This document can be made available in other accessible formats and with communication supports as soon as practicable and upon request.

1. Call to Order and Roll Call

2. Moment of Reflection

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Announcements

5. Public Participation
   a) Presentations
      - Matt Jackson, Union Gas, Sunnyside Beach Extension
        Union Gas Sunnyside Beach Presentation
        Final Council Resolution Community Expansion
   b) Public Questions
   c) Deputations on Committee of the Whole Reports

6. Consent Agenda (Motions and By-laws for Decision)

6.1 Adoption of Items (not requiring separate discussion)

6.2 Consideration of Items (requiring separate discussion)
   a) FIM2017-25 Award of Tender DES-ES-2017-02 - Meaford Inflow & Infiltration Remediation - Phase I

**Recommendation:** That Council of the Municipality of Meaford:
1. Award Tender DES-ES-2017-01 – Meaford Inflow & Infiltration Remediation – Phase I to Wayne Schwartz Construction Ltd. for the amount of $479,511.76, including the Municipality’s non-refundable allocation of HST; and
2. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $78,850 from the
Water Capital Reserve Fund to fund the additional construction costs for the replacement of 140m of watermain on Ivan Street; and
3. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $17,700 from the Roads, Streetlight, Drainage and Sidewalk Reserve Fund to fund the additional construction costs for the replacement of 160m of sidewalk on Ivan Street; and
4. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $19,250 from the Roads, Streetlight, Drainage and Sidewalk Reserve Fund to fund the additional construction costs for the addition of stormwater catchbasins on Ivan Street.

FIM2017-25 - Award of Tender DES-ES-2017-02

7. Committee of the Whole

Motion to Move into Committee of the Whole

Recommendation: Be it resolved that Council of the Municipality of Meaford hereby go into Committee of the Whole at __:__ p.m.

Service Delivery Review

a) SDR-36 Planning Policy, Standards & Programs

Recommendation: That Committee of the Whole recommend Council of the Municipality of Meaford approve the continuation of the current level of service for Planning Policy Standards and Programs.

SDR-36 Planning Policy, Standards & Programs

b) SDR-37 Development Approvals & Costs

Recommendation: That Committee of the Whole recommend Council of the Municipality of Meaford approve the continuation of the current level of service for Development Approvals and Costs.

SDR-37 Development Approvals & Costs

c) SDR-38 Permitting (Signs, Grading, Heritage)
**Recommendation:** That Committee of the Whole recommend Council of the Municipality of Meaford:

1. Approve the continuation of the current level of service for Permitting (Signs and Heritage); and
2. That the Permitting under the Drainage and Grading By-law be assigned to the Manager of Transportation and Fleet Services; and
3. Direct staff to proceed with an update to the Sign By-law.

**SDR-38 Permitting**

d) **SDR-39 Building Code Enforcement**

**Recommendation:**
That Committee of the Whole recommend Council of the Municipality of Meaford approve:

1. Approve the continuation of the current level of service for Building Code Enforcement; and
2. Approve the recruitment of a full-time, contract Administrative Assistant on a 2 year contract to provide administrative support to the Building and Planning services, effective January 1, 2018, with the cost being fully supported by additional fees and the existing seasonal staff budget.

**SDR-39 Building Code Enforcement**

e) **SDR-40 Municipal Law Enforcement & Animal Control**

**Recommendation:**
That Committee of the Whole recommend Council of the Municipality of Meaford:

1. Direct staff to bring forward a Municipal Law Enforcement Service Standard Policy; and
2. Enact an updated by-law to appoint secondary MLEOs for specific functions; and
3. Direct staff to review all enforcement by-laws by March 2018 and bring forward replacements where necessary; and
4. Direct staff to extend the existing contract with Georgian Triangle Humane Society for poundkeeper services for a further three years; and
5. Issue an RFP for out-of-hours animal control services, commencing January 1, 2018; and
6. Adopt Option 2, the maintenance of current enforcement levels, and approve the recruitment of a full-time, permanent MLEO 1 from January 1, 2018 to replace the existing contract position and include the associated costs in the 2018 operating budget.

**SDR-40 Municipal Law Enforcement & Animal Control**

f) **SDR-41 Private & Cottage Road Maintenance Allocations**

**Recommendation:**
That Committee of the Whole recommend Council of the Municipality of Meaford:

1. Approve the discontinuation of Road Association allocations starting November 1, 2018 for all unmaintained right-of-ways; and

2. On the unmaintained right-of-ways known as Fraser Street, Lakeshore Road, South Georgian Beach Road, North Georgian Beach Road, Cedar Avenue and Sunset Beach Road, direct staff to negotiate with the road associations, before November 1, 2018, the option to either
   a. Enter into a Municipal Service Agreement stipulating responsibilities of the association and the requirement for insurance; or
   b. Sell the right-of-way for a nominal fee contingent upon the creation of a common elements condominium to oversee the maintenance and operation of the access; or
   c. Where neither option a or b has been elected, enact a local improvement by-law for the construction of the right-of-way to a minimum municipal standard with the cost fully paid by the affected property owners after which point the municipality will service and maintain the road section; and

3. Approve the discontinuation of Road Association allocations starting November 1, 2018 for all private access roads; and

4. Direct staff to develop a policy framework for private access roads utilizing provincial best practices to be adopted by Council before November 1, 2018.

**SDR-41 Private & Cottage Road Maintenance Allocations**
Motion to Move out of Committee of the Whole

Recommendation: Be it resolved that Council of the Municipality of Meaford hereby move out of Committee of the Whole at ___:___ p.m.

8. Adjournment
Union Gas

- Major Canadian natural gas storage, transmission and distribution company based in Ontario
- Over 100 years of experience and safe service to customers
- Dawn Storage facility – largest underground storage facility in Canada

- Dawn Hub, one of the top-5 physically traded hubs in North America
- Assets of $7.2 billion, ~1.4 million customers, ~2,300 employees
- One of Canada's Top 100 Employers 2011-2017
- An Enbridge company

1.4 Million Retail Customers

1.2Tcf Pipeline Throughput

65,390 km / 40,630 mi Distribution Pipe

165 Bcf Storage Capacity

4,850 km / 3,015 mi Transmission Pipe
Why Natural Gas

• Expanding access to natural gas supports local economic growth, creating jobs and improving the lives of Ontario families and business.

• Natural gas continues to be the low cost, reliable and clean energy solution - Union Gas’ rates are regulated and are currently the lowest in Ontario.

• Compared to propane or oil, natural gas has the lowest greenhouse gas emissions.

• Natural gas is a reliable source of energy and is abundant.
Average Ontario
Estimated Annual Cost of Energy
(annual average use of 82 GJ)
The Ontario Energy Board

• The Ontario Energy Board (OEB) is an independent regulatory body which has jurisdiction over production, distribution, transmission and storage of natural gas in Ontario

• OEB approves natural gas rates quarterly

• Within Union Gas’ regulatory framework, existing customers can not subsidize the costs of new customers

• Other utilities operate under a different regulatory framework

• Economic model is approved by the OEB

• OEB sets specific metrics we need to achieve
Ontario’s Natural Gas Grant Program

The Program:

- Ontario is helping to expand access to natural gas across the province

- Municipalities, First Nations and unincorporated areas are eligible
  - $70m for community expansion,
  - $30m for economic development opportunities

- Applications to be submitted by natural gas distributor

- Cost of converting equipment and connecting individual properties are not eligible for coverage
**What would expansion look like?**

<table>
<thead>
<tr>
<th><strong>Customer Rate</strong> - volumetric surcharge (.23/m³) in addition to Union’s current rates for a limited time period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surcharge Term:</strong> 40 years</td>
</tr>
<tr>
<td><strong>Municipal Contribution</strong>: $2,500/year (equivalent to the incremental increase in property taxes for minimum 10 years) as per grant requirements</td>
</tr>
<tr>
<td><strong>Government Aid</strong>: Union Gas will submit this amount to the Provincial government as part of the application</td>
</tr>
<tr>
<td><strong>Timing:</strong> 2019 at the earliest pending approvals</td>
</tr>
<tr>
<td><strong>Customer Savings vs. Other Fuel Sources</strong> - $1,000-$2,000 / yr.</td>
</tr>
</tbody>
</table>

* This number will be provided once calculated as an initial estimate based on preliminary design, may change slightly depending on final design / construction

** This number is confidential due to the commercially sensitive nature of the applications
* Initial design; subject to change based on community input/development approvals/regulatory process
Our Commitment to you:
• Union Gas would submit grant application with relevant data
• If successful, Union Gas would submit the project to the Ontario Energy Board for final approval

What we need from you:
• Demonstration of support for project via a municipal resolution
• Make a financial contribution towards project costs
  • Contribution must be equivalent to property tax recovered from new natural gas infrastructure over a minimum of a ten-year period
• Pending approval, a commitment from the municipality to work together to identify favourable running lines to ensure minimized capital costs
Timeline

Application by Union Gas
---
Supporting Municipal Resolution/Contribution
(Deadline – July 31)

Allocation of Natural Gas Grants
(Outcome TBD)

Ontario Energy Board Process
(Outcome TBD)

Grant funding for successful projects is distributed to fund construction
Looking Ahead

We:

- Are prepared to partner with your municipality on an application to the Natural Gas Grant Program (Due before July 31, 2017)

Our Ask of You:

- Demonstration of support for project via a municipal resolution
- A financial contribution towards project costs
  - Contribution equivalent to municipal portion of the property tax recovered from new infrastructure over minimum ten-year period
WHEREAS access to natural gas infrastructure is limited in parts of [INSERT MUNICIPALITY NAME] and increased access will provide more affordable and reliable energy;

AND WHEREAS expanding access to natural gas within [INSERT MUNICIPALITY NAME] is a key strategic priority supported by council;

AND WHEREAS access to natural gas for residents, farms and business will provide an economic advantage;

AND WHEREAS natural gas access can provide residents on higher-emitting fuels with a lower carbon energy source that will help reduce greenhouse gas emissions;

THEREFORE BE IT that the Council of [INSERT NAME] formally support an application submitted by a natural gas distributor or supplier to the Government of Ontario, for a grant from the provincial Natural Gas Grant Program, to expand the natural gas system to service [INSERT NAME]; and

THAT Council supports making a financial contribution towards the proposed project in an amount equivalent to the property tax that would be recovered on the new natural gas infrastructure for a period of [INSERT TIME COMMITMENT WITH 10 YEARS AT MINIMUM] years as per the natural gas grant program requirements;

THAT a copy of this resolution be forwarded along with the application to Ontario’s Natural Gas Grant Program.
Date: Monday, July 17, 2017

From: Darcy Chapman, Treasurer / Director of Financial Services and Infrastructure Management

Subject: Award of Tender DES-ES-2017-02 – Meaford Inflow & Infiltration Remediation – Phase I

Report No. FIM2017-25  Roll No. N/A

Recommendation

That Council of the Municipality of Meaford:

1. Award Tender DES-ES-2017-01 – Meaford Inflow & Infiltration Remediation – Phase I to Wayne Schwartz Construction Ltd. for the amount of $479,511.76, including the Municipality’s non-refundable allocation of HST; and

2. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $78,850 from the Water Capital Reserve Fund to fund the additional construction costs for the replacement of 140m of watermain on Ivan Street; and

3. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $17,700 from the Roads, Streetlight, Drainage and Sidewalk Reserve Fund to fund the additional construction costs for the replacement of 160m of sidewalk on Ivan Street; and

4. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $19,250 from the Roads, Streetlight, Drainage and Sidewalk Reserve Fund to fund the additional construction costs for the addition of stormwater catchbasins on Ivan Street.

Background

In accordance with the Municipality’s Purchasing Policy, the purchase of goods, services, or construction Services in excess of $150,000, including one-time purchases or multi-year contracts, must be authorized by Council. As such, this report has been drafted to provide Council with the required
Analysis

Included in the Municipality of Meaford’s 2017 User-Pay Capital Budget is funding for wastewater collection system inflow & infiltration remediation on Ivan, Sykes, and Paul Streets. In addition to this, “Report FIM2017-12 – Award of Request for Proposal DES-ES-2017-02 – Provision of Engineering Services – Meaford Wastewater Collection System – Inflow & Infiltration Remediation” authorized the approval for the Treasurer to transfer $40,000 from the Roads, Bridges, Sidewalks and Streetlight Reserve to fund the additional works of engineering and construction for the replacement of 160m of sidewalk on Ivan Street and to transfer $105,000 from the Water Capital Reserve to fund the additional works of engineering and construction for the replacement of 140m of watermain on Ivan Street.

During the engineering and design component of this project, the Municipality’s engineering consultant (GSS Engineering) and staff determined that the most cost effective approach to resolving the inflow and infiltration issues in the project area would be to split the construction component into separate projects. The first project will be the reconstruction of Ivan and Paul Streets sections of this project, and sanitary sewermain relining for the Sykes Street section of this project. This report will address the reconstruction of Ivan and Paul Streets, with an additional report for the award of the sanitary sewermain relining for the Sykes Street scheduled for the July 24, 2017 Council meeting.

The scope of this Ivan and Paul Street reconstruction contract includes the supply of all materials, equipment, labour and safety devices to complete the replacement of the water, wastewater, and sidewalk infrastructure for approximately 145m on Ivan Street, including drainage improvements, as well as the replacement of wastewater infrastructure on Paul Street. The drainage improvements were recognized during the Public Information Centre that was held on May 26, 2017, and were supported by staff and GSS Engineering.

On June 16, 2017 a tender call was made for the Meaford Inflow and Infiltration Remediation – Phase I on Ivan and Paul Streets. Two (2) sealed bids were received and opened by a tender opening committee on Friday July 7, 2017. The following chart illustrates the tender prices received, and the non-refundable municipal allocation of H.S.T:
<table>
<thead>
<tr>
<th>Contractor</th>
<th>Tender Price (including the non-refundable allocation of HST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne Schwartz Construction</td>
<td>$479,511.76</td>
</tr>
<tr>
<td>Arnott Construction</td>
<td>$716,049.50</td>
</tr>
</tbody>
</table>

The tender documents provided by Wayne Schwartz Construction met specification.

The work will commence on site not later than ten (10) calendar days after the order to commence work is given, weather and seasonal temperatures permitting, and should be substantially completed by approximately 6 weeks with final completion no later than October 31, 2017.

**Financial Impact**

The 2017 budget for this project was established for a total of $500,000, with $425,000 being allocated to the construction component and $75,000 being allocated to the engineering and design component. The Clean Water and Wastewater Fund (CWWF) has funded $375,000 of this project.

The division of the project into the two construction components is as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Preliminary Opinion of Cost</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ivan, Paul, and Sykes Engineering</td>
<td>$75,000</td>
<td>$95,200</td>
</tr>
<tr>
<td>Ivan &amp; Paul Streets</td>
<td>$485,600</td>
<td>$479,511.76</td>
</tr>
<tr>
<td>Sykes Street</td>
<td>$213,700</td>
<td>TBD – Tender Closes July 14, 2017</td>
</tr>
</tbody>
</table>

In addition to the $500,000 approved budget, the enhancement of $105,000 for watermain replacement and $40,000 for sidewalk replacement was approved through “Report FIM2017-12 - Award of Request for Proposal DES-ES-2017-02 – Provision of Engineering Services – Meaford Wastewater Collection System – Inflow & Infiltration Remediation”. The preliminary addition of $105,000 for watermain replacement and $40,000 for sidewalk
replacement was based on a preliminary opinion of costs for similar works and was not a result of the final design process.

Upon completion of the final design, and recognized through the Tendering process, additional funds are required beyond the funds that were approved in Report FIM2017-12. The combined projects require additional funding as follows:

Water - $78,850
Sidewalks - $17,700
Stormwater - $19,250
Wastewater – To be determined upon Award of Tender DES-ES-2017-03 – CIPP Lining and Manhole Rehabilitation (July 24, 2017 Council Meeting)

The additional funding required will not have a significant impact on the current reserves for these asset groups.

**Implications**

As identified in the Meaford Wastewater Collection System Inflow and Infiltration Report, the deterioration of the specific lengths of sanitary sewers in the area of Ivan Street, Sykes Street South, and Paul Street contribute to significant levels of both inflow and infiltration. The failure to remediate these sewers will continue to affect the condition of the Municipality’s wastewater collection system, groundwater, and continue to place a strain on the reserved capacity at the Meaford Wastewater Treatment Plant.

In addition to this, and in accordance to the Clean Water and Wastewater Fund guidelines, this project must be completed by March 31, 2018. However, proper construction processes will require this project to be completed by October 31, 2017. Failure to Award the construction components of this project will limit the Municipality’s ability to complete the project within the approved schedule and will result in the forfeiture of $375,000 in federal and provincial grants.

**Strategic Priorities**

This report supports the mission, vision and values of the Municipality of Meaford, as well as the goals and objectives set out in Council’s Strategic Priorities 2015-2018, particularly with respect to:

**Focus Area:** Investing In Infrastructure  
**Objective:** Focus on Asset Management

**A.** Complete and implement a comprehensive asset management plan that includes all corporate tangible assets, including:
• Buildings
• Linear assets (roads, water and wastewater, etc.)
• Fleet
• Land and land improvements
• Machinery and equipment

B. Incorporate annual operations and maintenance needs within the Asset Management Plan to ensure the lifespan and usefulness of assets is maximized, and accelerated degradation is avoided.

Focus Area: Investing In Infrastructure
Objective: Fund Assets Responsibly

A. Investigate and review all funding models and opportunities to support infrastructure needs, including long term debt.

Focus Area: Investing In Infrastructure
Objective: Balance Rehabilitation, Construction, Maintenance

A. Adopt and implement a rationalization approach to asset management.
B. Evaluate and identify how the existing service levels can be maintained.

Consultation and Communications

GSS Engineering was retained by the Municipality of Meaford to provide engineering services and contract administration to complete this project. As a component of the engineering design, GSS Engineering was responsible for external agency communications, which included but were not limited to, the Ministry of Environment and Climate Change (MOECC), Ministry of Transportation Ontario (MTO), Grey Sauble Conservation Authority (GSCVA), External Utility Agencies, and Aboriginal Groups, where required.

The Municipality hosted one Public Information Centre with residents within the project area to share the project scope and identify issues required for design. Once the construction has been awarded, the Municipality and the Engineering Consultant will issue a Notice of Project to provide residents with information about the project, the contractor, and applicable contact information.

Conclusion

Funding for this project has been included in the 2017 User Pay Capital Budget, Report FIM2017-12, and will be further enhanced upon Council approval of this Report, in order for this project to be completed within the guidelines of the Clean Water and Wastewater Fund program.
Staff recommend the Award of Tender DES-ES-2017-02 - Meaford Inflow and Infiltration Remediation – Phase I – Ivan and Paul Streets to Wayne Schwartz Construction Ltd.

Respectfully Submitted:

_________________________________
Darcy Chapman
Treasurer / Director of Financial Services and Infrastructure Management

_________________________________
Prepared by:
Bradex Carbert, Manager, Purchasing/Asset Management

_________________________________
Reviewed by:
Denyse Morrissey, CAO
Date: Monday, July 17, 2017
From: Robert Armstrong, Director of Development & Environmental Services
Subject: Service Delivery Review – Planning Policy, Standards & Programs
Report No.: SDR-36
Roll No.: n/a

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford approve the continuation of the current level of service for Planning Policy Standards and Programs.

Service Summary

<table>
<thead>
<tr>
<th>Service</th>
<th>Planning Policy, Standards &amp; Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Development &amp; Environmental Services</td>
</tr>
<tr>
<td>Summary</td>
<td>Development Services (Planning) Staff are responsible to carry out the review, research, analysis, preparation, and implementation of planning, environmental and related policy development including the legislated review and update of the Municipal Official Plan and comprehensive Zoning By-law. Additionally, the department is tasked with leading or participating in other special planning research and analysis projects and programs both locally and collaboratively with others.</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Yes – Planning Act sets out roles and procedures for municipalities in carrying out necessary planning functions.</td>
</tr>
<tr>
<td>Legislation</td>
<td>The Planning Act, R.S.O. 1990, c.P.13</td>
</tr>
<tr>
<td></td>
<td>Provincial Policy Statement, 2014</td>
</tr>
<tr>
<td></td>
<td>Niagara Escarpment Plan, 2017</td>
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<tr>
<td></td>
<td>The Municipal Act, 2001</td>
</tr>
<tr>
<td></td>
<td>Ontario Heritage Act</td>
</tr>
<tr>
<td></td>
<td>Green Energy and Green Economy Act, 2009</td>
</tr>
<tr>
<td></td>
<td>Endangered Species Act, 2007</td>
</tr>
<tr>
<td></td>
<td>Environmental Protection Act, R.S.O. 1990, c.E.19</td>
</tr>
<tr>
<td></td>
<td>Ontario Clean Water Act, S.O. 2006, c.22</td>
</tr>
<tr>
<td>By-laws</td>
<td></td>
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<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Zoning By-law 60-2009, as amended (Comprehensive Zoning By-law)</td>
<td>By-law 71-2003 (to Adopt Municipality of Meaford Official Plan,</td>
</tr>
<tr>
<td></td>
<td>as amended)</td>
</tr>
<tr>
<td></td>
<td>26-2009, as amended (Site Plan Control By-law)</td>
</tr>
<tr>
<td>Fees/Charges</td>
<td>Per 94-2016 for amendments to Planning Documents</td>
</tr>
</tbody>
</table>

### 2017 Budget Summary

<table>
<thead>
<tr>
<th></th>
<th>$379,075.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2017 Gross Budget:</strong></td>
<td>$379,075.00</td>
</tr>
<tr>
<td><strong>2017 Gross Revenues:</strong></td>
<td>-$62,000.00</td>
</tr>
<tr>
<td><strong>2017 Internal Transfers:</strong></td>
<td>-$85,750.00</td>
</tr>
<tr>
<td><strong>Net Budget:</strong></td>
<td>$231,325.00</td>
</tr>
</tbody>
</table>

Planning Policy, Standards & Programs is a component of the overall Planning Services budget to complete all functions along with IT support, etc.

