



THE CORPORATION OF THE TOWNSHIP OF MAPLETON

COUNCIL AGENDA

TUESDAY, JUNE 16, 2020 @ 7:00 p.m.

MAPLETON TOWNSHIP OFFICES

**COUNCIL TO MEET USING VIRTUAL TECHNOLOGY**

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/82932018293>

**Meeting ID: 829 3201 8293**

**One tap mobile: 647 374 4685 (or 647 558 0588)**

**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 26, 2020

***RECOMMENDATION***

THAT the minutes of the Township of Mapleton Council Meeting held on May 26, 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) RLB Chartered Professional Accountants, Murray Short & Brooke  
Billing, Re: Five Year Summary of Key Operations
- b) Matters Arising

### ***RECOMMENDATION***

THAT the RLB Chartered Professional Accountants presentation be received for information.

## **8. Minutes from Committees – none**

## **9. Reports and Updates from Staff**

### 9.1 Building Department

- i) Building Report BD2020-07  
Re: May Month End and YTD

### ***RECOMMENDATION***

THAT Township of Mapleton Council receive Building Department Report BD2020-07 dated June 9, 2020 regarding May Month End and Year to Date (YTD).

### 9.2 CAO and Clerk's Department

- i) CAO Clerk's Report CL2020-07  
Re: Integrated Youth Services Network

### ***RECOMMENDATION***

THAT CAO's Report CL2020-07, dated June 16th, 2020 with regards to the Integrated Youth Services Network be received;  
AND THAT Council set aside a maximum of \$20,000 towards this important initiative;  
AND THAT Council direct staff to partner with Minto to create a safe space for our youth to attend and received a wide range of services which will help them the support they need.

### 9.3 Close To Home (Seniors' Centre for Excellence)

- i) Close To Home Report CTH2020-02  
Re: Annual Reconciliation Report

#### **RECOMMENDATION**

THAT Township of Mapleton Council receive Close to Home Report CTH2020-02 dated June 16th, 2020 regarding the Annual Reconciliation Report;  
AND FURTHER THAT Council authorize the Mayor and Clerk to execute the Certification Document pertaining to the Annual Reconciliation Report and any or all ancillary documents.

- ii) Close To Home Report CTH2020-03  
Re: Declaration of Compliance

#### **RECOMMENDATION**

THAT the Township of Mapleton Council receive the Close to Home Department Report CTH2020-03 dated June 16th, 2020 regarding Compliance Declaration - Waterloo Wellington Local Health Integration and the Township of Mapleton.  
AND FURTHER THAT Council authorize the Mayor and CAO or Director of Finance execute the Declaration of Compliance and any or all ancillary documents.

### 9.4 Finance Department

- i) Finance Report FIN2020-13  
Re: 2019 Year-end operating variances & surplus

#### **RECOMMENDATION**

THAT Township of Mapleton Council receive Finance Report FIN2020-13 regarding the 2019 year-end operating variances and surplus as information; and That Council approve the allocation \$17,000 into the Winter Control Reserve, and  
That Council approve the allocation of \$48,995 into the Environmental Reserve Fund; and  
That Council approve the allocation of \$433,581 into the Tax Rate Stabilization Reserve and direct staff to use these funds to amend the three-year Operating Budget in order to offset the proposed budgeted levy increase of \$231,539 in 2021 and the proposed budget levy increase of \$202,042 in 2022; and  
That Council approve that the balance of the surplus be allocated into the Capital Reserve and that it directs staff to amend the 2020-2029 Capital Budget by moving forward shovel ready projects.  
AND FURTHER THAT Council approve the 2019 Audited Financial Statements.

## 9.5 Fire Department

- i) Fire Report 2020-04  
Re: Fire Department Physical Training Resumes

### **RECOMMENDATION**

THAT Township of Mapleton Council receive Fire Report FR2020-04 dated June 16, 2020 regarding Resuming physical training at fire department stations.  
AND FURTHER THAT Township of Mapleton supports the resumption of training within the fire department.

## 9.6 Public Works Department

- i) Public Works Report PW2020-13  
Re: Federation of Canadian Municipalities – Municipal Asset Management Program – Funding Application (FCM MAMP)

### **RECOMMENDATION**

THAT Township of Mapleton Council receive Public Works Report PW2020-13 dated June 16, 2020 regarding the Federation of Canadian Municipalities Municipal Asset Management Program (FCM MAMP) Funding.  
AND THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our roads asset management program:  
AND THAT The Township of Mapleton commits up to \$15,000 from its 2020 approved Capital budget toward the costs of this initiative.  
AND FURTHER THAT the Mayor and Clerk be delegated the authority to execute the FCM Funding Agreement as it pertains to the MAMP Funding Application.

## 10. Approval of By-Laws

- 10.1 By-law Number 2020-037 being a rating by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act. (Driscoll, West Part Lot 13, Concession 10, Maryborough) and to repeal By-law Number 2020-030
- 10.2 By-law Number 2020-038 being a by-law to levy the cost of work undertaken on the Rody Municipal Drain, in the Township of Mapleton in 2019
- 10.3 By-law Number 2020-039 being a by-law to levy the cost of work undertaken on the Rumph Drain, Branch A, in the Township of Mapleton in 2019

- 10.4 By-law Number 2020-040 being a by-law to levy the cost of work undertaken on the Van Soest Drainage Works, in the Township of Mapleton in 2019
- 10.5 By-law Number 2020-041 being a by-law to levy the cost of work undertaken on the Wayne Cole Drain, Branch A, in the Township of Mapleton in 2019
- 10.6 By-law Number 2020-042 being a by-law to provide for Rules and Regulations for Care and Control of Cemeteries owned by the Township of Mapleton and repeal By-law Number 2010-053

**RECOMMENDATION**

THAT By-laws Numbered:

- 2020-037 being a rating by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act. (Driscoll, West Part Lot 13, Concession 10, Maryborough) and to repeal By-law Number 2020-030
- 2020-038 being a by-law to levy the cost of work undertaken on the Rody Municipal Drain, in the Township of Mapleton in 2019
- 2020-039 being a by-law to levy the cost of work undertaken on the Rumph Drain, Branch A, in the Township of Mapleton in 2019
- 2020-040 being a by-law to levy the cost of work undertaken on the Van Soest Drainage Works, in the Township of Mapleton in 2019
- 2020-041 being a by-law to levy the cost of work undertaken on the Wayne Cole Drain, Branch A, in the Township of Mapleton in 2019
- 2020-042 being a by-law to provide for Rules and Regulations for Care and Control of Cemeteries owned by the Township of Mapleton and repeal By-law Number 2010-053

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

**11. Correspondence for Council's Direction – none**

**12. Correspondence for Council's Information**

- 12.1 Farm Property Tax Program – Provincial Review
  - i) The Nation Municipality – Resolution dated May 25, 2020  
Re: support for Mapleton resolution
  - ii) Township of Asphodel - Norwood - Resolution dated May 12, 2020  
Re: support for Mapleton resolution
  - iii) Township of Enniskillen – Resolution dated May 4, 2020  
Re: support for Mapleton resolution
  - iv) Township of Billings – Resolution dated May 5, 2020  
Re: support for Mapleton resolution

- v) Township of Perth South – Meeting date May 5, 2020  
Re: Consensus to support Mapleton Resolution
- vi) Wellington Federation of Agriculture - letter dated May 22, 2020  
Re: Mapleton Resolution

- 12.2 Wellington County Land Division - Notice of Decision: B28-20  
Re: Part Lot 12, Concession 3 (Maryborough) Township of Mapleton
- 12.3 MPP Randy Pettapiece – Letter dated May 21, 2020 advocating for Drayton Entertainment
- 12.4 City of Cambridge – Motion dated April 16, 2020 requesting Provincial Funding for Rehabilitation Facilities
- 12.5 Town of Orangeville – Resolution dated June 8, 2020 regarding police diversity training
- 12.6 Town of Fort Erie – Resolution dated June 8, 2020 supporting Essential Workers Day
- 12.7 AMO Watch File  
The link to view the May 28, 2020 issue: <https://tinyurl.com/ydhwpn2g>  
The link to view the June 4, 2020 issue: <https://tinyurl.com/yaxkaa2c>  
The link to view the June 11, 2020 issue: <https://tinyurl.com/ycwvkr7v>

**13. Notices of Motion**

**14. Notice Provision** – none

**15. Other Business**

**16. Council Tracking Sheet**

**17. Closed Session** – none

**18. Confirmatory By-law Number 2020-043**

***RECOMMENDATION***

THAT By-law Number 2020-043 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 Calender

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
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 **DRAFT**

TUESDAY, MAY 26, 2020 @ 1:00 p.m.

MAPLETON TOWNSHIP OFFICES

**COUNCIL MET USING VIRTUAL TECHNOLOGY**

**1. Call to Order**

Mayor Davidson welcomed attendees and called the meeting to order at 1:00 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 live-streaming video.

**2. Roll Call was taken by the Clerk**

PRESENT: IN COUNCIL ADMIN OFFICE  
Gregg Davidson, Mayor

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

Clerk Barb Schellenberger stated that quorum had been met.

STAFF PRESENT: IN COUNCIL ADMIN OFFICE  
Manny Baron, Chief Administrative Officer  
Barb Schellenberger, Municipal Clerk

VIDEOCONFERENCE CALL  
Sam Mattina, Director of Public Works  
John Morrison, Director of Finance  
Larry Wheeler, Deputy Clerk  
Rick Richardson, Fire Chief

**3. Declaration of Pecuniary Interest – none stated**

**4. Confirmation of Minutes**

4.1 Council Meeting dated May 12, 2020

**RESOLUTION 2020-10-01**

Moved: Councillor Martin

Seconded: Councillor Douglas

THAT the minutes of the Township of Mapleton Council Meeting held on May 12, 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) 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

### **RESOLUTION 2020-10-02**

**Moved: Councillor Martin**

**Seconded: Councillor Douglas**

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

**CARRIED**

- 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

### **RESOLUTION 2020-10-03**

**Moved: Councillor Martin**

**Seconded: Councillor Douglas**

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

**CARRIED**

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

### **RESOLUTION 2020-10-04**

**Moved: Councillor Douglas**

**Seconded: Councillor Craven**

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

**CARRIED**

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

### **RESOLUTION 2020-10-05**

**Moved: Councillor Douglas**

**Seconded: Councillor Craven**

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.

**CARRIED**

## 9.2 Public Works Department

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

### **RESOLUTION 2020-10-06**

Moved: Councillor Douglas

Seconded: Councillor Craven

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.

**CARRIED**

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

### **RESOLUTION 2020-10-07**

Moved: Councillor Craven

Seconded: Councillor Ottens

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.

**CARRIED**

## 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

### **RESOLUTION 2020-10-08**

Moved: Councillor Craven

Seconded: Councillor Ottens

THAT 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 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.
- 13. **Notices of Motion** - none
- 14. **Notice Provision** – none
- 15. **Other Business** - none
- 16. **Council Tracking Sheet** – no updates requested.

## 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

### **RESOLUTION 2020-10-09**

Moved: Councillor Ottens

Seconded: Councillor Martin

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).

**CARRIED**

### **Open Session Resumes**

- 17.4 Rise and Report on Closed Session

### **Mayor Davidson reported the following:**

THAT Township of Mapleton Council discussed the following in Closed Session:

- a) Closed Session Minutes of 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).

### **RESOLUTION 2020-10-10**

Moved: Councillor Ottens

Seconded: Councillor Douglas

THAT BLG Borden Ladner Gervais presentation regarding Water and Wastewater RFP be received and filed.

**CARRIED**

### **VERBAL RESOLUTION**

Moved: Mayor Davidson

Seconded: Councillor Ottens

THAT Council requested THAT Mr. Mark Rodger of Borden Ladner Gervais LLP To proceed in accordance with the legal advice given as it pertains to the Water Infrastructure Renewal and Regulated Utility RFP.

**CARRIED**

### **RESOLUTION 2020-10-11**

Moved: Councillor Otten

Seconded: Councillor Craven

THAT THE CAO's Confidential Report CL2020-01 dated May 26<sup>th</sup>, 2020 Deficit Reduction Measures be received.

**CARRIED**

**18. Confirmatory By-law Number 2020-036**

**RESOLUTION 2020-10-12**

Moved: Councillor Ottens

Seconded: Councillor Martin

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.

**CARRIED**

**19. Adjournment**

There being no further business, the meeting adjourned at 4:17 p.m.

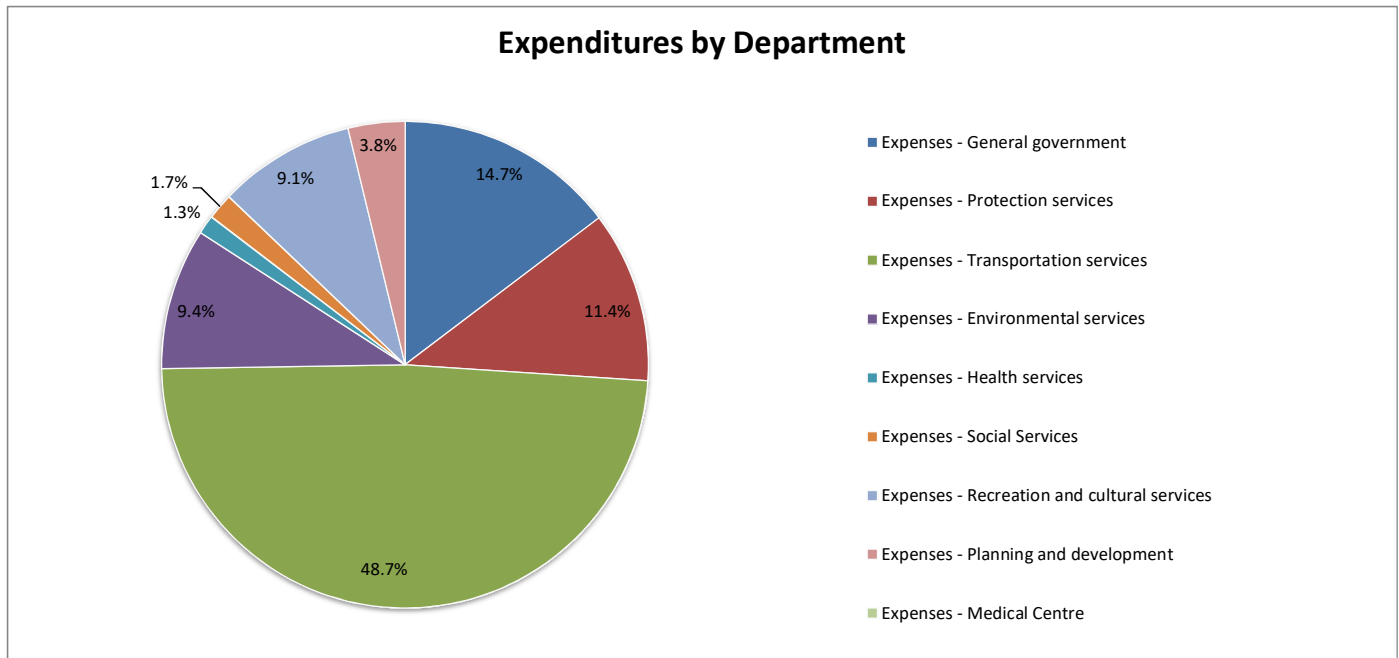
\_\_\_\_\_  
Mayor Gregg Davidson

\_\_\_\_\_  
Clerk Barb Schellenberger

PLEASE NOTE: Alternate Formats and Communication Support

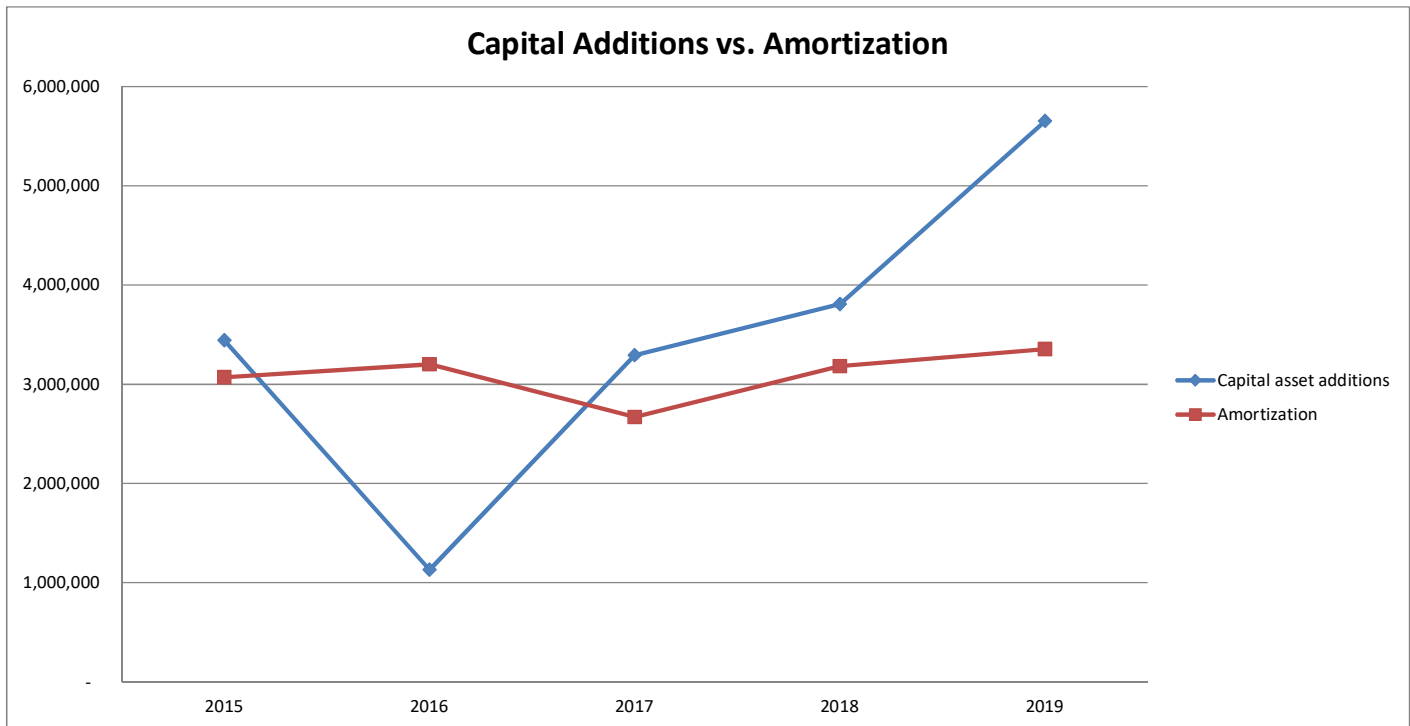
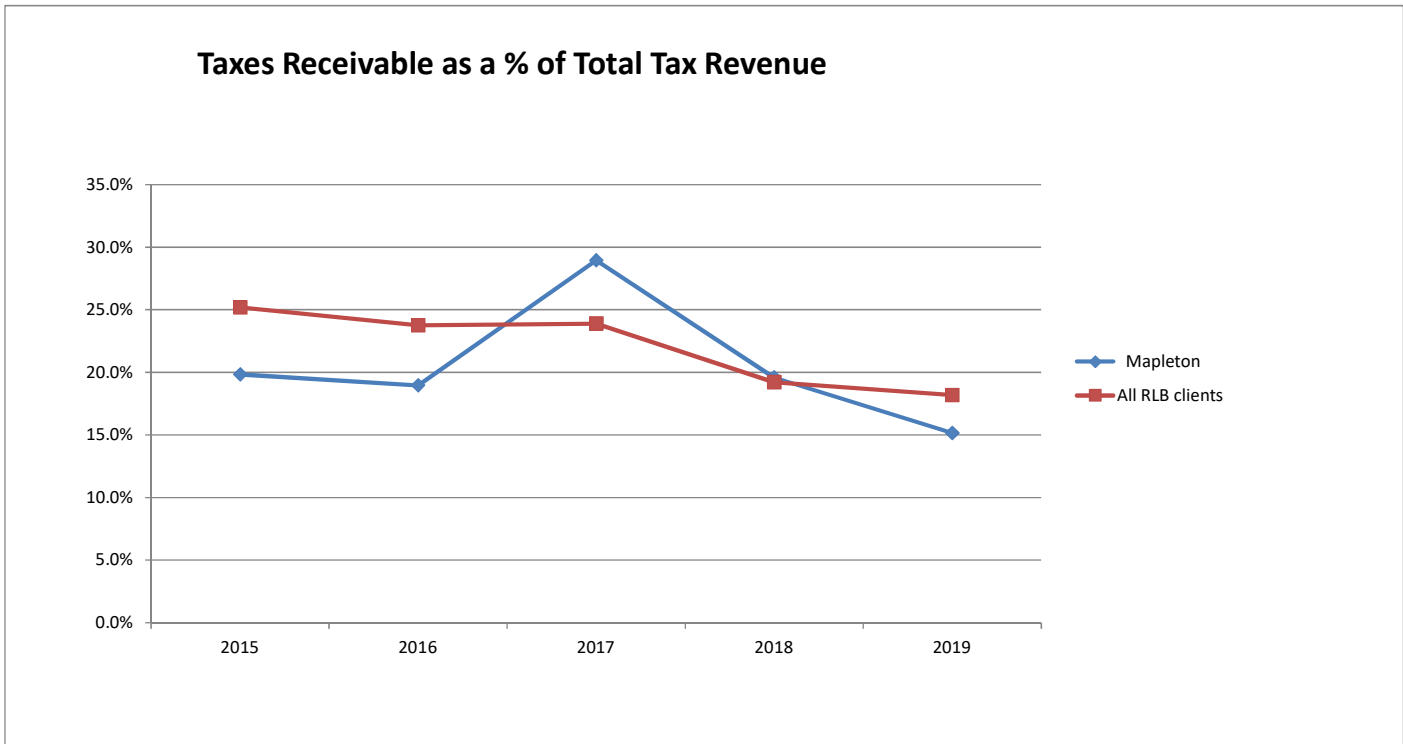
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Township of Mapleton  
Summary of Key Operating Measures  
December 31, 2019

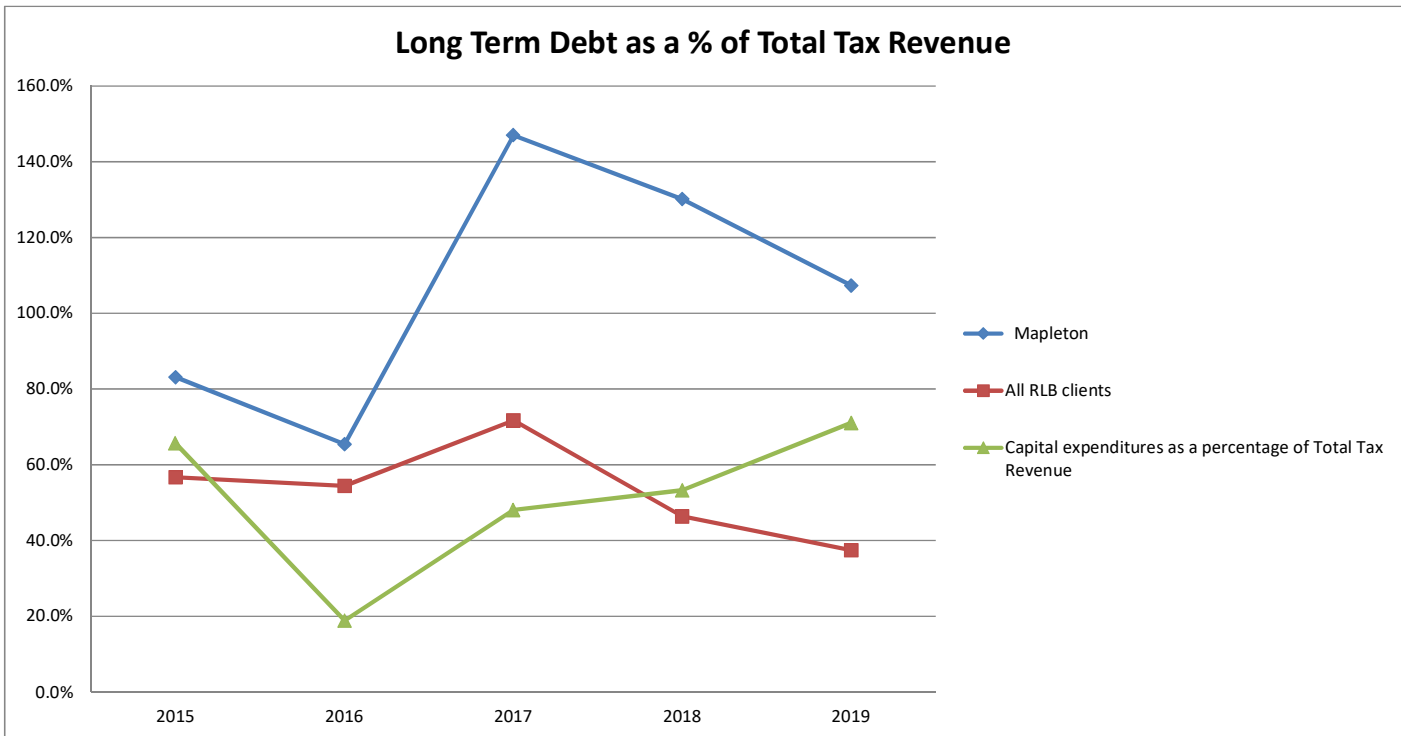
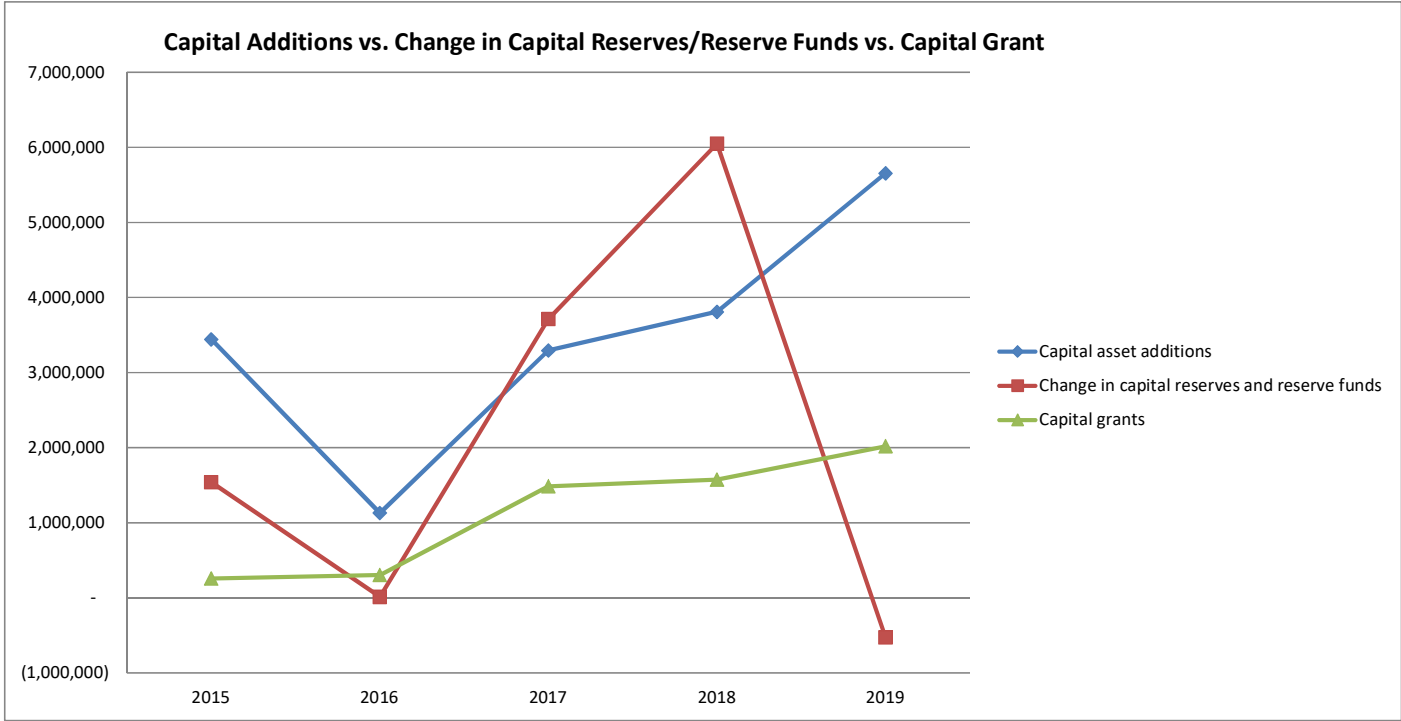


	2015	2016	2017	2018	2019
Expenses - General government	12.6%	10.9%	11.8%	11.7%	14.7%
Expenses - Protection services	11.4%	11.5%	13.2%	11.5%	11.4%
Expenses - Transportation services	47.3%	49.5%	46.3%	50.4%	48.7%
Expenses - Environmental services	12.1%	11.5%	11.0%	10.2%	9.4%
Expenses - Health services	1.5%	1.7%	1.6%	1.2%	1.3%
Expenses - Social Services	2.1%	2.1%	1.9%	2.0%	1.7%
Expenses - Recreation and cultural services	10.2%	10.3%	10.6%	9.9%	9.1%
Expenses - Planning and development	2.8%	2.6%	3.5%	3.1%	3.8%

