



## **TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, JUNE 3, 2021 - 5:00 P.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/86265987200?pwd=Z3d2T00rVHg3YWw5TnFEU3V2ZFBTZz09>

Meeting ID: 862 6598 7200

Passcode: 361502

One tap mobile

+16475580588,,86265987200#,,,,\*361502# Canada

+17789072071,,86265987200#,,,,\*361502# Canada

Dial by your location

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

Meeting ID: 862 6598 7200

Passcode: 361502

### **AGENDA**

- 1. Call to Order**
- 2. Announcements**
- 3. Additions/Deletions/Approval of Agenda**
- 4. Declaration of Pecuniary Interest and the General Nature Thereof**
- 5. Approval of Draft Minutes** – May 20<sup>th</sup>, 2021  
May 25<sup>th</sup>, 2021 – Special Meeting  
May 28<sup>th</sup>, 2021 – Special Meeting
- 6. Business Arising from Minutes**
- 7. Point of Privilege or Personal Privilege**
- 8. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 9. Public Works**
  1. Accounts
  2. Other
- 10. Planning**
  1. Report from Innisfil Staff regarding Backyard Hens in Settlement Areas
  2. Draft By-law for Accessory Dwelling Units

3. Unfinished Business
  1. Assessment of Candidate Agricultural Lands – Growth Plan

**11. Strategic Plan**

**12. Climate Change Initiatives**

**13. Police Services Board**

1. Update from Meeting held on June 1, 2021

**14. Committee Reports**

**15. Correspondence**

**Board & Committee Minutes**

1. Shelburne & District Fire Board – April 6, 2021
2. Shelburne Public Library – April 20, 2021
3. Mulmur-Melancthon Fire Board – April 22, 2021
4. Township of Melancthon Environmental Sustainability Committee – April 9, 2021
5. NDCC – April 14, 2021

**Items for Information Purposes**

1. Township of Mulmur Notice of Application to Sever
2. Municipality of West Elgin Resolution regarding Phragmites
3. NVCA Media Release regarding Proposal for Changes to Conservation Authorities Act
4. Town of Mono Resolution regarding Community Safety and Well Being Plan
5. Unaudited Year Ended December 31, 2021 Financial Statements – Mulmur Melancthon Fire Department
6. Memorandum regarding Three-Step Roadmap to Safely Reopen the Province of Ontario and Amendment to Orders under Reopening Ontario
7. Municipality of York Motion regarding Timing of Step 1 of the Provincial Roadmap to Reopen

**Items for Council Action**

1. Memorandum from Denise Holmes regarding Amendments to Accessibility Policies
2. Dufferin County Community Safety and Well Being Plan
3. Township of Melancthon Pride Month Proclamation

**16. General Business**

1. Accounts
2. Notice of Intent to Pass By-law
  1. By-law to Authorize the Execution of a Mutual Access Easement
3. New/Other Business/Additions
  1. Motion to Transfer \$50,000 from Working Capital Reserve to Road Equipment Replacement Reserve
  2. Flag Raising/Half Staff Policy
  3. Other/Additions
4. Unfinished Business
  1. Canada Healthy Communities Initiative Round 2 Applicant Guide
  2. OPP Detachment Boards under the Community Safety and Policing Act – deadline June 7, 2021

**17. Delegations**

1. **5:30 p.m.** – Michelle Steele and Murray Short, RLB, Presentation of the Consolidated Financial Statements for the Year Ended December 31, 2020

**18. Closed Session**

1. Approval of Draft Minutes – May 20, 2021  
May 25, 2021 – Special Meeting  
May 28, 2021 – Special Meeting
2. Business Arising from Minutes
3. Personal matters about an identifiable individual, including municipal or local board employees – Treasurer/Deputy Clerk Position
4. Rise With or Without Report from Closed Session

**19. Third Reading of By-laws**

**20. Notice of Motion**

**21. Confirmation By-law**

**22. Adjournment and Date of Next Meeting – Thursday, June 17, 2021 – 5:00 p.m.**

**23. On Sites**

**24. Correspondence on File at the Clerk's Office**



## **STAFF REPORT EXECUTIVE SUMMARY**

**STAFF REPORT NO:** DSR-058-21

**DATE:** April 28, 2021

**To:** Mayor, Deputy Mayor and Members of Council

**From:** Barrie Vickers, Chief Building Official

**Subject:** Backyard Hens in Settlement Areas - Pilot Program Request

---

### **EXECUTIVE SUMMARY:**

This report provides information regarding backyard hens in settlement areas and advises on options regarding a Pilot Program.

### **RECOMMENDATION:**

1. That Staff Report DSR-058-21 regarding Backyard Hens in Settlement Areas, dated April 28, 2021, be received; and
2. That Staff be directed to undertake the development of a 'Backyard Hens in Settlement Areas Pilot Program' and present back to Council for consideration.



## TOWN OF INNISFIL STAFF REPORT

**STAFF REPORT NO:** DSR-058-21  
**DATE:** April 28, 2021  
**To:** Mayor, Deputy Mayor and Members of Council  
**From:** Barrie Vickers, Chief Building Official  
**Subject:** Backyard Hens in Settlement Areas – Pilot Program Request  
**Cross Reference:** Zoning By-law 080-13  
Animal Control By-law 068-06

---

### RECOMMENDATION

1. That Staff Report DSR-058-21 regarding Backyard Hens in Settlement Areas, dated April 28, 2021, be received; and
2. That Staff be directed to undertake the development of a 'Backyard Hens in Settlement Areas Pilot Program' and present back to Council for consideration.

### BACKGROUND

In May 2020, Council received a presentation of a petition from a settlement-area resident asking to 'lift the ban on backyard chickens'. As a result, Council passed the following motion: That Staff be directed to investigate, including consultation and community engagement, to amend By-Law 068-06 – Animal Control to allow the inclusion of hens and report back to Council.

The purpose of this report is to provide Council with a summary of the community engagement results and to provide options for the implementation of either a pilot program or a permanent change to allow the keeping of backyard hens on residential properties within settlement areas.

### ANALYSIS/CONSIDERATION

#### Official Plan

Innisfil's Official Plan includes in its Sustainability, Food Access Section 14.2.7 "We shall encourage and permit small-scale urban livestock within settlement areas that have minimal impact on residential amenity, with restrictions set out in the Town's Zoning By-law".

[The body of the page contains extremely faint and illegible text, likely due to low contrast or scanning artifacts. No specific content can be transcribed.]

## Zoning

Currently our Zoning By-law refers to chickens in the context of the definition of Agricultural Use – raising of livestock, including poultry. Staff feel this does not need to be a barrier in allowing a small number of hens in residential areas for the duration of a Pilot Program. For the purposes of a Pilot Program, enforcement of the prohibition of chickens in settlement areas could be suspended for registered Pilot participants. Should Council decide to allow the keeping of hens in settlement areas permanently, an amendment to the Zoning By-law 080-13 would be required to clarify this use on residential properties.

## Animal Control By-law

Currently, Animal Control By-law 068-06 prohibits the keeping of chickens within settlement areas, per Schedule C “Typical Farm-related Animals”. In supporting enforcement of the proposed change to include hens in settlement areas, the current by-law includes details around provision of needs (food, water), cleanliness, requirement for care, and the prohibition of running at large (RAL) of animals. Should Council decide to allow the keeping of hens in settlement areas permanently, an amendment to Schedule C to replace ‘chickens’ with ‘roosters’ would allow for the keeping of hens in settlement areas, while maintaining the prohibition of roosters.

It should also be noted that since 2018, the Town of Innisfil’s By-law Enforcement team has responded to 30 complaints regarding backyard chickens, 24 of which were in settlement areas.

## Research

Fifteen municipalities were researched regarding permissions for keeping backyard chickens in residential areas. Of those 15 municipalities, seven allow backyard chickens and only five within settlement areas, with two of those being pilot programs. Generally, these permissions allow for a limited number of hens (no roosters) for the production of eggs for personal use, not for resale. Of the seven municipalities allowing backyard chickens, only five require some type of owner registration/licensing/permit, and only two charge fees. See Appendix A for full details.

## Community Engagement

From October to November 2020, a Backyard Chicken survey was posted on the Town’s Get Involved Innisfil website. There were 782 total responses, with smaller portions replying to various questions. See Appendix A for details. Highlights include:

- **Support:** overall, 78% support allowing backyard chickens on residential properties
- **Demographic:** 56% of respondents reside in Alcona
- **Licensing:** 58% disagreed with the need to license
- **Number of chickens:** 33% felt six chickens should be allowed, 33% felt four chickens should be allowed and 20% responded ‘other’. Of the 143 responses as to why they felt this, the majority felt the number should depend on the property size
- **Lot size:** 32% felt the lot size should be mid-urban (.25 - .75 acres) and 29% responded ‘other’ with the supporting comments being to match the number of chickens to the lot size
- **Limitations:** over 50% felt limitations should be placed on the number of chickens allowed, no roosters, with cleanliness provisions

Overall, the support was based on wanting eggs for their household and for educational purposes. Generally, concerns expressed were about smell, noise, disease and safety (attracting pests/predators).

### **Other Agency Comments**

Simcoe County Federation of Agriculture – October 2019, the Board of Directors passed the following motion: “The SCFA is opposed to backyard chickens in urban areas of Simcoe County due to potential for disease and wildlife problems which would affect commercial operations.”

Commercial Egg Producers – April 2021, a local chicken/egg farmer made the following comment, “Careful consideration needs to be given to any plans put in place to ensure food safety regulations are followed and disease transmission risks are mitigated to protect all Innisfil residents. Any disease issues have extending ramifications to all other producers in the area. Hen welfare also needs to be a top priority...”. The Town also received a letter of concern from another chicken farmer regarding outbreaks of Avian Flu, infectious laryngotracheitis and Merek’s disease, one such outbreak allegedly originating from a backyard chicken. Disease outbreaks can result in the need to euthanize animals and a quarantine being put in place, preventing farmers from shipping their birds to the processing plant. This situation has the potential to cause a severe financial loss to a farmer.

Staff have since consulted the Provincial Poultry Specialist from the Ontario Ministry of Agriculture, Food & Rural Affairs, who cautioned that, so far in 2021, four disease alerts have been declared in Ontario. If a quarantine is required, it can affect an area of 3km to 10km for two to four months, during which time the municipality may be called upon to help maintain the quarantine. Disease spread is typically caused from migratory birds visiting multiple properties, and is thus, difficult to control.

Simcoe Muskoka District Health Unit – January 2020, the Health Unit’s position is that: “In general, public health concerns resulting from urban chickens are similar to those hazards that are associated with having domestic animals. According to research, the risk of pathogen transmission from backyard chickens appears to be low and does not present a threat to the public’s health.”

### **FINANCIAL CONSIDERATION**

Should Council direct staff to develop a Pilot Program, staff resources would be required to develop and administer a registration process. While the collection of fees may appear to recover some costs, it is the staff time to administer the collection of fees that takes much time and effort. A no charge Pilot Program, requiring a one-time registration and inspected only on a complaint basis, would be the most cost-effective method to trial the impact of this change, and provide a time frame limit to reassess and implement greater regulation if necessary. Registration would also facilitate community outreach and resources to help ensure the success of having backyard hens, identifying best practices and responsibilities, and promote being a good neighbour.

Currently, enforcement officers respond to Animal Control and Zoning By-law issues on a complaint basis. With a no charge, one-time registration Pilot Program, enforcement officers could continue to respond on a complaint basis, minimizing the impact on their resources.



**LOCAL IMPACT**

The inclusion of backyard chickens would introduce a better alignment with the Official Plan regarding uses in settlement areas and it is one of many creative ways the Town can address the social and economic security concerns that were identified in the Community Needs Assessment. As a result of the pandemic, both staff and residents have had to shift their understanding of how they produce, access and consume food, in addition to diversifying time that is spent at home. Moving forward with a Backyard Hens pilot program or permanent change to the Zoning and Animal Control By-law would provide residents with a local, sustainable food source and would present unique learning opportunities for community organizations and residents to share expertise as it relates to the social and environmental impacts of agriculture.

**OPTIONS**

Staff recommend Option 1 (Pilot Program) and have also provided two additional options. In considering Option 1 (Pilot Program) and Option 2 (Permanent Change), the Guiding Provisions Table below lists provisions and staff suggestions based on results of the research conducted. These provisions and suggestions are subject to Council's deliberation.

**Option 1 (Pilot Program)** – that Staff be directed to develop a 'Backyard Hens in Settlement Areas Pilot Program', with a no fee, one-time registration; or

**Option 2 (Permanent Change)** –that Staff be directed to provide for the permission to allow the keeping of Backyard Hens in settlement areas by amending the Zoning and Animal Control By-laws to include specific provisions, such as those in the table below, for Council's consideration; or

**Option 3 (Status Quo)** -that Staff be directed to maintain status quo with respect to the prohibition of chickens in settlement areas.

**Guiding Provisions for Option 1 (Pilot Program) and Option 2 (Permanent Change)**

Provision	Suggestions/Options
Program duration	<ul style="list-style-type: none"> <li>• 3-year pilot program</li> </ul>
Program participant limitation	<ul style="list-style-type: none"> <li>• max. 25 residential lots (Option 1)</li> </ul>
Lot size/Number of hens	<ul style="list-style-type: none"> <li>• small urban lots (&lt; 0.25 acres) max. 4 hens</li> <li>• mid-sized urban lots (0.25 – 0.75 acres) max. 6 hens</li> <li>• lots &gt; 0.75 acres max. 8 hens</li> </ul>
License/Registration	<ul style="list-style-type: none"> <li>• One-time owner registration (RECOMMENDED), or</li> <li>• Annual License</li> </ul>
Fees	<ul style="list-style-type: none"> <li>• No fee (RECOMMENDED), or</li> <li>• One-time fee (i.e. \$25), or</li> <li>• Annual fee (i.e. \$25)</li> </ul>

Prohibitions	<ul style="list-style-type: none"> <li>• No roosters</li> <li>• No sale of products</li> <li>• No slaughter</li> </ul>
Source Water Protection area	<ul style="list-style-type: none"> <li>• Not permitted, see SWP map, Appendix A</li> </ul>
Coop dimensions Run/enclosure dimensions Setbacks for enclosures	<ul style="list-style-type: none"> <li>• Coop: min 0.37m<sup>2</sup> per hen, max. 9m<sup>2</sup></li> <li>• Run: min. 0.92m<sup>2</sup> per hen, max. 9m<sup>2</sup></li> <li>• Total aggregate of all enclosures: max 10m<sup>2</sup></li> <li>• Min. 1m from any property line</li> <li>• Must be in rear or side yard</li> <li>• Hens must be in an enclosed area at all times and coops must be locked from sunset to sunrise.</li> </ul>
Cleanliness, health and safety provisions	<ul style="list-style-type: none"> <li>• Provided in the Animal Control By-law</li> </ul>
Fencing	<ul style="list-style-type: none"> <li>• Yard containing coop/run must be fenced</li> </ul>

**CONCLUSION**

Community support appears strong for allowing the keeping of backyard chickens on residential properties within settlement areas. A table of Guiding Provisions was prepared to assist Council in framing their decisions should they wish to direct staff to develop a pilot program or make a permanent change to the Zoning and Animal Control By-laws. Staff suggest that a Pilot Program, with a no fee, one-time registration, would be the most effective method to trial the impact of this change, and provide a time frame to reassess and implement greater regulation, if necessary, based on outcomes.

**PREPARED BY:**

Alexandra Tangney, CDSB Programs Administrator  
 Paul Pentikainen, Senior Policy Planner

**APPROVED BY:**

Barrie Vickers, Chief Building Official

**ATTACHMENTS:**

Appendix A – Municipal Comparison, Survey Responses, Source Water Protection Area map

**APPENDIX A**

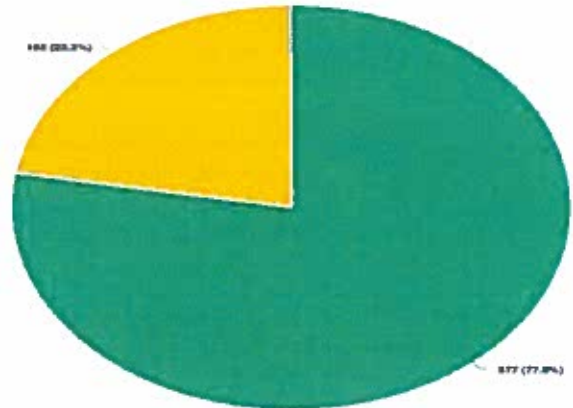
**Municipal Comparison  
 Keeping of Chickens in Residential Areas**

<b>Municipality</b>	<b>Permitted</b>	<b>Conditions</b>
Township of Adjala-Tosorontio	N/A	N/A
City of Barrie	No	<ul style="list-style-type: none"> <li>• In 2020, 534 residents voted online in favour of backyard chickens</li> <li>• The City's Enforcement Manager did not bring the change forward as it was previously voted down by Council due to policies/provisions required, staffing needs, cost of enforcement</li> <li>• Currently not permitted on any residential lot/residential dwelling within the City</li> <li>• Animal Control By-law 2010-035</li> </ul>
Town of Bradford West Gwillimbury	Yes	<ul style="list-style-type: none"> <li>• Permitted within residential zone</li> <li>• Not within settlement areas</li> <li>• Minimum lot size of 2.5 acres</li> <li>• By-law 2019-109</li> <li>• No license/registration or fee</li> </ul>
Township of Clearview	Yes	<ul style="list-style-type: none"> <li>• Permitted within residential zone</li> <li>• No roosters</li> <li>• Maximum 4 hens</li> <li>• Must be kept in an enclosure</li> <li>• Coop provisions (size, locked over night, cleanliness)</li> <li>• Must be inspected by By-law Officer</li> <li>• By-law 16-39</li> <li>• Annual household permit fee \$30/yr</li> </ul>
Town of Collingwood	No	<ul style="list-style-type: none"> <li>• Council voted against Nov 2015</li> </ul>
Township of Essa	No	<ul style="list-style-type: none"> <li>• Council voted against Feb 2017</li> </ul>
City of Guelph	Yes	<ul style="list-style-type: none"> <li>• Domestic poultry permitted (hens, ducks, geese, pigeons)</li> <li>• Maximum 10 hens without coop</li> <li>• Slaughter prohibited on residential lots</li> <li>• One time registration of owners required, no fee</li> <li>• By-law 2018-20313</li> </ul>
City of Hamilton	No	<ul style="list-style-type: none"> <li>• Council defeated motion to develop pilot program October 28, 2020</li> </ul>
Town of Midland	No	<ul style="list-style-type: none"> <li>• Permitted on agricultural property only</li> </ul>
City of Orillia	Yes-Pilot Pgm	<ul style="list-style-type: none"> <li>• 12 properties selected for pilot program in zones of RU, R1, R2, R3, R4, OS1, OS2, I1</li> <li>• Minimum lot size of 500m<sup>2</sup> (0.12 acres)</li> <li>• Prohibited in Source Water Protection area</li> <li>• Maximum 4 hens at least 4 months old</li> <li>• Setbacks from structures, lot lines, water/sewage works, not permitted in front or side yards</li> <li>• 1 coop permitted, min. .37m<sup>2</sup> floor space per hen,</li> </ul>

		<ul style="list-style-type: none"> <li>max. 9m2 and 5m height</li> <li>1 run enclosure permitted, min. .92m2 per hen, max. 9m2 and 5m height</li> <li>Hen Coop License \$100 for entire Pilot Program</li> <li>Extended 2-yr pilot program until June 2023, only 4 of 12 licenses issued</li> <li>By-law 2017-64, Chapter 287</li> </ul>
Township of Oro-Medonte	No	<ul style="list-style-type: none"> <li>Only permitted in Agri/Rural zone as accessory use to single detached dwelling</li> <li>Maximum 6 hens at least 4 months old (no roosters)</li> <li>Coop minimum 2m setback from rear/interior lot line</li> <li>Manure structure minimum 3m setback</li> <li>Coop and manure structure maximum aggregate 10m2, counts towards lot coverage</li> <li>Not permitted in front/side yard</li> <li>Sale of eggs, manure, other products is prohibited</li> <li>By-law 2017-016</li> </ul>
Town of Penetanguishene	No	<ul style="list-style-type: none"> <li>Council voted against July 2018</li> </ul>
City of Niagara Falls	Yes	<ul style="list-style-type: none"> <li>No roosters within urban boundary</li> <li>Lots must have detached dwelling, min. 40' frontage, min. 100' depth (approx. 400sqft or 37m2)</li> <li>Coop must be fully enclosed, in rear yard only, setback 25' rear lot line, 15' side yard</li> <li>Maximum 10 hens</li> <li>By-law 2002-129</li> <li>No registration/license, no fee</li> </ul>
Township of Springwater	Pilot On Hold	<ul style="list-style-type: none"> <li>Feb 2020 Council approved pilot program – next steps on hold due to COVID-19</li> <li>yet undetermined if permitted in settlement area</li> <li>yet undetermined if registration/licensing required</li> </ul>
City of Toronto	Yes-Pilot Pgm	<ul style="list-style-type: none"> <li>Pilot program Mar 2018 – Mar 2021</li> <li>Permitted in 4 wards (5, 13, 21, 32), residential houses/townhouses with backyards</li> <li>Maximum 4 hens (no roosters)</li> <li>Coop min. .37m2 floor area per hen and min. .92m2 of enclosed space per hen</li> <li>Coop max. 9.2m2 floor area, max. 2m in height</li> <li>Registration of owner required, no fee</li> <li>Eggs, manure, other products not permitted for sale</li> </ul>

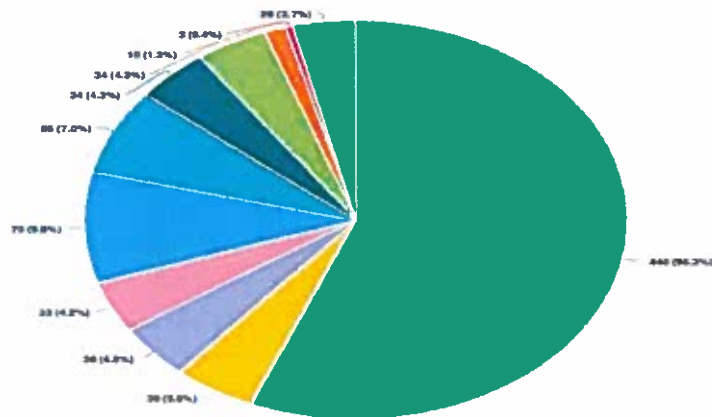
### SURVEY RESULTS AND SOURCE WATER PROTECTION MAP

Q10 Overall, do you support allowing backyard chickens in residential (non-agricultural) properties in Innisfil?



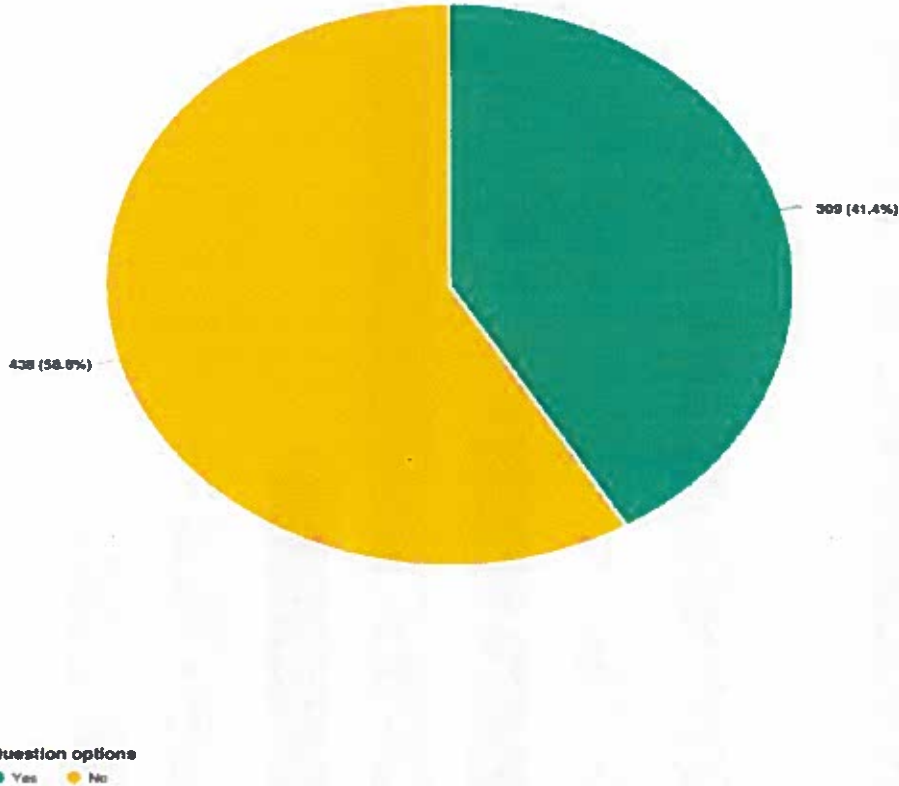
Question options  
 Yes No

Q1 What area of Innisfil do you live in or are closest to?

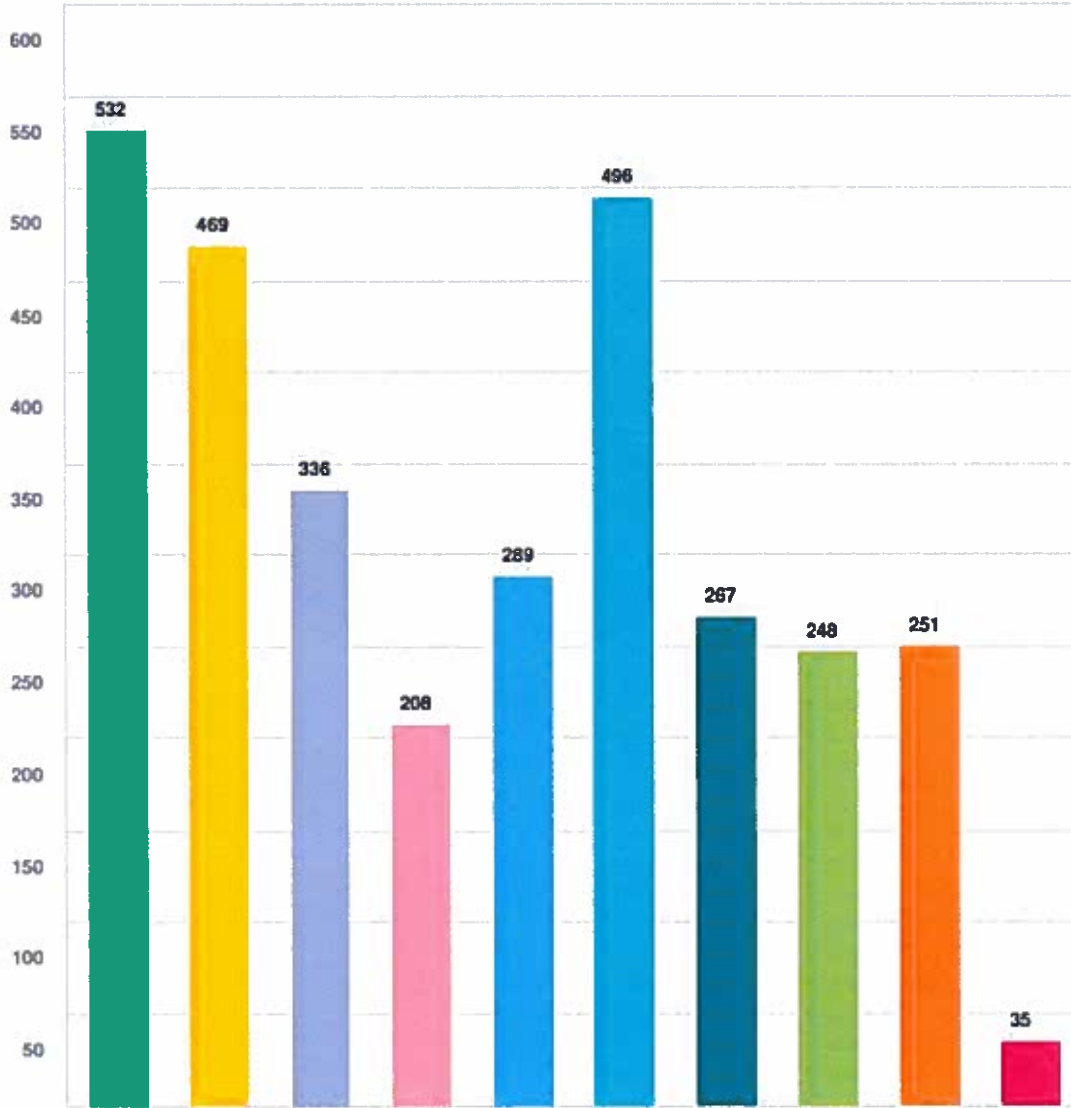


Question options  
 Alcona Big Bay Point Churchill Cookstown Lalor-Belle Ewart Stroud Dillford  
 Sandy Cove Innisfil Heights Parson's Corners Other

**Q5** If backyard chickens were allowed in Innisfil, do you think they should be licensed? For example, adding a permit license for coops?



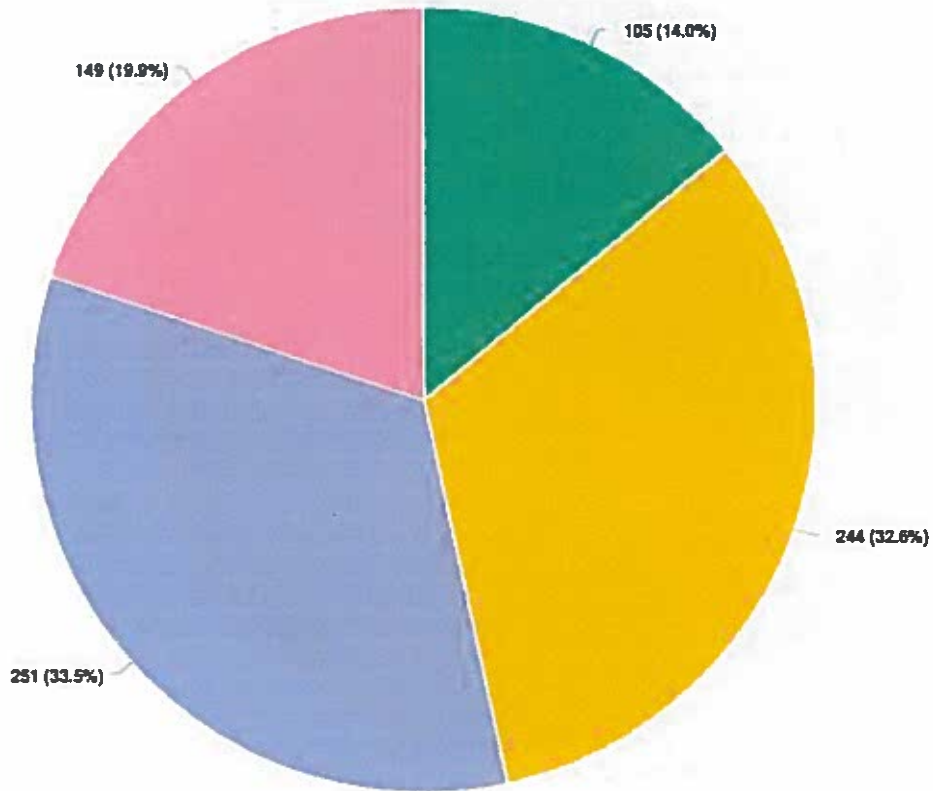
Q6 If backyard chickens were allowed in Innisfil, which of the following limitations should apply?