The remaining 77.7% of the Planning Services budget relates to Property Matters (SDR -28), Development Approvals and Costs (SDR-37) and Permitting (SDR-38).
Staffing

<table>
<thead>
<tr>
<th>Allocation to Policy/Regulation/Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>0.05</td>
</tr>
<tr>
<td>Senior Planner</td>
<td>0.2</td>
</tr>
<tr>
<td>Planner</td>
<td>0.05</td>
</tr>
<tr>
<td>Part Time/Seasonal/Student</td>
<td>0.2</td>
</tr>
<tr>
<td><strong>Full Time Equivalent</strong></td>
<td><strong>0.5</strong></td>
</tr>
</tbody>
</table>

**Contracted Services**: Activities relating to the update and maintenance of Planning Policy (e.g. Official Plan) & Standards documents (e.g. Zoning By-law), as well as work associated with growth-related plans or studies, can be completed internally, or for larger or more comprehensive updates via project-specific contracts. No current contracts are in progress.

**Organizational Chart**
Service Background

The Planning Act:

As outlined on the Ministry of Municipal Affairs and Housing website (What is the Planning Act?^1), the Planning Act “sets out the ground rules for land use planning in Ontario and describes how land uses may be controlled, and who may control them.”

The Act aims to:

• promote sustainable economic development in a healthy natural environment within a provincial policy framework
• provide for a land use planning system led by provincial policy
• integrate matters of provincial interest into provincial and municipal planning decisions by requiring that all decisions shall be consistent with the Provincial Policy Statement when decision-makers exercise planning authority or provide advice on planning matters
• provide for planning processes that are fair by making them open, accessible, timely and efficient
• encourage co-operation and coordination among various interests
• recognize the decision-making authority and accountability of municipal councils in planning.”

Additionally the Act sets out the basis and tools to allow for/facilitate the establishment of local planning administration; the preparation of Official Plans and planning policies; the division of land; the regulation and control of land uses through Zoning By-laws and minor variances; the process by which land use decisions are to be made (e.g. notices of applications/decisions and appeal considerations); and, establishes a variety of additional tools that municipalities can use (such as Site Plan Control, Community Improvement Plans etc.) to facilitate future planning.

The Municipal role is to ”make local planning decisions that will determine the future of communities” and to prepare planning documents, such as an Official Plan to set out the municipality’s planning goals/policies; and, a Zoning By-law, which sets out the rules and regulations applicable to development as it happens. The Municipality is also responsible to ensure that planning decisions and documents are consistent with the Provincial

^1 Available online at http://www.mah.gov.on.ca/Page1760.aspx
Policy Statement and conform or do not conflict with provincial plans (e.g. Niagara Escarpment Plan).

These municipal roles are succinctly summarized above, however, execution is certainly more complex and nuanced and requires the integration of provincial, upper-tier and lower tier objectives with the wants and needs of the public within a framework of varied and ever-evolving legislation having concern with the natural and built environment.

**Municipal Planning Policy:**

The Municipality of Meaford’s first post-amalgamation Official Plan (OP) came into effect in 2005 and was most recently updated in 2013. As the Municipality of Meaford is a lower-tier municipality, the County of Grey is the delegated approval authority for the local plan. The local OP is required to conform with the upper-tier Official Plan.

Official Plans generally consist of:

a) Mapping (schedules) that show the land base, set out different land-use designations, and illustrate constraints affecting the municipality; and

b) Text (policies) that describe vision of Council and the Community for the planning area, and outline key objectives that are intended to move the Municipality towards that vision.

Policies are generally informed by public, staff, agency and Council understanding of the area and are supported by issue/area-specific studies and reports, where necessary. All Council decisions, including passing of by-laws and approval of capital expenditures, must conform to the Official Plan.

Some studies and land use considerations for inclusion or support of Official Plan policies are most appropriately addressed over a larger geographic area or population (i.e. County or broader Region), for example, Natural Heritage Systems planning and Growth Management forecasting.

Other matters are more appropriately addressed at a local level, for example the process of determining a palatable balance between downtown investment/re-development and the retention of valued built-heritage resources. In these circumstances, local studies and policies are pursued (e.g. Downtown Heritage Conservation District Study).

It is in this way that the county and local Official Plans are intended to work together to address land-use considerations at the appropriate scale and level of detail, with county land use policies generally being broader in
scope; and local municipal policies dealing with the specifics for certain settlements, activities and industries of local importance.

As such, the activities of staff around Planning Policy involve:
   a) keeping informed on broad and local demographic, social, economic, regulatory and relevant policy conditions by researching, pursuing ongoing education & training and through networking with other professionals;
   b) being active participants and local stakeholders in County and regional research and policy initiatives which often includes sitting on project steering committees or working groups;
   c) carrying out or project managing local studies (e.g. Sustainability Plan, Waterfront Strategy) to inform local policy development;
   d) completing related administrative tasks which include reporting (annually) on Official Plan policy outcomes; and,
   e) carrying out periodic updates/amendments to maintain the document in light of changes in trends and other legislation and following update to the upper-tier Official Plan.

**Municipal Planning Standards – Zoning By-law**

The Municipality of Meaford’s first post-amalgamation comprehensive Zoning By-law was passed in September 2009 and was most recently updated in May of 2017. A Zoning By-law is intended to implement the Official Plan by establishing site-specific permissions and standards. The Zoning By-law is ‘applicable law’ and must be met prior to issuance of a related building permit.

Zoning By-laws generally follow a standard format/layout and address similar matters under the authorities of Section 34 of the Planning Act. Once a comprehensive by-law is adopted, the Staff activities around the Zoning By-law primarily relate to:

   a) implementing the by-law through planning opinions/interpretations provided to the public, Council and other staff (e.g. By-law Officer, Building Official);
   b) maintaining the by-law, by documenting typographical issues or areas lacking clarity or causing confusion in implementation; and,
   c) updating the by-law, by keeping abreast of trends and legislative changes, monitoring variances, complaints & compliance issues and processing amendments as appropriate to maintain the by-law’s relevance.
Municipal Planning Standards – Site Plan Control

Site Plan Control is a technical design process that builds upon zoning and focuses on functionality of a site and mitigating on and off-site impacts of development. It is an optional, though broadly employed tool that can be exercised by a Municipality through inclusion of related policies in the Official Plan, and via passing of a by-law establishing an area/type of development as being subject to Site Plan Control. By way of Site Plan Control, staff and Council can regulate certain exterior components of a development (e.g. character, scale, appearance, sustainable streetscape design and certain design components) and the legislation allows for agreements to be used to affix conditions to a development, for example, requiring financial securities to ensure key elements of a development occur as proposed.

The Municipality of Meaford Official Plan includes policies regarding the use of Site Plan Control for certain types of development within the Municipality. The related by-law (26-2009 as amended) establishes the requirement for site plan approval prior to issuance of a building permit.

Staff activities relating to Site Plan Control generally involve:

a) implementing the tool through development review and approvals, often requiring coordination of multi-department & agency reviews;

b) administering related agreements and associated securities; and,

c) updating the enabling by-law, as provisions within the Official Plan and Zoning By-law evolve.

Municipal Planning Programs – Community Improvement Plan

Community Improvement Plans are optional, statutory plans, legislated by the Province of Ontario via Section 28 of the Planning Act.

In accordance with the Planning Act, community improvement project areas may only be designated where the Official Plan contains provisions regarding community improvement. Section E1.6 of the Municipality of Meaford Official Plan includes such enabling policy and a Downtown CIP and Economic CIP have been prepared for the Municipality, with financial incentives available under both plans in 2017.

Under the authority of such plans, Council is enabled to provide financial grants and loans to property owners carrying out certain improvements/alterations to their lands/buildings.

Staff activities relating to the Community Improvement Plans generally involve:
a) promoting the incentives through annual promotional materials and advertising, updates to application forms and brochures.

b) consulting with property owners/potential applicants regarding their projects and application forms;

c) evaluating applications submitted against zoning/approvals requirements, program criteria and providing recommendation to Council on incentive awards;

d) administering related agreements and payments as funded projects progress and tracking overall program delivery and financials.

Municipal Planning Programs – Heritage Conservation

Within Section D3 of the Official Plan (Heritage and Archaeological Resources) the Municipality establishes objectives and certain responsibilities of Council with respect to cultural heritage considerations. Generally the Plan recognizes that “the maintenance of heritage resources will contribute to the preservation of the Municipality’s character” and sets out the basis for a number of tools and tasks to support heritage preservation, where appropriate.

One such tool is the completion of a Heritage Conservation District Plan and Guidelines under Part V of the Ontario Heritage Act. Section D3.2.3 of the Official Plan speaks to and provides support for the creation of such a Heritage Conservation District where merited by the concentration and significance of cultural heritage resources. In 2013, the Municipality of Meaford completed a Heritage Conservation District Study and later adopted a Heritage Conservation District (HCD) Plan and Guidelines (2014).

Under the HCD Plan & Guidelines, permits are considered by staff and the Heritage Committee, as set out within the Plan. Staff activities (other than permitting, which is addressed under SDR-38) around Heritage Conservation and the District include:

a) Consultation with landowners regarding the contents and applicability of the Plan/Guidelines to their property and/or redevelopment plans; and,

b) Liaison and education with the Heritage Committee regarding heritage and planning matters.

With respect to responsibilities of Council outlined within the Official Plan, Section D3.2.2.1 states that “An inventory shall be maintained of properties situated in the municipality that are of cultural heritage value of interest”. The Inventory is to “generally include, but is not limited to:

• All properties designated under Part IV, V or VI of the Heritage Act;
• Properties that have heritage conservation easements or covenants registered against title;
• Cultural heritage resources of interest to the County of Grey;
• Cultural heritage resources identified in provincial or federal inventories;
• Additional cultural heritage resources that the council of the Municipality of Meaford believe to be of cultural heritage value or interest including heritage buildings and structures, and cultural heritage landscapes identified in accordance with Section D3.2.2.2 of this Plan;
• Areas of archeological potential and archaeological and historical resources identified by the Province;
• Licensed, private abandoned, or legally closed cemeteries; and,
• Cultural heritage resources identified in consultation with local First Nations and Métis.”

At this time, aside from identified historic/closed cemeteries and the Heritage Conservation District under Part V of the Act, there are only a handful of properties designated under the Act and forming part of the existing inventory (municipal register).

The Heritage Committee has discussed and has completed some preliminary work towards generating a list of properties that may be suitable for inclusion within the inventory under the ‘additional cultural heritage resources’ category above. Recognizing that this is outside of the current scope and staffing allocated to the Committee, the Clerk will be bringing forward a report to Council in the coming months, regarding the process that would be associated with further populating an inventory/formal register and the potential costs and staffing requirements that would be associated.

Analysis

Improving In-House Process and Performance

The Department would benefit from administrative staff support around policy-related planning processes (e.g. notifications, scheduling, and advertising), annual reporting and other such activities, which in turn would allow for more efficient delivery of Planning roles and responsibilities.

Adjusting Service Levels

The present distribution of work between in-house staff and hired consultants is appropriate. Hired consultants are generally utilized for:

   a) Large-scale projects, where in house time resources are unavailable given other responsibilities within the department; and,
b) Complex projects, where specific expertise is required. For example, the preparation of the Heritage Conservation District Plan required planners with a specialty in heritage assessment and planning and detailed knowledge of the Ontario Heritage Act.

Through the project management role in overseeing consultants and in particular where policy and regulation projects are addressed in-house, planning Staff contribute detailed, local technical knowledge and perspective to projects, along with the benefit of their local professional networks and established community rapport.

**Cost Avoidance: Operating Costs and Capital Investments**

The use of consultants for growth-related/future-oriented studies and major policy updates (e.g. Official Plan Review) can be funded through Development Charges rather than through the tax-funded operating budget.

**Enhancing and Expanding Service Levels**

As noted above, the Heritage Committee has been considering how they may be involved in enhancing the Cultural Heritage Resource Inventory/Municipal Register. This is currently outside the scope and staffing allocated to the Heritage Committee, however a staff report will be presented to Council to consider the associated costs/benefits in the coming months.

**New Revenues**

Policy development does not provide opportunities for generation of revenue other than facilitating growth which in turn assists the tax base.

**Alternative Service Delivery Including Shared Services or Contracting Out**

The Municipality benefits from the use of consultants for studies or major updates to existing planning documents. The time required to undertake a study or major update cannot be balanced with the time to perform other functions required within the department. Further some studies require specific expertise such as the Heritage Plan or Waterfront Study.

Studies or updates are normally considered growth related and therefore a portion can be funded through Development Charges if an outside Consultant undertakes the work. In the future, it will likely be recommended that a consultant undertake the next update of the Official Plan required to conform to those amendments resulting from the County of Grey Official Plan update. The Development Charges Background Study already identified this project for 2019.
Service Structure and Staffing Realignment

Certain administrative functions inherent to policy and regulation-related tasks could be allocated to an administrative support person to allow for more efficient delivery of Staff roles.

Discontinuing the Service (Where applicable)

N/a

Financial Impact

Financial impacts and implications associated with:

Improving In-House Process and Performance & Service Structure and Staffing Realignment – It is noted in this report that the Development and Environmental Services Department could benefit from administrative support as long as activity in both the Planning and Building Department stays strong.

Cost Avoidance: Operating Costs and Capital Investments - The use of consultants for growth-related/future-oriented studies and major policy updates (e.g. Official Plan Review) can be funded through Development Charges rather than through the tax-funded operating budget. This will continue to be a consideration for future

Implications

Policy and Standards are the means through which Council can set and implement their directions for the management of growth and change within the municipality. Establishing and maintaining tools like a local Official Plan and Comprehensive Zoning By-law ensure that the local context is reflected and respected, particularly in urban settlement areas where upper tier planning documents provide little detail for directing land use or to facilitate efficient planning of the necessary infrastructure to service new development.

Supporting Documentation

Appendix 1 – Summary - Related Responsibilities & Tasks
Respectfully Submitted:

__________________________
Prepared by:
Liz Buckton, Senior Planner

__________________________
Prepared with:
Robert Armstrong, Director, Development & Environmental Services

__________________________
Reviewed by:
Denyse Morrissey, CAO
### Summary - Related Responsibilities & Tasks

<table>
<thead>
<tr>
<th>Appendix 1</th>
<th>The Planning Act &amp; Provincial Policy Statement (and other applicable legislation)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintain knowledge of Act, Policy Statement and Provincial Plans as they are amended (training, research) – provide comments regarding local interests where appropriate.</td>
</tr>
<tr>
<td></td>
<td>Implement changes into local municipal policy documents.</td>
</tr>
<tr>
<td></td>
<td>Maintain planning processes and administration per the Planning Act.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipal Policy – Municipality of Meaford Official Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate in regional and/or County-wide projects as a member stakeholder (e.g. Natural Heritage System Study, Growth Management Study, Affordable Housing Study, Transportation Study etc...).</td>
</tr>
<tr>
<td>Complete relevant local level research and study to inform policy development (e.g. Waterfront Strategy, Sustainability Plan). Includes education &amp; outreach activities to maintain local networks (e.g. Healthy Communities Partnership with GBHU, Transition Meaford).</td>
</tr>
<tr>
<td>Report on policy trends and outcomes.</td>
</tr>
<tr>
<td>Maintain/update Official Plan in light of changes to trends, legislation, and upper-tier policies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planning Standards – Zoning By-law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of Zoning Standards and definitions for consideration by Council (i.e ZBL).</td>
</tr>
<tr>
<td>Maintain document through housekeeping updates, where necessary, to clarify and ease implementation and to incorporate changes to legislation (for example, adding in new Minimum Distance Separation Formulae). Track trends in requests, variances, and complaints to assist with this process.</td>
</tr>
<tr>
<td>Provide opinions to other staff (e.g. Building Officials, By-law Enforcement) and the public regarding application of the standards on a site-by-site basis.</td>
</tr>
</tbody>
</table>
| **Planning Standards – Site Plan Control By-law** | Develop and Maintain the Site Plan Control by-law in accordance with the provisions of the Planning Act and in a manner that facilitates application to development/re-development that is reasonably expected to generate community impacts. Ongoing updates as policy and zoning evolve.

Draft and implement related agreements/securities and monitor on an ongoing basis. |
| **Planning Programs – Community Improvement** | Develop and/or project manage the creation of Community Improvement Background Studies and Plans and updates as necessary to respond to local needs. Example, recent creation of the Economic Community Improvement Plan.

Deliver annual incentives program (application documents/publicity for intake, consultations with applicants, review/recommendation to Council regarding successful applications, administration of grants/loans under the program, monitor outcomes). |
| **Planning Programs – Heritage Conservation District** | Develop and/or project manage the creation of Heritage Conservation District Study and Plan & Guidelines and future updates as necessary.

Communicate applicable permit requirements and permit-exempt activities & guidelines with the public.

Liaise with Heritage Committee on permit-related matters, education/training. |

Communicate the Zoning Standards through educational/reference materials, posting on the website, etc...
Date: Monday, July 17, 2017

From: Rob Armstrong, Director of Development & Environmental Services

Subject: Service Delivery Review – Development Approvals and Costs

Report No. SDR-37  Roll No. N/a

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford approve the continuation of the current level of service for Development Approvals and Costs.

Service Summary

<table>
<thead>
<tr>
<th>Service</th>
<th>Development Approvals and Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Development and Environmental Services</td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td>Development Services staff (Planning) administer the Development Approvals process. This included pre-consultation, processing applications, providing coordinated comments and professional planning opinions. In addition, planning staff administer the Development Agreement (Site Plan, Condominium and Subdivision) process.</td>
</tr>
<tr>
<td><strong>Mandatory</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Legislation</strong></td>
<td>Ontario Planning Act RSO 1990</td>
</tr>
<tr>
<td><strong>By-laws</strong></td>
<td>Adopted Official Plan, Zoning By-law, Site Plan Control By-law, Parkland Dedication By-law, Development Charges By-law</td>
</tr>
<tr>
<td><strong>Fees/Charges</strong></td>
<td>Schedule D of By-law 94-2016 itemized the various fees for each process. Development Charges By-law 20-2016 applies growth related charges for new development.</td>
</tr>
</tbody>
</table>
2017 Budget Summary

2017 Gross Budget: $379,075.00
2017 Gross Revenues: -$62,000.00
2017 Internal Transfers: -$85,750.00
Net Budget: $231,325.00

Development Approvals and Costs is a component of the overall Planning Services budget. The net budget is derived from staff salaries and payroll expenses to complete all functions along with IT support, etc. less fees & charges revenue of $60,000 annually.

The remaining 47.8% of the Planning Services budget relates to Property Matters (SDR -28), Planning Policy Standards and Programs (SDR-36) and Permitting (SDR-38).

Staffing

<table>
<thead>
<tr>
<th></th>
<th>Positions</th>
<th>Hours Worked per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Staffing</td>
<td>3</td>
<td>2563</td>
</tr>
<tr>
<td>Part Time/Seasonal/</td>
<td>1</td>
<td>56</td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Full Time Equivalent</strong></td>
<td></td>
<td>1.75</td>
</tr>
</tbody>
</table>
Organizational Chart

Service Background

Staffing

Up until the mid 1990’s, the County of Grey did all local planning for Municipalities with the exception of the former Town of Meaford. The Town contracted out their Planning services to the Ainley Group until the late 1980’s, but later changed to the County service as a cost-saving measure.

In the 90’s, the Province of Ontario delegated a lot of their approvals (Plan of Subdivisions and Condominium/ Local Official Plan Amendments) to the upper-tiers which resulted in the County of Grey advising the local municipalities that they would be responsible for their own local planning and related cost.

The Town of Meaford and post-amalgamation Municipality of Meaford contracted out much of this work with the bulk of administrative duties being performed by the Clerk. In 2005, the Municipality of Meaford decided to hire their own Planner as the amount of planning work warranted an in-house Planner, as opposed to a Planning Consultant to perform these tasks.
Following that, the Municipality then proceeded to hire a Geographic Information Services (GIS) Technician and a junior Planner in 2006. For a brief period in 2008/2009 the Municipality utilized the services of an outside consultant in place of the Director but realized that it was more costly and received less oversight. Based on a justification report, the Municipality recruited a new Director. A copy of the justification report is attached as Appendix 1.

In addition to the foregoing, the Municipality has utilized the services of a summer planning student to assist in the various tasks related to Development Approvals.

**Process**

The Development Approvals process consists of three key steps:

1. **Reviewing Concepts (consultation/advice)**

Reviewing concepts or pre-consultation is a process that can include developers, property owners, real estate agents or prospective purchasers occurring through phone calls, e-mails and visits to the office. There are two types of pre-consultation; informal and formal. With regard to informal, this service is provided at no cost and is generally verbal or in e-mail form that just reiterates the applicable policy and regulations or the necessary process to achieve a desired outcome. On average, planning staff deal with approximately 20 – 30 inquiries per week with an individual time commitment that can range from 5 minutes to about 45 minutes for more complex issues. Staff do however try to direct people as much as possible to obtain this info on their own as all relevant planning information is now available on-line.

Formal consultation occurs when a developer or individual requires a written outline of what is required for their development or a planning opinion as to a proposed use and compliance with the current Planning documents (Official Plan and Zoning). This usually occurs when they are in a position to make a significant investment in property and request something in writing they can rely on or are about to embark on a planning process and what to understand what is required from them.

