



## **TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, FEBRUARY 2, 2023 - 5:00 P.M.**

***Council meetings are recorded and will be available on the Township website under Quick Links – Council Agendas and Minutes within 5 business days of the Council meeting.***

Join Zoom Meeting  
<https://us02web.zoom.us/j/84318927152?pwd=c2JtZUI1NDIKWEhyYmFPMmp3Tzh2QT09>  
9  
Meeting ID: 843 1892 7152  
Passcode: 063793  
One tap mobile  
+15873281099,,84318927152#,,,,\*063793# Canada  
+16473744685,,84318927152#,,,,\*063793# Canada  
Dial by your location  
+1 587 328 1099 Canada  
+1 647 374 4685 Canada  
+1 647 558 0588 Canada  
+1 778 907 2071 Canada  
+1 780 666 0144 Canada  
+1 204 272 7920 Canada  
+1 438 809 7799 Canada  
Meeting ID: 843 1892 7152  
Passcode: 063793

### **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 – January 12, 2023**
- 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)
- 10. Public Works**
  1. Accounts
  2. Quote from Chris Knechtel, P.Eng RJ. Burnside and Associates, regarding Melancthon 2023 OSIM Bridge Inspections
  3. Roads Sub-Committee Recommendations from February 1, 2023 meeting
  4. Other
- 11. Planning**
  1. Applications to Permit
  2. Report from Silva Yousif, Senior Planner – Mandatory Pre-Application Consultation By-Law
  3. Town of Shelburne letter to Doug Ford, Premier of Ontario – Regarding Bill 23
  4. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Police Services Board**
- 15. Committee/Board Reports & Recommendations**
- 16. Correspondence**

**Board, Committee & Working Group Minutes**

1. Horning's Mills Community Park Board - November 9, 2022
2. Grand River Conservation Authority – January 27, 2023
3. Roads Sub-Committee – November 2, 2022

**Items for Information Purposes**

1. Dundalk Fire Department – 2022 Incident Summary
2. Tom Pridham, P.Eng RJ Burnside and Associates – Drainage Superintendent Services
3. Tom Pridham, P.Eng RJ Burnside and Associates – Martin Extension Drainage Works
4. Tom Pridham, P.Eng RJ Burnside and Associates – Schill Drainage Works
5. Belal Taha, Superintendent of Education – Letter to Parents regarding new well at Primrose Public School
6. Statement of the Treasurer of Remuneration and Expenses Paid as Required by Section 284(1) of the Municipal Act, 2002 for the Year 2022
7. NVCA Board Member's Per Diem and Expenses
8. Development Charges Information Pamphlet Effective January 1, 2023
9. Dundalk Fire Department 2022 Year End Report
10. Ministry of Municipal Affairs – Financial Indicator Review

**Items for Council Action**

1. Courtenay Hoytfox, Municipal Clerk Township of Puslinch Regarding Citizen Appointment to the Source Protection Committee for the 2022-2026 Term

2. Shelburne Fire Department 2023 Operating and Capital Budget
3. Nancy Frater, Crynot – CryNot Proclamation of Human Trafficking Awareness Day February 22, 2023
4. Grand River Conservation Authority 2023 Budget
5. Bluewater Geoscience Consultants Inc. – Proposal to Provide 2023 Semi-Annual Groundwater Monitoring and Sampling for Melancthon Landfill Site, Melancthon Township, ON

**17. General Business**

1. Accounts
2. New/Other Business/Additions
  1. Strategic Plan – Direction from Council on how to proceed (Mayor White)
  2. Strada Aggregates/NDACT – Community Peer Review Hiring Protocol – Strada meeting request of the Mayor and CAO
  3. Draft 2023 Operating and Capital Budget
3. Unfinished Business
  1. Melancthon Recreation Task Force Report

**18. Delegations**

1. 5:30 p.m. - Guy Giorno, Integrity Commissioner – Presentation to Council on Municipal Conflict of Interest and Council Code of Conduct
2. 6:30 p.m. – Bill McCutcheon and Dawn Van Kampen, Co-Chairs of the International Plowing Match and Rural Expo 2023 (invited by Council)

**19. Closed Session**

1. Items for Discussion:
  1. NDCC Agreement Negotiations – Discussion about goals and achievements for new NDCC Agreement (Deputy Mayor McLean) (Under Section 239(2)(k) – a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board)
  2. Review of the one application received for the one vacant position on the Corbetton Park Board (Under Section 239 (2)(b) – personal matters about an identifiable individual, including municipal or local board employees)
  3. Review of applications received for the one vacant position on the Horning’s Mills Community Hall Board (Under Section 239 (2)(b) – personal matters about an identifiable individual, including municipal or local board employees)
  4. Shelburne and District Fire Board – Update to Council (Mayor White) (Under Section 239 (2)(b) – personal matters about an identifiable individual, including municipal or local board employees)
2. Approval of Draft Minutes – January 12, 2023
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

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

**21. Notice of Motion**

**22. Confirmation By-law**

**23. Adjournment and Date of Next Meeting – Thursday, February 16, 2023 – 5:00 p.m.**



January 17, 2023

**Via: Email (dholmes@melanctontownship.ca)**

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

Dear Ms. Holmes

**Re: Melancthon 2023 OSIM Bridge Inspections  
Request for Quotation  
Project No.: 900052974.2023**

R.J. Burnside & Associates Limited (Burnside) is pleased to provide the following Quotation for Engineering Services as related to the completion of the 2023 Municipal Bridge and Culvert OSIM Inspections for the Township of Melancthon (Township). The Township has an inventory of 50 structures to be inspected in 2023 (this excludes inspecting the currently closed Structure No. 4). We are very familiar with the Township's structure inventory and needs having completed Melancthon's bridge inspections for the past number of years.

The following is a brief description of our proposed Scope of Work, Schedule, and Deliverables.

## **1.0 Project Description**

Burnside is aware that the inspection assignment will involve the detailed inspection of the Township's structure inventory in accordance with the Ontario Structural Inspection Manual (OSIM) and the requirements of the Regulation 104/97 of the Public Transportation and Highway Improvement Act, the Highway Traffic Act, and the Bridges Act.

The work can be broken into the following Stages:

- Visual inspection of each of the Township's 50 qualifying structures and any additional structures over 3.0 m that are discovered during the field work;
- Identification of Performance Deficiencies and Material Defects;
- Identification of Routine Maintenance and Rehabilitation Requirements;
- Determination of estimated costs and timelines for recommended repair / replacement work;
- Preparation of a future ten-year Capital Works Plan; and
- Preparation and delivery of the 2023 OSIM Summary Report.



## **2.0 Scope of Work and Methodology**

Burnside acknowledges that the scope of work identified represents the minimum level of service required to complete this assignment. With respect to the proposed work, we provide the following overview of the work to be carried out during each Stage of the OSIM Structure Inspection and Summary Report preparation process.

### **2.1 Site Inspections**

Site Inspections will be undertaken by qualified Burnside staff with extensive experience in the inspection, assessment and evaluation of bridge structures. Our inspections will be carried out under the guidance of a Professional Engineer (P.Eng.) registered in Ontario. The inspections will be in accordance with the processes and procedures set out in the Ministry of Transportation (MTO) Ontario Structure Inspection Manual (OSIM).

Our staff will carry out a detailed visual inspection of each structure and its components in accordance with established Ministry of Transportation procedures and in general conformance with the OSIM. The work will include confirming the measurements of all structures and elements, measuring all defects for each element and defining the physical condition. A detailed element by element visual assessment of each bridge/culvert will be conducted in order to identify any material defects, performance deficiencies and maintenance needs on a structure-by-structure basis.

Our work program will address all aspects of OSIM inspection routines, as well as provide a Bridge Condition Index (BCI) for each structure. The BCI was developed as a means of combining the inspection information into a single value. The BCI value gives an indication of the overall condition of the bridge.

Photographs will be taken to record general structure details and any specific defects. The photos taken will include deck cross section and approaches, an elevation view indicating the number of spans and structure type, as well as photographs of the soffit indicating the structure type and number of main superstructure elements. Individual photographs of all severe material defects will also be taken. The photographs and the information summarized in the inspection forms will be included in the OSIM Inspection Report.

### **2.2 Summary Report**

A combination of Word documents and Excel spreadsheets will be used to capture the data.

Once the detailed visual inspections are completed, recommendations regarding required maintenance, repair works and any additional inspections or investigations and surveys will be developed, including all associated costs. This information will be organized in summary charts that identify the structure, structure location, type of structure, year constructed, structural elements, BCI, recommendations, associated costs, and the proposed time frame and urgency of the work. A replacement cost will also be identified for each individual structure and be included in the Inspection Report.

Burnside will draft a Preliminary Report for discussion with Township staff. Traffic volumes, potential growth and development impacts, and risk assessment for each site will help to prioritize and shape the Final Report.

A final ten-year capital budget program incorporating all structures and analyses will then be prepared and sent to the Township. This program will rank and consider all rehabilitation, replacement, and maintenance needs for all structures.

### **2.3 Deliverables**

The Township will receive two bound copies of the OSIM Inspection Report that will contain all the data gathered during the site inspections, summaries with identification of routine maintenance needs, recommendations for the repair and/or rehabilitation of the structure, time frames, and additional investigations as required and cost estimates in 2023 dollars. One elevation view photo of the bridge will be contained in the bound Report, however photo pages for all structures will be provided in digital form.

The Township will also receive a Summary Report outlining the recommendations for the ten-year capital budget for various budget scenarios and a digital portable document format (.pdf) copy of the final Executive Summary. Burnside will also provide the Township with a digital copy of the Inspection Report that includes all the information above as well as all the digital photographs taken during Inspections.

### **3.0 Relevant Experience**

For reference, Burnside currently completes recurring biennial OSIM Inspections for the following Municipalities (among others):

- Town of Grand Valley (17 Structures)
- County of Oxford (161 Structures)
- Township of Clearview (73 Structures)
- Township of Oro-Medonte (52 Structures)
- Township of Tiny (14 Structures)
- Township of Mulmur (56 Structures)
- Township of Tay (11 Structures)
- Town of Mono (35 Structures)
- Town of Innisfil (36 Structures)
- Town of Erin (47 Structures)
- Municipality of Grey Highlands (76 Structures)
- Town of Collingwood (24 Structures)
- Township of Adjala-Tosorontio (49 Structures)
- Township of Southgate (123 Structures)
- Township of Guelph/Eramosa (30 Structures)
- Municipality of Central Elgin (33 Structures)
- Municipality of South Bruce (43 Structures)
- Township of King (78 Structures)
- Township of East Garafraxa (24 Structures)

### **4.0 Schedule**

- Project Start-Up Meeting with Township Staff (if required) – March/April 2023.
- Inspections and Field Work completed – May/June 2023.
- OSIM Forms and Draft Summary Report completed – by September 15, 2023.

The schedule for deliverables can be flexible based on the Townships requirements and timing of budget meetings.

## 5.0 Fee Estimate

We are willing to hold our previous 2021 pricing and estimate our total upset fees including disbursements for the completion of this project to be **\$16,000.00** (excluding HST), as broken-down in the following table and in the detailed fee schedule provided. It is understood that this limit will not be exceeded without the authorization of the Township. Please note that the authorized limit will remain in effect for a 45-day period.

**Table 1: Fee Schedule for Engineering Services**

Project Task	Total
Project Management, Meetings	\$250.00
Bridge and Culvert Inspections – Field Work.	\$9,250.00
Report Preparation, Costing & Recommendations.	\$6,000.00
Disbursements – Mileage, Reproduction, etc.	\$500.00
<b>Total (excluding HST)</b>	<b>\$16,000.00</b>

## 6.0 Terms of Agreement

As per the attached Standard Conditions of Service, if successful, we plan to enter into a standard Engineering Services Agreement between the Township of Melancthon and R.J. Burnside & Associates Limited.

Burnside wishes to extend its appreciation for allowing us to submit a Quotation for this Project. We are confident that our overall experience with structure inspections, development of rehabilitation/replacement programs, and our strong working relationship with Township staff make our firm the ideal choice to undertake this Project for the Township of Melancthon.

If you have any questions, or require any clarification, please do not hesitate to contact us at your convenience.

Yours truly,

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



Chris Knechtel, P.Eng.  
Engineering Manager  
MA/CK:jh

## Authorization to Proceed

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**Date:** January 17, 2023 **Project No.:** 900052974.2023  
**Client:** Denise Holmes, AMCT – CAO / Clerk, Township of Melancthon  
**Submitted By:** Chris Knechtel, P.Eng.  
**Project:** Melancthon 2023 OSIM Bridge Inspections

I, \_\_\_\_\_, being an employee of the Township of Melancthon, hereby authorize the firm of R.J. Burnside & Associates Limited (the Consultant), to arrange for or perform the work described in the Proposal Letter dated January 17, 2023.

I understand that the payment is based on a Fixed Fee (\$16,000.00) and will not be exceeded without my authorization due to a change in the scope of work.

Tasks	Fees
Completion of 2023 OSIM Bridge Inspections.	\$16,000.00
<b>Total Costs (Excluding Taxes)</b>	<b>\$16,000.00</b>

By affixing my signature, I understand that the scope of work contained in the Proposal Letter (noted above) is governed by the attached Standard Conditions of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position/Title

I have authority to bind the Corporation.

To hold the rates/and or fee estimate provided in the attached proposal, this Authorization To Proceed must be signed and returned to R.J. Burnside & Associates Limited within thirty days from the date above.

## Standard Conditions of Service

### Services

The services provided, if not specifically limited by the Client, will be at the Consultant's discretion for acting in the Client's best interest for the type of work requested.

### Fees and Expenses

Billing will be in accordance with the fees as outlined in the proposal, plus expenses. Expenses including any sub-consultants properly incurred in connection with the project will be billed at cost plus an administrative charge of eight percent.

The Consultant may assist in coordinating other Consultants on Client's behalf. The Consultant does not accept any liability for other Consultants' work. Clients are encouraged to contract directly with other consultants.

### Invoices

Invoices will be submitted on a monthly basis. Interest (1 percent per month of the unpaid amount) will be added to all unpaid balances after 30 days from date of invoicing. If the Client objects to all or any portion of an invoice, the Client shall so notify the Consultant in writing within 14 calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute.

If the Client fails to pay undisputed invoiced amounts within 30 calendar days of the date of the invoice, the Consultant may at any time, without waiving any other claim against the Client and without thereby incurring any liability, suspend or terminate this Agreement as provided elsewhere in these Standard Conditions of Service.

### Changes in Scope

The scope of work identified is based on the Consultant's understanding of the work required to complete the project at the time of this proposal. In light of occurrences or discoveries that were not originally contemplated by or known by the Consultant, the Consultant may be required to discuss with the Client a change in the scope of the project, which may require a revision to this agreement. Should such a situation arise, the Consultant shall identify the changed conditions which make such discussions necessary and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this agreement in order to continue to meet the Client's needs. If an agreement cannot be reached on the change in scope, the Client agrees that the Consultant has the absolute right to terminate this agreement.

### Mediation

All claims, disputes and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof shall be decided by mediation, unless the parties mutually agree otherwise.

### Limitation of Liability

For purposes of limitation of liability provisions contained herein, the Client expressly agrees that it has entered into this Agreement with the Consultant, both on its own behalf, and as agent on behalf of its employees and principals.

Except for claims or losses arising from the negligence or willful misconduct of the Client for which the Client agrees the Consultant shall have no liability, the consultant's liability to the Client in Contract and Tort is limited to the total amount of the fee paid for professional services, save and except with respect to any damages for destruction of property, personal injury and/or death, arising directly as a result of the Consultant's negligent performance of the services.

The Client expressly agrees that the Consultant's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Consultant's employees or principals in their personal capacity.

No other party shall rely on the Consultant's work without the express written consent of the Consultant.

The Client will give prompt written notice to the Consultant whenever the Client or his representative becomes aware of any defects or deficiencies in Consultant's work.

### Hold Harmless

Burnside's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event the Client later elects to reduce Burnside's scope of services, the Client hereby agrees to release, hold harmless, defend and indemnify Burnside from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

### Field Review Services

Where engaged by the Client, the Consultant will provide field review services. It is understood that in engaging the Consultant, the Client recognizes that the role of the Consultant in completing field review is to witness construction for general conformity with the identified design. The Consultant does not provide direction to the Contractor on construction methods, nor does the Consultant warrant the Contractor's work - this is the sole responsibility of the Contractor for which the

Consultant will not take any liability. Prior to the initiation of construction, the Client and the Consultant will agree on a field review schedule. The Client acknowledges that where a reduced field review schedule is agreed, the Consultant will not be held liable for any work completed by the Contractor for which the Consultant has not been on site to witness conformity with the design.

In the event that the Consultant is not engaged for field review services, the Consultant shall not be held liable for any issues arising during the construction period nor will the Consultant be liable for any changes to the design which may be directed by others.

### Governing Law

The laws of the Province of Ontario will govern the validity of this agreement, its interpretation and performance, and remedies for contract breach or any other claims related to this agreement.

### Assignment

Neither party shall assign responsibilities without the written consent of the other.

### Termination

The Client or Consultant may terminate this Agreement at any time and no further expense will be incurred beyond the time of notice to terminate. In the event such termination becomes necessary, the party effecting termination shall so notify the other party in writing, and termination will become effective 14 calendar days after receipt of such notice.

Irrespective of which party shall effect termination or the cause therefore, the Client shall, within 30 calendar days of termination, remunerate the Consultant for services rendered and costs incurred, in accordance with the Consultant's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as those associated with termination itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination, as well as those associated with termination and post-termination activities.

### Suspension

Upon 14-calendar day's written notice to the Consultant, the Client may suspend the Consultant's work. If payment of undisputed Consultant's invoices is not maintained on a 30 calendar day current basis by the Client, the Consultant may by 14-calendar day's written notice to the Client suspend further work until payment is restored to a current basis. Suspension for any reason exceeding 45-calendar days shall, at the suspending party's option, make this Agreement subject to renegotiation or termination, as provided for elsewhere in this Agreement. Any suspension shall extend the time schedule for performance in a manner that is satisfactory to both the Client and the Consultant, and the Consultant shall be compensated for services performed and charges incurred prior to the suspension date, plus suspension charges.

Suspension charges may include, but shall not be limited to, services and costs associated with putting analyses and documents in order, rescheduling and reassigning personnel and/or equipment and issuing necessary or customary notices to appropriate government boards. Compensation to the Consultant shall be based upon the Consultant's prevailing fee schedule and expense reimbursement policy.

### Ownership of Documents

All drawings, specifications and documents prepared by the Consultant hereunder, for which the Consultant has been fully paid under the terms of this agreement shall be and remain the property of the Client. The Client hereby agrees that all drawings, specifications and documents prepared by the Consultant shall only be used for their intended purpose and not be reproduced for use on other projects, sites or locations. The Client agrees to indemnify and hold harmless the Consultant for any claims arising from the unauthorized re-use of drawings, specifications, designs and documents.

### Client's Responsibility

The Client will fully disclose all relevant information or data pertinent to the Project, which is required by the Consultant. The Consultant shall be entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client.

The Client will give prompt consideration to all requests or documents relating to the project submitted by the Consultant and whenever prompt action is necessary, inform the Consultant of his decisions in such reasonable time so as not to delay the Services of the Consultant. The Client shall arrange and make provision for the Consultant's entry and ready access to the project site as necessary to enable the Consultant to perform his services.

### Standard of Care

The consultant will perform the services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same area under similar circumstances and conditions.

### Tax

Any applicable taxes will be added to invoices.

APPLICATIONS TO PERMIT FOR APPROVAL  
February 2, 2023 COUNCIL MEETING

<b>PROPERTY OWNER</b>	<b>PROPERTY DESCRIPTION</b>	<b>SIZE OF BUILDING</b>	<b>TYPE OF STRUCTURE</b>	<b>USE OF BUILDING</b>	<b>DOLLAR VALUE</b>	<b>D.C.'s</b>	<b>COMMENTS</b>
Marco DeMichele	Pt Lot 34, Con 4 NE RP 7R3489 Part 1 Part 2	230.4 m2 (2480 sqft)	Storage Shed	Storage	\$100,000	No	With the Planner for Review
Rachel French	Pt Lot 22, Con 3 OSRP 7R1130 Part 4	100 m2 (1076 sqft)	Dwelling Addition	Addition to Existing Dwelling	\$200,000	No	With the Planner for Review



The Corporation of **THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

**Date:** February 2, 2022  
**To:** Mayor White and Members of Council  
**From:** Silva Yousif – Senior Planner  
**Subject:** Mandatory Pre-Application Consultation By-Law

***Recommendation:***

That the Staff Report of Silva Yousif, Senior Planner be received and that:

Council direct Staff to bring forward for approval by Council a By-law to establish mandatory pre-application consultation requirements in respect of planning applications submitted to the Township.

Council direct Staff to bring forward for approval by Council amendments to the Township By-law 3-2019, as amended, to prescribe a tariff of fees for planning matters, changes to address the additional changes to application review requirements and establish a fee refund process.

Council direct Staff to bring forward for approval by Council amendments to the Township Official Plan 2014, as amended, to prescribe all changes to address the additional changes to application review requirements, Site Plan control requirements and approval process with accordance to Bill 109.

***Background:***

Pre-application consultation is a process where Township staff have the opportunity to preliminary review and evaluate development proposals and identify key matters of the approvals that will be required to move the proposed development forward.

Through the Pre-Consultation stage Staff can confirm the supporting information/materials (e.g. drawings, reports and studies, etc.) that must be submitted with the required planning application(s) as part of a complete development application.

The pre-consultation meetings hosted by the Planning staff allows the applicant and/or their representative(s) to present and discuss the development proposal with staff and representatives from various other Township departments and external agencies.



The Corporation of **THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

### ***Comments and Considerations:***

Pre-application consultation prior to submission of a development application is presently recommended, but not required. Starting February 1st , 2023, If an applicant or public body files an application to amend the Township Official Plan, Zoning Bylaw, Site Specific Secondary Plan, or files an application for approval of a Draft Plan of Subdivision/Condominium, Land Lease, and Site Plan, or any other application under the planning act; the applicant or public body is required to consult with the Township Staff, relative commenting agencies and the approval authority, where required, prior to submitting a formal application in order to determine the information required to support the application, and provide a preliminary evaluation on the requirement of a complete application.

Landowners, developers and builders should be aware that after February 1st , 2023, OPA, ZBLA, SPA and Subdivision applications will not be accepted, and the time periods under the Planning Act will not commence, unless the pre-application consultation process has been completed. These changes are part of the ongoing review of the Townships' development process being undertaken by the Planning Staff to implement improvements to the development review process and foster better collaboration between the Township divisions and between development applicants and commenting agencies.

Landowners, developers and builders should be aware that after February 1st, 2023, all inquiries related to development planning, Severance, Consent, Minor Variance applications, and other development planning inquires in general, must be submitted via email first. This will help staff to conduct an initial review, evaluate and advice if a Pre-application consultation and/or further actions are required to move the development proposal forward.

### **Fees By-Law**

According to Section 69 (1) of the Planning Act, a Municipality's Council may set fees for handling applications related to planning matters. The tariff is intended to cover the Municipality's estimated costs for handling each form of planning-related application.

Planning application fees are intended to recover the cost of services provided by all divisions engaged in development review.





The Corporation of **THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

The current development application fee schedule came into effect on September 5, 2019. In order to streamline the development review process and comply with the legislated timelines and policies in Bill 109 and Bill 23, along with some past challenges that the Township is facing with regards to cost recovery of past applications, Staff is proposing a fee schedule amended to reflect application review requirements and establish a fee refund process as per schedule below.

<b>Amount of refund</b>	<b>Days following application of no decision on zoning/Zoning &amp; OPA/failure to approve site plan</b>
50%	90 days (Zoning), 120 days (Zoning & OPA), 60 days (site plan)
75%	150 days (Zoning), 180 days (Zoning & OPA), 90 days (site plan)
100%	180 days (Zoning), 240 days (Zoning & OPA), 120 days (site plan)

***Financial Impact:***

Compliance costs to implement the changes would include further to, fee refunds if decision-making timelines not being met; the time to update the processes, including delegation by-laws, and related applications, websites, guidance materials, and technical zoning by-law processes, other administration items that might involve Staff time along with Consultant cost to streamline the approval process are establishing check lists, creating By-right approvals, updating Township OP and ZBL and identifying process to help re allocate and reassign resources.

***Summary/ Options:***

Council may:

1. Take no further action.
2. Receive this Report for information and that Council Direct Staff to take actions as per the Staff Report of Silva Yousif, Senior Planner Recommendation.
3. Direct Staff in another manner Council deems appropriate.



The Corporation of **THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

**Conclusion:**

Option #2 is recommended.

Respectfully

**Prepared By**

Silva Yousif

Sr. Planner

A handwritten signature in black ink, appearing to be "SY" with a large flourish.

**Submitted By**

Denise B. Holmes

CAO/Clerk

A handwritten signature in black ink, appearing to be "Denise B. Holmes" in a cursive style.

## Denise Holmes

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**From:** Jennifer Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Tuesday, January 24, 2023 11:58 AM  
**To:** Premier of Ontario Premier ministre de l'Ontario  
**Cc:** 'sylvia.jones@pc.ola.org'; minister.mah@ontario.ca; peter.bethlenfalvy@pc.ola.org; Michelle Dunne; Denise Holmes; Tracey Atkinson - County of Dufferin (tatkinson@mulmur.ca); rknechtel@mulmur.ca; Nicole Martin; pavgoustis@eastgarafraxa.ca; Jessica Kennedy; Rebecca Whelan; 'Mark Early'; Fred Simpson; Meghan Townsend; Carolina Khan; Sheryl Flannagan; resolutions@amo.on.ca; Wade Mills; Denyse Morrissey; Alice Byl; Carey Holmes; swever@gspgroup.ca; "Stephen Burnett"; Jim Moss  
**Subject:** Town of Shelburne Resolution, Bill 23 - More Homes Built Faster Act, 2022  
**Attachments:** Letter to Hon. Doug Ford regarding Bill 23.pdf

Hon. Doug Ford:

At the January 23, 2023, meeting of Shelburne Town Council report CAO 2023-04 from the Chief Administrative Officer regarding Bill 23 – More Homes Built Faster Act and Potential Impacts – was considered and discussed by members of Council.

Attached please find the resolution that was passed unanimously along with a copy of report CAO 2023-04.

Thank You

Jennifer Willoughby, Director of Legislative Services/Clerk  
Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)  
Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7  
[www.shelburne.ca](http://www.shelburne.ca)

Town Hall will be open to the public Monday to Friday from 8:30 am to 12:00 pm and 1:00 pm and 4:30 pm. The office will be closed between 12:00 pm to 1:00 pm. There will be no public access to Town Hall each day from 12:00 pm to 1:00 pm.

We are encouraging everyone to continue to take advantage of digital processes. The best way to reach staff is by email. You can pay your bills online by visiting our webpage [Paying My Bills](#). Appointments at Town Hall are available upon request. You can request an appointment by visiting [Save my Spot](#) on our website.



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

January 24, 2023

Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

At the January 23, 2023, meeting of Shelburne Town Council the attached report CAO 2023-04 from the Chief Administrative Officer regarding Bill 23 – More Homes Built Faster Act and Potential Impacts – was considered and discussed by members of Council. The following resolution passed unanimously by way of recorded vote:

Moved By Councillor Walter Benotto  
Seconded By Councillor Lindsay Wegener

**BE IT RESOLVED THAT** report CAO2023-04 summarizing Bill 23, the More Homes Built Faster Act and Potential Impacts to the Town, be received;

**AND THAT** the tendering and construction of the Water Pollution Control Plant (WPCP) capital project be delayed until a financial strategy is developed;

**AND WHEREAS** Bill 23, was introduced by the Province on October 25, 2022 and received Royal Assent on November 28, 2022, amending several Acts including the Planning Act and the Development Charges Act;

**AND WHEREAS** the Town of Shelburne has and continues to plan for and accommodate housing needs including significant residential growth nearly doubling the Town's population over the past 15 years, including approximately 40% population growth between 2011 and 2016 making Shelburne the fastest growing small Town in Ontario during that period;

**AND WHEREAS** the Town of Shelburne is planning to accommodate additional residential growth to the year 2051 including over 2,000 new homes providing housing for approximately 5,500 people, bringing the Town's 2051 population to over 15,000 as per the County Municipal Comprehensive Review (MCR) to contribute to meeting the growth targets for the County in accordance with the Growth Plan for the Greater Golden Horseshoe;

**AND WHEREAS** the Town of Shelburne supports the Province's initiative to address the housing crisis by increasing the supply of available housing;



AND WHEREAS the required housing to meet these needs locally in Shelburne is already the subject of active development applications and plans in process, including plans for new seniors rental housing, a new retirement home project that has been awarded grant funding by the Province, several other subdivision and intensification projects, and development of the Shelburne West Secondary Plan via urban expansion as proposed in the County MCR;

AND WHEREAS the timing of these housing projects in Shelburne is impacted by the lack of available servicing capacity and is dependent upon sufficient available funding for critical infrastructure including required capacity upgrades to the Town's Wastewater Pollution Control Plant (WPCP);

AND WHEREAS the Town of Shelburne has completed an Environmental Assessment and is in the process of completing detailed design work for the planned WPCP upgrades which are expected to cost \$2 million in order to service the planned growth to 2051, on the basis that the eligible growth-related capital projects will be funded by Development Charges;

AND WHEREAS, to service this growth, the Town of Shelburne has also recently constructed a new water tower at a cost of \$7.2 million, on the basis that the eligible growth-related capital cost will be recovered through Development Charges;

AND WHEREAS the timing and implementation of the WPCP upgrades, originally planned for 2024-25 to enable currently proposed housing projects to proceed in a timely manner, is entirely dependent on available funding from Development Charges including front ending by the development community and will be deferred in the absence of sufficient available funding;

AND WHEREAS any shortfall in Development Charges revenue will be required to be made up in the form of in-kind contributions by the development community and/or funding assistance from senior levels of government, or the planned housing projects will be delayed by the lack of available servicing capacity;

AND WHEREAS the Town of Shelburne's ability to fund the WPCP upgrades and other critical infrastructure projects that are required to accommodate the planned housing projects is directly impacted by the legislative changes introduced by Bill 23;

AND WHEREAS the Town of Shelburne has adopted the principal that "growth pays for growth" and is not supportive of shifting the burden of the capital costs for growth-related infrastructure projects to the property tax base;



NOW THEREFORE BE IT RESOLVED THAT the Town of Shelburne requests the Province to identify no later than March 1, 2023, how the DC shortfall will be addressed through new provincial funding programs for required infrastructure;

AND THAT Council directs staff to contact provincial representatives in an effort to work towards a collaborative approach and investigate potential opportunities to advance the WPCP project in partnership with the Province including a financial strategy and proposed timeline, so that planned housing projects can proceed contributing to achieving the Province's goal of 1.5 million new homes by 2031, and report back to Council in August 2023;

AND THAT Council directs staff to circulate a copy of report CAO2023-04 to Premier Ford, Deputy Premier and MPP Sylvia Jones, Minister of Municipal Affairs and Housing Steve Clark, Minister of Finance, Peter Bethlenfalvy, Dufferin County and lower tier municipalities within Dufferin County.

CARRIED UNANIMOUSLY: Mayor Wade Mills

Respectfully,

*J. Willoughby*

Jennifer Willoughby  
Director of Legislative Services/Clerk  
Town of Shelburne

Cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Sylvia Jones, Deputy Premier, Minister of Health & MPP Dufferin-Caledon  
Hon. Peter Bethlenfalvy, Minister of Finance  
County of Dufferin  
Township of Melancthon  
Township of Mulmur  
Township of Amaranth  
Township of East Garafraxa  
Town of Mono  
Town of Grand Valley  
Town of Orangeville  
Nottawasaga Valley Conservation Authority  
Association of Municipalities of Ontario



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

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**Meeting Date:** Monday, January 23, 2023

**To:** Mayor Mills and Members of Council

**From:** Denyse Morrisey, CAO  
Steve Wever, Town Planner  
Carey Holmes, Director of Financial Services  
/ Treasurer

**Report:** CAO2023-04

**Subject:** Bill 23 – More Homes Built Faster Act, 2022  
and Potential Impacts

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### Recommendation

THAT Report CAO2023-04 summarizing Bill 23, the *More Homes Built Faster Act, 2022*, and Potential Impacts to the Town, be received; and that

The tendering and construction of the WPCP capital project be delayed until a financial strategy is developed; and that

WHEREAS Bill 23, the *More Homes Built Faster Act, 2022*, was introduced by the Province on October 25, 2022 and received Royal Assent on November 28, 2022, amending several Acts including the *Planning Act* and the *Development Charges Act*;

AND WHEREAS the Town of Shelburne has and continues to plan for and accommodate housing needs including significant residential growth nearly doubling the Town's population over the past 15 years, including approximately 40% population growth between 2011 and 2016 making Shelburne the fastest growing small Town in Ontario during that period;

AND WHEREAS the Town of Shelburne is planning to accommodate additional residential growth to the year 2051 including over 2,000 new homes providing housing for approximately 5,500 people, bringing the Town's 2051 population to over 15,000 as per the County Municipal Comprehensive Review (MCR) to contribute to meeting the growth targets for the County in accordance with the Growth Plan for the Greater Golden Horseshoe;

AND WHEREAS the Town of Shelburne supports the Province's initiative to address the housing crisis by increasing the supply of available housing;

AND WHEREAS the required housing to meet these needs locally in Shelburne is already the subject of active development applications and plans in process, including plans for new seniors rental housing, a new retirement home project that has been awarded grant funding by the Province, several other subdivision and intensification projects, and development of the Shelburne West Secondary Plan area via urban expansion as proposed in the County MCR;

AND WHEREAS the timing of these housing projects in Shelburne is impacted by the lack of available servicing capacity and is dependent on sufficient available funding for critical infrastructure including required capacity upgrades to the Town's Wastewater Pollution Control Plant (WPCP);

AND WHEREAS the Town of Shelburne has completed an Environmental Assessment and is in the process of completing detailed design work for the planned WPCP upgrades which are expected to cost \$2 million in order to service the planned growth to 2051, on the basis that the eligible growth-related capital cost will be funded by Development Charges;

AND WHEREAS, to service this growth, the Town of Shelburne has also recently constructed a new water tower at a cost of \$7.2 million, on the basis that the eligible growth-related capital cost will be recovered through Development Charges;

AND WHEREAS the timing of implementation of the WPCP upgrades, originally planned for 2024-25 to enable currently proposed housing projects to proceed in a timely manner, is entirely dependent on available funding from Development Charges including front-ending by the development community and will be deferred in the absence of sufficient available funding;

AND WHEREAS any shortfall in Development Charges revenues will be required to be made up in the form of in-kind contributions by the development community and/or funding assistance from senior levels of government, or the planned housing projects will be delayed by the lack of available servicing capacity;



AND WHEREAS the Town of Shelburne's ability to fund the WPCP upgrades and other critical infrastructure projects that are required to accommodate the planned housing projects is directly impacted by the legislative changes introduced by Bill 23;

AND WHEREAS the Town of Shelburne has adopted the principal that "growth pays of growth" and is not supportive of shifting the burden of the capital costs for growth-related infrastructure projects to the property tax base;

NOW THEREFORE BE IT RESOLVED

The Town of Shelburne requests the Province identify by June 2023 how the DC shortfall will be addressed through new provincial funding programs for required infrastructure; and that

Council directs staff to contact provincial representatives in an effort to work towards a collaborative approach and investigate potential opportunities to advance the WPCP project in partnership with the Province including a financial strategy and proposed timeline, so that planned housing projects can proceed contributing to achieving the Province's goal of 1.5 million new homes by 2031, and report back to Council in August 2023; and that

Council directs staff to circulate a copy of Report CAO2023-04 to the Premier Ford, Deputy Premier and MPP Sylvia Jones, Minister of Municipal Affairs and Housing Steve Clark, Dufferin County and lower tier municipalities in Dufferin County.

