



THE CORPORATION OF THE TOWNSHIP OF MAPLETON

COUNCIL AGENDA

TUESDAY, May 26, 2020 @ 1:00 P.M.

MAPLETON TOWNSHIP OFFICES

COUNCIL TO MEET USING VIRTUAL TECHNOLOGY

Join Zoom Meeting:

<https://us02web.zoom.us/j/84100912447?pwd=OXArZGszWGZMOXFRS2xVNEw4UTNpQT09>

Meeting ID: 841 0091 2447

Password: 692625

One tap mobile +1 647 374 4685

1. Call to Order

Mayor to call the virtual meeting to order.

In response to COVID-19 and recommendations by World Health Organization and the Guelph-Dufferin-Wellington Health Unit to exercise social distancing, Township of Mapleton facilities, including the Township Office are currently closed. Members of the public are invited to observe this open meeting electronically by accessing the meeting live-streaming video (info above).

2. Roll Call to be taken

3. Declaration of Pecuniary Interest

4. Confirmation of Minutes

4.1 Council Meeting dated May 12, 2020

RECOMMENDATION

THAT the minutes of the Township of Mapleton Council Meeting held on May 12, 2020 be confirmed as circulated in the agenda package.

5. Matters arising from Minutes

6. Matters under The Planning Act and Matters Arising – none

7. Delegations and Matters Arising from Delegations

- 7.1 a) GRCA (Martin Keller) Source Water Protection Program Manager,
GRCA (Sonja Strynatka) Senior Hydrogeologist, (Kyle Davis)
Wellington Source Water Protection: Update on the Centre Wellington
Tier 3 Water Budget Assessment
- b) Follow-up to Delegation

RECOMMENDATION

THAT the GRCA / Wellington Source Water Protection Presentation be received for information.

- 7.2 a) County of Wellington CEMC Linda Dickson, Re: Q & A from Council
as it pertains to Covid-19 Emergency

8. Minutes from Committees – none

9. Reports and Updates from Staff

9.1 CAO and Clerk's Department

- i) CAO Clerk's Report CL2020-04
Re: Mapleton Re-Opening Procedures

RECOMMENDATION

THAT CAO's Report CL2020-04, dated May 26th, 2020 with regards to the updated Mapleton Re-Opening Procedures is received.

- ii) CAO Clerk's Report CL2020-05
Re: Protocol for Covid-19

RECOMMENDATION

THAT CAO's Report CL2020-05, dated May 26, 2020 with regards to the Protocols for COVID-19 Pandemic is received.

- iii) CAO Clerk's Report CL2020-06
Re: Committee of Adjustment Procedural By-law

RECOMMENDATION

THAT Township of Mapleton Council receive CAO Clerk's Report CL2020-06 dated May 26, 2020 regarding Committee of Adjustment Procedural By-law; AND FURTHER THAT Council supports the draft by-law for numbering and execution.

9.2 Public Works Department

- i) Public Works Report PW2020-11
Re: Cemetery By-law Update

RECOMMENDATION

*THAT Township of Mapleton Council receive PW Report PW2020-11 dated May 26, 2020 regarding Cemetery Operating By-law Update;
AND FURTHER THAT Council supports the draft by-law and directs staff to proceed with necessary steps for approval.*

- ii) Public Works Report PW2020-12
Re: 2020 License to take Water Renewal and Financial Plan Approval

RECOMMENDATION

*THAT Township of Mapleton Council receive Public Works Report PW2020-12 dated May 26, 2020 regarding the 2020 License to take Water Renewal Application and Ontario Regulation 453/07 Financial Plan
AND THAT Township of Mapleton Council approve the Financial Plan for a six year forecast period beginning in 2020, for submission with the 2020 License to take Water Renewal Application.*

10. Approval of By-Laws

- 10.1 By-law Number 2020-035 being a by-law to establish rules governing the calling, place, proceeding and providing public notice of meetings of the Committee of Adjustment and to repeal By-law Number 2015-002

11. Correspondence for Council's Direction – none

12. Correspondence for Council's Information

- 12.1 Farm Property Tax Program – Provincial Review
 - i) City of Woodstock – Resolution dated May 7, 2020
Re: support for Mapleton resolution
 - ii) Township of Alnwick / Haldimand - Resolution dated May 7, 2020
Re: support for Mapleton resolution
 - iii) Township of Howick – Resolution dated May 5, 2020
Re: support for Mapleton resolution
 - iv) Municipality of North Middlesex – Resolution dated May 6, 2020
Re: support for Mapleton resolution
 - v) Municipality of South Bruce – Resolution dated May 14, 2020
Re: support for Mapleton resolution
 - vi) Township of Harley – Resolution dated May 12, 2020
Re: support for Mapleton Resolution

- vii) Township of Casey - Resolution dated May 13, 2020
Re: Support for Mapleton resolution
 - viii) Municipality of Dutton Dunwich – Resolution dated May 13, 2020
Re: support for Mapleton resolution
-
- 12.2 Town of Grimsby – Resolution dated May 4, 2020
Re: Federal Commercial Rent Assistance
 - 12.3 Municipality of Callander resolution dated March 24, 2020
Re: Support for Conservation Authorities
 - 12.4 Township of North Frontenac – Resolution dated May 8, 2020
Re: Requesting Province re-open residential construction
 - 12.5 Township of Central Frontenac – Resolution dated May 12, 2020
Re: Requesting Province re-open residential construction
 - 12.6 City of Kitchener – Resolution dated May 11, 2020
Re: Universal Basic Income
 - 12.7 AMO Watch File
The link to view the May 14, 2020 issue: <https://tinyurl.com/ycy2ryh4>
The link to view the May 21, 2020 issue: <https://tinyurl.com/ya35cz2e>
 - 12.8 Maitland Source Protection Authority: Minutes dated January 22, 2020
 - 12.9 Maitland Valley Conservation Authority: Minutes dated January 22, 2020
 - 12.10 Maitland Valley Conservation Authority: Minutes dated February 19, 2020
-
- 13. Notices of Motion**
 - 14. Notice Provision – none**
 - 15. Other Business**
 - 16. Council Tracking Sheet**

17. Closed Session

- 17.1 For the following reason:
Closed Session Minutes: April 14, 2020
- 17.2 For the following reason:
Re: Personal matters about an identifiable individual, including municipal or local board employees, CAO's Confidential Report CL2020-01,
Re: Deficit Reduction Measures
- 17.3 For the following reason:
Re: Municipal Act Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Re: BLG Borden Ladner Gervais (Mark Rodger), re: Water and Wastewater RFP

RECOMMENDATION

THAT Mapleton Township Council move into closed session for the following reasons:

- a) *Closed Session Minutes: April 14, 2020*
- b) *CAO's Confidential Report CL2020-01, Re: Deficit Reduction Measures*
- c) *Presentation by BLG Borden Ladner Gervais represented by Mark Rodger, Partner, re: Water and Wastewater Request for Proposal (RFP).*

Open Session Resumes

- 17.4 Rise and Report on Closed Session

Mayor Davidson reported the following:

THAT Township of Mapleton Council discussed

- a) Closed Session Minutes: April 14, 2020
- b) CAO's Confidential Report CL2020-01, Re: Deficit Reduction Measures
- c) Presentation by BLG Borden Ladner Gervais represented by Mark Rodger, Partner, re: Water and Wastewater Request for Proposal (RFP).

18. Confirmatory By-law Number 2020-036

RECOMMENDATION

THAT By-law Number 2020-036 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 the Clerk and sealed with the Corporate Seal.

19. 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.



Township of Mapleton

2020 Calendar

January						
S	M	T	W	T	F	S
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31						

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December						
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27	28	29	30	31		

- Regular Council 7pm
- Regular Council 1pm
- Council Conference
- Committee of Adjustment
- Parks and Recreation Committee
- Economic Development Committee
- Statutory Holiday (Office Closed)

Note: Council Meeting dates as per Procedure By-law



THE CORPORATION OF THE TOWNSHIP OF MAPLETON

COUNCIL MEETING MINUTES

TUESDAY, MAY 12, 2020 @ 7:00 P.M.

MAPLETON TOWNSHIP OFFICES

COUNCIL MET USING VIRTUAL TECHNOLOGY

1. Call to Order

Mayor Davidson welcomed attendees and called the virtual meeting to order at 7:00 p.m.

In response to COVID-19 and recommendations by World Health Organization and the Guelph-Dufferin-Wellington Health Unit to exercise social distancing, Township of Mapleton facilities, including the Township Office are currently closed. Members of the public were invited to observe this open meeting electronically by accessing the meeting by live-streaming video.

2. Roll Call was taken by the Clerk

PRESENT: IN COUNCIL ADMIN OFFICE
Gregg Davidson, Mayor

VIDEOCONFERENCE CALL
Paul Douglas, Councillor
Dennis Craven, Councillor
Marlene Ottens, Councillor
Michael Martin, Councillor

Clerk Barb Schellenberger stated quorum has been met.

STAFF PRESENT: IN COUNCIL CHAMBERS
Barb Schellenberger, Municipal Clerk

VIDEOCONFERENCE CALL
Manny Baron, CAO
Larry Wheeler, Deputy Clerk
Sam Mattina, Director of Public Works
John Morrison, Director of Finance
Patty Wright, Chief Building Official
Rick Richardson, Fire Chief

3. Declaration of Pecuniary Interest – none stated

4. Confirmation of Minutes

4.1 Council Meeting dated April 28, 2020

RESOLUTION 2020-09-01

Moved: Councillor Craven

Seconded: Councillor Douglas

THAT the minutes of the Township of Mapleton Council Meeting held on April 28, 2020 be confirmed as circulated in the agenda package.

CARRIED

5. Matters arising from Minutes - none

6. Matters under The Planning Act and Matters Arising – none

7. Delegations and Matters Arising from Delegations

- 7.1 a) Desired Living, CEO Stuart Roxburgh
Re: Retirement Residences (Alma) Presentation
b) Follow-up to Delegation

RESOLUTION 2020-09-02

Moved: Councillor Douglas

Seconded: Councillor Craven

THAT the Desired Living Retirement Residences Presentation be received for information.

CARRIED

8. Minutes from Committees – none

9. Reports and Updates from Staff

9.1 Building Department

- i) Building Report BD2020-06
Re: Report for April Month End and Year to Date (YTD)

RESOLUTION 2020-09-03

Moved: Councillor Craven

Seconded: Councillor Douglas

THAT Township of Mapleton Council receive Building Department Report BD2020-39 dated May 12, 2020 regarding April Month End and Year to Date (YTD).

CARRIED

9.2 Finance Department

- i) Finance Report FIN2020-10
Re: Final Tax Rate

RESOLUTION 2020-09-04

Moved: Councillor Martin

Seconded: Councillor Ottens

THAT the Township of Mapleton Council receive for information Finance Report FIN2020-10 dated May 12, 2020 regarding final tax rates for 2020;
AND FURTHER THAT the associated tax rate by-law be approved as provided.

CARRIED

- ii) Finance Report FIN2020-11
Re: 2020 Q1 Operating Budget Variance Report

RESOLUTION 2020-09-05

Moved: Councillor Ottens

Seconded: Councillor Martin

THAT Township of Mapleton Council receive Finance Report FIN2020-11 regarding the Q1 2020 Operating Budget Variance as information.

CARRIED

- iii) Finance Report FIN2020-12
Re: Treasurers Statement DCRF

RESOLUTION 2020-09-06

Moved: Councillor Martin

Seconded: Councillor Ottens

THAT Township of Mapleton Council receive Finance Report FIN2020-12 dated May 12, 2020 regarding the 2019 Treasurer's Statement - Development Charges Reserve Fund (DCRF) as information.

CARRIED

9.3 Public Works Department

- i) Public Works Report PW2020-10
Re: 2020 Public Works Capital Program Status Update

RESOLUTION 2020-09-07

Moved: Councillor Ottens

Seconded: Councillor Martin

THAT Township of Mapleton Council receive Public Works Report PW2020-10 dated May 12, 2020 regarding the 2020 Public Works Capital Program Status Update for information.

CARRIED

10. Approval of By-Laws

- 10.1 By-law Number 2020-022 being a By-law to amend By-law 2010-080, being a Zoning By-law for the Township of Mapleton, Part Lot 17, Concession 5, 7329 Fourth Line, Peel Township, ZBA 2020-03
- 10.2 By-law Number 2020-033 being a by-law to adopt and set the tax rates for 2020

RESOLUTION 2020-09-08

Moved: Councillor Craven

Seconded: Councillor Douglas

THAT By-laws Numbered:

- 2020-022 being a By-law to amend By-law 2010-080, being a Zoning By-law for the Township of Mapleton, Part Lot 17, Concession 5, 7329 Fourth Line, Peel Township, ZBA 2020-03
 - 2020-033 being a by-law to adopt and set the tax rates for 2020
- 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 – none

12. Correspondence for Council's Information was circulated with the agenda.

12.1 Farm Property Tax Rate Program – Provincial Review

- i) Township of Armour - Resolution dated April 28, 2020 Re: support for Mapleton resolution
- ii) Municipality of Tweed - Resolution dated April 28, 2020 Re: support for Mapleton resolution
- iii) City of London - Acknowledgement dated April 22, 2020 Re: Mapleton resolution
- iv) MPP Pettapiece – email to Minister of Finance dated May 6, 2020 Re: Mapleton resolution

- 12.2 Resident email correspondence, dated May 5, 2020
Re: Notice of Passing By-law 2020-026

- 12.3 Centre Wellington Tier 3 Water Budget Study
Re: Community Liaison Group Meeting - Notice and Agenda
- 12.4 GRCA correspondence, dated May 4, 2020
Re: Impact of Covid-19 pandemic on operations
- 12.5 Watch File
The link to view the April 30, 2020 issue: <https://tinyurl.com/yc2w88s6>
The link to view the May 7, 2020 issue: <https://tinyurl.com/y8uyzi8c>
- 13. Notices of Motion - none**
- 14. Notice Provision – none**
- 15. Other Business**
- Discussion took place regarding the following topic:
- Status of Mapleton’s Emergency Declaration
- 16. Council Tracking Sheet – no updates requested**
- 17. Closed Session – none**
- 18. Confirmatory By-law Number 2020-034**

RESOLUTION 2020-09-09

Moved: Councillor Douglas

Seconded: Councillor Craven

THAT By-law Number 2020-034 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 the Clerk and sealed with the Corporate Seal.

CARRIED

19. Adjournment

There being no further business, the meeting adjourned at 7:44 p.m.

Mayor Gregg Davidson

Clerk Barb Schellenberger

PLEASE NOTE: Alternate Formats and Communication Support

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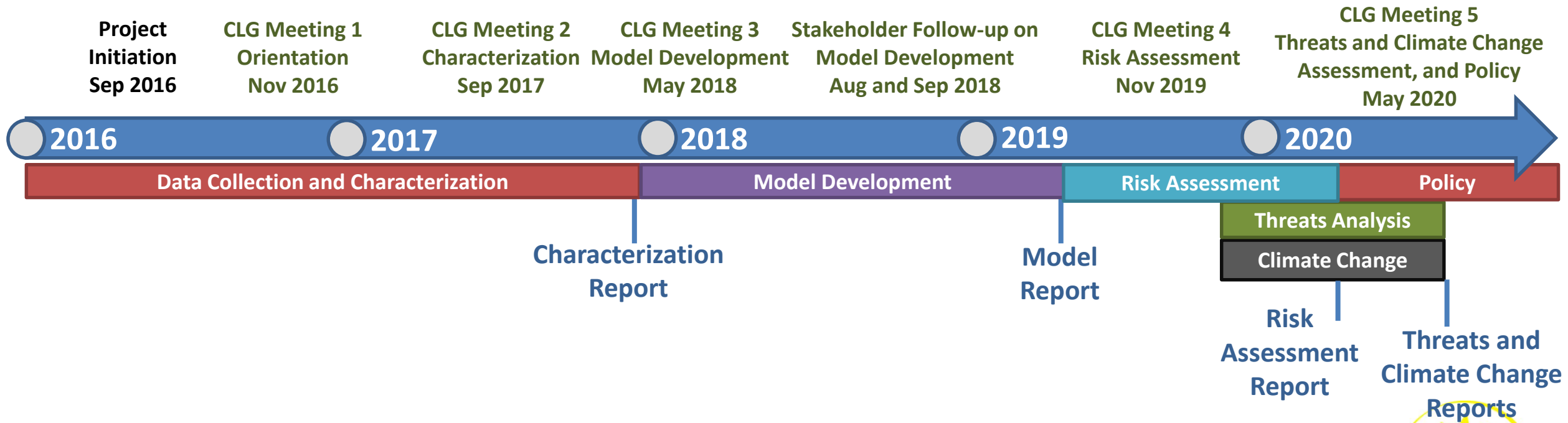
Item 7.1
May 26, 2020

Update on Centre Wellington Tier Three Water Budget Assessment

Township of Centre Wellington Council
Township of Mapleton Council
May 25, 2020
May 26, 2020



PROJECT TIMELINE

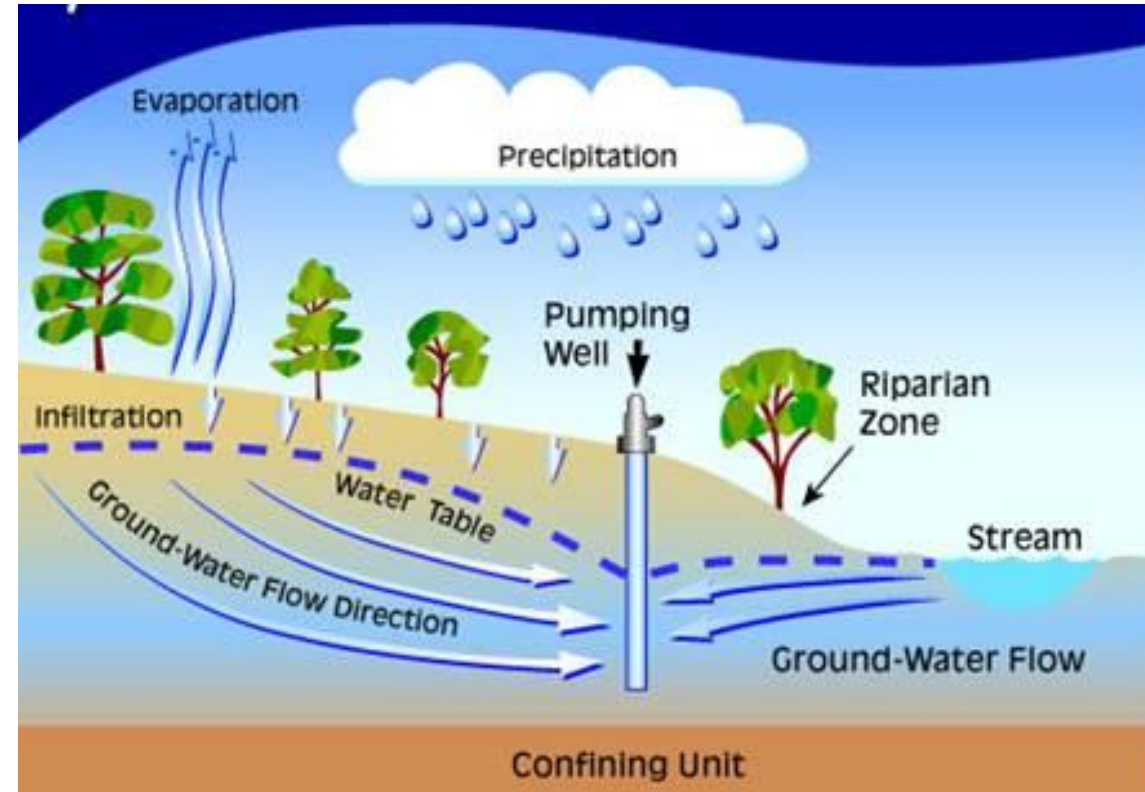


RISK ASSESSMENT

Can the current well infrastructure supply enough water ...

- ...with current population (i.e., 2018 pumping rates)
- ...with projected population growth (i.e., increased pumping rates)?
- ...during a prolonged drought?
- ...with increased development (i.e., more impervious areas -> less groundwater recharge)

What are the impacts to other users including cold water streams and Provincially Significant Wetlands?



RISK ASSESSMENT SCENARIOS

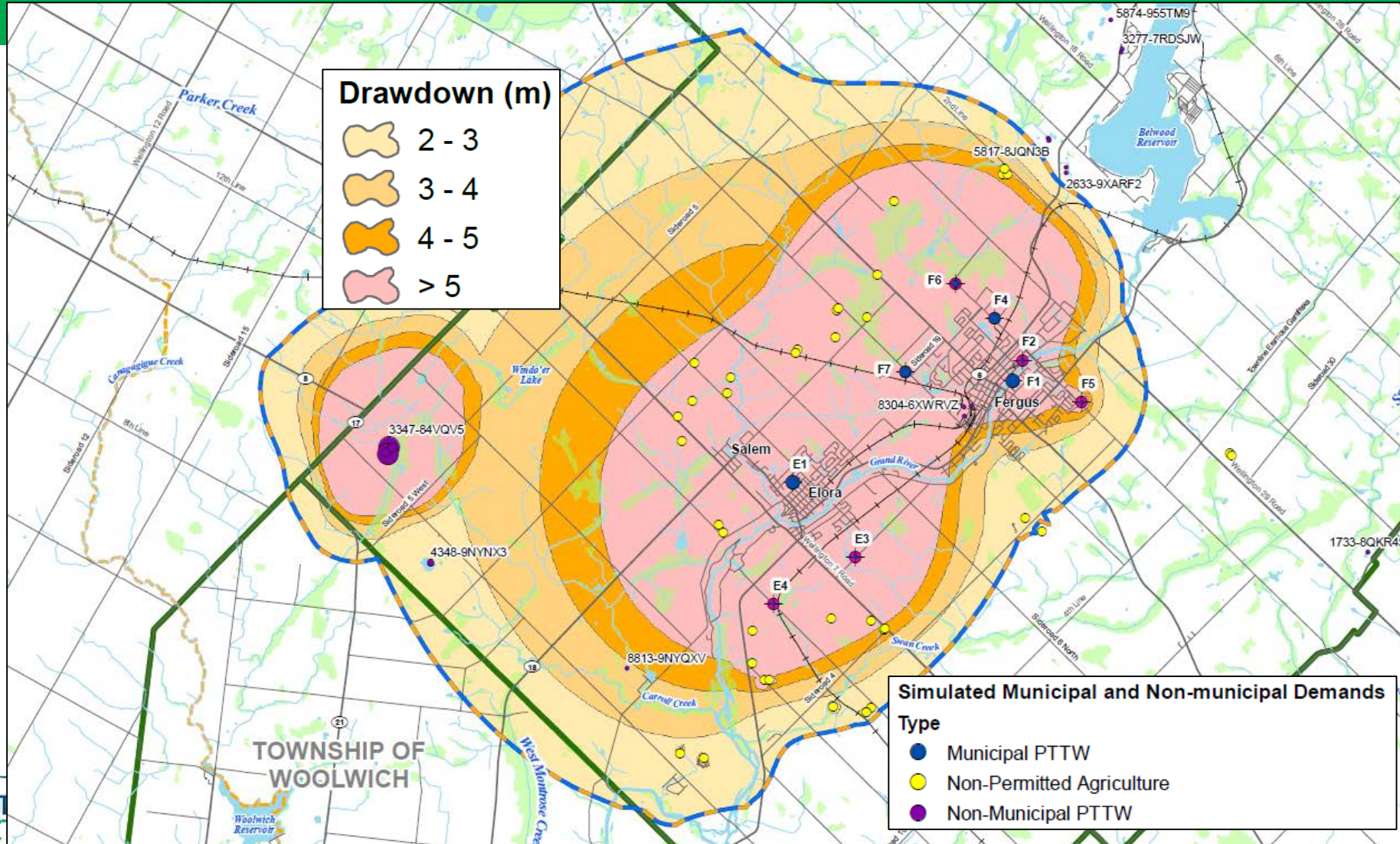
A set of scenarios to evaluate ability to pump water under various conditions:

	Existing Water Demand	Future (2031) Average Water Demand
Existing Land Use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Future Land Use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Average Climate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Drought Conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

RISK ASSESSMENT RESULTS

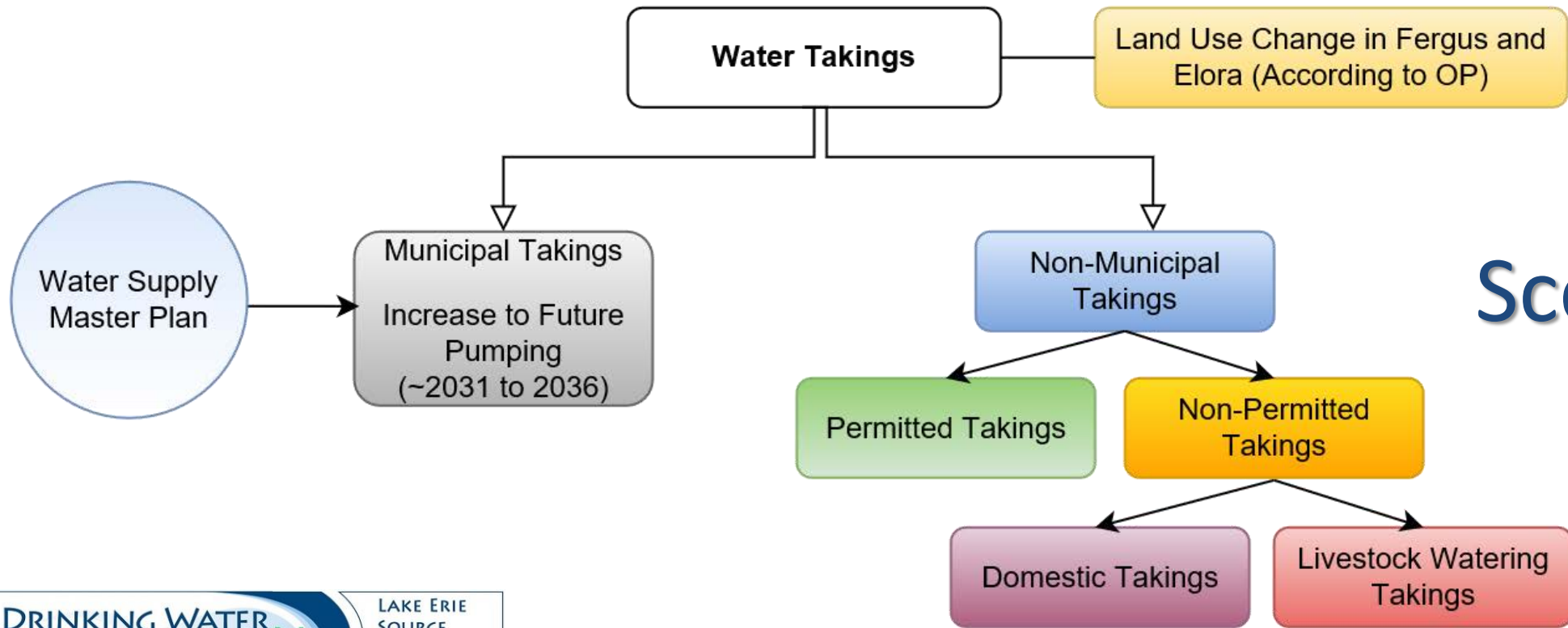
- Current water supply system can meet future water demand until 2031 to 2036 period under average and drought climate conditions without impacts to the natural environment.
- Current well infrastructure capacity (9,060 m³/day) is insufficient to meet 2041 average day demand (11,104 m³/day). Results in a significant risk level designation according to the Province's Technical Rules.
- WHPA-Q assigned significant risk level. All groundwater takings and potential reductions to groundwater recharge within this area are classified as significant water quantity threats
- Represents conservative screening level exercise

WHPA-Q DELINEATION



APPROACH

Scenarios developed to estimate the relative impact of different water takings or areas of land use change may have on simulated water levels at municipal wells



Scenarios

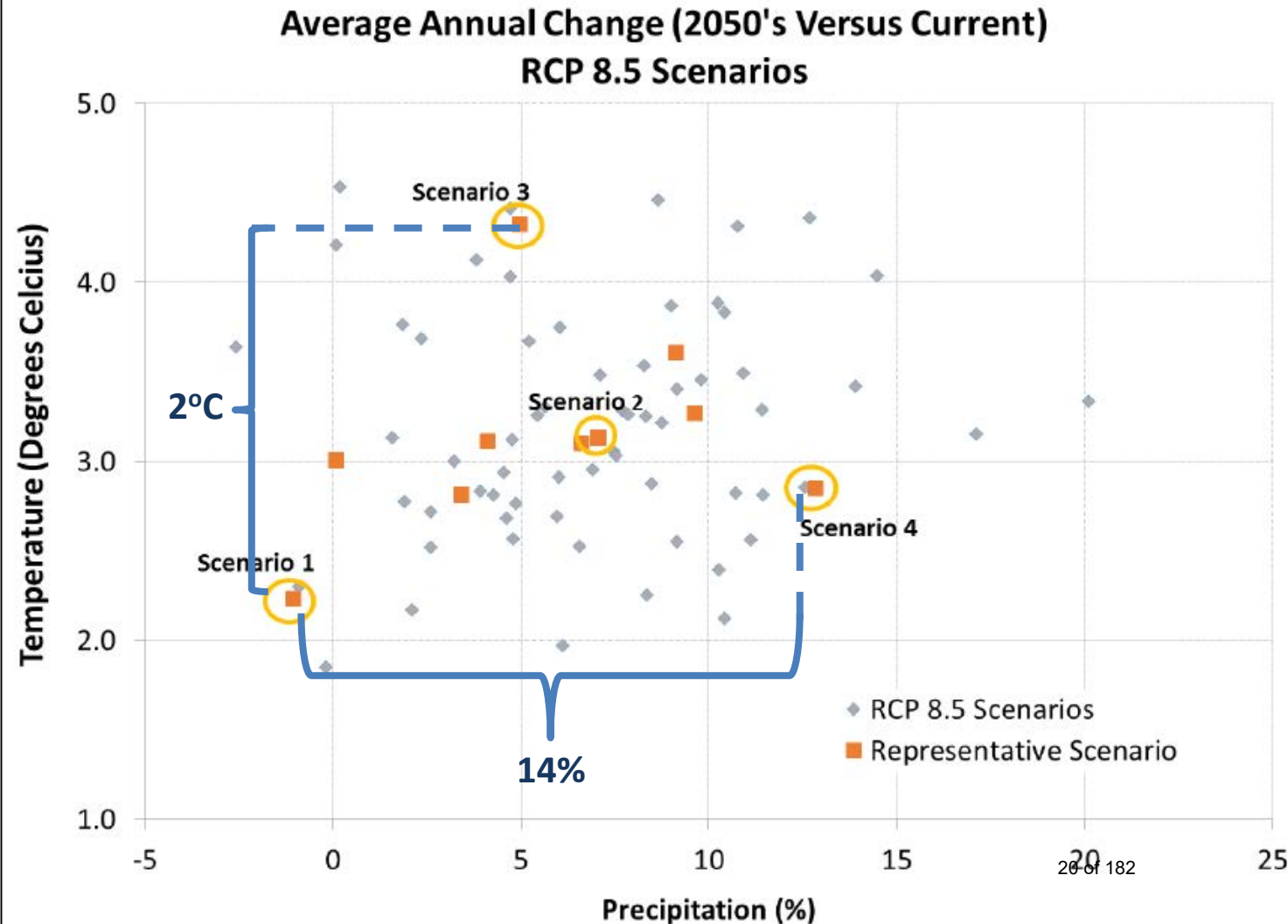
SCENARIO RESULTS

- 1) Largest influence on future groundwater levels is from increased **municipal pumping** to meet population growth (i.e., 1.5 to 24.2 m of aquifer drawdown)
- 2) Cumulative effect of **unserviced domestic water well pumping** on water supply aquifer is minimal (i.e., 0.1 to 0.4 m of aquifer drawdown)
- 3) Effect of **land development** on future groundwater levels in the water supply aquifer is minimal (i.e., 0.1 to 0.2 m of aquifer drawdown)
- 4) While effect of existing **permitted, non-municipal takings** on water supply aquifer was minimal (i.e., < 0.05 to 0.1 m of aquifer drawdown), increased or new large groundwater takings may affect groundwater levels at municipal wells depending on location and pumping rate
- 5) Effect of **livestock watering** on water supply aquifer is minimal (i.e., < 0.05 m of aquifer drawdown)

CLIMATE CHANGE ASSESSMENT

Global Climate Models (GCMs) Considered for Centre Wellington Area

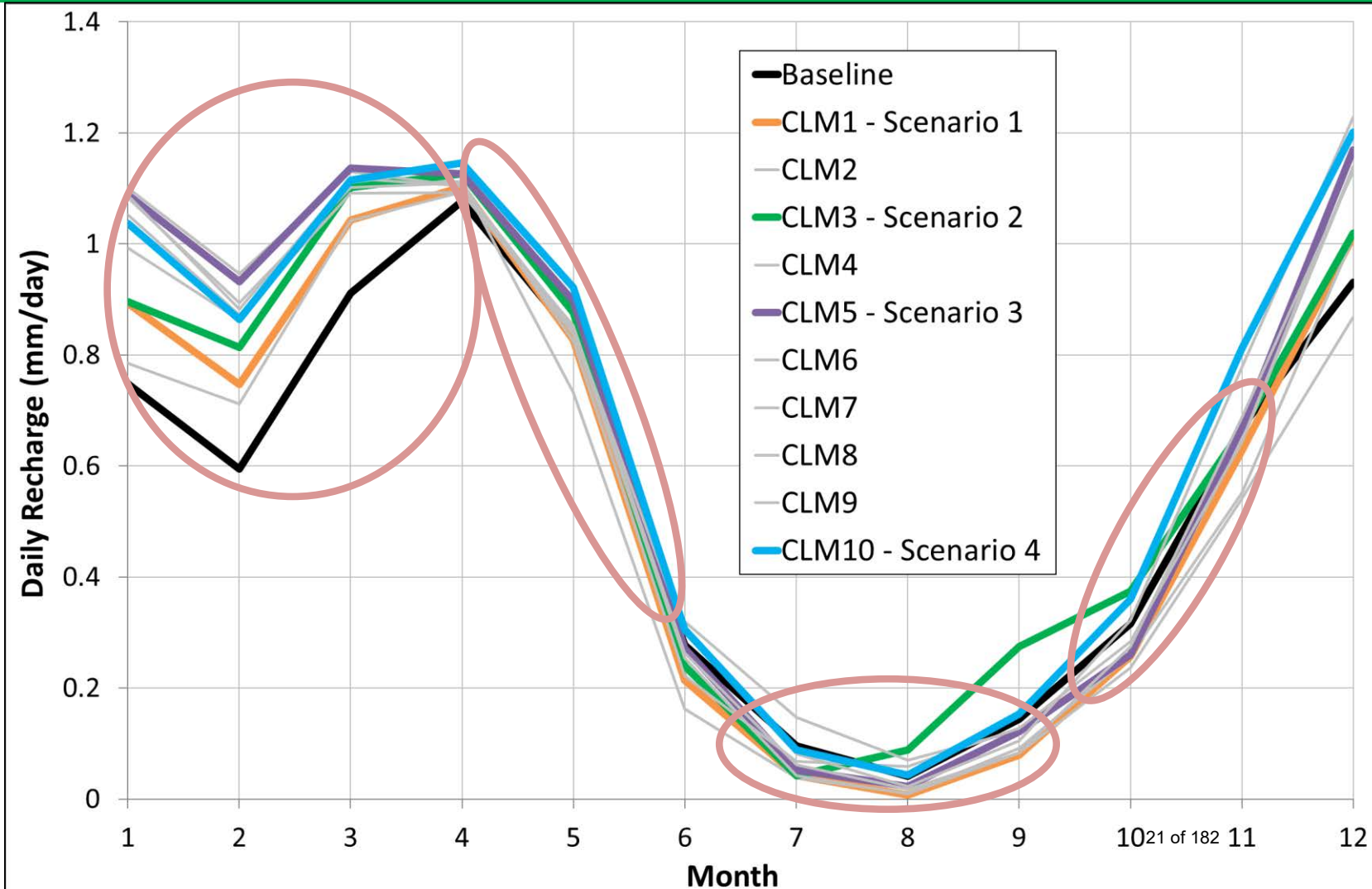
- Primary tool for climate impact assessment
- There are many different GCMs
- Represent the atmosphere, oceans, and land surfaces in a three dimensional grid
- GCMs for 2050's project a range of higher precipitation and warming
- Selected 10 scenarios that are representative for the range of change in Temperature and Precipitation



