



TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, JULY 15, 2021 - 5:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/86999413913?pwd=Y3FNNUIKQ2w5OVpUY2M3aGRERy94UT09>

Meeting ID: 869 9941 3913

Passcode: 135207

One tap mobile

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Dial by your location

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

Meeting ID: 869 9941 3913

Passcode: 135207

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 17, 2021
June 24, 2021 – Special Meeting**
- 6. Business Arising from Minutes**
- 7. Point of Privilege or Personal Privilege**
- 8. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 9. Public Works**
 1. Accounts
 2. Report from Kaitlin Chessell, Secretary Roads Sub-Committee – Recommendation from July 7, 2021 Meeting
 3. Corbetton Development Proposal – Six Lots on Poulton Place (Councillor Hannon)
 4. Other

10. Planning

1. Applications to Permit
2. Memo from Chris Jones regarding the proposed TZBA for Lots 1 and 2, Plan 332 (Sharon Morden)
3. Other

11. Strategic Plan

12. Climate Change Initiatives

13. Police Services Board

14. Committee Reports

15. Correspondence

Board & Committee Minutes

1. Shelburne Public Library – May 18, 2021
2. Horning’s Mill Community Park Board – March 31, 2021
3. NVCA Board Highlights – June 2021
4. GRCA General Membership Meeting – June 25, 2021
5. CDRC – May 26, 2021
6. CDRC – April 28, 2021
7. Fire Sub-Committee - May 25, 2021

Items for Information Purposes

1. Email from Bike Balkanci, Director, GTA West/Niagara Operations – Enbridge Gas – Community Support
2. Letter from Sylvia Jones, Solicitor General regarding Protecting Animals in Ontario
3. Nicole Shearman, Town of Caledon Court Services – Provincial Offences Act Board Correspondence
4. Dufferin County Council Motion – Residential Schools
5. Letter from GRCA regarding Conservation Authorities Act Changes
6. Email from SOLGENinput regarding OPP Detachment Board Updates
7. Town of Wasaga Beach Resolution regarding Conservation Authorities in Ontario
8. Letter from Doug Downey, Attorney General regarding an Update on Modernization Initiatives and Court Recovery in Ontario’s Provincial Offence Act Courts
9. Town of Shelburne Resolution in Support of Dufferin County Council Motion regarding Residential Schools
10. Town of Mono Resolution in Support of Dufferin County Council Motion regarding Residential Schools
11. Township of Clearview Zoning By-law Amendment Notice of Passing – Shipping Containers
12. Town of Shelburne Resolution regarding Truth and Reconciliation Commission of Canada
13. Town of Mono comments regarding Conservation Authority Regulations
14. Upper Grand District School Board Letter regarding 2021 Long Term Accommodation Plan Annual Review Report
15. Dufferin County Notice of Application Proposed Official Plan Amendment for West Shelburne Main Street and 4th Line Town of Shelburne
16. Town of Shelburne Notice of Passing of By-law for Rezoning
17. Town of Shelburne Notice of Passing of By-law for 105 Mill Street

16. General Business

1. Accounts
2. Notice of Intent to Pass By-law

1. By-law authorizing the Minutes of Settlement between the Corporation of the Township of Melancthon and Lakhvir Ghotra c/o 2577791 Ontario Inc. (Ghotra) – TO FOLLOW
3. New/Other Business/Additions
 1. Memorandum of Understanding from Horning's Mills Hall Board of Management
 2. AMO's Human Rights and Equity Training (Councillor Mercer)
 3. Wind Turbines Discussion – Re: Turbine incident in Southgate Township (Mayor White)
4. Unfinished Business
 1. 2021 Fall/Winter Newsletter
 2. Township of Melancthon - Diversity Policy

17. Delegations

1. **5:20 p.m.** - Notice of Public Meeting Regarding a Zoning By-law Amendment on East Part of Lot 20, Concession 1 OS, RP-7R3404 Part 2 located at 557568 Mulmur-Melancthon Townline for the purpose of allowing a home industry (Oddie)

18. Third Reading of By-laws

19. Notice of Motion

20. Confirmation By-law

21. Adjournment and Date of Next Meeting – Thursday, August 12, 2021 – 5:00 p.m.

22. On Sites

23. Correspondence on File at the Clerk's Office



The Corporation of
THE TOWNSHIP OF MELANCTHON
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CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: KAITLIN CHESSELL, SECRETARY ROADS SUB-COMMITTEE

**SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING
JULY 7, 2021**

DATE: JULY 9, 2021

7.7 General Business; Discussion on How We Share Project Updates and Accomplishments with the Public (Councillor McLean)

Councillor McLean discussed that The Township and the Public Works Department do a lot of great work each year with road upgrade projects and upgrades around the community and we should be highlighting these projects for the community to be aware of. It was also discussed that when we are doing road and bridge projects and there will be interruptions for residents on the roadways, we need to find a way to reach as many people as possible with this information. Councillor McLean suggested that the Township being on social media through Facebook might be a good resource of information for residents.

Recommendation:

The Roads Sub-Committee recommends to Council that we create a social media policy and plan to allow for the creation of a Facebook page.

PW#9.2
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**APPLICATIONS TO PERMIT FOR APPROVAL
July 15, 2021 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS/APPROVED OR NOT APPROVED
Mark Kay	Lot 285-286, Con 1 SW 157102 Highway 10	2400 sq ft/ 223 sq m	farm storage shed	farm storage	\$60,000	NO	approved
Anson Martin Applicant: Simon Martin Mar Bros Const	East Part Lot 29, Con 5 NE 238501 4th Line NE	10798 sq ft/ 1003.16 sq m	pig barn	pig barn	\$550,000	NO	approved
Cleason Martin Eli Sherk - EMS Construction	Lot 240, Con 1 NE 762013 240 Sideroad	512 sq ft/ 47.57 sq m	Power Room	power room for shop	\$15,000	YES	
David Frey Eli Sherk - EMS Construction	Lot 9, Con 9 NE 318417 8th Line NE	700 sq ft/65 sq m	horse tie-in shelter	horse shelter	\$15,000	NO	
Natasha Litz	Lot 2, Plan 7M48 3 Rutledge Heights	1905 sq ft/177 sq m	dwelling	home	\$600,000	YES	not approved
Cleason Martin Eli Sherk- EMS Construction	Lot 240, Con 1 NE 762013 240 Sideroad	3955 sq ft/367.5 sq m	workshop	Dry Manufacturing	\$250,000	YES	
Melancthon Maple Farm - Emerson Brubacher Applicant: Eli Sherk EMS Construction	Part Lot 14, Con 4 OS 397217 5th Line	4500 sq ft/418 sq m	workshop	Dry Manufacturing	\$300,000	YES	

Plan # 10.1
JUL 15 2021

• Municipal Planning Services Ltd. •

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: July 12, 2021
Re: Proposed TZBA for Lots 1 and 2, Plan 332 (Sharon Morden)

BACKGROUND

The Township has received an application for a temporary use zoning by-law amendment for lands in the settlement of Riverview, located at 077572 7th Line S.W., described legally as Lot 1 and 2, Plan 332. The subject lands are shown in Figure 1:

Figure 1 – Subject Lands



The applicant's lot has a frontage of 68.9 metres (226 feet) and a lot area of approximately 5,102 m² (54,918 ft²) and is currently vacant.

The purpose of the application is to permit the establishment of a feral cat facility to be housed in two accessory buildings to be constructed on the subject lands. As Council is aware, Ms. Morden previously operated a similar facility on lands located in Part lot 5, Concession 3 O.S.

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Barrie, Ontario
(705) 725-8133

Plan #10.2
JUL 15 2021

The purpose of this report is to review the application and determine if it can be declared complete in accordance with Section 34 (10.4) of the Planning Act.

THE FACILITY

A conceptual site plan is provided at Figure 2 to help illustrate the nature and location of proposed buildings on the applicant's lot. As is shown on the site plan, the facility would be comprised of two structures, one for administration and the other for housing feral cats. The applicant has also illustrated the location of her future home on the lot. It is noted the subject lands are comprised of two lots in an original plan of subdivision, however these lots have been consolidated in title.

Figure 2 – Site Plan



OFFICIAL PLAN

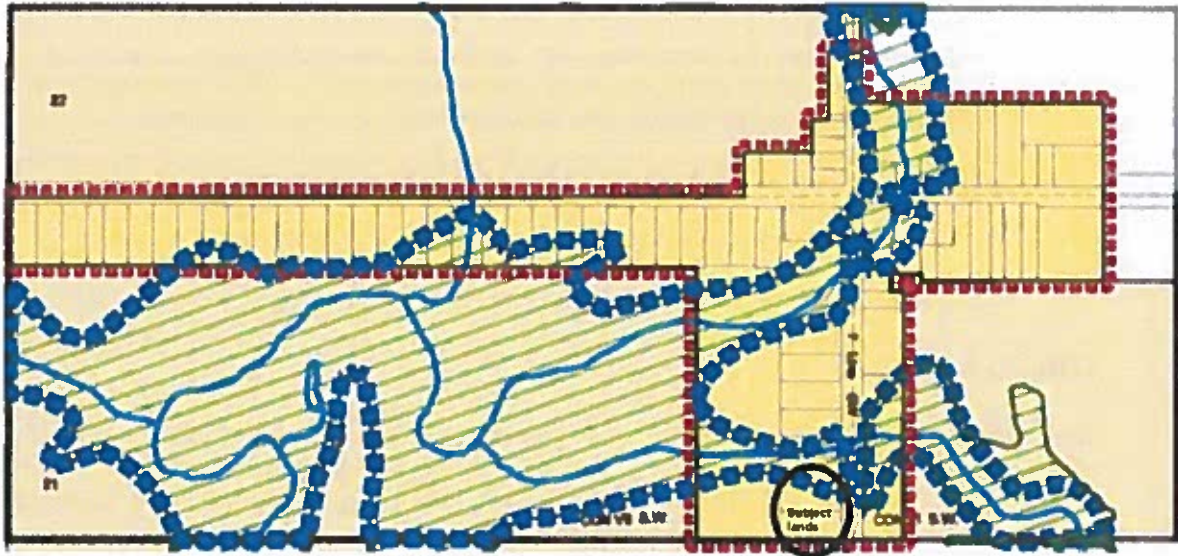
The subject lands are located in the Community designation of the Official Plan. Permissible uses in the Community designation include detached dwellings, home occupations, commercial uses serving the local area or the travelling public, small-scale light industrial uses, institutional uses such as a schools, churches, government offices and agencies, community centres, community halls and libraries, parks and

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recreational uses and bed and breakfast uses. The location of the subject lands as per Schedule C of the Official Plan is provided in Figure 3:

Figure 3 – Official Plan



Section 5.7.2 of the Official Plan establishes the following (paraphrased) policies to guide new commercial, industrial, institutional and recreational uses:

- a) Proposed use is compatible with the area and character of the community in general and may require a compatibility feasibility study;
- b) Where the use is proximate to sensitive or incompatible uses the potential negative impact on the adjacent uses can be satisfactorily mitigated;
- c) Adequate water and sewage disposal services;
- d) Adequate parking and loading facilities; and,
- e) Access roads are capable of accommodating traffic.

It is noted that Section 3.20 of the Official Plan prohibits the following types of animals on lots used or intended to be used for residential purposes:

- a) Horses and any other animal type assigned a nutrient unit value under the provisions relating to MDS;
- b) Exotic animals and birds; and,
- c) Animals and birds that are normally found in the wild.

Section 7.9 of the Official Plan authorizes Council to enact temporary use by-laws. Section 7.9 c) requires Council to be satisfied of the following in considering a temporary use by-law:

- i. The proposed use is clearly temporary in nature;
- ii. The proposed use is compatible with adjacent uses particularly in terms of nuisance effects such as noise and dust and, where necessary, suitable buffering is, or can be provided to minimize or eliminate any incompatibility or nuisance effects;
- iii. Sufficient road capacity exists and sufficient on-site parking can be provided;
- iv. The size of the lot and/or building is appropriate for the proposed use; and,
- v. Services such as water supply, sewage disposal and site drainage are sufficient.

ZONING BY-LAW

The subject lands are zoned Hamlet Residential (R1). A feral cat facility is neither defined nor permitted in any zone in the Township's Zoning By-law, hence the application for a zoning by-law amendment, the purpose of which is to define and permit the use on a 3-year temporary basis.

ANALYSIS

This report is only intended to address the matter of a complete application and to authorize the scheduling of a public meeting.

If Council is of the view that the use does not conform with the Official Plan or the proposal requires additional studies to address compatibility, this direction should be given now.

From my perspective, the Community designation permits a very broad range of residential, commercial, industrial and institutional land use, and I am of the view that the scale of the proposed use, in the proposed location generally conforms with the policy direction of the Official Plan.

RECOMMENDATION

Unless Council has other questions or issues they would like to be addressed by the applicant it is recommended that the application for a temporary use zoning by-law amendment submitted by Ms. Sharon Morden for lands located on Lots 1 and 2, Plan 332 be declared complete and scheduled for a public meeting in accordance with Section 34 and 39 of the Planning Act.

Respectfully Submitted,

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

Chris Jones MCIP, RPP

*Minutes for Shelburne Public Library Board Meeting
Tuesday, May 18, 2021*

Present: Geoff Dunlop Margaret Mercer Paul Barclay
 James Hodder Mikal Archer Gail Little
 Sharon Martin Patricia Clark

Also Present: Rose Dotten, CEO/ Head Librarian

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

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

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

Motion 22-21 M. Mercer, S. Hall

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

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

Carried

Motion 23-21 P. Clark, J. Hodder

Be it resolved that we approve the amended Agenda of the May 18, 2021, meeting.

Carried

Motion 24-21 M. Archer, P. Barclay

Be it resolved that we approve the minutes of the board meeting dated April 20, 2021.

Carried

Motion 25-21 G. Little, S. Martin

Be it resolved that we approve the Accounts Payable Register for April, 2021, with invoices and payments in the amount of \$34,225.90.

Carried

Bd/comm #1
JUL 15 2021

CEO/ Head Librarian's Report:

o **Statistics**

The statistics for active circulation are not available, as the Library facility has been closed for in-house browsing since March 15, 2020. However, Rose presented a verbal report outlining Statistics relating to Curbside Pickup for April, 2021. We circulated approximately 2700 items, and additionally, approximately 1300 more items through Overdrive and Libby (e-books and audio books).

o **Verbal/anecdotal Social Media Outreach**

Rose also presented anecdotal information about the Social Media Outreach for the library including statistics for E-Resource use which included the fact that Press Reader is very popular with over 274 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 10,544

Facebook - Total post engagement current month - 398, and Likes 824

Instagram – Followers 471

Video watches (YouTube) - 817 Subscribers - 71

Ancestry.ca searches – 55 searches

Twitter – 268 Engagement 70

Mango Languages - 5

o **Programming**

o **Children's Programming**

Our children's programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. In April, 2021, over 75 craft kits were distributed. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time. There was also a Lego challenge for which submissions were very creative and demonstrated that children were engaged and thoroughly participating weekly.

o **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The "Craft Supply" bags are also distributed monthly and include all the supplies needed to make the craft.

o **Adult Programming**

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

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

o **In memoriams.**

Discussion ensued as to how to appropriately recognize and honour bequests and in memoriam donations as well as other donations made for specific purposes, such as the new sign. Since this discussion arose out of an information item, it was felt that we should add this as an

agenda item for next month in order to enable us to thoughtfully consider the process and develop a protocol.

Business

- **Ongoing Library Protocols**

Due to the most recent lockdown ordered on April 16, 2021, the library will continue to remain closed for physical browsing but the porch pick-up service is continuing.

Motion 26 -21 P. Clark, S. Martin

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

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

Be it further resolved that these recommendations be reviewed at the next scheduled Board meeting on June 15, 2021.

Carried

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

Motion 27-21 G. Little, J. Hodder

That we now adjourn at 7:36 p.m., to meet again June 15, 2021, at 7 pm., or at call of the Chair.

Carried

HORNING'S MILLS COMMUNITY PARK BOARD
Meeting Minutes – Wednesday, March 31, 2021

The Horning's Mills Community Park Board held a Zoom meeting on the 31st day of March 2021 at 11:00 am. Members present were Nanci Malek, Mayor Darren White, Councillor Margaret Mercer, and Lynn Hodgson. Jim Hill was not in attendance.

CALL TO ORDER:

Nanci Malek – Chair called the meeting to order at 11:02 am.

ELECTION OF CHAIRPERSON, VICE-CHAIR, AND SECRETARY:

Malek reported that she would be stepping down as Chair of the Horning's Mills Community Park Board, but will continue to serve in the position until re-elections are held. At that time, Malek will continue to stay on as a board member.

Malek suggested deferring the re-elections of Chairperson and Vice-Chair until the next board meeting, when the new Council member, James McLean, can join the committee. Mayor White noted that Council has not yet confirmed any of the new committees, as they have been awaiting the appointment of the new Council member.

Malek nominated Lynn Hodgson to act as secretary and position was accepted. Moved by Malek, seconded by Councillor Mercer. Carried.

Councillor Mercer announced her resignation from the Horning's Mills Community Park Board.

ADDITIONS/DELETIONS:

None

APPROVAL OF AGENDA:

Approval of the Agenda was moved by Councillor Mercer, seconded by Hodgson. Carried.

DECLARATION OF PECUNIARY INTEREST OR CONFLICT OF INTEREST:

None

APPROVAL OF DRAFT MINUTES:

The draft minutes of the previous meeting held on Wednesday, October 14, 2020, were reviewed and approved as circulated – moved by Mayor White, seconded by Mercer. Carried.

BUSINESS ARISING FROM MINUTES:

Malek received a follow-up report from Denise Holmes AMCT, CAO/Clerk of Melancthon Township, regarding the park. It was noted that Poop n Scoop signs, as well as No Motorized Vehicles signs, had been posted at the park. The dead tree by the north entrance gate was removed and the pavilion lights are now functioning.

CORRESPONDENCE ITEMS:

None

GENERAL BUSINESS:

Financials:

The Horning's Mills Community Park Board did not receive the updated financial report from the Township office. Once received, Malek will forward to all members for review. Discussion of the financial report will be deferred to the next meeting.

Motion To Approve Demman's Excavating Inc. Quote:

A quote from Demman's Excavating Inc. was received by the park board from Melancthon Township concerning the leveling of the playing field to make it more user-friendly. Councillor Mercer requested that Malek explain the details outlined in the quote. The quote includes the stripping of topsoil, level fill and relevel, use of dozer (\$1900); excavator to

Bel comm #2
JUL 15 2021

remove stumps, level along fence with fill and topsoil (\$1300); use of float (\$300); HST extra. Any trees would need to be removed by the Township. Entries in written quote were itemized only. Malek requested that Mayor White obtain the quote giving the actual total including HST in writing.

Councillor Mercer inquired if other quotes had been sought for the job. There were none at the time.

It was discussed that Hydro One had trimmed some trees along the east fence; however, Mayor White noted that there are still trees in need of maintenance and removal.

Malek expressed her concern with the tight timeline and the need to proceed forward to ensure completion prior to the potential baseball season.

A motion to approve the quote from Demman's Excavating Inc. was moved by Malek, seconded by Mayor White. Carried.

Park Bleachers:

Malek researched various types of bleachers, including costs, delivery, and setup. The bleachers would entail two sets (five rows each) with a safety cage/grill across the back and along the ends of the top three rows. Hodgson expressed concern regarding the accessibility of all rows of bleachers, with no stairs or hand rails for those people with mobility challenges.

Mayor White noted from past use that the first two rows are accessible. It was mentioned that Melancthon Township will be looking at the accessibility of the park as a whole, i.e., pathways joining play equipment, pavilion, bleachers to accommodate the use of walkers and/or wheelchairs.

It was discussed that one set would be placed along the north side of the diamond, with the other on the east side, both being placed into a concrete pad. A suggestion was made to put a gate in north fence located closer to diamond for those with mobility challenges.

Mayor White suggested moving forward with potential changes this year, when park will not be at maximum usage due to construction and COVID-19.

Malek requested that further discussion of the bleachers be deferred to the next meeting, when Councillor McLean can provide input.

2021-2222 Park Activities:

The June celebration held annually at the park is cancelled at present due to current COVID-19 guidelines and restrictions. Other activities at the park to be discussed at a later date.

Baseball Rental:

Rentals of the ball diamond will continue when the excavation and construction have been completed. Mercer inquired if the posting of signs regarding No Motorized Vehicles had deterred people from driving throughout the park. Malek will assess park and follow up.

NEW/OTHER BUSINESS/ADDITIONS:

None

CONFIRMATION MOTION:

Read by Chair Malek – moved by Malek, seconded by Mercer. Carried.

ADJOURNMENT AND DATE OF NEXT MEETING:

Next meeting date to be announced once James McLean has joined Council. Mayor White to update Councillor McLean on goals of the Horning's Mill Community Park Board.

Meeting adjourned at 11:37 am.



NVCA June 2021 Board Meeting Highlights

Next Meeting: August 27, 2021, held virtually.

Please note there is no meeting in July.

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

Presentation on NVCA's Conservation Lands Program

Kyra Howes, Manager of Lands and Operations at NVCA gave a presentation on the Conservation Lands Program.

NVCA manages over 5,300 hectares (13,000 acres) of land across the watershed. There are two main types of properties: conservation areas and conservation reserves.

Conservation areas features infrastructure, such as trails and signage, whereas conservation reserves are preserved in their natural state, and do not have infrastructure.

Many properties also provide functions that support NVCA's flood program, such as snow surveys, rain gauges and weather stations.

Acquiring land

Historically, many NVCA's lands were acquired through cost sharing agreements for lands that were hazardous for development. Many of these were developed for flood control measures, such as the Tottenham Dam.

In recent years, developers may transfer undevelopable land to NVCA. Stewardship fees may be requested to help with long term management.

Recreational opportunities

People are more aware of the benefits of being in nature. In the last five years, NVCA has seen a tenfold increase in visitors from both inside and outside the watershed.

NVCA's conservation areas focus on passive recreational opportunities, hiking, snowshoeing and fishing. Features such as playgrounds and

soccer fields are not supported. Hunting is allowed in NVCA's conservation areas, and NVCA sells a limited amount of hunting and fishing passes each year.

NVCA's conservation areas include over 42 km of multi-use trails, including part of the Bruce Trail, Ganaraska Trail and links to the TransCanada Trail.

Not all visitors' activities are compatible with preserving natural ecosystems. NVCA's Lands Staff are designated Provincial Offences Officers, allowing them to enforce the *Conservation Authorities Act* (CA Act) in order to protect NVCA owned and managed lands.

Preserving Natural Heritage

Some NVCA's lands are only preserved to protect natural heritage features, and do not support recreational activities. These include the Elba Wetlands, Osprey Wetlands and Minesing Wetlands.

NVCA's conservation areas contain significant landforms such as the Niagara Escarpment, Oak Ridges Moraine and Oro Moraine and the Minesing Wetlands.

Partnerships

NVCA works with volunteers and community groups throughout the watershed to help maintain conservation areas and conservation reserves.

Examples include the Rotary Club, Friends of Fort Willow, Friends of Utopia, Friends of Pine River, Friends of Tiffin and Friends of the Minesing Wetlands.

Generating external revenue

NVCA generates external revenue to reduce the reliance on municipal levy. Revenue generated also ensures NVCA can continue to provide a high level of customer service through updating or upgrading infrastructure.

One project the lands team is working on is building a new parking lot at the Nottawasaga Bluffs Conservation Area to accommodate the increased number of visitors.

Some revenue generating opportunities include weddings and events, group camping and managed forests.

Governance accountability and transparency

The Ontario government passed legislation amendments to require conservation authorities to remain committed to accountable and transparent governance.

The NVCA Board of Directors endorsed a commitment to pursue governance accountability measures.

Permit Signing Authority

The NVCA Board of Directors approved staff in the follow positions to approve permits for a maximum of two years: CAO/Secretary-Treasurer, Director, Watershed Management Services, Manager, Planning Services, Senior Regulations Technician, Regulations Technician, Planner III, Planning Ecologist.

Under Section 6 (1) of Ontario Regulation 172/06 issued under the *CA Act*, the staff members above can grant permission to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse or to change or interfere with a wetland.

Permits Approvals under the CA Act

NVCA's permit application service timelines are governed by the Conservation Authority Liaison Committee (CALC), which requires NVCA to complete a policy review within 21 days, and complete a technical review within 30 days for minor applications and 90 days for major applications.

NVCA Regulations staff provided a summary of the permits issued during the period November 28, 2020 to June 8, 2021. A total of 368 permits and clearances were approved by staff for this time period, with 98.3% of the permits were processed within the provincial timelines.

Phase 1 Regulatory Changes Guide to the CA Act

The Ontario government released Phase 1 of the regulatory changes guide to the *CA Act* through the Environmental Registry of Ontario (ERO) for public review. Comments on these proposed changes will be accepted until June 27, 2021.

Conservation Ontario submitted comments on behalf of all conservation authorities in Ontario, and the NVCA Board of Directors resolved to endorse this submission through commenting on the ERO prior to the deadline. The Board also approved to have Chair McLeod submit a letter stating NVCA's support of the endorsement.



Grand River Conservation Authority
Summary of the General Membership Meeting – June 25, 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-06-21-49 - Environmental Registry Posting 019-2986 - Regulatory Proposal (phase 1) under the Conservation Authorities Act
- GM-06-21-43 - Conservation Ontario Governance Accountability and Transparency Initiative
- GM-06-21-42 - GRCA Human Resources Policy Update
- GM-06-21-52 - 2021 Foundation Member Appointments
- GM-06-21-51 - Financial Summary for the period ending May 31, 2021
- GM-06-21-47 - Maintenance Agreement - County of Brant
- GM-06-21-46 - Provincial Offences Act Officer Appointments
- GM-06-21-48 - GRCA Hunting Program Update
- GM-06-21-50 - New Hamburg Regulatory Floodplain Mapping Updates
- GM-06-21-C08 - Property Agreement - Township of Woolwich (closed agenda)

Information Items

The Board received the following reports as information:

- GM-06-21-41 - Cash and Investment Status
- GM-06-21-45 - Elora Gorge Conservation Area - Grand Valley Trails Association Access Request
- GM-06-21-44 - Emerald Ash Borer Strategy - Implementation Update
- GM-06-21-53 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Minister of Natural Resources and Forestry - 2021-2022 Water Erosion Control Infrastructure funding notification.

Delegations

The Board heard from the following delegation:

- Grand Valley Trails Association - Annie Cole-Kennedy, Jason Thompson, and Laura Anders regarding trail access at Elora Gorge Conservation Area

Source Protection Authority

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

Correspondence

The SPA Board received the following correspondence:

- Lake Erie Region Source Protection Authority regarding the updated Assessment Report and Source Protection Plan Action Items
- Schlegel Urban Developments regarding updates to the Grand River Source Protection Plan

Action Items

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

- SPA-06-25-01 - Submission of the Revised Updated Grand River Source Protection Plan

For full information, please refer to the June 25 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 August 27, 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'.

Bd comm #4

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CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held May 26, 2021 via ZOOM

Attendance:	Lindsay Wegener	Shelburne
	Steve Anderson	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Darren White	Melancthon
	Margaret Mercer	Melancthon
	Laura Ryan	Mono
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: Geer Harvey

Meeting called to order by Chair, Chris Gerrits at 6:30pm.
A quorum was present.

Declaration of Pecuniary Interests:

Chairman, Chris Gerrits stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

Agenda:

MOTION #1 – Moved by D. White seconded by D. Sample. Be it resolved we approve the agenda dated May 26, 2021 as circulated and presented.
Carried

Discussion & Approval of Minutes of Previous Meeting April 28, 2021:

MOTION #2 – Moved by M. Mercer seconded by D. Sample. That the minutes of the CDRC Board of Management regular board meeting held virtually on April 28, 2021 be approved as circulated and presented.
Carried

Finance Committee Report:

The CDRC Monthly Financial Report was reviewed. During review of the accounts, it was suggested that discussion on prorating facility advertising be on the June agenda. The following motion was presented.

MOTION #3 – Moved by L. Ryan seconded by H. Foster. That the bills and accounts as presented in the amount of \$ 20,648.42 be approved and paid. Carried

L. Wegener arrives at 6:45pm
S. Anderson arrives at 6:50pm

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A
See Schedule B

MOTION #4 – Moved by L. Wegener seconded by D. Sample. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager's Report:

See Schedule C
Board approved to move forward with budgeted items: pool vacuum and building condition assessment.

MOTION #5 – Moved by L. Ryan seconded by M. Mercer. That we receive the report from the Facility Maintenance Manager. Carried

New Business

Efficiency Opportunities:

Leave open for discussion for anyone to bring forward and share ideas for efficiency or pool resources that could save money. Will keep on the next agenda as unfinished business.

Confirmation by By-law:

MOTION #6 – Moved by D. White seconded by L. Ryan. Be it resolved that leave be given for the reading and enacting of by-law #05-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held May 26, 2021. Carried

Adjournment:

MOTION #7 - Moved by D. Sample seconded by L. Wegener. That we now adjourn at 7:21pm to meet again on June 23, 2021 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – May 26, 2021

General Information:

- I have been contacted by Elections Ontario for 2022 election.
- Canadian Blood Services upcoming blood donation is schedule Friday, June 11, 2021 from 2:30-6:30pm
- Attended Central Ontario Facilities Coordinators Assoc (COFCO) meeting on Thursday, May 13
- Attended a short webinar from Payment Evolution on work refusal.
- Applied to the UGDSB to use outside greenspace at Glenbrook ES throughout July and August for the day camp. I have contacted the Shelburne Agricultural Society to ask for permission to use greenspace.

Old Business:

- Completed and received certificate for the ORFA Advanced Recreation Facilities Business Management online course. Finishing up the Standard First Aid online module.
- I am scheduled to attend the Diversity, Equity and Inclusion Committee meeting, on June 17 and present an overview of the CDRC including DEI policies or actions that may be in place.
- Continue to streamline office space. Archiving and organizing records.

New Business:

- The Provincial Antigen Screening Program (PASP) is a supervised self-screening program for workplace employee screening. The objective of the program is to provide an additional safety measure by providing access to COVID-19 point-of-care antigen tests to enable small businesses enhanced workplace screening to help guard against the spread of COVID-19. The Province of Ontario has proved test kits, free of charge, to Dufferin Board of Trade (DBOT) to distribute to small businesses with 150 employees or less. The program is voluntary and asymptomatic employees test themselves twice per week under the supervision of a staff member who is trained in the program. The rapid screening results are available within 15 minutes and the results are submitted to DBOT. Last week the CDRC started screening staff. This program will give added comfort to families who participate in CDRC summer programs, knowing the CDRC is taking this additional step to provide a safe work environment.
- Would like to process credit card payments and charge back fees to consumer, estimating \$3 per \$100 charged through Moneris Gateway, a virtual terminal processor. A one-time administration setup cost of \$200 to set up account. Customers can send e-transfer payments at no additional cost.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: May 26th, 2021

Subject: Recreation Program Coordinator Report

May Overview

- COVID-19 update
 - The Ontario Government has released the Roadmap to reopening Ontario. It is stated in the document that both the Outdoor pool and Summer Day Camp are apart of the Stage 1 of opening. The tentative date to open the pool is Monday June 14th. Guidelines have not been released to outline what the protocols will be for both the pool and day camp.
- Update on program registrations
 - Due to the current Covid-19 situations payments will not be processed until June 1st, 2021. Registrants will be required to make a payment within 48 hours of receiving their invoice. Our summer day camp has minimal spots remaining and is expected to fill up over the coming weeks.
 - Begin opening Swimming Lesson Registration on Monday May 31st.
- Meetings/Webinars
 - Parks and Recreation Ontario: Offering inclusive recreation programs and camps (May 6th, 2021)
 - Attended 2 Recreation Programmers meetings with Wellington North (Arthur/Mount Forest), Mapleton and Town of Minto.
 - Attended a Recreation Directors meeting on Friday May 14th, 2021.
- Training
 - Continuing to update training documents and resources.
 - Begin training with Seasonal Summer Staff on Monday May 31st.
- Promotion of summer programs
 - Continuing updating social media and promoting summer programs.
 - Conducting a presentation on summer pool/water safety for a local kindergarten classroom. I will be including information on upcoming programs as a part of this presentation.
- Summer program planning
 - Continuing to plan for the upcoming summer season.
 - Head Day Camp Counsellor is now working in the facility preparing for the upcoming camp season.
- Sponsored pool rentals
 - We have had inquiries regarding pool rental sponsorships for this upcoming summer season. It is proposed that we charge \$150.00 for the hour which includes HST and insurance for a 1 hour sponsored public swim. This sponsorship will include:
 - Opportunity to promote throughout the swim time.
 - Promotion through the CDRC social media channels and website.
 - Promotion on the CDRC road sign.
 - Typical pool rental fee is \$110.00 plus HST and Insurance.

SCHEDULE 'C'

Facility Maintenance Managers Report – May 26, 2021

SAFETY

No issues

GENERAL INFORMATION:

HVAC roof top units cleaned.

Reviewing COVID-19 Municipal, Provincial & Regional Health restrictions updates and changes, regularly updating protocols and safety plan as needed. The CDRC Facility is closed to the public for the duration of the lock down order and until further notice.

Continuing with facility repairing cleaning and painting.

Drain, clean, check pool.

Replace pool water line tile were falling off.

Paint exterior walls pool area

Refurbish pool tot docks new railings stainless steel hardware and in water skirting.

New business

Pool vacuum as per budget seeking approval



Marty Lamers
Facility Maintenance Manager
Centre Dufferin Recreation Complex

Pool Vacuum

This item is in the budget at \$ 4000.00.

Providing background for an automatic pool vacuums it will reduce staffing cost and staff standing on edge of pool providing greater safety when alone, should improve cleanliness, pool appearance and being able to perform its cleaning during shoulder time of pool operations. Manual pool vacuuming will require 2 operators on site up to 2 to 3 times a week 2 to 3 hours each time and due to safety as they will be working on the edge of the pool the entire cleaning process and in poor lighting at dusk or dawn and in shadows.

I have looked at hayward Tiger sharks II and Polaris and other Maytronic models. These models may work but are under size according to their specs. As this is manufactured in the states and until order is placed it may or may not be available due to covid-19 as the Maytronics plant has shifted production to residential models. Other options will be.

