	INOR-93-6004	modified from SM 4110 B	ION CHROMATOGRAPH
Nitrite as N	INOR-93-6004	SM 4110 B	ION CHROMATOGRAPH
Phosphate as P	INOR-93-6004	modified from SM 4110 B	ION CHROMATOGRAPH
Ammonia as N	INOR-93-6059	modified from SM 4500-NH3 H	LACHAT FIA
Total Kjeldahl Nitrogen	INOR-93-6048	modified from EPA 351.2 and SM 4500-NORG D	LACHAT FIA
Total Phosphorus	INOR-93-6057	modified from LACHAT 10-115-01-3A	LACHAT FIA



AGAT Laboratories

5835 Coopers Avenue
 Middletown, Ontario L4Z 1Y2
 Ph: 905.712.5100 Fax: 905.712.5122
 web@earth.agatlabs.com

Chain of Custody Record

If this is a Drinking Water sample, please use Drinking Water Chain of Custody Form (potable water consumed by humans)

Report Information:
 Company: RJ Burnside
 Contact: C. Beck
 Address: 8 Townline Orangeville, ON
 Phone: 519.215.1139 Fax: _____
 Reports to be sent to:
 1. Email: chase.beck@rjburnside.com
 2. Email: jim.walls@rjburnside.com

Project Information:
 Project: LCF 3279
 Site Location: Melancthon, ON
 Sampled By: Chase Beck
 AGAT Quote #: 339698 PO: _____
Please note: if quotation number is not provided, client will be billed full price for analysis.

Invoice Information: Bill To Same: Yes No
 Company: Holmes Agro
 Contact: Jeff Holmes
 Address: 473088 Cty Rd 11, Orangeville, ON
 Email: Kathleen.jose@sollia.coop

Regulatory Requirements: No Regulatory Requirement
(Please check all applicable boxes)

Regulation 153/04
 Table 2
 Indicate One
 Ind./Com
 Res./Park
 Agriculture
 Soil Texture (Check One)
 Coarse
 Fine
 Sewer Use
 Sanitary
 Storm
 MISA
 Regulation 558
 CCME
 Prov. Water Quality Objectives (PWQO)
 Other

Is this submission for a Record of Site Condition?
 Yes No

Report Guideline on Certificate of Analysis
 Yes No

Sample Matrix Legend

B Biots
 GW Ground Water
 O Oil
 P Paint
 S Soil
 SD Sediment
 SW Surface Water

Field Filtered: Metals, Hg, CrVI	G. Reg 153	Metals and Inorganics	Regulatory/Custom Metals	Volatiles:	PHCs F1 F4	ASBs	PAHs	PCBs: Total	Organochlorine Pesticides	TCDF, OMS, OMSW, OMSW, OMSW	Sewer Use
		<input type="checkbox"/> 10 Metals <input type="checkbox"/> 13 Metals (incl. Arsenic)	<input type="checkbox"/> 10 Metals <input type="checkbox"/> 13 Metals (incl. Arsenic)	<input type="checkbox"/> VOC <input type="checkbox"/> SVOC <input type="checkbox"/> H2S	<input type="checkbox"/> BTEX <input type="checkbox"/> HAPs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> Sewer Use
		<input type="checkbox"/> ORP: <input type="checkbox"/> BAWMS <input type="checkbox"/> CH <input type="checkbox"/> OC+ <input type="checkbox"/> EC <input type="checkbox"/> POC <input type="checkbox"/> pH <input type="checkbox"/> SOR	<input type="checkbox"/> Hg <input type="checkbox"/> Pb <input type="checkbox"/> Cu <input type="checkbox"/> Zn <input type="checkbox"/> Ni <input type="checkbox"/> Cd <input type="checkbox"/> Cr <input type="checkbox"/> Mn <input type="checkbox"/> Fe <input type="checkbox"/> Al <input type="checkbox"/> Si <input type="checkbox"/> S <input type="checkbox"/> Cl <input type="checkbox"/> F <input type="checkbox"/> Br <input type="checkbox"/> I <input type="checkbox"/> Se <input type="checkbox"/> B <input type="checkbox"/> As <input type="checkbox"/> V <input type="checkbox"/> Mo <input type="checkbox"/> Co <input type="checkbox"/> Ni <input type="checkbox"/> Pb <input type="checkbox"/> Cr <input type="checkbox"/> Mn <input type="checkbox"/> Fe <input type="checkbox"/> Al <input type="checkbox"/> Si <input type="checkbox"/> S <input type="checkbox"/> Cl <input type="checkbox"/> F <input type="checkbox"/> Br <input type="checkbox"/> I <input type="checkbox"/> Se <input type="checkbox"/> B	<input type="checkbox"/> H2S <input type="checkbox"/> H2S <input type="checkbox"/> H2S	<input type="checkbox"/> BTEX <input type="checkbox"/> HAPs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> PCBs <input type="checkbox"/> PAHs	<input type="checkbox"/> Sewer Use

Sample Identification	Date Sampled	Time Sampled	# of Containers	Sample Matrix	Comments/Special Instructions	Y/N
BH10-118	01/15/21		4	GW		
BH10-120						
BH11-122 II						
DW						
DVP						

Sampled/Prepared by (Print Name and Sign): <u>Chase Beck</u>	Date: <u>01/15/21</u>	Time: <u>2:15 pm</u>	Sample Received by (Print Name and Sign): <u>Jeff Holmes</u>	Date: <u>Jan 18</u>	Time: <u>9:00</u>
Sampled/Prepared by (Print Name and Sign):	Date:	Time:	Sample Received by (Print Name and Sign):	Date:	Time:

Laboratory Use Only
 Work Order #: 217700486
 Cooler Quantity: _____
 Arrival Temperature: 4.8 | 9.7 | 11.7
 Custody Seal Intact: Yes No N/A
 Notes: free ice/water

Turnaround Time (TAT) Required:
 Regular TAT: 5 to 7 Business Days
 Rush TAT (Rush Surcharges Apply):
 3 Business Days 2 Business Days Next Business Day
 OR Date Required (Rush Surcharges May Apply): _____
 Please provide prior notification for rush TAT
 *TAT is exclusive of weekends and statutory holidays
 For 'Same Day' analysis, please contact your AGAT CPM



Town of
SOUTH BRUCE PENINSULA

Box 310, 315 George Street, Warton, Ontario N0H 2T0 Tel: (519) 534-1400 Fax: (519) 534-4862
1-877-534-1400

April 23, 2021

Doug Downey
Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto ON M7A 2S9

Dear Honorable Mr. Downey:

Re: Lottery Licensing to Assist Small Organizations

Small organizations are the foundation of rural Ontario. Thousands of hours of selfless volunteerism are logged each year by organizations who may not necessarily be considered not-for profit or charitable. That doesn't mean that they don't contribute to our communities; small organizations cook for the homeless, clean up parks and flower beds, read to young people, teach life skills to young adults, organize parades, put on concerts...the list goes on.

Many of these small organizations are not eligible to receive a lottery license. This makes it impossible for them to continue to be successful as their fundraising capabilities are extremely limited.

Through this correspondence, we request that you give serious consideration to instituting an additional level of lottery licensing which would enable small organizations to obtain a lottery license. Those who are not able to sustain a non-profit or charitable status could still receive a lottery license if their proceeds benefit the community. Thresholds could be placed on the prize values and perhaps even the number of events which could be held in a calendar year.

We hear over and over again about the hardships in our community and we know that there are organizations who have the ability to help and are not permitted to. Understanding this, Council adopted a resolution seeking your consideration.

R-226-2021

It was Moved by J. Kirkland, Seconded by K. Durst and Carried

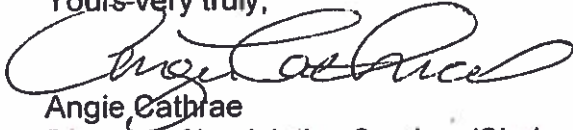
That staff are directed to contact the Ministry responsible for Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations;

Info #4
MAY 06 2021

And further that all municipalities in Ontario are sent this resolution to seek their assistance in lobbying the Ministry.

We look forward to your consideration of our request.

Yours-very truly,



Angie Cathrae
Director of Legislative Services/Clerk
519-534-1400 ext 122
Tol Free 1-877-534-1400
angie.cathrae@southbrucepeninsula.com

cc: MPP Bill Walker, All Ontario Municipalities



A People Place, A Change of Pace
SHELburne
ONTARIO, CANADA

April 27, 2021

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

Dear Premier Ford:

On behalf of my Council, I am urging your government to *immediately* implement and fund the necessary policies to provide adequate paid sick day benefits for Ontario's workers.

It is a widely accepted fact that workplaces are a significant source of COVID-19 transmission throughout our province. Sadly however, too many Ontarians are still going to work when they are sick for fear that they will lose pay should they stay at home. This is entirely counterproductive to our collective efforts to contain this deadly virus and is contributing to the high case counts that we continue to see throughout Ontario.

The federal Canada Recovery Sickness Benefit is not nearly sufficient to rely upon as our only line of defense on this front. While it offers some help, this program is temporary, not fully accessible to all workers, and the delays involved in applying fail to adequately cover the crucial first few days of an illness. We can do better Mr. Premier.

I am confident that a "Team Ontario" approach to this issue will find the kind of tailored solution needed to meet the needs of workers within our province. A universal Ontario paid sick day policy must ensure accessible and timely supports to allow workers to stay home when they are sick, get tested, self-isolate and follow all necessary COVID-19 control measures without fear of income-loss and financial hardship. We owe this to our workers who have given so much over this past year.

It's time for action Mr. Premier.

Respectfully yours,

Wade Mills

Mayor, Town of Shelburne

Denise Holmes

From: Nicole Hill <nhill@sdfd.ca>
Sent: Wednesday, April 28, 2021 3:22 PM
To: Denise Holmes; tatkinson@mulmur.ca; Wendy Atkinson; rknechtel@mulmur.ca; dmorrissey@shelburne.ca; jwilloughby@shelburne.ca; nmartin@amaranth.ca; Mark Early
Subject: 2020 Annual Report
Attachments: SDFD 2020 Annual Report.pdf

Hello,

Attached is the Shelburne & District Fire Departments 2020 Annual Report. This report will be included in the agenda package for Board members this week.



Nicole Hill

Secretary/Treasurer

Tel: (519) 925-5111

Fax: (519) 925-1815

Shelburne & District Fire Board

114 O'Flynn Street

Shelburne, ON L9V 2W9 | nhill@sdfd.ca



Shelburne & District Fire Department

2020 ANNUAL REPORT

Fire Chief Ralph Snyder | May 4, 2021

SHELBURNE & DISTRICT FIRE DEPARTMENT 2020



Fire Chief

Ralph Snyder

Deputy Chief

Jeff Clayton

Captains

Mike Morrell
Os Fleming
Mark Elderfield
1 vacant position (in process)

Acting Captains

Steve Monds
Oluf Jensen

Firefighters

Rob Sellar
Jamie Dempster
Duane Foulger
Mike Glassford
Tony Quesnelle
Kevin Rideout
Ian Wallace
Jason Duck
Aaron Ferguson
Matt Giles
Devon Suttell
Randy Narine
Symon Weatherall
Eddie Lane
Luke Downey
Mark Cross
Owen Bennington
O'Brian Campbell
Alex Foulger
Julius Mensah
Brandon Batchelor
Chris Garrett

Administrative

Nicole Hill

SHELBURNE & DISTRICT FIRE DEPARTMENT

OFFICE OF THE FIRE CHIEF:

Ralph Snyder
114 O'Flynn Street
Shelburne, Ontario. L9V 2W9
Telephone: 519-925-5111
Cell: 519-938-1609
Fax #: 519-925-1815
rsnyder@sdfd.ca



OFFICE OF THE SEC/TREAS:

Nicole Hill
114 O'Flynn Street
Shelburne, Ontario. L9V 2W9
Telephone: 519-925-5111
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nhill@sdfd.ca

"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"

A MESSAGE FROM THE FIRE CHIEF

I am pleased to present our 2020 Annual Report.

2020 saw a lowered demand for our services due to pandemic restrictions and we finished the year with 261 calls for service.

We spent 323 hours and 56 minutes responding to those 261 incidents for a total of 2111 man hours over 1621 individual responses from our members to manage those calls for service.

Our firefighters did manage to attend 42 training sessions in 2020 for a time commitment of 1964 staff hours.

Firefighters were unable to complete Public Education opportunities due to the pandemic. We are working towards virtual education events and in person sessions once restrictions are lifted.

Our members continue to show strong commitment to the community, and I am proud to lead this dedicated team.

Respectfully Submitted,

Chief Ralph Snyder



Shelburne and District Fire Department

Fire Chief :Ralph Snyder

114 O'Flynn Street Shelburne ON

Shelburne ON L9V 2W9

PH : 925-5111 FAX : 925-1815

Page 1 of 5

Date
Apr 30 21

Totals by Geographic Location From Jan 1 20 to Dec 31 20

Response Type

of
Incidents

Unclassified

01	2208 - TWP of Amaranth Fire	1	
03	NO LOSS OUTDOOR fire (see exclusions)	2	
22	Pot on Stove (no fire)	1	
23	Open air burning/Unauthorized controlled burning (no uncontrolled fire)	1	
38	CO false alarm - equipment malfunction (no CO present)	1	
50	Power Lines Down, Arcing	1	
53	CO incident, CO present (exc false alarms)	1	
62	Vehicle Collision	4	
82	Burns	1	
88	Accident or illness related - cuts, fractures, person fainted, etc.	1	
910	Assisting Other FD: Mutual Aid	1	
96	Call cancelled on route	1	
Total For 2208 - TWP of Amaranth:		16	
<hr/>			
910	2210 - East Luther/GrandValley Assisting Other FD: Mutual Aid	1	
Total For 2210 - East Luther/GrandValley:		1	
<hr/>			
01	2212 - Town of Mono Fire	2	
03	NO LOSS OUTDOOR fire (see exclusions)	2	
31	Alarm System Equipment - Malfunction	1	
32	Alarm System Equipment - Accidental activation (exc. code 35)	1	
38	CO false alarm - equipment malfunction (no CO present)	1	
50	Power Lines Down, Arcing	2	
58	Public Hazard call false alarm	1	
62	Vehicle Collision	15	
69	Other Rescue	2	
910	Assisting Other FD: Mutual Aid	2	
96	Call cancelled on route	2	
98	Assistance not required by other agency	1	
Total For 2212 - Town of Mono:		32	

\$ Saved:

Shelburne and District Fire Department

Totals by Geographic Location Continued From Jan 1 20 to Dec 31 20

Response Type	# of Incidents
2214 - Town of Orangeville	
910 Assisting Other FD: Mutual Aid	1
96 Call cancelled on route	1
<hr/>	
Total For 2214 - Town of Orangeville:	2
2216 - TWP of Mulmur	
01 Fire	2
	\$ Saved:
03 NO LOSS OUTDOOR fire (see exclusions)	1
29 Other pre fire conditions (no fire)	1
35 Human - Accidental (alarm accidentally activated by person)	1
62 Vehicle Collision	6
702 CPR administered	2
910 Assisting Other FD: Mutual Aid	1
93 Assistance to Other Agencies (exc 921 and 922)	1
96 Call cancelled on route	1
97 Incident not found	1
98 Assistance not required by other agency	1
<hr/>	
Total For 2216 - TWP of Mulmur:	18
2219 - TWP of Melancthon	
01 Fire	3
03 NO LOSS OUTDOOR fire (see exclusions)	4
21 Overheat (no fire, e.g. engines, mechanical devices)	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1
24 Other Cooking/toasting/smoke/steam (no fire)	1
31 Alarm System Equipment - Malfunction	2
32 Alarm System Equipment - Accidental activation (exc. code 35)	2
34 Human - Perceived Emergency	1
36 Authorized controlled burning - complaint	1
37 CO false alarm - perceived emergency (no CO present)	2
50 Power Lines Down, Arcing	6
53 CO incident, CO present (exc false alarms)	3
62 Vehicle Collision	8
71 Asphyxia, Respiratory Condition	1
73 Seizure	1
85 CPR administered	1
910 Assisting Other FD: Mutual Aid	1
93 Assistance to Other Agencies (exc 921 and 922)	1
96 Call cancelled on route	1
<hr/>	
Total For 2219 - TWP of Melancthon:	41
2221 - Shelburne and District Fire Department	
01 Fire	2

Totals by Geographic Location Continued
From Jan 1 20 to Dec 31 20

Response Type	# of Incidents	\$ Saved:
03 NO LOSS OUTDOOR fire (see exclusions)	4	
21 Overheat (no fire, e.g. engines, mechanical devices)	3	
22 Pot on Stove (no fire)	1	
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	2	
24 Other Cooking/toasting/smoke/steam (no fire)	5	
29 Other pre fire conditions (no fire)	3	
31 Alarm System Equipment - Malfunction	20	
32 Alarm System Equipment - Accidental activation (exc. code 35)	8	
33 Human - Malicious intent, prank	1	
34 Human - Perceived Emergency	2	
35 Human - Accidental (alarm accidentally activated by person)	2	
36 Authorized controlled burning - complaint	2	
37 CO false alarm - perceived emergency (no CO present)	7	
38 CO false alarm - equipment malfunction (no CO present)	8	
39 Other False Fire Call	1	
43 Gas Leak - Refrigeration	1	
45 Spill - Gasoline or Fuel	1	
50 Power Lines Down, Arcing	5	
53 CO incident, CO present (exc false alarms)	3	
57 Public Hazard no action required	2	
58 Public Hazard call false alarm	1	
59 Other Public Hazard	2	
59 Spill - Toxic Chemical	1	
605 Home/Residential Accident	1	
62 Vehicle Collision	11	
69 Other Rescue	1	
71 Asphyxia, Respiratory Condition	4	
85 CPR administered	2	
85 Vital signs absent, DOA	3	
86 Alcohol or drug related	1	
898 Medical/resuscitator call no action required	2	
89 Other Medical/Resuscitator Call	3	
910 Assisting Other FD: Mutual Aid	1	
92 Assistance to Police (exc 921 and 922)	2	
93 Assistance to Other Agencies (exc 921 and 922)	2	
94 Other Public Service	2	
96 Call cancelled on route	5	
97 Incident not found	1	

Total For 2221 - Shelburne and District Fire Department: 128

Total For Unclassified: 238

Shelburne and District Fire Department

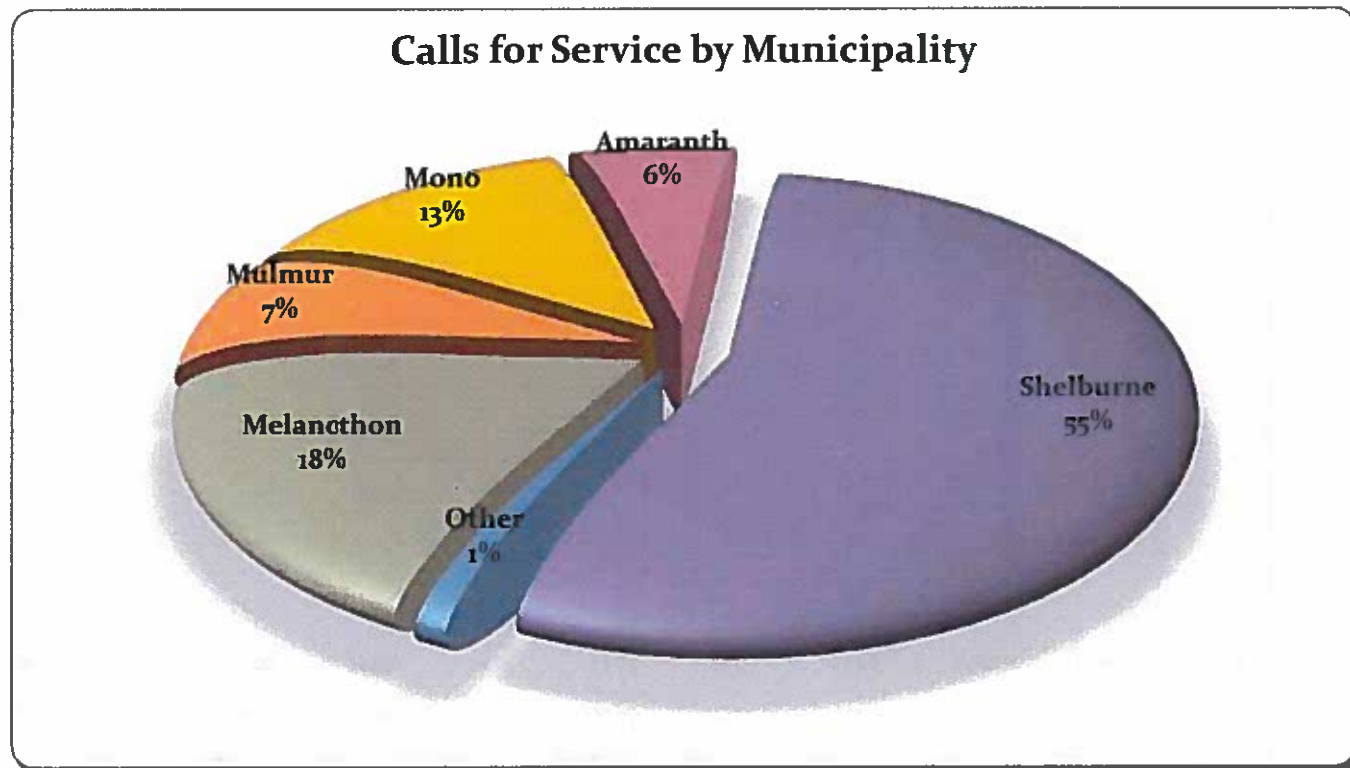
Totals by Geographic Location Continued From Jan 1 20 to Dec 31 20

Response Type	# of Incidents
Town	
2221 - Shelburne and District Fire Department	
22 Pot on Stove (no fire)	1
31 Alarm System Equipment - Malfunction	3
35 Human - Accidental (alarm accidentally activated by person)	1
53 CO incident, CO present (exc false alarms)	1
57 Public Hazard no action required	1
58 Public Hazard call false alarm	1
61 Vehicle Extrication	1
62 Vehicle Collision	2
71 Asphyxia, Respiratory Condition	1
85 Vital signs absent, DOA	1
89 Other Medical/Resuscitator Call	1
93 Assistance to Other Agencies (exc 921 and 922)	1
Total For 2221 - Shelburne and District Fire Department:	15
Total For Town:	15
Rural	
2212 - Town of Mono	
96 Call cancelled on route	1
Total For 2212 - Town of Mono:	1
2216 - TWP of Mulmur	
37 CO false alarm - perceived emergency (no CO present)	1
Total For 2216 - TWP of Mulmur:	1
2219 - TWP of Melancthon	
01 Fire	1
62 Vehicle Collision	3
898 Medical/resuscitator call no action required	1
Total For 2219 - TWP of Melancthon:	5
2221 - Shelburne and District Fire Department	
21 Overheat (no fire, e.g. engines, mechanical devices)	1
Total For 2221 - Shelburne and District Fire Department:	1

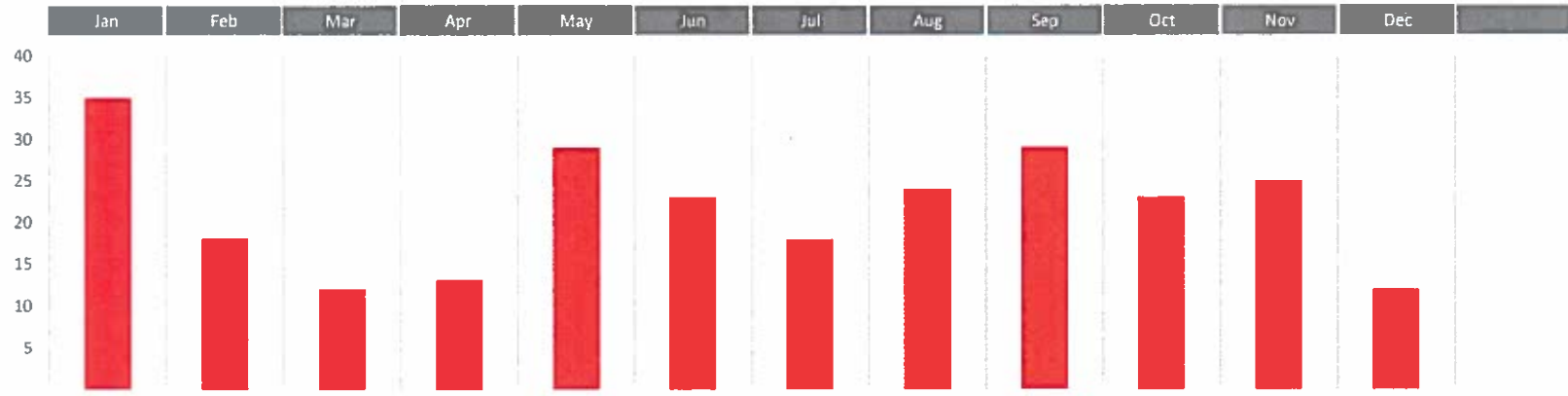
Totals by Geographic Location Continued
From Jan 1 20 to Dec 31 20

Response Type	# of Incidents
Total For Rural:	8
Total Number of Responses	261

Municipality	# of Calls
Melancthon	46
Mulmur	19
Mono	33
Amaranth	16
Shelburne	144
Other	3
	261



CALLOUTS BY MONTH



Callouts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	35.00	18.00	12.00	13.00	29.00	23.00	18.00	24.00	29.00	23.00	25.00	12.00	261.00
Total	35.00	18.00	12.00	13.00	29.00	23.00	18.00	24.00	29.00	23.00	25.00	12.00	261.00

SHELBURNE & DISTRICT FIRE DEPARTMENT



"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"

2020 Firefighter Training

IN 2020 we had our weekly in-house training routine disrupted multiple times by Covid 19. We still managed to cover a wide range of disciplines, techniques, and personal safety items. At various periods we did staggered starts, separation of personnel to different locations and finally training on 4 different weeknights.

Outside of the scheduled department training we had nearly all our external training opportunities cancelled.

The training library continues to be very well utilized by the members. Materials including texts, videos, and workbooks were signed out regularly.

We have a good percentage of our firefighters certified to the NFPA Firefighter II standard or higher, with the remainder actively working to achieve certification.

Some members have completed specialized Pump Operations certification, while others will be enrolled in the course as our first learning contract with the Ontario Fire College.

Additionally, we have members NFPA certified as Fire Officer, Fire & Life Safety Educator, Fire Inspector, Fire Investigator, and Fire Instructor.

All training records are maintained electronically on our FirePro2 software.



Shelburne and District Fire Department

Fire Chief :Ralph Snyder
114 O'Flynn Street Shelburne ON
Shelburne ON L9V 2W9
PH : 925-5111 FAX : 925-1815

Page 1 of 1

Date
Apr 26 21

Inspections by Month From Jan 1 20 to Dec 31 20

JAN 2020	4
FEB 2020	1
MAR 2020	1
MAY 2020	2
JUN 2020	2
JUL 2020	2
AUG 2020	1
SEP 2020	3
NOV 2020	2
DEC 2020	1
Total:	19

SHELBURNE & DISTRICT FIRE DEPARTMENT



"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"

Chairman and Members of the Shelburne and District Fire Board of Management.

I thank the fire board for putting their trust in me to lead this fire department.

2020 was another busy year for the Shelburne & District Fire Department. Our firefighters continued to show their professionalism with commitment and dedication to our communities.

The past year was filled with many transitions within our department. A change in delivery of dispatch services, a farewell to Chief Lemaich and the transition to a new Chief. All this during a pandemic with all the complications associated with following provincial guidelines and maintaining the health and safety of both our firefighters and the public they serve.

Deputy Chief Clayton, along with the support of the entire membership, operated the department very aptly during the process of filling the Chief's position.

Our apparatus fleet remains in good working condition as we work toward replacement of Rescue 26. The firehall could benefit greatly from the installation of a SCBA cylinder filling station as we currently rely on neighbouring departments for our breathing air. We are investigating funding sources for this capital purchase.

We are facing some major challenges with the training of our Firefighters and Officers. The closing of the Ontario Fire College (OFC) campus has forced us to investigate new ways to achieve training goals. We have discussed learning contracts with the OFC Academic Manager and will pursue this alternative to continue education and training at a relatively low cost. We have some very qualified personnel to lead in-house courses. Training on live fire, search, rescue, and firefighter survival in a realistic environment may be a more expensive endeavor at regional centers.

Although SDFD call volume was down by 13% in 2020, probably due to restrictions imposed by the pandemic, we anticipate the needs of residents in our catchment area to continue to result in higher call volumes. We should continually address potential growth of department resources and service delivery model changes to meet future challenges with the professional service that our residents have come to expect.

Ralph Snyder
Fire Chief
Shelburne & District Fire Department

SEMI-ANNUAL GROUNDWATER MONITORING AND SAMPLING REPORT 2020

**Township of Melancthon Landfill Site
Lot 12, Concession 4
Melancthon Township, Ontario**

Project No. BG-741

Prepared for:

**The Corporation of the Township of Melancthon
157101 Highway 10,
Melancthon, ON.
L9V 2E6
ATTN: DENISE HOLMES, CAO/CLERK**

FEBRUARY 2021



Info #7
MAY 06 2021

BLUEWATER GEOSCIENCE CONSULTANTS INC.

42 Shadyridge Place
Kitchener, Ontario
N2N 3J1

Tel: (519) 744-4123
Fax: (519) 744-1863
E-mail: blemieux@rogers.com

February 9, 2021

The Corporation of the Township of Melancthon
157101 Highway 10,
Melancthon, Ontario L9V 2E6
Attn: Ms. Denise Holmes, CAO/Clerk

Dear Ms. Holmes:

**Re: 2020 Semi-Annual Groundwater Monitoring and Sampling Report,
Township of Melancthon Landfill Site, Lot 12, Concession 4
Melancthon Township, Ontario**

Bluewater Geoscience Consultants Inc. (Bluewater) was retained by The Corporation of the Township of Melancthon to complete the 2020 Semi-Annual Groundwater Monitoring and Sampling Report for the Melancthon Township landfill property located on Lot 12, Concession 4 in Melancthon Township, Ontario. The Township operates a municipal landfill site at the property and requires the Groundwater Monitoring and Sampling Program for their MECP Certificate of Authorization (C of A) for the operation.