CLIMATE CHANGE ASSESSMENT

Hydrologic Modelling for Centre Wellington Area

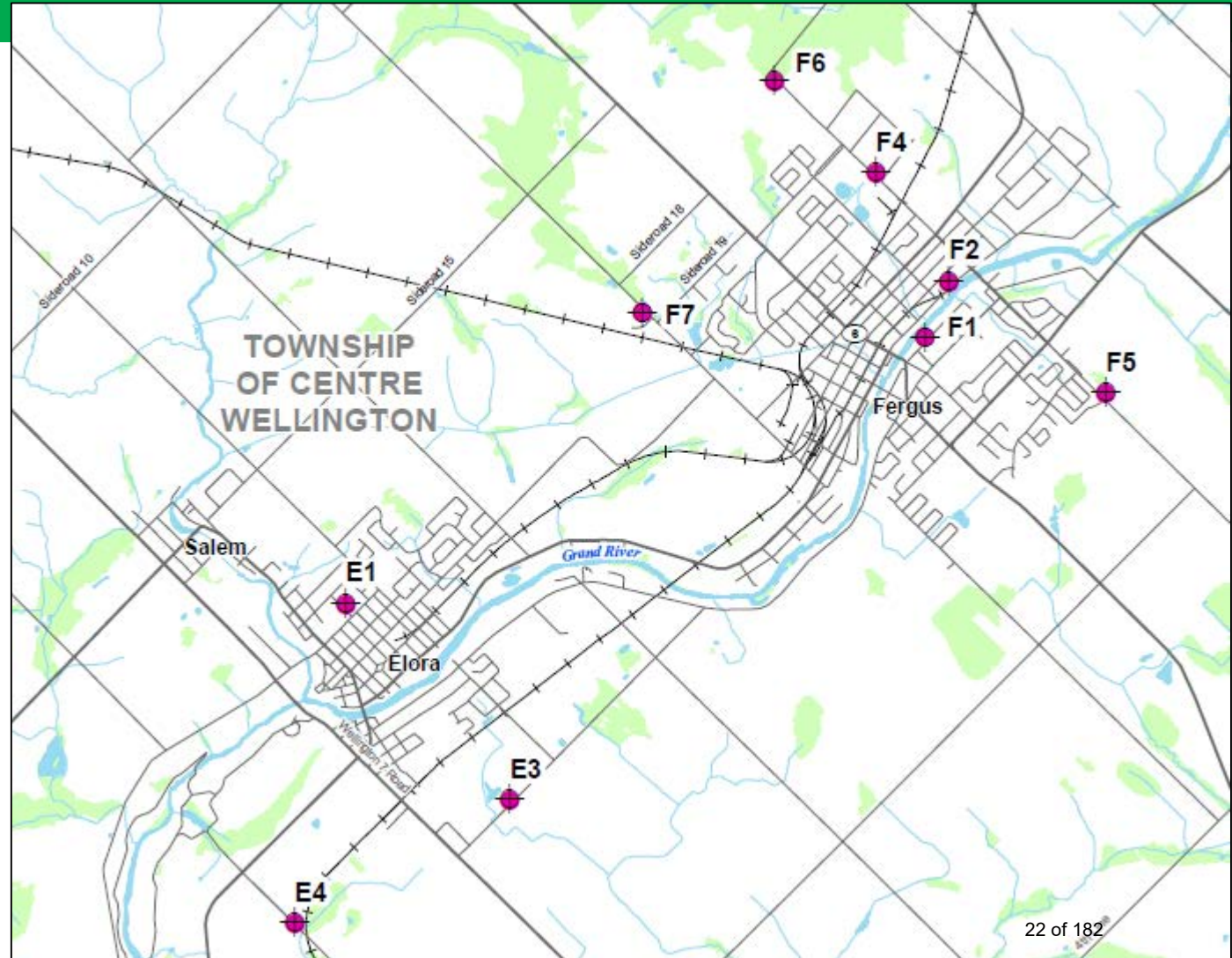
- Recharge increases from 10% to 30% during winter and early spring months due to:
 - Warmer winters
 - Less frozen soil
 - Increased precipitation
- Recharge similar in late spring and fall months
- Recharge lower in summer months



CLIMATE CHANGE ASSESSMENT

Water Quantity Summary

- Groundwater recharge rates predicted to increase during the winter and early spring months
- Groundwater levels predicted to increase based on the modelled climate scenarios
- No climate change risk predicted to quantity of municipal groundwater supply to 2050 time horizon



SUMMARY OF KEY FINDINGS

Implications for Policy Development

- Focus on management and optimization of municipal water takings using insights from Water Supply Master Plan
 - Decrease future demand – water conservation and demand management
 - Increase future supply – optimize/redevelop existing wells and install new wells
- Assess potential interference with municipal wells to mitigate impacts from new or expanded non-municipal takings
- Maintain recharge to support existing water budget, water quality and ecological functions
- Consider ongoing model maintenance and funding
- Consider maintaining groundwater and surface water monitoring program
- No climate change risk predicted to quantity of municipal groundwater supply to 2050 time horizon



Graphic from: <https://barnard.edu/reslife/policies>

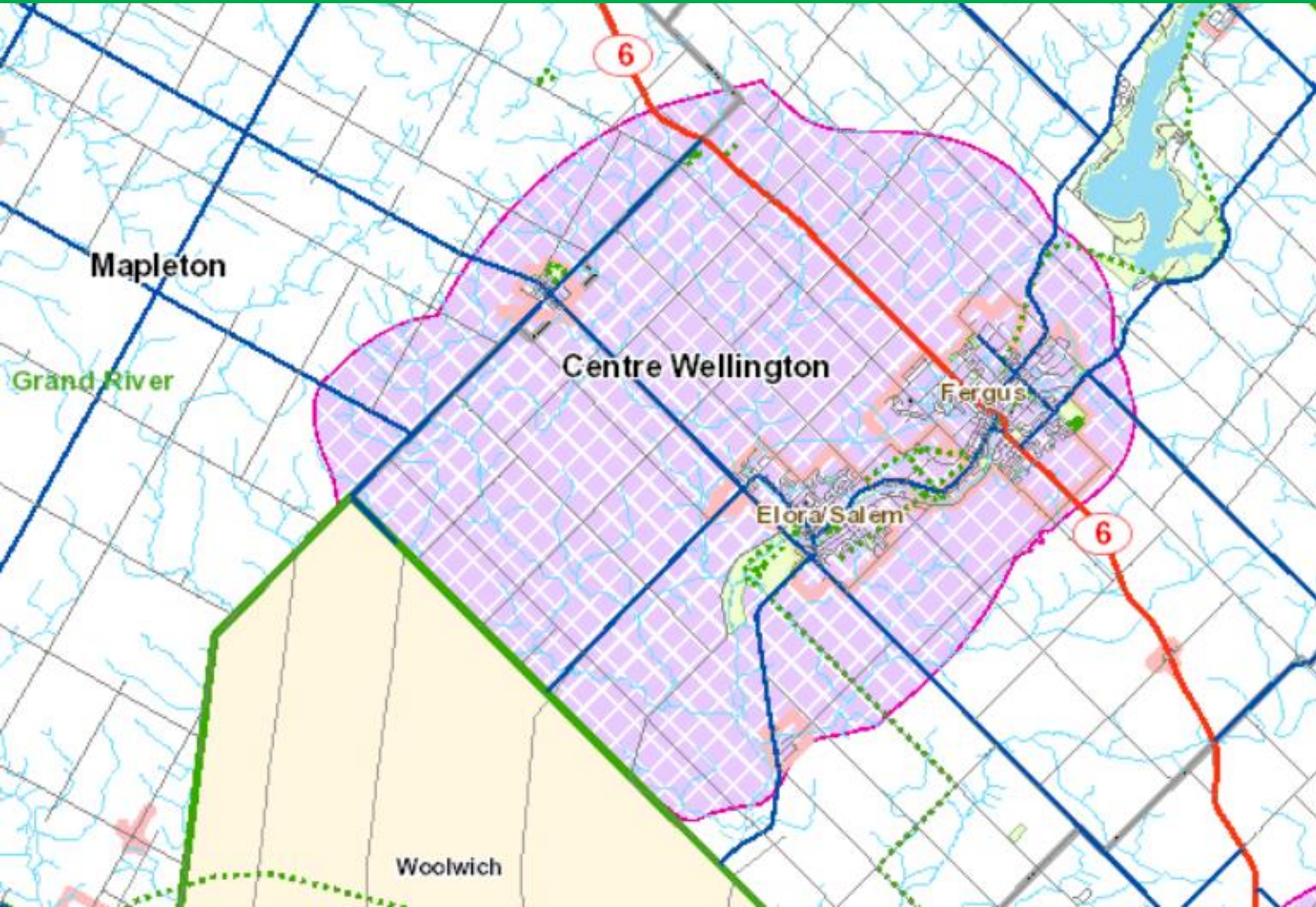
POLICY APPROACHES

Next Steps to Address Water Quantity

- Policies address prescribed activities under Clean Water Act:
 - #19 – Consumptive Water Takings (not returned to same aquifer)
 - #20 – Activities that reduce groundwater recharge
- Policies apply within WHPA-Q:
 - Existing and future water takings
 - Existing and future activities that reduce groundwater recharge (e.g., roads, parking lots, development)
- Source Protection Committee delegated policy development to Project Team
- Project Team will recommend draft policies to Source Protection Committee
- Policy approaches are first step in policy development process and represent high level overview of the approaches allowed under the Clean Water Act and considered when drafting policy text

CENTRE WELLINGTON WHPA-Q

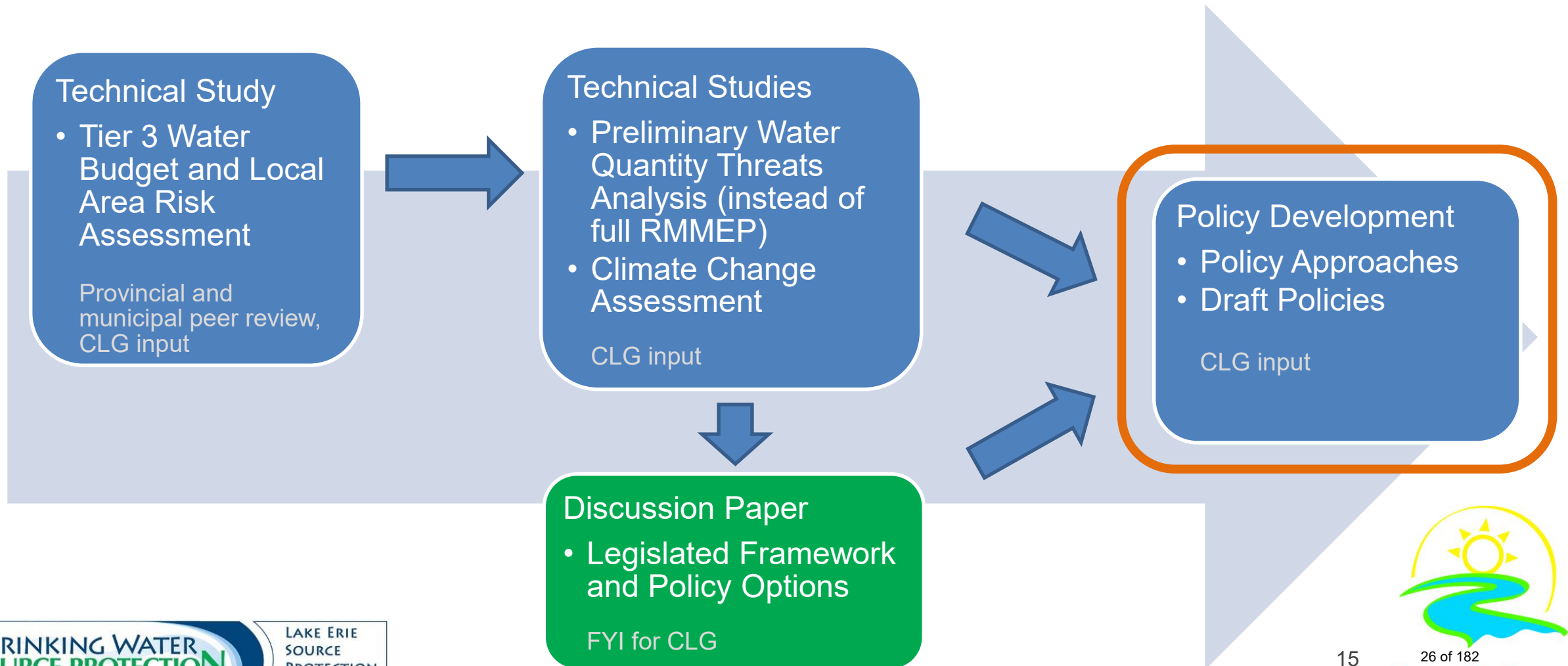
Centre Wellington and Mapleton



- Majority of the Centre Wellington WHPA-Q will be covered by policies in the Wellington County Chapter of the Grand River Source Protection Plan.
- A small portion extends into Woolwich and will be covered by the Region of Waterloo Chapter.



POLICY DEVELOPMENT



REGULATORY PROCESSES



- Permit To Take Water (PTTW)
- Safe Drinking Water Act (SDWA)
- Water Supply Master Plan (WSMP)
- Provincial Policy Statement (PPS)
- Class Environmental Assessment (EA)

POLICY TOOLBOX

Clean Water Act, 2006

- Provincial Regulatory Approvals (Prescribed Instruments)
- Land Use Planning
- Education, Outreach / Incentive Programs
- Stewardship Programs, Best Management Practices, Pilot Programs and Research
- Directing Specific Actions (Specify Action Policies)
- Clean Water Act - Part IV
 - Prohibition (S.57)
 - Risk Management Plans (S.58)
 - Restricted Land Uses (S.59)

EXAMPLE POLICY APPROACHES

From Approved Source Protection Plans

Permit To Take Water

- Policies directing MECP to manage water takings that are significant drinking water threats using Permits to Take Water (PTTW)
- This has been a key approach used in other Source Protection Plans
- Overarching goal of Clean Water Act is to not duplicate regulatory processes
- Therefore, management through existing Provincial Prescribed Instruments is preferred where available

EXAMPLE POLICY APPROACHES

From Approved Source Protection Plans

Growth and Development

- Policies focusing on earlier/stronger contemplation of water supply considerations in growth and development planning
 - Water resources availability should be considered earlier in provincial growth forecasting and municipal planning process
 - New development should maintain existing groundwater recharge rates
 - Better coordination between municipalities and the province about local water resources and developments that could affect water resources
 - Increased coordination between municipalities and the province on planning applications/developments that will require a PTTW.

EXAMPLE POLICY APPROACHES

From Approved Source Protection Plans

Specific Actions

- Municipal water supply management and planning process – incorporating the Tier 3 study results
- Water Conservation – reinforcing/strengthening municipal programs
- Monitoring – increase/maintain groundwater and surface water monitoring to support future updates to Tier 3 models
- Increasing information sharing between local water managers (e.g., municipalities, province and conservation authorities)
- Continued provincial funding for Tier 3 models maintenance and updates

POLICY CONSIDERATIONS

To Address Water Quantity

- Policy approaches considerations:
 - Using technical results (key findings/insights) to guide policies
 - Existing regulations preferred
 - Avoid duplication of regulatory burden
 - Prohibition as last resort
- Consistency in approved SPPs, where possible
- Precedent of approaches used in existing SPP
- Consistency with neighbouring SPPs or SPP chapters where WHPA-Q extends across watershed or municipal boundaries
- Policy suite to address problem, multi-pronged approach (e.g., Clean Water Act, Water Supply Master Plan)

SUMMARY

- Lake Erie Region committed to collaborative process for policy development
- Municipal, stakeholder, and community engagement through Project Team and CLG
- Policy development considerations include the conclusions and recommendations of the technical studies, precedent in other Source Protection Plans and comments from municipal, Conservation Authority and Provincial reviewers
- Draft policies will be presented to the CLG for feedback and to municipal councils for their information
- Project Team will recommend draft policies to the Source Protection Committee for endorsement and release for pre- and public consultation

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

CAO CLERK'S REPORT CL2020-04

TO: Mayor Davidson and Members of Council

FROM: Manny Baron, CAO

RE: Mapleton Re-Opening Procedures

DATE: May 26, 2020

RECOMMENDATION:

THAT CAO's Report CL2020-04, dated May 26th, 2020 with regards to the updated Mapleton Re-Opening Procedures is received.

BACKGROUND:

Staff have been working collectively to create procedures to help bring employees back to the office. It is paramount for staff to understand and to be confident we have all available resources at their disposal to ensure a clean, safe and virus free environment. We had several conversations with member municipalities to ensure we are introducing the best possible safety measures for Mapleton. We are relying on the same procedures that Sarah Farrelly – Director of Human Resources from the County of Wellington has introduced to their Human Resources Committee as we feel they have captured most of the safety features we plan on following.

Below is a summary of Health and Safety measures that will be implemented in preparation of reopening:

Signage - There will be signage at the entrance informing visitors of the COVID-19 protocol in place at the Township of Mapleton. Signs will be prominently displayed in each Department outlining the COVID-19 Social Distancing and Safety Guidelines. Further signage will be placed in all washrooms and kitchens by the sink to outline the hand-washing protocol. Signage will also be placed outside of each conference or meeting room to identify the maximum number of occupants considering physical distancing requirements.

Restricted entrances – The only entrance that will be open for administrative staff be the front entrance of the municipal building and the back entrance for the public works staff. The restriction of not accepting in-person payments will continue until further notice.

Screening – All employees will be asked to self-screen for symptoms at home prior to coming to work. A screening questionnaire will be completed prior to entry, and those meeting certain criteria would not be permitted to enter.

Face Shields – Employees will receive a face shield and are expected to wear one. Employees have the option to wear both a face shield and mask together. Employees will need to retain their face shield for regular use. The face shield will need to remain with the Township upon exit and will be cleaned and disinfected. As we move forward, we will monitor this requirement for face shields and modify as appropriate.

Masks - Any entering contractor would receive a daily-use mask to be worn at all times. An appropriate disposal bin will be placed at the screening station for individuals to place their mask when exiting. Members of the public will be permitted to wear their own mask.

Requirement for hand washing and/or use of hand sanitizers prior to service - Hand sanitizer will be available at the entrance. Alternatively, contractors can wash their hands immediately once they enter the building.

Plexi-glass barriers – At both front reception desks and at the building department desk temporary Plexiglas will be installed to provide a barrier between the employee and a member of the public. The employee will wear a face shield (or a face shield with mask, if preferred).

Meetings and Interviews - Virtual meeting technology for meetings/interviews will continue to be utilized unless an in-person meeting or interview is required. An appropriate-sized meeting room will be booked considering the number of participants to ensure physical distancing can be achieved. Appropriate Personal Protective Equipment (PPE) will be worn by the participants.

Vehicle and equipment use – Only one staff member to use a vehicle or equipment at a time; vehicles and equipment are being wiped down after each use. IF YOU TOUCH YOU MUST WIPE IT.

Fueling vehicles – All operators must use disposable gloves to operate the fuel pumps; after they have completed fueling, they must remove the gloves and dispose of them into a garbage receptacle, wipe down the door handle of the vehicle and dispose of the wipe into a garbage receptacle.

CONSULTATION:

Member Municipalities
County of Wellington
Senior Management Team

FINANCIAL IMPACT:

The only financial impact will be the cost of the PPE equipment.

COMMUNICATION:

Once approved by Council the revised procedures will be distributed in final form to all staff and discussions will be held to ensure understanding of the changes.

STRATEGIC PLAN:

Municipal Infrastructure: N/A

The Local Economy: N/A.

Recreation: N/A

Municipal Administration: Our employees are extremely important to us and we need to ensure their health and safety is a priority. We also want to ensure we are available to our ratepayers to offer the best services possible.

Financial Responsibility: N/A

Prepared by
Manny Baron
CAO

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

CAO CLERK'S REPORT CL2020-05

TO: Mayor Davidson and Members of Council
FROM: Manny Baron, CAO
RE: Protocols for COVID-19 Pandemic
DATE: May 26, 2020

RECOMMENDATION:

THAT CAO's Report CL2020-05, dated May 26, 2020 with regards to the Protocols for COVID-19 Pandemic be received.

BACKGROUND:

The purpose of this policy is to outline information and protocol for the COVID-19 Pandemic and provide direction in relation to several Human Resource (HR) practices. It is important to note, this policy may be revised frequently as requirements evolve. All changes are to be approved by the CAO.

What is COVID-19

A novel coronavirus is one that has not been identified in humans before. It is being referred to as COVID-19 (as of February 11, 2020) and belongs to the coronavirus family, which cause a wide range of illnesses ranging from the common cold to more severe respiratory illnesses.

As of March 11, 2020, the World Health Organization declared novel coronavirus (COVID-19) as a pandemic. A pandemic describes an infectious disease where there is person-to-person spread in multiple countries around the world. Ontario Public Health units, including Wellington-Dufferin-Guelph Public Health, work very closely with the Ontario Ministry of Health, Public Health Ontario, and the Public Health Agency of Canada and continue to monitor and assess the risk to Ontarians.

How COVID-19 spreads

COVID-19 has been identified as a virus that **is transmitted through droplets**. Exposure can occur through:

1. Direct contact with droplets of someone infected with the virus (cough, sneeze or other direct close contact).
2. Contact with surfaces where droplets from a cough or sneeze of someone infected have landed. For infection to occur, the droplets must come into direct contact with the mucosal membranes of the nose, mouth or eyes.

There is evidence to show that COVID-19 can be spread by people who are both symptomatic and asymptomatic (no symptoms), which makes general prevention efforts even more important.

General Infection Prevention Control

The best way to reduce the risk of infection is to practice general infection prevention control. This includes:

- Wash your hands often with soap and water or use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are ill.
- Stay home when you are ill.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands.
- If you don't have a tissue, sneeze or cough into your sleeve or arm.
- Clean and disinfect frequently touched objects and surfaces like door knobs, toilet seats, light switches, etc.
- Wipe down phones, computers and other devices regularly with disinfectant cleaner and paper towels or disinfectant wipes.
- Self-isolate if you are symptomatic or if you may have been exposed to the virus.

If an Employee becomes Ill

We know that community transmission of COVID-19 is now occurring, and that despite a person's best effort to protect themselves from exposure to COVID-19, some staff may still become ill.

- Staff members should self-monitor for COVID-19 symptoms. How to do this can be found in Appendix A. All employees should follow these guidelines.
- If an employee becomes ill at work, they should be separated from other employees in the workplace and they should put on a mask immediately until transportation can be arranged to bring the employee home.
- Staff should be informed to go to their nearest COVID-19 assessment centre to be tested and self-isolate at home until their test results are available and will be provided with further direction. Assessment centre locations can be found on the Wellington-Dufferin-Guelph Public Health website.
- Employees will check the COVID-19 Assessment Centre results website and notify the CAO of the results. If results are negative, the Return-To-Work (RTW) will be guided by the CAO
- If results are positive, staff should follow the recommendation of Public Health, which may include a 14-day isolation period and additional days

following symptoms clearing. Employees should only return to work once they have received verbal clearance from Public Health.

- Staff should communicate with their respective Director about the required leave from work and their expected return date. The Township of Mapleton must allow employees to complete the full isolation period and allow employees to return once they have received verbal clearance by Public Health. Please note, Public Health is unable to provide letters of clearance to each positive case. Only verbal clearance will be provided to the staff member who tested positive unless further action is required by the employer, in which case Public Health will connect directly with the employer.

Self-Isolation Protocol

It is important that you self-isolate and get tested at a COVID-19 Assessment Centre if you have **no symptoms** and **any** of the following apply:

- You have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19.
- You have symptoms of COVID-19, even if mild.
- You have been in contact with a suspected, probable or confirmed case of COVID-19.
- You have been told by public health that you may have been exposed to COVID-19.
- You have returned from travel outside Canada with symptoms of COVID-19 (mandatory).

The Township of Mapleton reserves the right to send home an employee who comes to work sick and or presenting any of the COVID-19 symptoms. The Township of Mapleton also reserves the right to request that employees be tested for COVID-19.

Employees will check the COVID-19 Assessment Centre results website and notify the Health, Safety and Wellness Coordinator of the results. If results are negative, the Return-To-Work (RTW) will be guided by the Health Safety and Wellness Coordinator.

Leaves of Absence during the COVID-19 Pandemic

There are various leaves available during this time of the COVID-19 Pandemic. The Province is offering the options below at this time;

Declared Emergency Leave

This is a job protected, unpaid leave under ESA. This is a purchasable leave under OMERS and benefits would be continued subject to Manulife provisions.

<https://www.ontario.ca/document/employment-standard-act-policy-and-interpretation-manual/part-xiv-leaves-absence#section-18>

Infectious Disease Emergency Leave

This is a job protected, unpaid leave under ESA. This is a purchasable leave under OMERS and benefits would be continued subject to Manulife provisions.

<https://www.ontario.ca/document/your-guide-employment-standards-act-0/infectious-disease-emergency-leave>

For further information about available job-protected leaves under Employment Standards Act, visit: <https://www.ontario.ca/document/employment-standard-act-policy-and-interpretation-manual/part-xiv-leaves-absence>

If you are unavailable or preferring not to work or be redeployed during this pandemic, we will handle your leave as an Unpaid Leave of Absence, subject to further direction you provide on your leave handling with the options outlined above.

Unpaid Leave of Absence

If you prefer not to work at this time, an unpaid Leave of Absence is available to you. A leave of absence may be granted to an employee at the discretion of the department head or CAO. Service is purchasable through OMERS and employee would pay for both Employee/Employer portions.

It is important to notify your Director or CAO immediately if you are not available for work or redeployment. and if you choose to start one of these leaves. Please contact Service Canada and/or Canada Revenue Agency to inquire about any income assistance that may be available.

For any of the leaves listed above, if you would like to exhaust your vacation entitlement prior to the leave, this can be an option.

Health and Safety Protocol

The general Health and Safety measures that are being put into place at the County of Wellington are reflected in Appendix B of this document. Department-specific Health and Safety measures will be put into place by the individual Departments.

Redeployment and Transferring of Staff

The Township of Mapleton may require the redeployment of staff to ensure certain essential duties and or core duties of specific positions/departments remain in place. It is critical to ensure continuity of essential services to the residents of the Township of Mapleton. If redeployment of staff is required, the employer will endeavour to minimize any unnecessary disruptions to staff/departments during the redeployment period.

Work Refusals

Work refusals will adhere to current practices/guidelines as defined in the Occupational Health and Safety Act.

Duties and Responsibilities

Supervisors/Directors:

- Ensure that all employees understand and follow the protocol outlined in this policy and any related Health and Safety Procedures specific to their areas.
- Ensure that appropriate personal protective equipment (PPE) is provided and maintained and that it is used properly if required.

Employees:

- Review this policy and related guidelines with supervisor and follow the protocol.
- Wear the personal protective equipment as required.
- Self Screen at home and do not come to work if you are sick.
- Report any hazards or Health and Safety concerns to their Supervisors.

Training

Training will be provided to staff on this Policy outlining the Protocol for COVID-19 Pandemic and the related requirements.

Resource: <https://wdgpublichealth.ca/>

Appendices:

- Appendix A: COVID-19 Self-monitoring
- Appendix B: Health and Safety Measures for COVID-19

Appendix A COVID-19 Self-Monitoring

To help prevent the spread of infection, **self-monitor** yourself for symptoms of COVID-19 (such as fever, cough, shortness of breath, muscle aches, fatigue, headache, sore throat, runny nose, vomiting or diarrhea) and notify your manager if you develop symptoms or feel unwell.

If you begin to feel unwell while at work

- Immediately put on a mask if available and notify your manager.
- Self-isolate immediately.

Before coming into work everyday

- Use the self-assessment tool <https://covid-19.ontario.ca/self-assessment/>
- If you have a fever or other symptoms that align with COVID-19, go to your nearest COVID-19 assessment centre to be tested and self-isolate at home until your test result are available. Assessment centre locations can be found on [the Wellington-Dufferin-Guelph Public Health website](#).
- Follow the same steps as you would to call in sick and inform your manager that you are staying home because you have symptoms that align with COVID-19.

If a member of your household has symptoms

- If a member of your household has symptoms and has been directed by a health care professional to isolate, please take all measures to **self-isolate** yourself from them to ensure your continued health.
- If you have had close contact with someone with COVID-19 outside of work contact WDG Public Health for advice (519-822-2715 ext. 7006).

Appendix B

Health and Safety Measures during COVID-19 Pandemic

The following represents the general protocol that is being implemented at the Township of Mapleton.

Category	Health and Safety Protocol
Screening and Personal Protective Equipment	<p>Signage will be posted at points of entry to inform all contractors and staff members about the COVID-19 specific protocols and outlining criteria to be met before entering.</p> <p>All employees will be asked to self-screen for symptoms at home prior to coming to work.</p> <p>Active screening will be set up at the admin and public works entrances. Entrance options will be limited. A screening questionnaire will be completed prior to entry, and those meeting certain criteria would not be permitted to enter.</p> <p>Any entering contractor would receive a daily-use mask to be worn at all times. An appropriate disposal bin will be placed at the screening station for individuals to place their mask when exiting.</p> <p>Employees will receive a face shield and are expected to wear one. Employees have the option to wear both a face shield and mask together. Employees will need to retain their face shield for regular use.</p>
Hand Hygiene	<p>All work locations will have posters on how to properly wash your hands.</p> <p>Avoid high-touch areas if possible, and ensure hands are cleaned afterwards if not possible.</p> <p>All employees will be encouraged and given time to wash their hands frequently.</p> <p>Hand sanitizer will be placed at each entrance as well as in high traffic areas throughout the workplace.</p>
Reception Areas	<p>At reception desks, temporary Plexiglas will be installed to provide a barrier between the desk and a contractor. The employee will wear a face shield (or a</p>

	face shield with mask, if preferred).
Physical Distancing	<p>Physical distancing generally means maintaining a distance of at least 2 metres (6 feet) or more between persons.</p> <p>It is important to consider the total number of workers in the workplace at any given time for social distancing.</p> <p>Rotating breaks and lunches to limit the number of workers in breakrooms at any given time.</p> <p>Consider implementing virtual meeting technology for meetings/interviews unless an in-person is required. Ensure room booking is sufficient to allow for appropriate physical distancing.</p> <p>No sharing of telephones, desks, keyboards or workstations.</p> <p>Where possible, co-horting of staff will be implemented by limiting movement to other work areas and departments unless necessary (dedicated space for meal-time and looking at numbers, washroom usage).</p> <p>Chairs and monitors will be removed to ensure physical distancing and prevent un-occupied workstation use.</p> <p>Extra conference room chairs will be removed to ensure physical distancing and signage will be installed to indicate the maximum number of people allowed in each conference room.</p>
Cleaning	<p>Keeping the workplace clean and sanitized is vital. It is critical to follow thorough and regular cleaning and disinfecting practices in all workspaces.</p> <p>Routine cleaning will be enhanced to clean frequently touched surfaces (i.e. door handles, handrails, touch screens, elevator buttons, electronics etc.) at a minimum of twice per day. Additional staffing resources and hours may be needed to accommodate more frequent cleaning.</p> <p>It is important to ensure a 'clean desk policy' to remove clutter, memorabilia, files and paper to make</p>

	<p>it easier for surface cleaning.</p> <p>Each Department is to create a protocol to identify for Cleaning staff the workstations used, and areas frequented on a daily basis.</p> <p>Disinfectant cleaner and paper towel or disinfectant wipes should be available for staff to clean their own high touch surfaces such as desktop, keyboard, and phone throughout the day.</p>
<p>Handling and Receiving Packages</p>	<p>Maintaining a distance of at least 2 metres (6 feet) or more between persons.</p> <p>When placing the delivery, select the contactless delivery option (if available) or include the request in the notes section of your order.</p> <p>Request the driver place the package down rather than handing the item directly to you to maintain physical distancing.</p> <p>If signature is required use your own pen when signing for the delivery and avoid the use of shared pens. Wash your hands immediately after receipt of the package.</p> <p>To limit any potential contamination from the package:</p> <ul style="list-style-type: none"> • Open the package outside of the delivery location. Alternatively, clean and sanitize any areas the package came into contact with such as table tops, counters, or floor area (where it was placed), etc. • Wear personal protective equipment (PPE) such as gloves when handling or opening the package. • Upon opening the delivery immediately dispose of the packaging and the used gloves. • Wash your hands immediately after cleaning and sanitizing the potentially exposed areas.
<p>Cash handling</p>	<p>Signage to indicate that preferred accepted payment methods are debit or credit.</p> <p>Increase cleaning frequency – on commonly touched surfaces like PIN pads and cash drawers.</p>

Joint Health and Safety Committees	Committee members will be engaged in conducting workplace inspections in relation to the COVID-19 Health and Safety Protocol and plans in order to identify any gaps or enhancements.

CONSULTATION:

Member Municipalities

County of Wellington – Susan Farrelly, Director of Human Resources
Senior Management Team

FINANCIAL IMPACT:

The only financial impact will be the cost of the PPE equipment.

COMMUNICATION:

The protocols will be distributed in final form to all staff and discussions will be held to ensure understanding of the changes.

STRATEGIC PLAN:

Municipal Infrastructure: N/A

The Local Economy: N/A

Recreation: N/A

Municipal Administration: Our employees are extremely important to us and we need to ensure their health and safety is a priority. We also want to ensure we are available to our ratepayers to offer the best services possible.

Financial Responsibility: N/A

Prepared by
Manny Baron
CAO

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
CAO CLERK'S DEPARTMENT REPORT CL2020-06

TO: Mayor Davidson and Members of Council
FROM: Barb Schellenberger
RE: Committee of Adjustment Procedural By-law
DATE: May 26, 2020

RECOMMENDATION:

THAT Township of Mapleton Council receive CAO Clerk's Report CL2020-06 dated May 26, 2020 regarding Committee of Adjustment Procedural By-law;

AND FURTHER THAT Council supports the draft by-law for numbering and execution.

