



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, SEPTEMBER 21ST, 2023 - 5:00 P.M.**
Council meetings are recorded and will be available on the Township website under Quick Links – Council Agendas and Minutes within 5 business days of the Council meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83895167265?pwd=V2Q3WTcxZFA0VVpkc3Rscm55dG0xUT09>

Meeting ID: 838 9516 7265

Passcode: 655026

One tap mobile

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- +1 780 666 0144 Canada

Meeting ID: 838 9516 7265

Passcode: 655026

AGENDA

- 1. Call to Order**
- 2. Land Acknowledgement Statement**

We will begin the meeting by sharing the Land Acknowledgement Statement:

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

- 3. Announcements**
- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**
- 6. Approval of Draft Minutes** – September 7th, 2023 and September 11th, 2023
- 7. Business Arising from Minutes**
- 8. Point of Privilege or Personal Privilege**
- 9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 10. Public Works**
 1. Other
- 11. Planning**
 1. Applications to Permit
 2. Other
- 12. Climate Change Initiatives**
- 13. Police Services Board**
- 14. County Council Update**
- 15. Correspondence**

Board, Committee & Working Group Minutes

1. Environmental Sustainability Committee – October 7, 2022
2. Roads Sub-Committee – May 29, 2023
3. Heritage Advisory Committee – July 10, 2023
4. Police Service Board – May 9, 2023

Items for Information Purposes

1. Township of Mulmur – Motion to endorse Legislative Amendments to Improve Codes of Conduct and Enforcement supported by the Township of Melancthon and City of Quite West
2. Township of Mulmur – Motion to endorse Illegal Land Use Enforcement supported by the Town of Caledon and the Township of Melancthon
3. Office of the Fire Marshal – Interpretation of 2. 6(3) of the Fire Protection and Prevention Act
4. Ontario Land Tribunal – Case Management Conference for Approval of a Development Permit Application at 517003 County Road 124 – McGriskin v. Ontario (NEC)
5. Ontario Land Tribunal – Case Management Conference Cancellation – 517003 County Road 124 McGriskin Appeal Withdrawn
6. Upper Grand District School Board Planning Department – October 4, 2023, at 10am Community Planning & Facilities Partnership and Long-Term Accommodation Plan (LTAP) Comprehensive Report Joint Meeting
7. Notice of Virtual Public Open House – Municipality of Grey Highlands First Draft New Zoning By-Law
8. Ministry of Municipal Affairs and Housing – Proposal to Return Lands in Ajax to the Greenbelt
9. Town of Grand Valley – Police Service Board Composition Update
10. County of Dufferin – ESS Trailers – Update

11. Ontario Provincial Police – Distribution of Police Record Check Revenue to Municipalities

Items for Council Action

1. Drainage Engineer's Tender Reports – Tender Results: Schill Drainage Works

16. General Business

1. Notice of Intent to Pass By-law
 1. By-law to Assume Certain Lands within the Township of Melancthon as a Public Highway - Poulton Place
 2. Amending By-law- To Appoint a Municipal Services Board for the Horning's Mills Community Hall until December 31, 2023
 3. Amending By-law - To Appoint Municipal Officials from December 1, 2022 until December 31, 2023
2. New/Other Business/Additions
 1. By-law 58-2021 – By-law to Establish a Municipal Service Board and Operate a Community Hall – Discussion regarding the Term of the Board (Councillor Plowright)
 2. Board Appointments Process – Discussion (Deputy Mayor McLean)
3. Unfinished Business
 1. StrategyCorp – Strategic Planning Services for the Township of Melancthon

17. Delegations

No Delegations for this meeting.

18. Closed Session

No Closed Session for this meeting.

19. Third Reading of By-laws

1. By-laws noted above
2. Schill Drainage Works – By-law 36-2023

20. Notice of Motion

21. Confirmation By-law

22. **Adjournment and Date of Next Meeting** – Thursday, October 5th, 2023 at 5:00 p.m.

**APPLICATIONS TO PERMIT FOR APPROVAL
Sept 21, 2023 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Israel Martin	Pt Lots 27 to 29, Con 11 NE 358097 10th Line NE	11m2 (118.40sqft)	Concrete Pad for Feed Bin	Concrete Pad for Feed Bin	\$12,000	No	With planner for review
Yens Thalenhorst Agent: Natasha Jonker - JDC Custom Homes Inc	E Pt Lot 7, Con 3 OS RP 7R3991 Part 1 476362 3rd Line	13.75m2 (148sqft)	Front Wall Roof Cover & Rear Window and Door Roof Covers	Dwelling	\$100,000	No	With planner for review
Carmine Vescio	Pt Lot 24, Con 3 NE	24-30m2 (258-322sqft)	Renovations and Demolition	Dwelling	\$20,000-\$50,000	No	With planner for review
Irvin Hoover	Lots 225 to 227, Con 2 NE 199100 2nd Line NE	266m2 (2863.2sqft)	Renovations to Existing Shed	Existing Shed	\$12,000.00	No	With planner for review
Ivan Martin - Martin's Hay Feeders Inc Agent: Aaron Bauman	Lots 243 to 244, Con 4 SW 098353 4th Line SW	190.19m2 (2047.18sqft)	Single Family Dwelling	Dwelling	\$475,000	No	With planner for review

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Environmental Sustainability Committee held a meeting on October 7, 2022 at 10:00 a.m. electronically through ZOOM. The following members were present: Chair; Councillor Mercer, Mayor White and Councillor Neilson. Also present was: Donna Funston, Secretary Environmental Sustainability Committee.

1. Chair Mercer called the meeting to order at 10:02 a.m

2. Land Acknowledgement Statement

Chair Mercer read the Land Acknowledgement Statement.

3. Additions/Deletions/Approval of Agenda

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

4. Declaration of Pecuniary Interest or Conflict of Interest

None.

5. Delegations

None.

6. Approval of Draft Minutes – September 16, 2022

-Moved by Neilson, Seconded by White, the minutes of the Environmental Sustainability Committee held on September 16, 2022 be approved as circulated. Carried.

7. Business Arising from the Minutes

1. Email Chain with Scott Martin and the County Process regarding Phragmites

It was noted that the County has signs in the ditches making people aware spray has been used.

8. General Business

1. Phragmites Update

No new spots need to be added to the Melancthon mapping, majority of the plants have dropped seeds. Chair Mercer will request that an item be added to the Council agenda package so the ESC can deal with Melancthon roads. Discussion will be for spraying phragmites, educating the public and adding money to the budget.

2. Discussion on Energy Efficiency for Township Buildings

Discussed and viewed the Dufferin County Climate Action Plan, specifically pages 50-54. Discussed Melancthon buildings (Office, Shop and New Building) and things that have already been done and possible future projects to become more energy efficient. It was noted that transportation is number one for climate change.

3. Other/Addition(s)

Discussed turbines and that anything in the future should come through this committee. It was noted that the municipality has no say in planning for turbine projects but to be up to date the documentation should be reviewed and this committee should be where the information flows through. Chair Mercer will request that TransAlta be a delegation at the next Council.

Discussion on the role of Conservation Authority and different rebate programs that are available.

9. Confirmation of Meeting

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

10. Adjournment and Date of Next Meeting

- Moved by Neilson, Seconded by White, that we adjourn the Environmental Sustainability Committee at 11:05 a.m. to meet again on Friday November 4, 2022 at 10:00 a.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Roads Sub-Committee held a meeting on May 29th, 2023, at 5:30 p.m. The following members were present: James McLean, Chair, Bill Neilson, Vice-Chair and Member Darren White. Also present were: Craig Micks, Public Works Superintendent, Denise Holmes, CAO/Clerk, Sarah Culshaw, Treasurer/Deputy Clerk and Kaitlin Dinnick, Roads Sub-Committee Secretary.

Call to Order

Chair McLean called the meeting to order at 5:31 p.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Moved by Neilson, Seconded by White that the agenda be approved as circulated. Carried.

Declaration of Pecuniary Interest or Conflict of Interest

None.

Approval of Draft Minutes

Moved by Neilson, Seconded by White that the minutes of Roads Sub-Committee Meeting held on April 25th, 2023, be approved as circulated. Carried.

Business Arising from Minutes

None.

Correspondence Items

None.

General Business

1. Update from Public Works Superintendent

Craig advised that they are half done the gravel resurfacing and received their first load of calcium today. They are going to be working on calcium and grading and culvert replacements in June. Craig advised that the line painting in Horning's Mills and on 2nd Line SW has been completed and he is working on the tractor tender.

2. Discussion regarding OPP Officer attending Roads Sub-Committee Meetings

The Roads Sub-Committee discussed the suggestion made at the last Police Service Board Meeting about Constable Button from the OPP attending Roads Sub-Committee meetings. The Committee thought that it was great that the OPP wanted to be involved in the Roads Sub-Committee discussions and thinks it will be beneficial to have them attend meetings and agreed that it may not be necessary for him to attend all meetings but if we send him an invitation and agenda for each meeting he can decide if he would like to attend.

Recommendation:

The Roads Sub-Committee recommends to Council that we include Constable Button on all Roads Sub-Committee Meeting Dates and Agenda Circulations and provide him with a standing invitation to attend meetings as he sees fit.

3. Discussion regarding Proposed Park in Riverview

The Committee discussed that Council would like to do an onsite in Riverview to look at the Township owned lands and see where a park could be developed. The Committee would like to do this onsite at the end of June and would like to engage the Community and maybe have a BBQ. The Committee would also like to look for grants to help fund this new park.

4. Follow up Email from Samantha Cobra regarding Community Safety zone on 15 Sideroad between County Road 124 and 3rd Line OS

This was discussed and the Committee directed Craig to put the road counter out on this stretch of road to collect data. Staff were directed to reach out to the OPP and have them put the black cat out at the end of June. Staff will reach out to Samantha and let her know.

5. Discussion regarding Road Safety and Mennonite Buggies

The Committee discussed this and take no action taken on this item.

6. Follow up from Meeting with the Township of Southgate regarding 240 Sideroad and 4th Line SW Boundary

Staff provided the Committee with an update, and advised that Jim Ellis, Public Works Manager for the Township of Southgate will be taking a report to Southgate Council to pass a by-law to install a stop sign on the 240 Sideroad Road Allowance.

7. Plans for Erecting Bollards in Horning's Mills

The Committee discussed that we would only be putting eight bollards up for now as we do not want to put the two up near Church Street as they were difficult for residents to navigate around. New parts will need to be ordered to install the other two somewhere else. Staff were directed to post on the Township Facebook about the bollards going up.

8. Motion from the Township of the Archipelago regarding Road Management Action on Invasive Phragmites (Deferred from Council)

The Roads Sub-Committee discussed this motion, and the Committee thinks that it would be a good motion to support as they feel it is important to have government funding to help fight phragmites.

Recommendation:

The Roads Sub-Committee recommends to Council that we support the motion from the Township of the Archipelago regarding Road Management Action on Invasive Phragmites.

9. Amendment to the No Heavy Truck By-law to Remove the 5th Line OS between County Road 17 and County Road 21

The Committee discussed this and decided that they do not want big trucks ruining the road base and they want to look at lowering the speed limit to 60 km/hr was discussed. Craig was directed to put the road counter out to collect data.

10. Road Safety Updates

None.

11. Other/Addition

Craig advised the Committee that he is looking at leasing a grader for a two-month period to see if they are happy with it and then if they are they can purchase it at the end of the leasing period.