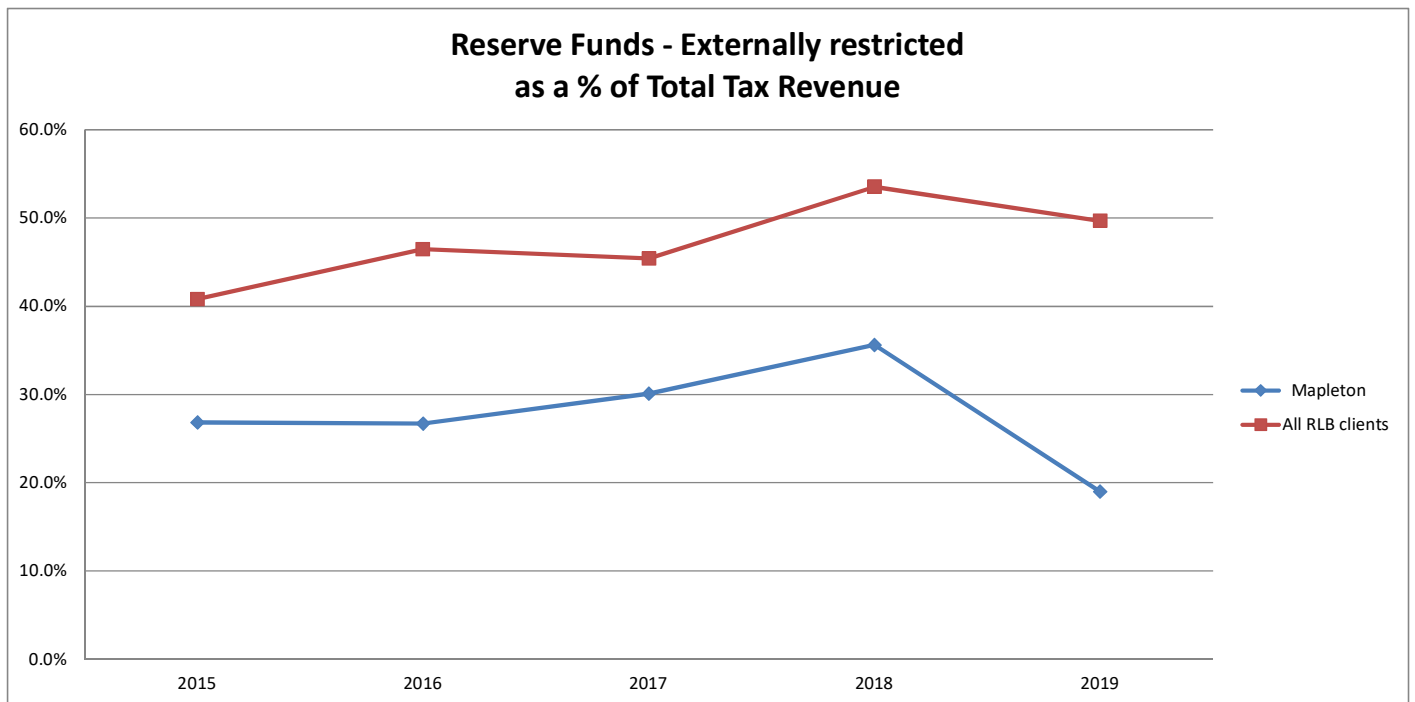
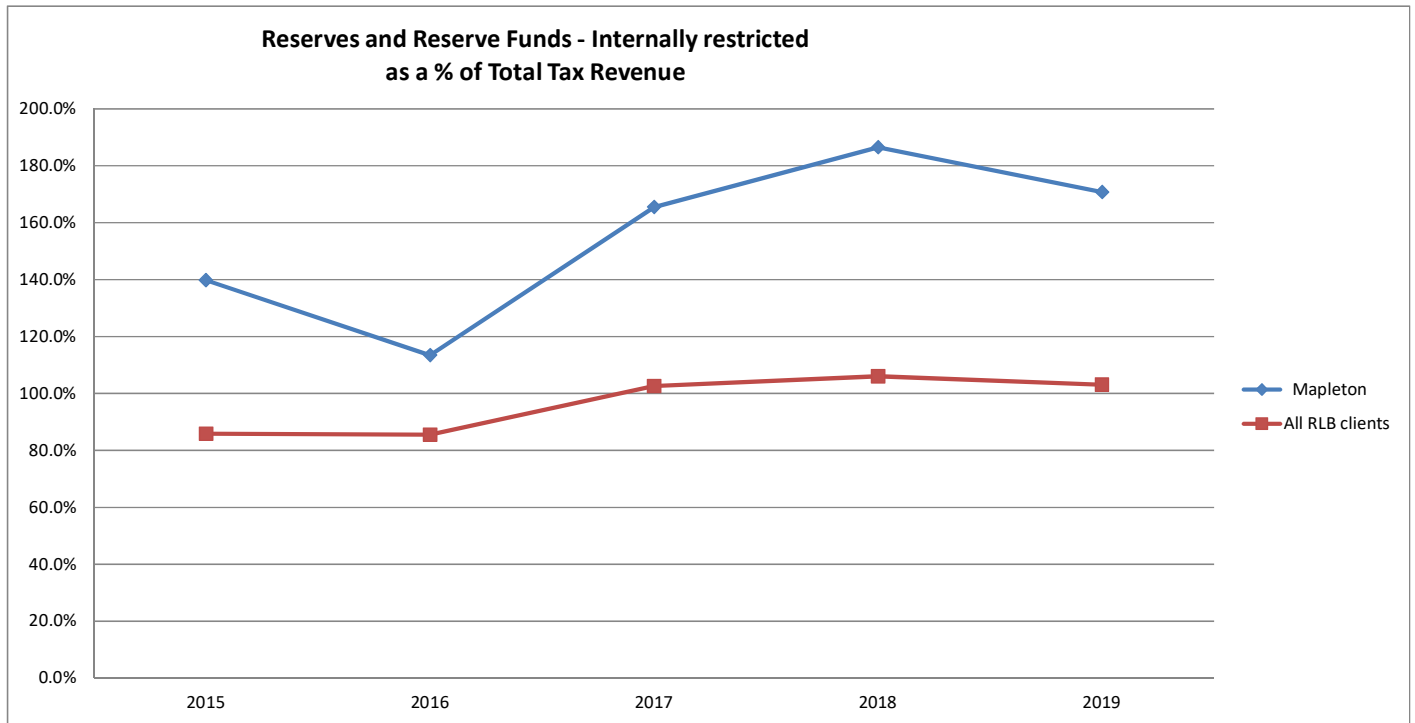
**Township of Mapleton**  
**Summary of Key Operating Measures**  
**December 31, 2019**



**Township of Mapleton  
 Summary of Key Operating Measures  
 December 31, 2019**

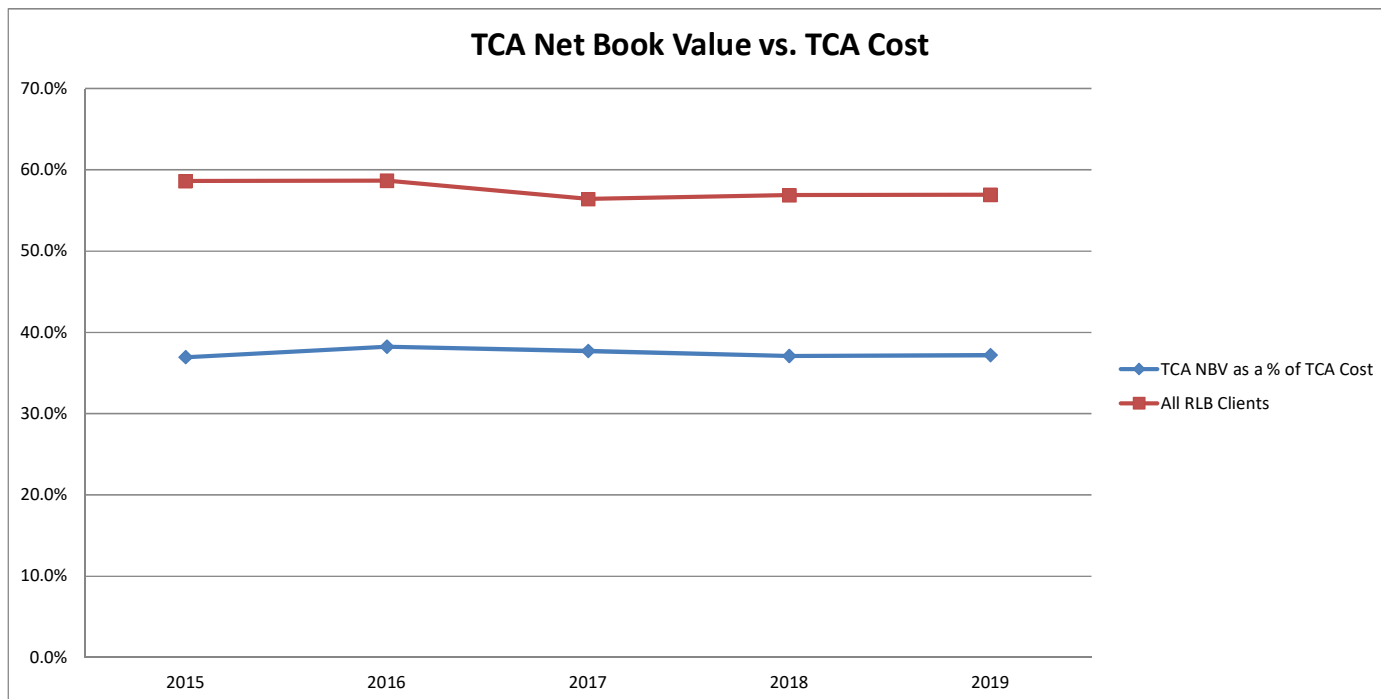
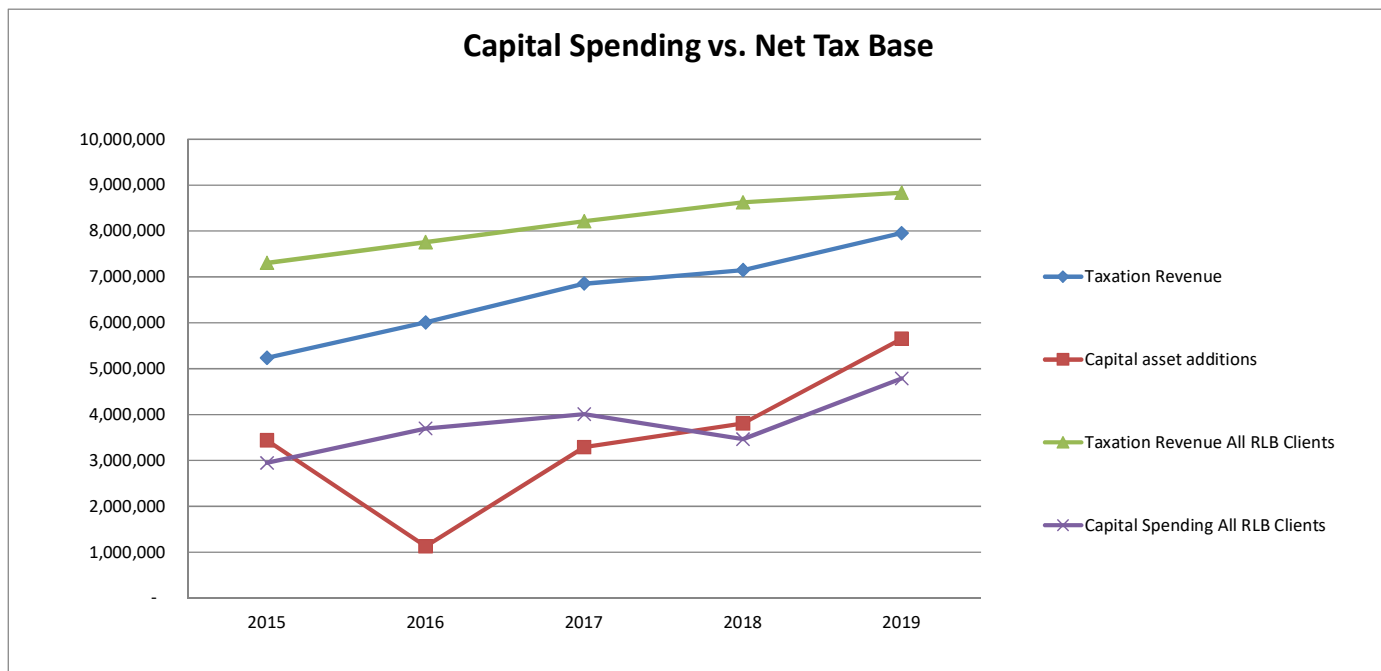


**Township of Mapleton**  
**Summary of Key Operating Measures**  
**December 31, 2019**





**Township of Mapleton**  
**Summary of Key Operating Measures**  
**December 31, 2019**



**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**  
**BUILDING REPORT BD2020-07**

TO: Mayor Davidson and Members of Council  
FROM: Patty Wright, Chief Building Official  
RE: Report for May Month End and Year to Date (YTD)  
DATE: June 16, 2020

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**RECOMMENDATION:**

THAT Township of Mapleton Council receive Building Department Report BD2020-07 dated June 9, 2020 regarding May Month End and Year to Date (YTD).

**BACKGROUND:**

Attached you will find a report showing the following:

- Permits issued in May 2020
- Permits issued YTD in 2020
- Total value for permits issued for May 2020
- Total value for permits issued YTD 2020
- Fees collected in May 2020
- Fees collected in YTD 2020
- Comparable totals from previous years

**PREVIOUS PERTINENT REPORTS:** None.

**DISCUSSION:**

The 3-year average of fees collected by the Building Department for the month of May is \$54,153.53 therefore the current month is above the 3-year average. Year to date numbers range from \$147,167.18 to \$271,702.33 over the past 3 years and the average of fees collected to date from 2017-2019 is \$189,312.041. The current year to date is within the 3-year range and above the 3-year average.

**CONSULTATION:** None.

**FINANCIAL IMPLICATIONS:**

As this report is primarily for permit activity, financial implications are not addressed at this time.

**SUMMARY:** The building department has no concerns at this time.

**COMMUNICATONS:** None.

## **STRATEGIC PLAN:**

**Municipal Infrastructure:** Building activity is indicative of demand for services within the town limits.

**The Local Economy:** Provides an indicator of the current building climate and what areas of the economy are growing.

**Recreation:** N/A

**Municipal Administration:** N/A

**Financial Responsibility:** The building department strives to support building in the Township while remaining a net zero cost to the tax base.

Prepared By:  
Patty Wright, CBCO, CPSO, CMMIII  
Chief Building Official

Reviewed By:  
Manny Baron  
CAO

Attach A: Monthly Summary

**TOWNSHIP OF MAPLETON**

**May 2020**

<b>Description</b>	<b>Permits</b>	<b>YTD</b>	<b>Value</b>	<b>Value YTD</b>	<b>Fees</b>	<b>Fees YTD</b>
Single Family Dwelling	1	<b>14</b>	\$ 750,000.00	\$ 5,300,000.00	\$ 3,491.35	\$ 47,299.30
SFD Additions/Renovations	4	<b>5</b>	\$ 332,000.00	\$ 532,000.00	\$ 2,802.45	\$ 3,507.45
SFD Accessories	4	<b>8</b>	\$ 216,000.00	\$ 411,000.00	\$ 1,925.60	\$ 4,726.00
Decks	4	<b>7</b>	\$ 29,000.00	\$ 38,000.00	\$ 664.30	\$ 1,130.30
Agricultural	26	<b>58</b>	\$ 4,223,000.00	\$ 11,911,500.00	\$ 43,208.32	\$ 118,853.17
Agricultural Commercial		<b>0</b>		\$ -		\$ -
Agricultural Industrial		<b>0</b>		\$ -		\$ -
Septic Systems	3	<b>15</b>	\$ 59,000.00	\$ 303,000.00	\$ 1,250.00	\$ 7,000.00
Industrial	1	<b>3</b>	\$ 250,000.00	\$ 299,000.00	\$ 2,075.00	\$ 3,100.20
Institutional		<b>1</b>		\$ 613,800.00		\$ 682.00
Commercial		<b>2</b>		\$ 255,000.00		\$ 6,349.40
Cottages - New/Additions/Renovations	1	<b>2</b>	\$ 180,000.00	\$ 220,000.00	\$ 1,351.00	\$ 1,706.40
Designated Structures	2	<b>4</b>	\$ 15,100.00	\$ 31,600.00	\$ 225.00	\$ 475.00
Assembly Building		<b>1</b>		\$ 1,800,000.00		\$ 8,550.70
Demolition	1	<b>4</b>	\$ 8,000.00	\$ 69,000.00	\$ 150.00	\$ 600.00
Multi Units		<b>0</b>		\$ -		\$ -
<b>TOTAL MAY 2020</b>	47		\$ 6,062,100.00		\$ 57,143.02	
<b>TOTALS YEAR TO DATE 2020</b>	124		\$21,783,900.00		\$ 203,979.92	
<b>TOTAL MAY 2019</b>	30		\$ 4,236,000.00		\$ 37,065.30	
<b>TOTALS YEAR TO DATE 2019</b>	123		\$ 18,497,700.00		\$ 149,066.60	
<b>TOTAL MAY 2018</b>	53		\$ 11,324,371.00		\$ 100,746.78	
<b>TOTALS YEAR TO DATE 2018</b>	149		\$ 28,459,331.00		\$ 271,702.33	

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**CAO CLERK'S REPORT CL2020-07**

TO: Mayor Davidson and Members of Council  
FROM: Manny Baron, CAO  
RE: Integrated Youth Services Network  
DATE: June 16, 2020

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**RECOMMENDATION:**

THAT CAO's Report CL2020-07, dated June 16th, 2020 with regards to the Integrated Youth Services Network be received;

AND THAT Council set aside a maximum of \$20,000 towards this important initiative;

AND THAT Council direct staff to partner with Minto to create a safe space for our youth to attend and received a wide range of services which will help them the support they need.

**BACKGROUND:**

The Integrated Youth Services Network is a collaborated project, with the objective of providing the right services to the right youth in a timely matter.

A network of community organizations has come together with a vision of a newly designed system to directly address you needs in our local communities, including mental health and substance abuse needs of youth in Wellington and Guelph. Under the leadership of the Rotary Club of Guelph a partnership of service organizations and volunteers has come together to build what is so urgently needed.

As stated in the attached reference document the vision of the IYSN is a network of community organizations acting as one ensuring consistent delivery of these important programs and initiatives.

Partnering with Minto makes sense as the location would be directly across Norwell District Secondary School which would allow easy access for our high school aged students.

We believe, now more than ever, this is a very important step as the introduction of COVID-19 has magnified the need for these types of services for our youth.

If approved the next step would be to secure the space, which will rent at \$1,200 per month plus utilities and work with youth to design the space. We will seek additional sponsors to help renovate and work towards a completion date to coincide with the beginning of the school year.

**CONSULTATION:**

Minto  
IYSN

**FINANCIAL IMPACT:**

Mapleton would be responsible for 50% of rent and utilities (approx \$9,000) and other operating cost needed to manage the space. As mentioned, we will work at finding sponsors to donate to the operations.

**COMMUNICATION:**

Follow normal communication protocols to ensure positive messaging.

**STRATEGIC PLAN:**

***Municipal Infrastructure:*** N/A

***The Local Economy:*** N/A

***Recreation:*** Support programs to promote and develop youth activities that lead to healthy individuals.

***Municipal Administration:*** N/A

***Financial Responsibility:*** N/A

Prepared by  
Manny Baron  
CAO

Attachments (2)

RBC  
FUNDING OPPORTUNITY

TRANSFORMING  
*spaces*

TRANSFORMING  
*lives* 

## INTEGRATED YOUTH SERVICES NETWORK (IYSN)

### Where are we now?

Prior to the pandemic, almost 50% of youth in Ontario were at moderate or serious risk of a mental health issue. This reality has been no different in Wellington and Guelph. Since 2007, hospitalizations for mental health and behavioural disorders had increased by 225%, and by 211% for intentional self-harm. The youth of Wellington and Guelph, together with their families, have been falling through the cracks time and time again.

### The problem is now getting worse.



*Meet Brian. A 13-year old teen who grew up in a rural area and has suffered from depression and feelings of isolation. His family recently moved to the city and he had just opened up to the idea of counselling support, but because of COVID-19 the support he needs is no longer available in the building down the street. With no school, Brian has no way of interacting with his peers. He sits in his room day after day, playing video games and watching movies on Netflix. His depression is getting worse and his parents feel they have nowhere to turn.*



*Jenny is 17. Once a great athlete with dreams of obtaining a scholarship to play soccer at a major University. Her life was turned upside down when she lost her parents in a car accident. Jenny spiraled into a state of depression, stopped playing soccer, and dropped out of school. Her friends and family convinced her to get help, but they were told she would be number 250 on a waitlist. Because of the pandemic, that waitlist has increased and she is now number 427. She continues to isolate herself, has stopped eating regularly, and refuses to leave the house.*

Since COVID-19, more than half (59%) of parents noted behavioural changes in their youth ranging from outbursts or extreme irritability to drastic changes in mood, behaviour or personality and difficulty sleeping/altered sleeping patterns, as well as persistent sadness and more.



Our youth are facing an unprecedented future. Their worlds have been turned upside down and they now find themselves sitting alone in their homes while feelings of isolation increase. Youth are experiencing feelings of loneliness and increased anxiety due to fear and a change of routine. For some youth, home is a negative environment from which they now have no reprieve.

**There is an opportunity to come out of this with hope and support. We need to act now.**

## INTRODUCING THE INTEGRATED YOUTH SERVICES NETWORK (IYSN)

The Integrated Youth Services Network (IYSN) is a collaborative project, with the objective of providing the right services to the right youth in a timely and efficient matter.

A network of community organizations has come together with a vision for a newly designed system to directly address youth needs in our community, including mental health and substance abuse needs of youth in Wellington and Guelph. Under the leadership of the Rotary Club of Guelph, a partnership of service organizations and volunteers has come together to build what is so urgently needed in the community.

I imagine a  
place where  
I can hang  
out and feel  
like I fit in.



## The vision for this new model is one where:

### (1) A Network of Community Organizations Act As One:

Each organization is part of a network, all integrated by technology which allows youth to access the immediate virtual care that they so urgently need. Assessment of a youth's needs will be provided virtually (and eventually in each facility).

No matter the situation, technology will be used so that access to the right services is available no matter where the youth is. This technology component will enhance access for youth right now, as well as in the future, by giving rural regions the same support system as those in urban centres.

### (2) Seven Locations Come Together With One Door:

In today's siloed mental health model, each time a youth visits a new location or a new care provider, they are forced to retell their story which can be a traumatizing experience. The IYSN will include seven locations but will feature the benefit of "one door" meaning that youth will only have to tell their story once. This is made possible through an interconnected online system and is now of the utmost importance during a time where we are relying heavily on virtual care.

The IYSN will include seven sites located in the rural centres of Wellington, as well as in Guelph. They will offer a range of stepped-care services of varying levels of intensity that are co-designed with youth. Physical activity, mental health, substance use, and peer supports will be core services at all IYSN sites.

#### The seven sites include:

- East Wellington Community Services - Town of Erin
- Minto Mental Health - Palmerston
- Skyline Community Hub - Fergus
- University of Guelph
- YMCA/ YWCA of Guelph
- Canadian Mental Health Association Waterloo Wellington – Woolwich Street Building
- Shelldale Family Gateway

## The spaces are all designed by youth, to serve youth.

RBC has long been a national leader when it comes to providing youth with a hand up. Based on our recent conversation, we see great value in partnering with RBC as our fundamental strategies, values and goals align. Our model, which builds on the evidence-based model that the Youth Wellness Hubs Ontario (YWHO) has created, includes:

- intervention and prevention services, so youth and their supporters recognize and address early signs and symptoms of mental health challenges;
- centralized and integrated services where youth can access one-stop-shop services for social and emotional support to recovery across the mental health continuum, including digital counselling, peer support, as well as transition and workforce reintegration programs;
- better pathways to care by facilitating access to public mental health care, including family navigation programs and integrated youth services.

## LET'S MAKE THE IYSN A REALITY IN THE WELLINGTON & GUELPH COMMUNITY

I imagine a door that leads me to better place

### What is the investment?

You are allowing local youth in Wellington County and Guelph access to immediate virtual care during a time where they have nowhere else to turn.

You are investing in a future for the 46,000 youth in Wellington and Guelph.

You are building a model that has the potential to be scaled nationally.

As a donor to this initiative, your investment is not about one agency, but about creating a large impact — a legacy for the children and youth in Wellington and Guelph.

This bold goal is to stem the tide of youth in crisis, and to provide intervention and prevention services — before it becomes too late for our kids.



## THE OPPORTUNITY FOR RBC:

We are pleased to present two significant opportunities for the RBC Foundation to be national leaders for youth across Canada starting in Wellington County and Guelph.

### SERVICES AND STAFFING – \$1 million opportunity

#### Foundational Stage

- Provide the technology for the seven sites which would enable youth to have a one-stop-shop approach to the pathways to care.
- Provide navigation services so youth know where and when to access what they need.
- Staffing for the Project Director, Evaluator and seven program coordinators.
- Provide innovative programs that offer youth social and emotional support to recovery across the mental health continuum, including digital counselling, peer support, as well as transition and employment programs.



I imagine getting the help  
I need when I need it.

### CAPITAL AND NAMING OPPORTUNITY – \$3.5 million opportunity

#### New Spaces for lasting transformational change

- IYSN focuses on intervention and prevention providing safe spaces and easy access.
- Provide the capital cost to ensure youth have the spaces they will need to access care readily and easily. The naming opportunity includes each of the seven sites:
  - East Wellington Community Services
  - Minto Mental Health
  - The Skyline Community Hub – location Fergus Youth Hub
  - Shelldale Family Gateway
  - The Guelph YMCA/ YWCA
  - The Canadian Mental Health Association Waterloo Wellington – Woolwich site
  - The University of Guelph Youth location

## BUDGET

<b>Integrated Youth Services Network Budget</b>			
<b>Foundational Stage – Services, Programming and Staffing</b>			
		<b>Estimated Operations Timeline</b>	
<b>Project Manager</b>		Immediate	\$150,000
<b>Evaluator</b>		Immediate	\$80,000
<b>Clinical Coordinators</b>		Three required 2020 Four required 2021	\$560,000
<b>Evaluation Strategy</b>		Immediate	\$120,000
<b>Technology</b>		Immediate	\$400,000
<b>Total Services, Programming and Staffing</b>			<b>\$1,310,000</b>
<b>Capital - New Spaces for lasting transformational change</b>			
<b>Site</b>	<b>Lead Agency</b>	<b>Estimated Operations Timeline</b>	<b>Capital One Time</b>
<b>Erin</b>	East Wellington Community Services	Early 2020*	\$50,000
<b>Fergus</b>	CMHAWW/ Big Brothers Big Sisters Centre Wellington	Fall 2020*	\$785,000
<b>Shelldale Family Gateway</b>	Shelldale Family Gateway	Fall 2020*	\$2,000,000
<b>Minto</b>	CMAHWW	Spring 2020*	\$100,000
<b>CMHAWW Woolwich Street</b>	CMHAWW	Fall 2021	\$3,640,000
<b>Guelph Y</b>	Guelph Y	Early 2022	\$2,300,000
<b>Total Capital</b>			<b>\$8,875,000</b>

*\*Sites are ready or are on track to open*

## THANK YOU

We would be happy to provide a more detailed business case with financial details. The core partner organizations, who are leading this initiative, would be pleased to provide their financial statements. These include the Rotary Club of Guelph, the Guelph Community Foundation, the Canadian Mental Health Association Waterloo Wellington, and the YMCA/YWCA of Guelph.

Thank you for the opportunity and for your consideration.



I imagine a community where  
I feel a sense of belonging.





**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**CLOSE TO HOME REPORT CTH 2020-02**

TO: Mayor Davidson and Members of Council  
FROM: Helen Edwards, Seniors Health Services Coordinator  
RE: Annual Reconciliation Report  
DATE: June 16th, 2020

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**RECOMMENDATION:**

THAT Township of Mapleton Council receive Close to Home Report CTH2020-02 dated June 16th, 2020 regarding the Annual Reconciliation Report;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute the Certification Document pertaining to the Annual Reconciliation Report and any or all ancillary documents.

**BACKGROUND:**

The Township of Mapleton has entered into a Multi-Sector Service Accountability Agreement (M-SAA) with the Waterloo Wellington LHIN. As a designated Health Services Provider there are certain responsibilities of the Township under the terms of the M-SAA. One of these annual responsibilities is to complete the Annual Reconciliation Report.

**PREVIOUS PERTINENT REPORTS:**

Close to Home Department Report CTH2020-03 dated June 16<sup>th</sup> 2020 regarding Declaration of Compliance.

**DISCUSSION:**

Completion of the Annual Reconciliation Report (ARR) requires that the financial records of the Close to Home program be reviewed and signed by an auditor and approved by Council. The financial records of the Close to Home program have been reviewed and signed by the Township auditors. The final step is to have Council approve the report and have it signed by both the Mayor and the Clerk to meet the requirements of our current M-SAA.

**CONSULTATION:**

Township auditors RLB professional chartered accountants have reviewed and signed the draft Annual Reconciliation Report. Attached you will find their Independent Auditors Report.



**FINANCIAL IMPLICATIONS:**

The Close to Home program has a total settlement recovery of \$1867.00 for the fiscal year April 1, 2019 to March 31, 2020. It is the practice of the province to claw back the settlement recovery and staff anticipate this to occur in 2020/21 fiscal year.

**SUMMARY:**

Staff would request that the Council approve the Annual Reconciliation Report and Mayor and Clerk execute the necessary documents in order to meet the annual requirements of our M-SAA.

**COMMUNICATION:**

Signed copies of the Annual Reconciliation Report will be sent to the Waterloo Wellington Local Health Integration Network as well as the Ministry of Health by the Senior Health Services Coordinator.

Prepared By:  
Helen Edwards  
Seniors' Health Services Coordinator

Reviewed By:  
Manny Baron  
CAO

1. Attachment 1 Annual Reconciliation Report 2019/20
2. Attachment 2 Draft Independent Auditors Report

IFIS / Recipient #	2784839
SRI Organization Code	4363
Report Name	<b>2019-20 Account Reconciliation Report</b>
LHIN Name	Waterloo Wellington
Service Provider Name	The Close to Home Program
Service Provider Legal Name	The Corporation of the Township of Mapleton

Service Provider Address

Address 1	Mapleton Health Centre
Address 2	11 Andrews Drive West
City	Drayton ON
Postal Code	N0G 1P0

HSP Contact Name	Helen Edwards
HSP Contact Position	Seniors' Health Services Coordinator
HSP Contact Phone Number	519.638.1000
HSP Contact E-mail Address	hedwards@mapleton.ca

Should be filled

# TOTAL AGENCY

Form ARRfin 1- Total LHIN & Ministry Managed- Financial  
The Close to Home Program

		TOTAL HSP
<b>TABLE G: Total Agency Reporting Summary by Fund Type (Total Agency Financials)</b>		<b>Line #</b>
Total Revenue Fund Type 1	115	-
Total Expenses Fund Type 1	116	-
<b>Net Surplus/Deficit Fund Type 1 (Hospital)</b>	<b>117</b>	<b>-</b>
Total Revenue Fund Type 2 (Above)	118	<b>188,318</b>
Total Expenses Fund Type 2 (Above)	119	<b>186,451</b>
<b>Net Surplus/Deficit Fund Type 2 (Community Programs)</b>	<b>120</b>	<b>1,867</b>
Total Revenue Fund Type 3	121	<b>12,555,728</b>
Total Expenses Fund Type 3	122	<b>12,555,728</b>
<b>Net Surplus/Deficit Fund Type 3 (Other)</b>	<b>123</b>	<b>-</b>
<b>Total Revenue for the Provider</b>	<b>124</b>	<b>12,744,046</b>
<b>Total Expenses for the Provider</b>	<b>125</b>	<b>12,742,179</b>
<b>Net Surplus/Deficit</b>	<b>126</b>	<b>1,867</b>

Table B		LHIN - CSS	
		2019-20 Final	Comments (Max 255 Characters)
<b>Funding Initiative</b>		Select Funding Initiative (where applicable)	
<b>LHIN Cash Flow:</b>			
Funding - Local Health Integration Network (LHIN)	1	182,268	
Funding - Provincial MOHLTC	2	-	
Funding - LHIN One-Time	3	-	
Funding - Provincial MOHLTC One-Time	4	-	
<b>Sessional fee funding - LHIN</b>	5	-	
<b>Sessional fee funding - MOHLTC</b>	6	-	
<b>Total LHIN/MOHLTC funding as per cash flow</b>	7	182,268	
Service Recipient Revenue	8	6,050	
Recoveries from External/Internal Sources	9	-	
Donations	10	-	
Other Funding Sources and Other Revenue	11	-	
Other revenue adjustments (detailed comments required)	12	-	
<b>Total revenue adjustments</b>	13	6,050	
<b>Total FUND TYPE 2 funding for settlement purposes</b>	14	188,318	
Deferred LHIN/MMP funding used to purchase capitalized items in the current year (Enter as Negative Amount)	15	-	
Amortization of donation revenue and LHIN funding in the current fiscal year	16	-	
Other Adjustments including LHIN/MOHLTC recovery (detailed comments required)	18	-	
<b>Total Revenue FUND TYPE 2</b>	19	188,318	
<b>EXPENSES- Fund Type 2</b>			
<b>Compensation</b>			
Salaries and Wages (Worked + Benefit + Purchased)	20	94,275	
Benefit Contributions	21	25,341	
Employee Future Benefit Compensation	22	-	
Nurse Practitioner Remuneration	23	-	
Medical Staff Remuneration	24	-	
Sessional Fees	25	-	
<b>Service Costs</b>			
Med/Surgical Supplies and Drugs	26	-	
Supplies and Sundry Expenses (excl. Med/Surg Supplies & Drugs)	27	50,511	
Community One Time Expense	28	-	
Equipment Expenses	29	1,534	
Amortization on Major Equip and Software License and Fees	30	-	
Contracted Out Expense	31	4,680	
Buildings and Grounds Expenses	32	10,110	
Building Amortization	33	-	
<b>TOTAL EXPENSES Fund Type 2</b>	34	186,451	
Depreciation/Amortization of Capital Assets for the Program and Admin & Support	35	-	
Total Capitalized Purchases and Services in current year (CHC & Home Care purposes only) Inadmissible salary expenses	36	-	
(CHC & Home Care purposes only) Less: Other adjustments	38	-	
<b>Total Expenses for Settlement Purposes</b>	39	186,451	
Less sessional fee expenses (Enter as Negative Amount)	40	-	
<b>Less one time expenses as per listing below (Negative sum of line 40-41)</b>	42	-	
<b>Total operating expenses for settlement purposes</b>	43	186,451	
<b>Operating Recovery</b>	44	1,867	
<b>Sessional Fee Recovery</b>	45	-	