## Background

Bill 23, the *More Homes Built Faster Act, 2022*, was issued by the Province on October 25, 2022 and received Royal Assent on November 28, 2022, amending several Acts including the *Planning Act*, the *Development Charges Act*, the *Conservation Authorities Act*, the *Ontario Land Tribunal Act* and the *Ontario Heritage Act*, among others. The overall purpose of Bill 23 is to increase the speed and volume of housing to be made available to accommodate housing needs in the Province, while reducing the cost to construct housing, towards the goal of delivering 1.5 million new homes by the year 2031.

Bill 23 was posted for comments on the Environmental Registry of Ontario (ERO) for 45 days from October 25th to December 9th, 2022. The ERO posting indicates that the government received 582 written submissions and summarizes three (3) changes that were made to Bill 23 as a result of the comments received. Most of the legislative amendments in Bill 23 came into effect on the date of Royal Assent, while others came into effect on January 1, 2023, and still others will become effective by proclamation dates to be determined by the Province.

This report highlights some of the significant legislative changes that Bill 23 had made and related potential impacts to the Town.

Appendix 1 provides a summary of the key changes.

Financial implications related to the future delivery of growth-related infrastructure and services are discussed and although these impacts are not fully quantified at this time they are considered to be significant.

## Analysis

The Town has taken major steps and invested significantly over many years to accommodate a large share of housing, business and employment growth within Dufferin County. Working with the County and area municipalities through the County Municipal Comprehensive Review (MCR) process, and through related infrastructure and servicing studies, Environmental Assessments and Master Plans, the Town is currently working towards accommodating further significant growth to the year 2051. The County Land Needs Assessment (LNA) projects over 2,000 new housing units will be required in Shelburne to accommodate approximately 5,500 people, bringing the Town’s population to over 15,000 by 2051.

A large portion of this growth is intended to be accommodated through planning for the servicing and development of the remaining vacant west side land including the area proposed for urban expansion, in the Shelburne West Secondary Plan Area, as well as continued intensification within the built-up area.

The following housing projects are planned but are dependent on the timing of implementation of the planned servicing capacity upgrades and cannot proceed until the required infrastructure capacity is available:

<b>Housing Projects</b>	<b># of Units</b>
Emerald Crossing / Shelburne 89 Developments Ltd. (Fieldgate Homes) – Plan 7M-79 Block 215 (Future Medium/High Density/Mixed Use)	60
416, 428, 428 Main St. W. - NMJ Developments Inc. / Sahyog Investments Inc. & 2728476 Ontario Ltd. – Draft Plan of Subdivision – Shelburne West Secondary Plan Area	179
501-505 Main Street West – 1005024 Ontario Ltd. – Draft Plan of Subdivision – Shelburne West Secondary Plan Area	74 +50 future phase
124 Owen Sound Street – Owen Green Developments – Site Plan	44

Shelburne Meadows – Highway 89 & 4 <sup>th</sup> Line – 796413 Ontario Limited (Flato Developments) – Draft Plan of Subdivision – Shelburne West Secondary Plan Area	93 +463 future phases
434 Main Street West – Harpreet S. Goraya	38
Southbridge – New Retirement Home	128 beds
DiPoce Lands – East of 4 <sup>th</sup> Line - Shelburne West	250+
Intensification Potential within Built-up Area	513
<b>Total Planned and Proposed Residential Units</b>	<b>1,764+</b> <b>+128 beds</b>

Major infrastructure projects required to achieve this growth include the Wastewater Pollution Control Plant (WPCP) upgrades and the recently completed new water tower, as well as sanitary system and pumping station upgrades, water system improvements and an additional future municipal well supply.

Further, a Transportation Master Plan to be completed in partnership with the MTO will address future intersection and roadway improvements particularly along Main Street West to facilitate access for the planned development of the urban expansion area (Shelburne West), and planning for a much-needed truck by-pass to unlock the intensification and redevelopment potential of the Town’s main streets and downtown area.

Additionally, a Parks and Recreation Master Plan is currently underway to plan for community services needs which will continue to be shaped by rapid population growth and change over the next decade and beyond.

As in the past, the Town’s ability to implement these projects to accommodate growth and development, and its continued commitment to the principal of “growth pays for growth”, are reliant on Development Charges (DC) revenues. Without adequate DC’s, critical capital projects will be delayed or may become cost-prohibitive altogether based on the Town’s limited borrowing capacity and impacts to property taxation.

### Financial Impact

As the Town continues to plan and progress as a complete community in accordance with the Provincial Growth Plan, the legislative changes under Bill 23 will have a significant detrimental impact on the Town’s ability to continue to fund the necessary infrastructure and municipal services that is necessary to make this growth happen.

Although the long-term financial impacts of Bill 23 have not been fully quantified, it is clear that the Town will not be financially positioned to proceed with major infrastructure projects such as the WPCP upgrades, without which

the required housing growth cannot be accommodated, unless the projected loss of Development Charge revenues is made up by other funding sources such as senior government grants and/or voluntary capital contributions by the development community.

Waste Pollution Control Plant project estimated timelines:

- In 2021, Council approved using \$2M from capital reserves to fund the design and tendering portion of the WPCP upgrades which are currently ongoing.
- The final WPCP EA Public Information Center (PIC) was held in 2022.
- Final EA documents and Notice of Completion will be issued in early 2023.
- Initial timing was based on completion of the detailed design and tendering the works by the end of 2023
- Construction occurring in 2024 to 2026, contingent on funding.

The upgrades to the Water Pollution Control Plant (WPCP) estimated cost was \$33 Million to \$34 Million in 2022. It is expected due to significant inflationary impacts the project cost will increase.

However, the impacts of Bill 23 and the Town's ability to offset construction costs with Development Charges may significantly effect these timelines.

This report has recommended that the tendering and construction of the WPCP capital project be delayed until a financial strategy is developed. This could mean the construction of the WPCP is delayed for years, or even the WPCP expansion that was to support growth would not be completed.

With the recent borrowing of \$5 million dollars in 2022 for the Water Tower and no other existing loans ending until the end of 2026, the Town's borrowing capacity is limited until 2027. Even then the Town will fall short of the amount needed to fund the WPCP upgrades and expansion without the commitment of other guaranteed revenue sources.

#### Policies & Implications (if any) Affecting Proposal

N/A

#### Consultation and Communications

As Bill 23 will significantly affect the Town's financial position and future planning for growth and development and infrastructure projects, the CAO, Director of Financial Services / Treasurer, Town Planner and Town Engineer have collaborated on this report. The Director of Development and Operations was also consulted in the preparation of this report.

## Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the Sustainable and Livable Goals and with the Engaged Goals within the Targets:

Target T1 Develop long term (10 – 15 year) financial plan

Target T2 Municipal services review and evaluation

Target T3 Invest and fund critical infrastructure for future

Target T4 Promote balanced growth

Target T6 Promote more open communication

Target T7 Promote partnerships and collaboration

## Supporting Documentation

Appendix 1 – BILL 23 SUMMARY OF LEGISLATIVE CHANGES AND IMPACTS

Prepared by:

\_\_\_\_\_  
Denyse Morrissey, CAO

\_\_\_\_\_  
Steve Wever, Town Planner

\_\_\_\_\_  
Carey Holmes, Director of Financial Services/Treasurer

**CAO2023-04, APPENDIX 1- BILL 23 SUMMARY OF LEGISLATIVE CHANGES AND IMPACTS**

<b>Bill 23 – Planning Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
<p><b>Parkland</b></p> <ul style="list-style-type: none"> <li>Alternative parkland dedication and cash-in-lieu for higher density residential development reduced by half (from 1 ha/300 units to 1 ha/600 units for land, and from the value of 1 ha/500 units to 1 ha/1,000 units for cash), with an overall cap of 10% for development sites 5 ha or less in area and 15% for sites &gt;5 ha</li> </ul>	<ul style="list-style-type: none"> <li>No significant short-term impacts as residential densities are generally low enough that the standard 5% parkland or cash-in-lieu yields more land or cash-in-lieu.</li> <li>As densities increase in the future, this change will reduce the amount of new parkland or cash-in-lieu that the Town may require.</li> </ul>
<ul style="list-style-type: none"> <li>Parkland dedication and cash-in-lieu of parkland requirements frozen at time of zoning or site plan application unless more than 2 years elapses from date of application approval to date of first building permit</li> </ul>	<ul style="list-style-type: none"> <li>Overall, these changes will reduce the amount of parkland and/or cash-in-lieu that the Town may receive from future developments over the longer term, but the full magnitude of the impact is unknown at this time.</li> </ul>
<ul style="list-style-type: none"> <li>Parkland dedication and cash-in-lieu of parkland requirements based on “net” residential units excluding existing units, (and affordable units, attainable units and Inclusionary Zoning (IZ) units*)</li> </ul>	<ul style="list-style-type: none"> <li>This will require further review through the Parks and Recreation Master Plan to assess the needs for future parkland.</li> </ul>
<ul style="list-style-type: none"> <li>Landowner/developer may identify the proposed parkland which may include encumbered land, municipality may require agreement, or if municipality refuses the land it must give notice and the landowner/ developer may appeal the refusal to the OLT *</li> </ul>	<ul style="list-style-type: none"> <li>This change could result in substandard parkland, but staff will work to avoid these issues through a continued collaborative planning process with landowners to ensure the parkland meets Town standards and optimizes benefits to the area residents</li> </ul>
<ul style="list-style-type: none"> <li>Must spend or allocate at least 60% of the parkland reserve annually beginning in 2023 and each year thereafter</li> </ul>	<ul style="list-style-type: none"> <li>It is anticipated that much of the reserve will be needed in the short-term to fund priority projects to be identified through the Parks and Recreation Master Plan.</li> </ul>

\*Changes not yet in effect – subject to proclamation date

**CAO2023-04, APPENDIX 1- BILL 23 SUMMARY OF LEGISLATIVE CHANGES AND IMPACTS**

<b>Bill 23 – Planning Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
<p><b>Site Plan Control</b></p> <ul style="list-style-type: none"> <li>The construction, placing or erection of a building or structure for residential purposes on a parcel of land is exempt from site plan requirements if the parcel of land will contain no more than 10 residential units</li> </ul>	<ul style="list-style-type: none"> <li>The exemption lacks clarity and is bound to create some problems and confusion in its future application, and ultimately could result in some undesirable multi-unit residential developments of 10 units or less.</li> </ul>
<ul style="list-style-type: none"> <li>Exclusions from Site Plan Control revised so that exterior design of buildings is no longer included in scope, except exterior access to a building that will contain affordable housing units and also protection or conservation of the environment via a by-law under s. 97.1 of the Municipal Act</li> </ul>	<ul style="list-style-type: none"> <li>Locally, most multi-unit developments involve 10 or fewer residential units which have warranted or benefited from the site plan process.</li> <li>Zoning and Building By-law regulations will need to be reviewed and updated.</li> <li>These changes will impact the Town’s ability to influence the exterior design of buildings which increases the likelihood that new development may be out of character with the area and/or does not meet the Town’s expectations for high quality design</li> </ul>
<ul style="list-style-type: none"> <li>To require building plan, elevation and cross-section drawings for residential buildings with fewer than 25 units, the Official Plan must identify the area where such drawings are required</li> </ul>	<ul style="list-style-type: none"> <li>Updates to the Official Plan will need to be considered to determine if any policy and mapping updates are necessary to address where building plan, elevation and cross-section drawings are required for residential buildings with fewer than 25 units</li> </ul>
<p><b>Regional/Upper-Tier Planning</b></p> <ul style="list-style-type: none"> <li>Specific Regional and upper-tier municipalities defined as no longer having planning responsibilities and</li> </ul>	<ul style="list-style-type: none"> <li>No immediate impact. If planning responsibilities are removed from the County of Dufferin in future, Council</li> </ul>

\*Changes not yet in effect – subject to proclamation date

**CAO2023-04, APPENDIX 1- BILL 23 SUMMARY OF LEGISLATIVE CHANGES AND IMPACTS**

<b>Bill 23 – Planning Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
<p>the Minister may add to this list* – the list does not currently include the County of Dufferin which will maintain upper-tier planning responsibilities unless/until the County is added to the list in future</p>	<p>would have decisions to make about whether and how to adopt and use the County Official Plan as a local Official Plan in conjunction with the Town’s existing Official Plan.</p>
<p><b>Zoning for Residential Units</b></p> <ul style="list-style-type: none"> <li>• Scope of municipal authority within zoning by-laws does not include the authority to prohibit up to 3 units on a parcel of urban residential land including 2 units in a detached, semi-detached or rowhouse with 1 unit in an ancillary building, or 3 units in the detached, semi-detached or rowhouse with no units in an ancillary building</li> <li>• No more than one parking space per unit may be required in a zoning by-law</li> <li>• Minimum floor areas for these residential units may not be regulated in a zoning by-law</li> <li>• Ministry may make regulations governing these added residential units, and the regulations supersede a zoning by-law in effect</li> </ul>	<ul style="list-style-type: none"> <li>• It is unclear if the current process of requiring re-zoning or minor variances based on the current Zoning By-law definition “cellar” and restriction of units located below grade will continue to apply based on this change</li> <li>• The Zoning By-law does not currently permit a dwelling unit in ancillary buildings in residential or other zones</li> <li>• Staff are working on draft updates to the Zoning By-law to address these changes and to avoid confusion with the recent changes to the Planning Act</li> <li>• Parking will be a concern as in some cases 1 space per unit will not be adequate leading to on-street parking issues</li> <li>• These changes will also be reviewed in relation to servicing allocation impacts</li> </ul>
<p><b>Public Consultation and Appeals</b></p> <ul style="list-style-type: none"> <li>• A public meeting is no longer required for a plan of subdivision application</li> <li>• Third party appeal rights removed for Consents, Minor Variances</li> </ul>	<ul style="list-style-type: none"> <li>• Re-zoning is typically required in conjunction with subdivision applications, so it is unclear if/how this would speed up development approvals</li> <li>• More weight to Committee of Adjustment decisions</li> </ul>

\*Changes not yet in effect – subject to proclamation date



**CAO2023-04, APPENDIX 1- BILL 23 SUMMARY OF LEGISLATIVE CHANGES AND IMPACTS**

<b>Development Charges Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
<p><b>Exemptions from DC's:</b></p> <ul style="list-style-type: none"> <li>• enlargement of an existing residential unit;</li> <li>• creation, in an existing rental residential building with four or more units, of one residential unit or of 1% of the number of existing units, whichever is greater;</li> <li>• creation of additional residential units under the Planning Act, in an existing dwelling or in a new residential building;</li> <li>• non-profit residential development,</li> <li>• residential units that are required through inclusionary zoning;</li> </ul>	<ul style="list-style-type: none"> <li>• Minor impact to DC revenues as some of these types of development were already exempt such as certain additional residential units and there are no existing rental residential buildings with more than 100 units that allow 2+ exempted units</li> <li>• The exemption of up to 3 units total per residential property for detached, semi-detached and rowhouses will have a cumulative impact over the longer term</li> </ul>
<ul style="list-style-type: none"> <li>• Affordable and attainable residential units*</li> <li>• Affordable: rent or purchase price no greater than 80% of average market rent or average purchase price – Provincial bulletin will list these averages</li> <li>• Attainable: not the same as affordable, not rented, part of prescribed development or class of developments</li> <li>• Agreements required to maintain unit at affordable level for 25 years, attainable units at the time the unit is sold</li> <li>• Vendor and renter/purchaser must be dealing at arm's length</li> </ul>	<ul style="list-style-type: none"> <li>• Exemption of affordable and attainable residential units will reduce future DC revenues – the magnitude of this impact is unknown at this time and will depend on when these provisions come into effect and the volume of residential units proposed/approved that meet the definition of affordable and attainable</li> <li>• Further details and clarity are needed with respect to what constitutes an "attainable" unit and to ensure this will not become a DC loophole</li> <li>• How will the Provincial bulletin define the market areas</li> </ul>
<p><b>Existing Service Levels</b></p> <ul style="list-style-type: none"> <li>• Calculation of the DC ceiling now based on 15-year average service levels instead of past 10 years</li> </ul>	<ul style="list-style-type: none"> <li>• This change may impact soft service DC's (e.g. parks and recreation) as going back 15 years reduces the average level of service more significantly than for hard infrastructure</li> </ul>

\*Changes not yet in effect – subject to proclamation date

**CAO2023-04, APPENDIX 1- BILL 23 SUMMARY OF LEGISLATIVE CHANGES AND IMPACTS**

<b>Development Charges Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
<p><b>Eligible DC Costs</b></p> <ul style="list-style-type: none"> <li>Excludes cost of studies in connection with acquisition of land, improvement of land, acquisition, leasing, construction, or improvement of buildings, structures, or other facilities, and preparing the DC Study</li> </ul>	<ul style="list-style-type: none"> <li>This change will mean the Town will eventually have to fund growth-related studies and future DC Study updates through other non-DC sources</li> <li>Some "soft costs" could potentially be incorporated as part of the infrastructure costs included in the DC</li> </ul>
<p><b>Phase-in of DC Rates and Duration</b></p> <ul style="list-style-type: none"> <li>For new DC By-laws passed on or after January 1, 2022, the calculated DC rate must be phased-in at 80% of calculated rate in Year 1, 85% in Year 2, 90% in Year 3, 95% in Year 4 (100% in Year 5)</li> <li>The period after which a DC by-law expires has been extended from five years to ten years</li> </ul>	<ul style="list-style-type: none"> <li>No immediate impact as the Town's current DC By-laws were passed before Jan 1, 2022;</li> <li>This is potentially a major financial impact to the timing of collection of DC's for future major growth-related capital projects (i.e. WPCP upgrades) as new/updated DC By-laws will need to be passed to incorporate these costs;</li> </ul>
<p><b>DC Discounts for Rental Housing</b></p> <ul style="list-style-type: none"> <li>A building with four or more units used as rental residential are discounted based on the number of bedrooms in each unit: reduced by 25% for any unit with three or more bedrooms, by 20% for a unit with two bedrooms, and by 15% for any other unit.</li> </ul>	<ul style="list-style-type: none"> <li>These changes will reduce DC revenues but the magnitude of impact is unknown at this time and will depend on the volume and type of future residential apartment housing and other developments for which DC's are deferred or collected in installments</li> </ul>
<p><b>Maximum DC Interest Rate</b></p> <ul style="list-style-type: none"> <li>Capped at average prime rate +1%</li> <li>This change does not apply to DC's payable before Bill 23 came into effect</li> </ul>	<ul style="list-style-type: none"> <li>For these developments, DC interest revenues will be reduced as the Town's DC interest rate policy is 5% plus current Bank of Canada rate</li> </ul>
<p><b>Use of DC Reserves</b></p> <ul style="list-style-type: none"> <li>Must spend or allocate at least 60% of the parkland reserve annually beginning in 2023 and each year thereafter, for water</li> </ul>	<ul style="list-style-type: none"> <li>It is unclear how this will work for larger infrastructure projects that may take many years to establish sufficient funding reserves in DC's to initiate the</li> </ul>

\*Changes not yet in effect – subject to proclamation date

**CAO2023-04, APPENDIX 1- BILL 23 SUMMARY OF LEGISLATIVE CHANGES AND IMPACTS**

<b>Development Charges Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
supply services, wastewater services, roads/public works, and any other services prescribed	project, though “allocate” suggests the funds can be earmarked for such projects

**Amendments to Conservation Authorities Act**

The summary below focuses on amendments made to the *Conservation Authorities Act* by Bill 23 that came into effect either upon Royal Assent (on November 28, 2022) or on January 1, 2023. Some amendments come into effect on July 1, 2023; these pertain primarily to ss. 24–27 of the Act, regarding matters such as the recovery and apportionment of project capital costs and of operating expenses.

<b>Conservation Authorities Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
<p><b>Minister responsible for administration of the Act</b></p> <ul style="list-style-type: none"> <li>The term “Minister,” as it is used in the Conservation Authorities Act, now refers to the Minister of Natural Resources and Forestry and not the Minister of the Environment, Conservation and Parks.</li> </ul>	
<p><b>Reviewing and commenting on applications</b></p> <ul style="list-style-type: none"> <li>As of January 1, 2023, conservation authorities are no longer authorized to review and comment on a proposal or application made under a prescribed Act – of note, including the Condominium Act, the Drainage Act, the Ontario Heritage Act, and the Planning Act.</li> <li>A conservation authority may still provide municipal programs and services within its area of jurisdiction under a memorandum of understanding or similar agreement, so long as those programs and services do not contravene this prohibition on reviewing or commenting on applications.</li> </ul>	<ul style="list-style-type: none"> <li>Currently, the Town relies upon and has a Memorandum of Understanding with the NVCA for review of Planning Act applications by providing ecological expertise such as the review of Environmental Impact Studies (EIS).</li> <li>Outside subject-matter experts will need to be retained by the Town to provide these services for environmental matters to review these components of planning applications going forward.</li> </ul>

\*Changes not yet in effect – subject to proclamation date

**CAO2023-04, APPENDIX 1- BILL 23 SUMMARY OF LEGISLATIVE CHANGES  
AND IMPACTS**

**Amendments to Ontario Heritage Act**

<b>Ontario Heritage Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
<p><b>Municipal Heritage Register</b></p> <ul style="list-style-type: none"> <li>• As of July 1, 2023, the Municipal Heritage Register must be accessible to the public on the municipality's website. For properties that were listed on the Register as of January 1, 2023, Council must give notice of intention to designate the property within two years or remove the property from the Register.</li> <li>• Similarly, Council must give notice of intention to designate any property added to the Register on or after January 1, 2023, within two years of the property being added to the Register or remove the property from the Register.</li> <li>• A property can only be listed on the Register if it meets the criteria set out in Section 1 of O. Reg. 9/06 under the Act.</li> <li>• A listed property must be removed from the Municipal Heritage Register if:               <ul style="list-style-type: none"> <li>- Council withdraws its notice of intention to designate;</li> <li>- Council does not pass a by-law to designate the property within 120 days of publishing the notice of intention to designate (or within any other prescribed period of time, as the case may be); or</li> <li>- Council passes a designating by-law but subsequently repeals that by-law, either on its own or at the direction of the Tribunal.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No significant immediate / short-term impacts given there are few designated properties / buildings.</li> </ul>

\*Changes not yet in effect – subject to proclamation date

**CAO2023-04, APPENDIX 1- BILL 23 SUMMARY OF LEGISLATIVE CHANGES  
AND IMPACTS**

<b>Ontario Heritage Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
<ul style="list-style-type: none"> <li>• Council is not required to consult with the Municipal Heritage Committee before removing the property from the Register if one of the above circumstances applies.</li> <li>• If a listed property is removed from the Register under one of the above circumstances, it cannot be added back to the Register for at least five years.</li> <li>• If a property is removed from the Register because Council has not issued notice of intention to designate, Council must wait another five years before it can list the same property again (so seven years from the original date on which the property was first listed or from Jan. 1, 2023, for properties that were already on the register before Bill 23).</li> </ul>	
<p><b>Designation after prescribed events</b></p> <ul style="list-style-type: none"> <li>• Council can only give notice of intention to designate a property after an event prescribed for the purposes of subs. 29 (1.2) has occurred (i.e., notice of complete application has been given for an OPA, ZBA, or plan of subdivision) if the property was already listed on the Municipal Heritage Register when the “prescribed event” occurred.</li> </ul>	
<p><b>Heritage conservation districts</b></p> <ul style="list-style-type: none"> <li>• Council can only designate an area as a heritage conservation district if the area meets the criteria set out in Section 3 of O. Reg. 9/06 under the Act.</li> </ul>	

\*Changes not yet in effect – subject to proclamation date

**CAO2023-04, APPENDIX 1- BILL 23 SUMMARY OF LEGISLATIVE CHANGES AND IMPACTS**

<b>Ontario Heritage Act Changes</b>	<b>Staff Comments / Potential Impacts</b>
<ul style="list-style-type: none"><li>• Those criteria require that at least 25 percent of the properties in the area to be designated have cultural heritage value or interest: properties must satisfy at least two of the nine attributes listed in the regulation.</li><li>• To amend or repeal a by-law passed to designate a heritage conservation district, Council must follow any processes as may be prescribed by regulation (none at present).</li></ul>	

\*Changes not yet in effect – subject to proclamation date

**HORNING'S MILLS COMMUNITY PARK BOARD**  
**Meeting Minutes - Wednesday, November 9, 2022**

The current Horning's Mills Community Park Board held its final meeting via Zoom on the 9th day of November 2022 at 5:30 pm. Members present were Councillor James McLean, Jim Hill, Nanci Malek, and Lynn Hodgson. Mayor Darren White was not in attendance.

**CALL TO ORDER:**

James McLean, Councillor/Chair, called the meeting to order at 5:31 pm.

**LAND ACKNOWLEDGEMENT:**

Councillor James McLean recited the Land Acknowledgement Statement.

**ADDITIONS:**

Malek suggested that the Board discuss the recommendations made to Melancthon Council from the previous meeting.

**DELETIONS:**

None

**APPROVAL OF AGENDA:**

Approval of the Agenda was moved by Malek, seconded by Hill. Carried.

**DECLARATION OF PECUNIARY INTEREST OR CONFLICT OF INTEREST:**

None

**APPROVAL OF DRAFT MINUTES:**

The draft minutes of the previous meeting held on Wednesday, July 27, 2022, were reviewed and approved as circulated – moved by Malek, seconded by Hodgson. Carried.

**BUSINESS ARISING FROM MINUTES:**

None

**GENERAL BUSINESS:**

**Financials:**

Councillor McLean discussed the Horning's Mills Community Park Board financials as circulated prior to the meeting. The expenses for 2022 were \$2,854.12, leaving a reserve of \$3,285.33. It was mentioned that any revenue from baseball team usage of the diamond was not on the financial statement. Councillor McLean will make an inquiry and recommend that the new council allocate all or a portion of the proceeds from the baseball activities to the park.

**Walkway:**

It was noted by Councillor McLean that in August, he, Mayor White, and Public Works Superintendent Craig Micks had a discussion concerning the construction of a pathway at the park. The walkway would run from the main entrance, located on Main Street, angling towards the ball diamond and then to the children's play equipment area. Micks had obtained a quote, but, due to time constraints, the project will be postponed until spring 2023, at which time he will acquire a revised quote for the new Board. The construction would require the use of heavy equipment, the removal of topsoil, and the laying down of limestone screenings.

**Field Usage in 2023:**

An increased usage of the ball diamond was noted this past summer. Mansfield Minor Baseball has been using the diamond for practices. Coaches have expressed some barriers to using the diamond for games, such as the lack of a pitching mound for the older teams, the absence of an electrical supply to the mound to operate a pitching machine for teams under eleven years of age, and an outfield fence. The labour for the electrical work would be donated, and permits will hopefully be obtained in the spring of 2023. Councillor McLean will speak with Orsoyla Scace from the Mansfield Minor Ball Association to discuss any other items that are preventing teams from playing games at the park. Malek will market ball field availability and a ball team playing schedule on Facebook.

It was noted that the diamond needs more regular maintenance and the application of screenings to better manage the weed problem, and the issue will be discussed with the Roads Department. Other uses for the park that were discussed included musical concerts and movie nights. Suggestions for other uses of the park will be made known in the upcoming 2023 Recreation Task Force Report. Hill raised the continuous concern regarding the vandalism of the park and how it could be minimized or prevented. Councillor McLean will raise the issue to the Police Services Board. The posting of signs was mentioned, and Malek will follow up on sign availability with the Dufferin County Roads Department.

**Investments for 2023:**

Investments for the park include:

1. development of a pitching mound
2. electrical source to the mound (covered by Mansfield Minor Baseball)
3. walkway (cost to be potentially covered by Melancton Township)

Councillor McLean mentioned that Flato Developments had reached out to Mayor White and himself regarding their presence at an open house. Councillor McLean plans on asking Flato to make an investment in the Horning's Mills Community Park regarding refencing the perimeter, the construction of a stand-alone gazebo located by the diamond, and refurbishing the existing pavilion with a gazebo.

**Other:**

Malek inquired as to whether the previous recommendations from the meeting on July 27, 2022, had been brought forth to Melancton Council. Councillor McLean noted that the items had been mentioned to Sarah Culshaw (Treasurer/Deputy Clerk) and that he would add them to the agenda for the Melancton Council meeting on November 10, 2022. Councillor McLean noted that this was the final meeting of the current Horning's Mills Community Park Board.

**RECOMMENDATIONS TO COUNCIL:**

The Horning's Mills Community Park Board puts forth a recommendation that Melancton Township Council cover the costs of the development of the park walkway. Moved by Malek, seconded by Councillor McLean. Carried.

Councillor McLean will bring forth to Council the previous recommendations made during the July 27, 2022, Park Board meeting.

**CONFIRMATION OF MOTION:**

Moved by Malek, seconded by Hill. Carried.

**ADJOURNMENT:**

The meeting was adjourned at 5:58 pm. Moved by Malek, seconded by Hodgson.





## Grand River Conservation Authority

Summary of the General Membership Meeting – January 27, 2023

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-01-23-04 - Budget 2023 Draft #2
- GM-01-22-06 - Budget 2022 Draft #2
- GM-01-22-03 - Refuse Collection and Recycling RFP
- GM-01-23-08 - Proposed By-law 1-2023

### Information Items

The Board received the following reports as information:

- GM-01-23-03 - Per diems and Honorariums for 2023
- GM-01-23-01 - Cash and Investment Status
- GM-01-23-07 - Ontario's Housing Supply Action Plan - Related Regulatory Changes, Ministerial Order and OWES Manual Amendments
- GM-01-23-02 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-01-23-06 - Current Watershed Conditions
- GM-01-23-05 - Lake Erie Surge Flood Event – December 23, 2022

### Correspondence

The Board received the following correspondence:

- Ministry of Municipal Affairs and Housing re: Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O.Reg. 154/03
- County of Brant re: Bill 23, More Homes Built Faster Act, 2022 - Legislative Update and Comments
- Conservation Ontario re: Review of A Place to Grow (Growth Plan) and PPS (ERO Posting 019-6177)
- Ministry of Natural Resources and Forestry regarding the exception request for chair and vice-chair term limits

### Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board. No meeting was held this month.

### Election of Officers

The board elects a chair and vice-chair each January to serve for the coming year.

- Chris White was acclaimed as Chair of the Grand River Conservation Authority for a third one-year term
- Susan Foxton was acclaimed as Vice-Chair of the Grand River Conservation Authority for a third one-year term

For full information, please refer to the [January 27 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 February 24, 2023.

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'.

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

The Township of Melancthon Roads Sub-Committee held a meeting on November 2<sup>nd</sup>, 2022, at 10:30 a.m. The following members were present: David Besley, Chair, James McLean and Bill Neilson. Also present were: Craig Micks, Public Works Superintendent, Denise Holmes, CAO/Clerk, and Kaitlin Chessell, Roads Sub-Committee Secretary. Chair Besley called the meeting to order at 10:30 a.m.

### **Land Acknowledgement**

Chair Besley shared the Land Acknowledgement Statement.

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

#### Addition

Memorandum of Understanding from Dufferin Drift Busters Snowmobile Club

Moved by McLean, Seconded by Neilson that the agenda be approved as amended. Carried.

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

No declaration declared at this time.

### **Approval of Draft Minutes**

Moved by McLean, Seconded by Neilson that the minutes of Roads Sub-Committee Meeting June 7, 2022, Special Roads Sub-Committee Meeting with On-Site July 20, 2022, Special Roads Sub-Committee Meeting August 10, 2022, Special Roads Sub-Committee On-Site September 8, 2022, and Special Roads Sub-Committee Meeting September 14, 2022, be approved as circulated. Carried.

### **Business Arising from Minutes**

June 7, 2022, Minutes

Chair Besley asked if staff had gotten information regarding what surrounding Municipalities do regarding reduced loads on no heavy truck roads. Kaitlin Chessell, Roads Sub-Committee Secretary advised that she had reached out to surrounding Municipalities and has received lots of comments on how they deal with this. This will be brought forward to the next terms Roads Sub-Committee.

## **Correspondence Items**

None.

## **General Business**

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

Craig Micks, Public Works Superintendent advised the Committee that the Public Works Department has been working on grading roads, brushing, and putting up signs. He also advised that they finished the winter sand yesterday and they have a new full-time employee that has started. Member McLean updated the Committee on the new bus route that will be implemented in Bretton Estates as the Public Works department has finished installing the signs that were ordered.

### **2. Quote for Entrance and Road Upgrades on 5<sup>th</sup> Line OS**

Staff was directed to send the quote to the landowner and let them know that this is just an estimate which can change due to construction costs rising and three quotes will need to be obtained by the Township if the project is going to proceed. The landowner needs to confirm if they are wanting to proceed and enter into an agreement with the Township to pay to upgrade the road.

### **3. 4 Way Stop Request at 10<sup>th</sup> Line NE and 240 Sideroad (Councillor Mercer)**

The Committee asked Craig what the procedure to do this is. Craig advised that the Township would need to receive a formal complaint from the resident and then they would put the road counter out to see if a four-way stop is justified. If Council wants to proceed with the installation of a stop sign, they will need to pass a by-law to do so. Craig also advised the Committee that this intersection is not busy. Chair Besley advised that he will bring this up during his report to Council at next Thursday's meeting and advise Councillor Mercer that the resident will need to make a formal complaint before we can proceed with looking into this issue.

### **4. Impassable Roads for Large Farm Equipment (combines) due to Tree Branches Growing Over the Roadways. Ex. 270 Sideroad between 2<sup>nd</sup> Line SW and 4<sup>th</sup> Line SW (Councillor Neilson)**

Member Neilson spoke to this and advised that some residents brought this to his attention, and he just wanted to bring it forward on their behalf. Craig advised that he tries to do what he can but the cost to rent a brusher or hire someone to come into brush is very expensive and by the time they brush a few of the main roads the budget for brushing is gone. Member McLean advised that we should be looking at the shortfall in funding for brushing during the 2023 budget discussion.

## **5. 4<sup>th</sup> Line SW not Wide Enough to Allow Passage of Tractors with Duals and Combines with Oncoming Traffic (Councillor Neilson)**

The Committee discussed that the farm equipment is getting bigger and bigger, and the roads are not able to accommodate this. Craig advised that even the main County Roads are not wide enough to accommodate the large machinery anymore.

