



TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, FEBRUARY 16TH, 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/82095762772?pwd=WEhXRytQcW9aaC84Mkt3UTBSM1p1UT09>

Meeting ID: 820 9576 2772

Passcode: 195930

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Dial by your location

+1 778 907 2071 Canada

+1 780 666 0144 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

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Meeting ID: 820 9576 2772

Passcode: 195930

AGENDA

- 1. Call to Order**
- 2. Land Acknowledgement Statement**

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

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

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

- 3. Announcements**
- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**

- 6. Approval of Draft Minutes – February 2, 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. Motion to return the tender deposit cheque to Flesherton Concrete Products Inc., Re: 2022 Gravel Tender
 2. Other
- 11. Planning**
 1. Applications to Permit
 2. Nottawasaga Valley Conservation Authority 2023 Plan Review of Bill 23
 3. Report from Silva Yousif, Senior Planner Regarding Dufferin County MCR – Phase II OPA – Schedule B, C and E
 4. Comments from Chris Jones, Municipal Planning Services regarding County of Dufferin Ag. Lands Mapping
 5. Other
- 12. Climate Change Initiatives**
- 13. Police Services Board**
- 14. County Council Update**
- 15. Correspondence**

Board, Committee & Working Group Recommendations

1. Heritage Advisory Committee Recommendations from February 7, 2023 Meeting

Board, Committee & Working Group Minutes

1. Roads Sub-Committee – January 17, 2023
2. Mulmur-Melancthon Fire Board – December 20, 2022
3. Southgate Recreation Advisory Committee – February 2, 2023
4. Heritage Advisory Committee – October 19, 2022

Items for Information Purposes

1. Nottawasaga Valley Conservation Authority Media Release – Gail Little to lead NVCA Board of Directors in 2023
2. Memorandum from Bernie Derible, Deputy Minister and Commissioner of Emergency Management and Treasury Board Secretariat regarding Ontario's Provincial Emergency Management Strategy and Action Plan (PEMSAP)
3. Township of Mulmur – Motion to support the concept of a Universal Telecommunications System in Dufferin County
4. Letter from Glen McNeil, Warden of Huron County – Call to Action: Review of the Cannabis Act
5. Township of Amaranth – Motion to Support the Resolution from the Township of Puslinch Nominating John Sepulis to the Source Protection Committee for 2022-2026 term
6. 2022 Municipal Partnerships Report from MPAC

Items for Council Action

1. Shelburne and District Fire Board of Management 2023 Operating and Capital Budget
2. Mulmur Melancthon Fire Department 2023 Operating and Capital Budget
3. North Dufferin Community Centre Board of Management Draft 2023 Operating and Capital Budget

16. General Business

1. Notice of Intent to Pass By-law
 1. By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act
 2. By-law to Authorize the Execution of Consent Agreement Between 2577791 Ontario Inc and the Corporation of the Township of Melancthon
 3. By-law to amend By-law 58-2022 to appoint a Municipal Services Board for the Horning's Mills Community Hall
 4. By-law to amend By-law 56-2022 to appoint a Board of Management for the Corbetton Community Park
 5. By-law to establish Mandatory Pre-Application Consultation Requirements in Respect of Development Applications
2. New/Other Business/Additions
 1. Report from Denise B. Holmes, CAO/Clerk – Municipal Telecommunications Report
 2. Proclamation for Heritage Week in Melancthon Township – February 20-26, 2023
 3. Other/Addition(s)
3. Unfinished Business
 1. Melancthon Recreation Task Force Report
 2. Draft 2023 Operating and Capital Budget
 3. International Plowing Match Funding Request

17. Delegations

1. 5:30 p.m. – Michele Fisher, Dufferin Community Foundation – Presentation to Council about the Importance of the Charitable and Not-for-Profit Sector in Dufferin County and regarding Non-profit Appreciation Week in Ontario February 13-19, 2023

18. Closed Session

1. Item for Discussion:
 1. Litigation or Potential Litigation, including matters before administrative tribunal, affecting the local board (239)(2)(e) – McGill and Melancthon Township – Update to Council
2. Approval of Draft Minutes – February 2, 2023
3. Business Arising from Minutes
4. Rise Without Report from Closed Session

19. Third Reading of By-laws

20. Notice of Motion

21. Confirmation By-law

22. **Adjournment and Date of Next Meeting** – Thursday, March 2nd, 2023 – 5:00 p.m.

**APPLICATIONS TO PERMIT FOR APPROVAL
February 2, 2023 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
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

Denise Holmes

From: Chris Hibberd <c.hibberd@nvca.on.ca>
Sent: Friday, February 3, 2023 3:09 PM
To: Jeff Schmidt; John Ferguson; Dunn, Robin; Sonya Skinner; Nelson Santos; Ashley.Harrison@barrie.ca; Tracey Atkinson; Colleen Healey; Mark Early; Oliver Jerschow; Denyse Morrissey (dmorrissey@shelburne.ca); 'bparkin@newtecumseth.ca'; govank@greyhighlands.ca; Geoff McKnight (gmcknight@townofbwg.com); 'cao@thebluemountains.ca'; Denise Holmes; 'nmartin@amaranth.ca'; 'Summer Valentine'; 'michelle.banfield@barrie.ca'; 'Tracey Atkinson'; Denise Holmes; 'Amy Cann'; 'Brent Spagnol'; 'awieb@townofbwg.com'; 'jjohnstone@amaranth.ca'; 'planning@townofmono.com'; 'Jennifer Best'; 'asmith@thebluemountains.ca'; 'harrism@greyhighlands.ca'; 'dmorrissey@shelburne.ca'; 'ldeloye@innisfil.ca'; 'aleigh@innisfil.ca'; 'DircPlanEcDev@wasagabeach.com'; 'chealey@essatowship.on.ca'; 'david.trotman@townofmono.com'; 'Randy Scherzer'; 'Westendorp, Nathan'; 'syousif@dufferincounty.ca'; 'Eric Brathwaite'; 'dwitlib@oro-medonte.ca'; 'Stephanie.McVittie@caledon.ca'
Cc: Doug Hevenor; Ben Krul
Subject: Updated Message regarding Bill 23
Attachments: NVCA 2023 Plan Review Bill 23_final.pdf

Good Afternoon,

Please see the attached letter for an update regarding NVCA's plan review services. Feel free to advise us on any questions or information needs.

Best regards,

Chris Hibberd, MCIP, RPP (he/him/his)
Director, Watershed Management Services

Nottawasaga Valley Conservation Authority
8195 8th Line, Utopia, ON L0M 1T0
T 705-424-1479 ext. 229
c.hibberd@nvca.on.ca | nvca.on.ca

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February 3, 2023

Dear Municipal CAOs and Planning Staff,

Changes in Plan Review Services per O. Reg. 596/22 and Bill 23

Further to our emails from January 4, 2023 to all CAO's and January 5, 2023 to municipal planning staff, NVCA provides the following additional comments to address key questions on plan review services and transitional actions.

On January 1, 2023, Ontario Regulation 596/22 (Prescribed Acts) and Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the *Conservation Authorities Act* came into effect, which provides that conservation authorities (CA) comments to be focused on mandatory matters as outlined on Ontario Regulation 686/21. The prescribed Acts include the following:

- *Planning Act.*
- *Aggregate Resources Act.*
- *Condominium Act.*
- *Drainage Act.*
- *Endangered Species Act.*
- *Environmental Assessment Act.*
- *Environmental Protection Act.*
- *Niagara Escarpment Planning and Development Act.*
- *Ontario Heritage Act.*
- *Ontario Water Resources Act (OWRA).*

As a result, services under existing partnership agreements (MOU) between NVCA and your municipality will be impacted. Effective January 1, 2023, NVCA will not be providing comments on matters such as natural heritage (e.g. wildlife habitat, threatened/endangered species, fish habitat) and select aspects of stormwater management. All non-mandatory matters will be deferred to the Municipality for review.

NVCA will continue to provide plan review and commenting under the Mandatory Programs and Services Regulation (686/21) which includes natural hazards. The attached table provides more details on the areas that NVCA comments on through the plan review processes.



Moving Forward:

1. NVCA will work with municipal planning staff on a case by-case-basis to transition affected elements of files that were in-progress on January 1, 2023.
2. NVCA will focus planning reviews and comments to matters specified in Ontario Regulation 686/21, specifically:
 - As a circulated public body with delegated powers from MNRF:
 - Conformity with natural hazard policies set out in provincial plans; and
 - Consistency with natural hazards policies set out in provincial policy statements.
 - As a circulated public body with powers under the *Conservation Authorities Act*, the ability of a proposal to comply with Section 28 of the Act and regulations,
3. NVCA will continue to review and comment on matters listed under Item 2 and outlined in the attached table (NVCA Plan Review Scope Under the Planning Act).
4. NVCA will continue to comment on risks related to natural hazards arising from proposals under the all-other prescribed acts (e.g., *Aggregate Resources Act*, *Niagara Escarpment Planning and Development Act*, *Drainage Act*, *Environmental Assessment Act*, etc.).
5. NVCA, as a watershed knowledge-holder and science-based organization, will continue to provide data and other information such as check-lists, best management practices, mapping, reports and studies.
6. NVCA will work with municipal planning staff to identify other areas where the authority can continue to provide support, as permitted by regulation and approved by Council and the NVCA Board of Directors through a new or updated agreement.

Other Matters:

Over the next few months NVCA will work with municipalities to determine how the best approach to address draft plan conditions for approved subdivisions without causing protracted delays.

NVCA staff would be pleased to arrange meetings with municipal planning staff over the few weeks to address questions regarding the contents of this letter, and to discuss transition matters.

Thank you for your patience as we work through these changes. Please feel free to contact the undersigned should have any questions or information needs.

Sincerely yours,

A handwritten signature in black ink, appearing to be "D. Hevenor".

Doug Hevenor
Chief Administrative Officer

A handwritten signature in black ink, appearing to be "C. Hibberd".

Chris Hibberd
Director, Watershed Management Services



NVCA Plan Review Scope Under the Planning Act - Effective January 1, 2023

On January 1, 2023, a new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the *Conservation Authorities Act*) came into effect which provides that Conservation Authorities (CAs) may not provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on proposals, applications, or other matters under a prescribed Act, including the *Planning Act*. As a result, impacted technical review services that CAs formerly provided under Memorandums of Understanding with municipalities (e.g., technical reviews related to natural heritage and select aspects of stormwater management) will no longer be provided for affected development and land use planning applications effective January 1, 2023.

NVCA will work with municipal partners on a case-by-case transition plan for complete applications received prior to January 1, 2023. The transition period will end June 30, 2023.

Ontario Regulation 596/22 does not affect CAs provision of mandatory or Category 1 programs or services (i.e., natural hazards and wetlands) related to reviewing and commenting on a proposal, application, or other matter made under those Acts. Municipalities are still required to circulate planning applications and technical reports to CAs so that we may review and comment on natural hazard and wetland matters per Ontario Regulation 686/21: Mandatory Programs and Services). Comments provided will reflect a watershed-based approach to the provision of mandatory programs and services.

The table below outlines the plan review components that CAs are still responsible for, and where they may continue to provide comments moving forward.

Plan Review* Component	Within Scope	Outside of Scope
Watercourses	✓	
Flood Hazard	✓	
Erosion Hazard (slope stability and stream erosion)	✓	
Great Lakes – St. Lawrence River System Shoreline Hazards (flooding, erosion or dynamic beaches)	✓	

Plan Review* Component	Within Scope	Outside of Scope
Unstable Soils/Bedrock	✓	
Groundwater (CA regulatory requirements/natural hazard related functions)	✓	
Wetlands (CA regulatory requirements/natural hazard related functions)	✓	
Valleylands (CA regulatory requirements/natural hazard related functions)	✓	
Hazardous Lands	✓	
Inland Lakes	✓	
Hazardous Sites	✓	
Wildlife Habitat		✗
Threatened/Endangered Species		✗
Area of Natural and Scientific Interest		✗
Environmental Sensitive/Significant Area (ESA)		✗
Woodlands		✗
Natural Heritage Systems		✗
Fish Habitat		✗
Stormwater (Natural hazards related)	✓	
Stormwater (non-natural hazard related)		✗

Plan Review* Component	Within Scope	Outside of Scope
Feature Based Water Balance (CA regulatory requirements/natural hazard related functions)	✓	
Erosion and Sediment Control (CA regulatory requirements/natural hazard related functions)	✓	
Buffer/Setback to identified Plan Review Component (CA regulatory requirements/natural hazard related functions)	✓	
Source Protection Authority under the <i>Clean Water Act</i> , 2006	✓	
Climate Change (as it relates to natural hazards)	✓	
Two Zone/Special Policy Areas (as applicable)	✓	

*Review and comment for development and land use planning applications associated with Prescribed Acts as per O. Reg 596/22

Notes: Where there is a plan review component (e.g. woodland or other natural vegetation etc.) within a NVCA regulated area that is also located within a natural heritage feature or area as described by the Provincial Policy Statement or other municipal or provincial plan, the NVCA will continue to provide plan review comments related to natural hazard functions and CA regulatory requirements.



The Corporation of **THE TOWNSHIP OF MELANCTHON**
157101 Highway 10, Melancthon, Ontario, L9V 2E6

Date: February 16, 2022
To: Mayor White and Members of Council
From: Silva Yousif – Senior Planner
Subject: Dufferin County MCR – Phase II OPA – Schedule B, C, and E

Recommendation:

That the Staff Report of Silva Yousif, Senior Planner be received;

And that Staff be directed to advise the County MCR Team that the draft maps are satisfactory to the Council of the Township of Melancthon and can be submitted for Phase II of the OPA.

Background:

The County is undertaking the Municipal Comprehensive Review (“MCR”) process, to update its Official Plan. Throughout this process, the Township was asked to provide feedback on proposed changes for the Agricultural System Mapping (Schedule C). The Township planning consultant Chris Jones (at that time) carried on the review following the direction provided by the County MCR team that: Lands can only be removed from Prime Agricultural Areas if they are within the OMAFRA Candidate Areas AND they meet the criteria from the OMAFRA implementation guidelines.

Chris Jones provided updates in his April 30, 2021 memo to Council recommending the updates to Prime Agricultural Areas based on the OMAFRA refinement criteria.

The County is preparing to submit Phase II OPA – Schedules and Maps – to the province for review early spring 2023 following the MCR Open House and Public Information Center that was held January 21, 2023¹.

¹ County Council meeting of January 12, 2023 motion “ .. AND THAT staff be directed to circulate any changes to local municipalities for review, following receiving feedback and conducting the public open house, with comments to be returned to the County prior to the March 9, 2023 County Council meeting, before submitting the draft MCR Phase II OPA - Schedule B, C, and E Changes and related draft OPA to the Province for review.”



The Corporation of **THE TOWNSHIP OF MELANCTHON**
157101 Highway 10, Melancthon, Ontario, L9V 2E6

Comments and Considerations:

In recent discussion with Chris Jones and the County MCR team it was noted by Mr. Jones that although the exercise was to strictly use the OMAFRA refinement criteria for candidate lands which was the basis of the Melancthon draft mapping analysis and recommendations, other municipalities have maintained (or are proposing to maintain) their current Rural/ Agricultural split, with no refinement criteria that support it, even if these prior designations were the product of a historic LEAR study, the refinement criteria require the study to have been undertaken by an upper-tier or single-tier municipality.

It was also noted by the County MCR team that the OMAFRA implementation guidelines don't allow for the removal of Prime Agricultural Areas due to residential land uses. And that the existing land uses will not be affected by the Prime Agricultural designation.

At the meeting of Melancthon Council held on June 3, 2021, the draft Schedules based on the memo from April 30, 2021 - provided by Chris Jones - were supported by a motion from Council. The following motion was introduced and passed.

Moved by Mercer, Seconded by McLean

Be it resolved that: "that the Report of Chris Jones, Township Planning Consultant, dated April 30, 2021 regarding Assessment of Candidate Agricultural Lands - Growth Plan be received; and that the County of Dufferin be advised that two of the three candidate areas identified in the Provincial Agricultural System map are currently designated as Rural in the Township's Official Plan approved in 2015 and as such should remain in the Rural designation; and that the County of Dufferin be further requested to refine the Provincial Agricultural System Mapping as it applies the candidate area in Horning's Mills and the area along the 8th Line NE in the matter illustrated in Appendices 2 and 3 to his Report to reflect the Township's current Official Plan and in accordance with Criteria 2 and 7 of the Agricultural System implementation criteria." Carried.

Given that the previous request was endorsed by Melancthon Council, no additional changes should be made without the support of Council.

Financial Impact:

None at this time.



The Corporation of **THE TOWNSHIP OF MELANCTHON**
157101 Highway 10, Melancthon, Ontario, L9V 2E6

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.

Conclusion:

Option #2 is recommended.

Respectfully

Prepared By

Silva Yousif
Sr. Planner

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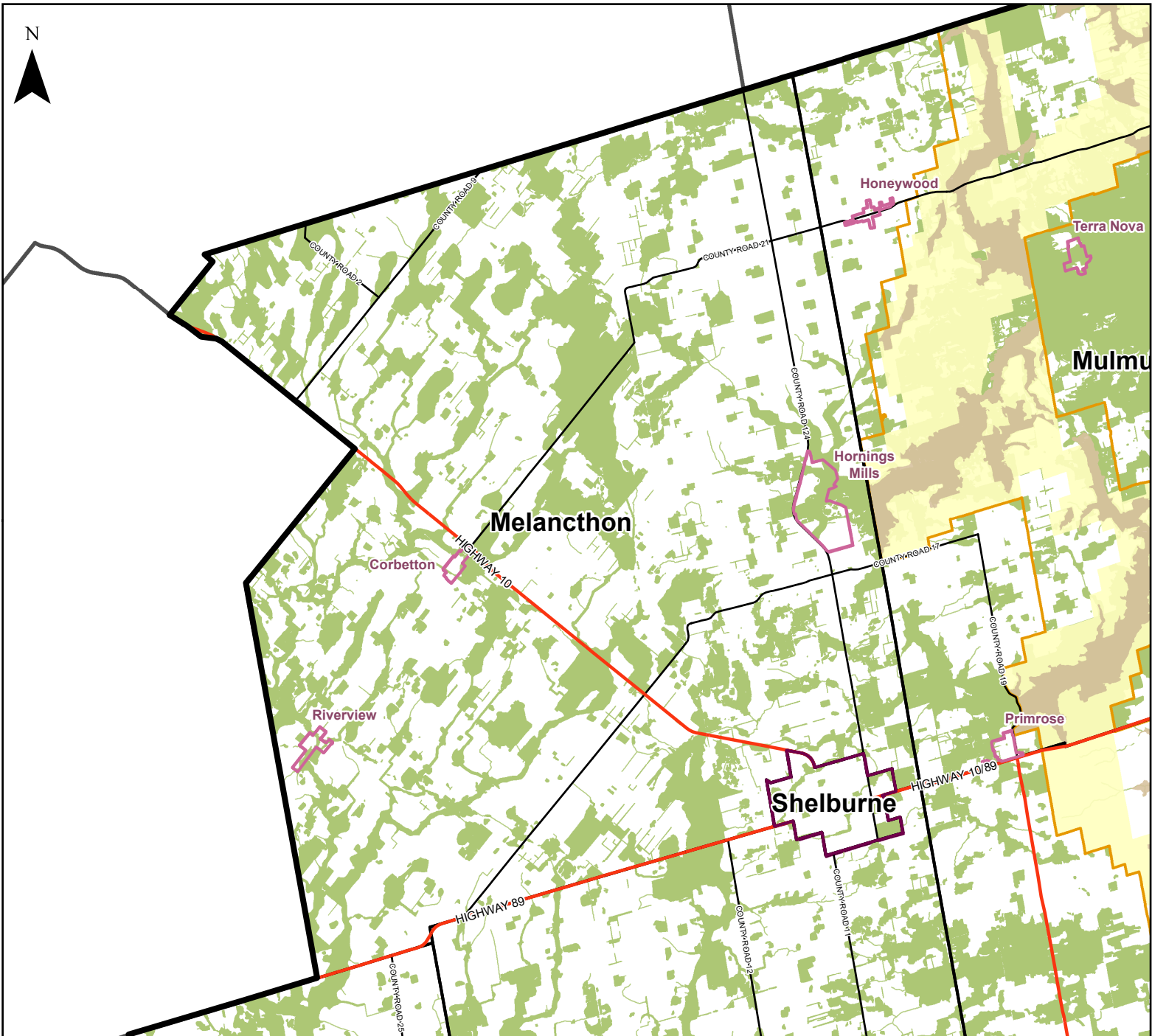
Submitted By
















Denise B. Holmes
CAO/Clerk

A handwritten signature in black ink, appearing to be 'Denise B. Holmes'.

Attachments: (Click on link to access maps)

- [Schedule B - Settlement Areas Proposed Final Draft \(MCR 2023\) Jan 21, 2023](#)
- [Schedule C - Prime Agricultural Areas and Rural Lands \(MCR Jan 19 2023\)](#)
- [Schedule E -Natural Heritage Features Proposed Final Draft \(MCR Jan 19 2023\)](#)
- [Schedule E1 -Natural Heritage Features Proposed Final Draft \(Jan 21, 2023\) - PDF](#)



-  Municipal Boundaries
-  Urban Settlement Area
-  Community Settlement Area
-  Provincial Highway
-  County Road
-  **Oak Ridges Moraine Conservation Plan Area (S. 2.2)**
-  Countryside Area
-  Natural Core Area
-  Natural Linkage Area
-  **Niagara Escarpment Plan Area (S. 2.3)**
-  Escarpment Natural Area
-  Escarpment Protection Area
-  **Greenbelt Plan Protected Countryside Area (S. 4.2.1)**
-  Greenbelt Natural Heritage System
-  County Preliminary Natural Heritage System (S.5.2)

***Draft Schedule E1
Natural Heritage
System***



Denise Holmes

From: Chris Jones <chris_mplanningservices@rogers.com>
Sent: Wednesday, February 1, 2023 1:04 PM
To: Denise Holmes
Cc: Silva Yousif
Subject: County Ag. Lands Mapping
Attachments: Melancthon_RuralLands.pdf

Hi Denise - I spoke with Silva this morning with respect to the County Ag. Lands mapping and the following are my comments with respect to the draft land use schedule:

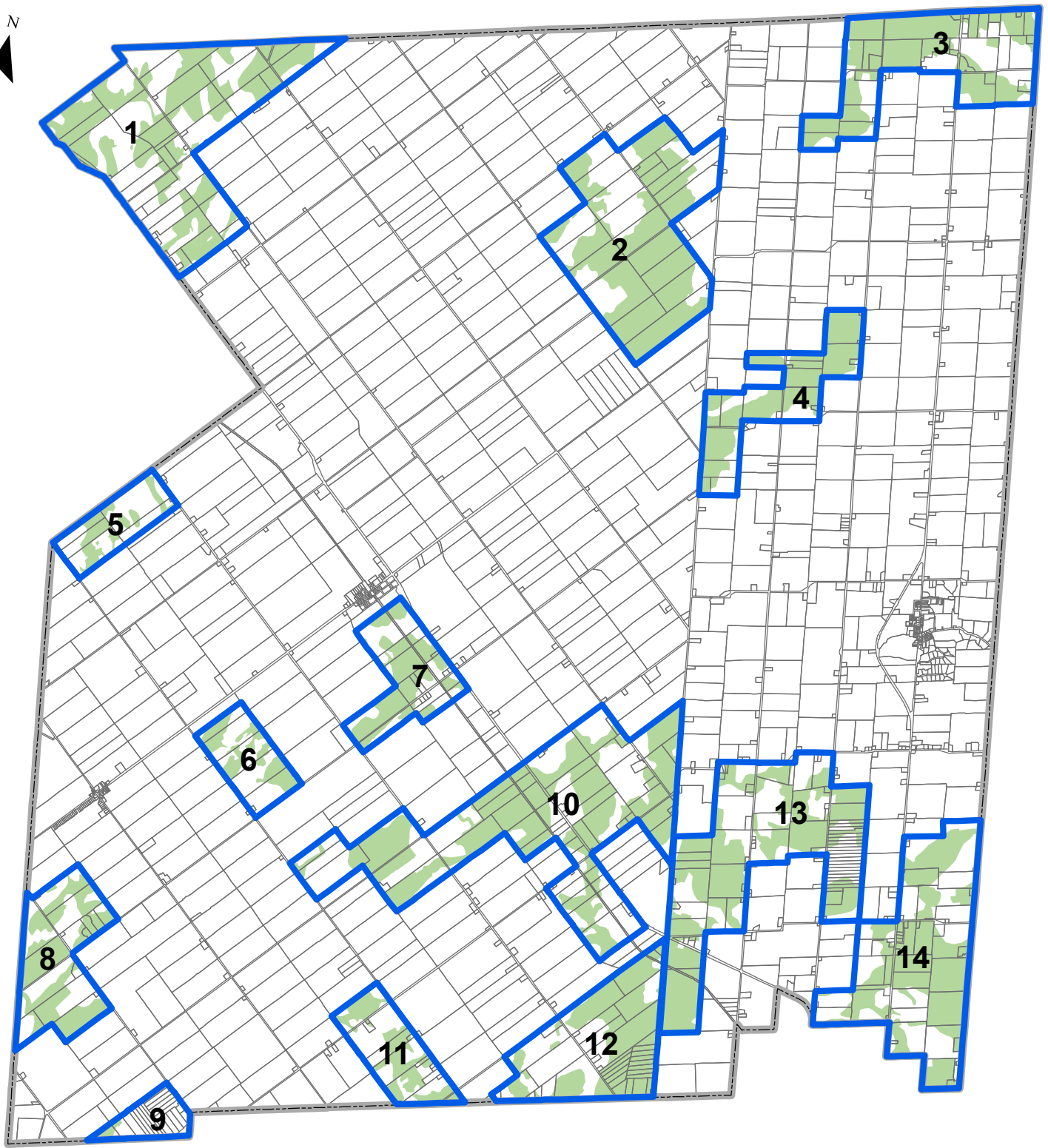
Prime Agricultural Areas and Rural Lands (Schedule C)

1. With the exception of the area around Hornings Mills, the Rural lands as proposed in Melancthon do not appear to have any basis in logic. I believe they are a product of a computer program or algorithm which for one reason or another has identified these "tidbits" as candidate rural lands.
2. The GPGGH refinement criteria allowed for consideration of these areas and so that was the basis of my analysis and recommendations in my June 8, 2021 memo to Council. Incidentally, the draft County OP schedule identifies some additional Rural "tidbits" that were not the subject of my earlier memo and I'm not sure why.
3. The GPGGH refinement criteria did not provide any other avenue to analyze and justify refinements so in essence, Melancthon played by the rules and provided comments on the basis of the hand they were dealt.
4. Upon review of the County's Draft Schedule C it is apparent that other municipalities have maintained (or are proposing to maintain) their current Rural/Ag split. I see no refinement criteria that would support this. Even if these prior designations were the product of a historic LEAR study, the refinement criteria require the study to have been undertaken by an upper-tier or single-tier municipality.
5. Unfortunately, point 4 potentially represents a disparity in how prime ag. lands are being reconciled on a regional or County basis.
6. The Melancthon OP has the most current rural/ag split in the County and was the subject of OMAFRA review and approval in 2014-15.
7. The attached map was my earlier attempt to assess and refine the existing rural land use designations in Melancthon. An aerial version of this map was also prepared and both were provided to OMAFRA for review and comment. I believe substantial areas of the current rural land use designation would still become part of the PAA, however, I believe some very logical and definitive areas would also remain as rural.
8. Given the approach taken by other municipalities, Council may wish to revisit their approach to refinement given that the GPGGH only provides one opportunity for refinement at the time of the County OP update.

If you have any questions, please don't hesitate to give me a call.

Regards,

Chris.



