



*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

The Town of Shelburne and CDRC  
Board cordially invites you to join us  
for the Grand Opening of the  
Centre Dufferin Recreation Complex.

**Date:** February 21, 2011  
**Time:** 10:00 a.m.  
**Address:** Centre Dufferin  
Recreation Complex  
200 Fiddle Park Lane  
Shelburne, ON

Opening Ceremonies and remarks  
will commence at 10:00 am

Join us on Family Day 2011 for  
Tours  
Free public skating,  
Food and refreshments,  
Raffle draws  
and so much more!

For more information please contact Shawnette  
Crouse at: Tel: (519) 925-2600 ext 230 or  
[scrouse@townofshelburne.on.ca](mailto:scrouse@townofshelburne.on.ca)

JAN 20 2011

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**Denise Holmes, AMCT**

**From:** Michael Giles [Mgiles@dufferincounty.on.ca]  
**Sent:** Wednesday, January 05, 2011 11:23 AM  
**To:** Denise Holmes1; John Telfer; Jane Wilson; keith@townofmono.com; Sue Stone; T Horner  
**Cc:** Linda Dean; Alan Selby  
**Attachments:** Building Dept Fees report.docx

Happy New Year Everyone

I thought that I should drop you a line to let you know that I'm recommending new fees for By-Law Enforcement and Nuisance Beaver Program. The enclosed report is going to County Council as part of my budget package and as you can see By-Law is going up substantially as we have been losing money for quite some time.

Again read the report and if you have any questions please give me a call.

Mike Giles

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The Corporation of the County of Dufferin, 51 Zina Street, Orangeville, Ontario.

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

**Total Control Panel**

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**To:** [dholmes@melanctontownship.ca](mailto:dholmes@melanctontownship.ca) [Remove](#) this sender from my allow list  
**From:** [mgiles@dufferincounty.on.ca](mailto:mgiles@dufferincounty.on.ca)

*You received this message because the sender is on your allow list.*

Information from ESET NOD32 Antivirus, version of virus signature database 5762 (20110105)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

JAN 20 2011 ②

# THE CORPORATION OF THE COUNTY OF DUFFERIN



## REPORT TO COUNCIL/ COMMITTEE



**To:** County Council

**From:** Michael A. Giles, Chief Building Official

**Meeting Date:** December 2010

**Subject:** Building Department Fees

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### **Purpose**

The purpose of this report is to seek approval to increase fees in the following areas:

- 1) By-Law Enforcement
- 2) Nuisance Beaver Program
- 3) Building Department Compliance Letters

### **Background & Discussion**

The Building Department has been doing By-Law Enforcement for most of the municipalities for over 12 years, and has not had an increase of rates for this service.

We currently employ one part-time By-Law Enforcement Officer at a rate of \$31.74, plus mileage and holiday pay. At this time, the department is losing money at the current rate of \$30 per hour. This \$30 rate does not only fail to cover the hourly cost plus mileage, my involvement and clerical support have not been build into the cost.

Although this and other programs are a user-pay system, we need to increase the hourly rate to be able to cover our cost for this service. Costs are not being recovered at current hourly rate, and the net loss is being absorbed by the County each year.

The Nuisance Beaver Program is in the same position, although the structure of this program is much different.

When the Beaver Program started, it was a per hour rate to the trapper, plus mileage. The program was changed some 10 years ago to a fee per pelt (\$25). At this time the trappers were also receiving anywhere from \$15 to \$30 for each beaver pelt that went for auction. Today the pelts bring between \$5 and \$10 per pelt. At this rate it is not worth the effort to prepare a pelt to sell at auction.

Beaver trappers are very hard to find as the younger generations are not engaging in trapping. Therefore we need to keep our trappers at a reasonable rate so that they will continue to provide this service for us.

Building compliance letters have also not seen an increase in many years (12), although building compliance letters have dropped over the years as Title Insurance has filled that void.

Again, we need to increase the \$75 fee, as our costs have gone up over the years, but the fee has not.

**Local Municipal Impact**

Minor impact in the cost of Property Standards Bylaw services purchased from the County; annual amounts would be under \$1,000 for any single municipality.