Tigershark 2	\$2,350.00	30x60 foot pool	1800 sq ft 1080=2880sq ft
Maytronic M600 -	\$2179.00	50-foot pool	
CDRC pool size 85 x 44		3740 sq ft floor	1935sq ft wall = 5675sq ft

I have chosen Maytronics dolphin Robotic Pool Cleaner



Designed for pools up to 88 feet, the Wave 100 is best suited for mid-sized pools in schools, health clubs, resorts, and water parks. This cleaner ensures complete pool coverage with floor, walls and waterline scrubbing plus superior filtrations for all types of dirt and debris.

Maytronics Pool cleaner	
Aquam.	\$4,299.00
Johns leiscurescape	\$4,399.00
Pool supply Canada	\$4,399.00

I would like to go with Aquam to supply a Wave 100 pool vacuum with remote and Caddy at a cost of \$4,299.00.

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held April 28, 2021 via ZOOM

Attendance: Dan Sample Shelburne
Chris Gerrits Amaranth
Heather Foster Amaranth
Darren White Melancthon
Margaret Mercer Melancthon

Kim Fraser Facility Administration Manager
Marty Lamers Facility Maintenance Manager
Emily Francis Recreation Program Coordinator

Absent: Geer Harvey, Lindsay Wegener, Steve Anderson and Laura Ryan

Meeting called to order by Chair, Chris Gerrits at 6:30pm.
A quorum was present.

Declaration of Pecuniary Interests:

Chairman, Chris Gerrits stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

Agenda:

MOTION #1 – Moved by H. Foster seconded by D. Sample. Be it resolved we approve the agenda dated April 28, 2021 as circulated. Carried

Discussion & Approval of Minutes of Previous Meeting March 24, 2021:

MOTION #2 – Moved by M. Mercer seconded by D. Sample. That the minutes of the CDRC Board of Management regular board meeting held virtually on March 24, 2021 be approved as circulated and presented. Carried

Correspondence:

- Letter from the Township of Amaranth regarding the Shelburne resolution concerning the Service Delivery Review (copy for the CDRC Board).
Amaranth members clarified that the level of support will not change and only capital funds will be retained in a separate account until the funds are needed.

MOTION #3 – Moved by D. White seconded by M. Mercer. That correspondence is received and placed on file. Carried

Finance Committee Report:

The CDRC Monthly Financial Report was reviewed along with the impact of the Province wide closures will have by not having spring floor rentals (minor ball hockey and lacrosse). The CDRC has received approval for the Canada Summer Jobs (CSJ) in the amount of \$32,936.00. Following review of the accounts, the following motion was presented.

MOTION #4 – Moved by D. Sample seconded by H. Foster. That the bills and accounts as presented in the amount of \$ 27,039.36 be approved and paid. Carried

Pool/Camp Committee Report:

The Head Day Camp Counsellor position has become available. After review with the hiring committee, the position has been offered to Sierra Davis.

MOTION #5 – Moved by M. Mercer seconded by H. Foster. Where as the hiring of the CDRC seasonal summer contract positions were approved at the March 24, 2021 board meeting, the Head Day Camp Counsellor position has since become vacant; Therefore, be it resolved the CDRC Board of Management hires Sierra Davis for the 2021 Head Day Camp Counsellor position. Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

A board member will accompany Kim when she presents at the DEI committee meeting.

MOTION #6 – Moved by D. White seconded by D. Sample. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #7 – Moved by H. Foster seconded by M. Mercer. That we receive the report from the Facility Maintenance Manager. Carried

New Business

Efficiency Opportunities:

Brief discussion on finding cost efficiencies and ways to pool resources municipalities and facilities.

Further discussion at next meeting.

Confirmation by By-law:

MOTION #8 – Moved by D. Sample seconded by D. White. Be it resolved that leave be given for the reading and enacting of by-law #04-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held April 28, 2021. Carried

Adjournment:

MOTION #9 - Moved by M. Mercer seconded by D. White. That we now adjourn at 7:12pm to meet again on May 26, 2021 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – April 28, 2021

General Information:

- Received and submitted a Job Vacancy and Wage Survey from Statistics Canada.
- Second quarter municipal funding has been invoiced to the member municipalities.
- As schools are currently closed, some students have limited access to transportation. Catholic high school, Robert F Hall in Caledon has asked to use the CDRC parking area to be a location for area students to drop off books and resources. The school will have selected dates and provide a truck. Dates will be provided as scheduled.

Old Business:

- Currently working on the Standard First Aid online module. The ORFA Advanced Recreation Facilities Business Management online course begins May 3rd through May 23rd. Once these are complete, I plan to obtain a High Five certification and work on additional High Five training which deal with policies and procedures and how they are reflective of quality practices for children's programs.
- The conversion to ePay is approved and activated. Payroll can now be direct deposit to any bank and account of an employee's choice. I am now looking into paying more vendors electronically.
- The CDRC now has a GCOS (Grants and Contributions Online Services) account. This will be beneficial when applying for CSJ (Canada Summer Jobs) and other grants. The three online accounts (GCOS, ROE and Business) have been merged to be easier accessed.
- Reviewing some service agreements: eg: Waste Management
- Continuing to review all CDRC staff orientation and health & safety training to ensure all training is more uniform for all staff and standardized.
- Continue to streamline office space. Archiving and organizing records.

New Business:

- Since confirming the hiring of the CDRC summer staff at the March 24, 2021 board meeting, the position of Head Day Camp Counsellor has become vacant. Further discussion during Pool/Camp Committee report.
- CDRC has received approval from CSJ (Canada Summer Jobs) for \$32,926.00. Based on eleven (11) jobs at 75% of minimum wage.
- I have been asked by Denyse Morrissey to attend an upcoming Diversity, Equity and Inclusion Committee meeting, on May 20 or June 17, and present an overview of the CDRC including DEI policies or actions that may be in place.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis
To: CDRC Board of Management
Date: Wednesday April 28th, 2021
Subject: Recreation Program Coordinator Report

April Overview

- Recent Awards
 - Orangeville Banner Reader's Choice Award winner for category best swimming instruction
 - Lifesaving Society: placed 2nd for the MG Griffith's Cup, for a large lifesaving program in 2020.
- Day camp registration opened Thursday April 1st, 2021
 - Registration is done completely online using the Town of Shelburne website.
 - Due to the current Covid-19 situation, payments are not being accepted until May 30th, 2021. All registrants will be invoiced beginning May 30th, 2021 and will be required to make a payment within 48 hours.
- Training
 - Continuing to update training documents and resources.
 - Examples include updating cleaning checklists for all program areas, developed an opening and closing checklists for staff to complete when opening the facility and closing the facility, incident report forms etc.
 - Created a Training Guide and corresponding slideshow for orientation of new employees. This training includes all topics that are not department specific including:
 - Administration (Payroll, Certifications etc.)
 - COVID-19 Protocols (Employee Screening, masks etc.)
 - Policies and Procedures (Confidentiality, internet use etc.)
 - Health and Safety (Slips, trips, and falls, Working alone, Workplace violence etc.)
 - Facility Cleaning and Maintenance (Chemicals used in the workplace, Material Safety Data Sheets, Personal Protective Equipment etc.)
 - Emergency Procedures (Calling 911, Fire Safety, Inclement weather etc.)
 - Online trainings that must be completed prior to the start of employment.
- Promotion of summer programs
 - The Shelburne Free Press will not be publishing the Recreation Guide for the summer of 2021.
 - Continue developing graphics for social media posts.
 - Connected with local schools to help spread information on our upcoming summer programs.
 - Conduct mass emails to our 2019-2020 participants to provide information on summer programs.
 - Continue to update funding municipalities and additional contacts on upcoming programs so that they can share information through their social media channels.
- Attended two webinars put on by the Lifesaving Society pertaining to the operations of the outdoor pool in 2021.
 - Teaching Blended Learning
 - Maximizing Programs and Revenue Generation
- Summer program planning
 - Continuing to plan for the upcoming summer season.
 - Developing program plans and resources for the following new programs: Junior Lifeguard Camp, Junior Leaders and Leaders in Training.

- o Collaborating with other municipalities to gather resources and information on programs.
- o Preparation of tasks for Head Day Camp beginning in May.

CDRC 2021 Recreation Programs Feedback Questionnaire Results

Introduction

The CDRC 2021 Recreation Programs Feedback Questionnaire was published March 4th, 2021. This survey was designed to gather feedback from the funding municipalities on what programs they would like to see offered at the CDRC with a focus on the upcoming summer and fall. All participants were given the opportunity to include any suggestions on what programs they would be interested in. A total of 177 responses were received as of Friday April 23, 2020. This survey was circulated to the community through social media posts, funding municipalities and mass email to past program participants.

Survey Questions:

1. Please select the municipality in which you currently reside.
2. Did you or a member of your household participate in a program or visit the CDRC in 2020?
3. Rank your interests in the following programs: Not Applicable, do not know what that is, not interested, may be interested, very interested.
 - o Pickleball
 - o Outdoor Pool Programs
 - o Summer Day Camp
 - o Youth Programs
 - o Adult/Senior Programs
 - o Camp Counsellor in Training
 - o Safety Courses (Home Alone, Babysitting)
 - o Junior Counsellors
 - o Sports and Fitness Programs
4. If you are interested in outdoor pool programs, what programs would you or members of your household be interested in? Please check all that apply.
 - o Morning, Afternoon, Evening Lane Swim
 - o Aquafit Sessions
 - o Child/Youth Swimming Lessons
 - o Adult Swimming Lessons
 - o Lifeguard/Swim Instructor Courses
 - o Lifesaving Courses (Bronze Star, Medallion, Cross)
 - o June Afterschool Swim (3:30-4:20)
 - o Junior Lifeguard Club
 - o Public Swim
 - o Adult/Senior Swim
 - o Parent and Tot Swim
5. If interested in registering a participant for the summer day camp, please read the statements below:
 - o I would like to register a child(ren) for the summer day camp.
 - o I would be registering for multiple weeks throughout the summer.
 - o I would require care between 7:30am-8:30am.
 - o I would require care from 5:00-6:30pm.
6. The CDRC is looking to expand our recreation program offerings. Are there any recreation activities that you or members of your household would like to see offered at the CDRC? List as many as you would like.

7. How do you or members of your household prefer to find out about recreation opportunities at the CDRC?

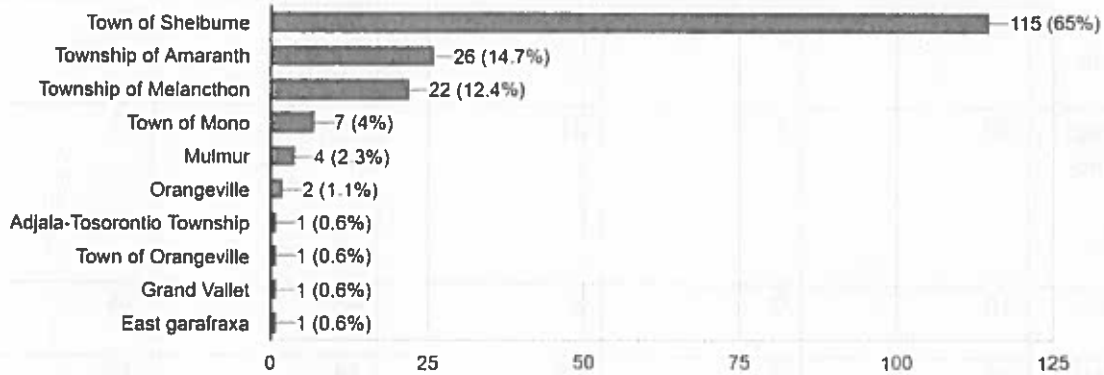
- Social Media
- Town of Shelburne website
- Email
- Word of mouth
- Radio, newspaper
- Posters and announcements

8. Please leave any additional comments in the space below.

Results to Survey Questions:

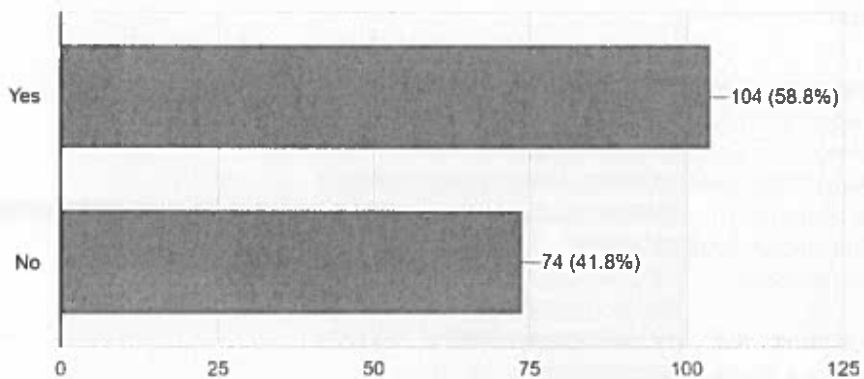
Please select the municipality in which you currently reside.

177 responses



Did you or a member of your household participate in a program or visit the CDRC in 2020?

177 responses

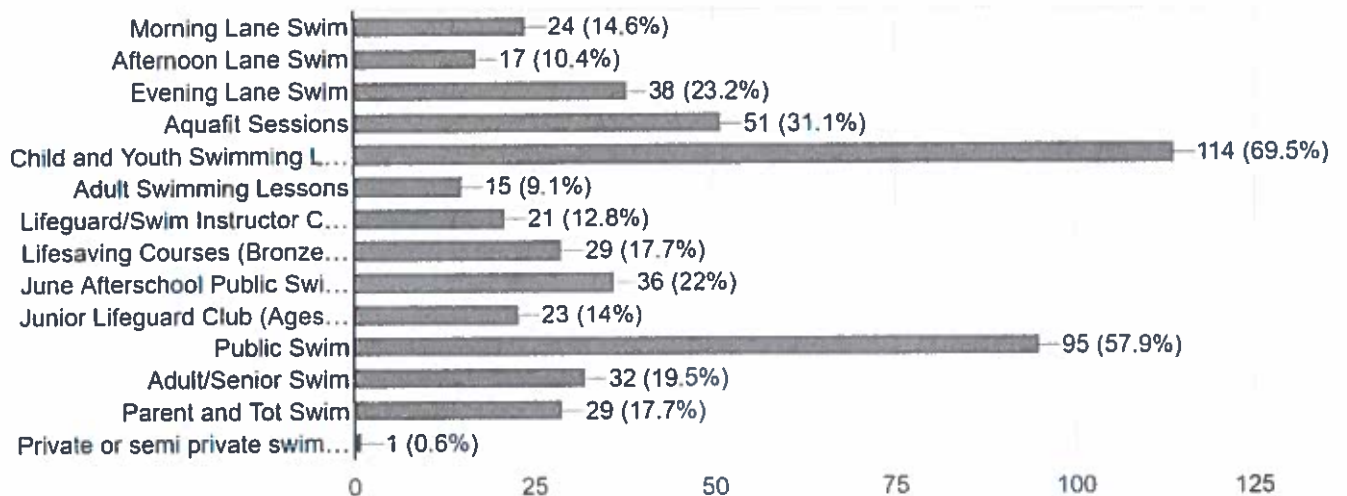


Rank your interest in the following programs:

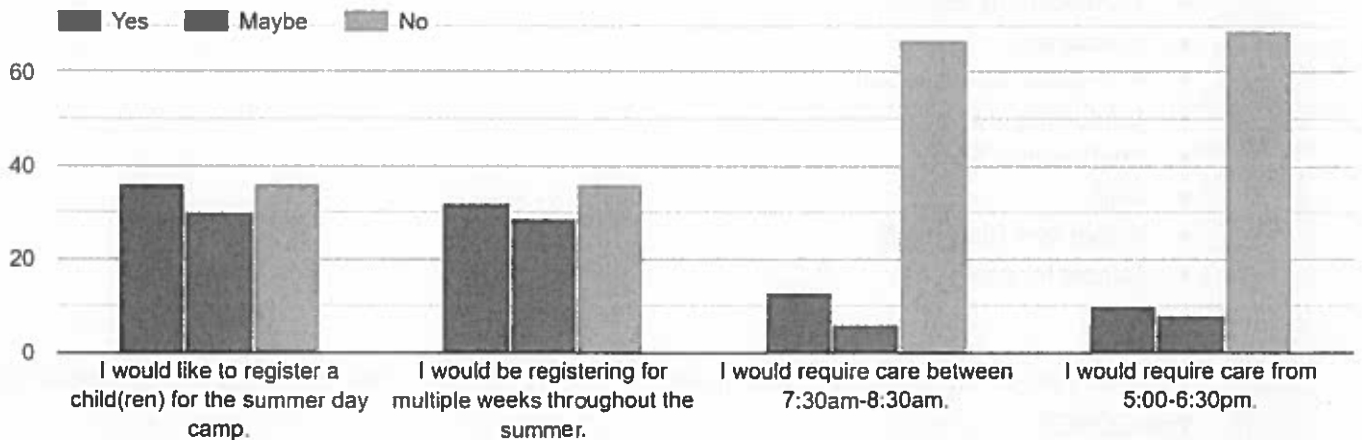
Program	Not Applicable	Do not know what this is	Not interested	May be interested	Interested
Pickleball	11	32	52	22	4
Outdoor Pool Programs	2	0	9	29	115
Summer Day Camp	33	0	40	26	38
Youth programs and socials	23	0	24	42	43
Adult/senior programs	22	2	36	42	22
Camp Counsellor in training	37	2	41	20	21
Safety courses (Home Alone, Red Cross Babysitting, First Aid)	30	1	21	29	51
Sports/fitness activities	10	0	8	48	74
Junior Leaders	39	2	34	24	27

If you are interested in outdoor pool programs, what programs would you or members of your household be interested in? Please check all that apply.

164 responses



If interested in registering a participant(s) for the summer day camp, please read the statements below:



The CDRC is looking to expand our recreation program offerings. Are there any recreation activities that you or members of your household would like to see offered at the CDRC? List as many as you would like.

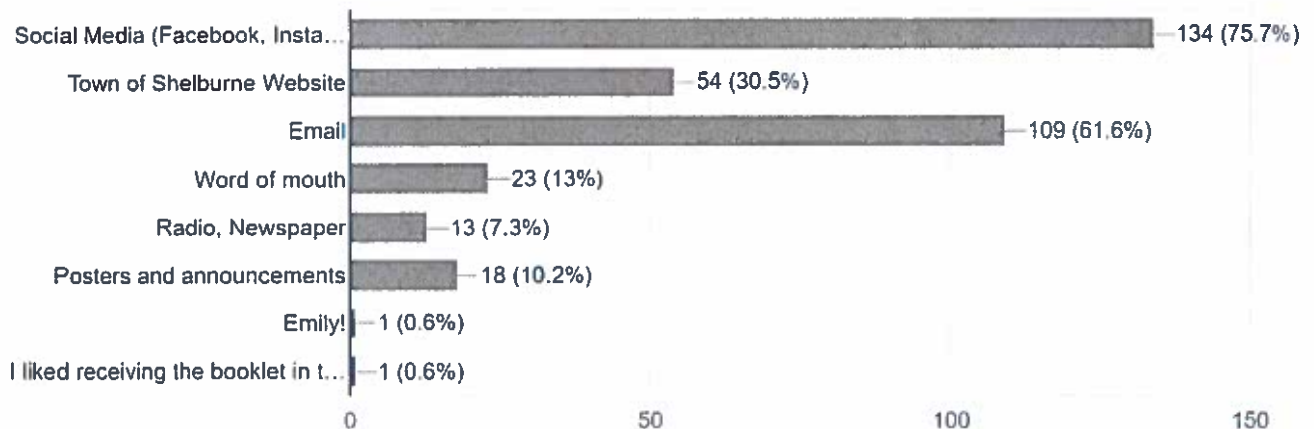
Below are the responses:

- Children's soccer
- Kangoo (fitness)
- Aerobics class
- Squash
- Ping Pong
- Dance (Salsa, Swing, Ballroom, Hip Hop, dance for kids, Latin)
- Dance studio
- Yoga, tai chi
- Ball Hockey
- Tween "Get Fit" program
- Indoor Swimming
- Badminton
- Volleyball for teens
- Pool volleyball
- Aquafit
- Basketball
- Walking Club
- Soccer (skills and drills, scrimmage)
- Lacrosse
- Baseball
- Tennis
- Zumba (aqua Zumba, adult Zumba, kids Zumba)
- Adult Fitness

- Youth cooking and baking
- Stem based activities
- Arts and crafts, craft work shops
- Youth social nights
- Culture craft nights (i.e learn to bead with an indigenous community member)
- Skateboarding lessons
- Martial arts
- Affordable skating lessons
- Leadership programs
- Youth centre drop in
- Golf
- Indoor gym (dodgeball)
- Dances for youth

How do you or members of your household prefer to find out about recreation opportunities at the CDRC?

177 responses



Participants were asked “Please leave any additional comments in the space below.” Below are some of the answers that were received.

- Interested in volunteer opportunities.
- We have enjoyed any programs we have done at the CDRC like summer camp, swimming lessons, ice rentals for birthday party. Keep up the great work!
- Thank you for your service!
- Looking for more choices for aquafit in the evenings.
- We were so happy last year that the pool was opened, and we really hope that it will again this year. Great job to all the staff.
- My kids love attending the summer camp at the CDRC and are hopeful and excited to return this year.
- Please avoid having to require parents to be in the pool for children’s lessons this year.
- Hot humid, last minute, weather dependent opening.
- Would love Amaranth to get another fitness grant for free adult classes.

- Longer public swimming times during the day. I know we are smaller than Alliston, but I like how their public swim times are longer. I love how the CDRC has music playing while swimming. So fun and upbeat, nothing beats an outdoor pool in the summer.
- It is very difficult to find information on your programs and offerings.
- Interested in activities for Saturday and Sunday.
- Put the ice back in.
- Interested in private swimming lessons for toddlers.
- Better effort at requesting funds from developers to put towards the CDRC and other public activity structures.
- Having more activities locally for families would be a bonus.
- It would be great if the pool was indoors so we can have swimming lessons year-round and not have them cancelled because of thunder.
- Zoom options.
- Thank you for all you are doing to offer quality programs for youth in our community. It is appreciated and makes a difference. If you have flyers that could be posted in schools or handed out to kids it might encourage.
- Support group opportunities.
- I would be interested in joining walking or hiking groups in a safe environment. Thank you for allowing residents to participate in this survey.

Overall, the goal of this survey was to gather information as to what programs the funding municipalities would like to see offered at the CDRC and where the interest lied for the upcoming 2021 summer season amidst the current state of the pandemic. I would like to conduct a survey following the summer season to gather feedback from program participants to evaluate the summer programs and provide information on programs going forward into the fall and winter.

SCHEDULE 'C'

Facility Maintenance Managers Report – April 28, 2021

SAFETY

No issues

GENERAL INFORMATION:

HVAC Found faulty pump, Water feed valve, bearing assembly repaired as per last months report.

Reviewing COVID-19 Municipal, Provincial & Regional Health restrictions updates and changes, regularly updating protocols and safety plan as needed. The CDRC Facility is closed to the public for the duration of the lock down order and until further notice.

Roof top HVAC blower motor not working. Repair complete.

Annual water back flow test completed by town of Shelburne, s sub-contractor device failed ordering new backflow preventer. (44years old.) (Approx. cost \$800.00- \$1000.00.)

CPO online course 16 hours online Tyler and Marty Complete. 5 years

Investigating minor roof leak.

Continuing with facility repairing cleaning and painting.

Completed staff room painting.

Modest revamping of a storage area for day camp paint and shelving

Planning pool opening, checking for deficiencies and supplies needed.

New service provider for the CDRC refrigeration needs will be Kore Mechanical, closer, better pricing, Kore Mechanical already services Grand Valley and Dundalk arenas, and the Shelburne curling club.

New business



Marty Lamers
Facility Maintenance Manager
Centre Dufferin Recreation Complex

FIRE SUB-COMMITTEE

The Fire Sub-Committee established by the Townships of Melancthon and Mulmur held a meeting on Tuesday, May 25th, 2021 at 2:00 p.m. Those present:

David Besley, Chair, Mulmur Melancthon Fire Department

Patricia Clark, Chair, Rosemont Fire Department

Walter Benotto, Chair, Shelburne and District Fire Department

Mathew Waterfield, Chief, Mulmur Melancthon Fire Department

Mike Blacklaws, Chief, Rosemont Fire Department

Ralph Snyder, Chief, Shelburne and District Fire Department

Denise Holmes, CAO/Clerk, Melancthon Township

Tracey Atkinson, CAO/Clerk, Mulmur Township

Roseann Knechtel, Deputy Clerk, Mulmur Township

Call to Order

As this was the first meeting of the Fire Sub-Committee, Denise Holmes called the meeting to order.

Appointment of Chair

Member Clark appoints Member Besley as Chair. Member Besley declined.

Member Besley appoints Member Benotto as Chair. Member Benotto accepts.

Moved by Clark, Seconded by Besley that Walter Benotto be appointed as Chair.

Carried.

Appointment of Vice-Chair

Member Besley appoints Member Clark as Vice-Chair. Member Clark accepts.

Moved by Besley, Seconded by Benotto that Patricia Clark be appointed as Vice-Chair.

Carried.

Additions, Deletions, Approval of Agenda

Moved by Besley, Seconded by Clark that the Agenda for the Fire Sub-Committee meeting be approved as circulated. Carried.

Declaration of Pecuniary Interest

None declared.

Mandate of the Fire Sub-Committee/Motion passed by Mulmur and Melancthon Councils on February 17, 2021:

Moved by Boxem, Seconded by White

Be it resolved that: "The Councils of Mulmur and Melancthon establish a Fire Sub-Committee to be comprised of the Board Chairs from the Mulmur-Melancthon, Rosemont and Shelburne Fire Departments and the Fire Chiefs to develop and start the conversation on efficiencies, gaps and consistencies." **Carried.**

General Business

Discussion on efficiencies, gaps and consistencies within the Mulmur-Melancthon, Rosemont and Shelburne Fire Departments

Discussion ensued amongst the Fire Chiefs on Fire Inspections. It was noted that Fire Inspections is one of the efficiencies where the Fire Departments who have someone certified to do the inspections, can assist the other fire departments who do not or until they do have people certified.

Discussion ensued about reviewing the Fire By-laws of each municipality to see if there could be some efficiencies there. The three Fire Chiefs were tasked with this job to come up with one standardized By-law that will fit the urban and rural municipalities, that are similar in nature but will also deal with fire permits vs. no fire permits. It was suggested that the Area Fire Coordinator also be involved with this.

The next item discussed was capital expenditures and whether there could be efficiencies gained and savings realized by going together on purchases. It was advised that with regards to trucks, this was not possible, as everyone's replacement cycle is different but could possibly be achievable for the purchase of bunker gear, helmets, gloves, hoses, contractors and pump tests.

There was discussion about looking at boundary changes to see if they are the most efficient they can be for fire coverage area. It was advised that Rosemont is currently looking at this.

Request from Mulmur Council – Fire Department Software and Programs being used by the various Fire Chiefs to create their Annual Reports, etc. and could these be similar across the Departments

It was advised that Shelburne and Mulmur Melancthon use Fire Pro and Rosemont uses Fire House. These programs collect all-of the same data; however, it is just formatted differently.

Topics for next Agenda

The topics for the next Agenda to include a discussion on the establishment of a Regional Fire Chiefs Association (a recommendation from the County of Dufferin Service Delivery Review for Fire). It was asked that Ron Morden, Area Fire Coordinator be invited to attend. A request was also asked by Melancthon Council that the Southgate Fire Chief also be included in this discussion. The other topic to include the improvement of reporting and performance measurement (another recommendation

from the County of Dufferin Service Delivery Review for Fire). It was asked that the review of Fire By-laws be put on under Unfinished Business.

Additions, if any

There were no additions added to the Agenda.

Adjournment and Date of Next Meeting

The Committee will meet in a month's time. The Secretary to send out a Doodle poll with some various dates and times.

Moved by Besley, Seconded by Benotto that we adjourn the Fire Sub-Committee Meeting at 2:55 p.m. to meet again at the call of the Chair. Carried.

Denise Holmes

From: Bike Balkanci <Bike.Balkanci@enbridge.com>
Sent: Monday, June 14, 2021 11:01 AM
To: Darren White; Denise Holmes
Cc: Keir Johnston; Ryan Werenich; Bike Balkanci; Brenda Dobrindt
Subject: Community Support and Donations - Township of Melancthon

Dear Mayor White,

I hope this email finds you well, and you and your family are taking good care.

Enbridge's commitment to our communities goes beyond providing the energy they need to heat their homes and fuel their lives each and every day. Enbridge and our employees also have a long history of supporting the safety, vitality and sustainability of the communities we serve – the communities we ourselves live in. We want to do our part to help those most in need during these extraordinary times.

My team comprised of Ryan Werenich and Grant Kilpatrick, Operations Managers; Mike Miller, Construction Manager; Hussein Bhujwalla, Stations Operations Manager and Keir Johnston, Municipal Affairs Advisor, are here to support the Township of Melancthon and we are committed to building a long lasting relationship with you and your community.

On March 11, 2020, COVID-19 was declared a global pandemic by the World Health Organization. It is a virus unprecedented in its impacts on people and communities and we want to continue doing our part to help those in need during these extraordinary times.

With your assistance, we are seeking your guidance in identifying any non-profit or charitable organizations located in your community who require support during this time of need. Funds typically used to support local events like charity golf tournaments and community festivals, we would like to begin disbursing these funds to help support the integral role charitable organizations are undertaking in continuing to respond to COVID-19 recovery efforts in your community. Your input and feedback is greatly appreciated.

In the meantime, please do not hesitate to contact me or Keir Johnston at keir.johnston@enbridge.com with any questions you may have regarding Enbridge Gas. My team and I look forward to working closely with you and supporting the Township of Melancthon.

Sincerely,
Bike

Bike Balkanci, P.Eng, MBA
Director, GTA West/Niagara Operations

ENBRIDGE GAS INC.
TEL: 905-458-2154 | CELL: 647-821-2112 | bike.balkanci@enbridge.com
6 Colony Court, Brampton, ON L6T 4E4

enbridge.com
Safety.Integrity.Respect. Inclusion.

Solicitor General

Office of the Solicitor General

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132-2021-2894
By email

July 8, 2021

Dear Heads of Council:

With warmer weather underway, it is important to ensure pets across the province remain safe, cool and comfortable. The Ontario government is strongly urging everyone to take the necessary precautions to keep their pets safe and protected during the hot summer months including making sure that pets are not left unattended in a vehicle.

Temperatures inside a vehicle can quickly become much hotter than the temperature outside. The most dramatic rise in temperature occurs within the first 10 minutes that a vehicle is idle. Even at an outdoor temperature of only 25°C, the inside temperature of a car can reach 34°C in as little as 10 minutes and up to 50°C by the time an hour has passed. Pets can be put at risk of serious illness and possibly death as a result of being left in a vehicle during hot weather. If an individual sees an animal in a hot car in distress and is concerned the animal's life is in danger, they should call 911 immediately as it is an emergency. Members of the public are not encouraged to enter a vehicle in these situations.

Pursuant to the *Provincial Animal Welfare Services Act, 2019*, police officers, First Nations Constables, and animal welfare inspectors may enter motor vehicles to remove animals in critical distress. Police officers commonly provide primary response to 911 calls for service across the province related to animals left in motor vehicles.

In addition, the *Fire Protection and Prevention Act, 1997*, provides authority for firefighters to enter motor vehicles to rescue and remove animals in distress, noting that municipal councils set the levels of fire protection services which may include the rescue of animals in motor vehicles.

To support firefighters in exercising this rescue function, the Ministry of the Solicitor General, through the Office of the Fire Marshal, has issued the attached Fire Marshal's Communiqué which provides information about a new, voluntary training e-module available to firefighters. This additional resource may assist fire services to effectively respond to animals left in hot or cold motor vehicles to best safeguard animal welfare.

.../2

Info #2
11 4 5 2021

Heads of Council
Page 2

Where appropriate, municipal councils, through their fire departments, may wish to work with and share this information with local communications and dispatch personnel to support effective dispatch of 911 calls for service related to animals left in hot or cold motor vehicles.

I appreciate your continued partnership to help protect animals in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sylvia Jones', with a stylized flourish at the end.

Sylvia Jones
Solicitor General

Enclosure

c: Chief Administrative Officers
Municipal Clerks

COMMUNIQUÉ

du commissaire des incendies

July 8, 2021

No. 2021-06

Responding to Animals Left in Motor Vehicles Training E-Module

Ontario's *Provincial Animal Welfare Services Act, 2019* (PAWS Act) came into effect on January 1, 2020 and allows police, First Nations constables and provincial animal welfare inspectors to enter motor vehicles to remove animals in critical distress. In accordance with the *Fire Protection and Prevention Act, 1997* (FPPA), municipal councils set the levels of fire protection services which may include the rescue of animals in motor vehicles. The FPPA provides authority for firefighters to enter motor vehicles to rescue and remove animals in distress.

To support firefighters in exercising this rescue function, the Ministry of the Solicitor General has developed a new voluntary, training e-module for fire services on responding to animals left in motor vehicles. The training e-module is available at the following link: <https://ofc.cerps.ca/mod/scorm/view.php?id=47233>. If prompted, users should log in as a guest.

The module includes information related to:

- The risks of an animal being left in a motor vehicle, and where the ministry directs the public to report these incidents;
- Authorities and protections under the FPPA related to rescuing animals left in motor vehicles;
- How to assess whether an animal in a motor vehicle is in distress, guidance on handling of the animal and immediate steps that can be taken to relieve the animal's distress; and,
- Who to contact when an animal has been removed from a motor vehicle.

In addition to this Communiqué, a letter is being sent to municipal councils and a copy of this Communiqué is attached to that letter.

For further information, please contact your local Fire Protection Adviser.

Denise Holmes

From: Nicole Shearman <nicole.shearman@caledon.ca>
Sent: Thursday, June 24, 2021 1:50 PM
To: Denise Holmes
Cc: Darren White
Subject: June 24, 2021 POA Board correspondence
Attachments: 2021.06.24 POA Letter.pdf; Report and Schedules.pdf; Memo.pdf

Good Afternoon,

Please see the attached correspondence.

Thank you.

Nicole

Nicole Shearman
Supervisor, Court Services
Legal and Court Services
Corporate Services

Town of Caledon | www.caledon.ca/poa | www.visitcaledon.ca | Follow us! @YourCaledon

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June 24, 2021

SENT VIA EMAIL

Dear Mayor and Council:

RE: Seeking endorsement and Support for Halting the Proclamation of Reforms to the *Provincial Offences Act* in Respect of the Early Resolution Process

As discussed at the most recent Dufferin POA Board meeting, enclosed please find a Memorandum and Report generally outlines the impacts of the COVID-19 pandemic on the operation of the Provincial Offences Courts administered by the Town of Caledon, which includes the Orangeville courthouse administered on behalf of the Dufferin County municipalities.

