1. Call to Order

2. Moment of Reflection

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Announcements

5. Public Participation
   a) Presentations
      - Sovereign's Medal for Volunteers Presented to Mary Woods
      - PLAY Physical Activity Collaborative - Jason Weppler

5.1 Consent Agenda

Items in this list have been before Committee of the Whole for discussion. Council may choose to pass these items and/or by-laws with one motion. A member may also request an item or items be pulled for separate consideration under Items for Consideration.

a) By-law 2018-44 To Adopt a Communications Policy

**Recommendation:** Be it resolved that By-law 2018-44, being a by-law to adopt a Communications Policy, be taken as read a first, second and third time and finally passed.

2018-44 To Adopt a Communications Policy
b) By-law 2018-45 To Adopt a Social Media Policy

**Recommendation:** Be it resolved that By-law 2018-45, being a by-law to adopt a Social Media Policy, be taken as read a first, second and third time and finally passed.

*2018-45 To Adopt a Social Media Policy*

c) By-law 2018-46 To Establish the Grey County Compliance Audit Committee and adopt Terms of Reference

**Recommendation:** Be it resolved that By-law 2018-46, being a by-law to establish the Grey County Compliance Audit Committee and adopt Terms of Reference, be taken as read a first, second and third time and finally passed.

*2018-46 To Establish a Joint Compliance Audit Committee*

d) DES2018-31 Addendum Purchase Request, 18 Paul Street (Phelan)

**Recommendation:** That Council of the Municipality of Meaford:

1. Declare the best use of the lands to be lot addition to the abutting parcels at 12 & 28 Paul Street;
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 value of $11.50/m2, applied on a per-area basis to the lands to be transferred; and,
3. Enact the necessary By-laws for closure & transfer of the subject lands to the abutting landowner(s) and to establish a 0.3m (1’) reserve adjacent to Paul Street.

*DES2018-31 Addendum - Purchase Request, 18 Paul Street (Phelan)*

e) By-law 2018-47 To Provide for the Exemption of Parking Requirements and Establish a Cash-in-lieu of Parking Fee

**Recommendation:** Be it resolved that By-law 2018-47, being a by-law to To Provide for the exemption of parking requirements and establish a cash-in-lieu of parking fee, be taken as read a first, second and third time and finally passed.

*2018-47 To Provide for the Exemption of Parking Requirements and Establish a Cash-in-lieu of Parking Fee*
f) DES2018-34 Meaford Downtown Core Commercial Parking Analysis

Recommendation: That Council of the Municipality of Meaford direct staff to review options and bring back a report for consideration regarding the provision of additional parking in the Downtown Core Commercial area.

DES2018-34 Meaford Downtown Core Commercial Parking Analysis


g) FIM2018-34 Award of RFP FIM-TS-2018-02 – Shields Bridge Rehabilitation

Recommendation: That Council of the Municipality of Meaford:

1. Approve the Award of RFP-FIM-TS-2018-02 Provision of Engineering Services for Shields Bridge Rehabilitation to Ainley & Associates Limited at the cost of $95,405.09, including the Municipality’s non-refundable allocation of HST; and
2. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $19,608.00 from the Bridge & Culvert Reserve Fund to fund the 2018 engineering and contract administration costs for this project.

FIM2018-34 - Award of RFP FIM-TS-2018-02 Provision of Engineering Services for Shields Bridge Rehabilitation

h) FIM2018-35 Award of Municipality of Meaford Component of Grey County Joint Tender RFT-TS-26-18 – Supply, Delivery, Treat/Mix and Stockpile Winter Sand

Recommendation: That Council of the Municipality of Meaford:

1. Approve the Award the Municipality of Meaford’s Component of Tender RFT-TS-26-18 – Supply, Delivery, Treat/Mix and Stockpile Winter Sand to Harold Sutherland Construction Ltd. in the amount of $96,697.44, including the Municipality’s non-refundable allocation of HST; and
2. Authorize the Treasurer / Director of Financial Services and Infrastructure Management to transfer $33,700 from
the Winter Control Reserve to fund the Award of Tender RFT-TS-26-18.

FIM2018-35- Award of Tender RFT-TS-26-18 Winter Sand

i) FIM2018-36 Support of Great Lakes Waterfront Trail

Recommendation: That Council of the Municipality of Meaford:

1. Direct Staff to advise the Waterfront Regeneration Trust that it wishes to participate in the extension of the Great Lakes Waterfront Trail through the Municipality of Meaford;

2. Support the Grey County proposal to act as the "one-window" for the payment of annual dues to the Trust; and

3. Direct Staff to advise the Waterfront Regeneration Trust that, in partnership with Grey County, the Municipality will supply hardware and labour for the installation of the required Great Lakes Waterfront Trail signage on roads which are under the Municipality’s jurisdiction.

FIM2018-36 Support of Great Lakes Waterfront Trail

j) By-law 2018-48 To Establish and regulate the Meaford & District Fire Department

Recommendation: Be it resolved that By-law 2018-48, being a by-law to establish and regulate the Meaford & District Fire Department, be taken as read a first, second and third time and finally passed.

2018-48 To Establish and regulate the Meaford & District Fire Department

k) By-law 2018-49 To Stop Up, Close, and Declare no Municipal Interest in lands known as Victor Street

Recommendation: Be it resolved that By-law 2018-49, being a by-law to stop up, close and declare no municipal interest in lands known as Victor Street, be taken as read a first, second and third time and finally passed.

2018-49 To Stop Up, Close, and Declare no Municipal Interest in lands known as Victor Street
7.2 Items for Consideration

a) LEG2018-21 Election Sign By-law Addendum and By-law 2018-50 Election Signs

**Recommendation:** Be it resolved that By-law 2018-50, being a by-law to regulate election signs, be taken as read a first, second and third time and finally passed.  
*LEG2018-21 Election Sign By-law (Addendum)*
*2018-50 Election Signs By-law*

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) CAO2018-05 Position Vacancy, Full time Municipal Law Enforcement Officer, Protective Services Division

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

1. Direct staff to proceed with the recruitment of a full time MLEO 1 in the Legislative & Protective Services division; and
2. Enact a by-law to appoint temporary municipal law enforcement officer(s) for the purposes of summer park patrol.

*CAO2018-05 Protective Services Full Time Vacancy*

Development & Environmental Services

b) DES2018-41 Site Plan Approval (Plan 309, Part Lot 1578, Helen Street at Sykes St N)

**Recommendation:** That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to:
1. Grant conditional Site Plan Approval for the development of a 425m2 commercial building on those lands described as Plan 309, Part Lot 1578 based on the following:
   a. The provision of updated plans & drawings, to the satisfaction of the Municipality, addressing the Staff review comments included within DES2018-41;
   b. Execution of a Site Plan Agreement detailing the terms and conditions to which the property will be developed;
2. Authorize the execution of a Site Plan Agreement for the development of a 425m2 commercial building on those lands described as Plan 309, Part Lot 1578.

**DES2018-41 Site Plan Approval (Helen Street at Sykes St N)**

**Financial Services & Infrastructure Management**

**c) FIM2018-37 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 replacement of Bridge 043.

**FIM2018-37 Ontario Community Infrastructure Fund – Top-up Funding Program Application**

**d) FIM2018-38 Bridge & Structure Maintenance Program**

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

1. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $140,000 from the Bridges & Culverts operating budget to the Bridges & Structures Reserve Fund; and
2. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer up to $140,000 from the Bridges & Structures Reserve Fund for the delegated authority award of the Guiderail Rehabilitation project for a maximum cost of $150,000.

**FIM2018-38 Bridge & Structure Maintenance Program**
Legislative Services

e) LEG2018-22 Council Parental Leave Policy

**Recommendation:** That Committee of the Whole recommend that Council of the Municipality of Meaford enact a by-law to adopt a Council Parental Leave Policy.

[LEG2018-22 Council Parental Leave Policy](#)

f) LEG2018-23 Main Streets Revitalization Grant Agreement

**Recommendation:** That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to authorize the execution of a funding agreement for the Main Street Revitalization Initiative.

[LEG2018-23 Main Street Revitalization Grant Agreement](#)

Memos

g) Building Report - June 2018

**Recommendation:** That Committee of the Whole receive the regular memos for information purposes.

[Building Report - June 2018](#)

Updates from members appointed to County Council, Committees & Local Boards

h) County Council
i) Accessibility Advisory Committee
j) Meaford Museum Advisory Committee
k) Heritage Advisory Committee
l) Other Boards and Committees

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. Councillor Motions

9.1 Notice of Motion
9.2 Motions for Decision
None

10. Adoption of Minutes

a) Council Meeting - June 25, 2018

**Recommendation:** Be it resolved that Council of the Municipality of Meaford hereby adopt the minutes of the council meeting held June 25, 2018.

[Council - 25 Jun 2018 - Minutes - Pdf]

11. Communications

a) Minutes - Meaford Public Library Board (May 16, 2018)
[Meaford Public Library Board - 16 May 2018 - Minutes - Pdf]
b) Minutes - Grey County Council (June 14, 2018)
[Minutes - Grey County Council (June 14, 2018)]
c) Minutes - Grey County Committee of the Whole (June 14, 2018)
[Minutes - Grey County Committee of the Whole (June 14, 2018)]
d) Minutes - Owen Sound & North Grey Union Public Library Board (May 24, 2018)
[Owen Sound North Grey Union Public Library Board - 24 May 2018 - Minutes - Pdf]
e) Minutes - Bognor Community Hall Board (July 3, 2018)
[Bognor Hall Community Board - 03 Jul 2018 - Minutes - Pdf]
f) Letter - Fisheries and Oceans Canada, Meaford Breakwall Repairs (June 25, 2018)
[Letter - Fisheries & Oceans Canada, Meaford Breakwall Repairs (June 25, 2018)]
g) Correspondence List
[Correspondence Index - July 9th, 2018]

12. Planning Public Meeting - 6:00 p.m.

a) Zoning By-law - 18 Boucher Street West
[Application Form Z01-18]
[Notice of Complete Appn & Public Meeting - 18 Boucher W]
13. Adjournment
PLAY in Bruce Grey

Regional Physical Activity Strategy Update

Jason Weppler
Health Promoter/PLAY Coordinator
Grey Bruce Health Unit
Vision:

PLAY in Bruce Grey is an initiative encouraging residents to become physically active through unstructured PLAY!

Mission:

Grey and Bruce communities work collaboratively to promote PLAY as a key aspect of physical activity and overall health.
History of PLAY
Recent Highlights
OSRCF Grant $30,030 Rec’d April 2017 – March 2019

Key Deliverables:
• Refresh of PLAY logo, PLAY website, Social Media platforms, Digital Advertising Templates as well as development of Branding Guidelines
• Radio and Facebook promotional campaign
• Fundamental Movement Skills training for Coaches and Rec Providers
• PLAY Kits for various community locations (2/municipality)
Council Request

• Sign the revised PLAY Charter
• Pledge ongoing financial support to the initiative by contributing $300 annually to PLAY
• Host “Longest Day of PLAY” and “Family Day of PLAY” events when possible
• Designate a municipal representative to act as a liaison to PLAY by attending meetings and supporting the work of the collaborative

Return on Investment:
Consistent leadership from Public Health
Ongoing coordination of programs and initiatives
Pursuit of regular funding opportunities
Professional development for municipal PLAY representatives
Networking opportunities with surrounding communities
The Corporation of the Municipality of Meaford
By-law Number 2018-44

Being a by-law to establish a Communications Policy

Whereas, 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 224 of said Act states that the role of Council includes ensuring that administrative policies, practices and procedures are in place to implement the decisions of Council; and

Whereas, the Municipality of Meaford is committed to communicating effectively and in a proactive manner to ensure a well-informed community, foster engagement, and encourage public participation; and

Whereas, Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to adopt a Communications Policy.

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

1. That the Communications Policy, attached hereto as Schedule A and forming part of this by-law, is hereby established and adopted.

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 9th day of July, 2018.

Barb Clumpus, Mayor

Matthew Smith, Clerk
Municipality of Meaford Corporate Policy

Policy: Communications
Department: Department of Cultural Services
Last Revision: June 2018

Policy Statement
Purpose
Definitions
Policy Requirements
Implications
Monitoring
Authority
Contact
Change History

Policy Statement
The Municipality of Meaford is committed to communicating effectively and in a proactive manner, both internally and externally, to ensure a well-informed community, foster engagement, and encourage public participation.

The Municipality of Meaford will provide the public with timely, accurate, clear, objective and complete information about its policies, programs, services and initiatives. The municipality recognizes the need to use a variety of ways and means to communicate, and provide information in multiple formats to accommodate our community’s needs.

The municipality is also committed to consulting with the public, listening to, and taking account of people’s interests and concerns when establishing priorities, developing policies, and planning programs and services.

All departments of the Municipality of Meaford will work collaboratively and in an effective manner to communicate with the public.
Purpose

This policy provides guidance on communications across the Municipality of Meaford’s departments and functional areas to ensure they are well coordinated, effectively managed and responsive to the diverse information needs of a geographically large community with strong urban and rural character. This policy applies to all Municipal staff and elected officials.

Definitions

**Media** means accredited representatives of the print, radio, television, and online media.

**Media Release** means a factual written summary of information issued to the Media for the purpose of making an announcement or replying to questions from the Media.

**Social Media** means web-based technologies and sites including blogging, microblogging, photo sharing, video sharing, webcasting, and networking which allow users to interact with each other by sharing information, opinions, knowledge, photographs and interests.

**Spokesperson** means the person who is trusted to represent the municipality, either in interviews or at functions or events.

**Consultation** means to seek advice or information. This may involve formal or informal consultation processes designed to seek the views of citizen groups and community stakeholders or the public at large, including collecting and analyzing public input and feedback.

**Plain Language** means effective communication that is clear, concise, relevant and easy to understand.

**Public Events** means an event arranged by the Municipality directly, or in partnership with another organization.

**Stakeholder** means any individual, group of individuals, elected representative or organization with a specific stake or interest in the outcome of a decision.

**Communications Team** includes but is not limited to staff in the positions of Communications Coordinator and Graphic Design and Marketing Coordinator.
Policy Requirements

Communications Planning

a) Communications planning should be proactive and part of the annual business planning process, as well as a component of all services, initiatives, campaigns and strategies. Evaluation of communications should also be part of business operations.

b) Staff should consult with the Communications team when preparing communications material such as brochures, posters, newsletters, videos, news releases, website content, newspaper ads, or social media campaigns, and when soliciting public input, or when preparing a response to a media inquiry.

Corporate Identity

a) Clear and consistent corporate identity is required to assist the public in recognizing the policies, programs, services and initiatives of the Municipality of Meaford. Staff must give prominence to the official symbols of The Municipality of Meaford (Municipal Logo or Coat of Arms) in all information and communication materials, regardless of medium, for internal or external use.

b) External partnering arrangements should be considered, and where appropriate recognize partner organizations by including their logos.

Consultations

Open and effective communication is the key to successful public consultations.

a) The Municipality should inform citizens and stakeholders about opportunities to participate in public consultation and citizen engagement processes (such as surveys, public meetings and committees). This may be done through the Municipality’s website, social media, letters of invitation, mail inserts, media releases, advertising, and other formats normally used by departments.

b) The Municipality should inform participants, in summary form, of the results of the public consultation and outcomes. This may be done through the Municipality’s website, social media, mail inserts, media releases, advertising, and other formats normally used by departments.

c) Staff should prepare public consultation plans for any significant changes in service levels, notify Council of the Consultation plan, and report back to Council on the results.
Media Relations

The Communications team works with the media in order to promote public awareness and understanding of Council’s policies, programs, services and initiatives.

The Communications team shall:

a) Consult with the Chief Administrative Officer (CAO), Mayor, or relevant department Director when planning media campaigns or strategies.

b) Inform the media on issues of importance to the public on short notice.

c) Engage the media using communication tools including news releases, public events, media alerts, and background briefings as necessary. These will be sent to local, regional and national media depending on the content scope.

d) Facilitate information or interview requests.

e) Address media inquiries promptly to accommodate publication deadlines.

f) Direct media to knowledgeable managers or staff when information is required on specialized subjects and assist in response preparation.

Internet & Electronic Communication

The Internet and other electronic communications are important communication tools that allow 24-hour access to information.

a) The Municipality’s website www.meaford.ca will serve as the primary source of official information for citizens of Meaford.

a) The website will maintain up-to-date user-friendly information to facilitate communication between the public, Councillors and staff. A calendar of Council and Committee meetings open to the public will be kept up-to-date through the municipal Council portal.

b) The website will provide contact information to allow access to municipal staff, as well as a general feedback form.

The Communications Team, in conjunction with other Departments, shall:

a) Make publications of interest to citizens (or equivalent information) available on the website as soon as possible.

b) Incorporate mechanisms for receiving and acknowledging public inquiries and feedback, such as online forms or customized corporate email addresses.
c) Establish ongoing updates and regular reviews of departmental pages and sub-sites so that information on policies, programs, services, initiatives and related third-party links are accurate and easy to understand.

d) Follow the branding standards for the look and feel of the Municipality of Meaford’s website.

Social Media

The Municipality uses social media platforms (Facebook, Twitter, YouTube, etc.) as another medium to communicate official information to the citizens of Meaford. This is governed by the Social Media Use Policy.

Announcements & Public Events

The Municipality of Meaford may promote events on its website and/or social media sites if the Municipality is involved as a participant, partner, host, or if the event is located in Meaford and aligns with our corporate values.

The Communications team in conjunction with other Departments should:

a) Identify opportunities to inform the public about announcements or events, or to release information regarding municipal services, programs and initiatives.

b) Prepare a Communications schedule to ensure well-managed communication for events and announcements. The plan should take into account appropriate recognition of partners and funders. Such recognition may include use of partner or funder corporate names and logos.

Statutory Notices

Statutory Notices as required by the Planning Act, Municipal Act and other legislation are exempt from this policy and shall follow the guidelines outlined in the relevant statute and the Municipality’s Public Notice policy.

Emergency Communications

The Corporation of The Municipality of Meaford’s Emergency Management Plan details the protocol for communications during emergency situations.

Plain Language

a) Information about policies, programs, services and initiatives should be clear, relevant, objective, easy to understand and useful. To ensure clarity and consistency of information, plain language, correct grammar, and correct position titles should be used in all communication with the public.
b) This principle also applies to internal communications, as well as to information prepared for Council or any other official body.

Spokespersons

a) The Mayor and the CAO or designate are the principle spokespersons of The Municipality of Meaford. They are supported in this role by the Directors. The Mayor, Councillors, CAO, or Directors may present and explain Council policies, priorities and decisions to the public.

b) Communications staff, leaving political matters to the exclusive domain of the Mayor and his/her office, focus their communication activities on issues and matters pertaining to the policies, programs, services and initiatives of the Municipality.

Internal Communications

Clear and effective communications can make a substantial contribution to a positive work environment. Through effective communications, employees are better able to understand, appreciate, contribute to and support the Municipality's goals and objectives, and provide superior customer service. The responsibility for effective internal communication lies with every staff member.

Technological Innovation and New Media

The Municipality of Meaford should maintain a capacity for innovation and stay up to date on developments in communications best practices and technology.

a) As they adopt new means of communication, the Municipality of Meaford should continue to reach, in a timely manner, residents whose access to technology may be limited or who prefer to receive information through more traditional means.

b) To ensure new technology advances the Municipality's ability to connect with people in efficient and practical ways, all plans and decisions on new communications technology should be developed collaboratively by staff in information technology, communications and other key staff as necessary.

AODA Information and Communications Standard Compliancy

The Municipality of Meaford will continue to work to ensure the successful implementation of the Accessibilities for Ontarians with Disabilities Act (AODA) Information and Communications Standard. Please refer to the Municipality of Meaford's Integrated Accessibility Standards Policy.
Implications

a. Community

An effective communications policy ensures that the communication tools and technologies available are used effectively. This allows residents to be aware of, understand, respond to and influence the development and implementation of programs, services and initiatives.

Monitoring

The Chief Administrative Officer shall be responsible for receiving complaints and/or concerns related to this policy.

Contact

Cathie Lee
Library CEO/Director of Cultural Services
Telephone: 519-538-1060 ext. 1124
Email: clee@meaford.ca

Change History

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<td></td>
<td>June 2018</td>
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The Corporation of the Municipality of Meaford
By-law Number 2018-45

Being a by-law to establish a Social Media Policy

Whereas, 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 224 of said Act states that the role of Council includes ensuring that administrative policies, practices and procedures are in place to implement the decisions of Council; and

Whereas, the Municipality of Meaford is committed to communicating effectively and in a proactive manner, including the use of technology to foster engagement and public participation; and

Whereas, Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to adopt a Social Media Policy.

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

1. That the Social Media Policy, attached hereto as Schedule A and forming part of this by-law, is hereby established and adopted.

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 9th day of July, 2018.

Barb Clumpus, Mayor

Matthew Smith, Clerk
Policy Statement

The Municipality of Meaford is committed to providing information on policies, programs, services and initiatives using up to date technologies that foster engagement and public participation.

Purpose

This policy provides guidance on the use of social media applications by the Municipality of Meaford Corporation, elected officials, and staff, specifically to ensure they are used in a way that supports the values of the Municipality of Meaford.
Definitions

**Follow** means to subscribe to the social media account of another user and receive their posts as updates.

**Political Content** means comments or posts made by politicians, supporters or otherwise, for the purpose of political gain.

**Social Media** means web-based technologies and sites including blogging, microblogging, photo sharing, video sharing, webcasting, and networking which allow users to interact with each other by sharing information, opinions, knowledge, photographs and interests.

**Social Media Authors** means Municipality of Meaford staff tasked with posting and reviewing content on corporate social media sites.

**Municipal Social Media Sites** means social media accounts, channels, profiles or feeds created and managed by municipal staff.

**Communications Team** includes but is not limited to staff in the positions of Communications Coordinator and Graphic Design and Marketing Coordinator.

Policy Requirements

**For Official Municipal Social Media Accounts**

The Municipal website ([www.meaford.ca](http://www.meaford.ca)) will remain the predominant internet presence for in-depth service information, forms and documents. All social media sites used will supplement the website by providing interactive two-way communication, and will direct visitors as needed back to the appropriate webpage.

The social media accounts managed by the Municipality of Meaford will be administrated by a member of the Communications Team, and may also include department-specific social media authors who will also make posts, respond to messages, and monitor comments. Each department is responsible for ensuring the clarity, accuracy and relevance of content posted related to their subject area on Municipal social media channels. Employees wishing to use social media sites require approval from the Communications Team before establishing a social media presence on behalf of the Municipality of Meaford.

The Municipality of Meaford may promote events on its website and/or social media sites if the Municipality is involved as a participant, partner, host, or if the event is located in Meaford and aligns with our corporate values. As an active participant in
online conversations, the Municipality may also follow partners, community groups, organizations or individuals. The Municipality may also share content from other users if the material is aligned with the Municipality’s corporate values, programs, services or initiatives.

Otherwise, the Municipality does not permit members of the public to promote events on its website and/or social media sites.

The Communications team reserves the right to remove content from social media sites that is deemed unsuitable, inappropriate or in violation of the Social Media Policy. Inappropriate content may include:

- Commercial endorsement or solicitation of one product or service over another.
- Personal political content including statements in support of or opposition to matters before Meaford Council, or personal comments about staff or elected officials.
- Content considered to be defamatory, profane, disrespectful or insulting to Municipal staff or elected officials.
- Confidential information, including information about members of the public, municipal staff, and elected officials.
- Objectionable material which may include material of a profane or sexually explicit nature, content that encourages illegal activity, or information that may compromise the safety and security of the public.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.

The Municipality may ask users to refrain from posting inappropriate comments, or will mute, hide, block or ban users for violating these social media commenting guidelines.

**Providing Responses**

Typically, the Municipality responds to online inquiries during regular business hours; Monday to Friday 8:30 a.m. to 4:30 p.m. Questions or comments are acknowledged or answered within one business day.

The Municipality may schedule promotional messages after business hours or on weekends.

The Municipality of Meaford may respond to comments and inquiries from the public through social media if:
The post asks a sincere question about a service, program or policy
The post includes inaccurate information, a correction will be provided

The Municipality may not reply to online questions or comments if:

- The post includes respectful statements of opinion – people are welcome to express their views even if they disagree with municipal policies, programs or decisions
- The post is respectful, and directed at other participants in the conversation

**Personal Social Media Use**

Employees and elected officials are encouraged to support the Municipality’s official social media activities. They are also asked to follow a few basic guidelines when participating in their own personal websites, blogs and/or social media channels:

- In all forms of social media usage, employees and elected officials should be viewed in the same manner as participating in other public forums such as public meetings or meetings of Council, and the same standards of conduct apply.
- Employees and elected officials should also strive to demonstrate the corporation’s guiding principles of integrity, respect, and the common good.
- When an employee or elected official is using social media, they should operate in keeping with the Codes of Conduct for staff and Members of Council.
- Employees who encounter questions, comments or complaints on social media related to Municipal news, programs, services, or initiatives may redirect those users where appropriate to the Municipality’s official social media channels and/or notify the communications team of the discussion.
- Inappropriate content posted by municipal employees will be brought to the attention of the relevant member(s) of the Senior Management Team to determine an appropriate course of action.

**Implications**

a. Community

An effective social media policy ensures that the latest communication tools and technologies are used effectively for two-way communication and community engagement. It enhances the online presence and reach of the Municipality of Meaford, and allows citizens to be aware of, understand, respond to and influence the development and implementation of programs, services and initiatives.
Monitoring

The Chief Administrative Officer shall be responsible for receiving complaints and/or concerns related to this policy.

Contact

Cathie Lee
Library CEO/Director of Cultural Services
Telephone: 519-538-1060 ext. 1124
Email: clee@meaford.ca

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<td>July 2018</td>
<td>New Policy</td>
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The Corporation of the Municipality of Meaford

By-law Number 2018-46

Being a by-law to establish a Joint Compliance Audit Committee and adopt Terms of Reference

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 88.37 of the Municipal Elections Act, S.O. 1996, c.32 provides that Council shall establish a compliance audit committee before October 1 of an election year; and

Whereas, the Councils of each of the lower-tier municipalities in Grey County have agreed to establish a joint compliance audit committee; and

Whereas, Council of the Municipality of Meaford wishes to define the terms of reference for the joint compliance audit committee; and

Whereas, the Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to establish the Grey County Compliance Audit Committee and adopt Terms of Reference;

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

1. That the Grey County Compliance Audit Committee is hereby constituted.

2. That the Terms of Reference, attached as Schedule A and forming part of this by-law, are hereby adopted.

3. That the Clerk of the Municipality is hereby delegated the authority to appoint the members of the Compliance Audit Committee, following recommendations from the Selection Committee defined in the Terms of Reference.

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 9th day of July, 2018.

______________________________
Barb Clumpus, Mayor

______________________________
Matthew Smith, Clerk
Grey County Compliance Audit Committee
Terms of Reference

1. Definitions

1.1 “Act” means the Municipal Elections Act, 1996, S.O. 1996, c.32, as amended from time to time;

1.2 “Applicant” means an eligible elector who makes an application under Section 88.33(1) of the Act;

1.3 “Application” means an application for a compliance audit of a candidate or registered third party, accepted by the Clerk pursuant to Subsection 88.33(2) of the Act and using a form prescribed by the Clerk pursuant to the authority granted by Subsections 88.37(6), 12(1) and 12(2) of the Act;

1.4 “Auditor” means a Grey County Compliance Audit Committee-appointed auditor pursuant to Subsection 88.33(10) of the Act;

1.5 “Auditor’s Report” means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser;

1.6 “Candidate” means the Candidate whose election campaign finances are the subject of an Application;

1.7 “Clerk” means the Municipal Clerk or designate;

1.8 “Clerk’s Report” is the report of the Clerk to a Sitting Committee that identifies each contributor to a candidate or registered third party who appears to have contravened any of the MEA contribution limits.

1.9 “Council” means the Council of each of the member municipalities;

1.10 “GCCAC” means the Grey County Compliance Audit Committee being a roster of no more than seven individuals recommended by the Selection Committee and appointed by each Member Municipality;

1.11 “Host Municipality” means the Member Municipality who convenes a Sitting Committee to consider a Clerk’s Report or Application;

1.12 “Member Municipalities” means all or some of the lower tier municipalities in Grey County participating in the GCCAC;

1.13 “Registered Third Party” means the individual, corporation or trade union whose notice of registration has been certified by the Clerk;

1.14 “Selection Committee” means the Grey County Clerk, and the Clerks of three Member Municipalities;
1.15 “Sitting Committee” means the three members of the GCCAC convened to consider a particular Clerk’s Report or Application.

