



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, NOVEMBER 16TH, 2023 - 5:00 P.M.**
Council meetings are recorded and will be available on the Township website under Quick Links – Council Agendas and Minutes within 5 business days of the Council meeting.

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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 – November 2nd, 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. Other
- 11. Planning**
 1. Applications to Permit
 2. Other
- 12. Climate Change Initiatives**
- 13. Police Services Board**
- 14. County Council Update**
- 15. Correspondence**

Board, Committee & Working Group Minutes

1. Centre Dufferin Recreation Complex Meeting – September 27, 2023
2. Roads Sub-Committee Meeting – September 14, 2023
3. Heritage Advisory Committee Meeting – October 3, 2023

Items for Information Purposes

1. Summary of Grand River Conservation Authority General Meeting Held on October 27, 2023
2. Nottawasaga Valley Conservation Authority October Board Meeting Highlights
3. County of Dufferin Transportation Master Plan Notice of Study Completion
4. Letter from the Ministry of the Solicitor General Regarding the Proposal for the Ontario Provincial Police Detachment Framework
5. Letter from Council to the Upper Grand District School Board regarding the Primrose Boundary Adjustment Process
6. Grand River Conservation Authority Draft 2024 Budget

Items for Council Action

1. North Dufferin Community Centre 5 Year Capital Plan
2. Bluewater Geoscience Consulting Inc proposal to Provide 2024 Semi-Annual Groundwater Monitoring and Sampling for Melancthon Landfill Site

16. General Business

1. Notice of Intent to Pass By-law
 1. Site Plan Amending Agreement - 2690044 Ontario Inc. and the Corporation of the Township of Melancthon and Arie Brinke
2. New/Other Business/Additions
 1. 2024 Draft Operating and Capital Budget
 2. County of Dufferin Reassessment of Upper and Lower Tier

Responsibilities – Deputy Mayor McLean

3. Unfinished Business

17. Delegations

1. 5:30 p.m. – Megan Young – Request to retain the existing house on the Mulmur Melancthon Townline Property

18. Closed Session

19. Third Reading of By-laws

20. Notice of Motion

21. Confirmation By-law

22. Adjournment and Date of Next Meeting – Thursday, December 14th, 2023 at 9:00 a.m.

**APPLICATIONS TO PERMIT FOR APPROVAL
November 16, 2023 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Karen Espejo Agent: Donna Pascoe	Pt Lot 3 RP 7R2807 Part 2, Con 5 SW 096070 4th Line SW	22.29m2 (240sqft)	Greenhouse	Greenhouse	\$10,000	No	Approved
Karen Espejo Agent: Donna Pascoe	Pt Lot 3 RP 7R2807 Part 2, Con 5 SW 096070 4th Line SW	87m2 (936.46sqft)	Pole Barn	Pole Barn	\$20,000	No	With Planner for review

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held September 27, 2023 at 6:00pm in person

Attendance:	Melinda Davie	Mono
	Randy Chambers	Shelburne
	Robb Stinson	Shelburne
	Dan Sample	Shelburne
	Ruth Plowright	Melancthon
	Ralph Moore	Melancthon
	Chris Gerrits	Amaranth
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: A. Stirk and S. Hall

Meeting called to order by Board Chair, Melinda Davie at 6:00pm.
New board member, Ruth Plowright is welcomed to CDRC Board of Management
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 C. Gerrits seconded by R. Stinson. Be it resolved we approve the agenda dated September 27, 2023 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting held August 30, 2023:

MOTION #2 – Moved by R. Moore seconded by R. Stinson. That the minutes of the CDRC Board of Management regular board meeting held on August 30, 2023 be approved as circulated and presented Carried

Correspondence:

- Township of Melancthon re: resignation of Darren White from CDRC Board and appointment of Ruth Plowright.

MOTION #3 – Moved by C. Gerrits seconded by D. Sample. 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 D. Sample seconded by C. Gerrits. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$71,086.95 as presented by the Facility Administration Manager. Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

See Schedule C – To be reviewed at the next meeting

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

Facility Maintenance Manager’s Report:

See Schedule D

MOTION #6 - Moved by C. Gerrits seconded by R. Moore. That we receive the report from the Facility Maintenance Manager. Carried

After acceptance of employment offers the following candidates were hired.

MOTION #7 - Moved by C. Gerrits seconded by R. Stinson. Be it resolved that the CDRC of Management hires the following for the 2023-2024 seasonal contract positions:

- Operator-Maintenance Attendant: Ken Bennington
 - Maintenance Attendant: Cole Alexander, Hailey Copeland Burchell, Evan Cotterell and Justin Harris
- Carried

R. Chambers arrives at 6:30pm

Election for vacant Vice-Chair position:

With the resignation of Darren White from the CDRC Board of Management, the position of Vice-Chair is vacant.

The floor is opened to nominations for Vice-Chair.

Vice-Chair: Moved by C. Gerrits, seconded by R. Moore to nominate Randy Chambers for CDRC Board Vice-Chair. Carried

Randy Chambers accepts nomination.

Hearing no further nominations:

Moved by R. Moore seconded by C. Gerrits to close nominations for CDRC Board Vice-Chair. Carried

Randy Chambers accepts the position of CDRC Board Vice-Chair

Presentation of CDRC 2024 Draft Budget:

Finance Chair, R Chambers presented the first draft of the CDRC 2024 budget to the Board. After review and discussion, the Board supported a 3% municipal funding increase. Updates will be made and the draft budget will be presented again at the next board meeting.

Revision to 2022 Financial Statements:

From the previous board meeting, information was received from Town of Shelburne on legislation requirement that are to take effect July 2024 regarding asset management plan reporting. The auditors (RLB) recommend a revision to the 2022 financial statements. After clarification and discussion the following motion was presented.

MOTION #8 – Moved by C. Gerrits seconded by D. Sample. Be it resolved that the CDRC Board of Management approves the revised December 31, 2022 audited financial statement as presented and the Board Chair be authorized to sign the authorization letter. Carried

New Business:

SMHA Sponsorship Advertising Proposal:

SMHA representative, Kelly Gee addressed the CDRC Board and presented a sponsorship proposal to dedicate a portion of the staircases to display sponsor advertising, with a 50/50 profit sharing model. After discussion the following motion was presented.

MOTION #9 – Moved by C. Gerrits seconded by R. Moore. That the CDRC Board of Management direct staff to work with Shelburne Minor Hockey on an advertising plan and staff to report back. Carried

Old Business:

Diabetes Canada Donation Bin:

From the previous board meeting, Diabetes Canada is requesting the CDRC to host a donation bin. After discussion the following motion was presented.

MOTION #10 – Moved by C. Gerrits seconded by R. Plowright. Be it resolved that the CDRC Board of Management allow Diabetes Canada to place a donation bin outside on CDRC property at no cost. The placement of the bin must be approved by CDRC staff and proof of liability insurance and applicable permits must be provided by Diabetes Canada and the bin will be maintained and tidy. Defeated (for-3, against-4)

Confirmation by By-law:

MOTION #11 – Moved by R. Moore seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #09-2023 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held September 27, 2023. Carried

Adjournment:

MOTION #12- Moved by D. Sample seconded by R. Moore. That we now adjourn at 7:30pm to meet again on Wednesday, October 25, 2023 at 6:00pm or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – September 27, 2023

General Overview/Information:

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, process payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins.
 - o Received 15 rental request forms and 3 walk-in rental inquiries
 - o Prepared rental contracts and insurance requirements
- Below is a snapshot of facility rentals

Week	Ice Rental Hrs	Event/Room Oth Rentals	
Week: Sept 4-10	0	1	
Week: Sept 11-17	30	2	
Week: Sept 18-24	37.5	3	
Week: Sept 25-Oct 1	52	3	

- Prepared and distributed job posting for pt/seasonal concession attendant position
- Prepared and distributed six (6) offers of employment for pt/seasonal arena operator and youth attendant positions
- Continuing to communicate with seasonal ice user groups and potential new rentals to establish season ice schedules
- Prepare and submit seasonal pro shop contract
- Prepare and submit seasonal ice rental contracts and COI requirements
- Preparation of 2024 draft budget
- Attended finance committee budget meeting – Sept 13
- Attended Town of Shelburne DEI learning session – Sept 20
- Reports to complete-CSJ payment claim report and survey, DCCS (subsidy) August report

Old Business:

- Shelburne Muskies are not icing a team this season. They plan to have a team for the 2024-2025 season. Muskies have provided an updated sponsorship sign to be installed.

New Business:

- Received inquiry from Orangeville Tigers Girls Hockey requesting full day ice rentals for tournament scheduled January 26, 27 & 28, 2024
- Received and inquiry for sledge hockey program being offered to three local UGDSB elementary schools later in October, potential 30 hours of ice rentals

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday September 27, 2023

Subject: Recreation Program Coordinator Report

September Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquires.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media.
 - Creating graphics for upcoming programs and posting them on social media.
 - Working to streamline the CDRC information on the Town of Shelburne website to make it more user friendly and accessible.
- Gathering information and completing all necessary documents for the 2024 CDRC Budget.
- Research: Conducting research to collect information from other municipalities regarding:
 - Summer Day Camp Parent Packages: what can we add to ensure that we have all necessary information for parents.
 - Program proposal information: A package for those that are interested in partnering with the CDRC to offer programming.
 - Sponsorship opportunities and packages in different municipalities
 - Youth day trip opportunities
- Sponsorship: Created a form for local businesses or organizations to complete if they are interested in advertising at the CDRC or sponsoring a program or event. Once the form is completed, it will be received by CDRC staff to review and move forward with. This will help to streamline advertising and sponsorship inquiries as well as gather all the information needed to follow up. Now that we have our new skate aids, we are looking for businesses/organizations interested in advertising on the front of them to cover the cost of purchasing them. I have had communication with a few businesses that are interested in additional opportunities.
- Preparation for fall/winter programs including:
 - Scheduling staff for upcoming programs
 - Preparing documents and day plans
 - Building registrations
 - Circulating emails for those who may be interested in registering.
 - Promotion on social media.
- Attended a DEI training and information session with Rumina Morris at the Town of Shelburne on Wednesday September 20, 2023.
- Further learning and exploring the Active Net software. We were training on the basics of using the program to get it up and running for the summer registration.
 - Working on adding an online calendar for the community to see what is going on at the facility and potentially add in the available ice slots.

Fall/Winter Activities

- Registration is well underway for some fall program offerings:
 - PA Day Camp: Monday September 18, 2023
 - Babysitter Training Course: Saturday October 14, 2023
 - NEW: PA Day Camp: Friday October 27, 2023

- PA Day Camp: Friday November 24, 2023
- Home Alone Safety for Kids: Thursday December 28, 2023
- Babysitter Training Course: Friday December 29, 2023
- Red Cross Standard First Aid CPR-C/AED: Friday January 5, 2023
- The first Public Skate was held on Monday September 18, 2023 from 2:00-3:00pm. We are bringing back the Sunday afternoon public skate from 1:00-2:00pm beginning on Sunday October 1, 2023. Additional public skating will be added once we have finalized schedules for our ice rental groups.
- Halloween Event: Instead of the Trick or Treat Drive Thru this year we are going to do a Halloween Skate on Sunday October 29 from 3:00-4:30pm. This skate is sponsored by Wightmans. Further details will be available soon. I have been communicating with Haunt in the Park to collaborate on promotional flyers that are circulating throughout the facility.
- Pickleball is back:
 - Court Rentals available for groups of up to 8 people
 - Weekly registered and drop in pickleball available.
- Exploring additional program opportunities:
 - Communicating with some locals who offer Power Skating Clinics and Learn to Skate.
 - Availability for additional public skate times.
 - Youth Day Trips

SCHEDULE ‘C’

Centre Dufferin Recreation Complex

Summer 2023 End of Season Report

Prepared by Emily Francis (Recreation Program Coordinator)

with input from Co Head Counsellors Alexa Dempster and Emma Timmins

The CDRC summer day camp and outdoor pool were in operation for the 2023 summer season. The seasonal outdoor pool began operations on Friday June 9, 2023 and concluded on Friday September 1, 2023. The summer day camp began programming on Monday July 3, 2023 and concluded on Thursday August 31, 2023.

Registration

Registration for all summer programs was conducted using our new recreation registration software Active Net and opened on Friday April 21, 2023. All registrants were required to pay for their programs at the time of registration using a Credit Card. Registrants also had the option to complete the registration at the CDRC where they could pay debit or credit.

Program Registration Numbers

Below is a snapshot of our registration numbers for 2023.

Outdoor Pool Participant Numbers

Swim Program	# Of Participants in 2023
June Bronze Star	7 participants
June Bronze Medallion	8 participants
June Bronze Cross	3 participants
June Group Lessons	55 swimmers
June Private/Semi-Private Lessons	16 swimmers
Session 1 Group Lessons	174 swimmers
Session 1 Private/Semiprivate Lessons	
Session 2 Group Lessons	190 swimmers
Session 2 Private/Semi-Private Lessons	
Session 3 Group Lessons	166 swimmers
Session 3 Private/Semi-Private Lessons	
Session 4 Group Lessons	175 swimmers
Session 4 Private/Semi-Private Lessons	
August Bronze Star	3 participants
August Bronze Medallion	10 participants

August Bronze Cross	9 participants
Adult Lessons	17 participants
Teen Small Group	9 participants

Summer Day Camp Participant Numbers

Day Camp Week/Theme	# of Campers 2023
Week One	64
Week Two	64
Week Three	63
Week Four	61
Week Five	58
Week Six	62
Week Seven	58
Week Eight	60
Week Nine	35
Leaders in Training	10 campers
Junior Leaders	19 campers
Junior Lifeguard Camp Week 1	20 campers
Junior Lifeguard Camp Week 2	17 campers

Outdoor Pool

Overview of 2023 Programs

- Outdoor Pool Entrance
 - The CDRC pool continued to utilize the side pool gates for entrance and exit onto the pool deck. This change was made to accommodate COVID-19 protocols in 2020 and we have continued ever since. Swimmers arriving for any program are to check in at the gate and are directed to the meeting spot for their program. Fees for all drop-in programs are also collected at the side gate. Maintenance staff installed a permanent gazebo for shelter at the entrance to prevent the need to take the structure down during inclement weather.
- June Swimming Lessons
 - Afterschool swimming lessons were offered Monday 12 – Friday June 23, 2023. Lessons were scheduled between 4:00-6:30pm. This swimming session was a huge success with lots of registrations. It is recommended that this session of swimming lessons continue moving forward. If there are staff available, the lessons could begin earlier to accommodate those who are at home with children. Lessons could begin at 3 or 3:30pm as well as an earlier morning session from 10:00-12:00pm.
- Weekly Adult/Teen Group Swimming Lessons
 - The weekly Adult/Teen Group lessons continued this summer expanding to 3 sessions. Lessons were run weekly on Tuesdays and Thursdays from 8:00-8:45pm and then participants had the option to stay and practice from 8:45-9:00pm. These lessons were

a huge success and can be expanded for the summer of 2024. Separate classes were offered for Teens ages 12-17 and Adults ages 18+.

- July/August Swimming Lessons
 - Due to the increased demand for swimming lessons, lessons began each session at 8:00am and concluded at 12:30pm. Lessons were expanded into the early morning lane swim time to accommodate the need for more private swimming lessons. We have positive feedback from both the registrants and lane swimmers regarding this change. It is recommended to continue with the 8:00am start in 2024.
- Drop in swim offerings
 - Weekday Public Swim
 - 2:30-4:30pm and 7:00-8:00pm
 - Weekend Public Swims
 - 2:30-4:30pm
 - Lane Swim
 - 7:15-8:30am (Monday-Friday)
 - 8:00-9:00pm (Monday, Wednesday, Thursday)
 - Adult/Senior Swim
 - Monday, Wednesday, Friday 1:30-2:30pm

Outdoor Pool: Considerations for 2024

1. Program Registrations:
 - a. We have found over the past few years, that many people are waiting until the last minute to register for programs including swimming lessons. It is recommended that we investigate ways to encourage people to register early instead of the night before.
2. Certify 1-2 staff members to instruct Aquafit or outsource an Instructor
 - a. There has been an interest in the reintroduction of Aquafit at the CDRC. Unfortunately, it is an expensive certification for individuals to obtain and keep up. It is recommended that the CDRC continue to search for an outsourced instructor or continue certifying a staff member. A local personal trainer may be interested in expanding their knowledge and gaining this certification. With certified staff, we will be equipped to provide a strong program utilizing the pool in a different capacity in the morning and evenings.
3. Continue with using the weekends for Advanced Aquatic courses
 - a. In order to utilize the weekends more, we moved our advanced leadership courses (Bronze Star: 10 hour course, Bronze Medallion: 28 hour course and Bronze Cross: 20 hour course) to the weekends. This provided the participants with the chance to get the course done over 1-2 weekend instead of everyday for 1-2 weeks. Instructors had access to the whole pool, therefore we were able to expand our numbers as well. It is recommended that their courses continue to be offered on the weekends and if there is more demand expand to offer 1 option throughout the week days.
4. Weekly Lessons

- a. After 2 post covid summers, it is recommended that we explore the option of offering weekly swimming lessons one night a week. Weekly lessons could be offered 1 evening a week from 6:30-8:00pm in place of the public swim that night. This would give families another option who cannot make it to lessons every day at the scheduled time for 2 weeks. The session could be shortened to 8 lessons instead of 10 to ensure that we have staff members committed to teaching the full session.
5. Sponsored Public Swims
 - a. Increase the amount of sponsored public swims throughout the summer months.
6. Weekly Junior Lifeguard Club
 - a. Since we have added the Junior Lifeguard Camp, we have removed the Junior Lifeguard Club. For the summer of 2024, this club could be brought back once a week. It is an hour slot for swimmers to come and participant in lifeguard related activities. This program would run in a quiet portion of the day.
7. On Deck Monitor (During swimming lessons)
 - a. In 2022, we made the adjustment to add in an on-deck monitor. This individual is a qualified lifeguard on staff who is responsible for checking in all swimmers for lessons, ensuring they find their instructor/class and monitoring the pool deck throughout lessons. This person tidies up the pool deck, completes necessary cleaning/pool tests and monitors swimming lessons assisting where need be. On Wednesdays, this individual is responsible for guarding the Early On Words n Water program for 30 minutes. It is recommended that we continue to move forward with an on deck monitor to ensure there is efficiency on the pool deck during programs.