In the case of informal consultation, the Municipality does not charge for this service and staff consider it an extension of Economic Development function. Some municipalities do however charge for all consultation (informal and formal) as it can be quite time consuming and take staff away from processing of applications. Formal consultation is supported by fees under the Fees and Charges By-law.
2. Approving applications (reviews/approvals)

Once an application is filed, there are a number of processes involved that require staff time. These include the following:

1. Review application for completeness and deeming of application complete.
2. Prepare Public Meeting Notice/Placard and Circulation list (agencies, surrounding property owners) mail out notice and provide to Communication staff to place in appropriate newspaper and on Website.
3. Prepare draft Official Plan Amendments, By-law and agreements.
4. Respond to inquiries resulting from Circulation
5. Attend Public Meeting
6. Prepare Staff Report to Council on proposed By-laws.
7. Circulate notice of decision with appeal period if applicable.
8. Process appeal to OMB if applicable and then attend hearing.

Where the County is the approval body (County Official Plan Amendments, Draft Plan of Subdivisions and Condominium) and there is also an application being processed at the same time with the Municipality, the public meeting process is coordinated by the County and results in a joint public meeting (Official Plan Amendments) or a delegated public meeting (Subdivision or Condominium) at the Municipality.

The Planning Act notes that the circulation requirements all under the responsibility of the Clerk, however this responsibility has been delegated to Development Services staff.

3. Implementing approvals (monitoring, inspection, and construction)

Implementing approvals can be summarized as the following:

- Prepare Implementing Agreement
- Review with proponent, Development and Infrastructure Team, Solicitor and Municipal Engineering Consultant.
- Coordinate Municipal Engineering Review and Site Supervision where applicable.
- Process Security Reductions and obtain applicable certificates under the terms of the agreement.
- Prepare and recommend Assumption By-laws to Council.

The Municipality utilizes the services of a Municipal Engineer and Solicitor throughout the Planning process. For the most part, these services are fully recoverable by the proponent who provides a security deposit to cover these costs. Invoices are paid by the proponent as they are received via an
engineering deposit account and the project security is held separately and returned at the end of the project. Staff attempted to move to a Works Fee system (fee based on percentage of work) however there was a problem with utilization of this system and the annual budgeting in that the involvement of the Municipal Engineer spans a number of years, but the fee is only collected in one year. This approach was discontinued.

**Committee of Adjustment**

Council has appointed a Committee of Adjustment under Section 44 of the Ontario Planning Act to consider Minor Variances (Section 45 of the Planning Act) and Consents (Section 53 of the Planning Act). This process is administered by the Planner / GIS Coordinator position with the title of Secretary / Treasurer of the Committee of Adjustment, as opposed to the Municipal Clerk. All other functions of the Planner noted above are also performed for applications to the Committee of Adjustment.

**Analysis**

**Improving In-House Process and Performance**

The amount of time required by staff to perform this function is mainly driven by the number of applications and inquiries that are received. In the past two years, there has been an increase in the number of inquiries, as well as the number of applications. This is evident in the revenue collected with Planning and shown in the following chart:

<table>
<thead>
<tr>
<th>Year</th>
<th>Application Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$25,635.10</td>
</tr>
<tr>
<td>2014</td>
<td>$55,470.00</td>
</tr>
<tr>
<td>2015</td>
<td>$54,940.00</td>
</tr>
<tr>
<td>2016</td>
<td>$72,542.00</td>
</tr>
<tr>
<td>2017</td>
<td>$41,565.00 (1)</td>
</tr>
</tbody>
</table>

(1) – up to June 30, 2017
The Department would benefit from Administrative staff support around the processing of planning applications, file management and agreement monitoring, which in turn would allow for more efficient delivery of Planning roles and responsibilities.

Staff continue to explore ways of educating residents and the business community on the application process. The Planning Summer Student is currently updating material prepared a few years back to assist in navigating the process. A number of the applications received are simple enough that they can be led by the property owner with little assistance by staff, however it is extremely beneficial for proponents of more complex applications to seek the assistance of a Registered Professional Planner to coordinate their application. It should be noted that the role of Municipal Planning Staff is to provide independent professional advice to Council on applications and not to represent the property owner / developer on applications.

Under the Delegation of Authority By-law 20-2014, the Director is provided with ability to provide certain approvals and releases. This allows for improved timing of certain tasks that are either administrative in nature or minor.

**Adjusting Service Levels**

Staff currently process applications well within the required time frame under the Planning Act. In fact, applications usually get placed on the next available meeting (subject to the prescribed notice period if applicable). A significant increase in the number of applications or a change in process requirements may result in a slightly longer time frame in the processing of applications.

One adjustment that could be made to the service level would be to implement a formal pre-consultation process for all inquiries with a fee. However staff note that the Municipality has been historically commended for how we currently provided this service as it offers the timing and convenience balances the convenience of the informal in advance of the formal consultation process. We also consider that our current process is an extension to the Economic Development function of the Municipality. No change is recommended.

**Cost Avoidance: Operating Costs and Capital Investments**

All supplemental costs in processing applications (ie. Mailing and newspaper ads) have been accounted for in the application fees in addition to staff time. As a result, we do not believe that there is any significant cost avoidance to be realized.
The Development Charges Act, 1997 authorizes municipalities to pass by-laws to impose development charges against land to pay for the increased capital costs required because of increased needs for services arising from the development, including redevelopment, of land within the municipality. The current Development Charge By-law 56-2015 was passed by the Municipality in 2015 and is in effect for 5 years. We have attached the current pamphlet as Appendix 2.

The implementation of Development Charges reduces the requirement to increase taxes and water and sewer rates to pay for capital related projects required for growth. Recently the Province changed some elements of the Development Charge Act which will affect the implementation of our current By-law.

**Enhancing and Expanding Service Levels**

Enhancing or expanding service levels is not applicable as the service delivered is based on the applications received.

**New Revenues**

Planning Staff undertook a review of our application fees in relation to the average time required to process application when the current fees were established. Staff are of the opinion that this review is still relevant and subject to the annual increase to offset cost-of-living increases we do not see a requirement to adjust these fees. It should be noted that we do differentiate between major and minor applications throughout to reflect the approximate time spent on applications. We have attached a fee comparison as Appendix 3, which demonstrates that our applications are generally aligned with other municipalities.

As per previous comments on pre-consultation, staff could require a fee for all consultations, however this is not recommended.

**Alternative Service Delivery Including Shared Services or Contracting Out**

Based on the current planning structure at the County, the current alignment represents the most effective delivery of Planning Services. It should be noted that even if the County did suggest moving to a single tier planning system, there would still be a number of tasks that would be required at the municipal level including circulations and processing of By-laws approved by the Municipality, operations related to the Committee of Adjustment and agreement development and implementation.
As noted earlier in the report, the Municipality previously had a contract planner providing such planning services with significant planning support via the Clerk’s Department, however it was demonstrated that it was a more costly service for planning approvals.

**Service Structure and Staffing Realignment**

The current structure provides the most effective delivery of this service.

**Discontinuing the Service**

Discontinuation of the Planning Approval process is not an option available to the Municipality.

**Financial Impact**

It is noted in this report that the Development and Environmental Services Department could benefit from Administrative Support as long as activity in both the Planning and Building Department stays strong. Any such addition would be cost neutral and covered by application fees.

The Municipality could realize significant financial impact should Council reduce or discontinue Development Charges.

**Implications**

Customer Service may be impacted as the number of inquiries and applications increase. As noted in this report, administrative support would assist in addressing this matter.

**Supporting Documentation**

Appendix 1 – Report CAO 2009-01  
Appendix 2 – Development Charges Pamphlet  
Appendix 3 – Planning Fee Comparison

Respectfully Submitted:

Prepared by:  
Robert Armstrong RPP  
Director of Development and Environmental Services
Reviewed by:
Denyse Morrissey, CAO
REPORT NO.   Chief Administrative Officer, 2009-01
COUNCIL DATE: February 9th, 2009
TO:   Committee of the Whole
FROM:   Frank Miele, CAO
SUBJECT:   Staff Vacancy – Director, Development Services

1. RECOMMENDATION

THAT Council authorize staff to initiate the recruitment process to fill the vacancy of Director, Development Services.

2. BASIC DATA PERTAINING TO THE MATTER

2.1 Background

Prior to 2005, the Municipality of Meaford fulfilled legislated planning requirements through the use of private consultants. In May 2005, a Registered Professional Planner was hired by the Municipality to reduce consulting fees and provide Council and residents with direct access to in-house planning expertise.

The following year, a Business Case was presented and approved by Council to fill a technical support staff (GIS) position. This position was created to provide technical support to the Planning and Operations Departments and to further reduce consulting costs associated with mapping and data management tasks. The position was filled in May 2006.

In September 2006, a Planner was hired to assist with policy development, longer term legislated planning functions and to allow for the assimilation of planning functions being carried out by other Departments.

In March 2007, the Director, Development Services left Meaford for a position with another Municipality. The position was filled by Mr. Gerry Murphy in June of that year. In July 2007, the Planner/GIS Coordinator departed for a position with the County of Grey. A new Planner/GIS Coordinator was hired in the fall of 2007 but left for a research position in July 2008. Our present Planner/GIS Coordinator has been with the department since October 2008.

In October 2008, Mr. Gerry Murphy, Director, Development Services resigned from his position in favour of a position with another Municipality. At that time, Planner Liz Buckton was on Maternity Leave and James Yun, Planner/GIS Coordinator had been employed with the Municipality for approximately one week.
With the absence of a Registered Professional Planner, Jones Consulting Inc. was engaged to provide professional planning expertise and to assist Municipal Staff with the day-to-day inquiries, planning pre-consultations and development approvals such as Zoning By-law Amendment, Severance and Minor Variance applications. Executive Assistant, Deborah VanLanduyt was to provide administrative support to the Planning Department, more specifically to the Committee of Adjustment until return of the Planner from Maternity Leave in January 2009.

D.C. Slade Consultants Inc. and Ainley Group have been involved with larger scale development applications/projects, pre-consultations and planning opinions since October 2008 as well.

2.2 Discussion

Responsibility Distribution and Staff Working Conditions

The following table shows an estimated breakdown (based upon an activity tracking exercise in 2007 and 2008) of staff time distribution when the department is at full complement:

<table>
<thead>
<tr>
<th>Task</th>
<th>Director</th>
<th>Planner</th>
<th>GIS Coordinator/Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Minor Variance, Consent, Zoning Amendments, Plans of Condo and Subdivision, Site Plan Approvals etc…)</td>
<td>18%</td>
<td>35%</td>
<td>23%</td>
</tr>
<tr>
<td>(Complicated Development Review)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(General Development Review)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects</td>
<td>14%</td>
<td>13%</td>
<td>11%</td>
</tr>
<tr>
<td>(Zoning By-laws, Official Plan, Community Improvement Plans)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enforcement</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>GIS</td>
<td>0%</td>
<td>0%</td>
<td>35%</td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Zoning and Property Inquiries, Meetings, Committee and Council Participation, Pre-consultations, Training, Legislative Updates, Budget development and tracking, General Report Writing, Sr. Management Participation, Special Projects such as Council Strategic Planning)</td>
<td>67%</td>
<td>52%</td>
<td>31%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Reflected in the above table is the role of the Director, Development Services which includes staff supervision, administration, leadership and provision of technical expertise in addition to the various specific responsibilities of the position. The Director is responsible for the more complex files which involve detailed analysis and recommendation and include Plans of Subdivision and Condominium, drafting of Development Agreements, the Official Plan and municipal strategic policy directions.

The workload of the department is significant. The distribution of work within the department is determined by job description but more importantly experience level. All departmental tasks are distributed in much the same manner with more junior staff learning and expanding their abilities to address more detailed and complex planning issues. A hierarchy is established that allows for the Director to focus on the management and supervision aspects of the position while providing hands-on learning opportunities, guidance and mentoring for the more junior staff. This is the essence of succession planning. It is to the Municipality’s benefit to provide guidance and learning opportunities to in-house talent such that they become confident and competent Registered Professional Planners with
specific local knowledge, a vested interest in the community and with the desire and ability to provide 
continuity to the Department over the long term.

The absence of a Director undermines the effectiveness of the Department and results in heavy 
workloads and stress on remaining staff members. The Department has been in a near constant state of 
flux over the past year and a half and such ongoing stresses in the workplace may be a contributing 
factor to the repeat vacancies in planning staff.

Further, a primary function of a municipal Planner is to utilize their knowledge and experience to provide 
independent, professional opinions to the public and Council on planning applications and inquiries. 
These opinions are provided in the public realm and legal decisions may depend on the information 
provided. As a result, the work of a Planner is subject to public scrutiny and the possibility of legal action 
and without the experience and guidance of a Registered Professional Planner, corporate and/or 
personal liability could result.

Decline in Service Levels

Since the Director’s departure there has been no comprehensive supervision or monitoring of the 
department. Budget preparation and review has not been carried out. The performance of staff and 
consultants has not been reviewed on a consistent basis. Legislated responsibilities of the Department 
such as completing the new Comprehensive Zoning By-law and initiating the Official Plan 5 year review 
have been neglected. An administrative back-log has developed. Minimal training has been provided to 
the new Planner/GIS Coordinator. Significant delays in addressing daily inquiries are being experienced 
and there has been an overall decline in the level of service being provided by the Department.

The day-to-day consultations and approvals have proceeded with use of consultants and assistance from 
a number of staff members; however, this has been at a cost to the Municipality.

Professional Fees and Ongoing Impacts

Invoices from Jones Consulting for October through December 2008 total $25,890. Additional fees have 
been paid to D.C. Slade Consulting and the Ainley Group. While there has been a reduction in wage 
expenses by way of this vacancy (approximately $14,500 in 2008) there certainly has been no overall 
cost savings. Based upon the invoices provided by Jones Consulting we are paying $750 per in-office 
day, an added flat rate of $750 per file, and an average hourly rate of $85/hr. This is industry standard.

It is anticipated that as we approach the building season, the workload will continue to increase. In the 
absence of a Director, there are insufficient staff resources and expertise to address all inquiries, 
approvals, development monitoring and other legislated and discretionary responsibilities without the 
assistance of external consultants. (We do not have a Registered Professional Planner on staff.)

Professional consulting fees will be a necessary and significant ongoing cost until a Director is hired. It 
is estimated that such fees will total on average $15,000 per month or $180,000 per year. The level of 
service provided by a consultant is specified by the scope of their agreement and lacks the commitment 
and overall strategic view necessary for the orderly and efficient planning of Meaford’s future.

2.3 Consultation

The Director of Human Resources and Planner were consulted in the preparation of this report.

2.4 Conclusion

The absence of a Director negatively impacts the effectiveness of the Department, hindering an 
appropriate distribution of work amongst staff which results in stressful working conditions. A decreased 
level of service is presently offered by the Department with more junior staff functioning without the 
guidance of a Registered Professional Planner which exposes the Municipality to potential public scrutiny
and legal liability. There are insufficient staff resources to address the existing workload without the assistance of external consultants. Professional consulting fees will be a necessary and significant ongoing cost, approximated at $15,000 per month, until a Director is hired. External consulting planners lack the overall strategic view necessary for the orderly and efficient planning of Meaford’s future and they provide a narrow and scoped level of service. Consultants are not a cost effective choice to deliver the level of service offered with a Director on staff.

The recruitment process should be initiated immediately to fill the vacancy of Director, Development Services.

3. FINANCIAL

3.1 Current Year

- TBD Salary of Director ($68,270 - $82,983) plus 2009 salary increase.
- Reduction in Professional Fees with hiring of Director (estimated expense of $15,000/month).

3.2 Future Years

- Salary of Director level position.

4. APPENDICES

Respectfully Submitted:

Original Signed by

Frank Miele, CAO

Prepared by:
Liz Buckton, Planner
Karen Davies, Director, HR
There has never been a better time to invest in Meaford

Effective July 27, 2017
This pamphlet provides an overview of development charges in the Municipality of Meaford and is intended to be used as a guide. Applicants should review the Development Charges By-law and the Development Charges Act, 1997 and consult with Municipal Building staff for charges that may apply to specific land development projects.
WHY BUILD IN MEAFORD?

Location
Meaford is located only 2 hours from the Greater Toronto Area and a short distance to Blue Mountain Village Resort. The city of Barrie, Owen Sound and Collingwood are all less than 100 KM away.

Climate
Meaford is home to a unique micro climate due to Georgian Bay and the Niagara Escarpment, allowing for unique growing opportunities rarely found elsewhere. Apples, grapes and hops grow well in Meaford, providing strong agribusiness opportunities.

Culture
Meaford is the Cultural Centre of Grey County, once home to John Muir, Tom Thomson, Beautiful Joe and the proud home of the Meaford Hall Arts and Cultural Centre. All the cultural amenities you’d expect in a large urban centre can be found in the picturesque town of Meaford.

Beauty
Meaford offers scenic hill top views, waterfront properties on Georgian Bay and riverside properties along the Bighead River. The scenic, rolling countryside paired with the charming urban centre make Meaford a location that truly stands out.

Tourism
Meaford is a true, Canadian, four-season destination. Enjoy the harbour front and unspoiled natural trails in the warmer months, and the snow covered hills and quaint local shops in the colder months.

Affordability
Meaford is one of the most affordable places to live in southern Ontario, attracting retirees and young families alike.

Effective July 27, 2017
Purpose of Development Charges
Development charges are imposed on land development and redevelopment projects to help pay for the capital costs of infrastructure that is needed to service new development.

Background
On July 27th, 2015, the Municipality of Meaford Council passed Development Charges By-law 56-2015 (the By-law) in accordance with the Development Charges Act, 1997 (the Act). The By-law came into force on July 27, 2015 and imposes development charges on all new developments (residential and non-residential lands, buildings or structures) within the Municipality of Meaford.

Indexing and Phase-In
Development charges imposed under the By-law are adjusted annually, without an amendment to the By-law. Indexing will occur on July 27 of each year, in accordance with the most recent annual change in the Statistics Canada Quarterly Capital Expenditure Price Statistics, Catalogue Number 62-007-X. Commencing July 27, 2017 the rates will increase by 3.9%.

Is My Project Subject to Development Charges?
You may be required to pay development charges for land development or redevelopment projects, if you are:

- Constructing a new building
- Making an addition or alteration to an existing building that increases the number of residential units or the non-residential gross floor area
- Redeveloping a property or making interior alterations that result in a change of use to all or part of a building

Statement of the Treasurer
The Treasurer's Annual Statement, identifying opening and closing balances and development charges reserve fund transactions during the year, may be viewed by the public at Meaford.ca or in the offices of the Municipal Clerk at 21 Trowbridge Street West, Meaford, Ontario, during regular business hours.

Note
If there is any discrepancy between this pamphlet and the By-Law, the By-Law prevails.
**Services Included**

Development charges help pay for growth-related capital costs for the following municipal services:

- Roads and Related, including Storm Water
- Water
- Sanitary Sewer
- Parks and Recreation
- Library
- Fire
- Parking
- Public Works
- Development-Related Studies

**When Are Development Charges Payable?**

Development charges imposed under the By-law are calculated, payable and collected on the date that an above grade building permit under the Building Code Act is issued in relation to a building or structure on the land to which the development charge applies. Where a development charge applies to land in relation to which a building permit is required, no building permit will be issued until the development charge has been paid in full.

**Exemptions**

Exemptions provided in the By-law and/or the Act include:

- The City or a local board thereof as defined in the Act
- A board of education
- The creation of an additional dwelling unit, under the restrictions of 2 (3) (b) of the Act
- Land, buildings or structures used or to be used for a public hospital receiving aid under the Public Hospitals Act
- Temporary structures that will not be erected for more than 8 months.
- Accessory uses not greater than 10 square metres

Consult the By-law and the Act for the full list of exemptions.

**County Development Charges**

The Municipality of Meaford collects development charges on behalf of Grey County, as required by the Development Charges Act. Grey County is responsible for setting the development charge rates and applicable policies. Please review the Development Charges By-law at greycounty.ca

Effective July 27, 2017
Any new building development in the Municipality of Meaford is subject to the following development charges. These charges will be used to provide new services to support the development.