		Click to select the TPBE	
One Time Recovery	46	-	
Total Settlement Recovery	47	-	
<b>TABLE C: One-Time Expenses</b>	<b>Line #</b>	<b>2019-20 Final</b>	<b>Comments (Max 255 Characters)</b>
Capitalized purchases from One Time funding Section C-1			
	48	-	
	49	-	
	50	-	
	51	-	
	52	-	
	53	-	
	54	-	
	55	-	
	56	-	
	57	-	
	58	-	
	59	-	
	60	-	
	61	-	
	62	-	
<b>Total One-time capitalized purchases from One-time funding</b>	<b>63</b>	<b>-</b>	
Operating expenses from One Time Funding Section C-2			
	64	-	
	65	-	
	66	-	
	67	-	
	68	-	
	69	-	
	70	-	
	71	-	
	72	-	
	73	-	
	74	-	
	75	-	
	76	-	
	77	-	
	78	-	
<b>Total One-time operating expenses from One-time funding</b>	<b>79</b>	<b>-</b>	
<b>TABLE D: Operating Expenses</b>	<b>Line #</b>	<b>2019-20 Final</b>	<b>Comments (Max 255 Characters)</b>
Capitalized expenses Sourced from Operating Funding (Section D-1) <b>( All capitalized items regardless of amount)</b>			
	80	-	
	81	-	
	82	-	
	83	-	
	84	-	
	85	-	
	86	-	
	87	-	
	88	-	
	89	-	
	90	-	

Form 8879-11-11  
 Section 1114 Managed Programs  
 The Close to Home Program

		Click to select the TPBE	
	91	-	
	92	-	
	93	-	
	94	-	
<b>Total Capitalized expenses from Operating Funding</b>	95	-	
<b>Non-capitalized one-time expenses &gt; \$5,000 Sourced from Operating Funding (Section D-2)</b>			
	96	-	
	97	-	
	98	-	
	99	-	
	100	-	
	101	-	
	102	-	
	103	-	
	104	-	
	105	-	
	106	-	
	107	-	
	108	-	
	109	-	
	110	-	
<b>Total Non-Capitalized One-time expenses &gt;\$5,000 from Operating Funding</b>	111	-	
<b>Total One Time Expenses</b>	112	-	
<b>TABLE F: Sessional Fees Summary (Enter the # of Sessions Delivered)</b>			
# of Sessions Delivered (From Sessional Fees)	113	0	
<b>Calculated Cost Per Session</b>	114	<b>0.00</b>	

**Form AR 1004 - Provincial Health Services Ministry**  
**Managed Programs**  
 The Close to Home Program

Click to select the TPBE

	Line #	2019-20 Final	Comments (Max 255 Characters)
<b>REVENUE</b>			
Funding - Local Health Integrated Networks	1	-	
Funding - Provincial MOHLTC (Allocation)	2	-	
Funding - LHINs One Time	3	-	
Funding - MOHLTC One Time	4	-	
<b>Sessional fee funding - LHIN</b>	5	-	
<b>Sessional fee funding - MOHLTC</b>	6	-	
<b>Subtotal Revenue - LHIN/MOHLTC</b>	7	-	
Service Recipient Revenue	8	-	
Recoveries from External/Internal Sources	9	-	
Donations	10	-	
Other Funding Sources and Other Revenue	11	-	
Other revenue adjustments (detailed comments required)	12	-	
<b>Total revenue adjustments</b>	13	-	
<b>TOTAL REVENUE FUND TYPE 2</b>	14	-	
<b>EXPENSES - Fund Type 2</b>			
<b>Compensation</b>			
Salaries and Wages (Worked + Benefit + Purchased)	15	-	
Benefit Contributions	16	-	
Employee Future Benefit Compensation	17	-	
Nurse Practitioner Remuneration	18	-	
Medical Staff Remuneration	19	-	
Sessional Fees	20	-	
<b>Service Costs</b>			
Med/Surgical Supplies and Drugs	21	-	
Supplies and Sundry Expenses (excl. Med/Surg Supplies & Drugs)	22	-	
Community One Time Expense	23	-	
Equipment Expenses	24	-	
Amortization on Major Equip and Software License and Fees	25	-	
Contracted Out Expense	26	-	
Buildings and Grounds Expenses	27	-	
Building Amortization	28	-	
<b>TOTAL EXPENSES Fund Type 2</b>	29	-	
<b>NET SURPLUS / (DEFICIT) FROM OPERATIONS</b>	30	-	
Amortization - Grants/Donations Revenue	31	-	
<b>SURPLUS/(DEFICIT) Including Amortization of Grants/Donations</b>	32	-	

**Form AR 1004 - Provincial Health Services Ministry**  
**Managed Programs**  
 The Close to Home Program

Click to select the TPBE

	Line #	2019-20 Final	Comments (Max 255 Characters)
<b>REVENUE</b>			
Funding - Local Health Integrated Networks	1	-	
Funding - Provincial MOHLTC (Allocation)	2	-	
Funding - LHINs One Time	3	-	
Funding - MOHLTC One Time	4	-	
<b>Sessional fee funding - LHIN</b>	5	-	
<b>Sessional fee funding - MOHLTC</b>	6	-	
<b>Subtotal Revenue - LHIN/MOHLTC</b>	7	-	
Service Recipient Revenue	8	-	
Recoveries from External/Internal Sources	9	-	
Donations	10	-	
Other Funding Sources and Other Revenue	11	-	
Other revenue adjustments (detailed comments required)	12	-	
<b>Total revenue adjustments</b>	13	-	
<b>TOTAL REVENUE FUND TYPE 2</b>	14	-	
<b>EXPENSES - Fund Type 2</b>			
<b>Compensation</b>			
Salaries and Wages (Worked + Benefit + Purchased)	15	-	
Benefit Contributions	16	-	
Employee Future Benefit Compensation	17	-	
Nurse Practitioner Remuneration	18	-	
Medical Staff Remuneration	19	-	
Sessional Fees	20	-	
<b>Service Costs</b>			
Med/Surgical Supplies and Drugs	21	-	
Supplies and Sundry Expenses (excl. Med/Surg Supplies & Drugs)	22	-	
Community One Time Expense	23	-	
Equipment Expenses	24	-	
Amortization on Major Equip and Software License and Fees	25	-	
Contracted Out Expense	26	-	
Buildings and Grounds Expenses	27	-	
Building Amortization	28	-	
<b>TOTAL EXPENSES Fund Type 2</b>	29	-	
<b>NET SURPLUS / (DEFICIT) FROM OPERATIONS</b>	30	-	
Amortization - Grants/Donations Revenue	31	-	
<b>SURPLUS/(DEFICIT) Including Amortization of Grants/Donations</b>	32	-	



# AUDITOR'S REPORT TO BE COMPLETED BY LICENSED AUDITORS □

<b>Provider Information</b>	
Provider Legal Name	The Corporation of the Township of Mapleton
Recipient No.	3E+06
LHIN Name	Waterloo Wellington
Period	2019-20

## To the Ministry of Health and Long-Term Care and the Local Health Integration Network:

### Opinion

We have audited the financial information in the accompanying schedules (ARRFin1, ARRFin2 and ARRFin3) and the Proxy Pay Equity Annual Report (excluding statistics and FTE's) (the "Schedules") of the The Corporation of the Township of Mapleton Annual Reconciliation Report for the year ended March 31, 2020

The Schedules have been prepared by management based on the financial reporting provisions in the guidelines in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards 11.0 (applicable to 2019-20) and the 2016 Community Financial Policy issued by the Ministry of Health and Ministry of Long-Term Care.

In our opinion, the accompanying Schedules of The Corporation of the Township of Mapleton for the year ended March 31, 2020 are prepared, in all material respects, in accordance with the financial reporting provisions in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards and the 2016 Community Financial Policy issued by the Ministry of Health and Ministry of Long-Term Care.

### Basis for Opinion

We conducted our audit in accordance with the Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Schedules section of our report. We are independent of the The Corporation of the Township of Mapleton in accordance with the ethical requirements that are relevant to our audit of the Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter – Basis of Accounting

We draw attention to the fact that the Schedules have been prepared in accordance with the Guidelines. The Schedules are prepared to provide information to assist the LHIN in meeting the financial reporting requirements of the Ministry of Health and Ministry of Long-Term Care. As a result, the Schedules may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### Responsibilities of Management and those Charged with Governance for the Schedules

Management is responsible for the preparation and fair presentation of the Schedules in accordance with the Guidelines issued by the Ministry of Health and Ministry of Long-Term Care, and for such internal control as management determines is necessary to enable the preparation of Schedules that are free from material misstatement, whether due to fraud or error. Those charged with governance are responsible for overseeing the The Corporation of the Township of Mapleton's financial reporting process.

### Auditor's Responsibilities for the Audit of the Schedules

Our objectives are to obtain reasonable assurance about whether the Schedules as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Schedules.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the Schedules, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the The Corporation of the Township of Mapleton's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Schedules or, if such disclosure are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the Schedules, including the disclosures, and whether the Schedules represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

[Redacted]

(City)

[Redacted]

(Date)

[Redacted]

(Signature)

[Redacted]

(Auditors Address)

**The format of the Auditors' report for audit engagements pertaining to the Ministry's community mental health and addictions [or community support services etc..] funding activities has been developed with the assistance of the ICAO and CICA.**

**Note to Schedules:**

These schedules have been prepared in accordance with the financial reporting provisions contained in the following collectively referred to as the "Guidelines":

1. The Community Financial Policy (2016)
2. Chapters 3 and 4 of the Ontario Healthcare Reporting Standards

The schedules were prepared to assist [Provider legal name] to meet with the reporting requirements of the Ministry of Health and Long-Term Care and the Local Health Integration Network. The schedules are intended solely for the use of The Corporation of the Township of Mapleton and the Ministry of Health and Long-Term Care and the Local Health Integration Network. Accordingly, readers are cautioned that the schedules may not be suitable for another purpose.





The most significant guidelines and policy sources are:

- Refer to chapters 3 and 4 of the Ontario Healthcare Reporting Standards (OHRS) when auditing Table G, Fund type1 and Fund type 3 only.
- Refer to Community Financial Policy (2016)
- Additional funding reference, the funding approval letters may provide details and specifications or restrictions on specific funding arrangements.



## Certification by Provider Fiscal 2019-20

Having the authority to bind the Health Service Provider, we certify that the information provided in ARRFin1, ARRFin2 and ARRFin3 are complete and accurate

<b>The Close to Home Program</b>	
	
<b>Name of Signing Officer</b>	<b>Date</b>
<b>Signing Officer***</b>	
	
<b>Title</b>	
	
<b>Name of Signing Officer</b>	<b>Date</b>
<b>Signing Officer***</b>	
	
<b>Title</b>	

\*\*\*I have the authority to bind the Health Service Provider

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## INDEPENDENT AUDITOR'S REPORT

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To the Ministry of Health and Long-Term Care and Local Health Integration Network:

### Opinion

We have audited the accompanying schedules (ARRFin1, ARRFin2, ARRFin3) and the Proxy Pay Equity Reconciliation Report (excluding Statistics and FTEs) (the "Schedules") of The Corporation of the Township of Mapleton of the the Annual Reconciliation Report for the year ended March 31, 2020, and notes to the Annual Reconciliation Report, including a summary of significant guidelines and policy sources.

The Schedules have been prepared by management based on the financial reporting provisions in the guidelines in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards 11.0 (applicable to 2019-20) and the 2016 Community Financial Policy issued by the Ministry of Health and Long-Term Care.

In our opinion, the accompanying Schedules of The Corporation of the Township of Mapleton for the year ended March 31, 2020 are prepared, in all material respects, in accordance with the financial reporting provisions in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards and the 2016 Community Financial Policy issued by the Ministry of Health and Long-Term Care.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards (Canadian "GAAS"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Schedules section of our report. We are independent of The Corporation of the Township of Mapleton in accordance with the ethical requirements that are relevant to our audit of the Schedules in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter - Basis of Accounting

We draw attention to the fact that the Schedules have been prepared in accordance with the guidelines in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards 11.0 (applicable to 2019-20) and the 2016 Community Financial Policy issued by the Ministry of Health and Long-Term Care. The Schedules are prepared to provide information to assist the Local Health Integration Network (LHIN) in meeting the financial reporting requirements of the Ministry of Health and Long-Term Care. As a result, the Schedules may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### **Responsibilities of Management and Those Charged with Governance for the Schedules**

Management is responsible for the preparation and fair presentation of the Schedules in accordance with the guidelines of Chapters 3 and 4 of the Ontario Healthcare Reporting Standards and the 2016 Community Financial Policy issued by the Ministry of Health and Long-Term Care and for such internal control as management determines is necessary to enable the preparation of the Schedules that are free from material misstatement, whether due to fraud or error. Those charged with governance are responsible for overseeing The Corporation of the Township of Mapleton's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Schedules**

Our objectives are to obtain reasonable assurance about whether the Schedules, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Schedules.

A further description of the auditor's responsibilities for the audit of the financial statements is located at RLB LLP's website at: [www.rlb.ca/additional-auditor-responsibilities](http://www.rlb.ca/additional-auditor-responsibilities). This description forms part of our auditor's report.

Guelph, Ontario

Chartered Professional Accountants  
Licensed Public Accountants

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON - CLOSE TO HOME PROGRAM**  
**NOTE TO THE SCHEDULES**  
**FOR THE ENDED MARCH 31, 2020**

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**1. BASIS OF PREPARATION**

These schedules have been prepared in accordance with the financial reporting provisions contained in the following, collectively referred to as the "Guidelines":

- The Community Financial Policy (2016); and
- Chapters 3 and 4 of the Ontario Healthcare Reporting Standards.

The schedules were prepared to assist The Corporation of the Township of Mapleton to meet the reporting requirements of the Ministry of Health and Long-Term Care and the Local Health Integration Network. The schedules are intended solely for the use of The Corporation of the Township of Mapleton, the Ministry of Health and Long-Term Care and the Local Health Integration Network. Accordingly, readers are cautioned that the schedules may not be suitable for another purpose.

The most significant guidelines and policy sources are:

- Refer to chapters 3 and 4 of the Ontario Healthcare Reporting Standards (OHRS) when auditing Table G, Fund type 1 and Fund type 3 only;
- Refer to the Community Financial Policy (2016); and
- Additional funding reference, the funding approval letters may provide details and specifications or restrictions on specific funding arrangements.

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**  
**CLOSE TO HOME REPORT CTH2020-03**

TO: Mayor Davidson and Members of Council  
FROM: Helen Edwards, Seniors' Health Services Coordinator  
RE: Declaration of Compliance  
DATE: June 16<sup>th</sup> 2020

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**RECOMMENDATION:**

THAT the Township of Mapleton Council receive the Close to Home Department Report CTH2020-03 dated June 16<sup>th</sup>, 2020 regarding Compliance Declaration - Waterloo Wellington Local Health Integration and the Township of Mapleton.

AND FURTHER THAT Council authorize the Mayor and CAO or Director of Finance execute the Declaration of Compliance and any or all ancillary documents.

**BACKGROUND:**

The Township entered into a service accountability agreement with the Waterloo Wellington Local Health Integration Network. As a designated Health Services Provider there are certain responsibilities of the Township under the terms of the Multi-Sector Service Accountability Agreement (M-SAA).

One of the requirements is an Annual Compliance Declaration. Staff have prepared the Annual Compliance Declaration for the period April 1<sup>st</sup>, 2019 to March 31<sup>st</sup>, 2020 and have provided it in Attachment 1.

**PREVIOUS PERTINENT REPORTS:**

None

**DISCUSSION:**

To meet the requirements of our current M-SSA Article 4.8, the Township must have a written procurement practices policy. The Township of Mapleton does have a written procurement policy in place that meets the requirements of the Broader Public Sector Accountability Act, 2010. Staff confirm that all purchases under the Close to Home Program have met the requirements of the Township's purchasing policy as well as the requirements of the M-SAA. Under the Local Health System Integration Act, 2006, all financial reporting requirements have been met, the annual audit has been completed by the Township auditors Rlb.



**CONSULTATION:**

The financial statements of the Close to Home Program have been reviewed by the Township's auditors Rib. The audited report will be signed and returned to the Township in preparation for submission to the Waterloo Wellington LHIN now that council has approved the ARR. The report was also prepared in consultation with the Mapleton Finance Department.

**FINANCIAL IMPLICATIONS:**

None

**SUMMARY:**

Staff would request that the Declaration of Compliance be approved by the Council of the Township of Mapleton and that the Mayor and CAO or Director of Finance be authorized to execute the Declaration of Compliance.

**COMMUNICATION:**

The signed Declaration of Compliance will be sent to the Waterloo Wellington Local Health Integration Network by the Seniors' Health Services Coordinator.

Prepared By;  
Helen Edwards  
Seniors' Health Services Coordinator

Reviewed by  
Manny Baron  
CAO

**Attachments:**

1. Declaration of Compliance-Waterloo Wellington Local Health Integration Network.

## DECLARATION OF COMPLIANCE

Issued pursuant to the M-SAA effective April 1<sup>st</sup> 2019

**To:** The Board of Directors of the Waterloo Wellington Local Health Integration Network (the “LHIN”). Attn: Board Chair.

**From:** The Council of the Corporation of the Township of Mapleton (the “HSP”)

**Date:** June 16<sup>th</sup> 2020

**Re:** April 1, 2019 –March 31, 2020 (the “Applicable Period”)

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Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the M-SAA between the LHIN and the HSP effective April 1, 2014.

The Council of the Corporation of the Township of Mapleton has authorized the Mayor and Clerk by resolution dated June 16<sup>th</sup> 2020 to declare to you as follows:

After making inquiries of the Helen Edwards, Seniors’ Health Service Coordinator and other appropriate officers of the HSP and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board’s knowledge and belief, the HSP has fulfilled, its obligations under the service accountability agreement (the “M-SAA”) in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP has complied with:

- (i) Article 4.8 of the M-SAA concerning applicable procurement practices; and
- (ii) The *Local Health System Integration Act, 2006*.

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Gregg Davidson, Mayor

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Manny Baron, CAO

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**FINANCE REPORT FIN2020 - 13**

TO: Mayor Davidson and Members of Council  
FROM: John Morrison BA, CPA, CGA Director of Finance  
RE: 2019 Year-end operating variances & surplus  
DATE: June 16<sup>th</sup>, 2020

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**RECOMMENDATION:**

THAT Township of Mapleton Council receive Finance Report FIN2020-13 regarding the 2019 year-end operating variances and surplus as information; and

1. That Council approve the allocation \$17,000 into the Winter Control Reserve, and
2. That Council approve the allocation of \$48,995 into the Environmental Reserve Fund; and
3. That Council approve the allocation of \$433,581 into the Tax Rate Stabilization Reserve and direct staff to use these funds to amend the three-year Operating Budget in order to offset the proposed budgeted levy increase of \$231,539 in 2021 and the proposed budget levy increase of \$202,042 in 2022; and
4. That Council approve that the balance of the surplus be allocated into the Capital Reserve and that it directs staff to amend the 2020-2029 Capital Budget by moving forward shovel ready projects.

AND FURTHER THAT Council approve the 2019 Audited Financial Statements.

**BACKGROUND:**

The Consolidated Financial Statements for the year ending December 31, 2019, as audited by RLB LLP Chartered Professional Accountants, is being presented to Council. Mr. Murry Short, MBA, CPA, CA, as a partner of RLB LLP, will review with Council our financial position, confer with Council any concerns that it may have with our Audited Statements and discuss selective financial performance measures that the Township achieved in 2019 relative to other municipalities.

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards. The auditor's responsibility is to obtain a reasonable assurance about whether the consolidated financial statements, as a whole, are

free from material misstatement, whether due to fraud or error and express an opinion.

Attached is the auditor's management letter. The letter attests to the accuracy of the financial statements that the township has submitted to the auditors for their analysis.

The Consolidated Financial Statements are attached to this report and Mr. Murry Short in his presentation will guide Council through the various statements and supporting schedules.

The balance of the report and its intent is to aid Council in its review of the 2019 year-end Consolidated Financial Statements. The focus of this report is to put emphasis on the current fund (page 16 of the Consolidated Statements) which represents the budget variance and operating surplus for 2019.

The budget variance and operating surplus for 2019, is \$1,466,239

#### **PREVIOUS PERTINENT REPORTS:**

Fin2019-06 Q1 Operating Budget Variance Report  
Fin2019-15 Q2 Operating Budget Variance Report  
Fin2019-21 Q3 Operating Budget Variance Report

#### **DISCUSSION:**

The Consolidated Financial Statements merges and combines three of the Township's funds - operating, capital and reserves. The trust fund is reported separately.

The audited Consolidated Financial Statements reports the Township financial position. Presented in a fair and transparent fashion are its assets, liabilities and reserves. These financial statements and its supporting schedules disclose how cash is being used and gives insights on how the Township stewards its significant investment in tangible capital assets.

The area most difficult to explain is the reconciliation of the 2019 annual surplus of \$4,446,582 (page 2) as reported in the Consolidated Financial Statements to the 2019 budget variance and operating fund surplus of \$1,446,239. Municipal fund accounting is to plan expenditures and to determine the appropriate tax levy by using a modified cash basis of accounting. The financial statements are to provide its reader with information on financial position, cash flow and the allocation of resources. The change in accounting treatment from a modified cash basis to a full accrual basis is as follows

<b>Annual Surplus per Financial Statements</b>	<b>\$4,446,583</b>
<i>Less</i>	
Transfers to Reserves & Reserve Funds net	(\$2,949,139)
Transfers to Capital	(\$900,000)
Principle Debt Charges	(\$764,417)
Gain on Disposal of tangible capital assets	(\$631,624)
Deferred revenues	(\$2,028,750)
<i>Add</i>	
Amortization	\$3,354,053
Proceeds on Disposal of Land	\$919,533
<b>Budget/Operating Surplus</b>	<b>\$1,446,239</b>

### The Budget/Operating Surplus of 2019:

To provide Council some indications as to the specific drivers for the 2019 operating surplus, the current surplus has been apportioned by department (table 1).

<i>Budget Variance by Department</i>	YTD Actual	Annual Budget	Surplus/(Deficit)	Variance % of Gross Budget
Taxation	(\$610,665)	(\$196,661)	\$414,004	-210.5%
Unconditional Grants	(\$837,400)	(\$835,500)	\$1,900	-0.2%
Proceeds on Disposal of Land	(\$919,533)	\$0	\$919,533	0.0%
General Government	\$1,003,384	\$1,301,618	\$298,234	22.9%
Protection to Persons & Property	\$837,173	\$834,674	(\$2,499)	-0.3%
Transportation Services	\$5,726,297	\$5,152,045	(\$574,252)	-11.1%
Environment Services	(\$48,995)	\$0	\$48,995	0.0%
Health Services	\$30,405	\$91,040	\$60,635	66.6%
Social & Family Services	\$10,309	\$0	(\$10,309)	0.0%
Recreation & Culture	\$768,089	\$912,744	\$144,655	15.8%
Planning & Development	\$401,427	\$546,770	\$145,343	26.6%
	<b>\$6,360,491</b>	<b>\$7,806,730</b>	<b>\$1,446,239</b>	<b>18.5%</b>

Table 1

### Analysis of Variances in key areas

Taxation. The 2019 tax levy as approved by Council was \$7,806,729 The 2019 taxation surplus of \$414,004 represents additional net revenue that was not budgeted when the 2019 tax levy was approved.

	YTD Actual	Annual Budget	Surplus/(Deficit)	Variance
Supplementary Revenue	(\$138,713)	(\$80,000)	\$58,713	-73.4%
Penalties & interest	(\$492,572)	(\$197,681)	\$294,891	-149.2%
Write/offs	\$20,620	\$81,020	\$60,400	74.5%
<b>Net</b>	<b>(\$610,665)</b>	<b>(\$196,661)</b>	<b>\$414,004</b>	<b>-210.5%</b>

Proceed on Disposal of Land Properties sold in the Drayton Industrial Park produced significant cash proceeds in 2019, amounting to \$919,533. This Phase II development accounts for 64% of the surplus.

Transportation Services – The cost for winter control maintenance in 2019 amounted to \$561,530. The 5-year average in winter control maintenance costs is around \$388,662 per year. The Township’s Winter Control Reserve policy recommends that the balance for the Winter Control Reserve, now set at \$150,000, be equal to 25% of the 5-year average in winter maintenance costs or a minimum of \$82,000. However, given the size of this year’s budget variance, staff would recommend that the Winter Control Reserve be increased to \$167,000. This is a \$17,000 allocation to the Winter Control Reserve.

	Winter	Budget	Variance
	Maintenance Costs		
2015	\$255,357		
2016	\$375,475		
2017	\$321,344		
2018	\$429,603		
2019	\$561,530	\$394,410	\$167,120
<b>Five Year Average</b>	<b>\$388,662</b>		
<b>25%</b>	<b>\$97,165</b>		

Environmental Services – user rates and charges for water and wastewater are based on consumption. As previously discussed, these rates are not sufficient for both the operating and capital expenditures needs. In 2019 staff reduced operating expenditures and capital transfers to reflect current user rates. Those reductions produced a small surplus in 2019, an amount of \$49k . However, the capital transfer in 2019 was only \$179k. This funding envelope is inadequate and will not meet the needs based on the 10-year capital plan for Environmental Services.

Recreation & Culture – Staff noted savings of \$54k in operational efficiencies in the Township’s facilities and \$21K in savings for park maintenance.

Expenditures	YTD Actual	Annual Budget	Surplus/(Deficit)	Variance
PMD	\$717,982	747647	\$29,665	4.0%
MCC	\$95,226	\$101,046	\$5,820	5.8%
Alma	\$33,015	\$52,422	\$19,407	37.0%
	<b>\$846,223</b>	<b>\$901,115</b>	<b>\$54,892</b>	<b>6.1%</b>
Parks	\$269,713	\$279,948	\$10,235	3.7%
Ball Park/Soccer Field	\$13,922	\$24,418	\$10,496	43.0%
	<b>\$283,635</b>	<b>\$304,366</b>	<b>\$20,731</b>	<b>6.8%</b>
	<b>\$1,129,858</b>	<b>\$1,205,481</b>	<b>\$75,623</b>	<b>6.3%</b>

Planning & Development – repair and maintenance work on municipal drains tallied \$86K in 2019. This budget surplus for the repair and maintenance for municipal drains was \$49,253. Further, the proposed Youth Resiliency Worker was not hired in 2019 saving \$13k . And finally, operational expenditures within various accounts for Planning and Economic Development amounted to \$97k in savings.

**To provide an alternative view**, the year-end variance was also broken down by major account categories.

<i>Budget Variance by Category</i>	YTD Actual	Annual Budget	Projection	Variance % of Gross Budget
<b>Revenue</b>				
Taxation	(\$631,285)	(\$277,681)	\$353,604	-127.3%
Grants	(\$2,566,376)	(\$1,754,378)	\$811,998	-46.3%
Transfers from other Funds	(\$1,710,597)	(\$319,350)	\$1,391,247	-435.6%
User Fees, Permits & other charges	(\$1,386,767)	(\$1,179,958)	\$206,809	-17.5%
Utilities Rates & Charges	(\$1,159,085)	(\$1,181,587)	(\$22,502)	1.9%
Other revenues	(\$924,737)	(\$36,045)	\$888,692	-2465.5%
	(\$8,378,847)	(\$4,748,999)	\$3,629,848	-76.4%
<b>Expenses</b>				
Salaries & Benefits	\$3,462,254	\$3,498,353	\$36,099	1.0%
Utilities & insurance	\$625,547	\$685,708	\$60,161	8.8%
Contracted Services	\$1,245,002	\$1,174,074	(\$70,928)	-6.0%
Operating & maintenance	\$2,291,389	\$2,351,325	\$59,936	2.5%
Transfers to other Funds	\$6,027,529	\$3,667,405	(\$2,360,124)	-64.4%
Financial expenses	\$1,087,617	\$1,178,864	\$91,247	7.7%
	\$14,739,338	\$12,555,729	(\$2,183,609)	-17.4%
	\$6,360,491	\$7,806,730	\$1,446,239	18.5%

Table 2

## Analysis of Variances in key areas

Salaries & benefits were under budget by 1% or \$36,099

ACCOUNT NAME	Actual	Budget	Variance	
Wages/Salary	\$2,781,233	\$2,768,757	\$12,476	0.5%
CPP	\$96,425	\$100,738	(\$4,313)	-4.3%
EI	\$37,112	\$44,876	(\$7,764)	-17.3%
WSIB	\$86,610	\$91,729	(\$5,119)	-5.6%
RSP	\$37,067	\$38,279	(\$1,212)	-3.2%
EHT	\$54,676	\$53,989	\$687	1.3%
Benefits	\$194,950	\$219,103	(\$24,153)	-11.0%
OMERS	\$174,180	\$180,882	(\$6,702)	-3.7%
	\$3,462,254	\$3,498,353	(\$36,099)	-1.0%

## Utilities and Insurance charges &amp; Contracted services

<i>Expenditures</i>	YTD Actual	Annual Budget	Surplus/(Deficit)	Variance
Insurance	\$212,061	\$194,500	(\$17,561)	-9.0%
Telephone	\$44,016	\$39,516	(\$4,500)	-11.4%
Utilities	\$369,470	\$451,692	\$82,222	18.2%
<b>Utilities &amp; insurance</b>	<b>\$625,547</b>	<b>\$685,708</b>	<b>\$60,161</b>	<b>8.8%</b>
Audit	\$26,458	\$32,670	\$6,212	19.0%
Computer maintenance & support	\$100,648	\$93,763	(\$6,885)	-7.3%
Legal fees	\$295,622	\$32,928	(\$262,694)	-797.8%
Other contracted services	\$822,275	\$1,011,653	\$189,378	18.7%
<b>Contracted Services</b>	<b>\$1,245,003</b>	<b>\$1,171,014</b>	<b>(\$73,989)</b>	<b>-6.3%</b>

**Reserves**

Discretionary Reserves and Obligatory Reserve Funds are significant sources for funding the Township's capital expenditures. In 2019, the Township recognized Development Charge revenue of \$1,710,591. This recognition in deferred revenue from the Township's Obligatory Reserve funds played a major role in preserving the Township's Discretionary Capital Reserve.

**Sources for Capital Funding**

Transfer from Reserves (net)	\$2,065,155
Transfers from Reserve Funds (net)	\$179,649
Direct revenue form Operating	\$900,000
Grants & other revenues	\$467,901
Gas Tax Funding	\$318,159
DC Revenue	\$1,710,591
<b>Subtotal</b>	<b>\$5,641,455</b>
<b>Capital Expenditures</b>	<b>\$5,641,455</b>

The Discretionary Capital Reserve is a major source for funding infrastructure and other capital needs for the Township. The Capital Reserve with a closing balance of \$8,082,034 in 2018 , now has a closing balance in 2019 of \$8,296,009 (see Consolidated Schedule of Accumulated Surplus page 16 of the Financial Statements). The 10-year capital forecast had assumed that the closing balance in the Capital Reserve would fall to \$6.8 million by the end of 2019 and fall a further \$2.2 million to a closing balance of \$4.5 million by the end of 2023. The transfers of DC revenue and its preservation of the Capital Reserve has increase reserve funding by \$1.5 million. This provides Council with options to either move capital projects forward or adjust its funding strategy.





	<b>Capital Reserve Budget</b>				
	2019	2020	2021	2022	2023
<b>Opening Balance</b>	(\$8,082,034)	(\$6,795,336)	(\$5,156,340)	(\$5,348,823)	(\$6,484,683)
<b>Revenues</b>					
Transfer from Operating	(\$2,104,406)	(\$2,489,914)	(\$2,717,573)	(\$2,924,215)	(\$2,986,465)
Recovery from Envir Reserve Fund	\$0	(\$125,200)	(\$123,392)	(\$121,584)	(\$276,276)
<b>Expenditures</b>					
Transfers		\$2,000,000			\$2,500,000
Capital Expenditures	\$3,391,104	\$2,128,910	\$2,525,090	\$1,788,355	\$2,411,800
<b>Closing Balance</b>	(\$6,795,336)	(\$5,156,340)	(\$5,348,823)	(\$6,484,683)	(\$4,559,348)

As per provincial legislation The Building department transfer its operating surplus of \$54,217 to the Building Reserve fund.