**Financial, Staffing, Legal, or IT Considerations**

Based on increasing Bylaw Officer time-charges from \$30 to \$60 per hour, we can project revenues to match costs and achieve the goal of budgeted break-even position:

	<b>2010 Budget</b>	<b>2009 actuals</b>	<b>2011 after Incr.</b>
Bylaw services expenses	\$ 9,500	\$ 9,177	\$10,000
Bylaw service revenues	\$ 9,500	\$ 5,783	\$10,000
	Will be short again by about 4,000		

**Recommendation**

**THAT** the report from the Chief Building Official on various fees be received;

**AND THAT** in early 2011 a revised Fees Bylaw be brought forward with, in addition to changes from other departments, the following new fee amounts:

- Bylaw Enforcement charges become \$60 per hour
- Beaver Pelt compensation becomes \$50 per unit
- Compliance Letter Fee becomes \$100 per unit



The Corporation of

**THE TOWNSHIP OF MELANCTHON**

157101 Hwy. 10, R.R. # 6, Shelburne, Ontario, L0N 1S9

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)

Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

Denise B. Holmes, AMCT  
CAO/Clerk-Treasurer

**TO:** Mayor Hill and Members of Council  
**FROM:** Denise B. Holmes, CAO/Clerk  
**DATE:** January 10, 2011  
**SUBJECT:** Accessibility Report 2010 Municipal Election

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**PURPOSE**

The purpose of this Report is to comply with Section 12.1 of the *Municipal Elections Act* regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

**BACKGROUND AND DISCUSSION**

A new requirement for the 2010 Municipal Election is that the Clerk, within 90 days after voting day, shall submit a Report to Council pertaining to the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities. Accessibility was a major consideration during every aspect of the Election, and the attached appendix indicates actions taken to make the voting process more inclusive.

**FINANCIAL IMPACT**

There is no financial impact.

**RECOMMENDATION**

This Report is for the information of Council.

Respectfully submitted,

Denise B. Holmes, CAO/Clerk

JAN 20 2011

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## **APPENDIX - ACCESSIBLE ELECTIONS REPORT**

### **Identification of Barriers**

The following actions were taken to identify barriers that affect electors and candidates with disabilities:

1. Consider various disabilities to identify potential barriers in the election process.
2. Assessed past election administration policies, identifying the likelihood of our practice creating a risk to the accessibility of candidates and electors, then identified the impact of the risk and developed measures to mitigate or minimize the risk.

### **Removal and Prevention of Barriers**

The following actions were taken to remove and prevent barriers that affect electors and candidates with disabilities:

- Township Council on April 1, 2010 approved a Report by the CAO to use Vote By Mail as the alternative method of Voting. This clearly removed any barriers that would be associated with the Election as people were able to vote in the comfort of their own home. The Township recognized the many other benefits of vote by mail, including: the large number of non-resident electors, eliminated the need for proxies and advance poll voting and voting places, it provided voters with an extended period of time to vote, a voter kit was provided to every qualified elector and was mailed directly to each elector or provided directly at the Township Office.
- The Township dedicated a separate section on the website for Election Information and posted information there regularly. The information was in clear, simple language. Information was also posted on the office bulletin board and in the local newspapers. The website also assisted in educating the electors of the voting method and included a tutorial on the Vote By Mail. The tutorial was also printed off and posted on the office bulletin board.
- Candidates were provided an Information Guide that was made available from the Ministry of Municipal Affairs and Housing. A copy of the Voters List was provided to the Candidates upon request as well as the information regarding maximum campaign expenses.
- Documents and forms were available to candidates and electors in alternative formats upon request and in a manner that was mutually agreed upon as per Section 5 of the Customer Service Accessibility Policy, dated January 1, 2010.
- Electors were able to confirm that they were on the Voters List by email, telephone or attending at the office.