BACKGROUND:

WHEREAS The Province of Ontario declared a State of Emergency on March 17, 2020 pertaining to significantly enhanced measures will help contain spread of COVID-19; and

WHEREAS Canadian Public Health has provided Prevention guidelines including making a conscious effort to keep a physical social distancing, self-isolation, hygiene and other various guidelines; and

WHEREAS Bill 187 was given Royal Assent on March 19, 2020 to provide for electronically participation in open and closed meetings for purposes of quorum; and

WHEREAS it is necessary for Council and Statutory Committee meetings to take place for the purpose of essential business; and

WHEREAS the posting of the May 26, 2020 agenda be considered notice for this revision to the procedural bylaw;

IT IS NECESSARY to have Township of Mapleton Council consider the included by-law for Committee of Adjustment procedural matters. The by-law will provide for Electronic Meetings during a declared State of Emergency along with a variety of housekeeping items.

PREVIOUS PERTINENT REPORTS:

March 23, 2020 Memo to Council from the Clerk regarding Council Procedural By-law Amendment, Emergency Management and Civil Protection Act.

DISCUSSION:

None

CONSULTATION:

Municipal Affairs and Housing Advisor for Planning
Wellington County Clerks and Consulting Planners

FINANCIAL IMPLICATIONS:

None

SUMMARY:

Updating the procedural by-law for the Committee of Adjustment will allow meetings to take place.

COMMUNICATION:

The committee members will be informed and trained as necessary. Applications on file will be notified immediately of the changes.

STRATEGIC PLAN:

Municipal Infrastructure: N/A

The Local Economy: Planning for residential growth and encouraging businesses, industries and employment

Recreation: N/A

Municipal Administration: Supporting a strong municipal team with best practices

Financial Responsibility: N/A

Prepared By:
Barb Schellenberger
Municipal Clerk

Reviewed By:
Manny Baron
CAO

Attachments:

1. Draft By-law

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

DRAFT BY-LAW

Being a by-law to ~~appoint a Committee of Adjustment for The Township of Mapleton~~ and to establish rules governing the calling, place, proceeding and providing public notice of meetings of the Committee of Adjustment and to repeal By-law Number 2015-002

WHEREAS Section 44 (1) of the *Planning Act*, Revised Statutes of Ontario 1990, Chapter P.13, as amended provides that if a municipality has passed a by-law under section 34 or a predecessor of such section, the Council of the municipality may by by-law constitute and appoint a Committee of Adjustment for the municipality composed of such person, not fewer than three, as the Council considers advisable.

AND WHEREAS Section 44 (3) of the *Planning Act*, Revised Statutes of Ontario 1990, Chapter P.13, as amended provides that the Members of the Committee who are not members of a Municipal Council shall hold office for the term of council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually.

AND WHEREAS Section 238(2) of the *Municipal Act*, S.O.2001, as amended requires every municipality and local board to adopt a procedure by-law for the governing, calling, place and proceedings of meetings;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MAPLETON HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 In this by-law,

“**Chair**” means the member of the Committee responsible for chairing the meeting.

“**Committee**” means the Committee of Adjustment having jurisdiction in the Township of Mapleton and established in accordance with Section 44 of the *Planning Act*;

“**Hearing**” means the public meeting of the Committee of Adjustment held for the purpose of considering applications for minor variance, pursuant to the provisions of the *Planning Act*.

“**Member**” means any member of the Committee and includes the Chair;

“**Pecuniary Interest**” means a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, RSO 1990.

“**Point of Order**” means any alleged breach of the rules or irregularity in the proceedings of a meeting;

“**Point of Privilege**” means a statement calling attention to a matter where the integrity, character or reputation of an individual, individuals or the entire Committee, or the ability of an individual to participate, is perceived to be in question;

“**Quorum**” means a minimum of three (3) Members required to be present at any meeting in order for business to be conducted;

“**Secretary-Treasurer**” means the ~~Deputy Clerk~~ (or designate) of the Township of Mapleton, who is responsible for the Secretary-Treasurer duties of the Committee of Adjustment.

2. APPLICATION

- 2.1 The procedures contained in this by-law shall be observed in all proceedings of the Committee and shall be the procedures for the order and dispatch of meetings conducted by the Committee.
- 2.2 Procedural matters not governed by the provisions of this by-law shall be governed by the provisions of the Township of Mapleton’s Procedural By-law, as amended from time to time.
- 2.3 In the event of a conflict between this by-law and the Planning Act, the provisions of the Planning Act prevail.

3. COMMITTEE OF ADJUSTMENT APPOINTMENTS

- 3.1 That the Township of Mapleton Committee of Adjustment shall be composed of five (5) members appointed by by-law for the term of the Municipal Council, or until a successor is appointed.

~~3.2 That the following individuals are hereby appointed to serve on the COMMITTEE OF ADJUSTMENT for the term concurrent with the appointing Council, or until a successor is appointed.~~

~~3.2.1 Dennis Craven~~

~~3.2.2 Neil Driscoll~~

~~3.2.3 Michael Martin~~

~~3.2.4 Marlene Ottens~~

~~3.2.5 Lori Woodham~~

- 3.23 ~~Chair~~ – The ~~Mayor of the Township of Mapleton shall be the~~ Chairperson of the Committee of Adjustment shall be a Member determined at each meeting by the Committee. ~~– In the event that the Mayor is absent through illness or otherwise, the Committee shall appoint another member to act as Acting Chair on an alphabetical rotating basis.~~

4. RULES OF NATURAL JUSTICE AND STATUTORY POWERS PROCEDURES ACT

Committee members must recognize that the Committee of Adjustment is a quasi-judicial body, and as such, the rules of natural justice apply. The common law rules of natural justice are embodied in the Statutory Powers Procedures Act. Following the rules of natural justice and the Statutory Powers Procedures Act, Committee members are expected to refrain from discussing the applications prior to the hearing. Committee members are also expected to refrain from speaking to individuals either in favour or opposed to the application prior to the hearing, in order to ensure that the Committee reaches a decision untainted by bias.

4. CALLING OF MEETINGS AND AGENDA

- 4.1 All Committee of Adjustment meetings shall be held on the Wednesday following the second Tuesday of each month at ~~4~~6:00 p.m. and shall be held in the Council Chambers of the Municipal Office, 7275 Sideroad 16, Township of Mapleton.
- 4.2 Where it is determined that there are insufficient agenda items for a meeting, the Secretary-Treasurer shall cancel the meeting.
- 4.3 The Secretary-Treasurer shall issue notice of the minor variance applications to be considered in accordance with the requirements of the Planning Act, at least ten (10) days prior to the meeting.
- 4.4 Members shall be provided with the meeting agenda by ~~4:30~~5:00 p.m. on Friday ~~Thursday~~ preceding the meeting.

4.5 Public shall be provided with the meeting agenda by 4:30 p.m. on Friday preceding the meeting by way of the Township web-site.

~~4.6~~5 The order in which the business of the Committee shall be conducted is as follows:

- 4.65 i) Call to Order
- 4.65 ii) Declaration of Pecuniary Interest
- 4.65 iii) Minutes of Previous Meeting
- 4.65 iv) Matters Arising from Minutes
- 4.65 v) Applications for Minor Variance Including Correspondence
- 4.65 vi) General Business
- 4.65 vii) Adjournment

4.7 Special Circumstances Electronic Meetings

Members may participate in meetings by Electronic Means subject to the following:

- i) Where an emergency in any part or all of the municipality has been declared by the Municipal Head of Council, or the Premier, Cabinet under the Emergency Management and Civil Protection Act
- ii) Remote participation in open and closed meetings of Committee of Adjustment by members and staff on any electronic device platform that is deemed suitable by the Clerk.
- iii) During such period of a declared emergency, all members participating in an electronic open or closed meeting shall be counted towards a quorum.
- iv) Attendance may be restricted to the public and press to protect the health and safety of all individuals and security of property.

5. QUORUM

- 5.1 If no quorum is present ten (10) minutes after the time appointed for a Meeting of the Committee, the Secretary-Treasurer shall record the names of the Members present and the Meeting will stand adjourned until the next appointed time.
- 5.2 A vacancy in the membership or the inability of a Member to act due to a declared conflict does not impair the powers of the committee or of the remaining Members;

6. DECLARATION OF PECUNIARY INTEREST

- 6.1 As required by statutes of the Province of Ontario, members of the Committee shall disclose any direct or indirect pecuniary interest and state the general nature of

such interest and it shall be recorded by the Secretary-Treasurer in the minutes. The member of the Committee with a pecuniary interest shall take no action to participate in, or influence the vote of the other members when the item is to be resolved by the Committee.

7. MEETING PROCEDURES

- 7.1 Except in accordance with the provisions of the Municipal Act, 2001, all Meetings of the Committee shall be open to the public.
- 7.2 In accordance with the provisions of the Statutory Powers Procedure Act, R.S.O. 1990, c.S.22, a hearing being conducted by the Committee during a Meeting may be closed to the public when the Committee is of the opinion that:

- 7.2.1 matters involving public security may be disclosed; or

- 7.2.2 intimate financial or personal matters or other matters may be disclosed at the hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public.
- 7.3 As soon after the hour fixed for a Meeting as a Quorum is present, the Meeting shall be called to order by the Chair.
- 7.4. The Chair shall ask the Secretary-Treasurer if there are any regrets.
- 7.5 The Chair shall call for declarations of any Pecuniary Interest of Members.
- 7.6 The Chair shall call for confirmation of Minutes of the previous Committee Meeting(s).
- 7.7 The Chair shall call for requests for deferral or withdrawal of any matters before the Committee.
- 7.8 The Chair, based on attendance, will determine the order of the items on the agenda to facilitate the Meeting in the most expeditious manner.
- 7.9. For each agenda item, the Chair shall ask the applicant or their representative to introduce themselves and present the application. The applicant or their representative shall be provided with a maximum ten (10) minutes to present the nature of the application to the Committee. Any submissions beyond the ten (10) minutes shall be at the discretion of the Committee.
- 7.10 The Chair shall ask Members if they have any questions of the applicant or their representative, following which Members may ask the Secretary- Treasurer to:
- 7.10.1 read aloud all comments received from agencies who responded to the circulation of the notice of the application;
- 7.10.2 read aloud any letters received from persons expressing an interest in the application;
- 7.10.3 summarize the nature of the interest being expressed;
- 7.10.4 read aloud the proposed conditions to be attached to the decision should the Committee approve the application.
- 7.11 Following the presentation of the application by the applicant, the Chair shall:
- 7.11.1 invite anyone else having an interest in the application to come forward, identify themselves and express their interest;
- 7.11.2 ask questions of the interested person on behalf of the Committee and allow the Members to ask questions relevant to the application before them.
- 7.12 Submissions from members of the public, in support or opposition to any application, shall be limited to five (5) minutes and shall be confined to the subject application. Any submissions beyond the five (5) minutes shall be at the discretion of the Committee.
-

- 7.13 Following submissions from members of the public, the Committee shall give the applicant or their representative the opportunity to respond to any comments received from commenting agencies or interested parties. This response shall be limited to five (5) minutes.
- 7.14 Any other public input after the applicant's response shall be at the discretion of the Committee.
- 7.15 Following submissions from members of the public and any response by the applicant, Members may ask additional questions relevant to the application before them.
- 7.16 Following the applicant's response, the Committee shall consider the issues raised by the applicant or their representative and any respondents, and the Chair shall:
- 7.16.1 ask Members for a motion with respect to the disposition of the application;
 - 7.16.2 permit discussions on the motion;
 - 7.16.3 call for a vote by the Committee on the motion;
 - 7.16.4 announce the decision of the Committee; and
 - 7.16.5 may summarize any dissenting decisions orally
- 7.17 The Chair may answer questions and comment in a general way, but if the Chair wishes to make a motion, speak to a motion under consideration, take part in the debate or leave the chair for any other reason, he or she shall first delegate the duties of the Chair to another member until he or she resumes the position of Chair.
- 7.18 On every application before it, the Committee may vote to approve, deny, defer, or reserve an application, and shall set out the reasons for the decision.
- 7.19 Any approval granted by the Committee may be for such time and subject to such terms and conditions or agreement as the Committee considers advisable and as are set out in the decision.
- 7.20 A written decision will be prepared for each hearing detailing any conditions imposed by the Committee and will be signed by all Members who concur with the decision.
- 7.21 The Secretary-Treasurer shall be permitted at any time and without prior notice to the parties correct a technical or typographical error, error in calculation or similar minor error made in the minutes or in a decision.

8. RULES OF CONDUCT AND DEBATE

- 8.1 It shall be the duty of the Chair to:
- 8.1.1 call the Meeting to order;
 - 8.1.2 ensure that a Quorum is established and is maintained throughout the course of the Meeting;
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- 8.1.3 put to a vote all motions that arise in the course of the proceedings and announce the result of each vote;
 - 8.1.4 decline to put to vote motions that infringe upon the rules under this by-law;
 - 8.1.5 uphold on all occasions the rules and the observance of order and decorum amongst the Members and attendees in accordance with this by-law;
 - 8.1.6 rule on Points of Privilege and Points of Order and decide all questions relating to the orderly procedure of the Meeting;
 - 8.1.7 adjourn the Meeting without question or suspend the Meeting to a time to be named by the Chair, if considered necessary because of grave disorder;
 - 8.1.8 adjourn the Meeting at the earlier of when the business is concluded, or at the designated time.
- 8.2 A Member shall not:
- 8.2.1 disobey the rules of procedure;
 - 8.2.2 disturb the other Members by any disruptive or distracting conduct, including private conversations or electronic communications among Members during a Meeting;
 - 8.2.3 display any behaviour which may be considered disruptive, inconsiderate or disrespectful, or use profane or offensive words or insulting expressions;
 - 8.2.4 leave their seat or make any noise or disturbance while a vote is being taken;
 - 8.2.5 speak until recognized by the Chair;
 - 8.2.6 interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege;
 - 8.2.7 leave the Meeting at any time without advising the Chair;
 - 8.2.8 speak more than once on an item until every Member who desires to speak has spoken;
 - 8.2.9 comment or question on matters other than those directly pertaining to the subject application before him or her;
 - 8.2.10 use their status on the Committee for personal or political gain.
- 8.3 In the event that a Member persists in a breach of section 8.2 above, after having been called to order by the Chair, the chair shall without debate call the question "Shall the Member be ordered to leave his or her seat for the duration of the Meeting?", and this question shall not be debatable.
- 8.4 If the Committee decides the question set out above in the affirmative by a majority vote of the Members present, the Chair shall order the Member to leave his or her seat for the duration of the Meeting.
- 8.5 If the Member apologizes, the Committee may permit the Member to resume his or her seat.

- 8.6 If the Member does not apologize or does not leave his or her seat after being ordered to do so, then the Chair will direct the Secretary-Treasurer to seek the appropriate assistance from the Ontario Provincial Police.
- 8.7 In the event that a Member misses three consecutive Meetings or more than 50 percent of all Meetings in a calendar year, Council may remove said Member from the Committee.
- 8.8 In the event that a Member engages in grave misconduct in the course of their duties as a Member, including the violation of any Corporate Policy, Council may remove said Member from the Committee.
- 8.9 Attendees at a Meeting shall maintain order and quiet and shall not display signs or placards, applaud, heckle or engage in telephone or other conversation or any behaviour which may be considered disruptive, inconsiderate, disrespectful or intimidating to others.
- 8.10 Any person who disrupts a Meeting shall be asked by the Chair to stop the disruptive behaviour and if the person persists they shall be asked to leave the Meeting.
- 8.11 If a person refuses to leave the Meeting upon being requested to do so by the Chair, the Chair may recess the Meeting and may direct the Secretary-Treasurer to seek the appropriate assistance of the Ontario Provincial Police.
- 8.12 All cell phones and electronic devices, except those in use to record or otherwise facilitate the Meeting, shall be turned off or otherwise set so as to not emit any audible sound during a Meeting.

9. VOTING

- 9.1 The Chair shall call the vote immediately after all Members desiring to speak to a motion have spoken. No further speakers shall be permitted after the Chair has called the vote.
- 9.2 Each Member, when requested by the Chair, shall indicate by show of hands, their position on the motion under consideration. The majority decision of the Committee on the motion shall constitute the decision of the Committee. If the initial motion fails, a new motion is requested by the Chair and continued until a majority of the Members approve a motion.
- 9.3 Subject to 9.4, all Members present shall be required to vote and if any Member refuses to do so, they will be deemed to be voting in the negative. The Chair shall indicate his/her vote only after all other Members have voted.
- 9.4 When the Committee is comprised of an even number, and still has quorum, the Chair may refrain from voting to preclude a tie vote.
- 9.5 Any motion on which there is a tie vote shall be deemed to be defeated.

10. POINT OF PRIVILEGE

- 10.1 A Member may at any time raise a Point of Privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals, or the entire Committee, or the ability of an individual to participate.
- 10.2 A Point of Privilege shall take precedence over any other matter.

- 10.3 A Member shall not be permitted to enter into any debate or introduce any motion not related to the Point of Privilege.
- 10.4 The Chair shall decide upon the Point of Privilege and advise the Members of the decision.
- 10.5 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 10.6 If the decision of the Chair is appealed, the question "Shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final.
- 10.7 When the matter has been determined to be a Point of Privilege, the Member shall be afforded an opportunity to propose a motion in relation to that Point of Privilege.

11. POINT OF ORDER

- 11.1 A Member may at any time raise a Point of Order to a perceived violation of the rules of procedure.
- 11.2 The Chair shall decide upon the Point of Order and advise the Members of the decision.
- 11.3 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 11.4 If the decision of the Chair is appealed, the question "Shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final.

12. ADJOURNMENT

- 12.1 All Meetings shall adjourn by ~~6~~7:00 p.m., unless otherwise determined through a motion by a majority of the Members present.
- 12.2 If there are remaining applications on the agenda which have not been heard by the time required to adjourn the Meeting, the Secretary-Treasurer will assign a date to resume the public meeting, and no further public notice will be required to be provided.

13. DECISIONS OF THE COMMITTEE

- 13.1 No decision of the Committee on an application is valid unless it is concurred by the majority of the Members that heard the application, and the decision of the Committee shall be in writing and shall set out the reasons for the decision and shall be signed by the Members who concur in the decision.
- 13.2 A copy of the Committee's written decision will be prepared and issued in accordance with the provisions of the Planning Act.
- 13.3 A copy of the Committee's written decision shall be sent to each person who appeared in person or by agent or representative to express an interest in the application. In addition, any other person expressing an interest in an application shall leave their name and address with the Secretary-Treasurer at the Meeting, or may submit a written request, should they wish to receive a copy of the written decision and any further correspondence with respect to the application, pursuant to the provisions of the Planning Act.

14. REQUESTS FOR DEFERRAL OR WITHDRAWAL

- 14.1 A request for deferral of a matter on the scheduled Meeting date by the applicant or authorized agent must be for reasonable cause and must be made at the Meeting. If granted, the Committee after consultation with the Secretary-Treasurer, will set a new Meeting date for the application to be heard and notwithstanding section 3 of this by-law, no further notice of the Meeting date will be provided.
- 14.2 The applicant or their representative may request that an application be withdrawn. Such requests may be made to the Secretary-Treasurer in advance of the Meeting date or at the Meeting. The Secretary-Treasurer will record that the application was withdrawn from the Committee's agenda and the Committee will take no action on the matter at the Meeting.

15. GENERAL

- 15.1 Following the application by the owner or representative of the owner, for any land, building or structure located within the Township of Mapleton, but prior to the Meeting where the application will be considered by the Committee, the Members may conduct individual site visits.
- 15.2 During site visits Members shall not discuss with the applicant or other interested individuals, any of the merits of the application or any issue or matter in connection with the application to be decided by the Committee.

~~15.3 That By-law Number 2015-002 be repealed.~~

16. FORCE AND EFFECT

- 16.1 This By-Law shall take effect and become in full force and effect upon the day of third reading and passage thereof.

~~READ~~ a first, ~~and~~ second and third time this _____ 27th day of _____ January, 201520.

~~READ a third time and passed this 27th day of January, 2015.~~

Mayor Gregg Davidson~~Neil Driscoll~~

CAO Clerk Barb Schellenberger~~Patty Sinnamon~~

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
PUBLIC WORKS REPORT PW2020-11

TO: Mayor Davidson and Members of Council
FROM: Sam Mattina, CET, CMM III, Director of Public Works
RE: Cemetery Operating By-law Update
DATE: May 26, 2020

RECOMMENDATION:

THAT Township of Mapleton Council receive PW Report PW2020-11 dated May 26, 2020 regarding Cemetery Operating By-law Update;

AND FURTHER THAT Council supports the draft by-law and directs staff to proceed with necessary steps for approval.

BACKGROUND:

The Funeral, Burial and Cremation Services Act, 2002 (FBCSA) received Royal Assent in the Ontario Legislature on December 13, 2002. In February 2011, the FBCSA was proclaimed in force to take effect July 1, 2012. The new Act consolidates and modernizes two statutes, the Cemeteries Act (Revised) and the Funeral Directors and Establishments Act. The FBCSA provides the framework for the regulation of the bereavement sector including cemeteries, funeral establishments and funeral directors, transfer services, crematoriums and staff employed by these businesses.

The FBCSA defines key terms, specifies what businesses are covered and spells out consumer rights and entitlements, generally at a high level. The regulations provide more details on matters dealt within the Act. Therefore, the Act and regulations should always be read together.

The updating of the bylaw is a housekeeping exercise keeping the municipal bylaw provisions current with the Bereavement Authority of Ontario guidelines.

In staff's review, one section was found to apply to the current by-law and has been updated as illustrated in the legislation as follows;

The excerpt from their News Bulletin is as follows:

Resale of unused interment rights: this is an important change that will directly affect all cemetery operators. The FBCSA allows interment rights holders to resell unused rights at the cemetery operator's current price list amount.

A cemetery operator who intends to prohibit the resale of interment rights on the open market must reflect this restriction in his or her approved by-laws. Should a cemetery's by-laws not reflect this restriction, the law provides that interment rights can be sold on the open market.

If the cemetery is repurchasing the rights when resale is prohibited, it may deduct from the price being paid to the interment rights holder the amount that has already been paid into the care and maintenance fund.

As the minimum care and maintenance contributions are increasing, you may wish to review your current pricing for interment and scattering rights.

Note: All re-sales and transfers of interment rights must be carried out through the cemetery operator, who will:

- Verify the validity of the seller's ownership of the rights
- Confirm that the seller has provided the buyer with a copy of the cemetery's by-laws (if additional copies are provided by the cemetery, a fee may be charged)
- Make sure that the buyer meets any particular restrictions for ownership of the interment rights (the cemetery operator may charge an administrative fee for issuing the new interment rights certificate).

Staff will work with the BAO, to finalize the draft bylaw before final approval and passing by Mapleton Council.

The required public notice will take place, and as required, will be forwarded to the BAO.

The draft bylaw has been updated to reflect the above noted changes. It is attached to this report as Attachment #1. Bylaw Number 2010-053, included for reference as Attachment #2, will be repealed upon approval of the proposed draft bylaw presented in this report.

PREVIOUS PERTINENT REPORTS:

None

DISCUSSION:

None necessary

CONSULTATION:

Public Works Department and Clerk's Department, using resources from the Bereavement Authority of Ontario (BAO)

FINANCIAL IMPLICATIONS:

None

SUMMARY:

The updating of the bylaw is a housekeeping exercise keeping the municipal bylaw provisions current with the Bereavement Authority of Ontario guidelines.

COMMUNICATION:

Legislation dictates the process. Public notice by way of a newspaper ad will take place, along with notification to monument suppliers. Any public will also be provided with access to the by-law, as per legislated requirements.

STRATEGIC PLAN:

Municipal Infrastructure:

The Local Economy:

Recreation:

Municipal Administration: Building a Supporting a strong and efficient Municipal Administration

Financial Responsibility:

Prepared By:
Sam Mattina, CET. CMM III Dipl. MM
Director of Public Works

Reviewed By:
Manny Baron
CAO

Attachments:

1. Draft By-law
2. By-law Number 2010-053

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

DRAFT BY-LAW

BEING A BY-LAW TO PROVIDE FOR RULES AND REGULATIONS FOR THE CARE AND CONTROL OF CEMETERIES OWNED BY THE TOWNSHIP OF MAPLETON AND REPEAL BY-LAW NUMBER 2010-053

WHEREAS Section 10 of the Municipal Act, 2001 provides that municipalities may provide any service that the municipality considers necessary or desirable for the public; and

WHEREAS the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 (the "Act"), which comes into effect July 1st, 2012, regulates the operation of cemeteries in Ontario; and

WHEREAS a new by-law respecting the regulation and management of Township cemeteries is required to comply with the amendments to the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 (the "Act") which came into effect in July 2012; and

WHEREAS the Council of the Corporation of the Township of Mapleton deems it desirable to enact a By-Law to regulate the operation, care and control of cemeteries, described as Drayton Cemetery (previously named St. Martin's Cemetery and Victoria Cemetery) located at 187 Wellington Street North, Drayton and Hollen Cemetery located at 8051 Hollen Road in the Township of Mapleton; and

WHEREAS Public Notice of Council's intention to pass this By-Law was provided in accordance with the Act; and

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

Index to Contents

- Section A: Definitions
- Section B: General Information
- Section C: Sale of Interment Rights (including transfer)
- Section D: Cancellation or Resale of Interment Rights

Township of Mapleton
Cemetery Operating By-law

- Section E: Interment of Remains and Cremains
- Section F: Memorialization – Monuments and Markers
- Section G Columbarium Regulations
- Section H: Care and Planting
- Section I: Items that are Prohibited and Permitted
- Section J: Contractor/Monument Dealers

Preface

1. THAT this By-law may be cited and known as “The Cemetery By-law”.
2. THAT The Corporation of the Township of Mapleton reserves full and complete control and management of all assets of the Corporation including but not limited to the generality of the foregoing, all lands, buildings, plantings, roads, utilities, books and records of the cemetery and complete authority to administer the by-law.
3. THAT the Director of Public Works shall have custody of the Cemetery under the direction of the Corporation. The Director has the authority to make final and binding decisions based on the by-law.
4. THAT the Cemeteries shall be managed and governed by the Rules and Regulations set out in this by-law.
5. THAT any current by-laws and any other by-laws or resolutions or parts of by-laws or resolutions relating to the rules and regulations for the operation, care and control of municipality owned cemeteries inconsistent with this by-law are hereby repealed.
6. THAT this By-Law shall come into force and take effect on the date of approval of the Registrar appointed under the Act.

SECTION A: DEFINITIONS

Act: Funeral, Burial & Cremation Services Act, 2002, S.O. 2002, c.33, (FBCSA) including any provincial Regulations made pursuant to said Act, and specifically Ontario Regulation 30/11.

Burial: The opening and closing of an in ground lot or plot for the disposition of human remains or cremated human remains.

Cemetery By-Law: This By-Law and any amendments hereto under which a Cemetery operates or as approved by the Council of the Corporation of the Township of Mapleton.

Care and Maintenance Fund: It is a requirement under the Act that a percentage of the purchase price of all Interment Rights, and set amounts for marker and monument installations is contributed into the Care and Maintenance Fund. Interest earned from this fund is used to provide care and maintenance of plots, lots, markers and monuments at the Cemetery.

Cemetery: Land, owned and operated by the Corporation of the Township of Mapleton, that has been established as a cemetery under the Act, a private Act or a predecessor of one of them that related to cemeteries, or land that was recognized by the Registrar as a cemetery under a predecessor of the Act that related to cemeteries and includes land that in the prescribed circumstances has been otherwise set aside for the interment of human remains and a Columbarium intended for the interment of human remains.

Cemetery Operator: The Corporation of the Township of Mapleton which reserves full control over the cemetery management and operation of the land within the cemetery grounds.

Cemetery Services:

Offered as listed:

- (i) interment rights
- (ii) opening or closing of a grave
- (ii) interring or disinterring human remains
- (iv) providing temporary storage in a receiving vault
- (v) installation of a foundation for a marker
- (vi) inspection of markers, and any editing
- (vii) setting of corner posts and footstones
- (viii) transfer fee

Contract: For purposes of the Cemetery By-Law, all purchasers of interment rights must sign a contract with the Cemetery Operator, detailing obligations of both parties and acceptance of the Cemetery By-Law.

Corner Posts: Shall mean any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot.

Corporation: The Corporation of the Township of Mapleton.

Council: Means the Council of The Corporation of the Township of Mapleton.

Director of Public Works: The Corporation of the Township of Mapleton Director of Public Works or designate.

Fees & Charges: The list of Cemetery Fees & Charges approved by Council.

Grave: (Also known as Lot); any in ground burial space intended for the interment of a child, adult or cremated human remains.

Interment Right: The rights to require or direct the interment of human remains or cremated human remains in a grave, lot, niche or crypt and to direct the associated memorialization.

Interment Rights Certificate: The document issued by the Cemetery Operator to the purchaser once the interment rights have been paid in full, identifying ownership of the interment rights.

Interment Rights Holder: Any person or persons designated to hold the right to inter human remains in a specified lot, and "Rights Holder" shall have the same meaning.

Lot: For the purposes of these rules and regulations a lot is a single grave space.

Lot - Cremation Gardens: An area of land in the cemetery set aside in the Cremation Gardens to contain human cremains including space for a marker.

Marker: Shall mean any permanent memorial structure that is set flush and level with the ground and used to mark the location of a burial or lot.

Monument: Any permanent memorial projecting above the ground installed within the designated space to mark the location of a burial or lot.

Niche: An individual compartment in a columbarium for the entombment of cremated human remains.

Pre-need supplies or services: Cemetery supplies or services that are not required to be provided until the death of a person alive at the time the arrangements are made.

Township: The Corporation of the Township of Mapleton.

Transfer of Interment Rights: An inter vivos (during lifetime) or post mortem (after death) transfer made without any consideration or receipt of funds for such transfer. Such transfer is to be distinguished from a re-sale which is prohibited except to the Cemetery Operator on the terms and conditions as hereinafter set out.

Transfer Form: Means the form to be completed for any transfer or resale of interment rights.

SECTION B: GENERAL INFORMATION

Hours of Operation:

Visitation Hours: Dawn to dusk

Children under the age of 12 must be accompanied by an adult who will be responsible for their conduct.

Burial Hours: Monday to Friday 10:00 a.m. – 3:00 p.m.
Saturday: 10:00 am. – 2:00 p.m.

No interments will take place on Sundays or the following Statutory and Civic Holidays:

New Year's Day (S)
Victoria Day (S)
Thanksgiving Day (S)
Family Day (S)
Canada Day (S)
Christmas Day (S)
Good Friday (S)
Civic Holiday
Boxing Day (S)
Easter Monday
Labour Day (S) (S) Statutory

Winter interments and disinterments are permitted, however, they will be at the approval of the Director.

Fee for service is in accordance with the Fees and Charges By-law, as amended from time to time.

General Conduct:

The Cemetery Operator reserves full control over the cemetery operations and management of land within the cemetery grounds including the following:

- All sales of lots and cemetery services for the maintenance of cemetery records and shall administer the Cemetery budget as approved by Council.
- Ensure that all accounts are rendered and notices in connection with cemetery business are carried out and shall transact all routine business in accordance with this by-law.
- Shall maintain up-to-date records of the plans or surveys of the cemeteries; the names of all interment rights holders and their addresses, copies of all contracts for the purchase of cemetery supplies and/or services.
- Copies of all transfers of interment rights. The date of and location of all interments within the cemeteries, and whether such interments are of cremated remains.
- A copy of the contract of the interment rights holder for each interment.

Township of Mapleton
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- Applications for each contract with respect to the placement of markers.

No person shall or cause to damage, destroy, remove or deface any property within the cemetery.

All visitors must conduct themselves in a quiet manner and shall not disturb any service being held.

By-Law Amendments:

The cemetery shall be governed by the Cemetery By-Law, and all procedures will comply with the Funeral Burial & Cremation Services Act, 2002 and Ontario Regulation 30/11, which may be amended periodically.

All By-Law amendments must be:

- a) published once in a newspaper with general circulation in the locality in which the cemetery is located;
- b) conspicuously posted on a sign at the entrance of the cemetery; and
- c) delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers of their installation.

All By-Laws and By-Law amendments are subject to the approval of the Registrar, Cemeteries and Crematoriums Regulation Unit and Bereavement Authority of Ontario (BAO).

Liability:

The Cemetery Operator will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God or vandals) to, any lot, plot, columbarium niche, mausoleum crypt, monument, marker or other article that has been placed in relation to an interment save and except for direct loss or damage caused by gross negligence of the cemetery.

Notice of Transfer of Interment Rights:

The cemetery operator prohibits the resale of interment rights to a third party and will repurchase these rights at the price listed on the current price list.

In the case of a request received by the cemetery operator for transmission of ownership by Interment Rights by reason of a bequest made in a validly executed Last Will and Testament, the Cemetery Operator reserves the right to require the production of a Notarial Copy and/or Court Certified Copy of the Last Will and Testament or a Certificate of Appointment of Estate Trustee; or other evidence sufficient to prove the proper transmission of ownership on death of the rights holder.

Township of Mapleton
Cemetery Operating By-law

Where the deceased Interment Rights Holder has left a Last Will and Testament containing a specific bequest of the Lot, a Notarial Copy and/or Court Certified Copy of the said Last Will and Testament or a Certificate of Appointment of Estate is required.

If the Will does not contain a specific bequest of the Lot, a request in writing from the Estate Trustee(s) for the transfer is required.

Where the Interment Rights Holder dies without a will, a request in writing from the Estate Trustee(s) or, if no Estate Trustee has been appointed, from all of the heirs-at-law.

Where the Interment Rights Holder wishes to transfer such rights during his or her lifetime, the Rights Holder shall so advise the Cemetery Operator, who may request reasonable proof that such transfer does not constitute a resale before effecting same.

All transfer of interment rights shall be subject to payment of the required Cemetery Fees & Charges as established from time to time, and in compliance with all other provisions of the Cemetery By-Laws.

Public Register:

Provincial legislation - Section 110 of Ontario Regulation 30/11 requires all cemeteries and crematoriums to maintain a public register that is available to the public during regular office hours.

Pets or Other Animals:

Pets or other lower animals, including cremated animal remains, are not allowed to be buried on cemetery grounds.

Right to Re-Survey:

The Cemetery Operator has the right at any time to re-survey, enlarge, diminish, replot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

SECTION C: SALE OF INTERMENT RIGHTS

Interment Rights to a lot, plot or niche may be purchased from the cemetery at the rate as set out in the Township of Mapleton Fees & Charges By-Law and in accordance with approved plans. The prices for Interment Rights include the applicable portion for deposit to the Cemetery's Care and Maintenance Fund.

The purchase of services will be made directly through the Cemetery Operator by way of completing the contract form.

Township of Mapleton
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A Representative may, on behalf of the Interment Rights Holder(s), make full payment for cemetery services at the time of need and may accept full payment for the services.

A monument company may submit and or accept and submit payment payable to the cemetery operator for monument/marker care and maintenance.

All payments for Interment Rights shall be made to the Cemetery Operator.

The Cemetery Operator shall provide the following to the Interment Rights Holder upon full payment:

- a) Interment Rights Certificate
- b) Invoice marked paid
- c) Copy of the Cemetery By-Law & Rules & Regulations
- d) Price list
- e) Consumer Information Guide to Funeral, Burials and Cremation Services

If interment rights are sold and are not exercised within 20 years of the date of sale, the cemetery operator may, after the 20 years has elapsed, apply to the registrar for a declaration that the rights are abandoned.