Melancthon Rural Designation

Legend

- Subject Areas
- Rural
- Environmental Protection



	Total Land Area (ha)	% of land in EP (green or hatch)	% of land outside of EP	Total parcels	Average parcel size (ha)
1	995	50.4%	49.60%	45	22.11
2	847	65.3%	34.70%	24	35.29
3	560	69.6%	30.40%	38	14.74
4	350	78.9%	21.10%	19	18.42
5	175	34.3%	65.70%	6	29.17
6	186	43.5%	56.50%	6	31.00
7	278	59.4%	40.60%	24	11.58
8	367	57.8%	42.20%	16	22.94
9	97	10.3%	89.70%	19	5.11
10	1161	57.7%	42.30%	74	15.69
11	233	45.9%	54.10%	15	15.53
12	491	61.9%	38.10%	42	11.69
13	860	62.6%	37.40%	78	11.03
14	751	57.4%	42.60%	53	14.17



The Corporation of
THE TOWNSHIP OF MELANCTHON
157101 Hwy. 10, Melancthon, Ontario, L9V 2E6

CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: KAITLIN CHESSELL, SECRETARY HERITAGE ADVISORY COMMITTEE

SUBJECT: RECOMMENDATION FROM HERITAGE ADVISORY COMMITTEE MEETING HELD FEBRUARY 7TH, 2023

DATE: FEBRUARY 8TH, 2023

8.2 General Business; Set Priorities for 2023

The Heritage Advisory Committee discussed that they would like to preplan for Heritage Week 2024 to have enough time to pull some other events together for that week next year. The Committee would also like to prioritize advertising the plaque program to get more residents involved, as well as look at putting a Heritage table out at Melancthon Day 2023 and have a walking tour of Horning's Mills completed for Melancthon Day. The Committee would also like to have a meeting at the Dufferin County Museum this year to learn how to do research and also work on documenting the stories of the people of Melancthon. It was discussed that we could pick a topic annually to document stories from residents. Deputy Mayor McLean is going to take the lead on this project and come back to the Committee with a plan on how to proceed with this initiative. The Committee discussed that we would accept twelve Heritage plaque applications annually, three from each quarter. Each plaque costs \$300 plus HST and the applicant covers \$100 of the cost.

Recommendation:

The Heritage Advisory Committee recommends to Council that \$3500 be put in the 2023 budget for the Heritage Advisory Committee for the Plaque Program and other activities the Committee may put on in 2023.

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Roads Sub-Committee held a meeting on January 17th, 2023, at 1:30 p.m. The following members were present: James McLean, Chair, Bill Neilson, Vice-Chair and Member Darren White. Also present were: Craig Micks, Public Works Superintendent, Denise Holmes, CAO/Clerk, Sarah Culshaw, Treasurer/Deputy Clerk and Kaitlin Chessell, Roads Sub-Committee Secretary.

Appointment of Chair and Vice-Chair

Moved by White, Seconded by Neilson that Deputy Mayor McLean be appointed as the Chair of the Roads Sub-Committee of the Township of Melancthon. Carried.

Moved by White, Seconded by McLean that Councillor Neilson be appointed as the Vice-Chair of the Roads Sub-Committee of the Township of Melancthon. Carried.

Call to Order by Chair

Chair McLean called the meeting to order at 1:32 p.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Moved by Neilson, Seconded by White that the agenda be approved as circulated. Carried.

Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

Approval of Draft Minutes

Moved by Neilson, Seconded by McLean that the minutes of Roads Sub-Committee Meeting held on November 2, 2022 be approved as circulated. Carried.

Business Arising from Minutes

None.

Correspondence Items

None.

5. Response to letter sent to Mr. and Mrs. Carrera regarding the Enbridge Gas Emergency Shut-Off on 2nd Line SW from Joseph Carrera

The Roads Sub-Committee discussed that the direction we gave Enbridge seemed like a good solution to the problem for everyone and they do not think that the small post that will be installed should be an issue. Staff was directed to respond once we have a timeline of removal.

6. 2023 Budget Road and Bridge Project Discussion

The Roads Sub-Committee discussed 5th Line OS and 7th Line SW as those are what the Road Management Plan is recommending be completed in 2023. It was discussed that if we were to pave the 5th Line OS we would have to put all other projects on hold as it will be very costly. Craig advised that the 7th Line SW has a few rough spots on it but overall is in good shape and has lots of life left. It was discussed that we could visit the 7th Line SW on the road tour and take a look. Poulton Place was discussed, and Sarah advised that she spoke to Nancy from Watson and Associates about the potential of using development charges to fund this and she advised that we could not as the road is only going to service those six properties, therefore it is not benefiting anyone else in the Township. She also advised that all developers should be treated the same and this should be treated as such. Craig was directed to work with Josh Burke (one of the lot owners) and get quotes for this work. Denise advised that this project would need to be tendered based on the value of the project under the procurement policy.

7. Development Charge Reallocation

Sarah spoke to this and advised that changes can be made to the Development Charge Study but these need to be changed by motion and justification must be given. She also advised that we would be redoing the Development Charge Study in 2024. Sarah is hoping that Nancy from Watson and Associates can attend a Council meeting in March and give Council a better understanding on this.

8. Snow Clearing during the Significant Weather Event Declaration – Lessons Learned

This was discussed under General Business Item #1

9. Road Safety Priorities for 2023

This item was deferred to the next meeting.


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

3:03 p.m. - Moved by White, Seconded by Neilson that we adjourn this Roads Sub-Committee meeting to meet again at the call of the Chair. Carried.



CHAIR



SECRETARY



MINUTES

MULMUR-MELANCTHON FIRE BOARD Tuesday, December 20, 2022 at 7:30 p.m.

Present: Earl Hawkins, Chair – Mulmur Township
Ralph Moore, Vice Chair – Melancthon Township
Kim Lyon – Mulmur Township
Darren White – Melancthon Township
Mathew Waterfield – Fire Chief
Everhard Olivieri-Munroe – Deputy Fire Chief
Heather Boston – Secretary

1. **Call to Order** – meeting was called to order by the Secretary at 7:32 pm
2. **Appointment of the Chair, Vice-Chair and Secretary**

Motion by: Lyon/White

THAT Earl Hawkins be appointed to the position of Chair, Ralph Moore be appointed to the position of Vice Chair and that Heather Boston be appointed as the Recording Secretary.

CARRIED.

3. **Land Acknowledgement**

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

4. **Approval of the Agenda**

Motion by: White/Lyon

THAT the December 20, 2022, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

5. **Approval of Previous Meeting's Minutes**

Motion by: White/Hawkins

THAT the Minutes of the Mulmur-Melancthon Fire Board dated August 25, 2022, be approved as copied and circulated.
CARRIED.

6. Declaration of Pecuniary Interest

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

No Declarations of Pecuniary interest were stated at this time.

7. Treasury

a) Accounts

i. Motion by: Lyon/White

THAT the operating accounts in the amount of \$43,330.16 be approved as presented.

CARRIED.

ii. Motion by: Lyon/Moore

THAT the capital accounts in the amount of \$19,858.15 be approved as presented.

CARRIED.

b) 2023 Draft Budget

- Discussed 2023 draft budget
- Discussed MVC reimbursements and the cost to run a truck to a fire call
- MVC's can't predict, sometimes can't get reimbursed
- Training costs are increasing
- Discussed cost of bunker gear and hose fittings

Motion by: Moore/Lyon

THAT the budget be deferred until the next meeting to allow for further review.

CARRIED.

c) 2023 Capital Forecast

Motion by: Lyon/White

THAT the Board receive the 2023 capital forecast as information.

CARRIED.

d) 2023 Proposed Salary Grid

Motion by: Moore/Lyon

THAT the Board approve the 2023 salary grid as presented.

CARRIED.

e) Pumper Purchase

Motion by: Lyon/White

THAT the Board direct the Fire Chief to obtain three quotes through Canoe Procurement Group of Canada

AND THAT the Fire Chief bring the quotes back to the Board for approval.

CARRIED.

8. Administration

a) Draft Code of Conduct Policy

Motion by: Moore/White

THAT the Board approve the Code of Conduct Policy as presented.

CARRIED.

b) Draft Abuse and Neglect Policy

Motion by: Lyon/Moore

THAT the Board approve the Abuse and Neglect Policy as presented.

CARRIED.

c) Fire Chief General Update (Verbal)

- New furnace and A/C installed
- Breakfast with Santa at Firehall, huge success
- 76 calls so far this year compared with 71 calls last year
- Several firefighters have attended training such as Hazardous materials
- New equipment coming into service (radios, gas defectors)
- Completed an annual fire drill at arena
- Pushing out a lot of fire prevention messaging, including radio ads

9. Information Items - None

10. Adjournment

Motion by: Lyon/Moore

THAT we do now adjourn at 9:00 pm to meet again on January 30, 2023, at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary



Township of Southgate
Minutes of Recreation Advisory Committee

February 2, 2023
2:00 PM
Holstein Council Chambers

Members Present: Councillor Jason Rice
Councillor Jim Ferguson
Councillor Monica Singh Soares
Melancthon Councillor Bill Neilson

Staff Present: Kevin Green, Recreation Manager
Elisha Milne, Legislative Assistant
Holly Malynyk, Legislative Assistant

1. Call to Order

Recording Secretary Elisha Milne called the meeting to order at 2:00PM.

2. Elections

Moved By Councillor Ferguson
Seconded By Councillor Singh Soares

Be it resolved that Jason Rice be elected as Chair of the Recreation Advisory Committee.

Carried

Moved By Councillor Singh Soares
Seconded By Councillor Ferguson

Be it resolved that Monica Singh Soares be elected as the Vice Chair of the Recreation Committee.

Carried

3. Confirmation of Agenda

Moved By Bill Neilson

Seconded By Councillor Singh Soares

Be it resolved that the Committee confirm the agenda as presented.

Carried

4. Declaration of Pecuniary Interest

No one declared a pecuniary interest related to any item on the agenda.

5. Delegations & Presentations

None

6. Adoption of Minutes

Moved By Bill Neilson

Seconded By Councillor Rice

Be it resolved that the Committee approve the minutes from the September 15, 2023, Recreation Advisory Committee meeting as presented.

Carried

7. Recreation Updates and Facility Manager Report

7.1 Recreation Work Plan

Recreation Manager Kevin Green reviewed the 2023 Recreation Plan with Committee members and they discussed.

8. New/Unfinished Business

8.1 Recreation 2023 Master Documents - Discussion

Recreation Manager Kevin Green reviewed his Recreation Master Plan for 2023, including the Action Plan, Programming Plan and Equipment Comprehensive and members discussed.

8.1.1 Recreation Management Plan 2023

8.1.2 Recreation Action Plan

8.1.3 Recreation Programming Plan

8.1.4 Equipment Comprehensive

8.2 Melancthon Agreement

Recreation Manager Kevin Green presented the agreement that is currently in place between Southgate and Melancthon and noted that the agreement should be updated in 2023.

Melancthon Councillor Bill Neilson will inquire with their Council regarding next steps and will report back at the next Recreation meeting.

8.3 2023 Recreation Budget Documents

Recreation Manager Kevin Green presented the 2023 Recreation Budget documents for the members information.

9. Correspondence

None

10. Members Privilege

Monica Singh Soares mentioned that she is excited to be on the Recreation Advisory Committee and looking forward to working with the members over the next four years.

11. Next Meeting

Thursday May 18, 2022 at 2:00PM.

12. Adjournment

Moved By Councillor Ferguson

Seconded By Councillor Singh Soares

Be it resolved that the Committee adjourn the meeting at 3:06PM.

Carried

Chair Jason Rice

Recording Secretary Elisha Milne

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Heritage Advisory Committee held an electronic meeting October 19th, 2022 at 5:00 p.m. The following members were present: Chair Margaret Mercer, Vice-Chair McIntosh, and Councillor James McLean, also present was Kaitlin Chessell, Heritage Advisory Committee Secretary. Member Fawcett and Member Webber were absent. Chair Mercer called the meeting to order at 5:02 p.m.

Land Acknowledgement

Chair Mercer shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

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

Approval of Draft Minutes

Moved by McIntosh, Seconded by McLean that the minutes of the Heritage Advisory Committee held on September 14th, 2022 be approved as circulated. Carried.

Business Arising from Minutes

Chair Mercer mentioned that at a previous meeting we talked about marking places around the Township where indigenous people had once settled, and Councillor McLean talked about how Creemore had nice plaques posted throughout their Town to mark locations like this.

Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

General Business

1. Heritage Plaque Program

Kaitlin advised that the Plaque Program has been advertised on the electronic sign at the Township Office, a tab has been added to the Township Website under municipal services for the Plaque Program, an advertisement went out through the Township's Mailchimp, and it was also posted on the Township's Facebook Page. No applications have been received at this time. Member McLean asked if a media release had gone out and Kaitlin advised that it had not. It was discussed that sending something out to the Orangeville Banner, Dundalk Herald, Orangeville Citizen, and Shelburne Free Press might get the plaque program some attention.

2. Walking Tour of Horning's Mills

Member McIntosh mentioned that we could maybe work with the County of Dufferin to recreate an updated Horning's Mills Walking Tour. Chair Mercer advised that she does not like the format of the tour, it is too wordy and is written for people that are familiar with the area and we want any tourist to be able to come in and do the tour. The Committee agreed that the tour was too property focused and we want it to focus on other historical features and stories. Member Mercer shared her screen and showed us a conceptual map that she found online, and the Committee thought that it would be great if the next Heritage Committee could create something like that for the entirety of Melancthon.

3. Other/Addition

None.

Delegations

None.

Recommendations to Council

None.

Public Question Period

Councillor McLean asked if Kaitlin could send an email to the Committee on the last day of the term and advise them on how many plaque applications had been received at that point in time. It was discussed that Chair Mercer would put together a news release for Council to review tomorrow night.

Confirmation Motion

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

Adjournment

5:33 p.m. - Moved by McLean, Seconded by McIntosh that we adjourn this Heritage Advisory Committee meeting.

CHAIR

SECRETARY



MEDIA RELEASE

FOR IMMEDIATE RELEASE

Gail Little to lead NVCA Board of Directors in 2023

UTOPIA, Ontario (January 27, 2023) – The Nottawasaga Valley Conservation Authority (NVCA) held elections for Chair and Vice Chair at the 2023 Annual General Meeting. Gail Little, Deputy Mayor for the Township of Amaranth was acclaimed as Chair and the Board of Directors elected Jonathan Scott, councillor for the Town of Bradford West Gwillimbury as Vice Chair.

"I am pleased to join NVCA for another term on the board and look forward to serving as Chair for the current year," said Little. "It will be another challenging year, but overall, I applaud the passion and dedication of NVCA staff who continue to take on projects and work for the betterment of the environment in this watershed."

Little served as Vice Chair of the NVCA board along with outgoing Chair Mariane McLeod. Together, they were strong advocates for NVCA through the changes to the *Conservation Authorities Act* as well as Bill 23, the *More Homes Built Faster Act*.

"I look forward to working with Chair Little, NVCA staff and other members of the board," said Scott. "Together we will continue to maintain and enhance a watershed that is resilient to climate change, and find a balance between development, the economy and environmental protection."

Fifteen new members appointed by their municipalities joined NVCA's Board of Directors at the meeting. In addition to Chair Little, returning to the board are Councillor Gary Harvey from the City of Barrie and Ralph Manktelow from the Town of Mono.

"Thank you to everyone who served on the NVCA Board for the last four years," continued Little. "Especially Councillor Walter Benotto of the Town of Shelburne who has been on the board for the last 22 years. I can't wait to share ideas and have discussions with all members, both new and returning. Only by working collaboratively as a group can we address the many challenges facing the watershed throughout the next term of council"

A total of 18 member municipalities from Simcoe, Dufferin and Grey counties sit on the NVCA board. The board governs NVCA, a public agency dedicated to the preservation of a healthy environment through the protection of our water, land and future.

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

Media contact: Maria Leung, Communications Coordinator 705-424-1479 ext.254,
mleung@nvca.on.ca

DATE : February 3, 2023

MEMORANDUM TO: Municipal Chief Administrative Officers

FROM: Bernie Derible
Deputy Minister and Commissioner of Emergency
Management
Treasury Board Secretariat

SUBJECT: **Ontario's Provincial Emergency Management Strategy
and Action Plan (PEMSAP)**

I am pleased to share Ontario's [Provincial Emergency Management Strategy and Action Plan](#), a roadmap for a whole-of-Ontario approach to keep the people of Ontario safe, practiced and prepared. The plan sets a foundation for emergency management in Ontario, informed by emergency events across the province, and placing the most vulnerable at the centre of planning, preparedness and mitigation. The action-oriented plan includes goals and actions designed to keep Ontario in a state of constant readiness and preparedness – both now and in the future.

Municipalities play a critical role in addressing emergencies at the local level and are the first line of emergency preparedness, planning, mitigation, response and recovery. The plan reinforces Emergency Management Ontario's continued partnership with municipalities to achieve our collective vision of a safe, practiced and prepared Ontario.

I would like to express my appreciation and thanks for municipal insights and partnership which informed the development of the plan.

Three goals guide Ontario's plan and will support municipalities to maintain a state of constant readiness and preparedness:

1. **One Window for all Ontarians** through [Emergency Management Ontario](#) to proactively coordinate and facilitate across emergency management partners.

2. **Proactive Planning and Monitoring** that is grounded in data, analytics and knowledge.
3. **Practiced and Prepared Emergency Response** through strengthened local capabilities, emergency management training and public education.

The plan will be further strengthened through ongoing engagement with municipalities to ensure that our province is in a state of constant readiness and preparedness.

If you have any questions regarding the Provincial Emergency Management Strategy and Action Plan, please contact your local field officer.

Sincerely,



Bernie Derible

Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

cc: Heather Levecque, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Teepu Khawja, Assistant Deputy Minister, Emergency Management Operations and Response Division, Emergency Management Ontario, Treasury Board Secretariat

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat

Michelle Astill, Director, Emergency Management Strategy, Monitoring and Intelligence, Emergency Management Ontario, Treasury Board Secretariat

Denise Holmes

From: Roseann Knechtel <rknechtel@mulmur.ca>
Sent: Wednesday, February 1, 2023 4:21 PM
To: Ray Osmond; jhall@orangeville.ca
Cc: Nicole Martin; Meghan Townsend; sstone@eastgarafraxa.ca; Denyse Morrissey; Mark Early; Fred Simpson; Denise Holmes; Tracey Atkinson; Ralph Snyder; Mathew Waterfield; rmorden@orangeville.ca; jforeman@gvdfd.com; magar@gvdfd.com; dstevenson@gvdfd.com; jclayton@sdfd.com; mrichardson@orangeville.com; Karen Landry; ashaw@orangeville.com; Everhard Olivieri-Munroe
Subject: Telecom Radio Systems
Attachments: 13.1 Report Universal Telecommunications.doc

Good Afternoon Everyone,

At the Council meeting today, Mulmur Council passed the following motion in support of Orangeville's telecommunications project. We look forward to working with you and moving forward.
I have attached a copy of our report for anyone who may be interested.

Moved by Clark and Seconded by Cunningham

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Municipal Telecommunication Systems;

AND THAT Council support the concept of a universal telecommunications system in Dufferin County that is inclusive of the lands within the Township of Mulmur.

CARRIED.

Please let me know if you have any questions.

Talk to you all soon.
Have a great day,

Roseann Knechtel, BA, MMC | Deputy Clerk / Planning Coordinator

Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8

Phone 705-466-3341 ext. 223 | Fax 705-466-2922 | rknechtel@mulmur.ca

[Join our email list](#) to receive important information and keep up to date on the latest Township news.

This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

OFFICE OF THE WARDEN

Corporation of the County of Huron
1 Courthouse Square
Goderich, Ontario N7A 1M2
www.HuronCounty.ca
Phone: 519.524.8394
Toll Free: 1.888.524.8394



February 1, 2023

Sent via email.

Re: Call to Action: Review of the Cannabis Act

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;
AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

FEB 16 2023

INFO #4

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen McNeil". The signature is written in a cursive style with a small dot at the beginning.

Glen McNeil
Warden, Huron County
On behalf of Huron County Council

The background of the entire page is a close-up photograph of cannabis leaves, rendered in a monochromatic blue color. The leaves are detailed, showing their serrated edges and vein structure. A vertical yellow bar is positioned to the left of the main title.

Report for Council: Cannabis Act Information

Prepared: January 2023

Contents

3	Background
3	Cannabis Act: Information For Municipalities
3	1. Licensed Producers
4	2. Personal and Designated Production
5	Community Expressed Concerns
5	Impact to the Municipality
5	Advocacy Efforts to Date
6	Recommendations for Further Advocacy
6	Call to Action Letter
6	Report for Council: Cannabis Act Information (this report)
6	Further Resources
6	The Cannabis Act: The Facts
6	The Cannabis Act
6	Cannabis Information for Municipalities
6	Ontario: Cannabis Control Act
7	Correspondence Received by Council
7	Correspondence to Council, January 2023: Bonnie Shackelton
7	Appendix A
7	Appendix B

Background

On January 18, 2023, Huron County Council passed the following motion:

THAT:

The Council of the County of Huron request staff to prepare a report for Council on the Federal Cannabis Legislation Review with recommendations on options for Huron County to address their concerns with this legislation.

Cannabis Act: Information For Municipalities

According to The Government of Canada's *Information for Municipalities - Medical Use of Cannabis* there are two approved ways medical cannabis can be grown: *Licensed Producers* and *Personal and Designate Production*

1. Licensed Producers

Licensed producers are individuals or companies licensed by Health Canada to produce and sell cannabis for medical purposes. Licensed producers must meet stringent health and safety security requirements before producing and selling cannabis.

When applying to be a licensed producer under the Access to Cannabis for Medical Purposes Regulations (ACMPR), or when applying to amend a licence, an applicant must notify:

- The municipality
- Local fire officials
- Local law enforcement

Licensed producers must also notify these local authorities, within 30 days, after the issuance of a licence or the renewal, amendment, suspension, reinstatement, or revocation of their licence. These notification requirements are intended to provide local authorities with information about activities with cannabis conducted in their jurisdiction to allow them to take appropriate measures, as applicable.

Licensed producers are expected to obey all relevant federal, provincial and municipal laws and by-laws, including municipal zoning by-laws.

2. Personal and Designated Production

If a person wants to produce a limited amount of cannabis for his/her own medical purposes, he/she needs to register with Health Canada. He/she can also choose to designate another person to produce a limited amount of cannabis for him/her. A person can produce a limited number of marijuana plants under a maximum of two registrations (for one other person and him/herself, or two other people). Marijuana plants may be produced under a maximum of four registrations at one address.

A registered or designated person is permitted to produce marijuana plants indoors and/or outdoors, but not both at the same time. If a person wishes to produce marijuana plants outdoors, the boundary of the land on which the production site is located cannot have any points in common with the boundary of the land on which a school, public playground, day care facility or other public place frequented mainly by persons under 18 years of age.

The number of plants a person can grow is determined by the daily amount recommended by their health care practitioner and a set of formulas in the regulations.

Health Canada also recommends that registered and designated persons be discreet with their production.

Individuals who are registered with Health Canada to produce a limited amount of cannabis for medical purposes are expected to obey all federal, provincial and municipal laws and by-laws.

Community Expressed Concerns

Recently, some concerns regarding the Cannabis Act and local growing practices have been expressed by community members. Some of the topics of concern expressed have included:

- Excessive noise produced by ventilation units
- Serious odour impacts from production
- Health concerns from neighbouring property owners
- Questions regarding zoning requirements for Cannabis operations, particularly in regards to areas zoned residential
- The current lack of a Minimum Distance Separation (MDS) between licensed facilities/designate growers, and homes, public facilities

Impact to the Municipality

Community concerns regarding the Cannabis Act have an impact on the municipality. These impacts include the costs associated with Council and staff time and legal fees. There is also a potential for community disruption pertaining to licenses issued under the Federal Medical Cannabis Registration process.

It is important to note that the municipality's concerns expressed in this report are not against or opposed to cannabis. The County of Huron appreciates the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to other levels of government so that continual improvements can be made over time.

Advocacy Efforts to Date

On October 5, 2022 a letter was sent to the Cannabis Act Legislative Review Secretariat of Health Canada. The letter offered requested feedback on the Cannabis Act and a recommendation for a Minimum Distance Separation to protect residential areas.

See Appendix A.

Recommendations for Further Advocacy

Report for Council: Cannabis Act Information (this report)

Further advocacy could be accomplished by sending this report, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration.

A Call to Action Letter could be sent on behalf of WOWC, and all WOWC member municipalities could be invited to send similar letters to the agencies and individuals outlined below.

Call to Action Letter

A sample Call to Action Letter for Huron County can be found in Appendix B. Once approved by Council, letters could be sent to:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario: Doug Ford
- Provincial Minister of the Environment, Conservation and Parks: David Piccini
- Provincial Minister of Agriculture: Lisa Thompson
- Provincial Minister of Municipal Affairs and Housing: Steve Clark
- Member of Parliament: Ben Lobb
- Federal Minister of Agriculture and Agri-Food: Marie-Claude Bibeau
- Federal Minister of Health: Jean-Yves Duclos

Further Resources

The Cannabis Act: The Facts

<https://www.canada.ca/en/health-canada/news/2018/06/backgrounder-the-cannabis-act-the-facts.html>

The Cannabis Act

https://laws-lois.justice.gc.ca/eng/annualstatutes/2018_16/FullText.html#:~:text=The%20objectives%20of%20the%20Act,operating%20outside%20the%20legal%20framework

Cannabis Information for Municipalities

<https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/information-municipalities.html>

Ontario: Cannabis Control Act

<https://www.ontario.ca/laws/statute/17c26>

Correspondence Received by Council

Correspondence to Council, January 2023: Bonnie Shackelton

<https://agendas.huroncounty.ca/agendapublic/AttachmentViewer.ashx?AttachmentID=7134&ItemID=5394>

Appendix A

Copy of the letter sent to the Cannabis Act Legislative Review Secretariat of Health Canada on October 5, 2022

Appendix B

Sample Call to Action Letter

OFFICE OF THE WARDEN

Corporation of the County of Huron
1 Courthouse Square
Goderich, Ontario N7A 1M2
www.HuronCounty.ca
Phone: 519.524.8394
Toll Free: 1.888.524.8394



October, 5, 2022

To: Cannabis Act Legislative Review Secretariat
Health Canada
Address locator 03021
Ottawa, Ontario
K1A 0K9

On October 5, 2022, Huron County Council passed the following motion:

THAT:

The Council of the County of Huron send correspondence to Health Canada requesting consultation when implementing legislation on cannabis regulation as there is a direct impact on municipal operations and sometimes non compliance to municipal by-laws;

AND FURTHER THAT:

The Council of the County of Huron recommends the inclusion of a system of Minimum Distance Separation to protect residential areas;

AND FURTHER THAT:

This correspondence be circulated to Huron County local municipalities for support.

Thank you for requesting feedback on the Cannabis Act and the current legislative framework for cannabis in Canada. As a municipal government for one of Canada's most agriculturally productive regions, and a popular tourism destination, we have been in the position to observe areas for improvement during the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds

of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost fifty years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend enhanced consultation with municipal governments and request further notice and consultation with the County of Huron when drafting and implementing legislation and regulations dealing with matters related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases serious issues of non-compliance with local municipal by-laws.

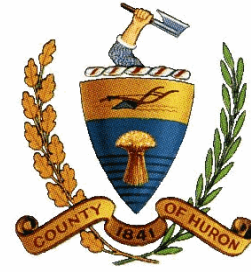
Sincerely,



Glen McNeil
Warden, Huron County
On behalf of Huron County Council

OFFICE OF THE WARDEN

Corporation of the County of Huron
1 Courthouse Square
Goderich, Ontario N7A 1M2
www.HuronCounty.ca
Phone: 519.524.8394
Toll Free: 1.888.524.8394



{insert date}

To: {insert recipient}

Re: Call to Action: Review of the Cannabis Act

On {insert date}, Huron County Council passed the following motion:

THAT:

{insert motion}

AND FURTHER THAT:

{insert motion}

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,



Glen McNeil
Warden, Huron County
On behalf of Huron County Council



374028 6TH LINE • AMARANTH ON • L9W 0M6

February 8, 2023

Grand River Conservation Authority
400 Clyde Road
Cambridge, Ontario
N1R 5W6

SENT BY EMAIL

Shari Dahmer, M.Sc., Source Protection Program Manager
Ilona Feldmann, Source Protection Program Assistant

**Re: Lake Erie Source Protection Committee Membership Nomination for the
2022-2026 term**

At its regular meeting of Council held on February 1, 2023, the Township of Amaranth Council made the following motion:

Resolution #: 7

Moved by: B. Metzger

Seconded by: G. Little

BE IT RESOLVED THAT:

Council support the resolution from the Township of Puslinch nominating John Sepulis to the Source Protection Committee for 2022-2026 term.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk

2022 Municipal Partnerships Report



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

FEB 16 2023

INFO #6



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2022: Partnering Today for a New Tomorrow

After two challenging years, we know a lot has changed. Still one thing remains constant - MPAC's commitment, as Ontario's property market experts, to provide property values, insights and services that municipalities and property owners can rely on.