The scope of work, observations, analytical test results, and our conclusions and recommendations for the 2020 Semi-Annual Groundwater Monitoring and Sampling Report are presented in the following report.

We trust that this report is complete within our terms of reference and suitable for your present requirements. If you have any questions or require further information, please do not hesitate to contact our office.

Sincerely,
BLUEWATER GEOSCIENCE CONSULTANTS INC.



Breton J. Lemieux, M.Sc., P.Geo. QP_{ESA}
President, Senior Geoscientist

BLUEWATER GEOSCIENCE

TABLE OF CONTENTS

1.0 INTRODUCTION..... 3

2.0 PREVIOUS INVESTIGATIONS..... 3

2.1 R.J. Burnside & Associates Limited – Annual Groundwater Monitoring Reports 1993-2000 3

2.2 Rubicon Environmental Inc. – Groundwater Monitoring and Hydrogeological Investigations – Spring 2001 3

2.3 Rubicon Environmental Inc. – Groundwater Monitoring and Hydrogeological Investigations – Spring 2002 4

2.4 Rubicon Environmental Inc. – Landfill Monitoring – March 24, 2004..... 4

2.5 Bluewater Geoscience Consultants Inc. – Annual Groundwater Monitoring and Sampling Reports 2004 - 2019 4

3.0 SITE BACKGROUND 4

3.1 Site Inspection..... 4

4.0 GROUNDWATER MONITORING WELLS AND METHODOLOGY 5

4.1 Existing Monitoring Wells in 2020 5

4.2 Wells Installed in 2006 6

4.3 Water Level Monitoring 7

4.4 Groundwater Sampling 7

4.5 Surface Water Sampling 7

4.6 Groundwater Flow 7

5.0 GROUNDWATER QUALITY 8

5.1 Groundwater 8

5.2 Surface Water..... 10

5.3 Methane Monitoring 10

6.0 LANDFILL VOLUMES AND CAPACITY 10

7.0 SUMMARY AND CONCLUSIONS 11

8.0 RECOMMENDATIONS..... 12

9.0 REFERENCES..... 12

10.0 LIMITATIONS..... 14

11.0 CLOSURE 15

Appendix A Figures

Appendix B Groundwater and Methane Monitoring and Laboratory Results Tables

Appendix C Laboratory Certificate of Analysis

1.0 INTRODUCTION

The Corporation of The Township of Melancthon (Township) retained Bluewater Geoscience Consultants Inc. (Bluewater) to complete the 2020 landfill (LF) groundwater monitoring and sampling program and to generate the annual report detailing the findings. The landfill site monitoring was undertaken to continue to assess any environmental impacts to surface and groundwater created by the LF operations. This landfill monitoring report was completed in accordance with the requirements of the Ministry of the Environment, Conservation and Parks (MECP) Certificate of Approval for the LF site.

The site monitoring included completing two site inspections, measuring groundwater levels in all 34 observation wells during the Spring and Fall of the year and determination of the resulting groundwater flow patterns in and around the LF. Groundwater sampling was conducted on 31 selected sampling wells during both the Spring and Fall of each year. The groundwater samples for 2020 were submitted to a CAEAL-accredited analytical laboratory for analysis. The results of the completed laboratory analyses were compared to MECP's Ontario Drinking Water Standards (ODWS) (for on-site monitors) and the Reasonable Use Policy (RUP) for off-site monitors.

2.0 PREVIOUS INVESTIGATIONS

2.1 R.J. Burnside & Associates Limited – Annual Groundwater Monitoring Reports 1993-2000

Annual groundwater monitoring reports for the LF were completed by R.J. Burnside & Associates Limited (Burnside) from 1993 – 2000. These reports included the sampling and analysis of groundwater samples from seventeen existing monitoring wells located in and around the LF site. Eleven of the monitors are located in the overburden aquifer while six are installed within the underlying bedrock aquifer. A summary of these reports indicates that no exceedance of the MOE RUP had been determined during the groundwater sampling events. In general, on-site monitoring locations indicated that exceedance of the MOE's ODWS for on-site monitors were rare and not sustained.

2.2 Rubicon Environmental Inc. – Groundwater Monitoring and Hydrogeological Investigations – Spring 2001

During 2001 Rubicon added another fourteen groundwater monitors to the existing network of monitors in and around the LF site. Eight of these monitors were installed in the overburden aquifer while six were installed in the bedrock aquifer.

During the 2001 investigations, the existing monitoring wells installed by Burnside were sampled and analysed. The additional monitoring wells were tied into the site survey, but not sampled.

2.3 Rubicon Environmental Inc. – Groundwater Monitoring and Hydrogeological Investigations – Spring 2002

This report included results of the Spring and Fall 2002 site monitoring and groundwater sampling and analysis program. The monitoring and sampling included the new monitors added during 2001.

2.4 Rubicon Environmental Inc. – Landfill Monitoring – March 24, 2004

This report provides details of the 2003 LF groundwater monitoring and sampling program completed at the site. The report details that some minor exceedances of the ODWS were determined for on-site monitoring wells.

2.5 Bluewater Geoscience Consultants Inc. – Annual Groundwater Monitoring and Sampling Reports 2004 - 2019

These reports detail the 2004 - 2019 LF groundwater monitoring and sampling program completed at the site. The report details that some minor exceedances of the ODWS were determined for on-site and off-site monitoring wells.

3.0 SITE BACKGROUND

The LF site has been in operation since ~1973 at its current location at Lot 12, Concession 4, Township of Melancthon, County of Dufferin. The LF serves the population of ~2,400 people in the Township. The nearest residence is located ~450 m south of the LF site. The location of the LF is remote and distant from any significant population centres.

The LF presently operates under Provisional Certificate of Approval (C of A) A180703. The total LF property comprises an area of ~33.038 ha., of which 6.1 ha. has been approved for landfilling. During 2013 the County of Dufferin assumed waste collection and disposal services in the Township of Melancthon. Further waste disposal at this landfill is not anticipated should County of Dufferin services be found adequate.

3.1 Site Inspection

During both Spring and Fall monitoring events, a site inspection was completed. The main refuse disposal area has been covered with soil and grades have been established to reduce the amount of rainwater infiltration into the waste pod. Temporary fencing has been placed around portions of the fill area to control windblown waste. There was no waste placement at this landfill during 2020.

During the Spring 2006 inspection it was noted that OW-4S had been destroyed, likely by equipment working in the area. OW-4S is located within the current filling area. During the Fall inspection it was noted that OW-4D had been destroyed during the summer months. OW-4D was also located within the current filling area. During 2015, monitor OW-17 was destroyed and is no longer part of the monitoring network.

4.0 GROUNDWATER MONITORING WELLS AND METHODOLOGY

4.1 Existing Monitoring Wells in 2020

Thirty-four groundwater-monitoring wells were in existence at the commencement of the 2020 monitoring period. All wells were inspected and found to be in good order, with the exceptions noted just above.

Seventeen monitoring wells had been installed by Burnside pre-2001. Six of these were installed in the deeper bedrock aquifer (denoted "D" for deep) while eleven were installed in the shallow overburden aquifer (denoted "S" for shallow). All existing monitoring wells were constructed of 50 mm diameter Schedule 40 PVC pipe and are fitted with steel protective casings and locks. The locations of all monitoring wells are presented on the Base Site Plan (Figure 1B, Appendix A). A brief description of each monitor locations is provided below:

- OW 1 is installed in the overburden aquifer and is located between two former refuse disposal areas
- OW 2S and OW 2D are located downgradient (east) of the current refuse disposal area
- OW 3S and OW 3D are located immediately downgradient (east) of the current refuse disposal area
- OW 4S and OW 4D are no longer present
- OW 5S is installed in the overburden aquifer and is located north of the disposal area, near the northern property boundary. This monitor is frequently dry in Fall
- OW 6S and OW 6D are located near the south property boundary and had been intended to represent background water quality
- OW 7S and OW 7D are located near the northeast property corner, northeast of the former refuse disposal area
- OW 8 is installed in the overburden aquifer and is located in the main refuse area. OW 8 is considered a 'leachate' well
- OW 9S and OW 9D are located off-site, northeast of the landfill and in the east ditch of the 4th Line
- OW 10S and OW 10D are located east of the main refuse disposal area
- OW 11S and OW 11D are located northwest of the main refuse disposal area. These monitors were intended to provide further clarification of groundwater flow patterns and are not included in the sampling program
- OW 12S and OW 12D are located west of the main refuse disposal area. These monitors were intended to provide further clarification of groundwater flow patterns and have been included since the 2006 sampling program;
- OW 13S and OW 13D are located immediately south of the main refuse disposal area. These wells were located to provide better delineation of the groundwater mounding in the refuse area and provide chemical data south of the refuse area;
- OW 14S is located southeast of the main refuse disposal area and was intended to help clarify groundwater flow patterns distant from the refuse disposal area;
- OW 15S and OW 15D are located southeast of the main refuse disposal area and were intended to help clarify groundwater flow patterns distant from the main refuse disposal

area. These monitors were sampled for the first time during 2006;

- OW 16S and OW 16D are located along the north property boundary. These monitors were intended to provide clarification of groundwater flow patterns and provide chemical analysis of groundwater at the north property boundary. These monitors were sampled for the first time during the 2006 program;
- OW 17S is located off-site in the overburden aquifer. The monitor is located in the east ditch of the 4th Line. This monitor was intended to provide better information on shallow groundwater flow patterns and potentially provide chemical data regarding the contribution of road salt to noted groundwater impacts. This monitor was destroyed in 2015 and has not been replaced;
- OW 18S and OW 18D are located off-site east of the 4th Line. These monitors were intended to help refine groundwater flow patterns in the overburden and bedrock aquifers and provide chemical data in that area.

4.2 Wells Installed in 2006

During 2006 an additional six monitoring wells were installed at the landfill. The six new wells consisted of three sets of two wells (OW-19S and 19I, OW20S and 20D and OW-21S and 21D). The locations of the new wells are shown on Figure 1B, Appendix A. A description of the location and rationale for each of the new wells is presented below:

- OW-19S and OW-19I are located in the southeast corner of the landfill property, just west of the 4th Line. These wells were installed to provide additional points for determining groundwater flow patterns and to provide chemical data at this downgradient property boundary. OW-19S is set in the shallow till overburden while OW-19I (intermediate) is set in a lower till unit. These two wells were included in the 2007 sampling and lab analysis program for the first time;
- OW-20S and OW-20D are located just southeast of the 'old closed landfill' in the northeast portion of the landfill property. These wells will provide further groundwater flow data as well as providing additional chemical data. OW-20S is set in the shallow overburden, just above the bedrock. OW-20D is sealed into the bedrock. These two wells were included in the 2007 sampling and lab analysis program for the first time;
- OW-21S and OW-21D are located along the north landfill property boundary, well west of the active landfilling area. These wells will be utilized to provide additional groundwater flow information as well as providing chemical data at locations well upgradient of the fill area. OW-21S is set in the shallow overburden, just above the bedrock. OW-21D is sealed into the dolostone bedrock. These two wells were included in the 2007 sampling and lab analysis program for the first time;

All groundwater-monitoring wells have been surveyed relative to a geodetic datum and ground surface and top of monitoring well pipe elevations have been recorded. During 2006, waste placement was taking place in the immediate area of OW-4S and OW-4D. These wells were destroyed by the heavy equipment. OW-17 was destroyed during the winter of 2014-2015 and is no

longer part of the monitoring network.

4.3 Water Level Monitoring

On April 28 and October 14, 2020 groundwater levels were measured in all 34 existing monitoring wells installed at the LF. The depth to water relative to the top of monitoring well pipe was measured using a Solinst water level gauge. The determined water depths were recorded and the resulting groundwater elevations were determined. Table 1, Appendix B provides the tabular representation of the groundwater elevation data, including historic groundwater levels.

After completion of the water level measurements, the monitors selected for sampling were thoroughly purged of a minimum of 3 casing volumes of water in anticipation of the groundwater sampling.

4.4 Groundwater Sampling

The 2020 groundwater sampling and analysis program consisted of sampling up to 30 selected groundwater monitoring locations at and around the LF property. Samples were obtained from both overburden and bedrock aquifer wells. Prior to obtaining the groundwater samples, the selected monitors had been purged of a minimum of three casing volumes of water in order to facilitate provision of representative samples.

Groundwater samples from the selected monitoring wells were obtained using dedicated Waterra tubes and foot valves and were placed directly into the laboratory-supplied sample bottles. The groundwater samples were obtained and submitted for analysis of the volatile organic compounds (VOC's), general water chemistry and heavy metals parameters. The heavy metal samples were field filtered and preserved. The groundwater samples were chilled in coolers prior to being submitted under Chain of Custody to ALS Laboratories of Waterloo, ON for analysis. ALS is a CAEAL (Canadian Association of Environmental Analytical Laboratories) accredited laboratory.

4.5 Surface Water Sampling

Surface water sampling was completed during the Spring 2020 at the designated surface water sampling location SW-3 (Figure 1). This location is a small dugout (possible former gravel extraction pit) located on the property adjacent to the north. It is our understanding that the Township has now purchased this property.

4.6 Groundwater Flow

The determination of groundwater flow patterns in both overburden and bedrock aquifers are essential in determining the potential for off-site impacts and contaminant distribution. In general, groundwater levels in both overburden and bedrock aquifers were lower (~1m) in the Fall than the Spring monitoring. The measured groundwater elevations for each aquifer were determined and plotted on the site plan. The resulting groundwater flow patterns were determined based on this

distribution. Figures 2 and 3 present the groundwater flow patterns for the Spring monitoring while Figures 4 and 5 provide the Fall 2020 aquifer flow patterns.

As may be noted from these Figures, mounding of groundwater in both aquifers within the refuse disposal area is occurring. This phenomenon is typical of landfill sites and should be expected to continue. The mounding creates radial flow, outwards, apparently in all directions away from the refuse disposal area. The flow then comes under the influence of background flow patterns. Based on the findings of this, and previous, monitoring events, the overburden groundwater flow is towards the northeast while the bedrock groundwater flow is more-directly eastwards.

Groundwater flow is driven by the gradient of the groundwater. This produces head differences between locations creating the conditions for groundwater movement. The horizontal hydraulic gradient in the overburden aquifer has been determined to be on the order of 0.007 m/m. Based on this gradient, and the characteristics of the overburden, the lateral groundwater flow velocity may be approximately 74 m/yr. The horizontal hydraulic gradient in the bedrock aquifer is lower; approximately 0.002 m/m. Based on this gradient and the characteristics of the aquifer, velocities of approximately 0.03 m/yr are estimated.

Vertical hydraulic gradients between the overburden and bedrock aquifers create the conditions for downward migration of groundwater impacted in the refuse disposal area. Downward vertical gradients allow downward movement of water into the bedrock aquifer. Downward vertical gradients are found in the refuse disposal area allowing shallow impacted groundwater to potentially enter the bedrock aquifer. This is significant because the bedrock aquifer is utilized as a potable water source within the Township and the bedrock aquifer is less able to attenuate groundwater contaminants.

5.0 GROUNDWATER QUALITY

5.1 Groundwater

Groundwater sampling and analysis for the LF site has been undertaken since 1993. Additional wells were added to the sampling regime in 1999 and selected monitoring wells installed in 2001 were added to the sampling list during 2002. Groundwater quality data for the 2020 program are provided in the Tables in Appendix B along with chemistry data from 2013 - 2020. Copies of the detailed Certificates of Analysis for the 2020 monitoring data are provided in Appendix C.

Inorganic parameters such as chloride, sulphate, hardness and alkalinity are frequently utilized to determine the extent of landfill leachate impacts in groundwater. Hardness and alkalinity are naturally elevated at the landfill property and throughout Melancthon Township. Chloride levels in both overburden and bedrock aquifers are elevated in the refuse disposal area. In general, concentrations in the bedrock aquifer are slightly higher than in the associated overburden wells. This is a reflection of the downward gradient from the overburden to the bedrock coupled with the lower attenuation capabilities in the bedrock. None of the on-site or off-site monitors exceeded the MECP ODWS concentration for chloride during the 2020 monitoring events. None of the wells sampled during 2020 exceeded the MOE RUP for chloride (125.5 mg/L) concentration. Elevated

chloride concentrations in this vicinity of the 4th Line, east of the LF, may be partially attributable to the application of road salt during winter. OW -18 S and D (as well as OW-9S and D) are located within the roadside ditch of the 4th Line and are likely to collect runoff from the road. Chloride concentration was also elevated (but below RUP) at OW-3D, located just downgradient of the current fill area.

In general, the background groundwater quality at the LF site consists of hard water with elevated hardness, alkalinity, manganese and iron content. During the 2020 monitoring, all wells sampled had determined hardness in excess of the ODWS. Alkalinity concentrations in excess of the ODWS were noted at OW's 2S, 2D, 3D, 7S, 7D, 9D, 12S and 18S. Iron concentrations in excess of the ODWS were determined at all sampled wells including upgradient locations. Manganese concentrations in excess of the ODWS were determined for OW's 2S, 2D, 3S, 3D, 6S, 6D, 7S, 7D, 9S, 9D, 10S, 10D, 13S, 13D, 15D, 16S, 16D, 17S, 18S, 18D, 19S, 20S and 20D. As this list includes all sampled location except OW-1, OW-5 and OW-8 these elevated concentrations are likely reflective of background groundwater quality in the area. The lack of significantly elevated manganese concentrations at OW-8, which is considered a leachate well and displays elevated sulphate concentrations, further suggests that elevated manganese concentrations are not landfill related.

The sulfate concentration at OW 8 of 559 mg/L in Spring 2020 was in excess of the ODWS of 500 mg/L and RUP of 253.9 mg/L. The Fall 2020 concentration for sulfate was 603 mg/L, above the ODWS and RUP values. These elevated concentrations are likely related to leachate groundwater impacts in the main refuse disposal area. No other on-site or off-site monitor exceeded the RUP for sulphate.

Parameter concentration trends through time for sulphate, chloride and manganese for selected off-site, property boundary and downgradient wells reviewed. Manganese concentrations trends do not suggest rising levels as would be expected if landfill related. Chloride trends do not suggest rising concentrations for these wells. In fact, several locations have shown slightly declining levels over the last few years. This is likely reflective of an effort on Township personnel's behalf to reduce salting in the area of the landfill entrance after several elevated chloride concentrations were detected in past years. As suggested at that time, those past elevated chloride concentrations appear to have been affected by these road salting activities.

The sulfate concentration trends for the selected wells show generally rising concentrations at OW-2S and OW-2D. Sulfate concentrations at the other selected wells do not indicate any discernible rising trends. Sulfate concentrations are generally higher in Fall than Spring. A site plan showing concentration distribution during Spring 2020 for shallow groundwater wells is provided in Figure 6 and for deep groundwater wells is provided in Figure 8, Appendix A. A site plan showing concentration distribution for Sulfate during Fall 2020 for shallow wells is provided on Figure 10 and for deep groundwater wells is provided on Figure 12, Appendix A.

A site plan showing chloride distribution during Spring 2020 is provided in Figure 7 for shallow groundwater wells and in Figure 9 for deep groundwater wells. A site plan showing chloride distribution during Fall 2020 is provided in Figure 11 and for shallow groundwater wells and in Figure 13 for deep groundwater wells.

Trace concentrations of VOC parameters, well below ODWS's and close to method detection limits, were determined for the 2020 monitoring at OW's 2D, 3D, 7S, and 10S. While these VOC concentrations are likely landfill related, they are not considered to be of significance at this landfill.

There was a general trend towards higher parameter concentrations during the Fall monitoring compared to Spring concentrations. This is a continuing trend, consistent with past findings and normal groundwater conditions.

Bluewater has evaluated the long-term trends in groundwater quality at the LF site. Most parameter concentrations have remained fairly steady over the past several years suggesting that dilution and attenuation are dealing adequately with the refuse area derived leachate impacts.

5.2 Surface Water

Surface water sampling was completed during the Spring 2020 monitoring events from the dugout located just north of the landfill. This dugout was noted to be dry during the Fall monitoring.

5.3 Methane Monitoring

Methane gas is a by-product of waste decomposition and will be generated in the waste unit until all the organic matter is completely decayed. Methane, while it is a potential explosion hazard, is not a major concern provided that no building is ever permitted within approximately 30 meters of the refuse disposal area. The shallow water table and relatively permeable cover material at the Melancthon landfill are expected to prevent significant migration of methane. Gas produced by the landfill is expected to vent naturally to the atmosphere. It should be noted however, that ice, snow cover, and frozen ground in the winter may prevent methane gas from venting and cause methane gas to migrate laterally from the refuse disposal area.

If methane is present in concentrations between 5% and 15% in air it can become explosive. Below this range, there is an inadequate amount of methane for explosion. Above this range, there is an inadequate amount of oxygen for explosion. Therefore, 5% is considered the Lower Explosive Limit (LEL) and 15% is considered the Upper Explosive Limit (UEL) for methane.

Headspace methane monitoring was completed on all wells during both Spring and Fall 2020 monitoring events. The results of the methane monitoring are presented in Table 2 Appendix B. A slight detectable methane concentration was determined for OW-8 however no other of the monitors had detectable methane concentrations during the Spring or Fall 2020 monitoring events. On-going methane monitoring should be incorporated in future monitoring events.

6.0 LANDFILL VOLUMES AND CAPACITY

The Melancthon landfill has a current design capacity of 297,000 m³ on the approved 6.1 ha area. At the completion of 2012, 89,326 m³ of the total volume had been filled. The volume survey completed during October 2013 determined that the landfill volume used during 2013 was 10,636 m³

meaning the total volume used to the end of 2015 is 99,962 m³. The 2013 volume included the importation of ~ 2,000 m³ of clean fill to cover the current fill area based on the end of waste receiving at the site. No waste was added during 2020. Based on this figure, the remaining fill volume for this design is 197,038 m³.

7.0 SUMMARY AND CONCLUSIONS

The following section summarizes the findings of the 2020 Annual Groundwater Monitoring Report:

- The Township of Melancthon operates a ‘natural attenuation’ landfill site in a remote, sparsely populated area of the Township. Surrounding land use is predominantly agricultural and the nearest residence is located ~450 m south of the site;
- During 2013 The County of Dufferin assumed waste collections and disposal responsibilities for Melancthon Township. No waste was imported to the landfill during 2020. At this time, further waste placement at this landfill is not anticipated given adequate service is maintained by the County;
- Two main hydrogeological units exist in the subsurface of the site. The upper unit, referred to as overburden, consists of sand and gravel and silty sand soils. The groundwater level in the overburden is unconfined and shallow (<2m) and shows seasonal fluctuations with Spring levels generally higher than those in Fall. This fluctuation is likely the result of the addition of snow melt water during the Spring. The second, deeper hydrogeological unit is the underlying dolostone bedrock aquifer. The water level in the bedrock is generally lower than in the overburden. This creates a downward vertical hydraulic gradient that allows landfill-generated impacts to potentially enter the bedrock aquifer;
- Mounding of groundwater occurs within both hydrogeological units within the refuse disposal area. This mounding creates a radial flow pattern in the refuse area that drives flow in all directions away from the mound. The groundwater then comes under the influence of the background (natural) flow regime. Groundwater flow in the overburden aquifer is northeast towards the entrance to the landfill in the northeast corner of the property. Flow in the bedrock aquifer is more-directly to the east and the eastern property boundary;
- Comparison of the laboratory analytical data from the Spring and Fall 2020 monitoring events to the applicable ODWS and RUP objectives indicates that background water quality exceeds ODWS Standards for hardness, alkalinity, iron and manganese;
- Exceedance of the MOE RUP objectives for parameters such as hardness, alkalinity, manganese and iron were determined at most sampled locations during 2020. These concentrations are likely at least partially unrelated to landfill impacts and reflect general water quality in Melancthon Township. No chloride RUP exceedance was noted for any off-site or on-site wells. Exceedance of the RUP for other leachate-indicators such as sulfate was not noted during 2020 near property boundaries. Exceedance of the RUP and ODWS for sulfate occurred at OW-8, located immediately downgradient of the principal fill area.

- Significant methane concentrations were not determined during 2020;
- The site is currently in compliance with the terms and conditions of its C of A.

8.0 RECOMMENDATIONS

The following recommendations are made regarding the future Groundwater Monitoring and Sampling Program at the Township of Melancthon landfill site:

- Continuation of the semi-annual groundwater monitoring and sampling program including a routine site inspection, recording of static water levels at all 34 monitoring locations and groundwater sampling and laboratory analysis of the selected monitoring wells in both Spring and Fall. Bluewater will propose a reduction in the number of wells being sampled during 2021. Comment from MECP will be requested prior to undertaking this reduction;
- Preparation and submission of an Annual Monitoring Report to MECP for review.
- Natural dilution of contaminants derived in the refuse disposal area coupled with natural attenuation in the overburden appears to be dealing with derived groundwater impacts adequately at this time. The widespread occurrence, including upgradient locations, of ODWS and RUP exceeding manganese, iron, hardness and alkalinity concentrations appears to be more a function of natural geologic conditions than landfill-derived impacts. Lab results for monitors downgradient of the principal fill areas show more elevated chloride and sulphate concentrations, which are not similar to findings in the northeast corner of the property.
- Monitoring for headspace methane concentration in all wells should be continued for the 2021 program.

9.0 REFERENCES

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10.0 LIMITATIONS

This report was prepared for the exclusive use of The Township of Melancthon. This report is based on information and data collected during the completion of an environmental investigation of the Site carried out by Bluewater Geoscience Consultants Inc., and is based solely on the site conditions encountered at the time of the assessment and the applicable guidelines in place at the time of this investigation.

It should be noted that the observations and recommendations presented in this report are limited to the actual locations explored and laboratory parameters analyzed. The information presented in terms of the thickness and types of the sub-soils encountered, groundwater levels and chemical testing results, etc., are only applicable to the actual locations explored. Variations may be present between these locations. Should significant variation become apparent during later investigations, it may be necessary to re-evaluate the recommendations of this report. The results of an investigation of this nature should, in no way, be construed as a warranty that the site is free from any and all contamination from past or current practices since conditions may be different from the locations tested. This assessment was carried out using existing historical information as available from various agencies and no assurance is made regarding the accuracy or completeness of this information.

If new information is discovered during future work, including excavation, borings or other studies, Bluewater Geoscience Consultants Inc. should be requested to re-evaluate the conclusions presented in this report and to provide amendments as required. The analytical test results are assumed to be correct and performed according to all current regulations. No audit of the laboratory's methods or procedures was performed.

This assessment does not include, nor is it intended to include, any option regarding the suitability of any structure on the site for any particular function, the integrity of the on-site buildings or the

geotechnical conditions on the site. Inspections of buildings do not include compliance with building, gas, electrical or boiler codes, or any other federal, provincial or municipal codes not associated with environmental concerns. Should concerns regarding any issue other than environmental matters arise as a result of our investigations, appropriately qualified professionals should address them.

This report is not to be reproduced or released to any other party, in whole or in part, without the express written consent of Bluewater Geoscience Consultants Inc.

11.0 CLOSURE

Bluewater Geoscience Consultants Inc. operates under a Certificate of Authorization from The Association of Professional Geoscientists of Ontario (APGO). Breton Lemieux is a registered Qualified Person (QP) with MECP and is a licensed Professional Geoscientist with over thirty-five years of international environmental consulting experience. Mr. Lemieux has a Geologic Technologist Diploma from Fleming College in Lindsay, Ontario, an Honours Bachelor of Science degree in Geology from the University of the West Indies in Kingston, Jamaica and a Master of Science degree in Earth Sciences from the University of Waterloo. His experience includes conducting Phase I, II and III ESAs at a wide variety of contaminated sites, underground storage tank removal supervision, water supply development, environmental building science and other site and landfill environmental monitoring projects.



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REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

SUBJECT: 2022 MUNICIPAL ELECTION – ALTERNATIVE VOTING METHOD

DATE: APRIL 26, 2021

Recommendation

That Council receives the Report of Denise Holmes, CAO/Clerk and authorizes the use of an alternative voting method being telephone and internet voting for the 2022 election;

And that Staff be directed to bring forward a By-law to authorize the use of an alternative voting method;

And further that the Clerk be authorized to enter into an agreement with Intelivote Systems Inc. for the provision of internet/telephone voting methods for the 2022 Municipal Election.

Background

The Municipal Elections Act, S.O. 1996 specifies that a Municipal Council may authorize the following through a By-law passed on or before May 1st in the year of the election:

- The use of voting and vote-counting equipment
- The use by electors of an alternative voting method that does not require electors to attend a voting place in order to vote.

The Township of Melancthon used internet and telephone voting for the 2018 Municipal and School Board Elections, having used vote-by mail ballot in previous elections.

Act # 1
MAY 06 2021

As COVID-19 remains an ongoing concern, and health experts believe there may be additional waves of the virus for months or perhaps years to come, all aspects of the 2022 election planning must shift to accommodate the reality of the global pandemic.

The COVID-19 pandemic is likely to have long-term impacts on the way in which electors feel comfortable voting, and Staff would like to be able to provide safe voting procedures during the pandemic. This includes rethinking the function and operation of voting places during an election and exploring alternative methods of voting that allow electors to cast ballots without having to attend a voting place.

Planning for municipal elections begins years in advance so that programs and practices can be safely implemented by voting day. Preparation is underway for the next municipal election in October 2022. Given the continued impact on public health and civic participation, election planning for 2022 must now shift to acknowledge and accommodate the reality of COVID-19. The pandemic introduces new challenges and complexities into nearly all election processes, including the availability and acquisition of voting technology, the possibility of alternative voting methods and the safe operation of voting locations.