## **6. Several Road Ditches Have Grown Full of Willows and Cedar Greatly Compromising the Passage of Water Resulting in Adjacent Fields being Wetter than the Rest of the Field (Councillor Neilson)**

This was discussed under Item #4.

## **7. Phragmites in the Township (directed from Council)**

Member Neilson spoke to this as this originated from the Environmental Sustainability Committee, he advised that the Committee has mapped the phragmites that is in the Township and most of it is either on County Roads or Private Property. The County has been out spraying the phragmites but the only thing we can do about the private property phragmites is educate the community. The Committee discussed that maybe we can piggyback with the County Phragmites spraying and spray the Phragmites in our Township road allowances as well. Staff was directed to reach out the County of Dufferin about piggybacking onto their annual phragmites spray program.

## **8. Poulton Place Update**

Craig advised that he compared the breakdown of RJ Burnside's quote with the quote from Demmans Excavating and can see various spots where we can eliminate items and get a better price on gravel and trucking. Craig advised that the quote from Demmans Excavating did not account for manholes which will need to be installed and this will cost around \$14,000. The Committee discussed whether we would be able to use development charge money to do this project or if the Township should help fund this. The Committee discussed that if we pay to build this road, we would then be responsible for building up other no maintenance roads in the Township for people to build on (as we have had people inquire about this) and the Township Official Plan Policy says that the Township does not fund this, the builders fund this. Craig was directed to try and get a more accurate price together so that we can send letters to the six lot owners and see if they are wanting to fund the road.

## **9. Other/Additions – Memorandum of Understanding with Dufferin Drift Busters Snowmobile Club**

The Roads Sub-Committee discussed that we have previously signed memorandums of understanding with the Dufferin Drift Busters Snowmobile Club. Public Works Superintendent, Craig Micks advised that he has no issues with this and that he spoke

to Steve McCarthy of the snowmobile club who dropped the agreement off and he advised that the government is making them have annually signed agreements with Municipalities now just like they do with the landowners whose properties they use for the trails.

**Recommendation:**

The Roads Sub-Committee recommends to Council that we sign the memorandum of understanding with the Dufferin Drift Busters Snowmobile Club.

**10. Unfinished Business**

None.

**Recommendation to Council**

Recommendation has been outlined above.

**Confirmation Motion**

Moved by Neilson, Seconded by McLean 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**

11:32 a.m. - Moved by McLean, Seconded by Neilson that we adjourn this Roads Sub-Committee meeting sine die. Carried.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

## Denise Holmes

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**From:** Derek Malynyk <firechief@southgate.ca>  
**Sent:** Monday, January 9, 2023 11:06 AM  
**To:** Denise Holmes  
**Subject:** 2022 fire incidents  
**Attachments:** Incident Summary Melancthon 2022.pdf; Incident Details Melancthon 2022.pdf

Morning Denise,

Please find attached a summary of the calls Dundalk responded to in Melancthon for 2022 as well as a more detailed report as well if there are any questions regarding any of it please feel free to reach out.

Dundalk Responded to 50 calls in Melancthon in 2022.

thanks  
Derek Malynyk  
Fire Chief  
Dundalk Fire Department  
Chief Fire Official  
Township of Southgate  
Phone: [\(519\) 923-2402](tel:5199232402)  
Fax: [\(519\) 923-0287](tel:5199230287)  
Email: [firechief@southgate.ca](mailto:firechief@southgate.ca)

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## Dundalk/Southgate Fire Department

Fire Chief :Derek Malynyk  
 85 Dundalk St, Box 765 Dundalk ON  
 Dundalk ON N0C 1B0  
 PH : 5199232402  
 Email :[firechief@southgate.ca](mailto:firechief@southgate.ca)

### Incident Summary From Jan 1 22 to Dec 31 22

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
<b>Dundalk Fire Department</b>					
Jan 9 22 22-0002	13:40:00 SIDEROAD 260 / 4TH LI SW <b>Accident or illness related - cuts, fractures, person fainted, etc.</b>	42	7		
Jan 22 22 22-0008	21:29:59 SIDEROAD 260 / 7TH LI SW <b>Medical/resuscitator call no action required</b>	33	5		
Jan 26 22 22-0009	08:11:27 279140 6TH LI NE <b>Vehicle Collision</b>	62	11		
Jan 28 22 22-0011	15:55:12 COUNTY ROAD 9 / 2ND LI NE <b>Vehicle Collision</b>	54	12		
Feb 9 22 22-0019	03:13:30 722207 SIDEROAD 250 <b>Assistance not required by other agency</b>	26	6		
Feb 13 22 22-0021	07:58:00 764220 SIDEROAD 240 <b>CO incident, CO present (exc false alarms)</b>	128	6		
Feb 13 22 22-0022	12:44:14 764220 SIDEROAD 240 <b>CO incident, CO present (exc false alarms)</b>	141	8		
Mar 15 22 22-0031	21:24:36 HIGHWAY 10 / SIDEROAD 250 <b>Vehicle Collision</b>	142	18		
Mar 27 22 22-0034	21:43:06 239284 COUNTY ROAD 2 <b>Vehicle Collision</b>	57	16		
Apr 2 22 22-0035	11:56:45 GREY ROAD 9 / 10TH LI NE <b>Vehicle Collision</b>	69	15		
Apr 8 22 22-0042	19:07:25 159001 HIGHWAY 10 <b>Vehicle Collision</b>	101	9		
Apr 28 22 22-0052	20:25:12 158032 HIGHWAY 10 <b>Open air burning/unauthorized controlled burning (no uncontrolled fire)</b>	44	21		
May 11 22 22-0057	14:21:52 SIDEROAD 240 / MAIN ST E <b>NO LOSS OUTDOOR fire (see exclusions)</b>	33	11		
May 21 22 22-0059	14:06:58 158469 HIGHWAY 10 <b>Call cancelled on route</b>	16	4		
Jun 6 22 22-0065	12:32:19 HIGHWAY 10 / COUNTY ROAD 21 <b>Vehicle Collision</b>	26	1		
Jun 15 22 22-0068	16:31:12 HIGHWAY 10 / SIDEROAD 260 <b>Vehicle Collision</b>	50	9		
Jun 16 22 22-0072	20:46:56 764050 SIDEROAD 240 <b>Fire</b>	177	18		

# Dundalk/Southgate Fire Department

## Incident Summary Continued From Jan 1 22 to Dec 31 22

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Jun 19 22 22-0077	01:08:29 HIGHWAY 10 / SIDEROAD 220 <b>Vehicle Collision</b>	60	6		
Jun 20 22 22-0078	20:35:02 158032 HIGHWAY 10 <b>Asphyxia, Respiratory Condition</b>	31	5		
Jun 22 22 22-0079	07:14:14 HIGHWAY 10 / SIDEROAD 250 <b>NO LOSS OUTDOOR fire (see exclusions)</b>	72	8		
Jun 22 22 22-0080	17:52:33 SIDEROAD 250 / HIGHWAY 10 <b>Call cancelled on route</b>	2	0		
Jun 23 22 22-0081	13:45:00 118377 2ND LI SW <b>Chest pains or suspected heart attack</b>	38	7		
Jun 28 22 22-0082	19:32:01 78012 7TH LI SW <b>Call cancelled on route</b>	15	4		
Jun 29 22 22-0084	11:05:28 SIDEROAD 270 / COUNTY ROAD 21 <b>Authorized controlled burning - complaint</b>	71	8		
Jun 30 22 22-0088	22:18:46 824080 MELANCTHON OSPREY TI <b>Asphyxia, Respiratory Condition</b>	26	5		
Jul 18 22 22-0104	20:56:21 158032 HIGHWAY 10 <b>Asphyxia, Respiratory Condition</b>	29	7		
Aug 1 22 22-0112	22:09:19 197492 2ND LI NE <b>Fire</b>	298	24		
Aug 2 22 22-0113	06:10:33 197492 2ND LI NE <b>NO LOSS OUTDOOR fire (see exclusions)</b>	63	5		
Aug 2 22 22-0114	12:59:42 682390 SIDEROAD 260 <b>Human - Perceived Emergency</b>	42	8		
Aug 21 22 22-0125	14:04:53 158469 HIGHWAY 10 <b>Asphyxia, Respiratory Condition</b>	30	5		
Aug 21 22 22-0126	14:52:32 SOUTHGATE MELANCTHON TI / 7TH LI SW <b>Vehicle Collision</b>	40	14		
Aug 24 22 22-0128	16:49:58 117462 2ND LI SW <b>Asphyxia, Respiratory Condition</b>	33	4		
Aug 27 22 22-0132	16:51:26 HIGHWAY 10 / COUNTY ROAD 21 <b>Vehicle Collision</b>	77	7		
Sep 16 22 22-0141	20:29:28 158032 HIGHWAY 10 <b>NO LOSS OUTDOOR fire (see exclusions)</b>	53	9		
Sep 22 22 22-0143	08:02:46 158273 HIGHWAY 10 <b>Vehicle Collision</b>	43	8		
Sep 23 22 22-0146	13:02:33 117462 2ND LI SW <b>Vital signs absent, DOA</b>	30	5		



# Dundalk/Southgate Fire Department

## Incident Summary Continued From Jan 1 22 to Dec 31 22

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Oct 3 22 22-0151	15:21:19 682047 SIDEROAD 260 <b>Accident or illness related - cuts, fractures, person fainted, etc.</b>	34	5		
Oct 4 22 22-0152	11:52:21 683209 COUNTY ROAD 21 <b>Alcohol or drug related</b>	45	5		
Oct 4 22 22-0153	12:58:22 COUNTY ROAD 21 / 6TH LI NE <b>Alcohol or drug related</b>	40	6		
Oct 12 22 22-0159	20:27:13 318040 8TH LI NE <b>Vehicle Collision</b>	57	12		
Oct 13 22 22-0160	11:51:24 158032 HIGHWAY 10 <b>Asphyxia, Respiratory Condition</b>	29	4		
Oct 20 22 22-0162	08:32:46 478268 3RD LINE MELANCTHON <b>Assisting Other FD: Mutual Aid</b>	762	9		
Oct 23 22 22-0165	15:48:18 238222 4TH LI NE <b>Accident or illness related - cuts, fractures, person fainted, etc.</b>	29	5		
Oct 28 22 22-0169	08:29:55 SIDEROAD 220 / HIGHWAY 10 <b>Vehicle Collision</b>	94	5		
Nov 1 22 22-0172	20:05:11 158032 HIGHWAY 10 <b>Vital signs absent, DOA</b>	41	7		
Nov 2 22 22-0173	08:04:07 598408 SECOND LINE W MULMUR <b>Call cancelled on route</b>	14	0		
Nov 15 22 22-0177	14:30:29 682388 SIDEROAD 260 <b>CO false alarm - equipment malfunction (no CO present)</b>	48	4		
Dec 7 22 22-0185	11:49:09 COUNTY ROAD 9 / COUNTY ROAD 2 <b>Vehicle Extrication</b>	84	9		
Dec 7 22 22-0186	17:54:43 681140 SIDEROAD 260 <b>Asphyxia, Respiratory Condition</b>	44	5		
Dec 21 22 22-0188	17:02:29 118387 2ND LI SW <b>Vehicle Collision</b>	48	6		
50 incidents for Dundalk Fire Department		60 hrs 23 mins	398		
		60 hrs 23 mins	398		



January 12, 2023

**Via: Email**

Sarah Culshaw  
Treasurer/Deputy Clerk  
Township of Melancthon  
157101 Highway No. 10  
Melancthon, ON L9V 2E6

Dear Sarah:

**Re: Drainage Superintendent Services**  
**File No.: D-ME-SUP**  
**Project No.: MSO019743.2022**

As we are now into a new calendar year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from September 30, 2022, through December 31, 2022.

The work undertaken during this period includes the following:

**October 2022**

- Received request from Tiling Contractor for information regarding the watershed of the Mather Drain to assist them in the design of a proposed systematic tile drainage system. Forwarded requested information.
- Correspondence with Dufferin County Nuisance Beaver program administrator regarding a request for trapping they received on the McManaman Drain. Subsequent discussions with the trapper regarding the location of the dam and the number of beavers removed.
- Correspondence with Dufferin County Nuisance Beaver program administrator regarding a request for trapping they received on the Broster 'B' Drain. Subsequent discussions with the trapper regarding the number of beavers removed as well as the timeline for completing the trapping work. Requested ownership information from Township staff. Contacted property owner Kevin Semple, notifying him of the required beaver dam removal work. Scheduled Demmans Excavating Inc. to remove the dam.
- Received text message from property owner Martin Ivancic on the McKibbon Drain regarding high water levels in the drain, likely caused by a beaver dam downstream. Site inspection to confirm location of the beaver dam. Contacted trapper and advised him of the location of the beaver dam.

## November 2022

- Met the Contractor, Demmans Excavating Inc., at the Broster 'B' Drain to inspect the removal of the beaver dam. Spoke to the property owner informing him of the completed trapping and beaver dam removal.
- Site visits to inspect the levelling of the excavated material at the Henderson Drain. Walked completed maintenance work to take photographs and locate tile outlets.
- Received, reviewed, and forwarded Demmans Excavating Inc.'s invoice for the removal of a beaver dam on the Broster 'B' Drain.
- Responded to an email from Leo Blydorp regarding several questions he had about drains in the Township that provide an outlet for his farms.
- Created plan and sent email to Township staff regarding the required adjustment to the Henderson Drain/Martin Drain watershed boundary.
- Received, reviewed, and forwarded Demmans Excavating Inc's invoice for the completion of the maintenance work on the Henderson Drain.

## December 2022

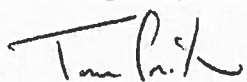
- Reviewed and summarized invoices for the completed maintenance work on the Henderson Drain for levying of the costs incurred.
- Discussion with John Birchell, a local backhoe operator, regarding removing the remaining part of the dam in the McKibbon Drain.

As you are aware, the cost of employing a Drainage Superintendent is eligible for a 50% grant. The Ministry has requested that the grant application be submitted yearly. As such, we will complete the grant application for submission shortly.

We trust that we have handled the Township's drainage matters satisfactorily and look forward to being of service again this year. Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

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



T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:ao

Enclosure(s)      Invoice No. MSO019743.2022-4

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**BURNSIDE**

**R.J. Burnside & Associates Limited**  
 15 Townline  
 Orangeville, ON L9W 3R4  
 Phone: (519) 941-5331 Fax: (519) 941-7721  
 www.rjburnside.com

Township of Melancthon  
 157101 Highway 10  
 Melancthon, ON L9V 2E6

10 January 2023  
 Invoice No: MSO019743.2022 - 4

Project MSO019743.2022 RJB File: D-ME-SUP-2022  
Professional Services through December 31, 2022

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	15.50		
Tech IV			
Douglas, Myles	23.80		
Tech VI			
Uderstadt, Gerd	1.50		
Project Support II			
Olmstead, Amanda	.50		
Totals	41.30		
<b>Total Labour</b>			<b>5,782.50</b>
Travel - Mileage		82.23	
Misc Reimbursable Expense		72.09	
<b>Total Reimbursables</b>		<b>154.32</b>	<b>154.32</b>
HST #885871228	13.00 % of 5,936.82	771.79	
<b>Total Tax</b>		<b>771.79</b>	<b>771.79</b>
	<b>Total Amount Due in CDN Funds</b>	<b><u><u>\$6,708.61</u></u></b>	

**Billings to Date**

	Current	Previously	Billed to Date
Labor	5,782.50	20,419.00	26,201.50
Expense	154.32	678.47	832.79
Tax	771.79	2,742.67	3,514.46
<b>Totals</b>	<b>6,708.61</b>	<b>23,840.14</b>	<b>30,548.75</b>

Project Manager: Thomas Pridham

Client Number: 1008

Please reference your billing client number when making payments via direct deposit or electronic transfer.

To pay via e-Transfer please use etransfers@rjburnside.com as payee.

---

Payment terms are net 30 days. Late payments are subject to a penalty of 1% per month (12% annually).



**BURNSIDE**

[ THE DIFFERENCE IS OUR PEOPLE ]

January 16, 2023

**Via: Email**

Sarah Culshaw  
Treasurer/Deputy Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Sarah:

**Re: Martin Extension Drainage Works**  
**File No.: D-ME-163**  
**Project No.: 300053020.0000**

As we are into a new calendar year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from July 1, 2022, through December 31, 2022. The work undertaken is outlined on the invoice.

We will be meeting with the owners of Lot 19, Concession 6 SW (Pine River Inc.) in the near future to have the petition required to formalize the tile outlet for their property signed. The petition can subsequently be accepted by Council and merged with the original petition.

Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

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

T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:ao

Enclosure: Invoice No.: 300053020.0000 - 2

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230116 SCulshaw Martin Ext Inv Ltr 053020  
16/01/2023 9:49 AM

FEB 2 2023  
INFO #3



# BURNSIDE

**R.J. Burnside & Associates Limited**  
 15 Townline  
 Orangeville, ON L9W 3R4  
 Phone: (519) 941-5331 Fax: (519) 941-7721  
 www.rjburnside.com

Township of Melancthon  
 157101 Highway 10  
 Melancthon, ON L9V 2E6

16 January 2023  
 Invoice No: 300053020.0000 - 2

Project 300053020.0000 Martin Extension Drainage Works

- Site meeting with Keith Frey (A & E Farm Drainage) regarding the tile drainage outlets needed for Lot 19, Concession 6 SW (Pine River Inc.)
- Review of the benchmarks at the upstream end of the existing Martin Drain and on-site discussion regarding the recommended outlet elevation for the westerly portion new tile drainage installation
- Received and reviewed tile plans prepared by A & E Farm Drainage and subsequent discussions during the tile drainage installation
- Field survey of the tile route in Lot 18, Concession 6 SW for later incorporation as part of our report
- Co-ordinated daylighting of new tile at the Lot 18/19, Concession 6 SW lotline to determine the as constructed elevation
- Received, reviewed and forwarded invoice from Demmans Excavating Inc. for daylighting of the existing tile

**Professional Services through December 31, 2022**

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	6.50		
Tech II			
Courtney, Larry	8.50		
Tech IV			
Douglas, Myles	8.90		
Totals	23.90		
<b>Total Labour</b>			<b>2,902.50</b>
Travel - Mileage		60.94	
Misc Reimbursable Expense		14.32	
<b>Total Reimbursables</b>		<b>75.26</b>	<b>75.26</b>
HST #885871228	13.00 % of 2,977.76	387.11	
<b>Total Tax</b>		<b>387.11</b>	<b>387.11</b>
<b>Total Amount Due in CDN Funds</b>		<b>3,364.87</b>	<b>3,364.87</b>

Payment terms are net 30 days. Late payments are subject to a penalty of 1% per month (12% annually).

---

Project	300053020.0000	Martin Extension Drainage Works	Invoice	2
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Project Manager: Thomas Pridham

**Client Number: 61**

**Please reference your billing client number when making payments via direct deposit or electronic transfer.**

**To pay via e-Transfer please use [etransfers@rjburnside.com](mailto:etransfers@rjburnside.com) as payee.**



**BURNSIDE**

[ THE DIFFERENCE IS OUR PEOPLE ]

January 16, 2023

**Via: Email**

Sarah Culshaw  
Treasurer/Deputy Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Sarah:

**Re: Schill Drainage Works**  
**File No.: D-ME-156**  
**Project No.: 300036409.1000**

As we are into a new calendar year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from July 1, 2022, through December 31, 2022. The work undertaken is outlined on the invoice.

We have completed a preliminary design and cost estimate for review and discussion and plan to hold an Information Meeting with the affected owners in the near future.

Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

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

T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:ao

Enclosure: Invoice No.: 300036409.1000 - 4

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

230116 SCulshaw Schill Inv Ltr 036409.docx  
16/01/2023 9:10 AM

FEB 2 2023  
INFO #4





# BURNSIDE

**R.J. Burnside & Associates Limited**  
15 Townline  
Orangeville, ON L9W 3R4  
Phone: (519) 941-5331 Fax: (519) 941-7721  
www.rjburnside.com

Township of Melancthon  
157101 Highway 10  
Melancthon, ON L9V 2E6

16 January 2023  
Invoice No: 300036409.1000 - 4

Project 300036409.1000 Schill Drainage Works

- Discussions with the new owners of Lot 23, Concession 7 SW (Manassa & Melinda Martin) regarding tile drainage outlets being required for their property
- Assisted with the preparation of a "Petition for Drainage Works by Owners" and delivered signed copy to the Township for inclusion with the work currently underway
- Discussion with CAO/Clerk regarding procedure for the incorporation of the petition with the original petitions and provided assistance with a draft resolution and plan for Council
- Co-ordinated excavation of additional test pits with Keith Brickman (Brickman Drainage Limited) to determine the feasibility of installing the proposed tile with a wheel machine
- Received, reviewed and forwarded invoice from Demmans Excavating Inc. for the excavation of the additional test pits along the proposed drain route
- Co-ordinated daylighting of existing Bell and turbine cables on the 260 Sideroad and the Southgate-Melancthon Townline to confirm no conflict with the proposed design gradeline - Received, reviewed and forwarded invoices from B. Edwards Transfer Ltd. for daylighting the utilities
- Completed additional edits to the preliminary Watershed Plan and Profiles
- Preparation of a preliminary cost estimate for the proposed work including the calculation of allowances payable to the directly affected owners

**Professional Services through December 31, 2022**

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	71.50		
Tech II			
Courtney, Larry	8.00		
Tech IV			
Douglas, Myles	28.20		
Tech XI			
Nancekivell, Gregory	11.50		
Project Support I			
Pridham, Hayley	31.00		
Totals	150.20		
<b>Total Labour</b>			<b>22,552.50</b>
Brickman Drainage Limited		540.00	
<b>Total Consultants</b>		<b>540.00</b>	<b>540.00</b>

---

Payment terms are net 30 days. Late payments are subject to a penalty of 1% per month (12% annually).

Project	300036409.1000	Schill Drainage Works	Invoice	4
Travel - Mileage			213.79	
Misc Reimbursable Expense			44.29	
<b>Total Reimbursables</b>			<b>258.08</b>	<b>258.08</b>
HST #885871228		13.00 % of 23,350.58	3,035.58	
<b>Total Tax</b>			<b>3,035.58</b>	<b>3,035.58</b>
<b>Total Amount Due in CDN Funds</b>			<b>3,035.58</b>	<b>3,035.58</b>
				<b><u>\$26,386.16</u></b>

Project Manager: Thomas Pridham

Client Number: 61

Please reference your billing client number when making payments via direct deposit or electronic transfer.

To pay via e-Transfer please use [etransfers@rjburnside.com](mailto:etransfers@rjburnside.com) as payee.

January 20, 2023

Dear Parents/Guardians:

I am happy to share that we have received approval from MECP (Ministry of Environment Conservation and Parks) to start using the new well. The switch from using the water tanker to the well will happen early next week. We will let the school know when this is occurring and will work with them to ensure the process is not disruptive.

During the switch from the tanker to the new well, a few things will need to occur. We will need to work with the school to post signs at each tap to say "handwashing only." No one can drink from the taps until we test the water twice and it has been cleared for drinking. These signs will remain until the water has been cleared by the lab. As always, drinking water will continue to be brought in for students and staff.

Have a great weekend!

Sincerely,



Belal Taha  
Superintendent of Education

...2

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Upper Grand District School Board

• Ralf Mesenbrink; Chair      • Jen Edwards      • Irene Hanenberg      • Martha MacNeil      • Kenn Manzerolle  
• Katherine Hauser; Vice chair      • Robin Ross      • Luke Weiler      • Laurie Whyte      • Lynn Topping

**STATEMENT OF THE TREASURER OF REMUNERATION AND EXPENSES PAID  
AS REQUIRED BY SECTION 284(1) OF THE MUNICIPAL ACT, 2002  
FOR THE YEAR 2022**

		Salary Taxable	IT Allowance Taxable	Meetings Taxable	Mileage	Meals	Total Paid	Conference/ Education Costs
<b>Council Members</b>								
Darren White	Mayor	\$ 18,625.68	\$ -	\$ 300.00	\$ -	\$ -	\$ 18,925.68	
Dave Besley	Deputy Mayor	\$ 14,739.12	\$ 825.00	\$ 1,650.00	\$ -	\$ -	\$ 17,214.12	
Wayne Hannon	Councillor	\$ 2,481.86	\$ 150.00	\$ 375.00	\$ -	\$ -	\$ 3,006.86	
Margaret Mercer	Councillor	\$ 13,650.23	\$ 825.00	\$ 3,525.00	\$ -	\$ -	\$ 18,000.23	\$ 279.84
James McLean	Councillor/Deputy Mayor	\$ 14,990.15	\$ 825.00	\$ 2,475.00	\$ -	\$ -	\$ 18,290.15	
Ruth Plowright	Councillor	\$ 1,240.93	\$ 75.00		\$ -	\$ -	\$ 1,315.93	
Bill Neilson	Councillor	\$ 9,927.44	\$ 675.00	\$ 2,250.00	\$ 50.50	\$ -	\$ 12,902.94	
Ralph Moore	Councillor	\$ 1,240.93	\$ 75.00		\$ -	\$ -	\$ 1,315.93	
Council Totals for year 2022		\$ 76,896.34	\$ 3,450.00	\$10,575.00	\$ 50.50	\$ -	\$ 57,146.89	\$ 279.84

All Council Members with the exception of the Mayor and Deputy Mayor (effective Dec 1,2022) receive an IT Allowance of \$75.00 per month

Payments are made under the authority of By-law 69-2021

<b>Public Members</b>		Meetings	Mileage	Total Paid
Allan Blundell	Police Services Board	\$ 375.00	\$ -	\$ 375.00
		\$ -	\$ -	\$ -
Total		\$ 375.00	\$ -	\$ 375.00



December 31, 2022

The Township of Melancthon  
D. Holmes, Clerk-Treasurer  
157101 Hwy # 10  
Melancthon, Ontario  
L9V 2E6.

Dear Ms. Holmes:

RE: NVCA BOARD MEMBER'S PER DIEM AND EXPENSES

I have been asked to supply municipalities with remuneration expenses paid to our NVCA Board members over the 2022 year in accordance with the Municipal Act, Section 284(3).

Your council's appointee for the 2022 term to the Nottawasaga Valley Conservation Authority was Margaret Mercer.

The Authority held 9 Board of Directors meetings from January 1 to December 31, 2022.

The total number attended by your member was 8 Authority meetings.

The total mileage expense paid was \$68.44 and the total per diem paid was \$656.24

If you have any questions relating to the above, please do not hesitate to contact the undersigned at 705-424-1479 ext.228

Sincerely,

A handwritten signature in cursive script that reads "S. Flannagan".

Sheryl Flannagan  
Director, Corporate Services

**Nottawasaga Valley Conservation Authority**  
8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0  
T: 705-424-1479 F: 705-424-2115  
admin@nvca.on.ca • nvca.on.ca

*A member of Conservation Ontario*

FEB 2 2023  
INFO #7

### Effective Date & Indexing Provisions

All Development Charges became applicable on August 16, 2019 and the Development Charges will be indexed on January 1<sup>st</sup> of each year in accordance with the prescribed index in the Act.

### Exemptions

Development Charge exemptions are prescribed under the Development Charge Act and the Township's By-law.

In general, development charges shall NOT apply to:

- a place of worship, cemetery or burial ground exempt from taxation under the Assessment Act;
- agricultural use excluding an on-farm diversified use or a cannabis production facility;
- the enlargement of an existing residential dwelling unit, or the creation of one or two additional units where specified conditions are met;
- the enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.

### Collection Policy

Applicable Development Charges shall be payable at the time a building permit is issued unless the charge has been paid prior to the issuance of a building permit as a condition of a rezoning, minor variance, consent or plan of subdivision.

### Treasurer's Statement

Each year the Township Treasurer shall prepare a statement identifying the opening and closing reserve fund balances and transactions during the year.

The Treasurer's Statement shall be provided to the Members of Council annually and will be available for review by the Public in the Clerk's Office during regular business hours.



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

157101 Highway 10  
Melancthon, Ontario  
L9V 2E6

519-925-5525

### **Development Charge Information Pamphlet Effective January 1, 2023**

This pamphlet summarizes the Development Charge Policy of the Corporation of the Township of Melancthon

*The information provided is intended only as a guide. Applicants should review the approved By-law, 37-2019, and consult with the Township of Melancthon to determine the charges that may apply to specific development proposals.*

**Purpose of Development Charges**

The general purpose for which a municipality imposes development charges is to assist in providing the infrastructure required by future development in the municipality through the establishment of a viable capital funding source to meet the municipality’s financial requirements.

In accordance with the Development Charges Act, 1997, as amended and O.Reg. 82/19, The Council of the Township of Melancthon passed By-law No. 37-2019 on August 15, 2019 under section 2 (1) of the Development Charges Act, 1997, as amended.

**Services to Which Development Charges Relate**

- Services Related to a Highway
- Fire Protection Services
- Policing Services
- Outdoor Recreation Services
- Indoor Recreation Services
- Library Services
- Administration - Studies - Engineering & Protection Services
- Administration - Studies - Community Based Services

**Residential Development Charges**

**Effective January 1, 2023**

Services	Single & Semi-Detached Dwelling	Apartment 2 Bedrooms Plus	Apartments Bachelor & Bedroom	Other Multiples
<b>Roads &amp; Related</b>	\$ 2,505	\$ 1,207	\$ 868	\$ 1,960
<b>Fire Services</b>	\$ 1,429	\$ 688	\$ 494	\$ 1,117
<b>Policing Services</b>	\$ 15	\$ 7	\$ 5	\$ 10
<b>Outdoor Recreation</b>	\$ 72	\$ 36	\$ 24	\$ 57
<b>Indoor Recreation</b>	\$ 2,850	\$ 1,373	\$ 989	\$ 2,232
<b>Library Services</b>	\$ 227	\$ 111	\$ 79	\$ 179
<b>Administration</b>	\$ 2,000	\$ 964	\$ 693	\$ 1,565
<b>TOTAL</b>	<b>\$ 9,098</b>	<b>\$ 4,386</b>	<b>\$ 3,152</b>	<b>\$7,120</b>

**Non-Residential Development Charges**

**Effective January 1, 2023**

Service	Charge per sq. ft. of gross floor area	Wind Turbines
<b>Roads &amp; Related</b>	\$ 1.89	\$ 2,505
<b>Fire Services</b>	\$ 1.06	\$ 1,429
<b>Policing Services</b>	\$ 0.01	
<b>Outdoor Recreation</b>	\$ 0.02	
<b>Indoor Recreation</b>	\$ 0.79	
<b>Library Services</b>	\$ 0.06	
<b>Administration</b>	\$ 1.47	
<b>TOTAL</b>	<b>\$ 5.30</b>	<b>\$ 3,934</b>



## **Dundalk Fire Department**

2022 Year End Report

(January 1<sup>st</sup>, 2022 – December 31<sup>st</sup>, 2022)

**Fire Chief Derek Malynyk**



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## Staff

Fire Chief	Derek Malynyk
Deputy Fire Chief	Dave Guilbault
Fire Prevention Officer/Captain	Richard Amyotte
Captains	Michael Thompson
	Cheryl Inkster
	Jason Burnette
Acting Captains	Kyle Tipple
	Bradyn Thompson
Firefighters	Keith Fisher
	Kyle Tipple
	Evan Mount
	Austin Fisher
	Adam Perry
	Zack Perry
	Shawn Galbraith
	Brian Bernardo
	Garret Childs
	Bradyn Thompson
	Jaxyn Thompson
	Brennen Lovato
	Lucas Scorzafave
	Harris Belanger
	Kate Stepanova
	Zach Hull
	Trevor Hald
Justin Pate	
William Conley	
Steve Zezelic	
Firefighters Retired in 2022	Don VanAlstine
	Paul VanAlstine
	Lorne Fick
	Ken Smith
	Bruce Marshall
Auxiliary starting in 2023	Brittany McLeod
	Justin McLeod
	Amanda Coutts
	Alexandria Reisenweber
	Madison Byers
	Kelsey Trudgeon
	Keegan Henderson
	Chris McRae
James Johnstone	

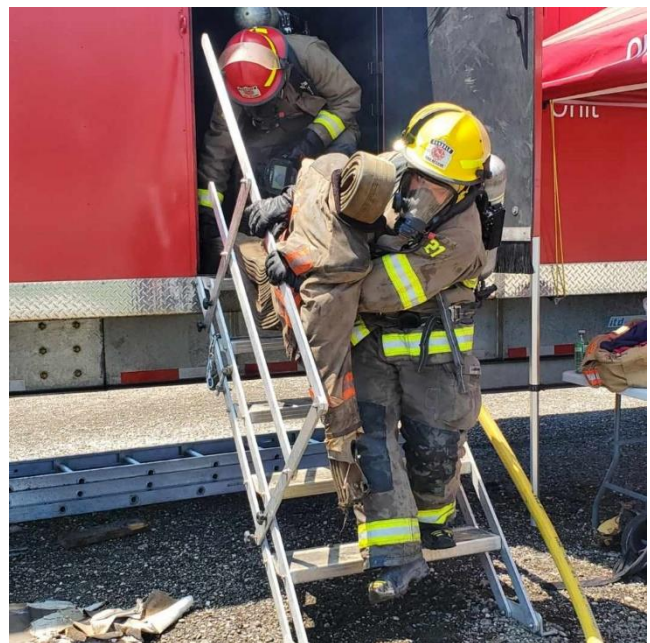
## Training

### Recruitment

At the start of 2022 the Dundalk Fire Department had seven new recruits start the fire department recruitment program. This program is an inhouse program which consisted of thirty hours of in class theory learning which was conducted every Tuesday night from January-April. Due to Covid-19 the fire department invested in learning software called Vector Solutions. The last bit of the recruit theory portion was presented to the recruits as a blended format utilizing Vector Solutions. The recruits completed thirty-two hours of hand-on practical training which were completed Saturdays.

Once the in-house training was completed, we had five firefighters remaining. This is not uncommon to have new recruits resign during the recruitment training due to time commitment required or a change in their personal life. These five firefighters were now allowed to start responding to emergency calls.

In June the new recruits completed live fire training in Hanover using the Ministries Live Fire Training Unit. The recruits were able to practice live firefighting evolutions while being in a controlled environment. Instructors for the training was Dundalk Fire Captain Brunette, Fire Chief Malynyk, West Grey Deputy Chief Neff, Hanover Captain, Grey Highlands Firefighter Savoury and OFM instructors.



### Regular Training

In 2022 firefighters completed sixty-nine hours of regular training which happened on Tuesday nights. In 2022 we did see an increase in hours as the department in April increased each Tuesday night training by one hour. Each training session is now three hours in duration to keep up with the demands of training to be compliant with the Province of Ontario. During the conversation of mandatory certification with the province and other fire departments in the province staff identified that the department was on the low end of annual training hours through the province and decided to increase training hours vs switching to weekly training.

