



**TOWNSHIP OF MELANCTHON  
HYBRID COUNCIL MEETING  
THURSDAY, FEBRUARY 1<sup>ST</sup>, 2024 - 5:00 P.M.**

***Council meetings are recorded and will be available on the Township website under Quick Links – Council Agendas and Minutes within 5 business days of the Council meeting.***

Join Zoom Meeting

<https://us02web.zoom.us/j/85490483325?pwd=T2NBY2FxQjNRaDdvdmI5ZmdiaDZJUT09>

Meeting ID: 854 9048 3325  
Passcode: 908618

One tap mobile

+17789072071,,85490483325#,,,,\*908618# Canada  
+17806660144,,85490483325#,,,,\*908618# Canada

Dial by your location

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

Meeting ID: 854 9048 3325  
Passcode: 908618

**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 – January 11<sup>th</sup>, 2024**
- 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. 2023 Accounts
  2. 2024 Accounts
  3. Other
- 11. Planning**
  1. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Police Services Board**
- 15. Committee/Board Reports & Recommendations**
- 16. Correspondence**

**Board, Committee & Working Group Minutes**

1. Shelburne Public Library Committee – December 19<sup>th</sup>, 2023

**Items for Information Purposes**

1. Ontario Land Tribunal – Proposed Amendment to the Niagara Escarpment Plan
2. County of Dufferin Letter to Sylvia Jones MPP Dufferin-Caledon regarding Social and Economic Prosperity Review
3. Town of Mono Resolution Declaring a Road Safety Emergency and Calling on the Province to take action
4. Township of East Garafraxa Resolution Supporting the Township of Melancthon Letter in Respect to the Primrose Elementary School Boundary Review
5. Mulmur-Melancthon Fire Board Resolution regarding the Simucast Radio System Capital Project
6. Nottawasaga Valley Conservation Authority 2023 Remuneration Expenses Paid to Board Members
7. Dundalk Fire Department 2023 Year End Report
8. Upper Grand District School Board Information Notice – Primrose ES Boundary Review
9. County of Dufferin Official Plan Amendment – Municipal Comprehensive Review Phase III – Land Use Policy Framework
10. The County of Prince Edward Motion regarding Support for the Province to Expand the Life Span of Fire Apparatus, Specifically Pertaining to the Replacement of Fire trucks due to Insurance Requirements
11. RJ Burnside and Associates – Drainage Superintendent Services June - September 2023

12. Ministry of Municipal Affairs and Housing – Financial Indicators Template
13. RJ Burnside and Associates – Drainage Superintendent Services  
September - December 2023

**Items for Council Action**

1. Association of Ontario Road Supervisors (AORS) Letter to Council regarding Potential Municipal Equipment Operator Course
2. Black History Month Proclamation 2024
3. Nonprofit Appreciation Week Proclamation 2024

**17. General Business**

1. 2023 Accounts
2. 2024 Accounts
3. Notice of Intent to Pass By-law
  1. By-law to Provide Remuneration, Allowances and Expenses for Members of Council
4. New/Other Business/Additions
  1. Memorandum of Understanding Between the Horning's Mills Hall Board and the Township of Melancthon – July 15, 2021
  2. Other/Additions

**18. Delegations**

1. 5:30 p.m. – Chris Knechtel, P.Eng., RJ Burnside and Associates – Presentation of the 2023 OSIM Report
2. 6:00 p.m. – Shirley Boxem – Dufferin Community Foundation - Update on Activities of DCF and National Not for Profit Week

**19. Closed Session (Scheduled for 6:30 p.m.)**

1. Items for Discussion:
  - 1.1 239(2)(b) – Personal matters about identifiable individuals, including municipal or local board employees – Application for Vacancy on the Horning's Mills Community Hall Board
  - 1.2 239(2)(b) – Personal matters about identifiable individuals, including municipal or local board employees – By-law Enforcement Matter – 623116 280 Sideroad (**Chris Johnston, By-law Enforcement Officer will be in attendance for this matter**).
2. Approval of Draft Minutes – January 11, 2024
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