The 2018 municipal election utilized internet and telephone voting processes for the first time as an alternative voting method. Previously, the 2010 and 2014 municipal elections were utilized by a mail-in ballot.

Internet voting would involve providing each elector with unique credentials to access the secure voting website from a personal computer, tablet, or smartphone from anywhere there is an internet connection during the voting period.

There have been an increasing number of municipalities using internet voting, as it is a fast and efficient voting method. Users of online voting have found it is simple, convenient, and private. Once complete, the voter has the opportunity to review their selections. Data is then stored in a secure database and not tabulated until voting has been closed. Results are generated in real time and provided easily after the close of the election. This method does not allow for unintentionally spoiled ballots and provides warning prompts in races that may be under-voted or left blank.

Voting credentials can be mailed to non-residents who have the capability to cast their ballot from anywhere in the world, provided there is internet available. Electors who prefer assistance will be aided during the voting period in the municipal office.

By adding telephone voting in conjunction with internet voting, there is an enhanced level of convenience and access, allowing voters to cast a ballot remotely from anywhere they have access to a phone line within the voting period. The addition of telephone voting also ensures voters have a secondary option where internet connectivity or access may be a barrier.

There is no anticipated need to hire additional volunteers or paid staff for an internet/telephone voting election. Current Township Staff can adequately manage the election workload, with additional support from County IT.

Financial

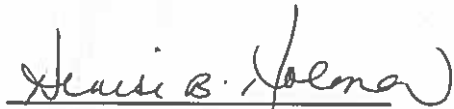
As with the 2018 municipal election, lower tiers within the County of Dufferin have partnered together with Intelivote Systems Inc. to offer an alternative voting method for the 2022 municipal election.

Attached as Appendix 1 is a copy of the Intelivote Systems Inc. Electronic Voting Solution Overview and a quoted cost in the amount of \$6,615.00 plus applicable taxes.

In the 2021 Operating Budget, \$5,000.00 has been allocated for the 2022 Election and approximately \$8,000.00 will be budgeted in 2022, as I am estimating the 2022 Election to be \$13,000.00.

The total cost of the 2018 Municipal Election cost was \$10,404.57 (note there was a credit issued back from Intelivote due to the Datafix Agreement arrangement).

Respectfully submitted,



Denise B. Holmes, AMCT
CAO/Clerk

Electronic Voting (eVoting) - Solution Overview

Intelivote Systems Inc. (ISI) a Canadian owned and operated company is the recognized Canadian leader in the successful implementation of eVoting; electors casting their ballots using the Internet, wireless devices and mobile or land line telephones.

The Intelivote solution even provides a seamless integration of traditional in-person polling station voting and mail-in balloting, with an electronic voting solution which includes telephone and Internet voting. ISI's leadership position comes as a result of our extensive experience in conducting municipal, union, association, and political leadership elections in a secure and auditable fashion ensuring voter anonymity and ballot privacy.

Intelivote has delivered more eVoting events in Canada than all our competitors combined and in addition to our Canadian elections and events, we have gained international experience and credibility in the successful implementation of both Internet and telephone based voting applications used to deliver elections in the United States and the United Kingdom.



Intelivote understands that, in addition to other event requirements, election officials' mandate includes containing event costs, managing administrative time/effort, and providing overall management for the voting event. These requirements are among the key objectives and benefits available through the implementation of eVoting options.

ISI's extensive subject matter expertise in Municipal Elections, Union, and Association Elections and voting events, and Political Party Leadership Elections, has resulted in a full suite of eVoting system modules that address the needs of both the event officials and electors.

Intelivote does not sell its software; it is provided as a voting service. There is no additional software or hardware for clients to purchase to run a voting event using the Intelivote suite of modules. All the services are provided with our base service and all the modules are Internet enabled; secured by encryption, digital certificates and login IDs and passwords.



Voter anonymity, PIN security and event auditability are paramount in the design and delivery of the eVoting solutions ISI provides. In addition, the ability to import member information from clients' membership or Eligible Elector Lists, export updated elector information and perform demographic and statistical analysis on voting activity, further demonstrates the flexibility of our voting solution.

The ability for authorized event officials to review information on aspects of the eVoting event as it progresses (elector participation rates, etc.) provides increased visibility to those voting event metrics that can define a successful electronic voting event.

ISI maintains a hosted data centre environment in Halifax through Bell Canada, which also hosts some of the most sensitive government and financial applications running in Atlantic Canada. The full range of services we deliver, including high-speed high-bandwidth data capability, and scalable IVR (telephone) port availability, further demonstrates our commitment to our ensuring an event with maximum performance, communications path diversity, application redundancy and high survivability.



ISI's project management capability, coupled with our established processes and procedures is delivered by a team of information systems professionals and electronic voting experts, providing clients with the best in-class Internet and telephone voting solution.



Our experience confirms that several other categories of electors; disabled electors, retirees, shift workers and electors travelling are positively impacted by offering electronic voting. It is clear that eVoting specifically and effectively addresses all their requirements while at the same time offering them a new degree of convenience and secrecy not offered in traditional balloting at a polling location.

The ability to cast your ballot using the telephone, in addition to the Internet, addresses another important social-economic issue often cited in Internet-only voting solutions. The fact that Internet enabled electors have a more ample opportunity to cast their ballot than those who do not have Internet service, has been defined as a form of "digital divide" between certain groups of electors.

This demographic of electors who for various reasons, either are not comfortable with the technology, or cannot afford the technology (PC) and/or Internet service, are addressed by Intelivote's solution with the use of our telephone enabled voting. Typically, everyone has access to phone service, and this presents an equal opportunity to all electors. In the 2018 municipal elections in Dufferin County conducted by Intelivote, over 15% of all electors casting their ballot electronically used a phone to cast their vote, clearly confirming the value of this option in your county.

Intelivote has been proactive in accommodating persons with disabilities facilitating their comfort and participation when using eVoting services. Intelivote's solution is compliant with the guidelines as listed by the W3C technologies website principles which include organization, functionality and readability of information provided, as well as alternative ways of representing information (audio).

As traditional election/event costs continue to climb and voter participation rates continue to drop, providing electors with choice in how they cast their ballot offers an opportunity to increase participation and selecting Intelivote as the service supplier has significant advantages over our competition.

As noted earlier we are the Canadian leader in delivering eVoting services. We are the

only eVoting service organization with Federal Government security clearance for all our personnel, and our operations location. This is in support of our selection as the supplier to the Federal Government of Canada for all the security clearance required eVoting performed by the Canadian Industrial Relations Board, and the Public Service Labour Relations Board.

In addition to delivering more eVoting elections in the municipal sector in Canada than all our competitors combined, our client list includes many of Canada's largest unions and associations and includes other organizations we have successfully delivered a variety of events that support their AGM's, executive and board elections, job action votes and agreement votes. A sample of our over 2,000 elections include services for these clients:

• Ontario Municipal & School Board Elections - 212 Events	• Nova Scotia Municipal & School Board Elections – 85 Events
• United Steelworkers – USW (numerous locals – over 20 events)	• Public Service Alliance of Canada – (PSAC) - over 20 events
• CUPE (numerous locals)	• Teamsters (numerous locals)
• Unifor (numerous locals)	• Teamsters Canada Rail Conference
• Elementary Teachers of Toronto – ETT (13 events)	• Toronto Secondary Unit Teachers – TSU (7 Events)
• ETFO – Halton Region (2 events)	• ETFO - Peel Region
• York Catholic Teachers – OECTA (2 events)	• Toronto Elementary Catholic Teachers (4 events)
• Saskatchewan Union of Nurses - SUN	• Ontario Labour Relations Board
• Manitoba Health Authority	• Manitoba Labour Board
• Public Service Labour Relations Board	• Public School Administrators of NS
• Newfoundland and Labrador Assoc. of Public and Private Employees (NAPE)	• Nova Scotia Gov. Employees Union - NSGEU - over 25 events
• New Brunswick Union of Public and Private Employees (NBPEA)	• Professional Association of Foreign Service Officers (PAFSO)
• Innovation Credit Union	• Nova Scotia Paramedics (IUOE)
• Nova Scotia Nurses Union	• Telecommunications Workers Union
• Canada Industrial Relations Board (CIRB) – over 30 events	• State of Washington - Public Employment Relations Commission
• Alberta Labour Relations Board	• Canadian Flight Attendant Union
• Nurses Association of NB	• Association of Cdn. Financial Officers
• IBEW (numerous locals)	• Canadian Merchant Services Guild
• Customs and Immigration Union (CIU)	• ACTRA
• Union of BC Performers	• Canada Actors Equity Assoc. (CAEA)
• Association of Academic Staff University of Alberta (AASUA)	• Telecommunications Employees Association of Manitoba (TEAM)
• Canadian Broadcasting Corporation	• Doctors Nova Scotia
• Association of Municipal Clerks and Treasurers of Ontario (AMCTO)	• Confédération des syndicats nationaux (CSN) – numerous events
• Canadian Aboriginal and First Nations - over 19 events	• Canadian Political Leadership Elections (17)

Intelivote Modules

A series of modules are included in the Intelivote system that ensure all the key stakeholders in the eVoting process are provided with the information they require to perform their tasks in support of the event. These include:

- Auditor Module – provides support for an independent third party to formally audit the voting and availability of the system during the eVoting period.
- Ballot Review module – provides the opportunity for event officials to review the spelling and audio quality of information appearing on the eVoting ballots prior to the voting event starting.
- Chief Electoral Officer (CEO) module – provides an interactive monitoring and reporting capability to review the activity of the electors as the eVoting progresses.
- Voter Help module – provides assistance to electors who contact the HelpLine by allowing agents to review and query the status of a member's activity. It is important to note that the agent can never see how a member has cast their ballot.
- Voter Help Supervisor module – provides supervisory administration and management of the Voter HelpLine agents and their activities.
- Enumerator module – provides the event officials the opportunity to add eligible electors to the Electors List during a defined enumeration period.
- Deputy Returning Office (DRO) module – provides the DRO the capability to manage the electors appearing at a manual polling location by providing a capability to lookup electors, review their status within the eVoting system and strike them off the official list when a paper ballot is issued.
- Candidate module – offers candidates the opportunity to review and track member "attendance" whether they are using electronic voting or manual voting and assists them in "getting the vote out".
- Voter module – facilitates electors casting their ballots using either a phone or an Internet enabled device.

The opportunity to provide your electors with the option of electronic voting is an important step in the evolution of democracy and will give electors the convenience of "Choice" in the method of casting their ballot in your eVoting event. Intelivote Systems has the experience and has laid the groundwork to ensure that when this step is taken it will be placed on a firm foundation.

Electronic Voting – Services Table

There is a significant amount of flexibility in both the system capability and the methods by which an electronic vote can occur. Listed below are some of the most common features/services:

1. Voting will be enabled by implementation of the eVoting solution, (phone and Internet) allowing voting over an 8-12 (typically) day period, 24 hours a day.
2. Voter Help desk services are provided by the municipality with full training provided by Intelivote.
3. Creation and mail-out of the Personal Identification Numbers and Voter Instruction Letters both by Canada Post required for electors to vote will be provided based upon the List of Electors provided by the municipality.
4. Internet and telephone voting is in English and French (if required).
5. All training is provided for election personnel required to assist with the event.

Services Pricing

Pricing ± to be adjusted based on Eligible Electors once the Final List of Electors is produced. Applicable taxes are additional.

Dufferin County	Residents	Price
Township of Melancthon	2,450	\$ 6,615
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

2022 Municipal Elections Pricing				
Range		eVote Per elector	Voter Letter and Postage	Total
From	To			
	< 1,500	min \$3,000	1.35	Varies
1,501	3,000	2.00	1.35	3.35
3,001	5,000	1.70	1.35	3.05
5,001	10,000	1.50	1.35	2.85
10,001	30,000	1.35	1.35	2.70
30,001	50,000	1.25	1.35	2.60
50,001	80,000	1.10	1.35	2.45
80,001	250,000	1.00	1.35	2.35

Base Services

#	Base Fee Services Included	Description	Not Included
1	Multiple voting channels	Provides the elector with a choice of voting channel: internet, wireless device, and mobile or land line telephone. Includes the activities associated with the telecommunications setup for electronic voting; appropriate bandwidth; phone ports; website registration etc.	Elector equipment / hardware; equipment and internet connections for the Polling Stations (if required).
2	Voting event system setup	This eVoting system is fully configurable, facilitating a wide array of voting configuration options. All activity associated with configuring the event is included in the base service. This includes such activities as: candidate or question assignment; race and candidate name recordings; elector list management; secure ID and password management; configuring and loading races/questions (i.e. type of race, sequence and presentation display).	
3	PIN management	Intelivote Systems will generate the PINs using the eligible elector population to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each eligible elector based on the file provided by the owner of the list. In addition to the PIN, an eligible elector category is created and finally a file is produced suitable for production of voter instruction letters.	
4	Customization of voter instructions	Creation of the Voter Instruction Letter providing specific instructions on how to successfully use the electronic voting process.	
5	Customized welcome webpage	Generation of a customized webpage working with the client ensuring all legislative issues and association by-laws relating to voter notification are adequately addressed.	
6	Full enumeration capability	Provides the ability to add electors to the official electors list, assign the necessary categorization based on geography or local for example, and issue a PIN for voting purposes.	Equipment or hardware used by the returning officer or clerk. A standard PC with internet access is required.

Municipalities of Dufferin County – 2022 Municipal and School Board Elections

#	Base Fee Services Included	Description	Not Included
7	Support module for Voter's HelpLine	The Voter HelpLine workers will have secure login access to the Voter HelpLine module. It provides a full set of features designed for agents to provide support to electors who may have questions regarding the event or issues relating to the elector profile, PINs, etc.	The Voter HelpLine Centre and the agents who staff it. Telecommunications costs for the Voter HelpLine. Equipment or hardware used by the staff. Standard PCs with internet access are required.
8	Event Official(s) management tools	The Event Officials will have a secure login which will allow for an up-to-the-minute view of critical eVoting data, required for the administration of the eVoting event.	Equipment or hardware used by the Event Official, standard PC with internet access is required.
9	Auditor control & management tools	The Auditor will have a secure login capability to audit the various processes as determined by the eVoting event authorities. They will have the capability to observe the voting event as it progresses, monitoring voting activity to the candidate level in a secure mode available only to them.	Equipment or hardware used by the Auditor. A standard PC with internet access is required.
10	Candidate 'Supporter Tracking' capability	Prior to and during the eVoting event, candidates will have the ability to identify their lists of supporters using a secure login in the Candidate module. During the voting period the candidate or approved designate can track the participation of supporters online.	Equipment or hardware used by the Candidate. A standard PC with internet access is required.
11	Reporting	A series of reports are available both during and after the voting event. These include vote results, audit reports, participation rate reports etc.	
12	Training	Training available on the features and use of the Auditor, CEO, Candidate, Enumeration, and Voter HelpLine modules. Training is normally provided via web training.	
13	Account Management	An experienced eVoting consultant, who assists with all aspects of the event and who is the single point-of-contact for the client.	



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

SUBJECT: QUOTE FOR UPGRADE OF COMMUNICATIONS SYSTEM

DATE: APRIL 27, 2021

Recommendation:

That Council accept the quote from High Tech Communications to upgrade the Township's Communication System in the amount \$10,345.00 + HST for the NEC SL2100 Package and Circuitry Hardware.

Background

The Township's current communications system was installed in 2009 by High Tec Communications. It has been a great system, and has met our needs over that time, but we are ready to move on to newer technology and to update our equipment. The telephone sets are starting to show their age and we have had issues with the sound quality on some of the sets.

I reached out to High Tech Communications for a quote to upgrade, as we have received great service from them over the years and they are familiar with our system.

Attached to this Report are two options that were provided by Amanda Alexander, Senior Customer Account Representative. Ms. Alexander was with the company in 2009 and provided the quote for our current system.

I am recommending that the Township purchase the SL2100 package for the following reasons:

- It's cheaper than the SV9100 and the Township receives all new hardware. The 1-year investment for the SL2100 is \$8,345 where the SV9100 is \$10,105 (including the hardware that is retained).

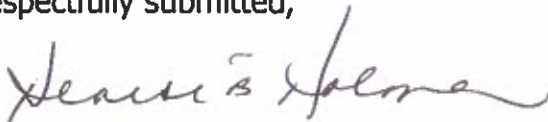
Act # 2
MAY 06 2021

- The SL2100 is also cheaper over a 5-year period because of the warranty coverage (hardware & software). The Township saves over \$1,000 in costs when you compare the extended warranty options (SV9100 - \$3,135, SL2100 \$2,000).
- The SL2100 is easier to manage because you do not have to factor software licensing when adding digital telephones if the system has to be expanded in future. This is required with the SV9100 option.
- The Township still gains a current platform that can adapt with technology in the future without having to replace the system when ready.

Financial

The cost of the quote is \$10,345.00 + HST. With the net HST, the total cost of the system is \$10,527.07. Township Staff budgeted \$10,000.00 in the 2021 Operating Budget for this purchase and the shortfall of \$527.07 will be covered by the miscellaneous account. If Council does not wish to include the extended warranty, that would be a savings of \$2,000.00.

Respectfully submitted,



Denise B. Holmes, AMCT
CAO/Clerk



Tel: (905) 853-2335
Tor: (416) 798-7267
Fax (905) 830-9272

www.hightechcommunications.ca
158 Don Hillock Drive, Unit 8
Aurora, ON
L4G 0G9

January 7, 2021

**Donna Funston
Township of Melancthon
157101 Highway #10
Shelburne, ON L0N 1S9**

Dear Donna,

Thank you for the opportunity to review the Township's options with respect to a communications system upgrade. Enclosed is a summary of two options available through NEC along with the costs for implementation.

There are so many options available to businesses which can make deciding overwhelming. Choosing the best option that meets current and future needs without overspending can be challenging. Understanding our customers have various needs and budgets, High Tech offers more than one platform systems to choose from to help ensure we're accommodating our customers to the best of our ability.

Another challenge is that more than one option can work for the same business. For example, our review identified two options instead of our initial thought that a CPU migration was the best way to go. Both options incorporate all the features of interest and has the flexibility to be enhanced without having to make a significant investment to do so. Either solution also ensures that the Township has a system that can adapt with changing technologies without having to replace the system to do so.

I trust this proposal provides Township of Melancthon with the insight required to choose the best solution going forward. We look forward to talking more about these options in more detail and to continuing our mutually beneficial business relationship for many years to come.

Sincerely,

Amanda

Amanda Alexander
Senior Customer Account Representative
aalexander@hightechcommunications.ca

Table of Contents

Township of Melancthon Communications Overview	3
Options available to Township of Melancthon	4
Option 1 – Migration to SV9100 Communications System	5
SV9100 Licensing Summary	6
InMail Voicemail Solution	7
Optional SV9100 Enhancements	8
UC Suite – Desktop Client / Web-based option	8
InUC – Web-based UC Option.....	9
Softphone and Mobile Phone Applications	10
SV9100 Migration Benefits for Township of Melancthon	13
SV9100 Schedule “A” Pricing	14
Option 2 – SL2100 Communications System	16
Standard Features included with SL2100 System	17
NEC WebPro System Administration.....	19
InMail Voicemail Solution	20
Optional SL2100 Applications	21
InUC – Web-Based PC Application	21
ST500 Mobile Application	22
SL2100 Warranty Coverage Details.....	23
Optional 4-Year Extended Warranty (On-Site Labour)	23
Benefits of SL2100 System for Township of Melancthon	24
SL2100 Schedule “A” Pricing	25
SV9100 vs. SL2100 Comparison	27

Township of Melancthon Communications Overview

The Township of Melancthon purchased a NEC SV8100 Communications system from High Tech Communications in 2009. Since installation, the system has proved to be reliable and met the Township's requirements for a communications system.

While the system has provided many years of reliable service, the Township understands that this platform has been manufacturer discontinued with software and hardware support no longer available. The Township would like to understand their options with respect to a new communications system to replace the existing system one.

In conversations with Administration and Finance Assistant Donna Funston, High Tech understands the following:

- The council needs an understanding of the costs associated with updating the system. A meeting is scheduled for January 2021 and a budgetary proposal will assist with their review
- The timeline for implementation is not known at time of budgetary proposal summary being provided to the Township.
- The overall functionality of the existing system has met the Township's requirements. Retaining this type of functionality would help make the transition easier in comparison to learning a new system from scratch.
- The telephone handsets are starting to show their age. Staff have reported issues with sound quality that affects their ability to manage calls. Upgrading the telephone handsets would help address this going forward.
- It is understood that current communications systems can do a lot of different things thanks to advancements in technology, however the Township may not be ready to use such features at this time for various reasons (e.g., network infrastructure, budget, etc.).
- Any recommendation must outline feature enhancements that could be beneficial to the Township upon installation, along with a basic understanding of enhancements that can be added incrementally when it is feasible to do so.
- Any recommendation must also take initial and long-term costs into consideration. High Tech has assumed that this investment could be in use for at least five (5) years if not longer.

Options available to Township of Melancthon

High Tech's review identified two options available through NEC, the manufacturer of the existing system in use at the Township:

1) Migrate from existing SV8100 to SV9100 Communications System

- Process includes an upgrade of the system CPU and software licensing.
- Option to retain majority of existing hardware instead of purchasing all new.
- Continue to use a system the Township is familiar with.
- System would be updated with current technology
- System also would have ability to add features like IP telephones, PC Soft Phones in future without having to replace/upgrade the system to do so.

2) Install NEC SL2100 Communications System

- A forklift replacement of the existing system.
- User functionality is very similar to current system in use as it comes from the same architecture.
- Township would have system with current technology and all new hardware.
- System also has ability to add features like IP telephones and PC Soft Phones in future without having to replace/upgrade the system to do so.
- The warranty coverages included may provide better long-term value in comparison to migration option.

Option 1 – Migration to SV9100 Communications System

With the wide range of communication solutions available to businesses, choosing a solution that keeps your organization and residents connected is important. Accomplishing this with an aging system or with several applications that can not be combined into one reduces the Township's ability to be efficient, impacting staff productivity. NEC's SV9100 incorporates all these tools into a platform that takes a modular approach that provides businesses with a cost-effective solution that meets and exceeds their requirements.

Future proof your technology – The SV9100 supports VoIP, traditional TDM, SIP applications or a combination of all within a system. In addition, existing SV8100 end users can retain a large portion of their existing hardware to help reduce the costs associated with the transition.

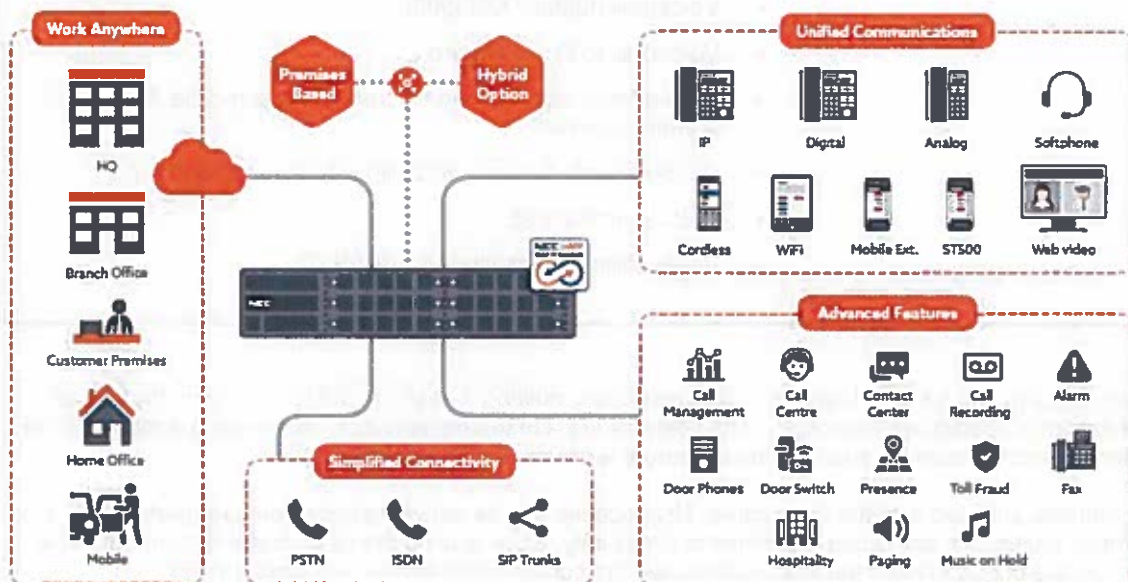
Flexible configuration options – Integrates with existing IT technology as an analog, digital or IP system.

Scalable and Cost-effective – Can accommodate 10 to almost 900 users, accommodating the growth requirements for most businesses.

Feature-rich - Combines telephony along with mobility, remote/home-based working that accommodate the needs of a multi-generational workforce.

Upgradeable communication technology – NEC's Software Assurance ensures system remains current protecting your investment

The flexible architecture of the SV9100 provides the Township of Melancthon many options in how they can leverage technology to better suit their staff and enhance the services offered to their residents. The following pages outline various ways this can be accomplished.



SV9100 Licensing Summary

The software licensing structure for the SV9100 has been streamlined to make configuring a system easier. Another beneficial feature is that several of these licenses can be used with different features/applications when changes are made to the system. This helps to control the costs associated with the original installation and in future when updates or changes are required.

SV9100 License Descriptions

Resource License	Required for: Telephone lines (analog, digital or SIP) Telephone extensions (analog, digital or IP) Resource licenses are also interchangeable <ul style="list-style-type: none">• Extensions can be converted from digital to IP without having to purchase another license• This also applies to telephone line connections
Essentials Users License	Primarily used for extensions that only require voicemail Also used when an IP device needs to be associated with system (e.g., physical phone, soft phone) Also includes a resource license when purchased
Productivity User License	Required for users that need more than dial tone and voicemail Includes the following features: <ul style="list-style-type: none">• Voicemail (InMail / UM8000)• Voicemail to Email feature• Mobile Extension (pairing extension with a mobile device/off-premise number)• UC Suite user features, including Outlook Integration• InUC user features• Video calling capabilities via WebRTC

These licenses can be purchased on a per user basis, making it easier to design a system that fits an organization's specific requirements. The licenses are a one-time activation cost in comparison to other platforms where a monthly subscription or annual renewal may be required.

The features included with the Productivity User license can be activated based on user preference. For example, a user can opt to use Voicemail to Email only, while leaving the other features dormant. The user has the option to have the feature activated in future through technician programming.

InMail Voicemail Solution

The SV9100 version of InMail is the same as the voicemail system in use with the existing system. Its capacity has been expanded to over 100 hours of message storage and 16 user-access ports. InMail continues to provide the level of functionality users are familiar with, making the transition simpler.

Standard features included with this voicemail solution:

Automated Attendant

Automated Attendant is a feature that routes incoming calls through the telephone system instead of being answered by a live contact. This ensures calls are routed to the appropriate contact without having to call back later or wait on hold. It can be programmed on a schedule like what is currently in place where calls are answered live during the day and the auto attendant takes over in the evening.

Conversation Record

The voicemail system can record the conversation for better accuracy (e.g. dictations, conference calls, etc.). Once recorded, the voicemail system stores the conversation as a new message in the user's mailbox where the user can save, edit or delete the recorded conversation.

Message Notification

The voicemail system can be programmed to notify you when you have messages waiting while out of the office. Urgent matters can be addressed faster with this notification feature.

Voicemail to Email (Optional Activation w/ Productivity User License)

Users can be notified of new messages via email. The message can either be a text message notification or a message recording as an attachment (e.g. .wav / .mp3 file). Message playback through your mobile phone is dependent on the data service plan from your cell phone provider. This feature is included with the Productivity User license and can be activated as required.



Optional SV9100 Enhancements

Desktop Software Applications

Integrating a telephone extension with a PC application can help users increase their productivity because they are managing more of their daily communications, including phone calls from one device instead of switching between their computer and phone throughout the day. There are two options available with the SV9100 platform.

UC Suite – Desktop Client / Web-based option

UC Suite is a suite of communication productivity tools available on multiple device types. The result is employees with real-time visibility and access to colleagues to make informed business decisions anytime, anywhere on any device.

Benefits of UC Suite:

- Managing calls is easier because staff will see incoming call details via a pop-up screen.
- Viewing the availability of co-workers, including those working remotely makes it easier to determine how calls should be managed (transfer to voicemail, page, etc.).
- The instant messaging feature could make internal communication easier instead of relying on email or using personal devices to text each other.
- The UC Suite client can be used with any device associated with the SV9100 (digital/IP phone/soft phone).
- Included with Productivity User license, with activation optional

UC Suite Client (PC / Web-Based)

- Intuitive interface, complete call control and accessible from any device or browser.
- Easily search contacts by first/last name, title
- Secure history of all inbound, outbound calls, voice mail
- Can integrate with popular contact and CRM applications including Outlook.
- Presence will auto change based on Outlook calendar or keyboard idle timeout
- Features include Presence, quick messaging, instant messaging, whiteboarding and application sharing, making it easier for users to collaborate without having to use separate systems.
- Option to add a soft phone is available (\$\$).



InUC – Web-based UC Option

InUC is another option included with the Productivity User license that can be considered. Like the UC Suite application, users can view contacts, send Instant Messages to co-workers, and manage their calls directly from their PC. Unlike UC Suite, InUC is entirely web-based, eliminating the need to install software for it to work. This makes it easier businesses without internal IT resources to leverage this type of technology.

The InUC client is user-friendly and visually appealing, making learning how to use the application simple. Accessing features is quick and easy of the logical lay out. This application could make more sense to the Township in comparison to UC Suite depending on the functionality that is needed at the office.

The InUC application is also included with the Productivity User license and can be activated as required on a per-user basis. This can be activated at anytime because this is an embedded application within the SV9100 CPU.



