



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, OCTOBER 5TH, 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.

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Meeting ID: 814 9821 5812

Passcode: 250923

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 – September 21st, 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. 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. Mulmur-Melancthon Fire Board – May 23, 2023
2. Township of Southgate Recreation Advisory Committee – September 21, 2023
3. Centre Dufferin Recreation Complex Board of Management – June 28, 2023
4. Centre Dufferin Recreation Complex Board of Management – July 25, 2023

Items for Information Purposes

1. Ministry of Municipal Affairs and Housing - Responding to the Housing Affordability task Force's Recommendations
2. County of Dufferin Resolution in Support of Melancthon's Resolution Regarding Support for Bill C-310
3. NVCA September 2023 Board Meeting Highlights
4. Grand River Conservation Authority Summary of the General Membership Meeting September 22, 2023
5. Ontario Provincial Police – Municipal Policing 2024 Annual Billing Statement Package
6. Town of Shelburne Resolution in Support of Melancthon's Resolution Regarding Support for Bill C-310

Items for Council Action

1. Letter from Crystal and Craig Gordon – Request for exemption to Section 4.2 (a) of the Township of Melancthon Canine Control By-law

17. General Business

1. Accounts

2. Notice of Intent to Pass By-law
3. New/Other Business/Additions
 1. Township of Southgate Letter Indicating The Township's Current Position Regarding the Request to Service Lands within the Township of Melancthon
 2. North Dufferin Community Centre – Reports from Comco and the TSSA for the Removal of the Fuel Tank at the NDCC
 3. Nottawasaga Valley Conservation Authority – 2024 Draft Budget
 4. Recreation Committee – There were no new applications received as a result of the last call for volunteers for this Committee – how does Council wish to proceed?
4. Unfinished Business

18. Delegations

1. 5:30 p.m. – Public Meeting to Remove a Holding (H) Symbol from Zoning By-law 58-2020

19. Closed Session

No Closed Session for this meeting.

20. Third Reading of By-laws

21. Notice of Motion

22. Confirmation By-law

23. Adjournment and Date of Next Meeting – Thursday, October 19th, 2023 at 5:00 p.m.

**APPLICATIONS TO PERMIT FOR APPROVAL
Oct 5, 2023 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Bill Rojek Agent - Jessica Hammell - Tumber & Associates Ltd	Plan 132, Lot 10 8 Fieldway Court	37.08m2 (399.12sqft)	Pavillion	Pavillion	\$118,000	No	With planner for review
Bill Rojek Agent - Jessica Hammell - Tumber & Associates Ltd	Plan 132, Lot 10 8 Fieldway Court	53.43m2 (575.11sqft)	Deck	Deck	\$120,000	No	With planner for review
David Ferrier Agent - Hussein Robah - Origin and Cause Inc	Con 7 NE, Pt Lot 30 278567 6th Line NE	126.7m2 (1363.78sqft)	SFD - Rebuild	SFD	\$300,000	No	With planner for review
Brian Shier	W Pt Lot 8, Con 3 OS 436439 4th Line OS	20.44m2 (220sqft)	2nd Storey Addition	2nd Storey Addition	\$10,000	No	With planner for review



MINUTES

MULMUR-MELANCTHON FIRE BOARD

Tuesday, May 23, 2023 at 7:00 p.m.

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

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

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

3. APPROVAL OF THE AGENDA

Moved by: Lyon/Moore

THAT the May 23, 2023, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

4. APPROVAL OF PREVIOUS MEETING'S MINUTES

Moved by: Moore/Lyon

THAT the minutes of the Mulmur-Melancthon Fire Board dated February 13, 2023, be approved.

CARRIED.

5. DECLARATION OF PECUNIARY INTEREST

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

6. TREASURY

6.1 2022 Draft Financial Statements Presentation – Matthew Betik, Partner, KPMG

Motion by: Lyon/Moore

THAT the board approve the draft 2022 financial statements as presented.

CARRIED.

6.2 Accounts

Moved by: Lyon/Moore

THAT the Board approve the operating accounts in the amount of \$36,294.33 and the capital accounts in the amount of \$17,546.30.

CARRIED.

6.3 Fire Training Reserve

- The Fire Chief has a list of firefighters that need to be trained for budget purposes.
- We will be using Southwest Fire for training as surrounding areas are using it with success.
- It takes 6 months to complete training.
- The Chief plans on training about three people per year.
- Dundalk has trainers, discussed the possibility of utilizing them, however, ability to arrange coordinated training times may be a factor as the training take several months to complete.
- The Board has enough money budgeted in 2023 to train 2 firefighters.

- Discussed if a reserve is needed at all as the budget is set appropriately to meet the training needs each year.
- Concern about building a budget that will create a surplus moving forward.
- Discussed if there would be a need for a reserve if the Department is required to train some firefighters unexpectedly.
- Discussed the possibility to fund a deficit with following year levy or to possibly amend the budget and increase the levies in the current year to cover training overages.

At 7:38 pm Chair Hawkins left the meeting and Vice Chair Moore took over as Chair.

Moved by: White/Moore

THAT the Board approve the creation of a training reserve from any surpluses created by the training expense line of the budget, to be reviewed annually during budget discussions.

CARRIED.

7. ADMINISTRATION

7.1 OFM Recommendations

Moved by: Lyon/White

THAT the Board conducted their annual review of the Establishing and Regulating By-law, Fire Board Agreement, Fire Related By-laws, Policies and Operating Guidelines as outlined in the 30 OFM Recommendations;

AND THAT no action is to be taken.

CARRIED.

7.2 Emergency Shelter

- Read motion from Mulmur Township Council in support of moving the emergency shelter to the fire hall.
- Melancthon stated that their council is not in support of relocating the emergency shelter to the fire hall.
- Arena staff members may not be able to get to the arena during an emergency.
- It was suggested that we consider doing the same thing Melancthon did for emergencies when the Horning's Mill Hall is to be used as an emergency shelter.

- Melancthon asked for volunteers from the community to assist in an emergency and the County of Dufferin came in and trained them.
- Concern that if there was a fire call, firefighters would not be able to stay in the firehall and look after the stranded individuals.

7.3 Draft Disposition of Land Policy

- Treasurer to investigate who owns the fire department land.
- Deferred until clarified.

7.4 Year End Fire Chief Report

- Discussed when the training mandate had to be fulfilled by and it is July 1, 2026.

Moved by: White/Lyon

THAT the Fire Board receive and approve the 2022 Year End Fire Chief's Report.

CARRIED.

8. INFORMATION ITEMS

Discussed a Motion from Melancthon Council that is asking for the County to hire a consultant to review the best way to run the fire services in Dufferin County.

9. CLOSED SESSION

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

Moved by: White/Lyon

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 8:07 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes and approval of March 15, 2022, Closed Session Minutes.

Moved by: White/Lyon

THAT the Mulmur-Melancthon Fire Board rise out of Closed Session at 8:21 p.m. and return to open session without report.

CARRIED.

10. ADJOURNMENT

Moved by: Lyon/White

THAT we do now adjourn at 8:22 pm to meet again on July 18, 2023, at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary



Township of Southgate
Minutes of Recreation Advisory Committee

September 21, 2023

2:00 PM

Electronic Participation

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

Members Absent: Councillor Jason Rice

Staff Present: Facilities Manager Kevin Green
Clerk Lindsey Green
Legislative Coordinator Elisha Milne

1. Call to Order

Vice-Chair Singh Soares called the meeting to order at 2:02 PM.

2. Confirmation of Agenda

Moved By Councillor Neilson

Seconded By Councillor Ferguson

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

Carried

3. Declaration of Pecuniary Interest

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

4. Delegations & Presentations

None.

5. Adoption of Minutes

Moved By Councillor Ferguson
Seconded By Councillor Neilson

Be it resolved that the Committee approve the minutes from the February 2, 2023, Recreation Advisory Committee meeting as presented.

Carried

6. Recreation Updates and Facility Manager Report

Moved By Councillor Ferguson
Seconded By Councillor Neilson

Be it resolved that the Committee receive the recreation managers report and programming updates as information.

Carried

6.1 Work Plan

Facilities Manager Green reviewed his work plan and provided members an overview of current and upcoming priorities.

6.2 Memorial Park Renovation Project

Facilities Manager Green provided an update to members about the renovations and Memorial Park and Pavilion.

6.3 Programming Updates

Facilities Manager Green provided a programming update for members and noted that Programming Coordinator Ethan Henry had an extremely successful summer with programming in the community.

7. New/Unfinished Business

7.1 Fees and Charges By-law

Facilities Manager Green updated members on the fees and charge and noted that the by-law would not be amended this fall as in previous years.

Members discussed the recommendations brought forward by staff regarding pavilion fees and recategorizing some sections in the by-law.

Moved By Councillor Ferguson

Seconded By Councillor Neilson

Be it resolved that the Committee recommend that Council consider adding pavilions fees to the fees and charges by-law; and

That the Committee recommend that the pavilion fees and existing fees for the Swinton Park Hall be recategorized as Rural/Seasonal Facilities; and

That the Committee recommend a fee titled "Events with Alcohol" be added to rural and seasonal facilities.

Carried

7.2 Capital Budget Projects

Facilities Manager Green updated members on upcoming capital projects that will be recommended in the 2024 budget process.

Members discussed the recommendations brought forward by staff regarding the Hopeville Pavilion roof replacement and MacIntyre building accessibility project.

Members discussed the potential of a having a space developed in the future for a cricket pitch.

Moved By Councillor Ferguson

Seconded By Councillor Neilson

Be it resolved that the Committee recommend that Council consider that the 2024 funds of \$20,000 in the capital budget for the Lion's Pavilion roof replacement be reallocated to improving accessibility at the pool; and

That the Committee recommend that the balance of the above funds of \$10,000 be reallocated to the Hopeville Pavilion Roof replacement; and

That the Committee recommend that the MacIntyre Building

Accessibility project be considered in 2024 as it was not completed in 2023.

Carried.

8. Correspondence

None.

9. Members Privilege

Facilities Manager Green mentioned that the Melancthon/Southgate recreation agreement expires at the end of this year. Staff will bring forward an updated agreement to a future meeting.

Councillor Singh Soares thanked the Recreation Department for all their hard over the past several months.

10. Next Meeting

TBD.

11. Adjournment

Moved By Councillor Ferguson

Seconded By Councillor Neilson

Be it resolved that the Committee adjourn the meeting at 2:34 PM.

Carried

Vice Chair Monica Singh Soares

Clerk Lindsey Green

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held June 28, 2023 at 6:00pm in person

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

Absent: C. Gerrits

Meeting called to order by Board Chair, Melinda Davie at 5:58pm.
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 S. Hall seconded by D. Sample. Be it resolved we approve the agenda dated June 28, 2023 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting May 24, 2023:

MOTION #2 – Moved by R. Stinson seconded by R. Chambers. That the minutes of the CDRC Board of Management regular board meeting held on May 24, 2023 be approved as circulated and presented. Carried

Correspondence:

- Township of Amaranth – Council adopts CDRC 2023 budget

MOTION #3 – Moved by D. Sample seconded by A. Stirk. That correspondence is received and placed on file. Carried

Financial Report:

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

MOTION #4 – Moved by S. Hall seconded by D. Sample. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$114,342.09 as presented by the Facility Administration Manager. Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #5 – Moved by D. Sample seconded by R. Chambers. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #6 - Moved by D. Sample seconded by S. Hall. That we receive the report from the Facility Maintenance Manager. Carried

Old Business:

Lesson Up:

See Schedule D

Staff spoke to the report.

International Plowing Match request:

From the previous board meeting, staff prepared a list of what is available along with a value. In light of the CDRC not being in the rental/loan business and the age of the tables the CDRC Board reviewed and discussed the request. The following motion was presented and defeated.

MOTION #7 – Moved by R. Chambers seconded by R. Stinson. That the CDRC loan tables as requested to the International Plowing Match (IPM). Defeated

New Business:

Community Member Complaint:

D. Sample brought forward a community member complaint and a brief discussion took place. Staff will ensure an incident report is prepared and kept on file.

CDRC Internet Upgrade:

S. Hall brought forward the possibility for the CDRC to receive an internet upgrade. Shane will speak further with Marty.

Orangeville Food Bank Pop-up Produce Market Request:

An email was received from Orangeville Food Bank (OFB) requesting use of CDRC space for a pop-up produce market to be outdoors during the summer and early fall then indoors during the cold months. After discussion the following motion was presented.

MOTION #8 – Moved by D. Sample seconded by D. White. Be it resolved that the CDRC Board of Management allow the Orangeville Food Bank to use the CDRC outdoor space throughout July and August 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 August meeting that will determine if a fall/winter indoor market will be considered. Carried

Confirmation by By-law:

MOTION #9 – Moved by R. Chambers seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #06-2023 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held June 28, 2023. Carried

Adjournment:

MOTION #10- Moved by D. Sample seconded by R. Stinson. That we now adjourn at 7:32pm to meet again on Wednesday, August 30, 2023 at 6:00pm or at the call of the chair. Finance Committee to meet on Wednesday, July 26, 2023 at 4:30pm. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – June 28, 2023

General Information:

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, payables and disbursements, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration. The seven (7) Canada Summer Jobs (CSJ) Employer and Employee Declarations will be completed in early July.
- Ongoing, receiving and responding to numerous and various facility rental booking requests. The following are recent or upcoming reservations.
- Futuresign installed a new monitor in the front foyer on June 6th. Current and upcoming events can be displayed.
- Upon the request and invitation from CDDHS Vice-Principal, Stacey-Ann Dunkley I attended a Community Fair on Wednesday June 7th from 3-5pm to create awareness of the various services available in the community.
- Pace Credit Union is now Alterna Savings and there will be changes to accessing online banking in July.
- Gearing up and preparing for a busy summer

Old Business:

-

New Business:

-

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis
 To: CDRC Board of Management
 Date: June 28, 2023
 Subject: Recreation Program Coordinator Report

June Overview

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

CDRC Summer Programs

- The **CDRC Summer Day Camp** is scheduled to begin on Monday July 3, 2023. We have lots of fun prepared for our campers this summer including some local walking trips and guest visitors. Below are some of the things that we have planned to date:
 - Visit the splashpad (once it is open)
 - Weekly trips to the Shelburne Public Library
 - Visit to the Shelburne Fire Hall
 - Dufferin County Paramedics visit the CDRC
 - Zumba with Amanda
 - Magic Show
- Below is a snapshot of our registration to date:

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

Week 8: Wacky Water Week	60/60 FULL	59/60
Week 9: Mystery Week	30/30 FULL	29/30

- **Outdoor pool** programming began on Friday June 8, 2023
 - June swimming lessons that were scheduled to start are Monday June 12, 2023 were delayed due to cold and rainy weather. Lessons began on Friday June 19, 2023. All participants were given the option to extend lessons until Thursday June 29, 2023 or credited for the 4 missed lessons. The majority of the participants went with the option to extend lessons until June 29, 2023.
 - We have several sponsored Free Swims scheduled for this upcoming summer.
 - Sunday June 18th, 2023 2:30-4:30pm sponsored by Wightman (92 attendees)
 - Saturday July 1, 2023 1:00-3:00pm sponsored by Tim Hortons Shelburne
 - Sunday July 9, 2023 2:30-4:30pm sponsored by Shelburne Family Chiropractic, Main Street Dental, Shelburne Optometry
 - Sunday July 16, 2:30-4:30pm sponsored by Go with Crowe Real Estate
 - Sunday August 13, 2023 2:30-4:30pm sponsored by Shelburne Family Chiropractic, Main Street Dental, Shelburne Optometry
 - Monday August 7, 2023 2:30-4:30pm sponsored by Wightman
 - 13 school swims rentals scheduled for the month of June throughout the school day.
 - CDRC will continue to partner with the Shelburne Public Library and provide a single swim pass to participants of the Summer Reading Club. They have requested a 5-swim or 5-skating pass as a grand prize at the end of the season.

- Our Head Day Camp staff started on Monday May 15, 2023. We are currently working collaboratively to prepare for our upcoming summer program.

- **2023 Summer Staff Training**
 - We are well underway with our training for our seasonal summer employees.
 - **Outdoor Pool Staff Training**
 - Our outdoor pool staff have actively begun their summer training. Pool staff training is conducted on a biweekly basis and all lifeguards are required to complete National Lifeguard Standard physical skills every 2 weeks.
 - **Camp Staff Training**
 - Camp staff were fortunate to participate in a presentation from BRAVE Education on Saturday June 24, 2023. Staff were educated in ways to connect with campers, managing conflict and learning the difference between conflict and bullying.
 - Camp staff will be travelling to Arthur on Wednesday to attend a training with other 3 other camps. Topics that will be covered at this training are Stress Management, Duty to Report and general camp activities.

SCHEDULE 'C'

Facility Maintenance Managers Report –June 28, 2023

GENERAL INFORMATION

Ice plant PM replace brine tank brittle, remove brine pump internal parts to service.
Roof top AC Faulty condenser motor pool view and meeting rooms. \$1924.00
Leaking bearing assembly domestic hot water, town and country heat and pool heater exchanger
\$2,872.50
Roof top quarterly HVAC units complete.
May 26, 2023, begin to partially fill pool.
New pool valve needed in filter pit Old obsolete and under sized 3100.00 Installed May 29, 2023
Topsoil 5 yards and seeded. \$300.00
Rubber decking rubber compound for deck repair \$1550.00
New solar blanket installed.
Clean up around pool area ongoing weather depended.
WDGPH inspection for pool opening. Approval to open. June 6, 2023
Pool at 84 degrees running well. Pool maintenance ongoing vacuuming and back washing.
Annual Fire alarm and sprinkler system inspection complete June 20, 2023
Staff scheduling.
Gazebo purchase wrong part shipped. In process of rectifying.
Prepping for CDRC report.
Minor repairs are ongoing.

Marty Lamers
Facility Maintenance Manager

SCHEDULE 'D'

Centre Dufferin Recreation Complex
REPORT

Meeting Date: June 28, 2023

To: CDRC Board of Management

From: Kim Fraser and Marty Lamers

Subject: #02-2023 Lesson Up Contract Renewal

Recommendation

To not renew the Lesson Up contract until it is a licenced program under the Child Care and Early Years Act, 2014.

Background

After a previous in-person conversation with Yasmine Stephens, a Facility Rental Booking Request form was received from Lesson Up on August 15, 2022 requesting information to rent a meeting room to begin a “homework club for elementary school children from ages 4-12 to get assistance with tutorial and leaning activities Monday through Friday.” Emails dated Aug 22-29/22 discussed and confirmed the rental requirements and fees, the first rental term to begin Monday Sept 12-Friday Dec 16, 2022. The cost quoted for single meeting room at \$25.00 per hour and the double meeting room at \$36.00 per hour plus HST, plus \$100.00 security deposit and proof of insurance. Lesson Up does not operate on non-school days and it was understood that Lesson Up would vacate the space for non-school days as the CDRC uses the space for school holiday programs and any other rentals.

A rental contract was completed on September 1st to rent a single meeting room for 3-hours per day 2:45-5:45pm and an invoice for September rentals was issued.

Prior to the start of the rental term Yasmine took the opportunity to view the space and requested use of 2 tables, 10-12 chairs and use of a bookshelf.

On September 15th Yasmine requested a contract amendment to reduce the rental time daily to 2 hours from 3:00-5:00pm as there was only child that stays until 5:30pm. To accommodate her needs, we agreed to amend the daily rental to 2-hours and to provide access to the room until 5:30pm beginning September 19, 2022.

Request

At the March 22, 2023 CDRC board meeting, Yasmine addressed the Board to request a discounted room rental rate, extended space to include both meeting rooms 1 and 2 and the addition of before school care.

In January 2023 Lesson Up requested expansion to offer before care. Staff reached out to Dufferin Country Community Services and it was recommended we review the Ministry of Education Child Care requirements.

CDRC staff reviewed the Child Care and Early Years Act, 2014 (CCEYA) and before and after school programs require licensing. A childcare can avoid a license if it serves up to 5 children 4-12 years old. The activities and physical set up in the Lesson Up room during 2022-2023 and the Lesson Up Business Plan, indicated childcare.

Staff is confident that the Lesson Up program needs to be licenced under the CCEYA and required before considering renewal of a rental contract or any changes to the contract that would be required going forward.

Supporting Documentation and Information

Lesson Up Business Plan

<https://www.ontario.ca/laws/statute/14c11>

<https://www.ontario.ca/page/child-care-rules-ontario>

<https://www.ontario.ca/page/start-child-care-program>

<https://files.ontario.ca/edu-acc-before-after-school-guideline-en-2021-04-21.pdf>

<https://www.ontario.ca/page/operating-licensed-child-care-program>

<https://www.ontario.ca/page/recreation-programs-what-parents-and-providers-need-know>

Respectfully Submitted:

Kim Fraser

Facility Administration Manager

and

Marty Lamers

Facility Maintenance Manager

Confirmation by By-law:

MOTION #3 – Moved by D. Sample seconded by R. Stinson. Be it resolved that leave be given for the reading and enacting of by-law #07-2023 being a by-law to confirm certain proceedings of the CDRC Board of Management for its special board meeting held July 25, 2023. Carried

Adjournment:

MOTION #4- Moved by A. Stirk seconded by D. Sample. That we now adjourn at 6:24pm to meet again at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated



234-2023-4597

September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to housingsupply@ontario.ca no later than October 16, 2023.**

.../2

OCT 5 2023

INFO 1

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a large, stylized initial 'P' and 'C'.

The Hon. Paul Calandra
Minister of Municipal Affairs and Housing

- c: Hon. Rob Flack, Associate Minister of Housing
- Kirstin Jensen, Interim Chief of Staff, Minister's Office
- Martha Greenberg, Deputy Minister
- Joshua Paul, Assistant Deputy Minister, Market Housing Division
- Sean Fraser, Assistant Deputy Minister, Planning and Growth Division
- Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response

Attachment: Top Five Housing Affordability Task Force (HATF) Recommendations for Response

Please identify the top 5 HATF recommendations that you support, and rationale / comments	
1.	
2.	
3.	
4.	
5.	

September 19, 2023

Township of Melancthon
157 Highway 10
Melancthon ON L9V 2E6

At its regular meeting on September 14, 2023, Dufferin County Council passed the following resolution:

THAT Dufferin County Council supports the following Township of Melancthon resolution, dated September 12, 2023, regarding support for Bill C-310, an Act to Amend the Income Tax Act (Volunteer Firefighting and Search and Rescue Volunteer Tax Credit):

WHEREAS there are 90,000 volunteer firefighters in Canada, comprising 71 per cent of all firefighters in the country;

AND WHEREAS there are an estimated 15,000 vacant firefighter positions in Canada;

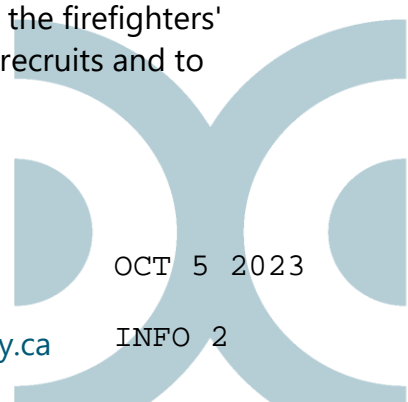
AND WHEREAS Canadians' reliance on volunteer firefighters is increasing at a time of warmer weather and increased wildfires;

AND WHEREAS governments need to find new ways to incentivize the recruitment of volunteer firefighters in this country;

AND WHEREAS volunteer firefighters are currently eligible for a \$3,000 tax credit each year;

AND WHEREAS Bill C-310 proposes to increase the firefighters' tax credit to \$10,000 per year;

NOW THEREFORE BE IT RESOLVED that the Township of Melancthon calls on all Members of Parliament to vote in support of Bill C-310 to increase the firefighters' tax credit from \$3,000 to \$10,000 to incentivize the hiring of more recruits and to recognize those who already serve;



OCT 5 2023



AND FURTHER THAT this motion be circulated to Dufferin County municipalities; Gord Johns, MP for Courtenay—Alberni; Kyle Seeback, MP for Dufferin-Caledon; Honourable Marie-Claude Bibeau, Minister of National Revenue.

