



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, JUNE 15, 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/81337937034?pwd=a0pURVhIb2RsMXd2ZDdEdEVhNVFzd0>
9

Meeting ID: 813 3793 7034

Passcode: 875713

One tap mobile

+16473744685,,81337937034#,,,,*875713# Canada

+16475580588,,81337937034#,,,,*875713# Canada

Dial by your location

- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada
- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada

Meeting ID: 813 3793 7034

Passcode: 875713

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 – June 1, 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. Tender 03-2023 Pulverize, Gravel, Placement of HL4 Hot Mix Asphalt and Shoulder Gravel Results and Staff Recommendation
 2. Motion to Release Tender Cheque to Cox Construction for Tender 02-2022
 3. Other
- 11. Planning**
 1. Applications to Permit
 2. Proposed Development of Lands by Flato Developments Inc.– Silva Yousif, Senior Planner – Update on Report to Council (this will be held in Closed Session under Section 239(2)(k) Plans and Instructions for Negotiations.
 3. Email to Sylvia Jones, MPP from Linda Polonsky regarding the Provincial Planning Policy
 4. Joint Statement from Ontario’s Farm Leaders on Bill 97 and Proposed Provincial Planning Statement
 5. Letter to Minister of Municipal Affairs and Housing Steve Clark regarding Bill 97 and the Proposed Provincial Planning Statement
 6. Letter from Steve Clark, Minister of Municipal Affairs and Housing to the Ontario Federation of Agriculture regarding the Proposed Provincial Planning Statement
 7. Other
- 12. Climate Change Initiatives**
- 13. Police Services Board**
- 14. County Council Update**
- 15. Correspondence**

Board, Committee & Working Group Minutes

1. Shelburne & District Fire Board – May 2, 2023
2. Shelburne & District Fire Board – May 31, 2023
3. Roads Sub-Committee – April 25, 2023
4. Centre Dufferin Recreation Complex Board of Management – April 26, 2023
5. Mulmur-Melancthon Fire Board – February 13, 2023
6. Shelburne Public Library Board – January 17, 2023
7. Shelburne Public Library Board – February 21, 2023
8. Shelburne Public Library Board – March 21, 2023
9. Shelburne Public Library Board – April 18, 2023
10. Grand River Conservation Authority – May 26, 2023

Items for Information Purposes

1. Melancthon Pit #2 and Bonnefield Property 2022 Amphibian Monitoring Report – Natural Resource Solutions Inc

2. Notice of Commencement, Class Environmental Assessment, Schedule B for the Township of Southgate Eco Parkway Extension, Dundalk Servicing Strategy
3. Centre Dufferin Recreation Complex 2023 Approved Budget
4. Township of Melancthon Fiber to the Home – Rogers Communication
5. Drainage Superintendent Services, RJ Burnside & Associates – September 2022 through to December 2022

16. General Business

1. Notice of Intent to Pass By-law
 1. By-law to Establish a Council-Staff Relationship Policy
 2. By-law to Adopt a Code of Conduct for Members of Council & Members of Local Boards
 3. By-law to Declare Lands as Surplus for Disposition
 4. By-law to Determine the Method to be used for Disposition of Surplus Municipal Lands
2. New/Other Business/Additions
 1. Update on the Status of Gravel Pit and Quarry Appeals filed with the Assessment Review Board
3. Unfinished Business
 1. Request for Support from the County of Dufferin in Establishing the BetterHomes Dufferin Program
 2. Corbetton Park - Gazebo

17. Delegations

1. 5:30 p.m. – Harve Lyon regarding Submission Statement re: Proposed Provincial Planning Statement
2. 5:45 p.m. – Parmbir Dhillon, 517462 County Road 124 – Request an extension on Orders issued by the Township and to explain their circumstances regarding situation
3. 6:00 p.m. – Murray Short, RLB – Presentation of the 2022 Draft Financial Statements

18. Closed Session

1. Items for Discussion: NDCC Agreement Negotiations – Section 239(2)(k) – a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board
2. Approval of Draft Minutes – June 1, 2023
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

19. Third Reading of By-laws

20. Notice of Motion

21. Confirmation By-law

22. Adjournment and Date of Next Meeting – Thursday, July 13, 2023 at 5:00 p.m.

**APPLICATIONS TO PERMIT FOR APPROVAL
June 15, 2023 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Atkinson Farms Ltd Agent: Andrea Jones & Carter Atkinson	E Pt Lot 28, Con 3 OS 478462 3rd Line	491m2 (5285sqft)	Dwelling Addition with Garage	Increase Living Space	\$350,000	No	Approved
Lennox Farms Ltd Agent: Brian French	Lot 21, Con 2 OS 518024 County Road 124	185m2 (1991.32sqft)	Agricultural Pack Shed	Agricultural	\$200,000	No	Approved
Paul & Talcia Fuller Agent: Amritpal Bansal	7M48, Lot 13 13 Rutledge Heights	362m2 (3896.54sqft)	Single Family Dwelling	Residential	\$800,000	Yes	With Planner for Review
Breezy Acres - Mahlon Martin Agent: Mar-Bros Construction Inc - Simon Martin	E Pt Lots 12 & 13, Con 5 NE 397506 5th Line, Melancthon	361.11m2 (3887sqft)	Addition to Barn for Manure Storage and Buggy Shed	Agricultural	\$150,000	No	With Planner for Review
Lana Cowen, Cole Siddall & Nash Siddall	E Pt Lot 21, Con 4 OS 438004 4th Line	140m2 (1506.95sqft)	New Dwelling	Residential	\$250,000		NO - existing dwelling which will be removed once new one is completed With Planner for Review

Denise Holmes

From: Sarah Culshaw
Sent: Monday, June 5, 2023 11:03 AM
To: Denise Holmes
Subject: FW: Provincial Planning Policy

From: [REDACTED]
Sent: Monday, June 5, 2023 9:05 AM
To: sylvia.jones@pc.ola.org
Cc: Sarah Culshaw <sculshaw@melancthontownship.ca>
Subject: Provincial Planning Policy

Dear Sylvia Jones, MPP,

I would like to bring to your attention my concerns with the draft provincial Planning Policy. This policy, which proposes to allow 3 severances of agricultural parcels, will not advance the province's efforts to create housing, but it will definitely degrade the efforts of farmers to produce food. I would hope that, as my representative in provincial parliament, Ms Jones, you would voice my objection to this policy very clearly and very loudly. And as a representative of a largely agricultural county, you will support the farmers who produce the food that everyone in this province needs to eat.

Respectfully,

Linda Polonsky

[REDACTED]

News

Joint Statement from Ontario's Farm Leaders on Bill 97 and Proposed Provincial Planning Statement

Posted on 18 May 2023 in [News](#)

The leadership of Ontario's agricultural organizations, named below, are united in asking the Ontario government to take pause on its recently released Proposed Provincial Planning Statement and newly proposed Bill 97.

We stand in strong opposition to the 3 lot severances per farm parcel proposed in prime agricultural areas as well as other measures that weaken local farmland protection. We request that the limited circumstances permitting residential lot creation in prime agricultural areas under the Provincial Policy Statement, 2020, be retained in the new Proposed Provincial Planning Statement.

Residential lot creation in agricultural areas has long been controversial and the detrimental impacts for agriculture are well demonstrated, including fragmentation of the agricultural land base, increased conflicts between neighbouring land uses, risk of inflating farmland prices and increasing costs to municipalities. In addition, we have significant concerns regarding the speculative investment that this proposal will drive, resulting in farmland values that make farming even more unattainable for the next generation. Any policies that might open land for speculative purchase and investment need to be discouraged.

As farm leaders and organizations, we have worked diligently to manage and mitigate conflict between farming and non-farming neighbours in all types of agriculture. The proposed changes will exacerbate conflict between farming and non-farming neighbours for all aspects of farming including application of crop nutrition and crop protection products, wildlife control and more. We support Minimum Distance Separation (MDS) and see it as a valuable tool to minimize conflicts between farm operations and residential areas with respect to livestock operations. Additional lot severances proposed will make it difficult or impossible for farmers to operate, expand and grow their farms.

We do not support policies that will increase residential lot creation in prime agricultural areas or in rural areas that are actively farmed. Ontario boasts some of Canada's richest and most fertile farmland and these policy changes put the sustainability of that land and the food system it provides at great risk.

Ontario's agri-food sector is an economic powerhouse, fuelling rural communities, generating nearly 750,000 jobs and contributing more than \$47 billion to Ontario's annual GDP. The province's agri-food strategy, **Grow Ontario**, aims to strengthen the agri-food sector, support economic growth and ensure an efficient, reliable and responsible food supply. Ontario's farmers are positioned to seize opportunities and rise to the challenge of an ambitious growth strategy, allowing the agri-food sector to drive the economy forward. To farm, we need farmland.

Ontario's productive farmland is a scarce resource, making up less than five per cent of all the land in the province. It is our unwavering position that agricultural production is the most valued and best use of this land. We believe in the importance of a healthy, viable and sustainable supply of food products grown, harvested and processed right here at home. We are confident that long-term food system security for the people of Ontario, Canada and the world is a shared priority with the general public and our governments.

Collectively, we seek your commitment to preserving Ontario's farmland and specialty croplands across the province. The implications of Bill 97 and the Proposed Provincial Planning Statement for Ontario agriculture are significant and concerning for the agriculture and agri-food sector. These decisions will have long-term, intergenerational implications for Ontario farmers, food security, water resources and the agri-food economy.

Directing growth to settlement areas, urban and rural is better for both agriculture and municipalities. Housing needs can be met in serviced settlement areas on a much smaller land base. This reduces farmland loss and potential land use conflicts while encouraging ongoing investment in farm and farm-related businesses. It also ensures efficient use of municipal infrastructure investments and reduces costs to provide services. Responsible land-use planning is critical to balancing the needs of our growing communities and to ensure that our agriculture and agri-food sector survives and thrives.

We ask for the opportunity to work together with the government to develop a way forward to support and create the framework for needed housing and development while ensuring the long-term success and viability of the agriculture sector.

Sincerely,

Peggy Brekveld, President
Ontario Federation of Agriculture

Max Hansgen, President
National Farmers Union-Ontario

Ed Scharringa, President
Christian Farmers Federation of Ontario

William Bearss, Chair
Ontario Broiler Hatching Egg & Chick Commission

Jack Chaffe, President
Beef Farmers of Ontario

John DeBruyn, Chair
Ontario Pork

Scott Helps, Chair
Egg Farmers of Ontario

John Hemsted, Chair
Ontario Sheep Farmers

Phil Kroesbergen, Chair
Veal Farmers of Ontario

Murray Opsteen, Chair
Chicken Farmers of Ontario

Bernard Pope, Chair and Martin Straathof, Executive Director
Ontario Farmland Trust

Brian Ricker, Chair
Turkey Farmers of Ontario

Murray Sherk, Chair
Dairy Farmers of Ontario

Albert Witteveen, Chair
Golden Horseshoe Food and Farming Alliance

For more information, contact:

Rachelle Kerr
Communications Coordinator
Ontario Federation of Agriculture
519-821-8883 ext. 234
rachelle.kerr@ofa.on.ca

Share
 [Share](#)
 [Tweet](#)

8



[Previous Post: Farm businesses not immune to cyber security risks](#)

[Next Post: Farmers and farm organizations are speaking up to protect Ontario's farmland for farming](#)



Recent News

- [Farmers and farm organizations are speaking up to protect Ontario's farmland for farming](#)
- [Joint Statement from Ontario's Farm Leaders on Bill 97 and Proposed Provincial Planning Statement](#)
- [Farm businesses not immune to cyber security risks](#)
- [Province addresses veterinary shortage, updates Veterinarians' Act](#)
- [Planting season puts farm and road safety in the spotlight](#)

Community Links

[Revive Fund](#)

[OFA Annual General Meeting](#)

[Regional Meetings](#)

[Bursary Program](#)

[Proud to Lead "Involve" Fund](#)

[Member Service Representatives](#)

[County Federations](#)

[Associate Supporters](#)

[Upcoming Events](#)

Township's Copy

A. D. Lyson

Hon Steve Clark
Ministry of Municipal Affairs and Housing
37th Floor
777 Bay St
Toronto, ON M7A 2S3

May 29, 2023

Dear Minister Clark

I provide the following statement in respect of Bill 97 and the Proposed Provincial Planning Statement.

1. Agriculture

The proposal of three lot severances per farm in Prime Agricultural Areas is unacceptable. The limitations on residential lot creation as set out in the 2020 PPS must be retained.

- There is a long history of residential lots on farm land giving rise to serious conflicts. With the concentration of residential lots that could result from this Planning Statement unmanageable conflicts are inevitable.
- One undeniable truth about farming is that few generations pass without the main farming activities changing. The livestock operation transitions to a cash cropping operation, one livestock operation transitions to a different livestock operation. The PPS ~~strategies~~ that might have ^{been} put in place for one particular farming activity cannot accommodate this flexibility.

JUNE 15 2023

PLAN 11.5

This situation represents a serious deterrent to new entrants and the younger members of the family that would like to take the farm in a different direction.

- * Farmland values must reflect the agricultural potential of the property; not the value plus the value of a residential development. Again this is another blow to the new entrant, to farm expansion to the younger family member who would like to continue farming.
- Under the provisions of the Planning Statement a developer could purchase two 30 acre lots and build 12 houses on them. This sounds like a subdivision. Our gravel roads were not constructed to handle the resulting residential traffic that could result. The livestock farms in the immediate vicinity will not survive.

The definition of 'Prime Agricultural Area' must be more restrictive. It must be restated to include only: specialty crop areas, prime agricultural lands and lands of lower agricultural potential that exhibit ongoing agricultural activity. Including lands that could be characterized as 'maybe someday' lands does not serve to protect or enhance agriculture, and while we wait for 'someday' the willows grow thicker and the poplars grow taller. With the next National Heritage mapping they are gone. Instead uses could be located on these lands that support an integrated and viable area. The 'Melanethon Problem' must be avoided.

The Melanethon Problem

The Township Official Plan was approved by the Ministry in 2015. This plan set out two key land designations: a Prime Agricultural land designation, and a Rural Designation. Permitted uses on the Rural lands included 3 severances, plus various other uses similar to those included in 2.6.1 of Planning Statement. Clearly the uses permitted on Rural lands were expected to figure significantly in realizing a healthy, economically sustainable township.

In February 2018 the new Agricultural System was made effective. It identified the township in its entirety as a Prime Agricultural Area, which effectively removed the 'Rural' designation and policies from our Plan.

4

It has to be assumed that the mapping by OMAFRA is consistent with the definition of Prime Agricultural Area as set out in the 2014 and 2020 PPS's. As such it represents an unthinking over-reach by OMAFRA with a serious blow to the long term economic health of the Township. This can't be allowed to happen. The definition must be restated so that it is absolutely clear what should and should not be included in the mapping.

2. Rural lands

I support the designation and policies for Rural lands as set out in the Planning Statement. Effective utilization of these lands will play a key role in developing an integrated and economically sustainable community. However it is of little consequence if all or a significant portion of the lands are included in the mapping of the Prime Agricultural Areas.
(See above)

3. Natural Heritage

Although the Natural Heritage policies are still under consideration by the government I offer the following statements in this matter.

- limited residential lot creation shall be permitted within the peripheral band of a Natural Heritage feature of significant size.

- When the Natural Heritage mapping includes an area on an active farm, the area mapped probably represents little more than an area of neglect by a previous owner. The current owner must have the opportunity to reestablish agricultural activities on the mapped area.

In closing I request that the Province pause and reassess the provisions as set out in the Statement, particularly those affecting agriculture. Implementation as they currently stand would have an irreparable negative impact on the long term viability of many sectors of Ontario's agriculture industry.

Respectfully



**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2023-2791

May 29, 2023

Peggy Brekveld
President
Ontario Federation of Agriculture
peggy.brekveld@ofa.on.ca

Drew Spoelstra
Vice President
Ontario Federation of Agriculture
drew.spoelstra@ofa.on.ca

Dear Peggy Brekveld and Drew Spoelstra:

I want to begin by thanking you for the constructive dialogue over the last several weeks regarding our government's proposed Provincial Planning Statement (PPS), which would integrate and replace the current Provincial Policy Statement and A Place to Grow: The Growth Plan for the Greater Golden Horseshoe. Premier Ford, myself and my colleagues across government hold a deep appreciation for the hard work being done by Ontario farmers every day, and we welcome your advice and partnership as we move forward.

The proposed Provincial Planning Statement is part of our government's efforts to tackle Ontario's housing supply crisis by supporting the construction of 1.5 million homes by 2031. It is important to note that while the policies proposed for inclusion within the PPS were introduced at the same time as Bill 97 (the *Helping Homebuyers, Protecting Tenants Act*), these proposals, which include the consultation on rural lot severances, are not legislative changes and therefore are not a part of Bill 97. In other words, should the legislature choose to pass Bill 97 into law, the proposed PPS would not be affected or go into force as a result. The proposals remain open for comment on the Environmental Registry of Ontario.

I also want to clarify the government's intentions regarding consultation on rural lot severances. Our goal has always been to support farmers, their families and agricultural workers by providing housing options that would let children taking over the farm or retiring parents live close by to assist with succession planning. We understand that farming is often a multi-generational family enterprise, and our government has been asked by many farmers to offer practical support to them and their families by making it easier for the next generation to live and work in the same place where they grew up.

JUNE 15 2023
.../2
PLAN 11.6

At the same time, we have clearly heard the concerns that have been raised about the need to preserve Ontario's farmland – and we share that goal. To be clear: It has never been our intention for severed lots to be transferred or sold to non-family/farm owners, nor for these lots to have anything more than single-family homes (i.e. no multi-residential structures). Any ambiguity regarding our intentions will be clarified, eliminated and resolved.

We want to continue working with the agricultural sector to look at alternatives that would assist farm families in succession planning, but do not involve additional severances. At the same time, we want to make sure we are protecting farming operations from residential uses, while ensuring health and safety requirements are met. It is of the utmost importance for Premier Ford and our government that we support Ontario farmers and their families being able to continue growing their operations unencumbered.

To facilitate these objectives, the government is extending the commenting deadline on the Environmental Registry of Ontario by an additional 60 days, for a revised closing date of August 4, 2023. This will give the public an enhanced opportunity to comment on the proposals and will give our government more time to consider alternative solutions to support multi-generational farm families without adding additional severances. We appreciate the commitment of agricultural groups on working with us to develop solutions that do not negatively impact the ability to farm.

Once again, I would like to thank you for bringing your concerns to our government's attention and assure you of the continued importance our government places on a collaborative partnership with Ontario farmers. I trust this extended commentary period will give us the chance to work together to find a solution that continues to protect Ontario's farmland while ensuring all Ontarians – including farmers – can find a home that meets their needs and budget.

Sincerely,



Steve Clark
Minister

- c. The Honourable Doug Ford, Premier of Ontario
The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs



SHELburne & DISTRICT FIRE BOARD

May 2, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held in person at 114 O'Flynn Street and electronically (Zoom ID 895 5176 8250) on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Vice-Chair, Gail Little, called meeting to order at 7:01 pm.

1.2 **Land Acknowledgement**

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play 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.

We encourage residents to review the call-to-action information by visiting the following website to further educate oneself: <https://www.dccrc.ca/educational-links/>

2. **Additions or Deletions**

None.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by W. Mills – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by J. Horner – Seconded by D. White

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of April 11, 2023 as circulated.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

No public present.

7. **Delegations / Deputations**

7.1 Michelle Adams, CPA, CA, Senior Accountant, RLB

Resolution # 3

Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

Leave be given to Michelle Adams, Senior Accountant, from RLB to address the Board.

Carried

8. **Unfinished Business**

8.1 **Draft Financial Statements**

Michelle Adams, RLB, reviewed the Financial Statements with the Board.

Resolution # 4

Moved by F. Nix – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Shelburne & District Fire Board accept and approve the Draft Consolidated Financial Statements for the year end of December 31, 2022 prepared, presented and amended by RLB.

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

Carried

Resolution # 5

Moved by D. White – Seconded by M. Davie

BE IT RESOLVED THAT:

The Operating Reserve Account be used to cover the 2022 deficit of \$8,925.14.

Carried

8.2 **Closed Session**

Resolution # 6

Moved by D. White – Seconded by J. Horner

BE IT RESOLVED THAT:

The Board of Management adopt the In-Camera Minutes under the date of April 11, 2023 as presented.

Carried

9. **New Business**

9.1 **Rescue 26 Replacement**

Resolution # 7

Moved by D. White – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne & District Fire Department Joint Board of Management receives the Rescue 26 Replacement Report;

AND THAT the Fire Chief be authorized to negotiate the purchase of a used 2015 Valley Fire Spartan Wet Heavy Rescue from Brindle Mountain Fire Apparatus for a price not to exceed \$550,000 CAD.

Carried

9.2 **RFP 2023-01-SDFD Compressed Breathing Air System**

The RFP closed on Thursday May 4, 2023 at 14:00. RFP's will be opened on Monday May 8th with W. Mills and B. Neilson in attendance.

10. **Chief's Report**

10.1 **Monthly Reports (April 2023)**

There was a total of 37 incidents for the month of April.

10.2 **Update from the Fire Chief (January-March 2023)**

The Chief reviewed his presentation to potential new recruits with the Board for information purposes.

11. **Future Business:**

11.1 Nothing at this time.

12. **Accounts & Payroll – April 2023**

12.1 **Resolution # 8**

Moved by F. Nix – Seconded by B. Metzger

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$43,943.39 for the period of April 7, 2023 to April 27, 2023 as presented and attached be approved for payment.

Carried

13. **Confirming and Adjournment**

13.1 **Resolution # 9**

Moved by F. Nix – Seconded by B. Metzger

BE IT RESOLVED THAT:

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

Carried

13.2 **Resolution # 10**

Moved by M. Davie – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:28 pm to meet again on June 6, 2023 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Gail Little
Vice Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of May 2, 2023

Municipality / Member	Present	Absent
Township of Amaranth		
Brad Metzger	X	
Gail Little	X	
Town of Mono		
Melinda Davie	X(v)	
Fred Nix	X	
Township of Melancthon		
Darren White	X	
Bill Neilson	X	
Town of Shelburne		
Wade Mills	X	
Shane Hall		X
Township of Mulmur		
Earl Hawkins	X(v)	
Janet Horner	X	
Staff		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	



SHELBURNE & DISTRICT FIRE BOARD

May 31, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held in person at 114 O'Flynn Street and electronically (Zoom ID 884 3032 5266) on the above mentioned date at 10:00 A.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Chair, Shane Hall, called meeting to order at 10:00 am.

1.2 **Land Acknowledgement**

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play 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.

We encourage residents to review the call-to-action information by visiting the following website to further educate oneself: <https://www.dccrc.ca/educational-links/>

2. **Approval of Agenda**

2.1 **Resolution # 1**

Moved by W. Mills – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

3. **Pecuniary Interest**

3.1 No pecuniary interest declared.

4. **Public Question Period**

No public present.

5. **New Business**

5.1 **SCBA Compressor Report**

Resolution # 2

Moved by J. Horner – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Shelburne & District Fire Board receives the Chief's SCBA Compressor Report dated May 26, 2023;

AND THAT the Chief be authorized to negotiate the purchase of a SCBA Compressor and Fill Station as specified in RFP 2023-01 from Firechek Protection Services Inc.

Carried

6. **Confirming and Adjournment**

6.1 **Resolution # 3**

Moved by W. Mills – Seconded by G. Little

BE IT RESOLVED THAT:

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

Carried

6.2 **Resolution # 4**

Moved by E. Hawkins – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 10:05 am to meet again on June 6, 2023 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Shane Hall
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of May 31, 2023

Municipality / Member	Present	Absent
Township of Amaranth		
Brad Metzger	X(v)	
Gail Little	X(v)	
Town of Mono		
Melinda Davie	X	
Fred Nix		X
Township of Melancthon		
Darren White		X
Bill Neilson	X(v)	
Town of Shelburne		
Wade Mills	X(v)	
Shane Hall	X(v)	
Township of Mulmur		
Earl Hawkins	X(v)	
Janet Horner	X(v)	
Staff		
Ralph Snyder – Fire Chief	X(v)	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Roads Sub-Committee held a meeting on April 25th, 2023, at 5:30 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.

Call to Order

Chair McLean called the meeting to order at 5:32 p.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Additions:

1) Follow up email from the Township of Southgate regarding a Stop Sign at 4th Line SW and 240 Sideroad Road Allowance

2) Photos from Craig Micks, Public Works Superintendent of top soil pushed up into the ditches on 4th Line OS at 585166 County Road 17

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

Declaration of Pecuniary Interest or Conflict of Interest

Chair McLean declared a conflict of interest on General Business Item 9.6 – as the letter was submitted by him.

Approval of Draft Minutes

Moved by White, Seconded by Neilson that the minutes of Roads Sub-Committee Meeting held on March 20th, 2023 be approved as circulated. Carried.

Business Arising from Minutes

Staff provided an update on communications with Tony Imeno's Lawyer as he was back in contact. Staff got an approximate cost of one million dollars per kilometer to upgrade this road to standard. Tony Imeno's Lawyer reached back out wanting to have a phone call with Denise regarding this.

Correspondence Items

None.

Closed Session

Moved by White, Seconded by Neilson that the Roads Sub-Committee of the Corporation of the Township of Melancthon move into a Closed Session meeting at 5:35 p.m. for the following reason: - Under Section 239(2)(f) – advice that is subject to Solicitor/Client privilege, including communications necessary for that purpose – Letter from Stephen Christie, Township Solicitor regarding Poulton Place Road. Carried

Rise With or Without Report from Closed Session

Moved by White, Seconded by Neilson that the Roads Sub-Committee of the Corporation of the Township of Melancthon rise at 5:54 p.m. with report. Carried. The report being the directives given to Staff in closed session. Carried

General Business

1. Update from Public Works Superintendent

Craig advised that they have washed and painted the wings for the plows and have had the two graders going steady trying to get the roads graded when it's not raining. Craig advised the Committee that they are going to be starting the gravel resurfacing on May 15th, 2023. It was also mentioned that there has been a large increase in garbage to pick up on the roadside and that Staff have been working on the paving tenders and are hoping to send them out next week.

2. Email from Doreen Lyon regarding the Condition of 4th Line NE

Chair McLean spoke to this email as it was sent to Member White and himself. He advised the Committee that he responded to Doreen regarding her concerns. Craig advised that it has already been graded twice this Spring and they will keep an eye on it.

3. Placement of Ped Zones for Spring 2023

Chair McLean advised that the ped zones last year were very effective and they heard good and bad feedback regarding them from residents. The Committee discussed putting them back up and decided that we could move a few off Main Street as there were a few in bad spots. It was discussed about maybe painting around the ped zones like they do in other Township's. Craig advised that the ped zones couldn't go back up until the streets were swept and the lines were repainted. Craig was directed to collect road counter data two weeks prior to the ped zones going up and two weeks after they are up to compare to last year's data.

4. Used Grader Discussion

Craig advised the Committee that he has been speaking to a couple companies that sell used graders, but they do not have anything right now that we would be interested in purchasing. Craig was advised by the Committee that if he found something that he

would like to buy, he is to get a quote and they will hold a Special Council Meeting to accept the quote, as we do not want to miss out on an opportunity.

5. Email from Chad Soper, McMaster Buick GMC & Orangeville Chrysler regarding Dually Truck Tender 03-2022

Staff advised the Committee that Chad Soper from McMaster Buick GMC & Orangeville Chrysler cannot provide the dually truck from Tender 03-2022. They offered two different options but neither of these falls within the provisions of the Tender, so we cannot accept either of them without retendering and giving other companies the opportunity to tender as well.

6. Letter from James and Beatrice McLean requesting Permission to Erect a Small Staircase in the Road Allowance

Chair McLean left the Council Chambers for this discussion as he declared a conflict of interest at the beginning of the meeting on this matter and returned to the meeting once discussions were over. The Committee has no issues with this, and Staff were directed to get an Agreement together for this for them to sign.

7. Other/Additions

1) Follow up email from the Township of Southgate regarding a Stop Sign at 4th Line SW and 240 Sideroad Road Allowance

Staff were directed to contact the Township of Southgate and see if they would be willing to place a stop sign on 240 Sideroad (Townline – stop sign would be on Southgate’s side so they would need to install). It was also discussed that the trees at the intersection should be cut down to ensure better visibility, the trees are on Township property.

2) Photos from Craig Micks, Public Works Superintendent of topsoil pushed up into the ditches on 4th Line OS at 585166 County Road 17

Staff advised the Committee that there is a Site Alteration Application for this property that will be on the May 4th, 2023 Council Agenda for review. The Committee was advised that the Application had also been sent to the Nottawasaga Valley Conservation Authority for review. Staff were directed to reach out to the County of Dufferin regarding the new entrance installed on County Road 17 to this property.

8. Unfinished Business

1. Prioritizing Road Safety and Project Principles – Mapping Exercise

This item was deferred to the next meeting.

Delegations

6:00 p.m. - Public Meeting to discuss Poulton Place with Landowners

All of the Poulton Place landowners were in attendance at this meeting. The Committee discussed that the Township Solicitor has provided the Committee with directions on how we proceed with a Development Agreement – this would not be able to be put on the landowners' taxes but could be billed out at the same time as taxes each year, with two installments over a period of time agreed to with the landowners. The Committee advised the owners that we are going to be tendering this project so that an amount can be agreed to prior to the completion of the work, and that way if the landowners are not agreeable to the cost of the road, then the project will not move forward. Staff have created a timeline for the tender process and completion of the project which can be emailed to the landowners. The tender will be going out on Monday, May 1st, 2023 and close on Thursday, May 25th, 2023 at 12:00 p.m.

Recommendation to Council

None.

Public Question Period

None.

Confirmation Motion

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

Adjournment

7:00 p.m. - Moved by Neilson, Seconded by White that we adjourn this Roads Sub-Committee meeting to meet again on May 29th, 2023 at 5:30 p.m. or at the Call of the Chair. Carried.

CHAIR

SECRETARY

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held April 26, 2023 via ZOOM

Attendance:	Shane Hall	Shelburne
	Dan Sample	Shelburne
	Randy Chambers	Shelburne
	Robb Stinson	Shelburne
	Melinda Davie	Mono
	Darren White	Melancthon
	Ralph Moore	Melancthon
	Andrew Stirk	Amaranth
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: C. Gerrits

Meeting called to order by Board Chair, Melinda Davie at 6:30pm.
A quorum was present.

Land Acknowledgement:

Board Chair, Melinda Davie read the land acknowledgement.

Declaration of Pecuniary Interests:

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

R. Chambers stated that he will leave the meeting for agenda item 7.2 hiring of 2023 season summer staff.

Agenda:

MOTION #1 – Moved by D. Sample seconded by A. Stirk. Be it resolved we approve the agenda dated April 26, 2023 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting March 22, 2023:

MOTION #2 – Moved by R. Moore seconded by S. Hall. That the minutes of the CDRC Board of Management regular board meeting held virtually on March 22, 2023 be approved as circulated and presented. Carried

Financial Report:

After review of the CDRC financial reports, accounts the following motion was presented.

MOTION #3 – Moved by A. Stirk seconded by D. Sample. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$117,678.72, as presented by the Facility Administration Manager. Carried

Members of the finance committee met on April 21, 2023 to discuss the CDRC 2023 draft budget. From the committee discussion a draft budget was presented to the board. Board representatives will take the draft budget to their council.

MOTION #4 – Moved by D. Sample seconded by R. Chambers. That the CDRC Draft 2023 Budget be forwarded to the partnering municipalities for consideration and comment. Carried

R. Chambers leaves the meeting at 7:55pm

Pool/Camp Report:

Hire 2023 Seasonal Summer Staff

After receiving acceptance of employment offers, the following candidates were hired.

MOTION #5 - Moved by D. Sample seconded by A. Stirk. Be it resolved that the CDRC Board of Management hires the following for the 2023 seasonal summer contract positions:

- Deck Supervisor: Laura Wagstaff, Maggie Brash, Annie Cameron and Hannah Post;
- Lifeguard/Instructor: Georgia Mountjoy, Laura Mcleod, Rachel Houghton, Kaitlyn Hunt, Ella Mazenaeur, Ethan Josephson, Jaidynn Kottelenberg, Lilee Chambers, Naomi Cameron, Keagan O'brien, Nathan Fintelman, Addison Stenzel and Addison Millsap;
- Head Day Camp Counsellor: Alexa Dempster and Emma Timmins;
- Camp Counsellor: Ashley Either, Ivy Cliché, Kate Bowers, Emily Sutherland, Nevaeh Alexander, Alyssa Gee, Aiden Alonso, Chelsea Thalenhorst, Paige Either, Bailey Parr, Cole Alexander, Peyton Rutledge, Lauren Smith, Heidi Bennington, Hannah Foulger, Grace Rowley, Abigail Abbott, Ashley Valade, Leah Bennington, Lauren King, Malcolm Fradette, Jordan Smith, Alyiah Davis, Autumn Nicholson, and Anna Camilleri. Carried

R. Chambers returns to the meeting at 8:05pm

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #6 – Moved by R. Moore seconded by D. Sample. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #7 - Moved by A. Stirk seconded by D. Sample. That we receive the report from the Facility Maintenance Manager. Carried

New Business:

Return to In-Person Meetings:

After discussion the Board decided to return to in-person meetings at the CDRC effective next meeting. The meetings will begin at 6:00pm. The regular schedule will remain the same, being the fourth Wednesday of the month.

Lifesaving Society-Swim Program License Agreement:

As Red Cross swim program became obsolete in December 2022, the CDRC will now offer Lifesaving Society swim program beginning June 2023.

MOTION #8 – Moved by D. Sample seconded by S. Hall. Be it resolved the CDRC Board of Management authorize the Facility Administration Manager to sign attached Swim Program License Agreement between Lifesaving Society and the Centre Dufferin Recreation Complex. Carried

D. White leaves the meeting at 8:20pm

Old Business:

Lesson Up Business Plan:

Received business plan from Lesson Up

MOTION #9 – Moved by R. Moore seconded by D. Sample. That the Business Plan from Lesson Up is received and placed on file. Carried

Confirmation by By-law:

MOTION #10 – Moved by D. Sample seconded by A. Stirk. Be it resolved that leave be given for the reading and enacting of by-law #04-2023 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held April 26, 2023. Carried

Adjournment:

MOTION #11- Moved by D. Sample seconded by A. Stirk. That we now adjourn at 8:23pm to meet again on Wednesday, May 24, 2023 at 6:00pm or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – April 26, 2023

General Information:

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, payables and disbursements, rental contracts, bookings, monitoring the rental schedule and payroll administration.
- Ongoing, receiving and responding to numerous and various facility rental booking requests.
- Completed the year-ended December 31, 2022 financial review.
- The CDRC Spring/Summer 2023 Recreation Guide was distributed through the Shelburne Free Press on Thursday March 30th
- Completed and sent 47 seasonal summer Pool/Day Camp offers of employment.
- ActiveNet registration launched Friday April 21st
- Continue preparation of 2023 draft budget
- Permit application submitted to UGSDB for summer use of Glenbrook outdoor space and field

Old Business:

-

New Business:

- Received acknowledgement on April 21, 2023 that the Canada Summer Jobs (CSJ) application for funding has been approved in the amount of \$15k. Based on thirteen (7) jobs at 50% of minimum wage
- To-do's: Contact Shelburne Canada Day committee and request the CDRC Free Swim be included in the schedule of events

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis
To: CDRC Board of Management
Date: Wednesday April 26, 2023
Subject: Recreation Program Coordinator Report

April Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries etc. Completing invoices for upcoming programs.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media.
- **Seasonal Summer Day Camp and Outdoor Pool 2023 Employment**
 - Conducted all seasonal summer staff interviews for the 2023 outdoor pool and summer day camp. Interviews were held in person and virtual beginning Friday February 24, 2023.
- Attended a summer program meeting virtually with representatives of the Town of Minto, Wellington North and Mapleton. These meetings are a chance to collaborate on new program ideas, trainings etc. We are currently planning a joint training for camp staff in June that will be held in Arthur.
- **The Easter Skate Eggstravaganza held on Sunday April 2, 2023 sponsored by the Local Home Finder Team, Select Mortgages and Tim Hortons was a huge success.**
 - Approximately 300 attendees
 - Attractions included:
 - 2 hours of family skating with the Easter Bunny sponsored by Tim Hortons
 - Complimentary Hot Chocolate or popcorn for all attendees
 - Face painting by Josh Oatman
 - Treat bags for the children
 - Colouring contest
- Community Sports and Recreation Registration Day was held on Sunday April 2, 2023, from 11:00am-2:00pm. The following local clubs, groups and organizations were in attendance.
 - Shelburne Minor Baseball
 - Shelburne Cricket Club
 - Shelburne Minor Ball Hockey
 - Shelburne Golf and Country Club
 - Shelburne Soccer Club
 - Vets Minor Lacrosse
 - Shelburne Public Library
- **Active Net Recreation Registration Software**
 - The last month has been spent building our recreation software. This system launched on Friday April 21, 2023, for program registration. This system has already been a huge success in creating efficiency within the CDRC.
- **Spring programs**
 - Looking into offering fitness classes at the CDRC.
 - Pickleball has now expanded onto the arena floor. It is being offered on the following dates and times. This is a drop-in program; participants are encouraged to register and pay in advance.
 - Wednesday's 1:00-3:00pm
 - Select Thursday evenings in May 6:00-8:00pm

- Friday’s 9:30-11:30am
 - Select Saturday mornings 9:00-11:00am
 - Friday night Roller Skating/Blading
 - Beginning Friday May 5, 2023 from 6:30-8:00pm
 - Schedule to run until end of June, dates in July and August are to be determined
 - \$3.00 per person, participants must bring their own equipment
- **CDRC Summer Program Registration**
 - Registration opened for summer day camp and outdoor pool programs on Friday April 21, 2023. Below is a snapshot of our camp registration to date.