Our [2021-2025 Strategic Plan](#) prioritizes elevating the property owner and municipal experience. With this plan as our guide, we will demonstrate our support for property owners and our commitment to our municipal partners to enhance communities across Ontario.



"On behalf of MPAC, I'd like to congratulate all the new and re-elected officials following the recent municipal elections and thank you for your service. We look forward to the partnerships our MPAC team will continue to build with you and your municipal staff to support your community and local decision-making."

Alan Spacek

Chair, MPAC Board of Directors

Who We Are

We are Ontario's property market experts. Our job is to assess and classify more than 5.5 million properties across Ontario worth a combined value of more than \$3 trillion. Since our last report, Ontario has grown by approximately 100,000 new properties and we have added more than \$37 billion in new assessment from new construction and improvements to existing properties. Every municipality uses our assessments to make informed decisions about their community, including the distribution of property taxes.

We continuously update our property data so that municipal tax records are accurate when local governments are making important tax decisions.

Our work to maintain Ontario's property database includes:

- ✓ Collecting property data in consultation with municipalities and property owners
- ✓ Analyzing and verifying changes to property and property transactions
- ✓ Inspecting properties in response to building permits, sales reviews, neighbourhood reviews and more
- ✓ Monitoring sale trends in property sectors
- ✓ Processing severances and consolidations
- ✓ Addressing Requests for Reconsideration and appeals
- ✓ Responding to vacancy and tax applications from municipalities
- ✓ Tracking school support



“Our work in recent years has advanced our business processes and added more data than ever to ensure the quality and accuracy of our values. Building on these successes, we stand ready to deliver a predictable assessment base, accurate data and insights, and provide quality products and services that municipalities, property owners and other stakeholders can count on.”

Nicole McNeill

President and Chief Administrative Officer, MPAC

Capturing New Assessment

Each year, MPAC updates property records to capture changes in properties from additions, improvements or new construction.

In 2022, we worked diligently to capture new assessment that provides additional revenue for municipalities. Throughout the year we assessed more than \$37 billion in new construction, additions and renovations across Ontario.

Our ongoing collaboration with municipalities made this milestone possible. Together, we are modernizing and digitizing building permit collection and exchange to create efficiencies for municipalities and to help us capture new assessment faster, resulting in new municipal revenues up to two months sooner.

“

“As I have recently returned to the municipal sector, I found our local representative and MPAC team have been extremely helpful to explain, answer questions and provide valuable information in a timely manner. MPAC’s continued support confirms they are a valuable partner for our municipality.”

Angela Millar

Treasurer, Township of Drummond/North Elmsley



Connecting With Partners

With the return of in-person conferences, MPAC had the pleasure of reconnecting with municipal representatives at events across the province – from the Northwestern Ontario Municipal Association (NOMA) conference to the Association of Municipalities of Ontario (AMO) conference, to name just two. Our Municipal and Stakeholder Relations team attended 14 municipal conferences this year, in-person and virtually.

As a speaker, exhibitor and attendee at these events, we shared organizational updates and operational highlights, had the opportunity to discuss municipal priorities and work together on solutions.

Beyond events, our MPAC team engaged with municipal staff and elected officials more than 1,500 times in 2022 and responded to 97.7% of municipal inquiries within the time periods outlined in our [Service Level Agreement with municipalities](#).

We're looking forward to keeping our connections strong as municipal councils begin their new term this fall.



“We are pleased to take part in many sector conferences and events, delivering updates, and receiving feedback during our workshops and one-to-one discussions. Your insights help us to enhance the municipal experience, determine how to best support municipal operations and consider future collaboration opportunities.”

Mary Dawson-Cole

Director, Municipal and Stakeholder Relations, MPAC

Property Insights

MPAC is uniquely positioned as the only organization with a complete data set of all building permits in Ontario – we process about 300,000 each year on properties of all types. Our understanding of this data enables us to identify trends in various permit categories across the province.

During 2022, we shared these property insights with municipalities and property owners. Through a targeted media campaign, we provided the latest information on the significant increase in new residential builds and home improvements, decrease in condo sizes, growth of self-storage facilities, continued demand for office space and more.

To learn more, visit [Our Stories-Building Permits](#) on mpac.ca.



“Our relentless focus on maintaining Ontario’s property inventory gives us unique insight into Ontario’s changing property landscape. Much like the census informs us about population, property data can provide municipalities with insights on market changes and growth metrics that can enhance their planning and decision-making. We look forward to sharing more property data insights in 2023.”

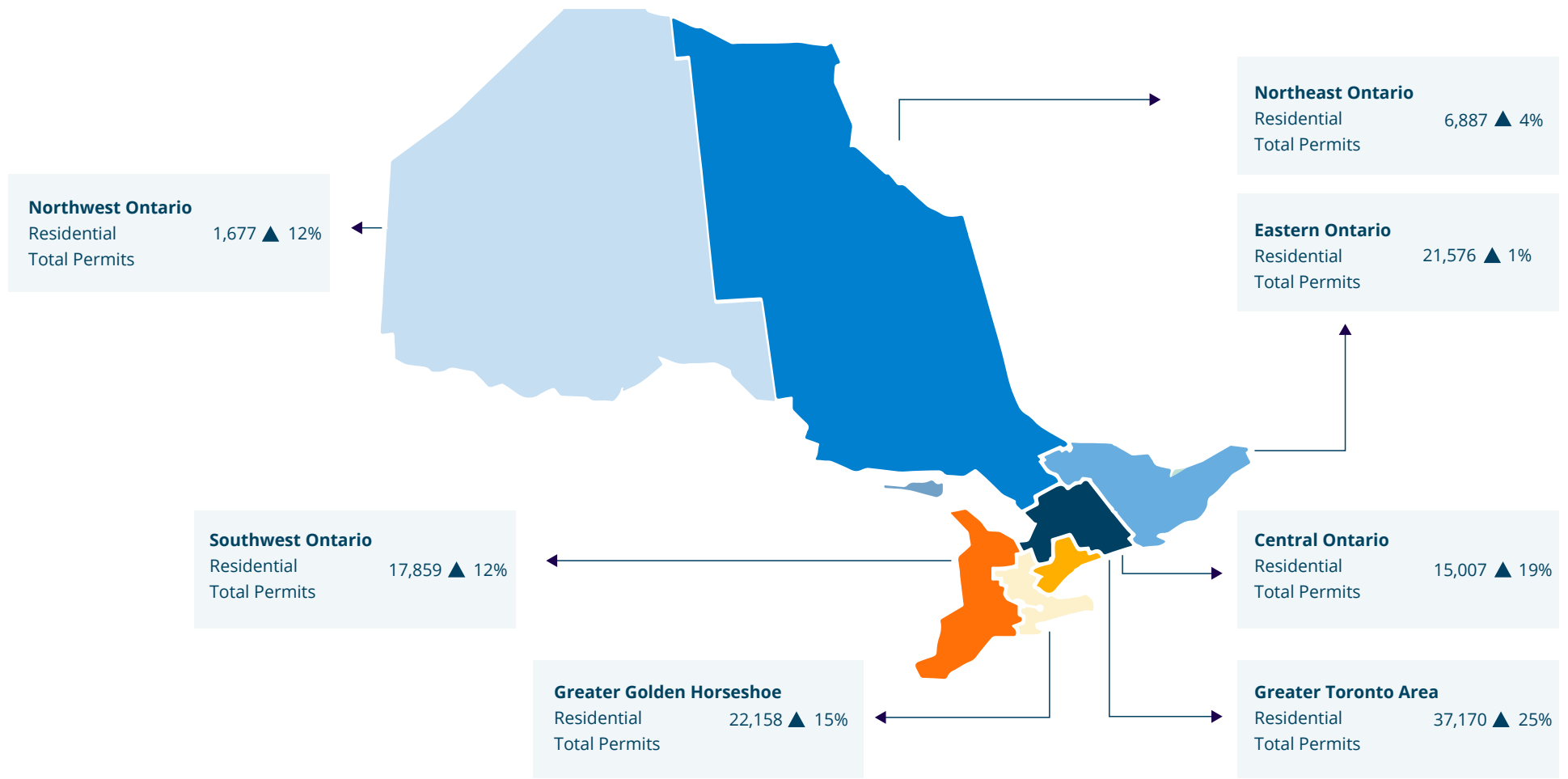
Carmelo Lipsi

Vice-President and Chief Operating Officer, MPAC

2021 Residential Home Improvement Building Permits

Total Permits

122,334 ▲ 15%



Innovative Solutions

Investing in technology and innovative processes continues to be a focus for MPAC, especially when it comes to refining services that impact municipal operations.

This year, we continued our work with municipalities to digitize their permitting process. We are currently working in partnership with the Association of Municipalities of Ontario's (AMO) business arm, LAS, on an [e-permitting pilot project](#) to demonstrate the value of digital permitting for Ontario municipalities.

We have created an Application Programming Interface (API), which allows MPAC to electronically retrieve approved building plans prior to construction. This expedites our process for providing new assessment to municipalities and facilitates new revenue opportunities, sooner. We'll share the pilot results with municipalities when the project is completed in 2023.



”

“The Township is excited to be part of a project that evaluates the benefits of digital building permitting solutions, while supporting adoption by municipalities that might not have taken this step on their own. Thanks to AMO, LAS and MPAC for supporting municipalities to help them confidently take a step forward in service delivery modernization.”

Chris Wray

Chief Administrative Officer, Township of Black River-Matheson

Delivering the 2022 Enumeration

MPAC worked closely with municipalities and association partners to promote VoterLookUp.ca to support the delivery of a quality preliminary list of electors (PLE) to every municipality and school board for the October 24 elections.

The campaign included print and digital content, targeted outreach for tenants and students, and **toolkits with information** municipalities could share to encourage voters to confirm their information on VoterLookUp.ca. With more than 215,000 searches leading up to the elections, the campaign's success was a result of the municipalities that helped promote and educate their residents about the tool.

While this is MPAC's last delivery of province-wide PLEs, we will continue to provide the PLE for any by-elections in 2023 and are working to implement legislated changes that will transfer responsibility for enumeration products to Elections Ontario in January 2024.

Don't be missed,
check the list.

2022 Municipal and School Board Election

Voter LookUp.ca | mpac

5 minutes online
can **save** a whole
lot of time.

2022 Municipal and School Board Election

Voter LookUp.ca | mpac

”

“Our staff leveraged the resources in MPAC’s toolkit to promote VoterLookUp and encourage residents to confirm their information for our 2022 municipal election. MPAC’s off-the-shelf information and VoterLookUp made it easy to engage residents.”

Anne Whalen

Municipal Clerk, Township of Sables-Spanish Rivers

Prioritizing Property Owners

We know there are a lot of questions about the property assessment and taxation process. We are making enhancements to help Ontarians better understand how we determine assessments and how this input is used to calculate property taxes.

The language on our Property Assessment Notices has been simplified to explain why owners are receiving one, and we added a QR code that links directly to more information on mpac.ca.

We have also increased our public education efforts. It's been six years since the last province-wide assessment update, and we understand that property owners may be feeling uncertain about what's to come. Our new public education campaign focuses on MPAC's roles and responsibilities, how assessed values and taxes are calculated and the relationship between the two.

To support our municipal partners, we shared a [toolkit](#) with municipalities that features ready-to-use, easily digestible content to help address anticipated concerns and misunderstandings from property owners as we prepare for the next province-wide assessment update.



“Communicating the relationship between property assessment and taxes to the public is a challenge for municipal finance leaders. Enhancing public understanding and trust in the property tax system strengthens municipal sustainability and MPAC’s toolkit is a valuable resource in these efforts. It helps to clarify MPAC’s role in determining property assessments, the role of municipalities in determining revenue requirements, and the relationship between the two.”

Donna Herridge

Executive Director, Municipal Finance Officers’ Association of Ontario

New Products and Services on the Horizon

As MPAC continues the essential work that is preparing us for the next update, we are also exploring innovative solutions that support service delivery and provide further value to our stakeholders.

We recently introduced the Annotated Assessment Act to support municipalities with information to help make informed decisions related to assessment appeals. Available through Municipal Connect, this comprehensive guide explains how the Assessment Review Board (ARB) and Courts have interpreted the *Assessment Act*, Regulations and ARB rules, and includes more than 800 case summaries.

Another area where we are innovating is our real-time values project, leveraging leading-edge data science methods and advanced analytics to produce point-in-time market estimates. We foresee many benefits of this technology and are excited to share our progress with municipalities as the project evolves.

To ensure we deliver on the commitments we make, we are developing a new municipal “Master Agreement” in collaboration with a Municipal Working Group, that will update and consolidate numerous existing municipal agreements. We look forward to sharing more information with municipalities as we roll out the agreement in 2023.



“The review of assessment appeals is a complicated process for municipalities. MPAC’s new Annotated Assessment Act resource will help the City to better understand what legislation, regulation, ARB rules, and influential decisions have said about the property assessment environment. This tool will prove to be a valuable starting point for our research and planning as we consider our interest in future assessment appeals.”

Aaron Zamler

Supervisor of Assessment, City of Vaughan

Looking Ahead

MPAC continues its preparations for a future province-wide assessment update.

As we await the Province's direction on the next reassessment, we'll continue to work hard every day to keep Ontario's property inventory up-to-date to ensure that we're ready for a province-wide assessment update whenever it is called. We'll remain focused on capturing new construction, renovations and additions that will deliver critical new assessment to municipal assessment rolls.

In the coming year, we'll continue sharing market insights and analysis that will support municipal decision-making to build thriving communities. And we'll explore innovative ways to optimize the way we work to evolve the services that municipalities rely on while helping Ontarians better understand who we are, what we do and the relationship between property assessment and taxation.



Connect With Us

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Subscribe to our municipal e-newsletter, [InTouch](#).

WEBINARS

Join our [webinars](#) to hear about provincial issues and trends. Watch your email for registration details.

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Denise Holmes

From: Nicole Hill <nhill@sdfd.ca>
Sent: Thursday, February 9, 2023 9:40 PM
To: Carey Holmes; Les Halucha; svangerven@amaranth.ca; Sarah Culshaw; hboston@mulmur.ca; jwilloughby@shelburne.ca; nmartin@amaranth.ca; Denise Holmes; tatkinson@mulmur.ca; fred.simpson@townofmono.com
Subject: SDFB Resolutions

Hello,

The following resolutions were passed at the Shelburne & District Fire Department Board meeting on Tuesday February 7th:

Moved by: F. Nix
Seconded by: W. Mills

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management adopt the 2023 Operating Budget in the amount of \$810,529.39 which represents a 37.97% increase over 2022; and further that this request be circulated to the participating municipalities.

Carried

Moved by: W. Mills
Seconded by: D. White

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management adopt the 2023 Capital Budget in the amount of \$350,000.00 as per Option 1; and that this be circulated to the participating municipalities.

Carried



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

MULMUR MELANCTHON FIRE DEPARTMENT

updated Jan 27, 2023		YTD	FINAL	YTD	FINAL	DRAFT #1	DRAFT #2		%	
		2021 ACTUAL	2021 BUDGET	2022 ACTUAL	2022 BUDGET	2023 Budget	2023 Budget	VARIANCE	Share	
Revenue										
02-1094-4000	MM FIRE-CALL REVENUE	\$ 31,421	\$ 20,000	\$ 11,804	\$ 20,000	\$ 12,000	\$ 12,000	(8,000)		
02-1094-4010	MM FIRE-DONATIONS	\$ -	\$ -		\$ -	\$ -	\$ -	-		
02-1094-4020	MM FIRE-OTHER REVENUE	\$ -	\$ -		\$ -	\$ -	\$ -	-		
02-1094-4030	MM FIRE-INTEREST EARNED	\$ -	\$ -		\$ -	\$ -	\$ -	-		
02-1094-4130	MM FIRE-OP REV MELANCTHON	39,952.92	49,842.72	44,255.37	50,500.44	55,869.64	55,455.24	4,955	23.68%	2023
	OPERATING SURPLUS MELANCTHON		(9,889.80)	-	(6,245.07)	(885.54)	(885.54)	5,360	23.68%	2022
02-1094-4230	MM FIRE-OP REV MULMUR	119,717.60	154,598.28	143,391.07	162,761.56	180,066.36	178,730.76	15,969	76.32%	2023
	OPERATING SURPLUS MULMUR		(34,880.68)	-	(19,370.49)	(2,854.08)	(2,854.08)	16,516	76.32%	2022
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS	44,770.48	44,770.48	25,615.56	25,615.56	3,739.62	3,739.62	(21,876)		
02-1094-4310	MM FIRE-TSFR FM OPERATING RESERVES							-		
	Total Operating Revenue	\$ 235,862	\$ 224,441	\$ 225,066	\$ 233,262	\$ 247,936	\$ 246,186	12,924		
Expenses										
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 32,996	\$ 35,500	\$ 33,463	\$ 36,210	\$ 37,300	\$ 37,300	1,090		based on pay grid
02-1094-5101	MM FIRE FIREHALL TRAINING & DUTY WAGES	\$ 31,578	\$ 36,000	\$ 27,546	\$ 36,000	\$ 36,000	\$ 36,000	-		based on pay grid, can vary yr to yr
02-1094-5102	MM FIRE FIRE CALL WAGES	\$ 18,133	\$ 27,000	\$ 26,640	\$ 27,000	\$ 27,810	\$ 27,810	810		based on pay grid, can vary yr to yr
02-1094-5103	MM FIRE EXTERNAL TRAINING WAGES	\$ 1,496	\$ 5,000	\$ 9,733	\$ 7,500	\$ 9,000	\$ 9,000	1,500		based on actual now that fire collage has been closed
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ 852	\$ 1,000	\$ 904	\$ 1,000	\$ 1,000	\$ 1,000	-		based on actuals & 3% wage increase
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 7,404	\$ 6,100	\$ 5,193	\$ 6,100	\$ 6,100	\$ 7,700	1,600		one time credit rec'd in 2022, w/o cr \$7700 in 2022
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-		fixed cost
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 3,634	\$ 3,000	\$ 3,806	\$ 3,000	\$ 4,000	\$ 4,000	1,000		based on actuals, costs are increasing
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 3,896	\$ 3,700	\$ 3,213	\$ 3,700	\$ 3,700	\$ 3,700	-		Fuel cost were up and can vary drastically
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 6,370	\$ 5,000	\$ 7,273	\$ 5,000	\$ 6,000	\$ 6,000	1,000		upgrade lights
02-1094-5115	MM FIRE MATERIALS/SUPPLIES	\$ 4,153	\$ 6,000	\$ 583	\$ 6,000	\$ -	\$ -	(6,000)		reallocated to other accts
02-1094-5116	MM FIRE RADIO PURCHASES & REPAIRS	\$ 2,616	\$ 4,000	\$ 2,293	\$ 4,000	\$ 4,000	\$ 4,000	-		can vary depending on repair needs and costs to purchase radios
02-1094-5117	MM FIRE HYDRO	\$ 4,991	\$ 5,250	\$ 4,557	\$ 5,250	\$ 5,250	\$ 5,000	(250)		Based on actuals, switching to timers and LED lighting, expect to see decreases unless rates go up.
02-1094-5118	MM FIRE TRAINING COURSES	\$ 5,740	\$ 6,000	\$ 13,050	\$ 8,500	\$ 12,000	\$ 12,000	3,500		based on actual now that fire collage has been closed
02-1094-5119	MM FIRE DUES, FEES & SUBSCRIPTIONS	\$ 309	\$ 410	\$ 584	\$ 410	\$ 584	\$ 1,384	974		Added Training Officers Assoc, Medicals for DZ licence
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 18,251	\$ 17,500	\$ 16,436	\$ 17,500	\$ 17,500	\$ 17,500	-		Dispatch, cell phone, hall phone, GPS on trucks, who's responding
02-1094-5121	MM FIRE MISC (AWARDS-STATION WEAR)	\$ 365	\$ 2,500	\$ 2,152	\$ 3,000	\$ 3,000	\$ 3,000	-		Hats, shirts, service awards
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	-		fixed cost
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ -	\$ 300	\$ 229	\$ 300	\$ 1,000	\$ 1,000	700		fire prevention packages, smoke alarm program
02-1094-5124	MM FIRE PROPANE	\$ 6,836	\$ 5,700	\$ 6,504	\$ 5,700	\$ 5,700	\$ 7,000	1,300		based on actuals, propane costs are on the rise
02-1094-5125	MM FIRE AUDIT	\$ 2,340	\$ 2,341	\$ 2,442	\$ 2,442	\$ 2,442	\$ 2,442	-		per quote
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 809	\$ 500	\$ 810	\$ 810	\$ 810	\$ 810	-		based on costs
02-1094-5134	MM FIRE INSURANCE	\$ 13,634	\$ 20,000	\$ 15,130	\$ 20,000	\$ 17,000	\$ 17,000	(3,000)		based on estimate
02-1094-5140	MM FIRE TRAVEL	\$ -	\$ -	\$ 2,371	\$ -	\$ 5,000	\$ 3,000	3,000		mileage for training
02-1094-5141	MM FIRE MEALS	\$ 393	\$ 650	\$ 602	\$ 650	\$ 650	\$ 650	-		while on fire calls
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 3,531	\$ 2,000	\$ 3,561	\$ 2,000	\$ 3,000	\$ 3,000	1,000		computers, MS emails subscriptions, Keystone
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ 1,032	\$ 1,000	\$ 81	\$ 1,500	\$ 1,000	\$ 1,000	(500)		Low in 2022 b/c obtained free supplies from Province due to COVID, did have as many calls so didn't use as many supplies
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 3,637	\$ 1,500	\$ 1,147	\$ 1,500	\$ 2,000	\$ 3,000	1,500		Batteries, signs, jaws of life mtn \$2500 bi-annually
02-1094-5145	MM FIRE-MTO REPORTS	\$ 350	\$ 300	\$ (14)	\$ 400	\$ 300	\$ 300	(100)		Dependant on number of reports pulled
02-1094-5146	MM FIRE BANK CHARGES	\$ 377	\$ 440	\$ 271	\$ 340	\$ 340	\$ 340	-		can vary depending on transactions
02-1094-5150	MM FIRE IT SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	500		
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 1,696	\$ 500	\$ 2,411	\$ 1,700	\$ 7,200	\$ 2,500	800		Anything for vehicles, hose

NDCC Board of Management 2023 Budget

updated Jan 27, 2023

Account	Description	2021 Actual	2021 Budget	2022 Actual	Final 2022 Budget	Draft 2023 Budget	Budget Variance	Comments
REVENUES								
01-2000-4000	MULMUR OPERATING LEVY	53,349	53,349	74,643.37	61,016.88	47,773.00	-13,244	
01-2000-4005	MULMUR CAPITAL LEVY				13,626.50	15,000.00	1,374	
01-2000-4010	MELANCTHON LEVY	53,349	53,349	74,643.37	61,016.88	47,773.00	-13,244	
01-2000-4015	MELANCTHON CAPITAL LEVY				13,626.50	15,000.00	1,374	
01-2000-4020	DONATION REVENUE	-	-	-	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	-	-	5,830.00	-	-	0	
01-2000-4040	GRANT REVENUE				-	-	0	
01-2000-4100	MINOR RATE RENTAL REVENUE	36,596	30,600	46,259.98	45,918.00	50,000.00	4,082	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	38,797	29,580	41,768.68	45,000.00	43,000.00	-2,000	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	2,620	510	990.82	2,600.00	1,000.00	-1,600	
01-2000-4120	NON-RESIDENT USER FEES	621	-	-	-	-	0	
01-2000-4200	BOOTH RENTAL REVENUE	418	2,000	1,743.02	1,100.00	3,000.00	1,900	
01-2000-4210	HALL RENTAL REVENUE	-	1,000	1,060.37	1,000.00	1,000.00	0	
01-2000-4220	FLOOR RENTAL REVENUE	65	-	-	-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	3,400	3,580	3,450.00	3,400.00	3,400.00	0	
01-2000-4240	VENDING MACHINE REVENUE	-	-	178.35	-	500.00	500	
01-2000-4250	GRASS CUTTING REVENUE	2,750	-	-	-	-	0	
01-2000-4300	PENALTIES & INTEREST	579	850	1,449.84	700.00	800.00	100	
01-2000-4500	PRIOR YEAR SURPLUS/(DEFICIT)	0	33,947	(25,740.75)	(25,740.75)	-	25,741	
TOTAL REVENUE		192,542	208,765	226,277.05	223,264.00	228,246.00	4,982	
EXPENSES								
01-2000-7000	WAGES	66,230	72,000	47,737.41	66,000.00	55,000.00	-11,000	
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,809	5,600	4,454.78	5,200.00	5,500.00	300	
01-2000-7010	BENEFITS-OMERS	5,253	5,254	3,326.45	5,300.00	4,000.00	-1,300	
01-2000-7012	MILEAGE	217	300	47.24	300.00	200.00	-100	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUB.	442	1,000	-	500.00	500.00	0	First Aid, Propane
01-2000-7100	OFFICE/COMPUTER SUPPLIES	3,347	2,000	2,568.67	2,100.00	2,500.00	400	
01-2000-7110	COMMUNICATION	1,830	2,000	984.02	2,000.00	1,000.00	-1,000	
01-2000-7115	INSURANCE	16,732	16,000	16,688.16	18,000.00	20,000.00	2,000	
01-2000-7120	HEALTH & SAFETY	2,537	2,500	271.00	2,500.00	2,600.00	100	
01-2000-7122	SECURITY	7,912	-	-	-	-	0	
01-2000-7125	PROF FEES - AUDIT	589	611	100.00	611.00	611.00	0	
01-2000-7130	PROF FEES - WATER TESTING	322	400	258.00	400.00	400.00	0	
01-2000-7150	BANK CHARGES	1,203	1,200	1,244.46	1,200.00	1,235.00	35	
01-2000-7200	HYDRO	35,927	40,000	30,674.77	40,000.00	36,000.00	-4,000	
01-2000-7210	FURNACE FUEL	7,853	7,000	17,480.61	7,900.00	17,000.00	9,100	
01-2000-7215	ZAMBONI PROPANE	1,033	1,000	1,559.40	2,000.00	2,000.00	0	
01-2000-7216	PROPANE BACK	2,874	2,000	6,358.11	4,000.00	6,000.00	2,000	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	13,778	20,000	25,258.58	20,000.00	25,000.00	5,000	Add in Wireless access wifi points
01-2000-7230	BOOTH PROPANE & MAINT.	934	400	1,671.26	1,000.00	1,700.00	700	high due to booth clean up
01-2000-7240	ICE PLANT/MACH MAINT	24,800	12,000	16,265.88	17,000.00	17,000.00	0	Ice in/out, calcium, zamboni repairs, blade sharpening. Costs high in 2021 due to compressor repair.
01-2000-7245	LAWN MOWER EXPENSE	1,365	-	-	-	-	0	
01-2000-7300	FUNDRAISING EXPENSE	-	-	2,791.66	-	-	0	
01-2000-7400	BAD DEBT	-	-	-	-	-	0	
01-2000-7450	TSFR TO CAPITAL RESERVES	21					0	Ice surface needs to be replaced cost is \$800,000.
01-2000-7500	CAPITAL PURCHASES	10,700	17,500	18,351.46	15,000.00	30,000.00	15,000	Roll up for zamboni door, man door to zamboni room, roof over Norduff room
01-2000-7550	RENOVATIONS	6,573	-	12,885.63	12,253.00	-	-12,253	
TOTAL EXPENSES		218,283	208,765	210,977.55	223,264.00	228,246.00	4,982	
Net Income/(Deficit)		(25,741)	0	15,299.50	-	-		



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

MEMORANDUM TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

SUBJECT: EMERGENCY MANAGEMENT BY-LAW

MEETING DATE: FEBRUARY 16, 2023

A By-law for Emergency Management was passed on December 9, 2021 and numbered 73-2021.