Thank you,

Rebecca Whelan

Rebecca Whelan
Deputy Clerk

Cc Honourable Marie-Claude Bibeau
Kyle Seeback, MPP
All Dufferin Municipalities
Gord Johns, MP





NVCA September 2023 Board Meeting Highlights

Next Meeting: October 27, 2023, held virtually

For the full meeting agenda including documents and reports, visit [NVCA's website](#).

NVCA 2024 Draft Budget

Sheryl Flannagan, NVCA's Director, Corporate Services gave a presentation on [NVCA's Draft 2024 Budget](#) in this board meeting.

The budget is accompanied by NVCA's 2024 [Program Overview](#), which highlights the work that each program area does for the watershed.

The NVCA Board of Directors has approved the draft budget and program overview for circulation to municipalities for a 30-day review period. The final budget vote will be on December 8, 2023.

In the August 2023 board meeting, staff brought forward a request for an additional \$200,000 in general levy for the creation of the 2024 draft budget at the August Board meeting. The Board of Directors recognized the staffing shortfall as previously presented by Watson & Associates in NVCA's planning and regulations department and the delays that is causing in processing files.

As a result, NVCA's levy guideline is increased to \$400,000, with the additional approximate \$200,000 to be placed to planning services for acquisition of staff.

Hydro One permit applications

NVCA has signed a Memorandum of Understanding with Hydro One to streamline their permit applications within the Nottawasaga Watershed.

Prior to May 2017, Hydro One was not required to seek permission from conservation authorities to conduct maintenance and construction activities. As Hydro One is no longer a Crown Corporation, they are now required to apply for NVCA permits.

To streamline this process, Hydro One will submit one application form per project. Projects will be required to meet *Conservation Authority Act* requirements to avoid the loss of life and damage to properties due to flooding and erosion. These practices will be embedded within their standard operating procedure.

Update of MOU/Inventory of Programs and Services for MNR

NVCA's CAO Doug Hevenor has received positive feedback from most of the municipal partners regarding agreements with NVCA. However, due to timing delays in setting up meetings with councils, there are only five out of 18 MOUs have been signed, while eight have been formally approved.

NVCA's goal remains to negotiate and consult towards administrative MOU compliance for 2024. As such, NVCA will be asking the Minister of Natural Resources and Forestry for an extension to the December 31, 2023 deadline to have all MOUs signed.

Upcoming Events

Tunes in the Trees

A coffee house style concert featuring Rick Groves and Edward St Moritz. Enjoy an evening of live music in the natural beauty of the Tiffin Centre for Conservation. Proceeds go towards maintaining NVCA's conservation areas.

Date:

October 19, 2023 from 7 pm – 9 pm

Location:

Tiffin Centre for Conservation
8195 8th Line Utopia, ON L0M 1T0

[Tickets available on NVCA's website.](#)

Tiffin Nature Program

Geared towards children in pre-K and kindergarten, NVCA's nature program will help children gain knowledge, understanding and appreciation of the natural world and our amazing planet. Children learn about risky play, and develop a better understanding of their relationship with the land.

Date:

Tuesdays and Thursdays during the school year
(with some exceptions)

Location:

Tiffin Centre for Conservation
8195 8th Line Utopia, ON L0M 1T0

[Link to Registration](#)

Festival at Fort Willow

The Festival at Fort Willow is an annual event where visitors will experience what life was in the early 1800s.

School Field Trip Day:

Friday, September 29, 2023

9:00 a.m. – 3:00 p.m.

[School can inquire using this form](#)

Public Day:

Saturday, September 30, 2023

10:00 a.m. – 4:00 p.m.

Location:

Historic Fort Willow Conservation Area
2714 Grenfel R., Springwater Township, ON
L0M 1T2

[Tickets available at this link](#)



Grand River Conservation Authority

Summary of the General Membership Meeting – September 22, 2023

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

Action Items

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

- GM-09-23-68 - Progress Report #6 - Ontario Regulation 687/21
- GM-09-23-67 - Banking and Investment Policy
- GM-09-23-70 - Financial Summary
- GM-09-23-65 - Water Control Structures Asset Management Plan Consulting Contract

Information Items

The Board received the following reports as information:

- GM-09-23-66 - Update on Regulatory Deliverables - Ontario Regulation 686/21
- GM-09-23-69 - Cash and Investment Status
- GM-09-23-62 - Elora Quarry and Grand River Conservation Area Membership Pass Update
- GM-09-23-63 - ERO No. 019-4706: Technical Bulletin – Flooding Hazards: Data Survey and Mapping Specifications
- GM-09-23-71 - Current Watershed Conditions
- GM-09-23-64 - Niska Land Holdings 2023 Draft Management Plan

Correspondence

The Board received the following correspondence:

- Hamilton Conservation Authority re: Reverse Changes to the Conservation Authorities Act and Ontario Wetland Evaluation System

Delegations

There were two registered delegations:

- Dr. Hugh Whitely – Niska Land Holdings 2023 Draft Management Plan
- Laura Murr – Niska Land Holdings 2023 Draft Management Plan

Source Protection Authority

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

Action Items

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

- SPA-09-23-01 - Source Protection Committee Rules of Procedure
- SPA-09-23-02 - Source Protection Committee Member Appointments

For full information, please refer to the September 22 [General Membership](#) and [Source Protection Authority](#) agenda packages. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar once they have been approved.

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

OCT 5 2023

INFO 4

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télééc.: 705 330-4191

File Reference:

612-20

September 26, 2023

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2024 Annual Billing Statement package.

This year's billing package includes a statement for the 2022 year-end reconciliation. The final cost adjustment calculated as a result of the 2022 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2024 calendar year.

The most current OPPA uniform and civilian collective agreements expired on December 31, 2022. The estimated salary rates incorporated in the 2024 municipal policing annual statements are based on the 2022 rates, set in the last collective agreements, with a 2.01% overall general salary rate increase applied, representing a 1% general salary rate increase for each of calendar years 2023 and 2024. The reconciliation of both 2023 and 2024 costs will include a reconciliation of salary costs based on rates set in applicable collective agreement settlements.

The final reconciliation of the 2024 annual costs will be included in the 2026 Annual Billing Statement.

For more detailed information on the 2024 Annual Billing Statement package, please refer to the resource material available on opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement, please email OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Phil Whitton", with a long horizontal flourish extending to the right.

Phil Whitton
Superintendent
Commander, Municipal Policing Bureau

OCT 5 2023

INFO 5

OPP 2024 Annual Billing Statement

Melancthon Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,189		
	Commercial and Industrial	82		
	Total Properties	<u>1,271</u>	165.59	210,460
Calls for Service	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	0.1162%	167.34	212,695
Overtime	(see notes)		16.80	21,348
Prisoner Transportation	(per property cost)		1.12	1,424
Accommodation/Cleaning Services	(per property cost)		4.90	6,228
Total 2024 Estimated Cost			<u>355.75</u>	<u>452,154</u>
2022 Year-End Adjustment	(see summary)			3,408
Grand Total Billing for 2024				<u>455,562</u>
2024 Monthly Billing Amount				37,963

OPP 2024 Annual Billing Statement

Melancthon Tp

Estimated costs for the period January 1 to December 31, 2024

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2024 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.4 % Base Services and 49.6 % Calls for Service. The total 2024 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.59 estimated for 2024. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2019, 2020, 2021 and 2022 has been analyzed and averaged to estimate the 2024 costs. The costs incorporate the estimated 2024 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2024 hours and salary rates and included in the 2026 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2024 costs have been estimated based on the 2022 activity levels. These costs will be reconciled to the actual cost of service required in 2024.

There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2022 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service		Base Services	Calls for Service
			FTE	%	\$/FTE	\$
Uniform Members	Note 1					
Inspector	26.21	100.0	170,155		4,459,769	-
Staff Sergeant-Detachment Commander	9.14	100.0	152,475		1,393,620	-
Staff Sergeant	36.76	100.0	142,419		5,235,312	-
Sergeant	222.37	50.4	127,275		28,302,242	14,027,027
Constable	1,613.61	50.4	108,173		174,548,615	86,510,067
Part-Time Constable	15.08	50.4	86,989		1,311,789	661,984
Total Uniform Salaries	1,923.17				215,251,347	114,064,447
Statutory Holiday Payout			5,132		9,792,492	5,122,546
Shift Premiums			1,130		2,091,727	1,055,028
Uniform Benefits - Inspector			26.47%		1,180,501	1,180,501
Uniform Benefits - Full-Time Salaries			32.44%		67,955,243	35,341,010
Uniform Benefits - Part-Time Salaries			15.71%		206,082	103,998
Total Uniform Salaries & Benefits					296,477,393	156,867,530
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	168.12	50.4	68,433		11,505,025	5,803,153
Detachment Operations Clerk	2.08	50.4	64,421		133,996	67,642
Detachment Clerk - Typist	1.06	50.4	56,545		59,938	29,969
Court Officer - Administration	25.63	50.4	69,834		1,789,843	902,952
Crimestoppers Co-ordinator	0.83	50.4	65,987		54,769	27,715
Cadet	0.68	50.4	46,454		31,588	15,794
Total Detachment Civilian Salaries	198.40				13,575,160	6,847,226
Civilian Benefits - Full-Time Salaries			33.98%		4,612,839	2,326,687
Total Detachment Civilian Salaries & Benefits					18,187,999	9,173,913
Support Costs - Salaries and Benefits						
Communication Operators			6,228		11,977,503	6,263,811
Prisoner Guards			1,996		3,838,647	2,007,477
Operational Support			6,080		11,692,874	6,114,960
RHQ Municipal Support			2,751		5,290,641	2,766,818
Telephone Support			141		271,167	141,811
Office Automation Support			875		1,682,774	880,031
Mobile and Portable Radio Support			282		546,587	285,768
Total Support Staff Salaries and Benefits Costs					35,300,192	18,460,676
Total Salaries & Benefits					349,965,584	184,502,118
Other Direct Operating Expenses	Note 2					
Communication Centre			155		298,091	155,891
Operational Support			1,018		1,957,787	1,023,854
RHQ Municipal Support			212		407,712	213,219
Telephone			1,582		3,042,455	1,591,097
Mobile Radio Equipment Repairs & Maintenance			147		284,923	148,964
Office Automation - Uniform			3,019		5,806,050	3,036,359
Office Automation - Civilian			1,154		228,954	115,088
Vehicle Usage			9,975		19,183,621	10,032,356
Detachment Supplies & Equipment			548		1,053,897	551,151
Uniform & Equipment			2,305		4,467,666	2,335,795
Uniform & Equipment - Court Officer			994		25,476	12,852
Total Other Direct Operating Expenses					36,756,632	19,216,626
Total 2024 Municipal Base Services and Calls for Service Cost					\$ 386,722,216	\$ 203,718,745
Total OPP-Policed Municipal Properties						1,230,286
Base Services Cost per Property						\$ 165.59

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$15,971,805 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.4% Base Services : 49.6% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

OPP 2024 Calls for Service Billing Summary

Melancthon Tp

Estimated costs for the period January 1 to December 31, 2024

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	0	0	1	4	1	6.9	9	0.0005%	868
Drugs	1	2	1	3	2	80.6	141	0.0078%	14,199
Operational	166	181	218	205	193	3.8	732	0.0402%	73,638
Operational 2	113	34	57	49	63	1.5	95	0.0052%	9,551
Other Criminal Code Violations	3	2	7	5	4	7.3	31	0.0017%	3,123
Property Crime Violations	30	44	50	51	44	6.3	276	0.0152%	27,746
Statutes & Acts	32	41	60	67	50	3.5	175	0.0096%	17,617
Traffic	107	77	111	115	103	3.8	390	0.0214%	39,210
Violent Criminal Code	10	16	21	22	17	15.4	266	0.0146%	26,742
Municipal Totals	462	397	526	521	477		2,113	0.1162%	\$212,695

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,613	2,790	2,966	2,473	2,711	6.9	18,702	1.0288%	1,882,731
Drugs	880	1,130	1,049	794	963	80.6	77,638	4.2708%	7,815,625
Operational	171,990	177,344	179,926	175,732	176,248	3.8	669,742	36.8416%	67,421,351
Operational 2	119,115	47,881	48,223	46,150	65,342	1.5	98,013	5.3916%	9,866,770
Other Criminal Code Violations	12,263	12,075	12,067	12,166	12,143	7.3	88,642	4.8761%	8,923,384
Property Crime Violations	52,344	46,517	47,206	48,643	48,678	6.3	306,668	16.8694%	30,871,552
Statutes & Acts	28,234	31,126	32,714	32,603	31,169	3.5	109,092	6.0010%	10,982,066
Traffic	38,738	32,001	34,658	38,679	36,019	3.8	136,872	7.5291%	13,778,594
Violent Criminal Code	20,497	19,283	19,967	21,429	20,294	15.4	312,528	17.1917%	31,461,399
Provincial Totals	446,674	370,147	378,776	378,669	393,567		1,817,899	100%	\$183,003,471

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2020 municipal police force amalgamations.

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OPP 2024 Calls for Service Details
Melancthon Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Grand Total	462	397	526	521	476.50
Drug Possession	0	0	1	4	1.25
Drug Related Occurrence	0	0	0	3	0.75
Possession - Cocaine	0	0	0	1	0.25
Possession – Opioid (other than heroin)	0	0	1	0	0.25
Drugs	1	2	1	3	1.75
Drug Operation - Commercial Grow Outdoor	1	0	0	0	0.25
Possession of cannabis for purpose of distributing	0	0	0	1	0.25
Production - Other Controlled Drugs & Substances	0	1	0	0	0.25
Trafficking - Cocaine	0	1	1	0	0.50
Trafficking - Other Controlled Drugs and Substances Act	0	0	0	2	0.50
Operational	166	181	218	205	192.50
Accident - non-MVC - Commercial	1	0	0	0	0.25
Accident - non-MVC - Industrial	1	0	0	0	0.25
Accident - non-MVC - Master Code	0	2	1	0	0.75
Accident - non-MVC - Residential	0	0	0	1	0.25
Alarm - Master Code	1	0	0	0	0.25
Alarm - Others	1	0	0	0	0.25
Animal - Bear Complaint	0	1	0	0	0.25
Animal - Bite	0	1	1	1	0.75
Animal - Dog Owners Liability Act	1	1	0	1	0.75
Animal - Injured	2	2	0	5	2.25
Animal - Master Code	4	2	0	1	1.75
Animal - Other	3	4	1	0	2.00
Animal - Stray	4	2	5	11	5.50
Assist Fire Department	3	1	3	4	2.75
Assist Public	32	43	82	51	52.00
By-Law - Master Code	0	3	0	1	1.00
Dogs By-Law	1	0	0	0	0.25
Domestic Disturbance	15	18	24	33	22.50
Family Dispute	19	28	9	13	17.25
Fire - Building	3	5	6	7	5.25
Fire - Other	2	0	1	1	1.00
Fire - Vehicle	2	1	0	1	1.00
Firearms (Discharge) By-Law	0	1	0	0	0.25
Found - Bicycles	1	0	0	0	0.25
Found - Others	1	0	2	0	0.75
Found Property - Master Code	3	4	3	2	3.00
Insecure Condition - Building	2	0	0	0	0.50
Insecure Condition - Master Code	1	1	0	0	0.50
Lost - License Plate	1	0	0	0	0.25
Lost Property - Master Code	1	1	3	3	2.00
Medical Assistance - Other	1	0	0	0	0.25
Missing Person 12 & older	5	1	1	0	1.75
Missing Person Located 12 & older	2	3	1	3	2.25

OPP 2024 Calls for Service Details
Melancthon Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Neighbour Dispute	10	13	19	9	12.75
Noise By-Law	0	0	0	1	0.25
Noise Complaint - Animal	0	0	1	0	0.25
Noise Complaint - Master Code	1	2	4	2	2.25
Noise Complaint - Others	0	0	1	0	0.25
Noise Complaint - Residence	2	0	1	0	0.75
Noise Complaint - Vehicle	1	0	0	0	0.25
Other Municipal By-Laws	1	1	3	3	2.00
Phone - Master Code	2	0	0	0	0.50
Phone - Nuisance - No Charges Laid	0	1	2	1	1.00
Phone - Other - No Charges Laid	2	0	0	0	0.50
Sudden Death - Apparent Overdose/Overdose	0	0	0	1	0.25
Sudden Death - Natural Causes	2	2	2	0	1.50
Sudden Death - Others	0	0	1	1	0.50
Sudden Death - Suicide	0	1	0	4	1.25
Suspicious Person	12	12	12	11	11.75
Suspicious vehicle	17	13	18	20	17.00
Trouble with Youth	0	1	0	4	1.25
Unwanted Persons	0	5	6	8	4.75
Vehicle Recovered - All Terrain Vehicles	1	0	0	0	0.25
Vehicle Recovered - Automobile	0	2	3	1	1.50
Vehicle Recovered - Construction Vehicles	0	1	1	0	0.50
Vehicle Recovered - Other	0	1	1	0	0.50
Vehicle Recovered - Trucks	2	1	0	0	0.75
Operational 2	113	34	57	49	63.25
911 call - Dropped Cell	40	10	12	4	16.50
911 call / 911 hang up	42	7	12	2	15.75
911 hang up - Pocket Dial	14	0	0	0	3.50
False Alarm - Accidental Trip	4	0	0	0	1.00
False Alarm - Cancelled	2	0	0	0	0.50
False Alarm - Malfunction	2	0	0	0	0.50
False Alarm - Others	4	10	16	13	10.75
False Holdup Alarm - Accidental Trip	0	3	0	1	1.00
False Holdup Alarm - Malfunction	1	0	0	0	0.25
Keep the Peace	4	4	17	29	13.50
Other Criminal Code Violations	3	2	7	5	4.25
Animals - Cruelty	0	0	1	0	0.25
Bail Violations - Fail To Comply	1	1	1	1	1.00
Disturb the Peace	1	1	3	1	1.50
Offensive Weapons - Careless use of firearms	0	0	0	1	0.25
Offensive Weapons - Other Offensive Weapons	0	0	0	1	0.25
Offensive Weapons - Other Weapons Offences	1	0	0	0	0.25
Offensive Weapons - Possession of Weapons	0	0	1	1	0.50
Utter Threats to Property / Animals	0	0	1	0	0.25
Property Crime Violations	30	44	50	51	43.75

OPP 2024 Calls for Service Details
Melancthon Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Arson - Others	0	0	1	0	0.25
Break & Enter	6	10	4	9	7.25
Fraud - False Pretence Under \$5,000	0	0	1	0	0.25
Fraud - Master Code	0	0	1	1	0.50
Fraud - Money/property/security Over \$5,000	1	0	2	2	1.25
Fraud - Money/property/security Under \$5,000	4	1	1	3	2.25
Fraud - Other	3	0	1	1	1.25
Fraud - Steal/Forge/Poss./Use Credit Card	0	1	3	1	1.25
Fraud - Transportation	0	1	0	0	0.25
Interfere with lawful use, enjoyment of property	1	0	0	1	0.50
Mischief	3	5	8	11	6.75
Possession of Stolen Goods over \$5,000	0	1	1	0	0.50
Possession of Stolen Goods under \$5,000	0	0	1	0	0.25
Property Damage	1	3	3	0	1.75
Theft Over - Master Code	0	0	1	1	0.50
Theft from Motor Vehicles Under \$5,000	2	1	0	3	1.50
Theft of - All Terrain Vehicles	0	3	0	1	1.00
Theft of - Automobile	0	0	1	1	0.50
Theft of - Construction Vehicles	0	0	1	0	0.25
Theft of - Trucks	3	0	0	0	0.75
Theft of Motor Vehicle	1	2	3	5	2.75
Theft Over \$5,000 - Farm Equipment	0	0	1	1	0.50
Theft Over \$5,000 - Mining Product	0	1	0	0	0.25
Theft Over \$5,000 - Other Theft	1	1	1	0	0.75
Theft Over \$5,000 - Trailers	0	0	2	0	0.50
Theft Under \$5,000 - Bicycles	0	0	1	0	0.25
Theft Under \$5,000 - Boat (Vessel)	0	0	1	0	0.25
Theft Under \$5,000 - Building	0	0	0	2	0.50
Theft Under \$5,000 - Construction Site	2	1	0	0	0.75
Theft Under \$5,000 - Gasoline Drive-off	0	1	0	0	0.25
Theft Under \$5,000 - Master Code	0	2	2	1	1.25
Theft Under \$5,000 - Other Theft	2	7	9	7	6.25
Theft Under \$5,000 - Trailers	0	3	0	0	0.75
Statutes & Acts	32	41	60	67	50.00
Custody Dispute	0	0	1	0	0.25
Landlord / Tenant	12	9	27	18	16.50
Mental Health Act	5	3	8	14	7.50
Mental Health Act - Apprehension	0	1	8	6	3.75
Mental Health Act - Attempt Suicide	2	3	0	2	1.75
Mental Health Act - No contact with Police	0	2	0	0	0.50
Mental Health Act - Placed on Form	4	4	2	1	2.75
Mental Health Act - Threat of Suicide	0	7	5	7	4.75
Mental Health Act - Voluntary Transport	2	1	0	2	1.25
Trespass To Property Act	7	11	9	17	11.00
Traffic	107	77	111	115	102.50

OPP 2024 Calls for Service Details
Melancthon Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
MVC - Fatal (Motor Vehicle Collision)	2	0	0	0	0.50
MVC - Others (Motor Vehicle Collision)	3	1	0	0	1.00
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	0	1	0	0	0.25
MVC - Personal Injury (Motor Vehicle Collision)	14	6	7	8	8.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	2	2	1	2	1.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	28	20	20	32	25.00
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	55	45	80	70	62.50
MVC (Motor Vehicle Collision) - Master Code	3	2	3	3	2.75
Violent Criminal Code	10	16	21	22	17.25
Assault - Level 1	6	1	6	3	4.00
Assault With Weapon or Causing Bodily Harm - Level 2	3	4	5	2	3.50
Attempted Murder	0	0	0	1	0.25
Criminal Harassment	0	3	3	2	2.00
Criminal Negligence - Bodily Harm	0	1	0	0	0.25
Indecent / Harassing Communications	0	1	0	1	0.50
Mischief - Cause Danger to Life	0	1	0	0	0.25
Pointing a Firearm	0	0	1	0	0.25
Sexual Assault	1	2	2	5	2.50
Sexual Interference	0	1	0	0	0.25
Utter Threats - Master Code	0	1	0	0	0.25
Utter Threats to Person	0	1	4	8	3.25

OPP 2022 Reconciled Year-End Summary
Melancthon Tp
Reconciled cost for the period January 1 to December 31, 2022

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
Base Service	Property Counts				
	Household	1,172			
	Commercial and Industrial	78			
	Total Properties	<u>1,250</u>	172.74	215,928	215,089
Calls for Service					
	Total all municipalities	177,916,859			
	Municipal portion	0.0957%	136.27	170,340	169,373
Overtime			16.26	20,329	17,916
Prisoner Transportation	(per property cost)		1.08	1,350	2,138
Accommodation/Cleaning Services	(per property cost)		4.81	6,013	6,038
Total 2022 Costs			<u><u>331.17</u></u>	<u>413,960</u>	<u>410,554</u>
2022 Billed Amount				<u>410,552</u>	
2022 Year-End-Adjustment				<u><u>3,408</u></u>	

Notes

The Year-End Adjustment above is included as an adjustment on the 2024 Billing Statement.
This amount is incorporated into the monthly invoice amount for 2024.
The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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Denise Holmes

From: Alice Byl <abyl@shelburne.ca>
Sent: Wednesday, September 27, 2023 10:11 AM
To: Denise Holmes; Nicole Martin; Jessica Kennedy; Fred Simpson; 'Tracey Atkinson'; Meghan Townsend; Carolina Khan; mdunne@dufferincounty.ca
Cc: Jennifer E. Willoughby
Subject: Motion of Support for Melancthon's resolution regarding Bill-C-310 - An Act to Amend the Income Tax Act (Volunteer Firefighting and Search and Rescue Volunteer Tax Credit)

Good Morning,

At the Shelburne Town Council regular Council meeting held on September 25, 2023, the following resolution was passed:

Motion # 6

Moved By Councillor Benotto

Seconded By Councillor Sample

BE IT RESOVLED THAT Council supports the motion from the Township of Melancthon regarding an Act to Amend the Income Tax Act (Volunteer Firefighting and Search and Rescue Volunteer Tax Credit);

AND THAT this motion be sent to the County of Dufferin and the Municipalities of Dufferin County.