Program Name	Participants Enrolled
CDRC Junior Leaders	11/20
Leaders in Training	1/20
Junior Lifeguard Camp (1)	7/20
Junior Lifeguard Camp (2)	17/25
Week 1: Fun in the Sun	53/60
Week 2: Safari Season	60/60 FULL
Week 3: Totally Tropical	55/60
Week 4: Getcha Game On	52/60
Week 5: Superhero Academy	51/60
Week 6: Craft and Create	58/60
Week 7: CDRC’s Got Talent	57/60
Week 8: Wacky Water Week	60/60 FULL
Week 9: Mystery Week	29/30

SCHEDULE 'C'

Facility Maintenance Managers Report – April 26, 2023

GENERAL INFORMATION

HVAC unit failure unit above pool view blown when fuse replace all fuses for unit. Had HVAC tech check and electrician.
Olympic service \$4500.00 quote belts hoses filters plug normal wear parts seeking approval to go ahead. Pushed new tires to 2024.
Ice removal went well.
Ordered pool supplies and chemicals for startup.
Need new thermostat pool view. SQ23077 \$740.00
Painting of bleachers and arena floor lines lacrosse ball hockey pickleball 4 courts
Town of Shelburne job fair went well 33 vendors.
Finance meeting and working on budget.
Ball hockey good turn out on Sunday new organizer.
Plumbing leak T&C replacing some plumbing in wall, source parts new dry wall, and tile to patch.
Replace light fixture with LED, repair light fixture and electric receptacles.

Roof

Criterium Jansen inspected the roof trusses February 13, 2023, SBA to putting together a summary as roof project is complete. Will also provide findings and quotation information for the trusses.

Pool

Waiting for weather to break talked to Acapulco pools Tuesday April 24, 2023, They are too firm up by the end of week for a next week start date.

Basketball

Operation logistic from being able to have basketball on the floor.

There were some options provided in the correspondence.

First choice: In floor basketball that would be removable should not be an option.

The possibility of harm to the floor would be too great of a risk, up to \$1.5 million to replace the floor if the cooling system is damaged floor is at its end of life.

CDRC Marty's choice: The Second option folding (portable)structure that can be removed and stowed away. Which will be the responsibility of the organizers. This option is adjustable that different age levels can use. The cost for this option is \$3,841 each and there are no additional cost or construction that will be involved due to fold and stow away. (Best option)

Concerns storage

400 lbs to move. Over a 6-inch lip, rutted floor and over a grated pit and a doorway threshold.

Who is responsible for damage of the portable net (tempered glass)?

Needs the ability to move safely by 1 person if stored inside (CDRC staff).

folded dimensions 81 inches high x 54 inches x 62inches

Needs a minimum 10 x 8 outside storage area. Storage for off season.

Needs lines painted in arena tape lines do not allow proper sweeping.

Cost: monitoring of event, opening and closing, cleaning of the facility and floor after use which is the same for all user groups. Fee is based on time used.

Marty Lamers

Facility Maintenance Manager



MINUTES

MULMUR-MELANCTHON FIRE BOARD

Monday, February 13, 2023 at 7:00 p.m.

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

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

2. 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.

3. APPROVAL OF THE AGENDA

Moved by Lyon and Seconded by Moore

THAT the February 13, 2023, agenda for the Mulumur-Melancthon Fire Board be approved as circulated.

CARRIED.

4. APPROVAL OF PREVIOUS MEETING'S MINUTES

Moved by Moore and Seconded by Lyon

THAT the Minutes of the Mulumur-Melancthon Fire Board dated January 30, 2023, be approved as copied and circulated.

CARRIED.

5. 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.

6. TREASURY

a) Accounts

Moved by Lyon and Seconded by Moore

THAT the operating accounts in the amount of \$16,467.19 be approved as presented.

CARRIED.

b) Pumper Procurement

Discussion ensued on the purchase of a pumper, including deposit requirements, delivery times and sale of the old pumper.

Moved by Lyon and Seconded by White

THAT the Board approve the purchase of a Pumper from Midwest Fire at a cost of \$398,373.50 USD equivalent to \$528,487.46 CDN and subject to exchange rates.

CARRIED.

7. ADMINISTRATION - NONE

8. INFORMATION ITEMS - NONE

9. ADJOURNMENT

Moved by White Seconded by Moore

THAT we do now adjourn at 7:23 pm to meet again on May 16, 2023, at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary

*Minutes for Shelburne Public Library Board Meeting
Tuesday, January 17, 2023*

Present: Geoff Dunlop Lindsay Wegener Mikal Archer
James Hodder Patricia Clark Sharon Martin
Brad Metzger

Also Present: Rose Dotten, CEO/ Head Librarian

Absent: Ruth Plowright

The Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, January 17, 2023.

Reading of Land Acknowledgement:

“We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy. These traditional territories upon which we live, work, play 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.”

Geoff and Rose greeted the new members of the Board, specifically, Lindsay Wegener, the Shelburne Council representative, Brad Metzger who represents the Township of Amaranth, and in absentia, Ruth Plowright, who now represents the Township of Melancthon. As well, returning members were welcomed—Sharon Martin, returning as the Town of Mono appointee, and Patricia Clark, returning as the Township of Mulmur appointee. To date, the Town of Shelburne has not yet appointed the “at large” members to the Board.

A more detailed Board orientation will be held at the next meeting after the Town of Shelburne appoints any new members to the board.

Motion 01-23 L. Wegener, P. Clark

Be it resolved that we approve the Agenda, as amended, of the January 17, 2023, meeting.

Carried

Motion 02 -23 J. Hodder, P. Clark

Be it resolved that we approve the minutes of the board meetings dated November 15, 2022.

Carried

Motion 03-23 M. Archer, J. Hodder

Be it resolved that we approve the Accounts Payable Register for October, 2022, with invoices and payments in the amount of \$26,152.98;

Be it resolved that we approve the Accounts Payable Register for November, 2022, with invoices and

payments in the amount of \$29,343.88;

Be it resolved that we approve the Accounts Payable Register for December, 2022, with invoices and payments in the amount of \$23,390.30;

Carried

CEO/ Head Librarian's Report:

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

Attached is a summary of the Monthly Statistics for October, November, and December, 2022. Our circulation statistics are steadily increasing and include both in-library and curbside circulation, although curbside is not as common now.

- **Programming**

- **Children's Programming Summer Reading Program**

- We have added new programs such as STEM which proved so successful during the summer that we are running it every other Friday afternoon.

- **Tween and Teen Programming** was also a hit as we ran a Book Club called "Booking It" which has a steady participation.

- **Adult Programming** Our Adult book club is a great place to engage socially and enjoy a wide variety of genres. As an aside, several of the members who were new to town found this of great benefit to meet new people so we are delighted it fills that need as well.

- **Events**

- As mentioned at the January, 2023, Board meeting, we had a very successful Silent Auction. The total raised was \$3,356.00 which will be used for

- **Upcoming Events**

- Black History Month—Many events are being planned for February for Black History Month, including:

- Black Music History in Canada with Music Educator Carlos Morgan, on Thursday Feb. 11, 2023 at 7 pm

- Coffee, Conversation and Books featuring Kelly Nolan, on Wednesday, Feb 15, 2023 at 7 pm at Perked Pierogi, in Grand Valley

- Celebrating Shelburne's Emerging voices in Literature, on Thursday, Feb 23, 2023 at 7 pm

- **Sign – update**

- At this point, all the paperwork has been done and we will progress as soon as the weather permits.

Business

- **Year end motions required by Treasurer**

Motion 04-23 S. Martin, P. Clark

That the Board move the following motions:

1. To authorize transfer of \$30890.28 from Special Projects reserve to fund operating in order to fund sign deposit (\$25,000), purchase of memorial bench (\$4263.93), and a tent (\$1624.33)
2. To authorize transfer of \$4951.44 from Computer Reserve fund to the operating fund in order to offset purchase of 2 computers.
3. To authorize any year end surplus be added to the Operating Reserve fund

Carried

- **In Camera session – Not required**

Motion 05-22 P. Clark, S. Martin

That we now adjourn at 8:27 p.m., to meet again February 21, 2023, at 7 pm., or at call of the Chair.

Carried

*Minutes for Shelburne Public Library Board Meeting
Tuesday, February 21, 2023*

Present: Geoff Dunlop Lindsay Wegener Mikal Archer
James Hodder Sharon Martin Brad Metzger
Ruth Plowright

Present on Zoom: Rose Dotten, CEO, and Patricia Clark

Also Present: Gord Gallagher, Treasurer

The Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, February 21, 2023.

Reading of Land Acknowledgement:

“We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy. These traditional territories upon which we live, work, play 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.”

Motion 06-23 J. Hodder, S. Martin

Be it resolved that we approve the Agenda of the February 21, 2023, meeting.

Carried

Motion 07 -23 R. Plowright, M. Archer

Be it resolved that we approve the minutes of the board meetings dated January 17, 2023.

Carried

Motion 08-23 B. Metzger, L. Wegener

Be it resolved that we approve the Accounts Payable Register for January, 2023, with invoices and payments in the amount of \$30,708.54;

Carried

CEO/ Head Librarian's Report:

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

Attached is a summary of the Monthly Statistics for January, 2023.

- **Programming**

- **Children's Programming**

We have added new programs such as STEM which proved so successful during the summer that we are running it every other Friday afternoon.

- **Tween and Teen Programming** was also a hit as we ran a Book Club called “Booking It” which has a steady participation. We alternate Fridays with one week for the STEM program and the next week for “Booking It”.

- **Adult Programming** Our Adult book club is a great place to engage socially and enjoy a wide variety of genres. As an aside, several of the members who were new to town found this of great benefit to meet new people so we are delighted it fills that need as well.

- **Events**

Black History Month—Many events are being planned for February for Black History Month, including:

- Black Music History in Canada with Music Educator Carlos Morgan, on Saturday Feb. 11, 2023 at 2 pm. This program pertained to Black music history in Canada. Carlos was an engaging speaker and the presentation was well received by those who attended.
- Coffee, Conversation and Books featuring Kelly Nolan, on Wednesday, Feb 15, 2023 at 7 pm at Perked Pierogi, in Grand Valley. Kelly Nolan is a local pharmacist whose focus is on Women's Health, specifically, assisting with the transitions through menopause.
- Celebrating Shelburne's Emerging voices in Literature, on Thursday, Feb 23, 2023 at 7 pm.

Business

- Letter to Town requesting waiver of fees for Grace Tipling Hall for March Break

- **2023 Budget**

Gord Gallaugh, Treasurer, was present at the meeting to answer any questions the board might have about the 2023 Budget.

Motion 09-23 M. Archer, R. Plowright

Resolved, that the SPL Board approves the 2023 Budget, as amended, in the amount of \$458,050.00.

Carried

- **In Camera session – Not required**

Motion 10-22 S. Martin, J. Hodder

That we now adjourn at 7:19 p.m., to meet again March 21, 2023, at 7 pm., or at call of the Chair.

Carried

*Minutes for Shelburne Public Library Board Meeting
Tuesday, March 21, 2023*

Present: Geoff Dunlop Lindsay Wegener Mikal Archer
 Tricia Field Sharon Martin Brad Metzger

Also Present: Rose Dotten, CEO/Head Librarian

Regrets: Ruth Plowright, Patricia Clark

The Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, March 21, 2023.

Reading of Land Acknowledgement:

“We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy. These traditional territories upon which we live, work, play 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.”

Motion 11-23 M. Archer, T. Field

Be it resolved that we approve the Agenda of the March 21, 2023, meeting.

Carried

Motion 12 -23 S. Martin, M. Archer

Be it resolved that we approve the minutes of the board meetings dated February 21, 2023.

Carried

Motion 13-23 L. Wegener, B. Metzger

Be it resolved that we approve the Accounts Payable Register for February, 2023, with invoices and payments in the amount of \$29,697.79;

Carried

CEO/ Head Librarian’s Report:

○ **Statistics—Including Social Media and e-resources**

Attached is a summary of the Monthly Statistics for February, 2023.

○ **Programming**

● **Children’s Programming**

We have changed the time for the Children’s Storytime to 11:00 at the request of

attendees and have found it a positive change. Our LEGO club numbers are up to 30 plus participants. We will certainly be continuing that this summer. Our planning for this Summer's TD Summer Reading program has already started. The theme this year is quite broad. It is Checking it Out but not necessarily related to books!

- **Tween and Teen Programming** The Book Club called “Booking It” has a steady participation of 12 to 15 members. We alternate Fridays with one week for the STEM (“Science Technology Engineering and Math”) program and the next week for “Booking It”.
- **Adult Programming** Our adult Book Club is attracting a solid group of members. Each week we discuss approximately 5- 10 new books that Rose has either read or selected and the attendees are invited to discuss a title they have read. The positive comments include members being exposed to a wide variety of genres and it entices them to try new authors.
- **March Break Events**
 - Tuesday, March 14/23—Comic Comic Juggler Craig
 - Wednesday Mar 15/23—DuffleBag Theatre’s Peter Pan
 - Thursday, March 16/23—Hands on Exotics

These events were all really well attended. The Town of Shelburne allowed us to use Grace Tipling Hall at no charge which enabled us to have between 130 and 150 people attend each of the Juggler show and the DuffleBag show.

The Hands on Exotics show was held at the library and was sold out (83) with more people wanting to attend. Due to fire safety regulations at the library, we are limited to the numbers that can attend events in the KTH room. We anticipate holding 2 shows next year.

- **Shelburne’s Emerging Voices in Literature** program that was originally scheduled for February 23/2023, was cancelled due to weather and it is now being rescheduled to Sunday, March 26/2023, here at the library.
- **New Programs include:**
 - Winter Seed Sowing—This will take place at the Library on Saturday, March 25/23
 - Revitalizing Space and Facilities
 - Membership Drive
 - Crafty afternoon—Adults

Business

- Letter to Town thanking Council for use of the Grace Tipling Hall for two of the March Break events.
- **In Camera session – Not required**

Motion 14-23 M. Archer, T. Field

That we now adjourn at 7:47 p.m., to meet again April 18, 2023, at 7 pm., or at call of the Chair.

Carried

*Minutes for Shelburne Public Library Board Meeting
Tuesday, April 18, 2023*

Present: Geoff Dunlop Lindsay Wegener Mikal Archer
Sharon Martin Patricia Clark Brad Metzger

Also Present: Rose Dotten, CEO/Head Librarian

Regrets: Ruth Plowright, Trish Field

The Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, April 18, 2023.

Reading of Land Acknowledgement:

“We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy. These traditional territories upon which we live, work, play 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.”

Motion 11-23 B. Metzger, P. Clark

Be it resolved that we approve the Agenda of the April 18, 2023, meeting.

Carried

Motion 12-23 P. Clark, L. Wegener

Resolved that Geoff Dunlop serve as Chair of the Shelburne Public Library for this term of Council.

Carried

Motion 13-23 P. Clark, B. Metzger

Resolved that L. Wegener serve as the vice-Chair of the Shelburne Public Library Board for this term of Council.

Carried

Motion 14-23 B. Metzger, P. Clark

Be it resolved that we approve the amended minutes of the board meeting dated March 21, 2023.

Carried

Motion 15-23 M. Archer, S. Martin

Be it resolved that we approve the Accounts Payable Register for March, 2023, with invoices and

payments in the amount of \$33,295.27;

Carried

CEO/ Head Librarian's Report:

○ **Statistics—Including Social Media and e-resources**

Attached is a summary of the Monthly Statistics for March, 2023.

○ **Programming**

● **Children's Programming**

Our planning for this Summer's TD Summer Reading program has already started.

The theme this year is quite broad. It is Checking it Out but not necessarily related to books! So we are using the "Mystery Query??" theme. Summer programs we are considering are "Scientists in Situ".

A special guest will be visiting on Friday May 26/23 for StoryTime—Carolyn J. Morris.

- **Tween and Teen Programming** The Book Club called "Booking It" has a steady participation of 12 to 15 members. We alternate Fridays with one week for the STEM ("Science Technology Engineering and Math") program and the next week for "Booking It".

- **Adult Programming—upcoming events are:**

- **Archivist on the Road—Laura Camilleri**, will be at the library on the 2nd and 4th Tuesday of the Month commencing May 9, 2023
- **Coffee, Conversation & Books**—featuring Brian Bixley at Orangeville Town Hall Atrium
- **Rose's Book Club**—May 23/23 (4th Tuesday of the month)

- The program for Steve Anderson's children's book, "*Why Not Me*" was held on April 16, 2023, here at the library. This event was really well attended. There was a short animated film based on how the book came to be which can be watched by anyone with the QR code from the book.

- **New Programs included:**

- Revitalizing Space and Facilities
- Membership Drive

Business

- **Bank Signing Authority**

Motion 16-23 M. Archer, S. Martin

Be it resolved that the SPL Board approves continuing the bank signing authorities from currently:

Any two of Gordon Gallaughier, Rose Dotten, Geoff Dunlop, James Hodder

To:

Any two of Gordon Gallaughier, Rose Dotten, Geoff Dunlop

The SPL Board also approves the proper bank resolution if required by Royal Bank of Canada to effect this change of bank signing authority.

Carried

Motion 17-23 M. Archer, L. Wegener

Resolved that the Board authorize the Treasurer to make arrangements with the Library's bank (Royal Bank of Canada) in order to pay bills by e-Transfer with a Two-approval system for bill payments up to \$5,000.00.

Carried

• **Discussion re Board composition**

Motion 18-23 P. Clark, L. Wegener

that pursuant to the *Public Libraries Act, R.S.O. 1990, c. P44*, which states:

“Composition of public library board

9(1) A public library board shall be composed of at least five members appointed by the municipal council. 2002, c. 18, Sched.F, s.3 (8).

Furthermore:

10. (2) The appointing council shall not appoint more of its own members to a board than the number that is,

(a) in the case of a public library board or union board, one less than a majority of the Board. R.S.O. 1990, c. P.44, s. 10 (2 (a));

AND

10. (3) A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms. R.S.O. 1990, c. P.44, s. 10 (3).”

Be it resolved that the SPL Board requests:

1. That Shelburne Town Council appoint two additional public members
2. That the Board proposes that Mikal Archer and James Hodder be re-appointed to the Shelburne Public Library Board concurrent to the term of the current Council.

Carried

• **In Camera session – Not required**

Motion 19-23 S. Martin, P. Clark

That we now adjourn at 7:51 p.m., to meet again May 16, 2023, at 7 pm., or at call of the Chair.

Carried

Denise Holmes

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Friday, May 26, 2023 2:06 PM
To: Eowyn Spencer
Subject: Summary of the General Membership Meeting – May 26, 2023



Grand River Conservation Authority

Summary of the General Membership Meeting – May 26, 2023

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

Action Items

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

- General Membership Composition Committee
- GM-05-23-41 - Financial Summary
- GM-05-23-45 - Changes to the Land Disposition Process for Section 38 Land Holdings
- GM-05-23-43 - ERO Posting 019-6813 - Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement
- GM-05-23-44 - Provincial Offences Act Officer Designation - Section 29 (Conservation Areas)
- Property Disposition – City of Kitchener (Closed Agenda)

Information Items

The Board received the following reports as information:

- Conservation Authorities Act Committee - May 10, 2023
- GM-05-23-42 - 2024 Budget Framework - New Regulations
- GM-05-23-40 - Cash and Investment Status
- GM-05-23-46 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Natasha Huyer re: Wetlands Protection
- Guelph re: Provincial Amendments to Guelph Official Plan Amendment 80

Delegations

The Board heard from the following delegations:

- Martina Cotter - Entrance fees at Elora Quarry

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board

Action Items

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

- SPA-05-23-01 - Source Protection Committee Appointments

For full information, please refer to the [May 26 Agenda Packages](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar once they have been approved.

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

Eowyn Spencer

Executive Assistant

Grand River Conservation Authority

400 Clyde Road, PO Box 729

Cambridge, ON N1R 5W6

Office: 519-621-2763 ext. 2200

Toll-free: 1-866-900-4722

www.grandriver.ca | [Connect with us on social](#)

Denise Holmes

From: Kathryn Hoo <khoo@nrsi.on.ca>
Sent: Friday, May 26, 2023 12:38 PM
To: dfeatherstone@nvca.on.ca; Denise Holmes; suzanne.robinson@ontario.ca
Cc: GHoran@Strada-Aggregates.com
Subject: Melancthon Pit #2 and Bonnefield Property 2022 Amphibian Monitoring Report
Attachments: NRSI_764M_Melancthon Pit and Bonnefield Property 2022 Amphibian Monitoring Report_2023-05-26.pdf

Hello,

Please see attached for the Melancthon Pit #2 and Bonnefield Property 2022 Amphibian Monitoring Report.

Best regards,

Kathryn Hoo

--



Kathryn Hoo B.Sc.
Terrestrial and Wetland Biologist
Natural Resource Solutions Inc.
415 Phillip Street, Unit C
Waterloo, ON N2L 3X2
(p) 519-725-2227 Ext. 406 (f) 519-725-2575
(w) www.nrsi.on.ca (e) khoo@nrsi.on.ca
[@nrsinews](https://twitter.com/nrsinews) [in](https://www.linkedin.com/company/natural-resource-solutions-inc) **Natural Resource Solutions Inc.**
Over 20 years of environmental consulting excellence



Integrated Monitoring Plan for Melancthon Pit #2 and the Bonniefield Property Pit

Summary of 2022 Biological Survey Results

Prepared for:

Strada Aggregates Inc.
30 Floral Parkway
Concord, Ontario L4K 4R1

Project No. 764M/1748F | May 2023



NATURAL RESOURCE SOLUTIONS INC.

Aquatic, Terrestrial and Wetland Biologists

Integrated Monitoring Plan for Melancthon Pit #2 and the Bonnefield Property Pit

Summary of 2022 Biological Survey Results

Project Team

Staff	Role
Ryan Archer	Project Advisor/Terrestrial and Wetland Biologist
Kathryn Hoo	Project Manager/Terrestrial and Wetland Biologist
Elizabeth Milne	Terrestrial and Wetland Biologist
Kayla Mimms	Terrestrial and Wetland Biologist
Natasha Sawatsky	Biologist
Kaitlin Filippov	GIS Technician

Report submitted on May 26, 2023



Kathryn Hoo
Project Manager
Terrestrial and Wetland Biologist

Table of Contents

1.0	Introduction	1
2.0	Methods	3
2.1	Anuran Call Surveys	3
2.2	Hydrological, Hydrogeological and Water Quality Monitoring	3
3.0	Anuran Survey Results	5
3.1	Melancthon Pit #2	5
3.2	Bonnefield Property (ANR-009)	7
3.3	Melancthon Pit #2 – Trends in Anuran Species Occurrence, Richness and Abundance Across Monitoring Years	7
3.3.1	Species Occurrence	8
3.3.2	Species Richness	12
3.3.3	Species Abundance	12
4.0	Hydrological, Hydrogeological and Water Quality Data	14
4.1	Surface Water Levels	14
4.2	Groundwater Levels	14
4.3	Pond Surface Water Quality	15
4.4	Hydrological/Hydrogeological and Water Quality Summary	15
5.0	Additional Recommendations	16
6.0	Summary and Conclusions	17
7.0	References	20

List of Tables

Table 1: Summary of maximum calling codes and maximum abundance estimates by species during 2022 site visits for Melancthon Pit #2 and the Bonnefield property wetland (ANR-009)... 6

List of Figures

Figure 1: Spring Peeper Occurrence Across Stations by Year	8
Figure 2: Gray Treefrog Occurrence Across Stations by Year	8
Figure 3: Wood Frog Occurrence Across Stations by Year	9
Figure 4: American Toad Occurrence Across Stations by Year	10
Figure 5: Green Frog Occurrence Across Stations by Year	11
Figure 6: Northern Leopard Frog Occurrence Across Stations by Year	11
Figure 7: Species Richness by Year for Each Station	12
Figure 8: Species Abundance by Year for Each Station	13

List of Appendices

Appendix I Integrated Monitoring Plan

Appendix II 2022 Calling Amphibian Survey Results By Survey Visit

Appendix III Supplementary Data Collected During 2022 Survey Visits

Maps

Map 1 Melancthon Pit #2 and Bonnefield Property Study Area

Map 2 Melancthon Pit #2 and Bonnefield Property Amphibian Monitoring Stations

1.0 Introduction

Natural Resource Solutions Inc. (NRSI) was retained in 2022 by Strada Aggregates to continue an annual anuran (frog and toad) monitoring program for Melancthon Pit #2 (also known as Shelburne South Pit), located on 4th Line in the Township of Melancthon, Dufferin County (Map 1). The annual monitoring program was recommended in the Level 1 and 2 Natural Environment Assessment (NEA) reports for the subject property as completed by NRSI and recommended by Michalski Nielson in their review of the NEA Level 2 report (NRSI 2010).

In accordance with the Integrated Monitoring Plan for biological and hydrogeological monitoring within the existing and future Strada Aggregates pit operations (Appendix I), NRSI expanded this monitoring program in 2018 to integrate additional anuran monitoring within the Bonnefield property pit expansion (see Map 1). Annual monitoring at the wetland located on the Bonnefield property was recommended in NRSI's NEA report for the Prince and Bonnefield properties (NRSI 2017), which documented the presence of breeding amphibians within the wetland during 2016 surveys. The Bonnefield property pit expansion is fully integrated with the existing aggregate operations at Melancthon Pits #1 and #2.

The monitoring program was designed to include the following:

1. Annual monitoring of the on-site wetlands to understand the presence and abundance of breeding amphibians (NRSI), and,
2. Annual surface and groundwater monitoring to assess water level fluctuations in the small on-site wetland pockets (Whitewater Hydrogeology).

Aggregate extraction operations at Melancthon Pit #2 commenced in 2014, including construction of facility structures (e.g., truck laneways, scale house installation). 2022 therefore represented the 9th year of facility operation on the property. Existing on-site wetland features have been maintained in accordance with the Operational Plan. 2022 also represented the 1st year of extraction operations at the Bonnefield Property and the 1st year of operational-phase annual biological and hydrogeological wetland monitoring on that property. See Map 1 for the Melancthon Pit #2 and Bonnefield property locations.

This report summarizes the results of anuran surveys completed in 2022 at both Melancthon Pit #2 and the Bonnefield property. The results of the Melancthon Pit surveys were compared to baseline (pre-extraction) data collected by NRSI in 2009 (as part of the NEA Level 2 study) and 2013. Operational-stage data (2014-2022) were also examined for any trends or notable variations in data among years within the operational stage of the pit. The 2022 Bonnefield property surveys represent the first year of the operational-phase monitoring period on the property, and were compared to baseline data collected by NRSI in 2016 and 2018-2021.

The overall objective of this study is to monitor temporal breeding anuran species presence and relative abundance (i.e., calling codes; see Methods below) within and between the pre-extraction and operational phases of Melancthon Pit #2 and the Bonnefield property pit expansion within an integrated study. Anuran survey results are also compared against annual surface water and groundwater monitoring data, collected by Whitewater Hydrogeology Ltd, to assess potential relationships with anuran breeding habitat conditions. If significant changes in biological and hydrological conditions are observed, it may suggest negative impacts caused by

pit operations, and may trigger the need for additional recommendations to adequately address and mitigate those impacts.

2.0 Methods

2.1 Anuran Call Surveys

Anuran call surveys were completed at Melancthon Pit #2 and the Bonnefield property during three night-time survey visits on April 12, May 19, and June 16, 2022, following the Marsh Monitoring Program survey protocol (Bird Studies Canada 2009). All stations that were surveyed in 2021 were again surveyed in 2022 (Map 2).

Using standardized survey forms, NRSI biologists identified by sound all species that were calling within 50m, 50-100m, or greater than 100m from the station during a 3-minute passive listening period. For each documented species, a three-level calling code system was used as a qualitative measure of relative abundance. Calling code 1 was used when abundances were low enough that the number of calling individuals could be estimated and calls did not overlap; calling code 2 was used when the calls overlapped somewhat but the number of individuals could still be estimated; calling code 3 was used when the group was calling as a full chorus and it was not possible to estimate number of individuals. Each species recorded on the survey form was written with a corresponding calling code; for calling codes 1 or 2, the estimated number of individuals was also recorded. Wherever possible, water temperature and pH were recorded on the survey form in addition to other ambient condition data (e.g., air temperature, wind, precipitation). Surveys occurred between a half-hour after sunset and midnight, and the survey time was recorded on the forms during each visit. Surveys were completed during appropriate weather and temperature conditions as outlined in the survey protocol (Bird Studies Canada 2009).

2.2 Hydrological, Hydrogeological and Water Quality Monitoring

2022 was the 9th year in which surface water level data was collected at two stations within Melancthon Pit #2 by Whitewater Hydrogeology as part of the compliance monitoring program required as a condition of the pit Site Plan. The station that was previously monitored for surface water level data at the Bonnefield property was not monitored in 2022 due to ongoing vandalism of the monitoring devices (Whitewater Hydrogeology 2022b). The water level monitoring points within Melancthon Pit #2 correspond to anuran survey stations ANR-001 (i.e., the “North Pond”) and ANR-005 (the “South Pond”) as shown on Map 1. Water level monitoring was completed during mid-April to late November 2022 at the North Pond, and from mid-July to late November 2022 at the South Pond, using water level loggers. See the *2022 Groundwater and Surface Water Monitoring Report, Shelburne Pits 1-4* (Whitewater Hydrogeology 2022b) for further details about water level survey methodology.

Groundwater level monitoring was also completed by Whitewater Hydrogeology within Melancthon Pit #2 and the Bonnefield property in 2022, as reported in the *2022 Groundwater and Surface Water Monitoring Report*. Within Melancthon Pit #2, groundwater level data was collected at two stations that corresponded to areas at or near amphibian monitoring stations. Specifically, these monitoring wells were placed adjacent to the North Pond (ANR-001) and between anuran stations ANR-006 and 007a (see Whitewater Hydrogeology 2022b). Groundwater monitoring at ANR-001 consisted of a deep overburden (Tavistock Till) well (OW10A in Whitewater Hydrogeology (2022)), while groundwater monitoring near stations ANR-006 and ANR-007a (OW6A) consisted of a shallow (sand and gravel) groundwater well. OW6A is also adjacent to the wash pond that was put into use beginning in 2017. For the purposes of

this report, results from OW6A are presented, including an analysis of the possible localized effect of the wash pond on shallow groundwater. The shallow groundwater well at ANR-001 that was monitored in previous years was not monitored in 2018-2022. This shallow groundwater well was dry the majority of the year and the true overburden water table is therefore monitored by the deep overburden well (T. White, Whitewater Hydrogeology, pers. comm., January 2020).

Within the Bonnefield property, groundwater level data was collected at one location in 2022: wells OW18A/OW18B in the northeastern portion of the property. As described by Whitewater Hydrogeology (2022), monitors 'A' are shallow groundwater wells if the sand and gravel unit is saturated; otherwise, they are situated in the Tavistock Till. Monitors 'B' are constructed in the bedrock contact aquifer system.

Surface water quality was measured for the North and South Ponds, as reported by Whitewater Hydrogeology (2022b). Measured parameters included pH, conductivity, dissolved oxygen, temperature and total dissolved solids, as well as an analysis of volatile organic compounds and petroleum hydrocarbons. Samples for surface water quality analysis were collected during the spring and fall, following the standard semi-annual sampling timeline.

3.0 Anuran Survey Results

3.1 Melancthon Pit #2

A total of 4 anuran species were recorded within Melancthon Pit #2 across all 2022 site visits:

- Gray Treefrog (*Hyla versicolor*)
- Wood Frog (*Lithobates sylvatica*),
- Spring Peeper (*Pseudacris crucifer crucifer*), and
- Green Frog (*Rana clamitans melanota*).

Spring Peeper has been recorded at Melancthon Pit #2 every year since 2013, while Wood Frog and Gray Treefrog have been recorded every year since 2013, with the exception of one year, 2018 and 2021, respectively. Green Frog has been recorded every year since 2013, with the exception of two years, 2016 and 2018. American Toad and Northern Leopard Frog were not recorded in 2022, after having been recorded in 8 years and 5 years since 2013, respectively. Western Chorus Frog (*Pseudacris triseriata*) (Great Lakes-St. Lawrence/Canadian Shield population), is designated as Threatened under the federal *Species at Risk Act* and is considered a Species of Conservation Concern (SCC) in Ontario. This species was recorded by NRSI biologists within the subject property during 2009 surveys, but has not been recorded during annual amphibian call surveys completed since 2013.

Table 1 presents a summary of anuran survey results across all 2022 site visits. See Appendix II for detailed survey results by site visit. Appendix III presents the results of weather and temperature conditions recorded during each survey.

Among species, Spring Peeper was observed to be most abundant across monitoring stations during the 2022 survey period, followed by Gray Treefrog. Spring Peeper was recorded at full chorus at 4 stations across all visits (ANR-002, 003, 004, and 005), and was also recorded at stations ANR-007a and ANR-008a, with a maximum of 1 and 5 individuals, respectively. Gray Treefrog was recorded at full chorus at ANR-005 and was also recorded at stations ANR-001, 002, 007b and 008a, with a maximum of 5, 2, 2, and 2 individuals detected, respectively. These results for Gray Treefrog are similar to results in 2019, and an increase from 2020 and 2021 results.

During the 2022 survey period, Wood Frog and Green Frog were observed to occur in low abundances on the subject property, with each species detected at 3 stations, ranging from 1 to 3 individuals heard at each station (Table 1). For Wood Frog, these results are similar to 2019 and 2020 results, but represent a decrease from 2021 results. For Green Frog, these results are among the highest abundances of this species across all years, and are similar to results from 2014 and 2017.

The stations with the highest species richness in 2022 were ANR-002, 005 and 008a, which each had 3 anuran species heard across visits. These results are consistent with 2021 for ANR-005, and represent an increase from 0 species recorded at stations ANR-002 and 008a in 2021. These stations were followed by 3 stations (ANR-001, 004 and 007a) which each had 2 anuran species across visits, and 2 stations (ANR-003 and 007b) which each had 1 anuran species across visits. These results represent an increase for station ANR-007a (0 species in 2021), a decrease for stations ANR-001, 003 and 007b (4 species, 2 species and 2 species, respectively, in 2021) and no change for station ANR-004. Station ANR-006 had the lowest species richness with no species heard across visits, which represents no change from 2021.

Table 1: Summary of maximum calling codes and maximum abundance estimates by species during 2022 site visits for Melancthon Pit #2 and the Bonnefield property wetland (ANR-009).