### Annual Debt Repayment Limit

The estimated annual debt repayment limit is \$1,674,095. The Township could assume additional debt provided that the debt charges it assumes does not exceed the annual debt repayment limit of \$1,674,095. The Township's current debt charge is \$1,061,794. Therefore, the Township revenues could support \$2,735,889 in debt charges or assume another \$8 million in debenture debt.

#### Debt Charges Current year

Princippal	\$764,626
Interest	\$297,168
<b>Subtotal</b>	<b>\$1,061,794</b>

**Total Revenue** \$15,759,129

#### less

Ontario Grants	-\$2,037,091
Canada Grants	-\$41,440
Deferred revenue	-\$2,028,750
Revenue from other municipalites	-\$76,670
Gain od Disposals	-\$631,624
<b>Subtotal</b>	<b>-\$4,815,575</b>

**Net Revenues** \$10,943,554

**25% of Net Revenues** \$2,735,889

**Estimated Annual Repayment Limit** \$1,674,095

**CONSULTATION:**

N/A

**FINANCIAL IMPLICATIONS:**

The long-term financial plan adopted by Council with its approval of the 3-year operating budget and 10-year capital budget is a comprehensive and integrated approach in identifying and managing risk. It is a strategy for sustainability. Its intent is to balance the appropriate funding level against the need to maintain an appropriate level in discretionary reserves critical for maintaining the Township's assets.

With a surplus of \$1,466,239, a discretionary capital reserve at \$8,296,009, staff has provided Council with the following options for its consideration.

1. That it adjusts the Winter Control reserve by a modest \$17,000.
2. That the year-end surplus generated in Environmental service of \$49k be transfer to its Reserve Fund.
3. That \$433,581 be used to offset proposed tax levy increases in 2021 and 2022. This would mean a zero percent increase in the tax rates or should growth occur a reduction in the tax rates.
4. That the balance of the surplus or \$966,663 be used to amend the 10-year Capital Budget by moving shovel ready projects forward.

**SUMMARY:**

That Council receive the 2019 Year-end Operating Variance Report and Surplus as information; and

1. That Council approve the allocation \$17,000 into the Winter Control Reserve, and
2. That Council approve the allocation of \$48,995 into the Environmental reserve fund; and
3. That Council approve the allocation of \$433,581 into the Tax Rate Stabilization Reserve and direct staff to use these funds to amend the three-year Operating Budget in order to offset the proposed budgeted levy increase of \$231,539 in 2021 and the proposed budget levy increase of \$202,042 in 2022; and
4. That Council approve that the balance of the surplus be allocated into the Capital Reserve and that it directs staff to amend the 2020-2029 Capital Budget by moving forward shovel ready projects.

AND FURTHER THAT Council approve the 2019 Audited Financial Statements.

**COMMUNICATION:**

Attached for Council review is RLB LLP Management letter.

**STRATEGIC PLAN:**

**Municipal Infrastructure:** n/a

**The Local Economy:** n/a

**Recreation:** n/a

**Municipal Administration:** n/a

**Financial Responsibility:**

That annual surplus be conveyed to Council with recommendations as to its allocation.

Prepared By:  
John Morrison  
Director of Finance

Reviewed By:  
Manny Baron  
CAO

**Attachments:**

1. Consolidated Financial Statement Draft
2. RLB LLP Management letter

# **The Corporation of the Township of Mapleton**

## **Consolidated Financial Statements**

December 31, 2019

# The Corporation of the Township of Mapleton

## INDEX TO THE CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED December 31, 2019

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Township of Mapleton

### Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Mapleton, which comprise the consolidated statement of financial position as at December 31, 2019 and the consolidated statements of operations, change in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Mapleton as at December 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Mapleton in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

A further description of the auditor's responsibilities for the audit of the consolidated financial statements is located at RLB LLP's website at: [www.rlb.ca/additional-auditor-responsibilities-consolidated](http://www.rlb.ca/additional-auditor-responsibilities-consolidated). This description forms part of our auditor's report.

Guelph, Ontario  
June 16, 2020

Chartered Professional Accountants  
Licensed Public Accountants

# The Corporation of the Township of Mapleton

## Consolidated Statement of Financial Position

As At December 31, 2019

	2019	2018
<b>Financial Assets</b>		
Cash and short term investments	\$ 16,537,902	\$ 15,568,232
Taxes receivable	1,205,505	1,399,124
Trade and other receivables	1,120,946	1,779,628
	<u>18,864,353</u>	<u>18,746,984</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	2,438,236	2,973,061
Deferred revenue (note 8)	1,510,670	2,546,093
Current portion of debentures payable (note 3)	770,626	764,626
	<u>4,719,532</u>	<u>6,283,780</u>
Debentures Payable (note 3)	7,766,789	8,537,415
	<u>12,486,321</u>	<u>14,821,195</u>
<b>Total net financial assets</b>	<u>6,378,032</u>	<u>3,925,789</u>
<b>Non Financial Assets</b>		
Tangible capital assets (schedule 2)	48,940,115	46,961,608
Inventory	81,851	90,872
Prepaid expenses	54,183	29,329
	<u>49,076,149</u>	<u>47,081,809</u>
Accumulated surplus (deficit) - ending	<u>\$ 55,454,181</u>	<u>\$ 51,007,598</u>

See notes to the consolidated financial statements

# The Corporation of the Township of Mapleton

## Consolidated Statement of Operations

For the Year Ended December 31, 2019

	2019 Budget (note 5)	2019	2018
<b>Revenue</b>			
Net taxation	\$ 7,806,729	\$ 7,955,288	\$ 7,147,988
Federal funding	41,400	41,440	24,995
Ontario funding	1,435,028	2,037,091	1,706,565
Fee from other municipalities	61,200	76,670	495,448
Fees and service charges	1,582,158	1,578,368	1,568,053
Penalties and interest on taxes	155,861	208,456	214,043
Interest, donations and other	147,078	577,837	702,677
Medical centre	160,000	161,808	161,808
Obligatory reserve funds revenue recognized (note 8)	334,350	2,028,750	312,153
Licenses & permits	487,954	461,797	582,319
Gain (loss) on disposal of tangible capital assets	-	631,624	(20,472)
<b>Total revenues</b>	<b>12,211,758</b>	<b>15,759,129</b>	<b>12,895,577</b>
<b>Expenses (schedule 1)</b>			
General government	1,248,123	1,661,017	1,215,528
Protection to persons and property	1,340,072	1,286,776	1,192,771
Transportation services	5,559,467	5,507,319	5,250,304
Environmental services	1,129,277	1,062,021	1,060,213
Health services	190,521	141,640	128,672
Social and family services	182,000	196,850	203,839
Recreation and cultural services	1,139,931	1,028,941	1,034,120
Planning and development	571,294	427,982	325,937
<b>Total expenses</b>	<b>11,360,685</b>	<b>11,312,546</b>	<b>10,411,384</b>
<b>Annual surplus (deficit)</b>	<b>851,073</b>	<b>4,446,583</b>	<b>2,484,193</b>
Accumulated surplus at beginning of the year		51,007,598	48,523,405
Accumulated surplus at end of the year		\$ 55,454,181	\$ 51,007,598

See notes to the consolidated financial statements



# The Corporation of the Township of Mapleton

## Consolidated Statement of Change in Net Financial Assets

For the Year Ended December 31, 2019

	2019 Budget (note 5)	2019 Actual	2018 Actual
Annual surplus	\$ 851,073	\$ 4,446,583	\$ 2,484,193
Acquisition of tangible capital assets	(5,875,315)	(5,641,455)	(3,806,339)
Amortization of tangible assets	3,354,053	3,354,053	3,183,490
Loss(gain) on disposal of tangible capital assets	-	(631,624)	20,472
Proceeds of disposal of tangible capital assets	-	940,519	21,520
	(2,521,262)	(1,978,507)	(580,857)
Consumption of supplies inventory	-	9,022	19,341
Use of prepaid expenses	-	(24,854)	13,429
	-	(15,832)	32,770
<b>(Decrease) Increase in Net Financial Assets</b>	<b>(1,670,189)</b>	<b>2,452,244</b>	<b>1,936,106</b>
Net Financial Assets (Net Debt), beginning of year		3,925,788	1,989,682
Net Financial Assets, end of the year		<u>\$ 6,378,032</u>	<u>\$ 3,925,788</u>

See notes to the consolidated financial statements

# The Corporation of the Township of Mapleton

## Consolidated Statement of Cash Flow

For the Year Ended December 31, 2019

	2019	2018
<b>Cash Provided by (used in) Operating Activities</b>		
Annual surplus	\$ 4,446,583	\$ 2,484,193
<b>Items not requiring an outlay of cash</b>		
Amortization	3,354,053	3,183,490
Loss (gain) on disposal of tangible capital assets	(631,624)	20,472
	<u>2,722,429</u>	<u>3,203,962</u>
<b>Net changes in non-cash working capital</b>		
Taxes receivable	193,619	583,615
Accounts receivable	658,681	(614,046)
Accounts payable and accrued liabilities	(534,825)	1,467,150
Prepaid	(24,854)	13,429
Inventory	9,022	19,337
Deferred revenue	(1,035,423)	484,411
Deferred grants	-	(10,401)
	<u>(733,780)</u>	<u>1,943,495</u>
	<u>6,435,232</u>	<u>7,631,650</u>
<b>Cash Provided by (used in) Capital Activities</b>		
Acquisition of tangible capital assets	(5,641,455)	(3,806,339)
Proceeds on disposal of tangible capital assets	940,519	21,520
	<u>(4,700,936)</u>	<u>(3,784,819)</u>
<b>Cash Provided by (used in) Financing Activities</b>		
Debentures (net)	(764,626)	(757,626)
<b>Net Increase in Cash</b>	969,670	3,089,205
Cash and short term investments, beginning of year	15,568,232	12,479,027
<b>Cash and short term investments, end of the year</b>	<u>\$ 16,537,902</u>	<u>\$ 15,568,232</u>

See notes to the consolidated financial statements

# The Corporation of the Township of Mapleton

## Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of The Corporation of the Township of Mapleton are the representation of management prepared in accordance with accounting policies prescribed for Ontario municipalities by the Ministry of Municipal Affairs and Housing, and the standards established by the Public Sector Accounting Board (PSAB) of CPA Canada. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

#### A. ACKNOWLEDGEMENT OF RESPONSIBILITY

The management of The Corporation of the Township of Mapleton acknowledges its responsibility for the creation and compilation of the consolidated financial statements and the following significant accounting policy decisions and related policy notes.

#### B. BASIS OF CONSOLIDATION

- i) These consolidated financial statements reflect the assets, liabilities, sources of financing and expenditures of the Current Fund, Reserve Funds and Reserves, and include the activities of all committees of Council and the boards and municipal enterprises, which are under the control of Council:

Drayton Victoria Cemetery  
Hollen Cemetery  
Township of Mapleton Committee of Adjustments  
Moorefield General and Street Lights  
Alma Street Lights  
Glen Allan Street Lights  
Drayton Street Lights  
Rotysay Street Lights  
Riverview Heights Street Lights  
Hollen Street Lights

All Interfund assets and liabilities and sources of financing and expenditures have been eliminated with the exception of loans or advances between reserve funds and any other fund of the municipality and the resulting interest income and expenditures.

- ii) Accounting for County and School Board Transactions:  
The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Wellington are not reflected in the municipal fund balances of these financial statements. Over levies (under levies) are reported on the consolidated statement of financial position as accounts payable and accrued liabilities (accounts receivable).
- iii) Trust funds amounting to \$202,658 (2018 - \$199,868) and their related operations administered by the municipality are not consolidated, but are reported separately on the trust funds statement of operations and statement of financial position.

# The Corporation of the Township of Mapleton

## Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### C. BASIS OF ACCOUNTING

- i) Sources of financing and expenditures are reported on the accrual basis of accounting
- ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay
- iii) Capital outlay to be recovered in future years, which represents the outstanding principal portion of unmatured long term liabilities for municipal expenditures or capital funds transferred to other organizations, is reported on the Consolidated Schedule of Accumulated Surplus within the Current Fund balance.

#### D. REVENUE RECOGNITION

Revenues are recognized as follows

- i) Tax revenue is recognized as revenue when the amounts are levied on the municipality's ratepayers
- ii) Fines and donations are recognized when collected
- iii) Other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.
- iv) Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur providing the transfers are authorized, and eligibility criteria have been met and reasonable estimates of the amounts can be made.
- v) Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is reported on the consolidated statement of operations in the year in which it is used for a specific purpose.

#### E. CASH AND SHORT TERM INVESTMENTS

The municipality's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn. Cash equivalents are defined as short term investments maturing in less than a year.

#### F. DEFERRED REVENUE

The revenue is reported on the Consolidated Statement of Operations in the year in which it is used for the specified purpose.

#### G. AMOUNTS TO BE RECOVERED

Amounts to be recovered are reported in the municipal position on the Consolidated Statement of Financial Position. The balance represents the outstanding principal portion of unmatured long term liabilities, liabilities not yet due, and other future expenditures not yet levied on the ratepayers.

# The Corporation of the Township of Mapleton

## Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### H. NON-FINANCIAL ASSETS

Non financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

##### i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset are amortized on a straight line basis over their estimated useful life as follows:

Building	25 to 50 years
Vehicles and machinery	17 to 20 years
Equipment	5 to 15 years
Infrastructure:	
Roads	10 to 50 years
Bridges and culverts	20 to 50 years
Water, wastewater and storm water	25 to 60 years
Traffic signals/street signs, streetlights	20 years
Sidewalks	50 years

Assets under construction are not amortized until the asset is available for productive use.

##### ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

##### iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

##### iv) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

# The Corporation of the Township of Mapleton

## Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### I. FINANCIAL INSTRUMENTS

##### Measurement of Financial Instruments

The municipality initially measures its financial assets and liabilities at fair value.

The municipality subsequently measures all its financial assets and financial liabilities at amortized cost.

##### Impairments

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. If an impairment has occurred, the carrying amount of financial assets measured at amortized cost is reduced to the greater of the discounted future cash flows expected or the proceeds that could be realized from the sale of the financial asset. The amount of the write down is recognized in net earnings. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net earnings.

##### Transaction Costs

The municipality recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

#### J. USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future. Significant areas requiring management's estimates include the useful lives of tangible capital assets and the valuation of accrued liabilities.

### 2. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is the municipality's opinion that the municipality is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from their financial instruments.

The extent of the municipality's exposure to these risks did not change in 2019 compared to the previous period.

The municipality does not have a significant exposure to any individual customer or counterpart.

# The Corporation of the Township of Mapleton

## Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

### 3. DEBENTURES PAYABLE

a. The balance of debentures payable on the Consolidated Statement of Financial Position is made up of the following:

	2019	2018
Fifteen year debenture to finance construction of a new medical centre. The coupon rate fluctuates by year, increasing from 4.25% in year one to 4.85% in year fifteen. Due 2021	\$ 171,000	\$ 251,000
Twenty year debenture for the purchase of land for expansion of a wastewater lagoon. Semi annual repayments of \$23,750 plus interest at 4.02%. Due 2031	570,000	617,500
Ten year debenture to assist with expansion of the wastewater lagoon. The coupon rate fluctuates by year, increasing from 1.55% in year one to 3.35% in year ten. Due 2022	742,000	812,000
Ten year debenture to finance bridge and streetlight projects. The coupon rate is 2.18% for the entire period of the loan. Due 2025.	281,829	328,800
Five year debenture to finance bridge and streetlight projects. The coupon rate is 1.48% for the entire period of the loan. Due 2020	66,600	133,200
Ten year debenture to finance construction of the new public works building. The coupon rate fluctuates by year, increasing from 3.55% in year one to 4.45% in year ten. Due 2025	810,000	936,000
Twenty year debenture for construction of the maintenance facility as well as road and bridge rehabilitation. Annual repayments of \$327,555 plus interest at 3.34%. Due 2037.	5,895,986	6,223,541
Net long term liabilities at the end of the year	8,537,415	9,302,041
Less: Current portion	770,626	764,626
	<u>\$ 7,766,789</u>	<u>\$ 8,537,415</u>

Principal repayments, in aggregate, are as follows:

2020	\$ 770,626
2021	713,026
2022	1,153,026
2023	558,026
2024	562,026
Thereafter	4,780,685
	<u>\$ 8,537,415</u>

b. Excluded from net long term liabilities reported in (a) of this note, \$12,922.59 in principal payments are payable from 2020 to 2024 and \$1,852.17 thereafter, and collectable from benefiting landowners for tile drainage loans

c. Charges for Long Term Liabilities

The charges for long term liabilities assumed by individuals in the case of tile drainage loans are not reflected in these statements.

# The Corporation of the Township of Mapleton

## Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

### 4. AMOUNTS TO BE RECOVERED

The municipality will recover \$171,000 (2018 \$251,000) of expenses for the construction of a medical centre through future operating surpluses from the operations of the medical centre. Expenditures to date have been financed from the general current fund. In fiscal 2006, a debenture was secured to provide cash flow for the construction of the medical centre, which is being repaid according to note 3 above. The first year of operations for the medical centre was fiscal 2008.

The municipality will recover \$570,000 (2018 \$617,500) of expenses for the construction of a sewage lagoon through sewer rates to those users benefiting from the capital expenditures, as per council resolution. Expenditures to date have been financed from the general current fund. In fiscal 2011, a twenty year debenture was secured to provide cash flow for the construction of the wastewater lagoon, which is being repaid according to note 3 above.

The municipality will recover \$742,000 (2018 \$812,000) of expenses for the expansion of a wastewater lagoon through sewer rates to those users benefiting from the capital expenditures, as per council resolution. Expenditures to date have been financed from the general current fund. In fiscal 2012, a ten year debenture was secured to provide cash flow for the expansion of the wastewater lagoon, which is being repaid according to note 3 above.

### 5. BUDGET AMOUNTS

The budgeted figures are presented for comparison purposes as prepared and approved by Council, reclassified to conform to the current financial statement presentation. The budget figures have been adjusted from the cash basis of accounting as originally prepared, and restated to conform to the accrual basis of accounting.

#### Revenues

Approved Budget	\$ 18,350,023
Debentures	(36,045)
Transfers from reserves and reserve funds	<u>(6,102,220)</u>
<b>Total revenues</b>	<b><u>12,211,758</u></b>

#### Expenses

Approved Budget	18,350,023
Acquisition of tangible capital assets	(5,875,315)
Debentures	(36,045)
Debt principal repayment	(764,626)
Amortization	3,354,053
Contribution from Operating to Capital and Reserves and Reserve Funds	<u>(3,667,405)</u>
<b>Total expenses</b>	<b><u>11,360,685</u></b>
	<b><u>\$ 851,073</u></b>



# The Corporation of the Township of Mapleton

## Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

### 6. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF WELLINGTON

Further to note 1(b)(ii), the taxation, other revenues, expenditures and over levies (under levies) of the school boards and the County of Wellington are comprised of the following:

	<b>School Boards</b>	<b>County</b>
Taxation and user charges	\$ 3,518,054	\$ 10,223,563
Requisitions paid	3,471,086	10,137,154
Over levies (under levies) at the end of the year	<u>\$ 46,968</u>	<u>\$ 86,409</u>

### 7. PENSION AGREEMENTS

The municipality began making contributions to the Ontario Municipal Employees' Retirement System (OMERS), which is a multi employer plan, in September 2014. This plan is a defined benefit plan which specifies the amount of the retirement benefits to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The amount contributed to OMERS for 2019 was \$174,180 (2018 \$151,549), and the contribution rates for 2019 ranged from 9% to 15.8%.

### 8. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

	<b>DEC 31, 2018</b>	<b>Contributions Received</b>	<b>Investment Income</b>	<b>Revenue Recognized</b>	<b>DEC 31, 2019</b>
Development charges	\$ 2,143,814	\$ 309,015	\$ 32,062	\$ (1,710,591)	\$ 774,300
Recreational land (in lieu of park land)	79,388	2,800	1,187	-	83,375
Gas tax	322,891	643,434	4,829	(318,159)	652,995
	<u>\$ 2,546,093</u>	<u>\$ 955,249</u>	<u>\$ 38,078</u>	<u>\$ (2,028,750)</u>	<u>\$ 1,510,670</u>

# The Corporation of the Township of Mapleton

## Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

### 9. TANGIBLE CAPITAL ASSETS

	Net 2019	Net 2018
<b>General</b>		
Land	\$ 1,855,551	\$ 2,018,699
Buildings	10,952,048	11,239,367
Vehicles and machinery	2,898,905	2,241,765
Recreation area and equipment	1,609,021	1,567,954
<b>Infrastructure</b>		
Roads	14,147,539	12,642,170
Bridges and culverts	8,269,798	8,215,132
Water works and sanitary sewer	7,875,412	7,793,158
Street signs/lights and sidewalks	1,331,841	1,243,363
	<b>\$ 48,940,115</b>	<b>\$ 46,961,608</b>
	<b>\$ 48,940,115</b>	<b>\$ 46,961,608</b>

### 10. SEGMENTED INFORMATION

The Corporation of the Township of Mapleton is a diversified municipal government institution that provides a wide range of services to its citizens, including fire and water. For management reporting purposes, the Government's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

Municipal services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

#### **General Government**

General Government department consists of the CAO, Clerk and Finance departments. The office of the CAO is responsible for the effective overall management of the municipality including implementing policies and procedures that protect the assets and resources of the municipality. The Clerk's department is responsible for all necessary information flowing through to members of council, issuing all licenses, birth and death registrations, along with the administration of sale of cemetery plots and burials through the municipality's cemetery by-law. The Finance department is responsible for all financial functions including payroll, accounts payable and receivable, property tax billing and water and sewer billings.

#### **Protection to Persons and Property**

The Protection Services department consists of the municipality's building and fire department. The building and by law enforcement department facilitates and encourages public safety, within the framework of Federal, Provincial, County and Municipal laws. The fire department consists of volunteer firefighters who are dedicated to emergency response throughout the municipality including fire, rescue and medical response. In addition, the fire department provides fire safety and prevention education along with complete home inspections.

# The Corporation of the Township of Mapleton

## Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

### 10. SEGMENTED INFORMATION

#### Transportation Services

The Public Works department is responsible for the maintenance of over 370 kilometres of municipal roads and 87 bridge structures, along with the property maintenance of all municipal facilities.

#### Environmental Services

The Environmental Services department is responsible for water and wastewater operation including collection, treatment and testing.

#### Health Services

Health Services is responsible for the Mapleton Community Health Centre, burials and maintenance at the Drayton and Hollen Cemeteries.

#### Social and Family Services

The Social and Family Services department is the newest department within the umbrella of municipal services and is being funded by the Waterloo Wellington Local Health Integration Network. The program is designed to help seniors remain in their homes for longer periods of time.

#### Recreation and Cultural Services

The Recreation department is responsible for PMD Arena operations, Maryborough Community Hall, and turf maintenance at all municipal facilities, parks and playing fields in Alma, Drayton, Glen Allen and Moorefield.

#### Planning and Development

The Planning and Development department is responsible for all planning applications, including zoning, minor variances and site plans, which involves circulating applications to various commenting agencies prior to final approval by Council. The department receives inquiries regarding permitted uses and set back requirements.

# The Corporation of the Township of Mapleton

## Consolidated Schedule of Segmented Disclosure

For the Year Ended December 31, 2019

	General government	Protection services	Transportation services	Environmental services	Health services	Social and Family Services	Recreation and cultural services	Planning and development	2019
Salaries, wages, employee benefits	\$ 848,197	\$ 699,349	\$ 903,232	\$ 154,944	\$ 57,866	\$ 118,672	\$ 459,590	\$ 220,402	\$ 3,462,252
Materials	292,734	295,750	1,038,459	89,363	35,090	48,179	217,288	198,932	2,215,795
Contracted services	367,091	130,204	406,537	319,774	-	11,525	3,979	4,765	1,243,875
Utilities & Insurance costs	81,188	49,447	161,524	88,686	25,564	7,464	207,792	3,883	625,548
Financial expenses	18,813	-	229,132	136,905	12,052	11,010	3,111	-	411,023
Amortization of tangible assets	52,994	112,026	2,768,435	272,349	11,068	-	137,181	-	3,354,053
	\$ 1,661,017	\$ 1,286,776	\$ 5,507,319	\$ 1,062,021	\$ 141,640	\$ 196,850	\$ 1,028,941	\$ 427,982	\$ 11,312,546

	General government	Protection services	Transportation services	Environmental services	Health services	Social and Family Services	Recreation and cultural services	Planning and development	2018
Salaries, wages, employee benefits	\$ 760,329	\$ 655,516	\$ 858,376	\$ 146,968	\$ 48,835	\$ 113,761	\$ 450,720	\$ 194,528	\$ 3,229,033
Materials	152,279	263,397	917,073	80,712	21,980	53,984	227,409	119,604	1,836,438
Contracted services	145,647	115,789	438,700	314,552	-	13,446	3,420	7,748	1,039,302
Utilities & Insurance costs	85,862	51,740	168,294	93,126	31,681	7,352	218,727	4,057	660,839
Financial expenses	21,112	-	240,209	166,356	15,671	15,296	3,639	-	462,283
Amortization of tangible assets	50,299	106,329	2,627,652	258,499	10,505	-	130,205	-	3,183,489
	\$ 1,215,528	\$ 1,192,771	\$ 5,250,304	\$ 1,060,213	\$ 128,672	\$ 203,839	\$ 1,034,120	\$ 325,937	\$ 10,411,384

See notes to the consolidated financial statements

# The Corporation of the Township of Mapleton

## Consolidated Schedule of Tangible Capital Assets

For the Year Ended December 31, 2019

	Land	Buildings	Vehicles and Machinery	Recreation area and Equipment	Roads	Bridges and Culverts	Water Works Sanitary sewers	Street Signs/lights and Sidewalks	2019
<b>COST</b>									
Balance, beginning of year	\$ 2,018,699	\$ 13,640,992	\$ 5,352,876	\$ 2,990,824	\$ 73,827,964	\$ 15,407,268	\$ 10,945,428	\$ 2,450,799	\$ 126,634,850
Additions during the year	20,070	144,487	956,487	298,388	3,457,551	312,497	39,311	153,328	5,382,119
Disposals during the year	183,218	310,125	185,905	-	-	-	-	-	679,248
Assets under construction	-	-	-	-	-	16,342	253,460	-	269,802
Balance, end of the year	1,855,551	13,475,354	6,123,458	3,289,212	77,285,515	15,736,107	11,238,199	2,604,127	131,607,523
<b>ACCUMULATED AMORTIZATION</b>									
Balance, beginning of year	-	2,401,625	3,111,111	1,422,870	61,185,794	7,192,136	3,152,270	1,207,436	79,673,242
Amortization for the year	-	295,662	299,348	257,321	1,952,182	274,173	210,517	64,850	3,354,053
Accumulated amortization on disposal	-	173,981	185,906	-	-	-	-	-	359,887
Balance, end of the year	-	2,523,306	3,224,553	1,680,191	63,137,976	7,466,309	3,362,787	1,272,286	82,667,408
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>\$ 1,855,551</b>	<b>\$ 10,952,048</b>	<b>\$ 2,898,905</b>	<b>\$ 1,609,021</b>	<b>\$ 14,147,539</b>	<b>\$ 8,269,798</b>	<b>\$ 7,875,412</b>	<b>\$ 1,331,841</b>	<b>\$ 48,940,115</b>

	Land	Buildings	Vehicles and Machinery	Recreation area and Equipment	Roads	Bridges and Culverts	Water Works Sanitary sewers	Street Signs/lights and Sidewalks	2018
<b>COST</b>									
Balance, beginning of year	\$ 2,018,699	\$ 12,609,369	\$ 5,224,145	\$ 2,637,573	\$ 73,166,094	\$ 14,500,602	\$ 10,399,164	\$ 2,439,821	\$ 122,995,467
Additions during the year	-	1,011,526	295,450	352,744	71,349	677,910	329,264	-	2,738,243
Disposals during the year	-	-	166,954	-	-	-	-	-	166,954
Assets under construction	-	20,097	235	507	590,521	228,756	217,000	10,978	1,068,094
Balance, end of the year	2,018,699	13,640,992	5,352,876	2,990,824	73,827,964	15,407,268	10,945,428	2,450,799	126,634,850
<b>ACCUMULATED AMORTIZATION</b>									
Balance, beginning of year	-	2,105,507	2,965,812	1,186,518	59,335,337	6,930,133	2,948,469	1,142,939	76,614,715
Amortization for the year	-	296,118	270,261	236,352	1,850,457	262,003	203,801	64,497	3,183,489
Accumulated amortization on disposal	-	-	124,962	-	-	-	-	-	124,962
Balance, end of the year	-	2,401,625	3,111,111	1,422,870	61,185,794	7,192,136	3,152,270	1,207,436	79,673,242
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>\$ 2,018,699</b>	<b>\$ 11,239,367</b>	<b>\$ 2,241,765</b>	<b>\$ 1,567,954</b>	<b>\$ 12,642,170</b>	<b>\$ 8,215,132</b>	<b>\$ 7,793,158</b>	<b>\$ 1,243,363</b>	<b>\$ 46,961,608</b>

# The Corporation of the Township of Mapleton

## Consolidated Schedule of Accumulated Surplus

For the Year Ended December 31, 2019

	2019	2018
<b>SURPLUSES</b>		
Invested in tangible capital assets	\$ 40,402,700	\$ 37,659,567
Current Fund	1,466,239	18,216
	<u>41,868,939</u>	<u>37,677,783</u>
<b>RESERVE FUNDS</b>		
Obligatory Building Reserve Fund	680,791	651,287
Discretionary Environmental Reserve Fund	2,576,781	2,391,257
	<u>3,257,572</u>	<u>3,042,544</u>
<b>RESERVES</b>		
Capital Reserve	8,296,009	8,082,034
Cemetery Reserve	93,119	88,119
Protective Services Reserve	78,574	282,150
Labour Relation Reserve	258,433	258,433
Election Reserves	20,000	20,000
Tax Rate Stabilization Reserve	1,431,535	1,431,535
Winter Control Reserve	150,000	125,000
	<u>10,327,670</u>	<u>10,287,271</u>
Accumulated surplus	<u>\$ 55,454,181</u>	<u>\$ 51,007,598</u>

See notes to the consolidated financial statements

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Township of Mapleton:

### Opinion

We have audited the accompanying financial statements of the trust funds of The Corporation of the Township of Mapleton, which comprise the statement of financial position of the trust funds as at December 31, 2019 and the statement of operations of the trust funds for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Township of Mapleton as at December 31, 2019 and the results of their operations for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Mapleton in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the trust funds' ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the trust funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the trust funds' financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located at RLB LLP's website at: [www.rlb.ca/additional-auditor-responsibilities](http://www.rlb.ca/additional-auditor-responsibilities). This description forms part of our auditor's report.

Guelph, Ontario  
June 16, 2020

Chartered Professional Accountants  
Licensed Public Accountants

# The Corporation of the Township of Mapleton

## Trust Funds - Statement of Financial Position

As At December 31, 2019

	Drayton Cemetery	Hollen Cemetery	2019	2018
<b>Assets</b>				
Cash	\$ 87,182	\$ 51,464	\$ 138,646	\$ 133,219
Trust company certificates	49,510	14,982	64,492	64,222
Due from Township of Mapleton	706	(1,186)	(480)	2,427
Balance, Capital	\$ 137,398	\$ 65,260	\$ 202,658	\$ 199,868

See notes to the financial statements



# The Corporation of the Township of Mapleton

## Trust Funds - Statement of Operations

For the Year Ended December 31, 2019

	Drayton Cemetery (note 2)	Hollen Cemetery (note 3)	2019	2018
Balance, beginning of year	\$ 134,808	\$ 65,060	\$ 199,868	\$ 195,248
<b>Capital Receipts</b>				
Investment Income	-	-	-	-
Sales of plots, maintenance fees	2,590	200	2,790	4,620
	<u>2,590</u>	<u>200</u>	<u>2,790</u>	<u>4,620</u>
<b>Expenditures</b>				
Transfers to Township of Mapleton	-	-	-	-
Repayment to Province of Ontario	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 137,398</u>	<u>\$ 65,260</u>	<u>\$ 202,658</u>	<u>\$ 199,868</u>

See notes to the financial statements

# The Corporation of the Township of Mapleton

## Notes to the Financial Statements

For the Year Ended December 31, 2019

### 1. Accounting Policies

These trust funds have not been consolidated with the financial statements of The Corporation of the Township of Mapleton.

