



## **TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, MARCH 3, 2022 - 9:00 A.M.**

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Join Zoom Meeting

<https://us02web.zoom.us/j/85118748645?pwd=WmxITjFuOXIzYk9Qc3UxLzBQZUF4Zz09>

Meeting ID: 851 1874 8645

Passcode: 140883

One tap mobile

+16473744685,,85118748645#,,,,\*140883# Canada

+16475580588,,85118748645#,,,,\*140883# Canada

Dial by your location

+1 647 374 4685 Canada

+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

Meeting ID: 851 1874 8645

Passcode: 140883

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### **AGENDA**

**1. Call to Order**

**2. Land Acknowledgement Statement**

*We will begin the meeting by sharing the Land Acknowledgement Statement:*

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

**3. Announcements**

**4. Additions/Deletions/Approval of Agenda**

**5. Declaration of Pecuniary Interest and the General Nature Thereof**

- 6. Approval of Draft Minutes** – February 17, 2022 & February 23, 2022 – Special Emergency Meeting
- 7. Business Arising from Minutes**
- 8. Point of Privilege or Personal Privilege**
- 9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
  1. Submission from Shane Hall
  2. Submission from Debbie Fawcett
  3. Submission from Wendy Travis
  4. Submission from Gurpreet Sandhu
- 10. Public Works**
  1. Accounts
  2. Van Harten Surveying Inc. Quote – Plan of Survey for Grierson Street & Cedar Street (Poulton Place) Corbetton
  3. Road Safety Task Force Final Report February 2022
  4. Tender Report from RJ Burnside and Associates Limited for Bridge 11
  5. Other
- 11. Planning**
  1. Duivenvoorden Haulage Ltd. – Notice of Complete Application
  2. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Police Services Board**
- 15. Committee/Board Reports & Recommendations**
- 16. Correspondence**

#### **Board & Committee Minutes**

1. CDRC Board of Management – November 24, 2021
2. Township of Melancthon Roads Sub-Committee – December 16, 2021
3. Township of Melancthon Heritage Committee – January 12, 2022
4. Township of Melancthon Environmental Sustainability Committee – January 7, 2022
5. NDCC Board of Management – January 12, 2022
6. Shelburne Public Library – January 18, 2022

#### **Items for Information Purposes**

1. New Routes: Dufferin County Outdoor Recreation Plan
2. Ice Jam Prevention and Mitigation Info Sheet (Councillor Mercer)
3. Town of Gravenhurst Resolution regarding the Dissolution of the OLT
4. Dufferin County Forest Annual Report & Recreation Policy Review
5. Best Practices for Source Water Protection
6. Letter from Town of Mono regarding Ontario Housing Affordability
7. GRCA Municipal Levy & Budget 2022
8. GRCA Inventory of Programs & Services
9. Township of Melancthon to Terminate Emergency Declaration on March 1

#### **Items for Council Action**

1. NDCC 2021 Final and Draft 2022 Budget

2. Shelburne Public Library Board & Township of Melancthon - 2022 Library Agreement

**17. General Business**

1. Accounts
2. Notice of Intent to Pass By-law
  1. By-law to Authorize the Execution of an Agreement Between Comprint (Datafix) and Township of Melancthon
  2. By-law to Deem a Registered Plan of Subdivision, or a Part Thereof, No Longer to be a Registered Plan of Subdivision (Condition of Consent Application B3/21 - Squirrell /Hardman Consent)
3. New/Other Business/Additions
  1. Report from Sarah Culshaw, Treasurer/Deputy Clerk - Salary Report
  2. Council Vacancy Appointment Procedure – Discussion and Direction
  3. Report from Sarah Culshaw, Treasurer/Deputy Clerk – Horning’s Mills Community Hall Trillium Grant Project
  4. Policy for publishing letters/emails from residents/ratepayers in the Agenda packages – Discussion and Direction
  5. Amendment to Township Social Media Policy to include information regarding personal Facebook accounts of Council members – Discussion and Direction
  6. Inter-Municipal Working Group for the Dissolution of the CDRC and Shelburne Fire Board – choose new member for the Working Group to replace Councillor Hannon
  7. Replacement Board/Committee Council Member for the following Boards/Committees that Councillor Hannon served on: Southgate Recreation Advisory Committee, Upper Grand Watershed Committee, Shelburne and District Fire Department, Roads Sub-Committee, Environmental Sustainability Committee, Road Safety Task Force
  8. NDCC Public Member Vacancy – Update
4. Unfinished Business
  1. NEC Update from Janet Horner, Dufferin County NEC Representative
  2. Full Scale Review of Melancthon’s Participation in the North Dufferin Recreation Agreement
  3. CDRC Capital Costs – Number of Melancthon Users using the facility
  4. Township Diversity Policy
  5. Draft Budget 2022 – Capital and Operating
  6. Retaining the services of a Planner/Planning Consultant

**18. Delegations** -- None for this meeting

**19. Closed Session** – None for this meeting

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

**21. Notice of Motion**

**22. Confirmation By-law**

**23. Adjournment and Date of Next Meeting – Thursday, March 17, 2022 – 5:00 p.m.**

**24. On Sites**

**25. Correspondence on File at the Clerk’s Office**

## Denise Holmes

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**From:** Shane Hall [REDACTED]  
**Sent:** Tuesday, February 15, 2022 8:03 PM  
**To:** Denise Holmes  
**Subject:** For consideration on the February 17, 2022 Council Meeting

Dear Council,

First and foremost I appreciate each one of you for making the personal sacrifice to serve in public office. We all have opinions and beliefs but few have the courage and willingness to step forward. I encourage all those with the belief that they can do better to put your name forward and take the challenge.

For my question, it will be split into two parts.

First: Did you, as Mayor and leader of council, set a clear vision for this council which includes Goals and Direction to obtain said goals? Please post what each of these are for our community to see.

Second: As each member of council you took an oath of office. How have you, in your belief, upheld the oath you swore?

You as a collective, not individuals, are the stewards of our community. I ask that each of you reflect on what is required to hold your office. Only each of you as a collective can stop the branding of a dysfunctional group.

Shane Hall

[REDACTED]  
Melancthon, Ontario



## Denise Holmes

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**From:** debbie.fawcett [REDACTED]  
**Sent:** Wednesday, February 23, 2022 3:34 PM  
**To:** Denise Holmes  
**Subject:** fwio booking

Hi Denise as we had to cancel the Hall for the 19th of Feb for the FWIO 125th Quilt Block judging, we would like to rebook it for the 19th of March, for a few hours about 9-2ish to do the judging.

Also, as this is the **125th year since FWIO was formed** would it be possible for the Township of Melancthon Council to acknowledge this in some way, whether announcement, certificate, proclamation.... whatever... I have sent a couple of press releases to Creemore and the Free Press whether or not they will acknowledge this, is another matter. I do know that Roslyn Watkins that owns the Farmview is going to run it. She was quite excited about it.

We need to get the blocks judged and sent off to the next stage to be made into quilts, by several branches throughout Ont. The completed quilts are scheduled to be exhibited at the International Plowing Match. The IPM have donated us space in their Quilt tent for this.

After the IPM the completed quilts will be distributed back to the various Branches that quilted them and used for different Fundraising events throughout the whole Province.

We need to keep this moving in order to meet our deadline.

Thanks

Deb

Tuesday Feb 22, 2022

Ms Wendy L Travis

[REDACTED]  
Melancthon, On

To Melancthon Council: I want to apologize for my error in building my garage/loft without proper permits. It was wrong and I am sorry.

I have gotten a land surveyor to re-zone my 1/2 acre property. You told me it was zoned agricultural. The land owner of the farm South of me, had granted the 1/2 acre for use as school. The first owner (Lola Oakes) of this schoolhouse bought it from the school board. Then I bought it from Lola's estate in 2012.

What do I do now, to be able to move forward?

POP# 9.3  
MAR 03 2022

## Denise Holmes

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**From:** Gurpreet Sandhu [REDACTED]  
**Sent:** Monday, February 28, 2022 1:25 PM  
**To:** Denise Holmes  
**Subject:** Concern [REDACTED]

Hi,

Myself is Gurpreet Sandhu. I bought land in city of Melancthon, address is [REDACTED] Melancthon, ON, [REDACTED] to build a bungalow. Drawings are ready for the building. I have hired all the contractors who are going to build this house & supervisor for supervision and materials have been bought as well. I called the city office last week in process of submitting the drawings for permission. City office told me that they have no planner to pass the drawings since the previous planner quit the job.

Now, My issue is if I don't get building permit in next 2-3 months. I am going to lose money due to project delays. Contractors will move on to their next project and I have to wait until they get free from other projects which will delay further my project putting me in loss. How city can justify my loss when it's city's responsibility to hire new planner so work gets going.

Thank you,  
Gurpreet Sandhu

**NOTICE OF A COMPLETE APPLICATION  
FOR AN OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT**

**RECEIPT OF COMPLETE APPLICATION**

**TAKE NOTICE** that the Township of Melancthon has received a complete application from Duivenvoorden Haulage Ltd. (DHL) to amend the Township's Official Plan and Municipal Zoning By-law 12-79. The application affects lands located in Part of East Half of Lot 13 and the East Half of Lot 14, Concession 4 O.S, (4<sup>th</sup> Line) in the Township of Melancthon (see attached Key Map). The purpose of the applications are to redesignate and rezone lands for the purpose of expanding existing pit operations currently utilized by DHL.

**AND PURSUANT** to Section 34 (10) of the Planning Act, the application file is available for review at the Municipal Office. Please visit the Township's website or contact the Clerk to arrange to review this file.

**DETAILS OF THE APPLICATION FOR OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT**

The purpose of the proposed amendments is to redesignate and rezone lands having a land area of approximately 44.55 hectares (110.2 acres) located in Part of Lots 13 and 14, Concession 4, O.S (4<sup>th</sup> Line O.S) for the purpose of opening a new mineral aggregate (pit) operation to the north of the existing DHL pit operation.

This application will also be subject to an application under the Aggregate Resources Act (ARA) to obtain a license for a Class A, Category 3 gravel pit.

The applications are accompanied by the following studies and reports which are available for review on the Township's website or by attending the Township office:

1. Natural Environment Level 1 & 2 Technical Reports
2. Hydrogeological Assessment Level 1 & 2
3. Noise Impact Study
4. Stage 1, 2 and 3 Archaeological Assessment
5. Agricultural Impact Assessment
6. Planning Justification Report
7. Traffic Review
8. Stormwater Management Brief
9. ARA Site Plans (Existing Conditions, Operation and Rehabilitation)

**ADDITIONAL INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATIONS**

A key map showing the land to which the proposed amendments apply is provided on this notice.

A public meeting will be held on these applications in accordance with Planning Act requirements to allow interested parties with appropriate time to review the applicant's studies and reports. Notice of the public meeting will be provided in a similar manner to this Notice.

If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon in respect to the proposed amendments, you must submit a written request (with forwarding addresses) to the Clerk of the Township of Melancthon at 157101 Highway 10,

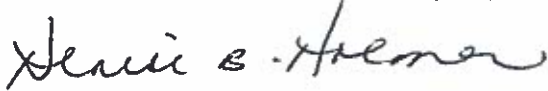
*Plan # 11.3*  
MAR 03 2022

Melancthon, Ontario, L9V 2E6, email - [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca). Members of the Public with specific questions about the applications may also contact Mr. James Hunter, Planner for DHL at (705) 812-3281.

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendments are approved, the person or public body is not entitled to appeal the decision of Council to the Ontario Land Tribunal.

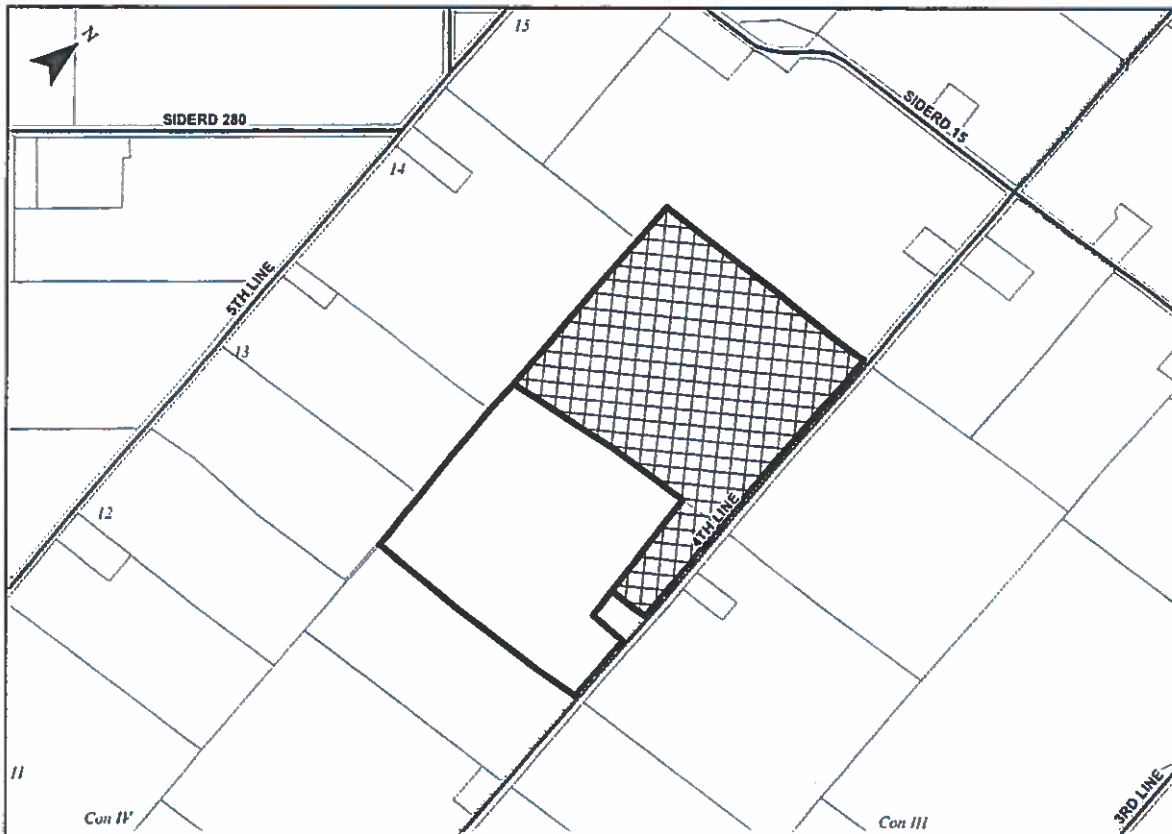
If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendments are approved, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Mailing Date of this Notice: February 16, 2022



Denise B. Holmes, CAO/Clerk - Township of Melancthon

**LANDS SUBJECT TO APPLICATIONS FOR  
OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT**



-  Lands subject to applications for official plan and zoning by-law amendment
-  Existing DHL Pit

**Township of Melancthon**

157101 Highway 10, Melancthon, ON L9V 2E6

Phone # 519-925-5525

February 14, 2022  
luke.wilcox@vanharten.com

[Sent via email to: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)]

**Re: Request for Quote – Plan of Survey**  
**Grierson Street & Cedar Street, Corbetton**  
**Grierson Street & Cedar Street, Registered Plan 2**  
**PIN 34152-0028 & 34152-0029**  
**Township of Melancthon**  
**County of Dufferin**

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Thank you for the opportunity to provide you with an estimate for the above-mentioned property.

**Scope and Mandate**

As per your request and the instructions provided it is understood that you are interested in confirming the boundaries of Grierson Street and Cedar Street in the Village of Corbetton. Accordingly, our services will include preparation of a Plan of Survey. Our survey will display the location of the boundaries of the two right of ways and other relevant features such as fences and buildings along the boundaries. Please note that we will not be confirming the sideline boundaries that intersect the right of ways. Below is a breakdown of our services and their fees.

**Plan of Survey (± \$6,000 - \$8,000 plus Disbursements and applicable HST):**

- Comprehensive research of LRO title documents, search for survey records, and checking for easements
- Field work to retrace the limits of the subject lands including finding, verifying, or re-setting survey monuments as required. Measuring the position of existing fences and any other structures along the boundaries.
- Survey Technician to process field data, undertake calculations, and prepare Plan of Survey.
- Administration, plan checking, and overall management by an Ontario Land Surveyor.

**Disbursements**

Please note that all fees are subject to disbursements and HST. Disbursements are typically **10%** of our overall bill. Disbursements may include, but are not limited to, mileage, record search, survey markers, Registry Office fees, hard copies and purchasing of required survey plans from other firms. A full list of possible disbursements is included in our fee schedule attached to this quote.

572 Weber Street North, Unit 7  
Waterloo ON N2L 5C6  
519-742-8371

Elmira, ON  
519-669-5070

423 Woolwich Street  
Guelph, ON N1H 3X3  
519-821-2763

660 Riddell Road, Unit 1  
Orangeville, ON L9W 5G5  
519-940-4110

Collingwood, ON  
249-499-8359

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[www.vanharten.com](http://www.vanharten.com)



### Timing

We note that our expected turnaround time for the Plan of Survey with Topography is approximately 8 to 9 weeks.

### Deliverables

Deliverables include PDF and AutoCAD copies of the Plan along with hard copies as requested.

### Notes and Conditions

- a. The above fees are only an estimate, and our final invoice will be based on our hourly rates which I have attached for your reference. In the unlikely event that our costs rise above our estimate we will contact you immediately to discuss the issues behind the cost overrun.
- b. Our fees are due and payable at delivery of our survey results.
- c. All fees are subject to 13% HST.
- d. This quote is valid for one month from today's date.

We thank you for the opportunity to provide you with this fee estimate and trust that it is satisfactory for your review and consideration. Please feel free to contact me if you have any questions, comments, or concerns.

Yours truly,

Luke G. Wilcox, O.L.S.  
Van Harten Surveying Inc.

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Authorization to Proceed – Please print name, sign, date, and email to our office

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[www.vanharten.com](http://www.vanharten.com)

R.P. Magahay, B.A.    J.E. Buisman, B.F.S., B.Sc., O.L.S.    R.M. Mak, B.Sc., O.L.S.    J.M. Laws, B.Sc., O.L.S.    J.M. Duffy, P.Eng



**Van Harten**  
SURVEYING & ENGINEERING

LAND SURVEYORS and ENGINEERS

## SERVICE RATES 2022

<b>Services</b>	<b>Hourly Rate</b>
Ontario Land Surveyor	\$190
Senior Professional Engineer	\$190
Senior Technologist	\$135
Senior Technician	\$110
Junior Technician	\$90
AutoCAD Technician	\$100
Field Crew with Total Station and/or GPS equipment (1 person)	\$175
Field Crew with Total Station and/or GPS equipment (2 person)	\$250
Field Crew with LIDAR scanning Total Station (1 person)	\$350
<b>Disbursements</b>	<b>Per Unit</b>
Administration	\$70/hr
Mileage (\$20/day minimum)	\$0.60/km
Marker	\$2/ea
Stakeout Pin	\$5/ea
IB or PB	\$10/ea
SSIB	\$20/ea
SIB	\$25/ea
Extra for ATV use	\$400 per day
Printing	\$5/print
Printing (full colour aerial photography)	\$10/print
AOLS Sticker	\$25/ea
Basic Research Fee (Projects may incur additional research fees)	\$100
Courier (overnight)	\$30/ea

572 Weber Street North, Unit 7  
Waterloo ON N2L 5C6  
519-742-8371

423 Woolwich Street  
Guelph, ON N1H 3X3  
519-821-2763

660 Riddell Road, Unit 1  
Orangeville, ON L9W 5G5  
519-940-4110

Elmira, ON  
519-669-5070

Collingwood, ON  
249-499-8359

[www.vanharten.com](http://www.vanharten.com)



## Denise Holmes

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**From:** James McLean  
**Sent:** Friday, February 25, 2022 7:38 AM  
**To:** Denise Holmes; Darren White; David Besley; Margaret Mercer  
**Subject:** Road Safety Task Force Final Report  
**Attachments:** Road Safety Task Force - Final Report - February 2022.pdf

Hello,

Attached, please find the Road Safety Task Force final report. Please include it in the next Council package.

Thanks,

James



TOWNSHIP OF  
**Melancthon**

## **ROAD SAFETY TASK FORCE**

**FINAL REPORT  
FEBRUARY 2022**



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# A CALL TO ACTION FROM TASK FORCE MEMBERS

In the fall of 2021, the Township of Melancthon established the Road Safety Task Force in response to growing public concern about speeding and unsafe driving. The Task Force’s mandate is to work with the public to identify suitable traffic calming options that can be deployed across the Township.

This report consolidates feedback from members of the public who shared personal experiences with dangerous driving in Melancthon. The Task Force used these public input – as well as data, a community survey, and research – to identify practical solutions to unsafe practices on the roads. This report recommends that Council take a strategic approach that balances awareness activities, enforcement and traffic calming options. These measures should be phased in and assessed over a three-year period. The Task Force encourages Council to act on the recommendations as soon as possible.

Of course, it is important to acknowledge that elected officials cannot address safety issues alone.

All residents must do their part: from respecting the rules of the road and encouraging neighbours to slow down, to continuing to share personal experiences with Council and police. Melancthon may never fully eliminate unsafe driving. However, taking a community-driven approach – one where all residents are invested in changing the culture around driving – will make it possible to make Melancthon’s roads safer than they are today.

The Task Force wishes to thank all residents who participated in the public engagement sessions and survey. Your insights helped clarify the issues and to identify potential solutions. The Task Force would also like to thank former-Councillor Wayne Hannon for his contribution to this initiative.

Sincerely,

**James McLean**  
Councillor

**Margaret Mercer**  
Councillor



# ABOUT THE TASK FORCE

The Road Safety Task Force was created through a motion of Melancthon Council in October 2021. The purpose of the Task Force has been to investigate and recommend strategies for road safety throughout the Township.

## VISION FOR MELANCTHON ROADS

A vibrant community where citizens feel safe and secure on Township roads.

## PRINCIPLES TO GUIDE DECISION-MAKING

1. The community's concerns are real and pressing – Council must find ways to address them;
2. There is no "Silver Bullet Approach" to addressing road safety issues. Multiple options will need to be implemented together and over time as part of a broader strategy;
3. Melancthon needs to maintain flexibility and use options where they make sense. One option may work for one area of the Township (e.g., hamlets) but not in another (e.g., rural roads), and;
4. Council must select traffic calming options that are evidence-based, practical, and reflect community feedback.



## SCOPE OF THE TASK FORCE'S WORK:

This report consolidates information gathered through results of meetings, public consultations, and an online community survey. The reporting period is October 2021 to February 2022.

## LIMITATIONS:

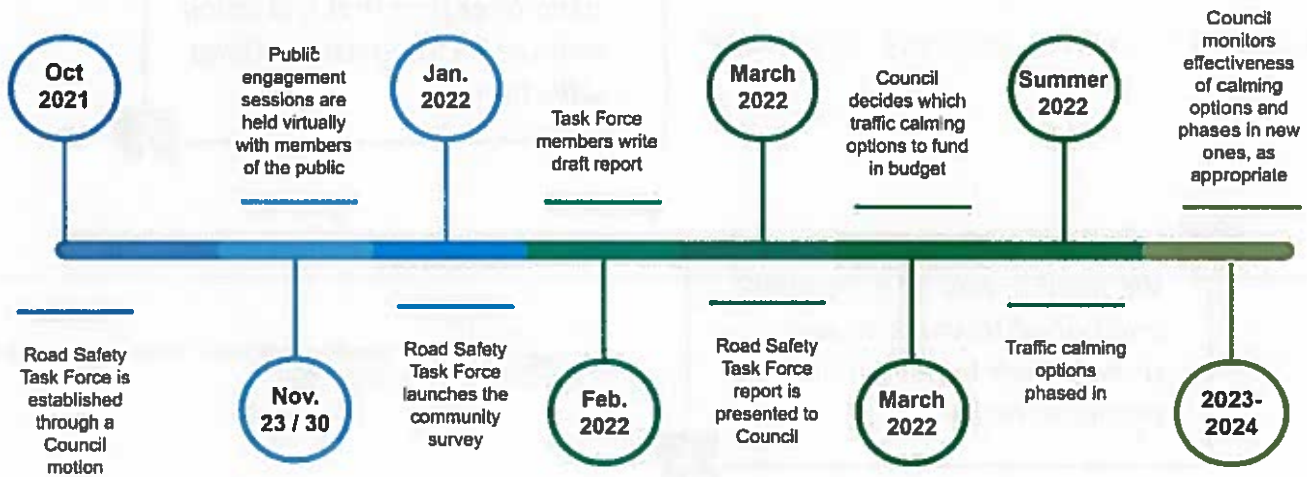
Some limitations of the Task Force's work include compressed timelines and challenges reaching residents during the pandemic. All engagement and communication took place online.



**RESEARCH METHODOLOGY:**

- Four Task Force meetings were convened between October 2021 and January 2022. Those who participated in these discussions included councillors, community members, and representatives from the Police Services Board.
- Two public engagement consultations were held to gather qualitative data. The information collected was experiential from the perspective of residents.
- The Task Force launched a survey that collected responses from 109 members of the community in January and February 2022. While the Task Force was pleased with the community feedback, 109 responses represent only a small percentage of the overall population. As such, the survey serves as one resource among others to help inform the Task Force’s recommendations. The survey results are included as an appendix in this report.

**ROAD SAFETY TASK FORCE TIMELINE:**



# THE ISSUE: UNSAFE DRIVING IN MELANCTHON

***We can't be afraid to spend money to address this problem. After all, what is the cost of a life?\****

CTV News Barrie

BARRE | News

Serious collision in Melancthon sends woman to trauma centre in critical condition

CTV News Barrie

Two people injured in crash near Melancthon

***If we reduce speed limits, we need to ensure that it is being enforced. Otherwise, nothing will change.***

***We need to educate the public and out-of-towners on the threats their behaviour is posing to residents.***

Global NEWS

BARRE

OPP investigating fatal head-on car crash in Melancthon, Ont.

By Daina Goldfinger • Global News  
Posted: June 11, 2019 5:21 PM

CTV News Barrie

BARRE | News

Child killed in collision on Hwy. 89 in Melancthon Friday

***If we don't do something, more people are going to get hurt and killed.***

Between 2016 and 2021, Dufferin County's population grew by 7.3%.<sup>1</sup> This region's expanding population – as well as growth in surrounding municipalities – has brought increased traffic and safety issues, including: speeding, tailgating, and aggressive driving.

In fall of 2021, the Dufferin County O.P.P. reported that traffic tickets issued by September 2021 were up 163% compared to all of 2020.<sup>2</sup>

Furthermore, during the Task Force's public engagement sessions residents shared personal stories about the dangerous activities they've seen on Melancthon roads. Residents talked about:

- Motorists driving at "incredible speeds" up Main Street and on River Road;
- Vehicles nearly colliding with horse and buggies that were carrying children;
- Pedestrians fearing for their safety;
- Vehicles creating significant noise pollution;
- Increased dust and stones being projected on gravel roads due to speeders;
- Large trucks using roads that are not meant for heavy loads, and;
- School buses being passed by speeding cars while young kids are still boarding.

Given these stories, it is perhaps unsurprising that 82% of survey respondents indicated that they were concerned about road safety in Melancthon.

The message from the community was clear: the status quo is no longer acceptable.

Before this report examines available traffic calming options, it's important to acknowledge that it will not be possible to stop every speeder or prevent every collision.

But that doesn't mean the Township can or should do nothing.

A coordinated approach – supported by data, monitoring, and community engagement – has proven effective in reducing instances of dangerous driving in other municipalities.

It can work in Melancthon as well.



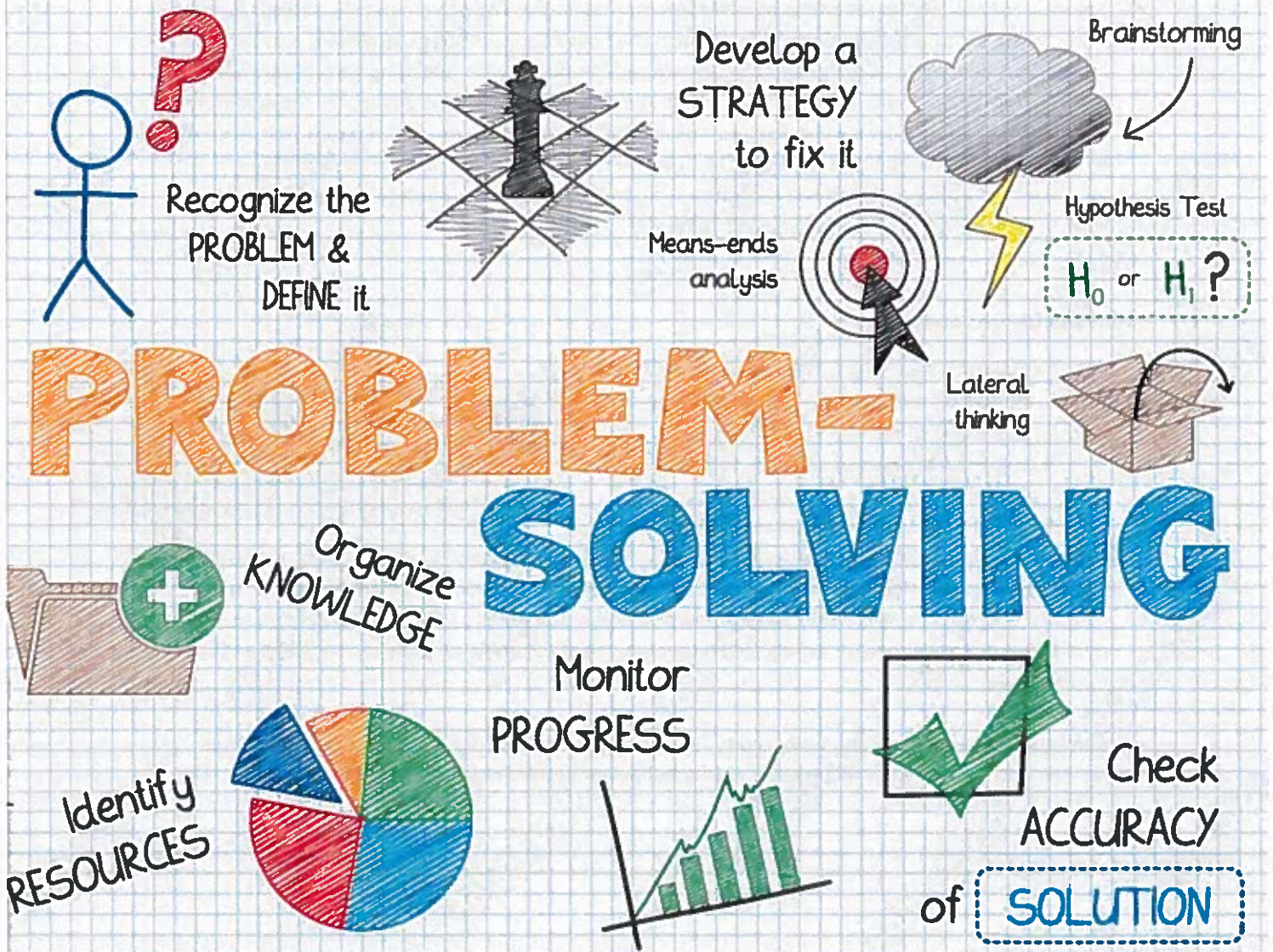


# TRAFFIC CALMING OPTIONS

TABLE 1: AN OVERVIEW OF TRAFFIC CALMING OPTIONS THAT WERE CONSIDERED

MEASURE		Location Suitability	
		Rural Roads	Hamlets
Vertical Deflection	Speed Humps		<input checked="" type="checkbox"/>
Roadway Narrowing	Pedestrian Zone Signs		<input checked="" type="checkbox"/>
Pavement Marking	Rumble Strips	<input checked="" type="checkbox"/>	
Education and Enforcement	Road Safety Awareness & Monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Radar Speed Signs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Black Cat Radar/Digital Speed Signs/Road counters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Community Safety Zone Designation	<input checked="" type="checkbox"/>	<i>*Hamlets are already designated as Community Safety Zones</i>
	Automated Speed Enforcement cameras	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	Stop Lights	<input checked="" type="checkbox"/>	

# ROAD SAFETY AWARENESS & MONITORING



# Introduction

Information is a powerful tool for action. Council and staff will depend upon data and public feedback to understand the issues, identify problem areas, track progress, evaluate interventions, and inform decisions. But the Township can also use information to inform and adjust behaviour. Raising the profile of dangerous driving – through awareness and education campaigns – can help encourage the community to take responsibility for their own actions on the road.




## CONSIDERATIONS

### Internally-focused awareness

- **Tracking road safety issues and evaluating interventions:** The Township currently collects data on traffic volume and is provided statistics through the Police Services Board. However, a coordinated approach is needed to pull together all information – traffic volume, speeding data, police data, public complaints – to identify the areas where speeding and dangerous driving are most common. This coordinated approach will help to establish baseline data that can be compared year-over-year to assess the effectiveness of solutions the Township implements. By keeping track of this information, Council and staff will be better positioned to monitor conditions on the road and to assess whether interventions are having an impact.

### Externally-focused awareness

- **Public Awareness Campaign:** The Township could use various methods – including its social media accounts, newsletters, Mail Chimp, radio interviews, its digital sign, “SLOW DOWN” lawn signs, etc. – to appeal to drivers to reduce their speed and drive safely. MADD Canada has achieved incredible success with changing perceptions about intoxicated driving. Similarly, adjusting attitudes towards speeding and stunt driving will be essential for addressing road safety issues. One option Melancthon may wish to consider is partnering with other Dufferin municipalities and private sector partners on road safety public awareness campaigns. Taking a collaborative approach could magnify the message and reach more people.

 **COST PER MEASURE**  
~\$40 – \$70 per lawn sign  
(Signs could be made free to the public or a small fee [e.g., \$10] could be charged to help with the expense)

- **Community Watch program:** Community Watch is a free resident-led program that encourages residents to be aware of and report unlawful behaviour in their neighbourhoods to the police. This



initiative empowers citizens to be alert and aware of suspicious or dangerous behaviour on behalf of others: Neighbours looking out for one another.

- **Police Services Board:** Nearly 48% of the Task Force survey's respondents indicated that they didn't understand the role of the Police Services Board (PSB). More than one-third (36%) didn't realize that Melancthon had a PSB. Since the public feel strongly about the role of police in the community, the PSB may wish to raise awareness of its role, responsibilities, and how the public can participate in meetings.

**RECOMMENDED**



- The Task Force recommends that the Roads Sub-Committee establish a data-driven process to monitor traffic issues and evaluate the traffic calming measures that are implemented. The findings should be presented to Council regularly in order to help guide decisions and track progress over time.
- The Task Force recommends that Melancthon launch the "SLOW DOWN" lawn sign campaign where residents can pick up signs from the Township Office.
- The Task Force recommends that Melancthon partner with other municipalities and organizations to launch a public awareness campaign focused on unsafe driving. The campaign could use various methods (e.g., news letter, emails, social media, radio, digital sign, a lawn sign campaign, posting signs in prominent locations, etc.) to reach as many people as possible .
- The Task Force recommends that the Township work with the Dufferin O.P.P. to share information with the public on how to initiate a Community Watch program.
- The Task Force recommends that the PSB try to raise awareness of its roles, responsibilities and public participation opportunities.

# Community Safety Zones



## Introduction

A Community Safety Zone designation allows municipalities to lower speed limits and increase fines on a stretch of road where unsafe driving has created a public safety concern. Community Safety Zones must have signs to inform motorists that fines are double for speeding and dangerous driving. All other “rules of the road” remain the same.

Ontario municipalities typically locate Community Safety Zones in areas with a larger residential presence (i.e., a grouping of homes) and/or where there has been a history of speeding or reckless driving. In Melancthon, for example, sections of the 3<sup>rd</sup> Line have been designated as a Community Safety Zone and the speed limit has been reduced from 80 km/h to 60 km/h. Melancthon’s three hamlets – Riverview, Corbetton and Horning’s Mills – are also designated as Community Safety Zones with a speed limit of 40 km/h.



*“The council of a municipality may by by-law designate a part of a highway under its jurisdiction as a community safety zone if, in the council’s opinion, public safety is of special concern on that part of the highway.”*

- Highway Traffic Act, section 214.1 (1),  
<https://www.ontario.ca/laws/statute/90h08#BK366>



### CONSIDERATIONS

- This option will require “buy-in” from those living in areas identified as potential Community Safety Zones. The Township will need to engage residents on which roads should be designated prior to moving forward.
- Studies have indicated that reduced speed limits on lower-volume roads “produces statistically significant speed decreases.”<sup>3</sup>

- Slower speed limits, if enforced by the O.P.P., could reduce traffic volumes on roads owned by the Township. This could lead to a series of benefits, including: fewer drivers and speeders, reduced dust on gravel roads, reduced wear-and-tear on Melancthon roads, etc.
- Reducing the speed limit from 80 km/h to 70 km/h may not make a significant difference on driving behaviour. A reduction to 60 km/h may see better results.
- The travel time for local residents would increase due to the slower rate of speed on affected roads.
- The Township would incur some costs to change the signage on rural roads. However, costs could be spread out over time by rolling out more Community Safety Zones gradually over a three- or five-year period.
- Approximately one third of those who responded to the Road Safety Taskforce Survey indicated that they would support lower speed limits. This suggests that there is support for this idea in the community that can be explored through further engagement.
- 2019 data indicates that the 2<sup>nd</sup> Line SW, 4<sup>th</sup> Line (between Hwy 10 and County Road 17) and 5<sup>th</sup> Side Road (between County Road 124 and 3<sup>rd</sup> Line) all have higher-than-average traffic volume.<sup>4</sup> Stretches of these roads could be candidates for lower speed limits.
- Slower speed limits may discourage some drivers from using Township roads as shortcuts if they are able to travel faster on county and provincial roads. This outcome would align with the Township's *Road Management Plan's* goal of shifting "external drivers" to use upper-tier roads.<sup>5</sup>



#### COST PER MEASURE

- \$145 for each new speed limit sign/Community Safety Zone sign and hardware.
- Total cost would depend on the length of road to be designated as a Community Safety Zone



#### APPROPRIATE LOCATIONS

- Should be located on stretches of road where there are road safety concerns from residents and/or a history of collisions and speeding.
- Only applicable on rural roads (Hamlets are already designated).

**RECOMMENDED**



- The Task Force Recommends that the Township establish a process to determine where Community Safety Zones could reduce dangerous driving and higher-than-average traffic volume. Such a process could include three components: Assessing AADT and speeding data; reviewing complaints received from the Township and O.P.P., and engaging the public on where to locate Community Safety Zones.

- The Task Force recommends that the Township gradually expand the use of Community Safety Zones in Melancthon, based on data, complaints and public engagement.
- It is recommended that the Township clarify for residents how they can share their road safety concerns. This could include continuing to promote the O.P.P.'s non-emergency phone number on Township news letters and communications, and to encourage residents to share their concerns directly with Council/staff.



# Rumble Strips



## Introduction

Transverse rumble strips (also called in-lane rumble strips) are used to warn drivers in rural areas that they are approaching a stop sign. The strips typically consist of grooves cut into the road surface that provide a tactile and audible warning to drivers as they drive over them.

This option is considered a low cost and low maintenance tactic to mitigate instances where people drive through stop signs. Rumble strips are situated at various locations throughout Dufferin County, including at the corner of County Road 17 and County Road 19 ("Prince of Wales Road") and on Mono-Amaranth Townline (south of County Road 10).



### APPROPRIATE LOCATIONS

- Rumble strips can only be located on pavement so this option is not applicable to gravel roads.



### CONSIDERATIONS

Rumble strips have been shown to:

- Capture drivers' attention;
- Reduce speed leading up to a stop sign
- Lower the likelihood that people will drive through stop signs
- Have low cost installation/low maintenance

It is important to note that rumble strips may also be noisy for some residents living in close proximity to them.

Based on traffic count volume data from 2019, it appears that there are *at least* five locations that the Township might consider for rumble strips:

- 5<sup>th</sup> Side Road and County Road 124 (west side of intersection)
- 3<sup>rd</sup> Line and County Road 17 (north and south of intersection)
- 2<sup>nd</sup> Line and Highway 89 (north west of intersection)
- 2<sup>nd</sup> Line and 260 Sideroad
- 4<sup>th</sup> Line NE/County Road 2 and County Road 9 (south of intersection)

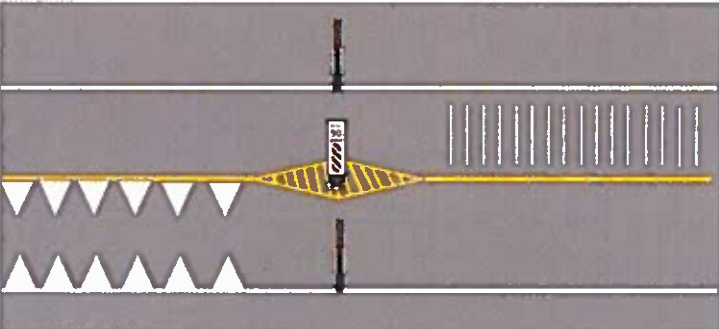
RECOMMENDED



The Township should use traffic count volume data and collision data from the O.P.P. to determine where best to place rumble strips.



# Pedestrian Zone Signs



## Introduction

Pedestrian Zone Signs are flexible, plastic signs that are installed on pavement to narrow the street and force vehicles to slow down. Typically, two pedestrian zone signs are installed at the edges of the road and one sign is installed in the centre of the road. The ideal distance between the middle sign and the signs on the side of the road is 3 meters, but it varies by need. Road paint is often used in conjunction with signs to warn drivers to slow down (see previous page).

When struck by a vehicle, the pedestrian zone signs fold up on impact and then return to their initial position. According to Quebec-based manufacturer, Develotech, these signs can withstand “impact at 80 km/h from different types of vehicles (buses, firetrucks, trucks, cars, etc.).”<sup>6</sup> The signs can be anchored to the ground each spring and removed before winter.

Other municipalities appear to be using Ped-Zone signs with great success. For example, the Region of Peel installed signs in a few locations in 2021. According to a manager of the Peel Roads Department, local farmers were initially concerned that signage located on the road would limit their use of the street. However, tractors are able to drive over the signs without damaging them and Peel has not received any complaints from farmers after signs were installed.



### APPROPRIATE LOCATIONS

- Residential areas with paved roads
- Level roads where drivers can clearly see them upon approach



### COST PER MEASURE

\$400 per set + \$145 per warning sign notifying motorists of P.E.D. signs



## CONSIDERATIONS

### Pedestrian Zone Signs:

- Reduce car and truck speed;
- Are relatively cost-effective (~\$400 for one set of three signs) and are relatively low maintenance;
- Do not impede farm/emergency vehicle traffic;
- Work best when installed in a series (e.g., 3 sets of Pedestrian Zone signs spread out over 100 metres);
- Work best when combined with road painting;
- Can be installed in the spring and removed in the fall;
- May not reduce the speed of motorcycles;
- Can include custom information printed on the signs (e.g., pedestrian crossing, speed limits, etc.), and;
- Should be located where the road is level.



- The Task Force recommends that the Township purchase and install Pedestrian Zone Signs in Horning's Mills on one-year pilot basis.
- It is recommended that Melancthon purchase nine sets of signs (estimated cost: ~\$3,600) and locate them in three locations:
  - Main Street (just south of the Horning's Mills Park;
  - Just north of the Main-Mill Street intersection; and
  - On Mill Street/River Road at the entrance into Horning's Mills.\*
- Using existing data collection tools, the Township should record speeds on Main Street and Mill Street/River Road before and after installation of the Pedestrian Zones Signs to assess whether they are having an impact on speeding. Data collected by Digital Speed Signs on Main Street in 2020-21 can also be used as baseline data.
- Should the pilot be successful in reducing speed, it is recommended that the Township install signs in Corbetton and Riverview in 2023.

*\*If this option is pursued, manufacturers will travel to Melancthon to assist the Roads Department with identifying the most ideal location and with installation.*





# Speed Humps

## Introduction

Speed humps, sometimes called road humps, are often used on residential streets or connector roads where traffic flows smoothly but excessive speed threatens pedestrians.

Playground and school zones often use speed humps as part of their traffic management plans. Whereas speed “bumps” are more common in parking lots and reduce car speed to 3-15 km/h to avoid vehicle damage, speed humps raise the car in a more gradual fashion and force motorists to reduce their speed to a more moderate rate (16-25 km/h).



### APPROPRIATE LOCATIONS

- Speed humps can only be installed on level, and paved roadways;
- Best suited for hamlets or areas with higher residential density



### COST PER MEASURE

\$1,000 – \$5,000  
(Physical speed hump, signage, pavement markings, polling)



## CONSIDERATIONS

Speed humps:

- Are effective in reducing speed for cars, trucks and motorcycles;
- Must be accompanied by signage wherever they are installed;
- Can be installed in the spring and removed in the fall if rubber humps are purchased. This option would mean that snowplows would not be impeded during the winter months;
- May lead some motorists to slow down for the speed humps but accelerate quickly between them; and
- Are not favoured by emergency vehicles (one speed hump can add up to 10 seconds to a response time).<sup>7</sup>

RECOMMENDED



- It is recommended that the Township use Pedestrian Zone Signs, rather than speed humps, due to the latter's impact on emergency vehicles.
- Should Melancthon wish to purchase speed humps, consultation with the Township's engineer and insurance provider would help identify the most appropriate locations.

# Paving and Widening Roads





## Introduction

Melancthon is a rural community with a vast network of roads. In 2019, A.J. Burnside & Associates completed its *Road Management Plan (RMP)* to inform Council’s decision-making on how to maintain and improve the Township’s gravel and paved roads. To inform the Plan, Burnside conducted a series of analyses to support its conclusions, including:

- Assessing all existing hardtop roads and a select-list of gravel roads;
- Analyzing current road conditions;
- Reviewing potential surface type upgrades or downgrades for select roads;
- Completing ten-year road capital and maintenance improvement plan; and
- Conducting an analysis of the long-term (20-year) capital and maintenance budget requirements.<sup>8</sup>

In completing this work, Burnside also used various methods – including AADT and engineer field reviews – to support their analysis.

The RMP lays out a multi-year blueprint for the improvement, maintenance and management of Melancthon’s roads. Using evidence and expert insight, the Plan specifies the roads and bridges that the Township should prioritize for maintenance and improvement.

Among its findings, the RMP indicated that none of the existing gravel roads should be upgraded to hardtop surfaces and that some paved roads with lower AADT should be reverted back to gravel.<sup>9</sup> The RMP does not assess whether roads should be widened.

Despite the utility of the RMP, some in the community have voiced understandable concerns with some of its conclusions. For example, residents have shared that gravel roads create road safety concerns, including: flying stones, increased dust, and muddy driving surfaces that reduce tire traction. Many also cite the high cost of grading, controlling dust and replacing gravel as a reason to upgrade roads to hardtop, though the RMP indicates that these costs are lower compared to paved roads.<sup>10</sup>

The width of Melancthon’s roads has also become a hazard for the Township’s growing Mennonite population. Increased horse and buggy traffic on narrow roads has led to a series of near-collisions that have been well documented. This has led many residents to call on the Township to pave and widen Melancthon’s remaining gravel roads. Approximately 27% of respondents to the Road Safety Task Force survey indicated that they would prioritize paving and widening shoulders as an option to improve road safety.



### **COST PER MEASURE**

Varies by project

- ~\$650,000 for the 4<sup>th</sup> Line NE;
- ~\$1.1M for the 5<sup>th</sup> Line from County Road 17 to County Road 21



#### APPROPRIATE LOCATIONS

- The Road Management Plan identifies roads that should be prioritized for resurfacing due to various factors, including traffic volume.
- In addition to the RMP, certain roads (e.g., 4<sup>th</sup> Line NE and 5<sup>th</sup> Line) have been identified by residents and some members of Council as deserving priority.



#### CONSIDERATIONS

- The RMP has identified the 5<sup>th</sup> Line as a road that should be returned to a hardtop whenever the budget allows.
- The 5<sup>th</sup> Line has currently been reverted to gravel due to the end of the hardtop's lifecycle. County Road 21, which intersects with the 5<sup>th</sup> Line, is currently under construction by the County of Dufferin Roads Department. Fully-loaded dump trucks associated with the construction are using the 5<sup>th</sup> Line, making it an unsuitable time to pave the road. The dump trucks are expected to cease their use of the 5<sup>th</sup> Line in late Summer 2022.
- If Council decides to pave 5<sup>th</sup> Line and/or 4<sup>th</sup> Line NE, it could increase traffic volumes and speeding on these roads. In that situation, Council could reduce the speed limit from 80 km/h to 60 km/h to address the likely increase in speeding and dangerous driving.
- Paving and/or widening the Township's roads would:
  - Eliminate the primary issues associated with gravel roads (e.g., dust, flying stones, mud, etc.);
  - Make it easier for Melancthon's Mennonite population to use the roads with greater safety; and
  - Require significant capital investments; without additional provincial grants, the Township would have to cover these expenditures through a mix of spreading the timeline of paving roads (or sections of roads) over many years, using into municipal reserves, and/or increasing taxes.

#### RECOMMENDED



- The Task Force recommends that Council continue to prioritize paving and widening rural roads as part of its budget process in addition to considering the RMP recommendations.
- It is also recommended that the Township of Melancthon work with its municipal partners to lobby the provincial government to increase its investment in rural infrastructure. This campaign could be carried out in collaboration with Dufferin County, the Western Ontario Wardens Caucus, the Association of Municipalities of Ontario (AMO) as well as through direct outreach to local MPPs and ministers.
- If Council paves 5<sup>th</sup> Line and/or 4<sup>th</sup> Line NE, the Task Force recommends that the Township reduce the speed limit on those road(s) to 60 km/h to help mitigate increased traffic and speeding.



# Township-O.P.P. Contract Enhancement

## Introduction

Findings from the Road Safety Task Force Survey indicate wide support for enhancing police presence in the Township. Nearly 80% of respondents indicated they strongly agree or agree that the O.P.P. should increase their visibility in and around Melancthon. When asked to select their preferred traffic calming measure, close to 60% of respondents – the highest response for this question – said the Township should prioritize “more policing.”

Like all other Dufferin municipalities, Melancthon has a contract with the O.P.P. to carry out standard (“base”) police services as well as calls for service in the Township. In 2021, Melancthon spent a little over \$400,000 on police services, and is expected to spend \$420,000 in 2022. As part of its “base” contract, the Township does not pay for an officer dedicated specifically to patrolling Melancthon. Instead, the O.P.P. police Melancthon as part of their regular patrols of Dufferin County and in response to emergencies.

Despite the absence of a dedicated officer specifically for Melancthon, the O.P.P. has taken important steps to ensure road safety in the Township. For example, as of September 2021 the number of tickets handed out in Melancthon increased by 163% compared to 2020.<sup>11</sup>

Further, in the fall of 2021, the O.P.P. established a “traffic unit” that will patrol all of Dufferin County. This unit dedicates officers who are focused exclusively on proactive road safety activities, such as speed enforcement. The traffic unit functions in addition to existing road patrols that are routinely performed by other O.P.P. officers across the county. While the establishment of the traffic unit is a welcome addition, it is still too early to determine its impact on Melancthon.

Nevertheless, Melancthon’s Council has inquired into the option of enhancing its contract with the O.P.P. to have a dedicated officer for the Township. Under this arrangement, the Township would be required to pay an extra \$201,000 in the first year and approximately \$180,000 in the following years. These costs cover the officer’s salary as well as vehicle, equipment and administrative costs associated with putting an extra constable on the road.

**Base Services:** The Base Services cover proactive activities that include routine patrols, crime prevention, RIDE programs, as well as training, administration, etc. The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property. Melancthon spent \$229,840 for base services in 2021.

**Calls for Service:** The Calls for Service relate to activities that are more reactive in nature, such as responding to an emergency or calls from the public. Melancthon spent \$150,369 for Calls for Service in 2021.

Source: Ontario Provincial Police. (2022). *2022 OPP Municipal Policing Billing General Information*. Retrieved Online at: <http://www.opp.ca/tms/entrydata.php?fnc=3&id=6170230e68e9e3646c58ee84>





#### **COST PER MEASURE**

- \$201,000 for the first year
- \$180,000 for the following years, with possible incremental increases  
(includes cost of dedicated constable, vehicle, equipment, administrative expenses)



#### **CONSIDERATIONS**

Enhancing the Township's police contract:

- Would establish one officer dedicated exclusively to the Township;
- Would help to enforce existing laws and complement proposed traffic calming measures (e.g., the introduction of new Community Safety Zones, etc.);
- May or may not be necessary given the recent actions by the Dufferin O.P.P. (i.e., increasing ticketing and the launch of the new traffic unit); and
- Represents the most expensive traffic calming option that the Township is considering and would likely require a tax rate increase.

It's important to note that numerous studies have shown that ticketing speeders may not have an impact on their future behaviour.<sup>12</sup> A study in Spain, for example, found that nearly 40% of survey respondents indicated that receiving a ticket would not change whether they would speed again in the future.<sup>13</sup> However, it is important to note that 60% in that same study said that it would have an impact on their future driving habits.

**RECOMMENDED**



- When assessing whether to enhance the Township's policing contract, the Task Force considered a series of interrelated factors: First, the costs associated with enhancing the O.P.P. contract are significant, likely requiring a tax increase. Second, the O.P.P. Traffic Unit has not yet been established long enough to evaluate its true impact on dangerous driving. Finally, the Township is currently seeking to address other costly priorities in 2022. For these reasons, the Task Force recommends that Council not enhance the O.P.P. contract as a first step in its traffic calming strategy.
- The Task Force requests that Council adopt other recommended traffic calming measures in 2022 and 2023 and evaluate their effectiveness over time.
- It is also requested that Police Services Board (PSB) representatives work with the O.P.P. to assess the impact of the newly established Traffic Unit and report regularly to Council on its activities and effectiveness.
- Should the traffic calming measures implemented in 2022-23 not be effective in reducing speed and dangerous driving, it is recommended that Council consider enhancing its O.P.P. contract in 2024.

# Traffic Lights





# Introduction

Traffic lights offer one effective way to slow down motorists at busy intersections. During the public engagement that was held in November 2021, residents discussed the possibility of locating traffic lights at hazardous intersections. Two intersections in particular were identified: Redickville (corner of County Road 124 and County Road 21) and the location of the old Melancthon Store (Highway 10 and County Road 17). While these intersections are located in Melancthon, the intersecting roads at both locations are the responsibility of other levels of government (County of Dufferin and Province of Ontario). This provides both pros and cons.



The con is that the Township cannot unilaterally install traffic lights at these locations should it choose to do so. Instead, Melancthon would have to work with the County and provincial governments to determine whether and when this option would be possible. A pro is that pursuing this option would mean that the costs for installing lights would not be borne by Melancthon but instead by the county and province.



## DATA

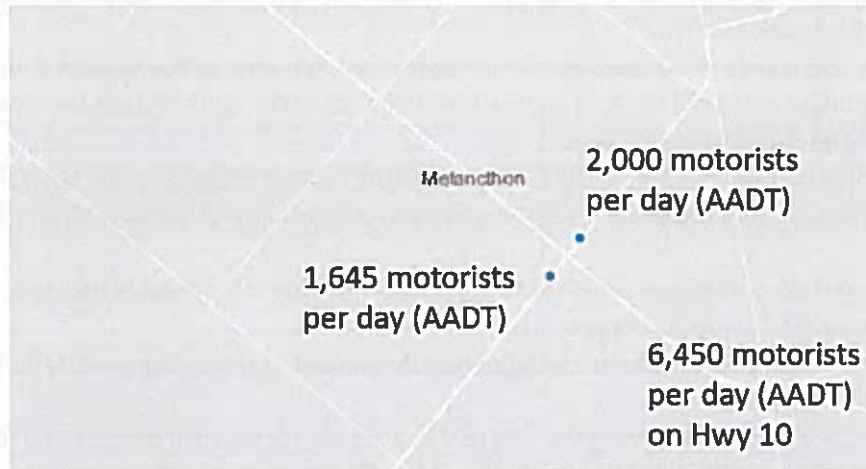
### 1. Old Melancthon Stores intersection (Highway 10 and County Road 17):

Data collected by the County of Dufferin in 2016 (the most recent available dataset) shows that approximately 2,000 motorists approach the old Melancthon Store intersection SW-bound on County Road 17 each day.<sup>14</sup> Approximately 1,645 vehicles approach the same intersection driving NE on County Road 17.<sup>15</sup> Provincial data from 2016 shows that approximately 6,450 people per day pass through the same intersection taking Highway 10 (see Map 1).<sup>16</sup>

### 2. Redickville Intersection (County Road 24 and County Road 21)

Road counter strips located on County Road 124 close to the Redickville show that between 4,473 to 6,463 motorists travel through that intersection each day (see Map 2). No data was available to identify the number of vehicles that pass through this intersection using County Road 21.

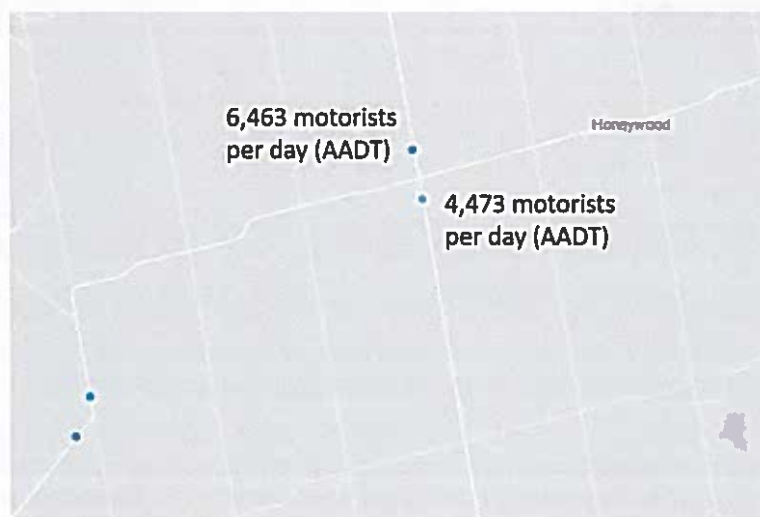
**Map 1: Old Melancthon Store intersection (County Road 17 and Highway 10)**  
County of Dufferin and Province of Ontario AADT data (2016)



Sources: County of Dufferin. (2022). *The Dufferin County Information Hub*. Retrieved online at: <https://data-dufferincounty.opendata.arcgis.com/datasets/dufferin-county-traffic-counts-2016/explore?location=44.113457%2C-80.254128%2C14.32>

Ministry of Transportation (2016). *Provincial Highways Traffic Volumes*. Government of Ontario. Retrieved online at: <https://www.library.mto.gov.on.ca/SydneyPLUS/TechPubs/Theme.aspx?r=702797&f=files%2FProvincial+Highways+Traffic+Volumes+2016+AADT+Only.pdf&m=resource>

**Map 2: Redickville Intersection (County Road 124 and County Road 21)**  
County of Dufferin AADT data (2016)



Source: County of Dufferin. (2022). *The Dufferin County Information Hub*. Retrieved online at: <https://data-dufferincounty.opendata.arcgis.com/datasets/dufferin-county-traffic-counts-2016/explore?location=44.113457%2C-80.254128%2C14.32>



## CONSIDERATIONS

- When assessing traffic volume at these intersections, it is clear that these two areas are significantly busier than other Melancthon roads.<sup>17</sup>
- Since the province and county are responsible for the proposed intersections, the Township would be required to negotiate with both levels of government to install traffic lights at these locations. The decision would ultimately rest with them.
- Due to these negotiations and the time it will take to install the lights, this option could not be implemented right away (the process to install the new lights in Shelburne at Highway 10 and 3<sup>rd</sup> Line took years).
- It is anticipated that there would be no cost to the Township to pursue this option as the lights would be installed by the County and/or province.
- Approximately 23% of survey respondents indicated that they would support additional traffic lights on busy roads in the Township.
- Highway 10 is a major corridor connecting the GTA to Owen Sound. It's possible the province may be reluctant to install new traffic lights that could impede traffic flows.