SCIENTIFIC NAME	COMMON NAME	Species Detected by Monitoring Station																			
		ANR-001		ANR-002		ANR-003		ANR-004		ANR-005		ANR-006		ANR-007a		ANR-007b		ANR-008a		ANR-009	
		Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.
<i>Hyla versicolor</i>	Gray Treefrog	2	5	1	2					3						1	2	1	2	1	1
<i>Lithobates sylvatica</i>	Wood Frog			2	3			1	3					1	1						
<i>Pseudacris crucifer crucifer</i>	Spring Peeper			3		3		3		3				1	1			2	5	3	
<i>Rana clamitans melanota</i>	Green Frog	1	1							1	3							1	1	1	1

Anuran abundances were highest at station ANR-005, which had 2 species detected at calling code 3. This was followed by stations ANR-002, 003 and 004, which each had 1 species detected at calling code 3. Station ANR-008a had 3 species detected at calling codes 1 and 2, with 1 to 5 individuals of each species. Stations ANR-001 and 007a each had 2 species detected at calling codes 1 or 2, with 1 to 5 individuals of each species. The lowest abundances occurred at station ANR-007b, which had 1 individual detected of 1 species, and ANR-006, which had no individuals detected in 2022.

3.2 Bonnefield Property (ANR-009)

A total of 3 anuran species were recorded within the Bonnefield property across all 2022 site visits:

- Gray Treefrog,
- Spring Peeper, and
- Green Frog

Spring Peeper has been detected in all 6 survey years since baseline monitoring began in 2016. Gray Treefrog was detected for the third time in 2022 (also detected in 2016 and 2020), and Green Frog was detected for the second time in 2022 (also detected in 2016). The SCC Western Chorus Frog was not detected in 2022 after having been detected in 2018 (2 individuals at ANR-009), but not in 2019-2021.

No anuran calling activity was incidentally recorded in 2022 within a small vernal pool that is located approximately 60m south of ANR-009 within the Bonnefield property woodland. This vernal pool had been surveyed for anuran calling activity as part of 2016 NEA field surveys. However, due to lack of anuran breeding evidence within this feature, it was recommended that surveys cease at this location unless anuran calling activity is incidentally recorded within this feature in the future.

Field data collected in 2022 at the Bonnefield property represent the 1st year of operational-phase monitoring. The 3 anuran species detected in 2022 is similar to results from 2018 and 2020 and represents a slight increase from 2 species detected in 2019 and 2021, and a decrease from 5 species detected in 2016. Spring Peeper, Wood Frog, and Gray Treefrog have been the most abundant species across all years, with Spring Peeper and Wood Frog being detected at full chorus in 5 of 6 years and 4 of 6 years, respectively, while Gray Treefrog was detected at full chorus in 2016. American Toad and Green Frog were each detected in small numbers in 1 year (2016) and 2 years (2016 and 2022), respectively. Western Chorus Frog individuals were detected during 2018 surveys; this species was not detected in 2016 or 2019-2022.

3.3 Melancthon Pit #2 – Trends in Anuran Species Occurrence, Richness and Abundance Across Monitoring Years

Field data collected during the 2009 and 2013 monitoring seasons were combined to represent baseline (pre-extraction) conditions against which to compare operational-phase anuran survey results (2014-2022 data). The data collected to date was used to provide an assessment of trends in species occurrence, richness and abundance at the station level across years.

3.3.1 Species Occurrence

Figure 1 below presents a comparison of Spring Peeper occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations where Spring Peeper was detected remained relatively consistent from year to year, ranging from 6 to 9 stations, with the exception of 2021 when this species was detected at only 5 stations. This decrease in 2021 is likely a result of the unseasonably dry conditions that occurred in the spring of 2021, which resulted in several of the ponds being dry during the monitoring period. The number of stations at which Spring Peeper was detected at a calling code of 3 (full chorus) was also relatively consistent across years, ranging from 3 to 5 stations, with the exception of 2018 when a full chorus was detected at 7 stations.

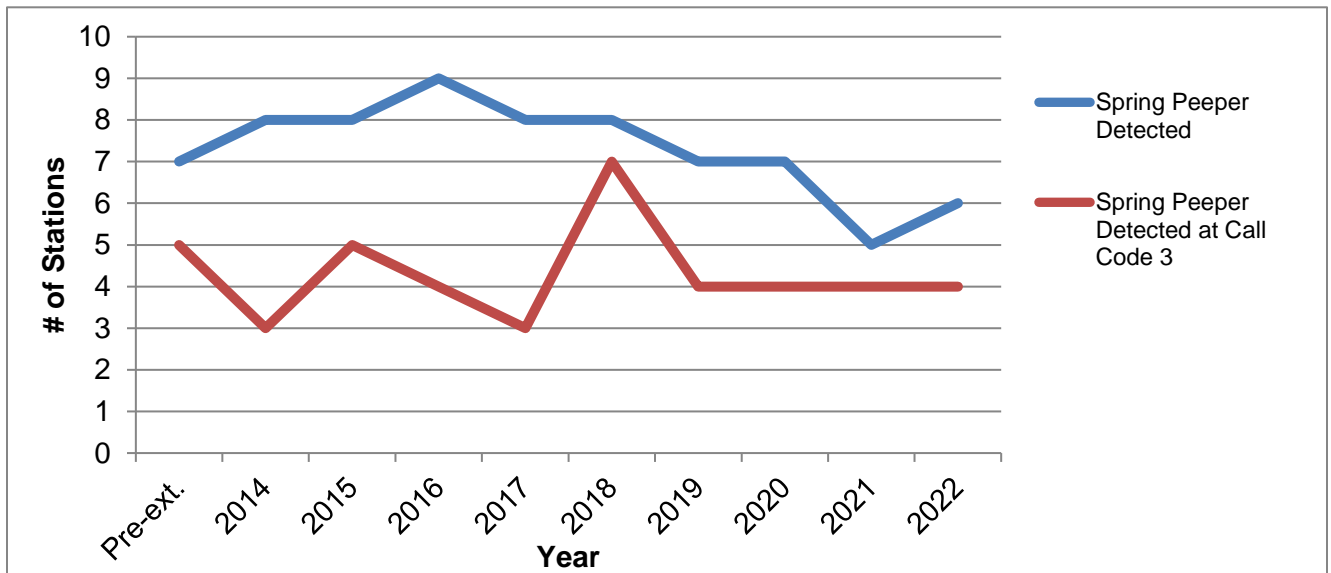


Figure 1: Spring Peeper Occurrence Across Stations by Year

Figure 2 below presents a comparison of Gray Treefrog occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Gray Treefrog was detected remained fairly consistent from year to year (ranging from 3 to 6 stations), with the exception of 2020 and 2021, when this species was recorded at only 2 stations and 0 stations, respectively. In 2020, although calling individuals were only detected at 2 stations (ANR-007b and 008a), tadpoles of this species were also incidentally noted at a third station (ANR-003). The decrease to 0 stations in 2021 is likely a result of unseasonably dry conditions that occurred in the spring of 2021, which resulted in 7 of the 9 stations being dry by June (when Gray Treefrog is most likely to be detected). During the June site visits in 2020-2022, it was also noted that Gray Treefrog were detected calling from some of the temporary aggregate pit ponds on site that are located to the west of the monitoring stations (see Map 2). An overall slight decreasing trend in abundance can also be inferred across all years when looking at the number of stations at which a full chorus of Gray Treefrog was detected, as compared to pre-extraction results. However, the abundance of this species has been relatively consistent during the operational period (2014-2022).

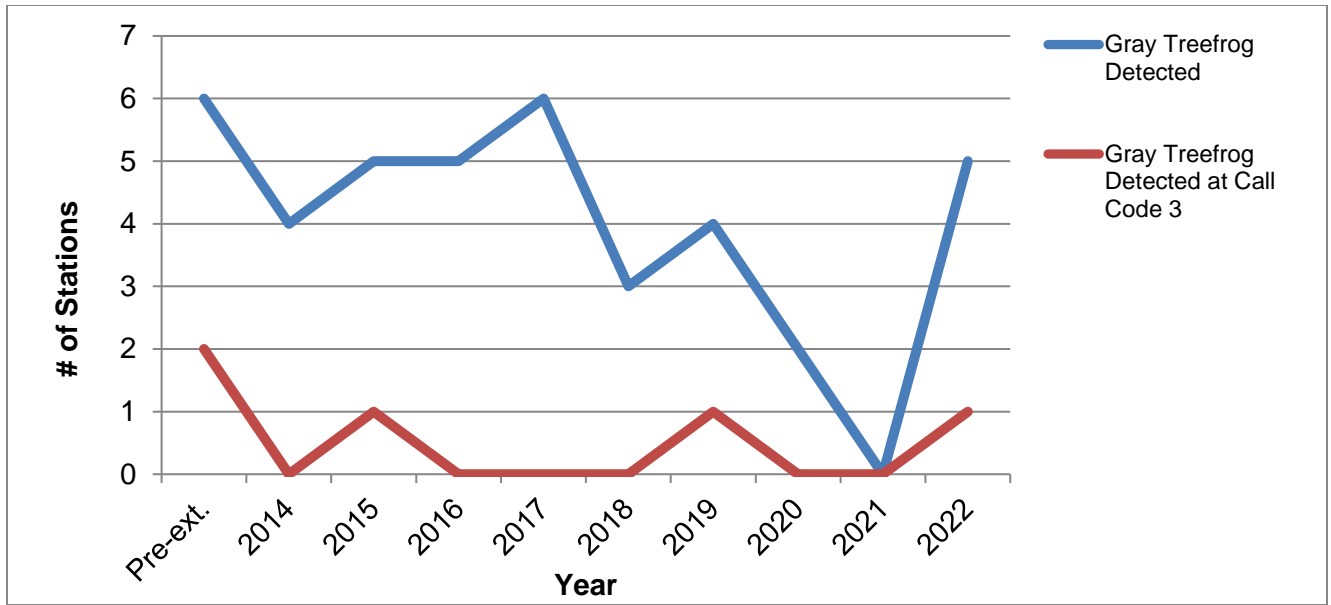


Figure 2: Gray Treefrog Occurrence Across Stations by Year

Figure 3 below presents a comparison of Wood Frog occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Wood Frog was detected fluctuated from year to year (ranging from 0 to 8 stations), with an overall decreasing trend. The lack of Wood Frog observations in 2018 was likely a result of a late spring that delayed Wood Frog breeding (resulting in calls not being heard during the April survey when they are usually detected). In 2020, although calling individuals were only detected at 3 stations (ANR-001, 004, and 008a), tadpoles of this species were also incidentally noted at a fourth station (ANR-003). An overall decreasing trend in abundance can also be inferred across all years when looking at the number of stations at which a full chorus of Wood Frogs was detected.

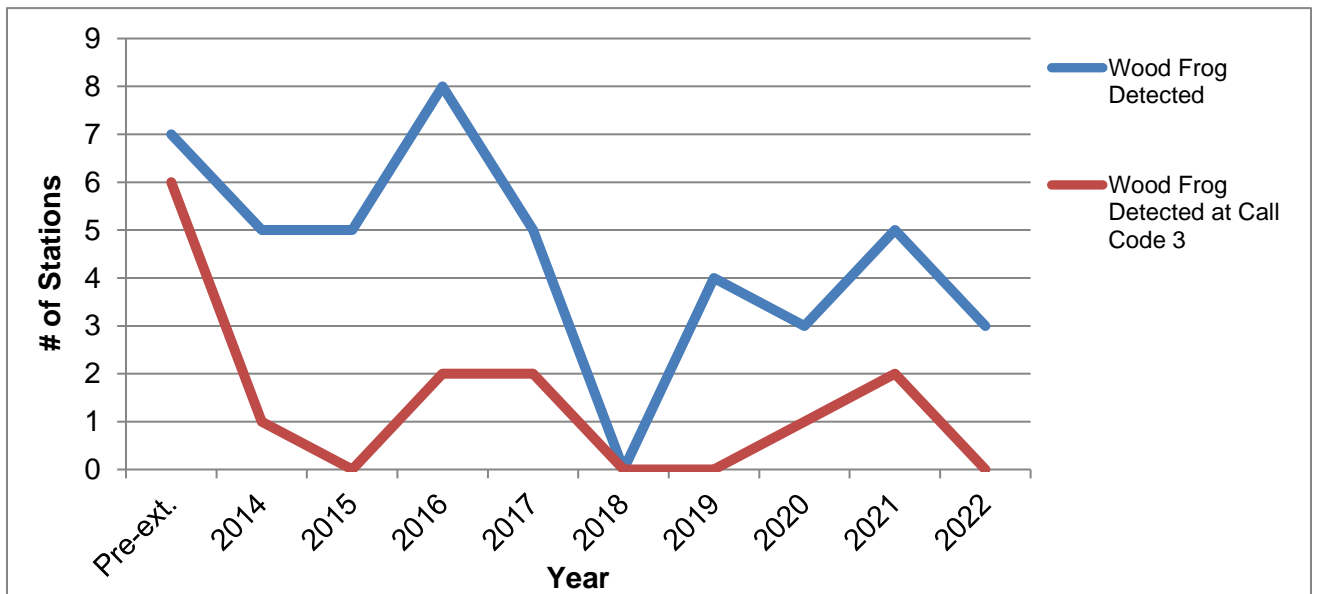


Figure 3: Wood Frog Occurrence Across Stations by Year

Figure 4 below presents a comparison of American Toad occurrence by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which American Toad was detected decreased consistently across years, from 6 stations during pre-extraction surveys to 0 stations in 2019 and 2022, and 1 station in 2020 and 2021. An exception to this trend occurred in 2018, when individuals were detected at 4 stations. During both monitoring periods, most stations contained only 1 to 3 calling individuals.

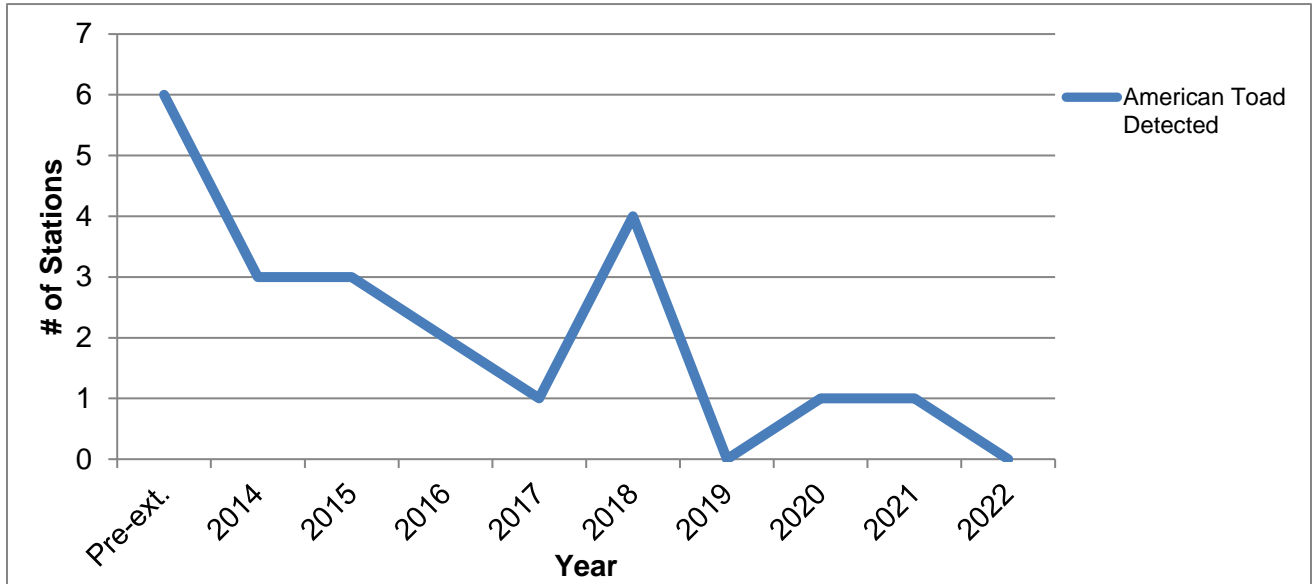


Figure 4: American Toad Occurrence Across Stations by Year

Figure 5 below presents a comparison of Green Frog occurrence by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Green Frog was detected varied from year to year with no distinct trend, ranging from 0 to 3 stations. A maximum of 1 to 3 calling individuals was detected at these stations in a given year. The 2018 results may have been influenced by cooler-than-normal conditions during that period.

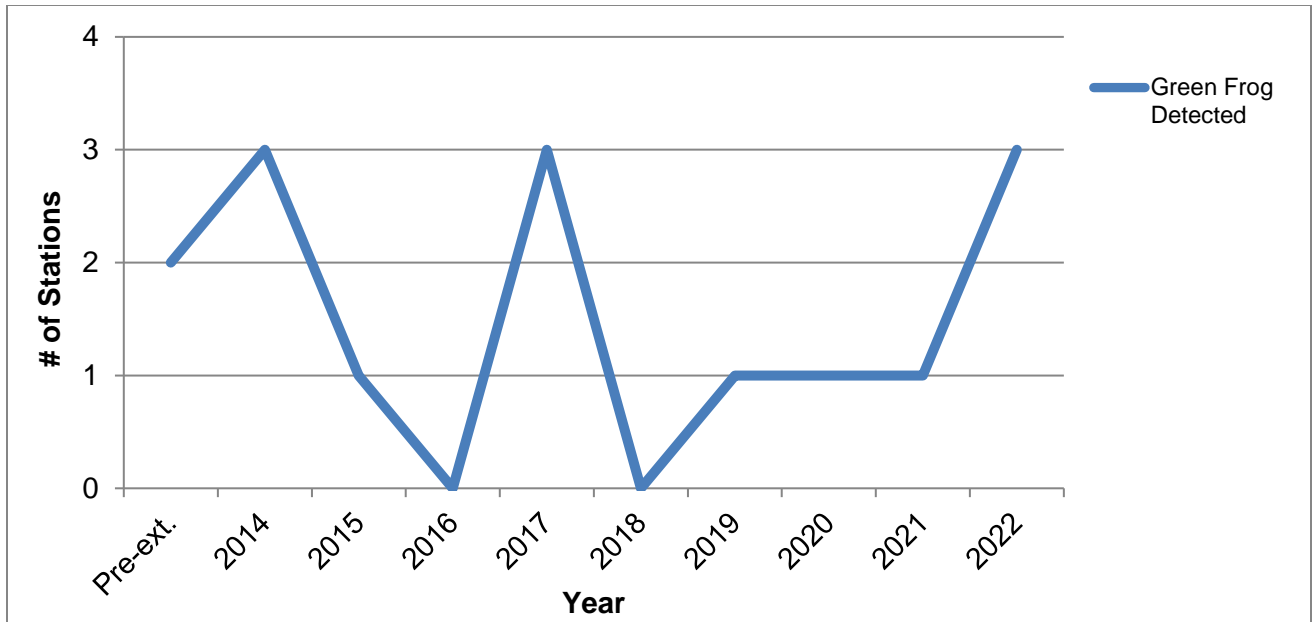


Figure 5: Green Frog Occurrence Across Stations by Year

Figure 6 below presents a comparison of Northern Leopard Frog occurrence by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Northern Leopard Frog was detected varied from year to year with no distinct trend, ranging from 0 to 5 stations. A maximum of 1 to 2 calling individuals was detected at these stations in a given year.

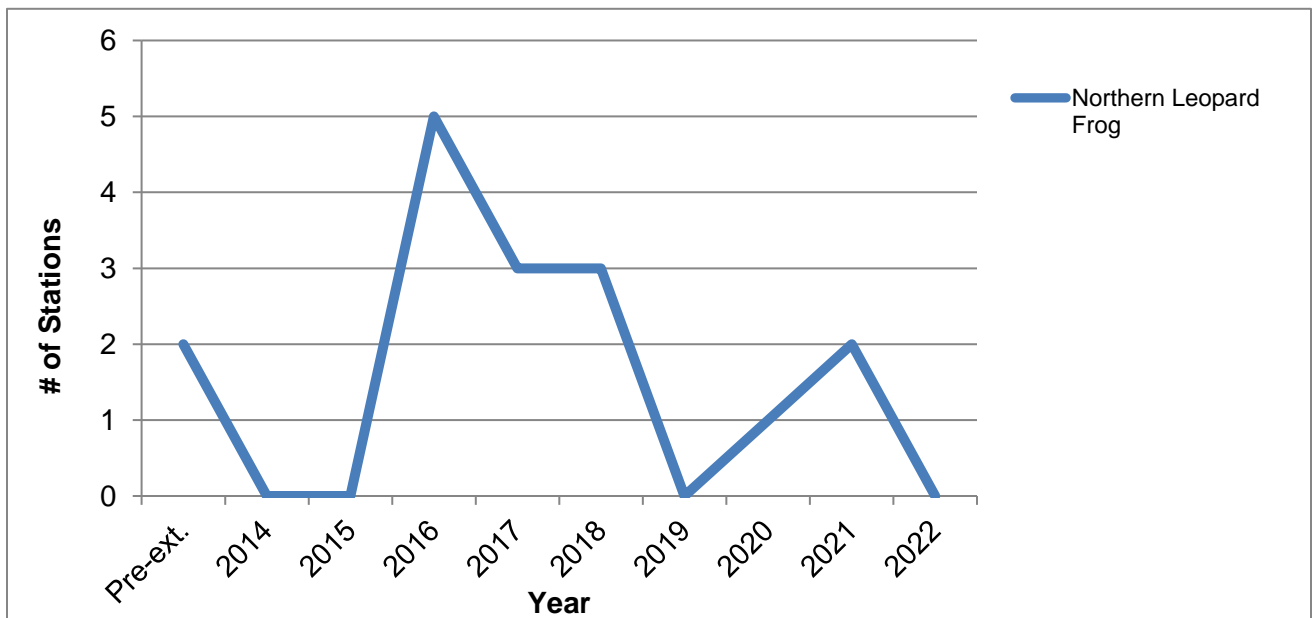


Figure 6: Northern Leopard Frog Occurrence Across Stations by Year

3.3.2 Species Richness

A comparison of species richness by year during the operational period (compared to pre-extraction results) can be seen in Figure 7 below for each monitoring station. All 9 stations showed some variation in species richness from year to year, but with no apparent overall trend. Although station ANR-003 had only 1 species detected during call surveys in 2022 (Spring Peeper heard at full chorus), adults of 2 additional species, Wood Frog and Green Frog, were also observed in the pond during surveys.

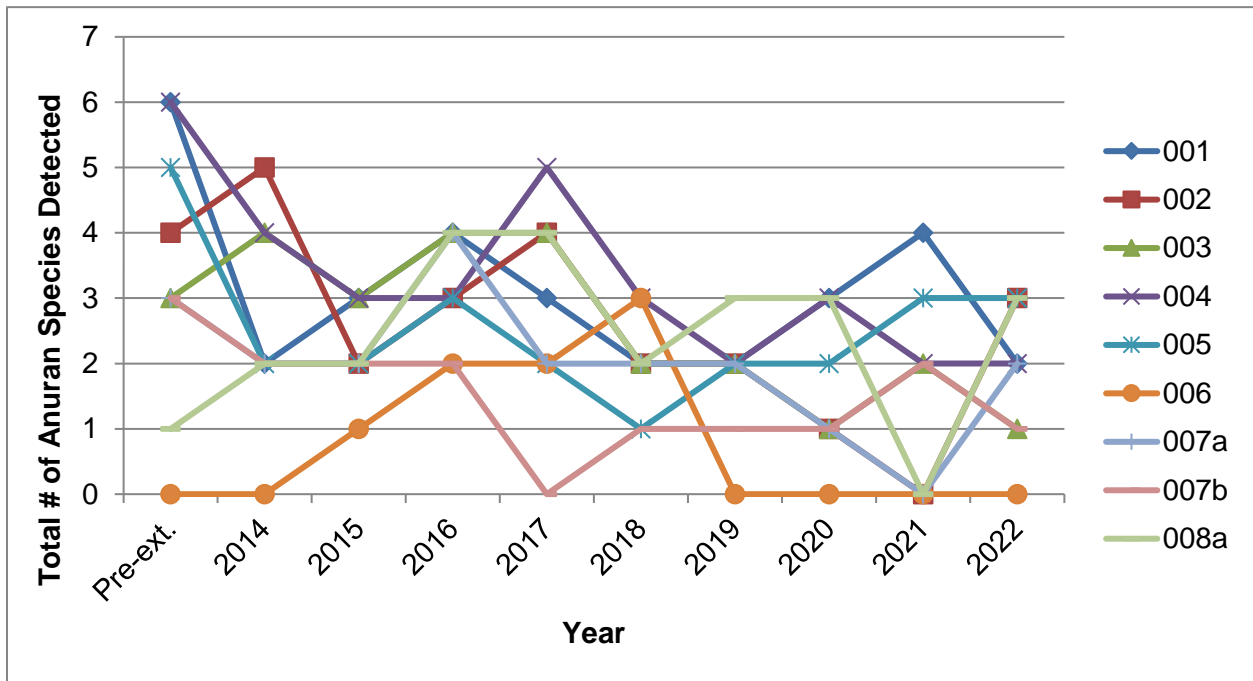


Figure 7: Species Richness by Year for Each Station

3.3.3 Species Abundance

A comparison of species abundance by year during the operational period (compared to pre-extraction results) can be seen in Figure 8 below for each monitoring station. An overall decreasing trend in species abundance can be seen for stations ANR-001 and 007a, which is consistent with the overall decreasing trend in abundance for Wood Frog and Gray Treefrog (see Figures 2 and 3 above). Stations ANR-002, 003, 004, 005, 006, 007b and 008a showed some variation in species abundance from year to year, but with no apparent overall trend.

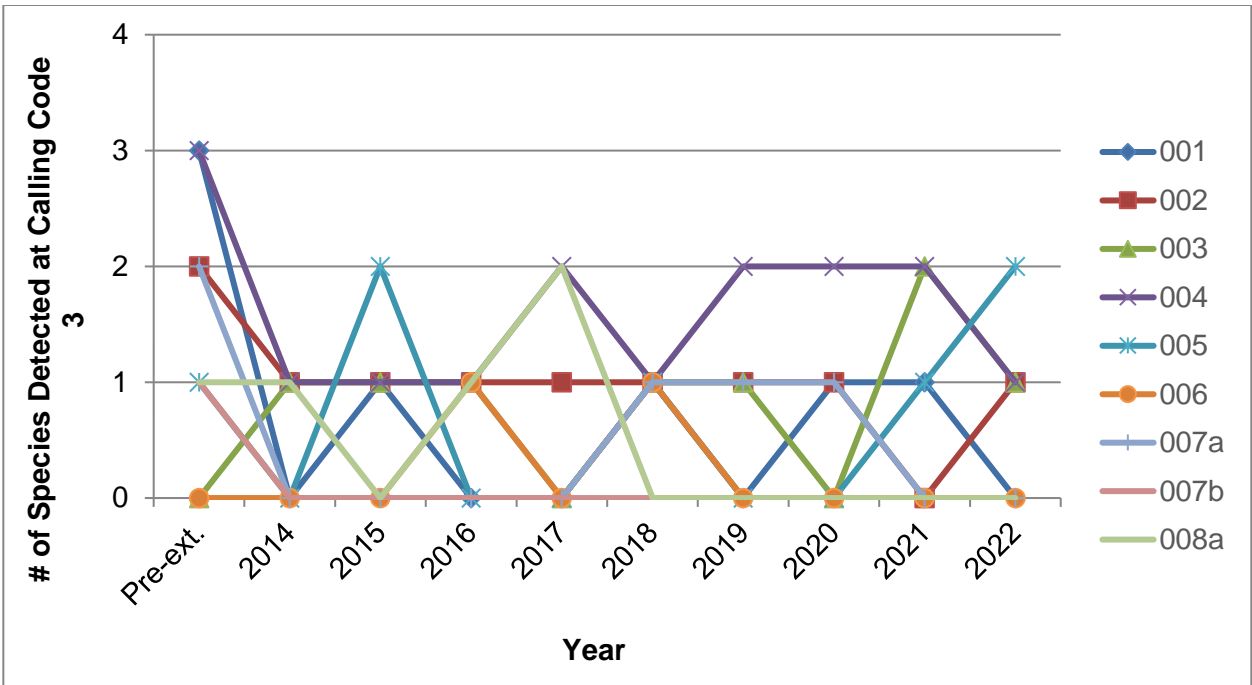


Figure 8: Species Abundance by Year for Each Station

4.0 Hydrological, Hydrogeological and Water Quality Data

4.1 Surface Water Levels

The results of the 2022 surface water monitoring program, as collected by Whitewater Hydrogeology, are illustrated in Figure 6 of the *2022 Surface and Groundwater Monitoring Report* (Whitewater Hydrogeology 2022b). Surface water levels were consistently higher in the South Pond than the North Pond throughout the mid-July to late-November 2022 hydrological monitoring period, the timeframe when monitoring was successfully completed at both ponds. This is consistent with water level observations collected in 2016 to 2021, but contrasts with 2015 observations, when surface water levels were similar in both ponds before declining more rapidly in the North Pond by early August. The rate of surface water level reduction was gradual but somewhat inconsistent in both ponds in 2022, which is similar to observations collected in 2020, but differs from 2017 to 2019 and 2021 observations when reductions in surface water levels were gradual and generally consistent during the monitoring period. Both ponds dried up in late fall of 2022, which is a change from 2015-2021 observations, when both ponds remained wet throughout the monitoring period (Whitewater Hydrogeology 2022).

The monitoring devices installed in previous years at the Vernal Pool and Shallow Marsh Wetland at the Bonfield property were not installed in 2022 due to ongoing vandalism. It has been recommended that alternative ways to install and monitor these features be completed prior to the re-installation of monitoring equipment in the spring of 2023. Strada will continue on-going efforts to secure the site to ensure no trespassing occurs (Whitewater Hydrogeology 2022b).

Surface water level data was collected for the majority of the April-June amphibian monitoring period for the North Pond; however, no data was collected during the amphibian monitoring period for the South Pond due to logger malfunction. Water levels in the North Pond declined gradually but somewhat inconsistently during the mid-April to June period, with a high of approximately 492.5masl in late April to a low of approximately 491.2masl in late June. This decline was part of the larger gradual but inconsistent decline seen in this pond throughout most of the monitoring period. Surface water levels in the North Pond were slightly lower than 2015-2021 levels, which ranged between 492.2 and 493.7masl. See the *2022 Surface and Groundwater Monitoring Report* (Whitewater Hydrogeology 2022b) for further details of water level results.

Standing water was present at the majority of anuran monitoring stations during the early portion of the 2022 amphibian monitoring period, with only 1 of 9 stations having no standing water during each of April and May. By June, however, 4 of the 9 monitoring stations were completely dry and a fifth monitoring station had very little standing water. This is similar to the 2015 and 2021 monitoring seasons when 5 of 9 stations were dry by June, and contrasts with observations in 2017-2020, when only 1 to 3 stations were observed to contain no water in each year.

4.2 Groundwater Levels

The shallow groundwater level near ANR-006/ANR-007a and the wash pond (well OW6A) showed a less pronounced increase during the 2022 spring period (roughly March to June) as compared to the previous spring monitoring periods. In 2022, the shallow groundwater level at this well peaked at around 491.8masl in early May, as compared to peak levels ranging from 492.31masl to 493.58masl during 2015 to 2021 spring monitoring (Whitewater Hydrogeology

2016, 2017, 2018, 2019, 2020, 2021, 2022a, 2022b). The timing of the 2022 spring-based groundwater elevation fluctuation at OW6A was similar to that at other monitored wells. During the 2022 amphibian monitoring period, overburden groundwater elevation was approximately 491.3masl on April 10, but increased slightly to approximately 491.8masl in early May before declining again to approximately 491.5masl in late June 24 (Whitewater Hydrogeology 2022b). Overall, the 2022 monitoring results suggest that operation of the wash pond, which commenced during fall 2017, had no observable effects on groundwater levels and fluctuation patterns compared to the previous years.

Shallow groundwater levels on the Bonnefield property, monitored at well OW18A, were relatively consistent between springs in 2017-2022. The timing of spring-based groundwater elevation fluctuations at this well was similar to that at other monitored wells.

4.3 Pond Surface Water Quality

As reported in the *2022 Groundwater and Surface Water Monitoring Report* (Whitewater Hydrogeology 2022b), measured water quality parameters within the North and South Ponds were consistent with quality levels that are typical of fresh surface water, and did not yield evidence of contamination derived from the on-site activities.

4.4 Hydrological/Hydrogeological and Water Quality Summary

Based on these analyses, operation of the pit is not having any measurable impacts on surface or groundwater levels, or water quality within the pond features. The presence of suitable water depth and the relatively stable surface and groundwater levels at the monitored locations suggest that the hydrological regime is sufficient to support the amphibian breeding function observed at the North and South Pond sites, and that water quantity and quality was not a limiting factor at these ponds during the breeding period. The hydrological regime observed at well OW6A (near the wash pond) is understood to be consistent with pre-extraction conditions at that location, which indicates that the wash pond is not having a localized effect on shallow groundwater. This result is also consistent with 2022 anuran monitoring data collected at stations ANR-006 and ANR-007a/b, which had species abundances that were generally consistent with previous years.

5.0 Additional Recommendations

In 2022, the sediment and erosion control fencing on site, as shown on the original Operational Plan prepared by MHBC (2010), was noted to be in disrepair; it is recommended that any areas of degraded/damaged fencing be repaired to allow for proper functioning.

6.0 Summary and Conclusions

In 2022, NRSI biologists completed the 10th year of an annual program to monitor the ecological condition of subject property wetlands as a means of identifying any potential impacts caused by aggregate extraction activities at Melancthon Pit #2. As recommended in the Level 2 NEA report for the subject property (NRSI 2010), studies were initiated to track long-term wetland characteristics based on annual anuran breeding activity in conjunction with associated surface water and groundwater measurements within the subject property collected by Whitewater Hydrogeology Ltd. Regular surface water monitoring was initiated in 2014. The biological and hydrological/hydrogeological monitoring plan for Melancthon Pit #2 was incorporated into an Integrated Monitoring Plan (Appendix I) for Melancthon Pits #1, #2, and the Bonnefield property pit expansion beginning with 2018 field survey activities.

Data collected in 2013 at Melancthon Pit #2 was compiled with NRSI data collected in 2009 to represent baseline (pre-extraction) conditions. Data collected from 2014 to 2022 represent the operational-phase monitoring period on the property, including facility construction and aggregate extraction.

The results of comparative analysis between and within pre-extraction and operational-stage monitoring periods at Melancthon Pit #2 should be interpreted with caution as natural population fluctuations, caused by potential confounding factors (e.g., precipitation levels and/or temperatures within a particular monitoring season), are to be expected in the monitoring results and can result in background “noise” in the data when looking at station-level and species-level data across years. Therefore, observed differences in species presence and relative abundance, within and among stations, from year to year, as compared to pre-extraction results, may not be directly caused by facility operational effects within the property. The data collected to date provide an assessment of current trends in species occurrence, richness and abundance; the power of the monitoring program will be to continue to identify the consistent trends across years and to clarify long-term trends as more years of data are collected and analyzed and to further assess any potential impacts caused by the facility operations.

In total, 7 anuran species were recorded within the Melancthon Pit wetlands across all years, including the provincial SCC Western Chorus Frog. To date, Western Chorus Frog was only observed in 2009, at 1 station, within the Melancthon Pit #2 site. Spring Peeper was recorded as the most abundant and widespread species across all years, and showed a relatively consistent trend in occurrence when data was compared on a year-by-year basis (see Figure 1). Gray Treefrog was also recorded at relatively high abundances across monitoring periods, but showed a slight decreasing trend in full chorus detection when operational data was compared to baseline data on a year-by-year basis (see Figure 2). It was also noted in 2020-2022 that Gray Treefrog was detected calling (full chorus in 2020, 4 individuals in 2021, full chorus in 2022) from some of the temporary aggregate pit ponds on site (west of the amphibian monitoring stations; see Map 2), which suggests that this species is still actively breeding in high numbers within the Melancthon Pit #2 site. A year-by-year comparison of operational data compared to pre-extraction data for Wood Frog showed an overall decline in occurrence and abundance for this species (see Figure 3).

American Toad, Green Frog and Northern Leopard Frog occurred in relatively low abundances during both monitoring periods. When comparing year-by-year operational data to pre-extraction data, American Toad showed an overall decline in occurrence (see Figure 4), while Green Frog and Northern Leopard Frog did not show any discernable trend (see Figures 5 and 6, respectively).