Overview of 2023 Summer Day Camp

- Use of E Pact Software
 - The E Pact Emergency Management Software was an incredible addition to our 2022-day camp program. Prior to attending camp, all families were required to create a profile on their camper. This profile included all information regarding allergies, medical, interests, pick up contacts eliminating the use of paper camper information forms. CDRC Staff used facility iPads to view this information. The use of the epact software and iPad have streamlined the sign in and out process making mornings and evenings significantly more efficient.
- Sign in and sign out:
 - Sign in and sign out was conducted inside the front doors of the facility between 8:00-9:00am and 4:00-5:00pm. This summer, we had 1 of our Head Camp Counsellors greeting all families at the entrance. Once campers had been signed in on the EPact software, they were walked to their camp headquarters. The use of one main sign in/out area allowed for parents to build connections with our Head Camp Counsellors.
 - Pick up was changed to 4:00-5:00pm from 4:30-5:00pm (in 2021). This gave parents a wider window to pick up their kids and reduced the congestion at the end of the day.
- Before care 7:00-8:00am After care 5:00-6:00pm

- Before care from 7:00-8:00am and aftercare from 5:00-6:00pm was offered for the summer of 2023. This addition was a huge success and appreciated by many families. Campers attending before and after care entered and exited the facility through the back staircase near the pool entrance gates. This process made it easy for staff to sign in and out campers rather than needing additional staff in the front lobby.
- Group sizes
 - The campers were split into 3 groups based on age: Green Gators (4-5 years), Blue Badgers (6-8 years), and Red Rhinos (9-12 years).
 - Groups sizes were adjusted based on the space they were utilizing and ratios.
 - Each group was assigned to a space within the facility as their “home base”, utilizing all 3 room spaces in the CDRC.
- Outdoor space
 - We were fortunate to have access to a variety of outdoor spaces for day camp operations. The following spaces were used for outdoor activities:
 1. Glenbrook tarmac and field
 2. Agriculture Society grounds
 3. CDRC Parking Lot: barricades were put up to block the parking lot off between the facility and the berm for the duration of the summer season. An outdoor lunch space was set up for campers with picnic tables to allow for distancing.
- Daily Private Camp Swim
 - The CDRC summer day campers swim daily from 12:30-1:30pm. This swim time is designated for the CDRC day camp only and is a highlight of our program.
- New this summer: Camp Swimming Lessons from 12:00-12:30pm
 - In the past summers, we have had various families register for swimming lessons after camp. Camp staff were required to bring campers down to their lesson after the camp program. This summer we added in “Camp Swimming Lessons” that were offered from 12:00-12:30pm. Campers were required to be registered for the 2 weeks of camp in which the lessons aligned with and then they had the option to add the Camp Swimming Lessons. Campers were gathered up at 11:50 and brought down to the pool deck to attend their swimming lessons. Once the lessons were over, they would stay at the pool deck for our private camp swim. This addition was very well received from parents, they were happy that they did not have to stay around after camp and the campers had their lessons done during the day.

Highlight of camp activities

1. Morning Circle: Morning circle was a new addition to our program this summer. It was an opportunity for all our campers and staff to come together to participate in songs and games. The morning circle was run by the 2 head camp counsellors. Some activities that took place in the morning circle include the following:
 - a. Opportunity to review camp rules and expectations.

- b. Sing songs, play games, and participate in challenges that match with the week's themes.
- c. Conduct Leader Challenges (i.e races, musical chairs etc): this was a huge hit with the campers, they really enjoyed cheering on their leaders.
- d. Question of the day: campers loved to share their thoughts and ideas in the morning with the group.

2. Outdoor Activities

- a. Active games, cool down games, use of equipment, obstacle courses, trips to the park, large group games, scavenger hunts
- b. Trips to the park: the little campers enjoyed trips to the park just down the street and our older campers enjoyed their trek to Hyland Park for picnics.

3. Indoor Activities

- a. Art activities, colouring, story time, jeopardy, puzzles, dance activities, stem-based activities

4. Specialty Activities

- a. Library Visits: Our campers visited the library every Tuesday for 1 hour throughout the summer. This was an excellent opportunity for campers to visit the facility and see what the library has to offer. Campers walked to and from the library every Tuesday.
- b. Dufferin County Ambulance Visit: Our camp had a visit from the Dufferin County Paramedics on Friday August 5, 2022. Campers had the opportunity to tour the ambulance and check out the stretcher. Following the presentation, campers received tattoos and colouring pages from the paramedics. This was a great experience for our campers, and we look forward to bringing them back in the future.
- c. Zumba with Amanda: Our campers were very fortunate to have the opportunity to participate in 2 sessions of Zumba with Amada Philip.
- d. Splash Pad Visits: Our campers visited the splash pad several times throughout the summer months. Visits to the splash pad were planned for the morning of the camp day in hopes that it would be a quieter time as opposed to the hot afternoons. This also allowed us to get campers back for swimming lessons and the private camp swim in the afternoons.
- e. Baker Magic Show: This was a great addition to our program and can be added for future years to come. Both campers and staff were engaged and impressed with the show.
- f. Visit to the FireHall: All of our campers from 4 years to our Junior Leaders up to 12 years visited the Fire Hall this summer.
- g. Pizza Tuesday's sponsored by Domino's Pizza: The CDRC was very fortunate to have lunch provided and delivered from Dominos Pizza in Shelburne every Tuesday. Everyone looked forward to this weekly treat throughout the summer months.

Summer Day Camp: Considerations for 2024

1. Split the Town and Country Room into 2 halves
 - a. It is recommended that we investigate options to temporarily split the Town and Country Room into 2 halves, to accommodate the space to be used by 2 groups.
2. Reduce or limit the number on consecutive weeks a camper is able to register
 - a. We have found over the last 2 years that we have a large majority of campers who register for all 9 weeks of camp. We have found in some cases, that by week 7-8 those campers have had enough of the program. It is recommended that we look into how other camps structure their registration to ensure that everyone gets the opportunity to attend camp throughout the summer.
3. Additional Behaviour Management Training
 - a. Campers and their needs are becoming more diverse and camp staff require more training to meet those needs. It is recommended that we explore how other camps are training their staff on managing behaviour.
4. Weekly Hot Lunches
 - a. Introduction of weekly hot lunches for campers at camp. Parents will be required to purchase the hot lunch at the time of registration or prior to the week of camp. This lunch could be prepared in the CDRC concession booth and include a juice box for each camper. Examples of lunch ideas include:
 - i. Chicken Tenders and Fries
 - ii. Hot Dog
 - iii. Hamburger
5. Explore trip-based camps:
 - a. There is a need for summer activities for those who do not necessarily want to attend the generic summer day camp. The exploration of trip-based camps (daily or weekly trips) would attract those older kids who are looking for something fun to do with friends. It is recommended that we communicate with other local camps who run trip-based programs to gather information on how these programs are run.

Concluding Remarks

Overall, the CDRC was a busy place throughout the summer of 2023 with the operations of the outdoor pool and summer day camp. There was an increased demand for all our programs this summer. We received very positive feedback from the community about all programs that were operating and the hard work off our CDRC staff team. We were very fortunate to have such a dedicated, hardworking staff team.

Next Steps

- Increase advertising for better promotion of all programs. A logo would helpful to unify our programs and facility.

SCHEDULE 'D'

Facility Maintenance Managers Report –September 27, 2023

GENERAL INFORMATION

Ice went in as planned though it was some of the hottest days of the year.

Tyler Cardella with the guidance from Kevin Green Dundalk arena did a great job installing ice.

Ice plant and ice condition in good shape running well.

Pool winterization started. A new procedure required as main drain and its plumbing is not in same location.

Town looking to see if they have extra plugs for piping or purchase through their supplier.

Touching up normal use wear paint and grim.

Working on budget and capital.

Some new staff hired PT operator Ken Bennington (had his first solo shift Sunday)

Training and scheduling staff

5 Youth waiting for all employment acceptance paperwork.

Cole Alexander, Hailey Copeland Evan Cotterell, Justin Harris, and Chiara Oliveira.

Internet Dufferin IT asked if they can inform Rodgers if we were considering proceeding with fibre this year?

Repair accessible door opener broken wore out replaced mechanical drive. And replaced one 4" push button.

A new quote coming for front sliding door as well.

During Covid a disinfectant puck type product for the compressor water supply was discontinued was informed they may be producing this again \$4000.00 in saving if liquid chemical delivery system not needed.

Muskie unofficial hiatus for 1 year.

Marty Lamers

Facility Maintenance Manager

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Roads Sub-Committee held a meeting on September 14th, 2023, at 9:30 a.m. The following members were present: James McLean, Chair, Bill Neilson, Vice-Chair and Member Darren White. Also present were: Craig Micks, Public Works Superintendent, Denise Holmes, CAO/Clerk and Kaitlin Dinnick, Roads Sub-Committee Secretary.

Call to Order

Chair McLean called the meeting to order at 9:34 a.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

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

Declaration of Pecuniary Interest or Conflict of Interest

None.

Approval of Draft Minutes

Moved by Neilson, Seconded by White that the minutes of Roads Sub-Committee Meeting held on May 29th, 2023, be approved as circulated. Carried.

Business Arising from Minutes

None.

Correspondence Items

None.

General Business

1. Update from Public Works Superintendent

Craig advised that they have been replacing road crossings and have completed five, as well as taking the trucks in for their annual safety's. There have been three accidents in the Township that have required road closures recently and they have been working on brushing and replacing signs. The winter sand is also coming this week. Craig has

spoken to Cox Construction, and they are hoping to start some of our paving projects on Thursday and are going to be starting with 15 Sideroad.

2. Approval of the Environmental Sustainability Committee Minutes from October 7, 2022

Moved by White, Seconded by Neilson be it resolved that the minutes of the Environmental Sustainability Committee meeting held on October 7th, 2022, be approved as presented.

3. Email from Fred Mertz regarding the Horning's Mills Pedzones

Acting Sergeant Button from the Dufferin OPP was in attendance and commented on Mr. Mertz's suggestion. He advised that this is not something that the OPP does as there is a large amount of valuable equipment in the cruisers and it is also a logistics issue. The Dufferin OPP does not have extra cruisers sitting around a lot of the time they are trying to ensure they have enough vehicles for Officers to drive. The Committee also commented that if this was feasible, it would still only be seasonal like the ped zones, as they could not park the car on the roadside during the winter.

4. Email from Robert Logan requesting a stop sign at 10th Line NE and 240 Sideroad

This was discussed and the Committee determined that based on the Road Counter data provided by the Township Roads Department, the data does not warrant a four way stop at this intersection.

5. River Road Motorcycle Accident Sign

The Committee discussed these signs as the Township has already purchased them. It was discussed that we should reach out to the Township of Mulmur to see if they want to put one of the signs further up River Road as we have two and that maybe the signs should say the number of accidents instead of deaths since there have been no deaths on this road in the past five years.

6. Poulton Place Update

Staff advised that the roadwork is complete and a By-law to assume the road will be on the next Council Meeting agenda.

7. Road Safety Updates

Chair McLean spoke to this and asked the Committee to get their ideas for the 2024 budget together to discuss at the next meeting. The possibility of changing all the roads

in the Township to a 60 km/hr speed limit was brought up and will be discussed further at the next meeting.

8. Winter Afternoon Shift

Craig asked the Committee about how late they are wanting the afternoon shift to run through the evening. The Committee gave Craig comments on staffing and asked him to review his staffing needs and to bring them back for the 2024 budget discussions.

9. Email from Marshall Family regarding speeding on 2nd Line SW

Acting Sergeant Button from the Dufferin OPP spoke to this and advised that there is an open traffic incident for this section of road and that it is being monitored and patrolled often. The Committee suggested getting new radar signs as well as supporting the expansion of the traffic department at the OPP for more enforcement.

10. Email from Stephanie Maxwell regarding speeding on 2nd Line SW

This was discussed under General Business Item 9.

11. Discussion about Shelburne Potential Bypass (Member White)

Member White spoke to this and advised that this will be something discussed in the future and that it would be beneficial for the Township to have a plan for what they would be open to seeing if the bypass went through Melancthon. It was suggested that we should have an option a and b to put forward at that time.

12. Other/Additions

None.

13. Unfinished Business

1. Prioritizing Road Safety and Project Principles – Mapping Exercise

This item was deferred.

Delegations

10:00 a.m. - Heather Little – State Position on why a building permit should be issued for 525097 5 Sideroad

Heather Little, Realtor was here to discuss her client wanting to purchase 525097 5 Sideroad and upgrading the road to municipal standards in order to have the Township

issue a building permit. The Committee advised her that we just did this in Corbetton with Poulton Place, and it would be at the owner's expense to upgrade the road to municipal standards. Craig was directed to set up a meeting with Heather at the road to discuss the road work required, to estimate costing.

Recommendation to Council

There were no recommendations to Council.

Public Question Period

None.

Confirmation Motion

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

Adjournment

11:25 a.m. - Moved by Neilson, Seconded by White that we adjourn this Roads Sub-Committee meeting to meet again at the Call of the Chair. Carried.

CHAIR

SECRETARY

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Heritage Advisory Committee held an electronic meeting on October 3, 2023 at 6:30 p.m. The following members were present: Chair Ralph Moore, James McLean, Todd McIntosh, Kristine Pedicone, Dennis Scace and Douglas Read, also present was Becky Cunnington, Heritage Advisory Committee Secretary. Vice-Chair Tracy Webber was absent. Chair Moore called the meeting to order at 6:35 p.m.

Land Acknowledgement

Chair Moore shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Additions

None

Deletions

None

Approval of Agenda

Moved by Pedicone, Seconded by Read that the agenda be approved as presented. Carried.

Approval of Draft Minutes

Moved by McIntosh, Seconded by Pedicone that the minutes of the Heritage Advisory Committee Meeting held on September 5th, 2023 be approved as circulated. Carried.

Business Arising from Minutes

None

Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

General Business

1. Finalize Interview Questions for One Room Schoolhouses.

A discussion was had regarding the list of questions that was circulated and it was noted that some were similar in nature and that they should condense the list. Chair Moore will combine similar questions and circulate to the group.

2. Research Visit to the Museum of Dufferin.

The Research Workshop at the Museum has been booked for Tuesday October 17th, 2023 6:30 p.m. Members were reminded that they must arrive on time as the doors will be locked at 6:30 p.m.

3. Heritage Week 2024

The Members discussed highlighting some architecturally interesting properties in the Township for Heritage Week. The Committee would like to do a write up on five properties from different areas of the Township to be shared on social media for Heritage Week. The Church on 280 Sideroad, Horning's Mills Mansion, and the Corbetton Church are three of the properties they would like to include. The Members will brainstorm suggestions for the other two properties. Members will forward information and photographs to Member McIntosh and he will compose the write ups for each property.

4. Other/Addition

None

5. Unfinished Business

1) Discussion regarding how to proceed with the Plaque Program

The Members requested that the application for the plaque program be updated to include the acceptable sources for information submitted with the application which include Museum of Dufferin Archives & Records, MPAC Records or County of Dufferin Building Department Records. They would also like to advertise the Plaque Program again for the next several months and review the Program again in February.

2) Discussion Surrounding a Bursary for the History Department at CDDHS

Council approved the \$500 bursary which would be open to anyone attending CDDHS. Member McLean has a meeting scheduled for Thursday October 5th, 2023 with the Principal to discuss the Bursary and student volunteers for research.

3) Feedback from Member McLean on his Contact at CDDHS and any Feedback about Student Involvement in Committee Research

Deferred until Member McLean speaks with staff at CDDHS.

Recommendations to Council

None

Public Question Period

None.

Confirmation Motion

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

Adjournment

7:10 p.m. - Moved by McLean, Seconded by Pedicone that we adjourn this Heritage Advisory Committee meeting to meet again on Tuesday, November 7th, 2023 at 6:30 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY



Grand River Conservation Authority

Summary of the General Membership Meeting – October 27, 2023

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

Action Items

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

- GM-10-23-80 - Budget 2024 - Draft #1
- GM-10-23-82 - Financial Summary
- GM-10-23-73 - 2024 Board Meeting Schedule
- GM-10-23-74 - New Guelph Lake Nature Centre Update
- GM-10-23-78 - Provincial Offences Act Officer Appointments - Section 30.1
- GM-10-23-77 - Conestogo Dam Bridge Deck Rehabilitation - Energy Attenuator - Project Award
- GM-10-23-C07 Proposed Outdoor Environmental Education Program Staffing Model (Closed agenda)

The following item was deferred until the January 2024 Meeting of the General Membership:

- GM-10-23-76 - Outdoor Environmental Education Program Review

Information Items

The Board received the following reports as information:

- GM-10-23-81 - Budget Draft #1 - Municipal Apportionment
- GM-10-23-75 - Cash and Investment Status
- GM-10-23-72 - Permits Issued under Ontario Regulation 150/06
- GM-10-23-79 - Current Watershed Conditions
- GM-10-23-C07 Update - Violation of Ontario Regulation 150/06 (Closed agenda)

Correspondence

The Board received the following correspondence:

- Minister of Municipal Affairs and Housing - Proposed legislation to return lands to the Greenbelt and Oak Ridges Moraine

Delegations

There was one unregistered delegation:

- Peter Pautler – Nature Centres & Outdoor Environmental Education

Source Protection Authority

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

For full information, please refer to the October 27 [General Membership](#) agenda package. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar 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'.

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NVCA October 2023 Board Meeting Highlights

Next Meeting: November 24, 2023, held virtually

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

Presentation on NVCA's Education Program

Naomi Saunders, NVCA's Manager of Environmental Education, gave a presentation regarding NVCA's education programs to the Board of Directors.

Program Objectives

- Connection to Nature – Facilitate the connection between people and the natural world, foster a lifelong appreciation for the environment and a desire to protect it. Increase opportunities for young people to explore, discover and play in nature.
- Education for Sustainability – Contribute to our communities/municipality's sustainability goals by including programs about waste reduction, energy conservation, and the responsible use of natural resources,
- Environmental Awareness – Raise awareness about environmental conservation, the value of biodiversity, and the impacts of human activities on the natural world.
- Physical and mental health – Provide opportunities for physical activity and stress and anxiety reduction. Increasingly, science and evidence show that the best way to improve one's mental health is to spend time nature.
- Local Ecosystem Understanding – Encourage participants to gain a deeper understanding of the unique ecosystems and biodiversity found within the municipality, promoting local conservation efforts.

Program Delivery

NVCA has partnered with the Simcoe County District School Board to deliver education programs that engage students of all ages in nature based, quality, hands-on, curriculum linked programs. Over 130,000 students have attended NVCA's education programming in the past 10 years.

Camp Tiffin and the Tiffin Nature Program provides safe, fun and inclusive environments where children and counsellors learn, experience and bond with nature while building confidence, friendships and memories for life.

Other programs offered include specialized programs for homeschool families, birthday parties and corporate engagements.

Education staff also attend public events such as programming for guides and scouts, See the Salmon Run and March Break at Park Place.

Financial Impact

The cost to operate NVCA's Environmental Education Program is \$0.08 per watershed resident per year. All other program costs are generated through user fees, partnerships and grants.

Due to the new budgetary framework for conservation authorities, NVCA's Environmental Education Program can only be funded by municipal levy through MOUs.