CARRIED, W. Mills

Thank you

Alice Byl, Deputy Clerk, Committee Coordinator

Phone: 519-925-2600 ext 232 | Fax: 519-925-6134 | abyl@shelburne.ca

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7

www.shelburne.ca

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

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

Crystal & Craig Gordon



September 26th, 2023

RE: Kennel License Exception

Dear Melancthon township Council,

Hello, my name is Crystal Gordon. My husband, Craig, and I are making an offer to purchase a property in your township. We have spoken to a lovely lady (Kaitlin) multiple times as well as Chris at the GRCA office about a specific property. Our intention is to build a small kennel on the property so we can continue to breed dogs and keep our business open and growing. We have all of the other details clarified except one. I am writing you today to ask for an exemption with one of the requirements of your kennel license application. It is section 4 of the bylaw, as stated “4.2 (a) be a member of the Canadian Kennel Club”. I have read and understand each section of the bylaw requirements and can proudly adhere to each one except this one. The definition of the CKC (taken from their website) is “The Canadian Kennel Club (CKC) is the primary registry body for purebred dogs in Canada and currently recognizes 187 breeds. As a non-profit organization, the CKC is dedicated to encouraging, guiding, and advancing the interests of purebred dogs and their responsible owners and breeders in Canada and promoting the knowledge and understanding of the benefits which dogs can bring to Canadian society.” We have a small dog breeding program with 6 dogs (5 breeding dogs, 1 retired). We are ethical, responsible and transparent people, and handle our breeding business the same honest way we handle everything else in our life. We have always been honest and open when we purchase a dog from anyone. In our experience, when we are transparent that we are breeders, CKC breeders will not sell a puppy to us as another breeder. Unfortunately, we have not (yet) met a CKC breeder that has similar goals to us and will work with us to provide the healthiest and best companions to our customers. Because we have not had an opportunity to own any CKC

OCT 5 2023

ACT 1

registered dogs this far, we take all of our breeding dogs through a series of genetic and DNA tests to ensure we are doing our due diligence and breeding dogs that are purebred and clear of over 180 genetic conditions that can be tested for. We only want to breed good genetically sound dogs that will bring joy and companionship to their families for many years. We have a great rapport with all of our previous dog families and many are starting to return for a second puppy of ours to add to their families. We only breed a litter when we have a waiting list of deposits and serious families/ individuals. We don't breed any litters without a waiting list, as we never want to add to any over populations of dogs that can't find great families to love them, We proudly breed purebred chocolate labradors, Silver labradors and occasionally, when we have a full list, labradoodles. The CKC only recognizes purebred dogs in their registry and does not support or register any breeding that is not purebred. This is another reason why we do not have a CKC registration. Labradoodles are not a CKC recognized breed because it is a purposeful and intentional cross of two breeds. I hope that this letter helps to provide you with the information to support why we are asking for this one specific exemption.

Thank you so much for taking the time to read my request at this council meeting. If you have any other questions or need any clarifying details please don't hesitate to call or email me.

I look forward to hearing from you.

Sincerely,

Crystal Gordon

www.puppiesfromtheheart.ca





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

September 20, 2023

Re: Servicing in Melancthon

Dear Mayor White and Council,

As a follow up to the recent joint meeting of the Councils of the Township of Southgate (Southgate) and the Township of Melancthon (Melancthon) held September 11, 2023, this letter serves as official communication to provide clarity of the Township of Southgate's current position regarding the request to service lands within the Township of Melancthon.

As explained at the meeting September 11, 2023, Southgate undertook preliminary review of how servicing lands in Melancthon may affect Southgate's water and wastewater servicing strategy, other municipal services, and the community.

While Southgate council agreed that staff at both municipalities and counties meet with the owner of Flato Developments to potentially get a better sense of the type and densities of development they are planning at this stage, this would not change Southgate's position.

Each township has a responsibility to do what is best for their community both financially and otherwise. The Township of Southgate sincerely empathizes with the Township of Melancthon and their circumstances and position. The Township of Southgate's position remains that it will not provide services to the Township of Melancthon lands. This position was not arrived at lightly and is not intended to harm relations between the municipalities. Southgate's position was arrived at based on the facts of what we know today, the considerable growth pressures that Southgate is already experiencing as a small, rural municipality with limited resources, and the potential future impacts/lack of benefits to Southgate of servicing beyond our borders. Some of these facts include, but are not limited to:

- Unprecedented growth in Southgate - Southgate's population rate increase from 2006 to 2011 and from 2011 to 2016 are 1.7% and 2.3%, respectively. However, from 2016 to 2020, Southgate's population grew by 18.5%, mostly in the Dundalk urban centre, a significant increase from prior years and the second highest in Grey during this period. Southgate is struggling to meet the many pressures associated with this rapid growth as it continues.
- 3 Ministry Zoning Orders and several other large properties still to be developed/serviced within Southgate.
- Additional **significant** infrastructure construction for water and wastewater would be required, without the ability to collect Development Charges or Tax Revenue.

OCT 5 2023

GB 17.3.1



- Servicing the lands in Melancthon would push substantial infrastructure ahead in Southgate's servicing strategy (i.e. another water tower and municipal well many years sooner). Southgate cannot fully collect Development Charges for this future infrastructure and has much less time and ability to manage the shortfall and find other revenue sources.
- Southgate currently has a Schedule C Municipal Class Environmental Assessment for the Dundalk Wastewater Treatment Facility Expansion under review with the Ministry of Environment, Conservation and Parks (MECP). However, servicing these additional lands will require significant upgrades over and above the already planned and designed wastewater treatment facility upgrades, potentially resulting in design changes to the current proposed or subsequent expansion. In addition to impacts to the expansion of infrastructure required, the increased treatment capacity may reach potential constraints (i.e., assimilative capacity) within the final effluent receiver (Foley Drain), which may necessitate fundamental changes to the treatment strategy.
- Major strain on operations (for example, although currently Dundalk licenced operators do a range of public works duties, the human resources for operating & maintaining water & wastewater systems will lead to dedicated staffing of fully licenced operators, resulting in the need for additional staff to fulfill other duties).
- Significant strain on other municipal services and operations (fire, recreation, library, administration etc.).
- There would be two separate and distinct areas that are trying to work together as a single community. While residents would associate themselves with living in Dundalk, in actuality, they would live in Melancthon, and issues, concerns, complaints would arise as they would be treated differently (taxes, water, wastewater rates). Community cohesion is highly valued by the Township of Southgate.
- Adds further complexities of other services that are currently aligned with county/municipal boundaries (i.e. public health, school boards, etc.).
- Dundalk schools are already at 150% capacity.
- Hwy 10 is a significant barrier/impediment to the development of an integrated community.
- Safety issues - with the schools, recreation etc. being on west side of Hwy 10 children, parents etc. would have to cross busy highway to access these facilities.
- Servicing development on Melancthon lands threatens the economic viability of Southgate investments/long term planning in infrastructure.
- Southgate has more than enough available lands to meet any projected need for housing and/or commercial/industrial developments.
- Other lands east of Hwy 10 and south of Grey Rd 9 are owned by another developer. It is likely that this development would require municipal services as well.
- Significant complexities/risks are added with servicing not only another municipality, but another county.
- Costs of relevant studies and dedicating Southgate resources.



- Uncertainty with provincial legislative changes that greatly affect development and the ability to fund infrastructure.

In 2021 the former reports speaking to annexation resulting from Flato development proposals were presented to Southgate Council October 20th, and on December 1st, draft annexation agreements. The Melancthon Council Meeting, minutes of November 4, 2021, indicate Mayor White updating on discussions with Southgate regarding annexation as well. Additionally, Dufferin County received a presentation from MHBC Planning, on Flato Developments behalf, in January 2023, continuing to propose boundary adjustments. These facts illustrate the longstanding conversations that have occurred, and that Southgate's position has not changed. The confirmation of this position has been reinforced by the mounting growth pressures experienced within our community over recent years, and the impending growth that Southgate is poised to undergo in the future.

As confirmed by the Ministry of Municipal Affairs and Housing on September 14, 2023, a formal request to rezone lands in Melancthon (whether a potential amendment to Southgate's MZO's, new MZO's, or through other means), is yet to be received. Southgate will commit to informing Melancthon should a formal request to amend it's MZO's be received, as public discussions on the matter would also follow.

If the Township of Melancthon were to reconsider its stance on annexation, the Township of Southgate would be willing to reinitiate dialogue with Melancthon, Dufferin County, and Grey County. However, it is important to emphasize that while annexation could potentially enhance the feasibility of servicing these lands, it would still require a substantial commitment of resources, including funding and comprehensive studies. Many of the infrastructure and community support challenges are likely to remain, despite annexation. Therefore, Southgate remains committed to prioritizing the planned growth currently within its own boundaries.

Respectfully,

Brian Milne, Mayor

Dina Lundy, CAO

cc:
Ministry of Municipal Affairs and Housing
County of Grey
County of Dufferin
Shakir Rehmatullah, Flato Developments Inc.

Denise Holmes

From: Roseann Knechtel <rknechtel@mulmur.ca>
Sent: Wednesday, September 13, 2023 12:16 PM
To: Denise Holmes
Subject: Fuel Tank Removal: NDCC
Attachments: 6 21800 Tank Removal and Decommissioning Report 2023.pdf; 6 12800 TSSA Fuel Tank Environmental Review 2023.pdf

Hi Denise,

We have received the reports from Comco and the TSSA for the removal of the fuel tank at the NDCC. Please see attached. We will be sending the reports to Council at our next meeting date (October 4, 2023)

If you have any questions do not hesitate to reach out.

Have a great day,

Roseann Knechtel, BA, MMC | Deputy Clerk / Planning Coordinator
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 223 | Fax 705-466-2922 | rknechtel@mulmur.ca
[Join our email list](#) to receive important information and keep up to date on the latest Township news.

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

PRIVATE AND CONFIDENTIAL



**TANK REMOVAL AND DECOMMISSIONING REPORT
UNDERGROUND STORAGE TANK**

**706114 SIDE ROAD 25
HONEYWOOD, ONTARIO**

AUGUST 2023

PROJECT NO. C590

Prepared for:

**Township of Mulmur
758070 2nd Line East
Mulmur, Ontario
L7S 1A1**

**ATTN: Bruce Crawford, Public Works
Foreman**

Prepared by:

**Comco Canada Ltd.
100 Welham Road
Barrie, Ontario
L4N 8Y4**

**Gord Thompson P.Eng.
/CB**

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
1.0 INTRODUCTION	2
2.0 SCOPE OF INVESTIGATION	2
3.0 RELEVANT LEGISLATION	2
4.0 UST REMOVAL AND REMEDIATION	3
4.1 Confirmation Samples	4
4.2 Analytical Testing	6
4.3 Analytical Results of Confirmation Samples	7
4.4 Groundwater	9
4.5 Backfill Material	9
4.6 Quality Assurance and Quality Control Results	9
5.0 DISCUSSION	10
6.0 CONCLUSIONS	10
7.0 LIMITATIONS OF THIS REPORT	10
8.0 DISCLAIMER TO THIRD PARTIES	10
9.0 REFERENCES	12
10.0 FIGURES	13
11.0 APPENDICES	19

List of Tables

TABLE I UST Information	4
TABLE II Field Screening Results of Confirmatory Soil Samples from Excavation	5
TABLE III Analytical Results for Excavation Soil Samples (June 13 and June 15, 2023)	8
TABLE IV Analytical Results for Excavation Soil Samples (June 29, 2023)	8
TABLE V Analytical Results for Backfill Material Samples	9

List of Figures

Figure 1: Site Location Map	14
Figure 2: Sampling Location	15
Figure 3: Underground Storage Tank Location. Facing Southeast.	16
Figure 4: Compacting Backfill Material. Facing East.	17
Figure 5: Backfilled Area. Facing Northeast.	18

EXECUTIVE SUMMARY

Comco Canada Ltd. was retained by the Township of Mulmur, for the removal and decommissioning of one (1) underground storage tank (UST), historically used for fuel oil located at the Honeywood Hockey Area at 706114 Side Road 25, Honeywood, Ontario. The UST was located abutting the western edge of the building. The removal of the tank began on June 13, 2023, with backfilling completed on July 6, 2023.

This assessment report is required under the CSA B139 Series-19 Installation Code for Oil Burning-Equipment. The purpose of this assessment is to identify any conditions or impacts of an environmental nature expressly prohibited by Provincial or Federal Statute, or by Municipal By-Law. Such conditions, practices and/or things may require removal or remediation. The assessment was performed in accordance with the requirements of the Technical Standards and Safety Authority's (TSSA) document titled "*Environmental Management Protocol for Fuel Handling Sites in Ontario TSSA EMP-2012*" (August 2012).

Excavation and removal of the UST occurred from June 13, 2023 to July 6, 2023. The dimensions of the final excavation were approximately 5.0 m x 5.0 m x 4.5 m deep (16.4 ft x 16.4 ft x 15.0 ft deep). Analyses of the excavation limit soil samples by an independent environmental laboratory confirm that the soil in the excavation did exceed the limits of the Ministry of the Environment Conservation and Parks (MECP) Table 2 Site Condition Standards (SCS) for the eastern wall, under the building footing. All other sample locations meet MECP Table 2 SCS criteria. Based on the location of the exceedance under the building, further delineation is considered impractical.

The excavation was backfilled using approximately 150 metric tonnes of imported Granular "A" Gravel. A sample was taken from the imported backfill and sent for laboratory analysis. Environmental laboratory sample indicates MECP Table 2 SCS criteria were met.

It is Comco's opinion that based on the location of localized impact, environmental remediation is impractical due to the building footing and foundation material. No conclusions are expressed regarding the condition of the soils beyond the excavation footprint.

1.0 INTRODUCTION

Comco Canada Ltd. (Comco) was retained by the Township of Mulmur for the removal and decommissioning of one (1) 4,500 Litre underground storage tank (UST) historically used for fuel oil storage. The underground tank was located at the western building exterior abutting the property building footing. A site location map is provided in Figure 1 with the approximate location.

2.0 SCOPE OF INVESTIGATION

The purpose of this assessment was to identify any conditions or impacts of an environmental nature expressly prohibited by Provincial or Federal Statute, or by Municipal By-Law as a result of the presence of the former USTs and piping, an assessment of the extent and the severity of impact on the Subject Property was completed.

The assessment was performed in accordance with requirements of the Technical Standards and Safety Act (TSS Act) and the Ministry of the Environment Conservation and Parks Ontario Regulation 153/04 “*Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act*”, April 15, 2011 (as amended).

3.0 RELEVANT LEGISLATION

Handling of petroleum storage and distribution equipment is regulated under the *Ontario Technical Standards and Safety Act 2000* (the TSS Act). Regulations require that removal of petroleum equipment (including underground storage tanks) be performed by a contractor licensed under the TSS Act. Comco is fully licensed to perform tank removals and installations and has been providing these and other services regulated under the TSS Act and its precursors for over fifty years.

B139 Series-19 Installation Code for Oil Burning-Equipment Clause M.4, as modified by TSSA Fuel Oil CAD Amendment FS-259-21 Section 4.3. states: “*Where an underground tank system is being removed or replaced and the property continues to maintain fuel storage equipment or tank systems, the owner of a facility, the operator of the facility, the owner of the tank system(s), the operator of the tank system(s), or the owner of the property where the equipment is installed, as applicable, shall submit an assessment report to TSSA that delineates the full extent of any petroleum product that has escaped to the environment both on-site and, where necessary and practical, off-site.*”

Section 4.2 states *“In the event of a spill, where a leak is confirmed, where there is discovery of a petroleum product that has escaped to the environment or inside a building, or where required by the Director, one or more of the responsible individuals identified in Clause 4.1, as applicable, shall notify the Director and the responsible individual(s) shall further: (a) forthwith notify the Director in the event of a fire or explosion and remove any potential for fire or explosion hazard; (b) provide all information to the Director or an inspector, as required; (c) cease using and empty products from any leaking part of the tank system(s); (d) repair, replace, or remove all defective underground or aboveground tank system(s) or equipment; and (e) take all practical measures to comply with the Environmental Management Protocol for Operating Fuel Handling Facilities in Ontario.*

If petroleum-contaminated soil and/or groundwater is discovered during the course of a tank removal, the Ontario *Environmental Protection Act* (EPA) requires that, where the contaminants have the potential to cause an “adverse effect” on the environment, the affected soil and/or groundwater be removed or remediated. Comco holds an Environmental Compliance Approval under the EPA to transport contaminated soil and/or groundwater to licensed disposal facilities if needed.

The Ministry of the Environment, Conservations and Parks (MECP) provides a document entitled *“Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act”, April 15, 2011*, which lists the acceptable concentrations for a variety of contaminants in various land use designations and groundwater conditions. Ontario Regulation (O.Reg.) 153/04 as amended, requires that MECP Table 2 Site Condition Standards (MECP Table 2 SCS) - *“Full Depth Generic Site Conditions Standards in a Potable Ground Water Condition”* for Residential/Parkland/Institutional Property Use be met. This criterion applies to the site as the Subject Property is Institutional Property Use and potable water is obtained for domestic use via drinking wells within 250 metres of the site. The site is not considered a sensitive property as defined in the Ministry of the Environment, Conservation and Parks (MECP) Ontario Regulation 153/04 as the subsurface soil pH was measured in the field at 7.05, which is between the criteria of 5 and 11 set out by the MECP. The depth to bedrock within the Subject Property is greater than 2 metres from the surface based on the depths of excavation at the Property, therefore, shallow soil criteria is not required to be met. Grain size analyses were not conducted at the Subject Property, therefore, the coarse textured soil conditions were applied to the Property, as it is the more conservative of the standards.

4.0 UST REMOVAL AND REMEDIATION

The removal of one (1) 4,500 Litre underground fuel oil storage tank occurred from June 13, 2023 to July 6, 2023. The tank was in poor condition with pitting, corrosion and holes

throughout. Residual product was pumped from the UST prior to removal. The UST was wrapped in cloth and removed from the site for final decommissioning and disposal off-site.

Environmental impact was identified during UST removal at the eastern edge of the excavation. Samples were taken at the extremities of the excavated area to confirm soil quality. In total, 192.3 tonnes of impacted material was disposed of at Green for Life (GFL) Environmental Inc. facility in Toronto, Ontario. Floor, wall and backfill samples were sent to Caduceon for confirmatory samples as excavation proceeded.

Additional information on the removed UST is provided in TABLE I.

TABLE I
UST Information

Tank Product	Manufacturer	Year Manufactured	Serial No.	Individual Tank Capacity (Litres)	Construction
Fuel Oil	N/A	N/A	N/A	4,500	Single-wall Steel

Note: Based on the condition of the UST and corresponding tank tag, detailed information was unobtainable.

4.1 Confirmation Samples

The presence and extent of impact was determined in the field using a combination of visual and olfactory evidence. Screening for vapour phase hydrocarbons was performed using a MiniRae 3000 Portable VOC Monitor (PID). This instrument detects Volatile Organic Compounds (VOC) using a photoionization detector with a range of 0 - 15,000 ppm. The precision of readings obtained from the MiniRAE 3000 is ± 1 ppm with an accuracy of ± 15 ppm. Soil samples were submitted for laboratory analysis to Caduceon Environmental Laboratories (Caduceon) of Barrie, Ontario. Caduceon is a certified laboratory that meets or exceeds quality control criteria established by the Canadian Association of Laboratory Accreditation (CALA), member number 2628, in accordance with ISO/IEC 17025.

Based on the floor area of the excavation (~ 25 m²), two (2) floor samples and two (2) wall samples must be submitted for laboratory analysis. Three (3) floor samples, seven (7) wall samples and one (1) backfill sample for a total of eleven (11) samples were submitted to Caduceon for laboratory analysis.

Field screening measurements are provided in TABLE II. Highlighted samples were selected for laboratory analysis.

TABLE II
Field Screening Results of Confirmatory Soil Samples from Excavation

Sample ID	VOC Reading (ppm)
C590-06-13-01-15	0.3
C590-06-13-02-15	0.5
C590-06-13-03-12	0.9
C590-06-13-04-15	0.6
C590-06-13-05-12	1.4
C590-06-13-06-11	0.4
C590-06-13-07-12	0.6
C590-06-15-1A-4.0	5.0
C590-06-15-1B-6.0	7.2
C590-06-15-1C-8.0	1.5
C590-06-15-2A-5.0	3.6
C590-06-15-2B-8.0	7
C590-06-15-2C-9.0	4.4
C590-06-15-3A-5.0	6.7
C590-06-15-3B-4.8	4.8
C590-06-15-4A-6.0	10.5
C590-06-15-4B-8.0	13.5
C590-06-15-5-10.0	23
C590-06-15-06-10.0	98
C590-06-15-7A-5.0	1.8
C590-06-15-7B-8.0	9.8

Sample ID	VOC Reading (ppm)
C590-06-22-01-5.5	9
C590-06-22-02-5.5	125
C590-06-22-03A-5.5	192
C590-06-22-03B-6.5	178
C590-06-22-04A-5.5	396
C590-06-22-04B-7.5	52
C590-06-22-05A-5.5	73
C590-06-22-05B-7.5	30
C590-06-22-06A-5.5	46
C590-06-22-06B-7.0	2.7
C590-06-26-01-15	3.0
C590-06-26-02-14.0	20.0
C590-06-26-03-14.0	1
C590-06-26-04-14.0	1
C590-06-26-05-14.0	0.8

Highlighted samples were submitted for laboratory analysis

TABLE II
Field Screening Results of Confirmatory Soil Samples from Excavation (Continued)

Sample ID	VOC Reading (ppm)
C590-06-27-01-BF	28.4
C590-06-27-02A-2.0	17
C590-06-27-02B-3.5	23
C590-06-27-03A-1.5	50
C590-06-27-03B-3.5	43
C590-06-27-05-14	150
C590-06-27-06-13	6
C590-06-27-07	5.8
C590-06-27-08-15	17
C590-06-27-09-14	78
C590-06-28-01-14.0	0.1
C590-06-28-02-14.0	0.5
C590-06-28-03-12.0	90
C590-06-28-04-12.0	178
C590-06-29-01-9.0	330.2
C590-06-29-02-12.0	124.8
C590-06-29-03-14.0	36.0
C590-06-29-04-14.0	31.0
C590-06-29-05-15.0	3.0

Highlighted samples were submitted for laboratory analysis

4.2 Analytical Testing

Confirmatory samples from the subsurface investigation and excavation limits were submitted to Caduceon Laboratories (Caduceon) for the analyses of the following parameters: Petroleum Hydrocarbon (PHC), F1 - F4, Benzene, Toluene, Ethylbenzene and Xylene (BTEX). PHC is

used to measure the petroleum content of a sample. The components are broken down into categories of:

- EPA classification F1 (C6 - C10): volatile compounds determined by purgeable analysis and consisting of hydrocarbons with carbon chains consisting of less than ten carbon atoms.
- EPA classification F2 (>C10 - C16) and F3 (>C16 - C34): semi-volatile compounds determined by cold solvent extraction and consisting of hydrocarbons with carbon chains containing 10 to 34 carbon atoms.
- EPA classification F4 (>C34): non-volatile compounds determined by hot solvent extraction and consisting of hydrocarbons with carbon chains greater than 34 carbon atoms.

