



**TOWNSHIP OF MELANCTHON  
HYBRID COUNCIL MEETING  
THURSDAY, NOVEMBER 2<sup>ND</sup>, 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/82541331735?pwd=MEpRTUR5OHJDMGs4amxTazc3TzBCQT09>

Meeting ID: 825 4133 1735

Passcode: 915443

One tap mobile

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Dial by your location

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

Meeting ID: 825 4133 1735

Passcode: 915443

**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 – October 19<sup>th</sup>, 2023**
- 7. Business Arising from Minutes**
- 8. Point of Privilege or Personal Privilege**
- 9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 10. Public Works**
  1. Accounts
  2. Other
- 11. Planning**
  1. Applications to Permit
  2. 476420 3<sup>rd</sup> Line Pre-Consultation Brief
  3. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Police Services Board**
- 15. Committee/Board Reports & Recommendations**
- 16. Correspondence**

**Board, Committee & Working Group Minutes**

1. Shelburne Public Library Board – June 20, 2023
2. Shelburne Public Library Board – October 27<sup>th</sup>, 2023
3. Shelburne & District Fire Board – July 4<sup>th</sup>, 2023
4. Shelburne & District Fire Board – September 5<sup>th</sup>, 2023
5. Centre Dufferin Recreation Complex – August 30, 2023

**Items for Information Purposes**

1. Ministry of Finance – 2024 Ontario Municipal Partnership Fund (OMPF)
2. Watson and Associates – Assessment of Bill 134 – Affordable Homes and Good Jobs Act
3. Upper Grand District School Board - Primrose ES Boundary Review
4. RJ Burnside and Associates - Drainage Superintendent Services

**Items for Council Action**

1. Family Transition Place – November is Woman Abuse Prevention Month
2. Report from Denise B. Holmes – Flag Raising/Half Staff Policy Amendment

**17. General Business**

1. Accounts
2. New/Other Business/Additions
  - 2.1. – Primrose Boundary Changes – Deputy Mayor McLean
  - 2.2. – Centre Dufferin Recreation Complex 1994 Agreement – Councillor Moore
  - 2.3. – Remembrance Day Services – Laying of Wreaths in Dundalk and Shelburne

**18. Delegations**

1. 5:30 p.m. – Town Hall Consulting - Rob Adams – Presentation on Strategic Planning

**19. Closed Session**

1. Items for Discussion:
  - 1.1 – 239(2)f) – Advice that is subject to Solicitor/Client privilege, including communications necessary for that purpose – Township of Melancthon ats Mercer – Email from Grant Ferguson, Township Solicitor
  - 1.2 – 239(2)(b) – Personal matters about identifiable individuals, including municipal or local board employees – Current By-law Enforcement Complaints – Update and Process
  - 1.3 – 239(2)(e) - Litigation or potential litigation, including matters before administrative tribunal affecting the local board – Mayor White
2. Approval of Draft Minutes – October 19<sup>th</sup>, 2023
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

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

**21. Notice of Motion**

**22. Confirmation By-law**

**23. Adjournment and Date of Next Meeting – Thursday, November 16<sup>th</sup>, 2023 at 5:00 p.m.**

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

<b>PROPERTY OWNER</b>	<b>PROPERTY DESCRIPTION</b>	<b>SIZE OF BUILDING</b>	<b>TYPE OF STRUCTURE</b>	<b>USE OF BUILDING</b>	<b>DOLLAR VALUE</b>	<b>D.C.'s</b>	<b>COMMENTS</b>
Beverly Currie	Lot 26, Pt Lot 25, Con 5 SW 721146 250 Sideroad	520m2 (5597sqft)	Farm Storage Building	Farm Implement & Dry Storage	\$150,000	No	With Planner for Review

## MEMORANDUM

**To:** Mayor White and Members of Council  
**Copy:** Ms. Denise B. Holmes, CAO  
**From:** Silva Yousif – Senior Planner  
**Date:** November 2, 2023  
**Re:** 476420 3rd Line Pre-Application Consultation Brief

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## BACKGROUND

An email inquiry was received by staff on July 14, 2023, regarding the above subject property. The applicant expressed a desire to improve the property, which currently operates as a seasonal trailer park in poor condition. The Ministry has identified environmental issues and outstanding items that need to be addressed. The applicant aims to bring the property up to the required standards and create an affordable four-season residential community.

The applicant was directed to submit a Pre-Consultation Application supported by the required documentation for further preliminary review and assessment. The Pre-Consultation Application was received with documents listed below:

- Pre-Consultation Application - 476420 3rd Line Chipwoods Park 08/08/2023
- 476420 3rd Line Melancthon Planning Justification Brief
- Applicable fees

During the meeting that was scheduled for October 23<sup>rd</sup>, the applicant shared additional details regarding the proposal, which are outlined below:

- Seeking a development approval for a land lease community (affordable housing)
- Permanent prefab slab-on-grade units.
- Sewage treatment system that would be assumed by the Township, or through a Responsibility Agreement between the Township and the Owner.

The proposal lacks sufficient details, such as the number of units proposed, road network, and a concept plan, leading staff to recommend the need for additional data to properly evaluate if the proposal meets planning requirements and policy tests.

## COMMENTS

Recent amendments introduced through the *More Homes Built Faster Act* presented exemptions to subdivision control and part-lot control under subsections 50 (3) and (5) of the Act, in connection with land lease community homes provided they obtain site plan control approval and the lease of land is for a period of between 21 and 49 years.

This proposal will need to undergo a local OPA, ZBA, and Site Plan, or Part Lot Control application in order to obtain the necessary development approvals, pending feasibility of servicing.

It is required that the applicant demonstrate compliance with all applicable policies and regulations for the site, in addition to proving the feasibility of servicing, through further studies and reports.

Below is the list of applicable policies and regulations that apply to the subject site:

### Local

Applicable Official Plan Designations:

Rural, Environmental Conservation

Applicable Zonings:

[General Agricultural](#), [Open Space Conservation](#),  
[Open Space Park](#), [Rural Commercial-2](#)

### County and Provincial

Rural Lands-Schedule B-Section 4.3;

Woodlands-Schedule E-Section 5.3.4;

Source Water Protection-Highly Vulnerable Aquifer-Schedule App.2-Section 5.4.2;

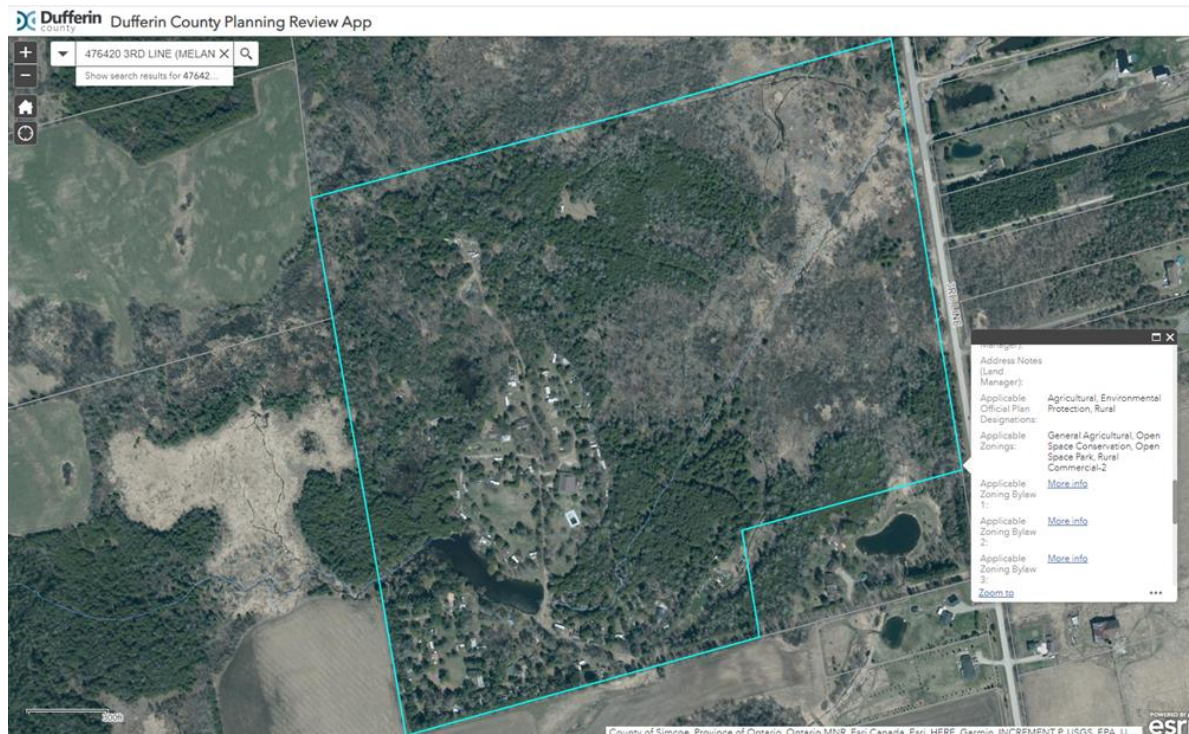
NVCA Regulation-Schedule E & App.1-Section 6.2.2;

Adjacent Woodlands-Schedule E-Section 5.3.9;

Watercourses-Waterbody-Schedule E-Section 5.3.8;

Watercourses-Rivers-Schedule E-Section 5.3.8;

Source Water Protection-NVCA Significant Groundwater Recharge Area-Schedule App.2-Section 5.4.2; Wildland Fire Hazards-Schedule App.3-Section 6.2.3



If Council concurs with the information of this memo, it is recommended that:

- This Staff memo be received;
- and That Council consider the servicing options as proposed to support this development;
- and That Staff direct applicant to provide additional data and further requirements for a complete application.

Respectfully Submitted by,

Silva Yousif, EIT, PMP,  
MCIP, RPP

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, June 20, 2023*

**Present:** Geoff Dunlop            Lindsay Wegener            Mikal Archer  
              Trish Field             Patricia Clark               Brad Metzger  
              Ruth Plowright

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

**Regrets:**            Sharon Martin

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The Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, June 20, 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 25-23     L. Wegener, B. Metzger**

Be it resolved that we approve the Agenda of the June 20, 2023, meeting.