In 2023 staff will be completing even more regular training. Each member will be completing seventy-two hours of practical hands-on training, twelve hours of theory training and for members certified in pump operations they will complete another twelve hours of dedicated pump training each year. Members will be averaging between eighty-four to ninety-six hours of training per year. This will allow the department to better service our community when responding to events.

### Additional Training

In 2022 firefighters completed additional training above the regular required training nights. In February eleven members completed training on First Aid and CPR for pets. This training was provided to the Fire Department free of charge by the Dufferin Veterinary Hospital.



Three members completed drone training by Alto-Helix along with staff from the Southgate roads department and building/By-law department in April. This was completed after they received certification as a remotely piloted aircraft system pilot.

Staff attended several Ontario Fire College courses utilising the regional training centers in 2023. Five members completed Pump Operations, two members completed Instructor level one and two members completed Fire Safety Officer. The following courses were also attended Instructor level two, Officer level two, Officer level four, Fire Life Safety Educator level one, Inspector level one, Fire Code part two and six and Fire Code part 9.



## Public Education and Community Involvement

The department was very busy in 2022 within our community. Several events were attended or hosted by the fire department starting in March once restrictions were slowly lifted.

### March

- March Break Fire Safety event was hosted at the fire hall. This event was for children between the ages of 4-10. Over three days the department hosted approximately 50 participants

### April

- Firefighters attended Holstein Maple Fest providing fire safety tips and Educational Material.

### June

- The department hosted its annual firefighters frolic at Dundalk Memorial Park.
- Firefighters also attended Melancthon Day to compete in the Dufferin County First Responders Challenge.





- Firefighters attended Jubilee Park in Holstein to provide public education to the grade 1 and 2 classes of Egremont School.

#### July

- Firefighters conducted a door-to-door smoke alarm campaign in the new Flato Subdivision.
- Attended the Junction Initiatives Canada Day Celebrations held at the Frank MacIntyre Building in Dundalk
- Members were on hand with a truck at the Pharmacies Grand Opening to provide fire truck tours and fire educational material.

#### August

- Attended the YAC International Youth Day in Dundalk
- Attended and helped BBQ at the Southgate Libraries Friends of the Library book sale.
- Hosted a campfire safety demonstration followed by a movie night under the stars.



## September

- Staff were at the Dundalk Fall Fair providing fire safety education and also for safety during the demolition derby.
- Attended the Seniors Fair held at the Dundalk Arena



## October

- Firefighters were at October Fest offering fire safety tips.
- Fire Prevention Week had the fire prevention group attend all three Southgate schools and were able to provide to fire safety education to more than 1000 children.
- The fire hall hosted an open house during fire prevention week.
- FPO Amyotte attended the Dundalk Downtown Trick or Treat Day



## November

- Staff attended the Southgate Library to present a presentation on Emergency Preparedness.
- The fire hall was open for photos with Santa while you learned about electrical safety.
- Firefighter Toy Drive

## December

- Dundalk Fire Department partnered with 88.7 the river for the 12 days of fire safety.
- Joint newspaper article with Grey Highlands regarding Christmas Fire Safety.
- Attended Both Dundalk and Holstein Santa Clause Parades.

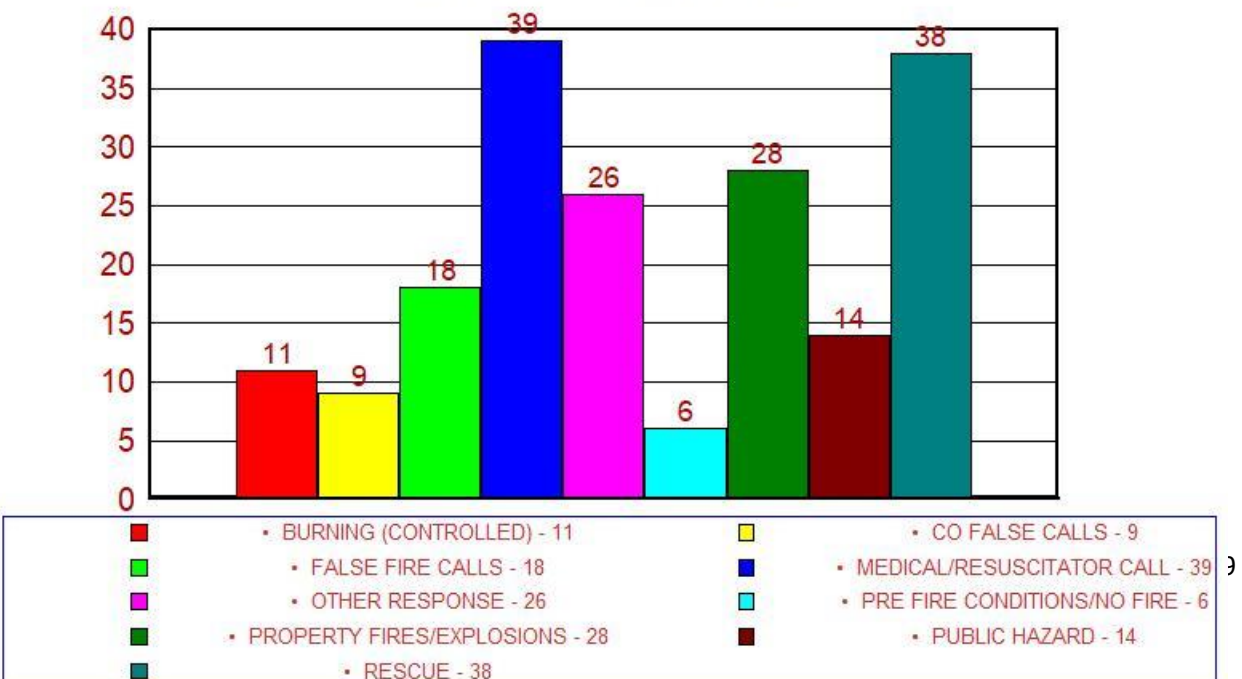
## Fire Prevention and Enforcement 2022

Status	Count	Southgate	Melancthon
Assigned	0	0	0
In Progress	2	1	1
Follow Up	3	3	0
Legal Action	0	0	0
Rescinded	1	1	0
Closed	33	32	1
<b>Total Inspections</b>	<b>39</b>	<b>37</b>	<b>2</b>

## Emergency Calls

Emergency Calls	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
2022	34	54	61	40	189
2021	30	47	33	37	147
2020	38	33	31	34	136

**Totals by Type**  
From Jan 1 22 to Dec 31 22



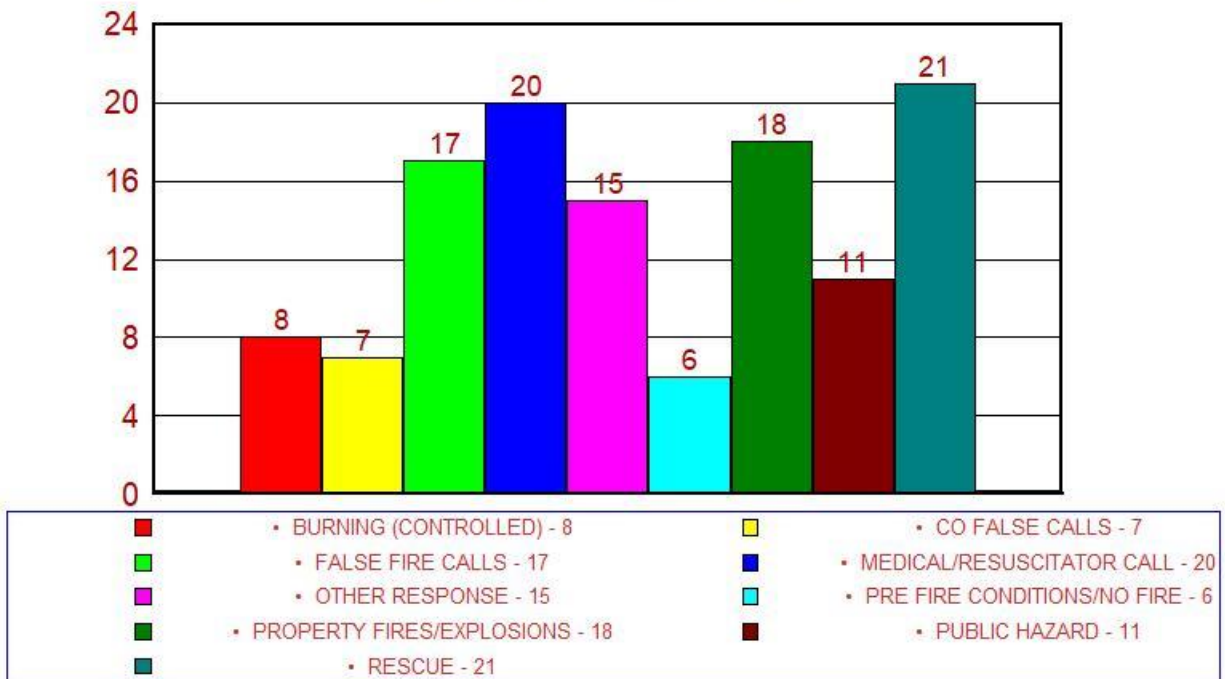


## Totals by Geographic Location

Responses by Municipality	Southgate	Melancthon	Grey Highlands	Other
2022	123	50	13	3
2021	102	26	18	1
2020	85	28	21	2

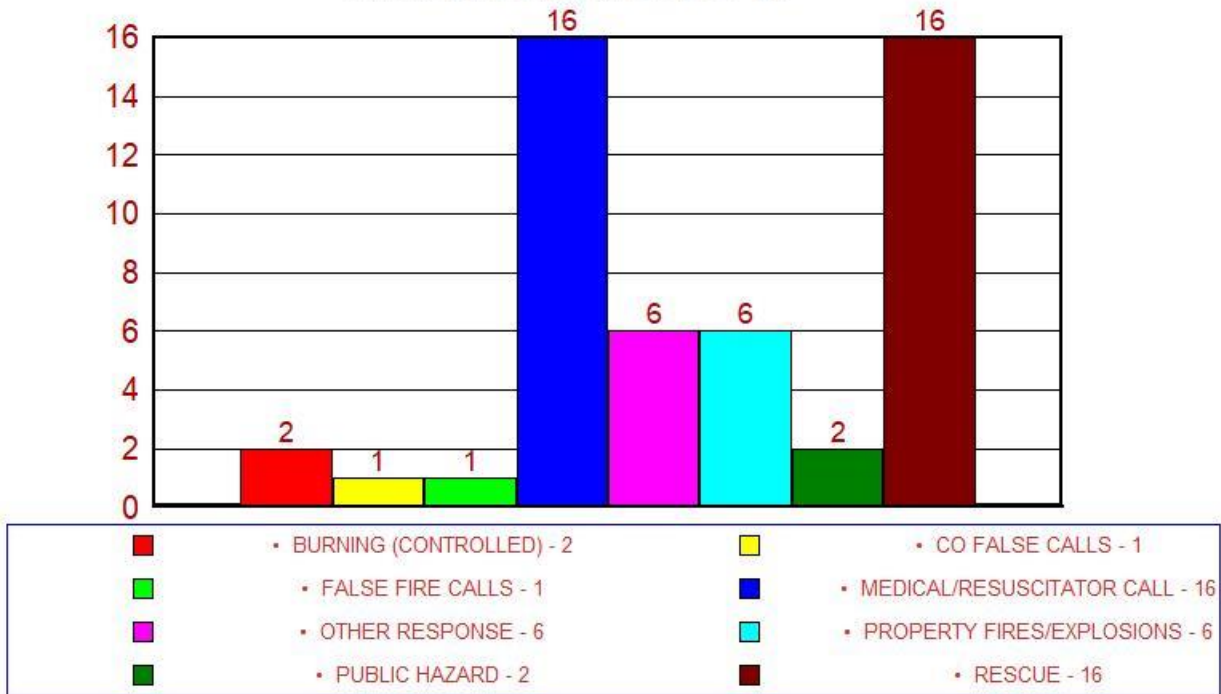
### Southgate

## Totals by Type Southgate From Jan 1 22 to Dec 31 22



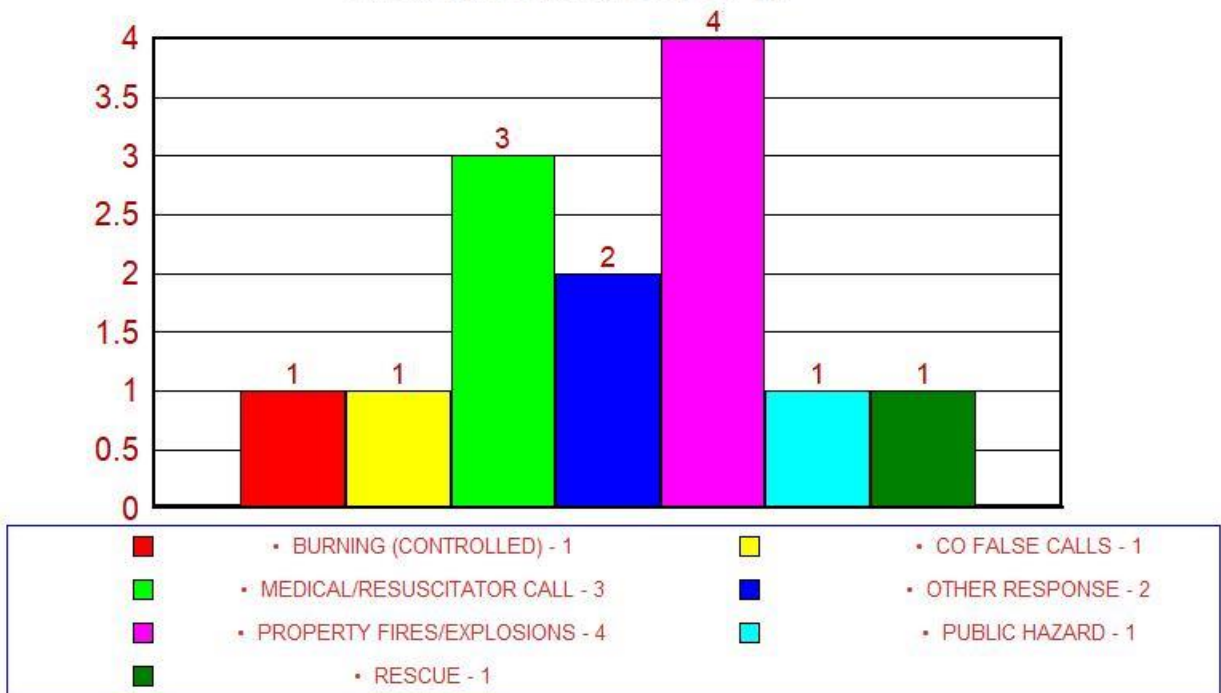
Melancthon

### Totals by Type Melancthon From Jan 1 22 to Dec 31 22



Grey Highlands

### Totals by Type Grey Highlands From Jan 1 22 to Dec 31 22



## Achievements

In this past year the Dundalk Fire Department has had many achievements. In January the department took delivery of Engine 715. Engine 715 is a 2021 Pierce Maxi Sabre Pumper Tanker. It was ordered through Commercial Emergency Services and built in Quebec Canada. The new truck replaced Pumper 7 a 1996 two-seater international pumper. The new truck allows the department to better serve the rural communities.



The Township of Southgate signed two automatic aid agreements with Grey Highlands Fire Department and Shelburne and District Fire Department. The automatic aid agreements also bring a better service level to our rural residence as it is set up that when a structure fire is called into 911 depending on the area a tanker truck from either Grey Highlands and Shelburne are dispatched at the same time as the Dundalk Fire Department to the incident. This allows for a water sector to be established an average of 10 mins quicker then requesting these services under mutual aid.

The department was able to create a public education committee which is formed by current firefighters. This allows for members to come to the table to come up with creative ideas to provide public education throughout the year. Our CISM team was re-established. This committee dropped off and was hard to find training during covid-19. In May the team was up and running and in fully operational with certified/trained members to lead diffusions and debriefs after traumatic calls that the department attend.

The Dundalk Fire Department re-established its Health and Safety Committee consisting of a 5-member committee. These members are dedicated to creating a safe working environment for all members. This past year has seen the introduction of new hearing protection, signage, new health, and safety policy,

first aid kits and eyewash stations brought to the station. The Department also established the Dundalk Retired Firefighters Association. This Association's main duty will be to look after the restoration and maintenance of the Dodge 49 fire truck. They will also be able to attend parades and public events with the fire department.

Dundalk Fire Department fundraised close to \$10,000.00 to purchase new two-piece coveralls. These coveralls will help save some cost on bunker gear repair and will give members PPE to wear when their bunker gear is out for yearly maintenance. These coveralls are used for medical calls as they are easier to decontaminate, Vehicle Accidents in the summer months to keep firefighter's cooler, grass fires and any other technical rescues. The Department would like to thank all business donors as well as the public for helping to fundraise for these coveralls.

## Message from the Chief

I would like to thank all the Dundalk firefighters and their families for all their hard work, dedication, and perseverance through 2022. Our members spend a lot of time away from their families to protect our community and the neighbouring communities.

I would like to thank Southgate Council for the opportunity to lead this amazing team of individuals for yet another year. This is truly a close-knit group that has come so far for a young department and has still so much potential for which I am honoured to be a part of.

Finally, I would also like to thank the Township of Melancthon and the Municipality of Grey Highlands for trusting our department with protecting portions of your community. This is a task that we do wholeheartedly to provide the best level of service possible to these residents as if they were residents of our own.







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 2, 2023**

**SUBJECT: MMAH - Financial Indicators**

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### **Purpose**

The purpose of this report is to inform Council of the Financial Indicators provided to the Municipality from the Ministry of Municipal Affairs and Housing.

### **Background & Discussion**

The Ministry of Municipal Affairs and Housing review each municipality's financial health using key financial indicators which are compared to established provincial thresholds. These financial indicators have been calculated using our 2021 Financial Information Return (FIR) data. As shown on the sustainability indicator, the Township of Melancthon have low risk for all but one indicator – Total Taxes Receivable Less Allowance for Uncollectible as a % of Total Taxes Levied (tax arrears). This indicator is moderate (10% to 15%). The Township of Melancthon was 10.6% (down from 12.6 in 2017). Also, this data was based on 2021 information, in the midst of a pandemic. MMAH require us to make comments on any indicator that is not low. My comments are below.

"Unfortunately, some of our residents were still feeling the financial impacts of COVID. We continue to send out tax arrears after each billing cycle, as well as letters to those in two-year arrears. I stay connected with those that have contacted me to make payment arrangements, and those that haven't have been registered. We did have quite a few large payments come in last year (2022), so I am hopeful that the ratio will fall to low for the 2022 FIR".

Respectfully submitted

*Sarah Culshaw*

Treasurer/Deputy-Clerk

# FINANCIAL INDICATOR REVIEW

(Based on the 2021 Financial Information Return)

## Melancthon Tp (Dufferin Co)

Date Prepared:	01-Nov-22	2021 Households:	1,035	Median Household Income (2016):	79,206
MSO Office:	Western	2021 Population:	3,132	Taxable Residential Assessment as a	
Prepared By:	J.Kostyria	2022 MFCI Index:	1.8	% of Total Taxable Assessment:	73.7%
Tier:	LT			Own Purpose Taxation:	2,829,391

### SUSTAINABILITY INDICATORS

Indicator	Ranges		Actuals	South - LT - Counties -Rural		Level of Risk	Comments
				Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2017	12.6%	8.6%	9.8%	MODERATE	Moderate Indicator. No comment.
		2018	11.8%	7.6%	8.9%	MODERATE	
		2019	11.4%	7.4%	8.4%	MODERATE	
		2020	11.5%	7.2%	8.5%	MODERATE	
		2021	10.6%	6.3%	7.2%	MODERATE	
Net Financial Assets or Net Debt as a % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2017	49.5%	47.2%	40.1%	LOW	Low indicator. No comment.
		2018	66.5%	42.7%	41.6%	LOW	
		2019	98.0%	45.7%	50.1%	LOW	
		2020	98.9%	54.9%	57.4%	LOW	
		2021	104.7%	58.3%	60.4%	LOW	
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2017	50.8%	61.9%	68.6%	LOW	Low indicator. No comment.
		2018	57.1%	64.0%	71.5%	LOW	
		2019	89.3%	73.3%	78.8%	LOW	
		2020	82.4%	82.4%	87.4%	LOW	
		2021	88.7%	83.8%	90.2%	LOW	
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2017	3.34:1	3.24:1	4.59:1	LOW	Low indicator. No comment.
		2018	4.36:1	3.44:1	4.76:1	LOW	
		2019	8.32:1	4.2:1	5.42:1	LOW	
		2020	6.72:1	4.7:1	5.52:1	LOW	
		2021	7.37:1	5.42:1	6.19:1	LOW	

### FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2017	2.5%	2.7%	3.3%	LOW	Low indicator. No comment.
		2018	2.6%	2.5%	3.1%	LOW	
		2019	3.2%	2.6%	3.1%	LOW	
		2020	2.4%	2.3%	3.2%	LOW	
		2021	2.9%	2.2%	3.0%	LOW	
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2017	46.9%	43.8%	45.5%	LOW	Low indicator. No comment.
		2018	48.2%	43.7%	46.0%	LOW	
		2019	49.7%	43.9%	46.2%	LOW	
		2020	49.5%	44.8%	46.5%	LOW	
		2021	49.0%	45.2%	46.9%	LOW	
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2017	21.7%	11.4%	12.8%	LOW	Low indicator. No comment.
		2018	22.5%	12.5%	13.9%	LOW	
		2019	30.8%	18.7%	23.1%	LOW	
		2020	18.0%	17.4%	17.2%	LOW	
		2021	22.6%	16.6%	15.9%	LOW	

\*\*\*\*\*  
 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.  
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# FINANCIAL INDICATOR REVIEW

(Based on the 2021 Financial Information Return)

## Melancthon Tp (Dufferin Co)

Date Prepared:	01-Nov-22	2021 Households:	1,035	Median Household Income (2016):	79,206
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Prepared By:	J.Kostyria	2022 MFCI Index	1.8	% of Total Taxable Assessment:	73.7%
Tier:	LT			Own Purpose Taxation:	2,829,391

## FOLLOW - UP REVIEW AND COMMENTS

## NOTES

*Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.*

### Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.

A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.

- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

# FINANCIAL INDICATOR REVIEW

(Based on the 2021 Financial Information Return)

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Prepared By:	J.Kostyria	2022 MFCI Index	1.8	% of Total Taxable Assessment:	73.7%
Tier:	LT			Own Purpose Taxation:	2,829,391

### Additional Notes on what Financial Indicators may indicate:

**Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied** - Shows how much of the taxes billed are not collected.

**Net Financial Assets or Net Debt as % of Own Source Revenues** - Indicates how much property tax and user fee revenue is servicing debt.

**Reserves and Reserve Funds as a % of Municipal Expenses** - Indicates how much money is set aside for future needs and contingencies.

**Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)** - Indicates how much cash and liquid investments could be available to cover current obligations.

**Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)** - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

**Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio)** - Indicates how much of the assets' life expectancy has been consumed.

**Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues** - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

**The Northern and Rural Municipal Fiscal Circumstances Index (MFCI)** is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

## CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Total Reserves and Reserve Funds as a % of Municipal Expenses	(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)



## Denise Holmes

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**From:** Courtenay Hoytfox <choytfox@puslinch.ca>  
**Sent:** Tuesday, January 10, 2023 3:14 PM  
**To:** clerk@dufferincounty.ca; nmartin@amaranth.ca; Denise Holmes;  
sstone@eastgarafraxa.ca; svangerven@townofgrandvalley.ca;  
Heather.Morrison@grey.ca; lgreen@southgate.ca  
**Cc:** Kyle Davis; Ilona Feldmann; sdahmer@grandriver.ca  
**Subject:** Lake Erie Source Protection Committee Membership Nomination for the 2022-2026 term  
**Attachments:** Puslinch Resolution No. 2022-396 -Lake Erie Source Waterloo Protection.pdf

Good afternoon, please see attached the Puslinch Council resolution nominating Councillor John Sepulis to the Lake Erie Source Protection Committee for the 2022-2026 term for consideration.

Thank you,



Courtenay Hoytfox  
Municipal Clerk  
Township of Puslinch  
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0  
P: 519-763-1226 ext. 227/Fax: 519-763-5846 [www.puslinch.ca](http://www.puslinch.ca)

Township of Puslinch  
7404 Wellington Rd 34, Puslinch, ON N0B 2J0  
P 519 763-1226 F 519-763-5846  
[www.puslinch.ca](http://www.puslinch.ca)

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Shari Dahmer, M.Sc.  
Source Protection Program Manager  
Grand River Conservation Authority  
400 Clyde Road, PO N1R 5W6  
VIA EMAIL:  
[sdahmer@grandriver.ca](mailto:sdahmer@grandriver.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

January 10, 2023

Ilona Feldmann  
Source Protection Program Assistant  
Grand River Conservation Authority  
400 Clyde Road, PO N1R 5W6  
VIA EMAIL:  
[ifeldmann@grandriver.ca](mailto:ifeldmann@grandriver.ca)

Re: Township of Puslinch Citizen Appointment to the Source Protection Committee for the 2022-2026 Term.

Please be advised that Township of Puslinch Council, at its meeting held on December 7, 2022 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2022-389:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That Puslinch Council nominate Councillor John Sepulis to the Lake Erie Source Protection Committee for the 2022-2026 term.**

**CARRIED**

Sincerely,

Courtenay Hoytfox  
Municipal Clerk

## Denise Holmes

---

**From:** Nicole Hill <nhill@sdfd.ca>  
**Sent:** Wednesday, January 11, 2023 1:32 PM  
**To:** hboston@mulmur.ca; nmartin@amaranth.ca; Les Halucha; tatkinson@mulmur.ca; fred.simpson@townofmono.com; Carey Holmes; jwilloughby@shelburne.ca; Denise Holmes; Sarah Culshaw; svangerven@amaranth.ca  
**Subject:** SDFB Resolution  
**Attachments:** 2023 Operating Budget presented Feb 7th.xlsx

Hello,

At the SDFB meeting on Tuesday January 3<sup>rd</sup>, the Board passed the following Resolution:

Moved by D. White – Seconded by G. Little

**BE IT RESOLVED THAT:**

The Budget with amendments to wages and legal be distributed to the municipalities for review and comment.

**Carried**



**Nicole Hill**  
Secretary/Treasurer  
Tel: (519) 925-5111  
Shelburne & District Fire Board  
114 O'Flynn Street  
Shelburne, ON L9V 2W9 | [nhill@sdfd.ca](mailto:nhill@sdfd.ca)

# SHELBURNE & DISTRICT FIRE BOARD

## 2023 OPERATING BUDGET

PRESENTED: February 7, 2023

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 TO DATE	2023 BUDGET	Variance
<b>EXPENDITURES</b>					
4100-0100	Treasurer	\$ 800.00	\$ 900.00	\$ 800.00	\$ -
4100-0300	Secretarial Services	\$ 38,000.00	\$ 34,625.50	\$ 39,150.00	\$ 1,150.00 reduce to \$39,150
4100-0400	Legal & Audit & HR Services	\$ 6,500.00	\$ 28,234.33	\$ 19,150.00	\$ 12,650.00
4100-0500	Mutual Aid Contributions	\$ 1,000.00		\$ -	\$ (1,000.00)
4100-0550	Office Supplies	\$ 3,000.00	\$ 3,095.18	\$ 3,000.00	\$ -
4100-0600	Material & Supplies	\$ 3,000.00	\$ 2,231.81	\$ 2,500.00	\$ (500.00)
4100-0700	Services & Rentals	\$ 6,000.00	\$ 7,265.97	\$ 8,750.00	\$ 2,750.00
4100-1100	MTO/ARIS Fees	\$ 850.00	\$ 420.00	\$ 850.00	\$ -
4200-1650	IT Support Dufferin County	\$ 1,500.00		\$ 1,500.00	\$ -
4100-0800	Subscriptions & Memberships	\$ 700.00	\$ 508.23	\$ 700.00	\$ -
4100-0900	Conventions & Conferences	\$ 2,500.00	\$ 2,869.01	\$ 3,000.00	\$ 500.00
4100-1000	Licence Renewal	\$ 900.00	\$ 885.28	\$ 950.00	\$ 50.00
4100-1200	Health & Safety Expenses	\$ 5,000.00	\$ 2,719.23	\$ 2,500.00	\$ (2,500.00)
4100-1300	Fire Prevention/Pub Ed	\$ 6,000.00	\$ 6,226.22	\$ 8,500.00	\$ 2,500.00
4100-1500	Training - Courses/Expense	\$ 15,000.00	\$ 12,742.35	\$ 60,000.00	\$ 45,000.00
4100-1800	Communication Equipment	\$ 1,000.00	\$ 1,439.90	\$ 1,000.00	\$ -
4100-1900	Dispatch	\$ 45,000.00	\$ 38,932.71	\$ 48,000.00	\$ 3,000.00
4200-0100	Fire Call Wages	\$ 131,250.00	\$ 110,254.21	\$ 135,000.00	\$ 3,750.00 reduce to \$135,000
4200-0102	Full-time Staff Wages	\$ 124,000.00	\$ 111,757.14	\$ 130,000.00	\$ 6,000.00 reduce to \$130,000
4200-0103	VFF Salaries/Meetings/Pub Ed/Inspect	\$ 39,500.00	\$ 38,090.00	\$ 49,500.00	\$ 10,000.00
4200-0105	Training Wages	\$ 32,500.00	\$ 57,937.67	\$ 72,000.00	\$ 39,500.00 Add \$12,000 for rope training
4200-0110	Employers Portion - EI	\$ 2,500.00	\$ 2,119.60	\$ 2,500.00	\$ -
4200-0120	Employers Portion - CPP	\$ 11,000.00	\$ 12,601.48	\$ 13,500.00	\$ 2,500.00 reduce to \$13,500
4200-0150	Mileage & Meals	\$ 400.00	\$ 1,457.42	\$ 500.00	\$ 100.00
4200-0200	Benefits (Manulife & VFIS)	\$ 17,250.00	\$ 16,424.56	\$ 23,000.00	\$ 5,750.00
4200-0210	WSIB	\$ 16,000.00	\$ 7,959.66	\$ 17,500.00	\$ 1,500.00 increase to \$17,500
4200-0220	Employer Health Tax	\$ 4,000.00	\$ 4,348.21	\$ 5,500.00	\$ 1,500.00 reduce to \$5,500
4200-0300	OMERS Pension Plan	\$ 15,000.00	\$ 13,438.58	\$ 19,000.00	\$ 4,000.00 reduce to \$19,000
4200-0400	Employee Assistance Program	\$ 750.00	\$ 708.25	\$ 750.00	\$ -
4200-0500	Protective Clothing/Uniforms	\$ 4,500.00	\$ 7,028.79	\$ 6,000.00	\$ 1,500.00
4200-0800	SCBA Maintenance	\$ 2,000.00	\$ 3,699.29	\$ 2,000.00	\$ -
4200-1005	Truck R&M - Pump 24	\$ 3,000.00	\$ 5,991.55	\$ 3,000.00	\$ -
4200-1010	Truck R&M - Car 21	\$ 2,000.00	\$ 4,625.04	\$ 2,000.00	\$ -
4200-1015	Truck R&M - Car 22	\$ 1,500.00	\$ 288.33	\$ 1,500.00	\$ -
4200-1020	Truck R&M - Tanker 25	\$ 2,500.00	\$ 4,050.51	\$ 2,500.00	\$ -
4200-1030	Truck R&M - Rescue 26	\$ 3,000.00	\$ 2,682.19	\$ 3,000.00	\$ -
4200-1040	Truck R&M - Pump 27	\$ 3,000.00	\$ 1,651.14	\$ 3,000.00	\$ -
4200-1050	Truck R&M - Ladder 28	\$ 3,000.00	\$ 16,484.22	\$ 3,000.00	\$ -
4200-1060	Fuel for Trucks	\$ 9,500.00	\$ 17,116.69	\$ 18,000.00	\$ 8,500.00
4200-1100	Insurance Premium	\$ 51,000.00	\$ 50,459.59	\$ 59,000.00	\$ 8,000.00
4200-1200	Miscellaneous/Recognition Night	\$ 2,750.00	\$ 1,386.71	\$ 3,000.00	\$ 250.00
4200-1300	Utilities (Gas/Hydro/Water/Sewer)	\$ 20,000.00	\$ 25,033.04	\$ 30,000.00	\$ 10,000.00
4200-1400	Bell Canada (Dispatch Line)	\$ 950.00	\$ 915.60	\$ 950.00	\$ -
4200-1500	Bell Canada (Admin Line)	\$ 1,350.00	\$ 1,424.20	\$ 1,600.00	\$ 250.00
4200-1550	Bell Mobility	\$ 1,400.00	\$ 1,573.19	\$ 1,700.00	\$ 300.00
4200-1600	Vaccination & Driver Medicals	\$ 800.00		\$ 800.00	\$ -
4200-1700	Bank Service Charges	\$ 725.00	\$ 623.00	\$ 725.00	\$ -
4200-1750	Ceridian Payroll	\$ 2,700.00	\$ 2,081.54	\$ 3,000.00	\$ 300.00
4200-1800	New Equipment Acquisition	\$ 5,000.00	\$ 4,621.59	\$ 5,000.00	\$ -
4200-1810	Equipment Maintenance	\$ 4,000.00	\$ 1,990.31	\$ 4,000.00	\$ -
4200-1860	FF Association Expenses	\$ -	\$ 725.02	\$ -	\$ -
4200-1900	TSF Bell Tower Lease to Capital				\$ -
4200-1980	Building Maintenance	\$ 7,500.00	\$ 6,763.53	\$ 7,500.00	\$ -
4200-2000	Interest on Temporary Loans	\$ 600.00		\$ 600.00	\$ -
4200-2100	Fire Hydrants	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -
4200-2500	Uncollectible Accounts	\$ -		\$ -	\$ -
	<b>TOTAL EXPENSES</b>	<b>\$ 671,175.00</b>	<b>\$ 688,907.57</b>	<b>\$ 838,475.00</b>	

Increase in Expenses over Previous Year      24.93%

**REVENUES:**

3000-0500	Interest on Current Account	\$ 200.00	\$ 3,076.86	\$ 500.00	\$ 300.00
3000-0600	Inspection Revenue	\$ 3,000.00	\$ 9,090.00	\$ 4,000.00	\$ 1,000.00
3000-0800	MTO / County / Insurance MVC Revenue	\$ 40,000.00	\$ 20,535.41	\$ 40,000.00	\$ -
3000-0850	Hydro / Enridge Revenue	\$ 5,000.00	\$ 5,320.00	\$ 5,000.00	\$ -
3000-0900	False Alarm / Fire Report / Misc. Revenue	\$ 500.00	\$ 7,714.08	\$ 500.00	\$ -
	<b>SUBTOTAL REVENUES</b>	<b>\$ 48,700.00</b>	<b>\$ 45,736.35</b>	<b>\$ 50,000.00</b>	
	Operating Reserve	\$ 35,000.00			
2900-0000	Surplus/Deficit from Previous Year				
	<b>TOTAL REVENUES</b>	<b>\$ 83,700.00</b>	<b>\$ 45,736.35</b>	<b>\$ 50,000.00</b>	

**TOTAL OPERATING LEVY      \$ 587,475.00      \$ 788,475.00**

Decrease over Previous Year      2.67%

Increase over Previous Year      34.21%

# SHELBURNE & DISTRICT FIRE BOARD

## 2022 CAPITAL BUDGET

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 TO DATE	2023 BUDGET
Capital	Communication Equipment	\$10,000.00	\$2,698.32	\$7,500.00
Capital	Protective Clothing	\$17,500.00	\$18,201.73	\$36,000.00
Capital	New Equipment	\$17,850.00	\$5,879.84	\$18,745.00
Capital	Training Grounds			\$5,000.00
Capital	SCBA Cylinders			????
Capital	Washroom Renovation	\$25,064.14	\$18,489.35	\$0.00
Capital	Pump 27	\$588,000.00	\$591,381.12	\$0.00

## Denise Holmes

---

**From:** Nancy Frater <nancy.frater@gmail.com>  
**Sent:** Thursday, January 26, 2023 11:53 AM  
**To:** Darren White; Denise Holmes  
**Subject:** CryNot Proclamation Human Trafficking Awareness Day  
**Attachments:** CryNot 2023 press release.pdf

Hello Mayor White,

Attached to this email is a press release for Human Trafficking Awareness Day.