### MUNICIPALITY-WIDE CHARGES

<table>
<thead>
<tr>
<th>Service</th>
<th>Residential Charge by Unit Type</th>
<th>Non-Residential Charge per Sq.M</th>
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<tbody>
<tr>
<td></td>
<td>Single &amp; Semi-Detached</td>
<td>Rows &amp; Other Multiples</td>
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<td>Fire Emergency Services</td>
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<td>Parks And Recreation</td>
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<td>Administration</td>
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<td><strong>TOTAL UNSERVICED CHARGE</strong></td>
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<td><strong>$3,456</strong></td>
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<tr>
<td>System-Wide Water</td>
<td>$853</td>
<td>$572</td>
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<tr>
<td>System-Wide Sanitary Sewer</td>
<td>$6,097</td>
<td>$4,099</td>
</tr>
<tr>
<td><strong>TOTAL SERVICED CHARGE</strong></td>
<td><strong>$12,087</strong></td>
<td><strong>$8,127</strong></td>
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### SERVICE AREA 1

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<th>Residential Charge by Unit Type</th>
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<td>Rows &amp; Other Multiples</td>
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<td><strong>TOTAL MUNICIPAL-WIDE CHARGE</strong></td>
<td>$5,137</td>
<td>$3,456</td>
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<td>System-Wide Water</td>
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<td>$572</td>
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<td>System-Wide Sanitary Sewer</td>
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<td>$4,099</td>
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<tr>
<td><strong>TOTAL SERVICED CHARGE</strong></td>
<td>$12,087</td>
<td>$8,127</td>
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Effective July 27, 2017
### SERVICE AREA 2

<table>
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<tbody>
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<td>Single &amp; Semi-Detached</td>
<td>Rows &amp; Other Multiples</td>
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<tr>
<td>Total Municipal-Wide Charge</td>
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<tr>
<td>System-Wide Water</td>
<td>$853</td>
<td>$572</td>
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<tr>
<td>System-Wide Sanitary Sewer</td>
<td>$6,097</td>
<td>$4,099</td>
</tr>
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<td>Service Area 2 Water</td>
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<td>Service Area 2 Sewer</td>
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Effective July 27, 2017

### SERVICE AREA 3

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<td>Rows &amp; Other Multiples</td>
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<td>Total Municipal-Wide Charge</td>
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<td>System-Wide Water</td>
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<td>Service Area 2 Water</td>
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<td>Service Area 2 Sewer</td>
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<td><strong>TOTAL SERVICED CHARGE</strong></td>
<td><strong>$14,594</strong></td>
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Effective July 27, 2017
<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>Municipality of Meaford</th>
<th>Town of Blue Mountains</th>
<th>City of Owen Sound</th>
<th>Grey Highlands</th>
<th>Chatsworth</th>
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<tr>
<td>Official Plan Amendment</td>
<td>Major</td>
<td>8,000.00</td>
<td>8,635-13,665 (Mid to Large Scale)</td>
<td>3,500.00 (General)</td>
<td>2,000.00 + 3,000.00 (Contingency)</td>
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<td>Minor</td>
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<td>2,310-6,755 (Mid to Large Scale)</td>
<td>1,200.00 + 2,000.00 Cont.</td>
<td>1,140.00-1,675.00 (Grey County OP Amendment)</td>
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<tr>
<td>Zoning By-law Amendment</td>
<td>Major</td>
<td>4,000.00</td>
<td>3,465-4,575 (Mid to Large)</td>
<td>3,000.00 (General)</td>
<td>1,200.00 + 2,000.00 Cont.</td>
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<td>Minor</td>
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<td>OPA/ZBA Combined</td>
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<td>Temporary Use/ Garden Suite</td>
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<td>595-600 (Mid to Large Scale)</td>
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<td>500.00</td>
<td>1,500.00 (deposit) – 500.00 admin. Fee to be deducted from deposit</td>
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<tr>
<td>Deeming By-law</td>
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<tr>
<td>Subdivision/Development Agreement</td>
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<td>8,630-14,280 (Mid to Large)</td>
<td>1,000.00 (Draft Plan) + 100.00 per lot/block</td>
<td>2,500.00 + 6,000.00 Cont. (Minor – Less than 20 units)</td>
<td>5,000.00 (deposit) – 1,000.00 admin. Fee to be deducted from deposit</td>
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<tr>
<td>Pre-Development Agreement</td>
<td>1,500.00</td>
<td>8,945-14,560 (Mid to Large)</td>
<td>5,755.00 (Small)</td>
<td>100.00 per lot/block (Application for Subdivision Agreement)</td>
<td>8,000.00 + 6,000.00 Cont. (Major – Greater than 20 units)</td>
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<td>Pre-Service Agreement</td>
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<td>800-3,785 (Individual to Small)</td>
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<td>Each Add. Day</td>
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<td>(per add. hour)</td>
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</tr>
<tr>
<td>OMB Attendance Each Add. Day</td>
<td>225.00</td>
<td>125.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Permit – Temporary</td>
<td>10.00</td>
<td>75.00</td>
<td>25.00</td>
<td>(Short term)</td>
<td>Or 5.00/month</td>
</tr>
<tr>
<td>Service</td>
<td>Fee 1</td>
<td>Fee 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Permit – Mobile Sign</td>
<td>50.00</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Permit – Permanent</td>
<td>100.00</td>
<td>20.00/sq. m., min. 75.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Variance Request</td>
<td>200.00</td>
<td>75.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Permit – Not for Profit Organization</td>
<td>Nil</td>
<td>Nil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign on Municipal Property</td>
<td>550.00</td>
<td>(Annual)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Date Monday, July 17, 2017

From Rob Armstrong, Director of Development & Environmental Services

Subject Service Delivery Review – Permitting (Signs, Grading and Heritage)

Report No. SDR-38 Roll No. n/a

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford:

1. Approve the continuation of the current level of service for Permitting (Signs and Heritage);
2. That the Permitting under the Drainage and Grading By-law be assigned to the Manager of Transportation and Fleet Services; and,
3. Direct staff to proceed with an update to the Sign By-law.

Service Summary

<table>
<thead>
<tr>
<th>Service</th>
<th>Property Matters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Development &amp; Environmental Services</td>
</tr>
<tr>
<td>Summary</td>
<td>Development Services Staff administer permit requirements of specific by-laws that are applicant initiated for signs, heritage and grading.</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Yes, such matters must be addressed as part of daily municipal operations.</td>
</tr>
<tr>
<td>Legislation</td>
<td>The Municipal Act</td>
</tr>
<tr>
<td></td>
<td>The Ontario Heritage Act</td>
</tr>
<tr>
<td>By-laws</td>
<td>Sign By-law 022-2014, 40-2014</td>
</tr>
<tr>
<td>Fees/Charges</td>
<td>Sign Permit – Permanent $100</td>
</tr>
<tr>
<td></td>
<td>Sign Permit – Permanent on Municipal Property $550</td>
</tr>
<tr>
<td></td>
<td>Sign Permit – Mobile $50</td>
</tr>
<tr>
<td></td>
<td>Sign Permit – Temporary the greater of $10 or $5/month</td>
</tr>
</tbody>
</table>
2017 Budget Summary

2017 Gross Budget: $379,075.00
2017 Gross Revenues: -$62,000.00
2017 Internal Transfers: -$85,750.00
Net Budget: $231,325.00

Permitting is a component of the overall Planning Services budget to complete all functions along with IT support, etc. less sign permit specific revenue of $500 annually.

The remaining 91.3% of the Planning Services budget relates to Property Matters (SDR -28), Planning Policy Standards and Programs (SDR-36) and Development Approvals and Costs (SDR-37).

Staffing

<table>
<thead>
<tr>
<th>Full Time Staffing</th>
<th>Positions</th>
<th>Hours Worked per year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>364 combined</td>
</tr>
<tr>
<td>Part Time/Seasonal/Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Equivalent</td>
<td></td>
<td>0.2</td>
</tr>
</tbody>
</table>
Service Background

Development Services staff administer permitting in relation to by-laws passed by Council to regulate signs, heritage conservation and grading matters.

Sign Permits

By-law 22-2014 is the most recent version of the Sign By-law which was passed to regulate signage within the Municipality of Meaford. The purpose of the by-law is to coordinate the type, placement and scale of signs within different land-use zones. The permitting process is established to ensure that all signs are treated equally. Sign permits are an applicant driven process. Staff pre-consult with potential applicants; accept applications and fees; review, circulate and process applications; produce permits, conditions and letters; and, processing variance requests. Sign permits are processed for a fee that is to be reflective of staff time and in alignment with neighbouring municipalities. All enforcement matters are dealt with by the Legislative Services Department.
Heritage Permits

The Heritage Conservation District was established by by-law 67-2014 after completion of a Heritage Conservation District Plan and Guidelines. The purpose of the Heritage Conservation District is to promote investment in a very important historical and commercial area of the Municipality of Meaford, and to protect the cultural heritage properties. Heritage permits are required by the by-law for any alterations to properties within the established Heritage Conservation District which includes restoration, renovation, repairing or disturbing.

Heritage Permits are done at no cost to the applicant as Heritage Conservation is considered to be a benefit to the community. Staff meet with the applicant to see if proposed work is exempt or requires a permit. Approval of minor Heritage Permits are covered under delegated authority by-law 40-2014 (amended by 34-2015). Permits that are not considered minor are reviewed by the Meaford Heritage Committee. Municipal Heritage Committee (MHC) was established to identify, protect and promote the preservation of historic assets and assists Council in reaching a decision. A recommendation is then forwarded to Council for a decision. Council then notifies the applicant in writing. If a permit is granted in conjunction with the Building Permit, the Building Official monitors the work to ensure compliance with the application.

More significant permits are typically applied for in conjunction with Planning approvals. These permits normally require the proponent to engage a Heritage Professional to evaluate conformity with the Heritage Conservation District Plan and Official Plan. The proponent is also required to pay for a peer review by a Heritage Professional retained by the Municipality.

Grading Permits

The Municipality passed By-law 58-2010 being a By-law to regulate the placing or dumping of fill, and/or the alteration of the grade of the land. For the most part, this By-law only applies to small lots and where they are outside of the portion that fall within regulated area of the Grey Sauble Conservation Authority. Usually grading permits are combined with a Building Permit Approval and are coordinated with that process. Currently the Director reviews a submission and either requires the engineered plan with security deposit or exempts the lot from requiring the plan and deposit. In some circumstances, permits are required for the placement of fill on vacant or lots already developed. When not a permit is required outside of the Building Permit process, a fee is applied to cover review time by staff.

It should be noted that irrespective of By-law No. 58-2010, the Chief Building Official has authority to require an engineered drainage plan as part
of a Building Permit process if, in his/her opinion an adjacent property could be adversely impacted.

Analysis

Improving In-House Process and Performance

Sign Permits

Sign Permits are covered under delegated authority by-law 40-2014 to allow staff to approve and execute all permits under by-law 22-2014. Any permits not meeting the requirements of the by-law are forwarded onto Council. Currently, Sign permits are initially reviewed by planning staff, then circulated to various departments for review and comment, before being issued. It is our opinion that, if a permit meets the standards of the by-law, there is no need for an interdepartmental circulation and the planning staff should proceed directly with the approval. Permits that do not meet all of the standards of the by-law should continue to be reviewed by the affected departments.

As every circumstance is different, sometimes variances are required to allow for businesses to effectively advertise. When the variance is minor and in keeping with the By-law, the approval authority should be delegated to the Director of Development and Environmental Services, to allow sign permits to continue to be processed in a timely manner. Any variances that do not meet the intentions of the by-law should continue to be forwarded to Council for a decision. An update to the delegated authority by-law should be made to recognize variances that are minor in nature.

The updated by-law has been in use for three years, and a number of issues have become apparent. Staff recommend that the by-law be reviewed and updated to resolve these problems. This update would assist business owners and residents in understanding the requirements. After an update is completed, public education in the form of an easy to use guide should be provided to businesses and made available to the public.

Heritage Permits

Minor permits are approved by the Director of Development and Environment to ensure that the process is efficient and effective. The remainder of permits follow the process as approved by Council, which includes obtaining an opinion from the Municipal Heritage Committee.
Grading Permits

The Manager of Transportation and Fleet Services has been appointed by Council as the Drainage Superintendent under By-law 081-2013 to perform those duties assigned under the Drainage Act. Although the roles performed under the Fill By-law are not the same as the roles under the Drainage Act, there are some similarities. As a result, staff suggest that this role now be assumed by the Manager of Transportation and Fleet Services.

Adjusting Service Levels

Based on the current by-laws, the level of service provided on such permitting is adequate and appropriate.

Cost Avoidance: Operating Costs and Capital Investments

No opportunities for cost-avoidance are anticipated.

Enhancing and Expanding Service Levels

For the most part, this service is reactive based on applications received. With the exception of some public education on process and requirements, expansion of service is not applicable.

New Revenues

Council could consider implementing a fee for Heritage Permits, however, the Heritage Conservation Consultant did not recommend a fee and this position is supported.

Alternative Service Delivery Including Shared Services or Contracting Out

This service cannot be readily contracted out. In-house knowledge and readily available access to municipal documents are necessary to carry out this service.

Service Structure and Staffing Realignment

This task is shared between the Director of Development and Environmental Services and the Planner/GIS Coordinator. The current staffing and structure is adequate to address permitting matters. Administrative support to assist with the processing of applications could be considered together with other services performed within the Department.
**Discontinuing the Service**

Unless Council revokes these By-laws, permitting is a required service.

**Financial Impact**

No financial impacts are expected.

**Implications**

Continuation of these services will allow for timely processing of applicant initiated permitting. Revoking of the applicable By-laws will result in the no controls over the placement of signs or protection of Heritage Resources in the District.

Respectfully Submitted:

_________________________________
Prepared by:
Kara Rogers, Planner/GIS Coordinator

_________________________________
Prepared with:
Rob Armstrong, Director of Development & Environmental Services

_________________________________
Reviewed by:
Denyse Morrissey, CAO
Date: Monday, July 17, 2017

From: Robert Armstrong, Director of Development and Environmental Services

Subject: Service Delivery Review – Building Code Enforcement

Report No. SDR-39 Roll No. N/A

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford approve:

1. Approve the continuation of the current level of service for Building Code Enforcement; and
2. Approve the recruitment of a full-time, contract Administrative Assistant on a 2 year contract to provide administrative support to the Building and Planning services, effective January 1, 2018, with the cost being fully supported by additional fees and the existing seasonal staff budget.

Service Summary

<table>
<thead>
<tr>
<th>Service</th>
<th>[Service Title]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Development and Environmental Services</td>
</tr>
<tr>
<td>Summary</td>
<td>Development Services Staff (Building) administer the Building Code Act which include Consultation, Plan Review, Inspections and Reporting, which includes property compliance reports. In addition, they administer the civic addressing program, as well as process other permits and collect fees related to other By-laws such as Water and Sewer Connections, Entrance Permits and Development Charges.</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Yes - The Building Code Act states that the Council of the Municipality is responsible for the enforcement of the Act.</td>
</tr>
<tr>
<td>Legislation</td>
<td>Building Code Act and the Building Code</td>
</tr>
<tr>
<td>By-laws</td>
<td>Building By-law 015-2012 and Property Standards By-law 108-2008</td>
</tr>
</tbody>
</table>
Fees/Charges Schedule C of By-law 94-2016 itemized the various fees for each process.

### 2017 Budget Summary

- **2017 Gross Budget**: $245,450
- **2017 Gross Revenues**: -$275,500
- **2017 Internal Transfers**: $65,975
- **Net Budget**: $73,975

<table>
<thead>
<tr>
<th>% of 2017 Corporate Operating Budget assigned to Planning &amp; Building Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Budget $11.92M</td>
</tr>
<tr>
<td>Planning &amp; Building Budget $305K (2.6%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of 2017 Planning &amp; Building Services Budget assigned to Building Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Building Budget $305K</td>
</tr>
<tr>
<td>Building Services $74K (13.5%)</td>
</tr>
</tbody>
</table>

### Staffing

<table>
<thead>
<tr>
<th>Positions</th>
<th>Hours Worked per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Staffing</td>
<td>3</td>
</tr>
<tr>
<td>Part Time/Seasonal/Student</td>
<td></td>
</tr>
<tr>
<td><strong>Full Time Equivalent</strong></td>
<td>2.1</td>
</tr>
</tbody>
</table>

Two Full-Time Building Officials and 0.1 Director

### Contracted Services:

The Delegated Authority By-law has enabled the Chief Building Official to utilize the services of a Registered Code Agency if necessary. This authority has not been utilized to date.
Organizational Chart

Service Background

At the time of amalgamation, the Municipality of Meaford had two full time Building Officials. This was increased to three in 2003, however the Department also had other roles including oversight of the Crossing Guards, Emergency Management and By-law Enforcement. In 2006, the number of staff was reduced to two with a departure and then one in 2007. In 2008, the compliment of Building Officials was reinstated to two. Administrative support for the department over the years has been limited.

In 2015, the Municipality of Meaford has entered into an agreement with the Town of The Blue Mountain to assist them with regard to Building Inspections due to vacancies and workload. This was conditional upon staff’s availability and an assurance that service to Meaford customers would not be interrupted.

As noted, Building Department staff previously provided By-law Enforcement Services beyond the enforcement of the Building Code Act. However, when staffing was reduced to two, the resources to provide this service were inadequate and enforcement beyond building matters ceased. The service is
now provided by dedicated By-law Enforcement staff who also provide enforcement of the Building Code matters (Building By-law and Property Standards By-law).

In 2005, legislation governing septic approvals for systems 10,000 litres or less was moved to the Ontario Building Code. As a result, the Municipality entered into an Agreement with the Bruce Grey Owen Sound Health Unit to provide this service on behalf of the Municipality. In 2011, the Municipality received notification that the Health Unit was no longer going to provide this service effective 2012 and that the Municipality would need to arrange for this service. The Deputy Chief Building Official proceeded to obtain the qualifications under Part 8 of the Ontario Building Code and, as a result, the Municipality was able to deliver this service. Systems over 10,000 require approval from the Ministry of the Environment.

The following chart outlines the Building Permit / Inspection activity since 2014:

<table>
<thead>
<tr>
<th>Year</th>
<th>Permits</th>
<th>Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>253</td>
<td>1011</td>
</tr>
<tr>
<td>2105</td>
<td>321</td>
<td>1117</td>
</tr>
<tr>
<td>2016</td>
<td>386</td>
<td>1521</td>
</tr>
<tr>
<td>2017 (1)</td>
<td>140</td>
<td>698</td>
</tr>
</tbody>
</table>

(1) Until June 30, 2017

The Ontario Building Code has prescribed times to which a decision must be rendered on a Permit application. The following chart identifies the time frames based on the type of Permit:
Period Within Which Permit Shall be Issued or Refused
Forming Part of Article 1.3.1.3.

<table>
<thead>
<tr>
<th>Item</th>
<th>Column 1</th>
<th>Column 2 Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>(a) A detached house, semi-detached house, townhouse, or row house where no dwelling unit is located above another dwelling unit. (b) A detached structure that serves a building described in Clause (a) and does not exceed 55 m² in building area. (c) A tent to which Section 3.14. of Division B applies. (d) A sign to which Section 3.15. of Division B applies.</td>
<td>10 days</td>
</tr>
<tr>
<td>2.</td>
<td>(a) Buildings described in Clause 1.1.2.4.1) (a), (b) or (c) of Division A, other than buildings described in Column 1 of any of Items 1 and 4 of this Table. (b) Farm buildings that do not exceed 600 m² in building area.</td>
<td>15 days</td>
</tr>
<tr>
<td>3.</td>
<td>(a) Buildings described in Clause 1.1.2.2.1) (a) or (b) of Division A, other than buildings described in Column 1 of any of Items 1 and 4 of this Table. (b) Farm buildings exceeding 600 m² in building area.</td>
<td>20 days</td>
</tr>
<tr>
<td>4.</td>
<td>(a) Post-disaster buildings. (b) Buildings to which Subsection 3.2.6. of Division B or any provision in Articles 3.2.8.3. to 3.2.8.11. of Division B applies.</td>
<td>30 days</td>
</tr>
</tbody>
</table>

The Building Department has developed a Guide to Building which outlines the process to obtain a permit and also information related to the required inspections. It should be noted that owners/builders must provide 2 business days’ notice in advance of building inspections and 5 business days’ notice for septic systems. Further, Building staff have set aside certain days for inspections on the westerly side of the Municipality to limit the amount of driving time. The industry has generally become aware of this and schedules accordingly.

The Building Department also coordinate the Civic Addressing program with the County of Grey. The requirement to number properties is usually tied to a Building Permit.

Based on the experience of area municipalities in attracting qualified Building Officials, the Municipality has been fortunate to have two qualified individuals that are able to provide Building Code services.

Analysis

Improving In-House Process and Performance

The Building Officials perform a number of tasks which are considered administrative in nature. This includes the following:

1. Receipt of Building Permit Application and creating file.
2. Booking of Inspections
3. Property Management Maintenance
4. Building Department Reporting (Municipal, MPAC and Stats Can)
5. Circulation to other Departments / Agencies
6. Preparing Compliance letter for approval by CBO.
Based on the current level of building activity, it is becoming a challenge to meet the requirements of Building Code program. In this regard, the department could benefit from dedicated administrative support, so that the Building Officials can focus on those tasks that require the qualified individuals such as Pre-Consultation, Plans Examination and Inspections.

Staff suggest that we explore integrating administrative support into the department with the costs being offset by the increase in permit revenue and pooling of other support (seasonal) positions.

The Building Department staff have recommended the implementation of tablet so that inspections can be logged in the field digitally and then synchronized with the Property Management System (PRYNSIS) when they return to the office. Budget funds had been allocated in the past for this feature, however there was a reluctance to proceed until such time as a long term decision has been made on a Planning and Building tracking system. We will be proceeding with implementation in 2018 as it will assist in efficiency of recording of inspections.

Although the Building Department coordinates this process, there are still some inconsistencies throughout the Municipality with regard to civic addressing responsibilities. Further, staff could benefit from an operating guideline on who does what to avoid confusion on responsibilities. This is both internal and external.

**Adjusting Service Levels**

As noted, the service level is prescribed by the Building Code and our Building By-law. These timeframes are always met so staff are of the opinion there is no need to adjust service levels.

**Cost Avoidance: Operating Costs and Capital Investments**

The costs to operate the Building Code program is fairly basic which includes the wages of two Officials, training, a vehicle and some supplies. There is no opportunity for cost avoidance to provide this service.

**Enhancing and Expanding Service Levels**

Currently staff deliver the level of service that the Municipality is required to deliver in accordance with Building Code. There is no need to expand or enhance this service.
New Revenues

In accordance with Section 7(4) of the Building Code Act, the municipality is required to prepare an annual report, in order to enhance transparencies and ensure that the building permit fees do not exceed the anticipated reasonable delivery service expenses.

In 2008, the Municipality engaged the services of a Consultant to review our Building Permit fees to ensure the fees being collected reflect the cost to deliver this service. These updated fees were approved in 2010 and have been subject to a 2% COLA every year since approved. We annually review the fees for opportunities for new revenue and incorporate the fees into our by-law. At this time we do not anticipate the ability to charge additional fees.

Staff had budgeted an amount for providing inspection services to the Town of The Blue Mountains in 2017, however based on the volume of permits in the Meaford, we were unable to provide assistance. This budgeted amount will be offset by the increase in the amount above budget collected for permits in the Municipality of Meaford.

Alternative Service Delivery Including Shared Services or Contracting Out

We are aware of shared services agreement for some municipalities to the south. It is our understanding that the rationale for this agreement was the inability of some municipalities to attract qualified individuals and also the fact that the volume of permits did not warrant a full time inspector. This is not the case for the Municipality of Meaford at this time but is something that we continually explore.