The three groups generally correspond to light hydrocarbons (gasoline), middle distillates (diesel), and heavy oils (motor oils).

Volatile organic compounds of BTEX are identified in petroleum fuels and lubricants. These compounds are easily identified in impacted soil and present significant threats to human and environmental health and consequently have very low regulatory thresholds for their presence in the environment.

4.3 Analytical Results of Confirmation Samples

Laboratory analyses of confirmatory soil samples compared to MECP Table 2 Site Condition Standards (MECP Table 2 SCS) - "*Full Depth Generic Site Conditions Standards in a Potable Ground Water Condition*" are presented in TABLE III. Excavation activities continued in impacted areas until the building footing inhibited further delineation. Laboratory certificates of analysis of confirmatory soil samples are provided in Appendix A.

The laboratory analysis of the final excavation samples are provided in TABLE III.

TABLE III
Analytical Results for Excavation Soil Samples (June 13 and June 15, 2023)

Sample ID	C590-06-13-02 -15.0'	C590-06-13-06 -11'	C590-06-15-2B -8.0'	C590-06-15-06 -10.0'	C590-06-15-7B -8.0'	O. Reg. 153/04 Table 2 Residential/Parkland/ Institutional Property Use
Contaminant Concentration ($\mu\text{g g}^{-1}$)						
PHC F1	< 10	< 10	< 10	18	< 10	55
PHC F2	< 5	< 5	< 5	3500	< 5	98
PHC F3	< 10	< 10	< 10	4040	< 10	300
PHC F4	< 10	< 10	< 10	< 10	< 10	2800
Benzene	< 0.02	< 0.02	< 0.02	< 0.02	< 0.02	0.21
Toluene	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	2.3
Ethylbenzene	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	1.1
o-Xylene	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03	--
m+p-Xylenes	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03	--
Xylene	< 0.03	< 0.03	< 0.03	< 0.03	< 0.03	3.1

Highlighted and bolded samples exceed MECP Table 2 criteria
 Reported in ug/g, equivalent to ppm - parts per million

The sample which exceeded MECP Table 2 SCS criteria, C590-06-15-06-10.0' was a floor sample located at the southern area of the excavation. The area was further excavated until clean limits were identified at approximately 14 feet below grade.

An impacted area was identified beneath the wall of the building during excavation procedures. Excavation procedures were halted due to the location of the impact being under the footing of the building and the rock material found throughout. TABLE IV provides the analytical results of sampling limits for the excavations eastern wall.

TABLE IV Analytical Results for Excavation Soil Samples (June 29, 2023)

Sample ID	C590-06-29- 01-9.0	C590-06-29- 02-12.0	C590-06-29- 03-14.0	C590-06-29- 04-14.0	C590-06-29- 05-15	O. Reg. 153/04 Table 2 Residential/Parkland/ Institutional Property Use
PHC F1	10	< 10	< 10	< 10	< 10	55
PHC F2	1380	1960	< 5	< 5	< 5	98
PHC F3	16	2020	1460	86	< 10	300
PHC F4	22	< 10	< 10	< 10	< 10	2800

Highlighted and bolded samples exceed MECP Table 2 criteria, Reported in ug/g

4.4 Groundwater

Groundwater was not encountered during excavation activities.

4.5 Backfill Material

The excavation was backfilled using Granular “A” Gravel provided by the Township of Mulmur. The excavation area was backfilled and tamped on July 8, 2023. A sample was taken from the imported backfill. Laboratory results indicated concentrations of PHC F4. The PHC F4 returned a concentration of 13 $\mu\text{g g}^{-1}$, which is well below the MECP Table 2 criteria of 2800 $\mu\text{g g}^{-1}$. All other concentrations returned were below method detection levels. The results of the backfill analytical sample are provided in TABLE VI and Appendix B.

TABLE V
Analytical Results for Backfill Material Samples

Sample ID	C590-07-08-BF	O. Reg. 153/04 Table 2 Residential/Parkland/ Institutional Property Use
Contaminant Concentration ($\mu\text{g g}^{-1}$)		
PHC F1	<10	55
PHC F2	<5	98
PHC F3	<10	300
PHC F4	13	2800
Benzene	<0.02	0.21
Toluene	<0.2	2.3
Ethylbenzene	<0.05	1.1
o-Xylene	<0.03	--
m+p-Xylenes	<0.03	--
Xylene	<0.03	3.1

Highlighted and bolded samples exceed MECP Table 2 criteria

Reported in ug/g, equivalent to ppm - parts per million

4.6 Quality Assurance and Quality Control Results

Soil samples were collected according to standard procedures. Sample preservation and storage were within the requirements of the regulations and handled in accordance with the MECP Analytical Protocol in terms of preservation methods, storage requirements and container type.

5.0 DISCUSSION

A thorough investigation of the contaminated location has been concluded. The contamination was located within fractured rock underneath the building foundation. Based on the observations made at the site, delineation, and confirmatory samples, the area of contamination appears to be relatively small in size with little potential for migration or groundwater contamination (based on the anticipated groundwater depth). No free product has been identified. Based on the location of impact, the building integrity would be compromised if further investigation or cleanup were to occur. It is Comco's opinion that based on the amount, location and subsurface material there is no risk to the health and safety of on-site activities or significant environmental risk. In agreeance with the Township of Mulmur, no further work has been initiated at this time.

It is recommended that if the building is renovated or demolished in the future the contamination be dealt with at that time.

6.0 CONCLUSIONS

The analytical results confirm that the limits of the excavation for the floor, south, west, and north wall meet regulatory criteria. Laboratory analyses indicate that impact from the storage tank and associated equipment is located underneath the building footprint located at the excavation east wall. Due to the location of contamination under the building footing, further excavation is impractical at this time. No opinions are expressed regarding the conditions beyond the excavation footprint.

7.0 LIMITATIONS OF THIS REPORT

This tank removal and assessment and the conclusions presented in this report are based on field test results, observations, and results of laboratory analyses and are limited to Petroleum Hydrocarbons, Benzene, Toluene, Ethylbenzene, and Xylene within the area of the underground storage tanks removed by Comco Canada Ltd. Factors may become apparent as a result of future excavations, boreholes, or intrusive testing of the property that were not observed and could not be anticipated at the time of this work.

8.0 DISCLAIMER TO THIRD PARTIES

This report has been prepared for the exclusive use of the Township of Mulmur. Use of the information in this report by other parties without the permission of Comco Canada Ltd. and the Township of Mulmur shall be solely at risk to such parties. Permission to rely on this Report, where granted, shall only be by way of a written "Reliance Letter" produced by Comco Canada Ltd. under separate cover.

COMCO CANADA LTD.

Per:



Gord Thompson, P. Eng.
Principal Engineer

9.0 REFERENCES

Fuel Oil Code Adoption Document Amendment (n.d.). Retrieved August 1 2023, from https://www.tssa.org/en/boilers-pressure-vessels/resources/Fuel-Oil-CAD-2021-10-25---Final_.pdf

Map: Well records. ontario.ca. (n.d.). Retrieved August 1, 2023, from <https://www.ontario.ca/page/map-well-records>.

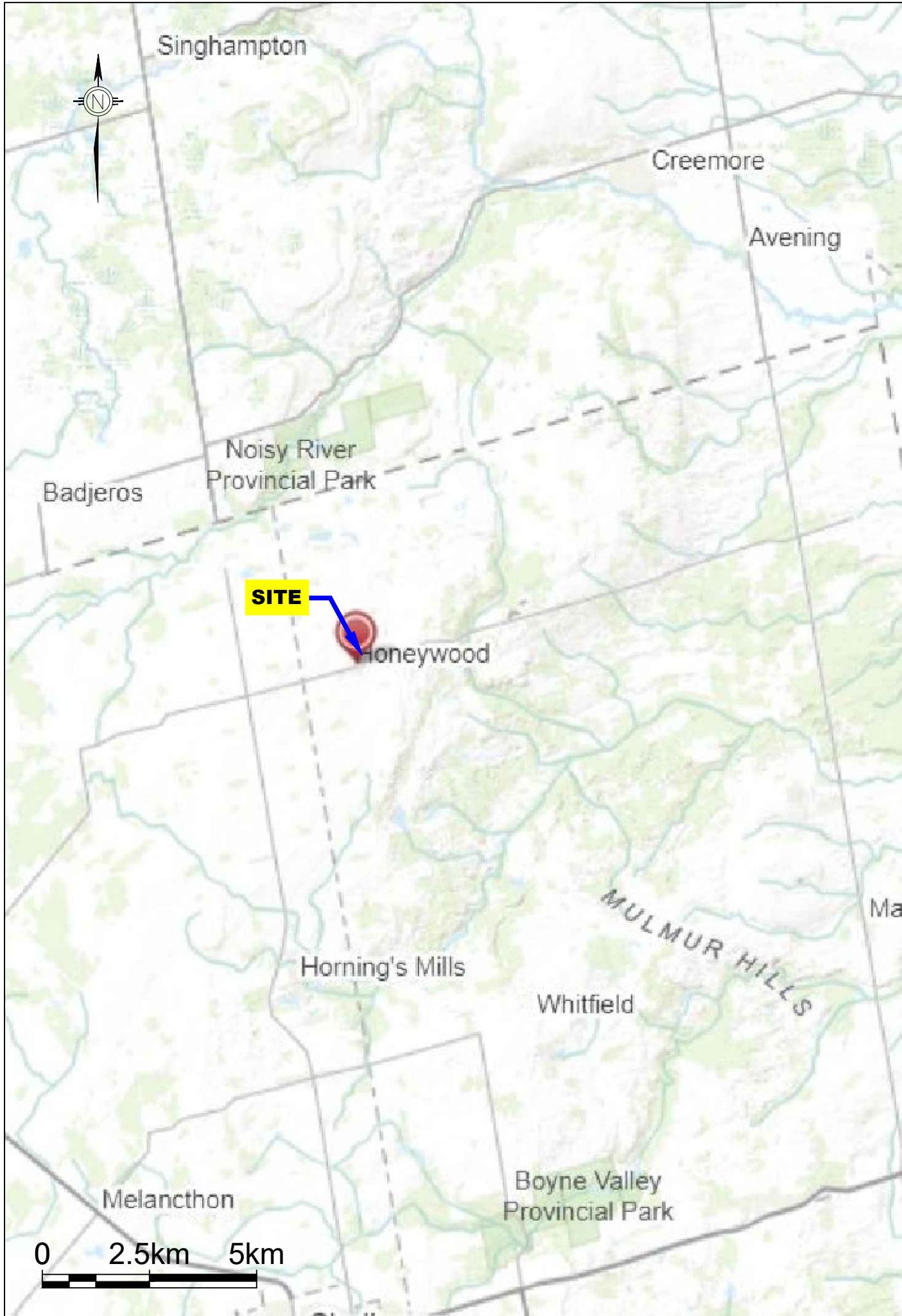
Ontario Ministry of the Environment and Climate Change (2011) *Protocol for analytical methods used in the assessment of properties under Part XV.1 of the Environmental Protection Act*, PIBS#4696e01.

Ontario Ministry of the Environment and Climate Change. (April 15, 2011) *Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental Protection Act*, PIBS # 7382e01.

Ontario Ministry of the Environment and Climate Change (2016). *Ontario Regulation 153/04: Records of Site Condition – Part XV.1 of the Act*. . Ontario.ca. (2021, March 19). Retrieved August 1, 2023, from <https://www.ontario.ca/laws/regulation/040153>.

Township of Mulmur - *Comprehensive Zoning By-Law No. 28-18* (October 17, 2022). Retrieved August 1, 2023, from <https://mulmur.ca/content/build/zoning-by-law/new-comprehensive-zoning-by-law-mulmur-july-4-2018-consolidated-1.pdf>

10.0 FIGURES



COMCO CANADA LTD.
 100 WELHAM ROAD
 BARRIE, ONT.
www.comcocanada.com

COMCO

Tank Removal & Decommissioning	Township of Mulmur
Site Location	758070 2nd Line East, Mulmur, ON
706114 Side Road 25, Honeywood, ON	
Attn: Bruce Crawford	

LOCATION MAP

AREA MAP

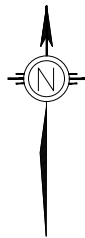
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 CHKD BY:
 DATE: **08-23-2023**

REVISIONS:

JOB NO: **C590**

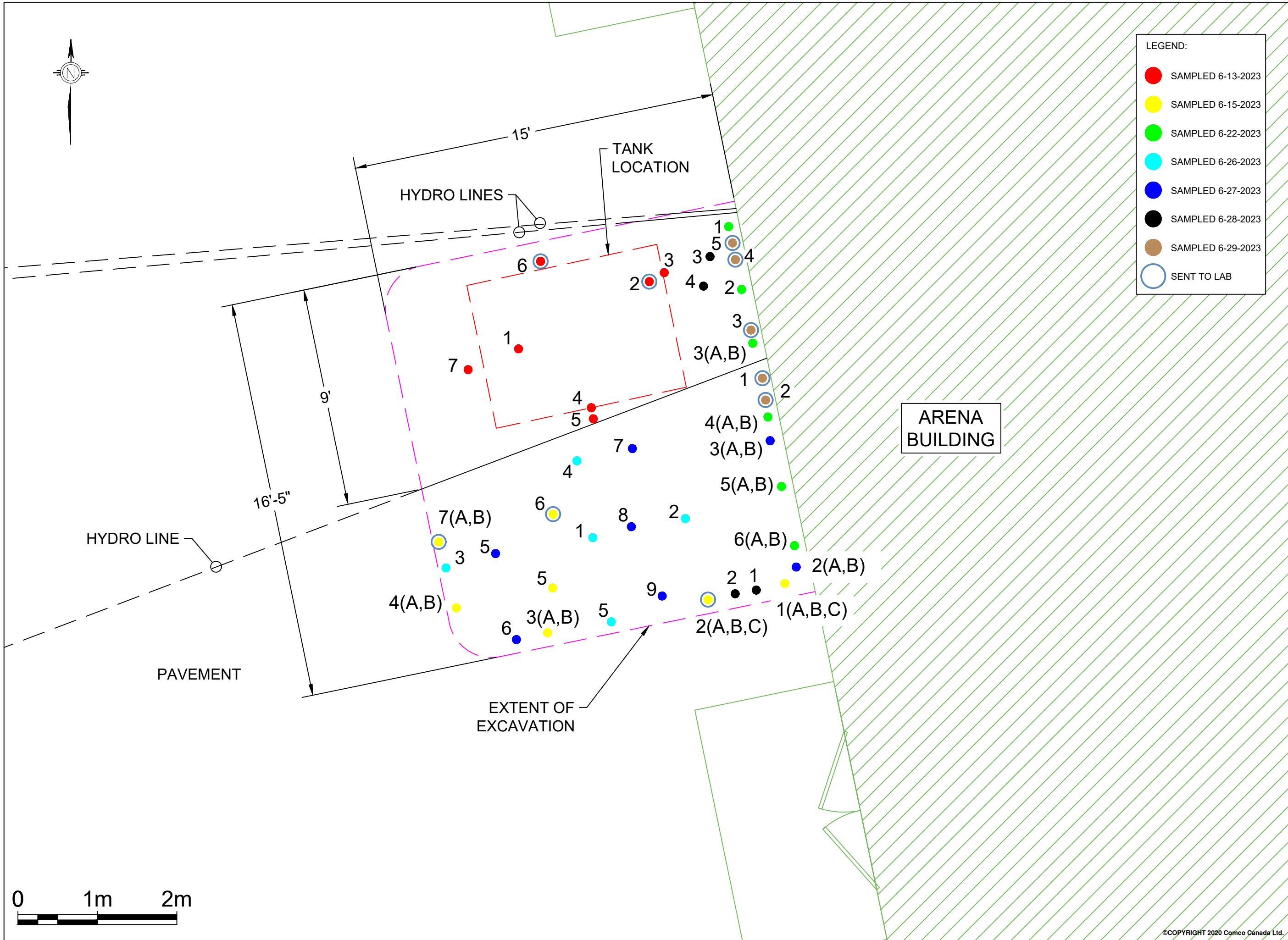
FIGURE: **1**

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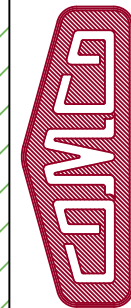


LEGEND:

●	SAMPLED 6-13-2023
●	SAMPLED 6-15-2023
●	SAMPLED 6-22-2023
●	SAMPLED 6-26-2023
●	SAMPLED 6-27-2023
●	SAMPLED 6-28-2023
●	SAMPLED 6-29-2023
	SENT TO LAB



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Township of Mulmur
 758070 2nd Line East, Mulmur, ON
 Attn: Bruce Crawford

Tank Removal & Decommissioning
 Sample Locations
 706114 Side Road 25, Honeywood, ON



DRWN BY: **DB**
 CHKD BY:
 DATE: **08-23-2023**

REVISIONS:

JOB NO: **C590**

FIGURE: **2**

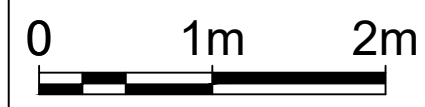




Figure 3: Underground Storage Tank Location. Facing Southeast.



Figure 4: Compacting Backfill Material. Facing East.



Figure 5: Backfilled Area. Facing Northeast.

11.0 APPENDICES

Appendix A - Laboratory Certificate of Analysis - Soil Samples

Appendix B - Laboratory Certificate of Analysis - Backfill Sample

Appendix A - Laboratory Certificate of Analysis - Soil Samples

C.O.C.: -

REPORT No: 23-014250 - Rev. 0

Report To:

Comco Canada Ltd
 100 Welham Road
 Barrie, ON L4N 8Y4

CADUCEON Environmental Laboratories

112 Commerce Park Dr Unit L
 Barrie, ON L4N 8W8

Attention: Gord Thompson

DATE RECEIVED: 2023-Jun-15
 DATE REPORTED: 2023-Jun-21
 SAMPLE MATRIX: Soil

CUSTOMER PROJECT: C590
 P.O. NUMBER: CP3231

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
Moisture	5	KINGSTON	KPARKER	2023-Jun-19	% Moisture	SM 2540
PHC F1 (Solid)	5	RICHMOND_HILL	JEVANS	2023-Jun-19	C-VPHS-01	CWS Tier 1
PHC F2-4 (Solid)	5	KINGSTON	KPARKER	2023-Jun-20	PHC-S-001	CWS Tier 1
VOC-Volatiles (Solid)	5	RICHMOND_HILL	JEVANS	2023-Jun-19	C-VOC-02	EPA 8260

µg/g = micrograms per gram (parts per million) and is equal to mg/Kg

F1 C6-C10 hydrocarbons in µg/g, (F1-btex if requested)
 F2 C10-C16 hydrocarbons in µg/g, (F2-naph if requested)
 F3 C16-C34 hydrocarbons in µg/g, (F3-pah if requested)
 F4 C34-C50 hydrocarbons in µg/g

This method complies with the Reference Method for the CWS PHC and is validated for use in the laboratory.

Any deviations from the method are noted and reported for any particular sample.

nC6 and nC10 response factor is within 30% of response factor for toluene:

nC10, nC16 and nC34 response factors within 10% of each other:

C50 response factors within 70% of nC10+nC16+nC34 average:

Linearity is within 15%:

All results expressed on a dry weight basis.


Unless otherwise noted all chromatograms returned to baseline by the retention time of nC50.

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

Unless otherwise noted all extraction, analysis, QC requirements and limits for holding time were met. If analyzed for F4 and F4G they are not to be summed but the greater of the two numbers are to be used in application to the CWS PHC QC will be made available upon request.



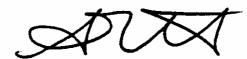
Steve Garrett
 Director of Laboratory Services

CADUCEON Environmental Laboratories Certificate of Analysis

Final Report

REPORT No: 23-014250 - Rev. 0

Parameter	Units	R.L.	Client I.D.	C590-06-13-02-15.0'	C590-06-13-06-11.0'	C590-06-15-2B-8.0'	C590-06-15-06-10.0'	C590-06-15-7B-8.0'
			Sample I.D.	23-014250-1	23-014250-2	23-014250-3	23-014250-4	23-014250-5
			Date Collected	2023-06-13	2023-06-13	2023-06-15	2023-06-15	2023-06-15
				-	-	-	-	-
Benzene	µg/g	0.02	<0.02	<0.02	<0.02	<0.02	<0.02	<0.02
Ethylbenzene	µg/g	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05
Toluene	µg/g	0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2
Xylene, m,p-	µg/g	0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
Xylene, m,p,o-	µg/g	0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
Xylene, o-	µg/g	0.03	<0.03	<0.03	<0.03	<0.03	<0.03	<0.03
PHC F1 (C6-C10)	µg/g	10	<10	<10	<10	18	<10	<10
PHC F2 (>C10-C16)	µg/g	5	<5	<5	<5	3500	<5	<5
PHC F3 (>C16-C34)	µg/g	10	<10	<10	<10	4040	<10	<10
PHC F4 (>C34-C50)	µg/g	10	<10	<10	<10	<10	<10	<10
Moisture	%	-	7.58	10.4	7.72	9.41	9.00	9.00



Steve Garrett
Director of Laboratory Services

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from Caduceon Environmental Laboratories.

C.O.C.: -

REPORT No: 23-016462 - Rev. 0

Report To:

Comco Canada Ltd
 100 Welham Road
 Barrie, ON L4N 8Y4

CADUCEON Environmental Laboratories

112 Commerce Park Dr Unit L
 Barrie, ON L4N 8W8

Attention: Gord Thompson

DATE RECEIVED: 2023-Jul-06
 DATE REPORTED: 2023-Jul-13
 SAMPLE MATRIX: Soil

CUSTOMER PROJECT: C590
 P.O. NUMBER: CP3238

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
Moisture	5	KINGSTON	AAUCOIN	2023-Jul-07	% Moisture	SM 2540
PHC F1 (Solid)	5	RICHMOND_HILL	JEVANS	2023-Jul-07	C-VPHS-01	CWS Tier 1
PHC F2-4 (Solid)	5	KINGSTON	STHOMPSON	2023-Jul-11	PHC-S-001	CWS Tier 1

µg/g = micrograms per gram (parts per million) and is equal to mg/Kg

F1 C6-C10 hydrocarbons in µg/g, (F1-btex if requested)
 F2 C10-C16 hydrocarbons in µg/g, (F2-naph if requested)
 F3 C16-C34 hydrocarbons in µg/g, (F3-pah if requested)
 F4 C34-C50 hydrocarbons in µg/g

This method complies with the Reference Method for the CWS PHC and is validated for use in the laboratory.