**Question options**

- A limit on the number of chickens allowed (e.g. maximum of 4)
- No roosters
- Specifications regarding coop size
- Kept in enclosure at all times (including chicken coops and runs)
- Free range permitted
- Cleanliness provisions
- Setback from neighbours
- Prohibition on sale of products (e.g. eggs, manure, meat)
- Prohibition on slaughter
- Other

**Q7** If allowed, how many chickens do you feel should be permitted per household?

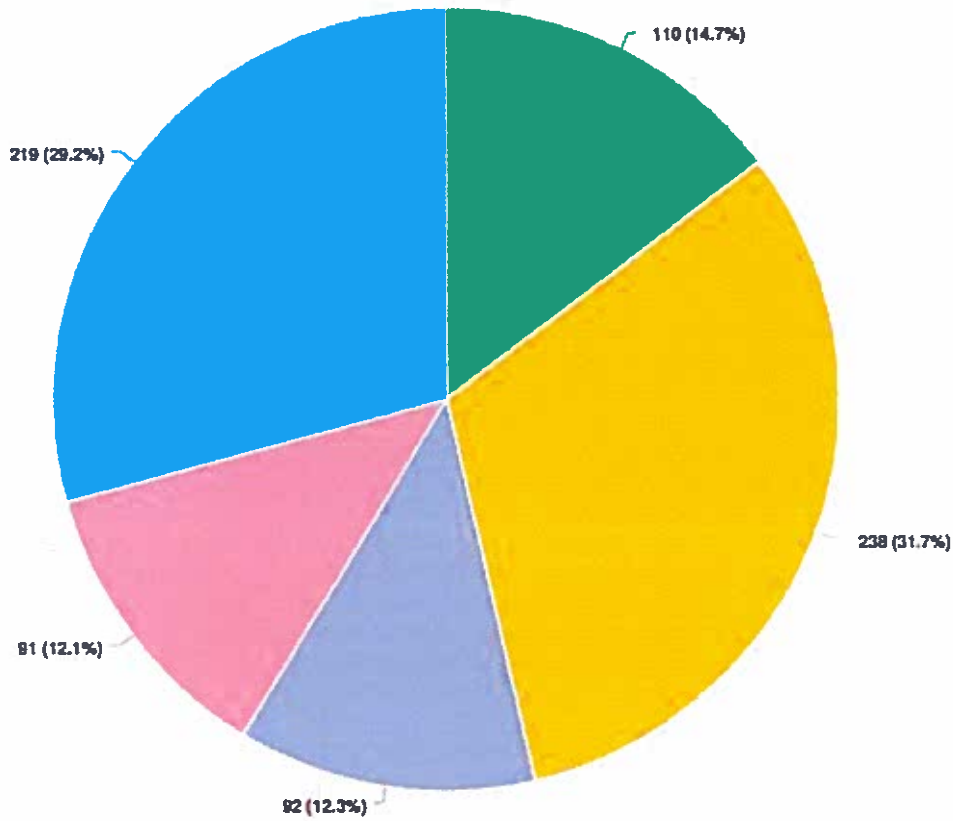


**Question options**

- 2
- 4
- 6
- Other



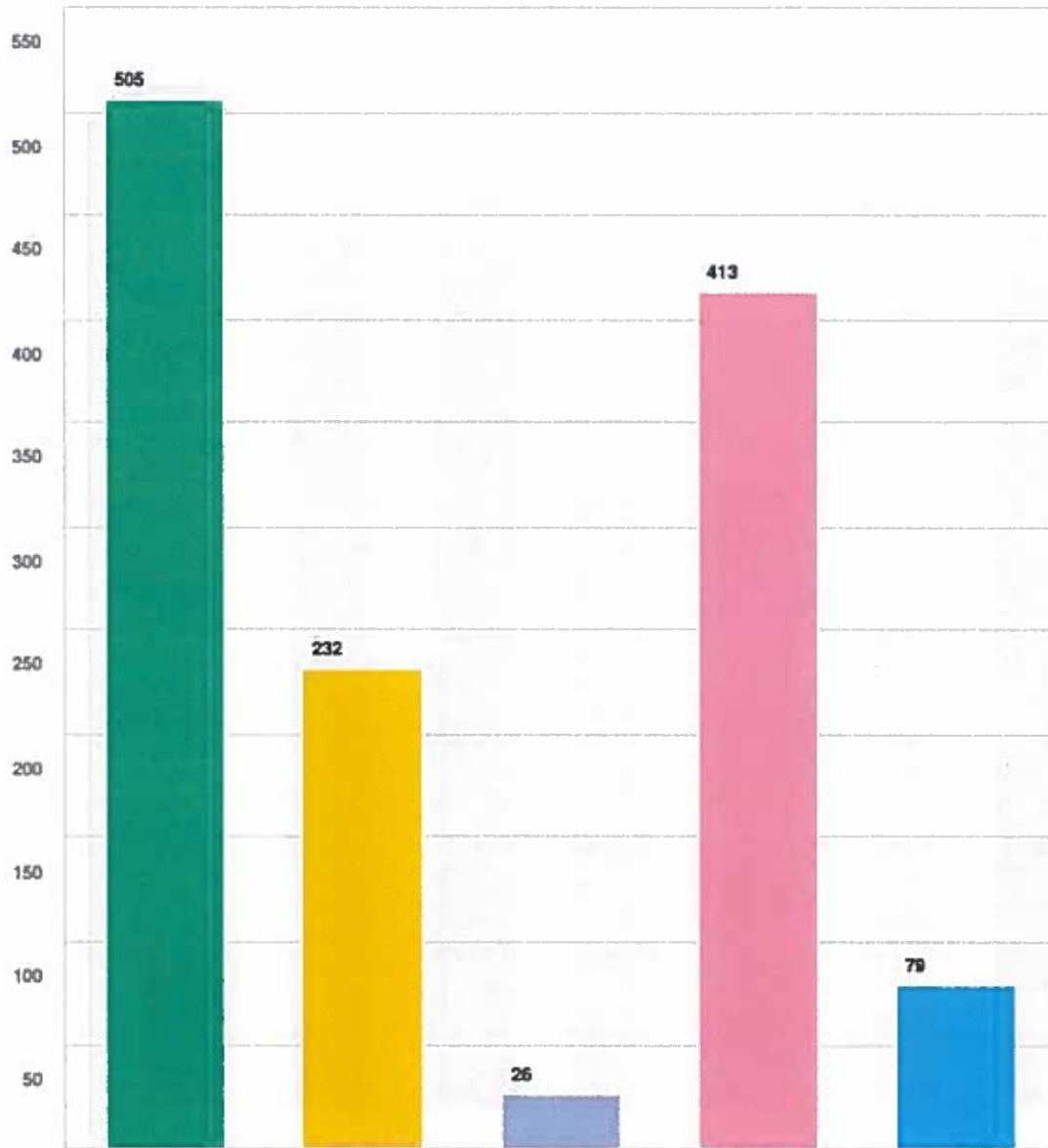
Q9 What size of property do you feel would be appropriate for backyard chickens, if allowed?



**Question options**

- Small urban properties (e.g. less than 0.25 acre)
- Mid-sized urban properties (e.g. 0.25-0.75 acre)
- Suburban residential properties (e.g. 1-2 acres)
- Rural residential (e.g. over 2 acres)
- Other – size of property should not matter

**Q11** If yes, what are the reasons you support the keeping of backyard chickens in residential areas?



**Question options**

- I want fresh eggs for my household
- I'm interested in owning them as pets
- I want to sell eggs
- I believe keeping chickens is an educational activity
- Other (please specify)

**Q12** If no, what are your concerns with allowing backyard chickens?



**Question options**

- Noise
- Smell
- Escape/Running at large
- Appearance/property values
- Illness/disease/animal welfare
- Safety (e.g. may attract predators)
- Other (please specify)



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. \_\_\_\_\_

(Accessory Dwelling Units – May 28, 2020)

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon.

WHEREAS the Council of the Corporation of the Township of Melancthon is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990;

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it advisable to amend By-Law 12-79, as amended;

NOW THEREFORE the Council of the Corporation of the Township of Melancthon enacts as follows:

1. Zoning By-law No. 12-79 as amended, is further amended by adding the following new sub-sections after sub-section xxx):

**1.0 Accessory Dwelling Unit Accessory to a Single Detached Dwelling**

Notwithstanding any other provisions of this By-law, one accessory dwelling unit is permitted in a detached dwelling in the A1, A2, R1, ER1 or RR Zones provided:

- a) all existing buildings and structures on the lot are lawful and compliant with the zone provisions of their appurtenant zone confirmed by a current plan of survey or real property report;
- b) the lot shall have a minimum lot area of 1,400 m<sup>2</sup> in the R1 Zone and 8,000 m<sup>2</sup> in all other zones;
- c) the principle detached dwelling has a minimum ground floor area of 75 square metres and is otherwise lawful and compliant with the provisions of this By-law;
- d) the maximum floor area of the secondary dwelling unit is no greater than 75 square metres and the minimum floor area is no smaller than 40 square metres;
- e) a minimum of three parking spaces are provided on the lot;
- f) the resultant two-unit dwelling is compliant with the Ontario Building Code Act;
- g) the accessory dwelling unit shall be confined to a single floor;
- h) the resultant two-unit dwelling shall share a common driveway;
- i) the principle dwelling and the accessory dwelling shall have separate external points of entry;
- j) where the accessory dwelling unit is constructed onto an existing dwelling the accessory dwelling unit and the principle dwelling share a common load bearing wall of at least 5 metres in length; and,
- k) the existing septic system shall be in good working order confirmed by an inspection by a licensed sewage system installer (Ontario).

**1.1 Accessory Dwelling Unit Accessory to a Detached Private Garage**

Notwithstanding any other provisions of this By-law, one accessory dwelling unit is permitted in a detached garage accessory to a residential dwelling in the A1, A2 or RR Zones provided:

- a) all existing buildings and structures are lawful and compliant with the zone provisions of their appurtenant zone confirmed by a current plan of survey or real property report;
- b) the lot shall have a minimum lot area of 8,000 m<sup>2</sup>;
- c) the floor area of the accessory dwelling unit is no greater than 50% of the ground floor area of the building to a maximum of 60 square metres and is located entirely above grade;

- d) the maximum height of the detached garage shall be 7 metres from finished grade to the peak of the roof;
- e) the detached garage shall be located behind the front wall of the principle dwelling;
- f) where the accessory dwelling unit is located at grade, the accessory dwelling unit shall be located to the rear of the structure with the front portion of the structure utilized for a detached garage;
- g) the accessory dwelling unit shall be confined to a single floor;
- h) the detached garage shall be designed for vehicle or equipment storage with a suitable entry for vehicles or equipment and shall not have any internal plumbing or sanitary fixtures;
- i) the detached garage shall not be utilized for a home industry or on-farm diversified use or for agricultural purposes;
- j) a minimum of three parking spaces are provided on the lot;
- k) the detached garage shall be located within 60 metres of the dwelling and shall utilize the same driveway as the dwelling;
- l) the resultant structure is compliant with the Ontario Building Code Act;
- m) the detached garage and the accessory dwelling unit shall have separate external points of entry;
- n) the detached garage shall not have a basement; and,
- o) no accessory structures or uses shall be permitted in conjunction with the secondary dwelling unit.

2. In all other respects, the provisions of By-law 12-79, as amended shall apply.

This By-law shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act (Ontario).

READ A FIRST AND SECOND TIME on the xx<sup>th</sup> day of xxx 2021.

READ A THIRD TIME and finally passed this xx<sup>th</sup> day of xxx 2021.

---

Mayor

---

Clerk

# • Municipal Planning Services Ltd. •

## MEMORANDUM

**To:** Mayor White and Members of Council  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** April 30, 2021  
**Re:** Assessment of Candidate Agricultural Lands – Growth Plan

---

## BACKGROUND

As part of the Growth Plan for the Greater Golden Horseshoe (GPGGH) the Province has mapped an "Agricultural System". This Provincial mapping designates all lands in the Township of Melancthon as being in a prime agricultural area, save and except lands located in settlement areas or lands which comprise natural heritage features. It is notable that the preparation of this mapping was prepared through a computer model which relied substantially on the Canada Land Inventory System as the basis for determining prime agricultural areas.

The County of Dufferin is currently in the process of preparing an update to the County Official Plan to address requirements of the 2019 GPGGH.

In accordance with Section 4.2.6.9 of the GPGGH, the County is able to refine the agricultural system mapping at the time of the upper-tier Official Plan Update. To this end, the County has coordinated several meetings with the local municipalities and OMAFRA to discuss the refinement criteria, which are formalized in a document entitled "Implementation Procedures for the Agricultural System in Ontario Greater Golden Horseshoe (March 2020)".

## THE REFINEMENT CRITERIA

The following are the refinement criteria set out on the above-mentioned document:

1. To adjust *prime agricultural areas* to identifiable boundaries (beyond the identifiable boundaries used by the Province to create the agricultural land base map).<sup>15</sup>
2. Identifiable boundaries may include roads, railways, large water bodies and *settlement area* boundaries, but do not include the following: topographic features (e.g., cliffs), buildings, small creeks or drainage ditches or provincial plan boundaries (e.g., to Niagara Escarpment Plan or Oak Ridges Moraine Conservation Plan boundaries).
  - To make minor technical adjustments (e.g., to account for distortion from map projections or discrepancies based on map scales).

---

• Municipal Planning Services Ltd. •

51 Churchill Drive  
Barrie, Ontario  
(705) 725-8133

Plan # 10.3.1  
MAY 03 2021

Plan # 10.3.1  
MAY 20 2021

Plan # 10.2  
MAY 06 2021



- To account for *settlement area* boundaries that were approved in upper- and single-tier official plans in effect as of July 1, 2017 and any additional refinements to *settlement area* boundaries once precise locations have been determined through an official plan process.<sup>16</sup>
3. To recognize more precise local information, specifically:
    - Lands such as First Nation reserve lands and federally regulated portions of aerodromes.
    - Future updates to the provincial LEAR if significant changes are made to the official OMAFRA Canada Land Inventory mapping.
    - Existing upper- or single-tier municipal LEARs<sup>17</sup> and accompanying mapping if they are consistent with and do not conflict with the *Agricultural System* mapping method, purpose and outcomes.<sup>18</sup> The provincial LEAR may take precedence where appropriate to achieve continuity across municipal and provincial plan boundaries and to achieve other *Agricultural System* purposes and outcomes.
  4. Designated *employment areas* (see Section 3.3.2.9).
  5. Contiguous areas greater than 250 ha of existing, permitted non-agricultural and non-residential uses<sup>19</sup> that are unlikely to be rehabilitated to agriculture and are not characteristic of *prime agricultural areas*. Non-agricultural uses may include commercial, institutional, cemeteries, golf courses, industrial parks, *mineral aggregate resources* areas below the water table, built-up areas along highways, developed shoreline areas (as per A Place to Grow policy 4.2.4.5), *infrastructure* (named in A Place to Grow Schedules 5 and 6) that has been developed, large impervious surfaces, and designated *employment areas*.
  6. To recognize key *natural heritage features* in which *agricultural uses* are not on- going (as discussed in Section 3.3.2.4).
  7. To add areas in order to create a continuous agricultural land base across municipal boundaries (i.e., edge matching of lands in agricultural production).
  8. As a best practice, to add *prime agricultural areas* resulting from situations where land is designated from *settlement areas*.

## CANDIDATE AREAS

The Provincial Agricultural System Map also includes "Candidate Areas". These are areas of land that, "*Municipalities must assess whether to include candidate areas as*



*prime agricultural areas or rural lands,"* as part of the upper and lower tier official plan updates.

There are 3 "Candidate Areas" in the Township of Melancthon as shown in Appendix 1.

#### **ANALYSIS**

Candidate Area 1 is located adjacent to the settlement area of Hornings Mills. I do not understand the rationale as to why this area has been identified as a "candidate" or why the very small area at the south end Man Street was identified as a "Prime Agricultural Area". Notwithstanding, my recommendation is that this area of the Township be refined in the manner illustrated in Appendix 2 to the report to ensure consistency with Schedule B to the Township's Official Plan (Hornings Mills settlement area and adjacent lands).

Candidate Area 2 is located in the midst of a wetland feature. I do not understand the rationale as to why this area has been identified as a "candidate". This area is identified in the Township's Official Plan as Environmental Protection given that it comprises part of a Provincially Significant Wetland. It will therefore not be recommended that this area be identified as being part of Prime Agricultural area for the purpose of the update to County Official Plan.

Candidate Area 3 is the largest candidate area in the Township and is located in the area of Lots 17 to 23, Concession 17 to 23 N.E. and is approximately 177 hectares (437 acres) in area. The Township's Official Plan identifies this area as being part of the Rural land use designation. It is recommended this area be maintained as a rural area and refined in the manner illustrated in Appendix 3 to reflect the Township's current Official Plan.

#### **RECOMMENDATION**

If Council is in agreement with the findings and analyses of this report, the following recommendations are provided for Council's consideration:

1. That this report be received;
2. That the County of Dufferin be advised that two of the three candidate areas identified in the Provincial Agricultural System map are currently designated as Rural in the Township's Official Plan approved in 2015 and as such should remain in the Rural designation; and,
3. That the County of Dufferin be further requested to refine the Provincial Agricultural System Mapping as it applies the candidate area in Horning Mills and the area along the 8<sup>th</sup> Line N.E. in the manner illustrated in Appendices 2 and 3

---

• Municipal Planning Services Ltd •

51 Churchill Drive  
Barrie, Ontario  
(705) 725-8133

to this report to reflect the Township's current Official Plan and in accordance with Criteria 2 and 7 of the Agricultural System implementation criteria.

Respectfully submitted,



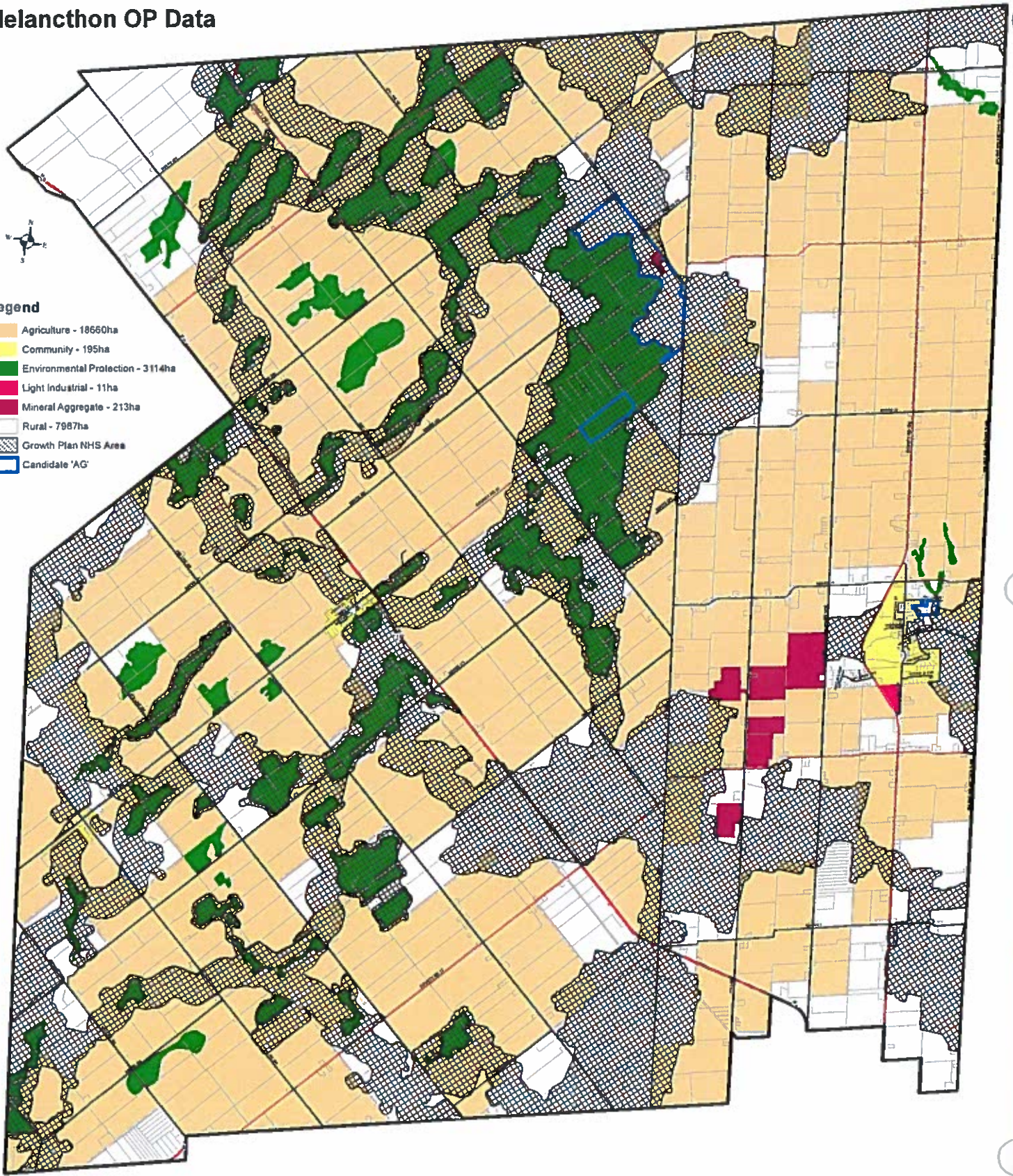
---

Chris Jones MCIP, RPP

# • Appendix 1 •



# Melancthon OP Data

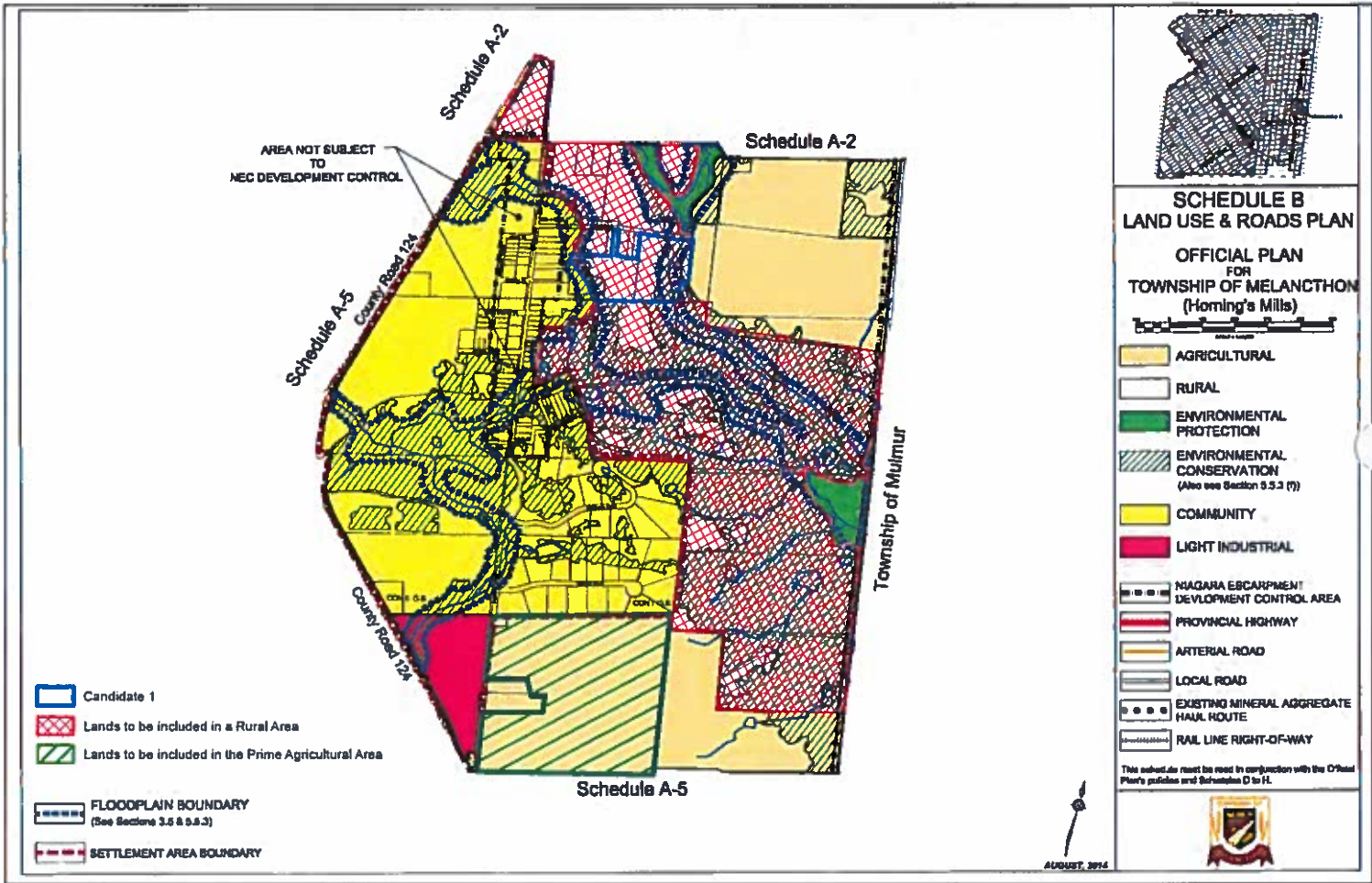


## Legend

- Agriculture - 18650ha
- Community - 195ha
- Environmental Protection - 3114ha
- Light Industrial - 11ha
- Mineral Aggregate - 213ha
- Rural - 7987ha
- Growth Plan NHS Area
- Candidate 'AG'

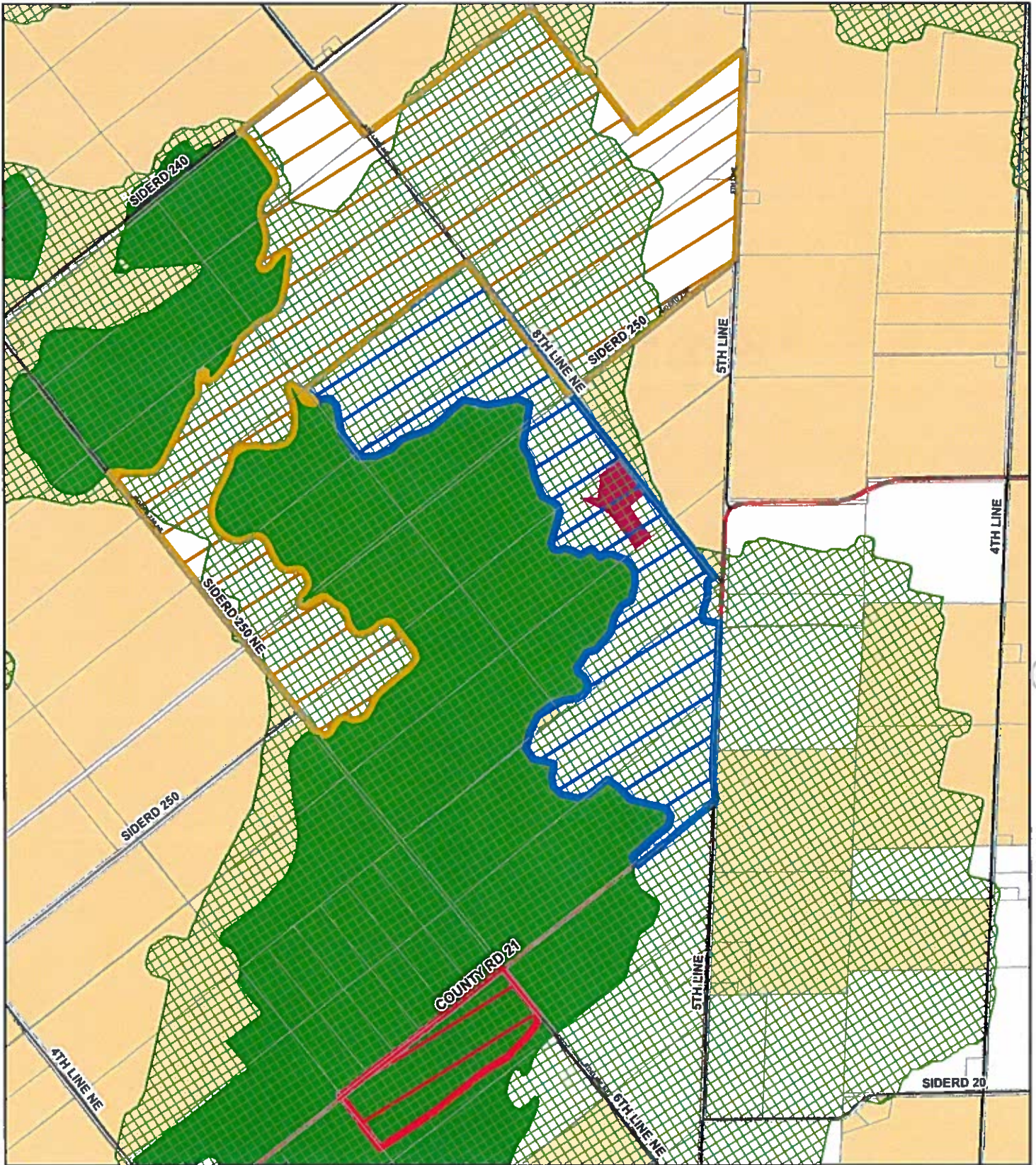
# • Appendix 2 •





# • Appendix 3 •





## 8th Line NE

### Legend

-  Agriculture
-  Environmental Protection
-  Mineral Aggregate
-  Rural
-  Growth Plan NHS Area

### Proposed Revisions

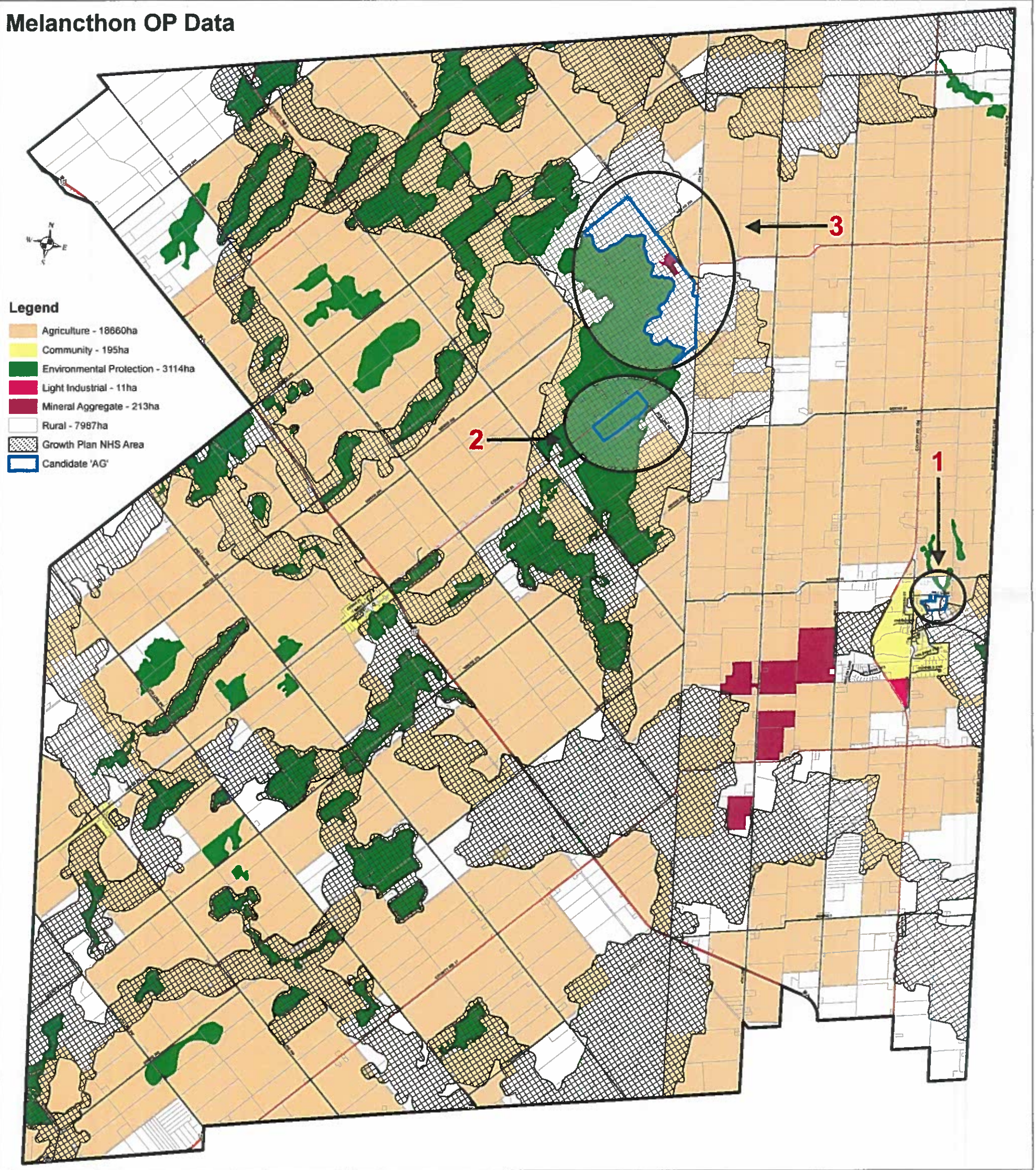
-  Candidate Area to remain designated as Environmental or a natural heritage feature
-  Candidate Area to Remain in the Rural Land Use Designation
-  Existing Rural designation to be included in the Rural designation for the purpose of the Agricultural System

N





# Melancthon OP Data







## **SHELBURNE & DISTRICT FIRE BOARD**

April 6, 2021

The Shelburne & District Fire Department Board of Management meeting was held electronically (Zoom ID 884 8764 1984) on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

#### 1. **Opening of Meeting**

1.1 Chair, Walter Benotto, called meeting to order at 7:02 pm.

#### 2. **Additions or Deletions**

Item 9.1 be moved to the beginning of the agenda.

#### 3. **Approval of Agenda**

##### 3.1 **Resolution # 1**

Moved by G. Little – Seconded by E. Hawkins

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as amended.

**Carried**

#### 5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

#### 7. **Delegations / Deputations**

7.1 Michelle Adams, Senior Accountant, RLB

#### 9.1 **Draft Financial Statements – RLB**

Michelle Adams, Senior Accountant from RLB reviewed the statements with the Board. Michelle stated that on page 10, Contingencies could be removed.

*Belcomm#1*  
1111 03 2021

**Resolution # 2**

Moved by G. Little - Seconded by S. Martin

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board accept and approve the Draft Consolidated Financial Statements for the year end of December 31, 2020 prepared, amended and presented by RLB.

AND THAT the Secretary-Treasurer be authorized to sign the representation letter.  
**Carried**

**4. Approval of Minutes****4.1 Resolution # 3**

Moved by J. Horner – Seconded by G. Little

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of February 2, 2021 as circulated.

**Carried**

**7. Public Question Period****7.1 No public present.****8. Unfinished Business****8.1 2019 Operating Budget Surplus****Resolution # 4**

Moved by S. Hall – Seconded by S. Martin

**BE IT RESOLVED THAT:**

The 2019 surplus of \$90,325.93 be transferred to the capital account.  
**Carried**

**9.2 2020 Operating Budget Surplus****Resolution # 5**

Moved by G. Little – Seconded by S. Hall

BE IT RESOLVED THAT:

The 2020 surplus of \$46,503.18, be transferred to the capital account and operating reserve account. The amount of \$26,500.00 to an operating reserve account and the balance of \$20,003.18 to the capital account.

**Carried**

**8.2 Township of Mulmur – Budget Approval**

Received.

**8.3 Closed Session****Resolution # 6**

Moved by E. Hawkins – Seconded by M. Mercer

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following: Personal matters about an identifiable individual, including municipal or local board employees.

**Carried**

**Resolution # 7**

Moved by M. Mercer – Seconded by E. Hawkins

BE IT RESOLVED THAT:

We do now rise and report progress at 7:40 pm.

**Carried**

**9. New Business****9.3 Dufferin County Rescue Calls Policy**

The Board briefly discussed.