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

**21. Notice of Motion**

**22. Confirmation By-law**

**23. Adjournment and Date of Next Meeting – Thursday, February 15<sup>th</sup>, 2024 at 5:00 p.m.**

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, December 19, 2023*

**Present:** Geoff Dunlop Lindsay Wegener Mikal Archer (via Zoom)  
Trish Field James Hodder Patricia Clark  
Sharon Martin Ruth Plowright Susan Graham

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

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The Chair, Geoff Dunlop, called the meeting to order at 6:00 pm, December 19, 2023. A festive dinner followed.

Reading of Land Acknowledgement:

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

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

The Chair introduced Susan Graham as the new representative on the Board from Amaranth Township.

**Motion 35-23 J. Hodder, S. Martin**

Be it resolved that we approve the Agenda, as amended, of the December 19, 2023, meeting.

**Carried**

**Motion 36-23 S. Martin, J. Hodder**

Be it resolved that we approve the minutes of the board meeting dated October 17, 2023.

**Carried**

**Motion 37-23 R. Plowright, S. Martin**

Be it resolved that we approve the Accounts Payable Register for October, 2023, with invoices and payments in the amount of \$49,570.35;

Be it resolved that we approve the Accounts Payable Register for November, 2023, with invoices and payments in the amount of \$39,152.90;

**Carried**

CEO/ Head Librarian’s Report:

- **Silent Auction and Book Sale** – We are pleased to report that we raised over \$5,000 from this event. We thank all the library members, the local business community, and the board who helped us make this a very successful event.

- **Statistics—Including Social Media and e-resources**  
Attached is a summary of the Monthly Statistics for October and November, 2023.
- **Programming-**
  - **Children’s Programming:**  
Children’s programming will be discontinued over the winter break but will continue on Wednesday, Jan 10/24 with Lego Time and on Friday Jan 12/24 with morning Story Time.
  - **Adult Programming:**
    - Coffee, Conversation & Books featuring Barrie Shepley, Thursday, December 14<sup>th</sup>, 7pm, at Mochaberry in Orangeville
  - **Upcoming events are:**
    - **Archivist on the Road—Laura Camilleri**, will be at the library on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the Month. This will continue into 2024.
    - **Rose’s Book Club**—the 4<sup>th</sup> Tuesday of each month—This will continue in January, 2024, with the first meeting on January 23/24
    - **Tech Help**—is being offered by a student on every Friday afternoon in half-hour segments. Appointment need to be made but walk-ins are admitted if time available.
  - **New Events included:**
    - Membership Drive—Towne Fitness had a display to encourage use of Library resources for Health and Wellness
    - Coffee, Conversation & Books (CC&B) –Will continue in the new year. Events will be posted as arranged.

**Business**

- **Correspondence**  
Rose presented to the Board a resolution from Mulmur Council requesting a meeting in early 2024 with the library staff. Discussion ensued reflecting that the other board members felt their councils had no issues or concerns about the agreement. Rose will arrange a meeting in January.
- Review of Final Budget with Gord Gallaugher, Treasurer  
The CEO and the Treasurer presented a document incorporating suggestion from the Board at the previous meeting

**Motion 38-23 J. Hodder, R. Plowright**

Resolved that the SPL Board, approves the 2024 Budget of \$508,345.00.

Recorded Vote: Yea: L. Wegener, M. Archer, T. Field, J. Hodder, S. Martin, R. Plowright,  
S. Graham  
Nay: P. Clark

**Carried**

- Year-End resolutions required

**Motion 39-23 P. Clark, S. Graham**

Be it resolved that the Board approve the following Year End Financial Motions:

1. To authorize transfer of \$21,007.31 from Special Projects reserve to fund operating in order to fund sign construction;

2. To authorize transfer from collections reserve sufficient to match budgeted expenditure on collections of \$51,800.00;
3. To authorize any year end surplus/deficit be added to the Operating Reserve fund.