12. Unfinished Business

1. Prioritizing Road Safety and Project Principles – Mapping Exercise

This item was deferred.

Delegations

6:00 p.m. - Public Meeting to discuss Poulton Place Tender Results with Landowners

Tender 01-2023 Poulton Place Tender closed on May 25th, 2023 at 12 p.m. Four companies submitted tenders: The Murray Group Limited; Cox Construction Limited; Highland Excavating & Grading and Hald Contracting Ltd. Hald Contracting Ltd came in with the lowest bid, however, was disqualified as the 10% deposit cheque was for 10% excluding HST and it was to be inclusive of HST, and the chart totals were not added correctly. The second lowest bid was from Highland Excavating & Grading for a total inclusive of HST is \$142,758.55. The Township can claim a portion of the HST back so the total once the HST Rebate is applied is \$128,558.50. Split between the 6 landowners would be \$21,426.42 per lot. It is recommended that the Roads Sub-Committee Award Tender 01-2023 Poulton Place to Highland Excavating & Grading. If all landowners are agreeable to move forward at this point, the agreements will be provided to them at this meeting and will need to be signed and returned to the Township by Thursday, June 1st, 2023, at 12pm. If all owners sign the agreement, the owners will be contacted by the Township to advise them of this and all owners will then be responsible to take their signed agreements to their lawyers to have it registered on title. The last day to provide confirmation of registration to the Township is Thursday, June 8th, 2023, at 4pm. Once all of the confirmations have been received, a Council meeting will be held to accept the recommended bid, no later than Wednesday, June 14th, 2023.

Recommendation to Council

Recommendation has been outlined above.

Public Question Period

None.

Confirmation Motion

Moved by White, Seconded by Neilson that all actions of the Members and Officers of the Roads Sub-Committee with respect to every matter addressed and/or adopted by the Sub-Committee on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Sub-Committee Members at the meeting held on the above date are hereby adopted, ratified and confirmed.

Carried.

Adjournment

6:45 p.m. - Moved by White, Seconded by Neilson that we adjourn this Roads Sub-Committee meeting to meet again at the Call of the Chair. Carried.

CHAIR

SECRETARY

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Heritage Advisory Committee held an electronic meeting on July 10, 2023 at 6:30 p.m. The following members were present: Chair Ralph Moore, Vice-Chair Tracey Webber, James McLean, Todd McIntosh, Kristine Pedicone, and Douglas Read, also present was Becky Cunnington, Heritage Advisory Committee Secretary and Kaitlin Dinnick, Administration and Finance Assistant. Member Dennis Scace was absent. Chair Moore called the meeting to order at 6:37 p.m.

Land Acknowledgement

Chair Moore shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Additions

Discussion on how to proceed with the Plaque Program.

Deletions

None

Approval of Agenda

Moved by McLean, Seconded by Webber that the agenda be approved as Amended. Carried.

Approval of Draft Minutes

Moved by Pedicone, Seconded by McIntosh that the minutes of the Heritage Advisory Committee Meeting held on May 1st, 2023 be approved as circulated. Carried.

Business Arising from Minutes

Reassignment of one room schoolhouse attendee interview from Member Pedicone to Chair Moore.

Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

General Business

1. Code of Conduct By-law 29-2023

Chair Moore advised members that there was a new Code of Conduct By-law they were asked to review it, as it pertains to all Council and Board Members of the Township.

2. Heritage Advisory Committee Terms of Reference - Mandate

Members were encouraged to read over the Terms of Reference if they had not had an opportunity to previously.

3. Updated Information on the One Room Schoolhouses

The listing that Chair Moore had provided the group with the locations of the one room schoolhouses in the Township has been cross referenced with the information in the Township's system and some corrections have been made to the legal descriptions. Also, a few of the schools on the list have not been verified as more detail is needed to confirm their locations. The updated list is to be sent out to the Board Members to review.

4. Brainstorming Roundtable

Vice Chair Webber spoke to the schoolhouses in the Township of Southgate and the signage posted at each location and thought it would be something the group could consider implementing.

Member McIntosh suggested the Committee could ask the Museum if they would consider sharing the final project through their website.

5. Other/Addition

Discussion regarding how to proceed with the plaque program

Criteria needs to be established as to what documentation is required to be submitted with the application for proof of construction date. Township staff will follow up with MPAC regarding information in their system and reach out to the Town of Shelburne regarding their program and what documentation they require.

6. Unfinished Business

1) Interview Questions for One Room School Houses

The current list of questions will be circulated to the Members so no duplicate questions are submitted. The deadline to submit questions will be prior to the next meeting in September where the interview question list will be finalized.

2) Confirm a Plan to Present Information to the Public and Next Steps

The Committee discussed that they should finalize the Interview Questions and then decide a direction and next steps for the project.

3) Research Visit to the Museum of Dufferin

The original date for the research workshop was canceled due to staff illness. The Committee would like to reschedule the workshop for early October.

Township staff will reach out to Laura Camilleri for possible dates and will circulate to the Members.

4) Discussion Surrounding a Bursary for the History Department at CDDHS

Member McLean had reached out to the school but was unable to connect with someone. He will reach out in September and connect with the Head of the History Department and discuss criteria for a bursary. He will review the criteria for the Bill Hill Scholarship offered by the County of Dufferin and report back to the group.

5) Feedback from Member McLean on his Contact at CDDHS and any Feedback about Student Involvement in Committee Research

Member McLean will draft a post for the Township’s Facebook page offering community volunteer hours for students interested in assisting with research. Once the group has completed the workshop at the museum they will define the criteria/responsibilities for the student volunteers. Member McLean will also ask the History Department Head at CDDHS to recommend students for the project.

Recommendations to Council

None.

Public Question Period

None.

Confirmation Motion

Moved by Read, Seconded by McLean that all actions of the Members and Officers of the Heritage Advisory Committee with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Adjournment

7:23 p.m. - Moved by McIntosh, Seconded by Pedicone that we adjourn this Heritage Advisory Committee meeting to meet again on Monday, September 5th, 2023 at 6:30 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

TOWNSHIP OF MELANCTHON POLICE SERVICES BOARD

The Township of Melancthon Police Services Board held our meeting on Tuesday, May 9, 2023, at 9:00 a.m. at the Dufferin Detachment OPP station. Those present: Municipal Member Darren White, Public Member Alan Blundell, Secretary, Sarah Culshaw, Detachment Commander Terry Ward, Dufferin OPP, Constable Button and ...

Call to Order by the Chair

Chairperson Alan Blundell called the meeting to order at 9:00 a.m. and welcomed all in attendance.

Carried

Land Acknowledgement Statement

Chair Blundell shared the Land Acknowledgement Statement.

Approval of the Agenda

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

Carried

Declaration of Pecuniary Interest or Conflict of Interest

None declared.

Approval of Minutes –February 14, 2023

Moved by White, Seconded by Blundell that the minutes of the Police Services Board meeting held on February 14, 2023 be approved as circulated.

Carried.

Issues Arising from the Minutes

None.

Presentations/Delegations

None.

Correspondence

None

Financial

None

Detachment Commander's 1st Quarter Report (Jan – Mar 2023)

Detachment Commander Terry Ward discussed the 1st Quarter report attached with the minutes. The following formed part of the discussions

- Mental Health is a growing concern as calls are on the rise.
- The Township of Melancthon still has plenty of speeding charges, however due to OPP presence known on the Highway, speed is coming down.
- Constable Button offered to take part in the Roads Subcommittee. Member White thanked Constable Button and indicated that he will consult with the Roads Subcommittee
- Detachment Commander Terry Ward would like to point out the incredible work and dedication by the **volunteers**.
- Violent occurrences in the three High Schools in Dufferin County are on the decrease. The new Superintendent at the Upper Grand School Board has been working with the OPP to discuss future potential increase in police presence.
- The Mental Health response unit has been very successful and has received remarkable feedback. Typically, the first call will go to the OPP, but once they are aware of the Mental Health response team, they are able to contact them directly, enabling more OPP officers to stay on the roads. Unfortunately, the program is constantly under the mercy of grant funding for this program.

Committee Reports

None.

Other Business

1. Manpower and Staffing
 - 1.1. Are the openings currently being filled – Currently the Detachment is at approximately 72% and although that is not ideal, it is better than other detachments, and they are continuously working on bringing it to 100%
 - 1.2. Does the OPP feel that increasing the number of enrolments at the Police College will provide relief- Unfortunately the whole Province (perhaps the Country) is struggling with recruiting. There are still specific needs and requirements for all successful applicants.
2. 2023 OPP Action Plan
 - 1.1. Has a publication date been set- currently waiting on the completion of the strategic plan as much of the action plan will fall under the commissioner's strategic plan.

3. 2022 OPP Dufferin Annual Progress Report- the report has just been approved and submitted to the regional planner.
4. Facility Tour

Public Discussion

None

Closed Session

None

Date of Next Meeting

The date of the Next Police Service Board meeting will be August 8, 2023

Adjournment

9:50 a.m. - Moved by White, Seconded by Blundell that we adjourn this Police Services Board meeting to meet again on August 8, 2023, at 9:00 a.m. or at the call of the Chair.
Carried.

CHAIR

SECRETARY

Denise Holmes

From: Roseann Knechtel <rknechtel@mulmur.ca>
Sent: Wednesday, September 13, 2023 12:01 PM
To: josh.machesney@quintewest.ca; Denise Holmes
Subject: Council Endorsement - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement
Attachments: City of Quinte West Motion No. 23-266 Motion of Support.pdf

Good Morning,

Please be advised that at Mulmur's Council meeting on September 6, 2023 Council passed the following motion of endorsement:

Township of Melancthon and City of Quite West: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Moved by Cunningham and Seconded by Clark

THAT Council endorse item 14.4 being the Township of Melancthon and City of Quite West: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement. **CARRIED.**

Please let me know if you have any questions.

Have a great day,

Roseann Knechtel, BA, MMC | Deputy Clerk / Planning Coordinator

Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8

Phone 705-466-3341 ext. 223 | Fax 705-466-2922 | rknechtel@mulmur.ca

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Denise Holmes

From: Roseann Knechtel <rknechtel@mulmur.ca>
Sent: Wednesday, September 13, 2023 12:07 PM
To: annette.groves@caledon.ca; Denise Holmes
Subject: Council Endorsement - Illegal Land Use Enforcement
Attachments: Motion of Support Town of Caledon Illegal Land Use Enforcement Update.pdf; Town of Caledon - Motion Illegal Land Use Enforcement.pdf

Good Morning,

Please be advised that at Mulmur's Council meeting on September 6, 2023 Council passed the following motion of endorsement:

Town of Caledon/Township of Melancthon: Illegal Land use Enforcement

Moved by Cunningham and Seconded by Clark

THAT Council endorse item 14.11 being the Town of Caledon/Township of Melancthon: Illegal Land Use Enforcement. **CARRIED.**

Please let me know if you have any questions.