2. **Mandate**

   2.1 The Sitting Committee when appointed has full authority pursuant to sections 88.33, 88.34, 88.35, 88.36 and 88.37 of the Act to receive and make decisions on Applications and Clerk’s Reports respecting the 2018 municipal election and any municipal by-elections held during the 2018 to 2022 Council term.

3. **Scope of Responsibilities**

   3.1 The Sitting Committee shall:

<table>
<thead>
<tr>
<th>Consider Applications for Candidates and/or Registered Third Parties and decide whether they should be granted or rejected.</th>
<th><strong>Timeline/Section of the Act</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 30 days after receipt of the Application - s. 88.33(7), s. 88.35(4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provide written reasons for the decision to grant or reject the Applications.</th>
<th><strong>Timeline/Section of the Act</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>s. 88.33(8) s. 88.35(4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If an Application is granted, appoint an Auditor to conduct a compliance audit of the Candidate’s and/or Registered Third Parties election campaign finances.</th>
<th><strong>Timeline/Section of the Act</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>s. 88.33(10) and (11) s. 88.35(4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Receive the Auditor’s Report.</th>
<th><strong>Timeline/Section of the Act</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 10 days after receiving the report, the clerk of the Host Municipality shall forward to the Sitting Committee - s. 88.33(14), s. 88.35(4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Once the Auditor’s Report is received, consider if it contains a conclusion of apparent contravention of the Act, and decide whether to commence a legal proceeding against the candidate and/or Registered Third Party for the apparent contravention.</th>
<th><strong>Timeline/Section of the Act</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 30 days of receipt of the Auditor’s Report - s. 88.33(17), s. 88.35(4)</td>
<td></td>
</tr>
</tbody>
</table>
4. Composition

4.1 The GCCAC shall be comprised of a roster of up to seven (7) members.

4.2 When a Member Municipality receives either a Clerk’s Report or an Application, the Clerk (of the Host Municipality) shall, within 10 days, arrange for three GCCAC members to convene a Sitting Committee to consider the Clerk’s Report or Application. The selected GCCAC members shall be required to participate in all Sitting Committee meetings and any other proceedings pertaining to the Clerk’s Report or Application.

5. GCCAC Selection Criteria

5.1 To the greatest extent possible, the GCCAC membership will be drawn from the following groups:

- accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
- academic – college or university professors with expertise in political science or local government administration;
- legal; and
- other individuals with knowledge of the campaign financing provisions of the Act or experience with a formal hearing process.

6. Appointment Process

6.1 All applicants will be required to submit an application outlining their qualifications and experience with a cover letter and resume or curriculum vitae.

<table>
<thead>
<tr>
<th>Timeline/Section of the Act</th>
</tr>
</thead>
</table>
| Receive a Clerk’s Report identifying any contributor to a Candidate or Registered Third Party who appears to have contravened established contribution limits. | s. 88.34(4)  
| | s. 88.36(4)  |
| Once the Clerk’s Report is received, consider the Report and decide whether to commence a legal proceeding against the Contributor for the apparent contravention. | Within 30 days of receipt of the Clerk’s Report - s. 88.34(8), s. 88.36(5)  |
6.2 The Selection Committee shall meet to review all applications received based upon the membership selection criteria and may request interviews with applicants.

6.3 The Selection Committee, following the review of applications and any necessary interviews, shall make recommendations for appointment to the Clerk of each Member Municipality. The GCCAC roster shall be appointed by each Member Municipality based on those recommendations.

7. Remuneration
7.1 Those persons appointed to the GCCAC will be paid a retainer of $1,000, prorated ($250 to be paid annually to each GCCAC member), over the term of their appointment (costs will be shared equally by the Member Municipalities). The retainer shall cover attendance at a mandatory training session and review of periodic updates or information supplied by the Clerk of a Member Municipality. Payment of the retainer does not denote membership on any Sitting Committee.

7.2 A rate of $150 for meetings under 4 hours, $250 for meetings over 4 hours, plus mileage at the applicable County rate per kilometer will be paid to GCCAC members convening as a Sitting Committee. The per meeting rate shall cover review of background or agenda materials as required in preparation for a meeting (costs will be borne by the Host Municipality).

8. Meetings
8.1 All individuals appointed to the GCCAC will be required to participate in a training session as a condition of their appointment.

8.2 Meetings shall only be held as needed, according to the following:
   • When a Member Municipality is in receipt of either an Application or Clerk’s Report, the Clerk of the applicable Member Municipality shall contact GCCAC members for availability. Three members of the GCCAC will be selected to convene a Sitting Committee.
   • The meetings will be held in a location to be determined by the Clerk of the Host Municipality.
   • Subsequent meetings of the same matter will be held at the call of the Clerk.
   • The Clerk from the Host Municipality shall contact the Sitting Committee members to ensure all are available to attend the said meeting.
   • All time frames established in the Act and regulations shall be adhered to.
9. **Rules of Procedure**

9.1 Meetings of a Sitting Committee shall be conducted in accordance with the Administrative Practices and Procedures that are established jointly by the Clerks of the Member Municipalities.

10. **Costs**

10.1 All Member Municipalities shall jointly share all costs in relation to the GCCAC operation.

10.2 The Host Municipality shall pay all costs in relation to a Sitting Committee, including, but not limited to general costs associated with convening the Sitting Committee, remuneration for the Committee Members, costs of any audit, legal costs as may be required, and any legal proceeding as may be applicable.

11. **Conflict of Interest**

11.1 To avoid a conflict of interest, any auditor or accountant appointed to the GCCAC must not have assisted any candidate or registered third party as a volunteer or for compensation, in the 2018 municipal election or any by-elections during Council’s term for any of the Member Municipalities.

12. **Records**

12.1 The records of Sitting Committee meetings shall be retained and preserved by the Host Municipality in accordance with the Act and that municipality’s records retention rules.
Date Monday, June 25, 2018
From Robert Armstrong, Director of Development & Environmental Services
Subject Addendum: Purchase Request, 18 Paul Street (Phelan)
Report No. Addendum DES2018-31
Roll No. 421049200206800

Recommendation

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

1. Declare the best use of the lands to be lot addition to the abutting parcels at 12 & 28 Paul Street;
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 value of $11.50/m2, applied on a per-area basis to the lands to be transferred; and,
3. Enact the necessary By-laws for closure & transfer of the subject lands to the abutting landowner(s) and to establish a 0.3m (1’) reserve adjacent to Paul Street.

Background & Analysis

As discussed within Report DES2018-31, a written request has been received from the owners of 28 Paul Street regarding the potential for acquisition of the vacant ‘18 Paul Street’ that abuts their lot. The lands proposed for acquisition are shown in black hatching on the map at right.
Based on discussions with the requesting landowner, it is their intent to add the requested lands to their existing parcel. Their primary objective is to remedy an encroaching patio and lot line setback deficiency for the dwelling at 28 Paul Street and to facilitate use of the lands with that abutting residential use.

Arising from public notice relating to the request, staff were contacted by the Owner of the north abutting parcel at 12 Paul Street. Based upon the comments they provided as well as the observations of staff’s site visits, additional conversation with the requesting party (Owner of 28 Paul Street) were pursued. Additionally, a site visit was carried out jointly by Planning and Operations staff to review the trees on the lot. Operations staff noted that the trees generally appear to be in good health, with the exception of one large tree on the slope near the front of the lot and abutting the front porch and hydro service of 12 Paul Street. A second tree further back on the lot was identified as a candidate for limb trimming.

Subsequently, staff have had further correspondence with the owners of 12 Paul Street who have expressed an interest in acquiring the front portion of the lot at 18 Paul Street adjacent to their dwelling, subject to removal (by the Municipality, prior to transfer of the lands) of the large unhealthy tree on the slope adjacent to the hydro pole/line servicing the lands. This land acquisition will grant the landowner control over the slope/retaining structure and the trees directly abutting their house and would further provide them with an enhanced side yard (vs. the existing 0.12m offset) to facilitate future access for maintenance purposes.

Staff have reviewed a proposed split of the lands with the requesting owner (of 28 Paul Street) who has confirmed that this is satisfactory, their main objective being satisfied by acquisition of the rear half of the lot, abutting their own dwelling and including the encroaching patio.

As noted in the initial staff report, it is recommended that the access from Paul Street into the lot at 18 Paul St be discontinued. Retention of a 0.3m (1’) reserve along the frontage of the lands to be sold is recommended.
Based upon the conversations with the abutting landowners, staff anticipate the split of lands to be approximately as shown on the image above. In each case the lands are to be merged with the abutting parcels.

### Financial Impact

Costs associated with transfer of lands, including municipal administrative costs, surveying, and legal expenses, would be the responsibility of the purchaser(s). A per area value of $11.50/m² has recently been applied to the transfer of vacant lands for the purpose of lot addition within the former Town of Meaford and is expected to be appropriate in this circumstance as well.

The lands requested, being approximately 404.7 m² in area, would yield an associated price of $4,654.

In-direct costs (staff time) associated with tree removal and limb trimming are anticipated, however, these lands are presently within municipal ownership and as such, associated maintenance obligations presently rest with the Municipality.

### Implications

Transfer of a portion of the subject lands to the requesting landowner at 28 Paul Street would remedy a deficient interior side lot line abutting their dwelling and would provide them with ownership of the patio area abutting their home.

Transfer of a portion of the subject lands to the landowner at 12 Paul Street would grant the landowner control over the slope/retaining structure and the trees directly abutting their house and would further provide them with an enhanced side yard (vs. the existing 0.12m offset) to facilitate future access for maintenance purposes.

Retention of a 1’ reserve will restrict access to the lands, as recommended by Transportation Services staff due to the location of the lands on a slope and curve.

### Strategic Priorities

This report generally 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.
Consultation and Communications

Notice was provided by regular personal mail service to abutting landowners (per the Sale of Real Property By-law #104-2007).

The Municipal Development & Infrastructure Committee has been consulted regarding the proposed transfer of lands and generally supports disposition of the lands. Detailed consultation with Operations & Transportation Services staff has been completed and their related recommendations are considered in the recommendations herein.

Conclusion

Development Services staff conclude that the lands are not required for municipal purposes and are generally available for transfer, subject to discontinuation of the entrance to the lands. A split transfer of the lands, to the landowners at 12 & 28 Paul Street has been determined to be a practical and efficient use of the lands which will remedy issues for each of the abutting property owners.

Respectfully Submitted:

_________________________________
Robert Armstrong, RPP
Acting CAO / Director of Development and Environmental Services

_________________________________
Prepared by:
Liz Buckton, RPP, Senior Planner
The Corporation of the Municipality of Meaford

By-law Number 2018-47

Being a by-law to Provide for the Exemption of Parking Requirements and Establish a Cash-in-Lieu of Parking Fee

Whereas, Section 40 (1) of the Planning Act R.S.O. 1990 Chapter P.13 as amended provides "the council of the municipality and such owner or occupant may enter into an agreement exempting the owner or occupant, to the extent specified in the agreement, from the requirement of providing or maintaining the parking facilities"; and

Whereas, Section 40 (2) of the Planning Act R.S.O. 1990 Chapter P.13 as amended provides that "an agreement entered into under subsection (1) shall provide for the making of one or more payments of money to the municipality as consideration for the granting of the exemption and shall set forth the basis upon which such payment is calculated"; and

Whereas, Council of the Municipality of Meaford deems it expedient to permit agreements to provide for the exemption of parking requirements.

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

1. That where an owner or occupant of a building is required under a by-law to provide and maintain parking facilities on land that is not part of a highway, the Municipality and the owner or occupant may enter into an agreement exempting the owner or occupant from the requirement of providing or maintaining the parking facilities.

2. That the agreement shall specify the extent of the exemption from the parking requirement including the provision for the making of one or more payments of money to the municipality as consideration for the granting of the exemption, calculated at the following rates:
   i. Each parking space required by By-law and exempted by Agreement - $7,877.00 per space.
   ii. Each parking space removed as a result of an addition or alteration - $7,877.00 per space.
3. That all money received under an agreement to provide for the exemption from parking requirements shall be paid into a special account as prescribed in section 40(3) of the Planning Act, or any amendments thereto.

4. That an agreement providing exemption from parking requirements may be registered on title, at the expense of the owner or occupant of the subject property as prescribed in section 40(4) of the Planning Act or any amendments thereto.

5. That when all money payable to the municipality under an agreement registered on title under subsection (4) has been paid, or such agreement has been terminated, the clerk of the municipality shall, at the request of the owner of the land, provide a certificate in a form registrable in the proper land registry office, certifying that the money has been paid or that the agreement has been terminated, as prescribed in section 40(5) of the Planning Act, or any amendments thereto.

6. That By-law 55-2004 of the Municipality of Meaford is hereby repealed.

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 9th day of July, 2018.

Barb Clumpus, Mayor

Matthew Smith, Clerk
Date Monday, June 25, 2018

From Robert Armstrong, Director of Development & Environmental Services

Subject Meaford Downtown Core Commercial Parking Analysis

Report No. DES2018-34 Roll No. N/A

Recommendation

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

1. Direct staff to bring forward an updated Cash-in-lieu of Parking By-law which includes a rate based upon cost-recovery for the creation of a Parking Space in the Downtown Core Commercial area; and
2. Direct staff to review options and bring back a report for consideration regarding the provision of additional parking in the Downtown Core Commercial area.

Background

This analysis is being completed to assess the current parking standards and availability within the Downtown Commercial area and the Municipality’s current Cash-in-Lieu provisions. Information with regard to daily operations of parking, as well as enforcement, was considered under Service Delivery Review Report SDR-13 presented in 2016.

The Municipality of Meaford’s Official Plan designates the lands to be used for Downtown Core Commercial purposes, along with some broad policy regarding the use and future development of these lands.

The goals within the Official Plan include “to encourage the intensification and use of the lands within the downtown core and to make every effort to improve the economic health of the core by encouraging redevelopment and the broadest mix of compatible uses”. Additional to this, Section B1.3.5.5 indicates “where a new use cannot accommodate the Municipality’s parking requirement, the Municipality may accept cash-in-lieu where the parking can be reasonably accommodated on the street or off-site”. This is also
The By-law No. 55-2004 provides a Schedule requiring fees of Payment-in-lieu of Parking Requirements. Under this by-law each space required or removed is subject to a $100 fee. The intent of this By-law is for the Municipality to develop a fund to create the necessary parking spots in a Municipal lot, which will cover the cost of land acquisition and construction. There are a number of agreements in place for a variety of properties recognizing the cash-in-lieu agreement.

The Official Plan designation of the Downtown Core Commercial area is carried forward into the Zoning By-law to give the appropriate permissions within the designated area. Within the Municipality of Meaford’s Zoning By-law 60-2009, non-residential uses within the C1 (Downtown Commercial) zone, other than accommodation uses, are exempt from providing on-site street parking. This exemption was put in place with consideration of the existing lot sizing and land availability that will influence and could constrain new/re-development within the downtown. With these uses being exempt from providing on-site parking, it becomes the Municipality’s role to ensure adequate commercial parking is provided within this area.

In order to appropriately consider whether or not the Municipality’s parking supply is sufficient to continue to offer these exemptions from parking requirements and/or in order to assign an appropriate fee to cash-in-lieu arrangements, an inventory of parking spaces and the current uses has been completed.

Additionally, Staff note that the Municipality currently has a lease to use the former Canadian Tire site on Nelson Street for parking until such time as development occurs. The lot is used regularly by employees in the core and also for events being held in Meaford Hall.

**Analysis**

The study area is comprised of the Downtown Core Commercial designation of the Official Plan (See Appendix 1).

Within the study area, an inventory of parking spaces was conducted including delineated on-street parking and parking within municipal parking areas. There are a total of 328 parking spaces comprised of:

- 117 are within municipal parking lots (with 24 spaces permitting overnight parking)
- 206 are on-street parking spaces where overnight parking is prohibited during the winter season.
Standard Parking Spaces | Accessible Parking Spaces
---|---
On-Street Parking | 199 | 6
Municipal Parking Lots | 115 | 2
**TOTAL PARKING** | **314** | **8**

It should be noted that the required ratio of barrier-free parking spaces to standard parking spaces is met.

When considering the current uses within the study area. There are 151 properties within the Official Plan’s Downtown Core Commercial designation. As of 2017:

- 54 are being used for residential purposes and therefore would be required to provide parking on-site.
- 17 are vacant properties.

Of the remaining 80 properties, based on the estimated commercial space, 317 spaces would be required to service these uses (in addition to any spaces that are on-site) if they were not exempt from non-residential parking requirements. Municipal parking lots and on-street parking currently provide 314 spaces.

It should be noted that many of the buildings in the Downtown Commercial area pre-date any zoning and parking requirements, and therefore many of these buildings are utilizing municipal spaces for their parking needs. When factoring in residential units above these uses that may have historically not required parking the parking requirement above what exists on-site, the total required parking spaces would be 432 spaces.

There are however a number of other factors that affect the overall parking requirements which include the following:

- The 432 spaces would consist of all uses requiring the parking at the same time, wherein different uses have different demand times (ie. Banks versus shows at Meaford Hall).
- Some of the existing inventory is along Bayfield Street which is not overly convenient for uses downtown.
• The current use of the site of the former Canadian Tire is considered a temporary use and, when this parking disappears via development of the property, the demand on the other lots/on-street parking within the downtown will increase.

Financial Impact

Meaford’s Development Charges Background Study prepared by Hemson Consulting Ltd (2015) recovers costs relating to growth and development for both land acquisition and parking development costs. Currently, the Municipality collects $155 for each detached residential unit for future parking and $1.11 to $1.16 per square metre of floor area for commercial or industrial development. Currently the Municipality has $20,626.00 in reserve for future parking in the downtown core.

Based on a recent vacant land sale in the downtown core, we are able to establish a land cost of $127.74 per square metre. The current land area required for a parking stall and a portion of the access lane is 23.76 square meters. As a result, the land acquisition cost is $3,035 per space.

Construction costs including base preparation, granular, asphalt, curbing, line painting and stormwater management are estimated at $200 per square metre, which equates to cost of $4,752 per space.

As a result, Staff are of the opinion it would be appropriate to apply a cash-in-lieu rate of $7,787, for full cost-recovery. It is noted that there no funds in the Cash-in-lieu of parking account.

Implications

Due to the wide range of permitted uses with the Downtown Commercial zone, many of these uses may become more heavily reliant on parking spaces without any requirement for the businesses to provide this parking on-site. In this regard, the Municipality will need be pro-active and explore opportunities for additional parking into the future.

If adjustments are not made to the cash-in-lieu amount and any new proposed development wishes to utilize the payment-in-lieu provisions of providing the required parking, it will put a significant strain on existing municipal spaces without providing sufficient funding to acquire and develop new parking areas.

Provision of adequate parking is critical to the success of a downtown from an Economic Development perspective.
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.

Focus Area: Growing Our Economy
Objective: Become Business Ready

A. Promote the Municipality of Meaford as a community that is “Open for Business”
B. Ensure taxes, development charges and building permit fees are responsive and support the development community.
C. Enhance the attractability of the community and invest in beautification initiatives in the downtown business core and throughout the Municipality.

Focus Area: Growing Our Economy
Objective: Establish Meaford as a Tourism Destination

Focus Area: Growing Our Economy
Objective: Enhance Strategic Partnerships

Focus Area: Leading in Municipal Government
Objective: Provide Excellent Customer Service

A. Develop a new customer service strategy.
B. Implement a range of customer service feedback mechanisms to ensure customer input is responsive.
C. Instill a culture of customer service through organizational training and education.
D. Complete an annual customer service survey.

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

Consultation and Communications

Senior Management
Conclusion

Based on the analysis, Planning staff consider it appropriate to update the Cash-in-lieu provisions to ensure that the rate applied per space is equivalent to the actual costs to establish a parking spot.

It is also necessary to continue to explore future opportunities for the provision of Municipal Parking to meet parking needs within the downtown.

Supporting Documentation

Appendix 1 –Official Plan Schedule A-1
Appendix 2 –Existing Parking Inventory

Respectfully Submitted:

____________________
Robert Armstrong, RPP
Acting CAO / Director of Development and Environmental Services

____________________
Prepared by:
Kara Rogers, Planner/GIS Coordinator
Appendix 2 - Parking Inventory Map
Meaford Downtown Core Commercial Parking Analysis

Legend
- On-Street Parking
- Municipal Parking Lots
- Downtown Core Commercial Area

Produced By: Municipality of Meaford (KSR)
Date: June 2018
Source: County of Grey, Municipality of Meaford
Projection: UTM Zone 17N, Datum: NAD83
Software: ArcMap 10.4.1

Description: Coloured lines indicate existing on-street parking, while coloured areas indicate existing municipal parking lots for the purposes of Meaford Downtown Core Commercial Parking Analysis Report (DES2018-034).

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, June 25, 2018

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

Subject: Award of RFP FIM-TS-2018-02 – Shields Bridge Rehabilitation

Recommendation

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

1. Approve the Award of RFP-FIM-TS-2018-02 Provision of Engineering Services for Shields Bridge Rehabilitation to Ainley & Associates Limited at the cost of $95,405.09, including the Municipality’s non-refundable allocation of HST; and
2. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $19,608.00 from the Bridge & Culvert Reserve Fund to fund the 2018 engineering and contract administration costs for this project.

Background

In accordance with the Municipality’s Purchasing Policy, the purchase of goods, services, or construction Services in excess of the approved budget must be authorized by Council.

This report has been drafted to provide Council with the required information to award the RFP as it is over its approved budget and additional funding from reserves is required to complete the transaction.

Analysis

Included in the Municipality of Meaford’s 2018 Transportation Services Capital Budget is funding for the rehabilitation of Structure BR-017. The proposed rehabilitation requirements for the structure was determined based on the most current Ontario Structure Inspection Manual (OSIM) Reports.
The scope of this contract is for the design, contract development, contract administration, construction monitoring, and record drawings for the rehabilitation of the above identified structure.

On June 7, 2018, three Proposals were received by the Proposal Opening Committee. Each of the submission were reviewed by the committee, utilizing the scoring system identified in the RFP document, to a maximum 100 points, as follows:

<table>
<thead>
<tr>
<th>Proponent</th>
<th>Final Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ainley &amp; Associates Limited</td>
<td>80.05</td>
</tr>
<tr>
<td>Proponent 2</td>
<td>80</td>
</tr>
<tr>
<td>Proponent 3</td>
<td>77.43</td>
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</tbody>
</table>

The proposal that ranked the highest, was submitted by Ainley & Associates Limited at a value of 95,405.09, including the Municipality’s non-refundable allocation of HST.

**Financial Impact**

The engineering component of the rehabilitation of Bridge 017 – Shields Bridge was included in the 2018 Tax Supported Capital Budget at a value of $32,600.00, and in the 2019 Tax Supported Capital Budget Forecast at a value of $60,000.00.

The prices received through the RFP process indicated that the tasks to be completed in 2018 require funding of $52,207.97, creating a funding shortfall of $19,608.00, with the tasks to be completed in 2019 require funding of $42,497.12, which is $17,500.00 lower than forecasted. Collectively over the period of 2018 and 2019, the total funding required is $2,805.09 over the budget for the Engineering portion of this project.

In order to fund the 2018 engineering services component of the project, it is recommended that $19,608.00 be transferred from the Bridge & Culvert Reserve Fund, which at the end of 2017 had a balance of $152,163.

**Implications**

As identified in the 2016 State of the Infrastructure Reports for Municipal Bridges and Culverts, the failure to fund an adequate bridge and culvert...
maintenance, replacement, rehabilitation program or rationalization strategies, risks further deterioration to these assets and emergency or permanent closures. The deterioration of these structures results in the Municipality’s inability to provide service with these assets and leads to increased maintenance and reconstruction costs.

Failure to remediate Bridge 017 – Shields Bridge in a timely fashion will result in more costly rehabilitation or future replacement, or could result in a future closure. The closure of this structure would negatively impact approximately 160 cars per day.

**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:** Balance Rehabilitation, Construction, Maintenance

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

**Consultation and Communications**

As part of the engineering design and contract administration component of this project, Ainley & Associates will consult with the required agencies and utility companies to ensure the necessary approvals have been obtained.
Notice of Project will be provided to the property owners that are affected by the bridge rehabilitation project. This notice will be provided upon the determination of the construction schedule.

**Conclusion**

Funding for the engineering component of the 2018 bridge rehabilitation project has been included in the 2018 Tax Supported Capital Budget, and will receive additional funds upon Council approval. Based on the prices received through the RFP process, it has been determined that the price is fair and competitive for the altered scope of work.

Staff recommends the RFP award to Ainley & Associates Limited.

**Supporting Documentation**

Appendix 1 – Project Location Map – Bridge 017 – Shields Bridge

Respectfully Submitted:

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

______________________________
Prepared by:
Kym Chapman, Purchasing Clerk

______________________________
Reviewed by:
Rob Armstrong, Acting CAO
Appendix 1 – Location Map
RFP FIM-TS-2018-02 - Provision of Engineering Services for
Shields Bridge Rehabilitation (Structure #BR-017)
Municipality of Meaford

Description: Coloured marker indicates the location of Shields Bridge (Structure #BR-017) for RFP FIM-TS-2018-02 - Provision of Engineering Services. The information contained herein is provided by Development 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.
Recommendation

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

1. Approve the Award the Municipality of Meaford’s Component of Tender RFT-TS-26-18 – Supply, Delivery, Treat/Mix and Stockpile Winter Sand to Harold Sutherland Construction Ltd. in the amount of $96,697.44, including the Municipality’s non-refundable allocation of HST; and

2. Authorize the Treasurer / Director of Financial Services and Infrastructure Management to transfer $33,700 from the Winter Control Reserve to fund the Award of Tender RFT-TS-26-18.

Background

In accordance with the Municipality’s Purchasing Policy, the purchase of goods, services, or construction Services in excess of the approved budget must be authorized by Council.

This report has been drafted to provide Council with the required information to award the Tender as it is over its approved budget and additional funding from reserves is required to complete the transaction.

Analysis

Included in the Municipality of Meaford’s 2018 Transportation Services Operating Budget is funding for the Supply, Delivery, Treat/Mix and Stockpile Winter Sand to support the Municipality’s winter road maintenance activities.
The Municipality partnered with Grey County for the Supply, Delivery, Treat/Mix and Stockpile Winter Sand for approximately 4,500 tonnes to Patrol A and 3,000 tonnes to Patrol B with the intention that the larger quantities would be more desirable for the vendors and would allow for a better coordinated schedule for summer/fall stockpiling.

On May 10th, 2018 a tender call was made by Grey County for the Supply, Delivery, Treat/Mix and Stockpile Winter Sand. Four (4) sealed bids were received and opened by a tender opening committee on Tuesday, June 5th, 2018. The following chart illustrates the tender prices received, and including the non-refundable municipal allocation of H.S.T. for the Municipality of Meaford Component of the contract

<table>
<thead>
<tr>
<th>#</th>
<th>Name of Bidder</th>
<th>Meaford (Patrol A)</th>
<th>Owen Sound (Patrol B)</th>
<th>Total (including the non-refundable allocation of HST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Arnill Construction Limited o/a Seeley and Arnill Construction</td>
<td>No Bid</td>
<td>No Bid</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Cedarwell Excavating Ltd.</td>
<td>No Bid</td>
<td>No Bid</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>E.C. King Contracting</td>
<td>$73,267.20</td>
<td>$46,036.22</td>
<td>$119,303.42</td>
</tr>
<tr>
<td>4.</td>
<td>Harold Sutherland Construction Ltd.</td>
<td>$60,674.40</td>
<td>$36,023.04</td>
<td>$96,697.44</td>
</tr>
</tbody>
</table>

The tender documents provided by Harold Sutherland Construction Ltd., met specification. Harold Sutherland Construction recently completed a 3-year contract with the Municipality for similar services.

Financial Impact

The increase in unit prices between the previous contract and the current contract is 3%.