**Carried**

**Motion 40-23      P. Clark, S. Graham**

That we now adjourn at 7:41 p.m., to meet again January 16, 2024, at 7 pm., or at call of the Chair.

**Carried**

## Ontario Land Tribunal

655 Bay Street, Suite 1500  
Toronto ON M5G 1E5  
Telephone: (416) 212-6349  
Toll Free: 1-866-448-2248  
Website: olt.gov.on.ca

## Tribunal ontarien de l'aménagement du territoire

655 rue Bay, suite 1500  
Toronto ON M5G 1E5  
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Sans Frais: 1-866-448-2248  
Site Web: olt.gov.on.ca



**PROCEEDING COMMENCED UNDER** subsection 10(3) of the *Niagara Escarpment Planning and Development Act, R.S.O. 1990, c. N.2.*

Objector	Andrew Lauder
Objector	Anita Lorelli
Objector	Antonio Rodrigues and Tara Burns et al.
Subject:	Proposed Amendment to the Niagara Escarpment Plan To amend the Niagara Escarpment Plan to allow for the development of on-farm diversified uses and agricultural-related uses outside of prime agricultural areas.
Description:	
Reference Number:	Niagara Escarpment Plan Amendment PC 225 22
Property Address:	The entire Niagara Escarpment Plan (NEP) Area
Municipality/UT:	Niagara/Niagara
OLT Case No:	OLT-23-001157
OLT Lead Case No:	OLT-23-001157
OLT Case Name:	Plan Amendment (PC 225 22)

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## NOTICE OF EVENT BY VIDEO

The Ontario Land Tribunal ("Tribunal") will conduct a Case Management Conference by **video conference** for this matter.

The event will be held:

**AT: 10:00 AM**

**ON: February 26, 2024**

**AT: <https://global.gotomeeting.com/join/909787981>**

**Access code: 909-787-981**

**Review Schedule A for a description of the proposed amendment to the Niagara Escarpment Plan**

The Tribunal has set aside **1 Day** for this matter.

The event will be held using the GoTo Meetings service. The appellant(s), applicant, municipality or approval authority, and those persons who intend to request party or

participant status, are asked to log into the video hearing, through the link provided above, at least **15 minutes** before the start of the event to test their video and audio connections. All persons are expected to access and set-up the application well in advance of the event to avoid unnecessary delay. The desktop application can be downloaded at [GoToMeeting](#) or a web application is available: <https://app.gotomeeting.com/home.html>. A compatible web browser for this service is Chrome.

Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: Canada (Toll Free): **1-888-455-1389** or **Canada: +1 (647) 497-9391**. The access code is **909-787-981**.

Event dates are firm - adjournments will not be granted except in the most serious circumstances, and only in accordance with the Tribunal's Rules of Practice and Procedure ("Rules") [Rule 17](#) on adjournments.

This event is conducted under [Rule 20](#) of the Tribunal's Rules. [Rule 20.2](#) sets out how a party may object to the Tribunal conducting this event electronically. Any party, or any person who intends to seek party status, may object to the Tribunal holding this event by video by filing an objection with the Tribunal's Case Coordinator. The objection must be received by the Tribunal **at least 20 days** before the date of the event and must be copied to the other parties. All contact information is included in Schedule A.

### **CASE MANAGEMENT CONFERENCE**

If you do not attend the CMC, the Tribunal may proceed in your absence and you will not be entitled to any further notice of these proceedings. The Tribunal may finalize the list of appellants, parties and/or participants at this CMC, and may order that no additional appellants, parties and/or participants be added or included in this proceeding, without leave of the Tribunal.

### **SUBMISSION REQUIREMENTS**

If a person intends to refer to a document at the CMC that is not in the Tribunal's case file, the document is expected to be pre-filed, where possible, in paper copy and electronically with the Tribunal **at least 10 days** before the date of the CMC, unless another filing date is specified in the Tribunal's Rules. All pre-filed documents shall be served on the other parties electronically. All contact information is included in Schedule A.

Submissions larger than **10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service. Please see Schedule D for further submission requirements.

