



TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, JUNE 17, 2021 - 5:00 P.M.

Join Zoom Meeting

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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 – June 3, 2021**
- 6. Business Arising from Minutes**
 1. Half Load Summary of Offences in Melancthon
- 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. RJ Burnside Report - Melancthon Works Building Structural Review
 2. Tender 03-2020 – Church Street Horning’s Mills – closes June 15th at 2 p.m.
 3. Other
- 10. Planning**
 1. Applications to Permit

2. Other

11. Climate Change Initiatives

1. Melancthon: Climate Action Implementation Strategy Responses from the Environmental Sustainability Committee

12. Police Services Board

13. County Council Update

14. Correspondence

Board & Committee Minutes

1. GRCA General Membership Meeting – May 28, 2021
2. NVCA May 2021 Board Meeting Highlights
3. Township of Melancthon Police Services Board – February 2, 2021
4. Shelburne & District Fire Board – May 4, 2021
5. NDCC – April 14, 2021
6. NDCC – May 12, 2021
7. Environmental Sustainability Committee – May 14, 2021

Items for Information Purposes

1. Ministry of Transportation letter Recognizing support of The Town of Mono requests regarding increasing speeding fines
2. Letter from Town of Grand Valley regarding Roadmap to Reopen
3. Letter from Town of Orangeville regarding Framework for OPP Detachment Boards
4. Rideau Lakes Resolution regarding Cemetery Funding
5. Letter from Town of South Bruce Peninsula regarding Lottery Licensing to Assist Small Organizations
6. NVCA Media Release – Needs Help to Continue to Provide Vital Services
7. Letter from Jeffrey Wilker regarding LPAT Hearing – Lyon v. Vander Zaag

15. General Business

1. Notice of Intent to Pass By-law
 1. By-law to Appoint a Treasurer/Deputy Clerk
 2. By-law to Authorize the Execution of a Consent Agreement – East half of Lot 13, Concession 2 OS Parts 1 and 2
 3. By-law to Authorize the Execution of a Consent Agreement – East half of Lot 13, Concession 2 OS Parts 3 and 4
 4. By-law to amend By-law 12-79, as amended, Accessory Dwelling Unit Accessory to a Single Detached Dwelling
2. New/Other Business/Additions
 1. Motion from Councillor Mercer – The Township Create a Diversity Policy
 2. Memorandum from Denise Holmes regarding Flag Raising/Half Staff Policy
 3. Draft 2021 Fall/Winter Newsletter
3. Unfinished Business
 1. Report from Wendy Atkinson, Treasurer Regarding Consolidated Financial Statements presented at June 3, 2021 Meeting
 2. Horning's Mills Hall Board Motion Regarding Paving the Parking Lot
 3. Canada Health Communities Initiative Round 2 Grant Application/Funding
 4. OPP Detachment Boards under the Community Safety and Policing Act – deadline June 7, 2021

16. Delegations

1. **5:20 p.m.** - Notice of Public Meeting Regarding a Zoning By-law Amendment on East Part Lot 18, Concession 3 OS to zone the subject lands to fulfill a condition of Provisional Consent (Nicholson)

17. Closed Session

1. Approval of Draft Minutes – June 3, 2021
2. Business Arising from Minutes
3. Personal matters about an identifiable individual, including municipal or local board employees – Policy for Early Retirement Benefit Coverage
4. Rise With or Without Report from Closed Session

18. Third Reading of By-laws

19. Notice of Motion

20. Confirmation By-law

21. Adjournment and Date of Next Meeting – Thursday, July 15, 2021 – 5:00 p.m.

22. On Sites

23. Correspondence on File at the Clerk's Office

Denise Holmes

From: Ward, Terry R. (OPP) <Terry.R.Ward@opp.ca>
Sent: Tuesday, June 8, 2021 1:05 PM
To: Denise Holmes
Subject: RE: Half Load Summary of Offences in Melancthon

Hi Denise,

We laid 4 over weight charges in Melancthon on Cty 17 and another 8 on Cty 17 in Mulmur. Overall the detachment laid 20 over weight charges in Dufferin.

Terry

From: Denise Holmes [mailto:dholmes@melancthontownship.ca]
Sent: June 7, 2021 11:59 AM
To: Ward, Terry R. (OPP) <Terry.R.Ward@opp.ca>
Subject: Half Load Summary of Offences in Melancthon

CAUTION – EXTERNAL E-MAIL - Do not click links or open attachments in unexpected emails.

Hi Terry,

It was asked at the last Council meeting if the OPP would have a summary of tickets issued for half load violations on Melancthon roads?

Thanks!

Regards,
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon |
dholmes@melancthontownship.ca | PH: 519-925-5525 ext 101 | FX: 519-925-1110 |
www.melancthontownship.ca |

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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.



BURNSIDE

**Melancthon Works Building
Structural Review**

**Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E**

JUN 17 2021



BURNSIDE

Melancthon Works Building Structural Review

**Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E**

**R.J. Burnside & Associates Limited
3 Ronell Crescent
Collingwood ON L9Y 4J6 CANADA**

**May 20, 2021
300053392.0000**



Distribution List

No. of Hard Copies	PDF	Email	Organization Name
-	Yes	Yes	Township of Melancthon, Denise Holmes, CAO / Clerk

Record of Revisions

Revision	Date	Description
-	May 20, 2021	Initial Submission to Township of Melancthon

R.J. Burnside & Associates Limited

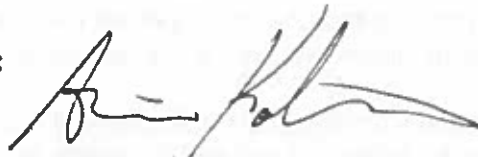
Report Prepared By:



Richard de Faria, P.Eng.
Senior Structural Engineer
RdF:sp



Report Reviewed By:



Arunas Kalinauskas, BSc.
Business Manager – Asset Management / GIS
AK:sp

Melancthon Works Building Structural Review
May 20, 2021

Executive Summary

The Township of Melancthon is interested in the opportunity to invest in solar power generation and requested an initial investigation to determine if the large flat roof area above the existing Public Works garage would be a suitable location.

R.J. Burnside & Associates Limited was requested to complete an initial building review primarily from a structural building design perspective and advise on the practicality of mounting solar panels on the Public Works garage roof. Documents on the original building design were generally unavailable, with one foundation plan being located on site.

The building is composed of original construction approximately in the early 1960's consisting of a two story office and a three bay works garage, with an additional three bay garage constructed some years later. The facility is primarily constructed with poured concrete foundations, loadbearing concrete block masonry walls above grade, precast concrete slab and wood framed second floors, precast concrete double tee roof slabs in the original building and steel deck and open web steel joist (OWSJ) roof structure for the addition. Concrete slab on grade floor, steel rollup garage doors and exterior steel cladding, with a conventional tar and gravel roof completes the general building description.

Overall, the major structural elements appear to be functioning satisfactory under present occupancy and environmental loading. A lack of existing drawings inhibits the precise capacity calculation for the roof structure and its ability to carry additional load from potential solar panels. Calculations made using some assumptions indicate that the structure is at or slightly below the loading which would be imposed under current Ontario Building Code requirements, prior to the addition of new loads.

Our report concludes that if detailed site measuring and analysis was undertaken the OWSJ roof area could be reinforced, but that the double tee roof would be very difficult to reverse engineer and strengthen. Additional load bearing elements such as masonry piers between overhead doors are likely loaded to capacity. It is concluded that the garage is not a good candidate for economical solar panel installation due to capacity uncertainty and likely strengthening required for half the roof area.

It is concluded that there are some other structural deficiencies that should be reviewed.

The report recommends some minor repairs, upgrading of guards and possible minor site regrading. The report mentions that the nearby south facing roof of the sand storage building may be worthy of consideration for a solar installation, especially if original engineering building design documents are available for initial review.

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Appendices

- Appendix A Report Limitations (Standard Burnside Version)
- Appendix B Photographs
- Appendix C Precast Double Tee Technical Load Capacity Sheet

1.0 Introduction

The Township of Melancthon Public Works Yard and Municipal Offices are located at 157101 Highway 10 and consist of several buildings on the overall property. The Township is considering the opportunity to incorporate solar power generation at this location. There are four main buildings on the site consisting of a Municipal office centrally located on the west side, a relatively new storage building at the south east corner, a sand / salt storage building on the east side, and the works garage on the north west corner of the site.

Figure 1: Site Location



Note: Photograph is from Google Maps.

Initial discussions and consideration related to installing solar panels on the works building, which has a relatively large flat roof area.

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Figure 2: Street View of Site Location



Note: Photograph is from Google StreetView

The Township of Melancthon requested R.J. Burnside & Associates Limited (Burnside) to complete an initial review of the existing Public Works building to determine its overall condition primarily from a structural aspect, and thus if it is suitable as a candidate to install solar panels on the roof.

1.1 Background

Before visiting the site, Burnside asked the Township if any current building drawings exist with respect to the original Public Works building. Unfortunately, no drawings or reports specific to the structure could be found.

During our actual site review, we did find an old print from 1961 which outlined the foundation design and some site features including a septic tile field layout. This was a single sheet and there were no elements shown above ground level.

Melancthon also forwarded some documentation that confirmed that the roofing was replaced in late 2006.

The Public Works building consists of an original building constructed in 1961, and an addition to double the amount of truck bays was added some years later.

In the original building, located at the west end, there is some office space and storage on the second-floor level. The remainder of the building consists of three truck bays in the original building, and three added truck bays in the section on the east side. The truck bays are used for heavy truck storage and where some maintenance on the vehicles is undertaken. There is no overhead travelling crane or jib cranes as part of the building structure. There is a mobile rolling gantry crane which is used to lift heavy items.

The roof surface is generally unobstructed and there are no mechanical heating, ventilation or exhaust units located on the roof.

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1.2 Scope of Review

Burnside completed a site review on May 11, 2021 with two Township Public Works Department Staff present.

The primary purpose was to visually review the structure to determine its overall condition, and to provide some assessment as to the practicality of locating solar panels on the exterior roof. There has been no study as to the type of solar panel array or extent of roof coverage being planned.

As a result of the review, the intention is to provide some conclusion as to existing structural capacity of the building system to support additional load, either as it is presently constructed, or what undertakings may be required to upgrade members and components to sustain additional load.

It may be important to note that solar panels will add additional load to a structure through several considerations. The self weight of the solar panel system may vary by the type of panel and if racking systems are utilized so that the panels are tilted on an angle to improve the solar energy gains. Such panels and racking arrays, depending on their height and extent, also must resist wind loading and transfer that wind load through supports into the structure. In some cases, depending on the geometry, height and spacing of elements, the solar panel system can catch additional snow at the roof level and also increase areas of drifts or snow piling. Not only do the overall loads have to be considered, but also the specific attachment points. The solar panel systems do not load the existing structure evenly, and any supports or anchors have to be located and spaced to suit the type of supporting structure, to avoid local overloading, and ensure proper anchorage.

In addition to the structural load coordination, solar panel systems must also be integrated with the roofing design to reduce the chance of water leakage and reduce the chance of water ponding away from drain locations. Systems will also have to consider roofing replacement intervals and maintenance requirements.

2.0 Observations

The following observations were made based on the brief visit and no destructive testing or material removals were undertaken. The intention was to make some basic determinations based on the following observations, and if there is merit in more detailed review, to incorporate a proposed solar panel system design. Such work would be part of a potential future detailed engineering phase.

Photographs were taken and some copies are included in Appendix B for better understanding and clarity.

2.1 Overall Structural System

Generally building design drawings will or should indicate the overall structural building system, the material used, code references and the design loading used to size all the elements. Unfortunately, this critical information is not available.

The exterior walls and load bearing and lateral load resisting system consists of concrete block masonry. It is unknown if the block is unreinforced, partially reinforced or plain. The building is of constant height with a flat roof. The south side is primarily six large overhead doors with a 400 mm or 16" wide masonry column or encased steel column between the doors, with a single entrance door on the office end. There are windows and entrance / exit doors on the other walls. There is no basement and the floor is a concrete slab on grade, with a small second floor area on the west end framed with precast slabs on the south, and wood framing on the north side.

Foundations are concrete with normal spread footings.

2.2 Roof Structure

2.2.1 Original Building

In the 1961 original building, the roof structures were made with precast concrete, prestressed reinforced double tee slabs that span the full building width which is approximately 13.8 m or 45'-4" in the garage area. Above the office and second floor area, there is an interior wall that cuts the roof slab spans to about half.

In the garage area, there is some type of spray on insulation / fireproofing completely covering the underside of the precast tees. Above the second floor this spray on product does not exist. It is not known if this product was intended for added insulation. If it was the original building insulation, or if it was added as an added fire protection product. We do not believe the roof would need to be fire rated, so we believe this spray on material, which was also applied partially to the walls, was primarily added for insulation reasons. The surface is discoloured, likely due to vehicle exhaust over many years. However, we were able to take some measurements of the tees in the second-floor area.

Overall, the tee depth is 350 mm (14") plus the top flange thickness. There were no openings to measure the flange or slab component. Typical for roof structures a 50 mm thick flange is sufficient, putting the overall depth at 400 mm or 16". We measured the overall slab width as 2400 mm or 8'. We measured the tee or stem width at the bottom as about 65 to 70 mm which is 2-1/2".

Each precast concrete manufacturer has their own steel forms to fabricate their double tees and actual dimensions, such as the tee width and profile, and design will vary by supplier. The tees are generally reinforced with a welded wire mesh in the top 50 mm

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deep slab or flange section and the main prestressing cable reinforcing is located in the bottom of the tee leg. Again, the reinforcing strand material will also vary and is commonly an 1860 MPa yield strength material and 13 mm diameter. The strand quantity can vary, and the strand may be straight across or dapped in profile. These double tees are very specifically custom engineered to suit each and every project differently, in order to maximize performance. Having said that, and not knowing exact material parameters and actual reinforcing used for these tees, we cannot determine the existing tee capacity accurately.

In the Appendix C, we copied an older industry standard design sheet from the Canadian Portland Cement Association (CPCI) from 1982. The base of the tee or stem thickness is wider than what we measured on site. Those approximate tables for the almost 14 m span indicate a working capacity in the range of 2.4 KPa superimposed load.

At this building, the current superimposed working load would be the weight of the roofing and the expected snow load, plus any future loading such as solar panels. We estimate the conventional asphalt felt ply roof and stone ballast to be in the range of 0.27 to 0.31 KPa, and the uniform snow load based on the 2012 Ontario Building Code for Shelburne to be 2.88 KPa, thus the present dead plus snow total is 3.15 KPa. This current imposed load, excluding wiring, duct sprayed insulation and any other miscellaneous load, of 3.15 KPa is higher than the approximate capacity of 2.4 KPa.

Thus, even with a lighter roofing system, we do not foresee an existing double tee roof capacity being able to support more load.

The small section of roof over the office where the span is half, would likely have some added capacity.

The original manufacturer's double tee design capacity would be slightly different, but close to the 2.4 KPa approximation for the long span areas over the garage.

2.2.2 Building Addition

The eastern half of the garage has the same roofing system and same elevation. However, the roof structure consists of galvanized 38 mm (1-1/2") deep standard steel deck spanning about 1800 mm (6') between open web steel joists (OWSJ) that are 600 mm or 2' deep. The joists span the full 13.8 m of the garage and bear on masonry at each end.

The joists have three rows of horizontal bridging and are prime painted. There is some light surface rust on some joists but otherwise they appear to be in good condition. The joists support the roof, some lights and a row of radiant tube heaters, but no hoists or other heavy loads.

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Without the original OWSJ drawings and engineering, determining the capacity is not straight forward. Typically, the joists are custom designed for the span and specified loading, and then the member sizes optimized to near 100 percent efficiency.

The joists can be reverse engineered to some degree, however, different manufacturer's used different steel grades over the years and some components have higher yield strengths than others. Steel tensile yield strengths can vary from 230 MPa to 375 MPa, which results in significant differences in load carrying strength overall. We did not notice any joist "tags" at the joist ends, which are shipping labels identifying the manufacturer and sometimes year of fabrication. Sometimes such tags allow for follow up with a manufacturer to see if they have old engineering files on the specific project.

While on site, Bryan the Public Works Township employee was able to obtain an approximate joist bottom chord size of a double angle 51 x 51 x 6.4 mm in size. As an approximate analysis check, we calculated the current required bending load on the roof joist just based on an estimate of the current loads and determined that the bottom chord yield stress capacity would have to be over 338 MPa. This would be getting close to the highest value of steel sections for joists currently manufactured which use a 375 MPa grade. Its more likely these older joists were using a 300 to 345 MPa steel at best. This would roughly indicate that the joists are at capacity under current loading and adding more weight would require every joist to be reinforced.

It is also interesting to note that for this joist span, a currently designed joist would be most economical from a weight per joist aspect if the joist were 1000 mm deep, not 600 mm deep. Thus, adding load would likely cause more joist deflection since they are shallow depth joists. This in turn would need close review as deflected joists can create water ponding at the mid length of the joists and then create inadequate drainage to the roof drain locations.