**Carried**

**Motion 26-23     B. Metzger, L. Wegener**

Be it resolved that we approve the minutes of the board meeting dated May 16, 2023.

**Carried**

**Motion 27-23     P. Clark, B. Metzger**

Be it resolved that we approve the Accounts Payable Register for May, 2023, with invoices and payments in the amount of \$41,775.84.

**Carried**

CEO/ Head Librarian’s Report:

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

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

○ **Programming- Final report at end of Summer**

● **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 have booked already are “Scientists in Situ, Coding workshops

A special guest visited on Friday May 26/23 for StoryTime—Carolyn J. Morris with her ducklings. This is always a big hit for our little ones.

- **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:** Beanstalk Reading Challenge for Adults. We will offer small incentives for number of books read.
- **Archivist on the Road—Laura Camilleri**, will be at the library on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the Month commencing May 9, 2023
  - **Rose’s Book Club**—June 27, 2023 (4<sup>th</sup> Tuesday of the month)
  - **Tech Help**—will be available for the summer months as one of our Summer Students is offering appointments for Tech Help from Tuesday through Fridays every week until the end of August
  - **Book Sale** – to be held June 24 to June 30/23
- **New Events included:**
  - Membership Drive—Town Fitness will have a display to encourage use of Library resources for Health and Wellness
  - Ancestry Genealogy/Home Children – Laura Camilleri from MOD will be presenting two programs here at the Library
    - August 24<sup>th</sup>, Ancestry workshop
    - September 16<sup>th</sup>, Home Children of Dufferen
  - Jason George – August 27<sup>th</sup> – Wildlife Photography
  - CC&B – October 18<sup>th</sup>, Patrick Clark

## **Business**

- Review of Annual Draft Financial Report

### **Motion 28-23 M. Archer, R. Plowright**

Be it resolved that the Shelburne Public Library Board receive the draft financial statements for the year 2022, as prepared by R.B, Chartered Professional Accountants, as circulated.

**Carried**

- **Orangeville Public Library – Letter**

Ms Sheri Marks, Chair of Orangeville Public Library Board, sent a proposal for Shelburne Public Library Board to sign a joint letter of support, with the Caledon Dufferin Libraries, for a programming initiative as well as a proposal to coordinate services between the two library systems.

**Motion 29-23 L. Wegener, M. Archer**

Be it resolved that the Shelburne Public Library Board (after a thorough discussion) authorizes a response to Ms. Sherri Marks that the SPL does not wish to participate in a coordination of services of Dufferin Caledon Libraries and also not to sign the proposed Statement of Support, dated May, 2023.

**Carried**

**Motion 30 -23 R. Plowright, M. Archer**

That we now adjourn at 8:18 p.m., to meet again September 19, 2023, at 7 pm., or at call of the Chair.

**Carried**

***Shelburne Public Library Board Meeting***  
***Tuesday, October 17, 2023***  
***Meeting at 7:00 p.m.***

**AGENDA**

Board and staff members are reminded that a Conflict of Interest can arise with respect to any item of business on the Agenda. If there is a potential Conflict of Interest, the **affected** Board Member **must** declare the conflict to the Chairperson before any discussion of the matter begins.

Call to Order

- 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.”
- Approval of Agenda of October 17, 2023, meeting
- Approval of Minutes of June 20, 2023, meeting
- Business Arising from minutes, if any
- Financial Report
  - Accounts Payable—June, 2023, July, 2023, August, 2023, and September, 2023
  - Year to Date Actual—June, 2023, July 2023, August, 2023, and September, 2023
- Librarian’s Reports
  - Statistics for June, July, August, and September. 2023
  - Events in June, July, August, and September, 2023
  - **Summer Events**
    - Tech Help available Tuesdays to Fridays throughout the summer
    - Sat, June 24/23, 11 am to 4 pm - Multicultural Day @ MOD
    - Tues, June 27/23, July 25, 2023, and August 22, 2023 @2 pm – Rose’s Book Club
    - Summer Reading Challenges on Beanstack for adults and children
    - Archivist on the Road – 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of the month
    - TD Summer Reading Program for children
    - Wildlife Talk & Safari Tour with Jason George on Aug. 27, 2023
    - Library Card Sign-up & Renewal Month – September, 2023
    - The Home Children of Dufferin – Sat. Sept, 16, 2023, presented by MOD
    - International Ploughing Match (IPM) – September 19-23/23
  - **Upcoming Events**
    - Ontario Public Library Week – October 16-20, 2023
    - Archivist on the Road—continues on 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of each month
    - Patrick Clark— 7 pm October 18/23, Coffee, Conversation & Books
- Business
  - Review/Marketing Analysis of SPL Payroll Grid
  - Working Budget Review
- Next Meeting—Tuesday, November 21, 2023, at 7 pm. or at call of the Chair.

NOV 2 2023

BD COMM 2



## **SHELBURNE & DISTRICT FIRE BOARD**

July 4, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held in person at the Shelburne Public Library on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

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

1.1 Chair, Shane Hall, called the meeting to order at 7:00 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**

**Resolution # 1**

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The following item be added to the agenda:

9.2 Discussion on Business License By-Laws

3. **Approval of Agenda**

3.1 **Resolution # 2**

Moved by E. Hawkins – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as amended.

**Carried**

4. **Approval of Minutes**

4.1 **Resolution # 3**

Moved by B. Neilson – Seconded by D. White

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of June 6, 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 No delegations present.

9. **New Business**

9.1 **Review COVID 19 Vaccine Policy 2021-1**

**Resolution # 4**

Moved by F. Nix – Seconded by B. Neilson

BE IT RESOLVED THAT:

THE Shelburne and District Fire Department COVID 19 Vaccine Policy be suspended.

**Carried**

9.2 **Discussion on Business License By-Laws**

The Board directed the Chief and Board Secretary to draft a by-law and bring it back to the Board.

The Chief advised that he would like to do a review of the fees for service by-law as well.

10. **Chief's Report**

10.1 **Monthly Reports (June 2023)**

There was a total of 37 incidents and approximately 266 staff hours for the month of June.

10.2 **Update from the Fire Chief (June 2023)**

Firefighters attended Melancthon Day and were the Winners of the First Responders Challenge

The Chief attended the Dufferin County Chief's meeting and a Workplace Investigation meeting. The Chief applied for 2 Enbridge/Fire Marshal's Council grants.

11. **Future Business:**

11.1 Nothing at this time.

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

12.1 **Resolution # 5**

Moved by E Hawkins – Seconded by G. Little

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$14,516.36 for the period of June 2, 2023 to June 29, 2023 as presented and attached be approved for payment.

**Carried**

8. **Unfinished Business**

8.1 **Closed Session**

**Resolution # 6**

Moved by G. Little – Seconded by M. Davie

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board do now go “in camera” to discuss the following: litigation or potential litigation, including matters before administrative tribunals, affecting a municipality or local board.

**Carried**

**Resolution # 7**

Moved by G. Little – Seconded by E. Hawkins

**BE IT RESOLVED THAT:**

We do now rise and report progress at 7:36 p.m.

**Carried**

HR Committee provided an update to the Board.

13. **Confirming and Adjournment**

13.1 **Resolution # 8**

Moved by W. Mills – Seconded by M. Davie

**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 # 9**

Moved by F. Nix – Seconded by E. Hawkins

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 7:38 pm to meet again on September 5, 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 July 4, 2023
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Municipality / Member	Present	Absent
<b>Township of Amaranth</b>		
Brad Metzger	X	
Gail Little	X	
<b>Town of Mono</b>		
Melinda Davie	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Darren White	X	
Bill Neilson	X	
<b>Town of Shelburne</b>		
Wade Mills	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner		X
<b>Staff</b>		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	



## **SHELburne & DISTRICT FIRE BOARD**

September 5, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held in person at the Shelburne and District Fire Department on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

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

1.1 Chair, Shane Hall, called the 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 F. Nix – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by W. Mills – Seconded by B. Neilson

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of July 4, 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 No delegations present.

8. **Unfinished Business**

8.1 **Closed Session**

**Resolution # 3**

Moved by J. Horner – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following: litigation or potential litigation, including matters before administrative tribunals, affecting a municipality or local board.

**Carried**

**Resolution # 4**

Moved by F. Nix – Seconded by M. Davie

BE IT RESOLVED THAT:

We do now rise and report progress at 7:36 p.m.

**Carried**

HR Committee provided an update to the Board.

9. **New Business**

9.1 **Town of Shelburne 2024 Budget Schedule**

**Resolution # 5**

Moved by M. Davie – Seconded by E. Hawkins

BE IT RESOLVED THAT:

THE Shelburne & District Fire Department Joint Board of Management receives the Town of Shelburne’s 2024 Budget Schedule.

**Carried**

9.2 **2024 Draft Operating & Capital Budgets**

The Board discussed briefly.

10. **Chief's Report**

10.1 **Monthly Reports (July & August 2023)**

There was a total of 37 incidents and approximately 282 staff hours for the month of July.

There was a total of 28 incidents and approximately 253 staff hours for the month of August.

10.2 **Update from the Fire Chief (July & August 2023)**

Recruits started their training schedule, 5 recruits are now responding as observers. We took possession of the new Rescue 26 and are preparing it for service.

11. **Future Business:**

11.1 Nothing at this time.

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

12.1 **Resolution # 6**

Moved by F. Nix – Seconded by G. Little

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$496,458.51 for the period of June 30, 2023 to August 31, 2023 as presented and attached be approved for payment.

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 7**

Moved by B. Neilson – Seconded by J. Horner

**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 # 8**

Moved by W. Mills – Seconded by B. Metzger

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:35 pm to meet again on October 3, 2023 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

Shane Hall  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of September 5, 2023

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

**CENTRE DUFFERIN RECREATION COMPLEX**  
**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held August 30, 2023 at 6:00pm in person**

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

Absent: C. Gerrits, S. Hall and D. Sample

Meeting called to order by Board Chair, Melinda Davie at 6:00pm.  
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.