- Two candidate information sessions hosted by the County of Dufferin and conducted by the Ministry of Municipal Affairs and Housing were provided to the potential candidates at an accessible facility.
- When the Vote by Mail kits were mailed to each elector, it included the following: an outer white envelope to mail the kit, a voting instruction sheet and voter declaration form, a composite ballot, a yellow return envelope, a ballot secrecy envelope. Bilingual voters kits were provided to electors entitled to vote for French Language School Board Trustees. Instructions for Vote by Mail were also posted on the Township website.
- The Township provided an accessible Ballot Drop Off Centre at the Municipal Office for those who wished to come out and vote. The Returning Officer and Assistant Returning Officer were available at the Ballot Drop Off Centre to answer any questions the Electors had. All Deputy Returning Officers and Election Assistants were sworn to an Oath of Secrecy.
- Allowed ballots to be received after hours by providing a secured, accessible drop-off box for the Yellow Return Envelopes and extended the hours on Monday, October 25, 2010 for Electors to drop off ballots by having the office remain open until 8:00 p.m.
- Allowed for the use of service animals and support persons at the Ballot Drop off Centre as Service Animals and Support persons are allowed as per the Township of Melancthon Customer Service Accessibility Policy dated January 1, 2010.
- The Township provided a process for an elector to be assisted by a support person, a friend or a Deputy Returning Officer at the Ballot Drop Off Centre. The support person would take an Oral Oath of Secrecy.
- All Election Staff, dealing with the Electors, had received the Accessible Customer Service Training.
- The Township has a Policy in place for temporary disruptions of services and is provided in the Township of Melancthon Customer Service Accessibility Policy, dated January 1, 2010.

**Denise Holmes, AMCT**

**From:** BILL HILL [bill\_hill@sympatico.ca]  
**Sent:** Wednesday, January 12, 2011 11:48 AM  
**To:** dholmes@melancthontownship.ca  
**Subject:** FW: Enhancing local communications on Wind Energy  
**Attachments:** canwea-communityengagement-report-e-final-web-01-11-11.pdf

From: president@canwea.ca  
 To: president@canwea.ca  
 Subject: Enhancing local communications on Wind Energy  
 Date: Wed, 12 Jan 2011 10:34:04 -0500

Dear Municipal Leader;

I am pleased to provide you with a copy of the Canadian Wind Energy Association's (CanWEA) new Best Practices for Community Engagement and Public Consultation. We will be releasing these guidelines tomorrow as we continue to work for the responsible and sustainable growth of wind energy in Canada.

Effective and meaningful community engagement is fundamental to the success of a wind energy project, and introducing the Best Practices in Community Engagement and Public Consultation is an important step in our continued effort to improve and strengthen our practices as the wind energy industry grows across Canada.

Building on and consistent with this initiative, CanWEA will be holding a series of training sessions on public consultation and community engagement for our members in 2011.

I would like to acknowledge that an integral step in the development of these guidelines was the valuable input and feedback we have received from municipal leaders. Our initial actions in this regard were a "focus group" session with municipal leaders at the Federation of Canadian Municipalities' Sustainable Communities Conference in February as well as feedback received from many municipal leaders at our own April Forum on Community Engagement. We have also benefitted from input received through a number of one-on-one meetings with municipal leaders throughout 2010.

We recognize that with community engagement and public consultation it is important to strive for continuous improvement. Accordingly, it is our intention that the Best Practices for Community Engagement and Public Consultation guide will evolve over time as we learn about new ways to improve our activities. This will include incorporating feedback from municipal leaders like you, who have already been valued contributors to this important work. We welcome your feedback, which can be directed to Lejla Latifovic at [lejlatifovic@canwea.ca](mailto:lejlatifovic@canwea.ca).

We also hope you continue to find CanWEA's website and publications useful sources of information and facts on wind energy when considering and reviewing proposals for wind energy developments in your area.

You can access information about CanWEA and wind energy in general directly from our website at: [http://www.canwea.ca/wind-energy/talkingaboutwind\\_e.php](http://www.canwea.ca/wind-energy/talkingaboutwind_e.php)

Yours sincerely,

Robert Hornung  
 President – CanWEA

JAN 20 2011 (4)

1/13/2011

January 13,2011

Denise Holmes  
CAO Township of Melancthon

Re: Mulmur Melancthon Fireboard  
inaugural meeting

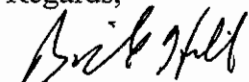
The inaugural meeting of the Mulmur Melancthon fireboard was held on January 12 2011.