Any deviations from the method are noted and reported for any particular sample.

nC6 and nC10 response factor is within 30% of response factor for toluene:

nC10, nC16 and nC34 response factors within 10% of each other:

C50 response factors within 70% of nC10+nC16+nC34 average:

Linearity is within 15%:

All results expressed on a dry weight basis.


Unless otherwise noted all chromatograms returned to baseline by the retention time of nC50.

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

Unless otherwise noted all extraction, analysis, QC requirements and limits for holding time were met. If analyzed for F4 and F4G they are not to be summed but the greater of the two numbers are to be used in application to the CWS PHC QC will be made available upon request.



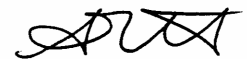
Steve Garrett
 Director of Laboratory Services

CADUCEON Environmental Laboratories Certificate of Analysis

Final Report

REPORT No: 23-016462 - Rev. 0

			Client I.D.	C590-06-29-03-14.0	C590-06-29-01-9.0	C590-06-29-02-12.0	C590-06-29-04-14.0	C590-06-29-05-15
			Sample I.D.	23-016462-1	23-016462-2	23-016462-3	23-016462-4	23-016462-5
			Date Collected	2023-06-29	2023-06-29	2023-06-29	2023-06-29	2023-06-29
Parameter	Units	R.L.						
PHC F1 (C6-C10)	µg/g	10	<10	10	<10	<10	<10	<10
PHC F2 (>C10-C16)	µg/g	5	<5	1380	1960	<5	<5	<5
PHC F3 (>C16-C34)	µg/g	10	1460	16	2020	86	<10	<10
PHC F4 (>C34-C50)	µg/g	10	<10	22	<10	<10	<10	<10
Moisture	%	-	9.47	7.37	7.80	7.78	7.70	7.70



Steve Garrett
Director of Laboratory Services

The analytical results reported herein refer to the samples as received. Reproduction of this analytical report in full or in part is prohibited without prior consent from Caduceon Environmental Laboratories.

Appendix B - Laboratory Certificate of Analysis - Backfill Sample

C.O.C.: -

REPORT No: 23-017492 - Rev. 0

Report To:

Comco Canada Ltd
 100 Welham Road
 Barrie, ON L4N 8Y4

CADUCEON Environmental Laboratories

112 Commerce Park Dr Unit L
 Barrie, ON L4N 8W8

Attention: Gord Thompson

DATE RECEIVED: 2023-Jul-13
 DATE REPORTED: 2023-Jul-18
 SAMPLE MATRIX: Soil

CUSTOMER PROJECT: C590
 P.O. NUMBER: CP3241

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
Moisture	1	KINGSTON	KPARKER	2023-Jul-14	% Moisture	SM 2540
PHC F1 (Solid)	1	RICHMOND_HILL	JEVANS	2023-Jul-16	C-VPHS-01	CWS Tier 1
PHC F2-4 (Solid)	1	KINGSTON	KPARKER	2023-Jul-18	PHC-S-001	CWS Tier 1
VOC-Volatiles (Solid)	1	RICHMOND_HILL	JEVANS	2023-Jul-16	C-VOC-02	EPA 8260

µg/g = micrograms per gram (parts per million) and is equal to mg/Kg

F1 C6-C10 hydrocarbons in µg/g, (F1-btex if requested)
 F2 C10-C16 hydrocarbons in µg/g, (F2-naph if requested)
 F3 C16-C34 hydrocarbons in µg/g, (F3-pah if requested)
 F4 C34-C50 hydrocarbons in µg/g

This method complies with the Reference Method for the CWS PHC and is validated for use in the laboratory.

Any deviations from the method are noted and reported for any particular sample.

nC6 and nC10 response factor is within 30% of response factor for toluene:

nC10, nC16 and nC34 response factors within 10% of each other:

C50 response factors within 70% of nC10+nC16+nC34 average:

Linearity is within 15%:

All results expressed on a dry weight basis.

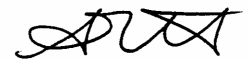
Unless otherwise noted all chromatograms returned to baseline by the retention time of nC50.

R.L. = Reporting Limit

NC = Not Calculated

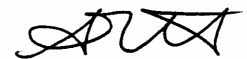
Test methods may be modified from specified reference method unless indicated by an *

Unless otherwise noted all extraction, analysis, QC requirements and limits for holding time were met. If analyzed for F4 and F4G they are not to be summed but the greater of the two numbers are to be used in application to the CWS PHC QC will be made available upon request.



Steve Garrett
 Director of Laboratory Services

Parameter	Units	R.L.	Client I.D.
			C590-07-08-BF
			Sample I.D.
			23-017492-1
			Date Collected
			2023-07-08
			-
Benzene	µg/g	0.02	<0.02
Ethylbenzene	µg/g	0.05	<0.05
Toluene	µg/g	0.2	<0.2
Xylene, m,p-	µg/g	0.03	<0.03
Xylene, m,p,o-	µg/g	0.03	<0.03
Xylene, o-	µg/g	0.03	<0.03
PHC F1 (C6-C10)	µg/g	10	<10
PHC F2 (>C10-C16)	µg/g	5	<5
PHC F3 (>C16-C34)	µg/g	10	<10
PHC F4 (>C34-C50)	µg/g	10	13
Moisture	%	-	4.58



Steve Garrett
 Director of Laboratory Services

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Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.734.3202
 Customer Service: 1.877.682.8772
 Email: fssubmissions@tssa.org
 www.tssa.org

Environmental Review Services
Technical Standards and Safety Act
 Fuels Safety Regulations

Clear Form

Print Form

Please submit completed application and supporting documentation by mail, fax, or email (in pdf format).		For Office Use Only
Check applicable fuel type: <input checked="" type="checkbox"/> Fuel Oil <input type="checkbox"/> Liquid Fuels	Property Use: <input type="checkbox"/> Residential (Single Family Dwelling) <input type="checkbox"/> Commercial/Industrial <input checked="" type="checkbox"/> Other	

SUBMISSION TYPE

<input type="checkbox"/> Response to Inspectors' Orders Order No.: _____ Service Request No.: _____	<input checked="" type="checkbox"/> Equipment Removal/Site Closure <input type="checkbox"/> Equipment Upgrade	<input type="checkbox"/> Leak <input type="checkbox"/> Spill	<input type="checkbox"/> Discovery
---	--	---	------------------------------------

Description: Removal of one (1) 4500 L underground storage tank, historically used for fuel oil, located at the Honeywood Hockey Arena.

A. OWNER INFORMATION - Please check all that apply: Equipment Property

Company Name: Township of Mulmur		Corporation No.:	
Street No./ 911 Number, if applicable: 758070		Street Name: 2nd Line East	
Unit/Suite:		PO Box:	
City/Town: Mulmur		Province: ON	Postal Code: L9V 0G8
Telephone No.: (705) 466-3341		Fax No.:	Cell No.: (705) 434-7302
Email: jwillmetts@mulmur.ca			
Print Name of Contact Person: John Willmetts			

B. LOCATION ADDRESS Same as: A B Legal Description attached
 (Where appliance/equipment is or was installed/inspected. Note this must be a delivery or fire route address.)

Company Name: Township of Mulmur			
Street No./ 911 Number, if applicable: 706114		Street Name: Side Road 25	
Unit/Suite:		PO Box:	
City/Town: Honeywood		Province: ON	Postal Code: L0N 1H0
Telephone No.: (705) 466-3341		Fax No.:	Cell No.:
Email: bcrawford@mulmur.ca			
Print Name of Contact Person: Bruce Crawford			

C. TECHNICAL CONTACT Same as: A B P
 (Company TSSA should communicate with on behalf of the owner.)

Company Name: Comco Canada Ltd.			
Street No./ 911 Number, if applicable: 100		Street Name: Welham Road	
Unit/Suite:		PO Box:	
City/Town: Barrie		Province: ON	Postal Code: L4N 8Y4
Telephone No.: (705) 728-0905		Fax No.:	Cell No.:
Email: gord.thompson@comcocanada.com			
Print Name of Contact Person: Gord Thompson			



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.734.3202
 Customer Service: 1.877.682.8772
 Email: fsubmissions@tssa.org
 www.tssa.org

Environmental Review Services
 Technical Standards and Safety Act
 Fuels Safety Regulations

Location Address: 706114, Side Road 25, Honeywood, ON (Honeywood Arena)

D. INVOICEE
 (Company who will be invoiced for engineering and inspection services.)

Company Name: Comco Canada Ltd.
 Street No./ 911 Number, if applicable: 100 Street Name: Welham Road
 Unit/Suite: PO Box:
 City/Town: Barrie Province: ON Postal Code: L4N 8Y4
 Telephone No.: (705) 728-0905 Fax No.: Cell No.:
 Email: gord.thompson@comcocanada.com
 Print Name of Contact Person: Gord Thompson Signature of Contact Person:

Date form submitted (dd-mmm-yyyy): 05-Sep-23

FEES
 (HST Registration No: 891131369)

Select	Service	Fee Type	Engineering	HST	Fee (Including HST)	Total Fees Due
<input checked="" type="checkbox"/>	Environmental review*	Flat**	\$ 726.00	94.38	\$ 820.38	\$ 820.38
	Expedited Services***					
<input type="checkbox"/>	Expedited Engineering Services (Additional charge to engineering review per site application)	Flat	\$ 533.50	69.36	\$ 602.86	

Total Fees Due	\$ 726.00	\$ 94.38		\$ 820.38
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If paying by credit card, value in Box 1 to be entered in TSSA Service Prepayment Portal **1**

All required fees must be prepaid for application to be processed. Fees are non-refundable.
For payment options, see Payment Instructions

*If a Contaminant Management Plan (CMP) is required, additional time will be billed in 1/4 hour increments at the applicable hourly labour rate based on TSSA's posted fee schedule.

**Flat fees relating to engineering services may be subject to additional billing if engineering submissions are inadequate or require excessive engineering review. Additional billing, if any, will be billed in 1/4 hour increments at the applicable hourly labour rate based on TSSA's posted fee schedule. All labour rates are per inspector or engineer.

***Expedited Services
 Expedited service fees are non-refundable
 Expedited services places your application in an expedited service line.

Legal Disclaimer - In providing environmental review services, Technical Standards and Safety Authority makes no representations or warranties regarding the environmental state of a property, the presence or absence of contaminants at the property, or the fitness of the property or equipment for any particular use. TSSA does not authorize any party to rely on any finding, assessment or determination made during the course of an environmental review. TSSA reserves the right to make a final determination of who is the owner of a property or equipment regardless of the information provided in this form. TSSA will send invoices to the invoicee listed above for the convenience of the owner of the property or equipment; however, the owner remains responsible for the payment of any fees for environmental review services and TSSA retains the right to demand such payment from the owner instead of the invoicee at any time.



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Customer Service: 1.877.682.8772
 Email: fssubmissions@tssa.org
 www.tssa.org

PAYMENT INSTRUCTIONS

TSSA use only	L #	CH #
WO # _____		

If paying by cheque, bank draft, money order, this form must accompany all applications submitted to TSSA. A separate payment form is required for each application. Please refer to our fee schedule posted on our website www.tssa.org. HST Registration No: 891131369.

Payment Options:

Credit Card - Click link below

[TSSA Service Prepayment Portal](https://forms.tssa.org/Payments/Service-Prepayment-Portal)

<https://forms.tssa.org/Payments/Service-Prepayment-Portal>

Cheque, Bank Draft or Money Order (payable to Technical Standards and Safety Authority)

Name of Applicant/Organization:

Telephone No:

Email Address:

Cheque/Bank Draft/Money Order #: _____

Mail payment along with a copy of your application to:

Attention: Accounts Receivable
 Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9

If a copy of the application is not submitted with your payment, this will delay the processing of the application.

Dishonored Payments: A \$35 administration fee will apply for each returned item



Nottawasaga Valley
Conservation Authority

September 27, 2023

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

Dear Denise Holmes:

Please find the 2024 Nottawasaga Valley Conservation Authority (NVCA) Draft Budget Booklet at <https://www.nvca.on.ca/about/plans-annual-reports-financials/nvca-2024-draft-budget/> and is also attached for ease of distribution. This draft budget was received and approved for circulation and input for the mandatory 30-day review period, at the September 22, 2023, NVCA Board meeting. Please forward any comments to the undersigned by November 24, 2023.

The NVCA is also pleased to include the budget companion, the 2024 Program Overview provides simple, understandable information about how our budget is allocated, what our goals and objectives are both for the current year and future year, along with what has been achieved by our team. It can be found at <https://www.nvca.on.ca/about/plans-annual-reports-financials/2024-program-overview/> and is also attached for ease of distribution.

The NVCA worked very diligently to address the impacts of rising inflation and subsequent pricing increases, combined with the uncontrollable costs of items such as insurance, without adversely impacting our member municipalities.

The 2024 budget brings new changes to its framework. As per the legislative changes, conservation authorities are now required to show their budgets clearly showing the category 1, 2 and 3 revenues and expenses.

NVCA is continuing to strongly encourage each member municipality to participate in all programs offered by NVCA as the MOU discussions continue. Municipalities in the Nottawasaga Watershed are connected by rivers, streams, groundwater, forests, and many other natural heritage features. By working together, we can continue to deliver science based, innovative, watershed-wide services to improve water quality, manage flood and erosion, create more resilient habitats, grow economies through recreational opportunities, and better adapt to climate change. We thank your Township for already signing an MOU in support of the NVCA's Categories 2 & 3.

The Township of Melancthon's proposed 2024 total levy contribution is \$15,142.91. The capital asset levy will be \$726.20. This represents a total of \$15,869.11 contribution for 2024.

OCT 5 2023

Below is how it is broken down into the Category 1 and Categories 2 & 3:

Category 1 Operational Levy - \$13,579.12

Categories 2 & 3 Operational Levy - \$1,563.79

Category 1 Asset Levy - \$625.98

Categories 2 & 3 Asset Levy - \$100.22

Please contact Kerry Jenkins at 705-424-1479 ext. 272 or kjenkins@nvca.on.ca if your council would like to schedule a deputation or a meeting with staff to discuss this draft budget. We believe the 2024 draft budget represents a wise investment for the long-term health of our environment, watershed, and local economy.

Yours truly,



Doug Hevenor
Chief Administration Officer

Copies: NVCA Board Member, Mayor Darren White
Sarah Culshaw, Treasurer Finance



NOTTAWASAGA VALLEY CONSERVATION AUTHORITY 2024 DRAFT BUDGET



Table of Contents

MOVING FORWARD IN TRANSITION	4
OUR WATERSHED	5
BUDGET PROCESS	6
BUDGET VOTE	7
2024 CATEGORY 1 DRAFT BUDGET	8
2024 CATEGORIES 2 & 3 DRAFT BUDGET	12
ASSET MANAGEMENT	16
CATEGORY 1 CAPITAL ASSET LEVY	16
CATEGORIES 2 & 3 CAPITAL ASSET LEVY	17
RESERVES	18

OUR VISION

A sustainable watershed that is resilient to the effects of climate change, urban growth and other stressors and provides for safe, healthy and prosperous people and communities.

OUR MISSION

Working together to deliver innovative, integrated watershed management that is responsive to the environmental, economic and social sustainability of the Nottawasaga Valley watershed.

WHAT WE VALUE

An abundance of clean water, clean air and fertile soils that provide for healthy people and ecosystems.

Natural heritage systems and the ecosystem services they provide, particularly as they support resilience to the effects of a changing climate.

Distinctive landforms and waterways including the Georgian Bay coastline, Niagara Escarpment, Minesing Wetlands and others that give our watershed a unique sense of place.

Quality recreational opportunities that our hills, forests, meadows, wetlands, waterways and coastline provide for residents and tourists alike.

A wealth of resources within the capacity of our watershed to provide for thriving communities, successful economies and sustainable agriculture, now and in the future.



Moving forward in transition

The 2024 budget represents a transition to a new budgetary framework for NVCA. Through the Province of Ontario, NVCA's program areas are separated into three categories:

- Category 1: Mandatory programs and services, where municipal levy could be used without any agreement
- Category 2: Municipal programs and services provided at the request of a municipality through an agreement
- Category 3: Other programs and services an authority determines are advisable but are not under Categories 1 and 2. Use of municipal levy requires an agreement with participating municipalities.

As we deliver mandatory programs services under Categories 1 to municipalities, NVCA is committed to continuing to manage human activities and natural resources on a watershed basis. Through Categories 2 & 3, we look forward to continuing our collaboration with municipal partners to deliver science based, innovative, watershed-wide services to improve water quality, manage flood and erosion, create more resilient habitats, grow economies through recreational opportunities, and better adapt to climate change.



OUR WATERSHED

The Nottawasaga Valley Watershed is approximately 3,700 km², with jurisdiction in 18 municipalities in the counties of Simcoe, Dufferin and Grey. The watershed is the source of watercourses that flow into Georgian Bay at Wasaga Beach, Collingwood and Severn Sound.

NVCA's Board of Directors is comprised of one representative appointed from each of our member municipalities.

Board members have a very important role and responsibility to represent the interests of their municipalities, consider the interests and needs of the conservation authority, and establish an effective reporting relationship with their municipal council and staff.

Budget Process

In August 2023, board members amended and approved a staff report on the budget pressures projected for 2024 and directed staff to prepare a 2024 budget for consideration based on a \$400,000 increase to general levy.

Staff have developed a draft budget based on a \$393,658.04 increase. The draft budget is reviewed at the September 22, 2023 Board of Directors meeting and subsequently circulated to NVCA watershed municipalities for the mandatory 30 commenting period.

The NVCA realizes that 30 days can be difficult for our member municipalities and strives to give approximately 60 days. The Board of Directors will vote on the budget at the December 2023 Board Meeting.



Budget Vote

The Board of Directors will vote on the budget and levy using a weighted vote. The weighting formula is based on the Modified Current Value Assessment (MCVA) levy apportionment found later in this booklet.

Step 1	Board of Directors approves circulation of draft budget	September 22 2023
Step 2	Budget to Municipal partners	October 2 2023
Step 3	Municipal review period	November 24 2023
Step 4	Board of Directors weighted vote	December 8 2023

2024 Category 1 Draft Budget

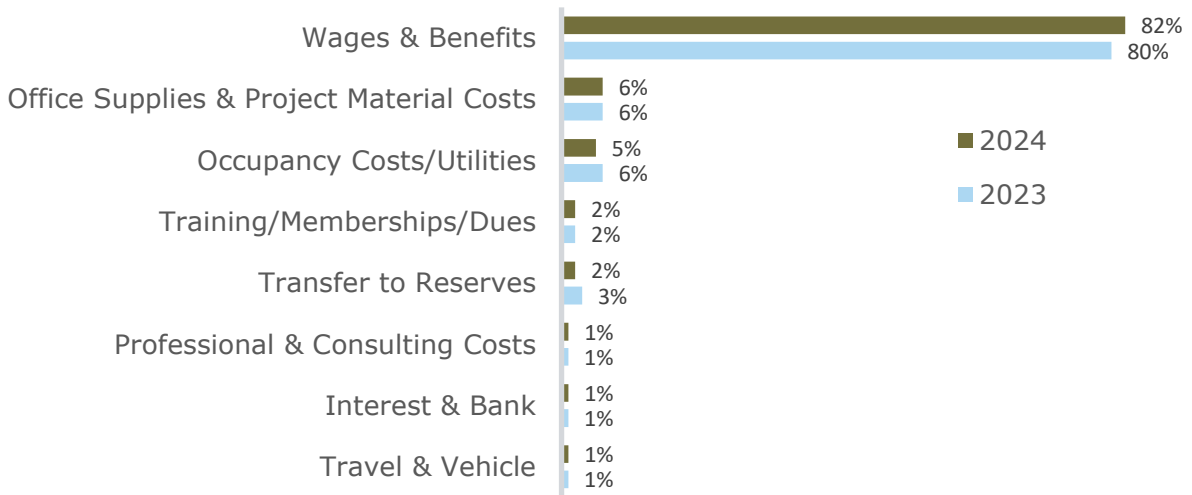
As per the NVCA's Inventory of Programs and Services, Category 1 items are provincially mandated services that NVCA must deliver to our partner municipalities. The 2024 operational budget for Category 1 is organized into business units and departments and is intended to reflect all associated costs. All operating programs, with the exception of planning and regulations with the addition of two new staff, have been maintained at the previous years' service level.

For Category 1's budget, a \$396,600.84 increase in municipal levy is needed to support the operating expenditures. The operating levy is shared by NVCA member municipalities based on the MCVA apportionment percentages provided by the Ministry of Natural Resources & Forestry.