**RECOMMENDED**



- The Task Force recommends that the Township initiate discussions with the County of Dufferin and the Province of Ontario to determine the feasibility of locating traffic lights at the Old Melancthon Store and Redickville intersections.



**Digital Signs / Road Tube  
Counters / Black Cat Radar  
/ Automated Speed  
Enforcement**



# Introduction

The Township of Melancthon currently has four digital radar signs in addition to portable road tube counters and a Black Cat Radar system that was purchased in 2021. Digital radar signs are installed at the side of a road and measure and display a motorist's speed as they approach. If the driver is speeding, the sign will flash in an attempt to encourage drivers to slow down. These signs are also a helpful data source. Through digital sensors, these signs collect statistics on the number of vehicles passing by as well as speed ranges. This information helps to determine areas that are more prone to high traffic volumes and speeding.

The Black Cat Radar system is a similar system that collects anonymous traffic data that can be downloaded by police and used to inform traffic enforcement decisions. The Black Cat is a small, portable system that can be moved around the Township, as required.

Road counters are long black tubes that run perpendicular across a road. Sensors record the number of vehicles that run over them to generate an Annual Average Daily Traffic number.

It is important to note that these three systems do not collect data on individual drivers such as pictures, license plate numbers, or any other identifiable information.

By contrast, Automated Speed Enforcement (ASE) cameras can be purchased and installed in designated Community Safety Zones to capture images of vehicles travelling in excess of the speed limit. These ASE cameras have been used in larger urban centres and allow for traffic enforcement without a physical police presence. For example, in February 2022 Toronto City Council approved the purchase of 25 additional speed cameras, bringing the total to 75 across the municipality.<sup>xviii</sup> According to a media release, the City says that "Preliminary evaluation data from an ongoing study on the ASE (Automated Speed Enforcement) program conducted by The Hospital for Sick Children point to increased compliance and reduced speeding, demonstrating a positive impact on driver behaviour where the speed cameras were placed."<sup>xix</sup>

Municipalities that use ASE cameras must follow specific guidelines for their installation, including posting signage that warns that cameras are used in the area.

When the ASE cameras take a picture of a speeding vehicle, the images are downloaded and reviewed by law enforcement. The vehicle's owner – not the driver – is issued a fine. It is important to note that no demerit points are issued through the use of speed cameras.



**COST PER MEASURE**  
Digital Road Sign: \$3,000 – \$5,000

Road Tube Counters:  
\$600 – \$2,000

Black Cat Radar: \$4,000

ASE Camera: \$50,000  
*(includes purchase of unit and software)*



**APPROPRIATE LOCATIONS**  
Digital Speed Signs, road tube counters, and the Black Cat Radar are portable and can be located anywhere in the Township (i.e., rural roads or in hamlets).

ASE cameras can only be located in areas designated as Community Safety Zones.





## CONSIDERATIONS

- Some Canadians have expressed privacy concerns with ASE cameras, likening them to a form of government surveillance or intrusion.

## RECOMMENDED



- The Task Force recommends that the Township not purchase additional digital signs, road counters or Black Cat radar at this time.
- The Task Force recommends that the Township continue to move portable collection devices (e.g., road tube counters and the Black Cat radar) to various points in the Township each year to ensure the O.P.P.'s Traffic Unit has up-to-date data on areas that experience high traffic volume and speeding.
- The Task Force recommends that the Township purchase and install Automated Speed Enforcement cameras in 2024 if Council determines that the traffic calming measures implemented in 2022-23 are not effective in reducing speed and dangerous driving.

# RECOMMENDATIONS & TIMELINE

2022

It is recommended that the Township:

- Establish a data-driven process to monitor safety issues and evaluate the traffic calming measures that are implemented. This process could be led by the Roads Committee. The findings should be presented to Council regularly in order to help guide decisions and track progress over time.
- Purchase nine sets of signs (estimated cost: ~\$3,600) and locate them in three locations:
  - Main Street (just south of the Horning's Mills Park;
  - Just north of the Main-Mill Street intersection; and
  - On Mill Street/River Road at the entrance into Horning's Mills.
- Record speeds on Main Street and Mill Street/River Road before and after installation of the Pedestrian Zones Signs to assess whether they are having an impact on speeding. Data collected by Digital Speed Signs on Main Street in 2020-21 can also be used as baseline data.
- Use traffic count volume data and collision data from the O.P.P. to determine where to place rumble strips. Some locations Council should consider include:
  - 5<sup>th</sup> Side Road and County Road 124 (west side of intersection)
  - 3<sup>rd</sup> Line and County Road 17 (north and south of intersection)
  - 2<sup>nd</sup> Line and Highway 89 (north west of intersection)
  - 2<sup>nd</sup> Line and 260 Sideroad
  - 4<sup>th</sup> Line NE/County Road 2 and County Road 9 (South of intersection)
- Use data, complaints and public engagement to identify opportunities for new Community Safety Zones in Melancthon.
- Request that PSB representatives work with the O.P.P. to assess the newly established Traffic Unit and report regularly to Council on its activities and effectiveness.
- Partner with other municipalities and organizations to launch a public awareness campaign focused on unsafe driving. The campaign could use various methods (e.g., news letter, emails, social media, radio, digital sign, a lawn sign campaign, posting signs in prominent locations, etc.) to reach as many people as possible .
- Launch the SLOW DOWN lawn sign campaign where residents can pick up signs from the Township Office (estimated cost: \$1,000)
- The Task Force recommends that the Police Services Board and Council try to raise awareness of its roles, responsibilities and public participation opportunities.
- Work with the Dufferin O.P.P. to share information with the public on how to initiate a Community Watch program.

- Continually clarify for residents how they can file road safety complaints with O.P.P. and Township.
- Initiate discussions with the County of Dufferin and the Province of Ontario to determine the feasibility of locating traffic lights at the Old Melancthon Store and Redickville intersections.
- Continue to prioritize paving and widening rural roads as part of the budget process.
  - If Council paves 5<sup>th</sup> Line and/or 4<sup>th</sup> Line NE, reduce the speed limit on those road(s) to 60 km/h to help mitigate increased traffic and speeding.
- Work with municipal partners to lobby the provincial government to increase its investment in rural infrastructure. This campaign could be carried out in collaboration with Dufferin County, the Western Ontario Wardens Caucus, the Association of Municipalities of Ontario (AMO) as well as through direct outreach to local MPPs and ministers.

## 2023

It is recommended that the Township:

- Expand the use of Pedestrian Zone Signs to Corbetton and Riverview if pilot was successful in Horning's Mills
- Gradually expand the number of Community Safety Zones in Melancthon, based on data and in consultation with local residents.
- Use traffic count volume data and collision data from the O.P.P. to determine where to place rumble strips.
- Continue to prioritize paving and widening rural roads as part of the budget process.
- Continue the public awareness campaign focused on unsafe driving in the Township, using various mediums (e.g., news letter, emails, social media, radio, digital sign, posting signs in prominent locations, etc.).

## 2024

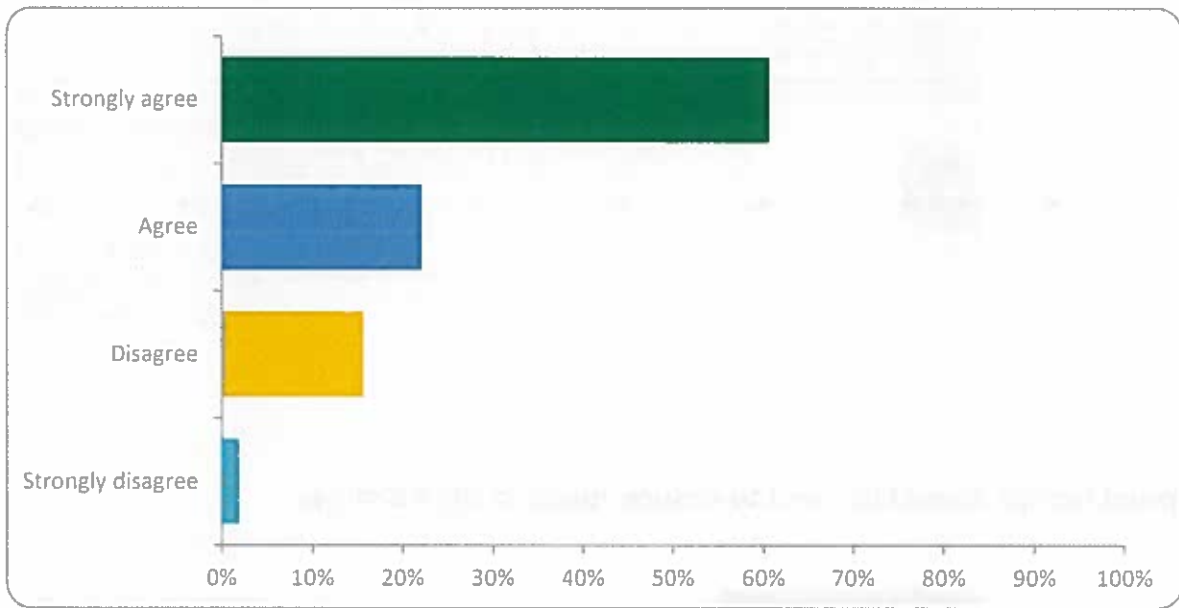
It is recommended that the Township:

- Enhance its O.P.P. contract in 2024 if Council determines that the traffic calming measures implemented in 2022-23 have not been sufficient in reducing speed and dangerous driving **AND/OR**
- Purchase and install Automated Speed Enforcement cameras in 2024 if Council determines that the traffic calming measures implemented in 2022-23 have not been sufficient in reducing speed and dangerous driving.

- Use traffic count volume data and collision data from the O.P.P. to determine where to place rumble strips.
- Continue to prioritize paving and widening rural roads as part of the budget process.
- Continue the public awareness campaign focused on unsafe driving in the Township, using various mediums (e.g., news letter, emails, social media, radio, digital sign, posting signs in prominent locations, etc.).

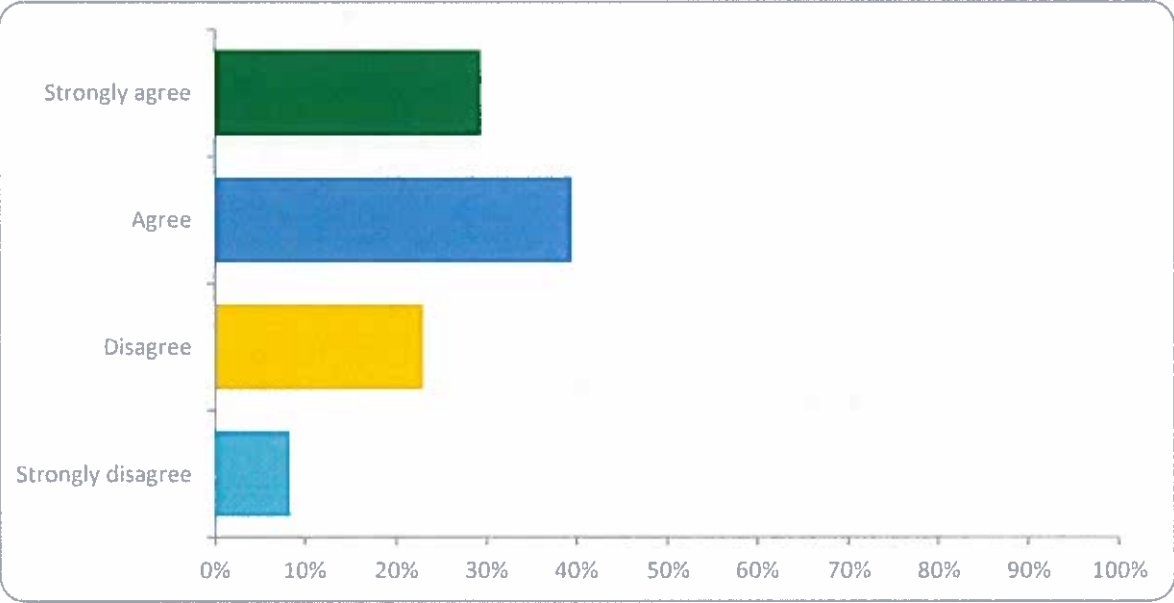
# APPENDIX – RESULTS OF THE ROAD SAFETY TASK FORCE SURVEY

**I am concerned about road safety (speeding, dangerous driving) in Melancthon Township.**

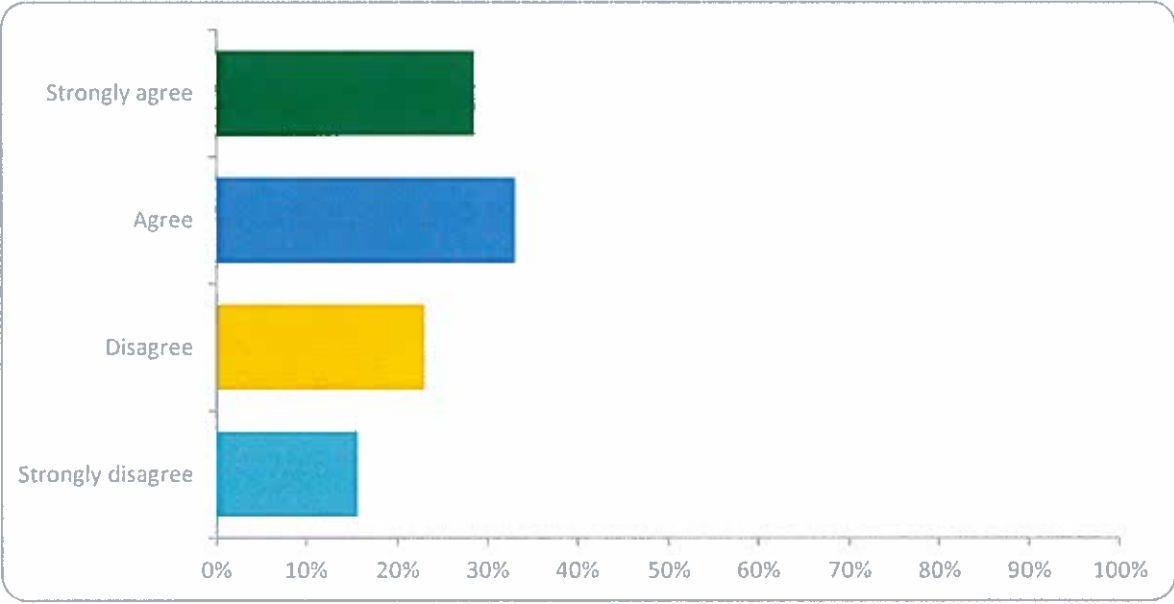




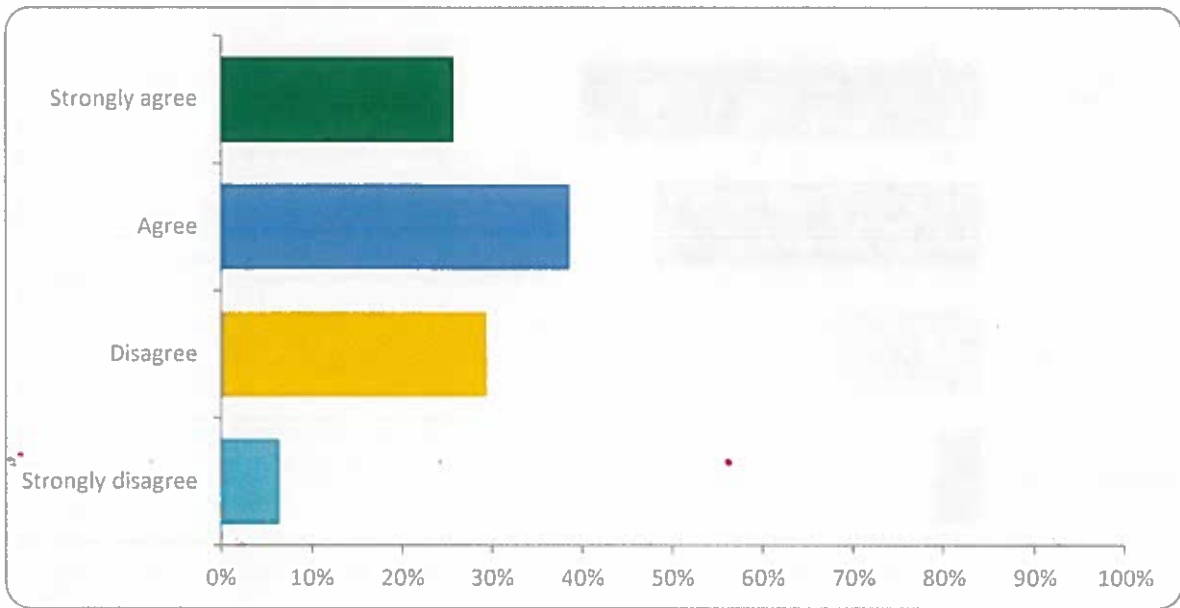
**Traffic calming measures such as community safety zones, and flashing speed reduction signs are preferred.**



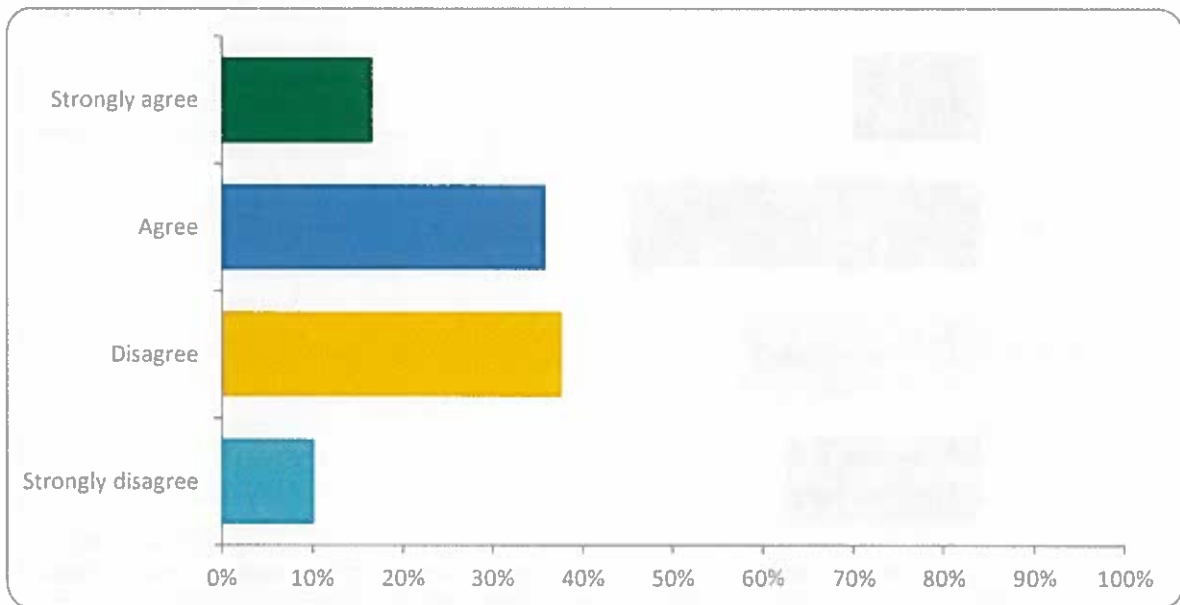
**Speed humps should be used to reduce speed in the hamlets.**



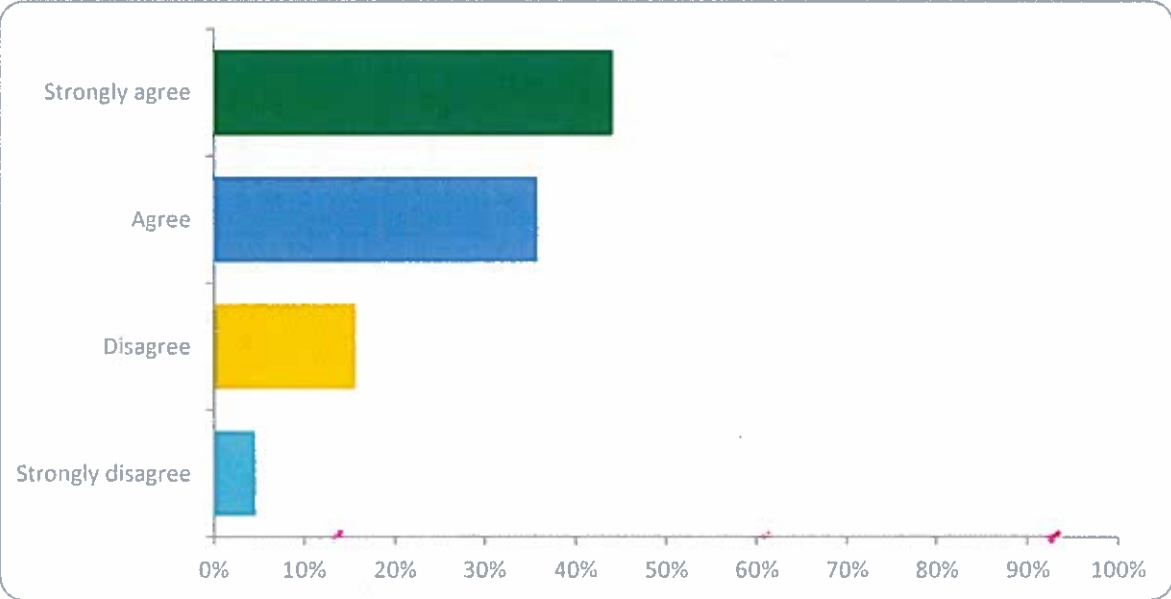
**I am aware that Melancthon has a police services board.**



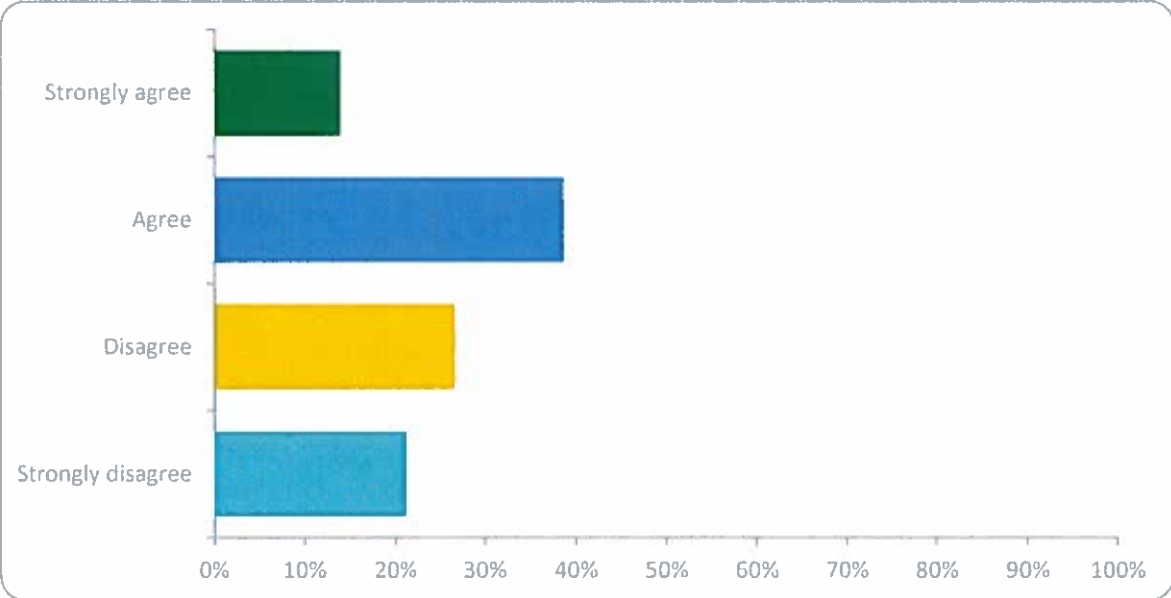
**I understand the role of the police services board.**



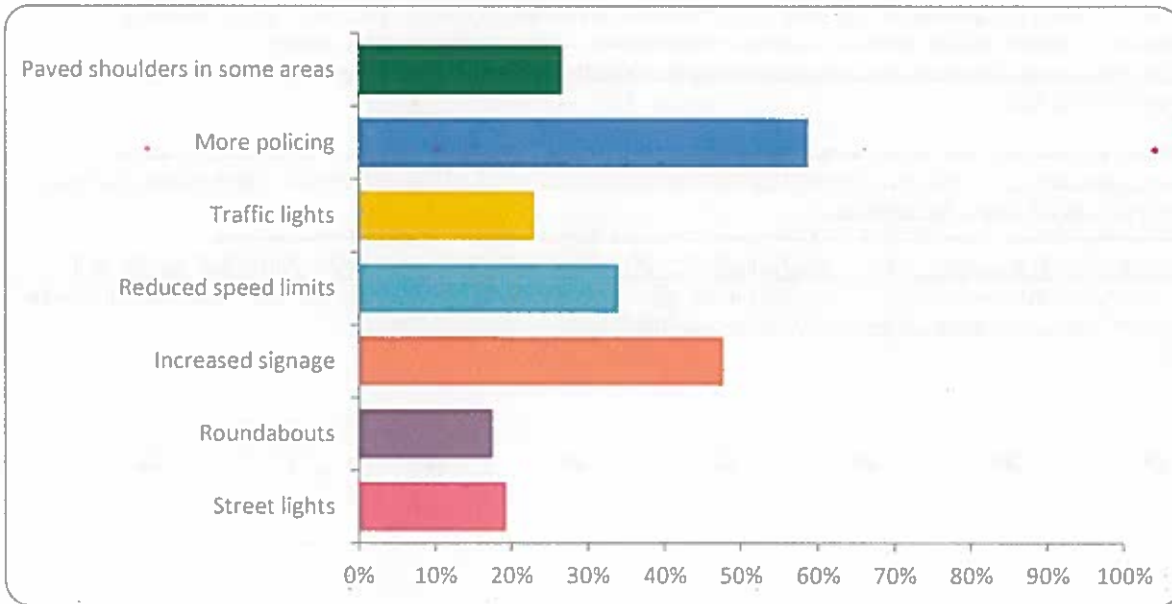
**The OPP should increase their visibility in and around Melancthon.**



**I favour a marginal tax increase to improve road safety measures.**



Please check the corresponding box next to your choices for preferred options.



<sup>1</sup> Statistics Canada (2021). Census of Population. Retrieved from: <https://www12.statcan.gc.ca/census-recensement/2021/as-sa/fogs-spg/Page.cfm?Lang=E&Dguid=2021A00033522&r=1>

<sup>2</sup> Terry Ward (2021). *Presentation to Melancthon Township Council*. Ontario Provincial Police. Presented verbally on October 21, 2021.

<sup>3</sup> Ginger M. Rossy et al. (2021) *Residential Speed Limit Reduction Case Studies*. The Open Transportation Journal. <https://opentransportationjournal.com/contents/volumes/V6/TOTJ-6-39/TOTJ-6-39.pdf>

<sup>4</sup> Township of Melancthon (2019). *Road Management Plan*. A.J. Burnside & Associates Ltd. Retrieved from: <https://melancthontownship.ca/wp-content/uploads/2020/01/043927-Road-Management-Plan-191030-Secured.pdf>, p. ii.

<sup>6</sup> Develotech (2021). *Ped-Zone sign for pedestrian crossovers*. Retrieved online at: <https://www.develotech.com/en/sign-pedestrian-crossovers/>

<sup>7</sup> Radarsign (2022). *First Responders Raise Alarm Over Speed Humps*. Retrieved online at: <https://www.radarsign.com/first-responders-raise-alarm-speed-humps/#:~:text=One%20speed%20hump%20can%20delay,fire%20doubles%20every%2060%20seconds.>

<sup>8</sup> Road Management Plan. <https://melancthontownship.ca/wp-content/uploads/2020/01/043927-Road-Management-Plan-191030-Secured.pdf>, p.1.

<sup>9</sup> Ibid, p. iv.

<sup>10</sup> Ibid, p. iii.

<sup>11</sup> Terry Ward (2021). *Presentation to Melancthon Township Council*. Ontario Provincial Police. Presented verbally on October 21, 2021.

<sup>12</sup> Saranath Lawpoolsri, et. al. (2007). *Do speeding tickets reduce the likelihood of receiving subsequent speeding tickets? A longitudinal study of speeding violators in Maryland*. Traffic Injury Prevention. Retrieved online at: <https://pubmed.ncbi.nlm.nih.gov/17366333/>

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<sup>13</sup> Alonso, F., Esteban, C., Calatayud, C., & Sanmartín, J. (2013). Speed and road accidents: Behaviors, motives, and assessment of the effectiveness of penalties for speeding. *American Journal of Applied Psychology*, 1(3), 58–64. doi:10.12691/ajap-1-3-5

<sup>14</sup> County of Dufferin. (2022). *The Dufferin County Information Hub*. Retrieved online at: <https://data-dufferincounty.opendata.arcgis.com/datasets/dufferin-county-traffic-counts-2016/explore?location=44.113457%2C-80.254128%2C14.32>

<sup>15</sup> Ibid.

<sup>16</sup> Ministry of Transportation (2016). *Provincial Highways Traffic Volumes*. Government of Ontario. Retrieved online at: <https://www.library.mto.gov.on.ca/SydneyPLUS/TechPubs/Theme.aspx?r=702797&f=files%2FProvincial+Highways+Traffic+Volumes+2016+AADT+Only.pdf&m=resource>

<sup>17</sup> Township of Melancthon (2019). *Road Management Plan*. A.J. Burnside & Associates Ltd. Retrieved from: <https://melancthontownship.ca/wp-content/uploads/2020/01/043927-Road-Management-Plan-191030-Secured.pdf>, p. ii.

<sup>xviii</sup> Ryan Rocca. (February 3, 2022). *Toronto city council approves installation of 25 more speed cameras*. Global News. Retrieved online at: <https://globalnews.ca/news/8593718/toronto-installing-25-more-speed-cameras/>

<sup>xix</sup> Ibid.





February 28, 2022

**Via: Email**

Denise Holmes, AMCT  
CAO/Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon, ON L9V 2E6

Dear Ms. Holmes:

**Re: Bridge 11 Rehabilitation  
Township of Melancthon  
Tender Report  
Project No.: 300052188.0000**

On January 26, 2022 the Township of Melancthon (Township) advertised a Tender for the Rehabilitation of Bridge 11. A total of 15 Contractors requested the Tender Documents during the Tender period which were provided electronically. Six Bids were submitted to the Township on February 16, 2022, and were opened shortly after 2:00:00 p.m., privately in the presence of Township Staff and Chris Knechtel, P.Eng. from R.J. Burnside & Associates Limited (Burnside).

Tender were checked for mathematical errors and no errors were found to affect the overall bidder results

The following is a copy of the tender results.

**Bid Results (excluding HST)**

Jarlian Construction Inc.	\$299,180.95
AJN Builders Inc.	\$299,502.50
Marbridge Construction Ltd.	\$397,310.00
HugoMB Contracting Inc.	\$421,363.74
UrbanLink Civil Ltd	\$430,000.00
McPherson-Andrews Contracting Limited	\$444,670.26

PW 10.4

MAR 03 2022

As part of the Tender Submission, bidders were required to provide the following information:

- Bid Form, signed
- The Security (Bid Bond)
- The Agreement to Bond
- Appendix "A" – List of Bid Documents
- Appendix "B" – Subcontractors
- Appendix "C" – Schedule
- Appendix "D" – Residency
- Appendix "E" – Proposed Alternatives
- Appendix "F" – List of Experience
- Appendix "G" – Schedule of Unit Prices

All tenderers completed the Bid Form and submitted the required documentation in its entirety, including the necessary securities and bonding.

Burnside has recently worked with the low bidder (Jarlian Construction Inc.) on similar scope bridge rehabilitation projects and can confirm they are a capable contractor to complete the Bridge 11 Rehabilitation work.

Based on our review and analysis of the tender bid submissions and low bid price of **\$299,180.95 (+HST)**, Burnside recommends that, should the Township decide to proceed with the Rehabilitation of Bridge 11, the Project be awarded to **Jarlian Construction Inc.**

Yours truly,

**R.J. Burnside & Associates Limited**



Chris Knechtel, P.Eng.  
CK:jh

Enclosures: Township of Melancthon, Rehabilitation of Bridge 11  
Tender Evaluation (provided separately)

cc: Craig Micks, Public Works Superintendent, Township of Melancthon (enc.) Via Email

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held November 24, 2021 via ZOOM**

Attendance:	Lindsay Wegener	Shelburne
	Steve Anderson	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Margaret Mercer	Melancthon
	Melinda Davie	Mono
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: Geer Harvey and Darren White

Meeting called to order by Chair, Chris Gerrits at 6:30pm.  
A quorum was present.

**Declaration of Pecuniary Interests:**

Chair, Chris Gerrits stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**Agenda:**

**MOTION #1** – Moved by M. Mercer seconded by L. Wegener. Be it resolved we approve the agenda dated November 24, 2021 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meeting October 27, 2021:**

**MOTION #2** – Moved by M. Davie seconded by M. Mercer. That the minutes of the CDRC Board of Management regular board meeting held virtually on October 27, 2021 be approved as circulated and presented. Carried

**Finance Committee Report:**

After review of the CDRC bills and accounts, the following motion was presented.

**MOTION #3** – Moved by M. Mercer seconded by M. Davie. That the bills and accounts as presented in the amount of \$62,915.48 be approved and paid. Carried

**Facility Administration Manager and Recreation Program Coordinator Reports:**

See Schedule A

See Schedule B

**MOTION #4** – Moved by L. Wegener seconded by D. Sample. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

H. Foster arrives at 7:00pm

S. Anderson arrives at 7:00pm

**Facility Maintenance Manager's Report:**

See Schedule C

**MOTION #5**– Moved by D. Sample seconded by L. Wegener. That we receive the report from the Facility Maintenance Manager. Carried

**Old Business**

**Olympia Water Heater:**

The replacement of the Olympia water heater is an urgent-unforeseen purchase. The 2021 budget provides for a \$10k unforecast capital purchase. After review of the quotations the following motion was presented.

**MOTION #6**– Moved by D. Sample seconded by H. Foster. That the CDRC directs the Maintenance Manager to proceed with the purchase of a new high efficiency AO Smith 100-gallon BTH-250 Cyclone Mxi commercial gas water heater from Hyde-Whipp Heating and Airconditioning, including installation, fittings to the tank and 4" venting for \$17,535.00 plus HST. Carried

**Service Delivery Review:**

Information presented at a recent Shelburne council meeting was shared with CDRC Board Members. Will ask the Town of Shelburne to attend an upcoming board meeting for further discussion.

**New Business**

**Town of Shelburne COVID-19 Vaccination Policy:**

The Town of Shelburne COVID-19 Vaccination Policy was received and shared with CDRC Board Members for review. After discussion the following motion was presented.

**MOTION #7**– Moved by H. Foster seconded by S. Anderson. That the CDRC Board of Management adopt the Town of Shelburne COVID-19 Vaccination Policy effective immediately. Carried

Opposed: L. Wegener

**Closed Session Meeting:**

E. Francis leaves the meeting at 7:30pm

Enter closed session at 7:30pm

**MOTION #8** – Moved by M. Mercer seconded by D. Sample. Be it resolved that the Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason:

Personal matters about an identifiable individual, including a municipal or local board employee. Carried

**MOTION #9** – Moved by M. Mercer seconded by M. Davie. That the CDRC Board of Management rise from closed session with a report at 7:41pm. Carried

**MOTION #10** – Moved by L. Wegener seconded by D. Sample. Be it resolved that the CDRC Board of Management adopt the position of Recreation Program Coordinator and offer Emily Francis permanent employment. Carried

**Confirmation by By-law:**

**MOTION #11** – Moved by L. Wegener seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #10-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held November 24, 2021. Carried

**Adjournment:**

**MOTION #12-** Moved by D. Sample seconded by M. Davie. That we now adjourn at 7:43pm to meet again on January 26, 2022 at 6:30pm, or at the call of the chair. Carried

\_\_\_\_\_  
Secretary - Treasurer

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated



SCHEDULE 'A'

Facility Administration Managers Report – November 24, 2021

**General Information:**

- Ice and room rental inquires and bookings including 2 party package rentals, 8 family/social skates, 2 day hockey clinic, 1 buck & doe along with rental agreements prepared.
- Continuing to review and navigate through the Provincial and Health Unit Covid regulations including proof of vaccination and contact tracing requirements, capacity limits lifted and communications with security
- Prepare employment agreements for new and returning seasonal staff.
- Employment posting for concession booth attendant. Part-time youth operator staff interested in additional casual hours.
- Secured snow removal agreement with Martin's Property Maintenance for 2021-2022 season
- Waste disposal contract changes to GFL November 29, 2021
- Internet connection issues, disconnecting. Think guest wifi is affecting it. IT suggest changing wifi password

**Old Business:**

Security: Estimated cost to date is:

Sept 27-Oct 3 (18.5 hrs) = \$641.00

Oct 4-10 (17.5 hrs) = \$628.00

Oct 11-17 (27.5 hrs) = \$1,010.00

Oct 18-24 (24 hrs) = \$900.00

Oct 25-31 (31.5 hrs) = \$1,104.00

Nov 1-7 (41 hrs) = \$1,425.00

Nov 8-14 (45 hrs) = \$1,550.00

Nov 15-21 (46 hrs) = \$1,600.00

Nov 22-28 (45 hrs) = \$1,550.00

**New Business:**

2022 Budget Preparation: Beginning the process, met with Randy Chambers and reviewed the process. Randy has provided template files to be completed.

Spring/Summer 2022 Recreation Guide: In conversation with Shelburne Free Press to produce 2022 Spring Summer Recreation Guide. Estimated distribution date March 3, 2022

Incident SMHA U18 Game-November 20, 2021: A disturbance with a SMHA rental involving fans at U18 (midget rep) game on Saturday, November 20, 2021. The incident is a police matter.

Kim Fraser  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis  
To: CDRC Board of Management  
Date: Wednesday November 24<sup>th</sup>, 2021  
Subject: Recreation Program Coordinator Report

### November Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries etc.
- Prepare and ensure that all necessary contact tracing sheets are ready for each day and COVID-19 protocols compliance.
- The 2021 Halloween Trick or Treat Drive Thru that took place on Saturday October 30<sup>th</sup>, 2021 was a huge success. See attached report for additional information.
- Registered to attend a virtual training on Tuesday November 30<sup>th</sup>, 2021 put on by Dufferin Child and Family Services (see attached poster).
- Working with the Concession Booth Manager to develop a Concession Booth Manual to be used for future training of staff. This manual will include information such as dress code, opening/closing procedures, cleaning procedures etc.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media.
- **CDRC Recreation Programs**
  - Pickleball numbers have been increasing over the last few weeks. We have added 1 additional day and are now offering a Saturday morning pickleball from 9:00am-12:00pm.
  - **Public Skating:** Public skating is being held Friday afternoon from 4:00-5:00/5:30pm. Additional time slots being added when there are availabilities.
  - **Adult Skate:** Numbers for adult skate have now picked up. It took a couple weeks to get the information around. Last week (November 16<sup>th</sup>) we had 8 skaters and we look forward to welcoming more skaters over the coming weeks.
  - **55+ Shiny** has seen consistent numbers since it began. On average each Friday we have 15-20 skaters.
  - **Parent and Tot Skate** is held weekly on Wednesday's from 10:30-11:30am. The fee is \$3.00 per skater.
  - **PA Day Camp:** The first CDRC PA Day Camp is being held on Friday November 26<sup>th</sup>. Registration for this program opened on Friday November 5<sup>th</sup> on the Town of Shelburne website. Campers will participate in a variety of activities including outdoor fun, games, crafts and daily skating. At this time, we have 23 campers registered. The capacity for this program is 25 campers.
  - **Winter Break Day Camp:** Registration is now open for the first Winter Break Day Camp being held Monday December 20<sup>th</sup>-Thursday December 23<sup>rd</sup>. At this time, we have 16 registrations but expect there will be more coming in over the coming weeks.
  - **Home Alone Course/Red Cross Babysitter Course:** Registration is now open for the Home Alone and Red Cross Babysitter courses being held the second week of the winter break. We expect that both programs will fill quickly.
  - Continuing to prepare and develop new recreation opportunities.
- **Summer 2022**
  - **Seasonal Employment Opportunities:** I would like to have 2022 seasonal positions posted before Christmas to give applicants time to prepare and submit resumes. Seasonal positions

will be posted on the Town of Shelburne website, CDRC Social Media and will be sent circulated via email to spread the word.

- o **2022 Spring/Summer Recreation Guide:** In the beginning of discussions in regard to the 2022 Spring/Summer Recreation Guide including deadlines for submission of information.

**2021 CDRC Trick or Treat Drive Thru**

When: Saturday October 30<sup>th</sup>, 2021

Where: CDRC Parking Lot

Time: 1:00-3:00pm

The second annual CDRC Trick or Treat Drive Thru was a huge success. The preparation for this event began on Thursday September 30<sup>th</sup>, 2021 following the September CDRC Board of Management Meeting where it was concurred to move forward with this event. A total of 290 children, 19 vendors and 23 volunteers attended this event. See the chart below for a comparison from 2020.

	2020	2021
Participants Registered	200	290
Vendors	8	12
Donations	4	7
Volunteers	22	23

**Registration**

Registration for was required for this event and opened on Friday October 15<sup>th</sup>. Participants had the option to register for entrance between 1:00-2:00pm or 2:00-3:00pm. Tickets were obtained through Event Brite, a free online ticket platform. The event was shortened from 2020 to have a continuous flow through the drive thru increasing the enthusiasm. All attendees were required to bring their tickets with them to check in prior to entering the drive thru.

**Below are the businesses/groups who supported the 2021 CDRC Trick or Treat Drive Thru**

1. Carravagios IDA
2. Rusty Truck Trading
3. Domestic Diva's Cleaning Co
4. EVO Electrical Contracting
5. Dufferin Mutual Insurance
6. Besley's Farm
7. Tim and Heather's No Frills
8. Shelburne and District Lions Club
9. Skate Canada Shelburne
10. Marg McCarthy Professional Real Estate
11. Go With Crowe Real Estate
12. Shelburne Agricultural Society/Fair Ambassador
13. Tim Hortons Shelburne
14. Sylvia Jones' Office and Sylvia herself
15. Ken Bennington Royal Lepage RCR Realty
16. Local Home Finder
17. Turn It Out Dance Studio
18. Maple Grove Farm
19. Haunt in the Park (The Little Family)

**New this year: Pumpkin Decorating Colouring Contest: Sponsored by Ken Bennington RCR Realty**

- New this year, the CDRC partnered with Ken Bennington of Royal LePage RCR Realty to host a Pumpkin Decorating colouring contest. This contest was open to all members of the community between the ages of 0-14 years. Submissions were collected at the CDRC during operating hours as well as at the event. Colouring pages were available for download on the Town of Shelburne website, sent out via email and readily accessible at the CDRC during operating hours. We received over 100 submissions across the 3 age categories (0-5, 6-9, 10-14).

**Event Tasks/Hours**

The goal I had set out for this event again in 2021, was to involve as many volunteers as possible to remove the jobs from my task load to ensure there were minimal costs occurred from running a free community event. I developed the idea, coordinated the event, delegated the tasks to volunteers and lead/oversaw the execution on event day.

**Tasks completed prior to the event**

- Event collaboration meeting with Haunt in the Park and Shelburne BIA prior to the events to discuss ideas and how we can work together to create 1 large community wide event.
- Launched 2021 registration on EventBrite (ability to duplicate last years event and change details to reflect 2021 event)
- Email communication with local businesses, volunteers, attendees
  - Email communications included event details, volunteer requirements, participant requirements, reminders etc.
- Social Media Postings
  - Created the postings for social media
- Held 2 volunteer meetings prior to event day to complete any necessary tasks
- Lead/directed volunteers and businesses/groups on event day

**Volunteer tasks**

We were very fortunate to have a large volunteer turn out for this event. The week prior to the event, several volunteers donated their time to ensure that we were all ready for the event. Below is a list of tasks that were delegated to volunteers to complete:

- Event signage (created all signs that were displayed within the event)
- Pumpkin carving
- Candy organizations (volunteers bagged all candy for the event)
- Assisted with preparing decorations
- Provided their own costume for this event
- Assisted with set up and tear down on event day including decorations
- Donated decorations to be used for the duration of the event

**Hours of work**

- 4-6 hours in preparation between September 29<sup>th</sup> and November 3<sup>rd</sup>, 2021
- Event Day: 5 hours (10:30am-3:30pm)

**Event Day**

COVID-19 protocols were followed by all volunteers and vendors. Each vendor chose a unique way to hand out the candy to the participants. For example, using a shovel, garbage picker, gloves and tongs, lifeguard equipment. All vendors/volunteers wore masks for the entire duration of the event from set up to tear down and gloves were worn by all who were distributing candy.

After going through the list of attendees who registered for the event, it was evident that many of the participants were not our regular pool or camp participants. This is great for the future recreation programs at the CDRC as this event acted as a hook to have people checking out our future programs. It brought people up to the facility and hopefully will have them paying attention to what the CDRC has to offer.

This event was a huge success and could not have been done without the participation from our local businesses/group and volunteers.



SCHEDULE 'C'

Facility Maintenance Managers Report – November 27, 2021

SAFETY

GENERAL INFORMATION:

Covid-19 reviewing and updating guidelines.  
Shared large volume compressor with town to blow out pool lines.  
Continue to work with security company to have screening and vaccination process run smoothly.  
Budget information gathering. Reviewing asset management from SBA  
Follow up with SBA roof grant money allocation  
Busier in mornings as additional programs are running prepping for and cleaning after user groups.  
Ice plant down a main fuse blew trouble shoot called electrician.  
Ice maintenance on going more effort needed to keep lines and logos bright due to water issues  
Guest Wi-Fi usage and interruptions discussed with Dufferin IT (CDRC is a limited use area) have begun to implement limited guest Wi-Fi access.  
Hot water tank obtaining quotes.  
Install snow fence

**Hot water tank replacement**

Large 150-gallon Olympia water heater was red tagged for high CO2.  
Seeking written Quotes for new water heater. As per policy \$2,000.00-\$20,000.00 Board, 3 written Quotes.  
Had second opinion Zeke Air different answer same result plugged exhaust chamber (no cost to evaluate) Red flagged

**Large hot water Tank Justification**

Hot water at a temperature of 140 degrees or higher freezes quicker, harder and clearer as there is less micro air bubbles in the water. From a risk management viewpoint, ice resurface manufacturers are very clear in their owners' manuals that hot water works best in their equipment. Members who shift away from this recommendation could be legally exposing their operations should ice quality be called into question. Cold water floods leave a bumpier surface and any slush left over will freeze lumpy A larger and quicker replenish rate is needed as floods can be every 40 min.

Discussed with hot water tank supplier AO Smith options for better understanding as this is an obsolete product.

Murray mechanical not interested  
MAK mechanical not interested  
Zeke Air to busy not interested  
Crew Mechanical to busy not interested  
Wellington very busy

Current HVAC supplier Tradium

High Efficiency AO Smith tank – 100-Gal Cap. – 250 MBH of heat input. (1 to 2 Weeks delivery)  
Total price \$ 22,953.00

Hyde-Whipp heating and AC

One (1) AO Smith BTH-250 gas water heater \$17,535.00

AIITECH Climate

250,000 BTU Cyclone Mxi Commercial Gas Water Heater \$19,820.46

Model # BTH250MXI NG May submit new quote for meeting??? Sharpening pencil.

New business

Marty Lamers

Facility Maintenance Manager

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

The Township of Melancthon Roads Sub-Committee held an electronic meeting December 16th, 2021, at 10:00 a.m. The following members were present: David Besley, Chair, Wayne Hannon, James McLean. Also present were: Denise Holmes, CAO/Clerk; Craig Micks, Public Works Superintendent; Sarah Culshaw, Treasurer and Kaitlin Chessell, Roads Sub-Committee Secretary. Chair Besley called the meeting to order at 10:05 a.m.

### **Land Acknowledgement**

Chair Besley shared the Land Acknowledgement Statement.

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

Moved by Hannon, Seconded by Besley that the agenda be approved as circulated. Carried.

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

No declaration declared at this time.

### **Approval of Draft Minutes**

Moved by Hannon, Seconded by Besley that the minutes of the Roads Sub-Committee meeting held on November 10<sup>th</sup>, 2021, be approved as circulated. Carried.

### **Business Arising from Minutes**

None.

### **Correspondence Items**

None.

### **General Business**

#### **1. Update from Public Works Superintendent**

Craig Micks, Public Works Superintendent advised that they have been working at grading the soft roads due to the weather, cold patching roads and working at ditching the 5<sup>th</sup> Line OS when the weather permits. Craig advised they have completed all the road crossing culverts on the 5<sup>th</sup> Line OS and have been working in the shop doing vehicle maintenance.

## **2. Road Tour – December 6, 2021 – Discussion and Recommendation regarding the various onsites visited during the Road Tour**

### **5 Sideroad closed bridge between Highway 10 and 4<sup>th</sup> Line OS. Chris Knechtel from RJ Burnside and Associates will be in attendance for this onsite**

This will be discussed with Chris Knechtel during his 10:30 A.M. delegation.

### **5<sup>th</sup> Line OS between Highway 10 and Highway 89 at Con 2 SW Pt Lot 302 for Driveway entrance off unmaintained portion of the 5<sup>th</sup> Line OS**

It was discussed that there is the potential for them to install an entrance off the corner of their lot and we would just have to extend the road and upgrade it a short distance. This cost would have to be paid for by the landowner. Staff was directed to contact the Township Solicitor about being able to enter into an agreement with the landowner for the Township to front the cost of the road upgrades and bill it back to the landowner at time of completion.

### **5<sup>th</sup> Line OS – North of Highway 89 – fill being brought in without permits and ditching along the roadside**

Denise advised that the Grand River Conservation Authority have been out to the site and the Ministry of Environment are going to be attending the site later this week. The GRCA advised that there are two options to deal with this issue, option 1 is if the Township Policy does not permit this fill, they will be issued an order to remove it and return it to its original state, and option 2 is if the Township Policy allows they can apply for a retroactive permit from the GRCA and the Township. The Roads Sub-Committee directed staff to advise the GRCA to proceed with option 1 as the Township Policy does not permit fill from outside of Dufferin County.

### **Riverview Development on 260 Sideroad west of 7<sup>th</sup> Line SW to discuss the possibility of entrances and road upgrades required**

It was discussed that the road needs to be brought up to standard and would require entrance permits and ditching. It was discussed that possibly we could make a condition of the consent covering the fees for expenses discussed above. Staff was directed to ask the Planner if we could make these fees a condition of the consent.

### **Poulton Place in Corbetton, to discuss if we are going to create a turnaround or extend the road all the way around to 260 Sideroad**

The Roads Sub-Committee discussed that there were two options for Poulton Place in Corbetton when it comes to the development of the road. We can have a turnaround, or we can loop the road back around to Main Street. It was discussed that there would

be significant cost savings if we went the route of a turnaround, but we would need to complete a survey to ensure we have enough land to create a turnaround.

**Recommendation:**

The Roads Sub-Committee recommends to Council that we proceed with getting a survey of Poulton Place.

**3. Issue of Fill and Ditching on 5<sup>th</sup> Line OS Update**

This item was discussed under General Business item #2.

**4. Tree Brushing/Clearing on 5<sup>th</sup> Line OS – referred to the Roads Sub-Committee from the Council meeting held on November 18, 2021**

Craig advised that they only cleared trees that were on Township property and that people on the road thought that the work done was good. The Roads Sub-Committee agreed that the work done has made the water run properly in the ditches and it needs to be done to keep the water from sitting on our roads. It was discussed that we could create a policy to give notice to residents of upcoming ditching and tree removal or look into send out letters prior to the work beginning to give residents a heads up.

**5. Topcoat Paving for 2<sup>nd</sup> Line SW for 2022 as per Road Management Plan**

The Roads Sub-Committee discussed that the Road Management Plan schedule has the top coating of 2<sup>nd</sup> Line SW from Highway 89 to 300 Sideroad and from 250 Sideroad to Ida Street scheduled for 2022. These were the two portions of the 2<sup>nd</sup> Line SW we paved in 2020 and they need to have the topcoat added to finish the road project. It was discussed that Craig would get comments from Arunas Kalinauskas at RJ Burnside and Associates regarding whether this needs to be completed in 2022 or if it could possibly be pushed off to 2023. Craig did advise the Committee that the longer we leave the road without the topcoat the more the traffic will put ruts in the pavement and 2<sup>nd</sup> Line SW is a high traffic road.

**Recommendation:**

The Roads Sub-Committee recommends to Council that this be discussed as part of the 2022 budget making process.

**6. Winter Plan**

The Roads Sub-Committee reviewed the Winter Plan as it was updated for the 2021–2022 winter season.

**Recommendation:**



The Roads Sub-Committee recommends to Council that we adopt the Winter Plan for 2021-2022.

## **7. New Grader and Dually Pick-up Truck 2022**

Craig advised the Roads Sub-Committee that the one pickup truck that they currently have is getting old and will need to be replaced soon and a dually pick-up truck would allow the Public Works Department to plow and sand the small streets in Horning's Mills. Currently we are having some of the smaller steeper streets plowed by a contractor and this would eliminate the need for this as well as allow them to cold patch out of the pickup truck. Craig advised that the dealerships have said it would likely be 2023 before we could get a truck, but it would need to be ordered soon. Craig estimated the cost of this to be around \$100,000. Craig also advised that they need a new grader and the approximate cost of this would be around \$500,000. The Roads Sub-Committee asked Craig to get some costings on used graders and demo graders to see the costing difference.

### **Recommendation:**

The Roads Sub-Committee recommends to Council that we proceed with the purchase of a Dually Pick-up Truck for approximately 2023.

## **8. Draft Boundary Road Agreement – Southgate/Melancthon**

In January 2021, Council reviewed a draft Boundary Agreement that was received from the Township of Southgate and the RSC recommended that it be sent to Council for direction to be sent to the Township's insurance company and lawyer. Comments were received from both and forwarded to the Township of Southgate for their review and changes to the Agreement. The Township of Southgate responded by advising that the incorrect version of the Agreement had been sent to the Township for review. The current Agreement will expire on December 31, 2022.

### **Recommendation:**

The Roads Sub-Committee recommends to Council that Staff be given direction to forward to legal and insurance for review before it is executed.

## **9. Winter Schedule**

It was discussed that we had no one apply for the part-time winter shift to work afternoons, and there is not always much to do working an afternoon shift all winter. The Roads Sub-Committee discussed that Craig could run a custom schedule where

when we are anticipating snow a couple of the Public Works employees would work a 9am to 6pm shift, and if they need to stay to continue plowing they would. This would ensure that employees are not sitting with nothing to do on nights when there is no snow anticipated.

### **10. Plowing Lanes in Horning's Mills**

Craig advised that we currently have a contractor cleaning High Street, William Street, West Charles Street and Church Street as they are steep roads, and we cannot turn around in driveways on Church Street or it will wreck the new pavement. The cost of this is \$200 per time for William Street and High Street and \$100 per time for Church Street and West Charles Street. When the contractor needs to sand the roads, we load him with sand from the sand dome.

### **11. Other/Addition**

Member McLean advised that he had a conversation with the Upper Grand District School Board regarding the busing issue in Bretton Estates and advised they want him to send them pictures and signage of the issues and that the person who deals with this issue will be back in January. They want to set up a meeting with the Township and the insurance company once the employee has returned.

### **12. Unfinished Business**

1) Development of Poulton Place (Unopened road allowance in Corbetton – North Side of Main Street)

This item was discussed under General Business item #2.

2) Riverview Development

This item was discussed under General Business item #2.

### **Delegations**

#### **10:30 A.M. – Chris Knechtel, RJ Burnside and Associates – 2021 Bridge Inspection Report and Bridge 11 Update**

Chris Knechtel gave an update on the 5 Sideroad bridge, he is going to look into the cost and possibility of putting a culvert in here instead of installing a new bridge. He is going to get more information for the Roads Sub-Committee in January 2022.

Chris Knechtel presented the 2021 Bridge Inspection Report to the Roads Sub-Committee. The Roads Sub-Committee advised they were very happy with the progress we have made over the last few years getting our bridges up to standard.

**Recommendations to Council**

Recommendations have been outlined above.

**Public Question Period**

A member of the public commented that he thinks communication to residents about brushing/clearing trees prior to it taking place is an excellent idea.

**Confirmation Motion**

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

**Adjournment**

12:08 p.m. - Moved by McLean, Seconded by Hannon that we adjourn this Roads Sub-Committee meeting to meet again on January 12<sup>th</sup>, 2022, at 1:30 P.M or at the Call of the Chair. Carried.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

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

The Township of Melancthon Heritage Advisory Committee held an electronic meeting January 12<sup>th</sup>, 2022 at 5:30 p.m. The following members were present: Chair Margaret Mercer, Councillor James McLean, Tracey Webber and Todd McIntosh, also present was Kaitlin Chessell, Heritage Advisory Committee Secretary. Member Fawcett was absent.

### **Appointment of Chair and Vice-Chair**

Moved by McLean, Seconded by McIntosh that Councillor Mercer be appointed as the Chair of the Heritage Advisory Committee of the Township of Melancthon.

Moved by Mercer, Seconded by Webber that Todd McIntosh be appointed as the Vice-Chair of the Heritage Advisory Committee of the Township of Melancthon.