- 1: Menu 2: Search 3: Own Profile 4: Colleagues Presence
Status 5: FWD 6: DND 7: Instant Messaging
8: Own Presence Status

Key Features

- Contacts:** See current status
- Instant Message:** Chat to other users
- Display Speed Dial List:** Find numbers quickly
- Multicast Message:** Send an Instant Message to multiple users
- Multicast Mail -** Send an email to multiple users
- Web Video –** Setup or participate in a Web video conference (optional license enhancement)
- Web-based soft phone –** Stay connected when working remotely without having to install software onto a PC for access

Key Benefits

- Increase your productivity levels:** Time-saving features for all your work force
- Lower costs:** Single initial cost, no recurring monthly subscriptions
- Easy to use:** Minimal / no training required
- Always on 24/7:** Browser-based; remote access
- Easy contact management:** Contacts are auto-populated from email application enabling multi-cast messaging and more
- Presence:** Provides a 'bird's eye view' of your team's availability making users become more reachable
- Web video conference:** Enabling travel saving, mobility, home working & multi-site organisations (optional)
- Screen-sharing:** Provides collaboration on documents with multiple users (optional)

Softphone and Mobile Phone Applications

Similar to applications like Skype, What'sApp and many others, the use of software on a PC or mobile phone instead of a traditional desk phone provides various benefits to users. Some include reduced costs for hardware, simplicity (one application) and increased mobility. The SV9100 offers several options for businesses to leverage should this be of interest.

These applications can be activated through licensing. The Township has the option to implement these at anytime after the initial installation of the system.

UC Suite SP310 Softphone

It has all the features a physical NEC desk phone offers, ensuring the functionality remains consistent. A USB headset / handset is required for connection to the PC where the software is installed.

This is an optional enhancement, via licensing, that can be added to a user's profile on the SV9100.



Multiline Client (Recommended)

This application is compatible with both Windows and MAC computers. This license can also be shared on several devices including mobile phones and tablets, like streaming services that allow more than device share an account.

This is another optional enhancement available with the SV9100 through license activations.



Possible Uses

- Provide to remote staff and eliminate the need of transferring calls to cell phones.
- Provide to sales staff to use when working from home instead of their cell phone.

Benefits

- Less expensive when compared to cost for a physical telephone.
- Provides staff flexibility to work in the office or remotely when required.
- The MLC client includes the option to use the same application on their smart phone when mobile.

Mobile Phone Applications

Multiline Client

This application can also be used on mobile devices (iOS / Android). This application is recommended for mobile workers who need the same functionality a physical desk phone provides users (park, conference, page, etc.). It also can be considered as an alternative to cordless telephones depending on the office situation.

This application is connected to a Corporate Wi-Fi network for use when on-site. It can also be used off-site, provided the network is properly configured to do so (e.g. VPN Connection / NAT Traversal).



ST500

This is another mobile application that is available for use. It also offers users the option to make video calls through the application on their mobile device.

Where it differs from the MLC is that it works more like a single-line telephone. This application is recommended for users who do not need features like Paging, Call Parking, etc.

This application is connected to a Corporate Wi-Fi network for use when on-site. It can also be used off-site, provided the network is properly configured to do so. This will be outlined in the Items for Consider section.



Possible Use Example

- Council members could be reached via an extension instead of a cell phone number.

Benefits

- Reduced costs for hardware components required with the SV9100 System.
- Provides sales staff flexibility to work via their PC or mobile phone when required.
- Costs for mobile phone usage could be reduced, depending on the plan that is in place.

What's Required for Soft Phones

	In Office	Remote Worker
SP310 Soft Phone	<ul style="list-style-type: none"> Windows PC (min. specifications required) USB Headset / Handset for answering calls 	<ul style="list-style-type: none"> Windows PC (min. specifications required) Virtual Private Network (VPN) connection at remote office USB Headset / Handset for answering calls
MLC Client	<ul style="list-style-type: none"> Windows PC (min. specifications required) MAC PC (min. specifications required) USB Headset / Handset for answering calls 	<ul style="list-style-type: none"> Windows PC (min. specifications required) MAC PC (min. specifications required) Virtual Private Network (VPN) connection at remote office USB Headset / Handset for answering calls

What's Required for Mobile Devices

	In Office	Remote Worker
MLC Client	<ul style="list-style-type: none"> iOS / Android compatible device (min. specifications required). Wi-Fi network configured for voice (Quality of Service) Bluetooth / Corded headset optional 	<ul style="list-style-type: none"> iOS / Android compatible device (min. specifications required). Wi-Fi network configured for voice (Quality of Service) Virtual Private Network (VPN) connection between device and system or a Session Border Controller (SBC). Bluetooth / Corded headset optional
ST500	<ul style="list-style-type: none"> iOS / Android compatible device (min. specifications required). Wi-Fi network configured for voice (Quality of Service) Bluetooth / Corded headset optional 	<ul style="list-style-type: none"> iOS / Android compatible device (min. specifications required). Wi-Fi network with Quality of Service for voice Session Border Controller (SBC) connected to SV9100 system – additional hardware cost Bluetooth / Corded headset optional

SV9100 Migration Benefits for Township of Melancthon

1) Hybrid Capabilities makes future planning easier

Communication systems are moving more into a data environment as technology continue to offer new forms of communication. The use of these applications has proved to be beneficial, but it may not be feasible for the Township to deploy initially.

The SV9100 System's ability to function as a traditional system initially and be modified into a more advanced system later in future provides the Township more flexibility if it is needed.

2) User-friendly Features and Applications

The applications available with the SV9100 have been designed to enhance the user's experience with the communications system. Applications now include features like Voicemail to Email, PC Soft phones to displace physical phones, to only name a few. The SV9100 would provide the Township with a system that has the same level of functionality larger enterprise systems offer at a fraction of the cost.

3) Lifespan of Existing Hardware Extended

The SV9100 is compatible with SV8100 hardware components (e.g., circuit modules, telephones), reducing the amount of new hardware required with the migration. This helps to control costs, while extending the lifespan of hardware that is still functional. It also increases the value of the investment that was made into the SV8100 when it was originally purchased.

It was also noted that some of the Township's telephones were showing signs of failure. While it is possible to replace the telephones, some of these issues could be resolved with replacement components like handset receivers. This is another area where costs could be managed while extending the lifespan of hardware that continues to function.

4) Simple Transition

Transitioning to the SV9100 platform would be straightforward as staff will be familiar with the primary features upon installation. The system design process is also more efficient as our process includes obtaining a back-up of the system programming that can be loaded onto the new CPU. The set up can be adjusted where needed without having to start from scratch, making the implementation process more efficient for everyone involved.

5) Multiple End Point / Device Options

The company can use a combination of devices / applications to accommodate the needs of users within an organization. Features of interest to the next generation entering the workforce would be available for use, making it easier for the Township to offer staff the ability to work in a manner that best fits their situation.

SV9100 Schedule "A" Pricing



Township of Melancthon
 NEC SV9100 Migration Schedule 'A'

Configured for: 4 CO Telephone Lines, 8 Digital Extensions and a Digitally Integrated Voicemail System

List of Proposed Equipment (New & Existing)

Prepared for Donna Funston

Site: 157101 Hwy #10 Shelburne, ON L0N 1S9

January 7, 2021

NEC SV8100 to SV9100 Migration - New Hardware & Licensing

Qty	Description	MSRP	Total
1	SV9100 Migration Kit, Includes replacement SV9100 CPU and the following:	\$ 4,320.00	\$ 4,320.00
1	IPLE Connect to LAN for Maintenance (capacity for up to 256 VoIP channels)	Included	Included
24	Resource Licenses (for telephone lines and extensions)	Included	Included
6	SIP Trunk Licenses	Included	Included
12	Productivity User Licenses (incl VM, VM to Email, Mobile Extension, UC Suite/InApps - activation optional)	Included	Included
1	SV9100 Internal CPU Battery	\$ 305.00	\$ 305.00
1	SV9100 Hardware Migration License	\$ 1,906.00	\$ 1,906.00
1	NEC Software Assurance Coverage (per Year)	\$ 400.00	\$ 400.00
		NEC SV9100 Migration Total	\$ 6,931.00

Installation

15	Technician Installation (Estimated Hours)	\$ 130.00	\$ 1,950.00
10	Project Management (Estimated Hours)	\$ 130.00	\$ 1,300.00
2	Travel Charge (obtaining of system back up & installation/cutover)	\$ 105.00	\$ 210.00
1	Yr. Manufacturer's Warranty & High Tech Labour Support (for purchased components)	\$ 1,040.00	\$ 1,040.00
		SV9100 Migration Total (Hardware & Installation)	\$ 11,431.00

Less NEC Standard Discounts \$ (1,326.00)

Less NEC SV9100 Migration Promo Discounts \$ -

SV9100 Migration Investment (Year 1) \$ 10,105.00

ACCEPTED

NEC SV8100 Components - Retained & Redeployed

Qty	Description		
1	SV8100 Chassis		
1	Analog CO Telephone Line Module (4 Ports/each)		
1	Digital Station Modules (8 Ports/each)		
7	SV8100 Digital Display Telephones (Various Models)		
		Estimated Savings in Retained Hardware	\$ 3,787.00

Customer Initials: _____

Date: _____

High Tech will complete the following to as part of the migration from the SV8100 to the SV9100 platform for customer:

- 1) Supply and configure the required components and licensing as outlined in the Schedule 'A' section of "Items to be Purchased".
- 2) The system will be configured to accommodate up to four (4) incoming analog telephone lines.
- 3) The system will be configured to accommodate up to eight (8) digital telephone extensions. Extensions will be programmed according to existing set up (e.g. voicemail, incoming calls, etc.) and any changes identified during the System Design process. High Tech will also activate the Voicemail to Email feature available with the system.
- 4) High Tech will re-use the hardware components outlined in the "NEC SV8100 Components - Retained & Redeployed" section.

PLEASE NOTE THE FOLLOWING:

- 1) All applicable taxes are extra. A deposit in the amount of 50% (incl. taxes) is required at time of Sales Agreement signing.
- 2) Pricing includes Project Management, System Design Review, Technician Programming Labour Effort, On-site Installation, along with End User and System Administration training (including WebPro).
- 3) Labour does not include the incremental effort to activate and configure UC Suite or InUC user applications. Customer is to advise as to how many users require feature and confirm their PCs will meet minimum specifications. High Tech to forward details for customer to review internally.
- 4) Pricing assumes High Tech will re-use existing wiring on site for installation. A pre-site installation site review may be required. In the event it has been determined that the existing wiring does not meet High Tech's specifications, High Tech will provide a Change Order with their recommendation for approval.
- 5) Pricing includes a one (1) manufacturer's warranty for all items purchased (SV8100 components excluded), five (5) years of NEC Software Assurance Coverage and a one (1) High Tech Labour Support warranty.

The option to implement a 4-Year Extended Maintenance Plan (Enhanced Plus level) is available at a price of \$ 3,135.00. Extended Maintenance plan pricing includes hardware replacement coverage for existing SV8100 Hardware components, NEC Software Assurance and on-site technician labour for break-fix repairs.

- 6) Pricing does not include any applicable incentives the Township for Melancthon qualify for. For example, NEC's SV9100 Migration Promotion could reduce the Township's investment by approximately \$ 1,000. This incentive is available until March 31, 2020. To ensure discounts are applied, order acceptance is required by March 19, 2020 to ensure High Tech can have ordered submitted to NEC for processing. Please note this promotion could end without prior notice from the manufacturer.

Option 2 – SL2100 Communications System

The SL2100 Communications System is a robust, feature-rich and scalable telecommunications solution ideal for small and medium businesses. The SL2100 has been designed to help solve today's communication challenges while being able to adapt to changes in your business in a cost effectively when required.

At a Glance

- Powerful communications with a small business price tag
- Delivers an integrated Unified Communications solution that enhances your organization's productivity and collaboration
- Completely scalable as your business grows
- Intuitive applications and features which are user-friendly

Value for Money

- Low cost entry into an entirely scalable IP solution
- Lower operational costs considerably by making smarter use of your communications
- A range of remote/home office options to help lower brick and mortar costs
- Built-in features include:
 - 8 VoIP Resources
 - Voicemail
 - Music on hold
 - Mobility /Remote/Home Office Support
 - Auto Attendant
 - Audio Conferencing
 - Video Conferencing & Collaboration (license required)
 - Call Recording
 - Web RTC (Real-Time Communications)
 - InGuard Toll Fraud Protectionand more!



Standard Features included with SL2100 System

- Calling Line I.D. displayed for inbound calls (requires feature from line provider)
- Caller ID Scrolling (up to 50 calls – Answered / Missed)
- Scrolling Speed Dial Directory (up to 1,000 numbers available)
- 20 Number Personal Speed Dial Directory Capacity
- Voice Announce Calling for internal extensions (hands-free through speakerphones)
- Local and Remote programming access to ensure prompt service support and reliable back-ups and reduce disruptions to your daily operations

SL2100 Display Telephones

The Desktop Display Telephones available with the SL2100 are designed to make call management more efficient. Standard features include LED display screens, individual user programming options, and hands-free speakerphone capabilities.

Users will notice a significant difference in how they manage calls from their desk phone going forward. Standard features include:

Full-duplex speakerphone – improves hands-free conversations

Dual-colour Call Indicator Lamp – makes it easier to identify type of incoming call (internal / external)

Eight (8) selectable ring tone options – provide a distinctive ring tone for easy identification

Built-in Headset port – another hands-free calling option

Built-in wall mount – for quick and easy installation

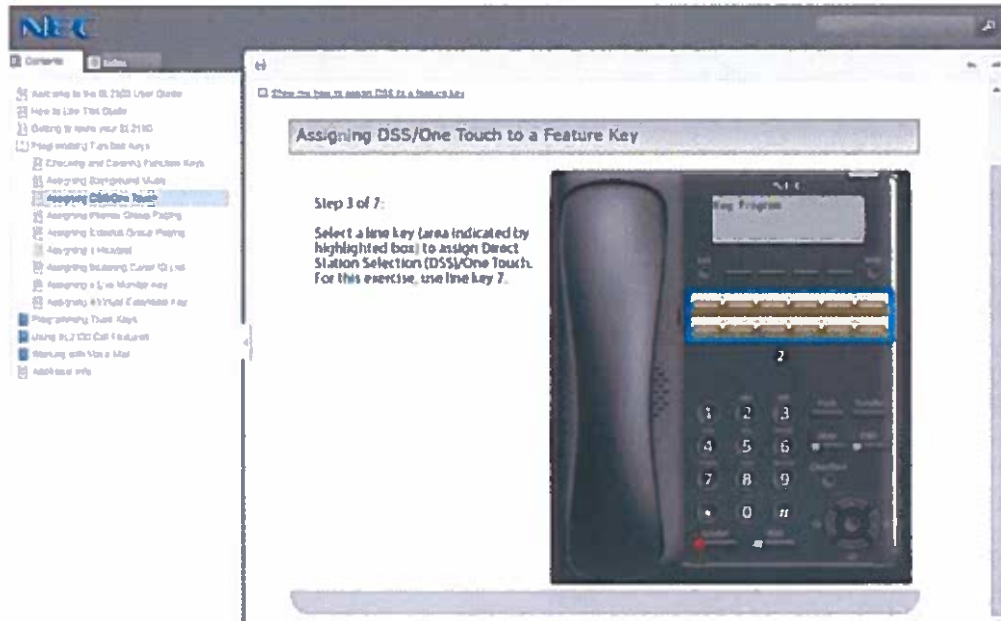


Interactive User Guide

The SL2100 Interactive User Guide is a user-friendly resource available to staff to learn how to use their telephone at their own pace.

By simply pointing your mouse and following the steps, learning various user and programming features (e.g. one touch key programming, call forwarding, etc.) has never been easier.

Staff will find this resource to be very user-friendly as they can learn the features at their own pace without impacting the actual functionality of their telephone.



NEC WebPro System Administration

WebPro is a helpful programming tool that manages straightforward changes to the telephone system more efficiently. It is a user-friendly web-based application instead of the traditional method of completing changes by ending codes through a telephone (e.g. add a mailbox, program a key, etc.).

Programming changes can be completed via one of three available views – Standard, Wizards and System Data. WebPro's Standard view combines related program settings on one screen, allowing quick setup of high-level tasks. The most popular option is WebPro's Wizard view because it walks System Administrators through the process step by step. This feature helps to reduce the potential of a programming error being made, saving time and minimizing disruptions to office operations.

Access to WebPro can be provided to multiple users and access can be based on what users should be allowed to manage. For example, staff would only have access to their extension (key programming, voicemail, etc.) where Office Managers could have more access to the system (company greetings, all extensions, etc.).

The activation of WebPro is included in High Tech's proposal. Activation requires the connection of a data cable to the system to a network device with IP address (router/server).

Telephone Setting

Feature Setup
 Function Key Assignment
 Virtual Extension Ring Assignment
 One Touch Key Assignment
 InMail Station Mailbox Options

[Extension 212]

Function Key	Function	Additional Code	Line Key Name
01	*05 - CAP Key	15	External
02	*05 - CAP Key	17	External
03	*05 - CAP Key	18	External
04	None		Intercom
05	*04 - Park Key	1	Park 1
06	*04 - Park Key	2	Park 2
07	*03 - Virtual Extension Key	299	PU Beta
08	*5 - Hold/Ret.		PRET

Modify Extension Settings (Key programming features, etc.)

InMail Audio Up/Download (Routing)

Routing Mail

Routing Mailbox No.	Update File	Size(KB)	Download	Remove	Routing Mailbox No.	Update File	Size(KB)	Download	Remove
001	2010/09/23 16:21:20	130			006	2010/09/23 12:41:34	66		
002	2010/09/23 16:43:30	249			007				
003					008				
004	2010/09/23 16:44:46	35			009				
005	2010/09/23 16:45:08	61			010				

Routing Mailbox No. [1-32]
 Audio File (*.wav)
 Upload

InMail Voicemail Solution

This version of InMail is as the SV9100 version except for a couple exceptions. One is message storage as the SL2100 can be provisioned with either 15 hours or 100 hours depending on the number of users, and future growth. The second difference is that it is not licensed based on users. Once activated, users can be added provided there is enough message storage.

Standard features included with this voicemail solution:

Automated Attendant

Automated Attendant is a feature that routes incoming calls through the telephone system instead of being answered by a live contact. This ensures calls are routed to the appropriate contact without having to call back later or wait on hold. It can be programmed on a schedule like what is currently in place where calls are answered live during the day and the auto attendant takes over in the evening.

Conversation Record

The voicemail system can record the conversation for better accuracy (e.g. dictations, conference calls, etc.). Once recorded, the voicemail system stores the conversation as a new message in the user's mailbox where the user can save, edit or delete the recorded conversation.

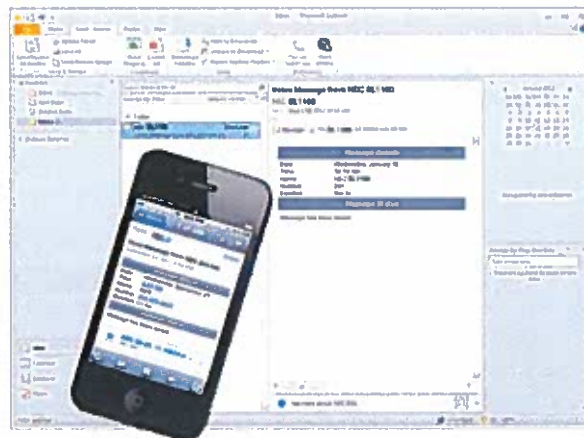
Message Notification

The voicemail system can be programmed to notify you when you have messages waiting while out of the office. Urgent matters can be addressed faster with this notification feature.

Voicemail to Email (Optional License Activation)

Users can be notified of new messages via email. The message can either be a text message or include the message recording as an attachment (e.g. .wav / .mp3 file). Message playback through your mobile phone is dependent on the data service plan from your cell phone provider.

This is also a system-wide license activation for this system. There are no additional license activations applicable once in use. Township of Melancthon does have the option to limit the number of users who have access to this feature based on role/need. The cost to activate this with the system is included in High Tech's proposal.

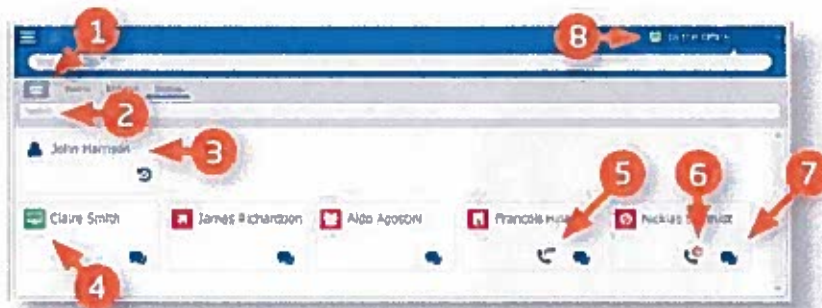


Optional SL2100 Applications

InUC – Web-Based PC Application

InUC is also available with the SL2100 System, ensuring that businesses have access to a similar level of functionality as other enterprise-grade platforms. Should the Township opt to implement this platform, users will not be limited in how they want to manage calls if this application is of interest.

InUC is activated separately on a per-user basis. It can be enhanced with a web-based soft phone and web-conferencing. This application can be activated at anytime after the initial installation because it is a software license application embedded within the SL2100's CPU,



- 1: Menu 2: Search 3: Own Profile 4: Colleagues Presence
Status 5: FWD 6: DND 7: Instant Messaging
8: Own Presence Status

Key Features

- Contacts:** See current status
- Instant Message:** Chat to other users
- Display Speed Dial List:** Find numbers quickly
- Multicast Message:** Send an Instant Message to multiple users
- Multicast Mail -** Send an email to multiple users
- Web Video –** Setup or participate in a Web video conference (optional license enhancement)

Key Benefits

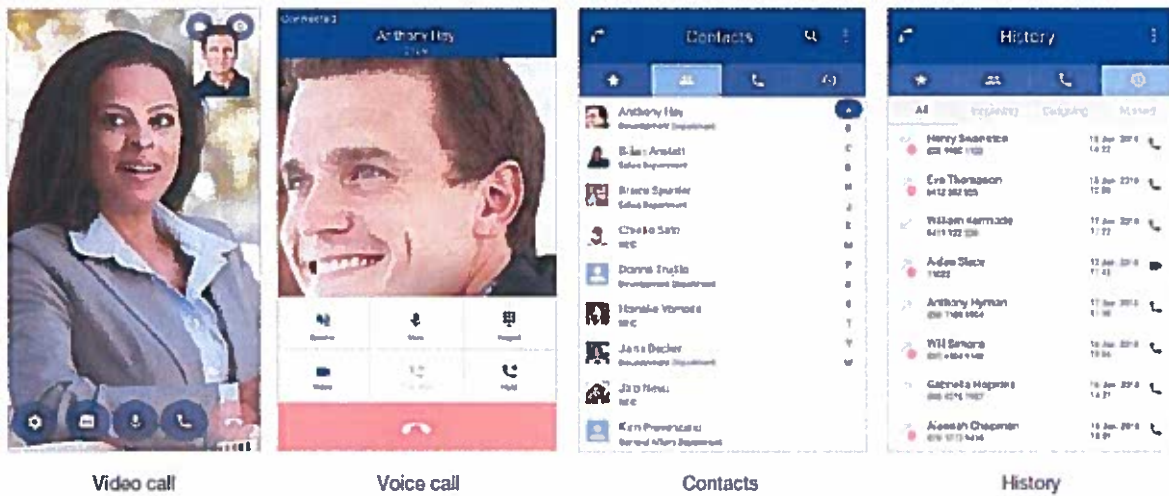
- Increase your productivity levels:** Time-saving features for all your work force
- Lower costs:** Single initial cost, no recurring monthly subscriptions
- Easy to use:** Minimal / no training required
- Always on 24/7:** Browser-based; remote access
- Easy contact management:** Contacts are auto-populated from email application enabling multi-cast messaging and more
- Presence:** Provides a 'bird's eye view' of your team's availability making users become more reachable
- Web video conference:** Enabling travel saving, mobility, home working & multi-site organisations (optional)
- Screen-sharing:** Provides collaboration on documents with multiple users (optional)

ST500 Mobile Application

The ST500 smartphone client is also available with the SL2100 System. Compatible with both Android and Apple mobile devices, users will have the ability to make voice and/or video calls from virtually anywhere, as if they were at their desk.

Users can connect to Wi-Fi or use their data (3G/4G) to manage their calls. While connected to Wi-Fi in the office, using the ST500 reduces cell phone minutes usage through bypassing the cellular network. While outside of the office, users can connect to their Wi-Fi at their home office or a public hotspot.

The application functions like a single-line device, but still provides users with the ability to manage calls like they would at the office (e.g. transfer calls to colleagues). This could help reduce missed calls and voicemails for busy remote / mobile workers.



The ST500 offers:

- One number and voicemail for uncomplicated connectivity and accessibility.
- Office Caller ID over cellphone number to ensure constant and recognizable identification.
- Simultaneous ringing of desk and smartphone client for maximum coverage.
- Improved collaboration with smartphone video conferencing.
- Greater transparency with one call history.

Supported Devices

iOS - 11.0.3+ / iPhone 6 or later

Android - Android 4.0.3 (audio only) or 4.4 for video

This application will require some integration with the Township's network for the application to be used. A review of the data network (e.g. router, port access options) would need to be completed prior to High Tech providing pricing for consideration. This review would require the assistance of the Township's IT Support company to determine what is possible.

SL2100 Warranty Coverage Details

NEC provides a 5-Year Warranty (Hardware and Software) with the SL2100 System, upon installation. All the hardware (e.g. CPU, Circuit Modules) are covered under this warranty by NEC. NEC's Software Assurance is also included in this coverage (software upgrades and technical support), ensuring that the system's CPU and associated applications can be updated as required without businesses having to factor a budget for these expenditures for several years.

This is a key differentiator compared to other systems as they only come with a 1-year manufacturer warranty. Additional years of hardware and/or software coverage must be purchased separately. NEC's SL2100 Extended Warranty provides the best value over a 5-year period.

The cost for a 1-year labour warranty is included as part of High Tech's proposal. After this warranty expires, on-site labour support is billable at a discounted rate of \$ 130/hour, plus travel. If a telephone requires replacement, High Tech can have the telephone shipped to site on an exchange basis if a site visit is not required.

Optional 4-Year Extended Warranty (On-Site Labour)

The option to implement a 4-year Extended Labour Warranty is available with the SL2100 System. This coverage will provide you with "peace of mind" knowing that the costs for on-site technician visits are covered for the duration of the plan.

High Tech also includes several of "value-added" items at no additional charge:

1. Annual Maintenance System Inspections & Programming Back-Ups
2. Battery Inspections (SL2100 Cabinet)
3. Wiring, cabling, and receptacle problems (originally High Tech installed)
4. Telephone line issues (First instance reported to Line provider)
5. Additional customer training discount programs
6. Remote maintenance

This warranty is fully transferable, further increasing the value of your system.

Benefits of SL2100 System for Township of Melancthon

1) Hybrid Capabilities makes future planning easier

The SL2100 System is a hybrid-IP system that has the flexibility to accommodate the current needs of the Township and adapt as things change in the future. Because it is compatible with both traditional and IP telephony features, the Township would not be forced to move into a Pure IP environment if it isn't feasible at this current moment.

2) Scalable Platform

The SL2100 System is a scalable solution that can more than accommodate the size of an organization like the Township of Melancthon. One cabinet can handle up to 12 analog telephone lines, 24 digital telephone extensions and over 100 IP extensions.

Increasing the capacity of system is accomplished with the installation of the required modules when needed. The costs to expand the system would be incremental, making it easier to budget for future growth.

3) Simple and Straightforward Transition

The functionality of the SL2100 System was based on previous versions of NEC systems like the existing system. Staff will be familiar with majority of basic features upon installation, reducing the time needed to learn how to use it. In addition, NEC's user guides (.pdf manuals and interactive user guides) help to make it simple to learn the various features of the system at your own pace when needed.

4) Business Applications that would benefit users

Activating the optional Voicemail to Email feature would improve message management going forward. Staff would be able to receive messages while out of the office instead of having to call in to the voicemail system and retrieve them manually.

5) Advanced Applications for Power Users

The functionality of the SL2100 is not limited to just dial tone and voicemail. Applications like InUC and the ST500 can be activated when needed, providing users the same functionality as organizations with enterprise-grade systems. The only difference would be in pricing as the costs are significantly less.

6) Costs effective licensing structure

The licensing structure of the SL2100 is simpler and less expensive when compared to the SV9100. When adding new users on a SV9100 system, licenses will need to be purchased along with the telephone required (digital/IP). This is not the case with the SL2100.

Digital telephones on the SL2100 do not require user licensing for integration. Mailbox licenses are not required for new users either as system capacity is based on available message storage.

7) Best Long-Term Value over 5 Year Period

The 5-year of Hardware Warranty and NEC Software Assurance coverage provided is another key differentiator. With other platforms, including the SV9100, additional years of coverage beyond the first year would need to be purchased separately. The SL2100 would provide four more years of hardware and software protection for much less.