A review of the steel deck capacity indicates that if the steel deck is made from the common steel sheet thickness of 22 gauge or 0.76 mm thick, then if the deck is fabricated with long sheets as expected (three span coverage) it should have a total dead and snow load capacity of about 6.25 KPa factored load, whereas present dead and snow factored load is in the range of 4.94 KPa. So, the present steel deck itself may have some strength reserve, depending on the type of added loads, uniformly distributed or as concentrated loads. Typically, these deck sections are meant to carry uniform loads, or loads spread over a large area, such as snow. Generally, the deck product is not meant to carry direct point loads from solar racking systems, and such loads have to be spread out over more contact area, or directly located above an OWSJ member. It appears the roof of the addition may be more limited by the joist capacity, as opposed to the steel deck capacity.

2.3 Second Floor

The second floor of the original building consists of two distinct designs. Over the south half of the office area, it appears that the floor was part of the original construction and consists of precast concrete slabs, likely narrow hollow core units 400 mm or 16" wide spanning in the east west direction of about 4 m or 13'. The cement grout joint between units are exposed at the floor level and there is no subsequent concrete topping, with the surface of the slabs being slightly rough.

Again, these are precast concrete units and since there are no original design drawings, actual load capacity is unknown and cannot be calculated unless exact section details are known such as the hollow core diameter, depth, concrete strength and reinforcing steel type and location. The floor seems to be performing satisfactorily as is. The area is used for light storage. It is unclear what the original design load was, perhaps a second-floor office. We would suggest not using the area for heavy storage.

The remaining north section includes a "L" shaped wood framed staircase, and this is supported by the surrounding wood joist floor and solid 38 mm exposed lumber decking. wood joists are 38 x 184 or 2 x 8" at roughly 400 mm or 16" on centre. The joist spacing varies. There is a support wall below these joists, and they span at most 4.3 m or 14'. Such joists if not notched and at least No. 2 grade SPF material, will have the capacity to sustain about 2.4 KPa or 50 PSF which is suitable for office but not heavy storage use. At present, there was no heavy materials being stored. This floor appears to be for utility purposes with gaps between the lumber decking. This was not reviewed in more detail as it does not impact the potential roof solar panel rack options.

On the east side of the second floor with the wood framing, there is no wall and the floor or mezzanine is open to the garage area. Across this opening there is a horizontal piece of lumber acting as a guard. We believe this guard size will not be strong enough to resist OBC required Code loading, as a person on the second floor could fall to the level below. This guard could be removable, but it needs to be more robust and should maintain a kick plate no less than 125 mm or 5" above the floor, so that tools and small items don't get accidentally kicked to the level below. There is presently a lumber kick plate in place.

2.4 Exterior and Interior Walls

The exterior walls are concrete block construction, and the exterior has been clad with a low profile ribbed steel cladding. It is unknown if there is insulation between the block and the steel cladding. The cladding appears to be in very good material condition, with a good finish and it is not damaged or dented.

The block in the main garage area is approximately 4700 mm high or 15' - 3" to the underside of joist bearing. The main dividing wall between the original building and the new garage is a 240 mm wide or 10" block, 20 courses above the base concrete wall

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which is 1000 mm or 3' - 4" above the floor, or about 5000 mm total height. There is some variation in wall height depending if one measures to joist shoe bearing level, or top or bottom of precast tees etc. If this wall was originally designed under empirical masonry rules of the time, the 240 block would be approaching the maximum recommended slenderness ratio.

The block walls are visually generally in good condition, except some parts of the walls are covered with a spray on insulation product, and thus covers the block material from view.

At the dividing walls between the garage areas, there is a full height vertical crack close to a central pilaster. The crack also follows vertical and horizontal mortar joints. We anticipate that this is primarily a shrinkage crack and one would normally construct a vertical control joint at the 6 or 7 m spacing, which in fact is about half the wall length. A vertical control joint releases the shrinkage stresses and essentially the crack forms in the joint location. The walls remain in plane and there is no sign of spalling or overloading. The central pilaster does not appear to be rigidly connected back to the double tee precast roof, which would have been more important when the wall was originally an exterior wall. There does not appear to be a foundation settlement issue.

Connections between the roof framing elements and the top of the masonry walls are unknown. Thus, the reserve to resist further wind uplift, especially on the steel joist side, is unknown. There are at present no observable signs that there is an issue with wind uplift capacity.

The masonry between the garage doors at the south side is highly loaded, roughly a vertical working load of 200 kN or 45 000 lbs per masonry column. It is uncertain if there is a steel column embedded in the masonry, none is evident from the inside. The masonry is only 400 mm wide and if this is a pure masonry column then the working load stress on the block is around 2.1 MPa which is higher than expected under masonry design codes. It is unknown if the block is reinforced and what the strength of the masonry units are. On the original building, there is some overhang of the block from the foundation wall on the inside face. Without further details we would not suggest any additional roof loading, which would then transfer load to the masonry columns. Either side of the door there is an existing C250 (10") vertical steel channel jamb and header member across the door. We anticipate that this steel channel is integral to the block pier and is enhancing the capacity of the block pier. The channel only extends vertically to the top of the overhead door. Channels are in good condition, painted, and there is only some light surface rust on a few of them.

A typical detail is to construct a steel bollard outside such overhead doors to protect the door jamb from heavy vehicle impacts. There are no bollards at these locations, but we did not see signs of impacts either. These columns between doors are highly loaded and some additional protection may be a consideration.

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There is a block wall running in the east west direction above the office at the west end of the building. The lintel depth above the door opening on the second floor is shallow and there are no signs of steel reinforcing. Some cracking is evident, and some overloading of this short lintel may be occurring.

2.5 Foundations and Floor Slabs

The 1961 drawing indicated a poured concrete foundation with shallow concrete strip footings at about 1.2 m below grade. The top of the foundation wall is above grade around the perimeter, roughly 200 mm above the floor slab, and about 1000 mm high at the main interior wall. The foundation walls appear to be functioning well with no signs of settlement. We did not notice concrete deterioration, although much of the concrete is hidden from view. There was a crack as previously noted in line with the masonry wall crack between the two additions.

The slab on grade in the original building is showing a bit of surface wear, but otherwise serviceable. It was in the process of being washed off while we were on site to remove sand accumulation from the trucks. The slab in the addition is in better condition. There is a central trough drain with a steel bar grating cover. Some corrosion was noted, but this was not reviewed in any detail.

There is a ramp in the floor from the original shop to the new one, through the opening in the main wall at the north end of the garage.

2.6 Roofing and Exterior Building Envelope

The roofing is a conventional asphalt and felt roof with a pea stone type gravel finish (tar and gravel) and it is unknown if there is exterior insulation above the steel deck surface. Generally, the gravel surface is in good condition and there is no built up depth of loose gravel.

There are areas of wind scour at the north west corner of the roof, where the gravel has been blown back. There is some gravel removal at the south west area as well and perhaps some attempts at making a slight surface trench to possibly direct some ponding water to the drains.

It was reported that there are some small roof leaks in the addition area of the roof. There was no standing water on the roof during our visit.

It was noted that some of the drain screens are missing and these should be replaced to prevent larger items from clogging the drainpipe. The perimeter parapet is very shallow, only a few inches high, thus we do not expect that water to any significant depth can build up on the roof.

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There was a short post on a steel base on the roof, but there was nothing attached to it, so we believe the original function or attachment has been abandoned.

There is an exposed membrane over the location where the main separation wall exists between the two buildings.

Flashing around the roof perimeter is intact.

Exterior sheet metal siding / cladding is in good condition. Windows appear to be in good condition, but they were not individually reviewed in detail.

There is no permanent roof access ladder. There is no permanent equipment on the roof to service.

2.7 Site works and Miscellaneous

There is a grassed area on the west side of the building, and gravel on the south and east sides. On the north side it appears to be earth backfill, with the property fence close to the building.

The grade around the addition is slightly higher than the grade around the original building.

The grade on the south side is generally quite flat and possibly the grade slopes towards the overhead doors in some locations, especially near the mid length of the building. We expect that some surface water runs off and under the overhead doors.

3.0 Conclusions

The building overall is in good condition and appears to be functioning satisfactorily.

However, the lack of original engineering drawings especially as related to the roof structure, makes an exact and detailed load capacity determination difficult and impractical.

Through approximate calculations using construction period based assumptions we estimate that the existing roof structure is at or slightly below the strength levels required under current Ontario Building Code requirements. As such, any additional imposed loads would likely require OWSJ reinforcing, and possibly masonry pier strengthening. The precast concrete double tee area cannot be practically and economically reinforced.

Second floor guards are not strong enough to meet OBC loading requirements.

Second floor areas appear to meet strength requirements for office and present uses.

Overhead garage door jambs are not protected by exterior bollards.

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Mechanical and lighting systems were not reviewed.

Minor roof leaks were mentioned by Township Staff, some localized scouring of the gravel due to high winds is evident. Some roof drains are missing screens. Locating the source of the roof leak may be difficult. Thermal scanning and other methods may help to isolate the potential leak area.

Properties of the spray on insulation to the inside of the original structure are unknown. Some insulation is flaking off.

Grading around the south side is flat or sloping towards the building, causing some surface water to potentially enter the building under the doors.

4.0 Recommendations

Engineering costs and related repairs to strengthen portions of the existing roof and supporting structure are likely too expensive for potential solar panel roof installations, and the estimated return on investment.

The south sloping roof of the sand and salt storage building may be a better candidate for roof top solar panels. However, considering the roof is an engineered wood truss system, obtaining the original truss engineering drawings would be required for a more detailed review.

There may be merit in some topographical surveying around the south side of the garage to see if some slight regrading, creating a swale south of the main drive areas is possible, to reduce water flow towards the garage.

To reduce a risk of building collapse due to impacts at overhead door jambs, construction of augured concrete filled steel bollards outside the door jambs should be considered.

Minor roof and drain cap repairs are suggested.

Replacement or strengthening of second floor guards should be undertaken as a safety measure.

Some material laboratory testing of the spray on insulation product may identify the product type and guide any further discussions with respect to repairs, removal or upgrading.



Appendix A

Report Limitations (Standard Burnside Version)

Disclaimer

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Appendix B

Photographs

Appendix B



Photo 1: South Elevation, Office on West End, Newer Addition on East End



Photo 2: West Elevation



Photo 3: North Elevation Viewed from West Side



Photo 4: North Elevation Viewed from East Side



Photo 5: East Elevation



Photo 6: View from Second Floor Looking into Garage, Gantry Crane in View, Coated Double Tees at Roof Level. Wall in Background Separates the Existing from Garage Addition



Project Name	Structural Review of Melancthon Works Building
Project No.	300053392.0000
Date	May 11, 2021



Photo 7: View of Precast Concrete Double Tees Above the Second Floor Area



Photo 8: Cracks Through Block Lintel Above Second Floor Door

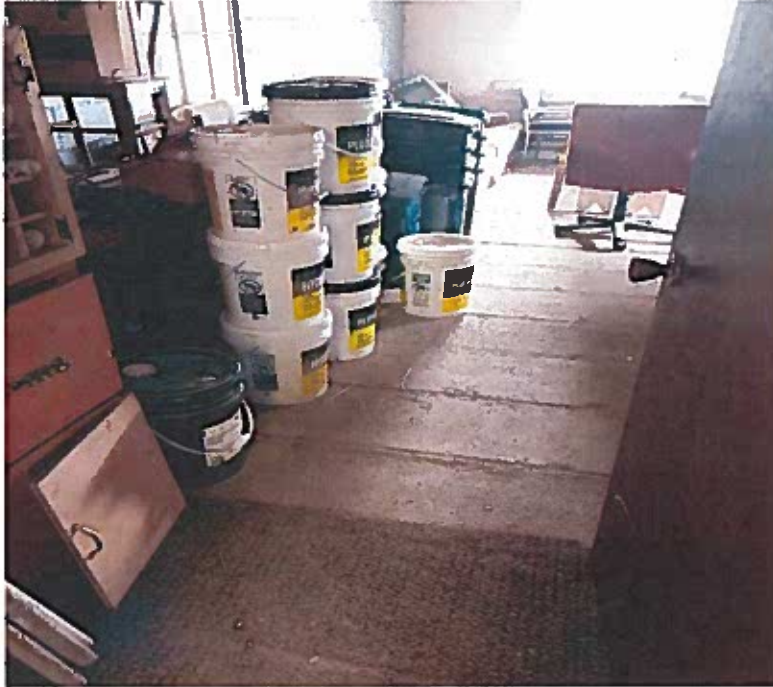


Photo 9: Concrete Precast Slab Second Floor Over Office Area Below



Photo 10: Wood Decking Second Floor in Fair Condition



Photo 11: View of Second Floor Open Mezzanine and Slender Wood Guard Rail



Photo 12: Crack in Concrete Block Wall Near Central Pier

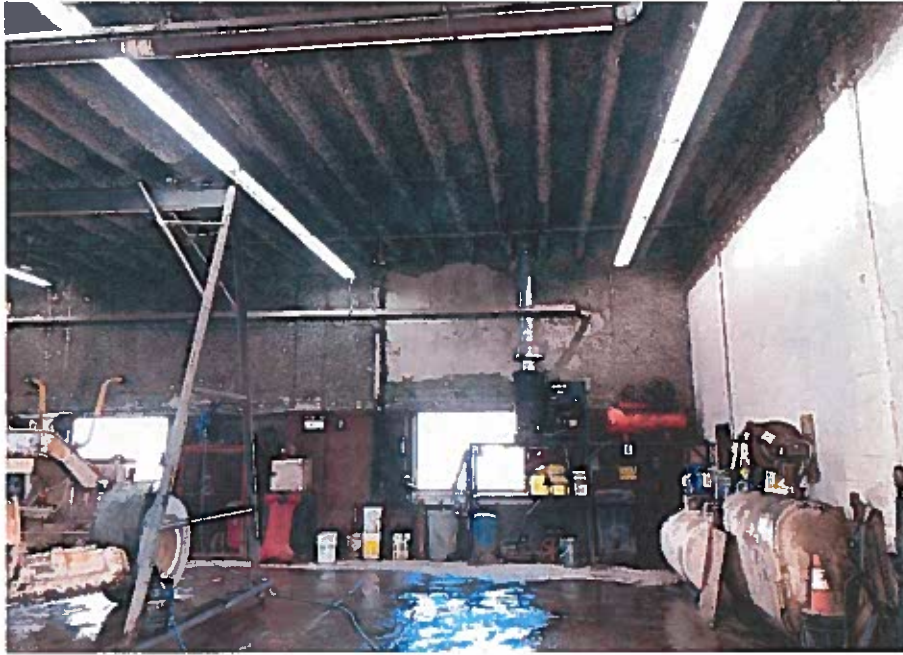


Photo 13: View Looking North, Note Spray on Product on Exterior Wall Has Come Off



Photo 14: Typical Pier Between Overhead Doors, Spray on Product Covers Some of Block



Project Name	Structural Review of Melancthon Works Building
Project No.	300053392.0000
Date	May 11, 2021



Photo 15: View Inside Garage Addition Showing Open Web Steel Joist Roof Structure



Photo 16: Crack in Concrete Block Wall on Addition Side. Joists Parallel to Wall, Block Wall Carries Little Vertical Weight



Photo 17: Overview of Roof Looking East



Photo 18: Roof Drain with Missing Filter Basket



Photo 19: North West Corner – Stone Scoured Due to Wind



Photo 20: Minor “Trenching” or Roof Gravel to Direct Water to Edge Scupper, Likely to Reduce Water Ponding



Photo 21: Mystery Post on Old Wheelbase, Likely Could Be Removed



Photo 22: Inside View of South Side Roof Trusses at Sand Storage Building. Some Salt Staining of Wood Studs



Project Name	Structural Review of Melancthon Works Building
Project No.	300053392.0000
Date	May 11, 2021



BURNSIDE

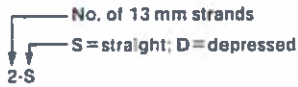
[THE DIFFERENCE IS OUR PEOPLE]

Appendix C

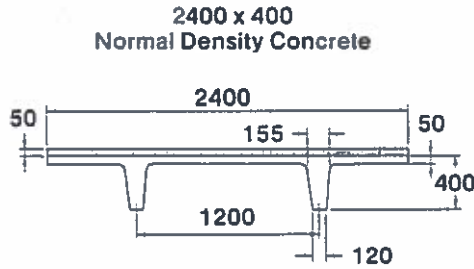
Precast Double Tee Technical Load Capacity Sheet

DOUBLE TEE

Strand Pattern Designation



Safe loads shown include dead load of 0.5 kN/m² for untopped elements and 0.7 kN/m² for topped elements. Remainder is live load. Long-time cambers include superimposed dead load but do not include live load.



f'_{cl} = 25 MPa
 f'_c = 35 MPa
 f_{pu} = 1860 MPa

Section Properties

	Untopped	Topped
A	216 000 mm ²	
I	2 980 x 10 ⁸ mm ⁴	4 430 x 10 ⁸ mm ⁴
y _b	289 mm	338 mm
y _t	111 mm	112 mm
S _b	10 300 x 10 ³ mm ³	13 100 x 10 ³ mm ³
S _t	26 900 x 10 ³ mm ³	39 400 x 10 ³ mm ³
m	214 kg/m ³	336 kg/m ³
w	2.1 kN/m ²	3.3 kN/m ²
V/S	35 mm	

Key

- 5.2 — Safe superimposed service load, kN/m²
- 0 — Estimated camber at erection, mm
- 0 — Estimated long-time camber, mm

Table of safe superimposed service load (kN/m²) and cambers (mm)

No Topping

Strand Pattern	e _s e _c	Span (m)														
		4	5	6	7	8	9	10	11	12	13	14	15	16		
2-S	239 239	5.2	2.8													
4-S	214 214			9.7	6.7	4.7	3.4	2.4	1.7							
6-S	156 156					8.4	6.1	4.4	3.3	2.4	1.8					
6-D	156 256							8.1	6.1	4.6	3.5	2.7	2.0	1.5		
8-D	102 220									6.2	4.8	3.8	3.0	2.4	1.8	
10-D	49 213													3.0	2.3	1.8

Table of safe superimposed service load (kN/m²) and cambers (mm)

50 mm Normal Density Topping

Strand Pattern	e _s e _c	Span (m)														
		4	5	6	7	8	9	10	11	12	13	14				
2-S	239 239	5.2	2.4													
4-S	214 214			10.4	7.0	4.7	3.2	2.1								
6-S	156 156					9.2	6.4	4.5	3.1	2.1						
6-D	156 256							8.5	6.1	4.5	3.2	2.3				
8-D	102 220									6.3	4.8	3.6	2.5	1.5		

Values below heavy line require transfer strengths higher than 25 MPa.