Three years ago I signed on as a board member of the inaugural group CryNot which is a group formed from the Rotary Club of Orangeville and Compass Community Church to bring awareness of the reality of sex trafficking in the Dufferin-Caledon area.

As noted in the press release we intend to provide a free, interactive webinar on February 22, 2023, from 7pm to 8:30pm.

The free webinar requires advance registration which is made available through a link on the Crynot.ca website.

In recognition of this event, if you are willing, we would appreciate a photo of you as Mayor (or with other Council members) signing the proclamation. When I receive the photo we would post it on the CryNot website, social media etc. It would be so helpful in informing your citizens about the webinar and CryNot.

Should there be any questions regarding this planned event please don't hesitate to contact me. As in the past we remain available to make presentations to any interested group to learn more about this sinister crime that is expanding in our area.

Many thanks to you, Darren and your Council for your support.

Nancy frater  
CryNot

For Immediate Release

## **Fight Sex Trafficking: Tune into a Live Interactive Webinar**

### **National Human Trafficking Awareness Day, February 22, 2023**

Humiliation; Abuse; Violence; Terrifying Threats; Separation from Family and Friends! It's not what a young person signs up for but it's what happens when young girls and boys are trafficked into the world's commercial sex trade. It's the human tragedy behind human trafficking and it's happening in our homes, our schools and our Dufferin-Caledon community.

Three years ago, the Rotary Club of Orangeville and Compass Community Church formed a volunteer-driven group called CryNot (Compass Rotary Youth – No Trafficking) to raise awareness and promote education about the threat of human trafficking in our area. Bob Burnside who initially spearheaded CryNot suggests that "The first thing in addressing human trafficking is to realize that it exists, its origins and its symptoms and the devastating results."

We know that young people in Dufferin-Caledon are being lured into sex trafficking through manipulation by predators, promises of love, affection and gifts, provision of drugs and alcohol, threats and violence. In recognition of **Human Trafficking Awareness Day**, CryNot is planning **"I Don't Want to Know", A Conversation About Human/Sex Trafficking : What You Need to Know and Why."**- a live, free interactive webinar on **February 22, 7-8:30 pm**. Community and victim service groups and law enforcement professionals will answer questions regarding the risks, signs and prevention of this sinister crime. Their input places a human face on what is a billion dollar business based on the coercion of vulnerable youth. **Registration is required** and is accessed via the CryNot website [crynot.ca](http://crynot.ca)

During the pandemic, exploitation has moved online making it easier for predators to contact and groom at-risk youth, some as young as 12 or 13 years old. According to current CryNot Chair, Jim Kerr, "Police inform us that there are over 6000 unique advertisements for sex services every day in the digital realm and many are related to sex trafficking. The whole scope of the tragedy is frankly shocking."

The prevention of sex trafficking requires a total community effort. Join the webinar, explore the website [crynot.ca](http://crynot.ca), and request a group presentation. If you suspect someone is being trafficked or you need help contact:

Caledon-Dufferin Victim Services 1-888-742-2658 or 1-888-743-6496

Canadian Human Trafficking Hotline 1-833-900-1010

The crime of sexual exploitation is likened to modern day slavery. As one of our board members says "Being trafficked has been described as "hell on earth." By creating awareness CryNot hopes to spare young people in our community from falling victim to predators."

## Denise Holmes

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**From:** Eowyn Spencer <espencer@grandriver.ca>  
**Sent:** Thursday, January 26, 2023 12:00 PM  
**To:** Denise Holmes  
**Subject:** Notification of Budget 2023 - Grand River Conservation Authority  
**Attachments:** GRCA 2023 Summary of Municipal Levy.pdf; GRCA Budget 2023 - DRAFT 2.pdf; GRCA Report GM-01-23-04 - Budget 2023 Draft 2.pdf; Township of Melancthon\_GRCA 2023 Budget Notification.pdf

Greetings Denise  
CAO/Clerk - Township of Melancthon

Please see the attached correspondence regarding the Grand River Conservation Authority 2023 Budget and Municipal Levy. Additional attachments on this email are referenced within the letter.

**The attached Notice 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.**

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. 2200  
Toll-free: 1-866-900-4722  
[www.grandriver.ca](http://www.grandriver.ca) | [Connect with us on social](#)





400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: [www.grandriver.ca](http://www.grandriver.ca)

January 25, 2023

By Email: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)

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

Dear Denise Holmes

**Re: 2023 Grand River Conservation Authority Budget and Levy Meeting**

Please be advised that the Annual General Meeting of the Grand River Conservation Authority will be held on Friday, February 24, 2023, at 9:30 a.m., to consider the 2023 Budget and General Municipal Levy.

The attached report, which includes the most recent draft of the 2023 Budget, will be presented to the GRCA General Membership on January 27, 2023. Based on board direction to staff, this draft budget includes a General Levy of \$12,968,000 which represents a 3.5% increase over 2022. The General Levy, if approved at the Annual General Meeting, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as defined in Ontario Regulation 670/00.

The attached draft 2023 Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2023. Also attached is a calculation of the apportionment of the 2023 General Levy to participating municipalities. Should you have any questions concerning the draft Budget or the levy apportionment, please contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "Karen Armstrong". The signature is written in a cursive, flowing style.

Karen Armstrong,  
Deputy CAO and Secretary-Treasurer

## Grand River Conservation Authority Summary of Municipal Levy - 2023 Budget

*DRAFT - January 27, 2023*

	% CVA in Watershed	2022 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2023 Budget Matching & Maintenance Levy	2023 Budget Admin & Maintenance Levy	2023 Budget Capital Maintenance* Levy	2023 Budget Total Levy	Actual 2022	% Change
Brant County	82.9%	7,349,082,037	6,092,389,009	2.92%	13,125	337,655	27,729	378,509	361,733	4.6%
Brantford C	100.0%	15,438,439,128	15,438,439,128	7.40%	33,261	855,636	70,266	959,163	925,478	3.6%
Amaranth Twp	82.0%	823,007,110	674,865,830	0.32%	1,454	37,403	3,072	41,929	40,312	4.0%
East Garafraxa Twp	80.0%	646,737,870	517,390,296	0.25%	1,115	28,675	2,355	32,145	31,052	3.5%
Town of Grand Valley	100.0%	602,204,454	602,204,454	0.29%	1,297	33,376	2,741	37,414	34,921	7.1%
Melancthon Twp	56.0%	605,191,515	338,907,248	0.16%	730	18,783	1,542	21,055	20,387	3.3%
Southgate Twp	6.0%	1,095,001,488	65,700,089	0.03%	142	3,641	299	4,082	3,913	4.3%
Haldimand County	41.0%	7,387,846,603	3,029,017,107	1.45%	6,526	167,875	13,786	188,187	180,063	4.5%
Norfolk County	5.0%	9,785,538,892	489,276,945	0.23%	1,054	27,117	2,227	30,398	29,714	2.3%
Halton Region	10.5%	48,462,400,444	5,103,428,670	2.44%	10,995	282,844	23,227	317,066	304,589	4.1%
Hamilton City	26.8%	96,614,037,173	25,844,254,944	12.38%	55,679	1,432,351	117,626	1,605,656	1,557,692	3.1%
Oxford County	36.5%	4,574,385,729	1,667,806,332	0.80%	3,593	92,434	7,591	103,618	100,481	3.1%
North Perth T	2.0%	2,359,924,293	47,198,486	0.02%	102	2,616	215	2,933	2,779	5.5%
Perth East Twp	40.0%	2,078,521,741	831,408,696	0.40%	1,791	46,079	3,784	51,654	49,597	4.1%
Waterloo Region	100.0%	105,303,687,542	105,303,687,542	50.45%	226,867	5,836,184	479,273	6,542,324	6,325,085	3.4%
Centre Wellington Twp	100.0%	5,401,783,927	5,401,783,927	2.59%	11,638	299,380	24,585	335,603	319,769	5.0%
Erin T	49.0%	2,607,980,359	1,277,910,376	0.61%	2,753	70,825	5,816	79,394	77,102	3.0%
Guelph C	100.0%	28,289,926,279	28,289,926,279	13.55%	60,948	1,567,896	128,757	1,757,601	1,702,688	3.2%
Guelph Eramosa Twp	100.0%	2,930,879,758	2,930,879,758	1.40%	6,314	162,436	13,339	182,089	176,486	3.2%
Mapleton Twp	95.0%	1,881,798,619	1,787,708,688	0.86%	3,851	99,079	8,136	111,066	106,574	4.2%
Wellington North Twp	51.0%	1,801,568,972	918,800,176	0.44%	1,979	50,922	4,182	57,083	55,274	3.3%
Puslinch Twp	75.0%	2,769,118,798	2,076,839,099	0.99%	4,474	115,103	9,452	129,029	124,311	3.8%
<b>Total</b>		<b>348,809,062,729</b>	<b>208,729,823,079</b>	<b>100.00%</b>	<b>449,688</b>	<b>11,568,310</b>	<b>950,000</b>	<b>12,968,000</b>	<b>12,530,000</b>	<b>3.5%</b>

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



# **2023 BUDGET**

**(Draft to January 27, 2023 General Board Meeting)**

# Grand River Conservation Authority

## 2023 Budget

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## **GRCA 2023 Budget Highlights**

The Grand River Conservation Authority is a successful partnership of municipalities, working together to promote and undertake wise management of the water and natural resources of the Grand River watershed.

The Grand River stretches 300 kilometres from Dundalk in Dufferin County to Port Maitland on Lake Erie. It takes in one of the fastest growing regions in the province, with a population of approximately 1,000,000. The Grand River watershed is also home to some of the most intensively farmed land in the nation.

The prospect of high growth and the impact on water and natural resources and the quality of life present an enormous challenge to the GRCA, municipalities and all watershed residents. It creates an urgent need to work co-operatively to care wisely for the Grand River and its resources.

The work of the GRCA is divided into seven business areas:

- Reducing flood damages
- Improving water quality
- Maintaining reliable water supply
- Protecting natural areas and biodiversity
- Watershed planning
- Environmental education
- Outdoor recreation

In order to carry out these functions, the GRCA draws revenues from a variety of sources:

- User fees, such as park admissions, nature centre programs, planning fees and others
- Revenues from property rentals and hydro generation at our dams
- Municipal levies, which are applied primarily to watershed management programs
- Municipal grants dedicated to specific programs, such as the Rural Water Quality Program and Water Quality Monitoring
- Provincial transfer payments for water management operating expenses
- Provincial grants for specific purposes, such as the provincial Source Protection Program and Capital Projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor education, tree nursery operations and various special projects
- Federal grants and other miscellaneous sources of revenue

The GRCA continues to work on the updates and implementation of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region, including the Grand River watershed, as part of the provincial Source Protection Program under the *Clean Water Act, 2006*. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2023 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

In 2022 terms of reference for a watershed-based resource management strategy was completed as part of the requirement of the Conservation Authorities Act to develop a watershed strategy. In 2023, the focus will be on developing a draft watershed-based resource management strategy and engage municipalities through the Water Managers Working group. The existing water management plan will provide important information to the watershed strategy.

Bill 23 – More Homes Built Faster Act, 2022 impacts the 2023 Budget to the extent that certain fees are being frozen and there is the potential for revenue declines due to restrictions on natural heritage resource planning services offered by Conservation Authorities.

## **1. Watershed Management and Monitoring**

Watershed management and monitoring programs protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Activities include operation of flood and erosion control structures such as dikes and dams; flood forecasting and warning; water quality monitoring; natural heritage restoration and rehabilitation projects; water quantity assessment; watershed and subwatershed studies.

### **Operating Expenditures:**

Water Resources Planning and Environment	\$2,338,900	(Table 1)
Flood Forecasting and Warning	\$ 923,000	(Table 2)
Water Control Structures	\$1,944,200	(Table 3)

**Capital Expenditures:** **\$1,800,000** (Section B)

**Total Expenditures:** **\$7,006,100**

**Revenue sources:** Municipal levies, provincial grants and reserves

## **2. Planning**

Program areas:

- a) Natural Hazard Regulations  
The administration of conservation authority regulations related to development in the floodplain, and other natural hazards e.g. wetlands, slopes, shorelines and watercourses.
- b) Plan Input and Review  
Planning and technical review of municipal planning documents and recommending policies related to natural hazards; providing advice and information to municipal councils on development proposals and severances; review of environmental assessments.

**Operating Expenditures:** **\$2,574,200** (Table 4)

**Capital Expenditures:** **NIL**

**Revenue sources:** Permit fees, enquiry fees, plan review fees, and municipal levy

### **3. Watershed stewardship**

The watershed stewardship program provides information and/or assistance to private and public landowners and community groups on sound water and environmental practices that will enhance, restore or protect their properties. Some activities are reforestation/tree planting through the Burford Tree Nursery, the Rural Water Quality Program, restoration and rehabilitation projects. The program also, provides conservation information through workshops, publications, the web site and media contacts.

#### **Operating Expenditures:**

Forestry & Conservation Land Taxes	\$ 1,402,500 (Table 5)
Conservation Services	\$ 605,700 (Table 6)

**Capital Expenditures:** NIL

**Total Expenditures:** \$ 2,008,200

#### **Revenue sources:**

Municipal levies and grants, provincial grants, tree sales, landowner contributions, donations from the Grand River Conservation Foundation and other donations.

### **4. Conservation Land Management**

This includes expenses and revenues associated with the acquisition and management of land owned or managed by the GRCA including woodlots, provincially significant wetlands (e.g. Luther Marsh, Dunnville Marsh), passive conservation areas, rail-trails and a number of rental properties. Activities include forest management, woodlot thinning, and hydro production at our dams.

#### **Operating Expenditures:**

Conservation Lands, Rentals, Misc	\$4,218,800 (Table 10-Conservation Lands)
Hydro Production	\$ 212,000 (Table 10-Hydro Production)

**Capital Expenditures:** NIL

**Total Expenditures:** \$4,430,800

#### **Revenue sources:**

Property rentals, hydro production, timber sales, conservation land income, donations from the Grand River Conservation Foundation

### **5. Education**

The GRCA operates six nature centres, which provide curriculum-based programs to about 50,000 students from six school boards and independent schools throughout the watershed. In addition, about 16,000 members of the public attend day camps and weekend family and community events.

**Operating Expenditures:** \$810,100 (Table 8)

**Capital Expenditures:** NIL

**Revenue sources:** School boards, nature centre user fees, community event fees, donations from the Grand River Conservation Foundation and municipal general levy.

## **6. Recreation**

This includes the costs and revenues associated with operating the GRCA's 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing and other activities at its parks. It provides 2,200 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1.7 million people visit GRCA parks each year.

**Operating Expenditures:**       \$ **8,500,000** (Table 10)  
**Capital Expenditures:**       \$ **2,000,000** (Section B)  
**Total Expenditures:**         \$ **9,800,000**

**Revenue sources:**  
Conservation Area user fees, government grants, reserves and donations.

## **7. Corporate services & Strategic Communications**

This includes the cost of head office functions such as accounting and human resources, as well as the cost of facilities, insurance, consulting and legal fees and expenses relating to the General Membership.

### **Operating Expenditures:**

Strategic Communications       \$ 597,500 (Table 7)  
Corporate Services               \$3,568,288 (Table 9)

**Capital Expenditures:**       \$ **779,000** (Section B)

**Total Expenditures:**         \$ **4,944,788**

**Revenue sources:** Municipal levies and reserves.

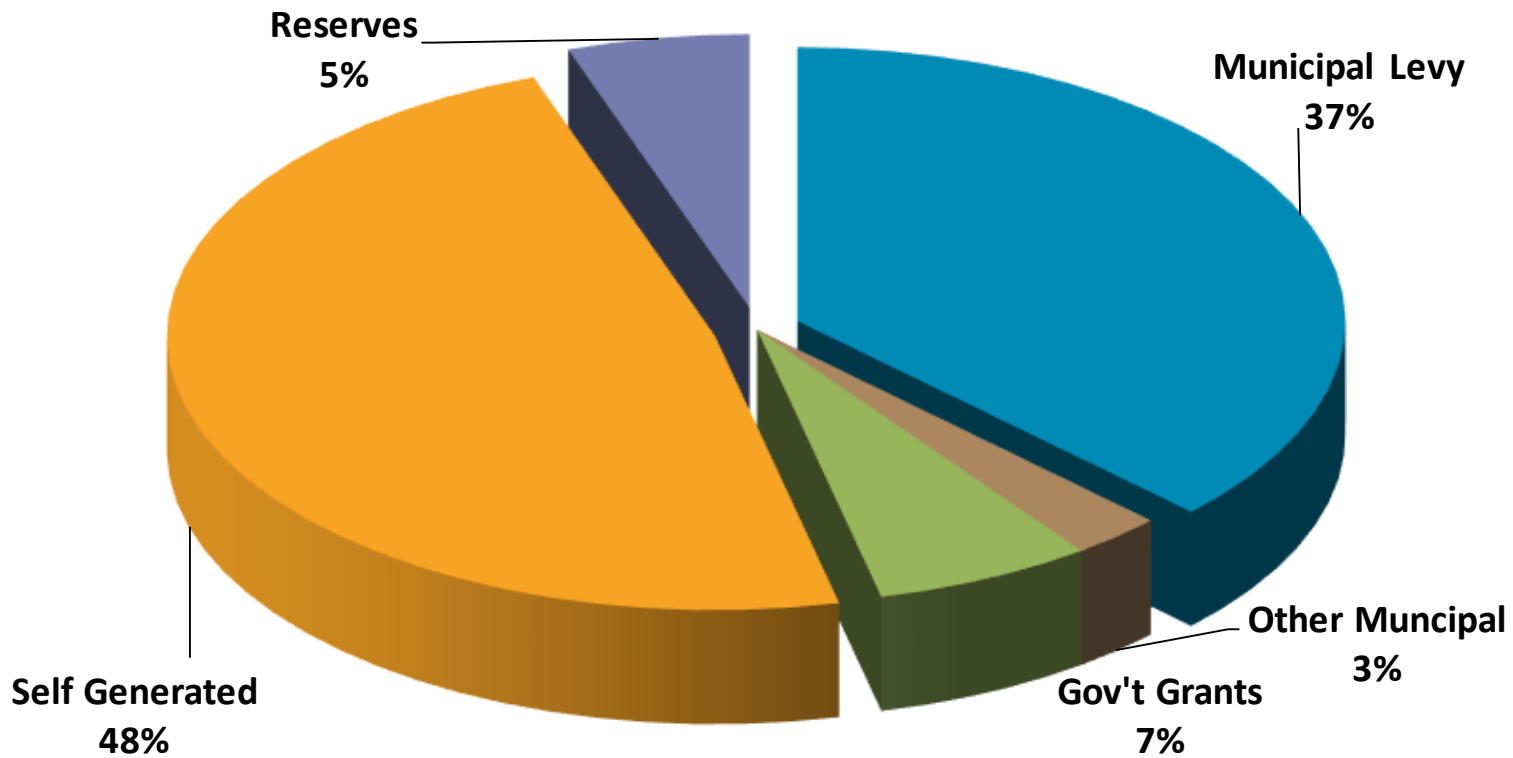


**BUDGET 2023 - Summary of Revenue and Expenditures**

FUNDING		Actual 2021	Budget 2022	Budget 2023	Budget Incr/(decr)
Municipal General Levy Funding		12,225,000	12,530,000	12,968,000	438,000 3.50%
Other Government Grants		3,131,738	3,927,188	3,172,188	(755,000) -19.2%
Self-Generated Revenue		16,021,037	16,273,177	16,803,000	529,823 3.3%
Funding from Reserves		494,912	2,144,000	1,871,000	(273,000) -12.7%
<b>TOTAL FUNDING</b>		<b>31,872,687</b>	<b>34,874,365</b>	<b>34,814,188</b>	<b>(60,177)</b> -0.2%
EXPENDITURES		Actual 2021	Budget 2022	Budget 2023	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	27,048,151	26,497,365	27,695,188	1,197,823 4.52%
Base Programs - Capital	SECTION B	2,150,870	5,102,000	4,579,000	(523,000) -10.25%
Special Projects	SECTION C	2,106,489	3,275,000	2,540,000	(735,000) -22.4%
<b>TOTAL EXPENDITURES</b>		<b>31,305,510</b>	<b>34,874,365</b>	<b>34,814,188</b>	<b>(60,177)</b> -0.2%
<b>NET RESULT</b>		<b>567,177</b>	<b>-</b>	<b>-</b>	

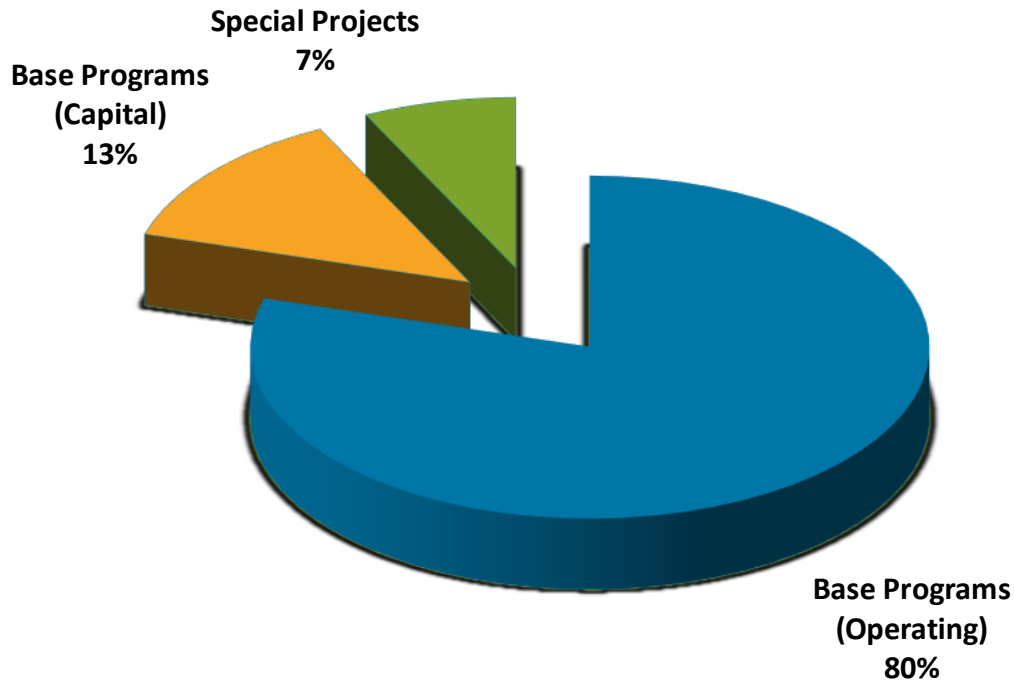
# 2023 Budget – Revenue by Source

Total 2023 Budget Revenue = \$34.8 Million (\$ 34.9 Million in 2022)

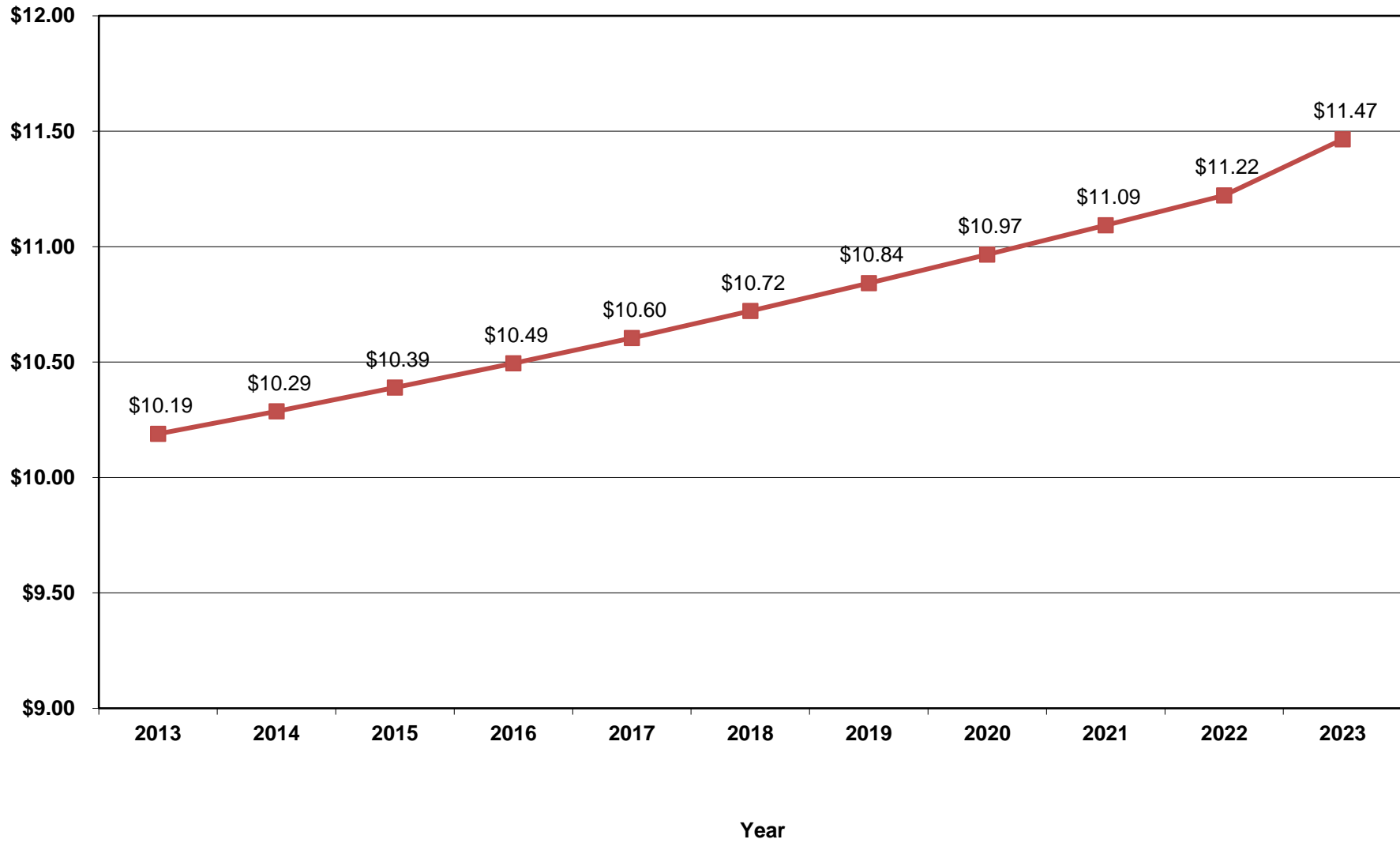


# 2023 Budget – Expenditures by Category

2023 Budget Expenditures = \$34.8 Million (\$ 34.9 Million in 2022)



## Grand River Conservation Authority Per Capita General Levy 2013 to 2023



GRAND RIVER CONSERVATION AUTHORITY

**Budget 2023 - Summary of Expenditures, Funding and Change in Municipal Levy**

		TABLE 1	TABLE 2	TABLE 3	TABLE 4	TABLE 5	TABLE 6	TABLE 7	TABLE 8	TABLE 9	TABLE 9	TABLE 10	TABLE 10	TABLE 10	
		Water Resources Planning & Environment	Flood Forecasting & Warning	Water Control Structures	Resource Planning	Forestry & Conservation Land Taxes	Conservation Services	Communications	Environmental Education	Corporate Services	Loss/(Surplus) impact on Municipal Levy Increase	Conservation Land and Rental Management and Misc	Hydro Production	Conservation Areas	TOTAL
<b>2023 OPERATING</b>															
TOTAL EXPENSES	A	2,338,900	923,000	1,944,200	2,574,200	1,402,500	605,700	597,500	810,100	3,568,288		4,218,800	212,000	8,500,000	27,695,188
TOTAL OTHER FUNDING	B	87,500	224,338	355,350	1,189,000	607,000	31,000	0	500,000	135,000		3,368,000	580,000	8,500,000	15,577,188
"Other Programs" Surplus/(Loss)	B less A											(850,800)	368,000	-	(482,800)
Loss to be offset with Surplus	C										482,800				(482,800)
Surplus 2021 carried forward to 2022											(100,000)				100,000
2023 Levy	A less B less C	2,251,400	698,662	1,588,850	1,385,200	795,500	574,700	597,500	310,100	3,433,288	382,800	0	0	0	12,018,000
<b>NET RESULT</b>															
<b>0</b>															
<b>Levy Increase:</b>															
2023 Levy		2,251,400	698,662	1,588,850	1,385,200	795,500	574,700	597,500	310,100	3,433,288	382,800				12,018,000
2022 Levy		2,179,900	678,662	1,537,350	1,307,200	773,500	555,200	577,500	284,600	3,786,565	(100,477)				11,580,000
Levy Increase over prior year		71,500	20,000	51,500	78,000	22,000	19,500	20,000	25,500	(353,277)	483,277	n/a	n/a	n/a	438,000
<b>2023 CAPITAL</b>															
TOTAL EXPENSES	A	110,000	190,000	1,500,000						779,000				2,000,000	4,579,000
TOTAL OTHER FUNDING	B	75,000	25,000	750,000						779,000				2,000,000	3,629,000
2023 Levy	A less B	35,000	165,000	750,000						-				-	950,000
<b>Levy Increase:</b>															
2023 Levy		35,000	165,000	750,000						-				-	950,000
2022 Levy		35,000	165,000	750,000						-				-	950,000
Levy Increase/(decrease) over prior year		-	-	-						-				-	-
<b>2023 SPECIAL</b>															
TOTAL EXPENSES	A	210,000		640,000		100,000	1,090,000		500,000						2,540,000
TOTAL OTHER FUNDING	B	210,000		640,000		100,000	1,090,000		500,000						2,540,000
2023 Levy	A less B	-	-	-		-	-		-						-
<b>TOTAL EXPENSES</b>															
<b>TOTAL FUNDING</b>															
<b>NET RESULT</b>															
<b>34,814,188</b>															
<b>34,814,188</b>															
<b>-</b>															

## Grand River Conservation Authority Summary of Municipal Levy - 2023 Budget

*DRAFT - January 27, 2023*

	% CVA in Watershed	2022 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2023 Budget Matching & Maintenance Levy	2023 Budget Admin & Maintenance Levy	2023 Budget Capital Maintenance* Levy	2023 Budget Total Levy	Actual 2022	% Change
Brant County	82.9%	7,349,082,037	6,092,389,009	2.92%	13,125	337,655	27,729	378,509	361,733	4.6%
Brantford C	100.0%	15,438,439,128	15,438,439,128	7.40%	33,261	855,636	70,266	959,163	925,478	3.6%
Amaranth Twp	82.0%	823,007,110	674,865,830	0.32%	1,454	37,403	3,072	41,929	40,312	4.0%
East Garafraxa Twp	80.0%	646,737,870	517,390,296	0.25%	1,115	28,675	2,355	32,145	31,052	3.5%
Town of Grand Valley	100.0%	602,204,454	602,204,454	0.29%	1,297	33,376	2,741	37,414	34,921	7.1%
Melancthon Twp	56.0%	605,191,515	338,907,248	0.16%	730	18,783	1,542	21,055	20,387	3.3%
Southgate Twp	6.0%	1,095,001,488	65,700,089	0.03%	142	3,641	299	4,082	3,913	4.3%
Haldimand County	41.0%	7,387,846,603	3,029,017,107	1.45%	6,526	167,875	13,786	188,187	180,063	4.5%
Norfolk County	5.0%	9,785,538,892	489,276,945	0.23%	1,054	27,117	2,227	30,398	29,714	2.3%
Halton Region	10.5%	48,462,400,444	5,103,428,670	2.44%	10,995	282,844	23,227	317,066	304,589	4.1%
Hamilton City	26.8%	96,614,037,173	25,844,254,944	12.38%	55,679	1,432,351	117,626	1,605,656	1,557,692	3.1%
Oxford County	36.5%	4,574,385,729	1,667,806,332	0.80%	3,593	92,434	7,591	103,618	100,481	3.1%
North Perth T	2.0%	2,359,924,293	47,198,486	0.02%	102	2,616	215	2,933	2,779	5.5%
Perth East Twp	40.0%	2,078,521,741	831,408,696	0.40%	1,791	46,079	3,784	51,654	49,597	4.1%
Waterloo Region	100.0%	105,303,687,542	105,303,687,542	50.45%	226,867	5,836,184	479,273	6,542,324	6,325,085	3.4%
Centre Wellington Twp	100.0%	5,401,783,927	5,401,783,927	2.59%	11,638	299,380	24,585	335,603	319,769	5.0%
Erin T	49.0%	2,607,980,359	1,277,910,376	0.61%	2,753	70,825	5,816	79,394	77,102	3.0%
Guelph C	100.0%	28,289,926,279	28,289,926,279	13.55%	60,948	1,567,896	128,757	1,757,601	1,702,688	3.2%
Guelph Eramosa Twp	100.0%	2,930,879,758	2,930,879,758	1.40%	6,314	162,436	13,339	182,089	176,486	3.2%
Mapleton Twp	95.0%	1,881,798,619	1,787,708,688	0.86%	3,851	99,079	8,136	111,066	106,574	4.2%
Wellington North Twp	51.0%	1,801,568,972	918,800,176	0.44%	1,979	50,922	4,182	57,083	55,274	3.3%
Puslinch Twp	75.0%	2,769,118,798	2,076,839,099	0.99%	4,474	115,103	9,452	129,029	124,311	3.8%
<b>Total</b>		<b>348,809,062,729</b>	<b>208,729,823,079</b>	<b>100.00%</b>	<b>449,688</b>	<b>11,568,310</b>	<b>950,000</b>	<b>12,968,000</b>	<b>12,530,000</b>	<b>3.5%</b>

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

# **SECTION A**

## **BASE PROGRAMS – OPERATING**

## SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2023 vs Budget 2022

	Actual 2021	Budget 2022	Budget 2023	Incr/(Decr)	%age change
<b>EXPENDITURES</b>					
OPERATING EXPENSES	27,048,151	26,497,365	27,695,188	1,197,823	4.52%
<b>Total Expenses</b>	<b>27,048,151</b>	<b>26,497,365</b>	<b>27,695,188</b>	<b>1,197,823</b>	<b>4.52%</b>
<b>SOURCES OF FUNDING</b>					
MUNICIPAL GENERAL LEVY (NOTE)	10,701,206	11,580,000	12,018,000	438,000	3.78%
MUNICIPAL SPECIAL LEVY	43,047	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	636,502	517,188	517,188	-	0.00%
SELF-GENERATED	15,035,681	13,666,000	14,568,000	902,000	6.60%
RESERVES	315,474	117,000	442,000	325,000	277.78%
SURPLUS CARRYFORWARD	316,241	567,177	100,000	(467,177)	-82.37%
<b>Total BASE Funding</b>	<b>27,048,151</b>	<b>26,497,365</b>	<b>27,695,188</b>	<b>1,197,823</b>	<b>4.52%</b>

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$438,000 levy increase.