Through investigation it was determined that two sections in that By-law required amendment to reflect the current composition of the Emergency Program Committee (Section 8) and the Municipal Emergency Control Group (Section 11).

The proposed By-law is attached and I am recommending adoption of the By-law as presented.

The Corporation of the Township of Melancthon

By-law ____-2023

Emergency Management By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the "Act") Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and Regulation(s) and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Regulation(s) and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the municipality's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as ancillary plans to address emerging risks, personnel changes, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, municipal employees and/or the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the municipality.

Community Emergency Management Coordinator

6. Pursuant to the shared services agreement, attached hereto as Schedule B, the Community Emergency Management Coordinator (CEMC) for the County of Dufferin is hereby appointed as the municipality's primary CEMC. The CEMC shall be responsible for the emergency management program for the municipality including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act and Regulation(s).
7. The CAO/Clerk or his/her designate are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer (CAO) (Chair)
 - b. CEMC and Alternates CEMCs
 - c. Public Works Superintendent
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall meet annually and shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Municipal Emergency Control Group (MECG):
 - a. Head of Council
 - b. Deputy Mayor
 - c. CAO/Clerk
 - d. Deputy Clerk
 - e. Senior Official (Treasury)
 - f. Public Works Superintendent

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MCEG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 157101 Highway 10, Melancton, ON during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-laws 73-2021 is hereby repealed.

By-law read a first and second time this 16th day of February, 2023.

By-law read a third time and passed this 16th day of February, 2023.

MAYOR

CLERK

2021

EMERGENCY RESPONSE PLAN



This document is approved for public distribution.

ATTENTION!

If you have been notified of an emergency situation but have not read this plan:

Follow the immediate actions below:

If you were alerted and placed on **STAND-BY**, your services may be required soon. Ensure that you have everything you will need to function in your role and ensure that you are well rested and fit for duty.

If you were **ACTIVATED** you should immediately make your way to the location that you were given when notified. Ensure that you have the required items to meet the demands of your position.

If you are ***not able to respond***, please notify the caller or the Community Emergency Management Coordinator so that an alternate can be arranged.

Important Contacts

CEMC: _____

CAO: _____

Head of Council: _____

Other: _____

Other: _____

Other: _____

Full contact details are included in Annex 001

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1 INTRODUCTION

The ***Emergency Management and Civil Protection Act, RSO 1990*** (EMCPA) defines an emergency as:

"a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise."

1.1 Community Risk Profile

The community risk profile¹ details community vulnerabilities and capacities as determined through a Hazard Identification and Risk Assessment process.

1.1.1 Identified Risks for the County of Dufferin and Member Municipalities

The Hazard Identification and Risk Assessment (HIRA)² process identified the following situations as the potential risks to all or part of Dufferin County.

- Cyber Attack
- Dam Failures
- Drought
- Explosions and Fires
- Extreme Cold
- Extreme Heat
- Flooding
- Forest Fires
- Hazardous Materials Spills
- High Winds
- Ice Storms
- Pandemics
- Power Outages
- Severe Summer Storms
- Severe Winter Storms
- Tornadoes
- Transportation Accidents

2 PURPOSE

The County of Dufferin and each of the Member Municipalities herein referred to as the 'Municipality', have developed this emergency response plan (ERP)³ in accordance with the *EMCPA, RSO 1990, Ontario Regulation 380/04 and local by-laws*.

¹ *In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. EMCPA R.S.O. 1990, c.3, s.5.1(2)*

² A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.

³ A plan developed and maintained to direct an organization's external response to an emergency.

This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality⁴.

This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.

The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.

This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.

In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG)⁵ may be required.

The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.

This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.

The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

2.1 Authority

The ***Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, Ontario Regulation 380/04*** and local by-laws provide the legal authority for this emergency response plan⁶.

⁴ "Municipality" means a geographic area whose inhabitants are incorporated (Municipal Act).

⁵ A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.

⁶ *Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c.14, s 5(1).*

The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

The ***Municipal Act, 2001, S.O. 2001, c. 25*** details the specific powers of municipalities.

2.1.1 Action Prior to a Declaration of Emergency

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

Details for activating the Emergency Control Group and declaring an emergency can be found in this plan.

2.2 Application and Scope

This ERP applies to the County of Dufferin and each of the eight (8) member municipalities located therein.

This plan supersedes and replaces all previous plans for emergency response enacted by the County of Dufferin, the Township of Amaranth, Township of East Garafraxa, Town of Grand Valley, Township of Melancthon, Town of Mono, Township of Mulmur, Town of Orangeville and the Town of Shelburne.

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and

No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c.13, s.1(6); 2006, c.35,

Sched.C, s.32 (6).are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s.4 (1).

2.3 Coordination of Program by the County of Dufferin

The County of Dufferin will coordinate the legislated components of the emergency management program⁷ for each of the member municipalities through a shared services agreement.

2.4 Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator for the County of Dufferin may be appointed as the primary CEMC for each member municipality⁸. In the absence of the primary CEMC the municipality shall appoint an alternate CEMC to assume all responsibilities outlined in this plan⁹.

The CEMC will monitor potential and impending threats¹⁰ that may impact the health, safety or economic stability across Dufferin County.

The Community Emergency Management Coordinator acts as an advisor to the Senior Municipal Official, municipalities, departments, groups and agencies on matters of emergency response and recovery by:

- Providing expertise regarding the implementation of the emergency response plan.
- Fulfilling any role within the EOC as needed.
- Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or incident sites.
- Assisting the Incident Commander as needed.
- Coordinating post-emergency debriefings.

2.5 24/7 Notification of Incidents

Given the unpredictable nature of emergencies and the likelihood of an 'after-hours' request for assistance a 24/7 On-Call protocol has been established.

The On-Call protocol can be activated for any member municipality by contacting the 24/7 telephone number listed in the Emergency Contact List.

⁷ A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

⁸ In accordance with County of Dufferin By-Law 2004-60.

⁹ Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

The emergency management program coordinator shall complete the training that is required by the Chief, Office of the Fire Marshal and Emergency Management. O. Reg. 380/04, s. 10 (2).

¹⁰ A person, thing or event that has the potential to cause harm or damage.

2.6 Notification of Senior Municipal Official

In the event of a real or potential emergency requiring the notification of an ECG, any member of the affected ECG or the Incident Commander¹¹ may initiate the activation procedure by notifying the appropriate Senior Municipal Official (see Emergency Contact List).

In the event of an imminent or occurring emergency the Senior Municipal Official¹² shall be notified if the incident commander determines that one of the following criteria is present;

- Any incident requiring evacuation of, or excluding access to residential or institutional settings.
- Any incident that is extraordinary or distinct from normal, day-to-day operations carried out by emergency and/or municipal services.

In the event that the CEMC has not been notified of an incident the Senior Municipal Official will notify the CEMC.

2.7 Plan Testing, Maintenance and Review

2.7.1 Annual testing

This ERP will be tested for effectiveness through emergency exercises¹³ on an annual basis.

2.7.2 Annual Review

This plan will be reviewed annually for accuracy by the Emergency Management Program Committee¹⁴ and will be revised as required.

2.8 Additional Emergency Response Plans and Procedures

Each municipality, service, agency, department and division involved or identified in this ERP is encouraged to develop their own emergency operating plans and/or procedures. Such plans and/or procedures must not conflict with this ERP.

¹¹ The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.

¹² The municipal employee with overall responsibility for all municipal functions.

¹³ A simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. Exercises can be used to validate plans and procedures, and to practice prevention, mitigation, preparedness, response, and recovery capabilities.

¹⁴ A management team that oversees the development, implementation and maintenance of an organization's emergency management program.

The training of staff in these additional plans and procedures is the responsibility of the municipality, service, agency, department or division.

2.9 Approval of Amendments by Council

Amendments to the plan require formal Council approval from all member municipalities and the Council for the County of Dufferin.

Formal Council approval is not required for the following:

- Changes, additions or revisions to the annexes
- Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- Additions or deletions of contact information.

2.10 Flexibility

The safety and well-being of the community are the priority during any emergency response, therefore deviations from the emergency response plan and annexes may be necessary to address specific threats. During the course of the implementation of this plan the members of the ECG(s) may exercise flexibility.

3 EMERGENCY CONTROL GROUP (ECG)

The Emergency Control Group¹⁵ is responsible for initiating, coordinating and implementing the emergency response plan through the use of the Incident Management System. The Emergency Control Group, at both the lower and upper tier, is responsible for the following:

- Coordinate municipal operations prior to, during and after the emergency;
- Prioritize municipal operations;
- Support the response to the incident(s).

3.1 Activating the Municipal Emergency Control Group (MECG)

The MECG will be activated¹⁶ under the following conditions:

- A member of the ECG requests activation;
- When there is a significant risk to the health, safety or well-being to members of the community.
- When municipal facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on municipal resources, or;
- When an emergency situation is anticipated to impact or is occurring within the municipality.

3.2 Activating the County Emergency Control Group (CECG)

The CECG will be activated under the following conditions:

- A member of the County ECG requests activation;
- When one or more member municipalities request assistance with coordination, planning, resource management, etc.
- When County facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on County resources, or;
- When an emergency situation requires resources that are specific to the County's sphere of jurisdiction¹⁷ as detailed in the Municipal Act or which are assigned to the upper-tier under any other current statute.

¹⁵ 12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

¹⁶ Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.

¹⁷ 11 (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

3.3 Emergency Control Group (ECG) Membership

The composition of each ECG¹⁸ is detailed in a table below.

In the Municipality where the Head of Council is also serving as the Warden or Deputy Warden for the County of Dufferin, and the Warden is required to attend the County EOC, the Deputy Mayor will assume the role of Head of Council for the municipality.

Any other officials, experts or representatives from the public or private sector¹⁹ as deemed necessary by the ECG may be appointed to the group on an as needed basis.

The ECG may not require the participation of everyone listed however all members shall be notified and advised of developments and progress.

3.3.1 ECG Composition by Municipality²⁰

Amaranth	East Garafraxa	Grand Valley
<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • Mayor • Deputy Mayor • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Deputy Clerk • Fire Chief • OPP Inspector
Melancthon	Mono	Mulmur
<ul style="list-style-type: none"> • Mayor • Deputy Mayor • CAO/Clerk • CEMC • Deputy Clerk • Treasurer • Director - Public Works 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works • Fire Chief • OPP Inspector
Orangeville	Shelburne	Dufferin
<ul style="list-style-type: none"> • CAO • CEMC • GM – Corporate Services • GM – Community Services • GM – Infrastructure Services • Fire Chief 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO • CEMC • Director – Corporate Svcs • Director – Community Svces • Director – Public Works • Director – Development • Administrator – Dufferin Oaks • Chief, Paramedic Svcs • Manager, Human Resources

¹⁸ (2) The emergency control group shall be composed of, (a) such officials or employees of the municipality as may be appointed by the council; and

(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

¹⁹ (8) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any level of government who are involved in emergency management.
2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

²⁰ Updated 2023-02-06

3.3.2 ECG Alternates

Each member of the ECG shall have one or more designated alternates who will be trained and authorized to fulfill the primary member's role.

3.4 Activation Procedure

In the event of an imminent or occurring emergency requiring the activation of an ECG, at either the municipal or county level, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the Senior Municipal Official or designated alternate.

When ECG activation is required:

- Incident Commander will immediately contact the Senior Municipal Official of the affected municipality.
- The Senior Municipal Official will contact the Community Emergency Management Coordinator to initiate the emergency notification procedures.

When two or more municipalities are affected, the County of Dufferin's ECG may be activated and shall include the Senior Municipal Official, or a designate, for the affected municipalities.

3.5 Emergency Control Group Notification

When activating the Emergency Control Group it is important to ensure all members are contacted even if they are not required to attend the Emergency Operations Centre²¹.

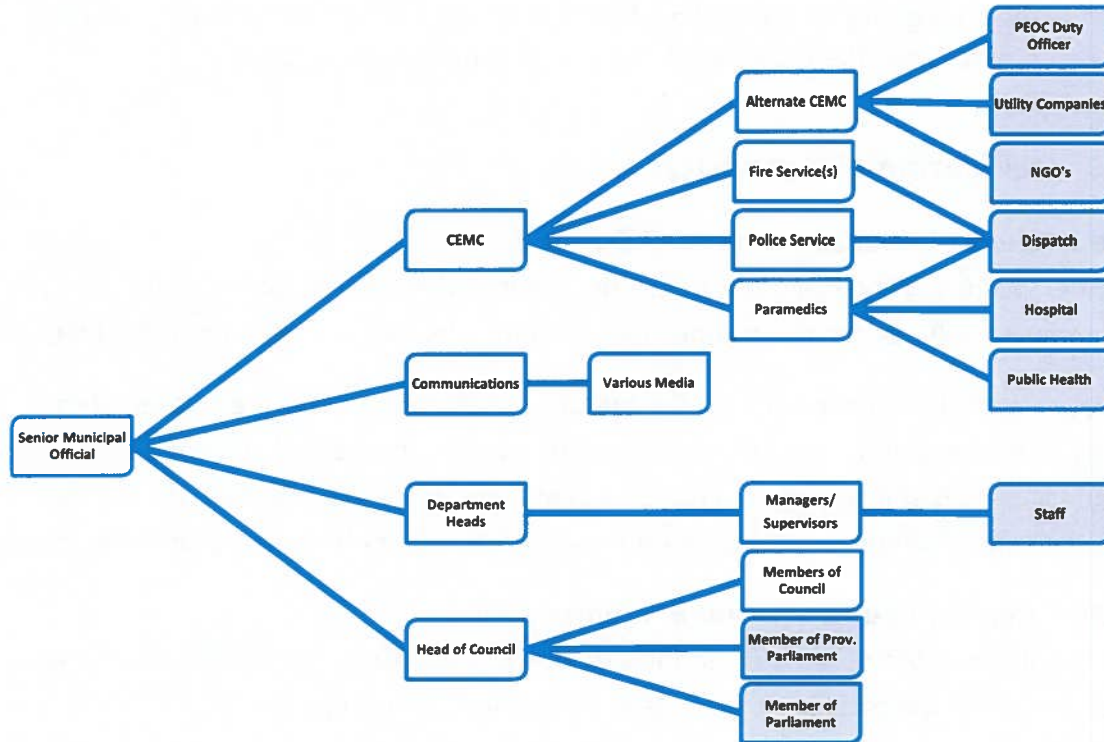
All emergency contact information is located in the Emergency Contact List.

1. Direct contact by voice or in-person is the preferred notification method. SMS, email or other messaging technology may be used if direct contact is not possible.
2. Make every effort to notify the primary contact person before contacting the alternate(s).
3. Do not allow the notification process to cease if a person cannot be contacted, make their notifications in their absence.
4. Confirm that those members you contact know whom they must contact and what is expected of them.

²¹ A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

3.6 Notification Roadmap

Initial awareness of an incident may occur at any level within the municipality. For this reason it is reasonable to expect that a person may have to make notifications up and down the contact list.



Note: Shaded contacts are only notified if required.

3.7 Emergency Control Group (ECG) Authority

In the event of an emergency or impending emergency, whether declared²² or not, the ECG is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency

²² A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act.

- Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

3.8 Delegation of Authority

3.8.1 Head of Council – County of Dufferin

In the absence of the Head of Council the Chair of the General Government Services Committee will assume the responsibilities of the Head of Council under this plan.

Should both the Head of Council for the County of Dufferin and their designated alternate be absent or unavailable during an emergency the most recent past Head of Council, who is still serving on council, will assume the responsibilities of the Head of Council until such time as the current Head of Council or alternate can assume the role.

3.8.2 Head of Council – Member Municipality

In the absence of the Head of Council, the Deputy Mayor or designated alternate will assume the responsibilities of the Head of Council under this plan.

Should both the Mayor and the designated alternate of a municipality be absent or unavailable, and where the council has not adopted a succession plan by by-law, the council will appoint an interim Head of Council until such time as the current Head of Council or alternate can assume the role.

3.9 Declaration of an Emergency

The Head of Council, or designate, of the Municipality has the legislative authority²³ to declare an emergency to exist in all or any part of the municipality. The declaration of an emergency permits for the taking of such action and making of such orders as is necessary to implement the emergency response plan and to protect the health, safety, welfare and

²³ *The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).*

property of inhabitants in the emergency area. Such actions and orders shall not be contrary to law.

The ***Municipal Act, 2001, S.O. 2001, c. 25*** provides the legislative authority and spheres of jurisdiction for municipal actions and orders²⁴.

Note: *"In the absence of an emergency declaration municipal staff may take any necessary actions to protect the lives, health, safety, and property of the inhabitants of the Municipality."*

The Head of Council may consider several factors whether an emergency declaration is warranted including but not limited to:

General and Continuity of Government

- Is it an extraordinary event requiring extraordinary measures?
- Does it pose a danger of major proportions to life or property?
- Does it pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment or medical care)?
- Does it threaten social order and the ability to govern?
- Is it attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?

Legal

- Could legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- Are volunteers assisting?

Operational

- Does it require a response that exceeds, or threatens to exceed the capabilities of the municipality?
- Does it strain the municipal response capability, thereby further endangering life and property outside areas directly affected by the current crisis?
- Are additional personnel and resources required to maintain the continuity of operations?
- Could it require assistance from the provincial or federal government (e.g. military equipment)?
- Does it involve a structural collapse?
- Is it a complex chemical, biological, radiological, or nuclear (CBRN) incident?
- Could it require the evacuation and/or sheltering of people or animals?

²⁴ **11 (1)** *A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.*

- Could you receive evacuees from another community?

Economic and Financial

- Does it pose a disruption to routine transportation, rerouting large numbers of people and vehicles?
- Could it have a long term impact on the economic viability/sustainability resulting in unemployment, or lack of restorative measures necessary to re-establish commercial activity?
- Is it possible that the municipality may take legal action against a specific person, corporation, or other party that caused the emergency to occur?

A positive response to one or more of these factors may warrant a declaration of emergency.

Upon declaration of an emergency, the ECG will complete the appropriate Declaration of an Emergency form, and ensure that the following are notified:

- The public
- All members of Council
- All Heads of Council within Dufferin County
- Provincial Emergency Operations Centre
- All contiguous municipalities
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

3.10 Delegation of Council Authority

During a declared emergency the Council of the municipality shall be deemed to have delegated its authority to the Head of Council.

The authority delegated to the Head of Council shall be utilized in accordance with the following criteria;

- Facilitates a rapid response to the situation
- Alleviates harm or damage
- Exercising the delegated authority is a reasonable alternative to other measures that might be implemented
- The delegated authority only applies to the necessary areas/functions of the municipality
- The delegated authority is in effect for 30 days or until the emergency declaration is terminated, whichever comes first.
- Council may extend the delegated authority for up to 30 additional days as often as is required.

Note: An emergency declaration is not deemed to be terminated when the delegation of authority expires or is withdrawn by Council.

3.11 Role of Elected Council Members

Council members will not be present in the EOC but will be expected and encouraged to liaise with their constituents and relay any concerns or pertinent information to the Head of Council. The Head of Council will liaise directly with the Senior Municipal Official.

3.12 Termination of an Emergency

A municipal emergency may be terminated at any time.²⁵ When terminating an emergency, the Head of Council will complete the appropriate Termination of Declared Emergency form, and will ensure the following are notified:

- The public
- All members of Council
- All Heads of Council within Dufferin County
- Provincial Emergency Operations Centre
- All contiguous municipalities
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

²⁵ The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

3.13 After-Action Report

Within 60 days of the termination of an emergency, the Senior Municipal Official shall present a staff report to the municipal council providing:

- The justification for having exercised the delegated authority
- An outline of the actions taken
- Recommendations of lessons learned arising from the emergency

3.14 Public Health Emergencies

The local public health authority is the lead agency during a public health emergency in Dufferin County. The primary responsibilities of the Medical Officer of Health and the health authority are:

- Immediately notify the Senior Municipal Official or the Community Emergency Management Coordinator of any public health emergencies
- Act as Incident Commander or as part of a Unified Command²⁶ structure, in response to a human health emergency
- Activate the Public Health Response Plan as required
- Work with the Emergency Information Officer²⁷ to prepare information/instructions for dissemination to the media pertaining to public health risk reduction.
- Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
- Coordinate vaccine management and implement mass immunization plan, as required
- Advise the ECG on potability of water supplies and sanitation facilities, as required
- Liaise with the Ministry of Health and Long-Term Care - Public Health Division
- Consult with the coroner on temporary morgue facilities as required
- Coordinate local community medical resources (family health teams, hospitals, etc.) in response to the emergency
- Fulfill legislative mandate of the Medical Officer of Health as outlined in provincial legislation
- Provide direction on any matters which may adversely affect public health
- Coordinate on preventing human health risks in evacuation centres/shelters including areas of food preparation, infection prevention and control, water quality, and sanitation
- Maintain records of all actions taken
- Participate in post-emergency debriefings

²⁶ A structure that brings together the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.

²⁷ An individual responsible for acting as the primary public and media contact for emergency information requirements.

3.14.1 Municipal Support to Public Health

At the request of the Medical Officer of Health or an authorized representative the municipality will endeavor to provide all reasonable resources in support of a response to a public health risk.

3.14.2 Public Health Emergency Declaration

The legislated authority to declare any type of emergency in a municipality belongs to the Head of Council. In the event of a public health related emergency the Medical Officer of Health may request that Head of Council declare an emergency to assist in mitigating the effects of such emergency.

3.14.3 Public Health Orders

The *Health Protection and Prevention Act* grants the Medical Officer of Health or a public health inspector the authority to issue written orders²⁸ to decrease or eliminate hazards to the public's health.

An order issued under this section by the Medical Officer of Health or a public health inspector may include²⁹, but is not limited to,

- requiring the vacating of premises;
- requiring the closure of premises or a specific part of the premises;
- requiring the placarding of premises;
- requiring the correction of conditions, on or about premises specified in the order;
- requiring the removal of anything that the order states is a health hazard;
- requiring the cleaning and/or disinfecting, of the premises or the thing;
- requiring the destruction of a thing;

²⁸ **13 (1)** A medical officer of health or a public health inspector, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a health hazard. R.S.O. 1990, c. H.7, s. 13 (1).

(2) A medical officer of health or a public health inspector may make an order under this section where he or she is of the opinion, upon reasonable and probable grounds,

(a) that a health hazard exists in the health unit served by him or her; and

(b) that the requirements specified in the order are necessary in order to decrease the effect of or to eliminate the health hazard. R.S.O. 1990, c. H.7, s. 13 (2).

²⁹ R.S.O. 1990, c. H.7, s. 13 (4).

- prohibiting or regulating the manufacturing, processing, preparation, storage, handling, display, transportation, sale, offering for sale or distribution of any food or thing;
- prohibiting or regulating the use of any premises or thing.

3.14.4 Communicable Disease Order

A medical officer of health has the authority³⁰ under the *Health Protection and Promotion Act* to require a person, or a class of persons, to take or to refrain from taking actions when a communicable disease exists, may exist or when there is an immediate risk of an outbreak of a communicable disease outbreak within their jurisdiction. An order under this section may include, but is not limited to,

- Closure of a premises or a specific part of the premises;
- placarding of premises to give notice of an order;
- requiring any person that may have a communicable disease to isolate and remain in isolation from other persons;
- requiring the cleaning and/or disinfecting of a premises or thing;
- requiring the destruction of a thing;
- requiring a person, or persons, to submit to an examination by a physician;
- requiring a person, or persons, to place themselves under the care of a physician;
- requiring a person, or persons, to conduct themselves in such a manner as not to expose another person to infection.

3.14.5 No Requirement for Emergency Declaration

The authority of the Medical Officer of Health is not contingent on a municipal declaration of emergency.

³⁰ 22 (1) A medical officer of health, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a communicable disease. R.S.O. 1990, c. H.7, s. 22 (1).

4 MUTUAL ASSISTANCE

4.1 Background

When a municipality's own resources are overwhelmed or at risk of being overwhelmed, the municipality may choose to request assistance from one or more other Municipalities.

There is no requirement to declare an emergency before a request can be made for assistance however, the requesting and/or assisting municipalities can do so should they believe it to be necessary.

Mutual *Aid* Agreements as well as Mutual *Assistance* Agreements ensure that the additional resources required to effectively manage an emergency are available from another municipality or agency.

Mutual Aid Agreements – Fire Services

The request to execute the County of Dufferin Fire Mutual Aid Plan³¹ will be the responsibility of the Senior Official - Fire Services or the County Fire Coordinator and is separate from this plan.

Mutual Assistance Agreements – Close Municipalities

The County of Dufferin maintains agreements similar to this with several nearby municipalities. Currently Mutual Assistance Agreements³² exist between Dufferin County and:

- Bruce County;
- Simcoe County;
- Wellington County, and;
- The Town of Caledon.

4.2 Objectives

This plan will ensure that a process for requesting and providing assistance within Dufferin County exists. Such assistance may include services, personnel, equipment and materials. These agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided.

³¹ An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

³² An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

4.3 Purpose

A mutual assistance agreement ensures that municipalities requesting and providing assistance are not hampered by negotiating terms and conditions at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreed to arrangements.

4.4 Activation

Requests for mutual assistance shall be made by the Senior Municipal Official of the requesting municipality to the Senior Municipal Official of the assisting municipality.

4.5 Notifications

When the Senior Municipal Official or his/her designate activate this agreement the following personnel will be notified:

- Community Emergency Management Coordinator
- Emergency Control Group
- Head of Council

Contact information for the above personnel can be found in the Emergency Contact List.

4.6 Procedure - Requesting Assistance

Upon determining that the need for mutual assistance exists the Senior Municipal Official will:

- Contact those municipalities that are party to this agreement and which may have the resources required to request assistance.
- Within three (3) days provide the details of the request in writing to any assisting municipality. See Appendix A below.
- Liaise with assisting municipality often.

4.7 Providing Assistance

Upon receiving a request from a municipality that is a party to this agreement the Senior Municipal Official of the assisting municipality will:

- Determine the capacity to provide the requested assistance
- Approve or deny the request
- If assistance is to be provided, direct staff to provide the requested assistance
- Liaise with the requesting municipality often

4.8 Mutual Assistance within the County of Dufferin

Any member municipality may request assistance from the County at any time by contacting the CEMC who will consult with the County's Senior Municipal Official. A request for assistance from the County shall not be deemed a request that the County assume authority or control of the emergency; the County's role will be one of support and assistance.

The County of Dufferin is not empowered to direct the activities of a local municipality in responding to an emergency, without the consent of the municipality(s) involved.

4.8.1 Forms of Assistance

The member municipalities and the County of Dufferin agree that in an emergency, any party to this ERP may request assistance in the form of personnel, services, equipment, or material from the other parties.

4.8.2 Requesting Assistance

The request for assistance shall be made by the Senior Municipal Official (SMO) of the requesting municipality to the SMO of the assisting municipality. The municipality may make the initial request for assistance verbally, however, any request for assistance shall be confirmed in writing by the requesting municipality within three (3) days of the initial request.

4.8.3 Scope of Assistance Required

Each request, where possible, shall set out the specific personnel, services, equipment or material that is requested, and which the assisting municipality is able to provide. The assisting municipality may request such reasonable additional information as it considers necessary to confirm the nature of the emergency and to assess the type, scope, nature and amount of assistance to be provided.

4.8.4 No Obligation to Provide Assistance

Nothing in this ERP shall require or obligate or be construed to require or obligate a municipality to provide assistance. Each municipality shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.

4.8.5 No Liability

No liability shall arise against the assisting municipality if it fails, for any reason whatsoever, to respond to a request for assistance made under this plan.

4.8.6 Limitations on Scope of Assistance

When assistance has been offered or provided by the assisting municipality, the Assisting Municipality is not obligated to provide any additional assistance or to do anything or take any action beyond that which is specifically agreed to in the request for assistance

4.8.7 Withdrawal of Assistance

Nothing in this ERP shall prevent the assisting municipality, in its sole discretion, from withdrawing any or all assistance provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall be made only upon at least forty-eight (48) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality without notice.