Update of MOU/Inventory of Programs and Services for MNR

As of October 27, 2023, six out of 18 MOUs have been formally approved by municipal councils, and two have been approved by the committee of the whole.

These municipalities are:

- Township of Adjala-Tosorontio
approved by council
- Township of Amaranth
approved by council
- Town of the Blue Mountains
approved by committee of the whole
- Town of Collingwood
approved by committee of the whole
- Municipality of the Grey Highlands
approved by council
- Township of Melancthon
approved by council
- Town of Mono
approved by council
- Town of Shelburne
approved by council

MOUs for the remaining municipalities are still in negotiations and development. To date, three Municipalities have indicated that they will be selective in Category 3 support for programs.

NVCA has asking the Minister of Natural Resources and Forestry for an extension to the December 31, 2023 deadline to have all MOUs signed.

Mayer's Marsh Agricultural Lease Renewal

NVCA has renewed a short-term agricultural lease with Bernie Mayer for the Mayer's Marsh property.

Mayer's Marsh is part of NVCA's Minesing Wetlands Conservation Area landholdings.

Upper Mad River Flood Study

NVCA has partnered with the Township of Clearview and the Flood Hazard Identification Mapping Program to produce floodplain mapping for the Village of Creemore.

This study is broken down to two main components – hydrology modelling and hydraulics/flood plain mapping. Hydrology modelling was completed by the Oak Ridges Moraine Groundwater Program.

Aquafor Beech Ltd. was selected through an RFP process to complete the hydraulics/flood plain mapping component.

Public consultation on proposed changes to planning and permitting review fees

NVCA is proposing to update planning and permit review fees in order to fulfill the staffing resources required to meet expected service levels, and to fully recover the costs of plan review and permitting services.

The proposed changes include input from key partners and stakeholders, such as municipalities, development sector, the agricultural community, and the aggregate industry

In accordance to the *Conservation Authorities Act*, the public must be notified if a conservation authority wishes changes their fee schedule.

Public consultation

Members of the public are invited to review the proposed fees listed below. Questions or concerns should be directed to planning@nvca.on.ca prior to Sunday, November 26, 2023 at 4:30 p.m.

The proposed fees can be [viewed on NVCA's website](#).

Third Quarter Financials

In the first nine months of operations of NVCA, expenditures to date are tracking on schedule, with 83.17% of the budgeted expenses (75% of budget year completed). As this includes the

CEWS repayment amount of \$740,879,
expenditures are trending normally

Revenues are tracking well, with 80.24% of the
budgeted revenues recognized. This includes
the first 6 months of the general municipal levy
of \$2,054,821.

Currently, the NVCA is sitting in a deficit
position, due to the CEWS prepayment,
however if that is removed, there is a slight
surplus.

Upcoming Events

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](#)

Transportation Master Plan

Notice of Study Completion | Issued: November 3, 2023



About The Study

The County of Dufferin has completed the 2023 Transportation Master Plan (TMP) that incorporates updated population and employment forecasts to guide infrastructure investments, policies, and strategies for a multi-modal transportation network up to the year 2051.

The Process

The TMP followed Phases 1 and 2 of the Municipal Class Environmental Assessment (EA) process for master plans. The recommendations from the TMP were determined and refined through a data-driven process, traffic modelling and public and agency consultation and input. The recommendations help identify the next steps that the County of Dufferin can take to improve how people travel through within and through the County.

The TMP provided recommendations to improve the County's roadways, walking and cycling infrastructure, and transit network.

Notice of Review Period

This notice announces the start of the 30 calendar-day public review period for the TMP in accordance with the requirements of the EA process. The review period will begin on **November 3, 2023**.

The TMP report is available for viewing beginning November 3, 2023 at the County's administrative office:

W. & M. Edelbrock Centre, 30 Centre Street
Orangeville, ON L9W 2X1
Monday to Friday, 8:30am to 4:30pm

or online at <https://www.dufferincounty.ca/services/planning-development>

Please provide all written comments to the study team member noted below by **December 4, 2023**:

Silva Yousif, PMP, MCIP, RPP, EIT
Senior Planner, Development and Tourism
County of Dufferin
519-941-2816 Ext. 2509
syousif@dufferincounty.ca

Brett Sears, MCIP RPP
Senior Project Manager
Transportation Planning and Science, WSP
289 982 4752
brett.sears@wsp.com

Ministry of the Solicitor GeneralStrategic Policy Division
Office of the Assistant Deputy Minister25 Grosvenor Street, 9th Floor
Toronto ON M7A 1Y6
Tel: 416 212-4221**Ministère du Solliciteur général**Division des politiques stratégiques
Bureau du sous-ministre adjoint25, rue Grosvenor, 9^e étage
Toronto ON M7A 1Y6
Tél. : 416 212-4221Meghan Townsend
CAO
Town of Grand Valley
mtownsend@townofgrandvalley.ca**September 13, 2023**

Greetings Meghan Townsend,

Thank you for submitting your proposal for the Ontario Provincial Police (OPP) detachment board framework. Your patience has been greatly appreciated while all proposals went through a thorough review process.

At this time, I am pleased to confirm that the Dufferin OPP detachment board proposal has been approved by the Solicitor General to the next step in finalizing the board compositions, which is posting the composition on the Ontario Regulatory Registry (ORR). The ministry is currently working on drafting the regulation, which is expected to be available on the Ontario Regulatory Registry (ORR) for public comment in the summer or fall. Posting of the regulation is one of the last steps before the regulation can be finalized in advance of bringing the *Community Safety and Policing Act, 2019 (CSPA)* into force in early 2024.

The following board composition(s) have been approved for posting.

Board	Communities Served	Council Seats	Community Representative Seat(s)	Provincial Appointment Seat(s)	Total Seat(s)
1	Town of Orangeville	2	3	1	6
2	Town of Shelburne	3	3	1	7
3	Amaranth Township, Town of Grand Valley, East Garafraxa Township	3	3	1	7
4	Melancthon Township, Town of Mono, Mulmur Township	3	3	1	7

On behalf of the Ministry of the Solicitor General, I would like to express my appreciation to all the communities involved in the proposal development process. I acknowledge and value the significant efforts undertaken to create a proposal for a detachment board that addresses the unique needs of each community that receives OPP policing services in

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your detachment. As the proposal lead, I kindly request that you disseminate this correspondence to all communities serviced by the proposed detachment board.

The ministry is planning to share more guidance as soon as possible on next steps, with the understanding that municipalities and First Nations require time to plan for the implementation of OPP detachment boards before the CSPA comes into force.

If you have any questions or concerns in the meantime, please contact Devendra Sukhdeo, Senior Policy Advisor, Public Safety and Policing Policy Unit (PSPPU), Strategic Policy Division, at Devendra.Sukhdeo@ontario.ca.

Sincerely,

Sarah Caldwell
Assistant Deputy Minister, Strategic Policy Division
Ministry of the Solicitor General

Denise Holmes

From: James McLean
Sent: Monday, November 6, 2023 9:22 AM
To: ralf.mesenbrink@ugdsb.on.ca; katherine.hauser@ugdsb.on.ca; jennifer.edwards@ugdsb.on.ca;
marine.hanenberg@ugdsb.on.ca; martha.macneil@ugdsb.on.ca; robin.ross@ugdsb.on.ca;
luke.weiler@ugdsb.on.ca; laurie.whyte@ugdsb.on.ca
Cc: Darren White; Ruth Plowright; Ralph Moore; Bill Neilson; Denise Holmes; Glen Regier; Belal Taha;
Lynn Topping; jasmine.vorkapic@ugdsb.on.ca; amy.villeneuve@ugdsb.on.ca
Subject: Letter from Melancthon Council on Primrose boundary process
Attachments: Township of Melancthon letter to UGDSB.pdf

Dear Board members:

On behalf of the Township of Melancthon, I'm attaching a letter from Council about UGDSB's Primrose boundary adjustment process.

We would welcome the opportunity to discuss the attached letter in further detail.

Sincerely,

James

James McLean
Deputy Mayor
Township of Melancthon



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

Monday November 6, 2023

Upper Grand District School Board
Guelph, Ontario

Dear Board members:

The Township of Melancthon has significant concerns with the process Upper Grand District School Board (UGDSB) is undertaking to address capacity constraints at Primrose Elementary School. In response, Township Council is requesting that UGDSB postpone its decision to adjust the Primrose-Centennial Hylands school boundaries until a more thorough process can be completed.

The decision to move children from one school to another cannot be made lightly. It must balance short-term needs with medium-term trends that will impact all involved. Melancthon Council is concerned that those who are most impacted by the boundary change – Melancthon families – have not been adequately engaged while UGDSB staff developed their proposed options.

Further, it's unclear why the Township, County and surrounding municipalities were not consulted throughout the boundary review process. Our staff have unique insights on future development projects that will impact schools over the short- and medium-term. Municipal staff and UGDSB staff should be working together to account for actual growth, ensuring that interim solutions align with the medium-term trends we are seeing.

Growth trends in Dufferin County

Dufferin County and its municipalities are experiencing unprecedented growth. In Melancthon alone, a series of subdivisions are in the early stages of development to be built over the next decade. What's more, Shelburne's newest subdivisions are expected to be completed soon. Together, these developments fall within the Centennial Highlands and Hyland Heights boundaries, and will place added pressure on school facilities and staff.

We appreciate the need to alleviate capacity constraints at Primrose Elementary. However, it's not clear how any of the interim solutions align with these and other growth trends in the County.

Parent/guardian concerns

Melancthon families have expressed three concerns with UGDSB's boundary review process:

First, many believe that the process was devoid of any meaningful engagement. School boards are publicly funded entities and, like other public institutions, are expected to engage constituents at the beginning, middle and end of processes. Distributing a survey and inviting delegations *after* options have been tabled is not a serious approach to public engagement.

Second, parents are concerned that the recommended solution (Option #2) would unnecessarily separate cohorts while doing nothing to address medium-term growth trends. Children who transferred to Primrose during the 2017 boundary adjustment are now being asked to return to Centennial. Understandably, families are wondering what will happen to their children as new subdivisions are completed and Centennial's capacity constraints worsen.

Third, families are concerned about the psychological toll of separating children from their friends. Some of these kids have already experienced one boundary adjustment, and most have been impacted by two years of COVID-19 disruptions. It is our collective responsibility to ensure that all options have been exhausted before putting additional emotional stress on to these children.

Melancthon families are not unreasonable – they understand the pressures that UGDSB is facing. Indeed, their kids live those pressures every day. Engaging families throughout the process would ensure that all perspectives and options have been appropriately considered.

Pausing the boundary review decision to allow for medium-term planning

Upper Grand and municipal leaders should work together to develop a broad system plan that addresses short- and medium-term population pressures. Through collaboration, we'd be better positioned to reduce costs, improve planning, address pressures, and create public "buy in."

In keeping with this, Melancthon Council respectfully requests that UGDSB pause its boundary review decision for a period of 12 months. UGDSB could use the next year to:

- work with the municipalities to assess trends, and develop a medium-term plan;
- refine modelling based on new data as more subdivisions come online, and;
- launch a thorough public engagement session with affected families.

The current process is forcing a quick but significant decision for the 2024-25 school year. Pausing the decision by 12 months will give the Committee time for a more considered approach that balances immediate and medium-term needs. Should an interim decision be absolutely necessary, we ask that you select a less disruptive option until a more thorough review process can be completed.

We trust that you will consider our request. We would welcome the opportunity to speak with you about the boundary change process and how we can better collaborate moving forward.

Sincerely,

Darren White
Mayor

James McLean
Deputy Mayor

Ralph Moore
Councillor

Bill Neilson
Councillor

Ruth Plowright
Councillor

cc. Lynn Topping, Trustee
Glen Regier, Executive Superintendent – Business Services
Sylvia Jones, Member of Provincial Parliament, Dufferin-Caledon
Janet Horner, Mayor, Township of Mulmur
Wade Mills, Mayor, Town of Shelburne
John Creelman, Mayor, Township of Mono
Belal Taha, Superintendent of Education – Equity & Inclusion Services
Ralf Mesenbrink, Chair of the Board
Jasmine Vorkapic, Manager Trustee Secretariat

Denise Holmes

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Thursday, November 2, 2023 3:29 PM
To: Denise Holmes
Subject: Budget Consultation Notification - GRCA Budget 2024 Draft 1
Attachments: GRCA Report_GM-10-23-80 - Budget 2024 Draft 1.pdf; GRCA Report_GM-10-23-81 - Budget 2024 Draft 1_Municipal Apportionment.pdf; Township of Melancthon_Draft Budget 2024.pdf

Greetings Township of Melancthon

Please be advised that the General Membership of the Grand River Conservation Authority (GRCA) approved Budget 2024 Draft #1 for consultation purposes at their meeting on October 27, 2023. This consultation circulation is required under Ontario Regulation 402/22: Budget and Apportionment

The attached letter provides further information about providing feedback, along with the attached report and draft 2024 budget which outline the programs and services of the GRCA and how those programs are expected to be funded in 2024. Also attached is the municipal apportionment information.

Kind regards,

Eowyn Spencer

Supervisor of Administrative Services

Grand River Conservation Authority

400 Clyde Road, PO Box 729

Cambridge, ON N1R 5W6

Office: 519-621-2763 ext. 2200

Toll-free: 1-866-900-4722



November 2, 2023

Office of the Municipal Clerk
Township of Melancthon
157101 Highway #10
Melancthon ON L9V 2E6

By email: dholmes@melancthontownship.ca

Dear Township of Melancthon,

Re: 2024 Grand River Conservation Authority Draft Budget for Consultation

Please be advised that the General Membership of the Grand River Conservation Authority (GRCA) approved the GRCA's Budget 2024 Draft #1 for consultation purposes at their meeting on October 27, 2023. The approved motion is as follows:

THAT Report Number GM-10-23-80 – Budget 2024 – Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

This consultation circulation is required under [Ontario Regulation 402/22: Budget and Apportionment](#) which came into effect July 1, 2023, and sets out requirements for Conservation Authority budgets and municipal apportionment starting with the 2024 budget process. This regulation replaced *O.Reg.139/96 Municipal Levies* and *O.Reg.670/00 Conservation Authority*. As a result of these changes, the format of the 2024 budget for the GRCA is different from prior years.

The attached report and draft 2024 budget outline the programs and services of the GRCA and how those programs are expected to be funded in 2024. Also attached is the municipal apportionment information.

This draft budget includes a total municipal apportionment amount of \$13,292,000 which represents a 2.5% increase over 2023. Municipal apportionment of General Operating Expenses, Category 1 Operating Expenses, and Category 2 Operating Expenses have been allocated to participating municipalities using Modified Current Value Assessment (MCVA) information in the watershed, which was provided by the Ministry of Natural Resources and Forestry (MNRF). Although not all participating municipalities have signed the Category 2 Memorandum of Understanding (MOU) at this time, the MCVA allocation for Category 2 reflects an assumption of agreement by all participating municipalities.

Under O.Reg.402/22, municipal apportionment and the budget must be approved at separate meetings. The Municipal Apportionment vote is scheduled to occur at the GRCA General Membership meeting on January 26, 2024, and the Final 2024 Budget vote is scheduled for the meeting on February 23, 2024.

Should you have any questions or feedback concerning the draft budget or municipal apportionment, please contact the undersigned.

Sincerely,

A handwritten signature in black ink that reads "Karen Armstrong".

Karen Armstrong,
Deputy CAO and Secretary-Treasurer



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

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

Grand River Conservation Authority

Report number: GM-10-23-80

Date: October 27, 2023

To: Members of the Grand River Conservation Authority

Subject: Budget 2024 – Draft #1

Recommendation:

THAT Report Number GM-10-23-80 - Budget 2024 - Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

Summary:

This report summarizes the first draft of the 2024 Budget. The final budget for 2024 will be presented for approval at the February 24, 2024 Annual General Meeting. See Attachment A “Budget 2024 Timetable” for additional details on budget timelines.

Budget 2024- Draft #1 reflects the continuation of programs and services delivered in 2023 and maintains breakeven results. Total draft expenditures for 2024 are \$34,442,188. For context, the October 2022 draft budget for 2023 included expenditures of \$33,279,188. Preliminary budget financial figures are outlined in Attachment G which includes the Statement of Operations and detailed Program and Services statements. The individual programs and services budgets have been categorized as Operating, Capital Maintenance, and Special projects.

Grand River Conservation Authority (GRCA) programs and services are funded by:

- Municipal Apportionment (in prior years referred to as Municipal General Levy)
- Municipal Funding as per Memorandum of Understandings (MOUs)
- Other Municipal Funding (by special agreements)
- Provincial and Federal Grants
- Self-Generated Revenue
- Funding from Reserves

Overall, the municipal funding request has been increased by 2.5% (or \$324,000) to \$13,292,000 in 2024. For a breakdown of municipal funding by Category 1, 2, and general operating expenses see Attachment C “Budget 2024 Municipal funding breakdown”.

As required under *O.Reg.687/21 Transition Plans and Agreements for Programs and Services Under Section 21.2.2 of the Act*, the GRCA has developed an Inventory of Programs and Services based on the categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, (3) Other (Authority determines are advisable), and General Operating Expenses.

Attachment B “Programs & Services Inventory” outlines the expenditures and funding sources applicable to each category, along with the reallocation of program surplus between programs and services.

Appendix D “Summary of Municipal Apportionment” details the municipal apportionment and MOU funding requests by participating municipalities.

TABLE A -BUDGET 2024 EXPENDITURES

	2024	2023 (Oct draft)	Increase/(decrease)
<u>EXPENDITURES</u>			
Operating Expenses	\$29,066,688	\$28,148,688	\$918,000
Capital Expenses	\$4,419,000	\$4,104,000	\$315,000
Special Projects	\$840,000	\$840,000	\$0
Funding to Reserve (hydro)	\$116,500	\$116,500	\$0
TOTAL	\$34,442,188	\$33,209,188	\$1,233,000

Note: Use of the term capital expenses for spending that is funded with municipal apportionment refers to major maintenance, water control structure studies, or water management equipment.

Report:

A. CONSERVATION AUTHORITIES ACT - NEW REGULATIONS

The Conservation Authorities Act (CA Act) outlines three categories of programs and services: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

O. Reg. 402/22 - Budget and Apportionment also defines “general operating expense or capital cost” as an operating expense or capital cost that is not related to the provision of a program or service that an authority provides. The regulations require that these costs be identified separately, and municipal funding be apportioned using Modified Current Value Assessment (MCVA).