#### 9.4 2021 Grant Applications

- OFM Grant of \$6600 to be used towards training
  - Auto Extrication Training
  - First Aid Training
  - FLMS Stillwater Software
  - Chromebooks
- FCC AgriSpirits
  - Applied for \$25,000 to be used towards the purchase of a breathing air cylinder filling station
- Legion Grant
  - Applied for \$9,788.13 for the purchase of a Thermal Imaging Camera, 2 AED's, an Airway Management Kit and an O<sup>2</sup> Regulator

#### 9.5 Ontario Fire College Training Modernization

The Chief advised that he is currently exploring learning contracts with the college.

#### 9.6 Set Up E-Transfer Payments

##### Resolution # 8

Moved by G. Little – Seconded by H. Foster

BE IT RESOLVED THAT:

The Secretary-Treasurer be authorized to work with TD Canada Trust to set up the Fire Department's ability to receive E-Transfer payments for Inspections and Fire Reports.

**Carried**

#### 9.7 Town of Shelburne Resolution – Dufferin County Service Delivery Review

The Board had a lengthy discussion. The Board has stated that they would like to see the Town of Shelburne's report and be provided the opportunity to comment prior to the Town making a decision regarding dissolution of the Board.

#### 10. Chief's Report

##### 10.1 Monthly Reports (February & March 2021)

There was a total of 15 incidents for the month of February and 24 incidents for the month of March.

## 10.2 Update from the Fire Chief

The Chief advised that there are currently 10 inspections in progress or completed. Training has resumed with firefighters split into 3 groups training on Tuesday, Wednesday and Thursday. Recruit training is taking place on Mondays.

Rescue truck replacement committee is waiting on budgetary pricing from multiple vendors.

Promotional exams for the Captain's position will take place near the end of the month.

## 11. Future Business:

### 11.1 Annual Report

## 12. Accounts & Payroll – February & March 2021

### 12.1 Resolution # 9

Moved by F. Nix – Seconded by H. Foster

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$41,716.02 for the period of January 29, 2021 to March 31, 2021 as presented and attached be approved for payment.

**Carried**

## 13. Confirming and Adjournment

### 13.1 Resolution # 10

Moved by E. Hawkins – Seconded by W. Hannon

**BE IT RESOLVED THAT:**

All actions of the Board Members and Officers of the Shelburne and District Fire Board of Management, with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; And each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

**Carried**

**13.2 Resolution # 11**

Moved by F. Nix – Seconded by M. Mercer

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:55 pm to meet again on May 4, 2021 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

---

Nicole Hill  
Secretary-Treasurer

---

Walter Benotto  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of April 6, 2021

Municipality / Member	Present	Absent
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Sharon Martin	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Wayne Hannon	X	
Margaret Mercer	X	
<b>Town of Shelburne</b>		
Walter Benotto	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner	X	
<b>Staff</b>		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	



*Minutes for Shelburne Public Library Board Meeting  
Tuesday, April 20, 2021*

**Present:** Geoff Dunlop            Margaret Mercer    Paul Barclay  
              James Hodder            Mikal Archer        Gail Little  
              Sharon Martin           Patricia Clark

**Also Present:**        Rose Dotten, CEO/ Head Librarian

**Regrets:**                Shane Hall

---

The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

- a) Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.
- b) Participants were to raise their hands to ask questions or comment and wait to be recognized.
- c) Participants were to raise their hands to vote on motions.

**Motion 16-21            M. Mercer, P. Clark**

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

**Carried**

**Motion 17-21            S. Martin, P. Barclay**

Be it resolved that we approve the amended Agenda of the April 20, 2021, meeting.

**Carried**

**Motion 18-21            J. Hodder, M. Mercer**

Be it resolved that we approve the minutes of the board meeting dated March 16, 2021.

**Carried**

**Motion 19-21            M. Archer, P. Clark**

Be it resolved that we approve the Accounts Payable Register for March, 2021, with invoices and payments in the amount of \$40,937.50.

**Carried**

*Belkamin #2*  
JUN 03 2021

## CEO/ Head Librarian's Report:

- **Statistics**

The statistics for active circulation are not available, as the Library has been closed since March 15, 2020. However, Rose presented a verbal report outlining Statistics relating to Curbside Pickup for March, 2021. We circulated approximately 2500 items, and additionally, approximately 1280 more items through Overdrive and Libby (e-books and audio books).

- **Verbal/anecdotal Social Media Outreach**

Rose also presented anecdotal information about the Social Media Outreach for the library including statistics for E-Resource use which included the fact that Press Reader is very popular with over 250 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 7036

Facebook - Total post engagement current month - 544

Instagram – 443 Followers

Video watches (YouTube) - 336 Subscribers -

Ancestry.ca searches – 55 searches

Twitter – 269 followers

Pebble Go 31 and 7 articles

- **Programming**

- **Children's Programming**

Our children's programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. In March, 2021, over 75 craft kits were distributed. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time. There was also a Lego challenge for which submissions were very creative and demonstrated that children were engaged.

- **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The "Craft Supply" bags are also distributed monthly and include all the supplies needed to make the craft. In March, there were 22 teens involved in these programs.

- **Adult Programming**

Jade and Rose are featured in a Video clip every Tuesday. They outline some new aspect of the library resources and talk about two books they have read during the week. There is also a new adult reading Challenge on Beanstack.

- **Spring Break Programming**

There were many plans for the Spring Break Programming, with something planned for every day.

The events were as follows:

	Monday, April 12th	Tuesday, April 13 <sup>th</sup>	Wednesday, April 14 <sup>th</sup>	Thursday, April 15 <sup>th</sup>	Friday, April 16 <sup>th</sup>	Saturday, April 17 <sup>th</sup>
Children	Scientist in Situ- Colour My World	Spring Time Slime	LEGO Build Challenge	Sleepy Story Time	Story Time	Scientist in Situ- Good Clean Fun
Teens	Virtual Escape Room	Among Us Group Game	DIY Smore Cookie Dough	Galaxy Painting Tutorial	DIY Face Mask	

As seen in the statistics presented, we have an extensive email list (approximately 2000) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

### Business

- **Ceiling Light Fixtures**

Rose explained that all of the light fixtures in the library have now been changed to LED lights. The cleaning company cleaned all of the fixtures while we were waiting for the ballasts to be replaced. Everything was installed last week, and they are wonderful. It was a great project to be done while patrons are not in the library.

- **Ongoing Library Protocols**

Due to the most recent lockdown ordered on April 16, 2021, the library will continue to remain closed for physical browsing but the porch pick-up service is continuing.

### Motion 20 -21 J. Hodder, P. Barclay

Be it resolved that SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication, at the discretion of the CEO;

Be it further resolved that the SPL Board approve the recommendation to continue and maintain current staffing as modified by the CEO;

Be it further resolved that these recommendations be reviewed at the next scheduled Board meeting on May 18, 2021.

**Carried**

- **In Camera session -- Not required**

### Motion 21-21 S. Martin, G. Little

That we now adjourn at 7:38 p.m., to meet again May 18, 2021, at 7 pm., or at call of the Chair.

**Carried**



## MINUTES

### MULMUR-MELANCTHON FIRE BOARD

Thursday, April 22, 2021 at 7:00 p.m.

**Present:** David Besley, Chair – Melancthon Township  
Ken Cufaro, Vice Chair – Mulmur Township  
Earl Hawkins – Mulmur Township  
Darren White – Melancthon Township  
Mathew Waterfield – Deputy Chief  
Brendon Bogers - Captain  
Heather Boston - Secretary

#### 1. Call to Order

The meeting was called to order at 7:01 p.m.

#### 2. Declaration of Pecuniary Interest

Chair Besley stated that if any member of the Board had a disclosure of pecuniary interest, they could declare the nature thereof now or at any time during the meeting. No Declarations of Pecuniary interest were stated at this time.

#### 3. Approval of the Agenda

**Moved by: Cufaro and Seconded by: Hawkins**

THAT the April 22, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED.**

#### 4. Approval of Previous Meeting's Minutes – April 13, 2021

**Moved by: Cufaro and Seconded by: Hawkins**

THAT the Minutes of the Mulmur-Melancthon Fire Board dated April 13, 2021 be approved as copied and circulated.

**CARRIED.**

#### 5. Finance – None

#### 6. Closed Session

*Belkamm #3*

JUN 03 2021

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees.

**Moved by: Hawkins and Seconded by: White**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:06 p.m. for the following reasons: personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED.**

**Moved by: White and Seconded by: Cufaro**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:17 p.m. and return to the regular meeting.

**CARRIED.**

## **7. Old/New Business**

**Moved by: White and Seconded by Cufaro**

THAT the Board, in accordance with the Hiring Policy, ratifies the hiring of Mathew Waterfield for the position of Fire Chief effective May 1, 2021, conditional on a one (1) year probationary period and that the salary and hourly wage are in accordance with the Board approved pay grid.

**CARRIED.**

**Moved by: White and Seconded by Cufaro**

THAT the Board, in accordance with the Hiring Policy, ratifies the hiring of Brendon Bogers for the position of Deputy Fire Chief effective May 1, 2021, conditional on a one (1) year probationary period and that the salary and hourly wage are in accordance with the Board approved pay grid.

**CARRIED.**

## **8. Adjournment**

**Moved by: Hawkins and Seconded by White**

THAT we do now adjourn at 7:25 pm to meet again on May 18, 2021 at 7:00 pm or at the call of the Chair.

**CARRIED.**

---

**Chair**

---

**Secretary**

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Township of Melancthon Environmental Sustainability Committee held a meeting on April 9, 2021 at 10:30 a.m. electronically through ZOOM. The following members were present: Chair; Margaret Mercer, Wayne Hannon and Darren White (10:38 a.m.). Also present were: Donna Funston, Environmental Sustainability Committee Secretary.

### **1. Chair Mercer called the meeting to order at 10:35 a.m**

### **2. Additions/Deletions/Approval of Agenda**

Motion - Moved by Hannon, Seconded by Mercer, that the Agenda be approved as circulated. Carried.

### **3. Declaration of Pecuniary Interest or Conflict of Interest**

None.

### **4. Approval of Draft Minutes - March 12, 2021**

Motion - Moved by Hannon, Seconded by Mercer, the minutes of the Environmental Sustainability Committee held on March 12, 2021 be approved as circulated. Carried.

### **5. Business Arising from the Minutes**

#### **1. Follow up Discussion regarding NVCA presentations**

Discussion around Phragmites in Melancthon and possibly having Phrag of Dufferin get involved to help positively identify some in the area. Committee would like to identify a problem, determine a solution or a plan to deal with the concern and bring that forward to Council. Was also mentioned that it could get costly to start fighting invasive species. Next meeting would like to have another Delegation and ask specific questions to help determine location, scope and pricing when putting together a plan for Council.

### **6. General Business**

#### **1. Lavendar Falls**

Was mentioned that Lavendar Falls is a natural barrier and helps to protect the waters in Melancthon.

#### **2. Melancthon Sustainability Day**

June 5 is World Environmental Day and so the Committee would like to declare June 5

*Bd/Committee 4*  
11 IN 03 2021



Melancthon Environmental Sustainability Day.

3. Other/Addition(s)

**7. Delegations**

**8. Confirmation of Meeting**

Motion - Moved by Hannon, Seconded by White, that all actions of the Members and Officers of the Environmental Sustainability Committee with respect to every matter addressed and/or adopted by the Committee on the above date be hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Committee Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

**9. Adjournment and Date of Next Meeting**

Motion - Moved by White, Seconded by Hannon, that we adjourn the Environmental Sustainability Committee at 11:07 a.m. to meet again on Friday, May 14, 2021 at 10:30 a.m. or at the call of the Chair. Carried.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, APRIL 14, 2021 – 7:00 P.M.  
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 14<sup>th</sup> day of April, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

**Those present:**

- Chester Tupling, Chair, Mulmur
- Dave Besley, Deputy Mayor, Melancthon
- Patricia Clark, Councillor, Mulmur
- Debbie Fawcett, Melancthon
- Emma Holmes, Melancthon
- Keith Lowry, Mulmur
- Nancy Noble, Mulmur
- Clayton Rowbotham, Melancthon
- James Woods, Arena Manager
- Donna Funston, NDCC Secretary, Melancthon

**Regrets:**

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:04 p.m.

**#2 Additions/Deletions/Approval of Agenda**

-Moved by Noble, Seconded by Clark that the Agenda be approved as amended.  
Carried.

Additions: #7.4.1 – Recorded Votes  
#7.4.2 – Ball Diamond

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	

*Belkamm # 5*  
11 IN 0 3 2021

Member Keith Lowry X  
Member Nancy Noble X

**#3 Declaration of Pecuniary Interest or Conflict of Interest**

None.

**#4 Approval of Draft Minutes**

-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on March 10, 2021 be approved as circulated. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on April 6, 2021 be approved as circulated. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

**#5 Business Arising from the Minutes**

None.

**#6 Facility Manager's Report**

James reports the ice is almost out and the Fire Department will be coming to hose down the facility by end of the week. Mr. Harold Ritchie cleans up the arena yard after

the winter, he also runs the cemetery and James requests he get a thank you card and write a note and deliver it to Mr. Ritchie in appreciation of his work and help. He notes he fixes any snow plowing marks, ruts, fixing grass that was damaged, holes in the yard and the parking area. Board grants the request and James will get a thank you card and deliver it. Attached to the Facility Managers Report was a quote to clean the boards, as a coach used permanent magic marker to demonstrate plays on the boards and the glass. This bill will be sent directly to the coach and they will be responsible for payment directly to the cleaning company. Board directs James to write receipts for all cash received as some of the A/R balances have paid in cash but are showing as outstanding. James will contact Mulmur to sort these accounts out. Discussion around creating a logo for the NDCC, suggestion was to have kids create the logo to involve the community. Some concerns with this were raised and it was decided to leave this on the agenda as unfinished. James will be in contact with Darcy Delaney regarding summer camps and report back at the next meeting. Prime pump needs to be replaced and cost will be around \$12,000, James will get three quotes for this and a time frame because parts are very delayed due to COVID-19. The mower is in and ready to be delivered when it is needed.

**#7 General Business**

- 1. Financial
  - 1. Accounts Payable

Board directs Donna to ask Heather about the snow removal invoice and if it all belongs to NDCC or is some for the Fire Board?

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$11,719.06 be received as presented. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

- 2. A/R update

Discussion on outstanding balances, James will contact Mulmur about some cash payments that have not been posted. Board directs Donna to ask Heather about office/computer supplies and why that is so high?

3. YTD vs. Budget comparison
2. Grass Cutting Agreement between Honeywood Cemetery Board and NDCC Board of Management

-Moved by Rowbotham, Seconded by Besley that the Board of Management accepts and approves the Agreement between Honeywood Cemetery Board and NDCC Board of Management for grass cutting services. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

3. Motions passed at Mulmur April 7, 2021 Council regarding NDCC Budget 2021 and Joint Recreation Sub-Committee

Discussion on the motion regarding the Joint Recreation Sub-Committee and that they are looking at hiring a person to increase usage of rec facilities in Mulmur and Melancthon. This person would run recreation programs and would be shared between Mulmur and Melancthon, Mulmur council would like more clarification before approving the hiring of this person. Discussion around the title of this person and possibly using the word community instead of recreational. It was noted that Recreational is to involve the community and both words could be used as they both mean recreation. Suggestion was to discuss the name of the position to allow for recreation and community and in the job description be specific about involving the community not just recreation. Member Besley will discuss this at Melancthon Council on April 15, 2021.

4. Other

1. Recorded Votes

Board directed Donna to send a letter to Mulmur council requesting the wording in By-law 13-2021 Procedural Electronic Meetings Section 8v be revised.

2. Ball Diamond

Currently the Diamond looks terrible and is not maintained. Chair Tupling spoke to some local people to get costs of getting the Diamond in decent shape. He reports it

would be \$300 to spray for weeds, \$500 to grind up gravel, \$2,200 for new gravel and trucking and \$300 to level the new gravel. Once this was done, local youth could play baseball, ride bikes, etc. and it could be used for the planned summer camp program. He also notes that members of the community are willing to donate the weed spraying and the gravel and trucking, so would the Board consider spending \$800 to have the Diamond in usable condition.

-Moved by Besley, Seconded by Lowry, that the Board of Management approves the spending of \$800 from Buildings & Grounds Maintenance expense account to improve the ball diamond on the NDCC grounds.

AND FURTHER; overall cost range is \$3,300

AND WHEREAS; the community donated material, time and logistics cost range of \$2,500

AND WHEREAS; the remaining \$800 to be expensed from Building & Grounds Maintenance. Carried

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

Discussion around the fencing at the Cenotaph falling down and is a health and safety issue. Board directs James to speak with Harold Ritchie regarding the removal of this fence.

5. Unfinished Business

1. Generator Switch for Mobile Generator at front of Arena
2. Beef BBQ and Fundraising Events 2021

**#8 Information**

**#9 Notice of Motion**

-None

James left the meeting at 8:25 p.m.

**#10 Closed Session**



-Moved by Fawcett, Seconded by Clark that the NDCC Board of Management move into a Closed Session Meeting at 8:27 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons: Personal matters about an identifiable individual, including municipal or local board employees – Resident Complaint. Carried

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

-Moved by Fawcett, Seconded by Noble that the NDCC Board of Management rise from Closed Session without report at 8:39 p.m. Carried

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

### **#11 Confirmation Motion**

-Moved by Rowbotham, Seconded by Fawcett that all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	

Member Emma Holmes	X
Member Keith Lowry	X
Member Nancy Noble	X

**#12 Adjournment**

-Moved by Clark, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:41 p.m. to meet again on Wednesday May 12, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

---

**CHAIR**

---

**SECRETARY**



CORPORATION OF THE TOWNSHIP OF MULMUR  
NOTICE OF COMPLETE APPLICATION & PUBLIC MEETING  
B7-2021 BRUCE TRAIL

Township of Mulmur Committee of Adjustment will hold a public meeting under section 53 (5) of the *Planning Act, R.S.O. 1990 c.P. 13, as amended.*

**This meeting is being conducted by means of Electronic Participation by a majority of members, as permitted by Section 238 (3.3) of the Municipal Act, 2001, as amended.  
USING VIDEO AND/OR AUDIO CONFERENCING.**

To connect only by phone, please dial any of the following numbers. When prompted, please enter the meeting ID provided below the phone numbers. You will be placed into the meeting in muted mode. If you encounter difficulty, please call the front desk at 705-466-3341, ext. 0

+1 647 374 4685 Canada  
+1 647 558 0588 Canada  
+1 778 907 2071 Canada  
+1 438 809 7799 Canada  
+1 587 328 1099 Canada

Meeting ID: 846 0224 8258

To connect to video with a computer, smart phone or digital device and with either digital audio or separate phone line, download the zoom application ahead of time and enter the digital address below into your search engine or follow the link below. Enter the meeting ID when prompted.

<https://us02web.zoom.us/j/84602248258>

Meeting ID: 846 0224 8258

The meeting is being held to consider an application for Consent which has been submitted. The following are the particulars:

**MEETING DATE AND TIME:** June 30, 2021 at 9:00am

**APPLICATION NUMBER:** B7-2021

**OWNER/APPLICANT:** THE BRUCE TRAIL CONSERVANCY

**LOCATION:** CONCESSION 2 WHS, EAST PART LOT 22 (PRINCE OF WALES)

**PURPOSE:** The application proposes to sever a +/- 8.1 ha (20 acre) building lot from a 41.6 ha (103 acre) parcel.

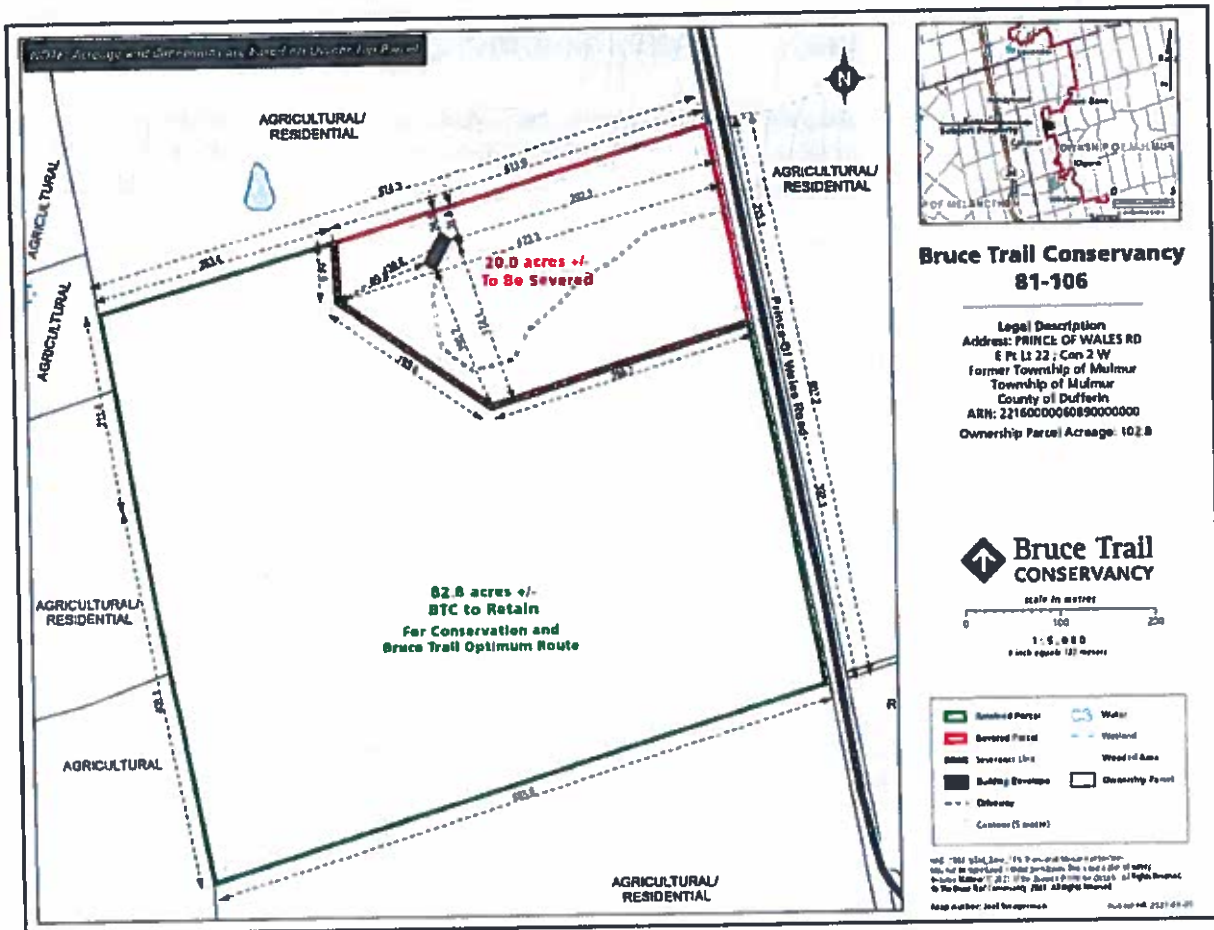
Additional information is available for public inspection by request. If you require additional information on this application, it may also be obtained by contacting the CAO/Planner, Tracey Atkinson, 705 466 3341 X222 or by email: [takinson@mulmur.ca](mailto:takinson@mulmur.ca) during regular office hours.

**NOTE:** If a person or public body that files an appeal of a decision of the Township of Mulmur Committee of Adjustment in respect of the proposed consent does not make written submissions

Info # 1  
JUN 03 2021

to the Township of Mulmur Committee of Adjustment before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal. If you wish to be notified of the decision of the Township of Mulmur Committee of Adjustment in respect of the proposed consent, you must make a written request to the Township of Mulmur Committee of Adjustment.

**See Map for illustration purposes only. This is not a plan of survey. A digital version is available by email.**



Dated May 18, 2021



# The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

May 14, 2021

At the Regular Meeting of Council on May 13, 2021 the Council of the Municipality of West Elgin passed the following Resolution:

**Resolution No. 2021- 147**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

**Whereas** *Phragmites australis* (*Phragmites*) is an invasive perennial grass that continues to cause severe damage to wetlands and beaches in areas around the Great Lakes; and

**Whereas** *Phragmites australis* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is an allelopathic plant that secretes toxins from its roots into the soil which impede the growth of neighbouring plant species; and

**Whereas** *Phragmites australis* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, and increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches; and

**Whereas** invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and Agrifood Canada;

**Whereas** the Ontario government has made it illegal to import, deposit, release, breed/grow, buy, sell, lease or trade invasive *Phragmites* under the Invasive Species Act; and

**Whereas** volunteers, non-governmental organizations and various municipalities have invested hundreds of dollars in investments and labour annually for more than eight years in executing management plans to control invasive *Phragmites* on roads, shorelines and in wetlands; and

**Whereas** roads and highways where *Phragmites* that are left untreated become spread vectors that continually risk new and treated wetlands and shoreline areas; and

---

**Whereas** according to “Invasive Phragmites Best Management Practices” by the Ontario Phragmites Working Group, best roadside management practices for Phragmites australis include detection, herbicide application, cutting, and re-treatment of re-growth as necessary; and

**Whereas** these best management practices are most effective when used in a multi-pronged approach as opposed to when used as stand-alone control measures; and

**Whereas** mother nature does not recognize political boundaries. Therefore, it is imperative that Municipalities, Districts, the Province and the Federal government work together in collaboration to eradicate Canada’s worst invasive plant species Phragmites australis;

**Whereas** the Municipality of West Elgin has been implementing measures for eradication of Phragmites over the past 3 years, including mapping of cells along Municipal and County Roadways, applying herbicide, cutting and monitoring re-growth; and ensuring clean equipment protocols for appropriate contract tenders; and

**Whereas** the Ontario Ministry of Transportation (MTO) has carried out some Phragmites eradication along Provincial highways, however this process has not been successful because the process has not included a program to deal with surviving plants, and also has not dealt with growth beyond the road allowance, therefore enabling fast re-growth; and

**Whereas** in the past there has been no approved herbicide for use in wet sites; however, in 2020 a product (Habitat Aqua) has been approved for use in areas of lying water and along waterways in Ontario;

**Now Therefore be it Resolved** that the Municipality of West Elgin request the Ontario Ministry of Transportation (MTO) to map, treat, monitor, and eradicate re-growth of invasive Phragmites annually on all Provincial highways, including areas beyond the road allowances, where Phragmites cells extend; and

**Be It Further Resolved** that the Ontario Ministry of Transportation (MTO) communicates that strategy on mapping (detecting sites) and controlling invasive Phragmites on provincial highways, the specific highway management plans and results by each MTO region and each highway in the region and work in coordination with the Municipality of West Elgin; and

**Be it Further Resolved** that the Province of Ontario designate Phragmites australis as a noxious weed under the Noxious Weed Act; and in collaboration with the Ontario Federation of Agriculture, the Ontario Phragmites Working Group, and Ontario Municipalities, carry out a public education campaign regarding best practices in



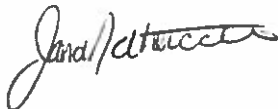
---

eradicating Phragmites; and if possible, develop a system of grants to support the uptake of these best practices by citizens; and

**Be it Further Resolved** that the Council for the Corporation of the Municipality of West Elgin directs staff to send this resolution to all Municipalities in Ontario; Honourable Omar Alhabra, Minister of Transportation (Canada); Honourable Caroline Mulroney, Ontario Minister of Transport; James Corcoran, General Services Coordinator, vegetation, MTO West Region; Honourable Ernie Hardeman, Ontario Ministry of Agriculture, Food, and Rural Affairs; Jeff Yurek, MPP; and Karen Vecchio MP.

**Carried**

Sincerely,



Jana Nethercott  
Clerk



## **MEDIA RELEASE**

FOR IMMEDIATE RELEASE

### **NVCA reviews new proposal for changes to Conservation Authorities Act**

UTOPIA, Ontario (May 20, 2021) – The Nottawasaga Valley Conservation Authority (NVCA) is currently reviewing the Regulatory Proposal Consultation Guide, the first of two phases in finalizing the changes to the *Conservation Authorities Act*.

Part of the guide details the mandatory and non-mandatory programs and services conservation authorities will implement, along with the timelines to establish service agreements with municipalities.

Under the proposed regulations guide, NVCA will be able to continue integrated watershed management work such as protecting and enhancing water quality and quantity, identifying flood and erosion risks and managing stormwater systems. This process helps NVCA manage human activities and natural resources on a watershed basis while taking into account social, economic and environmental issues, as well as impacts of growth and climate change.

"I am extremely proud of the collaborative work that the Conservation Authority Working Group (CAWG) was able to do to assist the development of this regulations guide," said Doug Hevenor, CAO at NVCA. "On behalf of NVCA, I would like to thank the Province for including a wide range of stakeholders in the development of the guide.

CAWG was established by the Province of Ontario in January 2021, and is made up of representatives from conservation authorities, Conservation Ontario, the Association of Municipalities of Ontario, and the development and agricultural sectors. Their first task included looking at the first phase of proposed regulations that impact conservation authorities and their participating municipalities.

"I'm so pleased the Province has recognized a watershed-wide approach to management as the best way to approach conservation issues," commented Mariane McLeod, NVCA Chair. "I'm grateful that our staff will have sufficient time to work with our 18 member municipalities to develop Memorandums of Understanding for the services our conservation authority provides."

Later in the year, the Province will consult on the second phase of the proposed regulations, which will include details on municipal levies related to mandatory and non-mandatory programs and service standards for the delivery of non-mandatory programs and services.

Feedback on the proposed regulations is due June 27, 2021 and can be submitted to the [Environmental Registry of Ontario](#).

**About NVCA:** The Nottawasaga Valley Conservation Authority is a public agency dedicated to the preservation of a healthy environment through specialized programs to protect, conserve and enhance our water, wetlands, forests and lands.

**Media contact:** Maria Leung, Communications Coordinator 705-424-1479 ext.254,  
[mleung@nvca.on.ca](mailto:mleung@nvca.on.ca)

## Denise Holmes

---

**From:** Fred Simpson <fred.simpson@townofmono.com>  
**Sent:** Wednesday, May 26, 2021 8:27 PM  
**To:** Michelle Dunne  
**Cc:** Denise Holmes; jwilloughby@shelburne.ca; Karen Landry; Meghan Townsend; Nicole Martin; Susan Stone; tatkinson@mulmur.ca  
**Subject:** RE: Community Safety and Well Being Plan

Michelle,

During their May 25<sup>th</sup> meeting, Council for the Town of Mono passed the following resolution regarding the Community Safety and Well-being Plan.

### Resolution #10-12-2021

*Moved by Sharon Martin, Seconded by Ralph Manktelow*

*THAT the County of Dufferin report dated April 22, 2021, titled Community Safety and Well-Being Plan Update 3, be received;*

*AND THAT Council approve the Community Safety and Well-Being Plan;*

*"Carried"*

**Fred Simpson**

*Clerk*

*Town of Mono*

519.941.3599, 234

TOWN OF

**MONO**



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify [fred.simpson@townofmono.com](mailto:fred.simpson@townofmono.com).

---

**From:** Michelle Dunne <mdunne@dufferincounty.ca>  
**Sent:** May 19, 2021 10:13  
**To:** Carolina Khan <ckhan@orangeville.ca>; Denise Holmes <dholmes@melancthontownship.ca>; Fred Simpson <fred.simpson@townofmono.com>; Jennifer Willoughby <jwilloughby@shelburne.ca>; Jessica Kennedy <jkennedy@eastgarafraxa.ca>; Karen Landry <klandry@orangeville.ca>; Mark Early <mark.early@townofmono.com>; Meghan Townsend <mtownsend@townofgrandvalley.ca>; Michelle Dunne <mdunne@dufferincounty.ca>; Rebecca Whelan <rwhelan@dufferincounty.ca>; Susan Stone <sstone@eastgarafraxa.ca>; Tracey Atkinson <tatkinson@mulmur.ca>  
**Cc:** Anna McGregor <amcgregor@dufferincounty.ca>  
**Subject:** Community Safety and Well Being Plan

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good morning,

Council adopted the attached Community Safety and Well Being Plan last week. (I have also attached the staff report and consultants presentation for your information. )

Once your council has adopted the plan, please let me know as we want to be able to tell the Province the dates each of the municipalities adopted the plan, demonstrating we met the provincial deadline of July 1st.

Should you have any questions, please do not hesitate to contact me or Anna McGregor.

Thanks!