4.8.8 Termination of Assistance Request

The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

5 Costs Associated with Mutual Assistance within the County of Dufferin

5.1 Reimbursement for Direct and Indirect Costs

The municipalities agree that any and all *direct and indirect* costs for assistance are to be paid by the assisted municipality. The assisted municipality shall be responsible to pay for any and all actual costs incurred by the assisting municipality in providing the assistance. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable for the circumstances.

5.2 Exclusion for Benefit Costs

Reimbursable costs shall not include the assisting municipality's cost of employment benefits which includes, for the purposes of this plan, Canada Pension Plan, Employment Insurance, OMERS (or equivalent) contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

5.3 Reimbursement for Operating Costs

The assisted municipality may also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the assisted municipality under this ERP. The assisted municipality shall be responsible for the cost of replacing equipment or material furnished by the assisting municipality if damaged beyond reasonable repair.

5.4 Municipality Not Relieved of Financial or Legislated Responsibility

The assisted municipality shall not be deemed to be relieved of any financial or legislated obligations should the County of Dufferin provide assistance during an emergency.

5.5 Request for Mutual Assistance

I, _____, Chief Administrative Officer/Designated Official of The REQUESTING MUNICIPALITY, duly authorized to do so by the Council of The REQUESTING MUNICIPALITY, do hereby request of The ASSISTING MUNICIPALITY, to provide assistance in the form of:

___ PERSONNEL

___ SERVICES

___ EQUIPMENT

___ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

The above confirms the assistance verbally requested on _____, and which assistance The ASSISTING MUNICIPALITY has agreed to provide.

Dated at _____ this ___ day of _____, 20__

NAME

Chief Administrative Officer

The REQUESTING MUNICIPALITY

6 EMERGENCY ALERTING



The Alert Ready emergency alerting system is used by authorized officials when there is, an imminent threat to life;

- a serious threat to public health,
- a serious threat to community safety or security;
- or substantial damage to property.

Emergency alert messages will contain the following information;

- A description of the threat
- Alert area boundaries
- Actions the public should take to protect themselves
- Expiry date and time;
- Details on how recipients can receive additional information.

6.1 Actions Upon Receiving an Emergency Alert

When an emergency alert is received it is important to act immediately.

- Stop what you are doing, when it is safe to do so, and read the emergency alert.

The alert will include the information you need and guidance for the general public to take. This could include but is not limited to: limiting unnecessary travel, evacuating a specified area, seeking shelter, etc.

6.1.1 Emergency Alerts While Driving

It is important to act safely, especially if the emergency alert is received while operating a vehicle. If you are driving, it is important to remain calm and pull over at your earliest opportunity to view the emergency alert.

6.1.2 Emergency Alerts and Municipal Officials

When an emergency alert is received municipal officials should,

- ensure their safety and the well-being of their family;

- assess the impact of the emergency and determine if they are able to respond if asked to do so;
- notify their immediate supervisor and/or manager by SMS or email of their situation, availability and any required supports.

Supervisors and managers will,

- compile a list of staff that are available to report for work;
- determine what support staff may require to assist them in reporting for work;
- prepare to adjust regular scheduling to accommodate the community response effort;
- provide an update to the department head on the status of their division.

Additionally, members of the Emergency Control Group will;

- report their situation, availability and any required supports to the senior municipal official.

If the communications network has been impacted and it is not possible to communicate please refer to the 'communications outage' plan.

7 EVACUATION & SHELTER-IN-PLACE DIRECTIVES

7.1 Evacuation Directive

Evacuations may take place prior to, during, or after an incident has occurred. An evacuation may encompass any part of the municipality issuing the evacuation directive.

It may be necessary to carry out an evacuation while a threat is impacting the community. With an evacuation of this type any delay may have a significant impact on public safety.

7.2 Shelter-in-Place Directive

In certain circumstances and when the present location affords adequate protection against the threat, emergency officials may direct people to shelter-in-place.

While the primary goal of any response action is to save lives, the ability to evacuate people quickly and efficiently should be weighed against the risks of remaining in place.

7.3 Notifying the Public of Directive

When it is necessary to direct an evacuation or shelter-in-place the Incident Commander will determine the most appropriate manner of notifying those affected. Such notification may include, but is not necessarily limited to the following,

- door-to-door visit by uniformed personnel;
- telephone notifications;
- issuance of an Alert Ready emergency alert.

8 PARTNERS AND RESOURCES

8.1 Federal Resources

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre.

8.2 Provincial Resources

Communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC)³³ at any time for advice related to managing emergencies.

Requests to the Province of Ontario can be made at any time without any loss of control or authority. Any request for assistance can be initiated through the Provincial Emergency Operations Centre (PEOC).

8.3 Ministry of Solicitor General

8.3.1 Provincial Emergency Operations Centre (PEOC)

If an emergency is declared, OFMEM may deploy a Field Officer to the local Emergency Operations Centre to assist the community. The Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal resources.

8.3.2 Specialized OFMEM Resources

On behalf of the Province, the Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports OFMEM Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is declared.

8.3.2.1 *Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)*

The OFMEMs CBRNE resources include the following;

- Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)

³³ A fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

- Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

8.3.2.2 Heavy Urban Search and Rescue (HUSAR)

The OFMEMs HUSAR resources are based in Toronto and can be deployed anywhere in Ontario.

Activation of Provincial CBRN or HUSAR Resources

The municipality requiring the assistance of a CBRNE or HUSAR team **DOES NOT** have to, or be in the process of, declaring an emergency pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.

All requests for assistance from a CBRNE or HUSAR team will be received and coordinated through the Provincial Emergency Operations Centre (PEOC).

- Should an emergency occur, that in the opinion of the county fire coordinator or his/her designate, cannot be addressed through the resources of the local fire department, the mutual aid system or contracted service providers, he/she may contact the PEOC to request the response of a CBRNE or HUSAR team.
- The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of Community Safety and Correctional Services representative through the PEOC.
- The PEOC, in conjunction with the Office of the Fire Marshal will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding fire department(s).
- The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- The CBRNE response teams are not intended to fight fires involving hazardous materials. When fire departments respond to hazardous material fires, the normal method of activating mutual aid is to be followed for additional fire suppression assistance.
- The CBRNE or HUSAR team will not respond outside its home municipality as part of the memorandum of understanding unless deployed by the PEOC.

8.4 Ministry of Health

8.4.1 Emergency Medical Assistance Team (EMAT)

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access within 24 hours. The EMAT can set-up a 56 bed unit that provides a staging and triage base, and has the capability to treat 20 acute care patients and 36 intermediate care patients. In addition, the EMAT can provide :

- Patient isolation in the case of an infectious diseases outbreak;
- Medical support and decontamination in the case of a chemical, biological or radiological incident;
- Case management and triage of patients in a mass casualty situation.

8.4.1.1 Conditions for EMAT Deployment

All of the following elements must be present prior to EMAT deployment

- Emergency is focused on a severe respiratory illness or, mass casualty incident or requires medical care for victims of chemical, biological, radiological, nuclear or explosive (CBRNE) incidents.
- Code Orange invoked by hospital
- Municipal emergency response plan implemented
- Efforts to transfer patients out of hospital/region have been, or will rapidly become, inadequate
- Resolution of emergency is predicted to be greater than six hours plus EMAT response and travel time.

8.4.1.2 Activation of Emergency Medical Assistance Team

Activation of EMAT can be arranged through:

- Headwaters Health Care Centre's Emergency Operations Centre;
- Community Emergency Management Coordinator or his/her designate.

8.5 Ministry of the Environment, Conservation and Parks

8.5.1 Spills Action Centre (SAC)

The Ministry of the Environment (MOE) serves primarily as a regulatory agency. The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined³⁴ as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Spills must be reported³⁵ immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

- Impairment to the quality of the natural environment – air, water, or land
- Injury or damage to property or animal life
- Adverse health effects
- Risk to safety
- Making property, plant, or animal life unfit for use
- Loss of enjoyment of normal use of property
- Interference with the normal conduct of business

The Spills Action Centre has access to extensive chemical database systems and often provides clean up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response. If there is a spill or other environmental emergency

8.6 Ministry of Municipal Affairs and Housing

8.6.1 Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance to home and business owners in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

8.6.2 Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

³⁴ Ministry of Energy, Northern Development and Mines, 2018.

³⁵ O.Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

8.6.2.1 Program activation and delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

8.6.2.2 Eligibility Requirements

In order to be eligible for the program, a municipality must have:

- Experienced a sudden, unexpected and extraordinary natural disaster.
- Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

8.7 Conservation Authorities

The **Conservation Authorities Act, R.S.O. 1990, c. 27** assigns local conservation authorities the responsibility of coordinating flood control³⁶ within their area of jurisdiction and providing warnings to municipalities and the public.

The following Conservation Authorities have jurisdiction for a portion of Dufferin County and each has a current flood plan:

- Credit Valley Conservation
- Grand River Conservation Authority

³⁶ 21 (1) For the purposes of accomplishing its objects, an authority has power, (j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof; R.S.O. 1990, c. C.27

- Saugeen Valley Conservation Authority
- Nottawasaga Valley Conservation Authority
- Toronto Region Conservation Authority

8.8 Public and Separate School Boards

The school boards within the County of Dufferin are responsible for the care of the school population, all school buildings and facilities, and school buses in accordance with their own emergency response plans.

8.9 Partners Engaged in Emergency Response (PEERs)

8.9.1 Salvation Army

The Salvation Army, under the direction of the Senior Official – Community Services, will be responsible for the provision of qualified personnel to assist Community Services staff in their mandate to deliver clothing, food and personal services.

The Salvation Army also manages a transitional housing unit on behalf of the County of Dufferin which may be utilized for emergency housing.

8.9.2 Canadian Red Cross

Should an emergency shelter need to be set up to receive and shelter evacuees it will operate under the authority of the Senior Official – Community Services and staffed by the Canadian Red Cross. The Canadian Red Cross will be responsible for:

- Registering evacuees
- Handling inquiries about evacuees
- Personal needs
- Food and Beverage services
- Clothing services
- Temporary lodging

8.9.3 Area Lions Emergency Response Team (ALERT)

All five Lions Clubs in Dufferin County have joined together to form the Dufferin Area Lions Emergency Response Team (***Dufferin ALERT***).

Upon receipt of a request for assistance from the Community Emergency Management Coordinator, the Dufferin ALERT Team is prepared to provide support and assistance in the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

8.9.4 Ontario Society for the Prevention of Cruelty to Animals (OSPCA)

The OSPCA, with the assistance of the Municipal Animal Control Officers, will be responsible for the following:

- Assist with the operation of temporary animal shelters
- Be prepared to evacuate and relocate animals under the care of the Humane Society should their facilities be located within the area to be evacuated

8.9.5 Mennonite Disaster Services (MDS)

MDS is the organized response to the needs of "neighbors" in time of disaster. MDS endeavors to give time, talents, and energies to help relieve suffering caused by disasters.

MDS focuses on helping the most vulnerable: the elderly, people with disabilities, single parents, the unemployed, the uninsured and the underinsured.

8.9.6 Dufferin Emergency Search and Rescue (DESAR)

DESAR is a group of certified volunteer ground search and rescue specialists based in Dufferin County. All searchers are certified by the Ontario Search and Rescue Volunteer Association and the Ontario Provincial Police.

8.9.7 St. John Ambulance

St. John Ambulance plays a vital role in the critical areas of emergency preparedness and response across Canada. When a natural or human disaster strikes, St. John Ambulance volunteers are there with advanced first aid and life-saving skills, experience and leadership.

The type of services provided by St. John Ambulance during a major emergency or disaster may vary. SJA provides care in the form of:

- health care and first aid services in reception centers casualty care at the scene of the event
- assisting with transportation of ill, injured, infirm to reception or medical facilities evacuation
- elder and child care

Emergency Response Teams also participate in:

- disaster / emergency drills
- disaster scenarios
- disaster or civil emergencies

St. John Ambulance Emergency Preparedness and Disaster Response Teams strengthen the capacity of disaster response and preparedness capabilities through an integrated approach within our communities.

9 LIST OF CONFIDENTIAL ANNEXES

The annexes to this plan contain specific details about vulnerabilities³⁷, resources³⁸ and response procedures and are strictly confidential.

9.1 Emergency Operations Centre Procedures

- Emergency Operations
- Activity Log
- Emergency Contact List
- Emergency Information
- Emergency Support Services
- Donations Management
- Volunteer Management
- Recovery Operations
- Testing, Amendments, Distribution List

9.2 Agricultural Emergencies

- Farm Animal Disease
- Food Contamination
- Plant Disease/Infestation

9.3 Environmental Emergencies

- Drought/Low Water
- Earthquake
- Erosion
- Extreme Cold
- Winter Weather
- Extreme Heat

³⁷ 13 A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual. R.S.O. 1990, c. M.56, s. 13; 2002, c. 18, Sched. K, s. 20.

³⁸ 10 (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute. R.S.O. 1990, c. M.56, s. 10 (1); 2002, c. 18, Sched. K, s. 18; 2017, c. 8, Sched. 20, s. 2.

- Flooding
- Wildland Fire

9.4 Extraterrestrial Emergencies

- Space Object Crash
- Space Weather

9.5 Hazardous Materials Emergencies

- Spills in Transit
- Spills at Fixed Site

9.6 Human Health Emergencies

- Water Quality
- Infectious Disease
- Substance Use/Overdose

9.7 Public Safety Emergencies

- Terrorism
- Mass Gatherings
- Active Attacker
- CBRNE
- Civil Disorder
- Cyber Attack
- Electromagnetic Pulse
- Geopolitical Incidents
- Sabotage

9.8 Structural Failure Emergencies

- Dam Failure
- Fire/Explosion
- Mine Emergency
- Structural Collapse

9.9 Supply and Distribution Emergencies

- Communications Outage
- Power Outage
- Food Shortage

- Medical Supply Shortage
- Fuel Shortage

9.10 Transportation Emergencies

- Aviation Crash
- Transit Crash
- Highway Crash

9.11 Recovery

- Damage Assessment
- Restoring Key Services
- Critical Infrastructure
- Debris Management
- Disaster Recovery Assistance for Ontarians
- Municipal Disaster Recovery Assistance Program

Members of the public may access this document online or by visiting any municipal office located within the County of Dufferin.

Accessible format available on request

Questions or comments pertaining to this Emergency Response Plan or the County of Dufferin and Member Municipalities Emergency Management Program should be directed to;

Steve Murphy
Community Emergency Management Coordinator
Email: smurphy@dufferincounty.ca
Phone: 519-941-2816 Ext #2401

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER _____ - 2023

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A CONSENT AGREEMENT BETWEEN 2577791 ONTARIO INC. AND THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

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

AND WHEREAS the Township of Melancthon approved Consent Application B5/21, B6/21, B7/21, B7/22 and B8/22 and as a condition of approval requires the applicant to enter into a consent agreement as a measure to implement certain technical recommendations provided by an Environmental Impact Study which was prepared in support of the consent applications.

AND WHEREAS it is deemed expedient that 2577791 Ontario Inc. and the Corporation of the Township of Melancthon enter into a consent agreement to fulfill the required condition of Provisional Consents B5/21, B6/21, B7/21, B7/22 and B8/22.

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

1. THAT the Clerk is hereby authorized to execute the consent agreement, in the same form or substantially the same form, as attached hereto as Schedule "A" to this by-law.

BY-LAW READ A FIRST AND SECOND TIME THIS 16TH DAY OF FEBRUARY, 2023.

BY-LAW READ A THIRD TIME AND PASSED THIS 16TH DAY OF FEBRUARY, 2023.

MAYOR

CLERK

THIS CONSENT AGREEMENT made this 17th day of January, 2023

03-02-2023

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MELANCTHO

(hereinafter referred to as the "Township")

OF THE FIRST PART,
- and -

2577791 ONTARIO Inc.

(hereinafter referred to as the "Owner")

OF THE SECOND PART.

WHEREAS the Owner, through Consent Applications B5/21, B6/21, B7/21, B7/22 and B8/22 obtained Provisional Consent to re-create five rural residential lots and one retained lot;

AND WHEREAS the Township is authorized to establish agreements under Section 53 (12) of the Planning Act, RSO (1990);

AND WHEREAS the Township established a condition of approval of Provisional Consent that requires the Owner to enter into a consent agreement with the Township as a measure to implement certain technical recommendations provided by an Environmental Impact Study which was prepared in support of the consent applications;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of mutual benefits, the Parties hereto agrees as follows:

SECTION I - LANDS TO BE BOUND

- 1) The lands to be bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in the Township of Melancthon and are more particularly described in Schedule "A" hereto.

SECTION II - COMPONENTS OF THE AGREEMENT

- 1) The text, consisting of Sections I through VII, and the following Schedules, which are attached hereto, constitute the components of this Agreement.

Schedule "A" -	Legal Description of the Lands Subject to Agreement
Schedule "B" -	Environmental Impact Study
Schedule "C" -	Site Plan of Natural Heritage Constraints and Enhancement Plantings

SECTION III - REGISTRATION OF AGREEMENT

- 1) This Agreement may be registered on title to the Subject Lands at the expense of the OWNER.
- 2) The OWNER agrees that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration, as required.
- 3) The OWNER agrees to have the TOWNSHIP register this Agreement at the expense of the OWNER.

SECTION IV - PROVISIONS

- 1) The OWNER agrees to adhere to any regulatory requirements of the Nottawasage Valley Conservation Authority.
- 2) The OWNER agrees to adhere to applicable recommendations and requirements of the Environmental Impact Study prepared by SAAR Environmental Limited and attached hereto at Schedule "B" as it relates to the protection of natural heritage features and enhancement plantings which are more specifically detailed on a site plan attached hereto as Schedule "C".

- 3) The OWNER agrees to adhere to the regulations of the Township of Melancthon Zoning By-law 12-79 as amended.
- 4) The OWNER acknowledges that the lands subject to this agreement are characterized by the presence and habitat of endangered and threatened species (Bobolink and Eastern Meadowlark). The OWNER agrees that no site alteration will occur on lands illustrated as a constraint area on the site plan attached hereto as Schedule "C" as a measure to protect this habitat and the species.
- 5) The OWNER acknowledges that the lands subject to this agreement are characterized by the presence and habitat of Species of Special Concern (Chimney Crayfish and Eastern Wood Peewee). The OWNER agrees that no site alteration will occur on lands illustrated as a constraint area on the site plan attached hereto as Schedule "C" as a measure to protect this habitat and the species.
- 6) The OWNER acknowledges that the subject lands are characterized by a wetland feature and tributary. The OWNER agrees not to alter or fill these features or any lands within 30 metres of these features. The OWNER further agrees to undertake enhancement plantings proximate to this feature in the manner described in the site plan attached hereto as Schedule "C" on or before October 31, 2024.
- 7) The OWNER will ensure that any contractor engaged to do work on the subject lands related to site alteration, landscaping or construction reviews and is aware of the responsibilities of the OWNER as articulated in this Agreement.
- 8) The OWNER agrees that any suspected or confirmed endangered or threatened species discovered on the property must be left undisturbed as required by the *Endangered Species Act, 2007*. If any such species are encountered, they should be photographed and allowed time to move out of harm's way and reported to the Natural Heritage Information Centre.
- 9) The OWNER agrees that if archaeological resources, materials or artifacts are discovered during any site alteration or construction, the OWNER will cease all site works immediately and engage a licensed consultant archaeologist to carry out archaeological fieldwork, in compliance with Section 48 (1) of the *Ontario Heritage Act*.
- 10) The OWNER agrees not to stockpile or store building materials or equipment on-site.
- 11) The OWNER agrees to complete all construction in an orderly and timely manner.
- 12) The OWNER agrees to permit Township staff or its agents to enter the lands subject to this Agreement for the purpose of site inspections to assess compliance with this Agreement.
- 13) The OWNER agrees to reimburse the TOWNSHIP for all costs associated with the preparation, administration, registration and processing of this Agreement.

SECTION V - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY

- 1) This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.
- 2) This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.
- 3) This Agreement shall come into effect on the date of execution by the TOWNSHIP.
- 4) The TOWNSHIP shall not release any security held in accordance with Agreement in whole or in part until the TOWNSHIP is satisfied that the OWNER has fulfilled all obligations specified under this Agreement.
- 5) The OWNER covenants and agrees to release and forever discharge the TOWNSHIP from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise either as a result of the failure of the TOWNSHIP to carry out any of its obligations under this Agreement, or, as a result of the TOWNSHIP performing any municipal work on adjacent properties which may damage or interfere with the works of the OWNER, provided that such default, failure or neglect was not caused intentionally or through negligence on the part of the TOWNSHIP, its servants or agents.
- 6) The OWNER covenants and agrees to release and forever discharge the TOWNSHIP from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise as a result of the OWNER undertaking site alteration, construction or development.
- 8) Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

OWNER NAME AND ADDRESS: 2577791 Ontario Inc.
2 Eltesoro Street

Brampton, Ontario
L6P 4J7

TOWNSHIP:

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

THIS AGREEMENT shall enure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the OWNER and the TOWNSHIP have caused their corporate seals to be affixed over the signatures of their respective signing officers.

THIS AGREEMENT was executed by the duly authorized signing officers of each party and sealed this xxth day of January, 2023.

SIGNED, SEALED AND DELIVERED
in the presence of:

Bini Sedh
Witness

[Signature]
Signature of Owner (I have the authority to bind the Corporation)

Bini Sedh
Witness

[Signature]
Signature of Owner (I have the authority to bind the Corporation)

Bini Sedh
Witness

[Signature]
Signature of Owner (I have the authority to bind the Corporation)

Bini Sedh
Witness

[Signature]
Signature of Owner (I have the authority to bind the Corporation)

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

Witness

Clerk, Denise Holmes

SCHEDULE "A"

Legal Description

Part of the West Half of Lots 7 and 8, Concession 2, O.S. in the Township of Melancthon, County of Dufferin, save and except those lands designated as Parts 1, 2, 3, 4 and 5, Plan 7R-6754, and having PIN 3141370061.

SCHEDULE "B"

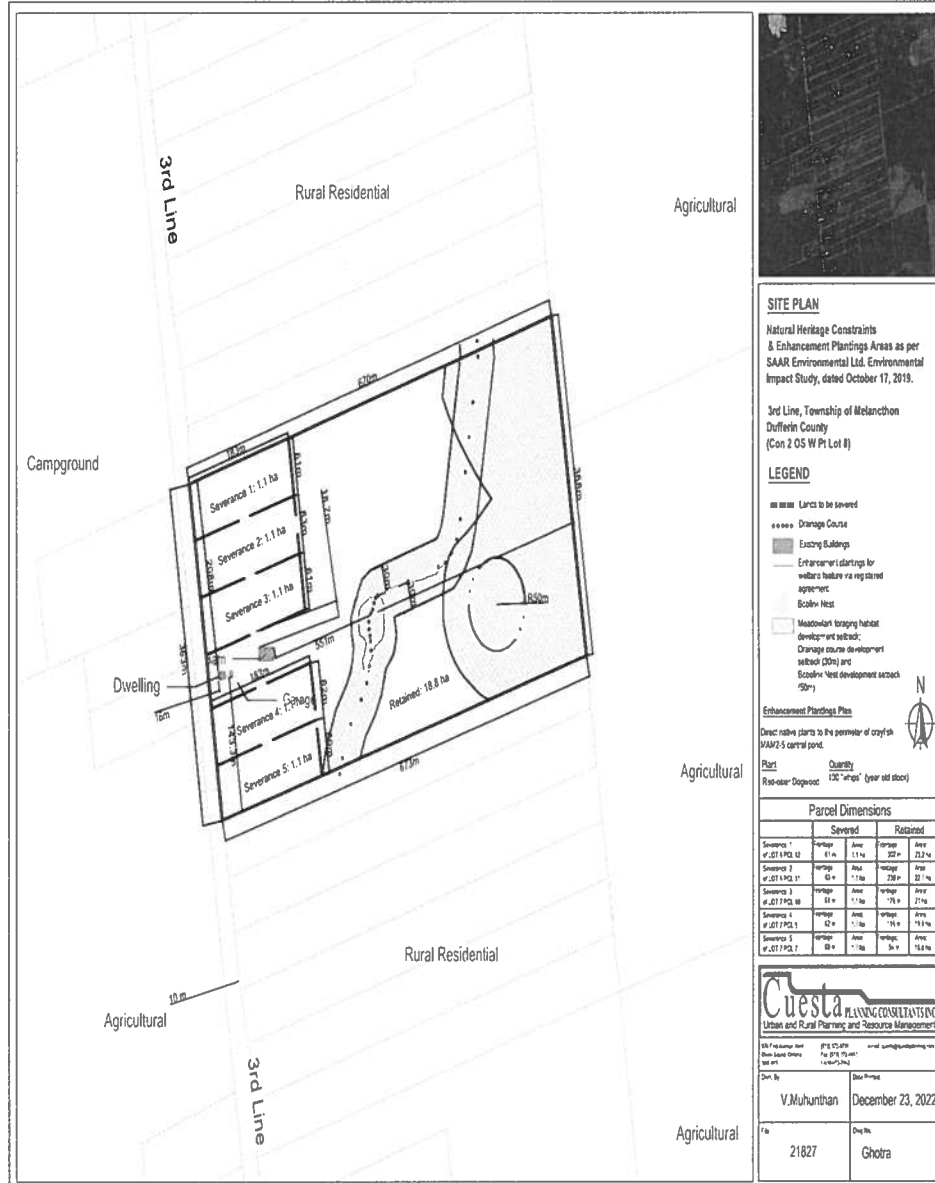
Environmental Impact Study

Prepared by SAAR Environmental and dated October 17, 2019

(kept of file at Township office)

SCHEDULE "C"

Site Plan of Natural Heritage Constraints and Enhancement Plantings



SITE PLAN

Natural Heritage Constraints & Enhancement Planting Areas as per SAAR Environmental Ltd. Environmental Impact Study, dated October 17, 2019.

3rd Line, Township of Melancthon
Dufferin County
(Con 2 OS W Pl. Lot II)

LEGEND

- ▭ Land to be severed
- Drainage Course
- ▭ Existing Buildings
- ▭ Enhancement plantings for wetland habitat via registered agreement
- ▭ Ecodrive Vest
- ▭ Meadowland foraging habitat development setback
- ▭ Drainage course development setback (20m) and Ecodrive/Vest development setback (50m)

Enhancement Plantings Plan

Direct native plants to the perimeter of crayfish MAM2-5 control pond.

Plant	Quantity
Red-osier Dogwood	130 "traps" (year old stock)

Parcel Dimensions					
Severance #	Perchage	Severed		Retained	
		Area	Perchage	Area	Perchage
Severance 1	of 0.21 PPG 12	81 m	1.1 ha	252 m	22.2 ha
Severance 2	of 0.21 PPG 11	42 m	1.1 ha	258 m	22.1 ha
Severance 3	of 0.21 PPG 10	31 m	1.1 ha	276 m	27.6 ha
Severance 4	of 0.21 PPG 9	42 m	1.1 ha	276 m	27.6 ha
Severance 5	of 0.21 PPG 7	38 m	1.1 ha	267 m	26.7 ha

Cuesta PLANNING CONSULTANTS INC.
Urban and Rural Planning and Resource Management

21827 Ghoira

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2023

Being a By-law to amend By-law No. 58-2022 passed in open Council on December 15th 2022.

WHEREAS the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 58-2022, a By-law to appoint a Municipal Services Board for the Horning's Mills Community Hall until December 31, 2023.

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

That Shaen Armstrong be appointed to the Board in the place of Utra Hebden who resigned from the Board on January 10, 2023.

This By-law shall take effect and come into force on the passing thereof.

By-law read a first and second time this 16th day of February, 2023.

By-law read a third time and passed this 16th day of February, 2023.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2023

Being a By-law to amend By-law No. 56-2022 passed in open Council on December 15th 2022.

WHEREAS the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 56-2022, a By-law to appoint a Board of Management for the Corbetton Community Park for the term of Council.