**Agenda:**

**MOTION #1** – Moved by D. White seconded by R. Stinson. Be it resolved we approve the agenda dated August 30, 2023 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meetings June 28, 2023 and July 25, 2023:**

**MOTION #2** – Moved by R. Stinson seconded by R. Moore. That the minutes of the CDRC Board of Management regular board meetings held on June 28, 2023 and the special board meeting held on July 25, 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 D. White seconded by A. Stirk. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$170,301.45 as presented by the Facility Administration Manager. Carried



The Finance Committee met July 26, 2023 and is scheduled to meet again on September 13, 2023 to review the CDRC 2024 Draft Budget.

**Revision to 2022 Financial Statements:**

Received information from Town of Shelburne on legislation requirement that are to take effect July 2024 regarding asset management plan reporting. The auditors (RLB) recommend a revision to the 2022 financial statements. Board discussion felt further clarification is required. Board moved to table discussion until the next board meeting.

D. White leaves at 6:30pm

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

See Schedule A

See Schedule B

**MOTION #5** – Moved by R. Moore seconded by R. Stinson. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

**Old Business:**

**Orangeville Food Bank Pop-up Produce Market Extention:**

The Orangeville Food Bank (OFB) has been operating weekly since August 9<sup>th</sup> and they would like to continue indoors through fall/winter. Staff have no issues allowing setup in the front foyer. After discussion the following motion was presented.

**MOTION #6** – Moved by A. Stirk seconded by R. Moore. Be it resolved that the CDRC Board of Management allow the Orangeville Food Bank to use the CDRC indoor space throughout October, November and December 2023 for a pop-up produce market at no cost. The space and schedule for the pop-up market must be approved by CDRC staff and proof of liability insurance and permits must be provided by Orangeville Food Bank. Staff will report to the Board at the November meeting that will determine if a winter indoor market will be considered. Carried

**New Business:**

**Diabetes Canada Donation Bin:**

Diabetes Canada is requesting the CDRC to host a donation bin. Board moved to table discussion until the next board meeting.

**Confirmation by By-law:**

**MOTION #7** – Moved by R. Stinson seconded by A. Stirk. Be it resolved that leave be given for the reading and enacting of by-law #08-2023 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held August 30, 2023. Carried

**Adjournment:**

**MOTION #8-** Moved by R. Stinson seconded by A. Stirk. That we now adjourn at 7:06pm to meet again on Wednesday, September 27, 2023 at 6:00pm or at the call of the chair. Finance Committee to meet on Wednesday, September 13, 2023 at 6:00pm. Carried

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

Facility Administration Managers Report – August 30, 2023

**General Overview/Information:**

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Biweekly payroll: set up and processing for 48-49 staff
- Completed and submitted seven (7) Canada Summer Jobs (CSJ) Employer and Employee Declarations in early July.
- Ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins.
  - o New weekly floor rental – Celtic dancing thru July and August. Interested in fall/winter room rental
  - o September rentals: 2-skating party pkg and 2-T&C room
  - o Party Rockers rentals: 10-dates scheduled Sept through June

- Below is a snapshot of facility rentals

Week	Floor Renal Hrs	Event/Room Oth Rentals	
Week: June 5-11	21.5	7	
Week: June 12-18	23.5	10	
Week: June 19-25	20.5	9	
Week: June 26-July 2	8.5	3	
Week: July 3-9	6	4	
Week: July 10-16	22	3	
Week: July 17-23	14	3	
Week: July 24-30	10	3	
Week: July 31-Aug 6	7	0	
Week: Aug 7-13	3	5	
Week: Aug 14-20	2	4	
Week: Aug 21-27	1	5	
Week: Aug 28-Sept 3	0	0	

- Month end rental invoicing, 3<sup>rd</sup> quarter municipal invoices and DCCS-subsidy July submission
- Post accounts payables and process vendor payments
- Arena wall advertising: received 3-new wall signs
- Rink board advertising: communication w/SMHA regarding 1-new rink board
- Prepared and distributed job posting for pt/seasonal arena operator and youth attendant positions
- Prepared and sent responses to Lesson Up and IPM
- Communicating with all seasonal ice user groups (13) and potential new rentals to establish season ice schedules
- Preparation of 2024 draft budget
- Attended meeting on August 8<sup>th</sup> with RLB regarding changes to the CDRC 2022 financial statements
- To-do's: Compete CSJ payment claim report and survey, DCCS (subsidy) August submission, Concession booth job posting

**Old Business:**

- Orangeville Food Bank (OFB) pop-up produce market operates weekly on Wednesdays from 3-7pm, started August 9<sup>th</sup>. They want to operate outside as long as possible and would like the opportunity to operate indoors once it's too cold. Staff have no issues allowing set up in the front foyer.

**New Business:**

- Received a request from Orangeville Vikings (ORHL) for a seasonal ice rental
- Received a request from TR's Lacrosse Camp 14-days throughout July 2024

Kim Fraser  
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis  
 To: CDRC Board of Management  
 Date: Wednesday August 30, 2023  
 Subject: Recreation Program Coordinator Report

**July/August Overview**

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquires.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media.

**CDRC Summer Programs**

- The **CDRC Summer Day Camp** wraps up on Thursday August 31, 2023 and **Outdoor Pool** is scheduled to close on Friday September 1, 2023. A season end Report will be submitted following the wrap up of our summer season.
- Our last sponsored public swim was held on Friday August 25, 2023 from 2:30-4:30pm. This swim was sponsored by Wightman.
- Below is a snapshot of our camp registration.

Program Name	Participants Enrolled (May)	Participants enrolled (as of June 26)	Total Registration
CDRC Junior Leaders	15/20	16/20	19 campers
Leaders in Training	3/20	7/20	10 campers
Junior Lifeguard Camp (1)	11/20	11/20	20 campers
Junior Lifeguard Camp (2)	19/20	19/20	17 campers
Week 1: Fun in the Sun	60/60 FULL	63/63 (increased #'s)	64 campers
Week 2: Safari Season	60/60 FULL	65/65 (increased #'s)	64 campers
Week 3: Totally Tropical	60/60 FULL	61/61 (increased #'s)	63 campers
Week 4: Getcha Game On	60/60 FULL	62/62 (increased #'s)	61 campers
Week 5: Superhero Academy	58/60	58/60	58 campers
Week 6: Craft and Create	60/60 FULL	60/60	62 campers
Week 7: CDRC's Got Talent	60/60 FULL	59/60	58 campers
Week 8: Wacky Water Week	60/60 FULL	59/60	60 campers
Week 9: Mystery Week	30/30 FULL	29/30	35 campers

Below is a snapshot of our pool program registrations.

Swim Program	2022	2023
June Swim Lessons	65	73
Session 1 (Total enrolled)	213	174
Session 2 (total enrolled)	184	190
Session 3 (Total enrolled)	186	166
Session 4 (Total enrolled)	174	175
Bronze Star	10	9
Bronze Medallion	14	18
Bronze Cross	15	15
Adult Lessons		17
Teen Swim Lessons		9

**Summer Administrative Tasks**

- Swimming Programs
  - Creating session schedules for each instructor, preparing worksheets for each scheduled lesson.
  - Cross-reference Active Net information for schedules and instructor work sheets.
  - Preparation and execution of swimmer progress cards.
  - Assisting with tracking of refund requests and submitting information to the Facility Administration Manager to complete the refund.
  - Assisting with registrations over the phone and in person as well as trouble shooting problems registrants run into.
- Summer Day Camp
  - Assisting the Head Camp counsellors with final look overview program documents including group lists, break schedules and day plans, printing of any resources.
  - Communication with the County of Dufferin regarding Childcare Subsidy for our day camp program, completing and processing all approved registrations through Active Net.
  - Assisting with circulation of parent information package prior to the start of camp and collecting information on our emergency management software Epat.
  - Assisting with camper sign in and sign out when necessary.
- Answering daily email and phone inquiries.
- End of summer season report and staff evaluations.

**Fall/Winter Activities**

- Preparing for fall/winter recreational activities.
- Inquiry with summer staff who are interested in assisting throughout the year with the operations of programs and drop-in programs.
- Public Skating is returning to the CDRC on Sundays from 1:00-2:00pm. We are looking to have it sponsored on occasion and if it is not sponsored, it will be \$4.00 per person.
- Fall and Winter Babysitting courses are scheduled for Saturday October 14, 2023 and Friday December 29, 2023.
- PA Day Camp is scheduled for Monday September 18 and Friday November 24, 2023.
- Building registration on Active Net for programs that are open including PA Day Camps and Babysitting Courses.



**Minister of Finance | Ministre des Finances**  
**PETER BETHLENFALVY**

October 20, 2023

Dear Head of Council:

I am writing to provide details on the 2024 Ontario Municipal Partnership Fund (OMPF).

During this heightened period of economic uncertainty, municipalities need predictability during their annual budget planning. To help provide that predictability, Ontario is announcing the 2024 OMPF allocations now and maintaining the overall structure of the \$500 million program.

The program will continue to be responsive to changing circumstances of individual municipalities through annual data updates and related adjustments. As in prior years, transitional assistance will ensure that in 2024 municipalities in northern Ontario receive at least 90 per cent of their 2023 OMPF allocation while municipalities in southern Ontario receive at least 85 per cent.

Maintaining a close relationship with our municipal partners remains critical as we continue to work together to build a Strong Ontario. That is why our government has continued to increase support for municipalities through the doubling of the Ontario Community Infrastructure Fund (OCIF) and the introduction of the Northern Ontario Resource Development Support (NORDS). We also recently introduced the Building Faster Fund, which will provide up to \$1.2 billion over three years for municipalities that meet or exceed their housing targets, with a portion allocated to small, rural and northern communities to address their unique needs. Our government also announced that we will restore provincial annual base funding for public health units starting in 2024.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2024 OMPF allocation. Supporting materials are also available on the ministry's web site at [ontario.ca/document/2024-ontario-municipal-partnership-fund](https://ontario.ca/document/2024-ontario-municipal-partnership-fund).

.../cont'd

I look forward to our continued collaboration as we move forward with building a strong future for our province.