O. Reg. 402/22 requirements came into force for the 2024 budget process. See Attachment A – Budget 2024 Timetable for timeline details. This regulation outlines Four Phases to the budget process

- Phase 1: Categorizing revenue and expenses as per the categories listed above, and amounts of municipal apportionment
- Phase 2: Board approval of draft budget for consultation (vote required), distribution to participating municipalities, and posting on the GRCA’s Governance section on the website. Consultation with municipalities will occur as required.
- Phase 3: Board apportionment approval process (weighted vote required)
- Phase 4: Final budget approval process (vote required)

B. OPERATING BUDGET

In general, the 2024 budget assumes the same level of program and service delivery as provided in 2023. Any exceptions to specific program areas are included in the commentary below as applicable.

(a) Resource Planning

- Resource Planning fee revenue declined in 2023 and therefore this draft of the budget reduced revenue by \$100,000.
- Compensation and benefits costs reduced by \$50,000 to recognize vacancy and/or rate savings which have resulted historically (budget assumes no change in staffing complement).

(b) Residential Property Rental Program

- The Residential Property Rental Program is in the process of winding down. The budgeted 2023 revenue of \$110,000 assumes no decrease in occupancy during 2024.
- The budgeted net result for this program is a \$25,000 deficit.

(c) Outdoor Environmental Education

- Negotiations with school boards for 2023/24 contracts have been completed. The first draft of the budget assumes that 2023/24 school contracts will be extended for the 2024/25 school year. This draft does not include any community or day camp program delivery. Decisions regarding the future format and scope of the Outdoor Environmental Education program will be incorporated into future budget drafts as applicable.

(d) Conservation Areas

- Conservation Area 2024 budgeted revenue of \$10,500,000 is approximately \$1,000,000 less than projected revenue of \$11,500,000 for 2023.
- Operating expenses are being increased by \$350,000.
- Conservation Area program and services expenses have been expanded to include 100% of Manager of Conservation Area Operations, 50% of Luther Marsh operations, and 100% of hazard tree management in the Conservation Areas. The funding for these three additional components is being funded with surplus from other Category 3 programs.
- The Conservation Areas budget excludes any allocation for corporate services overhead expenses.
- The revenue and cost assumptions will be revisited once actuals for the full 2023 season are available. Any adjustments to operating revenue or expenses will be the transfer to/from the Conservation Areas Reserve.

(e) Investment Income

- Income increased \$50,000 due to higher interest being earned on cash balances.

(f) Section 39 Funding

- It is assumed that there will no further cutbacks in the provincial Section 39 grant for the period April 1, 2023 to March 31, 2024 and therefore the Section 39 grant amount is anticipated to remain at \$449,688.

(g) Municipal Funding

- The 2024 Budget includes \$12,275,000 of funding for Category 1 Mandatory Programs and General Operating Expenses along with \$1,017,000 for Category 2 MOU Programs for a total of \$13,292,000 which is a \$324,000 (or 2.5%) increase over the 2023 General Municipal Levy of \$12,968,000.

(h) Surplus Assumption

- The draft budget assumes a \$100,000 surplus carry forward from 2023. If additional surplus is applicable, staff will recommend that it be incorporated in the final budget and used for non-recurring expense demands (i.e. consulting, professional development, and other administrative costs).

(i) Transition Reserve (created in 2021)

- The purpose of the reserve is to fund expenditures related to the transitioning of the GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. As at December 31, 2022, the reserve balance is approximately \$2.0 million.
- The strategy for Budget 2024 draft #1 is to utilize the transition reserve to fund one staff position (\$100,000) to assist with some of the deliverables required by the new regulations and to fund the Outdoor Environmental Education program deficit (\$312,000).

(j) Compensation and Benefits and Staffing Comments:

- The 2024 draft budget includes a 3% increase for compensation and benefits which allows for a general wage increase, grid steps within wage scales, and benefit cost increases. In addition, one administrative position is being added to the budget.
- Non-union salary adjustments are required to be approved by the General Membership which is typically presented in November or December for the subsequent year.
- Union wage adjustments have been incorporated into the budget in accordance with the Collective Agreement which is effective until December 31, 2025.

(k) Source Protection Program

- The province has identified that this program is considered a Category 1 mandatory program that is required to be delivered by Conservation Authorities. Funding until March 2024 was secured. The province, which currently fully funds this program, has not guaranteed funding for future years, nor has it announced an end to program funding.

C. CAPITAL & MAJOR MAINTENANCE BUDGET

(a) Major Maintenance Spending Water Control Structures

- The budget is set at \$1,500,000. Any demands that arise more than that amount can be funded with the Water Control Structures reserve and/or the Land Sale Proceeds reserve. Staff continue to seek funding to repair and update the water control infrastructure from provincial and federal government. Government funding included in budget 2024 relates to provincial Water and Erosion Control Infrastructure (WECI) funding which is subject to provincial approval of projects. Changes to this budget line will not impact the request for municipal funding. Any additional spending will be funded with WECI funding or reserves.

(b) Capital Spending Conservation Areas

- The budget is set at \$2,000,000. This spending is budgeted to be funded with \$1,650,000 of fee revenue and \$350,000 from the conservation area reserve. Future budget drafts will be revised as capital projects are prioritized. Any increases in budgeted spending will be facilitated by either increased revenue or use of the conservation area reserve. Any decrease in budgeted expenses would be offset by a transfer to the conservation reserve.

(c) Water Monitoring Equipment and Flood Forecasting and Warning Expenses

- The budget is being held constant at \$300,000. The gauge reserve will be used to fund \$100,000 of total costs and the remaining costs will be funded with Category 1 Municipal Apportionment funding.

(d) Information Systems and Motor Pool

- Costs of \$379,000 for Information Systems and \$240,000 for Motor Pool represent the costs not funded through internal cost allocations to programs and services and are funded through the IS reserve and MP reserve respectively. See Attachment G 'P&S #16 - Supplemental Information – IS and MP' for detailed expense information.

D. SPECIAL PROJECTS

(a) Special projects do not rely on Municipal Apportionment funding.

(b) This draft of the budget only includes items that are known or highly likely to be undertaken and a cost can be estimated. At present, the budget includes \$840,000 in spending. By the time the 2024 budget is finalized, special project spending, along with

matching revenue, is expected to increase as projects are approved and carryover amounts are confirmed.

(c) The \$840,000 in special projects included in this draft budget are:

- \$800,000 Rural Water Quality Capital Grants
- \$40,000 Species at Risk Program

(d) New Guelph Lake Nature Centre Building

To date, the purchasing process for this project has not commenced, therefore, a reliable cost estimate is not available. The final budget draft will incorporate this project as applicable with funding to be provided via donations and potentially using GRCA reserves.

E. RESERVES

For 2024, reserves are budgeted to decrease by \$331,500. Significant budgeted drawdowns to reserves include \$350,000 for Conservation Area capital projects, \$315,000 to fund the Environmental Education deficit, \$100,000 to fund one staff position, \$379,000 for Information Systems, and \$240,000 for Motor Pool. See Attachment E 'Summary of Reserves' for details of reserve movements budgeted for 2024. The use of reserves is integral to GRCA operations. The GRCA sets aside certain funds to reserves (i.e. Land Sale Proceeds, Hydro Revenue, Interest Earned on Reserves) in order to be able to draw upon these reserves at a later date in accordance with either legislative mandates and/or board-approved use

Reserves can be viewed as:

- Planned savings set aside for future capital projects (facilitates smoothing of funding requests)
- Surpluses set aside for future operating or capital needs (i.e. Conservation Area revenue in excess of budget)
- Contingency funds for unplanned expenditures
- Legislated amounts to be used in accordance with regulations (i.e. land sale proceeds)

A detailed report on reserves will be presented at the November 24, 2023 meeting.

F. CATEGORY 2 – WATERSHED SERVICES

The programs and services included under watershed services are:

- Subwatershed Studies
- Conservation Services
- Water Quality
- Wastewater Optimization Program
- Groundwater Resources
- Watershed Services

See Attachment F 'Budget 2024 Category 2 - Watershed Services Program Breakdown'

This budget assumes that all participating municipalities will enter into a Memorandum of Agreement with the GRCA and agree to apportioning the funding requirements using MCVA, the same as Category 1 apportionment and the same method that was used in prior years.

G. MUNICIPAL APPORTIONMENT (referred to as General Municipal Levy in prior years)

Where municipal funding is applicable, namely, Category 1, 2, and General Operating Expenses, the methodology of apportionment used is Modified Current Value Assessment (MCVA) on the basis that there is a watershed benefit for all participating municipalities from the programs and services. See Attachment D 'Budget 2024 Summary of Municipal Apportionment' for details.

The methodology for calculating the MCVA and distributing apportionment is outlined *in O. Reg. 402/22 Section (7)*. Agreements with participating municipalities for Category 2 programs and services have not been finalized therefore the funding allocation is subject to change and would be communicated and agreed to accordingly if applicable.

OTHER MAJOR ASSUMPTIONS

- (a) Cottage Lot Rental Program revenue increased by 2.5% or \$57,000 in accordance with the Residential Tenancy Act.
- (b) Total Insurance expense increased by 5% or \$24,000 to reflect 2023 rate increases and projected 2024 rate increases.
- (c) Total Property Tax expense increased \$20,000.
- (d) Admin Operating expense held constant.
- (e) Other Operating expenses increased between 0% and 5% as applicable.
- (f) Motor Pool charge-out rates held constant.
- (g) Computer charge-out rates held constant.

H. SIGNIFICANT OUTSTANDING BUDGET ITEMS

- (a) Year 2023 Carry forward Adjustments
2023 Surplus carry forward - this draft of the 2024 Budget assumes a \$100,000 surplus carryover from year 2023. The actual "2023 Net Surplus" will be incorporated into the 2024 budget.
- (b) 2023 Special Projects carry forward
Any projects commenced in year 2023 and not completed by December 31, 2023 will be carried forward and added to Budget 2023 (i.e. both the funding and the expense will be added to Budget 2023 and therefore these adjustments will have no impact on the breakeven net result).
- (c) Water Control Structures Major Maintenance Expenditures
A final determination of the amount of spending to be added to the Budget 2024 (i.e. unspent amounts from 2023, new projects) will be made, including use of reserves for 2024 projects. Any decisions to increase spending should not impact the general municipal apportionment request but would be funded with reserves, WECI funding, and/or new funding sources, as applicable.
- (d) Conservation Area Revenue and Expenses
Final revenue, operating, and capital expense figures are to be determined following the year-end actuals review.
- (e) Environmental Education
Final revenue and operating expense figures are to be determined following further information on program delivery developments.

The following are attached:

- Attachment A: Budget 2024 Timetable
- Attachment B: Budget 2024 Program and Services Inventory
- Attachment C: Budget 2024 Municipal Funding Breakdown
- Attachment D: Budget 2024 Summary of Municipal Apportionment
- Attachment E: Budget 2024 Summary of Reserves
- Attachment F: Budget 2024 Category 2 - Watershed Services Program breakdown
- Attachment G: Statement of Operations & Detailed Program and Services Statements

Financial Implications:

Budgeted spending for 2024 is \$34,442,188 (2023: \$33,279,188) which includes transfers of \$116,500 to reserves. This first draft of the budget includes a municipal general levy increase of \$324,000 (or 2.5%).

The main budgetary challenges faced by the GRCA are:

- Cost pressures created by the economic environment including inflation, supply chain issues, and labour force shortages.
- Conservation Area operating revenue is impacted by fluctuations in consumer demand and weather conditions which are difficult to predict.
- An aging infrastructure in the Conservation Areas and aging Nature Centre facilities.
- Increased demands on managing passive lands (i.e. land use decisions, hazard tree management, trespassing, infrastructure).
- Keeping pace with digital innovation and technological advancements.
- Meeting new regulation reporting requirements (Conservation Area Strategy, etc.)

Other Department Considerations:

None

Prepared by:

Sonja Radoja
Manager of Corporate Services

Approved by:

Samantha Lawson
Chief Administrative Officer

Karen Armstrong
Deputy CAO/Secretary-Treasurer

ATTACHMENT A
Grand River Conservation Authority
Budget 2024 Timetable
October 27, 2023

- Oct 27, 2022: Draft Budget #1 to General Meeting and Board approval of the draft budget for consultation purposes
- November 2023: Distribute Draft Budget #1 to Participating Municipalities and post it on the GRCA website in the Governance section
- Nov & Dec 2023: Consultation with Participating Municipalities as requested
- December 15, 2023: Board Motion to send 30 days' notice to Participating Municipalities of Municipal Apportionment Vote at January 26, 2024 General Meeting
- December 22, 2023: Send Notice to Participating Municipalities of Municipal Apportionment Vote and include apportionment amounts and most recent draft Budget
- Jan 26, 2024: Draft Budget #2 to General Meeting and Municipal Apportionment Vote – weighted majority and recorded. Once approved, distribute to Participating Municipalities.
- Feb 23, 2024: Final 2024 Budget Vote – weighted majority (as per by-law) and recorded. Once approved, distribute to Participating Municipalities, post on the GRCA website, and send to MNRF

Grand River Conservation Authority
PROGRAMS AND SERVICES INVENTORY
BUDGET 2024

to General Meeting October 27th, 2023

ATTACHMENT B

Programs & Services Inventory		TOTAL EXPENDITURES (includes transfers to reserves)	MUNICIPAL APPORTIONMENT/ Cat 2-MOA FUNDING	MUNICIPAL- OTHER	SELF-GENERATED REVENUE	PROVINCIAL & FEDERAL GRANTS	Funding from RESERVES	Programs & Services SURPLUS allocation	TOTAL REVENUE (after P&S surplus allocation)	NET RESULT
CATEGORY 1	Watershed Resources-Planning	1,416,100	1,303,600			37,500	75,000		1,416,100	-
	FFW & Flood Plain Mapping	1,101,000	911,662			164,338	25,000		1,101,000	-
	Water Control Structures	3,628,700	2,593,350			985,350	50,000		3,628,700	-
	Resource Planning	2,609,600	1,525,600		1,044,000	40,000			2,609,600	-
	Conservation Lands Mgmt	2,871,900	2,629,900		42,000		200,000		2,871,900	-
	Source Protection Planning	640,000	-			640,000			640,000	-
	Total Category 1	12,267,300	8,964,112		1,086,000	1,867,188	350,000	-	12,267,300	-
			73%	0%	9%	15%	3%	0%	100%	
General Operating	General Operating Expenses (note 5)	4,449,188	3,310,888		250,000		684,000	204,300	4,449,188	-
			74%	0%	6%	0%	15%	5%	100%	
CATEGORY 2	CATEGORY 2 Watershed Services	1,868,000	1,017,000	850,000			1,000		1,868,000	-
			54%	46%	0%	0%	0%	0%	100%	
CATEGORY 3	Tree Planting/Nursery Program	892,900			580,000			312,900	892,900	-
	Conservation Services	82,200				30,000		52,200	82,200	-
	Environmental Education	912,000			600,000		312,000		912,000	-
	Property Rentals	1,109,200			3,038,000			(1,928,800)	1,109,200	-
	Hydro Production	212,000			580,000			(368,000)	212,000	-
	Conservation Areas	11,432,000			10,571,000		351,000	510,000	11,432,000	-
	Administrative Support (note 6)	1,217,400						1,217,400	1,217,400	-
Total Category 3	15,857,700	-	-	15,369,000	30,000	663,000	(204,300)	15,857,700	-	
			0%	0%	97%	0%	4%	-1%	100%	
TOTAL Programs & Services		34,442,188	13,292,000	850,000	16,705,000	1,897,188	1,698,000	-	34,442,188	-
			39%	2%	49%	6%	5%	0%	100%	

NOTE 1, NOTE 4

NOTE 2

NOTE 3

COMMENTARY:

- NOTE 1 Total Programs & Services expenditures (includes transfers to reserves) is funded 39% by the combined total of mandatory municipal apportionment and Category 2 MOA municipal funding.
- NOTE 2 Almost 50% of total expenses is funded with self-generated revenue.
- NOTE 3 Category 3 'Property Rentals' and 'Hydro Production' generate a surplus which is allocated to Category 3 programs and General Operating expenses to achieve breakeven results for each P&S.
- NOTE 4 In 2023 General Municipal Levy funding totalled \$12,968,000. Therefore Municipal funding is increasing by \$324,000 (or 2.5%) to \$13,292,000 in 2024 compared to 2023.
General Operating Expenses include administrative expenses related to Office of the CAO, communications, capital support, finance, payroll, human resources, Health and Safety, head Office facility, and other administrative expenses that support the provision of programs and services.
- NOTE 5 **Administrative Support** include administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.
- NOTE 6 **Administrative Support** include administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.

Grand River Conservation Authority
MUNICIPAL FUNDING BREAKDOWN (note 1)

ATTACHMENT C

BUDGET 2024

to General Meeting October 27th, 2023

	2024	2023
	Municipal Apportionment	Municipal Levy
CATEGORY 1 - Mandatory	8,964,112	
General Operating Expenses	3,310,888	
CATEGORY 2 - Municipally Requested MOU's (note 2)	1,017,000	
Matching Admin & Mtce Levy		449,688
Non-Matching Admin & Mtce Levy		11,568,312
Capital Maintenance Levy		950,000
	13,292,000	12,968,000
	<i>dollar Increase</i>	324,000
	<i>percentage Increase</i>	2.5%

Note 1
Funding under special agreements with Municipalities is not included in above municipal funding breakdown (i.e. RWQP, Subwatershed studies)

Note 2
 Participation of all member municipalities for Category 2 programs and services has not been confirmed as at Oct 27/23. Adjustments may be applicable.