Have a great day,

Roseann Knechtel, BA, MMC | Deputy Clerk / Planning Coordinator

Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8

Phone 705-466-3341 ext. 223 | Fax 705-466-2922 | rknechtel@mulmur.ca

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From: Denise Holmes <dholmes@melancthontownship.ca>
Sent: Wednesday, August 16, 2023 11:58 AM
To: 'annette.groves@caledon.ca' <annette.groves@caledon.ca>
Cc: 'Premier of Ontario Premier ministre de l'Ontario' <premier@ontario.ca>; steve.clark@pc.ola.org; sylvia.jones@pc.ola.org; 'doug.downey@pc.ola.org' <doug.downey@pc.ola.org>; Michelle Dunne <mdunne@dufferincounty.ca>; Nicole Martin <nmartin@amaranth.ca>; Jessica Kennedy <jkennedy@eastgarafraxa.ca>; Meghan Townsend <mtownsend@townofgrandvalley.ca>; Fred Simpson <fred.simpson@townofmono.com>; Tracey Atkinson <tatkinson@mulmur.ca>; Jennifer Willoughby <jwilloughby@shelburne.ca>; Carolina Khan <ckhan@orangeville.ca>
Subject: Motion of Support - Town of Caledon - Illegal Land Use Enforcement Update

Good morning,

Please see attached letter/motion regarding the above.

Thank you.

Regards,
Denise Holmes



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

The Administration Office will be open to the public Monday to Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. There will be no public access between 12:00 p.m. to 1:00 p.m. as the Office will be closed.

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COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL
BUREAU DU COMMISSAIRE DES INCENDIES

September 6, 2023

No. 2023-09

Interpretation of s. 6(3) of the *Fire Protection and Prevention Act*

The Office of the Fire Marshal (OFM) has received a number of enquiries from the fire service about fire chiefs' roles and responsibilities with respect to reporting to municipal council. In light of these enquiries, the Fire Marshal has determined that it is appropriate to provide an interpretation of Section 6(3) of the [Fire Protection and Prevention Act, 1997](#) (FPPA).

Section 6(1) of the FPPA stipulates that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a fire chief for the fire department.

Section 6(3) of the FPPA then specifies the relationship between the fire chief and council as follows:

Responsibility to council

6(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

While a municipality may choose to have the fire chief report through an administrative organizational structure, the fire chief remains accountable directly and individually to council for all aspects of fire safety and the delivery of fire protection services within the municipality.

It is also important that any consideration of these matters be risk-based, as communities are required under [O. Reg. 378/18: Community Risk Assessments](#) to use their community risk assessments to inform decisions about the provision of fire protection services by no later than July 1, 2024.

If you have any questions, please speak with your Fire Protection Adviser.

Ontario Land Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: olt.gov.on.ca

Tribunal ontarien de l'aménagement du territoire

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Site Web: olt.gov.on.ca



PROCEEDING COMMENCED UNDER subsection 25(8) of the *Niagara Escarpment Planning and Development Act, R.S.O. 1990, c. N.2.*

Appellant: Chris and Laura McGriskin
Applicant: Wajid Mansuri
Subject: Approval of a Development Permit Application
Description: Proposed to renovate the existing commercial gas station and construct a second storey addition to the residential unit.
Reference Number: M/C/2021-2022/486
Property Address: 517003 Highway 24
Municipality/UT: Melancthon/Dufferin
OLT Case No: OLT-23-000855
OLT Lead Case No: OLT-23-000855
OLT Case Name: McGriskin v. Ontario (NEC)

NOTICE OF EVENT BY VIDEO

The Ontario Land Tribunal ("Tribunal") will conduct a Case Management Conference by **video conference** for this matter.

The event will be held:

AT: 10:00 AM

ON: November 07, 2023

AT: <https://meet.goto.com/943363669>

Access code: 943-363-669

The Tribunal has set aside **1 Day** for this matter.

The event will be held using the GoTo Meetings service. The appellant(s), applicant, municipality or approval authority, and those persons who intend to request party or participant status, are asked to log into the video hearing, through the link provided above, at least **15 minutes** before the start of the event to test their video and audio connections. All persons are expected to access and set-up the application well in

advance of the event to avoid unnecessary delay. The desktop application can be downloaded at [GoToMeeting](#) or a web application is available: <https://app.gotomeeting.com/home.html>. A compatible web browser for this service is Chrome.

Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: Canada (Toll Free): **1 888 299-1889** or Canada: **+1 (647) 497-9373**. The access code is **943-363-669**.

Event dates are firm - adjournments will not be granted except in the most serious circumstances, and only in accordance with the Tribunal's Rules of Practice and Procedure ("Rules") [Rule 17](#) on adjournments.

This event is conducted under [Rule 20](#) of the Tribunal's Rules. [Rule 20.2](#) sets out how a party may object to the Tribunal conducting this event electronically. Any party, or any person who intends to seek party status, may object to the Tribunal holding this event by video by filing an objection with the Tribunal's Case Coordinator. The objection must be received by the Tribunal **at least 20 days** before the date of the event and must be copied to the other parties. All contact information is included in Schedule A.

CASE MANAGEMENT CONFERENCE

If you do not attend the CMC, the Tribunal may proceed in your absence and you will not be entitled to any further notice of these proceedings. The Tribunal may finalize the list of appellants, parties and/or participants at this CMC, and may order that no additional appellants, parties and/or participants be added or included in this proceeding, without leave of the Tribunal.

SUBMISSION REQUIREMENTS

If a person intends to refer to a document at the CMC that is not in the Tribunal's case file, the document is expected to be pre-filed, where possible, in paper copy and electronically with the Tribunal **at least 10 days** before the date of the CMC, unless another filing date is specified in the Tribunal's Rules. All pre-filed documents shall be served on the other parties electronically. All contact information is included in Schedule A.

Submissions larger than **10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service. Please see Schedule B for further submission requirements.

The purpose of the CMC is set out in [Rule 19.1](#) of the Tribunal's Rules. The CMC will deal with preliminary issues, that include the following:

- **Identification of parties** - these persons have the right to participate throughout by presenting evidence, questioning witnesses, and making final arguments. In order for the Tribunal to determine your status for the hearing, you or your representative

should attend the CMC and ask to be added as a party. Groups, whether incorporated or not, who wish to become parties should name a representative. Parties do not need to be represented by lawyers or agents

- **Identification of participants** - persons who do not wish to participate throughout the hearing may attend the hearing and provide a written statement to the Tribunal.
- **Identification of issues.**
- **Possibility of settlement and/or mediation of any or all of the issues** – the panel will explore with the parties whether the case before the Tribunal and the issues in dispute are matters that may benefit from mediation. Mediation is a voluntary process that encourages all sides in a dispute to get a better understanding of each other's positions and fully explore and negotiate options for a mutually acceptable settlement of all or some of the issues in dispute. The panel may direct, upon consent of the parties, that some or all of the issues in dispute proceed to mediation.
- **Start date of the hearing.**
- **Duration of the hearing.**
- **Directions for pre-filing of witness lists, expert witness statements and written evidence.**
- **The hearing of motions.**
- **Draft Procedural Order** – parties are expected to meet before the CMC to consider a draft Procedural Order, as per Rule 19.2 (see Sample Procedural Order). An electronic version is also available on the Tribunal website.
- **Such further matters as the Tribunal considers appropriate.**

Everyone should come prepared to consider specific dates for proceedings in this matter.

All persons who wish to participate in this matter are expected to be prepared should the Tribunal convert the CMC to a settlement conference, a motion for procedural directions, or a preliminary hearing, where evidence or formal statements or submissions may be heard. Even when no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

PARTY OR PARTICIPANT STATUS REQUEST:

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are expected to file a written status request with the Tribunal to outline their interest in the proceeding. The Party Status Request Form and Participant Status Request/Participant Statement Form are available on the Tribunal's website (<https://olt.gov.on.ca>) and are to be used to assist with the preparation of the request. If you are requesting status, this form must be provided **at least 10 days in advance of the hearing to:**

- The assigned Tribunal Case Coordinator **Hanh Dang** at **Hanh.Dang@ontario.ca**.

- The municipality and the approval authority on the same day as it is emailed to the Tribunal Case Coordinator.
- The Applicant and the Appellant(s) on the same day as it is emailed to the Tribunal Case Coordinator.

The contact information for the parties is included in Schedule A.

The written status request will be reviewed and considered by the presiding Member at the CMC. It will also assist the Tribunal in organizing the hearing event. **Attendance by the requestor, or their representative, at the CMC is required for all status requests.**

Persons who are granted **party status** may participate fully in the proceeding (see [Rule 8](#)).

Persons who are granted **participant status** may only participate in writing by way of a participant statement. This statement is expected to be provided 10 days advance of the CMC as part of the status request (see above) and sets out their position in the matter (see [Rule 7.7](#)).

Only persons who are granted party or participant status by the Tribunal at the CMC are permitted to participate in any further hearing event that is convened by the Tribunal for this appeal.

FURTHER DIRECTIONS

Tribunal proceedings are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with the Ontario Land Tribunal's [Rule 22.1](#)).

The Tribunal shall issue a disposition following the CMC that will set out the directions of the Tribunal. A copy of this decision may be obtained from the Tribunal's website (<https://olt.gov.on.ca>) by referencing the above case number.

Please review the Tribunal's **Rules 7, 8, 17 and 19** for relevant information.

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

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou olt.coordinator@ontario.ca.

For general information concerning the Tribunal, visit our website at <https://olt.gov.on.ca> or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

DATED at Toronto, this 12 day of September, 2023.

Euken Lui
Registrar

SCHEDULE A

Contact information of statutory parties:

Planner for the Niagara Escarpment Commission:

Janet Sperling, Janet.Sperling@ontario.ca

Applicant:

Wajid Mansuri, wmansuri@gamaeng.ca

Appellant:

Chris and Laura McGriskin, lauramcgriskin@hotmail.ca

SCHEDULE B

INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS

Submission requirements to organize the video hearing

If a person intends to refer to a document at the video hearing (for clarity, any document that is not in the Tribunal's case file), it is expected to be pre-filed electronically with the Tribunal **at least 10 days** before the date of the video hearing and provided to all parties. The deadline applies unless otherwise specified in the Rules.

Submission emails **under 10MB** in size may be emailed directly to the assigned Tribunal Case Coordinator. Emails **larger than 10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service to avoid sending documents across multiple email parts. Where appropriate, documents are to be submitted in .pdf format.

Naming convention

To assist the Tribunal and the adjudicator during the event, it is important that all submissions are **paginated and labelled appropriately** to clearly identify the content of each document. Where a document contains numerous sections, each section is to be indexed to a table of contents.

Parties are asked to adhere to the following naming convention: **case number_party role_ document type_date of hearing event**.

For example: PL123456_Applicant_Notice of Motion_Jan 1, 2020

Please see Rules 7.1 and 7.2 for the standard document submission requirements.

SCHEDULE C

EXCERPT FROM ONTARIO LAND TRIBUNAL'S RULES OF PRACTICE AND PROCEDURE, ON DOCUMENTS, EXHIBITS, FILING, SERVICE, ROLES OF PARTIES, ADJOURNMENTS, CASE MANAGEMENT CONFERENCES AND ELECTRONIC HEARINGS. THE FULL DOCUMENT IS AVAILABLE ON THE TRIBUNAL'S WEBSITE.

RULE 7

DOCUMENTS, EXHIBITS, FILING, SERVICE

7.1 Form of Documents Unless otherwise directed by the Tribunal, every document filed or introduced by a party or participant in a proceeding before the Tribunal shall be legible and prepared on letter size paper (8 ½" x 11"), except for large documents such as plans, surveys or maps, and, where bound together with other documents, shall have each page numbered consecutively, throughout the entire text or within tabs, including any graphic content. Wherever possible, an electronic copy of the document must also be filed with the Tribunal, identically numbered as the paper document.