Sincerely,

*Original signed by*

Peter Bethlenfalvy  
Minister of Finance

c. c. The Honourable Paul Calandra, Minister of Municipal Affairs and Housing



**Ministry of Finance**  
Provincial-Local Finance  
Division  
Frost Building North  
95 Grosvenor Street  
Toronto, ON M7A 1Y7

**Ministère des Finances**  
Division des relations provinciales  
municipales en matière de finances  
Édifice Frost Nord  
95 rue Grosvenor  
Toronto, ON M7A 1Y7



October 20, 2023

Dear Treasurer/Clerk-Treasurer:

In the October 20 letter to Heads of Council, the Minister of Finance announced the 2024 Ontario Municipal Partnership Fund (OMPF) municipal allocations. This letter provides additional information regarding your municipality's 2024 OMPF allocation.

## 2024 OMPF

For 2024, the government is maintaining the overall structure of the \$500 million OMPF, while ensuring that the program continues to be responsive to municipal circumstances. This means the core grant components of the program and Transitional Assistance will provide support as outlined below:

- The **Assessment Equalization Grant component** will provide \$149 million to support municipalities with limited property assessment.
- The **Rural Communities Grant component** will provide \$155 million in recognition of the challenges of rural municipalities, including rural farming communities.
- The **Northern Communities Grant component** will provide \$90 million in recognition of the challenges of northern municipalities.
- The **Northern and Rural Fiscal Circumstances Grant component** will provide \$94 million to support northern and rural municipalities with the more challenging fiscal circumstances.
- Consistent with prior years, **Transitional Assistance** will ensure that municipalities in southern Ontario receive at least 85 per cent of their 2023 OMPF allocation.

Additional 2024 OMPF information is available in the following supporting materials.

## **2024 OMPF – SUPPORTING MATERIAL**

To assist municipalities in understanding the OMPF and their individual 2024 allocations, the Ministry of Finance provides detailed and customized supporting documentation:

- A.** 2024 OMPF Allocation Notice and Inserts
- B.** 2024 OMPF Technical Guide
- C.** Municipal Workbooks

### ***A. 2024 OMPF Allocation Notice and Inserts***

The *OMPF Allocation Notice and Inserts* outline individual municipal OMPF allocations by grant component, and also provide a summary of 2024 key data inputs. A municipality's 2024 allocation is noted on line A.

As the total of your municipality's 2024 OMPF grant components exceeds the guaranteed minimum level of support, your municipality does not require Transitional Assistance for 2024. Supporting details are provided in the enclosed *2024 Transitional Assistance Calculation Insert*.

### ***B. 2024 OMPF Technical Guide***

The *2024 OMPF Technical Guide* provides information with respect to individual grant thresholds, parameters and data sources.

### ***C. 2024 Municipal Workbooks***

The *2024 OMPF Workbook and the 2024 Northern and Rural Municipal Fiscal Circumstances Index (MFCI) Workbook* (if applicable) provide detailed calculations of the 2024 OMPF grant components, the determination of the Northern and Rural MFCI, and outline all underlying data elements.

These workbooks will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The *2024 OMPF Technical Guide*, as well as municipal allocations, are also available electronically on the Ministry's website:

<https://www.ontario.ca/document/2024-ontario-municipal-partnership-fund>

## 2024 PAYMENT SCHEDULE

The *2024 Cash Flow Notice* identifies your municipality's quarterly payment schedule. Payments will be processed at the end of January, April, July, and October 2024. As outlined in the following section, OMPF payments are subject to holdback for municipalities that do not comply with applicable reporting requirements.

## 2024 REPORTING OBLIGATIONS

As you know, OMPF payments are subject to compliance with the program's reporting obligations.

Specifically, municipalities are required to submit Financial Information Returns (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) and tax-rate bylaws through the Online Property Tax Analysis (OPTA) system or to MMAH as outlined in the following schedule:

<b>2024 OMPF Reporting Obligations</b>	2023 FIRs	By May 31, 2024
	2024 tax-rates	By August 31, 2024

Payments for municipalities that do not meet their 2024 reporting obligations will be subject to holdback, beginning with the 2024 fourth quarterly payment, until these documents have been filed.

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca).

In closing, we would like to thank you for your ongoing partnership. We look forward to continuing to work with you on the OMPF.

Sincerely,



Ian Freeman  
Assistant Deputy Minister  
Provincial-Local Finance Division

- c. Caspar Hall  
Assistant Deputy Minister  
Local Government Division  
Ministry of Municipal Affairs and Housing

Hannah Evans  
Assistant Deputy Minister  
Municipal Services Division  
Ministry of Municipal Affairs and Housing

**2024 Allocation Notice****Township of Melancthon**

2219

County of Dufferin

The Township of Melancthon will receive \$168,900 through the OMPF in 2024, which is equivalent to \$142 per household.

<b>A Total 2024 OMPF</b>	<b>\$168,900</b>
--------------------------	------------------

1. Assessment Equalization Grant Component	-
2. Northern Communities Grant Component	-
3. Rural Communities Grant Component	\$157,000
4. Northern and Rural Fiscal Circumstances Grant Component	\$11,900
5. Transitional Assistance	-

**B Key OMPF Data Inputs**

1. Households	1,189
2. Total Weighted Assessment per Household	\$508,662
3. Rural and Small Community Measure (RSCM)	100.0%
4. Farm Area Measure (FAM)	n/a
5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	1.0
6. 2024 Guaranteed Level of Support	85.0%
7. 2023 OMPF	\$175,300

Note: See line item descriptions on the following page.

**2024 Allocation Notice****Township of Melancthon**

2219

County of Dufferin

**2024 OMPF Allocation Notice - Line Item Descriptions**

<b>A</b>	Sum of 2024 OMPF grant components and Transitional Assistance, which are described in the 2024 OMPF Technical Guide. This document can be accessed at: <a href="https://www.ontario.ca/document/2024-ontario-municipal-partnership-fund/technical-guide">https://www.ontario.ca/document/2024-ontario-municipal-partnership-fund/technical-guide</a> .
<b>A5</b>	If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
<b>B1</b>	Based on the 2023 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.
<b>B2</b>	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
<b>B3</b>	Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2024 OMPF Technical Guide, Appendix A.
<b>B4</b>	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2024 OMPF Technical Guide, Appendix B.
<b>B5</b>	Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCl Insert, and the 2024 OMPF Technical Guide, Appendix D.
<b>B6</b>	Represents the guaranteed level of support the municipality will receive through the 2024 OMPF. For additional information, see the 2024 OMPF Technical Guide.
<b>B7</b>	Line A of 2023 OMPF Allocation Notice.

*Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.*

**2024 Transitional Assistance Calculation Insert**

**Township of Melancthon**

2219

County of Dufferin

<b>A 2024 OMPF Transitional Assistance (Line B2 - Line B1, if positive)</b>	<b>n/a</b>
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*As the municipality's 2024 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.*

<b>B Supporting Details</b>
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<b>1. Sum of 2024 OMPF Grant Components (excluding Transitional Assistance)</b>	<b>\$168,900</b>
<b>2. 2024 Guaranteed Support (Line B2a x Line B2b)</b>	<b>\$149,100</b>
a. 2023 OMPF	\$175,300
b. 2024 Guaranteed Level of Support	85.0%

*Note: See line item descriptions on the following page.*

**2024 Transitional Assistance Calculation Insert****Township of Melancthon**

2219

County of Dufferin

**2024 Transitional Assistance Calculation Insert - Line Item Descriptions**

**A** Transitional Assistance ensures that in 2024, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2023. The Township of Melancthon's 2024 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.

**B1** Sum of the following 2024 OMPF grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.

**B2** Guaranteed amount of funding through the 2024 OMPF.

**B2a** Line A of 2023 OMPF Allocation Notice.

**B2b** Represents the guaranteed level of support the municipality will receive through the 2024 OMPF. For additional information, see the 2024 OMPF Technical Guide.

*Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.*



## 2024 Northern and Rural Municipal Fiscal Circumstances Index

## Township of Melancthon

2219

County of Dufferin

**A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)****1.0**

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

**B Northern and Rural MFCI - Indicators**

<b>Primary Indicators</b>	Township of Melancthon	<i>Northern and Rural Median</i>
1. Weighted Assessment per Household	\$508,662	\$290,000
2. Median Household Income	\$100,000	\$82,000
<b>Secondary Indicators</b>		
3. Average Annual Change in Assessment (New Construction)	1.9%	1.2%
4. Employment Rate	65.0%	53.0%
5. Ratio of Working Age to Dependent Population	193.4%	152.0%
6. Per cent of Population Above Low-Income Threshold	89.5%	88.0%

*Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.*

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2024 OMPF Technical Guide, as well as in the customized 2024 Northern and Rural MFCI Workbook.

*Note: See line item descriptions on the following page.*

**2024 Northern and Rural Municipal Fiscal Circumstances Index****Township of Melancthon**

2219

County of Dufferin

**2024 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions**

<b>A</b>	The municipality's 2024 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2024 Northern and Rural MFCI Workbook.
<b>B1</b>	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
<b>B2</b>	Statistics Canada's measure of median income for all private households in 2020.
<b>B3</b>	Measures the five-year (2018 - 2023) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
<b>B4</b>	Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
<b>B5</b>	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
<b>B6</b>	Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

# Ontario Municipal Partnership Fund (OMPF) 2024 Cash Flow Notice



Township of Melancthon  
County of Dufferin

2219

<b>A</b>	<b>Total 2024 OMPF (2024 Allocation Notice, Line A)</b>	<i>See Note below</i>	<b>\$168,900</b>
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<b>B</b>	<b>2024 OMPF Quarterly Payments Schedule</b>		<b>\$168,900</b>
1.	2024 OMPF First Quarter Payment	<i>Scheduled for January 2024</i>	\$42,225
2.	2024 OMPF Second Quarter Payment	<i>Scheduled for April 2024</i>	\$42,225
3.	2024 OMPF Third Quarter Payment	<i>Scheduled for July 2024</i>	\$42,225
4.	2024 OMPF Fourth Quarter Payment	<i>Scheduled for October 2024</i>	\$42,225

**Note:** Your municipality's 2024 OMPF allocation is identified on Line A of your 2024 OMPF Allocation Notice. Please refer to the enclosed correspondence for further details.