SECTION D: CANCELLATION, RESALE OR TRANSFER OF INTERMENT RIGHTS

Purchasers of interment rights acquire only the right to direct the burial of human remains and the installation of monuments, markers and inscriptions, subject to the conditions set out in the Cemetery By-Law. No burial, entombment, or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full.

In accordance with cemetery by-laws, no burial, or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full. An interment rights certificate will be issued to the interment rights holder(s) when payment has been made in full. The purchase of interment rights is not a purchase of real estate or real property.

Cancellation of Interment Rights within 30 Day Cooling-Off Period:

- A purchaser has the right to cancel an interment rights contract within thirty (30) days of signing the interment rights contract, by providing written notice of the cancellation to the Cemetery Operator. The Cemetery Operator will refund all monies paid by the purchaser within thirty (30) days from the date of the request for cancellation.

Cancellation of Interment Rights after the 30 Day Cooling-Off Period:

- Upon receiving written notice from the purchaser of the interment rights, the Cemetery Operator will determine if it will repurchase the interment rights and issue a refund to the purchaser for the amount paid for the interment, less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. This refund will be made within thirty (30) days of receiving said written notice, if applicable. If the Interment Rights Certificate has been issued to the interment rights holder, the certificate must be returned to the Cemetery Operator along with the written notice of cancellation. Any services provided, such as the purchase of corner posts, will not be refunded.
- If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder are not entitled to cancel the contract or re-sell the interment rights, and no refund will be permitted.

Resale of Interment Rights after 30 Day Cooling-Off Period:

ALL REALES OF INTERMENT RIGHTS TO A THIRD PARTY ARE PROHIBITED; AND FURTHER MUST BE CARRIED OUT THROUGH THE CEMETERY OPERATOR

- If a rights holder(s) wishes to re-sell the interment the rights holder(s) must make the request to the cemetery operator in writing. The cemetery operator will repurchase the interment rights at the price listed on the cemetery operator's current price list less the Care & Maintenance Fund contribution made at the time of purchase. The re-purchase and payment to the rights holder requesting the sale must be completed within 30 days of the request.
- The interment rights holder requesting the resale of the rights must return the interment rights certificate to the cemetery operator and the rights holder(s) must endorse the interment rights certificate, transferring all rights, title and interest back to the cemetery operator. The appropriate paperwork with applicable fee must be submitted before the cemetery operator reimburses the rights holder(s).

SECTION E: INTERMENT OF REMAINS AND CREMAINS

- Interment rights holder must provide written authorization prior to an interment taking place. Should the interment rights holder be deceased, authorization to the satisfaction of the Cemetery Operator must be provided in writing by the person authorized to act on behalf of the interment rights holder i.e. Personal Representative, Estate Trustee, Executor or next of kin.

Township of Mapleton
Cemetery Operating By-law

- A burial permit issued by the Registrar General or equivalent document showing the death has been registered with the province must be provided to the Cemetery Operator's Office prior to a burial taking place. A Certificate of Cremation must be submitted to the Cemetery Operator's Office prior to the burial of cremated remains taking place.
- In accordance with the Act the purchaser of interment rights must enter into a cemetery contract, providing such information as may be required by the Cemetery Operator for the completion of the contract and the public register prior to each burial or entombment of human remains or cremated human remains.
- Payment must be made to the Cemetery Operator before a burial can take place.
- The Cemetery Operator shall be given 48 business hours of notice for each burial of human remains.
- The opening and closing of graves and niches may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.
- Cremated remains are not permitted to be scattered on a grave.
- Human remains may be disinterred from a lot provided that the written consent (authorization) of the interment rights holder has been received by the Cemetery Operator and the prior notification of the Medical Officer of Health. A certificate from the local Medical Officer of Health must be received at the Cemetery Operator's office before the removal of casketed human remains may take place. A certificate from the local Medical Officer of Health is not required for the removal of cremated remains.
- In special circumstances, the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).
- A single grave may contain the following:
 - a) One (1) non-cremated interment; or
 - b) One (1) non-cremated interment plus three (3) cremains placed on top where there is sufficient ground cover to do so: or
 - c) Four (4) cremains placed firstly at the head of the grave and lastly at the foot of the grave.
- Double depth burials are not permitted as of the date of passing of this by-law, however, double depth burials in Drayton Cemetery are permitted where graves were purchased between January 1, 2003 and June 22, 2010 when
 - a) the first interment was placed in a concrete vault or grave liner at double depth; and

- b) certificate of interment rights indicates that the purchase was to accommodate a double depth burial.

SECTION F: MEMORIALIZATION – MONUMENTS AND MARKERS

- F.1 No memorial or other structure shall be erected or permitted on a lot until all charges have been paid in full.
- F.2 No monument or marker of any description shall be placed, moved, altered, or removed without the permission from the Cemetery Operator.
- F.3 Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered to be normal wear, and repair of same shall not be the responsibility of the Cemetery Operator.
- F.4 The Cemetery Operator will take reasonable precautions to protect the property of interment rights holders, but it assumes no liability for the loss, or damage to, any monument, marker, or other structure, or part thereof.
- F.5 The Cemetery Operator reserves the right to determine the maximum size of monuments, number and location on each lot or plot. They must not be of a size that would interfere with any future interments.
- F.6 All foundations for new monuments shall be built by, or contracted to be built for, the Cemetery Operator at the expense of the interment rights holder.
- F.7 Should any monument or marker present a risk to public safety because it has become unstable, the Cemetery Operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk (at the cost to the cemetery).
- F.8 The Cemetery Operator reserves the right to remove at its sole discretion any marker, monument or inscription which is not in keeping with the dignity and decorum of the cemetery by the Cemetery Operator.
- F.9 A monument or other structure shall be erected only after the specific design plans have been approved by the Cemetery Operator including: dimensions, material of structure, construction details, and proposed location.
- F.10 In keeping with the Cemetery By-Laws only one monument and set of cornerstones shall be erected within the designated space of any lot.

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- F.11 Cremation lot markers will be installed by the marker supplier under the supervision of the Cemetery Operator and may be centered over no more than two (2) cremation lots.
- F.12 The minimum thickness for flat markers is 4 inches or 10 cm.
- F.13 The minimum thickness for an upright monument is 6 inches or 12 cm.
- F.14 All monuments and markers shall be constructed of granite or bronze and permitted only in specific designated areas.
- F.15 Minimum thickness of the dies shall be 6" (15.24 cm) and able to withstand the 200lbs of horizontal force applied anywhere on the monument without toppling.
- F.16 All monuments will include a 20.32 cm (8") thick base with no less than 10.16cm (4") of rocked finish from ground level. The top surface of the base must be both wider and longer than the die in order to provide a minimum border of 7.62cm (3") on the surface of the base exposed on all sides. No part of the die shall exceed the width of the base at any point.
Foundations are required for upright markers.
- F.17 Inscriptions shall be in keeping with the dignity and decorum of the cemetery. All inscriptions not to the satisfaction of the cemetery operator shall be forthwith removed at the expense of the person who made, or cause to be made, the inscription.
- F.18 The maximum size of one monument allowed on a single lot, including a 20.32 cm (8") thick base, is:
Height: 96.5 cm (38") overall height – maximum
Width: 61 cm (24") maximum
Thickness of die: 15.2 cm (6") minimum
Base: 76.2 cm (30") maximum x 30.5 cm (12") minimum
- F.19 The maximum size of one monument allowed on a double plot, including a 20.32 cm (8") thick base, is:
Height: 122 cm (48") overall height – maximum
Width: 122 cm (48") maximum
Thickness of die: 15.2 cm (6") minimum
Base: 137.16 cm (54") maximum x 30.5 cm (12") – minimum
- F.20 The maximum size of one monument allowed on a triple plot (or greater), including a 20.32 cm (8") thick base, is:

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Height: 147.3 cm (58") overall height – maximum
Width: 182.9 cm (72") maximum
Thickness of die: 15.2 cm (6") minimum
Base: 203.2 cm (80") maximum x 30.5 cm (12") minimum

F.21 No monument shall be delivered to the cemetery for installation until the monument foundation has been completed, and the interment rights holder and or monument retailer have been notified by the Cemetery Operator.

F.22 Markers of granite or bronze are permitted with size and quantity restrictions according to Cemetery By-Laws and the placement of such memorials shall not interfere with future interments.

Single lot maximum 1 marker - 24" x 18" (61 cm x 45.72 cm)
Double lot maximum 1 marker - 42" x 18" (106.68 cm x 45.72 cm)
Triple lot maximum 1 marker - 60" x 18" (152.4 cm x 45.72 cm)
Foot Marker maximum 1 per lot - 12" x 6" (30.5 cm x 15.24 cm)

F.23 Cremation Gardens lot

- Markers do not require a foundation
- On a single cremation lot, the marker shall be no greater than 20" X 16" (50.8 cm x 40.64 cm)
- On double cremation lots, the marker shall be no greater than 40" X 16" (101.6 cm X 40.64 cm) (See F.25 below)

F.24 Location of markers/monuments:

- One monument permitted to be centered on a single lot.
- One marker, centered, is permitted per single/double/triple lot
- One monument shall be centered between two lots and one monument shall centered between three or more lots.
- One foot marker, centred at the foot of the lot, is permitted per lot that has an existing monument or marker

F.25 All markers larger than 20" x 16" (50.8 cm x 40.64 cm) shall be required to be set in concrete.

F.26 Pillowed markers that are not horizontal to the ground shall not be permitted.

F.27 In any area within a cemetery which is designated as an area permitting markers only, no monument shall be placed except by specific permission in writing granted by the Cemetery Operator.

SECTION G: COLUMBARIUM REGULATIONS

- G.1 No person other than cemetery staff shall remove or alter niche fronts.
- G.2 All niche fronts inscribing must be approved by the Cemetery Operator to ensure quality control, desired uniformity and standard of workmanship.
- G.3 No person shall add attachments or decorations on the columbarium.
- G.4 Each niche will not be overcrowded and above its specified range. It is the responsibility of the rights holder to ensure that the urns used are sized to fit inside the niche.

SECTION H: CARE AND PLANTING

A portion of the price of interment rights is trusted into the Care and Maintenance Fund. The income generated from this fund is used to maintain, secure and preserve the Cemetery grounds. Services that may be provided through this fund include:

- Re-levelling and sodding or seeding of lots
- Maintenance of cemetery roads, sewer and water systems
- Maintenance of perimeter walls and fences
- Maintenance of cemetery landscaping
- Maintenance of mausoleum and columbarium
- Repairs and general upkeep of cemetery maintenance buildings and equipment

- No person other than cemetery staff shall remove any sod or in any other way change the surface of the burial lot in the cemetery.

- Flower beds not exceeding 12" (30.48 cm) in distance from the monument and no greater than the width of the base of the monument shall be permitted. Raised borders of any material are not permitted.

- Flowers or vases placed on a grave shall be removed by the cemetery staff after a reasonable time to protect the sod/seed and maintain the tidy appearance of the cemetery.

SECTION I: ITEMS THAT ARE PROHIBITED AND PERMITTED

The Cemetery Operator reserves the right to regulate the articles placed on lots or plots which may pose a threat to the safety of all interment rights holders, visitors to the cemetery and cemetery employees, or which prevent the cemetery from performing

general cemetery operations, or which are not in keeping with the respect and dignity of the cemetery.

Prohibited articles include non-heat resistant glass, ceramics, corrosive metals, loose stones, sharp objects, trellises, arches or benches, which will be removed and disposed of without notification or compensation.

No person shall be allowed to plant a tree or trees.

The Cemetery Operator reserves the right to disallow or remove quantities of memorial wreaths or flowers considered by the Cemetery Operator to be excessive or that diminishes the otherwise tidy appearance of the cemetery.

SECTION J: CONTRACTOR / MONUMENT DEALERS

Any contract work to be performed within the cemetery requires the written preapproval of the interment rights holder and the Cemetery Operator before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, designs, drawings, plans and detailed specification relating to the work, proof of all applicable government approvals and permits, and the location of the work to be performed. It is the responsibility of all contractors to report to the Cemetery Operator's office and provide the necessary approvals before commencing work at any location on the cemetery property.

Prior to the start of any said work, contractors must provide proof of:

- WSIB coverage

- Occupational Health and Safety compliance standards

- Environmental Protection

- WHMIS

- Evidence of liability insurance of not less than \$5,000,000.00 (Five million dollars)

All Cemetery By-Laws apply to all contractors and all work carried out by contractors within the cemetery grounds.

Contractors, monument dealers and suppliers shall not enter the cemetery in the evening, weekends or statutory holidays, unless approval has been granted by the Cemetery Operator.

No work will be performed at the cemetery except during regular business hours of the cemetery.

Contractors shall temporarily cease all operations if they are working and a funeral is in progress, until the conclusion of the service. The Cemetery Operator reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work

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being performed by the contractor is deemed to be a disturbance or disrespectful to any funeral or public gathering within the cemetery.

Contractors, monument dealers and suppliers shall lay wooden planks on the burial lots and paths over which heavy materials are to be moved in order to protect the surface from damage.

READ a first, second and third time this day of , 202__.

Mayor Gregg Davidson

Clerk Barb Schellenberger

DRAFT

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2010-053

Being a By-law to regulate the operation of
Drayton and Hollen Cemeteries



WHEREAS the Corporation owns and operates the Mapleton Cemeteries which

- i) Drayton Cemetery
- ii) Hollen Cemetery

and wishes to establish rules and regulations for the operation of the above noted cemeteries pursuant to the provisions of the Act.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MAPLETON HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS

"Act" means the Cemeteries Act, (Revised) R.S.O. 1990 c. C.4, as amended.

"Care and Maintenance Fund" means the trust fund established pursuant to s.35 of the Act, with respect to the Cemetery.

"Cemetery" means the Drayton Cemetery or the Hollen Cemetery which are owned by the Township of Mapleton.

"Cemetery Services", includes,

- (i) opening or closing of a grave;
- (ii) interring or disinterring human remains;
- (iii) providing,
 - (a) carrying and lowering devices;
 - (b) ground cover for an interment service;
- (iv) providing temporary storage in a receiving vault;
- (v) installation of a foundation for a marker,
- (vi) inspection of markers; and
- (vii) setting of corner posts and footstones

"Cemetery Supplies" includes foundations for markers and corner posts.

"Chapel" means the chapel located in the Drayton Cemetery.

"Clerk" means the Clerk of the Corporation of the Township of Mapleton, or such person's designate;

"Committee" shall mean the Committee appointed by the Council of The Corporation of the Township of Mapleton to provide advice concerning the general management of the cemeteries pursuant to the provisions of these rules and regulations and such further direction from Council by resolution or by-law.

"Council" means the Council of the Corporation of the Township of Mapleton;

"Cremation Lot or Cremation Grave" means any burial space intended to receive not more than one (1) cremated remains and having a minimum size of 60.69cm (24 inches) by 60.69cm (24 inches).

"Director" shall mean the Township of Mapleton Director of Public Works or such designate;

"Grave" means any burial space measuring 3.04 metres (10 feet) by 1.2 metres (4 feet) in the Drayton Cemetery, and 9 feet by 4 feet in the Hollen Cemetery (active section);

"Human remains" means a dead human body and includes a cremated human body;

"Income" means the interest or money earned, including the compounding thereof, by the investment of funds;

"Inter" means the burial of human remains;

"Interment Rights" includes the right to require or direct the interment of human remains in a lot;

"Interment Rights Holder" means a person with interment rights under the *Cemeteries Act*, (Revised), R.S.O. 1990, c. C.4 being *Chapter c.3 of the Revised Statutes of Ontario, 1990*, or a predecessor of that Act.

"Lot" means an area of land in a cemetery containing, or set aside to contain, human remains including a cremation lot;

"Marker" means any monument, tombstone, corner posts, footstone affixed to or intended to be affixed to lot(s);

"Municipality" refers to the Corporation of the Township of Mapleton;

"Non-resident" means an individual who is not a resident of the Township of Mapleton;

"Plan" shall mean the plan or plans of the cemetery, approved by the Ministry;

"Pre-need supplies or services" means cemetery supplies or services that are not required to be provided until the death of a person alive at the time the arrangements are made;

"Prescribed" means prescribed by the regulations made under the *Cemeteries Act*, (Revised), R.S.O. 1990 c. C.4;

"Resident" means an individual owning land in the Township of Mapleton, or living within the Township of Mapleton limits, or a former resident who since leaving the Township of Mapleton has been under continuous nursing care at the time of his or her death;

"Treasurer" means the Treasurer of the Corporation of the Township of Mapleton, or such person's designate;

"Trust Fund" means a trust fund established for the purpose of this Act.

2. ADMINISTRATION

- 2.1 The Corporation of the Township of Mapleton reserves full and complete control and management of all assets of the Corporation including but not limited to the generality of the foregoing, all lands, buildings, plantings, roads, utilities, books and records of the cemetery and complete authority to administer the within by-law.
- 2.2 The Director of Public Works shall have custody of the Cemetery under the direction of the Corporation. No interment or removal of bodies shall take place without notice to the Director, who shall see that a proper Burial permit or other certificate required is furnished in each instance.
- 2.3 The Director or his representative shall uphold the provisions of this by-law and the Act. The Director has the authority to make final and binding decisions based on the by-law. Appeals to the Director's decision can be made to the Council of the Corporation of the Township of Mapleton.
- 2.4 All notices required by any by-law or regulation to be given to any Interment Rights Holder may be given personally, or may be mailed to the last known post office address of such Rights Holder or his legal personal representatives, and proof that such notice was so mailed shall be good and sufficient proof that such notice was given.

3. RULES AND REGULATIONS

The cemetery shall be managed and governed by the rules and regulations set out in Schedule "A" Attached to this By-law.

4. TARIFF

All sales of lots and all cemetery services provided to or on behalf of interment rights holders shall be made or performed based on the price list set out in Schedule "B" attached to this by-law, as amended from time to time.

5. PENALTY PROVISIONS

Every person who contravenes any of the provisions of this By-law shall be guilty of an offence and upon conviction thereof forfeit and pay a penalty not exceeding (exclusive of costs) the sum of five thousand dollars (\$5,000.00) for such offence and every penalty shall be recoverable under the *Provincial Offences Act R.S.O. 1990*.

6. REPEAL OF PREVIOUS BY-LAWS


By-law 2005-015 of The Township of Mapleton is hereby repealed.

7. EFFECTIVE DATE.

This By-law shall come into force and take effect upon receiving approval of the Ministry.

READ a first and second time this 22nd day of June, 2010

READ a third time and finally passed this 22nd day of June, 2010.



Mayor John C. Green



CAO Clerk Patty Sinnamon

SCHEDULE 'A' TO BY-LAW NUMBER 2010-053

RULES AND REGULATIONS

1.0 APPLICATIONS AND ENFORCEMENTS

- 1.1 The Committee shall be responsible for giving advice concerning the general operation of the cemeteries pursuant to the provisions of these rules and regulations and such further direction from Council by resolution or by-law.
- 1.2 The general maintenance of the cemeteries and provision of cemetery services shall be provided by or arranged by the Director subject to the advice of the Committee, or direction by Council. Except for the fees and charges set out in Schedule "B" attached to this by-law, as amended from time to time, the Township of Mapleton shall maintain, without charge to interment rights holders, the grounds of the cemeteries, including all lots, cremation lots, structures and markers to ensure the safety of the public and to preserve the dignity of the Cemetery.
- 1.3 The Clerk shall be responsible for all sales of lots and cemetery services, for the maintenance of cemetery records and shall administer the Cemetery budget as approved by Council. The Clerk shall ensure that all accounts are rendered and notices in connection with cemetery business are carried out and shall transact all routine business in accordance with this by-law.
- 1.4 The Clerk shall maintain up-to-date records, which shall include;
- (a) plans or surveys of the cemeteries;
 - (b) the names of all interment rights holders and their addresses
 - (c) copies of all contracts for the purchase of cemetery supplies and/or services
 - (d) copies of all transfers of interment rights;
 - (e) the date of and location of all interments within the cemeteries, and whether such interments are of cremated remains;
 - (f) a copy of the consent of the interment rights holder for each interment; and
 - (g) applications for each consent with respect to the placement of markers.

2.0 SALE OF INTERMENT RIGHTS, SUPPLIES AND SERVICES

- 2.1 (a) All sales of interment rights and cemetery services or cemetery supplies shall be made using the "*Contract to Purchase Interment Rights or Cemetery Services*" and the person making application to purchase interment rights shall be entitled to a "*Certificate of Interment Rights*" upon payment of the applicable price based on the price List, as set out in Schedule "B" attached to this By-law, amended from time to time.
- (b) Sequence of Sale of Interment Rights:

Drayton –

Cremation Gardens:

Lots shall be sold in descending order starting with L34, L33, L32, etc., followed by K34, K33, etc.

Where concrete vaults or grave liners are used:

Lots will be offered starting at Rows A39 – P39 followed by A40 – P40, etc. (former Victoria Cemetery) and Rows Q14 – T14 followed by Q15 – T15, etc. (former St. Martin's Cemetery)

Where concrete vaults or grave liners are not used:

Lots will be offered at Row 43A – 43H, and 44E to 44H (former Victoria Cemetery)

Lots will be offered starting at Row U19 to X19, followed by U20 to X20, etc. (former St. Martin's Cemetery)

Hollen –

Where concrete vaults or grave liners are used:

Lots will be offered starting at F66 through to F37, followed by G66 to G37, etc.

Where concrete vaults or grave liners are not used:

Lots will be offered starting at K66 through to K37.

- 2.2 Interment rights may be paid for in cash or by cheque delivered to the Clerk or, if arrangements satisfactory to the Clerk are presented by the applicant, on an installment basis, subject to the following conditions:
- (a) at least twenty-five percent (25%) of the purchase price is paid when application for the purchase is made;
 - (b) interest at the rate of one and one quarter percent (1.25%) per month shall be payable on the unpaid balance;
 - (c) the balance of the purchase price, together with interest as aforesaid, shall be paid in full within twelve months after the application to purchase is made;
 - (d) the applicant shall not be entitled to a Certificate of Interment Rights for the lot or lots purchased and no interment shall be made therein until the purchase price and interest payable hereunder has been paid in full;
 - (e) the Clerk shall issue a receipt to the applicant for each payment made;
 - (f) when two-thirds of the purchase price has been paid such contract shall not become null and void and the Township of Mapleton shall not repossess the interment rights except with leave of a Judge of the Ontario Court (General Division)..
- 2.3 Lots shall be sold at separate rates for residents and non-residents at the rates set out in the Price List set out in Schedule "B" attached to this by-law as amended from time to time. If a non-resident is purchasing for the interment of a resident, the resident rate shall apply.
- 2.4 Interment rights holders shall acquire only the right and privilege to require or direct the interment of human remains in the lot and of erecting markers subject to the rules and regulations affecting the cemetery as approved by the Ministry.
- 2.5 In cases of transfer of interment rights by will or bequest, the municipality reserves the right to require the production of a notarial copy of the will or other evidence sufficient to prove ownership.
- 2.6 It is a condition of every contract for the purchase of interment rights that the purchaser may transfer such rights only if a "*Contract to Purchase Interment Rights or Cemetery Services*" is completed and signed by such holder's personal representative and the original certificate is returned to the Clerk. Upon completion of the aforementioned form, the Clerk shall complete a new "*Certificate of Interment Rights*".
- 2.7 The Clerk shall provide each purchaser of interment rights at the time of sale with:
- (a) A copy of the Cemetery By-laws;
 - (b) A Certificate of Interment Rights upon payment in full; and
 - (c) One signed copy of the "*Contract to Purchase Interment Rights or Cemetery Services*".
- 2.8 An interments rights holder may require by written demand, the municipality to repurchase the rights at any time before they are used.
- 2.9 If the municipality receives notice that a contract is cancelled within thirty days, the municipality will refund to the purchaser all money received under the contract, with interest, within thirty days of receiving the notice.
- 2.10 If the municipality receives notice that a contract is cancelled after thirty days, the municipality shall retain all funds placed in the Care and Maintenance Fund. This also applies to all purchases or contracts that were made before this Act came into being.
- 2.11 If the owner cannot, using reasonable efforts, determine the amount paid by the purchaser for interment rights, the repurchase price shall be deemed to be \$50.00 in accordance with the Act.
- 2.12 In accordance with the Act, the municipality is not required to repurchase the interment rights for more than four lots held by the same interment right owner in a twelve-month period.
- 2.13 The municipality after receiving such a demand, shall repurchase the interment rights within thirty days after receiving the demand.
- 2.14 No refund or repurchase will be made for any lot if any interment rights have been exercised.

- 2.15 The Contract shall be deemed cancelled if the municipality has reasonable grounds to believe that the holder of the certificate of interment rights has or would have reached 120 years of age and if the Committee is unable, after making reasonable efforts, to determine if the beneficiary is alive.
- 2.16 When interment rights in a lot are held jointly by two or more persons, an order will be accepted from either or any of them or their authorized representatives, for interment in such part of the lot as may be requested, provided these rules and regulations are followed.
- 2.17 Whenever a document is required to be signed by an interment rights holder and such holder has died, such document shall be signed by such holder's "personal representative". The Clerk may require evidence that a person signing documents required by this By-law is the personal representative of a deceased interment rights holder.

3.0 MANAGEMENT OF FUNDS

- 3.1 The Treasurer, subject to approval of Council, shall be responsible for the management and investment of the Care and Maintenance Funds in accordance with the provisions of the Act.

4.0 GENERAL MAINTENANCE AND CONSTRUCTION

- 4.1 The Director shall supervise all maintenance and construction work in the cemeteries.
- 4.2 If any existing trees, shrubs or flowers situated on any lot become detrimental to other adjacent lots whether by means of their roots, branches or otherwise, or if they are prejudicial to the general appearance of the cemetery, the Director may have such trees, shrubs, flowers or parts thereof removed.
- 4.3 As of the date of passing of this by-law, no trees or shrubs will be permitted to be planted.
- 4.4 No persons shall do any work on a lot without the permission of the Director, except regular cemetery employees.
- 4.5 No construction work including installations for foundations, monuments, markers, footstones, or other items shall be allowed on Saturdays, Sundays or holidays.
- 4.6 Foundations may not be constructed after November 15th in any year and not before May 1st in the following year.
- 4.7 The foundation shall be centred in the designated space and in the proper dimensions for the marker base. If incorrect dimensions have been given on the application form, signed by the interment rights holder and/or the supplier, the foundation may be immediately removed and rebuilt by the cemetery at the expense of the interment rights holder. Foundations will be not less than 1.52 metres (5 feet) deep and shall extend 7.62 cm.(3 inches) beyond the monument or marker base on all sides and be flush with the ground. Foundations will only be constructed by persons hired by the Township of Mapleton.
- (a) The required concrete mix for foundations will be:
20.5 MPA
75 mm slump
20 mm aggregate
5% + 1% Air Entraining agent
Trowel finish all edges
- (b) The surface area shall be flush with the surrounding ground level and shall provide a level surface free of defects.
- (c) Foundations must be cured for a minimum of 48 hours before placing of monument.
- (d) Contractors shall be under the direction and the supervision of the municipality.
- (e) The Interment Rights Holder is responsible to pay for the installation of foundations in accordance with the applicable rates set out on the Price List in Schedule "B" attached to this by-law, as amended from time to time.
- (f) No concrete shall be placed until a representative of the municipality has approved the grades and all loose material is removed from the grade. The placing shall commence at the low point in the grade and concrete shall be thoroughly consolidated to eliminate all air pockets and honeycombs. No concrete shall be placed to overlap concrete that is partially set.

- (g) Defective areas must be repaired to the approval of the Director. The finished concrete shall be protected from wind, rain or sun during curing, by covering it completely with a piece of plywood having a minimum thickness of 1.27 cm (1/2 inch). All rubbish and excavated material shall be removed from the excavation site to a place designated by the Director.

4.8 The following rules apply to Monument Dealers, Contractors and Workers in the cemetery:

- (a) No marker will be delivered to the cemetery without proper paperwork.
- (b) No marker will be delivered to a cemetery until the foundation is completed and the contractor is ready to proceed with the work of erection.
- (c) No marker will be removed without written permission from the Director and Interment Rights Holder.
- (d) All companies who do work in the Township of Mapleton cemeteries shall have Worker's Compensation coverage for their workers as well as sufficient liability insurance;
- (e) Contractors, masons and stonecutters shall lay planks on the lots and paths over which heavy materials are to be moved, in order to protect the surface from injury.
- (f) There shall not be a variance of more than 1.27 cm (1/2inch) in the size of the base required as stated on the work order and the size of the monument delivered.
- (g) The demeanor and behaviour of all workmen employed by others in the cemetery shall be subject to the control of the Director.
- h) Workers shall cease work, if in the immediate vicinity of a funeral, until the conclusion of the service.
- (i) All work must be done during regular cemetery hours, unless by special permission of the Director.
- (j) Heavy loads shall not be permitted in the cemetery when the roads are in unfit condition.
- (k) No monument dealer shall park on the grass unless otherwise directed to do so by the Director.
- (l) All implements and materials used in the performance of any work shall be placed where the Director may direct, and all rubbish and surplus earth shall be removed when, and to where, and in such manner as the Director may order. Otherwise the obstructions will be removed, and the expense charged to the monument dealer.
- m) All work must be supervised by an employee of the Cemetery and therefore arrangements must be made as to time of installation.

5.0 INTERMENTS / DISINTERMENTS

- 5.1 Notice of each interment shall be given to the Clerk, by the interment rights holder or the personal representative of such holder. A minimum of at least twenty-four hours notice excluding Saturdays, Sundays and Statutory Holidays is required unless otherwise ordered by the Medical Officer of Health.. When a request for interment is made by telephone, the owner shall not be responsible for any errors or misunderstandings that may arise, but such verbal requests shall be confirmed in writing prior to the interment, using the "*Contract to Purchase Interment Rights or Cemetery Services*".
- 5.2 Interments are only permitted during the hours of 9:00 a.m. and 5:00 p.m. and are subject to the applicable charges and rates as set out on the Price List in Schedule "B" attached to this by-law, as amended from time to time. Winter interments and disinterments are permitted, however, they will be at the approval of the Director.
- 5.3 No interment shall be permitted in any lot where the interment rights have not been paid in full.
- 5.4 Lots shall not be used for any other purpose than for the interment of human remains.
- 5.5 No human remains shall be interred in a lot or a cremation lot other than the remains of the interment rights holder without consent of the interment rights holder. A burial permit is required in order to conduct a burial.
- 5.6 The person requesting a lot or cremation lot opening for interment shall be responsible for the prompt payment of the applicable fees and charges as set out in Schedule "B", attached hereto, as amended from time to time. Interest at the rate of one and one quarter percent (1.25%) per month shall be payable on the unpaid balance;
- 5.7 Human remains shall be buried at a depth of at least two feet below the natural level of the ground surface.

- 5.8 Concrete vaults or grave liners may be used and must be sealed securely, and of sufficient strength to permit burial with the container intact. The container must be of a size to permit burial within the lot.
- 5.9 A single grave may contain the following:
- a) One non-cremated interment; or
 - b) One non-cremated interment plus 3 cremains placed on top where there is sufficient ground cover to do so; or
 - c) 4 cremains placed firstly at the head of the grave and lastly at the foot of the grave.
 - d) Double depth burials are not permitted as of the date of passing of this by-law, however, double depth burials in Drayton Cemetery are permitted where graves were purchased between January 1, 2003 and the date of passing of this by-law, when
 - i) the first interment was placed in a concrete vault or grave liner at double depth; and
 - ii) certificate of interment rights indicates that the purchase was to accommodate a double depth burial
- 5.10 No cremation lot shall be used for any other purpose than for the interment of human ashes, and no more than one cremation interments in a cremation lot shall be permitted.
- 5.11 No lot shall be opened for interment or disinterment by any person not in the employ of, or under the direction of the municipality.
- 5.12 The municipality reserves the right, at its cost, to correct any error that may be made by it in the description of the lot, the transfer or conveyance of any interment rights or the interment of remains. The municipality may either cancel such grant and substitute other interment rights, or lot of equal value and similar location, as far as is reasonably possible; or refund all money paid on account for such purpose. Notice will be given personally to the interment rights holders. If necessary, it may be mailed to the interment rights holders or their legal representatives, at their last appearing address in the record books of the cemetery. In the event that any such error may involve the disinterment of remains, the municipality shall first obtain the approval of any regulatory authority and the interment rights holder.
- 5.13 Disinterments
- (a) No person shall remove human remains unless a certificate of a Medical Officer of Health or the Municipality confirming that the Act and the Regulations thereto have been complied with, which is affixed to the container. A burial certificate under the Vital Statistics Act, R.S.O., 1990 is not required to re-inter the human remains that have been disinterred according to the Act (Revised).
 - (b) The municipality is not responsible for damage to any casket, urn or other container sustained during disinterment. If a casket, urn or other container is damaged during disinterment, for whatever reason, the person requesting the disinterment must provide a replacement casket, urn or other suitable container at his/her cost.
 - (c) Following disinterments, all markers shall be removed from the grave site by the interments rights holder and the grave site shall be filled with approved fill or earth and brought up to grade, seeded or sodded.

6.0 **MARKERS**

- 6.1 No person shall install or make alterations to a marker unless such person has: completed a "*Contract to Purchase Interment Rights or Cemetery Services*", filed same with the Clerk and paid the appropriate fees as set out in Schedule "B" attached hereto, as amended from time to time.
- 6.2 Markers with the exception of footstones, corner posts and cremation lot markers shall be installed under the supervision of the Director. Footstones, corner posts and cremation lot markers shall be installed by the Director and have a top surface flush with the ground.
- 6.3 Monuments to be erected on non-cremation lots:
- (a) shall be set on foundations of poured concrete as set out in Section 4.7;
 - (b) Single Lot:
 - i) Where minimum length is 24 inches including base and not greater than 36 inches including base, and the height is less than 24 inches, the width shall be a minimum of ten inches including base.
 - ii) Where the minimum length is 24 inches including base and not greater than 36 inches including base, and the height is 24 inches up to a maximum of 48 inches, the width shall be a minimum of twelve inches including base.
 - (c) Double Lot:
 - i) Where minimum length is 24 inches including base and not greater than 72 inches including base, and the height is less than 24 inches, the width shall be a minimum of ten inches including base;
 - ii) Where minimum length is 24 inches including base and not greater than 72 inches including base, and the height is 24 inches up to a maximum of 48 inches, the width shall be a minimum of twelve inches including base.
- 6.4 Flat or Pillow Markers to be erected on non-cremation lots:
- (a) shall be set on foundations of poured concrete (approx 4 in. deep);
 - (b) Single Lot:
 - i) Where minimum length is 24 inches including base and not greater than 36 inches including base, shall have a maximum height of twelve inches including base and shall have a minimum width of twelve inches including base to a maximum of eighteen inches including base.
 - (c) Double Lot:
 - i) Where minimum length is 24 inches including base and not greater than 72 inches including base, shall have a maximum height of twelve inches including base, and shall have a minimum of twelve inches including base to a maximum of eighteen inches including base.
- 6.5 Footstones to be erected on non-cremation lots shall:
- (a) measure twelve inches in length and six inches in width and four inches in depth;
 - (b) not require a foundation.
- 6.6 Corner posts to be erected on non-cremation lots shall:
- (a) be purchased through the municipality at the time of purchasing the lot; and
 - (b) 3 corner posts will have the first initial of the family surname and 4th corner post will identify the location of the lot (ie. X50 A-D (in Drayton); A50 A 51 (in Hollen)
- 6.7 Cremation Lot Markers shall:
- (a) measure no less than 17 inches in length and no greater than 21 inches in length, and have a minimum width of 12 inches and a maximum width no greater than 14 inches;
 - (b) not require a foundation.
- 6.8 Inscriptions shall:
- (a) be in keeping with the dignity and decorum of the cemetery. All inscriptions not to the Council of the Township of Mapleton's satisfaction shall be forthwith removed at the expense of the person who made, or caused to be made, the inscription.