APPLICATIONS TO PERMIT FOR APPROVAL
June 17, 2021 COUNCIL MEETING

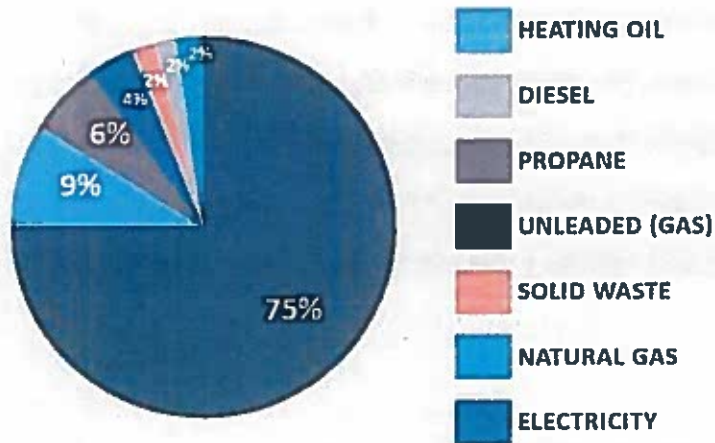
PROPERTY OWNER	PROPERTY DESCRIPTION	TYPE OF STRUCTURE	DOLLAR VALUE	D.C.'s	COMMENTS
Ezra Martin Applicant Simon Martin Mar Bros Construction	Lot 23, Con 5 SW 098042 4th Line SW	Sugar Shack	\$30,000	NO	failed
Melancthon Maple Farm - Emerson Brubacher Applicant Aaron Bauman	W Part Lot 14, Con 4 OS 397217 5th Line	Grain Bin Storage	\$15,000	NO	approved
Melancthon Maple Farm - Emerson Brubacher Applicant Aaron Bauman	W Part Lot 14, Con 4 OS 397217 5th Line	Agricultural Barn	\$400,000	NO	
John Da Costa	Lot 24, Plan 7M48 10 Rutledge Heights	Single Family Dwelling	\$350,000	YES	
Brenda Walker Applicant William Chambers - TransAlta	Part Lot 298-300, Con 4 SW 096061 4th Line SW	Storage Shed	\$120,000	YES	
2603109 Ontario Inc/Downey Farms Applicant Craig Stevenson	Part Lot 18, Con 3 OS Part 1	Potato Bag Storage	\$120,000	NO	
Sarah Cornick	Part Lot 32, Con 7 NE 784097 County Road 9	detached garage	\$21,000	NO	

Plan # 10.1
JUN 17 2021

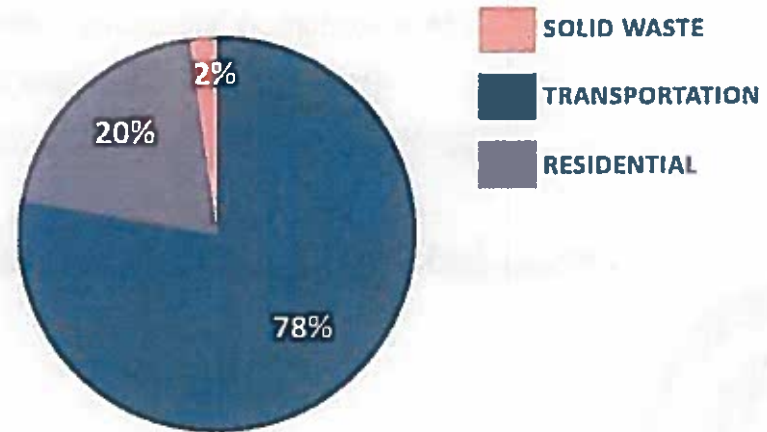
Melancthon: Climate Action Implementation Strategy

Greenhouse Gas Emissions

TCO₂E MELANCTHON BY ENERGY SOURCE



TCO₂E MELANCTHON BY SECTOR



Guiding Questions

What are the motivating factors for your community to participate in climate action? Select all that apply:

- To be a local climate action leader/example
- To lower energy costs for residents and businesses
- To ensure agricultural sustainability and food security
- To attract new business and tourism to the community

- To protect water (sources and quality)
- To protect, restore, and enhance the natural environment
- To diversify the local energy supply
- To ensure a safe and healthy community
- To address inequity within the community
- To protect the community and infrastructure against extreme weather events such as floods, storms, heat waves, etc.

What are some of the top strategic priorities for your municipality over the next 5 years?

- o agriculture sustainability
- o protect water
- o safe a healthy community

What would you like to see as the top 3 climate priorities for your municipality over the next 5 years? Select 3:

- Supporting sustainable and regenerative agriculture practices
- Developing active transportation networks (e.g. walkable community, bike lanes, connected trail systems)
- Reducing energy costs through retrofitting and energy efficiency measures in existing buildings
- Supporting electric vehicle charging network development to support tourism and EV adoption goals
- Implementing green development standards for new buildings and neighbourhoods to ensure long-term sustainability
- Support conservation and rehabilitation of ecological systems (e.g. wetland restoration or tree planting)
- Expanding public transit options and network
- Supporting climate change awareness and education opportunities

- Encourage the uptake of low-carbon and renewable energy sources (e.g. fuel switching)
- Encourage green infrastructure development to support resiliency goals
- Minimize flood risks through natural infrastructure protection and enhancement
- Plan complete communities

What supports does your municipality require from the County to participate in climate action?

- Providing trainings to staff on climate change and the Dufferin Climate Action Plan
- Providing guidance for climate related projects in the municipality
- Providing information on available grant programs
- Hosting climate change related events and education opportunities within our municipality
- Providing research and resources to municipal staff to support the planning and implementation of specific climate actions
- Other (please specify):

What support can your municipality provide to the County to advance local climate action?

- Designating a staff member to attend regular meetings with the Dufferin County Climate Change Collaborative (DC4)
- Co-hosting community climate change events or initiatives with County staff
- Supporting outreach efforts by helping to share resources and opportunities with community members via municipal communication channels
- Providing data (e.g. GIS) to support the monitoring of progress over time

The County's 5 First Priorities

Dufferin County's Priority Actions to 2025	Recommended Supporting Actions
<p>Develop a LIC program to encourage and make the uptake of retrofitting and energy efficiency measures in residences more accessible for residents</p>	<ul style="list-style-type: none"> • Support County staff as required in the development of a feasibility study • Provide support in Review and provide insights on LIC program model with County staff • Encourage local residents to participate in LIC program • Help County staff identify priority areas for program targeting in your municipality • Pass an LIC bylaw through Council • Work with County staff to set up the structure to attach the loan to their property tax system for repayment • Manage the payments to homeowners once they are accepted into the program
<p>Accelerate the transition to low-GHG transportation by developing an electric vehicle charging network across Dufferin and neighbouring municipalities</p>	<ul style="list-style-type: none"> • Leverage funding opportunities to install EV charging stations as they arise • Work with County staff to identify strategic locations for EV charging stations • As opportunities arise, promote funding programs for local ICI sectors to install EV charging stations (e.g. Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative) • Support County-led public education campaigns on electric vehicle adoption

<p>Empower the community to take climate action by institutionalizing climate action in municipal planning and supporting community awareness, education, and knowledge sharing initiatives</p>	<ul style="list-style-type: none"> • Institutionalize local commitment to climate action in municipal plans and policies during updates • Share community awareness, education, and knowledge sharing opportunities with your community via municipal communication channels • Work with Climate Action in Dufferin to create a climate change page on municipal website for residents to access planning documents and available resources • Co-host relevant events with County climate change staff
<p>Support climate-resiliency initiatives in the agricultural sector to enhance food security, support local farmers, and protect natural systems</p>	<ul style="list-style-type: none"> • Connect County staff with local agricultural stakeholders • Support research projects by providing and reviewing data as required • Support water conservation programs • Work with County staff to develop and/or update stormwater management plans with climate lens • Work with County staff to develop a climate lens to water quality and quantity protection initiatives • Develop a municipal natural asset management plan based on natural asset inventory • Participate in grant applications and provide support to projects as required • Share information to residents about events and educational opportunities • Adopt both a private and heritage tree protection by-law • Amend the landscape regulations in both Zoning and Subdivision by-laws to increase tree protection and replacement requirement • Ensure tree planting requirements are executed through new construction

<p>Create green development standards to ensure new development is environmentally sustainable</p>	<ul style="list-style-type: none"> • Explore options to incentivize application of green development standards by local developers • Review existing development standards and update using a climate lens • Consider requirement for a 'climate impacts' section in all development applications
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Melancthon Township: Recommended Climate Actions

Official Plan Objectives	DCAP Actions Alignment	Recommended Local Actions (2021-2025)	Notes	Relevant Projects
Direct growth to settlement areas such as the village of Horning's Mills, or the Hamlets of Corbetton or Riverview				
Provide opportunities for housing which accommodate a wide range of need and affordability				
Develop communities, which are efficient and livable	<ul style="list-style-type: none"> • Provide capacity building opportunities for residents, businesses, and institutions 	<ul style="list-style-type: none"> • Share opportunities with community members as they arise 		

	<ul style="list-style-type: none"> • Create a community culture around climate action 	<ul style="list-style-type: none"> • Promote and participate in County led initiatives 		
	<ul style="list-style-type: none"> • Create accessible and walkable communities 	<ul style="list-style-type: none"> • Improve pedestrian crossings, comfortable walking routes, maps and signage • Support the coordination of accessible trails, walking, and cycling facilities 		
	<ul style="list-style-type: none"> • Promote deep energy retrofit programs/options and provide information on resources and financing programs 	<ul style="list-style-type: none"> • Support County staff as required in the development of housing stock • Support and share educational initiatives 		
	<ul style="list-style-type: none"> • Establish green development standards for buildings 	<ul style="list-style-type: none"> • Work with County staff to develop green development standards • Review existing development standards and update using a climate lens • Consider requirement for a 'climate impacts' section in all development applications 		
	<ul style="list-style-type: none"> • Promote home resilience programs and provide information on resources and financing programs 	<ul style="list-style-type: none"> • Share available resources with residents and building owners • Encourage residents and building owners to undertake resiliency measures 		

	<ul style="list-style-type: none"> • Plan complete communities 	<ul style="list-style-type: none"> • Work with County staff to develop policies that encourage compact, accessible, and walkable neighbourhoods 		
	<ul style="list-style-type: none"> • Increase public awareness of and education on climate-friendly travel modes 	<ul style="list-style-type: none"> • Share and support County led outreach as required 		
Maintain the small town and rural character of the Township	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 		
Protect the agricultural land base for farming	<ul style="list-style-type: none"> • Promote and incentivize the adoption of climate-friendly practices in the agricultural sector 	<ul style="list-style-type: none"> • Connect County staff with agricultural stakeholders • Support research projects by providing information as required • Encourage regenerative and ecological agricultural practices • Encourage climate-friendly water management systems 		
	<ul style="list-style-type: none"> • Develop education partnership with agricultural community/partners to support long-term climate-friendly practices and knowledge sharing 	<ul style="list-style-type: none"> • Connect County staff with agricultural stakeholders • Support County in networking and educational initiatives 		

Provide the infrastructure required to accommodate growth in an environmentally and fiscally responsible manner	<ul style="list-style-type: none"> • Work with regional and municipal partners to expand low and zero-emission vehicle uptake and charging networks 	<ul style="list-style-type: none"> • Leverage funding opportunities to install EV charging stations • Work with County staff to identify strategic locations for EV charging stations 		
	<ul style="list-style-type: none"> • Create green development standards and practices for land use planning 	<ul style="list-style-type: none"> • Explore options to incentivize application of green development standards by local developers • Review existing development standards and update using a climate lens 		
	<ul style="list-style-type: none"> • Encourage green infrastructure and low-impact development to support resiliency goals 	<ul style="list-style-type: none"> • Provide support to projects as required • Investigate opportunities to incorporate green infrastructure 		
Take reasonable actions to maintain clean water, clean air and healthy plant, fish and wildlife				
Protect and where reasonable enhance features and functions within natural heritage areas such as wetlands, environmentally sensitive areas, streams and valley	<ul style="list-style-type: none"> • Support conservation and rehabilitation of ecological systems in rural areas 	<ul style="list-style-type: none"> • Work with County staff to provide support to projects as required 		
	<ul style="list-style-type: none"> • Protect and enhance natural assets 	<ul style="list-style-type: none"> • Develop a municipal natural asset management plan based on natural asset inventory 		

<p>lands, woodlands, areas of natural and scientific interest, discharge and recharge areas and other open space areas</p>	<ul style="list-style-type: none"> • Increase tree coverage and protection in Dufferin County 	<ul style="list-style-type: none"> • Amend the landscape regulations in both Zoning and Subdivision by-laws to increase tree protection and replacement requirement • Adopt both a private and heritage tree protection by-law • Ensure tree planting requirements are executed through new construction 		
<p>Protect Township resources such as farmland, minerals, mineral aggregates and forests, and provide for wise management practices</p>				
<p>Ensure the quality and quantity of groundwater and surface water are protected as an essential resource for rural water supplies, agricultural production, and future growth.</p>	<ul style="list-style-type: none"> • Support water protection initiatives 	<ul style="list-style-type: none"> • Work with County staff to develop a climate lens to water quality and quantity protection initiatives • Support water conservation programs Work with County staff to develop and/or update stormwater management plans 		



Grand River Conservation Authority
Summary of the General Membership Meeting –May 28, 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-05-21-39 - Financial Summary
- GM-05-21-38 - Provincial Offences Act Officer Appointments
- GM-05-21-C04 - Easement - Region of Waterloo (closed agenda)
- GM-05-21-C05 - Easement - City of Cambridge (closed agenda)
- GM-05-21-C06 - Snyder's Flats Conservation Area Update (closed agenda)

Information Items

The Board received the following reports as information:

- GM-05-21-36 - Cash and Investment Status
- GM-05-21-37 - Groundwater Monitoring in the Grand River Watershed
- GM-05-21-40 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Kerry Game regarding a request for a permit fee refund.

For full information, please refer to the May 28 Agenda Package. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on June 25, 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'.



NVCA May 2021 Board Meeting Highlights

Next Meeting: June 25, 2021, held virtually

For the full meeting agenda including documents and reports, visit [NVCA's website](#).

Springwater Township Swaley Drain Presentation

Kenn Smart, P. Eng from K. Smart Associates provided an update to NVCA's Board of Directors regarding the Swaley Drain in Springwater Township.

NVCA will continue to work with town staff to extend the Swaley Drain while mitigating environmental impacts in the Minesing Wetlands.

Board Hearing Training

Under the *Conservation Authorities Act* Section 28 (12), permit applicants who are denied a permit have the rights to a hearing in front of the NVCA Board.

NVCA's Board of Directors received a presentation from Colin A. Brown, Partner, HHL Law Firm LLP, regarding the hearings process under the *Conservation Authorities Act*.

Presentation on NVCA Permitting Process

Meagan Kieferle, Regulations Technician at NVCA gave a presentation on the NVCA Permitting Process.