There are a number of projects that may be forthcoming in the Municipality of Meaford that would be considered Large or Complex Buildings under the Building Code. Based on the complexity and the time commitment of these projects, the Municipality may need to seek the assistance of a Registered Code Agency or qualified consultant to review and inspect these buildings. These are one-off buildings and will not be a regular occurrence. The costs to obtain this service will be offset by Building Permit fees for the particular building and will not impact the current budget of the Municipality.

Service Structure and Staffing Realignment

The current structure provides the most effective delivery of this service, with the exception of adding some administrative support.
Discontinuing the Service

As noted, the Municipality is obligated to have a program to enforce the Building Code Act.

Financial Impact

The Financial Impact of the Administrative Support position would be offset by the increase in Building Department revenue resulting from an increase in permits with no increase on tax base.

Implications

Should building permit activity remain strong and administrative support not be obtained, the ability to deliver the current level of customer service and meet the requirements of the Building Code Act will be in jeopardy.

Supporting Documentation

Appendix 1 – Building Permit Guide

Respectfully Submitted:

_________________________________
Prepared by:  
Robert Armstrong, Director of Development and Environmental Services

_________________________________
Prepared with:  
Richard A. Carefoot, CBO

_________________________________
Reviewed by:  
Denyse Morrissey, CAO
AIM AND APPLICATION OF THE GUIDE

This guide is intended to help you better understand the requirements for building as set by applicable law, which could either be a Municipal By-law, a Provincial Statute, or a combination of both. This guide also explains our fees and charges.

It also outlines what is expected of you during the course of construction.

This is a GUIDE ONLY and is not intended to be a substitute for any applicable law. If you have any doubts or questions, please contact

Richard (Rick) Carefoot, CBCO
Chief Building Official
21 Trowbridge Street West
Meaford, ON,
N4L 1A1
Phone: (519) 538-1060 Ext.1113
Fax: (519) 538-1556
e-mail: rcarefoot@meaford.ca

Tammy Dobie, CBCO
Deputy Chief Building Official
21 Trowbridge Street West
Meaford, ON
N4L 1A1
Phone: (519) 538-1060 Ext. 1114
Fax: (519) 538-1556
e-mail: tdobie@meaford.ca

WHEN DO I NEED A BUILDING PERMIT?

Building permits are required for any new construction, alteration or repair. Following is a few examples of when a permit is required:

1) Any new structures greater than 10 m² (107 ft²). Those structures less than 10 m² still MUST COMPLY with zoning & other applicable laws
2) Adding a carport, garage, deck, porch, room(s) or another story to an existing building
3) Adding structural features such as a balcony, dormer, enclosing a porch, window enlargement, wind turbine or solar panel(s) addition
4) Excavating to construct a new or full basement under an existing house
5) Any structure containing plumbing (even those less than 10 m²)
6) Doing renovations or repairs or undertaking structural changes
7) Signs having structural components
8) Change of Use of occupancy of a building
9) Heating plant replacements
10) Installation of solid fuel-burning appliances
11) Replacing an existing deck, porch, carport etc
12) Chimney construction
13) New or replacement plumbing
14) Retaining wall(s) exceeding 1 m in height – Note: Grading By-law still applies
15) Temporary Tent
16) Tarp Structures
17) Manure Storages
18) Barns
19) Grain Bins & Silos
20) Garden and Implement Sheds
21) Swimming Pool and their Enclosures
22) Spas
23) Moving a building within or into the Municipality
24) Site Servicing
25) Sewage system installation or alteration

**Note:** There may be other instances where a building permit would be required. If you are unsure whether a permit is required, you are strongly encouraged to review your proposed project with the Building Department Staff prior to proceeding.

A Demolition Permit is required if you are tearing down a building or part of a building.

All “structures” including dwellings, accessory buildings, decks and porches must be located on the lot and conform to the zoning by-law and applicable laws for that parcel of land, regardless of whether a building permit is required.

**HOW DO I APPLY?**

During the preliminary planning stage of your project, you must determine the zoning by-law rules that apply to your property. Zoning by-laws regulate the use, size, location and types of “structures” permitted on all property within the Municipality. [Click here](#) to link to the Planning Services page & access to Zoning By-law 60-2009.

You will be required to complete and sign an application form. These forms are available in the Building Department located in the municipal offices located at 21 Trowbridge Street West, Meaford ON or [click here](#) to be linked to the Building Permit Application package.

You may also be required to submit other pertinent information depending on the type of construction project you propose.

A down payment (or full permit value) is required at time of application. This down payment is non refundable if the permit is withdrawn by the applicant.
INFORMATION REQUIRED WHEN APPLYING FOR A BUILDING PERMIT

- **Completed Application for a Permit to Construct or Demolish**
  MUST be filled out in its entirety. [Click here](#) to link to the authorized form.

- **Completed Schedule 1: Designer Information**
  MUST be filled out by the designer who takes responsibility for the design work. [Click here](#) to link to the Ministry’s authorized form.

- **Completed Schedule 2: Sewage System Installer Information**
  MUST be filled out by the installer of the on-site sewage system. [Click here](#) to link to the Ministry’s authorized form.

- **Site Plan**
  A detailed site plan must be submitted with all applications, drawn to scale and fully dimensioned – showing dimensions to the property lines, septic tank, septic bed, well, other structures on the property, overhead power lines, easements, entrances, water line location etc.

- **Two Complete Sets of Construction Drawings**
  Two complete sets of construction drawings, showing floor plans, elevations, sections, details, roof plan, etc, prior to the processing of any application.

- **Grading Plan**
  Prepared by a Professional Engineer or Ontario Land Surveyor. [Click here](#) to link to the Grading and Filling by-law. [Click here](#) to link to the amendment to the Grading and Filling by-law. [Click here](#) to link to the Grading and Filling Application Form.

- **Engineered Drawings**
  All engineering must be supplied to the Building Department.

- **Entrance Permit**
  Any property wishing access onto a maintained road requires an entrance permit from that roads maintenance authority (e.g. Municipality, County, MTO). Contact the authority having jurisdiction. [Click here](#) to link to the Municipality of Meaford’s Entrance Permit Application Form. [Click here](#) to link to the County of Grey Entrance Permit Application Form. [Click here](#) to link to the MTO Entrance Permit Application Form.

- **Addressing**
  A detailed site plan must be supplied along with the completed application showing the driveway location and width of the driveway, setbacks to property lines, neighbouring driveway locations and their addressing.

- **Payment**
  Minimum required down payment or full permit fee shall be paid upon application. [Click here](#) to link to the fee chart as per by-law.

- **Compliance with “Applicable Laws” (Not limited to):**
  Grey Sauble Conservation Authority  519-376-3076
  Niagara Escarpment Commission  519-599-3340
  County of Grey Transportation Services  519-376-7337
CONSTRUCTION DRAWINGS

THE SITE PLAN (Plot plan or Survey)

A site plan is required for any new buildings, additions, or accessory structures.

A site plan should be drawn and contain the information shown below (all that is applicable).

- title of plan
- scale
- north arrow
- lot lines and dimensions
- street name(s)
- setbacks to lot lines
- setbacks to other structures
- parking location and dimensions
- entrance location & size
- septic tank and bed location
- well location
- easements, hydro lines
- overhang encroachment(s)
- accessory structures & decks
- existing and proposed construction & dimensions

Note:

In rural area, M.D.S. (minimum distance separation) calculation may apply. Location and size of neighboring dwellings & barns, types and number of livestock housed, tillable acres and type of manure and manure storage criteria is required. Please supple this information at time of application.
Drawings are required for all new buildings, additions, accessory buildings and structural alterations. The Building Department requires two sets of drawings, and once approved, one set will be returned to the applicant. This approved set (Site Copy) must be kept on the construction site at all times for use by all trades and inspection referencing.

Measurements may either be in imperial or metric.

Plans vary depending on the type of construction but typically include:

**THE FOUNDATION OR BASEMENT PLAN**

The following information needs to be included on the basement or foundation plan.

- fully dimensioned
- size and location of beams
- bearing walls or support columns
- footing size (strip, column and pier)
- foundation thickness
- foundation type (concrete block, poured, wood, etc.)
- size and type of floor joists, spans and centers.
- stair location & framing
- floor drain & sump pump
- plumbing location or future vent
- floor covering
- smoke detector & carbon monoxide detector
- room titles
- sectional arrow(s)
- width, location and lintel sizes of all openings
A floor plan is a top view of the structure as seen if it is cut horizontally a few feet above the floor. One floor plan is required for every floor of the house. Each floor plan shows the interior layout of the level in question as well as providing the structural framing information for the floor above. In the case of the top floor plan, the roof framing is shown instead. Each plan should include the following information.

- title of plan
- scale
- use of rooms & space
- extent of new construction including new work within an existing building
- size, type and location of exterior and interior walls and partitions
- width, location and lintel size of all openings
- location, dimension and direction of stairs
- size, type, spacing and location of structural members
- sectional arrow(s)
- floor covering
- crawl space access
- attic access
- references to detailed drawings
- material specifications or notes
A section presents a view of the house along an imaginary cut through one particular location of the building. It illustrates the typical relationship between the various components which are hidden in walls, floors and ceilings. Additional sections may be required at other locations to provide further clarifications. The extent of the sections should correspond with the sectional arrows shown on the plans. It should indicate the following.

- title of section
- scale
- size and type of footings and foundation walls
- exterior and interior wall construction
- roof and ceiling construction
- floor construction
- grade
- attic and crawl space ventilation
- backfill height
- foundation wall height
- overall building height
- roof and crawl space ventilation
- overhang dimension
- foundation drainage
- distance from grade to underside of footing

Wall Detail
ELEVATIONS

Elevations show the exterior of each side of the building. Each elevation is identified by the direction it is facing. It should contain the following.

- Title of elevation
- Scale
- Extent of new and existing construction
- Vertical dimensions of walls, windows and doors
- Grade level
- Overhang dimensions
- Roof shape, slope and finish
- Rain water leader & eavestrough
- Exterior lighting (required at all exits)
- Exterior cladding & flashing
- Deck(s), porch(s) & guarding
- Chimney height & distance to roof
- Dimension from grade to u/s of ceiling
- Stairs & railing
- Foundation & footing construction
UTILITIES AND SERVICES

UTILITIES – Water and Sewer

Municipal Utilities are generally provided within the major urban area as well as water only, in the hamlet of Leith. An application for Utility Services is available from the Municipal Administration Centre. The top section of the Application for Utility Services form must be filled in completely and returned to the Chief Building Official. After being received by the Chief Building Official, the application form is completed indicating the status and availability of existing water and sewer services as well as the applicable charges for each utility and item. [Click here] to link to the Application for Utility Services.

The builder\(^1\) is responsible for the installation of new underground utility services on private property. As well, additional connection charges are applicable for the connection laterals of utilities to the municipal systems (if not already provided). There are minimum fixed fees for each new sewer and water installation and inspection of the lateral on municipal property up to a size suitable for most residential requirements – 4” diameter PVC sewer duct and ¾” diameter water service pipe. Services larger than 4” sewer or ¾” water are subject to costs incurred. In addition, all water customers are required to make a capital payment to the municipality for a water meter and back flow preventer, which are mandatory. Water and sewer billing is based on water meter readings.

A completed Application for Utility Services form must be submitted to the Chief Building Official and services paid for prior to a building permit being issued.

Inquiries regarding the availability of water and sewer services should be directed to:

Municipality of Meaford
21 Trowbridge Street West
Meaford, ON. N4L 1A1
Phone 519-538-1060, Fax: 519-538-5240

For gas, electrical, telephone, cable TV etc., please contact the local service provider

\(^1\) Builder means owner, agent or contractor

PRIVATE ON-SITE SEWAGE SYSTEM

On-site sewage system permits apply to areas of the Municipality of Meaford which are not serviced by a municipal sewer.

Permits are required for the installation, repair or enlargement of any private sewage system (i.e. septic tank and tile bed). An on-site sewage system permit is required prior to any work being done.

An on-site sewage system evaluation is required when your construction project includes a new addition, increased fixture units (hydraulic loading), a renovation increasing the number of bedrooms, septic area encroachment (including decks) or a change of use. A copy of the approval must be obtained before a building permit can be issued for the new construction.
Please note a 5 day notification as per 1.3.5.3.(2) Div C of the Ontario Building Code maybe required for inspections.

[Click Here](#) to link to the On-Site Sewage System Application Package.

[Click Here](#) to link to the Sewage System Evaluation Application Form

## ADDITIONAL PERMITS

### PLUMBING PERMITS

Plumbing permits are required for the installation of any plumbing fixtures or plumbing and drainage systems (new, replaced or altered). Permits are issued by the Building Department. All plumbing is subject to inspection. A water or air test must be verified by the Building Department at the time of inspection. [Click here](#) to link to the Plumbing Permit Application form or contact the Building Department at 519-538-1060 for additional information.

### DEMOLITION PERMITS

Demolition permits are required prior to the removal of most structure from the property. [Click here](#) to link to the Demolition Permit Application form or contact the Building Department at 519-538-1060 for additional information.

### GRADING AND FILLING OF A PROPERTY PERMIT

An engineered drainage & grading plan (or plan prepared by an Ontario Land Surveyor) is required prior to the issuance of a Building Permit or the re-grading of a property in all Residential, Development, Commercial, Industrial, Institutional, Harbour, Open Space and Environmental Protection Zones. Securities will be collected at time of permit issuance. Prior to these securities being released back to the applicant, the Engineer or Ontario Land Surveyor must certify that the drainage and grading has been completed in accordance with the drainage and grading plan for which the permit was issued (Not adversely affecting adjacent properties and demonstrating compliance with the overall drainage and grading plans of the subdivision – as applicable). [Click here](#) to link to the Grading and Filling Application Form.

### ENTRANCE PERMIT

Proof of an approved entrance is required prior to the issuance of a building permit. This is either obtained from the Municipality of Meaford’s Transportation Services, Grey County Transportation Services or the Ministry of Transportation (which ever applies). [Click here](#) to link to the Municipality’s Entrance Application. [Click here](#) to link to the County Entrance Application. [Click here](#) to link to the MTO Entrance Application.

### TARION REGISTRATION

All new homes are required to be registered under the Ontario New Home Warranties Plan Act, either by a registered builder or home owner.
FEES AND CHARGES

All applicable fees and charges must be paid before receiving a building permit. Payment can be made in cash, debit or by cheque made payable to the Municipality of Meaford. All fees are specified by by-law.

DEVELOPMENT CHARGES

Development charges are collected on behalf of the Municipality and the County at time of Building Permit issuance. Click here to view the Municipality of Meaford’s Development Charges Pamphlet. Click here to view the Municipality of Meaford’s Development Charges By-Law or check with the Municipality for the current year’s charges. Click here or check with the County for the current year’s charges.

SEWER CHARGES

If sanitary sewers are available on the street but not to the property line, the builder may have the Municipality install the service laterals from the main line to the property line. If installed by the Municipality, the cost is specified by by-law and would be collected at time of issuance of a building permit. The builder may hire his/her own contractor (with municipal authorization) and pay the contractor directly. The cost of the sewer lateral is the responsibility of the property owner.

There is an inspection fee and is charged at time of issuance of a Building Permit. This fee is applicable whether the municipality or a contractor installed the service from the mainline to the property line.

All fees are specified by by-law. Click here to link to the Environmental Services Fee by-law.

The builder/owner is responsible for all work and materials from the property line to the building.

Contact: Environmental Services at 519-538-1060 if you have any questions or concerns.

WATER CHARGES

There maybe a charge at issuance of a Building Permit for a new ¾” line. The municipality installs the water line and the charge is for the road cut (if necessary) and piping from the water main to the property line. The waterline is sometimes installed if the road is being excavated for any other reason and therefore, may actually be installed for a period of time (sometimes years) before the property is developed. The charge is still applicable at issuance of a Building Permit.

There is an inspection fee and is charged at time of issuance of a Building Permit. All fees are specified by by-law. Click here to link to the Environmental Services Fee by-law.
The builder/owner is responsible for all work and materials from the property line to the building.

Contact: Environmental Services at 519-538-1060 if you have any questions or concerns.

DEVELOPERS’ FEE – COST RECOVERY CHARGE

In some cases the developer paid for the installation of the new water main. If the builder wishes to connect to that water main, a charge is recovered from the builder connecting to the main. This is collected at the issuance of a Building Permit.

WATER METER & BACK FLOW PREVENTER

Charges are made for a new water meter and backflow preventer (if applicable) at the time of issuance of a building permit. The fee is specified by by-law. Click here to link to the Environmental Services Fee by-law.

SUBDIVISION DEVELOPMENTS

Servicing for water and sewers is provided at the developer’s expense. Water and sewer installation charges do not apply, however, the inspection fee will be charged at time of Building Permit issuance.

DEPOSITS

PAVED ROAD DEPOSIT

If a property is located on a municipal hard surfaced road, a deposit will be collected at the issuance of a Building Permit. This deposit covers the costs of repairs to the road should it be necessary. If no damage has been done to the road during the construction period, the deposit will be refunded to the applicant after a passed Final Inspection.

PRE-OCCUPANCY DEPOSIT

A deposit is collected for all new dwellings at the time of Building Permit issuance. This deposit will be refunded to the applicant after the Final is granted as long as the building is not occupied prior to Occupancy being granted by the Municipality of Meaford’s Building Department.

GRADING DEPOSIT

A grading deposit will be collected on all Residential, Development, Commercial, Industrial, Institutional, Harbour, Open Space and Environmental Protection zoned lots for any construction that exceeds 60 square meters. This deposit will be refunded to the applicant after a passed Final Inspection and the Municipality of Meaford’s Building Department has received the final grading certificate.
ENTRANCE PERMIT DEPOSIT

An entrance permit fee may be applicable for those properties on municipally owned roads. The deposit portion of this fee is refundable after the entrance has been installed to the Municipality of Meaford’s Transportation Services satisfaction.

LOT GRADING AND PRE-OCCUPANCY DEPOSIT

Many subdivisions require a lot grading and pre-occupancy deposit fee paid prior to the issuance of a building permit. The deposit will be refunded after the Building Department receives the final Engineer’s grading certificate, stating compliance with the overall grading plan of the subdivision and a final has been granted by the Building Department. Where this fee is collected, no other Pre-Occupancy or Grading fees are collected.

IS THERE ANY ADDITIONAL MATTERS I SHOULD CONSIDER?

Additional matters you should consider prior to construction or renovation include:

Environmental Services
- water and sewer locates as well as to co-ordinate connections

Bell Canada
- for telephone connections and the location of buried cable

Union Gas
- natural gas connections and pipe location

Rogers Cable
- pre-wiring of additions or new home for Cable TV, internet, etc.

Insurance
- contact your own agent for coverage during construction

Hydro
- electrical permits and inspections are required for any electrical wiring done during construction. Contact the Electrical Safety Authority for inspections and Hydro One for servicing.

Applicable Laws
- compliance with applicable laws must be proven prior to a building permit being issued. Some examples of “Applicable Law” are Zoning, Minimum Distance Separation Calculation, Nutrient Management Plan, Niagara Escapement Commission, Grey Sauble Conservation Authority, Ministry of Transportation, Grey County Transportation Services, Ministry of Natural Resources, Heritage Act, REA, Planning Act, etc.

Addressing
- all new construction requires an approved address. This is either assigned by the Municipality or the County. A fee is applicable for this service as specified by by-law.
PERMIT APPLICATION REVIEW PROCESS

Once a completed application has been submitted to the Building Department, the application is reviewed by Building Department staff that will assess the application for compliance with the Ontario Building Code, Zoning By-laws and “Applicable Laws” that apply to that specific lot.

If in the process of reviewing the application, it is found that additional information is required or that there are errors, corrections or clarification needed, the applicant will be advised. It is recommended that the applicant respond to the requests promptly so as to avoid unnecessary delays in obtaining the Building Permit.

Once a full review of the application has been completed and the necessary approvals obtained, the Building Permit will be issued and can be picked up.

The Building Permit must be posted in plain view on the construction site. You must keep the approved set (Site Copy) on site at all times.

Please read the permit documents thoroughly before starting construction. The construction must comply with the plans and documents issued with your permit. Any changes to the approved construction drawings must be reported to and approved by the Chief Building Official. Contact the Building Department staff immediately should you decide to modify the construction plans; depending on the degree of change, a permit revision maybe required.

Once a Building Permit has been issued, it is the Applicants responsibility to ensure……

- Any welding shall be done by a certified welder – proof of certification will be required. If you have any questions, please call the Canadian Welding Bureau.
- All setbacks, as approved for construction, are adhered to.
- All Engineering, including footings, wall, floor and ceiling systems, engineered beams and lintels, roof trusses etc are submitted to the Building Department prior to the required inspection.
- Inspections are scheduled and performed
- Deficiencies corrected if required
- Re-Inspections are scheduled and performed if required
- Ontario Building Code & all Applicable Laws are being respected

If you have any questions regarding the Building Permit procedure, please call or visit us at:

21 Trowbridge Street West
Meaford, Ontario
N4L 1A1
519-538-1060
WHAT ARE MY OBLIGATIONS DURING CONSTRUCTION?

1. **POST** your building permit so that it is visible from the street.
2. **KEEP** the Site Copy of your building plans on the construction site.
3. **NOTIFY** the Building Department at least 48 hours (5 days for on-site sewage systems) in advance of any required inspection. It is the applicant’s responsibility to ensure that all contractors call and arrange for the mandatory inspections.

Notify the Chief Building Official of any proposed changes to your building plans. These will require prior approval before implementation.

WHY DO I NEED INSPECTIONS?

Inspections are a service that you pay for through the Building Permit fee. Inspections will protect your investment and contribute to a better standard of development for the community.