A comparison of species richness for each station by year during the operational period (compared to pre-extraction results) (Figure 7) showed some variation in species richness from year to year at all 9 stations, but with no apparent overall trend at any individual station. A comparison of species abundance for each station by year during the operational period (compared to pre-extraction results) (Figure 8) showed an overall decreasing trend in species abundance for stations ANR-001 and 007a, which is consistent with the overall decreasing trend in abundance for Wood Frog and Gray Treefrog (see Figures 2 and 3). Stations ANR-002, 003, 004, 005, 006, 007b and 008a showed some variation in species abundance from year to year, but with no apparent overall trend.

Overall, these results suggest that the small, isolated wetlands located in the north end of the Melancthon Pit including the Reed Canary Grass swale (as surveyed by stations ANR-001 to 005) provide good quality habitat for the majority of the species that breed within the subject property. Wet pockets within the meadow marsh associated with the western edge of the large swamp feature were observed to also provide suitable breeding habitat for amphibians at stations ANR-007a and 008a, particularly for Spring Peepers. The White Cedar-Hardwood Mineral Mixed Swamp, where it occurs on or adjacent to the subject property, supports a healthy population of Spring Peepers in some years but does not represent important breeding habitat for other anuran species.

Overall, breeding anuran abundance at the Melancthon Pit was observed to be relatively consistent between the pre-extraction and operational periods to date, particularly among the wetland features located immediately adjacent to the active aggregate extraction areas. Species occurrence and abundance have remained consistent across periods with the exception of Wood Frogs and Gray Treefrogs, which have appeared to decline slightly in abundance since the pre-extraction period, and American Toad, which has appeared to decline slightly in occurrence since the pre-extraction period. At this time there is no evidence to indicate the change in observed Wood Frog or Gray Treefrog abundance, or American Toad occurrence, is not a natural fluctuation in the local population, or if not, whether it can be attributed to the on-site activities or is part of a broader species population trend. Additional years of operational-stage monitoring data will provide stronger evidence for whether on-site activities may be impacting anuran breeding activities and/or the health of wetland breeding habitats. However, based on surface water level and quality data, and groundwater level data collected by Whitewater Hydrogeology, operation of the pit is not observed to be causing any measurable impacts to the existing hydrological regime on the property. Additionally, no other visible signs of habitat disturbance or degradation caused by the aggregate pit activities was observed at these wetlands. The continued persistence of a healthy population of breeding anurans, relative to observed pre-extraction conditions, further suggests that the anuran habitat functions of the on-site wetlands are being maintained.

Annual monitoring at the Bonnefield Pit was recommended in NRSI's NEA report for the Prince and Bonnefield properties (NRSI 2017), which documented the presence of breeding amphibians within the Bonnefield property wetland during 2016 surveys. 2022 monitoring at the Bonnefield property documented the 1st year of extraction operation-phase data on breeding amphibian species presence and relative abundance and was compared to pre-extraction data collected in 2016 and 2018-2021. A total of 6 anuran species were detected at the Bonnefield Pit between 2016 and 2022, including the provincial SCC Western Chorus Frog. The presence of Western Chorus Frog within this wetland further reinforces the significance of this wetland as anuran breeding habitat, which was identified in the 2017 NEA report. Species occurrence and

abundance at this wetland in 2022 were generally consistent with the majority of pre-extraction years.

It is recommended that the amphibian monitoring program continue at both Melancthon Pit #2 and at the Bonnefield property wetland, concurrent with ongoing hydrological/hydrogeological monitoring, to further investigate trends in amphibian breeding diversity and abundance against these abiotic factors in accordance with the NEA studies recommendations. Natural population-level fluctuations are to be expected in the amphibian monitoring results, and additional years of monitoring will continue to refine the presence of any long-term trends and provide further inference as to whether any potential impacts are occurring due to pit operation. It is also recommended that the sediment and erosion control fencing on site be repaired to allow for proper functioning.

7.0 References

- Bird Studies Canada (BSC). 2009. Marsh Monitoring Program Participant's Handbook for Surveying Amphibians. 2009 Edition. Published by Bird Studies Canada in Cooperation with Environment Canada and the U.S. Environmental Protection Agency. February 2009.
- Natural Resource Solutions Inc. (NRSI). 2010. Melancthon Pit Natural Environment Level 2 Assessment. Prepared for Strada Aggregates Inc. January 2010.
- Natural Resource Solutions Inc. (NRSI). 2017. Level 1/2 Natural Environment Assessment and Environmental Impact Study. Prince and Bonnefield Properties, 4th Line, Melancthon Township. Prepared for Strada Aggregates Inc. May 2017.
- MHBC. 2010. Melancthon Pit Operational Plan. Prepared for Strada Aggregates Inc. March 15, 2010.
- Whitewater Hydrogeology Ltd. 2017. Combined Level 1 and 2 Hydrogeological Assessment, Proposed Bonnefield and Prince Pits. Draft. Prepared for Strada Aggregates. January 2017.
- Whitewater Hydrogeology Ltd. 2018. 2017 Compliance Groundwater Monitoring Report, Shelburne South Pit. Prepared for Strada Aggregates Inc. February 2018.
- Whitewater Hydrogeology Ltd. 2019. 2018 Compliance Groundwater Monitoring Report, Shelburne Pits. Prepared for Strada Aggregates Inc. April 2019.
- Whitewater Hydrogeology Ltd. 2020. 2019 Compliance Groundwater Monitoring Report, Shelburne Pits. Prepared for Strada Aggregates Inc. January 2020.
- Whitewater Hydrogeology Ltd. 2021. 2020 Compliance Groundwater Monitoring Report, Shelburne Pits. Prepared for Strada Aggregates Inc. March 2021.
- Whitewater Hydrogeology Ltd. 2022a. 2021 Groundwater and Surface Water Monitoring Report, Shelburne Pits 1-4. Prepared for Strada Aggregates Inc. March 2022.
- Whitewater Hydrogeology Ltd. 2022b. 2022 Groundwater and Surface Monitoring Report, Shelburne Pits 1-4. Prepared for Strada Aggregates Inc. December 2022.

Appendix I
Integrated Monitoring Plan

Strada Aggregates Melancthon Pits – Integrated Monitoring Plan

February 2018

Background

The Strada Melancthon Pits consist of:

- Pit #1 (Licence # 129167) located at West Half of Lot 13, Concession 3 O.S., licenced in 2004;
- Pit #2 (Licence # 625155) located at West Half of Part Lot 11 and 12, Concession 3 O.S., licenced in 2012; and
- The proposed Bonnefield and Prince extension lands located at Part of West Half of Lots 12 and 14, Concession 3 O.S.

The proposed Prince and Bonnefield extensions will be fully integrated with existing aggregate operations at Melancthon Pits #1 and #2. The existing operations require monitoring and annual reporting with respect to the water table, water quality and the natural environment. Hydrogeological and natural environment investigations for the proposed extension have recommended expansion of the monitoring programs to include the additional lands. The Ministry of Natural Resources and Forestry (MNRF) has requested an Integrated Monitoring Plan to consolidate the existing and proposed monitoring requirements.

Natural Environment

Amphibian Monitoring

Annual monitoring of the wetlands for the presence of breeding amphibians was originally recommended in the Level 2 Natural Environment Assessment (NEA) report for Melancthon Pit #2, as well as surface and groundwater monitoring to assess water level fluctuations (NRSI 2010). The implementation of an amphibian monitoring program was further requested by the Nottawasaga Valley Conservation Authority (NVCA) and Michalski Nielson in their review of the Level 2 NEA report.

NRSI has undertaken annual amphibian monitoring at the wetlands located adjacent to Melancthon Pit #2 since 2013. Initial amphibian call surveys were undertaken in 2009.

Of the two proposed pit areas, only the Bonnefield Pit property contains wetland habitat (outside the extraction area). Surveys completed in 2016 recorded the presence of breeding amphibians. To ensure that the proposed pit does not negatively impact the wetland and its amphibian breeding habitat function it was recommended that the existing amphibian monitoring program for Melancthon Pit #2 be expanded to include the Bonnefield Pit to maximize efficiencies, and achieve consistency in methodology and data comparability.

Annual amphibian call surveys that were initiated at Melancthon Pit #2 will continue for the duration of the lifespan of the pit, as was originally proposed. Beginning in 2018, NRSI will initiate annual monitoring of the Bonnefield property wetland which will also be undertaken for the lifespan of that pit. Annual monitoring of the Bonnefield Pit wetland will build on NRSI's 2016 amphibian call surveys on the property

to inform the NEA report. See **Map 1** for the location of the existing monitoring stations at Melancthon Pit #2 in addition to the single monitoring station at the Bonnefield Pit wetland. Since no amphibian calling activity was documented within the Bonnefield property vernal pool during 2016 surveys, despite the presence of standing water, additional long-term monitoring of the vernal pool is not included in this plan. However, if amphibian calling activity is heard within the vernal pool during future monitoring years, an additional monitoring station will be established at this location and will be monitored annually.

Proposed monitoring at the Bonnefield Pit wetland will document additional baseline data on breeding amphibian species presence and relative abundance prior to aggregate extraction, followed by multiple years of operational-stage monitoring. As has been completed for Melancthon Pit #2, long-term data will be collected to identify trends or other indicators that will be used to assess any negative occurrences to amphibian breeding activity that may be the result of pit activities. The amphibian survey data collected at the Bonnefield and Melancthon Pit #2 sites will also be compared to look for spatial trends, or any similarities or differences in survey results over time that may indicate presence of localized or widespread pit operation effects.

In accordance with survey methodology completed to date, the monitoring program will utilize the Marsh Monitoring Program methodology (BSC 2009), which records amphibian call activity during 3-minute call counts. Counts will be conducted once per month during each of April, May and June in conjunction with appropriate night time air temperatures and wind speeds. If the provincial Species of Conservation Concern Western Chorus Frog (*Pseudacris triseriata*) is detected during any monitoring event, additional monitoring events may be added to fully document the abundance and distribution of this species within the surveyed wetlands.

A brief summary report, combining the results collected from the Melancthon Pit #2 site with the Bonnefield Pit site, will be prepared each year which outlines the findings of the annual monitoring. This will include an assessment of the surface water and groundwater monitoring data to be collected by Whitewater Hydrogeology within both properties (Whitewater Hydrogeology 2017) as it relates to amphibian breeding conditions. Each annual report will be provided to Strada for their review, and then to the NVCA and the Township of Melancthon.

Woodland Buffer

The deciduous woodland communities within the Bonnefield and Prince extension lands will be retained outside the proposed limit of extraction. 10 metre woodland buffers have been recommended to protect these features and mitigate impacts from adjacent extraction activities. The woodland buffers will be allowed to re-naturalize and will be supplemented with targeted native species plantings.

The woodland buffers will be inspected during pit operations to ensure disturbances are not occurring. The health and survival of buffer planting will also be inspected.

Hydrogeology

Compliance groundwater and surface water monitoring has been occurring at both Melancthon Pit #1 and #2 since 2001 and 2007, respectively. In addition, baseline groundwater monitoring commenced in

2017 at the Bonnefield and Prince properties. In total, there are currently 28 groundwater well nests that monitor 52 discrete aquifer intervals in the overburden and bedrock aquifers. The Melancthon Pit #1 and #2 groundwater monitoring programs were developed to characterize the local groundwater conditions at each individual property and were based on two operating pits (two scale houses, two fuel storage areas, and multiple crushing and processing operations). The proposed licensing of the Bonnefield and Prince properties provides an opportunity to not only streamline operations by eliminating the need to operate as individual pits but to develop a revised groundwater monitoring program. The revision would remove redundancies in the monitoring network and reporting allowing for an opportunity to complete an accumulative impact assessment from the Strada properties.

The revised groundwater monitoring program is shown on **Map 2**. The revised program consists of 22 groundwater well nests that monitor 36 discrete aquifer intervals in the overburden and bedrock aquifers.

The proposed program focuses on the on going monitoring of background conditions (up gradient locations) in both the overburden and bedrock aquifers and the monitoring of potential influences from the aggregate operation on down gradient locations. The proposed groundwater monitoring program is provided in **Table 1**. Selected up gradient and down gradient wells will be sampled for water quality. The water quality parameters for the semi annual (spring and fall) and annual (spring) sampling programs are provided in **Table 2**.

Surface water elevation monitoring has been on-going at the North and South Ponds (Map 2), since 2007. Two additional surface water monitoring stations to monitor the hydro-period in the wetland and vernal pool (Map 2) will commence in 2018. This monitoring will consist of the collection of continuous water level data during non-frozen conditions. Data will be assessed in conjunction with the groundwater monitoring data as part of the annual reporting requirement.

Table 1 – Proposed Groundwater Monitoring Network

Well ID	Water Levels		Water Quality	
	Monthly	Manual Water	Semi-Annual	Annual
OW2-A	X		X	
OW2-B	X		X	
OW3-B	X		X	
OW4-A	X		X	
OW4-B	X		X	
OW5-A	X		X	X
OW5-B	X		X	
OW6-A	X		X	X
OW7-A	X		X	X
OW7-B	X		X	
OW8-A	X		X	X
OW9-A	X		X	X
OW10-A	X		X	X
OW11-A	X		X	X
OW11-B	X		X	
OW12-A	X		X	X

Well ID	Water Levels		Water Quality	
	Monthly	Manual Water	Semi-Annual	Annual
OW13-A	X		X	
OW13-B	X		X	
OW14-B	X		X	X
OW15-B	X			
OW16-B	X		X	X
OW17-A	X			
OW17-B	X			
OW18-A	X		X	X
OW18-B	X		X	
OW19-A	X			
OW19-B	X		X	
OW20-B	X		X	X
OW21-B	X		X	x
OW22-B	X		X	
OW23-B	X		X	

Note: the collection of continuous water levels at selected groundwater monitoring locations is recommended.

Table 2 – Proposed Water Quality Parameters

Semi-Annual Groundwater Quality Parameters	Annual Groundwater Quality Parameters
General Water Quality Parameters: pH, Conductivity, Alkalinity, Bicarbonate, Chloride, Calcium, Magnesium, Potassium, Sodium, Sulphate, Nitrate, Nitrite, Phosphorous, and Metals (dissolved).	Total Petroleum Hydrocarbons (F1-F4) BTEX, Total Oil and Grease

It is recommended that a single annual groundwater monitoring report for the Melancthon Pits #1 and 2, as well as the proposed Bonnefield and Prince Pits be prepared and submitted to the MNRF, Township of Melancthon and NVCA prior to March 31st of each year and include the monitoring data for the 12 month period ending December 31st of the previous year. The report shall include, but not be limited to, the following:

1. Monitoring data collected as per Table 1 and Table 2;
2. Data in tabulated and graphical formats;
3. Interpretation of the collected data including discussions of any observed trends in groundwater levels and groundwater quality (analytical) results;
4. Recommendations on and justification for the need for make changes to monitoring locations, monitoring frequency, type of monitoring, pumping patterns and/or the need for mitigation, and
5. Summary and documentation of any water well complaint(s) and their resolution(s).

561400 561500 561600 561700 561800 561900 562000

4887700
4887600
4887500
4887400
4887300
4887200
4887100
4887000
4886900
4886800
4886700
4886600

4887700
4887600
4887500
4887400
4887300
4887200
4887100
4887000
4886900
4886800
4886700
4886600

Map 1
**Melancthon #2 and
 Bonnefield Pits**
Anuran Monitoring Stations

NATURAL RESOURCE SOLUTIONS INC.
 Aquatic, Terrestrial and Wetland Biologists

Date: November 7, 2017
 Project: NRSI-1748
 Scale: 1:3,000
 NAD83 - UTM Zone 17



Proposed Bonnefield Pit

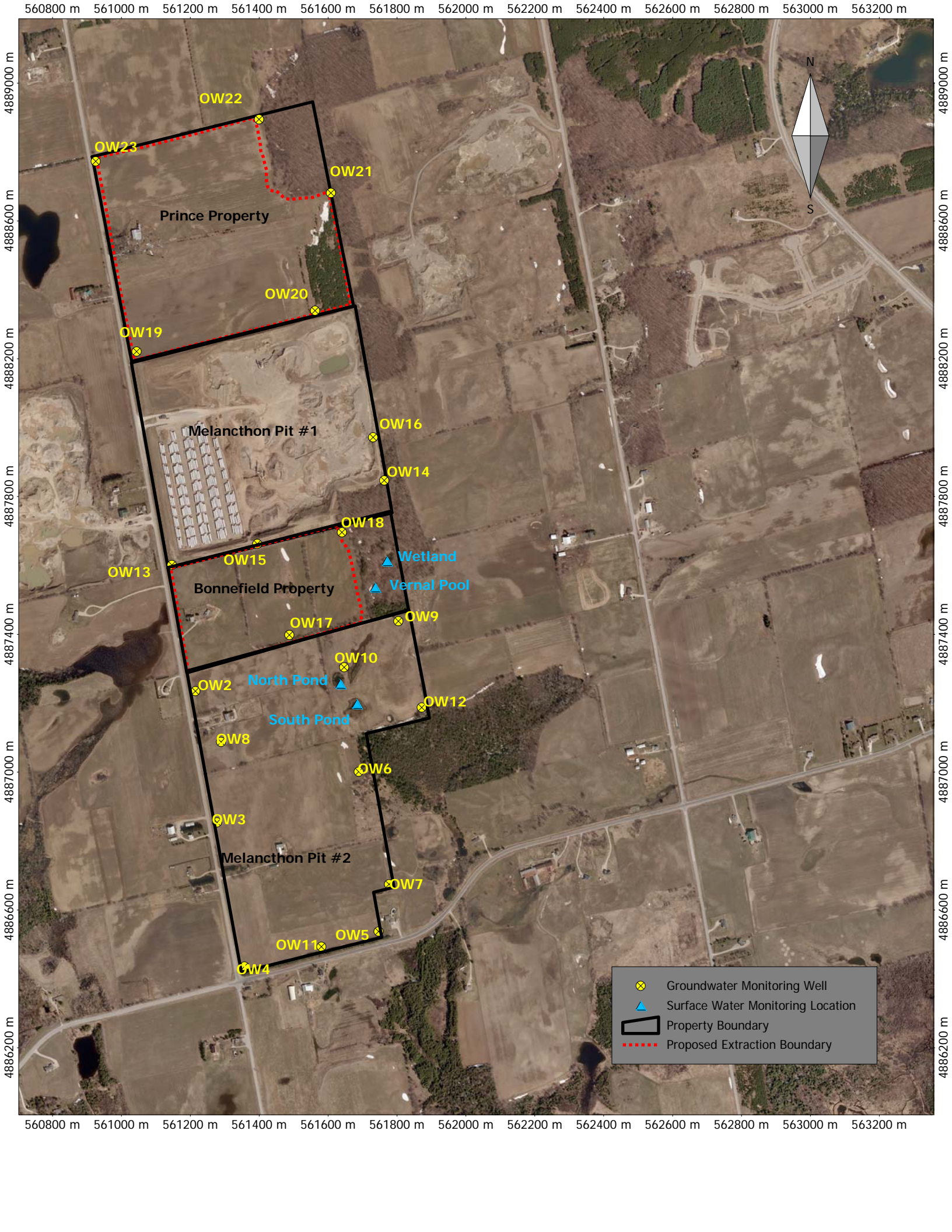
Melancthon Pit #2

Legend

- Subject Property
- Anuran Monitoring Station (ANR)
- Direction of Survey
- Surveyed Wetland Boundary
- Wetland (Boundaries Approximate)

Map Produced by Natural Resource Solutions Inc.
 This map is proprietary and confidential and must not be duplicated or distributed by any means without express written permission of NRSI.

Produced using information provided under license by the Ministry of Natural Resources, copyright the Queen's Printer of Ontario and Strada Aggregates. Imagery: ESRI (2015).



Appendix II
2022 Calling Amphibian Survey Results By Survey Visit

2022 Calling Amphibian Survey Results

Visit 1

12-Apr-22

SCIENTIFIC NAME	COMMON NAME	NRSI Species Detected by Monitoring Station (Maximum Calling Code, Total Number of Individuals)									
		ANR-001	ANR-002	ANR-003	ANR-004	ANR-005	ANR-006	ANR-007a	ANR-007b	ANR-008a	ANR-009
<i>Bufo americanus</i>	American Toad										
<i>Hyla versicolor</i>	Gray Treefrog										
<i>Lithobates pipiens</i>	Northern Leopard Frog										
<i>Lithobates sylvatica</i>	Wood Frog		2,3		1,3			1,1			
<i>Pseudacris crucifer crucifer</i>	Spring Peeper		3	3	3			1,1		2,5	2,5
<i>Pseudacris triseriata</i>	Western Chorus Frog										
<i>Rana clamitans melanota</i>	Green Frog										

Visit 2

19-May-22

SCIENTIFIC NAME	COMMON NAME	NRSI Species Detected by Monitoring Station (Maximum Calling Code, Total Number of Individuals)									
		ANR-001	ANR-002	ANR-003	ANR-004	ANR-005	ANR-006	ANR-007a	ANR-007b	ANR-008a	ANR-009
<i>Bufo americanus</i>	American Toad										
<i>Hyla versicolor</i>	Gray Treefrog										
<i>Lithobates pipiens</i>	Northern Leopard Frog										
<i>Lithobates sylvatica</i>	Wood Frog										
<i>Pseudacris crucifer crucifer</i>	Spring Peeper				1,1	3				2,2	3
<i>Pseudacris triseriata</i>	Western Chorus Frog										
<i>Rana clamitans melanota</i>	Green Frog										

Visit 3

16-Jun-22

SCIENTIFIC NAME	COMMON NAME	NRSI Species Detected by Monitoring Station (Maximum Calling Code, Total Number of Individuals)									
		ANR-001	ANR-002	ANR-003	ANR-004	ANR-005	ANR-006	ANR-007a	ANR-007b	ANR-008a	ANR-009
<i>Bufo americanus</i>	American Toad										
<i>Hyla versicolor</i>	Gray Treefrog	2,5	1,2			3			1,2	1,2	1,1
<i>Lithobates pipiens</i>	Northern Leopard Frog										
<i>Lithobates sylvatica</i>	Wood Frog										
<i>Pseudacris crucifer crucifer</i>	Spring Peeper										
<i>Pseudacris triseriata</i>	Western Chorus Frog										
<i>Rana clamitans melanota</i>	Green Frog	1,1				1,3				1,1	1,1

Appendix III
Supplementary Data Collected During 2022 Survey Visits

2022 Calling Amphibian Weather Results

Visit 1 12-Apr-22

Station Name	Start time	Wind speed	% Cloud Cover	Air temp. (°C)	Water temp. (°C)	Water pH	Precipitation	Remarks
ANR-001	21:16	2	95	7.0	8.0	-	None	
ANR-002	21:22	2	95	7.0	12.0	-	None	
ANR-003	21:28	2	95	7.0	9.0	-	None	3 adult wood frogs in pond
ANR-004	21:09	2	95	7.0	11.0	-	None	
ANR-005	21:04	2	95	7.0	8.0	-	None	
ANR-006	20:55	2	95	5.0	-	-	None	No standing water
ANR-007a	20:45	2	95	9.0	12.0	-	None	
ANR-007b	20:45	2	95	9.0	-	-	None	
ANR-008a	20:30	2	95	9.0	11.0	-	None	
ANR-009	21:45	2	95	7.0	9.0	-	None	

Visit 2 19-May-22

Station Name	Start time	Wind speed	% Cloud Cover	Air temp. (°C)	Water temp. (°C)	Water pH	Precipitation	Remarks
ANR-001	20:44	1	90	15.0	14.0	-	None	
ANR-002	22:08	1	90	15.0	14.0	-	None	
ANR-003	22:16	1	90	15.0	16.0	-	None	3 adult green frogs in pond
ANR-004	21:55	1	90	15.0	14.0	-	None	
ANR-005	21:46	1	90	15.0	14.5	-	None	
ANR-006	21:41	1	90	15.0	-	-	None	No standing water
ANR-007a	21:28	1	90	15.0	15.0	-	None	
ANR-007b	21:28	1	90	15.0	13.0	-	None	
ANR-008a	21:14	1	90	15.0	16.0	-	None	
ANR-009	22:25	1	90	15.0	13.0	-	None	

Visit 3 16-Jun-21

Station Name	Start time	Wind speed	% Cloud Cover	Air temp. (°C)	Water temp. (°C)	Water pH	Precipitation	Remarks
ANR-001	22:47	3	20	25.0	21.7	-	None	
ANR-002	22:58	3	30	25.0	-	-	None	
ANR-003	23:04	3	30	25.0	-	-	None	No standing water
ANR-004	22:30	3	15	25.0	-	-	None	No standing water
ANR-005	22:20	3	15	27.0	23.0	-	None	
ANR-006	22:12	3	15	27.0	-	-	None	No standing water
ANR-007a	22:00	3	15	27.0	-	-	None	No standing water
ANR-007b	21:52	3	15	27.0	-	-	None	
ANR-008a	21:40	2	15	27.0	-	-	None	Very little standing water
ANR-009	23:17	3	30	25.0	21.2	-	None	

Maps

561000 561200 561400 561600 561800 562000

4888000
4887800
4887600
4887400
4887200
4887000
4886800
4886600
4886400
4886200

Map 1
**Melancthon Pit #2 and
Bonnefield Property
Study Area**
NATURAL RESOURCE SOLUTIONS INC.
Aquatic, Terrestrial and Wetland Biologists
March 4, 2021
Project: NRSI-0764K
Scale: 1:5,000
NAD83 - UTM Zone 17

Bonnefield
Property

North
Pond

South
Pond

Melancthon Pit #2

4TH LINE

COUNTY ROAD 17

Legend
Subject Property



0 200 400 Metres

Map Produced by Natural Resource Solutions Inc.
This map is proprietary and confidential and must not be duplicated or distributed by any means without express written permission of NRSI.
Produced using information provided under license by the Ministry of Natural Resources, copyright the Queen's Printer of Ontario and Strada Aggregates. Imagery: ESRI 2018.

561000 561200 561400 561600 561800 562000

561400 561500 561600 561700 561800 561900 562000

Map 2

Melancthon Pit #2 and Bonnefield Property Amphibian Monitoring Stations

NATURAL RESOURCE SOLUTIONS INC.
Aquatic, Terrestrial and Wetland Biologists

April 18, 2019
Project: NRSI-07641
Scale: 1:5,000
NAD83 - UTM Zone 17

Bonnefield Property

Melancthon Pit #2

ANR-009

ANR-003

ANR-002

ANR-001

ANR-004

ANR-005





ANR-006

ANR-007a

ANR-007b

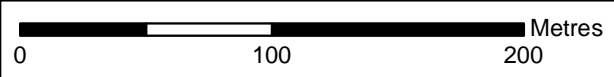
ANR-008a

Legend

-  Subject Property
-  Anuran Monitoring Station (ANR)
-  Direction of Survey
-  Surveyed Wetland Boundary

Map Produced by Natural Resource Solutions Inc.
This map is proprietary and confidential and must not be duplicated or distributed by any means without express written permission of NRSI.

Produced using information provided under license by the Ministry of Natural Resources, copyright the Queen's Printer of Ontario and Strada Aggregates. Imagery: ESRI 2018.



561400 561500 561600 561700 561800 561900 562000

Denise Holmes

From: Shari Page <spage@tritoneng.on.ca>
Sent: Tuesday, May 30, 2023 9:54 AM
To: Denise Holmes
Subject: Township of Southgate, NOTICE OF COMMENCEMENT - Class EA, Schedule B, ECO PARKWAY EXTENSION DUNDALK SERVICING STRATEGY
Attachments: Melancthon CLASS EA Schedule B Notice of Commencement Dundalk Servicing Strategy.pdf

Good morning,

On behalf of the Township of Southgate, please find attached, **Notice of Commencement, Class Environmental Assessment, Schedule B** for the *Township of Southgate, Eco Parkway Extension, Dundalk Servicing Strategy*.

This **Notice** will publicly appear in the next two (2) consecutive editions of *The Dundalk Herald*, on May 31 and June 7, 2023.

Should you have any questions, concerns or require further clarification, please refer to the attached notice for the appropriate contacts and information.

Kind regards,
Shari

Shari Page



Triton Engineering Services Limited
105 Queen Street West, Unit 14 Fergus, ON N1M 1S6
Tel - (519) 843-3920 Ext 220 • Fax - (519) 843-1943 • www.tritoneng.on.ca

This email message and any files transmitted with it are proprietary and confidential information of the sender and are intended only for the person(s) to whom this email is addressed. If you have received this email message in error, please notify the sender immediately by telephone or email and destroy the original message without making a copy



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • HARRISTON

May 29, 2023

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

ATTENTION: Denise B. Holmes
CAO/Clerk
dholmes@melancthontownship.ca

RE: Township of Southgate
Eco Parkway Extension, Dundalk
Servicing Strategy
Class Environmental Assessment
Schedule B Notice of Project Commencement
Our File: G4600A / W4613A

Dear Ms. Holmes,

The Township of Southgate owns property east of the existing limit off Eco Parkway in Dundalk. To facilitate development of these lands, the Township is extending the existing Eco Parkway along with municipal services.

The Township of Southgate is commencing a Schedule B Class Environmental Assessment (Class EA) under Ontario's Municipal Class Environmental Assessment (March 2023, as amended) to establish a servicing strategy that will evaluate alternative Sanitary and Stormwater Management Servicing strategies. A general location/arrangement plan of the subject property is contained on the attached *Notice of Commencement* for your reference.

The Opportunity Statement for this project is as follows:

"To establish a Sanitary and Stormwater Management Servicing strategy for the development area made available by the extension of Eco Parkway to ensure that development occurs in an environmentally responsible and cost-efficient manner, thereby allowing for continued economic growth of the community."

The purpose of this letter is to introduce the project and invite you to provide any preliminary comments. Effective consultation with all stakeholders, approval agencies and First Nation communities will ensure that all environmental features and constraints

(natural/social/economic environments, etc.) are identified in a timely manner and will be considered in the assessment of this project.

A Section 16 Order request can be made on the grounds that the requested order may prevent, mitigate, or remedy adverse impacts on constitutionally protected Aboriginal and treaty lands. The Section 16 Order request must be sent to the Minister of the Environment, Conservation and Parks and the Environmental Assessment Branch (EAB) Director as listed below.

Minister

Ministry of the Environment, Conservation
and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Minister.mecp@ontario.ca

Director

Environmental Assessment Branch
Ministry of the Environment, Conservation
and Parks
135 St. Clair Avenue West, 1st Floor
Toronto ON M4V 1P5
EABDirector@ontario.ca

For more information on the Section 16 order process, please visit:

<https://www.ontario.ca/page/class-environmental-assessments-section-16-order>

We look forward to receiving your preliminary comments and should you have any questions or require additional information, please contact the undersigned. In your response, please confirm your preferred method for receiving future correspondence as it relates to this project.

Comments and information received will be collected under the Ontario Environmental Assessment Act and in accordance with the *Freedom of Information and Protection of Privacy Act* and, with the exception of personal information, may be included in the project documentation and become part of the public record.

Respectfully,
Triton Engineering Services Limited



Dustin C. Lyttle, P. Eng.
Project Manager

Encl. *Notice of Project Commencement*

cc: Jim Ellis, CRS-S, Township of Southgate
Dina Lundy, CMO, Dipl.M.A. Township of Southgate
Clint Stredwick, BES MCIP RPP, Township of Southgate

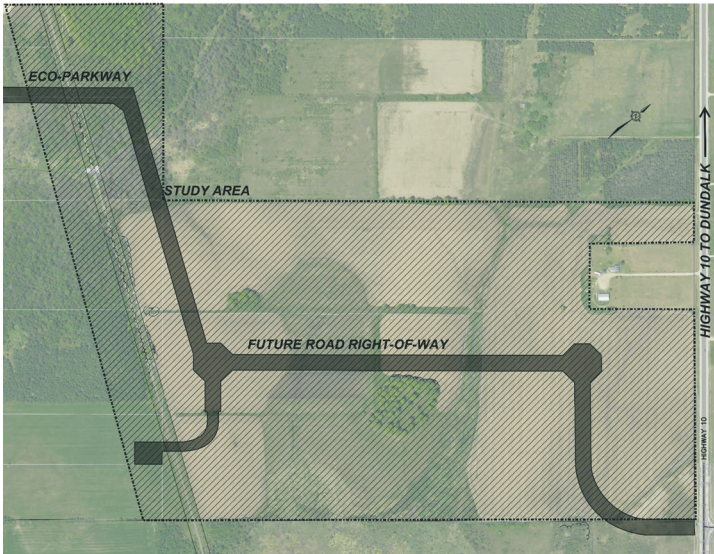


Township of Southgate Class Environmental Assessment Eco Parkway Extension, Dundalk Servicing Strategy Notice of Project Commencement

The Township of Southgate owns property east of the existing limit off Eco Parkway in Dundalk. To facilitate development of these lands, the Township is extending the existing Eco Parkway and needs to establish a Sanitary and Stormwater Management Servicing strategy.

The Process:

The Township is initiating a Class Environmental Assessment (Class EA) in order to evaluate alternative Sanitary and Stormwater Management Servicing strategies to establish a preferred option. The project is being planned under Schedule B of the Municipal Class Environmental Assessment (October 2000, as amended in 2007, 2011, 2015 and 2023).



How to Participate:

Public input and comments are invited for incorporation into the planning of this project. A Public Information Centre for this project will be held as the project progresses to share information with and solicit input from interested stakeholders.

For More Information:

As part of the public consultation program, a project contact list is being created. Stakeholders included on the list will receive information regarding the project including formal Notices. To be placed on the project contact list, to provide comments, or to request further information, please contact both of the following:

Jim Ellis, CRS-S
Public Works Manager
Township of Southgate
185667 Grey County Road 9
Dundalk, ON
NOC 1B0
Phone: 519-923-2110 x250
Fax: 519-923-9262
Email: jellis@southgate.ca

Dustin Lyttle, P. Eng.
Project Manager
Triton Engineering Services Limited
105 Queen Street, Unit 14
Fergus, ON
N1M 1S6
Phone: 519-843-3920 x222
Fax: 519-843-1943
Email: dlyttle@tritoneng.on.ca

A Section 16 Order request can be made on the grounds that the requested order may prevent, mitigate, or remedy adverse impacts on constitutionally protected Aboriginal and treaty lands. The Section 16 Order request must be sent to the Minister of the Environment, Conservation and Parks and the Environmental Assessment Branch (EAB) Director as listed below.

Minister
Ministry of the Environment, Conservation
and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Minister.mecp@ontario.ca

Director
Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks
135 St. Clair Avenue West, 1st Floor
Toronto ON M4V 1P5
EABDirector@ontario.ca

For more information on the Section 16 order process, please visit:

<https://www.ontario.ca/page/class-environmental-assessments-section-16-order>

Comments and information received will be collected under the Ontario Environmental Assessment Act and in accordance with the Freedom of Information and Protection of Privacy Act and with the exception of personal information, may be included in the project documentation and become part of the public record.

This Notice first issued May 31, 2023.