SL2100 Schedule "A" Pricing



Township of Melancthon

NEC SL2100 Schedule 'A'

Configured for: 3 CO Telephone Lines, 8 Digital Telephone Extensions, 2 Analog Devices, and a Digitally Integrated Voicemail System with Email Integration

List of Proposed Equipment

Prepared for Donna Funston

Site: 157101 Hwy #10, Shelburne, ON L0N 1S9

7-Jan-21

NEC SL2100 Package and Circuitry Hardware

Qty	Description	MSRP	Total
1	SL2100 12B Digital Quick Start Package	\$ 2,363.00	\$ 2,363.00
1	SL2100 CPU with IP Voice Processing Module (Current Version Software - 8 Channel Capacity)	Included	Included
1	3-Port CO Analog Telephone Line Module (up to 3 Analog Telephone Lines)	Included	Included
1	Digital / Analog Station Module (up to 8 telephone extensions and 2 analog devices)	Included	Included
4	12-Button Digital Display Telephones	Included	Included
1	InMail Voicemail System License Activation (16 Ports / 120hours)	Included	Included
1	SL2100 Installation Cable	Included	Included
1	Main Chassis Remote Interace Module (enables remote access)	\$ 252.00	\$ 252.00

SL2100 License Activations

1	InMail Email Notification License (for Voicemail to Email feature)	\$ 630.00	\$ 630.00
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SL2100 Telephone Terminals

3	12-Button Digital Display Telephones	\$ 252.00	\$ 756.00
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SL2100 Miscellaneous Hardware

1	HTC Installation Hardware (Music on Hold, mounting panel, telephone labels, etc.)	\$ 220.00	\$ 220.00
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NEC SL2100 Total \$ 4,221.00

Installation, Warranty & NEC Software Assurance

10.0	Installation - Project Management	\$ 130.00	\$ 1,300.00
16.0	Installation (Programming, Installation & Training)	\$ 130.00	\$ 2,080.00
5 Yr	NEC Software Assurance	Included	Included
5 Yr	NEC Manufacturer Warranty (Hardware)	Included	Included
1 Yr	High Tech Labour Support Warranty	\$ 1,040.00	\$ 1,040.00

Installation & Warranty Total \$ 4,420.00

SL2100 (Hardware & Installation) \$ 8,641.00

Less NEC Discounts \$ (296.00)

SL2100 Investment (1 year labour included) \$ 8,345.00

Optional 4-Year Extended Labour Warranty Coverage (to supplement 5-Year NEC Warranty for Hardware and Software) \$ 2,000.00

SL2100 Investment with Extended Warranty \$ 10,345.00

Acceptance

Acceptance

Customer Initials: _____

Date: _____

Please Note:

1) Pricing is valid for 30 days. Applicable taxes are extra. A deposit in the amount of 50% is required a time of Sales Agreement signing.

2) Pricing includes Project Management, System Design, Technician Programming, Installation, End User and System Administration training based on the current set up of the existing system.

Scope of Work is as follows:

- Connect up three (3) analog telephone lines.
- Program and connect seven (7) NEC digital display telephones.
- Install and activate NEC's WebPro System Administration application to provide customer ability to complete programming changes via a web-browser. The cost for the data cable required is included in pricing under Miscellaneous Installation Hardware.
- Provide End User training for SL2100.
- Provide System Administration training for SL2100.
- Remove customer's existing SV8100 cabinet and related circuitry within system. Customer to advise if High Tech is to bring equipment back to High Tech for environmentally friendly disposal.
- High Tech assumes customer will remove existing NEC telephones from work stations during installation.

3) Pricing assumes High Tech will re-use the existing wiring on site for connecting telephones to system. A pre-installation site review may be required to confirm if they meet High Tech's standards for installation. If it is determined that the wiring does not meet High Tech's standards, a separate estimate with our recommendation will be provided for approval.

5) Pricing includes the following warranty coverages:

SL2100 Option

- 5-year NEC manufacturer's warranty (hardware replacements)
- 5-year NEC Software Assurance (software upgrades, direct manufacturer support)
- 1-year High Tech labour support warranty. This will cover any technician visits to site for break-fix repairs.
- Customer will have option to implement a labour support warranty after the initial labour warranty expires. Pricing has been listed for reference.

SV9100 vs. SL2100 Comparison

	SV9100	SL2100
Telephone Lines	Analog / Digital (PRI) / SIP	Analog / Digital (PRI) / SIP
Telephone Extensions	Analog / Digital / IP	Analog / Digital / IP
License Activations (\$\$)	Telephone Lines Telephone Extensions User Features (VM to Email, UC, Mobile Applications)	SIP Trunks IP Telephone Extensions User Features (InUC, Softphone, ST500 Mobile App)
Voicemail	Licensed per User	System Wide Activation
Voicemail to Email	Licensed per User	System Wide Activation
Warranty Coverage	1 Year	5 Year
NEC Software Assurance	1 Year	5 Year
Extended Warranty (\$\$)	Optional Cost (Hardware, NEC Software Assurance & Labour)	Optional Cost (Labour Only)

Kaitlin Chessell

From: Wendy Atkinson
Sent: Wednesday, April 28, 2021 1:22 PM
To: Roads
Cc: Kaitlin Chessell; Denise Holmes
Subject: FW: Film Shoot



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

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

Please be advised that effective April 19, 2021, the Office will be closed to the Public due to the Extended State of Emergency/Stay-At-Home Order issued on April 17, 2021 until further notice. If you require assistance, please contact the office at 519-925-5525, as Staff are still working in the Office. We may be able to provide 'curbside pick-up' of some items. We are encouraging everyone to take advantage of the online services offered for payment of taxes, payment of dog tags, fire permits, planning applications, etc.

From: Sarah Dupont [REDACTED]
Sent: Wednesday, April 28, 2021 1:15 PM
To: Wendy Atkinson <watkinson@melancthontownship.ca>
Cc: Mark Beaulieu [REDACTED]
Subject: Film Shoot

Good Afternoon,

My name is Sarah Dupont. I'm the Assistant Location Manager on a children's show called Ruby & The Well. We are potentially looking to film a driving scene at Highway 89 and Melacthon 8 Line SW on May 14th. This would involve intermitten traffic stopages on 8th line, from approximately 9am until around 3pm. I would like to know if this would be possible and what the permit process would be. I would also like to know, how long the permit would take to process.

Thank you

Sarah Dupont





Paid \$150
Cash
April 29th, 2021

Application for Special Event Permit
Schedule "A" to By-law 2013 - 55

Applicant Name: Mark Beaulieu

Organization: Shaftesbury Ruby 1 Inc.

Address: 75 Browns Line, Etobicoke Postal Code: M8W 3S2

Telephone: Day [REDACTED]

Email: [REDACTED]

Date(s) of Proposed Event: May 14th, 2021

Time(s) of Proposed Event: 7am-11pm

Location of the Event: 8 Line SW between HWY 89 & Side Road 280

Property Owner (if different than applicant): N/A

Property Owner Contact (if different than applicant): N/A

1. Describe the Proposed Event:
Filming TV Series "Ruby & The Well". Driving scenes on 8 Line SW
Intermittent Traffic Requested, PDOs on site.

2. Does this event require the use of Municipal Property (i.e. roads, facilities)? Y N

If yes, explain: Filming TV Series "Ruby & The Well". Driving scenes on 8 Line SW

3. How many people are expected to attend the event: 100
Note: Major Events of 1,000 people or more require the approval of Council.

4. Does the event involve the use and/or sale of alcohol? Y N
Note: Licensed events on Municipal property must comply with the Melancthon Municipal Alcohol Risk Management Policy.

5. The OPP Dufferin County Detachment has been notified of this event: Y N
Written confirmation from the OPP may be required. PDO booking will occur*

6. What is the Zoning designation on the subject property? _____

7. Proof of Current Insurance Attached: Y N

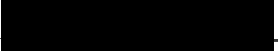
Regular Event	Event Involving Use/Sale of Alcohol
Provide proof of current liability insurance in the minimum amount of two million dollars (\$2,000,000.00).	Provide proof of current liability insurance in the minimum amount of five million dollars (\$5,000,000.00).

Note: The Certificate of Insurance shall identify the address of the event as being the insured property.

8. Are you planning a fire or any burning? Y N If so, burn permit is required.

9. Will there be food vendors at the event? Y N If so, a Special Event Food Vendor Application (attached) must be completed and sent to the Wellington Dufferin Guelph Health Unit for approval prior to the event.

Permit Requirements: Applicants may be required to post a performance bond up to ninety (90) days after the conclusion of the event.

Applicant Signature:  Date: April 29, 2021

For Internal Use Only:

Department	Comments/Conditions	Signature
Council		
Fire		
Parks		
Building & By-law Enforcement		
Transportation & Environmental Services		
Finance		
Planning		

Application: Approved Denied Approval Date: _____

Reason for Denial: _____



Public Health

SPECIAL EVENT: FOOD VENDOR APPLICATION

Please complete this form and submit it at least 30 days prior to the event to
Wellington-Dufferin-Guelph Public Health, Public Health Inspector
email: OfficeData.PHI@wdgpublichealth.ca or mail or fax to:

GUELPH:
Fax: 519-836-7215

FERGUS:
474 Wellington Rd#18,
RR#1 Fergus, ON N1M 2W3
Fax: 519 846-6323

DUFFERIN:
Fax: 519-841-1600

Event Name: _____
Event Contact Name: _____
Event Location/Address: _____
Event Date(s): _____

Contact/Vendor Name: _____
Booth Name (if applicable): _____
Mailing Address: _____

Email Address: _____ Fax: _____
Phone Number: (H) _____ (W) _____

Type of Food Premise at Event:

- Preparation/Serving Kitchen Temporary Booth
 Mobile Catering Truck or Cart Other Please specify: _____

- Type of organization:** Religious Organization * Fraternal Organization * Service Club *
 Food Business Other

*** If you are a religious organization, fraternal organization or service club and are accepting food from an un-inspected facility (e.g., home), you must also complete the "Donors of Potentially Hazardous Food" list.**

Food Menu List ALL food to be prepared or served (if more space is needed, please attach separate list)	Source of Food Name and address of grocer, caterer, restaurant (if more space is needed, please attach separate list) <i>*no home preparation permitted*</i>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

How will food be transported to event:

- Refrigerated truck Coolers with ice
 Thermal unit (e.g., Cambro units) Insulated container/bag
 Other (please specify): _____

How will temperature be maintained on site:

- Refrigerated truck
- Thermal unit (e.g. Cambro units)
- Insulated container/bag
- Coolers with ice
- Chafing dish
- Other _____

* A probe thermometer must be available on site to ensure proper internal food temperatures.

Describe your handwashing station:

- Portable handwash station
- Container with turn spout
- Other _____

* Liquid hand soap in a dispenser and paper towels must be available for use.

What sanitizer will be used:

- Chlorine bleach
- Iodine
- QUAT
- Other _____

Please attach a Floor Plan which includes:

- Handwash station with soap in dispenser, paper towel and wastewater container
- Two/three compartment sink
- Adequate refrigeration (include method of refrigeration)
- Food preparation areas
- Food storage
- Garbage disposal

_____ Name of Event Coordinator/Contact/Vendor (Please Print)	_____ Signature of Event Coordinator/Contact/Vendor
--	--

Office Use Only:

Date Received: _____ CSR/File #: _____

Premise Exempted Yes No If yes, number of signs provided _____

Inspection Required Yes No Inspector _____

Inspection criteria: Food offered to the public / > 800 people / unserviced site / hazardous food offered for sale

Educational material provided e.g., Food Safety Information for Special Events

Comments: _____

Date Reviewed: _____ Signature of PHH: _____



Certificate of Insurance

Aon/Ruben-Winkler Entertainment Insurance Brokers

FORM #1A

20 Bay Street, Toronto, ON M5J 2N9
Tel 416-868-5740 Fax 416-868-2469

Insurance as described herein has been arranged on behalf of the insured named herein under the following policy(ies) and as more fully described by the terms, conditions, exclusions and provisions contained in the said policy(ies) and any endorsements attached thereto.

Insurer: Chubb Insurance Company of Canada

Policy No.: 7997 3542

Issued To: To Whom It May Concern

Named Insured: Shaftesbury Ruby I Inc.

Address: 18 Logan Avenue, Toronto ON M4M 2M8

Effective Date: 11 February 2021

Expiring Date: 11 February 2022

Production: "Ruby and the Well"

12:01 a.m. Standard Time

Commercial General Liability

Inclusive Limits - Each Occurrence	\$ 1 000 000
Aggregate Products & Completed Operations	\$ 1 000 000
Non-Owned Automobile Liability	\$ 1 000 000
Tenant's Legal Liability, All Risks, Any Location	\$ 1 000 000
Aggregate Limit	\$ 25 000 000
Property Damage & Bodily Injury Deductible	Nil

This policy includes a Cross Liability Clause.

This Certificate is valid only when issued to:

- 1) lessors of premises providing locations for filming, office or storage use
- 2) lessors of filming equipment operated exclusively by the Names Insured's personnel

The following are added as Additional Insureds, but only with respect to the operations of the Named Insured. It is understood and agreed that the addition of one or more Additional Insured(s) shall not increase the limit of liability stated in this policy.

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

Conditions

This document is issued on the express understanding that it is only evidence of insurance under the original policy and is subject to all the terms and conditions, endorsements and assignments that may be made upon said original, and in case of cancellation thereof, this Certificate will immediately become null and void.

Date: April 29, 2021

Per: 

Aon/Ruben-Winkler Entertainment Insurance Brokers

**THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
OR, IN THE CASE OF AUTOMOBILE INSURANCE,
THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE**

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
BY-LAW NUMBER 55 - 2013

**A BY-LAW TO REGULATE AND GOVERN THE HOLDING OF SPECIAL EVENTS
IN THE TOWNSHIP OF MELANCTHON, AND TO ESTABLISH A LICENSE
SYSTEM FOR SPECIAL EVENTS**

WHEREAS Sections 8 through 11 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, confers broad authority on a Township to govern its affairs as it considers appropriate, and to pass by-laws to regulate or prohibit matters within its jurisdiction;

AND WHEREAS the *Municipal Act, 2001*, provides that "business" means any business wholly or partly carried on within a Township even if the business is being carried on from a location outside the Township;

AND WHEREAS the *Municipal Act, 2001*, provides that the Municipalities may provide for a system of licenses, and has the power to suspend or revoke such license, and to limit or impose conditions on such licenses as it deems necessary to ensure the health, safety and enjoyment of property;

AND WHEREAS the Council of the Corporation of the Township of Melancthon desires to support special events in the Township of Melancthon and will assist, where possible, in facilitating Special Events at public and private locations within the jurisdiction of the Township;

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

1. DEFINITIONS

For the purpose of this by-law:

"**AGCO**" means the Alcohol and Gaming Commission of Ontario.

"**Application**" means an Application for Special Event License.

"**County of Dufferin**" means the County of Dufferin for The Township of Melancthon.

"**Certificate of Insurance**" means a document issued by an insurance company that certifies that an insurance policy has been purchased for the Special Event, or which applies to the property on which the Special Event shall occur, and which provides an abstract of the liability provisions of the insurance contract.

"**Charitable Organization**" means an organization that provides for The Relief of Poverty, The Advancement of Education, The Advancement of Religion, or other charitable purposes beneficial to the community which do not fall under the previous three classifications.

"**Clerk**" means the Municipal Clerk or designate for the Corporation of The Township of Melancthon.

"**Community Event**" means an event which is held for or which benefits the residents or local area within Melancthon.

"**Council**" means the Council of the Corporation of The Township of Melancthon.

"**Emergency Medical Services**" means Dufferin County Paramedic Services (EMS).

"Fees" means an application fee or processing fee paid by the applicant of a Special Event License, as outlined in the Fees and Charges By-law.

"Fire Department" means Melancthon Fire and Emergency Services.

"Health Unit" means the Wellington-Dufferin-Guelph Public Health Unit.

"License" means a license issued by the Township in accordance with a By-law of the Township or under a Provincial statute.

"Liquor License" means a License issued by the Province of Ontario in the form of a Special Occasion Permit or a Liquor License for the purpose of serving alcohol.

"Major Event" means an exhibition, concert, festival or other organized event, held for profit or otherwise, with more than 1,000 people in attendance.

"Township" means the Corporation of The Township of Melancthon.

"Not-for-Profit" means an event or activity of a community group or not-for-profit organization that is held without monetary gain.

"Officer" means a Police Officer, the Municipal By-law Enforcement Officer, or other Officers appointed by the Township.

"OPP" means the Ontario Provincial Police.

"Person" shall include an individual, corporation, business entity, group or Association.

"Special Event" means an exhibition, concert, festival, parade, bicycle race, or other event organized for the purpose of entertainment or amusement and to which more than 50 people attend held for profit or otherwise.

"Municipal Facility" means any land owned or leased by the Township of Melancthon which is accessed by or provided for public use, including but not limited to an arena, community hall, park or green space, parking lot, public library, office, opened and unopened road allowances, and those under agreement through a Memorandum of Understanding.

2. SCOPE

- 2.1 This by-law has been enacted to ensure public safety, to control noise, traffic, odour and nuisance, to mitigate any negative impact on the community, and to ensure that the Township is able to prepare and respond where necessary.

3. REGULATIONS

- 3.1 No person shall hold or permit to be held any of the following events or activities on Municipal property, other public facilities or within the Township of Melancthon unless the Township has granted a license for such event or activity.

- a) Parades, processions, marathons, bicycle races and other events utilizing the sidewalks or vehicular travel portion of municipal streets, highways, parking lots or properties including facilities operated by the Township;
- b) Carnivals, bazaars and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concession or live entertainment.

- c) Outdoor festivals offering live or recorded music or entertainment for public or private audiences.
- d) Organized scheduled contests and exhibitions.
- e) Marine events, including any prescheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature.
- f) Scheduled races, exhibitions or other events involving the operation of motorized vehicles of any type.

4. APPLICATION FEES AND PROCESSING

- 4.1 A Special Event application (Schedule "A" attached) may be obtained from the Clerk's Office and shall be submitted to the Clerk's office.
- 4.2 The application fee (as per the current Fees and Charges By-law) may be waived at the discretion of the Clerk if the event is for charitable or not-for-profit purposes, or for the benefit of the Melancthon Community. However, Administration fees will not be waived.
- 4.3 An application for a Special Event shall be submitted with all required documentation no less than sixty (60) days before the proposed event.
- 4.4 Written approval may be required from outside agencies such AGCO, OPP, Dufferin County EMS, and the Wellington-Dufferin-Guelph Public Health Unit or other approval authorities. It is the responsibility of the applicant to obtain these documents and attach them to the application for license, where applicable.
- 4.5 If the Special Event is to be held on lands owned by other than the applicant, written approval of the property owner shall be submitted with the application.
- 4.6 The applicant may be required to meet with the Clerk's Office, other municipal departments and Council. The Clerk shall forward the completed application to other departments as needed for comment.
- 4.7 If approval for an event is denied, such decision will be provided in writing setting forth the reasons for denial. Such decision may be appealed to Council.

5. LICENSE APPROVAL PROCESS

- 5.1 A Special Event License may be issued upon receipt and review of an application if, in the opinion of the Clerk, the following conditions have been met:
 - a. There is a demonstrated benefit to the community, residents and businesses by holding the event;
 - b. The proposed event or activity is compatible with the surrounding area or neighbourhood, giving consideration to acceptable increases in noise, traffic, crowd control and other municipal concerns;
 - c. Any proposed use of public property, rights of way, or facilities will not unreasonably interfere with the normal use of the property, rights of way or facilities by the Township or the general public;
 - d. If the event involves the use and or sale of alcohol, the applicant shall provide proof of current liability insurance in the minimum amount of five million dollars (\$5,000,000.00) along with a copy of the liquor license, Special Occasion Permit, or application for S.O.P.;
 - e. The applicant shall provide proof of current liability insurance in the minimum amount of two million dollars (\$2,000,000.00), for a non-alcoholic event;

- f. The Certificate of Insurance shall be submitted to the Township with the application clearly stating the address of the Insured location or event;
- g. Municipal resources, if applicable, to support the proposed activity are available;
- h. All comments or recommendations from municipal departments and related agencies have been received and are favourable;
- i. Any concerns noted shall require reconciliation before approval is granted.

6. LICENSE REQUIREMENTS

- 6.1 Further conditions or requirements may be imposed to ensure health, safety, welfare and nuisance control. Such conditions may include, but are not limited to:
 - a. The payment of a reasonable fee for the use or allocation of Municipal property and equipment, and the posting of a performance bond, a letter of credit irrevocable up to ninety (90) days after the conclusion of the event, or other surety securing payment of such fee;
 - b. The provision of adequate crowd control and traffic control, security, fire protection, food handling, waste and refuse disposal, and noise restrictions;
 - c. Inspections conducted by the Municipal By-law Enforcement Officer, the Building or Fire Departments and the local Health Unit may be required based on the size, location and nature of the event.

7. EXEMPTIONS

- 7.1 This By-law shall not apply to Special Events organized by the Township.
- 7.2 At the discretion of the Clerk in consultation with the Chair of the Hall or Park Board, the requirement for a Special Event License for the Community Hall or Community Park may be waived.
- 7.3 Events held at locations which are properly zoned and designated for the event shall not require a License.

8. ADMINISTRATION

- 8.1 The Clerks Department shall be the main contact for Special Events in the Township. Administration of this By-law may be conducted through By-law Enforcement, Fire and Emergency Services, Building, or Parks.

9. OTHER REQUIREMENTS

- 9.1 Any Special Event license issued to a person, group or business under this By-law shall adhere and comply with other Municipal By-laws, policies, rules and regulations, and those of other governmental agencies.
- 9.2 A Major Event, whether for profit, not-for-profit, where more than 1,000 people will be in attendance, shall require the approval of Council.

- 9.3 Municipal By-laws, policies, rules and regulations noted in Sec. 9.1 may include, but are not limited to the most recent version of the following:
- a. Melancthon Municipal Alcohol Risk Management Policy (if applicable)
 - b. User Fees for Facility Rentals
 - c. Noise By-law
 - d. Refreshment Vehicles (if applicable)
 - e. Lottery Licensing requirements of the Province of Ontario
 - f. Statutes under the Alcohol and Gaming Commission of Ontario
- 9.4 Other proposed events or uses that have not otherwise been identified in existing municipal by-laws or policy documents may be regulated by the Special Events By-law in order to minimize any conflict that may result from the use.
- 9.5 Should an applicant fail to comply with any of the provisions of this By-law, and any provisions of the Special Event license or any other By-laws of the Township, the Clerk may, at any time, revoke or suspend the Special Event License without notice.
- 9.6 Should an application for a Special Event license under this By-law be denied or revoked, the application may be reconsidered at a subsequent occasion upon the applicant addressing, to the satisfaction of the Clerk, the reasons given for the initial denial of the application
- 9.7 An Officer of the Township may enter onto private property at any reasonable time for the purpose of carrying out an inspection to determine compliance with:
- a. This and any other municipal By-law;
 - b. A Direction or Order of the Township made under the *Municipal Act*, the *Ontario Building Code Act*, or under a Municipal By-law;
 - c. A condition of a license issued under this or any other Municipal By-law.

10. OFFENCES

- 10.1 No person shall permit or hold a Special Event as defined herein without first obtaining a Special Event License issued under this By-law.
- 10.2 No person shall hold or permit to be held a Special Event except in accordance with the Terms and Conditions set out in the License.

11. PENALTIES

- 11.1 Every person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Municipal Act.
- 11.2 Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable:
- a. on a first conviction, to a fine of not more than \$10,000.00; and
 - b. on any subsequent conviction, to a fine of not more than \$25,000.00.
- 11.3 Any Corporation which contravenes any provision of this By-Law is guilty of an offence and upon conviction is liable:

- a. on a first conviction, to a fine of not more than \$50,000.00; and
- b. on any subsequent conviction, to a fine of not more than \$100,000.00.

12. GENERAL

- 12.1 This By-law shall be called the "Special Events By-law".
- 12.2 This By-law shall be administered by the Clerk's Office.
- 12.3 This By-law shall be enforced by the Municipal By-law Enforcement Officer of the Township of Melancthon or the Ontario Provincial Police.
- 12.4 The Township may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with this By-law, a condition of this By-law, or to ensure compliance with a direction or order made under this By-law or under the Municipal Act, 2001.
- 12.5 Should any section, subsection, clause, paragraph or provision of this by-law, including any part of the Schedules to this by-law, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part, other than the provision or part of the Schedule declared invalid.
- 12.6 Schedule "A" attached hereto and forming part of this by-law shall be called the Application for Special Event Permit.
- 12.7 This by-law shall come into force and take effect December 5, 2013
By-law read a first and second time, this 5th day of December, 2013.
By-law read a third time and passed this 5th day of December, 2013.

The Corporation of the Township of Melancthon

Bill Hill
Bill Hill - Mayor

Denise B. Holmes
Denise B. Holmes - CAO/Clerk Treasurer

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. - 21

A BY-LAW TO AUTHORIZE THE TOWNSHIP OF MELANCTHON TO APPOINT A FIRE CHIEF FOR THE MULMUR MELANCTHON FIRE DEPARTMENT

WHEREAS pursuant to *the Fire Protection and Prevention Act, 1997, Part II paragraph 6. (1)* states "If a fire department is established for the whole or a part of a municipality or for more than one municipality, the Council of the Municipality of the Councils of the Municipalities, as the case may be, shall appoint a fire chief for the fire department."

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

WHEREAS the Corporation of the Township of Melancthon have enacted By-Law No. 15-1980 to establish a fire department;

NOW THEREFORE the Corporation of the Township of Melancthon enacts that Mr. Mat Waterfield be appointed as Fire Chief of the Mulmur Melancthon Fire Department to serve from the date of the original appointment and shall not be discharged without just cause, after a hearing before Council.

AND FURTHER THAT By-Law No. 34-2019 be rescinded and that any by-laws or resolutions not consistent with this by-law are hereby rescinded.

BY-LAW READ A FIRST, SECOND AND A THIRD TIME, AND FINALLY PASSED THIS 6th DAY OF MAY, 2021.

.....
MAYOR

.....
CLERK

EIB # 16.2.1
MAY 06 2021

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. - 21

A BY-LAW TO AUTHORIZE THE TOWNSHIP OF MELANCTHON TO APPOINT A DEPUTY FIRE CHIEF FOR THE MULMUR MELANCTHON FIRE DEPARTMENT

WHEREAS pursuant to *the Fire Protection and Prevention Act, 1997*, Part II paragraph 6. (6) states "A fire chief may delegate his or her powers or duties under sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation. 1997, c. 4, s. 6."

AND WHEREAS a Deputy Fire Chief means the person appointed by Council to act on behalf of the Fire Chief of the fire department in case of an absence or a vacancy in the office of Fire Chief;

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

WHEREAS the Corporation of the Township of Melancthon have enacted By-Law No. 15-1980 to establish a fire department;

NOW THEREFORE the Corporation of the Township of Melancthon enacts that Mr. Brendon Bogers be appointed as Deputy Fire Chief of the Mulmur Melancthon Fire Department to serve from the date of the original appointment and shall not be discharged without just cause, after a hearing before Council.

AND FURTHER THAT By-Law No. 40-2019 be rescinded and that any by-laws or resolutions not consistent with this by-law are hereby rescinded.

BY-LAW READ A FIRST, SECOND AND A THIRD TIME, AND FINALLY PASSED THIS 6TH DAY OF MAY, 2021.

.....
MAYOR

.....
CLERK

GB# 16.2.2
MAY 06 2021



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

**SUBJECT: NEWS ARTICLE – SIX NATIONS TRADITIONAL GOVERNMENT
WANTS MORATORIM ON DEVELOPMENT OF HALDIMAND TRACT**

DATE: APRIL 29, 2021

Attached is a CBC article dated April 20, 2021 that was provided to me by Mayor White, to be placed on the Agenda, to make Council aware of this matter.

Please note that I did reach out to the Ministry of Municipal Affairs to ask them if this would have any effect on the Township's responsibility to administer applications under the Planning Act and was advised by the Ministry that "***Section 1.2.2 of the PPS requires that municipalities engage with Indigenous communities on land use planning matters. We would encourage the Township of Melancthon to continue to engage with Indigenous communities on Planning Act applications, including the Six Nations of the Grand River (both the Haudenosaunee Confederacy Chiefs Council and the Elected Council), and consider their feedback when making a determination on how to proceed with that application.***"

CB#16.3.1
MAY 06 2021

Hamilton · Video

Six Nations traditional government wants moratorium on development of Haldimand Tract

Without land to grow, 'Haudenosaunee children will suffer the harms of colonialism,' says hereditary chief

[Dan Taekema](#) · CBC News · Posted: Apr 20, 2021 11:04 AM ET | Last Updated: April 20



The Haudenosaunee Confederacy Chiefs Council has called for a moratorium on development in the Haldimand Tract in Ontario. (Dan Taekema/CBC)



CBC NEWS

The Haldimand Tract was granted to Six Nations of the Grand River in 1784 for allying with the British during the American Revolution. The land ran roughly 10 km on each side of the Grand River. Six Nations, which has the largest population of any reserve in the country, now has less than five per cent of its original land base. (CBC News Graphics)

"It is time to lift away the cloud of denial and wipe away the politics that darken the vision of our future," said Deyohowe:to.

"Developers, they need to stop digging in our land and to come forward now and do the process that's right. There's no more taking our lands. This stuff has to stop."

There was "a little discussion" with the Six Nations of the Grand River elected council about plans for the moratorium, he added.

The announcement does not mean that no land will be sold, according to the hereditary chief, who said some portions have been leased out and can be negotiated, so "there's always a possibility there."

There's currently no consultation with the chief's council when it comes to development in the area, so the HCCC said it's not clear how many projects are going forward without its knowledge or consent, reporters were told during a technical briefing Monday morning.

- [OPP says 2nd raid on Six Nations land back camp would inflame conflict, solve nothing](#)

In a statement released before the announcement, Deyohoweto said no one, including Canada, Ontario or a municipality has any right to interfere with the Haudenosaunee's rights to protect the land and water.

"Without land to grow as a community, more generations of Haudenosaunee children will suffer the harms of colonialism," he said.

The release adds that while the land is shared "with our allies and we all agree to uphold the agreements between our people to live in peace, friendship and trust," the council's vision for the future is based on protecting the land for generations to come.

'Whatever it takes' to make sure rights are upheld

Tuesday marks 15 years since Ontario Provincial Police [conducted a raid on protesters occupying a subdivision project](#), called Douglas Creek Estates, which was eventually purchased by the Ontario government.

It also marks 275 days since demonstrators took over another parcel of land slated for a subdivision in Caledonia, renaming it 1492 Land Back Lane.

Skyler Willaims, a spokesperson for the group, was also on hand for the announcement Tuesday.