### **Call to Order by Chair**

Chair Mercer called the meeting to order at 5:33 p.m.

### **Land Acknowledgement**

Chair Mercer shared the Land Acknowledgement Statement.

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

Moved by McIntosh, Seconded by McLean that the agenda be approved as circulated. Carried.

### **Approval of Draft Minutes**

Moved by McLean, Seconded by Webber that the minutes of the Heritage Advisory Committee held on December 8<sup>th</sup>, 2021 be approved as amended. Carried.

### **Business Arising from Minutes**

Unfinished Business: Update on the Town of Shelburne's application form used by residents to apply for a plaque for Melancthon suitability

Member McLean brought forward the amended application form and discussion ensued on the few flagged areas for revision. It was decided that because the signs cost \$300.00 plus HST we would charge residents \$100.00 and businesses \$200.00 when submitting their application. Member Webber is going to format the application and fix the couple items discussed at the meeting and bring it back at the next meeting.

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

No declaration declared at this time.

## **General Business**

### **1. Set Priorities for 2022**

The Heritage Advisory Committee decided that the three areas of focus for 2022 will be Heritage Week, Heritage Plaques, and a Walking/Driving Tour of the Township. For the Walking/Driving tour it was discussed that we could add on to the already existing driving tour of Melancthon Township that the Dufferin County Museum has created. Member McIntosh is going to bring back at the next meeting a list of 5-10 points of interest in the community which can be added to the existing tour.

### **2. Heritage Week – February 21<sup>st</sup> – 27<sup>th</sup>**

The Heritage Advisory Committee wants to recognize the week of February 21<sup>st</sup> – 27<sup>th</sup> as Heritage Week in Melancthon. The Committee would like to post Melancthon Heritage facts daily on the Township Facebook throughout Heritage Week, as well as launch the Plaque Program that week. The Committee is also looking into doing up a pamphlet that could be put in stores in Melancthon and the Township Office of the driving tour of Melancthon.

### **3. Updates**

None.

### **4. Brainstorming Roundtable**

The Heritage Advisory Committee is going to ask Council for \$5000 in the 2022 budget to be able to launch the plaque program and for other programming throughout 2022.

### **5. Other/Addition**

None.

### **6. Unfinished Business**

#### **1) Heritage Plan**

This item was discussed under General Business item #1.

#### **2) Update on Research of Settlement History (Cemeteries, Churches, Hamlets, and Villages) and Heritage Homes in Melancthon (Member Webber)**

Member Webber advised she is still looking into this and collecting information from the Dufferin County Museum.

### **Delegations**

None.

## **Recommendations to Council**

The Heritage Advisory Committee recommends to Council that \$5000 be put in the 2022 budget for the Heritage Advisory Committee for the plaque program and other programming throughout 2022.

## **Public Question Period**

None.

## **Confirmation Motion**

Moved by McLean, Seconded by McIntosh that all actions of the Members and Officers of the Heritage Advisory Committee 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 at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

## **Adjournment**

6:25 p.m. - Moved by Webber, Seconded by McIntosh that we adjourn this Heritage Advisory Committee meeting to meet again on February 9<sup>th</sup>, 2022 at 5:30 p.m. or at the call of the Chair. Carried.

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CHAIR

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SECRETARY



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

The Township of Melancthon Environmental Sustainability Committee held a meeting on January 7, 2022 at 10:00 a.m. electronically through ZOOM. The following members were present: Chair; Margaret Mercer, Wayne Hannon and Darren White. Also present were: Donna Funston, Environmental Sustainability Committee.

- 1. Member Hannon nominated Chair Mercer to continue as Chair. Mercer accepted.**

**Chair Mercer nominated Hannon for Vice-Chair. Hannon accepted.**

- 2. Chair Mercer called the meeting to order at 10:01 a.m**

- 3. Land Acknowledgement Statement**

Chair Mercer read the Land Acknowledgement Statement.

- 4. Additions/Deletions/Approval of Agenda**

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

- 5. Delegations**

- 6. Declaration of Pecuniary Interest or Conflict of Interest**

None.

- 7. Approval of Draft Minutes – December 3, 2021**

- Moved by Hannon, Seconded by White, the minutes of the Environmental Sustainability Committee held on December 3, 2021 be approved as circulated. Carried.

- 8. Business Arising from the Minutes**

- 9. General Business**

- 1. ESC Plan**

Chair Mercer reviewed the ESC Draft Plan with the Committee. Discussion around Sustainability Day, Invasive Species including Phrag and Pollinator gardens being included in places such as the Municipal Office, Horning's Mills and Corbetton. It was suggested that the pollinator gardens be planted quite dense so no weeding would be required and no chemicals would be used. Some pruning would be needed to keep the

*Bd comm #4*  
MAR 03 2022

gardens under control. Phrag is a concern in the Township and direction is to invite Craig Micks, Public Works Superintendent to the February meeting to discuss Phrag on certain lands. It was noted that the GRCA and NVCA sell seedling trees in the spring relatively cheap. Discussion around partnering with a Nursery in regards to tree planting, the use of bat boxes to control mosquitos, the use of bird houses and duck boxes on wetlands. Discussion on a Melancthon clean up day which would occur before the Sustainability Day, this will be discussed further next month during the Road Superintendent Delegation. Chair Mercer requests the ESC Plan be on the next Council Agenda.

2. Request for Data to Improve Ontario's Tallgrass Geospatial Database

Direction is to invite Jennifer Neill as a Delegation to the February meeting to explain her request regarding Tallgrass in Ontario.

3. Other/Addition(s)

**10. Confirmation of Meeting**

- 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.

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

- Moved by Hannon, Seconded by White, that we adjourn the Environmental Sustainability Committee at 10:36 a.m. to meet again on Friday February 4, 2022 at 10:00 a.m. or at the call of the Chair. Carried.

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CHAIR

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SECRETARY



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, JANUARY 12, 2022 – 7:00 P.M.**



The North Dufferin Community Centre Board of Management known as "The Board" held its meeting on the 12<sup>th</sup> day of January, 2022 at 7:00 p.m., as an electronic meeting through ZOOM.

**Those present:**

- Patricia Clark, Councillor, Mulmur
- Emma Holmes, Melancthon
- Keith Lowry, Mulmur
- Nancy Noble, Mulmur
- Wayne Hannon, Councillor, Melancthon
- Janet Horner, Mayor, Mulmur
- Darren White, Mayor, Melancthon
- Earl Hawkins, Deputy Mayor, Mulmur
- Tracey Atkinson, CAO, Mulmur
- Heather Boston, NDCC Treasurer, Mulmur
- Donna Funston, NDCC Secretary, Melancthon
- Curtis Bouchard, Arena Manager

**Regrets:**

- Debbie Fawcett, Melancthon

Member Lowry called for a recorded vote,

-Moved by Lowry, Seconded by Hannon that the NDCC Board of Management moved into a Committee of the Whole meeting for discussion purposes.

<u>Yay</u> Lowry Hannon Noble Clark	<u>Nay</u> Holmes
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Carried.

Discussion ensued around the agreement between Township of Mulmur and the Township of Melancthon which was signed but both Townships as of November 4, 2021. All HR functions are now the responsibility of Mulmur due to the liability risk identified by their Auditors. HR includes but not limited to staffing, contracts, payroll and performance reviews. Concerns were raised regarding transparency by the

*Bd comm #5*  
JAN 12 2022

Townships and no communication regarding any of the resignations or exit interview. Tracey Atkinson gave a detailed list of events starting from October 25, 2021 to January 13, 2022 explaining when and how certain events took place. She noted the next Joint Rec Sub-Committee meeting is January 25, 2022 and these meetings are public with an agenda being posted on the Township websites for everyone to review. The Joint Rec Sub-Committee passes motions that are sent to both Councils to be ratified. When Auditors identify a risk it must be dealt with which is the reason for the HR functions going back to the Township of Mulmur. Currently the Joint Rec Sub-Committee is researching a co-management government model because the agreement involves two Townships. This type of agreement doesn't exist anywhere else making it more difficult to complete and satisfy both Councils. The Board requested that in the revised agreement the wording around Councils approving Board Members be changed so that it is clear each Township selects their members. Discussion regarding purpose of the Board, it was noted that HR is the only function that has been removed all other community needs are still with the Board. The Board is involved in many functions and has done a great job in supporting the community needs like hockey, figure skating, BBQ to name a few.

-Moved by Lowry, Seconded by Noble that the NDCC Board of Management rise from Committee of the Whole without report. Carried

### **#1 Election of Chair and Vice-Chair**

Donna asked for nominations for the Chair position.

-Moved by Clark, Seconded by Noble that Emma Holmes be the Chair of the NDCC Board of Management until the end of term on November 14, 2022. Carried.

Donna asked for nominations for the Vice-Chair position.

Vice-Chair position was not filled.

### **#2 Call to Order by Chair**

Chair Holmes called the meeting to order at 8:04 p.m.

### **#3 Land Acknowledgement Statement**

The Land Acknowledgement Statement was read.

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

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

## **#5 Delegation**

### **1. 7:15 p.m. – Scot Robinson – The Wood Smoke Shack Proposal**

Scot proposed a food truck from April – October and went over the presentation that was part of the Agenda Package. Any advertising will be done through social media and he would consider paying for signage depending on the cost. Scot is willing to close down on any weekends that would interfere with NDCC functions. The trailer is self sufficient for water (clean and grey) and hydro, Scot would rent a porta potty for the time the food truck is there. Scot is hoping to get the first season as complimentary and that would give him a better idea of traffic and profits to determine rental for the second year.

-Moved by Lowry, Seconded by Clark, that the NDCC Board of Management support the application of Scot Robinson Wood Smoke Shak proposal and the proposal be forwarded to both Councils for approval. Carried.

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

None.

## **#7 Approval of Draft Minutes**

-Moved by Clark, Seconded by Noble, that the minutes of the North Dufferin Community Centre Board of Management held on October 25, 2021 be approved as circulated. Carried.

## **#8 Business Arising from the Minutes**

## **#9 Facility Manager's Report**

Curtis Bouchard is the new Arena Manager and he introduced himself to the Board.

Discussion regarding public skating, Curtis will find out the capacity limits and COVID restrictions. With COVID restrictions previously public skating was closed and when no capacity limits were in place public skating was open. Discussion on the Cenotaph, Curtis will discuss with Mulmur public works department and bring back recommendation to the February meeting.

## **#10 General Business**

1. Financial
  1. Accounts Payable

-Moved by Clark, Seconded by Noble the accounts in the amount of \$47,218.57 be received as presented. Carried.

2. A/R update
3. YTD vs. Budget comparison

Discussed YTD figures and COVID grant monies to offset some of the loss revenue due to closure.

4. 2022 Draft Budget for discussion

Discussion on the draft budget and that it will require some changes due to the Arena now being closed until at least January 26, 2022. Heather will bring a draft #3 which will decrease revenue, reduce wages, increase ice plant maintenance and reduce expenses for being closed.

2. Playground Replacement/Repairs & Location – Heather Verbal Update

Heather has applied for a grant for the Playground that would cover 75% of the cost and the remaining 25% would be covered by NDCC. The equipment did not pass safety inspection. Heather did a survey to find out what equipment was top choices in the community and a skate park was ranked number one. Board requested Heather to share the survey results with the Board.

3. Update on Staffing/Security – Heather Verbal Update

The security company is no longer working the door so extra part-time staff have been hired to cover the COVID checks at the door. A new Arena Manager has been hired and hoping to hire 1 or 2 more part-time employees before the Arena opens back up.

4. Nov 18, 2021 Minutes from Joint Rec Meeting
5. Nov 22, 2021 Minutes from Joint Rec Meeting
6. NDCC Meeting Dates for 2022

-Moved by Clark, Seconded by Noble that the NDCC Meeting Dates for 2022 by approved. Carried.

7. Unfinished Business
  1. NDCC Agreement – 2021 Final

This agreement will be discussed further at the Joint Rec Sub-Committee and the wording will be firmed up better. This will be left on the agenda for February meeting as the Joint Rec meets January 25, 2022.



**#11 Information**

1. Shelburne Memorials Quote for Restoration New Base Honeywood Cemetery
2. Melancthon NDCC Board Municipal Representative

**#12 Notice of Motion**

-None

**#13 Confirmation Motion**

-Moved by Clark, Seconded by Lowry 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.

**#14 Adjournment**

-Moved by Clark, Seconded by Noble, we adjourn the North Dufferin Community Centre Board of Management meeting at 9:16 p.m. to meet again on Wednesday February 9, 2022 at 7:00 p.m. or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, January 18, 2022*

**Present:** Geoff Dunlop            Shane Hall            Mikal Archer            \  
James Hodder            Gail Little            Margaret Mercer  
Patricia Clark            Sharon Martin

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

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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.

Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.

Participants were to raise their hands to ask questions or comment and wait to be recognized.

Participants were to raise their hands to vote on motions.

Reading of Land Acknowledgement:

“We would like to acknowledge the traditional territory of the Anishinaabe including the Ojibway, Potawatomi and Chippewa and the People of the Three Fires Confederacy.”

**Motion 01-22            S. Hall, S. Martin**

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 02-22            M. Archer, M. Mercer**

Be it resolved that we approve the Agenda of the January 18, 2022, meeting.

**Carried**

**Motion 03-22            P. Clark, G. Little**

Be it resolved that we approve the minutes of the board meeting dated December 21, 2021.

**Carried**

**Motion 04-22            S. Martin, S. Hall**

Be it resolved that we approve the Accounts Payable Register for December, 2021, with invoices and payments in the amount of \$35,080.54.

**Carried**

## CEO/ Head Librarian's Report:

### o **Statistics—Including Social Media and e-resources**

Since we are using both curbside and in-house systems and e-resources, we have developed a different format for reporting our statistics. Attached is a summary of the Monthly Statistics for December, 2021. Our circulation statistics are steadily increasing and include both in-library and curbside circulation.

As seen in the statistics presented, we have an extensive email list (approximately 2,500) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

### o **Programming**

#### o **Children's Programming**

Our children's programming continues with Story time and crafts on Friday morning. The craft materials for the month are available for families to be picked up curbside along with their books. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time.

#### o **Teen Programming**

For the Teens, we have had 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 necessary to make the crafts.

**NEW – January 2022 –** We started a new program called *Booking It* which features a weekly book club and crafts for our Tweens and Teens. We're excited to welcome 20 registrants already and are hoping for more.

- o **Adult Programming** – Rose and Jade are working on some plans for the New Year which may include an adult Zoom book Club. This would be an extension of Rose's Book Club which has been curtailed because of Covid issues.

## **Business**

### o **Ongoing Library Protocols -**

As of Wednesday, January 5, 2022, we returned to porch pick-up of materials as per the new guidelines from the Province of Ontario. We are keeping very close attention to any changes so that we can re-open for browsing.

## **Motion 05-22 P. Clark, J. Hodder**

Be it resolved that SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication;

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 February 15, 2022.

**Carried**

- o **In Camera session – Not required**

**Motion 06-22 M. Archer, M. Mercer**

That we now adjourn at 7:24 p.m., to meet again February 15, 2022, at 7 pm., or at call of the Chair.

**Carried**

**Monthly Statistics**

**December, 2021**

Physical Collection	Facebook		Instagram		YouTube		Twitter	Overdrive	Press Reader	Ancestry	LibraryAware		
	Engagements	Page Likes	Engagements	Followers	Views	Subscribers	Followers	Check outs	Issues Opened	Searches	Library News	Teen News	Children's News
2885	1092	855	385	566	338	96	276	1118	340	130	7,146	18	157



# New Routes: Dufferin County Outdoor Recreation Plan

## Refresh | Regrow | Recreate

FEB 24 2022

This year, the County of Dufferin is embarking on an extensive public consultation of the Recreational Use Policy for the Dufferin County Forest. The goal is to have a broader Recreation Plan for both the County Forest and the County-owned Rail Trail, with consideration for the best ways to use these spaces as well as what services and facilities (signs, parking lots, electric vehicle charging stations, portable toilets, picnic shelters, interpretive features, public and volunteer engagement) to implement in the future.

For now, we are looking for your great ideas! What does your ideal County Forest look like? When you picture the Rail Trail, what do you see?

### Dufferin County Forest

The Dufferin County Forest consists of fourteen tracts that together form a 1,066 hectare (2,636 acre) forested area owned and managed by the County of Dufferin. The Forest serves important functions in terms of erosion and water control, natural heritage protection, biodiversity, wildlife habitat, recreational opportunities, and support of the rural economy through timber production and employment opportunities. A Recreational Use Policy/By-Law for the County Forest was passed in 2017. Several amendments have been made to the policy/by-law since then, most of them minor in nature. This is the first full-scale public review of the policy/by-law. Some of the broader items, such as signs and infrastructure, are discussed in the Five-Year Operating Plan and Twenty-Year Management Plan for the Forest. A map of the County Forest tracts within Dufferin County is on the reverse.

### Dufferin County Rail Trail

The Dufferin County Rail Trail is the 38.1 km Dufferin portion of the former rail corridor running from Orangeville, through Amaranth, Shelburne and Melancthon, to Dundalk. There are currently use agreements in place with the local ATV and snowmobile clubs for the trail. There are no other documents related to use or management of the Rail Trail. A map of the Rail Trail within Dufferin County is on the reverse.

### Public Consultation

Share your ideas and answer a quick survey at [www.JoinInDufferin.com/RecreationPlan](http://www.JoinInDufferin.com/RecreationPlan) or go to the QR code to the right to help this process get started. You can also comment and vote on ideas that have already been submitted. Your input will be used to produce a draft recreation plan that will be subject to public review and more specific feedback.



**Ideas are due by April 22, 2022.**

To submit your ideas by mail or email, and for more information, contact the County Forest Manager at [forestmanager@dufferinmuseum.com](mailto:forestmanager@dufferinmuseum.com) or 519-941-1114 x 4011 or c/o Museum of Dufferin, 936029 Airport Road, Mulmur, ON L9V 0L3.

If you wish to be added to our email notification list so you can keep up to date on the process and other County Forest news, go to <http://eepurl.com/RtadP> or the QR code to the right.



Info # 1  
MAD 0 3 2022





**Denise Holmes**

---

**From:** Margaret Mercer  
**Sent:** Wednesday, February 23, 2022 12:58 PM  
**To:** Denise Holmes  
**Subject:** NVCA information  
**Attachments:** Ice Jam Info Sheet.pdf

Denise,

Please add this to next week's council agenda as an information item.

Thank you,  
MMercer



# Ice Jam Prevention & Mitigation



The GTA Flood Group has prepared the following Ice Management Info Sheet based on the River Ice Manual, MNR 1984.

## Municipal Role vs. Conservation Authority Role

Under the Emergency Management and Civil Protection Act (Ontario Regulation 380/04), municipalities have the primary responsibility and authority for response to flooding and flood emergencies, and also for the welfare of residents and protection of property. While Conservation Authorities do not engage in ice management directly, they do operate a flood forecasting and warning program and can offer advice for ice jam prevention and mitigation.

## Ice Jam Genesis

Each situation and location where ice jams form is unique. However there are a number of factors generally common to all ice jams and there are many similarities to be found in the conditions prevailing just prior to the jams, wherever they may occur.

Ice jam floods have historically been immediately preceded by rapid changes in weather and by colder than average winters. Likely sites for ice jams include areas where a widening or deepening of the river channel causes sudden reductions in the water velocity, and/or where there are sudden changes in the direction of flow, such as constrictions in the river channel or at bridges and their approaches.

Initial breakup is based on two factors, the number of accumulating degree-days of melting and the amount of precipitation during the melt. If the subsequent rise in water level is sufficient, it will pry the ice cover loose from the river banks; but it would not necessarily move the ice downstream or break it up. Ice cover break up depends on the velocities created or topography of the river, together with such restraints as islands, bends, or ice booms.

Preventing ice jams from occurring in the first place is the best way to prevent flooding. Ice jam flooding can be prevented only by understanding the cause of ice breakups and by knowing how to predict when break-up is going to occur.

## Summary of predictive techniques:

- Problems can be expected if there is an uninterrupted thaw of approximately twenty degree-days of melting during a very short period of time – 3 to 5 days.
- Problems are likely in the event of precipitation of 12 mm or more in 24 hours, especially if this follows several days of melting, or if the ground is still frozen, or if the watershed has a large urban area.
- Rising water levels and increasing velocities cause break-up – a preliminary indication of possible trouble. A rise of 1 metre in 24 hours often causes break-up, and will always cause break-up where velocities are greater than 1.0 m/sec.
- There is a specific break-up flow for every river, where large portions of the ice cover disintegrate generally. From limited information, it appears that the break-up flow is about 60% of the 100-year flood flow. \*\*Due to variations in ice quality and weather sequences, this percentage may vary from 50 to 70 percent.
- Partial break-ups and local jams may occur due to broken pieces of ice accumulating in front of, and/or underneath, an ice cover, causing it to break by bending.

The worst combination for break-ups is a sudden thaw extending over four days, with rain. The resulting jams, however, will depend on how cold the winter has been, whether ice is hard or soft, thick or thin. In the final analysis, it is the sequence of weather events that is critical.

It is important to implement a monitoring program to gather information for the prediction of future ice jam events.







## Preventive and Remedial Measures

It is best to approach ice jam prevention with caution. Without a properly formulated plan including a safe storage area, such as a lake, many preventative techniques can simply move ice jams creating larger problems downstream. Wherever possible, ice breaking should begin at the river mouth and work upstream.

Preventative and remedial processes include:

### Weakening and/or breaking of ice

- Ice breaking by dusting
- Ice breaking by blasting
- Ice breaking by boat
- Combination of blasting and breaking by boat
- Ice breaking by air cushion vehicle

### Control

- Control dams
- Ice booms
- Weirs
- Ice Islands
- Ice Storage

### Ice removal

- Ice cutting and mechanical ice removal

(Details on each technique are available from River Ice Manual, MNR 1984)



## Ice Blasting

Blasting is used to break an ice cover into floes which can be transported by the water downstream or to weaken a solid ice cover prior to the arrival of upstream ice. The explosive charge is usually placed in the water underneath the ice.

The ideal time to release a jam is just after it has formed, starting at the outlet and moving upstream. If the flow has dropped, blasting the jam will be ineffective due to the lack of sufficient water to carry the loosened ice downstream.

Blasting ice jams is rarely effective and is dangerous to the blasting crew and neighbouring property. There are less expensive and more effective techniques to remove ice that have no environmental impacts, are safer for crews, and do not result in uncontrolled releases of river ice.

### When is intervention appropriate?

- When there is a sufficient storage area and intervention will not create jams downstream.
- When ice removal is possible without damaging the riverbank or the environment.

### What are some alternatives to intervention?

- Sandbagging
- Emergency planning (e.g., evacuations)



## Your Conservation Authorities are here to help.

Please let your local Conservation Authority know of any preventative or remedial ice jam measures that your municipality may be undertaking.

For more information or advice please contact your local CA:

- Lake Simcoe Region Conservation Authority (905) 895-1281
- Toronto & Region Conservation Authority (416) 661-6514
- Conservation Halton (905) 336-1158
- Credit Valley Conservation (905) 670-1615
- Central Lake Ontario Conservation Authority (905) 579-0411
- Ganaraska Region Conservation Authority (905) 885-8173
- Nottawasaga Valley Conservation Authority (705) 424-1479
- Kawartha Conservation (705) 328-2271 or 1-800-668-5722



February 18, 2022

Hon. Doug Ford, Premier of Ontario  
Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto, Ontario M7A 2J3

Sent via email: [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

Re: Dissolution of the Ontario Land Tribunal, Town of Gravenhurst

Dear Premier Ford

At the Town of Gravenhurst Council meeting of Tuesday February 15, 2022, Council passed the following motion:

**WHEREAS** Municipalities across this province collectively spend millions of dollars of taxpayer money and municipal resources developing Official Plans that meet current Provincial Planning Policy;

**AND WHEREAS** an Official Plan is developed through months of public consultation to ensure, "that future planning and development will meet the specific needs of (our) community";

**AND WHEREAS** our Official Plan includes provisions that encourage developments to meet the need for attainable housing in our community;

**AND WHEREAS** our Official Plan includes provisions that encourage developments to meet certain environmental standards which are voided by the Provincial Policy Statement;

**AND WHEREAS** our Official Plan is ultimately approved by the District of Muskoka, as delegated from the Province, in accordance with the Planning Act;

**AND WHEREAS** it is within the legislative purview of Municipal Council to adopt Official Plan amendments or approve Zoning By-law changes that better the community or fit within the vision of the Town of Gravenhurst Official Plan;



**AND WHEREAS** it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the Town of Gravenhurst Official Plan;

**AND WHEREAS** municipal planning decisions may be appealed to the Ontario Land Tribunal (OLT; formerly the Ontario Municipal Board or "OMB"), an unelected, appointed body that is not accountable to the residents of the Town of Gravenhurst;

**AND WHEREAS** the OLT has the authority to make a final decision on planning matters based on a "best planning outcome" and not whether the proposed development is in conformity with municipal Official Plans and consistent with Provincial Planning Policy;

**AND WHEREAS** all decisions—save planning decisions—made by Municipal Councils are only subject to appeal by judicial review and such appeals are limited to questions of law and or process;

**AND WHEREAS** Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans;

**AND WHEREAS** municipalities across this Province are repeatedly forced to spend millions of dollars defending Official Plans that have already been approved by the province or their designate in expensive, time consuming and ultimately futile OLT hearings;

**AND WHEREAS** lengthy, costly OLT hearings act as a barrier to the development of attainable housing;

**AND WHEREAS** the existence of the OLT acts as a barrier that restricts municipalities from protecting the environment from development that is uncharacteristic of its community;





**NOW THEREFOR BE IT RESOLVED THAT:**

1. The Town of Gravenhurst requests the Government of Ontario dissolve the OLT immediately thereby eliminating one of the most significant sources of red tape delaying the development of more attainable housing, and restricting a municipality's ability to enforce self-determined environmentally-friendly development policies in Ontario;
2. A copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, the Minister of Municipal Affairs and Housing, the Leader of the Opposition, the Leaders of the Liberal and Green Party, all MPPs in the Province of Ontario; the Large Urban Mayors' Caucus of Ontario, the Small Urban GTHA Mayors and Regional Chairs of Ontario; and,
3. A copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.
4. A suitable alternative appeal process be investigated by the Province utilizing an elected board of appeal

Sincerely,

Kayla Thibeault  
Director of Legislative Services / Clerk  
Town of Gravenhurst  
KT/ds

cc.

Hon. Steve Clark, Minister of Municipal Affairs and Housing [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)

Andrea Horwath, Leader of the Official Opposition [horwatha-qp@ndp.on.ca](mailto:horwatha-qp@ndp.on.ca)

Mike Schreiner, Leader of the Ontario Green Party [Mschreiner@ola.org](mailto:Mschreiner@ola.org)

Steven Del Duca, Leader of the Ontario Liberal Party [info.leader@ontarioliberal.ca](mailto:info.leader@ontarioliberal.ca)

Ontario Members of Provincial Parliament

Large Urban Mayor's Caucus of Ontario [info@ontariobigcitymayors.ca](mailto:info@ontariobigcitymayors.ca)

Small Urban GTHA Mayors of Ontario

Regional Chairs of Ontario

Association of Municipalities of Ontario (AMO) [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

All Ontario Municipalities

**Denise Holmes**

---

**From:** Caroline Mach <forestmanager@dufferinmuseum.com>  
**Sent:** Tuesday, February 22, 2022 10:12 AM  
**To:** Caroline Mach  
**Subject:** Dufferin County Forest Annual Report & Recreation Policy Review

**Dufferin County Forest Annual Report**

The annual report for the Dufferin County Forest is now available on the County's website at:  
<https://www.dufferincounty.ca/sites/default/files/forest/annual%20report.pdf>

**New Routes: Dufferin County Outdoor Recreation Plan**

**Refresh | Regrow | Recreate**

This year, the County of Dufferin is embarking on an extensive public consultation of the Recreational Use Policy for the Dufferin County Forest. The goal is to have a broader Recreation Plan for both the County Forest and on the County-owned Rail Trail, with consideration for best ways to use these spaces, as well as what services and facilities (signs, parking lots, electric vehicle charging stations, portable toilets, picnic shelters, interpretive features, public & volunteer engagement) to implement in the future. For now, we are looking for public feedback and great ideas which are due by **April 22, 2022** at [www.JoinInDufferin.com/RecreationPlan](http://www.JoinInDufferin.com/RecreationPlan). Survey participants have a chance to win 1 of 3 \$50 gift cards to an independent business of their choice in Dufferin County! After April 22 a draft plan will be developed which will be subject to further public consultation.

If you would like to promote the outdoor recreation plan through your newsletters/social media channels, I can provide copy and images for your use.

If you have questions about either of these items, please contact me.

Caroline

Caroline Mach, R.P.F. (she/her) | County Forest Manager | Public Works Department | County of Dufferin  
519-941-1114 ext. 4011 | [forestmanager@dufferinmuseum.com](mailto:forestmanager@dufferinmuseum.com) | 936029 Airport Rd., Mulmur, ON L9V 0L3 | [sign up for our email newsletter](#)

Usual office hours are Tuesday-Saturday 9-5.



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Info # 4-  
MAR 03 2022

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)



# Annual Report 2021 and Annual Work Schedule 2022



## **EXECUTIVE SUMMARY**

The Dufferin County Forest consists of fourteen tracts that together form a 1,066 hectare (2,636 acre) forested area owned and managed by the County of Dufferin. The Forest serves important functions in terms of erosion and water control, natural heritage protection, biodiversity, wildlife habitat, recreational opportunities, and support of the rural economy through timber production and employment opportunities.

From the first purchase of land in 1930 until the mid-1990s the Forest was managed by what is now the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR) through agreements made under the *Forestry Act*. In 1995, the County completed a long-term, comprehensive management plan for the Forest properties, the first County in Ontario to do so. Following completion of the plan, a County Forest Manager was hired to implement it.

In 2013, work began on a new twenty-year forest management plan. *Our Forest, Our Future: Dufferin County Forest Management Plan 2016-2036* was approved by County Council in March, 2016. In 2020, an operating plan for the period 2021-2026 was developed and approved.

The COVID-19 pandemic continued to impact County Forest operations in 2021. Most notably, no in person recreational events were held, it was not possible to organize any Friends of the Dufferin County Forest work party events, and tree and flower identification walks were not held. However, unlike in 2020, the Forest was not closed to the public in 2021. In general, social sustainability activities were those most impacted by the pandemic.

The following are some highlights from the past year:

### **Environmental Sustainability**

- i. 34.8 hectares of hardwoods and conifers were marked for selection harvesting;
- ii. LDD moth (*Lymantria dispar dispar*, formerly European gypsy moth) caused moderate defoliation, mostly of red oaks at the Main Tract; and
- i. a first draft of an invasive species management plan was completed.

### **Economic Sustainability**

- i. sales of conifer plantations of just over \$100,000; and
- ii. installation of a secure post beside the Main Tract kiosk for the collection of cash donation toward the work of the Friends of the Dufferin County Forest, as well as establishment of an online system for collecting donations.

### **Social Sustainability**

- i. the magnetic sign and the information kiosk at the Main Tract were updated throughout the year;
- iii. trail counters were installed at the Mono Tract; and
- iv. County Council passed a motion to discontinue hunting in the Main Tract.

Next year, 2022, will see the continuation of various activities. There will be signs posted, tendered timber sales, monitoring of harvesting operations, and monitoring of recreational use. Hopefully, forest walks, in person recreational events, and the activities of the Friends of the Dufferin County Forest are able to resume during 2022. A review of the recreational use policy/by-law for the County Forest, including extensive public consultation, is planned for 2022.

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## 1.0 INTRODUCTION

The Dufferin County Forest consists of fourteen tracts that together form a 1,066 hectare (2,636 acre) forested area owned and managed by the County of Dufferin. The Forest tracts are located in all of Dufferin's rural municipalities: Amaranth, East Garafraxa, Grand Valley, Melancthon, Mono, and Mulmur. The largest single area is the Main Tract (607 hectares, 1,501 acres) in Mulmur Township. Figure 1 shows the locations of the individual tracts within Dufferin County.

The Dufferin County Forest serves important functions in terms of erosion and water control, natural heritage protection, biodiversity, wildlife habitat, recreational opportunities, and support of the rural economy through timber production and employment opportunities.

Although the Dufferin County Forest is, and always was, owned by the County of Dufferin, from the first purchase of property in 1930 until the mid-1990s, the Forest was managed on behalf of the County by what is now the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR).

In the mid-1990s, Dufferin was the first County in Ontario to take the lead in developing a management plan for its forest properties. The County decided to develop a comprehensive management plan due to increased demands on the forest properties, as well as changes to the Ministry of Northern Development, Mines, Natural Resources and Forestry's (MNDMNR) Agreement Forest Program.

On June 8, 1995, Dufferin County Council approved *Our Forest, Our Future: Dufferin County Forest Management Plan 1995-2015*. Throughout the process, there was participation from the MNDMNR, a Forest Advisory Team, and the general public, all of whom provided valuable input and comments.

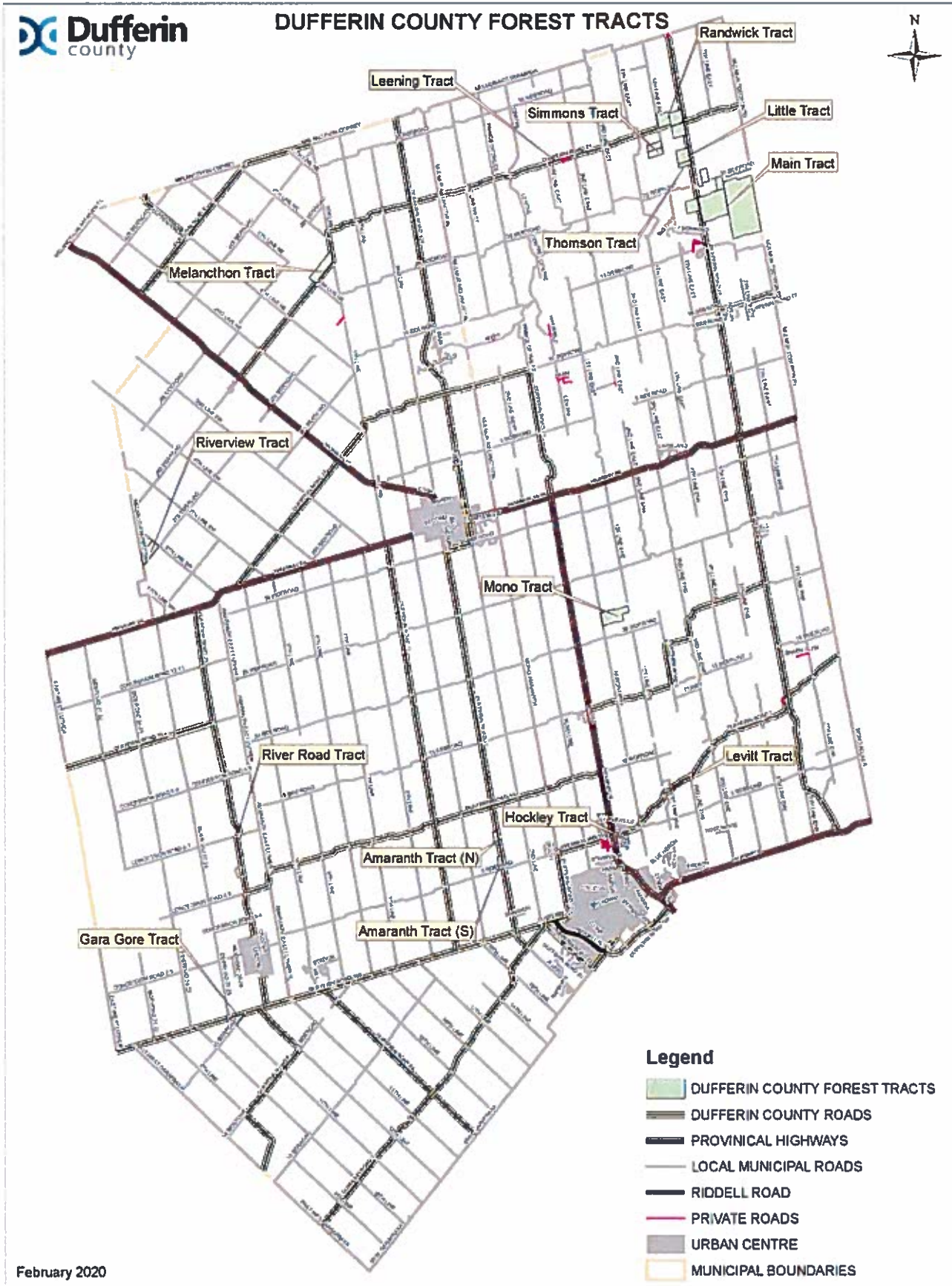
In 2001, the County was recognized for its management of the County Forest, and for its partnership with the Dufferin Simcoe Land Stewardship Network, with a national award – the Forest Stewardship Recognition Program award.

In 2005, the Dufferin County Forest celebrated its 75th anniversary.

With the impending expiration of the management plan passed in 1995, in 2013 the County began work on a new long-term management plan for the County Forest. By this time, the recreational use of the forest properties had grown to such an extent that it was decided that a separate recreational use policy for the County Forest was necessary. The consultative process involved County Councillors, members of the County's Forest Plan Advisory Team and Forest Operations Review Committee, residents adjacent to the Forest properties, and the general public. *Our Forest, Our Future: Dufferin County Forest Management Plan 2016-2036* was approved by County Council on March 10, 2016. The recreational use policy for the County Forest was approved on May 11, 2017. In 2020, a five-year operating plan for the period 2021-2026 was developed and approved.

This annual report is divided into sections that correspond with those in the 2021-2026 operating plan.

Figure 1: Tracts of the Dufferin County Forest



## 2.0 DUFFERIN COUNTY FOREST ANNUAL REPORT

### 2.1 Goal

To protect the quality and integrity of ecosystems in the Dufferin County Forest, including air, water, land and biota; and, where quality and integrity have been diminished, to encourage restoration or remediation to healthy conditions; while providing a variety of social and economic benefits to the public.

### 2.2 Land Use

Other than the addition of the Thomson Tract, the land use classes shown in Table 1 are unchanged from those outlined in *Our Forest, Our Future: Dufferin County Forest Management Plan 2016-2036*.

**Table 1: Land Use Classes for Dufferin County Forest Tracts**

Tract (Compartments)	Land Use Class	Area (ha)	Conservation Value	Standard Forest Management <sup>1</sup>
Amaranth (42a), Laurel Wetland Complex	natural	12	provincially significant wetland	no
Amaranth (43b, 43c), Farmington Swamp	natural	10	locally significant wetland	no
Amaranth (43a)	managed	2		yes
Gara-Gore (44a)	managed	15		yes
Hockley (49), Orangeville Wetland Complex	natural	20	provincially significant wetland	no
Leening (50)	natural	8	Niagara Escarpment Rural Area; donor restrictions	no
Levitt (51)	natural	4	Niagara Escarpment Natural Area; donor restrictions	no
Little (48)	natural	47	developing old growth	no
Main (7-10, 12-19, 21a, 22, 23a, 23b, 24b, 24c, 25b, 25c)	managed	316		yes
Main (11, 20a, 21b, 23c, 24a, 25a, 26-30, 31a, 31d), Oak Ridges South Slope Forest	natural	266	life science ANSI	no
Main (31b, 31c)	natural	24	locally significant wetland	no
Melancthon (32a, 32b, 32c, 33a, 33b, 33d)	managed	12		yes
Melancthon (33a, 33c, 33d, 34a, 35a), Melancthon 1	natural	48	provincially significant wetland	no
Mono (39-40, 46)	managed	68		yes
Randwick (1-4c, 5-6)	managed	115		yes



Tract (Compartments)	Land Use Class	Area (ha)	Conservation Value	Standard Forest Management <sup>1</sup>
Randwick (4d), Walker's Creek Wetland	natural	2	locally significant wetland	no
River Road (45)	managed	3		yes
Riverview (36, 37b, 37c, 37d, 37e, 38a, 38b)	managed	27		yes
Riverview (37a, 38c, 38d), Melancthon 2	natural	13	locally significant wetland	no
Simmons (47)	managed	42		yes
Thomson (52)	managed	12	creek	yes
<b>Total</b>		<b>1066</b>		

<sup>1</sup>In areas designated as "no" removal of hazard trees and invasive species may occur, as well as forest management activities that maintain or enhance notable features.

## 2.3 Environmental Sustainability

### *Sustainable Timber Harvesting*

Annually, wood is harvested on a sustainable basis from the Dufferin County Forest. The wood is sold by open public tender. Table 2 shows the stands tendered for sale in 2021. There was a larger than usual number of areas up for tender as a result of there being no timber sold in 2019 or 2020.

**Table 2: Tendered Timber Sales for 2021**

Tender Number	Tract and Compartments	Volume (m <sup>3</sup> )	Number of Trees	Species	Area (ha)	Value
CF 21-01-A	Randwick (4a)	218	471	red pine	7.0	\$9,154.36
CF 21-01-B	Main (9b, 9c, 10c)	877	1342	red pine, white pine	11.8	\$13,648.14
CF 21-01-C	Main (15c)	53	137	hardwoods	15.0	No bids
CF 21-01-D	Main (16c)	68.9	207	hardwoods	14.0	No bids
CF 21-01-E	Main (21a/22a)	604	813	red pine	13.0	\$42,299.29
CF 21-01-F	Main (26a)	279	298	red pine	8.0	\$18,582.85
CF 21-01-G	Gara Gore (44a)	19.6	75	ash	15.0	No bids
CF 21-01-H	Simmons (47a)	921.3	4141	red pine, white pine	22.0	\$16,599.14
<b>TOTALS</b>		<b>3040.8</b>	<b>7484</b>		<b>105.8</b>	<b>\$100,283.78</b>

The tenders were awarded as follows: CF 21-01-A to Breen's Lumber, Coldwater, Ontario; CF 21-01-B and CF 21-01-H to Moggie Valley Timber, Holland Centre, Ontario, and CF 21-01-E and CF 21-01-F to Gee's Lumber and Logging, St. Williams, Ontario.

### *Evaluation of Insect and Disease Populations*

The County of Dufferin assesses insect and disease populations based on information provided by the Ministry of Northern Development, Mines, Natural Resources and Forestry's (MNDMNR) Forest Health Technicians, County Forest staff, and the Canadian Food Inspection Agency. Emerald

ash borer, Asian long-horned beetle, Sirex woodwasp, LDD moth (formerly European gypsy moth), beech bark disease, butternut canker, and red pine decline are of primary concern. LDD moth, beech bark disease, butternut canker, and red pine decline are all known to be present in the Dufferin County Forest. Monitoring of these key insects and diseases will continue and management strategies will be developed as necessary.

**LDD Moth (formerly European Gypsy Moth)**

LDD moth (*Lymantria dispar dispar*) is a non-native insect pest that has become established and naturalized in Ontario over the last 40 years or so. Outbreaks of the pest occur approximately every 7-10 years. LDD moth is considered to be a deciduous tree stressor, not a tree killer, which means that usually tree mortality will result only if trees are subjected to multiple stresses over multiple years. Severe defoliation of coniferous trees may result in mortality after just one season.

In 2020, there was extensive defoliation of the red oak (the preferred food source of the LDD moth larvae) in the Main Tract of the Dufferin County Forest. To a lesser extent, other tree species, in particular white pine, were affected. This was the first year of heavy LDD moth defoliation in the Main Tract since 2009. Observed defoliation during 2021 was much lower than in 2020. There were very few trees that were completely stripped of their leaves. In 2021, fewer trees re-foliated, likely because they had enough leaf area remaining after defoliation.

Large numbers of larvae died from either the fungus *Entomophaga maimaigi* or the Nucleopolyhedrosis virus, which are both naturally present in LDD moth populations. The levels of the fungus are weather dependent (the fungus spreads more readily during a wet spring), while the virus spreads more easily and rapidly when populations are at high densities.

Due to the fact that the Main Tract is by far the largest asset in the County Forest portfolio and a large portion of it is dominated by oak, a contract for egg mass surveys was once again let in the fall of 2021. Surveying of egg masses is a reliable method for predicting the following year's population of LDD moth, and estimating the resultant defoliation risk. The survey found levels of LDD moth egg masses that would indicate light to light-moderate defoliation in the spring of 2022.



The Mono and Little Tracts were also surveyed for egg masses. The levels at the Mono

LDD moth larvae dying before pupation.



Tract were predictive of light defoliation in 2022, at the Little Tract they were predictive of light-moderate defoliation. The remaining tracts were not surveyed, as they have only small areas of deciduous trees, are not dominated by oak, or had very low levels of defoliation in 2021.

### ***Oak Wilt***

Oak wilt is an exotic invasive disease that kills all species of oak, preferring those in the red oak group (red oak and black oak). The Canadian Food Inspection Agency (the lead agency in dealing with exotic invasives) is working hard to keep oak wilt out of Ontario, but it is currently only 500 m from the border (on Belle Island in the Detroit River). Infected red oak trees can die in as little as 30 days. Red oak is a significant component of a number of stands in the Dufferin County Forest, particularly in the Main Tract. Many of these stands are also part of the Oak Ridges South Slope Area of Natural and Scientific Interest, which is recognized in part for its oak component. In addition, in 2005 red oak was declared as the official tree of Dufferin County.

Prior to oak wilt being found in Dufferin County, the following strategies are being implemented:

- i. public education to increase the number of people able to identify oak wilt and therefore increasing the chances of finding it and identifying it before it is widespread;
- ii. public education regarding the dangers of moving firewood, therefore reducing the chances of oak wilt arriving in Dufferin County through that avenue;
- iii. in the Dufferin County Forest, an immediate stop to harvesting of stands containing more than 5 m<sup>2</sup>/ha of red oak between April 1 and July 31. During this time of year, the sap-feeding beetles, which spread oak wilt and are attracted to open wounds on oak trees, are most active; and
- iv. public education to discourage private landowners from pruning or harvesting red oak between April 1 and July 31.

Once oak wilt is found in Ontario, a second phase of restrictions will be introduced. These will likely include a lengthening of the period during which pruning or harvesting of red oak is not permitted, as well as an expansion of pruning and harvesting restrictions to County operations outside of the County Forest (e.g. contracts for roadside tree pruning and removal).

Once oak wilt is found in the Dufferin County Forest, management strategies such as trenching to break root grafts will likely have to be implemented in order to eradicate or contain it.

### ***Emerald Ash Borer***

In 2013, the presence of emerald ash borer was confirmed in Dufferin County, at the south end of Orangeville. Public education regarding this pest is ongoing through events, information at the County Forest office and on the website, and responses to inquiries. Since there is relatively little ash in the County Forest, and it has been in ill health since before the advent of emerald ash borer, it is anticipated that the impact of the emerald ash borer will not be significant in the County Forest. Dead or dying ash that are considered to be hazard trees due to their proximity to trails will be removed as soon as possible after they are identified. Stands with an ash component will be managed in accordance with the strategies outlined in *Managing Ash in Farm Woodlots; Some Suggested Prescriptions* (Williams & Schwan, 2011).

### ***Alien Invasive Plants***

In 2021, the Forestry Summer Student prepared an initial draft of an invasive species management plan.



During the 2021 growing season, ongoing monitoring and removal of the dog-strangling vine at the Mono, Main and Randwick Tracts was conducted.

Scots pine was removed in conjunction with field work and litter/garbage pick-up.

Data was collected on the garlic mustard plots at the Melancthon, Mono, and Randwick Tracts. These plots were established in 2016 to monitor the growth of garlic mustard.

## **2.4 Economic Sustainability**

### ***Financial Stability***

One of the County's objectives for the Dufferin County Forest is that it generate revenue to support operations. At the same time, it is important to remember the non-monetary contributions of the Dufferin County Forest:

- i. the Forest contributes significant ecosystem services;
- ii. the Main Tract is one of few, large, publicly-accessible natural areas in Dufferin County available for a wide variety of outdoor recreation activities; and
- iii. the Dufferin County Forest properties add to the value of the areas in which they are located both in aesthetic and monetary terms.

For revenues generated from timber sales in 2021, refer to Table 2. There are many factors that affect the value of the timber sold from the Dufferin County Forest, some of which are difficult to predict from year to year. These factors include the price of wood locally and regionally; the location, size and species of trees offered for sale; and the supply of wood of various species and sizes in a given year. Timber sale revenues are supplemented by land use, forest use, and recreational event permits. For details of the budget, please refer to the County of Dufferin's Budget 2021.

### ***Donations***

A secure post was installed beside the Main Tract kiosk to facilitate the collection of cash donations toward the work of the Friends of the Dufferin County Forest (FDCF). A process was established to enable people to make donations to the FDCF online through a QR code/website address. The amount of money collected to day is not significant, but it is expected to increase as the FDCF is able to resume functioning post-COVID.

## **2.5 Social Sustainability**

### ***Recreational Use of the County Forest Policy***

Implementation of the recreational use policy and associated by-law (2017-39 as amended) continued in 2021.

At its meeting on July 8, 2021, County Council passed a motion to discontinue hunting in the Main Tract.

**Friends of the Dufferin County Forest (FDCF)**

Due to the COVID-19 pandemic, the Friends of the Dufferin County Forest were not able to meet or conduct any work party days in 2021. The Friends of the Dufferin County Forest is a volunteer group comprised of individuals who are committed to supporting approved activities within the properties collectively known as the Dufferin County Forest.

**Dufferin County Forest Advisory Team (DCFAT)**

In 2021, there were no meetings of the Dufferin County Forest Advisory Team.

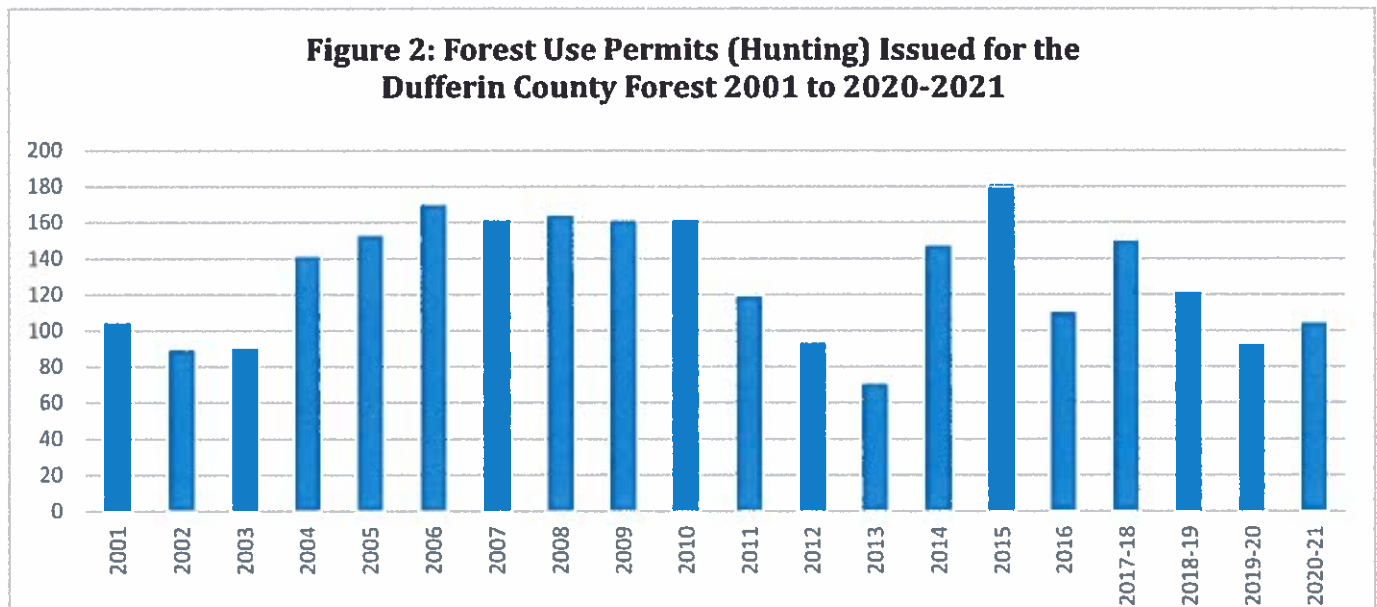
**Recreational Events**

Due to the COVID-19 pandemic, there were no larger-scale in person recreational events in the County Forest in 2021.

A virtual run was organized in the Main Tract. Individuals ran the course on their own any time between August 1 and September 14. Everyone who completed the course got a race kit, which included some County Forest-branded items. The run had 77 participants.

**Forest Use Permits (Hunting)**

Figure 2 shows the number of Forest Use Permits (Hunting) that have been issued in the last twenty years. In 2018, the permits transitioned from an effective period of January 1-December 31 to an effective period of October 1-May 31. For the transition year, the number of permits sold from January 1, 2018-May 31, 2018 was added to the number sold during 2017. In the last year, the permits generated revenue of about \$3,000 for the County.



**Mansfield Outdoor Centre**

Under new ownership, the Mansfield Outdoor Centre leased cross-country ski trails in the south portion of the Main Tract for the 2021-2022 season.

**Human Health**

Information about west nile virus, lyme disease, and poison ivy continues to be available on the County Forest website, at the information kiosk at the Main Tract parking lot, and by request.

Signs and information related to COVID-19 were placed at all of the Forest entrances, at the Main Tract kiosk, and on the County website in 2021.

### ***Infrastructure***

In 2021, a gate was installed at the main entrance to the Main Tract (937513 Airport Road) to facilitate any future access restrictions.

During 2021, the event field at the Main Tract continued to be accessible for parking. This has been very successful, especially as the large area makes it easy for horse trailers to manoeuvre. In the absence of any issues, the event field will be left accessible for parking other than when it is being used for events.

The entrance at 675067 Hurontario St. (Mono Tract) was closed due to its location on the crest of a hill.

### ***Main Tract Information Kiosk***

In the spring of 2018 an information kiosk was installed at the Main Tract parking lot at 937513 Airport Road. The kiosk includes information about upcoming events in the Main Tract, a large-scale trail map, and numerous information brochures about the County Forest. The information at the kiosk is updated and expanded on an ongoing basis.

### ***Signs***

Following passage of the County Council motion to discontinue hunting in the Main Tract, “no hunting in this tract” signs were installed at all of the entrances to the Main Tract. All of the signs at the Main Tract that describe the main stipulations of the use by-law were modified to indicate “no hunting”.

The signs at the Forest entrances stating guidelines for Forest use during the COVID-19 pandemic were replaced as necessary throughout 2021.

Temporary signs were posted at a number of the tracts showing the dates of the spring wild turkey hunt, the fall wild turkey shotgun hunt, and the two five-day periods of the fall deer shotgun hunt. This was done to inform users that there would be a concentration of hunters in the Forest during those periods. Additional signs urging hunters to “Exercise Extreme Caution” are posted around the southern section of the Randwick Tract. The “No hunting” signs that were posted along the boundary between the southern section of the Randwick Tract and the private land to the west in 1999 were monitored; no new signs were necessary.

The local Ontario Federation of Snowmobile Clubs (OFSC) member clubs (Dufferin, Orangeville, and Alliston & District) posted signs indicating the location of the OFSC trails through the Main, Randwick, Simmons, Riverview, and Mono Tracts of the Dufferin County Forest. The OFSC trails through the Mono Tract had to be re-routed slightly due to the closure of the entrance at 675067 Hurontario St.

### ***Information Products and Information Dissemination***

In order to make non-hunting users of the Dufferin County Forest aware of the main hunting seasons, notices advising of increased hunting activity were placed in the Orangeville, Shelburne,

Creemore, and Alliston newspapers as follows:

- i. prior to the beginning of the spring wild turkey shotgun hunt;
- ii. prior to the beginning of the fall deer and fall wild turkey bow hunt;
- iii. prior to the beginning of the fall wild turkey shotgun hunt;
- iv. prior to the first five-day period of the deer shotgun hunt; and
- v. prior to the second five-day period of the deer shotgun hunt.

In 2021, there was production and periodic updating of various information products, including a general County Forest brochure; a recreational use brochure; a hunting brochure; a brochure describing the Little Tract interpretive trail; a brochure describing the Main Tract interpretive trail; a trail map brochure for the Main Tract; and a brochure describing the driving tour.

The *Hunting in the Dufferin County Forest* brochure/information package was distributed to the hunters who purchased forest use permits, at the Main Tract information kiosk, as well as on a request basis. Email inquiries were first directed to the website for information.

Numerous phone and e-mail requests for information on the Dufferin County Forest and forests and forestry in general were answered. The information that was distributed consisted mostly of Dufferin County Forest pamphlets, maps of the Main Tract, and information on various insects and diseases that affect trees, LDD moth and emerald ash borer in particular.

The County Forest information on [www.dufferincounty.ca/services/forest](http://www.dufferincounty.ca/services/forest) was updated throughout the year to provide forest users and other interested members of the public with timely information about events and activities.

#### ***Presentations, Schools, Walks, and Tours***

The guided forest walks were cancelled due to the COVID-19 pandemic.

#### ***Interpretive Trails***

The interpretive trails at the Main Tract, Little Tract, and Hockley Tract were maintained.

#### ***Cultural Heritage Resources***

In 2021, no further work was done at the site of the building foundation at the Simmons Tract.

### **3.0 MONITORING**

In 2021, the primary monitoring activities were:

- i. inspections conducted during commercial harvesting operations;
- ii. monitoring of signs and gates at the forest properties and arranging for replacement when and where necessary;
- iii. monitoring of hunting activity (particularly during the two five-day deer shotgun hunt periods); and
- iv. monitoring of general recreational use.

Harvesting inspections were done to ensure that the loggers complied with the terms and conditions of the tenders. There were no significant violations of tender terms and conditions in 2021.

Forest inventories were conducted to determine which stands would be subject to forest management operations, as well as for stands that had recently undergone forest management operations.

Monitoring of invasive species was conducted as part of both forest inventories and other field work.

In 2020, the County embarked on a program to measure recreational use of the Forest, in particular at the Main Tract. This program was to include three main elements:

- i. in-person counting/surveying of users;
- ii. trail counters; and
- iii. traffic counters.

Due to the COVID-19 pandemic and the strict limits on in person interactions, no in person surveying was done in 2021.

At the end of 2021, some changes were made to the placement of the trail counters to improve the efficiency of data collection. Trail counters are now located:

- i. at the Main Tract, along the main south double track trail from the parking lot, to count equestrians and pedestrians;
- ii. at the Main Tract, along the single track trail from the parking lot, to count mountain bikers;
- iii. at the Main Tract, along the single track trail west of the event field, to count mountain bikers;
- iv. at the Main Tract, along the single track trail south of the event field, to count mountain bikers;
- v. at the Main Tract, along the double track trail from the event field, to count equestrians;
- vi. at the Mono Tract, at 675111 Hurontario St., to count all users; and
- vii. at the Mono Tract, at 715120 1st Line EHS, to count all users.