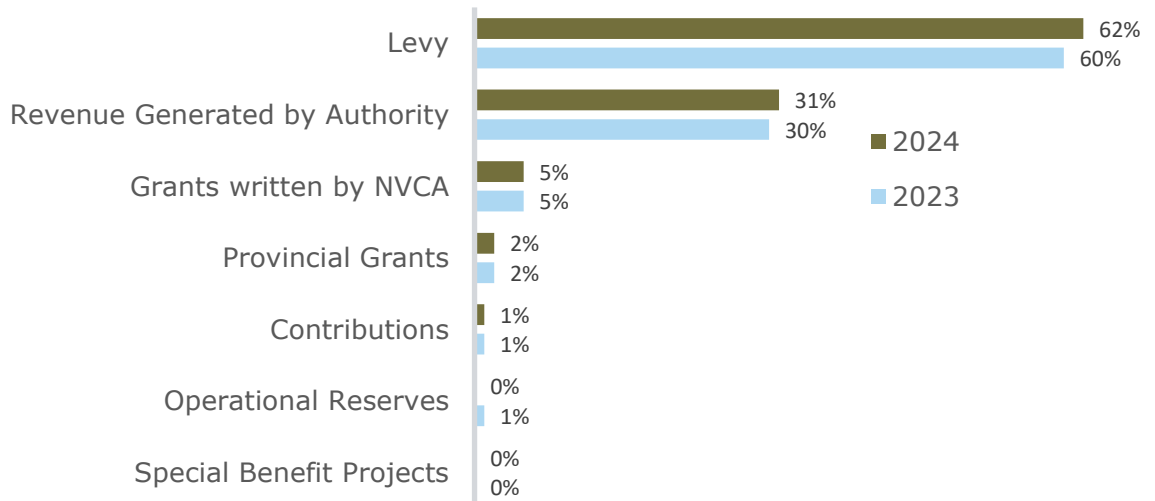
Summary of Category 1 Municipal Levy Contribution

Municipality	2023 MCVA Apportionment Percentage	2024 MCVA Apportionment Percentage	2023 Operating Levy	2024 Draft Operating Levy	\$ Increase
			\$2,459,756.76	\$2,856,357.59	\$396,600.83
Township of Adjala-Tosorontio	4.04%	4.01%	\$99,265.94	\$114,531.37	\$15,265.43
Township of Amaranth	0.22%	0.22%	\$5,379.49	\$6,232.57	\$853.08
City of Barrie	14.91%	14.80%	\$366,845.66	\$422,835.18	\$55,989.52
Town of The Blue Mountains	1.44%	1.45%	\$35,317.19	\$41,494.31	\$6,177.12
Town of Bradford West Gwillimbury	4.28%	4.29%	\$105,280.05	\$122,572.02	\$17,291.97
Clearview Township	4.94%	4.92%	\$121,403.75	\$140,589.92	\$19,186.17
Town of Collingwood	10.25%	10.35%	\$252,105.39	\$295,584.45	\$43,479.06
Township of Essa	6.91%	6.86%	\$170,003.63	\$195,874.72	\$25,871.09
Municipality of Grey Highlands	0.34%	0.34%	\$8,279.54	\$9,631.64	\$1,352.10
Town of Innisfil	7.24%	7.22%	\$177,975.70	\$206,197.60	\$28,221.90
Township of Melancthon	0.47%	0.48%	\$11,602.67	\$13,579.12	\$1,976.45
Town of Mono	3.70%	3.67%	\$90,907.69	\$104,716.93	\$13,809.24
Mulmur Township	1.61%	1.61%	\$39,589.79	\$45,915.95	\$6,326.16
Town of New Tecumseth	13.59%	13.57%	\$334,317.84	\$387,536.32	\$53,218.48
Township of Oro-Medonte	7.37%	7.38%	\$181,301.29	\$210,910.59	\$29,609.30
Town of Shelburne	2.11%	2.13%	\$51,854.13	\$60,974.67	\$9,120.53
Township of Springwater	7.56%	7.56%	\$185,979.75	\$215,957.77	\$29,978.02
Town of Wasaga Beach	9.04%	9.15%	\$222,347.2	\$261,222.47	\$38,875.22

Expenses



Revenues



Nottawasaga Valley Conservation Authority Proposed 2024 Budget - Category 1

Consolidated

	BUDGET 2023	BUDGET 2024	\$ CHANGE
REVENUE:			
Municipal Levy	2,459,756.76	2,856,357.59	396,600.83
Special Benefit Projects	4,000.00	4,000.00	-
Oro-Medonte MOU	(41,880.49)	-	41,880.49
Total Municipal Revenue	<u>2,421,876.26</u>	<u>2,860,357.59</u>	<u>438,481.33</u>
MNR Transfer Payment-Flood	97,307.00	97,307.00	-
Other Provincial Sources	197,000.00	197,000.00	-
Federal Sources	6,000.00	15,000.00	9,000.00
Total Government Grants	<u>300,307.00</u>	<u>309,307.00</u>	<u>9,000.00</u>
Contributions	58,650.00	42,150.00	(16,500.00)
Healthy Waters	5,000.00	5,000.00	-
Conservation Lands	34,300.00	34,300.00	-
Planning	1,115,500.00	1,260,500.00	145,000.00
Tiffin Operations	9,000.00	9,000.00	-
GIS & Technical Support	12,500.00	12,500.00	-
Investment Income	50,000.00	100,000.00	50,000.00
Total Contributions and User Fees	<u>1,284,950.00</u>	<u>1,463,450.00</u>	<u>178,500.00</u>
Operational Reserves	46,880.49	5,000.00	(41,880.49)
TOTAL REVENUE	<u>4,054,013.76</u>	<u>4,638,114.59</u>	<u>584,100.83</u>
EXPENSES:			
Wages and Interprogram Charges	3,446,788.33	4,008,243.33	561,455.00
	<u>3,446,788.33</u>	<u>4,008,243.33</u>	<u>561,455.00</u>
Other Expenses			
Staff Cost	10,300.00	10,300.00	-
Memberships/Professional Dues	48,100.00	45,600.00	(2,500.00)
Educations and Training	31,500.00	31,500.00	-
Materials & Supplies - General	107,700.00	110,700.00	3,000.00
Vehicles & Large Equipment Costs	40,950.00	45,250.00	4,300.00
Office Expenses	16,000.00	14,500.00	(1,500.00)
Equipment Costs	8,500.00	8,000.00	(500.00)
Transportation Costs	7,000.00	6,000.00	(1,000.00)
Legal	22,000.00	22,000.00	-
Consultants	5,500.00	8,500.00	3,000.00
Insurance	154,700.00	155,800.00	1,100.00
Taxes	18,860.00	18,860.00	-
Heat and Hydro	29,800.00	30,800.00	1,000.00
Telephones and Internet Access	23,000.00	21,000.00	(2,000.00)
Audit Fees	20,000.00	20,500.00	500.00
Interest and Bank Charges	33,500.00	38,500.00	5,000.00
Maintenance Expense	30,700.00	32,900.00	2,200.00
Uniform Expense	6,400.00	6,400.00	-
Leases	12,000.00	12,000.00	-
Advertisement and Communications	23,100.00	21,100.00	(2,000.00)

**Nottawasaga Valley Conservation Authority
Proposed 2024 Budget - Category 1**

Consolidated

	BUDGET 2023	BUDGET 2024	\$ CHANGE
Bad Debt Expense	500.00	500.00	-
Transfer to Reserves	120,000.00	120,000.00	-
	<u>770,110.00</u>	<u>780,710.00</u>	<u>10,600.00</u>
 TOTAL EXPENSES	 <u>4,216,898.33</u>	 <u>4,788,953.33</u>	 <u>572,055.00</u>
 SURPLUS (DEFICIT)	 <u>(162,884.55)</u>	 <u>(150,838.74)</u>	 <u>12,045.81</u>

2024 Categories 2 & 3 Draft Budget

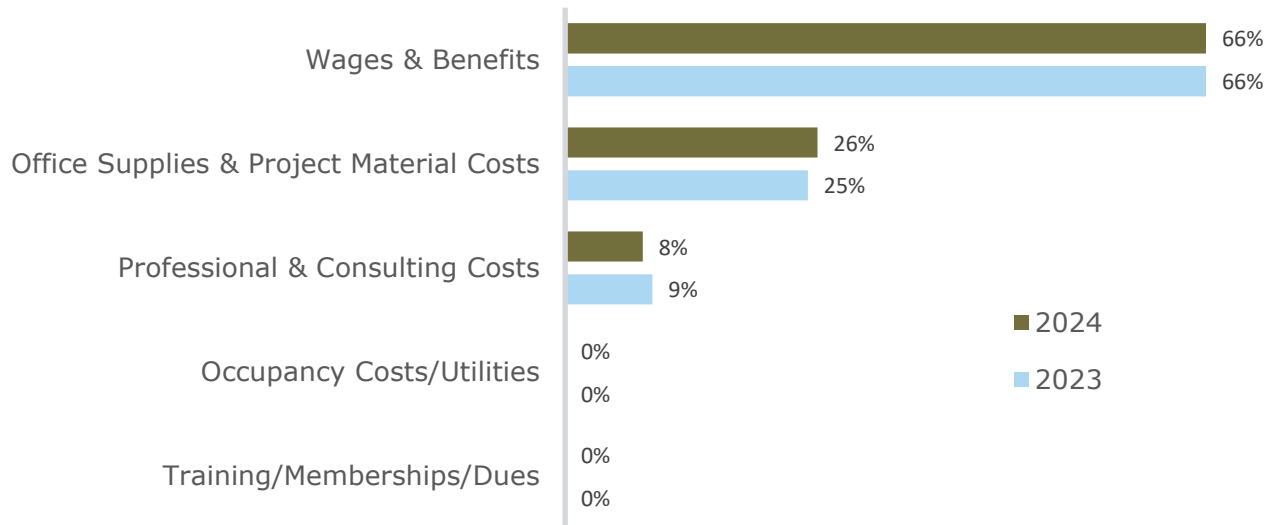
As per the NVCA's Inventory of Programs and Services, NVCA can only deliver items under Categories 2 & 3 if there are agreements in place with our municipalities. Category 2 items do not require levy, and projects are based on agreements with individual municipalities. Category 3 items require some levy to meet eligibility requirements for grants and other revenues, which in turn will help reduce the amount of levy needed under Category 1.

For Categories 2 & 3's budget, a \$2,942.78 decrease in municipal levy is realized to support the operating expenditures. The operating levy is shared by NVCA member municipalities based on the MCVA apportionment percentages provided by the Ministry of Natural Resources & Forestry.

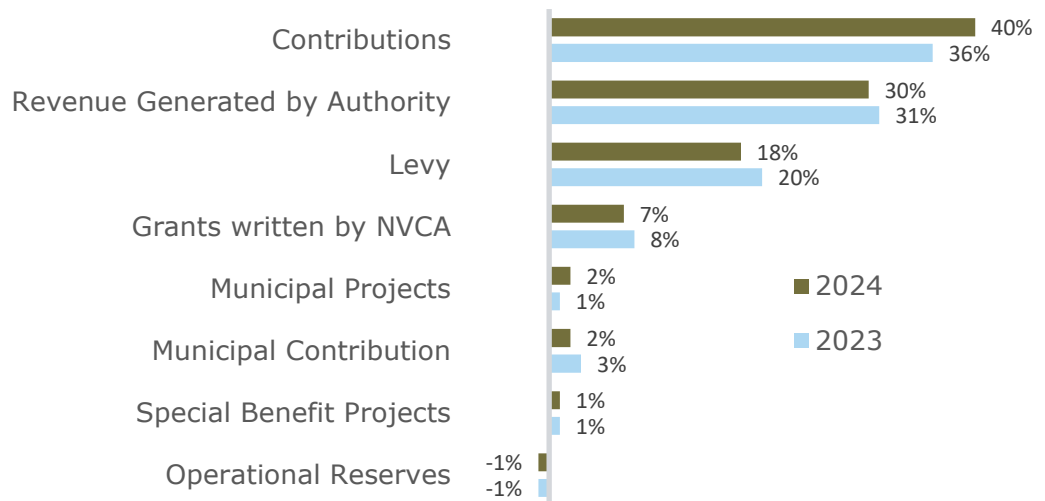
Summary of Category 3 Municipal Levy Contribution

Municipality	2023 MCVA Apportionment Percentage	2024 MCVA Apportionment Percentage	2023 Operating Levy	2024 Draft Operating Levy	\$ Increase
			\$331,885.46	\$328,942.68	\$(2,942.78)
Township of Adjala-Tosorontio	4.04%	4.01%	\$13,393.57	\$13,189.61	\$(203.96)
Township of Amaranth	0.22%	0.22%	\$725.83	\$717.75	\$(8.08)
City of Barrie	14.91%	14.80%	\$49,497.07	\$48,694.37	\$(802.69)
Town of The Blue Mountains	1.44%	1.45%	\$4,765.21	\$4,778.55	\$13.34
Town of Bradford West Gwillimbury	4.28%	4.29%	\$14,205.03	\$14,115.59	\$(89.44)
Clearview Township	4.94%	4.92%	\$16,380.54	\$16,190.56	\$(189.98)
Town of Collingwood	10.25%	10.35%	\$34,015.60	\$34,039.98	\$24.37
Township of Essa	6.91%	6.86%	\$22,937.93	\$22,557.24	\$(380.69)
Municipality of Grey Highlands	0.34%	0.34%	\$1,117.13	\$1,109.19	\$(7.93)
Town of Innisfil	7.24%	7.22%	\$24,013.57	\$23,746.04	\$(267.53)
Township of Melancthon	0.47%	0.48%	\$1,565.50	\$1,563.79	\$(1.71)
Town of Mono	3.70%	3.67%	\$12,265.82	\$12,059.37	\$(206.46)
Mulmur Township	1.61%	1.61%	\$5,341.70	\$5,287.75	\$(53.94)
Town of New Tecumseth	13.59%	13.57%	\$45,108.21	\$44,629.30	\$(478.91)
Township of Oro-Medonte	7.37%	7.38%	\$24,462.28	\$24,288.80	\$(173.48)
Town of Shelburne	2.11%	2.13%	\$6,996.48	\$7,021.94	\$25.46
Township of Springwater	7.56%	7.56%	\$25,093.53	\$24,870.04	\$(223.49)
Town of Wasaga Beach	9.04%	9.15%	\$30,000.45	\$30,082.79	\$82.34

Expenses



Revenues





VALOR™ 4000W

**Nottawasaga Valley Conservation Authority
Proposed 2024 Budget - Category 2 and 3**

Consolidated

	BUDGET 2023	BUDGET 2024	\$ CHANGE
REVENUE:			
Municipal Levy	331,885.46	328,942.68	(2,942.78)
Special Benefit Projects	21,000.00	21,000.00	-
Municipal Contributions	42,800.00	44,050.00	1,250.00
Municipal Project - RMO	36,000.00	36,000.00	-
Total Municipal Revenue	<u>431,685.45</u>	<u>429,992.68</u>	<u>(1,692.77)</u>
Other Provincial Sources	30,500.00	500.00	(30,000.00)
Federal Sources	98,000.00	125,000.00	27,000.00
Total Government Grants	<u>128,500.00</u>	<u>125,500.00</u>	<u>(3,000.00)</u>
Contributions	584,850.00	715,130.00	130,280.00
User Fees			
Reforestation	69,000.00	39,000.00	(30,000.00)
Healthy Waters	15,000.00	15,000.00	-
Environmental Monitoring	1,000.00	6,000.00	5,000.00
Environmental Education	214,000.00	285,000.00	71,000.00
Tiffin Operations	167,600.00	167,600.00	-
Conservation Land Leases	32,140.00	33,140.00	1,000.00
Total Contributions and User Fees	<u>1,083,590.00</u>	<u>1,260,870.00</u>	<u>177,280.00</u>
Operational Reserves	<u>(9,800.00)</u>	<u>(9,800.00)</u>	<u>-</u>
TOTAL REVENUE	<u><u>1,633,975.46</u></u>	<u><u>1,806,562.68</u></u>	<u><u>172,587.22</u></u>
EXPENSES:			
Wages and Interprogram Charges	965,808.08	1,086,464.08	120,656.00
	<u>965,808.08</u>	<u>1,086,464.08</u>	<u>120,656.00</u>
Other Expenses			
Staff Cost	300.00	300.00	-
Memberships/Professional Dues	1,250.00	1,250.00	-
Materials & Supplies - General	256,632.82	327,109.87	70,477.05
Materials & Supplies - Cost of Trees	114,000.00	110,000.00	(4,000.00)
Equipment Costs	500.00	500.00	-
Consultants	130,000.00	127,500.00	(2,500.00)
Heat and Hydro	200.00	200.00	-
Maintenance Expense	2,300.00	2,300.00	-
Uniform Expense	100.00	100.00	-
	<u>505,282.82</u>	<u>569,259.87</u>	<u>63,977.05</u>
TOTAL EXPENSES	<u><u>1,471,090.90</u></u>	<u><u>1,655,723.95</u></u>	<u><u>184,633.05</u></u>
SURPLUS (DEFICIT)	<u><u>162,884.55</u></u>	<u><u>150,838.74</u></u>	<u><u>(12,045.81)</u></u>

Asset Management

The capital asset levy, which funds the Asset Management Plan (AMP), is shared by the municipal partners based on their modified apportionment percentage.

The AMP is based on the annual approval of the asset management plan by the Board of Directors.

The AMP for 2024 was approved by the Board of Directors at the August 2023 Board meeting and is also split between Category 1 and Categories 2 & 3.

Below are the contributions for 2024 based on the approved Asset Management Plan:

Category 1 Capital Asset Levy

Municipality	2024 MCVA Apportionment%	2024 Capital Levy
Township of Adjala-Tosorontio	4.01%	\$5,279.77
Township of Amaranth	0.22%	\$287.31
City of Barrie	14.80%	\$19,492.25
Town of The Blue Mountains	1.45%	\$1,912.84
Bradford/West Gwillimbury	4.29%	\$5,650.44
Clearview Township	4.92%	\$6,481.04
Town of Collingwood	10.35%	\$13,626.12
Township of Essa	6.86%	\$9,029.61
Municipality of Grey Highlands	0.34%	\$444.01
Town of Innisfil	7.22%	\$9,505.49
Melancthon Township	0.48%	\$625.98
Town of Mono	3.67%	\$4,827.34
Mulmur Township	1.61%	\$2,116.68
Town of New Tecumseth	13.57%	\$17,865.01
Township of Oro-Medonte	7.38%	\$9,722.75
Town of Shelburne	2.13%	\$2,810.87
Township of Springwater	7.56%	\$9,955.42
Town of Wasaga Beach	9.15%	\$12,042.07

Categories 2 & 3 Capital Asset Levy

Municipality	2024 MCVA Apportionment%	2024 Capital Levy
Township of Adjala-Tosorontio	4.01%	\$845.30
Township of Amaranth	0.22%	\$46.00
City of Barrie	14.80%	\$3,120.76
Town of The Blue Mountains	1.45%	\$306.25
Bradford/West Gwillimbury	4.29%	\$904.65
Clearview Township	4.92%	\$1,037.63
Town of Collingwood	10.35%	\$2,181.58
Township of Essa	6.86%	\$1,445.66
Municipality of Grey Highlands	0.34%	\$71.09
Town of Innisfil	7.22%	\$1,521.85
Melancthon Township	0.48%	\$100.22
Town of Mono	3.67%	\$772.87
Mulmur Township	1.61%	\$338.89
Town of New Tecumseth	13.57%	\$2,860.23
Township of Oro-Medonte	7.38%	\$1,556.64
Town of Shelburne	2.13%	\$450.03
Township of Springwater	7.56%	\$1,593.89
Town of Wasaga Beach	9.15%	\$1,927.97

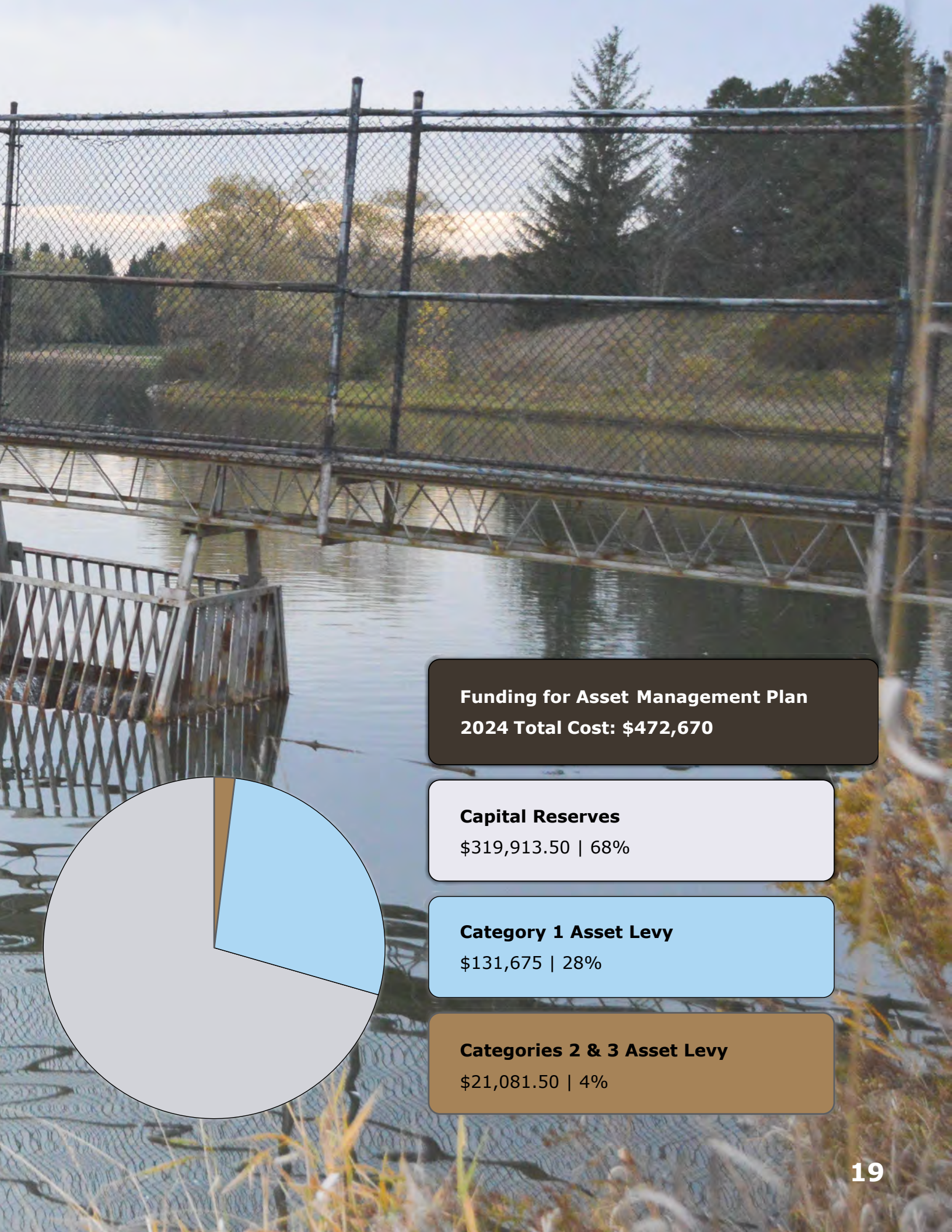


Reserves

These amounts will be put into reserves to pay for the repair maintenance and replacement of the assets as identified in the AMP. The asset levy is funding less than 50% of the purchases, as 2024 is a heavy year and the total levy is spread out over 10 years. Also, some purchases were deferred from 2023 to 2024 and therefore the levy was already received for it and placed into the reserve for 2024.

Some of the 2024 expenditures as per the AMP:

1. Dam safety review for Utopia Dam as well as the Tiffin ponds, work to be completed at Tottenham and New Lowell Dams
2. Parts replacement on lands, flood and monitoring equipment to extend life as well as replacement of some end-of-life equipment
3. Computers and server upgrades and network hardware
4. Replacement of 2 vehicles (previously scheduled for replacement in previous years but due to COVID we were able to get a few more years out of them).