Grand River Conservation Authority Summary of Municipal Apportionment - 2024 Budget

DRAFT - October 27th, 2023

	% CVA in Watershed	2023 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2024 Budget General Operating Expenses*	2024 Budget Category 1 Operating Expenses*	2024 Budget Category 2 Operating Expenses*	2024 Budget Total Apportionment	Actual 2023	% Change
Brant County	82.9%	7,651,609,216	6,343,184,040	2.98%	98,549	266,819	30,271	395,639	378,509	4.5%
Brantford C	100.0%	15,830,835,062	15,830,835,062	7.43%	245,952	665,906	75,549	987,407	959,163	2.9%
Amaranth Twp	82.0%	836,304,475	685,769,670	0.32%	10,654	28,846	3,273	42,773	41,929	2.0%
East Garafraxa Twp	80.0%	659,250,495	527,400,396	0.25%	8,194	22,184	2,517	32,895	32,145	2.3%
Town of Grand Valley	100.0%	629,306,057	629,306,057	0.30%	9,777	26,471	3,003	39,251	37,414	4.9%
Melancthon Twp	56.0%	621,036,905	347,780,667	0.16%	5,403	14,629	1,660	21,692	21,055	3.0%
Southgate Twp	6.0%	1,171,985,196	70,319,112	0.03%	1,092	2,958	336	4,386	4,082	7.4%
Haldimand County	41.0%	7,540,022,556	3,091,409,248	1.45%	48,029	130,037	14,753	192,819	188,187	2.5%
Norfolk County	5.0%	9,936,265,436	496,813,272	0.23%	7,719	20,898	2,371	30,988	30,398	1.9%
Halton Region	10.6%	49,388,040,845	5,220,626,448	2.45%	81,109	219,600	24,914	325,623	317,066	2.7%
Hamilton City	26.7%	98,248,255,488	26,281,408,343	12.33%	408,315	1,105,497	125,421	1,639,233	1,605,656	2.1%
Oxford County	36.1%	4,704,097,710	1,696,921,269	0.80%	26,364	71,379	8,098	105,841	103,618	2.1%
North Perth T	2.0%	2,497,940,188	49,958,804	0.02%	776	2,101	238	3,115	2,933	6.2%
Perth East Twp	40.0%	2,108,636,244	843,454,498	0.40%	13,104	35,479	4,025	52,608	51,654	1.8%
Waterloo Region	100.0%	107,591,348,898	107,591,348,898	50.49%	1,671,568	4,525,707	513,453	6,710,728	6,542,324	2.6%
Centre Wellington Twp	100.0%	5,519,221,813	5,519,221,813	2.59%	85,748	232,160	26,339	344,247	335,603	2.6%
Erin T	49.0%	2,632,734,184	1,290,039,750	0.61%	20,042	54,264	6,156	80,462	79,394	1.3%
Guelph C	100.0%	28,678,588,984	28,678,588,984	13.46%	445,558	1,206,332	136,861	1,788,751	1,757,601	1.8%
Guelph Eramosa Twp	100.0%	2,990,332,288	2,990,332,288	1.40%	46,459	125,785	14,271	186,515	182,089	2.4%
Mapleton Twp	95.0%	1,936,823,480	1,839,982,306	0.86%	28,586	77,397	8,781	114,764	111,066	3.3%
Wellington North Twp	51.0%	1,842,795,052	939,825,477	0.44%	14,601	39,533	4,485	58,619	57,083	2.7%
Puslinch Twp	75.0%	2,856,920,480	2,142,690,360	1.01%	33,289	90,130	10,225	133,644	129,031	3.6%
Total		355,872,351,049	213,107,216,762	100.00%	3,310,888	8,964,112	1,017,000	13,292,000	12,968,000	2.5%

*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.

Grand River Conservation Authority
BUDGET 2024 - SUMMARY of RESERVES

ATTACHMENT E

General Meeting - October 27th, 2023

	BUDGET 2023	"NET CHANGE" INCREASE/(DECREASE) 2023 VS 2024	DETAILS OF "NET CHANGE" BUDGET 2023			BUDGET 2024
			Transfer In (Interest Income)	Transfer In	Transfer Out Description of Transfer	
Type A: GRCA Controlled						
Operating Reserves (designated)						
Property & Liability Insurance	270,383	0	0			270,383
Building & Mechanical Equipment	1,231,833	0	0			1,231,833
Small Office Equipment	8,013	0	0			8,013
Personnel	1,039,112	(65,000)	0		(65,000) OUT- Vacation Accrual, Wages	974,112
Transition	2,003,704	(357,000)	55,000		(412,000) OUT-\$100K Staff Position, \$312,000 Environmental Education	1,646,704
Forestry	1,347,640	35,000	35,000			1,382,640
Information Systems and Technology	1,063,602	(344,000)	35,000	1,437,000	(1,816,000) IN-Chargebacks; OUT-Operating/Capital costs	719,602
Cottage Operations	1,215,650	35,000	35,000			1,250,650
Grand River Watershed Management Plan	116,939	3,000	3,000			119,939
Planning Enforcement	542,179	16,000	16,000			558,179
Property Rental Expenses	757,976	20,000	20,000			777,976
Watershed Restoration	276,275	8,000	8,000			284,275
Master Planning	439,958	15,000	15,000			454,958
Water Management Operating NEW-2022	850,000	25,000	25,000			875,000
Motor Pool Equipment	1,445,368	(185,000)	55,000	1,300,000	(1,540,000) IN-Chargebacks;OUT-Operating/Capital costs	1,260,368
Motor Pool Insurance	95,064	3,000	3,000			98,064
Capital Reserves (designated)						
Water Control Structures	2,759,473	25,000	75,000		(50,000) OUT-Water Control Structures major repairs	2,784,473
Cambridge Desiltation Pond	4,709	(1,000)	0		(1,000) OUT-Cambridge Desiltation Pond costs	3,709
Completion of Capital Projects	162,000	0	0			162,000
Conservation Areas-Stabilization/Capital	7,049,262	(140,000)	210,000		(350,000) OUT-Cons Area Capital costs	6,909,262
Gauges	901,275	(70,000)	30,000		(100,000) OUT-Gauge costs	831,275
Capital Reserves (undesignated)						
General Capital Reserve	1,314,608	151,500	35,000	116,500	IN-Hydro Generation Revenue	1,466,108
Total Type A: GRCA Controlled	24,895,023	(825,500)	655,000	2,853,500	(4,334,000)	24,069,523
Type B: Reserves with Outside Control/Interest						
With MNRF Interest (Capital Reserves)						
Gravel	263,716	4,000	5,000		(1,000) OUT-Gravel Pit License	267,716
Land Sale Proceeds Reserve	22,606,367	479,000	579,000		(100,000) OUT-\$100K Demolition costs	23,085,367
With School Board Interest (Operating Reserves)						
App's Nature Centre	75,501	2,000	2,000			77,501
Laurel Creek Nature Centre	123,611	3,000	3,000			126,611
Guelph Lake Nature Centre	142,487	3,000	3,000			145,487
Taquanyah Nature Centre	23,197	1,000	1,000			24,197
Shade's Mills Nature Centre	79,836	2,000	2,000			81,836
Total Type B: Outside Control/Interest	23,314,715	494,000	595,000	0	(101,000)	23,808,715
TOTAL	\$48,209,738	(331,500)	\$1,250,000	\$2,853,500	(\$4,435,000)	\$47,878,238

BUDGET 2024 - CATEGORY 2 - WATERSHED SERVICES PROGRAM BREAKDOWN

Draft October 27, 2023 to General Meeting

Programs & Services	Cost	Offsetting Funding	NET COST	Description of Funding
Sub-watershed Services	\$ 285,000	\$ (50,000)	\$ 235,000	Municipal Funding
Conservation Services	\$ 1,339,000	\$ (800,000)	\$ 539,000	Municipal Funding
Water Quality	\$ 148,000	\$ (1,000)	\$ 147,000	
Water Quality - Waste Water Optimization Program	\$ 87,600		\$ 87,600	
Water Quality - Groundwater Resources	\$ 8,400	\$ -	\$ 8,400	
Watershed Sciences & Collaborative Planning *				
TOTAL	\$ 1,868,000	\$ (851,000)	\$ 1,017,000	

** Costs related to this activity integrated in the above listed programs and services.*

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2024**

	New Regulations		NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
	Category	P&S Ref #		
<u>REVENUE</u>				
<u>Municipal</u>				
Municipal Apportionment	Category 1	various	11,976,000	12,275,000
Memorandums of Understanding Apportionment	Category 2	various	992,000	1,017,000
Other	Category 2	8	850,000	850,000
			13,818,000	14,142,000
<u>Government Grants</u>				
MNRF Transfer Payments	Category 1	various	449,688	449,688
Source Protection Program-Provincial	Category 1	various	640,000	640,000
Other Provincial	Category 1	various	737,500	737,500
Other Provincial	Category 3	various	30,000	30,000
Federal	Category 1	various	40,000	40,000
			1,897,188	1,897,188
<u>Self Generated</u>				
User Fees and Sales				
<i>Resource Planning</i>	Category 1	4	1,144,000	1,044,000
<i>Tree Planting</i>	Category 3	9	580,000	580,000
<i>Conservation Lands Income</i>	Category 3	14	71,000	71,000
<i>Conservation Lands Income</i>	Category 1	5	15,000	15,000
<i>Conservation Areas User Fees</i>	Category 3	14	10,000,000	10,500,000
<i>Environmental Education</i>	Category 3	11	500,000	600,000
Property Rentals	Category 3	12	2,981,000	3,038,000
Hydro Generation	Category 3	13	580,000	580,000
Grand River Conservation Foundation	Category 1,2,3	various	27,000	27,000
Investment Income	General Operating	7	1,350,000	1,400,000
			17,248,000	17,855,000
Total Self-Generated Revenue			17,248,000	17,855,000
TOTAL REVENUE			32,963,188	33,894,188

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2024**

	New Regulations		NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
	Category	P&S Ref #		
<u>EXPENSES</u>				
OPERATING				
Watershed Management	Category 1	1	1,276,000	1,306,100
Flood Forecasting and Warning	Category 1	2	895,000	911,000
Water Control Structures	Category 1	3	2,143,200	2,128,700
Resource Planning	Category 1	4	2,551,800	2,569,600
Conservation Lands Management	Category 1	5	2,954,600	2,871,900
Source Protection Program	Category 1	6	640,000	640,000
General Operating Expenses	General Operating	7	3,495,788	3,830,188
Watershed Services	Category 2	8	1,043,000	1,068,000
Tree Planting	Category 3	9	867,300	892,900
Conservation Services	Category 3	10	81,200	82,200
Environmental Education	Category 3	11	775,100	912,000
Property Rentals	Category 3	12	1,095,200	1,109,200
Hydro Production	Category 3	13	95,500	95,500
Conservation Areas	Category 3	14	9,037,000	9,432,000
Administrative Support	Category 3	15	1,198,000	1,217,400
Total OPERATING Expenses			28,148,688	29,066,688
CAPITAL				
Watershed Management	Category 1	1	110,000	110,000
Flood Forecasting and Warning	Category 1	2	190,000	190,000
Water Control Structures	Category 1	3	1,500,000	1,500,000
Conservation Areas	Category 3	13	2,000,000	2,000,000
Information Systems	General Operating	16	290,000	379,000
Motor Pool	General Operating	16	14,000	240,000
Total Capital Expenses			4,104,000	4,419,000
SPECIAL				
Resource Planning	Category 1	4	40,000	40,000
Conservation Services	Category 2	8	800,000	800,000
Total SPECIAL PROJECTS Expenses			840,000	840,000
Total Expenses			33,092,688	34,325,688
Gross Surplus			(129,500)	(431,500)
Prior Year Surplus Carryforward			100,000	100,000
Net Funding FROM/(TO) Reserves			29,500	331,500
NET SURPLUS			0	0

GRAND RIVER CONSERVATION AUTHORITY
P&S #1 - Watershed Management
BUDGET 2024

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

draft Bud 2023(Oct)

Expenditures and Funding to Reserves

Compensation and Benefits	1,013,900	1,044,000
Administration Expenses	197,000	197,000
Other Operating Expenses	65,100	65,100
Total OPERATING Expenditures	1,276,000	1,306,100
Instrumentation	60,000	60,000
Water Quality Monitoring Equipment	50,000	50,000
Total CAPITAL Expenditures	110,000	110,000

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,386,000	1,416,100
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Funding

Municipal

Municipal Apportionment (levy)	1,273,500	1,303,600
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Government Grants

Other Provincial	37,500	37,500
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Funding From Reserves

Gauges	75,000	75,000
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TOTAL FUNDING	1,386,000	1,416,100
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #2 - Flood Forecasting and Warning
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	551,000	567,000
Administration Expenses	236,000	236,000
Other Operating Expenses	108,000	108,000
Total OPERATING Expenditures	895,000	911,000
Hardware	88,000	88,000
Stream Gauges	102,000	102,000
Total CAPITAL Expenditures	190,000	190,000

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,085,000	1,101,000
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Funding

Municipal

Municipal Apportionment (levy)	835,662	911,662
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Government Grants

MNRF Transfer Payments	164,338	164,338
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Funding From Reserves

Floodplain Mapping Projects & Gauges	25,000	25,000
Water Management Operating	60,000	0

TOTAL REVENUE	1,085,000	1,101,000
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #3 - Water Control Structures
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	1,399,500	1,441,000
Administration Expenses	29,200	29,200
Insurance	199,000	143,000
Property Taxes	170,700	170,700
Other Operating Expenses	344,800	344,800
Total OPERATING Expenditures	2,143,200	2,128,700
Total CAPITAL Expenditures	1,500,000	1,500,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,643,200	3,628,700

Funding

Municipal

Municipal Apportionment (levy)	2,537,850	2,593,350
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Government Grants

MNRF Transfer Payments	285,350	285,350
Provincial	700,000	700,000

Funding From Reserves

Water Control Structures/Water Mgmt Operating Reserve	120,000	50,000
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TOTAL REVENUE AND FUNDING FROM RESERVES	3,643,200	3,628,700
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #4 - Resource Planning
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	2,275,200	2,293,000
Administration Expenses	221,900	221,900
Other Operating Expenses	54,700	54,700
Total OPERATING Expenditures	2,551,800	2,569,600
Species at Risk	40,000	40,000
Total SPECIAL PROJECT Expenditures	40,000	40,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,591,800	2,609,600

Funding

Municipal

Municipal Apportionment (levy)	1,362,800	1,525,600
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Government Grants

Federal	40,000	40,000
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Self Generated

Solicitor Enquiry Fees	90,000	80,000
Permit Fees	500,000	470,000
Plan Review Fees	554,000	494,000

Funding from Reserves

Water Management Operating Reserve	45,000	-
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TOTAL REVENUE	2,591,800	2,609,600
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #5 - Conservation Lands Management
BUDGET 2024**

NEW REGS	NEW REGS
Budget 2023	Budget 2024

(draft Oct version)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	1,789,700	1,813,000
Administration Expenses	165,100	165,100
Insurance	201,000	60,000
Property Taxes	285,200	305,200
Other Operating Expenses	513,600	528,600
Total OPERATING Expenditures	2,954,600	2,871,900

TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,954,600	2,871,900
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Funding

Municipal

Municipal Apportionment (levy)	2,712,600	2,629,900
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Self Generated

Timber Sales	15,000	15,000
Donations - Foundation	27,000	27,000

Funding From Reserves

Land (Demolitions)	100,000	100,000
Transition Reserve (Staffing)	100,000	100,000

TOTAL REVENUE	2,954,600	2,871,900
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #6 - Source Protection Program
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures

Compensation and Benefits	490,000	490,000
Administration Expenses	50,000	50,000
Other Operating Expenses	90,000	90,000
Water Budget - Technical Studies	10,000	10,000
TOTAL EXPENDITURES	640,000	640,000

Funding

Government Grants

Provincial	640,000	640,000
TOTAL FUNDING	640,000	640,000

**GRAND RIVER CONSERVATION AUTHORITY
P&S #7 General Operating Expense
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	2,327,500	2,441,000
Administration Expenses	370,000	370,000
Insurance	63,500	284,500
Other Operating Expenses	804,788	804,688
LESS: Recovery of Corporate Services Expenses	(70,000)	(70,000)
Total OPERATING Expenditures	3,495,788	3,830,188
Interest Income	1,250,000	1,250,000
Total FUNDING to RESERVES	1,250,000	1,250,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	4,745,788	5,080,188

Funding

Municipal

Municipal Apportionment (levy)	3,253,588	3,310,888
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Self Generated

Investment Income	1,350,000	1,400,000
Personnel	65,000	65,000

TOTAL REVENUE	4,668,588	4,775,888
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Net Surplus/(Deficit)	(77,200)	(304,300)
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #8 - Watershed Services - CAT 2
BUDGET 2024**

NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
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How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	825,100	850,000
Administration Expenses	117,900	118,000
Other Operating Expenses	100,000	100,000
Total OPERATING Expenditures	1,043,000	1,068,000
RWQP Grants	800,000	800,000
Total SPECIAL PROJECT Expenditures	800,000	800,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,843,000	1,868,000

Funding

Municipal

Memorandums of Understanding Apportionment	992,000	1,017,000
Municipal Other	850,000	850,000

Funding From Reserves

Cambridge Desiltation Pond	1,000	1,000
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TOTAL REVENUE	1,843,000	1,868,000
Net Surplus/(Deficit)	0	0

**GRAND RIVER CONSERVATION AUTHORITY
P&S #9 Tree Planting Program
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	278,000	287,000
Administration Expenses	30,900	30,900
Other Operating Expenses	558,400	575,000
Total OPERATING Expenditures	867,300	892,900

TOTAL EXPENDITURES AND FUNDING TO RESERVES	867,300	892,900
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Funding

Self Generated

Nursery	400,000	400,000
Landowner Contributions (Tree Planting)	180,000	180,000

TOTAL REVENUE	580,000	580,000
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Net Surplus/(Deficit)	(287,300)	(312,900)
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #10 - Conservation Services
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	26,000	27,000
Administration Expenses	33,200	33,200
Other Operating Expenses	22,000	22,000
Total OPERATING Expenditures	81,200	82,200
TOTAL EXPENDITURES AND FUNDING TO RESERVES	81,200	82,200

Funding

Government Grants

Other Provincial	30,000	30,000
TOTAL REVENUE	30,000	30,000
Net Surplus/(Deficit)	(51,200)	(52,200)

**GRAND RIVER CONSERVATION AUTHORITY
P&S #11 - Environmental Education
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation & Benefits	574,500	642,000
Administration Expenses	57,000	57,000
Other Operating Expenses	143,600	213,000
Total OPERATING Expenditures	775,100	912,000

Guelph Lake Nature Centre		
Total SPECIAL PROJECT Expenditures	0	0

TOTAL EXPENDITURES AND FUNDING TO RESERVES	775,100	912,000
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Funding

Self Generated

Nature Centre Revenue - Schools	500,000	600,000
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Funding from Reserves

Transition Reserve		312,000
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TOTAL REVENUE	500,000	912,000
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Net Surplus/(Deficit)	(275,100)	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #12 - Property Rentals
BUDGET 2024**

NEW REGS	NEW REGS
Budget 2023	Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	456,000	470,000
Administration Expenses	37,500	37,500
Other Operating Expenses	601,700	601,700
Total OPERATING Expenditures	1,095,200	1,109,200

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,095,200	1,109,200
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Funding

Self Generated

Belwood	1,040,000	1,066,000
Conestogo	1,245,000	1,276,000
Agricultural	250,000	250,000
Residential	110,000	110,000
Miscellaneous	336,000	336,000

TOTAL REVENUE	2,981,000	3,038,000
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Net Surplus/(Deficit)	1,885,800	1,928,800
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #13 - Hydro Production
BUDGET 2024**

NEW REGS	NEW REGS
Budget 2023	Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	70,000	70,000
Other Operating Expenses	25,500	25,500
Total OPERATING Expenditures	95,500	95,500
 General Capital/Land Sale Proceeds	 116,500	 116,500
Total FUNDING to RESERVES	116,500	116,500
 TOTAL EXPENDITURES AND FUNDING TO RESERVES	212,000	212,000

Revenue

Government Grants

Provincial	0	0
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Self Generated

