

THE CORPORATION OF THE TOWNSHIP OF MAPLETON



COUNCIL AGENDA

TUESDAY, JANUARY 26, 2021 @ 1:00 P.M.

ZOOM: <https://us02web.zoom.us/j/3950649180>

DIAL: 1 647 558 0588 MEETING ID: 395 064 9180

1. **Call to Order**
2. **Welcoming Comments by the Chair**
3. **Declaration of Pecuniary Interest**
4. **Confirmation of Minutes**

- 4.1. Council Meeting dated January 12, 2021
[Regular Council Meeting - Jan 12, 2021 - Minutes](#)

RECOMMENDATION

THAT the Minutes of the Township of Mapleton Council Meeting held on January 12, 2021 be confirmed as circulated in the agenda package.

5. **Matters Arising from Minutes**
6. **Matters Under The Planning Act and Matters Arising**
7. **Delegations and Matters Arising from Delegations**

- 7.1. County of Wellington - Climate Change Mitigation Plan
Karen Chisholme: Climate Change Coordinator
[Presentation: Climate Change Mitigation Plan](#)

RECOMMENDATION

That the Delegation of County of Wellington Climate Change Coordinator (Karen Chisholme) be received for information.

8. **Minutes from Committees**
9. **Reports and Updates from Staff**
- 9.1. Economic Development

9.1.1. Economic Development Department Update
[Report: ED2021-02](#)

RECOMMENDATION

THAT Township of Mapleton Council receive Economic Development Report ED2021-02 dated January 26, 2021 regarding Economic Development Department Update.

9.1.2. Social Media Strategy
[Report ED2021-03](#)

RECOMMENDATION

THAT Township of Mapleton Council receive CAO Clerk's Report ED2021-03 dated January 26, 2021 regarding Social Media Strategy;

AND FURTHER THAT Council approve and adopt updated Policy 6.7 Social Media Policy and Strategy into the Policy Manual.

9.2. Finance Department

9.2.1. 2020 Property Tax Write-Offs
[Report: FIN2021-01](#)

RECOMMENDATION

THAT the Township of Mapleton Council receives Finance Report FIN2021-01 regarding property tax write-offs in 2020 as information.

9.2.2. 2021 Interim Property Tax Levy
[Report: FIN2021-02](#)

RECOMMENDATION

THAT Township of Mapleton Council receive Finance Report FIN2021-02, dated January 26th, 2021, regarding the 2021 Interim Property Tax Levy;

AND FURTHER THAT Council approve By-Law 2021-DRAFT being an Interim Tax By-Law.

9.2.3. Cemetery Service Fee Adjustments

[Report FIN2021-03](#)

RECOMMENDATION

THAT Township of Mapleton Council receive Finance Report FIN2021-03 regarding Cemetery Service Fee Adjustments; and

1. That Council approve the proposed changes to the Fee & Charges By-law Schedule "C" Cemeteries attached as an appendix to this report, with an effective date of March 1, 2021.

9.3. Wellington Source Water Protection

9.3.1. Updates to Ontario's Water Quantity Management Framework

[Report: SWP2021-01](#)

[Attachment 1: Draft Amendments to Regulation](#)

[Attachment 2: Draft Water Quantity Guidance](#)

RECOMMENDATION

THAT the Council of the Township of Mapleton receive as information Report No. SWP2021-01 dated January 26, 2021 regarding Environmental Registry Number 019-2017 - Proposed Implementation of Updates to Ontario's Water Quantity Management Framework.

10. Approval of By-Laws

10.1. By-law 2021-008 2021 Interim Tax By-law

[2021-008 Interim Tax By-law](#)

10.2. By-law 2021-009 Site Plan Agreement - Gingrich 7468 Sixth Line

[2021-009 Site Plan Agreement Gingrich J&M](#)

RECOMMENDATION

THAT By-laws Numbered:

- 2021-008 Being a by-law to provide for an Interim Tax Levy on all assessment and to specify installment due dates, and stipulate penalty and interest rates for taxes in default.
- 2021-009 Being a by-law to authorize the Mayor and Clerk to execute a Site Plan Agreement between James Gingrich and Marlene Gingrich and The Corporation of the Township of Mapleton.

Be hereby read a first, second and third time, signed by the Mayor and the Clerk and sealed with the Corporate Seal.

11. Correspondence for Council's Direction

12. Correspondence for Council's Information

12.1. Local Planning Appeal Tribunal (Registrar: Becky Fong) letter dated January 18, 2021.

Re: The Appeal by Core Fuels Limited has been withdrawn

[LPAT - Core Fuels Withdrawal Acknowledgement](#)

12.2. Ontario Clean Water Agency (Karen Lorente, Regional Hub Manager) letter dated January 15, 2021.

Re: Covid related assessment of ongoing activities

[OCWA Client Communication](#)

12.3. Ministry of Natural Resources and Forestry (Jennifer Keyes, Director) letter dated January 19, 2021.

Re: Proposed regulation for compressed air energy storage in reservoirs

[MNRF Compressed Air Storage](#)

13. Notices of Motion

14. Notice Provision

14.1. Notice of Surplus Lands - 14 Ball Ave. (Moorefield Optimist Club)

[14. Notice - Surplus Lands](#)

15. Other Business

16. Confirmatory By-Law

16.1. [2021-010 Confirmatory](#)

RECOMMENDATION

THAT By-law Number 2020-010 being a By-law to confirm all actions and proceedings of the Council of the Corporation of The Township of Mapleton be hereby read a first, second and third time, signed by the Mayor and Clerk and sealed with the Corporate Seal.

17. Closed Session

17.1. Closed Session - by separate Zoom invitation

RECOMMENDATION

THAT Township of Mapleton Council move into Closed Session for the following reasons:

1. Review of Closed Session Minutes: December 8, 2020
2. Litigation or potential litigation, affecting the municipality
3. Labour relations or employee negotiations

18. Adjournment

PLEASE NOTE: Alternate Formats and Communication Support

The Township is committed to providing residents with communication support and alternate format of documents upon request. For more information or to make a request, please call the Township of Mapleton office at 519-638-3313.



The Corporation of the Township of Mapleton

Council Minutes

Tuesday, January 12, 2021 @ 7:00 P.M.

Meeting conveyed via Zoom platform

Present: Gregg Davidson
Marlene Ottens
Dennis Craven
Paul Douglas
Michael Martin

Regrets:

Staff Present: Manny Baron
Larry Wheeler
Sam Mattina
John Morrison
Patty Wright
Rick Richardson
Aly Cripps
Michelle Brown

1. **Call to Order**
2. **Welcoming Comments by the Chair**
3. **Declaration of Pecuniary Interest**
4. **Confirmation of Minutes**

4.1. Council Meeting Minutes dated December 8, 2020

RESOLUTION 2021-02-04

Moved: Michael Martin

Seconded: Marlene Ottens

THAT the Minutes of the Township of Mapleton Council Meeting held on December 8, 2020 be confirmed as circulated in the agenda package.

CARRIED

4.2. Special Council Meeting 'Community Budget Workshop' Minutes dated December 15, 2020

RESOLUTION 2021-02-05

Moved: Paul Douglas

Seconded: Marlene Ottens

THAT the Minutes of the Township of Mapleton Special Council Meeting 'Community Budget Workshop' held on December 15, 2020 be confirmed as circulated in the agenda package.

CARRIED

4.3. Special Council Meeting Minutes dated January 4, 2021

THAT the minutes of the Township of Mapleton Special Council Meeting held January 4, 2021 be confirmed as circulated in the agenda package.

RESOLUTION 2021-02-06

Moved: Dennis Craven

Seconded: Michael Martin

THAT the Minutes of the Township of Mapleton Special Council Meeting held on January 4, 2021 be confirmed as circulated in the agenda package.

CARRIED

5. Matters Arising from Minutes

6. Matters Under The Planning Act and Matters Arising

- 6.1. ZBA2020-14: Notice of Public Meeting, Part Lots 19 & 20, Concession 2 (Peel), 7242 Third Line, Jonathan & Anna Bauman

RESOLUTION 2021-02-07

Moved: Michael Martin

Seconded: Dennis Craven

THAT Zoning Application ZBA2020-014 located at Part Lots 19 & 20, Concession 2 (Peel) 7242 Third Line, Jonathan & Anna Bauman be received; AND FURTHER THAT the draft amending by-law as circulated in the agenda be presented to Council for first, second, and third reading.

CARRIED

- 6.2. ZBA2020-15: Notice of Public Meeting, Part Lot 21, Concession 1 (Peel), 7191 Wellington Road 86, Manassa Martin

RESOLUTION 2021-02-08

Moved: Paul Douglas

Seconded: Marlene Ottens

THAT Zoning application ZBA2020-15 located at Part Lot 21, Concession 1 (Peel), 7191 WR 86, Manassa Martin, be received; AND FURTHER THAT the draft amending by-law as circulated in the agenda be presented to Council for first, second, and third reading.

CARRIED

7. Delegations and Matters Arising from Delegations

- 7.1. Kinette Club of Drayton (Roxanne Bowman) - Proposed dog park

RESOLUTION 2021-02-09

Moved: Paul Douglas

Seconded: Michael Martin

THAT the Delegation of Kinette Club of Drayton be received for information.

CARRIED

- 7.2. Ontario Waste Management Association (OWMA) Robert Cook
Re: Ontario Bill 197 impacting municipal autonomy

RESOLUTION 2021-02-10

Moved: Paul Douglas

Seconded: Marlene Ottens

THAT the delegation of Ontario Waste Management Association be received for information;

AND FURTHER THAT the Township of Mapleton Council supports City of St. Catharines motion approved October 5, 2020 to eliminate adjacent municipality veto power over landfill site development.

CARRIED

- 7.3. Jeremy Brown (Brown Insurance) Re: 2021 Township Insurance Policy

RESOLUTION 2021-02-11

Moved: Michael Martin

Seconded: Paul Douglas

THAT the delegation of Brown Insurance be received for information.

CARRIED

7.4. Rothsay Plant Manager (Duff Moore)

RESOLUTION 2021-02-12

Moved: Marlene Ottens

Seconded: Dennis Craven

THAT the delegation of Rothsay Plant Manager Duff Moore be received for information;

AND FURTHER THAT the Township of Mapleton Council provide a Resolution of Support for the Moorefield Facility (Rothsay) A Division of Darling Ingredients Canada Inc to the Environmental Review Tribunal.

CARRIED

7.5. Alex Mustakas, Artistic Director (Drayton Entertainment)

Re: Financial Assistance to survive the pandemic

RESOLUTION 2021-02-13

Moved: Dennis Craven

Seconded: Marlene Ottens

THAT the delegation of Drayton Entertainment be received for information,

AND THAT funding of \$30,000 be provided for 2021 to offset operating costs of the Drayton Festival Theatre.

CARRIED

7.6. Earl Campbell (County Councillor)

Re: Wellington County initiatives

RESOLUTION 2021-02-14

Moved: Paul Douglas

Seconded: Michael Martin

That the delegation of Wellington County Councillor Earl Campbell be received for information.

CARRIED

8. Minutes from Committees

8.1. Mapleton Chamber of Commerce - Minutes of November 19, 2020

RESOLUTION 2021-02-15

Moved: Paul Douglas

Seconded: Marlene Ottens

That the Minutes of the Mapleton Chamber of Commerce Meeting held on November 19, 2020 be confirmed as circulated in the agenda package.

CARRIED

9. Reports and Updates from Staff

9.1. Building Department

9.1.1. Report for December Month End and Year to Date (YTD)

RESOLUTION 2021-02-16

Moved: Marlene Ottens

Seconded: Michael Martin

THAT Township of Mapleton Council receive Building Department Report BD2021-01 dated January 12, 2021 regarding December Month End and Year to Date (YTD).

CARRIED

9.2. Economic Development

9.2.1. Change in Website Provider

RESOLUTION 2021-02-17

Moved: Michael Martin

Seconded: Paul Douglas

THAT Township of Mapleton Council receive Economic Development Report ED2021-01 dated January 12, 2021 regarding Change in Website Provider.

CARRIED

10. Approval of By-Laws

10.1. By-Law Number 2021-004 Zoning

10.2. By-Law Number 2021-005 Zoning

10.3. By-Law Number 2021-006 Moorefield Optimist Hall: Surplus Land

RESOLUTION 2021-02-18

Moved: Marlene Ottens

Seconded: Dennis Craven

That By-laws Numbered:

- 2021-004 Being a by-law to amend By-law 2010-080, being a Zoning By-law for the Township of Mapleton, Part Lot 19 & 20, Concession 2 (Peel) ZBA 2020-14.
- 2020-005 Being a by-law to amend By-law 2010-080, being a Zoning By-law for the Township of Mapleton, Part Lot 21, Concession 1 (Peel) ZBA 2020-15.
- 2020-006 Being a by-law to Declare Surplus the Lands described as Survey Moore's Lots 45, 46, 47, 48, Concession 9 Pt Lot 9, RP 60R2556 part 4

Be hereby read a first, second and third time, signed by the Mayor and the Clerk and sealed with the Corporate Seal.

CARRIED

11. Correspondence for Council's Direction

12. Correspondence for Council's Information - was circulated within the agenda package

13. Notices of Motion

14. Notice Provision

15. Other Business

16. Confirmatory By-Law

RESOLUTION 2021-02-19

Moved: Paul Douglas

Seconded: Dennis Craven

THAT By-law Number 2021-007 being a By-law to confirm all actions and proceedings of the Council of the Corporation of The Township of Mapleton be hereby read a first, second and third time, signed by the Mayor and Clerk and sealed with the Corporate Seal.

CARRIED

17. Closed Session - cancelled

18. Adjournment

18.1. There being no further business, the meeting adjourned at 8:47 p.m.

Mayor Gregg Davidson

Clerk Larry Wheeler

PLEASE NOTE: Alternate Formats and Communication Support

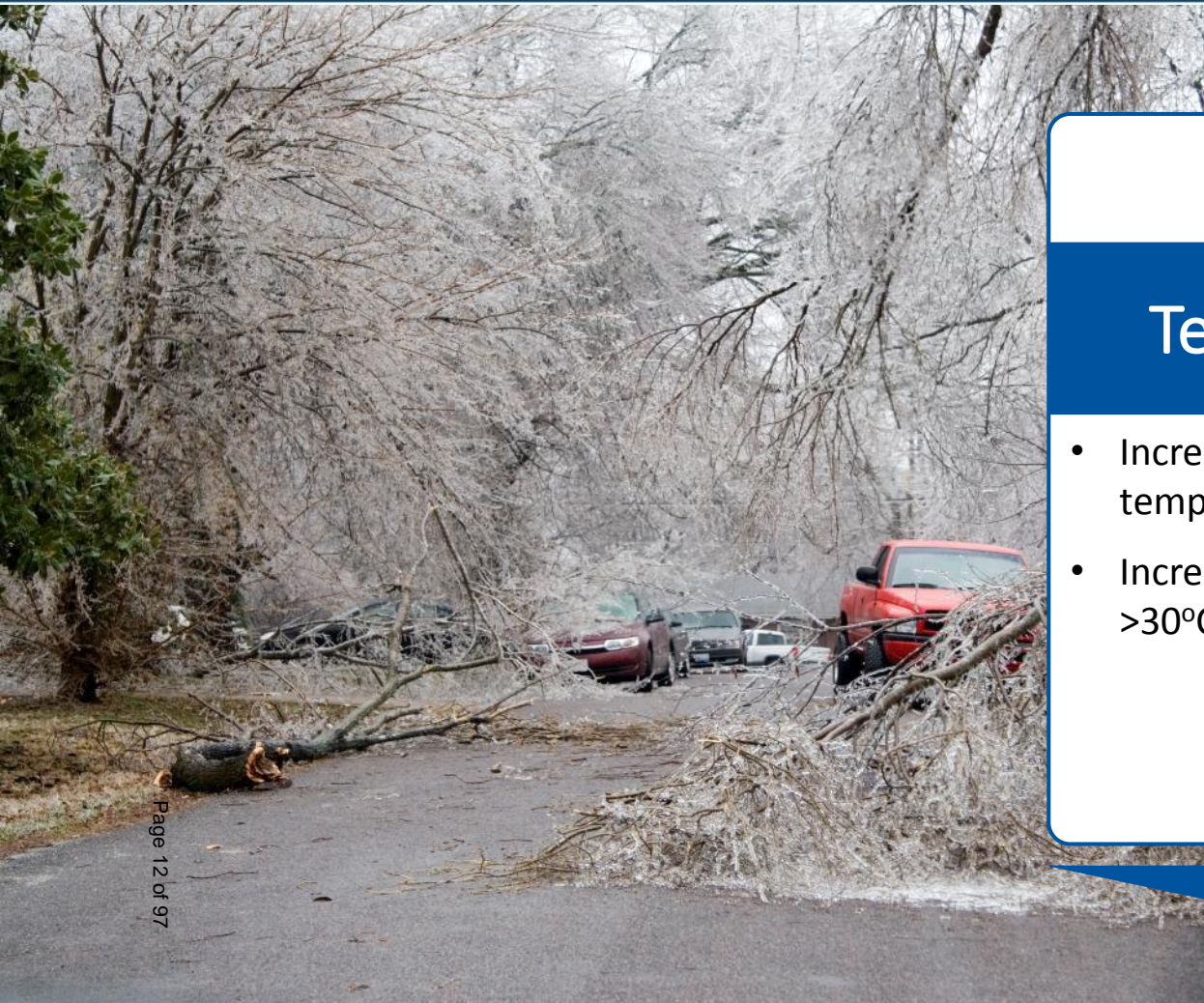
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County of Wellington

Climate Change Mitigation Plan

Climate Change in the County



Temperature

- Increase in average annual temperature
- Increase in # days annually $>30^{\circ}\text{C}$



Precipitation

- Increase in average annual precipitation
- Shorter return periods for extreme events
- Increased storm intensity
- Increased freeze-thaw cycle

How these changes will be felt

Infrastructure

- Road washout and erosion
- Increased insurance cost
- Power outages and Service disruptions
- Road closures
- Watermain breaks

Agriculture

- Expanded range of pests
- Lower crop yield
- Increased erosion

Environment

- Ice damage to trees
- Increase in invasive species
- Increased nutrients and sediment in water ways
- Increase in algae

Recreation

- More expensive to operate ice rinks
- Decreased opportunity for outdoor skating, skiing, ice-fishing
- Low water during summer drought

What is Climate Change Mitigation

- ▶ Climate Mitigation: intervention to reduce the source of greenhouse gases

Avoid the unmanageable

- ▶ Climate Adaptation: adjustments to natural or human systems to a new or changing environment