I had requested delegation status at the meeting although I sat there in my ex officio capacity as head of Council for the Township of Melancthon.

Attached is a copy of my presentation and I would ask that you include in correspondence to be received, there is no action required.

As a general matter of interest Deputy Mayor Darren White was elected as Chair of that committee.

Regards,



Bill Hill  
Mayor Township of Melancthon

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JAN 20 2011

Delegation to the Mulmur Melancthon Fireboard January 12, 2011

Thank you for the opportunity to present to the Board today. I am before you today as the Mayor of the Township of Melancthon. As head of Council I have a responsibility to ensure that our residents and their property will be protected by this fire department. Over the past year or so there have been many distractions that have lowered the morale of all firefighters and have created a feeling of uncertainty within the department. The distractions can be summed up in three words, Rhonda Campbell Moon. As the majority of what has transpired has been in closed session, I have provided a report to the secretary that details more of the issues. This report is a high level overview.

About a year or so ago MS. Moon strongly accused the Board of being incompetent. I was very taken back by the accusation, as were the other board members. I asked for her help in pointing out our deficiencies and she advised she would prepare a report to help the board. After repeated requests for the report in a March 2010 meeting Ms. Moon became quite agitated and animated and told the board succinctly it was not her responsibility to educate us. When you are not aware of your short comings and the accuser refuses to outline their concerns it is hard to improve your performance.

The board did not meet in May, June or July. The next meeting was August 10. Between August 10 and October 27<sup>th</sup> there were 10 meetings and Ms. Moon had been removed from the board by her Council partially as a result of her activities at the August 31 meeting that are covered in the in camera report.

Among other things Ms. Moon did go to the Ministry of Labour. The inspector visited the hall and the only deficiency noted was the lack of a harassment policy and the subsequent training on that. Quite frankly, the policy was the new policy just adopted by the County of Dufferin. It had never been received by the fire department and has not ever been adopted by the board as it's "official harassment policy". I suggest that you do that.

The final report from the Ministry was to be delivered November 26<sup>th</sup> 2010 .I have not seen the results of that follow up visit, although I understand there were no further problems.

As we moved through the fall there were many other issues that arose. I will not address them in this forum, although they are addressed in the in camera report. I want to assure this Board that throughout every step of the way there was consultation with our solicitor and all relevant policies and Provincial legislation were adhered to.

Mulmur Council has requested that the Office of the Fire Marshall investigate the fire prevention procedures of the Mulmur Melancthon Fire department. Respectfully Melancthon Council did not feel that went far enough and have asked for a complete audit of the policies, procedures and practice of the fire department and further requested a report with recommendations to be provided to each Council. The motion from our Council has been forwarded to the Secretary of the Board.

This brings me to my point. If this board decides to go in camera to discuss the history of the last several months than I request that all former board members including former Mayor Montgomery if he chooses to join in should be invited to participate.

Further I would strongly suggest that this Board deal with the future of the department not the past until such time as the Fire Marshalls report is presented and any appropriate action can be taken if required.

Failing that, I am prepared to call a meeting of our Council to look at the Township of Melancthons options including having the Township of Melancthon obtain an injunction against Ms. Moon prohibiting her from participating in the activities of this Board and attending the fire hall until the Fire Marshall's report is received and reviewed by both Councils, and any recommendations implemented.

Thank you,

Bill Hill

Mayor Township of Melancthon

## Law Society's Change to Rules of Professional Conduct Eases the Rules for Investigations by Opposing Counsel

### Consent Requirement Narrowed under Rule 6.03(9)

Changes made to Rule 6.03(9) of the Rules of Professional Conduct by the Law Society of Upper Canada make investigations easier for opposing counsel. Prior to the change, opposing counsel could *not* speak with employees of a municipality whose acts or omissions could expose the municipality to criminal or civil liability *unless* they received permission from the municipality's lawyer. Under the new rule, opposing counsel is able to speak with *most* employees of the municipality regardless of whether or not the municipality is represented by legal counsel.