The purpose of the CMC is set out in [Rule 19.1](#) of the Tribunal's Rules. The CMC will deal with preliminary issues, that include the following:



- **Identification of parties** - these persons have the right to participate throughout by presenting evidence, questioning witnesses, and making final arguments. In order for the Tribunal to determine your status for the hearing, you or your representative should attend the CMC and ask to be added as a party. Groups, whether incorporated or not, who wish to become parties should name a representative. Parties do not need to be represented by lawyers or agents
- **Identification of participants** - persons who do not wish to participate throughout the hearing may attend the hearing and provide a written statement to the Tribunal.
- **Identification of issues.**
- **Possibility of settlement and/or mediation of any or all of the issues** – the panel will explore with the parties whether the case before the Tribunal and the issues in dispute are matters that may benefit from mediation. Mediation is a voluntary process that encourages all sides in a dispute to get a better understanding of each other’s positions and fully explore and negotiate options for a mutually acceptable settlement of all or some of the issues in dispute. The panel may direct, upon consent of the parties, that some or all of the issues in dispute proceed to mediation.
- **Start date of the hearing.**
- **Duration of the hearing.**
- **Directions for prefiling of witness lists, expert witness statements and written evidence.**
- **The hearing of motions.**
- **Draft Procedural Order** – parties are expected to meet before the CMC to consider a draft Procedural Order, as per Rule 19.2 (see Sample Procedural Order). An electronic version is also available on the Tribunal website.
- **Such further matters as the Tribunal considers appropriate.**

Everyone should come prepared to consider specific dates for proceedings in this matter.

All persons who wish to participate in this matter are expected to be prepared should the Tribunal convert the CMC to a settlement conference, a motion for procedural directions, or a preliminary hearing, where evidence or formal statements or submissions may be heard. Even when no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

### **PARTY OR PARTICIPANT STATUS REQUEST:**

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are expected to file a written status request with the Tribunal to outline their interest in the proceeding. The Party Status Request Form and Participant Status Request/Participant Statement Form are available on the Tribunal’s website (<https://olt.gov.on.ca>) and are to be used to

assist with the preparation of the request. If you are requesting status, this form must be provided **at least 10 days in advance of the hearing to:**

- The assigned Tribunal Case Coordinator **Hanh Dang** at **[Hanh.Dang@ontario.ca](mailto:Hanh.Dang@ontario.ca)**.
- The municipality and the approval authority on the same day as it is emailed to the Tribunal Case Coordinator.
- The Applicant and the Appellant(s) on the same day as it is emailed to the Tribunal Case Coordinator.

The contact information for the parties is included in Schedule A.

The written status request will be reviewed and considered by the presiding Member at the CMC. It will also assist the Tribunal in organizing the hearing event. **Attendance by the requestor, or their representative, at the CMC is required for all status requests.**

Persons who are granted **party status** may participate fully in the proceeding (see [Rule 8](#)).

Persons who are granted **participant status** may only participate in writing by way of a participant statement. This statement is expected to be provided 10 days advance of the CMC as part of the status request (see above) and sets out their position in the matter (see [Rule 7.7](#)).

Only persons who are granted party or participant status by the Tribunal at the CMC are permitted to participate in any further hearing event that is convened by the Tribunal for this appeal.

## **FURTHER DIRECTIONS**

Tribunal proceedings are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with the Ontario Land Tribunal's [Rule 22.1](#)).

The Tribunal shall issue a disposition following the CMC that will set out the directions of the Tribunal. A copy of this decision may be obtained from the Tribunal's website (<https://olt.gov.on.ca>) by referencing the above case number.

Please review the Tribunal's **Rules 7, 8, 17 and 19** for relevant information.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing [olt.coordinator@ontario.ca](mailto:olt.coordinator@ontario.ca). If you require documents in formats other than conventional

print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou [olt.coordinator@ontario.ca](mailto:olt.coordinator@ontario.ca).