### 2. Note 2. Drayton Victoria Cemetery Schedule of Perpetual Care Fund

	Cost	Market Value
Bank GIC, interest at 2.26% maturing May 25,2020	\$ 49,489	\$ 49,510
Bank Deposit	87,182	87,182
	<hr/>	<hr/>
	\$ 136,671	\$ 136,692

### 3. Note 3. Hollen Cemetery Schedule of Perpetual Care Fund

	Cost	Market Value
Bank Bond Fund	\$ 14,102	\$ 14,982
Bank deposit	51,464	51,464
	<hr/>	<hr/>
	\$ 65,566	\$ 66,446

June 16, 2020

The Corporation of the Township of Mapleton  
7275 Sideroad 16  
P.O. Box 160  
Drayton, ON  
N0G 1P0

Dear Members of Council of The Corporation of the Township of Mapleton

We have completed our audit of the financial statements of the The Corporation of the Township of Mapleton for the year ended December 31, 2019. As part of our work, we reviewed the accounting procedures and systems of internal control in the principal areas of financial activity within the corporation. We report to you that, within the scope of our examinations, the systems of internal control are adequate to support the fairness of presentation and that we did not come across any material weaknesses.

However, we do stress that this observation is not the result of a specific examination of the corporation's system of internal control and, therefore, must be taken in the context that it is meant, namely review of internal control systems to allow us to voice our opinion on the financial statements in accordance with Canadian public sector accounting standards.

During the course of our audit of the corporation for the year ended December 31, 2019, we may have identified matters which might have been of interest to management but tended to be minor or more of a housekeeping nature. During the audit, we would have met with John Morrison (Director of Finance) and communicated these minor items, if applicable. The comments that follow are those that we believe should be addressed formally and brought to the attention of the members of Council.

This communication is prepared solely for the information of management and is not intended for any other party and, as such, we accept no responsibility to a third party who uses this communication.

We would like to take this opportunity to thank you and your staff for the excellent co-operation and assistance we received throughout the course of our work and, in particular, the assistance and co-operation received from Heather and the finance department.

We will certainly be pleased to discuss the matters set out in the accompanying memo with you further, at your convenience.

Yours truly,

M. D. P. Short, MBA, CPA, CA, C. Dir, is responsible for the engagement and its performance, and for the report that is issued on behalf of RLB LLP, and who, where required, has the appropriate authority, from a professional, legal or regulatory body.

DRAFT

General

1. **Tracking of reserve activity**

**Observation:**

The Township does not track and summarize reserve activity during the year.

**Implication:**

As the various reserves are presented separately on the audited financial statements, documentation of the reconciliation of the year end balances are required to prove accuracy. Furthermore, tracking reserve activity throughout the year would be useful in understanding the availability of funds for expenditures such as capital projects.

**Recommendation:**

It is recommended that the Township begin tracking reserve activity on an ongoing basis throughout the year.

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**FIRE REPORT FR2020-04**

TO: Mayor Davidson and Members of Council  
FROM: Fire Chief Rick Richardson CMMII  
RE: Fire Department Physical Training Resumes  
DATE: June 16, 2020

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**RECOMMENDATION:**

THAT Township of Mapleton Council receive Fire Report FR2020-04 dated June 16, 2020 regarding Resuming physical training at fire department stations.

AND FURTHER THAT Township of Mapleton supports the resumption of training within the fire department.

**BACKGROUND:**

The Fire department performs curriculum training throughout the year at 2-week intervals to keep updated on new techniques and equipment to respond to emergency events that happen throughout the year. The Covid 19 virus emergency outbreak has forced the members to train within the confines of our residences since mid-March. We have covered virtual training on auto extrication and completed our WHMIS certification online.

**PREVIOUS PERTINENT REPORTS:**

None

**DISCUSSION:**

Upon discussion with the Mapleton Fire/Rescue Officers, we have decided to resume in place training within the platoons of 4-5 members to accomplish pumper operations at our rural water sources and auto extrication training at the firehall with social distancing maintained. This would be accomplished starting June 11, 2020 and continuing until regular full department education can resume.

**CONSULTATION:**

Discussion has taken place at the Wellington County Fire Chiefs Association to share ways of resuming critical training without breaking provincial guidelines.

**FINANCIAL IMPLICATIONS:**

There are no financial implications as the department has the point system remuneration in place.

**SUMMARY:**

The Fire Chief recommends the Township of Mapleton approval of this method of training in the place of full training until the Province of Ontario regulations allow the attendance of more than 10 members at one time.

**COMMUNICATION:**

All members have been updated through Zoom meetings the past 3 months to talk about methods of education within the policies of government.

**STRATEGIC PLAN:**

***Municipal Infrastructure:None***

***The Local Economy:None***

***Recreation:None***

***Municipal Administration:None***

***Financial Responsibility:None required***

Prepared By:

Reviewed By:

Rick Richardson CMMII  
Fire Chief

Manny Baron  
CAO

Attachments:

1. None

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**  
**PUBLIC WORKS REPORT PW2020-13**

TO: Mayor Davidson and Members of Council

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

RE: Federation of Canadian Municipalities – Municipal Asset Management Program – Funding Application (FCM MAMP)

DATE: June 16, 2020

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**RECOMMENDATION:**

THAT Township of Mapleton Council receive Public Works Report PW2020-13 dated June 16, 2020 regarding the Federation of Canadian Municipalities Municipal Asset Management Program (FCM MAMP) Funding.

AND THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our roads asset management program:

AND THAT The Township of Mapleton commits up to \$15,000 from its 2020 approved Capital budget toward the costs of this initiative.

AND FURTHER THAT the Mayor and Clerk be delegated the authority to execute the FCM Funding Agreement as it pertains to the MAMP Funding Application.

**BACKGROUND:**

The Municipal Asset Management Program (MAMP) is a five-year, \$50-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on improved asset management practices. The program, delivered by the Federation of Canadian Municipalities (FCM), offers grant funding to support capacity building activities and increase skills within municipalities and local governments to sustainably maintain asset management programs now and in the future.

The maximum MAMP contribution through this funding application is \$50,000 and will fund up to 80% of the eligible project costs.

**PREVIOUS PERTINENT REPORTS:**

N/A

**DISCUSSION:**

In order to effectively, efficiently and productively deliver essential services and infrastructure that supports the quality of life for Mapleton residents, the Township has adopted an Asset Management Policy to drive it's Asset Management Plan, (AMP), in



accordance with Ontario Regulation 588/17, which was enacted under the Infrastructure for Jobs and Prosperity Act, 2015,

The AMP informs the corporate capital budget of the needs of the infrastructure. The Road Assessment Program, aka, Road Needs Study, which is conducted every four years, is one of the tools used to inform the AMP.

The Township of Mapleton has negotiated delivery of the 2020 Road Assessment Program with Streetscan. Streetscan provides automated Road and Sidewalk Assessment Services, and is a subsidiary of Local Authority Services (LAS), a nonprofit organization created in 1992 by the Association of Municipalities of Ontario (AMO).

Streetscan has provided a quotation to provide a digital condition assessment of Mapleton's road network. The quotation is being used in the FCM application for funding under this MAMP Program.

The Streetscan data collection process is completed with a vehicle that records an optical 3D camera view of the roadway surface (assessing distresses such as bumps and cracks and their extent and severity), while a 360 degree camera captures assets (e.g. traffic signs, curbs, pavement markings). The system uses GPS that can be integrated with any mapping currently utilized by the township. The data generates a Pavement Condition Index (PCI) which, in combination with other variables (road classification, deterioration curves, local repair costs), generates a customized road repair prioritization. The web-based software allows the user to run reports for different forecasting scenarios for maintenance and capital planning.

The Streetscan proposal and agreement is attached to this report as Attachment #1

The FCM grant program is geared to favour first time applicants. Those municipalities who have previously successfully participated in this program, as Mapleton did in late 2018, may not be guaranteed acceptance.

Mapleton is nonetheless applying to this Program in an effort to capitalize on the grant funding to support the 2020 Road Needs Assessment study.

Should Mapleton be successful the program will fund 80% of the program estimate of \$41,108.00, for a total of \$32,886.00. The Townships obligation to the program, over and above the grant money, may be as high as \$15,000, which includes a contingency amount to account for potential field quantity inaccuracies.

#### **SUMMARY:**

Pursuing financial incentives is part of good business practice. This funding program, providing up to 80% funding up to \$50,000 for Asset Management Initiatives was recently introduced, by the Federal Government.

Public Works staff is pursuing this funding opportunity in an effort to capitalize on its potential to fund up to \$32,886.00 of the important asset management planning tool costs.

#### **CONSULTATION:**

None

**FINANCIAL IMPLICATIONS:**

The 2020 Capital Works budget contains funding to support the 2020 Road Needs Study under account 2-4-77100-19101.

**COMMUNICATION:**

Should council approve this report and its recommendations, the associated Resolution of Council will be submitted to support the grant funding application, in conformance with the submission guidelines.

**STRATEGIC PLAN:**

***Municipal Infrastructure:***

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

1.3 Maintain the high quality of our Transportation Network.

***The Local Economy: N/A***

***Recreation: N/A***

***Municipal Administration:***

Building and Supporting a strong and efficient Municipal Administration

4.2 Pursue innovative and efficient administrative practices.

***Financial Responsibility:***

Planning for a Sustainable Financial Future

5.3; Prepare to find other revenue options to offset additional costs

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

Reviewed By:  
Manny Baron  
CAO

Attachment #1 – Agreement including proposal

AGREEMENT FOR SERVICES  
BY AND BETWEEN

STREETSCAN CANADA ULC  
AND  
THE CORPORATION OF THE TOWNSHIP OF MAPLETON

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between THE CORPORATION OF THE TOWNSHIP OF MAPLETON, hereinafter called the MUNICIPALITY, with its head office and clerk located at 7275 Sideroad 16, Drayton, ON N0G 1P0, and STREETSCAN CANADA ULC, with offices at 575 Dupret Street, Verdun QC H3E1X2 Canada, hereinafter called STREETSCAN (together the "PARTIES").

WITNESSETH, for the consideration hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1 - ENGAGEMENT OF STREETSCAN

The MUNICIPALITY hereby engages STREETSCAN, and STREETSCAN hereby accepts the engagement to perform certain pavement inspection and management services for the MUNICIPALITY.

ARTICLE 2 - SCOPE OF SERVICES

The Scope of Services will be performed in accordance with STREETSCAN'S proposal to the MUNICIPALITY submitted May 27, 2020 (attached hereto as Exhibit A) (herein referred to as the "PROJECT").

Attributes to be included in the data deliverables include the following: CityWide ID, Street name, StreetScan ID, Functional Class, Road Length (m), Road Width (m), Segment Area, PCI, Maintenance Suggestion, Estimated Cost, Repair Priority.

This AGREEMENT represents the full and complete agreement between the PARTIES. Terms and conditions may be changed or additional terms added only by written amendment to this AGREEMENT signed by both PARTIES.

ARTICLE 3 - RESPONSIBILITIES OF THE MUNICIPALITY

The MUNICIPALITY, without cost to STREETSCAN, shall do the following in a timely manner so as not to delay the services of STREETSCAN:

- 3.1 Designate in writing a person to act as the MUNICIPALITY's representative with respect to work to be performed under this AGREEMENT, such person to have complete authority to transmit instructions, receive information, interpret, and define the MUNICIPALITY's policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this AGREEMENT.

- 3.2 The MUNICIPALITY's representative will coordinate with officials and other MUNICIPALITY employees who have knowledge of pertinent conditions and will confer with STREETSCAN regarding both general and special considerations relating to the PROJECT.
- 3.3 Assist STREETSCAN by placing at STREETSCAN'S disposal all available information pertinent to the PROJECT or requested by STREETSCAN including previous reports and other historical data relative to design or construction of the roadways in the MUNICIPALITY.
- 3.4 Arrange for access to and make all provisions for STREETSCAN to enter upon public and private lands as required for STREETSCAN to perform its work under this AGREEMENT.
- 3.5 Furnish STREETSCAN all needed topographic, property, boundary and right-of-way maps. Data provided in standard GIS file formats are preferred.

We require a target road GIS layer with segmentation, either from the client or from the Provincial Database. If neither is available, we can create it from a list of target roads from intersection to intersection or as otherwise directed, charging STREETSCAN's standard engineering billing rates. If MUNICIPALITY requests a different segmentation after the processing has begun, results will be delayed, and STREETSCAN will charge engineering rate for implementing the segmentation change.

STREETSCAN will use MUNICIPALITY's pavement maintenance methods and pricing for the pavement maintenance plan, if it is provided by the end of the data collection. Otherwise we'll use our default pavement maintenance methods and pricing. Subsequent changes are billed at STREETSCAN's standard engineering billing rates.

- 3.6 Cooperate with and assist STREETSCAN in all additional work that is mutually agreed upon.
- 3.7 Pay STREETSCAN for work performed in accordance with the terms specified herein.

#### ARTICLE 4 - TIME OF PROJECT

STREETSCAN will initiate work under this AGREEMENT following formal acceptance of this AGREEMENT by the MUNICIPALITY. STREETSCAN agrees to provide services described herein in a timely manner. The PARTIES recognize that the services being provided by STREETSCAN are subject to impact by weather, labor, fire, construction, and technological issues that may cause delays during the pavement inspection period. STREETSCAN agrees to use its best efforts to avoid delays.

#### ARTICLE 5 - PAYMENTS TO STREETSCAN

- 5.1 Fees. For services performed under this AGREEMENT, the MUNICIPALITY agrees to pay STREETSCAN the total amount set forth in the chart below, subject to the revisions

directed by paragraph 5.2, based on those services selected by the MUNICIPALITY as set forth in the below chart after review of the proposal:

<b>ASSESSMENT - PAVEMENT MANAGEMENT</b>				
	<b>SERVICES INCLUDED</b>	<b>CENTERLANE KM</b>	<b>\$/CL</b>	<b>TOTAL</b>
<b>STREETSCAN</b> DATA COLLECTION	ScanVan Data Collection	212 km	\$170	\$36,040
	Data Processing			
	Pavement Facing Imagery			
	Pavement Mgmt. Plan			
Mobilization and Setup Cost				\$468
<b>TOTAL</b>				<b>\$36,508</b>

<b>Assets</b>	<b>Unit (CL=Centerline)</b>	<b>QTY (est.)</b>	<b>Price (\$/Unit)</b>	<b>COST</b>
<b>Assets Extracted from ScanVan Dataset (Pavement Management Service Required)</b>				
360 Degree Imagery Package	CL-KM	20*	\$30	\$600
Pavement Markings	CL-KM	20*	\$50	\$1000
Curb GIS Database	CL-KM	20*	\$40	\$800
Catch Basins	Catch Basins	400**	\$4	\$1,600
Metal Objects (Manholes/Valves)	Metal Objects	600***	\$1	\$600
<b>TOTAL</b>				<b>\$4,600</b>

\*Assessment to be done only in hamlets of Drayton and Moorefield – estimated 20 km

\*\*Estimated CL km x 20

\*\*\* Estimated CL km x 30

<b>TOTAL PROJECT COST</b>	<b>\$41,108</b>
FCM Grant (80% of project cost up to \$50,000 – funding being pursued, but project is not conditional upon FCM funding)	\$32,886
<b>TOTAL w/ FCM Grant</b>	<b>\$8,222</b>

5.2 Reconciliation. The parties hereby acknowledge that the total amount set forth above may be subject to adjustment based on the actual lane miles surveyed, which will not be known until STREETSCAN'S field work is complete. MUNICIPALITY agrees to pay for all services set forth in the above chart based on the actual lane miles surveyed, whether more or less than set forth above or estimated in the proposal.

- 5.3 Monthly Payment. Fees for this PROJECT shall be billed monthly as they accrue based upon the services performed or other agreed upon milestones. The MUNICIPALITY agrees to make payment to STREETSCAN upon receipt of the monthly invoice.
- 5.4 Remedies. If the MUNICIPALITY fails to make any payment due STREETSCAN for services and expenses within thirty (30) days after receipt of STREETSCAN's statement therefor, STREETSCAN may, after giving seven (7) days' written notice to the MUNICIPALITY, suspend services under this AGREEMENT. Unless payment is received by STREETSCAN within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, STREETSCAN shall have no liability to the MUNICIPALITY for delay or damage caused the MUNICIPALITY because of such suspension of services.
- 5.5 Costs of Collection. The MUNICIPALITY agrees to pay all collection related costs that STREETSCAN incurs enforcing the terms of this AGREEMENT, including attorney's fees.

## ARTICLE 6 - GENERAL PROVISIONS

### 6.1 Standard of Care

The services provided by STREETSCAN shall be performed in accordance with generally accepted professional practice consistent with that degree of skill and care ordinarily exercised by similar professionals performing similar services under the same or similar circumstances and conditions. STREETSCAN makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.

### 6.2 Risk Allocation/Limitation of Liability

6.2.1 STREETSCAN is not responsible for any delay, disruption or liabilities caused by the failure or the inability of any state, federal, local, or other authority to review or take other appropriate action on a timely basis with respect to services performed by STREETSCAN under this AGREEMENT.

6.2.2 STREETSCAN shall be liable only to the extent that its negligence is the proximate cause of any injury or damage to the MUNICIPALITY. In the event that STREETSCAN is adjudicated or otherwise found to be jointly negligent, STREETSCAN'S liability shall be limited to the proportion or degree of its actual negligence, and recovery against STREETSCAN shall be limited to STREETSCAN'S percentage share of the joint negligence as applied against the total amount recoverable.

### 6.3 Dispute Resolution

This Agreement shall be deemed to have been made in Ontario and the validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the substantive law of the Province of Ontario, excluding, however, such

laws as pertain to conflicts of law. STREETSCAN and the MUNICIPALITY forever renounce and waive their right to a trial by jury with respect to any demand, claim or counterclaim arising under this Agreement. Except for claims for injunctive relief, STREETSCAN and the MUNICIPALITY agree that all other claims, disputes and controversies between them arising under this Agreement shall be finally resolved by binding arbitration conducted by the Canadian Arbitration Association, ADR Chambers Canada or such other person or arbitration service as the parties mutually agreed upon. Either STREETSCAN or the MUNICIPALITY may demand arbitration by providing the other party 10 days' notice that notifying party is filing for arbitration. All arbitration proceedings will take place in Toronto, Ontario. The arbitrator(s) may grant compensatory damages and costs to the prevailing party (but not punitive or exemplary damages) and that the costs of arbitration shall be borne equally by STREETSCAN and the MUNICIPALITY, except that STREETSCAN and the MUNICIPALITY shall bear their own attorneys' fees. This right to arbitration will not preclude or affect in any manner the rights of STREETSCAN to equitable relief hereunder.

#### 6.4 Governing Law and Territorial Jurisdiction

The AGREEMENT shall be governed by and interpreted in accordance with the laws of the Province of Ontario. Any litigation which arises between the PARTIES shall be initiated and pursued exclusively in the judicial region of Toronto.

#### 6.5 Comprehensive General Liability Insurance

STREETSCAN shall secure and maintain, for the duration of this PROJECT, the following Comprehensive General Liability Insurance policy or policies at no cost to the MUNICIPALITY.

With respect to the operations STREETSCAN performs STREETSCAN shall carry:

Comprehensive General Liability Insurance providing a combined single limit of Five Million Dollars (\$5,000,000) for bodily injuries, death, and property damage to others.

#### 6.6 Automobile Liability Insurance

STREETSCAN shall secure and maintain for the duration of this PROJECT, Automobile Liability Insurance covering the operation of all motor vehicles, including those hired or borrowed, used by STREETSCAN in connection with this AGREEMENT, in the following amount:

6.6.1 Not less than One Million Dollars (\$1,000,000) for all damages arising out of injury to or destruction of property in any one accident or occurrence. Umbrella policy provides an additional Four Million Dollar (\$4,000,000) limit for a total of Five Million Dollars (\$5,000,000) occurrence combined .

#### 6.7 Employment and Labour Laws

6.7.1 STREETSCAN shall comply with all provincial legislation and regulations as regards all of its employees at the PROJECT.

6.8 Non-Discrimination In Employment – STREETSCAN

STREETSCAN agrees and certifies that in providing the services described herein, it shall not discriminate against any employee or applicant because of race, color, religion, age, sex, sexual orientation, or national origin. STREETSCAN further agrees to be bound by and abide by any and all applicable governmental regulations pertaining to non-discrimination.

6.9 Precedence

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding STREETSCAN'S services.

6.10 Severability

If any of these Standard Terms and Conditions shall be finally determined to be invalid or unenforceable in whole or part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. The parties agree to reform this AGREEMENT to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

6.11 Survival

ARTICLE 6 shall survive the completion of services under this AGREEMENT and the termination of this AGREEMENT for any cause.

6.12 Force Majeure

Neither MUNICIPALITY nor STREETSCAN shall be considered in default in the performance of its obligations hereunder if such obligations were prevented or delayed by any cause beyond the reasonable control of the party which include, but are not limited to acts of God, labor disputes, or civil unrest.

The party affected by force majeure shall inform the other parties in writing regarding the particulars of the event of force majeure, and shall, within fifteen (15) days from the occurrence of such event, provide a report to the other parties explaining the reason for which the obligations cannot be performed in whole or in part and delayed performance is necessary and the proposed remedy.

6.13 Execution in Counterparts.



This Agreement may be executed in one or more counterparts. Each counterpart will be an original, but all such counterparts will constitute a single instrument.

#### ARTICLE 7 - TERMINATION

- 7.1 The obligation to provide further services under this AGREEMENT may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- 7.2 If the PROJECT is suspended or abandoned in whole or in part for more than three months, STREETSCAN shall be compensated for all services performed prior to receipt of written notice from the MUNICIPALITY of such suspension or abandonment, together with other direct costs then due and all Termination Expenses as defined in Paragraph 7.3. If the PROJECT is resumed after being suspended for more than three months, the PARTIES agree that STREETSCAN'S compensation shall be adjusted to the market rates for the services selected by the MUNICIPALITY at the time the PROJECT is resumed.
- 7.3 In the event of termination by the MUNICIPALITY under Paragraph 7.1 upon the completion of any phase of the PROJECT, progress payments due STREETSCAN for services rendered through such phase constitute payment for such services. In the event of any such termination, STREETSCAN will be paid for all unpaid services and unpaid other direct costs, plus all Termination Expenses. Termination Expenses means additional other direct costs directly attributable to termination, which, if termination is at the MUNICIPALITY'S convenience, shall include an amount computed as 10 percent of total compensation for the PROJECT earned by STREETSCAN to the date of termination.

#### ARTICLE 8 - OWNERSHIP AND USE OF DOCUMENTS

- 8.1 MUNICIPALITY shall retain ownership of all processed work product including, but not limited to, field data, analyses, calculations, notes and other records relating to the project prepared by STREETSCAN.
- 8.2 Following delivery of final results, MUNICIPALITY will be able to access all results for a period of one year from the date of delivery. STREETSCAN agrees to maintain the MUNICIPALITY'S web-based Streetlogix portal for their access and will maintain a backup version of the data onsite and through cloud-based services. MUNICIPALITY'S initial license for this access is active for 1 year and sold with the initial proposal.
- 8.3 At the conclusion of the one-year period referenced in 8.2, MUNICIPALITY has the option to renew its access subscription on an annual basis. Renewals are good for one (1) year and must be paid in a one-time payment made at the beginning of the renewal term. STREETSCAN reserves the right to withhold access pending receipt of the renewal payment. Renewal pricing is based on the surveyed lane km and is subject to adjustment

for inflation based on the most recent annual Consumer Price Index for All Urban Consumers (CPI-U) in the Greater Toronto Area (GTA). Any and all renewals will be handled by the execution of an additional subscription agreement. The renewal period will not begin until payment is received by STREETSCAN. Renewals may be made as long as the MUNICIPALITY desires access to the data. Non-payment of the renewal notice, once the renewal has begun, will lead to removal of the web-based portal from STREETSCAN'S server and termination of MUNICIPALITY'S access to their data.

**ARTICLE 9 – CONFIDENTIALITY**

MUNICIPALITY agrees not to disclose any of STREETSCAN'S confidential or proprietary information to any person unless requested in writing from STREETSCAN and approved in writing by STREETSCAN, and agrees to bind its employees, officers, and agents to this same obligation.

**ARTICLE 10 – SOLE REMEDY**

Notwithstanding anything to the contrary contained herein, MUNICIPALITY and STREETSCAN agree that their sole and exclusive claim, demand, suit, judgment, or remedy against each other shall be asserted against each other's corporate entity and not against each other's shareholders, directors, officers, or employees.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year first above written.

ACCEPTED FOR:  
STREETSCAN CANADA ULC

THE CORPORATION OF THE  
TOWNSHIP OF MAPLETON

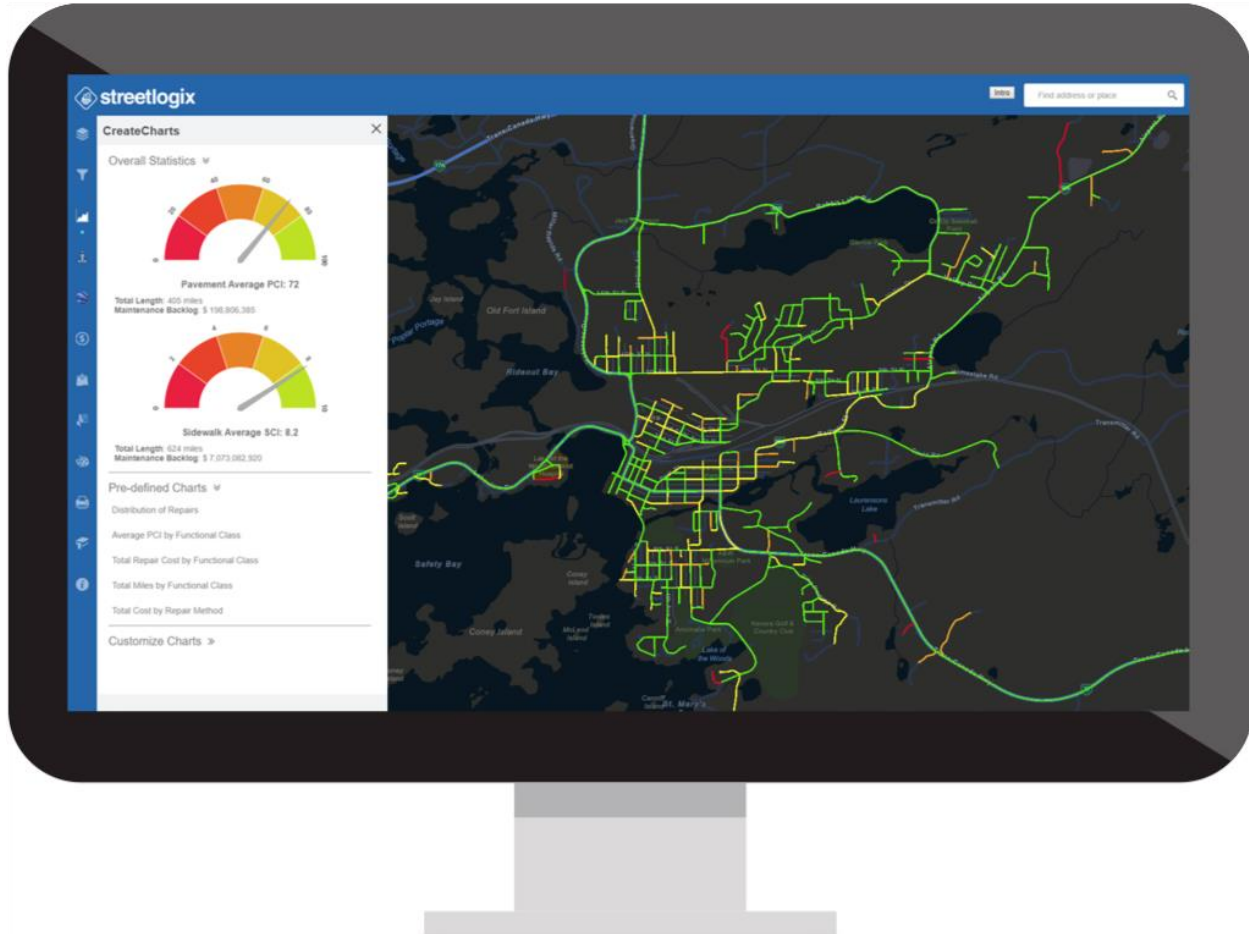
By Its Jon Erik Dillon  
Jon-Erik Dillon, Director

By: \_\_\_\_\_

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Exhibit A



## Road and Sidewalk Assessment Service Proposal

Revised to include asset collection in 20 km in hamlets of Dryton and Moorefield:  
pavement markings, curbs, catch basins, metal objects and 360 video imagery.

Township of Mapleton, ON

May 27, 2020

# **Proposal for the Township of Mapleton**

**Prepared for:**

**Sam Mattina**

**Director of Public Works**

**Township of Mapleton**

7275 Sideroad 16

Mapleton, ON, N0G1P0

**Prepared by:**

**StreetScan Canada ULC**

Michelle Hjort

Michelle.hjort@streetscan.com

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**Road and Sidewalk Assessment Service Proposal**  
Township of Mapleton

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May 27, 2020

Sam Mattina  
Director of Public Works  
Township of Mapleton  
7275 Sideroad 16  
Drayton, ON N0G 1P0

Thank you for your interest in StreetScan. Municipalities worldwide are faced with aging infrastructure and limited budget resources to repair and maintain them. Having the ability to monitor the health of your street network through an abundance of data collected via multiple vehicle-mounted sensors allows your staff to properly allocate repair and maintenance budgets. This is now made possible in an affordable, objective way utilizing StreetScan's advanced mobile sensing vehicle and online web-based app.

Our service offering includes:

- Data Collection: vehicle survey of paved lane km.
- Data Processing of pavement condition and assets.
- Data Visualization: pavement monitoring system including Pavement Condition Index (PCI) Report – integrated into your existing GIS or optional cloud-based access.
- Pavement Management Plan: maintenance and budget options, suggestions and scenarios; optional cloud-based access with robust interactive planning and budgeting tools.

Also available (see Appendices for more details):

- 360° imagery Viewer
- Optional asset extractions including pavement markings, traffic signs, utility assets, street lighting, sidewalks, curbs, trees, etc.

On behalf of the team at StreetScan, we are pleased to submit this proposal for your review. We strive to be as accurate as possible in our initial projections and cost estimates, and look forward to meeting with you soon to discuss any questions you may have.

Yours truly,



Michelle Hjort  
Director, Business Development – Canada

## 1. ABOUT STREETSCAN

At StreetScan, we come to work each day because we want to solve our clients' biggest problems when it comes to monitoring their street assets. We have a Smart City Mobile Sensing Service Offering targeted at providing clients with an intelligent, objective and affordable way to manage those assets.

Throughout the history of business, people have used data to make more informed decisions. StreetScan enables exactly this for our municipal clients.

Municipalities no longer have to send inspectors into the field for pavement surveys. Now, they can leverage the power of data to improve their decision-making abilities.

This all came about as a result of a 2009 groundbreaking project at Northeastern University that received more than \$18 million in funding over a 5-year period. This stamp of approval was due to the power of the project to end localized pavement inspections and enable continuous network-wide health monitoring of roadways.