Hydro Production-Belwood	265,000	265,000
Hydro Production-Conestogo	260,000	260,000
Hydro Production-Guelph	40,000	40,000
Hydro Production-Elora	15,000	15,000
Miscellaneous Income	0	0

Funding from Reserves

Land Sale Proceeds	0	0
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TOTAL REVENUE	580,000	580,000
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Net Surplus/(Deficit)	368,000	368,000
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #14 - Conservation Areas
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	5,033,000	5,224,000
Administration Expenses	215,000	220,000
Property Tax	65,000	65,000
Other Operating Expenses	3,724,000	3,923,000
Total OPERATING Expenditures	9,037,000	9,432,000
Total CAPITAL Expenditures	2,000,000	2,000,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	11,037,000	11,432,000

Funding

Self Generated

Brant	1,100,000	1,175,000
Byng Island	1,000,000	1,100,000
Belwood Lake	400,000	375,000
Conestogo Lake	550,000	600,000
Elora Gorge	2,000,000	2,100,000
Elora Quarry	450,000	450,000
Guelph Lake	1,300,000	1,400,000
Laurel Creek	650,000	650,000
Pinehurst Lake	850,000	900,000
Rockwood	1,250,000	1,300,000
Shade's Mills	450,000	450,000
Total Fee Revenue	10,000,000	10,500,000

Miscellaneous Income (Luther)	71,000	71,000
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Funding From Reserves

Gravel	1,000	1,000
Conservation Areas - Capital Projects	500,000	350,000

TOTAL REVENUE	10,572,000	10,922,000
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Net Surplus/(Deficit)	(465,000)	(510,000)
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #15 - Administrative Support - CATEGORY 3
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	648,600	668,000
Administration Expenses	100,900	100,900
Insurance	208,500	208,500
Other Operating Expenses	240,000	240,000
LESS: Recovery of Corporate Services Expenses		
Total OPERATING Expenditures	1,198,000	1,217,400

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,198,000	1,217,400
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Funding

TOTAL REVENUE	0	0
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Net Surplus/(Deficit)	(1,198,000)	(1,217,400)
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GRAND RIVER CONSERVATION AUTHORITY
P&S #16 - Supplemental Information - Information Systems and Motor Pool
BUDGET 2024

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures

Information Systems

Compensation and Benefits	1,290,000	1,329,000
Administrative Expenses	25,500	25,500
Software and Hardware Maintenance	187,500	187,500
Supplies and Services	54,000	54,000
Total OPERATING Expenditures	1,557,000	1,596,000
Capital Expenses	170,000	220,000
LESS Internal Charges	(1,437,000)	(1,437,000)
NET Unallocated Expenses	290,000	379,000

Motor Pool

Compensation and Benefits	312,000	321,000
Administrative Expenses	26,000	26,000
Insurance	50,600	63,000
Motor Pool Building and Grounds Maintenance	10,400	10,000
Equipment, Repairs and Supplies	286,000	336,000
Fuel	254,000	284,000
Total OPERATING Expenditures	939,000	1,040,000
Capital Expenses	375,000	500,000
LESS Internal Charges	(1,300,000)	(1,300,000)
NET Unallocated Expenses	14,000	240,000

TOTAL EXPENDITURES	304,000	619,000
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Funding

TOTAL REVENUE	0	0
Gross Surplus (Deficit)	(304,000)	(619,000)
Funding From Reserves	3,041,000	3,356,000
Funding to Reserves	(2,737,000)	(2,737,000)
Net Surplus/(Deficit)	0	0

Grand River Conservation Authority

Report number: GM-10-23-81

Date: October 27, 2023

To: Members of the Grand River Conservation Authority

Subject: Budget 2024 – Draft #1 – Municipal Apportionment

Recommendation:

THAT Report Number GM-10-23-81 – Budget 2024 – Draft #1 – Municipal Apportionment be received as information.

Summary:

The distribution of the proposed 2024 Municipal Apportionment to participating municipalities is attached, based on the first draft of the 2024 Budget.

Report:

Ontario Regulation 402/22: Budget and Apportionment, which came into effect July 1, 2023, details the Conservation Authority (CA) budget process and municipal apportionment methods and requirements. This regulation replaced O.Reg.139/96 Municipal Levies and O.Reg.670/0 Conservation Authority Levies.

Different apportionment methodologies are available depending on the category of expense. General operating expenses are to be apportioned using Modified Current Value Assessment (MCVA). General capital expenses may be apportioned using MCVA or by agreement. Category 1 operating and capital expenses may be apportioned using MCVA or by benefit-based apportionment agreements. Category 2 operating and capital costs are to be apportioned based on the methodology agreed to in the Memorandum of Understanding (MOU). Where Category 3 operating and capital costs are apportioned to municipalities, that calculation may be determined by MCVA, MOU, or benefit-based apportionment agreement.

At the Grand River Conservation Authority, municipal apportionment is allocated to participating municipalities based on Modified Current Value Assessment information in the watershed, which the Ministry of Natural Resources and Forestry (MNRF) provided.

Using the 2023 assessment information provided, the resulting allocation of the proposed 2024 Municipal Apportionment based on the first draft of the 2024 budget is attached. The expenses are categorized separately as General Operating Expenses, Category 1 Operating Expenses, and Category 2 Operating Expenses. Although not all participating municipalities have signed the Category 2 MOU at this point, the MCVA allocation for Category 2 reflects an assumption of agreement by all participating municipalities.

Financial Implications:

The first draft of the 2024 Budget proposes a total municipal apportionment amount of \$13,292,000, representing an increase of \$324,000, or 2.5%, over 2023. After allocating this amount in accordance with O.Reg. 402/22, individual municipalities will experience increases ranging from 1.3% to 7.4% compared to 2023.

Other Department Considerations:

Not Applicable

Prepared by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority Summary of Municipal Apportionment - 2024 Budget

DRAFT - October 27th, 2023

	% CVA in Watershed	2023 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2024 Budget General Operating Expenses*	2024 Budget Category 1 Operating Expenses*	2024 Budget Category 2 Operating Expenses*	2024 Budget Total Apportionment	Actual 2023	% Change
Brant County	82.9%	7,651,609,216	6,343,184,040	2.98%	98,549	266,819	30,271	395,639	378,509	4.5%
Brantford C	100.0%	15,830,835,062	15,830,835,062	7.43%	245,952	665,906	75,549	987,407	959,163	2.9%
Amaranth Twp	82.0%	836,304,475	685,769,670	0.32%	10,654	28,846	3,273	42,773	41,929	2.0%
East Garafraxa Twp	80.0%	659,250,495	527,400,396	0.25%	8,194	22,184	2,517	32,895	32,145	2.3%
Town of Grand Valley	100.0%	629,306,057	629,306,057	0.30%	9,777	26,471	3,003	39,251	37,414	4.9%
Melancthon Twp	56.0%	621,036,905	347,780,667	0.16%	5,403	14,629	1,660	21,692	21,055	3.0%
Southgate Twp	6.0%	1,171,985,196	70,319,112	0.03%	1,092	2,958	336	4,386	4,082	7.4%
Haldimand County	41.0%	7,540,022,556	3,091,409,248	1.45%	48,029	130,037	14,753	192,819	188,187	2.5%
Norfolk County	5.0%	9,936,265,436	496,813,272	0.23%	7,719	20,898	2,371	30,988	30,398	1.9%
Halton Region	10.6%	49,388,040,845	5,220,626,448	2.45%	81,109	219,600	24,914	325,623	317,066	2.7%
Hamilton City	26.7%	98,248,255,488	26,281,408,343	12.33%	408,315	1,105,497	125,421	1,639,233	1,605,656	2.1%
Oxford County	36.1%	4,704,097,710	1,696,921,269	0.80%	26,364	71,379	8,098	105,841	103,618	2.1%
North Perth T	2.0%	2,497,940,188	49,958,804	0.02%	776	2,101	238	3,115	2,933	6.2%
Perth East Twp	40.0%	2,108,636,244	843,454,498	0.40%	13,104	35,479	4,025	52,608	51,654	1.8%
Waterloo Region	100.0%	107,591,348,898	107,591,348,898	50.49%	1,671,568	4,525,707	513,453	6,710,728	6,542,324	2.6%
Centre Wellington Twp	100.0%	5,519,221,813	5,519,221,813	2.59%	85,748	232,160	26,339	344,247	335,603	2.6%
Erin T	49.0%	2,632,734,184	1,290,039,750	0.61%	20,042	54,264	6,156	80,462	79,394	1.3%
Guelph C	100.0%	28,678,588,984	28,678,588,984	13.46%	445,558	1,206,332	136,861	1,788,751	1,757,601	1.8%
Guelph Eramosa Twp	100.0%	2,990,332,288	2,990,332,288	1.40%	46,459	125,785	14,271	186,515	182,089	2.4%
Mapleton Twp	95.0%	1,936,823,480	1,839,982,306	0.86%	28,586	77,397	8,781	114,764	111,066	3.3%
Wellington North Twp	51.0%	1,842,795,052	939,825,477	0.44%	14,601	39,533	4,485	58,619	57,083	2.7%
Puslinch Twp	75.0%	2,856,920,480	2,142,690,360	1.01%	33,289	90,130	10,225	133,644	129,031	3.6%
Total		355,872,351,049	213,107,216,762	100.00%	3,310,888	8,964,112	1,017,000	13,292,000	12,968,000	2.5%

*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.

Denise Holmes

From: Roseann Knechtel <rknechtel@mulmur.ca>
Sent: Monday, November 6, 2023 1:39 PM
To: Denise Holmes
Subject: NDCC Financials
Attachments: 2023-11-01 NDCC 5 Year Capital Plan.pdf

Hi Denise,

At the meeting on November 1, 2023 Mulmur Council received the attached report outlining the 5-year capital cost projections for the NDCC and passed the following motion:

Moved by Cunningham and Seconded by Lyon

THAT Council direct staff to forward a copy of this report to the Township of Melancthon for consideration.

AND THAT Council request financial assistance from the Township of Melancthon to support capital costs at the NDCC over the next 5 years.

CARRIED.

Please let me know if you have any questions.
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.



STAFF REPORT

TO: Council
FROM: Heather Boston, Treasurer
MEETING DATE: November 1, 2023
SUBJECT: NDCC Five-Year Capital Plan

PURPOSE:

The purpose of this report is to provide the Council with an outline of the capital needs for the North Dufferin Community Centre (NDCC) for the next five-year period.

BACKGROUND:

On July 5, 2023, the Council entered into a new recreational agreement with the Township of Melancthon, which is effective for 2024. Per this agreement a five-year capital plan and operating utilization is to be developed.

Staff are currently tracking operating utilization for the 2023-2024 season to present to each Council in 2024 for consideration in developing a longer-term agreement.

The projected five-year capital costs without any grants would be as follows.

NDCC 5-Year Capital Plan

2024	Dehumidifier	\$ 80,000
2024	Paving Parking Lot (where tank was removed)	\$ 10,000
2024	Replace Carpet on Arena Stairs	\$ 4,000
		<u>\$ 94,000</u>
2025	Replacement of Ice Surface and Boards	<u>\$ 1,200,000</u>
2026	Arena Roof Above the Norduff Room	\$ 80,000
2026	Ceiling Tiles for Norduff room	\$ 12,000
		<u>\$ 92,000</u>
2027	New Arena Signage	<u>\$ 20,000</u>
2028	Zamboni	\$ 100,000
		<u>\$ 1,506,000</u>

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur

FINANCIAL IMPACTS:

There are further capital needs such as the changeroom addition and renovations to the front lobby and Norduff room that would only be considered subject to a grant.

We will continue to apply for any available grants to complete the needed renovations. It may take several years to obtain a sufficient grant.

However, if we deplete our reserves to complete the ice surface replacement before obtaining a grant, we risk not having any money to cover our portion of any grants received.

The 2024 net budget for the arena is \$220,000. The costs will significantly increase each year as we start to put away more money in the Recreation Building Reserve.

ENVIRONMENTAL IMPACTS:

Council may wish to discuss the environmental impacts associated with this report and recommendation.

RECOMMENDATION:

THAT Council direct staff to forward a copy of this report to the Township of Melancthon for consideration of a contribution towards the 2024 capital costs.

Respectfully submitted,

Heather Boston

Heather Boston, CPA, CA, CGA, BComm
Treasurer

BLUEWATER GEOSCIENCE CONSULTANTS INC.

42 Shadyridge Place
Kitchener, Ontario
N2N 3J1

Tel: (519) 744-4123
Fax: (519) 744-1863
E-mail: blemieux@rogers.com

November 10, 2023

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

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

Re: Proposal to Provide 2024 Semi-Annual Groundwater Monitoring and Sampling for Melancthon Landfill Site, Melancthon Township, ON.

Denise:

Bluewater Geoscience Consultants Inc. (Bluewater) is pleased to provide this proposal to provide the 2024 semi-annual groundwater monitoring and sampling at the Township of Melancthon landfill site. The monitoring is required to ensure compliance with Ministry of Environment regulations and the terms of the Certificate of Authorization (C of A) issued for the landfill.

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

For 2024, groundwater samples will be obtained from 19 selected monitoring locations around the landfill. The groundwater samples will be submitted to an accredited laboratory for analysis of VOC's (once per year), heavy metals and general groundwater chemistry (twice per year) parameters. The results of the completed ground/surface water analyses are compared to the appropriate Ontario Drinking Water Standards and/or MECP Reasonable Use Policy objectives for the landfill to ensure compliance with those standards. The results of the semi-annual monitoring will be compiled in an annual report prepared by Bluewater on behalf of the Township.

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

The price for the 2024 groundwater monitoring, sampling and reporting will be \$16,035.00 (+ HST).

BLUEWATER GEOSCIENCE

NOV 16 2023

ACT 2

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

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

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

Sincerely,
BLUEWATER GEOSCIENCE CONSULTANTS INC.



Brent J. Lemieux, M.Sc., P.Eng., QP
President, Senior Geoscientist

Date: November 10, 2023

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

Signed: _____ Date: _____

**RE: Denise Holmes, Township of Melancthon, 2024 Semi-Annual Landfill
Groundwater Monitoring & Sampling Proposal**

SITE PLAN AMENDING AGREEMENT

This Agreement made as of the 16th day of November, 2023

AMONG:

2690044 ONTARIO INC.
(the “**Owner**”)

- and -

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
(the “**Township**”)

- and -

ARIE BRINKE
(the “**Buyer**”)

WITNESSES THAT WHEREAS

- a. the Owner and the Township are parties to a Site Plan Agreement dated January 16, 2020 (the “**Site Plan Agreement**”, all capitalized terms not otherwise defined herein having the meanings ascribed thereto capitalized terms used herein being as defined therein), which Site Plan Agreement confirms and establishes the responsibilities and obligations of the Owner with respect to the site alteration and development of the Lands for the operation of a cannabis harvesting and production facility on the Lands (the “**Cannabis Use**”);
- b. notice (the “**Notice**”) of the Site Plan Agreement was registered on title to lands subject thereto, being all of PIN 34153-0013 (the “**Lands**”) on February 3, 2020 as Instrument Number DC215463;
- c. on July 18, 2023 the Owner obtained approval of its application for a consent (the “**Consent**”) to sever the lands described in Schedule “A” hereto from the Lands (the lands to be severed, being the “**Severed Lands**”, and the remaining lands being the “**Retained Lands**”);
- d. Schwartz Levitsky Feldman Inc., as the court appointed receiver and manager of the Lands on behalf of the Owner (the “**Receiver**”) is a party (as seller) to an agreement of purchase and sale dated March 15, 2023 with the Buyer for the purchase and sale of the Severed Lands from the Owner to the Buyer;
- e. the Buyer will not utilize the Severed Lands for the Cannabis Use, and will not require the Township to approve or regulate its use of the Severed Lands on the terms or subject to the conditions set out in the Site Plan Agreement;

NOW THEREFORE for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

- 1. Brinke represents and warrants and covenants to and in favour of the Township that it shall not after receiving a conveyance of the Severed Lands use or operate the Severed Lands for the Cannabis Use.
- 2. The Township authorizes and directs the Buyer to register a deletion of the Notice insofar as it affects the Severed Lands, forthwith after the conveyance of the Severed Lands to the Buyer.
- 3. The Owner represents and warrants that notwithstanding the conveyance of the Severed Lands to the Buyer, and the deletion of the Notice as against the Severed Lands, the Site Plan Agreement shall remain in full force and affect in respect of the Retained Lands from and after the conveyance of the Severed Lands to the Buyer, and covenants and agrees with the Township

to fulfill its obligations and responsibilities in respect of the Site Plan Agreement in respect of the Retained Lands to the same extent and in the same manner as in respect of the Lands.

4. The parties covenant and agree to use all reasonable best efforts to take, or cause to be taken, all actions, and to do, or cause to be done, and to assist and cooperate with the other parties hereto in doing all things necessary, proper or advisable to carry out the intent and purposes of this Agreement.
5. This Agreement is governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
6. This Agreement may be executed in any number of counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by email or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

SIGNATURE PAGE FOLLOWS

Arie Brinke

2690044 ONTARIO INC.

Per: _____

Name:
Title:

I have authority to bind the Corporation

**THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON**

Per: _____

Name:
Title:

Per: _____

Name:
Title:

We have authority to bind the Corporation

SCHEDULE "A"

Severed Lands

Lots 272, 273, 274 and Part Lots 275 and 276 CON 2 SWTS, except MF25581 and MF29353, Melancthon, being Part 1 on Plan 7R6846;

Together with a non-exclusive easement, together with those others entitled thereto, over, along and through Part 2 on Plan 7R6846 for the purpose of pedestrian and vehicular access, ingress and egress to and from Part 1, Plan 7R6846

Retained Lands

Lots 272, 273, 274, 275, 276 and 277 CON 2 SWTS, except MF25581 and MF29353 Melancthon; save and except Part 1 on Plan 7R6846; Subject To a non-exclusive easement in favour of the owner of Part 1, Plan 7R6846 from time to time, together with those others entitled thereto over, along and through Part 2 on Plan 7R6846 for the purpose of pedestrian and vehicular access, ingress and egress to and from Part 1, Plan 7R6846



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

STAFF REPORT

TO: Council

FROM: Sarah Culshaw, Treasurer/Deputy Clerk

DATE: November 16, 2023

SUBJECT: Budget Summary Draft

Purpose

The purpose of this report is to present the Draft 2024 Budget Summary to Council for review.

Discussion

Notable points:

- The Budget Summary provided with this report shows the 2023 Approved Budget with the 2023 actuals to date, and estimated Budget numbers for 2024.
- This budget summary is waiting on bridge information from our engineer.
- Due to the future discussion for road projects by the road subcommittee, rough estimated project costing was provided but has not been funded by reserves.