7.2 Other Exhibits Large graphic or other such types of visual evidence should not be glued to foam or other boards. They shall be on paper and be removed from the boards following the hearing event, and folded to 8 ½" x 11". Three-dimensional models must be photographed and the photographs must be introduced with the model. Visual evidence must be reviewed by the other parties before the hearing event or by an earlier date if set out in a procedural order.

7.3 Copies of Documents for Parties and the Municipal Clerk A party who intends to introduce a document as evidence at a hearing event shall provide a copy of the document to all the parties at the beginning of the proceeding or by an earlier date if that is required by the terms of a procedural order or otherwise directed by the Tribunal. If the document is an official plan, those parts of the plan to be referred to at the hearing event should be distributed to the parties, and a copy of the entire plan must be made available to the Tribunal Member(s). If the Tribunal orders that the Municipal Clerk keep copies of documents for public inspection, they do not need to be certified copies, unless a party objects that they are not authentic copies.

7.4 Prefiling of Witness Statements and Reports If the hearing is expected to last more than 5 days, the Tribunal may require that parties calling expert or professional witnesses serve on the other parties any expert witness statements and reports prepared for the hearing, at least 30 days in advance of the commencement of the hearing, unless otherwise directed by the Tribunal. The Tribunal may in its discretion, or at the request of a party, also make this prefiling order for hearings expected to last fewer than 5 days. The expert witness statement must contain:

- a. an executed acknowledgment of expert's duty form (attached to these Rules) and the expert's qualifications;

- b. the issues the expert will address, their opinions on these issues, the reasons that support their opinions and their conclusions; and
- c. a list of the reports or documents, whether prepared by the expert or by someone else, that the expert will refer to at the hearing.

The expert's complete report may be filed instead of this statement if it contains the required information.

An expert may not be permitted to testify if this statement or report is not served on all parties when so directed by the Tribunal.

7.5 Duty of the Expert Witness It is the duty of every expert engaged by or on behalf of a party who is to provide opinion evidence at a proceeding under these Rules to acknowledge, either prior to (by signing the acknowledgment form attached to the Rules) or at the proceeding, that they are to:

- a. provide opinion evidence that is fair, objective and non-partisan;
- b. provide opinion evidence that is related only to the matters that are within the expert's area of expertise;
- c. provide such additional assistance as the Tribunal may reasonably require to determine a matter in issue;
- d. not to seek or receive assistance or communication from any third party, except technical support, while giving oral evidence in examination in chief, while under cross-examination, or while in reply; and
- e. acknowledge that these duties prevail over any obligation owed by the expert to the party by whom or on whose behalf he or she is engaged.

7.6 Other Witnesses The Tribunal may also require that a witness who is not presenting expert evidence provide a witness statement. A witness statement should contain:

- a. a short written outline of the person's background experience and interest in the matter;
- b. a list of the issues that they will discuss; and
- c. a list of reports or materials that they will rely on at the hearing.

The Tribunal may decline to allow the witness to testify if this statement is required by the Tribunal and has not been provided to the other parties.

7.7 Participant Statements A person who wishes to participate in a proceeding as a participant, shall file a written participant statement that sets out their position on the appeal and issues of the proceeding, together with an explanation of their reasons in support of their position. A participant may only make submissions to the Tribunal in writing unless otherwise provided for by an Act or regulation.

7.8 Amendment of Documents Documents filed with the Tribunal can only be amended with the consent of the parties or by order of the Tribunal. The Tribunal may

require that the person requesting an amendment do so by way of a motion under Rule 10.

7.9 Copies of Tribunal Documents A person may examine any document, including electronic documents, filed with the Tribunal and copy it after paying the Tribunal's fee, unless a statute, a Court Order, an order of the Tribunal or these Rules provide otherwise.

7.10 Return of Exhibits Exhibits of all types introduced at a hearing will be kept for 180 days after the Tribunal decision issues. The person introducing an exhibit may ask for its return after this time, and it may be given back if the Tribunal agrees. If no such request is made, the exhibit becomes the property of the Tribunal and may be archived.

7.11 Service by Personal Service or Electronic Service Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- a. the party's representative, if any;
- b. where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- c. where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- d. where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- e. where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

Subject to Rule 7.12, if a document is served by e-mail, then service is effective on the date of service.

7.12 If Served Electronically After 4:30 p.m. Any document served electronically after 4:30 p.m. is deemed to have been served on the next business day.

7.13 Proof of Electronic Service A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

RULE 8

ROLE AND OBLIGATIONS OF A PARTY

8.1 Role and Obligations of a Party Subject to Rule 8.2 below, a person conferred party status to a proceeding before the Tribunal may participate fully in the proceeding, and by way of example may:

- a. Identify issues raised in a notice of appeal for the approval of the Tribunal;
- b. Bring or respond to any motion in the proceeding;
- c. Receive copies of all documents and supporting information exchanged, relied upon or filed in connection with any hearing event conducted in the proceeding;
- d. Present opening and closing submissions at the hearing;
- e. Present and examine witnesses and cross-examine witnesses not of like interest;
- f. Claim costs or be subject to a costs award when ordered by the Tribunal; and
- g. Request a review of the Tribunal's decision or order as set out in Rule 25.

8.2 Power of Tribunal to Add or Substitute Parties The Tribunal may add or substitute a party to a proceeding when that person satisfies any applicable legislative tests necessary to be a party and their interest may be transferred or transmitted to another party to be added or substituted provided their presence is necessary to enable the Tribunal to adjudicate effectively and completely on the issues in the proceeding.

8.3 Non-Appellant Party A party to a proceeding before the Tribunal which arises under any of subsections 17(24) or (36), 34(19) or 51(39) of the Planning Act who is not an appellant of the municipal decision or enactment may not raise or introduce a new issue in the proceeding. The non-appellant party may only participate in these appeals of municipal decisions by sheltering under an issue raised in an appeal by an appellant party and may participate fully in the proceeding to the extent that the issue remains in dispute. A non-appellant party has no independent status to continue an appeal should that appeal be withdrawn by an appellant party.

8.4 Common Interest Class Where the Tribunal is of the opinion that more than one party is of common interest with another party or other parties, the Tribunal may, on its own initiative or on the request of any party, appoint a person of that class of parties to represent the class in the proceeding.

RULE 17

ADJOURNMENTS

17.1 Hearing Dates Fixed Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

17.2 Requests for Adjournment if All Parties Consent If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

17.3 Requests for Adjournment without Consent If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

17.4 Emergencies Only The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

17.5 Powers of Tribunal upon Adjournment Request The Tribunal may,

- a. grant the request.
- b. grant the request and fix a new date or, where appropriate, the Tribunal will schedule a case management conference on the status of the matter;
- c. grant a shorter adjournment than requested;
- d. deny the request, even if all parties have consented;
- e. direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
- f. grant an indefinite adjournment, if the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule and the Tribunal concludes the request is reasonable for the determination of the issues in dispute. In this case, a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
- g. convert the scheduled date to a mediation or case management conference; and
- h. make any other appropriate order.

RULE 19

CASE MANAGEMENT CONFERENCES

19.1 Case Management Conference At the request of a party, on its own initiative or as may be required by legislation or regulation, the Tribunal may direct parties to participate in a case management conference conducted by a Member of the Tribunal, which can include settlement conferences, motions or preliminary hearing matters, such as to:

- a. identify the parties and participants;
- b. determine the issues raised by the appeal;
- c. narrow the issues in dispute;
- d. identify facts or evidence the parties may agree upon or on which the Tribunal may make a binding decision;
- e. obtain admissions that may simplify the hearing, which may include the examination of persons by the Tribunal as part of the conference;
- f. provide directions for exchange of witness lists, witness statements, expert witness statements and reports, for meetings of experts including to address the disclosure of information such as the disclosure of the information that was not provided to the municipality before council or the approval authority made its decision that is the subject of the appeal, and for further disclosure where necessary;
- g. provide directions to the parties to file a hearing plan to outline how the hearing will proceed, the order of witnesses, or the anticipated time for submissions to ensure the Tribunal sets aside sufficient time in its hearing calendar to dispose of the issues;
- h. discuss opportunities for settlement, including possible use of mediation or other dispute resolution processes;
- i. fix a date, place and format for the hearing and estimate its length, and encourage the parties to agree upon the dates for any procedural steps;
- j. discuss issues of confidentiality, including any need to hold a part of the hearing in the absence of the public or to seal documents;
- k. address the production and cost sharing of joint document books; and
- l. deal with any other matter that may assist in a fair, just, expeditious and cost-effective resolution of the issues.

19.2 Sample Procedural Order and Meeting Before Case Management Conference Where the parties are known before the case management conference, they are expected to discuss the matters set out in Rule 19.1 and present a draft procedural order to the Tribunal for its approval. Sample procedural orders are listed in the Index to these Rules.

19.3 Serving Notice of a Conference The Tribunal will determine the notice requirements for a Case Management Conference and any directions to serve a Notice of Case Management Conference that provides the time, place and format of the conference. The directions may include a notice to all persons or authorities entitled by legislation or regulation. The person, municipality or approval authority who is issued the direction must serve this notice on those persons entitled to notice of the conference

and provide an affidavit to the Tribunal, at or prior to the conference, to prove service of the notice.

19.4 Tribunal Member Presides The Tribunal's Chair will assign at least one Member of the Tribunal to conduct the conference.

19.5 Public Attendance at a Case Management Conference A case management conference held in person will be open to the public. A case management conference held by electronic hearing will be open to the public where practical. Despite the general principle of public open sessions, where circumstances prevail that may require confidentiality, in the discretion of the presiding Tribunal Member, part or all of the conference may be conducted in *camera*.

19.6 Conversion from One Procedure to Another The Tribunal Member may, at any time, conduct a procedural discussion, initiate a motion, inquire into a preliminary matter, or convert the conference into a hearing. The Tribunal will state in the notice of a case management conference that the parties are expected to arrive prepared for a procedural and settlement conference as well as a preliminary hearing, where evidence or formal statements or submissions may be heard. Even if no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

19.7 Results of Failure to Attend a Conference If a party fails to attend the conference or by authorized representative, the Tribunal may proceed without that party. The non-attending party is not entitled to notice of subsequent hearing events in the proceedings.

19.8 Tribunal Order Following The Tribunal Member conducting the case management conference will issue an order that may decide any of the matters considered at the conference and provide procedural directions for any subsequent hearing event.

19.9 Hearing Member Bound The Tribunal Member conducting the hearing or any subsequent hearing event is bound by the order resulting from the case management conference unless that Member is satisfied that there is good reason to vary the order.

19.10 Methods of Holding Hearing Events The Tribunal may direct in an order following a conference that hearing events in a proceeding be held by a combination of written, electronic or in person hearing events.

RULE 20

ELECTRONIC HEARINGS

20.1 Hearing Events by Teleconference or Videoconference The Tribunal may hold a hearing event by electronic hearing, such as by teleconference or videoconference, for the determination of any issue in the proceeding. Where the Tribunal directs that a hearing event be held by electronic hearing, the Tribunal may direct a party to make the necessary arrangements and to give notice of those arrangements to the Tribunal and other parties.

20.2 Objection to the Electronic Format A party who objects to a hearing event being held as an electronic hearing shall notify the Tribunal and all other parties of its objection within the time period specified in the notice of the electronic hearing. The objecting party shall set out the reasons why the electronic hearing is likely to cause the objecting party significant prejudice.

20.3 Response to Notice of Objection The Tribunal may request a written response from other parties to the objection of an electronic hearing within a time period set out by the Tribunal.