### Amended Rule 6.03(9)

Under the new rule, a lawyer retained by a third party to act upon a matter involving a municipality that has legal representation, cannot speak to any of the following parties without the municipality's legal representative's consent:

- a) Directors or officers or any other person who is authorized to act on behalf of the municipality. Municipal councillors are included in this category as they are "representatives of council for decision making".
- b) Individuals involved in decision-making or who provide advice in relation to the disputed matter
- c) Those individuals whose "act or omission may be binding on or imputed to the corporation or organization for the purposes of its liability"
- d) Any individual that "supervises, directs or regularly consults with the legal practitioner and who makes decisions based on the legal practitioner's advice"

The rule only precludes opposing counsel from speaking with those individuals who were actively involved in the matter.

The rule does not preclude opposing counsel from speaking with employees who were not active participants, who may have historical knowledge of the facts that lead to the event or who were not on duty on the date of the event. These employees may

include plow operators on another route; plow operators not on duty on the date of the event; employees working on a different shift or in a different department, etc.

### What Could This Mean For You?

The information these individuals provide may constitute "admissible evidence".

### What Should You Do?

- 1) Appoint a spokesperson for all claims situations.
- 2) Let all employees know who the appointed person is, why they were appointed and what the person's role involves.
- 3) Instruct staff not to discuss any accidents or incidents involving any municipal activity or property with anyone outside of the appointed person.
- 4) Instruct staff that any and all inquiries (however innocent they may appear) should be directed to the appointed person.
- 5) Remind employees that what they say - can and will probably be used against the municipality.

If, at any time, you are unclear as to the appropriate response do not hesitate to contact one of our *claims management team members*. They are there to assist and advise you throughout the process.



We care about what you care about.

**Frank Cowan Company**  
4 Cowan Street East  
Princeton, ON N0J 1V0  
Phone: 519-458-4331 Fax: 519-458-4366  
Toll Free: 1-800265-4000  
[www.frankcowan.com](http://www.frankcowan.com)



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

157101 Hwy. 10, R.R. # 6, Shelburne, Ontario, L0N 1S9

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)

Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

**Denise B. Holmes, AMCT**  
CAO/Clerk-Treasurer

**TO:** Mayor Hill and Members of Council  
**FROM:** Denise B. Holmes, CAO/Clerk  
**DATE:** January 14, 2011  
**SUBJECT:** Decision and Order on an Application by Plateau Wind Inc.

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**PURPOSE**

The purpose of this Report is to provide a very brief summary of information concerning the Decision and Order EB-2010-0253 of the Ontario Energy Board concerning the Application by Plateau Wind Farm for an order pursuant to section 41(9) of the Electricity Act establishing the location of Plateau Wind Inc.'s distribution facilities within certain road allowances owned by the Municipality of Grey Highlands.

**BACKGROUND AND DISCUSSION**

On July, 30, 2010, Plateau Wind Inc. filed an application with the Ontario Energy Board for an order or orders to establish the location of Plateau's proposed distribution facilities within road allowances owned by the Municipality of Grey Highlands. Plateau's plans are to develop a wind energy project consisting of 18 - 1.5 MW (nominal nameplate capacity of 27 MW) wind turbine generators in the Grey Highlands. It was noted that 12 of them are relevant to this application with 11 being located in Grey Highlands and one in Melancthon. Also, as part of the project, the Company plans to construct 44 kV overhead and underground electrical distribution facilities to transport the electricity generated from the turbines to the existing local distribution system of Hydro One Networks Inc (HONI). Plateau requested that the Board issue an order or orders pursuant to section 41(9) of the Electricity Act establishing the location of Plateau Wind Inc.'s distribution facilities within certain road allowances as Plateau and Grey Highlands were not able to reach an agreement. The Board proceeded with this application by way of written hearing. Grey Highlands was granted intervenor status and ten parties were granted observer status in the proceeding. There were several key elements of information pertaining to submissions and evidence of Plateau, Grey Highlands, and Ontario Energy Board staff, all of which are detailed in the Decision and Order.