## **TABLE 1**

### **(a) Watershed Studies**

This category includes watershed and subwatershed studies. These studies provide the strategic framework for understanding water resources and ecosystem form, functions and linkages. These allow for assessment of the impacts of changes in watershed resources and land use. Watershed studies also identify activities and actions that are needed to minimize the adverse impacts of change. This program supports other plans and programs that promote healthy watersheds.

#### ***Specific Activities:***

- Carry out or partner with municipalities and other stakeholders on integrated subwatershed plans for streams and tributaries. Subwatershed Plans are technical reports which provide comprehensive background on how surface water, groundwater, terrestrial and aquatic ecosystems function in a subwatershed. The plans recommend how planned changes such as urbanization can take place in a sustainable manner. Subwatershed studies are ongoing or planned in the City of Kitchener, Region of Waterloo, City of Guelph and City of Brantford.
- In 2022 terms of reference for a watershed-based resource management strategy was completed as part of the requirement of the Conservation Authorities Act to develop a watershed strategy. In 2023, the focus will be on developing a draft watershed-based resource management strategy and engage municipalities through the Water Managers Working group.

### **(b) Water Resources Planning and Environment and Support**

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources and natural heritage systems. These programs assist with implementation of monitoring water and natural resources and assessment of changes in watershed health and priority management areas.

#### ***Specific Activities:***

- operate 8 continuous river water quality monitoring stations, 73 stream flow monitoring stations, 27 groundwater monitoring stations, and 37 water quality monitoring stations in conjunction with MOE, apply state-of-the-art water quality assimilation model to determine optimum sewage treatment options in the central Grand, and provide technical input to municipal water quality issues
- analyze and report on water quality conditions in the Grand River watershed
- maintain a water budget to support sustainable water use in the watershed, and maintain a drought response program
- analyze water use data for the watershed and provide recommendations for water conservation approaches

- provide advice to Provincial Ministries regarding water use permits to ensure that significant environmental concerns are identified so that potential impacts can be addressed.

### **(c) Water Management Division Support**

Provides support services to the Water Management Division including support for Flood Forecasting and Warning and Water Control Structures.

#### ***Specific Spending:***

- administrative services
- travel, communication, staff development and computer
- insurance

### **(d) Natural Heritage Management**

The natural heritage management program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect the aquatic and terrestrial ecosystems. The program includes watershed scale natural heritage assessments and implements restoration activities on GRCA land.

#### ***Specific Activities:***

- implement “best bets” for protection and enhancement of fisheries, work with outside agencies, non-government organizations and the public to improve fish habitat through stream rehabilitation projects including the implementation of the recommendations of the watershed studies.
- maintain and implement the Forest Management Plan for the Grand River watershed and develop and implement components of the watershed Emerald Ash Borer strategy
- carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems e.g. species at risk and ecological monitoring on GRCA lands, and prescribed burn activities and community events such as tree planting and stream restoration

**TABLE 1**  
 GRAND RIVER CONSERVATION AUTHORITY  
**Water Resources Planning & Environment**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget Change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,380,849	1,684,000	1,706,500	22,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	175,035	268,300	268,300	0
Insurance	122,304	150,000	199,000	49,000
Other Operating Expenses	100,978	165,100	165,100	0
Amount set aside to Reserves	336,000	-	-	0
<b>TOTAL EXPENSE</b>	<b>2,115,166</b>	<b>2,267,400</b>	<b>2,338,900</b>	<b>71,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
Municipal Special/Other	43,047	50,000	50,000	0
Prov & Federal Govt	-	37,500	37,500	0
Funds taken from Reserves	-	-	-	0
<b>TOTAL FUNDING</b>	<b>43,047</b>	<b>87,500</b>	<b>87,500</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>2,072,119</b>	<b>2,179,900</b>	<b>2,251,400</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>71,500</b>

## **TABLE 2**

### **Flood Forecasting and Warning**

The flood warning system includes the direct costs associated with monitoring the streams, and rivers in order to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

#### ***Specific Activities:***

- maintain a ‘state of the art’ computerized flood forecasting and warning system.
- operate a 24 hour, year-round, on-call duty officer system to respond to flooding matters.
- collect and manage data on rainfall, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses.
- use Ignition system to continuously, monitor river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.
- hold municipal flood coordinator meetings twice a year to confirm responsibilities of agencies involved in the flood warning system. Test the system. Update and publish a flood warning system guide containing up to date emergency contact information. Maintain update to date emergency contact information throughout the year.

**TABLE 2**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Flood Forecasting & Warning**

OPERATING	Actual 2021	Budget 2022	Budget 2023	Budget change
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	386,529	499,000	579,000	80,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	236,160	236,000	236,000	-
Other Operating Expenses	111,778	108,000	108,000	-
Amount set aside to Reserves		-	-	-
<b>TOTAL EXPENSE</b>	<b>734,467</b>	<b>843,000</b>	<b>923,000</b>	<b>80,000</b>
<b>Funding</b>				(incr)/decr
MNR Grant	164,338	164,338	164,338	-
Prov & Federal Govt	(53)	-	-	-
Funds taken from Reserves			60,000	(60,000)
<b>TOTAL FUNDING</b>	<b>164,285</b>	<b>164,338</b>	<b>224,338</b>	<b>(60,000)</b>
<b>Net Funded by General Municipal Levy</b>	<b>570,182</b>	<b>678,662</b>	<b>698,662</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>20,000</b>

### **TABLE 3**

#### **Water Control Structures**

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dykes, berms and channels etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

#### ***Specific Activities:***

- operate and maintain 7 major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometres of dykes in 5 major dyke systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg)
- ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams and dykes.
- carry out capital upgrades to the flood control structures in order to meet Provincial standards
- operate and maintain 22 non-flood control dams, which are primarily for aesthetic, recreational, municipal fire suppression water supply or municipal drinking water supply intake purposes
- develop and implement plans to decommission failing or obsolete dams
- ice management activities to prevent or respond to flooding resulting from ice jams
- develop and implement public safety plans for structures

**TABLE 3**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Water Control Structures**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,159,637	1,278,000	1,399,500	121,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	31,939	29,200	29,200	-
Property Taxes	156,533	170,700	170,700	-
Other Operating Expenses	288,690	344,800	344,800	-
Amount set aside to Reserves	251,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>1,887,799</b>	<b>1,822,700</b>	<b>1,944,200</b>	<b>121,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
MNR Grant	285,350	285,350	285,350	-
Funds taken from Reserves			70,000	70,000
<b>TOTAL FUNDING</b>	<b>285,350</b>	<b>285,350</b>	<b>355,350</b>	<b>70,000</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,602,449</b>	<b>1,537,350</b>	<b>1,588,850</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>51,500</b>

## **TABLE 4**

### **(a) PLANNING - Regulations**

This category includes costs and revenues associated with administering the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* made under the *Conservation Authorities Act*. This includes permit review, inspections, permit issuance, enforcement and follow-up, which may include defending appeals.

#### ***Specific Activities:***

- Process over 1,000 permits each year related to development, alteration or activities that may interfere with the following types of lands:
  - ravines, valleys, steep slopes
  - wetlands including swamps, marshes, bogs, and fens
  - any watercourse, river, creek, floodplain or valley land
  - the Lake Erie shoreline
- The regulation applies to the development activities listed below in the areas listed above:
  - the construction, reconstruction, erection or placing of a building or structure of any kind,
  - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure
  - site grading
  - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- maintain policies and guidelines to assist in the protection of people and property (i.e. Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)
- enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and maintain compliance policies and procedures
- update and maintain flood line mapping; develop natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems



## **(b) PLANNING - Municipal Plan Input and Review**

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning Bylaws, Environmental Assessments, development applications and other proposals, in accordance with Conservation Authority and provincial or municipal agreements.

### ***Specific Activities:***

- review municipal planning and master plan documents and recommend environmental policies and designations for floodplains, wetlands, natural heritage areas, fisheries habitat, hazard lands and shorelines, which support GRCA regulations and complement provincial polices and federal regulations
- provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all natural hazard concerns are adequately identified and that any adverse impacts are minimized or mitigated
- provide information and technical advice to Municipal Councils and Committees and Land Division Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazard areas such as flood plains, erosion areas, Lake Erie shoreline, watercourses and wetlands.

**TABLE 4**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Resource Planning**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	1,736,286	2,074,000	2,297,000	223,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	183,298	222,500	222,500	-
Other Operating Expenses	51,609	54,700	54,700	-
Amount set aside to Reserves	310,000	-	-	-
<b>-</b>	<b>2,281,193</b>	<b>2,351,200</b>	<b>2,574,200</b>	<b>223,000</b>
<b>Funding</b>				(incr)/decr
Self Generated	1,190,560	1,044,000	1,144,000	(100,000)
Funds taken from Reserves			45,000	(45,000)
<b>TOTAL FUNDING</b>	<b>1,190,560</b>	<b>1,044,000</b>	<b>1,189,000</b>	<b>(145,000)</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,090,633</b>	<b>1,307,200</b>	<b>1,385,200</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>78,000</b>

## **TABLE 5**

### **Forestry & Property Taxes**

The forestry program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes direct delivery of remediation programs including tree planting/reforestation.

General Municipal Levy funds the property tax for GRCA owned natural areas/passive lands.

#### ***Specific Activities:***

- plant trees on private lands (cost recovery from landowner)
- operate Burford Tree Nursery to grow and supply native and threatened species
- carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA owned lands
- hazard tree management to protect people and property

**TABLE 5**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Forestry & Conservation Land Taxes**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2021</b>	<b>Budget 2022</b>	<b>Budget change</b>
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	467,005	531,000	553,000	22,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	46,925	54,300	54,300	0
Property Taxes	167,524	183,200	183,200	0
Other Operating Expenses	533,611	612,000	612,000	0
Amount set aside to Reserves	100,000			0
<b>TOTAL EXPENSE</b>	<b>1,315,065</b>	<b>1,380,500</b>	<b>1,402,500</b>	<b>22,000</b>
<b>Funding</b>				(incr)/decr
Donations	15,198	27,000	27,000	-
Self Generated	600,015	580,000	580,000	-
<b>TOTAL FUNDING</b>	<b>615,213</b>	<b>607,000</b>	<b>607,000</b>	<b>0</b>
<b>Net Funded by General Municipal Levy</b>	<b>699,852</b>	<b>773,500</b>	<b>795,500</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>22,000</b>

## **TABLE 6**

### **Conservation Services**

The Conservation Services program includes those activities associated with providing service and/or assistance to private and public landowners and community groups implementing projects to conserve and enhance natural resources on their properties.

This category includes the Rural Water Quality program and Forestry extension services.

#### ***Specific Activities:***

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, community outreach and delivery of a grant program to encourage adoption of agricultural management practices and projects to improve and protect water quality. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, and naturalization projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote landowner environmental stewardship action

**TABLE 6**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Conservation Services**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	410,257	478,000	497,500	19,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	50,831	86,200	86,200	-
Other Operating Expenses	1,432	22,000	22,000	-
Amount set aside to Reserves	125,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>587,520</b>	<b>586,200</b>	<b>605,700</b>	<b>19,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
Prov & Federal Govt	-	30,000	30,000	-
Funds taken from Reserves	552	1,000	1,000	-
<b>TOTAL FUNDING</b>	<b>552</b>	<b>31,000</b>	<b>31,000</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>586,968</b>	<b>555,200</b>	<b>574,700</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>19,500</b>

## **TABLE 7**

### **Strategic Communications**

The communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, and the Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

#### ***Communications - Specific Activities:***

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management

**TABLE 7**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Strategic Communications**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	358,234	492,000	512,000	20,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	42,067	62,000	62,000	-
Other Operating Expenses	3,885	23,500	23,500	-
Amount set aside to Reserves	55,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>459,186</b>	<b>577,500</b>	<b>597,500</b>	<b>20,000</b>
<b>Funding</b>				
<b>Net Funded by General Municipal Levy</b>	<b>459,186</b>	<b>577,500</b>	<b>597,500</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>20,000</b>



## **TABLE 8**

### **Environmental Education**

This category includes costs and revenues associated with outdoor education facilities, which provide education and information about conservation, the environment and the Conservation Authority's programs to 50,000 students in 6 school boards and 16,000 members of the general public annually. The majority of funding for this program comes from school boards, the Grand River Conservation Foundation and public program fees.

#### ***Specific Activities:***

- operate 6 outdoor education centres under contract with watershed school boards, providing hands-on, curriculum-based, outdoor education (App's Mills near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge and Rockwood)
- offer curriculum support materials and workshops to watershed school boards
- offer conservation day camps to watershed children and interpretive community programs to the public (user fees apply)

**TABLE 8**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Environmental Education**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	430,437	553,000	574,500	21,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	48,032	57,000	57,000	0
Insurance	15,491	17,000	21,000	4,000
Property Taxes	10,048	14,000	14,000	0
Other Operating Expenses	144,476	143,600	143,600	0
Amount set aside to Reserves	55,000	0	0	0
<b>TOTAL EXPENSE</b>	<b>703,484</b>	<b>784,600</b>	<b>810,100</b>	<b>25,500</b>
<b>Funding</b>				(incr)/decr
Provincial & Federal Grants	748	0	0	0
Self Generated	362,912	500,000	500,000	0
<b>TOTAL FUNDING</b>	<b>363,660</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>
<b>Net Funded by General Municipal Levy</b>	<b>339,824</b>	<b>284,600</b>	<b>310,100</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>25,500</b>

## **TABLE 9**

### **CORPORATE SERVICES**

This category includes the costs for goods and services, as listed below, that are provided corporately. A small portion of these costs is recovered from provincial grants, namely from source protection program funding and from the MNR operating grant.

#### **Specific Activities:**

This category includes the following departments:

- Office of the Chief Administrative Officer and the Assistant Chief Administrative Officer/Secretary-Treasurer
- Finance
- Human Resources
- Payroll
- Health & Safety
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses

**TABLE 9**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Corporate Services**

**Budget 2023**

Deficit to be funded  
with Municipal Levy

**Expenses:**

Salary and Benefits	2,133,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	359,000
Insurance	127,000
Other Operating Expenses	949,288
Amount set aside to Reserves	-
<b>TOTAL EXPENSE</b>	<b>3,568,288</b>

**Funding**

Recoverable Corporate Services Expenses	70,000
Funds taken from Reserves	65,000
<b>TOTAL FUNDING</b>	<b>135,000</b>

Net Result before surplus adjustments	3,433,288
Deficit from Other Programs offset by 2022 Surplus Carryforward	(482,800)
2022 Surplus Carried Forward to 2023 used to reduce Levy	100,000
<b>Net Funded by General Municipal Levy</b>	<b>3,433,288</b>

(482,800)  
100,000  
**(382,800)**

**Budget 2022**

Surplus available to  
offset Municipal  
Levy Increase

**Expenses:**

Salary and Benefits	2,051,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	379,000
Insurance	103,000
Other Operating Expenses	1,338,565
<b>TOTAL EXPENSE</b>	<b>3,871,565</b>

**Funding**

Recoverable Corporate Services Expenses	70,000
Funds taken from Reserves	15,000
<b>TOTAL FUNDING</b>	<b>85,000</b>

Net Result before surplus adjustments	3,786,565
Deficit from Other Programs offset by 2021 Surplus Carryforward	(466,700)
2021 Surplus Carried Forward to 2022 used to reduce Levy	567,177
<b>Net Funded by General Municipal Levy</b>	<b>3,786,565</b>

(466,700)  
567,177  
**100,477**

**ACTUAL 2021**

Surplus available to  
offset Municipal  
Levy

**Expenses:**

Salary and Benefits	1,977,881
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	311,950
Insurance	83,833
Other Operating Expenses	835,919
Amount set aside to Reserves	490,000
<b>TOTAL EXPENSE</b>	<b>3,699,583</b>

**Funding**

Provincial Grant	500
Donations/Other	
Recoverable Corporate Services Expenses	61,040
<b>TOTAL FUNDING</b>	<b>61,540</b>

Net Result before surplus/(deficit) adjustments	3,638,043
2021 Surplus from Other Programs used to reduce Levy	41,809
2020 Surplus Carried Forward to 2021 used to reduce Levy	316,241
<b>Net Funded by General Municipal Levy</b>	<b>3,638,043</b>

41,809  
316,241  
**358,050**

## **TABLE 10 (a)**

### **Conservation Lands, Rental Properties, Forestry & Misc**

The Conservation Land Management Program includes all expenses and revenues associated with acquisition and management of land owned/managed by the Authority. This includes protection of provincially significant conservation lands, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenses do not include those associated with the “active” Conservation Areas and outdoor education programs on GRCA lands.

#### ***Specific Activities:***

- acquire and manage significant wetlands and floodplain lands, e.g. the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh
- operate “passive” conservation areas in order to conserve forests and wildlife habitat (Puslinch Tract in Puslinch, Snyder’s Flats in Bloomingdale, etc.). Some are managed by municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). The Grand River Conservation Foundation is one source of funding for the trails.
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 8 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- permit hunting at various locations including Luther Marsh Wildlife Management Area and Conestogo Lake
- carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities
- where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs
- payment of non-insured losses and deductibles for vandalism, loss or theft; miscellaneous amounts recovered from insurance settlements

- investment income arising from reserves and funds received in advance of program expenses

## **TABLE 10 (b)**

### **HYDRO PRODUCTION**

This program generates revenue from ‘hydro production’.

#### *Specific Activities:*

- generate hydro from turbines in 4 dams, Shand, Conestogo, Guelph and Drimmie; the income is used to fund GRCA programs and repay reserves accordingly for the cost of building/repairing turbines.

## **TABLE 10 (c)**

### **CONSERVATION AREAS**

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions and other activities at GRCA active Conservation Areas.

#### *Specific Activities:*

- operate 11 “active” Conservation Areas (8 camping and 3 exclusively day-use) that are enjoyed by over 1.7 million visitors annually. These visitors also help generate significant spin-off revenues for the local economies
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,200 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario
- employ seasonally over 230 students within the conservation areas

**TABLE 10**  
 GRAND RIVER CONSERVATION AUTHORITY  
**OTHER PROGRAMS - OPERATING - SUMMARY of Results**

	Conservation Lands	Property Rentals	MISC	(a) Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
<b>Budget 2023 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,540,000	731,000	-	2,271,000	70,000	4,675,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	152,600	74,500	-	227,100	-	210,000	
Insurance	290,000	35,000	-	325,000	-	-	
Property Taxes	-	88,000	-	88,000	-	65,000	
Other Operating Expenses (consulting etc)	606,000	701,700	-	1,307,700	25,500	3,550,000	
Amount set aside to Reserves	-	-	-	-	116,500	-	
<b>TOTAL EXPENSE</b>	<b>2,588,600</b>	<b>1,630,200</b>	<b>-</b>	<b>4,218,800</b>	<b>212,000</b>	<b>8,500,000</b>	<b>12,930,800</b>
<b>Funding</b>							
Self Generated	86,000	2,981,000	100,000	3,167,000	580,000	8,500,000	
Funds taken from Reserves	101,000	100,000	-	201,000	-	-	
<b>TOTAL FUNDING</b>	<b>187,000</b>	<b>3,081,000</b>	<b>100,000</b>	<b>3,368,000</b>	<b>580,000</b>	<b>8,500,000</b>	<b>12,448,000</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(2,401,600)</b>	<b>1,450,800</b>	<b>100,000</b>	<b>(850,800)</b>	<b>368,000</b>	<b>-</b>	<b>(482,800)</b>
<b>Budget 2022 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,384,500	703,400	-	2,087,900	68,000	4,300,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	152,600	74,500	-	227,100	-	195,000	
Insurance	234,000	28,000	-	262,000	-	-	
Property Taxes	-	88,000	-	88,000	-	65,000	
Other Operating Expenses (consulting etc)	606,000	701,700	30,000	1,337,700	25,500	3,240,000	
Amount set aside to Reserves	-	-	-	-	116,500	-	
<b>TOTAL EXPENSE</b>	<b>2,377,100</b>	<b>1,595,600</b>	<b>30,000</b>	<b>4,002,700</b>	<b>210,000</b>	<b>7,800,000</b>	<b>12,012,700</b>
<b>Funding</b>							
Self Generated	86,000	2,921,000	108,000	3,115,000	530,000	7,800,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
<b>TOTAL FUNDING</b>	<b>87,000</b>	<b>3,021,000</b>	<b>108,000</b>	<b>3,216,000</b>	<b>530,000</b>	<b>7,800,000</b>	<b>11,546,000</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(2,290,100)</b>	<b>1,425,400</b>	<b>78,000</b>	<b>(786,700)</b>	<b>320,000</b>	<b>-</b>	<b>(466,700)</b>
<b>Actual 2021 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,121,516	577,516	-	1,699,032	64,084	4,094,760	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	108,111	67,600	-	175,711	-	206,141	
Insurance	193,465	25,045	-	218,510	-	-	
Property Taxes	-	111,996	-	111,996	-	52,898	
Other Expenses	472,671	744,264	10,755	1,227,690	159,759	3,015,607	
Amount set aside to Reserves	198,000	166,500	-	364,500	60,000	1,814,000	
<b>TOTAL EXPENSE</b>	<b>2,093,763</b>	<b>1,692,921</b>	<b>10,755</b>	<b>3,797,439</b>	<b>283,843</b>	<b>9,183,406</b>	<b>13,264,688</b>
<b>Funding</b>							
Provincial/Federal	-	-	-	-	-	185,619	
Donations	33,521	-	-	33,521	-	8,979	
Self Generated	171,588	2,892,673	108,116	3,172,377	601,942	8,989,137	
Funds taken from Reserves	-	314,922	-	314,922	-	-	
<b>TOTAL FUNDING</b>	<b>205,109</b>	<b>3,207,595</b>	<b>108,116</b>	<b>3,520,820</b>	<b>601,942</b>	<b>9,183,735</b>	<b>13,306,497</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,888,654)</b>	<b>1,514,674</b>	<b>97,361</b>	<b>(276,619)</b>	<b>318,099</b>	<b>329</b>	<b>41,809</b>

## OTHER INFORMATION

### **1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES**

The work of the IS&T Group includes wages, capital purchases and ongoing maintenance and operations is funded through the Information Systems and Technology Reserve. The IS&T Reserve is sustained through a charge back framework. A “Computer Charge” is allocated to the individual programs based on the number of users and the nature of system usage or degree of reliance on IS&T activities and services.

The *Information Systems and Technology* (IS&T) group leads GRCA’s information management activities; develops and acquires business solutions; and oversees investment in information and communications technology as detailed below:

#### *Specific Activities:*

- Develop and implement GRCA's long-term information management, information technology and communications plans.
- Assess business needs and develop tools to address requirements, constraints and opportunities. Acquire and implement business and scientific applications for use at GRCA. Manage information technology and business solutions implementation projects on behalf of GRCA, GRCF and the Lake Erie Source Protection Region.
- Develop, and implement GRCA’s Geographic Information Systems (GIS) technology and spatial data infrastructure. Manage GRCA’s water-related data. Create and maintain standards for the development, use and sharing of corporate data. Develop policies and implement tools to secure GRCA’s data and IT and communications infrastructure.
- Acquire, manage and support GRCA’s server, storage, network and personal computer infrastructure to support geographic information systems (GIS); flood forecasting and warning, including real-time data collection; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance, property and human resources.
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office, Conservation Areas, Nature Centres and Flood Control Structures. Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets. Support and manage mobile phones, smart phones and pagers. Develop, implement and maintain GRCA’s IS&T disaster recovery plan.
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers and phone systems for use at outdoor education centres.
- Build and maintain working relationships with all other departments within GRCA. Develop and maintain partnerships and business relationships with all levels of government, Conservation Ontario, private industry and watershed communities with respect to information technology, information management, business solutions and data sharing.



## **2. VEHICLE, EQUIPMENT – MOTOR POOL CHARGES**

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included with administrative costs or other operating expenses, as applicable, on Tables 1 to 10.

### *Specific Activities:*

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.

# **SECTION B**

## **BASE PROGRAMS – CAPITAL**

## **SECTION B – CAPITAL BUDGET**

Capital maintenance spending in 2023 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas
- Corporate Services

Water Resources Planning expenditures will be for water quality monitoring equipment. Flood forecasting and warning expenditures will be for software systems and gauge equipment.

Water Control Structures expenditures will be for major maintenance on dams and dykes.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2023, major capital projects within the Conservation Areas will include:

- New workshop at the Brant CA
- Water service upgrades at Shade’s Mill CA
- Planning for Harris Mill masonry repairs at Rockwood CA
- Bridge replacement at Rockwood CA
- Septic replacements at Conestogo CA
- Constructing washrooms at Byng CA

Corporate Services capital spending represents the portion of overall Information Services and Motor Pool expenses that are funded by the Information Technology (IT) and Motor Pool (MP) reserve. See “Other Information” above for spending descriptions for IT and MP.

## SECTION B - Capital Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2023

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					2,000,000		2,000,000
Net IT/MP Capital Spending not allocated to Departments						779,000	779,000
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>1,500,000</b>	<b>-</b>	<b>2,000,000</b>	<b>779,000</b>	<b>4,579,000</b>
<b>Funding</b>							
Prov & Federal Govt			700,000				700,000
Self Generated					1,500,000		1,500,000
Funding from Reserves	75,000	25,000	50,000		500,000	779,000	1,429,000
<b>TOTAL FUNDING</b>	<b>75,000</b>	<b>25,000</b>	<b>750,000</b>	<b>-</b>	<b>2,000,000</b>	<b>779,000</b>	<b>3,629,000</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>35,000</b>	<b>165,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>

### Budget 2022

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			2,200,000				2,200,000
Conservation Areas Capital Projects					2,000,000		2,000,000
Net IT/MP Capital Spending not allocated to Departments						602,000	602,000
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>2,200,000</b>	<b>-</b>	<b>2,000,000</b>	<b>602,000</b>	<b>5,102,000</b>
<b>Funding</b>							
Prov & Federal Govt			1,110,000				1,110,000
Self Generated					1,200,000		1,200,000
Funding from Reserves	75,000	25,000	340,000		800,000	602,000	1,842,000
<b>TOTAL FUNDING</b>	<b>75,000</b>	<b>25,000</b>	<b>1,450,000</b>	<b>-</b>	<b>2,000,000</b>	<b>602,000</b>	<b>4,152,000</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>35,000</b>	<b>165,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>

### ACTUAL 2021 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	ACTUAL TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	49,233						49,233
Flood Forecasting Warning Hardware and Gauges		476,563					476,563
Flood Control Structures-Major Maintenance			1,267,010				1,267,010
Conservation Areas Capital Projects					533,606		533,606
Net IT/MP Expenses in excess of chargebacks						(175,542)	(175,542)
<b>TOTAL EXPENSE</b>	<b>49,233</b>	<b>476,563</b>	<b>1,267,010</b>	<b>-</b>	<b>533,606</b>	<b>(175,542)</b>	<b>2,150,870</b>
<b>Funding</b>							
Prov & Federal Govt		200,000	619,331				819,331
Self Generated					533,606	1,140	534,746
Funding from Reserves	16,858					(176,682)	(159,824)
<b>TOTAL FUNDING</b>	<b>-</b>	<b>216,858</b>	<b>619,331</b>	<b>-</b>	<b>533,606</b>	<b>(175,542)</b>	<b>1,194,253</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>49,233</b>	<b>259,705</b>	<b>647,679</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>956,617</b>

# **SECTION C**

## **SPECIAL PROJECTS**

## **SECTION C – SPECIAL PROJECTS**

This category of activity represents projects that the GRCA undertakes where special one time and/or multi-year funding is applicable. The duration of these projects is typically one year although in some instances projects may extend over a number years, such as the Source Protection Planning Program. External funding is received to undertake these projects.

The main project in this category is the provincial Source Protection Planning Program under the *Clean Water Act, 2006*. Plan development work commenced in 2004, with plan implementation starting in 2015. Work includes research and studies related to the development and updates of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. The focus in 2022 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

Other special projects in the area of watershed stewardship include the “Rural Water Quality Program” grants, floodplain mapping projects, subwatershed study, waste water optimization project, trail development, and numerous ecological restoration projects on both GRCA lands and private lands in the watershed.

## SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2023

EXPENDITURES	ACTUAL 2021	BUDGET 2022	BUDGET 2023
Subwatershed Plans - City of Kitchener	67,118	80,000	80,000
Dunnville Fishway Study	-	-	-
Waste Water Optimization Program	91,630	130,000	130,000
Floodplain Mapping	155,567	575,000	-
RWQP - Capital Grants	637,503	800,000	800,000
Brant/Brantford Children's Water Festival	228	-	35,000
Haldimand Children's Water Festival	0	-	25,000
Species at Risk	79,121	40,000	70,000
Ecological Restoration	91,142	100,000	100,000
AGGP-UofG Research Buffers	15,268	-	-
Great Lakes Agricultural Stewardship Initiative	1,711	-	-
Precision Agriculture-OMFRA	41,572	70,000	-
Great Lakes Protection Initiative	39,220	100,000	-
Nature Smart Climate Solutions	-	-	75,000
Profit Mapping	-	-	85,000
Trails Capital Maintenance	38,154	240,000	-
Emerald Ash Borer	238,306	-	-
Lands Mgmt - Land Purchases/Land Sale Expenses	27,814	-	-
Guelph Lake Nature Centre	12,480	500,000	500,000
<b>Total SPECIAL Projects 'Other'</b>	<b>1,536,834</b>	<b>2,635,000</b>	<b>1,900,000</b>
<b>Source Protection Program</b>	<b>569,655</b>	<b>640,000</b>	<b>640,000</b>
<b>Total SPECIAL Projects Expenditures</b>	<b>2,106,489</b>	<b>3,275,000</b>	<b>2,540,000</b>
<b>SOURCES OF FUNDING</b>			
Provincial Grants for Source Protection Program	569,655	640,000	640,000
OTHER GOVT FUNDING	1,056,112	1,610,000	1,240,000
SELF-GENERATED	128,980	840,000	660,000
FUNDING FROM/(TO) RESERVES	351,742	185,000	-
<b>Total SPECIAL Funding</b>	<b>2,106,489</b>	<b>3,275,000</b>	<b>2,540,000</b>

# Grand River Conservation Authority

**Report number:** GM-01-23-04

**Date:** January 27, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Budget 2023 – Draft #2

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## Recommendation:

THAT Report 01-23-04 - Budget 2023 - Draft #2 be received as information;

AND THAT an amount equal to any undesignated surplus realized from the 2022 year-end operating results be transferred to the Transition reserve at the end of 2022.

## Summary:

This draft continues to present a balanced budget position for 2023.

This draft of the budget includes the following significant changes since the October 28, 2022 draft #1 budget report:

- \$1,060,000 Special Projects spending
- (\$1,060,000) Special Project funding increased
- \$ 475,000 Motor Pool capital spending increased
- (\$ 475,000) Transfer from Motor Pool Reserve increased

This report includes a recommendation to transfer a portion of the 2022 operating surplus into the transition reserve at year-end 2022.

The Final Budget will include adjustments to the Conservation Area program, Outdoor Education Program, Forestry (Tree Planting) program, special projects, expenses carried forward from 2022, and the 2022 surplus carry forward (based on audited 2022 results). These adjustments are not anticipated to affect the 2023 budgeted general levy increase of 3.5%.

This draft includes the following amounts:

- Expenditures \$34,814,188
- General Municipal Levy \$12,968,000 (\$438,000 or 3.5% increase over prior year)
- Provincial Water and Erosion Control Infrastructure (WECl) Grant \$700,000
- Provincial Source Protection Program Grant \$640,000
- Reserves to decrease by \$1,379,500 in 2023

## Report:

The final 2023 budget will be presented for approval at the February 24, 2023 General Membership Meeting.

This draft of the 2023 Budget includes the following changes made since the October 28, 2022 General Membership Meeting:

### Special Projects Budget 2023 (net increase in expenses \$1,060,000):

- \$ 130,000 Waste Water Optimization Project expenses increased
- \$ 130,000 Provincial funding increased



\$ 100,000	Ecological Restoration Project expenses increased
\$ 100,000	Other Donations funding increased
\$ 25,000	Haldimand Water Festival expenses increased
\$ 25,000	Municipal Government funding increased
\$ 35,000	Brant/Brantford Water Festival expenses increased
\$ 35,000	Donation funding increased
\$ 30,000	Species at Risk expenses increased
\$ 30,000	Federal Government funding increased
\$ 75,000	Nature Smart Climate Solutions expenses increased
\$ 75,000	Federal Government funding increased
\$ 85,000	Profit Mapping expenses increased
\$ 85,000	Provincial funding increased
\$ 80,000	Subwatershed Study-City of Kitchener
\$ 80,000	Municipal Funding-Other
\$500,000	Guelph Lake NC Building expenses increased
\$500,000	Foundation funding increased

Capital Budget 2023 (net increase in expenses \$475,000)

\$475,000	Motor Pool Equipment expenses increased (from \$375K to \$850K)
\$475,000	Transfer from Motor Pool Reserve increased

Operating Budget 2023 (no changes for draft #2)

Transition Reserve

The transition reserve was established at year-end 2020. The purpose of the reserve is to fund expenditures related to the transitioning of GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. It is recommended that any 2022 year-end operating surplus that has not been designated to be incorporated into the 2023 budget be transferred to the transition reserve in 2022. By February, the year-end audit will have been completed and the year-end 2022 operating surplus will be finalized and the amount to be transferred into this reserve will be incorporated into the 2023 final budget report at the February 24, 2023 General Meeting.

Significant Outstanding Budget Items

Draft #2 operating budget continues to assume status quo operations. After actual 2022 figures are finalized, the final budget will be prepared and the outstanding matters listed below will be addressed.