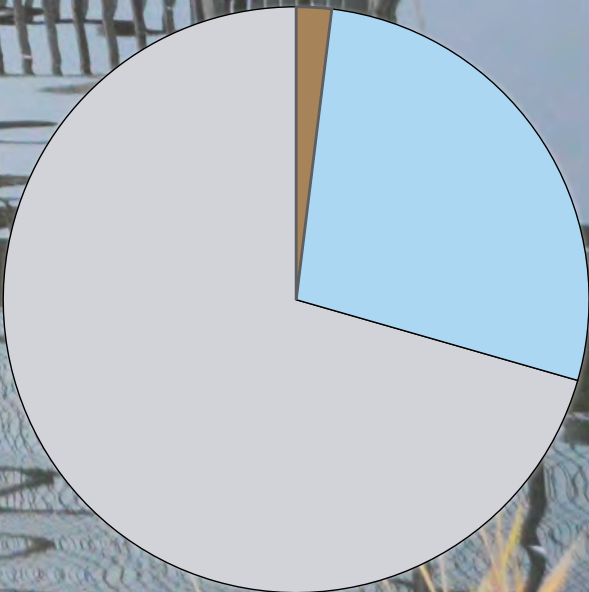


**Funding for Asset Management Plan
2024 Total Cost: \$472,670**

Capital Reserves
\$319,913.50 | 68%

Category 1 Asset Levy
\$131,675 | 28%

Categories 2 & 3 Asset Levy
\$21,081.50 | 4%



**Nottawasaga Valley Conservation Authority
Proposed 2024 Budget**

Consolidated

	BUDGET 2023	BUDGET 2024	\$ CHANGE
REVENUE:			
Municipal Levy	2,791,642.23	3,185,300.27	393,658.04
Special Benefit Projects	25,000.00	25,000.00	-
Oro-Medonte MOU	(41,880.49)	-	41,880.49
Municipal Contributions	42,800.00	44,050.00	1,250.00
Municipal Project - RMO	36,000.00	36,000.00	-
Total Municipal Revenue	2,853,561.73	3,290,350.27	436,788.54
MNR Transfer Payment-Flood	97,307.00	97,307.00	-
Other Provincial Sources	227,500.00	197,500.00	(30,000.00)
Federal Sources	104,000.00	140,000.00	36,000.00
Total Government Grants	428,807.00	434,807.00	6,000.00
Contributions	643,500.00	757,280.00	113,780.00
User Fees			
Reforestation	69,000.00	39,000.00	(30,000.00)
Healthy Waters	20,000.00	20,000.00	-
Conservation Lands	34,300.00	34,300.00	-
Planning	1,115,500.00	1,260,500.00	145,000.00
Environmental Monitoring	1,000.00	6,000.00	5,000.00
Environmental Education	214,000.00	285,000.00	71,000.00
Tiffin Operations	176,600.00	176,600.00	-
Conservation Land Leases	32,140.00	33,140.00	1,000.00
GIS & Technical Support	12,500.00	12,500.00	-
Investment Income	50,000.00	100,000.00	50,000.00
Total Contributions and User Fees	2,368,540.00	2,724,320.00	355,780.00
Operational Reserves	37,080.49	(4,800.00)	(41,880.49)
TOTAL REVENUE	5,687,989.23	6,444,677.27	756,688.04

EXPENSES:

Wages and Interprogram Charges	4,412,596.38	5,094,707.40	682,111.02
	4,412,596.38	5,094,707.40	682,111.02
Other Expenses			
Staff Cost	10,600.00	10,600.00	-
Memberships/Professional Dues	49,350.00	46,850.00	(2,500.00)
Educations and Training	31,500.00	31,500.00	-
Materials & Supplies - General	364,332.84	437,809.87	73,477.03
Materials & Supplies - Cost of Trees	114,000.00	110,000.00	(4,000.00)
Vehicles & Large Equipment Costs	40,950.00	45,250.00	4,300.00
Office Expenses	16,000.00	14,500.00	(1,500.00)
Equipment Costs	9,000.00	8,500.00	(500.00)
Transportation Costs	7,000.00	6,000.00	(1,000.00)
Legal	22,000.00	22,000.00	-
Consultants	135,500.00	136,000.00	500.00
Insurance	154,700.00	155,800.00	1,100.00
Taxes	18,860.00	18,860.00	-

**Nottawasaga Valley Conservation Authority
Proposed 2024 Budget**

Consolidated

	BUDGET 2023	BUDGET 2024	\$ CHANGE
Heat and Hydro	30,000.00	31,000.00	1,000.00
Telephones and Internet Access	23,000.00	21,000.00	(2,000.00)
Audit Fees	20,000.00	20,500.00	500.00
Interest and Bank Charges	33,500.00	38,500.00	5,000.00
Maintenance Expense	33,000.00	35,200.00	2,200.00
Uniform Expense	6,500.00	6,500.00	-
Leases	12,000.00	12,000.00	-
Advertisement and Communications	23,100.00	21,100.00	(2,000.00)
Bad Debt Expense	500.00	500.00	-
Transfer to Reserves	120,000.00	120,000.00	-
	1,275,392.84	1,349,969.87	74,577.03
TOTAL EXPENSES	5,687,989.22	6,444,677.27	756,688.05
SURPLUS (DEFICIT)	(0.00)	(0.00)	(0.00)



Nottawasaga Valley Conservation Authority

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Nottawasaga Valley Conservation Authority

2024 Program Overview

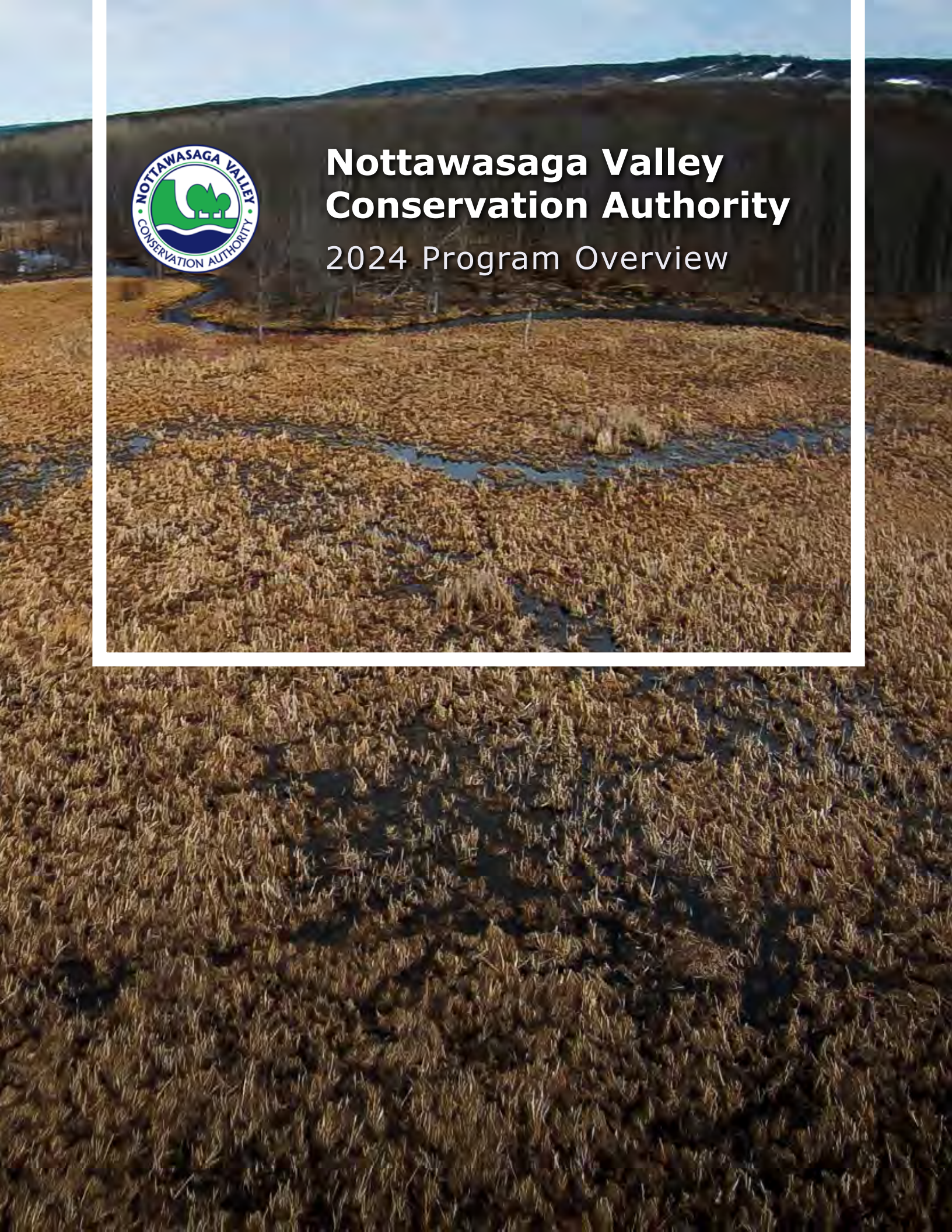


Table of Contents

NVCA Profile	4
FUNDING CONSERVATION	7
PLANNING & DEVELOPMENT	10
FLOOD MANAGEMENT	12
WATERSHED SCIENCE	14
EDUCATION	18
CONSERVATION LANDS	20
RESTORATION SERVICES	22
CORPORATE SERVICES	26

OUR VISION

A sustainable watershed that is resilient to the effects of climate change, urban growth and other stressors and provides for safe, healthy and prosperous people and communities.

OUR MISSION

Working together to deliver innovative, integrated watershed management that is responsive to the environmental, economic and social sustainability of the Nottawasaga Valley watershed.

WHAT WE VALUE

An abundance of clean water, clean air and fertile soils that provide for healthy people and ecosystems.

Natural heritage systems and the ecosystem services they provide, particularly as they support resilience to the effects of a changing climate.

Distinctive landforms and waterways including the Georgian Bay coastline, Niagara Escarpment, Minesing Wetlands and others that give our watershed a unique sense of place.

Quality recreational opportunities that our hills, forests, meadows, wetlands, waterways and coastline provide for residents and tourists alike.

A wealth of resources within the capacity of our watershed to provide for thriving communities, successful economies and sustainable agriculture, now and in the future.

NVCA PROFILE

2024 represents the NVCA's 64th anniversary of providing services to our watershed. Since 1960, we have worked with our municipal partners to provide programs and services that bring to life our vision of a vibrant watershed that supports healthy environments, communities and lifestyles.

The 2024 budget represents a transition to a new budgetary framework for NVCA. Through the Province of Ontario, NVCA's program areas are separated into three categories:

- Category 1: Mandatory programs and services, where municipal levy could be used without any agreement
- Category 2: Municipal programs and services provided at the request of a municipality through an agreement
- Category 3: Other programs and services an authority determines are advisable but are not under Categories 1 and 2. Use of municipal levy requires an agreement with participating municipalities.

NVCA employs approximately 50 full-time, part-time, contract and seasonal staff across numerous professional fields. Our employees uphold our mandate under the seven service areas listed below and detailed in the pages that follow.



PLANNING & DEVELOPMENT

Category 1: \$1.95M / 16.1 FTEs
Category 2 & 3: \$0

FLOOD MANAGEMENT

Category 1: \$360K / 2.5 FTEs
Category 2 & 3: \$0 / 0 FTE

Watershed Science

Category 1: \$320K / 2.4 FTE
Category 2 & 3 \$170K / 1.3 FTE

EDUCATION

Category 1: \$0 / 0 FTE
Category 2 & 3: \$319K / 4.5 FTEs

CONSERVATION LANDS

Category 1: \$412K / 3.75 FTEs
Category 2 & 3: \$223K / 2.05 FTEs

RESTORATION SERVICES

Category 1 \$141K / 0.93 FTEs
Category 2 & 3 \$1.07M / 4.27 FTEs

CORPORATE SERVICES

Category 1: \$1.48M / 11.4 FTEs
Category 2 & 3: \$0 FTE

Sustaining the watershed is not our work alone. It is what we do together with municipalities, our neighbours, universities and colleges, donors, local and regional agencies, and the many other partners we work with. We need to celebrate our successes but we also need to increase the scope, scale and intensity of our joint efforts to create a place we can be proud of and celebrate – one we can call home. For life.



FUNDING CONSERVATION

Total Funding

NVCA's 2024 budget is \$6,444,677, which includes a total levy contribution of \$3,185,300. When combined with fee for service revenues, 51% of NVCA's budget is funded through non-levy sources of funding.

This corresponds to \$15.31 per watershed resident while the average CA levy supporting operations in 2018 was \$16.42.

Category 1 Funding

NVCA's 2024 budget for Category 1 is \$4,638,115, which includes a total levy contribution of \$2,856,358. When combined with fee for service revenues, 38% of NVCA's budget is funded through non-levy sources of funding.

Category 1 budget corresponds to \$13.73 per watershed resident.

Category 2 & 3 Funding

NVCA's 2024 budget for Category 2 & 3 is \$1,806,562, which includes a total levy contribution of \$328,943. When combined with fee for service revenues, only 18% of NVCA's Category 2 & 3 budget is funded through levy. User fees and leverage of levy makes up the remaining 82%. These categories also subsidize Category 1 programs, helping to reduce the levy required.

Category 2 & 3 corresponds to \$1.58 per watershed resident.

While this builds a strong case for support, it is not enough to improve the health of our watershed, improve water quality, protect from flooding, provide open spaces and trails that are accessible for people to use, and connect and restore forests wetlands and habitats.

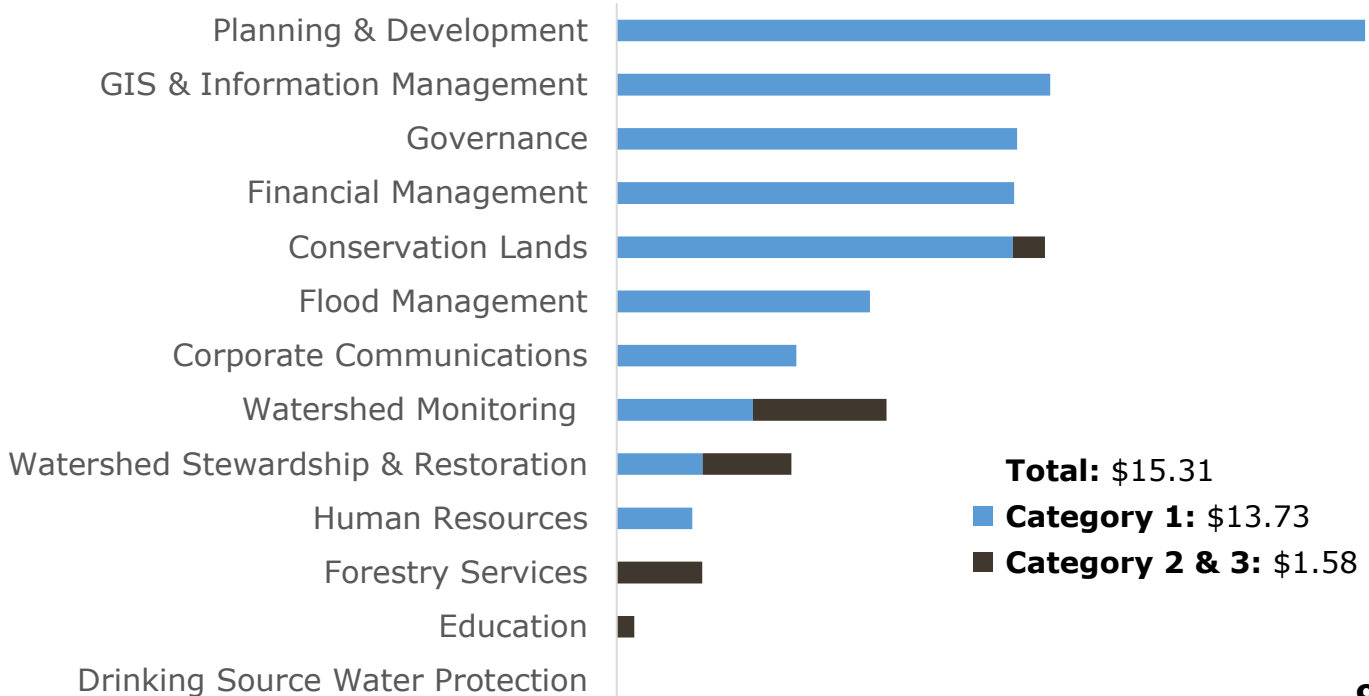
We rely on our partners, funders, landowner and volunteers to help build communities resilient to climate change, and most importantly, attracting and retaining the talent and economic opportunities that this watershed desires.



Program Name	Cost/ Resident
Drinking Source Water Protection	\$-
Watershed Monitoring - Category 1	\$0.60
Watershed Monitoring - Category 2 & 3	\$0.59
Education	\$0.08
Forestry Services	\$0.38
Watershed Stewardship & Restoration - Category 1	\$0.38
Watershed Stewardship & Restoration - Category 2 & 3	\$0.39
Flood Management	\$1.12
Corporate Communications	\$0.79
GIS & Information Management	\$1.92
Financial Management	\$1.76
Governance	\$1.77
Human Resources	\$0.33

Cost per resident

0.00 0.50 1.00 1.50 2.00 2.50 3.00 3.50





PLANNING & DEVELOPMENT

Category 1: \$1.95M / 16.1 FTEs

Category 2 & 3: \$0

Planning Services, which includes engineering, permitting and enforcement, ensures that development in the watershed progresses in a sustainable manner that will protect natural heritage features, direct development away from natural hazard lands and protect our water resources. NVCA promotes a planning first principle which ensures that planning permissions are in place prior to considering approvals under the *Conservation Authorities Act*.

2023 Achievements

- Continued to process applications and inquiries under various provincial acts including the *Conservation Authorities Act, Planning Act, Niagara Escarpment Planning and Development Act, Aggregate Resource Act, Green Energy Act, Drainage Act and Environmental Assessment Act.*
- Continued to look for opportunities to stream line the application review process.
- Developed a transition plan for our municipal partners who are now completing the natural heritage and water quality review components as per Bill 23.
- Updated Memorandums of Understanding agreements to ensure compliance with Bill 23.
- Provided input on the municipal pre-consultation process to ensure timelines are met per Bill 109.
- Watson and Associates presented recommendations on program rates and review fees to the BOD in June 2023.
- Circulated draft planning and regulation fees to municipal partners and Stakeholders for review and input.
- Mid-year reporting indicated that regulations staff met provincial timelines 96% of the time.

2024 Focus

- Update guideline and policy documents to reflect new provincial legislation.
- Continue to work with municipalities and other partners to streamline the application review process, and ensure timely approvals for development applications.
- Continue to develop a data management strategy, improve internal systems and look for opportunities to automate processes.
- Promote storm water management and Low Impact Development in municipal plans.
- Continue to operate on a cost recovery basis.
- Promote sustainable development and other associated land use changes in the Nottawasaga Watershed.
- Review and investigate the increase of unauthorized fill in NVCA's regulated areas.

Service Pressures

- Program operates on a cost recovery basis.
- Increasing growth, development and associated land use changes in the Nottawasaga Watershed.
- Increase in unauthorized fill violations.
- Understand and implement the amendments to the *Conservation Authorities Act* regarding permit processes and how that will impact service delivery.



FLOOD MANAGEMENT

Category 1: \$360K / 2.5 FTEs

Category 2 & 3: \$0 / 0 FTE

The goals of the Flood Management Program are to reduce the risk to people, property and infrastructure, minimize social disruption due to hazards related to flooding and erosion and to encourage the use of natural flood management practices. This is a delegated responsibility from the Province of Ontario. NVCA also helps maintain the federal-provincial surface water monitoring network.

2023 Achievements

- Monitored flood and low water conditions.
- Updated the NVCA's Flood Contingency plan and updated online website version.
- Inspected and operated flood and erosion control structures, including the Utopia, New Lowell and Tottenham Dams as well as the Pretty River Dike
- Monitored ice conditions throughout the watershed.
- Ongoing maintenance and improvements to the NVCA stream and weather gauges to improve data quality and reliability.
- Completed vegetation removal in Section of Pretty River Dike, as part of the Pretty River Dike Maintenance Project and completing tree inventory for several sections.
- Held one NVCA Stormwater Management Technical Work Group meeting.
- Continued to maintain the City of Barrie's rain gauge network.
- Conducted the Pretty River Dike safety study.
- Initiated the development of an Ice Management Plan for the Nottawasaga Watershed.
- Enhanced data management for flood data including snow survey field work.

2024 Focus

- Update the watershed hydrology and initiate transfer of flow regime to NVCA's flood hazard models.
- Continue the Pretty River Dike maintenance project pending funding.
- Continue to implement recommendations from New Lowell and Tottenham Dam safety studies.
- Continue to enhance data management for flood data including.
- Update NVCA's Low Water Response Contingency Plan.
- Complete NVCA's Ice Management Plan.
- Develop and implement Natural Hazard Infrastructure Operational Plan.
- Update NVCA's Flood Patrol/River Survey manual and Flood Patrol kit supplies.

Service Pressures

- Increased pressure on staff and resources to respond to flood events.
- Reduced resources due to provincial funding cuts.
- Understanding the impact of sustained high-water levels in Georgian Bay.
- Time requirements to build new models and analyze large volumes of data.



WATERSHED SCIENCE

Category 1: \$320K / 2.4 FTE

Category 2 & 3: \$170K / 1.3

The goal of the Watershed Science Program is to manage water and ecological monitoring and to ensure that the organization has adequate and accurate scientific information to support both internal and external partners.

This program also works to reduce the risks associated with drinking water to ensure that there is safe, clean and adequate supply of water.

Drinking Water Source Protection

Category 1: \$195K / 2 FTE

Category 2 & 3: \$170K / 1.3 FTE

The Source Water Protection Program ensures a sustainable and safe source of clean drinking water to residents within the South Georgian Bay-Lake Simcoe Source Protection Region. NVCA does this by meeting our legislative requirements within the *Clean Water Act* and ensuring policies in the Source Protection Plan are implemented. This program also includes Risk Management Official duties as prescribed by agreements with municipalities.

2023 Achievement

- Ongoing work to complete of Risk Management Plans for the nine delegated municipalities.
- Review planning applications under Section 59 of the *Clean Water Act* to ensure compliance with the South Georgian Bay Lake Simcoe Source Protection Plan.
- Complete amendments to the Source Protection Plan to include new drinking water systems, as required by Regulation 205/18 of the *Safe Drinking Water Act*.
- Completed efforts to make the Nottawasaga Valley Source Protection Area Assessment Report compliant to the *Accessibility for Ontarians with Disabilities Act* and updated based on Director Technical rules.

2024 Focus

- Complete the outstanding Risk Management Plans for the nine delegated municipalities.
- Review planning applications under Section 59 of the *Clean Water Act* to ensure compliance with the South Georgian Bay Lake Simcoe Source Protection Plan.
- Complete amendments to the source protection plan to include new drinking water systems, as required by Regulation 205/18 of the *Safe Drinking Water Act*.

Service Pressures

- This source water protection program (not including Risk Management) has always been fully funded by the Province but there is uncertainty about continued funding.

Watershed Monitoring

Category 1: \$125K / 0.4 FTE

Category 2 & 3: \$170K / 1.3 FTEs

The Watershed Monitoring Program monitors the natural resources in the Nottawasaga River watershed including the status of surface water, groundwater, natural heritage and climate. These programs aim to identify emerging issues and document environmental trends to support science-based adaptive management.

2023 Achievements

- Continued the development of a watershed-scale natural heritage system.
- Continued to update wetland inventories.
- Released the 2023 Watershed Health Checks.
- Completed the Watershed Monitoring Strategy – surface water discipline.
- Continued to monitor the Nottawasaga River watershed.
- Completed externally funded projects with the Town of Collingwood and Town of New Tecumseth.
- Began implementing the NVCA Climate Change Strategy through a review of internal programs and development of a monitoring approach.

2024 focus:

- Implement the Watershed Monitoring Strategy – surface water discipline.
- Development of the Watershed Monitoring Strategy – climate change and natural heritage disciplines.
- Develop a watershed-scale natural heritage system.
- Expansion of stormwater technical service delivery to support municipal partners.
- Continue to monitor the Nottawasaga River watershed.
- Continue to update wetland inventories.

Service Pressures

- There are challenges around predictability and certainty of project-specific funding agreements with municipalities, the provincial and other partners.





EDUCATION

Category 1: \$0 / 0 FTE

Category 2 & 3: \$319K / 4.5 FTEs

The Environmental Education program works with multiple partners to provide the best learning opportunities for youth and adults who participate in programming.

2023 Achievements

- Worked with 8,300 individuals from 2.5 to 90 years old by September 2023.
- Hosted four 'Sessions for Seniors' sessions, a pilot project for seniors to visit the Tiffin Centre for Conservation for outdoor education and exploration. This is part of NVCA's goal to bring nature to all ages and was funded by the Retired Teachers of Ontario.
- Day camp opportunities for 661 campers, which includes 12 Ukrainian Newcomers to Canada. Further, we saw 722 external visiting campers.
- Workshops sponsored by Georgian Bay Forever for microplastics and Enviroscapes audiences of 110 and 247, respectively.
- Hosted a Ukrainian Family Day funded by The Barrie Rotary Club. A total of 25 kids and 20 adults and volunteers participated in habitat hikes, Indigenous crafts, disc golf, Ukrainian songs.
- Expanded our user base for a Wildflower map and guide of Tiffin Conservation Area.
- Launched our first version of climate change programming, and pursued funding to enhance and expand these opportunities.