Manage the unavoidable

FCM Milestone Framework



Working Together for Climate Action

► Steering Advisory Group

Town of Erin	Jessica Spina
Guelph-Eramosa Township	Ian Roger
Town of Puslinch	Sara Bailey
Township of Centre Wellington	Michael Mullen
Township of Mapleton	Sam Mattina
Town of Minto	Gordon Duff
Town of Wellington North	Adam McNabb

► Community Advisory Group

GHG Emissions Inventory



Buildings

- Electricity
- Natural Gas
- Propane
- Fuel Oil



Transportation

- Gasoline
- Diesel



Solid Waste

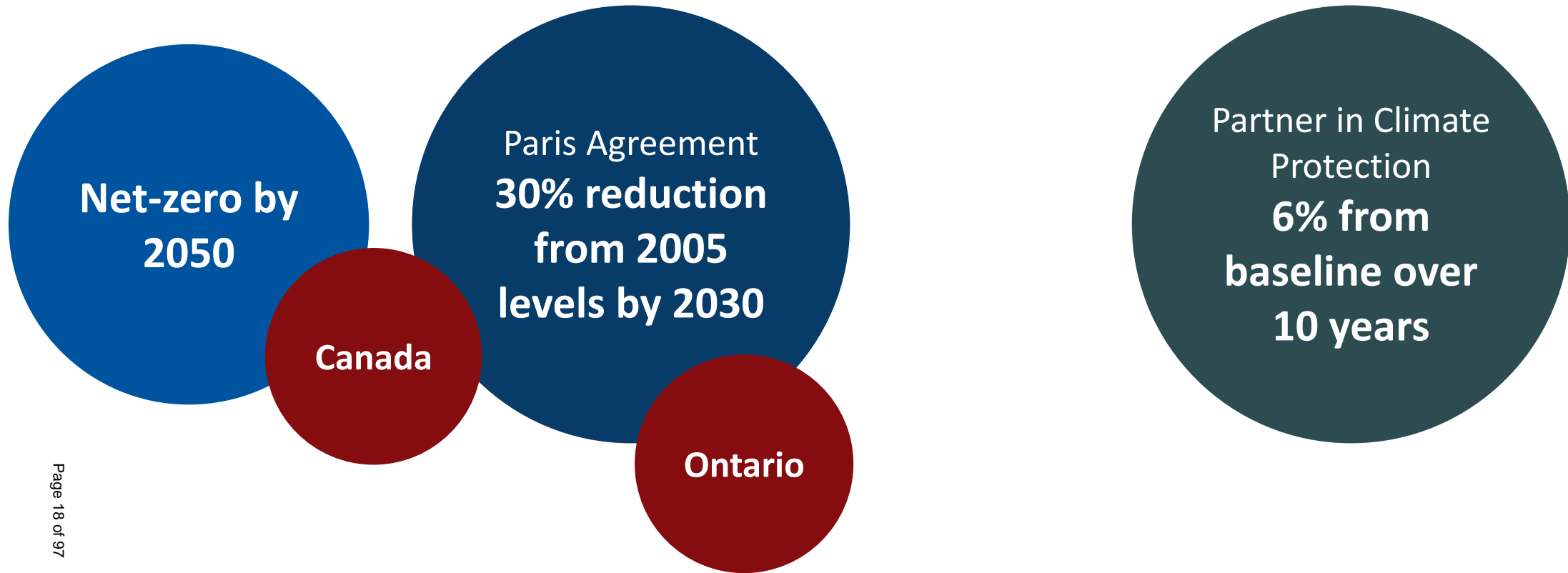
- Methane production



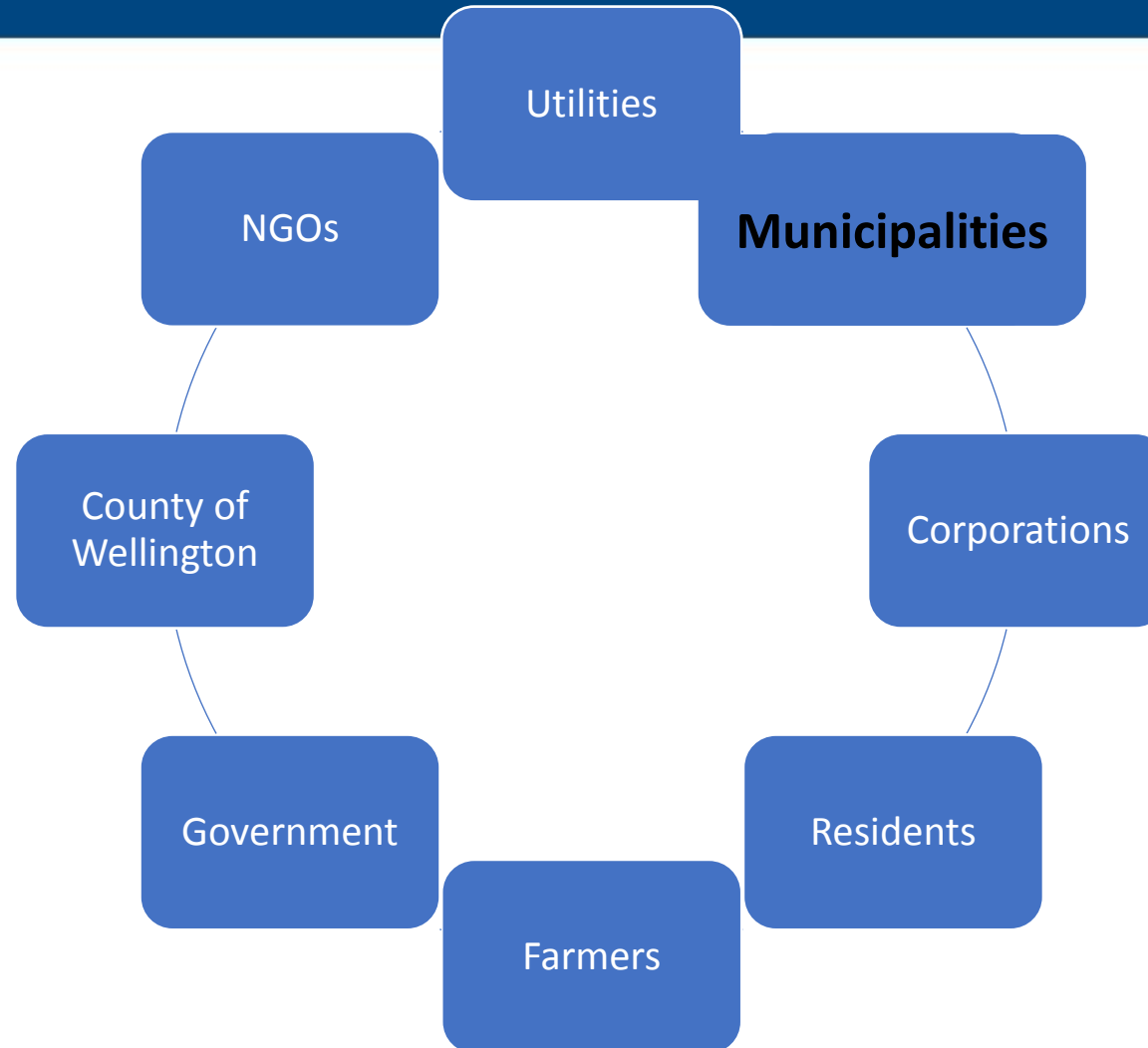
Agriculture

- Enteric Fermentation
- Manure Management
- Soil Management
- Urea/Liming

Targets



It takes a Village



It takes a Village

Green Building
Guidelines

Local Climate
Action Plan

Community Incentive
Program

Community Engagement

Active Transportation

Development policies

Conservation and Demand
Management Plans

Municipalities



DEPARTMENTAL REPORT

Economic Development 2021-02

To: Mayor Davidson and Council
Subject: Economic Development Department Update
Meeting: Regular Council Meeting - 26 Jan 2021
Department: Economic Development
Staff Contact: Aly Cripps, Economic Development Coordinator

RECOMMENDATION:

THAT Township of Mapleton Council receive Economic Development Report ED2021-02 dated January 26, 2021 regarding Economic Development Department Update;

BACKGROUND INFORMATION:

In September 2020 I began full time in the Economic Development department after a yearlong hiatus of the full time department position. The Economic Development department has been busy ever since.

PREVIOUS PERTINENT REPORTS:

CL2020-15
ED2020-03

DISCUSSION:

This past year was not the year any of us expected, through the hard times though, we have seen we have seen our community bust with local love and support that gives us hope for the future. This report will give updates on some of the happenings within the department.

Northern Wellington Enhanced Partnership: We signed an MOU with Minto Economic Development in September and worked with them on many initiatives. Minto has been helping us to advance our department.

- #LockdownLove contest on now in conjunction with Town of Minto, Wellington North and all of our Chamber of Commerce's. This contest aims to show our local businesses some love while giving residents the chance to win gift cards to local businesses in each municipality. By joining together we have been able to offer \$2000 in prizes and \$1500 in advertising to make it a bigger and better campaign than what would have been available on our own.
- Monthly Northern Wellington Page in the Local Community News to highlight local initiatives.
- Joint Digital Service Squad employee Ashley Noble funded through the Digital Main Street program. Ashley has helped 5 of our Main Street Businesses receive Grant funding through this program to help their online presence. Ashley has helped 18 businesses within the township overall with her services. She is still available going forward to offer her services to help any of our businesses, not just main street ones, with their online presence.

- We are in the process of creating a Joint Job and Housing portal to showcase all of Northern Wellington. The three municipalities will share the cost of developing the website as well as on-going costs and marketing of the portal.
- Minto has assisted us with the creation of a new social media policy, branding kit and response chart that will be highlighted in report ED2021-03.

Understanding the importance of local partnerships and through the encouragement and guidance of the Minto Economic Development Department we signed an MOU with the Mapleton Chamber of Commerce in October 2020.

- We are currently working on a joint shop local website to support our local businesses through support from Innovation Guelph and ShopHere
- The County of Wellington Business Retention and Expansion Business Recovery Survey completed between November 18th and December 14th 2020. 51 business surveys were completed with the help of the Chamber of Commerce coordinator Gina Dobben. These surveys gave us an insight into how our local businesses were doing through covid-19 and how we could better support them going forward. More importantly it started to build relationships with our businesses and show them that we are here to assist them.

#MapletonProud campaign to show our businesses how proud we are to live in Mapleton and have them here. Through this campaign we gave out \$600 in local gift cards and prizes to people who were shopping local within Mapleton.

We supported six local businesses with upgrades to their buildings through our Financial Incentive Program in our CIP. These completed projects resulted in a total Township investment of \$25,776.17, which has resulted in over \$195,904 total invested into the community. We have four more businesses whose applications have been approved for 2020/2021 who are still working on completing their projects. For these projects the Township has agreed to pay out another \$25,980 to businesses, resulting in around \$283,255 invested in our community. In 2019 we updated our CIP to include the County of Wellington CIP. This was done so we could apply to them for extra funding for our businesses. We have worked with the County of Wellington on three of our applications that are eligible for their CIP program, they have pledged to add an additional \$17,500 to support our local Mapleton businesses.

SUMMARY:

THAT Township of Mapleton Council receive Economic Development Report ED2021-02 dated January 26, 2021 regarding Economic Development Department Update;

STRATEGIC COMMUNICATION:

Municipal Infrastructure: n/a

The Local Economy: Supporting our local businesses through many different initiatives.

Recreation: n/a

Municipal Administration: n/a

Financial Responsibility: Working with other municipalities to create joint programming to decrease individual costs.



DEPARTMENTAL REPORT

Economic Development 2021-03

To: Mayor Davidson and Council
Subject: Social Media Strategy
Meeting: Regular Council Meeting - 26 Jan 2021
Department: Economic Development
Staff Contact: Aly Cripps, Economic Development Coordinator

RECOMMENDATION:

THAT Township of Mapleton Council receive CAO Clerk's Report ED2021-03 dated January 26, 2021 regarding Social Media Strategy.

AND FURTHER THAT Council approve and adopt updated policy 6.7 Social Media policy and strategy into the policy manual;

BACKGROUND INFORMATION:

In September 2020 the Township of Mapleton entered into a Memorandum of Understanding with the Town of Minto Economic Development Department. One of our goals of this MOU was to enhance Mapleton's Social Media Presence.

PREVIOUS PERTINENT REPORTS:

CL2020-15 Economic Development Consulting Services

DISCUSSION:

One of the first initiatives that we wanted to work with Minto on after signing our MOU with them was enhancing our social media presence as mentioned above. To do this, along with the help of Minto Economic Development Department, we have created the following documents to help us achieve this goal;

- Social Media Policy and Strategy
- Social Media Response Chart
- Social Media Branding Kit
- Social Media Metrics

Minto staff have also helped us to update our social media pages as well as our bases to ensure there is a unified image on our accounts.

The proposed Social Media Policy will serve as a more encompassing policy for all Staff, Council and specifically the Economic Development Department to follow when using social media for township purposes. This policy will better define how we utilize social media going forward.

The Social Media Response Chart has been created to ensure we have consistent responses to all social media inquiry's. This chart will be used for those posting on behalf of the Township of any social media accounts. If staff or council see posts/comments/messages directed towards the township they should notify the manager of the appropriate department who can work with the economic development department to ensure the correct answer is given. Staff and Council should refrain from responding on behalf of the township unless directing them to the appropriate information provided by the township.

The Social Media Branding Kit has been created to give guidelines for our social media look and content to ensure we have a consistent image over all platforms.

Lastly, we have also created a Social Media Analytics Report that will be brought back to council yearly to show how our Township social media accounts have been done throughout the year.

CONSULTATION:

Town of Minto Economic Development Department

SUMMARY:

THAT Township of Mapleton Council receive CAO Clerk's Report ED2021-03 dated January 26, 2021 regarding Social Media Strategy.

AND FURTHER THAT Council approve and adopt updated policy 6.7 Social Media policy and strategy into the policy manual;

STRATEGIC COMMUNICATION:

Municipal Infrastructure: n/a

The Local Economy: Ensuring correct and consistent information gets out quickly to our residents and businesses.

Recreation: n/a

Municipal Administration: n/a

Financial Responsibility: n/a

ATTACHMENTS:

[Attachment 1: Mapleton Social Media Policy and Strategy Draft](#)

[Attachment 2: Mapleton SM Response Chart](#)

[Attachment 3: Township of Mapleton Brand Kit Social Media](#)



Section:	Public Access and Council Services		
Policy #	6.7	Date Approved:	TBD

6.7 SOCIAL MEDIA POLICY and STRATEGY

6.7.1 Policy Statement

This policy sets out guidelines for the establishment and use by the Township of Mapleton of social media sites (including but not limited to Facebook, Twitter and Instagram) as a means of conveying Township of Mapleton ("Township") information to its citizens.

The Township of Mapleton is committed to open and transparent communication. The Township will communicate to its constituents using a variety of accepted tools, including social media.

The Township will authorize specific individuals to utilize social media in an official capacity Township to ensure that, as with all communications activities, communications through social media channels are accurate, consistent and professional.

6.7.2 Purpose

The Township of Mapleton has developed a Social Media Policy for use by the Township of Mapleton employees. This policy has been established to ensure social media is used in a consistent, secure and professional manner by outlining how social media platforms are to be created, maintained and retired by the staff of the Township of Mapleton.

Social Media: is an online service, platform, or site that focuses on building and reflecting social relations among people who share interests and/or activities. It includes text, audio, video, images, podcasts, and other multimedia communications.

This policy governs the use of corporate social media platforms to further the business purposes of the Township of Mapleton, while protecting and promoting the image of the Township.

The primary goals of the Township's use of social media are as follows:

- Increase awareness of municipal services
- Provide an additional mechanism through which the Township keeps abreast of customer comments and perceptions regarding the municipality
- Disseminate time-sensitive information quickly
- Provide communications through the use of social media's cost-effective tools
- Correct misinformation, remedy mistakes, or alter services to build stronger relationships with an online community

- f) Utilize social media analytical tools to help monitor, track and evaluate the Township's communications and marketing efforts
- g) Provide another method by which stakeholders can engage with the Township
- h) Utilize social media as an additional way to collaborate with the public and other municipalities on mutually beneficial programs and initiatives
- i) Boost brand engagement and awareness

Social Media Objectives

Business Objective	Social Media Goal(s)	Metrics
Grow the brand	<p>Municipal Brand Awareness</p> <p>Utilize social media analytical tools to better evaluate the municipality's communication and marketing efforts</p>	<p>Followers, comments, shares, etc.</p> <p>Tracking monthly analytics such as net followers gain/loss, number of posts, reach, posts saves, etc.</p> <p>(these metrics illuminate current and potential audience)</p>
Turn Mapleton residents and business owners into community advocates	Municipal Brand Engagement	<p>Likes, Comments, @mentions, shares, etc.</p> <p>(these metrics show how audience is interacting with content)</p>
Improve Online Resident Retention and Attraction	<p>Consumer</p> <p>Provide an online opportunity for stakeholder engagement and building an online community</p>	<p>Testimonials, social media sentiment, average response time (for social customer service/support) etc.</p> <p>(these metrics reflect how active residents think and feel about the municipality)</p>
Drive leads for residents	<p>Conversions:</p> <ul style="list-style-type: none"> Encourage customers to complete a purchase. Generate leads by gathering contact details through a sign-up page. Increase traffic to your website so that you can distribute information 	<p>Website clicks, link clicks, email sign ups, direct messages, etc.</p> <p>(these metrics demonstrate the effectiveness of the municipality's social engagement)</p>

6.7.3 Scope

This policy applies to social media use for official and authorized Township purposes.

This policy shall apply to all Township employees and others who are authorized to post information on corporate social media sites in an official capacity on behalf of the Township. It does not apply to personal use of social media conducted on personal equipment.

This policy applies to all forms of internet based platforms for interactive dialogue (social media), including, but not limited to Facebook, Instagram, etc.

Communication through social media and the use of associated technology must comply with all other relevant corporate policies, procedures and guidelines as well as provincial and federal legislation.

6.7.3 Responsibility

The establishment and use by any Township department of Township social media sites are subject to approval by the Economic Development & Marketing Coordinator and/or CAO. All Township of Mapleton social media sites shall be administered by designated Township of Mapleton staff.