Some work was done on calibrating the trail counters by the Forestry Summer Student. Additional data, along with data for the new locations at the Mono Tract, will be collected in 2022.

The trail counters and traffic counters at the Main Tract will always be representative of trends in use rather than actual user numbers as the Main Tract has many entrances and it is not viable to have trail counters and/or traffic counters at all of them.

Not surprisingly, peak numbers for pedestrians, equestrians, and mountain bikers occurred on Saturday and Sunday. On a 24-hour basis, activity peaks are mid-day, from roughly 11 am to 3 pm. Numbers for all activities decreased into December, although there were still numerous users. At the Little Tract, user numbers were highest on Sunday, peaking around 4 pm, and dropping off in December.

Three periods of traffic counts were collected in 2021: June 14-22, July 26-August 3 (Civic Holiday weekend), and October 4-12 (Thanksgiving weekend). Although weekend and holiday Monday visits continued to be high, weekday visitation, especially on Wednesday and Friday, was significant. The main parking lot continued to be used more than the event field parking, but the differences in the numbers between the two locations were generally smaller than in 2020.

A self-reporting user survey was posted on Join in Dufferin at the end of October, 2021 and promoted with a sign at the Main Tract information kiosk. The survey includes questions about recreational activities and economic impact and is the same as will be used for the in person surveys. To date, six people have completed the survey.

**4.0 THE FUTURE OF THE PLANNING PROCESS**

In 2020, an operating plan for the period 2021-2026 was developed and approved. Two additional five-year operating plans will be written to fulfill the management plan; for the periods 2026-2031 and 2031-2036. The operating plans will be supported by Annual Reports and Annual Work Schedules.

Toward the end of the twenty-year management plan, a new twenty-year plan will be written for the period 2036-2056. This plan will include a five year operating plan for the period 2036-2041.

**5.0 DUFFERIN COUNTY FOREST ANNUAL WORK SCHEDULE**

The specific activities for 2022 are described in the following sections.

**5.1 Environmental Sustainability**

It is anticipated that there will be 44.0 hectares of conifers marked in 2022. The breakdown of the areas is shown in Table 3.

**Table 3: Areas Planned to be Marked in the Dufferin County Forest for 2022**

Tract (Compartment)	Species	Area (ha)
Randwick (1a)	red pine	20.0
Randwick (5a, 6a)	white pine	12.0
Main (24b)	red pine	12.0
<b>Total Area</b>		<b>44.0</b>

As in the past, the number of trees and the volume to be harvested will be known once the tree marking is completed. Stands will be publicly tendered in the late summer of 2022.

Information about oak wilt and emerald ash borer and how to manage trees and woodlots in their presence will continue to be distributed to the general public.

The population of LDD moth (*Lymantria dispar dispar*, formerly European gypsy moth) will be monitored in 2022 through emergence and defoliation surveys.

**5.2 Economic Sustainability**

For details of the budget, refer to the County of Dufferin’s Budget 2022.

**5.3 Social Sustainability**

A full review of the recreational use policy/by-law, including extensive public consultation, is planned for 2022.

Major new signs planned for 2022 include:

- i. signs at all County Forest entrances prominently displaying the County Forest website address and/or a QR code to link to the website; and
- ii. pictographic signs indicating permitted trail uses (following completion of the review of the recreational use policy/by-law).

Hopefully, the Main Tract will host a number of in person recreational events and the Mansfield



Outdoor Centre will lease cross-country ski trails in the Main Tract.

The interpretive trails at the Main, Hockley, and Little Tracts will be maintained.

#### **5.4 Monitoring**

In 2022, the monitoring program will focus on five broad areas:

- i. inspections conducted during commercial harvesting operations;
- ii. monitoring of signs and gates at the forest properties and arranging for replacement when and where necessary;
- iii. monitoring of hunting activity (particularly during the two five-day deer shotgun hunt periods);
- iv. monitoring of recreational events; and
- v. monitoring of general recreational use through self-reporting, in person surveys, trail counters, and traffic counters.

#### **For more information:**

Caroline Mach, R.P.F., County Forest Manager  
c/o Museum of Dufferin

936029 Airport Road Mulmur, ON L9V 0L3

519-941-1114 or 877-941-7787 ext. 4011

forestmanager@dufferinmuseum.com    www.dufferincounty.ca

**Denise Holmes**

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**From:** protection, source (MECP) <source.protection@ontario.ca>  
**Sent:** Friday, February 18, 2022 10:26 AM  
**Subject:** Best practices for source water protection on ontario.ca

SENT ON BEHALF OF KIRSTEN CORRIGAL, DIRECTOR, CONSERVATION AND SOURCE PROTECTION BRANCH

Good day,

I am excited to share that the Ministry of the Environment, Conservation and Parks has released best practices for source water protection to help ensure communities and landowners in areas not covered by provincially-approved source protection plans have the tools they need to protect their drinking water sources.

Types of drinking water systems not generally included in source protection plans include privately-owned wells or cottage lake intakes and communal well systems for places like hamlets or campgrounds.

The new user-friendly best practices provide easy to understand information and tips to help protect these drinking water sources from contamination, such as how to ensure a septic system is functioning properly and how to store on-site fuel tanks and pesticides safely. The best practices also provide municipalities with information on how to use existing regulatory and non-regulatory tools under the Planning Act, Municipal Act and septic inspection programs under the Ontario Building Code to protect sources of drinking water.

Let us know what you think about the best practices by taking part in our survey on ontario.ca and sharing it with your members, citizens, staff and committees as applicable. Your feedback will help us continually improve best practices and ensure they are a useful tool for protecting drinking water sources.

Sincerely,

Kirsten Corrigan, Director  
Conservation and Source Protection Branch

Follow the COVID-19 restrictions and public health measures and book your appointment to get vaccinated.



[Print all](#)

## Best practices for source water protection

Learn how to manage risks and identify actions that you can take to protect your drinking water source.

Take our survey (<https://www.ontario.ca/form/survey-best-practices-source-water-protection>) to share your feedback on our best practices to protect sources of drinking water.

## Get started

We want to help you protect water sources and drinking water systems that are not included in a source protection plan (<https://www.ontario.ca/page/source-protection#section-3>) or aren't regulated by the *Clean Water Act*.

Protecting sources of drinking water is one part of Ontario's strategy to ensure drinking water safety, sustainable water use and water security for future generations. You can tailor an approach that works for you.

By proactively protecting drinking water sources you:

- protect human health and the environment
- avoid the high costs of either cleaning up a contaminated drinking water source or having to find a new source of drinking water
- reduce the cost of water treatment for some contaminants
- extend the life of your system's infrastructure
- make informed land use planning decisions
- increase public awareness and accountability of drinking water stewardship

## Decide if you need to take action

Drinking water can come from surface water (an intake pipe or a shore well that draws water from a lake or river) and groundwater (a drilled or dug well) sources.

Certain activities can pose a risk to drinking water if pollutants are released to the environment. Pollutants, also called contaminants, are either:

- **chemicals**, such as fuels, solvents, metals and pesticides
- **biological pathogens**, such as bacteria and viruses

Soil can sometimes act as a natural filter for pathogens so some private well owners do not treat the water in their wells. But groundwater can become contaminated when chemicals or pathogens are released on or into the ground from human activity.

**Example:** Bacteria in private wells can come from on-site sewage systems and fuel can leak from heating oil tanks. Your well can become contaminated if these contaminants move through the soil into the groundwater.

Surface water bodies have no natural filter for contaminants like pathogens. Surface water can become contaminated when:

- chemicals or pathogens are released directly into surface water bodies
- surface water run off carries contaminants across land that drains into surface water bodies

As a result, surface water always needs some form of treatment before it is safe to drink.

Source protection adds another layer of protection by managing activities that may pose a risk before they become a problem.

If your drinking water source is not currently included in a provincially approved source protection plan, you may want to consider whether actions are needed to protect your drinking water source. You can learn more about how to [identify areas where drinking water sources could be at risk](https://www.ontario.ca/document/best-practices-source-water-protection/identify-areas-where-drinking-water-sources-could-be-risk) (<https://www.ontario.ca/document/best-practices-source-water-protection/identify-areas-where-drinking-water-sources-could-be-risk>) and [how to manage risks to drinking water sources](https://www.ontario.ca/document/manage-risks-drinking-water-sources) (<https://www.ontario.ca/document/manage-risks-drinking-water-sources>).

Two things you'll want to consider:

- if your drinking water source is vulnerable to contamination
- if other risk factors exist

## Vulnerable drinking water sources

Some drinking water sources are more vulnerable to contamination than others, which means that you may need to take stronger action to protect them. Generally, the more vulnerable your source is, the more important it is to take action to protect the source.

Protecting the ground surface above vulnerable groundwater from potential contaminants will improve the protection of groundwater sources at deeper depths. Similarly, protecting the land that drains into surface water bodies from potential contaminants will improve the protection of the surface water source. If you determine your drinking water source is vulnerable to contamination, you may decide to take action to protect it.

The vulnerability of a drinking water source is based on the characteristics of the natural environment.

**For groundwater sources**, these characteristics include the type of soil and rock in the area and how quickly water (and contaminants) can travel through it.

**For surface water sources**, these characteristics include the type of source (lake or river), water flow and wind conditions, rainfall, the slope of the land, presence of vegetated or paved surfaces, and the soil type.

To help figure out how vulnerable your drinking water source is, you can look at:

- Highly Vulnerable Aquifer mapping
- your local setting
- preferential pathways
- other resources

- hiring a professional

## Highly Vulnerable Aquifers

Your aquifer is the layer of soil where your well gets its groundwater. Some aquifers are more vulnerable to contamination than others.

Municipal groundwater studies and [source water protection studies](https://www.ontario.ca/page/source-protection) (https://www.ontario.ca/page/source-protection) have been completed across much of Ontario. Highly Vulnerable Aquifers were delineated as part of the technical work in support of the development of source protection plans under the *Clean Water Act*. They are aquifers that can easily be contaminated because overlying soil layers are thin or permeable. They may or may not represent drinking water sources. Local source protection assessment reports will provide more information about how local Highly Vulnerable Aquifers were delineated and which aquifers are presented in the Highly Vulnerable Aquifer mapping. You can view Highly Vulnerable Aquifer mapping on the [Source Protection Information Atlas](https://www.gisapplication.lrc.gov.on.ca/SourceWaterProtection/Index.html?site=SourceWaterProtection&viewer=SWPViewer&locale=en-US) (https://www.gisapplication.lrc.gov.on.ca/SourceWaterProtection/Index.html?site=SourceWaterProtection&viewer=SWPViewer&locale=en-US). These maps can tell you where you may want to take action to protect your drinking water source.

## Assess your local setting

Your local setting can tell you about the vulnerability of your drinking water source.

### Groundwater sources

Take a look at the type of soil you have and how well the soil transmits water, also called the permeability of the soil. This relates to how quickly contaminants can reach your well from where they may have been released to the environment.

Soil is made up of particles of rock that can vary in size. The particles of rock that make up sand and gravel soil are larger than the particles of rock that make up silt and clay soil. Larger particles don't pack together as well as small particles so there is more space between sand and gravel particles than silt and clay particles. Groundwater travels faster through sand and gravel than through silt and clay because there is more space between the larger soil particles to allow water to flow.

Look at infiltration for a very basic way to assess whether your surface soil is permeable. When it rains, does water pond on your property or absorb quickly into the ground? The answer can give you a sense of the type of soil in your area and how vulnerable your groundwater source may be.

Soil thickness can also help you determine how vulnerable your groundwater is. If you can see rock outcrops on your property or can't dig very far before you hit rock, you have thin soil layers, which are usually more vulnerable than thicker layers.

You can get a rough idea of the vulnerability of your groundwater source as shown in the table below.

Local setting	Vulnerability
Highly permeable surface sand and gravel, loose, mixed soil types over bedrock or shallow, fractured bedrock	High
Lower permeable surface silt and clay or where impermeable soil is both above and below the aquifer as shown in your well log or geological maps	Low

### Surface water sources

You can look at the movement and circulation of the water in your lake, river or stream to assess the vulnerability of surface water sources. Gravity and wind action also both contribute to the movement and circulation of surface water bodies. For streams and rivers, the steeper the slope of the land, the faster the water moves downstream. Strong wind action can circulate water in a pond or lake.

You can get a rough idea of the vulnerability of your surface water source as shown in the table below.

Local setting	Vulnerability
Slower moving water with less water circulation or mixing	High
Faster moving water with more water circulation or mixing	Low

## Other factors affecting vulnerability

Preferential pathways, also called transport pathways, are human-made shortcuts that allow water to get to a drinking water source faster than under natural conditions. They can include things such as:

- improperly constructed or abandoned wells
- tile drains
- pits and quarries
- other excavations such as trenches for utilities and sewers

If you know these features are present, they can add to the vulnerability of your groundwater and/or surface water sources.

Preferential water flow also occurs through natural fractures in the soil and bedrock. These also impact vulnerability, especially when there is little soil overlying the bedrock.

## Vulnerability resources

Learning about the physical characteristics of your area can help with your assessment of vulnerability. These maps and resources provide information about soil types, aquifers and the steepness of the land. Through the Ministry of the Environment, Conservation and Parks, the Ministry of Natural Resources and Forestry and the Ministry of Energy, Northern Development and Mines' [OGSEarth website](https://www.mndm.gov.on.ca/en/mines-and-minerals/applications/ogsearth/aggregate-resources-ontario-compilation) (<https://www.mndm.gov.on.ca/en/mines-and-minerals/applications/ogsearth/aggregate-resources-ontario-compilation>) you can access:

- [water well records \(https://www.ontario.ca/data/well-records\)](https://www.ontario.ca/data/well-records) and other borehole records
- quaternary geology and bedrock geology maps
- aquifer maps
- depth to water table maps
- maps of the thickness of the soil layers above aquifers
- geological cross-sections
- topographic surface and surface water feature maps ([topographic maps](https://www.ontario.ca/page/topographic-maps) (<https://www.ontario.ca/page/topographic-maps>)) show the locations of hills, mountains and valleys using lines, called contour lines, to represent different elevations)

If you are located within a source protection area, the watershed characterization and assessment report within the local source protection plan are also good resources to learn more about vulnerability.

## Hire a professional



You may need to do some further assessment work to determine how vulnerable your source is to contamination if you need more information than the simple techniques presented above. A basic hydrogeological assessment or advanced modelling techniques can be used to determine the vulnerability of your drinking water source. Hydrogeology, or the study of water underground, is an area of geoscience. Geoscience is a regulated profession in Ontario under the Professional Geoscientists Act. Hire a Professional Geoscientist or Professional Engineer who is qualified to conduct hydrogeological assessments to do this work for you.

Professionals can be found through local listings in your area. You can also view public registers of Professional Geoscientists on the [Professional Geoscientists Ontario \(https://www.pgo.ca/search/registered-members\)](https://www.pgo.ca/search/registered-members) website and Professional Engineers on the [Professional Engineers Ontario \(https://www.peo.on.ca/public-protection/working-professional-engineer\)](https://www.peo.on.ca/public-protection/working-professional-engineer) website.

## Consider a risk-based approach

There may be other factors beyond vulnerability that are important for you to consider. A risk-based approach can help you decide whether it's a priority for you to take action to protect your drinking water source. Municipalities and various communities may want to consider using this approach where information and resources are available.

The general concept of risk is the product of how likely something is to happen and how severe it would be if it happened. Risk is subjective, and your assessment of it may vary depending on your tolerance or comfort with accepting risk. Some level of risk is generally acceptable; however, it's a value judgement often based on local circumstances. The risk of a drinking water source being contaminated or depleted can be determined by looking at risk factors.

### Assess your risk factors

Think about your local situation and using the provided table, ask yourself some general questions to rank (low, moderate or high) how 'at risk' your drinking water source may be. High risk sources may warrant action to protect the source.

There is no right or wrong way to assess risk and no one factor is more (or less) important than another.

**Example:** Just because there are many wells in an area, doesn't necessarily mean those wells are at risk.

You can look at many factors together to assess the overall risk and look at the importance of each risk question compared to each other. This relationship should be based on local knowledge and the reliability of the data you used to rank the risk. Assigning importance or weighting to each risk question can help determine an overall risk ranking.

**Example:** Confirmed water quality issues may be the driving factor where the system serves fewer users, whereas a system that serves many people where there are no known issues may still be at risk and require further protective actions.

You may also want to look at specific activities to determine the risk ranking.

**Example:** Residential septic systems may be a nearby activity that could pose a risk to the drinking water source. If these systems are not properly maintained, they may pose a higher risk due to potential contaminants being able to get into drinking water sources, even though residential activities are generally considered lower risk than commercial or industrial activities.

<b>Risk questions</b>	<b>Low risk</b>	<b>Moderate risk</b>	<b>High risk</b>
<b>How many wells or intakes are located in your area?</b>	A few	Some	Many
<b>How deep are the wells and are they drilled or dug?</b>	Deep, drilled	Intermediate	Shallow, dug
<b>How deep is the intake and how far is it located from shore?</b>	Deep, far	Intermediate	Shallow, nearshore
<b>What is the <u>vulnerability</u> of your area?</b>	Low vulnerability setting	Moderate vulnerability setting	High vulnerability setting
<b>How sensitive is the population?</b>	Healthy adults only	Typical family or mixed range of ages	Vulnerable populations like the elderly, youth or infants
<b>How many people does the system serve?</b>	A few	Some	Many
<b>How often is the system used?</b>	Occasional	Seasonal or part time (work hours)	Every day or only source
<b>What types of activities are located nearby?</b>	Residential	Agricultural	Industrial or commercial
<b>Do you have water quality issues? For example, algal booms or a boil water advisory.</b>	Confirmed none	Possible / unknown	Confirmed present
<b>Are you located in an area where there is pressure for growth? Or are there other water supply and demand issues?</b>	No	Maybe / unknown	Yes
<b>Is there oversight of the well(s) or intake(s)? For example, licencing, inspections, testing, compliance, and qualified operators.</b>	Yes	Some	None

## Risk resources

The following data sources can help inform your risk factors and assessment of risk.

- Property/lot fabric (<https://geohub.lio.gov.on.ca/datasets/lot-fabric-improved/explore?location=50.926000%2C-84.745000%2C4.85>) can give you a sense of how many people are located in your area based on township lot mapping but note that many vacant lots may be present in rural areas, which won't be a good indicator of population density.
- Development/building approval records, land use and zoning maps, official plans from your local municipality can help you determine the types of land use in your area.
- Water Well Information System (<https://www.ontario.ca/data/well-records>) records can help with the assessment of the number and construction details of wells in your area.

- Permit to Take Water (<https://www.ontario.ca/environment-and-energy/map-permits-take-water>) records can be used to assess how much water is approved for use by permit holders (actual amounts used may be less).
- Environmental Compliance Approval records through Access Environment (<http://www.accessenvironment.ene.gov.on.ca/AEWeb/ae/GoSearch.action?search=basic&lang=en>) can provide information on activities in your area that are regulated by the Ministry of the Environment, Conservation and Parks.
- Vulnerability mapping from the Source Protection Information Atlas (<https://www.gisapplication.lrc.gov.on.ca/SourceWaterProtection/Index.html?viewer=SourceWaterProtection.SWPViewer&locale=en-US>) can give you vulnerability scores for locations within established source protection areas.
- For information on water quality, drinking water quality and enforcement (<https://www.ontario.ca/data/drinking-water-quality-and-enforcement>) records, local health department records on water quality, hydrological/hydrogeological studies conducted by municipalities, conservation authorities or consultants, and available monitoring data from the Provincial Groundwater Monitoring Network (<https://www.ontario.ca/environment-and-energy/map-provincial-groundwater-monitoring-network>) or surface water monitoring stations (<https://www.ontario.ca/page/surface-water-monitoring>) can be accessed.

## For municipalities

You can assess risk on a broader regional scale where multiple drinking water systems are present. For multiple systems, you can use risk factors to create a list of risk rankings for each system. Comparing risk rankings in a list may be useful to prioritize and justify deciding which systems need further actions to protect the source.

You can also consider the potential for future risk associated with potential future development.

Regardless of the assessment of vulnerability or risk, you may decide that further action is needed to protect the source.

**Example:** Even if a drinking water source is assessed to have low vulnerability and low risk based on current land uses, you can require technical work (or financial assurance to conduct such work) as a condition of development approvals with communal drinking water systems should the system become your responsibility in the future. You can learn more about managing risks to drinking water sources (<https://www.ontario.ca/document/manage-risks-drinking-water-sources>).

## Work together

Protecting sources of drinking water is a shared responsibility. Think about your local situation and ask yourself “Is there a willingness in my community to protect the area around our wells or intakes?” Community/private drinking water may be from a shared source, and taking action in some circumstances might prove to be controversial.

**Example:** To manage risks from private septic systems, a septic inspection program could be implemented; however, this could impact property owners who have to pay for the cost of the inspections. Collaborating with neighbours at a larger scale can be even more effective than at a smaller/private property scale.

Setting up community meetings or social media platforms to discuss issues are some ways to engage various participants. Remember to include and be respectful of differing opinions and priorities. Various resources are available online to help with building partnerships (<http://dep.wv.gov/WWE/Programs/nonptsources/Documents/OrganizingWatershedPartnerships.pdf>) and conflict resolution ([http://past.ctic.org/media/files/Managing\\_Conflict.pdf](http://past.ctic.org/media/files/Managing_Conflict.pdf)).

Coordination of actions to protect drinking water sources between different jurisdictions can also improve protection of drinking water sources. Many partnerships have already been established through implementation of source protection planning in Ontario under the *Clean Water Act*. Local expertise can help with implementation of the actions you want to take to protect your drinking water source. You can connect with the following groups to find out more:

- municipalities
- Conservation Ontario (<https://conservationontario.ca/>)
- conservation authorities
- source protection authorities and committees
- Risk Management Officials
- Indigenous communities and organizations
- environmental emergency response personnel
- small businesses
- agricultural operations
- local and neighbouring watershed experts
- environmental groups
- other community partners

In addition, collaborating with others may yield information and data that you may otherwise not be aware of or have access to. Using existing source protection information along with other information sources can help inform local decisions and actions at all levels from individual to communal systems. The following resources can help you do this:

- Source Protection Information Atlas (<https://www.gisapplication.lrc.gov.on.ca/SourceWaterProtection/Index.html?site=SourceWaterProtection&viewer=SWPViewer&locale=en-US>)
- Threats Tool (<https://swpip.ca>)
- Risk Management Measures Catalogue (<https://data.ontario.ca/dataset/risk-management-measures-catalogue>)
- water quantity maps, or water budgets (now in the Source Protection Information Atlas (<https://www.gisapplication.lrc.gov.on.ca/SourceWaterProtection/Index.html?site=SourceWaterProtection&viewer=SWPViewer&locale=en-US>))
- hydrogeological and hydrological studies (visit your local conservation authority website for these or Conservation Ontario (<https://conservationontario.ca/>) for links to assessment reports and source protection plans)

Having a clear project plan and collaborating with your community can ensure your actions to protect your drinking water source are successful.

## Next steps

If you decide that you need to take action to protect your drinking water source, you can learn more about identifying areas where drinking water sources (<https://www.ontario.ca/document/best-practices-source-water-protection/identify-areas-where-drinking-water-sources-could-be-risk>) could be at risk, managing risks to drinking water sources (<https://www.ontario.ca/document/manage-risks-drinking-water-sources>), reviewing and evaluating your actions (<https://www.ontario.ca/document/best-practices-source-water-protection/review-actions-you-are-taking-protect-drinking-water-sources>), and exploring your options to include your drinking

water source (<https://www.ontario.ca/document/best-practices-source-water-protection/include-optional-drinking-water-sources-source-protection-plan>) in a source protection plan under the *Clean Water Act*.

If you decide that you do not need to take action, you may still want to consider some best practices to protect the environment, such as spill prevention measures, septic system inspections or outreach and education on proper well maintenance and annual fuel tank inspections. You can find resources in the manage risks to drinking water sources page (<https://www.ontario.ca/document/manage-risks-drinking-water-sources>).

Updated: February 10, 2022



February 15<sup>th</sup>, 2021

Hon. Kate Manson-Smith  
Deputy Minister  
Minister of Municipal Affairs and Housing  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto, ON M7A 2J3

**RE: Ontario Housing Affordability**

Deputy Minister Manson-Smith:

I am responding to your email from a week ago requesting comments on the housing situation in Ontario. I have also read your document titled "Report of the Ontario Housing Affordability Task Force" released last week as well. Given the extremely short notice for comments, these comments have not been reviewed with Town Council, who do not meet again until next week.

It is unfortunate that your government chose to prepare a document on housing without including a single municipal politician, administrator or planning director on the Task Force. In my opinion, the recommendations found within the report have been skewed toward the development and real estate industry, as one would expect given the makeup of the steering committee. There is very little discussion on the financial and social burdens left to municipalities, long after the developers have left. The social fabric of communities has largely been ignored in the document for short term gains utilizing intensification across the board. The fact that a majority of the Province is serviced by private septic systems is ignored by promoting intensification policies without consideration of servicing capacity.

Municipal legislative responsibilities centered around residential growth are set out by the Province in a myriad of legislation, regulations and policies. To place a large portion of the blame on municipalities for the lack of housing supply, or delay of same, under this legislative framework is folly.

The Town of Mono is one of two municipalities in Ontario which is governed by your three major Provincial land-use planning policies or plans, namely the Niagara Escarpment Plan, the Oak Ridges Moraine Conservation Plan, and the Provincial Greenbelt Plan. In addition, the Town is also regulated by 3 conservation authorities, the Toronto Region, Credit, and Nottawasaga. The most recent initiatives of OMAFRA to further restrict development or so-called "prime" agricultural lands further restricts opportunities in the Town for any residential growth within the Town. To have a report recommending a scenario essentially bribing municipalities by providing grants and funding to those municipalities who wish to allow residential growth, while penalizing those who don't, ignores the restrictive planning framework provided to some municipalities through your provincial policies.



The Province must take a leadership role in this initiative and begin rationalizing the competing interests of your Ministry's. The largest delays we see at the municipal level are usually related to seeking provincial approvals, NOT the public participation process criticized by your Task Force. As a municipality we have seen 2 major changes to the Growth Plan during the time period we have been asked to update our Official Plans, including revised natural heritage and agricultural policies. These stops and starts result in a waste of municipal financial and staffing resources with respect to implementing provincial directives. Provincial review and approvals related to servicing (water and sewage), must be streamlined, as should approvals related to provincial road upgrades and signalization.

Finally, the Task Force report promotes 1.5 million homes to be constructed over the next 10 years. The primary emphasis seems to be on streamlining approvals for intensification of existing residential homes and areas. Missing in the recommendations is where the "affordable" housing should be constructed. Increased densities and new developments along existing and proposed mass transportation networks should be prioritized. Provincial commitments to expand mass transportation lines should also be promoted and supported financially by the Province.

We would hope that your government will listen to all voices at the table to solve this housing crisis in the Province. We recognize that as a municipality we are a fundamental part of solving some of the issues of housing supply, however, we are also primarily bound by the provincial legislative framework provided to us. We look forward to being a part of a comprehensive plan to help solve this generational challenge.

Regards,

**TOWN OF MONO**

Mark Early  
Chief Administrative Officer

CC: Hon. Sylvia Jones, MPP Dufferin-Caledon  
Town of Mono Council  
Dufferin Municipalities

## Denise Holmes

---

**From:** Eowyn Spencer <espencer@grandriver.ca>  
**Sent:** Friday, February 25, 2022 11:21 AM  
**To:** admin@puslinch.ca; Amanda Knight - Township of Guelph/Eramosa (aknight@get.on.ca); Andrea Holland (clerk@hamilton.ca); Chloe Senior; Denise Holmes; ebell@pertheast.ca; Evelyn Eichenbaum; Graham Milne (Graham.Milne@halton.ca); Heather Boyd; Karren Wallace; Kerri O'Kane; Larry Wheeler; Igreen@southgate.ca; Lisa Campion; mtownsend@townofgrandvalley.ca; nmartin@amaranth.ca; Office of the Clerk (clerks@brantford.ca); pberfelz@northperth.ca; Regional Clerk; Stephen.O'Brien@guelph.ca; Susan Stone (sstone@eastgarafraxa.ca); Teresa Olsen  
**Cc:** Sonja Radoja; Karen Armstrong  
**Subject:** Municipal Levy & Budget 2022 - Grand River Conservation Authority  
**Attachments:** GRCA 2022 Summary of Municipal Levy.pdf; GRCA 2022 Budget Package.pdf

Greetings Grand River watershed member municipalities:

By letter dated January 24, 2022 you were advised that the Annual General Meeting of the Grand River Conservation Authority would be held on February 25, 2022 to consider the 2022 Budget and General Levy. At that meeting, the following resolution was passed:

*THAT the 2022 Budget of the Grand River Conservation Authority of \$34,874,365 be approved;  
AND THAT the member municipalities be assessed for payment of:  
Matching Levy \$449,688  
Non-Matching Levy \$11,130,312  
Capital Levy \$950,000  
TOTAL GENERAL LEVY \$12,530,000;  
AND THAT each member municipality's share of the 2022 General Levy be calculated using "Modified Current Value Assessment" as per Ontario Regulation 670/00 Conservation Authority Levies.*

Attached are a summary of the 2022 municipal levies and the complete 2022 GRCA budget package. A hard copy of the 2022 budget package or a printable PDF **is available upon request**.

Please contact Karen Armstrong, Deputy CAO & Secretary Treasurer, or Sonja Radoja, Manager of Corporate Services, if you have any questions.

**The attached Budget package should be received by Municipal Clerks of participating municipalities within the Grand River watershed; please forward if you have received this notification in error, and advise me of the correct contact.**

On behalf of  
Karen Armstrong  
Deputy CAO & Secretary-Treasurer

Eowyn Spencer  
Executive Assistant  
Grand River Conservation Authority

400 Clyde Road, PO Box 729  
Cambridge, ON N1R 5W6  
Office: 519-621-2763 ext. 2240  
Toll-free: 1-866-900-4722

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**Grand River Conservation Authority  
Summary of Municipal Levy - 2022 Budget**

FINAL - February 25, 2022

	% CVA In Watershed	2021 CVA (Modified)	CVA In Watershed	CVA-Based Apportionment	2022 Budget Matching & Maintenance Levy	2022 Budget Admin Non-Matching Admin & Maintenance Levy	2022 Budget Capital Maintenance* Levy	2022 Budget Total Levy	Actual 2021 Levy	% Change
Brant County	62.9%	7,152,903,252	5,929,756,798	2.89%	12,982	321,325	27,428	361,733	346,966	4.3%
Brantford C	100.0%	15,171,008,775	15,171,008,775	7.39%	33,214	822,096	70,168	925,478	900,728	2.7%
Amaranth Twp	82.0%	805,874,920	660,817,435	0.32%	1,447	35,809	3,056	40,312	39,382	2.4%
East Garafraxa Twp	80.0%	838,291,613	509,033,291	0.25%	1,114	27,584	2,354	31,052	30,223	2.7%
Town of Grand Valley	100.0%	572,438,944	572,438,944	0.28%	1,253	31,020	2,648	34,921	33,396	4.6%
Meiancthon Twp	56.0%	596,750,730	334,180,409	0.16%	732	18,109	1,546	20,387	19,819	2.9%
Southgate Twp	6.0%	1,069,080,421	64,143,825	0.03%	140	3,476	297	3,913	3,742	4.6%
Haldimand County	41.0%	7,189,269,194	2,951,700,389	1.44%	6,462	159,949	13,652	180,063	175,140	2.6%
Norfolk County	5.0%	8,741,823,806	487,091,190	0.24%	1,066	28,395	2,253	29,714	28,914	2.6%
Halton Region	10.5%	47,621,739,315	4,993,025,690	2.43%	10,931	270,565	23,093	304,589	291,881	4.4%
Hamilton City	28.8%	95,458,548,475	25,534,626,985	12.43%	55,904	1,383,687	118,101	1,557,692	1,519,505	2.5%
Oxford County	36.6%	4,489,227,699	1,647,153,567	0.80%	3,606	89,257	7,618	100,481	97,921	2.6%
North Perth T	2.0%	2,277,397,479	45,547,950	0.02%	100	2,468	211	2,779	2,688	3.5%
Perth East Twp	40.0%	2,032,561,232	813,024,493	0.40%	1,780	44,057	3,760	49,597	49,250	0.7%
Waterloo Region	100.0%	103,884,590,749	103,884,590,749	50.48%	227,002	5,618,527	479,556	6,325,085	6,182,792	2.3%
Centre Wellington Twp	100.0%	5,241,852,365	5,241,852,365	2.55%	11,476	284,049	24,244	319,769	308,584	3.6%
Erin T	49.0%	2,579,400,498	1,263,906,244	0.62%	2,767	68,489	5,846	77,102	75,545	2.1%
Guelph C	100.0%	27,911,493,324	27,911,493,324	13.59%	61,108	1,512,486	129,094	1,702,688	1,668,479	2.1%
Guelph Eramosa Twp	100.0%	2,893,069,163	2,893,069,163	1.41%	6,334	158,771	13,381	178,486	171,682	2.6%
Mapleton Twp	95.0%	1,838,975,064	1,747,028,311	0.85%	3,825	94,669	8,080	106,574	103,123	3.3%
Wellington North Twp	51.0%	1,778,628,376	908,080,472	0.44%	1,984	49,099	4,191	55,274	53,744	2.8%
Puslinch Twp	75.0%	2,717,055,073	2,037,791,305	0.99%	4,461	110,425	9,425	124,311	121,518	2.3%
<b>Total</b>		<b>343,475,957,468</b>	<b>205,399,355,452</b>	<b>100.00%</b>	<b>449,688</b>	<b>11,130,312</b>	<b>950,000</b>	<b>12,530,000</b>	<b>12,225,000</b>	<b>2.5%</b>

\*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.

## Denise Holmes

---

**From:** Eowyn Spencer <espencer@grandriver.ca>  
**Sent:** Friday, February 25, 2022 2:30 PM  
**To:** clerks@brantford.ca; stephen.o'brien@guelph.ca; clerk@hamilton.ca; heather.boyd@brant.ca; csenior@oxfordcounty.ca; eeichenbaum@haldimandcounty.on.ca; kevin.klingenberg@norfolkcounty.ca; graham.milne@halton.ca; regionalclerk@regionofwaterloo.ca; lisa.campion@erin.ca; mtownsend@townofgrandvalley.ca; chickey@amaranth.ca; kokane@centrewellington.ca; sstone@eastgarafraxa.ca; aknight@get.on.ca; mbaron@mapleton.ca; Denise Holmes; ebell@pertheast.ca; admin@puslinch.ca; lgreen@southgate.ca; kwallace@wellington-north.com; Kevin Davis; mayor@guelph.ca; mayor@hamilton.ca; david.bailey@brant.ca; khewitt@haldimandcounty.on.ca; gary.carr@halton.ca; kristal.chopp@norfolkcounty.ca; mayor@swox.org; kredman@regionofwaterloo.ca; allan.alls@erin.ca; ssoloman@townofgrandvalley.ca; bcurrie@amaranth.ca; KLinton@centrewellington.ca; Guy Gardhouse; Chris White; gdavidson@mapleton.ca; Darren White; tkasenberg@northperth.ca; Mayor@pertheast.ca; jseeley@puslinch.ca; jwoodbury@southgate.ca; Joe Nowak; alennox@wellington-north.ca; dmilliner@southgate.ca; mgivens@wellington-north.com; tcampbell@pertheast.ca; michael.bradley@brant.ca; bhutchings@brantford.ca; mbaron@mapleton.ca; jwilson@townofgrandvalley.ca; nmartin@amaranth.ca; blauckner@regionofwaterloo.ca; sstone@eastgarafraxa.ca; Denise Holmes; cao@guelph.ca; cao@erin.ca; iroger@get.on.ca; gschwendinger@puslinch.ca; ksnell@northperth.ca; Jane.MacCaskill@halton.ca; Janette.smith@hamilton.ca; mduben@oxfordcounty.ca; cmanley@haldimandcounty.on.ca; al.meneses@norfolkcounty.ca; Lindsay Cline (lcline@northperth.ca); Dan Wilson  
**Cc:** Samantha Lawson  
**Subject:** Grand River CA Inventory of Programs & Services - O.Reg 687/21 under the Conservation Authorities Act  
**Attachments:** 2. February 2022 - GRCA AGM Summary.pdf; GM-02-22-16 - Inventory of Programs and Services.pdf

Greetings Grand River watershed municipal Clerks, CAOs, and Heads of Council:

Please be advised that at the Annual General Meeting held on February 25, 2022, the GRCA General Membership passed the following motion:

*THAT the Inventory of Programs and Services be approved, circulated to all participating Grand River watershed municipalities, posted on the GRCA website, and submitted to the Ministry of Environment, Conservation and Parks in accordance with Ontario Regulation 687/21.*

Accordingly, the Grand River Conservation Authority Inventory of Programs and Services is attached for your information and has been submitted to the Ministry of Environment, Conservation and Parks. In accordance with O.Reg 687/21 under the *Conservation Authorities Act*, the Inventory will also be posted on our website.

Should you have any comments on the plan or questions regarding the requirement under O.Reg 687/21 to circulate this information to our participating municipalities, please reach out directly to Samantha Lawson.

Also attached with this email is our regularly distributed General Meeting Summary for February 25, 2022.

Kind regards,

**Eowyn Spencer**  
Executive Assistant  
Grand River Conservation Authority

400 Clyde Road, PO Box 729  
Cambridge, ON N1R 5W6  
Office: 519-621-2763 ext. 2240  
Toll-free: 1-866-900-4722

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**Grand River Conservation Authority**  
*Summary of the General Membership Annual General Meeting – February 25, 2022*

*To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.*

**Action Items**

*The Board approved the resolutions in the following reports as presented in the agenda:*

- GM-02-22-16 - Inventory of Programs and Services - Requirement under Ontario Regulation 687/21
- GM-02-22-15 - Conservation Authorities Act Amendments - Phase 2 Regulations
- GM-02-22-17 - Proposed By-law 1-2022
- GM-02-22-18 - Draft Subwatershed Planning Guide - Response to Environmental Registry Posting
- GM-02-22-11 - Afforestation Services for 2022
- GM-02-22-13 - Replacement Brush Chipper Purchase
- GM-02-22-14 - Replacement Trucks Purchase
- GM-02-22-22 - Septic Disposal Service Request for Proposal 2022-OPS-001
- GM-02-22-23 - Financial Summary
- GM-02-22-10 - Report of the Audit Committee and Approval of Financial Statements and Report of the Auditor
- GM-02-22-21 - Budget 2022 and Presentation of Budget Estimates for the Current Year
- Appointment of Auditors for the year ending December 31, 2022
- Provision for Borrowing (Pending Receipt of Municipal Levies)

**Information Items**

*The Board received the following reports as information:*

- Minutes of the Ad hoc Conservation Authorities Act Committee - February 16, 2022
- GM-02-22-20 - Belwood Lake - Snowmobile and ATV use
- GM-02-22-25 - Current Watershed Conditions
- GM-02-22-19 - Water Control Structures Major Maintenance Forecast 2022-2026
- GM-22-02-09 - Cash and Investment Status
- GM-02-22-12 - Weighted Voting - 2022 Budget and General Levy

**Committee Appointments**

*The Board appointed members and officers to the following committees:*

- Audit Committee
- Special Recognition Committee
- Conservation Ontario Council Representatives

*For full information, please refer to the February 25 AGM Agenda Package. Complete agenda packages and minutes of past meetings can be viewed on our online calendar. The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on March 25, 2022.*

*You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.*



# Grand River Conservation Authority

**Report number:** GM-02-22-16

**Date:** February 25, 2022

**To:** General Membership of the Grand River Conservation Authority

**Subject:** Inventory of Programs and Services – Requirement under Ontario Regulation 687/21

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## **Recommendation:**

THAT the Inventory of Programs and Services be approved, circulated to all participating Grand River watershed municipalities, posted on the GRCA website, and submitted to the Ministry of Environment, Conservation and Parks in accordance with Ontario Regulation 687/21.

## **Summary:**

Not applicable.

## **Report:**

As a requirement under *Ontario Regulation 687/21*, the Grand River Conservation Authority (GRCA) has developed an Inventory of Programs and Services based on the three categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

On January 28, 2022, the draft Inventory of Programs and Services was presented to the Board and circulated to all participating municipalities. No comments or concerns were received on the draft Inventory.

An update to Chart B: Inventory of Programs and Services - Costs and Funding Sources has been incorporated into the attached charts. The updated Chart B added a column to include the average annual cost for each of the programs and services based on the average actual cost for the past five years (2017 to 2021) which is a requirement of the Regulation. However, the Regulation also allows for another value to be used for the estimates of annual costs if those values better reflect the current and/or anticipated cost of the program or service provided it is explained.

The draft 2022 budget is considered to provide a more accurate estimate of the cost to administer the programs and services compared to the five year annual average. Accordingly, the percentage revenue distribution figures provided on Chart B represent the estimated revenue distribution for the draft 2022 budget and are subject to change as costs for the inventory change.

During the last five years, there have been several factors that have caused significant fluctuations in GRCA's revenues and expenses. Examples include: the impacts of the COVID 19 pandemic, fluctuations in special projects that the GRCA has undertaken supported by external funding, timing of capital projects, reduction of provincial funding, increased costs for supplies/equipment due to shortages, staff restructuring and rising inflation rates. Coupled with this, there has been a high level of growth and development within the watershed and corresponding increased demand for GRCA programs and services. The costs presented in the Inventory include costs based on the draft #1 2022 budget.

Once the Inventory of Programs and Services is approved, it will be circulated to all participating municipalities and the Ministry of Environment, Conservation and Parks prior to the legislative deadline of February 28, 2022. The Inventory will also be posted on the Grand River Conservation Authority's website for public access.

**Financial Implications:**

Not applicable.

**Other Department Considerations:**

Not applicable.

**Submitted by:**

Samantha Lawson  
Chief Administrative Officer

CHART A

**Programs & Services Inventory Listing - Category, Description, Rationale for Category**  
**GRAND RIVER CONSERVATION AUTHORITY**

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
1	Flood Forecasting & Warning (FFW)	1	<p><u>21.1 (1) para 1. (i)</u> P&amp;S related to risk of natural hazards</p> <p><u>21.1 (1) para 1. (iv)</u> Services provided related to duties and functions under the Act.</p> <p><u>21.1 (1) para 2.</u> Other P&amp;S not included in para 1.</p>	<ul style="list-style-type: none"> <li>• Maintain computerized (Flood Forecasting and Warning) FFW system.</li> <li>• Operate 24 hour on call/duty officer system to respond to flooding events.</li> <li>• Maintain Communications and Emergency Response systems.</li> <li>• Collect and maintain data from dams, streamflow gauges, rainfall gauges, and snow courses.</li> <li>• Issue flood warnings</li> <li>• Operate reservoirs to reduce flooding.</li> </ul>	<p>Section 2 Flood forecasting and warning</p> <p>Section 12 (1)2, 12(1)3, 12(1)4</p>
2	Water Control Structures-Flood Control, Small Dams & Ice Management	1	<p><u>21.1 (1) para 1. (i)</u> P&amp;S related to risk of natural hazards - <i>Flood Control Structures &amp; Ice Management</i></p> <p><u>21.1 (1) para 1. (ii)</u> P&amp;S related to management of lands owned by Authority- <i>Small Dams</i></p>	<p><u>Flood Control Structures</u> Operate and maintain 7 major flood control structures, 5 major dike systems.</p> <ul style="list-style-type: none"> <li>• Perform dam safety reviews, inspections, monitoring, and capital maintenance and upgrade projects.</li> <li>• Develop and implement public safety plans for structures.</li> </ul> <p><u>Small Dams</u></p> <ul style="list-style-type: none"> <li>• Operate and maintain 22 small dams and surrounding lands.</li> </ul> <p><u>Ice Management</u></p>	<p>Section 1 (1) (3) Risk of flooding hazard</p> <p>Section 5 (1) (1) Water control infrastructure</p> <p>Section 5 (1) (2) Erosion control infrastructure</p> <p>Section 9 (2) (i), (ii), (iv) Conservation lands-required component</p>

	<b>Programs &amp; Services Inventory</b>	<b>Category 1-Mandatory 2-Municipal P&amp;S 3-Other</b>	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
				<ul style="list-style-type: none"> <li>Perform Ice Management Activities and respond to flooding from ice jams by issuing flood warnings and providing support to municipal emergency management personal</li> <li><i>NEW-Develop and Implement Operational Plan Natural Hazard Infrastructure by Dec 31, 2024</i></li> <li><i>NEW-Develop Asset Management Plan Natural Hazard Infrastructure by Dec 31, 2024</i></li> <li><i>NEW - Develop Ice Management Plan by December 31, 2024</i></li> </ul>	Section 4 - Ice management
3	Floodplain Mapping	1	<u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards	<ul style="list-style-type: none"> <li>Update and maintain flood line mapping.</li> <li>Develop natural hazards mapping.</li> </ul>	Section 1 (3) (1) (i) Collect information and map areas of natural hazards.
4	Resource Planning- Plan Input and Review, Permitting and Solicitor Enquiries	1	<u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards	<ul style="list-style-type: none"> <li>Process permits related to development, alteration or other activities in regulated areas.</li> <li>Review official plans, secondary and community plans, zoning bylaws, development applications and other proposals (i.e. environmental assessments)</li> <li>Enforce applicable regulations.</li> <li>Develop and maintain policies and guidelines to manage natural hazards.</li> <li>Provide advisory services to the province and municipalities.</li> </ul>	<p>Section 6 - comment on applications, proposals</p> <p>Section 7 - plan review, comments</p> <p>Section 8 - administering and enforcing the act</p>
5	Resource Planning- Natural Heritage Management	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>Provide services related to natural heritage for planning and other applications or projects.</li> </ul>	Not applicable. See CHART C for information required to be provided under

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<ul style="list-style-type: none"> <li>• Provide services/assistance to identify, enhance, restore, rehabilitate, and protect natural heritage ecosystems in the watershed.</li> <li>• Develop and maintain policies and guidelines to assist in management of natural heritage resources.</li> </ul>	Regulation Section 6 Subsection (5).
6	Watershed Resources-Planning	1	<p><u>21.1 (1) para 1. (i)</u> P&amp;S related to risk of natural hazards</p> <p><u>21.1 (1) para 1. (iii)</u> P&amp;S related to duties as a source protection authority under the Clean Water Act.</p> <p><u>21.1 (1) para 1. (2)</u> Other P&amp;S prescribed by regulations.</p>	<ul style="list-style-type: none"> <li>• Operate monitoring stations.</li> <li>• Complete field sampling in support of the Provincial Water Quality Network.</li> <li>• Maintain provincial ground monitoring network (PGWN).</li> <li>• Maintain water budget to support sustainable water use in the watershed.</li> <li>• Operate a drought response program.</li> <li>• Analyze and report on water quality conditions in the Grand River. Provide technical advice to municipal wastewater master plans, assimilative capacity studies and municipal wastewater optimization.</li> <li>• Provide advice on water use permits to province.</li> <li>• Report on emerging climate change impacts.</li> <li>• <i>NEW - Prepare Watershed-based Resource Management Strategy by Dec 31, 2024</i></li> </ul>	Section 3 - Drought or low water response. Section 5 (2) (1) - Develop Operational Plan Section 5 (2) (2) - Develop Asset Management Plan Section 5 (4) Update operational or asset management plans Section 12 (1) 1. - Groundwater Monitoring Section 12 (1) 2. - Stream Monitoring Section 12 (1) 3. - Watershed-based Management Strategy Section 13 - Source Protection Authority under Clean Water Act
7	Watershed Resources-Subwatershed Planning	2	<p><u>21.1.1</u> P&amp;S provided on behalf of a municipality under an MOU</p>	<ul style="list-style-type: none"> <li>• Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, natural heritage ecosystems and</li> </ul>	Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).

	<b>Programs &amp; Services Inventory</b>	<b>Category 1-Mandatory 2-Municipal P&amp;S 3-Other</b>	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
				recommend sustainable solutions to urban growth.	
8	Source Protection Planning	1	<u>21.1 (1) para 1. (iii)</u> P&S related to duties as a source protection authority under the Clean Water Act.	<ul style="list-style-type: none"> <li>Deliver the provincial source protection planning program under the Clean Water Act 2006 for the Lake Erie Source Protection Region made up of four watersheds.</li> </ul>	Section 13 - Source Protection Authority under Clean Water Act
9	Conservation Services- Rural Water Quality Program (RWQP)	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>Coordinate the grant program delivered to private landowners to encourage adoption of agricultural and rural landowner best management practices and projects to improve and protect water quality, soil health and related initiatives (i.e. restore natural areas and private land tree planting).</li> <li>Deliver special program initiatives that study and/or provide awareness and education related to improving and protecting water quality and related initiatives.</li> </ul>	Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).
10	Conservation Services - Community Events (Outreach)	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>Co-ordinate community events e.g. children's water festivals</li> <li>Agricultural and landowner workshops to promote landowner environmental stewardship action.</li> <li>Co-ordinate GRCA volunteer activities to enable public participation in GRCA environmental activities.</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
11	Conservation Lands Management- Operating and Capital Maintenance	1	<u>21.1 (1) para 1. (ii)</u> P&S related to conservation and	<ul style="list-style-type: none"> <li>Maintain passive conservation areas.</li> <li>Maintain property integrity (i.e. encroachments) and security (unauthorized use)</li> <li>Develop and maintain trail network.</li> </ul>	Section 9 (1) (1) prepare a conservation area strategy by Dec 31, 2024.



	<b>Programs &amp; Services Inventory</b>	<b>Category 1-Mandatory 2-Municipal P&amp;S 3-Other</b>	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
	costs related to authority owned lands including Trail Management, Land acquisitions and disposal, property taxes		management of lands owned by Authority.	<ul style="list-style-type: none"> <li>• Manage wetlands and floodplain lands.</li> <li>• Capital and operational support services provided to maintain the built infrastructure on GRCA lands.</li> <li>• Create and maintain Asset Management Plan for built infrastructure on GRCA lands.</li> <li>• Dispose of lands declared surplus and plan for disposition of other surplus lands.</li> <li>• Acquire environmentally significant conservation lands (<i>greenspace management</i>).</li> <li>• <i>NEW- Prepare a conservation area strategy</i></li> <li>• <i>NEW - Prepare a land inventory by Dec 31, 2024</i></li> </ul>	<p>Section 9 (1) (2) Conservation lands-required component-objectives</p> <p>Section 9 (1) (3) prepare land inventory by Dec 31, 2024</p>
12	Conservation Lands Management- Hazard Tree Management, Forestry Management- Operations	1	<p><u>21.1 (1) para 1. (i)</u> P&amp;S related to risk of natural hazards</p> <p><u>21.1 (1) para 1. (ii)</u> P&amp;S related to conservation and management of lands owned by Authority.</p>	<ul style="list-style-type: none"> <li>• Operate hazard tree management program on GRCA lands</li> <li>• Deliver forest management, tree planting, woodlot thinning, selective harvesting, and naturalization projects on GRCA lands</li> <li>• Maintain the Managed Forest Tax Incentive Program.</li> <li>• Invasive Species Management.</li> </ul>	<p>Section 1 (1) (4) Risk of hazardous lands</p> <p>Section 9 (1) (2) Conservation lands-required components</p>
13	Conservation Lands- Natural Heritage Management	1	<u>21.1 (1) para 1. (ii)</u> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> <li>• Provide planning services/assistance to enhance, restore, rehabilitate, and protect aquatic and terrestrial ecosystems on GRCA owned lands.</li> </ul>	Section 9 (2) (iv) Conservation lands-required components

	<b>Programs &amp; Services Inventory</b>	<b>Category 1-Mandatory 2-Municipal P&amp;S 3-Other</b>	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
14	Private Land Tree Planting & Nursery Operations	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Provide services to private and public landowners and community groups to engage in tree planting activities.</li> <li>• Operate the Burford Nursery.</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
15	Environmental Education	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Deliver outdoor education sessions: <ul style="list-style-type: none"> <li>• school classes</li> <li>• day-camp program</li> <li>• community groups</li> <li>• private groups</li> </ul> Operate six outdoor education centres-Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, Rockwood.	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
16	Property Rentals	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Rent 733 cottage lots at Belwood Lake and Conestogo Lake.</li> <li>• Lease agricultural lands.</li> <li>• Lease 8 residential units.</li> <li>• Over 50 miscellaneous commercial agreements for use of GRCA lands.</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
17	Hydro Production	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Generate hydro revenue from turbines at four dams (Shand, Conestogo, Guelph and Drimmie).</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
18	Conservation Areas	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of	<ul style="list-style-type: none"> <li>• Operate 11 active Conservation Areas (8 camping and 3 day-use only).</li> <li>• Operate Luther Conservation Area</li> <li>• Offer hunting on some GRCA Lands</li> </ul>	Not applicable. See CHART D for information required to be provided under

	<b>Programs &amp; Services Inventory</b>	<b>Category 1-Mandatory 2-Municipal P&amp;S 3-Other</b>	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
			jurisdiction to further the purpose of this Act.		Regulation Section 6 Subsection (6).
19	Communications-Mandatory	1	<u>21.1 (1) para 1. (iv)</u> Services provided related to duties and functions under the Act.	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Public Relations and awareness building</li> <li>• Website management</li> <li>• Social media management</li> <li>• Community engagement and public consultation</li> <li>• Corporate brand management</li> </ul>	Regulations pending.
20	Communications-Non-mandatory programs	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Public Relations and awareness building</li> <li>• Website management</li> <li>• Social media management</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
21	Corporate Services-Mandatory	1	<u>21.1 (1) para 1. (iv)</u> Services provided related to duties and functions under the Act.	<p>Provide the following administrative services that support mandatory program delivery:</p> <ul style="list-style-type: none"> <li>• Office of the CAO</li> <li>• Finance</li> <li>• Human Resources/ Health &amp; Safety</li> <li>• Payroll</li> <li>• Office Services</li> <li>• Building Services</li> </ul> <p>Administrative expenses incurred:</p> <ul style="list-style-type: none"> <li>• General membership</li> <li>• Head office building</li> <li>• Office supplies, postage, bank fees</li> <li>• Head office communication system</li> <li>• Insurance</li> <li>• Audit Fees</li> <li>• Consulting, legal, labour relations</li> </ul>	Regulations pending.

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<ul style="list-style-type: none"> <li>• H&amp;S Equipment, inspections, training</li> <li>• Conservation Ontario Fees</li> <li>• Corporate Professional Development</li> <li>• Unallocated Motor Pool and Information</li> <li>• Systems and Technology expenses</li> <li>• Uninsured losses, damage to GRCA assets</li> </ul>	
22	Corporate Services- Non-Mandatory programs	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Allocate administrative services and expenses that are incremental to delivering non-mandatory programs: <ul style="list-style-type: none"> <li>• Finance</li> <li>• Office supplies, postage, bank fees</li> <li>• Head office communication system</li> <li>• Insurance</li> <li>• Audit Fees</li> <li>• Consulting, legal, labour relations</li> <li>• H&amp;S Equipment, inspections, training</li> <li>• Conservation Ontario Fees</li> <li>• Corporate Professional Development</li> <li>• General</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).

CHART B

**P&S Inventory Listing - Costs & Funding Sources (note 1)**

GRAND RIVER CONSERVATION AUTHORITY

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2022	Municipal Levy	Municipal MOUs/ Agreements	Provincial / Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
1	Flood Forecasting & Warning (FFW)	1	\$1,033,000	\$1,063,000	82%		16%			2%	Provincial Section 39 Funding
2	Water Control Structures- Flood Control, Small Dams, Ice Management	1	\$3,457,700	\$3,413,000	70%		29%			1%	Provincial Section 39 Funding and WECl Funding
3	Floodplain Mapping	1	\$100,000	\$375,000	100%		TBD			TBD	Federal Funding available for special projects combined with use of reserves.
4	Resource Planning- Plan Input and Review, Permitting and Solicitor Enquiries	1	\$2,051,200	\$1,685,000	50%			50%			Permit, Plan Review & Solicitor Enquiry Fee Revenue
5	Resource Planning- Natural Heritage Management	2	\$240,000	\$240,000		85%	15%				Federal-Species at Risk
6	Watershed Resources- Planning	1	\$1,651,400	\$1,684,000	93%		TBD	2%		5%	Provincial-Waste Water Optimization Program (WWOP)
7	Watershed Resources- Subwatershed Planning	2	\$233,000	\$262,000		80%	20%				Other Municipal- Current Municipal agreements
8	Source Protection Planning	1	\$640,000	\$1,058,000			100%				Provincial Funding
9	Conservation Services- Rural Water Quality Program (RWQP)	2	\$1,386,200	\$1,551,000		40%	60%				Other Municipal- Current Municipal agreements
10	Conservation Services - Community Events (Outreach)	2	NIL	\$97,000		50%		50%			Funding distribution contingent on specific event. Self-Generated: may include donations.

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2022	Municipal Levy	Municipal MOUs/ Agreements	Provincial / Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
11	Conservation Lands Management- Operating and Capital Maintenance costs related to authority owned lands including Trail Management, Land acquisitions and disposals, property taxes	1	\$2,043,800	\$2,625,000	95%					5%	Reserves for Demolition expense. Land acquisition and disposal costs are funded with reserves.
12	Conservation Lands Management- Hazard Tree Management, Forestry Management- Operations	1	\$509,900	\$478,000	90%			10%			Timber Sales Revenue, Donations
13	Conservation Lands- Natural Heritage Management	1	\$238,000	\$349,000	100%			TBD			TBD-Ecological Restoration special projects with external funding
14	Private Land Tree Planting & Nursery Operations	3	\$862,400	\$777,000				65%	35%		Fee revenue and allocation of Category 3 Fee Revenue
15	Environmental Education	3	\$653,600	\$1,072,000				80%	20%		Fee Revenue
16	Property Rentals	3	\$1,022,500	\$1,144,000				100%			Fee Revenue
17	Hydro Production	3	\$210,000	\$384,000				100%			Fee Revenue
18	Conservation Areas	3	\$9,428,000	\$9,750,000				91%	3%	6%	Fee Revenue
19	Communications-Mandatory	1	\$477,500	\$486,000	100%						
20	Communications- Non-mandatory programs	3	\$100,000	\$92,000					100%		Allocation of Category 3 Fee Revenue
21	Corporate Services- Mandatory	1	\$3,498,288	\$3,125,000	87%		2%	1%		10%	Provincial SPP funding, Interest Income
22	Corporate Services- Non-Mandatory programs	3	\$1,086,000	\$874,000					100%		Allocation of Category 3 Fee Revenue

Note 1- Revenue percentages represent estimated revenue distribution of draft 2022 budget expenses under the new regulations.