The 2018 budget for the purchase of winter sand is $63,000. With the increased reliance on sand versus salt due to operational changes in application procedures, the municipality now requires more sand than previously to meet the annual demands for winter control purposes.
Funding is available from the Winter Control Reserve, which at the end of 2017 had a balance of $309,000. The transfer of funds would only be completed at year end if necessary as other savings may be found depending on the start and type of winter events from October to December 2018.

**Implications**

The prices received through the joint tender process are considered fair. Failure to award the Municipality’s component of this joint tender would result in the Municipality having to issue its own document, delaying the receipt of materials until November at earliest with the likelihood that the pricing would be less favourable as the quantities of the contract would be much smaller than the joint tender.

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

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

A. Evaluate and identify how the existing service levels can be maintained.

**Consultation and Communications**

The foundation for the joint Tender was established through the Grey County Transportation Directors user group. One of the mandates of this group is to investigate joint procurements opportunities for all member municipalities.

**Conclusion**

Funding for this essential maintenance on all roads has been included in the 2018 Transportation Services Operating Budget. Based on the prices received through the tender process, it has been determined that the prices are fair and competitive.
Staff recommends that Council support the transfer of funds from the Winter Control Reserve in order for tender award to Harold Sutherland Construction Limited.

Respectfully Submitted:

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

_________________________________
Prepared by:
Kym Chapman, Purchasing Clerk

_________________________________
Reviewed by:
Rob Armstrong, Acting CAO
Date: Monday, June 25, 2018

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

Subject: Support of Great Lakes Waterfront Trail

Report No. FIM2018-36 Roll No. N/a

Recommendation

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

1. Direct Staff to advise the Waterfront Regeneration Trust that it wishes to participate in the extension of the Great Lakes Waterfront Trail through the Municipality of Meaford;
2. Support the Grey County proposal to act as the "one-window" for the payment of annual dues to the Trust; and
3. Direct Staff to advise the Waterfront Regeneration Trust that, in partnership with Grey County, the Municipality will supply hardware and labour for the installation of the required Great Lakes Waterfront Trail signage on roads which are under the Municipality’s jurisdiction.

Background

The Waterfront Regeneration Trust (WRT), established as a Royal Commission in 1988, is a non-profit organization that has been coordinating the establishment of the Great Lakes Waterfront Trail (GLWT) which is a continuous route along the Canadian shoreline of the Great Lakes. Its founding Chair (and present Board of Directors member) is former Toronto Mayor and Federal Cabinet Minister David Crombie. More information regarding the WRT and the GLWT can be found on the following website: https://www.waterfronttrail.org/

The GLWT is promoted by the WRT and partners as a signature cycling tourist attraction for Ontario. It is also recognized as a popular fitness and active transportation amenity.

The GLWT expansion through Huron, Grey and Bruce Counties, and through Manitoulin Island to Espanola will connect 22 communities and First Nations
through some of Ontario’s most iconic geography via approximately 650 kilometers of signed cycling route (refer to Attachment 1). Further, this expansion will serve as a bridge between the GLWT, Lake Huron North Channel expansion and the remainder of the GLWT, connecting communities and trail users from Sault Ste. Marie to the Quebec border on the St. Lawrence. The GLWT serves a number of provincial policy priorities including: CycleON, as a foundational piece of the Province’s cycle network, the Great Lakes Strategy, Trails of Distinction Program, the Trails Strategy, and Tour by Bike.

The WRT has secured funding through the Ministry of Tourism, Culture and Sport to coordinate the implementation of this expansion and will secure funding to provide the faceplate for the inaugural installation of way finding signage along the route.

Participation in the GLWT does not require the construction of any new trails. The GLWT uses existing infrastructure including local, county and provincial roads and trail routes that follow as closely as reasonably possible to the shorelines of the Great Lakes, with the goal of connecting trail users to and celebrating communities and the scenic landscape around them. Over time, partners seize opportunities to fulfill the legacy goal of a dedicated trail as close to the water’s edge as ecologically feasible. The route would need to be consistently signed using the GLWT logo.

The WRT requests annual dues of $500 per participating municipality. However, a “one-window” approach is available where participating upper tier governments receive a discounted annual rate of $1,500. Grey County has approved funding of the annual dues in the amount of $1,500 per year which includes payment for the municipalities within Grey County that the trail network passes through. The County’s providing this one window approach reduces the annual dues per municipality.

For this fee, the WRT provides the following services and assistance to the County and its local municipalities:

- Extending their mapping program to Grey County, producing PDF-style maps and adding the route and select points of interest and local itineraries to their Google-based map system;
- Developing and maintaining content for the GLWT to promote the County and its communities, as well as connect GLWT users to County and Municipal websites;
- Extending the “State of the Trail” inventory to the County. This tool tracks planned, in-progress and completed capital progress across the GLWT and allows the WRT to present, to the senior governments, the level of investment and build a case for their investment;
• Launching the new Grey portion of the GLWT with a “Great Waterfront Trail Adventure” style event;
• Engaging Google.com in GLWT promotions. For example, using Google Trekker to photograph and enhance local Google Streetview coverage to include off-road sections of trail and My Maps to promote businesses and attractions;
• Connections to external agencies and partners such as the Canadian Automobile Association and Metrolinx, which are significantly increasing their promotion of cycle travel and tourism.

Analysis

The expansion of the Great Lakes Waterfront Trail through Grey County would allow each of the shoreline communities to be linked to 22 other counties and regions and 114 communities and First Nations along the Canadian Great Lakes Waterfront.

The trail allows participating communities to take advantage of the marketing, linkages and partnerships already established by the WRT to promote both local healthy, active lifestyles and cycle tourism, which is a rapidly expanding sector of the tourism market, all for a very small financial investment.

The costs associated with this project are minor. The WRT will secure funding for the inaugural sign faceplates themselves, however in all other municipalities along the route, the local municipalities have been responsible for supplying signage hardware and installing the signs themselves.

Presently, the WRT does not have a specific number of signs required, however signage, in both directions, would be needed before and after each turn, after major decision points, and approximately every 2.5km on straight sections of road in order to enhance user confidence. Existing signposts may be used where appropriate and legal in order to take advantage of existing infrastructure and reduce installation costs.

In the Fall of 2017, the WRT hosted a Leader’s Mobile Workshop during which a group of volunteers, tourism industry leaders and County and local municipal dignitaries and staff were invited to ride the route, using the contemporary draft of the expansion’s map as the sole wayfinding tool. The goal of this exercise was to both test the maps and identify the potential need for improvements along the GLWT. Results of this exercise were shared with County and local municipal staff.

Following the Mobile Workshop, the WRT will undertake a recommended signage audit, which will identify potential locations for wayfinding signage installation. Data from this audit will be made available to the County and
local municipalities in order to reduce local time investment and expedite the route implementation process.

Financial Impact

Staff would provide assistance with installing required signage that is determined through the Partnership with Grey County. Staff suggest that installation can be achieved through the Parks & Facility Services 2018 annual operations budget.

Grey County has approved the funding of the annual dues of $1,500 per year and full funding of the Annual dues will be the responsibility of the County of Grey.

Implications

This partnership will assist in promotion and providing active lifestyles and active transportation opportunities within the Municipality.

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: Enhance Strategic Partnerships

A. Work in partnership with Grey County to support and align with their economic development and tourism strategies.
B. Work with a range of community partners not limited to service clubs, not-for-profit organizations, healthcare providers and agencies, education providers, private businesses and tourism operators.

Consultation and Communications

Senior Management Team
Grey County Tourism
David Meyer, Waterfront Regeneration Trust

Conclusion

Staff recommend that the Municipality advise the Waterfront Regeneration Trust that it wishes to participate in the extension of the Great Lakes Waterfront Trail and further support the Grey County proposal to act as the "one-window" for the payment of annual dues to the Trust.
Staff also recognize that there is sufficient funds and staffing available for the Municipality to supply hardware and labour for the installation of the required Great Lakes Waterfront Trail signage on roads which are under the Municipality’s jurisdiction.

**Supporting Documentation**

Appendix 1 – Map of Great Lakes Waterfront Trail

Respectfully Submitted:

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

_________________________________
Prepared by:
Rod Willis, Manager, Parks & Facilities

_________________________________
Reviewed by:
Rob Armstrong, Acting CAO
The Corporation of the Municipality of Meaford
By-law Number 2018-48

Being a by-law to establish and regulate the Meaford & District Fire Department

Whereas, 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 11 (2) 8 of said Act permits municipalities to pass by-laws relating to the protection of persons and property; and

Whereas, Section 5 of the Fire Protection and Prevention Act, S.O. 1997, c.4 authorizes the Municipality to establish, maintain and operate a fire department for all or part of the Municipality; and

Whereas, Council of the Municipality of Meaford passed By-law 2018-39 to establish a Fire Service Standard Policy for the Municipality; and

Whereas, the existing Establishing and Regulating By-law of the Meaford & District Fire Department should be amended to reflect the requirements of the Fire Service Standard Policy; and

Whereas, Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to pass a by-law to establish and regulate the Meaford & District Fire Department.

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

1. Definitions
   
   1.1. **Approved** means approved by the Council of the Municipality of Meaford or staff under delegated authority;

   1.2. **Chief Administrative Officer** means the person appointed by Council to act as Chief Administrative Officer for the Corporation;

   1.3. **Corporation** means the Corporation of the Municipality of Meaford;

   1.4. **Council** means the Council of the Municipality of Meaford;
1.5. **Director** means the Director of the Corporation with responsibility for the provision of fire services;

1.6. **Fire Chief** means the person appointed by Council to act as the Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act;

1.7. **Fire Department** means the Meaford and District Fire Department;

1.8. **Firefighter** means a Fire Chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer firefighter;

1.9. **Fire Protection Services** includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services, and the delivery of all those services;

1.10. **Limited Services** means a variation of services significantly differentiating for the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote and/or island properties, private road ways, lanes, and drives;

1.11. **Member** means any persons employed in, or appointed to, a fire departments and assigned to undertakes fire protection services, and includes officers, full time, part time and volunteer firefighters;

1.12. **Volunteer Firefighter** means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training, or activity allowance.

2. **Department Established**

2.1. A fire department for the Municipality of Meaford to be known as the Meaford & District Fire Department is hereby established.

2.2. The Head of the Fire Department appointed by Council shall be known as the Fire Chief.

2.3. The Fire Department 'Vision, Mission and Values’ are as listed in Schedule A, attached hereto and forming part of this by-law.
3. **Structure**

3.1. The Fire Department shall be structured in accordance with the approved Organizational Chart, attached hereto as Schedule B and forming part of this by-law.

3.2. The Fire Chief is ultimately responsible to Council through the Department of Legislative & Protective Services, its Director, and the Chief Administrative Officer for the proper administration and operation of the Fire Department, including the delivery of fire protection services.

3.3. Firefighters of the Meaford Fire Department for the purposes of “WSIB” Workplace Safety Insurance Board shall be defined as volunteer firefighters.

3.4. In addition to the fire chief, a station commander, captain(s), lieutenant(s) and firefighter(s) shall be appointed by the fire chief based on the organizational chart included in Schedule B.

3.5. Persons appointed as members of the fire department to provide fire protection services shall be on probation for a period of 12 months, during which period they shall take such special training and examination as may be required by the fire chief.

3.6. If a probationary member appointed to provide fire protection services fails any such special training and examination, the fire chief may recommend dismissal and/or appropriate action.

3.7. Discipline, suspension, termination, probation, recruitment, retirement and promotion of members must be in conformity with the Municipality’s Human Resources Policy and Procedures, and the Fire Protection and Prevention Act.

4. **Duties and Responsibilities**

4.1. The fire chief is ultimately responsible to council, for proper administration and operation of the fire department including the delivery of fire protection services.

4.2. Each division of the fire department is the responsibility of the fire chief and is under the direction of the fire chief or a member designated by the fire chief. Designated members shall report to
the fire chief on divisions and activities under their supervision and shall carry out all orders of the fire chief.

5. **Policies and Procedures**

5.1. The fire chief shall implement all approved policies and shall develop such operating procedures and or guidelines, general orders and departmental rules as necessary to implement the approved policies and to ensure the appropriate care and protection of all fire department personnel and equipment.

5.2. The fire chief shall review periodically all policies, orders, rules, operating procedures and guidelines of the fire department and may establish an advisory committee consisting of such members of the fire department as the fire chief may determine from time to time to assist in these duties.

6. **Budget**

6.1. The fire chief shall draft an annual operating and capital budget for the fire department.

6.2. The draft budget shall be considered for approval by Council.

7. **Powers**

7.1. The fire chief shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the fire chief shall be empowered to authorize:

a) entering all lands and premises within the municipality where a fire is occurring or has occurred;

b) pulling down or demolishing any building or structure to prevent the spread of fire;

c) all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner;

d) recovery of expenses incurred by such necessary actions for the corporation in the manner provided through the
Municipal Act and the Fire Protection and Prevention Act; and

e) an origin and cause investigation for fires and to contact the Office of the Fire Marshal in the event the fire meets the thresholds outlined in the fire investigation Fire Marshal Directive.

8. Emergency Response Outside of Municipal Boundaries

8.1. The fire department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency:

a) that, in the opinion of the fire chief or designate of the fire department, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality;

b) in a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid;

c) on property with which an approved agreement has been entered into with any person or corporation to provide fire protection services;

d) at the discretion of the fire chief, to a municipality authorized to participate in any county, district or regional mutual aid plan(s) established by a municipal fire coordinator appointed by the fire marshal or any other similar reciprocal plan or program; and

e) on property beyond the municipal boundary where the fire chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the fire chief or designate.
9. **Level of Service**

9.1. The Meaford & District Fire Department shall provide such approved services as specified and listed in Schedule C, attached hereto and forming part of this by-law.

9.2. Due to the fire department’s reliance upon volunteer firefighters, the topographic and geographic configuration of the municipality, the level and amount of equipment at the department’s disposal, and other budgetary constraints, the services listed in Schedule C, although approved, may be provided as “limited services” as defined in Section 1.

9.3. The Municipality of Meaford accepts no liability for the delay or inability to supply the services set out in Schedule C due to the provision of its approved services as limited services or due to the existence of unsafe conditions encountered en-route, impeded access to property, and/or environmental factors/constraints.

9.4. Levels of service shall be evaluated annually by the fire chief and others as deemed necessary and utilizing but not limited to call data, fire investigation data, provincial fire loss data, statistical information, weather etc. to develop a risk assessment to aid in fire prevention and fire and life safety education.

10. **Other Matters**

10.1. This by-law shall be known as the "Meaford & District Fire Department Establishing and Regulating By-law".

10.2. In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

10.3. In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be ultra vires, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

10.4. By-law 2016-43 is hereby repealed.
10.5. 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 9th day of July, 2018.

________________________________________
Barb Clumpus, Mayor

________________________________________
Matthew Smith, Clerk
The Corporation of the Municipality of Meaford

By-law Number 2018-48

Schedule A – Mission Statement

Mission Statement

The Meaford & District Fire Department will provide fire suppression, rescue, fire safety inspection, fire code enforcement and public fire safety education to the residents and visitors of its coverage area. These services will be provided in accordance with departmental industry standards, guidelines, accepted practices and principles adopted and updated from time to time, keeping with current legislation. The Meaford & District Fire Department is dedicated to the residents, businesses, and visitors of the Municipality of Meaford to provide a safe community.

Primary Goals

The primary goal of the fire department is to provide fire protection and rescue services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fire, sudden medical emergencies, or exposure to dangerous conditions created by man or nature; second to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those municipalities which are provided fire protection by the Meaford Fire Department via authorized agreement.

Primary Objectives

In order to achieve the goal of fire department, the following objectives shall be met:

1. Identify and review the fire department services requirements of the municipality annually or as required through a risk assessment
2. Provide an administrative process consistent with the needs of the department and municipality
3. Ensure that firefighting equipment and operating personnel is available within the municipality to provide adequate response to a call within a reasonable length of time.
4. Provide departmental training, to an accepted standard, which will ensure the continuous up-grading of all personnel in the latest technique(s) of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to staff training and other programs.

5. Provide training and fire protection services while meeting the requirements where possible of Section 21 Guidance Notes, Occupational Health and Safety Act, Ministry of Labour and Ministry of the Environment and Climate Change.

6. Provide a maintenance program to ensure all fire protection apparatus, involving all equipment, is ready to respond to emergency calls.

7. Provide an effective Fire Prevention Program to:
   a. Ensure, inspection, that required fire protective equipment is installed and maintained within buildings;
   b. Reduce and/or eliminate fire hazards;
   c. Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statues, codes and regulations in respect to fire safety.

8. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs and other identified risk sectors through a risk assessment and other means.

9. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.

10. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies, related to the protection of life and property.

11. Interact with other municipal departments respecting the aspects of fire or any given programs.

12. Ensure these objectives are not in conflict with any other municipal department or policy.
The Corporation of the Municipality of Meaford

By-law Number 2018-48

Schedule B – Core Services

Emergency Response

1. Structural firefighting including limited internal rescue & fire attack in accordance with the fire department’s level of training, standard operating guidelines, Occupational Health and Safety Guidelines and the number and type of personnel and equipment available to the department and on each specific emergency response.

2. Emergency responses to water access properties including islands and to those properties accessed via private roads, private lanes or private driveways subject to the following limitations.

   a) Emergency Response to water access properties will be limited to safe travel and environmental conditions. Response times during acceptable safe conditions may range from twenty to forty-five minutes or longer;

   b) If in the opinion of the Fire Chief or designate unsafe environmental conditions exists no services shall be provided;

   c) Fire Department apparatus shall not enter onto frozen bodies of water (i.e. Lakes, rivers, streams) at any time;

   d) Emergency response to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, land or driveway including;

      i) the ability of such road, lane or driveway to support and accommodate fire department equipment, vehicles and apparatus; and

      ii) the failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, land or driveway to maintain such road, lane or driveway in a condition that is passable by fire department equipment, vehicles and apparatus.
3. Vehicle firefighting
4. Grass, brush firefighting
5. Marine firefighting – defensive and land based only
6. Basic medical assist with oxygen and defibrillation
7. Awareness level hazardous materials
8. Vehicle accidents
9. Vehicle extrication
10. Transportation incidents involving vehicles, trains, aircraft and watercraft
11. Review of Propane Facility RSMP “Risk and Safety Management Plans” as set out in Ontario Regulation 440/08
12. Fire investigations/origin and cause
13. Water and ice rescue - Technician Level
14. Rope rescue - Technician Level
15. Confined space rescue - Technician Level
16. Trench rescue – awareness only
17. Respond through mutual aid agreement(s)
18. Respond through automatic aid agreement(s)
19. Respond through fire protection agreement(s)
20. Participation in community emergency plan
21. Respond through fire protection agreements
22. Joint service agreements
23. E.M.S. assistance
24. Police assistance
25. Canadian Coast Guard assistance
26. Public assistance

27. Other agencies assistance

**Fire Prevention and Public Education**

Fire Prevention and Public Educations activities shall be provided in accordance with the Municipality of Meaford Fire Service Standard Policy, approved fire department Fire Prevention/Public Education and Smoke Alarm Programs and Fire Marshal Directives. Activities will include but are not limited to:

1. Fire Prevention
   a) Request
   b) Complaint
   c) Vulnerable Occupancy Inspections and Fire Drills
   d) Multi-Unit Residential
   e) AGCO Licensed Facilities
   f) Places of Assembly
   g) Hotels and Motels
   h) Child Care Facilities
   i) Schools
   j) Migrant Worker Bunkhouses
   k) 4th Canadian Division Training Centre

2. Public Education
   a) Smoke and carbon monoxide alarm door to door program
   b) Fire Prevention Week – Open House
   c) After the Fire
   d) Farm and Rural Fire Safety
e) Wood Burning Appliance Fire Safety
f) TAPP-C – Juvenile Fire Setter
g) Older Wiser
h) Learn not to Burn
i) What’s Cooking For Teens
j) Jr. Firefighter camp programs
k) Pre and School age programming
l) No Time to Spare
m) Emergency Management
n) Social Media and Direct Media
The Corporation of the Municipality of Meaford
By-law Number 2018-49

Being a by-law to Stop Up, Close, and declare no Municipal interest in lands known as Victor Street

Whereas, Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended (the "Act") grants a municipality the powers of a natural person;

Whereas, Subsection 11(3) of the Act authorizes a lower tier municipality to pass by-laws with respect to highways under its jurisdiction in accordance with Subsection 27(1) of the Act;

Whereas, Section 34 of the Act authorizes a municipality to permanently close a highway;

Whereas, the Council of the Corporation of the Municipality deems it expedient and necessary to stop up, permanently close and declare no interest in Victor Street within Registered Plan 400 of the Geographic Town of Meaford.

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

1. That the Municipality declares that it has no interest in owning or establishing Victor Street, as laid out within Registered Plan 400, as a public highway.

2. That Victor Street, Registered Plan 400 in the Geographic Town of Meaford, now in the Municipality of Meaford, is hereby stopped up and permanently closed.

3. That this by-law shall come into force and take effect upon the final passing thereof and registration in the Land Registry Office.

Read a first, second and third time and finally passed this 9th day of July, 2018.

Barb Clumpus, Mayor

Matthew Smith, Clerk
Date: Monday, July 09, 2018

From: Matt Smith, Clerk / Director of Legislative Services

Subject: Election Sign By-law

Report Addendum to LEG2018-21

Roll No. N/a

Recommendation

Be it resolved that By-law 2018-50, being a by-law to regulate election signs, be taken as read a first, second and third time and finally passed.

Background

Report LEG2018-21 was presented to Committee of the Whole on June 25, 2018. At that meeting, a number of issues were raised by members of Council, particularly relating to the placement of election signs on municipally-owned road allowances.

Since that time, staff have developed an alternative to the proposed prohibition, and are bringing forward an updated by-law for Council’s consideration.

Analysis

The updated by-law proposes to distinguish between the placement of election signs on road allowances in the settlement areas (small boulevards with sidewalks in some areas) and in rural areas (wide road allowances, with ditches). The provisions described below can be found in sections five and six in the proposed by-law.

Settlement Areas

Within the settlement areas of Annan, Bognor, Leith, Meaford and Woodford, staff recommend that the proposed restriction on election signs in the road allowance be maintained. In these areas, the non-travelled portion of the road allowance generally consists of a small grass boulevard and/or a sidewalk. Property lines are generally not obscured by fences or hedgerows.
In these areas, election signs placed on private property are clearly visible to traffic and pedestrians passing by. Placing signs on the boulevard or sidewalk has the potential to obscure lines of sight for vehicles and to impede municipal grass cutting that will take place during the campaign period. The areas where the restriction would be in place are included as Schedule 1 to the proposed by-law and are based on the areas defined as settlements in the Firearms and Fireworks by-law.

Rural Areas

In rural areas, the proposed by-law permits the erection of election signs on municipal road allowances, so as long as they are more than five metres from the edge of the travelled portion of the road. This ensures that signs are not placed on the shoulder of roads, and allows for grass cutting in areas that could restrict visibility and hide animal movement close to the road.

It is proposed that each candidate be permitted to erect signs at 50 metre intervals on municipal road allowances.

This approach is similar to that in effect on County Roads, where signs must be 8 metres from the edge of the paved portion of the road.

Financial Impact

There are no financial implications to the proposed by-law.

Implications

The amendments described in this report allow candidates to display signs on road allowances in rural areas, while ensuring that safety and municipal operations are not hindered.

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: Leading in Municipal Government  
Objective: Strengthen Accountability and Compliance

A. Evaluate all applicable legislation to ensure compliance.
Consultation and Communications

Council
Senior Management
Transportation, Planning & By-law Enforcement divisions

Conclusion

Staff recommend that Council enact the updated Elections Sign By-law.

Respectfully Submitted:

_________________________________
Matt Smith
Clerk / Director of Legislative Services

_________________________________
Reviewed by:
Rob Armstrong, Acting CAO
The Corporation of the Municipality of Meaford
By-law Number 2018-50

Being a by-law to regulate election signs in the Municipality of Meaford

Whereas, 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 9 of said Act provides municipalities with broad authority to legislate on matters related to the spheres of jurisdiction outlined in section 11; and

Whereas, Section 11(3) of said Act authorizes the Municipality to pass by-laws relating to structures, including fences and signs; and

Whereas, section 99 of said Act provides the rules which apply to a by-law of a municipality respecting advertising devices, including signs; and

Whereas, Section 425 of said Act establishes that any person who contravene any by-law of the Municipality passed under the Act is guilty of an offence; and

Whereas, Council of the Municipality of Meaford deems it expedient and necessary to enact rules regulating the erection of election signs in the Municipality of Meaford.

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

Part I – General

1.0 Interpretation

1.1 References to items in the plural include the singular, as applicable.

1.2 The words “include”, “including”, and “includes” are not to be read as limiting the phrases or descriptions that precede or follow them.

1.3 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.
1.4 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the by-law was enacted, as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.

2.0 Definitions

2.1 “Agent” means a person or an entity registered and authorized to act on behalf of a Candidate.

2.2 “Campaign Office” means a building or portion of a building which is used by a candidate or an agent of a candidate as part of an election campaign and where a candidate’s campaign staff are normally present and the public may enter to obtain information about the candidate.

2.3 “Candidate” means a person who is running or has expressed an intention to run in a municipal, provincial or federal election, and shall be deemed to include a person seeking to influence other persons to vote for or against any candidate or any question or by-law submitted to the electors under section 8 of the Municipal Election Act, 1996, as amended.

2.4 “Clerk” or “Returning Officer” shall mean the Clerk of the Municipality of Meaford or their designate.

2.5 “Election Sign” means any sign advertising or promoting the election of a political party or a candidate for public office in a federal, provincial or municipal election. Such signs are intended to influence persons to vote for or against any candidate or any question or by-law submitted to the electors under section 8 of the Municipal Elections Act, 1996, as amended.

2.6 “Help Centre” means a location at which the Municipality of Meaford provides election services to voters, including but not limited to additions to the voters list and providing facilities at which an elector may cast an electronic ballot.

2.7 “Highway” means a common and public walkway, lane, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and pedestrians and includes the
untraveled portion of a road allowance.

2.8 “Municipality” means the Corporation of the Municipality of Meaford or the geographic area of the Municipality of Meaford as context dictates.

2.9 “Officer” means a Municipal Law Enforcement Officer as appointed by the Council of the Corporation of the Municipality of Meaford, or an OPP Officer, or a Provincial Offences Officer or other duly appointed individual.

2.10 “Official Sign” means a sign placed by the Municipality of Meaford to control and regulate the movement of vehicles and pedestrians, signs posted by the Municipality under the provisions of the sign by-law in force and effect, including a sign approved by the Ministry of Transportation Ontario and signs described in the Highway Traffic Act, and signs posted by the Municipality regarding election participation and help centres.

2.11 “Premises” includes the parking lot, adjoining fences, and road allowances of a property.

2.12 “Public Property” means property owned by or under the control of the Municipality of Meaford, County of Grey or any of their agencies or boards, including highways, boulevards, and road allowances. Public Property shall be deemed to include public utility facilities, regardless of whether the poles are owned by or under the control on the Municipality, and shall also include buses, benches, municipal garbage containers or other structures located on a highway regardless of whether benches, containers or structures are owned by the Municipality. Property owned by the Municipality and leased to another person or entity shall not be deemed to be public property.

2.13 “Public Utility Facility” means a pole, transformer box, service container, equipment or other such structure, owned or controlled by an entity which provides a municipal or public utility services including, but not limited to, the Municipality, Bell Canada, Hydro One, Rogers, Union Gas, and any subsidiaries thereof.

2.14 “Road Allowance” means lands reserved by the government to be used for public roads.
2.15 “Registered Third Party Advertiser” means any person or entity, including but not limited to a corporation or trade union, who is not a registered candidate, political party or constituency association who incurs expenses with respect to:

a) A question, law or by-law submitted to the electors;

b) An issue associated with a person or political party participating in an election; or

c) A candidate or political party participating in an election under the Canada Elections Act, the Elections Act, or the Municipal Elections Act.

2.16 “Roving Help Centre” means a Help Centre that moves from place to place to ensure that certain populations have the opportunity to vote. Locations may include, but are not limited to, hospitals, nursing homes, and multi-residential property.

2.17 “Sign Height” means the vertical distance measured from the highest point of the sign to grade, and includes any support structure.