Social Media Roles

Personnel Title	Role	Actions on Social Platforms (Facebook, Instagram, Twitter, Linked In, etc.)
Economic Development & Marketing Coordinator or alternative staff designate	<ul style="list-style-type: none">• Correcting misinformation and ensuring content is up to date• Ensuring responses are made within 48 weekday hours of when they are posted or received;• Ensures corporate social media sites comply with applicable policies and will direct compliance with the Social Media Policy and will remove any post that is in violation of this policy• Ensure consistent messaging and imaging for all corporate social media sites• Remove any commercial postings made by any company or business that has not received prior approval;• Maintains a list of site domain names and social media accounts, including login including login and password information.	Post on behalf of the Township of Mapleton

	<ul style="list-style-type: none"> • Provides access information to official users • Generates, monitors, updates, edits, responds to and/or removes content within corporate social media platforms to ensure accuracy and adherence to this policy. 	
CAO/Mayor	Like/Share	Like/Comment/Share
Council	Like/Share	Like/Comment/Share
Staff	Like/Share	Like/Comment/Share

6.7.5 Governing Rules and Regulations

The Township's website, www.mapleton.ca will remain the Township's primary online source for information. Social media will be used to complement the website's information and broaden the reach of corporate messages through multiple channels.

Social networking accounts will clearly indicate they are maintained by the Township and will contain appropriate contact information. It will also indicate that the social networking accounts will be monitored by staff during regular office hours.

The Township's approved social media platforms shall only be used for the purposes of communicating to the public information related to the Township's interests in a manner in a positive, transparent and professional manner.

Without limitation, any and all content uploaded to any Township online social media resources shall at all times be consistent with the Town's mission and vision. It should be understood that online resources are not private; information posted on such resources is public.

Township of Mapleton Staff who post items and content to and about Township of Mapleton related sites and businesses from personal social media accounts during personal time are still bound by Township of Mapleton policies.

The authority to post to official Township of Mapleton social media sites will only be granted to the Economic Development & Marketing Coordinator or to a staff person specifically authorized to do so by the CAO.

If residents make references to the Mayor or Municipal Council or ask questions related to these officeholders, authorized users will acknowledge the comment and forward the message to the appropriate contact.

No confidential information will be posted to any social media under any circumstances.

Appropriate content for staff to post includes, but is not limited to:

- a) Notices of upcoming meetings and events
- b) Content of all press releases
- c) Policies and procedures and By-laws

- d) Information about municipal services, trends or technology
- e) Communication between staff and the community regarding Municipal projects for the purpose of providing information or clarification
- f) Welcoming new businesses to the community;
- g) Business Directory, including links to business webpages
- h) Frequently asked questions (FAQ'S)
- i) Training and Education opportunities
- j) Links to municipal forms and documents
- k) Links to other Township social media sites

Comments containing any of the following shall not be allowed on Township of Mapleton social media sites and may be removed:

- a) Comments not typically related to the particular site or article being commented on.
- b) Profane language or content
- c) Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
- d) Sexual content or links to sexual content.
- e) Conduct or encouragement of illegal activity.
- f) Content related to non-Township related sales, advertising or promotions.
- g) Comments determined by the Township to be a specific attack on groups or individuals or to be inherently political in nature or cause.
- h) Information that may tend to compromise the safety or security of the public or public systems.
- i) Content that reveals personal or private information about any particular person or is otherwise protected by the Municipal Freedom of Information and Protection of Privacy Act or any other applicable privacy legislation.
- j) Content that violates a legal ownership interest of any other party.
- k) Content that violates any Township policy. Employees are responsible to be aware of all Township policies that may impact their posts.
- l) Content that is deemed to be inappropriate by the Township

6.7.6 Records

All records or other personal information collected through social media are protected under the Municipal Act and the MFIPPA.

Documents and records generated as a result of this policy will be maintained in accordance with the Township of Mapleton's Retention Policy.

6.7.7 Creating & Sharing Content

Content may only be posted to social media sites by authorized staff. Staff are not to create personal social media sites that represent the Township of Mapleton and shall not post any information protected by the Municipal Freedom of Information and Protection of Privacy Act. If there is any question about posting any sensitive information, staff shall first confirm with the CAO if information is protected under the Act prior to posting.

All staff is encouraged to actively participate in the Township of Mapleton's social media presence by supporting our efforts through:

- Facebook: liking our page, sharing our updates & attending our events
- Twitter: following our feed, re-tweeting and favouriting our tweets using hashtags related to the Township of Mapleton and its campaigns
- Instagram: following our account, liking and commenting on our photos & using hashtags related to the Township of Mapleton and its campaigns
- LinkedIn: following our business profile and sharing our posts
- YouTube: subscribing to our channel, watching & sharing videos on other platforms

Enforcement

Policy violations will be subject to disciplinary action as per the Township of Mapleton Personnel Policy.

Social Media and Website Content

Pre-approved content for consideration and potential inclusion on Township of Mapleton Social media platforms will be provided to the Economic Development & Marketing Coordinator

Updates to social media sites, pages, accounts and channels being used for the Township of Mapleton will be created and posted by the Marketing and Community Development Coordinator. A content calendar will be developed to outline planned updates to be posted. At the discretion of the CAO and the Economic Development & Marketing Coordinator, ongoing communication and posts will be made on Township of Mapleton social media sites, pages, accounts and channels in addition to content included in the content calendar.

Events promoted by Township of Mapleton social media sites, pages, accounts and channels must take place or have a direct connection to the Township of Mapleton.

Accessibility

The Township of Mapleton strives to ensure our website and social media platforms comply with the Web Content Accessibility Guidelines (WCAG) 2.0. All Township of Mapleton print and online publications are available in alternative formats, such as large print and audio, upon request at the Township of Mapleton Office.

Photo Release Form

The Township of Mapleton photo release form must be obtained and signed for all images containing people that will be posted to the municipality's social media sites, pages, accounts and channels.

6.7.8 Maintenance

The Economic Development & Marketing Coordinator will serve as a centralized resource for the oversight and use of social media tools and sites for the Township of Mapleton.

The Economic Development & Marketing Coordinator will create and approve a monthly social media calendar that will include any notices, open houses, important information, events, etc., that the municipality should relay to the

online community. The calendar will regulate limiting 3 posts per day for consistency and as to not clutter feeds, apart from additional live posting for events and/or special occasions.

Social media resources shall be maintained so as to protect the interests of the Township.

The ability for third parties to “post” comments or information to the site shall be, where possible, enabled unless enabling the “posting” feature runs contrary to the intent of the social media site.

Social Media sites shall be maintained appropriately to ensure that responses to the public are done in a timely manner and in accordance with our Terms of Use documents. Responses to comments shall be based on the Township of Mapleton Social Media Response Chart.

Offensive, derogatory, inappropriate, libelous content posted to the site shall be immediately recorded for record keeping purposes by the individual in charge of the social media site, removed from the site, and provided to the CAO to determine, in consultation with Council, whether the material warrants further action by the Township including but not limited to whether provisions of the Workplace Violence and Harassment policy would apply.

Access must be available at all times to the Economic Development & Marketing Coordinator for reasons of support, maintenance and decommission of the site when it is no longer deemed required or of service to the corporation in consultation with the CAO or Department Heads where necessary.

The following general practices apply to any social media posting:

- Where possible, Social Media Accounts should link back to www.mapleton.ca for the purpose of downloading forms, documents and other information.
- Maintain compliance with all applicable policies and procedures.
- Include the “Facebook Terms of Use” on all Facebook accounts.
- Include the “Twitter Terms of Use” on all Twitter accounts.
- Include the “Instagram Terms of Use” on all Instagram accounts if possible.
- When a photo is of a single individual or small group (3 people or less) ensure that a Wellington County and Township of Mapleton photo consent form is signed by the individual(s) featured in a photo before it can be posted online.
- Respect copyrights. Don’t post text, images or video created by someone else without proper attribution and/or authorization.
- Use of the Township of Mapleton Branding Kit.
- Use of templates in line with the Township of Mapleton Branding Kit for general posts to maintain brand consistency.

In the case of emergencies, reference will be made to Mapleton Fire’s Social Media Policy & Usage Guideline.

6.7.9 Reporting

Where the Economic Development & Marketing Coordinator is in the process of responding to comments becomes aware of groups forming and/or regular comments that may be derogatory toward the municipality or may indicate pending or immediate matters that should be addressed by the Mayor or CAO, they shall immediately inform their respective Department Head and the CAO who shall coordinate a response to such comments.

Monthly social media audits of social platforms will be conducted to consistently track social engagement, followers, and post engagement rates.

At least once per year, the Economic Development & Marketing Coordinator shall report to Council on the level of activity on the Township sites and social platforms. This report would include basic statistics around use of the various sites, trends, and issues of general interest to the Town.

Decommissioning

When a social media site is deemed to no longer meet the needs of the Township it shall be decommissioned, retired and shut down by the maintaining staff, for any/all reasons and not limited to:

- The site is no longer required (i.e. sites specific to an event, date, group or program that no longer exists).
- The site is not regularly used or maintained (i.e. site has not been updated with pertinent information for a period not exceeding three months).
- The site no longer reflects the mission, values or culture of the Town.

Disclaimer

Where possible, each social media site shall contain a disclaimer clearly advising third party users or visitors to the site that third party comments are not the official communications of the Township of Mapleton.

The following disclaimer shall be added to each of the Town's social media sites if the platform allows it:

This is an official Township of Mapleton social media page. Comments made by members of the public are not official communications of the Township of Mapleton and are owned by the contributing commenter. These comments are not reflective of the Township's views, opinions and/or policies.

TOWNSHIP OF MAPLETON FACEBOOK TERMS OF USE

Purpose

- To educate the public about pertinent information in regards to the Township of Mapleton which could include:
 - Inform the public about community events & fundraisers
 - Inform the public about recreation activities and opportunities
 - Inform the public about business and economic related programs and opportunities
 - Inform the public about public works operations (road closures, etc.)
 - Increase awareness of municipal services
- Communication of public information related to emergency responses through the Township of Mapleton's Public Information Officer
- To create transparency and humanize the municipality
- To increase traffic to the Township of Mapleton's website
- To boost Township of Mapleton brand awareness and engagement
- To build an online community

Introduction

Facebook is a social networking platform which allows users to share news and information, photos, video, and also allows public and private communication between its users. With the exception of private messages exchanged between users, all posts are public and visible to all for reviewing, liking, commenting and sharing.

Availability

The Township of Mapleton updates and periodically monitors its Facebook pages during office hours, 8:30 a.m. - 4:30 p.m. Monday to Friday. Facebook may occasionally be unavailable and we accept no responsibility for lack of service due to Facebook downtime.

'Liking' of 'Following' pages

The Township of Mapleton does not automatically 'like' organizations or individuals who like it. The Township may 'like' relevant organizations including government agencies, organizations in the health sector and other parties where there is a clear link in communicating and receiving information. Being 'liked' by the Township of Mapleton does not imply endorsement of any kind.

Privacy

The Township of Mapleton does not capture or record the contact details of parties following its Facebook accounts. Any information identified or deemed confidential or private is treated in accordance with the Township of Mapleton's Policy and Facebook's Privacy Policy.

Replies to comments and messages

The Township of Mapleton welcomes feedback and ideas from its followers. Each account reads all comments and private messages and ensures that any emerging themes or helpful suggestions are forwarded to the appropriate department. Where that department is not able to reply individually to messages/comments received via Facebook and where common topics and requests exist, the Township of Mapleton may issue a general notification to all parties. The usual ways of contacting the Township of Mapleton for official correspondence are detailed in the Contact Us section of the Township of Mapleton website.

Posting and Comment Policy

The Township of Mapleton reserves the right to remove inappropriate posts and comments from its wall. Inappropriate posts and comments can consist of spam, vulgar language, solicitations and other inappropriate content as decided by the Township of Mapleton. In the case that an inappropriate comment is made, the Township of Mapleton will either use the 'hide' feature or permanently remove the post and send a message to the user with an explanation of why their post was inappropriate. If the user continues to post inappropriate material, the Township of Mapleton will not enter into a "dialogue" with the user and will ban the user from the corresponding page, and if such activities are persistent take any other remedy available by law.

Measurement

The success of the Township of Mapleton's Facebook page will be monitored through, but not limited to, the number of new followers, likes, shares and comments about the different content posted on the page. Success may also be monitored by the increase in traffic on the website that correlates to Facebook posts. A monthly Social Media Audit for the Township of Mapleton's Facebook account(s) will be conducted on a monthly basis.

TOWNSHIP OF MAPLETON INSTAGRAM TERMS OF USE

Purpose

- To educate the public about pertinent information in regards to the Township of Mapleton which could include:
 - Inform the public about community events & fundraisers
 - Inform the public about recreation activities and opportunities
 - Inform the public about business and economic related programs and opportunities
 - Inform the public about public works operations (road closures, etc.)
 - Increase awareness of municipal services
- Communication of public information related to emergency responses through the Township of Mapleton's Public Information Officer
- To create transparency and humanize the municipality
- To increase traffic to the Township of Mapleton's website
- To boost Township of Mapleton brand awareness and engagement
- To build an online community
- To share images and videos taken within the Township of Mapleton

Introduction

Instagram is a social networking app made for sharing photos and videos from a smartphone. When photos or videos are posted on Instagram, they are displayed on your profile. Other users who follow you will see your posts in their own feed. Like other social networks, you can interact with other users on Instagram by following them, being followed by them, commenting, liking, tagging and direct (private) messaging. Instagram can be accessed on the web from a computer, but photos and videos can only be uploaded through the use of mobile devices.

Official Instagram Description: Instagram is a free photo and video sharing app available on iPhone and Android. People can upload photos or videos to our service and share them with their followers or with a select group of friends. They can also view, comment and like posts shared by their friends on Instagram. Anyone 13 and older can create an account by registering an email address and selecting a username.

Availability

The Township of Mapleton updates and periodically monitors its Instagram pages during office hours, 8:30 a.m. - 4:30 p.m. Monday to Friday. Instagram may occasionally be unavailable and we accept no responsibility for lack of service due to Instagram downtime.

Following

The Township of Mapleton does not automatically follow organizations or individuals who follow it. The Township may follow relevant organizations including government agencies, organizations in the health sector and other parties where there is a clear link in communicating and receiving information. The Township of Mapleton will generally not follow individuals unless they are known in a professional capacity and satisfy the business rule above. Being followed by the Township of Mapleton does not imply endorsement of any kind.

Unfollowing

As part of account maintenance and monitoring, the Township shall regularly review accounts it is following. This may result in unfollowing accounts.

Privacy

The Township of Mapleton does not capture or record the contact details of parties following its Instagram account(s). Any information identified or deemed confidential or private is treated in accordance with the Township of Mapleton's Policy and Instagram's Privacy Policy.

@Replies and Direct Messages

The Township of Mapleton welcomes feedback and ideas from its followers. Each account reads all @replies and Direct Messages and ensures that any emerging themes or helpful suggestions are forwarded to the appropriate department. Where that department is not able to reply individually to messages received via Instagram and where common topics and requests exist, the Township of Mapleton may issue a general notification to all parties. The usual ways of contacting the Township of Mapleton for official correspondence are detailed in the Contact Us section of the Township of Mapleton website.

Hashtags (#)

It is a convention among Instagram users to distinguish content using semantic tags (keywords) preceded by a # sign. This enables users to search and filter information based on keywords and share information more meaningfully.

The Township of Mapleton official hashtag is:

- #MyMapleton

This hashtag is mainly used for:

- Providing live coverage of events (live-posting), and
- Providing emergency communications through appropriately authorized staff. In this event it is likely that a common hashtag will already have been established and we would follow suit.

Other hashtags commonly used by the Township of Mapleton include:

- #MadeInMapleton
- #MapletonProud

Reposting

The Township of Mapleton actively seeks opportunities to repost content that contributes to the dissemination and exchange of useful information about the Township of Mapleton and related topics. The Township of Mapleton will always receive permission from the Instagram post's account owner before reposting content and will give credit to the owner.

Instagram Stories

Instagram Stories is a feature that allows users to post photos and videos that vanish after 24 hours and is then stored in the account's archives. This feature will be used to promote events, programs, campaigns, alerts etc., instead of posting permanent photos to the feed and profile.

Instagram Highlights

Instagram stories can appear on the profile as highlights, even after they disappear. Highlights appear below the account's profile photo on the profile. Stories added as highlights remain visible as highlights until you remove them, even after the original story has disappeared. All followers are able to view the highlights.

IGTV

Instagram Television (IGTV) is an app for watching long-form, vertical videos. While there is a stand-alone IGTV app, videos may also be viewed from within the Instagram app. IGTV is different from regular Instagram videos in a few ways: it is built specifically for mobile devices, so videos are full screen and vertical; also, videos are not limited to one minute as each video can be up to an hour in length.

Measurement

The success of the Township of Mapleton's Instagram account will be monitored through rates of engagements with the online community including, but not limited to, follows, likes and comments. A monthly Social Media Audit for the Township of Mapleton's Instagram account(s) will be conducted on a monthly basis.

TOWNSHIP OF MAPLETON TWITTER TERMS OF USE

Purpose

- To educate the public about pertinent information in regards to the Township of Mapleton which could include:
 - Inform the public about community events & fundraisers
 - Inform the public about recreation activities and opportunities
 - Inform the public about business and economic related programs and opportunities
 - Inform the public about public works operations (road closures, etc.)
 - Increase awareness of municipal services
- Communication of public information related to emergency responses through the Township of Mapleton's Public Information Officer
- To create transparency and humanize the municipality
- To increase traffic to the Township of Mapleton's website
- To boost Township of Mapleton brand awareness and engagement
- To build an online community

Introduction

Twitter is an online news and social networking service on which users post and interact with messages known as "tweets" that are short messages (up to 280 characters in length) and converse publically with other users via a mobile phone or web browser. Twitter allows users to share links to online information, publish photographs and share other media such as video. With the exception of direct messages exchanged between users, all messages (or 'tweets') are public and visible to all for review, comment and sharing.

Availability

The Township of Mapleton updates and periodically monitors its Twitter accounts during office hours, 8:30 a.m. – 4:30 p.m. Monday to Friday. Twitter may occasionally be unavailable and we accept no responsibility of service due to Twitter downtime.

Following

The Township of Mapleton does not automatically follow organizations or individuals who follow it. The Township may follow relevant organizations including government agencies, organizations in the health sector and other parties where there is a clear link in communicating and receiving information. The Township of Mapleton will generally not follow individuals unless they are known in a professional capacity and satisfy the business rule above. Being followed by the Township of Mapleton does not imply endorsement of any kind.

Unfollowing

As part of account maintenance and monitoring, the Township shall regularly review accounts it is following. This may result in unfollowing accounts.

Lists

In the interest of organizing our followers into meaningful categories and providing the public with useful industry and topic information, the Township of Mapleton may create publicly viewable lists of organizations following its twitter accounts. Inclusion on lists does not imply endorsement of any kind. Should an organization not wish to be included on a list created by the Township of Mapleton, it may request to be removed from the list by sending a direct message to the relevant twitter account.