**Michelle Dunne, Dipl.M.M.|Clerk| Corporate Services**  
**County of Dufferin|Phone: 519-941-2816 Ext. 2504| [mdunne@dufferincounty.ca](mailto:mdunne@dufferincounty.ca) |30 Centre Street,**  
Orangeville, ON L9W 2X1

**DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the County of Dufferin. Finally, the recipient should check this email and any attachments for the presence of viruses. The County of Dufferin accepts no liability for any damage caused by any virus transmitted by this email. The Corporation of the County of Dufferin, 55 Zina Street, Orangeville, Ontario. [www.dufferincounty.ca](http://www.dufferincounty.ca)**

Financial Statements of

**MULMUR-MELANCTHON  
VOLUNTEER FIRE  
DEPARTMENT**

Year ended December 31, 2020  
(Unaudited)

Info #5  
JUN 03 2021



# MULMUR-MELANCHTON VOLUNTEER FIRE DEPARTMENT

## Financial Statements

Year ended December 31, 2020

	<u>Page</u>
<b>Independent Practitioners' Review Engagement Report</b>	
<b>Financial Statements:</b>	
Statement of Financial Position .....	1
Statement of Operations .....	2
Statement of Changes in Net Financial Assets .....	3
Statement of Cash Flows .....	4
Notes to Financial Statements .....	5 – 7
Schedule Accumulated Surplus .....	8



KPMG LLP  
115 King Street South  
2nd Floor  
Waterloo ON N2J 5A3  
Canada  
Tel 519-747-8800  
Fax 519-747-8830

## **INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT**

To the Shareholder of Mulmur-Melancthon Volunteer Fire Department

We have reviewed the accompanying financial statements of Mulmur-Melancthon Volunteer Fire Department, which comprise the statement of financial position as at December 31, 2020, the statement of operations, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

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

### *Practitioners' Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.



Page 2

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Mulmur-Melancthon Volunteer Fire Department as at December 31, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

May 20, 2021

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Financial Position

December 31, 2020, with comparative information 2019

	2020	2019
<b>Financial Assets</b>		
Cash	\$ 180,383	\$ 181,598
Accounts receivable	23,200	29,416
	<u>203,583</u>	<u>211,014</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	23,431	19,516
Net financial assets	<u>180,152</u>	<u>191,498</u>
<b>Non-Financial Assets</b>		
Tangible capital assets (note 6)	678,609	580,668
Prepaid expenses	6,552	9,025
	<u>685,161</u>	<u>589,693</u>
<b>Accumulated Surplus</b>	<b>\$ 865,313</b>	<b>\$ 781,191</b>

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Operations

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget	2020 Actual	2019 Actual
<b>Revenues:</b>			
Fire calls, inspections and miscellaneous income	\$ 10,000	\$ 34,040	\$ 34,583
Township of Mulmur	213,081	213,712	192,159
Township of Melancthon	102,508	102,698	97,078
Interest revenue	2,000	1,492	-
	<u>327,589</u>	<u>351,942</u>	<u>323,820</u>
<b>Expenses:</b>			
Amortization	-	61,702	56,226
Loss on disposal of assets	-	17,938	-
Breathing apparatus	3,500	4,671	4,520
Communication equipment	14,800	12,503	13,663
Conventions, conferences and courses	4,000	5,386	6,326
Fire hall maintenance	5,000	6,430	6,182
Fire prevention	1,200	275	-
Accounting, legal and insurance	22,044	19,123	21,060
Licence and membership fees	410	309	310
Materials, supplies and services	9,690	17,049	9,483
Radio maintenance	3,000	3,339	6,590
Treasury and secretarial services	12,000	12,000	12,000
Utilities	10,750	8,215	10,114
Firefighters salaries and benefits	101,395	85,027	96,291
Vehicle and equipment repairs and maintenance	20,300	13,853	15,089
	<u>208,089</u>	<u>267,820</u>	<u>257,854</u>
Annual surplus	119,500	84,122	65,966
Accumulated surplus, beginning of year	865,313	781,191	715,225
Accumulated surplus, end of year	<u>\$ 984,813</u>	<u>\$ 865,313</u>	<u>\$ 781,191</u>

See accompanying notes to financial statements.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Changes in Net Financial Assets

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Annual surplus	\$ 84,122	\$ 65,966
Acquisition of tangible capital assets	(235,005)	(211,042)
Amortization	61,702	56,226
Loss on disposal of tangible capital assets	17,938	-
Proceeds on disposal of tangible capital assets	57,424	-
	(13,819)	(154,816)
Decrease in prepaid expenses	2,473	251
Decrease in net financial assets	(11,346)	(88,599)
Net financial assets, beginning of year	191,498	280,097
Net financial assets, end of year	\$ 180,152	\$ 191,498

See accompanying notes to financial statements.



# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Cash Flows

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Annual surplus	\$ 84,122	\$ 65,966
Amortization	61,702	56,226
Loss on disposal of tangible assets	17,938	-
	<u>163,762</u>	<u>122,192</u>
Net changes in non-cash working capital:		
Accounts receivable	6,216	(23,442)
Prepaid expenses	3,915	251
Accounts payable and accrued liabilities	2,473	3,612
	<u>12,604</u>	<u>(19,579)</u>
Net increase from operating activities	176,366	102,613
Capital activities:		
Proceeds on disposal of tangible capital assets	57,424	-
Acquisition of tangible capital assets	(235,005)	(211,042)
Net decrease from capital activities	<u>(177,581)</u>	<u>(108,429)</u>
Decrease in cash	(1,215)	(108,429)
Cash, beginning of year	181,598	290,027
Cash, end of year	<u>\$ 180,383</u>	<u>\$ 181,598</u>

See accompanying notes to financial statements.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Notes to Financial Statements

Year ended December 31, 2020

---

The financial statements of the Mulmur-Melancthon Volunteer Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

### 1. Significant accounting policies:

#### (a) Acknowledgement of Responsibility:

The management of Mulmur-Melancthon Volunteer Fire Department acknowledges its responsibility for the creation and completion of the financial statements and the following significant accounting policy decisions and related policy notes.

#### (b) Basis of consolidation:

The operations of this joint board are to be in the financial statements of the participating municipalities on a proportionate consolidation basis.

#### (c) Basis of accounting:

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

#### (d) Credit risk management:

The organization is exposed to credit risk on the accounts receivable from insurance companies. They do not have significant exposure to any individual customer or counterpart.

#### (e) Non-financial assets:

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

#### (i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are being used:

Land improvements	20 years
Vehicles	10 to 20 years
Firefighting equipment	5 to 20 years

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2020

---

## 1. Significant accounting policies:

### (e) Non-financial assets (continued):

#### (i) Tangible capital assets (continued):

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded revenue.

#### (f) Revenue recognition:

Fire calls and services are recorded as revenue when the emergency services are provided.

Municipal contributions are recognized as the budgeted amounts are approved by the Council of the participating municipalities.

## 2. Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

## 3. Reserves:

The balance of the accumulated surplus included in the statement of financial position includes assets that have been specifically restricted (internally) by the Joint Board of Management as outlined in the schedule of accumulated surplus.

## 4. Operations:

On October 6, 1992, the Townships of Mulmur and Melancthon signed an agreement to officially form a joint firefighting department. This agreement was updated on April 21, 2005. A new agreement was formally reached by the participating municipalities dictating the operations of the joint board on August 11, 2010. Operations of the Mulmur-Melancthon Volunteer Fire Department commenced on January 1, 1993. The department is managed by a four member board known as the Mulmur-Melancthon Volunteer Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 4. Operations (continued):

Annual capital costs of the Department are shared on an equal basis by the two municipalities. Annual operating and administration costs of the Department are shared on a combined average fire calls for the previous three years, the total assessment for the current year, and the total households as at January 1 of the current year less fire call recoveries of each participating municipality as follows:

	2020	2019
Township of Melancthon	22.09%	23.13%
Township of Mulmur	77.91%	76.87%

## 5. Budget figures:

The budgeted figures are presented for comparison purposes as prepared and approved by the Joint Board of Management, and have been prepared on a cash basis of accounting.

## 6. Tangible capital assets:

Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land improvements	\$ 13,057	\$ -	\$ -	\$ 13,057
Vehicles	765,942	214,750	(151,440)	829,252
Firefighting equipment	410,429	20,255	(7,500)	423,184
	<b>\$ 1,189,428</b>	<b>\$ 235,005</b>	<b>\$ (158,940)</b>	<b>\$ 1,265,493</b>

Accumulated depreciation	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land improvements	\$ 7,508	\$ 653	\$ -	\$ 8,161
Vehicles	345,112	39,768	(76,078)	308,802
Firefighting equipment	256,140	21,281	(7,500)	269,921
	<b>\$ 608,760</b>	<b>\$ 61,702</b>	<b>\$ (83,578)</b>	<b>\$ 586,884</b>

Net book value	Balance, beginning of year		Balance, end of year
Land improvements	\$ 5,549		\$ 4,896
Vehicles	420,830		520,450
Firefighting equipment	154,289		153,263
	<b>\$ 580,668</b>		<b>\$ 678,609</b>

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Schedule of Accumulated Surplus

Year ended December 31, 2020

	2020	2019
<b>Surpluses:</b>		
Surplus from general fund operations	\$ 85,817	\$ 41,045
Invested in capital assets	678,609	580,668
	<u>764,426</u>	<u>621,713</u>
<b>Reserves:</b>		
Capital reserve	100,887	159,478
<b>Accumulated surplus, end of year</b>	<u>\$ 865,313</u>	<u>\$ 781,191</u>



May 27, 2021

**MEMORANDUM TO:** Municipal Chief Administrative Officers and Clerks

**SUBJECT:** Three-Step Roadmap to Safely Reopen the Province of Ontario and Amendment to Orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act (ROA)*

As you heard on May 20, 2021, from the Premier of Ontario, the government has released its Roadmap to Reopen, a three-step plan to safely and cautiously reopen the province and gradually lift public health measures.

As our municipal partners in the continued efforts to keep communities safe and healthy, I am writing today to make sure that you stay informed about the roadmap and the corresponding changes to orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act (ROA)*.

It is important to note that the provincewide Stay-At-Home order under the Emergency Management and Civil Protection Act (EMCPA) remains in effect until June 2, 2021. However, the government has made changes to some of the existing orders under ROA that take effect prior to the end of the Stay-At-Home order.

### Roadmap to Reopen

The Roadmap to Reopen is based on the provincewide vaccination rate and improvements in key public health and health care indicators. In summary:

- Step 1 is intended to focus on resuming outdoor activities with smaller crowds where the risk of transmission is lower and permitting retail with restrictions.
- Step 2 further expands outdoor activities and resumes limited indoor services with small number of people and with face coverings being worn.
- Step 3 expands access to indoor settings, with restrictions, including where there are larger numbers of people and where face coverings can't always be worn.

The government has indicated that the province will remain in each step for at least 21 days to evaluate any impacts on key public health and health system indicators. Vaccination thresholds will need to be met, along with positive trends in other key public health and health system indicators, in order to enter each respective step of the Roadmap.

To find out full details on the roadmap and its implementation, please review the [Roadmap to Reopen](#) on the Ontario government website.



Until the province moves to Step 1 of the roadmap, the rules and public health measures under the provincewide emergency brake must continue to be followed, subject to the following changes announced on May 20, 2021.

### **Outdoor Recreational Amenities**

Several outdoor recreational amenities are permitted to open as of May 22, 2021 at 12:01 a.m. For a full list of these outdoor recreational amenities, please review Ontario Regulation 344/21, and Ontario Regulation 374/21, amendments to Ontario Regulation 82/20 (Rules for Areas in Stage 1).

These outdoor recreational amenities may be open so long as:

- physical distancing of at least 2 metres is maintained; however, this physical distancing requirement does not apply to members of the same household, or a person who lives alone and has gathered with the household, or a caregiver for any member of the household;
- no team sports, or any other sports that are not compatible with physical distancing requirements, are practiced or played within the amenity, with limited exceptions; and,
- any locker rooms, changerooms, showers, clubhouses, restaurants, pools, meeting rooms, fitness centres or other recreational facilities on the premises remain closed, except to the extent they provide access to take-out or delivery services, equipment storage, a washroom or a portion of the amenity that is used to provide first aid.

In addition, any person responsible for a boat or watercraft shall ensure that, if it is used by a group for recreational purposes, it is only used by members of the same household, or a person who lives alone and has gathered with the household, or a caregiver for any member of the household.

Marinas, boating clubs and other organizations that maintain docking facilities for members or patrons may open provided that any clubhouse, restaurant, pool, communal steam room, sauna or whirlpool, meeting room, fitness centre or other recreational facility on the premises is closed to the public. Any portion of an area that must be closed that is used to provide first aid, used to provide take-out or delivery services, or contains a washroom may be open.

Lastly, social gatherings and organized public events of no more than five people that are held outdoors are permitted. The gathering limit does not apply to members of the same household, a gathering of a household plus one person who lives alone, or a gathering that includes a caregiver for any of those persons. All other public health and workplace safety measures under the Stay-at-Home order will remain in effect.

### **Overnight Camps**

The government has made amendments to regulations pertaining to Rules for Areas in Stage 1, Stage 2 and Stage 3 to permit the operation of overnight camps in Ontario. The amending regulations are as follows:

Ontario Regulation 345/21 (Rules for Areas in Stage 1)

Ontario Regulation 347/21 (Rules for Areas in Stage 2)

Ontario Regulation 346/21 (Rules for Areas in Stage 3)

### **Instructional Program in Post-Secondary Institutions**

Ontario Regulation 348/21 updates the permitted fields/occupations where instructional programs may continue to operate in post-secondary institutions.

#### **Enforcement of Orders**

As a reminder, for offences under the ROA and EMCPA, police and other provincial offences officers, including First Nation Constables, special constables, and municipal by-law officers, have discretion to either issue tickets to individuals for set fine amounts or issue a summons under Part I of the Provincial Offences Act (POA) or to proceed under Part III of the POA by laying an information.

Police and other provincial offences officers, including by-law officers, have the authority to disperse gatherings or organized public events that are not complying with gathering/event limits; and all provincial offences officers, including by-law officers, can temporarily close premises where prohibited gatherings are occurring and require individuals to vacate.

As the province prepares to reopen, the ministry recognizes that collaboration amongst municipalities, public health units, police, local enforcement partners and our multi-ministry teams is important to ensure coordinated compliance and enforcement activities in an effort to continue the recent progress on reducing the presence of COVID-19 in our communities.

Yours truly,

A handwritten signature in black ink that reads "K. Manson-Smith". The signature is written in a cursive, flowing style.

Kate Manson-Smith  
Deputy Minister

## Denise Holmes

---

**From:** Switzer, Barbara <Barbara.Switzer@york.ca> on behalf of Regional Clerk <ClerkGeneralLine@york.ca>  
**Sent:** Thursday, May 27, 2021 4:30 PM  
**Subject:** Regional Council Decision - Timing of Step 1 of the "Provincial Roadmap to Reopen"

On May 27, 2021 Regional Council adopted the following:

WHEREAS over 70% of the adult population in York Region has received their first dose; and,

WHEREAS over 65% of the adult population in Ontario has received their first dose; and,

WHEREAS hospitalizations, ICU occupancy and new admissions and case rates have all declined and continue to trend downward; and,

WHEREAS Step One of the Provincial roadmap states "may begin after 60 per cent of Ontario's adults receive at least one dose of a COVID-19 vaccine and if, and only if, public health indicators, such as hospitalizations, ICU occupancy and new admissions and case rates indicate the province can safely move to this step of the roadmap."; and,

WHEREAS according to an independent modelling company, a fourth wave for York Region is not on the cards if we re-open after June 2, 2021; and,

WHEREAS the Province "Stay at Home" order originally was to expire June 2, 2021;

THEREFORE BE IT RESOLVED THAT York Regional Council request the province consider entering Step 1 of the "Provincial Roadmap to Reopen" as of 12:01 am May 31, 2021; and,

BE IT FINALLY RESOLVED THAT a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Christine Elliott, Minister of Health, Dr Dave Williams, Chief Medical Officer of Health, all MPPs in the Province of Ontario, and all Heads of Council.

Regards,

**Christopher Raynor** | Regional Clerk, Regional Clerk's Office, Corporate Services

-----  
The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
O: 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

Our Mission: Working together to serve our thriving communities – today and tomorrow



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

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)

**MEMORANDUM**

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

**FROM: DENISE B. HOLMES, AMCT, CAO/CLERK**

**SUBJECT: AMENDMENT TO ACCESSIBILITY POLICIES**

**DATE: MAY 20, 2021**

---

As a result of a Desk Audit conducted by the AODA Compliance Branch, the Township was required to make amendments to two of its Accessibility Policies.

The first amendment requiring Council approval is the Accessible Employment policy and I have highlighted the additional wording on the attachment, as this is required under the Act.

The second amendment requiring Council approval is the Procurement Policy for purchasing or acquiring goods, services or facilities and I have highlighted the additional wording on the attachment, as this is required under the Act.

**Recommendation:** that Council approve the amendments to the following Township of Melancthon Accessibility Policies, as presented:

1. Accessible Employment
2. Purchasing or acquiring goods, services or facilities

Act # 1

JUN 03 2021

**CORPORATION OF THE TOWNSHIP OF  
MELANCTHON**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Purchasing or acquiring goods, services or facilities	<i>Revision Date:</i> May 5, 2021	<i>Approved by:</i>

**Background**

The TOWNSHIP OF MELANCTHON is obligated to develop a Purchasing or Acquiring Goods, Services or Facilities policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

**Purpose**

The purpose of this business practice is to create an accessibility policy for procuring or acquiring goods, services or facilities, except where it is not practicable to do so.

**Business Practice**

The TOWNSHIP OF MELANCTHON will assess current purchasing and procurement processes, policies, practices and procedures to identify barriers for persons with disabilities.

MUNICIPALITY will ensure that when purchasing or acquiring goods, services or facilities that accessibility for persons with disabilities are taken into account and all reasonable efforts are made to ensure the goods, services or facilities are barrier free. In the event that accessibility features are not practicable during procurement, an explanation will be provided, upon request.

The TOWNSHIP OF MELANCTHON will incorporate its strategy for accessibility in its purchasing and procurement practices into its multi-year accessibility plan.

TOWNSHIP OF MELANCTHON Name HERE

*Department / Division:*

Administration

*Date of Issue:*

Nov. 23, 2016

*Business Practice #:*

*Subject:*

Accessible Employment

*Revision Date:*

May 5, 2021

*Approved by:*

**Background**

The TOWNSHIP OF MELANCTHON is obligated to develop an Accessible Employment policy under Ontario Regulation 191/11 the *Integrated Accessibility Standard* which is part of the *Accessibility for Ontarians with Disabilities Act (AODA)*. This regulation establishes accessibility standards for information and communications, employment, transportation and the built environment for public spaces.

**Purpose**

The purpose of this business practice is to express TOWNSHIP OF MELANCTHON commitment to providing a framework within which TOWNSHIP OF MELANCTHON will ensure improved accessibility with regard to the employment standard in the Integrated Regulation.

**Business Practice**

The TOWNSHIP OF MELANCTHON is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and related services as do all prospective and current employees.

The TOWNSHIP OF MELANCTHON is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in its human resources practices, processes, policies and procedures and employment related services.

The TOWNSHIP OF MELANCTHON will ensure that in its recruitment practices the public is made aware that it will provide accommodation for applicants with disabilities in its **recruitment, assessment and selection**.

Employees of the TOWNSHIP OF MELANCTHON will be made aware that it provides accommodation for applicants with disabilities in its **recruitment, assessment and selection process as soon as it is practicable after the TOWNSHIP OF MELANCTHON becomes aware of the need for accommodation due to the employee's disability.**

When the TOWNSHIP OF MELANCTHON selects job applicants for a job selection process it will make applicants aware that, upon request, they have access to accommodation in relation to materials and processes that will be used for applicant selection and that take into account their accessibility needs due to disability.

When the TOWNSHIP OF MELANCTHON makes an offer of employment, it will notify the successful applicant of its policy of accommodating employees with disabilities.

**TOWNSHIP OF MELANCTHON Name HERE**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Employment	<i>Revision Date:</i> May 5, 2021	<i>Approved by:</i>

The TOWNSHIP OF MELANCTHON will inform new and existing employees of its policy of providing **supports for employees** with disabilities and procedures that provide for job accommodations.

Where an employee with a disability so requests, the TOWNSHIP OF MELANCTHON will consult with the employee to provide or arrange for **accessible formats and communication supports** in relation to information that is generally available to employees in the workplace and that the employee needs to perform his or her job.

The TOWNSHIP OF MELANCTHON will ensure that individualized **workplace emergency response information** is provided to employees **as soon as practicable** who have a disability provided the disability is such that individualized information is necessary and the TOWNSHIP OF MELANCTHON has been made aware of the need for accommodation due to the disability.

If an employee who receives an individualized **workplace emergency response plan** requires assistance, the TOWNSHIP OF MELANCTHON will, with the employee's consent, provide such information to the person designated to provide the necessary assistance.

The TOWNSHIP OF MELANCTHON will review individualized workplace emergency response information:

- a) When an employee moves to a different location
- b) When the employee's overall accommodations needs or plans are reviewed
- c) When the company reviews its general emergency response procedures.

The TOWNSHIP OF MELANCTHON will have a written process in place for the development of documented **individual accommodations plans** for employees with disabilities.

The TOWNSHIP OF MELANCTHON written process will address:

- a) How the employee requesting the accommodation can participate in the development of the individual accommodation plan.
- b) The means by which the employee is assessed on an individual basis.
- c) How the company can request an evaluation by an outside medical or other expert, at the TOWNSHIP OF MELANCTHON's expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved.
- d) How the employee can request to have a representative of their bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan.
- e) The steps taken to protect the privacy of the employee's personal information.



**TOWNSHIP OF MELANCTHON Name HERE**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Employment	<i>Revision Date:</i> May 5, 2021	<i>Approved by:</i>

- f) The frequency with which the **individual accommodation plan** will be reviewed and updated and how this will be done.
- g) How the reasons for denying an **individual accommodation plan** will be provided to an employee if accommodation is denied.
- h) How the TOWNSHIP OF MELANCTHON will ensure that the **individual accommodation plan** is provided in a format that takes into account the employee's accessibility needs due to a disability.

The TOWNSHIP OF MELANCTHON will provide **individual accommodation plans** that:

- a) Include, if requested, any information regarding accessible formats and accommodations supports provided.
- b) Include, if required, individualized workplace emergency response information.
- c) Identify and other accommodation to be provided.

The **return-to-work process** required under the AOD does not replace or override any other **return-to-work process** created as a result of any other statutory obligations under the *Workplace Safety and Insurance Act* and requires the TOWNSHIP OF MELANCTHON to develop, put in place and document a **return-to-work process** for its employees who have been absent from work due to a disability and require disability related accommodations in order to return to work. The process will include:

- a) An outline of the steps the TOWNSHIP OF MELANCTHON will take to facilitate the return to work of employees who were absent because disability required them to be away from work.
- b) The use of documented individual accommodation plans as part of the process.
- c) Accessibility awareness training for all staff involved in program or design or delivery related to these responsibilities.

In administering its **performance management process** the TOWNSHIP OF MELANCTHON will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.

Where the TOWNSHIP OF MELANCTHON provides **career development and advancement** to its employees, the TOWNSHIP OF MELANCTHON will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.

Where the TOWNSHIP OF MELANCTHON has a **redeployment process** in place, it will take into account the accessibility needs of employees with disabilities as well as any **individual accommodation plans** during the **redeployment process**.

**TOWNSHIP OF MELANCTHON Name HERE**

<i>Department / Division:</i> Administration	<i>Date of Issue:</i> Nov. 23, 2016	<i>Business Practice #:</i>
<i>Subject:</i> Accessible Employment	<i>Revision Date:</i> May 5, 2021	<i>Approved by:</i>

The TOWNSHIP OF MELANCTHON will provide training for staff on this business practice, the employment standards under the Integrated Regulation and the Human Rights Code as it pertains to the duty to accommodate to all employees with disabilities.

Training will be provided to:

- a) All employees
- b) All volunteers
- c) All those involved in the development and approvals of municipal policies, practices and procedures, and
- d) All other persons who provide goods, services or facilities on the TOWNSHIP OF MELANCTHON's behalf.

The TOWNSHIP OF MELANCTHON will maintain records of training delivered to staff and make these records available for inspection as may be required.

## Denise Holmes

---

**From:** Michelle Dunne <mdunne@dufferincounty.ca>  
**Sent:** Wednesday, May 19, 2021 10:13 AM  
**To:** Carolina Khan; Denise Holmes; Fred Simpson; Jennifer Willoughby; Jessica Kennedy; Karen Landry; Mark Early; Meghan Townsend; Michelle Dunne; Rebecca Whelan; Susan Stone; Tracey Atkinson  
**Cc:** Anna McGregor  
**Subject:** Community Safety and Well Being Plan  
**Attachments:** Dufferin-County-Community-Safety-and-Well-Being-Plan-(2021-2024)-05-13-2021.pdf; HHS 2021-04-22 Community Safety and Well-Being Plan Update 3.doc; 2021-05-13 Community Safety and Well-Being Plan.pdf

Good morning,

Council adopted the attached Community Safety and Well Being Plan last week. (I have also attached the staff report and consultants presentation for your information. )

Once your council has adopted the plan, please let me know as we want to be able to tell the Province the dates each of the municipalities adopted the plan, demonstrating we met the provincial deadline of July 1st.

Should you have any questions, please do not hesitate to contact me or Anna McGregor.

Thanks!

**Michelle Dunne, Dipl.M.M.|Clerk| Corporate Services**  
**County of Dufferin**|Phone: 519-941-2816 Ext. 2504| [mdunne@dufferincounty.ca](mailto:mdunne@dufferincounty.ca) |30 Centre Street,  
Orangeville, ON L9W 2X1

**DISCLAIMER:** This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the County of Dufferin. Finally, the recipient should check this email and any attachments for the presence of viruses. The County of Dufferin accepts no liability for any damage caused by any virus transmitted by this email. The Corporation of the County of Dufferin, 55 Zina Street, Orangeville, Ontario. [www.dufferincounty.ca](http://www.dufferincounty.ca)

## REPORT TO COMMITTEE

**To:** Chair Ryan and Members of the Health and Human Services Committee

**From:** Anna McGregor, Director of Community Services

**Meeting Date:** April 22, 2021

**Subject:** **Community Safety and Well-Being Plan Update 3**

**In Support of Strategic Plan Priorities and Objectives:**

**Good Governance** - ensure transparency, clear communication, prudent financial management

**Inclusive and Supportive Community** – support efforts to address current and future needs for a livable community

---

### **Purpose**

The purpose of this report is to submit for approval, Dufferin's first Community Safety and Well-Being Plan.

### **Background and Discussion**

The Provincial Government enacted legislation through the Comprehensive Ontario Police Services Act, 2019, requiring municipal governments to adopt Community Safety and Well-Being (CSWB) plans. The legislation stated that every municipal council was required to develop and adopt these plans by working in partnership with a multi-sectoral advisory committee, effective January 1, 2019 and to be completed by January 1, 2021.

The County of Dufferin was recognised as the lead for the coordination and development of the Dufferin CSWB Plan, as detailed in report CS 2019-08-22 Community Safety and Well-Being Plan. The County engaged Wellington-Dufferin-Guelph Public Health Unit to be the consultant to complete the Dufferin CSWB Plan.

Details can be found in report CS 2019-11-28 Single Source Consultant – Community Safety and Well-Being Plan. Work began in January 2020.

On April 14, 2020, the Provincial government passed the Coronavirus (COVID-19) Support and Protection Act, 2020. This amended the Comprehensive Ontario Police Services Act, to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans after January 1, 2021. At that time no new deadline was established.

After Public Health realigned their resources to deal with the pandemic, there was a change of consultant in September 2020. Details can be found in report CS 2020-09-24 Community Safety and Well-Being Plan Update.

The Provincial government recognized the pandemic had created unprecedented challenges for communities across Ontario and on December 24, 2020 the Provincial government advised municipalities a new deadline of July 1, 2021, as detailed in report HHS 2021-01-28 Community Safety and Well-Being Plan Update 2.

### Creating the Plan

Despite the unforeseen challenges the pandemic created, Dufferin continued to move forward with work on the plan. The Advisory Committee met several times, with ongoing support from the consultant, Jennifer Kirkham.

The Advisory Committee reviewed survey data gathered from the general public and local community partners, reviewed, local demographic and service data, and then built the physical plan which identifies strategic partners for implementation of the plan. Dufferin has been able to build upon many existing partnerships and collaborations. Many of the strategic partner agencies are already part of the Advisory Committee.

The first Dufferin County Community Safety and Well-Being Plan (2021-2024) is attached for review.

### Plan Submission

Before the plan is submitted and made available to the local community, it requires approval from County Council and the lower tiers. The County helped to facilitate and lead the creation of the plan and as such, is the first step in that approval process.

Once approval at the County level has been received, the plan would follow each of the lower tier's approval processes.

At this time there is no formal process for submitting completed plans to the Province. Municipalities are required to make their plans available to their community within 30 days of approval.

The County of Dufferin have an existing area of the County web site dedicated to the work of the CSWB Plan and can post the approved plan there, to ensure it is available to the wider community. Copies of the plan will also be made available in paper and accessible formats, as required. In addition to making the plan available to the community, upon approval from each of the member municipalities, the County will send a copy to the office of the Ministry of the Solicitor General.

### Moving Forward

Once the plan has been approved, the existing Advisory Committee will, (as noted in the plan on page 11), convert into a new Integration Table, to ensure the priority areas identified in the plan are addressed. County staff will facilitate that work, creating a meeting timetable and plan for next steps.

In addition to the ongoing engagement and input from the Lead Tables, which include the County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee, the Integration Table will look to increase their membership, ensuring the necessary expertise is present within the group to tackle emerging areas of work.

As noted on pages 8 and 17 of the plan, "Join In Dufferin" will be utilised to assist with ongoing engagement activities.

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

The initial costs for the development of a County wide CSWB came from the Rate Stabilization Reserve from the 2020 budget year. However, there have been no funding announcements to support the implementation of the plans, the review of the plans or the creation of updated plans.

At this time, many of the areas of work identified in the plan for implementation will be addressed by existing committees and planning tables.

More resources will be needed to conduct annual reviews of the plan and to make available the information from that work. Those resources currently do not exist within the Community Services Department. Additional funding will be required in order to retain consultancy services, to assist with that work.

**Recommendation**

**THAT the report of the Director, Community Services dated April 22, 2021, titled Community Safety and Well-Being Plan Update 3, be received;**

**AND THAT Council approve the Community Safety and Well-Being Plan;**

**AND THAT staff be directed to forward the approved Plan to each lower tier municipalities for their review and approval;**

**AND THAT Council approve up to \$15,000 to be set aside from the Rate Stabilization Reserve, in 2021, to assist with ongoing administration costs for the review and updates to the plan.**

Respectfully Submitted By:

Anna McGregor  
Director, Community Services

Attachment – Dufferin County Community Safety and Well-Being Plan (2021 – 2024)



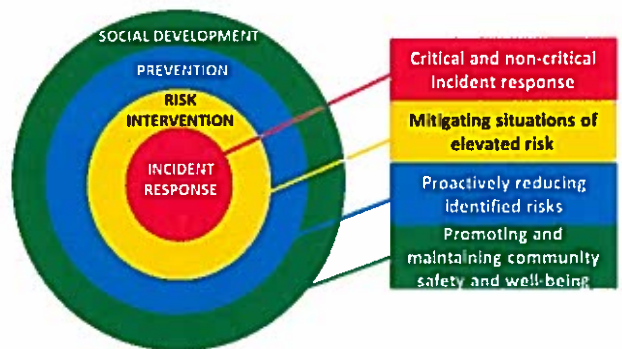


# Dufferin County Community Safety and Well-Being Plan

Presentation to County Council  
May 2021

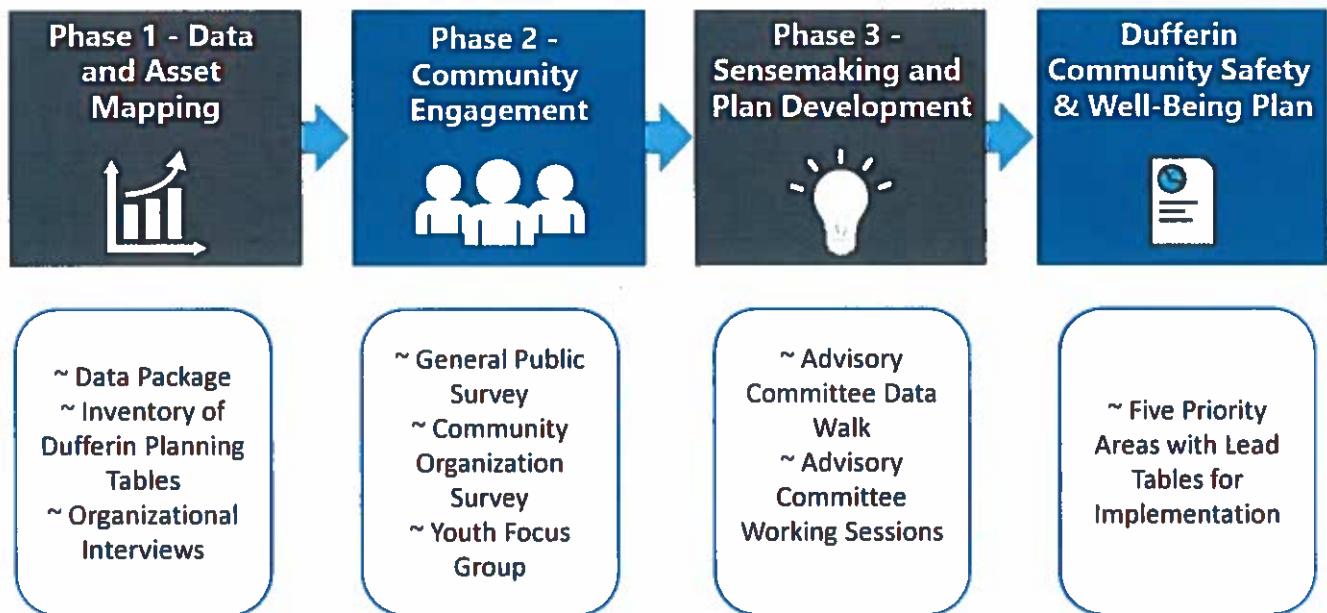
# Dufferin CSWB Plan

- Four year plan (2021 – 2024)
- Shared plan for all of Dufferin County
- Focus on risk and protective factors
- Leverage community resources
- Due July 1, 2021



## Dufferin CSWBP Advisory Committee

- Alzheimer's Society of Dufferin County
- Caledon/Dufferin Victim Services
- Canadian Mental Health Association Peel Dufferin
- Community Living Dufferin
- The County of Dufferin (Community Services and Paramedics)
- DC Moves/DCEC
- Dufferin Area Family Health Team
- Dufferin Child and Family Services (DCAFS)
- Dufferin Community Foundation
- Dufferin OPP
- Dufferin Situation Table
- Family Transition Place
- Headwaters Communities in Action (HCIA)
- Services and Housing in the Province (SHIPSEY)
- White Owl Native Ancestry Association



## Priority Areas for the CSWB Plan

- Mental Health and Well-Being
- Housing and Homelessness
- Substance Use and Addiction
- Discrimination, Marginalization and Racism
- Community Safety and Violence\* Prevention

\* Gender-based Violence and Family and Domestic Violence Prevention



# Performance Measurement Framework

For each priority area:

- Focus
- Outcomes/results
- Performance measures



## Focus of Dufferin's CSWB Plan

Priority Area	Focus
Mental Health and Well-Being	<ul style="list-style-type: none"><li>• Expand access to mental health services and supports</li><li>• Improve care</li></ul>
Housing and Homelessness	<ul style="list-style-type: none"><li>• Address housing affordability, availability and equity</li><li>• Prevent housing instability and homelessness</li><li>• Maintain, and where possible, improve housing</li><li>• Meet a range of complex community needs</li></ul>
Substance Use and Addiction	<ul style="list-style-type: none"><li>• Reduce the harms related to substance use and/or addictive behaviours</li><li>• Expand access to substance use and addiction services and supports</li><li>• Improve care</li></ul>
Discrimination, Marginalization and Racism	<ul style="list-style-type: none"><li>• To be determined</li></ul>
Community Safety and Violence* Prevention	<ul style="list-style-type: none"><li>• Crime</li><li>• Mobility safety</li><li>• Prevention of domestic and family violence</li></ul>



# Implementation Governance Structure

Leverage existing tables



Priority Area	Lead Table
Mental Health and Well-Being	Hills of Headwaters Ontario Health Team Mental Health and Addictions Work Group
Housing and Homelessness	Dufferin County Equity Collaborative Housing & Homelessness Pillar
Substance Use and Addiction	Dufferin Caledon Drug Strategy Committee
Discrimination, Marginalization and Racism	County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee
Community Safety and Violence* Prevention	NEW table

thank you!