NVCA is responsible for the administration of Provincial Regulations under Section 28 of the *Conservation Authorities Act*. These regulations are in place to prevent injuries and loss of life, minimize property damage and restoration costs as well as protect the natural benefits of wetlands, watercourses and shorelines.

Areas that are regulated by NVCA include

- Flooding and erosion hazards associated with watercourses and shorelines;

- Steep slopes when associated with river and streams, hazardous lands and unstable soils;
- Wetlands and wetland buffers;
- Dynamic beaches.

Any development in these areas require a permit from NVCA. These activities include:

- Construction of a dwelling or addition;
- Reconstruction of a dwelling;
- Construction of any other structure such as shorewall, inground pool or driveway;
- Placing or constructing a detached accessory structure such as a barn, shed or pool house;
- Changes to a building or structure that alters the use, increases the size or increases the occupancy such as, enclosing a carport to create a garage, or an "in-law" suite;
- Site grading
- Temporary or permanent, removal or importation of material such as fill, gravel, soils, even if the material originated on the site.

The following activities do not require a permit or prior approvals:

- Ground level decks (provided they are not enclosed or cover a walk out from below);
- Seasonal docks;
- Fences;
- Above ground swimming pools or hot tubs;
- Landscaping activities such as planting trees or garden beds;

- Removal of singular or small group of trees where stumps remain in place may not require permission from the NVCA, if such works are demonstrated to not interfere with wetlands, alter watercourses and shorelines, or impact land conservation.

NVCA's permit handling process.

In general, a permit application will go through policy and technical reviews before a permit is issued.

[Please refer to NVCA's Permit Application flow chart for more information.](#)

Applying for a permit

Step 1: Pre-consultations with NVCA's regulations staff is highly recommended prior to applying for a permit. NVCA's regulations staff will review your proposal with our technical staff before you apply.

Pre-consultations can save time and money by giving a clear direction on the policy and technical guidelines before plans are completed. By speaking with our regulations officers, iterations to plans and back and forth with consultants or hired contractors can be reduced.

Here are several ways to consult with NVCA's regulations staff

- Complete an [Online Inquiry](#) on NVCA's Website
- Send an email to permits@nvca.on.ca
- Contact the NVCA regulations team by calling 705-424-1479
- In person "walk-in" services (currently suspended due to the COVID-19 pandemic), however Regulations staff are happy to set up a telephone appointment.
- Review our [Planning and Regulation Guidelines](#)

Step 2: If NVCA regulations staff have determined a permit is required, submit [a complete application with required documents.](#)

Applicants will be informed within 21 businesses days what additional information is required.

Timelines

Initial Policy Review: 21 business days

Technical Review for Minor Works Applications: 30 business days.

Applicable projects include:

- Utilities
- Pools
- Septic
- Minor additions (not within the hazard lands)
- Detached accessory structures (under 500 sq.ft. and/or not within the hazard lands)

Technical Review for Major Works Applications: 90 business days.

Applicable projects include:

- New dwelling or reconstruction
- Shorewalls/shoreline alteration
- Minor additions (within the hazard lands)
- Watercourse alteration/*Drainage Act*
- Detached accessory structures (over 500 sq.ft. and/or within the hazard lands)

Timelines can be delayed and sometimes are not avoidable. Some of the common reasons include:

- Incomplete application submitted for "review"
- Delays from applicants completing payments or providing zoning approvals
- Volume of permits at the time of application
- Applicant did not consult with the NVCA prior to submitting their application and their proposal does not comply with Policy. In these circumstances the applicant is provided comments to address in order to comply with policy. Once the revised information is received then the technical review can commence and timelines start.

TOWNSHIP OF MELANCTHON POLICE SERVICES BOARD

The Township of Melancthon Police Services Board held an electronic meeting on Tuesday, February 2, 2021 at 9:00 a.m. due to COVID-19. Those present: Municipal Member Darren White, Public Member Alan Blundell, Denise Holmes, Secretary, Inspector - Detachment Commander Terry Ward, Dufferin OPP, Staff Sgt. Dave McLagen, Dufferin OPP and Staff Sgt. Anton Jelich, Dufferin OPP.

Call to Order

Denise Holmes called the meeting to order and welcomed all in attendance.

Election of Chair Conducted by Secretary

The Secretary called for nominations for the position of Chair. Member White nominated Al Blundell to remain on as Chair for this year. Member Blundell accepts the nomination. Moved by White, Seconded by Blundell that Alan Blundell remain as Chair of the Township of Melancthon Police Services Board for this year. Carried.

Election of Vice-Chair conducted by the Chair

Chair Blundell called for nominations for the position of Vice-Chair. Chair Blundell nominates Member White for the position. Member White accepts the position. Moved by Blundell, Seconded by White that Darren White be appointed as Vice-Chair of the Township of Melancthon Police Services Board. Carried.

Declaration of Pecuniary Interest or Conflict of Interest

None declared.

Approval of the Agenda

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

Approval of Minutes – December 1, 2020

Moved by White, Seconded by Blundell that the minutes of the Police Services Board meeting held on December 1, 2020 be approved as circulated. Carried.

Issues Arising from the Minutes

None.

Blamm #3

JUN 17 2021

Presentations/Delegations

None.

Correspondence

None.

Financial

None.

Detachment Commander's Report

During this time, Inspector - Detachment Commander Ward introduced Staff Sgt. Dave McLagen and Staff Sgt. Anton Jelich to the Board Members, who both work out of the Dufferin OPP Detachment and advised that they may be attending future meetings in his absence.

Inspector - Detachment Commander Ward presented and reviewed his report for the 4th Quarter, October – December, 2020.

Report on Forfeiture of Items held by the OPP, if any

Inspector - Detachment Commander Ward advised that Sgt. Beaton looks after the forfeiture of items and he will find out if there are any going to auction and let the Secretary know.

Review of the 2020-2022 Action Plan – Update on Timelines

Inspector - Detachment Commander Ward advised that the Action Plan was written by former Detachment Commander Randall and has been approved by General Headquarters for printing and that it should be out shortly.

Committee Reports

None.

Other Business

1. Paid Duty Officer Request for 2021 Melancthon Township Budget – discussion ensued and an amount will be put in the budget. Once the new Detachment Commander sees what resources are available, he will let us know. They are very aware of the traffic situation in our Township and they will be looking at traffic enforcements, as well as education.

2. Traffic dampening – “Children Playing” cut outs – Chair Blundell has obtained some pricing for some cut-outs and a recommendation will be put forth to Melancthon Council for the purchase of same.
3. Update on Towing By-law – The Secretary advised that there is information on the Council Agenda for Thursday’s meeting from the Town of Orangeville with a request for a financial contribution of \$1,000.00 toward the expenses of the By-law.
4. OPP Change Over in Shelburne – Officer Placement, coverage during the training and transition – Staff Sgt. Jelich provided an update on this matter. There will be an increase in personnel and that will give more options for enforcement to send officers to different areas. The transition takes place on February 18th at Noon and there will be good coverage during this time. The training of the new officers will conclude on March 5th and the 12 members will commence their shift duties on March 8th. There will be additional vehicles coming in on February 11th.
5. Protocol 5 – Monitoring the Performance of the Detachment Commander (conducted later in the meeting in Closed Session)
6. Additions to the Agenda, if any - there were none.

Public Discussion

A member of the public inquired about the weight limit on roads in the spring and about OPP Training and if there is a plan to address this Detachment wide now with Orangeville and Shelburne on board. Inspector, Detachment Commander Ward advised that he has not yet had a chance to look into who is trained and who is not.

Closed Session

Moved by Blundell, Seconded by White that in accordance with Section 35, subsection 4(b), of the Police Services Act, the Township of Melancthon Police Services Board move into a closed session meeting at 9:39 a.m. for the Annual Monitoring of the Performance of the Detachment Commander Nicol Randall. Carried.

Moved by White, Seconded by Blundell that the Township of Melancthon Police Services Board now rise from Closed Session at 9:45 a.m. with report. Carried.

The Secretary will forward the Annual Performance Review to the Regional Commander, OPP as per Protocol 5.

Adjournment

9:48 a.m. – Moved by White, Seconded by Blundell that we adjourn this Police Services Board meeting to meet again on June 1st, 2021 at 9:00 a.m. or at the call of the Chair.

CHAIR

SECRETARY



SHELburne & DISTRICT FIRE BOARD

May 4, 2021

The Shelburne & District Fire Department Board of Management meeting was held electronically (Zoom ID 895 2688 8105) on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. Opening of Meeting

1.1 Chair, Walter Benotto, called meeting to order at 7:02 pm.

2. Additions or Deletions

None.

3. Approval of Agenda

3.1 Resolution # 1

Moved by G. Little – Seconded by S. Martin

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. Approval of Minutes

4.1 Resolution # 2

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of April 6, 2021 as circulated.

Carried

Bdenmm#4

MAY 17 2021

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 None.

8. **Unfinished Business**

8.1 **Closed Session**

Resolution # 3

Moved by M. Mercer – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following: Personal matters about an identifiable individual, including municipal or local board employees.

Carried

Resolution # 4

Moved by E. Hawkins – Seconded by S. Hall

BE IT RESOLVED THAT:

We do now rise and report progress at 7:35 pm.

Carried

Resolution # 5

Moved by M. Mercer – Seconded by H. Foster

BE IT RESOLVED THAT:

The Shelburne & District Fire Board awards the Fire Board Secretary a performance increase of 2.4% effective January 1, 2021.

Carried

9. **New Business**

9.1 **2020 Annual Report**

The Board received the report and discussed.

9.2 **2021 YTD Budget**

The Board received the report and discussed.

9.3 **Township of Amaranth Resolution**

The Board discussed possible implications of this decision for the Fire Board such as potential cash flow problems.

10. **Chief's Report**

10.1 **Monthly Reports (April 2021)**

There was a total of 14 incidents for the month of April.

10.2 **Update from the Fire Chief**

The Chief advised that there are currently 4 inspections in progress or completed. New (used) Hurst Jaws of Life were picked up, serviced and installed on Rescue 26.

Promotional exams for the Captain's position were delayed due to COVID-19, the testing will now take place on May 8th.

The Chief has been reviewing planning department documents for severance, site plans, plan of subdivision and zoning amendments as well as attending a pre-consultation meeting for Mulmur planning.

The Chief was approached by a church to have an inspection done. Due to the hardship's churches are going through due to COVID-19, the Chief asked if the Board would consider reducing or eliminating the \$200.00 inspection for 2021.

Resolution # 6

Moved by M. Mercer – Seconded by H. Foster

BE IT RESOLVED THAT:

The Shelburne & District Fire Board for the 2021 COVID-19 Pandemic Year waves the \$200.00 Inspection fee for Religious Establishments to be re-visited in 2022.

Carried

11. **Future Business:**

11.1 None.

12. **Accounts & Payroll – February & March 2021**

12.1 Resolution # 7

Moved by F. Nix – Seconded by W. Hannon

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$28,555.71 for the period of April 1, 2021 to April 28, 2021 as presented and attached be approved for payment.

Carried

13. **Confirming and Adjournment**

13.1 Resolution # 8

Moved by S. Hall – Seconded by W. Hannon

BE IT RESOLVED THAT:

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

Carried

13.2 Resolution # 9

Moved by E. Hawkins – Seconded by H. Foster

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:25 pm to meet again on June 1, 2021 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Walter Benotto
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of May 4, 2021

Municipality / Member	Present	Absent
Township of Amaranth		
Heather Foster	X	
Gail Little	X	
Town of Mono		
Sharon Martin	X	
Fred Nix	X	
Township of Melancthon		
Wayne Hannon	X	
Margaret Mercer	X	
Town of Shelburne		
Walter Benotto	X	
Shane Hall	X	
Township of Mulmur		
Earl Hawkins	X	
Janet Horner	X	
Staff		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES
WEDNESDAY, APRIL 14, 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 14th 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
- Emma Holmes, Melancthon
- Keith Lowry, Mulmur
- Nancy Noble, Mulmur
- Clayton Rowbotham, Melancthon
- James Woods, Arena Manager
- Donna Funston, NDCC Secretary, Melancthon

Regrets:

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:04 p.m.

#2 Additions/Deletions/Approval of Agenda

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

Additions: #7.4.1 – Recorded Votes
#7.4.2 – Ball Diamond

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 Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on March 10, 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	

-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on April 6, 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.

#6 Facility Manager's Report

James reports the ice is almost out and the Fire Department will be coming to hose down the facility by end of the week. Mr. Harold Ritchie cleans up the arena yard after

the winter, he also runs the cemetery and James requests he get a thank you card and write a note and deliver it to Mr. Ritchie in appreciation of his work and help. He notes he fixes any snow plowing marks, ruts, fixing grass that was damaged, holes in the yard and the parking area. Board grants the request and James will get a thank you card and deliver it. Attached to the Facility Managers Report was a quote to clean the boards, as a coach used permanent magic marker to demonstrate plays on the boards and the glass. This bill will be sent directly to the coach and they will be responsible for payment directly to the cleaning company. Board directs James to write receipts for all cash received as some of the A/R balances have paid in cash but are showing as outstanding. James will contact Mulmur to sort these accounts out. Discussion around creating a logo for the NDCC, suggestion was to have kids create the logo to involve the community. Some concerns with this were raised and it was decided to leave this on the agenda as unfinished. James will be in contact with Darcy Delaney regarding summer camps and report back at the next meeting. Prime pump needs to be replaced and cost will be around \$12,000, James will get three quotes for this and a time frame because parts are very delayed due to COVID-19. The mower is in and ready to be delivered when it is needed.

#7 General Business

- 1. Financial
 - 1. Accounts Payable

Board directs Donna to ask Heather about the snow removal invoice and if it all belongs to NDCC or is some for the Fire Board?

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$11,719.06 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 will contact Mulmur about some cash payments that have not been posted. Board directs Donna to ask Heather about office/computer supplies and why that is so high?

3. YTD vs. Budget comparison
2. Grass Cutting Agreement between Honeywood Cemetery Board and NDCC Board of Management

-Moved by Rowbotham, Seconded by Besley that the Board of Management accepts and approves the Agreement between Honeywood Cemetery Board and NDCC Board of Management for grass cutting services. 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	

3. Motions passed at Mulmur April 7, 2021 Council regarding NDCC Budget 2021 and Joint Recreation Sub-Committee

Discussion on the motion regarding the Joint Recreation Sub-Committee and that they are looking at hiring a person to increase usage of rec facilities in Mulmur and Melancthon. This person would run recreation programs and would be shared between Mulmur and Melancthon, Mulmur council would like more clarification before approving the hiring of this person. Discussion around the title of this person and possibly using the word community instead of recreational. It was noted that Recreational is to involve the community and both words could be used as they both mean recreation. Suggestion was to discuss the name of the position to allow for recreation and community and in the job description be specific about involving the community not just recreation. Member Besley will discuss this at Melancthon Council on April 15, 2021.

4. Other

1. Recorded Votes

Board directed Donna to send a letter to Mulmur council requesting the wording in By-law 13-2021 Procedural Electronic Meetings Section 8v be revised.

2. Ball Diamond

Currently the Diamond looks terrible and is not maintained. Chair Tupling spoke to some local people to get costs of getting the Diamond in decent shape. He reports it

would be \$300 to spray for weeds, \$500 to grind up gravel, \$2,200 for new gravel and trucking and \$300 to level the new gravel. Once this was done, local youth could play baseball, ride bikes, etc. and it could be used for the planned summer camp program. He also notes that members of the community are willing to donate the weed spraying and the gravel and trucking, so would the Board consider spending \$800 to have the Diamond in usable condition.

-Moved by Besley, Seconded by Lowry, that the Board of Management approves the spending of \$800 from Buildings & Grounds Maintenance expense account to improve the ball diamond on the NDCC grounds.

AND FURTHER; overall cost range is \$3,300

AND WHEREAS; the community donated material, time and logistics cost range of \$2,500

AND WHEREAS; the remaining \$800 to be expensed from Building & Grounds Maintenance. 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	

Discussion around the fencing at the Cenotaph falling down and is a health and safety issue. Board directs James to speak with Harold Ritchie regarding the removal of this fence.

5. Unfinished Business

1. Generator Switch for Mobile Generator at front of Arena
2. Beef BBQ and Fundraising Events 2021

#8 Information

#9 Notice of Motion

-None

James left the meeting at 8:25 p.m.

#10 Closed Session

-Moved by Fawcett, Seconded by Clark that the NDCC Board of Management move into a Closed Session Meeting at 8:27 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons: Personal matters about an identifiable individual, including municipal or local board employees – Resident Complaint. 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 Fawcett, Seconded by Noble that the NDCC Board of Management rise from Closed Session without report at 8:39 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 Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

#11 Confirmation Motion

-Moved by Rowbotham, Seconded by Fawcett 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 8:41 p.m. to meet again on Wednesday May 12, 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
BOARD OF MANAGEMENT
MINUTES
WEDNESDAY, MAY 12, 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 12th day of May, 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
James Woods, Arena Manager
Janet Horner, Mayor Mulmur
Darren White, Mayor Melancthon
Heather Boston, NDCC Treasurer, Mulmur
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Clayton Rowbotham, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:02 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Fawcett, Seconded by Lowry that the Agenda be approved as amended.
Carried.