2023 Focus

- Fully launch forest school program with 2nd Forest School Practitioner Course completed.
- Continue outreach microplastics programming in Collingwood, Blue Mountain, Stayner, Barrie and Wasaga Beach.
- Expand day camp opportunities to include all PD Days.
- Reactivate a program offering for homeschool families, seeing them once a month for 10 months.
- Offer day camp programming for visiting day care centres.

Service Pressures

- Geographic expanse of watershed service area has resource implications.
- Sharing the educational building with other departments limits current service capacity.
- Maintaining a full team of qualified educators.



CONSERVATION LANDS

Category 1: \$412K / 3.75 FTEs

Category 2 & 3: \$223K / 2.05 FTEs

Conservation Lands ensures that valuable greenspace is protected and that recreational opportunities are provided in safe, well maintained natural settings so that watershed residents can enjoy a high quality of life. NVCA manages 5,260 hectares of conservation land, including the internationally significant Minesing Wetlands.

2023 Achievements

- Improved infrastructure in the Tiffin Conservation Area.
- Ensured continued safe access to NVCA conservation areas.
- Provided interdepartmental support for NVCA programs, including Forestry Services, Stewardship and Flood.
- Collaborated with community partners to hold two successful public outreach events.
- Completed the installation of a new parking lot at the Nottawasaga Bluffs Conservation Area.
- Inspected NVCA owned lands for encroachments and unsanctioned activity with the use of online mapping tools and site visits.
- Continued hazard tree removals resulting from Emerald Ash Borer infestation.
- Completed a hazard assessment of Edenvale Conservation Area as part of the process of transferring the management of the property to NVCA.
- Completed safety improvements for the Mason Property.

2024 Focus

- Development of Conservation Areas Strategy and Land Inventory and assist in the development of the NVCA's Watershed-based Resource Management Plan.
- Increase focus on external fundraising through public engagement opportunities.
- Project planning for external funding opportunities.
- Improvements to Edenvale Conservation Area as part of new management plan.
- Continue to maintain a positive experience for members of the public visiting our conservation Areas.

Service Pressures

- Balance infrastructure development in NVCA's properties with conservation values.
- Proximity to large urban centers increases guest expectations on facilities in conservation areas. Combined with increased population density within the watershed, NVCA faces increasing land management challenges and higher maintenance needs.
- Inflationary costs on all expenditures including materials, supplies, fleet maintenance and purchases.
- Aging fleet requiring higher than anticipated repair costs.
- Changing climate resulting in noticeable impacts on infrastructure and recreational opportunities.



RESTORATION SERVICES

Category 1: \$141K / 0.93 FTEs

Category 2: & 3 \$1.07M / 4.27 FTEs

The goal of NVCA's Restoration Services Programs is to manage natural heritage systems in the watershed by identifying and implementing restoration programs.

Forestry Services

Category 1 \$0 / 0 FTEs

Category 2 & 3 \$427K / 1.23 FTEs

The Forestry Services Program contributes to watershed and community health by implementing best forest management practices, including managing forested land and expanding forest cover. Well managed forests protect, enhance and restore land by helping to achieve water quality targets mitigate floods and build resilience to climate change. NVCA is now the only agency providing this service to watershed residents.

2023 Achievements

- Planted 78,000 trees on 18 properties across the watershed, creating 41 hectares of new forest including 1.3 km of windbreaks, and protected 2.67 km of streams with permanent tree cover.
- Received financial contributions (outside of levy) from Federal, Provincial and municipal governments, Simcoe County, Forests Ontario, corporations and private landowners totaling \$342,061.00.
- Managed over 633 hectares of forest.
- Worked with 17 landowners to develop their Managed Forest Plans.

2024 Focus

- Plant approximately 90,000 trees on properties throughout the watershed.
- Create more than 45 hectares of new forest including 2 km of windbreaks, and protect 2 km of streams with permanent tree cover.
- Assist landowners in managing over 300 hectares of forest to maintain forest health.
- Hold the 33rd Annual Arbor Day Tree Sale, helping landowners to create their own forests.
- Begin securing agreements for the 2025 tree planting. Continue to diversify possible sources of funding.

Service Pressures

- Rapid urbanization and competing land use interests impact available land for tree planting.
- Accelerating ash tree mortality due to the expansion of the Emerald Ash Borer will greatly impact both rural and urban forest cover throughout the watershed.
- The threat of Oak Wilt endangering red oak. Oak wilt has now been found in the watershed and will gradually spread. At the moment red oak is a common, readily available species for tree planting. Bur oak is a resilient substitute but will require effort in seed collection.

Watershed Stewardship and Restoration

Category 1: \$141K / 0.9 FTEs

Category 2 & 3: \$640K / 3.04 FTEs

The Watershed Stewardship and Restoration Program aims to restore river and wetland habitats and support agricultural and urban water quality improvement projects. This enhances the ecological health of the watershed and provides enhanced economic and recreational opportunities.

2023 Achievements

- Coordinated volunteer tree planting of approximately 8,000 seedlings in the Spring of 2023 throughout the NVCA area and seeded native grasslands.
- Implemented a wide range of water quality and habitat improvement projects through the NVCA Healthy Waters Grant Incentive Program, working with external partners, private landowners and volunteers.
- Controlled and harvested Phragmites (invasive common reed) along the Georgian Bay Shoreline.
- Collaborated with the Mono Headwater Streams Committee to complete year 2 of a brook trout distribution study in the upper Nottawasaga River sub-watershed.
- Worked with the South Simcoe Streams Network to complete a total of 400m of stream bank stabilization and aquatic habitat restoration at two properties on Sheldon Creek in Adjala-Tosorontio. An additional 200m of stream bank was stabilized on the Pine River in Mulmur.
- Completed a pilot stream bank stabilization and habitat improvement project on the Mad River at Carruthers Park working with the Friends of the Mad River and Clearview Township.

2024 Focus

- Continue to implement a wide range of water quality and habitat improvement projects throughout the watershed by engaging external partners, private landowners and volunteers.
- Expand river restoration programs in the watershed using momentum generated by the 2023 Natural Channels Conference award of recognition, 2023 Society for Ecological Restoration tour and emerging indigenous partnerships.
- Expand habitat restoration work on the Mad River with the Friends of the Mad River.
- Develop plans and implement wetland habitat compensation projects.
- Collaborate with municipalities and community groups in the Town of Collingwood and Town of Wasaga Beach to remove invasive Phragmites.

Service Pressures

- Accessing funding for project costs, permanent staff and contract staff. This program generates approximately three quarters of its budget through external revenue sources. Levy support however is the key to leveraging these external funds.
- Balancing field work and developing and submitting funding applications, reporting to funders and maintaining and expanding partnerships.



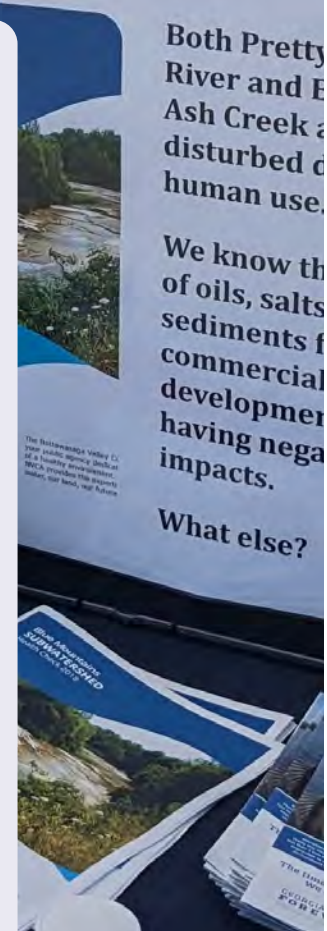


CORPORATE SERVICES

Category 1: \$1.48M / 11.4 FTEs

Category 2 & 3: \$0

Corporate Services plays a critical supportive role to the Board of Directors and across the organization, providing finance, human resources, communications and administrative leadership. This department is an enabling service, supporting the other six service areas in the organization.



Corporate Communications

Category 1: \$165K / 2 FTE

Category 2 & 3: \$0

Corporate Communications provides strategic advice and services to inform, inspire, influence and motivate municipal, provincial, federal partners and watershed residents communities to support the work of NVCA.

2023 Achievements

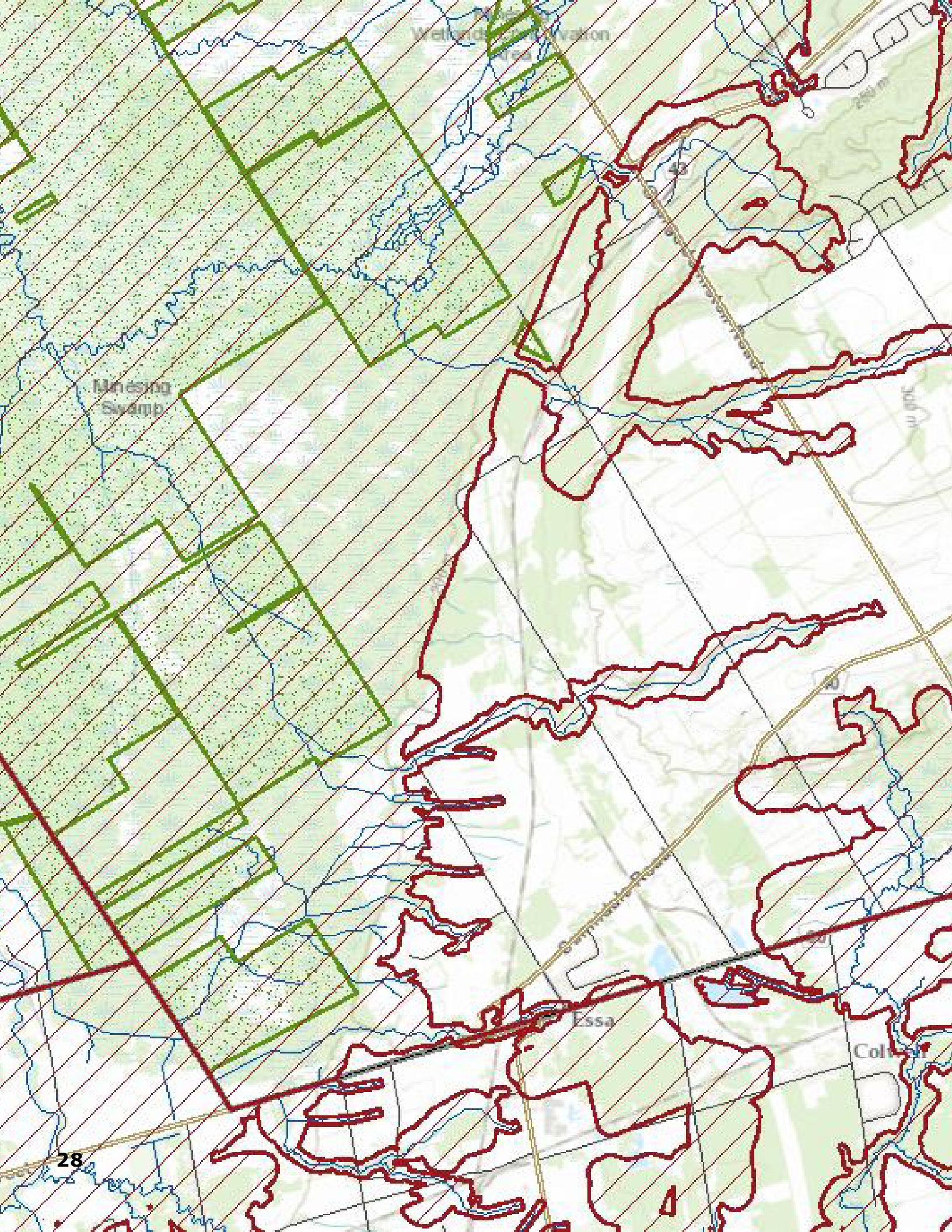
- Updated NVCA's website design and content, including creating online registration forms.
- Provided support in the transition to the updated *Conservation Authorities Act*.
- Improved social media presence through increased online engagement.
- Increased newsletter subscription numbers.
- Participated in the planning and attendance International Plowing Match in the Township of Amaranth.
- Began creating a corporate communications and engagement plan to increase visibility and understanding of NVCA throughout the Nottawasaga Watershed.
- Launched apparel sales for Tiffin and Nottawasaga Bluffs Conservation Areas to raise funds for conservation area maintenance.
- Worked with Watershed Science team to launch the 2023 Watershed Health Checks.
- Expanded video and photo library, designed graphics, brochures, reports and other materials to help promote programs.

2024 Focus

- Complete corporate communications and engagement plan to increase visibility and understanding of NVCA throughout the watershed.
- Continue to provide support in the transition to the updated *Conservation Authorities Act*.
- Continue to grow social media engagement and outreach.
- Continue to revamp more sections of NVCA's website.
- Continue to ensure AODA compliance with provincial standards.
- Improve NVCA's visibility throughout the watershed.

Service Pressures

- Effectively reaching audiences in a watershed with changing population while keeping in mind the geographic, demographic and socio-economic span and diversity of the watershed.
- Rapid changes to how watershed residents consume information.
- Resources to be more visible in the watershed.



Wetland

Mining Swamp

28

Collins

Information Services & Technology

Category 1: \$416K / 3.7 FTEs

Category 2 & 3: \$0

Geographic Information Systems (GIS) and Information Management is responsible for providing data integrity while managing a secure, reliable, and integrated information technology environment that aligns our business and strategic goals.

2023 Achievements

- Continued to develop of a Watershed Science data management platform that provides viewing, uploading and querying capabilities linked to the GIS system.
- Maintained and updated core datasets.
- Added new survey equipment and technology.
- Continued to carry out IT Infrastructure replacement strategy including large format equipment.
- Developed and explored new data platform.
- Managed data for Regulation mapping and planning department

2024 Focus

- Review of software and applications supporting NVCA service delivery including GIS mapping tools and resources.
- Core data management and modelling.
- Continued development of applications supporting NVCA operations.
- Replace IT infrastructure as per the Asset Management Strategy.

Service Pressures

- Systems security is a constant threat that must be balanced with the costs to keep the network running smoothly and safely.
- Maintaining larger and more complex data holdings as the need for program support and analysis continues to increase. There has been a significant increase in provincial, municipal, and public expectations for information, data analysis tools and predictive modeling.
- As technology advances so does the need to bring the organization forward with innovative solutions.

Financial Management

Category 1: \$365K / 4.1 FTEs

Category 2 & 3: \$0

Financial Management is responsible for all of our day-to-day financial operations, such as payroll and accounts payable/receivable. Other areas include budgeting, procurement, risk management, legal, quarterly and annual financial reporting, records management, reception, and freedom of information requests/reporting.

2023 Achievements

- Processed Freedom of Information requests.
- Continued the paperless initiative to reduce our environmental impact.
- Produced clean 2022 Audit.
- Created and finalized new budget template to match new Provincial regulations.

2024 Focus

- Monitor effectiveness of new budget template and make amendments as required for the 2025 budget.
- Ensure clean 2023 audit.

Service Pressures

- Budget pressures to minimize levy requirements from member municipalities while still achieving integrated watershed management plan activities.
- Financial management requires continued compliance with changing external legislation for reporting, payroll and tax.





Human Resources

Category 1: \$70K / 0.45 FTEs

Category 2 & 3: \$0

Responsible for the effective management of people in the organization through the provision of services such as staff recruitment, health and safety, diversity, inclusion and accessibility, employee learning and development, benefit and insurance administration and performance management.

2023 Achievements

- Followed human resources management best practices through connections with other conservation authorities and municipalities.
- Updated or created employment policies as required.
- Completed recruitment as required.

2024 Focus

- Respond to unknown and emerging recruitment needs and challenges.
- Review and update employment policies.

Service Pressures

- Finding talent to replace positions in current labour market.
- Continuing to respond to matters resulting from the Provincial government's review of municipalities and conservation authorities.



Governance

Category 1: \$368K / 2.25 FTEs

Category 2 & 3: \$0

The Chief Administrative Officer (CAO) provides expert knowledge, strategic advice and recommendations to the Board of Directors with regard to policy, program and budget decisions. The CAO also provides operational leadership to staff, guiding and influencing processes, decisions and implementation, with the goal of advancing NVCA's mission.

The Governance Team supports Board Member decision making and leadership by promoting and facilitating the participation of municipal members on the Board of Directors. NVCA staff provide timely professional support, information and recommendations, through meetings with members of the Board, who guide the NVCA into the future.

2023 Achievements

- Efficiently and effectively managed water resources in the NVCA watershed for current and future generations through essential and integrated programs.
- Ensured the NVCA Board of Directors acts in the long-term best interests of the NVCA by providing an overarching perspective in managing strategic, structural, cultural, economic and technological changes while ensuring that new initiatives are well aligned with the NVCA's portfolio and abilities.
- Built new partnerships and new business models while continuing to develop relationships with existing partners such as businesses, watershed stakeholders.
- Completed Memorandums of Understanding with member municipalities related to the new Provincial legislation.
-

2024 Focus

- Continue to cultivate partnerships with the private sector, watershed municipalities, ENGOs and provincial and federal governments to ensure the NVCA continues to implement programs and services.
- Continue to lead and advocate for innovative approaches and projects to support the Integrated Watershed Management Plan.

Service Pressures

- Regulatory and mandated changes to conservation authority programs and services.



Nottawasaga Valley Conservation Authority

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@nottawasagaca

Member of



**Conservation
ONTARIO**

**NOTICE OF PUBLIC MEETING - NOTICE OF INTENT
TO REMOVE A HOLDING (H) SYMBOL FROM ZONING BY-LAW- 58-2020**

TAKE NOTICE that the Council for the Corporation of the Township of Melancthon will be holding a public meeting (described below) under Section 34 and 36 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to remove the "H" holding provision from the text of By-law 58-2020.

DATE AND LOCATION OF PUBLIC MEETING

Date and Time: Thursday, October 5, 2023 – 5:30 p.m.
Location: Council Chambers – Hybrid Meeting

NOTE: This will be a hybrid meeting. You can attend the meeting in person in the Council Chambers (157101 Highway 10) or if you wish to attend the meeting virtually, please call or email the Township Office prior to the day of the public meeting so you can be provided with a link to the meeting.

DETAILS OF BY-LAW 58-2020

On December 10, 2020, Council approved By-law 58-2020 to amend the Township Zoning By-law 12-1979, as amended, for lands described legally as Lots 10, 11, 12, 13, 14, and 15, Plan 2 from the General Agricultural (A1) Zone to Hamlet Residential Exception (R1)(H) Zone. The purpose of the By-law was to zone the subject lands in the Settlement of Corbetton to permit residential uses. The holding provision was incorporated into the Zoning By-law to ensure that certain conditions be satisfied prior to allowing the removal of the holding provision from any portion of the subject lands.

The purpose and effect of the amending By-law is to remove the Holding (H) symbol from the lands.

FURTHER INFORMATION AND MAP OF LAND SUBJECT TO THE REMOVAL OF THE HOLD ZONE

A key map has been appended that identifies the lands that are subject to the removal of the Holding (H) symbol. File materials and maps are also available for review by contacting the Township office.

The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the removal of the Holding (H) symbol from the By-law. Any person who attends the meeting shall be afforded an opportunity to make representations in respect of the proposed amendment.

If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon in respect to the removal of the Holding (H) symbol, you must submit a written request (with forwarding addresses) to the Clerk of the Township of Melancthon at 157101 Highway 10, Melancthon, Ontario, L9V 2E6 fax (519) 925-1110.

If a person or public body files an appeal of a decision of the Council for the Corporation of the Township of Melancthon, as the approval authority in respect of the proposed application but does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendment is approved or refused, the Ontario Land Tribunal may dismiss all or part of the appeal.

Further information regarding this matter is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m.


Mailing Date of this September 14, 2023
Denise B. Holmes, AMCT
CAO/Clerk - Township of Melancthon

OCT 5 2023

DEL 18.1

LANDS SUBJECT TO REMOVE A HOLDING (H) SYMBOL



 Subject Lands

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Silva Yousif – Senior Planner
Meeting Date: October 5, 2023
Re: REMOVAL OF THE "H" HOLDING PROVISION FROM ZONING BY-LAW-58-2020

BACKGROUND

On December 10, 2020 the Township approved a By-law to amend the Township Zoning By-law for lands described legally as Lots 10,11, 12, 13, 14, and 15, Plan 2 from General Agricultural (A1) Zone to Hamlet Residential Exception (R1)(H) Zone. The By-law was to zone the subject lands in the Settlement of Corbetton to permit residential uses. The holding provision was incorporated into the zoning by-law to ensure that certain conditions be satisfied prior to allowing the removal of the holding provision from any portion of the subject lands.

These conditions include the requirement that the

3. Furthermore, land described legally as Lots 10,11, 12, 13, 14, and 15, Plan 2 are subject to a Holding (H) Symbol which shall not be removed until such time as the unopened road allowance known as Poulton Place has been upgraded to a standard acceptable to the Township to allow year round use and the road has been assumed by-law to be a public road in accordance with the Municipal Act.

COMMENTS

Section 36 of the Planning Act provides the legislative framework for a municipality to add and remove an "H" holding provision. A formal public meeting is not required; however notice of Council's intention to pass the amending by-law must be given to all land owners within 120 m (400 ft.) to which the proposed amending by-law would apply. Notice was given to all affected landowners by mail for this application.

The conditions for removing the "H" holding provision has been fulfilled as follows:

- The road has been upgraded to a standard acceptable to the Township to allow year-round use
- The road was assumed by the Township as per By-law 42-2023 on September 21, 2023

RECOMMENDATION

If Council concurs with the findings of this report, it is recommended that:

- The approval of the removal of the "H" holding provision from the text of By-law 58-2020;
- and the "H" symbol from the zoning maps.

and furthermore, it is recommended that Council resolve that no further notice is required for this change as it is minor in nature.

Respectfully Submitted by,

Silva Yousif, PMP, MCIP,
RPP

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

WHEREAS By-law 58-2020 zoned Lots 10,11, 12, 13, 14, and 15, Plan 2 in the Township of Melancthon to the Hamlet Residential Exception (R1)(H) Zone;

AND WHEREAS the *Planning Act*, R.S.O. 1990, c. P 13, as amended, pursuant to sections 34 and 36 provides of the passing of Zoning By-laws and amendments thereto to remove Holding (H) symbols;

AND WHEREAS the Council of Township of Melancthon deems it appropriate to pass such a By-law.

NOW THEREFORE Council of Township of Melancthon enacts as follows:

1. That the Holding (H) Symbol of By-law 58-2020 is hereby removed on the property shown in Schedule "A" and legally described as Lots 10, 11, 12, 13, 14, and 15, Plan 2, Located in Part Lot 260, Concession 1 SW, Township of Melancthon, County of Dufferin.
2. In accordance with Section 34 of the Planning Act, R.S.O, 1990, this By-law shall come into force and effect upon the latter of:
 - i. The date of passage of this By-law by Council, or
 - ii. The road is assumed by the Township as per By-law 42-2023

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED 5TH DAY OF OCTOBER, 2023.

MAYOR

CLERK

SCHEDULE "A"
LANDS SUBJECT TO REMOVE A HOLDING SYMBOL
LOTS 10, 11, 12, 13, 14 AND 15, PLAN 2