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

That Caroline Karn be appointed to fill the one vacant position on the Board.

This By-law shall take effect and come into force on the passing thereof.

By-law read a first and second time this 16th day of February, 2023.

By-law read a third time and passed this 16th day of February, 2023.

MAYOR

CLERK

The Corporation of The Township of Melancthon

By-law Number -2023

Being a By-law to establish mandatory pre-application consultation requirements in respect of development applications submitted to the Township of Melancthon for approval under the *Planning Act*

WHEREAS subsections 22 (3.1), 34 (10.0.1), 41(3.1) and 51(16.1) of the *Planning Act*, R.S.O. 1990, c. P. 13 as amended, authorize councils to pass a by-law requiring applicants to consult with municipalities prior to the submission of a development application;

AND WHEREAS subsection 9(2) of the *Condominium Act* states that s. 51 of the *Planning Act* is applicable to condominium applications with necessary modifications;

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it desirable for applicants to pre-consult with the Township prior to submission of an official plan amendment, zoning by-law amendment, draft plan of subdivision or condominium, site plan approval, consent or variance;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON ENACTS AS FOLLOWS:

- 1.** No development applications submitted to the Township of Melancthon for approval under the *Planning Act*, shall be deemed complete or accepted for processing, until at least one pre-application consultation meeting has occurred between the proponent and Township staff. For the purposes of this by-law, pre-application consultation is mandatory in respect of all development applications under the *Planning Act*.
- 2.** All pre-consultation meetings shall be coordinated by Township staff. Township staff may involve staff from the Township, Township consultants, including the consultant Planner, Township Engineer, Township Solicitor, as may be required and may involve staff from the County of Dufferin, the appropriate Conservation Authority, the RMO and any other agency deemed relevant by the Township.
- 3.** A Record of Pre-Consultation shall be provided to the proponent in a timely manner which shall outline the information to be provided in order that the development application may be deemed complete under the *Planning Act*, pursuant to the policies of the Township Official Plan, as amended. The information to be provided shall include terms of reference or other criteria established for specific studies or other information or material which have been identified as required for a complete application.
- 4.** Within seven (7) working days of receiving the Record of Pre-Consultation, the proponent shall advise the Township in writing whether or not it concurs with the proposed submission requirements. If the proponent does not agree, the proponent may request another pre-application consultation meeting which shall be coordinated by the Township at a mutually convenient time.
- 5.** The Township, may, at its sole discretion, require more than one pre-application consultation meeting before it is in a position to determine the requirements of a complete application. If more than one meeting is required, the Township shall advise the proponent in the initial Record of Pre-Consultation.
- 6.** This by-law shall take effect from the date of final passing thereof.

BY-LAW READ A FIRST AND SECOND TIME THIS 16TH DAY OF FEBRUARY, 2023.
BY-LAW READ A THIRD TIME AND PASSED THIS 16TH DAY OF FEBRUARY, 2023

MAYOR

CLERK

FEB 16 2023

GB #16.1.5



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

SUBJECT: MUNICIPAL TELECOMMUNICATIONS REPORT

MEETING DATE: FEBRUARY 16, 2023

BACKGROUND

In 2021, the Town of Orangeville received a provincial modernization grant to review the municipality's telecommunications systems for current and future state needs. The review also identified coverage and reception within Dufferin County as a whole.

The Town of Orangeville has hosted information sessions with fire departments, County of Dufferin, Town of Caledon, Upper Grand District School Board and Dufferin County municipalities. These sessions have identified gaps in the current Land Mobile Radio systems (LMR). The LMR systems are a critical component of emergency services communications and are relied on during emergency situations.

DISCUSSION

The current communications systems were found to be fragmented and lacking the ability to provide seamless communications between emergency services. A universal telecommunications system would allow for continuous and reliable telecommunications for our public works department, fire departments and emergency services, even when providing mutual aid out of their regular areas. A localized communications system would provide security to system failures, to ensure telecommunications are protected during situations such as surges and disasters.

There are multiple funding opportunities in which Dufferin County municipalities may jointly apply for, including but not limited to:

- CRTC Broadband Fund;

- CIRA Community Investment Program;
- Govt. of Canada Universal Broadband Fund;
- Govt. of Canada / Prov. Of Ontario Rural & Northern Infrastructure Stream of Investing in Canada Infrastructure Program;
- Prov. Of Ontario ICON Fund; and
- P1A / PSBN Accelerator Program.

NG 9-1-1 networks are anticipated to be up and running before March 2025. With the delay in supply and delivery of materials, it may take several years to implement a telecommunications system in Dufferin County. Therefore, it is important to commence discussions in a timely manner, including applying for funding. The Town of Orangeville will be moving forward with this project in 2023 and is looking to identify municipalities that may be interested in further pursuing a joint venture.

I have attached the Town of Orangeville's Telecommunications Report and the Briefing Update and Discussion Presentation from Black Castle Networks. A recording of the presentation to Orangeville Council by Black Castle Networks, Orangeville's hired consultant, is available at this link:

https://www.youtube.com/watch?v=v2L_129PfC8&t=3632s.

FINANCIAL IMPACTS

To be determined.

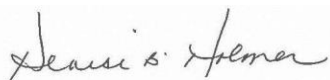
RECOMMENDATION

Staff recommends that Council indicate its willingness to continue to discuss the establishment of a County-wide Telecommunications System with a goal of determining cost and sources of funding.

THAT Council receive the Municipal Telecommunications Report of Denise Holmes, CAO/Clerk;

AND THAT Council support the concept of a universal telecommunications system in Dufferin County that is inclusive of the lands within the Township of Melancthon.

Respectfully submitted,



Denise B. Holmes, AMCT
CAO/Clerk



Subject: Telecommunications Report

Department: Corporate Services

Division: IT

Report #: CPS-2022-062

Meeting Date: 2022-08-08

Recommendations

That report CPS-2022-062 Telecommunications Report, be received;

And that staff be authorized to pursue grant funding for initiatives related to upgrading the Town's telecommunication systems;

Background and Analysis

In 2021, the Town of Orangeville received a provincial modernization grant to review the municipality's telecommunications systems for current and future state needs. The review, conducted by Black Castle Networks (BCN), included a current state assessment of existing telecom assets such as fiber network, wireless towers, radio systems, and services currently utilized.

It also focused on identifying opportunities to leverage next generation networks that would create efficiencies and future proof the Town's system infrastructure, such as public sector broadband network, 5g etc.

In October 2021, the Town initiated the first stakeholder meetings, inviting the Broader Public Sector groups, such as Fire Departments, County of Dufferin, Town of Caledon, Upper Grand School Board.

These stakeholder sessions identified gaps in the current Land Mobile Radio systems (LMR). The LMR systems are a critical component of emergency services communications and are relied on during emergency scenarios that represent a significant risk to life, property, and disasters-based events.

In addition to identifying future ready opportunities for the Town's infrastructure, the report detailed specific risks/deficiencies in the current state that are high priority. It indicates that there are numerous government grants along with private/public

partnership opportunities that can assist in the funding / cost sharing of these projects. These grants have been designed to help modernize radio and wireless 5G services for Municipalities across Canada's public safety network, due to aging infrastructure, and a significant shift from legacy radio systems to modern 5G radio technologies.

The Town does have funding available to initiate the upgrades to the wireless system, but acknowledges the broader upgrades require additional funding. As a result, staff are requesting authorization to apply for funding to remediate identified issues and improve system infrastructure more broadly. In the event staff are unsuccessful the requests will be brought forward in a future budget process.

The benefits to the Town focusing on its own robust telecommunications system are underscored by the recent events with Rogers Telecommunications. It is more relevant now than ever that the town ensures localized communications systems are capable of handling surges (increased loads when a situation occurs) and disasters events, from technological, environmental, or malicious intent.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Municipal Service

Objective: Delivered with a focus on customer service • Effective and efficient • Respectful of cost and impact to the community

Priority Area: Strong Governance

Objectives: Financial responsibility • Positive relationships with other governments, agencies, and private sector

Sustainable Infrastructure

Objectives: Maintain current assets • Plan for growth • Support innovation

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Encourage and support collaboration to implement sustainability initiatives between municipal and community organizations, local Indigenous groups, conservation authority, colleges, and adjacent municipalities and the County.

Notice Provisions

N/A

Financial Impact

Orangeville has budgeted \$900,000 to the project in 2022 via two separate Land Mobile Radio projects. Given the current market situation, any additional funding required will be brought forward in a future funding request and more information will be available upon the completion of the next project phase (radio frequency survey).

The Town also will request grant funding and explore private/public partnerships on the broader systems to reduce additional funding and develop a safe and resilient emergency communication system.

Respectfully submitted

Andrea McKinney
General Manager, Corporate Services

Reviewed by

Jason Hall
Manager, Information Technology

Jason Hall,
IT Manager, Information Technology

Attachment(s): 1. Telecom Presentation

Report Approval Details

Document Title:	Telecommunications Report - CPS-2022-062.docx
Attachments:	
Final Approval Date:	Jul 28, 2022

This report and all of its attachments were approved and signed as outlined below:

Andrea McKinney

Nandini Syed

**No Signature - Task assigned to Raymond Osmond was completed by delegate
Andrea McKinney**

Raymond Osmond

Town of Orangeville & Dufferin Area Stakeholders



Project: Consulting Services for a Telecommunications Review

Briefing Update & Discussion



August 8th, 2022



**Black Castle
Networks**

Current Public Safety Communications Issues

Town of Orangeville & Dufferin Area Stakeholders Telecommunications Review



GEOGRAPHIC VIEW OF RF COVERAGE / RECEPTION PROBLEMS:

3.4.1.3 Town of Orangeville – Geographic Mapping of Coverage Problem Areas



Figure18 – Town of Orangeville and LMR / Data Sites – Areas with reported issues are noted with red squares.

Town of Orangeville & Dufferin Area Stakeholders Telecommunications Review



GEOGRAPHIC VIEW OF RF COVERAGE / RECEPTION PROBLEMS:

3.4.1.4 Dufferin County – Geographic Mapping of Coverage Problem Areas

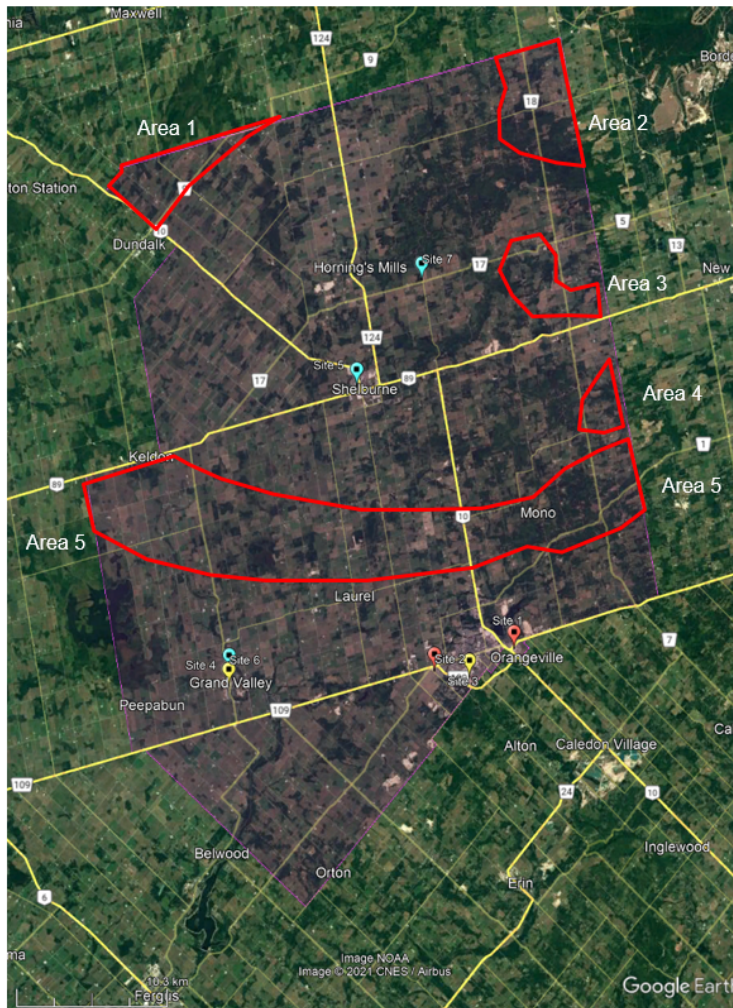


Figure 19 – Dufferin County with LMR / Data Sites – Areas with reported issues are noted with red squares.

Staff interviewed reported concerns in the noted red areas – problems with basic radio reception and interoperability among Fire agencies and neighboring agencies.

These serious issues are a health & safety concern + a 911 operations concern + a liability for the concerned parties → corrective action should be taken ASAP.

Town of Orangeville & Dufferin Area Stakeholders Telecommunications Review



WHAT DID WE DO TO GET HERE?

1. Incomplete / Fragmented County System per original Simulcast System Design Plan

- a) - lack of inter-site linkages for wide-area comms in original backhaul / system design means single site-based users cannot communicate with other users in the County or users en-route to 911 call
- b) - potential RF self-interference issues while paging volunteer Fire Fighters
- c) - RF coverage gaps in original RF design due to non-optimized RF site locations
- d) - lack of interoperability with neighbouring systems in the design (no ISSI linkages, site links)
- e) - legacy analog LMR technology without planned interoperability across radio sites
- f) - unencrypted LMR communications open to public
- g) - no cohesive County-wide radio system equipment strategy & no Public Safety data capabilities
- h) - a number of single-points of failure in backhaul design & system design

2. Overall System Maintenance Problems & Operations Issues

- a) - lack of on-site spares puts system at risk of multi-day outages if breakage occurs
- b) - no documentation / no organized radio system info rapidly available for emergencies / disasters
- c) - questions about scope of contracts for maintenance services and/or expired contracts

3. Equipment Incompatibilities between County & Orangeville & Neighbouring Fire Agencies

- a) - Incompatibility of radio equipment between County and Orangeville Fire agencies, and neighbouring agencies, which necessitate physical use of “donor radios” → risk
- b) - Original procurement & design → lack of strategic / interop. planning & infra. lifecycle planning



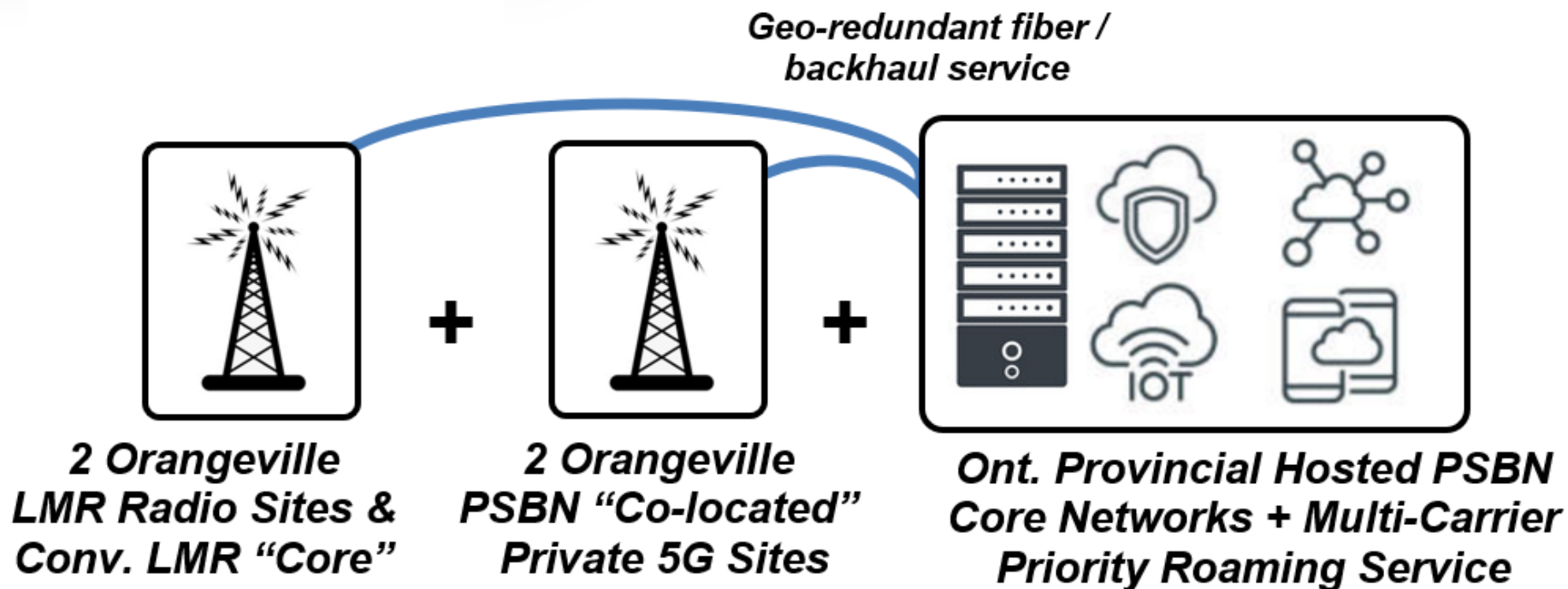
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Opportunities to Solve Existing Issues & Improve 911 Response

Town of Orangeville & Dufferin Area Stakeholders Telecommunications Review



ROM EVALUATION – ORANGEVILLE SOLUTION OVERVIEW:



+ Optional County Scenario:

**“County-Wide” Scenario with added County site locations &
County users → Total of 6 LMR Sites & Between 6-9 PSBN Sites**

‡ Please see the Report - Extended Summary for scenario details

Town of Orangeville & Dufferin Area Stakeholders Telecommunications Review



TELECOM INVESTMENT - GRANT & FUNDING ELIGIBILITY

Examples of Grants Orangeville & Dufferin Area Stakeholders could apply to for funding:

1. CRTC Broadband Fund – [\$750M over 5 yrs.]
2. CIRA (Canadian Internet Registration Authority) Community Investment Program
[Up to \$1.25M per year in \$250k / \$100k grants]
3. Govt. of Canada Universal Broadband Fund (UBF) – [\$6B over 10 yrs.]
4. Govt. of Canada / Prov. of Ontario – Rural & Northern Infrastructure Stream of Investing
in Canada Infrastructure Program – [\$2B over 10 years; up to \$5M per proj.]
5. Prov. of Ontario ICON Fund – [\$4B over 4 yrs.]
6. PIA / PSBN Accelerator Program (Being Setup) – P3 Accelerator Fund – [\$28B over 7 yrs.]

Programs have varying requirements & annual deadlines / application cycles.

Town of Orangeville

Telecommunications Review



KEY BENEFITS OF THE PROPOSED SOLUTION

1. Remove Potential Legal Liabilities from Radio System Failures / Inability to Communicate

- a) - Correcting the longstanding LMR issues will mitigate and remove potential liabilities due to 911 operations staff unable to call for help in an emergency, or due to worsened 911 outcomes for civilians in the event of communications mix-ups during 911 operations

2. Improve Interoperability among current 911 field staff (Fire, Police, EMS)

- a) - Correcting the longstanding LMR issues will improve 911 response & coordination
- b) - Improved 911 response outcomes and Improved Community Safety

3. Deployment of a Hybrid LMR-PSBN model brings added Critical Infrastructure & 911 Benefits

- a) - New data & Private 5G capabilities – Deploying a Hybrid LMR-PSBN system brings new voice & data capabilities for town, utility, critical infrastructure, 911 users and as a tool for digital divide / access
- b) - Enhanced Cybersecurity for Critical Infrastructure vs. Commercial Carriers
- c) - PSBN has a positive ROI for investment via significant cost savings on telecom service vs. status quo
- d) - PSBN improves 911 communications reliability & resiliency in the event of commercial carrier outages (e.g., recent Rogers outage) or disaster surge scenarios / evacuations in natural disasters, etc.
- e) - PSBN significantly improves municipal disaster preparedness for 911 access & 911 response
- f) - PSBN provides added call capacity + backup wireless access for Hybrid LMR device users

LMR = "Land Mobile Radio" / PSBN = "Public Safety Broadband Network"



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Question & Answer



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Thank You!

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

FEB 16 2023

GB #16.3.1

FEB 02 2023

GB #17.3.1

JAN 12 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 8th Line SW at 270 SR and the other being at/near County Road 21 and 5th 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 8th Line tract was seen as being deferred as the County sees the 8th 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 4th 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 1st, May 1st, August 1st and October 1st 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 31st. 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 31st 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:

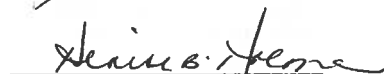
THE CORPORATION OF THE
TOWNSHIP OF MULMUR


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

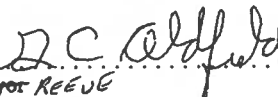

.....
Clerk

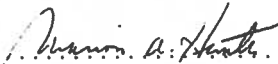
The Corporation of the Township of Amaranth
per:


.....
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

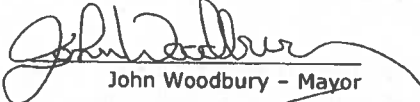
Whereas Section 9 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

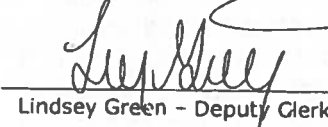
Whereas it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with the Corporation of the Township of Melancthon,

Now therefore be it resolved that the Council of the Corporation of the Township of Southgate enacts as follows:

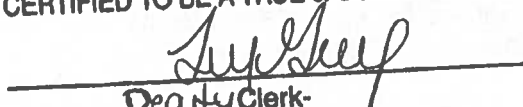
1. **That** the agreement between The Corporation of the Township of Melancthon and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Deputy Clerk are authorized to sign the agreement on behalf of the Township of 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 4th 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 4th 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 members 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 15th 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.

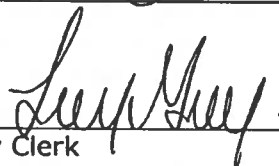
In WITNESS WHEREOF each of the parties hereto has affixed its corporate seal attested to by the proper officers duly authorized in that behalf;

SIGNED, SEALED AND DELIVERED
in the presence of:

THE CORPORATION OF THE
TOWNSHIP OF SOUTHGATE



Mayor



Deputy Clerk

THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON



Mayor



Clerk



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

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

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 5th 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?



**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 16, 2023
SUBJECT: Budget Draft

Purpose

The purpose of this report is to present the 2023 Draft Budget to Council for review and discussion.

Discussion

Attached with the Draft Budget is:

- Payroll Report
- 2023 Draft Budget as at February 16, 2023
- Reserve Chart
- Development Charge Chart
- Possible 2023 Capital Expenditures

To follow:

- 5 year capital plan for Capital needs and possible ways to fund them.

Most operating costs in the budget are standard costs. Below are considerations for operating expenses that out of the ordinary:

- Markdale Hospital donation (\$20,000)
- Horning's Mills Wishlist
- Strategic Plan, Employee Compensation Plan, Official Plan, Zoning By-Law (funded with working reserves)

Possible considerations and discussions for Capital expenses:

- 10-year loan for Tractor, snow blower and brusher – any further discussions?
- Further equipment discussions
- Further bridge work discussions (2023 costs \$78,000 funded through tax base)
- Road work – listed in priority (\$900,000 - \$387,000 funded through reserves \$513,000 through tax base.) Should we defer any other project(s) and add more to reserves?
- If projects come in over budget, would council like to consider doing a motion to put it in reserves?

CPI last year (2022) was 7.13% (from January to December). The budget presented has a 7.29% increase with 1.79% growth. Is there a tax rate change that Council feels is an acceptable - would this include growth?

Next budget meeting I will have household assessment chart to show what impact tax changes will have on residents.

Respectfully submitted.

Sarah Culshaw



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 16, 2023
SUBJECT: Salary Report

Purpose

That the Report of Sarah Culshaw, Treasurer/Deputy-Clerk be received and that Council approve the employee band grid increase of 4.5% effective January 1, 2023.

Discussion

This report is to provide information to Council regarding the 2023 Salary increase based on consumer indexing and comparisons with the County of Dufferin and neighboring Municipalities.

The Market Compensation Review done in 2018 by Ward and Uptigrove was approved effective August 1, 2018 along with Appendix A; implement the pay Administration Policy, Appendix B and communicate the results of the Report to Staff. In Appendix B – Pay Administration Policy, it states that each year, staff will bring recommendations forward to Council based on the annual Stats Ontario CPI for the 12 months ended September 30th each year. For 2021/22 the average CPI was 6.46%.

Below please find the approved increase from the other Dufferin County Municipalities.

Township	2023 Rate Increase	
Amaranth	3.00%	Approved but to be reevaluated
East Garafraxa	3.00%	Waiting on approval
Grand Valley	6.5%	Approved starting July 1, 2023
Melancthon		Waiting on approval
Mono	6.5%	Waiting on approval
Mulmur	4.00%	Waiting on approval
Shelburne	4.00%	Approved
Dufferin County	4.00%	Waiting on approval

The 4.5 % suggested increase is to stay competitive with the other municipalities in Dufferin, and to be consistent with the CPI increase.

Respectfully submitted.