## Dufferin County

# Community Safety and Well-Being Plan (2021 - 2024)

---

May 13, 2021

# Contents

---

- 03** The Dufferin Context
- 04** Community Safety and Well-Being Planning In Ontario: An Overview
- 04** The Ontario Framework
- 06** Our Approach
- 10** Priority Area Summary
- 11** Dufferin's Community Safety and Well-Being Plan 2021-2024
- 12** Priority Areas
- 17** Moving Forward and a Call to Action
- 18** Acknowledgements



# A message from the Warden

---

On behalf of the County of Dufferin, I am pleased to present Dufferin's Community Safety and Well-Being (CSWB) Plan. This plan is about more than preventing crime in our community, it is about ensuring that Dufferin residents are safe, healthy, have access to services and have a sense of belonging both today and tomorrow.

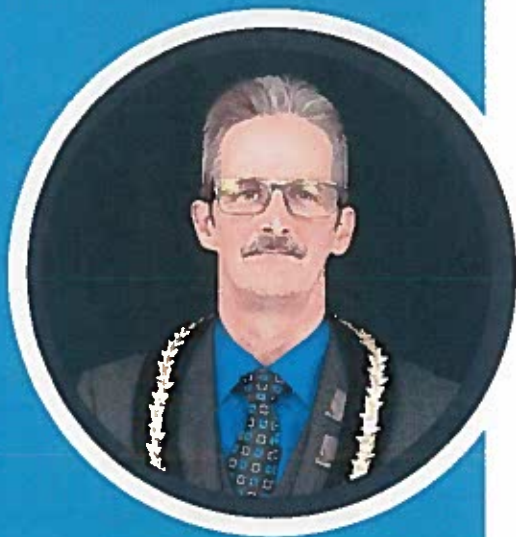
No one municipality, organization, board or business can provide a safe and healthy community on its own. The CSWB Plan is an opportunity to highlight what Dufferin does best, collaboration. Many in our community are already doing the important work of contributing to Dufferin County's well-being and safety and improving the quality of life for its residents.

This CSWB Plan is evidence-based and highlights some of the work already in process in our community. It also pushes us to do more. I applaud the work of the many community partners across Dufferin County who came together to develop this Plan, while adapting and changing their approaches, as a result of the COVID pandemic.

I would like to thank all partners involved now and in the future. As always, the County is looking forward to working collaboratively, alongside the community to accomplish the goals outlined in this Plan and to make Dufferin County the best place to live.

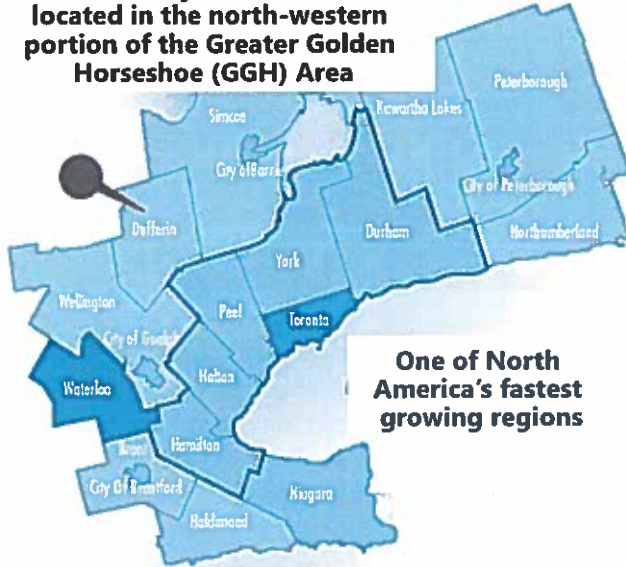
*Darren White*

Warden  
County of Dufferin



# The Dufferin Context

The County of Dufferin is located in the north-western portion of the Greater Golden Horseshoe (GGH) Area



One of North America's fastest growing regions

Made up of **1,486** square kilometers and **8** towns and townships:

- Amaranth
- East Garafraxa
- Grand Valley
- Melancthon
- Mono
- Mulmur
- Orangeville
- Shelburne



**41**

Median age of the population in Dufferin County

Dufferin is predicted to have **85,000** residents by 2041

Dufferin County's population as of 2016 **61,735**

**65%** of the population reside in the three main urban centres

**Grand Valley**  
**8%**  
population change from 2011 - 2016

**Orangeville**  
**3%**  
population change from 2011 - 2016

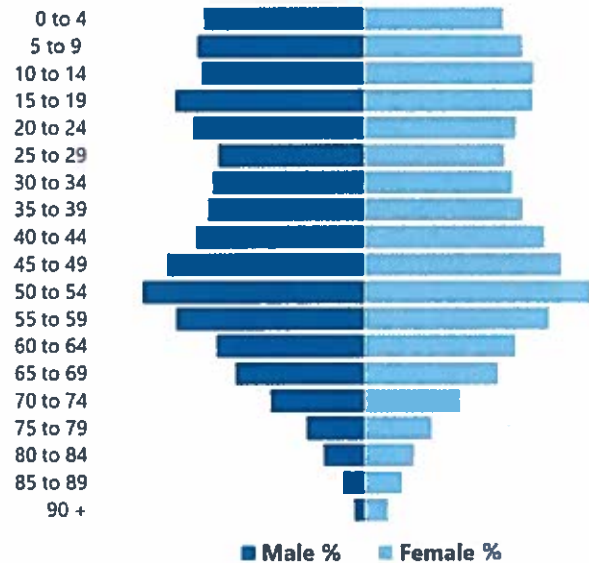
**Shelburne**  
**39%**  
population change from 2011 - 2016

**73%** population (15+) who travel outside of their municipality for work

**11%** of children age 5 and younger live in low income households

**8%** of the population belong to a visible minority group

Dufferin County Population Pyramid (2016)



Source: Statistics Canada, 2016 Census of Population

# Community Safety and Well-Being Planning In Ontario: An Overview

---

In 2009, the work of community safety and well-being planning began in Ontario with a partnership between the Ministry of the Solicitor General and the Ontario Association of Chiefs of Police. Community safety and well-being is broader than the traditional definition of safety (i.e. crime) and moves the focus to also include social determinants of health, such as a sense of belonging, opportunities to participate, education, health care, food, housing, income, and social and cultural expression.

The *Comprehensive Ontario Police Services Act, 2019* mandates every municipal council to prepare and adopt a Community Safety and Well-Being (CSWB) Plan. Under the legislation, municipalities have the discretion and flexibility to develop joint plans with surrounding municipalities. The municipalities in Dufferin are working collaboratively to develop a shared Community Safety and Well-Being Plan for all of Dufferin County.

As part of the legislation, the Province has mandated a number of requirements. Municipalities must:

- Prepare and adopt a Community Safety and Well-Being Plan
- Work in partnership with a multisectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services and children/youth services
- Conduct consultations with the advisory committee and members of the public

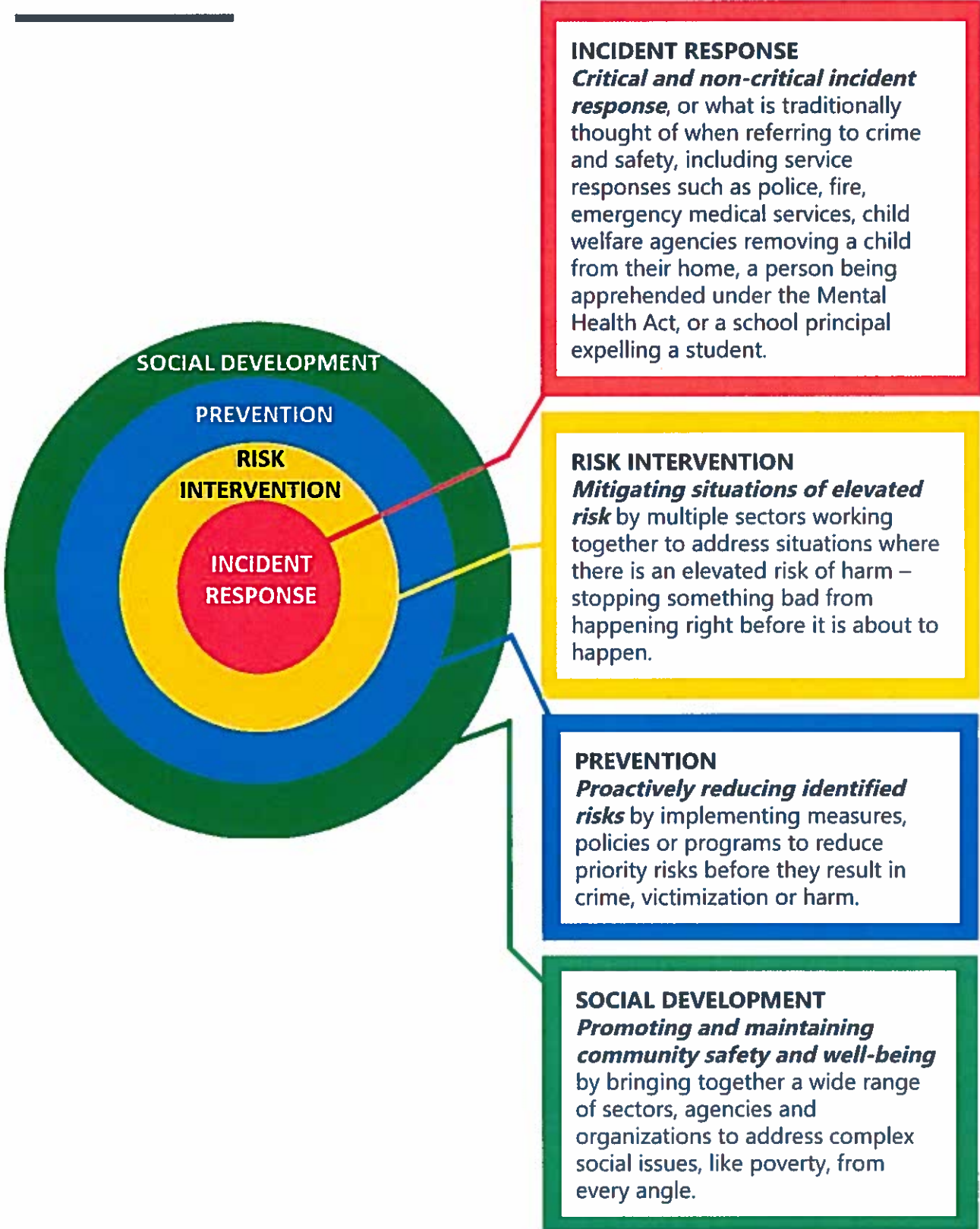
## The Ontario Framework

The Ontario Community Safety and Well-Being Planning framework operated as a guide in developing the Dufferin County Community Safety and Well-Being Plan. This framework focuses on collaboration, information sharing and performance measurement, and identifies four areas in which communities can be made safer and healthier:

1. Social Development
2. Prevention
3. Risk Intervention
4. Incident Response

The individuals involved in the Dufferin community safety and well-being planning process considered each of these four areas in terms of the data that was collected and the identification of the areas of focus for the plan.

# The Ontario Framework (cont.)





# The Ontario Framework (cont.)

---

The Provincial planning framework for Community Safety and Well-Being Plans highlights a number of critical success factors of community safety and well-being planning. These include

- **Strength-Based** – recognize the work that’s already being done in the community and collaborating to do more and leverage local expertise
- **Risk-Focused** – focus on the risk, preventing something bad from happening rather than trying to fix it after the fact
- **Awareness and Understanding** – everyone understands their role in making the community a safe and healthy place to live
- **Highest Level Commitment** – to be successful, this initiative requires dedication and input from a wide range of sectors, agencies, organizations and groups
- **Effective Partnerships** – due to the complex nature of community safety and well-being, no single individual, agency or organization can fully own the planning process
- **Evidence and Evaluation** – part of the planning process must involve gathering information and evidence to provide a clear picture of what is happening in the community
- **Cultural Responsiveness** – being open to and respectful of cultural difference

Our approach to developing the Dufferin Community Safety and Well-Being Plan and the resulting four year plan is aligned with these critical success factors.

## Our Approach to Community Safety and Well-Being Planning

An Advisory Committee was established to guide the development of Dufferin’s Community Safety and Well-Being (CSWB) Plan. This committee was comprised of a broad cross-section of organizations, with representatives from the following groups:

- Alzheimer Society of Dufferin County
- Caledon\Dufferin Victim Services
- Canadian Mental Health Association Peel Dufferin (CMHA)
- Community Living Dufferin
- The County of Dufferin- Community Services Department
- The County of Dufferin - Paramedic Services
- DC MOVES<sup>1</sup>/DCEC<sup>2</sup>
- Dufferin Area Family Health Team
- Dufferin Child and Family Services (DCAFS)
- Dufferin Community Foundation
- Dufferin OPP
- Dufferin Situation Table
- Family Transition Place
- Headwaters Communities in Action (HCIA)
- Services and Housing In the Province (SHIP)
- White Owl Native Ancestry Association

With the onset and resulting impact of the COVID-19 pandemic, the Advisory Committee made the decision to continue with this extremely important work, and the development of the Dufferin Community Safety and Well-Being Plan moved to an online process.

<sup>1</sup> DC MOVES - Dufferin County – Managing Organizing Validating Engagement Strategy

<sup>2</sup> DCEC - Dufferin County Equity Collaborative

# Our Approach (cont.)

The Advisory Committee met over the course of 2020 and early 2021 to facilitate three phases of the community safety and well-being planning process. These phases included:



## PHASE 1 - DATA AND ASSET MAPPING

The first phase of the community safety and well-being planning process focused on collecting local data and information about the communities in Dufferin and the organizations that serve them. This is a key component in the creation of the Community Safety and Well-Being Plan as it provides a snapshot, that is based on the data, about what is happening in the areas of health, well-being and safety in Dufferin.

### Organizational Consultation

In July and August of 2020, the Advisory Committee began the asset mapping process by conducting 20 interviews with community organizations. The purpose of the interviews was to:

- Build an inventory of services or initiatives that the organization delivers that fall into the four categories of community safety and well-being
- Identify key health and/or safety issues
- Identify any populations in Dufferin County that are particularly at risk of negative health or safety outcomes
- Identify the impact of COVID-19 on the community and vulnerable populations
- Identify any services/initiatives that should be made available in Dufferin County to address vulnerabilities

This asset mapping process allowed the Advisory Committee to identify current priorities and work being done in the community and to identify opportunities for future work.

### Inventory of Dufferin Planning Tables

An inventory of existing planning tables in Dufferin was also conducted. A total of 33 planning tables were identified. This inventory highlighted:

- The purpose of the planning table
- A high level description of the organizations that participate on the planning table
- A list of the strategies, projects or other current work of the planning table, including any research/reports conducted by the planning table

# Our Approach (cont.)

## PHASE 1 - DATA AND ASSET MAPPING (CONT.)

This inventory helped to ensure the Community Safety and Well-Being Plan did not duplicate existing work and, instead, leveraged the current planning tables in Dufferin and the work that they are doing.

### Local Data

A key aspect in the development of the Dufferin Community Safety and Well-Being Plan is making sure the plan is evidence-informed. To ensure this, local data was collected to validate resident perceptions, to support ongoing discussions related to safety and well-being, and to create a foundation from which the Advisory Committee is able to monitor and evaluate the Community Safety and Well-Being Plan work as it moves into implementation.

## PHASE 2 - COMMUNITY ENGAGEMENT

The second phase of the community safety and well-being planning process focused on community engagement. Throughout this phase we engaged with residents and community organizations in Dufferin to collect information about their perceptions of community safety and well-being. This is a key component in the creation of the Community Safety and Well-Being Plan as it reveals how residents feel about the communities in which they live.

### Community Consultation

To share information about the development of the Dufferin Community Safety and Well-Being Plan a website was created, <https://joinindufferin.com/cswbp-consultation>. This website was developed in order to share information about the community safety and well-being planning process with residents, and to ensure residents were given the opportunity to participate in the plan's creation.

Residents were asked to provide input into the Community Safety and Well-Being Plan through the use of a survey. Both online and hard copy surveys were made available. The survey was open from November 9 to December 21, 2020. A total of 471 responses were received from residents across Dufferin's geographic areas.

The survey focused on perceptions of community safety and well-being and priorities to include in the Dufferin plan.



*We want to hear from you!*

Dufferin's  
**COMMUNITY SAFETY & WELL-BEING SURVEY**

COMPLETE THE SURVEY FOR A CHANCE TO WIN 1 OF 10 \$25 PRESIDENT'S CHOICE GIFT CARDS

SCAN THE CODE OR VISIT  
<https://www.surveymonkey.com/r/DufferinCSWB>



# Our Approach (cont.)

## PHASE 2 - COMMUNITY ENGAGEMENT (cont.)

In addition to the online survey, an engagement session was held with youth in Shelburne. The purpose of the engagement session was to learn from youth living in Dufferin about their experiences and perceived risks to health and safety. Five youth participated in this engagement session.

### Community Organization Consultation

In October of 2020, community organizations were invited to participate in an online survey. This survey asked community organizations to identify service statistics they collect that can inform the development of the Community Safety and Well-Being Plan, local research that has been conducted that can inform the development of the Community Safety and Well-Being Plan, and priorities they would like to see reflected in the Community Safety and Well-Being Plan. Twenty organizations representing ten different sectors responded to the online survey. The sectors that responded to the survey include:

- Community Associations
- Food Security
- Government
- Health
- Housing and Homelessness
- Persons with Disabilities
- Protective Services
- Seniors
- Violence against Women
- Youth

## PHASE 3 - SENSEMAKING AND PLAN DEVELOPMENT

During phase three of the community safety and well-being process, the Advisory Committee reviewed all of the data and information that had been collected over the planning process and identified areas of focus for the Dufferin Community Safety and Well-Being Plan.

All of the pieces of the collected information were reviewed and five areas of focus were identified for the Dufferin Community Safety and Well-Being Plan:

1. Mental Health and Well-Being
2. Housing and Homelessness
3. Substance Use and Addiction
4. Discrimination, Marginalization and Racism
5. Community Safety and Violence\* Prevention



\* Gender-based Violence and Family and Domestic Violence Prevention



# Priority Area Summary

**Mental Health and Well-Being**

**Housing and Homelessness**

**Substance Use and Addiction**

**Discrimination, Marginalization  
and Racism**

**Community Safety and Violence\*  
Prevention**

*\* Gender-based Violence and Family and Domestic Violence Prevention*

# Dufferin's Community Safety and Well-Being Plan 2021-2024

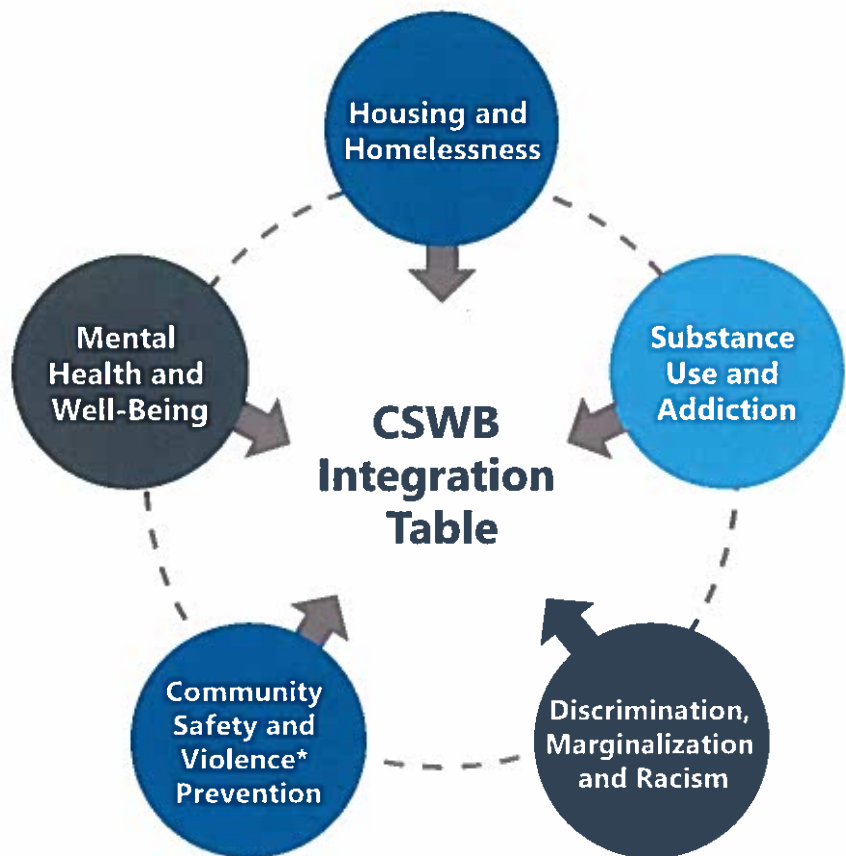
Dufferin's initial Community Safety and Well-Being Plan is a four year plan which will be reviewed annually. There are many elements which create safety and well-being in a community. To ensure this plan is achievable and strategic in focus, the Advisory Committee used local data and information from the organization and community consultation process to identify five priority areas for this first plan.

The following five priority areas of focus have been identified for action in Dufferin's Community Safety and Well-Being Plan:

1. Mental Health and Well-Being
2. Housing and Homelessness
3. Substance Use and Addiction
4. Discrimination, Marginalization and Racism
5. Community Safety and Violence\* Prevention

A structure has been established to lead the implementation of strategies and actions in each of these five areas. This structure will leverage the use of existing planning tables in Dufferin County and ensure that there is an integrated response which leverages resources and recognizes the inter-relationships amongst these five priority areas.

A Lead Table has been identified for each of the priority areas. The existing Community Safety and Well-Being Advisory Committee will convert into a new Integration Table, which will ensure a proactive, balanced and collaborative response across these five priority areas.



\* Gender-based Violence and Family and Domestic Violence Prevention

# Mental Health and Well-Being

**83%**

of individuals reported their overall mental health is good, very good or excellent (2020)

## Who will lead this priority area?

The Lead Table is the Hills of Headwaters Ontario Health Team Mental Health and Addictions Work Group.

## What did we hear about mental health and well-being?

- Decrease in Dufferin residents reporting a strong or somewhat strong sense of belonging to their community
- Increase in students who report low levels of self-esteem
- Increase in suicide, self-harm, and self-injury rates among students
- Lack of access to mental health care, services and supports
- Lack of awareness of available resources
- Low community awareness of mental health and well-being
- Need for further collaboration/integration amongst community supports
- Stigma about mental health - there is the potential of knowing the person providing services as Dufferin is a small community
- Social isolation is an issue for some people

## What will be the focus in this area?

1. Expand access to mental health services and supports
2. Improve care

## How will we know if our work has made a difference?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"> <li>• Enhanced overall mental health</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting their overall mental health is good, very good or excellent</li> <li>• Total # of calls to EMS for behaviour/psychiatric reasons</li> <li>• % of students who report thoughts of suicide by geography and grade</li> </ul>
<ul style="list-style-type: none"> <li>• Increased sense of belonging</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals describing their feeling of belonging to their local community as strong or very strong</li> </ul>
<ul style="list-style-type: none"> <li>• Decreased levels of stress</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting high and overwhelming levels of stress</li> </ul>
<ul style="list-style-type: none"> <li>• Decreased numbers of mental health emergency department visits</li> </ul>	<ul style="list-style-type: none"> <li>• Number of mental health emergency department visits</li> </ul>

# Housing and Homelessness

**48%**

of individuals agreeing or strongly agreeing they have access to affordable housing options (2020)

## Who will lead this priority area?

The Lead Table is the Dufferin County Equity Collaborative (DCEC) Housing & Homelessness Pillar.

## What did we hear about housing and homelessness?

- The most pressing housing issue is a lack of affordable housing
- There is an issue with a lack of availability of rental housing
- 45% of tenant households spend more than 30% or more of their income on shelter costs
- 21% of owner households spend 30% or more of their income on shelter costs
- Groups that have a particularly hard time finding affordable/adequate housing are youth, seniors, and single parents
- 44 individuals were counted as experiencing homelessness (2018)
- There is also invisible or hidden homelessness in Dufferin

## How will we know if our work has made a difference?

1. Address housing affordability, availability and equity
2. Prevent housing instability and homelessness
3. Maintain, and where possible, improve housing
4. Meet a range of complex community needs

## What will be the focus in this area?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"> <li>• Increased access to affordable housing</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals agreeing or strongly agreeing they have access to affordable housing options</li> <li>• % of households in Core Housing Need</li> <li>• % of households spending 30% or more of income on shelter costs</li> <li>• % of renter households that can afford the average apartment rent in Dufferin</li> <li>• Average market rent and average resale price of home</li> <li>• % of households that can afford the average resale home price in Dufferin</li> <li>• # of households applying each year for community housing</li> </ul>
<ul style="list-style-type: none"> <li>• Decreased number of homeless individuals</li> </ul>	<ul style="list-style-type: none"> <li>• # of homeless individuals</li> </ul>
<ul style="list-style-type: none"> <li>• Decreased number of individuals returning to homelessness</li> </ul>	<ul style="list-style-type: none"> <li>• Homelessness recidivism rate</li> </ul>



# Substance Use and Addiction

**50%**

the Impaired/Exceed charge type increased 50%, from 2015 (56) to 2019 (84)

## Who will lead this priority area?

The Lead Table is the Dufferin Caledon Drug Strategy Committee (Ontario Health Team Addictions Work Group).

## What did we hear about substance use and addiction?

- Increase in youth who report prescription drug use without a prescription
- Heavy drinking is an issue with youth
- Increase in impaired/exceed charge type
- Increase in number of EMS calls regarding alcohol intoxication
- Increase in number of EMS calls regarding drug/alcohol overdose
- Increase in number of calls regarding opioid overdose
- Lack of awareness of community resources

## What will be the focus in this area?

1. Reduce the harms related to substance use and/or addictive behaviours
2. Expand access to substance use and addiction services and supports
3. Improve care

## What will be the focus in this area?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"> <li>• Reduced harm related to substance use and/or addictive behaviours</li> </ul>	<ul style="list-style-type: none"> <li>• # of ED visits related to opioid use</li> <li>• # of EMS calls related to substance use and addictions</li> <li>• # of overdoses</li> <li>• OPP top five charges data and impaired driving offences</li> <li>• # of individuals newly dispensed an opioid for pain (Rate per 1,000)</li> <li>• # of Dufferin County Opioid-related deaths (other substance(s) may also be involved)</li> <li>• % of Dufferin youth who report prescription drug use without a prescription in the last year</li> <li>• % of individuals who report heavy drinking</li> </ul>

# Discrimination, Marginalization and Racism

**16%**

of individuals (in 2020) felt uncomfortable in their community because of their physical appearance, mental health or other health condition

## Who will lead this priority area?

The Lead Table is the County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee.

## What did we hear about discrimination, marginalization and racism?

- Some individuals (11%) feel uncomfortable in their neighbourhood due to their ethnicity, culture, race, skin colour, language, accent, gender, sexual orientation or religion
- Some individuals (16%) feel uncomfortable in their community because of their physical appearance, mental health or other health condition

## What will be the focus in this area?

The County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee is a newly formed committee and has not yet established a work plan. In addition, Shelburne has an Anti-Black Racism, Anti-Racism and Discrimination Task Force. We will work with these new tables to determine community goals and strategies.

## How will we know if our work has made a difference?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"> <li>• A more inclusive community</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting they feel uncomfortable or out of place in their neighbourhood because of their ethnicity, culture, race, skin colour, language, accent, gender, sexual orientation or religion</li> <li>• % of individuals reporting they feel uncomfortable or out of place in their community because of their physical appearance, mental health or other health conditions</li> </ul>
<ul style="list-style-type: none"> <li>• Increased sense of belonging</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals describing their feeling of belonging to their local community as strong or very strong</li> </ul>
<ul style="list-style-type: none"> <li>• Increased, equitable access to health care for all</li> </ul>	<ul style="list-style-type: none"> <li>• To be determined</li> </ul>
<ul style="list-style-type: none"> <li>• Increased awareness about discrimination, racism and marginalization</li> </ul>	<ul style="list-style-type: none"> <li>• # of workplaces with internal anti-racism, anti-discrimination policies, plans, etc.</li> </ul>

# Community Safety and Violence\* Prevention

**82%**

of residents are satisfied or very satisfied with their personal safety in their community (2020)

## Who will lead this priority area?

The Lead Table will be a newly established table, comprised of representatives from a cross-section of agencies and organizations.

## What did we hear about community safety and violence prevention?

- Dufferin residents feel less safe in the areas of distracted driving, driving under the influence, aggressive driving and speeding, walking alone on trails and on unpaved sideroads
- More than 50% of residents feel that crime has increased in their community over the last three years
- More than 50% of residents feel that Dufferin has lower rates of crime than other communities in Ontario

## What will be the focus in this area?

This priority area will focus on crime, mobility safety, and the prevention of domestic and family violence. The new Lead Table will determine community goals and strategies.

## How will we know if our work has made a difference?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"> <li>• Increased feelings of personal safety</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting they are satisfied or very satisfied with their personal safety in their community</li> </ul>
<ul style="list-style-type: none"> <li>• Increased feelings of mobility safety</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting they feel safe or very safe in the following areas:               <ul style="list-style-type: none"> <li>◦ Quality of pedestrian infrastructure, like sidewalks and crosswalks</li> <li>◦ Quality of roadway design, like intersections</li> <li>◦ Quality of cycling infrastructure, like bike lanes and paths</li> <li>◦ Distracted driving</li> <li>◦ Driving under the influence/impaired driving</li> <li>◦ Aggressive driving</li> <li>◦ Speeding</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Increased feelings of community safety</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting they feel safe or very safe in the following areas:               <ul style="list-style-type: none"> <li>◦ When they are in their own home after dark</li> <li>◦ Walking alone after dark</li> <li>◦ Walking alone in a downtown area after dark</li> <li>◦ Walking alone on trails</li> <li>◦ Walking alone on unpaved sideroads</li> </ul> </li> </ul>

\* Gender-based Violence and Family and Domestic Violence Prevention

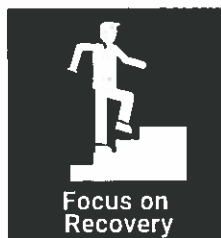
# Moving Forward and a Call to Action

## Moving Forward

Dufferin's plan sets out a collaborative approach to improve community safety and well-being. As agencies work together to follow the plan, we recognize that this is a constantly moving process. This work does not operate in a vacuum. The pandemic is ongoing and is impacting the work we do. The work and the plan will evolve over time. We will move back and forth between different stages as we progress. Moving forward we must:



- Keep community safety and well-being as a priority
- Promote and maintain community safety and well-being on an ongoing basis
- Respond to emergency needs - currently this takes precedence
- Focus on risk intervention and how to deliver services/programming despite challenges
- Know that prevention will become more evident as we see the positive effects of decisions and actions
- Keep the "big picture" in mind as the focus shifts from management to recovery in:



- Mental Health and Well-Being
- Housing and Homelessness
- Substance Use and Addiction
- Discrimination, Marginalization and Racism
- Community Safety and Violence\* Prevention



- Recognize some needs and services will have changed
- Acknowledge that engagement and consultation will take place at different times
- Explore new ways of delivering services, seek opportunities
- Shift and realign services/programming
- Change the impossible to the possible

## Call to Action

We open the invitation to others to join the effort to improve the safety and well-being of the residents of Dufferin County. How you can be part of the action:

- Share this plan with your contacts
- Spread the word about community safety and well-being
- Answer future surveys
- Visit and take part in *Join In Dufferin*

Join In Dufferin:   
<https://joinindufferin.com>

\* Gender-based Violence and Family and Domestic Violence Prevention

# Acknowledgements

It takes many people and community partners to create and maintain community safety and well-being. Dufferin's first Community Safety and Well-Being Plan has been built on a strong foundation of data, local information and community partnerships. We have leveraged existing planning tables to maximize their great work and to help us continue to move the needle on community safety and well-being in Dufferin. Let us continue together with our collaborative approach to create a vibrant, equitable, inclusive, safe and healthy community.