2.18 “Travelled Portion of the Roadway” means the portion of a roadway for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

2.19 “Vehicle” means any means of transportation propelled or driven by any kind of power, including muscular power, and includes trailers intended to be drawn, propelled or moved by a vehicle.

2.20 “Voting Place” means the entire property and all the boundaries associated with it where the electorate can attend and cast their vote. When the voting place is located on private premises, it shall include all common elements of the premises.

Part II – Restrictions

3.0 General Provisions

3.1 No candidate, candidate’s agent, registered third party advertiser or any other person shall affix, erect or otherwise display an election sign except as permitted by this By-law.

3.2 No candidate, candidate’s agent, registered third party
advertiser or any other person shall affix, erect or otherwise display an election sign, or permit an election sign to be affixed, erected or otherwise displayed:

a) On or overhanging public property, including a municipal park or a facility that is owned or operated by the Municipality, except as defined in Section 6 of this by-law;

b) On a utility pole or light standards or other public utility facility;

c) On any official sign or official sign structure;

d) On a tree, stone or other natural object, or on a boundary fence or safety rail;

e) On a median, centre boulevard, or traffic island;

f) By tacking, pasting, or otherwise affixing any election sign to the walls of a building, shed, fence or structure, where the sign is visible from the street.

g) In a location which would, by reason of size, location, or illumination, obstruct the vision of drivers or pedestrians, or obstruct or detract from the visibility or effectiveness of any traffic sign or control device on public streets and roads, or which are located in a sight triangle;

h) In a location where the election sign obstructs or impedes any required fire escape, fire exit, fire route, door, window, etc., or so as to prevent or impede access of firefighters to any part of a building;

i) In a location where the election sign constitutes a danger or hazard to the general public;

j) Within 3 metres of a fire hydrant;

k) Which includes electronic display that incorporates in any manner any flashing, moving illumination or animation which varies in intensity or which varies in colour, and signs which have any visible moving parts or visible mechanical movement of any description;

l) Which makes use of words such as “Stop”, “Look”, “One
Way”, “Danger”, “Yield”, or any similar words, phrases, symbols, or characters in such manner as to tend to interfere with, mislead, or confuse traffic;

m) On the property of a voting place or help centre, including on the front façade of said voting place or help centre;

n) On or within a vehicle parked within 50 metres of a voting place or help centre.

3.3 The candidate or registered third party advertiser to whom the election sign relates shall be responsible for the erection, maintenance or display of the election sign and shall ensure that all the requirements of this By-law have been met.

3.4 No person shall pull down or remove a lawfully erected election sign on private property without the consent of the candidate or registered third party advertiser to whom the sign relates, or the owner of the property on which the sign is erected.

3.5 No person shall deface or willfully cause damage to a lawfully erected election sign.

3.6 No person shall place an election sign is such a position that such sign would contravene any other applicable legislation.

3.7 No person shall display on any election sign a logo, trademark or official mark, in whole or in part, owned or licenced by the Municipality.

4.0 Timing

4.1 No candidate or registered third party advertiser shall erect or display, or cause to be erected or displayed, an election sign prior to the date which is sixty (60) days before the date fixed for the election.

4.2 All candidates and registered third party advertisers shall remove, or cause to be removed, all election signs within five (5) days of the date of the election.

5.0 Election Signs on Road Allowances – Settlement Areas

5.1 No candidate or registered third party advertiser shall erect or display, or cause to be erected or displayed, an election sign on
the road allowance, boulevard, or sidewalk within a settlement area.

5.2 Settlement areas shall be defined as those areas shown in Schedule A, attached hereto and forming part of this by-law.

6.0 Election Signs on Road Allowances – Rural Areas

6.1 Notwithstanding Section 3.2 (a), election signs may be erected or displayed on road allowances in areas outside the settlement areas defined in Schedule A, where:

a) The election sign is set back at least 5.0 metres from the travelled portion of the road;

b) The election sign does not exceed 1.5 square metres in area;

c) The election sign is no higher than 2.0 metres above ground level, save and except signs on billboards, and signs displayed indoors

d) The election sign does not interfere with the safe operation of vehicular traffic or with the safety of pedestrians.

6.2 Election signs shall not be located within 7.5 metres of an intersection of streets.

6.3 No more than one (1) election signs per candidate per 50 metres of road allowance are permitted.

6.4 Election signs that are placed in a "V" formation must not utilize a common post or touch in any fashion. Signs placed in this formation shall be considered to be two signs.

6.5 The use of any otherwise approved sign structure, illuminated poster panel or mobile sign for election purposes is not permitted on any road allowance.

7.0 Election Signs on Private Property

7.1 Election signs may be erected or displayed on private property where:

a) The property owner or tenant has provided consent for the
erection of an election sign;

b) The election sign does not exceed 1.5 square metres in area;

c) The election sign is no higher than 2.0 metres above ground level, save and except signs on billboards, and signs displayed indoors

d) The election sign is set back 3.0 metres from all property lines;

e) The election sign does not interfere with the safe operation of vehicular traffic or with the safety of pedestrians.

7.2 Election signs shall not be located within 7.5 metres of an intersection of streets

7.3 Election signs that are placed in a “V” formation must not utilize a common post or touch in any fashion. Signs placed in this formation shall be considered to be two signs.

7.4 No more than one (1) election signs per candidate per street frontage are permitted on any one property.

7.5 The use of any otherwise approved sign structure, illuminated poster panel or mobile sign for election purposes shall be governed by the Municipality’s Sign By-law.

7.6 An election sign may be installed on a billboard, providing the billboard structure has been installed under the authority of a permit issued by the Municipality.

7.7 Billboard signs shall not be subject to the size limitation listed in section 5.1 (d) of this by-law.

Part III – Enforcement

8.0 Violations and Removal of Unlawful Election Signs

8.1 When, in the opinion of the Returning Officer or a Municipal Law Enforcement Officer, a violation of the by-law exists, a verbal or written notice may be issued to the candidate, agent or third party advertiser. The notice shall state the nature of the violation and provide a period of time to correct the alleged violation.
8.2 Where notice of an election sign affixed, erected, or otherwise displayed in contravention of any provision of this by-law has been provided and the notice has not been complied with, an Officer, or any other individual designated by the Clerk, may cause the sign to be removed immediately without further notice to the owner or apparent owner, and/or to take any further action as provided for within this by-law.

8.3 The Municipality reserves the right of remove, without notice to any person including the candidate, any election sign which is deemed to be a hazard to the travelling public or to any other person, regardless of its compliance with the remainder of this by-law.

9.0 Notice of Removal, Storage and Disposal

9.1 Where the Municipality removes an election sign due to non-compliance with this by-law, a notice shall be forwarded to the candidate, agent or registered third party advertiser indicating that the illegal sign has been removed by the Municipality and will be stored and disposed of in accordance with section 7.5 of this by-law.

9.2 Said notice shall indicate that the sign may be reclaimed by the candidate, agent or registered third party advertiser within the time period prescribed and upon payment of the appropriate fee.

9.3 Where a sign has been removed and notice provided as set out in Section 7.2, the candidate, agent or registered third party advertiser shall submit payment of all fees associated with the removal, storage and disposal of each sign as set out on the Notice within 30 days of receipt.

9.4 All fees associated with the removal of an election sign according to the provisions of section 6.2 shall include a minimum $50.00 administrative surcharge, plus all applicable costs to remove and store the sign.

9.5 All costs and charges incurred by the Municipality for the removal, care and storage of a sign that is erected or displayed in contravention of this by-law shall be considered a lien on the advertising device.

9.6 Where a sign has been removed by the Municipality and stored
for a period of thirty days and the sign has not been redeemed, the sign may be forthwith destroyed or otherwise disposed of with no further notification to the owner of such sign.

10.0 Enforcement

10.1 An Officer shall enforce the provision of this by-law.

10.2 No person shall obstruct, hinder, or otherwise interfere with a duly appointed Officer exercising any power, authority, or performing a duty as permitted under the provisions of this by-law.

11.0 Penalty

11.1 Every person who contravenes any provisions of the By-law is guilty of an offence under the provisions of the Provincial Offences Act, R.S.O. 1990, c.P-33 as amended, and is liable on conviction to a fine not exceeding $5,000, exclusive of costs, subject to the provisions of the Provincial Offences Act.

11.2 Every director and/or officer of a corporation who concurs in any contravention of a provision of this By-law is guilty of an offence under the provisions of the Provincial Offences Act, R.S.O. 1990, c.P-33 as amended, and is liable on conviction to a fine not exceeding $5,000, exclusive of costs, subject to the provisions of the Provincial Offences Act.

Part IV – Other Matters

12.0 Liability

12.1 The provisions of this by-law shall not be construed as relieving or limiting the responsibility of any person erecting or owning any sign for personal injury or property damage resulting from the placing of such signs or resulting for the negligence or willful acts of such person, or their agents or employees, in the construction, erection, maintenance, repair or removal of any such signs.

12.2 The provisions of this section shall not be construed as imposing on the Corporation of the Municipality of Meaford, its officers, employees, servants, agents and contractors any responsibility or liability whatsoever by reason of the removal of any sign.
13.0 Conflict with any Other By-law

13.1 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

14.0 Validity

14.1 In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be ultra vires, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

15.0 Repeal

15.1 Section 6 of By-law 2014-22, known as the “Sign By-law”, is hereby repealed.

16.0 Short Title

16.1 This by-law shall be known as the “Election Sign By-law”.

17.0 Effective Date

17.1 This by-law shall come into force and take effect upon passing.

Read a first, second and third time and finally passed this 9th day of July, 2018.

Barb Clumpus, Mayor

Matthew Smith, Clerk
The Corporation of the Municipality of Meaford

By-law Number 2018-50

Schedule A – Settlement Areas

Annan & Leith

Bognor
Date Monday, July 09, 2018

From Robert Armstrong, Acting Chief Administrative Officer

Subject Position Vacancy, Full time Municipal Law Enforcement Officer, Protective Services Division

Report No. CAO2018-05 Roll No. N/a

Recommendation

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

1. Direct staff to proceed with the recruitment of a full time MLEO 1 in the Legislative & Protective Services division; and
2. Enact a by-law to appoint temporary municipal law enforcement officer(s) for the purposes of summer park patrol.

Background

Council passed the following motion on February 9, 2015:

Moved by: Councillor Keaveney
Seconded by: Councillor Bell

That Council of the Municipality of Meaford approve a freeze on any new hires involving a full-time position and that the CAO be directed to bring forward pertinent rationale for filling the vacancy should a position become permanently vacant; and further that the current vacancy involving the Deputy Fire Chief/Fire Prevention Officer is exempt from the freeze.

On June 21, the Director of Legislative & Protective Services was advised of the departure of the existing Municipal Law Enforcement Officer, effective July 5, 2018. In accordance with the Council Resolution a report is required with the pertinent rationale to fill this position.
Analysis

On July 24, 2018, Council passed resolution 20-01-2017, following the receipt of SDR-40 Municipal Law Enforcement and Animal Control. That resolution included the following:

That Council of the Municipality of Meaford:

6. Adopt Option 2, the maintenance of current enforcement levels, and approve the recruitment of a full-time, permanent MLEO 1 from January 1, 2018 to replace the existing contract position and include the associated costs in the 2018 operating budget.

The Municipal Law Enforcement Officer (MLEO 1) provides parking and animal control enforcement for the Municipality, performs Park Warden duties throughout the summer months, and enforces other by-laws in conjunction with the Manager, Municipal Enforcement.

As was discussed at length in the service delivery review report, this position is vital to the ongoing and effective enforcement of municipal by-laws, and the provision of a high level of customer services to residents and visitors to the Municipality. Staff recommend that the vacancy be filled immediately on a permanent basis, with no changes to the existing scope of duties.

The posting process to fill the vacancy should be commenced immediately. It is anticipated that the Municipal Law Enforcement Officer would be in place by mid-September 2018.

Interim Arrangements

To ensure that municipal enforcement services such as park warden duties are not interrupted during the recruitment process, qualified casual staff will be recruited on a part-time basis to perform specific duties. In order for these temporary staff to properly enforce municipal by-laws, an appointment by-law will be required.

Financial Impact

The 2018 tax supported operating budget includes this full time position of Municipal Law Enforcement Officer.
Implications

Should the position not be filled, municipal enforcement of parking, animal licensing and long grass by-laws will cease. Municipal parks, including Memorial Park, will not be patrolled through the summer months.

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: Leading in Municipal Government
Objective: Drive Continuous Improvement

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

Consultation and Communications

Director of Legislative & Protective Services
Manager, Municipal Law Enforcement
Senior staff and HR Coordinator.

Conclusion

The position of Municipal Law Enforcement Officer will become vacant on July 5, 2018.

The existing full time staffing complement is needed to provide a full range of municipal enforcement activities in accordance with the by-laws passed by Council.

Supporting Documentation

Appendix 1 – Job Description – Municipal Law Enforcement Officer

Respectfully Submitted:

_________________________________
Robert Armstrong, Acting CAO
Job Title: Municipal Law Enforcement Officer
Department: Legislative & Protective Services
Reports To: Manager, Municipal Law Enforcement
Directly Supervises: N/A
Indirectly Supervises: N/A
Hours per Week: 35
Budget Accountability: N/A
Date Last Reviewed: June 2018

Role Summary
Responsible for public education, promotion and enforcement of regulatory by-laws within the municipality, including performing all statutory and operational requirements of a Provincial Offences Officer as set out in the Provincial Offences Act and other applicable legislation.

Role Specific Duties and Responsibilities

Parking Enforcement:
1. Patrols assigned areas on a regular basis to monitor compliance with the Municipality’s parking control by-laws, and identify infractions and issue Parking Infraction Notices as appropriate.
2. Maintains accurate records of Parking Infraction Notices and completes the necessary paperwork including detailed evidence reports required for Court procedures under the relevant sections of the Provincial Offences Act.
3. Maintains the Municipality’s enforcement database by entering infraction notices, preparing the required Notices/Certificates, and other required documentation.
4. Attends and presents evidence in Court, as required.

Animal Control:
5. Performs animal control duties including, but not limited to, investigating animal complaints to ensure compliance with the Animal Control By-law, including patrolling, capturing, containing and impounding of dogs, transporting lost animals to the municipal pound, and contacting owners.
6. Administers the Municipality’s Dog and Kennel Licencing program, including producing reminder letters, conducting inspections and follow-up visits, and issuing tickets for non-compliance where appropriate.

Other By-law Enforcement:
7. Enforces portions of the zoning, sign, licencing and other regulatory by-laws, as assigned by the Manager, Municipal Enforcement.
8. Performs Park Warden duties throughout the summer months, monitoring Municipal parks and facilities for the enforcement of municipal by-law, issuing tickets where necessary.
9. Responds to general by-law inquiries/complaints and resolves/refers as appropriate.

Administration:
10. Receives and responds to calls, messages and e-mails from members of the public regarding by-law complaints.
11. Assigns occurrence numbers and create electronic files for complaints.
12. Working within guidelines provided, classifies and prioritizes occurrences.
13. Refers occurrences to the Manager, Municipal Enforcement or other agencies as necessary.
14. Maintains excellent written notes and ensures occurrence files are kept up-to-date.

**General Duties and Accountabilities (All Municipal Roles)**

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Contributes to work unit goals/objectives; looks for daily opportunities to highlight the connection between service unit/corporate goals and day-to-day activities.
3. Clearly, concisely and actively communicates in a timely manner using effective communication tools and approaches.
4. Participates fully in a team environment which fosters and develops effective working relationships and high performance; supports the performance management process, including the creation of development plans to build own core competencies and personal effectiveness.
5. Works within the unit and across the organization to support a learning culture within the Municipality and one that embraces change, innovation, new trends and industry developments.
7. Provides a high standard of customer service while responding to enquires and resolving complaints from the public, staff, and Council.
8. Perform other duties as may be assigned in accordance with department and corporate objectives.

**Required Certifications and/or Health and Safety Requirements**

- N/A
Education, Skills and Experience

1. Post-secondary education in law enforcement, law and security, animal control, or police foundations and/or training through the Municipal Law Enforcement Association or Ontario Association of Property Standards Officers.

2. Minimum one (1) year of previous experience in a related enforcement capacity.

3. Working knowledge of the Provincial Offences Act, with practical experience initiating legal proceedings and issuing provincial offences notices (tickets) or orders.

4. Knowledge of applicable legislation and processes related to municipal enforcement and investigation.

5. Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature, and to maintain confidentiality.

6. Strong interpersonal, analytical, organizational, and time management skills.

7. Excellent written and verbal communication skills.

8. Thorough working knowledge of Microsoft Windows and Office applications, and experience with enforcement database systems.

9. Valid Class “G” Driver’s License and Driver’s Abstract in good standing.

10. Ability to deal effectively and courteously in all aspects of the position; and to champion the corporate mission and values.

Physical Demands and Working Conditions

- Physical demands require visual concentration, moderate standing, walking and climbing, sitting, computer usage, and occasionally lifting small animals.

- Working conditions vary between a standard office environment to an outdoor environment with exposure to weeds, animals, unsafe building/property conditions, contagions, and inclement weather conditions. May also be subject to written and verbal criticism/abuse/threats.

- Normal hours of work are 35 hours per week, including evening and weekend work.

Contacts and Interactions

- Incumbent communicates regularly with municipal staff, contractors, suppliers, consultants, government agencies, regulatory bodies, stakeholders, and members of the public.
Review and Approval

Current Incumbent:
Date: Click here to enter a date.

Direct Supervisor
Date: Click here to enter a date.

Human Resources:
Date: Click here to enter a date.
Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to:

1. Grant conditional Site Plan Approval for the development of a 425m$^2$ commercial building on those lands described as Plan 309, Part Lot 1578 based on the following:
   a. The provision of updated plans & drawings, to the satisfaction of the Municipality, addressing the Staff review comments included within DES2018-41;
   b. Execution of a Site Plan Agreement detailing the terms and conditions to which the property will be developed;
2. Authorize the execution of a Site Plan Agreement for the development of a 425m$^2$ commercial building on those lands described as Plan 309, Part Lot 1578.

Background

A Site Plan Amendment Application has been received from the Owners of Part of Lot 1578, Plan 309, in the former Town of Meaford (Helen at Sykes St). The application proposes the construction of a 425m$^2$ (4575ft$^2$) single storey, commercial building on-site. The building is proposed to house a plant-based ‘Cheese Shop’ comprised of a custom workshop (small-scale production) use, office and retail space. The Site Plan and Lot Grading Plan submitted with the application are included as Appendix 1 & 2 to this report and reflect the proposed construction as well as the siting of associated parking and loading facilities on-site.
The property is zoned C2 (Highway Commercial) and surrounding land uses include Helen Street to the north, Sykes Street to the east, the Meaford Bowling Alley to the west and a multi-unit self-storage facility to the south.

Analysis

The Site & Lot Grading Plans have been reviewed by Planning, Environmental Services and Transportation Services staff and have been found to be generally acceptable and compliant, though requiring clarification on a few matters.

Staff are of the opinion that the matters identified via staff review can easily be addressed within minor revision to the submitted plans/drawings and recommend that the Committee of the Whole recommend Council enact a by-law to grant conditional site plan approval and authorize execution of a related Site Plan Agreement. The related by-law and Agreement will be reserved until such time that the staff review comments have been satisfactorily addressed and will then be presented to Council, alongside the final plans.

The staff review comments provided to the applicant are as follows:

General:
- Urban and rural entrances shall conform to the respective OPSD.
- All access driveways shall be located a minimum of 1.5 meters from utility poles, hydro transformers, catch basins, hydrants, watermain valves, Bell manholes, Bell and Cable T.V. junction boxes, water service valve boxes, side lot lines and other driveways.
- Surface course to be hot mix asphalt 50mm
- Scale of drawing is 1:250 as such intervals of grading should be 20m on ditches, inverts, and swales.
- Servicing is not reflected on the plans submitted – the sizing/servicing needs should be identified and the proposed installations should be illustrated on the plan. A detailed costing must be provided for off-site works such that it can be incorporated within the Site Plan Agreement for the purpose of calculating securities.
- It should be ensured that the Sewer Use By-law is satisfied, in particular with respect to Biological Oxygen Demand and Total Suspended Solids, to ensure no pre-treatment on-site is needed.

To Be Confirmed/Clarified:
- Parking space and aisle dimensions have not been provided on either the site plan or grading plan. Our minimum space dimension is 2.7m wide X 5.8m long. Staff have scaled dimensions from the drawings and see that overall space is available to accommodate parking spaces of these sizes, however it appears that the spaces shown may be shorter
than the by-law would require. Please add dimensions to the plan to illustrate that the parking and aisle standards are met.

- Regarding Barrier Free Spaces, both Operations and Planning staff would require that you please confirm and illustrate on the plan the number and Type of spaces to be provided. Planning staff understand that per the regulations 4% of the required 16 parking spaces are required to be barrier free (i.e. 1 space). Being a sole space on-site, this space must be a Type A space (3.4m wide, with a 1.5m aisle alongside of it). Please ensure that the site plan also reflects placement of the necessary signage per the AODA Regulations.

- The proposed entrance appears to have a width of 7.5m on the drawing, please confirm.

- A Hydro pole is located in close proximity to the entrance. Is the pole intended to remain or will it be relocated?

- What is the intended offset to property line from edge of driveway entrance including flare and/or radius?

- Will asphalt thickness increase in location of delivery isle and garbage containers?

- Ensure direction of drainage is to the proposed V-Ditch located on Helen Street and not directly on to traveled portion of Helen Street.

- Side yard V-Ditch (swale) proposed at 0.5%, side yard swales shall be designed with 1% minimum to 5% grades depending on flow and shall generally be 2% where possible.

- Parking area appears to be out-letting sheet flow to the north-east corner. What erosion control measures are proposed in significant rain fall events to protect not only private but public property?

- Accessible parking spaces appear to have a gradient of 4% - Staff would suggest some research into best practices of a 1:50 or 2% maximum.

- Confirm Accessible Parking spaces (#, Type)

- Illustrate locations of planned snow storage on-site.

**Financial Impact**

The Site Plan Agreement will include provision for financial securities to be submitted to and held by the Municipality until completion of the works.

**Implications**

Approval of the proposed by-law and Agreement will facilitate the proposed development on-site, with securities being held to secure grading/drainage and general site works in accordance with Plans submitted and approved.
Strategic Priorities

This report generally 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.

Consultation and Communications

The relevant Municipal Departments have been provided an opportunity to review the related plans. The plans have also been circulated to the County of Grey Planning & Development department for review. The County has provided comments in response to the circulation. These comments request notice of decision on the file, but identify no concerns with the application.

Staff review comments have been included under the ‘Analysis’ section of this report.

Conclusion

Staff recommend conditional Site Plan Approval (subject to staff review comments being satisfactorily addressed) as well as the passing of a Site Plan Agreement for the proposed development.

Supporting Documentation

Appendix 1 – Site Plan
Appendix 2 – Lot Grading Plan

Respectfully Submitted:

______________________________
Robert Armstrong, RPP
Acting CAO / Director of Development and Environmental Services

______________________________
Prepared by:
Liz Buckton, RPP, Senior Planner
Date: Monday, July 09, 2018

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 replacement of Bridge 043.

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, which was allocated to the Collingwood St. E. infrastructure replacement program, with base funding of $449,983 being provided in 2019 and $458,173 in 2020.

The OCIF Formula based program is based on the “topping-up” of the Municipality’s combined 2019 and 2020 funding, which is $908,156, to a maximum of $2,000,000. Therefore, the Municipality is eligible to apply for funding up to $1,091,844, 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. Projects with multiple components will be assessed on the basis of their primary project type (e.g., a project deemed to be a wastewater project will only be assessed on the basis of its wastewater aspects). 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**

Road infrastructure projects will be assessed for safety in terms of collisions and the reduction of collisions or collision severity associated with the project. This could be assessed through collision history, traffic volumes and Collision Modification Factor or Operational Performance Function depending on the project and information available.

**Bridge projects**

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 a Municipal Structure Inspection...
Form with adequate photos showing defect or deterioration is a requirement for all bridge projects. In addition, any critical structural features, such as hold down anchors that are not visible for inspection, drop-in spans etc. will be included in the assessment of the project.

Water projects

Human health and/or safety issues (including continuity of service) related to water systems will be assessed within the framework of the standards, policies and requirements of the Ministry of the Environment and Climate Change. The following aspects that may potentially pose a threat to public health and/or safety, and their critical and imminent levels will be assessed:

- failure of meeting the requirements of health related parameters in the Ontario Drinking Water Quality Standards (ODWS), or future standards the Ministry could implement;
- an issued public health advisory, a Provincial Order, or regulatory relief related to the regulatory requirement of a drinking water system;
- low pressure experienced in the distribution system under normal conditions; structural failure (including watermain breaks);
- failure of meeting any Ministry policy, operational or design requirements of a drinking water system.

Wastewater projects

Human health and/or safety issues (including continuity of service) related to wastewater systems will be assessed within the framework of the standards, policies and requirements of the Ministry of the Environment and Climate Change. The following aspects that may pose a threat to public health and/or safety and/or environmental protection will be assessed, along with their relative scale, severity and likelihood:

- discharge into the environment or exposure to raw or partially treated sewage;
- meeting applicable ministry standards, legal requirements or plans related to discharges to the environment;
- disruption or failure of wastewater system (sewer system and/or treatment facility) servicing to the community;
- alleviation of threats to community drinking water sources;
- reduction in loadings of phosphorus (Lake Erie watershed only).

Note: Projects to extend water and wastewater services into un-serviced or partially-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 the 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 responsible for the management of the Municipality’s core infrastructure 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 have selected the replacement of Bridge 043, located on the 7th Line south of Sideroad 10, as shown on the
This structure, over East Minniehill Creek, consists of a single span, concrete rigid frame structure with a total length of 9.9 metres, width of 7.0 metres, and span of 6.2 metres. The structure provides a 7.0 metre wide driving platform between barriers. The structure was extended by 2.8 metres on the west side in 1995. A load limit on the structure of 15 tonnes was placed on the structure in 2017 as per the recommendation of the Municipality’s contracted structural engineer.

Due to the condition of the bridge and the current load limit, the structure is beyond the point of rehabilitation and must be replaced or rationalized for potential disposal. The structure is located on a Class 4 road with approximately 700 cars travelling over the structure each day. The 7th Line, including this structure, is a significant travel route for the agricultural community to transport their harvest from the western side of the former St. Vincent Township to the CollWest grain elevator operation on Grey Road 7. Based on the traffic across this road daily, and the lack of suitable alternative routes around the area, the bridge must be replaced.

**Financial Impact**

The Bridge 043 Replacement project cost is forecasted at $1,472,000 and is included in the 2020 Capital Budget forecast. The Municipality will submit an application for the maximum eligibility value of $1,091,844 representing 74% of the forecasted budget. The remaining $380,156 will be funded from the 2019 and 2020 Tax Supported Capital Budgets.

Understanding that the Municipality does not anticipate a response from the Province until 2019 and there is no guarantee of success for this application, the 2019 Capital Budget Sheet for this project will be completed assuming that the Municipality will continue to be 100% responsible for funding this project. 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**

As identified in the 2016 State of the Infrastructure Reports for Municipal Bridges and Culverts, the failure to fund an adequate bridge and culvert maintenance, replacement, rehabilitation program or rationalization strategies, risks further deterioration to these assets and emergency or
permanent closures. The deterioration of these structures results in the Municipality’s inability to provide service with these assets and leads to increased maintenance and reconstruction costs.

The OCIF top-up funding application will look to leverage the funding received from this project towards the replacement of Bridge 043 to be utilized towards funding the bridge and culvert program.

**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

**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.

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

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

**Consultation and Communications**

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 replacement of Bridge 043.

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:
Rob Armstrong, Acting CAO
Appendix A - Location Map
Bridge 043 Replacement
Municipality of Meaford

Legend
- Bridge-043
Surface Type
- Asphalt
- Surface Treatment
- Granular

Description: Coloured road segments show the road surface type surrounding Bridge 043 Replacement Project. Coloured Circle indicates the location of Bridge 043.