Privacy

The Township of Mapleton does not capture or record the contact details of parties following its Twitter accounts. Any information identified or deemed confidential or private is treated in accordance with the Township of Mapleton's Policy and Twitter's Privacy Policy.

@Replies and Direct Messages

The Township of Mapleton welcomes feedback and ideas from its followers. Each account reads all @replies and Direct Messages and ensures that any emerging themes or helpful suggestions are forwarded to the appropriate department. Where that department is not able to reply individually to messages received via Twitter and where common topics and requests exist, the Township of Mapleton may issue a general notification to all parties. The usual ways of contacting the Township of Mapleton for official correspondence are detailed in the Contact Us section of the Township of Mapleton website.

Hashtags (#)

It is a convention among Twitter users to distinguish content using semantic tags (keywords) preceded by a # sign. This enables users to search and filter information based on keywords and share information more meaningfully. Hashtags also allow users to quickly identify 'trending' topics (as displayed on the Twitter.com homepage).

The Township of Mapleton official hashtag is:

- #MyMapleton

This hashtag is mainly used for:

- Providing live coverage of events (live-posting), and
- Providing emergency communications through appropriately authorized staff. In this event it is likely that a common hashtag will already have been established and we would follow suit.

Other hashtags commonly used by the Township of Mapleton include:

- #MadeInMapleton
- #MapletonProud

Re-tweeting

The Township of Mapleton actively seeks opportunities to re-tweet content that contributes to the dissemination and exchange of useful information about the Township of Mapleton and related topics.

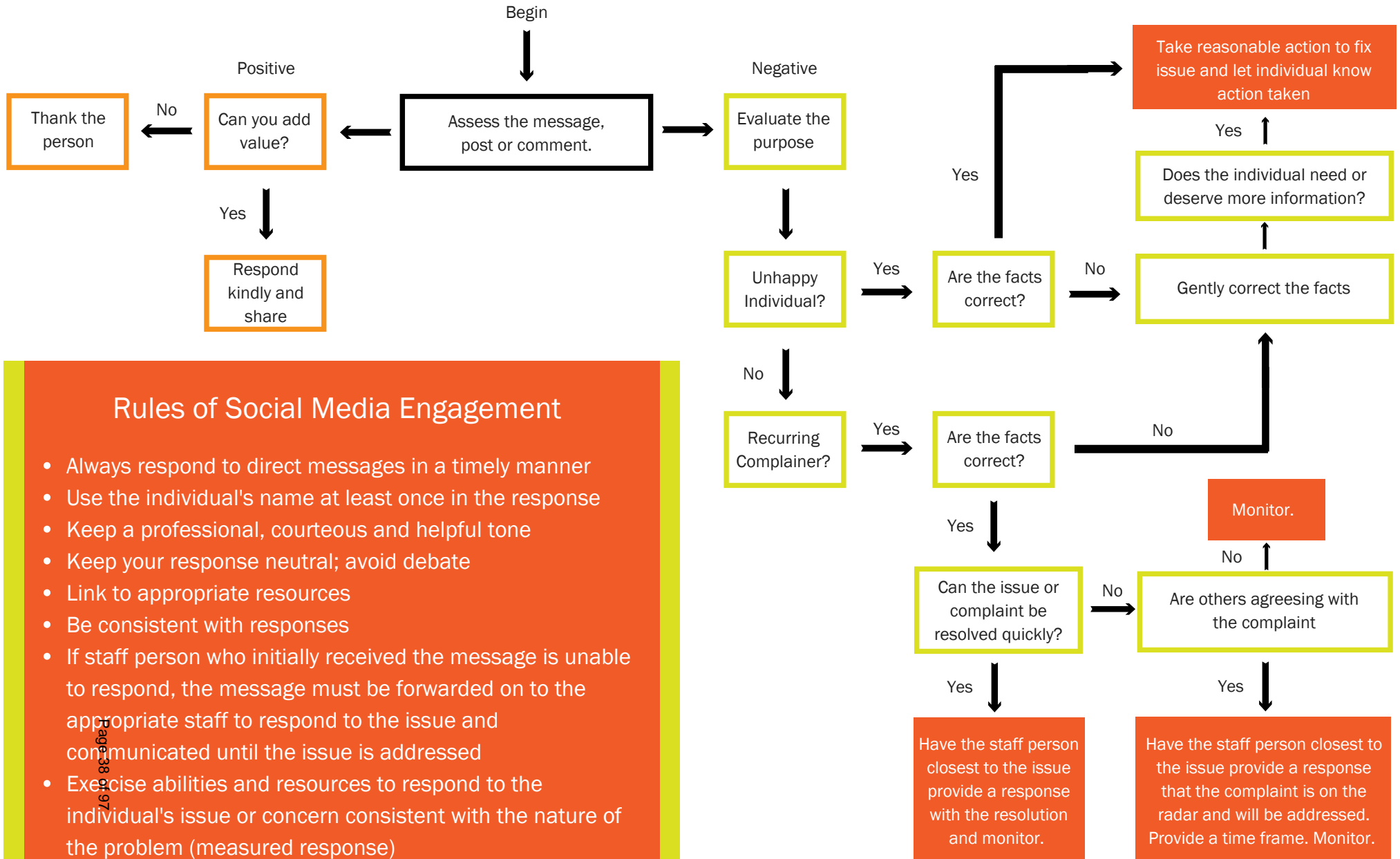
Measurement

Twitter success will be measured through the number of followers following the Township of Mapleton, and the number of retweets and likes that specific content receives. It can also be monitored by increased web traffic related to certain tweets. A monthly Social Media Audit for the Township of Mapleton's Instagram account(s) will be conducted on a monthly basis.

DRAFT



TOWNSHIP OF MAPLETON SOCIAL MEDIA RESPONSE CHART





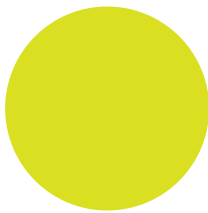
SOCIAL MEDIA
BRAND KIT

TOWNSHIP OF MAPLETON

PRIMARY LOGO



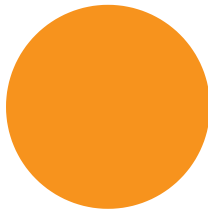
COLOUR PALETTE



#D6DF22



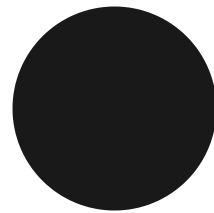
#F15B28



#F7931D



#FFFFFF



#191919

FONTS

Arialle

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Sail Regular

*ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz*

BRAND GRAPHICS



SOCIAL HASHTAGS

#Mapleton #MyMapleton
#MadeInMapleton #MapletonProud

ALTERNATE LOGO





DEPARTMENTAL REPORT

Finance Department 01

To: Mayor Davidson and Council
Subject: 2020 Property Tax Write-Offs
Meeting: Regular Council Meeting - 26 Jan 2021
Department: Finance Department
Staff Contact: Heather Trottier, Financial Analyst

RECOMMENDATION:

THAT the Township of Mapleton Council receives Finance Report FIN2021-01 regarding property tax write-offs in 2020 as information.

BACKGROUND INFORMATION:

Under Section 357 of the Municipal Act, the Township is permitted to reduce assessed value, or change property classification, for several prescribed reasons. Common reasons include an incorrect property classification (e.g. farmland classed as residential) and the removal of a structure (e.g. the removal of a drive shed or a fire-damaged barn that needs to be razed).

PREVIOUS PERTINENT REPORTS:

None

DISCUSSION:

With all Section 357 applications the Township has the Municipal Property Assessment Corporation (MPAC) recommend the appropriate changes for assessed values, and/or changes in property classification. In 2020, the Township had twenty-two properties adjusted under S357. The net reduction in assessed value was \$2,527,366 resulting in a Township net tax account write-off of \$13,789.

Section 357 Tax account Write Offs				
Class	County	Education	Municipal	Total
Commercial	-1432.13	-1444.91	-1110.44	-\$3,987
Industrial	-\$12,360	-\$12,065	-\$9,507	-\$33,933
Farmland	-782.51	-192.49	-609.37	-\$1,584
Residential	-\$3,307	-\$823	-\$2,562	-\$6,693
	-\$17,882	-\$14,526	-\$13,789	-\$46,197

Reason for Reduction or Class Change				
Reason	2018	2019	2020	Total
Structure Removed	-\$64	-\$425	-\$2,935	-\$3,425
Fire Structure Destroyed			-\$1,596	-\$1,596
Gross Manifest Error	-\$2,623	-\$2,922	-\$3,223	-\$8,768
	-\$2,687	-\$3,347	-\$7,754	-\$13,789

The Gross Manifest Error refers to situations where assessment values were incorrect due to misinformation or tax class errors (due to use of land).

A detailed listing is provided in Schedule 'A' which provides more detail.

In addition to Section 357 write-offs, the Township was directed by MPAC to process other assessment related write-offs as permitted under the Assessment Act or other legislative statutes. The largest category in this group is "Tax Incentive Approval Farm" and this happens in years where farm ownership transfers and resales occur. Many of these property owners fail to file for their Tax Incentive credit with Agricorp and lose their farm tax class rating. Once we have approval from MPAC for the tax class change, we process the credit.

Tax Write Offs				
Type	2018	2019	2020	Total Municipal Write Off
Section 357 Gross Manifest Error	-\$2,623.05	-\$2,922.23	-\$3,222.77	-\$8,768
Section 357 Structure Removed/ Fire Destroyed	-\$64.30	-\$425.12	-\$4,531.20	-\$5,021
Post Roll Amended Notice	\$2,033.72	\$2,113.09	\$2,921.89	\$7,069
Notice of Adjustment /Amendment		\$5,405.24	\$683.56	\$6,089
Tax Incentive Approval Became Exempt			-\$404.93	-\$405
Tax Incentive Approval Managed Forest			-\$382.06	-\$382
Tax Incentive Approval Conservation Land		-\$41.04	-\$4,167.04	-\$4,208
Tax Incentive Approval Farm		\$5,317.89	-\$74,745.81	-\$80,064
Minutes of Settlement	-\$391.35	-\$320.51	-\$4,095.76	-\$4,808
Section 319 Low Income Seniors			-\$2,287.13	-\$2,287
Total Municipal Tax Write-offs	-\$1,045	-\$1,508	-\$90,231	-\$92,785

FINANCIAL IMPACT:

The Township will expense \$13,789 to its accounts for the Section 357 write-offs. At the same time, \$17,882 and \$14,526 will be respectively charged against amounts owing to the County of Wellington and the various school boards for Section 357 write-offs.

In 2020, in total, \$92,785 due to the Township was written-off.

SUMMARY:

In 2020, the Township under S357 waived \$13,789 in property taxes and further under the authority of the Assessment Act and other legislative statutes reduced property taxes a further \$78,996. In total, \$247,182.92 in property taxes due to the Township was written off in 2020.

STRATEGIC COMMUNICATION:

Municipal Infrastructure: n/a

The Local Economy: n/a

Recreation: n/a

Municipal Administration: n/a

Financial Responsibility: n/a

ATTACHMENTS:

[FIN2021-01 Schedule A](#)

Schedule "A"

Reason/ Roll/ Class		2018	2019	2020	Total
Section 357 Gross Manifest Error					
Incorrect building data	001-12400 FT	-\$75	-\$84	-\$93	-\$251
Portion of barn used for industry corrected	001-14800 FT	\$296	\$330	\$364	\$990
Portion of barn used for industry corrected	001-14800 IT/JT	-\$2,845	-\$3,169	-\$3,494	-\$9,507
		-\$2,623	-\$2,922	-\$3,223	-\$8,768

Section 357

Structure Removed

Removed Shed	001-02500 FT			-\$8	-\$8
Demolished Shed	002-08200 FT			-\$5	-\$5
Demolished Barn	005-17120 FT			-\$12	-\$12
Demolished Garage	007-07701 RT		-\$33	-\$43	-\$76
Demolished House	009-04300 RT			-\$524	-\$524
Demolished Barns and sheds	009-11405 RT			-\$319	-\$319
Silo removed	010-06100 FT			-\$69	-\$69
Chicken Barns removed	010-14600 FT		-\$268	-\$300	-\$568
Demolished Shed	010-14700 FT			-\$5	-\$5
Demolished Barns and sheds	012-02100 FT			-\$49	-\$49
Demolished Barn	012-03250 RT		-\$5	-\$32	-\$37
Demolished House	001-04901 RT			-\$360	-\$360
Several Buildings Removed	011-14900 RT			-\$44	-\$44
Removed Shed	001-05200 FT			-\$11	-\$11
Demolished Retail Store	009-00300 CT			-\$397	-\$397
Demolished Retail Store	009-00300 RT			-\$395	-\$395
Removed Barn	004-01100 FT	-\$64	-\$119	-\$205	-\$388
Removed House	001-06750 RT			-\$73	-\$73
Removed House	005-03800 RT			-\$86	-\$86
		-\$64	-\$425	-\$2,935	-\$3,425

Section 357

Fire Structure Destroyed

Fire	002-00200 FT			-\$184	-\$184
Barn fire	005-02900 FT			-\$50	-\$50
Fire	010-03300 RT			-\$261	-\$261
Store Destroyed by fire	009-01000 CT			-\$713	-\$713
Store Destroyed by fire	009-01000 RT			-\$387	-\$387
				-\$1,596	-\$1,596

TOTAL

-\$13,789



DEPARTMENTAL REPORT

Finance Department 02

To: Mayor Davidson and Council
Subject: 2021 Interim Property Tax Levy
Meeting: Regular Council Meeting - 26 Jan 2021
Department: Finance Department
Staff Contact: Heather Trottier, Financial Analyst

RECOMMENDATION:

THAT Township of Mapleton Council receive Finance Report FIN2021-02, dated January 26th, 2021, regarding the 2021 Interim Property Tax Levy;

AND FURTHER THAT Council approve By-Law 2021-008 being an Interim Tax By-Law.

BACKGROUND INFORMATION:

Section 317 of the Municipal Act, 2001, provides municipalities with the authority to enact a by-law establishing an interim property tax levy at no more than 50 per cent of the preceding year's taxes for each property in each tax class. Section 342 of the Municipal Act 2001, authorizes municipalities to set due dates in the year for which taxes are due. This is an annual by-law which is procedural in nature.

PREVIOUS PERTINENT REPORTS:

None

DISCUSSION:

The passing of the 2021-Draft Interim Property Tax Levy By-law will authorize the Treasurer to levy 50% of last year's annual taxes. The interim Property Tax By-law facilitates a stable and consistent flow of funds. Once we have fully approved tax rates from the County of Wellington, the Ministry of Education and our own tax rate by-law in place we will prepare the Final Property Tax levy.

Below are the proposed due dates for Interim Levy and the Final Levy

Interim Levy

First Instalment: Monday, March 29, 2021
Second Instalment: Monday, June 28, 2021

Final Levy

Third Instalment: Monday, September 27, 2021
Fourth Instalment: Monday, November 29, 2021

FINANCIAL IMPACT:

Passing of an interim tax levy by-law is required in order to ensure a stable and consistent flow of funds.

SUMMARY:

The recommendation is to pass the proposed Interim Tax Levy By-law, thereby providing the Township with a stable and consistent flow of funds until the final estimates are passed later in the year.

STRATEGIC COMMUNICATION:

Municipal Infrastructure: n/a

The Local Economy: n/a

Recreation: n/a

Municipal Administration: n/a

Financial Responsibility: n/a

ATTACHMENTS:

[2021-DRAFT Interim Tax Bylaw](#)

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2021-Draft

A By-law to provide for an Interim Tax Levy on all assessment and to specify installment due dates and stipulate penalty and interest rates for taxes in default.

WHEREAS Section 317(1) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that a local municipality, before the adoption of the estimates for the year, may pass a by-law levying amounts on the assessment of property rateable for local municipality purposes;

AND WHEREAS Section 317(2) of *The Municipal Act, S.O. 2001, c. 25*, as amended permits that a by-law under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year.

AND WHEREAS Section 317(3) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that the amount levied on a property shall not exceed 50 per cent of the total taxes that were levied for municipal and school purposes for the previous year;

AND WHEREAS Section 342(1) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that a local municipality may provide for the payment of taxes in one amount or by instalments;

AND WHEREAS Section 346(1) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that all taxes shall be paid to the Treasurer, except as may be provided under Section 346(2) where payment may be made by any person into a financial institution to the credit of the Treasurer of the municipality;

AND WHEREAS Section 345 of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that a local municipality may impose a percentage charge as a penalty for non-payment of taxes on any class or instalment thereof, not exceeding 1.25 percent on the first day of default; and on the first day of each calendar month thereafter in which default continues, interest may be charged not exceeding 1.25 per cent per month;

AND WHEREAS Section 347(1-3) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides for the allocation of payment received on account of taxes;

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

1. THAT the 2021 interim taxes on a property will be based on 50% of the taxes levied on the property in the tax year 2020.
2. THAT the taxes levied under this by-law shall be payable in two instalments, and the due dates for payment shall be as follows;

First Instalment: Monday, March 29, 2021
Second Instalment: Monday, June 28, 2021

3. THAT the Deputy Treasurer is hereby authorized to deliver by first class mail to the residence or place of business of such person indicated on the last revised assessment roll, a printed notice of interim taxes due.
4. THAT failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any instalment, does not affect the timing of default or the date from which late payment charges shall be imposed.
5. THAT penalty/interest of 1.25 per cent will be added to property taxes which are in default, in accordance with Section 345 of *The Municipal Act, S.O. 2001, c. 25*, as

amended, on the 1st business day of the next month and every month thereafter in which the default continues.

6. THAT the Treasurer be authorized to accept partial payment for taxes, from time to time, if it does not affect the collection of taxes registered for tax arrears.
7. THAT the Treasurer be required to apply all payments received to the outstanding penalty and/or interest first and then to that part of the taxes that has been in arrears for the greatest period of time but no such payment shall be received after a tax arrears certificate has been registered under Part XI of *The Municipal Act*, S.O. 2001, c. 25, as amended.
8. THAT the current taxes and tax arrears are payable by cash, cheque or Interac/debit at the Township of Mapleton Municipal Office, 7275 Sideroad 16 or by cheque mailed to P O Box 160, Drayton Ontario N0G 1P0. Current taxes are also payable at most Financial Institutions, via on-line banking and by telephone banking.
9. THAT Section 342(1) of *The Municipal Act*, S.O. 2001, c. 25, as amended, provides the Treasurer with the authority, on default of payment of any instalment by the day named above for payment thereof, that the subsequent instalment or instalments shall become payable immediately.
10. THAT this by-law shall be deemed to come into force and effect on January 26th, 2021 and shall apply to all tax classes.

READ a first, second and third time and finally passed this 26th day of January 2021.