7.0 CARE OF LOTS

- 7.1 Flower beds not exceeding 35.56 cm (14 inches) in depth and no greater than the length of the marker shall be permitted in front and back of the marker foundation, and where there is no marker, can only be made by permission of, and under the supervision of the Director.
- 7.2 Flower beds are not permitted on cremation lots.
- 7.3 Artificial flowers and wreaths are permitted to be placed on the lot, provided they are securely fastened to the monument, or where there is no monument, mounted on a stand of at least 76.20 cm (30 inches) high and securely anchored to the ground.
- 7.4 Flower stands are permitted, and shall be placed within 35.56 cm (14 inches) in front of the bases of monuments, and where there is no monument, can only be placed by permission of, and under the supervision of the Director. Flower stands not properly cared for and which are not filled with plants by the twentieth day of June in any year may be removed from the lot by the Director.
- 7.5 Vases and urns are only permitted:
- a) either affixed to a monument
 - b) in the area designated for flower beds in front of the monument and not in the back of the monument:
- 7.6 No glass containers of any kind are allowed in the cemetery at any time. Nails, wires, wooden crosses, articles of glass or pottery or any other material that create a hazard to workmen and to visitors when neglected or broken are not allowed in the cemetery.
- 7.7 Cut flowers will be removed when wilted.
- 7.8 Flower beds are required to be cleared of tender plants after the first frost or October 15th of each year.
- 7.9 Potted plants must not be buried but must be placed on top of the ground as close to the monument base as practical.
- 7.10 No borders, fences, railings, walls or hedges in or around lots shall be permitted and no mounds shall be allowed on lots.
- 7.11 Implements or materials used in doing any work within the cemetery shall be removed without delay and if this is not done, the Director will remove same.
- 7.12 The Township of Mapleton shall take reasonable precautions to protect the property of Interment Rights Holders but it assumes no liability or responsibility for the loss or damage to any article of any type that is placed on any lot.

8.0 CHAPEL REGULATIONS

- 8.1 Fees for the storage vault in the chapel shall be set out on the Price List in Schedule "B" attached hereto, as amended from time to time.
- 8.2 All bodies must be removed from the storage vault in the chapel by the first of May in each year, providing the Director determines ground conditions are satisfactory for interment, but in no event later than the thirtieth day of June in each year.
- 8.3 After the thirtieth day of June, every effort shall be made to contact a representative of the deceased to make arrangements for the burial of the body. If no arrangements can be made, the Director may remove a body deposited in the storage vault in the chapel and inter it in a single lot.
- 8.4 In the opinion of the local Medical Officer of Health, the condition of the body render its interment necessary or expedient, the Director shall make immediate arrangements for the burial of the body as set out in the Application (Form 8).
- 8.5 The remains of a person who died from a communicable disease cannot be admitted to the chapel but must be interred.

- 8.6 The Director reserves the right to determine if the weather conditions are adverse enough to prevent a burial. If it is deemed necessary, the storage vault in the chapel may be used at no extra charge until weather conditions permit the interment.
- 8.7 All bodies stored in the chapel must, for health reasons, be embalmed.
- 8.8 No body shall be placed in a reinforced cardboard container for storage in the chapel. Only bodies placed in a wooden or steel casket may be stored.
- 9.0 **RULES FOR VISITORS**
- 9.1 Access to the Cemetery is only permitted from sunrise to sunset. Visitors are asked to remember the respect due to the dead.
- 9.2 The Director and his assistants are empowered and are required to preserve order and decorum in the cemetery.
- 9.3 No parades other than funeral processions shall be admitted to or be organized within the cemetery.
- 9.4 Children are welcome in the cemetery grounds when accompanied by an adult, who shall be responsible for the good conduct and shall see that they do not run over the lots or climb upon the monuments.
- 9.5 Vehicles within the cemetery shall be driven at a moderate rate of speed and shall not leave the Avenues or park on the grass unless directed to do so by the Director.
- 9.6 No pleasure ATV's (all terrain vehicles) or snowmobiles are allowed in the cemetery.
- 9.7 Owners of vehicles and their drivers shall be held responsible for any damage done by them.
- 9.8 Discharging of firearms, other than in regular volleys at burial services is prohibited in and around the cemetery.
- 9.9 No dogs or other pets shall be allowed in the cemetery.
- 9.10 No picnicking shall be allowed in the cemetery grounds.
- 9.11 Any person who damages or moves any tree, plant, marker, fence or structure, is liable to the Township of Mapleton and any interment rights holder who, as a result, incurs damage. The amount of damages shall be the amount required to restore the cemetery to the state that it was in before anything was damaged or moved by the person liable.
- 9.12 Any complaints by interment rights holders or visitors should be made to the Clerk and not to workmen on the grounds and controversies with workmen or others on the grounds are to be avoided.
- 9.13 Rubbish shall not be thrown on roadways, lots or walkways or any part of the grounds. Receptacles are provided at convenient points on the grounds for the deposit of weeds, decayed flowers, plants, etc.
- 9.14 Any person disturbing the quiet and good order of the cemetery by noise or other improper conduct or who violates these rules, may be expelled from the grounds.
- 9.15 Any article, which in the reasonable opinion of the municipality is detrimental to efficient maintenance or constitutes a hazard to machinery, employees or visitors, or is unsightly or does not conform with the natural beauty of the cemetery, may be removed by the municipality. Any article removed will be held at the cemetery for collection. If not collected, it will be disposed of after one month.

 Ontario	Ministry of Government Services Cemeteries Regulation	Ministère des Services gouvernementaux Réglementation des cimetières
	APPROVED In accordance with the regulations under The Cemeteries Act.	APPROUVE conformément aux règlements afférents à la Loi sur les cimetières
Date of Approval / Date de l'approbation		27 August 2010
File No. of Cemetery / Numéro de fiche du cimetière		04641, 04685
By: 		

**SCHEDULE "B"
BY-LAW NUMBER 2010-053**

March 2017 - See Current Fees and Charges By-law, as amended from time to time. BSch.

PRICE LIST

1. SALE OF INTERMENT RIGHTS (Non-Cremation Lots)

	Size	General	Care & Maintenance	Total
Resident	one single grave	\$420.00	\$280.00	\$700.00
Non-resident	one single grave	600.00	400.00	1000.00

2. SALE OF INTERMENT RIGHTS (Cremation Lots in Cremation Gardens)

	Size	General	Care & Maintenance	Total
Resident	1 2'x2'	\$210.00	\$140.00	\$350.00
Non-resident	1 2'x2'	315.00	210.00	525.00

3. INTERMENT (charges to open and close a grave)

Type	Adult	Child (up to 8)	Infant (up to 1)	Cremated Remains
<u>Basic charge</u> Weekdays 9:00 a.m. to 5:00 p.m.	\$400.00	\$250.00	\$250.00	\$150.00
<u>Winter Charge – Additional to Basic</u> Dec. 1 to Apr. 15 . Weekdays, 9:00 a.m. to 5:00 p.m.	\$400.00	\$250.00	\$200.00	\$300.00
<u>Holidays and Weekends – Additional to Basic and Winter Charge if necessary</u> 9:00 a.m. to 5:00 p.m.	\$300.00	\$200.00	\$200.00	\$200.00

Double Depth

If interment is to be double depth in a single lot - One and ½ times the Basic Charge.

4. DISINTERMENT - Double the Interment Charge.

5. CHARGES FOR INSTALLATION OF FOUNDATION(S) AND MARKER (MONUMENT, FLAT MARKER AND FOOTSTONE) PLACEMENT

Foundation fees will be billed at the current Supplier Prices

The following contributions shall be made to the Care and Maintenance Fund for marker installation:

A) i)	for the installation of flat market 172 sq. inches and smaller	\$0.00
ii)	for the installation of flat marker larger than 172 sq. inches	\$ 50.00
iii)	for the installation of a monument up to 4 feet in height or width	\$100.00
iv)	for the installation of a monument larger than 4 feet in height and width	\$200.00
B)	Inspection fee for installation of marker	\$ 50.00

6. CORNER POSTS

Corner Posts will be invoiced at the current Supplier Prices

7. STORAGE

If human remains to be interred in Mapleton Cemetery
Storage of human remains in chapel

NIL

If human remains to be interred elsewhere than in a Mapleton Cemetery owned by the
Township of Mapleton.

Storage of human remains in chapel

\$70.00


8. TRANSFER FEE

For all services and documents in connection with transfer of ownership of each interment
rights certificate to be issued.

\$20.00

9. HARMONIZED SALES TAX

Harmonized Sales Tax is applicable on all charges in this schedule and shall be paid by
the Purchaser.

	Ministry of Government Services Cemeterias Regulation	Ministère des Services gouvernementaux Régimentation des cimetières
FILED In accordance with the regulations under The Cemeterias Act	DEPOSE conformément aux règlements afférents à la Loi sur les cimetières.	
Date of Filing / Date de dépôt	27 August 2010	
File No. of Cemetery / Numéro de fiche du cimetière	04641, 04685	
By / Par		

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

PUBLIC WORKS REPORT PW2020-12

TO: Mayor Davidson and Members of Council

FROM: Sam Mattina, CET, CMM III, Director of Public Works

RE: 2020 License to take Water Renewal Financial Plan Approval

DATE: May 26, 2020

RECOMMENDATION:

THAT Township of Mapleton Council receive Public Works Report PW2020-12 dated May 26, 2020 regarding the 2020 License to take Water Renewal Application and Ontario Regulation 453/07 Financial Plan

AND THAT Township of Mapleton Council approve the Financial Plan for a six year forecast period beginning in 2020, for submission with the 2020 License to take Water Renewal Application.

BACKGROUND:

The Safe Drinking Water Act (S.D.W.A.), “the Act”, was passed in December, 2002 in order to address the recommendations made by the Walkerton Inquiry Part II report. Note that S.D.W.A. has been amended several times since 2002. One of the main requirements of the Act is the mandatory licensing of municipal water providers.

PREVIOUS PERTINENT REPORTS:

None

DISCUSSION:

The Township of Mapleton owns and operates two individual water systems, for which each is independently licensed. They are identified as;

- The Drayton Drinking Water System
- The Moorefield Drinking Water System

Both systems are operated under contract to the Ontario Clean Water Agency, (OCWA).

As part of the Municipal Drinking Water Licensing Program, all licenses must be renewed at least once every 5 years. This renewal ensures that conditions associated with the infrastructure and operation of a municipal system are regularly reviewed from a technical perspective. Each independent system requires its own application for renewal.

As part of the licence renewal process, a full technical review of the water system is undertaken by the Ministry of Environment and Climate Change, (MOECC).

Before issuing a licence renewal, the Ministry Director must be satisfied that:

- All operating authorities for the system are accredited;
- The system has a valid Drinking Water Works Permit, and valid Permit to Take Water, where applicable;
- The operational plans for the system meet the requirements of the Director's Directions for Operational Plans;
- That financial plans have been prepared and approved in accordance with the requirements of O. Reg. 453/07 and cover the required six year period;
- That the system has been, and will continue to be operated in accordance with the requirements under the Safe Drinking Water Act, 2002 and the requirements of the license.

The preparation of and approval of a Financial Plan for water assets that meets the requirements of the Act is mandatory for municipal water providers. The preparation of the Plan and its approval is a key submission requirement for municipal drinking water licensing renewal applications.

The process established for financial plan approval, public circulation and filing is set out in O.Reg. 453/07 and requires the following;

1. The financial plan must be approved by resolution of Council of the municipality who owns the drinking water system or the governing body of the owner. (O.Reg. 453/07, Section 3(1)1.)
The period covered by the financial plan should be included in resolution of council or in another piece of supporting documentation (such as a copy of the financial plan).
2. The owner of the drinking water system must provide notice advertising the availability of the financial plan. The plans will be made available to the public upon request and without charge. The plans must also be made available to the public on the municipality's website. (O.Reg. 453/07, Section 3(1)5.)
3. The owner of the drinking water system must provide a copy of the financial plan to the Director of Policy Branch, Ministry of Municipal Affairs and Housing. (O.Reg. 453/07, Section 3(1)6.)
4. The owner of the drinking water system must provide proof satisfactory to the Director that the financial plans for the system satisfy the requirements under the Safe Drinking Water Act. (S.D.W.A. Section 32(5)2.ii.).

The financial implications on the Township's water system has been documented within the 2020-2023 Operating Budget and within the 10-year Capital Plan. The objective of O Reg 453-07 Financial Plan is to provide Council with another view of those implications and inform it about the decisions it made with respect to Water Supply and Distribution Services

This Financial Plan developed in house, required adjusting from a modified cash basis of accounting to a full accrual basis of accounting. The intent is to demonstrate the

source of cash and how it is used. Over this six-year forecast period we see significant capital purchases, increased pressure upon the cash reserves supporting water services and the need for additional funding from the Township capital reserves to enable infrastructure spending and finally a recovery of those cash reserves that support water services.

The Ontario Regulation 453/07, Financial Plan for The Township of Mapleton Water System for a six year forecast period beginning in 2020 is appended to this report as Attachment #1.

In addition to the Financial Plan submission, the regulation requires the following documents to accompany each license renewal application(s);

1. Operational Plan; The complete Operational Plan, including all schedules and appendices, must be submitted as a single PDF file as part of the application submission.
2. Subject System Description Form; This form will be part of the Operational Plan. It provides a summary of the operational subsystem and operating authorities for your system.
3. Accreditation Information; The accreditation certificate for the operating authority should be included with the application submission. A separate certificate should be included for each operating authority identified in the subject system description form.

These three supplemental documents are beyond the scope of this report and as such have not been included herein. They are available upon request of the writer, if desired.

SUMMARY:

The Mapleton drinking water licenses issued by the Province of Ontario are about to expire and require renewal. Our system Operator, OCWA has prepared the required renewal applications and compiled the associated supporting documentation for submission to the Ministry of Environment and Climate Change. The renewal process requires the Township Council to accept by resolution, the 6 year water system financial plan that must be submitted with the renewal application. This report provides the background information relative to the application process and presents the required Financial Plan for council acceptance by resolution.

CONSULTATION:

Township of Mapleton, Treasurer/Director of Finance

FINANCIAL IMPLICATIONS:

None

COMMUNICATION:

The council approved Financial Plan must be made available to the public free of charge either by providing a hard copy for viewing or through internet access on the Township website.

STRATEGIC PLAN:

Municipal Infrastructure: Maintaining and upgrading municipal infrastructure to serve local residents and businesses and to encourage growth

The Local Economy:

Recreation:

Municipal Administration:

Financial Responsibility:

Prepared By:
Sam Mattina, CET. CMM III
Director of Public Works

Reviewed By:
Manny Baron
CAO

Attachment #1 – Mapleton Water O Reg 453/07 Financial Plan Final



Water Ontario Regulation 453/07

Financial Plan

Township of Mapleton

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1. Introduction

1.1 Study Purpose

The Township of Mapleton Ltd. prepared a water financial plan as part of the five submission requirements for the purposes of obtaining a municipal drinking water license as per the *Safe Drinking Water Act, 2002*. In general, a financial plan requires an in-depth analysis of capital and operating needs, a review of current and future demand versus supply, and consideration of available funding sources. The detailed financial planning and forecasting regarding the Township's water systems has already been completed and documented by the Township's within the 2020-2023 Budget and Business Plan. The objective of the report provided herein is to convert the findings of the 2020-2023 Budget and Business Plan into the prescribed reporting requirements for a financial plan as defined by Ontario Regulation 453/07 (O.Reg453/07).

1.2 Background

The Safe Drinking Water Act (S.D.W.A.), "the Act", was passed in December, 2002 in order to address the recommendations made by the Walkerton Inquiry Part II report. Note that S.D.W.A. has been amended several times since 2002. One of the main requirements of the Act is the mandatory licensing of municipal water providers. Section 31 (1) specifically states:

"No person shall,

- a) establish a new municipal drinking water system or replace or carry out an alteration to a municipal drinking water system except under the authority of and in accordance with an approval under this Part or a drinking water works permit; or
- b) use or operate a municipal drinking water system that was established before or after this section comes into force except under the authority of and in accordance with an approval under this Part or municipal drinking water licence."

In order to become licensed, a municipality must satisfy five key requirements as per section 44(1):

1. Obtain a drinking water works permit.
2. Acceptance of the operational plan for the system based on the Drinking Water Quality Management Standard.
3. Accreditation of the Operating Authority.
4. Prepare and provide a financial plan.
5. Obtain permit to take water.

For licence renewals, the application must be accompanied by proof that the financial plan meets the prescribed requirements as per the Act s. 32(5)2.ii.

The preparation of a financial plan is a key requirement for licensing and as such, must be undertaken by all municipal water providers.

1.2.1 Financial Plan Defined

Subsection 30 of the Act provides the following definition of financial plans:

"financial plans" means financial plans that satisfy the requirements prescribed by the Minister. 2017, c. 2, Sched. 11, s. 6 (3).

As of time of writing, the Sustainable Water and Sewage Systems Act, 2002 has been repealed (see Section 2.2 of this report) however, the standards that it directs underpin the specific requirements of s.30 as they are outlined in O.Reg. 453/07 and which will be examined in detail below.

1.2.2 Financial Plan Requirements – Existing System

The O.Reg. 453/07 provides details with regards to the financial plans for existing water systems. The requirements for existing systems are summarized as follows:

- Financial plans must be approved by resolution of Council (or governing body);
- Financial plans must include a statement that the financial impacts have been considered and apply for a minimum six-year period (commencing in the year of licence expiry);
- Financial plans must include detail regarding proposed or projected financial operations itemized by total revenues, total expenses, annual surplus/deficit and accumulated surplus/deficit (i.e. the components of a "Statement of Operations" as per the PSAB) for each year in which the financial plans apply;

- Financial plans must present financial position itemized by total financial assets, total liabilities, net debt, non-financial assets, and tangible capital assets (i.e. the components of a “Statement of Financial Position” as per PSAB) for each year in which the financial plans apply;
- Gross cash receipts/payments itemized by operating transactions, capital transactions, investing transactions and financial transactions (i.e. the components of a “Statement of Cash Flow” as per PSAB) for each year in which the financial plans apply;
- Financial plans applicable to two or more solely-owned drinking water systems can be prepared as if they are for one drinking water system;
- Financial plans are to be made available to the public upon request and at no charge;
- If a website is maintained, financial plans are to be made available to the public through publication on the Internet at no charge;
- Notice of the availability of the financial plans is to be given to the public; and
- Financial plan is to be submitted to the Ministry of Municipal Affairs and Housing.

1.2.3 Financial Plan Requirements - General

Given that the requirements for a financial plan is legislated under the Act, a financial plan is mandatory for water systems. The financial plans shall be for a forecast period of at least six years but longer planning horizons are encouraged. The ten-year forecast goes above and beyond the minimum requirement. The financial plan is to be completed and approved by resolution of Council or the governing body in accordance with subsection 3(1)1. of O. Reg. 453/07. Confirmation of approval of the financial plan must be submitted at the time of municipal drinking water license renewal (i.e. six months prior to license expiry).

A copy of the financial plan will be submitted to the Ministry of Municipal Affairs and Housing (MMAH) and not the MECP however, MECP may request it in the course of review of the licence renewal. Financial plans may be amended and additional information beyond what is prescribed can be included if deemed necessary. The financial plan must contain on the front page, the appropriate financial plan number as set out in Schedule A of the Municipal Drinking Water Licence.

1.2.4 Public Sector Accounting Board (PSAB) Requirements

The components of the financial plans indicated by the regulation are consistent with the requirements for financial statement presentation as set out in section PS1200 of the Canadian Institute of Chartered Accountants Public Sector Accounting Handbook:

“Financial statements should include a Statement of Financial Position, a Statement of Operations, a Statement of Change in Net Debt, and a Statement of Cash Flow.”

The format required is to conform to the requirements of PS1200 and PS3150. The financial statements are to be reported on a full accrual accounting basis. The accrual accounting method recognizes revenues and expenses in the same period as the activities that give rise to them regardless of when they are actually paid for. Since an exchange of cash is not necessary to report a financial transaction, the accrual method is meant to provide a more accurate picture of financial position.

The accounting treatment of tangible capital assets is prescribed under section PS3150. Tangible capital assets are to be capitalized to ensure an inventory of the assets owned are recorded and to account for their ability to provide future benefits.

The Statement of Cash Flow and the Statement of Change in Net Financial Assets/Debt are required statements. The Statement of Change in Net Financial Assets/Debt reports on whether enough revenue was generated in a period to cover the expenses in the period and whether sufficient resources have been generated to support current and future activities. The Statement of Cash Flow reports on how activities were financed for a given period providing a measure of the changes in cash for that period.

1.2.5 The Township’s Financial Plan

The Township is currently in the process of renewing the drinking water licenses and the previous version of the financial plan no longer meets the requirements as it must apply to a period of a least six years beginning in the year that the licenses would otherwise expire. Although the Act requires at least six years to be included, this financial plan provides for a 6-year forecast period beginning in 2020.

2. Sustainable Financial Planning

2.1 Introduction

In general, sustainability refers to the ability to maintain a certain position over time. While the Act requires a declaration of the financial plan's sustainability, it does not give a clear definition of what would be considered sustainable. Instead, MECP released a guideline ("Towards Financially Sustainable Drinking-Water and Wastewater Systems") that provides possible approaches to achieving sustainability. The Province's Principles of Financially Sustainable Water and Wastewater Services are provided below:

- Principle #1: Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.
- Principle #2: An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.
- Principle #3: Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.
- Principle #4: Life-cycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.
- Principle #5: An asset management plan is a key input to the development of a financial plan.
- Principle #6: A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.
- Principle #7: Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.
- Principle #8: Financial plans are "living" documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.

- Principle #9: Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal Council.

2.2 Sustainable Water and Sewage Systems Act

The *Sustainable Water and Sewage Systems Act* (S.W.S.S.A.) was passed on December 13, 2002. The intent of the Act was to introduce the requirement for municipalities to undertake an assessment of the “full cost” of providing their water and the wastewater services. In total, there were 40 areas within the Act to which the Minister could have made Regulations. It is noted that, the regulations, which accompany the Act, were not issued and the Act was repealed on December 31, 2012.

2.3 Water Opportunities Act, 2010 (Bill 72)

Since the passage of the *Safe Drinking Water Act*, changes and refinements to the legislation have been introduced, including Bill 72. Bill 72 was introduced into legislation on May 18, 2010 and received Royal Assent on November 29, 2010, as the *Water Opportunities Act*.

The purposes of the *Water Opportunities Act* are to: foster innovative water, wastewater and storm water technologies, services and practices; create opportunities for economic development and clean-technology jobs; and conserve and sustain water resources. To achieve this Bill 72 provides for the creation of performance targets (financial, operational and maintenance related), which will vary by service type and location and the required submission of conservation and sustainability plans for water, wastewater and stormwater.

The sustainability plan in Bill 72 expands on interim legislation for financial plans included in O.Reg. 453/07, to include the following:

- an asset management plan for the physical infrastructure;
- financial plan;
- water conservation plan (for water service only);
- a risk assessment;
- a strategy for maintaining and improving the services; and

- additional information considered advisable.

Where a Board has jurisdiction over a service, the plan (and any plan amendments) must be approved by the municipality in which the municipal service is provided, before submission to the Minister. The Minister may also direct preparation of joint or partially joint plans.

Regulations (still forthcoming) will prescribe details in regard to any time periods or time limits, contents of the plans, identifying which portions of the plan will require certification, the public consultation process (if required), limitations updates and refinements.

2.4 Infrastructure for Jobs and Prosperity Act (I.J.P.A.), 2015

On June 4, 2015, the Province passed the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) which, over time, will require municipalities to undertake and implement asset management plans for all infrastructure they own. On December 27, 2017, the Province of Ontario released Ontario Regulation 588/17 under I.J.P.A. which has 3 phases that municipalities must meet.

Every municipality in Ontario will have to prepare a strategic asset management policy by July 1, 2019. Municipalities will be required to review their strategic asset management policies at least every five years and make updates as necessary. The subsequent phases are as follows:

- Phase 1 – Asset Management Plan (by July 1, 2021):
 - For core assets – Municipalities must have the following:
 - Inventory of assets;
 - Current levels of service measured by standard metrics; and
 - Costs to maintain levels of service.
- Phase 2 – Asset Management Plan (by July 1, 2023):
 - Same steps as Phase 1 but for all assets.

- Phase 3 – Asset Management Plan (by July 1, 2024):
 - Builds on Phase 1 and 2 by adding:
 - Proposed levels of service; and
 - Lifecycle management and Financial strategy.

In relation to water (which is considered a core asset), municipalities will need to have an asset management plan that addresses the related infrastructure by July 1, 2021 (Phase 1). O.Reg. 588/17 specifies that the municipality’s asset management plan must include the following for each asset category:

- the current levels of service being provided;
- determined in accordance with the following qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan.
- the current performance of each asset category;
- a summary of the assets in the category;
- the replacement cost of the assets in the category;
- the average age of the assets in the category, determined by assessing the average age of the components of the assets;
- the information available on the condition of the assets in the category;
- a description of the municipality’s approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate; and
- the lifecycle activities that would need to be undertaken to maintain the current levels of service.

Upon completion of the asset management plan for water, the Township will need to consider the impacts during the annual Water Budget and Business Plan process.

2.5 Water Budget and Business Plan

The Township has already completed extensive financial planning as documented in the 2020-2023 Budget and Business Plan. The budget process is designed to address “full cost” principles and reflect the guiding principles toward sustainable financial planning.

As a result of employing this process, the 2020-2023 Budget and Business Plan provides a sound financial plan for the Region’s water system by providing:

- A detailed assessment of current and future capital needs including an analysis of potential funding sources;
- An analysis of operating costs in order to determine how they will be impacted by evolving infrastructure needs and system growth;
- A review and recommendation on rate structures that ensure revenues are equitable and sufficient to meet system needs; and
- A public process that involves ongoing consultation with the main stakeholders including the Region’s staff, Council, the general public (specifically the users of the system) and others with the aim of gaining input and collaboration on the sustainability of the financial plan.

3. Approach

3.1 Overview

The 2020-2023 Budget and Business Plan has been used as a starting point to prepare the water financial plan. The Budget and Business Plan is prepared on a modified cash basis; therefore, a conversion was required in order to present a full accrual financial plan for the purposes of this report. The conversion process used will help to establish the structure of the financial plan along with the opening balances that will underpin the forecast. This chapter outlines the conversion process utilized and summarizes the adjustments made to prepare the financial plan.

3.2 Conversion Process

The conversion from the existing modified cash basis budget and business plan to the full accrual reporting format required under O.Reg. 453/07 can be summarized in the following steps:

Calculate Tangible Capital Asset Balances

Convert Statement of Operations

Convert Statement of Financial Position

Convert Statement of Cash Flow and Net Assets/Debt

Verification and Note Preparation

3.2.1 Calculate Tangible Capital Balances

In calculating tangible capital asset balances, existing and future purchased, developed, and/or contributed assets will need to be considered. For existing water assets, an inventory has already been compiled and summarized by the Township for the purposes of the annual PSAB 3150 compliance process. As required, for PSAB 3150 reporting purposes, the asset inventory listing included historical cost (which is the original cost to purchase, develop, or construct each asset) along with an estimated useful life for each asset and any anticipated salvage value is recorded. The following calculations are made to determine net book value:

- Accumulated amortization up to the year prior to the first forecast year.
- Amortization expense on existing assets for each year of the forecast period.
- Acquisition of new assets for each year of the forecast period.
- Disposals and related gains or losses for each year of forecast period.

Future water capital needs have also been determined and summarized within the 2018 Budget and Business Plan. However, these estimates only represent future assets that the Region anticipates purchasing or constructing without consideration for future assets that are contributed by developers and other parties (at no or partial cost to the Region). These contributed assets will form part of the infrastructure going forward in terms of the sustainability of the system and despite their non-monetary nature; future financial plans may need to be adjusted in order to properly account for these transactions. Once the sequence and total asset acquisition has been determined for the forecast period, annual amortization of these assets for each year is calculated in a similar manner as that used for existing assets.

Once the historical cost, accumulated amortization, and amortization expenses are calculated as described above, the total net book value of the tangible capital assets can be determined and recorded on the Statement of Financial Position.

3.2.2 Convert Statement of Operations

A wide range of adjustments will be considered, dependent on the size and complexity of the system, in order to convert from the cash to full accrual basis. For example, debt repayment costs relating to the principal payment portion only needs to be removed under the accrual basis, as they no longer qualify as an expense for reporting purposes. Principal payments are reported as a decrease in debt liability on the Statement of Financial Position. Transfers to and from reserves are removed as these transactions are represented by changes in cash and accumulated surplus. Finally, expenses relating to tangible capital assets, such as amortization, write-offs, and (gain)/loss on disposal of assets are reported on the Statement of Operations in order to capture the allocation of the cost of these assets to operating activities over their useful lives and therefore are added in under the accrual basis.



**Table 3.1
Conversion Adjustments
Statement of Operations**

	Modified Cash Bases		Accrual Bases		Modified Cash Bases		Accrual Bases	
	2019 Budget	Adjustments	2019 Budget	YTD Actual 2019	Adjustments	YTD Actual 2019	YTD Actual 2019	YTD Actual 2019
Revenues								
Rate base revenue	\$524,061	\$0	\$524,061	\$518,671	\$0	\$518,671	\$518,671	\$518,671
Grants	\$0	\$0	\$0	\$19,079	\$0	\$19,079	\$19,079	\$19,079
Other revenue	\$3,232	\$0	\$3,232	\$5,237	\$0	\$5,237	\$5,237	\$5,237
Investment Interest earned	\$0	\$14,991	\$14,991	\$14,991	\$0	\$14,991	\$14,991	\$14,991
Earned DC Charges/Gas Tax	\$0	\$0	\$0	\$3,752	\$0	\$3,752	\$3,752	\$3,752
	\$527,293	\$14,991	\$542,284	\$561,730	\$0	\$561,730	\$561,730	\$561,730
Expenditures								
Personnel Costs	\$84,447	\$0	\$84,447	\$80,878	\$0	\$80,878	\$80,878	\$80,878
Administrative support	\$17,700	\$0	\$17,700	\$23,509	\$0	\$23,509	\$23,509	\$23,509
Insurance costs	\$4,300	\$0	\$4,300	\$3,087	\$0	\$3,087	\$3,087	\$3,087
Hydro costs	\$43,350	\$0	\$43,350	\$37,283	\$0	\$37,283	\$37,283	\$37,283
Interest on debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building - Maintenance	\$200	\$0	\$200	\$832	\$0	\$832	\$832	\$832
Property taxes	\$2,400	\$0	\$2,400	\$2,541	\$0	\$2,541	\$2,541	\$2,541
Operating maintenance	\$27,500	\$0	\$27,500	\$13,709	\$0	\$13,709	\$13,709	\$13,709
Equipment maintenance	\$5,700	\$0	\$5,700	\$2,671	\$0	\$2,671	\$2,671	\$2,671
Contracted services	\$246,500	\$0	\$246,500	\$224,440	\$0	\$224,440	\$224,440	\$224,440
Transfer to Reserves	\$95,196	(\$95,196)	\$0	\$97,093	(\$97,093)	\$0	\$0	\$0
Amortization	\$0	\$62,009	\$62,009	\$0	\$62,009	\$62,009	\$62,009	\$62,009
Total Expenditures	\$527,293	(\$33,187)	\$494,106	\$486,043	(\$35,084)	\$450,959	\$450,959	\$450,959
Annual (Surplus)/Deficit	\$0	\$48,178	\$48,178	\$75,687	\$35,084	\$110,771	\$110,771	\$110,771

3.2.3 Convert Statement of Financial Position

Once the Statement of Operations has been converted and the net book value of tangible capital assets has been recorded, balances for the remaining items on the Statement of Financial Position are determined and recorded (see Figure 3-2). The opening/actual balances for the remaining accounts such as accounts receivable, inventory, accounts payable, outstanding debt (principal only), are recorded and classified according to the structure of the Statement of Financial Position as outlined in PS1200.

It is acknowledged that some of the balances required on the Statement of Financial Position were difficult to isolate the information that is relevant to water. An example of this is accounts receivable, is administered centrally by the Finance Department for Water and wastewater services. Ontario Regulation 453/07 allows for the exclusion of these numbers if they are not known at the time of preparing the financial plan. Please refer to the Financial Plan Notes in Chapter 4 for more details.

3.2.4 Convert Statement of Cash Flow and Net Financial Assets/Debt

The Statement of Cash Flow summarizes how the Township financed its activities or in other words, how the costs of providing services were recovered. The statement is derived using comparative Statement of Financial Position, the current Statement of Operations and other available transaction data.

The Statement of Change in Net Financial Assets/Debt is a statement which reconciles the difference between the surplus or deficit from current operations and the change in net financial assets/debt for the year. This is significant, as net debt provides an indication of future revenue requirements. In order to complete the Statement of Net Financial Assets/Debt, information regarding any gains/losses on disposals of assets, asset write-downs, acquisition/use of supplies inventory, and the acquisition use of prepaid expenses is necessary, (if applicable). Although the Statement of Change in Net Financial Assets/Debt is not required under O.Reg. 453/07, it has been included in this report as a further indicator of financial viability.



**Table 3.2
Conversion Adjustments
Statement of Financial Position**

		2019	
	Modified Cash Basis	Adjustments	Accrual Bases
Financial Assets			
Cash & Short term Investments	\$1,194,205		\$1,194,205
Accounts Receivable	\$63,039		\$63,039
	\$1,257,244	\$0	\$1,257,244
Liabilities			
Accounts Payable and accrued liabilities	\$119,136		\$119,136
Deferred revenue	\$302,466		\$302,466
Current portion of debentures payable	\$0		\$0
	\$421,602	\$0	\$421,602
Debentures Payable	\$0	\$0	\$0
Total net financial assets	\$835,642		\$835,642
Non Financial Assets			
Tangible capital assets	\$2,439,488	\$0	\$2,439,488
Accumulated Surplus	\$3,275,130	\$0	\$3,275,130

	Municipal Position	Water Services
Tangible Capital Assets	\$48,940,115	\$2,439,488
Capital Reserve	\$8,296,009	\$0
Discretionary Environment Reserve Fund	\$2,576,781	\$1,138,108
Gas Tax Revenue	\$652,995	\$0
Development Charges Reserve Fund	\$774,300	\$302,466

3.2.5 Verification and Note Preparation

The final step in the conversion process is to ensure that all of the statements created by the previous steps are in balance. The Statement of Financial Position summarizes the resources and obligations of the Township at a set point in time. The Statement of Operations summarizes how these resources and obligations changed over the reporting period. To this end, the accumulated surplus/deficit reported on the Statement of Financial Position should equal the accumulated surplus/deficit reported on the Statement of Operations.