**Ontario Municipal Partnership Fund (OMPF)**  
**2024 Cash Flow Notice**



**Township of Melancthon**  
**County of Dufferin**

2219

**2024 Cash Flow Notice - Line Item Descriptions**

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A Total 2024 OMPF allocation. See 2024 OMPF Allocation Notice, Line A.

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B1 - B4 Scheduled quarterly payments in respect of the 2024 OMPF allocation. Fourth quarter payment will be subject to holdback pending submission of all 2024 and any outstanding OMPF reporting requirements. Please refer to the Reporting Obligations section of the 2024 OMPF Technical Guide.

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## Denise Holmes

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**From:** Watson & Associates Economists Ltd. <info@watsonecon.ca>  
**Sent:** Monday, October 23, 2023 5:51 PM  
**Subject:** Assessment of Bill 134 (Affordable Homes and Good Jobs Act)  
**Attachments:** Assessment of Bill 134 - Affordable Homes and Good Jobs Act.pdf

Good afternoon,

We are writing to inform you of proposed changes to the *Development Charges Act* and the *Planning Act*, introduced through Bill 134 (*Affordable Homes and Good Jobs Act, 2023*). Bill 134 proposes to amend the definition of an “affordable residential unit” for the purpose of exempting such developments from the payment of development charges, community benefits charges, and parkland dedication.

The attached letter provides a summary of the proposed changes along with our commentary on the matter. We will also be submitting this commentary in a formal response to the Province and intend to present to the Standing Committee on Heritage, Infrastructure and Cultural Policy.

Upon receiving this, if you have any questions regarding Bill 134, we would be pleased to discuss them with you further at your convenience.

Best regards,  
Watson & Associates Economists Ltd.

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***If you no longer wish to receive municipal finance related information from Watson & Associates Economists Ltd., please reply to this email with the subject line UNSUBSCRIBE.***

### **Watson & Associates Economists Ltd.**

2233 Argentia Rd.  
Suite 301  
Mississauga, Ontario  
L5N 2X7

Office: 905-272-3600  
Fax: 905-272-3602  
www.watsonecon.ca



October 23, 2023

To Our Municipal Clients:

Re: Assessment of Bill 134, *Affordable Homes and Good Jobs Act, 2023*

On behalf of our many municipal clients, we are writing to inform you of the Ontario Legislature's proposed changes to the *Development Charges Act* (D.C.A.) and the *Planning Act*, under Bill 134 (*Affordable Homes and Good Jobs Act*). These proposed changes are with respect to the definition of an "affordable residential unit" for the purpose of exempting such developments from the payment of development charges (D.C.), community benefits charges (C.B.C.) and parkland dedication. The following comments will be included in our formal response to the Province, which we also intend to present to the Standing Committee on Heritage, Infrastructure and Cultural Policy (Standing Committee) on November 15/16, 2023.

## 1. Introduction

The exemptions for affordable residential units were included in the *More Homes Built Faster Act* (Bill 23), enacted by the Province on November 28, 2022. Under this legislation, affordable residential units were defined within subsection 4.1 of the D.C.A. and exemptions for D.C., C.B.C. and parkland dedication were provided in respect of this definition. While the legislation was enacted in November 2022, the ability for municipalities to implement the exemptions required the Minister of Municipal Affairs and Housing to publish an "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin." This bulletin would inform average market rent and purchase price to be used in determining which developments qualify as affordable residential units. At the time of writing, this bulletin had not been published by the Minister.

The proposed legislation was posted to the Environmental Registry of Ontario on September 28, 2023 (ERO 019-7669). The 30-day comment period closes on October 28, 2023. Bill 134 has received Second Reading in the legislature (October 4, 2023) and has been ordered referred to the Standing Committee.

## 2. Proposed Amendments to the D.C.A.

The definition proposed under Bill 134 modifies the affordable residential unit definition by:

- introducing an income-based test for affordable rent and purchase price; and
- increasing the threshold for the market test of affordable rent and purchase price.



The proposed amendment would provide the exemption based on the lesser of the two measures. Moreover, the rules in subsection 4.1 of the D.C.A. are unchanged with respect to:

- the tenant and purchaser transacting the affordable unit being at arm’s length;
- the intent of maintaining the affordable residential unit definition for a 25-year period, requiring an agreement with the municipality (which may be registered on title); and
- exemptions for attainable residential units and associated rules (requiring further regulations).

The following table provides a comparison of the current definitions within the D.C.A. and those being proposed in Bill 134 (underlining added for emphasis).

Item	D.C.A. Definition	Bill 134 Definition
Affordable residential unit rented (subsection 4.1 (2), para. 1)	The rent is no greater than <u>80 per cent of the average market rent</u> , as determined in accordance with subsection (5).	The rent is no greater than <u>the lesser of</u> , i. the <u>income-based affordable rent</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and ii. the <u>average market rent</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market rent/rent based on income (subsection 4.1 (5)) for the purposes of subsection 4.1 (2), para. 1	the <u>average market rent for the year in which the residential unit is occupied by a tenant</u> , as identified in the bulletin entitled the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin.”	The Minister of Municipal Affairs and Housing shall, (a) determine the <u>income of a household</u> that, in the Minister’s opinion, is <u>at the 60<sup>th</sup> percentile of gross annual incomes for renter households in the applicable local municipality</u> ; and (b) identify the <u>rent</u> that, in the Minister’s opinion, is <u>equal to 30 per cent of the income of the household</u> referred to in clause (a).



Item	D.C.A. Definition	Bill 134 Definition
Affordable residential unit ownership (subsection 4.1 (3), para. 1)	The price of the residential unit is no greater than <u>80 per cent of the average purchase price</u> , as determined in accordance with subsection (6).	The price of the residential unit is no greater than <u>the lesser of</u> , i. the <u>income-based affordable purchase price</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and ii. <u>90 per cent of the average purchase price</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market purchase price/purchase price based on income (subsection 4.1 (6)) for the purposes of subsection 4.1 (3), para. 1	the <u>average purchase price for the year in which the residential unit is sold</u> , as identified in the bulletin entitled the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin,” as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario.	the Minister of Municipal Affairs and Housing shall, (a) determine the <u>income of a household</u> that, in the Minister’s opinion, is at the <u>60<sup>th</sup> percentile of gross annual incomes for households in the applicable local municipality</u> ; and (b) identify the <u>purchase price</u> that, in the Minister’s opinion, <u>would result in annual accommodation costs equal to 30 per cent of the income of the household</u> referred to in clause (a)

### 3. Illustration of the Proposed Amendment

The proposed definition of an affordable residential unit is generally consistent with the 2020 Provincial Policy Statement (P.P.S.) and considers both income-based and market-price approaches to derive an affordable housing definition for both rental and ownership housing units. This is in contrast to the current D.C.A. definition implemented through Bill 23, which is solely based on the market-price approach.





The following provides an illustrative example of the two approaches and how the application of the affordable residential unit definitions would differ for rental and ownership housing. This example uses 2022 data for the Kingston regional market area. Note, this example is meant to be illustrative and uses data from the P.P.S. Housing Tables. The source of data to be used by the Province for the Affordable Residential Units bulletin, and the level of data disaggregation (by geography and unit type) has not yet been specified.

We have also provided, in an appendix, the P.P.S. Housing Tables for 2022 that may be of assistance to you in undertaking a similar analysis. The information in the appendix includes household income data for all households and renter households, as well as average resale house prices and rents.

### 3.1 Rental Housing Example

Applying the proposed affordable residential unit definition under Bill 134 for the Kingston regional market area:

- The average annual household income for renter households in the 60<sup>th</sup> percentile in 2022 was \$68,900.
- 30% of this annual household income is \$20,670 or \$1,720 per month.
- The average market rent is \$1,390 per month.
- 80% of the average market rent is \$1,120 per month.
- Under the proposed definition, affordable residential units with a rental rate of \$1,390 per month or less would be exempt from D.C.s. This rental threshold is 25% (or \$278/month) higher than the current D.C.A. definition, which would establish this rental threshold at \$1,112 per month.

#### Proposed Bill 134 D.C.A. Definition (October 2023)

##### Lesser of a) or b) of the following

a) the income-based affordable rent based on 60 <sup>th</sup> percentile average household income \$68,900.	\$1,720 (1)
b) average market rent identified for the residential unit.	\$1,390 (2)
<b>Affordable Rental Unit (max. rent)</b>	<b>\$1,390</b>

#### Current D.C.A. Definition (More Homes Built Faster Act)

Where rent is no more than 80% of the average market rent	\$1,112 (2)
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<b>Affordable Rental Unit (max. rent)</b>	<b>\$1,112</b>
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Notes:

(1) Provincial Policy Statement Housing Table - Table 3: Renter Household Incomes and Affordable Rents, 2022

(2) Provincial Policy Statement Housing Table - Table 4. Average Rent by Bedroom Count



### 3.2 Ownership Housing Example

Applying the proposed affordable residential unit definition under Bill 134 for the Kingston regional market area:

- The average annual household income for all households in the 60<sup>th</sup> percentile in 2022 was \$108,300.
- Annual accommodation costs equal to 30% of this annual household income (\$108,300 x 0.3 /12 = \$2,708) represent the carrying cost per month derived from typical monthly mortgage costs, property taxes, and mortgage insurance costs.<sup>[1]</sup> This calculation equates to a purchase price of \$372,500.
- 90% of the average purchase price is \$523,500 (based on an average resale house price of \$581,700).
- 80% of the average purchase price is \$465,360.
- Under the proposed definition, affordable residential units purchased at \$372,500 or less would be exempt from D.C.s. This purchase price threshold is approximately 20% (or \$92,860) lower than under the current D.C.A. definition, which would establish the purchase price at \$465,360.