The occupation of the McKenzie Meadows development has stretched on for months, and included [blockades](#) across area roads, [court orders](#) to remove people staying there and [dozens of arrests](#).

None of the allegations have been tested in court.

The Land Back Lane demonstrators say the site is unceded Haudenosaunee territory.

Roads around Caledonia were blocked off for months following clashes between demonstrators and the OPP. The barricades have since been removed. (Dan Taekema/CBC)

Asked about enforcement of the moratorium, Deyohoweto said the HCCC is committed to peacefully resolving the longstanding issues.

He also referenced a new generation that's taking land rights issues "in their own hands."

Williams said he believes there should be a "trigger mechanism" within Crown-Indigenous Relations and Northern Affairs Canada so that whenever someone makes a claim for disputed lands, officials are dispatched to work out an agreement.

The ministry did not immediately respond to a request for comment.

Denise Holmes

From: Steven Murphy <smurphy@dufferincounty.ca>
Sent: Wednesday, April 21, 2021 12:00 PM
To: Andrea McKinney; Denise Holmes; Denyse Morrissey; Doug Jones; Ed Brennan (ebrennan@orangeville.ca); hrooyakkers@townofgrandvalley.ca; janet@whitfieldfarms.com; Kevin McNeilly; Mark Early; Meghan Townsend; Mike Dunmore; Nicole Martin; Ralph Snyder; Ray Osmond; rmorden@orangeville.ca; Roads; ssoloman@townofgrandvalley.ca; suestone@eastgarafraxa.ca; Tracey Atkinson; Aimee Raves; Anna McGregor; Brenda Wagner; Cheri French; Greg MacNaughtan; Michelle Dunne; Peter Routledge; Scott Burns; Sonya Pritchard; Steven Murphy
Subject: ERP 2021 - DRAFT
Attachments: ERP 2021 - DRAFT.docx

Attached you will find the DRAFT ERP. This version includes the revisions from our last EMPC meeting (2020-03-03) as well as a few adjustments required by OFMEM and an enhanced human health component.

Please review this document over the next few weeks and provide your comments to me no later than May 19th, 2021. I will compile all of the recommendations and revise the draft version for further discussion and presentation to each council.

Thanks in advance,

Steve

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

A blue downward-pointing arrow containing the year "2021" in white text.

2021

The background of the cover is a photograph of a control room. In the foreground, there are several computer workstations with multiple monitors displaying maps and data. In the background, two people are standing near a large wall display. The room has a drop ceiling with recessed lighting.

EMERGENCY RESPONSE PLAN

County of Dufferin

This document is approved for public distribution.

ATTENTION!

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

Follow the immediate actions below:

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

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

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

3.7 Delegation of Authority

- 3.7.1 Head of Council – County of Dufferin
- 3.7.2 Head of Council – Member Municipality

3.8 Declaration of an Emergency

3.9 Delegation of Authority to the Head of Council

3.10 Role of Elected Council Members

3.11 Termination of an Emergency

3.12 Public Health Emergencies

- 3.12.1 Municipal Support to Public Health
- 3.12.2 Public Health Emergency Declaration
- 3.12.3 Public Health Orders
- 3.12.4 Communicable Disease Order
- 3.12.5 No Requirement for Emergency Declaration

4 EMERGENCY ALERTING

4.1 Actions Upon Receiving an Emergency Alert

- 4.1.1 Emergency Alerts While Driving
- 4.1.2 Emergency Alerts and Municipal Officials

5 EVACUATION & SHELTER-IN-PLACE DIRECTIVES

5.1 Evacuation Directive

5.2 Shelter-in-Place Directive

5.3 Notifying the Public of Directive

6 PARTNERS AND RESOURCES

6.1 Federal Resources

6.2 Provincial Resources

6.3 Ministry of Solicitor General

- 6.3.1 Provincial Emergency Operations Centre (PEOC)
- 6.3.2 Specialized OFMEM Resources

6.4 Ministry of Health

- 6.4.1 Emergency Medical Assistance Team (EMAT)

6.5 Ministry of the Environment, Conservation and Parks

DRAFT

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- This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality.
- This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.
- The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.
- This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.
- In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG) may be required.
- The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.
- This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.
- The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

2.1 Authority

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

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

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

2.4 Community Emergency Management Coordinator (CEMC)

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

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

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

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

2.5 County of Dufferin 24/7 On-Call

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

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

2.6 Notification of Senior Municipal Official

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

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

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

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

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

2.10 Flexibility

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

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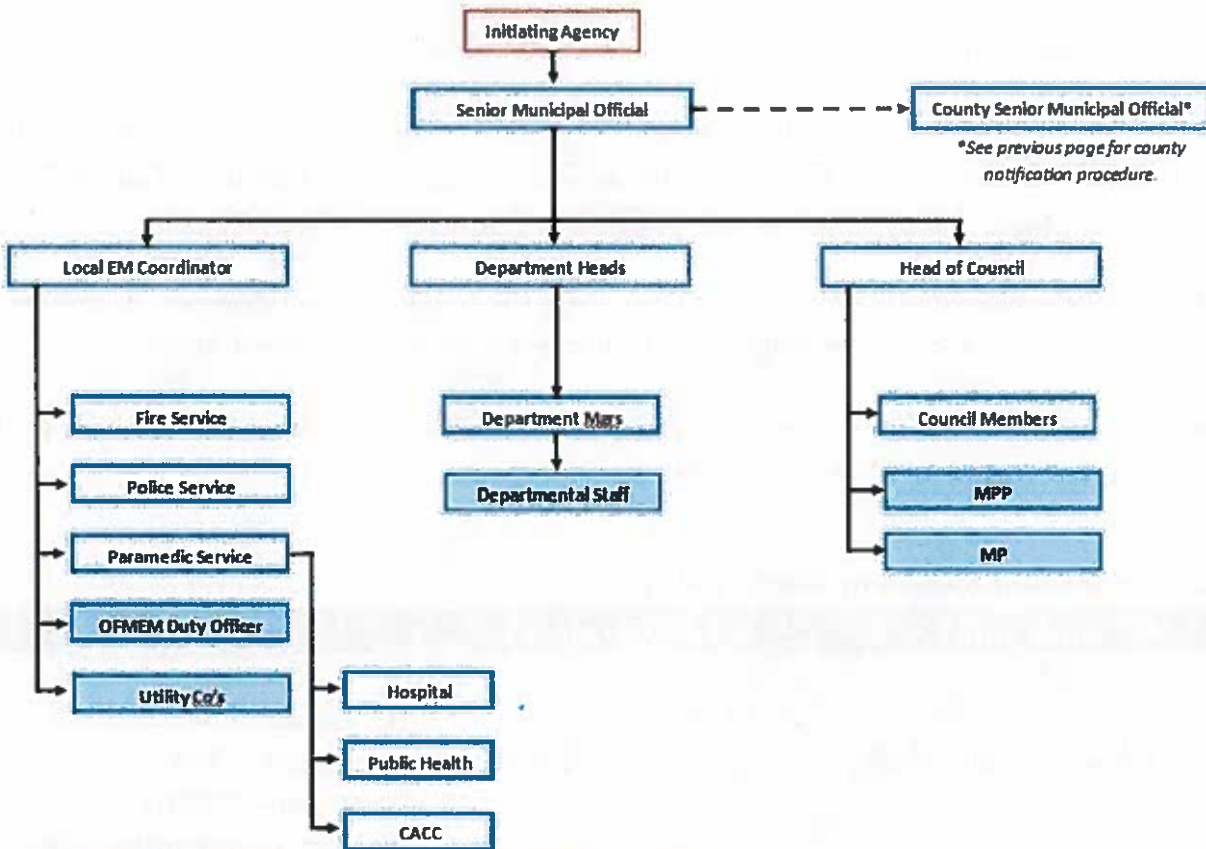
When activation is required:

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

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

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EMERGENCY NOTIFICATION PROCEDURE - MEMBER MUNICIPALITIES



3.5 Emergency Control Group (ECG) Authority

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

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

Orangeville	Shelburne	Dufferin
<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO • CEMC • Chief – Paramedic Svcs • Director – Community Svcs • Director – Corporate Svcs • Director – Human Resources • Director – Ec.Dev, Planning • Director - Public Works

3.6.2 ECG Alternates

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

3.7 Delegation of Authority

3.7.1 Head of Council – County of Dufferin

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

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

3.7.2 Head of Council – Member Municipality

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

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

3.8 Declaration of an Emergency

Operational

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

Economic and Financial

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

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

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

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

3.11 Termination of an Emergency

A municipal emergency may be terminated at any time.¹⁰

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

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

3.12 Public Health Emergencies

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

- Immediately notify the Senior Municipal Official or the Community Emergency Management Coordinator of any public health emergencies
- Act as Incident Commander or as part of a Unified Command structure, in response to a human health emergency
- Activate the Public Health Response Plan as required
- Work with the Emergency Information Officer to prepare information/instructions for dissemination to the media pertaining to public health risk reduction.
- Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
- Coordinate vaccine management and implement mass immunization plan, as required
- Advise the ECG on potability of water supplies and sanitation facilities, as required
- Liaise with the Ministry of Health and Long-Term Care - Public Health Division
- Consult with the coroner on temporary morgue facilities as required

¹⁰ *The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).*

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

- requiring the vacating of premises;
- requiring the closure of premises or a specific part of the premises;
- requiring the placarding of premises;
- requiring the correction of conditions, on or about premises specified in the order;
- requiring the removal of anything that the order states is a health hazard;
- requiring the cleaning and/or disinfecting, of the premises or the thing;
- requiring the destruction of a thing;
- prohibiting or regulating the manufacturing, processing, preparation, storage, handling, display, transportation, sale, offering for sale or distribution of any food or thing;
- prohibiting or regulating the use of any premises or thing.

3.12.4 Communicable Disease Order

A medical officer of health has the authority¹³ under the *Health Protection and Promotion Act* to require a person, or a class of persons, to take or to refrain from taking actions when a communicable disease exists, may exist or when there is an immediate risk of an outbreak of a communicable disease outbreak within their jurisdiction. An order under this section may include, but is not limited to,

- Closure of a premises or a specific part of the premises;
- placarding of premises to give notice of an order;
- requiring any person that may have a communicable disease to isolate and remain in isolation from other persons;
- requiring the cleaning and/or disinfecting of a premises or thing;
- requiring the destruction of a thing;
- requiring a person, or persons, to submit to an examination by a physician;
- requiring a person, or persons, to place themselves under the care of a physician;
- requiring a person, or persons, to conduct themselves in such a manner as not to expose another person to infection.

3.12.5 No Requirement for Emergency Declaration

The authority of the Medical Officer of Health is not contingent to a municipal declaration of emergency.

¹³ 22 (1) A medical officer of health, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a communicable disease. R.S.O. 1990, c. H.7, s. 22 (1).

- assess the impact of the emergency and determine if they are able to respond if asked to do so;
- notify their immediate supervisor and manager by SMS or email of their situation, availability and any required supports.

Supervisors and managers will,

- compile a list of staff that are available to report for work;
- determine what support staff may require to assist them in reporting for work;
- prepare to adjust regular scheduling to accommodate the community response effort;
- provide an update to the department head on the status of their division.

Additionally, members of the Emergency Control Group will;

- report their situation, availability and any required supports to the senior municipal official.

If the communications network has been impacted and it is not possible to communicate please refer to the 'communications outage' annex of this plan.

5 EVACUATION & SHELTER-IN-PLACE DIRECTIVES

5.1 Evacuation Directive

Evacuations may take place prior to, during, or after an incident has occurred. An evacuation may encompass any part of the municipality issuing the evacuation directive.

It may be necessary to carry out an evacuation while a threat is impacting the community. With an evacuation of this type any delay may have a significant impact on public safety.

5.2 Shelter-in-Place Directive

In certain circumstances and when the present location affords adequate protection against the threat, emergency officials may direct people to shelter-in-place.

While the primary goal of any response action is to save lives, the ability to evacuate people quickly and efficiently should be weighed against the risks of remaining in place. There are certain instances when 'Shelter-in-place' is the most appropriate strategy; such as,

6 PARTNERS AND RESOURCES

6.1 Federal Resources

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

6.2 Provincial Resources

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

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

6.3 Ministry of Solicitor General

6.3.1 Provincial Emergency Operations Centre (PEOC)

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

6.3.2 Specialized OFMEM Resources

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

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

The OFMEMs CBRNE resources include the following;

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

6.4 Ministry of Health

6.4.1 Emergency Medical Assistance Team (EMAT)

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

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

6.4.1.1 Conditions for EMAT Deployment

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

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

6.4.1.2 Activation of Emergency Medical Assistance Team

Activation of EMAT can be arranged through:

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

6.5 Ministry of the Environment, Conservation and Parks

6.5.1 Spills Action Centre (SAC)

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

Spills are defined as releases of pollutants into the natural environment originating from a structure, vehicle, or other container, and that are abnormal in light of all circumstances.

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

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

Eligibility Requirements

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

Experienced a sudden, unexpected and extraordinary natural disaster.

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

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

6.7 Conservation Authorities

The *Conservation Authorities Act, R.S.O. 1990, c. 27* assigns local conservation authorities the responsibility of coordinating flood control¹⁴ within their area of jurisdiction and providing warnings to municipalities and the public.

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

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

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

the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

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

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

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

6.9.5 Mennonite Disaster Services (MDS)

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

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

6.9.6 Dufferin Emergency Search and Rescue (DESAR)

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

10. Emergency Information Plan

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

11. Emergency Social Services Plan

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

12. Severe Weather Plan

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

13. Foreign Animal Disease Plan

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

14. Flood Contingency Plan

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

15. Debris Management Plan

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

16. Volunteer Management Plan

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

17. Emergency Fuel Plan

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

18. Community Risk Profile

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

19. Mutual Assistance

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

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

Accessible format available on request

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

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



REPORT TO COMMITTEE

To: Chair Creelman and Members of the General Government Services Committee

From: Michelle Dunne, County Clerk

Meeting Date: April 22, 2021

Subject: Integrity Commissioner

In Support of Strategic Plan, Priorities and Objectives:

Good Governance - ensure transparency, clear communication, prudent financial management

Purpose

The purpose of this report is to update Council on the awarding of a request for proposal for an integrity commissioner and appoint Charles A Harnick of ADR Chambers Inc. as Dufferin County Integrity Commissioner.

Background & Discussion

The Modernizing Ontario Municipal Legislation Act, 2017 requires all municipalities to have a Code of Conduct and to appoint an Integrity Commissioner. Council appointed Guy Giorno at the firm Fasken Martineau to be the Integrity Commissioner for the County of Dufferin for the term July 1, 2016 to July 1, 2019, and renewed his contract for an additional 2 years.

With Mr. Giorno's contract coming to the end of its term on July 1, 2021, staff issued a request for proposal for integrity commissioner services for a 3 year contract, with an option for 2 year extension. The Request for Proposal asked that candidates be excellent communicators, possess both personal and professional integrity and discretion, and have familiarity with investigatory procedures and the legal principles involved, particularly as they relate to evidence, legal interpretation and natural justice. Candidates were also asked to demonstrate that they have extensive knowledge and

appreciation of Provincial Statutes, municipal by-laws and the ability to interpret the provisions of various statutes, regulations, policies and other enabling frameworks. The RFP was issued on Tuesday, February 9, 2021 and closed on Thursday, March 11, 2021

There were three proposals received from the followings firms:

1. ADR Chambers Inc.
2. Investigative Solutions Network Inc.
3. Robert J. Swayze Barrister & Solicitor

The County Clerk, County Deputy Clerk, Town of Orangeville Clerk and Township of Amaranth CAO/Clerk reviewed the proposals and provided a weighted ranking based on the criteria. Staff have awarded the RFP to the firm of ADR Chambers Inc. based on the weighted factors. Charles A. Harnick of ADR Chambers Inc. will be appointed as the County Integrity Commissioner. ADR Chambers Inc. will also offer services to the local municipalities if they wish and they would each have to appoint them by resolution or by-law.

Financial, Staffing, Legal, or IT Considerations

There is a financial impact to the County of Dufferin and the area municipalities who choose to use the service. The price proposal is \$2000 annual retainer and an hourly rate of \$300. There is currently \$5000 budgeted for consultant fees, which covers Integrity Commissioner Services.

Recommendations:

THAT the report of the Clerk, dated April 22, 2021 with respect to Integrity Commissioner Services, be received;

AND THAT Charles A. Harnick, of ADR Chambers Inc. be appointed as the Integrity Commissioner for the County of Dufferin.

Respectfully Submitted,

Michelle Dunne
County Clerk



APPENDIX A – FORM OF AGREEMENT

THIS AGREEMENT made in triplicate this _____ day of _____ 2021

BETWEEN **ADR Chambers Inc.**

of the 180 Duncan Mill Road, 4th Floor

in the Municipality of Toronto _____ and Province of Ontario

hereinafter called the "Vendor"

THE PARTY OF THE FIRST PART

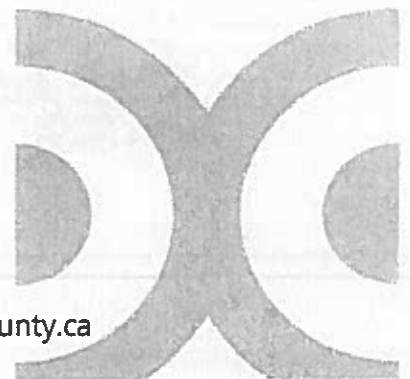
and

THE COUNTY OF DUFFERIN

hereinafter called the "County"

THE PARTY OF THE SECOND PART

WITNESSETH, that the party of the first part, for and in consideration of the payment or payments specified in the quote for this work, hereby agrees to furnish all necessary machinery tools, equipment, supplies, labour and other means of construction and, to the satisfaction of the Contract Administrator, to do all the work as described hereafter, furnish all the materials except as herein otherwise specified, and to complete such works in strict accordance with the plans, specifications, and quote therefore, which are identified and acknowledged in the Schedule of Provisions, Plans, specifications and conditions attached to the quote and all of which are to be read herewith and form part of this present Agreement as fully and completely to all intents and purposes as though all the stipulations hereof have been embodied herein.





DESCRIPTION OF THE WORKS

Contract No. RFP2021 AD-21-02

Integrity Commissioner Services in accordance with all items listed in the RFP2021 AD-21-02; Schedule of Specifications, Prices, Terms and Conditions and Addendum.

Notwithstanding anything else in the Contract, the total amount payable by the County to the Vendor under the Contract shall be in accordance with the unit prices provided in the submitted Proposal as follows:

Schedule of Prices - Appendix C

Description	UNIT	Job Description/Title	Hourly Rate
Hourly Rate for Senior Partner	Per Hour	Charles Hamick, Integrity Commissioner	\$300.0000

Schedule of Prices - Appendix C: Additional Services Available

Description / Available Services	Unit of Measure	Comments	Unit Price
Hourly Rate for Other Staff within the Organization - Specify in Comments Column	Per Hour	Associate Investigators - Deborah Ansheil and Marvin Huberman	\$250.0000
Training	Per Hour	Charles Hamick, Integrity Commissioner	\$300.0000
Yearly Retainer	Lump Sum	Covers ADR Chambers staff time for intake of complaints and administrative assistance to the Integrity Commissioner - payable annually, upfront.	\$2,000.0000

IN CONSIDERATION WHEREOF, said party of the second part agrees to pay to the Vendor for all work done, the unit prices on the quote.

The agreement will endure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the parties hereto.

IN WITNESS WHEREOF, the Vendor and the County have hereunto signed their names and set their seals on the day first above written.

FOR THE VENDOR

George Jolly
Signing Officer

Tanya Goldberg, Manager ADR Services
Name and Position Held





April 8, 2021

Date

Ruonan Pei

Witness

April 8, 2021

Date

Witness(es) and Position(s) Held
(Not Required if a Corporation and Seal is used)

April 8, 2021

Date

Ruonan Pei, ADR Coordinator

Name and Position Held

April 8, 2021

Date

Signature of Vendor, Position Held
and Seal of the Corporation

I/we have the authority to bind the corporation

FOR THE COUNTY

Witness

Date

Witness

Date

Witness(es) and Position(s) Held
(Not Required if a Corporation and Seal is used)

County Warden

Date

County Clerk

Date

Signature of designated County
Officers, Position Held and Seal
the County of Dufferin

I/we have the authority to bind the corporation



Denise Holmes

From: Integrity Commissioner <IntegrityCommissioner@fasken.com>
Sent: Monday, April 26, 2021 4:22 AM
To: Denise Holmes; Darren White
Subject: Integrity Commissioner: Special Report to Council
Attachments: Integrity Commissioner Special Report (Township of Melancthon).pdf

Dear Mayor White and Ms Holmes:

Attached please find a Special Report to Council.

Thank you.

Guy W. Giorno
Integrity Commissioner

416 865 5164
613 696 6871
integritycommissioner@fasken.com

This email contains privileged or confidential information and is intended only for the named recipients. If you have received this email in error or are not a named recipient, please notify the sender and destroy the email. A detailed statement of the terms of use can be found at the following address: <https://www.fasken.com/en/terms-of-use-email/>.

Fasken has a COVID-19 management plan in place. We prioritize maintaining a safe workplace; encourage social distancing and uphold privacy and confidentiality for those we work with. We have reduced the need to attend our offices to necessary visits, and are minimizing in-person meetings. We have enhanced digital communications with you through telephone & web conferencing, secure email, Fasken Edge, etc.

Please do not visit our offices without an appointment in advance; and please excuse us if we do not shake your hand. In the event the risk of COVID-19 increases and affects our ability to provide legal services or representation, we will make the best arrangements within our power to obtain time extensions and/or adjournments. We appreciate your understanding.

> [COVID-19 Resource Centre for Businesses](#)

Ce message contient des renseignements confidentiels ou privilégiés et est destiné seulement à la personne à qui il est adressé. Si vous avez reçu ce courriel par erreur, S.V.P. le retourner à l'expéditeur et le détruire. Une version détaillée des modalités et conditions d'utilisation se retrouve à l'adresse suivante : <https://www.fasken.com/fr/terms-of-use-email/>.

Fasken dispose d'un plan de gestion de la situation en lien avec la COVID-19. Notre priorité est de maintenir un milieu de travail sécuritaire, d'encourager la distanciation sociale et d'assurer la protection des renseignements personnels et de la confidentialité au nom des personnes pour lesquelles nous travaillons. Nous avons réduit le nombre de visites nécessaires à nos bureaux et réduit au strict minimum les réunions en personne. Nous avons amélioré les communications numériques par téléphone, par vidéoconférence, par courrier électronique sécurisé, par l'intermédiaire de Fasken Plus, etc.

Nous vous prions de ne pas vous présenter au bureau sans rendez-vous et veuillez nous excuser d'avance si nous ne vous serons pas la main. Si le risque de propagation du virus COVID-19 augmente et atteint notre capacité à fournir des services juridiques ou de représenter nos clients, nous ferons tout en notre pouvoir pour

prendre les meilleures dispositions afin d'obtenir des reports et/ou des ajournements. Nous vous remercions pour votre compréhension.

> [Centre de ressources sur la COVID-19 pour les entreprises](#)

FASKEN

Fasken Martineau DuMoulin LLP
Barristers and Solicitors
Patent and Trade-mark Agents

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Canada

T +1 416 366 8381
+1 800 268 8424
F +1 416 364 7813
fasken.com

MEMORANDUM

To: Council
Township of Melancthon

From: Guy Giorno
Integrity Commissioner

Date: April 26, 2021

Re: Special Report: End of Term as County Integrity Commissioner

On July 7, 2016, I was appointed Integrity Commissioner for the Township of Melancthon by the following resolution, which is still in effect:

2 - Moved by Webster, Seconded by Elliott the Council of the Corporation of the Township of Melancthon wishes to use the services of the County of Dufferin's Integrity Commissioner as per the report of Pam Hillock, Clerk/Director of Corporate Services dated May 25, 2016 and hereby appoints Guy Giorno of the firm Faskin Martineau. Carried.

In addition to serving as the Township's Integrity Commissioner, I have also served as Integrity Commissioner for the County of Dufferin since 2016. My term as Dufferin County Integrity Commissioner expires July 1, 2021.

Earlier this year the County issued an RFP for Integrity Commissioner services after July 1. I informed the County that I would not respond to that RFP, so the process continued without my participation.

My reasons for not participating in the RFP were as follows:

1. The Integrity Commissioner is appointed as an accountability officer of the municipality under the *Municipal Act*. In my opinion, the appointment of an accountability officer should not be decided on a commercial basis via Request for Proposals. Appointments of individuals to fill statutory offices should proceed according to an application and/or recruitment process.
2. Integrity Commissioners interpret provincial legislation and municipal by-laws. Integrity Commissioners also have the authority to recommend the imposition of penalties on council members, including a 90-suspension of pay. In my opinion, the power to wield this significant legal authority should not be decided by RFP.
3. The Province is currently consulting on reform of the Code of Conduct / Integrity Commissioner regime. Some stakeholders are advocating for a power to remove

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councillors from office – which essentially means overturning the results of a democratic election. While I do not believe that under any circumstance Integrity Commissioners should possess the power to unseat duly elected municipal councillors, I certainly do not believe this power should be awarded by RFP.

4. Various municipalities have started to abandon RFPs for Integrity Commissioners in favour of an application/recruitment process better suited to appointments of individuals to hold statutory office. Examples include Ottawa and Richmond Hill.

The new Integrity Commissioner of the County will be ADR Chambers Inc. This corporation, ADR Chambers Inc., will charge an hourly rate three times higher than the rate Melancthon has paid for my services (\$300 versus \$100). ADR Chambers Inc. will also charge an annual retainer of \$2000 (compared to \$90 presently for Melancthon).

The *Municipal Act* gives Township Council full authority to decide on the appointment of its own Integrity Commissioner. I fully understand that Council may wish to consolidate with the incoming County Integrity Commissioner. On the other hand, if Township Council chooses to leave its July 7, 2016, resolution in place, and maintain its own Integrity Commissioner, then I will continue to discharge the terms of my appointment.

Respectfully submitted,



Guy Giorno
Integrity Commissioner

Denise Holmes

From: Integrity Commissioner <IntegrityCommissioner@fasken.com>
Sent: Monday, April 26, 2021 4:23 AM
To: Denise Holmes; Darren White
Subject: Integrity Commissioner: Annual Report
Attachments: Integrity Commissioner Annual Reports (Township of Melancthon).pdf

Attached is the annual report.

Guy W. Giorno
Integrity Commissioner

416 865 5164
613 696 6871
integritycommissioner@fasken.com

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Fasken has a COVID-19 management plan in place. We prioritize maintaining a safe workplace; encourage social distancing and uphold privacy and confidentiality for those we work with. We have reduced the need to attend our offices to necessary visits, and are minimizing in-person meetings. We have enhanced digital communications with you through telephone & web conferencing, secure email, Fasken Edge, etc.

Please do not visit our offices without an appointment in advance; and please excuse us if we do not shake your hand. In the event the risk of COVID-19 increases and affects our ability to provide legal services or representation, we will make the best arrangements within our power to obtain time extensions and/or adjournments. We appreciate your understanding.

> [COVID-19 Resource Centre for Businesses](#)

Ce message contient des renseignements confidentiels ou privilégiés et est destiné seulement à la personne à qui il est adressé. Si vous avez reçu ce courriel par erreur, S.V.P. le retourner à l'expéditeur et le détruire. Une version détaillée des modalités et conditions d'utilisation se retrouve à l'adresse suivante : <https://www.fasken.com/fr/terms-of-use-email/>.

Fasken dispose d'un plan de gestion de la situation en lien avec la COVID-19. Notre priorité est de maintenir un milieu de travail sécuritaire, d'encourager la distanciation sociale et d'assurer la protection des renseignements personnels et de la confidentialité au nom des personnes pour lesquelles nous travaillons. Nous avons réduit le nombre de visites nécessaires à nos bureaux et réduit au strict minimum les réunions en personne. Nous avons amélioré les communications numériques par téléphone, par vidéoconférence, par courrier électronique sécurisé, par l'intermédiaire de Fasken Plus, etc.

Nous vous prions de ne pas vous présenter au bureau sans rendez-vous et veuillez nous excuser d'avance si nous ne vous serrons pas la main. Si le risque de propagation du virus COVID-19 augmente et atteint notre capacité à fournir des services juridiques ou de représenter nos clients, nous ferons tout en notre pouvoir pour prendre les meilleures dispositions afin d'obtenir des reports et/ou des ajournements. Nous vous remercions pour votre compréhension.

> [Centre de ressources sur la COVID-19 pour les entreprises](#)

FASKEN

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Patent and Trade-mark Agents

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fasken.com

MEMORANDUM

To: Council
Township of Melancthon

From: Guy Giorno
Integrity Commissioner

Date: April 26, 2021

Re: Annual Reports (2019-2020, 2020-2021)

The responsibilities of the Integrity Commissioner include conducting inquiries into whether a Council Member or local board member has contravened the Code of Conduct, conducting inquiries into whether a Council Member or local board member has contravened the *Municipal Conflict of Interest Act*, and responding to requests from Council Members and local board members seeking advice about their obligations under the Code of Conduct and the MCIA.

Fiscal Overview

Melancthon's costs of Integrity Commissioner services have been as follows:

Calendar Year 2019: \$800 + tax

Calendar Year 2020: \$4210 + tax

2021 to date: \$760 + tax

(These figures do not include the \$90 annual retainer.)

The financial impact of Integrity Commissioner services falls entirely on the municipal tax base. Integrity Commissioners and codes of conduct have been mandated by the Province without any corresponding provincial funding.

A few Ontario municipalities pay Integrity Commissioners salaries or annual retainers, but most municipalities, including Melancthon, primarily compensate Integrity Commissioners by the hour for services rendered. Municipalities are unable, however, to determine the extent of the demand for Integrity Commissioners' time. Under the legislation, any member of the public may request an inquiry into an alleged code of conduct contravention,¹ and any elector "or a person demonstrably acting in the public interest" may request an inquiry into whether the *Municipal Conflict of Interest Act* was contravened.² The Act provides that Integrity Commissioners

¹ *Municipal Act*, subsection 223.4(1).