20.4 Procedure When Objection is Received If the Tribunal receives an objection to hold a hearing event by electronic hearing, it may:

- a. accept the objection, cancel the electronic hearing, and schedule an in person or written hearing; or
- b. if the Tribunal is satisfied, after considering any responding submissions that no significant prejudice will result to a party, then the Tribunal will reject the objection and proceed with the electronic hearing.

20.5 Directions for the Electronic Hearing The Tribunal may direct the arrangements for the electronic hearing or designate an approved location for videoconference to protect the integrity of the hearing process, including the security and confidentiality of evidence as necessary.

20.6 Videoconferences The Tribunal shall pre-approve all arrangements for conducting a hearing event by videoconference, including the pre-filing and exchange of motion materials, documents, written submissions or any visual and written evidence, and the locations for the conference. Any information, statement or material intended to be filed as an exhibit at a videoconference shall be pre-filed with the Tribunal and provided to all parties in accordance with the Tribunal's directions or procedural order for conducting a hearing event by videoconference.

20.7 The View of the Camera A party's representative or a witness in a videoconference shall be in view of the camera, with minimal visual obstructions, in the course of their presentations or submissions to the Tribunal. Where a witness is being examined or cross-examined, there shall be a view of the witness, counsel protecting

the witness, and the person conducting the examination or cross-examination. Any document that may be referred to by parties or their witnesses shall be visible and legible to the Tribunal and all other parties to the conference, either by the camera or by referring to a copy of the document exchanged in accordance with the Tribunal's directions.

Ontario Land Tribunal

655 Bay Street, Suite 1500
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Date: September 13, 2023

Kim Peters
232A Guelph Street, 3rd Floor
Georgetown, ON, L7G 4B1
Email: Kim.Peters@ontario.ca

Re: OLT Case Number: OLT-23-000855
OLT Lead Case Number: OLT-23-000855
Municipality/Upper Tier: Melancthon/Dufferin
Subject Property Address: 517003 Highway 24
Reference Number: M/C/2021-2022/486

I am writing to advise that the appeal by Chris and Laura McGriskin was withdrawn by letter dated September 13, 2023.

There are no outstanding appeals in this matter, and our file is closed. As a result, the Tribunal has cancelled the hearing event that was scheduled to commence on November 7, 2023.

Yours truly,

Euken Lui
Acting Registrar

c.c.

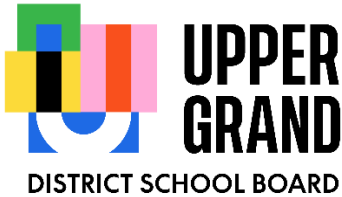
Janet Sperling, Janet.Sperling@ontario.ca

Wajid Mansuri, wmansuri@gamaeng.ca

Chris and Laura McGriskin, lauramcgriskin@hotmail.ca

Denise Holmes

From: Karen Farace <Karen.Farace@ugdsb.on.ca>
Sent: Thursday, September 7, 2023 4:10 PM
To: Denise Holmes
Subject: Community Partnerships & LTAP Session



PLANNING DEPARTMENT

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: planning.info@ugdsb.on.ca

Tel: 519-822-4420 ext.821 or Toll Free: 1-800-321-4025

7 September 2023

Township of Melancthon
157101 Highway 10
ON L9V 2E6

Dear Denise Holmes - CAO/Clerk :

Re: 2023 Community Planning & Facilities Partnership and Long-Term Accommodation Plan (LTAP) Comprehensive Report Joint Meeting

The Long-Term Accommodation Plan (LTAP) is a planning document to help guide Capital Investment, Program and Facility decisions that support the Upper Grand District School Board's Vision and Multi-Year Plan. The LTAP is a strategic review of the Board's facilities, population projections, and enrolment forecast. The Board has prepared a draft LTAP which will provide guideline for accommodation needs for the next four to eight years.

The UGDSB has always valued and appreciated the benefits of community partnerships that have allowed us to share the boards' facilities with its students and the community at large. Being inclusive and aware of how important a strong, vibrant and sustainable publicly funded education system is to the foundation of our partnership.

This year, we would like to invite you to a virtual Partnership and LTAP information session to identify interests for future co-build opportunities and to inform you of our long-term planning.

In accordance with Ministry of Education guidelines and the Board policy, the Board is hosting a virtual partnership on:

Wednesday, October 4, 2023

at 10 am

Please RSVP to planning.info@ugdsb.on.ca by Tuesday, September 20, 2023 to confirm your attendance on this date. Details of this virtual meeting will be provided prior to the meeting.

Information is available on the Board website at [Community Planning and Facility Partnership](#) and [Long Term Accommodation Plan](#)

We look forward to the possibility of working together to improve access to services, programs and supports for our students and the community and providing information of our future plans.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ruchika Angrish', is positioned above the printed name.

Ruchika Angrish
Manager of Planning

PLN: 062

File Code:

Notice of Virtual Public Open House



Municipality of Grey Highlands New Zoning By-Law First Draft New Zoning By-Law

Review Process and Public Involvement

The New Zoning By-law is currently in **draft**. The New By-law has been drafted with the primary objectives of aligning with higher-level policy documents, balancing private property rights and the public interest, making a clear and understandable document, and maximizing effectiveness, efficiency, and fairness in our planning framework.

Council and Staff of the Municipality of Grey Highlands invite the public once again to have their say in the review of the New Zoning By-law.

If you have questions, concerns, or ideas that relate to land-use related issues in the Municipality, then this is the time to get involved.

The Zoning By-law has a significant influence on the built environment, the economy, and private property rights. Societal needs are constantly changing, and land use policies must be updated to respond to these needs. The *Planning Act* also mandates that the Municipality regularly updates its Zoning By-law in a comprehensive manner to align with higher-level land use planning policies. Grey Highlands is due for a New Zoning by-law to address the needs of its citizens and to comply with the direction of the *Planning Act*.

Open House Details

You are invited to attend the **Virtual Public Open House** New Zoning By-law. You may provide comment at the Open house on the Zoning By-law update process.

When:

Wednesday September 27, 2023 at 6:00 - 8:30 PM.

Where:

Zoom Virtual Meeting
[greghighlands.ca/register](https://www.greghighlands.ca/register)

Three phases of Public Review Process



Phase One

- ✓ First draft Zoning By-law is prepared
- ✓ Committee of the Whole meeting
- ✓ Initial Public Open House
 - Virtual Public House
 - Determine topics of interest
 - Consolidate public feedback
 - Present to Council
 - Council direct changes to First Draft



Phase Two

- Second draft Zoning By-law is prepared
- Create and publish initial new maps
- Circulate Second draft & maps to the public
- Public Open House
- Consolidate public feedback
- Present feedback to Council
- Council direct changes to Second Draft



Phase Three

- Final draft Zoning By-law is prepared
- Create and publish final maps
- Public Open House
- Public Meeting to allow public representation
- Final Draft is presented to Council
- New zoning By-law is passed

We are here

Zoning By-law Background

The Zoning By-law regulates the use of land within the Municipality by prohibiting the use of land for any purpose except for those that are set out in the By-law. Zoning By-laws generally regulate the use of land through the following provisions:

1. The area that is governed by the Zoning By-law is divided into “zones” that are shown in maps.
2. A list of permitted uses is defined for each zone. Unlisted uses are prohibited.
3. The size and location of buildings are regulated by imposing max. or min. heights, property line setbacks, and proportions of the total lot area that can be built upon.
4. Minimum or maximum amount of parking may be required for a given land use or property.
5. “Holding” provisions may be applied to prohibit the use of land for any purpose until such time that a specific condition is met.

More notable changes

1. The base set of zones have been modified; with some zones being merged into a singular “Agricultural” zone that will permit and regulate the various uses permitted in the five existing countryside zones.
2. Defined terms have been revised for clarity.
3. Fourplexes are permitted in any residential zone with full municipal water and wastewater.
4. Additional permissions for Accessory buildings and Additional Dwelling Units.
5. Home Industries with max. gross floor area of 250 sq. meters are permitted in the Agricultural zone without requiring a zoning amendment.
6. Minimum Distance Separation requirements apply to all new dwellings in the countryside.
7. Permitted Home Business uses are expanded.
8. Large renewable energy systems are only permitted by site-specific zoning amendments.
9. Holding provisions are applied to natural heritage features.
10. The minimum parking requirements are significantly reduced.

What the project doesn't include:

Requests to change zoning on specific properties that are more appropriately dealt with through private development applications.

Additional Information

Information related to the New Zoning By-law, including the First Draft of the New Zoning By-law, is publicly available at zongreyhighlands.ca.

The webpage will be regularly updated with information such as learning resources, maps, and meeting dates.

Stay up-to-date

For general planning-related inquiries, please contact the Planning Department at planning@greyhighlands.ca or 519-986-1216 ext. 228

For further information that is specifically related to the New Zoning By-law, including information about appeal rights, please contact the Planning Department at zonegh@greyhighlands.ca

Interested individuals can subscribe to email notifications on matters that relate to the New Zoning By-law.

#zonewithus

**Ministry of
Municipal Affairs
and Housing**

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2023-4434

September 6, 2023

Dear Clerks, CAOs, and Conservation Authority Administrators:

Re: Proposal to return lands in Ajax to the Greenbelt

In December 2022, to accommodate Ontario's unprecedented growth by supporting the building of more homes, our government removed or redesignated 15 areas of land totaling approximately 7,400 acres from the edge of the Greenbelt Area. At the same time, a portion of the Paris Galt Moraine was added to the Greenbelt, along with 13 Urban River Valleys, totalling 9,400 acres, for an overall expansion of approximately 2000 acres.

The government was clear that owners of the lands removed from the Greenbelt would be expected to develop detailed plans to build housing with landowners also being responsible for paying for the full cost of housing-enabling and community-building infrastructure. It is the government's expectation that significant progress on approvals and implementation be achieved by the end of 2023.

It has come to the government's attention that the discussions surrounding the development of the lands removed from the Greenbelt located at 765 and 775 Kingston Road East in the Town of Ajax were at an early stage, and that a 104-acre parcel within the lands was recently listed for sale. These actions run counter to the government's objective of building homes quickly. The government is now seeking feedback on a proposal to return these lands, amounting to approximately 133 acres, to the Greenbelt Area through an amendment to the Greenbelt Area boundary regulation ([O. Reg. 59/05](#)) and an amendment to the Greenbelt Plan.

Further information on the proposal to amend the Greenbelt Plan and Greenbelt Area boundary regulation, can be found at:

- [ERO #019-7561 – Proposal to return lands to the Greenbelt \(Amendment to the Greenbelt Plan\)](#)
- [ERO #019-7562 – Proposal to return lands to the Greenbelt \(Amendment to Greenbelt Boundary Regulation O. Reg. 59/05\)](#)

Information and mapping on the 2022 decision to amend the Greenbelt Plan can be found here:

- [ERO #019-6216 - Amendments to the Greenbelt Plan](#)
- [Greenbelt Maps](#)

The comment period on the Environmental Registry of Ontario is open for 45 days and will close on October 20, 2023. I look forward to receiving your input on this proposal.

In the meantime, my ministry is working to prepare a review of the Greenbelt to ensure that it is appropriately accommodating Ontario's significant growth, as is mandated in provincial legislation. This review will be informed by the recommendations of the Auditor General's report

and will include an evaluation of the remaining properties that were removed from the Greenbelt late last year.