Additions: #6 – Relocating Monument at Cemetery
#6 – Summer Camp Follow-up
#7.2 – Report from Heather Boston be discussed before Facility Manager
Report

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Noble, Seconded by Clark, that the minutes of the North Dufferin Community Centre Board of Management held on April 14, 2021 be approved as circulated.
Carried.

#5 Business Arising from the Minutes

1. Email from Darlene Munro answering items from April 14, 2021

#7.2

Heather explained her report and the financial impact each option would have on the tax payers and the levies. A Joint Sub-Committee has been set up including Mulmur Mayor Horner, Melancthon Mayor White, Mulmur Deputy Mayor Hawkins, Melancthon Deputy Mayor Besley, Mulmur CAO Tracey Atkinson and Melancthon CAO Denise Holmes. It was noted this Committee examines the financial impact and restructuring of the NDCC, a motion was sent to both Councils and both Councils passed their motion to go forward with option D. Detailed discussion on the financial impacts of option D and grants that are available which could cover 80% of the cost. This current grant opportunity is also stackable, which means other grants can be applied for on top of this one. It is first come, first serve and the application is being worked on to apply ASAP as the deadline is July 1, 2021. The status of the existing facility will need an engineer to assess the building that is going to be remaining and this can be included in the RFP which will be called engineering and design. Due to COVID, construction costs and materials have gone up in price so the cost will likely be higher than initially projected. Any local fundraising will bring costs down which will be important to this project as increasing Township levy's will be tough on tax payers. All donations can receive a tax receipt. The design of the new building will go to the Board and both Councils for discussion and feedback. There are separate grants available for conserving energy and could be available with the stacking option. Discussion on making the NDCC a charging station to draw people to the Arena. Request was made at the next Sub-Committee meeting to discuss energy efficiencies and take that to each Council.

#6 Facility Manager's Report

James reports the roof at the front of the building was done in 2011 and will try to patch the leaks for now because this section will not be kept in the renovation. James will look into if any warranties are remaining on the roof. Brine pump will be around \$12,000. The grass has been cut and the fire pits are cleaned.

Addition – Relocating Monument

When the fence is down around the Cenotaph could we relocate the monument and make it unified instead of spread out. It was reported that no grave or remains are at the monument and it can be moved. It was suggested to move the monument behind the wall. Discussion regarding the large gas tank that was installed. It was suggested the tank be locked and have security camera to monitor the area and barriers around the gas tank and propane tank for protection. Heather will send James a quote with a camera that Mulmur uses.

Addition – Summer Camp Follow-up

There has been no contact with Darcy due to COVID and the lockdown. The ball diamond weeds have been sprayed and the gravel donation is ready. Hoping to be done before the lockdown is lifted.

#7 General Business

1. Financial
 1. Accounts Payable

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$2,910.17 be received as presented. Carried.

2. A/R update
James will speak with Mulmur staff and work on collection outstanding amounts. Some of the amounts owing are sign rentals and some are ice rentals.

3. YTD vs. Budget comparison
Request was made to break out expenses over appropriate months instead of dividing out by 12 months equally. Prefer true reflection of expenses.

4. NDCC Year Ended December 31, 202 Unaudited Financial Statements
Heather explained unaudited statements, one section of accumulated surplus needs to be revised and Heather will have the auditors correct that.

-Moved by Lowry, Seconded by Clark, that the NDCC Board of Management accept the Year Ended December 31, 2020 Unaudited Financial Statements as amended. Carried.

2. Report from Heather Boston, Treasurer, regarding Arena Renovations
3. Other
4. Unfinished Business
 1. Generator Switch for Mobile Generator at front of Arena

2. Beef BBQ and Fundraising Events 2021

Chair Tupling will report at the June meeting or when the lockdown is lifted, hoping for a drive through option.

3. Creating a Logo

Deferred.

#8 Information

#9 Notice of Motion

-None

#10 Confirmation Motion

-Moved by Besley, Seconded by Fawcett 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.

#11 Adjournment

-Moved by Clark, Seconded by Lowry, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:19 p.m. to meet again on Wednesday June 9, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Environmental Sustainability Committee held a meeting on May 14, 2021 at 10:34 a.m. electronically through ZOOM. The following members were present: Chair; Margaret Mercer, Wayne Hannon (10:38) and Darren White (10:33). Also present were: Donna Funston, Environmental Sustainability Committee Secretary.

1. Chair Mercer called the meeting to order at 10:34 a.m

2. Additions/Deletions/Approval of Agenda

- Moved by Mercer, Seconded by White, that the Agenda be approved as circulated. Carried.

3. Declaration of Pecuniary Interest or Conflict of Interest

None.

4. Approval of Draft Minutes – April 9, 2021

- Moved by White, Seconded by Mercer, the minutes of the Environmental Sustainability Committee held on April 9, 2021 be approved as circulated. Carried.

5. Business Arising from the Minutes

None.

6. General Business

1. Sustainability Day

June 5, 2021 is Sustainability Day in Melancthon, which will be virtual this year and many participants have been lined up to participate in this event.

2. Discussion regarding Future Direction

Follow up with the NVCA tree planting program and see if any grants to plant trees available. Main goal is to raise awareness and identify problem areas. Chair Mercer will put together a brief summary for the next ESC meeting.

3. Other/Addition(s)

7. Delegations

1. 10:36 a.m.- Caroline Mach, Dufferin County Forestry Manager

Chair Mercer welcomed Caroline and Ernie to the meeting. Caroline did a presentation regarding Forest Related Invasive Species. The presentation is attached to these minutes. Discussion around Gypsy Moths and that the infestation last year was imported from Europe, this goes in to an outbreak and naturally crashes. Aerial spray and ground spray can be used to control the gypsy moths but the decision to use or not is made by each authority responsible for the area. Stressed trees are more at risk. Discussed hogweed which causes painful rash to humans.

2. 11:00 a.m. - Ernie Lynch, Dufferin Phrag Fighters

Phrag is in rural and urban areas, it seems to like wet areas. The roads department can maintain the road allowance and making landowners aware of phrag on their properties can also help to control the problem. Awareness is a big issue it was estimated that 5% of people are aware and closer to 2% actually know what phrag is and its effects. Dufferin Phrag Fighters each summer runs a bag the phrag event. Phrag is spread by truck tires and seeds blowing around. Each head contains around 2,000 seeds. Estimate of \$5,000 to \$10,000 per year to keep phrag under control, if it gets out of control estimate is \$90,000 to \$100,000. Phrag pushes all other plants out to establish itself and takes over letting nothing else grow. Can be up to 20 feet tall. Suggested that this Committee recommend to Council to put some money in the budget to try and control before becoming too costly. Estimate of \$5,000 - \$10,000 per acre for spray, other Townships are currently using a spray company so possibly grouping the County together could bring the cost down some. Also, suggested the roads department keep inventory of problem areas. While patrolling an inventory list could be kept of the affect areas, number of acres, established areas and a break down of current threat and potential threat. Chemical is not certified in Ontario. Another suggestion was to address contractors that come into the Township. Bringing in fill or doing work in the Township, make sure equipment has been cleaned before being unloaded. The Township newsletter could be a way to educate people and make them aware, Melancthon is a large farming community which brings trucks in and out of the Township allowing phrag to be brought in. Cedar trees are also "bullies" and could possibly be used to push out phrag. As the season progresses they turn dark purple flower which is easy to detect, they are also taller than cattails and natural wetlands would be the first place to look to find them. To get rid of phrag need to clip seeds and cut stock then bag it up.

8. Confirmation of Meeting

- Moved by Hannon, Seconded by White, that all actions of the Members and Officers of the Environmental Sustainability Committee with respect to every matter addressed and/or adopted by the Committee on the above date be hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Committee

Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

9. Adjournment and Date of Next Meeting

- Moved by White, Seconded by Hannon, that we adjourn the Environmental Sustainability Committee at 11:50 a.m. to meet again on Friday June 11, 2021 at 10:30 a.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

**Ministry of
Transportation**

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transportation

**Ministère des
Transports**

Bureau du ministre

777, rue Bay, 5^e étage
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transports



May 28, 2021

107-2021-1013

Denise B. Holmes, AMCT
CAO/Clerk
Township of Melancthon
dholmes@melancthontownship.ca

Dear Ms. Holmes:

Thank you for your letter in support of the Town of Mono's requests regarding increasing speeding fines and the use of Automated Speed Enforcement (ASE). I appreciate this opportunity to respond.

The Ministry of Transportation recognizes that speeding and high-risk driving continue to be a challenge, and it has been our experience that there is no simple solution to this problem. The ministry uses a combination of strategies to combat excessive speed and high-risk behaviour, including strict rules and penalties, engineering initiatives, public education and support for Ontario's police services.

With respect to your request related to increased speeding fines, please note that the ministry appreciates the challenges that speeding continues to pose on our roads. For this reason, the ministry consulted municipalities, including the Association of Municipalities of Ontario, on a series of proposals to address aggressive driving and speeding. To this end, I am pleased to share that on April 26, 2021, the *Moving Ontarians More Safely Act, 2021* was introduced.

If passed, the act will create tougher penalties for those who engage in unsafe and high-risk driving by:

- Increasing roadside driver's licence suspension and vehicle impoundment periods for drivers caught street racing/stunt driving;
- Introducing escalating post-conviction driver's licence suspensions for drivers convicted of street racing/stunt driving;
- Creating a lower speed threshold for stunt driving charges on roads where the speed limit is less than 80 km/h;
- Expanding stunt driving/street racing penalties to apply in locations other than on highways (such as in a parking lot); and,
- Introducing a requirement for drivers convicted of stunt driving/street racing or careless driving causing bodily harm or death to complete a driver training course before their licence is reinstated.

The ministry is also continuing to explore further deterrent measures to help reduce and prevent unsafe driving, including potential increases to speeding fines.

.../2

Info # 1
11/11 17 2021

With respect to automated speed enforcement (ASE), as you are aware, in December 2019, the province implemented regulations under the *Safer School Zones Act, 2017* to permit municipalities to deploy ASE systems. Since 2017, the ministry has worked closely with municipalities to develop an operational framework and regulatory regime that enables the responsible and transparent use of this technology.

As you are also aware, this framework allows municipalities to use camera technology to deter speeding, but only in designated school zones and community safety zones with limits under 80 km/h, where the risk of speed-related collisions, injuries and fatalities is greatest. Ultimately, the ministry expects that these devices will have a substantive impact on reducing speed and improving safety in municipalities.

The ministry's decision to allow the implementation of ASE in school zones and community safety zones, rather than on highways, is based on the risk that speed poses to road users in these vulnerable municipal areas. Ministry data indicate that more than two thirds of injuries and fatalities in speed-related collisions occur on municipal roads. As you can appreciate, school zones are of concern because of the concentrated presence of vulnerable road users, including young pedestrians and school children, who continue to be at risk. Community safety zones are areas of high risk that have been identified by municipalities and prescribed through bylaws. Community safety zones are commonly established in the proximity of community centres, schools, senior facilities and areas of highly vulnerable road user concentration.

The Ministry is regularly reviewing our policies and practices to see if they are in keeping with current research findings and best practices worldwide. The comments and recommendations of concerned municipalities, such as yours, are invaluable as part of this process and we will certainly consider them as part of the policy review process.

Thank you again for your interest in road safety and for bringing your concerns to my attention.

Sincerely,



Caroline Mulroney
Minister of Transportation

- c. The Honourable Doug Downey, Attorney General
The Honourable Sylvia Jones, Solicitor General

Denise Holmes

From: Sabrina VanGerven <svangerven@townofgrandvalley.ca>
Sent: Tuesday, June 8, 2021 10:28 AM
To: premier@ontario.ca
Cc: Sylvia Jones; Kyle.Seeback@parl.gc.ca; mdunne@dufferincounty.ca; fred.simpson@townofmono.com; rknechtel@mulmur.ca; tatkinson@mulmur.ca; Denise Holmes; Susan Stone; Jessica Kennedy; Nicole Martin; jwilloughby@shelburne.ca; info@orangeville.ca
Subject: Letter from the Town of Grand Valley - Roadmap to Reopen
Attachments: Letter - roadmap to reopen.pdf

Good morning Premier Ford,

At the May 25, 2021 regular meeting, Council for the Town of Grand Valley passed the following motion:

2021-05-21

Moved by Philip Rentsch

Seconded by Stephen Rentsch

WHEREAS Council is concerned the decision to reopen according to local conditions has been removed with the release of the Three-Step "Roadmap to Reopen" by the Province;

BE IT RESOLVED THAT the Town of Grand Valley Council directs staff to write a letter to the Premier, the MPP, the MP and all municipalities within Dufferin County requesting support to return to the colour-coded system.

Enclosed please find the letter for your consideration.

Kind regards,
Sabrina VanGerven



Sabrina VanGerven | Deputy Clerk/Communications Coordinator
Town of Grand Valley | 5 Main Street North, Grand Valley, ON L9W 5S6
Tel: (519) 928-5652 | Fax: (519) 928-2275 | svangerven@townofgrandvalley.ca



GRAND VALLEY

The Corporation of the Town of Grand Valley

5 Main Street North
Grand Valley, ON L9W 5S6
Tel: (519) 928-5652
Fax: (519) 928-2275

www.townofgrandvalley.ca

June 4, 2021

The Honourable Doug Ford
Premier of Ontario
Queen's Park
Toronto, ON

Dear Premier Ford,

RE: Roadmap to Reopen

The Mayor and members of Council for the Town of Grand Valley are concerned that the "Roadmap to Reopen" plan has removed local health unit COVID-19 status and other local conditions from the reopening plans, but rather seems to be based on regions that account for a disproportionately high number of COVID-19 cases.

Council requests the Province reconsider the colour-coded system that factored in reopening based on local conditions and local decision-making authority. The new cases of COVID-19 nor the vaccinations administered are evenly distributed around the province. Council urges the Province to take into consideration vaccination rates within Public Health regions and not settle on the lowest common denominator.

Should you require anything further, please contact me at your convenience.

Sincerely,

Original signed by

Meghan Townsend
CAO/Clerk-Treasurer

Cc: Sylvia Jones, MPP
Kyle Seeback, MP
County of Dufferin
Town of Mono
Town of Orangeville
Town of Shelburne
Township of Amaranth
Township of East Garafraxa
Township of Melancthon
Township of Mulmur

June 7, 2021

Honourable Sylvia Jones
Solicitor General
18th Floor, 25 Grosvenor Street
Toronto, Ontario, M7A 1Y6
Via Email: MCSCS.Feedback@Ontario.ca

Dear Honourable Sylvia Jones,

Re: 132-2021-404 OPP Detachment Board Composition

On behalf of Orangeville Council, thank you for the letter dated March 17, 2021 requesting feedback of the development of the new framework for OPP Detachment Boards.

At a Special Council meeting held on June 2, 2021 the following resolution was passed:

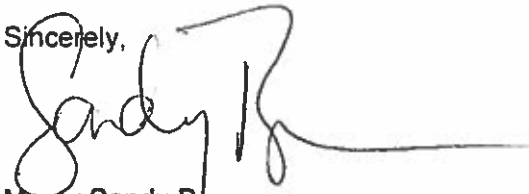
"It is the position of Council that Orangeville retain an autonomous Police Service Board;

And that the Province discontinue provincial appointments to OPP Detachments Boards;

And that the respective municipal Council be given authority to appoint the required representation to its Police Service Board."

Should you have any questions or require further information, please do not hesitate to contact me at any time.

Sincerely,



Mayor Sandy Brown

cc: Dufferin area municipalities



Rideau Lakes

1439 County Road 8, Delta, ON K0E 1G0
T. 613.928.2251 | 1.800.928.2250 | F. 613.928.3097
rideaulakes.ca

At the Regular E-Meeting of the Council of The Corporation of the Township of Rideau Lakes held Monday, June 7, 2021, the following Resolution was passed:

RESOLUTION #68-2021

Moved By: Councillor Livingston
Seconded By: Deputy Mayor Maxwell

To pass a Resolution that;

WHEREAS at the Municipal Heritage Advisory Committee Meeting held May 20, 2021, Resolution #12-2021 was passed regarding cemetery funding;

AND WHEREAS Municipalities in Ontario have been made responsible for abandoned cemeteries within their boundaries, and are required by the *Funeral, Burial and Cremation Services Act, 2002* "to ensure that the cemetery grounds, including all lots, structures, and markers, are maintained to ensure the safety of the public and to preserve the dignity of the cemetery;

AND WHEREAS cemeteries are not only symbols of respect, preserving the memory of families, prominent citizens, and local history; some cemeteries are landmarks in themselves and hold great historical value worldwide;

AND WHEREAS preservation repairs to older cemeteries are very costly, requiring the specialized services of stonemasons and archeologists;

AND WHEREAS the care and maintenance funds of abandoned cemeteries are generally non-existent or so small as to produce insufficient annual interest to cover even the cost of lawn care at the site;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes hereby Urges the Government of Ontario to immediately provide funding sources for Municipalities for the ongoing maintenance and preservation repair of abandoned cemeteries in their care;

AND FURTHER that this Resolution be forwarded to the Bereavement Authority of Ontario, the Minister of Government and Consumer Affairs, the Rural Ontario Municipal Association (ROMA), and MPP Steve Clark.