Denise Holmes

From: Kim Fraser <kfraser@shelburne.ca>
Sent: Friday, June 2, 2023 2:35 PM
To: Carey Holmes; Denise Holmes; clerksoffice@townofmono.com; Nicole Martin; cgoustos@amaranth.ca; svangerven@amaranth.ca; Sarah Culshaw; Maryon English; Alice Byl
Cc: Chris Gerrits; Andrew Stirk; Melinda Davie; Darren White; Ralph Moore; Dan Sample; Shane Hall; Randy Chambers-Home (randychambers75@yahoo.ca); bbornosnits@hotmail.com
Subject: CDRC Approved 2023 Budget
Attachments: 2023 CDRC Approved Budget_May 24 2023.pdf

Good afternoon,

At the CDRC board meeting held on May 24, 2023 the following motion was presented:

Moved by: D. Sample Seconded by: C. Gerrits

Be it resolved that the Board approves and accepts the attached 2023 CDRC budget. Carried

The second quarter municipal funding invoice will follow

Thank you

Kim Fraser

Facility Administration Manager

Centre Dufferin Recreation Complex
200 Fiddle Park Lane, Shelburne ON
L9V 3C9
519.925.2400
kfraser@shelburne.ca

CDRC 2023 APPROVED BUDGET May 24, 2023

Description	2023 Bud	2022 Bud	2022 Act	2021 Act	2020 Act	2019 Act	2018 Act	23 vs 22A
Arena Rentals	\$246,164	\$175,979	\$196,966	\$92,442	\$158,832	\$256,555	\$260,968	25%
Floor Rental	\$12,000	\$13,018	\$15,154	\$0	\$220	\$21,469	\$20,852	-21%
Advertising	\$12,000	\$10,320	\$10,976	\$2,263	\$9,568	\$10,545	\$11,451	9%
Programs	\$10,250	\$1,650	\$7,502	\$3,759	\$2,581	\$948	\$0	37%
Room Rental	\$18,000	\$12,544	\$22,316	\$9,745	\$9,827	\$25,839	\$25,838	-19%
Concession Sales	\$55,000	\$38,755	\$52,638	\$16,196	\$25,865	\$85,408	\$86,480	4%
Pool Fees	\$116,600	\$91,965	\$118,960	\$72,462	\$46,664	\$80,480	\$76,384	-2%
Day Camp Fees	\$140,000	\$124,000	\$139,541	\$78,905	\$0	\$55,913	\$54,855	0%
Miscellaneous	\$1,150	\$1,043	\$1,254	\$572	\$230	\$247	\$1,445	-8%
Grants	\$15,000	\$30,700	\$30,713	\$32,926	\$3,920	\$9,730	\$8,400	-51%
Total Operating Revenue	\$626,164	\$499,974	\$596,019	\$309,268	\$257,706	\$547,132	\$546,673	5%
Payroll	\$558,073	\$471,903	\$483,513	\$395,452	\$310,834	\$397,807	\$333,656	15%
Benefits	\$96,300	\$77,250	\$84,130	\$63,662	\$58,011	\$63,155	\$57,979	14%
Bank Charges	\$2,500	\$2,705	\$2,802	\$1,675	\$866	\$1,063	\$977	-11%
Maintenance	\$104,000	\$86,850	\$104,667	\$93,445	\$74,611	\$74,313	\$88,545	-1%
Utilities	\$148,400	\$141,214	\$146,786	\$103,594	\$110,453	\$151,816	\$139,770	1%
Vending	\$27,000	\$16,186	\$25,364	\$6,903	\$9,228	\$40,467	\$40,841	6%
Admin	\$62,495	\$60,461	\$63,062	\$60,598	\$39,576	\$36,451	\$39,051	-1%
Total Operating Expense	\$998,768	\$856,569	\$910,325	\$725,330	\$603,579	\$765,071	\$700,820	10%
Operating (Gain)/Loss	\$372,604	\$356,595	\$314,306	\$416,061	\$345,873	\$217,939	\$154,146	19%
Capital Expense	\$211,000	\$710,000	\$680,306	\$29,911	\$32,201	\$58,360	\$51,890	-69%
Capital Grants	\$0	-\$520,000	-\$521,788	\$0	\$0	\$0	\$0	-100%
Total Capital Expense	\$211,000	\$190,000	\$158,518	\$29,911	\$32,201	\$58,360	\$51,890	33%
Total (Gain)/Loss	\$583,604	\$546,595	\$472,824	\$445,973	\$378,075	\$276,298	\$206,036	23%
Municipal Contribution	\$507,329	\$346,921	\$346,920	\$336,814	\$327,004	\$317,478	\$308,231	46%
Municipal Covid Contribution	\$0	\$100,000	\$100,000	\$150,000	\$0	\$0	\$0	-100%
Total Municipal Funding	\$507,329	\$446,921	\$446,920	\$486,814	\$327,004	\$317,478	\$308,231	14%
Net Financial (Gain)/Loss	\$76,275	\$99,674	\$25,904	-\$40,841	\$51,071	-\$41,180	-\$102,195	194%

2023 Assumptions:

4% rental rate increase on ice rentals starting in September, 2% rental rate on floor rentals and programs (already communicated to user groups)

3% wage increase based upon Town of Shelburne increase (historical method of determining wage rate increases)

\$10k (3% increase on 2022 assessment) + \$150 to offset unexpected 2023 capital projects (pool repairs & recreation software)

2023 CDRC BUDGET 5 YEAR FORECAST (\$000)							
Year	2023	2024	2025	2026	2027	2028	2029
Scenario	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Opening Reserves	\$131	\$55	-\$81	-\$84	-\$47	\$58	\$136
+ Municipal Contribution	\$507	\$523	\$538	\$554	\$571	\$588	\$606
- Operating Loss	\$373	\$373	\$373	\$373	\$373	\$373	\$373
- Capital Cost	\$211	\$286	\$169	\$145	\$93	\$137	\$115
+ Annual Surplus/(Shortfall)	-\$76	-\$136	-\$3	\$37	\$105	\$79	\$118
= Closing Reserves	\$55	-\$81	-\$84	-\$47	\$58	\$136	\$255

Notes:

- Opening 2023 reserve based on audited 2022 financial statements
- Municipal contribution based on 3% increase approved for 2020 to 2025 and \$150k to offset unforecast pool repairs and recreation software
- Operating Loss assumed to remain the same as 2023 Budget
- Capital Cost based on Marty Capital Plan

Reasons for GAP

Capital Pool Repairs	\$116
Capital Rec Software	\$30
Pool Grant Reduction	\$15
Payroll Increase	\$30
Total	\$191

2021 CDRC BUDGET 5 YEAR FORECAST (\$000)							
Year	2020	2020	2021	2022	2023	2024	2025
Scenario	Budget	Actual	Budget	Estimate	Estimate	Estimate	Estimate
Opening Surplus/Reserves	\$183	\$180	\$129	\$212	\$59	\$71	-\$33
+ Municipal Contribution	\$327	\$327	\$337	\$347	\$357	\$368	\$379
+ Covid Relief Municipal Funding			\$150				
- Operating Loss	-\$256	-\$346	-\$368	-\$276	-\$276	-\$276	-\$276
+ Capital Grants			\$31	\$489			
- Capital Roof Cost			-\$42	-\$668			
- Capital Cost	-\$49	-\$32	-\$25	-\$45	-\$69	-\$196	-\$270
= Closing Surplus/Reserves	\$205	\$129	\$212	\$59	\$71	-\$33	-\$200

Assumptions:

- 3% municipal funding increase each year (per 2020 approved budget & 5 year plan)
- Municipal Covid Relief Funding \$150 (see details of actual loss below)
- Holding operating loss steady based on 2020 budget from 2022 - 2025
- Roof Project for \$710k offset by \$520 grant is approved and executed

GL Acct	Description	Category	2023 Bud	2022 Bud	2022 Act	2021 Act	2020 Act	2019 Act	2018 Act
4000	Town of Shelburne	Municipal Contribution	\$314,544	\$215,090	\$215,090	\$208,825	\$202,742	\$196,836	\$191,103
4001	Town of Mono	Municipal Contribution	\$40,586	\$27,754	\$27,754	\$26,945	\$26,160	\$25,398	\$24,659
4002	Amaranth Township	Municipal Contribution	\$76,099	\$52,039	\$52,038	\$50,522	\$49,051	\$47,622	\$46,235
4003	Melancthon Township	Municipal Contribution	\$76,099	\$52,039	\$52,038	\$50,522	\$49,051	\$47,622	\$46,235
4010	Municipal Contrib-COVID	Municipal Covid Contributor	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0
4100	Schools	Arena Rentals	\$10,166	\$5,031	\$8,153	\$3,032	\$4,898	\$23,480	\$17,845
4101	Minor Hockey	Arena Rentals	\$109,536	\$78,225	\$82,531	\$32,396	\$60,383	\$120,350	\$124,553
4102	Figure Skating	Arena Rentals	\$36,264	\$25,361	\$29,492	\$14,126	\$22,101	\$23,596	\$24,929
4103	Broomball	Arena Rentals	\$7,504	\$5,600	\$6,080	\$4,000	\$6,540	\$7,372	\$5,800
4200	Ball Hockey	Floor Rental	\$1,162	\$1,066	\$1,255	\$0	\$220	\$2,089	\$1,805
4201	Lacrosse	Floor Rental	\$4,788	\$7,252	\$7,158	\$0	\$0	\$8,003	\$7,236
4104	Ice Rental Others	Arena Rentals	\$82,694	\$61,762	\$70,710	\$38,889	\$63,290	\$59,747	\$65,684
4202	Floor Rental Other	Floor Rental	\$635	\$0	\$1,757	\$0	\$0	\$4,640	\$3,927
4300	Ice Board/Rink Advertising	Advertising	\$5,400	\$4,835	\$5,335	\$2,333	\$3,100	\$3,500	\$4,650
4203	Ball Hockey - Youth	Floor Rental	\$5,415	\$4,700	\$4,984	\$0	\$0	\$6,738	\$7,884
4105	HTI - Girls Program	Arena Rentals	\$0	\$0	\$0	\$0	\$1,620	\$22,011	\$22,159
4800	Pickleball	Programs	\$1,200	\$750	\$898	\$305	\$1,296	\$691	\$0
4801	Table Tennis	Programs	\$0	\$0	\$0	\$0	\$35	\$257	\$0
4500	Pool View Room	Room Rental	\$4,000	\$2,154	\$3,950	\$312	\$1,683	\$7,077	\$5,535
4501	Meeting Rooms	Room Rental	\$5,000	\$2,395	\$5,297	\$455	\$2,210	\$5,372	\$3,965
4502	Town and Country Room	Room Rental	\$8,000	\$7,008	\$12,158	\$8,378	\$5,184	\$12,490	\$15,288
4700	Concession Booth	Concession Sales	\$50,000	\$34,524	\$47,537	\$13,472	\$20,801	\$74,326	\$75,347
4401	Swim Pass	Pool Fees	\$401	\$722	\$402	\$266	\$680	\$5,136	\$3,422
4402	Group Lessons	Pool Fees	\$49,575	\$40,558	\$51,769	\$27,208	\$14,866	\$39,100	\$40,163
4403	Private Lessons	Pool Fees	\$35,400	\$27,545	\$35,400	\$19,923	\$7,700	\$11,410	\$9,025
4404	Public Swim	Pool Fees	\$13,494	\$8,825	\$13,494	\$11,936	\$6,632	\$11,936	\$12,744
4405	Bronze Star	Pool Fees	\$1,040	\$1,040	\$1,040	\$1,040	\$208	\$102	\$495
4406	Bronze Medallion	Pool Fees	\$3,045	\$2,430	\$3,045	\$3,564	\$2,572	\$2,463	\$1,100
4407	Bronze Cross	Pool Fees	\$2,400	\$2,240	\$2,400	\$1,404	\$1,092	\$1,071	\$300
4802	Baby Sitting Course	Pool Fees	\$0	\$500	\$0	\$850	\$2,112	\$1,605	\$2,058
4408	WSI/NLS Course	Pool Fees	\$3,465	\$2,000	\$3,465	\$2,360	\$7,585	\$1,890	\$0
4409	Pool Rentals	Pool Fees	\$5,175	\$3,400	\$5,175	\$2,965	\$613	\$2,842	\$3,472
4410	Junior Lifeguard Club (JLC)	Pool Fees	\$0	\$0	\$0	\$0	\$850	\$873	\$1,615
4411	First Aid	Pool Fees	\$2,005	\$2,005	\$2,005	\$0	\$200	\$0	\$0
4803	Home Alone Course	Pool Fees	\$600	\$700	\$765	\$946	\$1,554	\$2,053	\$1,990
4600	Summer Camp	Day Camp Fees	\$140,000	\$124,000	\$139,541	\$78,905	\$0	\$55,913	\$54,855
4150	Credit Card Conv Fees	Miscellaneous	\$0	\$0	\$737	\$0	\$0	\$0	\$0
4701	Pepsi Revenue/Rebate	Concession Sales	\$2,500	\$2,500	\$2,500	\$2,500	\$2,669	\$2,500	\$562

GL Acct	Description	Category	2023 Bud	2022 Bud	2022 Act	2021 Act	2020 Act	2019 Act	2018 Act
4301	Olympia Advertising	Advertising	\$0	\$500	\$0	\$0	\$1,275	\$1,275	\$1,275
4302	Sign Rental	Advertising	\$6,600	\$4,985	\$5,641	-\$70	\$5,193	\$5,770	\$5,526
4650	CDRC Programs	Programs	\$9,050	\$900	\$0	\$3,453	\$1,249	\$0	\$0
4702	Gum Machine Receipts	Concession Sales	\$500	\$414	\$578	\$0	\$252	\$650	\$424
4703	Bhealthy Vending	Concession Sales	\$0	\$0	\$0	\$0	\$0	\$342	\$231
4704	Vending & Pop	Concession Sales	\$2,000	\$1,317	\$2,023	\$224	\$2,143	\$7,589	\$9,916
4804	Public Skating	Programs	\$0	\$0	\$2,822	\$0	\$0	\$0	\$0
4805	Ticket Ice (skating/shinny)	Programs	\$0	\$0	\$2,881	\$0	\$0	\$0	\$0
4806	Special Events/Programs	Programs	\$0	\$0	\$900	\$0	\$0	\$0	\$0
4503	Pro Shop Rental Space	Room Rental	\$1,000	\$987	\$911	\$600	\$750	\$900	\$1,050
4902	Misc. Income	Miscellaneous	\$800	\$793	\$231	\$280	\$0	\$95	\$1,430
4903	Interest Income	Miscellaneous	\$350	\$250	\$285	\$293	\$230	\$152	\$15
4901	Grants	Grants	\$15,000	\$30,700	\$30,713	\$32,926	\$3,920	\$9,730	\$8,400
5000	Arena Payroll	Payroll	\$210,573	\$176,336	\$178,054	\$148,257	\$157,428	\$171,386	\$145,055
5002	Concession Booth Payroll	Payroll	\$27,000	\$18,179	\$17,261	\$5,405	\$10,310	\$29,844	\$28,809
5003	Swimming Pool Payroll	Payroll	\$85,000	\$81,000	\$71,374	\$81,238	\$29,160	\$60,615	\$57,140
5001	Office Payroll	Payroll	\$130,600	\$111,274	\$125,650	\$78,636	\$113,936	\$91,837	\$62,763
5004	Camp Payroll	Payroll	\$104,900	\$85,114	\$91,174	\$81,917	\$0	\$44,125	\$39,889
5100	Benefits	Benefits	\$30,000	\$27,581	\$26,789	\$17,528	\$18,053	\$17,111	\$18,024
5101	E.I. Employers Share	Benefits	\$10,000	\$7,320	\$9,980	\$7,815	\$0	\$8,040	\$7,444
5102	CPP Employers Share	Benefits	\$20,000	\$15,771	\$19,541	\$14,932	\$0	\$12,939	\$11,906
5103	WSIB Employers Share	Benefits	\$6,300	\$3,438	\$3,555	\$5,034	\$3,828	\$5,488	\$6,751
5104	OMERS Employers Share	Benefits	\$30,000	\$23,140	\$24,265	\$18,353	\$18,438	\$19,577	\$13,853
5420	EI Expense	Benefits	\$0	\$0	\$0	\$0	\$5,867	\$0	\$0
5430	CPP Expense	Benefits	\$0	\$0	\$0	\$0	\$11,826	\$0	\$0
6000	Advertising	Admin	\$0	\$0	\$0	\$0	\$1,148	\$0	\$0
7100	Bank Charges	Bank Charges	\$900	\$623	\$816	\$571	\$264	\$437	\$429
6001	Ice Equipment & Maintenance	Maintenance	\$20,000	\$12,065	\$18,314	\$22,383	\$25,488	\$12,658	\$18,992
6003	General Building Maintenance	Maintenance	\$40,000	\$34,559	\$37,656	\$35,600	\$20,149	\$22,731	\$34,972
6004	Grounds	Maintenance	\$20,000	\$19,378	\$18,915	\$13,925	\$14,014	\$21,412	\$16,000
6005	Janitorial Supplies	Maintenance	\$8,000	\$6,665	\$7,598	\$4,008	\$4,672	\$5,425	\$6,668
6006	Elevator Maintenance	Maintenance	\$5,000	\$4,506	\$4,918	\$4,703	\$4,400	\$4,317	\$4,221
6101	Hydro	Utilities	\$92,000	\$103,013	\$91,389	\$69,129	\$79,249	\$112,350	\$105,902
6102	Natural Gas	Utilities	\$31,000	\$22,531	\$30,777	\$18,874	\$17,152	\$23,219	\$20,737
6103	Water & Sewage	Utilities	\$21,000	\$11,325	\$20,158	\$11,462	\$10,255	\$12,538	\$6,260
6600	Concession Booth & Vending	Vending	\$27,000	\$16,186	\$25,364	\$6,903	\$9,228	\$40,467	\$40,841
6700	Pool Administration	Admin	\$5,000	\$2,805	\$4,940	\$5,017	\$8,174	\$7,976	\$4,786
6701	Pool Maintenance	Maintenance	\$8,500	\$9,177	\$14,848	\$11,276	\$3,851	\$5,285	\$5,750

GL Acct	Description	Category	2023 Bud	2022 Bud	2022 Act	2021 Act	2020 Act	2019 Act	2018 Act
7200	Misc Expense	Admin	\$0	\$6,614	\$0	\$16,250	\$300	\$345	\$325
7300	Program / Camp Expense	Admin	\$10,000	\$10,472	\$8,557	\$8,666	\$356	\$2,325	\$4,289
7001	Insurance	Admin	\$27,420	\$23,436	\$23,437	\$19,998	\$15,558	\$10,218	\$10,091
6002	Inspections	Maintenance	\$2,500	\$500	\$2,418	\$1,550	\$2,037	\$2,485	\$1,942
6104	Telephone	Utilities	\$1,800	\$1,792	\$1,829	\$1,790	\$1,768	\$1,713	\$1,709
7004	Professional Fees	Admin	\$3,000	\$4,062	\$3,562	\$1,319	\$2,812	\$941	\$7,454
7005	Office Supplies	Admin	\$5,000	\$2,577	\$5,998	\$3,381	\$3,106	\$2,635	\$1,444
7006	Advertising	Admin	\$500	\$692	\$92	\$183	\$92	\$1,247	\$915
7007	Audit	Admin	\$3,500	\$4,500	\$5,390	\$354	\$4,579	\$4,744	\$4,579
7008	Assoc. Fees, Dues and Seminars	Admin	\$2,000	\$4,500	\$1,932	\$4,318	\$1,276	\$5,857	\$4,987
7009	Postage	Admin	\$75	\$200	\$54	\$112	\$262	\$163	\$181
6105	Cellular Telephone	Utilities	\$1,800	\$1,800	\$1,867	\$1,646	\$1,345	\$1,373	\$1,499
6201	Internet & Website	Utilities	\$800	\$753	\$765	\$694	\$685	\$623	\$3,663
6202	IT Services	Admin	\$6,000	\$603	\$2,487	\$999	\$604	\$0	\$0
7101	Interac Transaction Expense	Bank Charges	\$10	\$12	\$17	\$4	\$0	\$39	\$175
7102	Interac Maintenance & Setup Fee	Bank Charges	\$65	\$61	\$61	\$61	\$62	\$61	\$71
7103	Moneris Transaction Fee Exp	Bank Charges	\$500	\$286	\$344	\$84	\$90	\$162	\$75
7104	Moneris Service Fee Exp	Bank Charges	\$940	\$1,639	\$1,480	\$871	\$280	\$280	\$143
7105	Bank Charges	Bank Charges	\$85	\$84	\$84	\$84	\$84	\$84	\$84
7106	Paypal Charges	Bank Charges	\$0	\$0	\$0	\$0	\$86	\$0	\$0
7201	Sundry	Admin	\$0	\$0	\$6,614	\$0	-\$44	\$0	\$0
9200	HST Unclaimable	Admin	\$0	\$0	\$0	\$0	\$1,355	\$0	\$0
8001	Capital Cost	Capital Expense	\$211,000	\$710,000	\$680,306	\$29,911	\$32,201	\$58,360	\$51,890
8200	Capital Grant	Capital Grants	\$0	-\$520,000	-\$521,788	\$0	\$0	\$0	\$0
	Total (Profit)/Loss		-\$76,275	-\$99,674	-\$25,904	-\$109,158	-\$51,071	\$41,180	\$102,195

Draft 10 Year Capital

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Arena Roof	\$30,000										
Parking lot paving includes ground prep.		\$155,750									
Paving fire route			\$70,725								
Man doors 6 doors in total		\$5,000	\$10,000								
pool shell and tiles repair /replace	\$116,000	\$30,000									
pool rubber decking			\$40,000								
Install large roll up door					\$50,000						
Front door repair (1 quote in)	\$10,000										
Olympia 2015 10 year cycle				\$100,000							
Replace Dehumidifiers (end of life)							\$100,000				
4 boilers 2010 (end of life)		\$8,000	\$14,000	\$8,000	\$8,000						
Steel trusses clean /paint (as per sba preventive mainten						\$120,000					
T&C Kitchen update (floor, urinals, cupboards and counte				\$20,000							
Office equipment replacement, lap tops											
Wi-Fi upgrade and up to date technology available for m		\$20,000									
new pool entrance (in house)	\$2,500										
pool deck and equipment replacement			\$10,000								
arena upgrade (end of life)											\$1,500,000
pool mechanics replacement									\$15,000		
Supplies for programs									\$10,000		
Score boards											
Green up grades					\$20,000						
Flooring all rubber arena dressing room.											\$50,000
Roller skating equipment. Rental			\$4,000								
Registration software	\$30,000										
HVAC upgrade		\$10,000								\$50,000	
Upgrade sound system			\$5,000								
Basket ball	\$7,500										
Storage space for programing equipment seasonally \$250		\$40,000									
Capital (not yet identified)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Total	\$211,000	\$285,774	\$168,725	\$145,026	\$93,000	\$137,028	\$115,000	\$17,030	\$40,000	\$67,032	\$1,565,000

CDRC Rental Rate History & 2023 Proposed Rates

Hourly Ice Rates	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Non Prime - Regular	Pre	\$ 147.00	\$ 141.50	\$139.00	\$139.00	\$136.00	4%	2%	0%	2%	2%
Prime - Regular	Pre	\$ 212.00	\$ 204.00	\$200.00	\$200.00	\$196.00	4%	2%	0%	2%	2%
Non Prime - Vol Discount	Pre	\$ 136.00	\$ 131.50	\$129.00	\$129.00	\$126.00	3%	2%	0%	2%	2%
Prime - Vol Discount	Pre	\$ 168.00	\$ 162.00	\$159.00	\$159.00	\$156.00	4%	2%	0%	2%	2%
Non Prime - Sell Off	Pre	\$ 108.00	\$ 104.00	\$100.00	\$100.00	\$100.00	4%	4%	0%	0%	0%
Prime & Super - Sell Off	Pre	\$ 160.00	\$ 155.00	\$150.00	\$150.00	\$150.00	3%	3%	0%	0%	0%

Hourly Floor Rates	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Adult Recreation	Pre	\$ 83.00	\$ 82.00	\$80.00	\$80.00	\$80.00	1%	3%	0%	0%	3%
Youth Recreation	Pre	\$ 57.00	\$ 56.00	\$55.00	\$55.00	\$55.00	2%	2%	0%	0%	2%

Room Rates	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
T&C Fitness Class / hr	Pre	\$37.50	\$36.00	\$35.00	\$35.00	\$35.00	4%	3%	0%	0%	0%
T&C Non-Prime no kit /hourly	Pre	\$37.50	\$36.00				4%				
T&C Non-Prime w/kit /hourly	Pre	\$47.00	\$45.00				4%				
T&C Prime no kit /hourly	Pre	\$47.00	\$45.00				4%				
T&C Prime w/kit /hourly	Pre	\$67.50	\$65.00				4%				
T&C Prime / Full Day	Pre	\$675.00	\$650.00	\$627.00	\$627.00	\$627.00	4%	4%	0%	0%	2%
Poolview / 1 hr	Pre	\$41.50	\$40.00	\$25.00	\$25.00	\$25.00	4%	60%	0%	0%	
Poolview / 4 hr	Pre		\$140.00	\$128.00	\$128.00	\$128.00		9%	0%	0%	2%
Poolview Party (Ice)	Pre	\$215.00	\$207.00	\$207.00	\$207.00	\$203.00	4%	0%	0%	2%	2%
Poolview Party (Floor)	Pre	\$153.00	\$148.00	\$148.00	\$148.00	\$145.00	3%	0%	0%	2%	
Meeting Room / hr	Pre	\$26.00	\$25.00	\$18.00	\$18.00	\$18.00	4%	39%	0%	0%	6%
2 Meeting Rooms / hr	Pre	\$37.50	\$36.00	\$35.00	\$35.00	\$35.00	4%	3%	0%	0%	3%

Day Camp Rates	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Daily Rate	Xmpt	\$41.00	\$40.00	\$35.00	\$35.00	\$35.00	3%	14%	0%	0%	9%
Weekly Rate	Xmpt	\$195.00	\$190.00	\$168.00	\$168.00	\$165.00	3%	13%	0%	2%	3%
2 Week Rate	Xmpt				Disco	\$320.00					3%
Before or Aftercare Rate	Xmpt	\$9.50	\$9.00	\$7.00	\$7.00	\$7.00	6%	29%	0%	0%	0%
Before and Aftercare Rate	Xmpt	\$16.00	\$15.00				7%				
Junior Leaders < 13	Xmpt	\$235.00	\$225.00	\$198.00			4%	14%			
Leaders In Training > 12	Pre	\$240.00	\$235.00	\$150.00			2%	57%			

Youth Programs	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Red Cross Babysitting	Xmpt	\$55.00	\$52.00	\$50.00	\$44.00	\$43.00	6%	4%	14%	2%	2%
Home Along Safety for Kids	Xmpt	\$47.00	\$45.00	\$43.00	\$37.00	\$36.00	4%	5%	16%	3%	3%

CDRC Rental Rate History & 2023 Proposed Rates

Swimming Lesson Rates	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Pre-School (Starfish-Whale)	Xmpt	\$82.00	\$82.00	\$80.00	\$80.00	\$77.00	0%	3%	0%	4%	3%
Red Cross Level 1 - 5	Xmpt	\$82.00	\$82.00	\$80.00	\$80.00	\$77.00	0%	3%	0%	4%	3%
Red Cross Level 6 - 8	Xmpt	\$92.00	\$91.00	\$80.00	\$80.00	\$85.00	1%	14%	0%	-6%	2%
Red Cross Level 9 - 10	Xmpt	\$102.00	\$100.00	\$80.00	\$80.00	\$97.00	2%	25%	0%	-18%	2%

Advanced Swimming	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Junior Life Guard Club 4 days	Xmpt	\$184.00	\$180.00	\$135.00	\$100.00	\$97.00	2%	33%	35%	3%	2%
Junior Life Guard Club 5 days	Xmpt	\$230.00									
Bronze Star	Xmpt	\$104.00	\$104.00	\$104.00	\$104.00	\$102.00	0%	0%	0%	2%	2%
Bronze Medallion	Xmpt	\$206.00	\$203.00	\$198.00	\$198.00	\$194.00	1%	3%	0%	2%	2%
Bronze Cross	Xmpt	\$163.00	\$160.00	\$156.00	\$156.00	\$153.00	2%	3%	0%	2%	2%

Private Lesson Rates	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Private (1 child)	Xmpt	\$250.00	\$246.00	\$203.00	\$200.00	\$199.00	2%	21%	2%	1%	2%
Semi-Private (2 children)	Xmpt	\$331.00	\$328.00	\$281.00	\$280.00	\$275.00	1%	17%	0%	2%	6%

Public Swim Rates	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Public Swim Child < 13	Inc	\$4.00	\$3.00	\$3.00	\$3.00	\$3.00	33%	0%	0%	0%	0%
Public Swim Adult > 12	Inc	\$4.00	\$3.00	\$3.00	\$3.00	\$3.75	33%	0%	0%	-20%	0%
Public Swim Senior > 64	Inc	\$4.00	\$3.00	\$3.00	\$3.00	\$3.00	33%	0%	0%	0%	0%
Lane/Fitness Swim	Inc	\$4.50	\$4.50	\$4.00	\$4.00	\$3.50	0%	13%	0%	14%	0%
Senior Swim	Inc	\$3.50	\$3.00	\$3.00	\$3.00	\$2.50	17%	0%	0%	20%	0%
Parents & Tots	Inc	\$3.50	\$3.00	\$3.00	\$3.00	\$2.50	17%	0%	0%	20%	0%

Unlimited Pool Pass	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Child < 13	Pre	\$110.00			Disco	\$92.00					2%
Adult > 12	Pre	\$110.00			Disco	\$102.00					2%
Family up to 5 members **	Pre	\$250.00			Disco	\$194.00					2%

Pool Rental Rates	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
1 Hour Supervised	Pre	\$135.00	\$125.00	\$125.00	\$125.00	\$119.00	8%	0%	0%	5%	2%
1 Hour Supervised + Room *	Pre	\$203.00	\$203.00	\$203.00	\$203.00	\$203.00	0%	0%	0%	0%	2%

Advertising Rates	HST	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
3' x 4' Wall Sign	Pre	\$145.00	\$144.00	\$142.00	\$142.00	\$139.00	1%	1%	0%	2%	1%
3' x 8' Wall Sign	Pre	\$290.00	\$288.00	\$284.00	\$284.00	\$278.00	1%	1%	0%	2%	1%
4' x 8' In Ice Logo (Sep-Mar)	Pre	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	0%	0%	0%	0%	0%
In Ice Centre Logo (Sep-Mar)	Pre	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	0%	0%	0%	0%	0%

CDRC Rental Rate History & 2023 Proposed Rates

3' x 4' Exterior Fence	Pre	\$145.00	\$144.00	\$142.00	\$142.00	\$139.00	1%	1%	0%	2%	1%
3' x 8' Exterior Fence	Pre	\$290.00	\$288.00	\$384.00	\$384.00	\$278.00	1%	-25%	0%	38%	1%
Lobby Bench	Pre	\$365.00	\$365.00	\$365.00	\$365.00	\$365.00	0%	0%	0%	0%	0%

Program Fees	HST	2023	2022	2021	2020	2019	0	2022	2021	2020	2019
Pickleball Non-Prime	Inc	\$4.00	\$4.00	\$4.00	\$4.00		0%	0%	0%		
Pickleball Prime	Inc	\$5.00	\$5.00				0%				
Public Ice & Roller Skating	Inc	\$3.00	\$3.00	\$3.00	\$3.00		0%	0%	0%		

Position	Hourly Rate					
	2018	2019	2020	2021	2022	2023
Facility Maintenance Manager	\$27.35	\$34.79	\$35.49	\$36.20	\$36.92	\$38.03
Full Time Operator	\$20.83	\$25.25	\$25.76	\$26.28	\$26.81	\$27.61
Part Time Operator	\$17.93	\$20.91	\$21.33	\$21.76	\$22.20	\$22.87
Seasonal Youth Help	\$13.74	\$14.30	\$15.35	\$15.66	\$15.97	\$16.45
Facility Administration Manager	\$29.82	\$32.41	\$33.06	\$33.72	\$34.39	\$35.42
Head Life Guard / Prog Dir	\$18.21	\$18.95	\$23.32	\$23.79	\$26.81	\$27.61
Booth Manager	\$18.89	\$18.95	\$19.33	\$19.72	\$20.11	\$20.71
Booth Help	\$14.87	\$15.05	\$15.35	\$15.66	\$15.97	\$16.45
Assistant Head Lifeguard	\$16.66	\$17.06	\$17.40	\$17.75	\$19.10	\$19.67
Life Guards / Instructors	\$15.44	\$15.05	\$16.47	\$16.80	\$17.14	\$17.65
Life Guards / Instructors					\$16.24	\$16.73
Camp Leader	\$17.00	\$17.00	\$17.34	\$17.68	\$19.10	\$19.67
Camp Staff -Level A	\$15.00	\$15.05	\$15.35	\$15.66	\$15.97	\$16.45
Camp Staff -Level B					\$15.18	\$15.64

2023 Budget Wage Increase Rate

3.00%

	2023 Impact
Arena Payroll	\$6,133
Concession Booth Payroll	\$786
Swimming Pool Payroll	\$2,476
Office Payroll	\$3,804
Camp Payroll	\$3,055
Total	\$16,255



Township Of Melancthon Fiber to the Home

 **ROGERS**TM

JUNE 15 2023

INFO #4

Agenda

1. Introduction Of Teams
2. What is Fiber to the Home?
3. Project Scope
4. Project Map
5. Field Example
6. Schedule
7. Community Engagement
8. Customer Service installation
9. Discussion



Introduction of Teams



Nicholas Ball
Municipal & Utility
Relations

Wojtek Szczyglewski
Delivery Manager

Dennis Baus
Implementation
Manager GTAW

Emad Eltowwi
Planning Manager
GTAW



Synapse Communications

Robin House
Director Of Operations

Simon Walker
Managing Director

Mike Hogan
Field Manager

Steve Greenham
Program Manager

CYIENT

Zohaib Tanveer
Senior Manager

Aaron Pau
Division Manager

Leo Yao
Permit Specialist

What is Fibre to the Home?

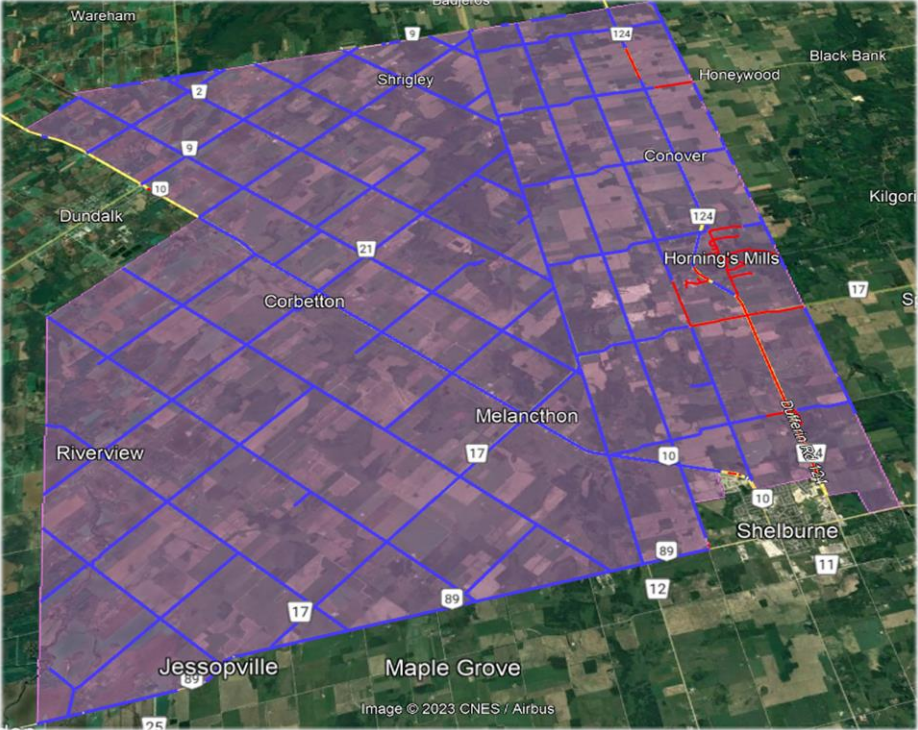


- **Leading edge technology to bring our fiber optic network to MELANCTHON**
- **Increased speed – 1G**
- **Improved reliability**
- **Less “street furniture” within the municipal right of way**

Project Scope

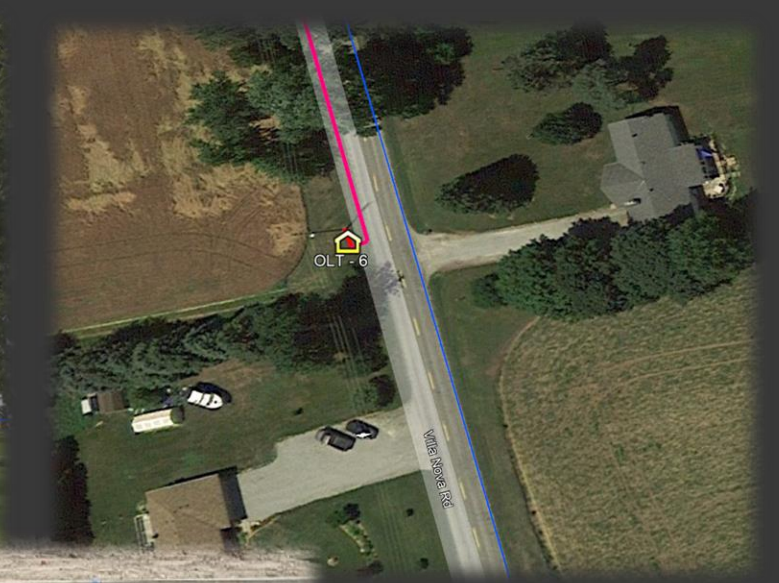
- This project addresses the internet requirements of residents and businesses in Melancthon
- Existing cabled areas currently not planned to overbuilt (SWIFT & Existing providers)
- 301(+/-) km of new fiber
- 936(+/-) homes and businesses will be included
- Majority of the construction will be underground
- Method of Construction will be mix of plow and directional drill (bore)

Project Map



	2023	2024	Total
KM of plant	100	201	301
Homes Passed	200	736	936

- 50/10 Megabits per second (Mbps) internet available
- Underserved areas
- TBD (4 new, not all within Melancthon Boundary)



Field Placement Example

OLT

“Brains” of Fiber to the Home technology

Schedule

Project Kickoff	Spring 2023
Design Phase	Spring 2023
Construction Phase	Summer 2023
Construction Complete	Fall 2024
Customer Installs	Fall 2023 – Fall 2024

Community Engagement

- Neighborhood Signage
- Mailers
- Town website
- Local advertising

Work with the municipality to formulate a notification plan best suited for their constituents



Concurrence for Service Drop Installation

A concurrence is a NON BINDING agreement for Rogers contractors to place a conduit from the municipal right of way (ROW) to the side of the customer home and install a Fiber Service Enclosure.