Mayor Gregg Davidson

Clerk Larry Wheeler



DEPARTMENTAL REPORT

Finance Department 03

To: Mayor Davidson and Council
Subject: Cemetery Service Fee Adjustments
Meeting: Regular Council Meeting - 26 Jan 2021
Department: Finance Department
Staff Contact: John Morrison, Director of Finance

RECOMMENDATION:

THAT Township of Mapleton Council receive Finance Report FIN2021-03 regarding Cemetery Service Fee Adjustments; and

1. That Council approve the proposed changes to the Fee & Charges By-law Schedule "C" Cemeteries attached as an appendix to this report, with an effective date of March 1, 2021.

BACKGROUND INFORMATION:

Last November, staff reviewed the Township's Cemetery Master Plan and presented to Council a number of recommendations with respect to the Cemeteries' services and programs fees. It was noted that cemeteries, their care, and maintenance are a perpetual responsibility and that every cemetery operator who sells, assigns, or transfers interment rights or scattering rights must have a Care and Maintenance fund. Care and Maintenance funds have been mandated by Provincial Legislation since 1955 in an effort to ensure that funding is available in perpetuity for a cemetery.

Unfortunately, the Township's, Cemetery Care and Maintenance fund is inadequate. The Township's prices for interment rights (plots) have been historically low, therefore the annual contributions to the fund have not been large enough to proactively build the principal required for perpetual funding.

The Cemetery fee structure, must follow the Funeral, Burial and Cremation Services Act 2012, mandated through the Bereavement Authority of Ontario. Many processes specific to the sale of interment rights, memorial installations and cemetery services are regulated by this Act. Legislation stipulates that all cemetery operators must contribute 40% of their plot sales to a care and maintenance fund. This fund is to be kept separate and distinct from other funds. The income generated from this fund is intended to be used to first maintain and preserve the markers in the cemetery and then to maintain and preserve the cemetery, including its grounds buildings structures and the equipment needed. The interest from this fund is intended to pay for all future costs that a cemetery incurs for care and maintenance while the initial sum is held in trust.

The cemetery fee structure is an intergenerational issue. It is an issue that speaks to the principle of equity. Should a user of a service pay for that service and if it is assumed that a user should do so, how does the municipality address and correct a long standing problem. Council directed Staff to consult with the community and report back with recommendations.

PREVIOUS PERTINENT REPORTS:

DISCUSSION:

In our original discussion with Council, Staff noted that the Care & Maintenance fund has grown to a balance of \$295,021. That this balance included the significant sale of 270 plots in the Hollen cemetery. If the Township could realize a 4% rate of return with its Care & Maintenance fund, the investment income would amount to \$11,801 per annum. In the past 5 years the typical qualifying expenses that could be recovered from the Care and Maintenance fund is about \$26,222 per year. The conclusion is that the Township is not able to maintain its cemeteries without significant taxpayer support.

The Cemetery Master Plan, with its design concepts conceives that within the next 25 years over \$590,0127 in capital expenditures will be required:

Phase 1 at 2024 - Cremation Garden with 64 niche columbarium - \$70,339

Phase 2 at 2030 - Additional Memorial features memory stones - \$56,796

Phase 3 at 2037 – Expansion of casket burial lots by the river - \$264,787

Phase 4 at 2045 – Future cemetery development - \$198,205

The yearly capital reserve charge will need to be increased from its current \$5,000 per year and revised upwards towards \$20,000 per year. If the capital requirements are not reflected in the plot pricing, then there will be further significant taxpayer support required.

It is finance's recommendation, that pricing reflect the true cost for care and maintenance and capital requirements at the time of purchase. Current operating expenditures for maintaining 6,528 plots in Drayton and Hollen is \$4.00 per plot per year. Using the accounting concept of discounting and by projecting this \$4.00 per plot cost forward into the next 100 years and factoring in a 1.5% inflation rate, the Township should be collecting \$900 per plot, for the Care & Maintenance fund, at the time of sale. In assigning a value to ensure that funding is available in perpetuity for a lot's care and maintenance, it is important to define what is a fair and adequate period for a user to be held responsible for that long-term maintenance. The concept if approved would assure funding in perpetuity.

The issue is that to follow this concept would require that the lot pricing be revised with significant increase:

Sale of Interment Rights

Description	Current Fees	2021	% Incr
Non-cremation lots	\$825	\$2,250	173%
Cremation lots	\$375	\$1,500	300%

FINANCIAL IMPACT:

CONSULTATION:

Yes with the Community

FINANCIAL IMPACT:

In consultation with the community, it was felt that a phased approach with respect to the sale of interment rights should be undertaken. For 2021 the pricing for interment rights will remain unchanged. Effective January 1st, 2022, the sale of interment rights would increase by 10% and then in each subsequent year by approximately 10% until the pricing concept is fully phased-in.

Description	2021	2022	2023	2024	2025	2026	2027
Non-cremation lots	\$825	\$908	\$998	\$1,098	\$1,208	\$1,329	\$1,462
Cremation lots	\$375	\$408	\$459	\$516	\$580	\$651	\$760

The Cemetery Master Plan, based on the Township's demographic forecast, assumed that the demand for interment rights for non-cremation lots will increase, on average, from about 10 per year to over 50 per year in next 10 years. For cremation lots the demand will go from 1 to 5 lots per year.

The proposed interment right fees are compared with other municipalities.

Description	Mapleton	Minto	North Perth	Wellington N	Wilmot	C Wellington	Waterloo
Non-cremation lots	\$908	\$1100	\$1024	\$850	\$1580	\$2,556	\$2,300
Cremation lots	\$408	\$600	\$710	n.a.	\$786	\$1,809	\$1,650

All the proposed changes to the Fee & Charges By-law Schedule "C" Cemeteries are attached as an appendix to this report. All other fees as listed in Schedule "C" are based on cost recovery.

SUMMARY:

This report discusses and proposes major changes in cemetery fees to ensure that funding is available in perpetuity for a cemetery's care and maintenance. It recommends that the proposed increase for the Sale of Interment Rights be phase-in; with unchanged pricing in 2021 and then with increments of 10% per year. As a best practice, user fees should be utilized to finance those services and goods that provide a direct benefit to specific users, while services that benefit the entire community should be funded by property taxes. User fees should be set to cover the full cost of those services, to the extent that there are no conflicts with the Township's policy objectives or priorities and other legislative requirements. The recommendations before Council are meant to achieve intergenerational equity yet have the pricing remain fair to the users.

STRATEGIC COMMUNICATION:

Municipal Infrastructure: n/a

The Local Economy: n/a

Recreation: n/a

Municipal Administration: n/a

Financial Responsibility:

Planning for a sustainable financial future

ATTACHMENTS:

[Schedule C Cemetery Fees 10yrs](#)

SCHEDULE "C"
CEMETERIES

DESCRIPTION	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Sale of Interment Rights *** Non-cremation lots: Per Grave (Care & Maintenance Fund included)	\$825	\$908	\$998	\$1,098	\$1,208	\$1,329	\$1,462	\$1,608	\$1,768	\$1,945	\$2,250
Sale of Interment Rights *** Cremation Lots in Cremation Gardens (2x2) (Care & Maintenance Fund included)	\$375	\$408	\$459	\$516	\$580	\$651	\$760	\$868	\$990	\$1,128	\$1,500
Interment (charges to open & close a grave) *** Adult Child (12 & under) Cremated remains Additional Winter Charges (Dec 1 to Apr 15) Weekdays 10am-3pm Full Grave Cremated Remains Additional Charges, Holidays & Weekends (as approved by Director of Public Works) 10am-2pm ** Burial to be double interment in a single grave	\$610 adjusted each calendar year at cost nc \$270 adjusted each calendar year at cost \$650 adjusted each calendar year at cost \$400 adjusted each calendar year at cost \$500 adjusted each calendar year at cost 1.5 time the Basic Charge										
Installation of Markers, Monuments & Corner Posts *** Foundation cost – as per chart below Foundation: 42" x 18" x 60" Foundation: 42" x 20" x 60" Foundation: 44" x 20" x 60" Foundation: 66" x 20" x 60" Flat marker less than 172 sq. inches Flat marker larger than 172 sq. inches Monument up to 4 feet in height or width Monument larger than 4 feet in height or width Corner Posts: may be ordered by the Township and engraved as follows: *** ▪ 3 corner posts first initial of family last name ▪ 4 th corner post location of plot (i.e. Z 50 A-D (in Drayton) ; A 50 A51 (in Hollen) Delivered and installed by the Municipality	Based on size: \$30 per cubic foot \$790 adjusted each calendar year at cost \$875 adjusted each calendar year at cost \$925 adjusted each calendar year at cost \$1,375 adjusted each calendar year at cost NC \$50 Care & Maintenance incl \$100 Care & Maintenance incl \$200 Care & Maintenance incl \$210										
Staking/Inspection fee on application for installation of monument marker	\$75										
Storage: *** If human remains to be interred in Mapleton Cemetery - storage of human remains in vault in chapel. If human remains to be interred elsewhere than a Cemetery owned by the Township of Mapleton - storage of human remains in vault in chapel.	no charge \$90										
Transfer Fee: For all services & documents to transfer ownership of lot, and new Certificate of Interment Rights to be issued	\$50										

NOTE: The fees and charges for various services on Schedule "C" are HST Exempt unless illustrated with (*) in the schedule.**

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
SOURCE WATER PROTECTION REPORT SWP2021-01

TO: Mayor Davidson and Members of Council

FROM: Kyle Davis, Risk Management Official

RE: Environmental Registry Number 019-2017 – Proposed
Implementation of Updates to Ontario's Water Quantity
Management Framework

DATE: January 26, 2021

RECOMMENDATION:

THAT the Council of the Township of Mapleton receive as information Report No. SWP2021-01 dated January 26, 2021 regarding Environmental Registry Number 019-2017 – Proposed Implementation of Updates to Ontario's Water Quantity Management Framework

BACKGROUND:

On December 7, 2020, the Ontario Ministry of the Environment, Conservation and Parks (MECP) posted a regulatory proposal on the Environmental Registry of Ontario (ERO) related to water taking. The proposal is:

- [019-2017: Proposed Implementation of Updates to Ontario's Water Quantity Management Framework;](#)

The public consultation period is for 60 days from December 7, 2020 until February 5, 2021.

In December 2016, the Ontario government put in place a temporary moratorium on new or increased permits to take groundwater to produce bottled water. A regulatory charge of \$500 per million litres of groundwater taken and interim technical guidance on water bottling applications were also put in place. Although there were a number of factors involved in establishing the moratorium, there was heightened public scrutiny and interest locally, as well as at a provincial level, related to Nestle Canada's operations in Wellington County, in particular the operation of Nestle's Aberfoyle location and the purchase of the Middlebrook well. At the time of the moratorium, the Ontario government also

announced that the Province would complete an assessment of water resources in the Province and review the Province's water taking programs, policies and science tools. The moratorium was extended a number of times, most recently in September 2020 and is currently set to expire on April 1, 2021.

On June 18, 2020, the MECP posted a regulatory proposal on the ERO numbered [019-1340](#) and entitled: *Updating Ontario's Water Quantity Management Framework*. ERO proposal 019-1340 provides the results of the Province's review of water taking programs, policies, and science tools and recommendations for provincial action.

The Ontario Water Quantity Framework identified four goals to improve water quantity management in Ontario.

- Goal 1: Establish clear provincial priorities of water use
- Goal 2: Update our approach to managing water takings in stressed areas
- Goal 3 Make water taking data more accessible
- Goal 4: Give host municipalities more input into water bottling decisions

Since August 2020, the Province has put forward a number of ERO regulatory proposals to implement the water quantity framework and the identified goals including proposed modifications to the [Environmental Activity and Site Registry \(EASR\)](#) under [019-2525: Proposal to make modifications to Environmental Activity and Sector Registry requirements and exemptions for low risk, short-term water taking activities](#) and recent legislative changes to require municipal support for new or expanding bottled water takings contained in [Bill 213, Better For People, Smarter For Business Act, 2020](#), Schedule 18. Bill 213 received Royal Assent in December 2020.

PREVIOUS PERTINENT REPORTS:

SWP2020-03

DISCUSSION:

ERO Proposal 019-2017

The current ERO regulatory proposal outlines the Province's strategy to implement Goals 1, 2 and 3 outlined in the water quantity framework. Goal 4 has already been enacted in Bill 213. The current proposal will amend [Ontario Regulation 387/04](#) pursuant to the *Ontario Water Resources Act* and provide a guidance document for implementation. The proposed changes to Ontario Regulation 387/04 and the draft guidance document are provided as attachments to this report. The proposal also proposes to revoke the interim technical

guidance for Bottled Water Renewals at the same time that the bottled water moratorium ends on April 1, 2021.

The proposed amendments to Ontario Regulation 387/04 provide the legal language necessary to implement Goal 1 – priorities of use, Goal 2 – area management in stressed areas and Goal 3 – making water taking data more accessible. The amendments also revoke the current annual flow and summer low flow mapping, this mapping does not pertain to Wellington County. In regards to Goal 1, priorities of use are defined with drinking water, water for ecological function and livestock / aquaculture watering being defined as the highest priority. In the legal language, in the draft guidance document and in follow-up discussions with Provincial staff, drinking water is meant in the broadest meaning possible giving equal weight to municipal and domestic supplies. The second priority category of water use includes agricultural activities such as irrigation and on-farm washing while the third priority category includes industrial, commercial uses including golf courses and other uses not captured in the other categories. The fourth priority category of water use is aesthetic use.

The regulation amendments also outline the process for implementing area management (Goal 2). The Ontario Ministry of the Environment, Conservation and Parks (MECP) signing Director for Permits to Take Water (PTTW) pursuant to the *Ontario Water Resources Act*, is proposed to have the ability to determine that one or more ground or surface water sources are under stress, delineate the geographic area under stress and to prepare a strategy to manage PTTWs within that geographic area. It is proposed that there will be consultation requirements and ERO posting requirements for area management. The purpose of the area management strategy will be to guide PTTW decisions within that geographic area. For Goal 3, the regulation amendments proposes legal wording to allow the MECP to publish certain data relevant to PTTWs and water takings under EASR.

The proposed guidance document outlines more detail on how the MECP and Province is considering implementing the regulation amendments. It provides detail on the process for area management of a stressed area. This includes the process on developing a water taking management strategy (page 4 of Attachment 2) and the type of information that the MECP would consider in initiating these strategies (page 5-6 of Attachment 2). Attachment 2 also outlines that a water management strategy would include goals and objectives, description of management measures, description of monitoring and assessment actions and a process for review, evaluation and continuous improvement and details on the contents of each section. The guidance document also expands on the stakeholder engagement process for development of these strategies which will include municipalities, conservation authorities, water users (PTTWs and others) and indigenous groups. The strategies are designed to align and

complement existing policies and programs such as source protection plans, watershed management plans, Greenbelt Plan, Growth Plan etc.

The proposed guidance document also provides detail on the implementation of priorities of use. It is clear from the guidance document that drinking water includes all types of drinking systems from private, domestic wells to communal water supplies to municipal water supplies. The document also makes it clear that uses within a priority of use category are treated equally. The document outlines a process and criteria for applying priority of use and indicates it is for use in PTTW decisions and as a last resort. It also indicates that priority of use is not to be used to reserve water for long-term, future water needs such as municipal drinking water supplies. The guidance document directs the reader to the tools under the *Clean Water Act*, such as the ongoing policy development for the Guelph / Guelph-Eramosa Tier 3 study to address these types of concerns.

Initial Draft Comments

On December 17, 2020, the County of Wellington Risk Management Official attended two Provincial sessions related to the proposal. A significant amount of information was provided at these sessions to help in understanding and reviewing the proposal. Given the timing of that session, the holidays and Council schedule, full comments are not available for this Council report. Staff are working on full comments on this proposal. Instead of waiting for the full comments to be complete, it was deemed necessary to provide Council with a summary of the proposal, the documents and some initial comments in order to receive Council comments prior to the finalization of the staff comments and submission prior to the provincial February 5, 2021 deadline.

1. Overall, staff are supportive of the proposed amendments to the regulation and the draft guidance document. Both will advance the implementation of the water quantity framework, protection of the overall water resource and integrate with existing programs such as source protection. In making this statement, it is staff's understanding that this proposal is enabling legislation and guidance, not prescriptive. It will be up to the discretion of the MECP Director and staff, in consultation with all stakeholders, to determine when to implement either area management and / or priority of use and that the priority of use guidance has been identified as a tool of last resort. Given this, the proposal appears to provide additional tools and processes that will help the overall protection of the water resource while ensuring a consultative approach. Ultimately, however, it is important to note that legislative authority for protection of the water resource remains with the Province and the MECP as outlined in the *Ontario Water Resources Act*.

2. Source protection vulnerable areas, in particular, a WHPA-Q (quantity) is not identified as an automatic reason for an area management strategy to be initiated. Instead, it is one of multiple factors that will be considered by the MECP Director in making their decision on initiation of the strategy. When asked, MECP staff indicated this was, in part, to ensure the criteria for initiating a strategy was broad enough to allow provincial wide application in a variety of scenarios as the focus of the proposed amendments is on the sustainability of the water resource broadly, not the sustainability of one particular water use such as municipal use.
3. Regarding Goal 3, it is recommended that the Province also include reports in the proposed regulation wording in addition to data. Publication of relevant ground and surface water monitoring reports and assessments, completed for water takers by licenced professionals, is important as the reports are critical for understanding the interpretation and context of the data.

CONSULTATION:

Director of Public Works
County of Wellington Planning Department

FINANCIAL IMPLICATIONS:

Current staffing and resources

SUMMARY:

The purpose of this report is to provide Council the opportunity to review, consider and provide comment on the recent regulatory proposal posted on the Environmental Registry of Ontario by the Province of Ontario related to implementation of the Ontario Water Quantity Management Framework. The proposed changes include priority of use, area management of stressed areas, data publication and revocation of the interim water bottling technical guidance. This proposal is related to the expiry of the water bottling moratorium on April 1, 2021.

COMMUNICATION:

Not applicable

Prepared By:

Reviewed By:

Kyle Davis
Risk Management Official

Manny Baron
CAO

Attachments:

Attachment 1: Draft Regulatory Changes – Ontario Regulation 387/04
Attachment 2: Draft Water Quantity Management Implementation Guidance

Caution:

This consultation draft of the proposed amendments to the Regulation is intended to facilitate dialogue concerning the proposed implementation guidance. Should the decision be made to proceed with the proposal, the content, structure, form and wording of the consultation draft are subject to change, and to editing and correction by the Office of Legislative Counsel. This draft is confidential and not to be shared.