Note 2- Self generated-Other Revenue represents surplus revenue from category 3 programs (Property Rentals, Hydro Production) and Interest Income.



CHART C

**Programs & Services Inventory Listing - Category 2 - Details of Municipal Agreements**

GRAND RIVER CONSERVATION AUTHORITY

Extract:

*Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act Section 6 Subsection 5 requirements*

(5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. The name of the municipality on behalf of which the program or service is provided.
2. The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Memorandum of Understanding (MOU)/Agreement Status
Resource Planning- Natural Heritage Management	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>• Provide services related to natural heritage for planning and other applications or projects</li> <li>• Provide services/assistance to identify, enhance, restore, rehabilitate, and protect natural heritage ecosystems in the watershed.</li> <li>• Develop and maintain policies and guidelines to assist in management of natural heritage resources.</li> </ul>	As at Feb 28, 2022 MOUs have yet to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect status of MOU's.
Watershed Resources- Subwatershed Planning	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>• Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, terrestrial and aquatic ecosystems and recommend sustainable solutions to urban growth.</li> </ul>	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.
Conservation Services- Rural Water Quality Program (RWQP)	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>• Coordinate the grant program delivered to private landowners to encourage adoption of agricultural management practices and projects to improve and protect water quality soil health and related initiatives (i.e. restore natural areas and private land tree planting).</li> <li>• Deliver special program initiatives that study and/or provide awareness and education related to improving and protecting water quality and related initiatives.</li> </ul>	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.

CHART D

**Programs & Services Inventory Listing - Category 3 - Information Requirements**

GRAND RIVER CONSERVATION AUTHORITY

*Extract:*

*Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act  
Section 6 Subsection 6 requirements*

For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.
2. Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Conservation Services - Community Events ( <i>Outreach</i> )	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Co-ordinate community events e.g. children's water festivals</li> <li>• Agricultural and landowner workshops to promote landowner environmental stewardship action.</li> <li>• Co-ordinate GRCA volunteer activities to enable public participation in GRCA environmental activities.</li> </ul>	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA will seek to obtain other funding sources to deliver these types of programs and services.</p>
Private Land Tree Planting & Nursery Operations	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Provide services to private and public landowners and community groups to engage in tree planting activities.</li> <li>• Operate the Burford Nursery.</li> </ul>	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA would seek to obtain other funding sources to deliver this program and service.</p> <p><i>Note: Indirect overhead costs related to this program are included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i></p>

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Environmental Education	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Deliver outdoor education sessions: <ul style="list-style-type: none"> <li>• school classes</li> <li>• day-camp program</li> <li>• community groups</li> <li>• private groups</li> </ul> Operate six outdoor education centres-Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, and Rockwood.	Program and Service has been financed in part through municipal levies.  GRCA will seek to obtain other funding sources to deliver this program and service.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Property Rentals	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Rent 733 cottage lots at Belwood Lake and Conestogo Lake.</li> <li>• Lease agricultural lands</li> <li>• Lease 8 residential units</li> <li>• Over 50 miscellaneous commercial agreements for use of GRCA lands.</li> </ul>	Program and Service was not financed through municipal levies.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Hydro Production	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Hydro generating revenue earned at four dam locations (Shand, Conestogo, Guelph and Drimmie).</li> </ul>	Program and Service was not financed through municipal levies.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Conservation Areas	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Operate 11 active Conservation Areas (8 camping and 3 day-use only).</li> <li>• Operate Luther Conservation Area</li> <li>• Offer hunting on some GRCA Lands</li> </ul>	<p>Program and Service was not financed through municipal levies.</p> <p><i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i></p>
Communications- Non-mandatory programs	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Public Relations and awareness building</li> <li>• Website management</li> <li>• Social media management</li> </ul>	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>
Corporate Services- Non-Mandatory programs	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<p>Allocate administrative services and expenses that are incremental to delivering non-mandatory programs:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Office supplies, postage, bank fees</li> <li>• Head office communication system</li> <li>• Insurance</li> <li>• Audit Fees</li> <li>• Consulting, legal, labour relations</li> <li>• H&amp;S Equipment, inspections, training</li> <li>• Conservation Ontario Fees</li> <li>• Corporate Professional Development</li> <li>• General</li> </ul>	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

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

***Township of Melancthon to Terminate Emergency Declaration on March 1<sup>st</sup>***

Melancthon, ON (February 25, 2022) – Township of Melancthon Mayor Darren White plans to end the Township's Declaration of Emergency on March 1, 2022.

The Township of Melancthon declared an Emergency on March 31, 2020, in response to the COVID-19 pandemic. In accordance with the Emergency Management and Civil Protection Act, an Emergency Declaration provides the Mayor with the authority to take actions and make orders they consider necessary to protect property and the health and safety and welfare of the Township and its residents.

"I would like to thank the residents and staff of the Township of Melancthon for following all health guidelines and mandates for the last two years which has allowed us to remove the declaration at this time," says Mayor White. "Continuing to observe social distancing and masking guidelines will further aid us in emerging stronger from what has been a very trying time."

For more information please contact:

Denise B. Holmes, AMCT  
CAO/Clerk  
(519) 925-5525  
[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)

Info #9  
MAR 03 2022

## Denise Holmes

---

**From:** Heather Boston <hboston@mulmur.ca>  
**Sent:** Thursday, February 24, 2022 12:20 PM  
**To:** Denise Holmes  
**Cc:** Sarah Culshaw  
**Subject:** RE: NDCC Budget  
**Attachments:** NDCC Budget 2022 Final.pdf; NDCC Budget 2022 DRAFT #3.pdf

I've attached the final budget. I've updated the YTD 2021 actuals (only one change which actually decreased the deficit slightly like about \$30).

I've also attached the Draft #3 that they approved before I updated the YTD actuals if you'd prefer that copy instead.

**Heather Boston, CPA, CA, CGA, BComm | Treasurer**

Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8 | [www.mulmur.ca](http://www.mulmur.ca)  
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | [hboston@mulmur.ca](mailto:hboston@mulmur.ca)

[Join our email list](#) to receive important information and keep up to date on the latest Township news.

---

**From:** Denise Holmes <dholmes@melancthontownship.ca>  
**Sent:** Thursday, February 24, 2022 12:03 PM  
**To:** Heather Boston <hboston@mulmur.ca>  
**Cc:** Sarah Culshaw <sculshaw@melancthontownship.ca>  
**Subject:** NDCC Budget

Hi Heather,

Can you send me the draft that was reviewed and approved by the Board on February 10, 2022? We have a meeting next Thursday and I want to put it on the Agenda.

Thanks.

Regards,  
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon |  
[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca) | PH: 519-925-5525 ext 101 | FX: 519-925-1110 |  
[www.melancthontownship.ca](http://www.melancthontownship.ca) |

*Please consider the environment before printing this e-mail* This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.



**This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.**

Draft #3

### NDCC Board of Management 2022 Budget

updated Dec 15, 2021

Account	Description	2020 Actual	2020 Budget	2021 Actual	2021 Budget	DRAFT #1 2022 Budget	DRAFT #2 2022 Budget	DRAFT #3 2022 Budget	Budget Variance	Comments
<b>REVENUES</b>										
01-2000-4000	MULMUR GRANT	54,410	54,410	53,349	53,349	61,492	60,704	76,758	23,409	13.79%
01-2000-4010	MELANCTHON GRANT	54,410	54,410	53,349	53,349	61,492	60,704	76,758	23,409	13.79%
01-2000-4020	DONATION REVENUE	-	-	-	-	-	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	-	-	-	-	-	-	-	0	
01-2000-4040	GRANT REVENUE	-	-	-	-	-	37,500	37,500	37,500	grant for play structure assumed full normal rental's
01-2000-4100	MINOR RATE RENTAL REVENUE	46,708	54,000	36,596	30,600	47,642	55,101	45,918	15,318	rental's
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956	51,000	38,797	29,580	42,459	51,839	43,199	13,619	rental's
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	1,736	500	2,620	510	1,500	1,870	1,870	1,360	
01-2000-4120	NON-RESIDENT USER FEES	4,215	3,250	621	-	-	-	-	0	
01-2000-4200	BOOTH RENTAL REVENUE	1,174	2,100	418	2,000	1,100	1,100	1,100	(900)	
01-2000-4210	HALL RENTAL REVENUE	-	4,000	-	1,000	-	500	-	(1,000)	Unpredictable due to COVID
01-2000-4220	FLOOR RENTAL REVENUE	-	-	65	-	-	-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	4,250	3,800	3,400	3,580	3,400	3,400	3,400	(180)	
01-2000-4240	VENDING MACHINE REVENUE	-	-	-	-	-	-	-	0	
01-2000-4250	GRASS CUTTING REVENUE	-	-	2,750	-	-	2,750	2,750	2,750	
01-2000-4300	PENALTIES & INTEREST	902	850	578	850	700	700	700	(150)	
01-2000-4500	PRIOR YEAR SURPLUS/(DEFICIT)	(5,860)	(5,860)	0	33,947	13,824	(3,864)	(21,588)	(55,535)	
<b>TOTAL REVENUE</b>		<b>203,902</b>	<b>222,461</b>	<b>192,542</b>	<b>208,765</b>	<b>233,611</b>	<b>272,304</b>	<b>268,364</b>	<b>59,599</b>	
<b>EXPENSES</b>										
01-2000-7000	WAGES	58,972	70,000	62,711	72,000	72,000	73,440	66,000	(6,000)	2 staff for each shift for COVID screening
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,182	5,600	5,197	5,600	5,700	5,700	5,200	(400)	
01-2000-7010	BENEFITS-OMERS	4,569	4,950	5,253	5,254	5,300	5,300	5,300	46	
01-2000-7012	MILEAGE	304	300	217	300	300	300	300	0	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUB.	185	1,000	442	1,000	1,000	1,000	500	(500)	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,889	2,000	3,347	2,000	2,100	2,100	2,100	100	
01-2000-7110	COMMUNICATION	877	2,000	1,830	2,000	2,000	2,000	2,000	0	
01-2000-7115	INSURANCE	15,419	13,300	16,732	16,000	18,000	18,000	18,000	2,000	
01-2000-7120	HEALTH & SAFETY	2,541	2,000	2,537	2,500	2,500	2,500	2,500	0	
01-2000-7122	SECURITY	-	-	7,912	-	20,000	-	-	0	Costs for Security
01-2000-7125	PROF FEES - AUDIT	600	611	589	611	611	611	611	0	
01-2000-7130	PROF FEES - WATER TESTING	259	400	322	400	400	400	400	0	
01-2000-7150	BANK CHARGES	1,370	500	1,203	1,200	1,200	1,200	1,200	0	
01-2000-7200	HYDRO	28,532	50,000	35,927	40,000	45,000	40,000	40,000	0	
01-2000-7210	FURNACE FUEL	9,750	15,000	7,853	7,000	7,000	7,000	7,000	0	
01-2000-7215	ZAMBONI PROPANE	-	-	1,033	1,000	1,000	2,000	2,000	1,000	propane costs to tripling
01-2000-7216	PROPANE BACK	-	-	2,874	2,000	2,000	4,000	4,000	2,000	propane costs to triple
01-2000-7220	BLDG/GROUNDS MAINTENANCE	27,463	18,500	13,778	20,000	14,000	14,000	14,000	(6,000)	Decrease in grass cutting by \$6480, monument repair \$5711 Defer until 2023
01-2000-7230	BOOTH PROPANE & MAINT.	372	3,300	934	400	1,000	1,000	1,000	600	
01-2000-7240	ICE PLANT/MACH MAINT	11,147	18,000	24,800	12,000	12,500	12,500	17,000	5,000	ice in/out, calcium, zamboni repairs, blade sharpening.
01-2000-7245	LAWN MOWER EXPENSE	-	-	1,365	-	-	2,000	2,000	2,000	Fuel for lawn mower
01-2000-7300	FUNDRAISING EXPENSE	-	-	-	-	-	-	-	0	
01-2000-7400	BAD DEBT	525	-	-	-	-	-	-	0	
01-2000-7500	CAPITAL PURCHASES	-	15,000	10,700	17,500	-	65,000	65,000	47,500	Brine Pump \$15,000, Play structure max. \$50,000
01-2000-7550	RENOVATIONS	-	-	6,573	-	20,000	12,253	12,253	12,253	Per quote for building assessment and conceptual design \$18500 total
<b>TOTAL EXPENSES</b>		<b>169,955</b>	<b>222,461</b>	<b>214,130</b>	<b>208,765</b>	<b>233,611</b>	<b>272,304</b>	<b>268,364</b>	<b>59,599</b>	<b>28.55%</b>
<b>Net Income/(Deficit)</b>		<b>33,947</b>	<b>0</b>	<b>(21,588)</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>		

Operating Reserve Continuity	2021
Opening Reserve Balance	40,000
Operating Levy Mulmur	-
Operating Levy Melancthon	-
<b>Ending Operating Reserve Balance</b>	<b>40,000</b>

## NDCC Board of Management

### 2022 Budget

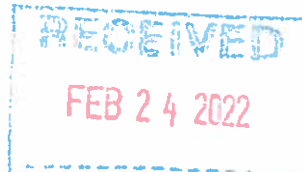
updated Feb 24, 2022

Account	Description	2020 Actual	2020 Budget	2021 Actual	2021 Budget	Final 2022 Budget	Budget Variance	Comments
<b>REVENUES</b>								
01-2000-4000	MULMUR GRANT	54,410	54,410	53,349	53,349	76,741	23,392	
01-2000-4010	MELANCTHON GRANT	54,410	54,410	53,349	53,349	76,741	23,392	
01-2000-4020	DONATION REVENUE	-	-	-	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	-	-	-	-	-	0	
01-2000-4040	GRANT REVENUE					37,500	37,500	grant for play structure
01-2000-4100	MINOR RATE RENTAL REVENUE	46,708	54,000	36,596	30,600	45,918	15,318	assumed full normal rentals
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956	51,000	38,797	29,580	43,199	13,619	assumed full normal rentals
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	1,736	500	2,620	510	1,870	1,360	
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01-2000-4200	BOOTH RENTAL REVENUE	1,174	2,100	418	2,000	1,100	(900)	
01-2000-4210	HALL RENTAL REVENUE	-	4,000	-	1,000	-	(1,000)	Unpredictable due to COVID
01-2000-4220	FLOOR RENTAL REVENUE	-	-	65	-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	4,250	3,800	3,400	3,580	3,400	(180)	
01-2000-4240	VENDING MACHINE REVENUE	-	-	-	-	-	0	
01-2000-4250	GRASS CUTTING REVENUE			2,750	-	2,750	2,750	
01-2000-4300	PENALTIES & INTEREST	902	850	579	850	700	(150)	
01-2000-4500	PRIOR YEAR SURPLUS/(DEFICIT)	(5,860)	(5,860)	0	33,947	(21,555)	(55,502)	Deficit not finalized yet.
<b>TOTAL REVENUE</b>		<b>203,902</b>	<b>222,461</b>	<b>192,542</b>	<b>208,765</b>	<b>268,364</b>	<b>59,599</b>	
<b>EXPENSES</b>								
01-2000-7000	WAGES	58,972	70,000	62,711	72,000	66,000	(6,000)	2 staff for each shift for COVID screening
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01-2000-7010	BENEFITS-OMERS	4,569	4,950	5,253	5,254	5,300	46	
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01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,889	2,000	3,347	2,000	2,100	100	
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01-2000-7115	INSURANCE	15,419	13,300	16,732	16,000	18,000	2,000	
01-2000-7120	HEALTH & SAFETY	2,541	2,000	2,537	2,500	2,500	0	
01-2000-7122	SECURITY			7,912	-	-	0	Costs for Security
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01-2000-7210	FURNACE FUEL	9,750	15,000	7,853	7,000	7,000	0	
01-2000-7215	ZAMBONI PROPANE			1,033	1,000	2,000	1,000	propane costs are tripling in 2022
01-2000-7216	PROPANE BACK			2,874	2,000	4,000	2,000	propane costs to triple
01-2000-7220								Decrease in grass cutting by \$6,480, monument repair \$5711 defer until 2023 or arena manager will do work himself to cut costs, water leak repairs, door repair
01-2000-7220	BLDG/GROUNDS MAINTENANCE	27,463	18,500	13,778	20,000	14,000	(6,000)	
01-2000-7230	BOOTH PROPANE & MAINT.	372	3,300	934	400	1,000	600	
01-2000-7240	ICE PLANT/MACH MAINT	11,147	18,000	24,800	12,000	17,000	5,000	Ice in/out, calcium, zamboni repairs, blade sharpening.
01-2000-7245	LAWN MOWER EXPENSE			1,365	-	2,000	2,000	Fuel for lawn mower
01-2000-7300	FUNDRAISING EXPENSE	-	-	-	-	-	0	
01-2000-7400	BAD DEBT	525	-	-	-	-	0	
01-2000-7500	CAPITAL PURCHASES	-	15,000	10,700	17,500	65,000	47,500	Brine Pump \$15,000, Play structure max. \$50,000
01-2000-7550	RENOVATIONS	-	-	6,573	-	12,253	12,253	Per quote for building assessment and conceptual design \$18500 total
<b>TOTAL EXPENSES</b>		<b>169,955</b>	<b>222,461</b>	<b>214,097</b>	<b>208,765</b>	<b>268,364</b>	<b>59,599</b>	
<b>Net Income/(Deficit)</b>		<b>33,947</b>	<b>0</b>	<b>(21,555)</b>	<b>0</b>	<b>-</b>		



**SHELBURNE PUBLIC LIBRARY**

201 Owen Sound Street  
Shelburne, Ontario  
L9V 3L2



Telephone 519-925-2168  
Fax 519-925-6555  
www.shelburnelibrary.ca

February 15, 2022

Township of Melancthon  
157101 Highway 10  
Melancthon, ON L9V 2E6

Attention: Ms. Denise Holmes

Dear Ms. Holmes

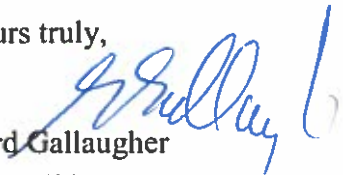
**Re: 2022 Library Board Agreement**

Enclosed are 3 copies of the 2022 Municipal Agreement between the Township of Melancthon and the Shelburne Public Library Board, in triplicate. Please review, sign and return 2 copies of the agreement at your earliest convenience. We will sign and return one copy for your records.

I have also enclosed invoices for the instalments as requested by some municipalities.

If you have any questions, please do not hesitate to contact either myself or Rose Dotten, CEO.

Yours truly,

  
Gord Gallagher  
Treasurer  
Shelburne Public Library

/gg  
Encl. agreement, 3 invoices

ACT #2  
MAR 03 2022



## AGREEMENT

THIS AGREEMENT made in triplicate this      day of February, 2022,

BETWEEN:                    THE SHELBURNE PUBLIC LIBRARY BOARD  
(hereinafter called the "Board")

AND                            THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
(hereinafter called the "Municipality")

WHEREAS Section 29 (1) of the Public Libraries Act, R.S.O. 1990 Chapter P.44, allows for the council of a municipality to enter into a contract with a public library board for the purpose of providing the residents of the municipality with library services.

AND WHEREAS the Board and the Municipality deem it expedient to enter into such an agreement.

NOW THEREFORE WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

### 1. DESCRIPTION OF SERVICES:

- 1.1      The Board shall endeavour to provide in co-operation with other public library boards a comprehensive and efficient library service to the residents of the Municipality.
- 1.2      The Board shall operate a library which shall be open a minimum of 25 hours per week and shall not make a charge for membership in the library.
- 1.3      The Board shall allow the residents of the Municipality to,
  - a.        borrow circulating materials; and
  - b.        use reference and information services as the Public Library Board considers practicable, without making any charge.
- 1.4      The Board may impose such fees as it considers proper for services not referred to in sections 1.2 and 1.3.

### 2. WARRANTIES OF THE BOARD:

- 2.1      The Board is a corporation duly established under the *Public Libraries Act, 1990*.
- 2.2      To ensure quality library service under this Agreement the Board shall:
  - 2.2.1    ensure that all materials are available for use outside the library except those used for reference service, and rare and fragile items;
  - 2.2.2    ensure circulation policies of greatest convenience to the users and maximum use of materials;
  - 2.2.3    ensure that the selection of materials reflects the needs of the community.

### 3. REPORTS:

- 3.1      The Board shall submit an annual report to the Municipality.
- 3.2      The Municipality shall make an annual financial report to the Minister and make any other reports required by the Public Libraries Act, 1990 and the regulations or as requested by the Minister.

4. LIMITATION OF LIABILITY:

4.1 The Municipality shall not be liable for any injury, death or property damage to the Board, its employees or agents or for any claim by any third party against the Board, its employees or agents.

5. INSPECTION:

5.1 The Municipality shall be entitled, at all reasonable times, to review any records, books, accounts and documents in the possession of or under the control of the Board, subject to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, Section 14.

6. NOTICES:

6.1 Notices under this Agreement shall be given in writing by personal delivery, or by mail, or by facsimile transmission.

6.2 Notice by mail shall be deemed to have been given on the third business day after the date of mailing.

6.3 Mailing addresses for notices under this Agreement are as follows:

- i) for Township of Melancthon  
157101 Highway 10  
Melancthon, ON L9V 2E6
- ii) for Shelburne Public Library Board  
201 Owen Sound St.  
Shelburne, ON L9V 3L2

7. FINANCIAL:

7.1 The Municipality shall annually levy upon its assessment a sum to be used for the maintenance of the Board.

7.2 The Municipality shall in addition pay to the Board certain monies paid to the Municipality by the Province of Ontario for library services.

7.3 The sum of funds received by the Municipality under Sections 7.1 and 7.2 shall be equal to the Municipality's portion of the total funds required by the Board, as shown in Appendix B.

7.4 The attached Appendix A, which forms part of this Agreement, is a copy of the Board resolution being the new Funding Formula that was passed by the Board on June 21, 2016.

7.5 The attached Appendix B, which forms part of this Agreement, is a listing of the Payments to be made by the Municipality if the option in 8.1.A is chosen.

8. PAYMENT TERMS:

8.1 The Municipality shall pay to the Board the funds under Section 7.3 according to one of the following payment options:

- A.
  - 1. Fifty percent (50%) of the amount required for Board purposes in the current year on or before the 31st day of March, 2022.
  - 2. Twenty-five percent (25%) of the amount required for Board purposes in the current year, on or before the 30th day of June, 2022.
  - 3. Remainder of the balance owing on or before the 30th day of September 2022.
- B.
  - 1. Funds raised under Section 7.1 shall be paid to the Board in equal installments coincident with the dates upon which the Municipality collects its taxes in 2022.



2. Funds raised under Section 7.2 shall be paid to the Board within fifteen (15) days of being received by the Municipality.

8.2 If, in the year 2022 the Board's budget is not approved by the Town of Shelburne by March 31, 2022, the Municipality shall pay to the Board an interim payment of funds according to the following schedule which interim payment of funds shall be deducted from the Municipality's 2022 levy once the Board's budget is finalized.

1. Fifty percent (50%) of the amount required for board purposes in 2021, which amount shall be paid to the Board on or before the 31st day of March, 2022.

9. FAILURE TO MAKE PAYMENTS:

9.1 If the payment schedule chosen by the Municipality is not complied with, the Library reserves the right to withdraw the Library services to residents of the Municipality until the payment is complied with.

10. ENTIRE AGREEMENT:

10.1 This agreement constitutes the entire Agreement between the parties. Upon the execution of this Agreement, any existing Agreements between the parties with respect to library services shall forthwith become null and void.

10.2 In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect, mutatis mutandis.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective corporate seals duly attested to by the hands of their respective proper officers in that behalf.

THE SHELburne PUBLIC LIBRARY BOARD

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

Per: \_\_\_\_\_  
Chair Date Signed:

Per: \_\_\_\_\_  
Mayor Date Signed:

Per: \_\_\_\_\_  
Secretary/Treasurer Date Signed;

Per: \_\_\_\_\_  
Clerk Date Signed:

MUNICIPALITY ELECTION UNDER SECTION 8 Initial one only:

8.1.A \_\_\_\_\_  
Mayor

\_\_\_\_\_ Clerk

8.1.B \_\_\_\_\_  
Mayor

\_\_\_\_\_ Clerk

**APPENDIX A**

Resolution extracted from Shelburne Public Library Board minutes dated June 21, 2016:

**Funding Formula**

**Motion 29-16            L. Townsend, D. Besley**

WHEREAS on June 8, 2016, a meeting was held with the Mayors, Municipal Clerks and Council Representatives of the Town of Shelburne and the four contracting Municipalities of Amaranth, Melancthon, Mono and Mulmur, together with Geoff Dunlop, Board Chair, Rose Dotten, CEO/Head Librarian, and Gord Gallagher, Treasurer;

AND WHEREAS it was determined that the funding formula for the Shelburne Public Library should be revised to reflect the change in the number of households with patrons in all five municipalities;

Therefore, be it resolved that beginning in January, 2017, the levy required to balance the Shelburne Public Library operating budget will be allocated based on a 3-year average of active household cardholders, determined by the Library operating system, as of September 30 in the year preceding the budget year, for each municipality;

Be it further resolved that in addition to the foregoing, any capital projects for the Library requiring additional municipal funding will be allocated based on the same formula;

Be it further resolved that the Municipal partners may use the MPAC assessment totals as of September 30 each year as a verification tool for any substantial shifts in household user numbers.

**Carried**

**APPENDIX B**

Township of Melancthon Assessment is \$58,711.00

Under Option 8.1.A - the payments shall be:

March 31, 2022	\$29,355.50
June 30, 2022	\$14,677.75
September 30, 2022	\$14,677.75

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NUMBER \_\_\_\_\_ - 2022**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN  
AGREEMENT BETWEEN COMPRINT SYSTEMS INCORPORATED  
(DOING BUSINESS AS DATAFIX) AND THE CORPORATION OF THE  
TOWNSHIP OF MELANCTHON**

**WHEREAS** it is deemed expedient that the Corporation of the Township of Melancthon and Comprint Systems Incorporated (Datafix) enter into an agreement for Voter List Management Services for the 2022 Municipal Election.

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

1. THAT the Mayor and Clerk are hereby authorized to execute the agreement, in the same form or substantially the same form, as attached hereto as Schedule "A" to this by-law.

BY-LAW READ A FIRST AND SECOND TIME THIS 3<sup>RD</sup> DAY OF MARCH, 2022.

BY-LAW READ A THIRD TIME AND PASSED THIS 3<sup>RD</sup> DAY OF MARCH, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB#17.2.1

MAR 03 2022

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## VOTER LIST MANAGEMENT SERVICES AGREEMENT

THIS AGREEMENT (the "Agreement") made in duplicate, is entered into as of, and is effective as of the 22<sup>nd</sup> day of February 2022 (the "Effective Date")

**BETWEEN:**

**COMPRINT SYSTEMS INCORPORATED** (doing business as "DataFix")  
an Ontario corporation with its registered office at  
40 University Avenue, Suite 1010, Toronto, Ontario M5J 1T1

(hereinafter called "DataFix")

**AND:**

**TOWNSHIP OF MELANCTHON**  
157101 Highway 10  
Melancthon, Ontario L9V 2E6

(hereinafter called "Client")

The Client requires an Election Management System (EMS) described herein to conduct its municipal election, and desires to engage DataFix to provide said services.

DataFix's proprietary EMS is an internet-based Application with specific capabilities, including but not limited to: (i) provide election officials with an electronic view of their electoral information, including the ability to make corrections to the Voters list and to access various voter counts needed for electoral planning, and (ii) with the capability to provide an electronic copy of all changes to the provincial authority at the end of the electoral event ("VoterView").

The System Requirements and Compatibility of VoterView are described below:

- a) web-based;
- b) support the management of Data throughout the election cycle from receipt of Data to the end of the election;
- c) Graphical User Interface (GUI);
- d) role-based for the purposes of user permission architecture;
- e) user-friendly and intuitive;
- f) passwords are one-way encrypted;
- g) web pages are secured using Transport Layer Security (TLS) 1.2 or higher encryption;

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- h) optional two-factor authentication using YubiKey hardware devices and the Google Authenticator app.

This Agreement is intended to identify and confirm the service levels and support technology requirements of VoterView – see Schedule “C”.

DataFix agrees to provide to the Client, the VoterView Application, services, and support described herein.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements contained herein; the receipt and sufficiency of which is acknowledged, and in accordance with the terms and conditions set forth herein, the Parties agree as follows:

## 1.0 DEFINITIONS

### 1.1 In this Agreement:

**“Additional Services”** means the Services not included in the contract price, and where additional fees are applicable;

**“Application”** means the web-enabled application branded as VoterView that has been architected from the ground up to be secure, scalable, and flexible and is a fully featured EMS;

**“Business Day”** means every day except for Saturdays, Sundays, and statutory holidays in the Province of Ontario;

**“Change Order Request”** means a written notice from the Client to DataFix to add certain requirements/services which are outside of the scope of the Agreement and to which additional fees are applicable

**“Client Users”** means designated persons within the Client’s organization who Client has authorized to use the Application;

**“Confidential Information”** means any and all information and documentation, in whatever form, which is confidential in nature, and which is accessed or obtained by one or both Parties as a result of this Agreement and/or their relationship shall include without limitation the following:

- a) Any information concerning this Agreement or any municipal election for which the Services and the Application are provided hereunder;
- b) Any information concerning the affairs, operations, processes, know-how, suppliers, plans or intentions of the disclosing Party or of any member of a Party’s group, including,

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- without limitation, any information which is not generally known to the public, or which has been specifically identified as confidential or proprietary by the disclosing Party;
- c) Any information that would be included within the definition of personal information as set out in MFIPPA, or similar legislation; and
  - d) Data;

Notwithstanding the foregoing, Confidential Information shall not include:

- i. information not obtained from the Client, which is in, or becomes part of, the public domain, not due to DataFix's breach of this Agreement or DataFix's actions;
- ii. information which was previously in DataFix's possession and did not originate from the Client;
- iii. information which lawfully becomes available to DataFix from a third party not under an obligation of confidence to the Client regarding such information;

**"Contract Price"** means the amount ascribed under section 14.1 and payable by the Client to DataFix for the Services;

**"Critical Election Period"** includes advance voting dates together with the Election Day;

**"Customization"** means the selection of a specific change to VoterView or any of its additional Event Based Functionality (Optional Modules), made by the Client in order for the Client to meet its desired goals, and where the change is client specific and unique to the Client, and where additional fees are applicable;

**"Data"** shall include all information in VoterView including but not limited to:

- a) a list of names and addresses of eligible voters for an Election or By-Election prepared under the Municipal Elections Act (MEA) and provided by the provincial authority to carry out a municipal election; and
- b) any Client supplied data including without limitation data inputted by the Client respecting candidate information, election worker information, voter registration, ward, and polls information, and voting locations;

**"Effective Date"** means the date written above;

**"Election Day"** means Monday, October 24, 2022;

**"eVoting Third Party Integration Fee"** means any customized services required by the Client to support eVoting through an eVoting Service Provider;



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**“Intellectual Property Rights”** means any and all proprietary rights provided under:

- i) patent law;
- ii) copyright law (including moral rights);
- iii) trade-mark law;
- iv) design patent or industrial design law;
- v) semi-conductor chip or mask work or integrated circuit topography law; or
- vi) any other statutory provision or common law principle applicable to this Agreement, including trade secret law,

that may provide a right in either software, hardware, documentation, ideas, formulae, algorithms, concepts, inventions, processes, or know-how generally, or the expression or use of any of the foregoing; and any and all applications, registrations, licenses, sub-licenses, franchises, agreements, or any other evidence of a right in any of the foregoing.

**“Parties”** means, collectively, the Client and DataFix and **“Party”** means one of them or any of them, as the context requires;

**“Personal Information”** means all of the information provided by the provincial authority and stored in VoterView with respect to the determination of eligible electors, including their names, property and mailing addresses, the Data, the elector list of the Client as it is compiled from time to time during the Term of the Agreement, the names and other personal information of all who are designated as Users, and all related files and records stored on any equipment used by DataFix;

**“Services”** means all the Services to be provided by DataFix to the Client under this Agreement, and includes privacy and security requirements in relation to the provision of such services;

**“Term”** has the meaning ascribed under section 12.1;

**“Third Party Print File Preparation Fee”** means any customization required to DataFix’s standard file layout to create customized printable data files for use by a third-party printing company;

**“Training”** means the training environment in VoterView, all training guides and any other documentation or material pertaining to the functions and features of VoterView and provided through the on-line facilities;

**“Training – Customized and In Person”** means any customized on-site training requested by the Client and delivered by DataFix at the offices of the Client, to be scheduled at such time and for such duration as mutually agreed to in advance between the parties, and at additional cost;

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**“Update”** means a fix, patch or such other minor improvement, enhancement, modification, or expansion of VoterView as well as major revisions to and new versions of VoterView as part of the Services and for which DataFix does not impose a separate fee;

**“VoterView”** has the meaning ascribed to it under, Application on page 1 of this Agreement;

**“Voting Period”** means the hours designated by the Client during the Election Date(s) during which Eligible Electors are entitled to cast their vote.

## **2.0 PROVISION OF SERVICES, LICENSE AND AUTHORIZED USES**

2.1 DataFix agrees to perform the Services and its other obligations in accordance with the terms of this Agreement and all applicable laws (including, without limitation, the provisions of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56 (MFIPPA) and similar legislation in other Canadian jurisdictions and all other applicable privacy and personal information laws).

2.2 DataFix will at all times maintain care, skill, and diligence in performing its obligations under this Agreement.

2.3 DataFix represents to the Client that VoterView complies with all applicable requirements for provincial and municipal election laws at the time of delivery.

2.4 Subject to DataFix’s payments from Client being received in accordance with section 14 of this Agreement, DataFix grants to Client and Client Users a limited, non-exclusive, non-transferable, royalty-free (except for fees provided for in this Agreement), license (other than a right to sublicense) to use VoterView, any documentation provided therewith and any upgrades, modifications, updates, and additions thereto (the “DataFix Materials”) in the manner contemplated in this Agreement.

2.5 The Client will have full control for creating and issuing usernames and passwords for Client Users.

## **3.0 USER MANAGEMENT AND APPLICATION CONFIGURATION**

3.1 DataFix will provide the Client with an initial account with Administrator-level access to VoterView. With this account, the Client’s Administrator can create users and assign the required access levels for the Application.

3.2 The Client’s Administrator is fully responsible for:

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- a) configuring the Application through the Administration Tab in VoterView;
  - b) adding Users and creating User Groups as needed;
  - c) deleting users;
  - d) identifying authorized contacts: primary, secondary, and alternate for the electoral event;
  - e) updating email addresses and telephone numbers; and
  - f) keeping all information in User Management current to ensure authorized Users receive email communication.

3.3 DataFix may from time-to-time change, modify, update, or upgrade the form, nature, requirements, features, functionality or method or manner of operation of VoterView, the Application and the Services. If DataFix does so it shall provide Client with notice thereof that is no less than the notice it provides thereof to its customers.

#### 4.0 DATA

4.1 The Data for the Client will be stored in datacenters that are in Canada. At no time will DataFix store Data outside of Canada.

4.2 DataFix will maintain a separate physical database for the Client to ensure that the Client can only access its own Data.

4.3 DataFix will regularly upgrade and update the Application. If it is necessary to interrupt service, DataFix will provide at least 24 hours prior notification wherever possible, emergencies excepted. Interruptions that can be scheduled (i.e., not emergencies) and interruptions shall be scheduled to minimize their impact on Client Users.

#### 5.0 DATA SECURITY AND PRIVACY

5.1 The Client will provide the Data to DataFix and DataFix will only use the Data as necessary to carry out its obligations under this Agreement, and for no other purpose without the prior written consent of the Client.

5.2 DataFix shall comply with all the confidentiality, security and privacy requirements set out in this Agreement, and any additional Security and Privacy Requirements with respect to the Data that have been provided to DataFix, by the Client, in writing. To the extent DataFix possesses any Data in any form, medium or device during the Term of this Agreement or after the expiration of the Term, the foregoing obligations shall survive and continue to be in legal effect.

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- 5.3 DataFix shall ensure that its employees and contractors are aware of their obligations regarding data security and privacy under this Section 5.0. DataFix shall limit access to Personal Information to its authorized representatives who have a clear need to know in order to provide the Services. DataFix shall ensure that such representatives have agreed to protect the confidentiality and security of the Personal Information to at least the extent provided by this Agreement and DataFix shall properly advise such representatives of the requirements under this Agreement.
- 5.4 DataFix will protect the security and confidentiality of the Personal Information to at least the same standard as DataFix protects its own most sensitive Confidential Information and, in any event, to at least the standard required by applicable Laws.
- 5.5 If either Party becomes aware of or reasonably suspects that there has been any unauthorized or improper access to, use or disclosure of any of the Personal Information (a "Security Incident"), such Party will notify the other Party forthwith and, take all reasonable steps to mitigate the Security Incident.
- 5.6 Without limiting any other provision in this Agreement regarding the security of information, DataFix shall have in place reasonable policies, procedures, and safeguards to protect the confidentiality and security of the Personal Information. DataFix shall ensure the physical security of the Personal Information by making all reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, disposal, loss, or modification.

## 6.0 CONFIDENTIALITY

- 6.1 Each Party may use the Confidential Information of the other Party only in the performance of this Agreement, and for no other purpose. Each Party may disclose Confidential Information of the other Party (the "Disclosing Party") to its affiliates, and to its and its affiliates' directors, officers, employees, technical personnel, advisors, consultants, service providers, agents, attorneys, reinsurers, and accountants (collectively, "Representatives") as necessary to carry out this Agreement. Each Party agrees that it will disclose such information only to those of its Representatives with a need to know such information for the purposes described herein and each Party agrees to inform its Representatives of the confidential nature of the Confidential Information, to cause such Representatives to observe the terms of this Agreement, and to be responsible for breach of the obligations by such Representatives. For the avoidance of doubt, Representatives of each Party who do not receive or have access to any Confidential Information hereunder will not be bound by or subject to the terms of this Agreement. In addition, neither Party hereto will send nor make available any Confidential Information to a third party not described under this Agreement without first obtaining prior written approval from the other Party.

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- 6.2 Any Party that is legally requested or required to disclose any of the Confidential Information of the Disclosing Party, whether in connection with a judicial, administrative or regulatory proceeding in which it or a partner, officer, director, employee or affiliate is involved or as requested or required by regulatory authority or otherwise by law, will provide the Disclosing Party with prompt notice prior to disclosing any Confidential Information, unless such notice is prohibited by law or the rules governing the process requiring such disclosure and prior notice will be required only if reasonably practicable, so that the Disclosing Party may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement. In the event that such protective order or other remedy is not obtained, the other Party will furnish only that portion of the Confidential Information of the Disclosing Party that it is advised by legal counsel is legally required to be disclosed and will exercise its commercially reasonable efforts to obtain reliable assurance, at the other Party's expense, that confidential treatment will be accorded the Confidential Information of the Disclosing Party. Notwithstanding anything to the contrary in this Agreement, in no event shall this Agreement require receiving party to act in contravention of any legal process, regulatory proceeding or from complying with any law or regulation.
- 6.3 Upon termination of this Agreement for any reason, DataFix and Client will each, at its option, promptly destroy or return to the other, upon any written request, any and all Confidential Information relating to the other Party in their possession, or in the possession of any of their affiliates, including any copies, reproductions, summaries, analyses or extracts thereof, whether in written or electronic media; provided, however, that neither Party shall be obligated to return or destroy any such information that may be contained in its electronic back-up systems, and each Party may retain copies of the other's Confidential Information, subject to the confidentiality terms of this Agreement, in accordance with its corporate record retention practices, for legal or regulatory purposes. An officer of the receiving party destroying or returning such Confidential Information shall certify to the Disclosing Party that such return or destruction has taken place, and that all Confidential Information disclosed by Disclosing Party has been so destroyed or returned. Notwithstanding anything in this Section 6.3, certain incidental Confidential Information or information derivative of it that is generated by the DataFix system in the course of performing the Services and that is too embedded within DataFix's data files to be readily extracted under this Section may be retained indefinitely by DataFix provided that DataFix uses that information solely for the internal purpose of operating its systems and generating data analytics for internal use, and provided that DataFix continues to treat such Confidential Information in accordance with the confidentiality provisions of this Agreement.
- 6.4 Subject only to the express provisions of this Agreement, as between the Parties each Party is and will be the exclusive owner of all Confidential Information of said Party and all Intellectual Property Rights therein. Client agrees that as between the Parties, DataFix owns all Intellectual Property Rights that form part of the Services including, without

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limitation, VoterView and any DataFix branding used in relation thereto. DataFix agrees that as between the Parties, Client owns all Intellectual Property Rights that form part of a Client Data. This Agreement is not a contract of work for hire for the development of intellectual property, and any updates, modifications, upgrades, or revisions that DataFix makes to the Service, VoterView or any of its technology or other information systems shall, as between the Parties, be the property of DataFix.

- 6.5 The confidentiality obligations set out in this Section 6.0 are in addition to DataFix's obligation to comply with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.56, all other applicable privacy and personal information laws and any other security and privacy obligations set out in this Agreement.
- 6.6 DataFix will not use or reproduce Confidential Information from Client other than as reasonably required for the performance of the Services under this Agreement. DataFix will not, without the prior written consent of the Client given on such terms and conditions as it prescribes in its sole discretion, disclose or allow access to the Client Confidential Information to any person, except to only those of its own employees who have a need to know such information solely for the provision of the Services, and who have been advised of its confidential nature and have agreed to be bound by the confidentiality and restricted use provisions in this section. DataFix will take all reasonable precautions against the Confidential Information being used by or disclosed to any unauthorized person.
- 6.7 This Section 6.0 shall survive the expiration or earlier termination of this Agreement.

## 7.0 HOSTING

- 7.1 DataFix uses a hybrid solution for the hosting of the Application that consists of a mix of DataFix colocation hosting environments and Azure cloud-based hosting services. All datacenters are located within Canada and at no time will any Data be stored outside of Canada.
- 7.2 All data that flows in and out of the hosting locations and all data at rest is strongly encrypted and otherwise protected against access by, or disclosure to, any non-authorized party.
- 7.3 A disaster recovery (DR) site containing a regularly updated copy of the Data will be maintained by DataFix. The DR site can be quickly activated and is fully capable of scaling to meet high demand. Data backups will be tested on a regular basis to ensure that all aspects of the disaster recovery plan are operational. Data backups will be performed by DataFix no less frequently than every sixty (60) minutes.



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7.4 DataFix will ensure that the data center and servers containing the Data meets the following physical and electronic security requirements:

- a) single point of entry;
- b) main access monitored with additional access for emergency purposes only;
- c) access validation with identity check;
- d) access only to persons on DataFix approved access list;
- e) log-in validation;
- f) creation of accounts only as verified by DataFix;
- g) access to servers via encrypted means; and
- h) servers running behind secure firewalls.

## 8.0 WARRANTIES

8.1 DataFix represents and warrants the following which shall remain true and accurate until the expiration or effective termination of this Agreement:

- a) DataFix shall take all reasonable steps to ensure all computer and telecommunications hardware and software are operational 24 hours a day, 7 days a week;
- b) DataFix has full right, power, and authority to enter into this Agreement and to perform its obligations under it;
- c) DataFix is not under any obligation, contractual or otherwise, to request or obtain the consent of any person in order to enter into this Agreement and to perform DataFix's obligations under it;
- d) DataFix is a corporation, duly organized, legally existing, in good standing and has not been dissolved under the laws of the Province of Ontario;
- e) DataFix has the necessary corporate power to own its properties and assets and to carry on its business as it is now being conducted and to enter into this Agreement;
- f) DataFix is not a party to, or bound by any indenture, agreement (written or oral), instrument, license, permit or understanding or other obligation or restriction under the terms of which the execution, delivery or performance of this Agreement will constitute or result in a violation or breach or default.

8.2 Each Party additionally warrants to the other Party that it will comply with all applicable laws and regulations, including those related to privacy, that may apply to the activities contemplated herein or in association herewith.

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8.3 EXCEPT AS SPECIFICALLY SET FORTH OR REFERENCED IN THIS AGREEMENT, THERE ARE NO REPRESENTATIONS, WARRANTIES, OR CONDITIONS OF EITHER PARTY, EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, REGARDING ANY MATTER, INCLUDING ANY IMPLIED REPRESENTATIONS, WARRANTIES OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

## 9.0 OWNERSHIP OF INFORMATION

9.1 As between the parties, DataFix will, and does retain all rights, titles, and interests (including, without limitation, all Intellectual Property Rights) associated with its products and services, specifically including VoterView and any modifications and derivatives to it.

9.2 The Client Retains Control over the Data: The Client is only transferring physical custody of the Data to DataFix, not control of that information, and the authority over the use, disclosure, access, destruction, and integrity of the Data remains with the Client.

9.3 While this Agreement is in effect, and at all times thereafter, DataFix and any officers, employees, or agents of DataFix shall not use, publish, or disclose any information, data, research, documents, photographs, or materials discovered or produced by DataFix in the performance of this Agreement without first obtaining written permission from the Client.

9.4 Any materials, and supplies provided by the Client to DataFix for use in the performance of this Agreement shall remain the property of the Client and shall be returned to the Client upon request.

## 10.0 TRAINING AND SUPPORT

10.1 Training: DataFix shall provide the following to the Client as part of the Contract Price set out in this Agreement:

- a) a training environment;
- b) training on all the Application functions and features through the on-line Webinar facilities;
- c) on-line help facilities;
- d) user guides and other training documents pertaining to the use of the Application, posted in the Forms/Document Library);
- e) webinars;
- f) web collaboration for screen interaction and telephone for voice communication;
- g) online and video-based demo;

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- h) training and support from time to time during the term of this Agreement (i.e., be available to answer questions via email and telephone; and
  - i) GoToMeetings as needed

10.2 Customized Onsite Training: DataFix can provide customized on-site training at a rate of \$2,000.00 per day plus applicable taxes.

10.3 Support: As part of the Contract Price in this Agreement, DataFix shall provide the following support services to the Client, where issues can be resolved usually within 24 hours.

- a) E-Mail Support shall comprise of e-mail access and response:

E-Mail link to DataFix support team at [support@voterview.ca](mailto:support@voterview.ca)

- b) Telephone Support: Toll-Free (866) 334-3824 or (416) 363-8170 ext. 249.

- c) DataFix's normal business hours are from 8:00 AM to 5:00 PM (local time), Monday to Friday, excluding statutory holidays. DataFix will provide support outside its normal business hours during advance poll dates and Election Day.

- d) During the critical election period, which includes advance voting dates and Election Day itself, the guaranteed response time will be 15 minutes from receipt of the request by telephone, voicemail, or email.

- e) DataFix will provide advice and support prior to the advance voting period, with the guaranteed response time of no longer than 60 minutes from receipt of the request by telephone, voicemail, or email.

## 11.0 ADDITIONAL SERVICES AND CHANGE ORDER REQUEST

11.1 The Client acknowledges that DataFix may have other services available for use by the Client that are not set out in this Agreement and are not included in the Contract Price. These additional services are listed in Schedule "A" attached to this Agreement. The parties agree that the request, provision, and responsibility for payment of any such additional services that may be delivered by DataFix to the Client shall be authorized only by way of submitting a written Change Order Request. A sample is attached to this Agreement as Schedule "B".

11.2 No oral agreements between persons will be binding on either DataFix or the Client unless and until a Change Order Request has been approved, and until such approval has been received, each Party will continue to perform its obligations under the Agreement as if the change had never been proposed.

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11.3 Upon receipt of the fully executed Change Order Request, DataFix will be authorized to commence the Change.

11.4 Despite any other provision in this Agreement, Change Order Requests signed by both parties shall be deemed to be duly authorized amendments to the Agreement.

## 12.0 TERM OF AGREEMENT

12.1 The term of this Agreement will commence on the date first written above and will come to an end on December 31, 2022.

12.2 Subsequent Agreement/Early Renewal Option. Notwithstanding Section 12.1, in the first quarter of 2023, DataFix, will provide the Client the option to enter into a new Agreement which will provide continuity of services between this agreement and a new agreement. The Client will continue to have full access to VoterView until such time when the early renewal option offer is declined. At such time, all the data in VoterView will be permanently deleted.

## 13.0 DATA DESTRUCTION

13.1 Until such time as the Client makes a request in writing to DataFix to delete and destroy the Data, DataFix will continue to store the Client's Data.

13.2 At the Client's request to delete and destroy all the Data, DataFix will permanently and securely delete and destroy the Data and all associated records in its possession.

13.3 This deletion will be performed in a manner that is appropriate for the types of media involved so that the Data or any portion of it cannot be retrieved, accessed, or used by DataFix for any other purpose. After complying with this provision, DataFix shall deliver to the Client a declaration in writing confirming the deletion and destruction of the Data and all associated records.

## 14.0 FEE AND PAYMENT TERMS

14.1 In consideration for the Services and other obligation to be performed by DataFix under this Agreement, the Client will pay DataFix a fee of \$5,250 plus applicable taxes (collectively, the "Contract Price").

The Parties acknowledge and agree that the Contract Price is the payment required to be made by the Client to DataFix for the purchase of its authorization for the use of VoterView

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and of the Services as set out in this Agreement, subject always to additional services which may be required pursuant to Section 11.0.

14.2 The Contract Price includes the following:

- a) VoterView List Management **\$4,500**
- b) Activation setup fee **\$750**

Additionally, the Client agrees to pay DataFix any additional fees for additional services obtained through the Change Order Request process described in Section 11.0.

14.3 The Client agrees to pay DataFix all fees due and payable to DataFix, including the Contract Price described in Section 14.0, at the times and in the manner as further detailed in this Section 14.0.

- a) Where fees are quoted net of tax, any taxes applicable to the provision of such Services shall be added and the Client agrees to pay all sums when due and payable, including applicable taxes.
- b) The Contract Price due and payable to DataFix pursuant to section 14.1 follows, and DataFix will send an invoice to the Client per the payment schedule below:
- c) Payment 1 **\$3,000** plus applicable tax within 20 days of receipt of a signed Agreement
- d) Payment 2 all of the remaining balance of the **\$2,250** plus applicable tax in March 2022

14.4 **NO LATE PAYMENT**

- a) Payment term is net 30 days from date of DataFix invoice. Late payment is a default by the Client under this Agreement.
- b) Any fee or portion thereof not paid on the date on which it is payable shall bear interest after the due date at the interest rate of 1.5%, calculated and payable monthly, not in advance, both before and after default, with interest on overdue interest at the aforesaid rate.

15.0 **INDEMNIFICATION AND LIMITATION OF LIABILITY**

15.1 DataFix hereby agrees to indemnify and save harmless the Client, its agents, contractors, and employees from and against any losses, liabilities and expense reasonably incurred by

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the Client that arise out of a breach by DataFix of this Agreement (including, without limitation, a breach of any of the confidentiality, security, and privacy provisions of this Agreement) by DataFix, or its employees, contractors, or agents.

- 15.2 Client hereby agrees to indemnify and save harmless DataFix, its directors, officers, agents, contractors, and employees from and against any losses, liabilities and expenses reasonably incurred by DataFix that arise out of a breach by Client of this Agreement (including, without limitation, late payment of amounts due and payable) by Client, or its employees or agents.
- 15.3 Except for Section 5 (data breach) and Section 6 (confidentiality), in all other instances, neither party shall be liable for any loss of profits, loss of business, or any other indirect, incidental, punitive, special, or consequential loss or damage whatsoever, howsoever arising, incurred by the other party or any third party, whether in an action in the contract, negligence, or other tort, even if the parties or their representatives have been advised of the possibility of such damages.
- 15.4 This Section 15.0 will survive the expiration or termination of this Agreement.

## 16.0 TERMINATION

- 16.1 The Client may terminate this Agreement, without penalty but upon written notice to DataFix, where the Provincial Government changes the Client's governance structure such that the Client will not be conducting its municipal election. For greater clarity, the annual fee paid to DataFix in the year of termination is non-refundable, for any reason.
- 16.3 The Client may terminate this Agreement if DataFix is in breach of any term of this Agreement and the breach is not cured within five (5) days of written notice by the Client. DataFix may terminate this Agreement if Client is in breach of any term of this Agreement and the breach is not cured within five (5) days of written notice by DataFix.
- 16.4 The Client may terminate this Agreement immediately if DataFix:
- a) ceases or threatens to cease to carry on business, or takes or threatens to take any action to liquidate its assets, or stops making payments in the usual course of business;
  - b) makes or purports to make a general assignment for the benefit of creditors;
  - c) shall institute any proceeding under any statute or otherwise relating to insolvency or bankruptcy or should any proceeding under any such statute or otherwise be instituted against DataFix.
- 16.5 This Agreement may be terminated where the Parties have mutually agreed to terminate this Agreement, in writing signed by both Parties.



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## 17.0 GENERAL

- 17.1 **Governing Law.** The Parties agree that, at all times, this Agreement is governed by and construed in accordance with the laws of the Province of Ontario, Canada, and the federal laws of Canada applicable therein. Each Party represents and warrants to the other Party that, as of the Effective Date, it has full power and authority to enter into and provide the Services set out in this Agreement.
- 17.2 **Independent Contractors.** The Parties will perform their obligations under this Agreement as independent contractors. Nothing herein will be construed to place DataFix or Client in a relationship of fiduciaries, principal and agent, partners, or joint venturers, and neither Client nor DataFix will have the power to obligate or bind the other in any manner whatsoever.
- 17.3 **Excusable Delay.** A delay in the performance by a Party of any obligation under this Agreement that is caused by an event that is: (i) beyond the reasonable control of the Party, (ii) could not reasonably have been foreseen by the Party, (iii) could not reasonably have been prevented by means reasonably available to the Party, and (iv) occurred without the fault or neglect of the Party, will be considered an “Excusable Delay” if the delaying Party advises the other Party of the occurrence of the delay or of the likelihood of the delay as soon as the delaying Party becomes aware of it. The delaying Party must also advise the other Party, within 5 days, of all the circumstances relating to the delay and provide to the other Party for approval a clear work around plan explaining in detail the steps that the delaying Party proposes to take in order to minimize the impact of the event causing the delay. Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay. However, if an Excusable Delay has continued for 10 days or more, the other Party may, by giving notice in writing to the delaying Party, terminate this Agreement. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay.
- 17.4 **No Third-party Beneficiaries.** The Parties are the only Parties to this Agreement and no other person has any rights or obligations under it.
- 17.5 **Severability.** If any provision of this Agreement becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, portions of such provision, or such provision in its entirety, to the extent necessary, shall be severed from this Agreement, and such court will replace the original provision with a valid and enforceable provision that will achieve, to the extent possible, the same purposes of the original provision. The balance of this Agreement shall be enforceable in accordance with its terms.

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- 17.6 Remedies Cumulative. Unless otherwise expressly stated herein, the rights and remedies of the Parties hereunder are cumulative and are in addition to, and not in substitution for, any other rights and remedies available at law or in equity or otherwise. No single or partial exercise by a Party of any right or remedy precludes or otherwise affects the exercise of any other right or remedy to which that Party may be entitled.
- 17.7 Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and cancels and supersedes any other understandings and agreements between the Parties with respect thereto, whether written or oral, and whether made prior to or during the Term. There are no representations, warranties, terms, conditions, undertakings, or collateral agreements, express, implied, or statutory, between the Parties other than as expressly set out in this Agreement.
- 17.8 Consent to Injunctive Relief. Each Party acknowledges that its failure to comply with the provisions of this Agreement relating to Confidential Information, intellectual property and non-solicitation may cause irreparable harm to the other Party which cannot be adequately compensated for in damages, and accordingly acknowledges that the other Party will be entitled to claim, in addition to any other remedies available to it, interlocutory and permanent injunctive relief to restrain any anticipated, present or continuing breach of such provisions. Nothing in this Section will be construed to limit the right of a Party to obtain injunctive relief in any other circumstance in which it may be otherwise entitled to such relief.
- 17.9 Time for Performance. When a Party has a right to performance by the other Party or right to terminate this Agreement as of a particular date, that right may be enforced or exercised notwithstanding any principles of equity, and the Party will be entitled to that performance or to terminate this Agreement on or after such date.

*[the remainder of this page left intentionally blank; the next page is the Signature Page]*

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17.10 Currency. Except where otherwise expressly provided, all references to currency herein are to the lawful money of Canada.

17.11 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

**COMPRINT SYSTEMS INCORPORATED (doing business as DataFix):**

By: \_\_\_\_\_ Hortense L. Harvey  
Signature Print Name  
  
National Director, Client Services  
Print Title

**TOWNSHIP OF MELANCTHON:**

By: \_\_\_\_\_ Denise B. Holmes, AMCT  
Signature Print Name  
  
CAO/Clerk  
Print Title

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## SCHEDULE A - PROFESSIONAL SERVICES

While most of our clients use the out of the box solution, at times, customization may be required to support specific operational and business processes that are unique to the client.

Any customization or additional Services will require a Change Order Request, as described in section 11 of this Agreement. These additional Services may be subject to additional fees.