Sarah Culshaw
Treasurer/Deputy-Clerk



TOWNSHIP OF MELANCTHON 2023 DRAFT BUDGET

BUDGET PAGE	DEPARTMENT EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
GENERAL GOVERNMENT SERVICES				
4	COUNCIL	\$ 112,350.00	\$ 102,998.33	\$ 117,420.00
5	ADMINISTRATION	\$ 650,504.00	\$ 615,248.45	\$ 720,492.00
5	TAXATION WRITE OFFS	\$ 75,000.00	\$ 21,669.54	\$ 35,000.00
		\$ 837,854.00	\$ 739,916.32	\$ 872,912.00
PROTECTION TO PERSONAL & PROPERTY				
6	FIRE SERVICES	\$ 281,679.99	\$ 284,745.50	\$ 354,529.91
6	POLICING	\$ 432,024.00	\$ 426,036.85	\$ 447,718.00
6	BYLAW ENFORCEMENT	\$ 12,000.00	\$ 8,628.15	\$ 12,000.00
6	CONSERVATION AUTHORITY	\$ 33,615.80	\$ 33,609.80	\$ 34,800.04
6	ANIMAL CONTROL	\$ 3,500.00	\$ 8,836.82	\$ 11,200.00
6	STREET LIGHTS	\$ 6,500.00	\$ 5,178.88	\$ 6,000.00
		\$ 769,319.79	\$ 767,036.00	\$ 866,247.95
TRANSPORTATION SERVICES				
7	SALARIES & ADMINISTRATION	\$ 551,100.00	\$ 509,685.23	\$ 565,820.00
7	ROAD DEPARTMENT BUILDING & MISC.	\$ 145,500.00	\$ 160,008.98	\$ 189,300.00
8	ROAD EQUIPMENT	\$ 266,780.00	\$ 306,124.37	\$ 320,000.00
8	NEW EQUIPMENT	\$ 803,349.13	\$ 144,793.00	\$ 822,000.00
9	BRIDGES, CULVERTS, DRAINS	\$ 458,408.00	\$ 367,010.52	\$ 173,907.00
9	ROADSIDE	\$ 65,000.00	\$ 14,635.98	\$ 45,175.00
9	HARDTOP	\$ 51,700.00	\$ 22,333.78	\$ 48,500.00
9	LOOSETOP	\$ 527,000.00	\$ 500,757.83	\$ 602,000.00
10	WINTER CONTROL	\$ 41,225.00	\$ 41,576.22	\$ 55,000.00
10	ROAD IMPROVEMENTS	\$ 350,000.00	\$ 503,304.74	\$ 900,000.00
10	RESERVES	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
10	BUILDING IMPROVEMENTS	\$ 119,568.00	\$ 129,690.70	\$ -
		\$ 3,529,630.13	\$ 2,849,921.35	\$ 3,871,702.00

BUDGET PAGE	DEPARTMENT EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
11	ENVIRONMENTAL SERVICES	\$ 38,600.00	\$ 25,833.86	\$ 38,917.22
		\$ 38,600.00	\$ 25,833.86	\$ 38,917.22
11	RECREATION	\$ 176,808.00	\$ 173,403.68	\$ 163,273.00
		\$ 176,808.00	\$ 173,403.68	\$ 163,273.00
11	HEALTH & SOCIAL SERVICES (CEMETERY)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
11	LIBRARY	\$ 67,100.00	\$ 67,443.00	\$ 70,000.00
		\$ 67,100.00	\$ 67,443.00	\$ 70,000.00
12	PLANNING	\$ 80,000.00	\$ 70,802.78	\$ 150,000.00
		\$ 80,000.00	\$ 70,802.78	\$ 150,000.00
12	DRAINAGE	\$ 55,380.00	\$ 32,644.78	\$ 55,000.00
		\$ 55,380.00	\$ 32,644.78	\$ 55,000.00
12	RESERVES	\$ 33,000.00	\$ 33,000.00	\$ 5,000.00
		\$ 33,000.00	\$ 33,000.00	\$ 5,000.00
12	SUBTOTAL EXPENSES	\$ 5,592,691.92	\$ 4,765,001.77	\$ 6,098,052.17

BUDGET PAGE	DEPARTMENT REVENUE SUMMARY	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
13	TAXATION			
	SUPPLEMENTALS	\$ 85,000.00	\$ 83,072.57	\$ 80,000.00
	GRANT IN LIEU	\$ 1,900.00	\$ 1,946.42	\$ 1,950.00
		\$ 86,900.00	\$ 85,018.99	\$ 81,950.00
13	GRANTS	\$ 515,029.00	\$ 521,734.68	\$ 422,082.00
		\$ 515,029.00	\$ 521,734.68	\$ 422,082.00
13	ADMINISTRATION	\$ 23,650.00	\$ 27,569.00	\$ 25,370.00
		\$ 23,650.00	\$ 27,569.00	\$ 25,370.00
14	PROTECTIONS TO PERSONS & PROPERTY	\$ 4,100.00	\$ 5,119.00	\$ 5,000.00
		\$ 4,100.00	\$ 5,119.00	\$ 5,000.00
14	ROADS	\$ 1,092,930.00	\$ 809,640.00	\$ 1,354,642.35
		\$ 1,092,930.00	\$ 809,640.00	\$ 1,354,642.35
14	PLANNING	\$ 19,700.00	\$ 24,750.00	\$ 53,500.00
		\$ 19,700.00	\$ 24,750.00	\$ 53,500.00
15	OTHER	\$ 770,550.00	\$ 989,050.20	\$ 846,150.00
		\$ 770,550.00	\$ 989,050.20	\$ 846,150.00
15	SUBTOTAL REVENUE	\$ 2,512,859.00	\$ 2,462,881.87	\$ 2,788,694.35

GL ACCT # 5001	COUNCIL EXPENDITURES EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
1010	SALARIES, MEETINGS	\$ 92,000.00	\$ 92,162.27	\$ 96,000.00
1025	RECEIVER GENERAL	\$ 3,800.00	\$ 4,272.41	\$ 4,450.00
1030	EHT	\$ 1,600.00	\$ 1,797.24	\$ 1,870.00
1070	MILEAGE	\$ 1,000.00	\$ 50.50	\$ 1,000.00
1080	CONFERENCES/CONVENTIONS/SEMINARS/TRAINING	\$ 7,750.00	\$ 1,866.34	\$ 7,500.00
1090	MEALS	\$ 200.00	\$ -	\$ 600.00
2190	MISCELLANEOUS/HYBRID COUNCIL	\$ 6,000.00	\$ 2,849.57	\$ 6,000.00
	TOTAL COUNCIL EXPENDITURES	\$ 112,350.00	\$ 102,998.33	\$ 117,420.00

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
1010	WAGES, VACATION PAY, UNUSED SICK PAY	\$ 309,000.00	\$ 306,111.35	\$ 321,360.00
1020	BENEFITS	\$ 32,000.00	\$ 26,746.21	\$ 32,000.00
1022	TRAINING	\$ 3,000.00	\$ 1,134.63	\$ 1,500.00
1025	RECEIVER GENERAL	\$ 18,000.00	\$ 15,940.97	\$ 18,720.00
1026	MEETINGS	\$ 1,000.00	\$ 441.80	\$ 1,000.00
1030	EHT	\$ 6,000.00	\$ 6,001.31	\$ 6,240.00
1040	WSIB	\$ 8,500.00	\$ 7,938.78	\$ 8,840.00
1064	OMERS TOWNSHIP	\$ 33,000.00	\$ 31,209.82	\$ 34,300.00
1070	MILEAGE	\$ 1,500.00	\$ 388.50	\$ 1,500.00
1080	CONFERENCES	\$ -	\$ -	\$ 4,000.00
2025	OFFICE FURNITURE	\$ 1,000.00	\$ 183.16	\$ 1,200.00
2010	OFFICE SUPPLIES	\$ 6,800.00	\$ 6,409.07	\$ 6,800.00
2020	POSTAGE	\$ 7,000.00	\$ 6,538.02	\$ 7,000.00
2030	OFFICE EQUIPMENT	\$ 3,500.00	\$ 4,483.72	\$ 4,500.00
2035	COMPUTER PROGRAM UPDATES & IT SERVICES	\$ 16,000.00	\$ 15,447.44	\$ 23,500.00
2036	COMPUTERS & SERVER	\$ 500.00	\$ -	\$ 500.00
2037	ESRI LICENSE AGREEMENT	\$ 3,100.00	\$ 3,052.80	\$ 3,100.00
2040	ADVERTISING	\$ 1,500.00	\$ 1,545.73	\$ 1,500.00
2050	AUDIT	\$ 21,000.00	\$ 23,733.44	\$ 24,000.00
2060	MEMBERSHIPS	\$ 4,100.00	\$ 4,656.24	\$ 4,000.00
2070	HEATING	\$ 3,400.00	\$ 2,984.83	\$ 3,400.00
2080	HYDRO	\$ 4,800.00	\$ 5,012.01	\$ 5,300.00
2090	TELEPHONE	\$ 2,800.00	\$ 2,253.85	\$ 2,500.00
2094	INTERNET	\$ 1,800.00	\$ 1,692.80	\$ 1,800.00
2095	WEBSITE MAINTENANCE	\$ -	\$ 929.57	\$ 500.00

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES (CONTINUED)	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
	STRATEGIC PLAN	\$ -		\$ 30,000.00
2100	PROFESSIONAL FEES - LEGAL	\$ 25,000.00	\$ 19,302.95	\$ 25,000.00
2102	INTEGRITY COMMISSIONER SERVICES	\$ 5,000.00	\$ 6,754.51	\$ 3,000.00
2103	HEALTH AND SAFETY SERVICES	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
2109	EMPLOYEE TOWNSHIP COMPENSATION PLAN	\$ -		\$ 25,000.00
2110	INSURANCE	\$ 55,000.00	\$ 47,424.13	\$ 55,000.00
2120	ELECTION	\$ 15,000.00	\$ 16,678.10	\$ -
2162	BLDG MAINTENANCE	\$ 4,000.00	\$ 1,694.79	\$ 8,000.00
2163	OFFICE CLEANING	\$ 2,400.00	\$ 1,526.40	\$ 2,400.00
2164	LANDSCAPING & GRASS CUTTING	\$ 300.00	\$ -	\$ 300.00
2165	WATER SAMPLING	\$ 125.00	\$ 100.84	\$ 125.00
2170	COVID-19 EXPENSES	\$ 5,000.00	\$ 1,619.22	\$ -
2190	OTHER/MISCELLANEOUS	\$ 5,000.00	\$ 2,546.83	\$ 4,000.00
2200	PETTY CASH	\$ 500.00	\$ 20.00	\$ 500.00
4030	BANK CHARGES	\$ 1,300.00	\$ 937.97	\$ 1,300.00
6135	GRANT TO OTHERS	\$ 2,500.00	\$ 3,750.00	\$ 3,750.00
6133	DONATION TO MARKDALE HOSPITAL (5YRS)	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00
6136	ERSKINE CLINIC	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7011	LOAN FOR MUNICIPAL EXPANSION	\$ 13,057.00	\$ 13,056.66	\$ 13,057.00
	TOTAL	\$ 650,504.00	\$ 615,248.45	\$ 720,492.00
4010	TOTAL TAX WRITE OFF EXPENDITURES	\$ 75,000.00	\$ 21,669.54	\$ 35,000.00
	TOTAL ADMINISTRATION EXPENDITURES	\$ 837,854.00	\$ 739,916.32	\$ 872,912.00

GL ACCT #	PROTECTION TO PERSONS/PROPERTY EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
	FIRE SERVICES			
3 6010	MULMUR MELANCTHON FD	\$ 103,689.86	\$ 106,755.37	\$ 117,430.91
3 6020	SHELBURNE AND DISTRICT FD	\$ 112,990.13	\$ 112,990.13	\$ 167,099.00
3 6030	TOWNSHIP OF SOUTHGATE FD - OPER/CAP	\$ 65,000.00	\$ 65,000.00	\$ 70,000.00
	SUB TOTAL	\$ 281,679.99	\$ 284,745.50	\$ 354,529.91
	POLICING			
4 3050	POLICING	\$ 419,774.00	\$ 419,266.19	\$ 435,468.00
4 3055	POLICING - ESO	\$ 350.00	\$ 246.66	\$ 350.00
4 3052	POLICING - RIDE	\$ 6,600.00	\$ 6,524.00	\$ 6,600.00
4 3053	POLICE SERVICES BOARD	\$ 300.00	\$ -	\$ 300.00
4 2310	TASK FORCE	\$ 5,000.00	\$ 5,036.10	\$ 5,000.00
	SUB TOTAL	\$ 432,024.00	\$ 426,036.85	\$ 447,718.00
	BY LAW ENFORCEMENT			
4 6155	BY LAW ENFORCEMENT	\$ 12,000.00	\$ 8,628.15	\$ 12,000.00
	CONSERVATION AREA			
4 6040	NOTTAWASAGA VALLEY CA	\$ 13,228.80	\$ 13,222.80	\$ 13,745.04
4 6050	GRAND RIVER CA	\$ 20,387.00	\$ 20,387.00	\$ 21,055.00
	SUB TOTAL	\$ 33,615.80	\$ 33,609.80	\$ 34,800.04
	ANIMAL CONTROL			
13 6140	LIVESTOCK CLAIMS	\$ 1,000.00	\$ 3,935.75	\$ 4,000.00
4 6150	ANIMAL CONTROL	\$ 2,500.00	\$ 4,901.07	\$ 7,200.00
	SUB TOTAL	\$ 3,500.00	\$ 8,836.82	\$ 11,200.00
	STREET LIGHTS			
6 3025	STREET LIGHTS LED	\$ 5,500.00	\$ 5,178.88	\$ 5,000.00
6 3026	STREET LIGHT REPAIR	\$ 1,000.00	\$ -	\$ 1,000.00
	SUB TOTAL	\$ 6,500.00	\$ 5,178.88	\$ 6,000.00
	TOTAL PROTECTION TO PERSONS/PROPERTY	\$ 769,319.79	\$ 767,036.00	\$ 866,247.95

GL ACCT # 5005	ROADWAYS EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
SALARIES & ADMINISTRATION				
1010	SALARIES AND WAGES	\$ 405,000.00	\$ 382,530.18	\$ 421,200.00
1025	RECEIVER GENERAL, EHT & WSIB	\$ 44,000.00	\$ 43,236.95	\$ 45,760.00
1020	BENEFITS	\$ 31,000.00	\$ 24,256.40	\$ 28,000.00
1065	OMERS TOWNSHIP CONTRIBUTION	\$ 36,500.00	\$ 33,450.18	\$ 37,960.00
1070	MILEAGE	\$ 100.00	\$ 12.00	\$ 100.00
1022	STAFF TRAINING AND SEMINARS	\$ 3,000.00	\$ 213.70	\$ 3,000.00
2010	OFFICE SUPPLIES/COMPUTOR	\$ 2,000.00	\$ 1,711.85	\$ 2,000.00
2036	GPS MONTHLY TRACKING EXPENSE	\$ 5,500.00	\$ 4,308.66	\$ 5,500.00
2112	ASSET MANAGEMENT PLAN SUPPORT	\$ 6,000.00	\$ 7,245.31	\$ 6,000.00
2112	ASSET MANAGEMENT PLAN UPDATE	\$ 18,000.00	\$ 12,720.00	\$ -
3105	BRIDGE STUDY/INSPECTIONS	\$ -		\$ 16,300.00
TOTAL		\$ 551,100.00	\$ 509,685.23	\$ 565,820.00
ROAD DEPARTMENT BUILDING MISC.				
2070	UTILITIES - HEAT	\$ 12,000.00	\$ 15,166.91	\$ 16,000.00
2080	UTILITIES - HYDRO	\$ 7,000.00	\$ 5,261.15	\$ 7,000.00
2090	TELEPHONE	\$ 1,000.00	\$ 1,102.48	\$ 1,200.00
2091	MOBILE PHONE	\$ 1,200.00	\$ 661.39	\$ 1,500.00
2040	ADVERTISING	\$ 750.00	\$ 529.15	\$ 750.00
2041	SIGNS	\$ 5,000.00	\$ 4,565.66	\$ 6,000.00
2110	INSURANCE	\$ 57,400.00	\$ 68,575.37	\$ 70,000.00
2100	LEGAL FEES	\$ 5,000.00	\$ 18,132.31	\$ 20,000.00
2050	AUDIT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2060	MEMBERSHIPS	\$ 150.00	\$ 131.00	\$ 150.00
2165	MATERIALS AND SUPPLIES/STOCK	\$ 7,000.00	\$ 6,761.09	\$ 7,000.00
2166	COVERALLS	\$ 6,000.00	\$ 4,752.04	\$ 6,000.00
3000	SERVICES AND RENTS/MISC	\$ 7,500.00	\$ -	\$ 7,500.00
2103	HEALTH & SAFETY SERVICES	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
2104	HEALTH & SAFETY SERVICES/SUPPLIES	\$ 500.00	\$ 127.20	\$ 1,000.00
2162	BUILDING MAINTENANCE	\$ 10,000.00	\$ 14,420.04	\$ 20,000.00
2163	SAND DOME REPAIRS		\$ -	
2170	COVID EXPENSES	\$ -	\$ 121.49	\$ -
2185	OIL SEPARATER	\$ 2,000.00	\$ 2,031.34	\$ 2,200.00
2192	SHOP TOOLS	\$ 5,000.00	\$ 933.13	\$ 5,000.00
2190	MISCELLANEOUS	\$ 2,000.00	\$ 1,737.23	\$ 2,000.00
3800	CONTRACT WORK	\$ 1,000.00	\$ -	\$ 1,000.00
TOTAL		\$ 145,500.00	\$ 160,008.98	\$ 189,300.00

GL ACCT # 5005	ROADWAYS EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
ROAD EQUIPMENT				
2150	FUEL - CLEAR	\$ 55,000.00	\$ 64,678.72	\$ 70,000.00
2155	FUEL - DYED	\$ 40,000.00	\$ 61,264.34	\$ 65,000.00
3060	WATER TANK	\$ -		
3070/3072	FUEL - PATROL TRUCKS	\$ 18,000.00	\$ 15,300.81	\$ 18,000.00
2180	OIL - TRUCKS AND GRADER	\$ 4,000.00	\$ 4,498.07	\$ 5,000.00
3071	TR # 1 - REPAIRS	\$ 5,000.00	\$ 5,158.03	\$ 5,000.00
3073	TR # 2 - REPAIRS	\$ 15,000.00	\$ 13,706.75	\$ 15,000.00
3074	TR # 3 - REPAIRS	\$ 10,000.00	\$ 8,791.38	\$ 15,000.00
3075	TR # 4 - REPAIRS	\$ 15,000.00	\$ 12,501.44	\$ 15,000.00
3076	TR # 5 - REPAIRS	\$ 15,000.00	\$ 18,740.57	\$ 15,000.00
3077	TR # 6 - REPAIRS	\$ 15,000.00	\$ 19,835.58	\$ 15,000.00
3069	TR # 7 - REPAIRS	\$ 5,000.00	\$ 128.59	\$ 5,000.00
3079	GR#1 - CAT - REPAIRS	\$ 10,000.00	\$ 23,807.20	\$ 15,000.00
3080	GR#2 - REPAIRS	\$ 15,000.00	\$ 5,238.51	\$ 15,000.00
3081	BACKHOE REPAIRS	\$ 3,000.00	\$ 1,842.92	\$ 3,000.00
3082	LOADER	\$ 2,500.00	\$ 402.03	\$ 2,500.00
3083	JOHN DEERE MOWER	\$ 1,000.00	\$ 438.25	\$ 1,000.00
3084	POWER WASHER	\$ 3,000.00	\$ -	\$ 3,000.00
3085	CHAIN SAW	\$ 1,000.00	\$ 324.54	\$ 1,000.00
3086	ROADSIDE MOWER	\$ 1,000.00	\$ 1,205.51	\$ 2,000.00
3500	WINTER CONTROL-PLOW & WING PARTS	\$ 18,000.00	\$ 34,885.00	\$ 20,000.00
7015	JOHN DEERE GRADER LOAN	\$ 2,780.00	\$ 2,796.04	\$ -
2191	RADIO AND TRUCK LICENSES	\$ 10,000.00	\$ 10,580.09	\$ 12,000.00
2195	RADIO MAINTENANCE & REPAIR	\$ 2,500.00	\$ -	\$ 2,500.00
TOTAL		\$ 266,780.00	\$ 306,124.37	\$ 320,000.00
NEW EQUIPMENT (CAPITAL)				
7010	VEHICLES - TRUCK	\$ 128,349.13	\$ 144,793.00	\$ -
7005	EQUIPMENT (ACCUMULATOR)	\$ 15,000.00		
	GRADER	\$ 500,000.00		\$ 610,000.00
	TRUCK - 2 TONNE DUALY PICK-UP	\$ 100,000.00		\$ 100,000.00
	PICK-UP EQUIPMENT	\$ 60,000.00		\$ 60,000.00
	TRACTOR WITH BLOWER BRUSHER			\$ 52,000.00
TOTAL		\$ 803,349.13	\$ 144,793.00	\$ 822,000.00

GL ACCT # 5005	ROADWAYS EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
BRIDGES, CULVERTS, DRAINS				
3100	BRIDGE & CULVERT MTCE	\$ 20,000.00	\$ 236.39	\$ 15,000.00
	BRIDGE # 7			\$ 25,000.00
3111	BRIDGE # 11	\$ 304,500.00	\$ 322,495.16	\$ -
3115	BRIDGE # 13	\$ -	\$ 3,371.45	\$ -
3116	BRIDGE #004 - CLOSURE	\$ -	\$ -	\$ -
3100	BRIDGE # 6 - CONSTRUCTION - WATERPROOF/PAV	\$ 20,000.00	\$ -	\$ 20,000.00
3112	BRIDGE # 2023 ENGINEERING DESIGN	\$ 18,000.00	\$ -	\$ 18,000.00
3850	DRAIN ASSESSMENTS NEW REPORTS	\$ -	\$ -	\$ -
3851	ROAD CROSSINGS DUE TO DRAIN MTCE	\$ 55,000.00	\$ -	\$ 55,000.00
7021	CULVERT 2027 LOAN PAYMENT	\$ 40,908.00	\$ 40,907.52	\$ 40,907.00
3178	30 SIDEROAD CULVERT - EMERG. REPAIR	\$ -		\$ -
3156	CULVERT 2013	\$ -		\$ -
3165	CULVERT 2021	\$ -		\$ -
TOTAL		\$ 458,408.00	\$ 367,010.52	\$ 173,907.00
ROADSIDE				
3215	GRASS MOWING & WEED SPRAYING	\$ 5,500.00	\$ 3,208.33	\$ 2,675.00
3205	BRUSHING - TREE TRIM AND REMOVAL	\$ 20,000.00	\$ 4,261.20	\$ -
3206	DITCHING	\$ 30,000.00	\$ -	\$ 30,000.00
3322	CATCH BASINS	\$ 2,500.00	\$ 1,315.25	\$ 2,500.00
3610	GUIDE POSTS & HARDWARE	\$ 2,000.00	\$ 5,851.20	\$ 5,000.00
3315	SHOULDER MAINTENANCE	\$ 5,000.00	\$ -	\$ 5,000.00
TOTAL		\$ 65,000.00	\$ 14,635.98	\$ 45,175.00
HARDTOP				
3304	PREVENTATIVE MAINTENANCE	\$ 18,000.00	\$ 12,146.64	\$ 20,000.00
3310	COLD MIX, PATCHING, ROUTINE MTCE	\$ 25,200.00	\$ 2,200.00	\$ 6,000.00
3320	SWEEPING, FLUSHING, CLEANING	\$ 5,500.00	\$ 4,959.78	\$ 5,500.00
3321	LINE PAINTING	\$ 3,000.00	\$ 3,027.36	\$ 17,000.00
TOTAL		\$ 51,700.00	\$ 22,333.78	\$ 48,500.00
LOOSETOP				
3700	CLEARVIEW TOWNLINE	\$ -		
3750	TOWNLINES	\$ 1,000.00	\$ 223.88	\$ 1,000.00
3200	ROADSIDE MAINTENANCE	\$ 1,000.00	\$ -	\$ 1,000.00
3210	GRAVEL RESURFACING	\$ 335,000.00	\$ 341,224.01	\$ 400,000.00
3211	GRAVEL MAINTENANCE	\$ 25,000.00	\$ 12,345.43	\$ 30,000.00
3410	DUST LAYER (CALCIUM CHLORIDE)	\$ 165,000.00	\$ 146,964.51	\$ 170,000.00
TOTAL		\$ 527,000.00	\$ 500,757.83	\$ 602,000.00

GL ACCT # 5005	ROADWAYS EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
WINTER CONTROL				
3510	SAND & SALT	\$ 40,000.00	\$ 38,038.60	\$ 55,000.00
3505	SNOW REMOVAL/BLOWING	\$ 1,225.00	\$ 3,537.62	\$ -
TOTAL		\$ 41,225.00	\$ 41,576.22	\$ 55,000.00
ROAD IMPROVEMENT				
3130	2ND LINE SW - REHABILITATION	\$ 350,000.00	\$ 478,508.25	\$ -
3137	7TH LINE SW - REHABILITATION	\$ -		\$ 150,000.00
3134	RIVERVIEW PAVING	\$ -		\$ 250,000.00
3123	15 SR 3RD LINE TO CTY RD 124	\$ -		\$ 250,000.00
	3RD LINE FROM 20 SR 1.2 KM SOUTH			\$ 250,000.00
	15 SR MAIN ST 1 KM EAST			
3122	CHURCH STREET - CURB		\$ 24,796.49	\$ -
TOTAL		\$ 350,000.00	\$ 503,304.74	\$ 900,000.00
RESERVE				
5030	REPLACEMENT EQUIPMENT RESERVE	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
TOTAL		\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
BUILDING IMPROVEMENTS				
7041	WORKS BUILDING ROOF REPLACEMENT	\$ 119,568.00	\$ 129,690.70	\$ -
TOTAL		\$ 119,568.00	\$ 129,690.70	\$ -
TOTAL ROAD EXPENDITURES		\$ 3,529,630.13	\$ 2,849,921.35	\$ 3,871,702.00

GL ACCT # 5007	ENVIRONMENTAL SERVICES EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
2171	LEVELLING	\$ 7,500.00	\$ -	\$ 7,500.00
2105	LANDFILL STUDY/MONITORING	\$ 16,000.00	\$ 15,833.86	\$ 16,317.22
2190	MISCELLANEOUS	\$ 100.00		\$ 100.00
7001	REHABILITATION RESERVE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7010	ENVIRONMENTAL/SUSTAINABILITY	\$ 5,000.00	\$ 167.90	\$ 5,000.00
	TOTAL	\$ 38,600.00	\$ 25,833.86	\$ 38,917.22

GL ACCT # 5010	RECREATION SERVICES EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
5055	CORBETTON PARK	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
6060	HORNING'S MILLS PARK	\$ 2,500.00	\$ 5,471.90	\$ 5,500.00
6065	HORNING'S MILLS COMMUNITY HALL	\$ 12,000.00	\$ 8,915.94	\$ 12,000.00
6064	HORNING'S MILLS HALL BLDNG NEEDS ASSESS	\$ -		
6066	HORNING'S MILLS HERITAGE PROJECT	\$ 500.00	\$ 313.47	\$ 500.00
6070	CENTRE DUFFERIN RECREATION COMPLEX	\$ 63,550.00	\$ 67,038.00	\$ 47,773.00
6080	DUNDALK COMMUNITY CENTRE	\$ 14,000.00	\$ 14,521.00	\$ 15,500.00
6100	NORTH DUFFERIN COMMUNITY CENTRE	\$ 76,758.00	\$ 74,643.37	\$ 76,000.00
	HERITAGE COMMITTEE	\$ 5,000.00	\$ -	\$ 3,500.00
	TOTAL	\$ 176,808.00	\$ 173,403.68	\$ 163,273.00

GL ACCT # 5016	CEMETARY EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
8902	HORNING'S MILLS CEMETERY	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
8904	ST. PAUL'S CEMETERY			
	TOTAL	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00

GL ACCT # 5011	LIBRARY EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
6110	SHELBURNE LIBRARY	\$ 58,500.00	\$ 58,711.00	\$ 61,000.00
6120	DUNDALK LIBRARY	\$ 8,600.00	\$ 8,732.00	\$ 9,000.00
	TOTAL	\$ 67,100.00	\$ 67,443.00	\$ 70,000.00

GL ACCT # 5012	PLANNING SERVICES EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
2100	PROFESSIONAL/LEGAL FEES	\$ 50,000.00	\$ 55,802.78	\$ 60,000.00
2018	OFFICIAL PLAN			\$ 30,000.00
2109	NEW ZONING BY-LAW	\$ -		\$ 45,000.00
2101	LPAT/OLT APPEALS	\$ 15,000.00	\$ -	\$ -
2102	LPAT/OLT APPEALS RESERVES	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
2304	STRADA OPA/ZBA	\$ -		
	TOTAL	\$ 80,000.00	\$ 70,802.78	\$ 150,000.00

GL ACCT # 5009	DRAINAGE EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
3060	DRAINAGE SUPERINTENDENT	\$ 50,880.00	\$ 28,218.60	\$ 50,000.00
3070	NUISANCE BEAVER & BEAVER DAM REMOVAL	\$ 4,500.00	\$ 4,426.18	\$ 5,000.00
	TOTAL	\$ 55,380.00	\$ 32,644.78	\$ 55,000.00

GL ACCT # 5002	RESERVES EXPENDITURES	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
	COVID - SAFE RESTART	\$ 28,000.00	\$ 28,000.00	\$ -
5042	SPECIAL RESERVE FUND EMERGENCY RELIEF	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	TOTAL	\$ 33,000.00	\$ 33,000.00	\$ 5,000.00

TOTAL EXPENITURER		\$ 5,592,691.92	\$ 4,765,001.77	\$ 6,098,052.17
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GL ACCT #	TAXATION REVENUE	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
4001 0700	SUPPLEMENTAL TAXES	\$ 85,000.00	\$ 83,072.57	\$ 85,000.00
4003 0100	PAYMENT IN LIEU	\$ 1,900.00	\$ 1,946.42	\$ 1,950.00
	TOTAL TAXATION REVENUE	\$ 86,900.00	\$ 85,018.99	\$ 86,950.00

GL ACCT # 4004	GRANT REVENUE	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
150	OMPF	\$ 176,500.00	\$ 176,500.00	\$ 175,300.00
300	RIDE GRANT	\$ 6,600.00	\$ 6,524.00	\$ 6,600.00
172	COURT SECURITY & PRISONER TRANSPORT	\$ 1,500.00	\$ 730.00	\$ 730.00
500	LIBRARY GRANT	\$ 4,452.00	\$ 4,452.00	\$ 4,452.00
156	OCIF FUNDING (FORMULA COMPONENT)	\$ 108,537.00	\$ 108,537.00	\$ 100,000.00
159	SAFE RESTART AGREEMENT (COVID)	\$ -		
700	ONTARIO AGGREGATE LIC. FEE	\$ 100,000.00	\$ 118,882.38	\$ 110,000.00
100	DRAINAGE SUPERINTENDENT	\$ 25,440.00	\$ 14,109.30	\$ 25,000.00
164	ICIP GRANT (ROADS BLDG ROOF)	\$ 92,000.00	\$ 92,000.00	\$ -
	TOTAL COUNCIL REVENUE	\$ 515,029.00	\$ 521,734.68	\$ 422,082.00