As ministry officials design and launch this review, the non-partisan Provincial Land and Development Facilitator will continue to work with proponents of the remaining sites to ensure that progress on these lands continues, including the obligation to provide community benefits such as parks, community centres, schools and hospitals. This work will be an important input into the mandated review into the Greenbelt, as will meaningful consultation with municipalities, Indigenous communities and regular people living in these areas who deal with the negative impacts of the housing supply crisis the most. The properties that were removed from the Greenbelt will have to stand on their own merits: If the review finds these properties cannot support the government's objective of building homes quickly, they will be returned to the Greenbelt.

We have been clear that progress on these sites must meet the government's expectations. If planning and approvals have not significantly progressed by the end of this year and if shovels are not in the ground by 2025, the government will return these lands to the Greenbelt.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a stylized flourish at the end.

The Hon. Paul Calandra

Minister of Municipal Affairs and Housing

- c. Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing,
Planning and Growth Division

Ministry of the Solicitor General

Strategic Policy Division
Office of the Assistant Deputy Minister

25 Grosvenor Street, 9th Floor
Toronto ON M7A 1Y6
Tel: 416 212-4221

Ministère du Solliciteur général

Division des politiques stratégiques
Bureau du sous-ministre adjoint

25, rue Grosvenor, 9^e étage
Toronto ON M7A 1Y6
Tél. : 416 212-4221



Meghan Townsend
CAO
Town of Grand Valley
mtownsend@townofgrandvalley.ca

September 13, 2023

Greetings Meghan Townsend,

Thank you for submitting your proposal for the Ontario Provincial Police (OPP) detachment board framework. Your patience has been greatly appreciated while all proposals went through a thorough review process.

At this time, I am pleased to confirm that the Dufferin OPP detachment board proposal has been approved by the Solicitor General to the next step in finalizing the board compositions, which is posting the composition on the Ontario Regulatory Registry (ORR). The ministry is currently working on drafting the regulation, which is expected to be available on the Ontario Regulatory Registry (ORR) for public comment in the summer or fall. Posting of the regulation is one of the last steps before the regulation can be finalized in advance of bringing the *Community Safety and Policing Act, 2019 (CSPA)* into force in early 2024.

The following board composition(s) have been approved for posting.

Board	Communities Served	Council Seats	Community Representative Seat(s)	Provincial Appointment Seat(s)	Total Seat(s)
1	Town of Orangeville	2	3	1	6
2	Town of Shelburne	3	3	1	7
3	Amaranth Township, Town of Grand Valley, East Garafraxa Township	3	3	1	7
4	Melancthon Township, Town of Mono, Mulmur Township	3	3	1	7

On behalf of the Ministry of the Solicitor General, I would like to express my appreciation to all the communities involved in the proposal development process. I acknowledge and value the significant efforts undertaken to create a proposal for a detachment board that addresses the unique needs of each community that receives OPP policing services in

your detachment. As the proposal lead, I kindly request that you disseminate this correspondence to all communities serviced by the proposed detachment board.

The ministry is planning to share more guidance as soon as possible on next steps, with the understanding that municipalities and First Nations require time to plan for the implementation of OPP detachment boards before the CSPA comes into force.

If you have any questions or concerns in the meantime, please contact Devendra Sukhdeo, Senior Policy Advisor, Public Safety and Policing Policy Unit (PSPPU), Strategic Policy Division, at Devendra.Sukhdeo@ontario.ca.

Sincerely,

Sarah Caldwell
Assistant Deputy Minister, Strategic Policy Division
Ministry of the Solicitor General

Denise Holmes

From: Steven Murphy <smurphy@dufferincounty.ca>
Sent: Wednesday, September 13, 2023 4:16 PM
To: Brenna Thompson; Denise Holmes; Fred Simpson; Jessica Kennedy; jwilloughby@shelburne.ca; Meghan Townsend; Melancthon EOC - BACKUP; mrichardson@orangeville.ca; Mulmur EOC - BACKUP; Nicole Martin; Patti Hossie; Peter Avgoustis; Tracey Atkinson
Cc: Megan Ball; Sonya Pritchard
Subject: ESS Trailers - Update

Hello all,

Just a quick update on a few of things related to ESS.

- 1, The trailers have started arriving and we will have all of them by the end of the week.
- 2, The blankets and pillows have been purchased (Giant Tiger – Shelburne)
- 3, The cots have arrived (Home Hardware – Grand Valley/East Garafraxa)
- 4, The advanced first aid kits have been ordered (Rural Rescue – Mulmur)
- 5, Emergency food supplies have been ordered and we're waiting on a few more items to arrive
- 6, Hygiene supplies are still awaiting a supplier, trying for a local business if you have any leads

We intend to stock the trailers following the IPM.

Can you please provide me with the following:

- Municipal decals x 3 (one on each side and one on the rear). Similar in size to the ones on your vehicle doors.
- A quote from your head of council about these trailers, our emergency planning and winter preparedness.

Each trailer will require 1 padlock, please bring one with you when you pick up your trailer.

We plan to have them ready to go by the 28th of September. We would like to do a joint media piece about this project and would like to have a 'group photo' of the trailers and some officials. I will send a meeting invite.

One more thing, I am getting quotes to have an assessment of the shelter's generator needs completed this year. We will need to arrange a date/time to have the electrical engineer visit your sites. Those that already have a generator will be assessed to get a sense of when an upgrade/replacement could be needed. Those without generators will be assessed for what is needed.

Steve Murphy | Manager – Preparedness, 911 & Corporate Projects | Office of the Chief Administrative Officer

County of Dufferin|Phone: 519-941-2816 Ext. 2401| Mobile: 519-938-7215

smurphy@dufferincounty.ca |55 Zina St, Orangeville, ON L9W 1E5

Serving with humility and gratitude upon the traditional territory and ancestral lands of the Tionontati, Attawandaron, Haudenosaunee and Anishinaabe peoples. To learn more about the Indigenous History and Treaty Lands in Dufferin County check out this [resource guide](#).

DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender. Please note that

any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the County of Dufferin. Finally, the recipient should check this email and any attachments for the presence of viruses. The County of Dufferin accepts no liability for any damage caused by any virus transmitted by this email. The Corporation of the County of Dufferin, 55 Zina Street, Orangeville, Ontario. www.dufferincounty.ca

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

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

File Reference:

612-10

September 6, 2023

To All OPP-policed Municipalities

Re: Distribution of Police Record Check Revenue to Municipalities

In June 2022, the Ontario Provincial Police (OPP) centralized the police record check process by transferring the responsibility for the process from detachment staff to an Online Police Record Check Unit (OPRCU). The centralization of the police record check process eliminates the need for detachment staff to perform duties associated with the police record checks, with the exception of fingerprinting. This OPRCU has been staffed by reinvesting numerous administrative detachment positions from across the province. The change in staffing at OPP detachment locations will be captured in the overall municipal policing cost-recovery in accordance with the terms set out in *Police Services Act*, Ontario Regulation 267/14.

Historically, the revenue generated from detachment staff completing record checks for municipal residents has been credited back to the applicable municipalities. With the reassignment of the police record check workload to the OPRCU, there will be a gradual reduction of the revenue provided to municipalities, except for the revenue for fingerprinting. Fingerprinting remains a detachment responsibility and, therefore, the revenue for conducting fingerprint services at the detachments will continue to be allocated to municipalities. The gradual reduction of police record check revenue (not related to fingerprinting) will be accompanied by the introduction of some cost savings for municipalities resulting from the impact of reinvesting some detachment positions into the OPRCU. This will provide municipalities with an extended period of time to make appropriate adjustments to any impacted financial plans.

OPP-policed municipalities will continue to receive police record check revenue in 2023 and 2024. Commencing in 2025, the revenue will be reduced by 25% per year. In 2028, OPP-policed municipalities will cease to receive police record check revenue associated with police record checks processed by the OPRCU. Municipalities will continue to receive revenue for fingerprinting services provided at the detachment.

Page 1 of 2

INFO 11

SEPT 21 2023

The OPP will continue to deliver adequate and effective policing services while focusing on meeting the municipalities' unique policing needs.

Should you have any questions, please email the OPP Municipal Policing Bureau Financial Services Unit at OPP.Financial.Services.Unit@opp.ca.

Respectfully,



Phil Whitton Superintendent
Commander,
Municipal Policing Bureau

cc OPP Deputy Commissioner Chris Harkins
OPP Provincial Commander Mary Silverthorn
A/Inspector Kirsten Buligan, Community Safety Services
OPP Detachment Commanders

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
DRAINAGE ENGINEER'S TENDER REPORT

TO: Mayor White and Members of Council
FROM: Tom Pridham, P.Eng., Drainage Engineer
RE: Tender Results:
Schill Drainage Works
DATE: September 13, 2023

RECOMMENDATION:

THAT Drainage Engineers Tender Report dated September 13, 2023, re: Tender Results: Schill Drainage Works be hereby received;

AND FURTHER THAT the tender for the construction of the Schill Drainage Works submitted by Robinson Farm Drainage Ltd. in the amount of \$140,990.10 including H.S.T. be accepted.

BACKGROUND:

Tenders for the construction of the Schill Drainage Works closed on Wednesday, September 6, 2023 at 4:00 p.m. A total of two bids were submitted as indicated in the attached Tender Opening Summary Form and shown below.

Contractor	Total Bid Price Including H.S.T.	Rank
Robinson Farm Drainage Ltd.	\$140,990.10	1
Hanna & Hamilton Construction Co. Ltd.	\$179,358.97	2
Engineers Estimate	\$138,425.00	

The tenders has been checked and verified for accuracy. The low bidder, Robinson Farm Drainage Ltd. have considerable experience in the installation of municipal tile drains under the Drainage Act and are well known for their excellent workmanship. Provided the weather conditions remain reasonable the tile will be installed this fall with some minor cleanup next spring to complete the work and repair any minor settlement.

We would respectfully recommend that the tender for the construction of the Schill Drainage Works submitted by Robinson Farm Drainage Ltd. in the amount of \$140,990.10 including H.S.T. be accepted.

Prepared By,

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

Tom Pridham, P.Eng.
Drainage Engineer

TENDER OPENING SUMMARY FORM

Schill Drainage Works
 Township of Melancthon
 File No.: D-ME-156

Closing Date: September 6, 2023 @ 4:00 p.m.
 Tender Opening Date: September 6, 2023 @ 4:05 p.m.
 Project No.: 300036409.1000

BIDDER	TENDER AMOUNT (incl. HST)	CERTIFIED CHEQUE/ DEPOSIT	START DATE	SUBSTANTIAL COMPLETION DATE	BIDDER POSITION
Robinson Farm Drainage Ltd.	\$140,990.10	✓	Sept. 7th, 2023	Sept. 28, 2024	1
Horst Excavating Ltd.					
Hanna & Hamilton Construction Co. Ltd.	\$179,358.97	✓	Sept. 25th, 2023	Oct. 31st, 2023	2
Horton Brothers Enterprises LTD					
D & I Wattam Construction Ltd.					
Cedarwell Excavating Ltd.					
AWF Contractors Ltd.					
Martin Drainage Ltd.					
Engineer's Estimate	\$138,425.00				

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2023

WHEREAS Pursuant to s. 31(2) of the *Municipal Act, 2001*, after January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money.

WHEREAS, a By-law to assume certain lands within the Township of Melancthon as a public highway.

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

1. That the lands described in Schedule "A" be and the same are hereby assumed by the municipality as a highway for public use.
2. That this By-law shall come into force and take effect on the final passing thereof.