These Services include, but are not limited to:

1. Customized onsite training
2. Customizations to any application including but not limited to: VoterView, additional Event Based Functionality: Election Worker Management/Worker Portal; Voting Place Management; Candidate Access Portal: Online Voter Services (OVS); Online Voter Registration
3. Custom data file preparation and processing
4. Custom print files/extracts: creating of custom print files or extract to be used by a third party
5. Bulk data processing/updates
6. Request to load additional data sources to VoterView (data not issued by the provincial authority)
7. Client's Alterations to Election Related Print Products: Alterations are defined as deletions, additions, or other revisions made by the Client to the content/structure of the document, resulting in the preparation of new proofs (*usually after final proof delivery*)
8. Setting up and support of mock elections
9. Mock Unofficial Election Results
10. Custom forms: creating a client specific version of any forms issued by the Ministry of Municipal Affairs, such as EL15, EL37, EL50, etcetera.
11. Significant changes to Voter Card or Voter Letter templates (when printed from VoterView)
12. OVS iFrame Modifications
13. New or modified API calls (OVS)
14. Dashboard Simulations
15. eVoting custom support through third party service providers

**SCHEDULE B – CHANGE ORDER REQUEST FORM**

CHANGE REQUEST IDENTIFICATION:

MUNICIPALITY NAME:

AND



**Requestor Information**

Requestor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Change Information**

Priority Level (circle one):                      Low                      Moderate                      High

Desired Implementation Date: \_\_\_\_\_

<b>Description of Change:</b> <i>Provide a brief overview of the change (requestor)</i>	
<b>Reason(s) for Change Requested:</b> <i>State why this change is required</i>	
<i>What will be the impact if the change is not implemented? (requestor)</i>	
<b>Please do not use the space below.</b>	
<b>Time Required to implement the Change:</b>	
<b>Cost of the Change:</b>	
<b>Impact on Schedule and Staffing:</b> <i>Identify any impacts on various aspects of the project (i.e.: Schedule; Scope; Cost; Quality)</i>	
<b>Assessment/Comments:</b>	
<b>Recommendations</b>	
<input type="checkbox"/> Approved as Requested	<input type="checkbox"/> Approved with Changes <input type="checkbox"/> Rejected
Name and Title	Signature
Name and Title	Signature
Date:	Date:

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## Schedule C - SERVICE LEVEL AGREEMENT

- a) The Application will always be normally available except when essential maintenance is required;
- b) During the Critical Election Period, essential maintenance will be performed during off-peak hours, to minimize any disruption to the Service;
- c) The availability of 99.9% per full calendar month (30 days) excluding scheduled maintenance or installations shall be deemed as fully compliant for the purpose of the VoterView service level commitment;
- d) Failures at the firewall or web server level will initiate automatic fail-overs within no more than ten seconds. If a switch is required to the fully functional backup site location the system will be available to all users within five minutes of the original interruption;
- c) DataFix will monitor the Application's availability and safeguard against the Application hanging or loss of connectivity to the database;
- d) DataFix will notify the Client forthwith of any server/application downtime. A live availability status page for VoterView is available at <http://status.voterview.ca>

### I. DEFINITIONS

**Business Days** – Monday through Friday, excluding holidays observed by DataFix.

**Business Hours** – Business Days from 9 am to 5 pm local time.

**Emergency Maintenance** –Urgent patches or fixes that DataFix needs to apply to, or other urgent maintenance activities that DataFix needs to undertake for, the Services that affects Services availability during Business Hours.

**Exclusion** –Services unavailability due to: (i) circumstances beyond DataFix's reasonable control, including, without limitation, acts of God, acts of government, emergencies, natural disasters, flood, fire, civil unrest, acts of terror, strikes or other labour problems (other than those involving DataFix employees), or any other force majeure event or factors; (ii) any problems caused by systems, hardware or software not provided by DataFix; (iii) interruptions or delays in Services availability resulting from telecommunications or Internet service provider failures outside of DataFix's reasonable control; (iv) access problems resulting from SUBSCRIBER's use of internal, third party or non-DataFix-provided Authorized User authentication mechanisms; (v) any interruption or unavailability resulting from SUBSCRIBER's use of the Services in an unauthorized



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or unlawful manner; (vi) any problems resulting from SUBSCRIBER’s acts, errors or omissions; and/or (vii) any modifications to the Services made by any party other than DataFix.

**Scheduled Maintenance** –The provision of Services updates, upgrades, or other modifications.

**Schedules Maintenance Window** –The window during which Scheduled Maintenance may occur. Such window is anytime outside of Business Hours

## II. SYSTEM REQUIREMENTS

The VoterView Application can run on any device that supports the following browsers. DataFix assumes that all necessary software and firmware updates are applied to support the below table. If a vendor ceases development and update support for the software/firmware listed in the table below, DataFix may either cease to support it as well.

Browser	Browser Version(s)
Google Chrome™	Most recent fully released version
Mozilla Firefox™	Most recent fully released version
Microsoft Internet Explorer™	Not supported
Microsoft Edge™	Most recent fully released version
Apple Safari™	Most recent fully released version

## III. SUPPORT SERVICES

### Email

E-Mails sent to the support email address [support@voterview.ca](mailto:support@voterview.ca) will automatically create new support issues in the DataFix tracking system (which is based on JIRA from Atlassian Software Systems). New support issues are placed in the queue and all support personnel are notified.

### Telephone

The support team can also be reached via the elections support line. Live support is provided during business hours. In the event all support personnel are occupied, messages can be left, and those messages will automatically trigger a new support issue in the JIRA tracking system. All DataFix support personnel receive notifications as soon as new support requests are received by JIRA, where the assignment of the request is performed.

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#### After Hours Support

Issues during non-Business Hours will be routed and responded to immediately upon the next business day by the DataFix ticket owner.

#### Pager Duty

The service is used to provide 24-hour support coverage during critical election periods, but the information shared with PagerDuty is limited to phone numbers for DataFix operations personnel and the contents of the alert message. At no point do those alert messages include any sensitive customer or voters' list information

### IV. SERVICE LEVEL AGREEMENT

#### 1. Services Availability

DataFix will use commercially reasonable efforts to provide the Minimum Services Availability for the Services. Notwithstanding the foregoing or anything else to the contrary in this Agreement, the Services will not be deemed to be unavailable due to any Exclusion.

#### 2 Maintenance

DataFix will:

- a. perform all Scheduled Maintenance during the Scheduled Maintenance Window.
- b. notify Client at least twenty-four (24) hours prior to any Scheduled Maintenance that may affect Services availability during the Scheduled Maintenance Window.
- c. use commercially reasonable efforts to notify Client as early as possible prior to any Emergency Maintenance, but in any case, at least within one (1) hour after such Emergency Maintenance has begun.

**The Corporation of the Township of Melancthon**

**By-Law \_\_\_\_\_-2022**

**A BY-LAW TO DEEM A REGISTERED  
PLAN OF SUBDIVISION, OR A PART THEREOF, NO LONGER TO BE  
A REGISTERED PLAN OF SUBDIVISION**

**WHEREAS** it is provided by the *Planning Act*, R.S.O. 1990 c.P.13, s. 50(4) that the Council of a municipality may by by-law designate any Plan of Subdivision or part thereof that has been registered for eight years or more, as not being a Plan of Subdivision for Subdivision Control purposes;

**AND WHEREAS** in the opinion of the Council it is desirable that Lot 4, Plan 17A, Township of Melancthon, being part of the Plan of Subdivision referred to herein, be deemed not to be a Lot on a registered Plan of Subdivision in order to accommodate a merger with abutting lands recently severed for the purpose of a lot addition to Lot 4 Plan 17A;

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

1. Lot 4, Plan 17A, Township of Melancthon, County of Dufferin, is hereby deemed not to be a lot in a registered Plan of Subdivision for the purpose of Section 50(3) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.
2. That this By-law shall come into full force and take effect on the date it is passed by the Council of the Corporation of the Township of Melancthon, subject to the provisions of Sections 50 (27) and (28) of the Planning Act.
3. That this By-law be registered in the Registry/Land Titles Office for the County of Dufferin.

This By-law read a first, second and third time this 3<sup>rd</sup> day of March, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 17.2.2  
MAR 03 2022



**The Corporation of the  
TOWNSHIP OF MELANCTHON  
157101 Highway 10, Melancthon, Ontario, L9V 2E6**

**STAFF REPORT**

**TO: Council**  
**FROM: Sarah Culshaw, Treasurer/Deputy-Clerk**  
**DATE: February 17, 2022**  
**SUBJECT: Salary Report**

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**Purpose**

That the Report of Sarah Culshaw, Treasurer/Deputy-Clerk be received and that Council approve the employee band grid increase of 2.4% effective January 1, 2022.

**Discussion**

This report is to provide information to Council regarding the 2022 Salary increase based on consumer indexing and comparisons with other neighboring Municipalities.

The Market Compensation Review done in 2018 by Ward and Uptigrove was approved effective August 1, 2018 along with Appendix A; implement the pay Administration Policy, Appendix B and communicate the results of the Report to Staff. In Appendix B – Pay Administration Policy, it states that each year, staff will bring recommendations forward to Council based on the annual Stats Ontario CPI for the 12 months ended September 30<sup>th</sup> each year. For 2021 the average CPI was 2.4%.

Below please find the approved increase from the other Dufferin County Municipalities.

Township	2022 Rate Increase
Amaranth	2.00%
East Garafraxa	3.00%
Grand Valley	2.40%
Melancthon	
Mono	2.40%
Mulmur	2.38%
Shelburne	2.00%

The 2.4% suggested increase is to stay competitive with the other municipalities in Dufferin, and to be consistent with the CPI increase.

Respectfully submitted

*Sarah Culshaw*  
Treasurer/Deputy-Clerk

GB #17.3.1

MAR 03 2022



The Corporation of

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

## **COUNCIL VACANCY APPOINTMENT PROCEDURE**

### **Notice of Vacancy**

The Clerk shall post a Council Vacancy Notice on the Township website under Public Notices, in the local newspaper (Dundalk Herald and Shelburne Free Press) and send it out through the Township's Mailchimp platform and post it on the Township's Facebook page following Council's decision to fill the vacancy by appointment. The procedure was approved at the Council meeting held on Thursday, February 17, 2022. The ad will appear in the Dundalk Herald on March 2, 2022 and the Shelburne Free Press on March 3, 2022 due to the Family Day Holiday on February 21<sup>st</sup>, and not being able to meet paper deadlines. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the process to apply.

### **For further discussion at the meeting on March 3<sup>rd</sup>, 2022.**

A vote to fill a vacancy on Council by appointment shall occur at the **Council Meeting on Thursday, March 17, 2022 or a Special Electronic Closed Session Council meeting on to be determined by Council** and the successful candidate will be sworn in to Council by the Clerk on Thursday, April 7, 2022 at 9:00 a.m.

### **Nominations**

Any individual wishing to be considered for appointment to the vacancy shall:

1. Complete and sign a Council Vacancy Application Form, a Council Vacancy Declaration of Qualification Form and a Consent to Provide Candidate Contact Information Form and submit all forms by 2:00 p.m on Thursday, March 10, 2022.
  - a) Applications must be on the Council Vacancy Application Form provided by the Township.
  - b) All candidates must attend the Municipal Office in person to file their Council Vacancy Application Form and provide the Clerk with one piece of government issued identification (i.e. Driver's License or Passport) and proof of eligibility within the municipality.
  - c) The surname on the application and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Nick for Nicholas), subject to approval of the Clerk.
  - d) Applications will be reviewed for completeness when filed and will be certified on or before 4:00 p.m on Friday, March 11, 2022.

EQ#17.3.1  
MAR 03 2022

- e) An unofficial list of persons who have submitted application forms will be prepared and updated as soon as practical after receipt of the required forms. The list will be posted on the Township website.
  - f) An official list of nominated personal shall be posted in the same manner as specified in Section 1(e) once nomination forms have been certified and the nomination period has expired.
  - g) A candidate may withdraw their nomination by filing a written withdrawal on the prescribed form in the Clerk's Office before 2:00 p.m. on Friday, March 11, 2022. The candidate shall appear in person with identification in order to withdraw the nomination.
2. Submit to the Clerk, a personal statement of qualification and an explanation on why they would like to serve on Council, for consideration of Council. The statement to be attached to their Council Vacancy Application Form.
- a) Personal statements to be typewritten on letter size (8.5" x 11") paper and shall not exceed two (2) pages in length, and will include the Candidate(s) name and address.

Statements and applications that do not meet these requirements shall not be included in any Council meeting agenda or provided to Council by the Clerk.

Statements and applications are public documents and will form part of the Agenda package for the Council.

### **Council Meeting**

At the Regular Council meeting on Thursday, March 17, 2022 at 7:00 p.m., the following shall take place:

- a) The Mayor will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
- b) The Clerk will provide the Mayor with a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Mayor will call for a motion from Council in the following form:

"THAT the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."
- c) Each of the candidates shall be afforded the opportunity to address Council for a period of not more than five (5) minutes. **(Note – the timing may be reduced depending on the number of candidates that apply).** The order of speaking will be determined by lot. The Clerk shall place the names of all candidates in a container and randomly draw the names and provide them to the Mayor ahead of the Council meeting.

**Note: Candidates will be timed.**

- d) Each member of Council will be permitted to ask two (2) questions to each candidate. Candidates have two (2) minutes to answer each question. Candidates will be sequestered in the "waiting room" on Zoom until it is their time to answer the questions posed by Council. Once a candidate has answered the questions, they will be returned to the "waiting room" and the next candidate will be brought in, and so on.

**If time permits, Council may open questions to members of the Public????**

**For further discussion at the March 3<sup>rd</sup>, 2022 Council meeting**

**Special Closed Session Council Meeting**

A Special Closed Session Council meeting will be held on **date and time to be determined by Council, if Council deems it necessary to have this meeting to select the Candidate** for Council to review the information compiled from the Council Meeting held on March 17, 2022, for Council to determine the appropriate candidate to be selected to fill the vacancy on Council.

Council will proceed to rank the candidates in order of preference. Each member of Council is to rank each candidate using a sample ballot attached. Scores will be given to the candidates based on ranking. For example, if there are five candidates running, 4 points are given for appearing in the first rank position, 3 points to a second rank position, 2 points to a third rank position, 1 point for a fourth rank position, and 0 points for a fifth rank position. The ballots are to be marked by the individual Council members, the ballots will be provided to the Clerk, and the points will be tallied by the Clerk. Ballots will not be revealed – only the final points results for each candidate. In the event of a tie between candidates for most points received, a second round of voting will occur between the candidates that are tied. All other candidates will be dismissed and removed from the process. After the second round of voting if there is still a tie in points allotted to the candidates, the Clerk will determine the successful candidate using a draw by lot method. The Clerk shall place the names of the tied candidates in a container and randomly draw one name to determine the successful candidate.

Council will rise from Closed Session and the successful candidate will be announced.

**Appointment**

The appointment of the candidate shall be made by By-law at the conclusion of the Special Council meeting. A By-law confirming the appointment shall be enacted by Council and shall direct the Clerk how to proceed further.



**Oath of Office**

The Clerk will administer the Declaration of Office required by subsection 232(1) of the Act at the regular meeting scheduled for Thursday, April 7, 2022 at 9:00 a.m.

**Additional Notes**

Where a situation occurs that is not otherwise accounted for in these procedures, the Clerk shall recommend an alternate process to Council, which Council may adopt by simple majority vote.



**The Corporation of the  
TOWNSHIP OF MELANCTHON  
157101 Highway 10, Melancthon, Ontario, L9V 2E6**

**STAFF REPORT**

**TO: Council**

**FROM: Sarah Culshaw, Treasurer/Deputy-Clerk**

**DATE: March 3, 2022**

**SUBJECT: Trillium Grant- Community Building Fund– Horning’s Mills Community Hall**

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**Recommendation**

That staff be directed to contact R. J. Burnside and Associates to obtain quotes from them to manage the Horning’s Mills Community Hall – Trillium Grant Project

**Purpose**

The purpose of this report is to request project management assistance

**Background & Discussion**

The Corporation of the Township of Melancthon was successful in receiving the Community Building Fund Grant for the Horning’s Mills Community Hall. This Grant came about because of the Building Condition Assessment performed by R. J. Burnside and Associates. The grant included some major structural upgrades that include: replace exterior stair structure, repair masonry and paving, recoat stucco, attic insulation improvement, service door replacement, window and door wood trim replacement, HAVAC exhaust fan replacement, replace plumbing fixtures, replace electrical hot water storage tank, repair and replacement for electrical system and thermal imaging assessment.

Due to current staffing restraints, we would like to request that Council approve contracting out Project Management so that we can ensure all procurement rules are satisfied and all timelines are fulfilled. Since R. J. Burnside did the Building Condition Assessment and are familiar with the needs, we request that they oversee the Project Management part also.

Respectfully submitted:

Sarah Culshaw  
Treasurer/Deputy-Clerk

GB 17.3.3

MAR 03 2022

## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: **Sarah Culshaw**

Application Email: **sculshaw@melancthontownship.ca**

### Application Details

Stream:	Community Building Fund - Capital	Start Date:	0000-00-00
Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		
Time left before Application Submission Deadline:			

### Details

Start Date:	0000-00-00
End Date:	0000-00-00
Status:	Draft
Organization Ref. No:	
Language:	English
Application ID:	CC117777
Deadline:	29-September-2021

### Organization Information

Welcome to Ontario Trillium Foundation's (OTF) Granting Portal.

To get started, click the arrow " " next to your organization's name below. The Organization Information needs to be completed before accessing the Project Information.

Ensure you fill out all the fields and upload necessary documents. Any missing information or errors will prevent you from completing and submitting your application. Notifications will appear as pop-up windows or at the top of the page if needed.

While your organization can begin a grant application, your organization's eligibility will be assessed as part of your submission.

If your organization does not meet the eligibility requirements, your application will be declined.

If you have any questions, please contact the OTF Support Centre at [otf@otf.ca](mailto:otf@otf.ca) or 1 800 263-2887 or 416 963-4927.

## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: Sarah Culshaw

Application Email: [sculshaw@melancthontownship.ca](mailto:sculshaw@melancthontownship.ca)

### Application Details

Stream:	Community Building Fund - Capital	Start Date:	0000-00-00
Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

I confirm I have been given authority to submit this application

Yes

I confirm

I confirm that all the organization information provided is correct, up-to-date and complete (including most recent completed financial statements and surplus/deficit information, if required).

### PROJECT INFORMATION

Only expenses that are incurred in Ontario are eligible for OTF funding. Will the expenses you are requesting be incurred in Ontario?

Yes

For data collection purposes only

Select the population that your organization serves (lived experience)

General population

Select the population that your organization serves (identity)

General population

Is a percentage of the selected population your organization serves Francophone?

No

Does your organization's leadership and/or decision-making entities (Board, executive team, senior leadership etc.) reflect the lived-experience or cultural identities of the communities served by your organization?

Yes

Select the community size primarily served by your organization:

## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: **Sarah Culshaw**

Application Email: **sculshaw@melancthontownship.ca**

### Application Details

Stream:	Community Building Fund - Capital	Start Date:	0000-00-00
Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

Rural or Small Communities (20,000 or less)

Select the age group primarily served by your organization:

General population (all age groups)

Where is your organization located? Pick one of OTF's catchment areas .

Waterloo, Wellington & Dufferin

Select the census division:

County of Dufferin

What capacity is your organization currently operating at (as a percentage)?

100%

### For assessment purposes:

Requested term? (up to 12 months)

12 months

### ASSESSMENT CONSIDERATION #1

Community Significance (30%)

The sports or recreation facilities:

- are important to the community

## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: Sarah Culshaw

Application Email: [sculshaw@melancthontownship.ca](mailto:sculshaw@melancthontownship.ca)

### Application Details

Stream:	Community Building Fund - Capital	Start Date:	0000-00-00
Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

- serve the public at-large and demonstrate community benefit
- contribute to the social and economic well-being of the community

**For the purposes of the Community Building Fund - Capital stream, sport and recreation are defined as follows:**

**Recreation:** Recreation is defined as physical activities engaged in for the purpose of health, and wellbeing or enjoyment with the primary focus on human activity.

**Sport:** Sport is defined as a regulated and organized form of physical activity between two or more participants. Such activity may be in the form of a game, match, race, or other form of event.

Do your sports or recreation facilities serve the public at-large (not exclusive to members only)?

Yes

How many facilities are you requesting funding for? Please enter numbers only. Text will not be accepted.

1

How many people typically use these sports or recreation facilities annually? Please enter numbers only. Text will not be accepted.

10000

Describe how these sports or recreation facilities contribute to the health and well-being of your community members.

The Hall is used for Yoga, Weddings, Meetings, Showers, Elections, and various other parties or gatherings. It is also intended to be used for Community Driven events once it is safe (from a COVID perspective) to do so. Due to the remoteness of the area, it is our hope that these much needed events will help bring together a community that has suffered from the isolation effects of COVID.

Describe how these sports or recreation facilities contribute to the economic well-being of your community (e.g. employment, visitor spending, hosting events).

The economic well being to the community will come as a result of: hosting community events, renting to small business, as well as cleaning and maintaining the facility.

### ASSESSMENT CONSIDERATION #2

# Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: **Sarah Culshaw**

Application Email: **sculshaw@melancthontownship.ca**

## Application Details

Stream:	Community Building Fund - Capital	Start Date:	0000-00-00
Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

Organization supports diverse, underrepresented, and/or vulnerable populations (10%)

Organization has clearly demonstrated that its facilities positively impact populations experiencing socio-economic, geographic, cultural and/or racial barriers

The Community Building Fund seeks to support diverse communities and underrepresented populations in sport and recreation. Tell us how your facilities positively impact populations experiencing socio-economic, geographic, cultural and/or racial barriers?

Surrounding municipalities have grown exponentially in recent years and as a result of these changes, have become very culturally diverse. The push to have a safe and updated community hall will help assist in the community coming together in a social setting that will help introduce these new residents.

### ASSESSMENT CONSIDERATIONS #3

Strategy (35%)

- Project is clearly described
- Project will address a community need OR address public health requirements
- Project is clearly aligned with the Community Building Fund - Capital stream outcome(s) selected

Please describe your project.

The Horning's Mills Community Centre requires some major structural upgrades in order that it can be used safely and to its full potential. The plan includes: replace exterior stair structure, repair masonry and paving, recoat stucco, attic insulation improvement, service door replacement, window and door wood trim replacement, HVAC exhaust fan replacement, replace plumbing fixtures, replace electrical hot water storage tank, repair and replacement for electrical system and thermal imaging assessment.

Your project will address: (select one)

a community need



## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: Sarah Culshaw

Application Email: [sculshaw@melancthontownship.ca](mailto:sculshaw@melancthontownship.ca)

### Application Details

Stream:	Community Building Fund - Capital	Start Date:	0000-00-00
Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

Please describe how your project addresses a community need.

The Horning's Mills Community Centre requires structural upgrades to operate efficiently and safely. Once complete the intention is to encourage and pursue community activities and events.

What activities will these funds be used for?

Repair – fixing or restoring a facility to increase its useful life, Renovate – updating the functionality of a facility to improve its usefulness, Retrofit – adding new features or parts to improve the functionality or efficiency of a facility

Your organization can request multiple capital improvements within one facility (e.g., touchless entry and widening of doorways at local community centre)

OR

You can request the same capital improvements at multiple facilities (e.g., HVAC retrofits at 3 municipal arenas)

Please identify each location where a capital improvement will take place. Provide the full street address (street number, street name, postal code, city/municipality) and commonly used name of each location.

14 Mill Street  
 Plan 34A, Lot 58 Pt. Lot 58  
 c/o Township of Melancthon  
 157101 Hwy 10  
 Melancthon, ON  
 L9V 2E6

Please select the outcome(s) that will help your organization address local community need or public health requirements (select only those that apply to this project):

Extend life of facility – extend operational lifespan of facility (e.g. roof, HVAC, seating, windows and doors, electrical upgrades)

Based on the outcome selected, please describe how your capital project will Extend life of facility – extend operational lifespan of facility (e.g. roof, HVAC, seating, windows and doors, electrical upgrades)

The aging infrastructure and building condition of the Horning's Mills Community Hall are the driving force behind this

## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: **Sarah Culshaw**

Application Email: **sculshaw@melancthontownship.ca**

### Application Details

Stream:	Community Building Fund - Capital	Start Date:	0000-00-00
Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

application. As the attached report indicates, there is an imminent need for repairs and upgrades in order for its continual use. This work will serve to keep the facility operational and will assist in eliminating the potential for future costs and hazards or losses in connection with the property. It is also intended to assist in keeping up with compliancy and regulations.

Please upload photos or diagrams demonstrating your funding needs. (Total maximum storage space is 2GB.)

Provide at least one 'before' photo for each space to be renovated, repaired or retrofitted. Include a short description for each uploaded file.

**Building\_Assessment.pdf**

1.2 MB - 2021-09-28 10:25

**Building\_Assessment\_Pictures.pdf**

9.6 MB - 2021-09-28 10:25

Total Files: 2

Provide a short description for each uploaded file.

The Building Assessment is a detailed engineered assessment as to the structural needs of the Horning's Mills Community Hall

The Building Assessment pictures (62) coincide with the report

#### ASSESSMENT CONSIDERATION #4

Process (25%)

Planning to date supports project implementation Activities are appropriate to successfully implement the project Quotes or estimates are appropriate Financial Workbook is reasonable and aligns with the Community Building Fund - Capital stream outcome(s) selected

What planning have you completed to support project implementation upon OTF approval?

## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: Sarah Culshaw

Application Email: [sculshaw@melancthontownship.ca](mailto:sculshaw@melancthontownship.ca)

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Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

We have had a Building Condition Assessment Completed May 2021

What activities will you undertake to successfully implement this project?

Once this project has been approved, we will arrange for a project manager to oversee and move forward with all of the structural improvements.

#### Quotes or Estimates

Quotes or estimates prepared by a professional or third party are required documentation. They enable organizations to establish accurate budget amounts and demonstrates the best value for money. OTF therefore requires a minimum of one and prefers to receive two or more sets of quotes or estimates.

Upload your quotes or estimates

**Cost\_Analysis.pdf**

90.7 KB - 2021-09-28 14:17

**Financial\_Breakdown.xlsx**

11.2 KB - 2021-09-28 14:31

Total Files: 2

#### Lease/Proof of Ownership

Proof of ownership or a minimum five-year lease agreement is required for all renovations or improvements to land or property.

If you are a First Nation or Municipality, please provide a signed letter from a senior administrator confirming ownership, instead of ownership documents.

Upload your proof of ownership or lease agreement for each facility you are requesting funding for

**Property\_Deed.pdf**

132.7 KB - 2021-09-28 14:16

## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: **Sarah Culshaw**

Application Email: [sculshaw@melancthontownship.ca](mailto:sculshaw@melancthontownship.ca)

### Application Details

Stream:	Community Building Fund - Capital	Start Date:	0000-00-00
Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

Total Files: 1

### Financial Workbook

Please read these **financial workbook instructions** prior to completing the workbook.  
Please complete the Financial Workbook by clicking on the "Open" button below.

#### Minimum and maximum grant requests

- Organizations can apply for up to 100% of their total project cost up to a maximum of \$500,000, with the exception of municipalities with a population over 20,000 that can only apply for up to 80% of their total project cost.
- Total funding requested must be a minimum of \$10,000.

*If you change your organization type, please press "save my work" before you start your financial workbook*

### COMMUNITY BUILDING FUND - CAPITAL Stream Financial Workbook

OTF Budget Category	Requested Amount	Notes
Construction / Renovation	\$37,200.00	Includes: Masonry Parging, Stucco Recoating, Attic Insulation, Sealent Replacement, Window/Door trim Replacement and Electric System maintenance
Fixed Equipment	\$25,500.00	Includes: Exterior Stairs, Door Replacement, Furnace, Exhaust Fans, HVAC Equipment, Plumbing fixtures, Hot Water Storage Tank, Electric System - Thermal Imaging
Developmental	\$0.00	
Ontario Builds sign	Ontario Builds Signage \$0.00	
<b>Total OTF Budget Request</b>	<b>\$62,700.00</b>	

## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: Sarah Culshaw

Application Email: [sculshaw@melancthontownship.ca](mailto:sculshaw@melancthontownship.ca)

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Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

How much funding are you requesting? (amount will auto-populate based on values entered in the Financial Workbook)

\$62,700.00

### Project Description

#### Project Description

Our Municipality, with a \$62,700 Community Building Fund – Capital stream grant over 12 months, will address a community need by implementing the recommended Horning's Mills Community Hall Structural Improvements..

### Recognition plan

Review **OTF's Recognition Policy** to understand the public recognition requirements for OTF grantees.

I have reviewed the Recognition Policy and agree, that if our application is approved for the Community Building Fund, we will publicly recognize the Government of Ontario and the Ontario Trillium Foundation.

### Acknowledgements

I have read the Financial Workbook Instructions and confirm that the budget request complies with the Ontario Trillium Foundation policies and requirements.

I understand the importance of avoiding any conflicts of interest (or the appearance thereof) when obtaining goods and/or services.

I understand that should this application be approved, our organization will be required to enter into a formal, legally binding agreement with the Ontario Trillium Foundation that is based on the information in this application and includes the terms and conditions of the grant.

The Ontario Trillium Foundation will not fund expenses that are covered by other sources. I understand that if we receive funds from other funding sources for the same expenses, we must notify the Ontario Trillium Foundation immediately.

## Grant Application: Corporation of the Township of Melancthon (CC117777)

Created On: 2021-09-27

Organization Contact: **Sarah Culshaw**

Application Email: **sculshaw@melancthontownship.ca**

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Organization:	Corporation of the Township of Melancthon	End Date:	0000-00-00
Organization Contact:	Sarah Culshaw		

I understand that Ontario Trillium Foundation will not reimburse any expenses incurred prior to being notified of grant approval.

The information contained in this application and in the accompanying documents is true, accurate and complete.

## Denise Holmes

---

**From:** Janet Horner <janet@whitfieldfarms.com>  
**Sent:** Tuesday, February 15, 2022 2:50 PM  
**To:** Denise Holmes  
**Subject:** Re: NEC

Hi Denise,

I have just received my meeting package for the NEC this month and have made some calls to staff and feel that I can answer the questions posed by Councillor Mercer.

1) Where is the order now? What is left to do? What is the statute of limitations?

As the resident has made moves to comply with the order, the order has been paused. If there are more complaints regarding the property, compliance officers will revisit the property to determine the way forward.

2) What are the powers of an enforcement officer to bring an order and/or determine compliance? Does the officer work independently in making these determinations?

"Ensuring compliance with the NEPDA and its regulations are a shared responsibility of the NEC and the Ministry of Northern Development, Mines, Natural Resources and Forestry (MDMNR). The roles and responsibilities of MDMNR and NEC staff are set out in the NEC's Memorandum of Understanding (MOU) with MDMNR, and well as through a more detailed Inspections, Investigation and Enforcement (II&E) Protocol between MDMNR'S Enforcement Branch and the NEC. The Protocol was last updated in January 2015. The Protocol describes the respective roles and responsibilities of the NEC and MDMNR in delivering inspections, investigations and enforcement functions that support the implementation of the NEPDA and its regulations".

...the preferred approach is to educate offenders about the NEP and the requirement of obtaining a development permit, as well as to encourage voluntary compliance in rectifying unauthorized development (when supportable) through the submission of an "as-built" development permit application.

Addressing more significant offences under the NEPDA requires the involvement of MDMNR Enforcement Branch via Conservation Officers. Conservation Officers are called on for two reasons: to investigate the offence and issue a Part 1 summons that compels the defendant to attend court for a maximum penalty of up to \$1000 if found guilty, or to investigate with the intention of initiating a prosecution that could lead to fines of up to \$50,000 for each day the contravention continues.

All NEC staff apply a risk management approach to compliance activities.

Inspections are most often undertaken in response to information or a complaint from a member of the public, or a partner agency such as a municipality or conservation authority. When resources allow, the NEC compliance team may undertake proactive inspections for high-risk development activities or "repeat offenders". With the rise in reported occurrences in recent years, it has become increasingly difficult to dedicate resources to proactive inspections.

3) Who actually made the decisions regarding this situation? What is the process?



All decisions are made with the Compliance team and the Director of the Niagara Escarpment Commission. Should the situation require to be elevated, it will become the responsibility of the MDMNRF for further action and enforcement.

4) Why would Debbie Ramsay take direction from Darren White about who to direct information to? After all, Debbie Ramsay knew it was not a legal matter.

You would have to ask Debbie Ramsay this question. I would suggest it is more efficient to deal with one person on a file than several.

5) Why have the facts related to this order been misconstrued and over inflated? We need transparency and facts. Residents deserve better.

Can you give examples of facts being misconstrued and over-inflated? As this situation dealt with a particular individual with enforcement, any information that could be shared was shared in closed session and could not be shared with the public. NEC staff were only allowed to share very general information about the situation especially when it left the hands of the NEC and went to the legal department of the Ministry.

6) Why didn't Janet as the Dufferin rep have updated information?

As a Commissioner of the NEC, I am not allowed to be involved in any matters of enforcement as this is clearly a staff role. I believe this is to prevent any conflict of interest real or perceived that may arise. The Commission has not met since November 2021, so many developments can happen internally that will not be shared with Commissioners.

In addition, the February meeting package which is available online contains and information report - C2 on 2022 Compliance Update and C3 on Modernization of Compliance Methods. The entire process is well described within the reports, and you will see that any decision on compliance goes through a lengthy and rigorous process. These decisions are not taken lightly or in isolation and are governed by the NEPDA and the MOU with the Ministry. Improvements can always be made and that is what the C3 report is addressing.

I hope I have been able to address the concerns that have been raised.

Janet M. Horner | Mayor  
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8 Phone 705-466-3341 ext. 234 | Fax 705-466-2922 | jhorner@mulmur.ca

On 2022-02-03, 2:32 PM, "Denise Holmes" <dholmes@melancthontownship.ca> wrote:

Good afternoon, Janet,

I just wanted to follow up with the below email to see if you could provide me with an update.

Thank you.

Denise B. Holmes, AMCT  
CAO/Clerk, Township of Melancthon  
519-925-5525 Ext. 101

-----Original Message-----

From: Denise Holmes  
Sent: Tuesday, January 11, 2022 11:50 AM  
To: janet@whitfieldfarms.com  
Subject: NEC

Hi Janet,

As a follow up to the Council meeting on December 9th, 2021, below you will find questions from Councillor Mercer that were brought up at the meeting.

I have also attached correspondence that she spoke on from Debbie Ramsey and Kim Peters (you were copied on the letter, not the emails).

Council is willing to appear as a Delegation before the Commission, if necessary.

Should you have any questions, please don't hesitate to contact me.

Thank you.

Denise B. Holmes, AMCT  
CAO/Clerk, Township of Melancthon  
519-925-5525 Ext. 101

-----Original Message-----

From: Margaret Mercer <mmercercer@melancthontownship.ca>  
Sent: Monday, January 10, 2022 2:25 PM  
To: Denise Holmes <dholmes@melancthontownship.ca>  
Subject: NEC

Hi Denise,

Here are the questions for Janet Horner:

>

>

> - Where is the order now? What is left to do? What is the statute of limitations?

> - What are the powers of an enforcement officer to bring an order and/or determine compliance? Does the officer work independently in making these determinations?

> - Who actually made the decisions regarding this situation? What is the process?

> - Why would Debbie Ramsay take direction from Darren White about who to direct information to? After all, Debbie Ramsay knew it was not a legal matter.

- Why have the facts related to this order been misconstrued and over inflated? We need transparency and facts. Residents deserve better.

> - Why didn't Janet as the Dufferin rep have updated information?

Thank you,

MMercer

>

# THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

## BY-LAW NO. 66 - 2021

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE  
A JOINT RECREATION AGREEMENT BETWEEN THE TOWNSHIP OF  
MELANCTHON & TOWNSHIP OF MULMUR

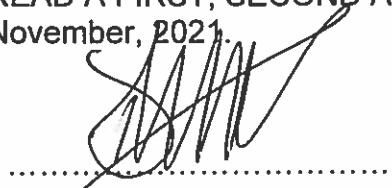
**WHEREAS** pursuant to s.202 of the Municipal Act, 2001, two or more municipalities may enter into an agreement to provide for matters which are necessary or desirable to facilitate the establishment and operation of a joint municipal service board;

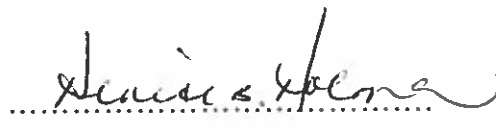
**AND WHEREAS** the municipal councils of the Township of Melancthon and the Corporation of the Township of Mulmur desire to establish joint recreation services for the mutual benefit of their residences and ratepayers at the North Dufferin Community Centre;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON HEREBY ENACTS AS FOLLOWS:**

1. That the Mayor and Clerk are hereby authorized to execute a Joint Recreation Agreement, which is attached as "Schedule A" hereto and forms part of this By-law.
2. This By-law shall come into force and take effect immediately upon the final passing of same.
3. That By-law 45-2017 is hereby repealed upon the execution of "Schedule A" by both the Township of Melancthon and Corporation of the Township of Mulmur.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 4<sup>th</sup> day of November, 2021.

  
.....  
DARREN WHITE, MAYOR

  
.....  
DENISE HOLMES, CLERK

GB 17.4.2  
MAR 03 2022

EIB#16.2.3  
FEB 17 2022

AGREEMENT AS OF November 4, 2021

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF MULMUR,**  
hereinafter referred to as "Mulmur"

-and-

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON,**  
hereinafter referred to as "Melancthon"

This Agreement witnesseth that, in consideration of the mutual covenants and conditions herein contained, Mulmur and Melancthon agree to the following:

1. Mulmur is the owner of the lands identified as Con 3 W E PT Lot 25, RP 7R-4424 Part 3, on which the facility known as the North Dufferin Community Centre ("NDCC") is located. The NDCC includes all land, buildings, improvements, equipment and chattels pertaining to its operations.
2. Mulmur Township shall continue to be the sole owner of the NDCC.
3. The NDCC shall be operated in compliance with the provisions of the *Municipal Act, 2001*, SO 2001, c 25, and any applicable regulations, as amended from time to time.
4. The NDCC shall be managed by a joint municipal service board of the Townships of Mulmur and Melancthon, constituted by this agreement pursuant to s. 202 of the *Municipal Act, 2001*. The said joint municipal service board shall be known as the NDCC Board of Management ("Board"), which shall have all the powers given by the *Municipal Act, 2001*, and those given by this Agreement.
5. The Board shall have eight (8) members, all of whom have voting rights. The Board shall be comprised of one (1) member of Council from each of Mulmur and Melancthon, two (2) community members from each of Mulmur and Melancthon, and two (2) other community members-at-large. The Board shall recommend nominated candidates, drawn from community applicants to the parties. The Board members shall be appointed by both parties by resolution. In the event of a disagreement, each party shall appoint 3 community members of its choice to the Board. Nominated candidates shall serve for a term of which they are appointed. The parties shall also have the power to designate the appointed Council representatives to the Board, and may set their term on the Board, not to exceed the term of the Council on which they sit. The quorum of the Board shall be five (5).
6. No person shall be appointed as a Board member unless that person has been appointed by the parties in accordance with the previous paragraph and has received a Criminal Records Check to the satisfaction of both parties' Councils.
7. The Board shall elect a Chairperson (Chair) and Vice-Chairperson from among its members at the first meeting of the Board each calendar year. The Chair shall preside at all meetings of the Board and be charged with the general administration of the business and affairs of the Board. The minutes of that meeting shall identify the persons elected to each of the identified positions.
8. The Board shall hold an Annual General Meeting at the call of the Chair, with due prior notice to both parties
9. The Board shall operate under the Township of Mulmur's policies and procedures.
10. Insurance shall be provided through Mulmur's insurance provider, and the cost will be billed to the Board.
11. A staff member from Melancthon shall act as the Secretary of the Board at no cost.

12. The Treasurer of Mulmur shall act as the Treasurer of the Board at no cost for his or her time. The Treasurer shall keep full and accurate books and records of all transactions of the Board. The Treasurer shall render to the Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Board. The Treasurer shall pay only such items as are approved by the Board.
13. It shall be the policy of the Board that the current year's operating surplus or deficit be allocated to the following year's budget over and above a \$40,000 operating reserve maintained for cash flow purposes.
14. Each Township shall contribute \$20,000 on January 1, 2018, to create an operating reserve for the Board to utilize for cash flow purposes.
15. Commencing 2018, levies shall be paid on February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and October 1<sup>st</sup> of each year.
16. The Board will maintain a recreational capital reserve account to hold any unused capital contributions each year. This reserve will be used to absorb the impact of large purchases and/or unforeseen emergency capital requirements as approved by the Board. A report on the balance of the reserves shall be provided on an annual basis or as requested by the parties.
17. The Township of Mulmur shall have responsibility and authority, over the human resources and staffing.
18. Subject to statutory restrictions and those set out in this agreement, the Board shall be responsible for the development of standard operating procedures and policies for the facility operations and programs as required to be approved by each Township.
19. The Board may recommend annual user fee charges to be approved by each Township.
20. The Board shall prepare the estimate of the Board's net financial requirements for the year ("Budget"). There shall be no deficit budgeting. The Board shall work co-operatively and equitably with the parties to the Agreement to fund all operational and developmental expenses.
21. The Budget shall be submitted annually to each Township for approval no later than October 31<sup>st</sup>. The parties shall have the right to amend the Budget by mutual agreement prior to approval.
22. Upon approval of the Budget by both parties, each party shall appropriate such monies as may be requisitioned by the Board from time to time not to exceed the monies identified in the approved Budget.
23. The Board shall not make or incur liability for any expenditure that is not approved as part of its Budget, and the parties shall not be liable for any expenditure that is not approved.
24. Regardless of the source and extent of funding, the Board must recommend to each Township, for approval, any capital improvements not already approved in the budget.
25. The Township of Mulmur may spend monies on the NDCC facility in addition to the NDCC budget at 100% contribution at its sole discretion as required.
26. The parties shall be responsible for the approved operating and capital levies expenditures and any deficit of the Board as follows:
  - Mulmur 50%
  - Melancthon 50%
27. The Board shall keep books and records, approve expenditures and issue cheques in accordance with the approved Budget.

- a. The Board shall maintain its own separate bank account.
  - b. All accounts to be paid shall be approved by the Board (this may occur after payment has happened in order to avoid late payment fees).
  - c. The Board's accounts shall be audited annually by the Municipal auditor or more frequently as may be required.
  - d. The draft minutes of the Board shall be promptly circulated to the respective municipal Councils.
28. In the event that either Mulmur or Melancthon wishes to cease participating in the Board, they may do so by providing one (1) year written notice of termination to the other party and the Board. Any written notice given as aforesaid shall terminate this Agreement as of the 31<sup>st</sup> of December of the next calendar year.
29. The parties shall renegotiate this agreement in the event that an additional municipality or other permitted party wishes to join in this agreement and is approved by all parties to this agreement.
30. This Agreement is personal to the parties and may not be assigned.
31. The parties covenant that they are entering into this Agreement in good faith and that they shall carry out its provisions in good faith.
32. All previous agreements signed are hereby null and void.

In WITNESS WHEREOF each of the parties hereto has affixed its corporate seal attested to by the proper officers duly authorized in that behalf;


SIGNED, SEALED AND DELIVERED  
in the presence of:

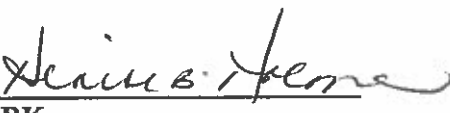
THE CORPORATION OF THE  
TOWNSHIP OF MULMUR

  
MAYOR

  
CLERK

THE CORPORATION OF THE  
TOWNSHIP OF MELANCTHON

  
MAYOR

  
CLERK





**The Corporation of the  
TOWNSHIP OF MELANCTHON**

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

**STAFF REPORT**

**TO: Council**  
**FROM: Sarah Culshaw, Treasurer/Deputy Clerk**  
**DATE: March 3, 2022**  
**SUBJECT: Budget Draft # 4**

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**Purpose**

The purpose of this report is to present the Fourth Draft 2022 Budget to Council for review.

**Discussion**

At our last Council meeting dated February 17, 2022, the budget presented with a 5.17% increase. At that time Council requested that I bring back a budget decreasing it by 1 to 1.5%. The current presented budget shows a 3.81% increase from last year, decreasing the former budget by 1.35%. I have also provided a second budget that includes a \$650,000 loan for the 4<sup>th</sup> line paving project. The increase in this budget is a 5.69%. The increase is as a result of 8 monthly payments of \$6,580.93 payable from May to December. This loan is based on 4% interest over 10 years. However, the global crises is changing our economic status quickly, and could change vastly by the time we secure the loan. Below is an amortized Loan schedule.

**Amortized Loan: Paying Back a Fixed Amount Periodically**

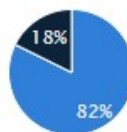
Use this calculator for basic calculations of common loan types such as [mortgages](#), [auto loans](#), [student loans](#), or [personal loans](#), or click the links for more detail on each.

Loan Amount	<input type="text" value="\$650000"/>
Loan Term	<input type="text" value="10"/> years <input type="text" value="0"/> months
Interest Rate	<input type="text" value="4"/> %
Compound	<input type="text" value="Monthly (APR)"/>
Pay Back	<input type="text" value="Every Month"/>
<input type="button" value="Calculate"/>	

**Results:**

Payment Every Month **\$6,580.93**  
Total of 120 Payments **\$789,712.08**  
Total Interest **\$139,712.08**

[View Amortization Table](#)



I have included with this package, information highlighting how the Russian Invasion will potentially change the Markets.

The following are changes made to the previous budget to bring it to its current state. These changes are made on both presented budgets.

- \$2,000.00 removed from Winter Control Plow & Wing parts
- \$6,693.00 removed from Landfill Monitor (new amount as per consultant)
- \$15,000.00 removed from Markdale Hospital request as per Council
- \$15,000.00 added to revenue from tax stabilization (to offset extra legal costs)
- \$5,500.00 added to revenue from MMAH-2019 for Council Ipads and Roads Computer
- \$10,000.00 added to Admin legal fees

As mentioned previously, Melancthon Township has assessment growth of 1.2%.

### Reserves

Reserves have changes slightly as shown below. The reserve schedule will also be added as an additional page to this package for easier viewing.

Obligatory Reserve Funds									
	2020 Closing 2021 Opening	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2021 Closing	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2022 Closing
Subdivider Cont - Park Levies	\$ 21,000.00				\$ 21,000.00				\$ 21,000.00
Parkland Reserve Fund	\$ 46,016.60		18,943.13	160.94	\$ 27,234.41				\$ 27,234.41
Development Charges Reserve Fund	\$ 790,830.04	126,862.28	39,000.00	3,526.24	\$ 882,218.56		175,000.00		\$ 707,218.56
Federal Gas Tax Reserve Fund	\$ 153,637.73	187,109.12	200,000.00	908.12	\$ 141,654.97	98,000.00	115,000.00		\$ 124,654.97
<b>Total</b>	<b>\$ 1,011,484.36</b>	<b>313,971.40</b>	<b>257,943.13</b>	<b>4,595.30</b>	<b>\$ 1,072,107.94</b>	<b>98,000.00</b>	<b>290,000.00</b>		<b>\$ 880,107.94</b>

Discretionary Reserves/ Reserve Funds									
	2020 Closing 2021 Opening	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2021 Closing 2022 Opening	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2022 Closing
Building Maintenance	\$ 10,001.88	\$ 10,000.00		\$ 57.60	\$ 20,059.48	\$ 10,000.00			\$ 30,059.48
Bridge Reserve Fund	Closed				\$ -				\$ -
Insurance Reserve Fund	\$ 21,628.74			\$ 97.05	\$ 21,725.79				\$ 21,725.79
Equipment Replacement Reserve Fund	\$ 560,582.21	\$ 100,000.00	\$ 170,000.00	\$ 2,594.67	\$ 493,176.88	\$ 150,000.00	\$ 628,350.00		\$ 14,826.88
Roads Capital Reserve Fund	\$ 200,602.36			\$ 865.31	\$ 201,467.67				\$ 201,467.67
Tax Rate Stabilization Reserve Fund	\$ 347,501.58	\$ -	\$ 21,858.36	\$ 1,455.80	\$ 327,099.02		\$ 15,000.00		\$ 312,099.02
Landfill Rehabilitation Reserve Fund	\$ 128,118.15	\$ 10,000.00		\$ 555.47	\$ 138,673.62				\$ 138,673.62
Recreation Capital Reserve Fund	\$ 10,584.87			\$ 44.63	\$ 10,629.50				\$ 10,629.50
Quarry Reserve Fund	\$ 116,168.78			\$ 489.66	\$ 116,658.44				\$ 116,658.44
Special Reserve Fund Emergency Relief	\$ 20,409.09	\$ 5,000.00		\$ 93.75	\$ 25,502.84	\$ 5,000.00			\$ 30,502.84
Paving Capital Reserve	\$ 74,155.09			n/a	\$ 74,155.09			n/a	\$ 74,155.09
Road Construction Capital	\$ 1,942.36			n/a	\$ 1,942.36			n/a	\$ 1,942.36
Corbetton Park Reserve	\$ 13,537.40			n/a	\$ 13,537.40			n/a	\$ 13,537.40
Working Capital Reserve	\$ 1,206,293.14		\$ 153,000.00	n/a	\$ 1,053,293.14		\$ 250,000.00	n/a	\$ 803,293.14
PSAB	\$ 1,537.40			n/a	\$ 1,537.40			n/a	\$ 1,537.40
									\$ -
<b>Total</b>	<b>\$ 1,566,785.66</b>	<b>\$ 125,000.00</b>	<b>\$ 344,858.36</b>		<b>\$ 2,499,458.63</b>	<b>\$ 165,000.00</b>	<b>\$ 893,350.00</b>		<b>\$ 1,771,108.63</b>

### Tax Rate Change - Township Portion

The change in the tax rate for the Township Portion (Residential) would be:

2021 - .483901%

2022 - .495430% without loan

2022 - .501888% with 4<sup>th</sup> line paving project loan

**Tax Rate Effect on Assessment**

Taking an average assessment of \$500,000, the below chart shows the impact on tax payers on a 3.81% increase.

		Assessment	RT Tax Rate	Tax Amount
2021	Assessment	\$ 500,000.00	0.483901%	\$ 2,419.51
2022	Assessment	\$ 500,000.00	0.495430%	\$ 2,477.15
			Difference	\$ 57.65
			Monthly Amt	\$ 4.80

Taking an average assessment of \$500,000, the below chart shows the impact on tax payers on a 5.69% increase.

		Assessment	RT Tax Rate	Tax Amount
2021	Assessment	\$ 500,000.00	0.483901%	\$ 2,419.51
2022	Assessment	\$ 500,000.00	0.504378%	\$ 2,521.89
			Difference	\$ 102.39
			Monthly Amt	\$ 8.53

This is based on the Municipal portion only.

Respectfully submitted

Sarah Culshaw

**Obigatory Reserve Funds**

	2020 Closing 2021 Opening	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2021 Closing	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2022 Closing
Subdivider Cont - Park Levies	\$ 21,000.00				\$ 21,000.00				\$ 21,000.00
Parkland Reserve Fund	\$ 46,016.60		18,943.13	160.94	\$ 27,234.41				\$ 27,234.41
Development Charges Reserve Fund	\$ 790,830.04	126,862.28	39,000.00	3,526.24	\$ 882,218.56		175,000.00		\$ 707,218.56
Federal Gas Tax Reserve Fund	\$ 153,637.73	187,109.12	200,000.00	908.12	\$ 141,654.97	98,000.00	115,000.00		\$ 124,654.97
<b>Total</b>	<b>\$ 1,011,484.36</b>	<b>313,971.40</b>	<b>257,943.13</b>	<b>4,595.30</b>	<b>\$ 1,072,107.94</b>	<b>98,000.00</b>	<b>290,000.00</b>		<b>\$ 880,107.94</b>

**Discretionary Reserves/ Reserve Funds**

	2020 Closing 2021 Opening	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2021 Closing 2022 Opening	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2022 Closing
Building Maintenance	\$ 10,001.88	\$ 10,000.00		\$ 57.60	\$ 20,059.48	\$ 10,000.00			\$ 30,059.48
Bridge Reserve Fund	Closed				\$ -				\$ -
Insurance Reserve Fund	\$ 21,628.74			\$ 97.05	\$ 21,725.79				\$ 21,725.79
Equipment Replacement Reserve Fund	\$ 560,582.21	\$ 100,000.00	\$ 170,000.00	\$ 2,594.67	\$ 493,176.88	\$ 150,000.00	\$ 628,350.00		\$ 14,826.88
Roads Capital Reserve Fund	\$ 200,602.36			\$ 865.31	\$ 201,467.67				\$ 201,467.67
Tax Rate Stabilization Reserve Fund	\$ 347,501.58	\$ -	\$ 21,858.36	\$ 1,455.80	\$ 327,099.02		\$ 15,000.00		\$ 312,099.02
Landfill Rehabilitation Reserve Fund	\$ 128,118.15	\$ 10,000.00		\$ 555.47	\$ 138,673.62				\$ 138,673.62
Recreation Capital Reserve Fund	\$ 10,584.87			\$ 44.63	\$ 10,629.50				\$ 10,629.50
Quarry Reserve Fund	\$ 116,168.78			\$ 489.66	\$ 116,658.44				\$ 116,658.44
Special Reserve Fund Emergency Relief	\$ 20,409.09	\$ 5,000.00		\$ 93.75	\$ 25,502.84	\$ 5,000.00			\$ 30,502.84
Paving Capital Reserve	\$ 74,155.09			n/a	\$ 74,155.09			n/a	\$ 74,155.09
Road Construction Capital	\$ 1,942.36			n/a	\$ 1,942.36			n/a	\$ 1,942.36
Corbetton Park Reserve	\$ 13,537.40			n/a	\$ 13,537.40			n/a	\$ 13,537.40
Working Capital Reserve	\$ 1,206,293.14		\$ 153,000.00	n/a	\$ 1,053,293.14		\$ 250,000.00	n/a	\$ 803,293.14
PSAB	\$ 1,537.40			n/a	\$ 1,537.40			n/a	\$ 1,537.40
									\$ -
<b>Total</b>	<b>\$ 1,566,785.66</b>	<b>\$ 125,000.00</b>	<b>\$ 344,858.36</b>		<b>\$ 2,499,458.63</b>	<b>\$ 165,000.00</b>	<b>\$ 893,350.00</b>		<b>\$ 1,771,108.63</b>



## TOWNSHIP OF MELANCTHON 2022 BUDGET SUMMARY



**Draft as at March 3, 2022**

BUDGET PAGE	DEPARTMENT EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
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### GENERAL GOVERNMENT SERVICES

4	COUNCIL	\$ 80,219.50	\$ 86,600.00	\$ 88,080.68	\$ 112,350.00
5	ADMINISTRATION	\$ 586,687.58	\$ 593,432.00	\$ 648,586.41	\$ 650,504.00
5	TAXATION WRITE OFFS	\$ 80,763.91	\$ 75,000.00	\$ 53,778.70	\$ 75,000.00
		<b>\$ 747,670.99</b>	<b>\$ 755,032.00</b>	<b>\$ 790,445.79</b>	<b>\$ 837,854.00</b>

11.0%

### PROTECTION TO PERSONAL & PROPERTY

6	FIRE SERVICES	\$ 246,764.78	\$ 280,255.00	\$ 272,415.55	\$ 281,679.99
6	POLICING	\$ 402,661.42	\$ 413,227.00	\$ 415,016.56	\$ 432,024.00
6	BYLAW ENFORCEMENT	\$ 4,034.23	\$ 12,000.00	\$ 7,746.90	\$ 12,000.00
6	CONSERVATION AUTHORITY	\$ 31,740.78	\$ 32,613.00	\$ 32,612.50	\$ 33,615.80
6	ANIMAL CONTROL	\$ 7,041.24	\$ 3,500.00	\$ 2,073.13	\$ 3,500.00
6	STREET LIGHTS	\$ 5,324.52	\$ 6,000.00	\$ 5,182.34	\$ 6,500.00
		<b>\$ 697,566.97</b>	<b>\$ 747,595.00</b>	<b>\$ 735,046.98</b>	<b>\$ 769,319.79</b>

2.9%

### TRANSPORTATION SERVICES

7	SALARIES & ADMINISTRATION	\$ 483,456.44	\$ 550,945.00	\$ 521,602.10	\$ 551,100.00
7	ROAD DEPARTMENT BUILDING & MISC.	\$ 94,993.45	\$ 138,150.00	\$ 127,501.40	\$ 145,500.00
8	ROAD EQUIPMENT	\$ 229,855.20	\$ 272,433.00	\$ 228,789.80	\$ 266,780.00
8	NEW EQUIPMENT	\$ 10,888.32	\$ 312,000.00	\$ 153,555.84	\$ 803,349.13
9	BRIDGES, CULVERTS, DRAINS	\$ 400,734.41	\$ 347,408.00	\$ 315,401.53	\$ 368,908.00
9	ROADSIDE	\$ 46,677.42	\$ 60,000.00	\$ 31,897.33	\$ 65,000.00
9	HARDTOP	\$ 25,075.53	\$ 79,228.00	\$ 11,578.32	\$ 51,700.00
9	LOOSETOP	\$ 396,165.05	\$ 471,000.00	\$ 462,418.95	\$ 527,000.00
10	WINTER CONTROL	\$ 39,714.40	\$ 53,000.00	\$ 33,745.36	\$ 41,225.00
10	ROAD IMPROVEMENTS	\$ 572,326.84	\$ 538,669.00	\$ 533,895.23	\$ 350,000.00
10	RESERVES	\$ 160,000.00	\$ 110,000.00	\$ 110,000.00	\$ 160,000.00
10	BUILDING IMPROVEMENTS	\$ -	\$ 100,000.00	\$ 14,722.26	\$ 119,568.00
		<b>\$ 2,459,887.06</b>	<b>\$ 3,032,833.00</b>	<b>\$ 2,545,108.12</b>	<b>\$ 3,450,130.13</b>

13.8%

BUDGET PAGE	DEPARTMENT EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
11	ENVIRONMENTAL SERVICES	\$ 33,026.07	\$ 40,293.00	\$ 25,833.86	\$ 38,600.00
		\$ 33,026.07	\$ 40,293.00	\$ 25,833.86	\$ 38,600.00
					-4.2%
11	RECREATION	\$ 121,500.26	\$ 134,302.00	\$ 154,932.75	\$ 176,808.00
		\$ 121,500.26	\$ 134,302.00	\$ 154,932.75	\$ 176,808.00
					31.6%
11	HEALTH & SOCIAL SERVICES (CEMETERY)	\$ -	\$ 5,000.00	\$ 2,150.00	\$ 5,000.00
		\$ -	\$ 5,000.00	\$ 2,150.00	\$ 5,000.00
					0%
11	LIBRARY	\$ 65,091.00	\$ 66,152.00	\$ 66,152.00	\$ 67,100.00
		\$ 65,091.00	\$ 66,152.00	\$ 66,152.00	\$ 67,100.00
					1.4%
12	PLANNING	\$ 111,335.64	\$ 65,000.00	\$ 65,159.79	\$ 80,000.00
		\$ 111,335.64	\$ 65,000.00	\$ 65,159.79	\$ 80,000.00
					23.1%
12	DRAINAGE	\$ 51,789.81	\$ 53,880.00	\$ 38,266.24	\$ 55,380.00
		\$ 51,789.81	\$ 53,880.00	\$ 38,266.24	\$ 55,380.00
					2.8%
12	RESERVES	\$ 11,452.00	\$ 11,452.00	\$ 5,000.00	\$ 33,000.00
		\$ 11,452.00	\$ 11,452.00	\$ 5,000.00	\$ 33,000.00
					188.2%
12	SUBTOTAL EXPENSES	\$ 3,551,648.81	\$ 4,911,539.00	\$ 4,428,095.53	\$ 5,513,191.92
					12.2%