A concurrence DOES NOT obligate a resident to subscribe to Rogers services.

This initiative provides a path for the resident to sign up for Rogers services with no future construction required.

A door knocking / letter drop campaign will be conducted to reach agreement with residents to place the conduit on their property.

All restoration on private property will be resolved by the build contractor at the time of construction or as weather allows

THANK
YOU





January 12, 2023

Via: Email

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

Dear Sarah:

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

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

The work undertaken during this period includes the following:

October 2022

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

November 2022

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

December 2022

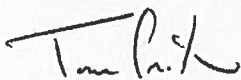
- Reviewed and summarized invoices for the completed maintenance work on the Henderson Drain for levying of the costs incurred.
- Discussion with John Birchell, a local backhoe operator, regarding removing the remaining part of the dam in the McKibbon Drain.

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

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

Yours truly,

R.J. Burnside & Associates Limited
Drainage Superintendent



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

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

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



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

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

10 January 2023
 Invoice No: MSO019743.2022 - 4

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

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

Billings to Date

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

Project Manager: Thomas Pridham

Client Number: 1008

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

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

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

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2023

Being a By-law to establish a Council-Staff Relationship Policy

WHEREAS, Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25 provides that municipal power shall be exercised by By-law; and

WHEREAS, Section 270(1) of the said Act provides that municipalities shall establish a policy regarding the relationship between Members of Council and the Officers and Employees of the Municipality; and

WHEREAS, the Council of the Corporation of the Township of Melancthon deems it expedient and necessary to adopt a Council-Staff Relationship Policy;

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

1. That the Council-Staff Relationship Policy, attached hereto as Schedule A and forming part of this By-law, is hereby established and adopted.
2. That this By-law shall come into force and take effect on the final passing thereof.

By-law read a first and second time this 15th day of June, 2023.

By-law read a third time and passed this 15th day of June, 2023.

MAYOR

CLERK

Schedule "A"



CORPORATION OF THE TOWNSHIP OF MELANCTHON COUNCIL – STAFF RELATIONSHIP POLICY

PURPOSE:

This Council and Staff Relationship Policy applies to all Members of the Council of the Township of Melancthon and all Members of Staff.

The purpose of this Policy is to set out standards to ensure that Council and Staff share a common understanding of their respective roles and responsibilities.

STATEMENT:

This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Township by its Members as duly elected public representatives and its Staff as public administrators.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

The *Municipal Act*, 2001, Section 270 (1) requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the municipality.

RESPONSIBILITIES

Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions.

PROCEDURES:

1.0 Definitions

1.1 The following terms shall have the following meanings in this Policy:

- (a) "CAO" means the Chief Administrative Officer of the Township;
- (b) "Clerk" means the Clerk of the Township;

- (c) "Council" means the Council of the Township;
- (d) "Township" means The Corporation of the Township of Melancthon;
- (e) "Member" means a Member of Council;
- (f) "Policy" means this Council and Staff Relationship Policy;
- (g) "Staff" means the CAO and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Township's business and interests;
- (h) "Mayor" means the Head of Council.

2.0 General Obligations

2.1 In all respects, Members and Staff shall:

- (a) relate to one another in a courteous, respectful and professional manner;
- (b) maintain formal working relationships in order to promote equality and discourage favouritism;
- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- (d) work together to produce the best results and outcomes for the Township and always taking into account the collective public interest of the Township; and
- (e) demonstrate a commitment to accountability and transparency among Council, staff and with the general public
- (f) act in a manner that enhances public confidence in local government.

3.0 Roles and Responsibilities of Members

3.1 Members acknowledge and agree that:

- (a) Council as a whole is the governing body of the Township and that it comprises a collective decision-making body;
- (b) they are representatives of the entire Township;
- (c) Staff serve the whole of Council rather than any individual Member;

- (d) they govern, provide political direction and make decisions as the Township;
- (e) they will respect the administrative and managerial chain of command by:
 - (i) directing any questions or concerns in relation to the administration or management of the Township to the CAO for their consideration;
 - (ii) giving direction to Staff only as Council and through the CAO; and
 - (iii) refraining from becoming involved in the management of Staff.
- (f) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the CAO;
- (g) they shall request advice from the Clerk about procedural matters;
- (h) they shall request information regarding meeting agendas or minutes from the Clerk;
- (i) they shall contact relevant department heads or designate for inquiries
- (j) they as individual Members have no greater access to records or information held by the Township than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute;
- (k) they shall recognize Staff are not expected to provide information or take action in outside of regular administrative business hours, except in extenuating circumstances;
- (l) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from (ie. Clerk and Treasurer);
- (m) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

4.0 Roles and Responsibilities of Staff

4.1 Staff acknowledge and agree that:

- (a) Council is the collective decision-making and governing body of the Township and is ultimately responsible to the electorate for the good governance of the Township;

- (b) they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- (c) they shall assist Council in their decision-making process by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- (d) that all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- (e) they shall notify their department head or the CAO about inquiries from Councillors who will provide appropriate and timely follow-up to such inquiries as necessary;
- (f) they shall diligently and impartially implement Council's decisions;
- (g) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or policy of Council;
- (h) they shall refrain from publicly criticizing decisions of Council or Members;
- (i) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER -2023

**A BY-LAW TO ADOPT A CODE OF CONDUCT FOR
MEMBERS OF COUNCIL & MEMBERS OF LOCAL
BOARDS**

WHEREAS the Municipal Act, S.O., 2001, Section 223.2(1) provides that municipalities are authorized to establish codes of conduct for Members of the Council of the Municipality and of Local Boards of the Municipality;

AND WHEREAS Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by By-law;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON ENACTS AS FOLLOWS:

Code of Conduct	1.1	Members shall conduct themselves according to the Code of Conduct.
Preamble	1.2	A written Code of Conduct helps to ensure that the Members of Council and Members of Local Boards share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the Members must operate. These standards should serve to enhance Public confidence that Township's elected representatives and representatives of Local Boards operate from a base of integrity, justice and courtesy.
Guiding Principles	1.3	This Code shall be interpreted based on the principle that all Members should serve their constituents in a conscientious and diligent manner. Members should act in a way that represents the Township.
Misuse of Office	1.4	No Member shall use the influence of office for any purpose other than the exercise of their official duties.
General	1.5	The Township of Melancthon Council and Local Boards Code of Conduct is a general standard that augments the provincial laws and municipal By-laws that govern conduct. Examples of provincial legislation that governs the conduct of members of Council include: <ul style="list-style-type: none">• Municipal Act 2001, c.25• Municipal Conflict of Interest Act, R.S.O. 1990• Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990• Municipal Elections Act, S.O. 1996• The Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009• Human Rights Code It is not intended to replace personal ethics.
Gifts and Benefits	1.6	Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties except compensation authorized by law. This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits that are received as an incident of protocol or social obligation that normally

		<p>accompanies the responsibilities of office.</p> <p>No Member shall seek or obtain by reason of their office any personal privilege or advantage with respect to Township services not otherwise available to the general Public and not consequent to their official duties.</p>
Hospitality	1.7	<p>The following are recognized as exceptions to Section 1.5 (Gifts and Benefits):</p> <ul style="list-style-type: none"> • Food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the federal government or by a foreign government within a foreign country. • Food and beverages consumed at banquets, receptions or similar events if: a) attendance serves a legitimate business purpose; b) the person extending the invitation or a representative of the organization is in attendance; and c) the value is reasonable and the invitations infrequent.
Confidentiality	1.8	<p>The Township’s collection, use and disclosure of personal information are governed by the Municipal Freedom of Information and Privacy Act. A Member shall do nothing that causes a contravention of MFIPPA. A Member shall use personal information only for the purpose for which it was collected. If the Information and Privacy Commissioner finds that a contravention of MFIPPA occurred, then a Member who was responsible or partly responsible for the contravention may be found by the Integrity Commissioner to have breached this section of the Code of Conduct.</p> <p>All information, documentation or deliberation received, reviewed or taken in Closed Session of Council or Board meeting and its Committees are confidential, except as otherwise directed by Council or Local Boards.</p> <p>Members shall not disclose or release by any means to any Member of the Public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so.</p> <p>Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.</p> <p>Particular care should be exercised in ensuring confidentiality of the following types of information:</p> <ul style="list-style-type: none"> • Labour negotiations • Information about suppliers provided for evaluation which might be useful to other suppliers • Matters relating to the legal affairs of the Township • Sources of complaints where the identity of the complainant was given in confidence • Items under negotiation • Information defined as “personal information” under the Municipal Freedom of Information and Protection of Privacy Act <p>This list is provided for example and is not inclusive. Requests for information should be referred to the Office of the Clerk to be addressed as a formal request under the</p>

		Municipal Freedom of Information and Protection of Privacy Act.
Use of Township Property	1.9	<p>No Member shall use for personal purposes any Township property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Township duties or associated community activities of which Township Council or Local Board as been advised. Personal use of Township-issued devices such as an iPad or cellular is permitted.</p> <p>No Member shall obtain financial gain from the use of Township-developed intellectual property, computer programs, technological innovations, or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Township of Melancthon.</p> <p>No Member shall use information gained in the execution of their duties that is not available to the general Public, for any purposes other than their official duties.</p>
Work of a Political Nature	1.10	<p>No Member shall use Township facilities, services, or property for their re-election campaign.</p> <p>No Member shall use the services of Township employees for their re-election campaign, during hours in which the employees are in the paid employment of the Township.</p>
Representing the Township	1.11	Members shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed.
Influence On Staff	1.12	<p>Members shall be respectful of the fact that Staff work for the Township as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual Member or group of Members of Council or of Local Boards.</p> <p>In addition, Members shall be respectful of the fact that Staff carry out directions of Council and administer the policies of the municipality, and are required to do so without any undue influence from any individual Member or group of Members of Council or of Local Boards.</p> <p>The Council Staff Relationship Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Township by its Members as duly elected public representatives.</p> <p>This Code shall be interpreted in a manner consistent with the general principles (in Section 2.0 of the Council Staff Relationship Policy) that Members should:</p> <ul style="list-style-type: none"> a) relate to one another in a courteous, respectful and professional manner; b) maintain formal working relationships in order to promote equality and discourage favouritism; c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;

		<p>d) work together to produce the best results and outcomes for the Township and always taking into account the collective public interest of the Township;</p> <p>e) demonstrate a commitment to accountability and transparency among Council, Staff and with the general public; and</p> <p>f) act in a manner that enhances public confidence in local government.</p>
Business Relations	1.13	No Member shall borrow money from any person who regularly does business with the Township unless such person is an institution or company whose shares are Publicly traded and who is regularly in the business of lending money.
No Member shall Act as a Paid Agent	1.14	No Member shall act as a paid agent before Council or a Committee of Council or any agency, Board, or Committee of the Township.
Encouragement and Respect for Township	1.15	Members shall encourage Public respect for the Township, its By-laws and Policies. Further, this Code shall be interpreted in a manner consistent with the principle that Members should act in a way that represents the Township.
Attendance at Meetings	1.16	Members shall make best attempts to attend Council, Committee and Board meetings and be on time. When a Member cannot attend a meeting they shall contact the Clerk's Department in advance or the Secretary of the Board.
Conduct During Meetings	1.17	<p>During meetings, Members shall conduct themselves with decorum. Respect for Delegations and fellow Members and Staff requires that all Members show courtesy and not distract from the business of the Council, Committee or Board during presentations and when other Members have the floor.</p> <p>Members will avoid any conduct towards a Member of Council or Staff which is known or ought reasonably to be known to be unwelcome, which offends, embarrasses or intimidates, or which reflects intolerance towards any group or individual.</p>
Harassment	1.18	<p>Harassment is defined in accordance with the Ontario Human Rights Code as vexatious comment or conduct that is unwelcome or ought reasonably to be known to be unwelcome.</p> <p>Members of Council and Members of Local Boards acknowledge that every person who is a Councillor or employee has a right to freedom from harassment in the workplace.</p> <p>Harassment of another Member, Staff or any Member of the Public is misconduct.</p>
Bullying	1.19	Workplace bullying is defined as "repeated" unreasonable behaviour directed towards an employee or a group of Staff, that creates a risk to health and safety. Unreasonable behaviour can be defined as behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades or humiliates another Staff Member/s.

		<p><u>Examples of Workplace Bullying</u></p> <p>The most common types of workplace bullying are:</p> <ul style="list-style-type: none"> • Spreading malicious rumours, gossip or innuendo that is not true • Excluding or isolating someone socially • Intimidating a person • Undermining or deliberately impeding a person's work • Withdrawing necessary information or purposefully giving the wrong information • Setting impossible deadlines • Making inappropriate jokes • Persistent criticism of appropriate work • Freezing out, ignoring or excluding • Attempts to humiliate Staff in front of others • Unjustified monitoring of work • Verbal/non-verbal threats • Abusive, offensive or insulting language • Behaviours that frighten, humiliate, belittle or degrade • Belittling a person's opinions • Damaging or interfering with a person's property or work equipment • Threats of violence or actual incidents of violence • Regular ultimatums and/or threats of dismissal • Inappropriate comments about a person's appearance, lifestyle or their family. <p><i>When bullying escalates to include incidents of physical assault or threats, it is considered workplace violence.</i></p> <p>Bullying another Member of Council, Board Member, Staff or any Member of the Public is misconduct.</p>
Interpretation	1.20	Members of Council and Members of Local Boards seeking clarification of any part of this Code of Conduct should consult with the Integrity Commissioner.
Effective date	1.21	This By-law shall take effect on the date of its final passing.
Alleged Breaches of the Code of Conduct	1.22	If a breach of the Code of Conduct is alleged a complaint, specifying the specific rule that was contravened and setting out the grounds for the allegation, may be lodged with the Integrity Commissioner.
Repeal By-law	1.23	By-law 11-2019 is hereby repealed in its entirety.

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

By-law read a third time and finally passed this day of , 2023

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2023

Being a By-law to Declare Lands as Surplus for Disposition

WHEREAS, Section 270(1) of the Municipal Act, 2001, S.O. 2001, c.25 requires that a municipality adopt and maintain a policy with respect to the sale and other disposition of land; and

WHEREAS, By-law 58-2015 – A By-law to adopt a policy for the sale and other dispositions of municipal land was adopted on December 3, 2015; and

WHEREAS, Section 2 of By-law 58-2015 requires that prior to the sale of any land, the Municipality shall by By-law or resolution declare the land to be surplus;

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

1. That the following lands be declared surplus: Part of Road Allowance between the Townships of Melancthon and Proton Lying SE of the Centreline from the Westerly Limited of Highway #10 to the West limit of the Road Allowance Between Concessions 2 & D SWTS, Being Part 1 7R-6814; Melancthon.
2. That this By-law shall come into force and take effect on the final passing thereof.

By-law read a first and second time this 15th day of June, 2023.

By-law read a third time and passed this 15th day of June, 2023.

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2023

Being a By-law to Determine the Method to be used for Disposition of Surplus Municipal Lands

WHEREAS, Section 270(1) of the Municipal Act, 2001, S.O. 2001, c.25 requires that a municipality adopt and maintain a policy with respect to the sale and other disposition of land; and

WHEREAS, By-law 58-2015 – A By-law to adopt a Policy for the Sale and Other Dispositions of Municipal Land was adopted on December 3, 2015; and

WHEREAS, Section 4 of By-law 58-2015 requires the Council of the Township of Melancthon to determine, by By-law, the method to be used for the sale or other disposition of any land and the Clerk of the Municipality shall carry out the sale or other disposition in accordance with the method authorized;

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

1. That the following method to be used to dispose of the following surplus lands is by Agreement to be negotiated by Staff and approved by Council:
Part of Road Allowance between the Townships of Melancthon and Proton Lying SE of the Centreline from the Westerly Limited of Highway #10 to the West limit of the Road Allowance Between Concessions 2 & D SWTS, Being Part 1 7R-6814; Melancthon.
2. That this By-law shall come into force and take effect on the final passing thereof.

By-law read a first and second time this 15th day of June, 2023.

By-law read a third time and passed this 15th day of June, 2023.

MAYOR

CLERK

Denise Holmes

From: Denise Holmes
Sent: Monday, June 12, 2023 10:10 AM
To: Denise Holmes
Subject: FW: UPDATE: Status of Gravel Pit and Quarry Appeals filed with the Assessment Review Board
Attachments: 2023 Gravel Pits Appeals EBDF.pdf

From: David James <david.james@municipaltaxadvisory.com>
Sent: Tuesday, June 6, 2023 12:40 PM
To: David James <david.james@municipaltaxadvisory.com>
Subject: UPDATE: Status of Gravel Pit and Quarry Appeals filed with the Assessment Review Board

Good Afternoon Everyone:

(NOTE: You are receiving this Email as MTAG PPC is acting on behalf of your municipality with regards to assessment appeals of Gravel pits and quarry properties within it).

As you all know, MTAG PPC filed a large number of gravel pit and quarry appeals with the Assessment Review Board (ARB) prior to March 31st this year. Since then, the ARB has been processing these matters and entering them into its scheduling systems. At the same time, we – MTAG PPC – have been speaking with MPAC and the Board about how best to expedite the hearing of these 600+ appeals.

To this end, attached is a copy of an Expedited Board Direction Form (EBDF) that MTAG has submitted to the ARB and which MPAC have supported. This is a preliminary procedural step intended to have the ARB suspend the Schedule of Events (SOE) for all gravel pit and quarry matters that have not already been suspended. This would bring them in line with all the previously filed gravel pit and quarry appeals that were already before the Board.

Specifically, through the filing of this EBDF, MTAG PPC, on your behalf, and MPAC are requesting that the SOEs for all gravel pit and quarry matters not already suspended, be suspended until such time as a process is agreed upon by all Parties to expedite the resolution of the large number of gravel pit and quarry appeals that are outstanding and before the Board. Once the ARB advises us as to its decision regarding this EBDF, and assuming that it is accepted, MTAG PPC will then work with the Board and MPAC to put in place a new, consolidated scheduled timeline to have all gravel pit and quarry appeals heard as quickly and as expeditiously as possible.

We – MTAG PPC – are optimistic that the ARB will accept this EBDF as we have previously been successful in having the SOEs for appeals suspended to allow time for discussions on expediting them. Accordingly, we see no reason that this EBDF will be viewed differently by the ARB. Regardless, MTAG PPC will keep you informed and update you on the status of your gravel pit and quarry appeals as the ARB determines and advises what its next steps will be.

In the interim, should you have any questions or concerns regarding your gravel pit and quarry appeals or any other matters you may have before the Assessment Review Board, please don't hesitate to reach out to us.

Wishing you a pleasant day.

Sincerely,
David

David A. James
Municipal Tax Advisory Group

416-460-8628

david.james@municipaltaxadvisory.com





Tribunals Ontario – Assessment Review Board

Expedited Board Directions Form (Motions/Adjournments)

Assessment Review Board, 15 Grosvenor Street, Ground Floor, Toronto, Ontario M7A 2G6

Website: www.tribunalsontario.ca/arb/ E-mail: arb.registrar@ontario.ca

We are committed to providing services as set out in the Accessibility for Ontarians with Disabilities Act, 2005. If you have any accessibility needs, please contact the Board as soon as possible.

Part 1: Appeal Information SOE#:

Property Roll Number: Multiple – see “Schedule A & B & C

Property Address: Multiple – see “Schedule A & B & C

Appeal Number(s): Multiple – see “Schedule A & B

Requesting Party: MTAG

Proceeding Type: Summary General Legacy

Part 2: Directions Sought

Facts are disputed? Yes No

What are the issues?

Disclosure Amend the SOE* Issue Estoppel Adjournment Transfer Proceedings

Other: Placing appeals on Hold

What is your request (be specific):

1. The appeals outlined in Schedule A are Gravel Pit related properties and are currently under the Summary SOE stream. MTAG is requesting that these be transferred to the General SOE stream. Given the similarity with other gravel pit related properties under appeal and the issues in dispute as well as the disclosure requirements in these proceedings, there is no reason for the Summary Stream appeals not to be assigned a General Proceeding SOE as was done for the majority of gravel pit property appeals for previous taxation years.
2. The appeals outlined in Schedule B are all Gravel Pit related properties that have been given Commencement dates in the General stream. MTAG, on behalf of its client Municipalities intends to ask the Board to apply the findings of the Divisional Court in *Municipal Property Assessment Corporation et. al v. County of Wellington, 2023 ONSC 591 (CanLII)* and seek a revised current value and revision to the returned classification of the gravel pits and quarries. MTAG is requesting that the appeals in both Schedule A and Schedule B be placed on hold pending a solution by the Board, MPAC and MTAG as to how to move forward with these appeals in an efficient and effective manner.
3. As of the date of this submission, the appeals outlined in Schedule C have yet to be or are in the process of being scheduled by the Board. MTAG is requesting that all these remaining appeals be placed in the General stream and be put on hold pending a solution by the Board, MPAC and MTAG as to how to move forward with these appeals in an efficient and effective manner. Please note that MTAG would be more than pleased to submit updated Schedules identifying all scheduled appeals once the June listing of appeals has been issued.



Expedited Board Directions Form (Motions/Adjournments)

- 4. The requests, if granted, would not cause prejudice to any party and, conversely, would ensure procedural fairness by having the Board treat like matters similarly and allow time for the Parties to accurately reflect the Divisional Court Decision. Additionally, placing the appeals on hold is the most expeditious and least expensive manner to resolve the appeals.
- 5. Letters to all landowners were sent out on May 15, 2023, advising them of our intensions outlined in this EBDF and requesting their consent. See attachments. Additionally, attached are three documents received by landowners and as of this submission we have had no response from the remaining owners.
- 6. MTAG request that the Board schedule a meeting with representatives from MPAC, MTAG and the Board to set a procedure in place to move these appeals forward in a fair and reasonable manner.

*Please specify Schedule of Events Event(s) to be extended and new event(s) length time (in weeks).

Part 3: Parties' Position to the Request

Organization:	Participant Name
<input checked="" type="checkbox"/> MPAC:	Brittany Allen, MPAC
<input checked="" type="checkbox"/> Municipality:	David James, MTAG
<input type="checkbox"/> Other	Please see Attachments
<input type="checkbox"/> Other:	Please see Paragraph 5

Consent	Oppose	No Position	No Response
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note : Please copy all parties when submitting to the Board

Note: If any of the parties oppose the request, please



Notes/Supporting Information:

Part 4: Summary of Facts:

In support of your request, please provide a brief summary of the relevant background information and state each party's position.

If you are requesting an adjournment, please specify the following: (1) the current Hearing Event No., Date and Time; (2) a list of all previous adjournments and the reason for each adjournment; (3) your proposed new Hearing Event Date; and (4) your reasons in support of the adjournment (please address the factors out in Rules 72 and 73).

If you are requesting an Amendment to the Schedule of Events, please specify the following: (1) the Commencement Date for the appeal(s); (2) for each event to be extended, specify the proposed extension in the number of weeks; and (3) reasons in support of the extension. Please note that requests submitted after the Commencement Date will only be granted in exceptional circumstances (Rule 40)

Summary

MTAG is filing this EBD form in addition to other previous EBD forms that pertain to the Gravel Pit appeals that were filed by MPAC with the support of MTAG. The EBD forms are in support of each other and the parties have consulted as a group in order to propose a consistent strategy to the Board for resolving these appeals.

MTAG requests that appeals in:

Schedule A – properties be moved from the Summary SOE stream to the General SOE stream and be placed on hold.

Schedule B - properties be placed on hold.

Schedule C – properties be scheduled in the General SOE stream and placed on hold.

The Board schedule a meeting between MTAG, MPAC and the ARB to set a timeline process.



Date submitted to the Board: May 25, 2023

Filed by: David James - Municipal Tax Advisory Group PPC

Organization	Participant Name
---------------------	-------------------------

MPAC:

Municipality: X David James

Appellant: X David James

Other:

FOR INTERNAL USE ONLY

Staff Information:



Tribunals Ontario – Assessment Review Board

Expedited Board Directions Form (Motions/Adjournments)

Assessment Review Board, 15 Grosvenor Street, Ground Floor, Toronto, Ontario M7A 2G6

Website: www.tribunalsontario.ca/arb/ **E-mail:** arb.registrar@ontario.ca

DV directions to Staff:

Approved

Denied

Set to Motion

Signature:

Date & Time:



May 9, 2023

Dear Member Municipal CAOs,

We are writing to request your support in establishing the BetterHomes Dufferin program, a Home Energy Retrofit Loan Program designed to assist homeowners in Dufferin County in making energy-efficient upgrades to their homes. This initiative is intended to support energy affordability and help us achieve our climate objectives.

As the residential sector accounts for 22% of total greenhouse gas emissions, the creation of BetterHomes Dufferin has been identified as a key priority in the Dufferin Climate Action Plan, the County's plan to achieve net-zero by 2050.

The County is currently seeking funding through the Federation of Canadian Municipalities' (FCM) Community Efficiency Financing Fund to establish the BetterHomes Dufferin Program. On April 13, County Council committed \$3.75 million in loan funds in principle in support of our application to the Community Efficiency Financing Fund.

To make this program a reality, we also need the support of the municipalities in Dufferin County. Specifically, in backing our FCM application, we are requesting a letter of support that outlines your willingness to use your Local Improvement Charge (LIC) Mechanism as the method of recovering the loans from homeowners. This mechanism is a proven and effective way of recovering the cost of loans, while ensuring that homeowners can make the necessary energy efficiency upgrades. Local councils will only be required to adopt an LIC bylaw to enable its use for the BetterHomes Dufferin program if the FCM funds are approved.

This program is a critically important initiative that will deliver significant benefits to both residents and the environment by helping us achieve our ambitious climate goals. For further details on the program, please see the attached committee report from March 23, 2023, titled Financing the BetterHomes Dufferin Program.

We hope that you will join us in supporting this program by providing the requested letter of support. We have included a letter of support template for your convenience, which you can use on your municipal letterhead. Please complete and return the letter by and return it to us by **Friday May 19**.

If you have any questions, please do not hesitate to reach out. Thank you for your consideration.

Sincerely,

Scott Burns, C.E.T., P.Eng

Director of Public Works & County Engineer

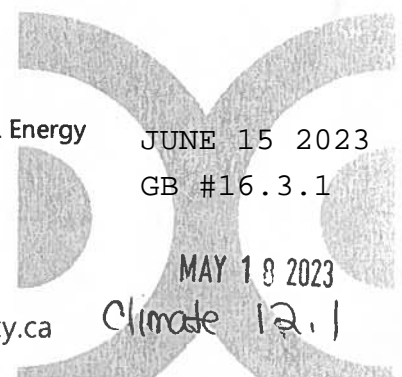
Sara MacRae

Manager of Climate & Energy

JUNE 15 2023
GB #16.3.1

MAY 18 2023

Climate 12.1





Report To: Chair Gerrits and Members of the Infrastructure and
Environmental Services Committee

Meeting Date: March 23, 2023

Subject: Financing the BetterHomes Dufferin Program

From: Scott Burns, Director of Public Works/County Engineer

Recommendation

THAT Report, Financing the BetterHomes Dufferin Program, dated March 23, 2023, from the Director of Public Works/County Engineer, be received;

THAT staff be approved to advance an application to the Federation of Canadian Municipalities (FCM) Community Energy Financing Program;

AND THAT \$3.75 million from reserves be committed as recoverable debt for the BetterHomes Dufferin Program to be eligible for the maximum FCM funding of \$15 million.

Executive Summary

The development of a residential energy retrofit program is a priority of the Dufferin Climate Action Plan (DCAP). In June 2022, a report presented to committee outlined the economic market analysis and design of a local home energy retrofit program. Council then directed staff to bring back recommendations on moving the program forward. FCM has developed several resources, including a [short video](#) explaining the model and opportunities for municipalities to be leaders in supporting energy affordability in the residential sector. At this time, a commitment of funds in principle in the amount of \$3.75 million is required to move the program forward with a funding application to the Federation of Canadian Municipalities and to determine the desired participation from member municipalities.

Background & Discussion

Reducing the greenhouse gas (GHG) emissions that cause climate change is a key priority for Dufferin County. According to the [Dufferin Climate Action Plan \(DCAP\)](#), the heating and cooling of the buildings residents live, work, and play in contributes about one fifth of the County's GHG emissions. As such, one of the top five priorities of the DCAP is to establish a local home energy retrofit program.

To help meet federal greenhouse gas emission targets, the Federation of Canadian Municipalities (FCM) Green Municipal Fund has established a Community Efficiency Financing (CEF) program. "The Community Efficiency Financing program helps communities of all sizes implement innovative local financing programs that directly help homeowners cut their greenhouse gas emissions, make their homes more energy-efficient, comfortable and affordable, while creating local jobs and keeping the local economy moving." (Natural Resources Canada, July 7, 2022).

In late Fall 2019, the Clean Air Partnership, an environmental organization that supports capacity building for climate action amongst Ontario municipalities, formed what is now known as the BetterHomes Ontario Consortium. The purpose of the Consortium is to develop a regional southern-Ontario Property-Assessed Clean Energy (PACE) style home energy retrofit program. The Consortium partners include the Association of Municipalities of Ontario (AMO) and the Heating, Refrigeration and Air Conditioning Institute. Following the creation of the Consortium, and with funding from FCM, the Clean Air Partnership led feasibility studies with seven Ontario municipalities – Dufferin County, London, Huntsville, Barrie, Kawartha Lakes, Clarington, and Tay Valley Township. The studies included an energy efficiency market analysis and program design for a local home energy retrofit program.

The *BetterHomes Dufferin County Energy Retrofit Program: Design Considerations* report was presented to committee on [June 23, 2022 \(see report\)](#). The report highlights that in addition to helping Dufferin meet its GHG reduction targets, the program addresses energy affordability. Providing support for home energy retrofits also helps to address social issues in Dufferin County, such as alleviating energy poverty, where lower income residents are paying a particularly high energy burden. The analysis of the report determined that 69 percent of Dufferin homes are above the national median in terms of energy costs, with 4,139 households experience high or extreme energy cost burdens. There exists a paradox for many households struggling to pay disproportionately high energy bills relative to their disposable income. The lack of available capital is a significant

barrier to making home improvements that would provide long-term utility cost relief and help to address issues of affordability.

The June 23, 2022 report noted above resulted in Council directing staff to:

1. Proceed with bringing back recommendations to proceed with the next phase of the program to support the Federation of Canadian Municipalities' (FCM) Community Efficiency Financing (CEF) Capital and Grants Stream application process; and
2. To work with local municipalities to determine desired participation and financing mechanisms.

The report was received with the recommendation to proceed with the next phase of the program and to return to the newly-elected Council for approval to move forward with an FCM CEF application. Before determining the desired participation of local municipalities, County Council must consider and approve a financial commitment to the program, as well as approve moving forward with a funding application to FCM's CEF fund.

FCM's CEF Capital and Grants Stream covers up to 80 percent of the total program costs, in the form of a loan in combination with a grant:

- Loan Capital: Up to \$10 million is available to apply to loans provided to homeowners. The FCM CEF funds will pay up to 80% of total program costs. Municipalities are responsible for contributing the remaining 20% of total program costs. It is recommended that Dufferin County apply its 20% program fund contribution to loan payments. This ensures that the funds are recoverable debt and will not place a financial burden on the municipality. For the FCM CEF application to be considered, this 20 percent contribution must be committed to in principle now.
- Grant: Fifty percent of the total loan amount, to a maximum of \$5 million, is provided to cover all program setup costs including municipal administration costs, contractor outreach and training, etc. It is also intended to cover program incentives for homeowners, such as reduced costs on heat pumps for low-income households.

To maximize the funding available from the CEF program, it is recommended that Dufferin County commit \$3.75 million for recoverable loans and request \$10 million in loan capital, making the County eligible for a \$5 million grant to support energy retrofits on approximately 458 homes. This brings the total program value to \$18.75 million, with \$15

million from FCM. To be clear, the \$3.75 million principle outlay from the County is fully recoverable through the residential loan repayment system. This principle would be drawn upon and recovered over the program's four-year period. The commitment of these funds in principle is required now to move forward with the application to FCM. If the application is not successful, the funds requested will not be required and program options will be re-visited.

Once Council has financially committed in principle to the program, staff will begin to develop the application by first working with member municipalities to determine desired participation in the proposed Local Improvement Charges (LICs) loan structure. Member municipalities that are interested in participating will be asked to pass a resolution committing to adopting an LIC bylaw as the financing mechanism for loan repayment. LIC charges have been used for decades in Ontario to finance block level improvements such as provision of roads, water and wastewater services. [LIC legislation](#) was amended in 2012 to allow for new eligible measures including energy efficiency, renewable energy, and water conservation.

In the above structure, repayment of the loan is arranged as an addition to individual property tax payments. The benefit of this approach is two-fold: a) it assists homeowners who would otherwise not be able to afford the high upfront costs of retrofits; and b) enables transfer of the lien to a new owner in cases where the loan applicant wants to sell their house before the LIC repayments have been made in full. The latter is particularly useful where the retrofits have a long-term payback period.

As the project progresses, staff will provide updates to Committee and Council.

Financial, Staffing, Legal, or IT Considerations

A commitment of \$3.75 million dollars over 4 years of the project timeline is required to enable staff to apply for the maximum total funding of \$15 million through FCM. The amount distributed will be required up front and drawn upon based on program uptake.

The County's commitment of \$3.75 million will be a recoverable municipal loan contribution to the program. It can initially be covered through reserves and will be replenished over time. The grant portion will cover 100% of all the program start-up costs, including the potential hiring of additional staff and/or third part resources to support the program. The total direct value of the project is \$18.75 million, which excludes collateral benefits to the community such as job creation and other related economic activity.

The commitment of these funds in principle is required to move forward with the application to FCM. If the application is not successful, the funds requested will not be required and program options will be re-visited.

In Support of Strategic Plan Priorities and Objectives

Economic Vitality – promote an environment for economic growth & development

Good Governance – ensure transparency, clear communication, prudent financial management

Sustainable Environment & Infrastructure – protect assets both in the natural and built environment

Service Efficiency & Value – determine the right services for the right price

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

Respectfully Submitted By:

Scott Burns, P.Eng., C.E.T.

Director of Public Works/County Engineer

Prepared By:

Sara MacRae

Manager of Climate & Energy

Reviewed by: Sonya Pritchard, Chief Administrative Officer

[INSERT MUNICIPAL LETTERHEAD]

[Wednesday, May 10, 2023]

To: Selection Committee – Federation of Canadian Municipalities, Community Efficiency Financing
24 Clarence Street
Ottawa, ON K1N 5P3

Dear Selection Committee,

I am writing to express our enthusiastic support for Dufferin County's application to the Federation of Canadian Municipalities' Community Efficiency Financing Fund. As a local municipality in Dufferin County, [NAME OF MUNICIPALITY] is committed to supporting initiatives that promote energy affordability and combat climate change, and we believe that the BetterHomes Dufferin program will help us achieve these goals.