CONSULTATION DRAFT

ONTARIO REGULATION

To be made under the

ONTARIO WATER RESOURCES ACT

Amending O. Reg. 387/04

(WATER TAKING AND TRANSFER)

1. The definitions of “Average Annual Flow Map” and “Summer Low Flow Map” in subsection 2 (1) of Ontario Regulation 387/04 are revoked.

2. Subsection 3 (2) of the Regulation is revoked.

3. (1) Subparagraph 2 iii of subsection 4 (2) of the Regulation is revoked and the following substituted:

- iii. whether the water taking or proposed water taking is from a ground or surface source of supply that the Director has determined under subsection (5) to be under stress, and

(2) Paragraph 3 of subsection 4 (2) of the Regulation is amended by striking out “and” at the end of subparagraph ii, by adding “and” at the end of subparagraph iii and by adding the following subparagraph:

- iv. the categories of priorities of water use set out in subsection (4).

(3) Section 4 of the Regulation is amended by adding the following subsections:

(4) The following are the priorities of water use for the purposes of subparagraph 3 iv of subsection (2):

1. Highest priority category of water use, being,
 - i. water used to protect the natural functions of the ecosystem as described in paragraph 1 of subsection (2),
 - ii. water used to supply water for one or more drinking water systems within the meaning of section 2 of the *Safe Drinking Water Act, 2002*, and
 - iii. water used to support farm animal production and aquaculture.
2. Second priority category of water use, being,
 - i. water used for the irrigation of agricultural crops, and
 - ii. water used for on-farm washing activities.
3. Third priority category of water use, being any water used for a purpose not mentioned in the first, second or fourth priority category, including any water used for an industrial or commercial purpose, including for watering golf courses.
4. Fourth priority category of water use, being any water used for an aesthetic purpose, including water used for a water feature or for landscaping purposes.

(5) Where the Director determines, having regard to all the information available to the Director, that one or more ground or surface sources of supply are under stress, in whole or in part, the Director shall post an information notice to that effect on the environmental registry pursuant to section 6 of the *Environmental Bill of Rights*, delineating the geographic area where the source or sources of supply are under stress and providing a summary of the information and analysis the Director relied on in making the determination.

(6) An information notice under subsection (5) shall indicate the Director's intention to prepare and consult on a strategy to manage the permitted water takers within the geographic area mentioned in subsection (5).

(7) In every case where the Director has published an information notice under subsection (5), the Director shall proceed to prepare and consult on the strategy mentioned in subsection (6).

(8) After consulting on the strategy mentioned in subsection (6), the Director shall proceed to finalize the strategy and shall have regard to it to the extent that it is relevant when considering a matter to which this section applies.

4. Section 5 of the Regulation is revoked.

5. The Regulation is amended by adding the following section:

Publication

9.1 The Director may publish on a Government of Ontario website or otherwise make available to the public the following data, whether collected before or after the coming into force of this section:

1. Any data collected under section 9.
2. Any data required to be reported to the Director under Ontario Regulation 63/16 (Registrations under Part II.2 of the Act – Water Taking) made under the *Environmental Protection Act*.
3. Any other data that the Ministry collects from a holder of a permit that relates to the holder's water taking.

Commencement

6. [Commencement]

DRAFT Water Quantity Management Implementation Guidance

Area-based Water Quantity Management and Priorities of Water Use

Our government is taking action through our Made-in-Ontario Environment Plan to protect lakes, waterways and groundwater supply in Ontario, now and for future generations.

In June 2020, the Ministry of the Environment, Conservation and Parks proposed changes to the Water Taking and Transfer regulation (Ontario Regulation 387/04) under the *Ontario Water Resources Act*. The ministry proposed several enhancements to the current water taking program. Two of the proposed enhancements are the focus of this guidance:

- **Area-based water quantity management** - adding authority that would allow the ministry to assess and manage multiple water takings together in areas of the province where water sustainability is a concern, and
- **Priorities of water use** - establishing provincial priorities of water use to guide decisions where there are competing demands for water.

The proposed enhancements would replace section 3 (the high use watershed maps) and section 5 (the policies that apply within high use watersheds) of Ontario Regulation 387/04 with an adaptive approach to managing water takings that can tailor assessments and management actions to local circumstances. While the ministry already has the authority to issue, cancel, amend, or impose conditions on permits, the proposed approaches are intended to provide greater transparency for ministry decisions that may affect permitted water takers in areas under stress with competing demands for water.

As the next step in our work to protect water resources in Ontario, we are seeking input on the following draft guidance to help the ministry and water users implement the above proposed enhancements to Ontario's water taking program.

Draft Guidance to Support Area-based Water Quantity Management

The proposed updates to the Water Taking and Transfer Regulation (Ontario Regulation 387/04) would amend subsection 4(2) of the regulation to enable the *Ontario Water Resources Act* section 34 Director (permit Director), based on information available to the Director, to determine that a groundwater and/or surface water source(s) is under stress. Where the permit Director makes this determination, the proposed amendments would then require the ministry to develop a strategy for managing permitted water takings within the area. In some cases, a single water user alone may not have a significant effect, but the cumulative impact of multiple water users withdrawing water may affect the sustainability of the water resources and as a result, other water users and the aquatic ecosystems that depend on them. An area-based approach can be used to better understand the cumulative impacts of multiple water users on stream flows, water levels (including surface water or groundwater) and the availability of water for other users to more effectively guide management actions in areas experiencing water quantity stress. While an area-based approach would mainly affect permitted water takers, it would also provide broader benefits by promoting the sustainability of water resources and water security for all users in the area.

This guidance outlines how the ministry will determine when an area-based approach is needed, as authorized under the proposed regulatory amendments, and how a strategy for assessing and managing water takings in such an area will be developed. It is intended to supplement current guidance provided in the Permit to Take Water (PTTW) Manual (2005) related to “Evaluating PTTW – Water Balance and Sustainability” (p.23), which states:

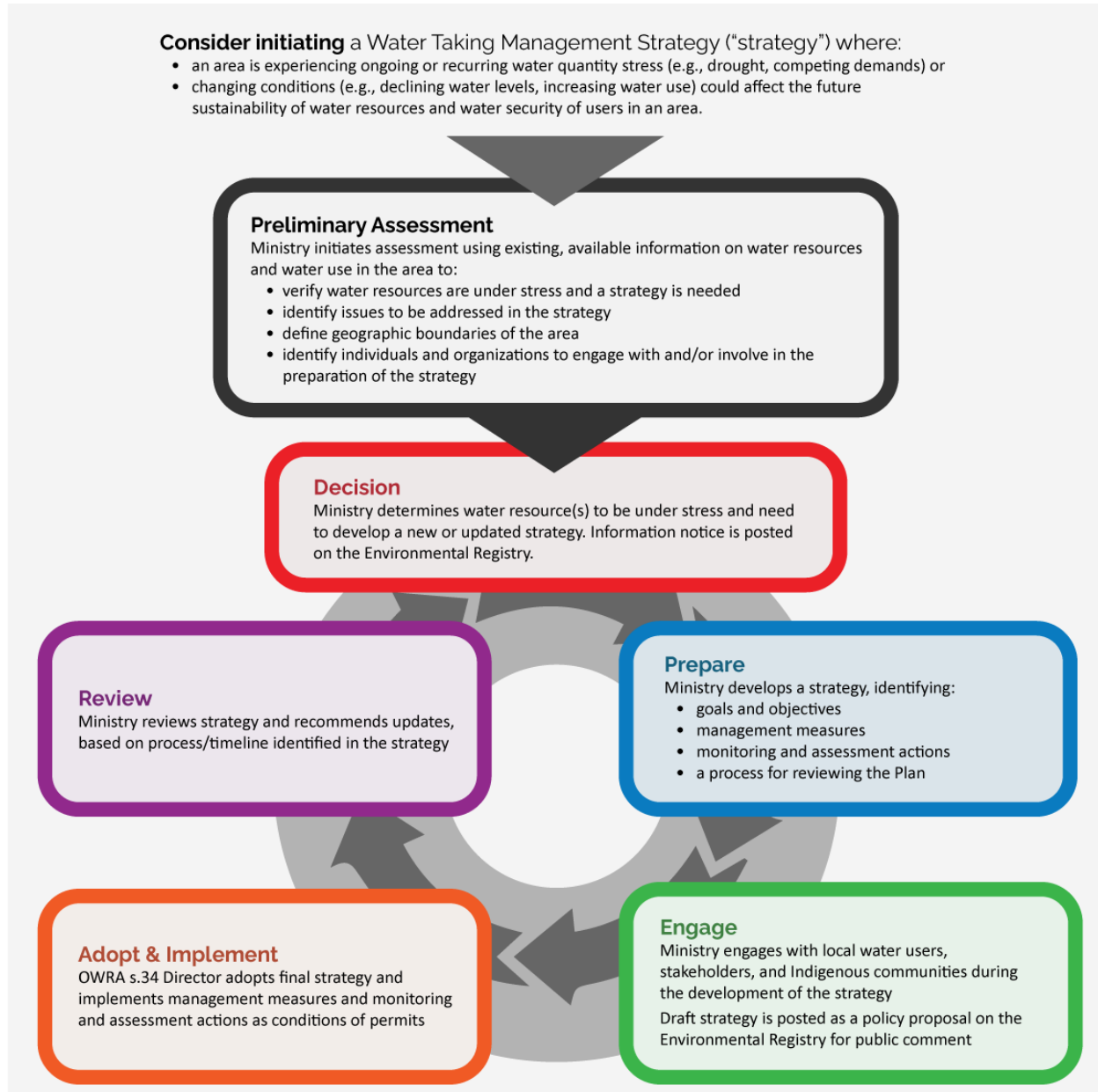
“In most cases an applicant is not responsible for larger scale assessments that extend beyond the individual water takings’ area of impact. However, the Director may consider the need for a larger scale assessment to be conducted based on impacts to: natural functions of the ecosystem, water availability, use of water, and other issues as relevant.

Using the above criteria and other relevant information, the Director may determine the sub-watershed, watershed or other water management units defined by the Ministry to be a high priority and begin to initiate a strategy for managing water takings and if this cannot be achieved a strategy for assessing environmental impacts.”

Area-based Water Taking Management Strategy

An area-based approach involves developing a water taking management strategy (strategy) for a water quantity stressed area. This approach to assessing and managing water use is at a broader scale than the site-specific approach typically used for permit reviews or registrations of water takings to the Environmental Activity and Sector Registry (EASR). A strategy could apply to a watershed, aquifer, or any other hydrologically-defined area appropriate for managing the cumulative impact of water takings. Individual strategies will vary depending on the water stress issues being addressed and the circumstances of water use in that area. While a strategy is being developed, the permit Director would continue to exercise professional judgement in managing water takings in the area according to the framework outlined in Ontario Regulation 387/04, the PTTW Manual, and associated policies. When completed, a strategy will be used to guide the permit Director's decisions for assessing and managing water takings in that water quantity stressed area, within the context of the overall permit framework. Strategies are intended to be adapted over time, as resource conditions and water uses change. The overall process for developing a strategy is shown in Figure 1.

Figure 1: Process for developing a water taking management strategy



Considerations for Initiating a Water Taking Management Strategy

The ministry initiates a water taking management strategy at its discretion where there is documented evidence indicating:

1. An area is experiencing ongoing or recurring water quantity stress (as indicated, for example, by increased incidents of interference between water users that rely on the same water source or adverse impacts to the health of an ecosystem that relies on that water source), or
2. Changing conditions (e.g., declining surface or groundwater water levels,) are adversely affecting the sustainability of water resources and the water security of users in an area.

The ministry may become aware of potential issues through a range of ways, including; the review of permits to take water, EASRs, discussions with water users, compliance actions, information from municipalities and Indigenous communities, or from information generated from climate change or other water-focused monitoring programs, including those administered by other ministries or conservation authorities.

Preliminary Assessment

Where the development of a strategy is being considered to manage a water quantity stressed area, the ministry would gather and analyze existing available data and information to confirm that one is warranted. This preliminary assessment by the ministry would include a characterization of the state of water resources (surface and/or groundwater) and an evaluation of water use in the area of concern to determine the extent to which water use may be contributing to the stress of a ground or surface water source of supply. In undertaking the preliminary assessment, the ministry may engage with other ministries, water users, conservation authorities, municipalities and other local stakeholders, as well as Indigenous communities who may have an interest, data, knowledge, or expertise to support the assessment. Examples of the type of information the ministry may access for a preliminary assessment include:

- information related to the effects of water users, such as well interference or low stream flows
- ministry experience and information related to private wells that are prone to water shortage, vulnerable aquatic ecosystems, and areas of low hydrological resiliency where the ability to maintain a reliable water supply is limited

- information from regulated water users in the area (e.g., permit holders, EASR registrants), including stream flow data and water level monitoring and water taking reporting data
- Information from non-regulated water users in the area (e.g., private and farm domestic uses, livestock watering, the environment) about their water usage
- groundwater and surface water monitoring data
- information on water resources identified through other provincial programs, (e.g., source protection water budgets, Ontario Low Water Response, Ontario Geological Survey) or local agencies, such as municipalities or conservation authorities (e.g., watershed or sub-watershed planning supporting land use planning decisions).

This preliminary assessment would confirm whether water resources are under stress and that a strategy for managing water takings in the area is warranted. The assessment would identify the issues expected to be addressed in the strategy and determine the geographic extent of the affected area. The ministry may determine that a strategy is needed to assess and manage water takings from a particular source (e.g., watershed or aquifer) or within a localized area, such as an affected section of stream or a cluster of groundwater takings. The assessment may reveal information and knowledge gaps related to water resources and/or water use in the water stressed area. The preliminary assessment would also identify the water users, local stakeholders, and Indigenous communities that would be engaged on and/or involved in the preparation of a strategy.

If the permit Director determines through the preliminary assessment that the water resources in an area are under stress and that a strategy to manage permitted water takings is required, the Director would post an information notice on the Environmental Registry. The information notice would summarize the results of the preliminary assessment, including identifying the water resources determined to be under stress and the geographic extent of the area, and indicate the intent to develop and engage on a water taking management strategy. The notice may also describe the issues to be addressed in the strategy, as well as the process and timing for developing a strategy, including opportunities for water takers, local stakeholders, and Indigenous communities to be engaged in the process.

Preparing a Water Taking Management Strategy

If the preliminary assessment determines that water resources are under stress and that an area-based approach is warranted, the ministry will prepare a water taking management strategy. A strategy would include:

- A. the *goals and objectives* of the strategy;
- B. a description of *management measures* to support the goals and objectives of the strategy;
- C. a description of *monitoring and assessment actions* needed to support the goals and objectives of the strategy; and
- D. a process for *review, evaluation, and continuous improvement* of the strategy.

The contents of a strategy would be tailored to specific area circumstances, reflecting for example, the local environment, the scope and complexity of issues, the number and types of water users in the area, and the availability of water data and knowledge of water resources. The ability of water users to implement the measures and actions contained in a strategy in an effective and timely manner would also be considered. Details on how the ministry would engage with affected water users, local stakeholders, and affected Indigenous communities during the development of a strategy are provided below.

A. *Goals and objectives*

The strategy would identify goals and objectives related to addressing the causes of water quantity stress in the area. The goals and objectives would guide the management measures and monitoring and assessment actions that would be included in the strategy. While goals and objectives would be tailored to individual areas, they should be consistent with those of the *Ontario Water Resources Act* and PTTW program. The goals may be general in nature (e.g., to improve the sustainability of water resources in the area during periods of water stress). The objectives should be specific and action-oriented, with measurable indicators that quantify improvements (e.g., positive trends in stream flows).

B. *Management measures*

A strategy would include measures for managing water takings that are tailored to support the goals and objectives for addressing water quantity stress. When implementing the strategy, these measures would be considered by the permit Director when deciding to issue, cancel, amend, or impose conditions on permits in the area. As such, management measures may become part of permit conditions for new or increased water takings, or for some or all existing permits in the area. The strategy may also include measures that the permit Director would consider for managing other water users in the area that are contributing to water stress.

An area-based approach should help to determine how different water users are contributing to water stress in the area. Management measures would be identified based on available

information and could be adapted as additional information becomes available. Potential management measures may be examined in collaboration with affected water users, as well as affected Indigenous communities, local stakeholders, and other ministries as needed. The types of management measures that could be included in a strategy are:

- Measures to improve understanding of the effects of water takings on water availability, for example:
 - revising monitoring and reporting requirements in permits to more accurately detect effects of the water taking on the environment or other water users.
 - updating existing permits to reflect actual water needs to enable the development of accurate water budgets.
 - setting a collective expiry date for permits in the area to enable simultaneous review of permit renewal applications.
- Measures to improve water security through more efficient water use. For example:
 - requiring water users to complete a water efficiency audit, and to prepare and implement a water conservation and efficiency plan.
 - developing a drought management plan for the area that identifies requirements for individual permit holders, including developing contingencies for back up water supplies, if warranted and available.
 - encouraging or requiring water takers to find more reliable or sustainable sources.
- Measures to improve the sustainability of the water resource. For example:
 - specifying environmental triggers for when restrictions on water use should be implemented or relaxed (e.g., threshold stream flows above which water taking can be maximized and below which water takings should be reduced).
 - scheduling of water takings among multiple water users (e.g., staggering takings on different days or different hours) when identified as a viable alternative to water taking reductions.

- restricting the permitting of any new or increased water taking within a defined area or from a water source identified as vulnerable and unable to sustain additional water users.

The specific management measures included in a strategy would reflect the current level of understanding of the water resources in the area and focus on water users most impacting sustainability. The measures considered for a strategy should also recognize differences in facilities and water use characteristics among water takers in the area (e.g., size and type of operation, water infrastructure, volume of water use, current water conservation practices). For example, the types of measures that would be appropriate for a small agricultural irrigator may be different than those that could be applied by a large industrial facility or a municipality.

To meet the objectives of a strategy, the ministry would examine measures to enhance water efficiency and water system optimization, or to promote the voluntary sharing of water among users before considering measures that would require reductions in water use. If it is determined that there is a need for temporary or long-term restrictions on new or existing water use in the area, the ministry will work closely with the affected water users during the developing of the strategy to determine an equitable approach to implementing such restrictions. The permit Director has existing authority under the *Ontario Water Resources Act* to revise or revoke a permit as needed and may require unpermitted water users or EASR registrants to apply for a permit. Any water management measures, including restrictions on water takings for the purposes of resolving competing demands for water among water users, would consider the proposed priorities of water use to be outlined in the Water Taking and Transfer Regulation and accompanying guidance.