You must call for inspections when they are required. Mandatory or required inspections are listed on the permit. It is a violation to proceed without calling for and obtaining an inspection when one is required. Failure to call for a required inspection may result in completed works having to be removed in order to approve work that is hidden, which can cost you both time and money. A minimum of two business days following the day of notification is required for scheduling an inspection.

WHAT HAPPENS IF I BUILD WITHOUT A PERMIT?

Building without a permit is against the law and is subject to fines or penalties as set out in the Building Code Act.

“So we don’t need Building Inspections?”
Date: Monday, July 17, 2017
From: Matt Smith, Clerk/Director of Legislative Services
Subject: Service Delivery Review – Municipal Law Enforcement and Animal Control
Report No. SDR-40 Roll No. N/A

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford:

1. Direct staff to bring forward a Municipal Law Enforcement Service Standard Policy; and
2. Enact an updated by-law to appoint secondary MLEOs for specific functions; and
3. Direct staff to review all enforcement by-laws by March 2018 and bring forward replacements where necessary; and
4. Direct staff to extend the existing contract with Georgian Triangle Humane Society for poundkeeper services for a further three years; and
5. Issue an RFP for out-of-hours animal control services, commencing January 1, 2018; and
6. Adopt Option 2, the maintenance of current enforcement levels, and approve the recruitment of a full-time, permanent MLEO 1 from January 1, 2018 to replace the existing contract position and include the associated costs in the 2018 operating budget.

Service Summary

<table>
<thead>
<tr>
<th>Service</th>
<th>Municipal Law Enforcement (By-law Services)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Legislative Services</td>
</tr>
<tr>
<td>Summary</td>
<td>Municipal Law Enforcement ensures that the Municipality’s by-laws, and certain provincial statutes, are enforced to provide a safe and peaceful environment for residents, businesses and visitors.</td>
</tr>
</tbody>
</table>
### Mandatory

Some activities, such as Dog Owners Liabilities Act (DOLA), are mandatory, while others are discretionary.

<table>
<thead>
<tr>
<th>Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog Owners Liability Act</td>
</tr>
<tr>
<td>Fish and Wildlife Conservation Act</td>
</tr>
<tr>
<td>Pounds Act</td>
</tr>
<tr>
<td>Ontario Society for the Prevention of Cruelty to Animals Act</td>
</tr>
<tr>
<td>Health Protection and Promotion Act</td>
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<tr>
<td>Building Code Act</td>
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<tr>
<td>Planning Act</td>
</tr>
<tr>
<td>Municipal Act</td>
</tr>
<tr>
<td>Fire Prevention and Protection Act</td>
</tr>
</tbody>
</table>

### By-laws

<table>
<thead>
<tr>
<th>By-law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-72 Noise</td>
</tr>
<tr>
<td>2011-19 Nuisance</td>
</tr>
<tr>
<td>2008-108 Property Standards</td>
</tr>
<tr>
<td>2014-47 Open Burn</td>
</tr>
<tr>
<td>2009-74 Yard Maintenance</td>
</tr>
<tr>
<td>2012-100 Trees</td>
</tr>
<tr>
<td>2016-66 Off-Road Vehicles</td>
</tr>
<tr>
<td>2012-45 Parking</td>
</tr>
<tr>
<td>2014-22 Signs</td>
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<tr>
<td>2009-60 Zoning</td>
</tr>
<tr>
<td>2010-58 Fill and Grade</td>
</tr>
<tr>
<td>Animal Control</td>
</tr>
<tr>
<td>2013-78 – Control of Dogs and Care of Animals</td>
</tr>
<tr>
<td>2013-52 – Areas for dogs to be off leash</td>
</tr>
<tr>
<td>2014-03 – Cat control</td>
</tr>
<tr>
<td>2015-25 – Georgian Triangle Humane Society Agreement – Dog Pound</td>
</tr>
<tr>
<td>2015-94 – Large Animal Pound – Keady Livestock Market</td>
</tr>
<tr>
<td>2015-67 – Livestock at large</td>
</tr>
<tr>
<td>MLEO Appointments</td>
</tr>
<tr>
<td>2012-30 – Appoint Manager, Municipal Enforcement</td>
</tr>
<tr>
<td>2016-32 – Appoint MLEO (Contract)</td>
</tr>
<tr>
<td>2015-44 – Appoint Secondary MLEOs</td>
</tr>
<tr>
<td>2012-38 – Appoint Secondary MLEOs (Hospital)</td>
</tr>
</tbody>
</table>

### Fees/Charges

As attached in Appendix 1

### 2016 Budget Summary

- **2017 Gross Budget:** $206,300.00
- **2017 Gross Revenues:** -$33,500.00
- **2017 Internal Transfers:** $37,375.00
- **Net Budget:** $210,175.00
The remaining Municipal Enforcement Services budget relates to Crossing Guards which was covered through report SDR-08.

### Staffing

<table>
<thead>
<tr>
<th></th>
<th>Positions</th>
<th>Hours Worked per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Staffing</td>
<td>3</td>
<td>1911</td>
</tr>
<tr>
<td>Contract Full-time</td>
<td>1</td>
<td>1820</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td><strong>Full Time Equivalent</strong></td>
<td></td>
<td><strong>2.05</strong></td>
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The above figures comprise of 90% of the time for the Manager, Municipal Enforcement, 10% of the Legislative & Protective Services Coordinator, and 5% of the Director of Legislative Services. 100% of the contract MLEO is allocated to this service area.

The remaining 10% of the Manager, Municipal Enforcement’s time is split between the management of Crossing Guards and the Business Licencing service, both of which are covered in other Service Delivery Review reports.

### Contracted Services:

- Georgian Triangle Humane Society – Poundkeeper
- Keady Market – Livestock Poundkeeper
- Cheryl Roberts – Weekend Animal Control Services
Organizational Chart

Service Background

Purpose

The Municipal Act, 2001, allows municipalities to pass by-laws related to the health, safety and well-being of persons in a general sense, as well as a number of specific items under the heading of ‘Health, Safety and Nuisance’. Through sections 425 to 434, the Act also provides for municipalities to define offences and penalties for individuals and corporations who contravene these by-laws.

Municipal Law Enforcement services should support public safety for all residents and visitors in the municipality, as well as promoting the safe and undisturbed enjoyment of both municipal facilities and residents’ private property.

Activities

The Municipal Law Enforcement team, consisting of the Manager, Municipal Enforcement (Manager) and a full-time contract Municipal Law Enforcement Officer (MLEO1), is responsible for the investigation and enforcement of both
the Municipality’s enforcement and animal control by-laws, as well as certain provincial statutes.

Officers are appointed by Council through by-law, under the authority of the Municipal Act and the Police Services Act. The Officers are sworn under the Provincial Offences Act.

A number of ‘secondary’ MLEOs have also been appointed through by-law to enable them to lay charges or issue tickets for specific items such as winter control parking violations and building code violations. In addition, the Municipality has passed a by-law to allow certain employees from Grey Bruce Health Services to issue parking tickets on hospital property.

A comprehensive list of the by-laws and provincial statutes enforced by the Municipal Enforcement team is provided on page 2, with further details below.

The Municipality has a long standing policy of seeking by-law compliance through negotiation where possible, instead of seeking prosecution.

Animal Control

Dog Licencing: All dogs within the municipality are required to be registered, in accordance with the provisions of the control of dogs and care of animals by-law. 642 dogs were licenced in 2016, a slight reduction from previous years.

Cat Control: Municipal staff work with local partners on two cat control programs – the Meaford Cats spay and neuter program and a feral cat rescue program. These programs were founded in 2014 following concerns expressed by Council on the number of stray and feral cats in the municipality. Since the programs’ introduction, 106 cats have been sterilized and staff have observed a decrease in the unwanted kitten population and animal control calls related to cats. In addition, the cat control by-law requires that all cats be identified through the use of collar or microchip to enable staff to easily establish feline ownership.

Animals at large: Staff respond to complaints about domestic and farm animals at large.

Proactive Enforcement

In addition to the dog licencing activities discussed above, staff conduct proactive enforcement of the municipality’s parking and signage by-laws throughout the year to enhance public safety and as a method of visible deterrence.
Staff also conduct park patrols throughout the summer season at Memorial Park to ensure compliance with regulatory by-laws and park rules. This service is provided on behalf of the Parks, Recreation & Culture department.

**Reactive Enforcement**

The majority of the municipality’s by-law enforcement is reactive and triggered by a public complaint. Issues related to property maintenance, animals at large, noise and nuisance and other miscellaneous matters fall into this category.

**Methodology**

**Animal Control**

Dog Licencing: Staff issue letters to all existing licence holders at the start of each calendar year, reminding dog owners that they must obtain a new licence. ‘Early-bird’ pricing is in effect for the first three months of the year to encourage owners to purchase their licence.

At the end of the early payment period, staff conduct follow-up visits to existing licence holders to remind them of the licencing requirement. Dog owners are given a three to four week window in which to obtain their licence. If they do not comply, a further visit takes place, at which time a Part 1 ticket may be issued.

During the course of proactive patrols, staff often encounter unlicensed dogs and encourage owners to register their pets, with a follow-up compliance letter. If necessary, staff will conduct follow-up visits and a Part 1 ticket may be issued.

In addition, Municipal Law Enforcement staff produce pamphlets on responsible pet ownership which are distributed through the door-to-door fire safety program package, in partnership with the Meaford & District Fire Department. Information has also been provided as part of the tax newsletter and Waste Management bulk mail.

Cat control: Residents are informed of the cat control programs through community outreach activities, in partnership with the Georgian Triangle Humane Society and other community groups. Information is also included in the aforementioned responsible pet ownership pamphlets.

Animals at large: Animals at large, whether domestic or farm animals, are dealt with on a reactive, complaint-driven basis. This covers both lost animals on private or public property, and dogs that are off-leash and posing a menace to public safety, dog attacks and bites, and livestock at large.
Staff or contracted services attend animal at large complaints immediately due to the potential for danger to the public. Where a captured animal can be identified through a dog tag or microchip, and has not caused injury, they are returned to their owner along with a compliance letter with applicable service fees. Where identification is not possible, staff utilize social media in an attempt to reunite the animal with its owner. Animals are transported to the municipality’s poundkeeper (Georgian Triangle Humane Society for domestic animals and Keady Livestock Market for farm animals) if an owner cannot be identified.

Animals will be kept at the pound for up to a week (with costs to be covered by the owner in cases where the owner is identified), before livestock is sold, or domestic animals are placed for adoption.

In instances where the animal has caused damage to property, posed a menace to public safety, injured or attacked another animal or member of the public, charges are issued under either the animal control by-law, the livestock at large by-law, or the Dog Owners Liability Act.

**Proactive Enforcement**

Proactive enforcement is conducted through routine patrols of the municipality, focusing on areas where there are known issues related to parking and signage. During the course of these patrols, staff issue parking tickets, or collect evidence of signage that has the potential to be a safety concern. In winter months, these routine patrols include overnight patrols to enforce the municipality’s winter parking restrictions.

As with all enforcement activities, regular patrols are designed to encourage compliance. On many occasions, staff provide verbal warnings to car or business owners and encourage compliance instead of issuing tickets or violation notices. In 2017, 36 warnings and cautions have been issued instead of issuing tickets.

**Reactive Enforcement**

In 2009, Council adopted the Property Standards Enforcement Policy, attached as Appendix 2. This policy established the compliance / co-operation approach to Property Standards enforcement, and defined the process under which action should be taken. The policy defined three ‘Classes’ of property standards infractions as a prioritization mechanism. Broadly speaking, Class 1 refers to complaints where there is a significant risk to public health, safety or property damage, Class 2 issues are those where there is little danger to the public but may involve the potential for longer-term issues or the security of property, and Class 3 complaints relate to more cosmetic issues.
The Property Standard Policy now forms the basis of complaint categorization for all municipal enforcement matters. When a complaint is received, it is categorized and assigned a priority based on that Class.

Complaints are received by phone, e-mail and mail, as well as in person at both the Trowbridge St administration building and the Fire Hall. A small percentage of complaints are initially received by staff in other departments or by Council. These are then forwarded to the Municipal Enforcement team for review. The initial review of complaints can be summarised as follows:

When a complaint is determined to require action by a member of the Municipal Enforcement team, an officer conducts a preliminary investigation. This investigation can result in no further action, a verbal or written warning, or the laying of a charge, as per the flow chart below.
In cases where compliance cannot be achieved through negotiation or formal warnings, the officer will issue a charge or a property standards order, resulting in more formal proceedings.

The process for these formal proceedings is summarised below. Due to the required size, the process map for prosecutions and property standards orders is attached as Appendix 3 and not reproduced below.

**Property Standards Orders**

When a Property Standards Order is placed on a property, staff continue to work with the property owner, and tenants, to achieve compliance with the order. Should compliance not be achieved within the timeframe specified in the order, then formal charges may be issued for non-compliance, resulting in a prosecution.

Property Owners are entitled to appeal the contents of a property standards order. In these cases, staff convene a hearing of the Property Standards Committee, made up of members of Council. At the hearing, the committee
will hear from municipal enforcement staff and representatives of the complainant, and may confirm, rescind or amend the order. The owner has seven days to appeal the committee’s decision in writing. Any such appeals are forwarded to the Superior Court of Justice.

**Prosecutions**

Once formal charges have been issued, the matter is referred to the Provincial Offences Court in Owen Sound. Where possible, staff continue to work with the individual or company in question to achieve compliance prior to court proceedings. Where this is not possible, the Municipality engages a paralegal to represent the corporation at the Provincial Offences Court, working with Municipal Enforcement Officers.

There are several potential outcomes to these proceedings, including a pleas of guilty or not guilty, a withdrawal of charges or trial proceedings. In cases where a guilty verdict is found, either following a plea or a trial, the court imposes fines and costs to the defendant.

In cases where a guilty verdict is obtained, staff can then, if necessary, enter onto lands owned by the defendant and complete necessary work in order to bring those lands into compliance with the order. The cost of the work is then billed to the defendant, and can be applied to the tax bill if necessary.

**Call Volume**

**Reactive Enforcement**

The Municipal Enforcement team are experiencing a year-on-year increase in the volume of complaints requiring action, as per the table below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>451</td>
</tr>
<tr>
<td>2016</td>
<td>559</td>
</tr>
<tr>
<td>2017 YTD</td>
<td>407</td>
</tr>
<tr>
<td>2017 Projected</td>
<td></td>
</tr>
</tbody>
</table>

Each occurrence can be assigned one of 11 categories. The charts below show the number of occurrences per category in 2015 – 2017, and the percentage of calls per category.
Occurences by Category - 2015-2017

2016 Occurences

- Animal Control: 34%
- Open Burn: 5%
- Fill, Grade & Alter: 4%
- Yard Maintenance: 2%
- Noise: 1%
- Parking: 10%
- Property Standards: 6%
- Signs: 4%
- Zoning: 31%
As can be seen from the charts above, the number of calls per category is generally seeing a small year-on-year increase, with the proportion of calls per category remaining relatively constant.

In years prior to 2017, ‘No Further Action’ complaints were not tracked, but the introduction of tracking software has allowed staff to monitor these complaints. There have been 45 such complaints to June 30 in 2017.

**Proactive Enforcement**

Proactive enforcement is viewed as a method of ensuring compliance with our by-laws, in particular the sign and parking by-laws, rather than a process through which high numbers of tickets or notices of violation are produced. Having said this, parking tickets are issued where appropriate and the table below summarises the number of tickets issued in recent years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Parking Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>73</td>
</tr>
<tr>
<td>2016</td>
<td>199</td>
</tr>
<tr>
<td>2017 Year To Date</td>
<td>41</td>
</tr>
</tbody>
</table>
Animal Licencing

The active enforcement of animal licencing has varied in recent years due to changes in staffing resources. As can be seen from the chart below, the number of licences purchased in 2017 has increased, which correlates with the increase activity in terms of public education campaigns and reminder notices.

![Animal Control Activities Chart]

**Staff Hours**

The time spent for each of municipal enforcement activity is summarised in the following tables. It should be noted that these are average times for each type of complaint or investigation and some complaints take significantly more staff hours.

<table>
<thead>
<tr>
<th>Animal Control</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dogs at large / lost</td>
<td></td>
</tr>
<tr>
<td>Avg. Number per year</td>
<td>Average time per call</td>
</tr>
<tr>
<td>186</td>
<td>1.5</td>
</tr>
<tr>
<td>Transfer and pick-up of dogs</td>
<td></td>
</tr>
<tr>
<td>Avg. Number per year</td>
<td>Average time per call</td>
</tr>
<tr>
<td>30</td>
<td>4</td>
</tr>
</tbody>
</table>
## Dog Licencing - follow-up

<table>
<thead>
<tr>
<th></th>
<th>Avg. Number per year</th>
<th>Average time per call</th>
<th>Total Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennel inspections</td>
<td>160</td>
<td>1</td>
<td>160</td>
<td>0.09</td>
</tr>
<tr>
<td>DOLA</td>
<td>4</td>
<td>3.0</td>
<td>12</td>
<td>0.01</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td><strong>606</strong></td>
<td><strong>0.33</strong></td>
</tr>
</tbody>
</table>

## Proactive enforcement

### Park Patrols - Memorial Park

<table>
<thead>
<tr>
<th>Avg. hours per week</th>
<th>No. of weeks</th>
<th>Total Hours</th>
<th>TOTAL FTE CALCULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>11</td>
<td>165</td>
<td>0.09</td>
</tr>
</tbody>
</table>

### Parking Patrols

<table>
<thead>
<tr>
<th>Avg. hours per week</th>
<th>No. of weeks</th>
<th>Total Hours</th>
<th>TOTAL FTE CALCULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>52</td>
<td>312</td>
<td>0.17</td>
</tr>
</tbody>
</table>

### Issuance of Parking Tickets

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Average Time</th>
<th>Total Hours</th>
<th>TOTAL FTE CALCULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>1.0</td>
<td>125</td>
<td>0.07</td>
</tr>
</tbody>
</table>
### Signage

<table>
<thead>
<tr>
<th>Avg. hours per week</th>
<th>No. of Weeks</th>
<th>Total Hours</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>52</td>
<td>104</td>
<td>0.06</td>
</tr>
</tbody>
</table>

**Total:** 706 0.39

### Reactive enforcement

<table>
<thead>
<tr>
<th>Yard Maintenance</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Avg. Number per year</strong></td>
<td><strong>Average Time</strong></td>
</tr>
<tr>
<td><strong>Yard Maintenance</strong></td>
<td>69</td>
</tr>
<tr>
<td><strong>Noise</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>Property Standards</strong></td>
<td>44</td>
</tr>
<tr>
<td><strong>Zoning</strong></td>
<td>25</td>
</tr>
<tr>
<td><strong>Afterhours calls</strong></td>
<td>52</td>
</tr>
</tbody>
</table>
Other Bylaw calls/Miscellaneous

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Average Time</th>
<th>Total Hours</th>
<th>0.07</th>
</tr>
</thead>
<tbody>
<tr>
<td>86</td>
<td>1.5</td>
<td>129</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>735</td>
<td>0.40</td>
</tr>
</tbody>
</table>

Prosecutions

<table>
<thead>
<tr>
<th>TOTAL FTE CALCULATION</th>
</tr>
</thead>
</table>

Preparation of crown briefs - Part III charges, DOLA statements

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Average Time to prepare</th>
<th>Total Hours</th>
<th>0.124</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>15.0</td>
<td>225</td>
<td></td>
</tr>
</tbody>
</table>

Preparation of Part I Charges

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Average time in court</th>
<th>Total Hours</th>
<th>0.004</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>2</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

Court Appearances

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Average time in court</th>
<th>Total Hours</th>
<th>0.018</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>4</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

Preparation of Committee Hearings (Property Standards / Licencing)

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Completion Time Hrs.</th>
<th>Total Hours</th>
<th>0.022</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>20.0</td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>

Property Standards and Licencing Hearings

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Completion Time Hrs.</th>
<th>Total Hours</th>
<th>0.003</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3.5</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>
### Voided Parking tickets

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Completion Time Hrs.</th>
<th>Total Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>0.5</td>
<td>16</td>
<td>0.009</td>
</tr>
</tbody>
</table>

### Issuance of Notice of Intended Conviction (parking)

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Completion Time Hrs.</th>
<th>Total Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>1.0</td>
<td>50</td>
<td>0.027</td>
</tr>
</tbody>
</table>

### Issuance of Certified Record of Conviction (parking)

<table>
<thead>
<tr>
<th>Avg. Number per year</th>
<th>Completion Time Hrs.</th>
<th>Total Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>2.0</td>
<td>12</td>
<td>0.007</td>
</tr>
</tbody>
</table>

**Total:**

|         |         |         | 389.50 | 0.21 |

### General Administration

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Hours</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management duties.</td>
<td>200</td>
<td>0.11</td>
</tr>
<tr>
<td>Day to day paperwork, filing, agreements, call intake, administrative support</td>
<td>420</td>
<td>0.23</td>
</tr>
<tr>
<td>Training for certification &amp; workshops, corporate training, staff meetings</td>
<td>310</td>
<td>0.17</td>
</tr>
<tr>
<td>Vacation, statutory holidays, sick time</td>
<td>365</td>
<td>0.20</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>1295</td>
<td>0.712</td>
</tr>
</tbody>
</table>

### Analysis

**Service Level Options:**

1. Maintain the status quo, providing a complaint driven, compliance-based service, with additional park and parking patrols, and continue the contract MLEO post.

2. Maintain the status quo, as in option 1, and appoint replace the contract MLEO with a full-time, ongoing MLEO position.
3. Reduce the staffing complement from 2.05 FTE to 1.38 FTE by removing the contract MLEO position and appointing a seasonal MLEO from May to September. Reduce proactive enforcement and animal control activities accordingly.