We gratefully acknowledge the efforts of all individuals, local agencies and service providers involved in the development of the Dufferin Community Safety and Well-Being Plan. We appreciate and want to thank all of you. In particular we would like to recognize those individuals who participated on the Community Safety and Well-Being Advisory Committee:

- Anna McGregor, Dufferin County
- Cindy Larocque, Services and Housing In the Province (SHIP)
- Corinne Nielsen, Dufferin County
- David McLagan, Dufferin OPP
- Dorothy Davis, Caledon\Dufferin Victim Services
- Elaine Capes, DC MOVES
- Elaine Griffin, Alzheimer Society of Dufferin County
- Gary Staples, Dufferin Paramedic Services
- Gordon Gallagher, Dufferin Community Foundation
- Heidi Vanderhorst, Dufferin Area Family Health Team (DAFHT)
- Jennifer Moore, Dufferin Child and Family Services (DCAFS)
- Jennifer Payne, Headwaters Communities in Action (HCIA)
- Julie Vanderwerf, Dufferin County
- Kent Moore, Shelburne Police
- Norah Kennedy, Family Transition Place
- Robert Bingham, Community Living Dufferin
- Shannon Pride, White Owl Native Ancestry Association
- Cst. Terri-Ann Pencarinha, Dufferin OPP
- Tim Smith, Dufferin Peel CMHA
- Wendy Taylor-Brett, Home and Community Support Services Central West/Chair Dufferin Situation Table

We would also like to acknowledge our municipal partners:



A People Place. A Change of Pace  
SHELburne  
ONTARIO CANADA



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

*157101 Highway 10, Melancthon, Ontario, L9V 2E6*

*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)*

## **TOWNSHIP OF MELANCTHON PRIDE MONTH PROCLAMATION**

I, Mayor Darren White, do hereby proclaim **June 2021** as **Pride Month** in the Township of Melancthon.

ACT#3

JUN 02 2021

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NUMBER \_\_\_\_\_ - 2021**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A MUTUAL ACCESS EASEMENT AGREEMENT BETWEEN HARINDER SIDHU, ATEF ADLY BOTROS AND MONA JOSEPH KHALIL AND THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**WHEREAS** Section 53 (12) AND 51 (26) of the Planning Act allows approval authorities to enter into agreements for lands subject to a plan of subdivision or consent approval;

**AND WHEREAS** the Township of Melancthon approved Consent Applications B1/20 and B2/20, and as a condition of approval requires the applicant to enter into a Mutual Access Easement Agreement for access to the lands that are the subject of the consent applications;

**AND WHEREAS** it is deemed expedient that Harinder Sidhu, Atef Adly Botros and Mono Joseph Khalil and the Corporation of the Township of Melancthon enter into a Mutual Access Easement Agreement to fulfill the required condition of Provisional Consents B1/20 and B2/20.

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF MELANCTHON BY THE MUNICIPAL COUNCIL THEREOF ENACTS AS FOLLOWS:**

1. THAT the Head of Council and Clerk are hereby authorized to execute the consent agreement, in the same form or substantially the same form, as attached hereto as Schedule "A" to this by-law.
2. THAT By-law 54-2020 is hereby repealed.

BY-LAW READ A FIRST AND SECOND TIME THIS 3<sup>RD</sup> DAY OF JUNE, 2021.

BY-LAW READ A THIRD TIME AND PASSED THIS 3<sup>RD</sup> DAY OF JUNE, 2021.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

EB# 16.2.1  
JUN 03 2021



**MUTUAL ACCESS EASEMENT AGREEMENT**

**BETWEEN:**

**HARINDER SIDHU**  
(herein referred to as "Sidhu")

- and -

**ATEF ADLY BOTROS and MONA JOSEPH KHALIL**  
(herein referred to as "Botros/Khalil")

(Sidhu and Botros and Khalil sometimes collectively referred to as the "parties")

- and -

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
(herein referred to as the "Township")

**WHEREAS** Sidhu is the registered owner of the property described as Part of Lot 8, Concession 9 S.W.T.S.R., Township of Melancthon, County of Dufferin, Ontario, and further described as Parts 1, 2, and 3 on Plan 7R-6577, having PIN 34160-0040 (LT) (hereinafter referred to as the "Sidhu Property");

**WHEREAS** Botros/Khalil are the registered owners of the property described as Part of Lot 8, Concession 9 S.W.T.S.R., Township of Melancthon, County of Dufferin, Ontario, further described as Parts 1, 2, and 3 on Plan 7R-6435 having PIN 34160-0039 (LT) (hereinafter referred to as the "Botros/Khalil Property");

**AND WHEREAS** neither the Sidhu Property or the Botros/Khalil Property have direct legal access to or from Highway 89;

**AND WHEREAS** the parties desire to establish legal access from their respective properties to and from Highway 89 and have applied to the Ministry of Transportation (hereinafter referred to as the "MTO");

**AND WHEREAS** the MTO will not permit individual accesses from Highway 89 to each of the Sidhu Property or the Botros/Khalil Property and instead requires that such access be provided by way of a mutual entrance to be established over part of each of the Sidhu Property and the Botros/Khalil Property;

**WHEREAS** Sidhu, Botros and Khalil have applied to the Township for consent for a creation of a shared easement for the entrance in the form of a mutual access easement to provide access to and from Highway 89 for the Sidhu Property and the Botros/Khalil Property;

**WHEREAS** as part of the application to the Township for consent to this easement, the Parties are required to enter into this mutual access agreement (the "Agreement") and to provide certain obligations with respect to access for municipal, public service and emergency vehicles to the properties and to indemnify the Township against liability arising from *inter alia* access issues resulting from the condition of the right of way;

**NOW THEREFORE** in consideration of the promises and mutual agreements contained in this Agreement and of other good and valuable consideration (the receipt and sufficiency of which are acknowledged), it is agreed as follows:

1. The recitals hereinbefore set forth are true in substance and in fact.
2. The owner of the Sidhu Property hereby grants to the owner of the Botros/Khalil Property, its occupants, successors and assigns, an easement in the form of a right of way in common with the owner of the Sidhu Property, its successors and assigns for



persons and vehicles over the lands described as Part 3 Plan 7R6577 for access to and from Highway 89.

3. The owner of the Botros/Khalil Property hereby grants to the owner of the Botros/Khalil Property, its occupants, successors and assigns, an easement in the form of a right of way in common with the transferee, its successors and assigns for persons and vehicles over the lands described as Part 2 on Plan 7R6435 for access to and from Highway 89.
4. The Parties agree to jointly make application to the local committee of adjustment to obtain the requisite consents pursuant to *inter alia* the *Planning Act* in connection with the creation of the said right of way. The Parties agree to share equally the cost of obtaining the said consent and shall execute such further documents and do any and all such further things as may be necessary to implement and carry out the intent of this Agreement.
5. Provided that this Agreement shall be effective to create an interest in the affected lands only if the Parties comply with the subdivision control provisions of the *Planning Act*.
6. In this Agreement, Part 2 on Plan 7R6435 and Part 3 Plan 7R6577 are collectively referred to as the "right of way lands".
7. The parties covenant and agree with one another to construct, maintain, repair and replace the right of way lands to an acceptable standard and to the standards required by the terms of this Agreement with the expenses and costs to be shared equally. Without limited the foregoing, the Parties specifically agree to equally share the maintenance costs to keep the right of way in a good state of order, condition, and repair, including, but not limited to, resurfacing costs, and snow plowing. Each party shall be responsible for paying the realty taxes imposed against the part of the right of way lands of which they are the registered owner.
8. The Parties covenant and agree that they shall be jointly and severally obligated to install, build and maintain a driveway within the right of way lands to a standard that will enable municipal, public service and emergency service vehicles to access each of the Sidhu Property and the Botros/Khalil Property to the satisfaction of the Township. The continued enjoyment by any of the Parties to an easement, right or privilege hereby granted or referred to shall be dependent or conditional upon the Parties building and maintaining the driveway to each right of way to such a standard. The failure by the Parties to build or maintain the driveways to a standard satisfactory to the Township shall, at the option of the Township, lead to the suspension of its enjoyment of such easement, right or privilege until such time as it has been improved to a satisfactory standard. Such installation of the driveway is to be completed by October 15, 2021.
9. The Parties covenant and agree that they shall be jointly and severally obligated to obtain an Entrance Permit from the MTO on terms and conditions satisfactory to the Township. The Parties are similarly jointly and severally obligated to obtain a municipal civil address for the properties. The enjoyment, and the continued enjoyment by any of the Parties to an easement, right or privilege hereby granted or referred to shall be dependent or conditional upon the Parties obtaining an Entrance Permit and civil address for their properties. The failure by the Parties to obtain an Entrance Permit and a municipal civil address to the satisfaction of Township shall, at the option of the Township, lead to the suspension of its enjoyment of such easement, right or privilege until such time as these have been obtained by the parties. The requirement to obtain the Entrance Permit from the MTO and a civic address is to be completed by October 15, 2021.
10. The costs of any repairs or maintenance to the mutual entrance necessitated by the willful or negligent act or omission of a party hereto shall be paid by such party and shall not be included in and shall be in addition to its proportionate share of the mutual driveway costs.

11. The parties shall release, hold harmless and jointly and severally indemnify and keep indemnified the Township, its officers, employees and agents from and against all actions, suits, claims and demands which may be brought against or made upon the Township and from all loss, costs, damages, charges and expenses which may be incurred or sustained as a result of the establishment, operation, maintenance or use of the right of way lands including, but not limited to problems relating to access municipal, public service and emergency service vehicles or the failure by the Parties, or any of them, to build or maintain the driveways or the rights of way to a satisfactory condition. This provision shall survive the termination or expiry of this Agreement.
12. The Township shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit suffered by any party arising out of or in any way connected to this Agreement. This provision shall survive the termination or expiry of this Agreement.
13. This Agreement shall enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns.
14. This Agreement shall run with the lands affected thereby in perpetuity and shall be binding on the Parties and any further and subsequent owners of the affected properties.
15. Notwithstanding any other provision in this Agreement, within thirty (30) days from the date that this Agreement has been executed by all signatories, a Transfer Easement shall be registered on title in the applicable Land Registry Office to each of the Sidhu Property and the Botros/Khalil Property. The Transfer Easement in favour of the Sidhu Property shall contain those statements as are set out in Schedule "A" to this Agreement. The Transfer Easement in favour of the Botros/Khalil Property shall contain those statements as are set out in Schedule "B" to this Agreement.
16. Each of the Parties warrants and represents that they have the necessary capacity to enter into this Agreement and that any necessary spousal consents have been obtained.
17. This Agreement shall be read with all changes of gender or number required by the context.
18. This Agreement shall be governed by and construed in accordance with laws of the Province of Ontario.
19. This Agreement including any attached Schedules constitute the entire agreement between the Parties and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral, of the Parties and there are no warranties, representations or other agreements between the Parties in connection with the subject matter of this Agreement except as specifically set forth herein.
20. No modification or amendment to this Agreement and no waiver of any provisions of this Agreement shall be binding upon any Party unless executed by such Party in writing.
21. If any term, covenant or condition of this Agreement to any extent is held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each term, covenant and condition of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.

**(SIGNATURE PAGE TO FOLLOW)**

SIGNED, SEALED AND DELIVERED

**THE CORPORATION OF THE  
TOWNSHIP OF MELANCTHON**

\_\_\_\_\_  
Per:

“I have authority to bind the corporation”

SIGNED, SEALED AND DELIVERED  
in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
**HARINDER SIDHU**

Date:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
**CONSENTING SPOUSE OF HARINDER  
SIDHU**

Date:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
**ATEF ADLY BOTROS**

Date:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
**MONA JOSEPH KHALIL**

Date:

## **SCHEDULE A**

**WHEREAS** the Transferor is the owner in fee simple of lands (the "Owner's Lands") described as Part of Lot 8, Concession 9, SWTS, and further described as Parts 1-3 on Plan 7R6435 of the Transfer to which this Schedule is attached.

**WHEREAS** the Transferee is the owner in fee simple of those lands and premises (the "Transferee's Lands") being composed of Part Lot 8, Concession 9 SWTS as in MD29156, and further described as Parts 1, 2, 3 on Plan 7R6577.

The Transferor grants to the Transferee, its successors and assigns and the occupants of the Transferee's Lands, a right of way in common with the Transferor and its successors and assigns for persons and vehicles for access to and from Highway 89 over the following lands:

Part 2 Plan 7R6435 (the "Easement Lands")

## **SCHEDULE B**

**WHEREAS** the Transferor is the owner in fee simple of lands (the "Owner's Lands") described as Part Lot 8, Concession 9 SWTS as in MD29156, and further described as Parts 1, 2, 3 on Plan 7R6577 of the Transfer to which this Schedule is attached.

**WHEREAS** the Transferee is the owner in fee simple of those lands and premises (the "Transferee's Lands") being composed of Part of Lot 8, Concession 9, SWTS, and further described as Parts 1-3 on Plan 7R6435.

The Transferor grants to the Transferee, its successors and assigns and the occupants of the Transferee's Lands, a right of way in common with the Transferor and its successors and assigns for persons and vehicles for access to and from Highway 89 over the following lands:

Part 3 Plan 7R6577 (the "Easement Lands")



## Corporation of the Township of Melancthon

Moved by .....

Seconded by .....

Date: June 3, 2021

Be it resolved that:

We transfer \$50,000.00 from the Working Capital Reserve to the Road Equipment Replacement Reserve. At the Council meeting held on March 4, 2021, during budget discussion, it was requested that if there was a surplus as a result of the 2020 Consolidated Financial Statements then the amount allocated to the Road Equipment Replacement Reserve be brought up to \$150,000.00 as the budget only allocated \$100,000.00 to the Road Equipment Replacement Reserve .

<u>Recorded Vote</u>	<u>Yea</u>	<u>Nay</u>
Mayor Darren White		
Deputy Mayor David Besley		
Councillor Wayne Hannon		
Councillor Margaret Mercer		
Councillor James McLean		

Carried/Lost: \_\_\_\_\_

MAYOR

EB#16.3-1  
JUN 03 2021

## CORPORATION OF THE TOWNSHIP OF MELANCTHON

### FLAG RAISING/HALF STAFF POLICY

#### POLICY

The Council of the Corporation of the Township of Melancthon recognizes that raising, displaying and flags positioned at half-staff enhances public awareness, bestows honour and expresses a sign of respect, condolence and sorrow.

The Council of the Corporation of the Township of Melancthon wants to ensure that the display of flags is done in an appropriate and consistent manner.

#### PROCEDURE

##### Raising and Displaying Flags

Requests for the raising of flags shall be submitted in writing to the Council of the Corporation of the Township of Melancthon at least two months before the date of the display and those requests will be dealt with on a first come, first served basis. Requests will not be approved for:

- Political Parties or Organizations
- Religious Organizations or in celebration of Religious Events
- Commercial entities
- If the intent is contrary to Township Policies or By-laws
- If the group requesting the raising supports hatred, violence or racism
- Groups that have already requested and been approved during the same calendar year

These flags will be raised and displayed for a period of one week and the Flag will be raised and lowered during regular business hours - Monday to Friday - 8:30 a.m. - 4:30 p.m.

The flags temporarily displayed must:

- be in good condition and free of rents, tears and tattered edges
- be supplied by and the responsibility of the applicant

The individual and/or group requesting the flag raising ceremony will be responsible for photographs.

## **Half-Staff Flags**

When recognizing the death of an individual, flags will be lowered to the half-staff position on the day the Township is notified of the death until after the funeral service, for the following:

- a current or former Member of Council
- a current Employee of the Township
- a current Lieutenant Governor of Ontario or the Premier of Ontario
- the current Governor General or the current Prime Minister
- the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister)
- an officer, firefighter, paramedic or other person killed in the line of duty from the Dufferin County Ambulance Service, Dufferin OPP, Shelburne Fire Department, Mulmur Melancthon Fire Department, Southgate Fire Department
- the death of a person whom it is desired to honour at the discretion of the Mayor and CAO

The Road's Department will be responsible for raising and lowering of flags for the above, as determined by the CAO.



## Denise Holmes

---

**From:** Darren White  
**Sent:** Thursday, March 4, 2021 9:47 PM  
**To:** Denise Holmes  
**Subject:** Fwd: Deadline March 9: Canada Healthy Communities Initiative

While the March 9 deadline is not workable we should look at something for the May 2021 deadline.

Sent from my iPhone

Darren White

Warden  
County of Dufferin  
Mayor  
Township of Melancthon

519 278 8234 cell  
519 925 5525 office  
dwhite@melancthontownship.ca

\* Note - The application portal reopens on May 14, 2021 for Round 2 and applications must be submitted by June 25, 2021.\*

Begin forwarded message:

**From:** "Seeback, Kyle - M.P." <Kyle.Seeback@parl.gc.ca>  
**Date:** March 4, 2021 at 6:50:07 PM EST  
**To:** "Seeback, Kyle - M.P." <Kyle.Seeback@parl.gc.ca>  
**Subject:** Deadline March 9: Canada Healthy Communities Initiative

Good Afternoon,

Please see below the email that MP Kyle Seeback received yesterday evening. It describes the **Canada Healthy Communities Initiative** that will fund projects between \$5,000 and \$250,000 that can support Canadians through COVID-19 and beyond that fall under three main themes: creating safe and vibrant public spaces, improving mobility options, and digital solutions.

More information on the types of eligible projects and application instructions may be found below and on the Canada Healthy Communities Initiative's website at [www.healthycommunitiesinitiative.ca](http://www.healthycommunitiesinitiative.ca).

Please feel free to contact us regarding any questions you may have.

Sincerely,



**Office of Kyle Seeback**

Member of Parliament for Dufferin-Caledon

Hill Office Tel.: 613-995-7813

Constituency Office Tel.: 519-941-1832

E-mail: [kyle.seeback@parl.gc.ca](mailto:kyle.seeback@parl.gc.ca)

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

---

**From:** McKenna, Catherine

**Sent:** Wednesday, March 3, 2021 8:54 PM

**Subject:** Deadline March 9: Canada Healthy Communities Initiative

Dear Colleagues,

I wanted to make you aware of a great opportunity for your community associations and local organizations.

The Government of Canada has launched the Canada Healthy Communities Initiative to fund projects between \$5,000 and \$250,000 that can support Canadians through COVID-19 and beyond that fall under three main themes: creating safe and vibrant public spaces, improving mobility options, and digital solutions.

Projects could include community gardens, pop-up cycling and walking paths, cross country ski trails, widening sidewalks and adding signage to support physical distancing, expanding farmers' markets to increase access to healthy, local food, or developing apps or other digital tools to allow residents to safely access services remotely. It is really up to local communities to identify opportunities that make sense for their residents. I have seen so many innovative local solutions that are making a real difference in their communities.

Local governments and a variety of community-led organizations are eligible to apply, including charities, Indigenous communities, and registered non-profit organizations. Organizations interested in submitting an application are encouraged to visit [healthycommunitiesinitiative.ca](http://healthycommunitiesinitiative.ca) to learn more about the program, eligibility criteria and how to apply. Organizations can also register to attend information sessions on the program.

The goal is to get eligible projects approved quickly with March 9 as the deadline for the first round of funding.

I really encourage you to spread the word.

Best,  
Catherine

---

Chers collègues,

Je voulais vous faire part d'une grande opportunité pour vos associations communautaires et vos organisations locales.

Le gouvernement du Canada a lancé l'Initiative canadienne sur les communautés en santé pour financer des projets de 5 000 à 250 000 dollars qui peuvent aider les Canadiens à travers la COVID-19 et au-delà. Ces projets s'inscrivent dans trois grands thèmes : la création d'espaces publics sûrs et dynamiques, l'amélioration des options de mobilité et les solutions numériques.

Les projets peuvent inclure des jardins communautaires, des pistes cyclables et des sentiers pédestres, des pistes de ski de fond, l'élargissement des trottoirs et l'ajout de panneaux de signalisation pour favoriser l'éloignement physique, l'expansion des marchés de producteurs pour accroître l'accès à des aliments locaux sains, ou le développement d'applications ou d'autres outils numériques pour permettre aux résidents d'accéder à distance aux services en toute sécurité. C'est vraiment aux communautés locales d'identifier les opportunités qui ont un sens pour leurs résidents. J'ai vu tant de solutions locales innovantes qui font une réelle différence dans leurs communautés.

Les gouvernements locaux et diverses organisations communautaires peuvent présenter une demande, notamment les organisations caritatives, les communautés autochtones et les organisations à but non lucratif enregistrées. Les organismes intéressés à présenter une demande sont invités à visiter le site Web [www.initiativepourdescollectivitesensante.ca](http://www.initiativepourdescollectivitesensante.ca) pour en savoir plus sur le programme, les critères d'admissibilité et la façon de présenter une demande. Les organisations peuvent également s'inscrire pour assister à des séances d'information sur le programme.

L'objectif est de faire approuver rapidement les projets admissibles, la date limite pour le premier cycle de financement est le 9 mars.

Je vous encourage fortement à faire passer le mot.

Cordialement,  
Catherine



**CANADA HEALTHY  
COMMUNITIES INITIATIVE**

# Round 2 Applicant Guide

May 2021



COMMUNITY  
FOUNDATIONS  
OF CANADA

FONDACTIONS  
COMMUNAUTAIRES  
DU CANADA

Funded by

**Canada**



Canadian  
Urban  
Institute

Institut  
Urbain du  
Canada

# Applicant Guide: Healthy Communities Initiative

The Healthy Communities Initiative supports communities as they create and adapt public spaces, and programming and services for public spaces to respond to ongoing needs arising from COVID-19 over the next two years. This \$31 million investment from the Government of Canada will fund small-scale infrastructure projects to create safer, more vibrant and inclusive communities. Community Foundations of Canada (CFC) and its network are working alongside the Canadian Urban Institute (CUI) and other partners to deliver the Healthy Communities Initiative locally.

The Healthy Communities Initiative encourages community-level innovation and improvements in the quality of life for residents. As local communities continue to adapt to COVID-19, local governments and community partners across the country in urban, rural and remote communities are discovering new ways to keep residents safe and healthy, support economic recovery and rebuild communities to be pandemic-resilient.

The term infrastructure is popularly understood as the provision of roads, buildings and power generation plants. While physical infrastructure is important, there's increased recognition of social infrastructure and digital infrastructure. These forms of infrastructure— physical, social and digital—contribute to community health outcomes. Moreover, various types of infrastructure projects often overlap and are co-led by a wide array of stakeholders such as: urban planners, public health professionals, grassroots neighbourhood groups, artists, cycling advocates and social service providers.<sup>1</sup>

The Healthy Communities Initiative generated significant interest across the country and communities have shown creativity and resourcefulness in proposing projects that enable people to connect and access public spaces safely. The first round of the Healthy Communities Initiative was launched on February 9, 2021 and closed on March 9, 2021. Successful projects from the first intake have been and will continue to be announced in the coming weeks. The first round of the Healthy Communities Initiative was highly competitive. As communities continue to see the impact of the pandemic, we received a significant volume of applications for the first round of the Healthy Communities Initiative with over 3,000 applications. The second intake will open on May 14, 2021, and close on June 25, 2021.

---

<sup>1</sup> Contribution by Jay Pitter, MES

<b>About the Healthy Communities Initiative</b>	<b>5</b>
Who does the Healthy Communities Initiative benefit?	5
Who are the Healthy Communities Initiative partners?	5
<b>Eligibility</b>	<b>6</b>
Who can apply?	6
If I am a community-led organization or group not listed as eligible, can I apply?	7
Are co-operative's eligible?	7
What type of projects are eligible for funding?	7
Can you provide examples of eligible projects?	8
What projects are ineligible for funding?	10
What expenses are eligible for funding?	10
Can project activities continue past the June 30, 2022, deadline?	11
Are ongoing operational costs or core services eligible for funding?	12
Is a research project eligible for funding?	12
<b>Application Guidance</b>	<b>12</b>
What projects are in the public interest?	12
What does publicly accessible mean?	13
Can the project charge a fee or have tickets?	13
Are religious grounds, including churches, eligible as public space?	13
Are school grounds eligible as public space?	13
What types of projects respond to needs arising from impacts of COVID-19?	14
How do projects demonstrate community engagement?	14
Do I need to have local permits, permissions, or approvals to apply for funding?	14
How can projects demonstrate inclusive digital design and responsible data management?	15
What are the funding amounts?	15
What should I include in my budget?	16
<b>Application Process</b>	<b>16</b>
When can I apply?	16
Where should I apply?	17
What is the evaluation process for applications requesting over \$100,000?	17
Can I apply multiple times for funding?	17
Can you apply for multiple small projects under one application?	17
Can a university submit multiple applications?	18



Is there more guidance on preparing my application?	18
How to apply	18
How will my application be evaluated?	18



## About the Healthy Communities Initiative

### Who does the Healthy Communities Initiative benefit?

The Healthy Communities Initiative benefits all Canadians in urban, rural and remote communities and especially those disproportionately impacted by COVID-19.

COVID-19 is a threat to everyone. However, the pandemic has had a disproportionate impact on certain communities, including historically marginalized communities who were already experiencing vulnerability and marginalization. Public spaces are invaluable to communities who do not have access to green space, space for physical activity and play, art and other activities within their own homes and private spaces. COVID-19 health measures have limited the use of public spaces and are impacting those who use public spaces most.

The impact of projects on communities disproportionately impacted by COVID-19 is part of how applications are reviewed. Applicants will be asked about their community engagement activities and their own organization's practices around equity. We strongly encourage applicants to review the optional [Equity Guidance](#) for guiding questions on engaging with your community and embedding equity in project design and implementation.

### Who are the Healthy Communities Initiative partners?

Community Foundations of Canada (CFC) is administering the Healthy Communities Initiative. CFC has a network of community foundations from coast to coast to coast with experience of funding community-led projects. CFC is hosting the application process, acting as the resource hub for applicants and the CFC network is organizing regional review committees.

The Canadian Urban Institute (CUI) brings together policymakers, urban professionals, community activists and academics at the national level to ensure Canada builds vibrant, equitable, livable and resilient communities. CUI brings their expertise to the design of the Healthy Communities Initiative, including guidance to review committees across Canada.

The Healthy Communities Initiative has additional partners who are experts in building inclusive community spaces. These partners are helping to spread the word about the Healthy Communities Initiative and will be delivering workshops to support potential applicants. Partners include 880 Cities, Canadian Community Economic Development Network, ICLEI Canada, MaRS Discovery District, National Association of Friendship Centres, Network for the Advancement of Black Communities, Park People / Amis des parcs, Vivre en Ville and Jay Pitter Placemaking.



Canadian  
CED Network  
Réseau canadien  
de DEC



National Association  
of Friendship Centres  
Association nationale  
des centres d'amitié



Network for the Advancement  
of Black Communities

## Eligibility

### Who can apply?

The Healthy Communities Initiative supports communities as they create and adapt public spaces, and programming and services for public spaces to respond to ongoing needs arising from COVID-19.

#### Eligible organizations include:

- Municipalities and local or regional governments
- Municipally-owned corporations (e.g. water management, public transit, economic development, tourism agencies, etc.);
- Indigenous governing bodies including, but not limited to:
  - a. A band council within the meaning of section 2 of the Indian Act;
  - b. A First Nation, Inuit or Métis government or authority established under a Self-Government Agreement or a Comprehensive Land Claim Agreement;
  - c. A First Nation, Inuit or Métis government that are established by or under legislation whether federal or provincial or territorial that incorporates a governance structure;
  - d. Tribal councils, provincial/territorial bodies
- A provincial or territorial organization delivering municipal services (e.g., public utilities (electricity, water, telecoms, broadband, etc.), community health services, economic development bodies, local service districts, etc.)
- Federally or provincially incorporated not for profits, including:
  - local economic development groups including business improvement associations/areas;
  - relevant not-for-profit professional associations (e.g. urban planners, architects);
  - federally or provincially incorporated not for profits/local community, non-profit, voluntary organizations;
  - registered charities;



## CANADA HEALTHY COMMUNITIES INITIATIVE

- o Indigenous organizations and organizations whose central mandate is to improve Indigenous outcomes on or off-reserve;
- o research institutes;
- o not-for-profit residents associations;
- o post-secondary educational institutions; and,
- o Indigenous development corporations

**Ineligible organizations** are any not listed above, including but not limited to for-profit corporations, for-profit social enterprises, provincial and territorial governments, individuals, the Government of Canada (federal government), non-Canadian or internationally-based organizations; the Crown; and the United Nations.

### **If I am a community-led organization or group not listed as eligible, can I apply?**

Community-led organizations or community groups not listed as eligible may indirectly apply to the Healthy Communities Initiative by entering into an intermediary relationship or by finding a collaborator on the project who is an eligible organization. Eligible organizations enter into an Intermediary Agreement with the community-led organization or group not listed as eligible who is leading the project. This agreement should be made between organizations with a mutual alignment of values and missions. If the application receives funding, the eligible organization enters into the funding agreement with CFC.

### **Are co-operatives eligible?**

Co-operatives who are registered charities or a registered non-profit organization are eligible for the Healthy Communities Initiative. Co-operatives that are for profit are not eligible.

### **Are Conservation Authorities eligible?**

If your conservation authority is a public space and provincially established as a not-for-profit you are eligible to apply.

### **What type of projects are eligible for funding?**

Healthy Communities Initiative projects will:

- respond to identified needs arising from impacts of COVID-19;
- create and adapt public spaces, and programming and services for public spaces in the public interest;
- demonstrate consideration of and connections with the community;
- serve the general public or a community disproportionately impacted by COVID-19; and,

- fall within the three Healthy Communities Initiative theme areas.

**The Healthy Communities Initiative Themes:**



**Safe and vibrant public spaces**

Community projects that create and adapt public spaces, or programming and services for public spaces including parks, commercial main streets, and access to other amenities. Community projects that adapt public spaces to meet public health guidance.



**Improved mobility options**

Community projects that deliver a range of transportation and mobility options or adaptations that permit physical distancing through solutions that increase safe social connectivity, walkability, bike-ability and access to public transit. Community projects that improve pedestrian and cyclist safety through roadway, sidewalk or crosswalk improvements and adaptations.



**Digital solutions**

Community projects that provide digital solutions that use data and technology in innovative ways to connect people and support healthy communities. Community projects that use digital technologies and solutions to encourage citizen engagement, use open data, online platforms or physical digital devices for public benefit.

**Can you provide examples of eligible projects?**

**Projects can include more than one of the three Healthy Communities Initiative themes.**



**Safe and vibrant spaces examples:**

- Purchasing equipment and building materials to create a multi-purpose shared community space and family play spaces in a publicly-owned parking lot in neighbourhoods lacking greenspace;
- Purchasing equipment for a new playground to provide more outdoor options for children to play while maintaining social distance;
- A Business Improvement Association purchases equipment for a shared sidewalk patio on a town's main street for local cafes and restaurants to use;
- Revitalizing outdated hiking trails in rural areas for recreational use to increase the number of trails and avoid crowding;



## CANADA HEALTHY COMMUNITIES INITIATIVE

- Creating mobile stalls for a night market festival in a public green space to allow businesses to operate safely outside;
- Planning and purchasing materials for green infrastructure projects (ie: urban greenery/forests, green roofs on public buildings for agriculture/growing food that community members can access, green parking lots);
- Developing an initiative to coordinate the regular collection of surplus crops from farmers to help local food banks respond to increased demands
- Designing and programming a community food garden to provide residents living on low-incomes with healthier food options.
- Commissioning artists to create art installations in a public space or public park to encourage community engagement safely during the pandemic;
- Developing an initiative for Indigenous-centred knowledge sharing about community-owned land and how it can be re-purposed for COVID-19 related projects;
- Transforming alleyways and laneways by introducing art, murals, plants, light fixtures, market stalls or regular cleaning practices to encourage;
- Implementing a participatory urban planning model where the local community, including marginalized local communities, contribute to an ongoing urban planning process around responding to COVID-19 through a consultation;
- Purchasing hunting equipment or a community meat freezer in northern communities for a shared community space for storing harvested game and combat food insecurity;
- Purchasing equipment and materials for a public space for socially-distanced safe essential gatherings in northern communities;
- Organizing an outdoor health education series for a community disproportionately impacted by COVID-19;
- Erecting seniors' activity tents across the city to transform space for socially distanced activities such as yoga classes and tea.



### Improved mobility project examples:

- Opening streets for increased pedestrian zones and active transportation;
- A residents association purchases large planters to create pop-up bike lanes in a neighbourhood increasing active transportation options;
- Creating pop-up street projects in school-heavy and densely populated areas to prototype ways to reduce pedestrian fatalities caused by cars;
- Purchasing bicycles for a bike share program for residents in a community to improve connection;
- Build separate trails alongside rural roads to improve pedestrian safety and increase walkability;
- Purchasing equipment and materials necessary to create social distancing markings on sidewalks and crosswalks;

- Developing programs that promote active neighbourhoods and engage the community in urban planning, e.g., plans to create access to green spaces, increase walking and cycling, promote health through physical activity, decrease traffic exposure to vulnerable groups;
- Creating an art installation at an intersection to improve pedestrian safety and calm traffic;
- Creating winter facilities that increase comfort and accessibility for vulnerable users in remote and rural settings (winter cycling, protected or heated stations for pedestrians, etc.).