² *Municipal Act*, subsection 223.4.1(2).

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perform their functions an independent manner,³ so municipalities cannot intervene in the conduct of inquiries.

Here, as in most Ontario municipalities, any individual can seek to initiate an Integrity Commissioner inquiry for which the municipality becomes liable to pay.⁴

I believe that this legislative regime places on Integrity Commissioners an implied obligation to act reasonably in generating costs to municipalities through the provision of services, in particular through the conduct of inquiries. Integrity Commissioners must act in a manner that is responsive and fair to the individuals who are parties to their inquiries, while at the same time following a process that is efficient, cost-sensitive, and prudent, taking into account the circumstances of each case.

Code of Conduct Inquiries

Whether to conduct an inquiry into an allegation under the Code of Conduct lies in the Integrity Commissioner's discretion. The Integrity Commissioner does not make the final decision on a Code of Conduct inquiry. Instead, the Integrity Commissioner reports findings and recommendations to Council, and it is Council that makes any decision.

Settlement

It is a responsible use of the discretion conferred on an Integrity Commissioner to pause the proceeding to give the parties an ample opportunity for resolution and also to allow the parties to consider the matter with the benefit of distance from the actual events. Often the passage of time makes a seemingly intractable difference possible to resolve.

It is important to note that a pause carries no additional cost to the Township. My practice is always to pause when circumstances warrant.

COVID-19

In addition to the first four factors listed above, in 2020 everyone was also forced to cope with the realities of the global pandemic.

As Ontario was gripped by the COVID-19 public health crisis and in a state of emergency, I decided to suspend further action on various files until the Province and the Township reached an appropriate state of recovery. This was not strictly permitted by Ontario Regulation 73/20, which gave power to extend deadlines and suspend proceedings to certain statutory officials, but

³ *Municipal Act*, subsection 223.3(1).

⁴ Some municipalities have attempted to address the uncertainty by asking Integrity Commissioners to agree to "upset limits" in their contracts. The problem with this approach is that individual complainants, not municipalities, determine the demand for Integrity Commissioner inquiries. Integrity Commissioners are Accountability Officers who exercise statutory functions under Part V.1 of the *Municipal Act*, and their statutory obligations do not disappear once an upset limit is reached. Their position is not the same as, for example, that of a contractor that has agreed to regrade a section of municipal highway of known dimensions.

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not integrity commissioners conducting code of conduct investigations.⁵ (In fact, the Province was specifically asked to include Integrity Commissioner code of conduct proceedings in an amendment to the Regulation, but declined to do so.) Nonetheless, given all that the residents of the Township and Ontario were experiencing, it was the right thing to do. Further, the general discretion possessed by Integrity Commissioners encompasses delays associated with the COVID pandemic.

Status

The table below summarizes Code of Conduct inquiries. The strict confidentiality provisions of the *Municipal Act* prevent the identification of parties unless and until a matter is reported to Council.

File No. and Case Name	Status	Outcome
CC-2019-01 Parties confidential because no report ⁶	Closed	Withdrawn
CC-2020-01 Mercer v White (No. 1), 2020 ONMIC 15 Mercer v White (No. 2), 2020 ONMIC 16	Completed	Report issued
2021-01-CC Parties confidential because no report ⁶	Closed	Inquiry discontinued

The confidentiality provisions of the *Municipal Act* prohibit any discussion of the outstanding inquiries, other than to say that the factors discussed above apply to those proceedings.

***Municipal Conflict of Interest Act* Inquiries**

The legislation treats inquiries into allegations of MCIA breaches somewhat differently than inquiries under a Code of Conduct. Township Council is not the decision maker in an MCIA matter. Instead, it is the Integrity Commissioner, at the conclusion of an MCIA inquiry, who decides whether or not to apply to a Superior Court judge for a declaration that the Member has contravened the MCIA. The Integrity Commissioner must publish written reasons for the decision. I do this providing the reasons to the Canada Legal Information Institute (CanLII), for posting in its online database.

The *Municipal Act* requires the Integrity Commissioner to complete the inquiry within 180 days after receiving the completed application. An Integrity Commissioner's MCIA decisions are not subject to Council approval. They are provided to Township Council for information.

During the period covered by these reports, there were no applications alleging contraventions of the MCIA.

⁵ On the other hand, the wording of the Regulation was sufficiently broad to cover *Municipal Conflict of Interest Act* inquiries.

⁶ When an inquiry is terminated without a report to Council, the confidentiality provisions of the *Municipal Act* prevent the Integrity Commissioner from disclosing the parties' names.

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Requests for Advice

The role of the Integrity Commissioner also includes providing advice to Council Members and local board members about the following:

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.

The *Municipal Act* requires that a Council Member's or local board member's request for advice from the Integrity Commissioner shall be made in writing, and that the advice shall be in writing.

A Council Member or local board member is free to disclose, or to choose not to disclose, the advice received. The Integrity Commissioner, on the other hand, is subject to the strict confidentiality requirements of section 223.5 of the Act.

- (1) The Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under this Part.

...

- (2.1) Advice provided by the Commissioner to a member under paragraph 4, 5 or 6 of subsection 223.3 (1) may be released with the member's written consent.
- (2.2) If a member releases only part of the advice provided to the member by the Commissioner under paragraph 4, 5 or 6 of subsection 223.3 (1), the Commissioner may release part or all of the advice without obtaining the member's consent.
- (2.3) The Commissioner may disclose such information as in the Commissioner's opinion is necessary,
 - (a) for the purposes of a public meeting under subsection 223.4.1 (8);
 - (b) in an application to a judge referred to in subsection 223.4.1 (15);
 - or
 - (c) in the written reasons given by the Commissioner under subsection 223.4.1 (17).
- (3) This section prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.

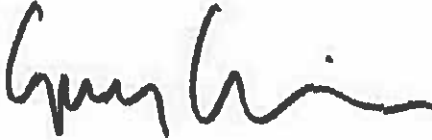
For accountability and tracking purposes, each request for advice is assigned a file number, and the Clerk is informed the name of the Member associated with each file number. The topic and content of the request for advice are disclosed to nobody.

The following is the status of requests for advice received in 2019 through 2021:

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Request No.	Status	Outcome
RFA-2020-01	Advice provided	Confidential advice to Member
RFA-2020-02	Advice provided	Confidential advice to Member
2021-01-RFA	Advice provided	Confidential advice to Member

Respectfully submitted,



Guy Giorno
Integrity Commissioner



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

**SUBJECT: RECOMMENDATION FROM THE JOINT RECREATION
SUBCOMMITTEE MEETING HELD ON APRIL 21, 2021**

DATE: APRIL 29, 2021

At the April 21st Joint Recreation Sub-Committee Meeting, discussion ensued about the four options in the October 2020 Final NDCC Efficiency Review, prepared by Sierra Planning, for the North Dufferin Community Centre.

Attached is a PowerPoint Presentation prepared by the Township of Mulmur which summarizes the options and the costs associated with each option, with and without grant contributions.

The following recommendation was put forth by the Sub-Committee for each Councils consideration:

Moved by White, Seconded by Hawkins

THAT the Joint Recreation Subcommittee recommend to their respective Councils to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage architectural/engineering for design. **Carried.**

Draft Motion for Council

That Council supports the Joint Recreation Subcommittee's recommendation to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage architectural/engineering for design.

GB#16.3.4
MAY 06 2021



NDCC EFFICIENCY STUDY

Financial Analysis of Options

Motion from Joint Subcommittee Meeting

Moved by White and Seconded by Hawkins

THAT the Joint Recreation Subcommittee recommend to their respective Councils to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage architectural/engineering for design.

CARRIED.

Summary of Options Presented in Efficiency Study

OPTIONS

A - Maintain Existing Facility

B - New Dressing Room (includes option A repairs plus \$850K for 6 dressing rooms and 1 accessible washroom)

C - New Facility (NHL ice with 200 seats, 6 change rooms, 240 community space)

D - Existing Facility plus Community Hub Expansion

5.1 Option A – Maintain Existing Facility (Cont'd)

Capital Costs

Option A is to maintain the existing facility. This is the least expensive option in the short term, but it is not without significant cost. To maintain the facility at its current level will require up to \$1.7 million in investment with design contingency.

This includes \$500,000 for a new ice slab, \$125,000 for new dasher boards, and \$100,000 each for a new elevator, accessible viewing, and washroom renovations.

These investments would improve the accessibility of the facility and allow for continued use in the short and medium term.

Replacement and Repair Order of Magnitude Budget	
New ice slab	\$ 500,000
New dasher boards	\$ 125,000
New ice maker overhead door	\$ 20,000
Accessible washrooms (1 @ 250 sf x \$350 psf)	\$ 87,500
New elevator	\$ 100,000
Accessible entrances	\$ 25,000
Accessible viewing	\$ 100,000
Ice plant upgrades	\$ 50,000
Washroom renovations	\$ 100,000
Ceiling tile repairs	\$ 20,000
Kitchen vent	\$ 20,000
New vinyl / skate flooring	\$ 45,000
Total	\$1,192,500
Soft Costs, excludes FF&E at this time (20%)	\$238,500
Design Contingency (20%)	\$286,200
Total Class D Cost Estimate	\$1,717,200

5.2 Option B – New Dressing Rooms

Concept Plan



NEW DRESSING ROOMS

5.2 Option B – New Dressing Rooms (Cont'd)

Capital Costs

Option B includes all the repair and replacement items in Option A, plus additional changerooms at an additional cost of \$850,000. This totals \$2.9 million with contingencies.

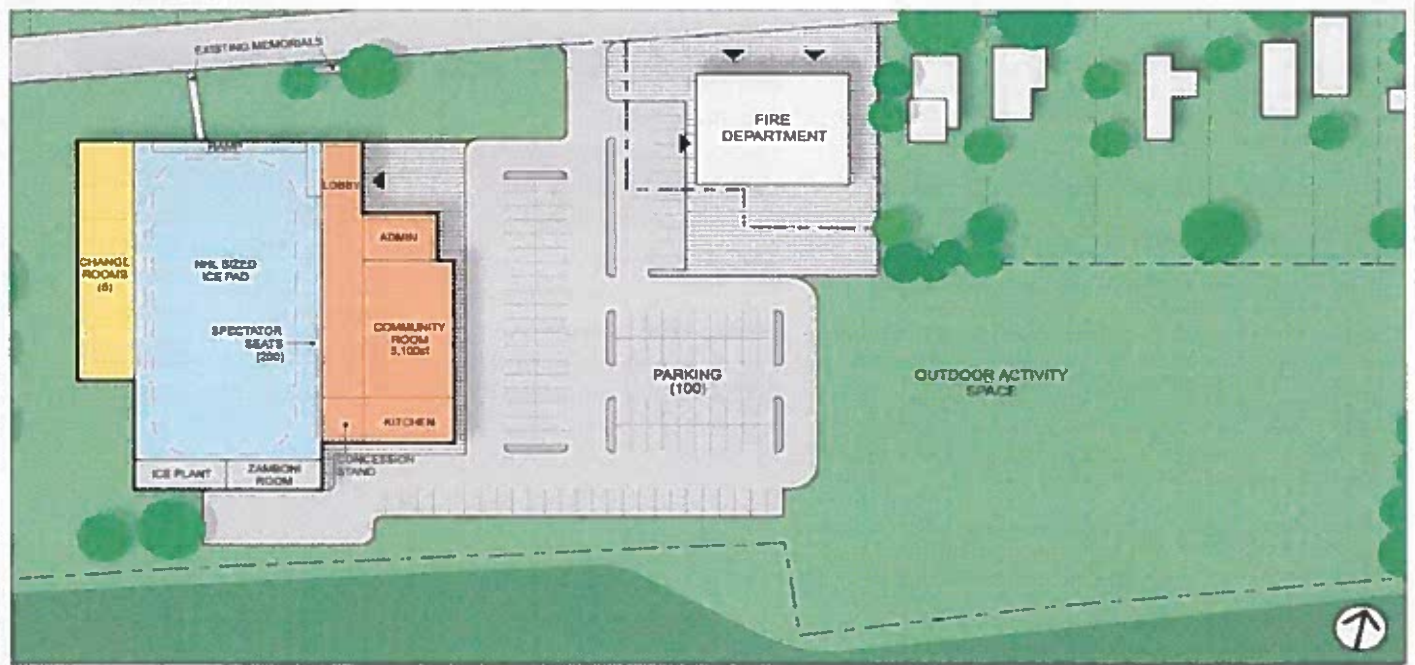
This option modestly increases the usability of the arena, making for a more comfortable experience for users and can help to accommodate more visitors at a time.

As all of other items will be required to maintain functionality, the incremental cost is relatively modest to gain some improvement for the community.

Replacement and Repair Order of Magnitude Budget	
New ice slab	\$ 500,000
New dasher boards	\$ 125,000
New ice maker overhead door	\$ 20,000
New dressing rooms (6 @ 550 sf each x \$250 psf)	\$ 850,000
Accessible washrooms (1 @ 250 sf x \$350 psf)	\$ 87,500
New elevator	\$ 100,000
Accessible entrances	\$ 25,000
Accessible viewing	\$ 100,000
Ice plant upgrades	\$ 50,000
Washroom renovations	\$ 100,000
Ceiling tile repairs	\$ 20,000
Kitchen vent	\$ 20,000
New vinyl / skate flooring	\$ 45,000
Total	\$2,017,500
Soft Costs, excludes FF&E at this time (20%)	\$403,500
Design Contingency (20%)	\$484,200
Total Class D Cost Estimate	\$2,905,200

5.3 Option C – New Build Facility

Concept Plan



NEW BUILD FACILITY - 45,185sf

5.3 Option C – New Build Facility (Cont'd)

Capital Costs

Option C is a new build that would include a NHL size ice pad with spectator seating for 200, six team rooms, a concession area, and community space with kitchen that can accommodate up to 240 visitors.

This option has the highest capital, but also the highest quality of facility as a new modern build. The cost range with contingencies is between \$17.8 and \$19.2 million.

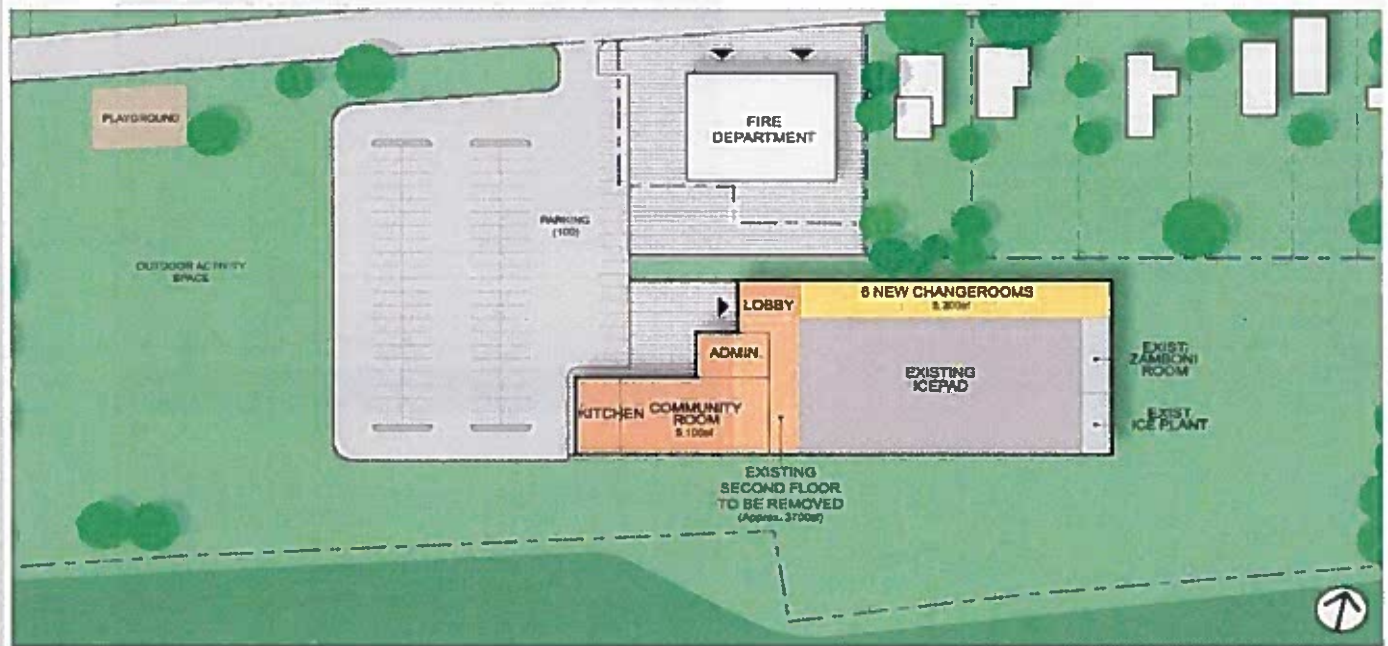
However, the costs to the Townships for a new a facility could be significantly lower, as there are funding opportunities available from other orders of government. In 2016, the Canadian government launched the Investing in Canada Infrastructure Program (ICIP), a cost-shared infrastructure funding program between the federal government, provincial governments, and municipalities. New recreation facilities are eligible for funding through the Community, Culture, and Recreation Stream.

Through this program, municipalities are required contribute only 26.7% with the federal and provincial governments funding the remainder. With Mulmur and Melancthon sharing the municipal contribution, that could reduce each Township's contribution to \$2.1 to \$2.3 million before contingencies, or 13.35% of the total cost.

Option 4 - New Facility		
Cost Per ft2 Range*	Low	\$325
	High	\$350
Total Cost Range	Low	\$14,846,650
	High	\$15,988,700
Class D Contingency	Low	\$2,969,330
	High	\$3,197,740
Total Cost (incl. Contingency)	Low (Rounded)	\$17,800,000
	High (Rounded)	\$19,200,000
Facility GFA (ft2)		45,682

5.4 Option D – Existing Facility Plus Expansion

Concept Plan



EXISTING FACILITY PLUS EXPANSION - 16,400sf

5.4 Option D – Existing Facility Plus Expansion (Cont'd)

Capital Costs

Option D consists of maintaining the existing arena, a new community room and kitchen, updated administration offices and new changerooms. The new renovation would be a single story addition and would require the demolition of the existing 2-storey entrance.

The estimated total capital cost with contingencies range from \$7.2 million to \$7.6 million, which includes the expansion (\$5.7 million to \$6.1) and the necessary arena maintenance and repair items (\$1.5 million).

The community space provided in this option would be a significant improvement over the current Norduff Room. It would be larger and more accessible on the first floor with a kitchen and a more spacious lobby and administrative office. The new changerooms would also provide the same arena experience improvement as in Option B.

Replacement and Repair Order of Magnitude Budget	
New ice slab	\$500,000
New dasher boards	\$125,000
New ice maker overhead door	\$20,000
Accessible washrooms (1 @ 250 sf x \$350 psf)	\$87,500
Accessible entrances	\$25,000
Accessible viewing	\$100,000
Ice plant upgrades	\$50,000
Washroom renovations	\$100,000
New vinyl / skate flooring	\$45,000
Total	\$1,052,500
Soft Costs, excludes FF&E at this time (20%)	\$210,500
Design Contingency (20%)	\$252,600
Total Class D Cost Estimate	\$1,515,600

Capital Budget for New Community Hub Building attached		
Cost Per ft2 Range*	Low	\$290
	High	\$310
Total Cost Range	Low	\$4,756,000
	High	\$5,084,000
Class D Contingency	Low	\$951,200
	High	\$1,016,800
Total Cost (incl. Contingency)	Low (Rounded)	\$5,700,000
	High (Rounded)	\$6,100,000
Facility GFA (ft2)		16,400

Summary Chart of Costs Associated with Options

OPTION	ANNUAL MUNICIPAL OPERATING LEVIES (10-year escalating)	Annual Loan Payments Per Municipality	Tax Levy Increase Mulmur	Tax Levy Increase Melancthon
A - Maintain Existing Facility	\$39,998 - \$47,785	47,035	1.13%	1.68%
B - New Dressing Room (includes option A repairs plus \$850K for 6 dressing rooms and 1 accessible washroom)	\$44,868 - \$53,621	525,896	1.78%	2.83%
C - New Facility (NHL ice with 200 seats, 6 change rooms, 240 community space)	\$94,436 - \$112,859	73,728	12.67%	18.73%
D - Existing Facility plus Community Hub Expansion	\$44,605 - \$53,307	167,082	4.03%	5.95%

Worksheet without Grant Contributions

Option: D

	Mulmur				Melancthon		
	PMT	2021 Tax Levy	Tax Levy Increase			2021 Tax Levy	Tax Levy Increase
Annual Pymts	(\$334,163)	(4,150,316)	4.03%	Annual Pymts	(\$334,163)	(2,807,725)	5.95%
Interest	3.56%			Interest	3.56%		
Years	30			Years	30		
Present Value	\$6,100,000			Present Value	\$6,100,000		
Less DC's or Grants				Less DC's or Grants			
Future Value	\$0			Future Value	\$0		

Worksheet with Grant Contributions

Option, D

	Mulmur				Melancthon		
	PMT	2021 Tax Levy	Tax Levy Increase			2021 Tax Levy	Tax Levy Increase
Annual Pymts	(\$111,388)	(4,150,316)	1.34%	Annual Pymts	(\$111,388)	(2,807,725)	1.98%
Interest	3.56%			Interest	3.56%		
Years	30			Years	30		
Present Value	\$2,033,333			Present Value	\$2,033,333		
Less DC's or Grants	\$4,066,667			Less DC's or Grants	\$4,066,667		
Future Value	\$0			Future Value	\$0		

Solicitor General

Office of the Solicitor General

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Toronto ON M7A 1Y6
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MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau du solliciteur général

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Toronto ON M7A 1Y6
Tél. : 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2021-404
By email

March 17, 2021

Dear Heads of Council and First Nations Chiefs:

I am writing to provide you with an update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019 (CSPA)*.

As you may remember, in February 2020, the Ministry of the Solicitor General conducted seven regional roundtable sessions across the province. Discussions at these sessions focused on new OPP-related regulatory requirements under the CSPA. Municipalities and First Nation communities receiving policing services from the OPP were invited to learn more about new OPP-related legislative and regulatory requirements and provide the ministry with feedback to inform the development of related regulatory proposals. In addition, we heard from many of you through various letters and engagement opportunities, including meetings with the Association of Municipalities of Ontario MOU Table and Rural Ontario Municipal Association about what you would like your new OPP detachment board to look like.

In response to your feedback, an OPP detachment board framework has been developed that we hope will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create a board that reflects your community and local needs.

Under this framework, municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the ministry. For example, after determining the composition of the detachment board(s), municipalities and First Nations within a detachment area may select one municipality or First Nation to complete and submit the proposal.

..12

EB#16.4.1
MAY 06 2021

EB#15.3.3
APR 15 2021

WFO#11
APR 01 2021

Dear Heads of Council and First Nations Chiefs
Page 2

Proposals must meet base requirements set by the ministry, which include a minimum number of five members per board and a requirement that each board should be composed of 20% community representatives and 20% provincial appointees. To that end, municipalities and First Nations are not required at this time to identify the names of the individuals that will be participating on the detachment board. Rather, you are only asked to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

To streamline and support the proposal process, the ministry has developed a digital form that can be accessed using the link included [here](#).

The ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support you in submitting a completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board then the ministry will determine the composition of the detachment board.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

We recognize the significant implications that the current COVID-19 emergency has had on municipalities and First Nations across the province. To this end, in addition to the written supporting material attached here, we are also pleased to work with you directly through virtual information sessions.

If you have questions related to OPP detachment boards under the CSPA, please contact Sarah Caldwell, Director of Community Safety and Intergovernmental Policy, at sarah.caldwell@ontario.ca. If you have questions about the proposal process or would be interested in a virtual information session, please contact Joanna Reading, Senior Policy Advisor, at joanna.reading@ontario.ca

Sincerely,



Sylvia Jones
Solicitor General

Enclosures

c: Chief Administrative Officers
Municipal Clerks

Q12: Will the government address the current backlog in provincial appointments?**A12:**

- We know there are concerns related to the number of vacant provincial appointments and the length of time these appointments remain unfilled.
- We have made significant progress in reducing the backlog of provincial appointments. Since our government took office in 2018, we have filled approximately 124 provincial appointment vacancies on section 10 boards.
- We will continue to work with municipalities and First Nations to ensure provincial appointees are recruited and appointed in a timely manner.

Q13: Why are First Nations with Self-Administered Police Services not included in the OPP detachment board framework?**A13:**

- First Nations that receive policing from a Self-Administered First Nation Police Service (SA FNPS) are not included in the OPP detachment board framework as they are already represented on boards and/or have their own police governing authorities.
In addition, SA FNPS boards have existing relationships and alternate methods to communicate their input to the OPP with respect to supports and services the OPP provides to their communities.

Q14: Are there other civilian governance options for First Nation communities that are captured within the OPP detachment board framework?**A14:**

- As an alternative to participating on an OPP Detachment board, under the CSPA First Nations have the option to request to form a First Nation OPP Board.
- Where a First Nation or multiple First Nations has entered into an agreement with the Minister for the provision of policing and other specified services by the Commissioner, the First Nation(s) may request that the Minister constitute a First Nation OPP board.
- A First Nation OPP board would perform similar functions and responsibilities as an OPP Detachment board by providing advice and oversight over the policing services provided by the OPP to a First Nation community or communities.
 - This includes determining objectives and priorities, supporting development of the strategic plan, and advising the Detachment Commander with respect to policing provided to a First Nation community or communities.
 - A First Nation OPP board could also establish local policies, in consultation with the OPP, with respect to the detachment's provision of policing.
- Please contact Ashley O'Connell, Indigenous Engagement Unit, Ministry of the Solicitor General at Ashley.OConnell@ontario.ca for more information on requesting a First Nation OPP Board.

ADDITIONAL INFORMATION**Q15: What training will OPP detachment board members be required to complete?****A15:**

- Members cannot perform their duties or exercise any of their powers until they have successfully completed the training identified in the CSPA.
- More specifically, like all other boards and councils governed under the CSPA, OPP detachment board members will be required to successfully complete training with respect to:
 - human rights and systemic racism;
 - the diverse, multiracial and multicultural character of Ontario society;
 - the rights and cultures of Indigenous peoples; and
 - any other training prescribed by the Solicitor General.

Q16: Will municipalities be able to request enhanced OPP policing services (e.g., beyond basic "adequate and effective" policing) under the CSPA?**A16:**

- Under the CSPA, municipalities that receive policing from the OPP may enter into agreements for enhanced policing services.
- Municipalities will continue to be responsible for funding and implementing enhancements.

Q17: Once the CSPA is in force, will municipalities within a detachment receive one billing statement (i.e., a single invoice for the entire detachment)?**A17:**

- There will be no substantive changes to the billing process.
- Municipalities will continue to be billed individually.

Q18: Will there be an opportunity to provide additional feedback on other OPP-related matters for regulation?

A18:

- All OPP-related matters for regulation will be posted on the Ontario Regulatory Registry for public comment.

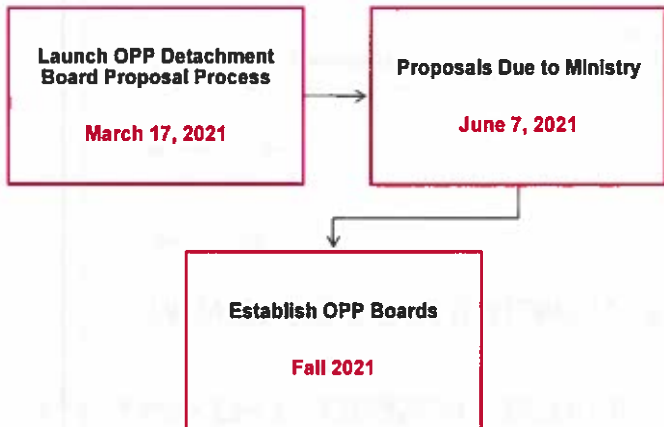
 **CONTEXT**

- Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68) and established the *Community Safety and Policing Act, 2019* (CSPA) which, once in force, will repeal the *Police Services Act, 1990* (PSA).
- Section 67 of the CSPA requires there be *an Ontario Provincial Police (OPP) detachment board, or more than one OPP detachment board*, for each detachment of the OPP that provides policing in a municipality or in a First Nation community.
- The Ministry is required to develop a regulation related to the composition of each OPP detachment board. To achieve this, the ministry has developed an "OPP Detachment Board Framework".

 **FRAMEWORK**

- The new **OPP Detachment Board Framework** will provide civilian governance to 326 municipalities and 43 First Nations including those that:
 - Are directly policed by the OPP;
 - Employ their own First Nations Constables but receive administrative support from the OPP; and
 - Receive "OPP Dedicated" policing (i.e. North Caribou Lake and Wapekeka First Nation).
- By enhancing civilian governance, the **OPP Detachment Board Framework** under the CSPA will:
 - Ensure each municipality and First Nation receiving OPP services and supports has an opportunity to represent their local perspectives, needs, and priorities; and
 - Provide opportunities for municipalities and First Nations to collaborate on efforts to improve community safety.

 **TIMELINES**



 **PROCESS**

- To ensure the objectives of the **OPP Detachment Board Framework** are met, the ministry has developed a flexible approach that allows municipalities and First Nations to determine the preferred composition of their detachment board(s) by submitting a proposal using a digital form provided by the ministry.
 - Link to Digital Form: [OPP Board Proposal Form](#)
- Municipalities and First Nations within a detachment will be required to work together to develop and submit one proposal indicating the composition of their board(s). The proposal must meet the minimum composition requirements established by the ministry (See Page 2 & Qs and As).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board but will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- The ministry will work with each municipality and First Nation to obtain outstanding information and provide support to ensure each detachment submits a completed proposal. However, a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board(s).
- The ministry is offering virtual information sessions for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process, upon request.