The information contained herein is provided by Planning and Transportation Services. This map is for illustrative purposes only. Do not rely on the map as a precise indicator of routes, features, or for surveying purposes. May contain cartographic errors or omissions. An accessible format of this document is available upon request.
Date: Monday, July 09, 2018
From: Darcy Chapman, Treasurer / Director of Financial Services and Infrastructure Management
Subject: Bridge & Structure Maintenance Program
Report No. FIM2018-38

Recommendation

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

1. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $140,000 from the Bridges & Culverts operating budget to the Bridges & Structures Reserve Fund; and
2. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer up to $140,000 from the Bridges & Structures Reserve Fund for the delegated authority award of the Guiderail Rehabilitation project for a maximum cost of $150,000.

Background

The 2018 operating budget and 2019 forecast includes $275,000 in each year for contracted services within the Transportation Services - Bridges & Culverts budget. The intention of the funds are to be used to complete bridge and structure maintenance items as identified in the Ontario Structures Inspection Manual (OSIM) reports which staff have been either unable to attend to due to work load or where the Municipality does not own the required equipment.

Many of the structures require basic vegetation removal, tree and brush removal and bridge structure/deck cleaning. A tender was released in early May 2018 to complete the above mentioned works on 25 structures (Appendix 1). Staff awarded a contract through delegated authority to complete the contract at a cost of $26,137.

Further maintenance works are required on various structures including scour protection at outlets, securing loose railings and anchor bolt
replacements on railings, installation of signage, repairing mortar, providing erosion control measures on embankments, patching concrete, etc. A tender for various works on up to 17 bridges with a budgeted amount of $110,000 will be issued in July.

The remaining $140,000 is earmarked for guiderail and safety feature deficiencies as highlighted in the OSIM reports.

Analysis

Staff engaged in discussions with The Ainley Group who completed the OSIM inspections to identify bridge locations that were of higher priority for guiderail deficiencies. Seven bridges were highlighted as follows and are illustrated on a map in Appendix 2:

- BR 008 – Fettes Bridge
- BR 009 – Struyk’s Bridge
- BR 011 – Waterton Bridge
- BR 013 – Reid’s Bridge
- BR 014 – Thomson Bridge
- BR 016 – 5th Line Bridge
- BR 018 – Medley’s Bridge

Upon further review by staff through in-field verifications, it was determined that although the OSIM reports suggested the required works could be completed as maintenance, the guiderail systems overall were deficient to the point that complete replacement was more cost effective and provided longer operational lifecycles.

Expenditures are considered to be capital in nature when they exceed $5,000 in cost, are new purchases or extend the life of an asset and have a useful life of more than 18 months. In the case of the proposed guiderail works, the existing assets would either be completely replaced or undergo extensive refurbishment meaning they would not qualify as an operational expense and are required to be capitalized and depreciated annually.

Given the work needs to be completed as determined through the OSIM reports and further verification by Ainley’s and staff, the current plan should still be completed. In order to complete the works, and remain in compliance with the Municipal Act and Generally Accepted Accounting Principles (GAAP), Council would need to provide direction to transfer funds from the operating budget to a reserve fund which could then be used to cover the cost of the expense.
Financial Impact

The total cost of the works are already included in the 2018 taxation levy. The requirement for the transfer of funds is necessary to ensure separation of costs and allow for proper accounting to remain in compliance with the Municipal Act and GAAP.

Implications

As identified in the 2016 State of the Infrastructure Reports for Municipal Bridges and Culverts, the failure to fund an adequate bridge and culvert maintenance, replacement, rehabilitation program or rationalization strategies, risks further deterioration to these assets and emergency or permanent closures. The deterioration of these structures results in the Municipality’s inability to provide service with these assets and leads to increased maintenance and reconstruction costs.

Failure to complete guiderail construction and/or rehabilitation in a timely fashion could result in a future closure. Subsequently, should traffic accidents occur at these sites without adequate traffic safety devices installed the municipality risks a higher possibility of liability ultimately resulting in increased claims and annual insurance premiums.

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

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

Focus Area: Investing In Infrastructure
Objective: Fund Assets Responsibly

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

Focus Area: Investing In Infrastructure
Objective: Balance Rehabilitation, Construction, Maintenance
B. Evaluate and identify how the existing service levels can be maintained.

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

C. Ensure responsible financial and risk management.

Consultation and Communications
The Ainley Group
Manager, Transportation & Fleet Services
Manager, Purchasing & Asset Management

Conclusion
Staff recommend that Council direct the Treasurer to transfer necessary funds to the Bridge and Structure Reserve Fund for use in funding the capital related expenses for the Guiderail System Replacement project.

Supporting Documentation
Appendix 1 – Bridge Maintenance Locations – Vegetation and Tree Removal
Appendix 2 – Guiderail System Replacement Locations

Respectfully Submitted:

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

_________________________________
Reviewed by:
Rob Armstrong, Acting CAO
Appendix 1 – Location Map
RFT FIM-TS-2018-06 - Bridge Maintenance Vegetation and Tree Removal
Municipality of Meaford

Description: Coloured marker indicates the location of various bridges for Tender FIM-TS-2018-06 - Bridge Maintenance Vegetation and Tree Removal. The information contained herein is provided by Development 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.
Appendix 2 - Location Map

RFT FIM-TS-2018-05 - Guiderail Systems Maintenance
Municipality of Meaford

Description: Coloured marker indicates the location of various bridges for Tender FIM-TS-2018-06 - Bridge Maintenance Vegetation and Tree Removal.

The information contained herein is provided by Development 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, July 09, 2018
From: Matt Smith, Clerk / Director of Legislative Services
Subject: Council Parental Leave Policy

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to adopt the Council Parental Leave Policy.

Background

In November 2016, Bill 68 was tabled by the Ontario government following a period of public consultation in 2015. Every five years the government is required by legislation to review both the Municipal Act and the City of Toronto Act. The goal of the government's simultaneous review of both Acts was to address and incorporate themes of accountability and transparency into the review. The aforementioned public consultations focused on themes of accountability, financial stability among municipalities, and establishing a responsive and flexible municipal government.

As a result, the provincial government based amendments being implemented with Bill 68 upon feedback from municipalities as well as the general public. Bill 68 received Royal Assent on May 30, 2017.

One of the amendments introduced through Bill 68 aims to increase fairness and reduce barriers for women and parents elected to municipal governments and school boards by allowing time off for pregnancy or parental leave. Section 259 of the Act states that a Member’s seat becomes vacant if the Member is absent from Council meetings for three consecutive months without obtaining a resolution of Council for an extended leave. Bill 68 provided an exemption to such a provision to better accommodate those seeking extended leave due to pregnancy, the birth of a child or the adoption of a child. Section 259 of the Municipal Act, 2001 now includes the following exception to the rules for when a Council member’s seat becomes vacant: “(1.1) Clause (1) (c) does not apply to vacate the office of a member of council of a municipality who is absent for 20 consecutive weeks
or less if the absence is a result of the member’s pregnancy, the birth of the member’s child or the adoption of a child by the member”.

It is possible for the Municipality of Meaford to decide to excuse council member absences from meetings for any reason beyond 20 weeks. Subsection 270(1) requires municipalities to adopt and maintain their own policy regarding various other matters. To this, Bill 68 adds a new paragraph 8, which requires municipalities to adopt and maintain a policy on pregnancy and parental leave for members of Council. The new amendment will come into effect as part of the Phase 2 Proclamation on March 1, 2019.

Analysis

The proposed Municipality of Meaford Council Parental Leave policy meets all requirements of the Municipal Act. Under the policy, a council member’s office cannot be deemed vacant as a result of any absence for 20 consecutive weeks. A Council resolution is not required in order for such a leave to be approved.

The policy includes provisions for the member to be paid their salary while on leave. Unlike municipal employees who are entitled to maternity/pregnancy and/or parental leave, members of Council are not employees under the Employment Standards Act and are not eligible for employment insurance. Other reimbursements including but not limited to compensation for gas mileage and conferences will not continue to be covered during a member’s leave.

In response to a member’s leave for 20 consecutive weeks or less, quorum will subsequently be based on the number of active members of Council for that period.

Council members that act as board members, committee chairs or representatives to external organizations will be replaced by another member of Council to ensure the municipality retains its current representation.

Financial Impact

There is no financial impact to the proposed policy beyond the budgeted Council salary expenses.

Implications

The proposed policy is intended to comply with our legislative requirements, and to provide potential candidates for Council with guidance on parental leave rules.
Strategic Priorities

Focus 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

Senior Staff

Conclusion

Staff recommend enacting a by-law for a new Council Pregnancy and Parental Leave Policy.

Supporting Documentation

Appendix 1 – Draft Council Pregnancy and Parental Leave Policy

Respectfully Submitted:

__________________________
Matt Smith
Clerk / Director of Legislative Services

__________________________
Prepared by:
Cassidy Payne, Legislative Services Co-op Student

__________________________
Reviewed by:
Rob Armstrong, Acting CAO
Policy Statement
The Municipality of Meaford is committed providing an open and comprehensive process for members of Council on pregnancy and parental leave in accordance with their right as outlined by Sections 259 and 270 of the Municipal Act, 2001.

Purpose
This policy provides guidance on the procedure for Council members declaring leave in a manner that acknowledges a member’s role as an elected representative.

Definitions
“Pregnancy” and “Parental Leave” for the purposes of this policy mean the absence of a member of Council from meetings of council and/or any other Municipality of Meaford
committee to which the member has been appointed for 20 consecutive weeks or less as a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

Scope

This policy applies to all members of Council whom are or are expected to be absent from meetings of Council for a minimum of 20 consecutive weeks as a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

Policy Requirements

Parental Leave

Council supports a member of Council's right to leave in the case of pregnancy, and/or the birth or adoption of a member's child based on the following:

1. A member of Council is elected to represent the interests of his or her constituents.
2. A member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
3. Pregnancy and/or parental leave for members of Council shall be limited to 20 weeks, in accordance with Section 259 of the Municipal Act.
4. A member of Council on pregnancy and/or parental leave shall be exempt from attending meetings of Council or any other Municipality of Meaford committee to which the member has been appointed.
5. Members of Council on pregnancy and/or parental leave shall continue to receive all remuneration afforded to regular members of Council, excluding additional reimbursements such as for conference attendance and mileage.

Committees and Quorum

During the period of a pregnancy and/or parental leave, quorum shall be determined as being 50% + 1 of the remaining members of Council.

Council shall appoint temporary Council representatives to Boards, Committees and other external bodies to replace the member on pregnancy/parental leave.
Authority

This policy is established pursuant to Sections 259 and 270 of the Municipal Act, 2001 which provide for the adoption of policies pertaining to pregnancy and parental leave of for members of Council.

Contact

Matt Smith
Clerk/Director of Legislative Services
Telephone: 519 538-1060 ext. 1115
Email: msmith@meaford.ca

Change History

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Date: Monday, July 09, 2018

From: Matt Smith, Clerk / Director of Legislative Services

Subject: Main Street Revitalization Grant

Report No. LEG2018-23 Roll No. N/a

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to authorize the execution of a funding agreement for the Main Street Revitalization Initiative.

Background

In March 2018, the Province of Ontario announced the “Main Street Revitalization Initiative”, including $26 million to fund initiatives that support and benefit small businesses in downtown cores. To administer the program, the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) entered into an agreement with the Association of Municipalities of Ontario (AMO).

All lower- and single-tier municipalities are eligible for a grant under this program, with the amount calculated based on an allocation formula. The formula includes a base amount, plus a per-capita component and a small community adjustment. Based on the formula, the Municipality of Meaford has been awarded $47,368.

Full details of the program and the associated funding agreement are included as Appendix 1.

Analysis

In order to accept the grant, the Municipality must pass a by-law to authorize entering into a funding agreement with AMO by July 31, 2018. A draft by-law is attached as Appendix 2.

The Municipality is not required to have identified a specific project at this time, except in cases where a project will be completed in 2018. Staff recommend that the Municipality enter into the necessary funding agreement immediately, but defer consideration of the project to be funding
to the 2019 budget process. Once the project has been identified, funds will be transferred to the Municipality by AMO.

Financial Impact

The Municipality will be eligible for $47,368 of provincial funds as a result of the passage of the by-law and will receive those funds in 2019 following the identification of an appropriate project.

Matching municipal funds are not required in order to receive Main Street Revitalization funds.

Implications

These funds will allow the Municipality to invest in a project to benefit the downtown commercial core, attracting investment and tourism.

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

B. Evaluate funding opportunities to support one-time capital needs.

**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.

Consultation and Communications

Senior Management

Conclusion

Staff recommend enacting a by-law to ensure that the Municipality is eligible to receive provincial funds for the Main Street Revitalization Initiative.

Supporting Documentation

Appendix 1 – Main Street Revitalization Initiative Guide
Appendix 2 – Draft By-law

Respectfully Submitted:

_________________________________
Matt Smith
Clerk / Director of Legislative Services

_________________________________
Reviewed by:
Rob Armstrong, Acting CAO
ONTARIO’S
MAIN STREET
REVITALIZATION INITIATIVE

GUIDE TO THE MUNICIPAL FUNDING AGREEMENT

CONTACT: mainstreets@amo.on.ca
200 University Avenue, Suite 801
Toronto, ON., M5H 3C6
P: 416.971.9856

MARCH 2018
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<td>04</td>
</tr>
<tr>
<td>FAQ</td>
<td>04</td>
</tr>
<tr>
<td>New information added - May 2018</td>
<td>06</td>
</tr>
<tr>
<td>Appendices</td>
<td>12</td>
</tr>
</tbody>
</table>
## MUNICIPAL CHECKLIST

### Immediate Action

<table>
<thead>
<tr>
<th>Action</th>
<th>Where is More Info</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass Municipal By-Law Authorizing MFA</td>
<td>See Appendix A for a sample</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>E-sign MFA and electronically submit to AMO</td>
<td>See page 9 for more information</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>E-mail <a href="mailto:mainstreets@amo.on.ca">mainstreets@amo.on.ca</a> the Authorizing By-law to AMO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 Project notification for communications purposes to AMO</td>
<td>See page 10 for details on what is required</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

### Longer Term Action

<table>
<thead>
<tr>
<th>Action</th>
<th>Where is More Info</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual and Results Report</td>
<td>See page 10 for details on what is required</td>
<td>By May 15th of every year (until funds are spent)</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Main Street Revitalization Initiative is a $26 million fund to help municipal governments undertake main street revitalization activities that support and benefit small businesses. AMO has agreed to administer the funding on behalf of the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). AMO signed the Agreement with OMAFRA on March 12, 2018. The Agreement’s effective date is April 1, 2018.

All lower and single tier municipal governments are eligible for the allocation based funding. The formula for the funding was established by OMAFRA without the need for an application or matching funding. It empowers municipalities to make investment decisions within the program’s parameters.

What is eligible?

As of April 1, 2018, municipal governments can invest in revitalization activities that will support small businesses through activities undertaken to revitalize main streets. The work can be identified as priority through an existing Community Improvement Plan or municipal physical infrastructure priorities identified through other municipal land use planning document for the municipality’s main street that involves the construction, renewal, renovation or redevelopment, or material enhancement in each of the following categories:

Implementation of priority financial incentives in existing Community Improvement Plans such as:

a. Commercial building façade improvements;
b. Preservation and adaptive reuse of heritage and industrial buildings;
c. Provision of affordable housing;
d. Space conversion for residential and commercial uses;
e. Structural improvements to buildings (e.g. Building Code upgrades);
f. Improvement of community energy efficiency; and

g. Accessibility enhancements.

Funding of strategic municipal physical infrastructure such as:

a. Signage – wayfinding/directional, and gateway;
b. Streetscaping and landscape improvements – lighting, banners, murals, street furniture, interpretive elements, public art, urban forestation, accessibility, telecommunications/broadband equipment, parking, active transportation infrastructure (e.g. bike racks/storage, cycling lanes and paths) and pedestrian walkways/trails; and
c. Marketing plan implementation – business attraction and promotion activities, special events.

Municipalities can identify projects in one or both categories.
What types of costs are eligible?

Eligible Costs

- Costs directly and reasonably incurred on or after April 1, 2018 up to and including March 31, 2020 for construction, renewal, or material enhancement activities funded under existing Community Improvement Plan financial incentive programs; and/or,
- Costs directly and reasonably incurred on or after April 1, 2018 up to and including March 31, 2020 for construction, renewal or material enhancement activities funded under the Municipal Physical Infrastructure category, including projects in downtown or main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy that will support the success of small businesses in main street areas.

Ineligible Costs

- Costs incurred prior to April 1, 2018 or after March 31, 2020;
- Any costs associated with providing any Reports to AMO;
- Any costs associated with lobbying Ontario, including other Ministries, agencies and organizations of the Government of Ontario;
- Costs for infrastructure works in the following categories: highways, short-sea shipping, short-line rail, regional or local airports, and brownfield redevelopment;
- Costs of infrastructure works that does not improve energy efficiency, accessibility, aesthetics of marketability of small business within a main street area;
- Costs of infrastructure works outside of main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy;
- The cost of leasing of equipment, any overhead costs, including salaries and other employment benefits of any employees, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with eligible costs above;
- Taxes, to which the municipality is eligible for a tax rebate;
- Purchase of land or any interest therein, and related costs; and,
- Routine repair and maintenance costs.

Would the development of a Community Improvement Plan be eligible?

No. The program is focused on implementation of existing Community Improvement Plans or priorities through other existing municipal land use planning policies. Municipalities that do not have a Community Improvement Plan can implement eligible priority projects through the official plan, economic development strategy, downtown revitalization plan or another related plan in support of the municipal main street.
Further interpretation of eligibility

A number of small municipalities have asked for additional discussion on project eligibility and some examples of projects that might be eligible in the absence of a Community Improvement Plan (CIP), a discernible “main street” area or in the case of very limited commercial activity in the community.

Main Street projects must be consistent with the requirements set out in the transfer payment agreement (TPA). The following discussion is intended to reflect a broader interpretation of the rules to assist municipal staff and councils in the deliberations in selecting appropriate projects that comply with the TPA.

Ultimately, the purpose of the program is to support revitalization, economic activity and enterprises in the municipality. All Main Street projects should support this purpose. While there is room for interpretation consistent with the program objectives, municipal staff and Councils should take note of the TPA provisions excluding certain types of costs (i.e., projects and expenditures) which are categorically ineligible.

Here are some ideas that may be helpful.

In municipalities where there is no defined main street (or your main street is a provincial highway), the funding should be used within any built-up area, defined through municipal planning policy (e.g., hamlets, villages).

Main Street funding cannot be used to create a Community Improvement Plan (CIP). However, a municipality can create a CIP using other resources and then use Main Street funding to implement financial incentives under the new CIP (by March 31, 2020).

The Main Street funding cannot be used to create a strategic marketing plan. However, the funding can be used for activities related to implementing part of a strategic marketing plan. For example: some costs for a one-time festival in the municipality that is intended to attract visitors or to otherwise generate economic activity could be eligible. Alternately, tangible capital assets purchased (e.g., lights, staging, fencing, signage, banners) to support an annual gathering or festival in accordance with a strategic marketing plan or similar approved plan could be eligible. Any marketing or promotional activity as part of a strategic marketing plan could be eligible.

Under the category of Municipal Physical Infrastructure, there is considerable scope for creative project ideas. Here are some project ideas that might be considered:

- The development of a centrally located space that can be used for rotating commercial activity, such as a farmers’ market, seasonal craft market, flea market, or pop-up retail, etc.
- Equipping a key location (e.g., dockside, parking lot, picnic area, trail head) with electricity, lighting, etc., to support visiting food truck, commercial stalls, etc.
- Beautification, landscaping, tree planting or murals etc., within the planned, built-up area of the community with no defined “Main Street”.
- Improvements to public spaces and buildings (exclusive of routine repair and maintenance) that enhance the aesthetic appeal of the community, including public spaces associated with municipal buildings, community centres, church properties, historic cemetery etc.
• Renewal or restoration of an historic or heritage site, monument or public space owned by the municipality.
• Wayfinding signage throughout the municipality that highlights locations of interest e.g., historic sites, farm stands, boat lunches etc.
• Accessibility or other improvements to a playground, community centre or other places where people gather.
• Creating a gateway to the community including features such as signage, lighting, benches, local information, etc.
• Creating facilities (or events) that make your community a destination for cyclists, hikers, snowmobilers, boaters, rowers, skaters, skateboarders, artists, hobbyists, crafts people, etc.

In the case of all of the above examples, the purpose of the expenditure of Main Street funding should be to create an environment that will benefit small business activity in the community or support the attraction of economic activity (e.g., tourism).

When does the money have to be spent?

Municipalities have to March 31, 2020 to spend the funds on an eligible project. During this time, municipalities must earn interest on the Funds so that they have more for the project later.

What about the municipal share of a project that will receive funding from another revenue source or program?

Municipalities can fund 100% of total project costs with Main Street dollars. If another program has restrictions on the use of funds, they must be adhered to.

If you are using multiple sources of funding, the project also has to be eligible under the terms and conditions of these multiple programs.

What if our municipality wants to partner on a project?

The Main Street Agreement encourages collaboration, building of partnerships and strategic alliances when working on eligible projects.

If a municipality is transferring funds to another municipality, it must be done via by-law. The
municipality transferring funds is responsible for reporting on the transfer in annual reporting. The
municipality receiving Main Street Funds is responsible for reporting that the Funds were received
and is responsible for all other reporting requirements, including project details and spending.

If a municipality is transferring funds to a non-municipal entity, such as a for-profit company,
council will have to endorse the project through a grant agreement. Under this situation,
municipalities are still responsible for meeting all the requirements of the Agreement related to the
use of the transferred Main Street Funds, including all reporting.

What is the allocation formula?

\[
\text{Municipal Allocation} = \text{Base Funding} + \text{Small Community Adjustment} + \text{Per Capita Allocation}
\]

Base Funding is the amount distributed equally among all eligible municipalities.
Small Community Adjustment is the amount distributed equally among municipalities with a population less than 25,000.
Per Capita Allocation is a per capita amount based on 2016 population, as outlined in the 2016 Census of Population.

Total funding, less administrative costs, is allocated as follows across the three components:

- Base Funding: 50% of total funding;
- Small Community Adjustment: 11.5% of total funding;
- Per Capita Component: 38.5% of total funding.

Once a municipal government has fully executed an Agreement with AMO and provide the
appropriate information for the transfer of the funds, the one time allocation will be paid out.

How much of the funding is AMO using for administration?

AMO will need just 6% of the $26 million to deliver this program to all eligible municipalities and
report in aggregate to OMAFRA as required by the Agreement.
What reporting is required of municipalities?

Building on the success of the risk management framework established under the federal Gas Tax Agreement, municipalities only need to report initial upfront anticipated projects for 2018 and then once annually on projects until all the funds are spent.

Remind me how the audit framework works?

Municipalities will not have to complete audits. Instead the program will use a risk based approach that recognizes municipalities as a mature and accountable order of government. In this approach, the municipal contact for the Main Street Municipal Funding Agreement will be the Treasurer, no exceptions. In addition, AMO will audit approximately 10% of municipalities annually to provide assurance to Ontario on municipal compliance.

Is there an agreement municipalities have to sign?

Yes. AMO is using the a digital platform provided by its partner, Solutions Notarius Inc., to sign the Municipal Funding Agreement (MFA). A municipality must electronically sign (e-sign) the MFA with AMO to receive funding. Please have the appropriate signing officers e-sign the MFA. The municipal by-law authorizing the municipality to enter into the agreement can be emailed to AMO at mainstreets@amo.on.ca. See Appendix A for a sample by-law.

Appendix B includes a cross-reference between the MFA with the OMAFRA-AMO Agreement.

What is e-signing?

An e-signature is a signature that can be applied in a document by a signer electronically. AMO uses Notarius’ Consigno Cloud software to sign documents electronically.

The municipal signing officer will receive a signature request to the MFA by email from AMO. They will be asked to open a link to a signing session in that email. The Consigno Cloud software certifies a signer’s identity with two-factor authentication. The signing officer will be asked to provide a second authentication credential (e.g. an answer to a security question, like an online money transfer) before they can access the document. Once they are able to access the document, they will be asked to fill-in specific fields prior to finally signing off on the MFA. AMO will then be notified that the document has been signed and staff will review to ensure the document is complete before AMO e-signs the MFA. A final, signed copy of the MFA will then be provided to the municipality and to AMO electronically for record keeping.
Signing officers to the MFA are not required to subscribe or install any software on their computer to sign the document. Documents can be signed on a mobile device or on a desktop computer. For further details on the e-signing requirement, please refer to the process document.

What else is required of municipalities?

There are a number of requirements both now and over the life of the Agreement.

As soon as possible, notification to AMO of the types of projects council wishes to undertake in 2018 is required.

As well there is annual reporting and results reporting similar to what municipalities already do under the federal Gas Tax Agreement through AMO’s website. These reports will be due to AMO by May 15, 2019 and every year thereafter until the funds are spent.

What is results reporting?

The results report will demonstrate how the funding has been invested in a community to support revitalization within main street areas:

Community Improvement Plan Eligible Projects
• Number of small businesses supported;
• Total value of physical improvements;
• Total Main Street Funds provided;
• Total Municipal investment; and,
• Total private investment.

Municipal Physical Infrastructure Eligible Projects
• Total value of physical improvements;
• Total Main Street Funds provided; and
• Total municipal investment.

More details are in Schedule D of the MFA.
Are there communication requirements?

Yes. Municipal governments will be expected to acknowledge funding of projects by the Province by inviting the Province to participate in media events or announcements related to projects funded under the Main Street Revitalization Initiative.

More details are in Section 3 of the MFA.

Can we sell the asset?

Assets purchased or constructed using Main Street funds must be for public use and benefit. If a municipality wishes to dispose of assets prior to March 31, 2021 and it is valued at more than $50,000 at the time of disposal the written consent of the province is required.
APPENDIX A

Sample Municipal By-Law

WHEREAS the Municipality wishes to enter into an Agreement in order to participate in Ontario's Main Streets Revitalization Initiative;

AND WHEREAS the Municipality acknowledges that Funds received through the Agreement must be invested in an interest bearing reserve account until the earliest of expenditure or March 31, 2020;

Now THEREFORE, the Council of the [MUNICIPAL NAME], a municipal corporation pursuant to the Municipal Act, 2001;

ENACTS AS FOLLOWS

That the Mayor/Reeve/Regional Chair/Warden and [SIGNING AUTHORITY, i.e. Clerk] are hereby authorized to execute this Municipal Funding Agreement for the transfer of Main Streets Revitalization Initiatives funds between the Association of Municipalities of Ontario and [MUNICIPAL NAME] as in Schedule A attached hereto.