The Statement of Change in Net Financial Assets/Debt and the Statement of Financial Position are also linked in terms of reporting on net financial assets/debt. On the Statement of Financial Position, net financial assets/debt is equal to the difference between financial assets and liabilities and should equal net financial assets/debt as have calculated on the Statement of Net Financial Assets/Debt.

While not part of the financial plan, the accompanying notes are important to summarize the assumptions and estimates made in preparing the financial plan. Some of the significant assumptions that need to be addressed within the financial plan are as follows:

- a) Opening cash balances – Opening cash balances are necessary to complete the Statement of Cash Flows and balance the Statement of Financial Position. Preferably, opening cash balances should be derived from actual information contained within the Township’s ledgers. However, it may not be possible to extract this information from the ledgers for water alone; therefore, a reasonable proxy will be needed. One approach is to assume that opening cash balances equal ending reserve and reserve fund balances from the previous year adjusted for accrual- based transactions reflected by accounts receivable/payable balances. The following equation outlines this approach:

$$\begin{array}{r} \text{Ending Reserve/Reserve Fund Balance Plus:} \\ \text{Ending Accounts Payable Balance} \\ \text{Less: } \underline{\text{Ending Accounts Receivable Balance}} \\ \text{Equals: Approximate Ending Cash Balance} \end{array}$$

- b) Amortization Expense – The method and timing of amortization should be based on the Township’s amortization policy.
- c) Accumulated Amortization – Will be based on the culmination of accumulated amortization expenses throughout the life of each asset however derived, along with information on construction/acquisition date and useful life obtained from the capital asset listing provided.
- d) Contributed Assets – As noted earlier, contributed assets could represent a significant part of the Township’s infrastructure acquisitions. As such, a reasonable estimate of value and timing of acquisition/donation may be required in order to adequately capture these assets. In the case where contributed assets are deemed to be insignificant or unknown, an assumption of “no contributed assets within the forecast period” will be made.
- e) Accumulated Surplus – The magnitude of the surplus in this area may precipitate the need for additional explanation especially in the first year of reporting. This Accumulated Surplus captures the historical infrastructure investment which has not been reported in the past but has accumulated to significant levels. It also includes all water reserve and reserve fund balances.
- f) Other Revenues – Will represent the recognition of revenues previously deferred (i.e. development charge revenues) and/or accrued revenues (developer contributions), and/or other minor miscellaneous revenues.

4 Financial Plan

4.1 Introduction

The following tables provide the complete financial plan for the Township's water systems. A brief description and analysis of each table is provided below. It is important to note that the financial plan that follows is a forward look at the financial position of the Township's water systems. It is not an audited document¹ and it contains various estimates as detailed in the "Notes to the Financial Plan" section below.

4.2 Water Financial Plan

4.2.1 Statement of Financial Position (Table 4-1)

The Statement of Financial Position provides information that describes the assets, liabilities, and accumulated surplus of the Township's water systems. The first important indicator is net financial assets/(debt), which is defined as the difference between financial assets and liabilities. This indicator provides an indication of the system's "future revenue requirement." A net financial asset position is where financial assets are greater than liabilities and implies that the system has the resources to finance future operations. Conversely, a net debt position implies that the future revenues generated by the system will be needed to finance past transactions, as well as future operations. Table 4-1 indicates that in 2019, the Township's water system will be in a net financial asset position of approximately \$835,642. For the balance of the forecast, 2020-2025, the financial plan forecasts a continuing net financial asset position.

Another important indicator on the Statement of Financial Position is the tangible capital asset balance under section PS3150. As noted earlier, providing this information is a requirement for municipalities as part of PS3150 compliance and is significant from a financial planning perspective for the following reasons:

- Tangible capital assets such as watermains and treatment facilities are imperative to water service delivery.

- ¹ O.Reg. 453/07 does not require an audited financial plan.

- These assets represent significant economic resources in terms of their historical and replacement costs. Therefore, ongoing capital asset management is essential to managing significant replacements and repairs.
- The annual maintenance required by these assets has an enduring impact on water operational budgets.

In general terms, an increase in the tangible capital asset balance indicates that assets may have been acquired either through purchase by the municipality or donation/ contribution by a third party. A decrease in the tangible capital asset balance can indicate a disposal, write down, or use of assets. A use of assets is usually represented by an increase in accumulated amortization due to annual amortization expenses arising as a result of allocating the cost of the asset to operations over the asset's useful life. Table 4-1 shows tangible capital assets are expected to grow over \$2.063 million over the 6-year forecast period. This indicates that the Township has plans to invest in tangible capital assets in excess of the anticipated use of existing assets over the forecast period.

4.2.2 Statement of Operations (Table 4-2)

The Statement of Operations summarizes the revenues and expenses generated by the water system for a given period. The annual surplus/deficit measures whether the revenues generated were sufficient to cover the expenses incurred and in turn, whether net financial assets have been maintained or depleted. Table 4-2 illustrates the ratio of expenses to revenues, although fluctuating to some extent, generally increasing from 52% to 75% over the forecast period to 2025. As a result, annual surplus decreases from \$202k to \$196K. This is due to fluctuating earned development charge revenue annually as well as a general increasing trend in amortization expense (from planned asset acquisitions). It is important to note that an annual surplus is beneficial to ensure funding is available to non-expense costs such as tangible capital asset acquisitions, reserve/reserve fund transfers and debt principal payments.

Another important indicator on this statement is accumulated surplus/deficit. An accumulated surplus indicates that the available net resources are sufficient to provide future capital water services. An accumulated deficit indicates that resources are insufficient to provide future services and that borrowing, or rate

increases are required to finance annual deficits.

From Table 4-2, the financial plan proposes to add approximately \$1.244 million to a 2019 accumulated surplus of \$3.477 million over the forecast period. This accumulated surplus, as indicated in Table 4-2, is predominantly made up of reserve and reserve fund balances as well as historical investments in tangible capital assets.

4.2.3 Statement of Change in Net Financial Assets/Debt (Table 4-3)

The Statement of Change in Net Financial Assets/Debt indicates whether revenue generated was sufficient to cover operating and non-financial asset costs (i.e. inventory supplies, prepaid expenses, tangible capital assets, etc.) and in so doing, explains the difference between the annual surplus/deficit and the change in net financial assets/debt for the period. Table 4-3 indicates that the forecasted annual surplus/(deficit) is low relative to the forecasted needs for tangible capital asset acquisitions (net of amortization for the year), resulting in a dip to net financial assets over the forecast period before it recovers. This is due to a major acquisition to improve water pressure in the village of Drayton. The ratio of cumulative annual surplus before amortization to cumulative tangible capital asset acquisitions moves from .34 to .25 over the forecast period.

4.2.4 Statement of Cash Flow (Table 4-4)

The Statement of Cash Flow summarizes how water systems are expected to generate and use cash resources during the forecast period. The transactions that provide/use cash are classified as operating, capital, investing, and financing activities as shown in Table 4-4. This statement focuses on the cash aspect of these transactions and thus is the link between cash and accrual based reporting. Table 4-4 indicates that cash from operations will be used to fund capital transactions (i.e. tangible capital asset acquisitions) and build internal reserves and reserve funds over the forecast period.

The financial plan projects the cash position of the Township's water system to remain stable of the forecast period. For further discussions, on projected cash balances please refer to the Notes to the Financial Plan.



Table 4-1
Statement of Financial Position: Water Services
Unaudited: for Financial Planning Purposes Only

	2019	2020	2021	2022	2023	2024	2025
Financial Assets							
Cash & Short term Investments	\$1,194,205	\$3,047,294	\$1,059,722	\$1,304,927	\$1,483,090	\$1,710,572	\$1,899,162
Accounts Receivable	\$63,039	\$76,825	\$115,271	\$84,891	\$83,320	\$84,660	\$86,320
	\$1,257,244	\$3,124,120	\$1,174,992	\$1,389,818	\$1,566,410	\$1,795,231	\$1,985,483
Liabilities							
Accounts Payable and accrued liabilities	\$119,136	\$128,031	\$132,083	\$134,963	\$137,722	\$140,491	\$143,305
Deferred revenue	\$302,466	\$329,172	\$0	\$24,922	\$50,568	\$76,957	\$104,104
Current portion of debentures payable	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
	\$421,602	\$537,203	\$212,083	\$239,885	\$268,290	\$297,448	\$327,409
Debentures Payable	\$0	\$1,840,000	\$1,760,000	\$1,680,000	\$1,600,000	\$1,520,000	\$1,440,000
Total net financial assets	\$835,642	\$746,917	(\$797,090)	(\$530,067)	(\$301,880)	(\$22,217)	\$218,074
Non Financial Assets							
Tangible capital assets	\$2,439,488	\$2,730,884	\$4,799,929	\$4,696,702	\$4,642,512	\$4,548,003	\$4,503,263
Accumulated Surplus	\$3,275,130	\$3,477,800	\$4,002,838	\$4,166,635	\$4,340,632	\$4,525,787	\$4,721,337



Table 4-2
Statement of Operations : Water Services
Unaudited: for Financial Planning Purposes Only

Revenues	YTD Actual 2019	2019 Budget	Variance	2020	2021	2022	2023	2024	2025
Rate base revenue	\$518,671	\$524,061	(\$5,390)	\$701,949	\$715,988	\$730,308	\$744,915	\$759,813	\$775,010
Grants	\$19,079	\$0	\$19,079	\$0	\$0	\$0	\$0	\$0	\$0
Other revenue	\$5,237	\$3,232	\$2,005	\$3,264	\$3,296	\$3,330	\$3,397	\$3,465	\$3,534
Investment Interest earned	\$14,991	\$0	\$14,991	\$13,109	\$28,901	\$12,738	\$13,076	\$13,097	\$13,635
Earned DC Charges/Gas Tax	\$3,752	\$0	\$3,752	\$0	\$356,600	\$0	\$0	\$0	\$0
	\$561,730	\$527,293	\$34,437	\$718,322	\$1,104,785	\$746,376	\$761,387	\$776,375	\$792,178
Expenses									
Personnel Costs	\$80,878	\$84,447	(\$3,569)	\$56,237	\$57,362	\$58,509	\$59,679	\$60,873	\$62,090
Administrative support	\$23,509	\$17,700	\$5,809	\$14,954	\$15,108	\$15,264	\$15,569	\$15,881	\$16,198
Insurance costs	\$3,087	\$4,300	(\$1,213)	\$3,100	\$3,162	\$3,225	\$3,290	\$3,356	\$3,423
Hydro costs	\$37,283	\$43,350	(\$6,067)	\$43,784	\$44,221	\$44,664	\$45,557	\$46,468	\$47,398
Interest on debt	\$0	\$0	\$0	\$45,200	\$43,292	\$41,584	\$39,776	\$37,968	\$36,160
Building - Maintenance	\$832	\$200	\$632	\$200	\$200	\$200	\$204	\$208	\$212
Property taxes	\$2,541	\$2,400	\$141	\$2,400	\$2,400	\$2,400	\$2,448	\$2,497	\$2,547
Operating maintenance	\$13,709	\$27,500	(\$13,791)	\$27,500	\$27,500	\$27,500	\$28,050	\$28,611	\$29,183
Equipment maintenance	\$2,671	\$5,700	(\$3,029)	\$5,700	\$5,700	\$5,700	\$5,814	\$5,930	\$6,049
Contracted services	\$224,440	\$246,500	(\$22,060)	\$239,112	\$244,647	\$250,307	\$255,313	\$260,419	\$265,628
Amortization	\$62,009	\$62,009	\$0	\$77,464	\$136,155	\$133,227	\$131,690	\$129,009	\$127,740
Total Expenses	\$450,959	\$494,106	(\$43,147)	\$515,651	\$579,746	\$582,580	\$587,390	\$591,220	\$596,628
Annual (Surplus)/Deficit	\$110,771	\$33,187	\$77,584	\$202,671	\$525,038	\$163,796	\$173,997	\$185,155	\$195,551
Financial Indicators									
Expense to Revenue Ratio				72%	52%	78%	77%	76%	75%
Increase (decrease) in Accumulated Surplus				\$202,671	\$525,038	\$163,796	\$173,997	\$185,155	\$195,551



Table 4-3
Statement of Net Financial Assets : Water Services
Unaudited: for Financial Planning Purposes Only

	2020	2021	2022	2023	2024	2025
Annual surplus	\$202,671	\$525,038	\$163,796	\$173,997	\$185,155	\$195,551
Acquisition of tangible capital needs	(\$368,860)	(\$2,205,200)	(\$30,000)	(\$77,500)	(\$34,500)	(\$83,000)
Amortization	\$77,464	\$136,155	\$133,227	\$131,690	\$129,009	\$127,740
Loss(gain) on disposal of tangible capital assets						
Proceeds of disposal of tangible capital assets	(\$88,725)	(\$1,544,007)	\$267,023	\$228,187	\$279,664	\$240,290
Consumption of supplies inventory	\$0	\$0	\$0	\$0	\$0	\$0
Use of prepaid expenses	\$0	\$0	\$0	\$0	\$0	\$0
(Decrease) Increase of Net Financial Assets	(\$88,725)	(\$1,544,007)	\$267,023	\$228,187	\$279,664	\$240,290
Net Financial Assets , beginning of year	\$835,642	\$746,917	(\$797,090)	(\$530,067)	(\$301,880)	(\$22,217)
Net Financial Assets. end of the year	\$746,917	(\$797,090)	(\$530,068)	(\$301,880)	(\$22,216)	\$218,074
Financial Indicators						
Acquisition of Tangible Capital Assets (Cumulative)	\$368,860	\$2,574,060	\$2,604,060	\$2,681,560	\$2,716,060	\$2,799,060
Annual Surplus before Amortization (Cumulative)	\$125,206	\$514,089	\$544,658	\$586,966	\$643,112	\$710,922
	0.34	0.20	0.21	0.22	0.24	0.25



Table 4-4
Statement of Cash Flow : Water Services
Unaudited: for Financial Planning Purposes Only

	2020	2021	2022	2023	2024	2025
Cash Provided by (used in) Operation Activities						
Annual surplus	\$202,671	\$525,038	\$163,796	\$173,997	\$185,155	\$195,551
Items not requiring an outlay of cash						
Amortization	\$77,464	\$136,155	\$133,227	\$131,690	\$129,009	\$127,740
Net changes in non-cash working capital						
Accounts receivable	(\$13,787)	(\$38,446)	\$30,380	\$1,571	(\$1,340)	(\$1,661)
Accounts Payable and accrued liabilities	\$8,895	\$4,052	\$2,880	\$2,759	\$2,769	\$2,814
Deferred revenue	\$26,706	(\$329,172)	\$24,921	\$25,647	\$26,388	\$27,147
	\$21,814	(\$363,566)	\$58,182	\$29,976	\$27,818	\$28,300
Cash provided by (used in) Capital Activities						
Acquisition of tangible capital needs	(\$368,860)	(\$2,205,200)	(\$30,000)	(\$77,500)	(\$34,500)	(\$83,000)
Cash provided by (used in) Financing Activities						
Loan from Capital reserves (net)	\$1,920,000	(\$80,000)	(\$80,000)	(\$80,000)	(\$80,000)	(\$80,000)
Net (decrease) in Cash	\$1,853,090	(\$1,987,573)	\$245,204	\$178,163	\$227,482	\$188,590
Cash & cash equivalents, beginning of year	\$1,194,205	\$3,047,295	\$1,059,722	\$1,304,926	\$1,483,089	\$1,710,572
Cash & cash equivalents, end of year	\$3,047,295	\$1,059,722	\$1,304,926	\$1,483,089	\$1,710,572	\$1,899,162

Notes to Financial Plan

The financial plan format outlined in Chapter 4 closely approximates the full accrual format used by municipalities on their audited financial statements. However, the financial plan is not an audited document and contains various estimates. In this regard, Section 3 (2) of O.Reg. 453/07 states the following:

“Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared:

1. Sub-subparagraphs 4 i A, B and C of subsection (1)
2. Sub-subparagraphs 4 iii A, C, E and F of subsection (1).”

The information referred to in sub-subparagraphs 4 i A, B and C of subsection (1) includes:

- A. Total financial assets (i.e. cash and receivables);
- B. Total liabilities (i.e. payables, debt and deferred revenue);
- C. Net debt (i.e. the difference between A and B above).

The information referred to in sub-subparagraphs 4 iii A, C, E and F of subsection (1) includes:

- A. Operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges
- B. Investing transactions that are acquisitions and disposal of investments
- C. Change in cash and cash equivalents during the year
- D. Cash and cash equivalents at the beginning and end of the year

In order to show a balanced financial plan in a full accrual format for the Township, some of the items listed above have been estimated given that the Township does not maintain all financial asset and liability data separately for water. Usually, this type of data is combined with the financial assets and liabilities of other departments and services given that there is not a current obligation to disclose this data separately (as there is with revenue and expenses).

The assumptions used have been documented below:

1. Cash, Receivables and Payables

It is assumed that the opening cash balances required to complete the financial plan are equal to:

Ending Reserve/Reserve Fund Balance

Plus: Ending Accounts Payable Balance

Less: Ending Accounts Receivable

Balance

Equals: Approximate Ending Cash Balance

For the Township, receivable and payable balances were estimated for each year of the forecast based on the following factors:

- a) Receivables: Based on the historical levels of water receivables as a percentage of annual water revenue earned; and
- b) Payables: Based on historical levels of the Township payables as a percentage of annual expenses.

Therefore, the opening cash balance was estimated based on the above calculations.

2. Debt

Outstanding water related debt by the end of 2020 is projected to be \$1.8 million. This is the loan from the Township's capital reserves for 25 years with an interest rate set at 2.26%.



Year	Principle
2020	\$ 80,000
2021	\$ 80,000
2022	\$ 80,000
2023	\$ 80,000
2024	\$ 80,000
2025	\$ 80,000
Thereafter	\$ 1,520,000

No additional debt proceeds are anticipated over the forecast period based on the Township’s projected debt financing requirements from 2020 to 2025.

3. Deferred Revenue

Deferred revenue is made up of water development charge reserve fund and gas tax balances which are considered to be a liability for financial reporting purposes until the funds are used to emplace the works for which they have been collected. Township staff have estimated annual development charge proceeds to equal the total of each year’s transfers to operating and capital from the development charge reserve fund for the purposes of this financial plan.

4. Tangible Capital Assets

- Opening net book value of tangible capital assets includes water related assets in the following categories:
 - i. Linear Infrastructure
 - ii. Facilities
 - iii. Equipment

The Township follows the amortization methods based on asset type as follows:

- i. Equipment: the straight-line approach with full year amortization in the year of acquisition or construction with no residual value allocated.
 - ii. Facilities and Infrastructure: the straight-line approach with full amortization in the year of acquisition or construction and no residual value has been allocated.
- Given the planned asset replacement forecast provided by the Township, useful life on acquisitions is assumed to be equal to the weighted average useful life for all assets on hand in each respective asset category.
 - Write-offs are assumed to equal \$0 for each year in the forecast period.
 - Tangible capital assets are shown on a net basis.
 - Gains/losses on disposal are assumed to be \$0 (it is assumed that historical cost is equal to accumulated amortization for all disposals).
 - Contributed Assets, as described in Section 3.2.1, are deemed to be insignificant/unknown during the forecast period and are therefore assumed to be \$0.
 - The opening Tangible Capital Assets (T.C.A.) balance and opening accumulated amortization values have been adjusted to include capital work in progress as in 2019.



Cost	2019	2020	2021	2022	2023	2024	2025
Balance, Beginning of year	\$3,261,922	\$3,683,674	\$4,052,534	\$6,257,734	\$6,287,734	\$6,365,234	\$6,399,734
Additions during the year	\$168,292	\$368,860	\$2,205,200	\$30,000	\$77,500	\$34,500	\$83,000
Disposals during the year							
Assets under constructions	\$253,460	\$0	\$0	\$0	\$0	\$0	\$0
Balance, end of the year	<u>\$3,683,674</u>	<u>\$4,052,534</u>	<u>\$6,257,734</u>	<u>\$6,287,734</u>	<u>\$6,365,234</u>	<u>\$6,399,734</u>	<u>\$6,482,734</u>
Accumulated Amortization							
Balance, Beginning of year	\$1,182,177	\$1,244,186	\$1,321,650	\$1,457,805	\$1,591,032	\$1,722,722	\$1,851,731
Amortization for the year	\$62,009	\$77,464	\$136,155	\$133,227	\$131,690	\$129,009	\$127,740
Accumulated amortization disposal							
Balance, end of the year	<u>\$1,244,186</u>	<u>\$1,321,650</u>	<u>\$1,457,805</u>	<u>\$1,591,032</u>	<u>\$1,722,722</u>	<u>\$1,851,731</u>	<u>\$1,979,471</u>
Net Book Value	<u><u>\$2,439,488</u></u>	<u><u>\$2,730,884</u></u>	<u><u>\$4,799,929</u></u>	<u><u>\$4,696,702</u></u>	<u><u>\$4,642,512</u></u>	<u><u>\$4,548,003</u></u>	<u><u>\$4,503,263</u></u>

5. *Accumulated Surplus*

The accumulated surplus reconciliation for all years within the forecast period is contained in Table 4-2.

6. *Other Revenue*

Other revenue includes interest, program revenue, compliance fees, application fees and other non-operating general revenues.

7. *Operating Expenses*

Capital expenditures for items not meeting the definition of tangible capital assets have been reclassified as operating expenses and have been expensed in the year in which they occur.

5. Process for Financial Plan Approval and Submission to the Province

As mentioned in section 1.2, preparation of and approval of a financial plan for water assets that meets the requirements of the Act is mandatory for municipal water providers. Proof of the plan preparation and approval is a key submission requirement for municipal drinking water licensing and, upon completion, must be submitted to the MECP. The process established for plan approval, public circulation and filing is set out in O.Reg. 453/07 and can be summarized as follows:

1. The financial plan must be approved by resolution of Council of the municipality who owns the drinking water system or the governing body of the owner. (O.Reg. 453/07, Section 3(1)1.)
2. The owner of the drinking water system must provide notice advertising the availability of the financial plan. The plans will be made available to the public upon request and without charge. The plans must also be made available to the public on the municipality's website. (O.Reg. 453/07, Section 3(1)5.)
3. The owner of the drinking water system must provide a copy of the financial plan to the Director of Policy Branch, Ministry of Municipal Affairs and Housing. (O.Reg. 453/07, Section 3(1)6.)
4. The owner of the drinking water system must provide proof satisfactory to the Director that the financial plans for the system satisfy the requirements under the Safe Drinking Water Act. (S.D.W.A. Section 32(5)2.ii.)

6. Recommendations

This report presents the water financial plan for the Township in accordance with the mandatory reporting formats for water systems as detailed in O.Reg. 453/07. It is important to note that while mandatory, the financial plan is provided for Council's interest and approval however, for decision making purposes, it may be more informative to rely on the information contained within the 2020-2023 Budget and Business Plan. Nevertheless, Council is required to pass certain resolutions with regard to this plan and regulations and it is recommended that:

1. The Township of Mapleton Financial Plan dated May 26, 2020 be approved.
2. Notice of availability of the Financial Plan be advertised.
3. The Financial Plan dated May 26, 2020 be submitted to the Ministry of Municipal Affairs and Housing. (O.Reg. 453/07, Section 3(1)6).
4. The resolution of Council approving the Financial Plan be submitted to the MECP, satisfying the requirements under the Safe Drinking Water Act. (S.D.W.A. Section 32(5)2.ii.).

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2020-035

Being a by-law to establish rules governing the calling, place, proceeding and providing public notice of meetings of the Committee of Adjustment and to repeal By-law Number 2015-002

WHEREAS Section 44 (1) of the *Planning Act*, Revised Statutes of Ontario 1990, Chapter P.13, as amended provides that if a municipality has passed a by-law under section 34 or a predecessor of such section, the Council of the municipality may by by-law constitute and appoint a Committee of Adjustment for the municipality composed of such person, not fewer than three, as the Council considers advisable.

AND WHEREAS Section 44 (3) of the *Planning Act*, Revised Statutes of Ontario 1990, Chapter P.13, as amended provides that the Members of the Committee who are not members of a Municipal Council shall hold office for the term of council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually.

AND WHEREAS Section 238(2) of the *Municipal Act*, S.O.2001, as amended requires every municipality and local board to adopt a procedure by-law for the governing, calling, place and proceedings of meetings;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MAPLETON HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 In this by-law,

“Chair” means the member of the Committee responsible for chairing the meeting.

“Committee” means the Committee of Adjustment having jurisdiction in the Township of Mapleton and established in accordance with Section 44 of the *Planning Act*;

“Hearing” means the public meeting of the Committee of Adjustment held for the purpose of considering applications for minor variance, pursuant to the provisions of the *Planning Act*.

“Member” means any member of the Committee and includes the Chair;

“Pecuniary Interest” means a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, RSO 1990.

“Point of Order” means any alleged breach of the rules or irregularity in the proceedings of a meeting;

“Point of Privilege” means a statement calling attention to a matter where the integrity, character or reputation of an individual, individuals or the entire Committee, or the ability of an individual to participate, is perceived to be in question;

“Quorum” means a minimum of three (3) Members required to be present at any meeting in order for business to be conducted;

“Secretary-Treasurer” means the Clerk (or designate) of the Township of Mapleton, who is responsible for the Secretary-Treasurer duties of the Committee of Adjustment.

2. APPLICATION

- 2.1 The procedures contained in this by-law shall be observed in all proceedings of the Committee and shall be the procedures for the order and dispatch of meetings conducted by the Committee.
- 2.2 Procedural matters not governed by the provisions of this by-law shall be governed by the provisions of the Township of Mapleton’s Procedural By-law, as amended from time to time.
- 2.3 In the event of a conflict between this by-law and the Planning Act, the provisions of the Planning Act prevail.

3. COMMITTEE OF ADJUSTMENT APPOINTMENTS

- 3.1 That the Township of Mapleton Committee of Adjustment shall be composed of five (5) members appointed by by-law for the term of Municipal Council, or until a successor is appointed.
- 3.2 The Chairperson of the Committee of Adjustment shall be a Member determined at each meeting by the Committee.

4. RULES OF NATURAL JUSTICE AND STATUTORY POWERS PROCEDURES ACT

Committee members must recognize that the Committee of Adjustment is a quasi-judicial body, and as such, the rules of natural justice apply. The common law rules of natural justice are embodied in the Statutory Powers Procedures Act. Following the rules of natural justice and the Statutory Powers Procedures Act, Committee members are expected to refrain from discussing the applications prior to the hearing. Committee members are also expected to refrain from speaking to individuals either in favour or opposed to the application prior to the hearing, in order to ensure that the Committee reaches a decision untainted by bias.

4. CALLING OF MEETINGS AND AGENDA

- 4.1 All Committee of Adjustment meetings shall be held on the Wednesday following the second Tuesday of each month at 4:00 p.m. and shall be held in the Council Chambers of the Municipal Office, 7275 Sideroad 16, Township of Mapleton.
- 4.2 Where it is determined that there are insufficient agenda items for a meeting, the Secretary-Treasurer shall cancel the meeting.
- 4.3 The Secretary-Treasurer shall issue notice of the minor variance applications to be considered in accordance with the requirements of the Planning Act, at least ten (10) days prior to the meeting.
- 4.4 Members shall be provided with the meeting agenda by 4:30 p.m. on Friday preceding the meeting.
- 4.5 Public shall be provided with the meeting agenda by 4:30 p.m. on Friday preceding

the meeting by way of the Township web-site.

4.6 The order in which the business of the Committee shall be conducted is as follows:

- 4.6 i) Call to Order
- 4.6 ii) Declaration of Pecuniary Interest
- 4.6 iii) Minutes of Previous Meeting
- 4.6 iv) Matters Arising from Minutes
- 4.6 v) Applications for Minor Variance Including Correspondence
- 4.6 vi) General Business
- 4.6 vii) Adjournment

4.7 *Special Circumstances Electronic Meetings*

Members may participate in meetings by Electronic Means subject to the following:

- i) Where an emergency in any part or all of the municipality has been declared by the Municipal Head of Council, or the Premier, Cabinet under the Emergency Management and Civil Protection Act
- ii) Remote participation in open and closed meetings of Committee of Adjustment by members and staff on any electronic device platform that is deemed suitable by the Clerk.
- iii) During such period of a declared emergency, all members participating in an electronic open or closed meeting shall be counted towards a quorum.
- iv) Attendance may be restricted to the public and press to protect the health and safety of all individuals and security of property.

5. QUORUM

5.1 If no quorum is present ten (10) minutes after the time appointed for a Meeting of the Committee, the Secretary-Treasurer shall record the names of the Members present and the Meeting will stand adjourned until the next appointed time.

5.2 A vacancy in the membership or the inability of a Member to act due to a declared conflict does not impair the powers of the committee or of the remaining Members;

6. DECLARATION OF PECUNIARY INTEREST

6.1 As required by statutes of the Province of Ontario, members of the Committee shall disclose any direct or indirect pecuniary interest and state the general nature of such interest and it shall be recorded by the Secretary-Treasurer in the minutes. The member of the Committee with a pecuniary interest shall take no action to participate in, or influence the vote of the other members when the item is to be resolved by the Committee.

7. MEETING PROCEDURES

7.1 Except in accordance with the provisions of the Municipal Act, 2001, all Meetings of the Committee shall be open to the public.

7.2. In accordance with the provisions of the Statutory Powers Procedure Act, R.S.O. 1990, c.S.22, a hearing being conducted by the Committee during a Meeting may be closed to the public when the Committee is of the opinion that:

7.2.1 matters involving public security may be disclosed; or

7.2.2 intimate financial or personal matters or other matters may be disclosed at the hearing of such a nature, having regard to the circumstances, that the

desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public.

- 7.3 As soon after the hour fixed for a Meeting as a Quorum is present, the Meeting shall be called to order by the Chair.
- 7.4 The Chair shall ask the Secretary-Treasurer if there are any regrets.
- 7.5 The Chair shall call for declarations of any Pecuniary Interest of Members.
- 7.6 The Chair shall call for confirmation of Minutes of the previous Committee Meeting(s).
- 7.7 The Chair shall call for requests for deferral or withdrawal of any matters before the Committee.
- 7.8 The Chair, based on attendance, will determine the order of the items on the agenda to facilitate the Meeting in the most expeditious manner.
- 7.9 For each agenda item, the Chair shall ask the applicant or their representative to introduce themselves and present the application. The applicant or their representative shall be provided with a maximum ten (10) minutes to present the nature of the application to the Committee. Any submissions beyond the ten (10) minutes shall be at the discretion of the Committee.
- 7.10 The Chair shall ask Members if they have any questions of the applicant or their representative, following which Members may ask the Secretary- Treasurer to:
 - 7.10.1 read aloud all comments received from agencies who responded to the circulation of the notice of the application;
 - 7.10.2 read aloud any letters received from persons expressing an interest in the application;
 - 7.10.3 summarize the nature of the interest being expressed;
 - 7.10.4 read aloud the proposed conditions to be attached to the decision should the Committee approve the application.
- 7.11 Following the presentation of the application by the applicant, the Chair shall:
 - 7.11.1 invite anyone else having an interest in the application to come forward, identify themselves and express their interest;
 - 7.11.2 ask questions of the interested person on behalf of the Committee and allow the Members to ask questions relevant to the application before them.
- 7.12 Submissions from members of the public, in support or opposition to any application, shall be limited to five (5) minutes and shall be confined to the subject application. Any submissions beyond the five (5) minutes shall be at the discretion of the Committee.
- 7.13 Following submissions from members of the public, the Committee shall give the applicant or their representative the opportunity to respond to any comments received from commenting agencies or interested parties. This response shall be limited to five (5) minutes.

- 7.14 Any other public input after the applicant's response shall be at the discretion of the Committee.
- 7.15 Following submissions from members of the public and any response by the applicant, Members may ask additional questions relevant to the application before them.
- 7.16 Following the applicant's response, the Committee shall consider the issues raised by the applicant or their representative and any respondents, and the Chair shall:
- 7.16.1 ask Members for a motion with respect to the disposition of the application;
 - 7.16.2 permit discussions on the motion;
 - 7.16.3 call for a vote by the Committee on the motion;
 - 7.16.4 announce the decision of the Committee; and
 - 7.16.5 may summarize any dissenting decisions orally
- 7.17 The Chair may answer questions and comment in a general way, but if the Chair wishes to make a motion, speak to a motion under consideration, take part in the debate or leave the chair for any other reason, he or she shall first delegate the duties of the Chair to another member until he or she resumes the position of Chair.
- 7.18 On every application before it, the Committee may vote to approve, deny, defer, or reserve an application, and shall set out the reasons for the decision.
- 7.19 Any approval granted by the Committee may be for such time and subject to such terms and conditions or agreement as the Committee considers advisable and as are set out in the decision.
- 7.20 A written decision will be prepared for each hearing detailing any conditions imposed by the Committee and will be signed by all Members who concur with the decision.
- 7.21 The Secretary-Treasurer shall be permitted at any time and without prior notice to the parties correct a technical or typographical error, error in calculation or similar minor error made in the minutes or in a decision.

8. RULES OF CONDUCT AND DEBATE

- 8.1 It shall be the duty of the Chair to:
- 8.1.1 call the Meeting to order;
 - 8.1.2 ensure that a Quorum is established and is maintained throughout the course of the Meeting;
 - 8.1.3 put to a vote all motions that arise in the course of the proceedings and announce the result of each vote;
 - 8.1.4 decline to put to vote motions that infringe upon the rules under this by- law;
 - 8.1.5 uphold on all occasions the rules and the observance of order and decorum amongst the Members and attendees in accordance with this by-law;
 - 8.1.6 rule on Points of Privilege and Points of Order and decide all questions

relating to the orderly procedure of the Meeting;

- 8.1.7 adjourn the Meeting without question or suspend the Meeting to a time to be named by the Chair, if considered necessary because of grave disorder;
 - 8.1.8 adjourn the Meeting at the earlier of when the business is concluded, or at the designated time.
- 8.2 A Member shall not:
- 8.2.1 disobey the rules of procedure;
 - 8.2.2 disturb the other Members by any disruptive or distracting conduct, including private conversations or electronic communications among Members during a Meeting;
 - 8.2.3 display any behaviour which may be considered disruptive, inconsiderate or disrespectful, or use profane or offensive words or insulting expressions;
 - 8.2.4 leave their seat or make any noise or disturbance while a vote is being taken;
 - 8.2.5 speak until recognized by the Chair;
 - 8.2.6 interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege;
 - 8.2.7 leave the Meeting at any time without advising the Chair;
 - 8.2.8 speak more than once on an item until every Member who desires to speak has spoken;
 - 8.2.9 comment or question on matters other than those directly pertaining to the subject application before him or her;
 - 8.2.10 use their status on the Committee for personal or political gain.
- 8.3 In the event that a Member persists in a breach of section 8.2 above, after having been called to order by the Chair, the chair shall without debate call the question "Shall the Member be ordered to leave his or her seat for the duration of the Meeting?", and this question shall not be debatable.
- 8.4 If the Committee decides the question set out above in the affirmative by a majority vote of the Members present, the Chair shall order the Member to leave his or her seat for the duration of the Meeting.
- 8.5 If the Member apologizes, the Committee may permit the Member to resume his or her seat.
- 8.6 If the Member does not apologize or does not leave his or her seat after being ordered to do so, then the Chair will direct the Secretary-Treasurer to seek the appropriate assistance from the Ontario Provincial Police.
- 8.7 In the event that a Member misses three consecutive Meetings or more than 50 percent of all Meetings in a calendar year, Council may remove said Member from the Committee.
- 8.8 In the event that a Member engages in grave misconduct in the course of their

duties as a Member, including the violation of any Corporate Policy, Council may remove said Member from the Committee.