(a) Year 2022 Carry forward Adjustments

2022 Surplus carry forward

Budget 2023 draft #2 assumes a \$100,000 surplus carry over from year 2022. The December 2022 Financial Summary for year-end 2022 forecasts a \$650,000 surplus. Some surplus will be carried over to 2023 to cover additional costs added to the 2023 budget. Staff recommend that any 2022 surplus that is not required to achieve a breakeven 2023 budget (i.e. municipal levy increase kept to 3.5%) be transferred into the transition reserve as outlined above. The amount of surplus to be transferred to the transition reserve is estimated to be \$300,000 to \$500,000. The 2022 carry forward surplus will be updated based on the actual yearend results.

2022 Special Projects carry forward

Any projects commenced in year 2022 or earlier and not completed by December 31, 2022 will be carried forward and added to Budget 2023 (i.e. both the funding and the expense will be added to Budget 2023 and therefore these adjustments will have no impact on the breakeven net result).

(b) Conservation Areas

Conservation Area 2023 budgeted revenue is \$10,000,000. Actual 2022 revenue is approximately \$11,200,000. The final budget version will include revised operating and capital expense amounts. The program is budgeted to break even.

(c) Outdoor Education Program.

Following an analysis of actual 2022 expenses the final budget version will be revised as considered necessary.

(d) Forestry (Tree Planting) Program

Following an analysis of actual 2022 expenses the final budget version will be revised as considered necessary.

(e) Major Water Control Structures Capital Maintenance Expenditures

A final determination of the amount of spending to be added to Budget 2023 will be impacted by unspent amounts from 2022 that will be carried forward to 2023, including the use of the reserve for 2023 projects. Current government funding opportunities includes the Disaster Mitigation and Adaptation Fund (DMAF), the National Damage Mitigation Program (NDMP), and the Provincial Water and Erosion Control Infrastructure (WECI) Program.

Attached are the following related documents:

- Budget 2023 Timetable
- Summary Reserve Report – Budget 2023
- Preliminary Budget 2023 Package to Municipalities

**Financial Implications:**

In this draft, the GRCA is proposing a \$34,814,188 budget. A net decrease to reserves of \$1,379,500 is budgeted.

The current inflationary economic situation and supply chain challenges have the potential to result in significant unbudgeted cost increases, in particular for large purchases/capital projects, which in turn may result in outcomes such as deferral of projects, changes in the scope of projects, and/or the use of reserves to fund unbudgeted costs.

**Other Department Considerations:**

None

**Prepared by:**

Sonja Radoja  
Manager of Corporate Services

**Approved by:**

Karen Armstrong  
Deputy CAO/Secretary-Treasurer

Samantha Lawson  
Chief Administrative Officer

# **BLUEWATER GEOSCIENCE CONSULTANTS INC.**

42 Shadyridge Place  
Kitchener, Ontario  
N2N 3J1

Tel: (519) 744-4123  
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E-mail: [blemieux@rogers.com](mailto:blemieux@rogers.com)

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January 30, 2023

The Township of Melancthon  
157101 Highway 10,  
Melancthon, Ontario  
L9V 2E6

**Attn.: Ms. Denise Holmes, A.M.C.T., Clerk-Treasurer**

**Re: Proposal to Provide 2023 Semi-Annual Groundwater Monitoring and Sampling for Melancthon Landfill Site, Melancthon Township, ON.**

Denise:

Bluewater Geoscience Consultants Inc. (Bluewater) is pleased to provide this proposal to provide the 2023 semi-annual groundwater monitoring and sampling at the Township of Melancthon landfill site. The monitoring is required to ensure compliance with Ministry of Environment regulations and the terms of the Certificate of Authorization (C of A) issued for the landfill.

Groundwater monitoring has been conducted at the Township landfill site for the past several years. The semi-annual monitoring consists of conducting site inspections in April and October of each year. Groundwater levels will continue to be measured in all 35 monitoring wells installed at the landfill.

For 2023, groundwater samples will be obtained from 19 selected monitoring locations around the landfill. The groundwater samples will be submitted to an accredited laboratory for analysis of VOC's (once per year), heavy metals and general groundwater chemistry (twice per year) parameters. The results of the completed ground/surface water analyses are compared to the appropriate Ontario Drinking Water Standards and/or MECP Reasonable Use Policy objectives for the landfill to ensure compliance with those standards. The results of the semi-annual monitoring will be compiled in an annual report prepared by Bluewater on behalf of the Township.

During the Spring and Fall monitoring events, headspace methane concentrations will be measured at all sampled well locations. The results will be tabulated in the final report and comments offered regarding the methane monitoring findings.

The price for the 2023 groundwater monitoring, sampling and reporting will be \$16,035.00 (+ HST).

# **BLUEWATER GEOSCIENCE**

FEB 2 2023  
ACT #5

Township of Melancthon  
2023 Landfill Monitoring Proposal

January 30, 2023  
Proposal - BGP-023-19

As with previous years, the project will be billed in 50% increments; upon completion of the April and October monitoring events. Any additional work requested by the Township beyond the scope of work detailed above will be billed at our standard unit rates.

If you have any questions regarding this proposal, please feel free to contact the undersigned at your convenience.

If you are in agreement with the terms of this proposal, please sign the authorization form below as our written agreement and return to our office by scan and email.

Sincerely,  
**BLUEWATER GEOSCIENCE CONSULTANTS INC.**



BRETON J. LEMIEUX, M.Sc., P.Eng., QP  
President, Senior Geoscientist

Date: January 30, 2023

**Having read the above document, I am in agreement with the terms and conditions as detailed. I have the authority to bind the Corporation.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**RE: Denise Holmes, Township of Melancthon, 2023 Semi-Annual Landfill  
Groundwater Monitoring & Sampling Proposal**

## MELANCTHON RECREATION TASK FORCE REPORT

### 1. BACKGROUND TO TASK FORCE

The Melancthon Recreation Task Force was created on May 19, 2022 by the Municipal Council of the Township of Melancthon following a suggestion and then discussion on the need for a greater understanding of the needs and wants of the residents of Melancthon in the area of Recreation and Sports that might facilitate and assist Council's planning for the future, including the allocation of financial resources required.

Council then invited Melancthon residents to submit their name if they wished to be considered for membership on the Task Force. On July 14, 2022 the Task Force membership, there having been only three applicants, was named by Resolution of Council. Subsequently one person withdrew as of early August, 2022 from participation in the Task Force. The Task Force has been composed of two persons, David Thwaites and Emma Holmes.

The Task Force composed its Terms of Reference which were received by Council on August 11, 2022. A copy of the Terms of Reference is attached as Schedule A to this Report.

It is noted at the outset that the Task Force was formed and authorized without any financial resources or budget. This Report has no glossy pictures or shiny presentation. Neither of the Task Force members purport to be experts nor, certainly, 'politicians' but we both have roots and connections into and throughout the community and are both aware of the passion and history that can and may drive decision-making as Council considers the recommendations contained herein.

### 2. BACKGROUND TO THE TASK FORCE FORMATION

By way of background to the suggested need for the Task Force it is understood that there has previously been no comprehensive review of Recreation and Sport in Melancthon. The approach historically has been piecemeal with the focus on the Centre Dufferin Recreation Complex (Shelburne), the North Dufferin Community Centre (Honeywood), the Southgate's Recreation Complex (Dundalk) and the Horning's Mills Park. Melancthon has no Recreation and Sport Strategic Plan or any planning document that addresses the issue comprehensively, unlike municipalities such as Southgate and Shelburne.

The Strategic Plan adopted by Melancthon Council in 2017, after retaining a Consultant and obtaining public input, was essentially silent on Recreation and Sport save for the identification of the need and desire to plan for recreational trails in Melancthon. In fact, since the Plan was adopted nothing has been done to facilitate steps or directions to fulfil this plan. The Strategic Plan was noticeably silent on every other aspect of Recreation and Sport, even on the local parks in Horning's Mills and Corbetton.

Through the governance and recommendations of the Horning's Mills Park Board there had been some steps taken to improve the Horning's Mills Park, example – lighting for the ball diamond. It is understood that the Park Board had been developing a relationship with the Mansfield Baseball

JAN 12 2023

GB #17.3.1

FEB 2 2023

GB #17.3.1

DEC 15 2022

GB 16.2.1

Association for use of the ball diamond. In addition, the Park Board has reported to Council with other considerations that might improve the park facilities and usage.

The Corbetton Park/playground, through the efforts of the Corbetton Park Board and Council, has been equipped with some playground equipment in 2021 thus providing a resource for the children of Corbetton.

In more recent years, namely 2019-2022, there have been several developments, apart from the impact of COVID, that have underlined the need for a better understanding of the needs and wants of Melancthon residents in the area of recreation and sports and to better plan and commit for resources, particularly financial. Those “pressure points” include, but are not limited to:

- (a) North Dufferin Community Centre(Honeywood)- this facility has served the people of Melancthon and Mulmur for many years after being built by the community (1966?). The Centre has operated under a governance board composed of both Mulmur and Melancthon residents and has been funded jointly and equally by the two municipalities, notwithstanding it is located in Mulmur. The facility is very close to being on its last legs (2025?). The Board together with the Townships undertook in 2019-20 a review of the options facing the Board and Townships. A Consultant was retained and reports provided. There were several options presented by the Consultant, all of which were shockingly expensive. The cost of each option had materially increased even by early 2022 and the Grant application for provincial federal funding rejected such that Melancthon might well have been faced with an obligation in excess of \$5 Million Dollars plus materially higher annual cost obligations. Melancthon Municipal Council, it is understood, was not prepared to make this commitment. In addition, there were/are, it is understood some matters of politics and ownership issues.
- (b) Centre Dufferin Recreation Complex- this facility, located in Shelburne, has served the people of Shelburne and the surrounding municipalities of Melancthon, Amaranth and Mono for many years. The governance and funding formula is contained in an Agreement dated in 1994. In 2018 an amended draft Agreement was proposed but never completed. The challenge in recent years has been that with the significant growth in the population of Shelburne, without any similar growth in Melancthon and Amaranth particularly, there have been increasing tensions.

In late, 2021 and 2022 Shelburne Council took steps to initiate a change in the model, i.e., to takeover control and governance, of the CDRC removing the other local municipalities from involvement. By late spring, 2022 Shelburne had backed off, due apparently to the prospect that it would have to refund contributions by the other municipalities to the capital reserves. Further Shelburne is now in the midst of its own review of its Recreation/Sports Master Plan with corresponding demands and expectations from its residents many of whom have no understanding of the history and governance model in place for CDRC. The recent municipal election campaign seemed to underline the discourse. As such the CDRC model of governance and funding is very much unsettled and unstable.

In addition, the funding model for the CDRC has left the area municipalities absorbing, given the substantial increase in Shelburne's population, a disproportionate share of the funding model with a formula that fails to reflect the obligations in a timely manner. From Melancthon's perspective there is the very real challenge that any funding should really reflect that Melancthon has a multi complex financial obligation (unlike Shelburne) and that many residents of Melancthon do not use the CDRC.

Underscoring the challenge is that the CDRC is operating without any vision or strategic plan for the future. There has been no effort to engage and plan at any municipal level to address this fundamental problem as each municipality has dealt (or failed to address) with the future of the CDRC. This has, is and will be create an increasing weak link, unless the fundamental problem is addressed immediately.

- (c) Southgate (Dundalk)- the recreation complex in Dundalk has served the people of Southgate and north Melancthon for many years. Melancthon has, pursuant to an Agreement with Southgate contributed financially to the operation of the facility and has a representative on the Recreation Advisory Committee. The challenge in recent years is that Southgate/Dundalk has grown at a pace that is/will put strains on its resources and needs and the model for financial contribution is based on outdated statistics. In addition, the demographics for Melancthon have changed as there is a sizeable component of north Melancthon residents, namely the Mennonite community, who do not use the recreation facilities (or for that matter any of the Recreation complexes funded by Melancthon). In addition, even as the Task Force has been in place Southgate has initiated a process to annex lands from Melancthon, a process that might well raise signals for the future both for the north end and south ends of Melancthon.

The aforementioned "pressure points" are but three of the points that highlight the need to refocus on what and how Recreation and Sport are defined in Melancthon. The challenge is to recognize that financial resources cannot and should not always drive the decisions of government. Recreation and Sport provide a critical part of how we define ourselves as a community and further is a key piece of Participation for our physical/mental/emotional health.

It is noted that the funding models for the three recreation complex is premised, at least in part, on a population model. This, at the very least, should give the Melancthon Council serious concern for the viability of continuing any Recreation Complex model funding.

The Agreements for each of North Dufferin, Centre Dufferin and Southgate are attached as Schedules 'B', 'C' and 'D'. It is noted, but not a legal opinion, that both the old and proposed Agreements create a challenge for Melancthon (and the other municipalities) as the "withdrawal" obligations are not well-defined.

At the same time as Melancthon Council undertook this Task Force the County of Dufferin had and was undertaking its own review and draft of its Recreation Plan for County owned resources. The Plan was circulated for public input during the summer of 2022. As there are two large forest tracts within

Melancthon and the rail corridor that bisects the Township there should be consideration of the viability of working with the County in the use and development of these assets in the context of its own Recreation/Sports "plan".

### **3. THE ROLE OF SPORT AND RECREATION**

At the outset and before outlining the steps taken and the information gathered by the Task Force it is perhaps of value to consider the role that Recreation and Sport have in any community, be it urban or rural, be it small or large. It would be trite to say if Recreation and Sport have no purpose other than to fulfill the personal desire of an individual then the greater community, including the governance of the community, should have no role and should expend therefore no time or resources. In fact, however it is and should be patently obvious that Recreation and Sport form a key part to the essence of community.

The obvious can be noted from the focus of a community, be it municipal or national, on the Olympics, the national championships of professional and amateur athletes/teams and, even the diehard fans of the Maple Leafs. The community joins in the celebrations of a community member who has achieved success on the podium or in a field of endeavour (example- Aaron Downey). The community celebrates the achievements of community teams, be they school or community based (example-this past winter a team of young (ages 9 and 10) hockey players playing out of Honeywood, including some Melancthon youth, went undefeated and won the Georgina Triangle Local League championship). A community lives and dies with every tick of the clock in a sport activity that somehow contributes to defining who and what we are.

Sport helps shape the character of individuals, our children and grandchildren. It has provided opportunity to show respect, compassion, teamwork, to share success and to share the pain of loss, even in the injuries or death (example - Humboldt Broncos).

Sport and Recreation provides opportunity for not only addressing our physical health but our mental and emotional health. Who can deny the benefit of a walk along the Bruce Trail or the release of workday stress through participating in a sporting activity? One might consider what the cost would be to our health care system without the benefit of sport and recreation?

### **4. SUMMARY OF EFFORTS OF TASK FORCE**

The Task Force, in fulfilling its terms of reference undertook the following:

- (a) The Task Force gathered data and information using Statistics Canada resources and the information available from the Township website related to financial obligations and to obtaining the current agreements governing the various facilities.
- (b) The Task Force extended invitations through email outreach and personal contact for input and feedback from various stakeholders in the greater Melancthon community including the County of Dufferin referencing its draft Recreation Plan.



(c) The Task Force compiled a Survey that was circulated on social media from late September, 2022 onward soliciting the input of Melancthon residents. A copy of the Survey is attached as Schedule 'E'.

(d) The Task Force conducted a public Zoom meeting for Melancthon residents on October 19, 2022.

David attended one of the public meetings in Shelburne in September referencing the Shelburne Recreation Master Plan. He also engaged in some communication with some elected officials from other communities to gain some insight and perspective on Recreation and Sport. It is also noted that David was a member of the CDRC Board from 2019-2020 and Council from 2018-2020 so he gained some further insights and perspective.

Emma brought her perspective as a lifelong resident of Melancthon but also her experience having graduated with a University Degree in Recreation and her more recent work experience in municipal recreation. Emma further served as the Melancthon community representative on the NDCC Board for a brief tenure.

The Report will set forth in the following pages the essence of the data collected as referred to in paragraphs (a) to (d) above.

## 5. Data and Information (Population and Financial)

For purposes of giving some data context to Melancthon the following **population** information was obtained from Statistics Canada, 2021 Census.

**Melancthon's** population in 2021 was 3,132, up slightly from the 2016 census data. There were 1032 "permanent" households. The average/median age was 39. The age demographics were:

- (i) Age 0-14 - 19.6%
- (ii) Age 15-64 - 65.5%
- (iii) Age 65 + - 14.4%.

The population density was 10.1 persons/square kilometer. There was no source data that marked the size of hamlets or otherwise identified components of the population of Melancthon (i.e.. Mennonite community).

**Shelburne's** population in 2021 was 8,994, up 10.7% from 2016. The average age was 37.8. The age demographics were

- (i) Age 0-14 - 22%
- (ii) Age 15-64 - 63.7%
- (iii) Age 65+ - 14.5%

The population density was 1,370.8 persons/square kilometer.

**Southgate’s** population in 2021 was 8,716, up 18.5% from 2016. The age demographics were:

- (i) Age 0-14 - 22.9%
- (ii) Age 15-64 - 62.2%
- (iii) Age 65+ -14.9%

The population density was 13.6 persons/square kilometer.

**Mulmur’s** population in 2021 was 3,571 up 2.7% from 2016. The age demographics were:

- (i) Age 0-14 - 12.7%
- (ii) Age 15-64 - 66.7%
- (iii) Age 65+ - 20.7%

The population density was 12.5 persons per square kilometer.

The recently released growth projections for the next thirty years project material growth for both Shelburne and Southgate, as in fact the population of each has grown since the May, 2021 Census. Melancthon and Mulmur have, on the other hand, very modest projections for growth. Melancthon planning control documents underline the challenge as there are tight controls on where any growth might occur within the Township. It can only be assumed that the growth projections for Shelburne will entail Shelburne seeking to annex lands from either/both Amaranth and Melancthon as Shelburne is largely landlocked at present. Southgate is growing rapidly and has already initiated annexation outlines with Melancthon.

The following **financial** information was gleaned from the Township of Melancthon financial statements as it relates to Recreation and Sport. The numbers represent the monies expended/budgeted for Libraries, the Horning’s Mills and Corbetton parks, the Horning’s Mills Hall and the three Recreation Complexes.

2014	2015	2016	2017	2018	2019	2020	2021	2022 (budget)
\$ 137,256	\$170,397	\$143,131	\$180,816	\$274,888	\$288,645	\$260,469	\$320,160	\$243,908

Some breakdown and/or explanation may assist the foregoing numbers. COVID definitely impacted the 2020 figures.

In 2021 Melancthon expended \$21,200 on the Corbetton Park whereas the 2022 budget is \$2,500.

The Horning’s Mill Park expended a much higher figure in 2021 than the projected \$12,000 for 2022.

The 2022 Budget includes money for the Heritage Committee (\$5,000) that should not be seen as part of Recreation and Sport.

As this Report has not addressed the Libraries as a component of Recreation/Sport it can be noted that the Libraries (Shelburne and Dundalk) in 2021 cost \$66,150 and the 2022 budget was \$67,100.

The Recreation/Sport Complexes cost breakdown for 2021 and 2022 (budget) is as follows:

	2021	2022 (budget)
CDRC	\$50,522	\$63,550
NDCC	\$53,348	\$76,758
Southgate	\$14,098	\$14,000

- For reference purposes if one refers to other municipalities to compare Dollar's care must be taken to ensure, if possible, an "apples and apples" comparison as municipalities differ in how they allocate.
- The formulas for financial contribution to the Complexes all differ. The authors question the correctness of any of the models for use by Melancthon based upon Melancthon supporting three complexes as well as using historical data that differs from reality.

#### Developmental Charges Reserve Fund- Recreation

The Task Force solicited information from the Township Treasurer on the nature of the Reserves, if any, for Recreation/Sport. The following information was provided, namely that the 2021 Reserves identify \$2,818.45 for Outdoor Recreation and the sum of \$278,438.01 for Indoor Recreation. As Council would be aware the issue of Development Charges and accessing the funds has been and is a chronic challenge that is tied to identifying the application as tied to the growth of Melancthon. This paragraph is inserted largely to remind Council that there are some very modest funds available but it is dependent on how the Plan is worded. The Task Force offers no specific recommendations in this regard.

## 6. STAKEHOLDER OUTREACH

A. The Task Force as part of its solicitation for data input and feedback reached out by email to numerous stakeholders' groups, associations, private operators, the Dundalk Recreation Department and the Centre Dufferin Recreation Centre. The response was underwhelming and disappointing. The Task Force does indeed recognize that many of the recreation/sport organizations/groups are volunteer based/run and resources can be stretched sometimes to the point of hardly being able to function, apart from responding to a survey/data information request. This very recognition is critical to the hopes and expectations of any resident who seeks to have programming and activities provided.

The Task Force had sought data from the various stakeholders that might facilitate an understanding of how many Melancthon residents were using the various resources within the greater Melancthon community for recreation and sport. The Task Force had further sought feedback on how Melancthon might partner with the various groups/organizations to promote recreation and sport in and by the people of Melancthon.

The Task Force would like to thank the Shelburne Figure Skating Club, the Shelburne Curling Club and the Shelburne Vets Minor Lacrosse for the information provided on the participation by Melancthon residents. The essence of the information provided was to confirm that there are a modest number of participants from Melancthon and that the organizations would welcome any form of promotion that Melancthon as a whole might provide to promote the activities.

The Task Force further acknowledges the telephone communication with a representative of the Shelburne Cricket Club. The information was not on the numbers of Melancthon residents but to provide a hoped for cricket patch. Subsequently it is understood that the Town of Shelburne is investigating this prospect.

The Task Force did receive some data from the Dundalk Recreation Department that there was no current data available and the last information that had been used, in part, to compile the agreement for Melancthon's contribution to Southgate recreation was very much dated.

The Task Force recommendations that will follow herein are indeed consistent with recognizing that recreation and sport should be encouraged and promoted and that Melancthon as a municipality has a role in so doing but not necessarily undertaking the recreational programming.

#### B. County of Dufferin Recreation Plan

In late July, 2022 the County of Dufferin released its draft Recreation Plan seeking the comments and input of the residents of Dufferin County. The draft Plan was addressing the various County properties being tracts of forest owned by the County together with the Rail corridor and had as its purpose identifying how the assets were and could be developed and used for recreational purposes. As it pertains to the Township of Melancthon the draft Plan identified the two tracts of forest and the Rail corridor. The two forest tracts are located at/near 8<sup>th</sup> Line SW at 270 SR and the other being at/near County Road 21 and 5<sup>th</sup> Line OS. The deadline for input was late August, 2022.

David Thwaites initiated contact with the Dufferin County Forester, Caroline Mach, to inquire about the direction of the Plan to the extent it may or may not impact the work of the Task Force. Following emails and a telephone discussion a site visit was conducted at the Forest Tract on County 21.

The Plan of the County relating to the County 21 tract involves developing and promoting the outdoor recreation use of the lands. The possible and identifiable uses include a hiking trail/nature trail and cross-country ski trails. Other uses are identified within the draft Plan. Ms. Mach identified that there was a rough timeline of having a nature trail in place by early summer, 2023.

Through discussions it was noted that there had been/was little to no use, or even knowledge, by the people of Melancthon of the County tract, that the Recreation Plan sought to provide for promotion of outdoor recreation and that there was a role for Melancthon. The role for Melancthon was seen as a promoter (i.e., website identification of the trail, municipal newsletter) and perhaps a sharing of some of the routine maintenance (summer student shared with County to trim trail etc). The anticipated role

would not require the expenditure of any infrastructure commitment or for that matter any substantial monies.

The County draft Plan was being presented to County Council on October 15, 2022. If adopted, Ms Mach anticipated the County moving forward with the County 21 tract. The development/use of the 8<sup>th</sup> Line tract was seen as being deferred as the County sees the 8<sup>th</sup> Line Tract as connecting to another tract on Highway 89.

There were discussions about the Rail Corridor usage and promotion. The discussions recognized the potential for some conflicting usage that would require further discussions and development with possible user groups.

The connection with the County was positive and as outlined in the Recommendations herein should be furthered, especially when factored with the input received through the resident survey conducted by the Task Force.

## **7. RESIDENT'S SURVEY**

In late September, 2022 the Task Force posted a Survey seeking the input of Melancthon residents. The Survey was posted on Facebook and circulated via the Township website, mail chimp and posted on the Horning's Mills Hall Facebook page. The Task Force acknowledges the limitations in the manner of circulation.

The Survey, as circulated, sought both quantitative and qualitative input from residents touching on all matter of questions/issues related to the mandate of the Task Force.

There were fifty-six Survey responses received by the Task Force. It is noted that there were twenty-nine responses from residents who identified living in/near Horning's Mills while the remaining twenty-seven replies were from residents distributed throughout the Township. The age demographic of the Respondents was identified as twelve in the age group of 18-39, thirty-five in the age group 39-64 and nine in the age group of age 65 plus. The total adults residing in the Respondent's residences were one hundred twenty.

To summarize the data feedback:

- (a) There was an endorsement for more/better outdoor trails for a variety of activities including a general widespread lack of awareness of the County forest tracts for such purposes;
- (b) There was a wish for improvements to the Parks in Corbetton and Horning's Mills;
- (c) There was a desire for recreation/sports to be recognized in Melancthon to the area west of Third Line OS ( i.e., a parkette in Riverview and other resources/programming);
- (d) There was a desire for more programming at the Horning's Mills Hall for children and seniors;

- (e) The Rail Corridor received widespread affirmation but there was a concern about conflicting usage possibilities (e.g., dirt biking v hiking, cross country skiing versus snowmobiling);
- (f) NDCC – the responses were diverse and generated the most division in direction. There were thirty-six respondents that were against expending monies on the NDCC while there were some real qualifiers within the remaining replies who might otherwise endorse/wish for an investment in the NDCC by Melancthon;
- (g) CDRC – there was general recognition of the value in the ice rink and outdoor pool but the Survey provided less of a defined reply on the future and Melancthon’s future with the CDRC, perhaps in part due to the need for more information about the options and cost;
- (h) Dundalk – generally less defined reply, largely due to the lack of use by Melancthon residents, perhaps an indicator of the lack of respondents and other demographics;
- (i) The Parks, while there was a wish for improvements there was limited use by many of those responding to the survey;
- (j) Municipal tax dollars for Recreation and Sport – generally the respondents favoured spending approximately the same dollars as currently but there were real qualifiers and conditions expressed and certainly there was no consensus that the current allocation should be sustained.
- (k) User fees – the Respondents expressed differing views although few, if any, saw any possible fee as a block to participation. Many expressed the view that User fees should be left to the individual as opposed to Melancthon absorbing the fee;
- (l) Promotion of Recreation and Sport - there were a variety of suggestions which included use of the Township social media platforms for linking/listing and the use of the Township newsletter.

## **8. PUBLIC ZOOM MEETING**

On October 19, 2022 the Task Force conducted a public zoom meeting for residents to provide input to the Task Force. Unfortunately, the number of participants was very low but the input was encouraging. The input encouraged the Task Force to press forward, to encourage the development of a strategic plan by Melancthon for recreation/sport and to keep soliciting for community input not just by the Task Force but on an ongoing basis. There was the suggestion that perhaps if Melancthon were to adopt a focus for its Recreation Sports, for example develop for persons with access needs and/or developmental challenges that it might become a model for other communities to adopt.

## **9. RECOMMENDATIONS**

The Task Force recommends for the consideration of Council of the Township of Melancthon:

- A. Parks –
  - (i) Corbetton Park – furthering the playground development, example basketball court;

- (ii) Horning's Mills Park – improvements such as betterment of playground area and a walking trail on circumference of park, encouragement of a recreational community baseball/softball league for adults and youth (need volunteers to step up and lead);
- (iii) Riverview – planning for a parkette, perhaps as part of any development there might be a dedication of a parcel of land;

B. Trails-

- (i) County Forest tracts – to immediately connect, work with the County as it develops and implements County plans for the Tract on County 21 and continue to promote the County endeavour. The connection and “partnership” should be continued as the Tract at 8thLine SW is developed/promoted;
- (ii) County Rail Corridor – be part of the promotion and use of the Rail Corridor as it is developed and encouraged;
- (iii) As part of any development of Melancthon properties, example Strada pit development/expansion, seek to provide opportunities for outdoor trails for hiking, biking, cross-country skiing;
- (iv) Melancthon should be cognizant of opportunities to work with groups such as Dufferin Driftbusters (snowmobiling) and the Bruce Trail Conservancy to promote the use of trails.

C. Recreation Committee-

That a Recreation Committee composed of Council and community members be formed with the mandate that would develop and implement a Strategic Plan for Recreation and Sport in and for Melancthon residents. It would be anticipated that the Committee would provide a continuing forum for the residents to provide input and recommendations. The Committee might well have a limited mandate, i.e., only the Strategic Plan.

D. Council representation on Boards/Committees referencing Recreation and Sport-

The mandate of any appointee must clearly define and include the commitment to communicate, be transparent and to facilitate the overall plan and direction focused on the best interest of Melancthon and be consistent with an overall direction of Recreation and Sport for the people of Melancthon.

E. That Council immediately engage with the local municipalities of Mulmur, Shelburne and perhaps Amaranth to determine if there is a commitment for a shared vision and plan for Recreation and Sport in the communities of north Dufferin.

F. CDRC-

That if Melancthon is to have a continuing role in the governance/funding of the CDRC that the CDRC (and participating municipalities) prioritize and commit to the development and articulation of a shared Vision and Strategic Plan. Absent this immediate commitment and development then Melancthon should forthwith “withdraw” from the current governance/funding model. This recommendation should be considered a priority and not one to take any time and/or be played politics. Timeline-complete by April, 2023 and before any further capital contributions to the CDRC.

Further, if Melancthon is to continue as part of the CDRC then any governing Agreement must be current in its drafting and understanding, including the recognition that the funding model is current and that capital contribution to reserves are protected. If the other municipalities are not prepared to immediately undertake and address this recommendation then Melancthon should withdraw.

G. NDCC-

The Task Force recognizes that for many the NDCC has been and is part of their life and it forms part of community. The underlining challenge is that the projected financial commitment to the capital and ongoing annual cost is not viable for Melancthon as reflected in the majority of respondents to the Survey.

The recommendation is that Melancthon withdraw from the NDCC and not be part of any ongoing joint operation with Mulmur. Melancthon, with the adoption of this recommendation, might consider adopting, at least for the immediate future, a User Fee reimbursement, if Mulmur were to impose the same, for Melancthon residents with a maximum annual cap on the User fee (hockey/figure skating).

IF there is to be any go-forward jointly by Melancthon and Mulmur (and perhaps any third-party private person/group) then it must be premised on a model that does not create any financial obligation that exceeds the current level, both in terms of debt and annual cost AND the ownership/governance structure must be Fair to Melancthon.

The timeline for this recommendation should also be considered immediate and before any further capital funds are contributed.

H. Southgate-

In the short/immediate term continue the existing Agreement/funding as the Dollar sum is very modest. It would be anticipated that given the developments in Southgate and the impact on Melancthon this Agreement should be terminated in the immediate future (2024?).

I. Recreation programming – while not a recommendation the Task Force acknowledges the numerous suggestions made by Melancthon residents for recreation and sport programming, be it indoor or outdoor. The Task Force can only recommend that those with the suggestions be part of a Volunteer group/persons who would provide the requisite leadership to provide the same, whether in the Parks or at the Horning's Mills Hall.

J. Promotion-

That Council direct staff, perhaps with the assistance of the Recreation Committee, to develop a policy and implement the same for the use of the municipal social media platforms (website, Facebook, newsletter) that would link, encourage and promote Recreation and Sports groups/associations serving greater Melancthon. Timeline- it would be hoped that this Recommendation could be in place in the near future, perhaps the late spring, 2023.



**CONCLUSION**

The Melancthon Recreation and Task Force thank the people of Melancthon who have provided their input and the Council of the Township for creating the opportunity to consider and make recommendations that might better serve the people of Melancthon.

Sport and Recreation are a critical part of who we are as a community and as a people.

With this Report the mandate of the Task Force is complete.

Submitted by:

David Thwaites and Emma Holmes

December 6, 2022

## **MELANCTHON RECREATION TASK FORCE**

### **PURPOSE**

**The Melancthon Recreation Task Force is to investigate, research and make recommendations to the Township of Melancthon referencing Recreation planning, opportunities, funding and the future direction for Recreation in the Township of Melancthon**

### **MANDATE**

**The Melancthon Recreation Task Force will:**

- 1.** review the history and data of Melancthon's "Recreation" commitment and contribution, including an understanding of the composition/makeup of the community;
- 2.** identify the current member groups, organizations and associations, governmental and non-governmental stakeholders;
- 3.** obtain information on the current composition of the Township and identify, if possible, trends that may impact the future;
- 4.** invite and provide a forum for the input of Melancthon residents on the short term and long term vision, plan, development and encouragement of Recreation in and for Melancthon, through public meetings and surveys;
- 5.** invite the input of Recreation stakeholders on data related to Melancthon users and to obtain information relating to the short term and long term plans for the Stakeholder, including suggestions as to how Melancthon might support and encourage users for Stakeholders;
- 6.** connect with other local municipalities, including the County of Dufferin, to solicit information on the development of Recreation "Plans" and strategic planning for the future for purposes of gaining insight and to the prospects for partnering;
- 7.** make recommendations to the Municipal Council for the Township of Melancthon in accordance with the Purpose of the Task Force

### **TIMELINE**

**The Melancthon Recreation Task Force understands that its creation, purpose and mandate has been by the current Municipal Council of the Township with a view to making its recommendations to the new Council of the Township in December, 2022, unless its purpose and mandate have been amended or extended by the new Council.**

**Received by the Council of the Township of Melancthon on August 11, 2022.**

**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

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:  

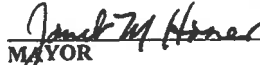
Mulmur 50%  
Melancthon 50%
27. The Board shall keep books and records, approve expenditures and issue cheques in accordance with the approved Budget.

- 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

## AGREEMENT AS OF JANUARY 1, 1994

AMONG:

THE CORPORATION OF THE TOWN OF SHELBURNE  
("Shelburne")

-and-

THE CORPORATION OF THE TOWNSHIP OF AMARANTH  
("Amaranth")

-and-

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
("Melancthon")

-and-

THE CORPORATION OF THE TOWNSHIP OF MONO  
("Mono")

**MANAGEMENT AGREEMENT**

IN CONSIDERATION of the mutual covenants the parties agree to the following. The background facts are that:

(A) Shelburne is the owner of lands, the legal description of which is Part 2, Plan 7R-1308, and part 1, Plan 7R-1148, being Part of Lot 2, Concession 2, Old Survey, Township of Melancthon, County of Dufferin, known as Centre Dufferin Recreation Complex ("Complex"). The Complex includes all buildings, improvements and chattels pertaining to its operations.

(B) Pursuant to the provisions of Community Recreation Centres Act the parties have entered into an agreement to manage the Complex, dated February 24, 1978, which agreement was further amended by an agreement in 1992, to expire January 1, 1994.

(C) The Parties are desirous of amending their previous agreements.