4. Reduce the staffing complement from 2.05 FTE to 1.05 FTE by removing the contract MLEO position. Reduce proactive enforcement and animal control activities accordingly and require that Park Patrols be provided by Parks, Recreation & Culture department. Reclassify complaints based on available resources and repeal appropriate by-laws.

5. Increase proactive by-law enforcement and prosecutions, and increase staffing levels accordingly.

6. Further investigate shared service options with surrounding municipalities.

7. Contract out municipal enforcement services.

### Improving In-House Process and Performance

Staff continue to improve in-house process to ensure that municipal enforcement, animal control and dog licencing issues are dealt with as effectively as possible and provide the best service to local residents. In 2017, staff implemented a new monitoring system utilizing software already owned by the municipality (FirePro) that has enabled improved reporting, such as the provision of statistics used in this report. Future plans for this system include improved remote access to allow officers to input notes while on site visits.

As discussed above, complaints are categorized utilizing the Property Standards process adopted by Council in 2009. It is proposed that a new municipal law enforcement policy be brought forward to Council before the end of 2017 to more clearly define the process that is to be used for all enforcement matters. This policy can then be made available to residents and complainants.

Similarly, it is recommended that all enforcement by-laws be reviewed and updated in the next 12 months to reflect Council’s strategic priorities, the newly adopted enforcement policy, and enforcement resources. This review should also consider the most effective form of prosecutions, and reflect best practice based on recent legal cases in other municipalities.

Should Council elect to maintain the current level of service, discussed further below, it is recommended that the existing full-time contract MLEO position be converted to a full-time, permanent position. Such a position should result in an improved ability to recruit, train and retain staff. Further, it is recommended that the by-law appointing secondary MLEOs for specific
functions be reviewed and updated, and for these staff members to receive additional training to ensure that they meet the legal requirements when issuing tickets.

**Adjusting Service Levels**

Reducing the level of service, by reducing the staff resource allocated to enforcement, would result in a decrease in proactive enforcement and reduce the number of complaints that could be investigated.

Such an outcome would result in increased numbers of constituent complaints and a decrease to public safety and safe enjoyment of the municipality. It is expected that a reduction in by-law enforcement would lead to more complaints to the OPP, resulting in an increase to the Municipality’s monthly policing costs.

**Cost Avoidance: Operating Costs and Capital Investments**

Municipal Law Enforcement costs are predominantly made up of staffing costs, with little capital expenditure. The existing compliance-driven model of enforcement acts as a cost avoidance mechanism, as less formal legal proceeding with associated solicitor fees, are initiated. In addition, the current Manager, Municipal Enforcement represents the municipality at the Provincial Offences Court on some minor matters and produces crown briefs for prosecutions, thus avoiding legal fees.

Municipal Enforcement staff currently provide park patrol services at Memorial Park during the summer months. As part of the Municipality’s wider goal of providing true costing for each service, it is recommended that an internal transfer from the Memorial Park budget be implemented in the 2018 budget.

**Enhancing and Expanding Service Levels**

An enhanced level of service would see increased proactive patrols, with the potential for proactive enforcement of additional by-laws beyond parking and signs, and the potential for more time to be devoted to complaints currently classed as ‘Class 3’ infractions. Should Council wish to pursue such an option, an updated Municipal Enforcement Policy would be required, setting expectations for service levels, as well as additional staff resources beyond those currently in place.

Staff have considered the introduction of a cat licence as an expansion of the animal control function. Such a licence, likely a one-time fee for the life of the cat, would enable staff to maintain a database of cats in the municipality.
and assist in ensuring that cat owners are acting in accordance with the animal control by-law.

At this time, staff do not recommend pursuing the option of a cat licence for several reasons. Firstly, the administrative and enforcement costs would be beyond the income generated from the licence fee, thus resulting in additional costs to the tax payer. Secondly, the cat control by-law currently requires that owners identify their cats, usually through the use of a microchip. This identification already acts as a mechanism through which staff can return lost cats to their owners, and provides an enforcement option should cats not be identified. Finally, the existing Meaford Cats programs have dramatically reduced the stray and feral cat issue within the municipality.

**New Revenues**

Additional revenue can be obtained through an increase in the fees currently charged for dog licences, or by applying seeking approval from the Regional Senior Justice for short-form wording for increased fines for by-law infractions.

In addition, administrative charges could be implemented for cost-recovery purposes, as permitted by the Municipal Act. These charges may be applied in cases where officers have to make repeat inspections due to non-compliance with orders.

**Alternative Service Delivery Including Shared Services or Contracting Out**

**Animal Control**

The Municipality currently contracts services for Animal Control from a private contractor. Services are provided on weekends throughout the year, and to cover staff absences.

Contracting out the complete animal control service, excluding licencing, may provide some limited savings in the existing animal control budget (detailed below). However, there are concerns regarding the service level that the municipality would obtain. The Municipality’s current service provider also provides similar services in three other municipalities and does not have a base of operations within the Municipality of Meaford. As such, the time delay for attendance to calls would likely increase, potentially posing a public safety risk. In addition, administration time related to calls and prosecutions would continue to be incurred by municipal staff.
Staff propose that existing weekend contract services be extended to evenings and weekends, and that a new Request for Proposal be issued to obtain prices for this extended service.

**Poundkeeper Services**

The Municipality currently works with Georgian Triangle Humane Society for the provision of pound services. The existing contract expires in 2017.

An RFP was conducted for these services in 2013. At that time, only one viable bid was received. The service provided by Georgian Triangle Humane Society has met all of the Municipality’s requirements and staff recommend that the current contract be extended for three years.

**By-law Enforcement**

Staff have held initial conversations with other local municipalities regarding the sharing of by-law enforcement services. At the present time, staff do not believe that these municipalities have the capacity to take on the number of by-law complaints received by the Municipality of Meaford.

There are currently no local municipalities who have contracted out by-law enforcement services. In 2015, the City of Owen Sound issued an RFP for these services, and entered into a contract with the winning bidder. That contract was cancelled shortly afterwards, and by-law enforcement retained in-house.

**Service Structure and Staffing Realignment**

The staffing required to provide the municipal law enforcement and animal control service varies depending on the level of service desired by Council.

Should the current level of service be maintained, it is proposed that the current contract MLEO position be converted to a full-time, permanent post. No further staffing realignments are proposed at this time.

Further investigation into the best staffing structure for municipal enforcement should be undertaken once an expected service level and enforcement policy have been set, including an analysis of the number of calls received in each category and whether specialist officers would be appropriate.

**Discontinuing the Service**

Due to public safety concerns, staff do not recommend discontinuing by-law enforcement or animal control services.
Financial Impact

Animal Control

The Municipality pays the following costs as part of the weekend animal control contract:

- $200.00 per month service fee
- $65.00 per call out
- $0.48 per kilometre travelled
- $25.00 per hour while on a call

There are additional costs for statutory holiday coverage and telephone costs.

Should the animal control function be contracted out in entirety, staff estimate that the total cost would be $33,435 per year, assuming 175 calls for service. This would result in an increase to the contract services budget of $28,000.

These figures are estimates based on the existing contract. In order to extend the contract to cover full-time services, a new RFP would be conducted and costs may increase.

$31,000 in staff time is currently allocated to animal control, including all applicable benefits. The staff time associated with contract management, maintaining proper records of animal control cases and associated prosecution time would continue. As such, the $31,000 charge would be reduced, but not eliminated.

Other costs, such as the fleet allowance and charge-back to the Clerk’s budget, would not decrease should contracting out of the animal control service be pursued, although they may be re-allocated to the municipal law enforcement cost centre.

Staff do not expect any savings to be realized through contracting out of animal control services.

Should Council pursue the option of contracting out all out-of-hours animal control, as opposed to the current weekend contract, there would be an additional cost relating to calls responded to during the week. While this would be an additional cost, the reduced overtime burden on existing staff would allow for improved service on other matters during the working week.

Contract costs for poundkeeper services are recoverable if animals are claimed. Staff do not foresee an increase in fees related to the proposed
extension of the poundkeeper contract with Georgian Triangle Humane Society, beyond a standard inflationary increase.

**Staffing**

The estimated additional cost for a permanent, full-time MLEO as opposed to a full-time contract position is $8,850. Staff believe that this cost can be at least partially offset by amendments to dog licence fees and parking tickets, both of which have remained static for several years. An increase of $5 in dog licence fees would raise approximately $3,500 per annum.

**Other Recommendations**

There are no cost implications for the other recommendations contained in this report.

**Implications**

By-law enforcement, animal control and licencing services enhance public safety and enable residents, visitors and business owners to continue to enjoy a well-maintained environment.

A reduction in by-law enforcement services will increase the number of complaints received from the public and increase the number of calls that the OPP receive, resulting in an increase in policing costs.

Maintaining animal control services will reduce the likelihood of significant legal costs due to DOLA prosecutions or insurance claims for injuries caused by animals at large.

**Supporting Documentation**

Appendix 1 – By-law Enforcement & Animal Control Fees and Charges
Appendix 2 – Property Standards Enforcement Policy (2009)
Appendix 3 – Prosecution Process Map

Respectfully Submitted:

______________________________
Prepared by:
Matt Smith, Clerk/Director of Legislative Services
## Schedule E – By-law Enforcement Services

<table>
<thead>
<tr>
<th>By-law Enforcement Services</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee imposed: for attending a Property Clean-Up, Repair or Demolition after</td>
<td>$100.00</td>
</tr>
<tr>
<td>an order under Property Standards By-law or non-compliance with Notice of Violation (per visit)</td>
<td></td>
</tr>
<tr>
<td>in order to seek compliance for Municipal By-laws or to persons(owners) for not maintaining</td>
<td></td>
</tr>
<tr>
<td>their property in accordance to the Yard Maintenance By-law 074-2009, as amended</td>
<td></td>
</tr>
<tr>
<td>Property Clean-up under Yard Maintenance By-law 074-2009, as amened or Property Clean-up,</td>
<td></td>
</tr>
<tr>
<td>repair or Demolition under Property Standards By-law 108-2008, as amended</td>
<td></td>
</tr>
<tr>
<td>Property Standards Appeal</td>
<td>$150.00</td>
</tr>
<tr>
<td>Service of Summons</td>
<td>$150.00</td>
</tr>
<tr>
<td>Inspection review to complete permit application (open air burn/signs, etc.)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Inspection attendance request and report</td>
<td>$125.00</td>
</tr>
<tr>
<td><strong>Animal Control Tags</strong></td>
<td></td>
</tr>
<tr>
<td>Each dog not neutered or spayed (early payment before March 31)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Each dog spayed/neutered And/Or Microchipped (early payment before March 31)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Each dog not neutered or spayed (after March 31)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Each dog spayed/neutered And/Or Microchipped (after March 31)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Second and Third dog in same residence is the applicable fee plus an additional $5.00 per</td>
<td>$0.00</td>
</tr>
<tr>
<td>dog</td>
<td></td>
</tr>
<tr>
<td>Service dogs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Replacement Tag/Transfer fee of orginal tag*</td>
<td>$10.00</td>
</tr>
<tr>
<td>*New dog after July 1st of calendar year is the cost of the early payment fee</td>
<td></td>
</tr>
<tr>
<td>Pick up and/or attended animal at large (dog/cat) plus km</td>
<td>$75.00</td>
</tr>
<tr>
<td>Afterhours pick up and/or attended animal at large (dog/cat) plus km</td>
<td>$100.00</td>
</tr>
<tr>
<td>Kilometer rate for (contract service)</td>
<td>.55/km</td>
</tr>
<tr>
<td>Impoundment fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Administration fee (if impounded)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Each day of Boarding - costs incurred by the municipality</td>
<td>$35.00</td>
</tr>
<tr>
<td><strong>Boarding Establishment</strong></td>
<td></td>
</tr>
<tr>
<td>Facility for maximum of ten (10) animals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility for maximum of twenty-five (25) animals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility for maximum of fifty (50) animals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility for over fifty (50) animals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Boarding Establishment</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Breeding Establishment</strong></td>
<td></td>
</tr>
<tr>
<td>Facility for maximum of ten (10) animals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility for maximum of fifteen (15) animals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility for maximum of twenty (20) animals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility for over twenty (20) animals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Breeding Establishment</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Personal Use Kennel</strong></td>
<td></td>
</tr>
<tr>
<td>Four to Five dogs (plus cost for individual licences for each dog)</td>
<td>$0.00</td>
</tr>
<tr>
<td>More than Five dogs (plus cost individual licences per each dog)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Personal Use Kennel</td>
<td>$200.00</td>
</tr>
<tr>
<td>Individual licences for dogs /each</td>
<td>$10.00</td>
</tr>
<tr>
<td>New kennel after July 1st of calendar year is half the cost of associated tag(s)</td>
<td></td>
</tr>
</tbody>
</table>
## POLICY STATEMENT

The Municipality of Meaford is committed to ensuring a safe, clean, well maintained environment for its residents and visitors to enjoy. The Property Standards Enforcement policy provides a means in which this vision can be achieved.

## PURPOSE

The purpose of this Policy is to provide a procedure and criteria for addressing complaints received under the Property Standards By-law.

## POLICY REQUIREMENTS

1. Resolution of violations through co-operation as opposed to formal court or other action should always be the preferred solution. All violations should be approached with this intent, and the co-operation of the offender should be sought first in every instance.

2. The order in which different violations or issues are addressed should be in consideration of:
   (a) The date of complaint was received;
   (b) The severity of the violation; and
   (c) The risk to public safety.

3. Any action that would result in Municipal staff or Municipal contractors entering onto private lands and expending public monies should be reported to Council prior to such action being undertaken. There are two exceptions:
   (a) Where circumstances do not afford time to have a matter presented to Council (i.e. need to demolish a burned-out abandoned building immediately for the protection of the public), in which case the CBO or designate may proceed; or
   (b) Where the money to be expended is anticipated to be minor (less than $1000). It is understood in such circumstances that monies expended by the Municipality would be added to the tax roll and collected in like manner or as taxes according to legislative requirements.
4. Complaints should be processed only if provided to staff in written form, unless otherwise accepted by the Director of Planning and Building Services. The names of complainants should be kept confidential unless authorized for release by the complainant or unless required for prosecution.

5. Any formal action proposed by staff to address an infraction that could have financial or legal implications for the Municipality should first be reviewed with the CAO and the Municipality’s solicitor.

CLASS 1 INFRACTIONS

Class 1 infractions are those that have public health, safety or property damage implications, where a risk to humans or human use or activity exists.

- Action on Class 1 infractions may be initiated pursuant to a complaint or through staff becoming aware of an issue by any means.
- The CBO would address Class 1 infractions forthwith and assertively upon becoming aware of such an infraction.
- Formal action by CBO to resolve the matter and protect the safety of the public (i.e. entering onto private lands to remedy the matter, laying charges, issuing notices of violation or orders) is authorized, in keeping with the general parameters of this policy directive.

Examples of Class 1 infractions would include:
- Issues of inadequate ingress/egress from residential units in multiple dwellings, including inadequate or unsafe hand-railings & balustrades on stairways.
- Unsafe dwellings (i.e. either structural or from a health perspective).
- Blocked, locked or inadequately signed fire exits.
- Lack of, or non-operative smoke detectors.
- Abandoned refrigerators or trunks located outside with operative latches.
- Unsafe buildings/structures which could collapse or from which parts of the building could become dislodged causing injury.
- Trees that could pose a risk to the public (i.e. broken branches).
- Portable signs that block visibility around points of ingress/egress to the public street or sidewalk.
- Dysfunctional sewage/septic systems.
- Unsafe electrical or plumbing conditions which could pose a life safety or health concern.
- Exposed wellheads.

CLASS 2 INFRACTIONS

- Action on Class 2 infractions should be based on a complaint basis; however, the PSO may initiate action without a complaint with the approval of or pursuant to the direction of the CBO.
- Staff should pursue such infractions persistently, generally by strongly encouraging the owner to rectify the matter. Ample time should be provided to the owner (i.e. to secure contractors or to obtain financing) to remedy the matter in a timely manner.
- It is often appropriate to establish a timetable or schedule to remedy such matters, and staff should work co-operatively with owners to establish such plans.
- Staff should recognize reasonable requests for extensions to complete work with just cause.
Formal action (i.e. entering onto private lands to remedy the matter, laying of charges, issuing notices of violation or orders) should only be initiated by the PSO when it is clear the owner has no intent of rectifying the problem or does not have/is unlikely to have within a reasonable time the means at hand to do so.

Examples of Class 2 infractions include:
• Dilapidated buildings that do not pose immediate threat to public safety but which pose risk of serious deterioration if not attended to, or which are visually obtrusive.
• Broken sidewalks or uneven parking areas (i.e. potholes) that may cause some risk or inconvenience to the public if not remedied.
• Broken windows or doors.
• Lots with extensive rubbish/refuse storage (i.e. construction or building debris, or general rubbish).
• Presence of vermin.
• Outside storage of dilapidated vehicles.
• Maintaining abandoned/vacated buildings in a secure state.
• Abandoned buildings that are not secure from unauthorized entry.
• Significantly altering natural or engineered drainage patterns.

**CLASS 3 INFRACTIONS**

*Class 3 infractions do not have health, life, safety or property damage implications that pose a risk to humans, and tend to not have significant off-site implications; such violations tend to be more cosmetic in nature.*

- Action on Class 3 infractions should be undertaken only on a complaint basis, or pursuant to a habitual problem for which complaints have been received in the past.
- The PSO should address Class 3 infractions by ensuring absolutely that owners have every opportunity to bring circumstances into conformity before more formal procedures are initiated.
- First time violators should be treated with great consideration and approached with understanding. The PSO should assist in any way possible to ensure the owner has the information and the time necessary to resolve the matter.
- Financial hardship and similar circumstances should be paramount in the PSO’s handling of such infractions.
- Formal action (i.e. entering onto private lands to remedy the violation, laying of charges, issuing notices of violation or orders) should only be considered where all other avenues to resolve the matter have been exhausted and it is apparent that failing to take formal action could jeopardize the interests of the Municipality and the public. Formal action may be initiated more readily for habitual violators, but only following the giving of ample opportunity to comply.

Examples of Class 3 infractions would include:
- Painting exterior portions of a building or upgrading a roof or foundation.
- Grass cutting.
- Weed violations.
- Maintenance of fences and accessory building and structures.
- Inadequate finishing or leveling of a site where significant off-site drainage issues do not exist.
- Yard wastes / garbage issues (unless potential vermin problems might develop).
- Dust or noise violations.
Class 3 violations will only be addressed/processed if time remains in the weekly contract with the PSO after dealing with Class 2 violations.

REFERENCES AND RELATED POLICIES

Building Code Act
Property Standard By-law

REVIEW CYCLE

This Policy will be reviewed on a yearly basis by the Director of Planning and Building Services.
Date: Monday, July 17, 2017
From: Darcy Chapman, Treasurer/Director of Financial Services & Infrastructure Management
Subject: Service Delivery Review – Private & Cottage Road Maintenance Allocations

Report No. SDR-41

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford;

1. Approve the discontinuation of Road Association allocations starting November 1, 2018 for all unmaintained right-of-ways; and
2. On the unmaintained right-of-ways known as Fraser Street, Lakeshore Road, South Georgian Beach Road, North Georgian Beach Road, Cedar Avenue and Sunset Beach Road, direct staff to negotiate with the road associations, before November 1, 2018, the option to either;
   a. Enter into a Municipal Service Agreement stipulating responsibilities of the association and the requirement for insurance; or,
   b. Sell the right-of-way for a nominal fee contingent upon the creation of a common elements condominium to oversee the maintenance and operation of the access; or
   c. Where neither option a or b has been elected, enact a local improvement by-law for the construction of the right-of-way to a minimum municipal standard with the cost fully paid by the affected property owners after which point the municipality will service and maintain the road section; and
3. Approve the discontinuation of Road Association allocations starting November 1, 2018 for all private access roads; and
4. Direct staff to develop a policy framework for private access roads utilizing provincial best practices to be adopted by Council before November 1, 2018.
Service Summary

<table>
<thead>
<tr>
<th>Service</th>
<th>Private &amp; Cottage Road Maintenance Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Transportation &amp; Fleet Services</td>
</tr>
<tr>
<td>Summary</td>
<td>Provision of funding to Private &amp; Cottage Road Associations to offset annual maintenance and snow removal costs.</td>
</tr>
<tr>
<td>Mandatory</td>
<td>No</td>
</tr>
<tr>
<td>Legislation</td>
<td>N/A</td>
</tr>
<tr>
<td>By-laws</td>
<td>N/A</td>
</tr>
<tr>
<td>Fees/Charges</td>
<td>N/A</td>
</tr>
</tbody>
</table>

2017 Budget Summary

2017 Gross Budget $30,000

2017 Gross Revenues $0

2017 Internal Transfers $0

Net Budget $30,000

% of 2017 Corporate Operating Budget assigned to Transportation & Fleet Services

% of 2017 Transportation & Fleet Services Operating Budget assigned to Road Association Allocations

$30,000 is budgeted annually for Cottage Road Association applications for maintenance and snow removal funding.

Staffing

<table>
<thead>
<tr>
<th></th>
<th>Positions</th>
<th>Hours Worked per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Positions</td>
<td>16</td>
<td>33,280 (2,080 each)</td>
</tr>
<tr>
<td>Seasonal Positions</td>
<td>6</td>
<td>5,040 (840 each)</td>
</tr>
<tr>
<td>Full Time Equivalent</td>
<td></td>
<td>18.42</td>
</tr>
</tbody>
</table>
Of the total 34,600 hours dedicated to Transportation & Fleet Services, only the Manager dedicates any significant time to this process. It is estimated that approximately 40 hours per year is required to ensure the cottage road associations are utilizing the funds appropriately along with processing all payment requests at year end.