For general information concerning the Tribunal, visit our website at <https://olt.gov.on.ca> or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

DATED at Toronto, this 09 day of January, 2024.

Euken Lui  
Registrar

## **SCHEDULE A**

### **Proposed Amendment to the Niagara Escarpment Plan PC 225 22 – Proposed plan-wide amendment of agricultural policies**

Pursuant to Section 10(3) of the Niagara Escarpment Planning and Development Act, the Ontario Land Tribunal will conduct a Case Management Conference (CMC) with respect to a proposed amendment to the Niagara Escarpment Plan (NEP) (OLT-23-001157) to allow the opportunity for the development of on-farm diversified uses and agricultural-related uses outside of prime agricultural areas by amending the Escarpment Protection Area Permitted Uses to be consistent with the Escarpment Rural Area policy, and; to amend the NEP Part 2.7 policies respecting Development Affecting Natural Heritage to recognize that the development of certain agricultural uses may be compatible in Key Natural Heritage Features, under certain conditions. Additionally, to undertake a housekeeping-related amendment to Part 1 Escarpment Natural Area Permitted Uses to better align with R.R.O. 1990, Regulation 828 Development Within the Development Control Area.

A copy of the proposed Amendment together with the background information may be found on the Niagara Escarpment Commission website at <https://escarpment.org/planning/niagara-escarpment-plan-active-plan-amendments/>

## **SCHEDULE B**

Please provide materials electronically to the assigned Tribunal Case Coordinator **Hanh Dang** at [hanh.dang@ontario.ca](mailto:hanh.dang@ontario.ca)

On the same day that documents are submitted to the Tribunal, electronic copies are to be submitted to:

**Planner for Niagara Escarpment Commission:**

Sandy Dobbyn, [sandy.dobbyn@ontario.ca](mailto:sandy.dobbyn@ontario.ca)

## SCHEDULE C

### Objectors:

Mark Wallace, Mark.Wallace@cority.com  
John MacDonald, jmacdonald@morganbay.com  
Dianna Miotto, diana.miotto@scotiawealth.com  
Donna and Michael Cummings, dcummings@rogers.com  
Anita Lorelli, anitalorelli@gmail.com  
Robin Vaile, svaile@rogers.com  
Andrew Lauder, lauder.andrew@gmail.com  
Phil Dymont, phil.dymont@gmail.com  
Petra Mattes, petramattes62@gmail.com  
Greg Ashbee, gashbee7@gmail.com  
Marie McFarlane, mariemcf55@icloud.com  
Peter Blaiklock, peter@blaiklock.net  
Dr. Krista McKee and Adam Garbutt, drkristamckee@gmail.com  
Tom Bernard, tmbrnrd@gmail.com  
John Lewarne, jdlewarne@gmail.com  
Antonio Rodrigues, arodrigues100@gmail.com & antonio.rodrigues@bain.com  
Tara Burns, taburns@deloitte.ca  
David Simposon, dahsim@live.com  
Martha Baillie, mhbaillie@sympatico.ca  
Jill Kantelberg, jill@kantelbergco.com  
Jill Kantelberg, counsel: David Bronskill, dbronskill@goodmans.ca  
Erica Miller, erica-miller77@hotmail.com  
Lynn Connell, lynn.scott.connell@gmail.com

## **SCHEDULE D**

### **INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS**

#### **Submission requirements to organize the video hearing**

If a person intends to refer to a document at the video hearing (for clarity, any document that is not in the Tribunal's case file), it is expected to be pre-filed electronically with the Tribunal **at least 10 days** before the date of the video hearing and provided to all parties. The deadline applies unless otherwise specified in the Rules.

Submission emails **under 10MB** in size may be emailed directly to the assigned Tribunal Case Coordinator. Emails **larger than 10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service to avoid sending documents across multiple email parts. Where appropriate, documents are to be submitted in .pdf format.

#### **Naming convention**

To assist the Tribunal and the adjudicator during the event, it is important that all submissions are **paginated and labelled appropriately** to clearly identify the content of each document. Where a document contains numerous sections, each section is to be indexed to a table of contents.