1. This Agreement shall run for five years. Unless at least one of the parties shall give a written notice of termination to the other parties at least 60 days before the expiry of this agreement, the term of this agreement shall be deemed to be renewed for a period of one year and so on from year to year.
2. The Complex shall be operated in compliance with the provisions of the Community Recreation Centres Act, R.S.O. 1990, c. C.22, and Regulations, as amended from time to time.
3. The Town shall continue to be the sole owner of the Complex.
4. For the duration of this Agreement the parties shall keep the Complex for recreational use.
5. The Complex shall be managed by a Committee of Management ("Board" or "Board of Management"), which shall have all the powers given by the Community Recreation Centres Act, and those given by this agreement. The Board of Management shall be a local board within the meaning of the appropriate legislation.
6. The Board of Management shall have nine members. The Board members shall be appointed by the parties, who shall also have the power to replace or remove their appointed Board members. The number of Board members to be appointed is as follows:

Shelburne	4 (two of whom shall be council members)
Amaranth	2
Melancthon	2
Mono	1

No person shall be appointed a Board member, unless that person is qualified to be elected as a member of the council of the appointing party.

7. The Board of Management shall have a Chairman, Vice-Chairman, Secretary, and Treasurer, to be elected by the Board members. The Board of Management shall develop other organization structure and procedural rules as may be thought desirable. The quorum of the Board of Management shall be five.

8. Subject to statutory restrictions and those set out in this agreement, the Board of Management shall develop policies, rules, and fee schedules.

9. The Board of Management shall prepare the estimate of the Board's net financial requirements for the year ("Budget"). There shall be no deficit budgeting. Funds required for development, improvement, maintenance and repairs may be raised through rentals, grants, donations or other means. The Board of Management shall work co-operatively and equitably with the parties to the Agreement to fund all operational and developmental expenses.

10. The Budget, with a statement as to the proportion of the Budget to be charged to each party shall be submitted to each party for approval. As provided in the Community Recreation Centres Act, the parties shall have the right to amend the Budget prior to approval. The parties agree that the statutory right of amendment is given in proportion to the financial responsibilities of the parties, that is to say, the amendments must be approved by parties responsible for more than 50% of the annual operating costs of the Complex.

11. As provided in the Community Recreation Centres Act, each party shall approve the Budget and shall appropriate such moneys as may be requisitioned by the Board from time to time, but not exceeding in any year the party's share of the amount of the approved Budget.

12. As provided in the Community Recreation Centres Act, 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.

13. Regardless of the source and extent of funding, all development and all improvement must be approved by the Board of Management.

14. The parties shall be responsible for the approved expenditures of the Board in the following proportions:

Shelburne	62%
Amaranth	15%
Melancthon	15%
Mono	8%
Total	100%

15. The Board of Management shall keep accounts under the direction of the Municipal Auditor, approve expenditures and issue cheques in accordance with the Budget.

a. The Board of Management shall maintain its own separate bank account/s.

b. All accounts shall be approved by the Board of Management.

c. All cheques shall be signed by one of the designated Board members and the Treasurer.

d. The Board of Management accounts shall be audited by the Municipal auditor annually, or more frequently as may be required by the Board of Management.

e. The minutes of the Board of Management (together with the statements of revenues, expenses, accounts) shall be promptly circulated to the respective municipal Councils.

16. The parties shall renegotiate this agreement, including terms of admission, proportion of representation and proportion of financial responsibility, in the event that an additional municipality or other permitted party wishes to join in this agreement, and is approved by all the parties to this agreement.

17. This Agreement is personal to the parties and may not be assigned.



18. The parties covenant that they are entering into this Agreement in good faith and that they shall carry out its provisions in good faith.

This Agreement is executed by the parties under the hands of their duly authorized officers, all of whom have the authority to bind their respective organizations.

The Corporation of the Town of Shelburne  
per:

  
.....  
Mayor

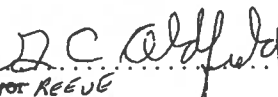
  
.....  
Clerk

The Corporation of the Township of Amaranth  
per:

  
.....  
Mayor REEVE


  
.....  
Clerk

The Corporation of the Township of Melancthon  
per:

  
.....  
Mayor REEVE

  
.....  
Clerk

The Corporation of the Township of Mono  
per:

  
.....  
Mayor

  
.....  
Clerk

**The Corporation of the Township of  
Southgate By-law Number 2019-184**

**being a by-law to authorize an agreement  
between The Corporation of the Township of Melancthon  
and The Corporation of the Township of Southgate**

**Whereas** the Municipal Act, 2001, Chapter 25, as amended, Section 5 (3), states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**Whereas** Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

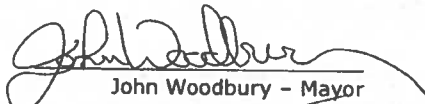
**Whereas** Section 9 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

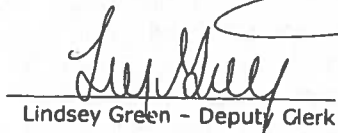
**Whereas** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with the Corporation of the Township of Melancthon,

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate enacts as follows:

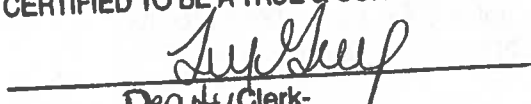
1. **That** the agreement between The Corporation of the Township of Melancthon and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Deputy Clerk are authorized to sign the agreement on behalf of the Township of Southgate; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**Read a first, second and third time and finally passed this 4<sup>th</sup> day of  
December, 2019.**

  
John Woodbury - Mayor

  
Lindsey Green - Deputy Clerk

**CERTIFIED TO BE A TRUE & CORRECT COPY**

  
Deputy Clerk-  
Township of Southgate.

THIS AGREEMENT made in duplicate this 4<sup>th</sup> day of December, 2019

BETWEEN:

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE**

hereinafter called "Southgate" of the First Part;

And

**THE CORPORATION OF THE  
TOWNSHIP OF MELANCTHON**

hereinafter called "Melancthon" of the Second Part;

WHEREAS each of the Parties hereto wishes to clarify its obligations to the other Party with respect to the Southgate Recreation Services in Dundalk providing access to the residents of Melancthon in the Dundalk services area. These services include access to the Dundalk Arena & Community Centre facilities, Dundalk Swimming Pool, Baseball diamonds, soccer fields, parks, playgrounds and other recreation infrastructure in the Village of Dundalk;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants of each Party, the one with the other, the Parties hereto covenant and agree as follows:

1. The Dundalk Recreation services and facilities shall be used jointly by the parties hereto with all parties to have equal rights, and shall be under the management and control of the Recreation Department of the Township of Southgate and will report to the Southgate Recreation Advisory Board (Board) or its future committee structure and the Township of Southgate Council.
2. It is agreed that the Board or committee shall be appointed every four years by resolution, by the Council of Southgate, and shall be composed of membership of the Township of Southgate and qualify to be elected as members of the Council of Southgate, and one (1) of whom shall be from Melancthon Council.
3. The Council members that act as committee members at recreation committee level take part in the budget discussions. Discussions and proposals will be communicated through meeting minutes and council representatives to both municipal councils. Concerns from Melancthon Council on recreation budget concerns should be sent in writing to Southgate Council prior to the 15<sup>th</sup> day of April in every year.
4. It is agreed that subject to the provisions of Section 5 of the Act, the Board shall formulate policies, rules and regulations for and relating to the administration and the use of the Dundalk Community Recreation facilities with Southgate Council approval.

5. It is agreed that the operating and capital cost deficits for the operating of the facilities shall be split by the municipalities as follows:

Southgate	90%
Melancthon	10%

Further Melancthon's deficit contributions are capped and will not exceed \$8,000.00 for operating and \$6,000.00 for capital, per year.

6. It is agreed that this agreement will be indexed annually starting in the 2021 calendar year to the Cost of Living Allowance (COLA) established for Ontario based on the October of the previous year published COLA rate.
7. It is in Southgate councils best interest seeing as 90% of all recreation deficits in Dundalk is the burden of Southgate tax payers to manage these costs, which ultimately Melancthon council benefits from as well. However large capital requirements are necessary from time to time. In light of this capital costs will be managed as low as possible. However the replacement of high cost infrastructure and unforeseen failures periodically cause larger than normal capital costs. Some are budgeted and predictable and some are not. Southgate maintains reserve accounts for higher than normal and these unforeseen expenses.

Southgate will maintain a Melancthon Recreation reserve account to hold any unused capital contributions each year. This reserve will be to absorb the impact of large purchases and or unforeseen emergency capital requirements in future years where capital costs or failures of a single purchase exceeds \$50,000.00. Melancthon will not be indebted to Southgate for more than the annual capital plus the balance of the Melancthon reserve account at that point in time will be provided on an annual basis by the Southgate Treasurer.

8. It is further agreed that Capital costs shall be shared by the participating municipalities in the same proportions as set out in Clause 5 providing that a five year capital plan be presented to the Councils for approval and that they are kept current.
9. It is agreed that this agreement shall be for a period of 4 years starting January 1, 2020 and expire December 31, 2023. At that time the agreement will be reviewed and may be extended by agreement of both parties.
10. The parties hereto shall execute such further assurance as may be reasonably required to carry out the terms hereof.
11. It is further agreed that these presents and everything herein shall respectively ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

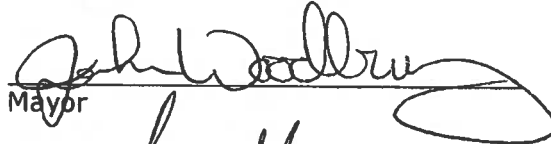
12. The parties agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).

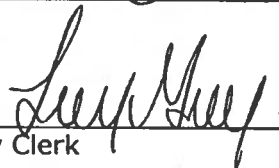
13. The previous agreement dated December 17, 2014 shall be in effect until December 31, 2019.

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 SOUTHGATE

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Deputy Clerk

THE CORPORATION OF THE  
TOWNSHIP OF MELANETHON

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk



The Corporation of

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

[melrectaskforce@outlook.com](mailto:melrectaskforce@outlook.com)

**SURVEY- MELANCTHON RECREATION TASK FORCE**

The Melancthon Recreation Task Force was created by the Township Council in July, 2022 in response to a suggestion of a Melancthon resident that Melancthon governance have a better understanding of the needs and wants of the residents in the area of Recreation/Sports and the need for a Recreation Plan rather than an ad hoc approach to simply financially supporting different facilities.

The Terms of Reference for the Task Force were endorsed by Council on August 11, 2022 and are available for viewing on the Township website.

This Survey forms part of the outreach by the Task Force to solicit the input of Melancthon residents. Please return the completed Survey to the Task Force email referenced or by mail to the Township municipal office. There will be a public zoom meeting conducted in the near future as well. Input can also be provided direct to the Task Force by email: [melrectaskforce@outlook.com](mailto:melrectaskforce@outlook.com)

The Survey does not require that you identify yourself or provide any personal information beyond the few demographic questions. Identification would however allow Task Force members to follow-up with you if you wished or if there were questions arising from any comments/suggestions. The Task Force undertakes not to share/release any personal data/information without your consent.

The Task Force recognizes, as with any survey, that there is no perfect question or format. We do want your input and therefore invite such beyond the strict format of the Survey if you so wish. The Task Force members are not survey experts, we simply will use to the data/information for purpose of making recommendations to the Council of the Township by, hopefully, late 2022.

Thank you for taking the time to provide your input.

Task Force Members: Emma Holmes and David Thwaites

PS- It is noted that there are no municipal personnel or financial resources being used by the Task Force as there existed no budget line for this venture.

**QUESTIONS**

**DEMOGRAPHICS**

1. In what area of Melancthon do you reside?
2. In what age demographic are you? (please circle)  
Under 18          18-39          39-64          65 over
3. How many persons occupy your family residence?  
Adults-                          Children (under age 18)

**PERSONAL RECREATION/SPORTS**

4. In what recreational/sport activities, if any, do you and your family participate?

5. What sport/recreation facilities/resources would you like to see encouraged and promoted for yourself and the residents of Melancthon?

#### **FACILITIES**

6. Melancthon Township provided in 2021 approximately \$118,000 to support the Centre Dufferin (CRDC), the North Dufferin Centre (Honeywood Arena) and the Dundalk/Southgate Recreation complex. In 2022 the budget for the three facilities totals \$155,000. In addition the Township contributed some funds to the Corbetton Park and Hornings Mills Park.

Do you support the use of municipal tax dollars for these facilities?

Do you believe Melancthon should be spending more/less in the promotion of recreation and sports?

7. Do you/your family use the facilities at CRDC? Honeywood Arena? Dundalk Arena? Parks at Corbetton or Hornings Mills?

If so, for what purpose and with what frequency?

8. Melancthon Township has over the years had a “partnership” with Mulmur Township for the operations at the Honeywood Arena. There is, apparently, a very limited life expectancy for the current complex. The Townships recently undertook to consider the redevelopment of a multi-use complex with a price tag of multiple millions of dollars. (grant application to co-fund project was rejected). In your opinion should Melancthon undertake the requisite funding, regardless of cost, or what other option should Melancthon pursue?

9. Melancthon Township has over the years been part of a multi-local government governance operated CDRC in Shelburne, contributing approximately 15% of the operating and capital needs (the sharing % is determined based on population as adjusted periodically). The governance model has recently been the subject of review as Shelburne has sought to take over the ownership/governance. Other local governments, including Melancthon, are considering the options. Do you support the existing model or a different model? At what cost?
  
10. Melancthon has, pursuant to an agreement with Dundalk/Southgate, been contributing approximately \$10,000 annually to the Dundalk recreation complex. Melancthon has a seat at the Recreation Advisory Board. Do you support this continued model and at what cost? Options?

## **PARKS**

11. Melancthon currently has two community parks, Hornings Mills Park and Corbetton Park. Do you/your family use either park and if so with what frequency and for what purpose?
  
12. What are your suggestions for either park that would provide a more user friendly park and promote use? At what cost?
  
13. The County of Dufferin has most recently presented a draft Recreation Plan for the development and use of the two tracts of forest lands (one off 8thLine SW, the other at County 21 and 5<sup>th</sup> Line). Have you used these resources? Would you use these resources for the purposes outlined in the draft Recreation Plan? Should Melancthon “partner” with the County to promote the use of the properties?



14. The County of Dufferin owns/controls the use of the rail corridor between Shelburne and Dundalk. The County Recreation Plan contemplates various recreational uses. Do you use the corridor? If so for what recreational activities? Suggestions?

#### **GOLF COURSES**

15. There are two privately owned golf courses in Melancthon, Shelburne Golf and Dundel Golf. Have you and do you use these facilities?

#### **RECREATION AND SPORTS**

16. There are numerous recreation and sporting activities available throughout the greater Melancthon area. What are your suggestions for how, if at all, Melancthon as a Township should promote, encourage, partner with organizations involved with recreational and sports activities?
17. Some municipalities require that "non-resident user fees" be paid by individuals involved in certain activities (eg, Shelburne Minor Soccer, baseball, Orangeville recreational programs). What is your opinion on the use of this "fee"? Should this be a fee paid by Melancthon as a whole or by the individual? Would the imposition of such a fee impact your participation in the activity?
18. What other comments and suggestions would you like to share with the Task Force for its consideration?

*Municipal Conflict of Interest Act  
and Council Code of Conduct*

Presentation to Township of Melancthon Council  
February 2, 2023  
Guy Giorno, Integrity Commissioner

1

**Overview**

- 1. Role of Integrity Commissioner**
- 2. Role of Council Members**
- 3. *Municipal Conflict of Interest Act***
- 4. Council Code of Conduct**
- 5. Council-Staff Relations**

2

# 1. Role of Integrity Commissioner

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3

## Background

- Lawyer – conflict of interest, government ethics, law of lobbying
- Former Chair, Law of Lobbying and Ethics Committee, Canadian Bar Association
- Municipal Integrity Commissioner
- Member, Council on Governmental Ethics Laws
- “well respected as an expert in accountability and ethics law” (*Huffington Post*)
- “one of the country’s leading experts on lobbying registration law” (*The Globe and Mail*)

4

## *Municipal Act, section 223.3*

- Integrity Commissioner functions:
  - Application of Code of Conduct
  - Application of *Municipal Conflict of Interest Act*
  - Members' requests for advice
  - Educational information to Members, Township, public
- Nature of role:
  - Accountability officer of Township
  - Reporting: to Council
  - Operates independently
  - Mandated by Province but funded by each municipality

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## Advice from Integrity Commissioner

- Integrity Commissioner handles:
  - Requests from members of council and local boards for advice respecting **their** obligations under codes of conduct.
  - Requests from members of council and local boards for advice respecting their obligations under a procedure, rule or policy of municipality or local board, governing ethical behaviour of members
  - Requests from members of council and local boards for advice respecting their obligations under *Municipal Conflict of Interest Act*
- Request for advice must be in writing
- Advice must be given in writing

6

## Written advice (more)

- Integrity Commissioner may release written advice with member's written consent
- If member releases only part of Integrity Commissioner's written advice, Commissioner may release part or all of the advice without member's consent
- Integrity Commissioner may disclose such information as in his opinion is necessary:
  - for purposes of a public meeting about MCIA complaint
  - in application to a judge under MCIA
  - in written reasons on decision whether or not to make MCIA application to a judge

7

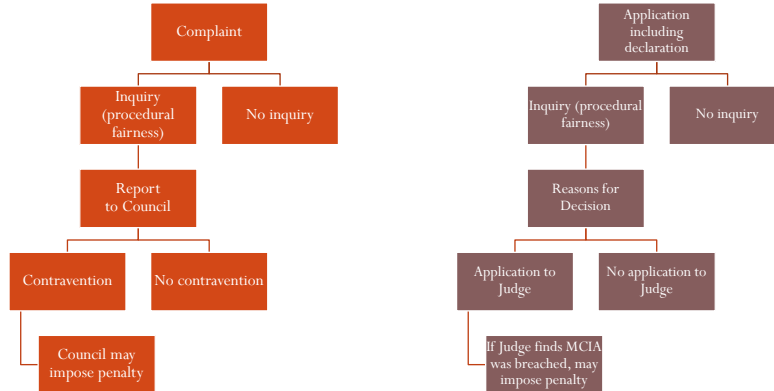
## Inquiries

- Statutory right to request inquiry into alleged breach of Code of Conduct or of *Municipal Conflict of Interest Act*
- Whether to conduct inquiry lies in Integrity Commissioner's discretion
- Inquiry won't be held if subject matter more suitably covered by another legal process
- Inquiry conducted at the Township's expense
- Alternatives to formal Code of Conduct complaint:
  - Attempt informal resolution directly with individual
  - Voice disagreement with the conduct
  - Raise point of order/point of privilege during meeting
  - Seek recourse under other policy or law

8

## Complaints and Applications

- Alleged breach of Code of Conduct
- *Municipal Act*, s. 223.4
- Alleged breach of *Municipal Conflict of Interest Act*
- *Municipal Act*, s. 223.4.1



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To seek advice  
or to contact for any reason:

Guy  
Giorno

416 864 5164  
647 633 3375

integritycommissioner  
@fasken.com

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## 2. Role of Council Members

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11

### Council

- Collective decision-making body
- Decisions and directions are contained in by-laws, resolutions, and minutes
  - (Technically all decisions made by by-law; hence by-law to confirm proceedings of Council at end of each meeting)
- Considers recommendations
- Exercises representative function (represents public)
- Role includes evaluating policies and programs, and ensuring accountability and transparency
- See section 224, *Municipal Act*

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## Individual Council Members

- Authority is collective: belongs to Council as a whole
- Hybrid function: legislative (law-making) and representative
- Communication with public (both ways) part of role
  - Not limited to explaining what Township is already doing
  - Entitled to express views
  - May take “an open leadership role” on issues
- Use Township resources only for purposes connected with discharge of Council duties or Township business

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## Councillors as Public Figures

“These standards should serve to enhance Public confidence that Township’s elected representatives and representatives of Local Boards operate from a base of integrity, justice and courtesy.”

Code of Conduct, section 1.2

14



## Councillors as Public Figures

- “while the Respondent states that his social media accounts are personal, ownership of the accounts is not what determines whether the Code was applicable. The Respondent is the Mayor of the Town, and he was making public statements about Town business. Obviously the Code applied.”

*Greatrix v. Williams*, 2018 ONMIC 6 (CanLII)

- “I find that the Code does not apply to a Council Member’s treatment of another individual where that treatment has no connection to the office, role, function, influence, authority, or responsibility of a Council Member, and no connection to the interests or business of the Municipality. . . . The Code does not apply to Councillor Jones in her personal capacity, living her life as a resident of the community, in matters not affecting the interests of Clarington.”

*Gogos v. Jones*, 2022 ONMIC 7 (CanLII)

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### 3. *Municipal Conflict of Interest Act*

17

#### *Municipal Conflict of Interest Act:* Pecuniary interest

- Concerned only with “pecuniary interest” (financial or economic interest)
- Pecuniary interest may be direct or indirect
- Direct: Member, spouse, parent or child has pecuniary interest in matter in which Council or local board is concerned
- Indirect: Any of the following has a pecuniary interest in matter in which Council or local board is concerned:
  - Employer of Member, spouse, parent or child
  - Partner of Member, spouse, parent or child
  - Body to which Member, spouse, parent or child belongs
  - Private corporation of which Member, spouse, parent or child is shareholder, director or senior officer
  - Publicly-traded company that Member, spouse, parent or child controls or of which is director or senior officer

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***Municipal Conflict of Interest Act:***  
**What to do (pecuniary interest)**

1. Disclose interest prior to consideration  
[recorded in minutes]
2. Do not take part in discussion or vote
3. Before, during and after, do not attempt to influence voting
4. If meeting is closed, leave meeting

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***Municipal Conflict of Interest Act:***  
**Additional steps**

5. File written statement with Clerk, or secretary of committee
6. Do not attempt in any way to influence decision or recommendation of officer or employee of municipality
7. If absent from meeting, disclose conflict at first meeting when present

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***Municipal Conflict of Interest Act:***  
**Exceptions include:**

- Member is user of public utility service, or is entitled to receive municipal service or benefit, on terms and conditions common to others
- Member filling vacancy, office or position on council or local board
- Member is director or senior officer of corporation incorporated to carry on business for municipality, or is appointed by council to a board, commission, or other body

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***Municipal Conflict of Interest Act:***  
**Exceptions include:**

- Allowance, remuneration or benefit to which member is entitled by reason of being council member or volunteer fire fighter
- Member has pecuniary interest in common with electors generally
- Member's interest so remote or insignificant that it cannot reasonably be regarded as likely to influence the member
- Plus four other exceptions

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## ***Municipal Conflict of Interest Act: Enforcement***

- Only a judge may impose penalties for breach of MCIA
- Elector or person acting demonstrably in public interest has two options:
  - A. Apply to a judge
  - B. Apply to Integrity Commissioner – Integrity Commissioner will decide whether to apply to a judge
- Scenario A: Applicant pays (subject to cost award against losing party)
- Scenario B: Municipality pays (subject to cost award against losing party)

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## ***Municipal Conflict of Interest Act: Enforcement***

In event of contravention, judge may:

- Reprimand member or former member
- Suspend remuneration for up to 90 days
- Declare seat vacant
- Disqualify member or former member from office for up to seven years
- If contravention resulted in personal financial gain, require member or former member to make restitution to party suffering the loss, or, if party's identity is not readily ascertainable, to municipality or local board

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## ***Municipal Conflict of Interest Act:*** **Reasons for discretion**

In determining penalty, judge may consider whether the member:

- Took reasonable measures to prevent contravention
- Disclosed pecuniary interest and all known facts to Integrity Commissioner in a request for advice and acted in accordance with advice, if any, provided by Commissioner
- Committed contravention through inadvertence or by reason of error in judgment made in good faith

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## ***Municipal Conflict of Interest Act:*** **Examples**

- *Elliot Lake (Integrity Commissioner) v. Patrie (2023)*
  - Court application filed by Integrity Commissioner after IC's appointment had been terminated
  - Councillor repeatedly, during meetings and in discussions with other Council Members and the staff, attempted to influence decision-making on a downtown recreational project
  - One possible location was behind shopping plaza co-owned by Councillor and wife
    - Expert evidence: Location would economically benefit shopping plaza
  - Section 5 breached. Seat of Patrie (now Mayor) declared vacant; disqualified from holding municipal office for two years

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## ***Municipal Conflict of Interest Act: Examples***

- *Budarick v. Brudenell, Lyndoch and Raglan (Integrity Commissioner) (2021) (appeal 2022)*
  - Councillor's son invoiced after fire department responded to his violation of fire ban
  - Fire department appeared before Council to seek approval of its service charges
  - Councillor questioned fire department about its finances, donations, practices, procedures, and alleged money mismanagement. Questions covered who was and who was not warned about the fire ban, other people's invoices, and past issuance of unapproved invoices
  - Section 5 breached. Seat declared vacant. Upheld on appeal.

27

## ***Municipal Conflict of Interest Act: Examples***

- *Elliott Lake v. Pearce (2021)*
  - Councillor was director of Elliot Lake and North Shore Corporation for Business Development – not-for-profit corporation established to stimulate economic growth in the City and surrounding area
  - City owed \$30,000 to the not-for-profit corporation
  - Councillor took part in debate or vote on whether City should repay the amount owed
  - Councillor had indirect pecuniary interest as director of not-for-profit corporation. Reprimand issued

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## ***Municipal Conflict of Interest Act: Examples***

- *Duncan v. Hewitt* (2021)
  - Non-profit group appeared and told Council its efforts to preserve a historic landmark had failed
  - Member's parent was officer of non-profit group
  - Council directed staff to report back on legal implications of potential disbanding of non-profit group
  - Neither the group's report to Council nor the direction to staff affected a pecuniary interest of the group:
 

“I am not satisfied that the direction to investigate or take further steps could be categorized as anything more, without knowing the outcome of the investigation, let alone as a direction which would have impacted the financial position of the [non-profit group]”

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## ***Municipal Conflict of Interest Act: Examples***

- *Yorke v. Harris* (2020)
  - Member moved and voted for resolution encouraging Province to amend labour legislation so additional unions could bid on municipal construction projects
  - Member's spouse worked for union that would benefit from the amendment
  - No pecuniary interest in Council's resolution:
    - Council had no jurisdiction or control over labour law
    - Pecuniary interest was speculative and hypothetical: it was contingent on the Province doing something

30



## ***Municipal Conflict of Interest Act:*** **Examples**

- *Cauchi v. Marai* (2019)
  - Several school trustees received 2014 campaign contributions from OECTA, a teachers' union
  - OECTA had contributed \$400 to each respondent trustee, and endorsed him or her
  - A campaign contribution and endorsement were not sufficient to create a relationship such that a trustee had an indirect pecuniary interest in matters affecting OECTA

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## ***Municipal Conflict of Interest Act:*** **Examples**

- *Cooper v. Wiancko* (2018)
  - Three Township of Georgian Bay councillors were members of chamber of commerce that received municipal grant
  - This constituted indirect pecuniary interest
  - In two cases, interest so remote or insignificant it could not reasonably be regarded as likely to influence the members
  - In third case, interest was reasonably regarded as likely to influence

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## *Municipal Conflict of Interest Act:* Examples

- *Rivett v. Braid* (2018)
  - Township of Georgian Bay Council voted on whether to audit township's lease with chamber of commerce
  - Several council members belonged to chamber of commerce; spouse of one council member was CEO of chamber of commerce
  - Audit of the lease did not affect the finances of the chamber of commerce and therefore was not a pecuniary interest

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## *Municipal Conflict of Interest Act:* Examples

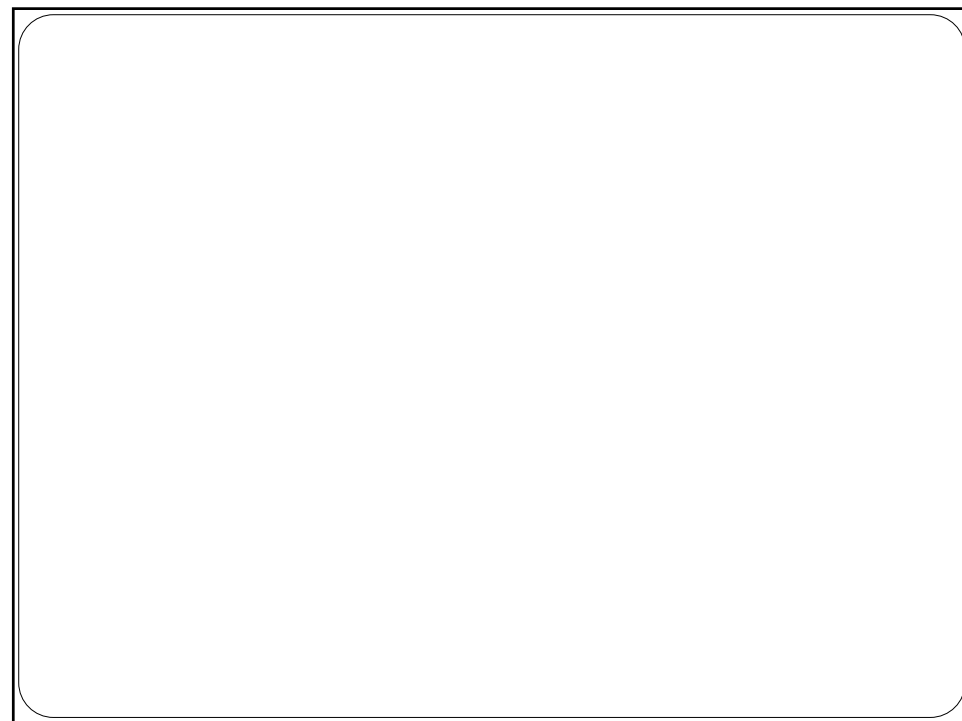
- *Davidson v. Christopher* (2017)
  - Belleville Mayor co-owned company that owned vacant land in area of road improvement
    - Municipality needed to purchase this land to complete the project
  - On several occasions Mayor declared conflict on project and did not vote
  - Mayor did, however, vote on one occasion, on issue of replacing roundabout with traffic signals
  - While land acquisition was not specifically discussed, implication of switch to traffic signals was:
    - Less land needed for project
    - Municipality would therefore not need to buy land owned by Mayor's company
  - Mayor had a pecuniary interest in vote on switching to traffic signal from roundabout; should have declared conflict

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## *Municipal Conflict of Interest Act:* Examples

- *Adamiak v Callaghan* (2014)
  - Spouse of Town of Erin council member was fire chief
  - Council member contravened Act by voting on across-the-board pay increases for municipal employees (including fire chief)
  - Council member did not contravene Act by voting on operational review of town services
- *Aurora (Town) v. Ontario* (2013)
  - Town councillor was appointed by Council to sit on board of a cultural centre
  - This fell under the exemption in the Act: “the [council] member being a member of a board, commission, or other body as an appointee of a council or local board”

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## 4. Code of Conduct

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By-Law No. 11-2019

By-Law to Adopt a Code of Conduct for Members of Council & Members of Local Boards

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### Council Code of Conduct

- 1.3** “No member shall use the influence of office for any purpose other than the exercise of their official duties.”
- 1.4** Gifts and benefits connected directly or indirectly with performance of duties, except tokens, mementoes, souvenirs, or incidents or protocol of social obligation up to and including value of \$100

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## Council Code of Conduct

- 1.5** Confidentiality
- 1.6** Township property
- 1.7** Use of Township facilities, services, or property or employees' paid time, for election campaign

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## Council Code of Conduct

- 1.8** Participate diligently in agencies, boards, commissions
- 1.9** Influence on the staff
- 1.10** No borrowing money from someone doing business with municipality
- 1.12** "Members shall encourage public respect for the Township and its by-laws."

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## Council Code of Conduct

**1.13** Attendance at meetings

**1.14** Conduct during meetings

**1.15** Harassment

**1.16** Bullying

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## 5. Council-Staff Relations

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### Council-Staff Relations

Code of Conduct	
Do not use influence of office for any purpose other than exercise of official duties	1.3
Do not seek or obtain by reason of office any personal privilege or advantage with respect to Township services not otherwise available to general public and not consequent to official duties	1.4
Respect that the staff works for Township as a body corporate	1.9
Respect that staff members are charged with making recommendations that reflect their professional expertise and corporate perspective	1.9

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## Council-Staff Relations

Code of Conduct	
Respect that the staff is charged with making recommendations without undue influence from any individual Member or group of Council Members	1.9
Show courtesy and not distract from business of Council or Committee during presentations	1.14
Avoid any conduct towards a member of staff that <ul style="list-style-type: none"> <li>• is known or ought reasonably to be known to be unwelcome</li> <li>• offends, embarrasses or intimidates</li> <li>• reflects intolerance towards any group or individual</li> </ul>	1.14

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## Council-Staff Relations

Code of Conduct	
Harassment (defined by <i>Human Rights Code</i> ) is misconduct	1.15
Workplace bullying is repeated unreasonable behaviour directed towards an employee or a group, that creates a risk to health and safety	1.16
Unreasonable behaviour: harms, intimidates, threatens, victimizes, undermines, offends, degrades or humiliates a staff member	

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## The Staff

- Serves the Township and Council as a whole
- Reports to the CAO/Clerk
- Has certain statutory responsibilities
- Offers professional advice in the form of recommendations
- Carries out Council decisions and administers Township policies

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## Council

- Collective decision-making body
- Decisions and directions are contained in by-laws, resolutions, and minutes
  - (Technically all decisions made by by-law; hence by-law to confirm proceedings of Council at end of each meeting)
- Considers recommendations
- Exercises representative function (represents public)
- Role includes evaluating policies and programs, and ensuring accountability and transparency
- See section 224, *Municipal Act*

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## Observations

### Disagreement ≠ Disrespect

- Council Members may disagree with the staff, but they must always show respect

### Making recommendations ≠ Voting on recommendations

- The staff makes recommendations without political influence
- Council is then free to accept the recommendations or not

### Accountability and direction ≠ Harassment or bullying

- Lawful role of Council (as a whole) is to ensure accountability and give direction
- Not acceptable is behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades, or humiliates



December 28, 2022

Good Morning

It has recently been announced that we, Bill McCutcheon and Dawn Van Kampen are co-chairing the International Plowing Match and Rural Expo 2023. It will run from September 19 - 23, 2023 and is being held between Laurel and Bowling Green. It is the 110th IPM in Ontario. This event will attract 70,000 - 90,000 visitors, and over this time will generate 25 million dollars of economic activity. This is the first time that the IPM has ever been hosted in this county, and we would like for every lower tier township to be apart of this event.

We are proposing in kind support of 1 - 2 of your employees before and after the match to help set up and tear down. As we get closer to the event, we will have a more accurate estimate of the time required.

We would also appreciate you considering a \$20,000. interest free loan. This would enable us to generate souvenirs to start a cash flow for this event. The money will be paid back, no later than December 1, 2023.

If you would like us to give a presentation, we would be more than happy to come to a meeting with you. We will be making a presentation in the future at county council and would appreciate your support. We would like you to discuss this at your next council meeting.

Best Regards

Bill McCutcheon & Dawn Van Kampen  
International Plowing Match  
and Rural Expo 2023 Co-Chairs

FEB 2 2023

DEL #18.2

JAN 12 2023

Act #1