C. Monitoring and assessment actions

The strategy would also identify actions to collect and consolidate information that can be used by the ministry to improve understanding of the causes and sources of water quantity stress in the area and to guide scientifically-based water management decisions. In developing a strategy, the ministry will document existing available water quantity information, identify any critical gaps in knowledge and outline additional monitoring and assessment needed to support the strategy's goals and objectives. This could include data and information needed to refine aspects of the ministry's preliminary assessment, including assessing the cumulative impacts of water users, environmental flow needs for aquatic ecosystems, or the susceptibility of water resources and uses to drought conditions. It may also include information needed to support additional analysis such as analyzing long-term trends in stream flow and water levels, or inputs needed to model existing and future water resource conditions based on changes in climate and/or water use.

While area-wide monitoring and assessment actions identified in a strategy would not be the sole responsibility of an individual water taker, the ministry may require collective monitoring and assessment by a cluster of water takers. Individual permit holders may be asked to collect and report additional information to the ministry related to their water taking and its potential impact on the environment and other users. Monitoring and assessment actions may require collaboration between water users, provincial ministries, municipalities, Indigenous communities, and conservation authorities.

D. Review, evaluation, and continuous improvement

Strategies are intended to be adapted over time, as resource conditions and water uses change. The strategy would outline a process for how it will be reviewed and updated. It is expected that the goals and objectives, management measures, and monitoring and assessment actions in a strategy would be adjusted as knowledge and/or conditions of water resources and water uses in the area change. The timing and frequency for reviewing a strategy would be case-specific, but could be based on:

- a pre-determined review schedule (e.g., after ten years; or, upon renewals of permits in an area that have a collective expiry date);
- new knowledge gained through monitoring and assessment work undertaken as part of the strategy, or other technical information that may become available;
- evidence that one or more of the strategy objectives is not being met;
- evidence that strategy objectives have been met (e.g., conditions have improved in the area); and/or
- concerns raised by water users, stakeholders and Indigenous communities with measures or actions prescribed in the strategy.

Engaging Water Users, Local Stakeholders, and Indigenous Communities on a Water Taking Management Strategy

There are two points during the process of developing a water taking management strategy where the ministry would formally initiate engagement. At the start of the process, the ministry would provide direct notification to Indigenous communities and post an information notice on the Environmental Registry identifying the water resources determined to be under stress and indicating the intent to develop and engage on a strategy for the affected area. Once a draft strategy is developed, the ministry would post the draft strategy on the Environmental Registry

as a policy proposal under section 15 of the Environmental Bill of Rights. The ministry would provide direct notification of and seek input on the draft strategy from Indigenous communities and organizations in the area. The ministry will consider comments received during engagement before finalizing and adopting the strategy.

During the development of a strategy, engagement with affected water users, local stakeholders (e.g., conservation authorities), affected Indigenous communities, and other provincial ministries would be needed. Engagement can help to shape the contents of a strategy, including by providing insight into the environmental, social, and economic implications of potential measures and actions for the local community. The specific local engagement approach for any strategy would be determined on a case-by-case basis. The ministry would tailor the level and extent of engagement based on factors such as the size of the area, the number and types of water users, and the scope and nature of the issues being addressed in the strategy. The ministry would also consider opportunities for engagement with Indigenous communities during strategy development. Indigenous communities potentially affected by the actions and measures in a strategy would be identified to ensure engagement during the development of the strategy would support the Crown's duty to consult on water takings.

In some situations, limited engagement with directly affected water users may suffice. This could be a case where a strategy is being developed to address interference among a small number of water users. A more extensive approach to engagement may be required for more complicated situations, such as larger areas where there are a significant number of affected users, affected Indigenous communities and/or interested stakeholders.

The ministry may create a collaborative group, such as a committee of local water users, to provide advice during the development of the strategy. Collaborating on the development of a strategy can provide an effective forum for sharing knowledge and expertise, including local and Indigenous knowledge, and for exploring opportunities for adapting water use practices and optimizing water systems to help address the water quantity challenges in an area.

Aligning a Water Taking Management Strategy with Other Provincial Policies and Programs

Management measures and monitoring and assessment actions taken as part of an area-based water taking management strategy must act jointly with other relevant provincial programs and policies, such as Ontario Low Water Response, drinking water source protection plans completed under the *Clean Water Act*, water management plans under the *Lakes and Rivers Improvement Act* and watershed or subwatershed plans for the area (e.g., as may be required

under the Greenbelt Plan and the Growth Plan for the Greater Golden Horseshoe or supporting implementation of the Provincial Policy Statement). A water taking management strategy developed under this policy is not intended to duplicate or conflict with other existing plans and programs, but rather to integrate with these efforts to address broader water management goals related to water quantity and water use. For example, a strategy would integrate with Ontario Low Water Response by identifying measures to manage water use during low water conditions. A strategy may complement drinking water source protection plan policies by addressing water quantity issues within an area that are beyond the scale of municipal drinking water systems. A strategy may complement watershed plans by identifying strategies and objectives for water use management. Integration with water management plans, developed and maintained under the *Lakes and Rivers Improvement Act*, could occur if waterpower facilities and water control structures have a potential role in addressing the water quantity issues within an area.

Draft Guidance to Support Priorities of Water Use

The Ministry of the Environment, Conservation and Parks considers all applications for water takings based on principles, criteria, and processes outlined in Ontario Regulation 387/04, the Permit to Take Water (PTTW) Manual (2005), and associated policies. The permit Director will not issue a permit for any new or increased water taking unless they are satisfied that the proposed taking will not cause unacceptable impacts to established water users or the environment.

When there is a shortage of water resources in an area, decisions may need to be made about how the available water will be shared among established water users, including the environment. The proposed updates to the Water Taking and Transfer Regulation (Ontario Regulation 387/04) would amend subsection 4(2) of the regulation to set out priorities of water use that the permit Director would take into account when considering whether to renew, cancel, or amend existing permits in situations where there are competing demands for water among established users. The priorities of use are intended to be applied as a last resort, only after other mechanisms in the PTTW framework used to avoid or resolve conflict among established water users have been attempted.

This guidance explains what the priorities of use are under the regulation and provides direction on when and how the priorities may be applied. When this policy is applied, it is intended to replace the existing guidelines on priorities of water use contained in the provincial document “Water Management: Policies, Guidelines, Provincial Water Quality Objectives of the Ministry of Environment and Energy” (July 1994).

What are the Priorities of Water Use?

The four priority of use categories set out in subsection 4(2) of Ontario Regulation 387/04 are shown in the Table 1, along with examples of the specific purposes of water use that are included in each category. The priority goes to the established water user in the higher priority category. The range of water uses covered by the priorities include both water takings that are required to have a permit, or required to be registered on the EASR, as well as water uses that are typically not required to have a permit (e.g., individual water takings for private domestic use or livestock watering, in-stream flows for environmental protection).

Table 1: Priorities of Water Use

<p>PRIORITY 1 – Environment and Drinking Water (equally)</p> <p>Environment For example:</p> <ul style="list-style-type: none"> • Protection of instream flows (stream, rivers) and water levels (lakes, aquifers) for the purposes of sustainable water management, such as the protection of aquatic ecosystems or mitigating impacts of water quality degradation (including wastewater assimilation) • Environmental remediation, including the pumping and treating of contaminated groundwater for aquifer protection <p>Drinking Water For example:</p> <ul style="list-style-type: none"> • Private domestic supply for ordinary household and farm purposes • Drinking water supplies for Indigenous communities • Municipal drinking water systems • Communal water supplies • Drinking water supply for campgrounds • Drinking water for institutions, such as: <ul style="list-style-type: none"> ○ schools ○ hospitals ○ colleges and universities • Direct watering of poultry and livestock • Aquaculture
<p>PRIORITY 2 - Agricultural Irrigation (including frost protection) of agricultural crops and on-farm washing activities</p>
<p>PRIORITY 3 - Industrial and Commercial For example:</p> <ul style="list-style-type: none"> • Aggregates • Brewing / soft drinks • Food manufacturing • Manufacturing • Mining • Power generation • Golf courses • Water bottling • Construction • Ski hills

PRIORITY 4 - Other

For example, uses for aesthetic and recreational purposes, such as:

- Water features
- Landscaping
- Aesthetic fish pond

Individual water users may use water for a variety of purposes that fall into different levels of priority. For example, a portion of water used by an industrial facility may provide for domestic water needs at the facility (e.g., kitchen, washrooms). In other cases, some water use may be necessary for emergency purposes, and to protect health and safety (e.g., fire protection, dewatering to maintain a dry work site, food safety) or maintain food security in the province (e.g., continuing processing of locally grown products). In applying the priorities of water use outlined above to resolve competing demands among users, the ministry would require that certain essential water uses must be maintained, regardless of where a user falls within the levels of priority.

When do the Priorities of Water Use Apply?

Priorities of water use can be used at the discretion of the permit Director to help resolve competing demands for water among established water takers due to a shortage of water within an area. Competing demands for water may be short-term or long-term; a single, recurring or continuous event; and may occur over different spatial scales, resulting from factors including drought, limited natural water availability, or a high density or close proximity of water takings.

The priorities of use may be used to resolve ongoing competing demands among established users in an area. Where competing demands are temporary but recurring (e.g., in an area prone to drought), the priorities may be applied proactively to determine how established water takers in the area will respond during future periods of water shortage.

The permit Director may consider the priorities when reviewing applications for renewals of existing permits in an area. Where urgent (e.g., a need to immediately reduce competing demands among users during a severe water shortage), the permit Director may apply the priorities, at their discretion, to amend active permits within an area to impose necessary measures to resolve such conflicts.

The priorities of water use are intended to be applied as a last resort, to complement other elements of the PTTW framework that are used to avoid or resolve conflict among water users. For example, the ministry has processes to investigate and resolve interferences that occur

between established water users that include ensuring compliance with permit conditions and working with the water users involved to identify potential solutions.

How do the Priorities of Water Use Apply?

To apply the priorities of water use, the permit Director would consider amending the permit(s) of the lower priority water taker(s) to change or impose additional conditions on the water taking in order to mitigate the impacts on an established higher priority use. For example, permits could be amended to:

- restrict the water taking (on a temporary, long-term, or permanent basis);
- require a reduction in water taking at certain times of the year when competing demands for water among users occurs;
- establish triggers for reducing water taking, such as minimum stream flows or water levels (below which no water taking may occur) to protect environmental and downstream water user needs;
- require the implementation of water conservation or water efficiency measures;
- require use of alternative water sources (e.g., offline storage ponds); or
- require more frequent reporting of water use to the ministry.

Where necessary, the permit Director may also require an established water user to obtain a permit, even if they are taking less than 50,000 litres on any day. There may be situations where a non-permitted water user is impacting a higher priority use. Requiring the water user to have a permit would enable the ministry to impose conditions and restrictions on the water taking, as necessary, to resolve the conflict.

To determine the appropriate measures in a particular case, the permit Director would refer to relevant technical information, including monitoring data and assessment reports related to the water resource and affected water users. In some instances, additional data and information may need to be requested from established water users. When requiring a lower priority water taker to restrict their water taking, the permit Director would also consider any minimum amount of water use that must be maintained for health and safety reasons, or to protect food security. Engagement with affected water users, sector associations, and other relevant ministries may be undertaken to better identify the effects of any water taking restrictions on water users, including the environment, and the broader community, recognizing there may be social and economic implications as well.

Where there are competing demands for water among users in the same priority level, the ministry would work closely with the affected water users to resolve the issue in an equitable manner. There may be measures that can be taken by individual users, such as improvements to their water use efficiency or water system optimization. There may also be collective actions that water users can take to mitigate the conflict, such as determining a schedule for coordinating water use during periods of water shortage. Where needed, the permit Director may amend existing permits to require the implementation of such measures by water takers.

Other Considerations for Applying Priorities of Water Use

Priorities of water use as a last resort

The priorities of water use are intended to be applied as a last resort, only after alternative measures to resolve competing demands for water have been exhausted. As described above, it is a tool that complements other processes in the PTTW framework that are used to avoid or address conflict among water users. Before imposing any restrictions based on priorities of use, the ministry would investigate and attempt to resolve interferences that occur between established water users, including ensuring compliance with permit conditions and working with all water users involved to identify potential solutions, such as:

For improving how an existing water source is used:

- scheduling water takings in the area to reduce the interference (e.g., staggering days and times of taking, coordinating the pumping of multiple water sources);
- implementing water conservation and efficiency of use measures; or
- optimizing a municipal or other large communal water system (e.g., adding storage capacity).

For attaining a reliable water source:

- changing how a water resource is accessed (e.g., deepening a well or pumping surface water at higher flows into a storage pond);
- changing the source of water takings (e.g., from surface water to groundwater);
- reducing takings from a source at certain times of year or during drought; or
- encouraging backup supplies for water takers in areas that are prone to drought.

Solutions considered for different water users should be commensurate with their individual facility and water use characteristics (e.g., size and type of operation, water infrastructure, volume of water use, current water conservation practices). For example, the measures that would be feasible and cost-effective for a small agricultural irrigator are different than those that could be applied by a large industrial facility or a municipality. Similarly, a water user may have implemented the best available water conservation practices for their sector and may not have opportunity to further enhance their water use efficiency.

Area-based water taking management strategies

In areas that are determined to be under stress and where there may be competing demands for water, the ministry may develop an area-based strategy for assessing and managing water takings. Through the process of developing a water taking management strategy, the ministry would work with affected water users, conservation authorities and other local stakeholders, and Indigenous communities to identify appropriate measures to apply to established water users, and potentially new water users, to resolve the issue. The priorities of water use may be an important consideration in the development of a strategy. Refer to the draft guidance above for additional information on the ministry's approach to managing water takings on an area-basis.

Protecting future drinking water supplies

Where there are competing demands involving water used for drinking water purposes (e.g., municipal, Indigenous, private domestic), drinking water needs are considered among the highest priorities. However, priorities of water use can not be used as a mechanism to "reserve" water for the long-term, future water needs of higher priority uses within an area, including municipal drinking water supplies. As mentioned above, all permit applications are reviewed with consideration of impacts to existing water users and the environment. For municipal drinking water systems, subsection 4(2) of Ontario Regulation 387/04 requires the ministry to consider the impacts that a proposed water taking would have on planned municipal use of water that has been approved (e.g., under the *Environmental Assessment Act*). Additional tools are available under the *Clean Water Act* to ensure the sustainability of at-risk municipal drinking water sources. These include developing policies to:

1. direct the ministry to use permits to manage the risk of non-municipal water takings to municipal drinking water sources;
2. direct municipalities to undertake actions related to managing their systems, water efficiency, and managing growth and development; and

3. request the province and other agencies to undertake actions to support or enhance the municipal drinking water systems (e.g., funding, additional monitoring, etc.).

Engaging stakeholders, Indigenous communities, and other ministries

In addition to working with affected water users, there may be some situations where the ministry needs to engage other stakeholders and Indigenous communities who are affected by a conflict (e.g., if water takings are interfering with an aquatic ecosystem). The scope and level of engagement needed will be determined on a case-by-case basis, depending on the specific circumstances of the situation and affected area.

The ministry may also engage other ministries that have programs to assist in developing solutions to water shortages, such as the Ministry of Natural Resources and Forestry and the Ministry of Agriculture, Food and Rural Affairs. Ontario Low Water Response is a provincial tool administered by the Ministry of Natural Resources and Forestry that enables provincial and local authorities to be prepared in the event of low water conditions. It provides a framework for cooperatively managing low water and drought mitigation and response at the local level. The Ministry of Natural Resources and Forestry also administers water management plan requirements under the *Lakes and Rivers Improvement Act*. Water management plans regulate waterpower facilities and other water control structures on a river system, and in some cases, may have an important role in helping to resolve competing demands among water users. The Ministry of Agriculture, Food and Rural Affairs can provide various resources, tools, and training that can help water users in the agricultural sector respond to water shortages.

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2021-008

A By-law to provide for an Interim Tax Levy on all assessment and to specify installment due dates and stipulate penalty and interest rates for taxes in default.

WHEREAS Section 317(1) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that a local municipality, before the adoption of the estimates for the year, may pass a by-law levying amounts on the assessment of property rateable for local municipality purposes;

AND WHEREAS Section 317(2) of *The Municipal Act, S.O. 2001, c. 25*, as amended permits that a by-law under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year.

AND WHEREAS Section 317(3) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that the amount levied on a property shall not exceed 50 per cent of the total taxes that were levied for municipal and school purposes for the previous year;

AND WHEREAS Section 342(1) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that a local municipality may provide for the payment of taxes in one amount or by instalments;

AND WHEREAS Section 346(1) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that all taxes shall be paid to the Treasurer, except as may be provided under Section 346(2) where payment may be made by any person into a financial institution to the credit of the Treasurer of the municipality;

AND WHEREAS Section 345 of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides that a local municipality may impose a percentage charge as a penalty for non-payment of taxes on any class or instalment thereof, not exceeding 1.25 percent on the first day of default; and on the first day of each calendar month thereafter in which default continues, interest may be charged not exceeding 1.25 per cent per month;

AND WHEREAS Section 347(1-3) of *The Municipal Act, S.O. 2001, c. 25*, as amended, provides for the allocation of payment received on account of taxes;

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

1. THAT the 2021 interim taxes on a property will be based on 50% of the taxes levied on the property in the tax year 2020.
2. THAT the taxes levied under this by-law shall be payable in two instalments, and the due dates for payment shall be as follows;

First Instalment: Monday, March 29, 2021
Second Instalment: Monday, June 28, 2021

3. THAT the Deputy Treasurer is hereby authorized to deliver by first class mail to the residence or place of business of such person indicated on the last revised assessment roll, a printed notice of interim taxes due.
4. THAT failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any instalment, does not affect the timing of default or the date from which late payment charges shall be imposed.
5. THAT penalty/interest of 1.25 per cent will be added to property taxes which are in default, in accordance with Section 345 of *The Municipal Act, S.O. 2001, c. 25*, as

amended, on the 1st business day of the next month and every month thereafter in which the default continues.

6. THAT the Treasurer be authorized to accept partial payment for taxes, from time to time, if it does not affect the collection of taxes registered for tax arrears.
7. THAT the Treasurer be required to apply all payments received to the outstanding penalty and/or interest first and then to that part of the taxes that has been in arrears for the greatest period of time but no such payment shall be received after a tax arrears certificate has been registered under Part XI of *The Municipal Act*, S.O. 2001, c. 25, as amended.
8. THAT the current taxes and tax arrears are payable by cash, cheque or Interac/debit at the Township of Mapleton Municipal Office, 7275 Sideroad 16 or by cheque mailed to P O Box 160, Drayton Ontario N0G 1P0. Current taxes are also payable at most Financial Institutions, via on-line banking and by telephone banking.
9. THAT Section 342(1) of *The Municipal Act*, S.O. 2001, c. 25, as amended, provides the Treasurer with the authority, on default of payment of any instalment by the day named above for payment thereof, that the subsequent instalment or instalments shall become payable immediately.
10. THAT this by-law shall be deemed to come into force and effect on January 26th, 2021 and shall apply to all tax classes.