The support of the Dufferin County local municipal Councils would be appreciated in respect of the following Resolution adopted by the Town of Caledon on June 22, 2021:

That the Attorney General of Ontario be urgently requested to halt the proclamation of the early resolution reforms included in Bill 177 Stronger Fairer Ontario Act;

That the proclamation of the remainder of the Bill 177 Stronger Fairer Ontario Act reforms be supported; and

That a copy of this resolution be forwarded to the Honourable Doug Downey, Attorney General of Ontario and the Dufferin POA Board.

For the reasons set out in the enclosed report, the proclamation of the early resolution reforms included in Bill 177 *Stronger Fairer Ontario Act* would have a significant deleterious effect on the efficient administration of the early resolution matters for Dufferin County and your support to halt these reforms would be appreciated.

Respectfully,

Alexis Alyea
Town Solicitor
Manager of Legal and Court Services
Corporate Services Department

Encl.

cc: Mayor and Council, Township of Amaranth
Mayor and Council, Township of East Garafraxa
Mayor and Council, Town of Orangeville
Mayor and Council, Township of Mulmur
Mayor and Council, Town of Shelburne
Mayor and Council, Town of Grand Valley
Mayor and Council, Township of Melancthon
Mayor and Council, Town of Mono
Mayor and Council, County of Dufferin

Staff Report 2021-0238

Meeting Date: June 15, 2021

Subject: Proposed New Write-off Policy (Collection of Unpaid Fines) and the Impacts of Bill 177 on Court Services

Submitted By: Alexis Alyea, Manager, Legal & Court Services / Town Solicitor

RECOMMENDATION

That the proposed new Write-off Policy attached as Schedule A to Staff Report 2021-0238, be approved;

That the Supervisor, Provincial Offences Court positions be authorized to act as Clerk of the Court under the Memorandum of Understanding with the Province in addition to the Manager, Legal and Court Services;

That the Attorney General of Ontario be urgently requested to halt the proclamation of the early resolution reforms included in Bill 177 *Stronger Fairer Ontario Act*;

That the proclamation of the remainder of the Bill 177 *Stronger Fairer Ontario Act* reforms be supported; and

That a copy of this resolution be forwarded to the Honourable Doug Downey, Attorney General of Ontario and the Dufferin POA Board.

REPORT HIGHLIGHTS

- The Report recommends that the 2010 Write off Policy required to be in place by the Ministry of the Attorney General be updated in accordance with Schedule A and provides a brief description of the updates;
- The Report recommends that the early resolution reforms included in the Bill 177 amendments to the *Provincial Offences Act* be halted while the remainder of the reforms be supported and reviews how the early resolution reforms will negatively impact the Courts operations; and,
- The Report updates Court staff delegated authorities to implement the municipal reorganization that occurred in the fall of 2020.

DISCUSSION

Update to the Write-off Policy

In 2008 the Provincial Auditor required the Town to have a write-off policy in place to facilitate when the Court would consider writing off old fines as uncollectable. The Province also passed a Directive to guide municipalities as to when writing off old fines are appropriate. The Directive includes that all reasonable efforts must be made to collect prior to write-off, fines must be in default for a minimum of two years, and the justification for write-off must be transparent and based on policy. The Town is also responsible for

annually reporting to the Province the value of the fines deemed uncollectable and written-off.

Council endorsed the current Write-off Policy in 2010, as supported in Staff Report ADM-2010-047. The Write-off Policy has not been amended or updated since that time. In light of the length of time since the Policy has last been updated, the Write-off Policy has been reviewed by Courts staff and an updated Policy, attached at Schedule A, is recommended for adoption. The major changes include expanding the relevant definitions, changing the minimum length of time that a fine must be outstanding from 15 years to 5 years, and providing more guidance as to what is deemed to be reasonable and appropriate efforts to collect that must take place prior to a fine being written off. Additionally, the proposed Policy sets out the roles and responsibilities of the Courts staff responsible for implementing the proposed Policy.

Administrative Update to the Clerk of the Court Functions

Under the Memorandum of Understanding (MOU) to operate the Dufferin and Caledon Courts, there are certain administrative functions that are assigned to the Clerk of the Court. In the MOU, that role is assigned to the "Municipal Partner", being the Town of Caledon. When Council authorized the execution of the MOU in 1998, Council appears to have assigned that function to the Manager, Court Services. At that time, courts administration consisted of only four staff. In the Fall of 2020, the Town merged Court Services with the Legal Services Division and introduced two Supervisor positions to oversee and manage each of the Caledon and Dufferin Courts. Bill 177 would expand the role of the Clerk of the Court to include additional administrative functions, including authorizing certain re-openings, extensions and noting failures to respond to certain charges under the *Provincial Offences Act*. These functions are appropriate to be delegated to the Supervisors for each of the Courts.

In addition to the Manager, Legal and Court Services / Town Solicitor, staff are recommending that authorization to approve and execute documents as Clerk of the Court under the MOU be expanded to include the Supervisors of the Dufferin and Caledon Courts and their subdelegates from time to time, in order to ensure the workload is appropriately allocated.

Bill 177 Impact on the Provincial Offences Courts

Legislative amendments to the *Provincial Offences Act* were passed by the Ontario Legislature in December 2017 under Bill 177. These amendments include reforming the early resolution process, improving the collection of default fines, and expanding the powers of the Clerk of the Court. While many of the proposed reforms would significantly assist the *Provincial Offences Act* ("POA") Courts in managing the impacts of the pandemic, especially the lack of judicial resources and expansion to the role of Clerk of

the Court, the early resolution process would substantially increase administrative burdens.

To date the Ministry of the Attorney General ("MAG") has only proclaimed and implemented sections allowing for use of certified evidence. The rest of Bill 177 amendments are scheduled to be proclaimed later in 2021. Sections related to court re-openings, failure to respond and extensions would be very beneficial. Courts staff supports the Province proclaiming those reforms as soon as possible.

However, the section related to early resolutions creates a very cumbersome process with complex time periods. Caledon and Dufferin Courts have been operating early resolution since July 2020 throughout the pandemic and it is a process that is working well and should continue in its current form. Amendments at this point would only hinder the functioning of the Courts.

On May 6, 2021, the Municipal Court Managers of Ontario forwarded a letter to all association members requesting support to halt the implementation of the Bill 177 early resolution proclamation. The letter is attached as Schedule B to this Report. While the second and third requests in the letter are not applicable to Caledon and Dufferin Courts, the first request is directly applicable as Caledon and Dufferin are among only 15 courts in Ontario offering early resolution, and indeed it has been an essential process to ensure the administration of justice continued throughout the pandemic in the Town.

As such, Court staff are recommending that Council support halting the proclamation of the early resolution sections of Bill 177 urgently and support the Province in proclaiming the remaining reforms as soon as possible.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the Recommendations in the Report. The proposed changes to the Write-off Policy are not expected to have any impact on POA fine revenue.

COUNCIL WORK PLAN

Subject matter is not relevant to the Council Workplan.

ATTACHMENTS

Schedule A: Proposed Write-off Policy

Schedule B: Letter from the Municipal Court Managers Association of Ontario

Corporate Policy

Subject: Write-off Policy for Provincial Offences Court Fines

Policy Statement:

The Town of Caledon is committed to the responsible and efficient write-off and cessation of active collection efforts of POA fines deemed uncollectable in accordance with the Ministry of Attorney General's guidelines. The Town of Caledon is committed to ensuring responsible financial reporting that accurately reflects collectable POA revenue and acknowledges responsible management of debt where collection is unlikely or impractical.

Definitions:

Deceased Person or DP – an outstanding POA accounts receivable where confirmation of the deceased person has been confirmed.

Fine – a provincial offences fine imposed against an offender in respect to a charge administered within the Town's municipal court (the Provincial Offences Division of the Ontario Court of Justice) and includes the fine itself assessed by legislation or the Court and all applicable costs, surcharges and fees associated with such fines.

Integrated Court Offense Network (ICON) – the provincially mandated database that POA offices are required to use per the transfer agreement between the Province and Town of Caledon.

MAG – Ministry of Attorney General

MTO – Ministry of Transportation

MOU – Memorandum of Understanding

POA – Provincial Offences Act

Town – Town of Caledon

Uncollectible – a financial obligation, in this case a fine and any associated fees or charges, that have been deemed to have little or no chance of being collected.

Underpayments or UP – minor underpayments, being those with less than (\$45.00) outstanding of POA accounts receivable marked for write-off.

Write-off – cessation of active collection activity and removal of accounts receivables from the ICON software system and municipal financial statements.



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Corporate Policy

Scope:

This policy applies to Town of Caledon Court Services staff responsible for the process and implementation of writing off Provincial Offence fines deemed uncollectable. The application of this policy will ensure that decisions to write-off POA accounts receivable are justifiable and transparent in order to reflect accurate accounts receivables within the required guidelines.

Purpose:

This policy has been established to abide by the Provincial Offences Act Write-off Directive and Operating Guide, provided by MAG to promote consistent, transparent and equitable processes and to ensure that uncollectable provincial offences fines are written off or active collection efforts are ceased in a timely and consistent manner to properly represent the receivable accounts of the Town of Caledon and to identify cases for which active fine collection has ceased.

Requirements:

1. The Town will in its efforts of collection demonstrate that all reasonable effort to collect fines imposed under the POA must be made before any consideration for write-off is made. In accordance with the requirements of the MOU, an equal effort to collect unpaid fines, regardless as to whether they are retained by the municipality or paid to a third party, must be demonstrated. A fine shall be subject to write-off once it is deemed uncollectable.
2. The decision to write off POA accounts receivable that have been deemed uncollectible is a local decision, and is subject to the directives and operating guidelines outlined by MAG.
3. The municipality must ensure all available efforts to collect defaulted fines have been exhausted prior to recommending any outstanding amounts for write-off. A fine is deemed uncollectable when it has not been paid in full and has been outstanding for at least five years from the date of conviction and if;
 - The amount owed is reflective of only additional court costs and administrative fees and where the initial fine amount has been paid; or
 - The amount owed the balance remaining after a minor underpayment; or
 - The individual or corporation convicted and who owes the unpaid amount(s) cannot be located; or



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- Fines that cannot be linked to a driver's licence for the purpose of licence suspension with no fixed address and no date of birth on record to properly identify the individual for collection purposes.
 - The person convicted and who owes the unpaid amount(s) no longer resides in the Province of Ontario and the fine(s) is for an offence which there is no mechanism for inter-provincial enforcement; or
 - The Town's primary collection methods, including but not limited to, civil enforcement, tax rolling, collection agencies, and licence suspensions and plate denial, have been, or likely to be, unsuccessful.
4. The following circumstances are the exception to the 5-year minimum timeframe for the outstanding fine and are deemed uncollectable when it has not been paid in full, and include:
- The person convicted who owes the unpaid amount is deceased and collection from an estate is impractical or has been unsuccessful; or
 - The entity owing the fine is a business or organization that has claimed bankruptcy and or is a closed corporation and civil efforts to collect the amount owing have been unsuccessful or that civil efforts to collect the amount owing are not recommended given that it would likely not result in the successful recovery of the amount owing; or
 - A court order or a Provincial or Federal directive determines the fine is no longer payable or collectible or requires that collection effort must cease.
5. Examples of reasonable and appropriate measures and efforts to collect unpaid fines prior to the consideration of recommending a write-off include the following collection activities. The following steps provide guidance as to what is reasonable and appropriate:
- Timely creation and distribution of all notices and communications;
 - Progressively severe delinquency notices;
 - Consideration of extended payment plan;
 - Application of available administrative collections tools;
 - Third Party Collections;
 - Adding fines to tax rolls where applicable; and
 - Civil fine enforcement mechanisms.
6. The documentation in support of a write-off recommendation at a minimum shall include the following:



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- Copy of the original Certificate of Offence or Part III information or ICON Screen Print for Missing Information Files;
 - Record of additional costs and fees included in the outstanding amount;
 - Documentation as to all collection activities undertaken;
 - Reason the write-off is recommended.
7. On an annual basis the Town must provide the POA Unit of the Ministry of the Attorney General with information regarding the total value of all fines deemed uncollectible and written off during the previous year as part of the Annual Performance & Progress Report.
 8. POA Accounts receivable may be written off for accounting purposes only and do not absolve a convicted offender from the requirement to pay a fine. Debts to the Crown are owed in perpetuity and are never forgiven nor subject to the Limitations Act, therefore the Town shall retain adequate records indefinitely after an account is written off in order to provide an audit trail and to support any future reinstatement of collection efforts.
 9. Collection efforts of written off accounts can be resumed when attention is brought to a change of conditions that make it possible to collect on the written off fine as the fines are not subject to the Limitations Act.
 10. Where any POA fine has been written off and any portion is subsequently paid, the requirements to remit certain funds to the Province of Ontario still apply, as set out in the POA Transfer Agreements and the Provincial Offences Act.
 11. The municipality will ensure that equal treatment and efforts regarding the collection of all POA fines will be applied, without any regard to whether the resulting fine will be retained by the municipality or remitted to another third party.
 12. Legislative Authority: The collection of POA fines by municipalities and the remittance of dedicated fines, surcharges and fees that are payable to the Province and/or a municipality is legislated by the Province of Ontario. The regulations and authority related to this function is subject to the POA Transfer Agreement between Town of Caledon and the related MOU with MAG.

Responsibilities:

Municipal Partners

- Setting thresholds and formalization of own write-off policy based on the principals and requirements of this document;



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Corporate Policy

- Specifying the format and reporting detail for write-offs recommendation submissions; and
- Final approval to cease active collection and write-off a fine.

Court or Collections Coordinators

- Document collection efforts made prior to the recommendation of a write-off;
- Monitor outstanding accounts receivable on an annual basis for potential write-offs; and
- Coding and processing in ICON.

Reference and Related Documents:

Provincial Offences Act – Write-off Directive and Operating Guidelines

Provincial Offences Court - Write-Off Procedure

MCMA – POA Collections Committee Best Practices – POA Write-Offs

Policy Review:

Policy is scheduled for review in 2026.



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Municipal Court Managers' Association of Ontario

c/o Seat of the President
Regional Municipality of York
17150 Yonge St
Newmarket ON L3Y 8V3

May 6, 2021

Dear Members,

Re: POA Streamlining and Modernization

In response to the increased pressures resulting from COVID 19, MCMA is seeking the support of POA Courts to actively lobby the Province for immediate regulatory and legislative changes. As you know, our ability to respond to increasing caseload and declining fine revenue is limited. These proposed changes will enable flexibility for municipalities to respond to local pressures.

It is important that we leverage this opportunity to create a modern, efficient, and sustainable justice system that meets the needs of court users. The proposed changes include:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation.
2. Enacting changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings.
3. Requesting the Ministry of Transportation in consultation with Municipalities, consider suspending the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.
4. Make regulatory changes to allow for camera-based offences to be administered through the administrative monetary penalties.

The MCMA board has prepared some templated documents to assist in your efforts. Attached you will find: Draft Council Resolution, draft council report for ER Courts and some key messages to support discussion. We understand that support for one or all may vary depending on individual priorities and appreciate your consideration.

Should you have any questions or would like to discuss further please feel free to reach out to any member of the MCMA board.

Lisa Brooks
MCMA President

COUNCIL RESOLUTION – SUPPORTING MESSAGES

Operational pressures that existed prior to the pandemic have become more pronounced and need to be met with legislative reforms to enable timely recovery of Provincial Offences Courts

POA Courts has long advocated for legislative reforms streamlining and modernizing Provincial Offences Courts in support of equitable and timely access to justice. Immediate regulatory and legislative changes are critical to delivering services to the public by putting in place the most modern, efficient, and effective justice system attainable. The attached resolution (Attachment 2) seeks to align and validate the POA courts position on the following legislative barriers:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 and requesting to take immediate action to streamline and modernize this section of the legislation. Under the proposed amendment, complex time periods and rules will be introduced including a redundant abandonment period, and delay in recoding of court outcomes which will result in multiple defendant appearances.
2. Enact changes to the *Provincial Offences Act* and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing. By so conserving court time and judicial resources.
3. Ministry of Transportation in consultation with municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.

Throughout 2020, three separate orders were issued by the Ontario Court of Justice and the Province adjourning all court matters, suspending all *Provincial Offences Act* timelines and later extending these timelines into 2021

The Chief Justice of Ontario and the Province of Ontario issued separate emergency orders in response to the pandemic throughout 2020 directly impacting Court Services operations.

A set of orders issued by the Chief Justice of Ontario and the Province built on each other and affected the legislative timelines under the *Provincial Offences Act*, meaning that the typical timeframe to respond to a ticket or other court matters governed by the *Provincial Offences Act* no longer applied. The orders extended timelines from March 16, 2020 through to and including February 26, 2021.

Simultaneously, the Chief Justice of Ontario also issued a set of orders that adjourned all court matters from March 16, 2020 until January 25, 2021. This resulted in postponing of over 00,000 trial matters until 2021, at the earliest. As part of court recovery, the Chief Justice advised Provincial Offence Courts that non-trial matters could go ahead by audio hearings by September 28, 2020 and that the resumption of remote trials could go forward as early as

January 25, 2021, dependent on local judicial approval and court readiness. In-person trials would continue to be adjourned until the court schedule is approved by the Regional Senior Justice of the Peace, and all health and safety measures have been implemented.

The recovery of Provincial Offence courts was impeded by lack of timely direction from the Province concerning the resumption of services. While the provincial objective was to provide a consistent approach to the resumption of Provincial Offences Courts, priority was given to resuming Criminal Court operations. This often resulted in changing timelines and direction. Coupled with the existing issue of limited judicial resources which was intensified throughout the pandemic, Court Services could not effectively respond to the growing volume of pending cases which directly impacted the public's access to justice.

Bill 177 aims to modernize and streamline the Provincial Offences Courts

Legislative amendments to the *Provincial Offences Act* were passed by the Ontario Legislature in December 2017 under Schedule 35 of Bill 177 *Stronger, Fairer Ontario Act*. These amendments include reforming of the Early Resolution process, improving the collection of default fines, and expanding the powers of the clerk of the court. However, the proposed Early Resolution reforms came short as they do not fully support the objectives of the Ministry of the Attorney General pertaining to creating a modernized and efficient justice system.

In December 2019, the Ministry of the Attorney General advised that it intends to implement Bill 177 amendments through a phased approach. To date the Attorney General has only proclaimed and implemented section 48.1 allowing for use of certified evidence for all Part I proceedings. The rest of Bill 177 amendments are scheduled to be proclaimed later in 2021.

Bill 177 reforms to the legislated Early Resolution process will prevent reasonable and effective access to court procedures by creating a complex and lengthy process

Early Resolution is an optional program Provincial Offences Courts can offer allowing defendants who opt to dispute their charges to request a meeting with a prosecutor to resolve the charges prior to a trial.

Under the proposed amendment, when defendant attends a meeting with the prosecutor, the outcome is not recorded by the court immediately and there is a myriad of rules to navigate that result in a court outcome. For example, depending on the agreement, a defendant may have to appear before a Justice of the Peace to register the agreement and there are potential additional appearances required by the defendant and the prosecutor before an outcome is registered by the court. In addition, there are multiple complex time periods and myriad of rules including a redundant abandonment period before an outcome is registered. The inclusion of a proposed abandonment period is redundant as fairness and administrative of justice principles

already exist in other sections of the *Provincial Offences Act* including the right to appeal a conviction or a sentence. The complexity of the numerous additional rules will not be easily understood by the public and will hinder access to justice.

Early Resolution process could aid in municipal Provincial Offences Court recovery if the section amendments were edited to make it easy and more convenient for the public and prosecutors to engage in resolution discussions. York region Court Services would reconsider offering Early Resolution option if the Ministry of the Attorney General were to make it more effective and efficient to administer Early Resolution proceedings.

Closure of courts due to the pandemic resulted in a decrease in fine payments and increased pending caseload

The extension of *Provincial Offences Act* timelines, along with the continued closure of court hearings impacted many of Court Services operational drivers. While court front counters were reopened in 2020 to provide essential administrative services, the ability to process charges and to address pending caseload was greatly impeded.

In turn, court revenue was impacted by operational instabilities such as, extension of the requirement to pay and defaulting of a fine. It is important to note that this is considered a deferred revenue as all outstanding fines are debt to the Crown owed in perpetuity and never forgiven. The ability to collect on debt diminishes the older a fine becomes.

There is an understanding that defendants request trials to seek resolutions that reduce demerit points. If demerit points were suspended for a period of time for those acknowledging their guilt and paying the ticket, it may encourage defendants to pay their traffic ticket, thus reducing trial requests and pressures faced by trial courts. Details such as the time period for offences to which this would apply, what to do if a person receives multiple tickets, as well as determining whether a person without any convictions within 3 or 5 years of payment is to be treated as a first offender could be determined by the ministry.

Memorandum

Date: June 15, 2021

To: Members of Council

From: Alexis Alyea, Manager, Legal & Court Services / Town Solicitor

Subject: Status of Provincial Offences Courts during the COVID-19 Pandemic

OVERVIEW

The purpose of this memorandum is to provide an update on the impacts of the pandemic on the Caledon and Dufferin Provincial Offences Act (POA) Courts operated by the Town.

DISCUSSION

Impact of COVID-19 Pandemic on Provincial Offences Courts

Caledon operates two provincial offences courts under a Memorandum of Understanding executed in 1999 between the Town and the Province. One administers provincial offences charges laid within Caledon's borders located at Town Hall (Caledon Court), and the second operates out of Orangeville for provincial offences that are laid in Dufferin County (Dufferin Court). Generally speaking, both the Caledon Court as well as the Dufferin Court had fairly quick time to trials; charges laid at either courthouse were usually scheduled for an appearance or a trial within approximately 4 months.

As of mid-March, 2020, the Ontario Court of Justice, Superior Court of Justice and Ontario Court of Appeal all suspended court proceedings due to the COVID-19 pandemic except for very limited, urgent matters or small motions at the court's discretion. This included a complete cessation of all *Provincial Offences Act* (POA) matters, which can involve 150+ people entering a single court room for various matters each day. Over the course of two days, on March 16th and 17th, 2020, all provincial offences matters that were scheduled for trial or appearance in the two courthouses (generally, the charges that were laid from mid-November 2019 and onwards) were adjourned and all defendants scheduled to appear for all court dates from mid-March onwards were notified.

Since that time, there are a number of factors that have affected the resumption of proceedings in the Caledon and Dufferin Courts. Some of the factors are briefly described as follows.

Provincial Actions

Limitation periods (time restraint provisions in statutes, regulations, rules or by-laws) under the *Limitations Act* were also suspended by the Provincial Order pursuant to the *Emergency Management and Civil Protection Act* (O. Reg. 73/20) as of March 17, 2020. This suspension was lifted as of September 14, 2020 (after 6

months). The Supreme Court of Canada has found that a delay of 18 months between the charge and the end of trial is considered presumptively reasonable and does not impact section 11 rights to a fair trial under the Canadian Charter.

There are exceptions to this that can justify longer delay, including institutional delay not attributable to the prosecution and unforeseeable discrete events. The 6 months during the *Limitations Act* suspension should not count towards overall delay period with regards to tickets/ charges however, it is important to the administration of justice that charges are dealt with as expeditiously as possible and that has been the Caledon and Dufferin courts objective throughout the pandemic.

Ontario Court of Justice Actions

Even though limitation periods are no longer suspended by the Province, the Chief Justice of Ontario for the Ontario Court of Justice (OCJ) issued separate emergency orders in response to the pandemic throughout 2020 and 2021 directly impacting Court Services operations. These Orders meant that the typical timeframe to respond to a ticket or other court matters governed by the POA no longer applied. The Orders extended timelines from March 16, 2020 through to and including February 26, 2021. This included suspending powers of the Justices to make decisions where defendants fail to attend or respond as well as all trials. Appeals of POA matters are still suspended until September 2021 (with limited exceptions).

Ministry of the Attorney General Actions

Additionally, the Ministry of the Attorney General (MAG) determines the safety standards that local provincial offences courts have to adhere to in terms of safety and security. MAG has closed all POA courthouses to in-person proceedings. While Justices can make decisions related to POA matters in accordance with the OCJ Orders, such matters must be heard electronically. Both Courts have been inspected by MAG for safety in resuming in-person matters, however no date has yet been given for when in-person proceedings can resume in POA courts in Ontario generally. It is unlikely to be before the stay at home order is lifted in June 2021, and may not be until much later in 2021.

MAG also provided security guidance in December 2020 requiring all trials to use the ZOOM electronic platform. As some proceedings were permitted to resume throughout 2020-2021, the Caledon and Dufferin Courts had been using a mix of telephone and Webex platforms to conduct those (non-trial) proceedings. In light of MAG's electronic trial requirements issued in December 2020, the Courts started to use ZOOM as a platform in January 2021. The Courts have developed all required procedures to permit electronic proceedings which have been approved by the OCJ. Caledon and Dufferin expect a full migration to ZOOM by July 2021, including the resumption of trials (non-in-person only), so that one consistent electronic platform is used for all matters across both courthouses.

Additionally, in January, MAG issued a series of preliminary requirements for the Courts in order to be approved to host either electronic or in person trials during the pandemic. In accordance with these requirements, both courthouses have been retrofitted to permit "hybrid" hearings (where attendees can attend either in person or via an electronic platform), as well as have had provincial "walk-throughs" where MAG reviewed the COVID-19 protection/ safety measures put in place in the Courts to ensure the Town's retrofits accorded with Ministry requirements. These measures are now in place.

On May 25, 2021, MAG provided the final components for in-person readiness. MAG will be hosting regional information sessions for municipal partners in the following weeks to provide an overview of the requirements

and actions required and to discuss and answer any questions. Staff hope that, once these requirements are met, this will be the final component required to be in place before Courts can resume in person proceedings.

Some Proceedings have Resumed in Caledon and Dufferin

Only certain types of matters have resumed for the Caledon and Dufferin Courts. As noted above, Orders made by the OCJ suspended a number of proceedings throughout 2020-2021. As successive legislative statutes and Orders have permitted certain functions to resume, the Courts have implemented those functions, as described below. All matters are electronic as MAG has not permitted any in-person POA appearances.

Early Resolutions

Previously, telephone resolution meetings were only available if the defendant lived a remote distance away from the courthouse. Bill 197 (*COVID-19 Economic Recovery Act, 2020*) which came into force at the end of July 2020, removed this requirement. The Dufferin and Caledon courts were some of the first in the province to expand pre-existing telephone resolution system to include all early resolution requests in July 2020. These matters continue to be dealt with via telephone but will be moving to the ZOOM online platform in June 2021.

Appearances

While trials are not scheduled to resume until July 2021, Caledon and Dufferin began to schedule attendances for certain matters as soon as it was permitted in October 2020 for Part III matters, using the Webex virtual platform. This allows for further opportunities for resolutions/ pleas to take place, even without the availability of trials. Following the identification of ZOOM as the required platform for trials in December 2020, in January 2021 the Courts began migrating proceedings to the ZOOM platform, to develop internal expertise using this platform in advance of electronic trials taking place.

Trials

The OCJ order suspending trials expired February 26, 2021. The Courts developed electronic proceedings materials and received permission to begin scheduling electronic trials in April 2021, to take place in July 2021, using the ZOOM platform.

Intake

Prior to the pandemic, intake and summons were performed by the Justice of the Peace when they were in attendance at the courts without the intervention of the court staff. Since the pandemic, as the Justices generally no longer attend in person, court administrative staff have been required to organize and schedule time for Justices to review these matters electronically.

Continuing Challenges of a Pandemic Court

Backlog of Cases

As a function of adjourning and being unable to schedule matters for much of 2020, both Caledon and Dufferin have a significant backlog of matters. Caledon has a backlog of approximately 16,000 charges while Dufferin has a backlog of approximately 3,000 charges. Prior to the pandemic, Caledon and Dufferin usually only had approximately 3,600 and under 1,000 charges outstanding at any given time, respectively.

For comparison, whereas Caledon and Dufferin were generally scheduling matters within 4-5 months of charges being laid, it is anticipated it will take 21 months at the current permitted scheduling rates.

Reduced Judicial Resources

Remote proceedings are not as efficient as in person proceedings by their nature. As a result, the OCJ has reduced the number of court days available to the Caledon and Dufferin courts as the Justices are in demand to do criminal proceedings. As the criminal proceedings take longer to do remotely, more Justices and days are required to get through the criminal case backlog.

Caledon used to be allocated 5 court days a week and Dufferin 2. Since November 2020, Caledon has only been allocated 4.5 court days and Dufferin 1.5 days. The impact of this deficit compounds over time.

Reduced Scheduled Matters

As noted, since electronic proceedings are not as efficient, the number of matters scheduled per court day have been significantly reduced. The chart below illustrates the impact:

Type of Matter	Pre-Pandemic/ In Person: Number of Matters a Day	Post-Pandemic/ Electronic: Number of Matters a Day
Early Resolutions	160	100
Appearances	100 +	30
Trials	80	45 (anticipated)

No Decline in Enforcement

Highway Traffic Act tickets, parking tickets, and by-law enforcement proceedings are all POA court matters. While early on in the pandemic in March and April 2020, there was a temporary decrease in much of the enforcement taking place as all aspects of society adjusted to the new pandemic realities, this was only temporary. In the summer months to today, enforcement activity has gone back to its pre-pandemic levels and indeed, in some respects, increased.

Pandemic activities have resulted in new challenges in increased parking violations, new provincial legislation with ticketing powers such as the *Reopening Ontario Act*, and in some cases increased speeding and other *Highway Traffic Act* violations. Additionally, the Town and the Region began operating ticket-issuing cameras under the Red Light Camera and Automatic Speed Enforcement programs, which all result in more matters being scheduled in the POA courts. The chart below illustrates the impact, by comparing pre and post pandemic sample dates:

	Pre-Pandemic (Jan – Mar 2020)	Post-Pandemic (Jan—Mar 2021)
Part I Tickets	Caledon: 4,677 Dufferin: 1,755	Caledon: 5,360 Dufferin: 2,324
Part II (Parking) Tickets	Caledon: 1,636 Dufferin: 420	Caledon: 1,419 Dufferin: 137
Part III Summons (Informations)	Caledon: 506 Dufferin: 243	Caledon: 266 Dufferin: 195

Increased Staff Resources Required

Many functions that were previously performed by Justices of the Peace in-person now must be facilitated by court administration staff, requiring additional staff resources to perform the functions electronically. Developing new processes and training on remote new service delivery has also had significant impacts on staff resources.

Additionally, since the pandemic began, new types of offences under the Red Light Camera and Automatic Speed Enforcement programs have been added to the matters to be scheduled. These charges require new processes to administer as they are not managed through the existing OPP relationship. Finally, it is unclear whether, once in-person matters resume, if all these functions will then revert back to the Justices, or whether court administrative staff will still be required to perform functions previously performed by Justices. The chart below illustrates the impact:

Function	Performed by Pre-Pandemic/ In Person:	Performed by Post-Pandemic/ Electronic:
Intake Scheduling	Not required	Admin staff
Swearing Informations	Enforcement agency and Justice	Enforcement agency and Justice coordinated through admin staff
Signing Orders/Warrants	Justice	Admin staff
Extensions/Reopenings	Justice	Justice coordinated through admin staff upon proclamation to be downloaded to admin
Fail to Respond matters	Justice	Upon proclamation to be downloaded to admin
Dockets	Not required	Admin scans all tickets and dockets to the Justice prior to court
Scheduling	Admin produced notices through ICON	Admin must manually create letters to be sent providing virtual court information
Bench summons	Justice upon discretion Approx. 20/ year	Admin produces summons for all non-attended P3 matters approx. 100 to date this year
Endorsing Convictions	Justice	Admin staff
Court Recordings	Not required	Admin staff must monitor and notate each participant as they speak on Zoom platform
Court Technology	Admin staff monitor Liberty Recorder	Admin staff must monitor Liberty and Zoom, many instances require two staff
Receiving Tickets	Mainly filed by OPP (1 entity) one process	Mainly filed by OPP, RLC, ASE (3 entities) two processes

FINANCIAL IMPLICATIONS

The pandemic has presented unique challenges to the POA Courts. In 2020, the projected budgeted revenue was \$3,279,144, and what was actually recognized (collected) was \$1,997,695, resulting in an unfavourable variance of \$1,281,449. It is difficult to predict the financial impacts of the pandemic on 2021 POA fine revenue, and this will likely continue to be the case until staff can determine how court services will function post-pandemic.

Court staff continue to manage the backlog of cases and the increased pressures on staffing which are required by using virtual platforms and the downloading of functions and responsibilities on to Courts

administration. While the pandemic has advanced courtroom technology considerably—opening up new avenues for electronic proceedings and “virtual courthouses”—such virtual platforms still require in-person administration staff as well as additional judicial resources to be provided by the province in order to operate what are essentially additional, electronic courtrooms. Given that judicial resources have been cut back during the course of the pandemic, being allocated new additional Justices from the province to staff virtual courtrooms may be challenging.

Courts staff will continue to monitor the staff resources necessary to appropriately manage the backlog of cases at the Town's POA Courts. In the event that additional responsibilities remain downloaded on municipal administration or, hopefully, judicial resources are allocated to support both virtual as well as in person proceedings concurrently, then staffing requests to meet the workload will be assessed through the budget process in the normal course.

In the event insufficient judicial resources are allocated to the Caledon and Dufferin Courts to address the backlog of matters, then provincial advocacy may be required.

Finally, it is hoped that developing an Administrative Monetary Penalties (AMP) program will divert some incoming matters from the Caledon Court's pandemic backlog. 2021 has seen the successful launch of Caledon's camera-based ticket pilot programs (red light and automated speed enforcement cameras); however, such additional proceedings strain already scarce judicial resources.

Prior to the pandemic, Caledon had a generally quick time to trial (4-5 months) and provincial legislation restrictions limited AMP programs to parking and some by-law tickets only. This made the staff and resourcing necessary to run an AMP program financially unjustifiable. Currently, however, advocacy work will hopefully result in the province permitting camera tickets to be dealt with through AMP programs in 2022. This, along with reducing the pandemic-induced backlog, means that staff anticipate bringing a business case to resource an AMP program as part of the 2022 budget process for Council's consideration.