### **Digital solutions project examples:**

- Creating a virtual farmers market that creates a platform where farmers can directly connect to consumers to provide local food;
- Creating a virtual program to provide healthcare services with protected privacy of users;
- Developing a virtual platform to hold town meetings to engage residents in their municipalities;
- Implementing WiFi hotspots or internet exchange points that assist people who are not able to get online (for example outside rural libraries, community halls, or other public buildings);
- Developing an app for people experiencing homelessness that uses data such as fingerprints to access services like banking;
- Create a digital platform that allows volunteers from across different rural and remote communities to coordinate grocery deliveries to the elderly;
- Creating an app that gives guidance to people on how to obtain knowledge on local food delivery and distribution in northern communities;
- Creating a local community centre lending library with iPads/tablets for seniors who would like to learn and/or practice using the internet;
- Establishing free WiFi and technology training for women experiencing increased domestic violence so they can access support while sheltering in place

## **What projects are ineligible for funding?**

**Examples of ineligible projects include but are not be limited to:**

- Partisan, political or election-related activities
- Research projects where findings are not, or are not intended to be, tangibly applied as an outcome of the project. For example, carrying out a feasibility study without intending to carry out the project.
- Publication of books or reports

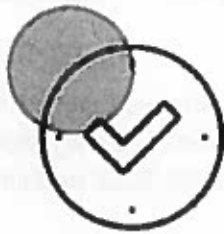


## CANADA HEALTHY COMMUNITIES INITIATIVE

- Projects that solely sponsor other organizations' events or activities
- Research and development for a for-profit endeavour
- Projects that benefit only private interests or are implemented only on private property
- Projects that promote a for-profit entity or its products and service.
- Projects that provide stabilization funding, such as covering ongoing operational costs or core services of an organization. This includes projects that will assist organizations with their operational costs or core services that have been impacted by COVID-19.
- Projects that require the public to pay a fee or that require membership to access services being provided
- Projects that do not take place in public space for public benefit ([as defined here](#))
- Projects that do not directly respond to COVID-19 ([as described here](#))

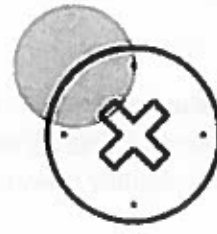
### What expenses are eligible for funding?

All budget items must be project-related and funding recipients must incur expenses between April 1, 2020, and June 30, 2022. Eligible expenditures will vary depending on the project. Applicants will need to include a budget of anticipated expenses with their application submission.



The list below are examples of possible expenditures:

- Wages and employment-related costs for existing or additional staff;
- Fees for professional services;
- Disability supports for staff of the Funding Recipient;
- Materials and supplies;
- Professional development and training;
- Travel and accommodation costs in Canada, including for event participants;
- Rent and utilities;
- Insurance;
- Lease, rental, or purchase and maintenance of equipment, including computer software;



Examples of ineligible expenses include but may not be limited to:

- Purchasing land and/or buildings, real estate fees and related costs;
- Purchasing a vehicle (including snow mobiles, golf carts or other motorised vehicles);
- International travel and any hospitality and travel expenses not in accordance with the the National Joint Council Travel Directive;
- Honoraria, salaries and benefits for members of a board of directors;





- Performance monitoring and reporting costs;
- Independent audit fees and evaluation costs;
- The value of using assets as part of a project (i.e. a fee to cover the cost of using a car)
- Honoraria, including child care recovery costs
- Other reasonable administrative costs associated with the project
- Safe transportation to project-related meetings and consultations
- Excepting where listed as eligible expenses, any overhead costs, including salaries and other employment benefits of any employees and any costs related to planning and managing other activities carried out by an organization unrelated to the funded project;
- Taxes for which an organization is eligible for a tax rebate;
- Legal fees related to litigation;
- Costs related to improvement of existing online platforms, such as website maintenance or improvements, or content development for existing websites or applications;
- Expenses incurred prior to April 1, 2020;
- Expenses incurred after June 30, 2022.

## **Can project activities continue past the June 30, 2022, deadline?**

Project activities not directly funded by the Healthy Communities Initiative can continue past the June 30, 2022 deadline, as long as all funding received has been spent. Funding recipients cannot spend Healthy Communities Initiative funding past the June 30, 2022 deadline.

## **Can retroactive expenses be funded?**

Funding incurred between April 1 2020 to June 30 2022 is eligible, meaning retroactive funding is eligible.

You will need to fill out the Detailed Budget template to identify funding sources used in your project.

You must ensure that no expense is paid for twice by the same funding source. Projects may receive funding from other sources, but those funds may not cover the same expenses. For example funding source A cannot cover the same expense as funding source B.

## Are ongoing operational costs or core services eligible for funding?

Projects as part of the Healthy Communities Initiative must respond to community needs arising from impacts of COVID-19, and the project's response to COVID-19 will be taken into account during the evaluation of the application. Therefore, the Healthy Communities Initiative does not provide stabilization funding, such as covering the ongoing operational costs or core services of an organization. This includes projects that will assist organizations with their operational costs or core services that have been impacted by COVID-19.

## Is a research project eligible for funding?

Research can be part of but not the entirety of a Healthy Communities Initiative project. All projects must have a tangible outcome. For example, a consultation on the best method of engaging a community in digital town halls must be followed by acting on that research to create processes to engage people in town halls as a part of the funded project. Research is an eligible expense if it is a project component with a tangible, funded outcome.

## Application Guidance

### What projects are in the public interest?

Projects funded by the Healthy Communities Initiative must be in the local communities' public interest by operating in public space and for public benefit. Projects in public space take place in any space owned or operated by a municipality, the provincial or federal government (e.g. sidewalk, streets, park, recreation centre) or non-commercial organization (e.g. non-profit or educational institutions), or Indigenous communities. Projects for the public benefit include projects serving specific communities that have been disproportionately affected by COVID-19. Projects that benefit only private interests or are implemented only on private property are ineligible.

**Safe and Vibrant Spaces:** A Business Improvement Area could apply to purchase and set up heat-lamps and tables/chairs in a socially distant way in a public courtyard. This project could invigorate the neighbourhood year-round, and private enterprises near the courtyard may experience increased business.

**Improved Mobility:** A municipality could apply for the purchase and development of a bike share network for community residents. The municipality could lend out the bikes to residents for



extended periods, but ultimately the bikes need to be returned to the lending program to be made available to others in the community.

**Digital Solutions:** An organization supporting people living with disabilities wants to launch an app for people with disabilities and their caregivers to chat, exchange articles and watch webinars from subject experts. The goal is to build a virtual community during COVID 19, to prevent isolation and support knowledge-sharing.

A project not accessible to the general public is ineligible. Including:

- Creating a green space on private property that is not accessible to the public;
- Projects that take place in indoor spaces that are not accessible to the general public (e.g. renovating staff space in an office to aid with social distancing).

## What is public space?

Projects in public space take place in any space owned or operated by a municipality, the provincial or federal government (e.g. sidewalk, streets, park, recreation centre) or non-commercial organization (e.g. non-profit or educational institutions), or Indigenous communities. Projects for the public benefit include projects serving specific communities that have been disproportionately affected by COVID-19. Projects that benefit only private interests or are implemented only on private property are ineligible.

## What does publicly accessible mean?

Projects must be accessible to the general public. For example, if a project provides active transportation options for seniors, it must be accessible to all seniors. Access to services provided cannot be limited based on membership or other lists. Projects that benefit only private interests or are implemented only on private property are ineligible.

Projects must be accessible to the general public OR accessible to a community disproportionately impacted by COVID-19. Access to services provided cannot be limited based on a membership model or any other lists. If a project is designed for a community disproportionately impacted by COVID-19, it must be available to all individuals in that community.

## Can the project charge a fee or have tickets?

Healthy Communities Initiative events or programs would need to be free and accessible to all, but some elements adjacent to the project or part of the build out of the project may require



payment. The public cannot be required to pay for the service being provided by the project. For example, an eligible project could be expanding outdoor exercise classes in a park where the classes are free and accessible to all, but there may be a stall selling juice at the event.

## **Are religious grounds, including churches, eligible as public space?**

Projects that benefit only private interests or are implemented only on private property are not eligible. If the religious grounds are private land, this would not be eligible. If the building or space is a private entity and public access is not guaranteed, this would not be considered eligible.

## **Are school grounds eligible as public space?**

Yes, if the land is public, outside of school hours, publicly accessible, and the school is not private. Please note that projects that provide stabilization funding, such as covering ongoing operational costs or core services of an organization are ineligible. This includes projects that will assist organizations with their operational costs or core services that have been impacted by COVID-19. For example, a school applying for an upgraded play structure would not be eligible because it would be considered an ongoing operational cost for the school.

## **What types of projects respond to needs arising from impacts of COVID-19?**

The COVID-19 pandemic has had a far-reaching and deep impact on communities across Canada including on how we access and use public spaces and digital services. The Healthy Communities Initiative funding is intended to respond to these needs directly arising from COVID-19 for the general public or a community disproportionately impacted by COVID-19. The Healthy Communities Initiative is not intended to provide stabilization funding – this includes projects that will assist organizations with their operational costs or core services that have been impacted by COVID-19.

## **How do projects demonstrate community engagement?**

Applicants can demonstrate community engagement by seeking feedback from communities disproportionately impacted by COVID-19, including historically marginalized communities, residents, businesses, organizations, and other stakeholders in the project development and planning. This could include digital town halls, community consultation meetings, surveys and other stakeholder discussions. We strongly encourage applicants to review the optional [Equity Guidance](#) for guiding questions on engaging with your community and embedding equity in project design and implementation.

Applicants can demonstrate their planned continued engagement with the community to receive feedback on the project and may also demonstrate the role of the community in delivering the project. Applicants can also elaborate on their equity approach and principles for the project and how it related to community outreach and feedback.

Applicants can also demonstrate community engagement by demonstrating their existing and ongoing relationship building with community residents and groups disproportionately impacted by COVID-19, including historically marginalized communities.

## Do I need to have local permits, permissions, or approvals to apply for funding?

No, you do not need your permits and approvals to apply. However, you should be clear on what permits you will need. If your application is approved, you will need to submit permits or approvals before receiving the funding. Examples include an outdoor patio application and lease agreement, council approval, certificate of insurance, etc.

Please inquire with your local or regional authorities to determine which permits, permissions, or approvals you may require. Receiving funding approval is a separate process to that of receiving any local permits, permissions or approvals.

Examples:

- Safe and vibrant spaces: See Smiths Falls Patio Permits ([click here](#))
- Improved mobility: See City of Peterborough Street Closure Application ([click here](#))
- Digital solutions: See Community Food Centres of Canada Privacy Policy ([click here](#))

**For applicants in Quebec:** Pursuant to the laws applicable in Québec, any municipality or public organization that is selected for funding is subject to an *Act respecting the Ministère du Conseil exécutif*. Applicants can apply without receiving authorization. Successful applicants must independently secure authorization before funding can be released.

## How can projects demonstrate inclusive digital design and responsible data management?

All projects focusing on the theme of digital solutions and any project that handles public data should demonstrate best practices of digital design and responsible data management. Here are some examples of how digital solutions projects can promote inclusive digital design and responsible data management:

- **Inclusive design:** This includes end-user testing to make sure technology is easy to use and accessibility considerations such as screen-reader adjustments and keyboard navigation adjustments to make online portals and apps more accessible

- Code for Canada's Gathering Residents to Improve Technology (GRIT) program
- Web Content Accessibility Guidelines (WCAG)
- **Data management:** This includes outlining what information is being collected, for what purposes and how it will be used. This may include creating documents/policies such as Terms of Service (ToS) and Privacy Policies (PP).



## Data Management Considerations

<b>Collection</b>	Who can collect and who can decide over future collection?
<b>Ownership</b>	Who owns the data and how will that ownership be maintained?
<b>Access</b>	Who can access and who can decide over future access?
<b>Use</b>	Who can use and who can decide over future use?
<b>Openness</b>	Being clear about what data will be attributed to individuals and how any data might be made available for sharing in open-data formats and/or as files to download such as an Excel sheet.
<b>Protection</b>	Aligns with municipal, provincial or federal requirements such as Personal Information Protection and Electronic Documents Act (PIPEDA).

## What are the funding amounts?

The Healthy Communities Initiative supports communities through small-scale local infrastructure projects as they create and adapt public spaces, and programming and services for public spaces to respond to ongoing needs arising from COVID-19. For more details on small-scale local projects, please see [examples of eligible projects](#). The minimum funding amount for projects is \$5,000 and the maximum funding amount is \$250,000 for each project. Do note that the Healthy Communities Initiative is a highly competitive program.

## What should I include in my budget?

Applicants are required to submit a budget to identify eligible project expenses. Please ensure that your budget accounts for the full amount of the funding that you have requested.

- All budget items must be project-related and must be incurred during the funding period (April 1, 2020 - June 30, 2022).
- Only eligible expenses should be on the budget (see eligible expenses listed above)
- Distinct costs listed on the budget and funded by the Healthy Communities Initiative cannot receive funding from other sources (expenses can not be paid for twice by multiple sources of funding).



- Funds received through the Healthy Communities Initiative cannot be used to generate a profit or an income in excess of project expenses for the recipient organization.
- The downloadable [budget template](#) can be found within your application.

## Application Process

### When can I apply?

There are two application rounds of funding applications. Applicants who did not receive funding in the first round can reapply for funding in round two but will not be guaranteed funding.

#### Round two

The application portal will open May 14, 2021, at 9:00 AM AST. Applications must be submitted by June 25, 2021, at 5:00 PM PST. Applicants who did not receive funding in round one may re-apply to round two but will not be guaranteed funding. Review committees will start meeting on July 23rd, 2021 and all applicants will receive results by September 16th, 2021, at the latest.

#### Round one

The application portal was open for Round one between February 9, 2021 - March 9, 2021. We received a significant volume of applications for the first round of the Healthy Communities Initiative.

### Can I apply for funding for a new project in round 2 if I have already received funding in round 1?

Applicants who received funding in Round 1 can submit an application in Round 2 for a new project. Your new project must follow the same eligibility criteria as defined in the Applicant Guide.

### Can I apply for funding in round 2 to continue a project which received funding in round 1?

Applicants who received funding in Round 1 can submit an application in Round 2 for project costs which were not funded in Round 1. Applicants cannot receive funding twice for the same project costs.

Project expenses must be incurred between April 1 2020 to June 30 2022.





You will need to fill out the Detailed Budget template to identify funding sources used to continue the project.

You must ensure that no expense is paid for twice by the same funding source. Projects may receive funding from other sources, but those funds may not cover the same expenses. For example funding source A cannot cover the same expense as funding source B.

## **If I was deemed ineligible in round 1, can I re-apply in round 2?**

If you are an eligible organization and your project was declined in round one, you have the opportunity to adjust appropriately according to the Evaluation Criteria and re-apply in round 2.

## **Where should I apply?**

The Healthy Communities Initiative uses a regional model. Check which region your project is in, [using this map](#). On the application, check off the region(s) where your project will take place.

You will then be asked to confirm the funding range you are applying for. All projects will be reviewed by Regional Hubs and projects requesting funding over \$100,000 up to \$250,000 will also be reviewed at the national level. Do note that the Healthy Communities Initiative is a highly competitive program.

If you apply to the wrong Regional Hub, there may be delays in reviewing your application.

## **What is the evaluation process for applications requesting over \$100,000?**

Applications that are submitted over \$100,000 will be reviewed and evaluated by a Large Projects Review Committee. Community Foundations of Canada will create a review committee in consultation with the Canadian Urban Institute and with the guidance of equity experts, with the same objectives as the Regional Hubs. This committee is responsible for reviewing all funding requests for \$100,001 - \$250,000 across the country.

CFC will sort all projects by regional hubs, applicants need to be aware of their regional hub in order to apply. The Large Projects Review Committee will receive local input from Regional Hubs in order to make final decisions

## Can I apply multiple times for funding?

**The Healthy Communities Initiative has two rounds of funding. Round 1 has now concluded. Organizations can submit one application per round.**

Organizations that have applied are welcome to partner with multiple other organizations submitting independent applications. For example, a municipality can submit an application for a project and also partner with multiple grassroots organizations in their community who are submitting projects as long as the municipality is not the lead applicant on the other applications. Supporting other applications will not affect the partner's chances to receive funding on a project that they may choose to submit independently.

## Can you apply for multiple small projects under one application?

Yes, you can submit one application with multiple small projects. Each project must meet the eligibility criteria outlined in the Applicant Guide. Please note that your application should have a cohesive goal that all projects align with. There needs to be a goal or problem that collectively, the mini-projects solve. The less connected projects are, the less appropriate it would be for them to be grouped under one application. The maximum funding amount remains \$250,000 per application, even with multiple small projects under one application.

## Can a university submit multiple applications?

If different departments/institutes within the university have different charity/incorporation numbers, each department could apply. But, if the university as a whole only has one charitable number, they can apply once.

For example, if the business school has its own charity number, they could make a separate application. If the arts and science faculty do not have a charitable number, they will apply with the university. If there are many projects under one application, each project must meet the eligibility criteria and all the projects should align with a cohesive goal explained in the application.

## Is there more guidance on preparing my application?

Further guidance is available in the [resources library](#) including a screencast of how to complete the application, a recording of an information session on applying to the Healthy Communities Initiative and other helpful tools. Community Foundations of Canada (CFC) and the Canadian Urban Institute (CUI) will also be carrying out information webinars and [community mobilization sessions](#). These sessions will provide more details on the application process, a deeper dive into the themes of the Healthy Communities Initiative and some best practice guidance on



community-led infrastructure. Sign up for community mobilizations sessions on the [CFC website](#).

## **How to apply**

When you are ready to apply, please apply through our [central application portal](#). The application portal is available in French and English. Please see [our website](#) for additional information including community mobilization sessions and a [video](#) tutorial on how to apply using the [central application portal](#).

Please use our [search tool on our website](#) to find the Regional Hub near you. Applications made to an incorrect Regional Hub may experience review delays while they are re-routed.

If you have additional questions or accessibility requests, please contact CFC at [chci@communityfoundations.ca](mailto:chci@communityfoundations.ca)

## **How will my application be evaluated?**

All applications must meet the basic eligibility criteria. Applications that meet the eligibility requirements will be evaluated based on the evaluation criteria. These criteria include the project rationale, community engagement, outcomes and project implementation and readiness. See the [Eligibility and Evaluation Criteria](#) below for more details.



# Eligibility and Evaluation Criteria

## Eligibility Criteria

The project must fulfill all of the following criteria for consideration:

- Submitted by an eligible organization, and provides documentation
- Responds to needs arising from COVID-19
- Creates or adapts public spaces, or programming or services for public spaces in the public interest
- Demonstrates consideration of and connections within the community
- Serves the general public or a community disproportionately impacted by COVID-19
- Falls within the Healthy Communities Initiative theme(s)
- Submitted with a complete budget
- Is requesting between \$5,000 and \$250,000
- Incurs expenses between April 1 2020 to June 30 2022

Funded by  
**Canada**

 CANADA HEALTHY  
COMMUNITIES INITIATIVE

 COMMUNITY  
FOUNDATIONS  
OF CANADA

 Canadian  
Urban  
Institute



# Evaluation Criteria

Projects that fulfill the eligibility criteria will be evaluated on the following evaluation criteria:

## Requirement

## Description

## Project Criteria

**Project Rationale**

The degree to which the project clearly creates safe and vibrant spaces, improves mobility options or provides digital solutions for communities experiencing the impacts of COVID-19.

- Responds to the impacts of COVID-19 according to local needs and context
- Considers public health measures in project design
- If applicable, considers collaborators or partners to strengthen the project

**Community Engagement**

The degree to which the project clearly engages diverse communities in design, implementation and use, and strengthens community resilience; including communities disproportionately affected by COVID-19.

- Demonstrates meaningful community engagement, including with those disproportionately affected by COVID-19, and considers equity
- Demonstrates local leadership in decision-making and project delivery
- Demonstrates how it will engage and generate participation in its project

**Outcomes**

The degree to which the project clearly demonstrates short-term, immediate benefit and potential long-term impact, viability and sustainability

- Demonstrates positive community impact(s) through one of the Healthy Communities Initiative theme(s)
- Demonstrates knowledge of community pressures and needs
- Demonstrates a plan, if applicable, to sustain the project long-term
- Considers a plan to capture community impact, including gathering stories and lessons learned for future projects, where applicable

**Project Implementation and Readiness**

The degree to which the project clearly has a responsible work plan, project team, timelines, and budget, and considers permits and approvals that may affect successful implementation

- Provides a responsible budget including clear costing, procurement decisions and equity considerations
- Demonstrates the project can be completed in realistic timelines
- Demonstrates project team capacity and appropriate leadership to deliver the project
- Demonstrates an understanding of which permits and approvals are required



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**INDEX TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2020**

---

	Page
<b>INDEPENDENT AUDITOR'S REPORT</b>	<b>3 - 4</b>
<b>FINANCIAL STATEMENTS</b>	
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Change in Net Financial Assets	7
Consolidated Statement of Cash Flows	8
Notes to the Consolidated Financial Statements	9 - 17
Consolidated Schedule of Segmented Disclosure	18
Consolidated Schedule of Tangible Capital Assets	19
Consolidated Schedule of Accumulated Surplus	20
Schedule of Horning's Mills Cemetery Board	21
Schedule of St. Paul's Cemetery Board	22
Schedule of Horning's Mills Community Park	23
Schedule of Horning's Mills Community Hall	24
<b>TRUST FUNDS</b>	
<b>INDEPENDENT AUDITOR'S REPORT</b>	<b>25 - 26</b>
<b>FINANCIAL STATEMENTS</b>	
Statements of Financial Position and Continuity	27
Notes to the Financial Statements	28



---

## INDEPENDENT AUDITOR'S REPORT

---

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

### Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Melancthon, which comprise the consolidated statement of financial position as at December 31, 2020 and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Melancthon as at December 31, 2020 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

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

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

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

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

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

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

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



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Guelph, Ontario  
June 3, 2021

Chartered Professional Accountants  
Licensed Public Accountants

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2020**

	2020	2019
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments (note 2)	\$ 5,072,690	\$ 4,810,119
Taxes receivable	698,468	665,040
Accounts receivable	313,610	204,802
Long term receivables (note 3)	<u>98,671</u>	<u>108,723</u>
	<u>6,183,439</u>	<u>5,788,684</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	755,000	578,373
Landfill closure and post-closure liabilities (note 5)	256,663	245,024
Long term debt (note 6)	412,674	497,719
Deferred revenue - obligatory reserve funds (note 7)	1,011,484	863,984
Deferred revenue - other	<u>75,326</u>	<u>43,957</u>
	<u>2,511,147</u>	<u>2,229,057</u>
<b>NET FINANCIAL ASSETS</b>	<u>3,672,292</u>	<u>3,559,627</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (schedule 2)	11,023,490	10,481,866
Inventory	40,483	44,800
Prepaid expenses	<u>70,112</u>	<u>52,256</u>
	<u>11,134,085</u>	<u>10,578,922</u>
<b>ACCUMULATED SURPLUS (schedule 3)</b>	<u>\$ 14,806,377</u>	<u>\$ 14,138,549</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
CONSOLIDATED STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020 Budget (note 8)	2020 Actual	2019 Actual
<b>REVENUES</b>			
Taxation	\$ 2,657,569	\$ 2,780,602	\$ 2,654,037
User charges	34,545	143,404	147,464
Grants (note 10)	368,392	453,350	684,059
Other income (note 11)	802,005	790,416	843,795
Loss on disposal of tangible capital assets	0	0	(7,259)
Obligatory reserve fund revenue recognized (note 7)	<u>107,500</u>	<u>136,617</u>	<u>100,000</u>
	<u>3,970,011</u>	<u>4,304,389</u>	<u>4,422,096</u>
<b>EXPENSES (schedule 1)</b>			
General government	710,708	677,375	612,707
Protection to persons and property	748,695	630,874	585,881
Transportation services	2,104,098	1,876,848	1,712,999
Environmental services	34,140	37,250	33,662
Recreation and cultural services	192,422	260,469	288,645
Planning and development	<u>105,000</u>	<u>153,745</u>	<u>68,293</u>
	<u>3,895,063</u>	<u>3,636,561</u>	<u>3,302,187</u>
<b>ANNUAL SURPLUS</b>	<b>\$ <u>74,948</u></b>	<b>\$ <u>667,828</u></b>	<b>\$ <u>1,119,909</u></b>
<b>ACCUMULATED SURPLUS at beginning of year</b>		<b>\$14,138,549</b>	<b>\$13,018,640</b>
Annual surplus		<u>667,828</u>	<u>1,119,909</u>
<b>ACCUMULATED SURPLUS at end of year</b>		<b><u>\$14,806,377</u></b>	<b><u>\$14,138,549</u></b>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020 Budget (note 8)	2020 Actual	2019 Actual
<b>ANNUAL SURPLUS</b>	\$ <u>74,948</u>	\$ <u>667,828</u>	\$ <u>1,119,909</u>
Acquisition of tangible capital assets	(1,235,658)	(1,321,956)	(617,331)
Amortization of tangible capital assets	723,939	741,206	723,939
Loss on disposal of tangible capital assets	0	0	7,259
Proceeds on sale of tangible capital assets	0	37,681	0
Consolidated boards opening changes (schedule 2)	<u>0</u>	<u>1,445</u>	<u>(4,793)</u>
	<u>(511,719)</u>	<u>(541,624)</u>	<u>109,074</u>
Use of (additions to) inventories	0	4,317	(20,131)
Use of (additions to) prepaid expenses	<u>0</u>	<u>(17,856)</u>	<u>(302)</u>
	<u>0</u>	<u>(13,539)</u>	<u>(20,433)</u>
<b>CHANGE IN NET FINANCIAL ASSETS</b>	\$ <u>(436,771)</u>	112,665	1,208,550
<b>NET FINANCIAL ASSETS at beginning of year</b>		<u>3,559,627</u>	<u>2,351,077</u>
<b>NET FINANCIAL ASSETS at end of year</b>		\$ <u>3,672,292</u>	\$ <u>3,559,627</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
CONSOLIDATED STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 667,828	\$ 1,119,909
Items not requiring an outlay of cash		
Amortization	741,206	723,939
Loss on disposal of tangible capital assets	0	7,259
Change in landfill closure and post-closure liabilities	<u>11,639</u>	<u>11,110</u>
	<u>752,845</u>	<u>742,308</u>
Net changes in non-cash working capital		
Taxes receivable	(33,428)	3,744
Accounts receivable	(108,808)	(39,428)
Prepaid expenses	(17,856)	(302)
Accounts payable and accrued liabilities	176,627	(289,606)
Inventory	4,317	(20,131)
Deferred revenue	<u>178,869</u>	<u>202,648</u>
	<u>199,721</u>	<u>(143,075)</u>
	<u>1,620,394</u>	<u>1,719,142</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(1,321,956)	(617,331)
Consolidated boards opening change in amortization (schedule 2)	1,445	(4,793)
Proceeds on disposal of tangible capital assets	<u>37,681</u>	<u>0</u>
	<u>(1,282,830)</u>	<u>(622,124)</u>
<b>CASH USED IN FINANCING ACTIVITIES</b>		
Net change in long term debt	<u>(85,045)</u>	<u>(118,126)</u>
<b>CASH PROVIDED BY INVESTING ACTIVITIES</b>		
Net change in long term receivables	<u>10,052</u>	<u>45,416</u>
<b>NET INCREASE IN CASH</b>	262,571	1,024,308
<b>CASH, beginning of year</b>	<u>4,810,119</u>	<u>3,785,811</u>
<b>CASH, end of year</b>	<u>\$ 5,072,690</u>	<u>\$ 4,810,119</u>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2020**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of The Corporation of the Township of Melancthon are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board of CPA Canada. Significant accounting policies adopted by The Corporation of the Township of Melancthon are as follows:

**(a) ACKNOWLEDGEMENT OF RESPONSIBILITY**

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

**(b) BASIS OF CONSOLIDATION**

These consolidated financial statements reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and boards which are owned or controlled by Council.

All interfund assets, liabilities, revenues and expenses have been eliminated on consolidation.

The following boards and municipal enterprises owned or controlled by Council have been consolidated:

Horning's Mills Cemetery Board  
St. Paul's Cemetery Board  
Horning's Mills Community Park  
Horning's Mills Community Hall

A government partnership exists where the municipality has shared control over the board or entity. The municipality's pro-rata share of the assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The municipality's proportionate interest of the following government partnerships are reflected in the consolidated financial statements:

Shelburne and District Fire Department	14.71% (2019 - 14.83%)
Mulmur-Melancthon Volunteer Fire Department	22.09% operating, 50.00% capital (2019 - 23.13%, 50.00% capital)
North Dufferin Community Centre	50.00% (2019 - 50.00%)

**(c) BASIS OF ACCOUNTING**

(i) Sources of financing and expenditures are reported on the accrual basis of accounting. The interest charges are not accrued for the periods from the dates of the latest instalment payments to the end of the financial year.

(ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2020**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(d) USE OF ESTIMATES**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future. Significant areas requiring management's estimates include amortization of tangible capital assets and landfill post-closure liabilities.

**(e) CREDIT RISK MANAGEMENT**

The municipality is exposed to credit risk on the taxes receivable from its ratepayers.

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

**(f) TRUST FUNDS**

Funds held in trust by the municipality, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately on the trust funds' statement of continuity and statement of financial position.

**(g) TEMPORARY INVESTMENTS**

Temporary investments are recorded at amortized cost unless there has been a decline in the market value, which is other than temporary in nature, in which case the investments are written down to market.

**(h) INVENTORY**

Inventory held for consumption is recorded at the lower of cost and replacement cost.

**(i) REVENUE RECOGNITION**

Revenues are recognized as follows:

Taxation revenue is recognized in the period in which the tax is levied.

User charges are recognized when the related service is provided.

Grants and obligatory reserve fund revenues are recognized based on the terms of the grant or in the year that the related expenses occur.

Other income is recognized when receivable and collection is reasonably assured.

**(j) COUNTY AND SCHOOL BOARDS**

The municipality collects taxation revenue on behalf of the school boards and the County of Dufferin. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the County of Dufferin are not reflected in these financial statements. See note 9 for details.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2020

---

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(k) NON-FINANCIAL ASSETS

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

(i) Tangible capital assets

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

Land improvements	10 to 50 years
Facilities	15 to 100 years
Vehicles	5 to 50 years
Equipment	5 to 75 years
Infrastructure - Environmental	3 to 75 years
Infrastructure - Transportation	3 to 75 years

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

(ii) Contributions of tangible capital assets

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

(iii) Leases

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

(l) FINANCIAL INSTRUMENTS

The municipality classifies all of its financial instruments at amortized cost. The maximum exposure to credit risk is the carrying value of the financial instruments. These financial instruments include cash and temporary investments, accounts receivable, long term receivables, accounts payable and accrued liabilities, and long term debt. They are initially recognized at cost and subsequently carried at amortized cost using the effective interest rate method, less any impairment losses on financial assets.

Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument. Writedowns of financial assets in the amortized cost category are recognized when the amount of a loss is known with sufficient precision, and there is no realistic prospect of recovery. Financial assets are then written down to net realizable value with the writedown being recognized in the consolidated statement of operations.



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED DECEMBER 31, 2020

---

**2. CASH AND TEMPORARY INVESTMENTS**

	2020	2019
Unrestricted cash	\$ 4,031,360	\$ 3,916,289
Unrestricted temporary investments	<u>50,846</u>	<u>50,846</u>
	4,082,206	3,967,135
Restricted cash	<u>990,484</u>	<u>842,984</u>
	<u>\$ 5,072,690</u>	<u>\$ 4,810,119</u>

Cash includes \$2,306,696 (2019 - \$2,071,877) held in one account at a chartered bank. Interest is earned on this account at a rate of prime less 2%.

Temporary investments consist of various GICs with interest rates ranging from 0.60% to 2.05% (2019 - 0.55% to 1.7%) maturing between June 2021 and September 2025 (2019 - June 2020 to June 2024).

**3. LONG TERM RECEIVABLES**

The responsibility for payment of principal and interest charges of the tile drainage loans has been assumed by individuals.

	2020	2019
Three loans are charged interest at a rate of 6% and become due in 2027 - 2028	<u>\$ 98,671</u>	<u>\$ 108,723</u>

Principal payments for the next five years are as follows:

2021	\$ 10,656
2022	11,295
2023	11,973
2024	12,691
2025	13,453
Thereafter	<u>38,603</u>
	<u>\$ 98,671</u>

**4. OPERATING LOANS**

The operating loans are due on demand and bear interest at the bank's prime rate, calculated and payable monthly. At December 31, 2020, the municipality had undrawn credit capacity of \$500,000 (2019 - \$500,000).

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2020**

**5. LANDFILL CLOSURE AND POST-CLOSURE LIABILITIES**

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance.

Effective June 1, 2013, the County of Dufferin assumed the landfill from the municipality and the landfill site ceased active operations and stopped accepting solid waste from ratepayers. No estimate of the existing liability based on the landfill capacity used up until the assumption date is available. Therefore, the estimates in the report dated 2008 will be used until an updated report is available. The liability for the landfill site is recorded at \$256,663 and represents the present value of closure and post-closure costs for 62% of the current site's opened cells, using an average long term borrowing rate of 4.75%. The liability is recorded based on the capacity of the landfill used to date. The total estimated future expenses for closure and post-closure care are \$416,949 leaving an amount to be recognized in future periods of \$160,286. The estimated remaining capacity of the site's opened cells is approximately 140,700 tonnes, which was expected to be filled in 7 years. Post-closure care is estimated to continue for a period of 25 years.

The municipality has established a reserve fund to assist in financing the future costs of closure and post-closure liabilities. At December 31, 2020, there was \$128,118 available in the reserve.