Schedule A shall form part of this by-law.
# APPENDIX B

Cross-Reference Table Between MFA and OMAFRA-AMO Agreement

<table>
<thead>
<tr>
<th>Municipal Funding Agreement (MFA) Provision</th>
<th>OMAFRA-AMO Agreement Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Definitions and Interpretation</td>
<td>Schedule A Article 1</td>
</tr>
<tr>
<td>Section 1.1 Definitions</td>
<td>Schedule A Article A1.2</td>
</tr>
<tr>
<td>Section 1.2 Interpretation</td>
<td>Schedule A Article A1.1</td>
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<tr>
<td>Section 2 – Term of Agreement</td>
<td>Schedule A Article A3</td>
</tr>
<tr>
<td>Section 2.1 Term</td>
<td>Schedule A Article A3.1</td>
</tr>
<tr>
<td>Section 2.2 Amendment</td>
<td>Section 3.1</td>
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<tr>
<td>Section 2.3 Notice</td>
<td>Schedule A Article A12</td>
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<tr>
<td>Section 3 – Recipient Requirements</td>
<td>Schedule A Article A5, A8</td>
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<tr>
<td>Section 3.1 Communications</td>
<td>Schedule B Article B1.7</td>
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<tr>
<td>Section 3.2 Contracts</td>
<td>Schedule A Article A5.2</td>
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<tr>
<td>Section 4 – Eligible Projects</td>
<td>Schedule D Article D2.1</td>
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<tr>
<td>Section 4.1 Eligible Projects</td>
<td>Schedule D Article D2.1.5 and 6</td>
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<tr>
<td>Section 4.2 Recipient Fully Responsible</td>
<td>Schedule A Article A4.4</td>
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<td>Section 5 – Eligible Costs</td>
<td>Schedule D Article D3.1</td>
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<td>Section 5.1 Eligible Costs</td>
<td>Schedule D Article D3.1</td>
</tr>
<tr>
<td>Section 5.2 Discretion of Ontario</td>
<td>Schedule D Article D2.1</td>
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<tr>
<td>Section 5.3 Unspent Funds</td>
<td>Schedule A Article A15</td>
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<td>Section 5.4 Reasonable Access</td>
<td>Schedule A Article A7</td>
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<tr>
<td>Section 5.5 Retention Receipts</td>
<td>Schedule A Article A7</td>
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<td>Section 6 – Funds</td>
<td>Schedule C Activity 1</td>
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<tr>
<td>Section 6.1 Allocation of Funds</td>
<td>Schedule C Activity 1</td>
</tr>
<tr>
<td>Section 6.2 Transfer of Funds to a Municipality</td>
<td>AMO Provision</td>
</tr>
<tr>
<td>Section 6.3 Transfer of Funds to a non-municipal entity</td>
<td>AMO Provision</td>
</tr>
<tr>
<td>Section 6.4 Use of Funds</td>
<td>Schedule D Article D2.1</td>
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<td>Section 6.5 Payout of Funds</td>
<td>AMO Provision</td>
</tr>
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<td>Section 6.6 Use of Funds</td>
<td>Schedule A Article A4.6</td>
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<td>Section 6.7 Funds Advanced</td>
<td>Schedule A Article A17</td>
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<tr>
<td>Section 6.8 Expenditure of Funds</td>
<td>Schedule B Article B1.2</td>
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<td>Section 6.9 GST &amp; HST</td>
<td>Schedule A Article A4.10</td>
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<tr>
<td>Section 6.10 Limit of Ontario’s Financial Commitments</td>
<td>Schedule A Article A4.2</td>
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<td>Section 6.11 Stacking</td>
<td>AMO Provision</td>
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<tr>
<td>Section 6.12 Insufficient funds provided by Ontario</td>
<td>AMO Provision</td>
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<tr>
<td>Section 7 – Reporting Requirements</td>
<td>Schedule F</td>
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<td>Section</td>
<td>Title</td>
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<td>7.1</td>
<td>Communication Report</td>
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<td>7.2</td>
<td>Annual Report</td>
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<td>7.3</td>
<td>Results Report</td>
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<tr>
<td>8</td>
<td>Records and Audit</td>
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<td>8.1</td>
<td>Accounting Principles</td>
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<td>8.2</td>
<td>Separate Records</td>
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<td>8.3</td>
<td>External Auditor</td>
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<td>9</td>
<td>Insurance and Indemnity</td>
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<td>9.1</td>
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<td>9.2</td>
<td>Certificates of Insurance</td>
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<td>9.3</td>
<td>AMO not liable</td>
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<td>9.4</td>
<td>Recipient to Compensate Ontario</td>
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<td>Recipient to Indemnify AMO</td>
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<td>Default and Termination</td>
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<td>13</td>
<td>Notice</td>
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<td>14.5</td>
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<tr>
<td>14.6</td>
<td>AMO, Ontario and Recipient independent</td>
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<td>14.8</td>
<td>Debts Due to AMO</td>
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<td>A</td>
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<td>B</td>
<td>Eligible Projects</td>
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<tr>
<td>C</td>
<td>Eligible and Ineligible Costs</td>
</tr>
<tr>
<td>D</td>
<td>Reporting</td>
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</table>
Main Streets Revitalization Initiative is funded by the Ontario Ministry of Agriculture, Food and Rural Affairs
The Corporation of the Municipality of Meaford

By-law Number 2018-__

Being a by-law to authorize the execution of a funding agreement for the Main Streets Revitalization Initiative

Whereas, 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 9 of said Act gives the Municipality the powers of a natural person with relation to entering into agreements; and

Whereas, the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has announced the Main Streets Revitalization Initiative and allocated grant funds to the Municipality of Meaford; and

Whereas, OMAFRA has partnered with the Association of Municipalities of Ontario for the administration of these funds; and

Whereas, the Municipality wishes to enter into an agreement in order to participate in Ontario’s Main Streets Revitalization Initiative; and

Whereas, the Municipality acknowledges that funds received through the agreement must be invested in an interest bearing reserve account until the earliest of expenditure or March 31, 2020.

Whereas, Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to authorize the Mayor and Clerk to enter into an agreement with the Association of Municipalities of Ontario for the receipt of Main Streets Revitalization Initiative funds.

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

1. That the Mayor and Clerk are hereby authorized to sign the Municipal Funding Agreement with the Association of Municipalities of Ontario, attached hereto as Schedule A and forming part of this by-law, for the transfer of Main Streets Revitalization Initiative funds.

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 23rd day of July, 2017.

Barb Clumpus, Mayor

Matthew Smith, Clerk
The following permits were issued:

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<td>Multi Res *</td>
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**Monthly Building Totals**

| Accessory Apartments | 0 | 0 |
| Plumbing Permits     | 9 | 7 |
| New Sewer Connections| 3 | 18 |
| Demolition Permits   | 1 | 6 |
| Change in Use, Tent. ETC | 1 | 5 |

**Total # of Permits issued**

| 50 | 38 |

Estimated End of Year Construction Values:

- 2014 $12,195,650.00
- 2015 $20,515,400.00
- 2016 $27,761,000.00
- 2017 $43,524,000.00

* multi residential units created year to date = 16
A Council meeting of the Municipality of Meaford was held at 3:00 p.m. at the Council Chambers on June 25, 2018.

Members:
Mayor Barb Clumpus
Deputy Mayor Harley Greenfield
Councillor Steven Bartley
Councillor Tony Bell
Councillor Jaden Calvert
Councillor Shirley Keaveney
Councillor Mike Poetker

Staff:
Acting CAO/Director of Development & Environmental Services, R. Armstrong
Treasurer/Director of Financial Services & Infrastructure Management, D. Chapman
Clerk/Director of Legislative Services, M. Smith
Communications Coordinator, H. Thomson
Deputy Clerk, M. Wilton-Siegel

1. Call to Order
   Mayor Clumpus called the meeting to order at 3:00 p.m. with quorum noted.

2. Moment of Reflection
   Council paused for a moment of silent reflection.

3. Disclosure of Pecuniary Interest and General Nature Thereof
Councillor Keaveney declared an interest in item 7.2 (a) as her husband is a business partner of the applicant for the zoning amendment.

4. Announcements

- Upcoming Events:
  - June 28, Hibou Wetlands Interpretative Trail opening
  - June 30, Canada Day Fireworks, Annan
  - July 1, Canada Day Festivities in Meaford & Bognor
  - July 7, 4th Canadian Division Training Centre Open House
  - July 8, Community Breakfast, Riverside Hall
  - July 14, Meaford Harbour 5K Run/Walk
  - July 15, Beautiful Joe Family Fun Day, Beautiful Joe Park
  - July 18, Pork Chop BBQ, Bognor Hall
  - Mayor Clumpus provided an update on municipal programs and events.
- Council noted the passing of Gunter Neumann and Betty Clarke-King, and sent their condolences to their families and friends.
- Councillor Keaveney reminded residents that the "Big Apple" on Sykes St is available for rent to local businesses.
- The Municipality has received the site plan application for the planned new school in Meaford.
- Mayor Clumpus recognized the volunteers at Christ Church Anglican for their monthly dinners and concerts.

5. Public Participation

   a) Presentations

      None

   b) Public Questions

      None

   c) Deputations on Agenda Items

      None

6. Council Inquiries
• Councillor Poetker asked if staff had considered the use of synthetic ice at the arena to allow for early season practice.
• Councillor Bartley inquired about progress in relation to the removal of trees in the harbour.
• Councillor Keaveney asked whether sidewalks could be cleaned in advance of Canada Day weekend.
• Councillor Bell asked about the placement of picnic tables along the waterfront.

7. Motions and By-laws for Decision

7.1. Consent Agenda

Items in this list have been before Committee of the Whole for discussion. Council may choose to pass these items and/or by-laws with one motion. A member may also request an item or items be pulled for separate consideration under Items for Consideration.

a) CAO2018-04 GIS and Planning Staffing

Moved by: Councillor Bell  
Seconded by: Councillor Calvert

That Council of the Municipality of Meaford:
1. Approve the proposed Development and Environmental Services division realignment;
2. Authorize the recruitment of a new Planning Technician on a two year contract; and
3. Direct staff to continue to provide informal property information services at no cost to the party requesting the information.

b) DES2018-33 CIP Grants & Loans

That Council of the Municipality of Meaford approve:
1. The following grants under the Community Improvement Plan:
   a. 110 Sykes Street North - $7,500.00  
   b. 98 Sykes Street North - $5,229.29  
   c. 4 / 8 Sykes Street North - $7,500.00  
   d. 205786 Highway 26 - $7,500.00
2. The following loans under the Community Improvement Plan:
   a. 4 / 8 Sykes Street North - $10,909.00
   b. 205786 Highway 26 - $50,000.00
   c. 126 Sykes Street North - $35,000.00

c) FIM2018-31 Award of RFP-CLS-COM-2018-01 – Website Development and Implementation

That Council of the Municipality of Meaford approve the Award of RFP-CLS-COM-2018-01 Website Development and Implementation to eSolutionsGroup Inc.

d) LEG2018-16 Fire Service Standard Policy

That Council of the Municipality of Meaford approve the recruitment of a temporary Fire Prevention and Education Officer at an upset limit of $20,000, to be funded from savings related to salary gapping in the 2018 budget.

e) By-law 2018-39 To adopt a Fire Service Standard Policy

Be it resolved that By-law 2018-39, being a by-law to establish a Fire Service Standard Policy, be taken as read a first, second and third time and finally passed.

f) LEG2017-17 Kilannan Brewing By-the-Glass Licence Request

That Council of the Municipality of Meaford support the request of Kilannan Brewing Company and endorse their application to obtain a “Manufacturer’s Limited Liquor Sales License” (also known colloquially as a “By-the-
g) By-law 2018-40 To appoint a roster of engineering firms for the period July 1, 2018 to June 30, 2021

Be it resolved that By-law 2018-40, being a by-law to appoint a roster of engineering firms for the period July 1, 2018 to June 30, 2021, be taken as read a first, second and third time and finally passed.

Carried Resolution #2018-15-01

7.2. Items for Consideration

a) DES2018-27 Addendum Report & By-law 2018-38 Zoning By-law Amendment (408 Ridge Road)

Councillor Keaveney left the room at 3:30 p.m. and returned at 3:33 p.m. following the vote.

Moved by: Councillor Poetker
Seconded by: Deputy Mayor Greenfield

Be it resolved that By-law 2018-38, being a by-law to amend Zoning By-law 60-2009 of the Municipality of Meaford pertaining to Plan 309, Part Lots 1654-1659 & 1695, 16R-1810 Pt Part Lot 1, and 16R-3593 Part 1, being 408 Ridge Road, be taken as read a first, second and third time and finally passed.

Carried Resolution #2018-15-02

b) FIM2018-32 Award of RFP FIM-TS-2018-03 – Provision of Engineering Services - Sykes St. Bridge Rehabilitation

Council discussed the engineering costs, the required road closures for the project, the extent of the necessary rehabilitation and the potential use of a downtown revitalization grant.

Moved by: Councillor Poetker
Seconded by: Councillor Bartley
That Council of the Municipality of Meaford:

1. Approve the Award of RFP-FIM-TS-2018-03 - Provision of Engineering Services for Sykes Street Bridge Rehabilitation to Planmac Engineering Inc. at the cost of $89,948.36, including the Municipality’s non-refundable allocation of HST;
2. Authorize the Treasurer / Director of Financial Services and Infrastructure Management to transfer $9,200 from the Bridge and Culvert Reserve to fund the Award of RFP FIM-TS-2018-03; and
3. Authorize the Mayor and Clerk to enter into the necessary agreement.

Carried Resolution #2018-15-03

c) FIM2018-33 Emergency Pump Replacement and Award of Tender RFT-DES-ES-2018-03 - Bighead Station Pump Replacement

Moved by: Councillor Calvert
Seconded by: Councillor Keaveney

That Council of the Municipality of Meaford:

1. Approve the Award of Tender RFT-DES-ES-2018-03 – Bighead Station Pump Replacement to Caldecott Millwright Services Inc. for $247,501.99, including the Municipality’s non-refundable allocation of HST;
2. Authorize the Treasurer / Director of Financial Services and Infrastructure Management to transfer $247,501.99 from Wastewater Capital Reserve to fund the costs for the construction component of this project; and
3. Authorize the Mayor and Clerk to enter into the necessary agreement.

Carried Resolution #2018-15-04

d) By-law 2018-41 To Close a Portion of the Original Road Allowance between Concessions A and Broken Front within Lots 6 & 7 of the Geographic Township of Sydenham

Moved by: Councillor Keaveney
Seconded by: Deputy Mayor
Be it resolved that By-law 2018-41, being a by-law to Close a Portion of the Original Road Allowance between Concessions A and Broken Front within Lots 6 & 7 of the Geographic Township of Sydenham, be taken as read a first, second and third time and finally passed.

Carried Resolution #2018-15-05

e) By-law 2018-42 To Authorize Sale of Municipal Lands being Part 1, 16R-11049

Moved by: Councillor Keavaney
Seconded by: Councillor Poetker

Be it resolved that By-law 2018-42, being a by-law to Authorize Sale of Municipal Lands being Part 1, 16R-11049, be taken as read a first, second and third time and finally passed.

Carried Resolution #2018-15-06

f) FIM2018-27 Memorial Park 2018 Capital Projects & Business Plan Update - Reconsideration

Council discussed consultant fees, the need for public engagement, the value of the project, and the impact of a potential lame duck Council on the award of the project.

Moved by: Councillor Bell
Seconded by: Councillor Bartley

To amend section 3 to reflect an upset cost of $85,000

Superceded

Moved by: Councillor Poetker
Seconded by: Councillor Calvert

To amend the amendment to allow for an upset limit of $100,000.

Carried

Moved by: Councillor Poetker
Seconded by: Councillor Calvert
That Council of the Municipality of Meaford:

1. Direct staff to postpone the New Cabin Site Enhancements and Waterfront Site Expansion capital projects for Memorial Park until a business plan has been completed;
2. Direct staff to develop and issue a Request for Proposal to complete a Campground Master Plan to include a condition assessment of existing site facilities and services, potential site expansions, stormwater management plan and a forestry management plan; and
3. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to reallocate $100,000 from the approved 2018 capital projects to allow for the delegated authority award of the Campground Master Plan RFP for a maximum cost of $100,000.

Carried as Amended Resolution #2018-15-07

8. Committee of the Whole

Motion to Move into Committee of the Whole

Moved by: Councillor Keaveney
Seconded by: Councillor Poetker

Be it resolved that Council of the Municipality of Meaford hereby go into Committee of the Whole at 4:23 p.m.

Carried Resolution #2018-15-08

Development & Environmental Services

a) DES2018-31 Addendum Purchase Request, 18 Paul Street (Phelan)

Moved by: Councillor Bartley
Seconded by: Councillor Bell

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

1. Declare the best use of the lands to be lot addition
to the abutting parcels at 12 & 28 Paul Street;
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 value of $11.50/m², applied on a per-area basis to the lands to be transferred; and,
3. Enact the necessary By-laws for closure & transfer of the subject lands to the abutting landowner(s) and to establish a 0.3m (1’) reserve adjacent to Paul Street.

Carried – Motion and By-laws Prepared

b) DES2018-34 Meaford Downtown Core Commercial Parking Analysis

Members asked for further information regarding standards for downtown parking provision, charges levied by neighbouring communities, the cost of development and impacts of cash-in-lieu of parking fees.

Moved by:  Councillor Keaveney
Seconded by:  Councillor Poetker

That Committee of the Whole recommend Council of the Municipality of Meaford:
1. Direct staff to bring forward an updated Cash-in-lieu of Parking By-law which includes a rate based upon cost-recovery for the creation of a Parking Space in the Downtown Core Commercial area; and
2. Direct staff to review options and bring back a report for consideration regarding the provision of additional parking in the Downtown Core Commercial area.

Carried – Motion Prepared

Financial Services & Infrastructure Management

a) FIM2018-34 Award of RFP FIM-TS-2018-02 – Shields Bridge Rehabilitation

Moved by:  Councillor Bartley
Seconded by:  Councillor Calvert
That Committee of the Whole recommend Council of the Municipality of Meaford:

1. Approve the Award of RFP-FIM-TS-2018-02 Provision of Engineering Services for Shields Bridge Rehabilitation to Ainley & Associates Limited at the cost of $95,405.09, including the Municipality’s non-refundable allocation of HST; and

2. Authorize the Treasurer / Director, Financial Services & Infrastructure Management to transfer $19,608.00 from the Bridge & Culvert Reserve Fund to fund the 2018 engineering and contract administration costs for this project.

Carried - Motion Prepared

b) FIM2018-35 Award of Municipality of Meaford Component of Grey County Joint Tender RFT-TS-26-18 – Supply, Delivery, Treat/Mix and Stockpile Winter Sand

Moved by: Deputy Mayor Greenfield
Seconded by: Councillor Keaveney

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

1. Approve the Award the Municipality of Meaford’s Component of Tender RFT-TS-26-18 – Supply, Delivery, Treat/Mix and Stockpile Winter Sand to Harold Sutherland Construction Ltd. in the amount of $96,697.44, including the Municipality’s non-refundable allocation of HST; and

2. Authorize the Treasurer / Director of Financial Services and Infrastructure Management to transfer $33,700 from the Winter Control Reserve to fund the Award of Tender RFT-TS-26-18.

Carried - Motion Prepared

c) FIM2018-36 Support of Great Lakes Waterfront Trail

Council discussed the use of trails in winter, and what the cost impact to the Municipality would be.

Moved by: Councillor Calvert
That Committee of the Whole recommend Council of the Municipality of Meaford:

1. Direct Staff to advise the Waterfront Regeneration Trust that it wishes to participate in the extension of the Great Lakes Waterfront Trail through the Municipality of Meaford;
2. Support the Grey County proposal to act as the "one-window" for the payment of annual dues to the Trust; and
3. Direct Staff to advise the Waterfront Regeneration Trust that, in partnership with Grey County, the Municipality will supply hardware and labour for the installation of the required Great Lakes Waterfront Trail signage on roads which are under the Municipality’s jurisdiction.

Carried - Motion Prepared

Legislative Services

a) LEG2018-18 Flag Policy

Council provided feedback on the proposed policy, including suggestions related to national flags and Indigenous flags.

Moved by: Councillor Calvert
Seconded by: Councillor Bell

That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to adopt a flag policy.

Carried - By-law Prepared

b) LEG2018-19 Grey County Compliance Audit Committee Terms of Reference

Moved by: Councillor Keaveney
Seconded by: Councillor Calvert

That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to establish a
Compliance Audit Committee and adopt Terms of Reference.  
Carried - By-law Prepared

c) LEG2018-21 Elections Sign By-law Review

Council directed staff to review the provisions associated with election signs on road allowances and bring back an updated draft by-law. Members also discussed the time period in which signs were permitted.

Moved by:  Councillor Keaveney  
Seconded by:  Councillor Poetker

That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to regulate election signs.  
Carried - By-law Prepared

Cultural Services

a) CLS2018-01 Communications Policy and Social Media Use Policy

Council asked whether social media training could be provided for Council, and how the proposed Communications policy would be implemented for those residents without access to the internet.

Moved by:  Councillor Calvert  
Seconded by:  Deputy Mayor Greenfield

That Committee of the Whole recommend Council of the Municipality of Meaford enact by-laws to adopt the Communications Policy and Social Media Policy.  
Carried - By-laws Prepared

Updates from members appointed to County Council, Committees & Local Boards

a) County Council
Mayor Clumpus reported on the new "Voices of Grey" gallery that will be installed at Grey Roots, and on the official opening of the renovated County building.

b) Heritage Advisory Committee

Councillor Keaveney provided an update on the recent Heritage Advisory Committee meeting, including the Heritage Permits considered and suggestions regarding the committee's Terms of Reference.

c) Meaford Public Library Board

Councillor Poetker provided details of upcoming Library events.

d) Other Boards and Committees

Deputy Mayor Greenfield reported on the Grey Sauble Conservation Authority Strategic Plan development process.

Memos

a) Variance Report - May 2018

Moved by: Deputy Mayor Greenfield
Seconded by: Councillor Poetker

That Committee of the Whole receive the regular statistical memos for information purposes.

Carried - Received

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 6:16 p.m.

Carried Resolution #2018-15-09

9. Councillor Motions
9.1. Notice of Motion

None

9.2. Motions for Decision

a) Meaford Harbour Clean Up - Councillor Poetker

Council discussed when the clean-up could occur, dredging needs, and permit requirements.

Moved by: Councillor Poetker
Seconded by: Councillor Calvert

Whereas, the harbour in Meaford has been the premier attraction for over 140 years;
Whereas, the harbour is the home and host of many pleasure craft, a sailing school, commercial businesses and commercial fishing craft;
Whereas, clear and safe navigation of the harbour and external approaches are a key component of the viability and financial good health of the harbour.
Therefore be it resolved that the municipality shall undertake to clear dead trees and accumulated debris from the river mouth and harbour approaches as soon as practical after July 1st; and
That staff be directed to bring forward a Harbour Maintenance Policy for Council’s consideration as a component of the previously directed Meaford Harbour Business Plan.

Carried Resolution #2018-15-10

10. Adoption of Minutes

a) Council Meeting - June 11, 2018

Councillor Keaveney requested a correction regarding her conflict of interest declaration.

Moved by: Councillor Bell
Seconded by: Councillor Calvert
Be it resolved that Council of the Municipality of Meaford hereby adopt the minutes of the council meeting held June 11, 2018.

Carried as Amended Resolution #2018-15-11

11. Communications

a) News Release - Government Commits to Funding Repairs at the Meaford Harbour (June 12, 2018)

Council expressed their thanks to Mr. Miller, MP, for his assistance with regard to the required Harbour repairs.

b) Minutes - Bognor Community Hall (June 12, 2018)

c) Minutes - Meaford Public Library Fundraising Committee (June 5, 2018)

d) Correspondence List

All items noted and filed.

12. Confirming By-law

a) Confirming By-law

Moved by: Councillor Calvert
Seconded by: Councillor Bartley

Be it resolved that By-law 2018-43, 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 June 2018, be taken as read a first, second and third time and finally passed.

Carried Resolution #2018-15-12

13. Adjournment

The meeting was adjourned at 6:18 p.m.

Barb Clumpus, Mayor
The mission of the Meaford Public Library is to open doors to a world of information, education and recreation, thereby enhancing the economic, social and cultural vitality of the community.

Members Present: Mike Poetker - Chair
Nancy Primak - Vice Chair
Frank Emptage - Trustee
Kim Grafton - Trustee
Jeremy McCoubrey - Trustee
Lloyd Mohr - Trustee
Harley Greenfield - Deputy Mayor/Council Representative

Staff Present: Cathie Lee - Library CEO
Lynne Fascinato - Branch Manager & Deputy CEO

FOML Executive: Elaine Burns

1. Call to Order
The meeting was called to order at 3 p.m. by M. Poetker, Chair.

2. Disclosure of Pecuniary Interest
None.

3. Approval of Agenda
Approved.

4. Adopt Previous Minutes
4.1 Adoption of Minutes
Resolution #022-18
Be it hereby resolved that the Meaford Public Library Board adopt the minutes of the Meaford Public Library Board regular meeting held Wednesday, April 18, 2018, having been circulated to all members.
Moved by: H. Greenfield Seconded by: K. Grafton CARRIED

5. Business Arising From the Minutes
5.1 Board & Library CEO Evaluation
Tabled until the next meeting.
5.2 New Library Facility Update
C. Lee reported on the developments in the new Library build. A
possible date for the next public Stakeholder Engagement Session may be Wednesday, June 27, 2018. Members discussed alternate dates for the event.

5.3 Upcoming Events
A copy of the June flyer, How-to in 10 Festival, Art Workshop for Teens, and the Stuffed Animal Story Time and Sleepover posters were included in the package. Highlights included Meaford Public Library's new service hours beginning on Saturday, June 2, 2018, the Armchair Traveller series, the How-to in 10 Festival to be held Saturday, June 2, 2018 at the Meaford & St. Vincent Community Centre, and the back-by-popular demand Stuffed Animal Story Time and Sleepover set for Thursday, June 28 at 6 pm.

6. Treasurer's Report
6.1 Treasurer's Report
Resolution #023-18
Be it hereby resolved that the Meaford Public Library Board adopt the pay sheets for April 2018 as submitted by the Treasurer in the amount of $38,349.60.
Moved by: F. Emptage Seconded by: N. Primak CARRIED

7. Correspondence
Email from Frank Bassingthwaite, Chair of the Grey County Historical Society, Heritage Certificate Committee was submitted by M. Poetker, informing that the Grey County Historical Society has awarded Harley Greenfield, Deputy Mayor, the 2018 Heritage Certificate of Recognition for superb work as a playwright and actor focusing on the history, events and people of Grey County. Award presented on May 16, 2018 at the Committee's annual dinner.

8. Public Questions
None.

9. Reports and Matters Tabled
9.1 Chair's Report
M. Poetker discussed the unveiling of the new library fundraising thermometer on May 15, 2018 on the site of the new build, 11 Sykes St. N. Also discussed was the need to draft a letter to the Ministry of Tourism, Culture, and Sport, in support of the awarding of Provincial grants to public libraries.

9.2 CEO and Staff Reports
C. Lee submitted the April 2018 Meaford Public Library Team Report. Highlights included library statistics, update on the new Library facility, community outreach activities, the wrap-up of the CVITP (Community Volunteer Income Tax Program), Meaford Public Library's new Public Services Clerk, Natasha Hudson, and the appointment of Lori Pierce, Children and Youth Coordinator, to the
2018 Selection Committee for the Ontario Library Association's Blue Spruce Forest of Reading Book Award. The Blue Spruce Award is given to a Canadian junior picture book.

9.3 Fundraising Committee Report
Copies of the minutes of the Meaford Public Library Fundraising Committee from April 3, 2018 and April 17, 2018, and the Trunk Sale poster were included in the package. K. Grafton updated members on the upcoming Trunk Sale dates confirmed for May 26, June 30, August 4 and September 1 from 10 am to 3 pm at 11 Sykes St. N. The Committee is working on details for upcoming larger events. Copies of the fundraising information pamphlet to be distributed to the general public and a draft of one for businesses were handed out to members. The Committee is looking for volunteers and advertising will soon be underway for recruitment. E. Burns highlighted the Art of Learning event on June 23, taking place at 11 Sykes St. Participants will be encouraged to paint what the library means to them. Cost is $10 per canvas. The Christmas with Friends event was also discussed.

9.4 Governance & Policy Committee
Copies of Policy 12 - The Library and Political Elections and Policy 13 - Delegation of Authority to the CEO were included in the package. F. Emptage and C. Lee discussed with members.

Resolution #024-18
Be it hereby resolved that the Meaford Public Library Board adopt the following policies having being circulated to all members:

- The Library and Political Elections, Policy 12
- Delegation of Authority, Policy 13

Moved by: K. Grafton  Seconded by: H. Greenfield  CARRIED

9.5 Member of Council Report
H. Greenfield summarized Council business from the May 14, 2018 meeting, highlighting Council’s retirement recognition of Bayshore Broadcasting’s Ross Kentner, the Bognor Hall Board appointments, and Grey Bruce Health Services commitment to keeping Meaford Hospital open.

9.6 Friends of the Meaford Library Report
E. Burns informed members that the Net Shed opens this weekend for the season. A successful open house was held there last weekend and many new volunteers attended. The Friends Annual General meeting is on June 28 at 7 pm at the Library. FOML will partner with the Library to host a table at the Meaford Farmers' Market.

9.7 Owen Sound & North Grey Union Public Library Update
F. Emptage reported on the OSNGUPL Board meeting attended on Thursday, April 26, 2018.
10. **New Business**  
None.

11. **In Camera Session (if Required)**  
None.

12. **Discussion/Roundtable**  
M. Poetker informed members that the Municipality has discovered an additional surplus from 2017, pending audited statements, of approximately $300,000. He discussed the options of using this for the new Library debenture. Members discussed and are to email M. Poetker if they have additional ideas.

13. **Date of Next Meeting**  
The next meeting will be held on Wednesday, June 20, 2018 at 3 p.m. at the Meaford Public Library.