Denise Holmes

From: Rebecca Whelan <rwhelan@dufferincounty.ca>
Sent: Friday, June 11, 2021 2:49 PM
To: Carolina Khan; Denise Holmes; Fred Simpson; Jennifer Willoughby; Jessica Kennedy; Karen Landry; Mark Early; mtownsend (mtownsend@townofgrandvalley.ca); Nicole Martin; Sue Stone; kyle.seeback@parl.gc.ca; sylvia.jones@pc.ola.org
Cc: Michelle Dunne
Subject: Dufferin County Council Motion - Residential Schools

Good afternoon,

At the regular meeting of the County of Dufferin Council held on June 10, 2021 Council unanimously adopted the following motion:

WHEREAS a responsible Canada includes indigenous peoples from all across the nation, and whereas Canada's indigenous peoples are entitled to the same rights and freedoms as guaranteed all under the charter of rights and freedoms;

AND WHEREAS "genocide" is defined as "the deliberate harm or killing of a large number of people from a particular nation or ethnic group with the aim of destroying that nation or group";

AND WHEREAS residential schools existed for more than a century in Canada, the aim of which was to assimilate indigenous peoples into society and to destroy their indigenous identity;

AND WHEREAS the residential school system perpetrated a genocide on indigenous children the fullness of which is only now becoming evident;

AND WHEREAS the government of Canada and many of its churches were complicit in this national tragedy both by their actions and by their silence;

AND WHEREAS many churches excepting the Roman Catholic Church have already apologized for their role in the residential schools system;

NOW THEREFORE be it resolved that the County of Dufferin demand that the Government of Canada in conjunction with Canada's indigenous people determine a plan to investigate all residential school sites as needed to find any of the lost or missing children;

AND THAT in the spirit of reconciliation the Roman Catholic Church be petitioned and/or legally compelled to provide the truth about actions taken as part of the residential school system;

AND THAT the Government of Canada demand in the strongest possible terms the release of all church documents in Canada and at the Vatican that pertain to actions taken at residential schools in Canada, and that Pope Francis, leader of the Roman Catholic Church offer an apology to the indigenous peoples of Canada for their actions;

AND FURTHER THAT the Government of Canada take all necessary steps to provide for equitable access for Canada's indigenous peoples to clean water, safe housing, health care, education and safety and security;

AND THAT this resolution be forwarded to the following:

- **Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau**
- **Office of Cardinal Thomas Christopher Collins, Archdiocese of Toronto**
- **Dufferin Caledon MP Kyle Seeback**
- **Dufferin Caledon MPP Sylvia Jones**
- **All Dufferin County municipalities**

-Carried-

Rebecca Whelan, CRM | Deputy Clerk | Corporate Services | County of Dufferin | Phone: 519-941-2816 Ext. 2505 | rwhelan@dufferincounty.ca | 30 Centre Street, Orangeville, ON L9W 2X1

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June 16, 2021

Township of Melancthon Clerk's Office
Township of Melancthon
157101 Highway #10
Melancthon, ON L9V 2E6

By email: dholmes@melancthontownship.ca

RE: Conservation Authorities Act Changes – municipal appointments

Dear Township of Melancthon:

Please be advised that the Conservation Authorities Act, R.S.O.1990 (the Act) has recently been updated to incorporate a number of changes. One of these changes pertains to municipal appointments of members to the Authority Board of Directors.

Section 14 has been updated to include the requirement that at least 70 percent of a municipality's appointees are selected from elected members of the municipal council (s.14 (1.1)), unless an exception is requested by the municipality and approved by the Minister (s.14 (1.2)). A template for an exception request to be submitted to the Minister is attached should your municipality wish to do so. These changes will take effect for any future appointments to the Board and current appointments are not affected.

Other requirements in Section 14 of the Act pertaining to member appointments remain unchanged, including:

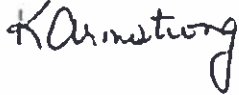
- *(4.1) A member shall be appointed for a term of up to four years, as may be determined by the council that appoints the member.*
- *(4.2) A member's term begins at the first meeting of the authority after his or her appointment and expires immediately before the first meeting of the authority after the appointment of his or her replacement.*
- *(4.3) Despite subsections (4.1) and (4.2), a member may be replaced by the council of the participating municipality that appointed the member or, in the case of a member appointed under subsection (4), by the Minister.*
- *(4.4) A member is eligible to be reappointed.*

As an additional reminder, your current representative appointment(s) and expiry dates on file are as follows:

Guy Gardhouse
when a new appointment is made

Should you have any questions or concerns regarding this correspondence, please contact me directly at karmstrong@grandriver.ca or 519-621-2763, extension 2205.

Kind regards,



Karen Armstrong
Deputy CAO/Secretary Treasurer

Enclosure:

1

**Template: Subsection 14(1.2) of the *Conservation Authorities Act* (CAA)
Application for Minister's Exception
(less than 70% municipal council members appointed to an authority)**

Please complete the following table and submit to the Minister at minister.mecp@ontario.ca, along with:

- a covering letter, and
- clear statement of the request from the council of the participating municipality through a council resolution.
- meeting minutes and details of a recorded vote on that resolution.

Item	Details from Applicant
Name of participating municipality submitting application	
Composition of Authority:	
Total number of the authority membership	
Number of participating municipalities in the authority	
Proposal details:	
The number of members the participating municipality is proposing to appoint who are not members of municipal council, and the total number of members the participating municipality appoints to the authority.	
Change in the number of non-elected members the participating municipality is proposing to appoint as compared to previous appointees by the municipality.	
Proposed length of term for each proposed appointment of a non-elected member.	
Detailed rationale, including local circumstances, for Minister to consider as to why an exception is needed.	

Appendix: Relevant wording in the *Conservation Authorities Act*

Members of authority

14 (1) Subject to subsection (3), members of an authority shall be appointed by the respective councils of the participating municipalities in the numbers set out in subsection 2 (2) for the appointment of representatives. 2017, c. 23, Sched. 4, s. 12 (1); 2020, c. 36, Sched. 6, s. 2 (1).

Members of council appointed

(1.1) When appointing members of an authority, the council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council, subject to subsection (1.2). 2020, c. 36, Sched. 6, s. 2 (2).

Exception

(1.2) Upon application by a participating municipality, the Minister may grant permission to the municipality to select less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate. 2020, c. 36, Sched. 6, s. 2 (2).

Denise Holmes

From: SOLGENinput <SOLGENinput@ontario.ca>
Sent: Friday, June 25, 2021 3:24 PM
Subject: OPP Detachment Board Update
Attachments: OPP Detachment Boards _Qs & As June 2021.pdf

Dear Heads of Council and First Nations Chiefs:

We are writing to provide an update on the proposal process for OPP detachment boards. We are pleased to report that we have received a majority of the proposals expected and are reviewing them to ensure that minimum requirements have been met and that all eligible communities have been engaged.

- If a proposal has already been submitted for your detachment, no further action is required from you at this time. We will be reaching out to specific communities where we have any questions or concerns and expect to be able to provide updates on the status of individual submissions later in July.
- If a proposal for your detachment is still being developed, please keep us updated on the expected submission date and let us know if we can assist.
- If your proposal is outstanding and you have not contacted us regarding the expected submission date, we ask that you do so as soon as possible.

We have developed some additional questions and answers related to detachment boards based on meetings and correspondence over the past weeks. These are attached for your reference.

Please contact Joanna Reading (Joanna.reading@ontario.ca) and Kiran Shahzad (Kiran.shahzad@ontario.ca) if you have any questions.

Q1: What are the powers/authority of the detachment board? What are the roles and responsibilities of board members?

A1:

- Under the *Community Safety and Policing Act, 2019* (CSPA), the OPP detachment boards are responsible for undertaking the following:
 - Consult with the Commissioner and otherwise participate in the selection of the detachment commander
 - Determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander
 - Advise the detachment commander with respect to policing that is provided by the detachment
 - Monitor the performance of the detachment commander
 - Review reports from the detachment commander regarding policing that is provided by the detachment
 - Provide an annual report to the municipalities and band councils regarding policing provided
 - Consider any community safety and well-being plan adopted by a municipality or First Nation that receives policing from the detachment
- OPP detachment boards have the power (but are not required to) establish local policies with respect to policing in the detachment area, in consultation with the OPP Detachment Commander.
- The detachment commander is required to consult with the OPP detachment board when preparing or revising the Commander's local action plan for the detachment area.
- The Ministry is continuing work on additional guidance that may be shared on the role of board members, particularly provincial appointees.

Q2: What does this new structure mean for existing OPP police services boards ("section 10 boards") and Community Policing Advisory Committees (CPACs)?

A2:

- Under the new CSPA framework, there will no longer be a contract/non-contract structure for OPP policing of municipalities.
- Section 10 boards and CPACs will no longer have any statutory powers or duties once the CSPA comes into force, but they are not automatically dissolved. They may continue to exist temporarily (e.g., to deal with any matters required to be completed before dissolving). Likewise, section 10 agreements are not automatically terminated when the CSPA comes into force.

- OPP detachment boards and First Nation OPP boards will be the only form of board governance available to oversee policing provided by the OPP.
- If there are aspects of the existing board structure that work well, communities may choose to retain these elements as part of the new OPP detachment board.

Q3: Are CPACs permitted to continue after an OPP detachment board is formed?

A3:

- CPACs will no longer exist under the new legislative framework.
- Some groups may choose to continue to meet, however, they will not have statutory authority under the CSPA. Each detachment will still need to have an OPP board in place.
- Participating in a detachment board will give municipalities and First Nations a direct link to the Detachment Commander and roles in statute (see Q1).

Q4: What is the required composition of the OPP detachment board? Is there a maximum size before we should consider more than one board?

A4:

- The minimum requirements for board composition are as follows:
 - A minimum of 5 members;
 - Minimum of 20% community representation
 - 20% provincially appointed representation
- Each municipality or First Nation is guaranteed a minimum of one seat on the board. The participating councils may decide to allocate additional seats to specific municipalities or First Nations.
- The Ministry has not set a maximum board size. Board composition should be determined by local needs.
- If more than one board is being proposed for a single detachment, a rationale must be provided for the Ministry's consideration and review.

Q5: Is participation on a detachment board mandatory?

A5:

- Participation is not mandatory; however, each municipality and First Nation receiving policing services from the OPP should have an opportunity to represent their local perspectives, needs, and priorities. A municipality or First Nation may choose to not participate on a detachment board at any time; in this case their seat would not be included in the initial composition of the detachment board.

- The Act requires that there be an OPP detachment board for every detachment of the OPP, but it is not mandatory for every municipality or First Nation in the detachment area to participate on the detachment board. Regardless of whether a municipality or First Nation chooses to participate, the decisions made by the detachment board will affect the entire area for which the board is responsible.

Q6: What are the requirements for including provincial and community appointees, and how will they be reimbursed? Will the Ministry address current delays in making provincial appointments?

A6:

- As part of the Ministry's requirements, each board must include 20% provincially appointed representation and a minimum of 20% community representation. Boards may have more than 20% community representation if desired.
 - When calculating the numbers, you should round up or down to the nearest whole number (e.g., if 20% is 1.4 people, you may round down to one; if 20% is 1.5 people, you may round up to two).
- Detachment boards will be responsible for remuneration of provincial appointees and community representatives; minimum remuneration rates for provincial appointees will be prescribed in regulation.
- The Ministry will continue to work to minimize delays that have been experienced with the provincial appointments process in the past.
 - The proportion of provincial appointees for detachment boards required under the new framework is lower than the requirement for municipal boards or current section 10 boards.
 - Existing provincial appointees to section 10 boards will need to apply for appointment to a detachment board under the new framework.

Q7: What is the deadline for the submission and what are we required to submit?

A7:

- If you were not able to submit a proposal by the June 7, 2021 deadline, it does not mean the Ministry will impose a board structure on you.
- If you have not already provided the Ministry with an update on when you plan to submit your proposal, please do so as soon as possible.
- The online form does not require you to identify the names of the individuals participating on the board at this time. Basic information is required on board size and composition.

Q8: Who should be taking the lead to start proposal discussions?

A8:

- Any municipality or First Nation can take the lead to complete and submit the proposal on behalf of all eligible councils in the detachment area. To date, several municipal CAOs have taken on the task of connecting with other communities and submitting the proposal for the detachment board.
- If you are unsure which municipalities and First Nations receive policing from your OPP detachment, please contact your Detachment Commander or the Ministry.

Q9: How will the government ensure municipalities and First Nations are not left out of the proposal process?

A9:

- Part of the proposal process is that all the municipalities and First Nations in the detachment reach a consensus on the proposal.
- Should the Ministry receive a proposal that excludes some eligible communities, the Ministry will follow up to ensure everyone was included in the process.

Q10: Who must submit the proposal? Can there be more than one submission?

A10:

- The Ministry is requesting that wherever possible one form be submitted on behalf of all municipalities and First Nations in the detachment, including where more than one board is being proposed.
- The "lead" for submitting the proposal can be decided locally; however, there is no added responsibility for the lead beyond making the submission.
- All eligible communities within the detachment area must be in agreement with the proposal.
- In instances where one submission is not possible, please submit them separately and the Ministry will follow up as necessary to ensure all communities within the detachment are in agreement. If you require support, please let the Ministry know and we will work with you.

Q11: Is geographical distance a factor that can be considered in determining the number of boards needed in one detachment?

A11:

- Geography is a factor for consideration when creating your board, along with population size, the number of municipalities and First Nations in the detachment, policing demand, etc.
- The CSPA allows for more than one board per detachment.
- The Ministry will review proposals that include more than one board to ensure that multiple boards make sense for that detachment and that all communities are being considered in the overall proposal.
- Municipalities and First Nations that are proposing more than one board should also consider challenges associated with recruiting board members (e.g., inability to fill vacancies) and the costs associated with operating additional boards.

Q12: What if my detachment covers too many communities to propose just one board?

A12:

- The Ministry acknowledges that there are detachments with a large number of communities. In these cases, it is expected that more than one board may be proposed.

Q13: What happens if we cannot reach a consensus?

A13:

- The Ministry is available to support municipalities and First Nations who may be having trouble reaching a consensus on their proposal; however, ultimately the decision must be a local one.
- In cases where an acceptable proposal cannot be developed, the Ministry may determine the composition of the detachment board.

Q14: Who do I contact if one of the municipalities or First Nations in my detachment area is not listed in the online proposal form?

A14:

- If you do not see a municipality or First Nation on the online form that should be there, please contact Joanna Reading (Joanna.Reading@ontario.ca) or Kiran Shahzad (Kiran.Shahzad@ontario.ca) at the Ministry to check if it was missed and can be added to the form.

Q15: How can I review the proposal form questions before completing the form?

A15:

- You may enter answers in the form without submitting it in order to preview the questions; there is a link to download a PDF on the last page (preview page).
- A copy of the online proposal questions can also be obtained by contacting the Ministry.

Q16: We are currently working on our proposal; however, we have not heard back from all the municipalities and First Nations in our detachment. What can we do in this situation?

A16:

- The Ministry acknowledges this issue may arise and can provide assistance, as required, to prompt communities. Please raise any concerns to the Ministry as soon as possible by contacting Joanna Reading (Joanna.Reading@ontario.ca) or Kiran Shahzad (Kiran.Shahzad@ontario.ca).

Q17: Can a representative from an unincorporated area sit on the OPP detachment board?

A17:

- Yes, a representative from an unincorporated area can sit on the detachment board.
- Consideration should be given to how the representative will be selected and remunerated. However, this does not mean that detachments should not consider the wider community when determining representation on detachment boards and if desired, may appoint someone from an unincorporated area as a community representative.

Q18: Will the Ministry provide resources/funding related to board costs, including administration, remuneration and reimbursement of expenses, the transition to a detachment board, etc.?

A18:

- Costs will be the responsibility of municipalities within the detachment area and will depend on local decisions with respect to running the board.
- Costs related to First Nation participation will be a subject for future discussion.

Q19: Is training for detachment board members mandatory? Who will provide the training?

A19:

- Board members will be required to complete training with respect to the role of the board and member responsibilities prior to assuming duties on the board.
- Training is also required for Board members regarding (1) human rights and systemic racism; (2) the diverse, multiracial and multicultural character of Ontario society; and (3) the rights and cultures of First Nation, Inuit and Métis Peoples.
- This training must be completed after assuming board duties and within a period to be determined by regulation.

Q20: What are First Nation OPP Boards, and how can they be requested? Will First Nation OPP Boards have provincial appointees?

A20:

- First Nations who receive policing from the OPP, and have an agreement with the Ministry, can request a First Nation OPP Board.
- This board is similar to an OPP detachment board, but instead of jurisdiction over an entire detachment area, First Nation OPP Boards oversee policing provided by the OPP in a First Nation reserve or other specified area.
- First Nations have flexibility to determine the structure of a First Nation OPP Board. The request for a First Nation OPP Board must include the following for Minister's consideration:
 - (a) the area of responsibility for the proposed board
 - (b) the composition of the proposed board;
 - (c) the method of appointing members of the proposed board;
 - (d) the name of the proposed board; and
 - (e) the proposed term of office of members of the proposed board.
- For additional information please contact Elsbeth.Schokking@ontario.ca.

Q21: What does this mean for First Nations who do not have an agreement with the Ministry or whose agreement has expired? Will they be denied access to the First Nation OPP Board proposal process?

A21:

- In order to request a First Nation OPP Board, the First Nation community must have an agreement with the Ministry for the provision of policing by the OPP in place.

Q22: What does this new structure mean for existing boards or civilian governance structures for First Nation police services?

A22:

- OPP detachment boards do not have any oversight regarding the policing delivered by First Nation police services or First Nation Constables. They relate only to the policing provided by OPP officers.
- First Nation communities may continue to operate existing or new boards/civilian governance structures in relation to the policing they receive from First Nations Constables (i.e., by a self-administered police service or under the OFNPA).

Q23: Is it possible for First Nations receiving policing from the OPP to move from an OPP detachment board to a First Nation OPP Board?

A23:

- First Nations can opt out of a detachment board and opt into a First Nation OPP Board in the future if requested.
- The decision to request a First Nation OPP Board can be made at any time.

Q24: Do you have any updates on CSPA regulations, OPP Billing, consultations etc.?

A24:

- The Ministry is currently working on regulations that are required to bring the CSPA into force by early 2022. This includes developing the detachment board framework in conjunction with other relevant regulations.
- The new detachment board framework will not impact individual billing for municipalities. Under the CSPA, a new, separate contract process will be introduced for enhancements.
- The Ministry will continue to post CSPA matters on the regulatory registry for feedback.

Q25: Why are former OPP members not able to be on detachment boards?

A25:

- This restriction is in the CSPA and is consistent with those for municipal police service boards, in that former members of a police service cannot serve on a board governing that same service.
- This is a measure to avoid potential or perceived conflicts of interest.

Q26: Is there flexibility to evaluate/change the OPP detachment board composition in the future? If so, will the Ministry need to be involved?

A26:

- The Ministry acknowledges that changes to the composition may be desirable or required over time. Changes to the composition of OPP detachment boards will require amending regulations, which will require Ministry involvement.
 - Examples of why changes may be needed include, but are not limited to, transition of municipalities to OPP policing from another service provider, reversals of decisions to participate on the board and OPP detachment restructuring.

Q27: How will the OPP detachment board framework impact provincial grant programs currently in place?

A27:

- There are no changes anticipated to provincial grant programs at this time.
- The Ministry will consider any necessary changes/clarifications in relation to grant programs in alignment with the new framework.

Q28: What will happen to current enhancements within section 10 contracts?

A28:

- Municipalities that currently have enhancements may retain these services through an agreement with the OPP.
- The CSPA framework will continue to permit the option for enhancements.
- The OPP is developing a process for enhancement agreements.

Q29: What are the Ministry's expectations with respect to elected officials being on boards, and is this applicable to First Nations as well?

A29:

- Although not required, the Ministry is expecting that most municipalities and First Nations will be appointing a member from their Council to be on the board. This is consistent with municipal police service boards.
- Board representatives are expected to actively participate on the board, consistently attend meetings, and build knowledge of local issues and priorities over time.

Q30: Will OPP detachments provide the logistical support for boards?

A30:

- This will be a discussion for the board and the local OPP detachment, as their capacity to provide support will vary.
- Boards should consider arranging for their support independently or cooperatively through participating municipalities.

Q31: Does the OPP have direct input into the composition of the board?

A31:

- The OPP does not have direct input into the composition of the board. The board will be providing civilian advice and oversight with respect to policing provided by the local OPP detachment and commander.

Q32: Will there be oversight of detachment boards?

A32:

- The Inspector General (IG) is a new independent entity that will provide oversight for all police service boards. The IG is responsible for investigating board member misconduct as well as ensuring detachment boards' compliance with the CSPA and regulations.
- Complaints can be made to the IG regarding the conduct of detachment board members, the failure of a detachment board to comply with the CSPA or regulations or a policy of an OPP detachment board.

Q33: Has any thought been given to implementing this later, i.e., in 2023 after municipal elections?

A33:

- The Ministry will work to provide transitional time for regulations.

Q34: When can we expect to hear whether our proposal has been accepted?

A34:

- The Ministry will be reviewing submissions over the coming weeks and will follow up with communities where it has questions about specific proposals.
- An update on next steps will be provided when the review and approval process has been completed.



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

June 18, 2021

TO: All Municipalities within the Nottawasaga Valley Conservation Authority Watershed

RE: Ministry of Environment, Conservation and Parks - Public Consultation - Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities.

Please be advised that the Council of the Town of Wasaga Beach, during their June 17, 2021 Committee of the Whole meeting adopted the following resolution:

"THAT Committee of the Whole receive the report dated June 17, 2021 regarding the Ministry of Environment, Conservation and Parks – Public Consultation – *Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities*";

AND THAT Committee of the Whole authorize the Chief Administrative Officer to submit this report to the Environmental Registry of Ontario as the Town's comments on the Regulatory Proposal Consultation Guide by the submission deadline of June 27, 2021;

AND THAT the Chief Administrative Officer be authorized to circulate the Town's comments to municipalities within the NVCA watershed and the County of Simcoe requesting their support of Town's position."

Council is asking that the municipalities within the NVCA watershed consider supporting the Town's submission on the Ministry of Environment, Conservation and Parks CA Regulatory Proposals. This is a great opportunity to provide input on the future role of Conservation Authorities in Ontario. A copy of the report and comments from a consultant engaged by the Town are attached. Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at cao@wasagabeach.com or (705) 429-3844 Ext. 2222.

Sincerely,

Handwritten signature of George Vadeboncoeur in black ink.

George Vadeboncoeur
Chief Administrative Officer

Enclosure

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

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

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

Info # 7
JUL 15 2021

STAFF REPORT



TO: Committee of the Whole

FROM: George Vadeboncoeur, CAO

SUBJECT: Ministry of Environment, Conservation and Parks –
Public Consultation – Regulatory Proposal Consultation
Guide: Regulations Defining Core Mandate and Improving
Governance, Oversight and Accountability of Conservation
Authorities.

DATE: June 17, 2021

RECOMMENDATION

THAT Committee of the Whole receive the report dated June 17, 2021 regarding the Ministry of Environment, Conservation and Parks – Public Consultation – *“Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities”*;

AND THAT Committee of the Whole authorize the Chief Administrative Officer to submit this report to the Environmental Registry of Ontario as the Town's comments on the Regulatory Proposal Consultation Guide by the submission deadline of June 27, 2021;

AND THAT the Chief Administrative Officer be authorized to circulate the Town's comments to municipalities within the NVCA watershed and the County of Simcoe requesting their support of Town's position.

BACKGROUND

The Ministry of Environment, Conservation and Parks (MECP) is undertaking a review of the mandate of Conservation Authorities in Ontario. A Working Group was established to provide input to MECP on the review. Recently the MECP posted on the Environmental Registry of Ontario (ERO) for public comment the *“Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities”* (Consultation Guide). The deadline for comment is June 27, 2021. The Consultation Guide is attached. This represents Phase 1 of the consultation process. Phase 2 will involve the review of the draft Regulations.

A small working group consisting of the Mayor, Councillor Watson (Council Representative on the Nottawasaga Valley Conservation Authority Board of Directors), Director of Public Works and the Director of Planning and Economic Initiatives and the

writer met recently to review matters pertaining to the Nottawasaga Valley Conservation Authority (NVCA). One of the subjects was the Consultation Guide.

It was determined that due to workload, the writer would reach out to Paul Neals of Orion Environmental Solutions to see if he could review the document and provide comments to the Town for submission to the ERO.

Mr. Neals is a Professional Agrologist, Senior Environmental Planner with over 35 of experience working in the NVCA watershed conducting environmental impact assessments for the previous company he helped found, Azimuth Environmental and recently his newly formed company Orion Environmental Solutions. Through his work he has developed an excellent understanding of the mandate of CA's and worked on resolving issues in an honest, fair and practical manner while being respectful of the intent of planning policies. He is also very familiar with the Town of Wasaga Beach, having completed numerous projects on behalf of development clients.

DISCUSSION

Mr. Neale agreed to take on the assignment and provided the attached letter dated June 10, 2021, which summarizes his review comments. He also made comments in the body of the Consultation Guide that are highlighted in bold for ease of reference. The summary of the comments from his letter are as follows:

1. It is recommended that the Province provide a consultation period for the public and municipalities to review the actual Regulations once drafted and prior to their enactment.
2. It is recommended that Province consider mandating through Regulation that the fees charged during the plan review function will match the service provided and will be capped in a reasonable manner.
3. It is recommended that the Province consider mandating in any new Regulation the need to "cap" the monies received by a conservation authority when using the cash-in-lieu option for the loss of natural heritage features. Further, that the Province establish by Regulation appropriate accountability measures to ensure that the monies collected for the loss of natural heritage features will be directed towards watershed management projects and not administrative or operational costs.
4. It is recommended that the Province provide the necessary funding to help CAs implement their core mandate, such as flood plain mapping and management in order to help prevent loss of life, property damage and social disruption.
5. It is recommended that the Province establish timeline guidelines as part of any Regulation for the associated non-mandatory programs and services related to the CA plan review function.
6. It is recommended that the Province clearly stipulate by Regulation the role of the Community Advisory Board in decision making and the means to ensure that there is proper representation reflecting the needs of the communities in the watershed.

Staff along with the writer have reviewed the comments and find them to be reasonable. It is recommended that they be submitted to the ERO as the Town's comments.

Mr. Neals will complete this assignment with a review of the new draft Regulations when they are released. This is the second phase of the review. The Regulations will address mandatory and non-mandatory programs and services, the establishment of Community Advisory Boards and matters related to conservation areas owned by Conservation Authorities.

CONCLUSION

The Town of Wasaga Beach welcomed the MECP's review of the mandate of Conservation Authorities. The Ministry is interested in determining how best to position Conservation Authorities so that they can focus on their core mandate and has asked for input on their Consultation Guide. This is the first phase of stakeholder engagement and staff are of the view that Town should provide input by the June 27, 2021 deadline.

To ensure that meaningful comments are provided, staff engaged Paul Neals of Orion Environmental Solutions to review the Consultation Guide. He has provided comments and staff are of the view that they are reasonable and should be submitted to the Environmental Registry of Ontario as the Town's comments. As well, the comments should be copied to other municipalities in the NVCA watershed and the County of Simcoe for their review and endorsement.

This first phase of input will be followed by consultation on the new draft Regulations. Staff will prepare a further report at that time.

Respectfully Submitted,

George Vadeboncoeur
Chief Administrative Officer

Enclosure

☆ ☆

The logo for Orion Environmental Solutions features the word "ORION" in a large, bold, sans-serif font. The letter "O" is stylized as a circle containing three small stars. To the right of "ORION", the words "Environmental Solutions" are written in a smaller, bold, sans-serif font. There are also two small stars, one above and one below the "ORION" text.

ORION Environmental Solutions

☆

June 10, 2021

OEC 21-020

Town of Wasaga Beach
30 Lewis Street
Wasaga Beach, ON
L9Z 1A1

Attention: George Vadeboncoeur
Chief Administrative Officer

**RE: Regulatory Proposal under the *Conservation Authorities Act*
Environmental Registry of Ontario Number: 019 – 2986**

Dear Mr. Vadeboncoeur:

This letter summarizes our review and comments on the Regulatory Proposal (Phase 1) posted on the Environmental Registry of Ontario (ERO). The Proposal was posted on the ERO by the Ministry of Environment, Conservation, and Parks (MECP) on May 13 of this year with a 45-day consultation period ending on June 27th. These comments have been prepared for the Town in the context of your municipal interests as it relates to the current service relationship with the Nottawasaga Valley Conservation Authority (NVCA). It is recognized that the Town currently provides municipal levy to the NVCA for various services and has ratified a Memorandum of Understanding (MOU) related to land use matters and planning.

General Comments

The MECP prepared a Consultation Guide to help inform the public with regard to the proposed changes and definition of the role of conservation authorities (CA) in Ontario. This Guide provides a general overview of the potential contents of the Regulations that have yet to be prepared and released for comment. In general, the Regulations will address mandatory and non-mandatory programs and services, the establishment of Community Advisory Boards, and matters related to conservation areas owned by authorities. This represents Phase 1 of the consultation with Phase 2 addressing Regulations for certain municipal levies and standards or requirements for non-mandatory programs and services.

Overall, the Consultation Guide provides sufficient background in the preparation of the necessary Regulations. However, the details of the Regulations will need to be reviewed in order to understand the full breadth of their impact. It is also unclear if the Regulations once prepared will be posted on the ERO for comment. As a result, it is recommended that:

1. The Province provides a consultation period for the public and municipalities to review the actual Regulations once drafted and prior to their enactment.

The Guide refers to self-generated user fees in several places in the document. It is presumed that this would include the fees charged for the plan review function as a commenting agency under the *Planning Act*. While the Town believes and advocates that any plan review function should be solely paid through development fees as opposed to municipal levy, the user fees charged and collected by conservation authorities should be commensurate with the level of service provided. In some cases, the fees charged are in excess of the costs to undertake the studies prepared in support of a development application. On this basis and in an effort to reduce increasing housing affordability, it is recommended that:

2. The Province considers mandating through Regulation that the fees charged during the plan review function will match the service provided and will be capped in a reasonable manner.

In addition, many conservation authorities have adopted "compensation" policies as it relates to the loss of natural heritage features such as woodlands and wetlands. Generally, the developer has the option of replacing a natural feature to be lost or exercise the cash-in-lieu option. The Town of Wasaga Beach supports the principle of "no net loss" as a means to achieve sustainable development within the municipality. However, the implementation of the cash-in-lieu option in some instances has resulted in a significant cost to the developer which is typically passed along to the home buyer or consumer. It is also seen as a means to fund CA programs as opposed to constructing new natural features or remediating existing ones. Based on this and in order to help reduce the cost of the development process, it is recommended that:

3. The Province considers mandating in any new Regulation the need to "cap" the monies received by a conservation authority when using the cash-in-lieu option for the loss of natural heritage features.

The Province establishes by Regulation appropriate accountability measures to ensure that the monies collected for the loss of natural heritage features will be directed towards watershed management projects and not administrative or operational costs.

The Town supports the Province in the establishment of mandated core programs for CA especially as it relates to flood plain management. This is particularly important for

the Town of Wasaga Beach given the Nottawasaga River flows through the municipality into Georgian Bay. The Town believes, however, that the NVCA in this case should have the necessary resources to update existing data including flood plain mapping. As a result, it is recommended that:

4. The Province provides the necessary funding to help CA implement their core mandate such as flood plain mapping and management in order to help prevent loss of life, property damage, and social disruption.

It is the Town's understanding that the permitting process as administered by CA is subject to timing procedures similar to those for municipal building permit applications. The Town supports the CA guidelines that help ensure that permit applications can be issued in a timely manner. The Town believes, however, that similar guidelines should exist for the plan review function provided by conservation authorities. An elongated development review process increases the cost to developers and ultimately the homebuyer. For these reasons, it is recommended that:

5. The Province establishes timeline guidelines as part of any new Regulation for the associated non-mandatory programs and services related to the CA plan review function.

The Consultation Guide illustrates that a Community Advisory Board shall be established by Regulation. The Town of Wasaga Beach supports any regulatory changes that would allow for a diverse membership and the means for obtaining input and recommendations on watershed matters. We believe, however, that the role of the Community Advisory Board has to be purposeful and meaningful in order to create any positive change. On this basis, it is recommended that:

6. The Province clearly stipulates by Regulation the role of the Community Advisory Board in decision-making and the means to ensure that there is proper representation reflecting the needs of the community.

Specific Comments

We have provided more detailed comments throughout the Consultation Guideline for your information and reference. The comments are shown in bold in the copy of Regulatory Proposal Consultation Guide attached to this letter.

Memorandum of Understanding

We have reviewed the current Memorandum of Understanding (MOU) as part of this review. It appears from the proposed regulatory changes there will be the opportunity to review the MOU with NVCA as part of the Transition Plan. Based on our initial review we would recommend the Town seek to amend the existing MOU as it relates to plan review at the appropriate time. Our initial thoughts are a new or amended MOU should deal with:

1. timeliness of comments through the application of a defined response time;
2. roles and responsibilities of each party;
3. ability to use private peer review consultants for non-mandatory planning services;
4. a reduced cancellation period from 1 year to 30 days.

We would suggest the Town provide the NVCA with their concerns prior to the development on MOU during the transition period to help facilitate discussion.

It is my understanding these draft comments will be reviewed by the Committee in developing the Town's formal response to the Province on the proposed changes. I will make myself available to discuss their comments and questions at their convenience.

If you have any questions, please contact me.

Yours truly,

ORION ENVIRONMENTAL SOLUTIONS, INC.


Paul Neals, B.Sc. Agr., P.Ag. Principal

**MINISTRY OF THE ENVIRONMENT, CONSERVATION AND
PARKS**

**REGULATORY PROPOSAL CONSULTATION GUIDE:
Regulations Defining Core Mandate and Improving Governance,
Oversight and Accountability of Conservation Authorities**

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PURPOSE

The Ministry of the Environment, Conservation and Parks (the "ministry") is consulting on proposed regulations that would be made under the *Conservation Authorities Act* to ensure that conservation authorities focus and deliver on their core mandate of helping protect people and property from the risk of natural hazards, the conservation and management of conservation authority-owned lands, and their roles in drinking water source protection and to improve governance and oversight in conservation authority operations.

The purpose of this consultation guide is to provide a description of the proposed regulations in order to obtain feedback on the ministry's regulatory postings on the Environmental Registry of Ontario and Ontario's Regulatory Registry. Comments on the regulatory proposals may be submitted through either registry before the date indicated or can be emailed directly to the ministry at ca.office@ontario.ca. The comments received from the posting will be considered by the ministry when developing the proposed regulations.

INTRODUCTION

In 2018, the government made a commitment in its "Made-in-Ontario Environment Plan" to collaborate with municipalities and other stakeholders to ensure that conservation authorities focus and deliver on their core mandate.

As part of that commitment, the government passed the *More Homes, More Choice Act, 2019* which received Royal Assent on June 6, 2019 and made amendments to the *Conservation Authorities Act*.