BUDGET PAGE	DEPARTMENT REVENUE SUMMARY	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
13	<b>TAXATION</b>				
	SUPPLEMENTALS	\$ 94,871.93	\$ 85,000.00	\$ 77,632.00	\$ 85,000.00
	GRANT IN LIEU	\$ 1,092.14	\$ 1,100.00	\$ 1,907.00	\$ 1,900.00
		<b>\$ 95,964.07</b>	<b>\$ 86,100.00</b>	<b>\$ 79,539.00</b>	<b>\$ 86,900.00</b>
					0.9%
13	<b>GRANTS</b>	\$ 423,460.36	\$ 480,828.00	\$ 410,974.91	\$ 515,029.00
		<b>\$ 423,460.36</b>	<b>\$ 480,828.00</b>	<b>\$ 410,974.91</b>	<b>\$ 515,029.00</b>
					7.1%
13	<b>ADMINISTRATION</b>	\$ 31,435.65	\$ 35,390.00	\$ 38,225.50	\$ 23,650.00
		<b>\$ 31,435.65</b>	<b>\$ 35,390.00</b>	<b>\$ 38,225.50</b>	<b>\$ 23,650.00</b>
					-33.2%
14	<b>PROTECTIONS TO PERSONS &amp; PROPERTY</b>	\$ 16,567.50	\$ 4,125.00	\$ 17,070.00	\$ 4,100.00
		<b>\$ 16,567.50</b>	<b>\$ 4,125.00</b>	<b>\$ 17,070.00</b>	<b>\$ 4,100.00</b>
					-0.6%
14	<b>ROADS</b>	\$ 675,033.34	\$ 736,169.00	\$ 601,476.87	\$ 1,003,430.00
		<b>\$ 675,033.34</b>	<b>\$ 736,169.00</b>	<b>\$ 601,476.87</b>	<b>\$ 1,003,430.00</b>
					36.3%
14	<b>PLANNING</b>	\$ 21,370.45	\$ 19,200.00	\$ 81,262.57	\$ 19,700.00
		<b>\$ 21,370.45</b>	<b>\$ 19,200.00</b>	<b>\$ 81,262.57</b>	<b>\$ 19,700.00</b>
					2.6%
15	<b>OTHER</b>	\$ 882,009.35	\$ 735,550.00	\$ 773,637.86	\$ 945,550.00
		<b>\$ 882,009.35</b>	<b>\$ 735,550.00</b>	<b>\$ 773,637.86</b>	<b>\$ 945,550.00</b>
					28.6%
		\$ -			
15	<b>SUBTOTAL REVENUE</b>	<b>\$ 2,145,840.72</b>	<b>\$ 2,097,362.00</b>	<b>\$ 2,002,186.71</b>	<b>\$ 2,598,359.00</b>
					23.9%



GL ACCT # 5001	COUNCIL EXPENDITURES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
1010	SALARIES, MEETINGS	\$ 74,636.11	\$ 80,000.00	\$ 81,280.00	\$ 92,000.00
1022	TRAINING			\$ 1,222.00	\$ 7,500.00
1025	RECEIVER GENERAL	\$ 3,014.85	\$ 3,300.00	\$ 3,523.70	\$ 3,800.00
1030	EHT	\$ 1,455.46	\$ 1,600.00	\$ 1,584.98	\$ 1,600.00
1070	MILEAGE	\$ 691.90	\$ 1,000.00	\$ 98.00	\$ 1,000.00
1080	CONFERENCES/CONVENTIONS/SEMINARS	\$ 203.52	\$ 250.00	\$ -	\$ 250.00
1090	MEALS	\$ 167.66	\$ 200.00	\$ -	\$ 200.00
2190	MISCELLANEOUS/NEW IPADS	\$ 50.00	\$ 250.00	\$ 372.00	\$ 6,000.00
	<b>TOTAL COUNCIL EXPENDITURES</b>	<b>\$ 80,219.50</b>	<b>\$ 86,600.00</b>	<b>\$ 88,080.68</b>	<b>\$ 112,350.00</b>

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
1010	WAGES, VACATION PAY, UNUSED SICK PAY	\$ 287,100.88	\$ 300,000.00	\$ 301,495.64	\$ 309,000.00
1020	BENEFITS	\$ 25,768.87	\$ 27,000.00	\$ 31,640.90	\$ 32,000.00
1022	TRAINING		\$ 1,200.00	\$ 3,444.06	\$ 3,000.00
1025	RECEIVER GENERAL	\$ 13,601.54	\$ 15,000.00	\$ 17,031.72	\$ 18,000.00
1026	MEETINGS	\$ 416.59	\$ 1,000.00	\$ 450.00	\$ 1,000.00
1030	EHT	\$ 5,611.56	\$ 5,800.00	\$ 5,897.23	\$ 6,000.00
1040	WSIB	\$ 7,613.97	\$ 7,800.00	\$ 8,060.24	\$ 8,500.00
1064	OMERS TOWNSHIP	\$ 29,103.28	\$ 31,000.00	\$ 30,248.55	\$ 33,000.00
1070	MILEAGE	\$ 1,158.50	\$ 1,500.00	\$ 687.50	\$ 1,500.00
1080	CONFERENCES	\$ -	\$ -	\$ -	\$ -
2025	OFFICE FURNITURE	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
2010	OFFICE SUPPLIES	\$ 6,263.18	\$ 6,500.00	\$ 6,426.10	\$ 6,800.00
2020	POSTAGE	\$ 5,350.56	\$ 6,000.00	\$ 6,663.30	\$ 7,000.00
2030	OFFICE EQUIPMENT	\$ 3,107.20	\$ 3,800.00	\$ 2,056.19	\$ 3,500.00
2030	OFFICE EQUIPMENT-NEW PHONES	\$ -	\$ 10,000.00	\$ 11,690.00	\$ -
2035	COMPUTER PROGRAM UPDATES & IT SERVICES	\$ 8,463.53	\$ 10,000.00	\$ 8,010.11	\$ 16,000.00
2036	COMPUTERS & SERVER	\$ 210.15	\$ 250.00	\$ 1,302.03	\$ 500.00
2037	ESRI LICENSE AGREEMENT	\$ 3,000.00	\$ 3,000.00	\$ 3,052.80	\$ 3,100.00
2040	ADVERTISING	\$ 668.56	\$ 2,000.00	\$ 1,465.35	\$ 1,500.00
2050	AUDIT	\$ 19,764.81	\$ 20,000.00	\$ 18,594.56	\$ 21,000.00
2060	MEMBERSHIPS	\$ 3,820.28	\$ 3,900.00	\$ 3,537.27	\$ 4,100.00
2070	HEATING	\$ 1,872.67	\$ 2,800.00	\$ 2,574.00	\$ 3,400.00
2080	HYDRO	\$ 3,075.80	\$ 4,000.00	\$ 4,104.00	\$ 4,800.00
2090	TELEPHONE	\$ 2,367.33	\$ 2,500.00	\$ 2,577.00	\$ 2,800.00
2094	INTERNET	\$ 1,288.03	\$ 1,400.00	\$ 1,686.67	\$ 1,800.00
2095	WEBSITE MAINTENANCE		\$ 250.00	\$ -	\$ -

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES (CONTINUED)	2020A ACTUAL YEAR END	2021A FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
2099	TOW-TRUCK LICENSING BY-LAW		\$ 1,000.00	\$ 1,000.00	\$ -
2100	PROFESSIONAL FEES - LEGAL	\$ 10,470.41	\$ 15,000.00	\$ 7,518.88	\$ 25,000.00
2102	INTEGRITY COMMISSIONER SERVICES	\$ 4,263.06	\$ 5,000.00	\$ 1,007.43	\$ 5,000.00
2103	HEALTH AND SAFETY SERVICES	\$ 21.34	\$ 5,000.00	\$ 4,984.00	\$ 5,000.00
2109	EMPLOYEE TOWNSHIP COMPENSATION PLAN		\$ 6,800.00	\$ 1,445.00	\$ -
2110	INSURANCE	\$ 37,000.00	\$ 47,000.00	\$ 53,257.65	\$ 55,000.00
2120	ELECTION		\$ 10,000.00	\$ 992.16	\$ 15,000.00
2162	BLDG MAINTENANCE	\$ 1,804.22	\$ 4,000.00	\$ 2,456.89	\$ 4,000.00
2163	OFFICE CLEANING	\$ 2,035.20	\$ 2,200.00	\$ 2,136.96	\$ 2,400.00
2164	LANDSCAPING & GRASS CUTTING	\$ 51.87	\$ 300.00	\$ 91.57	\$ 300.00
2165	WATER SAMPLING	\$ 59.46	\$ 125.00	\$ 86.48	\$ 125.00
2170	COVID-19 EXPENSES	\$ 5,474.18	\$ 2,000.00	\$ 30,676.94	\$ 5,000.00
2190	OTHER/MISCELLANEOUS	\$ 1,350.35	\$ 5,000.00	\$ 3,918.31	\$ 5,000.00
2193	SIGN/FLAG POLE (MMAHO FUNDED)	\$ 39,556.29		\$ 32,279.00	\$ -
2193	PARK LIGHTS (MMAHO FUNDED)			\$ 7,211.92	
2194	MAIN STREET REVITALIZATION	\$ 34,630.77		\$ -	\$ -
2200	PETTY CASH	\$ 136.40	\$ 500.00	\$ 500.00	\$ 500.00
2300	BRETTON ESTATES	\$ 949.15	\$ -	\$ -	\$ -
4015	PENNY ROUNDING	\$ (0.03)	\$ -	\$ -	\$ -
4030	BANK CHARGES	\$ 1,200.96	\$ 1,250.00	\$ 1,250.00	\$ 1,300.00
6135	GRANT TO OTHERS		\$ 2,500.00	\$ 5,000.00	\$ 2,500.00
	DONATION TO MARKDALE HOSPITAL (5YRS)				\$ 15,000.00
6136	ERSKINE CLINIC	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7011	LOAN FOR MUNICIPAL EXPANSION	\$ 13,056.66	\$ 13,057.00	\$ 13,057.00	\$ 13,057.00
	<b>TOTAL</b>	<b>\$ 586,687.58</b>	<b>\$ 593,432.00</b>	<b>\$ 648,586.41</b>	<b>\$ 650,504.00</b>
4010	<b>TOTAL TAX WRITE OFF EXPENDITURES</b>	<b>\$ 80,763.91</b>	<b>\$ 75,000.00</b>	<b>\$ 53,778.70</b>	<b>\$ 75,000.00</b>
	<b>TOTAL ADMINISTRATION EXPENDITURES</b>	<b>\$ 747,670.99</b>	<b>\$ 755,032.00</b>	<b>\$ 790,445.79</b>	<b>\$ 837,854.00</b>

GL ACCT #	PROTECTION TO PERSONS/PROPERTY EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
<b>FIRE SERVICES</b>					
3 6010	MULMUR MELANCTHON FD	\$ 105,149.16	\$ 107,250.00	\$ 98,702.92	\$ 103,689.86
3 6020	SHELBURNE AND DISTRICT FD	\$ 108,890.62	\$ 113,005.00	\$ 113,712.63	\$ 112,990.13
3 6030	TOWNSHIP OF SOUTHGATE FD - OPER	\$ 25,725.00	\$ 52,000.00	\$ 52,000.00	\$ 56,000.00
3 6031	TOWNSHIP OF SOUTHGATE FD - CAP	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00	\$ 9,000.00
<b>SUB TOTAL</b>		<b>\$ 246,764.78</b>	<b>\$ 280,255.00</b>	<b>\$ 272,415.55</b>	<b>\$ 281,679.99</b>
<b>POLICING</b>					
4 3050	POLICING	\$ 396,161.82	\$ 406,341.00	\$ 403,632.44	\$ 419,774.00
4 3055	POLICING - ESO	\$ 343.60	\$ 350.00	\$ 243.60	\$ 350.00
4 3052	POLICING - RIDE	\$ (94.60)	\$ 6,536.00	\$ 6,531.76	\$ 6,600.00
4 3053	POLICE SERVICES BOARD	\$ -	\$ -	\$ -	\$ 300.00
4 2300	SPEED VISION SIGN/BLACK CAT	\$ 6,250.60	\$ -	\$ 4,608.76	\$ -
<b>TASK FORCE</b>					<b>\$ 5,000.00</b>
<b>SUB TOTAL</b>		<b>\$ 402,661.42</b>	<b>\$ 413,227.00</b>	<b>\$ 415,016.56</b>	<b>\$ 432,024.00</b>
<b>BY LAW ENFORCEMENT</b>					
4 6155	<b>BY LAW ENFORCEMENT</b>	<b>\$ 4,034.23</b>	<b>\$ 12,000.00</b>	<b>\$ 7,746.90</b>	<b>\$ 12,000.00</b>
<b>CONSERVATION AREA</b>					
4 6040	NOTTAWASAGA VALLEY CA	\$ 12,567.78	\$ 12,794.00	\$ 12,793.50	\$ 13,228.80
4 6050	GRAND RIVER CA	\$ 19,173.00	\$ 19,819.00	\$ 19,819.00	\$ 20,387.00
<b>SUB TOTAL</b>		<b>\$ 31,740.78</b>	<b>\$ 32,613.00</b>	<b>\$ 32,612.50</b>	<b>\$ 33,615.80</b>
<b>ANIMAL CONTROL</b>					
13 6140	LIVESTOCK CLAIMS	\$ 6,286.20	\$ 1,000.00	\$ 360.00	\$ 1,000.00
4 6150	ANIMAL CONTROL	\$ 755.04	\$ 2,500.00	\$ 1,713.13	\$ 2,500.00
<b>SUB TOTAL</b>		<b>\$ 7,041.24</b>	<b>\$ 3,500.00</b>	<b>\$ 2,073.13</b>	<b>\$ 3,500.00</b>
<b>STREET LIGHTS</b>					
6 3025	STREET LIGHTS LED	\$ 4,565.13	\$ 5,000.00	\$ 5,182.34	\$ 5,500.00
6 3026	STREET LIGHT REPAIR	\$ 759.39	\$ 1,000.00	\$ -	\$ 1,000.00
<b>SUB TOTAL</b>		<b>\$ 5,324.52</b>	<b>\$ 6,000.00</b>	<b>\$ 5,182.34</b>	<b>\$ 6,500.00</b>
<b>TOTAL PROTECTION TO PERSONS/PROPERTY</b>		<b>\$ 697,566.97</b>	<b>\$ 747,595.00</b>	<b>\$ 735,046.98</b>	<b>\$ 769,319.79</b>

GL ACCT # 5005	ROADWAYS EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
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<b>SALARIES &amp; ADMINISTRATION</b>					
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1010	SALARIES AND WAGES	\$ 369,717.88	\$ 395,000.00	\$ 387,177.57	\$ 405,000.00
1025	RECEIVER GENERAL, EHT & WSIB	\$ 39,885.35	\$ 42,500.00	\$ 42,361.22	\$ 44,000.00
1020	BENEFITS	\$ 27,688.57	\$ 29,000.00	\$ 25,438.20	\$ 31,000.00
1064	OMERS TOWNSHIP CONTRIBUTION	\$ 33,474.23	\$ 35,500.00	\$ 33,452.82	\$ 36,500.00
1070	MILEAGE	\$ 30.00	\$ 100.00	\$ 30.00	\$ 100.00
1022	STAFF TRAINING AND SEMINARS	\$ -	\$ 3,000.00	\$ 811.03	\$ 3,000.00
2010	OFFICE SUPPLIES/COMPUTOR	\$ 106.62	\$ 300.00	\$ 27.45	\$ 2,000.00
2036	GPS MONTHLY TRACKING EXPENSE	\$ 4,331.58	\$ 5,000.00	\$ 5,119.14	\$ 5,500.00
2112	ASSET MANAGEMENT PLAN SUPPORT	\$ 8,222.21	\$ 5,650.00	\$ 10,292.51	\$ 6,000.00
2112	ASSET MANAGEMENT PLAN UPDATE	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00
3105	BRIDGE STUDY/INSPECTIONS	\$ -	\$ 16,895.00	\$ 16,892.16	\$ -
<b>TOTAL</b>		<b>\$ 483,456.44</b>	<b>\$ 550,945.00</b>	<b>\$ 521,602.10</b>	<b>\$ 551,100.00</b>

<b>ROAD DEPARTMENT BUILDING MISC.</b>					
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2070	UTILITIES - HEAT	\$ 7,509.99	\$ 10,000.00	\$ 10,962.00	\$ 12,000.00
2080	UTILITIES - HYDRO	\$ 4,445.07	\$ 5,000.00	\$ 6,058.43	\$ 7,000.00
2090	TELEPHONE	\$ 823.49	\$ 1,000.00	\$ 839.83	\$ 1,000.00
2091	MOBILE PHONE	\$ 761.21	\$ 1,000.00	\$ 1,158.53	\$ 1,200.00
2040	ADVERTISING	\$ (356.16)	\$ 500.00	\$ 753.03	\$ 750.00
2041	SIGNS	\$ 5,182.27	\$ 5,000.00	\$ 2,101.38	\$ 5,000.00
2110	INSURANCE	\$ 45,000.00	\$ 52,000.00	\$ 54,648.00	\$ 57,400.00
2100	LEGAL FEES	\$ -	\$ 5,000.00	\$ 3,204.16	\$ 5,000.00
2050	AUDIT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2060	MEMBERSHIPS	\$ 113.00	\$ 150.00	\$ 113.00	\$ 150.00
2165	MATERIALS AND SUPPLIES/STOCK	\$ 4,441.14	\$ 7,000.00	\$ 6,249.55	\$ 7,000.00
2166	COVERALLS	\$ 4,908.78	\$ 6,000.00	\$ 4,879.60	\$ 6,000.00
3000	SERVICES AND RENTS/MISC	\$ 3,732.04	\$ 7,500.00	\$ 1,534.03	\$ 7,500.00
2103	HEALTH & SAFETY SERVICES	\$ 21.34	\$ 5,000.00	\$ 4,864.74	\$ 5,000.00
2104	HEALTH & SAFETY SERVICES/SUPPLIES		\$ 3,000.00	\$ 256.36	\$ 500.00
2162	BUILDING MAINTENANCE	\$ 4,576.48	\$ 10,000.00	\$ 13,822.56	\$ 10,000.00
2163	SAND DOME REPAIRS				
2170	COVID EXPENSES		\$ 1,000.00	\$ 412.00	\$ -
2185	OIL SEPARATER	\$ 1,590.00	\$ 2,000.00	\$ -	\$ 2,000.00
2192	SHOP TOOLS	\$ 808.71	\$ 5,000.00	\$ 3,509.07	\$ 5,000.00
2190	MISCELLANEOUS	\$ 825.53	\$ 1,000.00	\$ 2,135.13	\$ 2,000.00
3800	CONTRACT WORK	\$ 610.56	\$ 1,000.00	\$ -	\$ 1,000.00
<b>TOTAL</b>		<b>\$ 94,993.45</b>	<b>\$ 138,150.00</b>	<b>\$ 127,501.40</b>	<b>\$ 145,500.00</b>

GL ACCT # 5005	ROADWAYS EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
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## ROAD EQUIPMENT

2150	FUEL - CLEAR	\$ 36,910.73	\$ 45,000.00	\$ 39,824.35	\$ 55,000.00
2155	FUEL - DYED	\$ 22,790.38	\$ 30,000.00	\$ 34,588.35	\$ 40,000.00
3060	WATER TANK	\$ 126.80	\$ -	\$ -	\$ -
3070	FUEL - PATROL TRUCKS	\$ 9,422.56	\$ 12,000.00	\$ 11,845.00	\$ 18,000.00
2180	OIL - TRUCKS AND GRADER	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
3071	TR # 1 - REPAIRS	\$ 5,623.18	\$ 5,000.00	\$ 2,614.46	\$ 5,000.00
3073	TR # 2 - REPAIRS	\$ 10,016.31	\$ 15,000.00	\$ 7,634.00	\$ 15,000.00
3074	TR # 3 - REPAIRS	\$ 8,081.67	\$ 10,000.00	\$ 7,757.00	\$ 10,000.00
3075	TR # 4 - REPAIRS	\$ 10,900.21	\$ 15,000.00	\$ 9,190.00	\$ 15,000.00
3076	TR # 5 - REPAIRS	\$ 24,270.90	\$ 15,000.00	\$ 18,208.00	\$ 15,000.00
3077	TR # 6 - REPAIRS	\$ 10,241.30	\$ 15,000.00	\$ 14,712.00	\$ 15,000.00
3069	TR # 7 - REPAIRS	\$ 118.04	\$ 5,000.00	\$ 5,080.00	\$ 5,000.00
3079	GR#1 - CAT - REPAIRS	\$ 3,711.86	\$ 10,000.00	\$ 8,051.00	\$ 10,000.00
3080	GR#2 - REPAIRS	\$ 17,612.99	\$ 15,000.00	\$ 8,507.00	\$ 15,000.00
3081	BACKHOE REPAIRS	\$ 789.89	\$ 3,000.00	\$ 1,979.00	\$ 3,000.00
3082	LOADER	\$ 321.05	\$ 2,500.00	\$ 833.00	\$ 2,500.00
3083	JOHN DEERE MOWER	\$ 305.28	\$ 1,000.00	\$ -	\$ 1,000.00
3084	POWER WASHER	\$ 4,635.11	\$ 3,000.00	\$ 61.00	\$ 3,000.00
3085	CHAIN SAW	\$ 99.09	\$ 1,000.00	\$ 73.00	\$ 1,000.00
3086	ROADSIDE MOWER	\$ -	\$ -	\$ 100.00	\$ 1,000.00
3500	WINTER CONTROL-PLOW & WING PARTS	\$ 18,520.30	\$ 20,000.00	\$ 13,796.33	\$ 18,000.00
7015	JOHN DEERE GRADER LOAN	\$ 33,232.38	\$ 33,233.00	\$ 33,233.00	\$ 2,780.00
2191	RADIO AND TRUCK LICENSES	\$ 9,935.30	\$ 10,200.00	\$ 9,922.81	\$ 10,000.00
2195	RADIO MAINTENANCE & REPAIR	\$ 2,189.87	\$ 2,500.00	\$ 780.50	\$ 2,500.00
<b>TOTAL</b>		<b>\$ 229,855.20</b>	<b>\$ 272,433.00</b>	<b>\$ 228,789.80</b>	<b>\$ 266,780.00</b>

## NEW EQUIPMENT (CAPITAL)

7010	VEHICLES - TRUCK		\$ 300,000.00	\$ 153,555.84	\$ 128,349.13
7005	EQUIPMENT (ACCUMULATOR)	\$ 10,888.32	\$ 12,000.00	\$ -	\$ 15,000.00
	GRADER				\$ 500,000.00
	TRUCK - 2 TONNE DUALY PICK-UP				\$ 100,000.00
	PICK-UP EQUIPMENT				\$ 60,000.00
<b>TOTAL</b>		<b>\$ 10,888.32</b>	<b>\$ 312,000.00</b>	<b>\$ 153,555.84</b>	<b>\$ 803,349.13</b>

GL ACCT # 5005	ROADWAYS EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
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**BRIDGES, CULVERTS, DRAINS**

3100	BRIDGE & CULVERT MTCE	\$ 10,422.97	\$ 20,000.00	\$ 22,428.69	\$ 20,000.00
3111	BRIDGE # 11	\$ 3,533.90	\$ 30,000.00	\$ 31,982.74	\$ 215,000.00
3115	BRIDGE # 13	\$ 27,088.47	\$ 200,000.00	\$ 177,165.92	\$ -
3116	BRIDGE #004 - CLOSURE	\$ 488.45	\$ -	\$ -	\$ -
3100	BRIDGE # 6 - CONSTRUCTION - WATERPROOF/PAVE	\$ -	\$ -	\$ -	\$ 20,000.00
3112	BRIDGE # 2023 ENGINEERING DESIGN	\$ -	\$ -	\$ -	\$ 18,000.00
3850	DRAIN ASSESSMENTS NEW REPORTS	\$ 2,073.36	\$ 1,500.00	\$ -	\$ -
3851	ROAD CROSSINGS DUE TO DRAIN MTCE		\$ 55,000.00	\$ 36,914.25	\$ 55,000.00
7021	CULVERT 2027 LOAN PAYMENT	\$ 40,907.52	\$ 40,908.00	\$ 40,908.00	\$ 40,908.00
3178	30 SIDEROAD CULVERT - EMERG. REPAIR	\$ 53,515.57	\$ -	\$ -	\$ -
3156	CULVERT 2013	\$ 253,186.82	\$ -	\$ 5,401.93	\$ -
3165	CULVERT 2021	\$ 9,517.35	\$ -	\$ 600.00	\$ -
<b>TOTAL</b>		<b>\$ 400,734.41</b>	<b>\$ 347,408.00</b>	<b>\$ 315,401.53</b>	<b>\$ 368,908.00</b>

**ROADSIDE**

3215	GRASS MOWING & WEED SPRAYING	\$ 4,986.46	\$ 5,500.00	\$ 4,430.69	\$ 5,500.00
3205	BRUSHING - TREE TRIM AND REMOVAL	\$ 19,988.20	\$ 20,000.00	\$ 416.80	\$ 20,000.00
3206	DITCHING	\$ 16,230.72	\$ 25,000.00	\$ 25,838.01	\$ 30,000.00
3322	CATCH BASINS	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
3610	GUIDE POSTS & HARDWARE	\$ 1,652.30	\$ 2,000.00	\$ -	\$ 2,000.00
3315	SHOULDER MAINTENANCE	\$ 3,819.74	\$ 5,000.00	\$ 1,211.83	\$ 5,000.00
<b>TOTAL</b>		<b>\$ 46,677.42</b>	<b>\$ 60,000.00</b>	<b>\$ 31,897.33</b>	<b>\$ 65,000.00</b>

**HARDTOP**

3304	PREVENTATIVE MAINTENANCE		\$ 25,728.00	\$ -	\$ 18,000.00
3310	COLD MIX, PATCHING, ROUTINE MTCE	\$ 18,144.65	\$ 45,000.00	\$ 4,301.46	\$ 25,200.00
3320	SWEEPING, FLUSHING, CLEANING	\$ 4,508.99	\$ 5,500.00	\$ 4,854.97	\$ 5,500.00
3321	LINE PAINTING	\$ 2,421.89	\$ 3,000.00	\$ 2,421.89	\$ 3,000.00
<b>TOTAL</b>		<b>\$ 25,075.53</b>	<b>\$ 79,228.00</b>	<b>\$ 11,578.32</b>	<b>\$ 51,700.00</b>

**LOOSETOP**

3700	CLEARVIEW TOWNLINE			\$ -	\$ -
3750	TOWNLINES	\$ 179.10	\$ 1,000.00	\$ 300.00	\$ 1,000.00
3200	ROADSIDE MAINTENANCE	\$ 955.89		\$ 400.00	\$ 1,000.00
3210	GRAVEL RESURFACING	\$ 272,132.50	\$ 300,000.00	\$ 306,733.13	\$ 335,000.00
3211	GRAVEL MAINTENANCE	\$ 16,652.34	\$ 20,000.00	\$ 19,115.56	\$ 25,000.00
3410	DUST LAYER (CALCIUM CHLORIDE)	\$ 106,245.22	\$ 150,000.00	\$ 135,870.26	\$ 165,000.00
<b>TOTAL</b>		<b>\$ 396,165.05</b>	<b>\$ 471,000.00</b>	<b>\$ 462,418.95</b>	<b>\$ 527,000.00</b>

GL ACCT # 5005	ROADWAYS EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL	2022 DRAFT BUDGET
<b>WINTER CONTROL</b>					
3510	SAND & SALT	\$ 38,490.74	\$ 50,000.00	\$ 33,745.36	\$ 40,000.00
3505	SNOW REMOVAL/BLOWING	\$ 1,223.66	\$ 3,000.00	\$ -	\$ 1,225.00
<b>TOTAL</b>		<b>\$ 39,714.40</b>	<b>\$ 53,000.00</b>	<b>\$ 33,745.36</b>	<b>\$ 41,225.00</b>
<b>ROAD IMPROVEMENT</b>					
3140	4TH LINE O.S. - PULVERIZING	\$ 4,940.43	\$ -	\$ -	
3130	2ND LINE SW - REHABILITATION	\$ 567,386.41	\$ -	\$ -	\$ 350,000.00
3137	5TH LINE O.S.- CTY RD 17 - 15 SIDEROAD	\$ -	\$ 150,000.00	\$ 153,336.66	\$ -
3134	260 SIDEROAD - HWY 10 TO 2ND LINE SW	\$ -	\$ 300,000.00	\$ 283,042.38	\$ -
3123	CORBETTON - PAVED SHOULDERS	\$ -	\$ 38,669.00	\$ 28,418.67	\$ -
3122	CHURCH STREET - HORNING'S MILLS	\$ -	\$ 50,000.00	\$ 69,097.52	
<b>TOTAL</b>		<b>\$ 572,326.84</b>	<b>\$ 538,669.00</b>	<b>\$ 533,895.23</b>	<b>\$ 350,000.00</b>
<b>RESERVE</b>					
5030	REPLACEMENT EQUIPMENT RESERVE	\$ 150,000.00	\$ 100,000.00	\$ 100,000.00	\$ 150,000.00
5035	BUILDING MAINTENANCE RESERVE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL</b>		<b>\$ 160,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 160,000.00</b>
<b>BUILDING IMPROVEMENTS</b>					
7041	WORKS BUILDING ROOF REPLACEMENT		\$ 100,000.00	\$ 14,722.26	\$ 119,568.00
<b>TOTAL</b>			<b>\$ 100,000.00</b>	<b>\$ 14,722.26</b>	<b>\$ 119,568.00</b>
<b>TOTAL ROAD EXPENDITURES</b>		<b>\$ 2,459,887.06</b>	<b>\$ 3,032,833.00</b>	<b>\$ 2,545,108.12</b>	<b>\$ 3,450,130.13</b>



GL ACCT # 5007	ENVIRONMENTAL SERVICES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL	2022 DRAFT BUDGET
2171	LEVELLING	\$ 237.37	\$ 7,500.00	\$ -	\$ 7,500.00
2105	LANDFILL STUDY/MONITORING	\$ 22,692.48	\$ 22,693.00	\$ 15,833.86	\$ 16,000.00
2190	MISCELLANEOUS	\$ 96.22	\$ 100.00	\$ -	\$ 100.00
7001	REHABILITATION RESERVE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	ENVIRONMENTAL/SUSTAINABILITY				\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 33,026.07</b>	<b>\$ 40,293.00</b>	<b>\$ 25,833.86</b>	<b>\$ 38,600.00</b>

GL ACCT # 5010	RECREATION SERVICES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
5055	CORBETTON PARK		\$ 2,500.00	\$ 21,709.00	\$ 2,500.00
6060	HORNING'S MILLS PARK	\$ 2,716.18	\$ 4,900.00	\$ 169.67	\$ 2,500.00
6065	HORNING'S MILLS COMMUNITY HALL	\$ 1,215.04	\$ 1,230.00	\$ 8,914.75	\$ 12,000.00
6064	HORNING'S MILLS HALL BLDNG NEEDS ASSESS		\$ 5,900.00	\$ 5,801.17	\$ -
6066	HORNING'S MILLS HERITAGE PROJECT	\$ 108.00	\$ 250.00	\$ 369.60	\$ 500.00
6070	CENTRE DUFFERIN RECREATION COMPLEX	\$ 49,050.60	\$ 50,522.00	\$ 50,522.00	\$ 63,550.00
6080	DUNDALK COMMUNITY CENTRE	\$ 14,000.00	\$ 14,000.00	\$ 14,098.00	\$ 14,000.00
6100	NORTH DUFFERIN COMMUNITY CENTRE	\$ 54,410.44	\$ 55,000.00	\$ 53,348.56	\$ 76,758.00
	HERITAGE COMMITTEE				\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 121,500.26</b>	<b>\$ 134,302.00</b>	<b>\$ 154,932.75</b>	<b>\$ 176,808.00</b>

GL ACCT # 5016	CEMETARY EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
8902	HORNING'S MILLS CEMETERY		\$ 5,000.00	\$ 2,150.00	\$ 5,000.00
8904	ST. PAUL'S CEMETERY				
	<b>TOTAL</b>		<b>\$ 5,000.00</b>	<b>\$ 2,150.00</b>	<b>\$ 5,000.00</b>

GL ACCT # 5011	LIBRARY EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
6110	SHELBURNE LIBRARY	\$ 56,817.00	\$ 57,802.00	\$ 57,802.00	\$ 58,500.00
6120	DUNDALK LIBRARY	\$ 8,274.00	\$ 8,350.00	\$ 8,350.00	\$ 8,600.00
	<b>TOTAL</b>	<b>\$ 65,091.00</b>	<b>\$ 66,152.00</b>	<b>\$ 66,152.00</b>	<b>\$ 67,100.00</b>

GL ACCT # 5012	PLANNING SERVICES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
2100	PROFESSIONAL/LEGAL FEES	\$ 55,421.18	\$ 50,000.00	\$ 55,527.91	\$ 50,000.00
2103	CANNABIS - NWN SCIENTIFIC	\$ 30,110.58		\$ -	\$ -
2105	MELANCTHON CANNABIS REGULATION	\$ 254.40		\$ -	\$ -
2109	NEW ZONING BY-LAW			\$ -	\$ -
2101	LPAT/OLT APPEALS	\$ 25,142.44	\$ 15,000.00	\$ 9,631.88	\$ 15,000.00
2102	LPAT/OLT APPEALS RESERVES				\$ 15,000.00
2304	STRADA OPA/ZBA	\$ 407.04	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 111,335.64</b>	<b>\$ 65,000.00</b>	<b>\$ 65,159.79</b>	<b>\$ 80,000.00</b>

GL ACCT # 5009	DRAINAGE EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
3060	DRAINAGE SUPERINTENDENT	\$ 35,213.91	\$ 50,880.00	\$ 34,954.30	\$ 50,880.00
5015 0100	TILE DRAINAGE PRINCIPAL & INT PYMTS	\$ 16,575.90			
3070	NUISANCE BEAVER & BEAVER DAM REMOVAL		\$ 3,000.00	\$ 3,311.94	\$ 4,500.00
	<b>TOTAL</b>	<b>\$ 51,789.81</b>	<b>\$ 53,880.00</b>	<b>\$ 38,266.24</b>	<b>\$ 55,380.00</b>

GL ACCT # 5002	RESERVES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
5041	TAX RATE STAB. - HM HALL OPERATING EXPENSES	\$ 6,452.00			
	COVID - SAFE RESTART				\$ 28,000.00
5042	SPECIAL RESERVE FUND EMERGENCY RELIEF	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 11,452.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 33,000.00</b>

<b>TOTAL</b>					
<b>EXPENTURER</b>		<b>\$ 4,299,319.80</b>	<b>\$ 4,905,087.00</b>	<b>\$ 4,428,095.53</b>	<b>\$ 5,513,191.92</b>

GL ACCT #	TAXATION REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
4001 0700	SUPPLEMENTAL TAXES	\$ 94,871.93	\$ 85,000.00	\$ 77,632.00	\$ 85,000.00
4003 0100	PAYMENT IN LIEU	\$ 1,092.14	\$ 1,100.00	\$ 1,907.00	\$ 1,900.00
	<b>TOTAL TAXATION REVENUE</b>	<b>\$ 95,964.07</b>	<b>\$ 86,100.00</b>	<b>\$ 79,539.00</b>	<b>\$ 86,900.00</b>

GL ACCT #	GRANT REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
4004					
150	OMPF	\$ 173,500.00	\$ 174,900.00	\$ 174,900.00	\$ 176,500.00
300	RIDE GRANT	\$ (94.60)	\$ 6,536.00	\$ 6,531.76	\$ 6,600.00
172	COURT SECURITY & PRISONER TRANSPORT	\$ 1,810.00	\$ 1,500.00	\$ 442.00	\$ 1,500.00
500	LIBRARY GRANT	\$ 4,452.00	\$ 4,452.00	\$ 4,452.00	\$ 4,452.00
156	OCIF FUNDING (FORMULA COMPONENT)	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 108,537.00
159	SAFE RESTART AGREEMENT (COVID)	\$ 70,800.00	\$ 18,000.00	\$ 66,341.00	\$ -
700	ONTARIO AGGREGATE LIC. FEE	\$ 122,992.96	\$ 100,000.00	\$ 90,831.00	\$ 100,000.00
100	DRAINAGE SUPERINTENDENT		\$ 25,440.00	\$ 17,477.15	\$ 25,440.00
164	ICIP GRANT (ROADS BLDG ROOF)	\$ -	\$ 100,000.00	\$ -	\$ 92,000.00
	<b>TOTAL COUNCIL REVENUE</b>	<b>\$ 423,460.36</b>	<b>\$ 480,828.00</b>	<b>\$ 410,974.91</b>	<b>\$ 515,029.00</b>

GL ACCT #	ADMINISTRATION REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
4010					
100	TAX CERTIFICATES	\$ 2,720.00	\$ 2,600.00	\$ 3,600.00	\$ 3,000.00
110	TAX STATEMENT/DUPLICATE TAX BILLS	\$ 532.70	\$ 500.00	\$ 650.00	\$ 500.00
115	REMINDER/OVERDUE NOTICE FEE	\$ 2,388.00	\$ 2,400.00	\$ 3,094.00	\$ 3,000.00
200	BUILDING PERMIT APPROVAL	\$ 4,900.00	\$ 4,800.00	\$ 6,900.00	\$ 4,800.00
250	SITE ALTERATION PERMIT APPROVAL			\$ 750.00	\$ -
300	NSF CHEQUE CHARGE	\$ 70.00	\$ 70.00	\$ -	\$ 50.00
400	PHOTOCOPIES	\$ -	\$ -	\$ 1.50	\$ -
4015 0100	DOG LICENCES	\$ 13,498.75	\$ 13,000.00	\$ 12,930.00	\$ 12,000.00
4066 0000	LOTTERY LICENSES	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
4040 0100	LIVESTOCK CLAIM GRANTS	\$ 6,206.20	\$ 1,000.00	\$ 30.00	\$ 30.00
4064 0000	BUSINESS LICENSES	\$ 1,100.00	\$ 1,000.00	\$ 250.00	\$ 250.00
4050 0460	TRANSFER FROM MMAH-2019 (NEW PHONES)		\$ 10,000.00	\$ 10,000.00	\$ -
	<b>TOTAL ADMINISTRATION REVENUE</b>	<b>\$ 31,435.65</b>	<b>\$ 35,390.00</b>	<b>\$ 38,225.50</b>	<b>\$ 23,650.00</b>

GL ACCT # 4012	FIRE REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
100	FIRE REVENUE	\$ 12,412.50	\$ -	\$ 13,350.00	\$ 500.00
300	FIRE PERMIT	\$ 4,155.00	\$ 4,125.00	\$ 3,720.00	\$ 3,600.00
	<b>TOTAL FIRE REVENUE</b>	<b>\$ 16,567.50</b>	<b>\$ 4,125.00</b>	<b>\$ 17,070.00</b>	<b>\$ 4,100.00</b>

GL ACCT # 4020	ROAD REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
110	ROADS MISC REVENUE	\$ 2,717.67	\$ -	\$ -	\$ 1,000.00
125	ENTRANCE PERMITS	\$ 1,600.00	\$ 1,200.00	\$ 5,900.00	\$ 1,200.00
130	WIDE LOAD PERMITS	\$ 1,040.00	\$ 1,000.00	\$ 1,320.00	\$ 1,320.00
200	CULVERTS			\$ 290.20	\$ -
140	BRETTON ESTATES SNOW PLOWING	\$ 1,035.00	\$ 900.00	\$ 900.00	\$ 900.00
500	SHELBURNE ROAD AGREEMENT		\$ 5,400.00	\$ 5,648.00	\$ 5,660.00
	<b>TRANSFER FROM RESERVES</b>				
700	TRFR FROM DEV. CHG. (BRIDGE 2003)	\$ 30,366.20			
703	TRFR FROM GAS TAX	\$ 100,000.00	\$ 200,000.00	\$ 200,000.00	\$ 115,000.00
704	TRFR FROM ROAD CAPITAL RESERVE	\$ 100,000.00		\$ -	
702	TRFR FROM EQUIPMENT RESERVE - TRUCK		\$ 300,000.00	\$ 170,000.00	\$ 628,350.00
0	TRFR FROM WORKING CAPITAL RESERVE	\$ 430,037.00	\$ 150,000.00	\$ 150,000.00	\$ 250,000.00
460	TRFR FROM MMAH-2019 (BRIDGE 13 DECK SURVEY)	\$ 8,237.47		\$ -	
700	TRFR FROM DEV CHG (5TH LINE)		\$ 39,000.00	\$ 39,000.00	\$ -
460	TRFR FROM MMAH-19 (CORBETTON-PAVED SHOULDER)		\$ 38,669.00	\$ 28,418.67	
	<b>TOTAL ROADS REVENUE</b>	<b>\$ 675,033.34</b>	<b>\$ 736,169.00</b>	<b>\$ 601,476.87</b>	<b>\$ 1,003,430.00</b>

GL ACCT # 4035	PLANNING REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
100	OFFICIAL PLAN APPLICATION			\$ 5,500.00	\$ -
310	SITE PLAN APPLICATION FEES			\$ -	\$ -
350	ZONING BY-LAW AMENDMENT	\$ 10,500.00	\$ 10,000.00	\$ 15,700.00	\$ 10,000.00
300	CONSENT APPLICATIONS	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
325	MINOR VARIANCE	\$ 1,000.00	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00
200	ZONING REQUESTS	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	\$ 1,700.00
360	CHANGE OF USE CERTIFICATE APPLICATION	\$ 1,000.00		\$ 2,500.00	\$ -
370	TELECOMMUNICATION FACILITES APPLICATION	\$ 150.00			\$ -
375	PRE-APPLICATION CONSULTATION	\$ 3,250.00			\$ -
500	PROFESSIONAL SERVICES REIMBURSEMENT	\$ (12,729.55)		\$ 18,300.00	\$ -
565	NWN INC. REIMBURSEMENT	\$ 10,000.00		\$ 25,862.57	
	<b>TOTAL PLANNING REVENUE</b>	<b>\$ 21,370.45</b>	<b>\$ 19,200.00</b>	<b>\$ 81,262.57</b>	<b>\$ 19,700.00</b>

GL ACCT # 4050	OTHER REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
100	MISCELLANEOUS REVENUE	\$ (24.46)	\$ 100.00	\$ 1,127.74	\$ 500.00
125	CHD COMMUNITY CONTRIBUTION	\$ 309,000.00	\$ 309,000.00	\$ 309,000.00	\$ 309,000.00
130	PLATEAU COMMUNITY CONTRIBUTION	\$ 33,438.50	\$ 33,000.00	\$ 32,964.00	\$ 33,000.00
135	DWP COMMUNITY CONTRIBUTION	\$ 268,995.76	\$ 265,000.00	\$ 265,000.00	\$ 265,000.00
200	PENALTIES AND INTEREST ON TAXES	\$ 105,841.09	\$ 95,000.00	\$ 97,041.41	\$ 95,000.00
300	INTEREST ON DEPOSITS	\$ 22,776.27	\$ 15,000.00	\$ 11,500.00	\$ 11,000.00
400	POA	\$ 7,838.68	\$ 10,000.00	\$ 2,813.00	\$ 6,000.00
4025 0220	ELECTRONIC RECYCLING REVENUE	\$ 54.90	\$ -	\$ -	\$ -
4077 0000	LAND RENTAL	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00
4050 0460	TRANSFER FROM MMAH-2019	\$ 18,303.17	\$ -	\$ -	
4050 0460	HORNING'S MILLS PK (TRFR FROM MMAH 19)	\$ 15,000.00	\$ -	\$ -	
4004 0166	HORNING'S MILLS PK (TRFR FROM MAIN ST REV.)	\$ 15,000.00	\$ -	\$ -	
4050 0460	CORBETTON PARK (TRFR FROM MMAH-19)	\$ 15,000.00	\$ -	\$ 7,211.92	
4004 0166	CORBETTON PARK (TRFR FROM MAIN ST REV)	\$ 10,000.00	\$ -	\$ -	
4050 0460	HORNING'S MILLS HALL (TRFR FROM MMAH)	\$ 6,452.00	\$ -	\$ -	
002 01400	TILE DRAIN	\$ 16,575.90			
4004 0166	TRFR FROM MAIN ST. (FLAGS)	\$ 8,956.94	\$ -	\$ -	
4050 0460	TRFR FROM MMAH-2019 (NDCC REC)	\$ 20,000.00	\$ -	\$ -	
4050 0460	TRFR FROM MMAH-2019 (SIGN/FLAG)			\$ 32,279.19	
4050 0460	TRFR FROM MMAH-2019 IPADS RDS COMPUTER				\$ 5,500.00
4050 0460	TRFR FROM COVID FUNDING		\$ -	\$ -	\$ 28,000.00
4050 0460	TRFR FROM MMAH-2019 (HM BLDG NEEDS ASS)		\$ 5,900.00	\$ 5,900.00	
4050 0460	TRFR FROM TAX STABILIZATION (LEGALS)				\$ 15,000.00
4013 0200	TRFR FROM DEV CHG (SPEED SIGN)(GRADER)	\$ 6,250.60	\$ -	\$ 6,250.60	\$ 175,000.00
	<b>TOTAL OTHER REVENUE</b>	<b>\$ 882,009.35</b>	<b>\$ 735,550.00</b>	<b>\$ 773,637.86</b>	<b>\$ 945,550.00</b>
	<b>TOTAL REVENUE</b>	<b>\$ 2,145,840.72</b>	<b>\$ 2,097,362.00</b>	<b>\$ 2,002,186.71</b>	<b>\$ 2,598,359.00</b>
	<b>TOTAL EXPENDITURER</b>	<b>\$ 4,299,319.80</b>	<b>\$ 4,905,087.00</b>	<b>\$ 4,428,095.53</b>	<b>\$ 5,513,191.92</b>
		<b>\$ 2,153,479.08</b>	<b>\$ 2,807,725.00</b>	<b>\$ 2,425,908.82</b>	<b>\$ 2,914,832.92</b>
				INCREASE	3.81%



## TOWNSHIP OF MELANCTHON 2022 BUDGET SUMMARY



**Draft as at March 3, 2022**

BUDGET PAGE	DEPARTMENT EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
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### GENERAL GOVERNMENT SERVICES

4	COUNCIL	\$ 80,219.50	\$ 86,600.00	\$ 88,080.68	\$ 112,350.00
5	ADMINISTRATION	\$ 586,687.58	\$ 593,432.00	\$ 648,586.41	\$ 650,504.00
5	TAXATION WRITE OFFS	\$ 80,763.91	\$ 75,000.00	\$ 53,778.70	\$ 75,000.00
		<b>\$ 747,670.99</b>	<b>\$ 755,032.00</b>	<b>\$ 790,445.79</b>	<b>\$ 837,854.00</b>

11.0%

### PROTECTION TO PERSONAL & PROPERTY

6	FIRE SERVICES	\$ 246,764.78	\$ 280,255.00	\$ 272,415.55	\$ 281,679.99
6	POLICING	\$ 402,661.42	\$ 413,227.00	\$ 415,016.56	\$ 432,024.00
6	BYLAW ENFORCEMENT	\$ 4,034.23	\$ 12,000.00	\$ 7,746.90	\$ 12,000.00
6	CONSERVATION AUTHORITY	\$ 31,740.78	\$ 32,613.00	\$ 32,612.50	\$ 33,615.80
6	ANIMAL CONTROL	\$ 7,041.24	\$ 3,500.00	\$ 2,073.13	\$ 3,500.00
6	STREET LIGHTS	\$ 5,324.52	\$ 6,000.00	\$ 5,182.34	\$ 6,500.00
		<b>\$ 697,566.97</b>	<b>\$ 747,595.00</b>	<b>\$ 735,046.98</b>	<b>\$ 769,319.79</b>

2.9%

### TRANSPORTATION SERVICES

7	SALARIES & ADMINISTRATION	\$ 483,456.44	\$ 550,945.00	\$ 521,602.10	\$ 551,100.00
7	ROAD DEPARTMENT BUILDING & MISC.	\$ 94,993.45	\$ 138,150.00	\$ 127,501.40	\$ 145,500.00
8	ROAD EQUIPMENT	\$ 229,855.20	\$ 272,433.00	\$ 228,789.80	\$ 266,780.00
8	NEW EQUIPMENT	\$ 10,888.32	\$ 312,000.00	\$ 153,555.84	\$ 803,349.13
9	BRIDGES, CULVERTS, DRAINS	\$ 400,734.41	\$ 347,408.00	\$ 315,401.53	\$ 368,908.00
9	ROADSIDE	\$ 46,677.42	\$ 60,000.00	\$ 31,897.33	\$ 65,000.00
9	HARDTOP	\$ 25,075.53	\$ 79,228.00	\$ 11,578.32	\$ 51,700.00
9	LOOSETOP	\$ 396,165.05	\$ 471,000.00	\$ 462,418.95	\$ 527,000.00
10	WINTER CONTROL	\$ 39,714.40	\$ 53,000.00	\$ 33,745.36	\$ 41,225.00
10	ROAD IMPROVEMENTS	\$ 572,326.84	\$ 538,669.00	\$ 533,895.23	\$ 1,052,647.44
10	RESERVES	\$ 160,000.00	\$ 110,000.00	\$ 110,000.00	\$ 160,000.00
10	BUILDING IMPROVEMENTS	\$ -	\$ 100,000.00	\$ 14,722.26	\$ 119,568.00
		<b>\$ 2,459,887.06</b>	<b>\$ 3,032,833.00</b>	<b>\$ 2,545,108.12</b>	<b>\$ 4,152,777.57</b>

36.9%

BUDGET PAGE	DEPARTMENT EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
11	ENVIRONMENTAL SERVICES	\$ 33,026.07	\$ 40,293.00	\$ 25,833.86	\$ 38,600.00
		\$ 33,026.07	\$ 40,293.00	\$ 25,833.86	\$ 38,600.00
					-4.2%
11	RECREATION	\$ 121,500.26	\$ 134,302.00	\$ 154,932.75	\$ 176,808.00
		\$ 121,500.26	\$ 134,302.00	\$ 154,932.75	\$ 176,808.00
					31.6%
11	HEALTH & SOCIAL SERVICES (CEMETERY)	\$ -	\$ 5,000.00	\$ 2,150.00	\$ 5,000.00
		\$ -	\$ 5,000.00	\$ 2,150.00	\$ 5,000.00
					0%
11	LIBRARY	\$ 65,091.00	\$ 66,152.00	\$ 66,152.00	\$ 67,100.00
		\$ 65,091.00	\$ 66,152.00	\$ 66,152.00	\$ 67,100.00
					1.4%
12	PLANNING	\$ 111,335.64	\$ 65,000.00	\$ 65,159.79	\$ 80,000.00
		\$ 111,335.64	\$ 65,000.00	\$ 65,159.79	\$ 80,000.00
					23.1%
12	DRAINAGE	\$ 51,789.81	\$ 53,880.00	\$ 38,266.24	\$ 55,380.00
		\$ 51,789.81	\$ 53,880.00	\$ 38,266.24	\$ 55,380.00
					2.8%
12	RESERVES	\$ 11,452.00	\$ 11,452.00	\$ 5,000.00	\$ 33,000.00
		\$ 11,452.00	\$ 11,452.00	\$ 5,000.00	\$ 33,000.00
					188.2%
12	SUBTOTAL EXPENSES	\$ 3,551,648.81	\$ 4,911,539.00	\$ 4,428,095.53	\$ 6,215,839.36
					26.6%



BUDGET PAGE	DEPARTMENT REVENUE SUMMARY	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
13	<b>TAXATION</b>				
	SUPPLEMENTALS	\$ 94,871.93	\$ 85,000.00	\$ 77,632.00	\$ 85,000.00
	GRANT IN LIEU	\$ 1,092.14	\$ 1,100.00	\$ 1,907.00	\$ 1,900.00
		<b>\$ 95,964.07</b>	<b>\$ 86,100.00</b>	<b>\$ 79,539.00</b>	<b>\$ 86,900.00</b>
					0.9%
13	<b>GRANTS</b>	\$ 423,460.36	\$ 480,828.00	\$ 410,974.91	\$ 515,029.00
		<b>\$ 423,460.36</b>	<b>\$ 480,828.00</b>	<b>\$ 410,974.91</b>	<b>\$ 515,029.00</b>
					7.1%
13	<b>ADMINISTRATION</b>	\$ 31,435.65	\$ 35,390.00	\$ 38,225.50	\$ 23,650.00
		<b>\$ 31,435.65</b>	<b>\$ 35,390.00</b>	<b>\$ 38,225.50</b>	<b>\$ 23,650.00</b>
					-33.2%
14	<b>PROTECTIONS TO PERSONS &amp; PROPERTY</b>	\$ 16,567.50	\$ 4,125.00	\$ 17,070.00	\$ 4,100.00
		<b>\$ 16,567.50</b>	<b>\$ 4,125.00</b>	<b>\$ 17,070.00</b>	<b>\$ 4,100.00</b>
					-0.6%
14	<b>ROADS</b>	\$ 675,033.34	\$ 736,169.00	\$ 601,476.87	\$ 1,653,430.00
		<b>\$ 675,033.34</b>	<b>\$ 736,169.00</b>	<b>\$ 601,476.87</b>	<b>\$ 1,653,430.00</b>
					124.6%
14	<b>PLANNING</b>	\$ 21,370.45	\$ 19,200.00	\$ 81,262.57	\$ 19,700.00
		<b>\$ 21,370.45</b>	<b>\$ 19,200.00</b>	<b>\$ 81,262.57</b>	<b>\$ 19,700.00</b>
					2.6%
15	<b>OTHER</b>	\$ 882,009.35	\$ 735,550.00	\$ 773,637.86	\$ 945,550.00
		<b>\$ 882,009.35</b>	<b>\$ 735,550.00</b>	<b>\$ 773,637.86</b>	<b>\$ 945,550.00</b>
					28.6%
		\$ -			
15	<b>SUBTOTAL REVENUE</b>	<b>\$ 2,145,840.72</b>	<b>\$ 2,097,362.00</b>	<b>\$ 2,002,186.71</b>	<b>\$ 3,248,359.00</b>
					54.9%

GL ACCT # 5001	COUNCIL EXPENDITURES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
1010	SALARIES, MEETINGS	\$ 74,636.11	\$ 80,000.00	\$ 81,280.00	\$ 92,000.00
1022	TRAINING			\$ 1,222.00	\$ 7,500.00
1025	RECEIVER GENERAL	\$ 3,014.85	\$ 3,300.00	\$ 3,523.70	\$ 3,800.00
1030	EHT	\$ 1,455.46	\$ 1,600.00	\$ 1,584.98	\$ 1,600.00
1070	MILEAGE	\$ 691.90	\$ 1,000.00	\$ 98.00	\$ 1,000.00
1080	CONFERENCES/CONVENTIONS/SEMINARS	\$ 203.52	\$ 250.00	\$ -	\$ 250.00
1090	MEALS	\$ 167.66	\$ 200.00	\$ -	\$ 200.00
2190	MISCELLANEOUS/NEW IPADS	\$ 50.00	\$ 250.00	\$ 372.00	\$ 6,000.00
	<b>TOTAL COUNCIL EXPENDITURES</b>	<b>\$ 80,219.50</b>	<b>\$ 86,600.00</b>	<b>\$ 88,080.68</b>	<b>\$ 112,350.00</b>

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
1010	WAGES, VACATION PAY, UNUSED SICK PAY	\$ 287,100.88	\$ 300,000.00	\$ 301,495.64	\$ 309,000.00
1020	BENEFITS	\$ 25,768.87	\$ 27,000.00	\$ 31,640.90	\$ 32,000.00
1022	TRAINING		\$ 1,200.00	\$ 3,444.06	\$ 3,000.00
1025	RECEIVER GENERAL	\$ 13,601.54	\$ 15,000.00	\$ 17,031.72	\$ 18,000.00
1026	MEETINGS	\$ 416.59	\$ 1,000.00	\$ 450.00	\$ 1,000.00
1030	EHT	\$ 5,611.56	\$ 5,800.00	\$ 5,897.23	\$ 6,000.00
1040	WSIB	\$ 7,613.97	\$ 7,800.00	\$ 8,060.24	\$ 8,500.00
1064	OMERS TOWNSHIP	\$ 29,103.28	\$ 31,000.00	\$ 30,248.55	\$ 33,000.00
1070	MILEAGE	\$ 1,158.50	\$ 1,500.00	\$ 687.50	\$ 1,500.00
1080	CONFERENCES	\$ -	\$ -	\$ -	\$ -
2025	OFFICE FURNITURE	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
2010	OFFICE SUPPLIES	\$ 6,263.18	\$ 6,500.00	\$ 6,426.10	\$ 6,800.00
2020	POSTAGE	\$ 5,350.56	\$ 6,000.00	\$ 6,663.30	\$ 7,000.00
2030	OFFICE EQUIPMENT	\$ 3,107.20	\$ 3,800.00	\$ 2,056.19	\$ 3,500.00
2030	OFFICE EQUIPMENT-NEW PHONES	\$ -	\$ 10,000.00	\$ 11,690.00	\$ -
2035	COMPUTER PROGRAM UPDATES & IT SERVICES	\$ 8,463.53	\$ 10,000.00	\$ 8,010.11	\$ 16,000.00
2036	COMPUTERS & SERVER	\$ 210.15	\$ 250.00	\$ 1,302.03	\$ 500.00
2037	ESRI LICENSE AGREEMENT	\$ 3,000.00	\$ 3,000.00	\$ 3,052.80	\$ 3,100.00
2040	ADVERTISING	\$ 668.56	\$ 2,000.00	\$ 1,465.35	\$ 1,500.00
2050	AUDIT	\$ 19,764.81	\$ 20,000.00	\$ 18,594.56	\$ 21,000.00
2060	MEMBERSHIPS	\$ 3,820.28	\$ 3,900.00	\$ 3,537.27	\$ 4,100.00
2070	HEATING	\$ 1,872.67	\$ 2,800.00	\$ 2,574.00	\$ 3,400.00
2080	HYDRO	\$ 3,075.80	\$ 4,000.00	\$ 4,104.00	\$ 4,800.00
2090	TELEPHONE	\$ 2,367.33	\$ 2,500.00	\$ 2,577.00	\$ 2,800.00
2094	INTERNET	\$ 1,288.03	\$ 1,400.00	\$ 1,686.67	\$ 1,800.00
2095	WEBSITE MAINTENANCE		\$ 250.00	\$ -	\$ -