- 8.9 Attendees at a Meeting shall maintain order and quiet and shall not display signs or placards, applaud, heckle or engage in telephone or other conversation or any behaviour which may be considered disruptive, inconsiderate, disrespectful or intimidating to others.
- 8.10 Any person who disrupts a Meeting shall be asked by the Chair to stop the disruptive behaviour and if the person persists they shall be asked to leave the Meeting.
- 8.11 If a person refuses to leave the Meeting upon being requested to do so by the Chair, the Chair may recess the Meeting and may direct the Secretary-Treasurer to seek the appropriate assistance of the Ontario Provincial Police.
- 8.12 All cell phones and electronic devices, except those in use to record or otherwise facilitate the Meeting, shall be turned off or otherwise set so as to not emit any audible sound during a Meeting.

9. VOTING

- 9.1 The Chair shall call the vote immediately after all Members desiring to speak to a motion have spoken. No further speakers shall be permitted after the Chair has called the vote.
- 9.2 Each Member, when requested by the Chair, shall indicate by show of hands, their position on the motion under consideration. The majority decision of the Committee on the motion shall constitute the decision of the Committee. If the initial motion fails, a new motion is requested by the Chair and continued until a majority of the Members approve a motion.
- 9.3 Subject to 9.4, all Members present shall be required to vote and if any Member refuses to do so, they will be deemed to be voting in the negative. The Chair shall indicate his/her vote only after all other Members have voted.
- 9.4 When the Committee is comprised of an even number, and still has quorum, the Chair may refrain from voting to preclude a tie vote.
- 9.5 Any motion on which there is a tie vote shall be deemed to be defeated.

10. POINT OF PRIVILEGE

- 10.1 A Member may at any time raise a Point of Privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals, or the entire Committee, or the ability of an individual to participate.
- 10.2 A Point of Privilege shall take precedence over any other matter.
- 10.3 A Member shall not be permitted to enter into any debate or introduce any motion not related to the Point of Privilege.
- 10.4 The Chair shall decide upon the Point of Privilege and advise the Members of the decision.
- 10.5 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 10.6 If the decision of the Chair is appealed, the question "Shall the ruling of the Chair

be upheld?" shall be called without debate, and its results shall be final.

- 10.7 When the matter has been determined to be a Point of Privilege, the Member shall be afforded an opportunity to propose a motion in relation to that Point of Privilege.

11. POINT OF ORDER

- 11.1 A Member may at any time raise a Point of Order to a perceived violation of the rules of procedure.
- 11.2 The Chair shall decide upon the Point of Order and advise the Members of the decision.
- 11.3 Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 11.4 If the decision of the Chair is appealed, the question "Shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final.

12. ADJOURNMENT

- 12.1 All Meetings shall adjourn by 6:00 p.m., unless otherwise determined through a motion by a majority of the Members present.
- 12.2 If there are remaining applications on the agenda which have not been heard by the time required to adjourn the Meeting, the Secretary-Treasurer will assign a date to resume the public meeting, and no further public notice will be required to be provided.

13. DECISIONS OF THE COMMITTEE

- 13.1 No decision of the Committee on an application is valid unless it is concurred by the majority of the Members that heard the application, and the decision of the Committee shall be in writing and shall set out the reasons for the decision and shall be signed by the Members who concur in the decision.
- 13.2 A copy of the Committee's written decision will be prepared and issued in accordance with the provisions of the Planning Act.
- 13.3 A copy of the Committee's written decision shall be sent to each person who appeared in person or by agent or representative to express an interest in the application. In addition, any other person expressing an interest in an application shall leave their name and address with the Secretary-Treasurer at the Meeting, or may submit a written request, should they wish to receive a copy of the written decision and any further correspondence with respect to the application, pursuant to the provisions of the Planning Act.

14. REQUESTS FOR DEFERRAL OR WITHDRAWAL

- 14.1 A request for deferral of a matter on the scheduled Meeting date by the applicant or authorized agent must be for reasonable cause and must be made at the Meeting. If granted, the Committee after consultation with the Secretary-Treasurer, will set a new Meeting date for the application to be heard and notwithstanding section 3 of this by-law, no further notice of the Meeting date will be provided.
- 14.2 The applicant or their representative may request that an application be withdrawn. Such requests may be made to the Secretary-Treasurer in advance of the Meeting date or at the Meeting. The Secretary-Treasurer will record that the application was withdrawn from the Committee's agenda and the Committee will take no

action on the matter at the Meeting.

15. GENERAL

- 15.1 Following the application by the owner or representative of the owner, for any land, building or structure located within the Township of Mapleton, but prior to the Meeting where the application will be considered by the Committee, the Members may conduct individual site visits.
- 15.2 During site visits Members shall not discuss with the applicant or other interested individuals, any of the merits of the application or any issue or matter in connection with the application to be decided by the Committee.
- 15.3 That By-law Number 2015-002 be repealed.

16. FORCE AND EFFECT

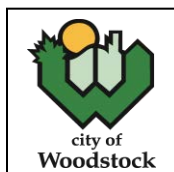
- 16.1 This By-Law shall take effect and become in full force and effect upon the day of third reading and passage thereof.

READ a first, second and third time this 26th day of May, 2020.

Mayor Gregg Davidson

Clerk Barb Schellenberger

Item 12.1 i)
May 26, 2020



Office of the City Clerk
Woodstock City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON
N4S 0A7
Telephone (519) 539-1291

May 8, 2020

Larry Wheeler, Deputy Clerk
Township of Mapleton
7275 Sideroad 16
P.O. box 160
Drayton, ON N0G 1P0

Via e-mail – lwheeler@mapleton.ca

Re: Request the Province of Ontario review the farm property class tax rate programme

At the regular Council meeting held on May 7, 2020, Woodstock City Council considered your correspondence dated April 21, 2020. The following resolution was passed in response:

"That Woodstock City Council supports Resolution 2020-04-14 received from the Township of Mapleton from its March 10, 2020 Council meeting requesting that the Province of Ontario undertake a review of the Farm Property Tax Class Rate Programme;

And further that this resolution be forwarded to the Township of Mapleton and the Honourable Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs and Oxford MPP."

Yours Truly,

A handwritten signature in blue ink, appearing to read "A. Humphries".

Amelia Humphries, City Clerk

Cc: via e-mail
The Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs Constituency Office
minister.omafra@ontario.ca



April 21, 2020

To: Municipalities of Ontario – by email

Re: A Resolution to Request the Province of Ontario Review the Farm Property Class Tax Rate Programme in Light of Economic Competitiveness Concerns between Rural and Urban Municipalities

Please be advised that at its March 10, 2020 meeting, the Council of the Township of Mapleton carried the following Resolution 2020-04-14:

WHEREAS the Province of Ontario implemented changes to property assessment and introduced taxation reform which came into effect in 1998;
AND WHEREAS prior to 1998 farm properties were subject to taxation at the base residential tax rate and qualified farmers applied annually to the province to be reimbursed 75% of the farm portion of the taxes paid to the local municipality;
AND WHEREAS the province changed the method of delivering farmer's rebates by creating the Farm Property Class Tax Rate Programme under the jurisdiction of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA);
AND WHEREAS rather than apply annually and wait for property tax rebates, the delivery of the programme shifted to local municipal governments and onto the property tax system;
AND WHEREAS eligible farmland assessment values are now locally subsidized by 75% of their full current value assessment (CVA) to produce a lower weighted assessment base which is used for tax rate setting purposes;
AND WHEREAS the effect of the locally subsidized weighted assessment shifts an increased burden of tax onto all other property classes within the municipality;
AND WHEREAS these taxation reforms were originally supposed to be revenue neutral and offset by funding from the Ontario Municipal Partnership Fund (OMPF) and its predecessor the Community Reinvestment Fund (CRF);
AND WHEREAS the province has been reducing support from the Ontario Municipal Partnership Fund while the cost of the farm tax rebate programme is continuously increasing;
AND WHEREAS an economically competitive agricultural industry provides affordable food and agricultural products to all Ontarians and is a provincial objective that should be cost shared amongst all of its citizens;
AND WHEREAS the cost of this programme disproportionately falls upon property taxpayers in rural municipalities;
AND WHEREAS higher property taxes in rural municipalities is creating economic competitiveness issues between rural and urban municipalities;

(over for page two)



Page 2 of 2, Mapleton Resolution
Re: Prov. Review of Farm Property Class Tax Rate Programme

AND WHEREAS the province hasn't undertaken a review of this programme since it was implemented in 1998;

NOW THEREFORE the Council of the Township of Mapleton requests that:

1. The Province of Ontario undertake a review of the Farm Property Tax Class Rate Programme to determine:
 - a. The appropriateness of the cost of the Farm Property Tax Class Rate Programme falling disproportionately amongst rural residential and business property owners when the benefit of an economically competitive agricultural industry and affordable food and agricultural products is a provincial objective that should be shared amongst all taxpayers in Ontario;
 - b. The adequacy of funding being provided to rural municipalities to offset the cost of the Farm Property Tax Class Rate Programme;
 - c. The differences between the amount of property taxes paid in rural and urban municipalities and the root causes of those differences;
 - d. Economic competitiveness concerns with disproportionately higher average property taxes being paid in rural municipalities;
 - e. Other methods of delivering the farm tax rebate programme to farmland owners where the cost can be shared province-wide.

AND BE IT FURTHER RESOLVED THAT this motion be sent to Hon. Doug Ford, Premier of Ontario, Hon. Steve Clark, Minister of Municipal Affairs and Housing, Hon. Rod Phillips, Minister of Finance, Hon. Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs, MPP Randy Pettapiece, Hon. Ted Arnott, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO).

Attached you will find the County of Wellington Committee Report dated January 16, 2020 regarding the 'Farm Property Class Tax Rate Programme' for review and consideration.

Should you have any questions or concerns, please contact the undersigned.

Sincerely

Larry Wheeler
Deputy Clerk

Attach. (1)



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Human Resources Committee
From: Ken DeHart, County Treasurer
Date: Thursday, January 16, 2020
Subject: Farm Property Class Tax Rate Programme

Background:

The Province of Ontario implemented changes to property assessment and introduced taxation reform which came into effect in 1998. Prior to this, farm properties were subject to taxation at the base residential tax rate and farmers applied annually to the Minister of Finance to be reimbursed 75% of the farm portion of taxes paid to the local municipality.

As part of assessment reform, the Province changed the method of delivering farmer's rebates by creating the Farm Property Class Tax Rate Programme under the jurisdiction of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). Under the new programme, rather than apply annually and wait for property tax rebates, delivery of the programme shifted to local municipal governments and onto the property tax system. Eligible farmland assessment values are now discounted by -75% of their full current value assessment (CVA) to produce a lower weighted assessment base which is used for tax rate setting purposes. With residential tax rates being the benchmark ratio of 1.0, farmlands have been set in legislation to have a 0.25 ratio or lower. The effect of the discounted weighted assessment shifts an increased burden of tax onto all other property classes in the County by way of increasing the benchmark tax rate. Doing so has a pronounced effect on the residential sector which comprises 78% of the County's levy base. By comparison, farmland taxes comprise 7% of the total levy base.

	2019 CVA	% raw CVA	WTD CVA	% Wtd CVA	2019 Levy	% of Levy
Residential	12,584,607,345	68.02%	12,584,474,157	77.91%	77,709,877	77.91%
Multi Residential	86,932,592	0.47%	165,171,925	1.02%	1,019,946	1.02%
Farmland	4,499,862,369	24.32%	1,124,965,592	6.96%	6,946,730	6.96%
Commercial	863,761,038	4.67%	1,287,867,708	7.97%	7,952,660	7.97%
Industrial	368,081,028	1.99%	882,959,280	5.47%	5,452,326	5.47%
Pipeline	41,303,954	0.22%	92,933,897	0.58%	573,872	0.58%
Managed Forest	55,959,714	0.30%	13,989,929	0.09%	86,389	0.09%
County Total	18,500,508,040	100.00%	16,152,362,486	100.00%	99,741,800	100.00%

Challenges facing Rural Municipalities

Shifting of farmland discounted assessment onto residential taxpayers is specific to rural municipalities. Schedule A shows the difference between raw (unweighted) assessment roll values and resulting weighted assessment in Wellington County as compared to a typical urban municipality. In 2019 the residential tax class comprised 68.02% of Wellington County's assessment base, but the residential class pays 77.91% of property taxes once tax ratios are factored in. The farmland ratio of 0.25 has the effect of increasing the residential tax burden by approximately 10% across the County.

Conversely, in an urban municipality with very little farm tax class, the residential assessment base of 78.50% is reduced to 66.27% of total weighted assessment used for tax rate setting purposes. A reduction of more than 12% off the residential tax burden. This causes Wellington County economic competitiveness issues for the County's southern municipalities that border a number of urban municipal centres. Tax policy treatment greatly favours urban municipalities in Ontario.

Since the cost of providing the Farm Property Class Tax Rate Programme was downloaded by the province in 1998; provincial funds have been allocated annually to rural municipalities to offset the tax loss. This was supposed to be a revenue neutral allocation. However, each year transfer amounts from the Ontario Municipal Partnership Fund (OMPF) continue to decline. The Table below shows that a total tax levy of \$34,669,691 was necessary in order to provide the farmland tax incentive rebate benefiting 5,807 farm property owners in Wellington. The OMPF allocation county-wide in 2019 was \$7,065,800 leaving a shortfall of more than \$27 million in levy which is shifted onto every other property owner in Wellington County. This translates to \$754 per property in the County or 15.7% of total taxes for the typical homeowner. This is a significant amount of additional property tax burden that our residents continue to bear annually and which are subject to increase depending on market value of farmlands.

In essence, County residents are providing the -75% rebate instead of the Province for the Farm Property Class Tax Rate Programme, creating significant financial hardship amongst our ratepayers and limiting the County's economic competitiveness with neighbouring jurisdictions.

**WELLINGTON COUNTY - 2019 FARMLAND PROPERTIES
OMPF FUNDING TO MITIGATE COST OF FARM PROPERTY CLASS TAX REBATE**

Municipality	Municipal Rebates	Municipal OMPF Grant	Municipal Levy Impact	County Rebate* Distribution	Total Additional Levy Required
Puslinch	\$ 232,040	\$ 415,700	\$ (183,660)	\$ 2,846,353	\$ 2,662,693
Guelph/Eramosa	\$ 1,137,235	\$ 490,300	\$ 646,935	\$ 3,120,713	\$ 3,767,649
Erin	\$ 890,468	\$ 593,300	\$ 297,168	\$ 2,852,697	\$ 3,149,866
Centre Wellington	\$ 1,987,127	\$ 319,600	\$ 1,667,527	\$ 5,553,231	\$ 7,220,758
Mapleton	\$ 5,235,570	\$ 837,400	\$ 4,398,170	\$ 1,961,338	\$ 6,359,507
Minto	\$ 1,446,483	\$ 1,604,600	\$ (158,117)	\$ 1,153,001	\$ 994,884
Wellington North	\$ 2,900,554	\$ 1,296,800	\$ 1,603,754	\$ 1,844,780	\$ 3,448,534
Wellington County	\$ 20,840,213	\$ 1,508,100	\$ 19,332,113		
Total	\$ 34,669,691	\$ 7,065,800	\$ 27,603,891	\$ 19,332,113	\$ 27,603,891

Additional levy required to provide farm rebate after OMPF grant

Total Properties **	36,607	Tax per property	\$754
Less # of Farms	5,807		
	30,800	Excluding farms	\$896
Population	97,610	Tax per resident	\$283

* County farm rebate distribution based on local municipal levy % share

** excludes special/exempt properties

Farm Application Deadline Requirements

Another challenge faced by rural municipalities is how the farm application and deadline requirements are administered by OMAFRA (now by AgriCorp). In any given year, many farm owners do not submit their applications within the specified deadline. The result is that many bona fide farm properties end up ‘flipping’ out of the discounted farm class and into the full residential tax class upon the next roll return. The assessment of these farm values are no longer discounted when calculating total weighted assessment, which is used for tax rate setting purposes.

This creates two distinct ongoing problems for rural municipalities. One is that the benchmark residential tax rate is lower than it otherwise would be; and two, upon approval of the late applications by OMAFRA, municipalities must refund the -75% difference in farm taxes retroactive to January of the current or sometimes even the preceding taxation year. There is no administrative or monetary penalty for late applications. Each year Wellington County finds approximately \$20,000,000 of farmland valuation excluded from the farmland discount programme due to late applications.

This year staff identified a major anomaly with farmland assessment loss of close to \$90,000,000. Upon enquiry, it was reasoned that the extremely high change in farm CVA was due to administrative changes as programme delivery shifted from OMAFRA to AgriCorp. County staff expect that most of the outstanding farm applications will be approved and revert back to the farm tax rate during 2020. Staff have included an additional \$300,000 in estimated property tax write-offs into the 2020 budget to set aside additional funds in preparation for the County’s share of potential write-offs as tabled below:

2019 FARMLAND CVA CHANGE OVER TO RESIDENTIAL RT CLASS

(Between September 25 in-year growth and final November 2019 growth)

Possible write-off amounts IF all properties revert back to AGRICORP approved FTIP

	PUSLINCH	GET	ERIN	CTR WELL	MPLTN	MINTO	WN	COUNTY
Est Prop Count	-20	-24	-26	-18	-22	-19	-28	-157
Farm CVA Loss	8,500,000	17,500,000	13,000,000	10,000,000	19,000,000	5,000,000	16,500,000	89,500,000
Res Tax Rate	0.00167135	0.00260652	0.00295749	0.00321969	0.00476387	0.00544891	0.00481749	0.00617506
Res Taxes	14,206	45,614	38,447	32,197	90,514	27,245	79,489	552,668
Farm Tax Rate	0.00041784	0.00065163	0.00073938	0.00080492	0.00119097	0.00136223	0.00120437	0.00154376
Farm Taxes	3,552	11,404	9,612	8,049	22,628	6,811	19,872	138,167
Potential w/o *	(\$10,655)	(\$34,211)	(\$28,835)	(\$24,148)	(\$67,885)	(\$20,433)	(\$59,616)	(\$414,501)
							Grand Total*	(\$660,285)

* excludes Education Tax Component

Farmland Property Assessment Valuation

The Municipal Property Assessment Corporation (MPAC) is responsible for placing current market value assessment (CVA) on all properties in Ontario. The most recent province-wide reassessment updating the base year to January 1, 2016 was returned for the 2017 tax year. As mandated by the Province, any assessment increases are phased-in over a 4-year cycle. MPAC reported the average farmland increase province-wide was 64% and residential CVA increased by 18%. By comparison, Wellington County CVA has increased by 68% and 13% respectively.

In the 2016 Assessment Update Summary, MPAC reports they have strengthened the accuracy and equity of farm valuations by improved sales verification processes of bona fide farmer-to-farmer sales along with undertaking a comprehensive review of vacant farmland sales as far back as January 2008. They report that upward trends continue to increase provincially as demand for farmland outweighs the supply and non-agricultural buyers continue to purchase farmlands creating competition. Agri-Food Canada reported the net worth of an average farm was expected to reach \$2.8 million in 2017.

Staff conducted a preliminary review of open market farm sales in Wellington County during 2018 and 2019. The data reveals that the current 2016 base year CVA of farm properties sold continue to be under-assessed by 27.43%. Sale prices ranged from \$26,000 to \$4,200,000.

Wellington County	2019 Farm Sales	2018 Farm Sales	Total Sales
Number of valid farm sales	97	108	205
Total CVA of farm sales	90,515,500	89,366,400	179,881,900
Combined sale prices	130,333,790	117,533,356	247,867,146
Difference sales to assessment	39,818,290	28,166,956	67,985,246
As a percentage	30.55%	23.97%	27.43%

* source MPAC Municipal Connect

Assessment Act Considerations

Current value assessment is defined as “the amount of money the fee simple, if unencumbered, would realize if sold at arm’s length by a willing seller to a willing buyer.” For farm properties, the province has clearly indicated that farm properties are to be treated different from the concept of current value. Section 19(5) of the Assessment Act requires that current value of the land and buildings should only be used when sales are for farm-purposes only and reflect the productivity of the land for farming purposes.

MPAC assessment methods must only consider farmer-to-farmer sales. In this case, the Assessment Act requires MPAC to exclude any sales to persons whose principal occupation is other than farming. This has the effect of excluding any other type of buyer and highest and best-use considerations from current value assessment.

From a land productivity perspective, land classes are adjusted for their productivity. For example, Class 1 farmlands are the most productive for crops, while on the other end of the scale, Class 6 is for swamp and scrublands that are the least productive. Lands in Wellington County and in particular, the southern portion of the County sell for far more per acre than what farms are assessed at for farm purposes. Analysis undertaken with regard to current assessment appeals shows that the best lands (Class 1) are currently being assessed in the \$14,000 to \$16,000 per acre range for farms. Sales of larger land holdings are selling in the range of \$20,000 to \$25,000 per acre range.

The intent of Section 19(5) of the Assessment Act is to limit and protect farm property from current value considerations outside of farming. This means that generally speaking, farms are naturally under-assessed from general market considerations – providing favourable assessments to the farming community in comparison to true market value.

Other Assessment Considerations

- Farm owners who reside on the property do pay a residential tax component for their home plus one acre of land at the farmland rate. However, the valuation is based on a replacement cost method that produces a much lower value (\$223,125) than non-farm residences (\$424,187) as shown here on the average (County) property value and tax comparison.

Average 2019 Farm and Residential Value and Taxes

2019 farm house CVA	223,125	2019 Average Residential Property CVA	\$424,187
2019 Farmland CVA	901,900		
Average 2019 total farm CVA	\$1,125,025		
2019 farm house taxes	\$2,526		
2019 farmland taxes	\$2,553		
2019 total farm taxes	\$5,079	2019 Average residential taxes	\$4,803

- As seen above, while the average farm value is assessed at over 2.6x the value of the average residential property, overall taxes are comparable.
- According to MPAC’s 2019 Market Change Profile report, of the 6,465 properties classified as farms, 1,892 are owned and/or occupied by non-farmers. Although the property owners are not engaged in farm activity or business, their properties are valued as if they are. These non-farmers benefit from lower residential structure values and lower land values, which translate to lower taxes simply by nature of leasing their land to a bona fide local farmer. This treatment can be perceived as rather unfair to typical residential property owners in Wellington County.
- Many owners of farmland also enjoy other property tax discounts if they are eligible to enter into either the Managed Forest Tax Incentive Programme (0.25 ratio) or the Conservation Land Programme which is fully exempt from property taxes.
- In order to receive the farm class tax discount, the owner must have a Farm License and be in the business of farming. Municipal taxes paid are then able to be written off as a business expense on annual income tax returns. Whereas residential property owners are not able to do so.

Impacts of Assessment Increases on the Farming Community

Being predominantly a rural community with strong roots planted in farm trades, Wellington County farmers observed significant increases in their farmland valuation. It is acknowledged that farmland values have increased significantly in the County of Wellington. In the 2012 base year valuation, farmland made up 19.8% of the County’s assessment base and 5.4% of the taxable assessment base. For the 2016 base year valuation, farmland now makes up 25.1% of the Wellington County assessment base and 7.2% of the taxable assessment base.

Recently, groups such as the Christian Farmers Federation of Ontario (see correspondence received on this agenda) and the Ontario Federation of Agriculture began approaching local Councils to lower the farmland ratio below 0.25 in order to help offset property tax increases. Their efforts have been successful in some municipalities. Schedule B lists the municipalities that have implemented farmland ratio reductions in Ontario as reported to BMA Consultants in the 2019 Municipal Study Report.

When reviewing the list of municipalities on Schedule B, the majority of those municipalities have very little farmland valuation. Many of the urban municipalities that have granted farm ratio reductions have a much higher commercial and industrial base and farmland makes up a much lower percentage of their assessment base than Wellington County.

Many of the other Counties and rural municipalities that have granted ratio reductions (Brant, Chatham-Kent, Dufferin, Grey, Lambton and Oxford) are located further away from the GTA. These municipalities generally have lower residential assessment values and are not competing with GTA municipalities for business to the same extent as Wellington County.

Property Taxes as a Percentage of Income

- OMAFRA reported that in 2018, Wellington County farmers generated \$804,000,000 of revenue at the farm gate. The table below shows farm property taxes as a percentage of farm income to be 1.49%. Average household income in Wellington County for the same period was \$118,474. Average property tax as a percentage of residential income was significantly higher at 4.02%.

<u>Average Farm and Residential Assessment and Taxation</u>	<u>2018</u>
County average residential value	409,368
Total average property taxes *	4,764
Average income	118,474
Portion of residential income devoted to property taxes	4.02%
Total farm taxes paid in Wellington County *	11,971,488
County farmers income **	804,000,000
Portion of farm income devoted to property taxes	1.49%

* total taxes include County, local and Education

Closing Comments

Farmland values have been increasing significantly in the County of Wellington, much like other areas of the province. However, there does not appear to be an imbalance in the level of property tax burden shared by the local farming community in comparison to the average residential taxpayer in Wellington County. Under current legislation, farmland benefits from favourable property tax and assessment treatment.

The County’s current assessment base cannot bear a further shift from farmland taxes onto other property types and maintain its economic competitiveness. Wellington County does not have a comparable commercial and industrial assessment base to neighbouring urban municipalities that would support such a shift without significantly burdening our residential and business class owners. Provincial grants such as the Ontario Municipal Partnership Fund, which were originally setup to compensate rural municipalities for the loss in farm taxes has been declining, leaving Wellington County taxpayers to support the industry without adequate province-wide cost sharing.

Wellington County is supportive of its local farming community. We recognize the importance of the agricultural industry on the County and in the Province of Ontario. Wellington supports the farming communities’ interests in remaining economically competitive. The County is supportive of returning

the responsibility of funding the farm property class tax rebate programme back to the Province where it could be shared province-wide. Residents in urban municipalities, while retaining the benefits of cheap food and agricultural products, are not contributing financially to the economic competitiveness of the industry.

Recommendation:

That the Farm Property Class Tax Rate Programme report be received for information; and

That Wellington County support agricultural industry efforts in lobbying the Province to provide adequate funding to rural municipalities; and

That County Council pass a resolution in support of returning the responsibility of administering the Farm Property Class Tax Rate Programme back to the Province.

Respectfully submitted,

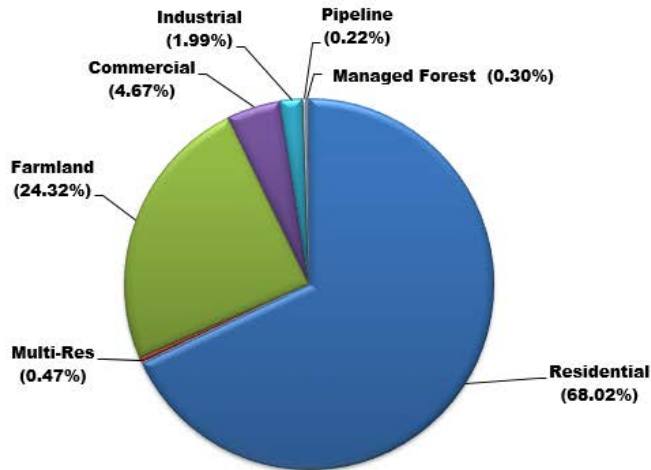


Ken DeHart, CPA, CGA
County Treasurer

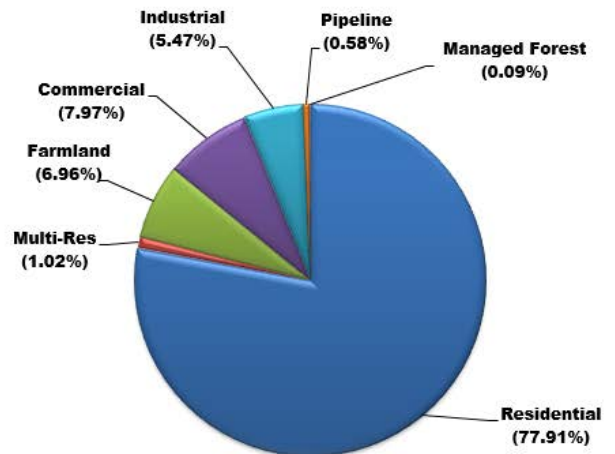
SCHEDULE A

Farm Property Class Tax Rate Programme

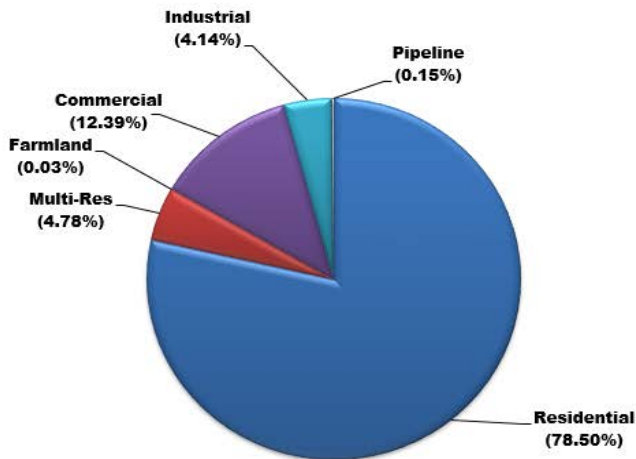
Unweighted Assessment by Property Tax Class 2019
(Share of Property Value - Wellington - Rural)



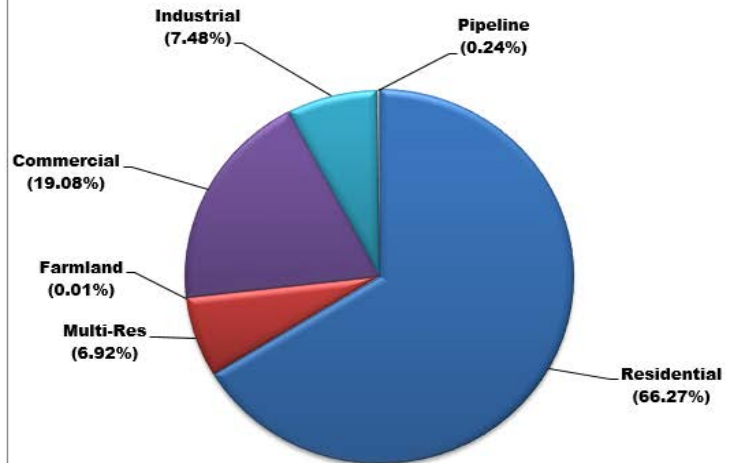
Weighted Assessment by Property Tax Class 2019
(Share of Property Taxes - Wellington - Rural)



Unweighted Assessment by Property Tax Class 2019
(Share of Property Value - Urban)



Weighted Assessment by Property Tax Class 2019
(Share of Property Taxes - Urban)



SCHEDULE B

Farm Property Class Tax Rate Programme

Municipalities with Farmland Ratio Reductions Implemented - 2019

Municipality *	Ratio	Farmland CVA **
Brant County	0.2400	1,319,886,818
Caledon	0.1708	998,099,123
Chathan-Kent	0.2200	5,281,633,220
Dufferin County	0.2300	1,174,945,084
Durham Region	0.2000	2,416,491,305
Greater Sudbury	0.2000	30,618,833
Grey County	0.2400	2,659,127,624
Halton Region	0.2000	971,078,709
Hamilton	0.1767	1,390,781,027
Kingston	0.2125	81,575,403
Lambton County	0.2260	4,794,630,528
London	0.1028	425,488,846
North Bay	0.1500	605,465
Ottawa	0.2000	1,561,813,865
Oxford County	0.2350	5,665,102,027
Prince Edward County	0.2319	401,646,726
Sarnia	0.2260	181,579,114
<hr/>		
Average Ratio & CVA	0.2036	1,726,770,807
<hr/>		
Wellington County	0.2500	4,464,961,956

* 2019 BMA Study Report - participating municipalities

** from MPAC Provincial Market Change Profile Report



May 8th, 2020

Township of Mapleton
Attn: Larry Wheeler, Deputy Clerk
7275 Sideroad 16, Box 160
Drayton, ON N0G 1P0

Dear Mr. Wheeler,

Re: Correspondence from the Township of Mapleton, dated April 21, 2020

Please be advised that the following resolution was passed at the Regular Council Meeting of Thursday, May 7th, 2020:

Moved by Deputy Mayor Gibson, seconded by Councillor Hogg;

"Be it resolved that the correspondence from the Township of Mapleton, dated April 21, 2020, Re: Resolution to Request the Province of Ontario Review the Farm Property Class Tax Rate Programme in Light of Economic Competitiveness Concerns between Rural and Urban Municipalities, be received; and further that the Council of the Township of Alnwick/Haldimand supports the Township of Mapleton's request of the Province of Ontario; and further that this resolution be forwarded to the Township of Mapleton

CARRIED."

Should you require further information, please do not hesitate to call.

Sincerely yours,

A handwritten signature in black ink that reads "A Smith".

Alexandra Smith
Deputy Clerk
Township of Alnwick/Haldimand
905-349-2822 ext. 25
asmith@ahtwp.ca

From: Carol Watson <carol@howick.ca>

Sent: May 8, 2020 3:37 PM

To: Larry Wheeler <LWheeler@mapleton.ca>

Cc: 'premier@ontario.ca' (premier@ontario.ca)' <premier@ontario.ca>; 'minister.mah@ontario.ca' <minister.mah@ontario.ca>; financecommunications.fin@ontario.ca; minister.omafra@ontario.ca; lisa.thompson@pc.ola.org

Subject: RE: A Resolution to Request the Province of Ontario Review the Farm Property Class Tax Rate Programme in Light of Economic Competitiveness Concerns between Rural and Urban Municipalities

Dear Mr. Wheeler – please be advised that correspondence received from Mapleton Township asking for consideration of their resolution requesting Ontario review the farm property class tax rate program was discussed at the May 5, 2020 Howick Council meeting. The following resolution was passed:

Moved by Deputy Reeve Bowman; Seconded by Councillor Gibson:

Be it resolved that Council support Mapleton Township’s resolution requesting the Province of Ontario review the Farm Property Class Tax Rate Program in light of economic competitiveness concerns between rural and urban municipalities. Carried. Resolution No. 128-20

If you require anything further, please contact this office, thank you.

Wash your hands, don't touch your face, give yourself a hug and stay safe...

Carol Watson, Clerk
Township of Howick
44816 Harriston Road, RR 1
Gorrie, Ontario N0G 1X0
Phone: 519 335-3208 ext 2
Fax: 519 335-6208



May 14, 2020

Township of Mapleton
7275 Sideroad 16
Box 160
Drayton, Ontario
N0G 1P0

Attention: Larry Wheeler, Deputy Clerk

email: lwheeler@mapleton.ca

Re: Farm Property Class Tax Rate Programme – Motion Support to Province

Your correspondence dated April 21, 2020 regarding a request to the Province of Ontario to undertake a review of the Farm Property Class Tax Rate Programme was considered by our Council on May 6, 2020.