Beginning in late 2019, the ministry undertook extensive consultations with municipalities, the public, landowners, development, agricultural, environmental and conservation organizations as well as conservation authorities, about the core role of conservation authorities. The government takes consultation seriously, which is why the ministry also posted an online survey in January 2020 to gather feedback from the general public and anyone who was unable to attend the in-person sessions.

The extensive and valuable feedback received informed legislative amendments to the *Conservation Authorities Act* that were made through Bill 229, *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* which passed on December 8, 2020. These changes will help ensure conservation authorities are best serving the needs of their communities and allow them to focus and deliver on their core mandate, as committed to in the Made-in-Ontario Environment Plan.

The government is proposing to proclaim un-proclaimed provisions in the *Conservation Authorities Act* (stemming from amendments made in 2017, 2019, and 2020) through a staged process. This will enable accommodation of a staggered rollout of regulations (in two phases) and policies that are to be consulted on and developed in the future.

The first of these proclamations occurred on February 2, 2021 and included provisions related to conservation authority governance as well as items related to housekeeping amendments, government requirements and the Minister's powers. This Consultation Guide supports consultations on the first phase of proposed regulations to be developed.

REGULATORY PROPOSAL CONSULTATION GUIDE

The proposed regulations for consultation are focused on:

- the mandatory programs and services to be delivered by conservation authorities,
- the proposed agreements that may be required with participating municipalities to fund non-mandatory programs and services through a municipal levy,
- the transition period to establish those agreements,
- the requirement to establish 'community' advisory boards, and
- the Minister's section 29 regulation relating to conservation authority operation and management of lands owned by the authority.

Mandatory Programs and Services

- Mandatory Conservation Authority Programs and Services Regulation

Non-mandatory Programs and Services

- Minister's Regulation for Municipal Agreements and Transition Period

Governance and Oversight of Conservation Authorities

- Regulation to require 'Community' Advisory Boards
- Regulation to enable conservation authority by-laws (under s.19.1 of the *Conservation Authorities Act*) to be able to address the advisory boards prescribed by the proposed 'Community Advisory Board' regulation.

Other Regulatory Matters

- Section 29 Minister's Regulation of 'Conservation Areas'

PART ONE: PROGRAMS AND SERVICES DELIVERED BY CONSERVATION AUTHORITIES

Conservation authorities were established by the Province through municipal resolutions to address cross municipal boundary interests in resource management principally related to water and natural hazard management. The *Conservation Authorities Act*, sets out the "objects" or goals of a conservation authority to deliver on the prescribed and core mandatory programs and services (which are noted in this section of the Guide) to ensure that conservation authorities are in the best position possible to deliver on their mandate. These objects also provide conservation authorities with the authority to deliver non-mandatory programs and services that their participating municipalities ask them to deliver on a municipality's behalf, or which the conservation authority determines are advisable and has funding including from participating municipalities under agreement. As a result, conservation authorities, with their watershed-based jurisdictions, are able to provide a fuller resource perspective to their municipalities and the Province that supports managing inter-municipal as well as provincial natural resource issues like flooding, drought, erosion, sedimentation and water quality. Especially as Ontario continues to deal with the worsening impacts of climate change, this is supportive of conservation authorities' role to help ensure that the people of Ontario and their properties are protected from events like flooding, drought, and erosion.

Under the *Conservation Authorities Act*, programs and services delivered by conservation authorities can be:

- Mandated by the Province (mandatory) and may be funded by provincial grants and/or conservation authority self-generated revenue (e.g. user fees). Where such revenue sources cannot finance the entire costs of those programs, the costs must be raised through the municipal levy.
- Non-mandatory programs and services that may be provided by a conservation authority at the request of and on behalf of one or more participating municipalities under the *Conservation Authorities Act*, if a memorandum of understanding (MOU) or other agreement has been entered into between the parties to have the program or service be funded by municipal levy or by other funding mechanisms that may be set out in the MOU or service contract.
- Municipal requests of authorities to provide non-mandatory programs and services on behalf of the municipality from 'specified' municipalities; municipalities that are designated in an authority for the purposes of the *Clean Water Act, 2006* or the *Lake Simcoe Protection Act, 2008*, would also require a MOU or other agreement to be entered into between the parties to have the non-mandatory program or service funded by municipal levy or by other funding mechanisms that may be set out in the MOU or the other agreement.
- Non-mandatory programs and services that the authority determines are advisable to meet the purpose of the *Conservation Authorities Act* in their jurisdiction and that

require municipal funding through an agreement with the authority's participating municipalities. These non-mandatory programs and services would be determined at the local CA level and would be beyond those that the province has set out as being required, or that a municipality has indicated it would like the CA to deliver on its behalf. Other funding sources such as self-generated revenue (e.g. user fees), project funding from other government agencies or other organizations may also fund (in whole or in part) conservation authority determined non-mandatory programs and services.

Does the Province intend to provide direction on the content of and MOU or will it be the responsibility of the individual municipality and CA.

The Town wants the ability to utilize other consulting services than the CA's for non-mandatory programs and services. CA's do not always have the required expertise to provide the required program or service. It is more cost effective to utilize consulting services with the required expertise rather than the CA's acquiring staff to undertake the work.

Conservation Authorities are currently using self-generated revenue sources such as ecological offsetting policies that have cash-in-lieu charges for the removal of wetland, forest, phosphorus loading and ground water recharge deficits resulting from development. CA's will accept these impacts from development if they are paid compensation in the \$100,000's to \$1,000,000's. There is concern these monies are being directed to support the operation of the CA's and not into works to mitigate the impacts of development in the watershed. These excessive CA costs are being passed on to the home buyer. If these types of policies are approved by the Province for CA self generated funds under the principle of no net ecological loss from development, measures must be in place to ensure the funds are not redirected to support unrelated CA operations or administration costs.

1. MANDATORY CONSERVATION AUTHORITY PROGRAMS AND SERVICES REGULATION

In June 2019, the More Homes, More Choice Act, 2019 amended the Conservation Authorities Act to identify the categories of mandatory programs and services which conservation authorities are required to provide where applicable in their specific jurisdictions. The Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020 re-enacted this provision.

These categories of programs and services are related to:

- A. Risk of natural hazards.
- B. Conservation and management of lands owned or controlled by a conservation authority, including any interests in land registered on title.

- C. Conservation authority duties, functions and responsibilities as a source protection authority under the *Clean Water Act, 2006*.
- D. Lake Simcoe Region Conservation Authority duties, functions and responsibilities under the *Lake Simcoe Protection Act, 2008*.
- E. Conservation authority duties, functions and responsibilities under other legislation prescribed by regulation. Proposed to be:
 - On-site sewage systems approvals by North Bay-Mattawa Conservation Authority as prescribed under the *Building Code Act, 1992*.
- F. Other programs or services prescribed by the regulation within a year of the end of the transition period. Proposed to be:
 - Core Watershed-based Resource Management Strategy
 - Provincial Water Quality and Quantity Monitoring

A. MANDATORY PROGRAMS AND SERVICES RELATED TO THE RISK OF NATURAL HAZARDS

Introduction:

It is proposed by the Ministry of Natural Resources and Forestry that each conservation authority would be required to implement a program or service to help manage the risk posed by the natural hazards within their jurisdiction, including: flooding, erosion, dynamic beaches, hazardous sites as defined in the Provincial Policy Statement, 2020 (PPS, 2020) and low water/drought as part of Ontario's Low Water response. This program shall be designed to:

- identify natural hazards;
- assess risks associated with natural hazards including impacts of climate change;
- manage risks associated with natural hazards; and
- promote public awareness of natural hazards.

Managing risks associated with natural hazards may include prevention, protection, mitigation, preparedness and response.

Mandatory Programs and Services related to the Risk of Natural Hazards include:

1. Administration of permits issued under section 28.1 of the *Conservation Authorities Act*, including associated enforcement activities (sections 28.1 and 28.1.2 once proclaimed). Where appropriate, conservation authority administration of permits may include coordinated involvement in other review or approval processes in accordance with applicable law (e.g. conservation authorities' role in commenting on *Environmental Assessment Act*, *Drainage Act*, *Aggregate Resources Act*, *Niagara Escarpment Planning and Development Act* proposals.)
2. Land-use planning input on behalf of the Ministry of Natural Resources and Forestry related to the Natural Hazards policies of the PPS, 2020 under the *Planning Act* (excluding policies associated with wildland fires) in accordance with Provincial One

Window Planning Service protocols, including, when appropriate, *Planning Act* appeals to the Local Planning Appeal Tribunal related to Natural Hazard policies, and input into review of applications for new or amended Special Policy Areas.

3. Flood forecasting and warning in accordance with and, at a minimum, to the extent described by approved provincial standards.
4. Operation and maintenance of:
 - any water control infrastructure (including soft or hard structures) owned or controlled by the conservation authority that mitigates risk to life and property damage from flooding or supports low flow augmentation;
 - any erosion control infrastructure owned or controlled by the conservation authority;
 - the completion of operational and asset management plans; and
 - infrastructure operations, maintenance, rehabilitation/repair and the undertaking of any associated necessary technical or engineering studies, including dam safety studies and emergency preparedness plans.

It is unclear if infrastructure operations, maintenance, rehabilitation/repair and the undertaking of any associated necessary technical or engineering studies, including dam safety studies and emergency preparedness plans applies to only to those owned or controlled by the CA. These works require specific expertise which some CA's may not have. If municipal funding is to be used the opportunity should be available to utilize consulting services with the required expertise.

5. Ice management services (preventative or remedial) as appropriate and as supported by an authority approved ice management plan, including:
 - development and updating of plans;
 - control of ice, including potential standby equipment (e.g. icebreaker put in place in advance of ice season to prevent ice formation); and
 - addressing ice-related erosion.
6. Low water monitoring and communications in accordance with and, at a minimum, to the extent described by approved provincial standards.
7. Collection, provision, and management of information as needed to support the conservation authorities to:
 - delineate and map hazard areas;
 - develop plans and policies to guide appropriate management and use of hazard lands within the conservation authority's jurisdiction, including shorelines and rivers;
 - study surface water flows and levels (e.g. low/peak flow, water budget, surface/groundwater interactions, flood hazard);
 - study stream morphology;

- study the potential impact of changing climatic conditions on natural hazards; and
- study design to mitigate natural hazards.

Conservation Authorities regularly respond to the public for proposed development in regulated floodplains. We have been informed that the NVCA flood elevation data has an error factor of +/- 1.5m. The Authority puts the onus on correcting the data on proponents which can require engineering studies for thousands of dollars to assess the floodplain which encompasses lands beyond those owned by the applicant. CA's need to ensure the flood level data is accurate and where it is not, work in partnership with landowners so flood elevations are accurate when applying the permitting process.

The study of climate change and the impact on natural hazards should be done at a regional or provincial scale given the scale of climatic changes. Funding for this study should be provided by the Province and coordinated by Provincial project team using CA watershed data and not done by individual CA's.

8. **Communications, public awareness and education regarding the risk of natural hazards present within the jurisdiction of the authority to public safety, and to consult on program components as required.**

B. MANDATORY PROGRAMS AND SERVICES RELATED TO THE MANAGEMENT OF CONSERVATION AUTHORITY LAND

Introduction:

Conservation authority owned land has been acquired under the *Conservation Authorities Act*, mainly through cost shared purchases by the province and municipalities, but also through other means, such as donations. In a number of cases, this land was acquired as it is considered to be hazardous for development. This would include any land that had been previously expropriated by the authority. The power of a conservation authority to expropriate land has been removed by the amendments to the Act made by the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*. Public benefits of these properties reflect the provincial/municipal mandate for conservation authorities in land ownership and include, for example, public safety (i.e. flood control, flood forecasting and warning) and protection of natural heritage.

Some of these lands contain buildings (offices, outbuildings and interpretive centres), other structures or amenities (marinas and picnic areas) or works such as flood and erosion control structures. Authority owned land may generate revenue for the authority (e.g. fees for access, permit fees or by leasing land to a tenant) to self finance the land management programs and services or to be applied to other conservation authority programs and services (thereby reducing reliance on municipal levy).

Conservation authority land is considered private land and as such is subject to the *Planning Act*, municipal official plans, zoning and by-laws as well as to property taxes.

The mandatory programs and services related to the conservation and management of lands owned or controlled by a conservation authority, including any interests in land registered on title, relate to conservation authority as the owner of its land but also to land owned by others where the conservation authority has an 'interest' or right related to that other person's property, as granted by the property owner.

For example, property owners may grant easements registered on their title to conservation authorities; i.e. 'conservation easements' that may protect a natural heritage feature or 'access easements' that may enable a conservation authority to develop trails that cross another landowner's property.

Conservation Authorities are forcing landowners to grant Conservation Easements on their lands in order to obtain approval for development. It is inappropriate to review Environmental Impact Studies and permit development on natural heritage lands and then demand payment or compensating lands if it is agreed the ecological significance of the affected feature does not warrant its retention. In specific situations CA's have required active prime agricultural land to be placed under a Conservation Easement and the lands have been planted in trees. CA's are not working with the development industry to find other lands within the watershed with low quality natural heritage features that can be enhanced to provide a net

gain to the watershed. Land use planning policy compliance is a dominant factor in development approvals, yet the CA's ignore the municipal and provincial planning policies that protect agricultural lands.

Each conservation authority will be required to implement the following mandatory programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title, within their jurisdiction.

Mandatory Programs and Services related to the Management of Land Owned by Conservation Authorities include:

1. Administration of the section 29 Minister's regulation of 'Conservation Areas' or land owned by conservation authorities including the setting out of fees, permits and enforcement activities.
2. A conservation authority shall have a strategy for all conservation authority owned or controlled lands which could include:
 - Guiding principles, objectives, including for an authority's land acquisition and disposition strategy, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.
 - A broader jurisdictional assessment using existing information (for example natural hazard information from an existing watershed plan or study, or other existing sources for natural heritage systems, wildlife corridors, connecting conservation land through trails, linking with others' land and trails, etc.)
 - Public participation in the planning process when developing or updating the 'overarching' conservation authority land strategy.
3. A conservation authority shall have a policy regarding the securement/acquisition and disposition of land owned or controlled by the authority. This policy shall be approved by the authority by resolution.
 - Land acquisition or securement policy shall be in accordance with current legislation and provincial policy for conservation authority land securement / acquisition.

Conservation Policy cannot require landowners or the development industry to give the CA's land or place Conservation Easements on title in order to grant approval. Approvals should be based on the significance of the ecological impacts, decisions made by municipalities on developable areas through a secondary plan process or comparable municipal review. Many municipalities go through natural heritage planning processes in consultation with the CA's but it is the decision of the municipality on the developable lands. CA's must respect these planning decisions of the municipality and work cooperatively to facilitate development on non hazardous lands.

- Much conservation authority owned land was purchased using provincial grants

issued under the *Conservation Authorities Act* and the purchase cost shared by municipal levy. For the disposition of lands purchased in this manner, a conservation authority requires Minister's approval to dispose of that conservation authority owned land.

- The government is proposing that the requirements for a Minister's approval on the disposition of conservation authority property (land/fixed assets) (should not involve the disposition of conservation authority property that relate to hazardous lands) will continue as set out in current provincial policy.
 - Generally, current ministry policy would not support the approval of dispositions of conservation authority property that relate to hazardous lands, provincially significant conservation land, natural heritage features or areas (including environmentally/ecologically sensitive land) or for managed/agreement forest lands.

The delineation of provincially significant conservation land, natural heritage features or areas (including environmentally/ecologically sensitive land) must be done through an independent ecological assessment to confirm its significance. Opportunities exist where lands in proximity to or within settlement areas could be developed and still protect the ecological integrity of the adjacent lands.

4. A conservation authority shall have a management plan for each property owned or controlled by the authority. For groups of smaller properties that are, for example, related in environmental sensitivity or land use, one management plan could cover the multiple properties.
 - The management plans may consider specific objectives, including: the purpose for the original acquisition, function, features, special features/sensitive areas for protection, use, infrastructure, public input; or other considerations that the authority decides may be applicable.
 - The management plans may involve, as appropriate, a resource inventory.
 - An authority shall update/approve the management plans when the authority deems necessary.
5. Management and maintenance of conservation authority owned or controlled lands (based in the management plans) related to:

Clarification is needed for the term "controlled lands". Does this include regulated lands? If yes, the management plan development and implementation require landowner agreement.

- Land management and stewardship activities related to protecting natural heritage systems/features/values to ensure the property is maintained in accordance with the authority approved management plan for natural heritage management.

- Employing best management practices to protect and conserve provincially significant conservation lands and natural heritage features as appropriate including environmentally or ecologically sensitive lands (for habitat restoration/rehabilitation, invasive species control, fish and wildlife monitoring).
- Monitoring and enforcement actions to ensure the maintenance of the property boundaries and also the land title from encroachments as well as to ensure the ecological integrity of conservation authority owned properties, to address illegal activity, with a goal also of reduction of liability and risk associated with the use of the properties.
- Identification, mapping and assessments as appropriate to determine maintenance and repair needs as well as whether changes are required to any management plan.

Note that other land uses, such as the provision of recreational opportunities or environmental education, on conservation authority owned land are not mandatory programs or services (including management and maintenance of lands for these purposes).

C. MANDATORY PROGRAMS AND SERVICES RELATED TO SOURCE PROTECTION AUTHORITY RESPONSIBILITIES UNDER THE *CLEAN WATER ACT, 2006*

Introduction:

The Province's *Clean Water Act, 2006* is part of a multi-barrier approach to ensure safe and sustainable drinking water for Ontarians. We continue to ensure that our drinking water sources are among the best protected in the world through requiring collaborative, watershed-based source protection plans that are locally driven and based in science and focused on prevention. Source protection plans contain a series of locally developed policies that reduce, eliminate or manage the risks of various activities to sources of drinking water.

Under the *Clean Water Act, 2006* conservation authorities are required to exercise and perform the powers and duties of a drinking water source protection authority. Each conservation authority therefore would be required to implement programs and services related to those responsibilities as source protection authorities under the *Clean Water Act, 2006*.

Mandatory Programs and Services for Conservation Authorities related to Source Protection Authority Responsibilities under the Clean Water Act, 2006 are as follows:

1. Administration of the prescribed composition of the source protection committee and administrative support to source protection committees (Subsections 4(2) or 6(2) and section 7 of the *Clean Water Act, 2006* and O. Reg. 288/07: Source Protection Committees)
- Maintaining source protection committees by filling vacancies as required by the

- *Clean Water Act, 2006* and O. Reg. 288/07: Source Protection Committees;
- Assisting the source protection committee in exercising and performing the committee's powers and duties under the *Clean Water Act, 2006*;
- Providing scientific, technical and administrative support and resources to the source protection committee; and
- Where there is a source protection region, the lead conservation authority undertakes the above in addition to leading work in the region for assessment reports and source protection plan amendments, consultation, progress reports, and for coordinating with other source protection authorities as required and set out in agreements between source protection authorities in the region.

2. Preparing amendments to assessment reports and source protection plans (Sections 34, 35 and 36 of the *Clean Water Act, 2006*).

- Updating the text and mapping in an assessment report and source protection plan to include new drinking water systems and associated vulnerable areas or amend vulnerable areas and risk assessments where drinking water systems change, as provided by drinking water system owners.
 - As part of this, source protection authorities are required to issue a Notice to drinking water system owners.
- Complying with orders under sections 35 and 36 of the *Clean Water Act, 2006*.
- Developing or revising policies that address risks to sources of drinking water.
- Incorporating new scientific information about sources of drinking water, changes in infrastructure or land use.
- Completing related land use mapping necessary (e.g. managed lands, impervious surfaces) to determine the risk posed by various prescribed drinking water threats, new local or provincially-identified threats, and to address changes to the *Clean Water Act, 2006*, O. Reg. 287/07: General Regulation or Director's Technical Rules made by the Province.
- Receiving information from municipalities regarding a proposal to create or modify transport pathways in wellhead protection areas and intake protection zones, or from municipalities or risk management officials as a result of field-verified knowledge of existing transport pathways, to determine if assessment reports or plans should be amended.
- Clarifying requirements for amendments to assessment reports and plans, vulnerable area delineations, risk assessments, and transport pathways with municipalities or drinking water system owners and their consultants.
- Consulting with municipalities and other bodies responsible for implementing plan policies (such as provincial ministries and agencies such as the Technical Standards and Safety Authority and Niagara Escarpment Commission), other persons or bodies as may be required by the *Clean Water Act, 2006*, as well as neighbouring source protection authorities where required.
- Consulting with the ministry's staff involved with the source protection program on proposed amendments, including during the early development phase.
- Ensuring publication and notice of the proposed amendments (to the assessment reports and source protection plans) are completed in accordance with the *Clean Water Act, 2006*, regulations and orders.

3. Implementing source protection plan policies (Sections 38 and 45 of the *Clean Water Act, 2006*, and section 33 of O. Reg. 287/07).
 - Complying with obligations imposed by significant threat policies that rely on Part III of the *Clean Water Act, 2006*, and by other strategic action policies directed to the source protection authority.
 - Conducting monitoring directed to the source protection authority in accordance with monitoring policies set out in the source protection plan.
 - Clarifying *Clean Water Act, 2006*, regulations and source protection plan requirements and implementation responsibilities as necessary to municipalities, landowners or other persons impacted by source protection policies, including interpreting technical (scientific) work and plan policies.
 - Responding to requests to review proposals in wellhead protection areas and intake protection zones to identify the source protection policies that apply and note potential effect(s) of the project on source water where required (such as under the *Planning Act, Environmental Assessment Act* or associated applications under the *Environmental Protection Act* and *Ontario Water Resources Act*).
4. Tracking and reporting on the progress of source protection plan implementation (Section 46 of the *Clean Water Act, 2006*).
 - Liaising with public bodies responsible for implementing plan policies including municipalities, provincial ministries and agencies to collect information that tracks the progress of source protection plan implementation and issues that arise.
 - Fulfilling reporting obligations set out in the *Clean Water Act, 2006* and O. Reg. 287/07 General Regulation.
5. Maintaining and providing access to source protection data and information (Sections 20, 32, 46 of the *Clean Water Act, 2006* and section 12, 21, subsections 52(5) and 52(6) of O. Reg. 287/07).
 - Ensuring the assessment report, source protection plan and any amendments and updates, as well as public progress reports, are available on the Internet.
 - Providing updated maps and data to the Province for assessment report and source protection plan amendments.
 - Providing progress report information and supporting data to the Province.

Not all Conservation Authorities have the technical staff or financial resources to undertake the proposed source water protection duties. To ensure consistency and technical accuracy the Province will need to fund this activity.

D. MANDATORY PROGRAMS AND SERVICES RELATED TO LAKE SIMCOE REGION CONSERVATION AUTHORITY RESPONSIBILITIES UNDER THE LAKE SIMCOE PROTECTION ACT, 2008.

Introduction:

Our government is committed to the ongoing protection and restoration of the ecological health of the Lake Simcoe Watershed as outlined in the *Lake Simcoe Protection Act, 2008*. The Act is delivered through the Lake Simcoe Protection Plan, which addresses long term environmental issues in Lake Simcoe and its watershed by building on science and monitoring programs that inform the adaptive management approach used to address threats to the ecosystem, such as degraded water quality, unsustainable land uses and pressures of human activity.

Lake Simcoe Region Conservation Authority is a key public body that works in collaboration with provincial ministry leads, including the Ministry of the Environment, Conservation and Parks, Ministry of Natural Resources and Forestry and Ministry of Agriculture, Food and Rural Affairs as well as municipalities, Indigenous communities and others to support the delivery of many Lake Simcoe Protection Plan policies.

The Lake Simcoe Protection Plan and its policies are given legal effect in two distinct ways.

- a) *Protect, restore and enhance ecosystem health*: "Designated Policies" and "Have Regard Policies" have legal effect when implemented through decision making under six prescribed instruments (i.e., legislation).

The Lake Simcoe Region Conservation Authority's s.28 permit under the *Conservation Authorities Act* is a prescribed instrument under the *Lake Simcoe Protection Act* that is used to implement specific policies of the Lake Simcoe Protection Plan.

Under the *Lake Simcoe Protection Act*, the Lake Simcoe Region Conservation Authority is under an obligation to ensure that its *Conservation Authorities Act* s.28 permit decisions conform to the applicable designated policies in the Lake Simcoe Protection Plan and have regard to other certain specified policies. The appendix to the Lake Simcoe Protection Plan sets out which policies are implemented through Lake Simcoe Region Conservation Authority's s.28 permit.

- b) *Adaptive management informed by science and monitoring*: "Strategic Actions and Monitoring Policies" are implemented through a multi-agency partnership approach. Lake Simcoe Protection Plan Monitoring Policies have legal effect obligating the Lake Simcoe Region Conservation Authority to collaborate in the delivery of monitoring programs led by the Ministry of Natural Resources and Forestry and/or the Ministry of the Environment, Conservation and Parks. Strategic Action Policies are not legal obligations; however, the Lake Simcoe Region Conservation Authority has committed to leading and/or supporting their

implementation.

Mandatory Programs and Services related to the Lake Simcoe Region Conservation Authority's duties, functions and responsibilities under the Lake Simcoe Protection Plan are:

- the monitoring policies and strategic action policies in the Lake Simcoe Protection Plan where the policy names the Lake Simcoe Region Conservation Authority as the lead body or collaborating body with other public bodies (see table of relevant Lake Simcoe Protection Plan policies below).

Table of Relevant Lake Simcoe Protection Plan Policies

Policy	Description	Listed Policy Lead	Description of LSRCA role in Policy
Chapter 3 Aquatic Life			
3.4 SA	Develop baseline mapping of aquatic habitat in lake and tributaries	Ministry of Natural Resources and Forestry (MNRF)	Collaborating body
3.5 SA	Undertake research projects on the aquatic communities in lake and tributaries	MNRF	Collaborating body
3.6 M	Aquatic Community Monitoring Program	MNRF	Collaborating body
Chapter 4 Water Quality			
4.5 SA	Prepare and implement stormwater management master plans	Municipalities	Collaborating body
4.22 M	Enhanced water quality monitoring program	Ministry of the Environment, Conservation and Parks (MECP)	Collaborating body
4.23 SA	Promote, conduct and support scientific water quality research	MECP/ MNRF/Ministry of Agriculture, Food and Rural Affairs	Collaborating body
4.24 SA	Develop phosphorus reduction strategy	MECP	Collaborating body
Chapter 5 Water Quantity			
5.1 SA	Develop in-stream flow targets	MECP / MNRF	Collaborating body
5.2 SA	Tier 2 Water Budgets	Lake Simcoe Region Conservation Authority (LSRCA)	Lead
Chapter 6 Shorelines, Natural Heritage			
6.12 SA	Shoreline Management Strategy	MNRF	Collaborating body
6.30 SA	Define key natural heritage & hydrologic features	MNRF	Collaborating body

6.31 SA	Map natural areas abutting Lake Simcoe	MNRF / MECP	Collaborating body
6.37 SA	Develop guidelines for significant groundwater recharge areas	MECP / MNRF	Collaborating body
6.46 SA	Development of a template for municipal site alteration and tree cutting bylaws	MNRF / MECP	Collaborating body
6.47 SA	Delineate riparian areas for restoration	MNRF / LSRCA	Lead
6.48 SA	Map areas of high-quality cover	MNRF	Collaborating body
6.49 SA	Identify stressed sub-watersheds or portions from a natural heritage perspective	MNRF / MECP/ LSRCA	Lead
6.50 M	Develop a monitoring program, targets, indicators for natural heritage and hydrologic features	MNRF /MECP/ LSRCA	Lead
Chapter 7 Other Threats and Activities			
7.1 SA	Outreach on invasive species	MNRF	Collaborating body
7.2 SA	Community based social marketing to improve knowledge of control of invasive species	MNRF	Collaborating body
7.7 SA	Evaluate and report on the risk related to ponds contributing to invasive species	MNRF	Collaborating body
7.10 M	Develop terrestrial invasive species monitoring program and annually implement	MNRF	Collaborating body
7.11 SA	Develop climate adaption strategy for Lake Simcoe	MECP	Collaborating body
Chapter 8 Implementation			
8.1 SA	Develop guidelines to provide direction on identified sub watershed areas	LSRCA /MECP	Lead
8.2 SA	Undertake sub-watershed evaluations that build on and integrate source protection plans	LSRCA / MECP	Lead
8.3 SA	Develop and complete sub-watershed evaluations for priority sub-watersheds	LSRCA	Lead

E. MANDATORY PROGRAMS AND SERVICES RELATED TO A CONSERVATION AUTHORITY'S RESPONSIBILITIES UNDER AN ACT PRESCRIBED BY REGULATION.

Introduction:

This category of mandatory programs and services refers to responsibilities that may be assigned to conservation authorities through other legislation (other than the *Conservation Authorities Act*, *Clean Water Act, 2006* or *Lake Simcoe Protection Act, 2008*) and which are proposed to be prescribed in regulation under the *Conservation Authorities Act*:

Mandatory Programs and Services under other legislation:

- a) On-site sewage systems (septic systems) approvals by North Bay-Mattawa Conservation Authority as prescribed under the *Building Code Act, 1992*.

Ontario Building Code/Septic Inspections

Municipalities are generally responsible for the enforcement of the *Building Code Act, 1992*, including issuing septic system approvals, and can choose to delegate this responsibility to others (such as public health units or conservation authorities) by agreement. Others may also be prescribed in regulation as responsible for certain aspects of enforcement.

When a conservation authority is prescribed under the *Building Code Act, 1992* for septic system approvals and enforcement, the responsibilities would become a mandatory program and service proposed to be prescribed in regulation under the *Conservation Authorities Act*.

- North Bay-Mattawa Conservation Authority is currently the only conservation authority prescribed in regulation to enforce provisions related to sewage systems under the *Building Code Act, 1992* (e.g., approve permits for on-site sewage systems).

Other conservation authorities may have already or could enter into agreements to approve on-site sewage systems on behalf of municipalities under the *Building Code Act, 1992*, but this would not be considered a mandatory program or service under the *Conservation Authorities Act*.

F. MANDATORY PROGRAMS AND SERVICES PRESCRIBED IN REGULATION (Within the Year after the Transition Period for Municipal Funding Agreements for Non-Mandatory Programs and Services).

Introduction:

The *Conservation Authorities Act* also allows for the prescribing of 'other' programs and

services not listed in previous mandatory categories. These 'other' programs and services must be prescribed within a year after the end of the transition period. Within this year municipalities and conservation authorities are to create an inventory of their programs and services and enter into agreements for municipal funding of non-mandatory programs and services through a municipal levy, where applicable.

Mandatory Programs and Services to be prescribed:

1. Core Watershed-based Resource Management Strategy:

A watershed-based resource management strategy can provide a means to develop an improved integrated planning process with a longer-term perspective for the delivery of the mandatory programs and services that all conservation authorities must deliver. The results may inform an adaptive management approach to address the issues or threats that these mandatory programs and services may be addressing such as mitigating the risk from the impacts of natural hazards. A successful strategy should also help ensure effective and efficient use of funding, especially of the municipal levy.

To capture the value of the broader watershed and resource management perspective that conservation authorities have, the ministry is proposing that each conservation authority be required to develop a core watershed-based resource management strategy that documents the current state of the relevant resources (principally water resources) within their jurisdictions in the context of the mandatory programs and services described in this section of the Guide.

The benefit to having a watershed-based resource management strategy is that it can potentially:

- Identify changes over time, causal relationships, issues, and stressors for input into a plan of action;
- Identify the best, most cost-effective management approach to mitigate the risk or issue;
- Propose key or strategic management activities;
- Monitor the authority's performance in meeting any key management activities; and
- Monitor outcomes of proposed key or strategic management activities.

Aspects of watershed-based resource management are already embedded in the proposed mandatory programs and services listed in the above sections of this Guide. Conservation authorities currently undertake much of this work, generally related to natural hazard management, with extensive current monitoring, data collection, management and modelling used to track conditions and with existing technical studies.

For example, the mandatory programs and service for the risk of natural hazards requires conservation authorities to undertake watershed-based collection, provision, and management of information as needed, including to study:

- surface water flows and levels (e.g. low/peak flow, water budget, surface / groundwater interactions, flood hazard);

- stream morphology; and
- the potential impact of changing climatic conditions on natural hazards.

The resource management strategy could also be informed by the development of the mandatory authority land acquisition and disposition strategy or policy detailed above. As part of this, an authority may, for example, review information from an existing watershed plan or study for acquiring natural hazard land, or assess municipal plans that delineate natural heritage systems for acquiring heritage features or review Ministry of Natural Resources and Forestry Information on wildlife corridors to connect authority owned land with other lands.

Another example that may contribute to the strategy are "watershed characterizations" completed for source protection plans under the *Clean Water Act, 2006*.

The Ministry is proposing that the core watershed-based resource management strategy could include the following components:

- guiding principles and objectives;
- characterization of the current state and management of the natural resources related to the mandatory programs and services, in specific watersheds (if appropriate) or at the authority's jurisdictional scale;
- scope of the strategy;
- details of existing technical studies, monitoring frameworks, relevant provincial policy and direction;
- analysis and plan of potential actions for more effectively implementing the mandatory programs and services on an integrated basis; and
- annual reporting on the accomplishments, outcomes, impacts of the strategy.

The strategy would include provisions for review and periodic updating to support the design and implementation of the mandatory programs and services the strategy is intended to support.

The development of a core watershed-based resource management strategy requires consultation with and approval by the affected municipalities to ensure the strategy has regard for long range planning and development. In our experience the CA's do not always have a balanced approach to natural heritage protection and the economic growth required to sustain municipalities. If this is to be funded by a municipal levy consultation with the affected municipalities to obtain consensus on the approach must be a requirement.

Mandatory Programs and Services that would be incorporated in the strategy:

PROGRAM AND/OR ACTIVITY	CONSERVATION AUTHORITY (CA) ROLE	POTENTIAL FUNDING MECHANISMS
RELATED TO THE RISK OF NATURAL HAZARDS		
Provincial Flood Forecasting and Warning Program	Ministry of Natural Resources and Forestry (MNR) lead, CA delivers	MNR Grant, Municipal Levy
Flood and Erosion Control Infrastructure Operation	CA Lead	MNR Grant, Municipal Levy
Natural Hazard (floodplain) Mapping For Land Use Planning	Municipal lead, CA delivers	MNR Grant, Municipal Levy
S.28 Permitting	CA Lead	Municipal Levy, Permit Fees
Studies Supporting Natural Hazard Program	CA lead	MNR Grant, Municipal Levy
RELATED TO THE CONSERVATION/MANAGEMENT OF AUTHORITY OWNED LANDS		
Land Acquisition Strategy or Policy	CA lead	Municipal Levy, Self-generated revenue
Land Management for the Protection of Natural Heritage	CA Lead	Municipal Levy, Self-generated revenue
"OTHER" MANDATORY PROGRAMS AND SERVICES		
Water Quantity and Quality Monitoring	Ministry of the Environment, Conservation and Parks lead, CAs monitoring/data	Municipal Levy

Self-generated revenue needs to be controlled with regard for the ability of the individual CA's to implement Board approved policies requiring payments by landowners for approvals. Our municipality is currently reviewing a draft policy for ecological offsetting from the NVCA that proposed to take these payments from the development industry to operate the Authority which appears contrary to the no net loss ecological principle being promoted for the justification of the policy.