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES (CONTINUED)	2020A ACTUAL YEAR END	2021A FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
2099	TOW-TRUCK LICENSING BY-LAW		\$ 1,000.00	\$ 1,000.00	\$ -
2100	PROFESSIONAL FEES - LEGAL	\$ 10,470.41	\$ 15,000.00	\$ 7,518.88	\$ 25,000.00
2102	INTEGRITY COMMISSIONER SERVICES	\$ 4,263.06	\$ 5,000.00	\$ 1,007.43	\$ 5,000.00
2103	HEALTH AND SAFETY SERVICES	\$ 21.34	\$ 5,000.00	\$ 4,984.00	\$ 5,000.00
2109	EMPLOYEE TOWNSHIP COMPENSATION PLAN		\$ 6,800.00	\$ 1,445.00	\$ -
2110	INSURANCE	\$ 37,000.00	\$ 47,000.00	\$ 53,257.65	\$ 55,000.00
2120	ELECTION		\$ 10,000.00	\$ 992.16	\$ 15,000.00
2162	BLDG MAINTENANCE	\$ 1,804.22	\$ 4,000.00	\$ 2,456.89	\$ 4,000.00
2163	OFFICE CLEANING	\$ 2,035.20	\$ 2,200.00	\$ 2,136.96	\$ 2,400.00
2164	LANDSCAPING & GRASS CUTTING	\$ 51.87	\$ 300.00	\$ 91.57	\$ 300.00
2165	WATER SAMPLING	\$ 59.46	\$ 125.00	\$ 86.48	\$ 125.00
2170	COVID-19 EXPENSES	\$ 5,474.18	\$ 2,000.00	\$ 30,676.94	\$ 5,000.00
2190	OTHER/MISCELLANEOUS	\$ 1,350.35	\$ 5,000.00	\$ 3,918.31	\$ 5,000.00
2193	SIGN/FLAG POLE (MMAHO FUNDED)	\$ 39,556.29		\$ 32,279.00	\$ -
2193	PARK LIGHTS (MMAHO FUNDED)			\$ 7,211.92	
2194	MAIN STREET REVITALIZATION	\$ 34,630.77		\$ -	\$ -
2200	PETTY CASH	\$ 136.40	\$ 500.00	\$ 500.00	\$ 500.00
2300	BRETTON ESTATES	\$ 949.15	\$ -	\$ -	\$ -
4015	PENNY ROUNDING	\$ (0.03)	\$ -	\$ -	\$ -
4030	BANK CHARGES	\$ 1,200.96	\$ 1,250.00	\$ 1,250.00	\$ 1,300.00
6135	GRANT TO OTHERS		\$ 2,500.00	\$ 5,000.00	\$ 2,500.00
	DONATION TO MARKDALE HOSPITAL (5YRS)				\$ 15,000.00
6136	ERSKINE CLINIC	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7011	LOAN FOR MUNICIPAL EXPANSION	\$ 13,056.66	\$ 13,057.00	\$ 13,057.00	\$ 13,057.00
	<b>TOTAL</b>	<b>\$ 586,687.58</b>	<b>\$ 593,432.00</b>	<b>\$ 648,586.41</b>	<b>\$ 650,504.00</b>
4010	<b>TOTAL TAX WRITE OFF EXPENDITURES</b>	<b>\$ 80,763.91</b>	<b>\$ 75,000.00</b>	<b>\$ 53,778.70</b>	<b>\$ 75,000.00</b>
	<b>TOTAL ADMINISTRATION EXPENDITURES</b>	<b>\$ 747,670.99</b>	<b>\$ 755,032.00</b>	<b>\$ 790,445.79</b>	<b>\$ 837,854.00</b>

GL ACCT #	PROTECTION TO PERSONS/PROPERTY EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
	<b>FIRE SERVICES</b>				
3 6010	MULMUR MELANCTHON FD	\$ 105,149.16	\$ 107,250.00	\$ 98,702.92	\$ 103,689.86
3 6020	SHELBURNE AND DISTRICT FD	\$ 108,890.62	\$ 113,005.00	\$ 113,712.63	\$ 112,990.13
3 6030	TOWNSHIP OF SOUTHGATE FD - OPER	\$ 25,725.00	\$ 52,000.00	\$ 52,000.00	\$ 56,000.00
3 6031	TOWNSHIP OF SOUTHGATE FD - CAP	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00	\$ 9,000.00
	<b>SUB TOTAL</b>	<b>\$ 246,764.78</b>	<b>\$ 280,255.00</b>	<b>\$ 272,415.55</b>	<b>\$ 281,679.99</b>
	<b>POLICING</b>				
4 3050	POLICING	\$ 396,161.82	\$ 406,341.00	\$ 403,632.44	\$ 419,774.00
4 3055	POLICING - ESO	\$ 343.60	\$ 350.00	\$ 243.60	\$ 350.00
4 3052	POLICING - RIDE	\$ (94.60)	\$ 6,536.00	\$ 6,531.76	\$ 6,600.00
4 3053	POLICE SERVICES BOARD	\$ -	\$ -	\$ -	\$ 300.00
4 2300	SPEED VISION SIGN/BLACK CAT	\$ 6,250.60	\$ -	\$ 4,608.76	\$ -
	<b>TASK FORCE</b>				<b>\$ 5,000.00</b>
	<b>SUB TOTAL</b>	<b>\$ 402,661.42</b>	<b>\$ 413,227.00</b>	<b>\$ 415,016.56</b>	<b>\$ 432,024.00</b>
	<b>BY LAW ENFORCEMENT</b>				
4 6155	<b>BY LAW ENFORCEMENT</b>	<b>\$ 4,034.23</b>	<b>\$ 12,000.00</b>	<b>\$ 7,746.90</b>	<b>\$ 12,000.00</b>
	<b>CONSERVATION AREA</b>				
4 6040	NOTTAWASAGA VALLEY CA	\$ 12,567.78	\$ 12,794.00	\$ 12,793.50	\$ 13,228.80
4 6050	GRAND RIVER CA	\$ 19,173.00	\$ 19,819.00	\$ 19,819.00	\$ 20,387.00
	<b>SUB TOTAL</b>	<b>\$ 31,740.78</b>	<b>\$ 32,613.00</b>	<b>\$ 32,612.50</b>	<b>\$ 33,615.80</b>
	<b>ANIMAL CONTROL</b>				
13 6140	LIVESTOCK CLAIMS	\$ 6,286.20	\$ 1,000.00	\$ 360.00	\$ 1,000.00
4 6150	ANIMAL CONTROL	\$ 755.04	\$ 2,500.00	\$ 1,713.13	\$ 2,500.00
	<b>SUB TOTAL</b>	<b>\$ 7,041.24</b>	<b>\$ 3,500.00</b>	<b>\$ 2,073.13</b>	<b>\$ 3,500.00</b>
	<b>STREET LIGHTS</b>				
6 3025	STREET LIGHTS LED	\$ 4,565.13	\$ 5,000.00	\$ 5,182.34	\$ 5,500.00
6 3026	STREET LIGHT REPAIR	\$ 759.39	\$ 1,000.00	\$ -	\$ 1,000.00
	<b>SUB TOTAL</b>	<b>\$ 5,324.52</b>	<b>\$ 6,000.00</b>	<b>\$ 5,182.34</b>	<b>\$ 6,500.00</b>
	<b>TOTAL PROTECTION TO PERSONS/PROPERTY</b>	<b>\$ 697,566.97</b>	<b>\$ 747,595.00</b>	<b>\$ 735,046.98</b>	<b>\$ 769,319.79</b>

GL ACCT # 5005	ROADWAYS EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
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<b>SALARIES &amp; ADMINISTRATION</b>					
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1010	SALARIES AND WAGES	\$ 369,717.88	\$ 395,000.00	\$ 387,177.57	\$ 405,000.00
1025	RECEIVER GENERAL, EHT & WSIB	\$ 39,885.35	\$ 42,500.00	\$ 42,361.22	\$ 44,000.00
1020	BENEFITS	\$ 27,688.57	\$ 29,000.00	\$ 25,438.20	\$ 31,000.00
1064	OMERS TOWNSHIP CONTRIBUTION	\$ 33,474.23	\$ 35,500.00	\$ 33,452.82	\$ 36,500.00
1070	MILEAGE	\$ 30.00	\$ 100.00	\$ 30.00	\$ 100.00
1022	STAFF TRAINING AND SEMINARS	\$ -	\$ 3,000.00	\$ 811.03	\$ 3,000.00
2010	OFFICE SUPPLIES/COMPUTOR	\$ 106.62	\$ 300.00	\$ 27.45	\$ 2,000.00
2036	GPS MONTHLY TRACKING EXPENSE	\$ 4,331.58	\$ 5,000.00	\$ 5,119.14	\$ 5,500.00
2112	ASSET MANAGEMENT PLAN SUPPORT	\$ 8,222.21	\$ 5,650.00	\$ 10,292.51	\$ 6,000.00
2112	ASSET MANAGEMENT PLAN UPDATE	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00
3105	BRIDGE STUDY/INSPECTIONS	\$ -	\$ 16,895.00	\$ 16,892.16	\$ -
<b>TOTAL</b>		<b>\$ 483,456.44</b>	<b>\$ 550,945.00</b>	<b>\$ 521,602.10</b>	<b>\$ 551,100.00</b>

<b>ROAD DEPARTMENT BUILDING MISC.</b>					
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2070	UTILITIES - HEAT	\$ 7,509.99	\$ 10,000.00	\$ 10,962.00	\$ 12,000.00
2080	UTILITIES - HYDRO	\$ 4,445.07	\$ 5,000.00	\$ 6,058.43	\$ 7,000.00
2090	TELEPHONE	\$ 823.49	\$ 1,000.00	\$ 839.83	\$ 1,000.00
2091	MOBILE PHONE	\$ 761.21	\$ 1,000.00	\$ 1,158.53	\$ 1,200.00
2040	ADVERTISING	\$ (356.16)	\$ 500.00	\$ 753.03	\$ 750.00
2041	SIGNS	\$ 5,182.27	\$ 5,000.00	\$ 2,101.38	\$ 5,000.00
2110	INSURANCE	\$ 45,000.00	\$ 52,000.00	\$ 54,648.00	\$ 57,400.00
2100	LEGAL FEES	\$ -	\$ 5,000.00	\$ 3,204.16	\$ 5,000.00
2050	AUDIT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2060	MEMBERSHIPS	\$ 113.00	\$ 150.00	\$ 113.00	\$ 150.00
2165	MATERIALS AND SUPPLIES/STOCK	\$ 4,441.14	\$ 7,000.00	\$ 6,249.55	\$ 7,000.00
2166	COVERALLS	\$ 4,908.78	\$ 6,000.00	\$ 4,879.60	\$ 6,000.00
3000	SERVICES AND RENTS/MISC	\$ 3,732.04	\$ 7,500.00	\$ 1,534.03	\$ 7,500.00
2103	HEALTH & SAFETY SERVICES	\$ 21.34	\$ 5,000.00	\$ 4,864.74	\$ 5,000.00
2104	HEALTH & SAFETY SERVICES/SUPPLIES		\$ 3,000.00	\$ 256.36	\$ 500.00
2162	BUILDING MAINTENANCE	\$ 4,576.48	\$ 10,000.00	\$ 13,822.56	\$ 10,000.00
2163	SAND DOME REPAIRS				
2170	COVID EXPENSES		\$ 1,000.00	\$ 412.00	\$ -
2185	OIL SEPARATER	\$ 1,590.00	\$ 2,000.00	\$ -	\$ 2,000.00
2192	SHOP TOOLS	\$ 808.71	\$ 5,000.00	\$ 3,509.07	\$ 5,000.00
2190	MISCELLANEOUS	\$ 825.53	\$ 1,000.00	\$ 2,135.13	\$ 2,000.00
3800	CONTRACT WORK	\$ 610.56	\$ 1,000.00	\$ -	\$ 1,000.00
<b>TOTAL</b>		<b>\$ 94,993.45</b>	<b>\$ 138,150.00</b>	<b>\$ 127,501.40</b>	<b>\$ 145,500.00</b>

GL ACCT # 5005	ROADWAYS EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
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## ROAD EQUIPMENT

2150	FUEL - CLEAR	\$ 36,910.73	\$ 45,000.00	\$ 39,824.35	\$ 55,000.00
2155	FUEL - DYED	\$ 22,790.38	\$ 30,000.00	\$ 34,588.35	\$ 40,000.00
3060	WATER TANK	\$ 126.80	\$ -	\$ -	\$ -
3070	FUEL - PATROL TRUCKS	\$ 9,422.56	\$ 12,000.00	\$ 11,845.00	\$ 18,000.00
2180	OIL - TRUCKS AND GRADER	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
3071	TR # 1 - REPAIRS	\$ 5,623.18	\$ 5,000.00	\$ 2,614.46	\$ 5,000.00
3073	TR # 2 - REPAIRS	\$ 10,016.31	\$ 15,000.00	\$ 7,634.00	\$ 15,000.00
3074	TR # 3 - REPAIRS	\$ 8,081.67	\$ 10,000.00	\$ 7,757.00	\$ 10,000.00
3075	TR # 4 - REPAIRS	\$ 10,900.21	\$ 15,000.00	\$ 9,190.00	\$ 15,000.00
3076	TR # 5 - REPAIRS	\$ 24,270.90	\$ 15,000.00	\$ 18,208.00	\$ 15,000.00
3077	TR # 6 - REPAIRS	\$ 10,241.30	\$ 15,000.00	\$ 14,712.00	\$ 15,000.00
3069	TR # 7 - REPAIRS	\$ 118.04	\$ 5,000.00	\$ 5,080.00	\$ 5,000.00
3079	GR#1 - CAT - REPAIRS	\$ 3,711.86	\$ 10,000.00	\$ 8,051.00	\$ 10,000.00
3080	GR#2 - REPAIRS	\$ 17,612.99	\$ 15,000.00	\$ 8,507.00	\$ 15,000.00
3081	BACKHOE REPAIRS	\$ 789.89	\$ 3,000.00	\$ 1,979.00	\$ 3,000.00
3082	LOADER	\$ 321.05	\$ 2,500.00	\$ 833.00	\$ 2,500.00
3083	JOHN DEERE MOWER	\$ 305.28	\$ 1,000.00	\$ -	\$ 1,000.00
3084	POWER WASHER	\$ 4,635.11	\$ 3,000.00	\$ 61.00	\$ 3,000.00
3085	CHAIN SAW	\$ 99.09	\$ 1,000.00	\$ 73.00	\$ 1,000.00
3086	ROADSIDE MOWER	\$ -	\$ -	\$ 100.00	\$ 1,000.00
3500	WINTER CONTROL-PLOW & WING PARTS	\$ 18,520.30	\$ 20,000.00	\$ 13,796.33	\$ 18,000.00
7015	JOHN DEERE GRADER LOAN	\$ 33,232.38	\$ 33,233.00	\$ 33,233.00	\$ 2,780.00
2191	RADIO AND TRUCK LICENSES	\$ 9,935.30	\$ 10,200.00	\$ 9,922.81	\$ 10,000.00
2195	RADIO MAINTENANCE & REPAIR	\$ 2,189.87	\$ 2,500.00	\$ 780.50	\$ 2,500.00
<b>TOTAL</b>		<b>\$ 229,855.20</b>	<b>\$ 272,433.00</b>	<b>\$ 228,789.80</b>	<b>\$ 266,780.00</b>

## NEW EQUIPMENT (CAPITAL)

7010	VEHICLES - TRUCK		\$ 300,000.00	\$ 153,555.84	\$ 128,349.13
7005	EQUIPMENT (ACCUMULATOR)	\$ 10,888.32	\$ 12,000.00	\$ -	\$ 15,000.00
	GRADER				\$ 500,000.00
	TRUCK - 2 TONNE DUALY PICK-UP				\$ 100,000.00
	PICK-UP EQUIPMENT				\$ 60,000.00
<b>TOTAL</b>		<b>\$ 10,888.32</b>	<b>\$ 312,000.00</b>	<b>\$ 153,555.84</b>	<b>\$ 803,349.13</b>

GL ACCT # 5005	ROADWAYS EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
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**BRIDGES, CULVERTS, DRAINS**

3100	BRIDGE & CULVERT MTCE	\$ 10,422.97	\$ 20,000.00	\$ 22,428.69	\$ 20,000.00
3111	BRIDGE # 11	\$ 3,533.90	\$ 30,000.00	\$ 31,982.74	\$ 215,000.00
3115	BRIDGE # 13	\$ 27,088.47	\$ 200,000.00	\$ 177,165.92	\$ -
3116	BRIDGE #004 - CLOSURE	\$ 488.45	\$ -	\$ -	\$ -
3100	BRIDGE # 6 - CONSTRUCTION - WATERPROOF/PAVE	\$ -	\$ -	\$ -	\$ 20,000.00
3112	BRIDGE # 2023 ENGINEERING DESIGN	\$ -	\$ -	\$ -	\$ 18,000.00
3850	DRAIN ASSESSMENTS NEW REPORTS	\$ 2,073.36	\$ 1,500.00	\$ -	\$ -
3851	ROAD CROSSINGS DUE TO DRAIN MTCE		\$ 55,000.00	\$ 36,914.25	\$ 55,000.00
7021	CULVERT 2027 LOAN PAYMENT	\$ 40,907.52	\$ 40,908.00	\$ 40,908.00	\$ 40,908.00
3178	30 SIDEROAD CULVERT - EMERG. REPAIR	\$ 53,515.57	\$ -	\$ -	\$ -
3156	CULVERT 2013	\$ 253,186.82	\$ -	\$ 5,401.93	\$ -
3165	CULVERT 2021	\$ 9,517.35	\$ -	\$ 600.00	\$ -
	<b>TOTAL</b>	<b>\$ 400,734.41</b>	<b>\$ 347,408.00</b>	<b>\$ 315,401.53</b>	<b>\$ 368,908.00</b>

**ROADSIDE**

3215	GRASS MOWING & WEED SPRAYING	\$ 4,986.46	\$ 5,500.00	\$ 4,430.69	\$ 5,500.00
3205	BRUSHING - TREE TRIM AND REMOVAL	\$ 19,988.20	\$ 20,000.00	\$ 416.80	\$ 20,000.00
3206	DITCHING	\$ 16,230.72	\$ 25,000.00	\$ 25,838.01	\$ 30,000.00
3322	CATCH BASINS	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
3610	GUIDE POSTS & HARDWARE	\$ 1,652.30	\$ 2,000.00	\$ -	\$ 2,000.00
3315	SHOULDER MAINTENANCE	\$ 3,819.74	\$ 5,000.00	\$ 1,211.83	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 46,677.42</b>	<b>\$ 60,000.00</b>	<b>\$ 31,897.33</b>	<b>\$ 65,000.00</b>

**HARDTOP**

3304	PREVENTATIVE MAINTENANCE		\$ 25,728.00	\$ -	\$ 18,000.00
3310	COLD MIX, PATCHING, ROUTINE MTCE	\$ 18,144.65	\$ 45,000.00	\$ 4,301.46	\$ 25,200.00
3320	SWEEPING, FLUSHING, CLEANING	\$ 4,508.99	\$ 5,500.00	\$ 4,854.97	\$ 5,500.00
3321	LINE PAINTING	\$ 2,421.89	\$ 3,000.00	\$ 2,421.89	\$ 3,000.00
	<b>TOTAL</b>	<b>\$ 25,075.53</b>	<b>\$ 79,228.00</b>	<b>\$ 11,578.32</b>	<b>\$ 51,700.00</b>

**LOOSETOP**

3700	CLEARVIEW TOWNLINE			\$ -	\$ -
3750	TOWNLINES	\$ 179.10	\$ 1,000.00	\$ 300.00	\$ 1,000.00
3200	ROADSIDE MAINTENANCE	\$ 955.89		\$ 400.00	\$ 1,000.00
3210	GRAVEL RESURFACING	\$ 272,132.50	\$ 300,000.00	\$ 306,733.13	\$ 335,000.00
3211	GRAVEL MAINTENANCE	\$ 16,652.34	\$ 20,000.00	\$ 19,115.56	\$ 25,000.00
3410	DUST LAYER (CALCIUM CHLORIDE)	\$ 106,245.22	\$ 150,000.00	\$ 135,870.26	\$ 165,000.00
	<b>TOTAL</b>	<b>\$ 396,165.05</b>	<b>\$ 471,000.00</b>	<b>\$ 462,418.95</b>	<b>\$ 527,000.00</b>



GL ACCT # 5005	ROADWAYS EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL	2022 DRAFT BUDGET
<b>WINTER CONTROL</b>					
3510	SAND & SALT	\$ 38,490.74	\$ 50,000.00	\$ 33,745.36	\$ 40,000.00
3505	SNOW REMOVAL/BLOWING	\$ 1,223.66	\$ 3,000.00	\$ -	\$ 1,225.00
<b>TOTAL</b>		<b>\$ 39,714.40</b>	<b>\$ 53,000.00</b>	<b>\$ 33,745.36</b>	<b>\$ 41,225.00</b>
<b>ROAD IMPROVEMENT</b>					
3140	4TH LINE O.S. - (LOAN)	\$ 4,940.43	\$ -	\$ -	\$ 650,000.00
3140	4TH LINE O.S. (LOAN) MONTHLY PYMTS- MAY-DEC				\$ 52,647.44
3130	2ND LINE SW - REHABILITATION	\$ 567,386.41	\$ -	\$ -	\$ 350,000.00
3137	5TH LINE O.S.- CTY RD 17 - 15 SIDEROAD	\$ -	\$ 150,000.00	\$ 153,336.66	\$ -
3134	260 SIDEROAD - HWY 10 TO 2ND LINE SW	\$ -	\$ 300,000.00	\$ 283,042.38	\$ -
3123	CORBETTON - PAVED SHOULDERS	\$ -	\$ 38,669.00	\$ 28,418.67	\$ -
3122	CHURCH STREET - HORNING'S MILLS	\$ -	\$ 50,000.00	\$ 69,097.52	
<b>TOTAL</b>		<b>\$ 572,326.84</b>	<b>\$ 538,669.00</b>	<b>\$ 533,895.23</b>	<b>\$ 1,052,647.44</b>
<b>RESERVE</b>					
5030	REPLACEMENT EQUIPMENT RESERVE	\$ 150,000.00	\$ 100,000.00	\$ 100,000.00	\$ 150,000.00
5035	BUILDING MAINTENANCE RESERVE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL</b>		<b>\$ 160,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 160,000.00</b>
<b>BUILDING IMPROVEMENTS</b>					
7041	WORKS BUILDING ROOF REPLACEMENT		\$ 100,000.00	\$ 14,722.26	\$ 119,568.00
<b>TOTAL</b>			<b>\$ 100,000.00</b>	<b>\$ 14,722.26</b>	<b>\$ 119,568.00</b>
<b>TOTAL ROAD EXPENDITURES</b>		<b>\$ 2,459,887.06</b>	<b>\$ 3,032,833.00</b>	<b>\$ 2,545,108.12</b>	<b>\$ 4,152,777.57</b>

GL ACCT # 5007	ENVIRONMENTAL SERVICES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL	2022 DRAFT BUDGET
2171	LEVELLING	\$ 237.37	\$ 7,500.00	\$ -	\$ 7,500.00
2105	LANDFILL STUDY/MONITORING	\$ 22,692.48	\$ 22,693.00	\$ 15,833.86	\$ 16,000.00
2190	MISCELLANEOUS	\$ 96.22	\$ 100.00	\$ -	\$ 100.00
7001	REHABILITATION RESERVE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	ENVIRONMENTAL/SUSTAINABILITY				\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 33,026.07</b>	<b>\$ 40,293.00</b>	<b>\$ 25,833.86</b>	<b>\$ 38,600.00</b>

GL ACCT # 5010	RECREATION SERVICES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
5055	CORBETTON PARK		\$ 2,500.00	\$ 21,709.00	\$ 2,500.00
6060	HORNING'S MILLS PARK	\$ 2,716.18	\$ 4,900.00	\$ 169.67	\$ 2,500.00
6065	HORNING'S MILLS COMMUNITY HALL	\$ 1,215.04	\$ 1,230.00	\$ 8,914.75	\$ 12,000.00
6064	HORNING'S MILLS HALL BLDNG NEEDS ASSESS		\$ 5,900.00	\$ 5,801.17	\$ -
6066	HORNING'S MILLS HERITAGE PROJECT	\$ 108.00	\$ 250.00	\$ 369.60	\$ 500.00
6070	CENTRE DUFFERIN RECREATION COMPLEX	\$ 49,050.60	\$ 50,522.00	\$ 50,522.00	\$ 63,550.00
6080	DUNDALK COMMUNITY CENTRE	\$ 14,000.00	\$ 14,000.00	\$ 14,098.00	\$ 14,000.00
6100	NORTH DUFFERIN COMMUNITY CENTRE	\$ 54,410.44	\$ 55,000.00	\$ 53,348.56	\$ 76,758.00
	HERITAGE COMMITTEE				\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 121,500.26</b>	<b>\$ 134,302.00</b>	<b>\$ 154,932.75</b>	<b>\$ 176,808.00</b>

GL ACCT # 5016	CEMETARY EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
8902	HORNING'S MILLS CEMETERY		\$ 5,000.00	\$ 2,150.00	\$ 5,000.00
8904	ST. PAUL'S CEMETERY				
	<b>TOTAL</b>		<b>\$ 5,000.00</b>	<b>\$ 2,150.00</b>	<b>\$ 5,000.00</b>

GL ACCT # 5011	LIBRARY EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
6110	SHELBURNE LIBRARY	\$ 56,817.00	\$ 57,802.00	\$ 57,802.00	\$ 58,500.00
6120	DUNDALK LIBRARY	\$ 8,274.00	\$ 8,350.00	\$ 8,350.00	\$ 8,600.00
	<b>TOTAL</b>	<b>\$ 65,091.00</b>	<b>\$ 66,152.00</b>	<b>\$ 66,152.00</b>	<b>\$ 67,100.00</b>

GL ACCT # 5012	PLANNING SERVICES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
2100	PROFESSIONAL/LEGAL FEES	\$ 55,421.18	\$ 50,000.00	\$ 55,527.91	\$ 50,000.00
2103	CANNABIS - NWN SCIENTIFIC	\$ 30,110.58		\$ -	\$ -
2105	MELANCTHON CANNABIS REGULATION	\$ 254.40		\$ -	\$ -
2109	NEW ZONING BY-LAW			\$ -	\$ -
2101	LPAT/OLT APPEALS	\$ 25,142.44	\$ 15,000.00	\$ 9,631.88	\$ 15,000.00
2102	LPAT/OLT APPEALS RESERVES				\$ 15,000.00
2304	STRADA OPA/ZBA	\$ 407.04	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 111,335.64</b>	<b>\$ 65,000.00</b>	<b>\$ 65,159.79</b>	<b>\$ 80,000.00</b>

GL ACCT # 5009	DRAINAGE EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
3060	DRAINAGE SUPERINTENDENT	\$ 35,213.91	\$ 50,880.00	\$ 34,954.30	\$ 50,880.00
5015 0100	TILE DRAINAGE PRINCIPAL & INT PYMTS	\$ 16,575.90			
3070	NUISANCE BEAVER & BEAVER DAM REMOVAL		\$ 3,000.00	\$ 3,311.94	\$ 4,500.00
	<b>TOTAL</b>	<b>\$ 51,789.81</b>	<b>\$ 53,880.00</b>	<b>\$ 38,266.24</b>	<b>\$ 55,380.00</b>

GL ACCT # 5002	RESERVES EXPENDITURES	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
5041	TAX RATE STAB. - HM HALL OPERATING EXPENSES	\$ 6,452.00			
	COVID - SAFE RESTART				\$ 28,000.00
5042	SPECIAL RESERVE FUND EMERGENCY RELIEF	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 11,452.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 33,000.00</b>

<b>TOTAL</b>	<b>EXPENITURER</b>	<b>\$ 4,299,319.80</b>	<b>\$ 4,905,087.00</b>	<b>\$ 4,428,095.53</b>	<b>\$ 6,215,839.36</b>
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GL ACCT #	TAXATION REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
4001 0700	SUPPLEMENTAL TAXES	\$ 94,871.93	\$ 85,000.00	\$ 77,632.00	\$ 85,000.00
4003 0100	PAYMENT IN LIEU	\$ 1,092.14	\$ 1,100.00	\$ 1,907.00	\$ 1,900.00
	<b>TOTAL TAXATION REVENUE</b>	<b>\$ 95,964.07</b>	<b>\$ 86,100.00</b>	<b>\$ 79,539.00</b>	<b>\$ 86,900.00</b>

GL ACCT #	GRANT REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
4004					
150	OMPF	\$ 173,500.00	\$ 174,900.00	\$ 174,900.00	\$ 176,500.00
300	RIDE GRANT	\$ (94.60)	\$ 6,536.00	\$ 6,531.76	\$ 6,600.00
172	COURT SECURITY & PRISONER TRANSPORT	\$ 1,810.00	\$ 1,500.00	\$ 442.00	\$ 1,500.00
500	LIBRARY GRANT	\$ 4,452.00	\$ 4,452.00	\$ 4,452.00	\$ 4,452.00
156	OCIF FUNDING (FORMULA COMPONENT)	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 108,537.00
159	SAFE RESTART AGREEMENT (COVID)	\$ 70,800.00	\$ 18,000.00	\$ 66,341.00	\$ -
700	ONTARIO AGGREGATE LIC. FEE	\$ 122,992.96	\$ 100,000.00	\$ 90,831.00	\$ 100,000.00
100	DRAINAGE SUPERINTENDENT		\$ 25,440.00	\$ 17,477.15	\$ 25,440.00
164	ICIP GRANT (ROADS BLDG ROOF)	\$ -	\$ 100,000.00	\$ -	\$ 92,000.00
	<b>TOTAL COUNCIL REVENUE</b>	<b>\$ 423,460.36</b>	<b>\$ 480,828.00</b>	<b>\$ 410,974.91</b>	<b>\$ 515,029.00</b>

GL ACCT #	ADMINISTRATION REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
4010					
100	TAX CERTIFICATES	\$ 2,720.00	\$ 2,600.00	\$ 3,600.00	\$ 3,000.00
110	TAX STATEMENT/DUPLICATE TAX BILLS	\$ 532.70	\$ 500.00	\$ 650.00	\$ 500.00
115	REMINDER/OVERDUE NOTICE FEE	\$ 2,388.00	\$ 2,400.00	\$ 3,094.00	\$ 3,000.00
200	BUILDING PERMIT APPROVAL	\$ 4,900.00	\$ 4,800.00	\$ 6,900.00	\$ 4,800.00
250	SITE ALTERATION PERMIT APPROVAL			\$ 750.00	\$ -
300	NSF CHEQUE CHARGE	\$ 70.00	\$ 70.00	\$ -	\$ 50.00
400	PHOTOCOPIES	\$ -	\$ -	\$ 1.50	\$ -
4015 0100	DOG LICENCES	\$ 13,498.75	\$ 13,000.00	\$ 12,930.00	\$ 12,000.00
4066 0000	LOTTERY LICENSES	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
4040 0100	LIVESTOCK CLAIM GRANTS	\$ 6,206.20	\$ 1,000.00	\$ 30.00	\$ 30.00
4064 0000	BUSINESS LICENSES	\$ 1,100.00	\$ 1,000.00	\$ 250.00	\$ 250.00
4050 0460	TRANSFER FROM MMAH-2019 (NEW PHONES)		\$ 10,000.00	\$ 10,000.00	\$ -
	<b>TOTAL ADMINISTRATION REVENUE</b>	<b>\$ 31,435.65</b>	<b>\$ 35,390.00</b>	<b>\$ 38,225.50</b>	<b>\$ 23,650.00</b>

GL ACCT # 4012	FIRE REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
100	FIRE REVENUE	\$ 12,412.50	\$ -	\$ 13,350.00	\$ 500.00
300	FIRE PERMIT	\$ 4,155.00	\$ 4,125.00	\$ 3,720.00	\$ 3,600.00
	<b>TOTAL FIRE REVENUE</b>	<b>\$ 16,567.50</b>	<b>\$ 4,125.00</b>	<b>\$ 17,070.00</b>	<b>\$ 4,100.00</b>

GL ACCT # 4020	ROAD REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
110	ROADS MISC REVENUE	\$ 2,717.67	\$ -	\$ -	\$ 1,000.00
125	ENTRANCE PERMITS	\$ 1,600.00	\$ 1,200.00	\$ 5,900.00	\$ 1,200.00
130	WIDE LOAD PERMITS	\$ 1,040.00	\$ 1,000.00	\$ 1,320.00	\$ 1,320.00
200	CULVERTS			\$ 290.20	\$ -
140	BRETTON ESTATES SNOW PLOWING	\$ 1,035.00	\$ 900.00	\$ 900.00	\$ 900.00
500	SHELBURNE ROAD AGREEMENT		\$ 5,400.00	\$ 5,648.00	\$ 5,660.00
	4TH LINE PAVEMENT LOAN				\$ 650,000.00
	<b>TRANSFER FROM RESERVES</b>				
700	TRFR FROM DEV. CHG. (BRIDGE 2003)	\$ 30,366.20			
703	TRFR FROM GAS TAX	\$ 100,000.00	\$ 200,000.00	\$ 200,000.00	\$ 115,000.00
704	TRFR FROM ROAD CAPITAL RESERVE	\$ 100,000.00		\$ -	
702	TRFR FROM EQUIPMENT RESERVE - TRUCK		\$ 300,000.00	\$ 170,000.00	\$ 628,350.00
0	TRFR FROM WORKING CAPITAL RESERVE	\$ 430,037.00	\$ 150,000.00	\$ 150,000.00	\$ 250,000.00
460	TRFR FROM MMAH-2019 (BRIDGE 13 DECK SURVEY)	\$ 8,237.47		\$ -	
700	TRFR FROM DEV CHG (5TH LINE)		\$ 39,000.00	\$ 39,000.00	\$ -
460	TRFR FROM MMAH-19 (CORBETTON-PAVED SHOULDER)		\$ 38,669.00	\$ 28,418.67	
	<b>TOTAL ROADS REVENUE</b>	<b>\$ 675,033.34</b>	<b>\$ 736,169.00</b>	<b>\$ 601,476.87</b>	<b>\$ 1,653,430.00</b>

GL ACCT # 4035	PLANNING REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
100	OFFICIAL PLAN APPLICATION			\$ 5,500.00	\$ -
310	SITE PLAN APPLICATION FEES			\$ -	\$ -
350	ZONING BY-LAW AMENDMENT	\$ 10,500.00	\$ 10,000.00	\$ 15,700.00	\$ 10,000.00
300	CONSENT APPLICATIONS	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
325	MINOR VARIANCE	\$ 1,000.00	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00
200	ZONING REQUESTS	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	\$ 1,700.00
360	CHANGE OF USE CERTIFICATE APPLICATION	\$ 1,000.00		\$ 2,500.00	\$ -
370	TELECOMMUNICATION FACILITES APPLICATION	\$ 150.00			\$ -
375	PRE-APPLICATION CONSULTATION	\$ 3,250.00			\$ -
500	PROFESSIONAL SERVICES REIMBURSEMENT	\$ (12,729.55)		\$ 18,300.00	\$ -
565	NWN INC. REIMBURSEMENT	\$ 10,000.00		\$ 25,862.57	
	<b>TOTAL PLANNING REVENUE</b>	<b>\$ 21,370.45</b>	<b>\$ 19,200.00</b>	<b>\$ 81,262.57</b>	<b>\$ 19,700.00</b>

GL ACCT # 4050	OTHER REVENUE	2020 ACTUAL YEAR END	2021 FINAL BUDGET	2021 ACTUAL AS AT FEB 17, 22	2022 DRAFT BUDGET
100	MISCELLANEOUS REVENUE	\$ (24.46)	\$ 100.00	\$ 1,127.74	\$ 500.00
125	CHD COMMUNITY CONTRIBUTION	\$ 309,000.00	\$ 309,000.00	\$ 309,000.00	\$ 309,000.00
130	PLATEAU COMMUNITY CONTRIBUTION	\$ 33,438.50	\$ 33,000.00	\$ 32,964.00	\$ 33,000.00
135	DWP COMMUNITY CONTRIBUTION	\$ 268,995.76	\$ 265,000.00	\$ 265,000.00	\$ 265,000.00
200	PENALTIES AND INTEREST ON TAXES	\$ 105,841.09	\$ 95,000.00	\$ 97,041.41	\$ 95,000.00
300	INTEREST ON DEPOSITS	\$ 22,776.27	\$ 15,000.00	\$ 11,500.00	\$ 11,000.00
400	POA	\$ 7,838.68	\$ 10,000.00	\$ 2,813.00	\$ 6,000.00
4025 0220	ELECTRONIC RECYCLING REVENUE	\$ 54.90	\$ -	\$ -	\$ -
4077 0000	LAND RENTAL	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00
4050 0460	TRANSFER FROM MMAH-2019	\$ 18,303.17	\$ -	\$ -	
4050 0460	HORNING'S MILLS PK (TRFR FROM MMAH 19)	\$ 15,000.00	\$ -	\$ -	
4004 0166	HORNING'S MILLS PK (TRFR FROM MAIN ST REV.)	\$ 15,000.00	\$ -	\$ -	
4050 0460	CORBETTON PARK (TRFR FROM MMAH-19)	\$ 15,000.00	\$ -	\$ 7,211.92	
4004 0166	CORBETTON PARK (TRFR FROM MAIN ST REV)	\$ 10,000.00	\$ -	\$ -	
4050 0460	HORNING'S MILLS HALL (TRFR FROM MMAH)	\$ 6,452.00	\$ -	\$ -	
002 01400	TILE DRAIN	\$ 16,575.90			
4004 0166	TRFR FROM MAIN ST. (FLAGS)	\$ 8,956.94	\$ -	\$ -	
4050 0460	TRFR FROM MMAH-2019 (NDCC REC)	\$ 20,000.00	\$ -	\$ -	
4050 0460	TRFR FROM MMAH-2019 (SIGN/FLAG)			\$ 32,279.19	\$ -
4050 0460	TRFR FROM COVID FUNDING		\$ -	\$ -	\$ 28,000.00
4050 0460	TRFR FROM MMAH-2019 (HM BLDG NEEDS ASS)		\$ 5,900.00	\$ 5,900.00	
4050 0460	TRFR FROM MMAH-2019 (IPADS/RDS COMPUTER)				\$ 5,500.00
4050 0460	TRFR FROM TAX STABALIZATION (LEGALS)				\$ 15,000.00
4013 0200	TRFR FROM DEV CHG (SPEED SIGN)(GRADER)	\$ 6,250.60	\$ -	\$ 6,250.60	\$ 175,000.00
<b>TOTAL OTHER REVENUE</b>		<b>\$ 882,009.35</b>	<b>\$ 735,550.00</b>	<b>\$ 773,637.86</b>	<b>\$ 945,550.00</b>
<b>TOTAL REVENUE</b>		<b>\$ 2,145,840.72</b>	<b>\$ 2,097,362.00</b>	<b>\$ 2,002,186.71</b>	<b>\$ 3,248,359.00</b>
<b>TOTAL EXPENDITURER</b>		<b>\$ 4,299,319.80</b>	<b>\$ 4,905,087.00</b>	<b>\$ 4,428,095.53</b>	<b>\$ 6,215,839.36</b>
		<b>\$ 2,153,479.08</b>	<b>\$ 2,807,725.00</b>	<b>\$ 2,425,908.82</b>	<b>\$ 2,967,480.36</b>
				INCREASE	5.69%

## The Weekly Bottom Line

February 25, 2022

### Highlights

#### United States

- The Russian invasion of Ukraine shook markets this week with the S&P 500 entering correction territory before making gains Friday. Given Russia's role as a key global energy producer, market concerns about supplies have driven prices for oil and natural gas higher.
- For the U.S., the most immediate impact will come from higher oil prices, which will keep inflation elevated and weigh on growth. The impact will depend on how long the conflict lasts.
- Barring severe market disruption, we still expect the Fed to hike rates in March. The core PCE deflator reached 5.2% year-on-year in January, underscoring that the Fed is behind the curve on inflation and can't wait for the perfect time to hike.

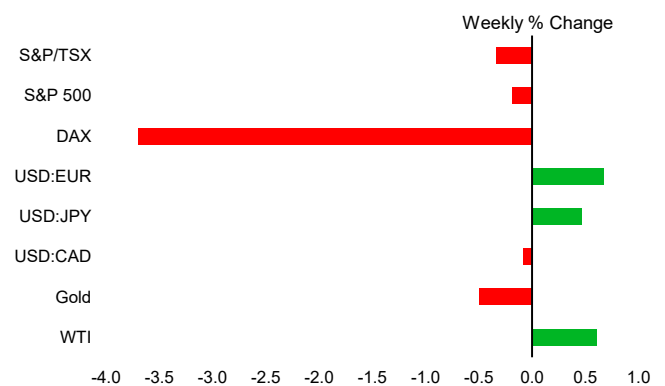
#### Canada

- The Russian invasion of Ukraine has exacerbated financial market volatility, with commodity prices front and center.
- Higher prices for energy and food are a boon to Canadian producers and government budgets, but they also act as a tax on consumers who are already dealing with high inflation.
- The Bank of Canada is likely to note the downside risk to economic growth caused by the conflict, but it is unlikely to stay its hand in lifting the overnight rate next week, as it focuses on bringing inflation back to target.

This Week in the Markets				
	Current*	Week Ago	52-Week High	52-Week Low
<b>Stock Market Indexes</b>				
S&P 500	4347	4349	4797	3768
S&P/TSX Comp.	20948	21008	21769	18060
DAX	14493	15043	16272	13786
FTSE 100	7481	7514	7672	6483
Nikkei	26477	27122	30670	25971
<b>Fixed Income Yields</b>				
U.S. 10-yr Treasury	1.97	1.93	2.04	1.17
Canada 10-yr Bond	1.92	1.88	1.98	1.12
Germany 10-yr Bund	0.22	0.19	0.31	-0.50
UK 10-yr Gilt	1.45	1.38	1.59	0.51
Japan 10-yr Bond	0.21	0.22	0.23	0.01
<b>Foreign Exchange Cross Rates</b>				
C\$ (USD per CAD)	0.79	0.78	0.83	0.77
Euro (USD per EUR)	1.13	1.13	1.23	1.11
Pound (USD per GBP)	1.34	1.36	1.42	1.32
Yen (JPY per USD)	115.5	115.0	116.2	106.2
<b>Commodity Spot Prices**</b>				
Crude Oil (\$US/bbl)	92.5	91.1	95.5	57.7
Natural Gas (\$US/MMBtu)	4.78	4.59	6.52	2.39
Copper (\$US/met. tonne)	9918.5	10010.0	11299.5	8770.3
Gold (\$US/troy oz.)	1887.5	1898.4	1909.0	1683.5

\*As of 11:00 AM on Friday. \*\*Oil-WTI, Cushing, Nat. Gas-Henry Hub, LA (Thursday close price). Copper-LME Grade A. Gold-London Gold Bullion. Source: Bloomberg.

War in Ukraine Sinks European Equities



Note: Data as of 12:03 PM ET, Friday, February 25, 2022.  
Source: Bloomberg, TD Economics

Global Official Policy Rate Targets	
Central Banks	Current Target
Federal Reserve (Fed Funds Rate)	0.00 - 0.25%
Bank of Canada (Overnight Rate)	0.25%
European Central Bank (Refi Rate)	0.00%
Bank of England (Repo Rate)	0.50%
Bank of Japan (Overnight Rate)	-0.10%

Source: Bloomberg.



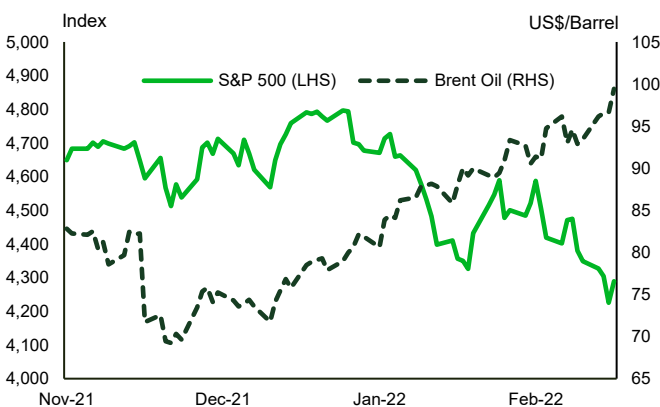
# U.S. - Russian Invasion Shakes Markets

Regrettably, Russia made risk reality this week, launching an all-out invasion of Ukraine. The threat of Russian military aggression had been souring market sentiment for several weeks now, and the invasion worsened declines in equity markets and sent energy prices higher (Chart 1). The S&P 500 entered correction territory this week, relative to its early January highs, and was down 0.2% at time of writing versus a week ago. With Russia's role as a key global energy supplier, worries about energy supply have driven prices for oil and natural gas higher. The Brent crude benchmark crossed the \$100 per barrel threshold for the first time since 2014.

Market selloffs at the outset of wars have historically been short and reversed quickly. That said, there is still likely to be an economic toll on global growth from the conflict, with Europe likely to take the biggest hit. The outcome depends on how long the conflict goes on, and market reaction. We outlined some potential scenarios in our recent report [Questions? We've Got Answers](#).

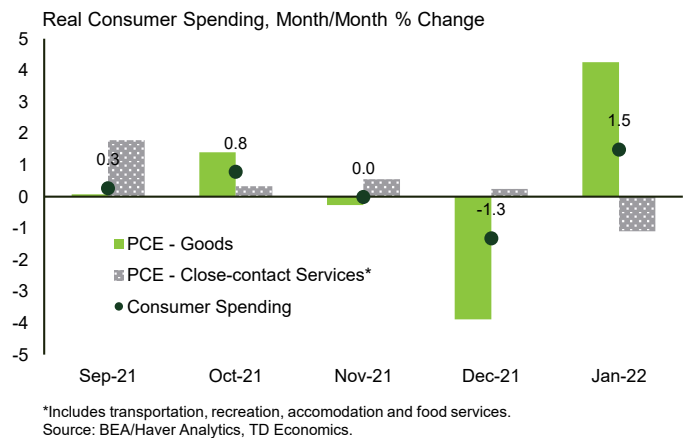
For the U.S., the most immediate impact will come from higher oil prices. These will keep inflation elevated and weigh on purchasing power longer than previously expected. We expect prices to ease as the conflict does, but how long it lasts is highly uncertain. The West Texas Intermediate oil price is around \$92 per barrel at time of writing, up over 20% from the start of the year. If it were to remain above \$90 per barrel for the remainder of the year, it would shave a few tenths off of real GDP growth in 2022. We are currently tracking real GDP to grow of 2.8% in 2022 (Q4/Q4), so a slightly softer pace would still be a solid pace for growth.

**Chart 1: Russian Invasion Drives Equity Correction**



Source: FT, WSJ, TD Economics. Last observation: February 24, 2022.

**Chart 2: Omicron Weighs on Close-contact Services, While Goods Rebound**



The conflict in Europe comes just three weeks ahead of what is widely expected to be the Federal Reserve's first interest rate hike. The war is unlikely to prevent the Fed from taking its policy rate off the floor. At 0.5%, the federal funds rate will remain highly stimulative. The Fed is behind the curve on inflation and can no longer wait for the perfect moment to begin normalizing policy.

On that front, the core personal consumption expenditure (PCE) deflator – the Fed's preferred indicator – was up 5.2% in January, the fastest rate in nearly 40 years. While a bit lower than the 6% increase in the core CPI, it is still a lot higher than the Fed would like. Monetary policy works with a lag and rate hikes this year will not do much to reduce inflation until next year. In the meantime, a lot has to go right to slow inflation's roll. This increases the urgency to raise rates now or risk unmooring expectations and having to hurt the economy more later in order to rein them back in.

One piece of good news this week was a solid rebound in consumer spending in January (Chart 2). The rebound was driven by durable goods, led by spending on vehicles. Spending on close contact services weakened, showing the impact of consumer caution as Covid cases rose. We expect these categories to rebound in February and March, with the high-frequency data already showing that consumers are returning to restaurants and air travel.

Leslie Preston, Director | 416-983-7053

# Canada - Commodity Prices Rise Ahead of Key BoC Meeting

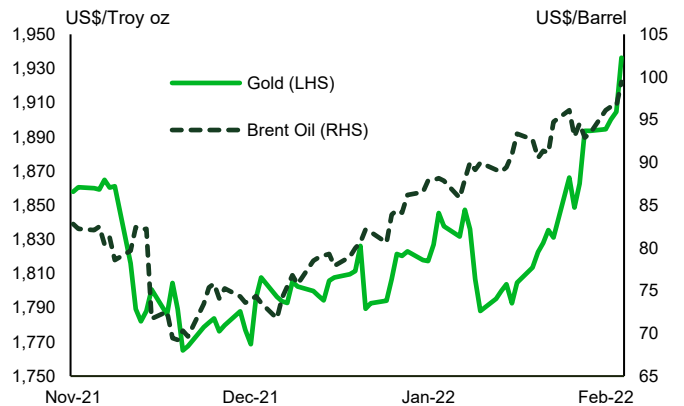
The Russian invasion of Ukraine drove financial market developments this week. Equity indexes have been volatile, but generally dour, with the S&P 500 and the TSX down more than 10% and 4% from their 2022 peaks, respectively (Chart 1).

The biggest moves, however, have been in commodity markets, where sanctions are expected to tighten already strained supplies. Brent and WTI oil prices rose aggressively on Thursday morning, briefly exceeding \$100 a barrel (Chart 2). Prices have since come down from their peaks.

Higher energy prices are a nuanced issue in Canada. On the one hand, they benefit producers and aid government finances (as we just saw with the Alberta budget yesterday). On the other hand, higher prices are akin to a tax on Canadian consumers who have already seen gasoline prices jump over 30% since last year. Prices at the pump have continued to hit consumers' wallets through February, having risen more than 10 cents a liter in less than a month.

It is not just energy prices. Russia is a major producer of metals, such as gold and nickel, as well as lumber and agricultural products, such as wheat and potash. Canada is not much of an importer of Russian goods, but the potential for less supply is pressuring global commodity prices. This helps Canadian producers, but worsens inflation. Like energy, food price inflation is already a pain point. The price of food purchased at grocery stores was up around 6% year-on-year in January.

**Chart 2: Commodity Prices Move on Supply Threat**



Source: FT, WSJ, TD Economics. Last observation: February 24, 2022.

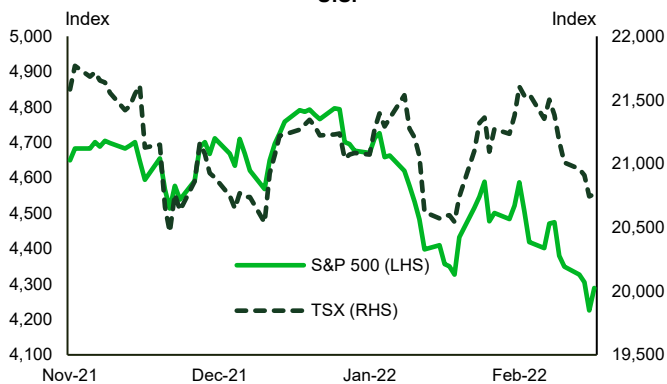
This sets up for an interesting Bank of Canada (BoC) meeting next week. It is still widely expected that the Bank will hike its policy rate on Wednesday by 25 basis points. Though we don't know the magnitude or duration of the geopolitical strife, the BoC is unlikely to waver on its mission of bringing down inflation. As such, we have the Bank continuing with rate hikes over 2022, with the policy rate reaching 1.75% over the next year. So far, markets are thinking the same, with the Canada 2-year and 10-year yield still sitting above 1.5% and 1.9%, respectively.

The Bank of Canada will also have some solid economic data to look to before it makes its decision next week. On Tuesday, Statistics Canada will publish GDP data for the fourth quarter of 2021. We are expecting this to come in at a robust 6.8% (q/q annualized). This would confirm the Bank's view that the Canadian economy has fully eliminated the excess slack caused by the pandemic.

Unfortunately, the first quarter of 2022 isn't fairing as well. Strict lockdowns curtailed economic momentum. Our tracking for first quarter real GDP growth is barely above zero. The invasion of Ukraine complicates things further, as any forthcoming hit to sentiment could add to the current quarter's weakness. Here's hoping for a rapid and peaceful resolution to the conflict.

James Orlando, CFA, Senior Economist | (416) 413-3180

**Chart 1: Canadian Equity Market Fairing Better than U.S.**



Source: S&P, WSJ, TD Economics. Last observation: February 24, 2022.

Recent Key Economic Indicators: Feb 21 - 25, 2022					
Release Date	Economic Indicator/Event	Data for Period	Units	Current	Prior
<b>United States</b>					
Feb 22	S&P CoreLogic CS US HPI NSA	Dec	Y/Y % Chg.	18.8	18.8
Feb 22	Markit US Manufacturing PMI	Feb	Index	57.5	55.5
Feb 22	Markit US Services PMI	Feb	Index	56.7	51.2
Feb 22	Conf. Board Consumer Confidence	Feb	Index	110.5	111.1
Feb 24	Core Personal Consumption Expenditure	4Q	Q/Q % Chg.	5.0	4.9
Feb 24	Gross Domestic Product Annualized	4Q	Q/Q % Chg.	7.0	6.9
Feb 24	Initial Jobless Claims	Feb 19	Thsd	232.0	249.0
Feb 24	Personal Consumption	4Q	Q/Q % Chg.	3.1	3.3
Feb 24	New Home Sales	Jan	Thsd	801.0	839.0
Feb 25	Cap Goods Orders Nondef Ex Air	Jan	M/M % Chg.	0.9	0.4
Feb 25	Durable Goods Orders	Jan	M/M % Chg.	1.6	1.2
Feb 25	Personal Consumption Expenditure Deflator	Jan	Y/Y % Chg.	6.1	5.8
Feb 25	Personal Income	Jan	M/M % Chg.	0.0	0.4
Feb 25	Real Personal Spending	Jan	M/M % Chg.	1.5	-1.3
Feb 25	Pending Home Sales	Jan	M/M % Chg.	-5.7	-2.3
<b>Canada</b>					
Feb 24	CFIB Business Barometer	Feb	Index	62.5	54.3
<b>International</b>					
Feb 21	EZ Markit Eurozone Manufacturing PMI	Feb	Index	58.4	58.7
Feb 21	UK Markit UK PMI Manufacturing SA	Feb	Index	57.3	57.3
Feb 23	EZ Consumer Price Index	Jan	Y/Y % Chg.	5.1	5.0
Feb 24	JN Tokyo Consumer Price Index	Feb	Y/Y % Chg.	1.0	0.6
Feb 25	MX Gross Domestic Product NSA	4Q	Y/Y % Chg.	1.1	1.0

Source: Bloomberg, TD Economics.

Upcoming Economic Releases and Events: Feb 28 - Mar 4, 2022						
Release Date	Time*	Economic Indicator/Event	Data for Period	Units	Consensus Forecast	Last Period
<b>United States</b>						
Feb 28	8:30	Advance Goods Trade Balance	Jan	Blns	-99.0	-100.5
Feb 28	10:30	<i>Fed's Bostic Discusses the Economy</i>				
Mar 1	9:45	Markit US Manufacturing PMI	Feb	Index	-	57.5
Mar 1	10:00	ISM Manufacturing	Feb	Index	58.1	57.6
Mar 1	14:00	<i>Fed's Bostic Discusses Survey of Business Uncertainty</i>				
Mar 1		Wards Total Vehicle Sales	Feb	Mlns	14.5	15.0
Mar 2	8:15	ADP Employment Change	Feb	Thsd	323.0	-301.0
Mar 2	9:00	<i>Fed's Evans Discusses Economy and Monetary Policy</i>				
Mar 2	9:30	<i>Fed's Bullard Discusses the Economic Outlook</i>				
Mar 2	14:00	<i>U.S. Federal Reserve Releases Beige Book</i>				
Mar 3	8:30	Initial Jobless Claims	Feb 26	Thsd	230.0	232.0
Mar 3	8:30	Unit Labor Costs	4Q	Q/Q % Chg.	0.3	0.3
Mar 3	9:45	Markit US Services PMI	Feb	Index	-	56.7
Mar 3	10:00	Cap Goods Orders Nondef Ex Air	Jan	M/M % Chg.	-	0.9
Mar 3	10:00	Durable Goods Orders	Jan	M/M % Chg.	-	1.6
Mar 3	10:00	Factory Orders	Jan	M/M % Chg.	0.5	-0.4
Mar 3	10:00	Factory Orders Ex Trans	Jan	M/M % Chg.	-	0.1
Mar 3	10:00	ISM Services Index	Feb	Index	61.0	59.9
Mar 3	18:00	<i>Fed's Williams Takes Part in Discussion on the Economy</i>				
Mar 4	8:30	Average Hourly Earnings	Feb	M/M % Chg.	0.5	0.7
Mar 4	8:30	Change in Nonfarm Payrolls	Feb	Thsd	400.0	467.0
Mar 4	8:30	Unemployment Rate	Feb	%	3.9	4.0
<b>Canada</b>						
Feb 28	8:30	Industrial Product Price	Jan	M/M % Chg.	1.0	0.7
Mar 1	8:30	Gross Domestic Product	Dec	M/M % Chg.	0.0	0.6
Mar 1	8:30	Quarterly Gross Domestic Product Annualized	4Q	Q/Q % Chg.	6.5	5.4
Mar 1	9:30	Markit Canada Manufacturing PMI	Feb	Index	-	56.2
Mar 2	10:00	Bank of Canada Rate Decision	Mar 2	%	0.50	0.25
Mar 2	10:00	<i>Interest Rate Announcement</i>				
Mar 3	11:30	<i>Speech: Governor Tiff Macklem</i>				
<b>International</b>						
Feb 28	7:00	IN Gross Domestic Product	4Q	Y/Y % Chg.	5.9	8.4
Feb 28	19:30	JN Jibun Bank Japan PMI Mfg	Feb	Index	-	52.9
Feb 28	20:30	CH Manufacturing PMI	Feb	Index	49.8	50.1
Feb 28	20:45	CH Caixin China PMI Mfg	Feb	Index	49.2	49.1
Mar 1	4:00	EZ Markit Eurozone Manufacturing PMI	Feb	Index	58.4	58.4
Mar 1	4:30	UK Markit UK PMI Manufacturing SA	Feb	Index	57.3	57.3
Mar 2	5:00	EZ Consumer Price Index Estimate	Feb	Y/Y % Chg.	5.3	5.1
Mar 3	5:00	EZ Unemployment Rate	Jan	%	7.0	7.0
Mar 3	18:30	JN Jobless Rate	Jan	%	2.7	2.7
Mar 4	5:00	EZ Retail Sales	Jan	Y/Y % Chg.	9.1	2.0
Mar 4	7:00	BZ Gross Domestic Product	4Q	Y/Y % Chg.	1.0	4.0

\*Eastern Standard Time. Source: Bloomberg, TD Economics.

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