By-law read a first and second time this _____ day of _____, 2023.

By-law read a third time and passed this _____ day of _____, 2023.

MAYOR

CLERK

SCHEDULE "A"
Legal Description of Lands Being Assumed As a Highway

34152-0028 (LT): GRIERSON ST, PL 2 ; MELANCTHON

34152-0029 (LT): CEDAR ST, PL 2 ; MELANCTHON

[**NOTE: Grierson St. and Cedar St. renamed Poulton Place Pursuant to Township By-Law 38-2000]

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2023

Being a By-law to amend By-law No. 58-2022 passed in open Council on December 15th 2022.

WHEREAS the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 58-2022, a By-law to appoint a Municipal Services Board for the Horning's Mills Community Hall until December 31, 2023.

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

That Jeannette Parkinson be appointed to the Board in the place of Jade Snell who resigned from the Board on August 10, 2023.

This By-law shall take effect and come into force on the passing thereof.

By-law read a first and second time this 21st day of September, 2023.

By-law read a third time and passed this 21st day of September, 2023.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2023

Being a By-law to amend By-law No. 52-2022 passed in open Council on December 1, 2022.

WHEREAS the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 52-2022, a By-law to appoint Municipal Officials from December 1, 2022 until December 31, 2023.

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

That Councillor Ruth Plowright be appointed as the Council Representative to the Centre Dufferin Recreation Complex Board of Management in the place of Mayor Darren White.

This By-law shall take effect and come into force on the passing thereof.

By-law read a first and second time this 21st day of September, 2023.

By-law read a third time and passed this 21st day of September, 2023.

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF MELANCTHON

HORNING'S MILLS COMMUNITY HALL

BY-LAW NO. 58 -2021

Being a Bylaw to establish a Municipal Service Board to operate a Community Hall, known as the Horning's Mill's Community Hall and to repeal By-law No. 16-2013 and By-law No. 8-2021

WHEREAS Section 196 of the *Municipal Act, 2001*, authorizes a municipality to establish a Municipal Service Board;

AND WHEREAS Section 198 of the *Municipal Act, 2001*, provides that a municipality may give a Municipal Service Board the control and management of such services and activities of the municipality consider as appropriate and shall do so by delegating the powers and duties of the municipality to the Board.

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

Board Appointment

1. The Members of the Board shall be appointed by the Council of the Corporation of the Township of Melancthon on an annual basis in accordance with Section 196(1) of the Act.
2. The Board shall be composed of a total of seven (7) members:
 - Two (2) members shall be an elected member of Council
 - One (1) member shall be from the Horning's Mills Women's Institute
 - Four (4) members shall be appointed by the Council of the Corporation of the Township of Melancthon

Administration

3. The said Board shall meet on a regular basis.
4. The said Board shall elect a Chairperson and Vice-Chairperson annually from among its members and such other officers as may be required.
5. The said Board shall submit to Council, an annual report of its activities and such other reports as may be required from time to time.

Staff

6. The Board may recommend to Council, the appointment of recreation works and shall be responsible for assigning the duties and responsibilities of such employees.

Programs and Facilities & Functions (in accordance with Section 198(1) of the Act)

7. The Board shall conduct or encourage and assist with programs of recreation which will meet the needs and interest of the residents of the Township of Melancthon in the Horning's Mills area.
8. 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.
9. The said Board shall assist in the co-ordination of community recreation services.

Finance


10. Annually, by January 1st, the Board shall submit and interpret to Council, a budget for its approval and shall make to Council, a full and complete financial report of its previous year's operation.
11. The Board shall not have its own bank account. All deposits and payments will be made through the Treasurer as regulated by the Municipal Act.
12. The Board may solicit or receive on behalf of the Municipality any gifts or bequests of money or services or any donations to be applied, principal or income, for either the temporary or permanent use for facilities, equipment, program or other recreational purposes.
13. The said Board may incur expenditures, to the extent provided in the annual approved budget or as approved by Council.
14. The said Board may prescribe fees for participation in or admittance to any part of the community programme of recreation conducted in the Horning's Mills Community Hall.

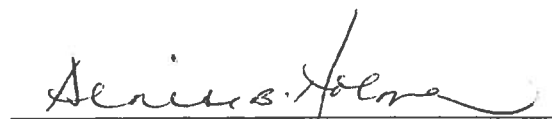
Closure

15. This By-law goes into effect forthwith on the passing hereof and other By-laws conflicting with this By-law are hereby repealed and rescinded.
16. In carrying out the provisions of this By-law, the said Board shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law, neither the Board nor any member thereof shall incur any liability by reason of anything done or left undone by the Board; provided however that nothing in this paragraph contained shall authorize or empower the Board to incur any debt, liability or obligation of which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Corporation of the Township of Melancthon.

By-law read a first and second time this 16th day of September, 2021.

By-law read a third time and passed this 16th day of September, 2021.


MAYOR (Deputy)


CLERK



Township of Melancthon

Proposal for Strategic Planning Services

April 21, 2023

333 Bay Street, 17th Floor
Toronto, ON M5H 2R2
416-864-7112

100 rue Queen Street, Suite 850
Ottawa, ON K1P 1J9
613-231-2630



GB 16.3.1

SEPT 21 2023

April 19, 2023
Attention: Denise Holmes, Chief Administrative Officer
Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6

Dear Ms. Holmes,

Re: Proposal for Strategic Planning Services

StrategyCorp Inc. is pleased to enclose further details to develop an updated Strategic Plan for the Township of Melancthon (“Township” or “Melancthon”). The experience of our team, combined with the resources, knowledge, and expertise of our firm in municipal strategic planning and best practices, will provide the Town with unmatched support on this exciting journey.

We have a solid track record in municipal sector strategic planning across Ontario

StrategyCorp has conducted strategic planning efforts for a variety of clients operating in highly regulated and scrutinized environments. We work closely with our municipal clients to understand their local strategic context, articulate the key priorities for both the administration and community and develop strategies to achieve those goals with the political and stakeholder context in mind. In the last year, we have completed strategic planning projects in North Grenville, Leeds and The Thousand Islands, Leamington, and Vaughan. Our current roster of municipal strategic planning clients includes the Counties of Dufferin, Bruce and Oxford as well as Amaranth, Innisfil, Gravenhurst, Guelph and Kingston, among others.

Our approach to strategic planning is founded on meaningful and stakeholder consultation

Strategic Plans are successful when consultants create and drive the process, not content. Council, staff, and the community are best positioned to define and create buy-in around a shared vision and set of strategic priorities that will guide the municipality forward. To this end, we will facilitate conversations with a range of stakeholders throughout the project to ensure that the final Strategic Plan is one that is authentic to and reflective of the community and administration’s needs and priorities.

We can hit the ground running in Melancthon

As you know, StrategyCorp is currently finalizing an updated Corporate Strategic Plan for Dufferin County and is also facilitating a strategic planning process for the Township of Amaranth. We have a strong understanding of the Township’s strategic local and regional landscapes and the pressures and opportunities facing Melancthon, which will inform and underpin our engagement with all stakeholders to ensure we are delivering a Strategic Plan that is distinct to the Township and its community.

Should you have any questions with respect to our proposal, please do not hesitate to contact me at 416.992.7112, or by e-mail at matheson@strategycorp.com.

Sincerely,

Sabine Matheson

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Our Approach to Strategic Planning

A strategic plan is intended to be the overarching guiding document to support a steady state of municipal governance and aid the municipality in making choices about key priorities and services. It is an essential tool to assert the priorities that will be reflected in annual operating plans and budgets. In our view, strategic planning is not – and cannot be – an isolated, linear process. We take an integrated approach to the strategic and business planning cycle, taking into consideration the whole process as we build or update a strategic plan from the ground up. The process will transform conceptual goals and the vision for the desired future into realistic, achievable goals that can be implemented across the Township.

A Strategic Plan for the Corporation and the Community

An effective municipal strategic plan should not only provide direction for the activities of the municipality's administration but should also be a community-driven plan that conveys the broader community's aspirations and goals moving forward. As a result, Melancthon's strategic plan should do two key things: first, provide guidance for Council and staff in terms of the services directly provided by the Township, and second, reflect the broader interests and priorities of the community, which in some cases may focus on areas out of the Township's direct control in terms of investment or service delivery.

A Living Document

Our process begins with a thorough study of your existing suite of strategic documents, including asset management plans, business plans, communications activities, budgets, and political considerations, combined with an in-depth consultation with staff and Council, with an emphasis on the key challenges and opportunities currently facing Melancthon. This approach will allow this strategic plan to be a living document that can easily undergo periodic review and adjustments to reflect the progress toward the achievement of goals. Flexibility is inherent in our methodology's design and in the resulting strategic plan. The plan should be specific enough to inform and provide direction for the Township's annual business plans but also build in flexibility to enable it to take advantage of opportunities, address challenges or mitigate risks as they arise.

A Plan Created for – and by – the Township





At the end of the day, strategic planning is successful when consultants drive the process, not content. We understand that Council, staff, and residents know their communities best, and with that in mind, our strategic planning process is built around ongoing internal and external communications and engagement. The breadth and depth of our engagement with staff and council is what differentiates our approach from other firms and ensures that the resulting plan is reflective of the Township's realities and that stakeholder opinions are heard, valued, and incorporated. Because there are multiple touchpoints with stakeholders and we take an iterative approach to the development of the Strategic Plan, we will leave the Township with a roadmap for the future that has been meaningfully informed and shaped by stakeholder input from start to finish.

Implementation Planning is Key

We know the success of any strategic plan is determined by how well it is implemented, paying heed to all sensitivities. Our approach ensures that the plan includes realistic, achievable goals that can be

implemented. We develop strategic plans that provide clear direction for municipal administrations, have well-defined accountabilities for “making it happen,” and include a compelling rationale to support strategic plan communication and socialization.

To be effective, StrategyCorp will ensure that all strategic planning elements are:

ELEMENT	DESCRIPTION
<p>Evidence-based</p> 	<p>Strategic directions must be evidence-based with clear, measurable outcomes. The directions must reflect the on-the-ground realities of the Township’s operations and capacity, the residents and stakeholders served, as well as the focus on quality and inclusivity as articulated in your plans.</p>
<p>Aligned with best practices</p> 	<p>Exploring what peer municipalities are doing and to surface opportunities for consideration by the Township in terms of improving strategy setting and service delivery and leveraging innovation.</p>
<p>Attentive to stakeholder input</p> 	<p>Engaging stakeholders in a transparent, prepared, equitable, and meaningful manner, and providing feedback on how input is used will create buy-in and produce better results.</p>
<p>Implementable</p> 	<p>The success of any strategic plan is determined by how well it is implemented, paying heed to all sensitivities. Clear directions, a compelling rationale, well-defined accountabilities for “making it happen”, and a practical timeline are hallmarks of good implementation.</p>

Our Approach to Strategy Building and Stakeholder Engagement

Different points of view are key. Collaboration is key. Transparency and accountability are key. StrategyCorp’s approach to consultation is grounded in comprehensive, impactful engagements where people feel empowered to share their perspectives, ask questions, and challenge actions – all in pursuit of successful outcomes. Our strategic planning embeds stakeholder perspectives in each strategic priority and subsequent initiative.