READ a first, second and third time and finally passed this 26th day of January 2021.

Mayor Gregg Davidson

Clerk Larry Wheeler

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2021-009

Being a by-law to authorize the Mayor and Clerk to execute a Site Plan Agreement between James Gingrich and Marlene Gingrich and The Corporation of the Township of Mapleton.

WHEREAS James Gingrich and Marlene Gingrich are the registered owner of lands described as:

PART LOT 14, CONCESSION 6 (PEEL) AS IN DN35285, TOWNSHIP OF MAPLETON, PIN 71448-0092 (LT); and are desirous of developing the subject lands;

AND WHEREAS the property has been made subject to Site Plan Control by By-law 2013-079;

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

1. The Township of Mapleton shall enter into a Site Plan Agreement with James Gingrich and Marlene Gingrich in the form, or substantially the same form as the Draft Agreement attached hereto as Schedule '1'.
2. The Mayor and the Clerk are hereby authorized and directed to execute the Site Plan Agreement between James Gingrich and Marlene Gingrich and The Corporation of the Township of Mapleton on behalf of the Corporation;
3. And the Clerk be hereby directed to cause notice of the said Agreement to be registered on the title to the lands.

READ a first, second and third time and finally passed this 26th day of January 2021.

Mayor Gregg Davidson

Clerk Larry Wheeler

STANDARD SITE PLAN AGREEMENT

THIS AGREEMENT made this day of _____ 2021.

BETWEEN:

James Gingrich and Marlene Gingrich
hereinafter called the “Owner”

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
hereinafter called the “Township”

OF THE SECOND PART

WHEREAS the Owner represents that it is the owner of the lands described in Schedule “A” to this Agreement (the “Lands”), subject to a Mortgage in favour of Royal Bank of Canada and a Mortgage in favour of Noah M & Salome Gingrich;

AND WHEREAS the Township has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, which By-law affects the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings submitted by the Owner pursuant to Section 41 of the *Planning Act*.

AND WHEREAS these plans can be reviewed at the Offices of the Clerk of The Corporation of the Township of Mapleton, 7275 Sideroad 16, east of Drayton, Ontario.

NOW THEREFORE THIS AGREEMENT WITNESSETH that for Two (\$2.00) Dollars paid by each of the parties to the other, the receipt and sufficiency of which is hereby acknowledged, and in consideration of the Township approving the plans and drawings for the development of the Lands, the Owner covenants and agrees with the Township to provide, to the satisfaction of and at no expense to the Township, the following:

1. Plans showing the location of all buildings and structures to be erected on the Lands and showing the location of all facilities and works to be provided in conjunction therewith including, without limitation, all facilities and works required under Section 3 below (the “Plans”). The Plans shall include, but not necessarily be limited to, those Plans attached hereto as Schedule “B”.
2. Construct all buildings, structures, facilities and works in accordance with the Plans.
3. The Owner agrees that the Plans shall be in such detail and shall provide for any or all of the following, as determined by the Township:
 - (a) the elevation of the property prior to and after development of the proposed use;
 - (b) the proposed exterior building design of all buildings and the use of all remaining open lands on the site;
 - (c) all yards and off-street parking spaces in accordance with the Township’s by-laws;
 - (d) detailed Landscape Plans indicating planting and any outdoor structures;
 - (e) the proposed width, location, grades and elevation of all proposed roads, entrances, accesses, and walkways (both private and public);

- (f) the location of all outdoor garbage and recycling containers and details for supporting concrete pad and enclosures having a height of 1.8 metres. Further, the Owner agrees to locate and construct the supporting concrete pad and enclosure in accordance with the approved plan and details prior to the occupancy of the proposed development;
 - (g) storm and sanitary drainage plans for the Lands and the buildings;
 - (h) the location of fire routes;
 - (i) the location and type of overhead floodlights for all parking areas to ensure deflection of lights away from adjacent properties;
 - (j) subject to the *Public Transportation and Highway Improvement Act, R.S.O. 1990*, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs, and where access is proposed onto a County of Wellington Road, the approval of the County of Wellington shall be obtained with respect to the location and design of access onto the County Road;
 - (k) off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles and the surfacing of such area and driveways;
 - (l) walkways, including the surfacing thereof, and all other means of pedestrian access;
 - (m) walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
4. The Owner agrees that the building or buildings shall be erected, and the project shall be completed in accordance with the Plans and all applicable laws, including without limitation, the exterior building design, site, elevation, landscape-buffering, and layout plans as approved by the Township, subject only to such changes as are approved, in writing, by the Township. The Township reserves the right to waive or rescind any term or condition contained in this Agreement provided that such condition is waived or rescinded by Resolution of Council.
5. The Owner agrees that there shall be no outside storage on the Lands other than as provided in Paragraph 3 (f) of this Agreement.
6. The Owner agrees that all surface and roof drainage will be controlled on the Lands and taken to an outlet with catch basins, where necessary, in a manner approved by the Township and/or the County of Wellington.
7. The Owner agrees that there shall be no on-site storage of snow and that snow shall be removed from the parking lot area for the Lands unless clearly shown on the drawings.
8. The provisions set out in Schedule "C" to this Agreement are site specific requirements that relate to the Lands and, to the extent that there is any inconsistency or conflict between the two sets of provisions, the terms of Schedule "C" shall prevail.
9. The Owner agrees to dedicate to the Township, free and clear of all encumbrances, all easements and lands required by the Township for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works and sanitary sewage facilities on the Lands and, on request by the Township, to deliver the properly executed documents in registrable form to the Township in order to complete the dedication to the Township and to pay all costs incurred by the Township in respect to the aforementioned dedications.
10. The Owner shall, where required by Township and/or County of Wellington resolution, dedicate to the Township and/or to the County widening of highways that abut on the Lands at no cost to the Township and/or County, free and clear of all encumbrances.
11. The Owner hereby releases and indemnifies the Township, and, where applicable, the County of Wellington, its servants, agents, and contractors from all liability and

associated costs, claims or demands in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.

12.
 - (a) In the event works are to be performed by the Owner, its servants or its agents on lands owned by or to be conveyed to the Township, the Owner shall supply the Township with a comprehensive liability insurance policy in form satisfactory to the Township, holding the Township harmless for claims for damages, injury or otherwise in connection with the work done by the Owner, its servants or agents in or adjacent to the lands to be developed under this Agreement in the amount of Five Million (\$5,000,000.00) Dollars inclusive. The Township is to be named as an insured in the said policy.
 - (b) The Owner shall, upon the earlier of (a) commencing any works on the Lands, or (b) applying for a building permit, supply the Township with cash or a Letter of Credit (the "security") in a form satisfactory to the Clerk and in an amount determined by the Clerk, sufficiently guaranteeing the satisfactory completion of the site works on Township property described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required by this Agreement for a period of one (1) year from the date that such works are constructed receive written approval from the Township and or Township Engineer. The security must further guarantee payment to the Township of all inspection or other costs that the Township may incur as a result of this Agreement. When the work is completed to the satisfaction of the Township and or Township Engineer, the Letter of Credit may be reduced to an amount equal to Ten (10%) per cent of the original amount determined by the Clerk for each phase and shall not be further reduced until the Township or Township Engineer has approved the works at the end of the said one (1) year period.
13. In the event works are to be performed by the Owner, its servants, or its agents on lands other than lands owned by the Township, the Owner shall:
 - a) *provide the Township with, prior to the execution of this Agreement by the Township, a letter of credit or other satisfactory security in an amount equal to 50% of the cost of works and facilities relating to storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works.*
 - b) *complete the said works and facilities within a period of one (1) year from the date of issuance of a building permit, or within one (1) year of the execution of this agreement by the Township if no building permit is required by the development provided for herein, and provide satisfactory proof of completion of the said works including survey, engineering, architectural (including landscape architect where required), or another professional certification, at the owner's sole expense.*
 - c) *Upon failure of the owner to complete the said works and facilities within the said one year period, the Township may draw on the said letter of credit or other satisfactory security, such amount or amounts as may be required to pay for the work done or to be done pursuant to the provisions of this section and the Township and/or its authorized agents are hereby authorized to enter upon the lands to perform the said works and facilities.*

Section 427 of the Municipal Act, S.O. 2001, c. 25, as amended, applies to this Agreement and in the event the Owner fails to perform the works and facilities required to be done herein, such works and facilities may be done by the Township at the Owner's expense and the Township may recover the expense in doing so by action or the same may be recovered in like manner as municipal taxes.
14. The Owner is to confirm conformation to the terms of agreement prior to the Township releasing the security.

15. The Owner is responsible for dust control of all dust resulting from the development, whenever necessary. To eliminate dust, the owner may be required to apply dust suppressants, covering stockpiles of topsoil with tarps, or applying ground cover to the areas that have been stripped and left undeveloped at the direction of the Township.
16. This Agreement shall be registered against title to the Lands at the Owner's expense. It is understood and agreed that, after this Agreement has been registered against title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township, the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
17. The Owner hereby grants to the Township, its servants, agents, and contractors a license to enter onto the Lands and into structures for the purpose of inspecting the works and the Lands or for any other purpose pursuant to the rights of the Township under this Agreement.
18. The Owner shall obtain from all mortgagees, chargees and other persons having an interest in the Lands a postponement of their respective interests to this Agreement in a form satisfactory to the Township and said postponement(s) shall be registered against title to the Lands at the expense of the Owner so that this Agreement shall have priority over all other interests registered against the Lands. The Owner acknowledges and agrees that the site plan approval in respect of the Lands shall be conditional upon obtaining the above postponement documents and registering them against title to the Lands.
19. The covenants, agreements, conditions, and understandings set out herein and in Schedules "C" hereto, which form part of this Agreement, shall run with the Lands, and shall ensure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
20. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.

IN WITNESS WHEREOF the parties have executed this Agreement.

SIGNED, SEALED AND DELIVERED)	OWNER'S NAME
)	
in the presence of)	
)	
_____)	_____
Witness Signature)	Name: James Gingrich
)	
_____)	_____
Witness Signature)	Name: Marlene Gingrich
)	I/We have the authority to bind
)	the Corporation
)	
)	THE CORPORATION OF THE
)	TOWNSHIP OF MAPLETON
)	
)	_____
)	Gregg Davidson
)	Mayor
)	
)	_____
)	Larry Wheeler
)	Clerk
)	
)	We have the authority to bind
)	the Corporation.

SCHEDULE “A”

Description of Lands

PIN 71448-0020 (LT)

PT LT 14, CON 6, PEEL as in DN35285; MAPLETON

SCHEDULE “B”

Description of the Plans

Drawing Name:	Site Plan Shop Addition
Last Revision:	Submission Date October 22, 2020
Drawing prepared by:	James Gingrich

SCHEDULE “C”

Site Specific Requirements

The provisions set out in this Schedule are site specific requirements that relate to the Lands. This Schedule shall be read in conjunction with the provisions of the main body of this Agreement, but to the extent that there is any inconsistency or conflict between the two sets of provisions, the following terms of this Schedule shall prevail.

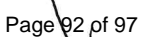
- The required Fire Route as per Ontario Building Code (OBC) must be maintained in consultation with Mapleton Fire / Rescue (Minimum 6 metres wide fire route with a minimum turn radius of 12 metres - complete with signage to indicate “No Parking - Fire Route)
- Accessible Parking requirements as per Mapleton Zoning By-law
- On completion of the project, ‘as-built’ drawings are to be provided if requested by the Chief Building Official (CBO).

On-site works include the following:

ITEM	ESTIMATE
Landscaping	\$1,000.00
Grading	\$5,000.00
Total	\$6000.00
Security Required (50%)	\$3,000.00

\$3,000.00 will be collected at the time of building permit as a security for on-site surface works.

October 22, 2020



Ontario Land Tribunals

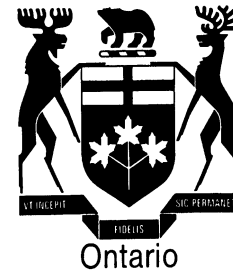
Local Planning Appeal Tribunal

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

Tribunaux de l'aménagement du territoire Ontario

Tribunal d'appel de l'aménagement local

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



January 18, 2021

Sent by email only

The Clerk
Township of Mapleton
7275 Sideroad 16
Drayton, ON N0G 1P0
lwheeler@mapleton.ca

Subject:	Case Number:	PL200471
	File Number:	PL200471
	Municipality:	Mapleton
	By-Law Number:	2020-06
	Property Location:	6976 Wellington Rd 7
	Applicant/Appellant:	Core Fuels Limited

I am writing to advise that the appeal by Core Fuels Limited was withdrawn by letter dated January 18, 2021.

Subsection 34(11.1) of the *Planning Act* provides;

(11.1) If all appeals under subsection (11) are withdrawn, the Tribunal shall notify the clerk of the municipality and the decision of the council is final and binding or the council may proceed to give notice of the public meeting or pass or refuse to pass the by-law, as the case may be.

There are no outstanding appeals in this matter and our file is closed.

Yours truly,

"Becky Fong"

Becky Fong
Registrar

c.c. Linda Redmond
John Doherty

Good Morning,

Last week, the Ontario Government declared an Emergency Stay-at-Home Order for the entire Province of Ontario, due to the accelerating spread of COVID-19. This order requires everyone to remain at home with few exceptions - going to the grocery store or pharmacy, accessing health care services, for exercise, or for work that cannot be done remotely. The [Stay-at-Home Order](#) will remain in effect for at least 28 days.

At OCWA, we continue to take all precautions to keep our staff and communities healthy and safe. Our priorities remain the safe and reliable operation of our clients' water and wastewater treatment facilities and protecting the health and safety of our employees. Through the provision of additional resources, appropriate planning (e.g. staggering of shifts) and implementation of additional health and safety protocols, OCWA has been fortunate to experience few COVID-19 cases. As an essential service, our employees understand how critical it is to stay safe and healthy, not only to protect themselves and their families, but also the communities they live in and serve.

This recent Emergency Stay-at-Home Order also lays out new restrictions on construction activity. In order to ensure we are doing our part to minimize movement within our communities and doing our utmost to protect our staff, we are in the process of assessing all our ongoing and upcoming third party supported activities to determine if they can be deferred to later in the year. All work that is critical to the short term reliable operation of the facilities will proceed.

We will also be ensuring staff who can work from home should do so and avoid coming onsite. Regular access to site will be limited to Operation and Maintenance Managers and frontline staff, with occasional access by support staff to ensure the continuity of operation.

We continue to monitor the outbreak and changing restrictions and are working with government and health authorities to ensure we are prepared for any situation that may arise. As we have been doing throughout the pandemic, we will continue keep you updated and will contact you immediately should the situation change with respect to your facilities.

Please do not hesitate to reach out to us should you have any additional questions or concerns about your facilities. We appreciate your support and thank you for placing your continued trust in OCWA.

Take care and stay safe,



Karen Lorente
Regional Hub Manager,
Georgian Highlands Region

Ministry of Natural Resources and Forestry

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles et des Forêts

Direction des politiques de planification et d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

Subject: Proposed regulation for compressed air energy storage in reservoirs

Good Afternoon,

We are writing today to let you know about proposed changes to the regulation and standards under *the Oil, Gas and Salt Resources Act*.

As you may already know, under the *Oil, Gas and Salt Resources Act*, the province regulates the drilling and operation of wells, and associated pipelines and equipment, used for activities such as the exploration and production of oil and natural gas, salt solution-mining, the underground storage of hydrocarbons, and compressed air energy storage in salt caverns. Compressed air energy storage in geological storage areas [other than salt caverns] is currently not regulated under the act.

Changes are being proposed that would ensure compressed air energy storage projects using porous rock reservoirs are regulated. In addition, other technical and administrative changes are being proposed to reference more current technical standards for the broader regulated sector and to update provisions in the regulation that set out parties who can act as financial security trustees.

Ontario is seeking feedback on this proposal through the environmental and regulatory registries for a period of 45 days ending on March 5, 2021 (<https://ero.ontario.ca/search> registry number: 019-2935). Details of the proposed changes are available in the environmental registry posting and supporting documents.

The ministry would welcome your feedback on the proposed changes, as well as the opportunity to discuss any comments or concerns that you may have. Should you have any questions about the proposal, please contact Pauline Desroches at pauline.desroches@ontario.ca or 705-741-8556.

Sincerely,

Original signed by

Jennifer Keyes
Director, Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

c: Susan Mancini, Petroleum Operations Section; Pauline Desroches, Resources Development Section



TOWNSHIP OF MAPLETON
7275 Sideroad 16, P.O. Box 160,
Drayton, ON N0G 1P0
Phone: 519-638-3313, www.mapleton.ca

**NOTICE OF INTENT TO DISPOSE
OF SURPLUS LANDS**

Being the Lands described as Survey Moore's Lot 45, 46, 47,
48, Concession 9 Pt Lot 9, RP 60R2556 part 4 (14 Ball Ave,
Moorefield).

TAKE NOTICE THAT pursuant to the Township of Mapleton
Disposal of Surplus Lands Policy, the Council of the Township
of Mapleton intends to enter into an Agreement of Purchase
and Sale in accordance with Section 270 of the Municipal Act
to sell land as described above: an appraisal is not required.

January 14, 2021

Larry Wheeler, Municipal Clerk

**PROOF OF YOUR AD
for the January 14 issue
of the North Wellington Community News.**

2 columns x 3”

**Thanks,
Alicia Roza
Production Dept.**

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2021-010

Being a by-law to confirm all actions and proceedings of the Council of the Corporation of the Township of Mapleton

WHEREAS Section 5 of the Municipal Act, S.O. 2001 c. 25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

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

1. All actions and proceedings of the Council of the Corporation of the Township of Mapleton taken at its Meeting convened on Tuesday, January 26, 2021, except those taken specifically by By-law and those required by law to be done by Resolution only are hereby sanctioned, confirmed and adopted as though they were set out herein.
2. The Mayor, or in his absence the Presiding Officer, and the Clerk, or in his absence the Deputy Clerk, are hereby authorized and directed to do all things necessary to give effect to the foregoing.
3. The Mayor, or in his absence the Presiding Officer, and the Clerk, or in his absence the Deputy Clerk, are hereby authorized and directed to execute all documents required by law to be executed by them as may be necessary in order to implement the foregoing and the Clerk, or in his absence the Deputy Clerk, is hereby authorized and directed to affix the seal of the Corporation to any such documents.

READ a first, second and third time on Tuesday, January 26, 2021.

Mayor Gregg Davidson

Clerk Larry Wheeler