GL ACCT # 4010	ADMINISTRATION REVENUE	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
100	TAX CERTIFICATES	\$ 3,000.00	\$ 2,640.00	\$ 2,500.00
110	TAX STATEMENT/DUPLICATE TAX BILLS	\$ 500.00	\$ 535.00	\$ 500.00
115	REMINDER/OVERDUE NOTICE FEE	\$ 3,000.00	\$ 3,034.00	\$ 3,000.00
200	BUILDING PERMIT APPROVAL	\$ 4,800.00	\$ 6,600.00	\$ 5,000.00
250	SITE ALTERATION PERMIT APPROVAL	\$ -		\$ -
300	NSF CHEQUE CHARGE	\$ 50.00	\$ -	\$ 100.00
400	PHOTOCOPIES	\$ -		\$ -
4015 0100	DOG LICENCES	\$ 12,000.00	\$ 10,825.00	\$ 10,000.00
4066 0000	LOTTERY LICENSES	\$ 20.00	\$ -	\$ 20.00
4040 0100	LIVESTOCK CLAIM GRANTS	\$ 30.00	\$ 3,935.00	\$ 4,000.00
4064 0000	BUSINESS LICENSES	\$ 250.00	\$ -	\$ 250.00
	TOTAL ADMINISTRATION REVENUE	\$ 23,650.00	\$ 27,569.00	\$ 25,370.00

GL ACCT # 4012	FIRE REVENUE	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
100	FIRE REVENUE	\$ 500.00	\$ 1,534.00	\$ 1,500.00
300	FIRE PERMIT	\$ 3,600.00	\$ 3,585.00	\$ 3,500.00
	TOTAL FIRE REVENUE	\$ 4,100.00	\$ 5,119.00	\$ 5,000.00

GL ACCT # 4020	ROAD REVENUE	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
110	ROADS MISC REVENUE	\$ 1,000.00	\$ 11,620.00	\$ 5,000.00
125	ENTRANCE PERMITS	\$ 1,200.00	\$ 5,200.00	\$ 2,000.00
130	WIDE LOAD PERMITS	\$ 1,320.00	\$ 1,200.00	\$ 1,200.00
200	CULVERTS	\$ -		
140	BRETTON ESTATES SNOW PLOWING	\$ 900.00	\$ -	
500	SHELburne ROAD AGREEMENT	\$ 5,660.00	\$ 6,026.00	\$ 6,442.35
	TRANSFER FROM RESERVES			
703	TRFR FROM GAS TAX	\$ 204,500.00	\$ 204,500.00	\$ 135,000.00
704	TRFR FROM ROAD CAPITAL RESERVE			\$ 200,000.00
702	TRFR FROM EQUIPMENT RESERVE - TRUCK	\$ 628,350.00	\$ 144,793.00	\$ 595,000.00
0	TRFR FROM WORKING CAPITAL RESERVE	\$ 250,000.00	\$ 274,797.00	\$ 109,000.00
	TRFR FROM PAVING RESERVE			\$ 74,000.00
	TRFR DEV CHG (GRADER)			\$ 175,000.00
	TRFR DEV CHG (PAVING)			\$ 52,000.00
	TAX STABILIZATION		\$ 161,504.00	
	TOTAL ROADS REVENUE	\$ 1,092,930.00	\$ 809,640.00	\$ 1,354,642.35

GL ACCT # 4035	PLANNING REVENUE	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
100	OFFICIAL PLAN APPLICATION	\$ -		\$ -
310	SITE PLAN APPLICATION FEES	\$ -		\$ -
350	ZONING BY-LAW AMENDMENT	\$ 10,000.00	\$ 3,500.00	\$ 6,000.00
300	CONSENT APPLICATIONS	\$ 7,000.00	\$ 7,000.00	\$ 6,000.00
325	MINOR VARIANCE	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00
200	ZONING REQUESTS	\$ 1,700.00	\$ 750.00	\$ 1,000.00
360	CHANGE OF USE CERTIFICATE APPLICATION	\$ -	\$ 1,500.00	\$ 2,500.00
370	TELECOMMUNICATION FACILITES APPLICATION	\$ -		\$ -
375	PRE-APPLICATION CONSULTATION	\$ -	\$ 7,000.00	\$ 12,000.00
500	PROFESSIONAL SERVICES REIMBURSEMENT	\$ -		\$ -
	TRFR FROM DEV CHG (OFFICIAL PLAN)			\$ 21,000.00
	TOTAL PLANNING REVENUE	\$ 19,700.00	\$ 24,750.00	\$ 53,500.00

GL ACCT # 4050	OTHER REVENUE	2022 BUDGET	2022 ACTUAL AS AT FEB 16, 2023	2023 BUDGET
100	MISCELLANEOUS REVENUE	\$ 500.00	\$ 927.00	\$ 600.00
125	CHD COMMUNITY CONTRIBUTION	\$ 309,000.00	\$ 309,000.00	\$ 309,000.00
130	PLATEAU COMMUNITY CONTRIBUTION	\$ 33,000.00	\$ 34,673.00	\$ 35,000.00
135	DWP COMMUNITY CONTRIBUTION	\$ 265,000.00	\$ 264,000.00	\$ 264,000.00
200	PENALTIES AND INTEREST ON TAXES	\$ 95,000.00	\$ 105,954.00	\$ 100,000.00
300	INTEREST ON DEPOSITS	\$ 11,000.00	\$ 36,155.00	\$ 45,000.00
400	POA	\$ 6,000.00	\$ 40,788.20	\$ 45,000.00
4077 0000	LAND RENTAL	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00
4050 0460	TRFR FROM MMAH-2019 FOR COUNCIL HYBRID	\$ 5,500.00	\$ 5,500.00	\$ 5,000.00
4050 0460	TRFR FROM COVID FUNDING	\$ 28,000.00	\$ 28,000.00	\$ -
4050 0460	TRFR FROM TAX STABALIZATION (LEGALS OVERA	\$ 15,000.00	\$ 161,503.00	\$ 40,000.00
			\$ -	
TOTAL OTHER REVENUE		\$ 770,550.00	\$ 989,050.20	\$ 846,150.00
TOTAL REVENUE		\$ 2,512,859.00	\$ 2,462,881.87	\$ 2,793,694.35
TOTAL EXPENDITURER		\$ 5,592,691.92	\$ 4,765,001.77	\$ 6,098,052.17
		\$ 3,079,832.92	\$ 2,302,119.90	\$ 3,304,357.82
			INCREASE	7.29%

Obigatory Reserve Funds

Unaudited

	2021 Closing	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2022 Closing	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2022 Closing
Subdivider Cont - Park Levies	\$ 21,000.00				\$ 21,000.00				\$ 21,000.00
Parkland Reserve Fund	\$ 27,234.41			482.14	\$ 27,716.55				\$ 27,716.55
Development Charges Reserve Fund	\$ 875,967.96	118,844.25		16,702.37	\$ 1,011,514.58		248,000.00		\$ 763,514.58
Cdn Community Building Reserve Fund (CCBF)	\$ 141,654.97	98,000.00	204,500.00	2,782.49	\$ 37,937.46	99,546.97	135,000.00		\$ 2,484.43
Total	\$ 1,065,857.34	216,844.25	204,500.00		\$ 1,098,168.59	99,546.97	383,000.00		\$ 814,715.56

Discretionary Reserves/ Reserve Funds

Unaudited

	2021 Closing 2022 Opening	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2022 Closing 2023 Opening	Transfer to Reserve Funds	Transfers from Reserve Funds	Interest Income	2023 Closing
Building Maintenance	\$ 20,059.48	\$ 10,000.00		\$ 355.12	\$ 30,414.60	\$ 10,000.00			\$ 40,414.60
Bridge Reserve Fund	\$ -				\$ -				\$ -
Insurance Reserve Fund	\$ 21,725.79			\$ 384.62	\$ 22,110.41				\$ 22,110.41
Equipment Replacement Reserve Fund	\$ 493,176.88	\$ 150,000.00	\$ 144,793.00	\$ 11,810.00	\$ 510,193.88	\$ 150,000.00	\$ 595,000.00		\$ 65,193.88
Roads Capital Reserve Fund	\$ 201,467.67			\$ 3,566.63	\$ 205,034.30		\$ 200,000.00		\$ 5,034.30
Tax Rate Stabilization Reserve Fund	\$ 327,099.02		\$ 161,503.41	\$ 5,790.75	\$ 171,386.36		\$ 40,000.00		\$ 131,386.36
Landfill Rehabilitation Reserve Fund	\$ 138,673.62			\$ 2,454.98	\$ 141,128.60				\$ 141,128.60
Recreation Capital Reserve Fund	\$ 10,629.50			\$ 188.17	\$ 10,817.67				\$ 10,817.67
Quarry Reserve Fund	\$ 116,658.44			\$ 2,065.24	\$ 118,723.68				\$ 118,723.68
Special Reserve Fund Emergency Relief	\$ 25,502.84	\$ -		\$ 451.49	\$ 25,954.33	\$ 5,000.00			\$ 30,954.33
Paving Capital Reserve	\$ 74,155.09	\$ 5,000.00		n/a	\$ 79,155.09		\$ 74,000.00	n/a	\$ 5,155.09
Road Construction Capital	\$ 1,942.36			n/a	\$ 1,942.36			n/a	\$ 1,942.36
Corbetton Park Reserve	\$ 13,537.40			n/a	\$ 13,537.40			n/a	\$ 13,537.40
Working Capital Reserve	\$ 1,210,099.14		\$ 274,796.49	n/a	\$ 935,302.65		\$ 114,000.00	n/a	\$ 821,302.65
PSAB	\$ 1,537.40			n/a	\$ 1,537.40			n/a	\$ 1,537.40
LPAT (new 2022)		\$ 15,000.00		n/a	\$ 15,000.00	\$ 15,000.00		m/a	\$ 30,000.00
Total	\$ 2,656,264.63	\$ 180,000.00	\$ 581,092.90		\$ 2,282,238.73	\$ 180,000.00	\$ 1,023,000.00		\$ 1,439,238.73



TOWNSHIP OF MELANCTHON
2022 Statement of Development Charge Reserve Funds

Category	%	Balance	Transfer (budget) (2021)	DC Fees Collected	Interest	Balance
Administration - Engineering & Protection Services	7.47%	\$ 81,553.21		\$ 8,877.67	\$ 1,247.67	\$ 91,678.54
Administration - Community Based Services	14.51%	\$ 50,488.82		\$ 17,244.30	\$ 2,423.51	\$ 70,156.64
Transportation	27.53%	\$ 359,628.50	\$ (39,000.00)	\$ 32,717.82	\$ 4,598.16	\$ 357,944.48
Fire	15.69%	\$ 116,654.84		\$ 18,646.66	\$ 2,620.60	\$ 137,922.10
Indoor Recreation	31.32%	\$ 278,438.01		\$ 37,222.02	\$ 5,231.18	\$ 320,891.22
Outdoor Recreation	0.81%	\$ 2,818.45		\$ 962.64	\$ 135.29	\$ 3,916.37
Library	2.50%	\$ 22,144.87		\$ 2,971.11	\$ 417.56	\$ 25,533.54
Police	0.17%	\$ 9,491.84	\$ (6,250.60)	\$ 202.04	\$ 28.39	\$ 3,471.67
Total		\$ 921,218.55	\$ (45,250.60)	\$ 118,844.25	\$ 16,702.37	\$ 1,011,514.57

The Municipality is compliant with s.s. 59.1 (1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act or another Act.

2023 Capital Expenditures

		Actual			
Equipment	\$ 610,000.00		Grader	Equip Reserve/DC's (175,000)	\$ 175,000.00
	\$ 100,000.00		2 tonne pick up	Equip Reserve	
	\$ 60,000.00		Pick-up equipment	Equip Reserve	\$ 595,000.00
Total Equipment	\$ 770,000.00				
Total Road Projects	\$ 150,000.00		7th Line Rehab	\$52,000 DC's	
	\$ 250,000.00		Riverview Sub.	\$135,000 Gas Tax	
	\$ 250,000.00		15 SR to Cty 124	\$200,000 Roads Capital	\$ 387,000.00
	\$ 250,000.00		3rd Line		
Total	\$ 900,000.00			Total from Reserves \$	\$ 1,157,000.00
Bridge	\$ 15,000.00			Equip & Road Proj- tax base	\$ 513,000.00
	\$ 25,000.00		Bridge 7	All bridge projects coming from Tax base	
	\$ 20,000.00		Bridge 6	From Tax base	\$ 78,000.00
	\$ 18,000.00		Bridge 2023		
Total Bridge	\$ 63,000.00			Total from Reserves	\$ 1,157,000.00
				Total from Tax Base	\$ 591,000.00
Total Capital	\$ 1,733,000.00				\$1,748,000

Broad Tax Class	2022	2023
Commercial	10,719,000	11,333,700
Farmland	251,367,400	249,747,300
Industrial	39,079,500	41,051,100
Manag Forests	3,252,500	2,770,000
Pipeline	1,939,000	1,942,000
Residential	431,872,000	444,598,100
Taxable	738,229,400	751,442,200
Grand Total CVA	738,229,400	751,442,200
change		13,212,800
% change		1.79%

**Year 2020 reflects 2016 Assessed Values;
changes in 2022 and 2023 are from new builds & renovations**



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 16 2023

GB #16.3.3

FEB 02 2023

Del 18.2

JAN 12 2023

Act #1



TOWNSHIP OF MELANCTHON

DELEGATION REQUEST FORM

Request for Delegation, any written submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12:00 noon on the Thursday, prior to the requested meeting.

REQUEST DATE: February 16, 2023

NAME: Michele Fisher PHONE: 416-554-2697

ADDRESS: Dufferin Community Foundation, 32 First Street, Ste L-3A, Orangeville ON L9W 2E1

EMAIL ADDRESS: michele@dufferincommunityfoundation.ca

SIGNATURE: Michele Fisher

Purpose of Delegation Request (state position taken on issue, if applicable).

February 13-19, 2023 is Nonprofit Appreciation Week in Ontario.

We would like to speak to Council about the importance of the charitable and not-for-profit sector in Dufferin County, as well as activities taking place during the week, and how they can support it.

REMINDER - DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council Agenda. The Agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-5525.

TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10
MELANCTHON, ONTARIO
L9V 2E6
519-925-5525 Fax - 519-925-1110 Email info@melancthontownship.ca

M:\MyFiles\Forms\Delegation Request Form.wpd

FEB 16 2023

DEL #17.1



DUFFERIN
COMMUNITY
FOUNDATION

Nonprofit Appreciation Week
February 13-19, 2023

A presentation to the Township of Melancthon

By Michele Fisher, Executive Director, Dufferin Community Foundation
www.dufferincommunityfoundation.ca

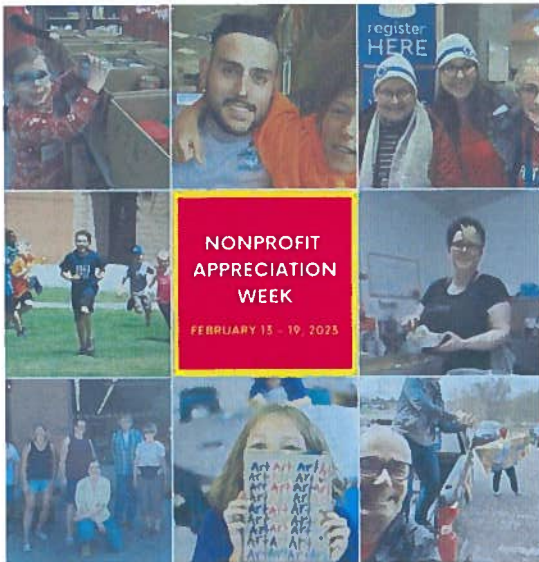


Nonprofit Appreciation Week

In December 2021, Bill 9: An Act to proclaim Non-Profit Sector Appreciation Week, was passed unanimously with all-party support in the Ontario legislature.

It proclaims that every third week of February will be Nonprofit Appreciation Week in Ontario.

February 14th falls within the week, giving us a chance to show our love. ❤️





DUFFERIN
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FOUNDATION



Why recognize charities and nonprofits?

Ontario's nonprofit sector is a major contributor to innovation, job creation, and the economy. Most importantly, they enrich our quality of life.

- 58,000 charities and nonprofit organizations
- 850,000 nonprofit workers, 77% of whom are women
- \$65 billion impact on the economy, 7.9% of GDP
- They transform lives and communities



DUFFERIN
COMMUNITY
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Across Dufferin County...

- More than 150 nonprofits serve our community.
- Their programs span food banks, housing, mental health, child development, arts & culture, sports and recreation, faith, the environment, and more.
- During the pandemic, they went above and beyond to serve our community, despite struggling with scarce resources themselves.



DUFFERIN
COMMUNITY
FOUNDATION

Now Hiring!

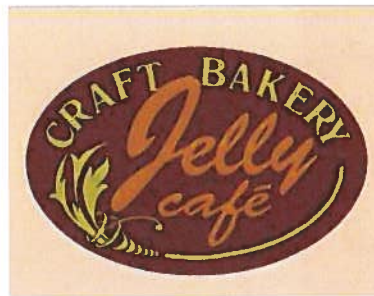
- Mission-driven organization
- Meaningful position
- Emotionally intense and complex work
- Longer hours
- Lower pay
- Almost no public recognition





DUFFERIN
COMMUNITY
FOUNDATION

Thankful Friday - Shelburne





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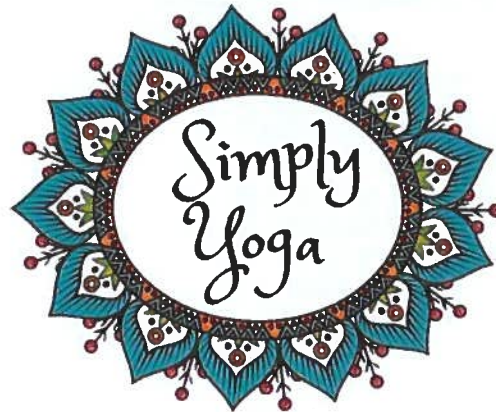
Thankful Friday - Orangeville





DUFFERIN
COMMUNITY
FOUNDATION

Yoga - Virtual + In-person Feb 13 & 16



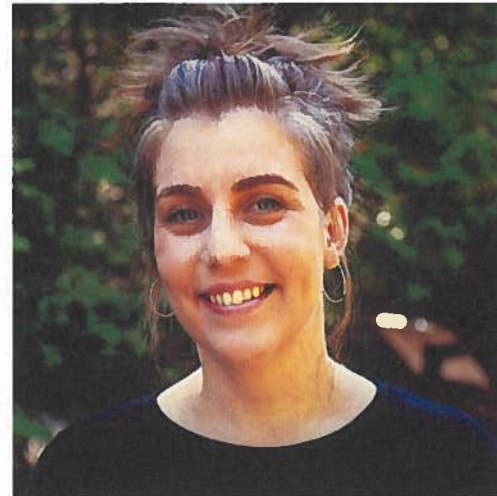
Shelburne *Physiotherapy*
Centre

Ph 519.925.2120
shelburnephysio.com



DUFFERIN
COMMUNITY
FOUNDATION

Virtual Chair Yoga Sessions Feb 14 & 17





DUFFERIN
COMMUNITY
FOUNDATION



How you can get involved

- Make an official proclamation
- Share our Nonprofit Spotlights on social media
- Visit a charity/nonprofit and meet the “invisible champions” who are working there
- Post a video or message on social media between Feb 13-19 using #NonprofitAppreciationWeek

Nonprofit Appreciation Week in Dufferin County Partner Organizations



Making Life Better Together





A SOCIETY GROWS GREAT
WHEN OLD PEOPLE PLANT TREES
WHOSE SHADE THEY KNOW
THEY SHALL NEVER SIT IN
ADAPTED FROM A GREEK PROVERB

Thank you!

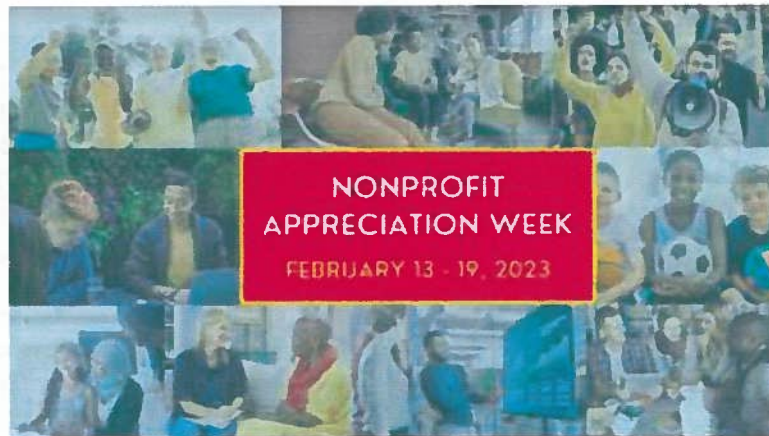
Follow us on Social Media

Twitter: @DufferinCommFdn

Facebook: @DufferinCF

Instagram: dufferincommunityfoundation

LinkedIn:
[linkedin.com/in/dufferin-community-foundation](https://www.linkedin.com/in/dufferin-community-foundation)



Nonprofit Appreciation Week in Dufferin County A Background

Our Goal:

- To raise the profile of contributions made by the charitable and not-for-profit (NFP) sector and to celebrate the people who dedicate their careers to the common good. They weave the social fabric that strengthens our communities, improves the quality of life for so many, and represents the values that define our local pride.

Why Recognize the Nonprofit Sector?

- Charities and NFPs have helped to build and shape the community we know.
- These mission-driven organizations and their staff provide a range of essential services and programs that touch all aspects of society: social service, mental health, community safety, the environment, health, sports and recreation, faith, arts and culture, and more.
- Ontario's non-profit sector is a \$65 billion economic driver that collectively employs 850,000 people and engages 5.2 million volunteers.
- In Dufferin County, more than 150 charities and NFPs serve our communities.
- Their social contribution is immeasurable, yet most people are completely unaware of the work being done. The sector and its dedicated professionals tend to be overlooked and undervalued.

How did the Nonprofit Appreciation Week come about?

- The Bhayana Family Foundation, whose mission is to close the recognition gap and award extraordinary performers in the non-profit sector, joined with Ontario Nonprofit Network and United Way to initiate a day or week of recognition.
- MPP Daisy Wai, Richmond Hill, became a champion of the concept, and introduced a Week of Appreciation as a Private Members Bill. With all-party support, the Bill was passed unanimously in the Legislature on December 9, 2021.
- Nonprofit Appreciation Week now takes place every third week in February.

Did you know...

- Ontario's nonprofit sector is the largest in Canada.
- More than 58,000 registered charities and organizations serve our communities.
- The sector employs more than 1 million people, including 844,000 full-time workers, 77% of whom are women.

- The sector contributes \$65 billion in economic impact and 7.9% of Ontario' GDP.
- Services provided by nonprofit professionals include mental health support, programs for seniors, homeless shelters, crisis lines, skills development, immigrant support, sports and recreation, arts programs, and family and child support services.

What are we doing in Dufferin County?

In addition to elevating the esteem and awareness of the nonprofit sector through social media, we have organized a few activities to help the "invisible champions" who work in the sector feel truly appreciated.

Monday, February 13

- **Launch of Nonprofit Appreciation Week** on the FM101 Morning Show. FM101 will be featuring stories about the nonprofit sector and the week's activities daily from Feb 13-17.
- **Appreciation Yoga** - free virtual session for nonprofit staff by Simply Yoga. Pre-registration required by emailing Sharon Edmonds at sharon@simply-yoga.ca.

Tuesday, February 14

- **Appreciation Yoga** - free virtual chair yoga session for nonprofit staff by Kimberly Van Ryn from Branching Out Support Services. Join via Zoom at <https://us02web.zoom.us/j/84941894510?pwd=NmdDeGN0c215T0hJbWhUMUpnbk1UUT09>.
- **Rotary Community Choice Grants** - launch of this year's program by Rotary Club of Orangeville Highlands. Residents are invited to nominate a nonprofit organization to receive one of five \$2,000 grants. Public voting begins on March 17. <https://rcoh.ca/choicegrants/>

Wednesday, February 15

- **Corporate and Community Partner Video Day** - Across the province, businesses and community partners are invited to post videos with messages of thanks on social media using the hashtag #NonprofitAppreciationWeek.

Thursday, February 16

- **Appreciation Yoga** - free in-person session for nonprofit staff by Simply Yoga at Shelburne Physiotherapy Centre, 712 Main St East. Pre-registration required by emailing Sharon Edmonds at sharon@simply-yoga.ca.

Friday, February 17

- **Thankful Friday** – local restaurants and food shops are offering a free treat to anyone who works in the nonprofit sector in Dufferin County. Must show a business card or a note on organization letterhead indicating that you work for a nonprofit or charity.

Orangeville Restaurants

- Curry Mantra - free chai and samosa
- The Craft Pizza Bar - free personal New York cheese or Margherita pizza from 12-4pm.
- Le Finis - free coffee and croissant
- Wicked Shortbread - a sweet treat TBD
- The French Press Bistro - free coffee or beverage of choice
- Deja Vu Diner - free breakfast up to a value of \$12.99

Shelburne Restaurants

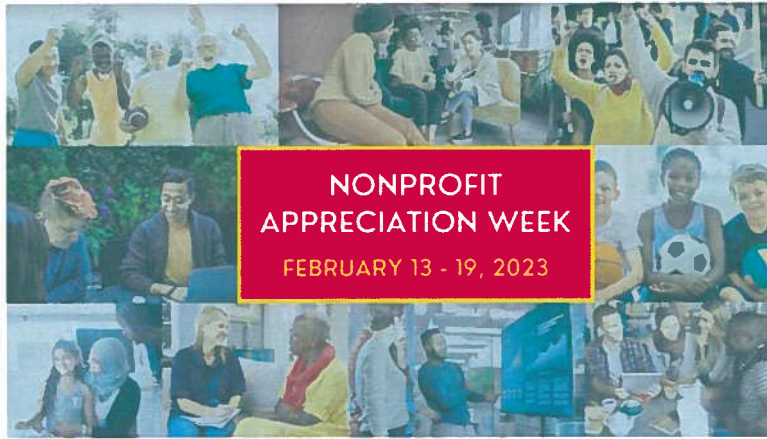
- Starbucks - Shelburne location
- McDonalds - Shelburne - free carafe of coffee. Call to order and arrange pick-up time.
- Jelly Cafe
- Super Burger/Super Coffee
- Johnny's Pizza
- Champ Burger

Through Nonprofit Appreciation Week, the unsung heroes in the nonprofit sector will be celebrated across the province. With the help and support of business and community leaders, the “Invisible Champions” will become Visible. This public recognition will lead to a better appreciation of the sector’s contribution to the common good.

Tag any of the organizing partners on social media and use the hashtag **#NonprofitAppreciationWeek** so that we can share and amplify your post.

**Nonprofit Appreciation Week in Dufferin County
Partner Organizations**





Nonprofit Appreciation Week Proclamation for the Township of Melancthon

Whereas Nonprofit Appreciation Week is an important opportunity to say thank you to a sector that goes above and beyond in supporting vulnerable people and strengthening communities;

Whereas the diversity of nonprofit programs – including food security, housing, mental health, support for seniors and caregivers, child and youth development, sports and recreation, faith, the environment, arts and culture – immeasurably enhances our quality of life;

Whereas there are more than 150 charities and nonprofit organizations serving families and individuals throughout Dufferin County, including Melancthon;

Whereas the people who work at nonprofits are known for their dedication, skill, compassion, teamwork and leadership, and have always been there when we have needed them the most;

Now therefore, I, Mayor Darren White, on behalf of Council, do hereby proclaim February 13-19 to be Nonprofit Appreciation Week in Melancthon and encourage all residents to show their appreciation to the people who work in our community's charities and nonprofits.