As a result the following motion was supported unanimously:

MOTION #099/2020

CORNELISSEN/KEOGH: *That the Council of the Municipality of North Middlesex hereby supports the motion from the Township of Mapleton as follows:*

WHEREAS the Province of Ontario implemented changes to property assessment and introduced taxation reform which came into effect in 1998;

AND WHEREAS prior to 1998 farm properties were subject to taxation at the base residential tax rate and qualified farmers applied annually to the province to be reimbursed 75% of the farm portion of the taxes paid to the local municipality; AND

WHEREAS the province changed the method of delivering farmer's rebates by creating the Farm Property Class Tax Rate Programme under the jurisdiction of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA);

AND WHEREAS rather than apply annually and wait for property tax rebates, the delivery of the programme shifted to local municipal governments and onto the property tax system;

AND WHEREAS eligible farmland assessment values are now locally subsidized by 75% of their full current value assessment (CVA) to produce a lower weighted assessment base which is used for tax rate setting purposes;

AND WHEREAS the effect of the locally subsidized weighted assessment shifts an increased burden of tax onto all other property classes within the municipality;

AND WHEREAS these taxation reforms were originally supposed to be revenue neutral and offset by funding from the Ontario Municipal Partnership Fund (OMPF) and its predecessor the Community Reinvestment Fund (CRF);

AND WHEREAS the province has been reducing support from the Ontario Municipal Partnership Fund while the cost of the farm tax rebate programme is continuously increasing;

AND WHEREAS an economically competitive agricultural industry provides affordable food and agricultural products to all Ontarians and is a provincial objective that should be cost shared amongst all of its citizens;

AND WHEREAS the cost of this programme disproportionately falls upon property taxpayers in rural municipalities;

AND WHEREAS higher property taxes in rural municipalities is creating economic competitiveness issues between rural and urban municipalities;

AND WHEREAS the province hasn't undertaken a review of this programme since it was implemented in 1998;

NOW THEREFORE the Council of the Township of Mapleton requests that: 1. The Province of Ontario undertake a review of the Farm Property Tax Class Rate Programme to determine: a. The appropriateness of the cost of the Farm Property Tax Class Rate Programme falling disproportionately amongst rural residential and business property owners when the benefit of an economically competitive agricultural industry and affordable food and agricultural products is a provincial objective that should be shared amongst all taxpayers in Ontario; b. The adequacy of funding being provided to rural municipalities to offset the cost of the Farm Property Tax Class Rate Programme; c. The differences between the amount of property taxes paid in rural and urban municipalities and the root causes of those differences; d. Economic competitiveness concerns with disproportionately higher average property taxes being paid in rural municipalities; e. Other methods of delivering the farm tax rebate programme to farmland owners where the cost can be shared province-wide.

AND BE IT FURTHER RESOLVED THAT this motion be sent to Hon. Doug Ford, Premier of Ontario, Hon. Steve Clark, Minister of Municipal Affairs and Housing, Hon. Rod Phillips, Minister of Finance, Hon. Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs, MPP Randy Pettapiece, Hon. Ted Arnott, all Ontario Municipalities, Rural

Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO).

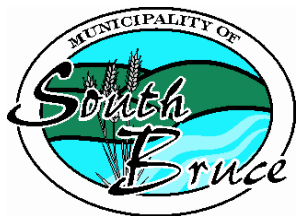
CARRIED

Thank you for the opportunity to support such an important matter to all Ontario municipalities.

Yours truly,

Jackie Tiedeman

Jackie Tiedeman, Clerk
Municipality of North Middlesex



Municipality of South Bruce

MUNICIPAL OFFICE

P.O. Box 540, 21 GORDON ST E. TEESWATER, ONTARIO NOG 2S0
Phone (519) 392-6623 Fax (519) 392-6266
e-mail tgrubb@southbruce.ca

May 14, 2020

The Honourable Doug Ford
Premier
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Re: Township of Mapleton Resolution Requesting Province review Farm Property Class Tax Rate Programme

Please be advised that the Municipality of South Bruce Council met at their regular session of Council on May 14, 2020 at which time the following resolution in support of the Township of Mapleton was passed:

Moved by: Mark Ireland

Seconded by: Mark Goetz

THAT the Council of the Municipality of South Bruce support the Township of Mapleton's resolution requesting the Province review the Farm Property Tax Rate Programme.

AND FURTHER that this resolution be forwarded to Hon Doug Ford, Premier of Ontario, Hon Steve Clark, Minister of Municipal Affairs and Housing, Hon Rod Phillips, Minister of Finance, Hon Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs and MPP Lisa Thompson.

Motion: Carried

Should you have any questions in regards to the above resolution please contact our office.

Sincerely,

Tracy Grubb

Tracy Grubb
Deputy Clerk, Municipality of South Bruce

cc: Hon Steve Clark, Minister of Municipal Affairs and Housing
Hon Rod Phillips, Minister of Finance
Hon Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
MPP Lisa Thompson
The Township of Mapleton

Item 12.1 vi)
May 26, 2020

CORPORATION OF THE
TOWNSHIP OF HARLEY
903303 Hanbury Rd.
New Liskeard, ON P0J 1P0
tel: 705-647-5439 fax: 705-647-6373

May 14th, 2020

Township of Mapleton
Office of the Deputy Clerk
7275 Sideroad 16, Box 160
Drayton, ON
N0G 1P0

Attention: Larry Wheeler, Deputy Clerk

Tel: 519-638-3313
Fax: 519-638-5113

Your resolution dated April 21st, 2020 was received by Harley Township Council at their meeting of May 12th, 2020 and the following resolution was passed:

Resolution No. 2020-089

That we, the Council of the Township of Harley do hereby, support the Township of Mapleton's resolution 2020-04-14 as presented, requesting the Province of Ontario review the farm property class tax rate programme in light of economic competitiveness concerns between rural and urban municipalities; and,

That a letter of support be forwarded to:

- Premier Doug Ford;
- Hon. Steve Clark, Minister of Municipal Affairs and Housing;
- Hon. Rod Phillips, Minister of Finance;
- Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs;
- MPP, John Vanthof; and
- Township of Mapleton

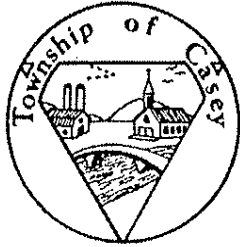
"CARRIED"

Yours truly,



Jordan Kemp
Clerk-Treasurer

JK/III



Office of the Clerk-Treasurer
Township of Casey
903303 Hanbury Rd
New Liskeard ON P0J 1A0
Tel: 705-647-5439 Fax: 705-647-6373
Email: admin@casey.ca

Item 12.1 vii)
May 26, 2020

May 19th, 2020

Township of Mapleton
Office of the Deputy Clerk
7275 Sideroad 16, Box 160
Drayton, ON
N0G 1P0

Attention: Larry Wheeler, Deputy Clerk

Tel: 519-638-3313
Fax: 519-638-5113

Your resolution dated April 21st, 2020 was received by Casey Township Council at their meeting of May 13th, 2020 and the following resolution was passed:

Resolution No. 2020-075

That we, the Council of the Township of Casey do hereby, support the Township of Mapleton's resolution 2020-04-14 as presented, requesting the Province of Ontario review the farm property class tax rate programme in light of economic competitiveness concerns between rural and urban municipalities; and,

That a letter of support be forwarded to:

- Premier Doug Ford;
- Hon. Steve Clark, Minister of Municipal Affairs and Housing;
- Hon. Rod Phillips, Minister of Finance;
- Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs;
- MPP, John Vanthof; and
- Township of Mapleton

"CARRIED"

Yours truly,

Jordan Kemp
Clerk-Treasurer

JK/III



COUNCIL RESOLUTION



Res: 2020.12. 16

Wednesday, May 13, 2020

Moved by: ___Hentz_____

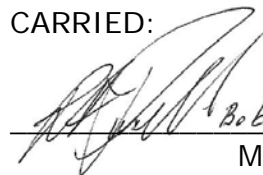
Seconded by: ___Loveland_____

THAT the Council of the Municipality of Dutton Dunwich supports the resolution presented by the Township of Mapleton requesting the Province of Ontario to undertake a review of the Farm Property Tax Class Rate Programme as this Programme has a direct impact on the assessment base and property tax rates of the Municipality of Dutton Dunwich; and

THAT a copy of this resolution be forwarded to the Township of Mapleton.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
P. Corneil	_x_	___
A. Drouillard	_x_	___
K. Loveland	_x_	___
M. Hentz	_x_	___
B. Purcell – Mayor	_x_	___

CARRIED:



 Mayor

DEFEATED:

 Mayor



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk
160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3
Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010
Email: skim@grimsby.ca

May 6, 2020

SENT VIA EMAIL

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

The Honourable William Francis Morneau
Minister of Finance
90 Elgin Street
Ottawa, ON K1A 0G5

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Prime Minister Trudeau, Minister of Finance Morneau and Premier Ford:

Re: Support for Commercial Rent Assistance Program

At its meeting of May 4, 2020, the Town of Grimsby Council passed the following resolution:

*Moved by Councillor Ritchie; Seconded by Councillor Vaine;
Whereas these are unprecedented times that have not been seen in generations;
and,
Whereas on April 16, 2020 the Canadian Federal Government announced a new
program called the Canada Emergency Commercial Rent Assistance; and,
Whereas this program is to be developed in unison with the Provincial and
Territorial counterparts; and,*



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

Email: skim@grimsby.ca

*Whereas this program is to provide relief to small business (in Grimsby and throughout Canada) with their rent for the months of April, May, and June; and,
Whereas many Provincial programs have been announced to date but have generally aimed at the residential, rather than the commercial, rent markets; and,
Whereas many small businesses in the Town of Grimsby have been affected financially due to COVID-19, thus making rent payments difficult;*

Therefore be it resolved that the Town of Grimsby endorse this program whole heartedly, and request the Federal Government of Canada to work with its Provincial and Territorial Partners to expedite this program and offer this program as soon as possible; and,

Be it further resolved that the Town of Grimsby ask the Federal Government, and Provincial and Territorial Partners look at the possibility of extending this program if the impacts of COVID-19 continue past the month of June; and,

Be it further resolved that the Town of Grimsby ask the Federal Government and its Provincial, and Territorial Partners to make this program 100 percent forgiving to the small businesses effected; and,

Be it further resolved that this motion be distributed to the Right Honourable Prime Minister of Canada, the Honourable Minister of Finance, the Honourable Premier of Ontario, and all municipalities in Ontario

Regards,

Sarah Kim
Town Clerk

SK/dk

Cc: Ontario Municipalities



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

Email: skim@grimsby.ca



MUNICIPALITY OF CALLANDER

Tuesday, March 24, 2020

Moved by Councillor

Seconded by Councillor

Alkins (by internet)

RESOLUTION NO. 2020/03/127

WHEREAS the Municipality of Callander is committed to planning for and protecting the future sustainability of its resources and environment,

AND WHEREAS the Municipality of Callander is within the ^{NORTH BAY MATTAWA} ~~Quinte and Cataraqui~~ Conservation Authority areas,

AND WHEREAS the Province of Ontario is currently reviewing the mandate and operation of conservation authorities and;

AND WHEREAS Conservation Authorities provide essential services to municipalities in their watersheds and

AND WHEREAS smaller municipalities do not have capacity or the financial resource to employ staff with the technical expertise that conservation authorities provide and

WHEREAS development near watercourses can have significant effects both upstream and downstream

THEREFORE BE IT RESOLVED THAT The Municipality of Callander encourages the province to continue to support the principle of planning on a watershed basis in the on-going review and prioritize the allocation of adequate funding to support the core mandate of conservation authorities.

AND THAT this resolution be forwarded to Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Vic Fedeli, the Association of Municipalities of Ontario, the North Bay Mattawa Conservation Authority and all Ontario Municipalities.

Mayor

CARRIED / DEFEATED / AMENDED / DEFERRED



6648 Road 506
Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
www.northfrontenac.ca

May 13, 2020

Honourable Doug Ford
Premier of Ontario
Room 281
Legislative Building – Queen's Park
Toronto ON M7A 1A1

Via Email: doug.fordco@pc.ola.org

Dear Premier Ford,

Re: Framework for Reopening our Province - Residential Construction in Rural Areas

Please be advised the Council of the Township of North Frontenac passed the following Resolution at the May 8, 2020 Meeting:

Moved by Councillor Hermer, Seconded by Councillor Perry #191-20

Whereas on March 17, 2020 the government of Ontario announced that it was declaring a state of emergency under s 7.0.1 (1) of the *Emergency Management and Civil Protection Act* so that the Province could use every power possible to protect the health and safety of all individuals and families during the COVID-19 pandemic;

And Whereas on Friday, April 3, 2020, the government of Ontario gave notice of changes to Ontario Regulation 82/20 being the Order for the temporary closure of places of non-essential business made under subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*, which reduced the list of essential businesses permitted to continue operation during the provincial state of emergency;

And Whereas Section 30 of the new Schedule 2 of Ontario Regulation 82/20 has been generally interpreted to prohibit residential construction where a building permit had not been issued prior to April 4, 2020;

And Whereas residential construction represents a significant number of jobs in rural Ontario and forms an integral part of the rural Ontario economy through considerable direct, indirect and induced impacts;

And Whereas on Monday, April 27, 2020 the government of Ontario released A *Framework for Reopening our Province*, which outlines the criteria Ontario's Chief Medical Officer of Health and health experts will use to advise the government on the loosening of emergency measures, as well as guiding principles for the safe, gradual reopening of businesses, services and public spaces;

And Whereas Stage 1 of the *Framework* will consider the opening of workplaces that can immediately meet or modify operations to meet public health guidance and occupational health and safety requirements;

And Whereas residential construction in rural areas is characterized by single-family dwelling types situated on large lots, which are attended by a very limited number of

tradespersons and contractors at any given time, and are being constructed for specific clientele with planned occupancy dates;

Now Therefore Be It Resolved That the Council of the Township of North Frontenac requests that the government of Ontario consider lifting the prohibition on residential construction where no building permit had been issued prior to April 4, 2020, in all instances where such construction can take place in accordance with the principles outlined in the government's *Framework for Reopening our Province* at its earliest opportunity in order to alleviate the economic hardships being experienced by rural Ontario's construction sector and the residents and families which it serves; **And That** this Resolution be forwarded to the Office of the Honourable Doug Ford, Premier of Ontario and the Honourable Steve Clark, Minister of Municipal Affairs and Housing;

And Further That a copy of this Resolution be sent to the Association of Municipalities of Ontario (AMO), the Eastern Ontario Warden's Caucus (EOWC), and to all rural Ontario municipalities, requesting their support.

If you have any questions or concerns, please do not hesitate to contact me.

Yours truly,



Tara Mieske
Clerk/Planning Manager
TM/bd

c.c. Steve Clark, Minister of Municipal Affairs and Housing
Association of Municipalities of Ontario (AMO)
Eastern Ontario Wardens Caucus (EOWC)
Rural Ontario Municipalities

#6

Corporation of the Township of Central Frontenac – May 12, 2020



ADMINISTRATION
73-2020 Residential Construction

Resolution # 166-2020

Moved by Victor Heese **Seconded by** Brent Cameron

WHEREAS on March 17, 2020 the government of Ontario announced that it was declaring a state of emergency under s 7.0.1 (1) of the *Emergency Management and Civil Protection Act* so that the Province could use every power possible to protect the health and safety of all individuals and families during the COVID-19 pandemic;

AND WHEREAS On Friday, April 3, 2020, the government of Ontario gave notice of changes to Ontario Regulation 82/20 being the Order for the temporary closure of places of non-essential business made under subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*, which reduced the list of essential businesses permitted to continue operation during the provincial state of emergency;

AND WHEREAS Section 30 of the new Schedule 2 of Ontario Regulation 82/20 has been generally interpreted to prohibit residential construction where a building permit had not been issued prior to April 4, 2020;

AND WHEREAS residential construction represents a significant number of jobs in rural Ontario and forms an integral part of the rural Ontario economy through considerable direct, indirect and induced impacts;

AND WHEREAS on Monday, April 27, 2020 the government of Ontario released *A Framework for Reopening our Province*, which outlines the criteria Ontario's Chief Medical Officer of Health and health experts will use to advise the government on the loosening of emergency measures, as well as guiding principles for the safe, gradual reopening of businesses, services and public spaces;

AND WHEREAS Stage 1 of the *Framework* will consider the opening of workplaces that can immediately meet or modify operations to meet public health guidance and occupational health and safety requirements;

AND WHEREAS residential construction in rural areas is characterized by single-family dwelling types situated on large lots, which are attended by a very limited number of tradespersons and contractors at any given time, and are being constructed for specific clientele with planned occupancy dates;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Central Frontenac requests that the government of Ontario consider lifting the prohibition on residential construction where no building permit had been issued prior to April 4, 2020, in all instances where such construction can take place in accordance with the principles outlined in the government's *Framework for Reopening our Province* at its earliest opportunity in order to alleviate the economic hardships being experienced by rural Ontario's construction sector and the residents and families which it serves;

AND THAT this resolution be forwarded to the Office of the Honourable Doug Ford, Premier of Ontario and the Honourable Steve Clark, Minister of Municipal Affairs and Housing;

AND FURTHER THAT a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Eastern Ontario Warden's Caucus (EOWC), and to all rural Ontario municipalities, requesting their support.

Carried

Defeated

Mayor/Chair _____



Recorded Vote

F. Smith _____

B. Cameron _____

N. Gowdy _____

C. Kelsey _____

T. Dewey _____

S. Whan _____

B. MacDonald _____

V. Heese _____

E. Burke _____



JEFF BUNN
Manager, Council & Committee Services & Deputy City Clerk
Finance & Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7278 Fax: 519.741.2705
jeff.bunn@kitchener.ca
TTY: 519-741-2385

May 15, 2020

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

Dear Prime Minister Trudeau:

This is to advise that City Council, at a special electronic meeting held on May 11, 2020, passed the following resolution regarding universal basic income:

“WHEREAS The World Health Organization (WHO) on March 11, 2020 declared COVID-19 a pandemic, pointing to the growing number of cases of the coronavirus illness around the world and the sustained risk of further global spread; and,

WHEREAS in response to the COVID-19 pandemic, the Province of Ontario and the City of Kitchener have declared a state of emergency under the Emergency Management and Civil Protection Act; and,

WHEREAS the City of Kitchener has approved the Early Economic Support Plan, which provides financial and economic support measures to help reduce the financial strain on citizens and businesses during the COVID-19 pandemic; and,

WHEREAS Statistics Canada has reported that the unemployment rate has risen to 7.8 per cent, with 1,011,000 jobs lost in March 2020, and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians; and,

WHEREAS the Federal government has announced \$82 billion in relief funding for the COVID-19 Economic Response Plan, utilizing tax deferrals, subsidies, loans, and credits to support citizens, businesses, and industries; and,

WHEREAS according to a 2018 Parliamentary Budget Office report, a Canada-wide basic income of the type previously piloted in Ontario would have an annual net cost of \$44 billion; and,

WHEREAS a universal basic income would likely have many positive effects, including reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime, as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures;

THEREFORE BE IT RESOLVED that the Council of the City of Kitchener urges the Ontario Provincial government to pursue a partnership with the Federal government for the establishment of a universal basic income;

BE IT FINALLY RESOLVED that this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of Children, Community and Social Services; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Local Members of Provincial Parliament; the Region of Waterloo; all Municipalities within the Province of Ontario; and, the Federation of Canadian Municipalities.”

Yours truly,



J. Bunn
Manager, Council & Committee Services/
Deputy City Clerk

- c. Honourable, Doug Ford, Premier
Honourable Amy Fee, M.P.P.
Honourable Belinda Karahalios, M.P.P.
Honourable Catherine Fife, M.P.P.
Honourable Laura Mae Lindo, M.P.P.
Honourable Mike Harris, M.P.P.
Honourable Todd Smith, Minister of Children, Community & Social Services
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Monika Turner, Association of Municipalities of Ontario
Kris Fletcher, Regional Clerk, Region of Waterloo
Bill Karsten, Federation of Canadian Municipalities
Ashley Sage, Clerk, Township of North Dumfries
Danielle Manton, City Clerk, City of Cambridge
Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk, Township of Wilmot
Grace Kosch, Clerk, Township of Wellesley
Olga Smith, City Clerk, City of Waterloo
Val Hummel, Director of Corporate Services/Clerk, Township of Woolwich
All Ontario Municipalities

Maitland Valley Conservation Authority

MSPA

Maitland Source Protection Authority

January 22, 2020

Maitland Source Protection Authority Meeting #1/20 Minutes

Director's Present: Dave Turton, Deb Shewfelt, Alison Lobb, Ed McGugan, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan

Absent with Regrets: Roger Watt, Matt Duncan

Staff Present: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Jeff Winzenried, Water Resources Technician

The Maitland Source Protection Authority (MSPA) was called to order by Chair Turton at 8:10 pm.

1. Approval of the Minutes

Motion MSPA #1-20

Moved by: **Megan Gibson**

Seconded by: **Kevin Freiburger**

That the minutes from the MSPA meeting #3-19 of September 18, 2019 be approved.

(carried)

2. Consent Agenda:

- a) Draft Minutes from Joint Management Committee Meeting held on November 27, 2019
- b) Source Protection Committee Update, **Report #1-2020**
- c) Update on 2020-2021 Work Plan and Budget, **Report #2- 2020**



Box 127, Wroxeter, ON N0G 2X0 (519) 335-3557 Fax (519) 335-3516 maitland@mvca.on.ca

The following motion was made.

Motion MSPA #2-20

Moved by: Alison Lobb

Seconded by: Ed McGugan

THAT reports #1-20 through #2-20 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

3. Adjournment

The MSPA meeting adjourned at 8:15 pm with this motion.

Motion MSPA #3/20

Moved by: Cheryl Matheson

Seconded by: Deb Shewfelt

THAT the Maitland Source Protection Authority meeting be adjourned; **And that** the Maitland Valley Conservation Authority Board's regular meeting reconvene.

(carried)



Dave Turton
Chair



Danielle Livingston
Administrative/Financial
Services Coordinator

General Membership Meeting #1-20

January 22, 2020

- Member's Present:** David Turton, Deb Shewfelt, Alison Lobb, Ed McGugan, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan
- Absent With Regrets:** Roger Watt, Matt Duncan
- Staff Present:** Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Jeff Winzenried, Water Resources Technician

1. Call to Order

Chair Dave Turton called the meeting to order at 7:00 pm and announced the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #11-19 held on January 8, 2020 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #1-20

Moved by: Alison Lobb

Seconded by: Megan Gibson

That the minutes from the General Membership meeting #11-19 of January 8, 2020 be approved.

(carried)



4. Business Out of the Minutes

a) Final Agenda for the Annual Meeting, **Report #1-20**

Report #1-20 was presented with an update that the Town of Goderich has offered to host the annual meeting. These motions followed.

Motion FA #2-20

Moved by: Ed McGugan

Seconded by: Alvin McLellan

That the MVCA accept the invitation from the Town of Goderich to host the annual meeting.

(carried)

Motion FA #3-20

Moved by: Anita van Hittersum

Seconded by: Alison Lobb

That the final agenda for the annual meeting to be held on Wednesday, February 19, 2020 be approved.

(carried)

b) Draft Information Package: 2020 Work Plan and Budget, **Report #2-2020**

Report #2-20 was presented and this motion followed.

Motion FA #4-20

Moved by: Megan Gibson

Seconded by: Anita van Hittersum

That the draft information package on the 2020 work plan and budget be circulated to member municipalities.

(carried)

5. Presentation, 2019 Year End Progress Report

The GM recommended that the contributions in 2019 from the Maitland Conservation Foundation be added to this presentation and the Members agreed.

6. Business Requiring Direction and Decision

a) Year End Revenue-Expenditure Report, **Report #3-2020**

Report #3-20 was presented and this motion followed.

Motion FA #5-20

Moved by: Deb Shewfelt

Seconded by: Kevin Freiburger

That all year end surpluses and deficits be directed to the appropriate accumulated surplus; **And That** all deferred revenue be directed to the appropriate projects identified in the draft 2020 budget.

(carried)

b) Draft Flood Plain Mapping: Wingham and Turnberry, **Report #4-2020**

Report #4-20 was presented and this motion followed.

Motion FA #6-20

Moved by: Alison Lobb

Seconded by: Megan Gibson

That the public be notified of the proposed Wingham area flood plain mapping, which includes parts of the Township of North Huron and the Municipality of Morris-Turnberry, as per MVCA's administrative policies.

(carried)

c) Second Call for Declarations for Chair, Vice and Second Vice for 2020, **Report #5, 2020**

The Chair reiterated that at the last meeting, he and Matt Duncan have declared their interest to run for Chair and Vice-Chair in 2020. Roger Watt has sent an email to MVCA indicating that he is declaring interest to run for 2nd Vice-Chair. No other declarations were made at this time.

7. Reports

a) Chairs Report

Chair Turton informed the Members that the Ministry of Environment, Conservation and Parks has selected Barrie, London and Peterborough as the locations where they will hold consultation sessions on conservation authorities.

Motion FA #7-20

Moved by: Alison Lobb

Seconded by: Alvin McLellan

That the MVCA contact Lisa Thompson to determine if she would consider hosting a consultation session for municipalities in the Huron-Bruce Riding.

(carried)

Chair Turton took this opportunity to inform the member's that he will not be able to attend the March 18th meeting when the budget and levy will be voted on. He feels it is important that the three municipalities that he represents have the opportunity to vote on this matter and therefore will review MVCA's Administrative Bylaw to determine if there is a way to participate in the meeting.

b) Member's Reports

Members who attended the Rural Ontario Municipal Association (ROMA) commented that conservations authorities were well represented at the 2020 Annual Conference by Conservation Ontario.

8. Consent Agenda

- a) Agreements Signed, **Report #6-2020**
- b) Revenue/Expenditure Report December, **Report #7-2020**
- c) Correspondence for Members Information

The following motion was made.

Motion FA #8-20

Moved by: Deb Shewfelt

Seconded by: Ed McGugan

That reports #6-20 through #7-20 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

At this time, Member Shewfelt expressed that it would be a beneficial opportunity to live-stream the AGM and followed with this this motion.

Motion FA #9-20

Moved by: Deb Shewfelt

Seconded by: Alison Lobb

That staff investigate the possibility of live-streaming the AGM with the Town of Goderich.

(carried)

9. Review of Meeting Objectives, Follow-up Actions, Next meeting

Chair Turton reviewed the meeting objectives and announced that they have been met.

The next meeting of the membership will take place on February 19, 2020 at 2:00pm in Goderich at the Town Hall.

10. Maitland Source Protection Authority Meeting

Motion FA #10-20

Moved by: Deb Shewfelt

Seconded by: Alvin McLellan

That the Maitland Valley Conservation Authority Member's move into a Maitland Source Protection Authority meeting.

(carried)

11. Adjournment

The meeting adjourned at 8:15 pm with this motion.

Motion FA #11-20

Moved by: Ed McGugan

Seconded by: Alvin McLellan

That the general membership meeting be adjourned.

(carried)



Dave Turton
Chair



Danielle Livingston
Administrative/Financial
Services Coordinator

**General Membership Meeting #2-20
Annual Meeting**

Location: Goderich Town Hall Council Chambers

February 19, 2020

Members Present: David Turton, Roger Watt, Matt Duncan Deb Shewfelt, Alison Lobb, Ed McGugan, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Alvin McLellan, Cheryl Matheson

Incoming Members Present: Erinn Lawrie

Staff Present: Phil Beard, General Manager/Secretary-Treasurer
Erica Magee, Administrative Assistant
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Shannon Millar, Coastal Regulations Assistant
Doug Hocking, Water Quality Specialist
Chris Van Esbroeck, Stewardship Services Coordinator
Dave Nuhn, Field Services Technician
Barry Skinn, FRCA Assistant Superintendent
Jason Moir, FRCA Superintendent
Greg Urquhart, Forestry Technician
Jeff Winzenried, Water Resources Technician
Patrick Huber-Kidby, Environmental Planner-Regs Officer
Donna Clarkson, Source Water Protection Coordinator

Others Present: Art Versteeg, Jim Campbell, Paul Gowing, Wilf Gamble, John McPhee, Geoff King, Dick Hibma, Ethel-Mae Seamon, Wendy Hoenig, Kate Monk, Andrea Fisher, Chip Wilson, Jim Ginn, Kriss Snell, John Grace, Bernie MacLellan



1. Welcome and introduction of guests and Remarks by the Chair, Dave Turton

Chair Turton called the meeting to order at 2:00 pm welcomed everyone and presented his remarks.

2. Greetings from the Town of Goderich Mayor, John Grace

3. Introduction of the Members of MVCA Members for 2020

Chair Turton called on the members to introduce themselves and their affiliation and introduced Erinn Lawrie at this time.

4. Presentation of Staff Service Awards

Chair Turton congratulated and thanked the following staff for their years of dedication and employment by presenting them with service awards and outlining the history of their individual roles with the Maitland Valley Conservation Authority.

- Phil Beard, GM-ST for 40 years
- Doug Hocking, Water Quality Specialist for 20 years
- Jeff Winzenried, Water Resources Technician for 5 years
- Danielle Livingston, Administrative and Financial Services Coordinator for 5 years

5. Presentation to Deb Shewfelt, retiring member from the Town of Goderich

John McPhee presented Deb with words of thanks on behalf of Lisa Thompson, MPP. Dave Turton presented Deb with a card and gift on behalf of MVCA.

6. Election of Officers for 2020

- a) Appointment of Presiding Officer and Scrutineers

Chair Turton called for an appointment of a Presiding Officer for the election of Chair for 2020.

Motion FA #12-20

Moved by: Alison Lobb

Seconded by: Alvin McLellan

THAT John Grace act as the Presiding Officer for the election of Chair for the Maitland Valley Conservation Authority (MVCA) and the Maitland Source Protection Authority (MSPA) for 2020.

(carried)

Chair Dave Turton, Vice-Chair Roger Watt, and Second-Vice Chair Matt Duncan stepped down from their positions. Chair Turton vacated the Chair's seat during the election for Chair.

Appointment of Scrutineers (appointed by Presiding Officer)

Presiding Officer Grace declared all offices vacant and called for a motion to appoint two Scrutineers.

Motion FA #13-20

Moved by: Erinn Lawrie

Seconded by: Alison Lobb

THAT Dick Hibma and Kriss Snell be Scrutineers for the election of officers;
AND THAT the Scrutineers be responsible for destroying ballots after the election if needed.

(carried)

b) Election of MVCA and MSPA Chair for 2020

Presiding Officer Grace called for nominations for the position of Chair for the Maitland Valley Conservation Authority and the Maitland Source Protection Authority for 2020.

Motion FA #14-20

Moved by: Roger Watt

THAT Dave Turton be nominated for Chair of the MVCA and the MSPA for 2020.

Presiding Officer Grace called for nominations for the Chair position two more times. There were no further nominations and the Presiding Officer called for a motion to close nominations.

Motion FA #15-20

Moved by: Alison Lobb

Seconded by: Anita van Hittersum

THAT nominations for the position of Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2020 be closed.

(carried)

Dave Turton agreed to stand for the position of Chair in 2020.

Presiding Officer Grace declared Dave Turton, representative for the Town of Minto, Mapleton Township, and Wellington North as the Chair of the MVCA and MSPA for 2020.

Chair Turton then presided over the election for the Vice and Second-Vice positions and the remainder of the meeting.

c) Election of Vice-Chair for 2020

Chair Turton called for nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2020.

Motion FA #16-20

Moved by: Roger Watt

THAT Matt Duncan is nominated for Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2020.

Chair Turton called for further nominations for Vice-Chair two more times and no others were made so then called for a motion to close nominations.

Motion FA #17-20

Moved by: Alison Lobb

Seconded by: Cheryl Matheson

THAT nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2020 be closed.

(carried)

Matt Duncan accepted the Vice-Chair position.

The Chair declared Matt Duncan as Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2020.

d) Election of Second Vice-Chair for 2020.

Chair Turton called for nominations for the position of Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2020.

Motion FA #18-20

Moved by: Matt Duncan

THAT Roger Watt be nominated for Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2020.

Chair Turton called twice for further nominations for Second Vice-Chair and no others were made so then called for a motion to close nominations.

Motion FA #19-20

Moved by: Megan Gibson

Seconded by: Anita van Hittersum

THAT nominations for the position of Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2020 be closed.

(carried)

Roger Watt accepted the Second Vice-Chair position.

Chair Turton declared Roger Watt as Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2020.

7. Proposed Amendment to MVCA's Administrative Bylaws: Report #8-20

Report #8-20 was presented and this motion followed.

Motion FA #20-20

Moved by: Megan Gibson

Seconded by: Ed McGugan

THAT an exception be made to Section 10 of MVCA's Administrative Bylaws to allow the members who are not able to attend the March 18, 2020 meeting to participate in the vote on the 2020 budget and levy by telephone and that a formal review of Section 10 be held as part of the regularly scheduled governance review in 2020;

AND THAT the caller phoning in be in a secure area using a handheld phone and not on speakerphone.

(carried)

8. 2019 Highlights: Presentation by Jayne Thompson, Communications-GIS-IT Coordinator

Jayne Thompson highlighting the projects that MVCA undertook in 2019.

9. Presentation: Challenges Along the Lake Huron Shoreline by Shannon Millar, Coastal and Regulations Assistant.

Shannon Millar made a presentation to illustrate some of the areas that are at risk of bluff collapse and shoreline erosion along the the Lake Huron shoreline.

10. Closing Remarks from the 2020 Chair

In closing, Chair Turton thanked everyone who attended the Maitland Conservation's Annual Meeting and for supporting the work of the conservation authority. He invited those in attendance to stay for a social time after the meeting.

11. Next Meeting to be held Wednesday, March 18, 2020 at 7:00pm at the Admin Centre in Wroxeter

12. Adjournment

Motion FA #21-19

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the meeting be adjourned.

(carried)

The meeting adjourned at 3:12pm.



Dave Turton
Chair



Erica Magee
Administrative Assistant

TOWNSHIP OF MAPLETON COUNCIL TRACKING SHEET

FOR MAY 26, 2020 COUNCIL MEETING

Subject for Action	Department	Comments
Wastewater Capacity (long term and short term)	CAO & DPW	Work continues to not lose sight of this project, staff continue to work with Mark Rodger to ensure we come up with a solution that best fits the needs of the users and rate payers.
Cemetery By-law	DPW & CLK	Staff have updated the bylaw based on Bereavement Authority of Ontario (BAO) guidelines and will be submitted to Council for consideration.
Council Video Recording	CAO & CLK	Camera has been installed, will begin to record our council meetings once the pandemic is over.
Modernization Grant	CAO	Phase 2 of the grant was the joint submission for IT services. Glad to report we received 5 submissions. Scoring of the submissions were done on March 5. *project is on hold until pandemic is over*
Concession 3	DPW	Working with the County of Wellington to assess current state of road conditions and develop of a repair plan to keep the road at a safe useable condition for 2020. A site meeting has been arranged with County Staff for the week of May 11, 2020. The 2020 Road Study will re-evaluate its priority for rehabilitation/reconstruction and will update the 2021 and beyond Capital Budget Forecast.

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2020-036

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 meetings held on Tuesday, May 26, 2020, 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/her 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/her 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/her 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, May 26, 2020.

Mayor Gregg Davidson

Clerk Barb Schellenberger