What kind of technology made this possible? Versatile Onboard Traffic Embedded Roaming Sensors (VOTERS). A framework, prototype and blueprint were successfully designed and developed, and in 2015, StreetScan was launched as a spin-off of the project. It is our comprehensive, advanced hardware and software turn-key solution that distinguishes us from the competition. More importantly, it provides street asset monitoring at a reasonable cost for our clients.

2017 saw the emergence of our current Smart City Service Offering and we have combined this service with our pavement management offering. Clients save time, money and no longer require additional field surveys. Our ScanCars can enable municipalities and other clients to extract and monitor critical assets such as pavement condition, traffic signage, pavement markings, streetlights and other transportation infrastructure assets.

We embrace progress. In 2018, StreetScan launched Streetlogix. This extensively customizable, web-based GIS asset management software has changed the landscape for municipalities. Municipalities can now optimize their budget within a user-friendly GIS environment. The system provides objective information on the current state of their infrastructure and makes maintenance and repair recommendations, including the prioritization of roadway projects. Using unprecedented data visualization and budget optimization tools, our clients have been creating defensible data-driven Capital Improvement Plans while successfully justifying their budgeting requests.

The most important thing you need to know about StreetScan is our data-driven approach. It will change the way you monitor your street assets – for the better and for the future.



Powered by AI



## 2. ABOUT LAS



Local Authority Services (LAS) was created in 1992 by the Association of Municipalities of Ontario (AMO). LAS is a preferred provider of competitively-priced and sustainable business services for Ontario municipalities and the broader public sector, helping its customers “save money, make money, and build capacity.”

### LAS ROADS ASSESSMENT SERVICE

Roughly one third of Ontario’s municipal roads network is in poor to very poor condition, and facing a \$30 Billion funding shortfall over the next 10 years. LAS offers a better way to assess your roads network through an automated pavement inspection and management service.

The Roads Assessment Service includes:

- Advanced mobile sensing and road condition data gathering
- Data handling, processing, algorithms and analysis
- Customizable data analysis software and visualization in a secure web-based GIS application

Pavement management engine for repair and maintenance decision making:



### 3. OUR TEAM



**Michelle Hjort, Director of Business Development- Canada** – Michelle has extensive experience in working with municipalities to coordinate infrastructure and asset management initiatives providing project management support and liaising between operations and municipal stakeholders. She is skilled at providing effective communication with and between staff, councils and citizens to understand new technologies and to quantify the benefits and value of the project. Her experience includes working with over sixty Ontario Municipalities to complete their LED street light conversions.



**Dan Kirkby, P.E. – Director of Operations** – As the Director of Operations at StreetScan, Dan provides project management, leads the daily operational management of field and office staff and provides geotechnical support for route creation, results publishing and end-user training on software functionality. Dan coordinates the technical team and operations team and manages project scheduling. He received his BSc in Civil Engineering from Western University in 2002 and his MEng in Geomatics Engineering from the University of New Brunswick in 2011. Over the last 15 years, Dan has worked in various engineering and project management positions in the private sector as well as while serving nine years in the Canadian Forces as an Army Engineering Officer.



**Salar (Sal) Shahini Shamsabadi – GIS Director and Data Scientist** – Sal works on integrating and leveraging information from large geospatial datasets for developing asset management, sensor fusion and life-cycle cost analysis models. He received his B.S. in Geomatics Engineering from the University of Tehran in 2012 and his M.S. in Civil Engineering in 2014 from Northeastern University where he developed StreetScan's GIS web application for asset monitoring and management. Sal has received multiple awards over the last few years (Best Innovation Award at RISE, Best Paper Award at SAGEEP, Dean's Scholarship Award at Northeastern Uni.), which encouraged him to pursue his passion for using data-driven methods to support better decision making.



**Chris McGill, Lead Field Technician** – As the Lead Field Technician at StreetScan, Chris directs the field survey team for both pavement and sidewalk management projects. He holds a Business Diploma from Fanshawe College where he graduated from in 2005. Chris possess over five years experience working and supervising GIS field survey projects, successfully completing well over 100 projects across Ontario, Quebec, British Columbia and the USA.

## 4. THE STREETSCAN SYSTEM

StreetScan's automated data collection and algorithm-based roads prioritization software can help optimize your road budget and provide user-friendly analytics about the status of your roads and sidewalks.



### Data Collection

StreetScan's vehicles equipped with multi-sensor systems detect pavement & sidewalk surface distresses without interrupting traffic flow.

### Data Processing

Optimized algorithms evaluate and prioritize repairs of assets, including pavement, sidewalks, traffic signs, and more.


### GIS Analytics


Collected data goes into Streetlogix, our unique **cloud-based application**, allowing municipalities to visualize and manage road assets in order to schedule maintenance within a user-friendly GIS environment.



## 5. PRICING OVERVIEW

### 5.1 ASSET MANAGEMENT

ASSESSMENT - PAVEMENT MANAGEMENT				
	SERVICES INCLUDED	CENTERLANE KM	\$/CL	TOTAL
 DATA COLLECTION	ScanVan Data Collection	212 km	\$170	\$36,040
	Data Processing			
	Pavement Facing Imagery			
	Pavement Mgmt. Plan			
Mobilization and Setup Cost				\$468
<b>TOTAL</b>				<b>\$36,508</b>

STREETLOGIX SOFTWARE - TRANSPORTATION MODULE			
	SERVICES INCLUDED	POPULATION	TOTAL
 SOFTWARE	Annual Software License	10,527	\$5,000
<b>TOTAL</b>			<b>\$5,000</b>

\*TRANSPORTATION MODULE INCLUDES PAVEMENT AND SIDEWALKS

\*Current Streetlogix Subscription is valid until August 16<sup>th</sup> 2020

Streetlogix Option*	Quantity	Price (\$/Unit)	Price Adder
Pavement Image Viewer – Annual Data Hosting (Still image of surface behind vehicle – every 2 metres)	212 CL km	\$5	\$1,060

\*Options: 1) Streetlogix hosts (as priced here) 2) muni hosts and it can be viewed in Streetlogix 3) muni doesn't want/need to see imagery (more likely in subsequent years as imagery becomes dated) ALSO: Streetlogix can host existing images from a different vendor

## 5.2 OPTIONAL SERVICES AND ASSETS

One of our unique advantages is the ability for our clients to extract, assess and obtain actionable data from other Municipal assets utilizing the same data collected for the Pavement Management Survey. Below is a list of additional assets we can process from the collected data. This is set up as an a-la-carte menu so you can pick and choose the assets to meet your asset management needs.

We will assess inventory for pavement markings, curbs, catch basins and metal objects in the hamlets of Drayton and Moorefield, estimated at a total of 20km. (This is likely a high estimate. We will only charge for the amount actually assessed).

Assets	Unit CL=Centerline	QTY (est.)	Price (\$/Unit)	COST
<b>Assets Extracted from ScanVan Dataset (Pavement Management Service Required)</b>				
360 Degree Imagery Package	CL-KM	20	\$30	\$600
Pavement Markings	CL-KM	20	\$50	\$1000
Curb GIS Database	CL-KM	20	\$40	\$800
Catch Basins	Catch Basins	400	\$4	\$1,600
Metal Objects (Manholes/Valves)	Metal Objects	600	\$1	\$600
<b>TOTAL</b>				<b>\$4,600</b>

**Assumptions:** (please let us know if you have more accurate numbers)

All asset quantities are estimated based on lane or centerlane kms except for:

- Catch Basins are estimated at CL-KM multiplied by 20
- Metal Objects (Manholes & Valve) are estimated at CL-KM multiplied by 30

# Annex

## APPENDIX A – SCOPE OF WORK AND DELIVERABLES

### ROAD AND SIDEWALK ASSESSMENT SERVICE

StreetScan offers a technology-based Pavement Management approach for continuous health monitoring of your road network. Combining years of R&D at Northeastern University, StreetScan's vehicles and web-based app Streetlogix save you time and make your repair dollars go further. We have developed a 4 Step process to effectively Scan, Process and Manage your Road data.

#### STEP 1: DATA COLLECTION

##### Roads

Vehicle Deployed: ScanCar



StreetScan utilizes 3D imaging technology to measure road defects, such as cracking, bumps, surface distortions and surface texture. The 3D imaging cameras provide a 8' (2.4m) of lateral road coverage and seamless road coverage in the direction of travel at speeds up to 65 mph (72kph). A 360 degree camera system provides imagery of the road surface and ROW. An Inertial Measurement Unit (IMU) enabled GNSS position system provides position location, even in the event of intermittent GPS satellite coverage.

##### Sidewalks

Vehicle Deployed: SideCarts



StreetScan has developed a technology stroller-based approach which captures all the necessary distress & ADA data. We currently have 5 Carts in our fleet. StreetScan utilizes 3D imaging technology to measure sidewalk defects, such as Uplifts, Bumps, Holes, Cracking & Surface Texture. An IMU mounted on the cart measures tilt, slope & accelerations. A laptop computer is used for controlling data collection. An encoder on each wheel of the ScanCart's rear wheels provides accurate linear displacement along with a GPS, providing position information.

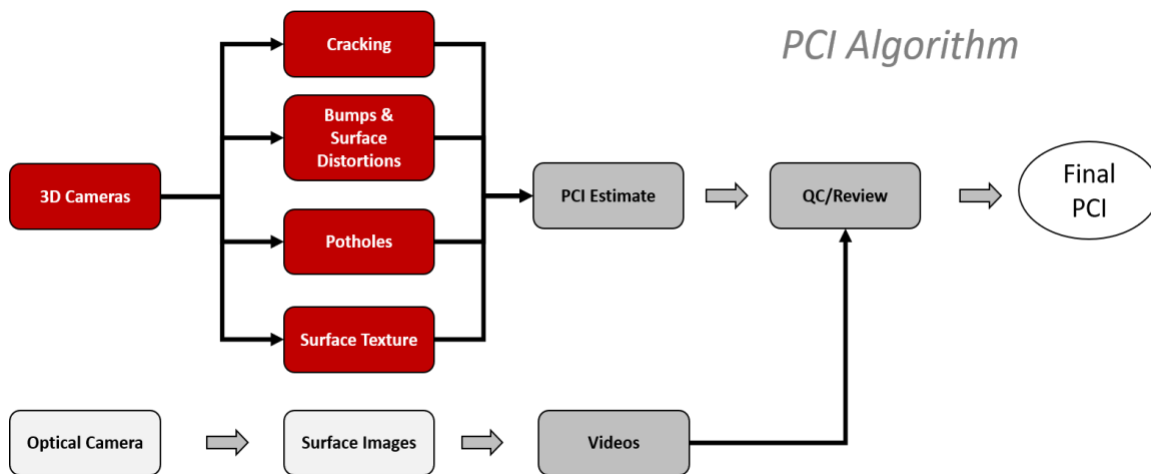
## STEP 2: DATA EXTRACTION

### Roads

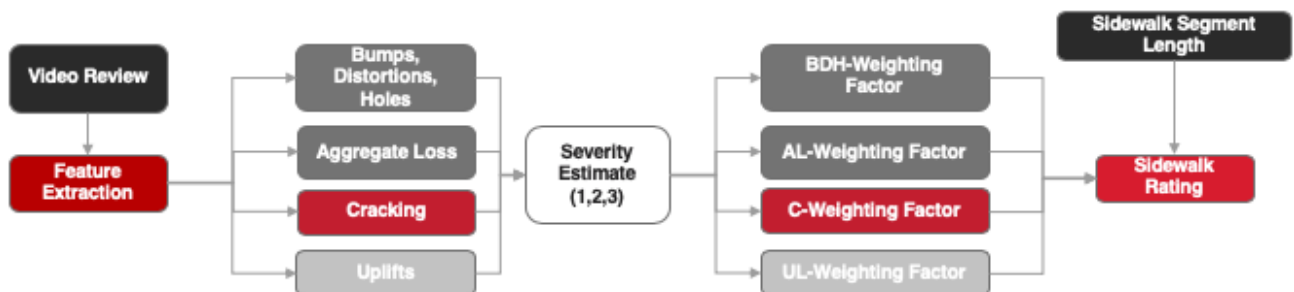
The collected data (TBs/day) is uploaded to the StreetScan server, where automated software processes the raw sensor data. Using advanced processing algorithms, the sensors' raw data is converted into meaningful parameters representing different aspects of pavement condition. Several of our key indicators are fused to determine the PCI for each road segment. StreetScan's GIS specialists segment the pavement evaluation data from intersection to intersection and populate the database allocated to the segment.

### Sidewalks

StreetScan's basic approach uses a weighted failures scheme per linear distance for a given sidewalk segment. Individual failure or feature types are given various weightings depending on their contribution to perceived sidewalk condition. As an example, an uplift is considered to have more impact to the sidewalk quality than aggregate loss, so it is given a greater weighting in the rating formula.



### Sidewalk Algorithm



## STEP 3: DATA VISUALIZATION AND ANALYTICS

### Roads

Municipal staff will be given access to Streetlogix, our GIS web-based application, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

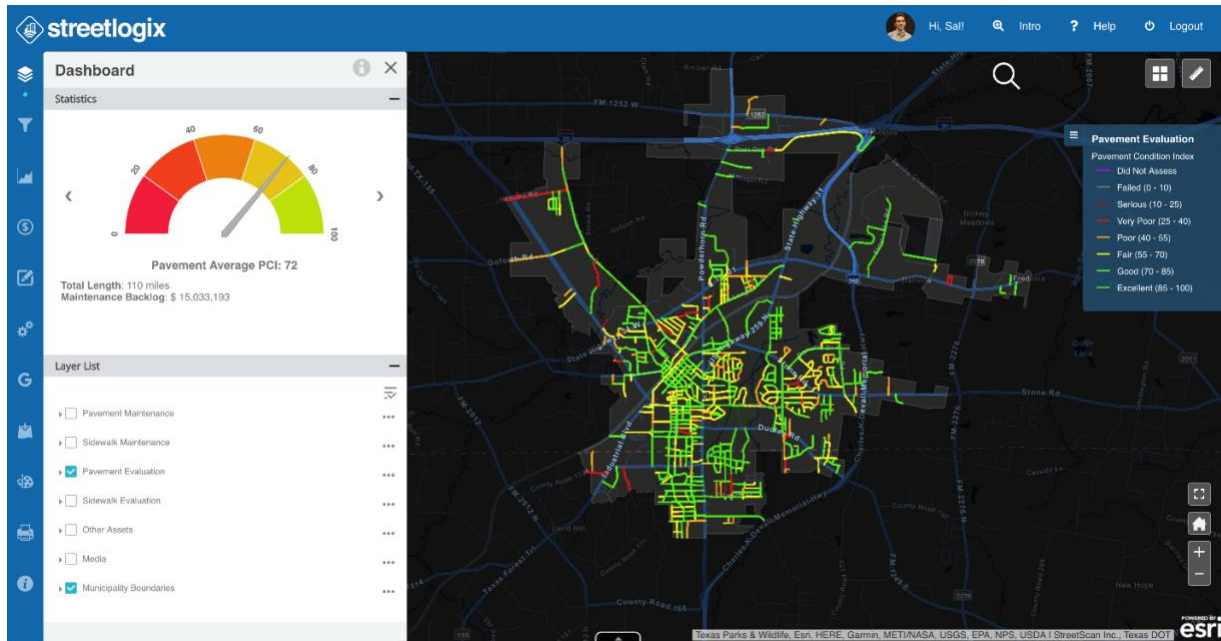
This provides staff an easy-to-use tool to quickly review PCI results, distress data and 360 images along with pavement history and other data that the city wants to be integrated. All data is hosted in the cloud, allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with Cartegraph. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (examples below).

### Sidewalks

Municipalities are given access to our GIS web-based application, Streetlogix, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

This provides clients an easy-to-use tool to quickly review sidewalk condition results, distresses and sidewalk images. All data is hosted in the cloud allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution such as Cartegraph. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (examples below).

### Portal view: Overall stats, available layers and PCI





## STEP 4: MAINTENANCE PLANNING

### Roads

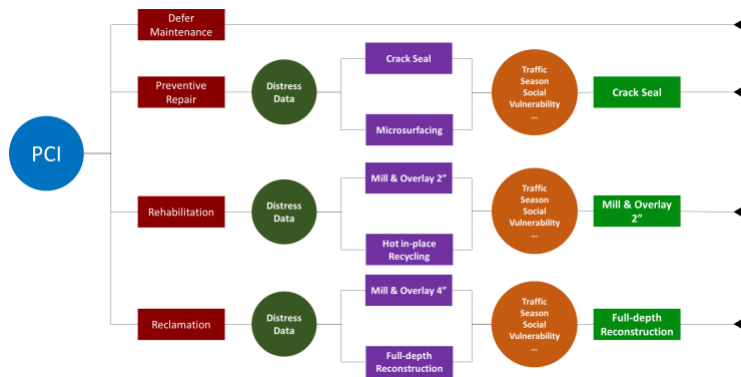
Once the inventory condition database and GIS web-app have been finalized, the work on implementing the pavement management side of the software begins. While pavement condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of condition, prediction of future condition, generation of maintenance options and pavement management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our road management modules. The results are compiled and reported to the client in our Streetlogix software and as a pdf document.

Our decision-trees are highly customizable and we work with staff to tailor it to ensure our AI will provide the necessary maintenance and repair suggestions. All decision trees & underlying data will be editable by staff.

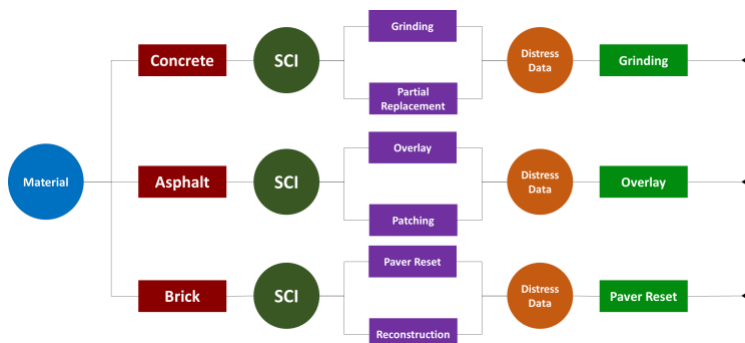
### Sidewalks

Once the inventory condition database and GIS web-app have been finalized, the work on implementing the sidewalk management side of the software begins. While sidewalk condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of conditions, prediction of future conditions, generation of maintenance options and sidewalk management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our sidewalk management modules. The results are compiled and reported to the client in our Streetlogix software and as a pdf document.

#### Roads:



#### Sidewalks:



## APPENDIX B – OPTIONAL SERVICES AND ASSET COLLECTION

### **Paving Markings**

Through StreetScan’s existing collected data, our geospatial engineering team can extract pavement markings and insert them into a separate GIS layer. All data is accessible through Streetlogix. A visual review of the markings determine their current condition and whether maintenance is required.

Attributes	Description
<b>Category</b>	Left Turn, Right Turn, Crosswalk etc.
<b>Condition</b>	The analysis will be conducted from intersection to intersection and given a rating of either Good, Fair or Critical. If the length of the road is longer than 1,000 ft, the analysis will be broken up into 1,000 ft segments
<b>Location</b>	Global Positioning System (GPS) location (+/- 5 meters)
<b>Pavement Marking Image</b>	Accessible in StreetLogix Portal
<b>Color</b>	White, Yellow etc.

*\* Measurement device has a rated accuracy of 0.1 degrees. However, in practice due to variations in ground surface and location where measurement is take, measured value can typically vary +/- 1 degree.*

### **Sidewalk GIS Database**

StreetScan provides sidewalk locations, determined from existing data sources (satellite imagery, Google StreetView or ScanVan images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS layer of sidewalk locations

### **Curb GIS Database**

StreetScan provides curb locations, determined from front or side facing imagery. Data is provided as a GIS layer.

Deliverable: GIS layer of the linear features where curbs are present

### **Traffic Signage**

StreetScan’s traffic sign asset management service provides a simple solution for the Municipality to quickly and efficiently manage its traffic signs. StreetScan utilizes an algorithm to automatically locate traffic signs saving you time and money. Our geospatial engineering team then undergoes a rigorous Q&A process and collects multiple unique attributes.

StreetScan will manually calculate the sidewalk width from the 3D Data collected as this feature is not automated.

Attributes	Description
<b>Sign Category*</b>	Regulatory, Warning, Guide, School, Recreation, Information, General
<b>Sign Type*</b>	Federal or State MUTCD designation or custom designation for specialized signs
<b>Position on Post</b>	Sign's relative position, in column and row notation, among all signs mounted on the same structure
<b>Sign Photo*</b>	Digital image
<b>Post Type</b>	U-Channel, Round, Square, Light Pole, Signal Mast, etc.
<b>Post Material</b>	Steel, Wood, Concrete, etc.
<b>GPS Location*</b>	Global Positioning System (GPS) location (+/- 5 meters)
<b>Position</b>	Left, Right, Overhead, Center
<b>Sign &amp; Post Condition*</b>	Good, Fair, Critical rating assessed through review of daytime digital images

\*Attributes included for the basic sign inventory.

## **Catch Basins**

StreetScan provides catch basin locations, determined from existing data sources (satellite imagery, Google StreetView or ScanVan images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS Layer of catch basin

## **Roadway Manhole Objects (Valve & Manhole Covers)**

StreetScan provides location of circular Manhole or other similar shaped access points which are visible in the road imagery data. All data is provided as a GIS layer.

Deliverable:

- GIS layer of manhole locations

## **Tree GIS Database**

StreetScan provides tree locations which are situated in the right of way, determined from existing data sources satellite imagery, Google StreetView or ScanVan images if available. All data is provided as a GIS Layer.

Deliverable:

- GIS layer of tree location
- Geotagged images of each tree

## **Streetlight GIS Database**

Utilizing the ScanVan's cameras, StreetScan has the ability to review already collected data and extract the necessary street lighting attributes. A new street lighting data layer will be accessible through Streetlogix.

<b>Attributes</b>	<b>Description</b>
<b>GPS Location</b>	Global Positioning System (GPS) location (+/- 5 meter)
<b>Type</b>	Cobra Head, Decorative/Ornamental
<b>Wattage</b>	Fixture output power (ballast not factored for non-LED lights)
<b>Technology</b>	LED, other
<b>Pole Type</b>	Wood, Metal, Concrete
<b>Fixture Photo</b>	Digital Image

## **Ramp Compliance Survey**

StreetScan will determine the compliance of ADA Ramps, measuring the following attributes: ramp slope & cross slope, road slope & cross slope, flare slopes, ramp width, landing area, tactile pad (present/not present/condition). As part of this service, StreetScan provides imagery of all ramps and a GIS data layer accessible in Streetlogix, showing location of ADA ramps and all measured properties.

Deliverables:

- GIS Layer with ramp location & missing ramps
- Image of ramps/no ramp
- Compliance
- Measured Attributes (shown below)

<b>Attributes</b>	<b>Description</b>
<b>GPS Location</b>	Global Positioning System (GPS) location (typically +/- 1.5 meters)
<b>Image</b>	Image of Ramp
<b>Ramp Slope / Cross Slope</b>	Angle (+/- 1 Degree)*
<b>Road Slope / Cross Slope</b>	Angle (+/- 1 Degree)*
<b>Flare Slopes</b>	Angle (+/- 1 Degree)*
<b>Ramp Width Compliance</b>	Yes/No
<b>Landing Area Compliance</b>	Yes, No/Obstructed
<b>Tactile Pad</b>	Present/Not Present & Condition

## APPENDIX C – OUR CLIENTS

### REFERENCES & ADDITIONAL INFORMATION

#### City of Barrie, ON

**Project Objective:**

StreetScan was selected by the City of Barrie to assess the conditions of 593 centerline kilometers of City-maintained roads.

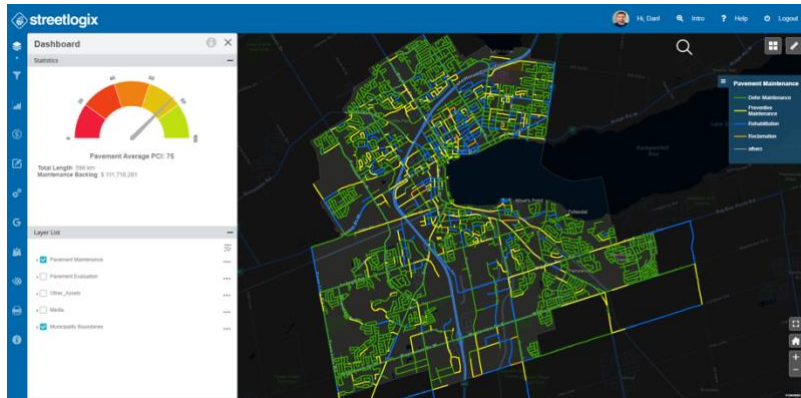
**Project Description:**

StreetScan employed vehicle-mounted sensing technology to assess road conditions in normal traffic flow. The system utilizes 3D imaging technology combined with optical cameras to measure the severity and extent of road defects including cracking, bumps, surface distortions, surface texture and potholes. A combination of features extracted from the 3D imaging sensors are used to identify distresses in the roadway which impact the PCI rating, generating a data-driven PCI conditions inventory for assessed road segments.

**Project Outcome:**

StreetScan delivered the road condition and maintenance and repair suggestion information to the City via a secure GIS web portal, Streetlogix. Barrie can use Streetlogix to visualize and export the information, as well as to adjust parameters and modify or generate new repair work plans. Streetlogix also allows visualization of PCI values, imagery for each road and detected features (e.g. potholes), statistics, and more. Staff can access Streetlogix quickly from anywhere with any computer, provided there is an internet connection. No downloads or installation needed.

Additionally, the GPR pavement thickness assessment and enhanced visualization HD video documentation were also made available in Streetlogix.



Project Contacts	
<b>City of Barrie</b>	<p><b>Municipal Contact:</b> Michael Brown, Infrastructure Program Engineer 705-739-4220 ext. 4300 <a href="mailto:michael.brown@barrie.ca">michael.brown@barrie.ca</a></p>
<b>StreetScan Project Team</b>	<p><b>Project Manager:</b> Dan Kirkby, Director of Operations (519) 871-1386 <a href="mailto:daniel.kirkby@streetscan.com">daniel.kirkby@streetscan.com</a> <b>Account Manager:</b> Michelle Hjort <b>GIS Director &amp; Data Scientist:</b> Sal Shahini <b>Lead Field Technician:</b> Chris McGill</p>
<p>info@streetscan.com   www.streetscan.com</p>	

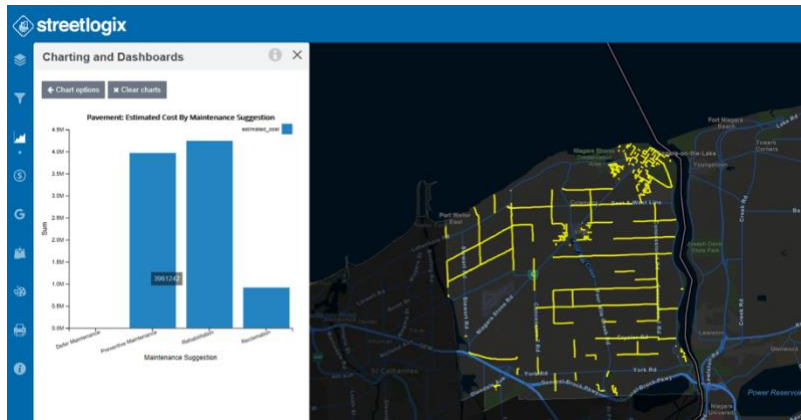
## Town of Niagara-on-the-Lake, ON

### **Project Objective:**

Perform a mobile sensing survey of the Town's road network to assess its current condition and prepare custom Maintenance and Repair suggestions.

### **Project Description:**

349 road lane kilometres were assessed using StreetScan's specialized ScanVan vehicle. 3D cameras captured the severity and extent of road surface distresses and determine the pavement condition index (PCI) of each segment. Front-facing video was taken of all surveyed roads. Municipal staff provided repair and maintenance costs which are programmed into their customized web-based portal in Streetlogix.



Municipal staff provided repair and maintenance costs which are programmed into their customized web-based portal in Streetlogix.

### **Project Outcome:**

The project was completed on April 2<sup>nd</sup>, 2019. Survey results were placed in Streetlogix, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance and repair costs and prioritization per segment. Budgeting and planning tools allow for editable short and long term planning as well as level of service analysis with Target PCI. Front-facing video mages for every scanned road, along with downward, back-facing still images every two metres, allow staff to review their entire road network from any web-connected device. Staff feedback was that the van-based assessment saved a lot of staff time and the ease of software analysis is a great improvement over the former excel-based analysis.

Project Contacts	
<b>Town of Niagara-on-the-Lake</b>	<b>Municipal Contact:</b> Mike Komljenovic, Engineering Supervisor (905) 468-3061 Mike.Komljenovic@notl.com
<b>StreetScan Project Team</b>	<b>Project Manager:</b> Dan Kirkby, Director of Operations (519) 871-1386 <a href="mailto:daniel.kirkby@streetscan.com">daniel.kirkby@streetscan.com</a> <b>Account Manager:</b> Michelle Hjort <b>GIS Director &amp; Data Scientist:</b> Sal Shahini <b>Lead Field Technician:</b> Chris McGill
info@streetscan.com   www.streetscan.com	

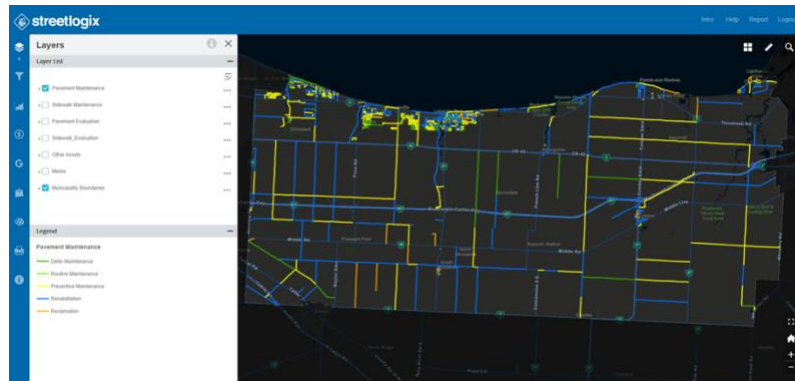
## Town of Lakeshore, ON

### Project Objective:

StreetScan was contracted by the Town of Lakeshore to perform a road and sidewalk assessment survey that would objectively collect pavement and sidewalk condition data and provide custom repair and maintenance recommendations.

### Project Description:

Data collection included 880 road lane kilometers and 113 sidewalk kilometers.



StreetScan utilized specialized ScanVan vehicles to assess the condition of roadways and, using a pavement condition index scale which runs from 0-100, developed a Municipal-wide inventory of road condition.

For sidewalk assessments, StreetScan deployed mobile carts with high definition video capture capability. Through analysis techniques, sidewalk distresses such as cracking, aggregate loss, uplifts and surface distortion were identified, which were then used to calculate sidewalk condition ratings on a scale of 0 to 100 - with 0 being the worst and 100 being ideal.

### Project Outcome:

The project was completed on January 31<sup>st</sup>, 2019.

Results from the survey were placed in Streetlogix, providing an enriched view of the Town's street network with color-coded pavement conditions and other assets, along with images for every scanned road and a range of decision-making tools. In addition to repair suggestions and cost estimates, StreetScan prioritized repairs and developed work plans for the Town. Staff can use the software to visualize and export the information, as well as to adjust parameters and modify or generate new repair work plans.