✓ OPP DETACHMENT BOARD COMPOSITION REQUIREMENTS

MINIMUM REQUIREMENTS

Minimum Size	5 members
Maximum Size	None
Community Representatives	20% Community Representation <ul style="list-style-type: none"> • Province to appoint community representative(s) if municipal council/band council fail to appoint representatives by joint resolution.
Provincial Appointments	20% Provincial Appointees



CONTACT INFORMATION

General Information/OPP Detachment Board Proposal Process	Community Safety and Intergovernmental Policy Branch Joanna Reading (Joanna.Reading@ontario.ca)
Civilian Governance Options for First Nations	Indigenous Engagement Unit Ashley O'Connell (Ashley.OConnell@ontario.ca)



Q12: Will the government address the current backlog in provincial appointments?**A12:**

- We know there are concerns related to the number of vacant provincial appointments and the length of time these appointments remain unfilled.
- We have made significant progress in reducing the backlog of provincial appointments. Since our government took office in 2018, we have filled approximately 124 provincial appointment vacancies on section 10 boards.
- We will continue to work with municipalities and First Nations to ensure provincial appointees are recruited and appointed in a timely manner.

Q13: Why are First Nations with Self-Administered Police Services not included in the OPP detachment board framework?**A13:**

- First Nations that receive policing from a Self-Administered First Nation Police Service (SA FNPS) are not included in the OPP detachment board framework as they are already represented on boards and/or have their own police governing authorities.
In addition, SA FNPS boards have existing relationships and alternate methods to communicate their input to the OPP with respect to supports and services the OPP provides to their communities.

Q14: Are there other civilian governance options for First Nation communities that are captured within the OPP detachment board framework?**A14:**

- As an alternative to participating on an OPP Detachment board, under the CSPA First Nations have the option to request to form a First Nation OPP Board.
- Where a First Nation or multiple First Nations has entered into an agreement with the Minister for the provision of policing and other specified services by the Commissioner, the First Nation(s) may request that the Minister constitute a First Nation OPP board.
- A First Nation OPP board would perform similar functions and responsibilities as an OPP Detachment board by providing advice and oversight over the policing services provided by the OPP to a First Nation community or communities.
 - This includes determining objectives and priorities, supporting development of the strategic plan, and advising the Detachment Commander with respect to policing provided to a First Nation community or communities.
 - A First Nation OPP board could also establish local policies, in consultation with the OPP, with respect to the detachment's provision of policing.
- Please contact Ashley O'Connell, Indigenous Engagement Unit, Ministry of the Solicitor General at Ashley.OConnell@ontario.ca for more information on requesting a First Nation OPP Board.

ADDITIONAL INFORMATION**Q15: What training will OPP detachment board members be required to complete?****A15:**

- Members cannot perform their duties or exercise any of their powers until they have successfully completed the training identified in the CSPA.
- More specifically, like all other boards and councils governed under the CSPA, OPP detachment board members will be required to successfully complete training with respect to:
 - human rights and systemic racism;
 - the diverse, multiracial and multicultural character of Ontario society;
 - the rights and cultures of Indigenous peoples; and
 - any other training prescribed by the Solicitor General.

Q16: Will municipalities be able to request enhanced OPP policing services (e.g., beyond basic "adequate and effective" policing) under the CSPA?**A16:**

- Under the CSPA, municipalities that receive policing from the OPP may enter into agreements for enhanced policing services.
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- Municipalities will continue to be billed individually.

Q18: Will there be an opportunity to provide additional feedback on other OPP-related matters for regulation?

A18:

- All OPP-related matters for regulation will be posted on the Ontario Regulatory Registry for public comment.

Denise Holmes

From: Fred Simpson <fred.simpson@townofmono.com>
Sent: Wednesday, April 21, 2021 1:43 PM
To: sylvia.jones@ontario.ca
Cc: Denise Holmes; jwilloughby@shelburne.ca; Karen Landry; Meghan Townsend; Michelle Dunne; Nicole Martin; Susan Stone; tatkinson@mulmur.ca
Subject: OPP Detachment Police Service Boards
Attachments: Solicitor General, PSB Detachments.pdf

Honourable Sylvia Jones, Solicitor General:

Attached is a letter from the Mayor of the Town of Mono regarding the reconstitution of police service boards within the County of Dufferin.

Respectfully,

Fred Simpson
Clerk
Town of Mono
519.941.3599, 234



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify fred.simpson@townofmono.com.



April 16, 2021

Hon. Sylvia Jones,
Solicitor General
18th Floor, 25 Grosvenor Street
Toronto, Ontario M7A 1Y6

Dear Madame Minister:

We are in receipt of your letter of March 17, 2021 regarding a OPP Detachment Board Framework. This response includes comments on your proposal and incorporates suggestions we were in the process of developing when your letter arrived.

Police Service Board Experience in the Town of Mono

At the outset, you should know the current Police Services Board (PSB) model has served Mono well since 1998 when we became one of the first municipalities in Ontario to enter into a contract with the OPP.

The original contract reflected the same level of policing we received prior to 1998. Within a few years we elected to further contract for three-quarters of a full-time officer specifically to address speeding and other Highway Traffic Act offences. That arrangement has worked so well that last year, we increased this enhancement by a further 50% of a full-time officer's time.

Our PSB has three members, one of whom is appointed from the community, the other is a member of Mono Council while the third is a provincial appointee. A member of Mono staff serves as secretary. The Mono PSB meets at most quarterly. Meetings are open to the public. Per diems paid last year totalled \$540. The Council representative is not remunerated and the municipality remunerates the Province's appointee.

The Association of Ontario Municipalities (AMO) Position on PSBs

All municipalities should have representation on a Detachment PSB.

We agree.

The Province should cease making appointments to OPP Detachment PSBs.

We agree.

AMO argues provincially appointed members bring nothing to their role that isn't covered by community members appointed by municipalities. There is good precedence for exclusive municipal appointment of community representatives, Alberta, Quebec, Saskatchewan and Manitoba being examples of provinces where municipalities name community representatives.

P: 519.941.3599
F: 519.941.9490

E: info@townofmono.com
W: townofmono.com

347209 Mono Centre Road
Mono, ON L9W 6S3

Moreover, the rate at which provincial appointees are named is a problem that spans multiple governments and is on-going. There are currently no fewer than 31 vacancies province wide representing over 12% of all provincially appointed PSB positions including one in Melancthon; vacant now for 3 years.

The Detachment Model as Applies to Dufferin

When the process to examine PSB structure started we were assured of two things. First, flexibility to meet local circumstances and second, consultation. Dufferin County's opportunity to participate in a Regional Roundtable on PSB structure occurred on February 28, 2020 in Orillia. Due to one of the worst storms that winter, only one person from Dufferin was able to attend this last in a series of consultations. An email was sent that day to Ministry organizers asking for another opportunity to present our views. It went unanswered.

The current request for a position on PSB structure lacks any flexibility. We are directed to submit a form to be filled out by one municipality on behalf of all municipalities. The Province's insistence on matching local community appointments effectively forces us to choose between elected or community representation on PSBs or potentially no representation at all for some if we are to keep PSBs reasonably sized.

Dufferin County is not monolithic in terms of policing needs and priorities. Orangeville and Shelburne have challenges and issues not shared by rural neighbours including a recent transition to OPP policing. Rural municipalities have issues with speeding and property issues not shared to the same extent by urbanized municipalities.

All municipalities share in common a very sharp decline in Provincial Offence charge revenue (50% or more) This revenue offsets, at least in part, policing costs. This is a problem that remains unaddressed by the Province and the Courts.

Options for Dufferin

Our preferred option is to leave the current structure and governance in place, at least for the time being. The Provincial initiative appears to be a solution searching for a problem. Local PSBs cost the Province nothing as we remunerate membership. If the issue is that OPP Detachment Commanders are forced to attend too many meetings, this can be addressed. We take no issue with capping the number of meetings or per diem paid to PSB members. If there are other problems with some PSBs, then address those problems individually.

If the status quo is not possible, another possible model could be three PSBs representing the following municipal groupings:

1. Orangeville and Shelburne
2. Amaranth, Grand Valley and East Garafraxa
3. Mono, Mulmur and Melancthon

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Mono, ON L9W 6S3

Rationale

Orangeville and Shelburne are urbanized and share similar challenges. Moreover, they are new to OPP policing and will have transitional issues for some time.

The other two municipal groupings: Amaranth, Grand Valley and East Garafraxa; and Mono, Mulmur and Melancthon, have very similar policing issues and challenges. Both groupings have urbanized areas but are predominantly rural in nature.

Membership

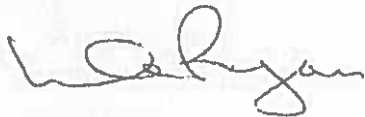
The overall objective is to ensure council, local and Provincial representation in an appropriate balance. This can be achieved with each municipality appointing at least one councillor and a member of the public. If the Province also appoints a representative, it will result in 9 member PSBs for Mono, Mulmur and Melancthon; and Amaranth, Grand Valley and East Garafraxa.

The PSB for Orangeville/Shelburne could have three councillors for each municipality along with one community member appointed by each Council. If matched by Provincial appointments, the result would be a 10 member board. This option would reduce the number of attendances for the Detachment Commander while preserving elected and community representation on Dufferin PSBs.

We are pleased to discuss this further with you and your officials.

Regards,

TOWN OF MONO



Laura Ryan
Mayor

cc: All Dufferin Municipalities

P: 519.941.3599
F: 519.941.9490

E: info@townofmono.com
W: townofmono.com

347209 Mono Centre Road
Mono, ON L9W 6S3

Denise Holmes

From: Roseann Knechtel <rknechtel@mulmur.ca>
Sent: Friday, April 23, 2021 12:08 PM
To: nhillsecretary@gmail.com; mike.fazackerley@matthewscott.com; altheaa2018@gmail.com; Denise Holmes; ablundell@gmail.com; Darren White; mtownsend@townofgrandvalley.ca; ssoloman@townofgrandvalley.ca; josh@hoskinfamily.com; nmartin@amaranth.ca; walterkolodziechuk@gmail.com; bcurrie@amaranth.ca; amie@headwatersracquetclub.com; cheyanne.hancock@townofmono.com; mj.walker@sympatico.ca; john.creelman@townofmono.com; wayne7w@bell.net; klandry@orangeville.ca; tmacdonald@orangeville.ca; ttaylor@orangeville.ca; hasling@orangeville.ca; jeff_sedgwick@cooperators.ca; terry.r.ward@opp.ca
Cc: Tracey Atkinson; Ken Cufaro
Subject: Joint PSB Minutes and Action Items
Attachments: Solicitor General, PSB Detachments.pdf; 04 23 2021 Joint PSB Draft Minutes.pdf

Good Afternoon Everyone,

Thank you for taking the time to meet today. Please see attached draft minutes as well as the letter from the Town of Mono which is to be forwarded to Council for consideration.

Action items from the meeting are listed below:

Moved by McSweeney and Seconded by White

That the Joint PSB supports consideration of the Town of Mono's proposal and recommends the mayors move forward with examining the Town of Mono's proposal and engage their Councils and police services boards for approval;

AND FURTHERMORE, that they appoint an individual to submit comments to the Solicitor General through the online portal.

Carried.

If anyone has any issues with the minutes, or any questions or concerns please do not hesitate to contact me.

Have a wonderful weekend,

Roseann Knechtel, BA, MMC | Deputy Clerk / Planning Coordinator
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 223 | Fax 705-466-2922 | rknechtel@mulmur.ca

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

**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 119256 2nd Line, located in Part Lots 217 and 218, Concession 2 N.E. (see attached Key Map). The purpose of the application is to zone the subject lands to fulfill a condition of Provisional consent.

AND PURSUANT to Section 34 (10) of the Planning Act, the application file is available for review. 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, May 6, 2021
Time: 5:30 pm
Location: The meeting will be a virtual meeting. Please see note below.

DETAILS OF THE ZONING BY-LAW AMENDMENT

The lands related to this application were recently the subject of a consent approval (File B4/20) to facilitate a lot addition to correct encroachments. The proposed zoning amendment will ensure that consistent zone categories are applied to the benefitting lot and the amendment will also address a non-compliant lot frontage on the resultant severed lot.

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 draft reference plan of the subject lands 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.

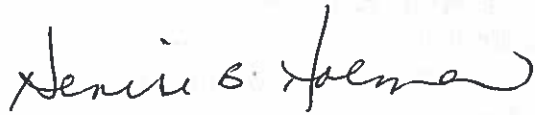
If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Township of Melancthon at 157101 Highway 10, Melancthon, Ontario,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

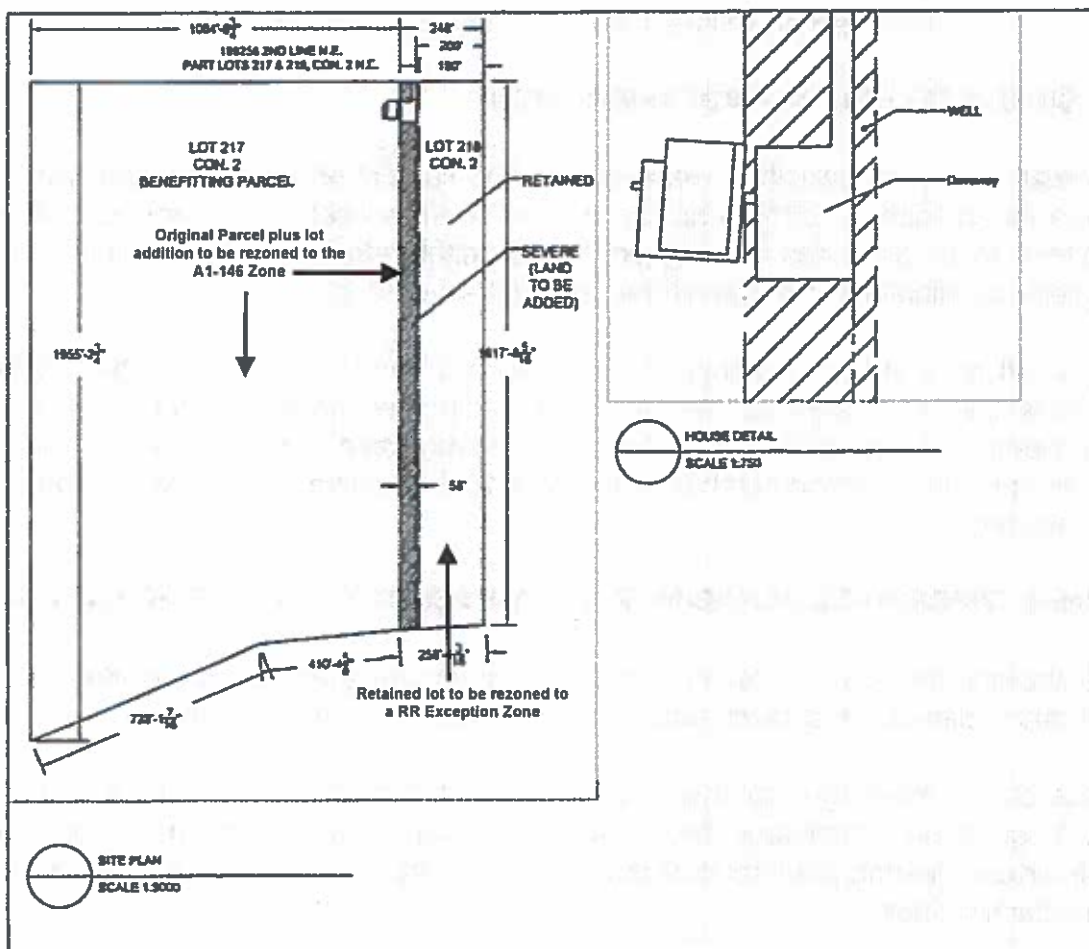
Additional information regarding the proposed amendment is available to the public by contacting the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Mailing Date of this Notice: April 15, 2021



Denise Holmes, CAO - Township of Melancthon

LANDS SUBJECT TO APPLICATION FOR ZONING BY-LAW AMENDMENT

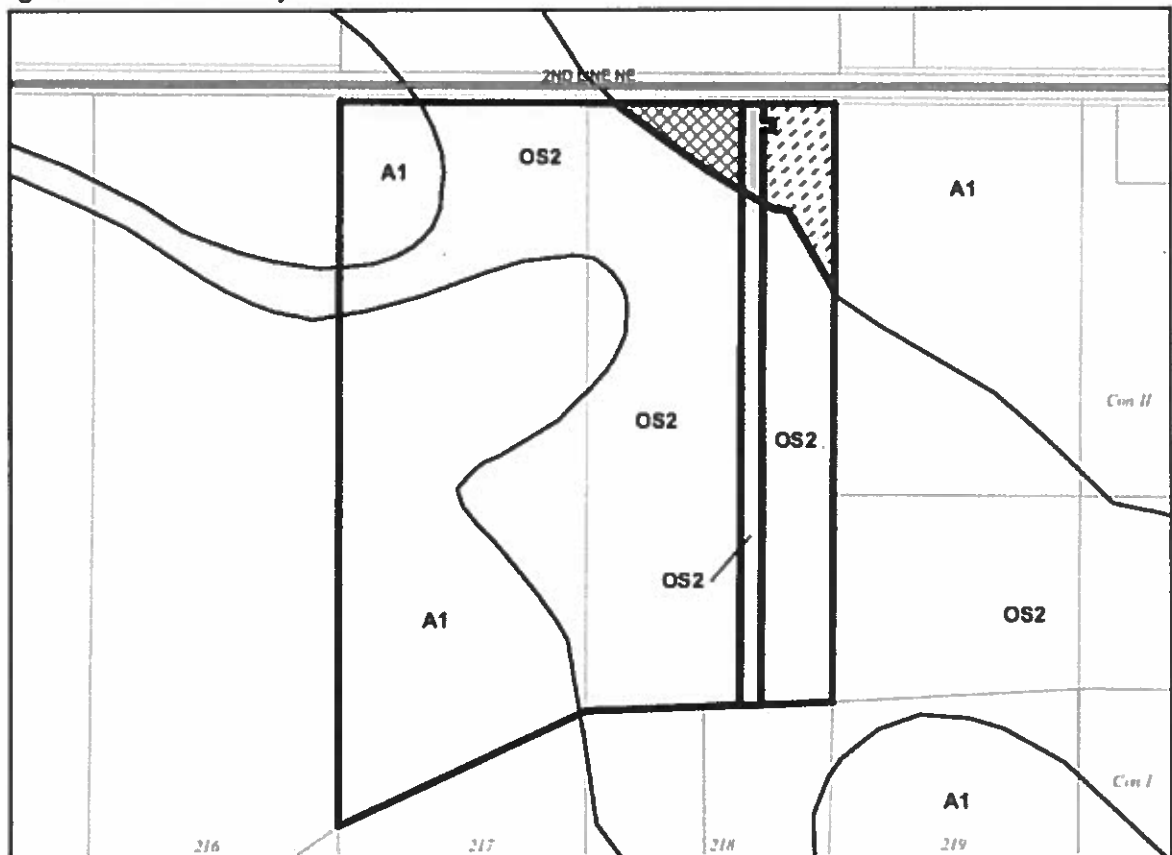


MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: April 30, 2021
Re: Application for ZBA – Part Lot 218, Concession 2 N.E. (Patchett)

The Township is in receipt of an application for a zoning amendment for lands located at 199256 2nd Line N.E., located in Part Lot 218, Concession 2 N.E. The location of the subject lands is shown in Figure 1.

Figure 1 – Location of Subject Lands



The lands were recently the subject of a consent approval to facilitate a lot addition to correct encroachments by a building, a well and a driveway. It was a condition of the severance that the lands be rezoned to reconcile split-zoning on the resultant lot and to address a non-compliant lot frontage on the severed lot.

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

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

(Patchett – April 30, 2021)

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 218, Concession 2 N.E.T.S.R in the Township of Melancthon, County of Dufferin.

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

AND WHEREAS the 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 described legally as Part 2, Plan 7R- , located in Part Lot 218, Concession 2 N.E.T.S.R from the Rural Residential (RR) Zone to the General Agricultural Exception (A1-46) Zone, and also to rezone lands described legally as Part 3, Plan 7R , located in Part Lot 218, Concession 2, N.E.T.S.R from the Rural Residential (RR) Zone to the Rural Residential Exception (RR-171) 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 8.4 by adding the following new subsection after sub-section nnnnn):

ooooo)On lands described legally as Part 3, Plan 7R , located in Part Lot 218, Concession 2 N.E.T.S.R and located in the RR-171 Zone, the Minimum Lot Frontage shall be 57 metres

3. And Furthermore, Section 4.7 ss) is hereby deleted and replaced with the following new sub-section:

ss) Notwithstanding the permitted uses and Regulations of Section 4.2, on lands located in Part 2, Plan 7R and located in Part Lot 218, Concession 2, N.E.T.S.R, and located in the A1-46 Zone, the only permitted use shall be a detached dwelling and accessory uses thereto, the minimum lot frontage shall be 135 metres, the minimum lot area shall be 1 ha and the minimum setback from any lot line shall be 8 metres.

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

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

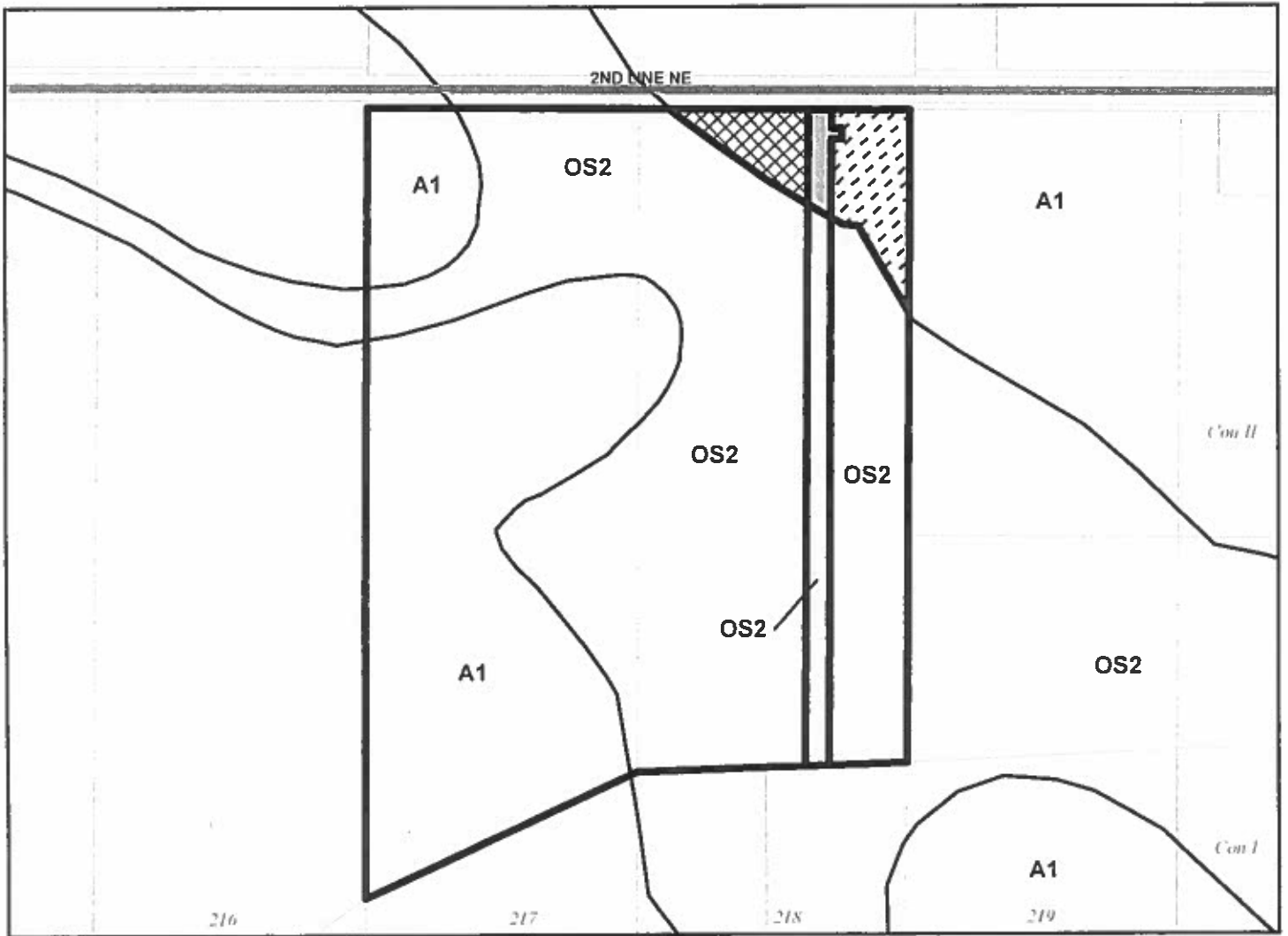
READ A FIRST AND SECOND TIME on the 6th day of May 2021.

READ A THIRD TIME and finally passed this 6th day of May 2021.

Mayor

Clerk

Schedule 'A-1'
By-law 2021-_____
Part of Lots 217 & 218, Concession 2 NE
Township of Melancthon



- Lands currently zoned A1-46 and to remain A1-46
- Lands to be rezoned from the Rural Residential (RR) Zone to the General Agricultural Exception (A1-46) Zone
- Lands to be rezoned from the Rural Residential (RR) Zone to the Rural Residential Exception (RR-171) Zone

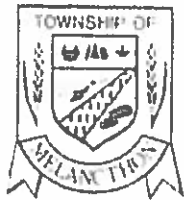
This is Schedule 'A-1' to By-law _____

Passed this _____ day of _____, 2021.

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: MAY 6, 2021

NAME: HARVEY FRASER / DARLENE LAMBERTI PHONE: [REDACTED]

ADDRESS: 55 ISLA ST. MARKDALE, ON. N0C 1H0

EMAIL ADDRESS: [REDACTED]

SIGNATURE: [REDACTED]

Purpose of Delegation Request (state position taken on issue, if applicable).
REPRESENTING CENTRE GREY HEALTH SERVICES FOUNDATION, NEW MARKDALE HOSPITAL PROJECT, CAPITOL CAMPAIGN.

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 519-925-3525.

TOWNSHIP OF MELANCTHON
15700 HIGHWAY 40
MELANCTHON, ONTARIO
N0C 2L6
519-925-3525 Fax: 519-925-1110 Email: info@melancthon.ca

M:\M\Files\Forms\Delegation Request Form.v2.pdf

Del # 2
MAY 06 2021

**NEW MARKDALE HOSPITAL
CONSTRUCTION UNDERWAY!
ESTIMATED MOVE IN; EARLY 2023**

MARKDALE HOSPITAL
GREY BRUCE HEALTH SERVICES



Together
in Care

THE CAMPAIGN
FOR THE NEW
MARKDALE HOSPITAL



QUALITIES OF THE NEW HOSPITAL

- 68,000 square feet over 2 floors
- Double the ambulatory care space
- Larger ER, improved layout
- New, modern equipment
- Better spaces for family visitors
- Advanced emission control & Air circulation
- Better working conditions for staff
- State-of-the-art hospital in your community

SPACES IN THE NEW HOSPITAL

- 24/7 Emergency room with state-of-the-art equipment & 4 treatment areas
- Ambulatory care clinics
- (more ambulatory care space than in any of the GBHS rural sites)
- Palliative care room
- Diagnostic imaging
- Laboratory
- Physiotherapy
- Two ambulance bays
- Café
- Space for spiritual care
- Parking for 100 cars, and 3 horse & buggy spaces



IMPACT

- \$70+ Million investment solidifies future of healthcare for Centre Grey
- Workers on site for 2 yrs of construction, with direct benefit to local businesses
- Local economy will continue to benefit from annual wages paid to people across the region

FINANCIAL BOOST FROM A LOCAL HOSPITAL

- 1 hospital job supports 2 spin off jobs
- \$1 spent in the hospital = \$2.30 addition business activity

EACH Physician

- Supports 4 full time jobs
 - Generates approx \$205,000 in GDP
 - More than \$50,000 in tax revenues
- (figures from OMA)



FINANCIAL OVERVIEW OF THE PROJECT

Cost of the new build

\$68,000,000 - \$70,000,000

<p>OUR COMMUNITY COMMITMENTS TO HEALTHCARE</p> <ul style="list-style-type: none"> ▪ Hospital bricks, mortar, plus all equipment, furniture, technology, and fixtures (which are NOT paid for by government) ▪ plus supporting local and regional healthcare improvements over the next 2 years through the course of the build ▪ plus 2 years of campaign costs including all foundation operations, updating technical capacity and leaving a Foundation capable of inspiring the community to invest in local healthcare 		\$12,500,000
<p>Funds already collected (total all gifts to previous campaign plus gifts designated to new hospital since)</p>	\$ 7,800,000	
<p>Commitments from Municipalities</p>	\$ 2,000,000	
<p>Total already contributed and pledged</p>		\$ 9,800,000
<p>Gap to be filled</p>		\$ 2,700,000



JOIN US!

- The residents of Melancthon are close enough to benefit from the services, clinics and special programs that the Markdale Hospital will have to offer
- Accreditation Diagnostics Canada recently scored the Markdale Laboratory 99% confirming the importance the staff puts on the health of every patient
- Superior healthcare is important to families wishing to relocate.
- Having a NEW state of the art hospital within minutes from Melancthon will be very attractive to those looking to relocate
- We would consider it a privilege to have Melancthon as a valued partner in this project.



OUR REQUEST TO THE MUNICIPALITY OF MELANCTHON

- We respectfully ask that you consider investing in local healthcare via the New Markdale Hospital
- We are asking for an investment of \$150,000
- This can be made payable over the next five years (\$30,000/yr for 5 years), or on a schedule that is most suitable to the municipality



**A strong community hospital
is only possible through
strong community support**



Thank you