Certified to be a true copy of the original

Date: June 8, 2021

Signature: ME Livingston

Title: Clerk, The Corporation of the
Township of Rideau Lakes

Carried:

Signed: Arie Hoogenboom, Mayor



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

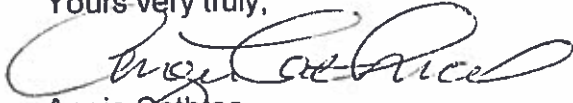
It was Moved by J. Kirkland, Seconded by K. Durst and Carried

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;

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,

A handwritten signature in black ink, appearing to read "Angie Cathrae", written in a cursive style.

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



Nottawasaga Valley
Conservation Authority

MEDIA RELEASE

FOR IMMEDIATE RELEASE

NVCA needs your help to continue to provide vital services

UTOPIA, Ontario (June 9, 2021) – Residents in the Nottawasaga Valley watershed are encouraged to comment on the proposed changes to the *Conservation Authorities Act* to help ensure there is adequate funding for important services that the Nottawasaga Valley Conservation Authority (NVCA) provides.

The Ontario government released the changes on the Environmental Registry of Ontario. As part of the public consultation process, members of the public can comment on these changes on the before June 27, 2021.

The proposed changes lists the services that are core and non-core. Municipalities would be mandated to provide funds for core services, such as flood management, permitting and planning services. However, municipalities can opt-out of non-core services, including maintaining hiking trails, environmental restoration on private land, providing education programs, planting forests and most components for stream, groundwater and wetland monitoring.

“Our natural resources provide numerous ecosystem services to those who live, work and play in the watershed”, commented Doug Hevenor, CAO of NVCA. “Maintaining and enhancing these natural resources requires an integrated approach. By dividing our services into core and non-core, we may have to make the difficult choice to eliminate or reduce programs from the integrated process. This makes it much more difficult to ensure nature’s ecosystem services are in place and are resilient to climate change and the impacts of urban growth.”

Residents are encouraged to submit comments about their experiences with NVCA’s non-core programs and to ask the Minister to reconsider dividing programs into core and non-core. Examples include experiences in NVCA’s conservation areas, working with the stewardship team to restore stream and river banks as well as children’s experiences at the Tiffin Centre for Conservation.

“Currently, NVCA receives 50% of our funding from our municipal partners,” continued Hevenor. “Under the new legislation, funding for non-core work could be drastically reduced from current levels. This funding is vital for maintaining our conservation areas

and allows our education staff to develop programs. Our talented stewardship staff raises four times as much funds to restore our streams and rivers to improve water quality, maintain tourism and provide habitat in all of our partner municipalities.”

Residents can visit the [Environmental Registry of Ontario](#) to provide comments and to learn more about the proposed changes to the *Conservation Authorities Act*.

For more information about the implications of removing municipal levy, please refer to the attached Backgrounder.

- 30 -

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

Media contact: Maria Leung, Communications Coordinator 705-424-1479 ext.254,
mleung@nyca.on.ca



Backgrounder

For over 60 years, the Nottawasaga Valley Conservation Authority (NVCA) has provided watershed residents with services such as flood management, development planning in flood plains and ecologically sensitive areas, providing recreational opportunities as well as educating our youth and communities about nature.

In the proposed changes to the *Conservation Authorities Act (CA Act)*, municipalities can opt-out of non-core services. Watershed residents are encouraged to [comment on the proposed changes](#) to help ensure there is adequate funding for important services that NVCA provides.

Below is a summary of some of these non-core services and how removing funding for them will directly impact our watershed residents and municipalities.

Hiking trails and recreation

NVCA has the responsibility to conserve land in order to protect natural areas and their ecosystem functions. For example, wetlands help improve water quality and control flooding. Clean rivers and streams help provide fish habitat for popular sports fishery such as rainbow trout and Chinook salmon.

Currently, municipalities are required to provide levy to help maintain conservation areas so residents and visitors are able to enjoy recreational opportunities in these natural areas. Through experiencing nature first hand, and with the help of interpretive signage, visitors develop appreciation of the ecological integrity of nature and the importance of preserving this precious resource.

Some NVCA conservation areas include the Tiffin Conservation Area, Nottawasaga Bluffs Conservation Areas and the Minesing Wetlands.

How municipal levy helps

A combination of municipal levy and user fees help NVCA maintain our conservation areas, including removing hazardous trees, keeping emergency routes open for first responders, allowing Provincial Offence Officers to protect NVCA properties, enhancing or restoring wildlife habitat and installing interpretive signage.

Without municipal levy, visitors may have to pay higher fees when visiting conservation areas to help with maintenance and upkeep. NVCA may also have to

make the difficult decision to shut down or reduce service in some conservation areas.

Education

Over the last 30 years, NVCA's Education Program has delivered high quality, hands on, environmentally based outdoor education. Thanks to a long-term partnership with the Simcoe County District School Board, NVCA's educators work with students at their schools or at the Tiffin Centre for Conservation to help them connect with local natural environments. During the COVID-19 pandemic, our education team developed online programming to continue this work.

NVCA also offers secondary school programming including several Specialist High Skills Major certificate programs for high school students focused on their next steps at post-secondary school.

Other programs delivered through our Education Program includes Camp Tiffin, programming for homeschooling families, cultural festivals and evening/weekend workshops for our communities.

How municipal levy helps

Municipal levy helps fund the development of NVCA's education programs. Each year, the Manager of Education assesses the needs of our schools and communities and develops programs to meet those needs. Without municipal funding, schools, communities and residents would have to pay additional fees to access these programs and services.

Environmental Restoration

Healthy streams and rivers provide clean water for drinking and cooking, agricultural irrigation, waste water dilution, and recreational enjoyment.

When spending time outdoors, residents prefer clean rivers, lush forests and areas with abundant wildlife. Exercise, recreation, fishing, boating, hiking and bird watching are best enjoyed in healthy environments. A healthy Nottawasaga Valley watershed also provides habitat for a variety of fish, including prized sports fish such as rainbow trout, Chinook salmon, walleye, pike and bass.

There are a variety of land uses throughout the watershed that can impact our water resources. NVCA's Watershed Monitoring Program has identified areas with degraded rivers and streams throughout the watershed through data collection and analysis. This information helps our Stewardship and Forestry Programs work together in large and small restoration projects to improve both rural and urban environments.

Environmental restoration projects can take years to plan and complete. Our Watershed Science Program monitors the completed projects for effectiveness and sustainability. These programs are a required component to ensure the watershed remains healthy, especially in this rapidly growing watershed.

How municipal levy helps

NVCA's 18 municipalities contribute seed funding for environmental restoration projects. The stewardship team uses these funds to help leverage additional funding from external grants like foundations, private donors and the provincial and federal governments. Every dollar contributed by municipalities results in six dollars of external funding!

Each year, the return on investment to our municipalities is many times more than the amount contributed. Our 18 municipalities are connected by streams, rivers and groundwater systems. Repairing degraded upstream streams and rivers also greatly improves the water quality downstream.

Under the proposed changes to the *CA Act*, municipalities are only mandated to fund environmental restoration projects on NVCA owned land. Municipalities will need to enter into agreements with NVCA to provide seed funding for environmental restoration on private land. However, in the Nottawasaga Valley Watershed, most rivers and streams pass through private land.

Without the seed funding, NVCA will no longer be able to access grants, meaning the years of planning for many projects may become fruitless.

Tree Planting

NVCA has been offering subsidized tree planting services to NVCA residents since 1964. Every spring, NVCA's Forestry Program plants over 100,000 trees throughout the watershed.

As the trees mature, they will help with flood management. As the snow melts in the winter, the snow under the trees will take longer to melt, and their roots also help water go into aquifers, helping to refill groundwater. Trees also help stop soil erosion, put nutrients back into the ground and create habitat for wildlife.

How municipal levy helps

Like NVCA's stewardship program, our Forestry Program uses municipal levy as seed funding to apply for grants in order to offer tree planting services at a discount to residents in the Nottawasaga Valley Watershed.

Without this funding, it is estimated that NVCA can only plan 50,000 trees each year, half of what is currently being planted each year.

Watershed Monitoring

The Nottawasaga Valley Watershed is one of the fastest growing watersheds in Ontario. A healthy watershed not only helps protect and enhance our natural areas, but also ensures our health, economy and society can thrive.

For example, agriculture is the economic engine of the Nottawasaga Valley watershed and relies on clean water for irrigation, and healthy soils and pollinators to grow crops. Urban development also relies on healthy environments as it provides healthy neighbourhoods with access to greenspaces. Clean rivers also have better capability of diluting and carrying away the water from wastewater treatment plants. Our strong tourism industry also relies on a healthy environment.

NVCA's watershed monitoring team collects information about the health of our rivers, streams, groundwater and wetlands to determine the impacts of climate change, urban growth, land use change and other stressors on these areas. This information is also used to measure effectiveness of environmental restoration projects.

NVCA participates in MECP's provincial stream and groundwater monitoring programs, where water samples are collected for chemistry analysis. This provides an excellent snapshot of stream health conditions and allows NVCA us to identify potential causes of poor stream health.

Watershed science staff also collect data on fish, water temperature, stream flow and benthic macroinvertebrates (small animals that live on the bottom of water courses). These methods are more cost efficient and helps NVCA gain a more comprehensive understanding of stream health.

How municipal levy helps

In the proposed legislation, municipalities would be required to provide funding for provincial stream and groundwater monitoring programs. However, municipalities will have to enter into agreements with NVCA to provide funding for the other components of monitoring.

Without municipal levy, the opportunities to collect information from multiple sources is impacted. For example, as our land use changes, the biological, chemical, and physical characteristics of our rivers and streams also change. NVCA's Watershed Science Program uses cost effective methods to detect these changes and summarizes this information in Watershed Health Checks. When tracked over long periods of time, this data is extremely valuable for NVCA and municipalities to make decisions regarding changes to land use.

Commenting on the proposed changes

Residents in the Nottawasaga Valley Watershed are encouraged to submit comments to [Environmental Registry of Ontario](#) to ask the Minister of Environment, Conservation and Parks to reconsider dividing conservation authority's services into core and noncore.

Members of the public are welcome to submit comments until June 27, 2021.

THOMSON ROGERS

LAWYERS

Jeffrey J. Wilker
416-868-3118
jwilker@thomsonrogers.com

SENT BY EMAIL ONLY

May 28, 2021

Mr. Ben Bath
Case Coordinator
Local Planning Appeal Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5


Dear Mr. Bath:

Case/File No. PL200506
Appellant: Harvey J. Lyon
Applicant: Adam H. Vander Zaag Farms Ltd.
Our Client: Township of Melancthon
Our File No. 500/tba

We are the solicitors for the Township of Melancthon in this matter. The Tribunal has set the hearing for Thursday, June 10, 2021.

We are writing to advise that the Township has determined that it will not be participating in this hearing. We trust the foregoing is satisfactory.

Yours very truly,



Jeffrey J. Wilker

JJW/pf

cc: Township of Melancthon
Adam H. Vander Zaag Farms Ltd., Applicant
Kim Mullin, Wood Bull LLP, Counsel for Harvey J. Lyon (Appellant)

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER _____ - 2021

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A CONSENT AGREEMENT BETWEEN ANGELO CARNEVALE AND THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

WHEREAS Section 53 (12) of the Planning Act allows approval authorities to enter into agreements for lands subject to a plan of subdivision or consent approval;

AND WHEREAS the Township of Melancthon approved Consent Application B1/19 and B2/19, as a condition of approval requires the applicant to enter into a consent agreement for the merger of lands;

AND WHEREAS it is deemed expedient that Angelo Carnevale and the Corporation of the Township of Melancthon enter into a consent agreement to fulfill the required condition of Provisional Consent B1/19 and B2/19.

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF MELANCTHON BY THE MUNICIPAL COUNCIL THEREOF ENACTS AS FOLLOWS:

1. THAT the Head of Council and Clerk are hereby authorized to execute the consent agreement, in the same form or substantially the same form, as attached hereto as Schedule "A" to this by-law.

BY-LAW READ A FIRST AND SECOND TIME THIS 17th DAY OF JUNE, 2021.

BY-LAW READ A THIRD TIME AND PASSED THIS 17th DAY OF JUNE, 2021.

MAYOR

CLERK

GB#15.1.2
JUN 17 2021

THIS CONSENT AGREEMENT AGREEMENT made this 17th day of June, 2021

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

(hereinafter referred to as the "Township")

OF THE FIRST PART,
- and -

Angelo Carnevale

(hereinafter referred to as the "Owner")

OF THE SECOND PART.

WHEREAS Angelo Carnevale is the registered Owner of the lands affected hereby;

AND WHEREAS the Owner, through Consent Applications B1/19 and B2/19, obtained Provisional Consent to create two rural residential lots;

AND WHEREAS the Township is authorized to establish agreements under Section 53 (12) of the Planning Act, RSO (1990);

AND WHEREAS the Township established a condition of approval of Provisional Consent that requires the Owner to enter into an agreement with the Township with respect to the future development of the subject lands;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of mutual benefits, the Parties hereto agrees as follows:

SECTION I - LANDS TO BE BOUND

- 1) The lands to be bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in the Township of Melancthon and are more particularly described in Schedule "A" hereto.

SECTION II - COMPONENTS OF THE AGREEMENT

- 1) The text, consisting of Sections I through VII, and the following Schedules, which are attached hereto, constitute the components of this Agreement.

Schedule "A" -	Legal Description of the Lands Subject to Agreement
Schedule "B" -	Plan 7R-6700
Schedule "C" -	Site Evaluation Report
Schedule "D" -	Niagara Escarpment Decision
Schedule "E" -	Stage 1 and 2 Archaeological Assessment

SECTION III - REGISTRATION OF AGREEMENT

- 1) This Agreement may be registered on title to the Subject Lands at the expense of the OWNER;
- 2) The OWNER agrees that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration, as required;
- 3) The OWNER agrees to have the TOWNSHIP register this Agreement at the expense of the OWNER.

SECTION IV - PROVISIONS

- 1) The OWNER agrees to adhere to recommendations and requirements of the Nottawasage Valley Conservation Authority.
- 2) The OWNER agrees to adhere to recommendations and requirements of the Niagara Escarpment Commission (NEC) as articulated in any NEC permit or the conditional approvals M/R/2019-2020/9144 and 9145.

- 3) The OWNER agrees to adhere to recommendations and requirements of the Site Evaluation Report prepared by Azimuth Environmental.
- 4) The OWNER agrees to adhere to recommendations and requirements of the Stage 1 and 2 Archeological Assessment.
- 5) The OWNER agrees to permit Township staff or its agents to enter the lands subject to this Agreement for the purpose of site inspections to assess compliance with this Agreement.
- 6) The OWNER agrees to adhere to the regulations of the Township of Melancthon Zoning By-law to the most reasonable extent.
- 7) The OWNER agrees not to stockpile or store building materials or equipment on-site until a building permit has been issued.
- 8) The OWNER agrees to complete all construction in a workmanlike and timely manner.
- 9) The OWNER agrees to reimburse the TOWNSHIP for all costs associated with the preparation, administration, registration and processing of this Agreement.

SECTION V - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY

- 1) This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.
- 2) This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.
- 3) This Agreement shall come into effect on the date of execution by the TOWNSHIP.
- 4) The TOWNSHIP shall not release any security held in accordance with Agreement in whole or in part until the TOWNSHIP is satisfied that the OWNER has fulfilled all obligations specified under this Agreement.
- 5) The OWNER covenants and agrees to release and forever discharge the TOWNSHIP from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise either as a result of the failure of the TOWNSHIP to carry out any of its obligations under this Agreement, or, as a result of the TOWNSHIP performing any municipal work on adjacent properties which may damage or interfere with the works of the OWNER, provided that such default, failure or neglect was not caused intentionally or through negligence on the part of the TOWNSHIP, its servants or agents.
- 6) The OWNER covenants and agrees to release and forever discharge the TOWNSHIP from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise as a result of the OWNER undertaking site alteration, construction or development.
- 8) Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

OWNER NAME AND ADDRESS: Angelo Carnevale
537080 Main Street
Melancthon, Ontario
L9V 1X6

TOWNSHIP: Clerk
Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6

THIS AGREEMENT shall enure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the OWNER and the TOWNSHIP have caused their corporate seals to be affixed over the signatures of their respective signing officers.