Project Contacts	
<b>Town of Lakeshore</b>	<b>Municipal Contact:</b> Nelson Cavacas, Director of Engineering and Infrastructure Services (519) 728-2700 ext. 287 <a href="mailto:ncavacas@lakeshore.ca">ncavacas@lakeshore.ca</a>
<b>StreetScan Project Team</b>	<b>Project Manager:</b> Dan Kirkby, Director of Operations (519) 871-1386 <a href="mailto:daniel.kirkby@streetscan.com">daniel.kirkby@streetscan.com</a> <b>Account Manager:</b> Michelle Hjort <b>GIS Director &amp; Data Scientist:</b> Sal Shahini <b>Lead Field Technician:</b> Chris McGill
<a href="mailto:info@streetscan.com">info@streetscan.com</a>   <a href="http://www.streetscan.com">www.streetscan.com</a>	

**Sample of other clients:**



Town of Niagara-on-the-Lake, ON



Town of Lakeshore, ON



City of Pembroke, ON



Municipality of Port Hope, ON



City of Kenora, ON



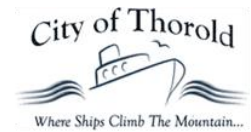
Municipality of Stirling-Rawdon, ON



City of Temiskaming Shores, ON



Municipality of West Grey, ON



City of Thorold, ON



Town of Amherst, MA



City of Portland, ME



Town of Somers, CT



Washington State Parks



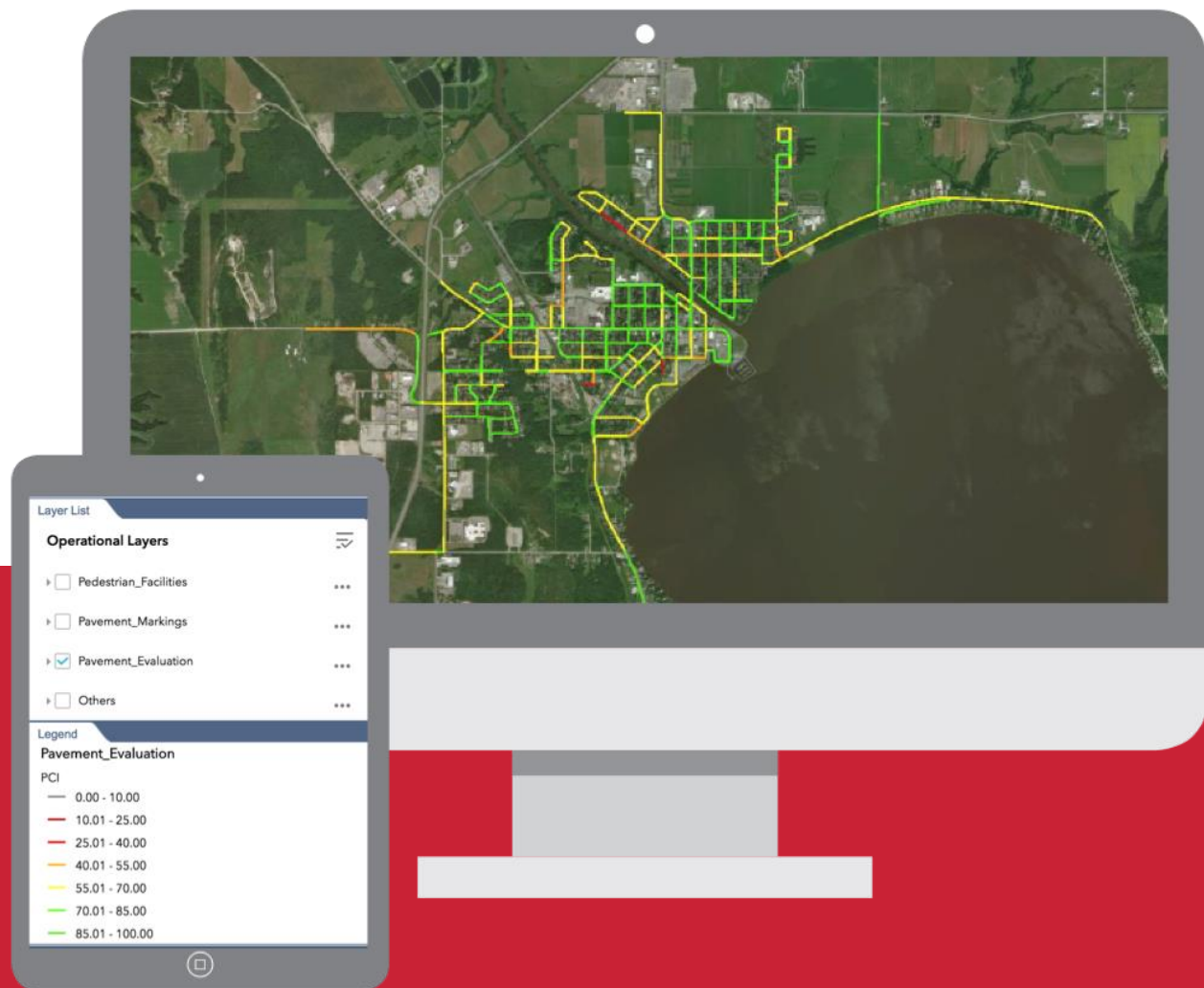
Town of Hampstead, QC



City of Providence, RI



## CASE STUDY



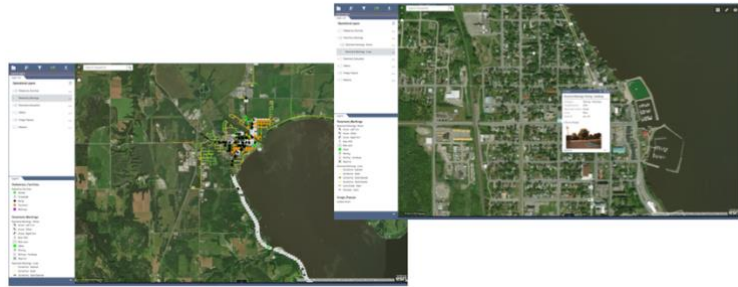
## Temiskaming Shores, Ontario, Maximizes Road Repair Budget with GIS

The City of Temiskaming Shores is a picturesque community in Northern

Ontario, Canada, offering ideal boating, hiking, skiing, snowmobiling and golfing and an exceptional place to both live and work. The recently amalgamated municipality with a population of 11,000 needed a cost-effective method to assess and repair its 114 km road infrastructure for citizens and visitors.

## The Challenge

Whenever a Municipality goes through the process of amalgamating, (in this case, three former towns amalgamated) the final entity absorbs varying asset management practices and platforms challenging the decision-making process for all departments involved. The City needed a fast, objective, and transparent way to assess roadway conditions and determine



which roads needed repair, along with how and in what order they needed to be repaired. In addition to managing road maintenance, the City needed up-to-date records of its pavement markings and pedestrian facilities database.

## The Partner

StreetScan, through an innovative Roads Assessment Service Program developed by Local Authority Services, (LAS) provides a fast and affordable pavement, sidewalk & right-of-way asset management service that can be deployed citywide on a frequent basis. StreetScan uses vehicle-mounted sensing technology to assess road & sidewalk conditions in normal traffic flow and displays gathered information in a geographic information system (GIS) application StreetLogix: a web app with up-to-date data and a range of tools for decision-making.

## The Solution

StreetScan's mobile-sensing vehicle, ScanVan, is the physical heart of the asset management system, assessing pavements, traffic signs, pavement markings and more on every road it traverses. The ScanVan travelled Temiskaming Shores roads in normal traffic flow to gather data on the condition of the entire street network utilizing 3D imaging technology to measure road defects. Multiple optical camera systems provide imagery of the road surface and ROW to extract the additional asset features the City required to complete their asset management needs. Once scanned, a variety of technologies from StreetScan & Esri, such as ArcPy scripts, ArcGIS Desktop, and ArcGIS enterprise were leveraged to generate Streetlogix, a GIS web app with powerful visualization and budget-planning tools. This app provides road condition ratings on a scale of 0 to 100, with 0 being the worst and 100 being ideal, and prioritizes the areas to repair and remediate.

## The Results

Using Streetlogix, the City can now see an enriched view of its street network with color-coded pavement conditions and other assets, along with images for every road along with tools for data-driven budget and maintenance planning. StreetScan reported that Temiskaming Shores' overall pavement condition index (PCI) was rated in 'good' condition at an average PCI of 70, with 91.2% of roads above critical PCI of 55. Only 8.8% of roads were rated as 'very poor' or 'poor'. All of this was made possible via a unique funding program called the Municipal Asset Management Program (MAMP) by the Federation of Canadian Municipalities (FCM). LAS & StreetScan assisted the City in obtaining funding for roughly 80% of the project cost allowing the City to further strengthen its Asset Management database.

“Using StreetScan has saved us significant work assessing our transportation infrastructures. Our confidence in StreetScan’s results has led us to make our largest financial investment in road improvements in years.”

Doug Walsh  
DPW, City of Temiskaming Shores

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-037**

Being a rating by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*. (Driscoll, West Part Lot 13, Concession 10, Maryborough) and to repeal By-law Number 2020-030

**WHEREAS** owners of land in the municipality have applied to the Council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

**AND WHEREAS** The Council has, upon their application, lent the owners the total sum of \$28,400.00 to be repaid with interest by means of rates hereinafter imposed;

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

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.
2. That By-law Number 2020-030 be repealed.

**READ** a first, second and third time this 16<sup>th</sup> day of June, 2020.

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Mayor Gregg Davidson

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Clerk Barb Schellenberger

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-037 – SCHEDULE ‘A’**

Name and mailing address of owner	Legal description of land drained	Proposed date of loan	Sum to be loaned \$	Annual rate To be imposed \$
DRISCOLL, Stanley Neil DRISCOLL, Barbara 7153 Sideroad 12 RR 2 Moorefield, Ont. N0G 2K0	Concession 10, Part Lot 13, RP 61R11643 Parts 1 and 3, save and except Parts 1,2,3 and 4 on Plan 61R21100; together with an easement over Concession 10, Part Lot 13 Part 1 Plan 61R21452 as in WC566233. (geographic Township of Maryborough) PIN 71473-0306	July 1, 2020	\$28,400.00	\$3,858.65
* Total principal of debenture and total sum shown on by-law			* \$28,400.00	<p align="right"><b>TOTAL</b></p>

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-038**

Being a by-law to levy the cost of work undertaken on the Rody Municipal Drain, in the Township of Mapleton in 2019

**WHEREAS** Section 74 of the *Drainage Act*, R.S.O. 1990, and By-Law Number 1468 of the former Township of Maryborough indicate that the Township of Mapleton is responsible for maintenance and repair of the Rody Municipal Drain at the expense of all upstream lands and roads;

**AND WHEREAS** the Township Drainage Superintendent authorized maintenance and repair works which shall be assessed against all upstream lands and roads in the watershed of the Rody Municipal Drain, prorated with the last revised schedule of assessment for said drain;

**NOW THEREFORE** the Municipal Council of the Township of Mapleton enacts as follows:

1. The amount of \$8,505.38 shall be prorated as outlined in Schedule "A" attached to this bylaw.
2. The amount owing shall be a cash assessment to the Township of Mapleton, and shall be due 30 days after invoice issuance after which time the amount due will be added to the 2020 tax roll together with interest at 1.25% per month.
3. Net assessments are subject to a minimum charge of \$10.00.
4. This By-law shall come into force and effect on the date of its final passing.

**READ** a first, second and third time this 16<sup>th</sup> day of June, 2020.

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Mayor Gregg Davidson

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Clerk Barb Schellenberger

**TOWNSHIP OF MAPLETON  
BY-LAW NUMBER 2020-038  
SCHEDULE "A"**

<b>RODY MUNICIPAL DRAIN</b>		<b>2019 Bottom Cleanout</b>				
<b>Roll #</b>	<b>Name</b>	<b>Assessment</b>	<b>Repair Assess.</b>	<b>Repair</b>	<b>1/3 Grant</b>	<b>Share of Cost</b>
010-09500	L & M Rumph Farms Inc	\$ 9.00	\$ 9.00	\$ 10.39	\$ 3.46	\$ 6.92
010-09600	Martin, Joseph B	351.00	351.00	405.02	135.01	270.01
010-09650	Brubacher, Albert	1,341.00	1,341.00	1,547.38	515.79	1,031.58
010-09700	Lone Pine Pork Inc	765.00	765.00	882.73	294.24	588.49
010-09800	Martin, Daniel & Kimberley	9.00	9.00	10.39	3.46	6.92
010-10200	Ellison, Ian & Elmer & Szmek, Erika	78.00	78.00	90.00	30.00	60.00
010-10300	Ellison, Ian & Szmek, Erika	543.00	543.00	626.57	208.86	417.71
010-10400	Rody, Ronald & Janice	2,610.00	2,610.00	3,011.67	1,003.89	2,007.78
010-10450	Szmek-Ellison Poultry Inc	1,143.00	1,143.00	1,318.91	439.64	879.27
010-10650	Snetto Farms Ltd	246.00	246.00	283.86	94.62	189.24
Assessment on Lands		\$ 7,095.00	\$ 7,095.00	\$ 8,186.90	\$ 2,728.97	\$ 5,457.94
SR 3	Township of Mapleton	276.00	276.00	\$ 318.48	-	318.48
<b>Total Assessment</b>		<b>\$ 7,371.00</b>	<b>\$ 7,371.00</b>	<b>\$ 8,505.38</b>	<b>\$ 2,728.97</b>	<b>\$ 5,776.41</b>
** denotes property not receiving the Farmland Tax Class (FT) rate in year of repair.						
Maryborough By-law #1468						

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-039**

Being a by-law to levy the cost of work undertaken on the Rumph Drain, Branch A, in the Township of Mapleton in 2019

**WHEREAS** Section 74 of the *Drainage Act*, R.S.O. 1990, and By-Law Number 2101 of the former Township of Maryborough indicate that the Township of Mapleton is responsible for maintenance and repair of the Rumph Drain, Branch A at the expense of all upstream lands and roads;

**AND WHEREAS** the Township Drainage Superintendent authorized maintenance and repair works which shall be assessed against all upstream lands and roads in the watershed of the Rumph Drain, Branch A, prorated with the last revised schedule of assessment for said drain;

**NOW THEREFORE** the Municipal Council of the Township of Mapleton enacts as follows:

1. The amount of \$5,769.79 shall be prorated as outlined in Schedule "A" attached to this bylaw.
2. The amount owing shall be a cash assessment to the Township of Mapleton, and shall be due 30 days after invoice issuance after which time the amount due will be added to the 2020 tax roll together with interest at 1.25% per month.
3. Net assessments are subject to a minimum charge of \$10.00.
4. This By-law shall come into force and effect on the date of its final passing.

**READ** a first, second and third time this 16<sup>th</sup> day of June, 2020.

---

Mayor Gregg Davidson

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Clerk Barb Schellenberger

**TOWNSHIP OF MAPLETON  
BY-LAW NUMBER 2020-039  
SCHEDULE "A"**

RUMPH DRAIN, BRANCHES A & F		2019 Bottom Cleanout									
<b>Area 1:</b> Downstream of Branch "D" <b>Area 2:</b> Branch "D" to Branch "F" <b>Area 3:</b> Branch "F" to South side of road <b>Area 4:</b> Road to Branch "C" <b>Area 5:</b> Branch "C" to top end											
Roll #	Name	Area 1 Assessment	Area 2 Assessment	Area 3 Assessment	Area 4 Assessment	Area 5 Assessment	Repair Assessment	Repair	1/3 Grant	Share of Cost	
011-18810	Second Wind Farms Ltd	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.80	\$ 0.60	\$ 1.20	
011-18800	Driscoll, Neil & Barbara	-	-	-	-	-	8.00	14.38	4.79	9.58	
011-18804	** Hensall District Co-operative Inc	8	-	-	-	-	-	-	-	-	
011-18700	J&C Gleeson Farms Inc	672	68	-	-	-	672.00	1,207.51	402.50	805.00	
011-18600	Isaac, Richard & Sharon	78	173	270	-	-	78.00	140.16	46.72	93.44	
011-18500	** Martin, Willis & Jennifer	64	490	802	-	-	64.00	115.00	-	115.00	
011-18450	** Brubacher, James & Emmalene	2	5	-	-	-	2.00	3.59	-	3.59	
011-18350	Wellington County	18	14	-	-	-	18.00	32.34	-	32.34	
011-18310	** Gleeson, Jordan & Bender, Brittney	4	5	-	-	-	4.00	7.19	-	7.19	
011-18300	Flinkert, Arend & Augustina	308	546	-	-	-	308.00	553.44	184.48	368.96	
011-18200	Mapleton Poultry Ltd	70	-	-	-	-	70.00	125.78	41.93	83.85	
011-18150	Schieck, Peggy	4	-	-	-	-	4.00	7.19	2.40	4.79	
011-18140	Schieck, Peggy	-	-	-	-	-	-	-	-	-	
011-18100	Schieck, Robert	132	205	-	-	-	132.00	237.19	79.06	158.13	
011-18000	2217082 Ontario Inc	54	7	-	-	-	54.00	97.03	32.34	64.69	
011-17900	2217082 Ontario Inc	46	-	-	-	-	46.00	82.66	27.55	55.10	
011-17800	2217082 Ontario Inc	9	-	-	-	-	9.00	16.17	5.39	10.78	
012-02400	Metzger, Onias & Mary	9	31	20	24	-	9.00	16.17	5.39	10.78	
012-02420	Bons, Jan & DeBruijn, Trijntje	75	184	118	147	-	75.00	134.77	44.92	89.84	
012-02500	Schieck, Gary & Fletcher, Mary-Lou	366	555	356	841	443	366.00	657.66	219.22	438.44	
012-02501	** Bell Canada	6	4	2	2	-	6.00	10.78	-	10.78	
012-02600	Schieck, Thomas & Yvonne	433	702	387	880	1,207	433.00	778.05	259.35	518.70	
012-02700	** Ladd, Kevin & Gayle	2	2	1	1	-	2.00	3.59	-	3.59	
012-02800	Schieck, Thomas & Yvonne	160	469	-	-	-	160.00	287.50	95.83	191.67	
012-02900	Brodhaecker, Daryl & Janet	36	308	-	-	-	36.00	64.69	21.56	43.13	
012-03000	Ohls, Ingrid	11	76	-	-	-	11.00	19.77	6.59	13.18	
012-03100	** Brubacher, Lloyd & Eunice	2	-	-	-	-	2.00	3.59	-	3.59	
012-03200	2217082 Ontario Inc	57	22	-	-	-	57.00	102.42	34.14	68.28	
012-03250	** Gerrie, Samuel & Ashley	4	38	-	-	-	4.00	7.19	-	7.19	
012-03300	Alfred Rumph Farms Inc	55	-	-	-	-	55.00	98.83	32.84	65.99	
012-03400	10 Flinkert, Arend & Augustina	36	-	-	-	-	36.00	64.69	21.56	43.13	
012-04100	Metzger, Vernon & Gladys	10	-	-	-	-	10.00	17.97	5.99	11.98	
012-04400	Metzger, Lawrence & Emily	39	-	-	-	-	39.00	70.08	23.36	46.72	
012-04500	Van Stee Farms Inc	30	-	-	-	-	30.00	53.91	17.97	35.94	
012-04700	Dobben, Lukas & Patricia	15	-	-	-	-	15.00	26.95	8.98	17.97	
012-04800	** Schieck, Gary & Fletcher, Mary-Lou	12	-	-	-	-	12.00	21.56	-	21.56	
012-04802	** Huhtala, Bren & Rebecca	1	-	-	-	-	1.00	1.80	-	1.80	
012-04804	** Stewart, Robert & Kelly	1	-	-	-	-	1.00	1.80	-	1.80	
012-04805	** Hillerby, Robert & Webster, Emma	2	-	-	-	-	2.00	3.59	-	3.59	
012-04810	** Skinner, Paul & Lisa	2	-	-	-	-	2.00	3.59	-	3.59	
012-04815	** Planta, Ronald & Cheryle	2	-	-	-	-	2.00	3.59	-	3.59	
012-04820	** Martin, Jordan	2	-	-	-	-	2.00	3.59	-	3.59	
012-04825	** Brohman, Joshua & Donaldson Brohman, Laura	2	-	-	-	-	2.00	3.59	-	3.59	
012-04830	** Weber, Marvin & Krystal	2	-	-	-	-	2.00	3.59	-	3.59	
012-04835	** Jansen, Hendrik & Rosemary	2	-	-	-	-	2.00	3.59	-	3.59	
012-04840	** Kuepfer, Dirk & Annie	2	-	-	-	-	2.00	3.59	-	3.59	
012-04950	Dobben, Patricia	24	-	-	-	-	24.00	43.13	14.38	28.75	
012-05000	Rogerson, Drew & Van Ankum, Holly	6	-	-	-	-	6.00	10.78	3.59	7.19	
012-10501	Arndt, Siegfried & Wendy	2	-	-	-	-	2.00	3.59	1.20	2.40	
012-10600	2217082 Ontario Inc	39	-	-	-	-	39.00	70.08	23.36	46.72	
012-10700	Reibel, Paul & Marie	9	-	-	-	-	9.00	16.17	5.39	10.78	
006-60002	** Canadian National Railway Company	26	-	-	-	-	26.00	46.72	-	46.72	
Assessment on Lands		\$ 2,952	\$ 3,904	\$ 1,956	\$ 1,895	\$ 1,650	\$ 2,952.00	\$ 5,304.40	\$ 1,673.50	\$ 3,630.90	
Con 12	Township of Mapleton	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ 24.00	\$ 43.13	\$ -	\$ 43.13	
SR 12	Township of Mapleton	6	27	18	22	-	6.00	10.78	-	10.78	
SR 15	Township of Mapleton	15	68	-	-	-	15.00	26.95	-	26.95	
WR 8	County of Wellington	214	210	53	933	-	214.00	384.53	-	384.53	
Assessment on Roads		\$ 259	\$ 305	\$ 71	\$ 955	\$ -	\$ 259.00	\$ 465.39	\$ -	\$ 465.39	
Total Assessment		\$ 3,211	\$ 4,209	\$ 2,027	\$ 2,850	\$ 1,650	\$ 3,211.00	\$ 5,769.79	\$ 1,673.50	\$ 4,096.29	
* denotes re-apportionment agreement ** denotes property not receiving the Farmland Tax Class (FT) rate in year of repair. Maryborough By-law #2101											



**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-040**

Being a by-law to levy the cost of work undertaken on the Van Soest Drainage Works, in the Township of Mapleton in 2019

**WHEREAS** Section 74 of the *Drainage Act*, R.S.O. 1990, and By-Law Number 1622 of the former Township of Maryborough indicate that the Township of Mapleton is responsible for maintenance and repair of the Van Soest Drainage Works at the expense of all upstream lands and roads;

**AND WHEREAS** the Township Drainage Superintendent authorized maintenance and repair works which shall be assessed against all upstream lands and roads in the watershed of the Van Soest Drainage Works, prorated with the last revised schedule of assessment for said drain;

**NOW THEREFORE** the Municipal Council of the Township of Mapleton enacts as follows:

1. The amount of \$676.70 shall be prorated as outlined in Schedule "A" attached to this bylaw.
2. The amount owing shall be a cash assessment to the Township of Mapleton, and shall be due 30 days after invoice issuance after which time the amount due will be added to the 2020 tax roll together with interest at 1.25% per month.
3. Net assessments are subject to a minimum charge of \$10.00.
4. This By-law shall come into force and effect on the date of its final passing.

**READ** a first, second and third time this 16<sup>th</sup> day of June, 2020.

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Mayor Gregg Davidson

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Clerk Barb Schellenberger

**TOWNSHIP OF MAPLETON  
BY-LAW NUMBER 2020-040  
SCHEDULE "A"**

<b>VAN SOEST DRAINAGE WORKS MAIN DRAIN</b>		<b>2019 Tile Repair</b>					
<b>Roll #</b>	<b>Name</b>	<b>Assessment Open Work</b>	<b>Assessment Closed Work</b>	<b>Repair Assessment</b>	<b>Repair</b>	<b>1/3 Grant</b>	<b>Share of Cost</b>
010-14200		\$ 241.00	\$ -	\$ -	\$ -	\$ -	\$ -
011-16300	Rylaarsdam, Richard & Frederika	86.00	1,924.00	1,924.00	294.83	98.28	196.55
011-16500	Dickson, Erla	100.00	2,156.00	2,156.00	330.38	110.13	220.25
011-16600	Rocky Hill Poultry Limited	1,260.00	50.00	50.00	7.66	2.55	5.11
011-16700		1,492.00	-	-	-	-	-
006-60002**	Canadian National Railway Company	-	286.00	286.00	43.83	-	43.83
<b>Assessment on Lands</b>		<b>\$ 3,179.00</b>	<b>\$ 4,416.00</b>	<b>\$ 4,416.00</b>	<b>\$ 676.70</b>	<b>\$ 210.96</b>	<b>\$ 465.74</b>
SR 12	Township of Mapleton	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ -
Con 8	Township of Mapleton	110.00	-	-	-	-	-
<b>Assessment on Roads</b>		<b>\$ 220.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Assessment</b>		<b>\$ 3,399.00</b>	<b>\$ 4,416.00</b>	<b>\$ 4,416.00</b>	<b>\$ 676.70</b>	<b>\$ 210.96</b>	<b>\$ 465.74</b>

\*\* denotes property not receiving the Farmland Tax Class (FT) rate in year of repair.  
Maryborough By-law #1622

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-041**

Being a by-law to levy the cost of work undertaken on the Wayne Cole Drain, Branch A, in the Township of Mapleton in 2019

**WHEREAS** Section 74 of the *Drainage Act*, R.S.O. 1990, and By-Law Number 2038 of the former Township of Arthur indicate that the Township of Mapleton is responsible for maintenance and repair of the Wayne Cole Drain, Branch A at the expense of all upstream lands and roads;

**AND WHEREAS** the Township Drainage Superintendent authorized maintenance and repair works which shall be assessed against all upstream lands and roads in the watershed of the Wayne Cole Drain, Branch A, prorated with the last revised schedule of assessment for said drain;

**NOW THEREFORE** the Municipal Council of the Township of Mapleton enacts as follows:

1. The amount of \$386.69 shall be prorated as outlined in Schedule "A" attached to this bylaw.
2. The amount owing shall be a cash assessment to the Township of Mapleton, and shall be due 30 days after invoice issuance after which time the amount due will be added to the 2020 tax roll together with interest at 1.25% per month.
3. Net assessments are subject to a minimum charge of \$10.00.
4. This By-law shall come into force and effect on the date of its final passing.

**READ** a first, second and third time this 16<sup>th</sup> day of June, 2020.

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Mayor Gregg Davidson

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Clerk Barb Schellenberger

**TOWNSHIP OF MAPLETON  
BY-LAW NUMBER 2020-041  
SCHEDULE "A"**

<b>WAYNE COLE DRAINAGE BRANCH "A"</b>		<b>2019 Tile Repair</b>				
<b>Roll #</b>	<b>Owner</b>	<b>Assessment</b>	<b>Repair Assess.</b>	<b>Repair</b>	<b>1/3 Grant</b>	<b>Share of Cost</b>
<b>Township of Wellington North</b>						
	W. Cole	\$ 1,544.00	\$ -	\$ -	\$ -	\$ -
Assessment on Lands		\$ 1,544.00	\$ -	-	-	-
			-	-	-	-
Con 9	Township of Wellington North	\$ 809.00	\$ -	\$ -	\$ -	\$ -
WR 109	County of Wellington	1,194.00	-	-	-	-
Assessment on Roads		\$ 2,003.00	\$ -	\$ -	\$ -	\$ -
<b>Total Assessment - Township of Wellington No</b>		<b>\$ 3,547.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Township of Mapleton</b>						
013-10600		\$ 21.00	\$ -	\$ -	\$ -	\$ -
013-10500		7,188.00	-	-	-	-
013-10400	Donald J Ross Enterprises Ltd	7,411.00	7,411.00	339.76	-	339.76
013-10912		8.00	-	-	-	-
013-10914		55.00	-	-	-	-
013-10916		84.00	-	-	-	-
013-10918		84.00	-	-	-	-
013-10920		84.00	-	-	-	-
013-10924		42.00	-	-	-	-
013-10926		42.00	-	-	-	-
013-10928		42.00	-	-	-	-
013-10930		55.00	-	-	-	-
013-10932		63.00	-	-	-	-
013-10934		71.00	-	-	-	-
013-10936		71.00	-	-	-	-
013-10938		17.00	-	-	-	-
Assessment on Lands		\$ 15,338.00	\$ 7,411.00	\$ 339.76	\$ -	\$ 339.76
SR12	Township of Mapleton	\$ 1,091.00	\$ 763.70	\$ 35.01	\$ -	\$ 35.01
Con. 16	Township of Mapleton	142.00	-	-	-	-
WR 109	County of Wellington	1,300.00	260.00	11.92	-	11.92
Assessment on Roads		\$ 2,533.00	\$ 1,023.70	\$ 46.93	\$ -	\$ 46.93
<b>Assessment - Township of Mapleton</b>		<b>\$ 17,871.00</b>	<b>\$ 8,434.70</b>	<b>\$ 386.69</b>	<b>\$ -</b>	<b>\$ 386.69</b>
<b>Total Assessment</b>		<b>\$ 21,418.00</b>	<b>\$ 8,434.70</b>	<b>\$ 386.69</b>	<b>\$ -</b>	<b>\$ 386.69</b>
** denotes property not receiving the Farmland Tax Class (FT) rate in year of repair.						
Arthur Township By-law #2038						

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-042**

**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

- 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)

Family Day (S)

Good Friday (S)

Easter Monday

Victoria Day (S)

Canada Day (S)

Civic Holiday

Labour Day (S)

Thanksgiving Day (S)

Christmas Day (S)

Boxing 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.

- 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.

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.

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.

- 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.

- 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:



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

Township of Mapleton  
By-law Number 2020-042

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 16<sup>th</sup> day of June, 2020.

---

Mayor Gregg Davidson

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Clerk Barb Schellenberger



CORPORATION DE LA MUNICIPALITÉ DE LA NATION  
CORPORATION OF THE NATION MUNICIPALITY

Type: Ordinaire / Regular

Date: 25 mai / May 25, 2020

Résolution No.: 243 - 2020

Proposée par/Moved by: Marie-Noëlle Lanthier  Alain Mainville  Danik Forgues  Francis Brière

Appuyée par/Seconded by: Marie-Noëlle Lanthier  Alain Mainville  Danik Forgues  Francis Brière

RESOLUTION D'APPUI – TOWNSHIP OF MAPLETON

Qu'il soit résolu que le Conseil appui la résolution numéro 2020-04-14 adoptée par le Conseil du canton de Mapleton portant sur le programme d'imposition foncière des biens-fonds agricole.

SUPPORT RESOLUTION – TOWNSHIP OF MAPLETON

Be it resolved that Council supports resolution number 2020-04-14 adopted by the Council of the Township of Mapleton requesting the Province of Ontario to review the Farm Property Class Tax Rate Program.

Recorded Vote/Vote Enregistré

	<u>Yea</u>	<u>Nay</u>
Francois St. Amour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marie-Noëlle Lanthier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alain Mainville	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Danik Forgues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Francis Brière	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cette résolution est:  
This resolution is:  
Adoptée/Carried   
Rejetée/Defeated:   
Modifiée/Amended:

**DÉCLARATION D'INTÉRÊT / DISCLOSURE OF INTEREST**

Nom / Name: \_\_\_\_\_ a (ont) déclaré ses (leur) intérêts,  laissé son (leur) siège(s) et  quitté la salle du Conseil./Disclosed his (her, their) interest,  vacated his (her, their) seat(s) and  left Council chambers.

Brefière  
Clerk



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)

**Township of Mapleton 7275 Sideroad 16, Box 160, Drayton, Ontario NOG 1P0**  
**Phone: 519-638-3313 Fax: 519-638-5113 Toll Free: 1-800-385-7248**  
**www.mapleton.ca**

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May 26, 2020

**Sent by E-mail**  
LWheeler@mapleton.ca

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

**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**

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Dear Mr. Wheeler,

At its regular meeting of Council on May 12, 2020, the Council of the Township of Asphodel- Norwood passed the following motion:

**C6 Township of Mapleton**

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

121/20 Moved by: Deputy Mayor Burt

Seconded by: Councillor Warr

**“THAT** the Council of the Township of Asphodel-Norwood receives Correspondence item C6 with support.”

Carried

With respect to resolution no. 2020-04-14 passed by the Council of the Township of Mapleton at its meeting of March 10, 2020:

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).

Council supports your position in this matter.

Please don't hesitate to contact the undersigned, should you have any questions or concerns regarding Council's motion.