At our next scheduled budget meeting, Council will be provided with: an updated 2024 draft budget, an updated 2023 estimated end of year costs, road projects as recommended by the roads subcommittee, reserve schedule with possible transfers going in and out for 2024.

Respectfully submitted.

Sarah Culshaw



TOWNSHIP OF MELANCTHON 2023 DRAFT BUDGET

BUDGET PAGE	DEPARTMENT EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
GENERAL GOVERNMENT SERVICES				
4	COUNCIL	\$ 117,540.00	\$ 100,613.66	\$ 7,500.00
5	ADMINISTRATION	\$ 696,192.00	\$ 540,987.75	\$ 734,845.70
5	TAXATION WRITE OFFS	\$ 35,000.00	\$ 29,850.00	\$ 35,000.00
		\$ 848,732.00	\$ 671,451.41	\$ 777,345.70
PROTECTION TO PERSONAL & PROPERTY				
6	FIRE SERVICES	\$ 364,169.00	\$ 345,760.00	\$ 383,874.00
6	POLICING	\$ 447,718.00	\$ 362,520.00	\$ 467,462.00
6	BYLAW ENFORCEMENT	\$ 12,000.00	\$ 19,237.00	\$ -
6	CONSERVATION AUTHORITY	\$ 34,800.00	\$ 31,320.26	\$ 36,016.00
6	ANIMAL CONTROL	\$ 11,200.00	\$ 6,768.00	\$ 11,500.00
6	STREET LIGHTS	\$ 6,000.00	\$ 3,820.00	\$ 6,500.00
		\$ 875,887.00	\$ 769,425.26	\$ 905,352.00
TRANSPORTATION SERVICES				
7	SALARIES & ADMINISTRATION	\$ 566,820.00	\$ 467,263.43	\$ 571,142.20
7	ROAD DEPARTMENT BUILDING & MISC.	\$ 189,300.00	\$ 145,563.00	\$ 126,122.00
8	ROAD EQUIPMENT	\$ 320,000.00	\$ 207,932.23	\$ 332,000.00
8	NEW EQUIPMENT	\$ 822,000.00	\$ 443,027.00	\$ 152,000.00
9	BRIDGES, CULVERTS, DRAINS	\$ 173,907.00	\$ 84,774.00	\$ -
9	ROADSIDE	\$ 45,175.00	\$ 8,352.00	\$ 25,500.00
9	HARDTOP	\$ 48,500.00	\$ 32,652.00	\$ 49,500.00
9	LOOSETOP	\$ 602,000.00	\$ 732,398.00	\$ 602,000.00
10	WINTER CONTROL	\$ 55,000.00	\$ 63,011.00	\$ 65,000.00
10	ROAD IMPROVEMENTS	\$ 900,000.00	\$ -	\$ 1,450,000.00
10	RESERVES	\$ 150,000.00	\$ -	\$ -
10	BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -
		\$ 3,872,702.00	\$ 2,184,972.66	\$ 3,373,264.20

BUDGET PAGE	DEPARTMENT EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
11	ENVIRONMENTAL SERVICES	\$ 33,918.00	\$ 18,169.00	\$ 26,418.00
		\$ 33,918.00	\$ 18,169.00	\$ 26,418.00
11	RECREATION	\$ 158,273.00	\$ 178,032.65	\$ 199,230.00
		\$ 158,273.00	\$ 178,032.65	\$ 199,230.00
11	HEALTH & SOCIAL SERVICES (CEMETERY)	\$ 5,000.00	\$ -	\$ 5,000.00
		\$ 5,000.00	\$ -	\$ 5,000.00
11	LIBRARY	\$ 70,915.00	\$ 70,996.00	\$ 74,190.00
		\$ 70,915.00	\$ 70,996.00	\$ 74,190.00
12	PLANNING	\$ 150,000.00	\$ 38,285.00	\$ 200,000.00
		\$ 150,000.00	\$ 38,285.00	\$ 200,000.00
12	DRAINAGE	\$ 55,000.00	\$ 28,365.00	\$ -
		\$ 55,000.00	\$ 28,365.00	\$ -
12	RESERVES	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
12	SUBTOTAL EXPENSES	\$ 6,070,427.00	\$ 3,959,696.98	\$ 5,560,799.90

BUDGET PAGE	DEPARTMENT REVENUE SUMMARY	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
13	TAXATION			
	SUPPLEMENTALS	\$ 85,000.00		
	GRANT IN LIEU	\$ 1,950.00		
		\$ 86,950.00	\$ -	\$ -
13	GRANTS	\$ 427,082.00	\$ 360,377.00	\$ 405,682.00
		\$ 427,082.00	\$ 360,377.00	\$ 405,682.00
13	ADMINISTRATION	\$ 25,870.00	\$ 23,962.60	\$ 25,220.00
		\$ 25,870.00	\$ 23,962.60	\$ 25,220.00
14	PROTECTIONS TO PERSONS & PROPERTY	\$ 5,000.00	\$ 5,905.00	\$ 5,500.00
		\$ 5,000.00	\$ 5,905.00	\$ 5,500.00
14	ROADS	\$ 1,501,442.00	\$ 5,355.00	\$ 17,637.00
		\$ 1,501,442.00	\$ 5,355.00	\$ 17,637.00
14	PLANNING	\$ 53,500.00	\$ 28,483.34	\$ 21,950.00
		\$ 53,500.00	\$ 28,483.34	\$ 21,950.00
15	OTHER	\$ 876,150.00	\$ 360,109.00	\$ 808,600.00
		\$ 876,150.00	\$ 360,109.00	\$ 808,600.00
15	SUBTOTAL REVENUE	\$ 2,975,994.00	\$ 784,191.94	\$ 1,284,589.00

GL ACCT # 5001	COUNCIL EXPENDITURES EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
1010	SALARIES, MEETINGS	\$ 96,140.00	\$ 87,193.66	
1025	RECEIVER GENERAL	\$ 4,450.00	\$ 4,233.00	
1030	EHT	\$ 1,850.00	\$ 1,700.00	
1070	MILEAGE	\$ 1,000.00	\$ 126.00	
1080	CONFERENCES/CONVENTIONS/SEMINARS/TRAININ	\$ 7,500.00	\$ 4,362.00	\$ 7,500.00
1090	MEALS	\$ 600.00	\$ 232.00	
2190	MISCELLANEOUS/HYBRID COUNCIL	\$ 6,000.00	\$ 2,767.00	
	TOTAL COUNCIL EXPENDITURES	\$ 117,540.00	\$ 100,613.66	\$ 7,500.00

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
1010	WAGES, VACATION PAY, UNUSED SICK PAY	\$ 320,360.00	\$ 268,224.62	\$ 334,776.20
1020	BENEFITS	\$ 32,000.00	\$ 27,052.00	\$ 33,440.00
1022	TRAINING	\$ 1,500.00	\$ 1,535.00	\$ 1,500.00
1025	RECEIVER GENERAL	\$ 18,720.00	\$ 16,132.00	\$ 19,800.00
1026	MEETINGS	\$ 1,000.00	\$ 44.00	\$ 1,000.00
1030	EHT	\$ 6,240.00	\$ 5,261.00	\$ 6,490.00
1040	WSIB	\$ 8,840.00	\$ 7,933.00	\$ 9,240.00
1064	OMERS TOWNSHIP	\$ 34,300.00	\$ 28,043.00	\$ 35,843.50
1070	MILEAGE	\$ 1,500.00	\$ 402.00	\$ 1,500.00
1080	CONFERENCES	\$ 4,000.00	\$ 1,875.00	\$ 4,000.00
2025	OFFICE FURNITURE	\$ 1,200.00	\$ 366.00	\$ 1,200.00
2010	OFFICE SUPPLIES	\$ 6,800.00	\$ 7,665.00	\$ 7,500.00
2020	POSTAGE	\$ 7,000.00	\$ 3,872.00	\$ 7,000.00
2030	OFFICE EQUIPMENT	\$ 4,500.00	\$ 3,285.00	\$ 4,500.00
2035	COMPUTER PROGRAM UPDATES & IT SERVICES	\$ 23,500.00	\$ 20,809.00	\$ 31,200.00
2036	COMPUTERS & SERVER	\$ 500.00		\$ 16,000.00
2037	ESRI LICENSE AGREEMENT	\$ 3,100.00	\$ 2,605.00	\$ 3,100.00
2040	ADVERTISING	\$ 1,500.00	\$ 358.00	\$ 1,500.00
2050	AUDIT	\$ 24,000.00	\$ 16,025.13	\$ 26,000.00
2060	MEMBERSHIPS	\$ 4,000.00	\$ 3,878.00	\$ 4,000.00
2070	HEATING	\$ 3,400.00	\$ 2,300.00	\$ 3,700.00
2080	HYDRO	\$ 5,300.00	\$ 3,954.00	\$ 5,500.00
2090	TELEPHONE	\$ 2,500.00	\$ 1,994.00	\$ 2,500.00
2094	INTERNET	\$ 1,800.00	\$ 2,042.00	\$ 2,400.00
2095	WEBSITE MAINTENANCE	\$ 500.00	\$ 264.00	\$ 500.00

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES (CONTINUED)	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
	STRATEGIC PLAN	\$ 30,000.00	\$ -	\$ 30,000.00
2100	PROFESSIONAL FEES - LEGAL	\$ 25,000.00	\$ 9,795.00	\$ 25,000.00
2102	INTEGRITY COMMISSIONER SERVICES	\$ 3,000.00	\$ 662.00	\$ 3,000.00
2103	HEALTH AND SAFETY SERVICES	\$ 4,700.00	\$ 20.00	\$ 4,700.00
2109	EMPLOYEE TOWNSHIP COMPENSATION PLAN	\$ 15,000.00	\$ 15,000.00	\$ -
2110	INSURANCE	\$ 52,000.00	\$ 56,985.00	\$ 60,000.00
2120	ELECTION	\$ -		
2162	BLDG MAINTENANCE	\$ 8,000.00	\$ 3,848.00	\$ 5,000.00
2163	OFFICE CLEANING	\$ 2,400.00	\$ 1,730.00	\$ 2,400.00
2164	LANDSCAPING & GRASS CUTTING	\$ 300.00		\$ 300.00
2165	WATER SAMPLING	\$ 125.00	\$ 55.00	\$ 125.00
2170	COVID-19 EXPENSES	\$ -		
2190	OTHER/MISCELLANEOUS	\$ 4,000.00	\$ 1,357.00	\$ 4,000.00
2200	PETTY CASH	\$ 500.00		\$ 500.00
4030	BANK CHARGES	\$ 1,300.00	\$ 1,315.00	\$ 1,800.00
6135	GRANT TO OTHERS	\$ 3,750.00	\$ 750.00	\$ 3,750.00
6133	DONATION TO MARKDALE HOSPITAL (5YRS)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
6136	ERSKINE CLINIC	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7011	LOAN FOR MUNICIPAL EXPANSION	\$ 13,057.00	\$ 6,529.00	\$ 13,057.00
	TOTAL	\$ 696,192.00	\$ 540,987.75	\$ 734,845.70
4010	TOTAL TAX WRITE OFF EXPENDITURES	\$ 35,000.00	\$ 29,850.00	\$ 35,000.00
	TOTAL ADMINISTRATION EXPENDITURES	\$ 848,732.00	\$ 671,451.41	\$ 777,345.70

GL ACCT #	PROTECTION TO PERSONS/PROPERTY EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
FIRE SERVICES				
3 6010	MULMUR MELANCTHON FD	\$ 127,070.00	\$ 123,746.00	\$ 133,420.00
3 6020	SHELBURNE AND DISTRICT FD	\$ 167,099.00	\$ 167,099.00	\$ 175,454.00
3 6030	TOWNSHIP OF SOUTHGATE FD - OPER/CAP	\$ 70,000.00	\$ 54,915.00	\$ 75,000.00
SUB TOTAL		\$ 364,169.00	\$ 345,760.00	\$ 383,874.00
POLICING				
4 3050	POLICING	\$ 435,468.00	\$ 358,778.00	\$ 452,154.00
4 3055	POLICING - ESO	\$ 350.00		\$ 3,408.00
4 3052	POLICING - RIDE	\$ 6,600.00	\$ 3,742.00	\$ 6,600.00
4 3053	POLICE SERVICES BOARD	\$ 300.00		\$ 300.00
4 2310	TASK FORCE	\$ 5,000.00		\$ 5,000.00
SUB TOTAL		\$ 447,718.00	\$ 362,520.00	\$ 467,462.00
BY LAW ENFORCEMENT				
4 6155	BY LAW ENFORCEMENT	\$ 12,000.00	\$ 19,237.00	
CONSERVATION AREA				
4 6040	NOTTAWASAGA VALLEY CA	\$ 13,745.00	\$ 10,265.26	\$ 14,226.00
4 6050	GRAND RIVER CA	\$ 21,055.00	\$ 21,055.00	\$ 21,790.00
SUB TOTAL		\$ 34,800.00	\$ 31,320.26	\$ 36,016.00
ANIMAL CONTROL				
13 6140	LIVESTOCK CLAIMS	\$ 4,000.00	\$ 1,014.00	\$ 4,000.00
4 6150	ANIMAL CONTROL	\$ 7,200.00	\$ 5,754.00	\$ 7,500.00
SUB TOTAL		\$ 11,200.00	\$ 6,768.00	\$ 11,500.00
STREET LIGHTS				
6 3025	STREET LIGHTS LED	\$ 5,000.00	\$ 3,820.00	\$ 5,500.00
6 3026	STREET LIGHT REPAIR	\$ 1,000.00		\$ 1,000.00
SUB TOTAL		\$ 6,000.00	\$ 3,820.00	\$ 6,500.00
TOTAL PROTECTION TO PERSONS/PROPERTY		\$ 875,887.00	\$ 769,425.26	\$ 905,352.00

GL ACCT # 5005	ROADWAYS EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
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SALARIES & ADMINISTRATION				
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1010	SALARIES AND WAGES	\$ 421,200.00	\$ 367,155.43	\$ 440,154.00
1025	RECEIVER GENERAL, EHT & WSIB	\$ 45,760.00	\$ 34,449.00	\$ 47,820.00
1020	BENEFITS	\$ 28,000.00	\$ 21,713.00	\$ 28,000.00
1065	OMERS TOWNSHIP CONTRIBUTION	\$ 37,960.00	\$ 31,182.00	\$ 39,668.20
1070	MILEAGE	\$ 100.00		
1022	STAFF TRAINING AND SEMINARS	\$ 4,000.00	\$ 1,874.00	\$ 4,000.00
2010	OFFICE SUPPLIES/COMPUTOR	\$ 2,000.00		
2036	GPS MONTHLY TRACKING EXPENSE	\$ 5,500.00	\$ 2,666.00	\$ 5,500.00
2112	ASSET MANAGEMENT PLAN SUPPORT	\$ 6,000.00	\$ 8,224.00	\$ 6,000.00
2112	ASSET MANAGEMENT PLAN UPDATE	\$ -		
3105	BRIDGE STUDY/INSPECTIONS	\$ 16,300.00		
TOTAL		\$ 566,820.00	\$ 467,263.43	\$ 571,142.20

ROAD DEPARTMENT BUILDING MISC.				
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2070	UTILITIES - HEAT	\$ 16,000.00	\$ 8,586.00	\$ 16,000.00
2080	UTILITIES - HYDRO	\$ 7,000.00	\$ 6,725.00	\$ 8,000.00
2090	TELEPHONE	\$ 1,200.00	\$ 709.00	\$ 1,200.00
2091	MOBILE PHONE	\$ 1,500.00	\$ 555.00	\$ 1,500.00
2040	ADVERTISING	\$ 750.00		\$ 750.00
2041	SIGNS	\$ 6,000.00	\$ 3,810.00	\$ 6,000.00
2110	INSURANCE	\$ 70,000.00	\$ 80,782.00	\$ 9,222.00
2100	LEGAL FEES	\$ 20,000.00	\$ 10,900.00	\$ 20,000.00
2050	AUDIT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2060	MEMBERSHIPS	\$ 150.00	\$ 113.00	\$ 150.00
2165	MATERIALS AND SUPPLIES/STOCK	\$ 7,000.00	\$ 6,762.00	\$ 7,000.00
2166	COVERALLS	\$ 6,000.00	\$ 4,721.00	\$ 2,600.00
3000	SERVICES AND RENTS/MISC	\$ 7,500.00	\$ 2,207.00	\$ 7,500.00
2103	HEALTH & SAFETY SERVICES	\$ 5,000.00		\$ 5,000.00
2104	HEALTH & SAFETY SERVICES/SUPPLIES	\$ 1,000.00	\$ 105.00	\$ 1,000.00
2162	BUILDING MAINTENANCE	\$ 20,000.00	\$ 3,877.00	\$ 20,000.00
2163	SAND DOME REPAIRS			
2185	OIL SEPARATER	\$ 2,200.00		\$ 2,200.00
2192	SHOP TOOLS	\$ 5,000.00	\$ 4,022.00	\$ 5,000.00
2190	MISCELLANEOUS	\$ 2,000.00	\$ 1,689.00	\$ 2,000.00
3800	CONTRACT WORK	\$ 1,000.00		\$ 1,000.00
TOTAL		\$ 189,300.00	\$ 145,563.00	\$ 126,122.00