THIS AGREEMENT was executed by the duly authorized signing officers of each party and sealed this 17th day of June, 2021.

SIGNED, SEALED AND DELIVERED
in the presence of:

Witness

Signature of Owner (I have the authority to bind the Corporation)

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

Witness

Mayor, Darren White

Witness

Clerk, Denise Holmes

SCHEDULE "A"

Legal Description

Part of the East Half of Lot 13, Concession 2, O.S. in the Township of Melancthon, County of Dufferin, designated as Parts 1 and 2, Plan 7R-6700.

SCHEDULE "B"

Reference Plan

Plan 7R-6700 prepared by Luke Wilcox dated April 27, 2021

(kept of file at Township office)

SCHEDULE "C"

Site Evaluation Report

Prepared by Azimuth Environmental Limited dated July 16, 2019

(Kept on file at Township office)

SCHEDULE "D"

Niagara Escarpment Commission

Notice of Decision for conditional approval dated December 21, 2020.

(Kept on file at Township office)

SCHEDULE "E"

Stage 1 and Stage 2 Archeology Report

Prepared by Amick Consulting Limited dated August 29, 2018

(Kept of file at Township office)

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER _____ - 2021

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BY-LAW READ A FIRST AND SECOND TIME THIS 17th DAY OF JUNE, 2021.

BY-LAW READ A THIRD TIME AND PASSED THIS 17th DAY OF JUNE, 2021.

MAYOR

CLERK

GB# 15.1.3

JUN 17 2021

THIS CONSENT AGREEMENT AGREEMENT made this 17th day of June, 2021

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

(hereinafter referred to as the "Township")

**OF THE FIRST PART,
- and -**

Angelo Carnevale

(hereinafter referred to as the "Owner")

OF THE SECOND PART.

WHEREAS Angelo Carnivale is the registered Owner of the lands affected hereby;

AND WHEREAS the Owner, through Consent Applications B1/19 and B2/19, obtained Provisional Consent to create two rural residential lots;

AND WHEREAS the Township is authorized to establish agreements under Section 53 (12) of the Planning Act, RSO (1990);

AND WHEREAS the Township established a condition of approval of Provisional Consent that requires the Owner to enter into an agreement with the Township with respect to the future development of the subject lands;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of mutual benefits, the Parties hereto agrees as follows:

SECTION I - LANDS TO BE BOUND

- 1) The lands to be bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in the Township of Melancthon and are more particularly described in Schedule "A" hereto.

SECTION II - COMPONENTS OF THE AGREEMENT

- 1) The text, consisting of Sections I through VII, and the following Schedules, which are attached hereto, constitute the components of this Agreement.

Schedule "A" -	Legal Description of the Lands Subject to Agreement
Schedule "B" -	Plan 7R-6700
Schedule "C" -	Site Evaluation Report
Schedule "D" -	Niagara Escarpment Decision
Schedule "E" -	Stage 1 and 2 Archaeological Assessment

SECTION III - REGISTRATION OF AGREEMENT

- 1) This Agreement may be registered on title to the Subject Lands at the expense of the OWNER;
- 2) The OWNER agrees that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration, as required;
- 3) The OWNER agrees to have the TOWNSHIP register this Agreement at the expense of the OWNER.

SECTION IV - PROVISIONS

- 1) The OWNER agrees to adhere to recommendations and requirements of the Nottawasage Valley Conservation Authority.
- 2) The OWNER agrees to adhere to recommendations and requirements of the Niagara Escarpment Commission (NEC) as articulated in any NEC permit or the conditional approvals M/R/2019-2020/9144 and 9145.

- 3) The OWNER agrees to adhere to recommendations and requirements of the Site Evaluation Report prepared by Azimuth Environmental.
- 4) The OWNER agrees to adhere to recommendations and requirements of the Stage 1 and 2 Archeological Assessment.
- 5) The OWNER agrees to permit Township staff or its agents to enter the lands subject to this Agreement for the purpose of site inspections to assess compliance with this Agreement.
- 6) The OWNER agrees to adhere to the regulations of the Township of Melancthon Zoning By-law to the most reasonable extent.
- 7) The OWNER agrees not to stockpile or store building materials or equipment on-site until a building permit has been issued.
- 8) The OWNER agrees to complete all construction in a workmanlike and timely manner.
- 9) The OWNER agrees to reimburse the TOWNSHIP for all costs associated with the preparation, administration, registration and processing of this Agreement.

SECTION V - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY

- 1) This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.
- 2) This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.
- 3) This Agreement shall come into effect on the date of execution by the TOWNSHIP.
- 4) The TOWNSHIP shall not release any security held in accordance with Agreement in whole or in part until the TOWNSHIP is satisfied that the OWNER has fulfilled all obligations specified under this Agreement.
- 5) The OWNER covenants and agrees to release and forever discharge the TOWNSHIP from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise either as a result of the failure of the TOWNSHIP to carry out any of its obligations under this Agreement, or, as a result of the TOWNSHIP performing any municipal work on adjacent properties which may damage or interfere with the works of the OWNER, provided that such default, failure or neglect was not caused intentionally or through negligence on the part of the TOWNSHIP, its servants or agents.
- 6) The OWNER covenants and agrees to release and forever discharge the TOWNSHIP from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise as a result of the OWNER undertaking site alteration, construction or development.
- 8) Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

OWNER NAME AND ADDRESS: Angelo Carnivale
537080 Main Street
Melancthon, Ontario
L9V 1X6

TOWNSHIP: Clerk
Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6

THIS AGREEMENT shall enure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the OWNER and the TOWNSHIP have caused their corporate seals to be affixed over the signatures of their respective signing officers.

THIS AGREEMENT was executed by the duly authorized signing officers of each party and sealed this 17th day of June, 2021.

SIGNED, SEALED AND DELIVERED
in the presence of:

Witness

Signature of Owner (I have the authority to bind the Corporation)

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

Witness

Mayor, Darren White

Witness

Clerk, Denise Holmes

SCHEDULE "A"

Legal Description

Part of the East Half of Lot 13, Concession 2, O.S. in the Township of Melancthon, County of Dufferin, designated as Parts 3 and 4, Plan 7R-6700.

SCHEDULE "B"

Reference Plan

Plan 7R-6700 prepared by Luke Wilcox dated April 27, 2021

(kept of file at Township office)

SCHEDULE "C"

Site Evaluation Report

Prepared by Azimuth Environmental Limited dated July 16, 2019

(Kept on file at Township office)

SCHEDULE "D"

Niagara Escarpment Commission

Notice of Decision for conditional approval dated December 21, 2020.

(Kept on file at Township office)

SCHEDULE "E"

Stage 1 and Stage 2 Archeology Report

Prepared by Amick Consulting Limited dated August 29, 2018

(Kept of file at Township office)

Denise Holmes

From: Chris Jones <Chris_MPlanningServices@rogers.com>
Sent: Monday, June 14, 2021 10:47 AM
To: Denise Holmes
Subject: ADU ZBA
Attachments: ZBA(3).doc

Hi Denise - attached is the revised ADU ZBA.

I've removed the requirement they be located behind the dwelling and have also changed the height to 7 m from mid point b/w eaves and ridge.

I've also added another item to allow up to 20% of the floor area of the unit to be used for external features like decks or porches.

Any questions on this let me know.

Chris.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

(Accessory Dwelling Units – June 14, 2021)

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon.

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

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

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

1. Zoning By-law No. 12-79 as amended, is further amended by adding the following new sub-sections after sub-section 3.24):

3.25 a) Accessory Dwelling Unit Accessory to a Single Detached Dwelling

Notwithstanding any other provisions of this By-law, one accessory dwelling unit is permitted in a detached dwelling in the A1, A2, R1, ER1 or RR Zones provided:

- a) all existing buildings and structures on the lot are lawful and compliant with the zone provisions of their appurtenant zone confirmed by a current plan of survey or real property report;
- b) the lot shall have a minimum lot area of 1,400 m² in the R1 Zone and 8,000 m² in all other zones;
- c) the principle detached dwelling has a minimum ground floor area of 75 square metres and is otherwise lawful and compliant with the provisions of this By-law;
- d) the maximum floor area of the secondary dwelling unit is no greater than 75 square metres and the minimum floor area is no smaller than 40 square metres;
- e) a minimum of three parking spaces are provided on the lot;
- f) the resultant two-unit dwelling is compliant with the Ontario Building Code Act;
- g) the accessory dwelling unit shall be confined to a single floor;
- h) the resultant two-unit dwelling shall share a common driveway;
- i) the principle dwelling and the accessory dwelling shall have separate external points of entry;
- j) where the accessory dwelling unit is constructed onto an existing dwelling the accessory dwelling unit and the principle dwelling share a common load bearing wall of at least 5 metres in length; and,
- k) the existing septic system shall be in good working order confirmed by an inspection by a licensed sewage system installer (Ontario).

3.25 b) Accessory Dwelling Unit Accessory to a Detached Private Garage

Notwithstanding any other provisions of this By-law, one accessory dwelling unit is permitted in a detached garage accessory to a residential dwelling in the A1, A2 or RR Zones provided:

- a) all existing buildings and structures are lawful and compliant with the zone provisions of their appurtenant zone confirmed by a current plan of survey or real property report;
- b) the lot shall have a minimum lot area of 8,000 m²;
- c) the floor area of the accessory dwelling unit is no greater than 50% of the ground floor area of the building to a maximum of 60 square metres and is located entirely above grade;
- d) the maximum height of the detached garage shall be 7 metres;

- e) the detached garage shall be located behind the front wall of the principle dwelling;
- f) where the accessory dwelling unit is located at grade, the accessory dwelling unit shall be located to the rear of the structure with the front portion of the structure utilized for a detached garage;
- g) the accessory dwelling unit shall be confined to a single floor;
- h) the detached garage shall be designed for vehicle or equipment storage with a suitable entry for vehicles or equipment and shall not have any internal plumbing or sanitary fixtures not related to the accessory dwelling unit;
- i) the detached garage shall not be utilized for a home industry or on-farm diversified use or for agricultural purposes;
- j) a minimum of three parking spaces are provided on the lot;
- k) the detached garage shall be located within 60 metres of the dwelling and shall utilize the same driveway as the dwelling;
- l) the resultant structure is compliant with the Ontario Building Code Act;
- m) the detached garage and the accessory dwelling unit shall have separate external points of entry;
- n) the detached garage shall not have a basement;
- o) no detached accessory structures or uses shall be permitted in conjunction with the secondary dwelling unit; and,
- p) for the purpose of Section 3.25 b), detached shall mean a separate building, independent from the dwelling and furthermore any external attached building feature such as a porch, balcony or deck shall not exceed 20% of the floor area of the accessory dwelling unit.

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

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

READ A FIRST AND SECOND TIME on the 17th day of June 2021.

READ A THIRD TIME and finally passed this 17th day of June 2021.

Mayor

Clerk



Corporation of the Township of Melancthon

Moved by "M. Mercer"

Seconded by

Date June 17,, 2021

Be it resolved that:

the Township create a diversity policy to foster and support an inclusive workplace and municipality.

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

Carried/Lost: _____

MAYOR

EB#15.2.1
JUN 17 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: FLAG RAISING/HALF STAFF POLICY

DATE: JUNE 4, 2021

At the Council meeting held on June 3, 2021, Council directed that two amendments be made to the Township's Flag Raising/Half Staff Policy.

The first change, under Raising and Displaying Flags, was to reduce the request time from two months to one month and the second change was to add a bullet point under Half Staff Flags with the following wording – "where deemed appropriate by other levels of Government".

I have also amended the wording of the last paragraph on Page 2 as the Road's Department is now referred to as the Public Works Department.

EB#15.2.2

JUN 17 2021

CORPORATION OF THE TOWNSHIP OF MELANCTHON FLAG RAISING/HALF STAFF POLICY

POLICY

The Council of the Corporation of the Township of Melancthon recognizes that raising, displaying and flags positioned at half-staff enhances public awareness, bestows honour and expresses a sign of respect, condolence and sorrow.

The Council of the Corporation of the Township of Melancthon wants to ensure that the display of flags is done in an appropriate and consistent manner.

PROCEDURE

Raising and Displaying Flags

Requests for the raising of flags shall be submitted in writing to the Council of the Corporation of the Township of Melancthon at least one month before the date of the display and those requests will be dealt with on a first come, first served basis. Requests will not be approved for:

- Political Parties or Organizations
- Religious Organizations or in celebration of Religious Events
- Commercial entities
- If the intent is contrary to Township Policies or By-laws
- If the group requesting the raising supports hatred, violence or racism
- Groups that have already requested and been approved during the same calendar year

These flags will be raised and displayed for a period of one week and the Flag will be raised and lowered during regular business hours - Monday to Friday - 8:30 a.m. - 4:30 p.m.

The flags temporarily displayed must:

- be in good condition and free of rents, tears and tattered edges
- be supplied by and the responsibility of the applicant

The individual and/or group requesting the flag raising ceremony will be responsible for photographs.

Half-Staff Flags

When recognizing the death of an individual, flags will be lowered to the half-staff position on the day the Township is notified of the death until after the funeral service, for the following:

- a current or former Member of Council
- a current Employee of the Township
- a current Lieutenant Governor of Ontario or the Premier of Ontario
- the current Governor General or the current Prime Minister
- the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister)
- an officer, firefighter, paramedic or other person killed in the line of duty from the Dufferin County Ambulance Service, Dufferin OPP, Shelburne Fire Department, Mulmur Melancthon Fire Department, Southgate Fire Department
- where deemed appropriate by other levels of Government
- the death of a person whom it is desired to honour at the discretion of the Mayor and CAO

The Public Works Department will be responsible for raising and lowering of flags for the above, as determined by the CAO.

Amended June 17, 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

Denise B. Holmes, AMCT
CAO/Clerk

TO: Council

FROM: Wendy Atkinson, Treasurer

SUBJECT: Consolidated Financial Statements presented at June 3, 2021 meeting

DATE: June 17, 2021

The Consolidated Financial Statements for the year ended December 31, 2020, were presented by RLB, Chartered Professional Accounts, at the Council meeting held on June 3, 2021. A question was raised regarding the amount reported under Schedule 1, (page 18) Transportation Services - Expenses, for materials as opposed to contracted services. It was advised that these expenses are reported as required in the Financial Information Return. Council requested more detail be brought to the next meeting regarding these expenses and the Financial Statements were not approved at this time.

The Township does not contract very many services that fall under operating expenses but we could include the transportation portion of the audit expenses and the Asset Management Plan under the contracted services expenses. Most of our contracted services would fall under capital expenditures.

Further to the request at the meeting, the Audit and Asset Management Plan expense has been reallocated to contracted services and a small rental expense has been reallocated to the rent expenses.

I have included a copy of Column 4 under the suggested order of completion for columns when completing the Financial Information Return, Schedule 40: Consolidated Statement of Operations : Expenses. Column 4 outlines what is to be reported under operating contract services. I have also provided a copy of the operating expenses for Transportation Services to be reported in the Financial Information Return as prepared by the Auditor. This outlines the expenses reported on page 18 of the Draft Consolidated Financial Statements.

GBA 15.3.1
JUN 17 2021

Column 4 Contracted services

When a municipality is responsible for providing a service and contracts out service delivery; in part or in whole, to an arms length service provider, use column 4 to report payments to the service provider.

The arm's length service provider may be a private contractor, another municipality or another level of government.

If services are provided in part by an arms length service provider and in part by municipal staff, column 4 is used to report services provided by the contractor. Services provided by municipal staff are not reported in column 4 but are reported using other object categories of expenses.

If a municipality is invoiced by a Consolidated Municipal Service Manager (CMSM) for services, the amount invoiced is reported as contracted services.

If a CMSM decides to meet its service responsibilities (e.g. ambulance and child care) through a purchase of service agreement with an arms length service provider, the CMSM reports the purchased service as a contracted service.

If a municipality is legislated to provide a service and the service is provided through a legislated body, such as a conservation authority, the payment is reported as an External transfer in column 6.

For contracts which extend beyond the current fiscal year, report only that portion of the contract that relates to the current fiscal year.

Examples of services that may be provided by way of a contract with an arms length service provider:

Communications planning and research activities

Consulting: Information technology consulting and professional services (services related to electronic data processing, telecommunications or office automation)

Consulting: Management consulting and professional services (services related to planning, organizing, directing and controlling activities to assist managers in analysing management problems and recommending solutions)

Consulting: Technical consulting and professional services (services related to accounting actuarial sciences, architecture, appraisal, community planning, employment/placement, engineering, health science, surveys)

Data processing services

Fence viewing

Legal services

Medical and other professional services provided by the municipality but contracted with providers such as doctors, dentists, veterinarians, and nursing services.

Research and development services, e.g. research services provided by a university

Solid waste: collection, disposal

Snow removal services

Weed cutting

MPAC Services

Property assessment services provided by MPAC should be reported on line 0250 (corporate management).