**Organizational Chart:**

[Image of organizational chart]

**Service Background**

Prior to amalgamation, the former St. Vincent and Sydenham Townships provided financial support for summer road maintenance and winter snow removal to a number of beach and cottage road associations. This practice continued after amalgamation for the same pre-existing road associations. The current beach and road associations receive financial assistance in the form of a road maintenance allotment for all maintenance expenses incurred by them during the year. Allotments are calculated based on their actual annual maintenance expenses up to a maximum allotment based on a per metre rate. Prior to 2012 the allotment was $2.50 per metre. During the
2012 budget process, the rate was doubled to $5.00 per metre to reflect cost increases for materials and services required by the associations. The rate currently remains at $5.00/metre.

The chart below highlights the road associations eligible under the program and the funding provided over the past three years.

<table>
<thead>
<tr>
<th>Street / Road Name</th>
<th>Association Name</th>
<th>Length (m)</th>
<th>Status</th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraser Street</td>
<td>Christie Beach Road Association</td>
<td>1253</td>
<td>Unmaintained Municipal ROW</td>
<td>$5,641.83</td>
<td>$5,641.83</td>
<td>$5,641.83</td>
</tr>
<tr>
<td>Lakeshore Road</td>
<td>Lakeshore Road Association</td>
<td>600</td>
<td>Unmaintained Municipal ROW</td>
<td>$1,984.32</td>
<td>$2,305.37</td>
<td>$2,305.37</td>
</tr>
<tr>
<td>South Georgian Beach Road</td>
<td>South Georgian Beach Road Association</td>
<td>600</td>
<td>Unmaintained Municipal ROW</td>
<td>$1,539.12</td>
<td>$2,764.63</td>
<td>$2,764.63</td>
</tr>
<tr>
<td>North Georgian Beach Road</td>
<td>North Georgian Beach Road Association</td>
<td>700</td>
<td>Unmaintained Municipal ROW</td>
<td>$2,976.25</td>
<td>$2,976.25</td>
<td>$3,268.93</td>
</tr>
<tr>
<td>Cedar Ave</td>
<td>Sunnyside Beach Road Association</td>
<td>1700</td>
<td>Unmaintained Municipal ROW</td>
<td>$4,675.84</td>
<td>$7,357.76</td>
<td>$6,943.32</td>
</tr>
<tr>
<td>Sunset Beach Road</td>
<td>Sunset Beach Road Association</td>
<td>600</td>
<td>Unmaintained Municipal ROW</td>
<td>$900.53</td>
<td>$668.98</td>
<td>$508.80</td>
</tr>
<tr>
<td>Kiowana Beach Road South</td>
<td>South Kiowana Beach Road Association</td>
<td>175</td>
<td>Private</td>
<td>$787.96</td>
<td>$787.96</td>
<td>$787.96</td>
</tr>
<tr>
<td>Kiowana Beach Road</td>
<td>Kiowana Beach Road Association</td>
<td>812</td>
<td>Private</td>
<td>$3,436.79</td>
<td>$3,656.15</td>
<td>$3,656.15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$21,942.64</strong></td>
<td><strong>$26,158.93</strong></td>
<td><strong>$25,876.99</strong></td>
</tr>
</tbody>
</table>

During a review of services provided to the Beach and Road Associations in 2011, and through a meeting with one association, the provision of services to the Associations were “flagged” by staff with regards to insurance and liability surrounding the maintenance of these roads. Staff reviewed the concerns with the Municipal insurer, Cowan Insurance at that time. It was suggested that a Municipal Services Agreement (MSA) be developed highlighting the responsibilities of the associations and the need for insurance. The agreement would outline the Association’s responsibilities as well as the Municipality’s in these situations and would serve to protect all parties. The MSA was never instituted as a best practice however two beach road associations, Kiowana and South Kiowana, both have purchased annual insurance policies which are claimed as part of the expenses for the annual allotment.

Further review with the Municipality’s current insurer solidifies the prior position. Aon would suggest the need for formal agreements to ensure liability is transferred to the associations.

The Municipality provides year round service to some municipal right-of-ways (ROW’s) as per the list below;
<table>
<thead>
<tr>
<th>Street / Road Name</th>
<th>Intersection</th>
<th>Length (m)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dillon Street</td>
<td>Louisa Street</td>
<td>75</td>
<td>Maintained Municipal ROW</td>
</tr>
<tr>
<td>Margaret Street</td>
<td>Vera Street (Margaret Extension)</td>
<td>100</td>
<td>Maintained Municipal ROW</td>
</tr>
<tr>
<td>Middle Ave</td>
<td>Grant Ave to Lakeside Ave</td>
<td>100</td>
<td>Maintained Municipal ROW</td>
</tr>
<tr>
<td>John Street</td>
<td>Penny Lane (John Street)</td>
<td>100</td>
<td>Maintained Municipal ROW</td>
</tr>
</tbody>
</table>

These ROW's were constructed to generally meet a standard Municipal ROW cross section as per the Municipal Engineering Standards (Appendix 1) which allows for municipal road maintenance equipment to be used.

**Analysis**

**Improving In-House Process and Performance**

Maintenance, operations and snow removal of these private access roads and unmaintained ROW’s is not completed by Municipal staff or equipment and therefore no improvement can be made.

**Adjusting Service Levels**

N/A

**Cost Avoidance: Operating Costs and Capital Investments**

The municipality currently provides allotments to one private road association. To ensure fairness, given the municipality has numerous recognized private roads, not to mention those individuals with long laneways (private) municipal funds should not be provided to any of the associations or landowners on private roads.

To provide a standard level of service, the funded associations on ROW’s would need significant capital investment to bring the road base/surface to an acceptable standard based on the Municipal Engineering Standards.

Each of the unmaintained ROW’s currently funded would need to be reconstructed to meet the standards either by the property owners in the association or by the Municipality and charged back through a Local Improvement By-law with an extended repayment term.
Enhancing and Expanding Service Levels

There are many other private access roads which are currently not funded under the program. The following private access roads would be considered to be, for all intents and purposes, the same as Kiowana Beach Road in construction, width and overall ownership;

<table>
<thead>
<tr>
<th>Street / Road Name</th>
<th>Intersection</th>
<th>Length (m)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rossmoyne</td>
<td>Bayshore Road</td>
<td>400</td>
<td>Private</td>
</tr>
<tr>
<td>Roxsborough Road</td>
<td>Bayshore Road</td>
<td>500</td>
<td>Private</td>
</tr>
<tr>
<td>Kingston Beach</td>
<td>Bayshore Road</td>
<td>800</td>
<td>Private</td>
</tr>
<tr>
<td>Buckingham Lane</td>
<td>Bayshore Road</td>
<td>550</td>
<td>Private</td>
</tr>
<tr>
<td>Paradise Bay Road</td>
<td>Bayshore Road</td>
<td>675</td>
<td>Private</td>
</tr>
<tr>
<td>Rainbow Beach Road</td>
<td>Bayshore Road</td>
<td>500</td>
<td>Private</td>
</tr>
<tr>
<td>Johnson Harbour</td>
<td>Harbour Drive</td>
<td>600</td>
<td>Private</td>
</tr>
<tr>
<td>Circle Drive</td>
<td>Hwy # 6 &amp; 10</td>
<td>100</td>
<td>Private</td>
</tr>
</tbody>
</table>

Should funding be provided to all private access roads to maintain consistency in policy direction the additional cost for these 4125 metres would need to be included in the 2018 budget going forward.

New Revenues

N/A

Alternative Service Delivery Including Shared Services or Contracting Out

N/A

Service Structure and Staffing Realignment

N/A

Discontinuing the Service

Staff would suggest discontinuing the practice of funding the current associations. Clearly, the Municipality is not providing a fair and consistent approach to this process. Taxpayers are funding some private roads but not others. More importantly, the unmaintained ROW’s contain significant potential liability and risk as per the feedback from previous and current
insurance providers. The typical best practice for this type of arrangement is an MSA outlining that the Municipality will provide services as requested, at a cost, to the association. Funding would cease for these ROW’s and all maintenance and operations would be borne by the property owners who have property on the road. Most important, the agreement forces the association to hold a valid insurance policy naming the Municipality as a third party insured. A draft MSA has been provided as Appendix 2.

In reviewing other municipal practices, neighboring municipalities with similar situations such as Chatsworth, Georgian Bluffs, Grey Highlands and Town of the Blue Mountains do not provide annual cash allocations. Comparator municipalities typically use some form of MSA which limits the maintenance completed by the municipality and ultimately transfers the liability for these roads.

The other option would be to sell the unmaintained ROW’s to the associations with the caveat that the association must establish a common elements condominium corporation. This would ensure that all property owners have fair and consistent access to a governing body that would make decisions on such matters as maintenance, service levels, easements, encroachments, etc. and would establish shared financial contributions amongst the owners. This process is not uncommon and works very well for newly established condo developments.

Financial Impact

The overall funding provided for municipally maintained gravel roads in the 2017 budget is $982,000 including costs for winter control, gravel, dust suppressant, ditching, tree removal, grading and general maintenance. These costs support the operations and maintenance of 161 km of road. Based on this budget, the average cost per metre of standard rural cross section, two lane, ditched, municipally maintained roads is $6.10.

Cost Avoidance: Operating Costs and Capital Investments

Removal of funding for private roads the budget would be reduced by $4235 with the removal of 987 metres of road.

Upgrades to the existing unmaintained ROW’s would vary by road and area however based on typical construction costs, an average of $200-$250 per meter could be expected. This cost covers all construction including tree removal, brushing, grubbing, ditching, culverts and drainage, road base and gravel surface. Based on this, the magnitude of cost on each unmaintained ROW is illustrated below:
<table>
<thead>
<tr>
<th>Street / Road Name</th>
<th>Association Name</th>
<th># of Properties</th>
<th>Length (m)</th>
<th>Upgrade Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraser Street</td>
<td>Christie Beach Road Association</td>
<td>100</td>
<td>1253</td>
<td>$313,250</td>
</tr>
<tr>
<td>Lakeshore Road</td>
<td>Lakeshore Road Association</td>
<td>25</td>
<td>600</td>
<td>$150,000</td>
</tr>
<tr>
<td>South Georgian Beach Road</td>
<td>South Georgian Beach Road Association</td>
<td>33</td>
<td>600</td>
<td>$150,000</td>
</tr>
<tr>
<td>North Georgian Beach Road</td>
<td>North Georgian Beach Road Association</td>
<td>34</td>
<td>700</td>
<td>$175,000</td>
</tr>
<tr>
<td>Cedar Ave</td>
<td>Sunnyside Beach Road Association</td>
<td>85</td>
<td>1700</td>
<td>$425,000</td>
</tr>
<tr>
<td>Sunset Beach Road</td>
<td>Sunset Beach Association</td>
<td>25</td>
<td>600</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

**Enhancing and Expanding Service Levels**

Funding the additional private cottage roads would add 4125 meters to the annual allocation program. Based on the current funding formula an additional $20,625 would be required.

Allowing the ROW’s to be upgraded and then serviced by Municipal forces would not place any significant extra pressure on the Transportation Division as it would amount to approximately 1% more roads to service.

**Discontinuing the Service**

Removing the private and cottage road association funding starting in 2019 would allow the reallocation of $30,000 for other infrastructure needs.
Implications

The failure to execute Municipal Service Agreements in keeping with the general requirements of our insurance provider to limit liability and transfer risk currently in place increases the municipality’s liability to a much greater risk than already exists in municipal government. Final versions of any MSA would be vetted through the Municipal solicitor to ensure compliance with legislation.

Fair and equitable treatment relating to private access roads and right-of-ways ensures transparent use of taxpayer funds and allows for a consistent application of policy framework by staff.

There are Official Plan policy implications regarding private and unmaintained roads, specifically in relation to Section D2.5.2 of the Plan. This section presently requires landowners fronting on such roads to enter into a Site Plan Agreement prior to removal of a Holding Symbol (H1) and the subsequent issuance of any building permit for a dwelling. The Site Plan Agreement includes an acknowledgement of the level of service on the road/ROW and is registered on title of the lands. Where right-of-ways may be converted to common elements condominiums and as a new policy framework is developed for private access roads, these Official Plan policies will need to be updated to reflect changing best practices.

Not all areas have an incorporated association through which to enter into an agreement. As well, some of the private roads are subject to a number of encroachments – both on (i.e. structures/landscaping, etc.) and under (water lines, etc.). These factors may complicate selection/implementation of options outlined within the recommendation of the report. Additionally, this may impact the nature and cost of liability insurance necessary to mitigate risk on some private access roads and ROW’s.

Staff expect that there may be considerable requirement for administrative, legal and surveyor support in communicating about, locating, identifying ownership for, and navigating encroachments upon these allowances.

Supporting Documentation

Appendix 2 – Draft Municipal Services Agreement
Respectfully Submitted:

_________________________________
Prepared by:
Darcy Chapman, Treasurer/Director, Financial Services & Infrastructure Management

_________________________________
Prepared with:
Phil Taylor, Manager, Transportation & Fleet Services

_________________________________
Prepared with:
Rob Armstrong, Director of Development & Environmental Services

_________________________________
Prepared with:
Liz Buckton, Senior Planner

_________________________________
Reviewed by:
Denyse Morrissey, CAO
NOTE:
ROAD – 50mm HL4 SURFACE COURSE ASPHALT
– 150mm GRANULAR ‘A’
– 300mm GRANULAR ‘B’
BOULEVARD – 75mm TOPSOIL AND SEED

MUNICIPALITY OF MEAFORD
STANDARD RURAL 9.5m ROAD – 20m R.O.W.
(OPEN DITCH)

DRAWN: J.M.M.  SCALE: N.T.S.
DESIGN: P.M.K.  PLOT: 1:1
CHECKED: R.C.J.  DATE: NOV. 2015

STD.DWG.No.1RA

Engineering Standards
File No. 109050

Revised December 2015
Page No. 45
MUNICIPAL SERVICES AGREEMENT

This Agreement made the ___________ day of ________________, 2012.

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD
Hereinafter referred to as the “Municipality”

- and -

“Insert legal name of cottage association here”
Hereinafter referred to as the “Association”

(each, a “Party” and, collectively the “Parties”)

WHEREAS the Municipality will be providing certain maintenance services as requested by and on behalf of the Association on an as needed basis;

AND WHEREAS the Municipality and the Association have agreed that it would be mutually beneficial to outline the terms and conditions pursuant to which said consent shall be obtained;

AND WHEREAS the Municipality and the Association have agreed that the “Work” is to be done on behalf of the Association within the area located at “insert legal municipal address here” and is hereinafter known as the “Roadway”

NOW THEREFORE in consideration of the mutual terms, conditions and covenants herein contained, the Municipality and the Association each agree with each other as follows:

TERMS AND TERMINATION

1. Initial Term and Renewal

   a) This Agreement shall have an initial term of ten (10) years, commencing on the first day of the month following the date in which the Agreement is executed, and shall automatically renew for an additional five (5) year periods upon the same terms and conditions contained herein, including payment of the fee, unless:

      i. this Agreement is terminated by either party, in accordance with this Agreement;

      ii. a Party delivers initial notice of non-renewal to the other party in writing, at least six (6) months prior to the expiry of the term; or

      iii. this Agreement is replaced by a new agreement as between the Parties.

2. Termination by Either Party

Either Party may terminate this Agreement without further obligation to the other Party upon providing at least twenty-four (24) hours notice in the event of a material breach of this Agreement by the other Party after notice thereof and failure of the other Party to remedy or cure the breach within thirty (30) days of receipt of the notice.
3. Termination by the Municipality

The Municipality may terminate this Agreement immediately and without prior notice by the Municipality in the event that:

i. the Association as it is known at the time the Agreement is enacted becomes dissolved,

ii. the Association violates any law or by-law in connection with the “Work” or this agreement and fails to remedy the violation to the satisfaction of the Municipality acting reasonably, in an expedient manner.

MANNER OF WORK

4. The “Work” is defined as any one or more of the following functions:

i. Grading

ii. Granular material application

iii. Dust suppressant

iv. Tree trimming or removals

v. Drainage

vi. Snow and Ice Maintenance

vii. Sand and salt applications in severe conditions (ice storm events).

5. The Association and the Municipality agrees that the Work as described under Section 4, shall be subject to the following conditions:

a) The Work is to be completed on behalf of the Association on an as needed basis and only when the President and/or Treasurer of the Association requests that the Municipality complete such work.

b) The Association is required to complete and forward their work order – see “Appendix A” either by email, fax or letter to the Superintendent of Transportation Services.

c) Upon receipt of such work order the Municipality is then required to advise the Association no later than two (2) business days as to when the Municipality will be able to complete the Work except for item 4. vi Sand and salt applications in severe conditions (ice storm events) in which the Municipality is required to respond as soon as practical upon receipt of the request from the Association.

PAYMENT OF FEES

6. The Association covenants and agrees to pay to the Municipality the fees calculated in accordance with the Municipality’s relevant and most current annual fees and charges by-law as amended.

INSURANCE

7. The Association shall obtain and maintain at its own expense General Liability insurance in an amount no less than five million dollars ($5,000,000) per occurrence. In addition:

i. The policy is to be endorsed to provide the Municipality with not less than 30 Days’ written notice of cancellation or non-renewal,

ii. All applicable deductibles is at the sole expense of the Association,

iii. Upon the execution of this Agreement and annually thereafter the Association shall provide the Municipality with a current certificate
of insurance evidencing the insurance coverage required by this Agreement is in place.

8. The Municipality shall obtain and maintain at its own expense General Liability Insurance and Standard OAP 1 Automobile Policy, each in an amount of no less than $2,000,000 per occurrence.

9. It is the Municipality’s understanding that the Association will be requesting from any other service provider responsible for the maintenance or service of the Roadway confirmation annually of the following:
   i. Confirmation of General Liability insurance for a limit of no less than two million dollars ($2,000,000) per occurrence adding the Association as an additional insured
   ii. Confirmation Standard OAP Automobile policy for a limit of no less than two million dollars ($2,000,000).

INDEMNIFICATION AND LIABILITY

10. The Municipality shall not be responsible for any damage resulting from the Agreement or the service performed hereunder nor shall the Municipality be liable to the Association for any losses, claims, charges, damages, and expenses whatsoever suffered by the Association, including, without limitation, claims for loss of revenue or loss of profits, indirect or consequential damages, on account of any actions or omissions of the Municipality, its Council members, officers, employees, contractors, agents, successors, and assigns working except for any claims arising from the negligence or willful misconduct by the Municipality or those for whom it is in law responsible.

11. The Association shall indemnify, defend and save harmless the Municipality, its Council members, officers, employees, contractors, agents, successors, and assigns from and against all losses, claims, charges, damages and expenses which the Municipality may at any time or times bear, sustain or suffer, by reason, or on account this Agreement and the services provided hereunder except for any claims arising from the negligence or willful misconduct the Municipality or those for whom it is in law responsible. The Associations obligation to indemnify, defend and save harmless the Municipality shall survive the termination of this Agreement.

12. The Municipality shall be in no way, at anytime, howsoever caused, be responsible for or liable for any work provided by or completed by any other service provider, or contractor or the Association contractually or otherwise.

GENERAL

13. This Agreement is the entire agreement between the Municipality and the Association regarding the subject of this Agreement. This Agreement may only be amended or supplemented by a document executed in writing by both the Municipality and the Association.

14. This Agreement benefits and binds the Municipality and the Association and the successors of each of them.

15. If any term of this Agreement is found to be invalid, illegal, or unenforceable by a court having the jurisdiction to do so, that term is to be considered to have been severed from this Agreement and this Agreement remains in force unaffected by that finding or by the severance of that term.

16. No amendments or waiver of any provision of this Agreement shall be binding on either party unless consented to in writing by such party. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver constitute a continuing waiver unless expressly provided.
17. The relationship of the Association and the Municipality established by this Agreement is that of an independent contractor performing services on behalf of the Association.

18. The terms and conditions contained in this Agreement by their sense and context are intended to survive the performance thereof by the Parties hereto shall so survive the completion of performance, the expiration and termination of this Agreement, including, without limitation, provisions with respect to indemnification, the making of any and all payments due hereunder.

19. This Agreement shall be governed by and construed and enforced in accordance with the laws of the Province of Ontario and the laws of Canada which may be applicable to a party in the Province of Ontario and both Parties irrevocably at torn to the jurisdiction of the Courts of the Province of Ontario.

20. The division of this Agreement into Articles and Sections and the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.

21. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements, negotiations, discussions and understandings, whether written or oral between the Parties. Except as provided in this Agreement, there are no conditions, covenants, agreements, representations, warranties, acknowledgments or other provisions, express or implied, collateral, statutory or otherwise, that form part of or affect this Agreement.

22. This Agreement shall be binding upon and shall ensure to the benefit of the Parties hereto and their respective permitted successors and assigns.

IN WITNESS WHEREOF the Parties hereto has executed this Agreement by their duly authorized representatives.

SIGNED AND SEALED

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD
This the _____ day of __________________ 20___, at the Municipality of Meaford, Province of Ontario

Per: _______________________________

Per: _______________________________

“Insert legal name of cottage association here”
This the _____ day of __________________ 20___, at the Municipality of Meaford, Province of Ontario

Per: _______________________________
SCHEDULE “A” – Work Order

ROAD MAINTENANCE WORK-ORDER REQUEST FORM

Phone – (519) 538-1060
Fax – (519) 538-5599
Email – ptaylor@meaford.ca

Date Requested: __________________________  Work Order: __________________________

Association Name: _______________________

Person Requesting: _______________________

Requested Maintenance: (circle all that apply to your request)
Grading  Granular material  Dust Suppressant  Tree & Brush  Drainage
Winter Control (Snow Clearing)  Sand and Salt (ice storm events)

Description/Location

Municipal Use Only:
