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. Closed Session - 1:30 p.m.
   a) HR Matter

   **Recommendation:** Be it resolved that Council of the Municipality of Meaford does now go into a closed session in the Board Room at __:__ p.m. to discuss personal matters about an identifiable individual, specifically an HR matter, with the CAO, HR Consultant and Treasurer/Director of Financial Services and Infrastructure Management remaining in the room.

5. Announcements

6. Public Participation
   a) Presentations
      • Ian Wilcox & Evelyn Dean, Lakeshore Road South Association
      [Lakeshore Road South Association - Presentation September 11, 2017](#)
   b) Public Questions
   c) Deputations on Committee of the Whole Reports

7. Consent Agenda (Motions and By-laws for Decision)
   7.1 Adoption of Items (not requiring separate discussion)
   7.2 Consideration of Items (requiring separate discussion)
a) By-law 2017-48 To Authorize a Licence of Occupation for a Waterline beneath 2nd Concession North

Recommendation:
Be it resolved that by-law 2017-48, being a by-law to authorize the execution of a Licence of Occupation Agreement for a Waterline beneath 2nd Concession North, be taken as read a first, second, and third time and finally passed.

2017-48 Authorize Licence of Occupation (2nd Concession North)

b) By-law 2017-49 To Authorize the transfer of the closed Berry Street road allowance

Recommendation:
Be it resolved that by-law 2017-49, being a by-law to authorize the sale of municipal lands comprising part of Berry Street (closed) be taken as read a first, second, and third time and finally passed.

2017-49 Best Use Declaration and Transfer of Lands (Berry St)

c) FIM2017-31 Ontario Community Infrastructure Fund – Top-up Funding Program Application

Recommendation:
That Council of the Municipality of Meaford approve the Municipality’s application to the Ontario Community Infrastructure Fund – Top Up Funding program for the 10th Concession Road Resurfacing Project.

FIM2017-31 - Ontario Community Infrastructure Fund Top-Up Funding Application

d) FIM2017-32 Federation of Canadian Municipalities – Municipal Asset Management Program Application

Recommendation: That Council of the Municipality of Meaford:
1. Direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program;
2. Commit to conducting the following activity in its proposed project submitted to the Federation of Canadian Municipalities’ Municipality Asset Management Program to advance our asset management program:
   - Phase 2 - State of the Infrastructure Report - Municipal Facilities; and
3. Commit $10,500.00 from its budget towards the $52,500.00 cost of this initiative.

FIM2017-32 - Federation of Canadian Municipalities Municipal Asset Management Program

e) SDR-41 Private & Cottage Road Maintenance Allocations

**Recommendation:**
That Council of the Municipality of Meaford:
1. On the unmaintained right-of-ways known as Fraser Street, South Georgian Beach Road, North Georgian Beach Road 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
2. 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

f) By-law 2017-50 To Appoint Citizen Members to the Meaford BIA Board of Management

**Recommendation:** Be it resolved that by-law 2017-50, being a by-law to appoint citizen members to the Business Improvement Area Board of Management for the term expiring
on November 30, 2018, be taken as read a first, second, and third time and finally passed.

2017-50 Business Improvement Area Board of Management - Appointments expiring November 30, 2018 (Repeals 56-2016)

8. 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.

Chief Administrative Officer

a) CAO2017-02 Urban Gateway Sign

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

1. Approve the urban gateway signage as recommended by the Economic Development Committee signage sub-working group as presented as option #1-A in Appendix 1;
2. That an RFP be issued for the design, build, and installation of the signage; and
3. Develop a signage strategy for the approximate 32 historic settlement areas in the Municipality of Meaford, as indicated in Appendix 5, for consideration in future budgets.

CAO2017-02 Urban Gateway Sign

Financial Services & Infrastructure Management

b) FIM2017-34 Application for Cancellation, Reduction and Refund of Taxes under Section 357(1)(d.1) – Sickness or Extreme

Recommendation: That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to delegate their authority to the Assessment Review Board to determine eligibility for property tax reductions or refunds under the Municipal Act Section 357(1)(d.1) – Sickness or Extreme Poverty.
c) FIM2017-35 2018 Budget Framework

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

1. Direct staff to prepare a draft budget including an overall tax levy increase not to exceed 3.7%;
2. Direct staff to prepare a draft tax supported operating budget with an increase not to exceed 1.2%;
3. Direct staff to prepare a draft budget inclusive of a 1% tax levy increase dedicated for roads capital funding under the Road State of the Infrastructure report’s “Preservation Model” as approved by Council in September, 2014;
4. Direct staff to prepare a draft budget inclusive of a 1% tax levy increase dedicated for bridge capital funding under the Bridge and Culvert State of the Infrastructure report as approved by Council in June 2016;
5. Direct staff to prepare a draft budget inclusive of a 0.5% tax levy increase dedicated for facility capital funding under the Integrated Study: Facility Condition Assessment, Accessibility Assessment, and Energy Audit report as approved by Council in October 2016;
6. Direct Staff to prepare draft tax and user pay operating budgets incorporating a Cost of Living salary adjustment of 1.2% based on the Ontario Consumer Price Index (August 2016 to July 2017);
7. Direct staff to budget any tax levy increases resulting from real assessment growth due to new development and building construction assessment into the General Infrastructure Reserve Fund for future capital projects;
8. Approve the allocation of $291,416 from the OCIF formula based component towards road reconstruction of road, sidewalk and storm sewer costs and include within the 2018 Budget for the Collingwood Street reconstruction project.
9. Approve the allocation of $245,800 from the 2016 Operating surplus towards reconstruction of road, sidewalk and storm sewer costs on Collingwood Street and include within the 2018 Budget with all watermain and sewer trunk cost allocated from Water and Sewer User Fees.
d) FIM2017-36 The Blue Mountains and Meaford Boundary Road Agreement

**Recommendation:** That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to enter into a Boundary Road Agreement between the Town of The Blue Mountains and the Municipality of Meaford.

**FIM2017-36 TBM Meaford Boundary Road Agreement**

**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.

9. **Notice of Motion**

10. **Adoption of Minutes**

a) **Council Meeting - August 28, 2017**

   **Recommendation:** Be it resolved that Council of the Municipality of Meaford hereby adopt the minutes of the council meeting held August 28, 2017.

   **Council - 28 Aug 2017 - Minutes - Pdf**

11. **Communications**

   a) Minutes - Grey County Council (August 24, 2017)
   
   **Minutes - Grey County Council (August 24, 2017)**

   b) Letter - OFMEM, Confirmation of Municipal Compliance (Emergency Management)
   
   **Letter - OFMEM, Confirmation of Municipal Compliance**

   c) Correspondence List
   
   **September 11 2017 - Council Correspondence Index**

12. **Council Inquiries**

13. **Adjournment**
Lakeshore Road South Association

Our Association:
• 13 residents (homes)
• 26 lots

• Earliest development started in late 1800s
• Full development initiated in late 1960s

• 600m of road
• Tar and chip road surface
• Dead end
• Full public access: dog walking, biking, car access.

• Road Association started in 1974
• Great working relationship with the Municipality (formerly St. Vincent).
Current Practice

Lakeshore Road South Association Responsibilities:
Coordinate and pay for:
• Road resurfacing (tar and chip)
• Annual road maintenance- repairs, potholes, culverts and drainage issues.
• Signage
• Insurance
• Snow removal

Historical and Current Municipal Assistance Received since 1974:
• Annual financial allocation
• Technical advice regarding drainage and road surfacing.
• Legacy snow removal and road surfacing for the first 75m.
• Filling of potholes based on fee for service.
Comments Regarding Town Staff Report SDR-41

- We understand that the Town’s principle concern is with municipality owned/ privately managed roads.

- The most recent version of the staff report (seen at CAO’s office) recognizes that Municipal Service Agreements do not apply to our road since it is fully private.

- In regards to the need for liability insurance, we agree with the need for such but this is our issue to deal with as private land owners, not the municipality’s.

- We understand the financial allocations issue has been removed from the staff report at this time but that it will be discussed as part of the 2019 budget. Regardless, our Association would like to comment on this issue.
Lakeshore Road South Association Ratepayers’ Perspective

Annual Funding Allocation

- The Municipality has allowed residential development on private roads without bearing the associated capital cost of road construction or maintenance. There has been no annual capital maintenance expense and there’s no long-term capital depreciation burden for the Municipality.
- This development has occurred in areas of the municipality with some of the highest residential taxes (waterfront).
- This has been a financial benefit to the municipality; The Municipality receives full taxes but provides fewer services. *(Note: Five years ago our Association had to fight for curbside garbage collection to resume after it stopped for nine months.)*
Financial allocations, in our opinion, have been a relatively token offering from the Municipality that recognizes this inequity.

In principle, creating an equitable process for addressing the lack of support for the various roads by the Municipality is understandable and supported.

Road Associations have not typically lobbied for annual increases. Current Road Association allocations are not a pressure on the annual budget or municipal tax rate increases.

We understand staff have suggested we consider the option of forming a common elements condominium corporation. We do not support this approach. As private property owners we have agreed to share the costs of maintaining a road but in no way have any of us bought our homes as part of a condo corporation.
We understand there are other private roads that do not currently receive an allocation.

We understand this is a complicated legacy issue.

We understand development would not be permitted this way today.

Regardless, Town is left to address an issue that must balance financial responsibility with fairness to private road residents.

We strongly believe the tax revenue and financial benefit the Town receives from the development it permitted on private roads far exceeds the current funding allocations to road associations.

Conversely, elimination of the current funding allocation punishes private road residents by further reducing services and, in essence, has our residential taxes subsidize road services in the rest of the municipality.
Recommendations

Part 1  Request Status Quo Services for 2017/18

• Municipal assistance with filling current potholes - a current safety issue for the public
• Providing technical advice regarding maintaining the quality of the road (resurfacing, drainage, etc.)
• Continue the Funding Allocation or provide other ‘in kind’ road maintenance services that reflect our taxes paid.

Part 2

• Continue to work with Private Road Associations and Road Associations responsible for Municipal Roads to resolve these long standing issues over the next 8 months and return to Council with more reasonable longer term solutions.
The Corporation of the Municipality of Meaford

By-law Number 2017-48

Being a by-law to authorize the execution of a Licence of Occupation Agreement for a Waterline beneath 2nd Concession North

Whereas, Section 9 of The Municipal Act S.O. 2001, C.25, as amended, grants municipalities the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas, Section 11 (2) 6 of The Municipal Act S.O. 2001, C.25, as amended authorizes a municipal council to pass by-laws regarding municipal highways; and

Whereas, the Corporation of the Municipality of Meaford is the owner of that road allowance between Concessions 2 & 3, in the geographic Township of Sydenham being known municipally as 2nd Concession North and identified as PIN 37095-0117; and

Whereas, an existing Waterline serving Lot 26, Concession 2 is located beneath and encroaches onto the road allowance between Concessions 2 & 3 within Lots 26 & 27; and

Whereas, the Owners of Lot 26, Concession 2, known municipally as 599111 2nd Concession North, have requested permission for the ongoing siting and use of the waterline in its existing encroaching location within the above noted road allowance; and

Whereas, the Council of the Corporation of the Municipality of Meaford deems it expedient to enter into a Licence of Occupation Agreement with the owners of Lot 26, Concession 2 & Lot 26/27, Concession 3, with regard to the Waterline;

The Council of The Corporation of the Municipality of Meaford enacts as follows:

1. That this Council does hereby authorize the Mayor and the Clerk to execute the Licence Agreement, affixed hereto as Schedule A and forming part of this by-law, between the Corporation of the Municipality of Meaford and Philip E. Bye
2. That this by-law shall come into force and take effect upon being passed by Council.

Read a first, second and third time and finally passed this 11th day of September, 2017.

__________________________________________
Barb Clumpus, Mayor

__________________________________________
Matthew Smith, Clerk
THIS AGREEMENT made this day of September, 2017

BETWEEN:

NAME
(Hereinafter referred to as the “Owners”)

-and-

MUNICIPALITY OF MEAFORD
(hereinafter referred to as the “Municipality”)

WHEREAS the Owners have requested the Municipality to authorize the use of Municipal property for the continued siting and use of a buried waterline benefiting 599111 2nd Concession North and located in the Municipality of Meaford, County of Grey (hereinafter referred to as the “Waterline”), which Waterline is located beneath 2nd Concession North within Lot 26, between Concessions 2 & 3 in the former Township of Sydenham, now in Municipality of Meaford (hereinafter referred to as the “Road Allowance”).

WHEREAS By-Law Number 2017-48 has been enacted by the Municipal Council of The Corporation of the Municipality of Meaford with respect to such existing encroachment; and

WHEREAS the Owners agree to:

1. Indemnify and save harmless the Municipality from all losses, costs and damages which might arise by reason of such encroachment;

2. Fulfill other requirements from time to time reasonably imposed by the Municipality.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises and authority granted by the said By-Law Number 2017-48 of The Corporation of the Municipality of Meaford and Philip E. Bye covenant and agree:

1. To register this Agreement on title of the parcel containing the servient well (being Concession 3 East Part Lot 26 East Part Lot 27, PIN 37095-0071) and upon the parcel containing the dominant/benefiting dwelling (being Concession 2 North Part Lot 26, PIN 37095-0095).

2. To indemnify and save harmless the Municipality from all claims, demands, losses, costs, charges and expenses which the Municipality may sustain, incur or be liable for in consequence of the authorization given by the said By-Law to maintain and use the Waterline;

3. To provide insurance reasonably satisfactory to the Corporation of the Municipality of Meaford, naming the Municipality as an additional insured and addressing cross-liability between the Owner of the well and of the benefiting dwelling.
4. To provide the Municipality of Meaford with a dimensioned sketch showing the approximate location of the Waterline within the Road Allowance and to physically demarcate the location of the Waterline on the landscape by installing a steel post with the text ‘Buried Water Line’ or an image depicting a cup of water at the property line, on either side of the Road Allowance, where the Waterline enters and exits the Road Allowance.

5. To not make material changes or alterations to the nature or location of the Waterline without the express written consent of the Municipality;

6. To maintain the Waterline at all times to the satisfaction of the Municipality acting reasonably;

7. To abide by any requirements imposed by the Municipality which may reasonably be required for public safety, maintenance or repair on the Road Allowance and abutting lands;

8. To restrict the use of the Waterline to the registered owners of Concession 3 East Part Lot 26 East Part Lot 27 and Concession 2 North Part Lot 26, only.

9. That upon future application (if applicable) for an easement to recognize and formalize use of the well on Concession 3 East Part Lot 26 East Part Lot 27 to the benefit of Concession 2 North Part Lot 26, the Waterline within the Municipal Road Allowance be described as a separate part upon a Reference Plan prepared and registered by an Ontario Land Surveyor.

10. That upon discontinuation (if applicable) of the use of the well on Concession 3 East Part Lot 26 East Part Lot 27 to the benefit of Concession 2 North Part Lot 26, the Owners of the benefiting property will advise the Municipality in writing and, upon request by the Municipality, remove the Waterline and repair the lands to such condition as may be reasonably requested by the Municipality.

This Agreement shall be binding on the Parties and their respective heirs, executors, administrators, successors or assigns.

IN WITNESS WHEREOF the signatures of Philip E. Bye and the Corporate Seal of the Corporation of the Municipality of Meaford duly attested by its proper officers in that behalf.

SIGNED, SEALED AND DELIVERED this ______ day of ________________, 2017

_________________  ________________________
Witness    Philip E. Bye 
Name:
MUNICIPALITY OF MEAFORD

I/We have authority to bind the corporation.

_________________________
Barb Clumpus, Mayor

_________________________
Matt Smith, Clerk
The Corporation of the Municipality of Meaford

By-law Number 2017-49

Being a by-law to authorize the sale of municipal lands comprising part of Berry Street (closed)

Whereas, Section 9 of the Municipal Act, 2011 S.O. 2001 c. 25, as amended, grants to municipalities the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act; and,

Whereas, Council of the Municipality of Meaford has received Staff Report DES2017-44, recommending that the best use of those lands comprising part of (closed) Berry Street and described as Parts 1-11, 16R-10850 be lot addition to abutting parcels, in parts; and,

Whereas, the process for the transfer of said lands has been conducted in accordance with By-law 104-2007, the Sale of Real Property By-law; and,

Whereas, the Council of the Municipality of Meaford deems it expedient and necessary to declare the best use of said lands and to transfer the lands for the purpose of lot addition.

The Council of The Corporation of the Municipality of Meaford enacts as follows:

1. That the best use of the closed Berry Street Road Allowance is hereby declared to be lot addition, in parts, to abutting parcels.

2. That authorization is hereby given for the transfer of those lands comprising part of Berry Street (closed) and described as Parts 1 – 11, Plan 16R-10850, in the geographic Town of Meaford, now in the Municipality of Meaford, to abutting landowners for the purpose of lot addition.

3. That such transfer of Parts 1-3 & 11, 16R-10850 be made in exchange for financial consideration calculated on a per-area basis using a comparable vacant-land value of $11.50/m$^2$, excluding legal expenses which are to be the sole cost of the purchasers.
4. That such transfer of Parts 4-8, 16R-10850 be made in exchange for financial consideration calculated at $250 per transfer, excluding legal expenses which are to be the sole cost of the purchasers.

5. That such transfer of Parts 9 & 10, 16R-10850 be made in exchange for financial consideration of $40,000, excluding legal expenses which are to be the sole cost of the purchasers.

6. That the Mayor and Clerk are hereby authorized to sign the Transfer/Deed of Land and as well execute all other documents necessary to complete the transfers referred to herein.

7. That this by-law shall come into force and take effect upon being passed by Council.

Read a first, second and third time and finally passed this 11th day of September, 2017.

______________________________
Barb Clumpus, Mayor

______________________________
Matthew Smith, Clerk
Date: Monday, August 28, 2017

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

Subject: Ontario Community Infrastructure Fund – Top-up Funding Program Application

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford approve the Municipality’s application to the Ontario Community Infrastructure Fund – Top Up Funding program for the 10th Concession Road Resurfacing Project.

Background

The Ontario Community Infrastructure Fund (OCIF) provides steady, long-term funding for small, rural and northern communities to develop and renew their infrastructure. The provincial grant is linked to core infrastructure assets including the repair, rehabilitation and replacement of assets such as roads, bridges, water and wastewater facilities that are identified as a priority in the community’s asset management plan are eligible for funding, including:

- capital construction of new core infrastructure that addresses an existing health or safety issue,
- capital maintenance for the renewal, rehabilitation or replacement of core infrastructure owned by the recipient.

Infrastructure expansion projects to accommodate new employment or residential development on greenfield sites and recreational trail projects are not eligible for funding.

The grant is designed to be responsive to the local needs of the municipalities. In order for the grant to correspond to communities with more demanding economic conditions, an “infrastructure index” is used to
calculate the core infrastructure to be eligible in receiving larger grant amounts.

The OCIF program is split into two separate programs, with the first program being the formula based program and the second program being the top up program.

The OCIF Formula based program is based on stable funding provided to municipalities on an annual basis, as determined by the indexing method identified above. The Municipality’s base funding for 2018 is $291,416, with $449,983 being provided in 2019.

The OCIF Formula based program is based on the “topping-up” of the Municipality’s combined 2018 and 2019 funding, which is $741,399, to a maximum of $2,000,000. Therefore, the Municipality is eligible to apply for funding up to $1,258,601, not to exceed 90% of the total project cost.

The Municipality has applied for the OCIF grant or top up funding program annually since 2014, but has not been successful under this program.

The assessment criteria for the program is as follows:

**Criteria 1: Expected benefit in relation to critical health and/or safety and technical merit of proposed project**

The government will review projects based on specific technical assessment criteria used for each project type. Combined projects will be assessed on all their technical components. Applicants are encouraged to read the technical schedule in the OCIF application form to obtain a better sense of the criteria used to assess projects.

**Road projects**

Health and/or safety issues related to road infrastructure will be assessed primarily in terms of accident risk.

**Bridge projects**

Health and/or safety issues related to bridges will be assessed primarily on the condition of the structure, which must be determined through an inspection carried out within the last two years in accordance with the Ontario Structure Inspection Manual (OSIM) or equivalent. Submission of an inspection form is a requirement for all bridge projects or projects that contain bridges as one of their components.

**Water and/or wastewater projects**

Human health and/or safety issues (including continuity of service) related to water and wastewater systems will be assessed within the framework of
the standards, policies and requirements of the Ministry of the Environment and Climate Change.

Note: Projects to extend water and wastewater services into un-serviced areas without a compelling environmental or health protection rationale, or to increase system capacity primarily to accommodate population growth or commercial and industrial development, are not eligible.

**Criteria 2: Comprehensiveness of asset management plan**

Eligible projects are required to be identified as a priority in the applicant’s comprehensive asset management plan (AMP). The province will assess the content of these plans against the guidelines set out in Building together: guide for municipal asset management plans, with the focus on:

- State of local infrastructure
- Desired levels of service
- Asset management strategy
- Financing strategy

In general, asset management plans that adhere to the content set out in Building Together: Guide for Municipal Asset Management Plans will be more competitive in the evaluation process. For joint projects, all partner applicants must submit their asset management plans.

**Criteria 3: Funding need for the proposed project**

The Province will review the cost of the proposed project per household, as well as median household income and weighted property assessment per household using Statistics Canada data and information collected from the application form.

In general, applicants with greater funding need will be more competitive in the evaluation process.

**Additional Consideration**

Additional consideration will be given to joint projects. In order to be considered a joint project, each applicant must contribute financially to the project.
Analysis

Staff have completed a review of the Municipality’s Asset Management Plan, Master Servicing Plans, Background Studies, and Capital Forecast to identified projects that meet the assessment criteria of the top up program.

Based on the eligibility criteria above, staff gave consideration to the following projects prior to selecting the project identified in the recommendation above:

**Development of Alternate Water Distribution Trunk Main – Thompson Street (2017/18 Value – $1,005,000)**

This project is Phase 4 of the construction of the Alternate Water Distribution Trunk Main, with Phases 1-3 being completed through the Grandview/Susan project in 2016. Engineering design commenced in July 2017, with the construction component being scheduled for 2018. $417,100 of the project is funded through the water and wastewater user pay budget, with the remaining $587,900 being funded through the tax supported budget.

The Municipality would apply for 90% funding of the total budget for an application value of $904,500. The application will be structured on the importance of this project for the replacement of the existing water infrastructure in order for the watermain to support the existing main trunk main that provides water to the majority of the Meaford water system. The remaining 10% or $100,500 would be fully funded from the user pay capital budget.

Staff are not recommending the selection of this project for the OCIF funding program because the combined application for water, wastewater, stormwater, bridge, and road infrastructure would only be able to support the health and safety needs of the water and bridge infrastructure. The sewer component of this project may not include the replacement of the sewers, but may be re-lined, while the installation of stormwater and sidewalk infrastructure would be additions to the Municipality’s asset inventory and are not supported by an evident health and safety need.

**Collingwood Street Infrastructure Replacement & Road Reconstruction (2017/18 Value - $1,042,000)**

This project includes the replacement of the water and wastewater infrastructure (circa 1894), the replacement of stormwater infrastructure (1982) and the reconstruction of the road and sidewalk (1982). Engineering design is scheduled to commence in October 2017, with the construction component scheduled for 2018.
The Municipality would apply for 90% funding of the total budget for an application value of $937,800. The application will be structured on the importance of this project for the replacement of the existing water and wastewater infrastructure as they will be 124 years old at the time of construction. The user pay funded component of this project is attainable within the user pay capital budget, however, the tax supported funding places a great strain on the overall tax supported capital budget and as such the remaining 10% of the project ($14,200) would be fully funded form user rates.

Staff are not recommending the selection of this project for the OCIF funding program because the combined application for water, wastewater, stormwater and road infrastructure would only be able to support the health and safety needs of the water and wastewater infrastructure as the other assets have not fully exceeded their lifespans, but rather will be replaced due to overall road reconstruction. Investigation into the project location would also identify a proposed development on a greenfield lot, which is not permitted within the program. In addition to this, the Municipality applied for this project under the OCIF top-up program in 2016 and was not successful for the reasons identified above.

**Burton/Farrar Infrastructure Replacement & Road Reconstruction (2017/18 Value - $1,442,000)**

This project includes the installation of sanitary sewers on Burton and Farrar Streets to replace the existing 17 private septic systems, and realign 8 existing “bootlegged” sanitary services. The replacement of the existing watermain, plus the reconstruction of the road to an urban standard, including sidewalks and stormwater collection infrastructure would also be included in this project. This project is not currently in the Municipality’s capital forecast as the watermain is at approximately 50% of its lifespan, the road reconstruction does not fit into the parameters of the preservation model, and there has not been a collective request from the affected property owners requesting sanitary sewers.

The Municipality would apply for 90% funding of the tax supported budget for an application value of $814,445. The application will be structured on the importance of this project for the health and safety of the property owners with respect to the impact of failing septic systems in the area on groundwater. The user pay funded component of this project is attainable within the user pay capital budget or local improvement charges, however, the tax supported funding places a great strain on the overall tax supported capital budget.
Staff are not recommending the selection of this project for the OCIF funding program because the combined application for water, wastewater, stormwater and road infrastructure would only be able to support the health and safety needs of the wastewater and road infrastructure, with the installation of wastewater infrastructure placing an additional burden on the affected properties. As identified above, there has not been a collective application to the Municipality for the installation of these services. The installation of sidewalk and stormwater infrastructure would represent additions to the Municipality’s asset inventory. Staff have applied for this project twice before and has been unsuccessful for the reasons identified above.

**Wastewater Treatment Plant Structural Rehabilitation (2017/2018 Value - $1,200,00)**

This project involves the structural rehabilitation of the aerobic digestor tanks and aeration tanks, as well as the replacement of the existing clarifiers, as identified in the 2017 structural report and the 2015 Water and Wastewater Master Servicing Plan. The works must be completed in order to maintain the treatment process and ensure compliance. All works will be completed to support any future upgrades/expansion to the facility. The total cost of the project is $1,200,000, with $380,000 already being funded in 2017. The project is also a candidate for debt financing.

The Municipality would apply for 75% funding for an application value of $900,000. The application will be structured on the importance of the health and safety of the public in relation to the treatment process and legislated requirements, the lifecycle of the assets, and the public’s ability to pay as the project is rehabilitation and replacement focused and cannot leverage other funding sources such as Development Charges.

Staff are not recommending the selection of this project for the OCIF funding program because this project is a strong candidate to be debt financed by the Municipality due to the fact that the rehabilitation of the structures and clarifiers will extend the lifespan of the assets and be incorporated into future expansion of the plant.

**Structure 039 - Bishop Bridge (2018 Value - $355,000)**

This project involves the rehabilitation of the bridge, which spans the Bighead River on the 7th Line, between 13 Sideroad and 10 Sideroad. The 7th Line in this area is a Class 3 road and is one of the most utilized roads within the Municipality. The bridge is a three span, concrete arch rigid frame supported on concrete abutments and piers. The bridge has a total deck length of 32.2 metres and overall width of 9.7 metres. The structure provides an 8.5 metre wide driving platform between curbs, and was
constructed in 1964. The proposed works would be similar to the Bakeshop Bridge project being completed in 2017, with the objective of the project to address the deficiencies identified in the OSIM Report. The total cost of the project is $355,000.

The Municipality would apply for 90% funding of the $355,000 for an application value of $319,500. The application will be structured on the importance of the health and safety of the public in relation to the safety of road users, as identified through the OSIM Report that identifies concerns with the barriers and guiderails of the structure, plus the additional structural deficiencies.

Staff are not recommending the selection of this project for the OCIF funding program because this project is low value in nature, a rehabilitation that is not necessarily affecting road users and their uses, and can be funded in the Municipality’s current capital plan.

4 Sideroad - 3rd Line to Meaford / Blue Mountains Townline - Resurfacing & Reconstruction (2018 Value - $608,000)

This project includes the resurfacing and minor road base works on 4 Sideroad (Frog’s Hollow) through works on all 5 road sections in this area. The proposed works only involve the replacement of the existing road platform and would be surfaced with hot mix asphalt, in accordance to the annual average daily traffic (AADT) on this road, which is 587. Currently the required works, with the exception of 1 section, is within the preservation model and is scheduled for 2022/2023.

The Municipality will apply for 90% funding of the project for an application value of $547,200. The application will be structured on the importance of this project for the health and safety for road users as the current road has deteriorated significantly and requires a substantial amount of resources to repair potholes within the Minimum Maintenance Standards regulation.

Staff are not recommending the selection of this project for the OCIF funding program. Despite the justification for the health and safety for road users due to the deterioration of the road, staff are concerned that the AADT makes the road a lower priority on the Municipality’s Asset Management from a rationalization and risk management standpoint.

10th Concession – Superior Street to Grey Road 18 (2018/2019 Value - $1,466,200)

This project includes the pulverizing and resurfacing of the 10th Concession between Superior Street and Grey Road 18, with the addition of paved shoulders on these road sections. This project is included in the 2018 and
2019 roads preservation model, however, does not include the final section of 10th Concession from Superior Street to 8th Street, as the road base has deteriorated at a much greater rate than the other sections and needs to be reconstructed. The section of 10th Concession from Superior Street to 8th Street is a boundary road between the Municipality and the City of Owen Sound, and as per the Municipality’s boundary road agreement with the City requires each municipality to pay 50% each for capital projects. In order for the Municipality to submit a joint application to the OCIF Top-up Program, the City of Owen Sound would have to agree that this project is one of their top priorities. Staff confirmed with City of Owen Sound that this project is not a priority project for them, but would discuss the reconstruction of this road section as a future project.

The Municipality will apply for 80% funding of the project for an application value of $1,172,950, as the funding for this road has already been included in the 2018 Capital Forecast within the Roads Preservation Model. The application will be structured on the importance of this project for the health and safety for road users as the current road has deteriorated significantly due to increased vehicular and truck traffic, using the road as either an entry to or by-pass around Owen Sound. As a result of the high AADT, which is 2130, the installation of paved shoulders would provide a safer environment for non-vehicular traffic and would help with maintaining the stability of the road.

Staff are recommending the selection of this project for the OCIF funding program because of the health and safety factor of road users, supported by the high AADT and truck traffic, as well as the addition of paved shoulders. If the Municipality is successful in its application for this project, staff recommend that the funding that has already been proposed for this project be allocated to the reconstruction of the section between Superior Street and 8th Street. The cost for this project is estimated at $373,500, with each municipality contributing $186,750, with a funding agreement to be established between the Municipality and the City.

**Financial Impact**

All of the projects identified above are included in the Municipality’s 2018-2026 Capital Forecast.

The 10th Concession Road Resurfacing project has a total budget of $1,466,200, with the proposed funding being 80% ($1,172,950) funded by the OCIF Top Up Program and 20% ($293,250) funded by the Municipality.

Understanding that the Municipality does not anticipate a response from the Province until 2018, the 2018 Capital Budget Sheets for this project will remain as they are in the 2018 Capital Budget and 2019-2027 Capital...
Forecast. If the Municipality is successful in its application, a Contribution Agreement will need to be executed by the Municipality and the Province, at which time a Staff Report will accompany the Agreement and provide an updated financial analysis.

**Implications**

The roads preservation model was endorsed by Council, supporting the recommendations of the State of the Infrastructure Report for Municipal Roads, and included a 10-year capital plan. In addition to the endorsement of the model, it was also confirmed that the Municipality would seek external funding to support further rehabilitation or reconstruction of roads through one-time funding sources.

The OCIF top-up funding application will look to leverage the funding received from this project towards the completion of the section of 10th Concession between Superior Street and 8th Street, in order to complete the entire 10th Concession from Grey Road 18 to 8th Street. As the final section is not consistent with preservation model, the road is not forecasted to be completed within the next 10 years unless external funding is secured.

**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.
B. Evaluate funding opportunities to support one-time capital needs.
C. Continue supporting the preservation model related to roads infrastructure, and the dedication of an additional 1% capital levy annually.
D. Develop and implement a comprehensive linear asset and general capital asset project schedule to expedite and fund related and similar capital needs.

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.
C. Evaluate and respond to the community’s interests and needs for expanded services related to tangible assets.

Consultation and Communications

Financial Services staff reviewed the projects and the eligibility requirements with the respective user departments prior to the selection of a project to submit an application for.

Conclusion

The submission of the OCIF TOP Up Funding application for the 10th Concession Resurfacing project is consistent with the Municipality’s strategic goals and objectives to evaluate funding opportunities for one-time capital funding needs.

Staff recommend that Council approves the OCIF Top Up Funding Program Application for the 10th Concession Resurfacing project.

Supporting Documentation

Appendix 1 – Project Location Map

Respectfully Submitted:

Darcy Chapman
Treasurer / Director of Financial Services and Infrastructure Management
Prepared by:
Bradey Carbert, Manager, Purchasing/Asset Management

Reviewed by:
Denyse Morrissey, CAO
Appendix 1 - Location Map
10th Concession Road Resurfacing Project
Municipality of Meaford

Legend

- 10th Concession (3.9km)

Description: Coloured road segments show the project location for Resurfacing Project on the 10th Concession Road in the Municipality of Meaford.

The information contained herein is provided by Planning and Transportation Services. This map is for illustrative purposes only. Do not rely on this map as a precise indicator of routes, features, or for surveying purposes. May contain cartographical errors or omissions. An accessible format of this document is available upon request.
Date: Monday, August 28, 2017

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

Subject: Federation of Canadian Municipalities – Municipal Asset Management Program Application

Report No. FIM2017-32 Roll No. N/A

Recommendation

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

1. Direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program;
2. Commit to conducting the following activity in its proposed project submitted to the Federation of Canadian Municipalities’ Municipality Asset Management Program to advance our asset management program:
   - Phase 2 - State of the Infrastructure Report - Municipal Facilities; and
3. Commit $10,500.00 from its budget towards the $52,500.00 cost of this initiative.

Background

The Municipal Asset Management Program (MAMP) was released in early May 2017 and is a five-year, $50-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers grant funding to sustainably maintain their asset management programs now and in the future.

The grant will fund 80% of a project to a maximum of $50,000 which would require the Municipality to fund the remaining 20%.
This funding focuses on building strong asset management foundations by supporting activities that incorporate asset management into daily practices. Subject to funding availability, applications will be accepted on a continuous basis until June 2020. All projects must be completed and final reports submitted by March 31, 2021. The project end date cannot be more than 11 months from the date that FCM approves the project for funding.

The Municipality intends to apply for this grant program each year until the end of the program in 2020. The 2018/19 application will be focused on asset management capacity building and levels of service workshop for staff and Council, to be coordinated with the 2018-2022 Council Initiation program.

Analysis

The Municipality’s application for this program will be structured around the Municipality bringing in third party experts that will complete facility condition and accessibility assessments for 21 buildings that were not included in the 2016 Integrated Study for Municipal Facilities.

Within the requirements of the Asset Management Plan, much work is needed to understand the condition of various building systems (structure, HVAC, electrical, roof, etc.) relating to all municipal facilities. The Phase 2 – State of the Infrastructure Report for Municipal Facilities will include a Facility Condition Assessment (FCA) and Accessibility Assessment (AA) so that capital investment decisions are based on return on investment that reduces operating and maintenance costs and provides for the efficient use of capital.

The facilities to be included in this project include:

- Patrol A Sand/Salt Building
- Patrol B Sand Dome
- Memorial Park Change room/Washroom
- Memorial Park Works Shed
- 5 - Memorial Park Camper Washrooms
- William Croft Athletic Fields – Field House
- William Croft Athletic Fields – Concession /Washrooms
- Fred Raper Park Washrooms
- McCarroll Park Washrooms
- Harbour Washrooms
- Harbour Fish Cleaning Station
- Lakeview Cemetery Chapel
- Lakeview Cemetery Storage Shed
- Lakeview Cemetery Works Shed
- Lakeview Cemetery Office
- Annan Ball Diamond Washroom
- Environmental Services Works Shed

In addition to the buildings scheduled to be completed by a Consultant, staff from the Planning & Building Division have offered to complete facility condition assessments on 14 of the municipality’s smaller facilities that do...
not contain significant electrical, HVAC, or other internal features. These inspections are anticipated to be completed as time permits within their inspection and administration tasks and represent an approximate $7,000 in savings to the Municipality.

Financial Impact

The total cost for this project is $52,500.00, with the municipality applying for 80% funding ($42,000.00) and being responsible for 20% funding ($10,500).

It is anticipated that staff will informed of the success of its application within 60 days of the application date. The 2018 special operating project will be added to the 2018 Draft Operating Budget and will be funded as identified above and with final confirmation anticipated prior to the adoption of the 2018 Final Operating Budget.

If the Municipality is not successful in its application for this funding program, this project will have to proceed in 2019 and be entirely funded by the Municipality, to ensure that all information is collected in order to have these assets in the Municipality’s Asset Management Plan by December 31st, 2020.

Implications

The information contained in the Phase 2 -SOTI for Municipal Facilities will be used for developing each building operating and capital budget. This exercise will develop a long term plan for each building that includes recommendations for capital, maintenance and operations. Each facility report is to provide actionable items relating to the FCA and AA that can be budgeted and executed to achieve the results stated in the overall report.

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

D. Develop and implement a comprehensive linear asset and general capital asset project schedule to expedite and fund related and similar capital needs.

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

A. Adopt and implement a rationalization approach to asset management.

Consultation and Communications

Facility Coordinators for each of the facilities were consulted on the status of previous condition assessments for each of the facilities and will provide the Consultant with the information on the assets and operations of each facility.

Conclusion

The receipt of Federation of Canadian Municipalities’ Municipal Asset Management Program Funding for the Phase 2 – SOTI – Municipal Facilities project will allow the collection of data for these assets, their anticipated replacement and rehabilitation requirements, and the associated costs to be placed into the Municipality’s Asset Management Plan for the December 31st, 2020 deadline.

Staff recommend that Council approves the Federation of Canadian Municipalities’ Municipal Asset Management Program Application for the Phase 2 – State of the Infrastructure – Municipal Facilities project.
Respectfully Submitted:

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

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

_________________________________
Reviewed by:
Denyse Morrissey, CAO
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 |

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

Staffing

<table>
<thead>
<tr>
<th>Positions</th>
<th>Hours Worked per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Positions</td>
<td>16</td>
</tr>
<tr>
<td>Seasonal Positions</td>
<td>6</td>
</tr>
<tr>
<td>Full Time Equivalent</td>
<td>18.42</td>
</tr>
</tbody>
</table>

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

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

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>Annual Allocations</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 $5,641.83 $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 $2,305.37 $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 $2,764.63 $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 $2,976.25 $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 $7,357.76 $6,943.32</td>
</tr>
<tr>
<td>Sunset Beach Road</td>
<td>Sunset Beach Association</td>
<td>600</td>
<td>Unmaintained Municipal ROW</td>
<td>$900.53 $668.98 $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 $787.96 $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 $3,656.15 $3,656.15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$21,942.64 $26,158.93 $25,876.99</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 Bayshore Road</td>
<td>400</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td>Roxsborough Road Bayshore Road</td>
<td>500</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td>Kingston Beach Bayshore Road</td>
<td>800</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td>Buckingham Lane Bayshore Road</td>
<td>550</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td>Paradise Bay Road Bayshore Road</td>
<td>675</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td>Rainbow Beach Road Bayshore Road</td>
<td>500</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td>Johnson Harbour Harbour Drive</td>
<td>600</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td>Circle Drive Hwy # 6 &amp; 10</td>
<td>100</td>
<td>Private</td>
<td></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

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 WEREAS 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:

Page 6 of 6
The Corporation of the Municipality of Meaford

By-law Number 2017-50

Being a by-law to appoint citizen members to the Business Improvement Area Board of Management for the term expiring on November 30, 2018

Whereas, Section 5(3) of The Municipal Act S.O. 2001, C.25 as amended provides that powers of every Council are to be exercised through by-law unless specifically authorized to do otherwise; and

Whereas, Section 204 of the Act provides direction with regard to Business Improvement Areas; and

Whereas, the business improvement area was designated under By-law 44-78 of the former Town of Meaford; and

Whereas, the Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to appoint members for the current Council term to the Business Improvement Area Board of Management;

The Council of The Corporation of the Municipality of Meaford enacts as follows:

1. That the following persons are hereby appointed to the Business Improvement Area Board of Management for the term expiring November 30, 2018 or until such time as successors are appointed:

   Danielle Belton
   Nancy Ellis
   Richard Morris
   Shelly Knight
   Bronwen Perry
   Megan Robertson
   Brenda Tullio

2. That Section 3 of By-law 44-78 of the former Town of Meaford is hereby amended to read as follows:

   THAT the Board of Management shall be a body corporate and shall consist of no more than nine members and no fewer than five members at least one of whom shall be a member of council and the remaining members shall be appointed by council representing owners
or tenants assessed in respect of lands in the designated area or
nominees of those so assessed.

3. That By-law 56-2016 is hereby repealed.

4. That this by-law shall come into force and take effect upon being
passed by Council.

Read a first, second and third time and finally passed this 11th day
of September, 2017.

Barb Clumpus, Mayor

Matthew Smith, Clerk
Date Monday, September 11, 2017
From Denyse Morrissey, CAO
Subject New Urban Gateway Sign
Report No. CAO2017-02 Roll No. N/a

Recommendation

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

1) Approve the urban gateway signage as recommended by the Economic Development Committee signage sub-working group as presented as option #1-A in Appendix 1;
2) That an RFP be issued for the design, build, and installation of the signage; and
3) Develop a signage strategy for the approximate 32 historic settlement areas in the Municipality of Meaford, as indicated in Appendix 5, for consideration in future budgets.

Background

Council’s Strategic Priorities 2015-2018 outlined a number of opportunities to “Grow our Economy” and “Strengthen our Community”, with a focus on beautification and identification of unique and special places in the Municipality, including signage.

A signage sub-working group of the Economic Development Advisory Committee has been meeting regularly since May 3, 2016 to develop new Urban Gateway signage. The sub-working group consists of Councillor Shirley Keaveney, Norm Glas, Liz Harris, and Sandra Coburn. Staff liaison to this group is the Economic Development and Tourism Officer.

Analysis

The signage sub-working group took into consideration the following documents or resources.
1. The Municipality of Meaford Official Plan

The Official Plan for the Municipality of Meaford includes the following:

A2.3 Urban Character.

- To properly plan the entrances along Highway 26 into the Meaford urban area to ensure that they serve as desirable gateways into the urban area.

A2.8 Cultural Heritage

- To encourage the retention of cultural heritage resources wherever practical to provide continuity between the past and the present.
- To foster civic pride by recognizing the contribution that cultural heritage resources make to the rural and urban fabric of the Municipality.
- To use cultural heritage resources as a tool to attract additional economic development, increase tourism opportunities and enhance the character and vitality of neighbourhoods and districts.

2. Roger Brooks Best Practices

Roger Brooks, renowned tourism consultant, provides the following guidelines:

- Make sure that your entrance features and entryways are placed where they will make the best first impression.
- A common mistake that communities make is creating sign clutter at their entryways. Never list more than four items and keep your verbiage to a minimum.
- Communities should not skimp on their welcome signs. Your “welcome” or “entry” should create a sense of arrival and make the visitor want to stop.

3. Existing Signage

A review of the existing locations of gateway or entry signs, and potential gateway sign locations was conducted by the sub-working group. The recommended locations have been included in Appendix 2.

The sub-working group considered industry best practices and various gateway signs from other municipalities. Some of the examples that were reviewed are included below.
4. Previous Reports to Council

The sub-working group reviewed CAO2011-007 Meaford Signage Report from the Committee of the Whole meeting of August 8, 2011, which provided an update on Municipal Signage and potential gateway signs for Urban Meaford utilizing the former logo.

The sub-working group also reviewed Report CAO2015-01 Municipality of Meaford Logo Update (Appendix 4). That report’s recommendations are listed below.

Therefore be it resolved that Council of the Municipality of Meaford direct staff to:

1. Reinstate the full, proper name of the Municipality of Meaford in the corporate logo; and

2. Reflect this in all signage and official documents and correspondence; and

3. Bring back to Council a report including the redesigned logo and the potential costs of remediating the existing signage placed on rural parks and playgrounds.
After reviewing these resources, as well as best practices in gateway signage, the sub-working group has recommended option #1-A from Appendix 1. Other sign designs were considered and have been included in Appendix 3.

Option 1 –A (which is a hand drawn sketch which requires graphic design work and formal drawings) is recommended by the Economic Development Advisory Committee sub working group:

![Image of Meaford logo sign]

The sub-working group recognized that the recommended option does not include the words “Municipality of” with Meaford as part of the complete Meaford logo, and is therefore not consistent with the recommendations as approved in Report CAO2015-01 Municipality of Meaford Logo Update.

**Financial Impact**

$35,000 was included in the approved 2017 operating budget within Economic Development to create two new urban gateway signs.

In consultation with Parks and Recreation staff, low maintenance gardens should be considered. Solar lighting is also planned as part of this project. It is estimated that the installation and maintenance of the new gardens will cost $500 per year per sign, or $1000 in 2018. This would increase either the Economic Development budget or the 2018 Parks, Recreation and Culture Department’s maintenance budget.
Future gateway signage should be considered beyond the Urban Settlement area. The Rural Settlement area is defined by the Municipality of Meaford Official Plan as "developed and undeveloped lands within the settlements of Bognor, Annan, Woodford, Rockford and Leith (section B 2.5).

A strategy should be developed in 2018 for enhancement of gateway signage for some locations or all of rural settlement areas and historic settlement areas. Future costs would be presented to Council for their consideration in the applicable annual budget.

**Implications**

It is recommended that these gateway signs not be used for any other form of advertising or displays and that a sign strategy be developed and put into place for the rural settlement areas and historic rural settlement areas of the Municipality of Meaford.

**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:** Growing our Economy
**Objective:** Become Business Ready

  **G.** Enhance the attractability of the community and invest in beautification initiatives in the downtown business core and throughout the Municipality.

**Focus Area:** Strengthening our Community
**Objective:** Celebrate Heritage

  **A.** Enhance the profile and identification of the hamlet and village communities as unique and special places in the Municipality of Meaford, through initiatives that include signage and mapping.

**Consultation and Communications**

Senior staff, Transportation Services staff, Parks Recreation and Culture staff, Ministry of Transportation, review of industry best practices.

**Conclusion**

One of the priorities of the sub-working group’s review was to improve the first impressions of our communities through urban gateway signs. The
working group also looked at options to retain the distinct and unique cultural heritage of our urban and rural settlement areas.

The Economic Development Committee signage sub-working group has recommended that the replacement of the urban gateway signs proceed with Option #1 – A, and that a strategy be developed for the approximate 32 historic settlement areas in the Municipality of Meaford as indicated in Appendix 5 for consideration in future budgets.

Supporting Documentation

Appendix 1 – Proposed Sign Options
Appendix 2 – Proposed Sign Locations
Appendix 3 – Other Sign Designs Considered.
Appendix 4 – CAO2015-01 Municipality of Meaford Logo Update
Appendix 5 - Historic Settlement Areas

Respectfully Submitted:

_________________________________
Denyse Morrissey, CAO

_________________________________
Prepared by:
Stephen Murray, Economic Development Officer
Appendix 1

Proposed Sign Options

Option 1 –A

Option 1-A as a hand drawn sketch.

Option 1-A as a sketch with general dimensions.
Appendix- 2
Proposed Sign Locations

Gateway sign location coming from Owen Sound
Appendix 3

Other Sign Designs Considered
Appendix – 4

Date: Monday, June 22, 2015
From: Denyse Morrissey, Chief Administrative Officer
Subject: Municipality of Meaford Logo Update
Report No. CAO2015-01
Roll No. N/A

Recommendation

That Council of the Municipality of Meaford approve Option 1 as the updated corporate logo for the Municipality of Meaford.

Background

As per Appendix 1, On March 24, 2014 Council approved the following:

1. That the logo for the Municipality of Meaford continue to be used; and
2. That the tagline “The Other Big Apple” be discontinued by the Municipality of Meaford utilizing a phased-out approach; and
3. That the development of a new tagline be evaluated and reviewed as part of a community consultation process to be completed by approximately September 30, 2014; and
4. That a budget of $3,000 be established within economic development 2014 budget.

Carried Resolution #10-056-2014

On April 27, 2015 staff was directed by Council to:

1. Reinstate the full name of the Municipality of Meaford in the corporate logo; and
2. Reflect this on all signage and official documents and correspondence; and
3. Bring back to Council a report including the redesigned logo and the potential costs of remediating the existing signage placed on rural parks and playgrounds.

Carried Resolution #17-07-2015
Analysis

Seven layout options were developed to reincorporate the “Municipality of Meaford” in the corporate logo. These are summarized in Appendix 2. Option 1 is the recommended option. This version provides larger, centered text and best meets readability standards and accessibility regulations.

Option 1

Many of our 2013 to 2015 promotions and advertising campaigns have focused on the theme “Set your sights on Meaford”.

The development of a municipal tagline has not yet been undertaken. It is recommended that the need for a new tag line be re-evaluated in consultation with the Economic Development Advisory Committee.

It is recommended that should a new tagline(s) be developed that it not be added to the logo. Instead, it would serve as theme or themes for marketing the Municipality of Meaford in advertising campaigns. Below are two of current promotions that include this theme:
**Financial Impact**

The estimated cost to revise approximately 15 signs is $1000 and is included in the 2015 budget.

The following is the list of park signage which would be revised:

1. Leith Beach
2. Peter Cameron Park
3. Irish Mountain Lookout
4. Holmes Lookout
5. Station Hill Park
6. Bognor Park
7. McCarroll Park
8. Fred Raper’s Park
9. St. Vincent Park
10. Beautiful Joe Park

In addition, 5 wayfinding signs along Sykes Street in urban Meaford would be revised. Any standard street signage will be excluded.

All digital versions of the Municipal logo as it appears on document templates, in communications, or on the municipal website can be replaced at no cost. These changes will be completed during the months of June and July 2015.

An assessment of the associated costs of revising corporate materials such as decals on vehicles, building and facility interior and exterior signage, staff corporate apparel, print materials and brochures which have the existing logo will be completed and estimated. A staff report is anticipated in September 2015 to provide this summary of related costs.

**Implications**

Not Applicable
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 the Strategic Plan, particularly with respect to:

**Goal:** Healthy Economy

**Objective:**
- Implement strategies from MEDS

**Goal:** Healthy Community

**Objective:**
- Provide effective leadership & governance
- Develop/implement community building strategies

Consultation and Communications

Senior staff

Communications and marketing staff

Conclusion

As part of the process to revise the logo for the Municipality of Meaford seven layout options were developed to reincorporate the “Municipality of Meaford” in the corporate logo. These are summarized in Appendix 2. Option 1 is the recommended option. This version provides larger, centered text and best meets readability standards and accessibility regulations.

Supporting Documentation

Appendix 1 – CAO2014-005 MEDS Refresh Part 1 – Logo Tag Line

Appendix 2 – Meaford Logo Proofs

Respectfully Submitted:

_________________________________
Denyse Morrissey, CAO
Appendix 5
Historic Settlement Areas

Historic Settlement Areas in Meaford

Description: Coloured points show historic settlement areas within the Municipality of Meaford.

The information contained herein is provided by Planning, Legislation and Transportation Services. This map is for illustrative purposes only. Do not rely on the map as a precise indicator of locations, features or for surveying purposes. Map content taken from other sources of information. To enquire further of this document, please contact:

Municipality of Meaford

Report CAO2017-02

Page 19 of 19
Date: Monday, September 11, 2017

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

Subject: Application for Cancellation, Reduction and Refund of Taxes under Section 357(1)(d.1) – Sickness or Extreme Poverty

Report No. FIM2017-34 Roll No. N/A

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to delegate their authority to the Assessment Review Board to determine eligibility for property tax reductions or refunds under the Municipal Act Section 357(1)(d.1) – Sickness or Extreme Poverty.

Background

Section 357 of the Municipal Act, 2001 allows property owners to apply for the cancellation, reduction or refund of taxes for various reasons due to change events that occur during the year. The following list identifies the various reasons why property owners may apply for a tax adjustment:

1. Change in tax class – 357(1)(a);
2. Property became exempt from taxes – 357(1)(c);
3. Property razed by fire, demolition or otherwise – 357(1)(d)(i);
4. Property is damaged and substantially unusable – 357(1)(d)(ii);
5. Sickness or extreme poverty – 357(1)(d.1);
6. Mobile unit removed – 357(1)(e);
7. Gross or manifest clerical/factual error – 357(1)(f)
8. Repairs/Renovations prevent normal use (min. 3 months) – 357(1)(g).

Staff receive applications from property owners throughout the year. And evaluates the applications for completeness and accuracy, with the assistance of MPAC, and then determine whether a tax adjustment is required. On occasion, there can be a public hearing through the Assessment
Review Board (ARB). The property owner receives notification of the public hearing giving them the opportunity to attend and speak to their application.

Applications claiming sickness or extreme poverty are rare. The Municipality has not had an application since the new Municipal Act was established in 2001. In other municipalities, which either process the application in-house or through delegation to the ARB, the application is usually withdrawn once the applicant discovers that a full review of their financial information including income tax returns would occur and that they may be asked to attend a public hearing to discuss their situation.

Analysis

Financial Services staff have the ability, with the assistance of MPAC, to evaluate and determine whether a property qualifies for a tax adjustment in seven of the eight reasons identified through Section 357 of the municipal Act as identified above. Item 5 – Sickness or Extreme Poverty is the only exception. Taxation staff do not have the necessary information or expertise to evaluate applications claiming an inability to pay taxes due to sickness or extreme poverty.

When other municipalities were consulted with respect to this section of the Municipal Act, it was evident that most municipalities do not try to process applications for sickness or extreme poverty. Research has shown that all but one Municipality has delegated their authority to the ARB to evaluate and decide on behalf of the municipality whether a property owner should receive tax relief due to sickness or extreme poverty. The ARB has an established process to handle these types of applications and can more efficiently determine their appropriateness.

Financial Services currently has an application that has been submitted to the municipality for consideration and, under the current process, this application would come before Council as part of a public hearing. Council has the option to either grant tax relief or deny the application. In the event that the application is denied, the property owner may appeal Council’s decision to the ARB. If the property owner appeals Council’s decision to the ARB, the ARB will schedule a hearing and the owner will be required to present documentation to support their application at the hearing. The decision of the ARB is final and the results will be communicated to the municipality, whereby any tax adjustment, if approved, will be completed.

Financial Impact

There are very few applications received for sickness or extreme poverty annually throughout the Province. The tax supported budget includes funds set aside by way of “tax write-off” accounts to offset amounts through any
successful application made under Section 357 for all the reasons identified in this report.

**Implications**

Delegating authority to the ARB to manage the application process for tax relief due to sickness or extreme poverty will ensure that a streamlined and accessible program is available for property owners to seek relief through. Without delegating this responsibility, staff will be required to develop a program, applications and a hearing mechanism to fulfill the requirements of the Municipal Act.

**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:

**Area:** Ensuring Sustainability  
**Objective:** Social: Foster a Caring Community

A. Create a culture of responsiveness to address the diverse needs of residents to the best of our ability.

**Focus Area:** Leading in Municipal Government  
**Objective:** Strengthen Accountability and Compliance

A. Evaluate all applicable legislation to ensure compliance.

**Consultation and Communications**

Financial Services staff, through the Ontario Municipal Tax and Revenue Association (OMTRA), requested input from other municipalities asking how they handle applications for tax reductions due to Sickness or Extreme Poverty.

Staff with MPAC and the ARB were also consulted with respect to Section 357 of the Municipal Act, 2001 and for assistance with the development of the Bylaw to be approved by Council.

**Conclusion**

Due to the fact that Financial Services staff do not have the information or expertise required to evaluate and process tax relief applications for sickness or extreme poverty, Council is requested to delegate their authority to the Assessment Review Board to act on their behalf for this purpose. The Assessment Review Board has the capacity and an already established
process to deal with these types of tax relief applications. In addition, many municipalities delegate their authority to the Assessment Review Board for the purpose of evaluating tax relief applications due to sickness and extreme poverty.

Supporting Documentation

Appendix 1 – Draft By-law

Respectfully Submitted:

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

_________________________________
Prepared with:
Marg Acres, Revenue Coordinator

_________________________________
Reviewed by:
Denyse Morrissey, CAO
The Corporation of the Municipality of Meaford

By-law Number 2017 - ___

Being a by-law to delegate the authority to hear and decide upon the cancellation, reduction or refund of taxes in cases of sickness and extreme poverty to the Assessment Review Board

Whereas, by Section 5(3) of the Municipal Act S.O. 2001, C.25 provides that municipal power shall be exercised by by-law; and

Whereas, Section 357 of said Act provides that a lower-tier municipal may cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is made under varying circumstances; and

Whereas, one of said circumstances is in cases of sickness or extreme poverty; and

Whereas, Section 357 (11) permits a lower-tier municipality to delegate the authority to receive and decide upon such applications to the Assessment Review Board; and

Whereas, Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to delegate the authority to hear and decide apportionment of unpaid taxes applications to the Assessment Review Board.

The Council of The Corporation of the Municipality of Meaford enacts as follows:

1. That the Assessment Review Board is authorized to exercise the powers and functions of Council under section 357 of the Municipal Act S.O. 2001, C.25 for applications made under subsection 357(1)(d.1) of said Act.

2. That subsections 357 (6), (7), (8), (9) and (10) of said Act do not apply to such applications due to the delegation of authority.

3. That a certified copy of the By-law shall be forwarded to the register of the Assessment Review Board and to the Municipal Property
Assessment Corporation in accordance with subsection 357 (12) of said Act.

4. That following the passing of this by-law, every application for cancellation, reduction or refund of taxes due to sickness or extreme poverty shall be forwarded to the Assessment Review Board for processing.

5. That this by-law shall come into force and take effect upon being passed by Council.

Read a first, second and third time and finally passed this 25th day of September, 2017.

______________________________
Barb Clumpus, Mayor

______________________________
Matthew Smith, Clerk
Date                  Monday, September 11, 2017
From                 Darcy Chapman, Treasurer / Director of Financial Services and Infrastructure Management
Subject              2018 Budget Framework
Report No. FIM2017-35 Roll No. N/A

Recommendation

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

1. Direct staff to prepare a draft budget including an overall tax levy increase not to exceed 3.7%;
2. Direct staff to prepare a draft tax supported operating budget with an increase not to exceed 1.2%;
3. Direct staff to prepare a draft budget inclusive of a 1% tax levy increase dedicated for roads capital funding under the Road State of the Infrastructure report’s “Preservation Model” as approved by Council in September, 2014;
4. Direct staff to prepare a draft budget inclusive of a 1% tax levy increase dedicated for bridge capital funding under the Bridge and Culvert State of the Infrastructure report as approved by Council in June 2016;
5. Direct staff to prepare a draft budget inclusive of a 0.5% tax levy increase dedicated for facility capital funding under the Integrated Study: Facility Condition Assessment, Accessibility Assessment, and Energy Audit report as approved by Council in October 2016;
6. Direct Staff to prepare draft tax and user pay operating budgets incorporating a Cost of Living salary adjustment of 1.2% based on the Ontario Consumer Price Index (August 2016 to July 2017);
7. Direct staff to budget any tax levy increases resulting from real assessment growth due to new development and building construction assessment into the General Infrastructure Reserve Fund for future capital projects;
8. Approve the allocation of $291,416 from the OCIF formula based component towards road reconstruction of road, sidewalk and storm
sewer costs and include within the 2018 Budget for the Collingwood Street reconstruction project.

9. Approve the allocation of $245,800 from the 2016 Operating surplus towards reconstruction of road, sidewalk and storm sewer costs on Collingwood Street and include within the 2018 Budget with all watermain and sewer trunk cost allocated from Water and Sewer User Fees.

**Background**

**Council Strategic Priorities**

Contained within the Strategic Plan, the focus area of Leading in Municipal Government contains the objective of Strengthen Accountability and Compliance with an action item to adopt a fiscal approach to taxation that includes the acknowledgement of Ontario’s annual rate of inflation as a guiding principal. Given that staff started the 2017 budget process the last week of July, the most recent update to the Ontario CPI is based on the August 2016 to July 2017 at 1.2%.

**Budget Increase**

The recommended first draft of the tax supported operating budget would be based on an increase of no greater than 3.7%.

Attached as Appendix 1 is the 2018-2021 estimated Operating Budget projections as presented in the 2017 Budget documentation. The estimates indicated a potential increase of 3.57% in 2018. Staff have reviewed the data and have determined that many assumptions are still relevant with the exception of operational impacts due to the realignments with the Legislative and Protective Services Department, the impacts of Service Delivery Review enhancements, reduced corporate insurance premiums, and the savings from changes in winter control operations through route reductions and salt/sand decreases. Given this, a 3.7% initial target should be attainable. There are many uncontrollable & fixed costs as shown below:
Reduced Ontario Municipal Partnership (OMPF) + $10,500
Hydro (est. 5% increase) + $31,300
Natural Gas Utilities (est. 2.5% increase) + $ 2,500
Water & Sewer Utilities (est. 5% increase) + $ 9,000
Salaries ($14 Minimum wage increase) + $26,100
Salaries (1.2% COLA) + $48,600
Benefits (5.4% increase) + $45,100
CPP, EI, WSIB, EHT, OMERS + $60,900
Policing Contract (est. 2% increase) + $36,200
Municipal Insurance Policy + $ 6,700
**TOTAL** +$279,900

The draft budget of no greater than 3.7% would include the incorporation of the suggested 1% increase to the levy as a dedicated source of funding to bridge the gap of the roads “Preservation Model”, the 1% increase to the levy as a dedicated source to fund long term Bridge and Culvert needs as contained in the Bridge SOTI and the 0.5% increase to the levy as a dedicated source to fund long term facility needs as contained in the Integrated Facility Study. The funding increases are illustrated below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Increase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Budget</td>
<td>1.2%</td>
<td>$159,400</td>
</tr>
<tr>
<td>Preservation Model</td>
<td>1.0%</td>
<td>$132,800</td>
</tr>
<tr>
<td>Bridge &amp; Culvert SOTI</td>
<td>1.0%</td>
<td>$132,800</td>
</tr>
<tr>
<td>Long Term Facility Study</td>
<td>0.5%</td>
<td>$ 66,400</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>3.7%</td>
<td>$491,400</td>
</tr>
</tbody>
</table>

**Analysis**

**Real Assessment Growth**

MPAC updates property values annually through the phased-in assessment process implemented in 2013 and updated for 2017. This phase-in will result in the average assessment of the Municipality increasing by less than 0.47% each year from 2017 to 2020. On top of the phase-in, there is real assessment growth due to new development parcels being severed, new construction, major reconstruction and certain larger renovations.
Staff is suggesting that any real assessment growth be directed to the General Infrastructure Reserve Fund for future funding of capital rehabilitation or the municipal share of grant supported projects. Given our budget process starts earlier than many, MPAC has not provided estimates however past growth would suggest that somewhere in the range of 0.5% is reasonable. This would amount to a transfer to the reserve fund of approximately $66,000.

Final growth calculations will be known by the end of January and can be incorporated into the final rates by-laws. It is not recommended that the assessment growth be utilized to offset tax rate increases unless the overall increase cannot be managed within the recommended 3.7%.

**Grant Funding**

In July 2017, the Provincial Government announced renewed funding dedicated to capital infrastructure projects (Appendix 2).

Within the Ontario Community Infrastructure Fund (OCIF) there is a total of $100M allocated in top-up funding. This is an application based program and staff recommended applying for the 10th Concession Road Resurfacing Project through report FIM2017-31. This project is deemed a high priority in all facets of the grant program criteria. The application will be finalized in late September in advance of the September 27, 2017 deadline for submission.

The second stream of the OCIF program is a formula based component representing a total of $130M. Meaford is expected to receive $291,416. Further, the program will expand to $200M in 2019, of which Meaford has been earmarked a contribution of $449,983.

The OCIF formula based funding is to be used for Asset Management Plan enhancements or core infrastructure rehabilitation. The funds can also be used for loan payments on core infrastructure projects. Staff are recommending that the funds be allocated to the Collingwood Street Infrastructure Replacement & Road Reconstruction given the Municipality needs to invest in replacing this 125 year old infrastructure.

The 2017 capital levy included $150,000 for a road project which had potential economic benefit. Staff would suggest allocating that funding towards this project as it will provide enhancements to the downtown core, sidewalks, beautification, etc. More importantly, the redevelopment of lands within this corridor cannot proceed without replacing the water and sewer infrastructure to an appropriate size. Staff would further suggest that a portion of the 2016 Operating Surplus be allocated to this project in order to
secure enough funding to ensure the plan can move forward in 2018 as follows:

**Costs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Reconstruction</td>
<td>$348,500</td>
</tr>
<tr>
<td>Sidewalks</td>
<td>$79,700</td>
</tr>
<tr>
<td>Storm Sewers</td>
<td>$259,000</td>
</tr>
<tr>
<td>Watermain</td>
<td>$198,000</td>
</tr>
<tr>
<td>Sewer Trunk</td>
<td>$258,700</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,143,900</strong></td>
</tr>
</tbody>
</table>

**Funding**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCIF Grant</td>
<td>$291,400</td>
</tr>
<tr>
<td>2016 Surplus</td>
<td>$245,800</td>
</tr>
<tr>
<td>2017 Ec. Dev. Road Levy</td>
<td>$150,000</td>
</tr>
<tr>
<td>2017 User Fee Capital</td>
<td>$35,200</td>
</tr>
<tr>
<td>Water User Fees</td>
<td>$182,300</td>
</tr>
<tr>
<td>Sewer User Fees</td>
<td>$239,200</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,143,900</strong></td>
</tr>
</tbody>
</table>

**Salaries, Payroll Expenses & Benefits**

Given that staff started the 2018 budget process mid-August 2017, the most recent update to the CPI is based on the August 2016 to July 2017 year at 1.2%. This was utilized based on Council’s Strategic Priority of a fiscal approach to taxation that includes the acknowledgement of Ontario’s annual rate of inflation as a guiding principal. Similarly, the Ontario CPI of 1.5% was used to set the 2016 budget.

As was the case for the 2017 budget, OMERS, CPP and Employer Health Tax rates have stabilized. However, the maximum thresholds have increased, adding some costs to the overall payroll expenses. WSIB rates continue to increase in the municipal sector due to the Presumptive Legislation surrounding firefighters. Rate hikes have been occurring since 2015 with continued increases expected for 2018. Total payroll overhead is expected to increase by $60,900.

The Municipality went through the annual benefits renewal process earlier in August 2017. The benefits provider has reviewed our policy utilization and this has resulted in a projected increase in costs for the plan of approximately $45,100 or 5.4%. This is less than industry averages whereby dental premiums have seen a year-over-year increase of 5.1% and extended health premiums more than 13%.
A 1% change to the tax levy equates to approximately $132,800. The chart below illustrates the taxation impact of a 3.7% budget increase on various average residential assessments.

<table>
<thead>
<tr>
<th>Property Type</th>
<th>Property Count</th>
<th>2017 Average Assessment</th>
<th>2018 Estimated Increase @ 3.7%</th>
<th>Monthly increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Dwelling</td>
<td>3033</td>
<td>$265,949</td>
<td>$77.15</td>
<td>$6.43</td>
</tr>
<tr>
<td>Semi-detached Residential</td>
<td>20</td>
<td>$156,500</td>
<td>$45.40</td>
<td>$3.78</td>
</tr>
<tr>
<td>Single Family Detached on water</td>
<td>233</td>
<td>$635,592</td>
<td>$184.39</td>
<td>$15.37</td>
</tr>
<tr>
<td>Residential Condominium</td>
<td>130</td>
<td>$195,173</td>
<td>$56.62</td>
<td>$4.72</td>
</tr>
<tr>
<td>Seasonal/Recreational Residential</td>
<td>328</td>
<td>$484,277</td>
<td>$140.49</td>
<td>$11.71</td>
</tr>
</tbody>
</table>

The Municipality has yet to be provided confirmation from the Ministry of Finance regarding the 2017 Ontario Municipal Partnership Fund (OMPF) unconditional grant allocation. It is expected that the overall OMPF funding will be reduced from $505 million to $500 million. Given this, staff are expecting that Meaford’s OMPF will be reduced in 2018 by 1% keeping in line with the overall program.

The draft 2018 budget will also include a number of uncontrollable factors which was highlighted earlier in the report and amount to an increase of $286,900 or 2.16%.

Departments will be required to develop a very responsible budget or generate additional revenue streams to meet the requirement of a 1.2% operating budget increase. This direction will dictate that a target of no more than $159,400 in additional operating expenditures in 2018 would be incurred.

Staff will continue to review potential grant programs including the Small Communities Fund, OCIF, Connecting Links, Clean Water & Wastewater Fund, Public Transit Funding, Trillium and other infrastructure grant programs to apply for appropriate projects to reduce long term capital funding requirements.
Implications

Developing an operating budget within a maximum 1.2% increase and incorporating an additional 2.5% increase for core infrastructure renewal meets many goals within Council’s Strategic Priorities. The will also ensure stabilization of the tax rate for future budget cycles.

Completion of roads projects will allow aging infrastructure to be rehabilitated, ensuring safer travel on the road sections in question and therefore reducing the chance of accidents and legal claims. In addition, a new asphalt road surface reduces wheel drag and therefore lessens CO2 emissions.

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: Fund Assets Responsibly

A. Investigate and review all funding models and opportunities to support infrastructure needs, including long term debt.
B. Evaluate funding opportunities to support one-time capital needs.
C. Continue supporting the preservation model related to roads infrastructure, and the dedication of an additional 1% capital levy annually.

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.
C. Evaluate and respond to the community’s interests and needs for expanded services related to tangible assets.

Focus Area: Growing Our Economy
Objective: Become Business Ready

B. Ensure taxes, development charges and building permit fees are responsive and support the development community.

Focus Area: Leading in Municipal Government
Objective: Drive Continuous Improvement

C. Ensure efficiencies are achieved through operational optimization and generating new revenues.

E. Regularly assess the organizational and staffing structure to ensure alignment with organizational priorities.

Focus Area: Leading in Municipal Government
Objective: Strengthen Accountability and Compliance

C. Ensure responsible financial and risk management.

A. Adopt a fiscal approach to taxation that includes the acknowledgement of Ontario’s annual rate of inflation as a guiding principal.

Consultation and Communications

Estimates for certain services, benefits and insurance were obtained through discussions with various providers under current contracts.

The development of the final 2018 Budget document will ensure the complete package can be used as a communication tool for Council and staff with the taxpayers and general public of the Municipality.

The table below outlines the proposed schedule for all Council sessions, public information meetings and the Mandatory Public Meeting. This schedule is based on providing ample opportunity for public engagement and comments while also allowing various points in time for Council feedback and priority realignment.

The intention is to have a budget passed in mid-December 2017. This will better ensure operations and capital projects can be tendered early in 2018 to obtain favorable pricing.

This schedule will be posted on the municipal website along with Facebook and Twitter accounts. A notice will also be printed in the local newspapers. Subsequently, the schedule will be sent in the water & sewer bill at the end of September to all property owners on the user pay system.
### Municipality of Meaford
#### Budget Schedule
2018 Operating Budget and 2019 – 2022 Operating Forecast
2018 Capital Budget and 2019 – 2027 Capital Forecast

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Framework Report</td>
<td>Council Chambers</td>
<td>Monday, September 11, 3:00 p.m.</td>
</tr>
<tr>
<td>Tabling of Draft Budget</td>
<td>Council Chambers</td>
<td>Monday, October 30, 4:00 p.m.</td>
</tr>
<tr>
<td>Public Engagement Session (Special Meeting of Council)</td>
<td>Woodford Community Centre</td>
<td>Wednesday, November 8, 6:30 p.m.</td>
</tr>
<tr>
<td>Council Q &amp; A</td>
<td>Council Chambers</td>
<td>Monday, November 13, 1:30 p.m.</td>
</tr>
<tr>
<td>Final Draft Review</td>
<td>Council Chambers</td>
<td>Monday, November 27, 4:00 p.m.</td>
</tr>
<tr>
<td>Statutory Public Meeting (Special Meeting of Council)</td>
<td>Council Chambers</td>
<td>Monday, December 4, 6:30 p.m.</td>
</tr>
<tr>
<td>Final Approval of 2017 Budgets</td>
<td>Council Chambers</td>
<td>Monday, December 11, 3:00 p.m.</td>
</tr>
</tbody>
</table>

### Conclusion
Council should provide direction to staff in order for the 2018 budget process to be commenced.

### Supporting Documentation
Appendix 1 – 2018-2021 Estimated Operating Budget Increase
Appendix 2 – 2018 OCIF Top-up-based Component Allocation Notice
Respectfully Submitted:

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

_________________________________
Reviewed by:
Denyse Morrissey, CAO
# MUNICIPALITY OF MEAFORD
## 2017-2021 Draft Tax Supported Budget Overview

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Office of the CAO</td>
<td>$2,410,905</td>
<td>$2,598,750</td>
<td>$2,708,825</td>
<td>$2,708,575</td>
<td>$2,757,450</td>
<td>$2,808,075</td>
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<tr>
<td>Legislative &amp; Protective Services</td>
<td>$1,682,550</td>
<td>$1,631,025</td>
<td>$1,597,550</td>
<td>$1,628,350</td>
<td>$1,650,900</td>
<td>$1,681,275</td>
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<tr>
<td>Financial Services &amp; Infrastructure Management</td>
<td>$4,365,450</td>
<td>$4,412,300</td>
<td>$4,255,006</td>
<td>$4,275,227</td>
<td>$4,360,413</td>
<td>$4,454,265</td>
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<tr>
<td>Parks, Recreation &amp; Culture</td>
<td>$1,582,350</td>
<td>$1,490,050</td>
<td>$1,489,600</td>
<td>$1,515,925</td>
<td>$1,543,182</td>
<td>$1,570,975</td>
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<tr>
<td>Development &amp; Environmental Services</td>
<td>$1,216,225</td>
<td>$1,117,500</td>
<td>$1,137,800</td>
<td>$1,152,475</td>
<td>$1,249,045</td>
<td>$1,263,300</td>
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<tr>
<td>Library Services</td>
<td>$633,385</td>
<td>$670,125</td>
<td>$687,475</td>
<td>$702,955</td>
<td>$717,580</td>
<td>$732,280</td>
</tr>
<tr>
<td>Corporate Revenue</td>
<td>$(1,956,625)</td>
<td>$(2,006,825)</td>
<td>$(1,997,975)</td>
<td>$(1,993,575)</td>
<td>$(1,979,925)</td>
<td>$(1,979,525)</td>
</tr>
<tr>
<td>Non Tangible Operating Programs</td>
<td>$95,000</td>
<td>$91,500</td>
<td>$91,675</td>
<td>$51,000</td>
<td>$51,500</td>
<td>$50,000</td>
</tr>
<tr>
<td>Reserve Contributions</td>
<td>$40,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>TOTAL OPERATIONS</strong></td>
<td>$10,069,240</td>
<td>$10,019,425</td>
<td>$9,984,956</td>
<td>$10,055,932</td>
<td>$10,365,145</td>
<td>$10,595,645</td>
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Budget Increase (Decrease) $

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<tr>
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</thead>
<tbody>
<tr>
<td>Budget Increase (Decrease)</td>
<td>$(49,815)</td>
<td>$(34,469)</td>
<td>$70,976</td>
<td>$309,213</td>
<td>$230,500</td>
<td></td>
</tr>
<tr>
<td>Budget Increase (Decrease) %</td>
<td>-0.495%</td>
<td>-0.34%</td>
<td>0.71%</td>
<td>3.07%</td>
<td>2.22%</td>
<td></td>
</tr>
</tbody>
</table>

Capital Program Contributions

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Program Contributions</td>
<td>$2,826,750</td>
<td>$3,259,450</td>
<td>$3,768,200</td>
<td>$4,471,375</td>
<td>$4,662,700</td>
<td>$5,172,700</td>
</tr>
<tr>
<td><strong>TOTAL TAX SUPPORTED BUDGET</strong></td>
<td>$12,895,990</td>
<td>$13,278,875</td>
<td>$13,753,156</td>
<td>$14,527,307</td>
<td>$15,027,845</td>
<td>$15,768,345</td>
</tr>
</tbody>
</table>

Budget Increase (Decrease) $

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Increase (Decrease)</td>
<td>$382,885</td>
<td>$474,281</td>
<td>$774,151</td>
<td>$500,538</td>
<td>$740,500</td>
<td></td>
</tr>
<tr>
<td>Budget Increase (Decrease) %</td>
<td>2.969%</td>
<td>3.57%</td>
<td>5.63%</td>
<td>3.45%</td>
<td>4.93%</td>
<td></td>
</tr>
</tbody>
</table>
June 26, 2017

Her Worship Barb Clumpus
Mayor
Municipality of Meaford
bclumpus@meaford.ca

Dear Mayor Clumpus:

As part of the largest infrastructure investment in Ontario’s history, our government is committed to helping rural communities improve vital local infrastructure. That’s why we are tripling the Ontario Community Infrastructure Fund (OCIF) annually to $300 million by 2019, and providing communities like yours with more stable, predictable and bankable OCIF formula funding.

This year, the Top-Up Application Component of OCIF is also increasing to $100 million to help communities apply for additional funding to address larger critical infrastructure projects. I am pleased to inform you that we are now accepting proposals for the 2017 intake of OCIF Top-Up Application funding. The Municipality of Meaford is eligible to apply for up to $1,258,601.

Your community may submit one project proposal, either individually or in partnership with another community. The deadline for submitting proposals for OCIF Top-Up Application funding is Wednesday, September 27, 2017, at 5 p.m.

Please note that this is a competitive application process that will assess projects primarily on their critical health and safety aspects. An assessment of the applicant’s asset management plan will also be considered as part of this process.

For more information about OCIF, please visit our government’s infrastructure funding website (www.ontario.ca/municipalinfrastructure). Should you have any additional questions, please call OMAFRA’s contact centre (1-877-424-1300) or email OCIFApps@ontario.ca.
Working together, we are investing to build Ontario up, grow our economy, create jobs across the province, and make everyday life easier for Ontarians.

Sincerely,

Jeff Leal
Minister of Agriculture, Food and Rural Affairs

Bob Chiarelli
Minister of Infrastructure

Minister Responsible for Small Business
Date: Monday, September 11, 2017

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

Subject: The Blue Mountains and Meaford Boundary Road Agreement

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to enter into a Boundary Road Agreement between the Town of The Blue Mountains and the Municipality of Meaford.

Background

Contained within the Municipal Act under Part III, Specific Municipal Powers, Highways, is Section 29 which speaks to Boundary lines.

Boundary lines

29 (1) Subject to section 28 and to a by-law passed under section 52, the local municipalities on either side of a boundary line between municipalities have joint jurisdiction over any highways forming the boundary line. 2001, c. 25, s. 29 (1).

Agreement

29.1 (1) If municipalities having joint jurisdiction over a boundary line highway enter into an agreement under which each municipality agrees to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack of repair for that part, the agreement and a copy of the by-law authorizing the agreement may be registered in the proper land registry office for the area in which the highway is located. 2002, c. 17, Sched. A, s. 9.

Effect
(2) If municipalities enter into an agreement under subsection (1), each municipality has jurisdiction over that part of the highway that it has agreed to keep in repair and is liable for any damages that arise from failure to keep the highway in repair and the other municipality is relieved from all liability in respect of the repair of that part. 2002, c. 17, Sched. A, s. 9.

The Municipality has already entered into a boundary road agreement with the City of Owen Sound in January 2013 and intends to pursue similar agreements with all neighbouring municipalities within the next six months.

Analysis

Municipal staff have been working with staff at the Town of The Blue Mountains to develop an agreement for the maintenance and repair of boundary roads between our municipalities. These discussions have resulted in a mutually agreeable boundary road agreement that will equitably split the maintenance costs between the two municipalities.

Historically, both municipalities have cooperated by carrying out certain aspects of the maintenance operations. The new agreement will continue to include this level of cooperation.

The proposed agreement is attached as Appendix 1 of this report. A similar report will be presented to the Council of the Town of the Blue Mountains during their September 11 Council meeting.

Financial Impact

There is no financial impact to this decision. The current maintenance and operational activities performed by Meaford staff are already included in the annual budget and work plans. The intention of the agreement is simply to formalize past practices and historical verbal agreements.

Capital works or major rehabilitation projects will still need to be jointly funded thought appropriate budgets as per Section E.2 and E.3 of the draft agreement.

Implications

Ensuring that a formal agreement is in place limits the liability for both municipalities as it establishes the structure and expectations for road maintenance activates. The agreement also recognizes historical practices, which were always agreed to through conversations with the Roads Superintendents, however were never formally documented and approved by the respective Council’s as per the requirements of the Municipal Act.
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

C. Continue partnerships related to transportation and telecommunication needs, both with Grey County and other lower tier municipalities.

Focus Area: Leading in Municipal Government
Objective: Strengthen Accountability and Compliance

A. Evaluate all applicable legislation to ensure compliance.

Consultation and Communications

Significant consultation occurred with Blue Mountains Infrastructure & Public Works staff to develop the final draft agreement. The agreement was also vetted through appropriate legal counsel.

Conclusion

It is appropriate that Council authorizes the Mayor and Clerk to enter into a Boundary Agreement between The Town of The Blue Mountains and the Municipality of Meaford and that the necessary bylaw be passed to reflect the agreement.

Supporting Documentation

Appendix 1 – Draft Boundary Road Agreement
Respectfully Submitted:

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

Prepared by:
Phillip Taylor, Manager, Transportation & Fleet Services

Reviewed by:
Denyse Morrissey, CAO
BOUNDARY ROAD MAINTENANCE AGREEMENT

THIS AGREEMENT made in duplicate this ______day of ___________2017

BETWEEN

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS
Hereinafter referred to as “The Blue Mountains”

PARTY OF THE FIRST PART

AND

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD
Hereinafter referred to as “Meaford”

PARTY OF THE SECOND PART

WHEREAS the parties to this agreement are adjoining municipalities and are desirous of entering into an agreement under the provisions of subsection 29.1 (1) of the Municipal Act, S.O. 2001, c.25, as amended (the “Act”), dealing with maintenance and repair of boundary highways and bridges between such municipalities;

AND WHEREAS pursuant to subsection 29.1 (2) of the Municipal Act, S.O. 2001, c.25, as amended (the “Act”), each municipality has jurisdiction over that part of the highway that is has agreed to keep in repair and is liable for any damages that arise from the failure to keep the highway in repair and the other municipality is relieved from all liability in respect of the repair of that part;

NOW THEREFORE in consideration of the premises, covenants and promises hereinafter expressed, the parties hereto agree each with the other as follows:

A. DEFINITIONS

1. In this Agreement:

   Bridge means a public bridge forming part of a highway or on, over or across which a highway passes.

   Highway means a common or public highway, any part of which is intended for or used by the public for passage of vehicles and pedestrians and includes the areas between the lateral property lines thereof.

   Joint Jurisdiction means the local municipalities on either side of a boundary line between municipalities have joint jurisdiction over any highway or bridge forming the boundary line.

   Level of Service means the level of service as adopted by the council of the municipality for repair of a highway.

   Roadway means that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.

   Routine Maintenance means those activities completed in the maintenance and repair of a highway or bridge and as described as follows:

   a. Hardtop surface maintenance includes frost heave repair; base repair; utility cut repair; hot and cold mix patching; shoulder maintenance including crack sealing, slurry sealing and spray patching; surface sweeping; surface flushing and; routine patrolling.

   b. Roadside includes vegetation management including roadside mowing, weed control, tree planting and removal, tree trimming; sidewalk.
maintenance; debris collection including debris and leaves; curb and
gutter, guiderail and fence maintenance.

c. **Shoulder** means the area adjacent to a roadway, where there is no curb,
that may be paved or unpaved but does not include a sidewalk.

d. **Stormwater management** includes roadside ditching; entrance culvert
maintenance; maintenance and cleaning of maintenance holes, storm
sewers and catch basins and; video camera inspection.

e. **Structures** includes washing and component repairs for concrete and steel
culverts, bridges of all types and pedestrian bridges.

f. **Traffic operations** includes pavement markings, illumination, signals, signs,
safety devices, bike path maintenance, railroad crossing maintenance.

**Winter Control Maintenance** includes snowplowing, combination plowing/ice
control, ice control, de-icing, sanding, winging back, snow fencing, snow removal,
standby, winter patrol, spring clean-up, sidewalk plowing and de-icing.

2. Where words or phrases used in this Agreement are defined in the Act, but not
defined in this Agreement, the definitions of the Act shall apply to such words and
phrases.

**B. INTERPRETATION**

Where there is any conflict between the provisions
of this Agreement and the provisions
of the Act, as amended, the provisions of the Act shall prevail.

**C. MAINTENANCE AND REPAIR OF HIGHWAYS**

1. **THE BLUE MOUNTAINS** hereby covenants and agrees to maintain and keep in
repair, in accordance with the Town’s Level of Service, which is hereby declared
to form part of this Agreement, for the whole width thereof the highways as
follows:

To perform **Routine Maintenance and Winter Control
Maintenance** upon the road
sections from 30/31 Sideroad to 36/37 Sideroad in The Blue Mountains.

- The Blue Mountains - Road Section #1168
- Meaford – Road Section # 2000
- Road Classification for Minimum Standards of Maintenance: 4

- The Blue Mountains - Road Section # 1170
- Meaford – Road Section # 2001
- Road Classification for Minimum Standards of Maintenance: 4

- The Blue Mountains - Road Section # 1171
- Meaford – Road Section # 2001
- Road Classification for Minimum Standards of Maintenance: 4

To perform **Winter Control Maintenance** upon the road sections from 36/37
Sideroad to Provincial Highway No. 26 in The Blue Mountains and Meaford.

- The Blue Mountains - Road Section #1172
- Meaford – Road Section # 2002
- Road Classification for Minimum Standards of Maintenance: 4

2. **a.** During each Winter Control Period throughout the term of the Agreement, **THE
BLUE MOUNTAINS** shall be responsible for winter control maintenance activities
which shall mean:

i. patrolling with respect to winter maintenance;
ii. removing snow from the roadway (which for the purposes of this
agreement mean one lane in each direction);
iii. application of materials to counteract icy roadways; and,
iv. removal of snow banks on portions of the traveled highway beyond the roadway (i.e. the shoulders) and around traffic control devices (i.e. stop and yield signs) as required.

All of the foregoing will be completed in accordance with the level of service standard set out in Schedule "A" hereto and in the same manner as THE BLUE MOUNTAINS provides the foregoing winter control maintenance activities on the same class of road under its jurisdiction.

b. In addition to the foregoing, outside of the Winter Control Period (being the period April 16th through November 1st inclusive), THE BLUE MOUNTAINS shall undertake the activities listed in subsections (a)(i) and (ii) in response to winter events in the same manner as THE BLUE MOUNTAINS responds to such winter events on the same class of road under its jurisdiction. Both parties acknowledge and agree that the foregoing activities may occur at a lower level of service than during the Winter Control Period, but that the response is intended to meet the Common Law test of reasonableness as it relates to the specific activities set out in subsections (a)(i) and (iii).

c. The obligations set out above shall not include any obligation or responsibility to make capital improvements to the road. Furthermore, the Town acknowledges and agrees that the physical condition of the subject road may affect the manner in which winter control maintenance services are delivered by THE BLUE MOUNTAINS. The parties agree to conduct a mutual inspection of the condition of the roadway prior to August 31st each year and to make a record of the existing conditions.

d. THE BLUE MOUNTAINS will be responsible for rectifying any damages which the parties agree was caused by the operations of its equipment during the Winter Control Period. This includes but is not limited to the replacement of signs, guide rails or other Town infrastructure at THE BLUE MOUNTAINS' expense. The Town shall give notice of the occurrence of such damage and where THE BLUE MOUNTAINS agrees that it caused such damage it shall have the option of repairing such damage or paying MEAFORD for the cost of such repairs.

2. MEAFORD hereby covenants and agrees to maintain and keep in repair, in accordance with the Municipality of Meaford’s Level of Service, which is hereby declared to form part of this Agreement, for the whole width thereof the highways as follows:

To perform Routine Maintenance and Winter Control Maintenance upon the road sections from Provincial Highway No. 26 in The Blue Mountains and Meaford northerly to the Georgian Bay.

The Blue Mountains - Road Section #1300
Meaford – Road Section #2003
Road Classification for Minimum Standards of Maintenance: 4

The Blue Mountains - Road Section #1302
Meaford – Road Section #2003
Road Classification for Minimum Standards of Maintenance: 4

To perform Routine Maintenance upon the road sections from 36/37 Sideroad to Provincial Highway No. 26 in The Blue Mountains and Meaford.

The Blue Mountains - Road Section #1172
Meaford – Road Section #2002
Road Classification for Minimum Standards of Maintenance: 4

a. During each Winter Control Period throughout the term of the Agreement, MEAFORD shall be responsible for winter control maintenance activities which shall mean:
i. patrolling with respect to winter maintenance;
ii. removing snow from the roadway (which for the purposes of this agreement mean one lane in each direction);
iii. application of materials to counteract icy roadways; and,
iv. removal of snow banks on portions of the traveled highway beyond the roadway (i.e. the shoulders) and around traffic control devices (i.e. stop and yield signs) as required.

b. All of the foregoing will be completed in accordance with the level of service standard set out in Schedule “A” hereto and in the same manner as MEAFORD provides the foregoing winter control maintenance activities on the same class of road under its jurisdiction.

c. In addition to the foregoing, outside of the Winter Control Period (being the period April 16th through November 1st inclusive), MEAFORD shall undertake the activities listed in subsections (a)(i) and (ii) in response to winter events in the same manner as MEAFORD responds to such winter events on the same class of road under its jurisdiction. Both parties acknowledge and agree that the foregoing activities may occur at a lower level of service than during the Winter Control Period, but that the response is intended to meet the Common Law test of reasonableness as it relates to the specific activities set out in subsections (a)(i) and (iii).

d. The obligations set out above shall not include any obligation or responsibility to make capital improvements to the road. Furthermore, the Municipality acknowledges and agrees that the physical condition of the subject road may affect the manner in which winter control maintenance services are delivered by MEAFORD. The parties agree to conduct a mutual inspection of the condition of the roadway prior to August 31st each year and to make a record of the existing conditions.

e. MEAFORD will be responsible for rectifying any damages which the parties agree was caused by the operations of its equipment during the Winter Control Period. This includes but is not limited to the replacement of signs, guide rails or other Municipal infrastructure at MEAFORD’S expense. The Municipality shall give notice of the occurrence of such damage and where MEAFORD agrees that it caused such damage it shall have the option of repairing such damage or paying THE BLUE MOUNTAINS for the cost of such repairs.

D. MAINTENANCE AND REPAIR OF BRIDGES

1. THE BLUE MOUNTAINS and MEAFORD hereby mutually acknowledge and agree that at the time of this agreement there are no bridges along the boundary.

E. GENERAL

1. Each party will be responsible for the necessary expenditures related to the works carried out on all highways and bridges listed in this agreement and in accordance with paragraph 2 of the GENERAL section of this agreement with no billing back and forth for costs of routine maintenance.

2. No new construction or major maintenance work (as distinguished from routine maintenance) of any kind on highways and bridges shall commence or be charged by one party to this agreement to the other unless such construction or major maintenance work has first been approved by the Councils of both municipalities.

3. It is anticipated that the cost for all new construction or major maintenance work shall be shared 50/50 between municipalities.

4. The total reconstruction of bridges with a 3 metre span or more is the responsibility of Grey County to reconstruct. The maintenance of the bridges are a municipal obligation.
5. Indemnification

a. MEAFORD agrees to defend, indemnify and save and hold harmless THE BLUE MOUNTAINS from all claims, lawsuits, losses, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of the winter control maintenance and routine maintenance of the roads referred to in this agreement as being the responsibility of MEAFORD.

b. THE BLUE MOUNTAINS agrees to defend, indemnify and save and hold harmless MEAFORD from all claims, lawsuits, losses, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of the winter control maintenance and routine maintenance of the roads referred to in this agreement as being the responsibility of THE BLUE MOUNTAINS.

6. Insurance

a. Each party shall, at its own expense, obtain and keep in force during the term of this Agreement, liability insurance satisfactory to the other party, including the following terms and minimum coverage and underwritten by an insurer licensed to conduct business in the Province of Ontario:

   - Municipal General Liability insurance on an occurrence basis for an amount of not less than Fifteen Million Dollars ($15,000,000);
   - inclusion of the other party as an Additional Insured with respect to the operations covered under this Agreement of the named insured;
   - Cross Liability and Severability of Interest clauses;
   - non-owned automobile coverage with a limit of at least Ten Million Dollars ($10,000,000) including contractual non-owned coverage;
   - Products and completed operation coverage with an aggregate limit of not less than Fifteen Million Dollars ($15,000,000);
   - Automobile liability insurance for an amount not less than Ten Million Dollars ($10,000,000) on forms meeting statutory requirements covering all licensed vehicles used in any manner in connection with the performance of the terms of this Agreement; and
   - a thirty day written notice of cancellation, termination or material change.

b. Each party shall provide the other party proof of insurance, each year, in the form of an insurance certificate.

c. Both parties agree to immediately notify the other party of any occurrence, incident or event which may reasonably be expected to expose either party to material liability of any kind in relation to the Road.

7. Notice of Claim

In the event that either party receives a Statement of Claim, notice of claim or other information regarding a pending or possible claim by a third party with respect to liability for failure to keep the Road in repair or for damages or injuries sustained relating thereto such party shall immediately notify and provide to the other party such claim or notice of claim.

8. This agreement comes into force on the day of its signing by both parties hereto authorised by by-law and shall continue in force for a period of ten (10) years therefrom and may be renewed at the end of such terms by a further by-law of both parties to this agreement.
9. No amendment or variation to this Agreement or any of the terms hereof shall be binding upon the parties hereto, unless the same is in writing and authorized by further by-law of both parties to this Agreement and signed by all parties hereto.

10. Force Majeure
   a. Neither MEAFORD nor THE BLUE MOUNTAINS shall be held responsible for any damage or delays as a result of war, invasions, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, flood, human health emergency, strikes and generally as a result of any event that is beyond MEAFORD or THE BLUE MOUNTAINS’ reasonable control.
   b. MEAFORD and THE BLUE MOUNTAINS agree that in the event of a disaster or FORCE MAJEURE the parties will co-operate and each party will make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

11. Governing Law
    This Agreement shall be governed by and construed and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. The parties hereby irrevocably attorn to the exclusive jurisdiction of the courts of Ontario with respect to any matter arising under or related to this Agreement.

12. Severability
    Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof.

13. Entire Agreement
    This Agreement constitutes the entire agreement between the parties with respect to the winter maintenance of the Roads and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties or other provisions, express or implied, collateral, statutory or otherwise, relating to winter maintenance for the Roads, except as provided in this Agreement and the attached Schedule A.

14. Waiver and Amendment
    Except as expressly provided in this Agreement, no amendment or waiver of this Agreement shall be binding unless executed in writing by the party to be bound. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver of any provision of this Agreement constitute a continuing waiver, even if similar in nature, unless otherwise expressly provided.

15. Successors and Assigns
    This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns. Neither party may assign all or any part of this Agreement without the written approval of the other party.

16. Notice
    Any notice required to be given by MEAFORD to THE BLUE MOUNTAINS shall be in writing and shall be sufficiently delivered if given to the Town Clerk by personal delivery or prepaid post, c/o Town Clerk, to:
Any notice required to be given by THE BLUE MOUNTAINS to MEAFORD shall be in writing and shall be sufficiently delivered if given to the Clerk by personal delivery or prepaid post, c/o Clerk, to:

Municipality of Meaford
21 Trowbridge Street West
Meaford, ON N4L 1A1

Notice delivered by mail shall be deemed to have been received on the fifth (5th) business day following the date of such mailing.

IN WITNESS WHEREOF the Corporate Seals of each of the parties hereto have been affixed duly attested to by the respective officers authorised in that behalf.

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS:

__________________________________
John McKean, Mayor

__________________________________
Corrina Giles, Town Clerk

THE CORPORATION OF THE MUNICIPALITY OF MEAFORD

__________________________________
Barb Clumpus, Mayor

__________________________________
Matt Smith, Clerk,
1. Call to Order and Roll Call

Mayor Clumpus called the meeting to order at 3:00 p.m. The Clerk proceeded to the Roll Call with quorum noted.

2. Moment of Reflection

Council paused for a moment of silent reflection.

3. Disclosure of Pecuniary Interest and General Nature Thereof
None declared.

4. **Announcements**

- Upcoming Events:
  - August 25 - September 3, Owen Sound Salmon Spectacular
  - August 30, Fall Fair Opening Pork Chop Dinner
  - August 31 - September 3, Meaford International Film Festival
  - September 2, Meaford & St Vincent Fall Fair
  - September 2, Annual Pooch Party at Blue Dolphin Pool
  - September 9, Invictus Games motorcycle ride will arrive in Meaford at 1:30 p.m.
  - September 10, Riverside Community Centre breakfast
- Community Grants 2nd Intake deadline - September 1
- Economic Development Advisory Committee and BIA Board Nomination deadline - August 31
- Thanks were expressed to the organizers of the Blue Dolphin Pool 50th anniversary celebrations.
- Councillors attended the AMO conference and received a lot of valuable information.
- The Municipality's new Recreation & Culture guide has been published.

5. **Public Participation**

a) Presentations

- Hugh Greenwood & Brian Davenport, Story Book Park Road

Mr. Greenwood and Mr. Davenport presented their concerns about the condition of Story Book Park Road to Council, the process under which pulverization took place, and requested that road improvements be made a priority.

Members of Council expressed their thanks for the information provided.

Council directed staff to prepare a response to the presentation and bring details back to Council for further consideration.

b) Public Questions

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

6.1 Adoption of Items (not requiring separate discussion)

a) FIM2017-28 Single Source Award – Residential Water Meter Replacement Program
   Moved by: Councillor Calvert
   Seconded by: Councillor Keaveney

   That Council of the Municipality of Meaford approve the Single Source Award of the Residential Water Meter Replacement Program to Neptune Technology Group for $823,354.96, including a 10% contingency allowance and the Municipality’s non-refundable allocation of H.S.T.

b) By-law 2017-42 Integrated Accessibility Standards Policy

   Be it resolved that by-law 2017-42, being a by-law to adopt an Integrated Accessibility Standards Policy, be taken as read a first, second, and third time and finally passed.

   Carried Resolution #21-01-2017

6.2 Consideration of Items (requiring separate discussion)

   c) By-law 2017-43 Site Plan Control Agreement and Zoning By-law Amendment, 149 Kiowana Beach Road
   Moved by: Councillor Calvert
   Seconded by: Councillor Keaveney

   Be it resolved that By-law 2017-43, being a by-law to authorize the execution of a site plan control agreement regarding 149 Kiowana Beach Road, and to amend
Zoning By-law Number 60-2009, be taken as read a first, second and third time and finally passed.
Carried Resolution #21-02-2017

d) By-law 2017-44 Removal of Holding Symbol, Part Lot 28, Plan 541
Moved by: Councillor Calvert
Seconded by: Councillor Bartley

Be it resolved that by-law 2017-44, being a by-law to amend Zoning By-law 60-2009 pertaining to Part Lot 28, Plan 541, be taken as read a first, second, and third time and finally passed.
Carried Resolution #21-03-2017

e) DES2017-42 and By-law 2017-45 Zoning Amendment - Concession 8, Part Lot 5 (137295 Grey Road 12)
Moved by: Councillor Bell
Seconded by: Councillor Calvert

Be it resolved that By-law 2017-45, being a by-law to amend Zoning By-law 60-2009 pertaining to Concession 8, Part Lot 5 in the geographic Township of St. Vincent, be taken as read a first, second and third time and finally passed.
Carried Resolution #21-04-2017

f) DES2017-43 and By-law 2017-46 Zoning Amendment – Concession 6, Part Lot 22

Council received clarification on the other severance conditions imposed by the Committee of Adjustment, and the timeline for the resolution of the by-law enforcement issue.
Moved by: Councillor Calvert
Seconded by: Deputy Mayor Greenfield

Be it resolved that By-law 2017-46, being a by-law to amend Zoning By-law 60-2009 of the Municipality of Meaford pertaining to Concession 6, Part Lot 22 in the geographic Township of St. Vincent, be taken as read a first, second and third time and finally passed.
Carried Resolution #21-05-2017


**Draft**

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**g)** DES2017-33 Addendum - 2017 Community Improvement Grants and Loans

Members asked for further details on the purpose of the grant, and the program's conditions for planning fee subsidies.

Moved by: Councillor Keaveney
Seconded by: Deputy Mayor Greenfield

**That Council of the Municipality of Meaford approve the following additional grant under the Community Improvement Plan:**

1. 077580 11th Line - $1,200.00

Carried Resolution #21-06-2017

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**h)** FIM2017-29 Award of Tender RFT-TS-14-17 – Guiderail Replacement (Grey County Joint Tender)

Council discussed the possible use of the savings from the guiderail tender.

Moved by: Councillor Bell
Seconded by: Councillor Calvert

**That Council of the Municipality of Meaford award the Municipality's portion of Joint Grey County Tender RFT-TS-14-17 – Guiderail Replacement to Royal Fence Limited for the amount of $297,641.89, including the Municipality’s non-refundable allocation of HST.**

Carried Resolution #21-07-2017

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**i)** FIM2017-30 Award of Tender PRC-REC-2017-05 – David Johnston Park Construction

Moved by: Councillor Keaveney
Seconded by: Councillor Calvert

**That Council of the Municipality of Meaford approve the following:**

1. **Award Tender PRC-REC-2017-05 – David Johnston Park Construction to Knott Construction Ltd. for the amount of $62,872.48, including the Municipality’s non-refundable allocation of HST; and**
2. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $22,475.00 from the Parkland Dedication Reserve to fund the cost of the David Johnston Park construction.

Carried Resolution #21-08-2017

j) FIM2017-33 Single Source Award – Development of Master Fire Plan

Council discussed the need for a Fire Master Plan and whether the use of a consultant was required, and the rationale for a single source award.
Moved by: Councillor Bell
Seconded by: Councillor Bartley

To defer the motion until after the Office of the Fire Marshal review of the Meaford & District Fire Department has been completed.

Moved by: Councillor Bartley
Seconded by: Councillor Calvert

That Council of the Municipality of Meaford approve the Single Source Award of the Development of a Master Fire Plan to LPQ Solutions Inc. for $29,225, including the Municipality’s non-refundable allocation of H.S.T.

Defeated

7. Committee of the Whole

Motion to Move into Committee of the Whole

Mayor Clumpus declared a brief recess at 4:29 p.m. Council restarted at 4:36 p.m.
Moved by: Councillor Bartley
Seconded by: Councillor Bell

Be it resolved that Council of the Municipality of Meaford hereby go into Committee of the Whole at 4:36 p.m.

Carried Resolution #21-09-2017
Chief Administrative Officer

a) Bi-Annual Report, January - July 3, 2017

The CAO and Transportation Services Foreperson presented details from the bi-annual report. Staff answered questions related to weather challenges for road maintenance, the Municipality's ditching program, and public transit usage.

Moved by: Deputy Mayor Greenfield
Seconded by: Councillor Keaveney

That Committee of the Whole receive the Bi-Annual Report (January - July 3, 2017) for information purposes.

Carried - Received

Development & Environmental Services

b) DES2017-46 Licence of Occupation – Existing Waterline beneath 2nd Concession North

Moved by: Deputy Mayor Greenfield
Seconded by: Councillor Keaveney

That Committee of the Whole recommend that Council of the Municipality of Meaford enact a by-law to authorize the execution of the Agreement to provide Licence of Occupation on Part of 2nd Concession North relating to the private waterline servicing Part Lot 26, Concession 2 North.

Carried - By-law Prepared

c) DES2014-44 Sale of Lands - Berry Street

Following a question from Council, staff confirmed that all the abutting landowners wish to pursue lot addition.

Moved by: Councillor Bell
Seconded by: Councillor Calvert

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

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1. Declare the best use of the closed Berry Street Road Allowance to be its lot addition, in parts, to abutting parcels as described by DES2017-44; and,

2. Enact a By-law to authorize the Mayor and Clerk to execute transfer of Parts 1-11, 16R-10850 for the purpose of lot addition to abutting parcels.

Carried - By-law Prepared

d) DES2017-47 Request to Purchase Part of the Unopened Road Allowance between Lot 22, Broken Front Concession and Lot 22, Concession A, Geographic Township of Sydenham

Moved by: Councillor Bell
Seconded by: Councillor Calvert

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

1. Declare the best use of the lands to be their transfer to the abutting landowner(s);

2. Direct staff to proceed with the nominal process identified by the Sale of Real Property By-law #104-2007, with value to be calculated based upon a comparable vacant-land assessed value of $2400/ac, applied on a per-area basis to the lands to be transferred;

3. Enact the necessary By-laws for closure & transfer of the subject portion(s) of the road allowance to the abutting landowner(s).

Carried - Motion Prepared

Financial Services & Infrastructure Management

e) FIM2017-31 Ontario Community Infrastructure Fund – Top-up Funding Program Application

Council discussed the merits of the projects proposed in the report including the economic impacts to the Municipality, and asked questions about whether extending the paved section of the 2nd Concession had been considered and whether the previously proposed road exchange of 10th Concession and County Road 11 was still being considered.

Moved by: Councillor Keaveney
Seconded by: Councillor Calvert
That Committee of the Whole recommend Council of the Municipality of Meaford approve the Municipality’s application to the Ontario Community Infrastructure Fund – Top Up Funding program for the 10th Concession Road Resurfacing Project.

Carried - Motion Prepared

f) FIM2017-32 Federation of Canadian Municipalities – Municipal Asset Management Program Application
Moved by:  Councillor Calvert
Seconded by:  Councillor Bartley

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

1. Direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program;
2. Commit to conducting the following activity in its proposed project submitted to the Federation of Canadian Municipalities’ Municipality Asset Management Program to advance our asset management program:
   o Phase 2 - State of the Infrastructure Report - Municipal Facilities; and
3. Commit $10,500.00 from its budget towards the $52,500.00 cost of this initiative.

Carried - Motion Prepared

Motion to Move out of Committee of the Whole
Moved by:  Councillor Bell
Seconded by:  Councillor Calvert

Be it resolved that Council of the Municipality of Meaford hereby move out of Committee of the Whole at 5:44 p.m.

Carried Resolution #21-10-2017

8. Notice of Motion

None

9. Adoption of Minutes

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a) Council Meeting - July 17 & July 24, 2017
   Moved by: Councillor Calvert
   Seconded by: Deputy Mayor Greenfield

Be it resolved that Council of the Municipality of Meaford hereby adopt the minutes of the meetings of Council held on July 17 & July 24, 2017.

Carried Resolution #21-11-2017

10. Communications

a) Building Report - July 2017
b) Memo - Real Estate Market Summary July 2017
c) Memo - Monthly Variance Report (July)
   Council asked questions related to transit variances, the capital project to purchase an additional bus, and savings from salary gapping.
d) Memo - Delegated Authority Q2, 2017
e) Memo - Council Directions Q2, 2017
f) Memo - Revised SDR Schedule
g) Minutes - Accessibility Advisory Committee (June 21, 2017)
h) Minutes - Meaford Museum Advisory Committee (May 24, 2017)
i) Minutes - Meaford Public Library Board (June 21, 2017)
j) Minutes - Grey County Council (July 13 & August 10 2017)
k) Minutes - Grey Sauble Conservation Authority (June 14, 2017)
l) Minutes - Multi-Municipal Wind Turbine Working Group (June 8, 2017)
m) Letter - Apple Harvest Craft Show, Flagpole Proposal


o) Letter - Grey County Resolution, Direct Election of Grey County Warden

p) Correspondence List

All items noted and filed.

11. Council Inquiries

- Councillor Bell asked for information regarding the unexpected delays to the Bakeshop Bridge construction project.

12. Planning Public Meeting - 5:00 p.m.

a) Zoning By-law Amendment (317505 Highway 6 & 10)

Mayor Clumpus called the Public meeting to order at 5:03 p.m. noting it is a public meeting of Council to consider a proposed Zoning By-law Amendment, under Section 34 of the Planning Act, applicable to Concession 12, South Part Lot 6 known municipally as 317505 Highway 6 & 10 in the geographic Township of Sydenham, now in the Municipality of Meaford. The Clerk confirmed the 20-day notice period was met.

The Mayor stated the purpose of the meeting is to hear representations from those in favour and those in opposition. If any person or public body that files an appeal to the decision of the Council with respect to the proposed amendments, does not make any oral submission at the public meeting or written submission to the Municipality before the by-law is passed, the Ontario Municipal Board may dismiss all or part of the appeal. Any person who wishes to receive Notice of Passing of the proposed amendment must submit a written request to the Municipal Clerk.

Rob Armstrong, Director of Development & Environmental Services, explained that the amendment was designed to
rezone the land from a Rural-Highway Commercial Exception zone to a Rural zone. Mr. Armstrong noted that Grey Sauble Conservation Authority had no objection, the Grey County Transportation had no concerns as long as there were no changes to access over the CP railway and the Township of Georgian Bluffs had no objections. Municipal Transportation staff have no objections.

The Mayor then called on those in favour and in opposition to come forward. There were 2 members of the public present.

No members of the public wished to make a statement and Council had no further questions.

The public meeting was adjourned at 5:08 p.m.

13. Confirming By-law

a) Confirming By-law
   Moved by: Councillor Keaveney
   Seconded by: Councillor Bell

   Be it resolved that By-law 2017-47, being a by-law to confirm the proceedings of the Council of the Municipality of Meaford at its regular meetings held in the month of August 2017, be taken as read a first, second and third time and finally passed.

   Carried Resolution #21-12-2017

14. Adjournment

   The meeting was adjourned at 6:20 p.m.

______________________________
Barb Clumpus, Mayor

______________________________
Matthew Smith, Clerk

Council - August 28, 2017
Page 12 of 13
Grey County Council met at the call of the Deputy Warden on the above date at 9:30 AM at the County Administration Building. The Deputy Clerk called Council to order and Deputy Warden Kevin Eccles assumed the Chair.

The Deputy Warden invited members of Council to join him in O Canada.

The Roll was called by the Deputy Clerk with all members present except Warden Barfoot and Councillor Jack.

Kim Wingrove, Chief Administrative Officer; Heather Morrison Deputy Clerk/Records Manager and Kathie Nunno, recording secretary, were also in attendance.

The following staff members were in attendance: Kevin Weppler, Director of Finance; Anne Marie Shaw, Director of Housing; Lynne Johnson, Director of Long Term Care; Barbara Fedy, Director of Social Services; Grant McLevy, Director of Human Resources; Scott Taylor, Senior Planner; and Graham Wilson, Maintenance Manager - Transportation Services.

Declaration of Pecuniary Interest

There were no disclosures of pecuniary interest.

Adoption of Minutes

**CC46-17** Moved by: Councillor Wright Seconded by: Councillor Burley

That the minutes of the County Council meeting and Committee of the Whole meeting dated August 10, 2017 be adopted as presented excluding motion CW179-17, which will be voted on separately.

Carried

**CC47-17** Moved by: Councillor Wright Seconded by: Councillor Burley

Resolution CW179-17: That the release of RFP-LTC-11-17 regarding the RFP for a Management Company be deferred until the Committee of the Whole has reviewed and approved RFP-LTC-11-17 in its entirety.

Discussion regarding RFP-LTC-11-17 ensued.

**CC48-17** Moved by: Councillor Wright Seconded by: Councillor Burley
That the question be called on Motion CC47-17.

Lost

Discussion on RFP-LTC-11-17 continued.

Councillor Fosbrooke requested a recorded vote on CC47-17.

In Favour: S. Mackey 3, P. McQueen 5, S. Halliday 5, H. Greenfield 5, A. Fosbrooke 4, McKean 6, Ardiel 5

Opposed: B. Pringle 4, D. Burley 5, S. Paterson 3, S. Hicks 3, B. Clumpus 5, I Boddy 9, A. Wright 8, K. Eccles 6, J. Bell 6

The motion was Lost 33 to 49.

CC49-17 Moved by: Councillor Hicks Seconded by: Councillor McKean

That the Committee of the Whole closed meeting minutes dated August 10, 2017 be adopted as provided to County Council.

Carried

By-Laws

CC50-17 Moved by: Councillor Ardiel Seconded by: Councillor Greenfield

That By-Laws 4989-17 and 4990-17 be introduced and that they be taken as read a first, second and third time, finally passed, signed by the Warden and the Clerk, sealed with the seal of the Corporation and engrossed in the By-law book.

4989-17 A By-law to adopt Amendment No. 138 to the County of Grey Official Plan affecting lands described as Part Lot 75, Concession B, (geographic Township of Normanby) Municipality of West Grey

4990-17 A By-law to authorize the Warden and Clerk and Execute a Municipal Access Agreement Between the Corporation of the County of Grey and GB TEL Inc.

Carried

Adjournment

On motion of Councillor Pringle, Council adjourned at 11:00 AM to the call of the Deputy Warden.

_________________________  ______________________________
Kevin Eccles, Deputy Warden  Heather Morrison, Deputy Clerk
Municipality of Meaford  
21 Trowbridge Street West  
Meaford, ON N4L 1A1  

July 31, 2017  

Dear Head of Council:  

It is the responsibility of municipalities to ensure they are in compliance with the Emergency Management and Civil Protection Act (EMCPA) and its associated Regulation, Ontario Regulation 380/04.  

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and have determined that your municipality was compliant with the EMCPA and O.Reg 380/04 in 2016.  

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality’s efforts in achieving compliance in 2016.  

I look forward to continuing to work with you to ensure your continued compliance in 2017.  

If you have any questions or concerns about the compliance monitoring process, please contact your Emergency Management Field Officer.  

Sincerely,  

Chris Pittens  
Program Manager  
Emergency Management Field Operations  

cc: Brittany Sheridan - CEMC  
Drew Maddison - Field Officer
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<td>Policy Update</td>
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<td>August 18 2017</td>
<td>Louise Bernard</td>
<td>Destruction of pavement on Captain's Court</td>
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<td>August 22 2017</td>
<td>AMO</td>
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<td>August 24 2017</td>
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<td>August 25 2017</td>
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