Column 5 Rents and financial expenses

Rents and financial expenses paid to external parties are recorded in column 5. Include the rental of buildings, land, machinery, equipment, and engineering structures.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
 CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE
 FOR THE YEAR ENDED DECEMBER 31, 2020

Schedule 1

	General Government	Protection Services	Transportation Services	Environmental Services	Recreation Services	Planning and Development	2020	2019
EXPENSES								
Salaries and benefits	\$ 447,907	\$ 63,467	\$ 470,766	\$ 0	\$ 34,514	\$ 0	\$1,016,654	\$ 992,672
Materials	175,011	46,755	705,849	334	53,696	55,508	1,037,153	849,649
Contracted services	36,848	408,000	18,833	34,331	0	91,714	589,726	504,948
Rents and financial expenses	1,201	0	3,732	0	0	0	4,933	1,186
Interest on long term debt	3,526	0	8,096	(1,362)	0	6,523	16,783	21,245
Amortization	12,882	53,052	669,572	3,947	1,753	0	741,206	723,939
Transfers	<u>0</u>	<u>59,600</u>	<u>0</u>	<u>0</u>	<u>170,506</u>	<u>0</u>	<u>230,106</u>	<u>208,548</u>
	<u>\$ 677,375</u>	<u>\$ 630,874</u>	<u>\$1,876,848</u>	<u>\$ 37,250</u>	<u>\$ 260,469</u>	<u>\$ 153,745</u>	<u>\$3,636,561</u>	<u>\$3,302,187</u>

The Corporation of the Township of Melancthon
 Year End: December 31, 2020
 FIR Groupings
 Group 2: 430.1 To 430.7

FIR-LS

Prepared by JER 6/9/2021	Reviewed by	Manager review MPS 6/4/2021
Partner review	2P/2Q review	Admin review

Account	Prelim	Adj's	Reclass	Rep	Annotation	Rep 12/19	%Chg
01-5005-1010 Wages/Vacation Pay/Unused Sick P	369,717.88	0.00	0.00	369,717.88		366,627.43	1
01-5005-1020 Benefits	27,688.57	0.00	0.00	27,688.57		23,931.36	16
01-5005-1025 Receiver General	21,447.47	0.00	0.00	21,447.47		21,294.49	1
01-5005-1030 Employer Health Tax	7,229.81	0.00	0.00	7,229.81		7,161.19	1
01-5005-1040 Workplace Safety Insurance Board	11,208.07	0.00	0.00	11,208.07		10,512.51	7
01-5005-1050 Vacation Pay	0.00	0.00	0.00	0.00		7.98	(100)
01-5005-1065 OMERS - Township Cont.	33,474.23	0.00	0.00	33,474.23		33,207.29	1
430.1 TS - Salaries	470,766.03	0.00	0.00	470,766.03		462,742.25	2
01-5005-7016 INTEREST ON JOHN DEERE GRAI	0.00	1,499.15	0.00	1,499.15		2,372.22	(37)
01-5005-7022 INTEREST ON CULVERT 2027 LO/	0.00	6,596.68	0.00	6,596.68		7,669.20	(14)
430.2 TS - Interest	0.00	8,095.83	0.00	8,095.83		10,041.42	(19)
01-5005-1070 Mileage	30.00	0.00	0.00	30.00		97.00	(69)
01-5005-2010 Office Supplies	106.62	0.00	0.00	106.62		401.93	(73)
01-5005-2036 GPS Equipment/Tracking Expenses	4,331.58	0.00	0.00	4,331.58		4,686.50	(8)
01-5005-2040 Advertising	(356.16)	0.00	0.00	(356.16)		1,255.71	(128)
01-5005-2041 Signs	5,182.27	0.00	0.00	5,182.27		0.00	0
01-5005-2060 Memberships	113.00	0.00	0.00	113.00		101.70	11
01-5005-2070 Heating	7,509.99	0.00	0.00	7,509.99		13,088.75	(43)
01-5005-2080 Hydro	4,445.07	0.00	0.00	4,445.07		4,698.42	(5)
01-5005-2090 Telephone	823.49	0.00	0.00	823.49		785.30	5
01-5005-2091 Mobile Telephone	761.21	0.00	0.00	761.21		752.57	1
01-5005-2103 HEALTH & SAFETY SERVICES	0.00	0.00	0.00	0.00		3,794.42	(100)
01-5005-2104 Health & Safety Materials & Supplie:	21.34	0.00	0.00	21.34		38.66	(45)
01-5005-2110 Insurance	45,000.00	588.77	0.00	45,588.77		44,904.88	2
01-5005-2150 Diesel Clear	36,910.73	648.90	0.00	37,559.63		46,939.29	(20)
01-5005-2155 Diesel Dyed	22,790.38	648.90	0.00	23,439.28		36,519.40	(36)
01-5005-2162 Building Mtce.	4,576.48	0.00	0.00	4,576.48		9,559.79	(52)
01-5005-2163 Sand Dome Repairs	0.00	0.00	0.00	0.00		122.70	(100)
01-5005-2165 Materials & Supplies/Stock-Roads	4,441.14	0.00	0.00	4,441.14		5,043.08	(12)
01-5005-2166 Coveralls & Shop Towels	4,908.78	0.00	0.00	4,908.78		4,538.02	8
01-5005-2180 Oil	0.00	(51.30)	0.00	(51.30)		2,302.40	(102)
01-5005-2185 Oil Separator Clean Out	1,590.00	0.00	0.00	1,590.00		203.52	681
01-5005-2190 Miscellaneous	825.53	0.00	0.00	825.53		914.95	(10)
01-5005-2191 Radio & Truck License	9,935.30	0.00	0.00	9,935.30		9,927.50	0
01-5005-2192 Shop Tools	808.71	0.00	0.00	808.71		1,302.33	(38)
01-5005-2195 Radio Maintenance & Repair	2,189.87	0.00	0.00	2,189.87		0.00	0
01-5005-3060 Water Tank	126.80	0.00	0.00	126.80		0.00	0
01-5005-3069 TR#7 - REPAIRS	118.04	0.00	0.00	118.04		161.36	(27)
01-5005-3070 TR#7 - FUEL	3,181.79	0.00	0.00	3,181.79		3,686.54	(14)
01-5005-3071 TR#1-REPAIRS	5,623.18	0.00	0.00	5,623.18		3,459.94	63
01-5005-3072 TR#1-FUEL	6,240.77	0.00	0.00	6,240.77		7,136.21	(13)
01-5005-3073 TR#2-REPAIRS	10,016.31	0.00	0.00	10,016.31		18,117.49	(45)
01-5005-3074 TR#3-REPAIRS	8,081.67	0.00	0.00	8,081.67		3,728.93	117
01-5005-3075 TR#4-REPAIRS	10,900.21	0.00	0.00	10,900.21		22,506.26	(52)
01-5005-3076 TR#5-REPAIRS	24,270.90	0.00	0.00	24,270.90		19,321.61	26
01-5005-3077 TR#6-REPAIRS	10,241.30	0.00	0.00	10,241.30		6,201.85	65
01-5005-3079 GR#1-CAT-REPAIRS	3,711.86	0.00	0.00	3,711.86		3,562.65	4
01-5005-3080 GR#2-REPAIRS	17,612.99	0.00	0.00	17,612.99		11,932.30	48
01-5005-3081 BACKHOE	789.89	0.00	0.00	789.89		1,236.28	(36)
01-5005-3082 LOADER	321.05	0.00	0.00	321.05		778.46	(59)
01-5005-3083 JOHN DEERE MOWER	305.28	0.00	0.00	305.28		0.00	0
01-5005-3084 POWER WASHER	4,635.11	0.00	0.00	4,635.11		63.01	7256
01-5005-3085 CHAIN SAW	99.09	0.00	0.00	99.09		50.65	96
01-5005-3100 Bridges and Culvert Mtce.	10,422.97	86.52	0.00	10,509.49		7,928.50	33
01-5005-3105 Bridge Inspections	0.00	0.00	0.00	0.00		17,197.44	(100)
01-5005-3111 BRIDGE #11	3,533.90	0.00	0.00	3,533.90		0.00	0
01-5005-3114 BRIDGE #10	0.00	(4,679.45)	0.00	(4,679.45)		5,899.35	(182)
01-5005-3115 BRIDGE #13	27,088.47	0.00	0.00	27,088.47		0.00	0
01-5005-3116 BRIDGE 004 - Closure	488.45	(488.45)	0.00	0.00		0.00	0
01-5005-3126 High Street Repair	0.00	0.00	0.00	0.00		1,190.59	(100)

The Corporation of the Township of Melancthon
 Year End: December 31, 2020
 FIR Groupings
 Group 2: 430.1 To 430.7

FIR-LS-1

Prepared by JER 6/9/2021	Reviewed by	Manager review MPS 6/4/2021
Partner review	2P/2Q review	Admin review

Account	Prelim	Adj's	Reclass	Rep	Annotation	Rep 12/19	%Chg
01-5005-3129 2ND LINE SW-Rehabilitation 300 S	321,202.05	(321,202.05)	0.00	0.00		0.00	0
01-5005-3130 2ND LINE SW-Rehabilitation 250 S	246,184.36	(246,184.36)	0.00	0.00		0.00	0
01-5005-3132 3rd Line Realignment	0.00	0.00	0.00	0.00		819.08	(100)
01-5005-3140 4th Line O.S. - Pulverizing	4,940.43	(4,940.43)	0.00	0.00		0.00	0
01-5005-3156 CULVERT 2013	253,186.82	(250,416.90)	0.00	2,769.92		2,104.08	32
01-5005-3165 CULVERT 2021	9,517.35	(9,517.35)	0.00	0.00		0.00	0
01-5005-3200 Roadside Mtce.	955.89	0.00	0.00	955.89		0.00	0
01-5005-3205 BRUSHING-TREE TRIMMING & RE	19,988.20	0.00	0.00	19,988.20		(2,747.52)	(827)
01-5005-3206 DITCHING	16,230.72	13,440.69	0.00	29,671.41		12,943.11	129
01-5005-3210 Gravel Resurfacing	272,132.50	(272,132.50)	0.00	0.00		15,462.97	(100)
01-5005-3211 Gravel Maintenance	16,652.34	(12,377.24)	0.00	4,275.10		1,345.84	218
01-5005-3215 GRASS MOWING/WEED SPRAYIN	4,986.46	0.00	0.00	4,986.46		4,579.00	9
01-5005-3308 Pulverizing & Gravel	0.00	0.00	0.00	0.00		1,017.60	(100)
01-5005-3310 Cold Mix, Patching, Routine Mtce	18,144.65	0.00	0.00	18,144.65		6,214.93	192
01-5005-3315 SHOULDER MTCE	3,819.74	0.00	0.00	3,819.74		78.02	4796
01-5005-3320 Street Sweeping	4,508.99	0.00	0.00	4,508.99		4,294.27	5
01-5005-3321 Line Painting	2,421.89	0.00	0.00	2,421.89		0.00	0
01-5005-3322 Catch Basins	0.00	0.00	0.00	0.00		2,106.31	(100)
01-5005-3410 Calcium/Dust Control	106,245.22	0.00	0.00	106,245.22		125,670.31	(15)
01-5005-3500 Winter Control - Plow & Wing Parts	18,520.30	0.00	0.00	18,520.30		6,936.98	167
01-5005-3505 Snow Removal/Blowing	1,223.66	0.00	0.00	1,223.66		529.15	131
01-5005-3510 SAND & SALT	38,490.74	3,070.00	0.00	41,560.74		31,141.74	33
01-5005-3610 GUIDE POSTS & HARDWARE	1,652.30	0.00	0.00	1,652.30		0.00	0
01-5005-3750 Townlines	179.10	0.00	0.00	179.10		107.49	67
01-5005-3850 Drain Construct. & Maintenance	2,073.36	136,018.48	0.00	138,091.84		(31,532.94)	(538)
01-5005-7005 ROADS-NEW EQUIPMENT	10,888.32	(10,888.32)	0.00	0.00		0.00	0
01-5005-7040 New Building	0.00	0.00	0.00	0.00		(78.72)	(100)
01-5006-3025 Street Lights LED	4,565.13	0.00	0.00	4,565.13		4,566.21	0
01-5006-3026 LED Streetlight Repair	759.39	0.00	0.00	759.39		494.81	53
430.3 TS - Materials & Services	<u>1,684,225.27</u>	<u>(978,376.09)</u>	<u>0.00</u>	<u>705,849.18</u>		<u>511,890.96</u>	<u>38</u>
01-5005-1022 Training	0.00	0.00	0.00	0.00		2,035.05	(100)
01-5005-2050 Audit	10,000.00	0.00	0.00	10,000.00		9,000.00	11
01-5005-2112 ASSET MANAGEMENT PLAN	8,222.21	0.00	0.00	8,222.21		9,614.79	(14)
01-5005-2115 Road Management Plan	0.00	0.00	0.00	0.00		51,145.47	(100)
01-5005-3800 Contract Work	610.56	0.00	0.00	610.56		0.00	0
430.4 TS - Contracted Services	<u>18,832.77</u>	<u>0.00</u>	<u>0.00</u>	<u>18,832.77</u>		<u>71,795.31</u>	<u>(74)</u>
01-5005-3000 SERVICES & RENTS	3,732.04	0.00	0.00	3,732.04		686.88	443
430.6 TS - Rents	<u>3,732.04</u>	<u>0.00</u>	<u>0.00</u>	<u>3,732.04</u>		<u>686.88</u>	<u>443</u>
01-5005-0000 Roads and Bridges Depreciation	0.00	669,572.39	0.00	669,572.39		655,742.16	2
430.7 TS - Amortization	0.00	669,572.39	0.00	669,572.39		655,742.16	2
	<u>2,177,556.11</u>	<u>(300,707.87)</u>	<u>0.00</u>	<u>1,876,848.24</u>		<u>1,712,998.98</u>	<u>10</u>

Denise Holmes

From: James Webster <jamescarltonwebster@gmail.com>
Sent: Monday, June 14, 2021 10:54 AM
To: Denise Holmes
Subject: Hall hoard motion for Melancthon Council

Hi Denise

Please see below a motion passed at the last hall board meeting to be submitted to council.

Thanks

James

Motion 06-2021

Be it resolve;

The Hornings Mills Hall Board of Management request that the Township of Melancthon apply for the Canada Healthy Communities Initiation (round 2) and the moneys be put towards paving the Hall parking lot to promote future community outdoor activities/markets, increase the safety for seniors/public using the hall, and improve our Community hub, the Hall.

**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 with frontage on the 3rd Line, located in East Part Lot 18, Concession 3 O.S. (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, June 17, 2021
Time: 5:20 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 are located in East Part of Lot 18, Concession 3 O.S. and were recently the subject of a consent approval (File B7/20) to create a new lot. The proposed zoning amendment will zone the new lot from the General Agricultural (A1) Zone to a Rural Residential Exception (RR-172) Zone.

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 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 8:30 a.m. to 4:30 p.m. or at (519) 925-5525.

Mailing Date of this Notice: May 26, 2021



Denise Holmes, AMCT
CAO/Clerk

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



 Subject Lands

• Municipal Planning Services Ltd. •

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: June 11, 2021
Re: Application for ZBA – Part Lot 18, Concession 3 O.S. (Nicholson)

The Township is in receipt of an application for a zoning amendment for lands located in Part Lot 18, Concession 3 O.S. 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 create a new lot. It was a condition of the severance that the lands be rezoned from the General Agricultural (A1) Zone to the Rural Residential (RR) Zone.

• Municipal Planning Services Ltd. •

Barrie, Ontario
(705) 725-8133

RECOMMENDATION

I have attached a zoning by-law amendment for Council's consideration and I am of the opinion it would fulfill the requisite condition of consent.

Respectfully Submitted,



Chris Jones MCIP, RPP

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

(Nicholson – June 11, 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 described legally as Part 1, Plan 7R-6690, located in Part Lot 18, Concession 3 O.S. 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 1, Plan 7R-6690, located in Part Lot 18, Concession 3 O.S. from the General Agricultural (A1) Zone to the Rural Residential Exception (RR-172) 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 ooooo):

ppppp)Notwithstanding subsections 8.3 a) and b) to By-law 12-79 as amended, on lands described legally as Part 1, Plan 7R-6690, located in Part Lot 18, Concession 3 O.S. and located in the RR-172 Zone, the Minimum Lot Frontage shall be 167 metres and the Minimum Lot Area shall be 2 hectares.

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

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

READ A FIRST AND SECOND TIME on the 17th day of June, 2021.

READ A THIRD TIME and finally passed this 17th day of June, 2021.

Mayor

Clerk

Schedule 'A-1'
By-law 2021-_____
Part of Lot 18, Concession 3 OS
Township of Melancthon



Lands to be rezoned from the General Agricultural (A1) Zone to the Rural Residential Exception (RR-172) Zone

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

Passed this _____ day of _____, 2021.

Mayor

Clerk