JAN 20 2011  
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## BOARD FINDINGS

There were two decisions that the Board needed to make as a result of the application, submissions and evidence. The first was to determine whether Plateau was a distributor for the purposes of Section 41 of the Electricity Act. If it was determined that they were, then the second was to determine where the distribution facilities would be located within the road allowances in the Municipality, given that the parties were not able to reach an agreement. Noted in the Decision was the fact that there were a number of interested parties that were granted observer status and who took an active role in terms of providing comments regarding various aspects of the Project. There were other concerns received regarding health effects, turbines affecting property value and the aesthetic impact of the project and the turbines. These concerns however were not within the scope of the proceedings and were therefore not considered by the Board.

On January 12, 2011, the Board Ordered that :

***"The location of Plateau's Distribution Facilities within the Road Allowance shall be as described in Appendix "A" and Appendix "B" to this Decision and Order except for any changes that are mutually agreed to between Plateau Wind Inc. and the Municipality of Grey Highlands".***

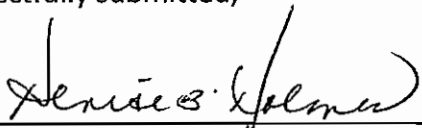
The entire document is on file at the Township Office or at the following link:

[http://www.rds.oeb.gov.on.ca/webdrawer/webdrawer.dll/webdrawer/rec/238866/view/dec\\_order\\_Plateau\\_20110112.PDF](http://www.rds.oeb.gov.on.ca/webdrawer/webdrawer.dll/webdrawer/rec/238866/view/dec_order_Plateau_20110112.PDF)

## RECOMMENDATION

This Report is for the information of Council.

Respectfully submitted,



Denise B. Holmes, CAO/Clerk



# DUNDALK DISTRICT AGRICULTURAL SOCIETY

P.O. BOX 497 • DUNDALK, ONT. • N0C 1B0

*Established 1855*

Jan. 3, 2011

Township Of Melancthon  
R.R. # 6  
Shelburne, Ontario  
L0N 1S9

Dear Council Members

With the new-year upon us, plans are already underway for the 156th Dundalk Fall Fair, which will take place on September 09<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>, with the theme "50s & 60s".

Since 1855, the Fall Fair has been the signature event of the Dundalk Agricultural Society, a community-minded, not-for-profit, charitable organization run by dedicated volunteers who support the goal to educate the community on agriculture. The Dundalk Fall Fair, one of over 210 in the province, is the longest running annual event in our community and we are very proud that we can continue to provide citizens with a venue to showcase their agricultural-related products and to offer fair-goers a celebration of rural life that is both educational and entertaining!

Last year alone, thanks to the terrific support we received from our community, we were able to award approximately \$10,000 in prizes to our local competitors who exhibited everything from baking to beef cattle. In addition to the fair, the Dundalk Agricultural Society also supports the local 4-H clubs, something that we feel is important to our youth and the future of agriculture.

In order to continue these traditions, we welcome local businesses and individuals to support our efforts through our Sponsorship Program. We welcome any financial donations or donations of products and services. The categories are as follows.

**Diamond (\$1,000.00 +)**  
**Sapphire (\$500.00 - \$999.00)**  
**Platinum (\$250.00 - \$499.00)**  
**Gold (\$100.00 - \$249.00)**  
**Silver (\$50.00 - \$99.00)**  
**Bronze (\$49.00 and less)**  
(benefits for each level are described on the next page)

**In order to have your contribution properly recognized your donation MUST be submitted by January 31, 2011. Donations not received by this date will only be recognized at the fair. Thank you for your consideration.**

If you have any questions please contact Ruth Scott - 519-334-3266, Gayle Milliner - 519-925-9188 or Len Rice at 519-925-5101 or 519-379-2900.

Sincerely,

*Dorien De Jong*

Dorien De Jong  
Chair – Sponsorship Committee  
Dundalk District Agricultural Society  
519-923-97777

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JAN 20 2011