#### Proposed Bill 134 D.C.A. Definition (October 2023)

##### Lesser of a) or b) of the following

a) the income-based affordable purchase price based on 60 <sup>th</sup> income percentile household income of \$108,300.	\$372,500 (1)
b) 90% of the average purchase price.	\$523,500 (2)
<b>Affordable Ownership Unit (max. purchase price)</b>	<b>\$372,500</b>

#### Current D.C.A. Definition (More Homes Built Faster Act)

Where the price of the unit is no more than 80% of the average purchase price.	\$465,360 (2)
<b>Affordable Ownership Unit (max. purchase price)</b>	<b>\$465,360</b>

Notes:

(1) Provincial Policy Statement Housing Table - Table 1: All Households Incomes and Affordable House Prices, 2022

(2) Provincial Policy Statement Housing Table - Table 2: Average Resale House Price and 10% Below Average Resale Price, 2022

## 4. Comments on the Proposed Amendment

In comparison to the current D.C.A. definition of affordable residential units, the following observations are provided:

<sup>[1]</sup> Mortgage payments based on a 25-year mortgage at 4.79% interest rate and 5% down payment. Estimated monthly property taxes = 0.125% of house value. Canada Mortgage and Housing Corporation mortgage loan insurance premium = 4.0% of loan amount. It is not yet clear if/to what extent these align with “accommodation costs” to be considered for the purposes of the income-based test proposed in Bill 134.



- The refined definition of affordable residential units presented in Bill 134 aligns with the income-based approach utilized in the 2020 P.P.S. This, in contrast to the current market-based approach, better aligns with how a number of municipalities define affordable developments in their housing strategies. However, as provided in our comments on Bill 23, while it is an admirable goal to create additional affordable housing units, further D.C., C.B.C., and parkland exemptions will continue to provide further financial burdens on municipalities to fund these exemptions.
- Based on the P.P.S. Housing Tables provided in the appendix:
  - The rent at which a residential unit would be considered affordable is higher under the Bill 134 proposal, compared to the current D.C.A. definition. This would imply that more rental units would receive the exemption relative to the wording provided in Bill 23, providing a greater incentive for affordable rental units.
  - Based on the information contained in this data source, the income test appears to be irrelevant for rental units, as market rent is consistently lower than the affordable rent (based on 60<sup>th</sup> percentile average household income) across all regional market areas.
  - Conversely, the affordability threshold for ownership housing units, exhibited in this data source, would generally appear to be lower when applying the income-based approach. As a result, Bill 134 is anticipated to incentivize purpose-built rental units over ownership housing.
  - Moreover, this would appear to provide exemptions for ownership affordable residential units that are more aligned with household income than market value.
  - It should also be noted that, based on the provincial average in the data tables, average market purchase prices are approximately double the affordable purchase prices. Based on this observation, only very small residential units, such as studio-type condominium units, may be priced at a point where they would qualify for the affordable residential units exemption. This would mean that establishing affordability using averages across all unit types may not help address the problem of “missing middle”<sup>[1]</sup> housing, which would typically be geared towards families.

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[1] The “missing middle” describes a range of medium-density housing types between single-detached houses and apartment buildings. This includes a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for walkable urban living, such as duplexes, triplexes, fourplexes, rowhouses, and townhouses. Source: [https://www.evergreen.ca/downloads/pdfs/2018/What is the Missing Middle Evergreen CUI s2.pdf](https://www.evergreen.ca/downloads/pdfs/2018/What%20is%20the%20Missing%20Middle%20Evergreen%20CUI%20s2.pdf)



- The proposed definition considers local income in addition to market prices. While the definition clearly identifies that annual incomes for households within the “applicable local municipality” will be used in the income-based test, the local municipality does not appear in the average market rent/purchase price definition. Concerns about the geographic scope of the bulletin and potential implications across local municipalities due to variations in income levels still remain.
- The income level is set at the 60<sup>th</sup> percentile of gross annual income in the applicable local municipality, distinguishing between renter households and all other households. The basis for determination of gross annual income is not provided in the legislation and will be informed by the Minister’s bulletin.
- For affordable households, the rent would be established at 30% of income, and purchase price at accommodation costs equal to 30% of income. A definition of accommodation costs is not provided in the legislation and will be informed by the Minister’s bulletin. The basis for calculating accommodation costs is unclear, and carrying costs need to reflect representative costs of home ownership, including typical mortgage costs, property taxes, and property insurance, as well as condominium fees, where applicable.
- The basis for market rents and purchase prices will be required. Many municipalities utilize Canada Mortgage and Housing Corporation data for establishing average market rents in affordable housing strategies. As noted earlier, it is unclear from the legislation how the average market rents and purchase prices will be determined.
- As currently written, the legislation is unclear if market rent and purchase price will be determined using overall averages or averages disaggregated by dwelling unit type or size. Establishing average rents and purchase prices using overall averages across all dwelling unit types will provide higher average values than those established by dwelling unit type and size, which would have greater exemption implications for municipalities with a larger amount of high-density development. As noted earlier, this approach would also tend to favour smaller condominium units, which would more likely meet the affordability threshold, in contrast to larger family sized units, which would likely not qualify for D.C. exemptions.
- Subsections 4.1 (5) and (6) of the D.C.A. currently identify the market rent/purchase price in the year the unit is occupied/sold as identified in the bulletin. This would appear to indicate an annual publication of the bulletin. The proposed definition of the “affordable residential units bulletin” does not imply an annual publication. The timing for publishing the bulletin should be clarified.
- The market test proposed in the definition is increased from 80% of average market rent/purchase price under the D.C.A. currently, to average market rent and 90% of the average market purchase price.



- The D.C.A. defines “rental housing development” for the purposes of the mandatory instalment payments in section 26.1 of the D.C.A. and the discounts for rental housing development in section 26.2. Affordable residential rental units within subsection 4.1 (2) are not specifically defined as rental housing development and, therefore, it does not appear that there is a requirement for those units to be in a building or structure with four or more units.
- The introduction of the income test for affordable residential units will increase municipal administration costs of agreements and the requirement to ensure these units remain affordable over a 25-year period. These administrative burdens will be cumbersome and will need to be monitored and coordinated by both upper-tier and lower-tier municipalities. Further clarification is required with respect to:
  - The parties to the agreement (e.g., developer vs. builder vs. owner);
  - The Minister of Municipal Affairs and Housing establishing standard forms of agreement, as provided under subsection 4.1 (12); and
  - Reporting requirements and onus (i.e., should the municipality reach out to the parties of each agreement or should the parties to the agreement be required to report to the municipality?).

As summarized above, there are several concerns and areas of clarification that Watson will be advancing in our submission through the Environmental Registry of Ontario. Watson will also be seeking an opportunity to speak as a delegation to the Standing Committee to provide our concerns on behalf of our municipal clients.

We will continue to monitor the progress of Bill 134 through the legislature and will continue to keep our clients informed of any changes. If you have any questions, please do not hesitate to contact us.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Gary Scandlan, BA, PLE, Managing Partner

Andrew Grunda, MBA, CPA, CMA, Principal

Jamie Cook, MCIP, RPP, PLE, Managing Partner

Peter Simcisko, BA (Hons), MBE, Managing Partner

Sean-Michael Stephen, MBA, Managing Partner

Jack Ammendolia, BES, PLE, Managing Partner



# Appendix





**Table 2: 10% Below Average Resale Price, 2022**

Regional Market Area	Average Resale Price 2022	10% Below Average Resale Price 2022
<b>Ontario</b>	\$813,000	\$731,700
City of Toronto	\$1,146,500	\$1,031,800
<b>Central</b>	\$1,030,100	\$927,100
Regional Municipality of Durham	\$893,000	\$803,700
Regional Municipality of Halton	\$1,206,300	\$1,085,700
City of Hamilton	\$805,100	\$724,600
District Municipality of Muskoka	\$920,800	\$828,700
Regional Municipality of Niagara	\$667,700	\$601,000
Regional Municipality of Peel	\$1,052,500	\$947,300
County of Simcoe	\$791,500	\$712,300
Regional Municipality of York	\$1,271,000	\$1,143,900
<b>Eastern</b>	\$536,800	\$483,100
City of Cornwall	\$384,400	\$345,900
County of Hastings	\$495,000	\$445,500
City of Kawartha Lakes	\$671,100	\$604,000
City of Kingston	\$581,700	\$523,500
County of Lanark	\$520,300	\$468,200
UC of Leeds and Grenville	\$470,000	\$423,000
County of Lennox and Addington	\$638,700	\$574,800
County of Northumberland	\$673,300	\$606,000
City of Ottawa	\$670,900	\$603,800
City of Peterborough	\$675,200	\$607,700
UC of Prescott and Russell	\$462,400	\$416,200
County of Renfrew	\$399,600	\$359,700
<b>Southwestern</b>	\$650,900	\$585,800
City of Brantford	\$672,400	\$605,200
County of Bruce	\$589,500	\$530,500
Municipality of Chatham-Kent	\$410,900	\$369,800
County of Dufferin	\$923,900	\$831,500
County of Grey	\$712,200	\$641,000
County of Huron	\$569,700	\$512,700
County of Lambton	\$527,000	\$474,300
City of London	\$621,600	\$559,400
County of Norfolk	\$626,900	\$564,200
County of Oxford	\$639,000	\$575,100
City of St. Thomas	\$558,400	\$502,600
City of Stratford	\$609,000	\$548,100
Regional Municipality of Waterloo	\$754,800	\$679,300
County of Wellington	\$830,400	\$747,400
City of Windsor	\$523,400	\$471,000
<b>Northeastern</b>	\$375,800	\$338,200
Algoma DSAB	\$256,700	\$231,000
Cochrane DSSAB	\$254,400	\$229,000
City of Greater Sudbury	\$414,600	\$373,100
Manitoulin-Sudbury DSSAB	\$332,800	\$299,500
Nipissing DSSAB	\$393,800	\$354,400
Parry Sound DSSAB	\$692,300	\$623,100
Sault Ste. Marie DSSAB	\$312,600	\$281,300
Timiskaming DSSAB	\$246,300	\$221,700
<b>Northwestern</b>	\$322,500	\$290,300
Kenora DSSAB	\$356,400	\$320,800
Rainy River DSSAB	\$247,800	\$223,000
Thunder Bay DSSAB	\$320,400	\$288,300

Source: Real Property Solutions House Price Index

Note: The average resale price may be influenced, particularly in smaller areas, by the number and type of house resales.