**6. LONG TERM DEBT**

The balance of long term liabilities reported on the consolidated statement of financial position is made up of the following:

	2020	2019
Loan payable, 3.18%, repayable in monthly instalments of \$3,409 principal and interest, due December 2025	\$ 188,767	\$ 223,079
Tile drainage loans, 6%, annual payments of principal and interest ranging from \$4,810 - \$6,793, due between 2027 - 2028	98,671	108,723
Loan payable, 2.862%, repayable in monthly instalments of \$2,720 principal and interest, due January 2022	35,283	66,433
Loan payable, 3.63%, repayable in semi-annual instalments of \$6,528 principal and interest, due December 2028	<u>89,953</u>	<u>99,484</u>
	<u>\$ 412,674</u>	<u>\$ 497,719</u>

Principal payments required on the loans payable for the next five years are as follows:

2021	\$ 88,012
2022	61,323
2023	60,331
2024	62,655
2025	<u>64,952</u>
	337,273
Thereafter	<u>75,401</u>
	<u>\$ 412,674</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED DECEMBER 31, 2020

7. DEFERRED REVENUE

	2020 Opening	Contributions Received	Investment Income	Revenue Recognized	2020 Ending
<b>Obligatory Reserve Funds</b>					
Development charges	\$ 636,612	\$ 184,577	\$ 6,259	\$ (36,617)	\$ 790,831
Recreational land	45,608	0	409	0	46,017
Subdivider - park levies	21,000	0	0	0	21,000
Federal Gas Tax	<u>160,764</u>	<u>91,251</u>	<u>1,621</u>	<u>(100,000)</u>	<u>153,636</u>
	<u>\$ 863,984</u>	<u>\$ 275,828</u>	<u>\$ 8,289</u>	<u>\$ (136,617)</u>	<u>\$ 1,011,484</u>

8. BUDGET AMOUNTS

The budget figures are presented for comparison purposes as prepared and approved by council, reclassified to conform to the current financial statement presentation. The budgeted figures are prepared on the cash basis of accounting and have been restated to conform to the accrual basis of accounting on which the actual figures are reported. The following chart reconciles the approved budget with the budget figures as presented in these consolidated financial statements:

<b>Revenue</b>	
Approved budget	\$ <u>3,970,011</u>
<b>Expenses</b>	
Approved budget	4,493,980
Acquisition of tangible capital assets	(1,235,658)
Debt principal repayments	(87,198)
Amortization	<u>723,939</u>
<b>Total expenses</b>	<u>3,895,063</u>
<b>ANNUAL SURPLUS</b>	\$ <u>74,948</u>

9. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF DUFFERIN

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Dufferin:

	2020	2019
School boards	\$ 1,254,013	\$ 1,221,169
County of Dufferin	<u>2,051,601</u>	<u>1,965,441</u>
	<u>\$ 3,305,614</u>	<u>\$ 3,186,610</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED DECEMBER 31, 2020

10. GRANTS

	2020 Budget (note 8)	2020 Actual	2019 Actual
<b>Operating</b>			
Province of Ontario			
Ontario Municipal Partnership			
Fund (OMPF)	\$ 173,500	\$ 173,500	\$ 175,600
Conditional - roads	80,000	122,993	81,700
Conditional - other	<u>109,592</u>	<u>124,242</u>	<u>393,890</u>
	<u>363,092</u>	<u>420,735</u>	<u>651,190</u>
Other municipalities - recreation	0	27,205	27,512
Other municipalities - roads	<u>5,300</u>	<u>5,410</u>	<u>5,357</u>
	<u>5,300</u>	<u>32,615</u>	<u>32,869</u>
	<u>\$ 368,392</u>	<u>\$ 453,350</u>	<u>\$ 684,059</u>

11. OTHER INCOME

	2020 Budget (note 8)	2020 Actual	2019 Actual
Penalties and interest on taxation	\$ 91,000	\$ 105,841	\$ 91,264
Other fines and penalties	36,810	9,649	38,446
Investment income	49,000	36,803	69,668
Licenses, permits and rents	22,695	26,688	29,004
Donations and fundraising	500	0	11,343
Plateau community contributions	33,000	33,439	31,349
Dufferin Wind community contributions	260,000	268,996	263,721
CHD community contributions	<u>309,000</u>	<u>309,000</u>	<u>309,000</u>
	<u>\$ 802,005</u>	<u>\$ 790,416</u>	<u>\$ 843,795</u>

12. TRUST FUNDS

The trust funds administered by the municipality amounting to \$41,118 (2019 - \$41,488) have not been included in the consolidated statement of financial position, nor have the operations been included in the consolidated statement of operations.

13. PENSION AGREEMENTS

The municipality joined Ontario Municipal Employees Retirement Systems (OMERS), which is a multi-employer plan, in 2016. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2020 was \$62,578 (2019 - \$60,537) on behalf of 9 members (2019 - 10 members) of its staff. Amounts paid for current service have been included as an expenditure on the Consolidated Statement of Operations.

There are no past service contribution obligations.

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2020**

---

**14. DEVELOPER AGREEMENTS**

As part of various developer agreements, the municipality has received Letters of Credit to cover developers' responsibilities in completing the projects as well as covering unpaid municipal levies. Letters of Credit held by the municipality at December 31, 2020 amount to \$4,287,783.

**15. COMMITMENTS**

The municipality entered into a contribution agreement with a company that provides commercial generation of electricity in the Township of Melancthon.

- i) Phase I of the project consists of 45 wind turbine generators. The company will pay the sum of \$45,000 to the Township of Melancthon on or before March 31 for each year from 2007 through and including 2026.
- ii) Phase II of the project consists of 66 wind turbine generators. The company will pay the sum of \$264,000 to the Township of Melancthon on or before November for each year from 2009 through and including 2028.

**16. FINANCIAL INSTRUMENT RISK MANAGEMENT**

Credit Risk

The municipality is exposed to credit risk through the possibility of non-collection of accounts receivable. The majority of its receivables are from ratepayers and government entities. For accounts receivable, the municipality measures impairment based on how long the amounts have been outstanding.

Liquidity Risk

Liquidity risk is the risk that the municipality will not be able to meet its financial obligations as they fall due. The municipality undertakes a planning and budgeting process to help determine the funds required to support the municipality's normal operating requirements on an ongoing basis. The municipality ensures that there are sufficient funds to meet its short term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and temporary investments.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The municipality is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of certain long term liabilities.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

---

**17. SEGMENTED INFORMATION**

The Corporation of the Township of Melancthon is a diversified municipal government institution that provides a wide range of services to its ratepayers such as police, fire, sewer, water, waste collection, disposal and recycling, recreational, library and planning. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item relates to the revenues and expenses that relate to the governance and operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of police services, fire protection, conservation authority, emergency measures, animal control and building and structural inspection. The police services ensure the safety and protection of the ratepayers and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers. The building department provides a number of services including maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

Transportation

Transportation is responsible for construction and maintenance of the municipality's roadways, bridges, parking areas and streetlights.

Environmental

Environmental services consist of providing waste collection, disposal and recycling to its ratepayers.

Health

Health services includes contributions to the operations of local cemeteries.

Recreation and Cultural Services

This service area provides services meant to improve the health and development of the municipality's residents. The municipality operates and maintains parks and arenas. The municipality also provides library services and recreational programs.

Planning and Development

This department is responsible for planning and zoning, including the Official Plan. This service area also includes tourist information and promotion, business improvement area, weed control and drainage.

**18. MATERIAL UNCERTAINTY DUE TO NOVEL CORONAVIRUS (COVID-19)**

During the year and subsequent to year end, the Novel Coronavirus (COVID-19) significantly impacted the economy in Canada and globally. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of business disruption and the related financial impact cannot be reasonably estimated at this time. This may impact the timing and amounts realized on the organization's assets and its future ability to deliver all services.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE  
FOR THE YEAR ENDED DECEMBER 31, 2020

Schedule 1

	General Government	Protection Services	Transportation Services	Environmental Services	Recreation Services	Planning and Development	2020	2019
<b>EXPENSES</b>								
Salaries and benefits	\$ 447,907	\$ 63,467	\$ 470,766	\$ 0	\$ 34,514	\$ 0	\$1,016,654	\$ 992,672
Materials	175,011	46,755	728,414	334	53,696	55,508	1,059,718	849,649
Contracted services	36,848	408,000	0	34,331	0	91,714	570,893	504,948
Rents and financial expenses	1,201	0	0	0	0	0	1,201	1,186
Interest on long term debt	3,526	0	8,096	(1,362)	0	6,523	16,783	21,245
Amortization	12,882	53,052	669,572	3,947	1,753	0	741,206	723,939
Transfers	0	59,600	0	0	170,506	0	230,106	208,548
	<u>\$ 677,375</u>	<u>\$ 630,874</u>	<u>\$1,876,848</u>	<u>\$ 37,250</u>	<u>\$ 260,469</u>	<u>\$ 153,745</u>	<u>\$3,636,561</u>	<u>\$3,302,187</u>

See notes to the consolidated financial statements

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
 CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
 FOR THE YEAR ENDED DECEMBER 31, 2020

Schedule 2

	Land	Land Improvements	Facilities	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	2020	2019
<b>COST</b>									
Balance, beginning of year	\$ 441,857	\$ 69,033	\$ 916,407	\$ 2,538,700	\$ 518,727	\$ 16,572,933	\$ 117,426	\$ 21,175,083	\$ 20,774,003
Additions during the year	0	0	0	118,711	16,666	1,186,579	0	1,321,956	617,331
Consolidated boards opening changes	0	0	0	(984)	(461)	0	0	(1,445)	4,793
Disposals during the year	0	0	0	(75,718)	(13,929)	(241,486)	0	(331,133)	(221,044)
Balance, end of year	<u>441,857</u>	<u>69,033</u>	<u>916,407</u>	<u>2,580,709</u>	<u>521,003</u>	<u>17,518,026</u>	<u>117,426</u>	<u>22,164,461</u>	<u>21,175,083</u>
<b>ACCUMULATED AMORTIZATION</b>									
Balance, beginning of year	0	27,300	360,307	1,681,946	290,654	8,306,972	26,038	10,693,217	10,183,063
Amortization	0	1,396	14,350	103,603	28,388	591,831	1,638	741,206	723,939
Accumulated amortization on disposals	0	0	0	(38,037)	(13,929)	(241,486)	0	(293,452)	(213,785)
Balance, end of year	<u>0</u>	<u>28,696</u>	<u>374,657</u>	<u>1,747,512</u>	<u>305,113</u>	<u>8,657,317</u>	<u>27,676</u>	<u>11,140,971</u>	<u>10,693,217</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>									
	<u>\$ 441,857</u>	<u>\$ 40,337</u>	<u>\$ 541,750</u>	<u>\$ 833,197</u>	<u>\$ 215,890</u>	<u>\$ 8,860,709</u>	<u>\$ 89,750</u>	<u>\$ 11,023,490</u>	<u>\$ 10,481,866</u>

See notes to the consolidated financial statements



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
 CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS  
 AS AT DECEMBER 31, 2020

Schedule 3

	2020	2019
<b>SURPLUSES</b>		
Invested in tangible capital assets	\$ 10,709,487	\$ 10,092,870
General surplus	1,149,152	1,149,152
Unfunded solid waste closure and post-closure costs	(256,663)	(245,024)
Recreation, community centres and arenas	121,422	110,998
Cemeteries	84,674	85,168
Fire boards	29,325	24,507
Other	966	966
	<u>11,838,363</u>	<u>11,218,637</u>
<b>RESERVE FUNDS</b>		
Capital purposes	372,377	449,173
Quarry	116,169	115,136
Working funds	347,502	426,666
Replacement of equipment	560,582	406,932
Landfill closure	128,118	117,068
Insurance, sick leave, WSIB	21,629	50,876
Special emergency relief	20,409	15,272
	<u>1,566,786</u>	<u>1,581,123</u>
<b>RESERVES</b>		
Working funds	1,206,293	1,143,854
NDCC operating	20,000	20,000
Capital purposes	174,935	174,935
	<u>1,401,228</u>	<u>1,338,789</u>
	<u>\$ 14,806,377</u>	<u>\$ 14,138,549</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
 SCHEDULE OF HORNING'S MILLS CEMETERY BOARD  
 FOR THE YEAR ENDED DECEMBER 31, 2020

Schedule 4

	2020	2019
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>ASSETS</b>		
Cash	\$ 20,966	\$ 22,010
Due from Cemetery Care and Maintenance Fund	9,204	9,250
Temporary investments	6,933	6,933
Accrued interest receivable	<u>175</u>	<u>153</u>
<b>ACCUMULATED SURPLUS</b>	<b><u>\$ 37,278</u></b>	<b><u>\$ 38,346</u></b>

<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Sale of plots and markers	\$ 725	\$ 150
Interest	165	(278)
Donations	<u>0</u>	<u>200</u>
	<u>890</u>	<u>72</u>
<b>EXPENSES</b>		
Maintenance	<u>1,958</u>	<u>100</u>
<b>ANNUAL DEFICIT</b>	<b>(1,068)</b>	<b>(28)</b>
<b>ACCUMULATED SURPLUS, beginning of year</b>	<b><u>38,346</u></b>	<b><u>38,374</u></b>
<b>ACCUMULATED SURPLUS, end of year</b>	<b><u>\$ 37,278</u></b>	<b><u>\$ 38,346</u></b>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
 SCHEDULE OF ST. PAUL'S CEMETERY BOARD  
 FOR THE YEAR ENDED DECEMBER 31, 2020

Schedule 5

	2020	2019
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>ASSETS</b>		
Cash	\$ 3,344	\$ 2,724
Accrued interest receivable	97	184
Temporary investments	<u>43,914</u>	<u>43,914</u>
<b>ACCUMULATED SURPLUS</b>	<b><u>\$ 47,355</u></b>	<b><u>\$ 46,822</u></b>

<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Interest	\$ <u>542</u>	\$ <u>670</u>
<b>EXPENSES</b>		
Administration	<u>9</u>	<u>9</u>
<b>ANNUAL SURPLUS</b>	533	661
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>46,822</u>	<u>46,161</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<b><u>\$ 47,355</u></b>	<b><u>\$ 46,822</u></b>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
 SCHEDULE OF HORNING'S MILLS COMMUNITY PARK  
 FOR THE YEAR ENDED DECEMBER 31, 2020

Schedule 6

	2020	2019
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>ASSETS</b>		
Cash	\$ 11,369	\$ 4,961
Receivables	<u>2,801</u>	<u>7,922</u>
<b>NET FINANCIAL ASSETS</b>	<u>14,170</u>	<u>12,883</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>13,610</u>	<u>13,610</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 27,780</u>	<u>\$ 26,493</u>

<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Grant - Township of Melancthon	\$ 2,500	\$ 2,500
Interest	28	0
Gain on disposal of tangible capital asset	0	7,218
Other income	<u>0</u>	<u>1,347</u>
	<u>2,528</u>	<u>11,065</u>
<b>EXPENSES</b>		
Administration	897	6,084
Hydro	<u>344</u>	<u>394</u>
	<u>1,241</u>	<u>6,478</u>
<b>ANNUAL (DEFICIT) SURPLUS</b>	1,287	4,587
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>26,493</u>	<u>21,906</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 27,780</u>	<u>\$ 26,493</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
 SCHEDULE OF HORNING'S MILLS COMMUNITY HALL  
 FOR THE YEAR ENDED DECEMBER 31, 2020

Schedule 7

	2020	2019
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>FINANCIAL ASSETS</b>		
Cash	\$ 43,498	\$ 43,699
Accounts receivable	<u>373</u>	<u>373</u>
	<u>43,871</u>	<u>44,072</u>
<b>LIABILITIES</b>		
Deferred revenue	<u>200</u>	<u>200</u>
<b>NET FINANCIAL ASSETS</b>	<u>43,671</u>	<u>43,872</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>48,500</u>	<u>55,363</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 92,171</u>	<u>\$ 99,235</u>

**STATEMENT OF OPERATIONS**

<b>REVENUE</b>		
Grant - Township of Melancthon	\$ 6,452	\$ 0
Fundraising and user charges	1,705	7,436
Interest	<u>398</u>	<u>838</u>
	<u>8,555</u>	<u>8,274</u>
<b>EXPENSES</b>		
Amortization	6,863	6,863
Supplies and maintenance	4,909	2,685
Hydro and fuel	2,982	3,541
Telephone	537	514
Other	328	212
Fundraising	<u>0</u>	<u>444</u>
	<u>15,619</u>	<u>14,259</u>
<b>ANNUAL DEFICIT</b>	(7,064)	(5,985)
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>99,235</u>	<u>105,220</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 92,171</u>	<u>\$ 99,235</u>



Chartered  
Professional  
Accountants

---

## INDEPENDENT AUDITOR'S REPORT

---

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

### Opinion

We have audited the accompanying financial statements of the trust funds of The Corporation of the Township of Melancthon, which comprise the statements of financial position as at December 31, 2020 and the statements of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Township of Melancthon as at December 31, 2020 and the results of its operations for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

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

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

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

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

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

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

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the trust funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the trust funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the trust funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Guelph, Ontario  
June 3, 2021

Chartered Professional Accountants  
Licensed Public Accountants

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON - TRUST FUNDS  
 STATEMENT OF FINANCIAL POSITION AND CONTINUITY  
 AS AT DECEMBER 31, 2020

	Horning's Mills Cemetery	St. Paul's Cemetery	Subdividers' Deposits
<b>STATEMENT OF FINANCIAL POSITION - 2020</b>			
Cash	\$ 8,730	\$ 0	\$ 0
Investments	30,260	9,331	0
Due from the Township of Melancthon	0	0	2,001
Due to cemetery general funds	<u>(9,204)</u>	<u>0</u>	<u>0</u>
<b>FUND BALANCE</b>	<b>\$ <u>29,786</u></b>	<b>\$ <u>9,331</u></b>	<b>\$ <u>2,001</u></b>

<b>STATEMENT OF CONTINUITY - 2020</b>			
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ <u>29,226</u></b>	<b>\$ <u>10,261</u></b>	<b>\$ <u>2,001</u></b>
<b>RECEIPTS</b>			
Interest earned	160	118	0
Plot sales	<u>400</u>	<u>0</u>	<u>0</u>
	<u>560</u>	<u>118</u>	<u>0</u>
<b>EXPENDITURES</b>	<u>0</u>	<u>1,048</u>	<u>0</u>
<b>BALANCE, END OF YEAR</b>	<b>\$ <u>29,786</u></b>	<b>\$ <u>9,331</u></b>	<b>\$ <u>2,001</u></b>

<b>STATEMENT OF FINANCIAL POSITION - 2019</b>			
Cash	\$ 8,216	\$ 0	\$ 0
Investments	30,260	10,261	0
Due from the Township of Melancthon	0	0	2,001
Due to cemetery general funds	<u>(9,250)</u>	<u>0</u>	<u>0</u>
<b>FUND BALANCE</b>	<b>\$ <u>29,226</u></b>	<b>\$ <u>10,261</u></b>	<b>\$ <u>2,001</u></b>

<b>STATEMENT OF CONTINUITY - 2019</b>			
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ <u>28,404</u></b>	<b>\$ <u>10,268</u></b>	<b>\$ <u>2,001</u></b>
<b>RECEIPTS</b>			
Interest earned	472	0	0
Plot sales	200	0	0
Donations	<u>150</u>	<u>0</u>	<u>0</u>
	<u>822</u>	<u>0</u>	<u>0</u>
<b>EXPENDITURES</b>	<u>0</u>	<u>7</u>	<u>0</u>
<b>BALANCE, END OF YEAR</b>	<b>\$ <u>29,226</u></b>	<b>\$ <u>10,261</u></b>	<b>\$ <u>2,001</u></b>



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON - TRUST FUNDS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

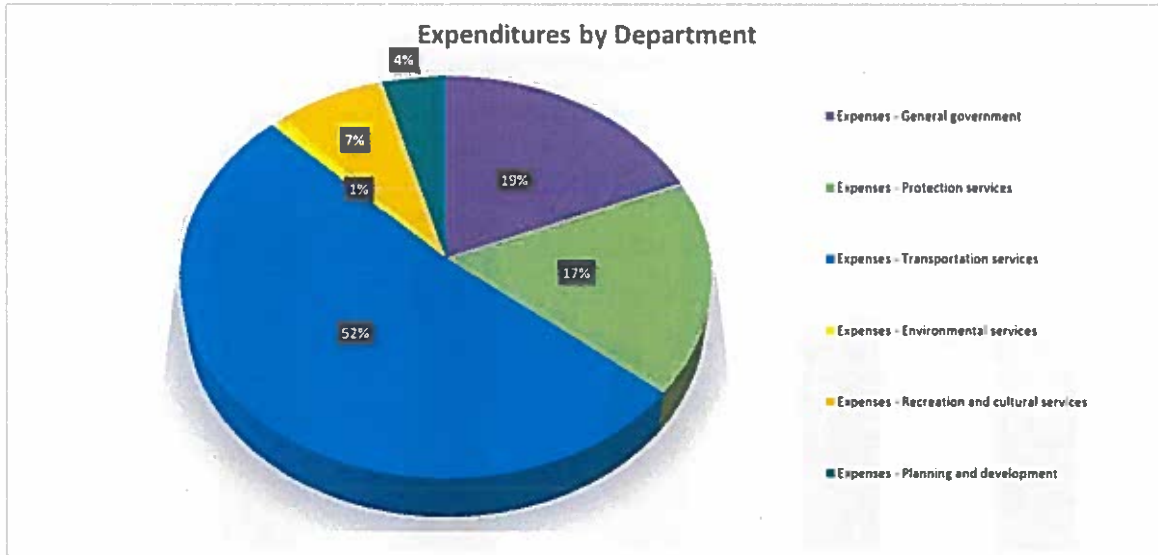
The financial statements of the trust funds of The Corporation of the Township of Melancthon are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board of CPA Canada. Significant accounting policies adopted by The Corporation of the Township of Melancthon are as follows:

(a) **BASIS OF ACCOUNTING**

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

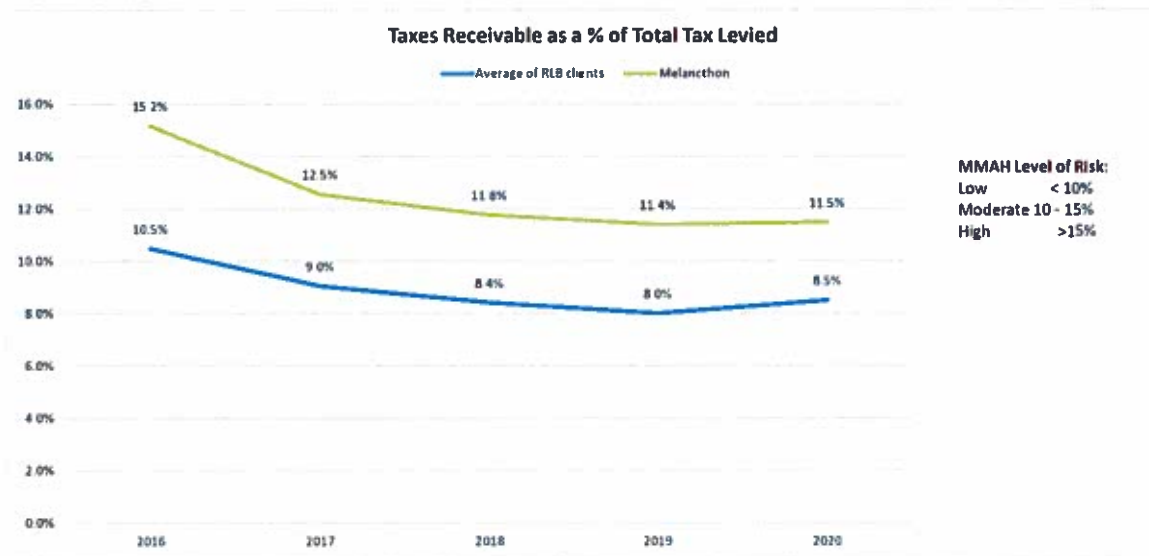
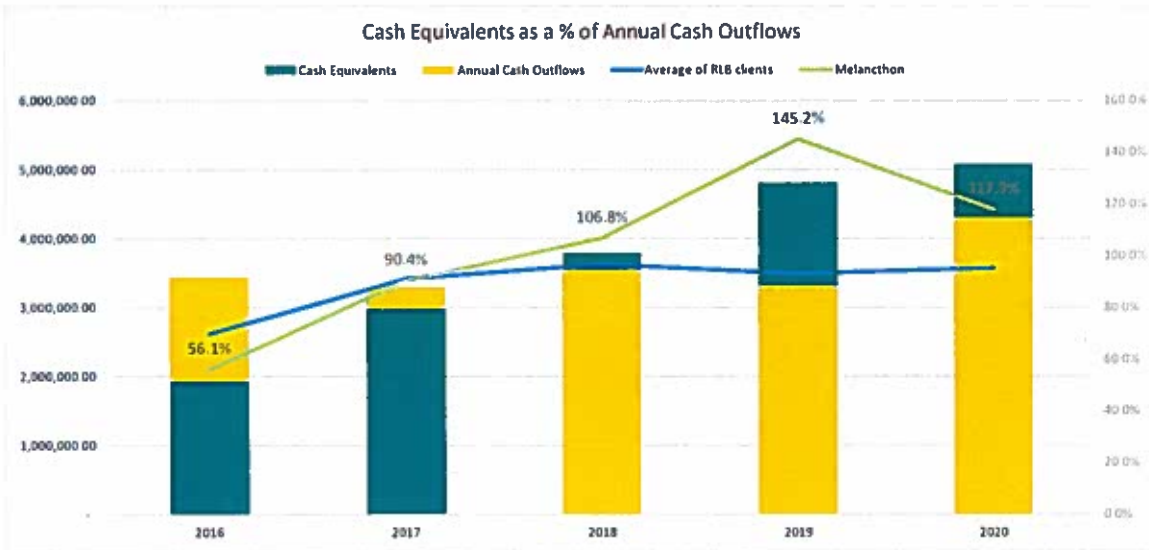
DRAFT

**The Township of Melancthon  
Summary of Key Operating Measures  
December 31, 2020**

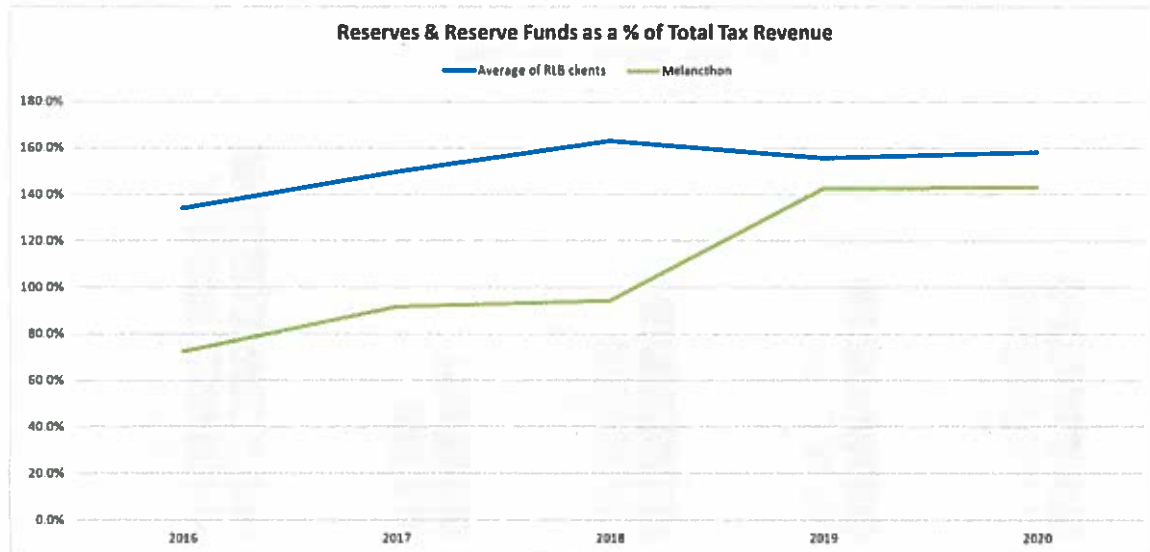
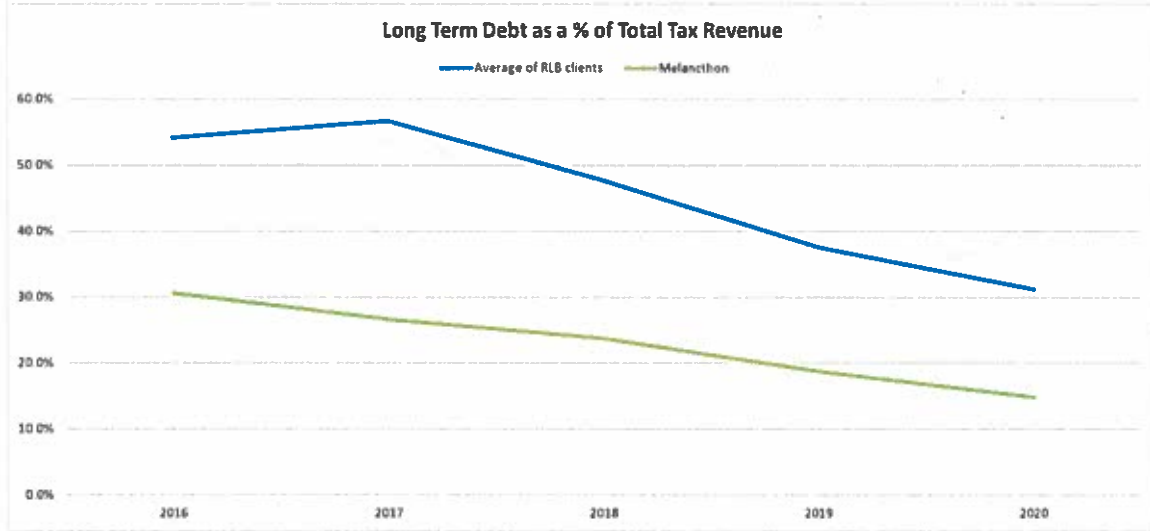


	2016	2017	2018	2019	2020
Expenses - General government	15.2%	15.2%	15.1%	18.6%	18.6%
Expenses - Protection services	21.2%	20.6%	27.0%	17.7%	17.3%
Expenses - Transportation services	54.0%	54.0%	47.3%	51.9%	51.6%
Expenses - Environmental services	1.3%	1.2%	0.2%	1.0%	1.0%
Expenses - Recreation and cultural services	4.7%	5.6%	8.0%	8.7%	7.2%
Expenses - Planning and development	3.6%	3.4%	2.4%	2.1%	4.2%

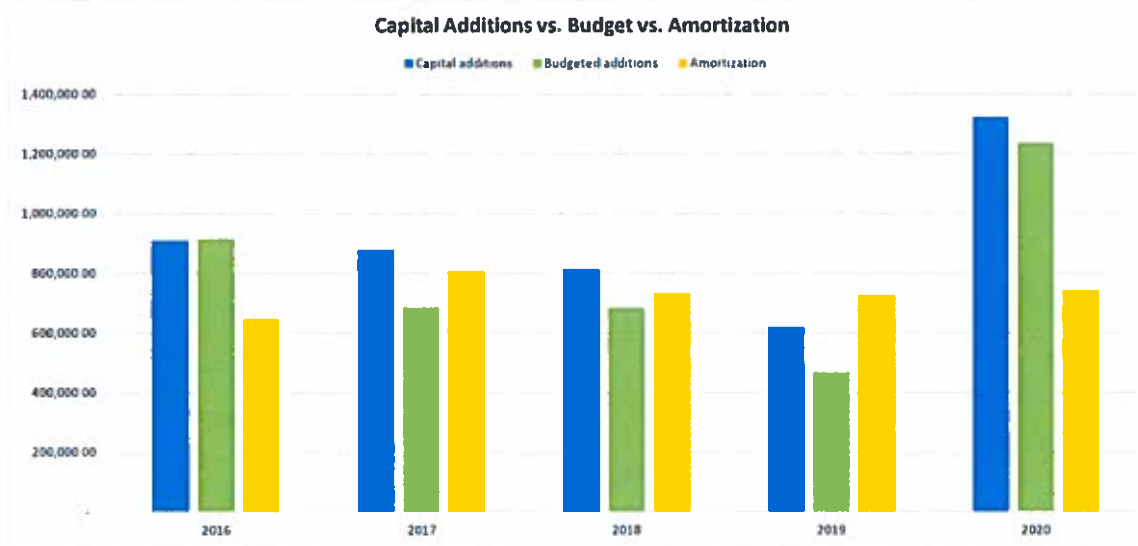
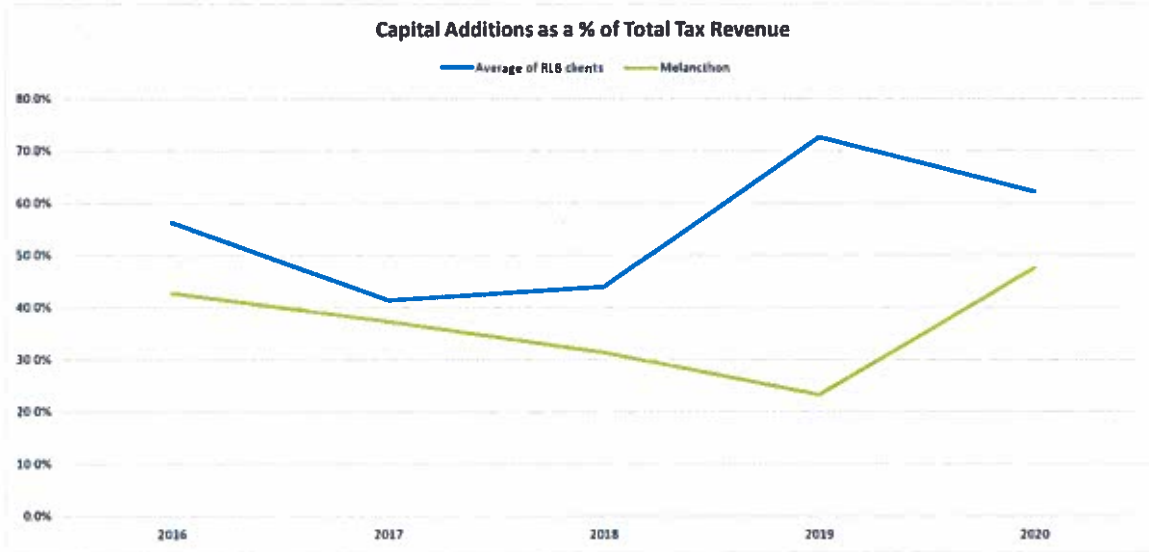
**The Township of Melancthon  
Summary of Key Operating Measures  
December 31, 2020**



The Township of Melancthon  
Summary of Key Operating Measures  
December 31, 2020



**The Township of Melancthon  
Summary of Key Operating Measures  
December 31, 2020**



The Township of Melancthon  
Summary of Key Operating Measures  
December 31, 2020