Sincerely,



Melanie Hudson, Administrative Assistant/Deputy Clerk  
Township of Asphodel-Norwood



TOWNSHIP OF ENNISKILLEN  
4465 ROKEBY LINE  
RR#1  
PETROLIA, ONTARIO  
N0N 1R0

PHONE  
(519) 882-2490

Duncan McTavish  
Administrator-Clerk/Treasurer  
Mike Cumming  
Road Superintendent

FAX  
(519) 882-3335

May 5 2020

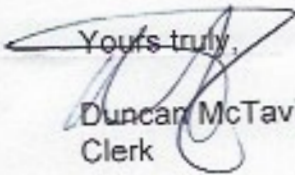
Larry Wheeler  
Township of Mapleton  
7275 Sideroad 16  
Box 160  
Drayton, ON NOG 1P0

Dear Mr. Wheeler,

Re: Prov. Review of Farm Property Class Tax Rate Program

Please note that the Council of the Township of Enniskillen at its regular meeting of May 4 2020 passed a resolution in support of the review of the Farm Property Class Tax Rate Program.

Yours truly,

  
Duncan McTavish  
Clerk





June 1, 2020

[Sent via email]

Hon. Premier Doug Ford  
[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**RE: Farm Property Tax Class Rate Programme Review**

The Township of Billings' Council passed the following resolution at their regular meeting on May 5, 2020, in response Mapleton Township's request for support:

**2020-151 Barker – Hunt**

BE IT RESOLVED that Council for the Township of Billings joins Mapleton Township in requesting:

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 Mike Mantha, Mapleton Township, Rural Ontario Municipal Association (ROMA)  
and Association of Municipalities of Ontario (AMO).

Carried

Please contact Kathy McDonald, CAO/Clerk ([kmcdonald@billingstwp.ca](mailto:kmcdonald@billingstwp.ca); 705-282-2611 ext.223),  
should you have any questions or concerns.

Regards,

Megan Bonenfant, Deputy Clerk  
*Township of Billings*  
[mbonenfant@billingstwp.ca](mailto:mbonenfant@billingstwp.ca)

cc: Minister Hardeman (OMAFRA)  
Minister Clark (MMAH)  
Minister Phillips (MOF)  
MPP Michael Mantha  
ROMA  
AMO  
Mapleton Township



## Township of Perth South

### Minutes

**9:30 a.m.**

**May 5, 2020**

The Council of the Township of Perth South met by videoconference and in the Council Chambers in St. Pauls for its regular Council session.

**MEMBERS PRESENT:** By Videoconference – Councillors Sue Orr, Jaime Martin, and Melinda Zurbrigg.

Mayor Robert Wilhelm, Deputy Mayor James Aitcheson and Councillors Sam Corriveau, Bill Jeffrey were present in the chambers

**STAFF PRESENT:** Administrator/Treasurer/Deputy Clerk, Rebecca Clothier, Director of Public Works, Ken Bettles and Chief Building Official/By-Law Enforcement Officer, Martin Feeney participated by videoconference and Clerk, Lizet Scott was present in council chambers

1. **Call meeting to order** – Mayor Wilhelm called the meeting to order at 9:35 a.m.

2. **Moment of reflection**

3. **Confirmation of the Agenda**

**#169** Moved by Councillor Corriveau

Seconded by Councillor Martin

“That the Council agenda for May 5, 2020 be approved as circulated.” Carried

4. **Disclosure of pecuniary interest** and general nature thereof – none disclosed

5. **Consent Agenda**

5.1 Perth South Council – April 21, 2020 - Regular Minutes

5.2 Avon Maitland District School Board Highlights – April 28, 2020

- 5.3 District of Muskoka – Support Community Gardens as Essential Services
- 5.4 Hamilton – Nuisances Related to Cultivation of Cannabis Plants
- 5.5 John Nater, MP – COVID-19 Update #5
- 5.6 Mapleton – Farm Tax
- 5.7 OCWA – Client Communication re COVID-19
- 5.8 Town of Gravenhurst – Support Community Gardens as Essential Services
- 5.9 Township of Armour – High Speed Connectivity in Rural Ontario
- 5.10 Upper Thames River Conservation Authority Board of Directors – April 28, 2020

Councillor Martin requested further discussion on Item 5.6. Mayor Wilhelm moved this to Section 8.

- #170** Moved by Councillor  
Seconded by Councillor  
“That That the Consent Agenda Items 5.1 to 5.10 be received as information and that the regular Council minutes of April 21, 2020 be adopted.”

## 6. **Public Meetings/Hearings and Delegations**

- 6.1 Court of Revision – Dill Municipal Drain Report (assessment schedule attached)

- #171** Moved by Councillor Martin  
Seconded by Councillor Jeffrey  
“That Council of the Township of Perth South does hereby appoint the following members to sit on the Court of Revision for the Dill Municipal Drain 2020: Councillors Bill Jeffrey, Sam Corriveau, and Deputy Mayor Jim Aitcheson.”  
Carried

- #172** Moved by Councillor Corriveau  
Seconded by Councillor Martin  
“That the Council Meeting recess at 9:38 a.m. in order to convene a Court of Revision relating to the Dill Municipal Drain 2020.” Carried

The Clerk swore in the members of the Court of Revision.

Chair Bill Jeffrey then asked the drainage engineer, Brandon Widner of Spriet Associates to provide a brief description of the Dill Drain project.

Brandon Widner did an overview of the proposed drain and then noted there were only a few landowners on this drain and he had not received any written comments or objections. The Clerk confirmed that no correspondence had been received in the Township office either.

- #173** Moved by Councillor Corriveau  
Seconded by Deputy Mayor Aitcheson  
“That the Court of Revision for the Dill Municipal Drain 2020 does hereby accept the recommendations of Brandon Widner of Spriet Associates and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer, dated March 2, 2020.” Carried

- #174** Moved by Deputy Mayor Aitcheson  
Seconded by Councillor Corriveau  
“That the Court of Revision relating to the Dill Municipal Drain 2020 is adjourned and the Council Meeting reconvenes at 9:45 a.m.” Carried

Mayor Wilhelm then asked the drainage engineer the delay in the tender closing. Brandon Widner confirmed that the tender packages were delayed through the mail and an amendment to the closing date was issued. The tender will close on Friday, May 15 at noon and be brought forward to the council meeting on May 19, 2020.

#### 6.2 David Gundrum, Perth County Planner – Consent Application B12/20 – Beitans

David Gundrum presented his report for council. He noted that his recommendation was to approve the application with a reduction to the lot size proposed by the applicant. Jan Beitans was also present by videoconference and provided his reasons for the larger lot size. Council discussed and questions. Deputy Mayor Aitcheson noted that Perth South could support the application but Mr. Beitans needed to convince the Perth County Land Division Committee. The Mayor then called for the vote.

- #175** Moved by Councillor Martin  
Seconded by Councillor Orr  
“That Council for the Township of Perth South receives the report entitled Application for Consent to Sever No. b12/20 by Jan Beitans affecting lands described as Part of 21, West Boundary Concession, Blanshard Ward, Township of Perth South (5969 Line 2) dated May 5, 2020 prepared by the County Planner for information and that Council recommends that the County of Perth Land

Division Committee approves the Application for Consent B12/20 subject to conditions 1 to 6 in the report.” Carried

### 6.3 Ontario Clean Water Agency – 1<sup>st</sup> Quarter Operational Reports

Jackie Muller and Marcel Misuraca were present by videoconference and presented the first quarter 2020 operational reports.

- #176** Moved by Councillor Corriveau  
Seconded by Councillor Jeffrey  
“That Council receives the first quarter operational reports presented by the Ontario Clean Water Agency for the Sebringville and St. Pauls drinking water systems.” Carried

## 7. Reports

### 7.1 Chief Building Official/By-Law Enforcement Officer Report (Martin Feeney)

- (a) Monthly Report – April 2020

Martin Feeney presented his report through videoconference.

- #177** Moved by Councillor Orr  
Seconded by Councillor Jeffrey  
“That the CBO update report for April 2020 be received for information.” Carried

### 7.2 Director of Public Works Report (Ken Bettles)

- (a) Report – Line 20 Hot Mix Pavement Tender

- #178** Moved by Deputy Mayor Aitcheson  
Seconded by Councillor Corriveau  
“That Council for the Township of Perth South confirms acceptance of the tender award by Perth County for the Perth South Line 20 and Road 120 Hot Mix Paving Project to Brantco Construction with a cost to Perth South in the amount of \$431,594.70 plus HST.” Carried

### 7.3 Administrator/Treasurer Report (Rebecca Clothier)

- (a) Accounts –April 18 to May 1, 2020

- #179** Moved by Councillor Martin  
Seconded by Councillor Corriveau  
“That the accounts payable listing dated May 1, 2020 for the period April 18 to May 1, 2020 in the amount of \$380,269.96 be approved.” Carried



(b) COVID-19 Financial Impact (to be distributed)

**#180** Moved by Councillor Corriveau

Seconded by Councillor Orr

“That Council receives the COVID-19 Financial Impact report be received for information.” Carried

(c) 2020 Tax Rate by-law

**#181** Moved by Councillor Jeffrey

Seconded by Deputy Mayor Aitcheson

“That Council receives the 2020 tax rate by-law.” Carried

#### 7.4 Clerk’s Report (Lizet Scott)

(a) Request to Amend Procedural By-law to hold Closed Session before start of regular meeting (report to be distributed on Monday)

**#182** Moved by Councillor Martin

Seconded by Councillor Orr

“That Council receives the Report entitled Amend Procedural By-law to Hold Closed Session Prior to Regular Meeting and further directs staff to bring forward an amending by-law to reflect this revision.” Carried

### 8. **Correspondence**

8.1 Item 5.6 – Mapleton re Farm Tax **## Note**

Councillor Martin suggested that Perth South should support this resolution. Rebecca Clothier noted that the area Treasurers met last week and had also discussed this correspondence. She noted that the Province has refused to review the farm tax program. The consensus of council was to support this request.

### 9. **Council Reports**

9.1 Mayor/Council Member Reports

*(Verbal or written updates from members who sit on boards/committees)*

The Mayor and members of council provided a brief update on their various meetings and activities since the last council meeting.

### 10. **By-laws**

10.1 By-law 20-2020 being a by-law to set the rates of taxation for 2020

- #183** Moved by Councillor Corriveau  
Seconded by Councillor Jeffrey  
“That By-law 20-2020 being a by-law to set the rates of taxation for the year 2020 be given first and second readings and be properly signed and sealed.” Carried

11. **Announcements** – none

12. **Notice of Motion** – none

13. **Other Business** – none

*In the interest of supporting the Township of Perth South Accountability and Transparency Policy, should a member of Council or staff like to present an item of business in this Section, it is recommended that they contact the Clerk in advance so that the item of business can be placed on the published agenda.*

14. **Public Question Period** – none

*Inquiries during the question period shall be directed by the public to Council members and shall deal with matters specific to Agenda business. A maximum of two (2) minutes per person is allotted for questions, and the maximum time allotted for the Question Period as a whole is fifteen (15) minutes. Each inquiry made during the question period shall be recorded in the minutes and the minutes shall note whether the inquiry was answered or requires an answer at or before the next meeting.*

15. **Closed Session and Reporting Out**

Councillor Zurbrigg left the meeting at this time as she had another commitment.

- #184** Moved by Councillor Corriveau  
Seconded by Councillor Orr  
“That Council of the Township of Perth South does hereby go into Closed Session at 11:25 a.m. pursuant to Section 239 (2) of the Municipal Act, 2001, as amended, for personal matters about an identifiable individual, including municipal or local board employees.” Carried

Mayor Wilhelm called for a 5-minute recess in order to set up for the Closed Session videoconference.

15.1 Perth South Council – Closed Session Minutes – April 7 and April 21, 2020

- #185** Moved by Deputy Mayor Aitcheson  
Seconded by Councillor Corriveau

“That Council adopts the closed session minutes of April 7 and April 21, 2020.”  
Carried

15.2 Personal matters about an identifiable individual, including municipal or local board employees

**#186** Moved by Councillor Jeffrey  
Seconded by Councillor Martin  
“That That Council does hereby go out of closed session and reconvene at 12:46 p.m. in order to continue with its deliberations.” Carried

16. **Confirmatory By-law** - By-law 21-2020

**#187** Moved by Councillor Corriveau  
Seconded by Councillor Martin  
“That By-law 21-2020 being a by-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Perth South be given first, second, and third readings, and be properly signed and sealed.” Carried

17. **Adjournment**

**#188** Moved by Councillor Orr  
Seconded by Councillor Jeffrey  
“That the meeting does hereby adjourn 12:47 p.m.” Carried

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Mayor, Robert Wilhelm

---

Clerk, Lizet Scott



Item 12.1 vi)  
June 16, 2020

**Janet Harrop**  
President

7764 Nichol SR 5 RR1 Fergus ON  
N1M 2W3  
519-820-9293  
[ijharrop@hsfx.ca](mailto:ijharrop@hsfx.ca)

**WELLINGTON FEDERATION OF AGRICULTURE**

[www.wfofa.on.ca](http://www.wfofa.on.ca)

**Lisa Hern**

Secretary-Treasurer  
RR 2 Kenilworth ON  
N0G 2E0  
519-848-3774  
[wellington@ofa.on.ca](mailto:wellington@ofa.on.ca)

Township of Mapleton Council  
7275 Side Rd 16  
Drayton, ON N0G 1P0  
Via Email: [bschellenberger@mapleton.ca](mailto:bschellenberger@mapleton.ca)

May 22, 2020

Dear Council:

**RE: Resolution 2020-04-14**

Wellington Federation of Agriculture (WFA) is writing to you today in response to Resolution 2020-04-14 carried by Mapleton Township on April 21<sup>st</sup>, 2020.

First, WFA would like to once again reiterate our support for the provincial government to provide adequate funding to our rural municipalities. As Mapleton's resolution highlighted, the provincial government has not fulfilled its obligation to rural municipalities. The cuts to the Ontario Municipal Partnership Fund and many other changes to municipal-provincial cost and service delivery agreements have not favoured our single-tier, rural municipalities.

However--the suggestion that the policy solution of returning to the farm rebate program to fund rural municipalities is deeply flawed and counterproductive.

**Background on Rebate program**

The Farm Tax Rebate Program was intended as a "temporary" measure until long term property tax reforms were completed. The Program lasted from 1970-1998 with multiple changes to guidelines, rebate amounts and eligibility requirements along the way.

The Farm Property Tax Class was introduced in 1998 as part of reforms in Ontario's property tax system. This change was not done in a vacuum; it was one factor in a complete change in municipal finances in Ontario. Other changes included the creation of other property tax classes, Creation of MPAC (known at the time as OPAC) and a move to Current Value Assessments. In addition to these changes the province realigned service delivery and uploaded certain services from the municipalities and downloaded other services.

The province also introduced the Ontario Municipal Partnership Fund (OMPF), which has been cut significantly in recent years. It is important to remember that the cuts to OMPF were the result of negotiations between the City of Toronto, the provincial government and AMO.

The Farm Property Class tax ratio is set to a maximum of 25% of the residential tax rate. All property tax classes including commercial and industrial are a ratio of the residential tax rate (which has a ratio of 1).

**A rebate program does not work for Ontario farmers**

Reinstating the rebate program would tie up significant amounts of dollars that could be better used on the farm.

In Wellington County, the tax burden of farmers has doubled in the past 20 years. In 2001, the county collected 3.8% of its total taxes from the farm property class compared to approximately 7.7% in 2020. The implication that farmers are being subsidized when their taxes have increased at faster rate than any property class in Wellington County does not sit well with WFA. The idea of multiplying farm taxes by four and waiting for OMAFRA to cut a check for the difference, would have significantly negative impacts on cash flow for Ontario farmers.

As concerning as the cash flow issues would be the eligibility criteria for the rebate program. During the lifetime of the rebate program OMAFRA frequently changed both the eligibility requirements and the rebate amount. This made it difficult for many farmers to predict how much of a rebate they would receive or if they would receive any rebate at all.

Since the rebate would be funded by provincial dollars, if the provincial government needed to cut spending to balance its budget, the rebate program could be reduced significantly. This is part of the reason the OMPF program was cut and there is no reason to think the same could not happen under a hypothetical rebate program.

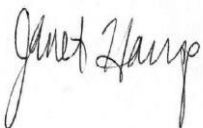
**Producing prosperity and funding for rural municipalities**

The problem that we all wish to solve is the lack of funding for rural municipalities. The fact is that there are much more efficient ways to fund rural municipalities. The Farm Property Tax Rebate Program required significant administrative costs to deliver the program. The fact is that the rebate program is exactly the type of program that the current government wishes to move away from.

If the goal is to provide rural municipalities with better funding, that goal could be more efficiently achieved by continuing to lobby for improvements to the OMPF program as well as targeted infrastructure funding for rural municipalities. Increased funding for rural municipalities has been a central theme of OFA's producing prosperity campaign. OFA will continue to lobby the provincial government to increase funding for our rural municipalities.

WFA remains a willing partner to help lobby for adequate funding of rural municipalities. We hope to work with you to find solutions that provide funding for municipalities without putting increased burden on Ontario farmers.

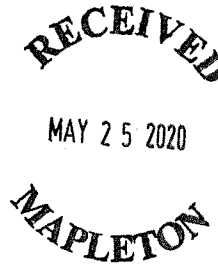
Respectfully,



Janet Harrop,  
President

cc. Gregg Davidson, Mayor- Mapleton Township

County of Wellington Planning and Land Division Committee  
Deborah Turchet, Secretary-Treasurer  
Wellington County Administration Centre  
74 Woolwich Street Guelph, Ontario N1H 3T9



Item 12.2  
June 16, 2020

May 20, 2020

EXPLANATION OF APPEAL PROCEDURES

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision on Application for Consent B28-20** pursuant to the provisions of the Ontario Planning Act.

The Decision of the County of Wellington Planning and Land Division Committee, and/or the Conditions of Approval for the provisional consent **may be appealed to the Local Planning Appeal Tribunal not later than 20 days after the giving of Notice of Decision is completed**, by filing with the Secretary-treasurer of the County of Wellington Planning and Land Division Committee at the above address a **written notice** of your desire to appeal the Decision and/or a **written notice** of your desire to appeal a Condition(s) of Approval imposed in the Decision. **Such notice will require reasons to be set out in writing of your appeal, and must be accompanied with a fee of \$ 300.00, as prescribed by the Local Planning Appeal Tribunal Act.** Certified Cheque, or money orders should be made payable to the **Minister of Finance of Ontario.**

If a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made a written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent then the Local Planning Appeal Tribunal may dismiss the appeal.

Also, the Local Planning Appeal Tribunal may, where it is of the opinion that the reasons in support of an appeal are insufficient, dismiss the appeal without a full hearing; but, before so dismissing an appeal, shall notify the appellant and afford him or her an opportunity to make representation as to the merits of the appeal.

The Local Planning Appeal Tribunal, when it is holding a hearing, will give notice to such agencies or persons and in such manner as the Tribunal may determine, and in this appeal hearing, may make any decision that could have been made on the original application.

If the Decision of the County of Wellington Planning and Land Division Committee is to give provisional consent on the above-numbered application, and no appeals are filed within the time period allowed, the Consent shall be given, **except that where conditions of approval have been imposed, the Consent shall not be given until** the conditions of approval have been fulfilled to the satisfaction of the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee.

Subject to any action taken under Subsection 53(23), the Applicant(s) has a **period of ONE YEAR FROM the GIVING of NOTICE of DECISION to fulfill all the Conditions of Approval in respect of the consent.** If the Applicant(s) has not fulfilled all the conditions, the Consent on the application shall thereupon **be Deemed to be Refused**, pursuant to Subsection 53(41) of the Ontario Planning Act.

**ADDITIONAL INFORMATION** regarding this application for consent and this decision of the County of Wellington Planning and Land Division Committee is available for inspection at the County of Wellington Planning and Land Division office at 74 Woolwich Street, Guelph, Ontario, during regular business hours, Monday through Friday.  
Phone – 519 837 2600 x2160 or x2170; Fax – 519 837 3875

**MAILED TO:**

APPLICANT - James & Fern Martin                      MUNICIPALITY - Township of Mapleton  
COUNTY PLANNING DEPARTMENT                      BELL CANADA  
GRAND RIVER CONSERVATION AUTHORITY              REGIONAL ASSESSMENT OFFICE

COUNTY of WELLINGTON PLANNING AND LAND DIVISION COMMITTEE  
Wellington County Administration Centre  
74 Woolwich Street Guelph, Ontario N1H 3T9

ONTARIO PLANNING ACT, Section 53(14)

NOTICE of DECISION

File B28-20

**APPLICANT**

James & Fern Martin  
8267 Concession 3  
Listowel N4W 3G8

**LOCATION OF SUBJECT LANDS**

Township of Mapleton (Maryborough)  
Part Lot 12  
Concession 3

**The Planning and Land Division Committee, considering all of the evidence presented, and being assured that it had jurisdiction to consider the matter which was submitted to it, concludes that:**

In the matter of an application by James & Fern Martin pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for agricultural use, being Part of Lot 12, Concession 3, geographic Township of Maryborough, Township of Mapleton, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF 8 CONDITIONS OF APPROVAL.** The Planning and Land Division Committee has the opinion that a plan of subdivision of the subject lands is not necessary for the proper and orderly development of the municipality for this proposal; and that the Planning and Land Division Committee is satisfied with the severance resulting in two agricultural parcels.

**PUBLIC INPUT:** Notice of Application was circulated as required under The Planning Act, Section 53(4). There were no submissions made to the Planning and Land Division Committee or oral submissions made at the Public Meeting in support or opposition to the proposed consent.

**FINAL CONSENT IS DEEMED TO BE GIVEN** when the Secretary-Treasurer of the Planning and Land Division Committee has received written proof that all of the conditions of approval have been fulfilled within the prescribed period of time.

**THE PLANNING AND LAND DIVISION COMMITTEE ADVISES THE APPLICANT** that all of the conditions of approval for this provisional consent must be fulfilled within a period of one year after written notice of this decision was given or consent shall be deemed to be refused. In the event of an appeal to the Local Planning Appeal Tribunal, the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of one year from the date of the order or date of the notice of the Local Planning Appeal Tribunal issued in respect of the appeal.

**CONDITIONS OF APPROVAL TO BE FULFILLED NO LATER THAN (4:30 p.m.) ON MAY 21, 2021**

- 1 **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
- 2 **THAT** the Solicitor for the Owner give an undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent B28-20.
- 3 **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
- 4 **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee.
- 5 **THAT** the Owner satisfy all the requirements of the Township of Mapleton, financial and otherwise (included but not limited to Taxes paid in full; copy of Deposited Reference Plan being hard copy and digital) which the Township of Mapleton may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Township of Mapleton file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 6 **THAT** the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990; and that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 7 **THAT** safe driveway access can be provided to the satisfaction of the Township of Mapleton; and further

NOTICE OF DECISION ON APPLICATION B 28-20, continued:

PLEASE BE ADVISED:

1. Additional information regarding this application for consent is available to the public for inspection at the County of Wellington Planning and Land Division Office, 74 Woolwich Street, Guelph ON N1H 3T9 during regular business hours, Monday through Friday, holidays excepted.
2. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or made a written request to be notified of changes to the conditions of the provisional consent.
3. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the Local Planning Appeal Tribunal. A notice of appeal may be filed on behalf of an unincorporated association by a person who is a member of the association but not by the association.

WE, the undersigned

Earl Campbell  
Earl Campbell (May 15, 2020)

Earl Campbell

Don McKay

Don McKay

Mary Lloyd  
Mary Lloyd (May 14, 2020)

Mary Lloyd

allan alls  
allan alls (May 14, 2020 16:04 EDT)

Allan Alls

Kelly Linton - ABSENT  
Kelly Linton (May 15, 2020)

Kelly Linton

CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON May 14, 2020

AN APPEAL TO THE LOCAL PLANNING APPEAL TRIBUNAL IN RESPECT OF THIS DECISION OR CONDITION(S) OF APPROVAL MUST BE FILED WITH THE SECRETARY-TREASURER OF THE PLANNING & LAND DIVISION COMMITTEE NO LATER THAN 4:30 p.m. ON June 9, 2020





Item 12.3  
June 16, 2020

**Randy Pettapiece, MPP**  
Perth-Wellington

May 21, 2020

Hon. Lisa MacLeod, MPP  
Minister of Tourism, Culture Industries and Sport  
Delivered by email: [Minister.MacLeod@ontario.ca](mailto:Minister.MacLeod@ontario.ca)

Dear Minister,

**RE: Drayton Entertainment Season Cancellation**

One of Canada's most successful theatre companies, Drayton Entertainment, recently announced the cancellation of their summer programming due to COVID-19.

While this decision was necessary, it will come as disappointing news to the patrons, staff, volunteers and communities that make this terrific festival possible. Drayton Entertainment stages over 800 performances annually, and is noted as one of Canada's largest not-for-profit theatre festivals.

In a recent news release, the organization notes that paid attendance exceeds 250,000 tickets annually, resulting in over \$60 million in estimated visitor spending.

Our local venue, the Drayton Festival Theatre, lost its entire season. It was to celebrate its 30<sup>th</sup> anniversary this year. This is major setback to the Township of Mapleton and the surrounding businesses.

I have advocated for Drayton Entertainment in the past, and want to do everything I can to continue supporting this important organization through this exceptionally challenging time. I ask they be considered for any COVID-related support programs your ministry may be preparing.

Thank you for your attention to this important matter.

Sincerely,

Randy Pettapiece, MPP  
Perth-Wellington

c: Alex Mustakas, Artistic Director, Drayton Entertainment: [alex@draytonentertainment.com](mailto:alex@draytonentertainment.com)  
Gregg Davidson, Mayor, Township of Mapleton: [gdauidson@mapleton.ca](mailto:gdauidson@mapleton.ca)  
Barb Schellenberger, Municipal Clerk, Township of Mapleton:  
[bschellenberger@mapleton.ca](mailto:bschellenberger@mapleton.ca)





The Corporation of the City of Cambridge  
Corporate Services Department, Clerk's Division  
The City of Cambridge  
50 Dickson Street, P.O. Box 669  
Cambridge ON N1R 5W8  
Tel: (519) 740-4680 ext. 4585  
Fax: (519) 740-3011  
[www.cambridge.ca](http://www.cambridge.ca)  
[mantond@cambridge.ca](mailto:mantond@cambridge.ca)

Item 12.4  
June 16, 2020

May 13, 2020

Hon. Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

To Premier Ford,

**RE: Provincial Funding for Rehabilitation Facilities**

Please be advised that Cambridge City Council, at its meeting held on the 16<sup>th</sup> day of April, 2020, approved motion 20-060 regarding Provincial Funding for Rehabilitation Facilities:

Moved by: Councillor Liggett

Seconded by: Councillor Mann

WHEREAS there is a failure of our overall drug and addictions policies and strategies to provide for adequate, timely and sustainable detox and addiction rehabilitation programs in a safe, supportive environment; and,

WHEREAS methods of harm reduction are a stopgap until those struggling with addiction are able to have immediate access to adequate detox and rehabilitation programs; and

WHEREAS the community of Cambridge has shown their concern and compassion for the lack of access and availability for their fellow residents who are asking for such assistance; and

WHEREAS there is an inadequate quantity of rehabilitation facilities throughout the province providing the required number of beds and programs for those struggling with substance abuse requesting assistance; and

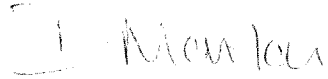
WHEREAS publically funded services for detox and rehabilitation programs would ensure that all persons receive such help equitably and in a sustainable way; and

WHEREAS some persons struggling with substance abuse may need such programs more than once;

THEREFORE BE IT RESOLVED that the City of Cambridge asks the Province of Ontario for the much needed funding to provide for such relief for the City of Cambridge as well as throughout the province.

If you require any additional information, please do not hesitate to contact me.

Sincerely,



Danielle Manton  
City Clerk

DM/jh

cc. Office of the Mayor – City of Cambridge  
Belinda Karahalios, MPP – Cambridge  
Amy Fee, MPP – Kitchener South-Hespeler  
Region of Waterloo  
City of Kitchener  
City of Waterloo  
Township of Wilmot  
Township of Wellesley  
Township of Woolwich  
Township of North Dumfries  
Association of Municipalities of Ontario

**From:** Tracy MacDonald <[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca)>  
**Sent:** Wednesday, June 10, 2020 3:18 PM  
**Subject:** Orangeville Council Resolution - Diversity Training Program

Orangeville Council at its June 8, 2020 meeting passed the following resolution:

“WHEREAS The Town of Orangeville recognizes there have been questions in the public related to both diversity training and use of force training and protocols for Police Services, including in Ontario;

WHEREAS the Town recognizes that police officers join this profession out of a desire to do good, to serve and to protect the communities they serve;

AND WHEREAS an understanding of community diversity can foster authentic inclusion;

AND WHEREAS empathy training, and de-escalation training, can support understanding other people’s perspectives;

AND WHEREAS the Town recognizes that policing can be a dangerous profession, and officer as well as community safety are critical considerations in law enforcement;

AND WHEREAS the Ontario Provincial Police have indicated they have a comprehensive diversity training program, however there may not be the same resources available across the entire province for smaller Police Services;

AND WHEREAS there is concern in the public about the boundaries of use of force, such as neck restraints, and oversight;

AND WHEREAS there isn’t clarity on a common bar on diversity and empathy training or on use of force and oversight;

THEREFORE BE IT RESOLVED that the Mayor write to the Solicitor General to encourage common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force;

AND THAT the Solicitor General provide clarity on police oversight going forward given the anticipated changes to legislation to ensure effective accountability continues;

AND THAT annual updates or refresher courses be mandatory to ensure our Police Services have the best and current information available to them;

AND THAT THE TOWN request that the use of force protocols be reviewed to ensure they are safe and would meet current standards, and then shared across the province;

AND THAT THE TOWN circulate this resolution to all Ontario municipalities seeking their support.”

**Tracy Macdonald | Assistant Clerk | Corporate Services**  
Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1  
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256  
[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)



Item 12.6  
June 16, 2020

## Community Services

### Legislative Services

June 9, 2020

File #120203

Sent via email: [Tdaniels@brantford.ca](mailto:Tdaniels@brantford.ca)

Tanya Daniels, City Clerk  
City of Brantford  
100 Wellington Square,  
P.O. Box 818  
Brantford, Ontario  
N3T 2M2

Dear Ms. Daniels:

**Re: Request Proclamation of March 17 as Essential Workers Day**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of June 8, 2020 received your correspondence dated May 28, 2020 and supported the resolution passed by the Council of the City of Brantford to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic and all municipalities across Ontario and Canada be invited to proclaim March 17 to be Essential Workers Day in their respective municipalities.

On behalf of Council, thank you for your correspondence.

Yours very truly,

Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk  
[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

c.c.

Sent via email

Wayne Gates, MPP-Niagara Falls, Legislative Assembly of Ontario [wgates-co@ndp.on.ca](mailto:wgates-co@ndp.on.ca)

Tony Baldinelli, MP- Niagara Falls [Tony.Baldinelli@parl.gc.ca](mailto:Tony.Baldinelli@parl.gc.ca)

Will Bouma, MPP, Brantford-Brant [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

Phil McColeman, MP, Brantford-Brant [phil.mccoleman@parl.gc.ca](mailto:phil.mccoleman@parl.gc.ca)

Association of Municipalities of Ontario [amo@amo.on.ca](mailto:amo@amo.on.ca);

Rural Ontario Municipal Association [roma@roma.on.ca](mailto:roma@roma.on.ca);

Mayor Cam Guthrie, Chair of LUMCO [mayor@guelph.ca](mailto:mayor@guelph.ca)

Brock Carlton, CEO, Federation of Canadian Municipalities [ceo@fcm.ca](mailto:ceo@fcm.ca)

Ontario Municipalities

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Mailing Address:

The Corporation of the Town of Fort Erie

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-043**

**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, June 16, 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, June 16, 2020.

---

Mayor Gregg Davidson

---

Clerk Barb Schellenberger