BetterHomes Dufferin is an important initiative that will provide financial assistance to homeowners in Dufferin County who wish to make energy-efficient upgrades to their homes. By reducing greenhouse gas emissions in the residential sector, we can move closer to achieving our community's net-zero targets and support energy affordability.

We understand that Dufferin County has already committed \$3.75 million in loan funds to support the program, and we are pleased to express our willingness to use our Local Improvement Charge (LIC) Mechanism as the method of recovering the loans from homeowners. We recognize that this mechanism is a proven and effective way of recovering the cost of loans while ensuring that homeowners can make the necessary energy efficiency upgrades.

We believe that the BetterHomes Dufferin program will benefit both residents and the environment, and we are proud to join with Dufferin County in supporting this initiative. We hope that our letter of support will help demonstrate the broad-based community support for the program and aid in the successful approval of the application to the Federation of Canadian Municipalities' Community Efficiency Financing Fund.

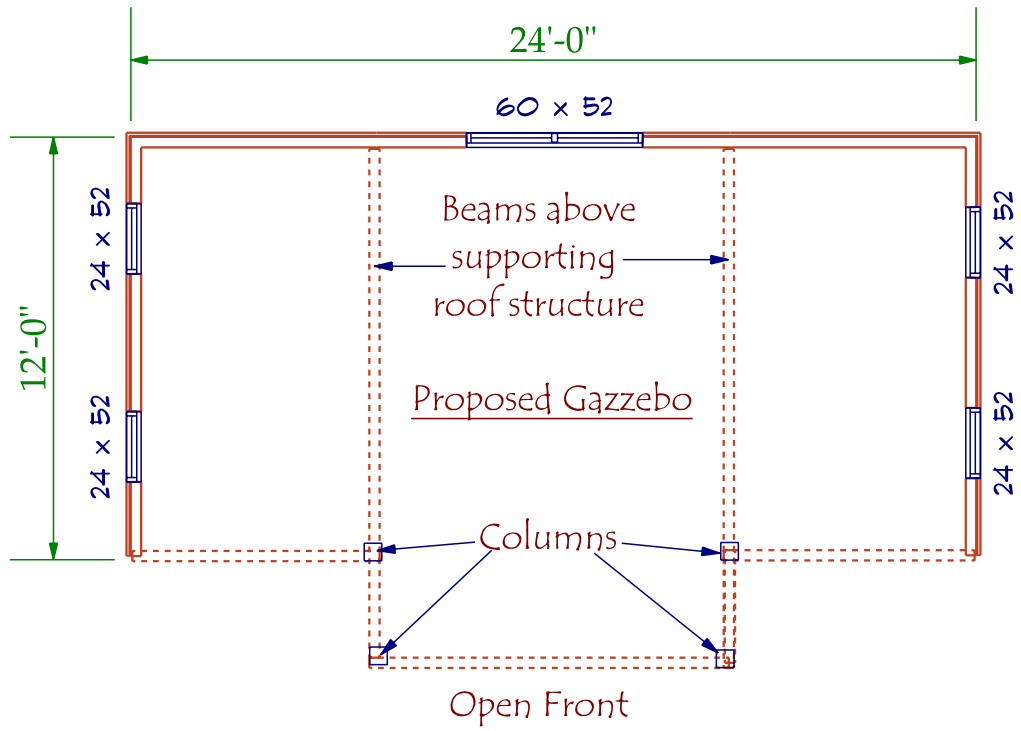
Thank you for your consideration of our letter of support. Please feel free to contact us if you have any questions or require further information.

Sincerely,

[YOUR NAME]

[TITLE]

[YOUR MUNICIPALITY NAME]



Project Title ; Gazebo	
Property Owner; Melancthon Township Phone: 519-925-5525	
Propert Address; Melancthon Ont.	
Drawing Title; Floor Plan	
Drawing Scale; 0.183" = 1'-0" Drawn By: E.M.S	Page; 1 of 2 5/24/21



Rear Elevation



Front Elevation



Project Title ; Gazzebo	
Property Owner; Melancthon Township Phone: 519-925-5525	
Propert Address; Melancthon Ont.	
Drawing Title; Elevations	
Drawing Scale; 0.062" = 1'-0"	Page; 2 of 2
Drawn By: E.M.S	5/24/21

RECEIVED

MAY 29 2023

June 15/23 - 5:30pm



**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: June 8

NAME: Harve Hsaw

PHONE: [REDACTED]

ADDRESS: [REDACTED]

EMAIL ADDRESS: [REDACTED]

SIGNATURE: [REDACTED]

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

Submission statement re Proposed Provincial Planning Statement

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



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: May 30, 2023 _____

NAME: Parmbir Dhillon _____

PHONE: [REDACTED] _____

ADDRESS: [REDACTED] _____

EMAIL

ADDRESS: [REDACTED] _____

SIGNATURE: [REDACTED] _____

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

For requesting an extension on orders issued by the township. Also would like to explain
our circumstances regarding the situation.

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

2022 Financial Statements

Presented by Murray Short



JUNE 15 2023
DEL 17.3



AGENDA



- Audit Overview
- Audit Report
- Financial Statements
- Next Steps

Audit Overview

- No change in key audit areas, risks or planned procedures since communicated in Pre-Audit Communication Letter
- Final materiality = \$145,000
- No significant internal control deficiencies to communicate
- No known independence issues
- 37 adjusting entries identified and communicated, consisting of:
 - 3 entries for tangible capital assets
 - 4 entries to reallocate long term debt payments
 - 7 entries for controlled and shared control boards
 - 16 entries to record reserve fund activity
- Four unadjusted differences identified and communicated

Audit Report

- The financial statements present fairly, in all material respects, the financial position, result of operations and cash flows of the Township of Melancthon in accordance with Canadian public sector accounting standards
- Audit conducted in accordance with Canadian generally accepted auditing standards

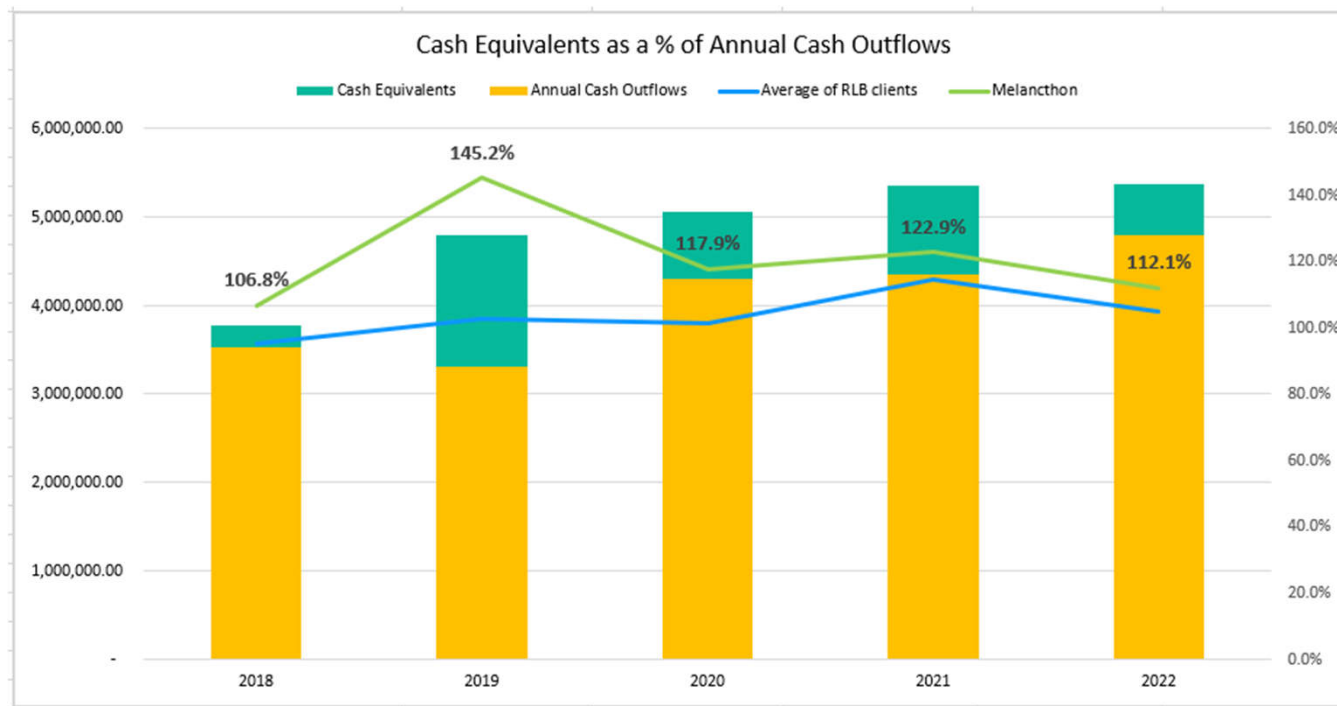
Statement of Financial Position

- The Statement of Financial Position (similar to a Balance Sheet for non-public entities) is a snapshot of the municipality's assets, liabilities and accumulated surplus at a point in time
- Key areas:
 - Cash equivalents
 - Taxes receivable
 - Long term debt
 - Tangible capital assets
 - Accumulated surplus

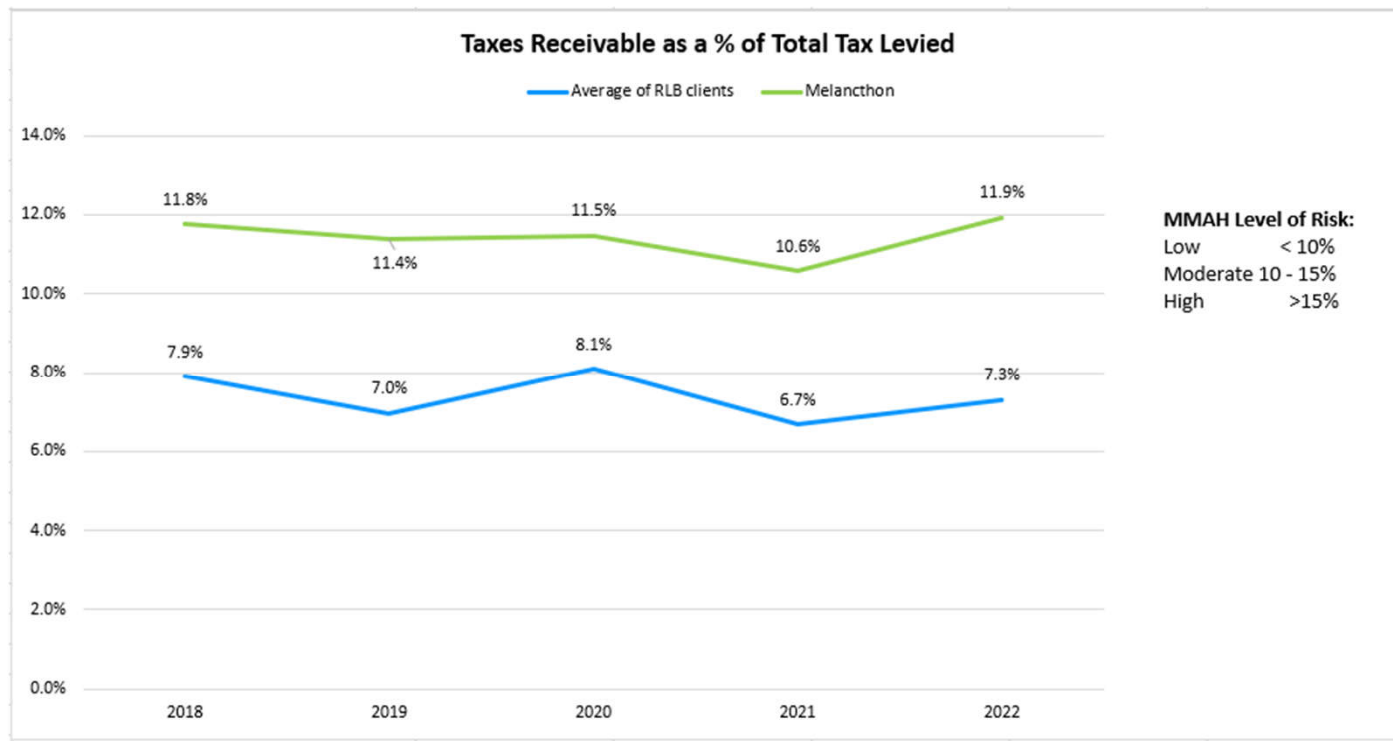
Statement of Financial Position

	2022	2021
FINANCIAL ASSETS		
Cash and portfolio investments (note 2)	\$ 5,382,309	\$ 5,359,555
Taxes receivable	767,518	653,058
Accounts receivable	235,494	227,187
Long term receivables (note 3)	<u>53,069</u>	<u>61,165</u>
	<u>6,438,390</u>	<u>6,300,965</u>
LIABILITIES		
Operating loans (note 4)	20,000	0
Accounts payable and accrued liabilities	833,499	727,565
Landfill closure and post-closure liabilities (note 5)	281,625	268,855
Long term debt (note 6)	239,688	297,812
Deferred revenue - obligatory reserve funds (note 7)	1,143,419	1,065,857
Deferred revenue - other	<u>57,161</u>	<u>10,000</u>
	<u>2,575,392</u>	<u>2,370,089</u>
NET FINANCIAL ASSETS	<u>3,862,998</u>	<u>3,930,876</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (schedule 2)	12,194,985	11,602,259
Inventory	40,483	40,483
Prepaid expenses	<u>93,712</u>	<u>81,606</u>
	<u>12,329,180</u>	<u>11,724,348</u>
ACCUMULATED SURPLUS (schedule 3)	<u>\$ 16,192,178</u>	<u>\$ 15,655,224</u>

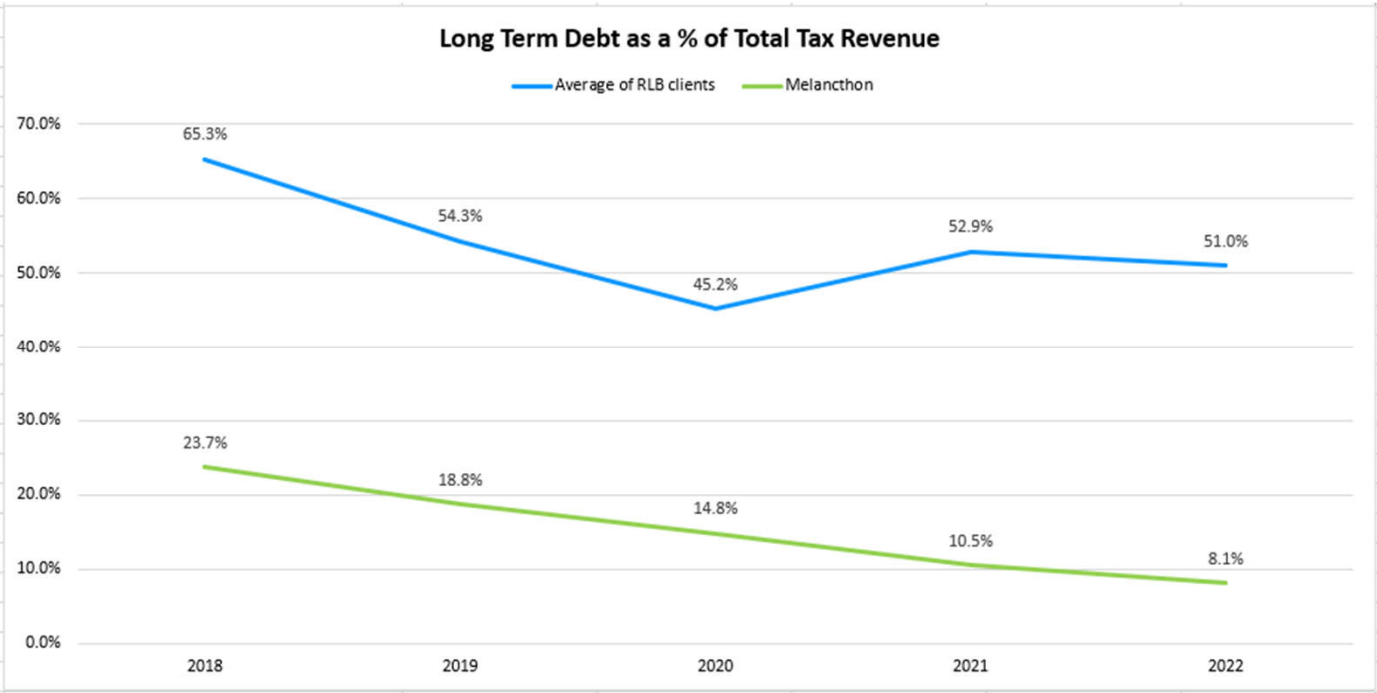
Cash Equivalents



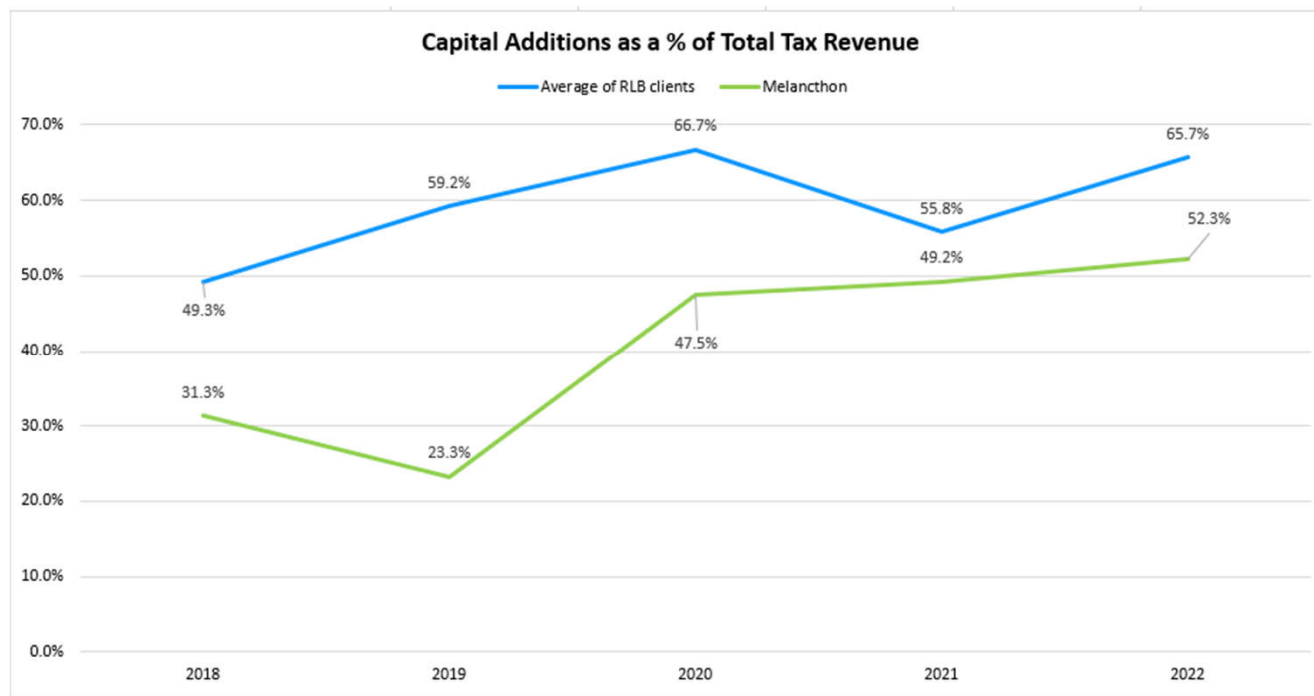
Taxes Receivable



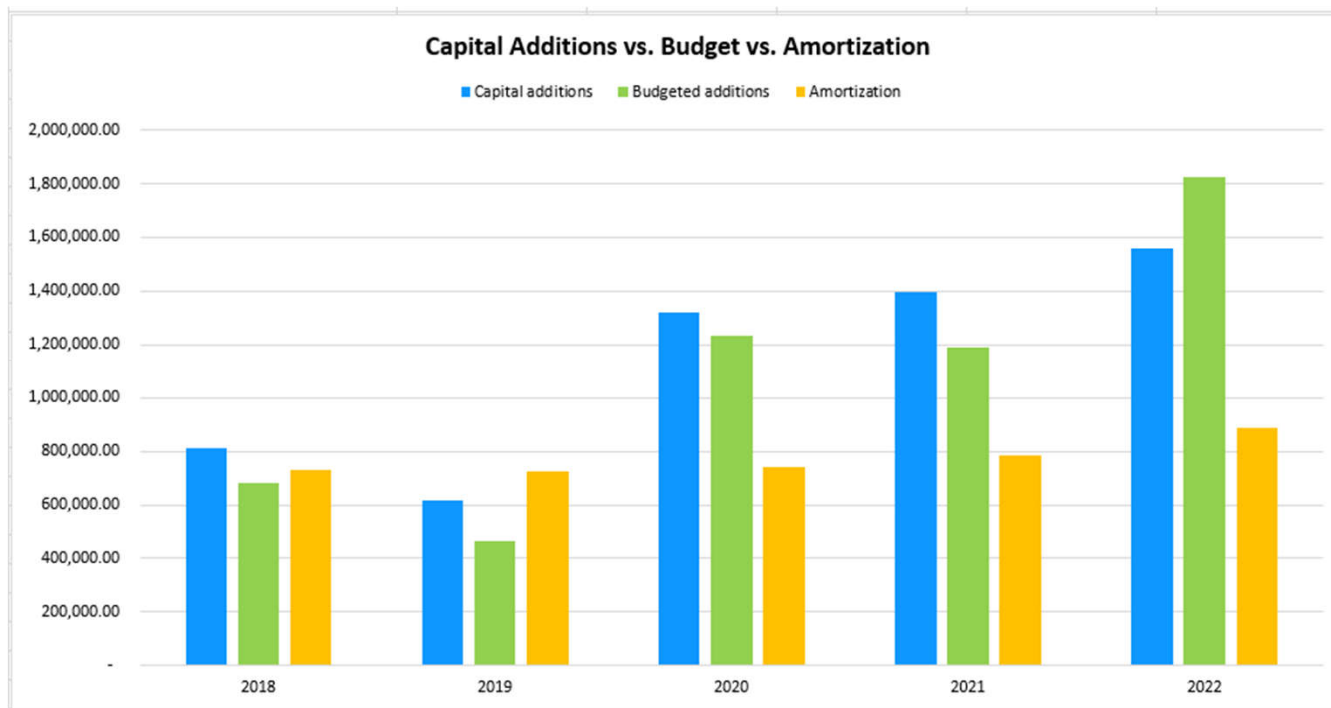
Long Term Debt



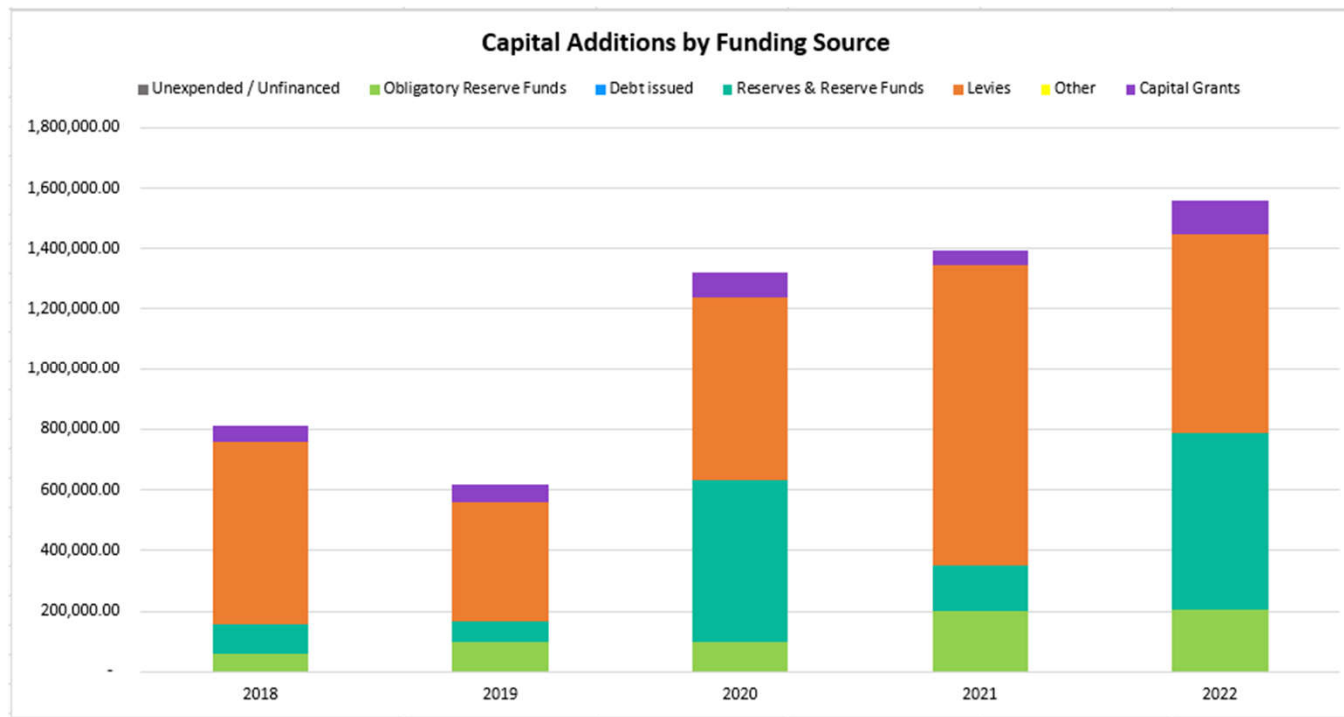
Tangible Capital Assets



Tangible Capital Assets



Tangible Capital Assets



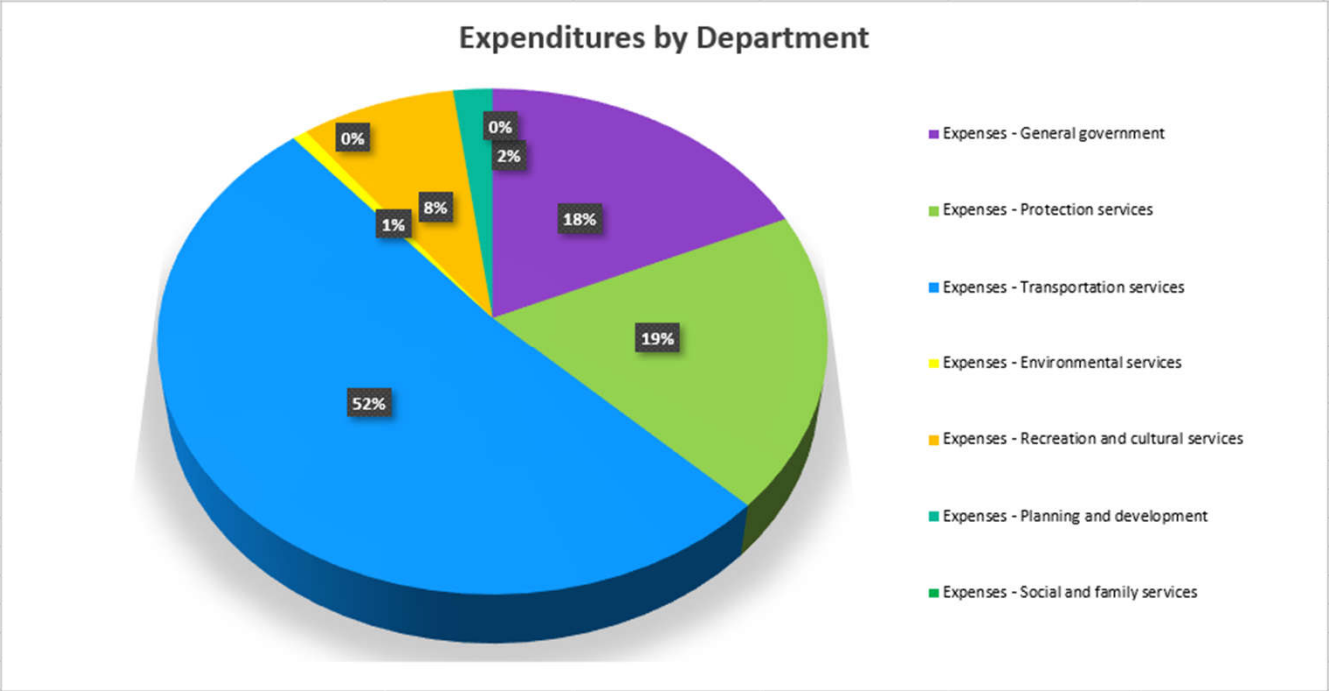
Statement of Operations

- The Statement of Operations reports the revenues less expenses resulting in the annual surplus of the municipality
- Key areas:
 - Budget vs. actual results
 - Expenditures by department
 - Annual surplus
 - Accumulated surplus

Statement of Operations

	2022 Budget (note 8)	2022 Actual	2021 Actual
REVENUES			
Taxation	\$ 2,924,711	\$ 2,976,569	\$ 2,833,485
User charges	35,970	133,936	125,482
Grants (note 10)	519,219	488,821	492,048
Other income (note 11)	739,420	877,309	796,743
Loss on disposal of tangible capital assets	0	(68,239)	(26,465)
Obligatory reserve fund revenue recognized (note 7)	379,500	204,500	264,194
	<u>4,598,820</u>	<u>4,612,896</u>	<u>4,485,487</u>
EXPENSES (schedule 1)			
General government	773,714	745,222	662,189
Protection to persons and property	818,695	777,211	692,179
Transportation services	2,230,270	2,102,102	1,824,671
Environmental services	32,547	32,376	31,795
Recreation and cultural services	250,661	334,416	320,160
Planning and development	135,380	84,615	105,646
	<u>4,241,267</u>	<u>4,075,942</u>	<u>3,636,640</u>
ANNUAL SURPLUS	<u>\$ 357,553</u>	<u>\$ 536,954</u>	<u>\$ 848,847</u>
ACCUMULATED SURPLUS at beginning of year		\$ 15,655,224	\$ 14,806,377
Annual surplus		<u>536,954</u>	<u>848,847</u>
ACCUMULATED SURPLUS at end of year		<u>\$ 16,192,178</u>	<u>\$ 15,655,224</u>

Expenditures by Department



Expenditures by Department

	2018	2019	2020	2021	2022
Expenses - General government	15.0%	18.6%	18.6%	18.2%	18.3%
Expenses - Protection services	27.0%	17.7%	17.3%	19.0%	19.1%
Expenses - Transportation services	47.3%	51.9%	51.6%	50.2%	51.6%
Expenses - Environmental services	0.2%	1.0%	1.0%	0.9%	0.8%
Expenses - Recreation and cultural services	8.0%	8.7%	7.2%	8.8%	8.2%
Expenses - Planning and development	2.4%	2.1%	4.2%	2.9%	2.1%
Expenses - Social and family services	0.0%	0.0%	0.0%	0.0%	0.0%

Statement of Changes in Net Financial Assets

- The Statement of Changes in Net Financial Assets reconciles the annual surplus to the change in net financial assets, removing the activity of the non-financial assets

Statement of Changes in Net Financial Assets

	2022 Budget (note 8)	2022 Actual	2021 Actual
ANNUAL SURPLUS	\$ <u>357,553</u>	\$ <u>536,954</u>	\$ <u>848,847</u>
Acquisition of tangible capital assets	(1,822,068)	(1,556,751)	(1,394,793)
Amortization of tangible capital assets	784,410	889,019	784,409
Loss on disposal of tangible capital assets	0	68,239	26,465
Proceeds on sale of tangible capital assets	0	3,277	0
Consolidated boards opening changes (schedule 2)	<u>0</u>	<u>3,490</u>	<u>5,150</u>
	<u>(1,037,658)</u>	<u>(592,726)</u>	<u>(578,769)</u>
Use of (additions to) prepaid expenses	<u>0</u>	<u>(12,106)</u>	<u>(11,494)</u>
CHANGE IN NET FINANCIAL ASSETS	\$ <u>(680,105)</u>	(67,878)	258,584
NET FINANCIAL ASSETS at beginning of year		<u>3,930,876</u>	<u>3,672,292</u>
NET FINANCIAL ASSETS at end of year		\$ <u>3,862,998</u>	\$ <u>3,930,876</u>

Statement of Cash Flows

- The Statement of Cash Flows breaks down the change in cash equivalents through the year between operating and capital sources

Statement of Cash Flows

	2022	2021
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus	\$ 536,954	\$ 848,847
Items not requiring an outlay of cash		
Amortization	889,019	784,409
Loss on disposal of tangible capital assets	68,239	26,465
Change in landfill closure and post-closure liabilities	12,770	12,192
	<u>970,028</u>	<u>823,066</u>
Net changes in non-cash working capital		
Taxes receivable	(114,460)	45,410
Accounts receivable	(8,307)	86,423
Prepaid expenses	(12,106)	(11,494)
Accounts payable and accrued liabilities	105,934	(27,435)
Deferred revenue - obligatory reserve funds	77,562	54,373
Deferred revenue - other	47,161	(65,326)
	<u>95,784</u>	<u>81,951</u>
	<u>1,602,766</u>	<u>1,753,864</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(1,556,751)	(1,394,793)
Consolidated boards opening change in amortization (schedule 2)	3,490	5,150
Proceeds on disposal of tangible capital assets	3,277	0
	<u>(1,549,984)</u>	<u>(1,389,643)</u>
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Operating loans	20,000	0
Net change in long term debt	(58,124)	(114,862)
	<u>(38,124)</u>	<u>(114,862)</u>
CASH PROVIDED BY INVESTING ACTIVITIES		
Net change in long term receivables	8,096	37,506
NET INCREASE IN CASH AND PORTFOLIO INVESTMENTS		
	22,754	286,865
CASH AND PORTFOLIO INVESTMENTS, beginning of year	<u>5,359,555</u>	<u>5,072,690</u>
CASH AND PORTFOLIO INVESTMENTS, end of year	<u>\$ 5,382,309</u>	<u>\$ 5,359,555</u>

Schedule of Accumulated Surplus

- The Schedule of Accumulated Surplus (Schedule 2) shows the various sources of the accumulated surplus, including reserves
- Reserves shown are amounts set aside by the municipality for specific purposes

Schedule of Accumulated Surplus

	2022	2021
SURPLUSES		
Invested in tangible capital assets	\$ 12,008,366	\$ 11,365,612
General surplus	1,149,153	1,149,153
Unfunded solid waste closure and post-closure costs	(281,625)	(268,855)
Recreation, community centres and arenas	120,414	100,915
Cemeteries	88,297	86,245
Fire boards	13,888	27,122
Other	966	966
	<u>13,099,459</u>	<u>12,461,158</u>
RESERVE FUNDS		
Capital purposes	246,267	232,157
Quarry	118,724	116,658
Working funds	171,387	327,099
Replacement of equipment	680,194	663,177
Landfill closure	151,129	138,674
Shelburne & district fire board	77,242	135,194
Mulmur-Melancthon volunteer fire board	155,355	97,770
Insurance, sick leave, WSIB	22,110	21,726
Special emergency relief	30,954	25,503
	<u>1,653,362</u>	<u>1,757,958</u>
RESERVES		
Working funds	1,214,296	1,241,099
NDCC operating	20,000	20,000
NDCC facility development	2,589	2,537
Capital purposes	202,472	172,472
	<u>1,439,357</u>	<u>1,436,108</u>
	<u>\$ 16,192,178</u>	<u>\$ 15,655,224</u>

Deferred Revenue

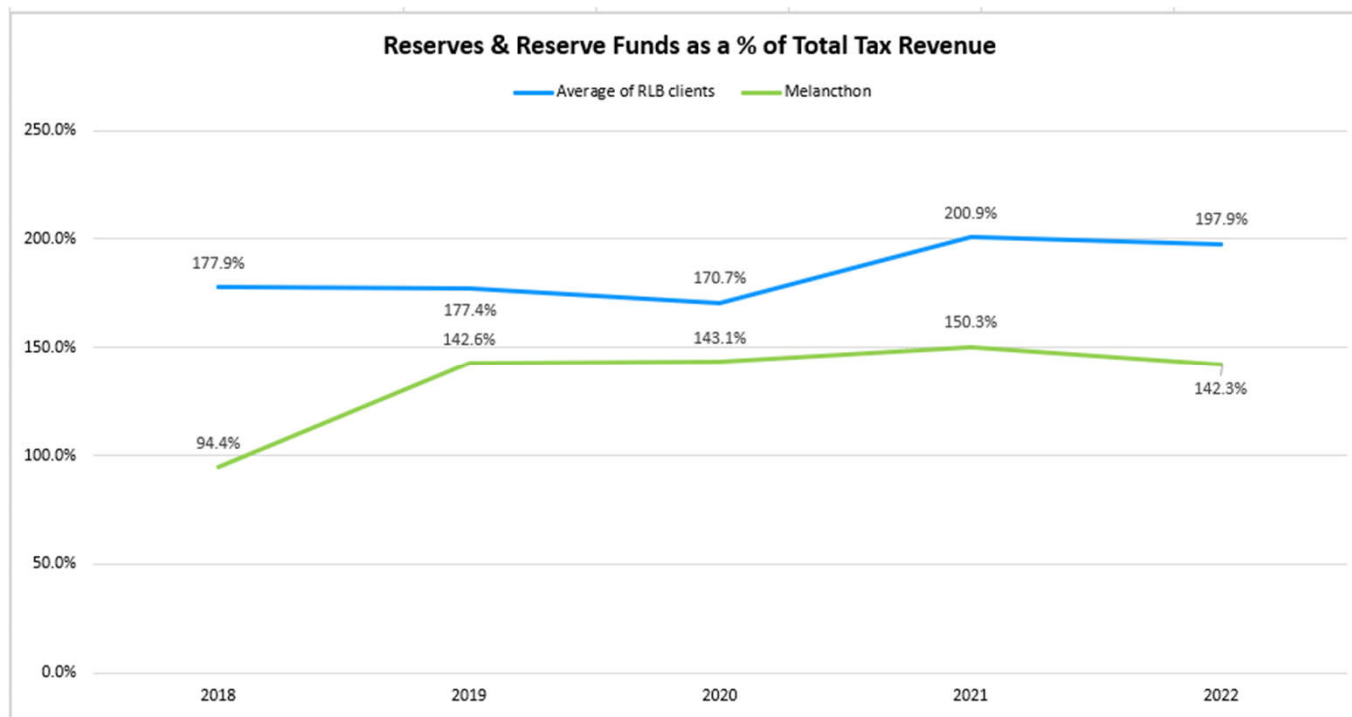
- The deferred revenue note reconciles the activity within obligatory reserve funds and other deferred items
- Deferred revenue is revenue received that has not yet been spent
- Obligatory reserve funds are deferred revenue that the municipality is required by law, regulation or the funding agreement that a reserve fund be utilized

Deferred Revenue

DEFERRED REVENUE

	2022 Opening	Contributions Received	Investment Income	Revenue Recognized	2022 Ending
Obligatory Reserve Funds					
Development charges	\$ 875,969	\$ 166,695	\$ 16,703	\$ 0	\$1,059,367
Recreational land	27,234	0	482	0	27,716
Subdivider - park levies	21,000	0	0	0	21,000
Federal Gas Tax	<u>141,654</u>	<u>95,399</u>	<u>2,783</u>	<u>(204,500)</u>	<u>35,336</u>
	<u>\$1,065,857</u>	<u>\$ 262,094</u>	<u>\$ 19,968</u>	<u>\$ (204,500)</u>	<u>\$1,143,419</u>

Reserve & Reserve Funds



Next Steps

Council and management to communicate any changes to representations given throughout the audit process or any awareness of fraud up to the date of financial statement approval

Approval of financial statements by Council

Receipt of signed management representation letter

Township's submission of Financial Information Return (FIR)



Questions?