Potential Non-Mandatory Extension of the Strategy's Scope

The ministry further recognizes that there is significant variation in the circumstances of individual conservation authorities and the programs and services they offer. Depending on the circumstances of a conservation authority, such a resource management strategy could be extended to cover a broader range of natural resource areas than the core mandate of mandatory programs and services set out in this Guide.

Additional non-mandatory resource management components could be included in the strategy and be based in a similar process of resource assessment, technical studies and/or monitoring including using existing information (for example in municipal plans or leveraged from the natural hazard or other mandatory programs), and thus expand the benefit of the strategy's integrated perspective.

As noted above, if municipal funding is required to finance (in whole or in part) the development of such additional components, such as non-mandatory resource management components there are two mechanisms: if the non-mandatory program is one being delivered by the authority on behalf of a participating municipality through a MOU, the MOU could be amended accordingly. Similarly, where the component of the strategy is to support a non-mandatory program or service the authority has determined is advisable to further the purposes of the Act, the authority's agreement with participating municipalities can ensure the necessary funding for the strategy to play that role.

Funding from others (such as other provincial grant programs, federal government programs, foundations or funding from conservation organizations etc.) could also support the development of non-mandatory resource management monitoring/studies to add into an authority's watershed-based resource management strategy.

Funding partners may want to consider whether as part of paying for a non-mandatory program and service the authority would need to include it in the strategy, so as to provide the integrated perspective to the design and implementation of that non-mandatory program or service.

Non-Mandatory Programs and Services on Behalf of a Municipality

PROGRAM AND/OR ACTIVITIES	CONSERVATION AUTHORITY ROLE	POTENTIAL FUNDING MECHANISMS
RELATED TO PRIVATE LAND STEWARDSHIP EXTENSION SERVICES		
Restoration and Stewardship (Urban, Rural, Agriculture)	CA lead/delivery	Municipal Agreement/MOU Other, (OMAFRA Grants)
Tree Planting and Forest Management	CA lead/delivery	Agreement/ MOU
Wetland Enhancement and Restoration	CA lead/delivery	Agreement/ MOU
Invasive Species Management	CA lead/delivery	Agreement/ MOU, Other
ON BEHALF OF A MUNICIPALITY RELATED TO PLANNING, LAND USE		
Sub-watershed planning	Municipal lead, CA delivery	Municipal MOU

Stormwater Management	Municipal lead, CA delivery	Municipal MOU
Development Services (to municipalities)	Municipal lead, CA delivery	Municipal MOU
Natural Heritage Mapping	Municipal lead, CA delivery	Municipal MOU
Emergency Management Services (EMS) Mapping	Municipal lead, CA delivery	Municipal MOU

Non-Mandatory Programs and Services an Authority Determines Are Advisable

PROGRAM AND/OR ACTIVITIES	CONSERVATION AUTHORITY ROLE	POTENTIAL FUNDING MECHANISMS
AS AN AUTHORITY DETERMINES IS ADVISABLE		
Non-Mandatory Research	CA Lead	Municipal Agreement, Other
Development Services to Landowners and Others	CA Lead	Municipal Agreement, Fees
Ecological Monitoring Outside of Conservation Authority Owned Land	CA Lead	Municipal Agreement, Other
"May do" Roles Under other Provincial Acts (e.g. commenting roles)	CA input Other Ministry mandates	Municipal Agreement, Other – Grants
ON CONSERVATION AUTHORITY OWNED LAND		
Purchase of Land for a CA	CA Lead	Municipal Agreement, Self-generated revenue, Other
Resource Development on CA Owned land (Forest Management, Hydro Generation)	CA Lead	CA Self-generated revenue, Other (Managed Forest Tax Incentive Program)
Land Management on CA Owned Land for Recreation Purposes	CA Lead	CA Self-generated revenue, Other
Land management on CA Owned Land for Education, Training and Cultural Purposes.	CA Lead	CA Self-generated revenue, Other

2. Provincial Water Quality and Quantity Monitoring, including:

- a. Provincial stream monitoring program
- b. Provincial groundwater monitoring program

At this time, the ministry is proposing mandatory programs and services for conservation authorities related to water quality and groundwater quantity monitoring to be prescribed in this category with the possibility of additional programs and services prescribed later within the timeframe enabled by the *Conservation Authorities Act*.

The ministry is responsible for long term monitoring of water quality of both groundwater and surface water and groundwater levels across the province to understand the state of the environment, to track changes over time, and to have the information available to support work to investigate environmental issues as they arise. The data obtained and analyzed provides scientific support for policy creation and amendment and for environmental assessments and permissions (Environmental Compliance Approvals

and Permits to Take Water).

All 36 conservation authorities currently participate in the ministry's programs related to monitoring water quality and groundwater quantity on a voluntary basis: with the Provincial Water Quality Monitoring Network (stream water quality) for over 50 years and in the Provincial Groundwater Monitoring Network (groundwater levels and chemistry) for over 20 years.

The ministry manages the water monitoring programs by providing technical leadership, coordination, guidance, data administration, laboratory analysis, instrumentation and training to support the conservation authority role in this work. Conservation authorities install and maintain equipment, collect samples/data, and send samples to the ministry laboratory for chemical analysis.

Mandatory Programs and Services for Provincial Water Quality and Quantity Monitoring for conservation authorities include:

a) Provincial stream monitoring program

- Collection of stream water samples and submission to the ministry for water chemistry analysis.
- Collection of in-situ water quality data using equipment provided by the ministry including deploying and calibrating equipment, liaising with the ministry on equipment maintenance and repair, and providing the ministry with the data collected.
- Collection of additional water samples in areas that participate in the current pesticide monitoring program or may participate in a future parameter specific initiative.
- Participation in annual program meetings, regional meetings and training sessions as required.

b) Provincial groundwater monitoring program

- Groundwater level, precipitation, barometric pressure and soil moisture data downloaded and provided to the ministry.
- Collection of groundwater samples and submission to the ministry for water chemistry analysis according to program protocols.
- Maintenance and participation in the repair of program wells and associated equipment.
- Confirmation that Landowner Agreements between conservation authorities and private landowners are in place for program wells that are on private lands.
- Maintenance of groundwater collection sites.
- Participation in program committee meetings, regional meetings and training sessions as required.
- Participation in the Protocol-for-Actions (Exceedance Protocol) when a program well reports an exceedance of an Ontario Drinking Water Quality Standard.
- Participation in the decommissioning or construction of monitoring wells that are part of the program.

The continued use of CA's for groundwater and stream monitoring is a positive action, however we need to keep any permitting and associated approvals with MECP. Currently there is a duplication on storm water approvals with MECP, municipalities and the CA's that is causing costly delays and unduly complicating the approval process.

CONSERVATION AUTHORITY COSTS NOT RELATED TO DELIVERY OF PROGRAMS AND SERVICES

The above sections of this Guide set out proposed detail regarding what the mandatory programs and services would be for conservation authorities to provide. Municipal levies may be required to fund the implementation of these mandatory programs and services.

However, in order to successfully deliver these mandatory programs and services, there are ongoing expenses that enable the conservation authority to function effectively as an organization in delivering public programs and services and ensuring they can best meet the needs of their local communities.

These on-going organizational costs include administrative, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority.

- These expenses could include: staffing and expenses for the authority members (governance costs), general management, clerical, financial (e.g., accounting, payroll), general asset management planning, IT staff, senior management costs, legal costs (termed 'back office functions'), office equipment and supplies including IT, vehicles and machinery, workshop space, main office occupancy costs (e.g., heating, utilities, potentially rent), depreciation on owned buildings and equipment, main office maintenance, repair as well as insurance and property taxes.

The government is proposing to address these on-going organizational costs of conservation authorities that are not directly related to the delivery of any specific program or service through the un-proclaimed provision in the *Conservation Authorities Act* that enables an authority to establish a fixed minimal amount as the portion of the conservation authority's operating expenses that a participating municipality is required to pay each year. Such an amount would need to be carefully determined, so as to balance the needs of the conservation authority while respecting taxpayer dollars. This proposal will be consulted on in phase 2 of the ministry's regulatory development along with a proposed levy regulation.

If a municipality through the MOU process does not use the CA for the specific programs or services, how will this be factored into the determination of the fixed minimal amount.

2. NON-MANDATORY CONSERVATION AUTHORITY PROGRAMS AND SERVICES

Introduction:

We understand that non-mandatory programs and services many conservation authorities provide, such as for recreation or education, are valuable and important to local communities.

Un-proclaimed amendments to the *Conservation Authorities Act* in 2019 would, once proclaimed, require conservation authorities to have mutually agreed upon Memorandums of Understanding (MOUs) or other such agreements (service contracts) with their participating municipalities for the funding of non-mandatory programs and services to be delivered on behalf of a municipality at municipal request through a municipal levy. An example of a non-mandatory program and service that a municipality may request a conservation authority to provide on the municipality's behalf and that would require a MOU would be conservation authority input on municipal land use planning matters outside of natural hazard policies; such as natural heritage policies.

An MOU relating to CA input on planning matters should be able to include a specified time period for them to respond and define the policy matters they are to address to avoid duplication with other approval authorities.

Additionally, for the non-mandatory programs and services that the conservation authority determines are advisable to implement in its jurisdiction with funding by municipal levy, the conservation authority would be required to have agreements with each of the participating municipalities for the municipal funding. Municipalities would decide whether or not to fund these programs and services by entering into time limited agreements with the conservation authority. This would provide municipalities greater control and choice and increase transparency in the use of municipal taxpayer funds to pay for conservation authority-initiated programs and services.

Municipalities should be able to terminate an agreement with 30 days notice.

It is proposed that conservation authorities could continue to provide non-mandatory programs and services without any municipal agreement if the programs and services are funded by revenue that is not from a municipal levy. For example, this could include authority self-generated revenue such as from resource development, conservation area access fees, through contracts with others (government, environmental organizations, etc.) or through government grants.

Requiring fees for development approval beyond the review fees should not be permitted for self-generated revenue.

The proposed changes would not limit the Province from continuing to fund

conservation authorities for non-mandatory programs and services (e.g. area-specific initiatives) or assigning conservation authorities with additional non-mandatory programs and services in the future, subject to funding and compliance with the *Conservation Authorities Act*.

The ministry is proposing to proclaim sections 21.1.1, 21.1.2 and 21.1.4 of the *Conservation Authorities Act* and develop one Minister's regulation ("Municipal Agreements and Transition Period" Regulation) that would establish standards and requirements for entering into agreements for municipal funding of conservation authority initiated non-mandatory programs and services.

A. REGULATION FOR MUNICIPAL AGREEMENTS AND TRANSITION PERIOD

Regulatory authority for agreements for municipal funding of non-mandatory programs and services and the regulatory authority for a transition period/plan to develop the agreements is proposed to be combined into one Minister's regulation - Regulation for Municipal Agreements and Transition Period.

Municipal Agreements

The un-proclaimed amendments to the *Conservation Authorities Act* provide requirements for the agreements between conservation authorities and participating municipalities for the use of municipal levies to finance in whole or in part the non-mandatory programs and services that the authority has determined are advisable to further the purposes of the Act.

The proposed Agreements and Transition Period regulation could require that the agreements do the following:

- Include a provision that the participating municipality agrees to pay its apportioned levy (determined under sections 25 or 27 of the Act in accordance with the regulations) for the non-mandatory program or service.
- Set out the termination date of the agreement.
 - Certain time periods may also be specified for the purposes of reviewing and renewing any such agreements that are reached, such as review by the parties to the agreement at intervals to align with municipal elections and subsequent conservation authority appointments with some consideration to the authority and municipal budget cycles (e.g., 6 months after municipal election).
- Include provisions governing early termination and governing notice and resolution of breaches of the agreement.
- Include transparency provisions (e.g., that agreements are available to the public online).

The ministry is proposing that agreement arrangements between conservation authorities and municipalities could be flexible according to program or service circumstances (i.e. an agreement for a program or service could be with one or more

participating municipalities or could be separate agreements per participating municipality including all the conservation authority-determined programs or services that a municipality may agree to fund, etc.). The flexibility is intended to support efficiency, expedite the agreement(s) and be cost effective in any potential legal or accounting fees.

To ensure municipal funds are effectively applied by the CA there should be a provision for municipalities to undertake an independent review of the program or service.

Transition Plans

The regulation would also govern the matters to be addressed in each authority's transition plan.

Un-proclaimed provisions in the *Conservation Authorities Act* would, once proclaimed, also establish a requirement for a transition plan for conservation authority/municipal agreements to be in place, with the ability to prescribe other additional matters in regulation.

The proposed regulation would require each conservation authority to develop and implement a transition plan that includes:

- A workplan and timeline outlining the steps the conservation authority plans to take to develop and enter into agreements with its participating municipalities.
- The preparation of an inventory of all of the authority's programs and services, with clear indication for each program and service which of the three categories it fits into (mandatory programs and services where municipal levy could be used without any agreement; non-mandatory programs and services at the request of a municipality with municipal funding through a MOU; non-mandatory programs and services an authority determines are advisable), and how they are funded (e.g., provincial, federal, municipal funding, municipal levy, and self generated revenue).
- The consultation process with participating municipalities on the inventory.
- A list of any new mandatory programs and services the authority will need to provide to meet the requirements of the mandatory program and services regulation.
- A list of non-mandatory programs and services for which the authority will seek municipal agreement to fund via municipal levies, including estimated amounts requested/required from the participating municipalities to do so.
- A list of non-mandatory programs and services that do not require municipal agreements (if the programs and services are funded by revenue that is not from a municipal levy).
- Steps taken and/or to be taken to enter into these agreements.

Conservation authorities would be required to submit copies of their transition plan to

the Minister of the Environment, Conservation and Parks for information purposes (not approval) by a date to be set out in the proposed regulation, and to its participating municipalities and to make the plans available to the public online (e.g. on a conservation authority's website).

Who is the approval body for the transition plan? How are conflicts between CA's and municipalities to be resolved prior to implementation of the transition plan.

Prescribed Date for Completing Municipal Agreements

Included in the proposed regulation would be a prescribed date after which a conservation authority can only use the municipal levy, in whole or in part, to fund non-mandatory programs and services that the authority determined were advisable for its jurisdiction with agreements in place with municipalities that agree to pay for these non-mandatory programs and services.

The Ministry of the Environment, Conservation and Parks is proposing January 1, 2023 as the prescribed date by which agreements must be in place for authorities to use or continue to use the levy powers under the *Conservation Authorities Act* for their participating municipalities to fund non-mandatory programs and services the authority determines are advisable. This prescribed date would bring the new proposed financial structure for conservation authorities into practice for the authority and municipal fiscal year of 2023.

Given the timelines and process required to achieve the funding transition, the government proposes to require that the mandatory conservation authority transition plans be completed by the end of 2021.

During the period of developing and finalizing the conservation authority/municipal agreements, the government is proposing that conservation authorities would be required to report quarterly to the government and public on the progress of obtaining these agreements. This approach would allow for clear determination on the status of progress in the transition to the new funding structure.

The schedule of timing of this process is proposed to be as follows:

1. By December 31, 2021:

- Inventory of programs and services to be completed, including identifying which of the authority's non-mandatory programs and services will require agreements with participating municipalities to continue financing (in whole or in part) through the municipal levy.
- Consultation with participating municipalities on the inventory undertaken to ensure they agree with the authority's classification of its programs and services.
- List of steps set out by the authority to be taken to enter into any agreements

with participating municipalities for funding of authority determined programs and services.

- These transition materials required to be provided to the Minister.
2. Through the course of the municipal and conservation authority fiscal year 2022:
 - Quarterly reports by conservation authorities on the status of progress made in attaining agreements with municipalities, provided to the Minister and made public.
 - The Province could develop a reporting template for the authorities to follow for consistency and clarity.
 3. By December 31, 2022:
 - All required conservation authority/municipal agreements would need to be in place, and the transition to the new funding model for conservation authorities and municipalities would be reflected in authority budgets for 2023.

What is the consultation process with municipalities on the new funding model?

Extensions to the Transition Period

The Ministry is proposing to authorize the granting of extensions to the prescribed date for completing municipal agreements where an authority, with the support of one or more participating municipality in the authority, submits a written request for the extension to the Ministry of the Environment, Conservation and Parks at least 90 days before the end date in the transition period regulation describing:

- The length of extension requested.
- The steps the conservation authority has taken to implement its transition plan and enter into agreements with municipalities.
- Rationale for providing an extension.

The regulation would set out broad circumstances when the Minister would be authorized to grant an extension in order to provide flexibility to authorities and municipalities in the transition to the new levy system.

PART TWO: GOVERNANCE AND OVERSIGHT OF CONSERVATION AUTHORITIES

1. REGULATION TO REQUIRE 'COMMUNITY' ADVISORY BOARDS

As public sector organizations established under the *Conservation Authorities Act*, conservation authorities are comprised of and governed by a membership of municipally appointed representatives, the collective membership being the authority. Authority

members decide on strategic direction and operations of their authority, including policy, programs, their staffing requirements and budgets. Most authority members are currently local elected officials appointed to ensure oversight and accountability for the authority and municipal interest in the authority budget and resource management. A recent amendment to the *Conservation Authorities Act* requires that at least 70% of the municipally appointed members be elected officials unless an exception is granted by the Minister, upon request of a participating municipality.

Under the *Conservation Authorities Act*, conservation authorities (the membership) can establish advisory boards as they consider necessary to provide advice to themselves. The composition of these advisory boards varies depending on their purpose; many are sector based (development, agriculture) and generally include conservation authority members, key stakeholders, subject matter experts, and members of the general public, and could include Indigenous members.

Un-proclaimed provisions in the *Conservation Authorities Act* enable a Lieutenant Governor in Council (LGIC) regulation governing the establishment of advisory boards, including the ability to require conservation authorities to establish one or more advisory boards and prescribing related requirements with respect to composition, functions, powers, duties, activities and procedures.

The government is proposing to proclaim this un-proclaimed provision of the *Conservation Authorities Act* related to advisory boards and to develop a proposed LGIC regulation to require conservation authorities to establish community advisory boards, that can include members of the public, to provide advice to the authority.

The government is also proposing to make a Minister's regulation to provide greater clarity that conservation authority by-laws are applicable to the community advisory boards. The by-laws could apply to any matter not addressed by the regulation, such as community advisory board meetings. The Minister's regulation would also clarify that the by-laws can speak to any other advisory boards an authority decides to establish.

In recognition of the variation in the circumstances of individual conservation authorities, the government is considering an approach to structure the conservation authority community advisory boards with minimal prescribed requirements applied to all the boards, while enabling local flexibility of some aspects of the community advisory board to reflect a conservation authority's circumstances and to accommodate a conservation authority's preferences for their use of the community advisory board. The government would defer other specific details related to the composition, activities, functions, duties, and procedures of the community advisory board to a Terms of Reference document, which would be developed and approved by each authority and reiterated in the authority's by-laws (as enabled by a proposed new regulation to provide greater clarity that conservation authority by-laws may speak to the community advisory boards as prescribed).

The Province needs to provide direction on composition, functions, powers, duties, activities and procedures so individual CA's cannot disregard or control

their input. Without this measure there is no assurance the CA's will enable advisory boards to provide positive community input to improve the services provided and ensure they reflect the sectors needs.

This Terms of Reference could be amended over time, to ensure the most relevant issues and solutions are considered by the community advisory board and that the membership of the board has the necessary skills to carry out those tasks.

The government intends to prescribe certain aspects in regulation related to the composition of the community advisory board, including:

- Requiring that members reside in the authority's jurisdiction
- Permitting membership from members of the public
- Setting a minimum number of members at 5
- Ensuring, where possible, members represent the geographic range of the authority's jurisdiction
- Ensuring that a variety of members are sought, including youth and indigenous representatives
- Enabling the appointment process of members by public notification and application
- Setting a minimum of one authority member (and an alternate) be appointed to the community advisory board and a maximum authority representation of 15%
- Requiring that administrative support to community advisory boards be provided by the conservation authorities

The government intends to prescribe the following aspects related to procedures of the community advisory board:

- Requiring that meeting procedures and relevant policies regarding community advisory board operation be outlined in the Terms of Reference, including quorum, chair, vice-chair and secretary and aligned with conservation authority procedures under *Conservation Authorities Act* s.19.1 administrative by-laws
- Requiring that meetings of the community advisory board be open to the public, with limited exceptions

The government intends to require that the Terms of Reference also outline specific functions and activities of the community advisory board scoped to the authority's needs, and at a minimum enable community advisory board members to:

- Provide advice and recommendations to the authority on the authority's strategic priorities and associated policies, programs and services
- Discuss opportunities to co-ordinate with other environmental initiatives in the authority's jurisdiction (e.g. municipal)
- Identify opportunities for community engagement
- Suggest potential community outreach opportunities
- Carry out any other functions as identified in the Terms of Reference.

The government intends to prescribe the following matters related to accountabilities of the community advisory board:

- Stipulating reporting mechanisms and accountability of the community advisory

- board to the authority
- Requiring that all meeting minutes, and the current Terms of Reference, be posted on the internet
- Ensuring consistent attendance, codes of conduct etc. (aligned with the s.19.1 conservation authority administrative by-law)
- Establishing processes for member removal

The government does not intend to prescribe some aspects of the community advisory boards, leaving certain decisions to the authority membership (to be included in the ToR authorities develop for their Community Advisory Boards where applicable) such as:

- Total number of community advisory board members
- Precise composition or balance of the membership (i.e. the balance of citizens to technical skill sets or rural to urban members, etc.)
- When meetings are to occur
- Additional activities or functions for the community advisory board as determined by the authority membership
- Communication protocol of the community advisory board with the authority
- Term/duration of advisory board appointments

Conservation authorities would continue to be able to have other advisory boards, should they wish.

PART THREE: OTHER REGULATORY MATTERS

1. SECTION 29 MINISTER'S REGULATION

Once the new section 29 of the *Conservation Authorities Act* is proclaimed, a Minister's regulation is proposed to consolidate the current individual authority section 29 'Conservation Areas' regulations regarding activities on lands owned by conservation authorities into one regulation.

The current individual authority regulations were principally based on a provincially approved template. The ministry is intending for the Minister's regulation to be broadly consistent with the policy principles and provincial content that has been used in the past. The current regulations will continue until such a time that the new Minister's regulation replaces them.

Current section 29 regulations manage activities on all authority owned land including the use by the public of the lands and services available; the prohibition of certain activities; setting fees for access and use of lands including recreational facilities; administrating permits for certain land uses; and protecting against property damage and for public safety.

The regulations set out prohibited activities (i.e. damaging property or vegetation,

excessive noise), and activities requiring permits (e.g., hunting, fund raising, public performance, public meetings, camping permits, day use permits, permits for all-terrain vehicles, off-road vehicles and snowmobiles), the locations for public access and use (e.g., swimming, boating, fires), time periods for public access, management of animals brought by the public, and motor vehicle use on conservation authority owned land.

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Tel: 416-326-4000
Fax: 416-326-4007

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Our Reference #: M-2021-9473

June 18, 2021

Dear Heads of Council, Municipal Chief Administrative Officers and Clerks:

I am pleased to be writing you today to provide an update on modernization initiatives and court recovery in Ontario's *Provincial Offence Act* (POA) courts.

Summonses

O. Reg. 475/21 was filed on June 16, 2021 to permit provincial offences officers to serve Part III summonses on individuals within the province by registered mail, courier, or email. It also permits service on a recipient's licensed lawyer or paralegal (if any), with advance consent.

Section 39 of the POA provides that these methods of service will also be available to any person serving a witness summons.

This change will permit new efficiencies going forward and will help minimize health risks associated with in-person contact during the pandemic. The regulation can be viewed [online](#).

Proclamation of POA Clerk Amendments

Bill 177, the *Stronger, Fairer Ontario Act (Budget Measures), 2017*, and Bill 229, *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*, introduced amendments to the POA aimed at modernizing and streamlining POA court processes.

Effective November 1, 2021, the following amendments will come into force:

- Clerks of the court will grant, but not deny, an extension of time to pay a fine. If the clerk is not satisfied that the application should be granted, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for an extension.
- Clerks of the court will review the POA ticket and, if the ticket is not defective as determined by regulation, enter a conviction and impose a set fine where a defendant has failed to respond to the ticket and is deemed not to dispute. The Attorney General has made a regulation prescribing the characteristics that make a certificate of offence defective. The regulation can be viewed [online](#).

These amendments will significantly assist municipalities in recovering from the disruption of court operations created by the pandemic by freeing up judicial time and allowing municipal court staff to more quickly address the backlog of cases.

.../2

Info #8
JUL 15 2021

More details about these amendments are described in the appendix.

Updated POA Forms

The *COVID-19 Economic Recovery Act, 2020*, also amended the POA to further enable the enhanced use of remote appearances in POA proceedings.

Effective November 1, 2021, updated POA forms, including Offence Notices, Certificates of Offence, Part I Summons, Notice of Trial and Early Resolution Meeting Notices, will come into effect to reflect the availability of remote appearance methods for POA proceedings. In addition, Offence Notices will also advise the defendant that a clerk may enter a conviction against them, and that the defendant may apply to a justice for a review of their conviction.

Updated POA forms are posted on the [Ontario Court Forms website](#).

POA Court Recovery

The Recovery Division and Court Services Division, acting on behalf of the Ministry of the Attorney General, continue to work closely with the Ontario Court of Justice (OCJ) on advancing virtual court appearances and the eventual resumption of in-person proceedings, when appropriate. The ministry continues to meet regularly with the OCJ, providing updates and guidance on POA recovery.

The collaborative partnership between justice partners and the ministry has been, and will continue to be, a fundamental principle of our success as we work together to build the most modern, efficient, and effective justice system attainable.

If you have any questions, or if you would like more information on these initiatives, please contact Ms. Wendy Chen, Manager of my ministry's POA Unit, by telephone at (437) 244-8733 or by email at JUS.G.MAG.POASupport@ontario.ca.

Thank you for your commitment to the administration of justice and supporting access to justice services for all Ontarians.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is written in a cursive, flowing style with a long horizontal stroke at the end of the name.

Doug Downey
Attorney General

Enclosure

c: Ms. Wendy Chen, Manager POA Unit, Court Services Division,
Ministry of the Attorney General

APPENDIX "A"

Proclamation of POA Clerk Amendments

Currently, a defendant who is issued a ticket and fails to exercise an option on the back of the ticket (i.e., plead guilty by paying the fine, request an early resolution meeting with a prosecutor, where available, plead guilty with submissions as to penalty, or request a trial) within 15 days of being served with the ticket is deemed not to dispute the charge. A judicial official then reviews the ticket, and if it is "complete and regular on its face", a conviction is entered and the set fine is imposed, which becomes due after 15 days. Should a defendant require more time to pay the fine, they may make an application to a justice for an extension of time to pay.

Beginning November 1, 2021, clerks of the court, rather than justices of the peace, will have new responsibilities:

Extension of Time to Pay Applications

- Clerks of the court will grant, but not deny, an extension of time to pay a fine. If the clerk is not satisfied that the application should be granted, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for an extension.
- To support this amendment, consequential amendments were made to provisions in both the *Municipal Act, 2001* and the *City of Toronto Act, 2006* that authorize the treasurer or an agent to give notice to a defendant of any part of a fine that remains unpaid for the contravention of a municipal business license by-law for the purposes of collecting the unpaid fine.

Deemed not to Dispute Proceedings

- Clerks of the court will review the POA ticket and, if the ticket is not defective as determined by regulation, enter a conviction and impose a set fine where a defendant has failed to respond to the ticket and is deemed not to dispute.
- The Attorney General has made a regulation prescribing the characteristics that make a certificate of offence defective. The regulation can be viewed [online](#).
- Should the clerk of the court enter a conviction, the amendments give the defendant 15 days after becoming aware of the conviction to make an application to a justice to strike out the conviction. A justice would be required to strike the conviction if the justice is satisfied that the charging document is defective under the regulation or otherwise not complete or regular on its face.

Denise Holmes

From: Jennifer Willoughby <jwilloughby@shelburne.ca>
Sent: Friday, June 25, 2021 9:06 AM
To: Rebecca Whelan; Carolina Khan; Denise Holmes; Fred Simpson; Jessica Kennedy; Karen Landry; Mark Early; mtownsend (mtownsend@townofgrandvalley.ca); Nicole Martin; Sue Stone
Cc: Michelle Dunne
Subject: Dufferin County Council Motion - Residential Schools

Good Morning

This might be a repeat email for some of you, I kept getting spam bounce backs when I tried to respond to the original email sent from Rebecca on June 11th.

The following resolution was passed at the June 14th Shelburne Council meeting:

Motion #12

Moved By Councillor Fegan

Seconded By Councillor Hall

THAT the Council of the Town of Shelburne supports the resolution from the County of Dufferin regarding Residential Schools;

AND THAT a copy of this resolution be forwarded to:

- Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau
- Office of Cardinal Thomas Christopher Collins, Archdiocese of Toronto
- Dufferin Caledon MP Kyle Seeback
- Dufferin Caledon MPP Sylvia Jones
- All Dufferin County municipalities

CARRIED, W. Mills

Thank You

Jennifer Willoughby, Director of Legislative Services/Clerk
Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | jwilloughby@shelburne.ca
Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7
www.shelburne.ca

The Town of Shelburne is proactively taking measures to limit the spread of COVID-19. Staff continue to work however there is no public access to Town Hall until further notice. While every effort will be made to support pick up scheduling Monday to Friday, appointments for 'curbside pick-up' will generally be scheduled on Tuesdays and Thursdays for such services as recycling and compost bins. We are encouraging everyone to take advantage of the digital processes. The best way to reach staff is by email. You can pay your bills online by visiting our webpage [Paying My Bills](#).

Thanks and stay healthy!



June 28, 2021

Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Right Honourable Justin Trudeau:

On June 22, 2021, Council for the Town of Mono passed the following resolution that endorses the County of Dufferin's call to action regarding Canada's Indigenous people's and our history with respect to Residential Schools.

Resolution #9-14-2021

Moved by John Creelman, Seconded by Sharon Martin

THAT Council for the Town of Mono supports and endorses the County of Dufferin's resolution pertaining to Residential Schools;

AND THAT this resolution be forwarded to the Prime Minister of Canada, Rt Hon. Justin Trudeau; Cardinal Thomas Christopher Collins, Archdiocese of Toronto; Dufferin-Caledon MP Kyle Seeback; Dufferin-Caledon MPP Sylvia Jones; and Dufferin County municipalities

"Carried"

A copy of the County of Dufferin's resolution is attached.

Respectfully,

Fred Simpson

Digitally signed by Fred Simpson
Location: Town of Mono
Date: 2021-06-28 14:06-04:00

Fred Simpson
Clerk

cc: Cardinal Thomas Christopher Collins, Archdiocese of Toronto
Hon. Kyle Seeback, MP Dufferin-Caledon
Hon. Sylvia Jones, Solicitor General & MPP Dufferin-Caledon
All Dufferin Municipalities

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347209 Mono Centre Road
Mono, ON L9W 6S3

Info #10
111 15 2021

From: Rebecca Whelan <rwhelan@dufferincounty.ca>
Sent: June 11, 2021 02:49 PM
To: Carolina Khan; Denise Holmes; Fred Simpson; Jennifer Willoughby; Jessica Kennedy; Karen Landry; Mark Early; mtownsend (mtownsend@townofgrandvalley.ca); Nicole Martin; Sue Stone; kyle.seeback@parl.gc.ca; sylvia.jones@pc.ola.org
Cc: Michelle Dunne
Subject: Dufferin County Council Motion - Residential Schools

Good afternoon,

At the regular meeting of the County of Dufferin Council held on June 10, 2021 Council unanimously adopted the following motion:

WHEREAS a responsible Canada includes indigenous peoples from all across the nation, and whereas Canada's indigenous peoples are entitled to the same rights and freedoms as guaranteed all under the charter of rights and freedoms;

AND WHEREAS "genocide" is defined as "the deliberate harm or killing of a large number of people from a particular nation or ethnic group with the aim of destroying that nation or group";

AND WHEREAS residential schools existed for more than a century in Canada, the aim of which was to assimilate indigenous peoples into society and to destroy their indigenous identity;

AND WHEREAS the residential school system perpetrated a genocide on indigenous children the fullness of which is only now becoming evident;

AND WHEREAS the government of Canada and many of its churches were complicit in this national tragedy both by their actions and by their silence;

AND WHEREAS many churches excepting the Roman Catholic Church have already apologized for their role in the residential schools system;

NOW THEREFORE be it resolved that the County of Dufferin demand that the Government of

Canada in conjunction with Canada's indigenous people determine a plan to investigate all residential school sites as needed to find any of the lost or missing children;

AND THAT in the spirit of reconciliation the Roman Catholic Church be petitioned and/or legally compelled to provide the truth about actions taken as part of the residential school system;

AND THAT the Government of Canada demand in the strongest possible terms the release of all church documents in Canada and at the Vatican that pertain to actions taken at residential schools in Canada, and that Pope Francis, leader of the Roman Catholic Church offer an apology to the indigenous peoples of Canada for their actions;

AND FURTHER THAT the Government of Canada take all necessary steps to provide for equitable access for Canada's indigenous peoples to clean water, safe housing, health care, education and safety and security;

AND THAT this resolution be forwarded to the following:

- **Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau**
- **Office of Cardinal Thomas Christopher Collins, Archdiocese of Toronto**
- **Dufferin Caledon MP Kyle Seeback**
- **Dufferin Caledon MPP Sylvia Jones**
- **All Dufferin County municipalities**

-Carried-

Rebecca Whelan, CRM | Deputy Clerk | Corporate Services | County of Dufferin | Phone: 519-941-2816 Ext. 2505 | rwhelan@dufferincounty.ca | 30 Centre Street, Orangeville, ON L9W 2X1



ZONING BY-LAW AMENDMENT NOTICE OF PASSING

CLEARVIEW

The Decision:

In consideration of all written and oral submissions made relating to the subject Zoning By-law Amendment, the Township of Clearview Council has made a decision regarding an application to amend Comprehensive Zoning By-law 06-54. The amendment has been considered under the requirements of the *Planning Act RSO 1990 c.P.13* and applicable regulations. The purpose of this notice is to make you aware of Council's decision on the matter.