14. **Adjournment**  
Meeting was adjourned at 4:15 p.m.
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 Clerk called Council to order and Deputy Warden Alan Barfoot assumed the Chair.

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

The Roll was called by the Clerk with all members present except Warden Halliday, Councillors Jack, Bell, and Greenfield.

Councillor Woodbury was in attendance on behalf of Councillor Jack.

Kim Wingrove, Chief Administrative Officer; Heather Morrison, Clerk and Jacquelyn Morrison, Deputy Clerk/Legislative Coordinator were also in attendance.

The following staff members were in attendance:

Kevin Weppler, Director of Finance; Anne Marie Shaw, Director of Housing; Barbara Fedy, Director of Social Services; Grant McLevy, Director of Human Resources; Pat Hoy, Director of Transportation Services; Randy Scherzer, Director of Planning and Development and Kevin McNab, Director of Paramedic Services.

Declaration of Pecuniary Interest

There were no disclosures of pecuniary interest.

Adoption of Minutes

Councillor Boddy entered the meeting.

CC57-18 Moved by: Councillor Wright Seconded by: Councillor Burley

That the minutes of the County Council meeting and Committee of the Whole meeting dated May 24, 2018 and the resolutions contained therein be adopted as presented.

Carried
CC58-18  Moved by: Councillor Paterson    Seconded by: Councillor Woodbury

That the Committee of the Whole closed meeting minutes dated May 24, 2018 be adopted as provided to County Council.

Carried

CC59-18  Moved by: Councillor Burley    Seconded by: Councillor Eccles

That the Long Term Care Committee of Management meeting minutes dated May 23, 2018 and the resolutions contained therein, be adopted as presented.

Carried

Closed Meeting Matters

There was no closed meeting held.

Reports

Board of Health

CC60-18  Moved by: Councillor Pringle    Seconded by: Councillor McKean

That the Board of Health Report dated May 25, 2018 and the Board of Health Minutes dated April 27, 2018 be received for information.

Carried

By-Law

CC61-18  Moved by: Councillor McKean    Seconded by: Councillor Mackey

That By-law 5020-18 be introduced and 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.

5020-18   A By-law to Establish Certain Lands in the Town of the Blue Mountains (geographic Township of Collingwood) Described in Schedule ‘A’ as Part of the County Highway Upon Which the Lands Abut.

Carried
Good News and Celebrations

Councillor McKean noted that the Association of Municipal Managers, Clerks and Treasurers of Ontario ("AMCTO") Conference was recently held in the Town of the Blue Mountains and he thanked everyone for participating.

Deputy Warden Barfoot also noted the AMCTO Conference and congratulated the AMCTO on the high attendance rate and well prepared Conference.

Councillor Hicks invited Council members and the public to attend a cannabis information session that is being held in Hanover on June 19th from 7:00 - 8:30 p.m.

Adjournment

On motion by Councillors Wright and Ardiel, Council adjourned at 9:58 AM to the call of the Deputy Warden.

_________________________  ______________________________
Alan Barfoot, Deputy Warden  Heather Morrison, Clerk
Minutes

Committee of the Whole
June 14, 2018

Grey County Council met on the above date at 9:58 AM at the County Administration Building. Deputy Warden Alan Barfoot assumed the Chair and called the meeting to order with all members present except Warden Halliday, Councilors Jack, Bell, and Greenfield. Councillor Woodbury was in attendance on behalf of Councillor Jack.

Declaration of Pecuniary Interest
There were no disclosures of pecuniary interest.

Business Arising From the Minutes


Randy Scherzer advised Council of the status of the draft Official Plan. Mr. Scherzer advised Council of the revisions made to the layout of the draft Official Plan.

Stephanie Lacey-Avon, intermediate planner, spoke to the recommended revisions in the “Develop Grey” section and the “Live Grey” section.

Scott Taylor, senior planner, spoke to the recommended revisions in “ Cultivate Grey” section and the “Natural Grey” section.

Mr. Scherzer addressed the “Move Grey” and “Our Tools” recommended revisions. He also spoke to the mapping changes.

Mr. Scherzer identified the next steps for the draft Official Plan. He requested that any further comments are to be received by the Planning Department by the end of June.

Discussions then followed regarding the draft Official Plan as presented. Mr. Scherzer encouraged Councillors to have discussions within their municipalities and to send the Grey County Planning Department their comments.

The Committee recessed briefly, then reconvened.

Items Requiring Separate Discussion

The following items were requested to be removed from the Consent Agenda and moved under Items for Discussion: a, b, d
Consent Agenda

CW145-18 Moved by: Councillor Eccles Seconded by: Councillor Burley

That the following Consent Agenda item be received; and

That staff be authorized to take the actions necessary to give effect to the recommendations in the staff report:

That Report TR-CW-28-18 be received and that the County of Grey enter into Road Widening Acquisition Agreements to acquire properties for Grey Road 17 road widening and construction identified as:

Part 1 of Lot 21 Concession 20 Township of Georgian Bluffs (in the former geographic Township of Keppel) Reference Plan 16R-10973 and

Parts 2, 3 and 5 of Lot 21 Concession 19 Township of Georgian Bluffs (in the former geographic Township of Keppel) Reference Plan 16R-10973 and

Parts 13, 15, 17 and 19 of Lot 22 Concession 19 Township of Georgian Bluffs (in the former geographic Township of Keppel) Reference Plan 16R-10973.

Carried

Items for Direction and Discussion

HDR-CW-10-18 Portable Housing Benefit – Special Priority Policy Program

CW146-18 Moved by: Councillor Fosbrooke Seconded by: Councillor Clumpus

That report HDR-CW-10-18 be received and that a by-law regarding the Portable Housing Benefit- Special Priority Policy Program Transfer Payment Agreement with the Province be brought forward for Council’s consideration.

Carried

HDR-CW-11-18 Green ON Social Housing Program Funds

CW147-18 Moved by: Councillor Ardiel Seconded by: Councillor Wright

That report HDR-CW-11-18 be received and the Green ON Social Housing Program Transfer Payment Agreement with Housing Services Corporation be brought forward for Council’s consideration.

Carried
HDR-CW-12-18 10 Year Housing and Homelessness Plan Year in Review

CW148-18 Moved by: Councillor Paterson Seconded by: Councillor McQueen

That report HDR-CW-12-18 pertaining to Grey County Housing and Homelessness 10 Year Plan annual report be received.

Carried

SSR-CW-09-18 Coordinated Rural Transportation Pilot Final Report

CW149-18 Moved by: Councillor Boddy Seconded by: Councillor Hicks

That SSR-CW-09-18 regarding an overview of the transportation pilot project from April 1, 2016 – March 31, 2018 be received and;

That the current twice weekly route on Highway 10 between Owen Sound and Shelburne continue pending negotiation of a transfer payment agreement with Ministry of Transportation for the Community Transportation Program grant and;

That the necessary funds, not to exceed $20,000 to support the continuation of the service for an additional 3 months, be provided from the Social Services Caseload Reserve.

Carried

Delegation

Grey County Federation of Agriculture Public Speaking Participants

Christian Routenburg-Evans, Intermediate Division Winner, presented his speech on agriculture and farming.

Nate Caughill, Junior Division Winner, presented his speech on 4-H.

Deputy Warden Barfoot thanked and congratulated the speakers.

Items for Direction and Discussion Continued

PSR-CW-07-18 Award of RFT-PS-01-18 Chatsworth Ambulance Base

CW150-18 Moved by: Councillor McQueen Seconded by: Councillor Hicks

That Report PSR-CW-07-18 regarding tender award recommendations for
RFT-PS-01-18 be received and that the tender be awarded to Thom Construction for $799,315.00 excluding taxes; and

That the self-financed debenture be recalculated when the project is complete to take into account the overall estimated project deficit of $130,023.

Carried

FR-CW-15-18 Tourism Vehicle

That Report FR-CW-15-18 regarding the Tourism Vehicle be received; and

That the lease buy out option from Honda Financial Services be exercised for cost of $22,768.33 plus HST and buy out costs and the purchase be funded from the Tourism Reserve; and

That an annual contribution to the reserve begins in 2019 to assist with funding a future replacement vehicle.

Carried

The Committee recessed, then reconvened.

Councillor Pringle left the meeting during the recess.

Delegation

Owen Sound Housing Company, Odawa Heights

Ruth Lovell, board member, thanked Grey County Council and staff for their support of the Owen Sound Housing Company on behalf of the Board.

Shari Huber, manager, provided information on the Owen Sound Housing Company, including wait lists, a brief history, and individual housing buildings.

Ms. Huber provided additional information on Odawa Heights. She outlined the three phases for Odawa Heights. Phase I will be opening July 1, 2018.

Items for Direction and Discussion Continued

CCR-CW-06-18 Council Conference and Seminar Procedure Update

That Report CCR-CW-06-18 be received and the Conference and Seminar Attendance for County Council Members Procedure G-GEN-007-001, as
amended, be endorsed; and

That a by-law be brought forward for Council’s consideration.

Carried

PDR-CW-21-18 Boulter Estates Re-Submission of Plan of Subdivision 42T-2013-04 - Georgian Bluffs

CW153-18

Moved by: Councillor McQueen  Seconded by: Councillor Mackey

That Report PDR-CW-21-18 regarding an overview of the resubmitted application 42T-2013-04, to establish a plan of subdivision consisting of twenty-two (22) lots on lands described as Part of Lot 5, Jones Range, (geographic Township of Keppel) in the Township of Georgian Bluffs, be received for information.

Carried

PDR-CW-22-18 Stonebrook Phase II Plan of Subdivision 42T-2018-02 – Grey Highlands

CW154-18

Moved by: Councillor Eccles  Seconded by: Councillor Paterson

That Report PDR-CW-22-18 regarding an overview of proposed plan of subdivision application 42T-2018-02, consisting of twenty-four (24) townhouse units on lands described as Part of Lot 98, Concession 1, (geographic Township of Artemesia) in the Municipality of Grey Highlands, be received for information.

Carried


CW155-18

Moved by: Councillor McKean  Seconded by: Councillor Clumpus

That Report PDR-CW-23-18 be received; and

That all written and oral submissions received on plan of subdivision 42T-2017-01 known as Clarksbury were considered; the effect of which helped to make an informed recommendation and decision; and

That in consideration of the draft plan of subdivision application 42T-2017-01, for lands described as Part of Lot 28, Concession 7 (geographic Township of Collingwood) in the Town of The Blue Mountains, and the matters to have regard for under Subsection 51 (24) for the Planning Act, the Grey County Committee of the Whole approves this plan of subdivision to create a total of 54 single detached lots, subject to the conditions set out in the Notice of Decision.
PDR-CW-24-18 Solar Transmission Line Agreement on the CP Rail Trail – Owen Sound

CW156-18 Moved by: Councillor Boddy Seconded by: Councillor Mackey

That Report PDR-CW-24-18 be supported to consider an agreement with Biidaaske Inc. for the purposes of allowing a portion of the County’s CP Rail Trail to be utilized for a power transmission line crossing along with three (3) associated hydro poles, to support the neighbouring solar power facility; and

That Biidaaske Inc. be permitted to proceed with the works following the June 14th, 2018 Committee of the Whole meeting, prior to Council’s consideration of the by-law; and

That a by-law to adopt the Agreement be prepared for consideration by County Council.

Carried

TR-CW-29-18 Grey Road 18 No Passing Zone – Georgian Bluffs

Moved by: Councillor Burley Seconded by: Councillor Eccles

That Report TR-CW-29-18 regarding a “No Passing Zone” on Grey Road 18 from Rockford to Mennonite Corners be received.

Amendment

CW157-18 Moved by: Councillor Burley Seconded by: Councillor Hicks

That the above resolution be amended to state that staff be directed to install “No Passing Zone” signs along Grey Road 18 between Rockford and Mennonite Corners and an update to By-law 4788-13 be brought forward.

Carried

Main Motion as Amended

CW158-18 Moved by: Councillor Burley Seconded by: Councillor Wright

That Report TR-CW-29-18 regarding a “No Passing Zone” on Grey Road 18 from Rockford to Mennonite Corners be received; and

That staff be directed to install “No Passing Zone” signs along on Grey Road 18 between Rockford and Mennonite Corners and an update to By-law 4788-13 be brought forward.

Carried
TR-CW-33-18 Grey Road 15 Single Source Award – Owen Sound

**CW159-18** Moved by: Councillor Wright  Seconded by: Councillor Hicks

That Report TR-CW-33-18 regarding 1.5 kilometres of design work on Grey Road 15 in the City of Owen Sound be received and that a single source contract for Grey County’s portion is awarded to WSP Canada Inc. at an amount of $66,230.50, excluding taxes.

Carried

Correspondence from the Federation of Canadian Municipalities Advocacy Fund

**CW160-18** Moved by: Councillor Eccles  Seconded by: Councillor McKean

That the correspondence from the Federation of Canadian Municipalities Advocacy Fund be received for information and no further action be taken on this request.

Carried

Economic Development and Planning Advisory Committee

minutes dated May 29, 2018

**CW161-18** Moved by: Councillor Eccles  Seconded by: Councillor Paterson

That the Economic Development and Planning Advisory Committee minutes dated May 29, 2018 be adopted as presented; and

That the following resolutions contained therein be endorsed:

1. That the County of Grey proceed with developing communication and educational materials to create awareness about the need and benefits of affordable and attainable housing; and

That the funds for creating these materials come from existing funds in the Communication, Planning and Economic Development budgets.

2. That Committee Report CAOR-ED-08-18 titled Regional Attraction & Retention Campaign be received; and

That the staff be directed to formally engage campaign partners, lead the development of an RFP for the campaign materials and contribute $10,000 to the project from the 2018 economic development budget.

3. That Report CAOR-ED-07-18 regarding revised Terms of Reference for the Economic Development and Planning Advisory Committee be...
That the revised Terms of Reference for the Economic Development and Planning Advisory Committee as attached to Report CAOR-ED-07-18 be endorsed.

Carried


That Report FR-CW-16-18 regarding the 2017 Lease Financing Report be received for information.

Carried

Administration Building Addition/ Renovation Update

Anne Marie Shaw provided Council with an update on the Grey County Administration Building addition/ renovation. She confirmed that there is now full occupancy of the building. Provincial Offences Administration will move into the building in July. She noted that landscaping and signage should be complete by the end of this month. She noted there will be a Building Task Force meeting scheduled for a date in July. She confirmed that the renovation budget is on target.

Other Business

Association of Municipalities of Ontario (AMO) Delegation Requests (deadline July 3, 2018).

 Discussions occurred on potential Association of Municipalities of Ontario Delegation Requests. Suggestions will be brought forward to the June 28, 2018 Committee of the Whole meeting.

Association of Municipalities of Ontario (AMO) Nomination for Board of Directors

That Councillor Paul McQueen be nominated for the Board of Directors County Caucus for the Association of Municipalities of Ontario (AMO) for 2018-2020.

That Councillor Gail Ardiel be nominated for the Board of Directors County Caucus for the Association of Municipalities of Ontario (AMO) for 2018-2020.
Councillor Ardiel declined the nomination.
Councillor McQueen was acclaimed.

Notice of Motion
Councillor Fosbrooke provided a notice of motion regarding a whistleblower protection policy.

Adjournment
On motion of Councillors Burley and Eccles, Committee of the Whole adjourned at 3:18 PM to the call of the Chair.

________________________________________________________
Alan Barfoot, Deputy Warden                      Heather Morrison, Clerk
Owen Sound & North Grey Union Public Library Board
Minutes
May 24, 2018 6:00 p.m.
Adult Learning Centre

MEMBERS PRESENT:
Richard Thomas, Chair (City of Owen Sound, Councillor)
Janice Currie (City of Owen Sound)
Bob Droine (City of Owen Sound)
Rick Holland (City of Owen Sound)
Frank Emptage (Meaford Public Library)

MEMBERS ABSENT/REGRETS:
Esra Samli (City of Owen Sound)
Elizabeth Thompson (Township of Chatsworth, Councillor)
Joanne Veerman (Township of Georgian Bluffs)
Tom Wiley, Vice-Chair (Township of Georgian Bluffs, Councillor)

STAFF PRESENT:
Tim Nicholls Harrison, CEO
Nadia Danyluk, Deputy Chief Librarian
Lindsey Harris, Administrative Services Coordinator

GUESTS PRESENT:
None

COMMENCEMENT: 6:03 P.M.

1. CALL TO ORDER
   The meeting was called to order by Chair, Richard Thomas at 6:03 p.m.

2. ADDITIONAL ITEMS
   None

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
   None

4. CONFIRMATION OF MINUTES
   42-18 Moved by Janice Currie THAT the minutes of the April 26, 2018 meeting of the Library Board be approved as presented.  Carried.
5. **DEPUTATIONS/QUESTIONS FROM THE PUBLIC**

None

6. **CORRESPONDENCE**

Harris reported that there was one item of correspondence circulated in the package.

**6.1: Thank you:** A thank you card was received from Jill McFadden-Bartley for the flower arrangement she received after the passing of her sister.

7. **REPORTS AND MATTERS TABLED**

7.1 **Board Chair’s Report**

No report.

7.2 **CEO’s Report**

CEO Tim Nicholls Harrison drew the Board’s attention to the CEO’s Report as distributed and provided additional information.

7.2.1 **Library Service Index:** In the month of April, we provided at least 98,416 services to our customers. The LSI is calculated by dividing the total services by the number of hours that we were open in the month. The LSI shows the average number of services provided per hour that we are open. The LSI for April was 384.44. The cumulative LSI for the first four months of 2018 was 345.71.

7.2.2 **Key Statistics:** Our total library membership is 11,655. In April, we had 19,368 library visits and circulated 24,731 materials. Patrons used an additional 4,556 materials within the library during the month. There were 5,031 uses of technology. Our online outreach totalled 34,495. The library provided information assistance 1,459 times. 421 items were added to our collection. 975 people participated in 12 adult and 19 youth programs and 17 class visits.

7.2.3 **Staff Anniversaries:** We extend congratulations to Karen Teeter, Maria Bertrand and Malcolm Newton on their work anniversaries. Thank you for contributing your time, effort, skills and talents!

<table>
<thead>
<tr>
<th>Karen Teeter</th>
<th>Public Services</th>
<th>31 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Bertrand</td>
<td>Adult Learning Centre</td>
<td>18 years</td>
</tr>
<tr>
<td>Malcolm Newton</td>
<td>Public Services (Page)</td>
<td>2 years</td>
</tr>
</tbody>
</table>

7.2.4 **Staff Announcements:** We congratulate Karen Teeter on her retirement as a full-time Public Services Assistant. We appreciate the wonderful customer service that she has provided over many years. We are pleased that Karen will come back and support interlibrary loan services on a part-time basis. Her experience and experience is appreciated. Other tasks and responsibilities have been reassigned. We welcome Kaya Farkashidy to our staff as a part-time Public Services Assistant.

7.2.5 **Library Environmental Committee:** We have reintroduced this committee to assist us in researching and making recommendations that support the library’s values, concern and focus on environmental issues within our building and the local community. This activity was initiated as an outcome of a previous strategic plan process. Thank you to Carolin Brooks, Sharon Wagenaar and Nadia Danyluk for taking on this important work.
7.2.6. Main Floor Renovation Aesthetics Committee: The work of this staff committee will serve as guidance in the coming years and will ensure that there is an integrated look to the renovation recognizing that some parts will be completed at different times. Please see attached recommendations that covered floor tiles, painting, furniture and miscellaneous details. Thank you to Carolin Brooks, Joanne Green, Laura Stirling, Karen Teeter and Shauna MacWilliam for taking on this project.

7.2.7. Highlights from Staff Meeting: Laura presented information from the OLA conference in February. We are reviewing the opening and closing procedures at the main desk. Nadia had been revising the desk manuals. Eventually, they will be available online for staff. Congratulations were given to Laura for taking over production responsibilities doing a great job on the library newsletter. We discussed the differences between purchasing books for the collection and ordering them through ILLO. We also discussed the “Request for Reconsideration” form. We thanked Chris for her work on the Blue Cloud mobile app.

7.2.8. Staff Training: Chris Carmichael attended COSUGI Conference in April with other members of the Ontario Library Consortium. COSUGI is the Customers of Sirsi-Dynix Users Group. It is an opportunity to learn about the newest developments in technology related to the integrated library system (ILS) that we use. Congratulations to Renata Libicz, Cvitka Marun and Katie McLeish on completion of the Mental Health First Aid training offered through St. John Ambulance. Most of our library staff have taken this important training.

7.2.9. Summer Student Program Funding: We have received word that our summer student program funding requests have been approved. We will be receiving $1,680.00 from Canada Summer Jobs and $4,267.24 from Young Canada Works. Special thanks to Nadia for her efforts in securing this support.

7.2.10. Auditorium Troubleshooting: We have been reviewing the sound system, video projection and video recording systems in the auditorium to ensure that the services are working with minimal troubles. We will be upgrading the wireless microphone system and incorporating a switcher / scaler with HDMI de-embedding so that there are fewer technical glitches when the systems are being used by the public.

7.2.11. Telephone System: We have experienced a number of problems with our telephone and voicemail system. We are exploring possible remedies.

7.2.12. Carnegie Wing Interior Repairs: We have had electricians repair and replace lights in Carnegie. Work was completed on the fireplace as well. We will need to explore other lighting options in the future.

7.2.13. Report from GM BluePlan: A number of years ago, it was recommended by lighting experts that the shelving ranges in Carnegie should be turned perpendicular to their present configuration as this would maximize the available natural sunlight in the room. Past shelving configurations have included ranges in various directions. We consulted with GM BluePlan and they have calculated that rotating the stacks 90° would nearly triple the stresses on the affected joists. As significant reinforcing of the floor joists would be needed, so we will not be proceeding with reorienting the shelves.

7.2.14. Renovation Update: The scale of the fall project has grown. The roof will be replaced and new HVACs and duct work will be installed. We will co-ordinate the timing with Kristan Shrider, Manager of Property for the City of Owen Sound. These
projects and the installation of flooring will present some logistical challenges for building access. We are compiling a list of significant dates and bookings in the fall. We will have a proposed timeline for the Library Board meeting in June.

7.2.15. Exterior Damage: There is damage to the exterior façade surrounding the original entrance to Carnegie. We have worked with Kristan on this issue and it is slated to be repaired by local tradespeople. Heritage staff have confirmed that the work can be completed. We will need to be mindful of salt build-up in the future.

7.2.16. Spring Clean-Up: We have completed the spring clean-up work outside of the library. We will be implementing a watering schedule to ensure that our plants are nurtured. The costs have been covered by the reserve set aside using the proceeds from our Community Foundation Grey Bruce endowments. We would also like to thank the Georgian Bay Gardeners and the Grey County Master Gardeners for their help both inside and outside the building.

7.2.17. Strategic Planning Process: We will be meeting with the Board and staff in September to review the Strategic Planning information and establish smart goals for the next five years. We are proposing that the session be on one of the following dates: Friday September 14th, Thursday September 20th and Friday September 21st. We will send out a poll to determine the best date for everyone.

7.2.18. Grey County Live: I attended Grey County Live on April 4th to give an update about the library and to promote the Adult Learning Centre’s Grey Bruce Writing Marathon.

7.2.19. National Volunteer Week: April 15-21 was Volunteer Recognition Week. All week long we posted a thank you to the various groups of volunteers that help make our library a special place:

- the volunteers that serve on the library board,
- the many volunteers that help with our book sales,
- the he volunteers that support our Adult Learning Centre,
- the Library to Go volunteers who offer an outreach service to library patrons who are unable to visit the library in person,
- the teen volunteers that make up our Teen Advisory Group (TAG),
- the Community Living volunteers who help with various jobs around the Library: cleaning the Toy Yard, watering plants and tidying shelves throughout the building and more,
- the volunteers that help with programming such as the Owen Sound Mini Comicon, Tech Talk, March Break and Summer Break children's programs, Festival of Northern Lights and Chinese New Year.

7.2.20. April Programming: Highlights in April included Ukulele Jam, Terrarium Craft Project, Sounds of My Hometown, Library at Your Fingertips, Rob Colton – Author Visit and Photography Show. All of the regular book chats, book clubs, tech talks and children and youth programs were scheduled including story times, lego club, and TAG.

7.2.21. Poet Laureate Visit to City Council: We were pleased that the Mayor requested that Lauren Best, the Poet Laureate, come to council during April – National Poetry Month. Nadia Danyluk, our Deputy Chief Librarian, introduced Lauren at the April 23rd Council meeting. Thank you to Lauren for sharing poems with the City, representing her office so well, and helping to support and encourage our literary community. We are very fortunate to have such a wonderful
ambassador of the arts! Lauren’s poem that she shared with Council is on our Facebook page at https://www.facebook.com/OSNGUPL/posts/10155183552491401

7.2.22. **Adult Learning Centre:** We have received additional funding to expand services in the Dundalk area. We will work with the school boards to develop an integrated service delivery model. We have reported the disposal last year of our older computer equipment, over seven years old, which included providing some resources to the local United Way for low-income families needing tech supports. We continue to work with Grey County and other service providers on developing a local “Circles” initiative.

7.2.23. **Grey Bruce Writing Marathon:** The 2018 Grey Bruce Writing Marathon was held from Thursday, April 19th at 6:00 p.m. to Sunday, April 22nd at 6:00 p.m. throughout the Owen Sound & North Grey Union Public Library. Participants had seventy-two hours to create their masterpieces, which are usually about one hundred pages in length. We would like to thank Robert Menzies, Miranda Miller, Kate O’Neill and Cathy Paul for taking on this year’s fundraising challenge for the Adult Learning Centre. Over one thousand dollars was raised.

7.2.24. **Ontario Library Consortium Meeting:** Chris Carmichael and I attended the annual general meeting of the OLC which was held on April 27th at the Fergus Public Library. I am pleased to continue as a member of the Board for the next year.

7.2.25. **Making Grey Bruce Home:** I attended the open house for the new community space on Saturday, April 28th. It was wonderful to see so many members of our community behind this worthy project. We are looking at ways to support this local initiative.

7.2.26. **Photography Exhibit:** The Library is excited to welcome the Owen Sound Camera Club for a photography show taking place throughout the Library in the month of May. As one of the oldest camera clubs in Ontario, they have been meeting to share their love of photography for over 60 years!

7.2.27. **Owen Sound Mini Comicon:** The Owen Sound Mini Comicon will be returning to the Library on Saturday, May 5th. This will be our 6th annual event and we’re hoping it will be our biggest and best ever! We are currently looking for individuals who may be interested in exhibiting comics or fandom-related art. Activities scheduled include: Owen Sound Ghostbusters, DIY Superhero Costume, Bustton Stand, Dr. Frankenstein’s Toy Workshop, DIY Zine Station, Papercraft, Scenic City Games, Artist’s Alley, Superhero Café, Video Game Tournament, Cosplay Showcase, Producing and Pitching Comics, Dollmaking with Dimly, Dungeons and Dragons, Worbia 101 and more.

7.2.28. **Grey Bruce Youth Film Festival:** Films must be submitted by May 12 for a chance to see it on the big screen at the Galaxy Cinemas in Owen Sound and the possibility of cash prizes! We’re excited to see what this year’s crop of filmmakers has in store for us, it’s been an interesting run so far... giant mutant slugs, nachos, snails, chickens, musicals, murder and mayhem and so many zombies!

7.2.29. **Summertime Fiction Sale:** This book sale is new this year. It will run on Friday, May 25 from 9:30 a.m. to 8:30 p.m. and on Saturday, May 26 from 9:30 a.m. to 5:00 p.m. Purchase from a collection of fiction books, DVDs, CDs and children's books! Thanks to Elyse Pike and Vicki Tichbourne and the many
volunteers, our friends of the library, for helping with the sale. Special thanks to Carolin Brooks as our Volunteer Coordinator for her work on this new fundraiser.

**7.2.30. Lit on Tour:** We have been negotiating with International Festival of Authors – Literature on Tour for fall programming. Craig Davidson will be at the library on Thursday, October 4th at 7 p.m. Craig Davidson is the author of four literary novels, including *Rust and Bone*, which was made into a Golden Globe-nominated feature film of the same name, and the Scotiabank Giller Prize-shortlisted Cataract City. His bestselling memoir, *Precious Cargo*, was shortlisted for Canada Reads. We have ordered his new novel, *The Saturday Night Ghost*.