Contact: Stewart Houghton | Community and Supportive Housing Division | [Housing.Research@ontario.ca](mailto:Housing.Research@ontario.ca)





## Average Apartment Rents, Ontario, 2022

Table 4. Average Rent by Bedroom Count

Regional Market Area	Bachelor Rent	1 Bedroom Rent	2 Bedroom Rent	3 Bedroom Rent	4+ Bedroom Rent	Total Bedroom Rent
<b>Ontario</b>	\$1,179	\$1,350	\$1,555	\$1,835	\$2,549	\$1,470
City of Toronto	\$1,316	\$1,537	\$1,811	\$2,083	\$2,633	\$1,673
<b>Central</b>	\$1,297	\$1,514	\$1,754	\$2,014	\$2,425	\$1,644
Regional Municipality of Durham	\$1,074	\$1,284	\$1,460	\$1,662	**	\$1,425
Regional Municipality of Halton	\$1,145	\$1,510	\$1,784	\$1,910	**	\$1,696
City of Hamilton	\$919	\$1,142	\$1,334	\$1,486	**	\$1,238
District Municipality of Muskoka	\$814	\$965	\$1,203	\$1,281	**	\$1,143
Regional Municipality of Niagara	\$858	\$1,071	\$1,260	\$1,389	**	\$1,199
Regional Municipality of Peel	\$1,148	\$1,484	\$1,666	\$1,849	\$1,768	\$1,601
County of Simcoe	\$985	\$1,226	\$1,430	\$1,572	**	\$1,338
Regional Municipality of York	\$1,048	\$1,383	\$1,539	\$1,881	**	\$1,489
<b>Eastern</b>	\$1,078	\$1,273	\$1,485	\$1,694	\$2,773	\$1,381
City of Cornwall	\$780	\$825	\$1,003	\$1,035	**	\$941
County of Hastings	\$913	\$1,109	\$1,295	\$1,579	**	\$1,245
City of Kawartha Lakes	\$777	\$1,070	\$1,292	\$1,294	**	\$1,169
Haliburton County	**	**	**	**	**	**
City of Kawartha Lakes + Haliburton County	\$777	\$1,070	\$1,292	\$1,294	**	\$1,169
City of Kingston	\$975	\$1,211	\$1,472	\$1,624	**	\$1,390
County of Lanark	**	\$900	\$1,119	**	**	\$982
UC of Leeds and Grenville	\$767	\$912	\$1,141	\$1,161	**	\$1,066
County of Lennox and Addington	**	\$913	\$989	**	**	\$955
Prince Edward Division	**	\$1,024	\$1,124	**	**	\$1,089
County of Lennox & Addington + Prince Edward Division	**	\$943	\$1,042	**	**	\$1,002
County of Northumberland	**	\$1,231	\$1,650	\$1,756	**	\$1,544
City of Ottawa	\$1,122	\$1,348	\$1,633	\$1,865	**	\$1,462
City of Peterborough	\$873	\$1,090	\$1,339	\$1,517	**	\$1,244
UC of Prescott and Russell	\$501	\$680	\$1,131	**	**	\$1,014
County of Renfrew	\$508	\$879	\$1,066	**	**	\$1,028
<b>Southwestern</b>	\$888	\$1,132	\$1,354	\$1,472	**	\$1,261
City of Brantford	\$885	\$1,165	\$1,259	\$1,326	**	\$1,233
County of Bruce	**	\$1,054	\$1,409	\$1,488	**	\$1,324
Municipality of Chatham-Kent	\$867	\$954	\$1,088	\$1,058	**	\$1,036
County of Dufferin	**	\$1,269	\$1,455	\$1,588	**	\$1,372
County of Grey	\$742	\$931	\$1,069	\$1,145	**	\$1,019
County of Huron	**	\$787	\$948	**	**	\$877
County of Lambton	\$873	\$1,011	\$1,221	\$1,554	**	\$1,142
City of London	\$863	\$1,127	\$1,400	\$1,617	**	\$1,291
County of Norfolk	\$610	\$882	\$1,021	**	**	\$979
County of Oxford	\$886	\$1,161	\$1,384	\$1,468	**	\$1,311
City of St. Thomas	\$790	\$1,042	\$1,292	**	**	\$1,208
City of Stratford	\$743	\$1,257	\$1,350	\$1,434	**	\$1,310
Regional Municipality of Waterloo	\$1,075	\$1,245	\$1,469	\$1,631	**	\$1,398
County of Wellington	\$989	\$1,324	\$1,490	\$1,504	**	\$1,424
City of Windsor	\$791	\$1,010	\$1,174	\$1,316	**	\$1,065
<b>Northeastern</b>	\$751	\$914	\$1,151	\$1,281	**	\$1,064
Algoma District	\$741	\$880	\$1,009	\$964	**	\$958
Algoma DSSAB	\$741	\$880	\$1,009	\$964	**	\$958
Cochrane DSSAB	\$570	\$944	\$1,062	\$1,120	**	\$1,004
City of Greater Sudbury	\$796	\$930	\$1,254	\$1,472	**	\$1,135
Manitoulin District	**	**	**	**	**	**
Sudbury District	**	**	**	**	**	**
Manitoulin - Sudbury DSSAB	**	**	**	**	**	**
Nipissing DSSAB	\$674	\$905	\$1,116	\$1,311	**	\$1,040
Parry Sound DSSAB	**	**	**	**	**	**
City of Sault Ste. Marie	\$746	\$917	\$1,087	\$1,005	**	\$1,015
Timiskaming DSSAB	**	**	**	**	**	**
<b>Northwestern</b>	\$751	\$956	\$1,168	\$1,446	**	\$1,084
Kenora DSSAB	**	\$836	\$1,008	**	**	\$911
Rainy River DSSAB	**	**	**	**	**	**
Thunder Bay DSSAB	\$757	\$964	\$1,175	\$1,457	**	\$1,094

Source: CMHC, Rental Market Survey, October 2022

\*\* Data suppressed to protect confidentiality, not statistically reliable or not available

Contact: Stewart Houghton | Community and Supportive Housing Division | Housing.Research@ontario.ca

## Denise Holmes

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**From:** Karen Farace <Karen.Farace@ugdsb.on.ca>  
**Sent:** Tuesday, October 24, 2023 2:48 PM  
**To:** Denise Holmes  
**Subject:** Primrose ES Boundary Review



Township of Melancthon

157101 Highway 10  
Melancthon ON L9V 2E6

### Planning Department

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: [planning.info@ugdsb.on.ca](mailto:planning.info@ugdsb.on.ca)

Tel: 519-822-4420 ext. 821 or Toll Free: 1-800-321-4025

To: Denise Holmes - CAO/Clerk:

Re: Primrose ES Boundary Review

The board's Planning Department is responsible for monitoring enrollment and accommodation needs for its schools on a regular basis. As part of this process, staff identified increased enrolment pressures at Primrose ES resulting in initiating a Boundary Review Process.

At the October 17, 2023 Finance & Facilities Committee Meeting, Trustees approved the staff recommendation to initiate the Primrose ES Boundary Review. It should be noted that the final approval of the commencement of the Boundary Review will occur at the Board Meeting on November 14, 2023. The Initial Report required an approval from Trustees prior to starting the public process and notifying the school communities in accordance with the Board's Boundary Review policies and procedures.

The Primrose ES Initial Boundary Review Report presented four (4) possible options to relieve enrolment pressure at Primrose ES which include:

Option 1 – Reassign Primrose ES Grade 7&8 students to Centennial Hylands ES

Options 2-4 – Reassign part of Primrose ES JK-8 boundary to Centennial Hylands ES

These options are detailed in the [Staff Report](#). The Boundary Review Staff Committee has recommended Option 2 in the Initial Boundary Review Report. This option reassigns a boundary west of Primrose ES to Centennial Hylands ES.

### Timelines for this Boundary Review:

**November 14, 2023** – Board meeting. [Delegation requests](#) can be made to speak at the meeting.

**November 22, 2023** - A **Public Information Session** is scheduled for **November 22, 2023, from 6-8 pm** in the **Gymnasium at Primrose ES**. The purpose of the public meeting is for Board staff to share information from the Initial Boundary Review Report, gather feedback and answer any questions. Additional details will be provided in advance of the public meeting.

**January 23, 2024** – Finance and Facilities Committee meeting where a Final Staff Recommendation will be presented.

**February 13, 2024** – Board meeting where a Final Decision is expected. [Delegation requests](#) can be made to speak at the meeting.

Any approved changes are expected to be implemented for the 2024-25 school year.

A copy of the Initial Boundary Review Report, including boundary maps, is available online at [Boundary Reviews](#) for viewing. This webpage is an excellent way to keep up to date with the process of the boundary review.

A survey will also be posted on our website to provide input on this Boundary Review Process. Please visit the [Primrose Boundary Review](#) page to complete the survey.

Any questions or comments can also be submitted to [planning.info@ugdsb.on.ca](mailto:planning.info@ugdsb.on.ca).

All comments and feedback received during this process will be presented to Trustees in the Final Report for their consideration. Please be advised any feedback received through this process will become part of a public record redacted for any identifying or improper content.

Please note while all emails received during the public process are reviewed by staff, individual responses will not be provided. A FAQ document will be posted on the website which will be updated regularly.



August 11, 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.: MSO019743.2023**

As we are now into the third quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from April 1, 2023, through June 29, 2023.

The work undertaken during this period includes the following:

**April 2023**

- Telephone discussion with Public Works Superintendent regarding possible blockage in the McCue Drain. Discussion with Dave Cowen regarding inspection to determine if trapping is required. Further discussion with Dave Cowen regarding the problem in the McCue Drain appeared to be caused by ice build-up and not a beaver dam.
- Forwarded invoice from Dave Cowen for setup cost and mileage to Township staff for trapping done outside of the County of Dufferin Nuisance Beaver Program.
- Received a request for trapping from Martin Ivancic on the McKibbon Drain. Completed Nuisance Beaver form and submitted documentation to Dufferin County Nuisance Beaver program administrator for dispatching of a trapper. Correspondence with both the property owner and Dave Cowen regarding the trapping work. Coordinated the dam removal on the downstream property.