Parties are asked to adhere to the following naming convention: **case number\_party role\_ document type\_date of hearing event**.

For example: PL123456\_Applicant\_Notice of Motion\_Jan 1, 2020

Please see Rules 7.1 and 7.2 for the standard document submission requirements.



January 16, 2024

Honourable Syliva Jones, MPP Dufferin-Caledon  
108 Broadway  
3<sup>rd</sup> Floor, Suite A  
Orangeville ON L9W 1K3

Sent electronically

Dear Honourable Jones

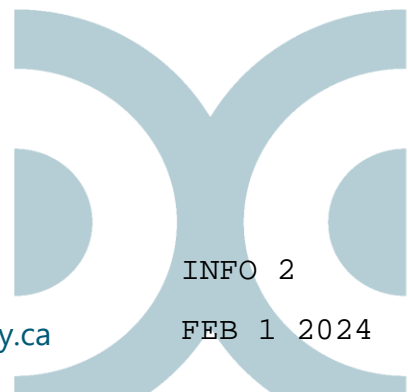
In October 2023, the Association of Municipalities of Ontario (AMO) called on the Premier to agree to an update of the provincial-municipal partnership by conducting a social and economic prosperity review: a joint review of revenues, costs and financial risks and a detailed analysis of Ontario's infrastructure investment and service delivery needs.

As you know, Ontario's municipal governments provide critical services that residents rely on most every day. The ability to provide these services depends on a fiscal framework that enables municipalities to balance revenues and expenditures responsibly and fairly, reflecting local circumstances and priorities.

Municipalities across Ontario are also facing increasingly complex challenges, such as tackling homelessness and climate change, without the financial tools to solve them. In 2022, municipal expenditures outpaced provincial contributions by nearly \$4 billion in areas of provincial responsibility including social housing, long-term care, land ambulance, social services, and childcare.

This current arrangement makes it impossible for municipalities to invest in the infrastructure needed to support housing and economic growth, or to prepare for the impacts of climate change. Property taxpayers, including small business owners and seniors on fixed incomes, can't afford to pay for the province's affordability and homelessness crisis.

Taxpayers expect governments to work together to solve problems.







We urge you to engage with your colleagues in the legislature to urge the Government of Ontario to conduct this critical review.

Thank you,

*Michelle Dunne*

Michelle Dunne  
Clerk

CC Premier Ford  
Dufferin Municipalities

Attachment: Dufferin County Council Resolution #13



**13. Moved by Councillor Post, seconded by Councillor Mills**

**WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life;**

**WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;**

**WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;**

**WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;**

**WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;**

**WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;**

**WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need;**

**WHEREAS the province can, and should, invest more in the prosperity of communities;**

**WHEREAS municipalities and the provincial government have a strong history of collaboration;**

**THEREFORE, BE IT RESOLVED THAT the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;**

**AND THAT a letter be sent to request advocacy in advance of the Provincial budget to the Premier, the Dufferin-Caledon MPP and local municipalities.**

**-Carried-**



January 15, 2024

Hon. Doug Ford  
Premier of Ontario

Hon. Prabmeet Sarkaria  
Minister of Transportation

Dear Premier Ford and Minister Sarkaria:

On January 9<sup>th</sup>, 2024, Council for the Town of Mono passed the following resolution declaring a **Road Safety Emergency**, calling on the province to take action to address traffic safety through measures including public education, increased Highway Traffic Act fines and expanded use of Automated Speed Enforcement.