Thank
you!



Find Us Online



@RLB LLP



@rlblp



@RLBLLP



@RLB LLP

rlb.ca



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

DRAFT

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
INDEX TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

	Page
INDEPENDENT AUDITOR'S REPORT	3 - 4
FINANCIAL STATEMENTS	
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Change in Net Financial Assets	7
Consolidated Statement of Cash Flows	8
Notes to the Consolidated Financial Statements	9 - 17
Consolidated Schedule of Segmented Disclosure	18
Consolidated Schedule of Tangible Capital Assets	19
Consolidated Schedule of Accumulated Surplus	20
Schedule of Horning's Mills Cemetery Board	21
Schedule of St. Paul's Cemetery Board	22
Schedule of Horning's Mills Community Park	23
Schedule of Horning's Mills Community Hall	24
TRUST FUNDS	
INDEPENDENT AUDITOR'S REPORT	25 - 26
FINANCIAL STATEMENTS	
Statements of Financial Position and Continuity	27
Notes to the Financial Statements	28



INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Melancthon

Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Melancthon, which comprise the consolidated statement of financial position as at December 31, 2022 and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Melancthon as at December 31, 2022 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Melancthon in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the consolidated financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario
June 15, 2023

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash and portfolio investments (note 2)	\$ 5,382,309	\$ 5,359,555
Taxes receivable	767,518	653,058
Accounts receivable	235,494	227,187
Long term receivables (note 3)	<u>53,069</u>	<u>61,165</u>
	<u>6,438,390</u>	<u>6,300,965</u>
LIABILITIES		
Operating loans (note 4)	20,000	0
Accounts payable and accrued liabilities	833,499	727,565
Landfill closure and post-closure liabilities (note 5)	281,625	268,855
Long term debt (note 6)	239,688	297,812
Deferred revenue - obligatory reserve funds (note 7)	1,143,419	1,065,857
Deferred revenue - other	<u>57,161</u>	<u>10,000</u>
	<u>2,575,392</u>	<u>2,370,089</u>
NET FINANCIAL ASSETS	<u>3,862,998</u>	<u>3,930,876</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (schedule 2)	12,194,985	11,602,259
Inventory	40,483	40,483
Prepaid expenses	<u>93,712</u>	<u>81,606</u>
	<u>12,329,180</u>	<u>11,724,348</u>
ACCUMULATED SURPLUS (schedule 3)	<u>\$ 16,192,178</u>	<u>\$ 15,655,224</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022 Budget (note 8)	2022 Actual	2021 Actual
REVENUES			
Taxation	\$ 2,924,711	\$ 2,976,569	\$ 2,833,485
User charges	35,970	133,936	125,482
Grants (note 10)	519,219	488,821	492,048
Other income (note 11)	739,420	877,309	796,743
Loss on disposal of tangible capital assets	0	(68,239)	(26,465)
Obligatory reserve fund revenue recognized (note 7)	<u>379,500</u>	<u>204,500</u>	<u>264,194</u>
	<u>4,598,820</u>	<u>4,612,896</u>	<u>4,485,487</u>
EXPENSES (schedule 1)			
General government	773,714	745,222	662,189
Protection to persons and property	818,695	777,211	692,179
Transportation services	2,230,270	2,102,102	1,824,671
Environmental services	32,547	32,376	31,795
Recreation and cultural services	250,661	334,416	320,160
Planning and development	<u>135,380</u>	<u>84,615</u>	<u>105,646</u>
	<u>4,241,267</u>	<u>4,075,942</u>	<u>3,636,640</u>
ANNUAL SURPLUS	<u>\$ 357,553</u>	<u>\$ 536,954</u>	<u>\$ 848,847</u>
ACCUMULATED SURPLUS at beginning of year		\$ 15,655,224	\$ 14,806,377
Annual surplus		<u>536,954</u>	<u>848,847</u>
ACCUMULATED SURPLUS at end of year		<u>\$ 16,192,178</u>	<u>\$ 15,655,224</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022 Budget (note 8)	2022 Actual	2021 Actual
ANNUAL SURPLUS	\$ <u>357,553</u>	\$ <u>536,954</u>	\$ <u>848,847</u>
Acquisition of tangible capital assets	(1,822,068)	(1,556,751)	(1,394,793)
Amortization of tangible capital assets	784,410	889,019	784,409
Loss on disposal of tangible capital assets	0	68,239	26,465
Proceeds on sale of tangible capital assets	0	3,277	0
Consolidated boards opening changes (schedule 2)	<u>0</u>	<u>3,490</u>	<u>5,150</u>
	<u>(1,037,658)</u>	<u>(592,726)</u>	<u>(578,769)</u>
Use of (additions to) prepaid expenses	<u>0</u>	<u>(12,106)</u>	<u>(11,494)</u>
CHANGE IN NET FINANCIAL ASSETS	\$ <u>(680,105)</u>	(67,878)	258,584
NET FINANCIAL ASSETS at beginning of year		<u>3,930,876</u>	<u>3,672,292</u>
NET FINANCIAL ASSETS at end of year		\$ <u>3,862,998</u>	\$ <u>3,930,876</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus	\$ <u>536,954</u>	\$ <u>848,847</u>
Items not requiring an outlay of cash		
Amortization	889,019	784,409
Loss on disposal of tangible capital assets	68,239	26,465
Change in landfill closure and post-closure liabilities	<u>12,770</u>	<u>12,192</u>
	<u>970,028</u>	<u>823,066</u>
Net changes in non-cash working capital		
Taxes receivable	(114,460)	45,410
Accounts receivable	(8,307)	86,423
Prepaid expenses	(12,106)	(11,494)
Accounts payable and accrued liabilities	105,934	(27,435)
Deferred revenue - obligatory reserve funds	77,562	54,373
Deferred revenue - other	<u>47,161</u>	<u>(65,326)</u>
	<u>95,784</u>	<u>81,951</u>
	<u>1,602,766</u>	<u>1,753,864</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(1,556,751)	(1,394,793)
Consolidated boards opening change in amortization (schedule 2)	3,490	5,150
Proceeds on disposal of tangible capital assets	<u>3,277</u>	<u>0</u>
	<u>(1,549,984)</u>	<u>(1,389,643)</u>
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Operating loans	20,000	0
Net change in long term debt	<u>(58,124)</u>	<u>(114,862)</u>
	<u>(38,124)</u>	<u>(114,862)</u>
CASH PROVIDED BY INVESTING ACTIVITIES		
Net change in long term receivables	<u>8,096</u>	<u>37,506</u>
NET INCREASE IN CASH AND PORTFOLIO INVESTMENTS	22,754	286,865
CASH AND PORTFOLIO INVESTMENTS, beginning of year	<u>5,359,555</u>	<u>5,072,690</u>
CASH AND PORTFOLIO INVESTMENTS, end of year	\$ <u>5,382,309</u>	\$ <u>5,359,555</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of The Corporation of the Township of Melancthon are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board of CPA Canada. Significant accounting policies adopted by The Corporation of the Township of Melancthon are as follows:

(a) **ACKNOWLEDGEMENT OF RESPONSIBILITY**

The management of The Corporation of the Township of Melancthon acknowledges its responsibility for the creation and compilation of the consolidated financial statements and the following significant accounting policy decisions and related policy notes.

(b) **BASIS OF CONSOLIDATION**

These consolidated financial statements reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and boards which are owned or controlled by Council.

All interfund assets, liabilities, revenues and expenses have been eliminated on consolidation.

The following boards and municipal enterprises owned or controlled by Council have been consolidated:

Horning's Mills Cemetery Board
St. Paul's Cemetery Board
Horning's Mills Community Park
Horning's Mills Community Hall

A government partnership exists where the municipality has shared control over the board or entity. The municipality's pro-rata share of the assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The municipality's proportionate interest of the following government partnerships are reflected in the consolidated financial statements:

Shelburne and District Fire Department	14.55% (2021 - 15.03%)
Mulmur-Melancthon Volunteer Fire Department	23.68% operating, 50.00% capital (2021 - 24.38%, 50.00% capital)
North Dufferin Community Centre	50.00% operating (2021 - 50.00% operating)

(c) **BASIS OF ACCOUNTING**

(i) Sources of financing and expenditures are reported on the accrual basis of accounting. The interest charges are not accrued for the periods from the dates of the latest instalment payments to the end of the financial year.

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

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) USE OF ESTIMATES

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future. Significant areas requiring management's estimates include amortization of tangible capital assets and landfill closure and post-closure liabilities.

(e) CREDIT RISK MANAGEMENT

The municipality is exposed to credit risk on the taxes receivable from its ratepayers.

The municipality does not have a significant exposure to any individual customer or counterpart.

(f) TRUST FUNDS

Funds held in trust by the municipality, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately on the trust funds' statement of continuity and statement of financial position.

(g) PORTFOLIO INVESTMENTS

Portfolio investments are recorded at amortized cost unless there has been a decline in the market value, which is other than temporary in nature, in which case the investments are written down to market.

(h) INVENTORY

Inventory held for consumption is recorded at the lower of cost and replacement cost.

(i) REVENUE RECOGNITION

Revenues are recognized as follows:

Taxation revenue is recognized in the period in which the tax is levied.

User charges are recognized when the related service is provided.

Grants and obligatory reserve fund revenues are recognized based on the terms of the grant or in the year that the related expenses occur.

Other income is recognized when receivable and collection is reasonably assured.

(j) COUNTY AND SCHOOL BOARDS

The municipality collects taxation revenue on behalf of the school boards and the County of Dufferin. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the County of Dufferin are not reflected in these financial statements. See note 9 for details.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(k) NON-FINANCIAL ASSETS

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

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over their estimated useful life as follows:

Land improvements	10 to 50 years
Facilities	15 to 100 years
Vehicles	5 to 50 years
Equipment	5 to 75 years
Infrastructure - Environmental	3 to 75 years
Infrastructure - Transportation	3 to 75 years

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(l) FINANCIAL INSTRUMENTS

The municipality classifies all of its financial instruments at amortized cost. The maximum exposure to credit risk is the carrying value of the financial instruments. These financial instruments include cash and portfolio investments, accounts receivable, long term receivables, accounts payable and accrued liabilities, and long term debt. They are initially recognized at cost and subsequently carried at amortized cost using the effective interest rate method, less any impairment losses on financial assets.

Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument. Writedowns of financial assets in the amortized cost category are recognized when the amount of a loss is known with sufficient precision, and there is no realistic prospect of recovery. Financial assets are then written down to net realizable value with the writedown being recognized in the consolidated statement of operations.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

2. CASH AND PORTFOLIO INVESTMENTS

	2022	2021
Unrestricted cash	\$ 4,213,339	\$ 4,263,852
Unrestricted portfolio investments	<u>46,551</u>	<u>50,846</u>
	4,259,890	4,314,698
Restricted cash	<u>1,122,419</u>	<u>1,044,857</u>
	<u>\$ 5,382,309</u>	<u>\$ 5,359,555</u>

Unrestricted cash includes \$2,523,765 (2021 - \$2,394,849) held in one account at a chartered bank. Interest is earned on this account at a rate of prime less 2.05% (2021 - prime less 2.05%).

Portfolio investments consist of various GICs with interest rates ranging from 0.85% to 4.15% (2021 - 0.10% to 0.85%) maturing between June 2023 to June 2027 (2021 - June 2022 to September 2025).

3. LONG TERM RECEIVABLES

The responsibility for payment of principal and interest charges of the tile drainage loans has been assumed by individuals.

	2022	2021
Two loans are charged interest at a rate of 6% and become due in 2027 - 2028	\$ <u>53,069</u>	\$ <u>61,165</u>

Principal payments for the next five years are as follows:

2023	\$ 8,582
2024	9,097
2025	9,643
2026	10,221
2027	10,835
Thereafter	<u>4,691</u>
	<u>\$ 53,069</u>

4. OPERATING LOANS

The operating loans are due on demand and bear interest at a rate of prime less 0.75%, calculated and payable monthly. At December 31, 2022, the municipality had undrawn credit capacity of \$480,000 (2021 - \$500,000).

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

5. LANDFILL CLOSURE AND POST-CLOSURE LIABILITIES

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance.

Effective June 1, 2013, the County of Dufferin assumed the landfill from the municipality and the landfill site ceased active operations and stopped accepting solid waste from ratepayers. No estimate of the existing liability based on the landfill capacity used up until the assumption date is available. Therefore, the estimates in the report dated 2008 will be used until an updated report is available. The liability for the landfill site is recorded at \$281,625 (2021 - \$268,855) and represents the present value of closure and post-closure costs for 62% of the current site's opened cells, using an average long term borrowing rate of 4.75%. The liability is recorded based on the capacity of the landfill used to date. The total estimated future expenses for closure and post-closure care are \$457,500 leaving an amount to be recognized in future periods of \$175,875. The estimated remaining capacity of the site's opened cells is approximately 140,700 tonnes, which was expected to be filled in 5 years. Post-closure care is estimated to continue for a period of 25 years.

The municipality has established a reserve fund to assist in financing the future costs of closure and post-closure liabilities. At December 31, 2022, there was \$151,129 available in the reserve fund.

6. LONG TERM DEBT

The balance of long term liabilities reported on the consolidated statement of financial position is made up of the following:

	2022	2021
Loan payable, 3.18%, repayable in monthly instalments of \$3,409 principal and interest, due December 2025, unsecured	\$ 116,789	\$ 153,350
Tile drainage loans, 6%, annual payments of principal and interest ranging from \$4,973 - \$6,793, due between 2027 - 2028	53,069	61,165
Loan payable, 2.862%, repayable in monthly instalments of \$2,720 principal and interest, repaid January 2022	0	3,225
Loan payable, 3.63%, repayable in semi-annual instalments of \$6,528 principal and interest, due December 2028, unsecured	<u>69,830</u>	<u>80,072</u>
	<u>\$ 239,688</u>	<u>\$ 297,812</u>

Principal payments required on the loans payable for the next five years are as follows:

2022	\$ 56,940
2023	59,061
2024	61,142
2025	22,048
2026	<u>23,095</u>
	222,286
Thereafter	<u>17,402</u>
	<u>\$ 239,688</u>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

7. DEFERRED REVENUE

	2022 Opening	Contributions Received	Investment Income	Revenue Recognized	2022 Ending
Obligatory Reserve Funds					
Development charges	\$ 875,969	\$ 166,695	\$ 16,703	\$ 0	\$ 1,059,367
Recreational land	27,234	0	482	0	27,716
Subdivider - park levies	21,000	0	0	0	21,000
Federal Gas Tax	<u>141,654</u>	<u>95,399</u>	<u>2,783</u>	<u>(204,500)</u>	<u>35,336</u>
	<u>\$1,065,857</u>	<u>\$ 262,094</u>	<u>\$ 19,968</u>	<u>\$ (204,500)</u>	<u>\$1,143,419</u>

8. BUDGET AMOUNTS

The budget figures are presented for comparison purposes as prepared and approved by council, reclassified to conform to the current financial statement presentation. The budgeted figures are prepared on the cash basis of accounting and have been restated to conform to the accrual basis of accounting on which the actual figures are reported. The following chart reconciles the approved budget with the budget figures as presented in these consolidated financial statements:

Revenue	
Approved budget	\$ <u>4,598,820</u>
Expenses	
Approved budget	5,335,670
Acquisition of tangible capital assets	(1,822,068)
Debt principal repayments	(56,745)
Amortization	<u>784,410</u>
Total expenses	<u>4,241,267</u>
ANNUAL SURPLUS	<u>\$ 357,553</u>

9. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF DUFFERIN

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Dufferin:

	2022	2021
School boards	\$ 1,233,577	\$ 1,210,010
County of Dufferin	<u>2,223,986</u>	<u>2,131,278</u>
	<u>\$ 3,457,563</u>	<u>\$ 3,341,288</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

10. GRANTS

	2022 Budget (note 8)	2022 Actual	2021 Actual
Operating			
Province of Ontario			
Ontario Municipal Partnership Fund (OMPF)	\$ 176,500	\$ 176,500	\$ 174,900
Conditional - roads	100,000	118,882	90,832
Conditional - other	<u>237,059</u>	<u>150,090</u>	<u>190,995</u>
	<u>513,559</u>	<u>445,472</u>	<u>456,727</u>
Other municipalities - recreation	0	37,322	29,673
Other municipalities - roads	<u>5,660</u>	<u>6,027</u>	<u>5,648</u>
	<u>5,660</u>	<u>43,349</u>	<u>35,321</u>
	<u>\$ 519,219</u>	<u>\$ 488,821</u>	<u>\$ 492,048</u>

11. OTHER INCOME

	2022 Budget (note 8)	2022 Actual	2021 Actual
Penalties and interest on taxation	\$ 95,000	\$ 107,398	\$ 97,041
Other fines and penalties	7,500	45,151	3,384
Investment income	11,000	79,182	19,363
Licenses, permits and rents	18,420	22,042	36,905
Donations and fundraising	500	0	2,510
Plateau community contributions	33,000	34,673	32,964
Dufferin Wind community contributions	265,000	279,863	274,376
CHD community contributions	<u>309,000</u>	<u>309,000</u>	<u>330,200</u>
	<u>\$ 739,420</u>	<u>\$ 877,309</u>	<u>\$ 796,743</u>

12. TRUST FUNDS

The trust funds administered by the municipality amounting to \$44,998 (2021 - \$42,816) have not been included in the consolidated statement of financial position, nor have the operations been included in the consolidated statement of operations.

13. PENSION AGREEMENTS

The municipality joined Ontario Municipal Employees Retirement Systems (OMERS), which is a multi-employer plan, in 2016. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2022 was \$71,236 (2021 - \$63,701) on behalf of 11 members (2021 - 9 members) of its staff. Amounts paid for current services have been included as an expenditure on the Consolidated Statement of Operations. There are no past service contribution obligations.

The OMERS financial statements reported \$124.4 billion in net assets available for benefits (2021 - \$120.9 billion), \$128.8 billion as the defined benefit accrued pension obligation (2021 - \$119.3 billion) and a defined benefit funding deficit of \$6.7 billion (2021 - \$3.1 billion).

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

14. DEVELOPER AGREEMENTS

As part of various developer agreements, the municipality has received Letters of Credit to cover developers' responsibilities in completing the projects as well as covering unpaid municipal levies. Letters of Credit held by the municipality at December 31, 2022 amount to \$4,287,783.

15. COMMITMENTS

The municipality entered into a contribution agreement with a company that provides commercial generation of electricity in the Township of Melancthon.

- i) Phase I of the project consists of 45 wind turbine generators. The company will pay the sum of \$45,000 to the Township of Melancthon on or before March 31 for each year from 2007 through and including 2026.
- ii) Phase II of the project consists of 66 wind turbine generators. The company will pay the sum of \$264,000 to the Township of Melancthon on or before November for each year from 2009 through and including 2028.

16. FINANCIAL INSTRUMENT RISK MANAGEMENT

Credit Risk

The municipality is exposed to credit risk through the possibility of non-collection of accounts receivable. The majority of its receivables are from ratepayers and government entities. For accounts receivable, the municipality measures impairment based on how long the amounts have been outstanding.

Liquidity Risk

Liquidity risk is the risk that the municipality will not be able to meet its financial obligations as they fall due. The municipality undertakes a planning and budgeting process to help determine the funds required to support the municipality's normal operating requirements on an ongoing basis. The municipality ensures that there are sufficient funds to meet its short term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and portfolio investments.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The municipality is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of certain long term liabilities.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

17. SEGMENTED INFORMATION

The Corporation of the Township of Melancthon is a diversified municipal government institution that provides a wide range of services to its ratepayers such as police, fire, sewer, water, waste collection, disposal and recycling, recreational, library and planning. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item relates to the revenues and expenses that relate to the governance and operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of police services, fire protection, conservation authority, emergency measures, animal control and building and structural inspection. The police services ensure the safety and protection of the ratepayers and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers. The building department provides a number of services including maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

Transportation

Transportation is responsible for construction and maintenance of the municipality's roadways, bridges, parking areas and streetlights.

Environmental

Environmental services consist of providing waste collection, disposal and recycling to its ratepayers.

Health

Health services includes contributions to the operations of local cemeteries.

Recreation and Cultural Services

This service area provides services meant to improve the health and development of the municipality's residents. The municipality operates and maintains parks and arenas. The municipality also provides library services and recreational programs.

Planning and Development

This department is responsible for planning and zoning, including the Official Plan. This service area also includes tourist information and promotion, business improvement area, weed control and drainage.

18. CONTINGENT LIABILITIES

In the normal course of its operations, the municipality is subject to various litigations and claims. The ultimate outcome of these claims cannot be determined at this time. However, the municipality's management believes that the ultimate disposition of these matters will not have a material adverse effect on its financial position.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2022

Schedule 1

	General Government	Protection Services	Transportation Services	Environmental Services	Recreation Services	Planning and Development	2022	2021
EXPENSES								
Salaries and benefits	\$ 500,091	\$ 83,359	\$ 490,996	\$ 0	\$ 33,483	\$ 0	\$1,107,929	\$1,081,186
Materials	167,056	90,972	756,407	0	98,805	4,426	1,117,666	880,211
Contracted services	54,521	437,082	48,311	28,429	0	76,519	644,862	596,106
Rents and financial expenses	1,079	0	0	0	0	0	1,079	2,591
Interest on long term debt	2,815	0	4,356	0	0	3,670	10,841	14,790
Amortization	18,410	60,961	802,032	3,947	3,669	0	889,019	784,409
Transfers	<u>1,250</u>	<u>104,837</u>	<u>0</u>	<u>0</u>	<u>198,459</u>	<u>0</u>	<u>304,546</u>	<u>277,347</u>
	<u>\$ 745,222</u>	<u>\$ 777,211</u>	<u>\$2,102,102</u>	<u>\$ 32,376</u>	<u>\$ 334,416</u>	<u>\$ 84,615</u>	<u>\$4,075,942</u>	<u>\$3,636,640</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

Schedule 2

	Land	Land Improvements	Facilities	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	2022	2021
COST									
Balance, beginning of year	\$ 441,857	\$ 108,359	\$ 916,407	\$ 2,734,265	\$ 604,064	\$ 18,166,434	\$ 117,426	\$ 23,088,812	\$ 22,164,461
Additions during the year	0	0	129,691	230,839	16,103	1,180,118	0	1,556,751	1,394,793
Consolidated boards opening changes	0	0	0	(3,490)	0	0	0	(3,490)	(5,150)
Disposals during the year	0	0	(51,378)	(33,155)	0	(710,594)	0	(795,127)	(465,292)
Balance, end of year	<u>441,857</u>	<u>108,359</u>	<u>994,720</u>	<u>2,928,459</u>	<u>620,167</u>	<u>18,635,958</u>	<u>117,426</u>	<u>23,846,946</u>	<u>23,088,812</u>
ACCUMULATED AMORTIZATION									
Balance, beginning of year	0	30,091	389,008	1,813,723	366,738	8,857,678	29,315	11,486,553	11,140,971
Amortization	0	3,311	14,350	101,306	33,378	735,035	1,639	889,019	784,409
Accumulated amortization on disposals	0	0	(41,103)	(33,155)	0	(649,353)	0	(723,611)	(438,827)
Balance, end of year	<u>0</u>	<u>33,402</u>	<u>362,255</u>	<u>1,881,874</u>	<u>400,116</u>	<u>8,943,360</u>	<u>30,954</u>	<u>11,651,961</u>	<u>11,486,553</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS									
	<u>\$ 441,857</u>	<u>\$ 74,957</u>	<u>\$ 632,465</u>	<u>\$ 1,046,585</u>	<u>\$ 220,051</u>	<u>\$ 9,692,598</u>	<u>\$ 86,472</u>	<u>\$ 12,194,985</u>	<u>\$ 11,602,259</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS
AS AT DECEMBER 31, 2022

Schedule 3

	2022	2021
SURPLUSES		
Invested in tangible capital assets	\$ 12,008,366	\$ 11,365,612
General surplus	1,149,153	1,149,153
Unfunded solid waste closure and post-closure costs	(281,625)	(268,855)
Recreation, community centres and arenas	120,414	100,915
Cemeteries	88,297	86,245
Fire boards	13,888	27,122
Other	<u>966</u>	<u>966</u>
	<u>13,099,459</u>	<u>12,461,158</u>
RESERVE FUNDS		
Capital purposes	246,267	232,157
Quarry	118,724	116,658
Working funds	171,387	327,099
Replacement of equipment	680,194	663,177
Landfill closure	151,129	138,674
Shelburne & district fire board	77,242	135,194
Mulmur-Melancthon volunteer fire board	155,355	97,770
Insurance, sick leave, WSIB	22,110	21,726
Special emergency relief	<u>30,954</u>	<u>25,503</u>
	<u>1,653,362</u>	<u>1,757,958</u>
RESERVES		
Working funds	1,214,296	1,241,099
NDCC operating	20,000	20,000
NDCC facility development	2,589	2,537
Capital purposes	<u>202,472</u>	<u>172,472</u>
	<u>1,439,357</u>	<u>1,436,108</u>
	<u>\$ 16,192,178</u>	<u>\$ 15,655,224</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
 SCHEDULE OF HORNING'S MILLS CEMETERY BOARD
 FOR THE YEAR ENDED DECEMBER 31, 2022

Schedule 4

	2022	2021
STATEMENT OF FINANCIAL POSITION		
ASSETS		
Cash	\$ 28,882	\$ 22,415
Due from Cemetery Care and Maintenance Fund	8,918	9,096
Portfolio investments	2,637	6,933
Accrued interest receivable	<u>163</u>	<u>195</u>
ACCUMULATED SURPLUS	<u>\$ 40,600</u>	<u>\$ 38,639</u>

STATEMENT OF OPERATIONS		
REVENUE		
Sale of plots and markers	\$ 1,500	\$ 875
Interest	461	313
HST refund	<u>0</u>	<u>173</u>
	<u>1,961</u>	<u>1,361</u>
EXPENSES	<u>0</u>	<u>0</u>
ANNUAL SURPLUS	1,961	1,361
ACCUMULATED SURPLUS, beginning of year	<u>38,639</u>	<u>37,278</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 40,600</u>	<u>\$ 38,639</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
 SCHEDULE OF ST. PAUL'S CEMETERY BOARD
 FOR THE YEAR ENDED DECEMBER 31, 2022

Schedule 5

	2022	2021
STATEMENT OF FINANCIAL POSITION		
ASSETS		
Cash	\$ 3,435	\$ 3,397
Accrued interest receivable	348	295
Portfolio investments	<u>43,914</u>	<u>43,914</u>
ACCUMULATED SURPLUS	<u>\$ 47,697</u>	<u>\$ 47,606</u>

STATEMENT OF OPERATIONS		
REVENUE		
Interest	\$ <u>100</u>	\$ <u>260</u>
EXPENSES		
Administration	<u>9</u>	<u>9</u>
ANNUAL SURPLUS	91	251
ACCUMULATED SURPLUS, beginning of year	<u>47,606</u>	<u>47,355</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 47,697</u>	<u>\$ 47,606</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
 SCHEDULE OF HORNING'S MILLS COMMUNITY PARK
 FOR THE YEAR ENDED DECEMBER 31, 2022

Schedule 6

	2022	2021
STATEMENT OF FINANCIAL POSITION		
ASSETS		
Cash	\$ 3,664	\$ 5,742
Receivables	<u>2,671</u>	<u>171</u>
NET FINANCIAL ASSETS	<u>6,335</u>	<u>5,913</u>
NON-FINANCIAL ASSETS		
Tangible capital assets	<u>32,664</u>	<u>32,664</u>
ACCUMULATED SURPLUS	<u>\$ 38,999</u>	<u>\$ 38,577</u>
STATEMENT OF OPERATIONS		
REVENUE		
Grant - Township of Melancthon	\$ 2,500	\$ 2,500
Interest	77	44
Other income	<u>892</u>	<u>10,298</u>
	<u>3,469</u>	<u>12,842</u>
EXPENSES		
Administration	2,617	1,709
Hydro	<u>430</u>	<u>336</u>
	<u>3,047</u>	<u>2,045</u>
ANNUAL (DEFICIT) SURPLUS	422	10,797
ACCUMULATED SURPLUS, beginning of year	<u>38,577</u>	<u>27,780</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 38,999</u>	<u>\$ 38,577</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
 SCHEDULE OF HORNING'S MILLS COMMUNITY HALL
 FOR THE YEAR ENDED DECEMBER 31, 2022

Schedule 7

	2022	2021
STATEMENT OF FINANCIAL POSITION		
FINANCIAL ASSETS		
Cash	\$ <u>43,220</u>	\$ <u>43,928</u>
LIABILITIES		
Deferred revenue	<u>565</u>	<u>565</u>
NET FINANCIAL ASSETS	<u>42,655</u>	<u>43,363</u>
NON-FINANCIAL ASSETS		
Tangible capital assets	<u>34,773</u>	<u>41,637</u>
ACCUMULATED SURPLUS	\$ <u><u>77,428</u></u>	\$ <u><u>85,000</u></u>
STATEMENT OF OPERATIONS		
REVENUE		
Grant - Township of Melancthon	\$ 0	\$ 2,208
Fundraising and user charges	6,045	877
Rental	2,605	0
Interest	<u>775</u>	<u>192</u>
	<u>9,425</u>	<u>3,277</u>
EXPENSES		
Amortization	6,863	6,863
Supplies and maintenance	1,835	1,865
Hydro and fuel	0	1,495
Telephone	0	225
Other	<u>8,299</u>	<u>0</u>
	<u>16,997</u>	<u>10,448</u>
ANNUAL DEFICIT	(7,572)	(7,171)
ACCUMULATED SURPLUS, beginning of year	<u>85,000</u>	<u>92,171</u>
ACCUMULATED SURPLUS, end of year	\$ <u><u>77,428</u></u>	\$ <u><u>85,000</u></u>

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Melancthon

Opinion

We have audited the accompanying financial statements of the trust funds of The Corporation of the Township of Melancthon, which comprise the statements of financial position as at December 31, 2022 and the statements of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Township of Melancthon as at December 31, 2022 and the results of their operations for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Melancthon in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the trust funds' ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the trust funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the trust funds' financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the trust funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the trust funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the trust funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario
June 15, 2023

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON - TRUST FUNDS
 STATEMENT OF FINANCIAL POSITION AND CONTINUITY
 AS AT DECEMBER 31, 2022

	Horning's Mills Cemetery	St. Paul's Cemetery	Subdividers' Deposits
STATEMENT OF FINANCIAL POSITION - 2022			
Cash	\$ 11,434	\$ 0	\$ 0
Investments	30,920	9,562	0
Due from the Township of Melancthon	0	0	2,001
Due to cemetery general funds	<u>(8,919)</u>	<u>0</u>	<u>0</u>
FUND BALANCE	<u>\$ 33,435</u>	<u>\$ 9,562</u>	<u>\$ 2,001</u>

STATEMENT OF CONTINUITY - 2022			
BALANCE, BEGINNING OF YEAR	<u>\$ 31,368</u>	<u>\$ 9,447</u>	<u>\$ 2,001</u>
RECEIPTS			
Interest earned	226	115	0
Plot sales	1,700	0	0
Donations	150	0	0
	<u>2,076</u>	<u>115</u>	<u>0</u>
EXPENDITURES	<u>9</u>	<u>0</u>	<u>0</u>
BALANCE, END OF YEAR	<u>\$ 33,435</u>	<u>\$ 9,562</u>	<u>\$ 2,001</u>

STATEMENT OF FINANCIAL POSITION - 2021			
Cash	\$ 9,552	\$ 0	\$ 0
Investments	30,912	9,447	0
Due from the Township of Melancthon	0	0	2,001
Due to cemetery general funds	<u>(9,096)</u>	<u>0</u>	<u>0</u>
FUND BALANCE	<u>\$ 31,368</u>	<u>\$ 9,447</u>	<u>\$ 2,001</u>

STATEMENT OF CONTINUITY - 2021			
BALANCE, BEGINNING OF YEAR	<u>\$ 29,786</u>	<u>\$ 9,331</u>	<u>\$ 2,001</u>
RECEIPTS			
Interest earned	732	116	0
Plot sales	850	0	0
	<u>1,582</u>	<u>116</u>	<u>0</u>
EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>
BALANCE, END OF YEAR	<u>\$ 31,368</u>	<u>\$ 9,447</u>	<u>\$ 2,001</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON - TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the trust funds of The Corporation of the Township of Melancthon are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board of CPA Canada. Significant accounting policies adopted by The Corporation of the Township of Melancthon are as follows:

(a) BASIS OF ACCOUNTING

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

DRAFT