GL ACCT # 5005	ROADWAYS EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
ROAD EQUIPMENT				
2150	FUEL - CLEAR	\$ 70,000.00	\$ 51,441.23	\$ 70,000.00
2155	FUEL - DYED	\$ 65,000.00	\$ 46,499.00	\$ 65,000.00
3060	WATER TANK			
3070/3072	FUEL - PATROL TRUCKS	\$ 18,000.00	\$ 13,549.00	\$ 20,000.00
2180	OIL - TRUCKS AND GRADER	\$ 5,000.00	\$ 1,341.00	\$ 5,000.00
3071	TR # 1 - REPAIRS	\$ 5,000.00	\$ 2,029.00	\$ 5,000.00
3073	TR # 2 - REPAIRS	\$ 15,000.00	\$ 20,466.00	\$ 15,000.00
3074	TR # 3 - REPAIRS	\$ 15,000.00	\$ 1,187.00	\$ 15,000.00
3075	TR # 4 - REPAIRS	\$ 15,000.00	\$ 833.00	\$ 15,000.00
3076	TR # 5 - REPAIRS	\$ 15,000.00	\$ 13,404.00	\$ 15,000.00
3077	TR # 6 - REPAIRS	\$ 15,000.00	\$ 14,255.00	\$ 15,000.00
3069	TR # 7 - REPAIRS	\$ 5,000.00	\$ 867.00	\$ 5,000.00
3068	TR # 8 - REPAIRS		\$ 2,672.00	\$ 5,000.00
3067	TR # 9 - REPAIRS		\$ 173.00	\$ 5,000.00
3079	GR#1 - CAT - REPAIRS	\$ 15,000.00	\$ 6,721.00	\$ 15,000.00
3080	GR#2 - REPAIRS	\$ 15,000.00	\$ 8,960.00	\$ 15,000.00
3081	BACKHOE REPAIRS	\$ 3,000.00	\$ 73.00	\$ 3,000.00
3082	LOADER	\$ 2,500.00	\$ 2,390.00	\$ 2,500.00
3083	JOHN DEERE MOWER	\$ 1,000.00		\$ 1,000.00
3084	POWER WASHER	\$ 3,000.00	\$ 2,811.00	\$ 3,000.00
3085	CHAIN SAW	\$ 1,000.00		\$ 1,000.00
3086	ROADSIDE MOWER	\$ 2,000.00	\$ 1,086.00	\$ 2,000.00
3500	WINTER CONTROL-PLOW & WING PARTS	\$ 20,000.00	\$ 5,517.00	\$ 20,000.00
7015	JOHN DEERE GRADER LOAN	\$ -		
2191	RADIO AND TRUCK LICENSES	\$ 12,000.00	\$ 11,658.00	\$ 12,000.00
2195	RADIO MAINTENANCE & REPAIR	\$ 2,500.00		\$ 2,500.00
TOTAL		\$ 320,000.00	\$ 207,932.23	\$ 332,000.00
NEW EQUIPMENT (CAPITAL)				
7010	VEHICLES - TRUCK	\$ -		\$ 100,000.00
7005	EQUIPMENT (ACCUMULATOR)			
	GRADER	\$ 610,000.00	\$ 293,781.00	
	TRUCK - 2 TONNE DUALY PICK-UP	\$ 100,000.00	\$ 116,982.00	
	PICK-UP EQUIPMENT	\$ 60,000.00	\$ 32,264.00	
	TRACTOR WITH BLOWER BRUSHER (loan)	\$ 52,000.00		\$ 52,000.00
TOTAL		\$ 822,000.00	\$ 443,027.00	\$ 152,000.00

GL ACCT # 5005	ROADWAYS EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
BRIDGES, CULVERTS, DRAINS		Waiting on Engineer		
3100	BRIDGE & CULVERT MTCE	\$ 15,000.00	\$ 5,610.00	
	BRIDGE # 7	\$ 25,000.00		
3111	BRIDGE # 11	\$ -		
3115	BRIDGE # 13	\$ -		
3116	BRIDGE #004 - CLOSURE	\$ -		
3100	BRIDGE # 6 - CONSTRUCTION - WATERPROOF/PAVE	\$ 20,000.00		
3112	BRIDGE # 2023 ENGINEERING DESIGN	\$ 18,000.00	\$ 11,089.00	
3850	DRAIN ASSESSMENTS NEW REPORTS	\$ -		
3851	ROAD CROSSINGS DUE TO DRAIN MTCE	\$ 55,000.00	\$ 37,394.00	
7021	CULVERT 2027 LOAN PAYMENT	\$ 40,907.00	\$ 30,681.00	
3178	30 SIDEROAD CULVERT - EMERG. REPAIR	\$ -		
3156	CULVERT 2013	\$ -		
3165	CULVERT 2021	\$ -		
TOTAL		\$ 173,907.00	\$ 84,774.00	\$ -
ROADSIDE				
3215	GRASS MOWING & WEED SPRAYING	\$ 2,675.00	\$ 4,995.00	\$ 5,000.00
3215	PARK MAINTENANCE		\$ 3,155.00	\$ 5,000.00
3205	BRUSHING - TREE TRIM AND REMOVAL			
3206	DITCHING	\$ 30,000.00		\$ 3,000.00
3322	CATCH BASINS	\$ 2,500.00		\$ 2,500.00
3610	GUIDE POSTS & HARDWARE	\$ 5,000.00	\$ 202.00	\$ 5,000.00
3315	SHOULDER MAINTENANCE	\$ 5,000.00		\$ 5,000.00
TOTAL		\$ 45,175.00	\$ 8,352.00	\$ 25,500.00
HARDTOP				
3304	PREVENTATIVE MAINTENANCE	\$ 20,000.00	\$ 8,366.00	\$ 20,000.00
3310	COLD MIX, PATCHING, ROUTINE MTCE	\$ 6,000.00	\$ 2,266.00	\$ 6,000.00
3320	SWEEPING, FLUSHING, CLEANING	\$ 5,500.00	\$ 5,164.00	\$ 5,500.00
3321	LINE PAINTING	\$ 17,000.00	\$ 16,856.00	\$ 18,000.00
TOTAL		\$ 48,500.00	\$ 32,652.00	\$ 49,500.00
LOOSETOP				
3125	POULTON PLACE - CORBETTON		\$ 132,194.00	\$ -
3750	TOWNLINES	\$ 1,000.00	\$ 224.00	\$ 1,000.00
3200	ROADSIDE MAINTENANCE	\$ 1,000.00		\$ 1,000.00
3210	GRAVEL RESURFACING	\$ 400,000.00	\$ 440,254.00	\$ 400,000.00
3211	GRAVEL MAINTENANCE	\$ 30,000.00	\$ 31,691.00	\$ 30,000.00
3410	DUST LAYER (CALCIUM CHLORIDE)	\$ 170,000.00	\$ 128,035.00	\$ 170,000.00
TOTAL		\$ 602,000.00	\$ 732,398.00	\$ 602,000.00

GL ACCT # 5005	ROADWAYS EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
WINTER CONTROL				
3510	SAND & SALT	\$ 55,000.00	\$ 63,011.00	\$ 65,000.00
3505	SNOW REMOVAL/BLOWING	\$ -		
TOTAL		\$ 55,000.00	\$ 63,011.00	\$ 65,000.00
ROAD IMPROVEMENT				
3130	2ND LINE SW/ 15 SIDE ROAD	\$ -		\$ 250,000.00
3137	7TH LINE SW/ 4TH LINE OS	\$ 150,000.00		\$ 200,000.00
3138	RIVERVIEW/HUNTER PKWY	\$ 250,000.00		\$ 100,000.00
3123	15 SR 3RD L TO CTY RD 124/GEORGE, ADDESON L	\$ 250,000.00		\$ 100,000.00
	3RD LINE 20 SR 1.2 KM SOUTH/MILL LANE	\$ 250,000.00		\$ 250,000.00
	15 SR MAIN ST 1 KM EAST/260 SIDE RD			\$ 550,000.00
		\$ -		
TOTAL		\$ 900,000.00	\$ -	\$ 1,450,000.00
RESERVE				
5030	REPLACEMENT EQUIPMENT RESERVE	\$ 150,000.00		
	ROAD CAPITAL RESERVES			
TOTAL		\$ 150,000.00	\$ -	\$ -
BUILDING IMPROVEMENTS				
7041	WORKS BUILDING ROOF REPLACEMENT			\$ -
TOTAL		\$ -	\$ -	\$ -
TOTAL ROAD EXPENDITURES		\$ 3,872,702.00	\$ 2,184,972.66	\$ 3,373,264.20

GL ACCT # 5007	ENVIRONMENTAL SERVICES EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
2171	LEVELLING	\$ 7,500.00		
2105	LANDFILL STUDY/MONITORING	\$ 16,318.00	\$ 8,159.00	\$ 16,318.00
2190	MISCELLANEOUS	\$ 100.00	\$ 10.00	\$ 100.00
7001	REHABILITATION RESERVE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7010	ENVIRONMENTAL/SUSTAINABILITY	\$ -		
	TOTAL	\$ 33,918.00	\$ 18,169.00	\$ 26,418.00

GL ACCT # 5010	RECREATION SERVICES EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
5055	CORBETTON PARK	\$ 2,500.00	\$ 5,845.00	\$ 2,500.00
6060	HORNING'S MILLS PARK	\$ 5,500.00	\$ 8,942.00	\$ 12,000.00
6065	HORNING'S MILLS COMMUNITY HALL	\$ 12,000.00	\$ 26,294.65	\$ 15,000.00
6064	HORNING'S MILLS HALL BLDNG			\$ 13,030.00
6066	HORNING'S MILLS HERITAGE PROJECT	\$ 500.00		\$ 500.00
6070	CENTRE DUFFERIN RECREATION COMPLEX	\$ 54,000.00	\$ 57,075.00	\$ 60,000.00
6080	DUNDALK COMMUNITY CENTRE	\$ 15,500.00	\$ 3,776.00	\$ 16,200.00
6100	NORTH DUFFERIN COMMUNITY CENTRE	\$ 62,773.00	\$ 76,100.00	\$ 80,000.00
	HORNING'S MILLS HALL BOARD	\$ 2,000.00		
	HERITAGE COMMITTEE	\$ 3,500.00		
	TOTAL	\$ 158,273.00	\$ 178,032.65	\$ 199,230.00

GL ACCT # 5016	CEMETARY EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
8902	HORNING'S MILLS CEMETERY	\$ 5,000.00		\$ 5,000.00
8904	ST. PAUL'S CEMETERY			
	TOTAL	\$ 5,000.00	\$ -	\$ 5,000.00

GL ACCT # 5011	LIBRARY EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
6110	SHELBURNE LIBRARY	\$ 61,915.00	\$ 61,915.00	\$ 64,700.00
6120	DUNDALK LIBRARY	\$ 9,000.00	\$ 9,081.00	\$ 9,490.00
	TOTAL	\$ 70,915.00	\$ 70,996.00	\$ 74,190.00

GL ACCT # 5012	PLANNING SERVICES EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
2100	PROFESSIONAL/LEGAL FEES	\$ 60,000.00	\$ 23,285.00	\$ 60,000.00
2018	OFFICIAL PLAN	\$ 30,000.00		\$ 50,000.00
2109	NEW ZONING BY-LAW	\$ 45,000.00		\$ 75,000.00
2101	LPAT/OLT APPEALS	\$ -		
2102	LPAT/OLT APPEALS RESERVES	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
2304	STRADA OPA/ZBA			
	TOTAL	\$ 150,000.00	\$ 38,285.00	\$ 200,000.00

GL ACCT # 5009	DRAINAGE EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
3060	DRAINAGE SUPERINTENDENT	\$ 50,000.00	\$ 28,199.00	\$ 50,000.00
3070	NUISANCE BEAVER & BEAVER DAM REMOVAL	\$ 5,000.00	\$ 166.00	\$ 5,000.00
	TOTAL	\$ 55,000.00	\$ 28,365.00	

GL ACCT # 5002	RESERVES EXPENDITURES	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
	COVID - SAFE RESTART			\$ -
5042	SPECIAL RESERVE FUND EMERGENCY RELIEF			\$ -
	TOTAL	\$ -	\$ -	\$ -

TOTAL EXPENITURER		\$ 6,070,427.00	\$ 3,959,696.98	\$ 5,560,799.90
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GL ACCT #	TAXATION REVENUE	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
4001 0700	SUPPLEMENTAL TAXES	\$ 85,000.00	\$ 46,046.00	\$ 85,000.00
4003 0100	PAYMENT IN LIEU	\$ 1,950.00	\$ 2,015.00	\$ 2,050.00
	TOTAL TAXATION REVENUE	\$ 86,950.00	\$ 48,061.00	\$ 87,050.00

GL ACCT # 4004	GRANT REVENUE	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
150	OMPF	\$ 175,300.00	\$ 141,955.00	\$ 168,900.00
300	RIDE GRANT	\$ 6,600.00	\$ 6,700.00	\$ 6,600.00
172	COURT SECURITY & PRISONER TRANSPORT	\$ 730.00		\$ 730.00
500	LIBRARY GRANT	\$ 4,452.00		\$ 4,452.00
156	OCIF FUNDING (FORMULA COMPONENT)	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
159	SAFE RESTART AGREEMENT (COVID)			
700	ONTARIO AGGREGATE LIC. FEE	\$ 115,000.00	\$ 97,967.00	\$ 100,000.00
100	DRAINAGE SUPERINTENDENT	\$ 25,000.00	\$ 13,755.00	\$ 25,000.00
	TOTAL COUNCIL REVENUE	\$ 427,082.00	\$ 360,377.00	\$ 405,682.00

GL ACCT # 4010	ADMINISTRATION REVENUE	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
100	TAX CERTIFICATES	\$ 2,500.00	\$ 2,480.00	\$ 2,500.00
110	TAX STATEMENT/DUPLICATE TAX BILLS	\$ 500.00	\$ 468.00	\$ 500.00
115	REMINDER/OVERDUE NOTICE FEE	\$ 3,000.00	\$ 2,492.00	\$ 3,000.00
200	BUILDING PERMIT APPROVAL	\$ 5,500.00	\$ 5,050.00	\$ 5,500.00
250	SITE ALTERATION PERMIT APPROVAL	\$ -	\$ 500.00	\$ 500.00
300	NSF CHEQUE CHARGE	\$ 100.00	\$ 210.00	\$ 200.00
4015 0100	DOG LICENCES	\$ 10,000.00	\$ 9,950.00	\$ 10,000.00
4066 0000	LOTTERY LICENSES	\$ 20.00	\$ 20.00	\$ 20.00
4040 0100	LIVESTOCK CLAIM GRANTS	\$ 4,000.00	\$ 2,792.60	\$ 3,000.00
4064 0000	BUSINESS LICENSES	\$ 250.00		
	TOTAL ADMINISTRATION REVENUE	\$ 25,870.00	\$ 23,962.60	\$ 25,220.00

GL ACCT # 4012	FIRE REVENUE	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
100	FIRE REVENUE	\$ 1,500.00	\$ 2,395.00	\$ 2,000.00
300	FIRE PERMIT	\$ 3,500.00	\$ 3,510.00	\$ 3,500.00
	TOTAL FIRE REVENUE	\$ 5,000.00	\$ 5,905.00	\$ 5,500.00

GL ACCT # 4020	ROAD REVENUE	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
110	ROADS MISC REVENUE	\$ 9,000.00	\$ 755.00	\$ 750.00
115	ROAD OCCUPANCY PERMITS		\$ 46,875.00	\$ 5,000.00
125	ENTRANCE PERMITS	\$ 4,000.00	\$ 3,800.00	\$ 4,000.00
130	WIDE LOAD PERMITS	\$ 2,000.00	\$ 800.00	\$ 1,000.00
200	CULVERTS			
140	BRETTON ESTATES SNOW PLOWING			
500	SHELBURNE ROAD AGREEMENT	\$ 6,442.00		\$ 6,887.00
	TRANSFER FROM RESERVES			
703	TRFR FROM GAS TAX	\$ 135,000.00		
704	TRFR FROM ROAD CAPITAL RESERVE	\$ 200,000.00		
702	TRFR FROM EQUIPMENT RESERVE - TRUCK	\$ 595,000.00		
0	TRFR FROM WORKING CAPITAL RESERVE	\$ 99,000.00		
	TRFR FROM PAVING RESERVE	\$ 74,000.00		
	TRFR DEV CHG (GRADER)	\$ 175,000.00		
	TRFR DEV CHG (PAVING)	\$ 52,000.00		
		\$ 150,000.00		
	TAX STABILIZATION			
	TOTAL ROADS REVENUE	\$ 1,501,442.00	\$ 5,355.00	\$ 17,637.00

GL ACCT # 4035	PLANNING REVENUE	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
100	OFFICIAL PLAN APPLICATION	\$ -		
310	SITE PLAN APPLICATION FEES	\$ -	\$ 750.00	\$ 750.00
350	ZONING BY-LAW AMENDMENT	\$ 6,000.00		
300	CONSENT APPLICATIONS	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00
325	MINOR VARIANCE	\$ 5,000.00		
200	ZONING REQUESTS	\$ 1,000.00	\$ 1,400.00	\$ 1,200.00
360	CHANGE OF USE CERTIFICATE APPLICATION	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
370	TELECOMMUNICATION FACILITES APPLICATION	\$ -		
375	PRE-APPLICATION CONSULTATION	\$ 12,000.00	\$ 11,000.00	\$ 10,000.00
500	PROFESSIONAL SERVICES REIMBURSEMENT	\$ -	\$ 5,333.34	
	TRFR FROM DEV CHG (OFFICIAL PLAN)	\$ 21,000.00	\$ -	
	TOTAL PLANNING REVENUE	\$ 53,500.00	\$ 28,483.34	\$ 21,950.00

GL ACCT # 4050	OTHER REVENUE	2023 BUDGET	2023 ACTUAL AS AT NOV 10, 2023	2024 BUDGET
100	MISCELLANEOUS REVENUE	\$ 600.00	\$ 5,805.00	\$ 600.00
125	CHD COMMUNITY CONTRIBUTION	\$ 309,000.00	\$ 45,000.00	\$ 309,000.00
130	PLATEAU COMMUNITY CONTRIBUTION	\$ 35,000.00	\$ 36,763.00	\$ 35,000.00
135	DWP COMMUNITY CONTRIBUTION	\$ 264,000.00		\$ 264,000.00
200	PENALTIES AND INTEREST ON TAXES	\$ 105,000.00	\$ 104,270.00	\$ 105,000.00
300	INTEREST ON DEPOSITS	\$ 45,000.00	\$ 114,115.00	\$ 60,000.00
400	POA	\$ 45,000.00	\$ 29,156.00	\$ 35,000.00
4077 0000	LAND RENTAL	\$ 2,550.00		
4050 0460	TRFR FROM MMAH-2019 FOR COUNCIL HYBRID	\$ 5,000.00		
4050 0460	TRFR FROM COVID FUNDING	\$ -		
	TRFR FROM EMERGENCY RELIEF FUND	\$ 25,000.00	\$ 25,000.00	
4050 0460	TRFR FROM TAX STABILIZATION (LEGALS OVERAG	\$ 40,000.00		
	TRFR DEV CHG (GRADER)			
	TOTAL OTHER REVENUE	\$ 876,150.00	\$ 360,109.00	\$ 808,600.00
	TOTAL REVENUE	\$ 2,975,994.00	\$ 832,252.94	\$ 1,371,639.00
	TOTAL EXPENDITURER	\$ 6,070,427.00	\$ 3,959,696.98	\$ 5,560,799.90
		\$ 3,094,433.00	\$ 3,127,444.04	\$ 4,189,160.90



TOWNSHIP OF MELANCTHON

DELEGATION REQUEST FORM

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

REQUEST DATE: Thursday, November 16th 2023

NAME: Megan Young

PHONE: [REDACTED]

ADDRESS: 516423 County Road 124 Melancthon, ON L9V 1V2

EMAIL ADDRESS: [REDACTED]

SIGNATURE: [REDACTED]

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

We are seeking steps to take in order to retain our small house on the Mulmur-Melancthon Townline Property. In light of the desperate housing situation in Ontario coupled with our need to recruit skilled labour into Melancthon Township we believe it is in the best interest of Shelburne Golf & CC and Melancthon Township to retain the house for our employees.

REMINDER - DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK

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