Based on our experience, StrategyCorp has developed an overarching framework to guide our approach to stakeholder engagement and community engagement design and execution:

<p>Principles of Effectiveness:</p> <ul style="list-style-type: none"> ▶ Engage early enough to make a difference; ▶ Resource engagement appropriately; ▶ Be prepared to pay attention to the results; ▶ Monitor and evaluate its effectiveness. 	<p>Principles of Inclusion:</p> <ul style="list-style-type: none"> ▶ Build-in ethnocultural diversity; ▶ Eliminate physical, psychological, and socioeconomic barriers to participation by all groups.
<p>Principles of Clarity:</p> <ul style="list-style-type: none"> ▶ Be transparent in terms of purpose and communication; ▶ Be transparent about how results will be used; ▶ Develop a clear but flexible project strategy. 	<p>Principles of Respect:</p> <ul style="list-style-type: none"> ▶ Be the community’s partner; ▶ Use tools acceptable to the participants; ▶ Hear what people say, not what you want to hear; ▶ Create realistic timelines.

We understand the importance of giving the community ample platforms on which to voice concerns, ask questions and learn about changes that will affect them through an effective community engagement strategy. We design engagement strategies that accomplish this in ways that build support for change.

StrategyCorp approaches every stakeholder engagement exercise with a core set of principles to guide our work:

- Successful stakeholder engagement, which helps build confidence in and support for an organization, must be a continuous process.
- Stakeholder engagement requires a strategic approach. It begins with clearly articulating the engagement goals, identifying and mapping stakeholders, and then analyzing the gaps to develop the most robust stakeholder engagement plan possible.
- To effectively engage stakeholders, organizations must make it easy for stakeholders to participate. Traditional methods of engagement, which rely on drawing people to engagement platforms and forums, are no longer effective. Engagement must be brought to the people you want to hear from. In this, digital engagement is an important tool.
- Stakeholder groups are not “one-size-fits-all.” A variety of digital and personal engagement

tactics need to be used to ensure the greatest possible participation in stakeholder engagement.

- No one can tell your story as well as you can. All our engagement strategies put the client at the centre and involve a broad array of stakeholders in the process to enhance the legitimacy of the process and position it for success.
- Stakeholders need to believe that you are listening to them. Complete the circle of two-way communication by reaching back out to stakeholders on a regular basis to demonstrate how their input has been considered.

Proposed Work Plan

Outlined below is StrategyCorp’s proposed approach for this engagement.

Phase 1: Kick-Off	Phase 2: Research & Consultation	Phase 3: Strategic Planning Workshops	Phase 4: Finalization
<ul style="list-style-type: none"> Facilitate kick-off to align on project objectives and schedule Discuss consultation strategy and determine appropriate stakeholders (e.g., Council, Senior Management Team (SMT), staff, residents, business owners) Issue data request (if needed) Begin scheduling Phase 2 interviews 	<ul style="list-style-type: none"> Review internal and external operating context and conduct SWOT/gap analysis, including review of key plans and documents Draft interview guides and conduct virtual interviews with CAO and SMT, the Mayor, and Council Develop and issue staff survey to understand staff perspectives and build buy-in Facilitate community engagement, incl: <ul style="list-style-type: none"> Digital community survey 2 in-person community pop ups (e.g., booth at Melancthon Day) 2-3 virtual focus groups with key stakeholders (businesses, community groups, etc.) Develop SWOT analysis summary 	<ul style="list-style-type: none"> <i>Council Workshop #1: Current State & Priority-Setting</i> <ul style="list-style-type: none"> Introduction on the value of strategic planning Review and validate SWOT Discuss and revise draft priorities/pillars and goals Conduct SMT workshop to begin to develop strategic initiatives and corresponding performance measures (note: a follow-up workshop may be required) Build out draft Strategic Plan Framework for validation with SMT and Council <i>Council Workshop #2: Validation & Visioning</i> <ul style="list-style-type: none"> Review and discuss draft pillars, goals, initiatives and performance measures Revisit and refine the Vision, Mission and Values 	<ul style="list-style-type: none"> Revise draft Strategic Plan Framework following Council workshop and staff input Develop a public-facing Strategic Plan document Present final Strategic Plan document to Council for adoption
Deliverables			
1. Kick-off Meeting & Summary Memo	1. Interview Guides 2. Staff and Community Surveys 3. Engagement materials 4. SWOT Analysis	1. Workshop Facilitation Materials 2. Draft Strategic Plan Framework	1. Final Strategic Plan 2. Present to Council
~ 1-2 weeks	~6 weeks	~5-8 weeks	~3 weeks

Our Municipal Strategic Planning Experience

StrategyCorp has extensive experience helping municipal clients review their services, develop new strategies, and implement service improvements across a wide range of departments and focus areas for over 25 years. We worked directly with every municipality South of the French River, most municipalities in Ontario, and several municipalities across Canada and the United States. Some of our past clients include:



Below is a sample of strategy setting projects StrategyCorp has completed for our municipal clients over the last 10 years:

Client	Project Name	Date
Town of Innisfil	Strategic Plan	Ongoing
Town of Gravenhurst	Strategic Plan	Ongoing
The City of Richmond Hill	Strategic Plan Facilitation	Ongoing
Oxford County	Strategic Plan	Ongoing
Municipality of Chatham-Kent	Strategic Plan	Ongoing
Town of Amherstburg	Community Strategic Plan	Ongoing
City of Kingston	Strategic Plan Background and Facilitation	Ongoing
District of Muskoka	Strategic Plan Facilitation	Ongoing
Town of Georgina	Strategic Plan	Ongoing
Town of Saugeen Shores	Strategic Plan Refresh	Ongoing

Client	Project Name	Date
City of Guelph	Strategic Plan	Ongoing
Dufferin County	Strategic Plan	Ongoing
Bruce County	Strategic Plan	Ongoing
City of Vaughan	Strategic Plan	2023
West Hollywood (CA, USA)	Community Safety and Well-Being Plan	2022
Town of Bracebridge	Strategic Priority Setting (Refresh)	2022
Municipality of Dysart et al	Strategic Plan	2022
Leeds and The Thousand Islands	Strategic Plan	2022
Municipality of North Grenville	Strategic Plan	2022
Haliburton County	Community Safety and Well-Being Plan	2022
Township of Muskoka Lakes	Strategic Plan	2020
Town of LaSalle	Strategic Plan and Stakeholder Engagement	2020
Town of Innisfil	Strategic Plan	2020
City of Guelph	Strategic Plan and Multi-Year Budgeting	2020
City of Markham	Strategic Options (transit)	2019
City of Vaughan	Strategic Options (restructuring)	2019
Town of Collingwood	Training and Strategic Priorities Setting	2019
Town of Kirkland Lake	Strategic Plan, Operations, and Organization Review	2019
Town of Gravenhurst	Strategic Plan and Council-Staff Relations Training	2019
City of Yellowknife	Strategic Plan	2019
Municipality of Chatham-Kent	Strategic Plan	2019
Town of Tecumseh	Strategic Plan Validation	2019
Northumberland County	Strategic Plan	2019
Municipality of Leamington	Strategic Plan	2018 and 2019
Town of Bracebridge	Strategic Plan	2017
City of North Bay	Strategic Plan Framework Community Engagement	2016
City of St. Catharines	Strategic Plan Review	2016
City of Windsor	20-Year Strategic Vision	2015
Town of Halton Hills	Strategic Plan	2015

Core Project Team

Our primary team members and their respective roles are presented below.

Sabine Matheson | Engagement Principal



- ✓ Principal and General Counsel at StrategyCorp and founder of the Municipal Services Practice
- ✓ Former Chief of Staff to the Minister of Municipal Affairs and Housing
- ✓ Engagement lead for dozens of municipal strategic plans and operational and organizational reviews, including recent strategic plans for North Grenville, Dysart et al, Leeds and The Thousand Islands, Bracebridge and the District of Muskoka
- ✓ Strategic advisor to leading municipal associations such as AMO, OBCM, AMCTO and OMAA
- ✓ Sabine will be responsible for the overall quality and strategic direction of the project

Stacy Hushion | Engagement Manager



- ✓ Director in StrategyCorp's Municipal Services Practice and former Chief of Staff to Toronto City Councillor
- ✓ Extensive experience helping municipalities across Ontario in service delivery and organizational reviews, and strategic planning projects
- ✓ Recently supported strategic plans for the City of Vaughan, Dysart et al, AMCTO and LAS-AMO, and currently leading strategic planning projects for the County of Dufferin, Township of Amaranth, City of Guelph, City of Kingston and Town of Georgina, among others
- ✓ Stacy will be responsible for the day-to-day management of the project, and will act as the primary point of contact for the Town

Nabiha Chowdhury | Engagement Analyst



- ✓ Senior Consultant in StrategyCorp's Management Consulting practice.
- ✓ Over 4 years of experience working in provincial affairs, stakeholder relations and communications.
- ✓ Prior to joining StrategyCorp, Nabiha has worked in various ministries at the Ontario Public Service, including Education, Colleges and University and lastly, Health.
- ✓ Currently supporting strategic planning projects and community engagement activities for Dufferin County, Oxford County, Niagara Region and Chatham-Kent.

Proposed Fees

The proposed fees for this engagement, including all phases of work and engagement activities, is \$49,500. We would be happy to tailor the scope further to suit your needs and budget.

SCI bills on a monthly basis. Fees are exclusive of applicable HST and are due upon receipt. In addition, SCI charges a 5% administrative fee to cover general telephone and fax, courier and printing or copying disbursements, which will be billed monthly with fees. All reasonable, documented expenses, including video and teleconferencing or any travel costs, will be billed on a cost-pass-through basis (i.e., without mark-up). Expense charges will be exclusive of HST, added to the invoice and shall be payable with fees.

Engagement Terms

Confidentiality/Non-Disclosure

During StrategyCorp’s mandate with the Township of Melancthon, we may have access to confidential information relating to the organization. StrategyCorp agrees not to disclose, divulge or otherwise communicate to any person any such confidential information without the organization’s prior written consent.

Legal

It is understood that these services do not include the provision of legal opinions or the provision of legal services. The Township of Melancthon will look to its own legal counsel for all legal opinions and services in relation to this matter.

Timing

This Agreement may be terminated on prior written notice by either party upon the other party (such date of the notification being the “Termination Date”). Fees incurred to the Termination Date will be due and payable in full within 15 business days of the Termination Date.

Notices

Any notice or other communication required or permitted to be given under this LOE shall be in writing and shall be sufficiently given or made by delivery or by email transmission (receipt confirmed) to the respective parties as follows:

If to Township of Melancthon, to:
Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6
Attention:
Denise Holmes
Chief Administrative Officer
dholmes@melancthontownship.ca

If to StrategyCorp, to:
StrategyCorp Inc.
333 Bay Street, Suite 1720
Toronto, ON M5H2R2
Attention:
Sabine Matheson
Principal
matheson@strategycorp.com

Any notice so given shall be deemed conclusively to have been given and received when so personally delivered or so emailed. Either party may change its address by notice to the other in the manner set out above.

This LOE constitutes the entire agreement of the parties hereto with respect to this Engagement,

supersedes all other oral or written representations, understandings or agreements relating to this Engagement, and may not be amended except by written agreement signed by the parties.

If the foregoing is in accordance with your understanding, please indicate your agreement to the above terms and conditions by signing the enclosed copy of this LOE and returning it to us.

We appreciate the opportunity to serve you.

Yours very truly,

Sabine Matheson

Sabine Matheson
Partner
StrategyCorp Inc.

Accepted this _____ day of _____, 2023.

Printed Name: _____

Signature: _____

Title: _____