Date of Passing: Monday May 31, 2021

By-law No.: 21-26

Last Date of Appeal: Wednesday July 21, 2021

The Proposal:

Project No.: 2021-014-ZB

Amendment to the Zoning By-law 06-54

The Zoning By-law is a statutory document that sets out the specific permitted land uses and development standards that apply to properties in the Township of Clearview.

The amendment clarifies the existing provisions within Section 2.33 "Uses Prohibited in All Zones" that shipping and moving containers are not permitted to be used for vending purposes in order to be consistent with the Vending By-law 14-42.

The By-law Amendment

Section 2.36 (e) and (f) "General Provisions, Uses Prohibited in all Zones" be deleted in their entirety and replaced with the following and that the remaining section be renumbered accordingly:

- e) The use of any structure, vehicle, shipping container, moving container, or street or rail car for storage or human habitation.
- f) The use of any accessory building for human habitation, except where specifically permitted.
- g) The use of any shipping container, street or rail car.
- h) The use of any portable structure or vehicle for vending of merchandise or food except in accordance with By-law 14-42 or its successors.

Section 4.0 "Definitions" be amended by deleting the definition "Cargo Container" in its entirety.

The subject application concerns all lands within the Township of Clearview.

There are no associated planning applications.

Info # 11
JUL 15 2021



CLEARVIEW

ZONING BY-LAW AMENDMENT NOTICE OF PASSING

Your Rights to Appeal:

A notice of appeal must:

- i. be filed with the clerk of the municipality,
- ii. set out the reasons for the appeal, and
- iii. be accompanied by the fee required by the Local Planning Appeal Tribunal.

Only individuals, corporations and public bodies may appeal a by-law to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

For more information on making an appeal, please visit: <http://elto.gov.on.ca>.

For More Information:

There are several ways to find more information about this application.

Visit our website:

www.clearview.ca

Contact the Planner assigned to this file:

Mara Burton, Director Community Services

mburton@clearview.ca

705-428-6230 ext. 264

Visit or write to the Community Services Department at the Township of Clearview Administration Centre:

Box 200, 217 Gideon St., Stayner ON L0M 1S0

Monday to Friday 8:30 AM to 4:30 PM

If you have specific accessibility needs and would like another format or other accommodations the Township of Clearview will work to meet your needs. Please contact Human Resources at 705-428-6230 ext. 255.

Notice dated: 1 July 2021

By-law Number 21-26

The Corporation of the Township of Clearview

Being a By-law to amend the Comprehensive Zoning By-law 06-54 that regulates the use of land and the character, location and use of buildings and structures on lands within the Township of Clearview

(Zoning By-law Amendment – Shipping Containers)

Whereas pursuant to Section 34 of the Planning Act R.S.O., 1990, c.P.13, as amended, the Council of the Township of Clearview has passed By-law 06-54 being the comprehensive Zoning By-law for the Township of Clearview;

And Whereas pursuant to Section 34(17) of the Planning Act, R.S.O., 1990, c. P.13, as amended, Council determines that no further notice is required in respect of the proposed By-law;

And Whereas the amendment is in conformity with the Township of Clearview Official Plan;

And Whereas the Council of the Corporation of the Township of Clearview, wishes to amend By-law 06-54;

Now Therefore Council of the Corporation of the Township of Clearview hereby enacts as follows:

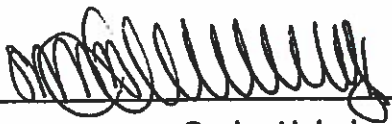
1. That Section 2.35(e) and (f) "General Provisions, Uses Prohibited in all Zones" be deleted in their entirety and replaced with the following and that the remaining section be renumbered accordingly:
 - "e) The use of any structure, vehicle, shipping container, moving container, or street or rail car for storage or human habitation.
 - f) The use of any accessory building for human habitation, except where specifically permitted.
 - g) The use of any shipping container, street or rail car.
 - h) The use of any portable structure or vehicle for vending of merchandise or food except in accordance with By-law 14-42 or its successors."
2. That Section 4.0 "Definitions" be amended by deleting the definition "Cargo Container" in its entirety.

3. That all other provisions of By-law 06-54, as amended, which are not inconsistent with the provisions of this By-law, shall continue to apply when the By-law comes into effect.
4. This By-law shall come into force and take effect in accordance with the provisions of the Planning Act R.S.O, 1990 c.P.13, as amended.

By-law Number 21-26 read a first, second and third time and finally passed this 14th day of June, 2021.



Doug Measures, Mayor



Sasha Helmka, Clerk

Denise Holmes

From: Jennifer Willoughby <jwilloughby@shelburne.ca>
Sent: Tuesday, June 29, 2021 3:34 PM
To: Kyle.Seeback@parl.gc.ca; sylvia.jones@ontario.ca; Rebecca Whelan; suestone@eastgarafraxa.ca; Meghan Townsend; Nicole Martin; Denise Holmes; 'Karen Landry'; tatkinson@mulmur.ca; Fred Simpson; premier@ontario.ca
Subject: Town of Shelburne Resolution - Truth and Reconciliation Commission of Canada

Good Afternoon

On June 28, 2021, Council for the Town of Shelburne passed the following resolution regarding the final report of the Truth and Reconciliation report released in December 2015:

Motion #9

Moved By Councillor Kyle Fegan

Seconded By Councillor Walter Benotto

Whereas, In December 2015, The Truth and Reconciliation Commission released its final report including 94 calls to action directed to governments at each level to further reconciliation between Canadians and Indigenous peoples;

And Whereas, In light of the unmarked graves being discovered on the properties of the Kamloops and Saskatchewan Residential Schools; we must move our Country and our Governments beyond words of condolences and toward actions that advance truth and reconciliation. We must recommit to advancing the calls for action from the Truth and Reconciliation Commission of Canada, these actions must be far reaching and must work to advance access to housing, clean water, prosperity and justice for all indigenous people, in partnership with Indigenous communities;

Now therefore be it resolved, That Council refers the nine calls to action that were directed at municipal governments to the Diversity, Equity and Inclusion Committee for further consideration and asks that the Committee report back to Council with recommendations for implementation of those calls to action which are locally applicable;

And that, The Town of Shelburne, in a unified stance with our indigenous neighbours, do hereby call on the federal and provincial governments to honour the calls to action directed at those levels of government;

And that, this resolution be forwarded to the following:

- Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau
- Office of the Premier of Ontario, Hon. Doug Ford
- Dufferin Caledon MP Kyle Seeback
- Dufferin Caledon MPP Sylvia Jones
- All Dufferin County municipalities

CARRIED, Mayor Wade Mills

Thank You

Jennifer Willoughby, Director of Legislative Services/Clerk
Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | jwilloughby@shelburne.ca
Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7
www.shelburne.ca

The Town of Shelburne is proactively taking measures to limit the spread of COVID-19. Staff continue to work however there is no public access to Town Hall until further notice. While every effort will be made to support pick up scheduling Monday to Friday, appointments for 'curbside pick-up' will generally be scheduled on Tuesdays and Thursdays for such services as recycling and compost bins. We are encouraging everyone to take advantage of the digital processes. The best way to reach staff is by email. You can pay your bills online by visiting our webpage [Paying My Bills](#).

Thanks and stay healthy!

From the County of Dufferin:

Good afternoon,

At the regular meeting of the County of Dufferin Council held on June 10, 2021 Council unanimously adopted the following motion:

WHEREAS a responsible Canada includes indigenous peoples from all across the nation, and

whereas Canada's indigenous peoples are entitled to the same rights and freedoms as guaranteed all under the charter of rights and freedoms;

AND WHEREAS "genocide" is defined as "the deliberate harm or killing of a large number of people from a particular nation or ethnic group with the aim of destroying that nation or group";

AND WHEREAS residential schools existed for more than a century in Canada, the aim of which was to assimilate indigenous peoples into society and to destroy their indigenous identity;

AND WHEREAS the residential school system perpetrated a genocide on indigenous children the fullness of which is only now becoming evident;

AND WHEREAS the government of Canada and many of its churches were complicit in this national tragedy both by their actions and by their silence;

AND WHEREAS many churches excepting the Roman Catholic Church have already apologized for their role in the residential schools system;

NOW THEREFORE be it resolved that the County of Dufferin demand that the Government of Canada in conjunction with Canada's indigenous people determine a plan to investigate all residential school sites as needed to find any of the lost or missing children;

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Canada, and that Pope Francis, leader of the Roman Catholic Church offer an apology to the indigenous peoples of Canada for their actions;

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- Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau
- Office of Cardinal Thomas Christopher Collins, Archdiocese of Toronto
- Dufferin Caledon MP Kyle Seeback
- Dufferin Caledon MPP Sylvia Jones
- All Dufferin County municipalities

-Carried-

Denise Holmes

From: Mark Early <mark.early@townofmono.com>
Sent: Friday, June 25, 2021 8:03 AM
To: Jennifer Willoughby; Michelle Dunne; Tracey Atkinson; Denise Holmes; Karen Landry; Nicole Martin; Susan M. Stone (sstone@eastgarafraxa.ca); Meghan Townsend
Cc: Fred Simpson
Subject: Comments to MECP - CA Regulations ERO 019-2986
Attachments: ca.regs.mcp_001.pdf

Good Morning All,

Please see the attached correspondence submitted to MECP regarding the Proposed Regulations under the Conservation Authorities Act.

Mark Early
Chief Administrative Officer
Town of Mono
519.941.3599, 226



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify mark.early@townofmono.com.



June 25th, 2021

Liz Mikel
Ministry of Conservation and Parks
Conservation and Source Protection Branch
40 St Clair Ave W
14th Floor
Toronto, ON
M4V

**RE: ERO 019-2986
Regulatory Proposals (Phase I) under the Conservation Authorities Act**

Dear Ms. Mikel:

Thank you for the opportunity to review and comment on the above noted Environmental Registry of Ontario posting. The following comments are provided by Town of Mono staff as input to the Ministry to consider regarding Consultation on the Phase I Regulatory Proposals under the *Conservation Authority Act*. Our comments are set out below.

MOU's for Non-Mandatory Services

The Town of Mono is located at the headwaters of 4 major rivers, the Credit, the Nottawasaga, the Humber and the Grand. The Town is regulated by 3 Conservation Authorities. The coordination of the implementation of the regulatory proposals, and the need for MOU's for non-mandatory services will present a significant challenge for our municipality under these circumstances. The philosophical difference of municipalities, combined with varied technical sophistication within the 3 CA's will require our municipality to negotiate 3 separate MOU's for non-mandatory services.

As indicated above, the Town is located at the headwaters of 4 major rivers. What we and our CA's do locally to enhance water quality, such as tree planting, natural heritage planning and stream restoration, may become an afterthought for funding by the benefitting communities downstream. A comprehensive and integrated systems approach to the preparation of watershed resource management strategies is valuable in helping to ensure that inter-related systems within a watershed are not overlooked. If the intention is to provide a broad strategic watershed planning perspective, the requirements should not overlook other critical management program areas such as natural heritage system planning, restoration and management. The legislation does not consider that some non-mandatory services are provided locally for the benefit of the entire watershed. These should be re-evaluated and classified as mandatory services.

Downloading of Costs to Municipalities

With the Town of Mono's limited staff, legal and financial resources, it will be a challenge to negotiate 3 MOUs. Our costs will be triple those of many (larger) municipalities that only work with one CA. The process steps and transition planning requirements in the regulation should provide flexibility and also avoid the unnecessary requirements for administrative reporting to the Ministry that add little value.

Since its introduction by the Harris regime, the province has funded the Source Water Protection Program in its entirety (100%). The fact that it is now deemed a mandatory activity will require funding from municipal sources. We urge the province to provide long-term sustainable funding to either the CAs and/or municipalities to continue to support this important provincial water quality program.

In addition, the ongoing erosion of current provincial financial support for CA natural hazard programs continues with no inflation indexed transfer payments or increases to capital funds for dam and erosion control infrastructure. Municipalities are continuing to pay a greater share of the costs for these CA programs. For instance, in 2021, the province only provided 2% of the NVCA's budget, the municipalities provided 50%. We urge the province to make a renewed commitment to environmental protection of our communities from floods, poor water quality and drought.

Recreation and Trails

We are a rural municipality with breathtaking natural amenities such as the Hockley Valley, Mono Cliffs, the Nottawasaga Nature Reserve and the man-made Island Lake. Because of this, the Town has developed many partnerships with the CA's, neighbouring municipalities and other organizations such as the Bruce Trail to develop an integrated trail and parkland system. These trails and parklands, including conservation areas, are well-used and valued by ALL Ontarians. There are few revenue-generation opportunities for these resources. As a result of this legislation, we fear that some of these trails and parks will have to close, or that we will have to develop some type of fees for entry, or that we will have to use more municipal tax money to pay for them. These trails and parks are used extensively by people from the large urban areas to the south. The COVID pandemic has seen thousands of people from the GTA pour into Mono. Providing these recreation resources includes the need to provide safe parking, washrooms and basic signage and shelters for comfort and safety purposes.

Trails and Conservation areas, including the safety, comfort infrastructure, and educational programs should be classified as mandatory to ensure the long-time provision of these community amenities and resources for the use of ALL Ontarians.

Enforcement and Compliance

The Town of Mono is located within the GTA, albeit at the northern perimeter. As such we are driving distance from the growing communities in Peel Region, Halton Region and Toronto. The areas surrounding these communities, such as Mono, have become a dumping ground for excess fill from this development to the south. We have been faced with significant enforcement and compliance issues regarding illegal disposal of excess fill, and we have concerns with the ability of CA's to respond to this environmental issue. There is a disparity in regulatory powers which the Conservation Authorities have when compared to those that municipalities have with respect to regulating and managing fill within regulated areas.

The 2017 revisions to the CA Act included new and updated enforcement tools for non-compliance with the CA Act, including stop work orders and new fines. These provisions have yet to be proclaimed yet violations have been continuing at an alarming rate over the past few years. We urge the province to expedite the enactment of all Section 30 provisions, including Stop Work Orders to deal with enforcement matters such as excess fill projects and other development activity in highly sensitive and regulated areas such as wetlands, flood plains, and erosion hazards.

Implementation

Finally, the timing for implementation, January 2023, of these proposals represents a significant burden to municipalities such as ours, who will have 3 CA's to negotiate MOU's for non-mandatory services. We understand that the phase 1 and 2 regulations will not be released before fall, and we would suggest there is little hope of being able to implement in 2023. All Municipalities and CAs will need to revamp their budget formats, create different budget scenarios and negotiate agreements with each other for all non-mandatory programs and services. This is proposed to also be completed within an election year which from a municipal perspective has other unique challenges for valuable staff resources. Finally, internally within each our 3 CA's, Mono will have to review programs with all other municipal members (12 in CVC, 18 in NVCA, 6 in TRCA (3 Local + 3 Regional)) and ensure that all members are engaged, and hopefully universally supportive in the selection of programs and understanding of potential implications. There is little time for iterative reviews. We urge a re-thinking of the implementation timing, which in our opinion cannot be realistically met.

Thank you for the opportunity to provide comments on these regulatory proposals.

Regards,

TOWN OF MONO



Mark Early, MCIP, RPP, CMO
Chief Administrative Officer

Copies:

Town of Mono Council
Hon. Sylvia Jones, MPP Dufferin-Caledon
Hon. David Piccini, Minister of Environment, Conservation and Parks
Clerk, Dufferin County
Clerks, Dufferin Municipalities
Deborah Martin-Downs, CAO, Credit Valley Conservation
Doug Hevenor, CAO, Nottawasaga Valley Conservation Authority
John MacKenzie, CEO, Toronto and Region Conservation Authority



UPPER GRAND DISTRICT SCHOOL BOARD

Ruchika Angrish, MCIP, RPP
Manager of Planning

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2
Email: Ruchika.angrish@ugdsb.on.ca
Tel: 519-822-4420 ext. 820 or Toll Free: 1-800-321-4025

24 June 2021

PLN: 21-038

File Code: B01

Sent out by: email

To Whom it May Concern;

Re: 2021 Long Term Accommodation Plan (LTAP) Annual Review Report

We are writing to advise that on June 22, 2021, the Upper Grand District School Board Trustees approved the 2021 Long Term Accommodation Plan (LTAP) Annual Review Report.

This purpose of the Annual Review report is for staff to review updated data and any changes that affect school accommodation. It is necessary for staff to monitor the relevance of the Board's work plan priorities. The LTAP review report also provides the status of the 5-year work plan priorities identified for 2018-2023.

Please visit www.ugdsb.on.ca/ltap to download a copy of the report, which is listed under the "List of Documents" heading. We invite you to share this information with other members of your organization who may be interested in the Board's accommodation planning.

Sincerely,

Ruchika Angrish, MCIP, RPP

Manager of Planning

Upper Grand District School Board

Upper Grand District School Board

• Martha MacNeil; Chair
• Mark Bailey

• Barbara Lustgarten Evoy; Vice-Chair
• Jen Edwards

• Jolly Bedi
• Mike Foley

• Linda Busuttil
• Robin Ross

• Gail Campbell
• Lynn Topping

Info #14
JUL 15 2021



**NOTICE OF APPLICATION
PROPOSED OFFICIAL PLAN AMENDMENT**

FLATO DEVELOPMENTS INC. PHASE 1 (OPA#2)

West Shelburne Main Street and 4th Line, Town of Shelburne

(Planning Act, R.S.O 1990, c. P.13, as amended, s. 22(6.4), O. Reg. 543/06)

TAKE NOTICE that Dufferin County is in receipt of a complete application to amend Dufferin County's Official Plan for the lands generally located at West Shelburne Main Street and 4th Line in the Town of Shelburne, and as shown on the key map below.

PURPOSE AND EFFECT: To expand the Urban Settlement Area boundary of the Town of Shelburne as identified on Schedules B and B1 to the County's Official Plan. The purpose of the Urban Settlement Area boundary expansion is to facilitate a site-specific local municipal official plan amendment and zoning by-law amendment to permit a Draft Plan of Subdivision to provide the necessary permissions for a mixed use development including a seniors housing building with up to 93 purpose built rental units and a commercial plaza of approximately 1,875 sq.m. of gross floor area (NOTE: The Town of Shelburne has confirmed receipt of complete related applications to amend the Town of Shelburne Official Plan and Zoning By-law).

PUBLIC MEETING: The appropriateness of the requested Dufferin County Official Plan Amendment will be considered at a future meeting of the Community Development and Tourism Committee, under the authority delegated to it by Dufferin County Council. You will receive another notice inviting you to attend this public meeting.

NOTICE OF ADOPTION OR REFUSAL: If you wish to be notified of the decision of the Official Plan Amendment, you must make a written request to the Clerk's Department located at 30 Centre Street, Orangeville, ON L9W 2X1, or by email to clerk@dufferincounty.ca.

APPEAL: If a person or public body would otherwise have an ability to appeal the decision of the County to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County before a decision is issued, the person or public body is not entitled to appeal the decision. The person or public body may also not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed Dufferin County Official Plan Amendment is available for viewing on the Dufferin County website www.dufferincounty.ca or at the Dufferin County administrative office (30 Centre Street, Orangeville) on an appointment basis only, by calling the number below or email clerk@dufferincounty.ca.

For information relating to the associated local municipal official plan and zoning by-law amendment applications, please contact the Town of Shelburne Planning Department at (519) 925-2600 x 252

DATED at Orangeville this 7th day of July, 2021.

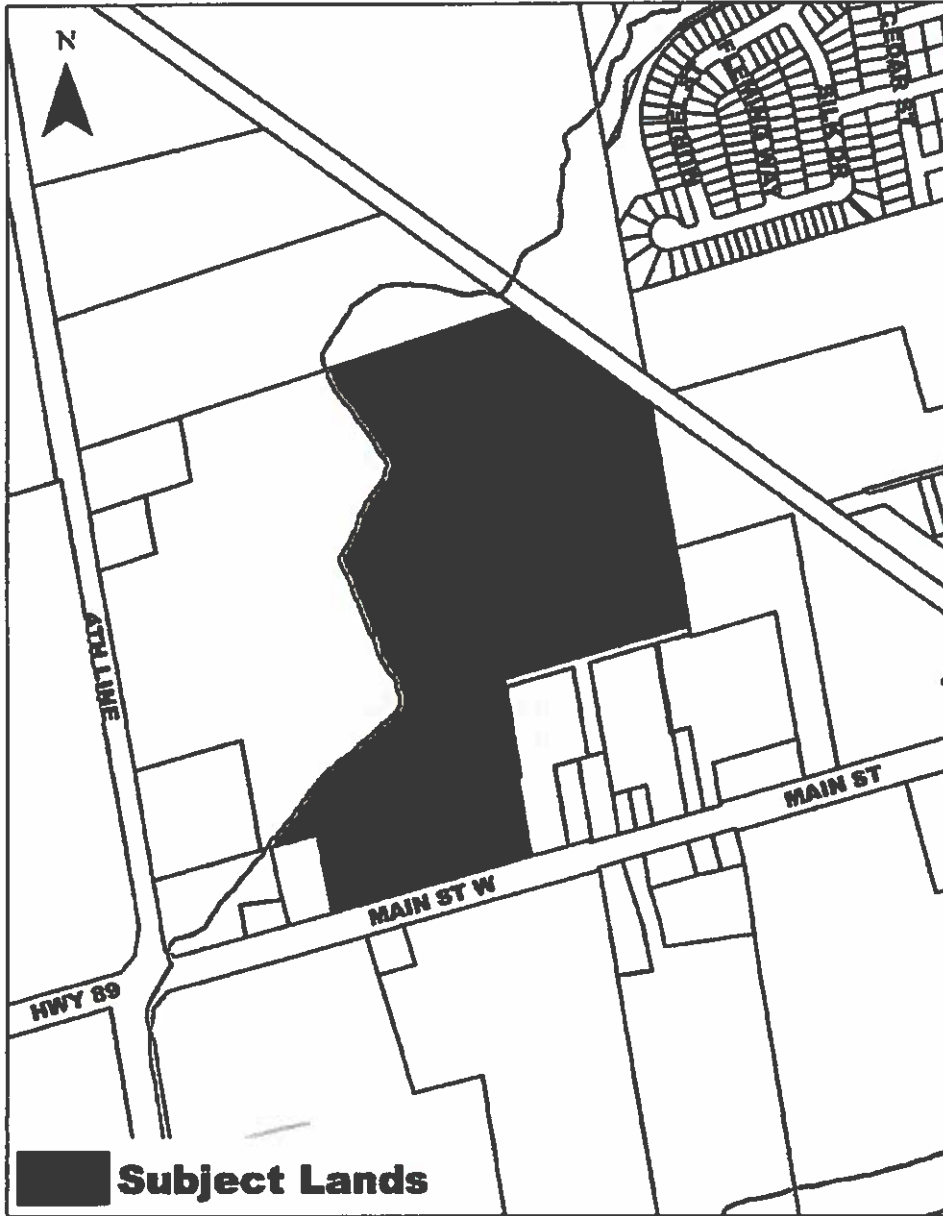
A handwritten signature in black ink, appearing to read 'Michelle Dunne'.

Michelle Dunne, County Clerk
Dufferin County
30 Centre Street, Orangeville, ON L9W 2X1
(519) 941-2816

¹ info #15
JUL 15 2021

**NOTICE OF APPLICATION
PROPOSED OFFICIAL PLAN AMENDMENT**

KEY MAP





**NOTICE OF PASSING OF BY-LAW 28-2021
BY COUNCIL OF THE TOWN OF SHELburne
UNDER SECTION 34 OF THE PLANNING ACT**

TAKE NOTICE that the Council of the Corporation of the Town of Shelburne passed By-Law 28-2021 on June 14th, 2021, under Section 34 of the Planning Act, R.S.O., 1990, C.P. 13, as amended.

The purpose and effect of By-law 28-2021 (File No. Z21/02) is to amend Zoning By-law 38-2007 by changing the zoning of the property described legally as All of Lot 8, Part of Lot 7, Block 10, Plan 6A, and known as 242 Main Street E, in the Town of Shelburne, County of Dufferin, from Mixed Use Commercial (C2) Zone to site-specific Mixed Use Commercial Exception Seven (C2-7). The re-zoning of the land to C2-7 applies appropriate zone standards to recognize the proposed detached garage with a second dwelling (1 unit).

No written or oral submissions were received by the Town from members of the public prior to the decision of Council.

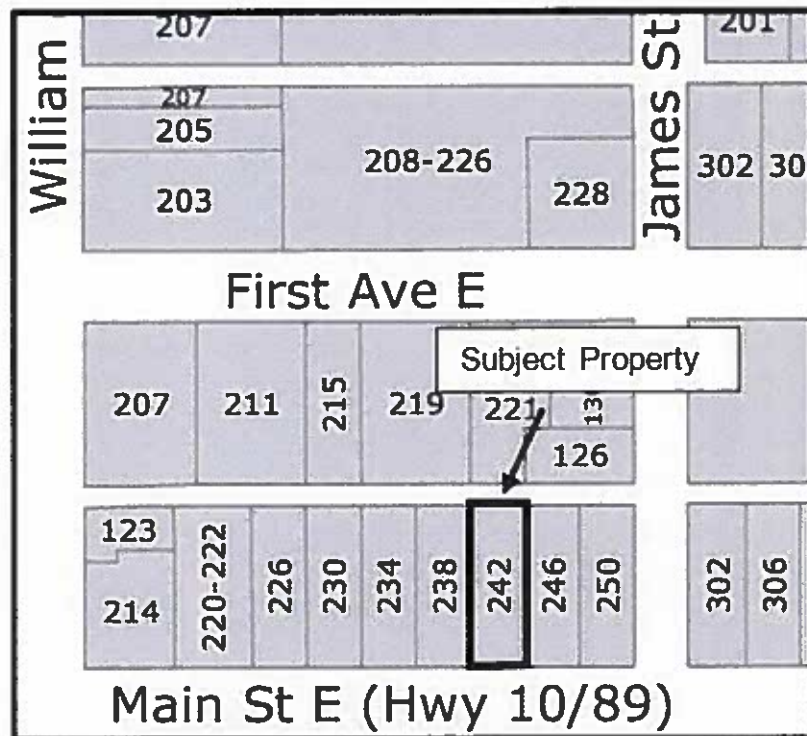
The accompanying map illustrates the location of the land subject to the Zoning By-law Amendment. The Zoning By-law amendment is in keeping with the Town of Shelburne Official Plan.

AND TAKE NOTICE that any person or agency may appeal to the Local Planning Appeal Tribunal in respect of By-law 28-2021 by filing with the Clerk of the Corporation of the Town of Shelburne, no later than the 7th day of July, 2021, a notice of appeal setting out the objection to the By-law and the reasons in support of the objection accompanied by the prescribed fee required by the Local Planning Appeal Tribunal in the amount of \$300.00, payable to the Minister of Finance. Only individuals, corporations and public bodies may appeal a by-law to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf. No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law is passed, the person or public body made oral submissions at a public meeting or written submissions to the Council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

A copy of the complete By-law 28-2021 is available to the public for inspection at the Municipal Offices during business hours, and on the Town of Shelburne website at www.shelburne.ca

Dated this 17th day of June, 2021.

Jennifer Willoughby, Clerk
Town of Shelburne
203 Main Street East
Shelburne, ON L9V 3K7
Phone: 519-925-2600
Email: planning@shelburne.ca



Info #16
JUL 15 2021

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NO. 28-2021

BEING A BY-LAW TO AMEND BY-LAW 38-2007, AS AMENDED.

WHEREAS an Official Plan has been approved for the Town of Shelburne.

AND WHEREAS authority is granted under Section 34 of the Planning Act, R.S.O. 1990, C.P.13 and amendments thereto, to enact this By-law.

NOW THEREFORE the Council of the Corporation of the Town of Shelburne enacts as follows:

1. That Schedule "A" of By-law 38-2007, as amended, be further amended by rezoning the land known municipally as 242 Main Street East and described legally as All of Lot 8, Part of Lot 7, Block 10, Plan 6A, in the Town of Shelburne, County of Dufferin, from Mixed Use Commercial (C2) Zone to Mixed Use Commercial Exception Seven (C2-7) Zone as shown on Schedule "A1" to this By-law.
2. That subsection 4.7.3 of By-law 38-2007, as amended, be further amended by inserting one exception zone after subsection 4.7.3.6, as follows:

*4.7.3.7 Mixed Use Commercial Exception Seven (C2-7) Zone

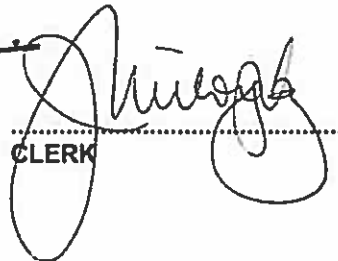
Notwithstanding the permitted uses, regulations and definitions in subsections 3.4.1 (i), 3.4.2, 3.4.3, 4.7.1, and 4.7.2, on the lands zoned C2-7 the following special provisions shall apply:

- i) The permitted uses shall include one (1) dwelling unit within an accessory building, above the first storey of an existing detached private garage
 - ii) Minimum Rear Yard / Minimum Setback to Rear Lane: 0.6m for the existing private garage
 - iii) Maximum Lot Coverage: 11.2% for the existing private garage
 - iv) Maximum Floor Area: 76m² for the existing private garage
 - v) Maximum Height: 6.31m for the existing private garage
 - vi) To allow for two (2) dwelling units on one lot."
3. That except as amended by this By-law, the subject lands as shown on Schedule "A1" to this By-law shall be subject to all other applicable regulations of By-law 38-2007, as amended.
 4. Schedule "A1" attached hereto forms part of this By-law.
 5. This By-law shall take effect from its date of passage by Council and shall come into force either upon approval by the Local Planning Appeal Tribunal or upon compliance with Section 34 of the Planning Act, R.S.O. 1990, C.P. 13.

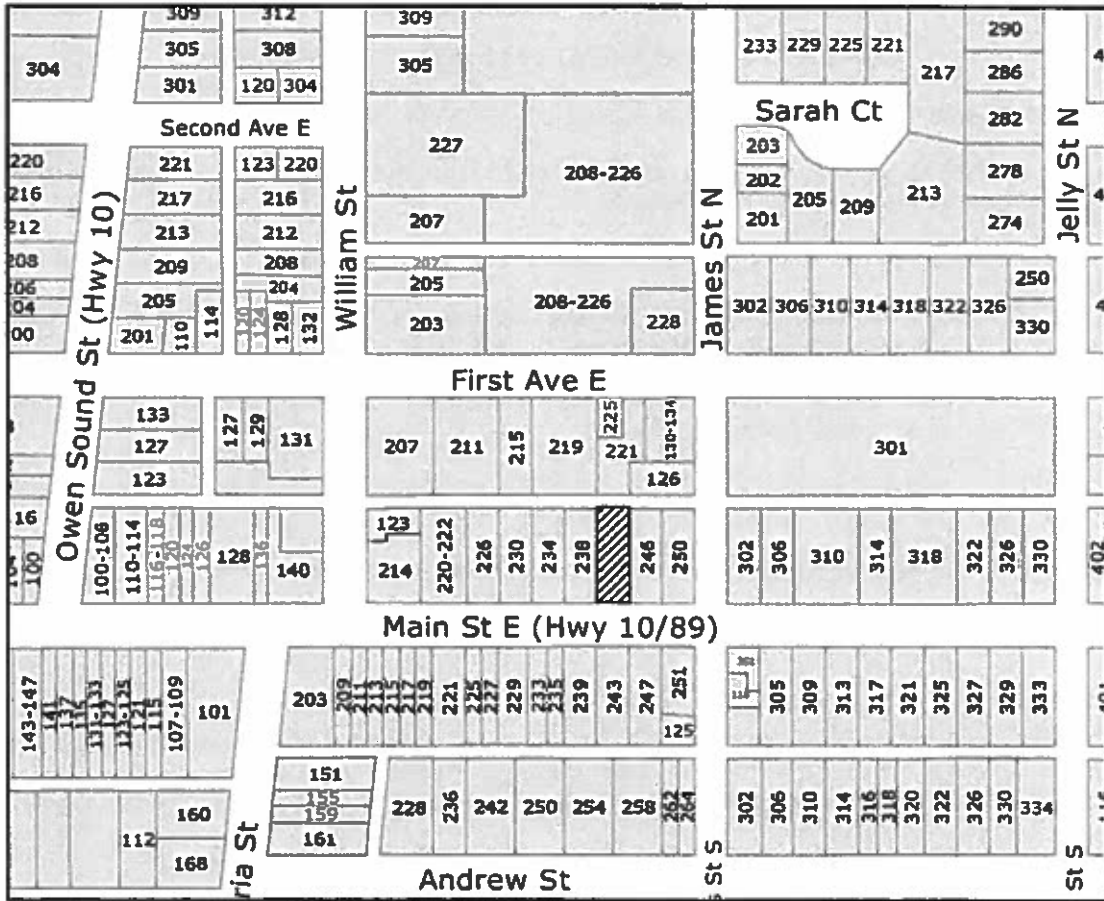
BY-LAW READ A FIRST, SECOND AND THIRD TIME AND ENACTED THIS 14th DAY
OF JUNE 2021.

.....
MAYOR

.....
CLERK



SCHEDULE A1 TO BY-LAW NO. 28-2021



 Zone change from C2 to C2-7

EXPLANATORY NOTE

The purpose and effect of this amendment to Zoning By-law 38-2007 is to change the zoning of the property known municipally as 242 Main Street East and described legally as All of Lot 8, Part of Lot 7, in the Town of Shelburne, County of Dufferin, from Mixed Use Commercial (C2) Zone to Mixed Use Commercial Exception Seven (C2-7) Zone as shown on Schedule "A1" to this By-law.

The re-zoning of the land to C2-7 applies appropriate zone standards to permit the proposed conversion of the second floor of the existing detached private garage on the lot into an additional dwelling unit. A minimum of 1 parking space is required for the proposed dwelling (1 space per unit) and will be located within the garage. Notwithstanding the maximum of one (1) dwelling unit per lot, up to two (2) dwelling units shall be permitted on the lot.



**NOTICE OF PASSING OF BY-LAW 16-2021
BY COUNCIL OF THE TOWN OF SHELburne
UNDER SECTION 34 OF THE PLANNING ACT**

TAKE NOTICE that the Council of the Corporation of the Town of Shelburne passed By-Law 16-2021 on June 14th, 2021, under Section 34 of the Planning Act, R.S.O., 1990, C.P. 13, as amended.