**7.2.31. Final Comments:** April was hopping at the library. We recorded our highest monthly LSI to date. This would not be possible without the incredible efforts of our staff and volunteers. I extend my sincere appreciation to everyone for their hard work and commitment to our community.

Additional items as per verbal report:

- None

43-18 Moved by Frank Emptage THAT the Library Board approve the CEO’s Report as presented. Carried.

**7.3 Financial Committee Report**

**7.3.1 Statements and Accounts:**

44-18 Moved by Rick Holland THAT Library accounts totaling $38,913.01 for April be approved for payment and further, THAT the Adult Learning Centre’s accounts totaling $5,146.52 for April be approved for payment and further, THAT the Library’s and Adult Learning Centre’s Financial Statements to April 30, 2018 be received as information. Carried.

**7.3.2 Reserve Accounts:**

45-18 Moved by Rick Holland THAT the Library Board approve revenues and expenditures for the Book Sale Reserve Account, Poet Laureate Reserve Account, Teen Advisory Group – TAG Reserve Account and Write @ Your Library Reserve Account to April 30, 2018. Carried.

**7.3.3 Adult Learning Centre Audit**

46-18 Moved by Rick Holland THAT the Library Board accepts the Adult Learning Centre’s audited Financial Information for the year ended March 31, 2018 as prepared by BDO Canada LLP. Carried.
47-18 Moved by Rick Holland THAT the Library Board authorize the transfer of the 2017-2018 Adult Learning Centre surplus of $30.77 to the Adult Learning Centre’s Contingency Fund. Carried.

48-18 Moved by Rick Holland THAT the Library Board approve the Statement of Revenue and Expense Report (SRER) for the Adult Learning Centres as presented. Carried.

7.3.4 Wages & Personnel:

Twenty-seventh Pay Period: Every few years there are 27 pays in a year instead of 26. In order to plan for this additional pay period, funds have been budgeted to be set aside within the Wages and Benefits section of the Operating Budget.

49-18 Moved by Rick Holland THAT the Library Board approve the transfer of $4,000 from Wages and Benefits to the Personnel Reserve in preparation for the 27th pay. Carried.

7.4 Personnel Committee Report

No report.

7.5 Property/Building Committee Report

No report.

7.6 Library Foundation Committee Report

No report.

7.7 Policies and Bylaws Committee Report

No report.

7.8 Friends of the Library Liaison Report

No report.

7.9 SOLS Saugeen Trustee Council Report

No report.

8. OTHER BUSINESS

Chair Thomas suggested that we look at the process for Board motions presented at meetings and streamline the process.

9. STRATEGIC PRIORITIES

None

10. RESOLUTION TO MOVE IN CAMERA - STRUCK

11. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK

12. NEXT MEETING: Regular Board meeting to be held Thursday June 28, 2018 at 6:00 p.m. in the Library Board Room.
13. ADJOURNMENT: The meeting was declared adjourned at 6:40 p.m.

Chair

Secretary
Minutes

Bognor Community Centre Board
July 3, 2018, 7:30 pm
597352 Grey Road 29

1. **Call to Order**
Kevin Clarke (Chair), called the meeting to order at 7:42 pm with the following in attendance: Joanne Rankin (Vice-Chair), John Rankin (Secretary), Tim Keeling, Linda Keeling, Gary Shute, Eileen Minke, Dale Emmerson, Larry Emmerson, Tony Bell, Absent: Jon Cobb, Eleanor Parkin, Bob Dixon, Erwin King

2. **Disclosure of Pecuniary Interest and General Nature Thereof**
   • None

3. **Adoption of Previous Minutes**
   Moved by Joanne Rankin that the minutes of the June 12 meeting be adopted, Seconded by Tim Keeling, motion carried.

4. **Business Arising from Previous Minutes**
   • Errors and Omissions from previous minutes- None
   • 2018 Pest Control
     o The hall is scheduled to be sprayed July 12. Item open.
   • Hall Governance- Tony gave an update as to the new governance rules for Community Halls. Item will be tabled until further notice.
   • Pork Chop Supper-
     o Approximately 200 tickets have been sold.
     o Flyers have been distributed.
     o Dale will create the sponsorship sign for Brian Wood.
     o The next PCS meeting will be on Saturday, July 14 at 8 am.
   • Memorial Donations
     o Donations to the Community Church of Walter Falls and McLeans Cemetery are pending due to issues getting signing authority changed at the bank.

5. **Presentations/Delegations**
   • Canada Day Committee
     o Gary gave an update of the proceedings of the day. The fireworks were excellent. The day was a financial success. Gate receipts and sponsorship receipts were very good again this year.

6. **Financial Report and Bookings**
   **Treasurer's Report**
   Bank Balance (end of June) $14,669.24
Summary of Bookings
- July 6 - Orange Parade
- July 18 - Pork Chop Supper
- July 22 - Private Function
- Aug 12 - Private Function

Upcoming Events
- Pork Chop Supper, July 18, 2018

7. Correspondence
- Municipality of Meaford - Shirley Keaveney
- Municipality of Meaford - Margaret Wilton-Siegel
- Email from Marg Matthews
- Municipality of Meaford - Rod Willis
- Municipality of Meaford - Sharron Knox
- Emails to Hydro One, Truly Nolan, Telizon to change names on the invoices.

8. New Business
- Canada Health Regulations
  - Kate McLaren asked if the Bognor Hall Board had interest in taking the course in food preparation safety. The Hall Board will send 6 or 7 people to the course.
- Orange Parade
  - Gary will bring his BBQ to the Hall for 4 pm on July 6. Erwin, Eileen, Wayne and Larry will handle the BBQ duties.
- Bognor Hall Janitorial Duties
  - Larry and Dale Emmerson have volunteered to provide the major cleaning services for the Hall.

9. Next Meeting
- Tuesday, Sept 4, 2018 at 7:30 pm

10. Gary Shute moved to adjourn the meeting at 9:30 pm, seconded by Tim Keeling, motion approved.
June 25, 2018

Ms. Barb Clumpus
Mayor
Municipality of Meaford
21 Trowbridge Street West
Meaford, ON N4L 1A1

Re: Breakwater Repairs at the Small Craft Harbours’ Meaford facility

The Department is pleased to announce that the Meaford Harbour breakwall project will be funded under Budget 2018. Small Craft Harbours’ (SCH) regional staff are in the process of completing the plans and specifications for the repairs of the harbour breakwall. SCH will share these plans and specifications with the Municipality. Construction work is anticipated to start in the fall of 2018 with the work to be completed in March 2019.

If you have any questions, please do not hesitate to contact me at 905-315-5286.

Yours truly,

Annette Winter
A/Client Services Manager- East
<table>
<thead>
<tr>
<th>Item #</th>
<th>Date Received</th>
<th>Sender</th>
<th>Topic of Correspondence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 15th, 2018</td>
<td>OPP</td>
<td>Drug Warrant Executed</td>
</tr>
<tr>
<td>2</td>
<td>June 18th, 2018</td>
<td>Public Health Grey Bruce</td>
<td>Longest Day of Play</td>
</tr>
<tr>
<td>3</td>
<td>June 19th, 2018</td>
<td>OPP</td>
<td>Motorcycle Collision With Deer</td>
</tr>
<tr>
<td>4</td>
<td>June 19th, 2018</td>
<td>OPP</td>
<td>Stolen Vehicle Torched</td>
</tr>
<tr>
<td>5</td>
<td>June 19th, 2018</td>
<td>OPP</td>
<td>Meaford Man Arrested</td>
</tr>
<tr>
<td>6</td>
<td>June 20th, 2018</td>
<td>OPP</td>
<td>Male Charged After Uttering Threats</td>
</tr>
<tr>
<td>7</td>
<td>June 20th, 2018</td>
<td>J. Leigh</td>
<td>Comments Regarding Sideroad 13</td>
</tr>
<tr>
<td>8</td>
<td>June 21st, 2018</td>
<td>AMO</td>
<td>Watchfile</td>
</tr>
<tr>
<td>9</td>
<td>June 21st, 2018</td>
<td>Township of Montague</td>
<td>Authority to Approve Landfill Projects</td>
</tr>
<tr>
<td>10</td>
<td>June 25th, 2018</td>
<td>Michael and Edith Priaro</td>
<td>Unused Municipal Road Allowance</td>
</tr>
<tr>
<td>11</td>
<td>June 25th, 2018</td>
<td>Township of Georgian Bay</td>
<td>Bill 16 Resolution</td>
</tr>
<tr>
<td>12</td>
<td>June 25th, 2018</td>
<td>AMO</td>
<td>AMO Stands w/ Canada &amp; Ontario on NAFTA</td>
</tr>
<tr>
<td>13</td>
<td>June 26th, 2018</td>
<td>Nottawasaga Lighthouse Society</td>
<td>Media Release on Preservation Society</td>
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<tr>
<td>14</td>
<td>June 27th, 2018</td>
<td>Ombudsman of Ontario</td>
<td>Annual Report</td>
</tr>
<tr>
<td>15</td>
<td>June 27th, 2018</td>
<td>AMO</td>
<td>Report of the Secretary Treasurer</td>
</tr>
<tr>
<td>16</td>
<td>June 28th, 2018</td>
<td>Terry Williams</td>
<td>Memorial Park Expenditures</td>
</tr>
<tr>
<td>17</td>
<td>June 28th, 2018</td>
<td>AMO</td>
<td>Watchfile</td>
</tr>
<tr>
<td>18</td>
<td>June 29th, 2018</td>
<td>AMO</td>
<td>New Ontario Government Takes Office</td>
</tr>
<tr>
<td>19</td>
<td>June 29th, 2018</td>
<td>Public Health Grey Bruce</td>
<td>Overdose Alert</td>
</tr>
<tr>
<td>20</td>
<td>June 29th, 2018</td>
<td>Public Health Grey Bruce</td>
<td>Heat Advisory</td>
</tr>
</tbody>
</table>
Hi Liz,

See attached revised site layout, with the parking at the front. This appears to be the best option for various reasons. I was able to make some modifications to the building footprint and consequently managed to get seven parking spots and six (6) suites which had been my original intention.

Regards,

Will Goertz
Tricon Management Systems Inc.
77 Fathoms Inc.
705-351-8185
18 Boucher St. West, Meaford

Scale: 4 Metres/Inch

Proposed Use: Six (6) Suite Boutique Hotel with Three (3) Suites Having Kitchens

Building Footprint
- 171.9 m²
- 1850 sq. ft.

Total (3) Floors
- 343.8 m²
- 3700 sq. ft.

Parking
- #1: 5.0 x 5.8
- #2: 2.7 x 5.8
- #3: 2.7 x 5.8

Garage
- #4: 2.7 x 5.8
- #5: 2.7 x 5.8
- #6: 2.7 x 5.8
- #7: 2.7 x 5.8

Landscaping
- Snow
Zoning By-law Amendment Application Form

Corporation of the Municipality of Meaford

Clerk
21 Trowbridge Street West
Meaford, ON N4L 1A1

Phone: 519-538-1060 Fax: 519-538-1556 Email: clerk@meaford.ca

This application is made to the Council of the Municipality of Meaford under Section 34 of the Planning Act, R.S.O. 1990.

Once signed and commissioned, this application shall be filed with the Clerk of the Municipality of Meaford, and accompanied by the fee made payable to the Corporation of the Municipality of Meaford.

Date Accepted: ________________ Accepted By: ____________________ File #: __________ Roll #: __________

Type of Application:

☐ Major Amendment Application Fee (Payable to the Municipality) $4000.00
☐ Minor Amendment Application Fee (Payable to the Municipality) $1700.00
☐ Removal of Holding Symbol (H2-H6) Application Fee (Payable to the Municipality) $950.00
☐ Increase Density Application Fee (Payable to the Municipality) $1300.00
☐ Temporary Use (Garden Suite/Extension) Application Fee (Payable to the Municipality) $1000.00
☐ Septic Review (Required for all applications on Private Services - Payable to the Municipality) $125.00
☐ Grey Sauble Conservation Authority Fee (Required for all applications - Payable to Grey Sauble Conservation Authority) $240.00

Applicant Information:

1. Registered Owner(s): ____________________________
   Full Mailing Address: ____________________________
   Phone: _______ Fax/Email: ________________________
   87 Conservation Way, Collingwood, ON L9Y 0G9
   705-351-8185 will.goertz@gmail.com

2. Applicant(s)/Agent(s) (if different then owner):
   Full Mailing Address: ____________________________
   Phone: _______ Fax/Email: ________________________
   Applicant’s relationship to subject lands: ____________

Communications should be sent to: ☐ Owner(s) ☐ Applicant(s) ☐ Agent(s)
Signs for posting on the lands should be sent to: ☐ Owner(s) ☐ Applicant(s) ☐ Agent(s)
Subject Lands:
1. Municipal Address: 18 Boucher St. W, Meaford
   Former Township/Town: ☐ St. Vincent ☐ Sydenham ☑ Meaford
   Concession: ______ Lot: ______ Registered Plan: 309
   Part(s): Part of Lot(s) Lot 1261 Reference Plan: 
   Date Lands were acquired by current owner(s): June 29, 2018

2. Description:

<table>
<thead>
<tr>
<th>Area (hectares)</th>
<th>Frontage (meters)</th>
<th>Depth (meters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Property</td>
<td>0.058</td>
<td>20.1</td>
</tr>
<tr>
<td>Lands Affected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if only a portion)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


4. Please explain how the application conforms to the Official Plan:
   Permitted uses in the Official Plan include Hospitality and Accommodations

5. Current Zoning By-law Designation of the Lands: C1-Downtown Commercial

6. Please indicate any environmental constraints apply to the subject lands:
   ☐ Wetlands ☐ Specialty Crop Lands ☐ Floodplains ☐ ANSI’s
   ☐ Heritage Resources ☐ Streams, Ravines and Lakes ☐ Solid Waste Management
   ☐ Springs or Sinkholes ☐ Niagara Escarpment Plan ☐ Water Resources
   ☐ Aggregate Resources ☐ Thin Overburden (Karst) ☐ Sewage Treatment Plant
   ☐ Fisheries, Wildlife & Environment ☐ Wooded Areas and Forest Management

7. Indicate the Type of Road Access:
   Access Type
   ☐ Provincial Highway Access
   ☐ County Road
   ☑ Open and Maintained Municipal Road Allowance
   ☐ Non-maintained/Seasonally Maintained Municipal Road Allowance
   ☐ Private Right-of-Way
   ☐ Water Access (Not recognized by the Municipality of Meaford)
8. If access to the subject land is by water only, what are the parking and docking facilities at the site and what is the approximate distance of these facilities from the subject land to the nearest public road? *(Not recognized by the Municipality of Meaford).*

9. Indicate the applicable servicing at the subject property:

<table>
<thead>
<tr>
<th>Types of Servicing</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Servicing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Municipal, Communal, Private Well)</td>
<td>Municipal</td>
<td>Municipal</td>
</tr>
<tr>
<td>Sewer Servicing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Municipal, Communal, Private System)</td>
<td>Municipal</td>
<td>Municipal</td>
</tr>
<tr>
<td>Storm Servicing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Storm Sewer, Ditches, Swales)</td>
<td>Municipal</td>
<td>Municipal</td>
</tr>
</tbody>
</table>

Does this application permit development on privately owned and operated individual or communal septic systems, and if so, would more than 4500 litres of effluent a day be produced as a result of the development being completed?

☐ Yes   ☐ No   ☐ N/A

If yes, you **MUST** provide a Servicing Options Report and a Hydrogeological Report.

10. Existing use of the lands and how long the use has continued (Agricultural, Residential, Commercial, Industrial, Vacant, Other): Vacant Commercial - residential house was demolished in 2015

11. Present use of abutting properties:

North Multi Residential

East Commercial

South Residential

West Residential

12. Does the Owner have any interest in the abutting lands? If yes, describe the interest.

☐ Yes   ☐ No

13. Is there an approved Site Plan and/or a Site Plan Control Agreement in effect on any portion of this subject lands?

☐ Yes   ☐ No

If yes, has an amendment to the Site Plan and/or agreement been applied for?

☐ Yes   ☐ No

14. Are there any easements, right-of-ways, restrictions, covenants, or other agreements applicable to the subject lands? (If yes, describe what they are, indicate on a drawing if applicable and include a Site Plan and/or Agreement if applicable):

None
15. Has the owner or applicant made an application for any of the following, either on or within 120 meters of the subject lands?  
☐ Official Plan  ☐ Plan of Subdivision  ☐ Zoning By-law Amendment  
☐ Consent  ☐ Minor Variance  ☐ Development Control Permit (NEC)  
☐ Site Plan Control  
**If yes, please describe briefly (i.e. Date of application, file number, nature of application, effect on this application, etc.):**  
________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________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h. Indicate and describe the manure storage facilities on the subject lands:

- Storage already exists
- Liquid
- Solid
- No storage required (manure/material is stored for less than 14 days)

i. Are there any barns on other properties within 1000 meters (3,280 ft) of the proposed lot?  
   - Yes  
   - No

   **If yes, these barns and distances to the subject property must be shown on the sketch.** And the following questions must be answered for each property containing a barn regardless of current use. You may use additional pages if necessary.

j. What type of farming has been conducted on this other property?

k. Number of tillable acres on this other property?

   Size of barn on this other property?  
   Capacity of barn (livestock):  

l. Type of manure storage on this other property?

   **Additional information may be required for Minimum Distance Separation (MDS) calculations** – please discuss with Planning Staff prior to submitting your application.
17. Describe the nature and extent of the relief applied for and the proposed use of the subject lands: Proposed use to be an extended stay boutique hotel (5 suites)

- relief from required side yard and rear yard set backs
- relief to allow kitchens in three hotel suites

18. Describe the reason for the proposed amendment(s): commercial development of the proposed project would not be viable without the amendment

19. Describe the timing for the proposed development, including phasing: 12-24 months

20. Provide the following details for all the building, both existing and proposed (Use separate page if necessary).

<table>
<thead>
<tr>
<th>Building Type:</th>
<th>Existing</th>
<th>Proposed</th>
<th>Building Type:</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Construction</td>
<td>TBD</td>
<td></td>
<td>Ground Floor Area (m²)</td>
<td>approx. 177</td>
<td></td>
</tr>
<tr>
<td>Gross Floor Area (m²)</td>
<td>approx. 355</td>
<td></td>
<td>Number of Stories</td>
<td>Two</td>
<td></td>
</tr>
<tr>
<td>Width (m)</td>
<td></td>
<td>13.2</td>
<td>Length (m)</td>
<td>13.5</td>
<td></td>
</tr>
<tr>
<td>Height (m)</td>
<td>TBD</td>
<td></td>
<td>Use</td>
<td>Hotel</td>
<td></td>
</tr>
<tr>
<td>Setback from front lot line (m)</td>
<td>1.0</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Setback from rear lot line (m)</td>
<td>14.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setback from side lot line (m)</td>
<td>1.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
21. Is the subject lands within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements?
   □ Yes  □ No
   If yes, please include a statement of these requirements: ________________________________

22. Is this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?
   □ Yes  □ No
   If yes, please include a statement of these requirements: ________________________________

23. Does this application propose to remove land from an area of employment?
   □ Yes  □ No
   If yes, please include details of the official plan amendment that deals with this matter:
   ________________________________

24. Is the subject land within an area where zoning with conditions may apply?
   □ Yes  □ No
   If yes, please explain how the application conforms to the official plan policies relating to the zoning with conditions: ________________________________

25. Names and addresses of all mortgages, holders or charges or other encumbrances with respect to the subject lands: None
   ________________________________

   ________________________________
   ________________________________
   ________________________________
27. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act? □ Yes □ No

28. Is the subject land within an area of land designated under any provincial plan or plans? □ Yes □ No

If yes, does the application conform to, or does not conflict with the applicable provincial plan or plans?

29. Site Plan Requirements

A detailed Site Plan (Drawing) drawn to scale, is required to be submitted together with any Zoning Amendment Application. The Site Plan must provide sufficient details of the intended development in order to assist in understanding the proposal, including the boundaries and dimensions of the subject land, the size, type and location of all existing and proposed buildings on the subject land, related facilities and all other property information listed below. The following detailed information should be included with the Site Plan.

a. Lot Frontage
b. Number, Dimensions and Surface Treatment of Parking Spaces and Aisles
c. Number and Dimensions of Loading Spaces
d. Location of all Ingress and Egress Points and Dimensions
e. Easements of restrictive covenants
f. Adjacent land uses, buildings and structures
g. Public Roads, Allowances and Rights-of-Way, including width and proper name, indicating if it is unopened
h. The approximate location of all natural and artificial features (ie buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks that,
   i. are located on the subject land and on land that is adjacent to it, and
   ii. in the applicants opinion, may affect the application
i. All Environmental Constraint Areas
j. All Buildings and Structures with dimensions including front, side and rear yard setbacks
k. Existing and proposed drainage or other storm management facilities
l. Beming/Screening
m. Internal Driveways and Lanes including dimensions
n. Landscaped/Grassed Areas – including area
o. North Arrow and Scale
p. Location of wells and septic tanks
q. If access is by the water only, indicate the location of the parking and docking facilities to be used. (This is not a supported access by the Municipality of Meaford)
r. The location and nature of any easements affecting the subject lands

Provide any other Site Plan information considered relevant to the proposal.

Note: Where redevelopment is proposed, any existing building(s) to be removed should also be shown on the Site Plan.
AFFIDAVIT – SOLEMN DECLARATION (Affidavits MUST be signed in the presence of a Commissioner of Oaths):

I/We ___________________________ and ___________________________

Name of Owner(s) Name of Owner(s)

Of the City/Town/Municipality of ___________________________ in the County/Region of ___________________________

Solemnly declare that all statements contained in this application and all the information provided is true, and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

I have been advised that incomplete and/or inaccurate information will delay the procession of my application and may result in additional costs to me.

DECLARED before me at the

City/Town/Municipality of ___________________________ in the County/Region of ___________________________

This _______ day of ___________________________, 20____.

_________________________ ___________________________

Signature of Owner(s) or Agent(s) Date

_________________________ ___________________________

Signature of Owner(s) or Agent(s) Date

_________________________

Signature of Commissioner Date

Kara Diane Smith Rogers,
a Commissioner, etc., Province of Ontario, for the Corporation of the Municipality of Meaford.
Expires November 6, 2020.
Applicant’s Consent (Freedom of Information), Authorization For Access & Signage Agreement:

In accordance with the provision of the Planning Act, it is the policy of the Municipality to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation,

I/We [Name of Owner(s)] and [Name of Owner(s)]

Of the City/Town/Municipality of [Collingwood] in the County/Region of [Simcoe]

Hereby acknowledge the above-noted and provide my (our) consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters of reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public. AND;

Hereby confirm that the required notice signs will be posted on the lands as instructed and further indemnify the Municipality from any damages resulting from the improper postings of this sign. AND;

Hereby permit Municipal Staff and its representatives to enter upon the premises for the purpose of performing inspections of the subject property.

[Signature of Owner(s)] [Date]

[Signature of Owner(s)] [Date]

[Signature of Witness] [Date]
OWNER(S) AUTHORIZATION OF AGENT
(Only required if the applicant or agent is not the registered owner):

I/We __________________________ and __________________________

Name of Owner(s) Name of Owner(s)

Of the City/Town/Municipality of _____________ in the County/Region of _____________

Registered owner of __________________________

Property Description

Do hereby authorize __________________________

Name(s) of Authorized Agent(s)

To act as my (our) agent for the purposes of this application.

_________________________________________ Date

Signature of Owner(s)

_________________________________________ Date

Signature of Owner(s)

_________________________________________ Date

Signature of Witness
AFFIDAVIT - COSTS OF APPLICATION
(Affidavits MUST be signed in the presence of a Commissioner of Oaths):
I/We Tricon Management Systems Inc. and ____________________________

Name of Owner(s) and ____________________________

Name of Owner(s)

Of the City/Town/Municipality of Collingwood in the County/Region of Simcoe

Hereby acknowledge receiving and reviewing the fee and tariffs related to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any planning matters listed in the fee tariff.

I understand and agree that the Fee and any associated Deposit submitted with this application covers only the anticipated processing cost (i.e. review by the Municipality, on Public Meeting and documents if approved). It is further understood and agreed that any additional costs or requirements, incurred and charged by the Municipality (i.e. Planning, Legal or Engineering Fees, O.M.B. hearing costs, Agreements, Special Studies, other Approvals or Applications and any other related matters), will be my/our responsibility to pay and/or reimburse the Municipality for same. Failure to pay all associated costs may result in refusal of this application and if not paid forthwith after being invoiced, I agree that such costs shall be added to my municipal tax bill and collected by the Municipality in the same manner such as municipal taxes, or by any other means legally available to the Municipality.

DECLARED before me at the

City/Town/Municipality of Meaford in the County/Region of Grey

This __________ day of __________, 2018.

__________________________
Signature of Owner(s)

__________________________
Signature of Owner(s)

__________________________
Signature of Commissioner

Kara Diane Smith Rogers, a Commissioner, etc., Province of Ontario, for the Corporation of the Municipality of Meaford.
Expires November 6, 2020.
Municipality of Meaford

June 18th, 2018

Notice of Complete Application & Public Meeting

Meeting Date and Time: Monday, July 9th, 2018 at 6:00 p.m.

Meeting Location: 157859 7th Line, Meaford, Ontario (Council Chambers)

Purpose and Effect: The property at 18 Boucher Street West is zoned C1 (Downtown Core Commercial) which allows for a range of uses including a hotel. The definition of “hotel” in the Zoning By-law requires a public dining area be included. The applicant wishes to establish a 6-suite, small scale ‘Boutique Hotel’ on the property consisting of suites both with and without kitchen facilities. No restaurant, assembly or banquet facilities are presently proposed in conjunction with the accommodation use.

In order to facilitate the proposed use and the efficient layout of associated parking and landscaping on the lot, the applicant has requested an amendment to the Zoning By-law to:

1) Establish permission for a “Boutique Hotel” being premises that contains rooms with no private cooking facilities and dwelling units (including cooking facilities), that are rented and intended to be occupied as extended-stay temporary accommodation for the public.

2) Establish permission for the dwelling units within the premises to be rented on a residential or non-temporary basis in conjunction with extended stay temporary accommodation rooms/units in the same building.

3) Reduce the required setbacks between the building & parking areas and the abutting residentially zoned properties. The building setback would be reduced to 1.2m from the side/rear lot lines and the setback applicable to parking spaces & driveways would be reduced to 1m. These setbacks are comparable to what generally applies to a single detached dwelling on adjacent residentially zoned lands. While site layout details would be confirmed via Site Plan Control, the zoning amendment would also permit parking in the front yard as is generally permitted for commercial uses (but is restricted for residential premises).

Related Applications: A Heritage Permit & Site Plan Control/Approval will be required prior to issuance of a building permit on the lands. These processes address the design, layout and functionality of the site, as well as considerations such as grading & drainage for the lands.

Location: 18 Boucher Street West, being Plan 309, Part Lot 1261, 16R-547 Part 1, in the geographic Town of Meaford, now in the Municipality of Meaford.

If your property contains 7 or more residential units, please post both pages of this notice in a location that is visible to all residents.
Who can I contact with Questions or for more Information?

Liz Buckton               Rob Armstrong
Senior Planner           Director of Dev. & Envir. Services
lbuckton@meaford.ca      rarmstrong@meaford.ca
519-538-1060 ext. 1120    X1121

How can I contribute my opinion?
Any person or agency may attend the Public Meeting and/or make verbal or written comments regarding the proposal.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Meaford before the proposed Zoning By-law Amendment is approved, the person or public body is not entitled to appeal the decision of the Municipality of Meaford to the Local Planning Appeal Tribunal and may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If you wish to be notified of the decision of the Municipality of Meaford in respect to the Zoning By-law Amendment, you must make a written request to the Municipality at the address noted below.

How do I submit my comments?
Submit written comments prior to the meeting or sign-up to be notified of a decision by contacting or mailing the Clerk:

Matt Smith, Clerk
Municipality of Meaford
21 Trowbridge Street West
Meaford, Ontario N4L 1A1
msmith@meaford.ca
519-538-1060 ext. 1115

Draft Zoning Schedule

Note: The requested amendments would be set out in a site-specific C1-263 Zone to be created for the lands.