**May 2023**

- Discussion with Leo Blydorp regarding possible blockage in the Hicks Drain holding back water and submerging his tile outlets. Requested ownership information of the affected properties from Township staff. Completed a field investigation of the drain. No beaver dams or blockages were located.

NOV 2 2023

INFO 4

- Received a request for trapping from Leo Blydorp on the Gray Drain. Completed Nuisance Beaver form and submitted documentation to Dufferin County Nuisance Beaver program administrator for dispatching of a trapper. Correspondence with Dave Cowen regarding the trapping work. Notified by Dave Cowen that the beaver dam had been removed by the property owner.

### June 2023

- Received a request for trapping from Leo Blydorp on the Stewart Drain. Completed Nuisance Beaver form and submitted documentation to Dufferin County Nuisance Beaver program administrator for dispatching of a trapper. Correspondence with Dave Cowen regarding the trapping work. Notified by Dave Cowen that the beaver dam had been removed by the property owner.
- Forwarded invoice from Dave Cowen to County staff for trapping (beavers caught) done outside of the County of Dufferin Nuisance Beaver Program.

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, the application will be completed for you at year's end.

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. MSO019743.2023-2

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019743.2023 SCulshaw Drainage Sup Services Q2 230811  
11/08/2023 12:13 PM



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

11 July 2023  
 Invoice No: MSO019743.2023 - 2

Project MSO019743.2023 RJB File: D-ME-SUP-2023  
Professional Services through 29 June 2023

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	11.00		
Tech IV			
Douglas, Myles	27.10		
Project Support II			
Olmstead, Amanda	.80		
Totals	38.90		
<b>Total Labour</b>			<b>5,264.50</b>
Travel - Mileage		40.32	
Misc Reimbursable Expense		118.12	
<b>Total Reimbursables</b>		<b>158.44</b>	<b>158.44</b>
HST #885871228	13.00 % of 5,422.94	704.98	
<b>Total Tax</b>		<b>704.98</b>	<b>704.98</b>
<b>Total Amount Due in CDN Funds</b>			<b><u><u>\$6,127.92</u></u></b>

**Billings to Date**

	Current	Previously	Billed to Date
Labor	5,264.50	16,101.50	21,366.00
Expense	158.44	249.86	408.30
Tax	704.98	2,125.68	2,830.66
<b>Totals</b>	<b>6,127.92</b>	<b>18,477.04</b>	<b>24,604.96</b>

Project Manager: Thomas Pridham

Client Number: 61

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

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

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

## Denise Holmes

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**From:** Kelly Lee - FTP <kelly@familytransitionplace.ca>  
**Sent:** Tuesday, October 17, 2023 10:20 AM  
**To:** Denise Holmes  
**Subject:** November is Woman Abuse Prevention Month  
**Attachments:** Township of Melancthon\_Wrapped in Courage Invite Package.pdf

**Importance:** High

Dear Denise,

November is Woman Abuse Prevention Month. I'm writing to request the Township of Melancthon proclaim November 25th as the [International Day for the Elimination of Violence Against Women](#). I've attached a formal request for proclamation, which also includes a proclamation sample. Please note: the number 46 has been highlighted in the proclamation sample as this number may change. The alarming fact that this number is likely to increase is the main reason we reach out to our local municipalities about this initiative: raise awareness to end the cycle of violence and prevent more femicides.

Thank you in advance for your consideration.

Most sincerely,

Kelly



**Kelly Lee** (she/her)  
Manager of Fund Development & Communication Strategies  
519-942-4122 or 905-584-4357 ext.243  
[kelly@familytransitionplace.ca](mailto:kelly@familytransitionplace.ca)

**Family Transition Place**  
20 Bredin Parkway, Orangeville, ON L9W 4Z9  
[www.familytransitionplace.ca](http://www.familytransitionplace.ca)

24Hr. Crisis/Info Line:  
519-941-HELP (4357) / 905-584-HELP (4357) / 1-800-265-9178



Like us on [Facebook](#), follow us on [Twitter](#) and [Instagram](#) or visit our [website](#) to learn more about Family Transition Place.

This e-mail is confidential and may be privileged; it is for use of the named recipient(s) only. If you have received it in error, please notify us immediately; please do not copy or disclose its contents to any person or body, and delete it from your computer systems.

Please consider the environment before printing this email.





family  
transition  
place



October 17, 2023

RE: REQUEST FOR PROCLAMATION ON NOVEMBER 1st, 2023

To: Whom It May Concern

We are reaching out on behalf of Family Transition Place (FTP) and the Ontario Association of Interval & Transition Houses (OAITH) to request your participation in and support of the 2023 **Wrapped in Courage Campaign** focused on ending gender-based violence in our community and beyond.

FTP is a not-for-profit organization that provides vital services and support for survivors of gender-based violence and their children. FTP is a proud agency partner of the 2023 Wrapped in Courage campaign that has been raising awareness of gender-based violence and working to prevent femicide in Ontario since 2013.

This November, during Woman Abuse Prevention Month, we are calling on community leaders to join us in taking action by supporting the Wrapped in Courage campaign and showing their support for gender equality. The theme of this year's Wrapped in Courage Campaign is "Purple is for Everyone"; it takes a community to end gender-based violence.

We request that as leaders of the Township of Melancthon, you consider proclaiming November 25th as the **International Day for the Elimination of Violence Against Women**. A sample proclamation for your consideration is attached.

We thank the Township of Melancthon for considering this request and for your continued support in our work to provide safety and support for survivors of gender-based violence in our community.

**Kelly Lee**  
Family Transition Place  
[kelly@familytransitionplace.ca](mailto:kelly@familytransitionplace.ca)

**Marlene Ham**  
Ontario Association of Interval & Transition Houses  
[info@oaith.ca](mailto:info@oaith.ca)

# WRAPPED IN COURAGE

## *Proclamation*



**The Township of Melancthon does hereby proclaim**

### **NOVEMBER 25th as The International Day for the Elimination of Violence Against Women**

WHEREAS violence continues to be the greatest gender inequality rights issue for women, girls and gender-diverse individuals; and

WHEREAS November is Woman Abuse Prevention Month; and

WHEREAS November 25th the International Day for the Elimination of Violence Against Women; and

WHEREAS Femicide rates are on the rise in Ontario, with over 46 femicides in Ontario since November 26th, 2022; and

WHEREAS Our community is committed to ending femicide and all forms of gender-based violence; and

WHEREAS Indigenous, Black, South Asian and South East Asian women and girls continue to experience high rates of violence, including femicide and were overrepresented within the Ontario Association of Interval and Transition Houses' 2021-2022 Annual Femicide List; and

WHEREAS last year in Ontario, on average every 7 days a woman or child lost their lives due to femicide; and

WHEREAS this month and throughout the 16 Days of Activism Against Gender-Based Violence, we acknowledge our community's support of the Wrapped in Courage campaign and commitment to ending gender-based violence; and

WHEREAS there is an urgent need for greater investment and action to end gender-based violence in our community and throughout Ontario; and

Now, therefore, I (title and jurisdiction) proclaim and declare that November 25th, 2023 shall be known as

**“The International Day for the Elimination of Violence Against Women”**

and urge all citizens to recognize this day by taking action to support survivors of gender-based violence and becoming part of Ontario wide efforts to end gender-based violence.



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

## REPORT TO COUNCIL

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

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

**SUBJECT: FLAG RAISING/HALF STAFF POLICY AMENDMENT**

**MEETING DATE: NOVEMBER 2, 2023**

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### **Recommendation:**

That Council approve an amendment to the Flag Raising/Half Staff Policy to include the following bullet point under the Half-Staff Flags section:

- A former long-term Employee (5 years+) upon notification

### **Background**

At the meeting of Council held on October 19, 2023, Deputy Mayor McLean asked that the Flag Raising/Half Staff Policy be added to the Agenda, as he wanted to request an amendment be made to the policy to recognize the death of former employees, as the policy only recognized current employees. There was discussion about this matter and Deputy Mayor McLean and the CAO/Clerk were directed to come up with the wording for the amendment to present to Council at the next meeting.

### **Financial**

There is no financial impact.

Respectfully submitted,

Denise B. Holmes, AMCT  
CAO/Clerk

NOV 2 2023

ACT 2

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON FLAG RAISING/HALF STAFF POLICY**

### **POLICY**

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

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

### **PROCEDURE**

#### **Raising and Displaying Flags**

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

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

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

The flags temporarily displayed must:

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

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

## **Half-Staff Flags**

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

- a current or former Member of Council
- a current Employee of the Township
- a former long term Employee (5 years+) upon notification \*\*\*\*
- a current Lieutenant Governor of Ontario or the Premier of Ontario
- the current Governor General or the current Prime Minister
- the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister)
- an officer, firefighter, paramedic or other person killed in the line of duty from the Dufferin County Ambulance Service, Dufferin OPP, Shelburne Fire Department, Mulmur Melancthon Fire Department, Southgate Fire Department
- where may be\*\* deemed appropriate by other levels of Government\*
- the death of a person whom it is desired to honour at the discretion of the Mayor and CAO

## **Annual Raising of Flags \*\*\***

Flags will be raised annually, at the Township Office, to commemorate the following occasions:

- Black History Month (February)
- World Autism Awareness Day (April 2<sup>nd</sup> for a period of one week)
- Pride Month (June)
- Canadian Multiculturalism Day (June 27<sup>th</sup> for a period of one week)
- Truth and Reconciliation Day (September 30<sup>th</sup> for a period of one week)

Should any of the above dates fall on a weekend, the Flag will be positioned to half-staff on the Friday before (if on a Saturday) or on the Monday after (if on a Sunday).

The Public Works\* Department will be responsible for raising and lowering of flags for the above, as determined by the CAO.

\*Amended June 17, 2021

\*\*Amended September 16, 2021

\*\*\* Amended May 18, 2023

\*\*\*\*Amended November 2, 2023