*Resolution #4-1-2024*

*Moved by Elaine Capes, Seconded by Melinda Davie*

**WHEREAS** road safety is of continuing and increasing concern to Ontarians;

**AND WHEREAS**, the number of traffic collisions, injuries and fatalities are at unacceptable levels[i];

**AND WHEREAS**, recent statistics and media reports show increasing fatalities and police roadway activities[iii];

**AND WHEREAS**, speeding is a leading contributing factor in many accidents including fatalities[iiii];

**AND WHEREAS**, fines for basic speeding have not increased for three decades or more thus losing at least 50% of their deterrent value through inflation;

**AND WHEREAS**, over 60% of all other Highway Traffic Act (HTA) Set Fines remain at \$85, an amount also suggesting no increase in decades[iv];

**AND WHEREAS**, municipalities are frustrated in their attempt to roll out Automated Speed Enforcement (ASE) with current rules that restrict it to less than 80 km/h speed zones and make it contingent upon declaring Community Safety Zones where not warrant except to use ASE;

**AND WHEREAS**, Administrative Monetary Penalties (AMPs) are the logical and efficient means of dealing with offences including parking violations, red light camera infractions and ASE charges, the Regulations involving its use are mired in red tape leading to unnecessary complexity and cost.

**BE IT RESOLVED** that we call on other municipalities and the Province of Ontario to recognize a Road Safety Emergency and take the following actions;

1. Launch a province wide road safety educational program to be funded from a portion of monies currently spent by the Ontario Lottery and Gaming Corporation (OLG) to advertise games of chance and lotteries in Ontario.
2. Review and increase all HTA fines and penalties to reflect a deterrent amount and consequence that sends a message that driving is a privilege subject to conditions.
3. Permit municipalities to deploy ASE in 80 km/h zones or less without having to declare Community Safety Zones and without onerous conditions.
4. Establish a Working Group with municipalities to identify and recommend elimination of regulatory red tape associated with the use of ASE and AMPs.
5. Develop mechanisms that ensure POA fines and penalties do not lose their deterrent effect over time.
6. Work with municipalities to create better means of collecting outstanding POA fines and Victim Surcharge monies estimated to exceed \$1 billion as far back as 2011 <sup>[v]</sup>.

**"Carried"**

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<sup>[i]</sup> The Preliminary 2022 Ontario Road Safety Annual Report indicates a total of 25,165 fatal and personal injury collisions and of that, some 530 fatal collisions (3.9 persons per 100,000 in Ontario).

<sup>[ii]</sup> [https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article\\_3131acaf-acae-5b21-bee4-a67a33600c33.html](https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article_3131acaf-acae-5b21-bee4-a67a33600c33.html). Since publication of this article, the number of Caledon fatalities has increased to nearly 20 last year. The Town of Mono has experienced an explosion of traffic stop occurrences, up over 300% since 2019.

<sup>[iii]</sup> Speeding convictions account for over 50% of all HTA convictions - see <https://www.ontariocourts.ca/ocj/statistics/>.

<sup>[iv]</sup> <https://www.ontariocourts.ca/ocj/provincial-offences/set-fines/set-fines-i/schedule-43/>.

<sup>[v]</sup> <http://oapssb.ca/wp-content/uploads/2021/05/OAPSSB-POA-WHITE-PAPER-FINAL-1-Nov-2011.pdf>. This report, prepared by the Ontario Association of Police Services Boards,

*suggests a number of effective mechanisms to collect unpaid fines including garnishment of Federal income tax refunds and other payments as is currently done in other provinces.*

Respectfully,

Fred Simpson, Clerk

Copy: Minister of Finance  
Honourable Sylvia Jones, Dufferin-Caledon MPP  
Association of Municipalities of Ontario  
All Ontario municipalities



TOWNSHIP OF EAST GARAFRAXA  
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2  
EAST GARAFRAXA • ON • L9W 7J8  
T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812  
[www.eastgarafraxa.ca](http://www.eastgarafraxa.ca)

January 17, 2024

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**Resolution of Support Township of Melancthon and Town of Shelburne  
Re: Primrose Elementary School Boundary Review**

---

At the regular Council Meeting held on January 9, 2024 the following resolution was passed:

**MOVED BY HALLS, SECONDED BY ZUKOWSKI**

**BE IT RESOLVED THAT:**

The Council for the Township of East Garafraxa do hereby support the Township of Melancthon letter dated November 8, 2023 and subsequent resolution from the Town of Shelburne dated November 27, 2023 with respect to the Primrose Elementary School Boundary Review; and