The purpose and effect of By-law 16-2021 (File No. Z21/01) is to amend Zoning By-law 38-2007 by changing the zoning of the property described legally as All of Lot 5, Registered Plan 89, and known as 105 Mill Street, in the Town of Shelburne, County of Dufferin, from Residential Type Two (R2) Zone to site-specific Residential Type Two Exception Six (R2-6). The re-zoning of the land to R2-6 applies appropriate zone standards to recognize proposed conversion of the existing dwelling to a converted dwelling with 3 units.

Two (2) written submissions were received by the Town from members of the public and were provided to Council prior to the decision. The submissions described observations about Mill Street and noted concerns that there will be inadequate parking. These submissions were responded to at the public meeting and By-law 16-2021 includes provision for the three required off-street parking spaces for the units to be provided in the driveway in the front yard of the dwelling.

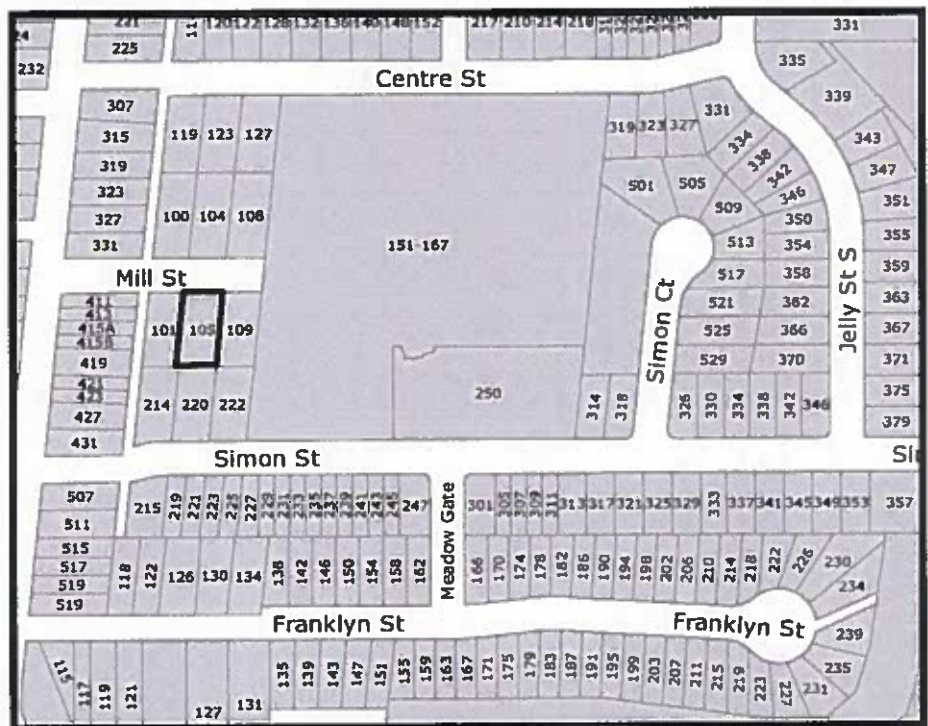
The accompanying map illustrates the location of the land subject to the Zoning By-law Amendment. The Zoning By-law amendment is in keeping with the Town of Shelburne Official Plan.

AND TAKE NOTICE that any person or agency may appeal to the Local Planning Appeal Tribunal in respect of By-law 16-2021 by filing with the Clerk of the Corporation of the Town of Shelburne, not later than the 7th day of July, 2021, a notice of appeal setting out the objection to the By-law and the reasons in support of the objection accompanied by the prescribed fee required by the Local Planning Appeal Tribunal in the amount of \$300.00, payable to the Minister of Finance. Only individuals, corporations and public bodies may appeal a by-law to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf. No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law is passed, the person or public body made oral submissions at a public meeting or written submissions to the Council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

A copy of the complete By-law 16-2021 is available to the public for inspection at the Municipal Offices during business hours, and on the Town of Shelburne website at www.shelburne.ca

Dated this 17th day of June, 2021.

Jennifer Willoughby, Clerk
Town of Shelburne
203 Main Street East
Shelburne, ON L9V 3K7
Phone: 519-925-2600
Email: planning@shelburne.ca



THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NO. 16-2021

BEING A BY-LAW TO AMEND BY-LAW 38-2007, AS AMENDED.

WHEREAS an Official Plan has been approved for the Town of Shelburne.

AND WHEREAS authority is granted under Section 34 of the Planning Act, R.S.O. 1990, C.P.13 and amendments thereto, to enact this By-law.

NOW THEREFORE the Council of the Corporation of the Town of Shelburne enacts as follows:

1. That Schedule "A" of By-law 38-2007, as amended, be further amended by rezoning the land known municipally as 105 Mill Street and described legally as All of Lot 5, Plan 89 in the Town of Shelburne, County of Dufferin, from Residential Type Two (R2) Zone to Residential Type Two Exception Six (R2-6) Zone as shown on Schedule "A1" to this By-law.
2. That subsection 4.2.3 of By-law 38-2007, as amended, be further amended by inserting one exception zone after subsection 4.2.3.5, as follows:

"4.2.3.6 Residential Type Two Exception Six (R2-6) Zone

Notwithstanding the permitted uses, regulations and definitions in subsections 3.4.1 (ii), 3.4.2, 3.15.6 (ii), 4.2.1, 4.2.2, 5.41 and 5.68, on the lands zoned R2-6 the following special provisions shall apply:

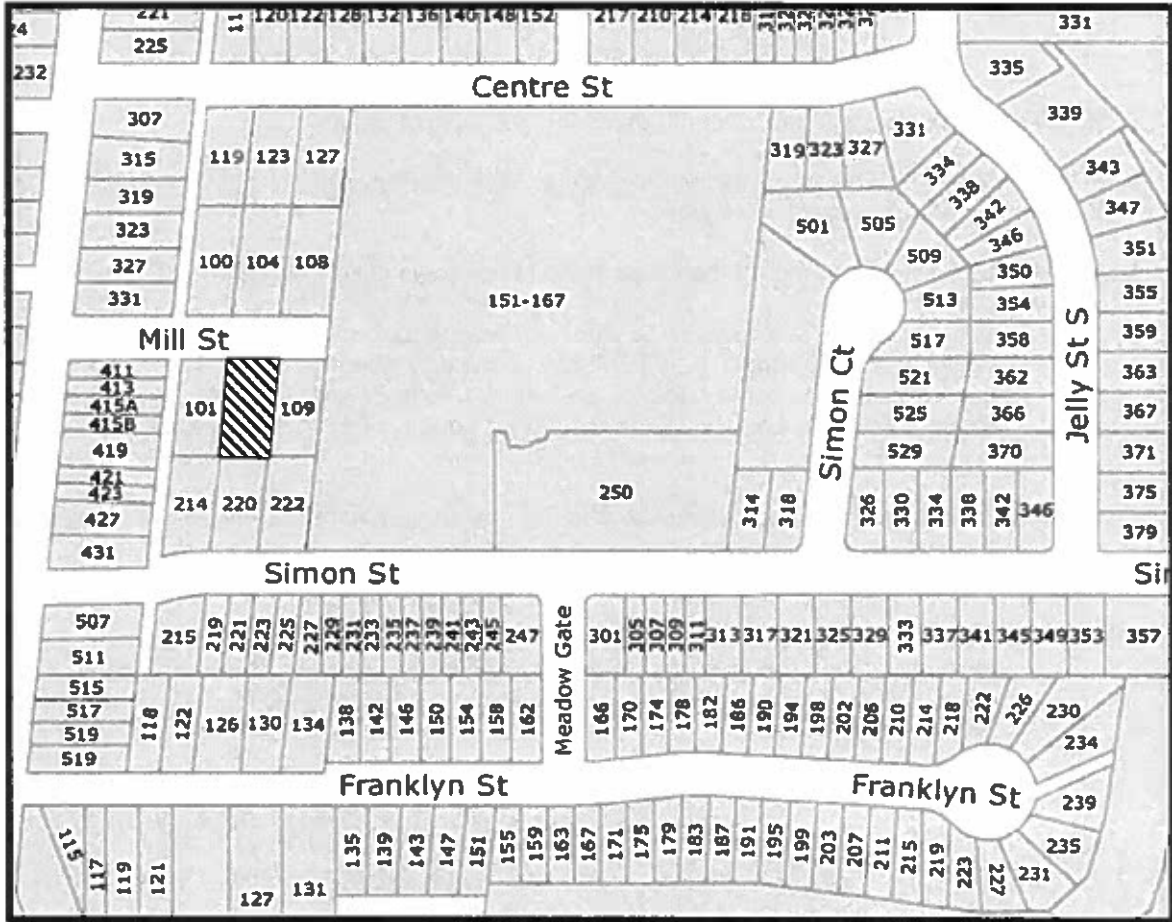
- i) The permitted uses shall include a converted dwelling with a maximum of three (3) dwelling units, subject to all other applicable regulations of this By-law except that:
 - a) A maximum of two (2) dwelling unit(s) shall be permitted in the lower level of the existing dwelling if all other requirements of subsection 3.4.1 (ii) are met;
 - b) Three (3) required parking spaces shall be permitted within a driveway in the required front yard."
3. That except as amended by this By-law, the subject lands as shown on Schedule "A1" to this By-law shall be subject to all other applicable regulations of By-law 38-2007, as amended.
4. Schedule "A1" attached hereto forms part of this By-law.
5. This By-law shall take effect from its date of passage by Council and shall come into force either upon approval by the Local Planning Appeal Tribunal or upon compliance with Section 34 of the Planning Act, R.S.O. 1990, C.P. 13.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND ENACTED THIS 14th DAY OF JUNE, 2021

.....
MAYOR


.....
CLERK

SCHEDULE A1 TO BY-LAW NO. 16-2021



 Zone change from R2 to R2-6

EXPLANATORY NOTE

The purpose and effect of this amendment to Zoning By-law 38-2007 is to change the zoning of the property known municipally as 105 Mill Street and described legally as All of Lot 5, Plan 89 in the Town of Shelburne, County of Dufferin, from Residential Type Two (R2) Zone to Residential Type Two Exception Six (R2-6) Zone as shown on Schedule "A1" to this By-law.

The re-zoning of the land to R2-6 applies appropriate zone standards to permit the proposed conversion of the existing dwelling to a converted dwelling with 3 units. A minimum of 3 parking spaces are required for the proposed converted dwelling (1 space per unit) and will be located in a driveway in the required front yard. Notwithstanding the definition of a "cellar", up to two (2) of the three (3) dwelling units in the proposed converted dwelling may be located in the lower level of the dwelling if the other requirements for converted dwellings and dwelling units are met.

Denise Holmes

From: James Webster <jamescarltonwebster@gmail.com>
Sent: Monday, July 5, 2021 11:17 AM
To: Denise Holmes
Subject: MOU from the H Mills hall board of MGMT
Attachments: LT_MOU_June 16.docx

Hi Denise

Please find attached the MOU that has been drafted and approved by the Horning's Mills Hall Board of Management. We wish to submit to the next council agenda and await their response.

Please let me know if you have any issues with the document

Thanks

James

Note to the Board

A memorandum of understanding (MOU) is a non-binding agreement between parties who plan to work together to achieve some goal. It seems ideal as a starting point for a new relationship between the Township of Melancthon and the Horning's Mills Community Hall Board. Both parties might consider now or later whether to create a legally binding arrangement through a by-law or by some other means.

What follows is an outline of a possible MOU. The parts in italics are just ideas for what might be touched on. I have no pride of authorship so please weigh in with any comments, questions and suggestions.

Memorandum of Understanding

(Draft 1, June 16, 2021)

Between:

The Horning's Mills Community Hall Board (the "Board")

and

The Township of Melancthon (the "Township")

(jointly referred to as the "Partners")

Purpose and Scope

The purpose of this MOU is to identify clearly the roles and responsibilities of the Partners in connection with the Horning's Mills Community Hall (the "Hall").

Goals of the Partners

The Partners aim to work together to make the Hall a vibrant hub of community life in the Township of Melancthon. They desire that through their joint efforts, the management and operation of the Hall should be effective, efficient and transparent.

Responsibilities of the Partners

The Township will be responsible for all of the operational activities and expenditures associated with the ownership of the building (the "Township Activities"), including capital planning and expenditures, and all regular maintenance of the building and the surrounding land.

*In accordance with an annual plan, the Board will be responsible for all activities and expenditures associated with the programmes associated with the Hall, including activities that the Board designs and delivers itself and activities for which the Hall is made available for use by others **or for which others provide grants or other support** (the "Hall Activities").*

Annual Plan

Each year, the Partners will work together to develop an annual plan for the Hall (the "Annual Plan"). The Annual Plan will be the primary planning tool for the orderly and transparent management of the Hall. The Board will submit a draft Annual Plan request setting out in brief its report on the previous year, its annual goals, revenue plan, special funding requirements, general funding requirements, any other requests in connection with Hall Activities or Township Activities for the upcoming year. The Township will review the draft Annual Plan and accept or modify. Once the Annual Plan has been approved by the Township, the Board will be solely responsible for decisions in connection with Hall Activities provided that they are within the scope of the Annual Plan. The Partners may agree to utilize a 3-5 year plans with annual updates.

Commented [1]:

Do we need an annual plan or could we develop a three- or five-year plan and just report annually on it? Any development of a Plan should involve community involvement – it may be easier to do this every 3 or five years and then report on progress to the Township.

Annual Goals for the Hall

It is understood and agreed that the Board should continue to support activities that have historically been central to the Hall, such as fundraisers, holiday events, serving as a polling station during elections, etc. The Annual Plan should also include any new goals the Board intends to pursue during the year. It is further understood and agreed that the Board will consult with the residents of Melancthon – virtually and/or in person – on the goals of the Hall prior to finalizing them in the Annual Plan.

Annual Funding for Hall Activities

It is understood that the Hall Activities will be managed in such a way as to achieve a reasonable level of cost recovery in accordance with comparable best practices and policies to be agreed and published by the Board. The Annual Plan will include a funding allocation from the Township to meet any anticipated shortfall between revenues and expenditures in connection with Hall Activities.

Special Fund for Hall Activities

It is understood that the monies currently held by the Township for the account of the Hall are intended to support Hall Activities and will not be used for Township Activities. In particular, the Special Activities Fund should be drawn on to fund new or innovative activities, as may be provided in the Annual Plan.

Mutual Support

The Township and the Board will at all times work together in good faith and use their best efforts to support each other in achieving the agreed upon goals for the Hall and in resolving amicably any differences that may arise between them.

Signatures

For the Township of Melancthon

For the Horning's Mills Community Hall Board

Signed



James Webster

Chair, Horning's Mills Community Hall Board



Denise Holmes

From: Margaret Mercer
Sent: Wednesday, June 23, 2021 7:37 PM
To: Denise Holmes
Subject: Fwd: AMO's Human Rights and Equity Training

Can we please discuss at council the below please?
MMercer

Sent from my iPad

Begin forwarded message:

From: AMO Events <events@amo.on.ca>
Date: June 16, 2021 at 10:04:53 AM EDT
To: Margaret Mercer <mmercercer@melancthontownship.ca>
Subject: AMO's Human Rights and Equity Training
Reply-To: events@amo.on.ca

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



ONLINE TRAINING

June 16, 2021

**AMO 2021 Training
Human Rights and Equity
The Role and Obligations of Municipal Leaders**

Thursday, September 9, 2021

Human rights, diversity, equity and inclusion should be a top priority of all councils.

The death of George Floyd and the Black Lives Matter movement, growing inequality exposed by the pandemic, increasing incidents of hate crimes and the ongoing historic trauma of indigenous people are a few of the things that underline the necessity to honestly and transparently face the issues of human rights, diversity, equity and inclusion.

AMO has developed training to help members better understand these important and complex issues along with their roles and obligations. In this one day training session you will increase your understanding of the positive obligation of municipalities and the consequences of missteps in addressing these fundamental issues in your community.

Helping members better understand these important and complex issues is part of AMO's strategic objectives for 2021.

In partnership, **Hicks Morley**, the **Kojo Institute** and **AMO**, have developed training to support members in understanding your obligations under law specific to human rights and how to work towards creating equitable outcomes for your constituents.

This training will take a deep dive into:

The Ontario Human Rights Code:

- Understanding your obligations and duties in eliminating discrimination and harassment.
- What are grounds for discrimination?
- The important intersection of human rights and equity.
- Your role and opportunities in working towards equity.

Understanding and Creating Equity:

- What is equity?
- The impact of your decision-making frameworks and data: how these reinforce bias, racism, discrimination and inequity.
- Creating change and equity in your municipality by confronting your biases.
- Working towards making new choices.

Join **Njeri Damali Sojourner-Campbell**, Associate with Hicks Morley and **Kike Ojo-Thompson**, Principal Consultant, Kojo Institute, for an important and innovative discussion and workshop on matters that are important to your council and your community. Registration is limited. [Register Today](#).

Facilitators:

Njeri Damali Sojourner-Campbell, Associate, Hicks Morley

Njeri Damali Sojourner-Campbell is an employment, labour and human rights lawyer in Hicks Morley's Toronto office. Njeri provides strategic advice and representation before administrative tribunals and courts. She provides legal advice to clients to supplement their work with workplace consultants and/or workplace investigators on complex equity and human rights-related matters.

Prior to her legal career, Njeri was employed as a Human Rights and Diversity Advisor at Humber College. There, she supported workplace investigations, compliance initiatives and delivered human rights and AODA training. She possesses a Masters in Education from York University, where she focused on Critical Race Theory and other equity-related disciplines.

Kike Ojo-Thompson, Principal Consultant, Kojo Institute:

Kike Ojo-Thompson is the founder and principal consultant of Kojo Institute. An award-winning expert on equity, inclusion and diversity, Kike specializes in developing,

facilitating and implementing innovative solutions for creating equity at an institutional level. A dynamic speaker and educator who artfully balances tact and honesty, Kike has over 20 years of experience leading engaging and effective workshops, lectures, mediations, and trainings for a broad range of organizations eager to create equitable outcomes for their staff and clients.

In addition to her equity work with Kojo Institute, Kike is a member of the Ontario Human Rights Community Advisory Committee, was formerly the senior facilitator for the province of Ontario's carding review team, and formerly the project lead for One Vision One Voice, a first-of-its-kind initiative tasked with addressing anti-Black racism in the child welfare system.

Ojo-Thompson has lent her voice to provincial and national media platforms, including The Social, TVO, the Globe & Mail, CBC, and the Toronto Star. Her meaningful contributions to equity in Canada have been recognized by Women's Health in Women's Hands (2019); 100 Accomplished Black Canadian Women (2018); and Robert Small's 25th anniversary Legacy (Black History) Poster (2020) to name a few.

Date: September 9, 2021

Time: 9:00am – 3:00pm

Registration Fee*: \$400

*A cancellation fee of \$50 applies.

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



Please consider the environment
before printing this.

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

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



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

RECEIPT OF COMPLETE APPLICATION

TAKE NOTICE that Township of Melancthon has received a complete application to amend Municipal Zoning By-law 12-79. The purpose of the rezoning is to amend the Township's Comprehensive Zoning By-law to zone lands located in East Part of Lot 20, Concession 1 O.S., RP-7R3404 Part 2 located at 557568 Mulmur-Melancthon Townline for the purpose of allowing a home industry.

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

NOTICE OF PUBLIC MEETING WITH COUNCIL

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

DATE AND LOCATION OF PUBLIC MEETING

Date and Time: Thursday, July 15th, 2021 at 5:30 pm
Location: Virtual Meeting – please see below

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.

DETAILS OF THE ZONING BY-LAW AMENDMENT

The application affects lands located in East Part of Lot 20, Concession 1 O.S., RP-7R3404 Part 2 in the Township of Melancthon. A key map has been appended to this Notice which identifies the lands that are subject to the proposed amendment.

The purpose of the proposed by-law is to amend the Restricted Area (Zoning) By-Law No. 12-79 to rezone the subject lands from the existing Rural Residential (RR) Zone to the RR-173 Zone for the purpose of allowing the owner to construct and utilize a workshop for the purpose of operating a home industry involving the refurbishment, storage and sale of auto repair equipment. The applicant is proposing to construct a 2,400 ft² workshop and utilize half of the space for the home industry.

FURTHER INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION

A key map has been appended that identifies the lands that are subject to this amendment. The applicant's site plan is also available for review by contacting the Township office.

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 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.

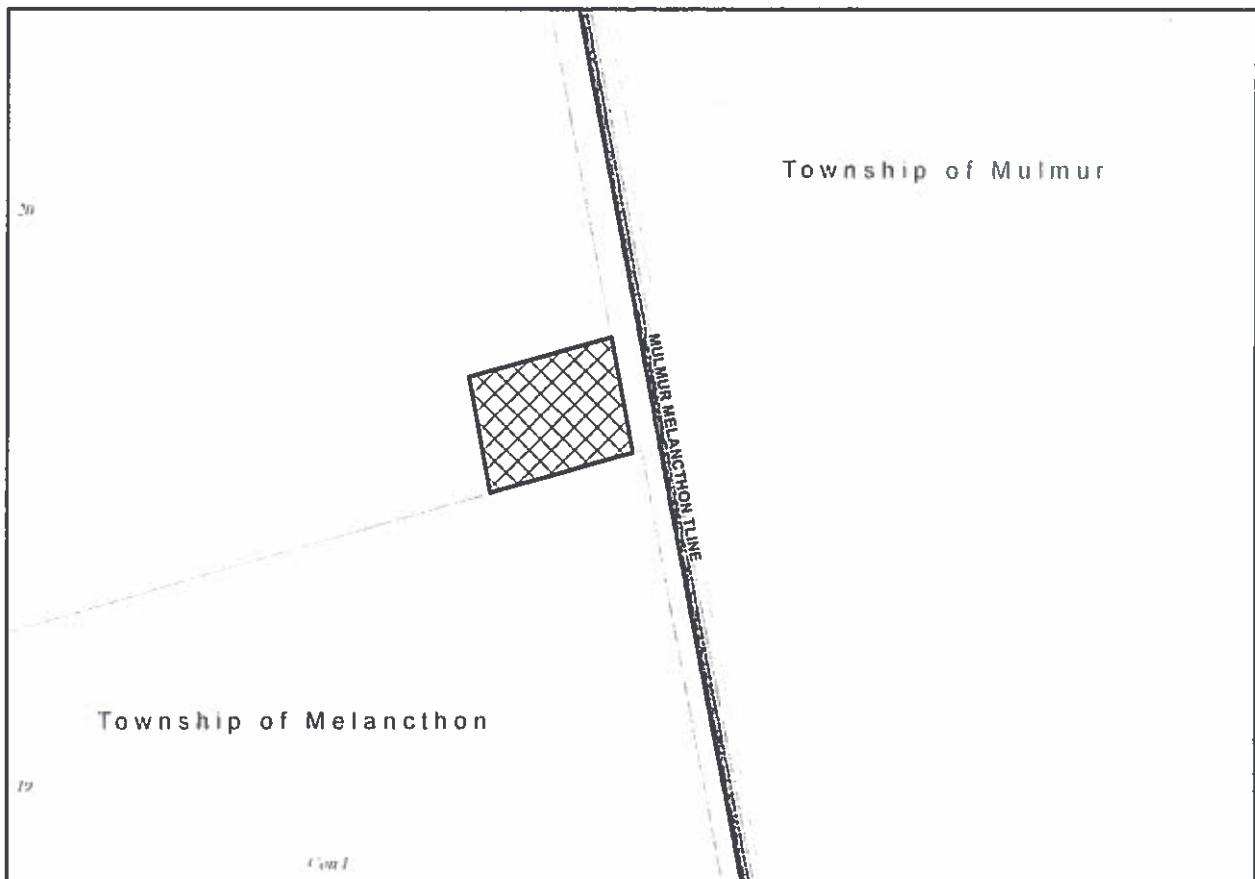
Further information regarding the proposed amendment is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Mailing Date of this Notice: June 25, 2021

Kendy Atkinson

Per Denise Holmes, CAO
Township of Melancthon

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



 Subject Lands

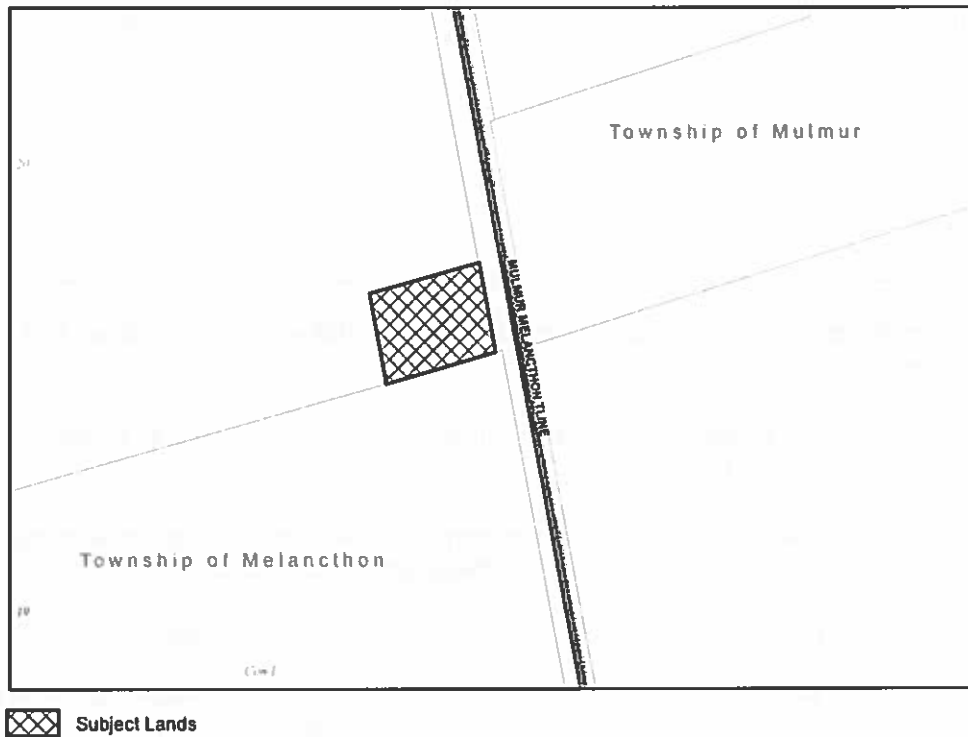
MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris D. Jones MCIP, RPP
Date: July 9, 2021
Re: Proposed ZBA for Part Lot 20, Concession 1 O.S (Oddie)

BACKGROUND

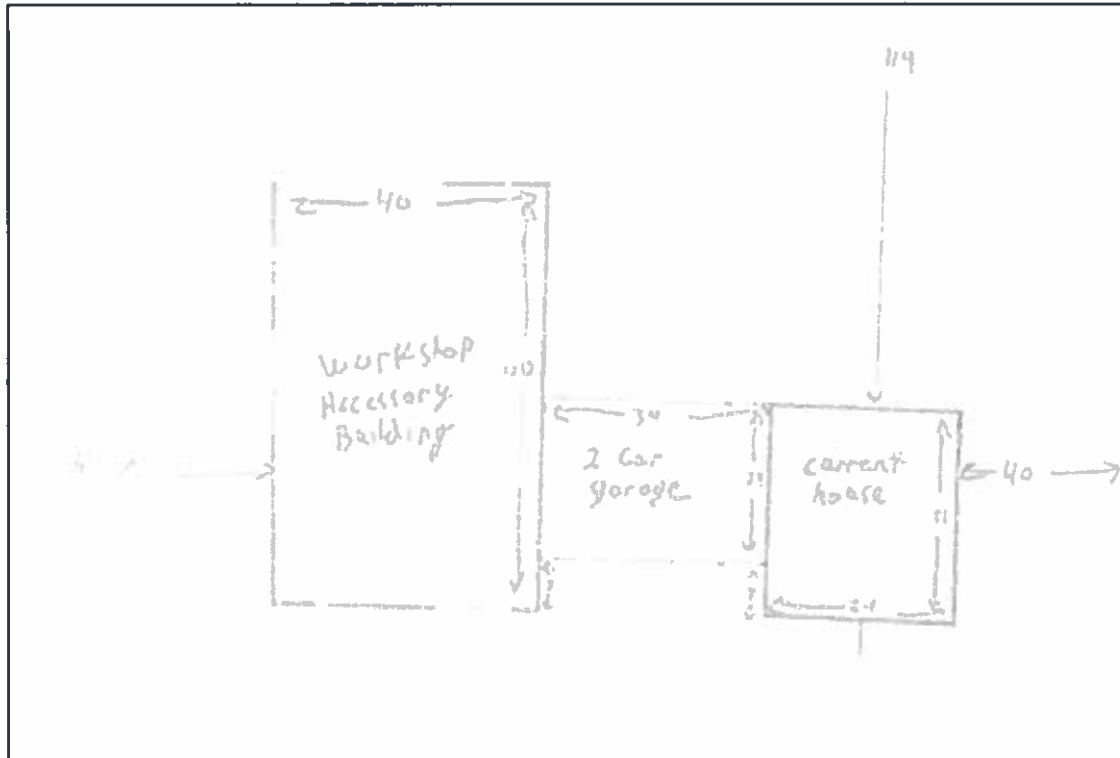
The Township has received an application for zoning by-law amendment for a rural residential lot located in Part Lot 20, Concession 1 O.S. at 557568 Mulmur-Melancthon Townline. The applicant's lot has a frontage of 61 metres (200 feet) and a lot area of approximately 4,636 m² (49,900 ft²). The location of the applicant's lot is illustrated in Figure 1.

Figure 1 – Location of Subject Lands



The applicant's objective is to construct an accessory storage building with a total floor area of 223 m² (2,400 ft²), and utilize half of the building for personal storage and the other half for a home industry. The proposed home industry would involve refurbishing and reselling used tire changers, wheel balancers, and related auto service equipment. Attached at Appendix 1 is an overview of the proposed home industry that was submitted by the applicant and attached at Figure 2 is a site plan sketch submitted by the applicant:

Figure 2 – Site Plan



The applicant's lot is zoned Rural Residential (RR-47), which does not permit a home industry.

In summary the applicant is seeking the following through this application for a zoning by-law amendment:

- To create a zone exception from the new definition of home industry, which does not include auto and vehicle related businesses;
- To permit the proposed home industry in the Rural Residential (RR) Zone;
- To permit the home industry to be conducted in a workshop having a floor area of 111.5 square metres (1,200 square feet);

• Municipal Planning Services Ltd. •

Barrie, Ontario
(705) 725-8133

OFFICIAL PLAN

The subject lands are located in the Agricultural designation. Section 5.2.2 (j) of the Plan permits home occupations, subject to compliance with Section 3.9 of the Plan, which establishes a number of guiding policies for home occupations. These policies are summarized below:

- Home occupations permitted in both rural and community areas;
- Shall consist of small business operated from a residential or agricultural property;
- Owned and operated by residents of the dwelling and limited number of employees;
- Sufficient on-site parking;
- Shall not cause significant adverse impacts on adjacent land uses;
- Limited signage and character of residential or agricultural use should be evident;
- Home occupation is only permitted within a dwelling in a Community designation;
- Permitted in either a dwelling or accessory building in Rural and Agricultural areas; and,
- Access to Provincial highways will be subject to Provincial requirements and approval.

ANALYSIS

I have seen the applicant's lot, and while it is not a large lot, it is somewhat remote in terms of location and proximity to other residential uses. The proposed use involving the refurbishment, repair and sale of auto service tools and equipment will not require outdoor storage nor is it anticipated to create compatibility issue in terms of noise, odour or traffic.

I believe regulations can be established through the proposed amendment intended to restrict the proposed use accordingly to the floor area and the nature of the home industry sought by the applicant.

RECOMMENDATION

In my opinion the proposed zoning amendment conforms with the Township's Official Plan and is recommended for approval.

Respectfully Submitted,



Chris Jones MCIP, RPP

• Municipal Planning Services Ltd. •

Barrie, Ontario
(705) 725-8133

• Appendix 1 •

Zoning by-law description

I work for a company called Snap-on tools for over 20 years as a sales agent. I want to use 50% of the new accessory garage that I'm building to run a small business of buying and selling used automotive equipment. Like tire changers, wheel balancers, wheel alignment equipment. Customers want to upgrade their current equipment and ask if they can trade their OLD, tire changer, wheel balancer or alignment machine in. I have an enclosed trailer that I use to move equipment around. So I bring them to my old house and put it in the garage, then clean them up, do some small repairs and then sell it to the next customer. I will NOT be dealing with any used cars, or fixing cars, or dealing with car parts, like batteries, OIL, or any other environmental fluid found in cars. I'm not running a retail store out of the garage.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
BY-LAW NO. _____

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 2, Plan 7R-3404, located in the Part Lot 20, Concession 1 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. Zoning By-law No. 12-79 as amended, is further amended by deleting Section 8.5 (uu) and replacing it with the following new subsection:

uu) Notwithstanding the minimum lot area requirements of Section 8.3 a), on lands located in the RR-47 Zone and described legally as Part 2, Plan 7R-3404 located in Part of the East Half of Lot 20, Concession 1 O.S. shall have a minimum lot area of 4,625.72 square metres.

And furthermore, notwithstanding Sections 2.34 and 3.13 2), one home industry shall be a permitted use in the RR-47 and shall be subject to the following regulations:

<i>a) Maximum Floor Area that may be utilized for home industry:</i>	<i>111.5 m²</i>
<i>b) Maximum Floor Area of attached or detached storage building housing home industry:</i>	<i>223 m²</i>
<i>c) Minimum Front Yard Setback:</i>	<i>30 m</i>
<i>d) Minimum Interior Side Yard Setback:</i>	<i>12.2 m</i>
<i>e) Minimum Rear Yard Setback:</i>	<i>25 m</i>
<i>f) Maximum Height of building housing home industry:</i>	<i>1 storey</i>

For the purpose of the RR-47 Zone, a home industry shall be defined as a business which refurbishes and resells tools and equipment utilized for vehicle service and repair such as tire changers, wheel balancing equipment and alignment machines. In the RR-47 Zone, there shall be no repair of vehicles, no outdoor storage, no outdoor display, no shipping containers, no storage or sale of vehicles or car parts and salvage and no storage and sale of lubricants, fuels, batteries, tires, vehicle parts and like things. Where the home industry is located in a building that is also utilized for personal storage, the building shall include a framed wall to separate the home industry from personal use and storage.

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 15th day of July, 2021.
READ A THIRD TIME and finally passed this 15th day of July, 2021.

Mayor

Clerk