Council encourages the Upper Grand District School Board to provide ample time for community engagement and a comprehensive review before making any decisions

**CARRIED**

Sincerely,

Shannon Peart  
Administrative Assistant/ Clerk's Department  
**Corporation of the Township of East Garafraxa**

Enclosure: Town of Shelburne Resolution dated November 27, 2023  
Township of Melancthon Letter dated November 6, 2023

cc: Ruchika Angrish (Ruchika.Angrish@ugdsb.on.ca);  
Karen Farace (Karen.Farace@ugdsb.on.ca);  
Planning Info (Planning.Info@ugdsb.on.ca);  
Lynn Topping (Lynn.Topping@ugdsb.on.ca);  
Sylvia Jones (sylvia.jones@pc.ola.org);  
Doug Ford (premier@ontario.ca);  
Stephen Lecce (Stephen.Lecce@pc.ola.org); and  
Dufferin County and Local Municipalities

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FEB 1 2024



*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](http://www.melancthontownship.ca)

Email: [info@melancthontownship.ca](mailto: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

## Jessica Kennedy

---

**From:** Clerks  
**Subject:** FW: Resolution from Shelburne Council regarding the Primrose boundary review process  
**Attachments:** Township of Melancthon letter to UGDSB.pdf

---

**From:** Jennifer E. Willoughby <[jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)>  
**Sent:** Tuesday, November 28, 2023 2:28 PM  
**Subject:** Resolution from Shelburne Council regarding the Primrose boundary review process

Good Afternoon

At the November 27, 2023 meeting of Shelburne Town Council the following resolution was passed:

Moved By: Councillor Kyle Fegan  
Seconded By: Councillor Len Guchardi

WHEREAS the Town of Shelburne received a copy of the letter from the Township of Melancthon dated November 6, 2023 and addressed to the Upper Grand District School Board;

WHEREAS Shelburne Council members have heard from many community members that have expressed concerns about the Primrose Elementary Boundary School Review process and Shelburne Council echoes those sentiments;

WHEREAS Shelburne Council respects the Primrose Elementary School Boundary review process that is currently underway;

BE IT RESOLVED THAT the Council of the Town of Shelburne has concerns with the process and timing of the Primrose Elementary Boundary School Review as it does not align with fulsome community engagement;

AND THAT this resolution be sent to all municipalities within Dufferin County, Sylvia Jones MPP, Premier Doug Ford and Minister of Education Stephen Lecce along with the Upper Grand District School Board

Carried, Mayor Wade Mills

Please find a copy of the letter from the Township of Melancthon attached.

Thank You

**Jennifer Willoughby, Director of Legislative Services/Clerk**  
**Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)**  
**Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7**  
**[www.shelburne.ca](http://www.shelburne.ca)**

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

## Denise Holmes

---

**From:** Roseann Knechtel <rknechtel@mulmur.ca>  
**Sent:** Thursday, January 18, 2024 2:56 PM  
**To:** Ralph Snyder; Justin Foreman; Mathew Waterfield; Nicole Hill;  
rmorden@orangeville.ca  
**Cc:** Michelle Dunne; Denise Holmes; Fred Simpson; Jennifer Willoughby; Nicole Martin;  
Meghan Townsend; jkennedy@eastgarafraxa.ca; Tracy MacDonald  
**Subject:** Mulmur-Melancthon Fire Board Resolution  
**Attachments:** Simucast Radio System.pdf

Good Afternoon,

Please see the attached motion passed by the Mulmur-Melancthon Fire Board on January 16, 2024 for consideration.

If you have any questions, concerns, or would like to chat further, please do not hesitate to reach out.

Have a great day,

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

*Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8*

*Phone 705-466-3341 ext. 223 | Fax 705-466-2922 | [rknechtel@mulmur.ca](mailto: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.



**MULMUR-MELANCTHON FIRE BOARD**  
**January 16, 2024**

**RESOLUTION: SIMUCAST RADIO SYSTEM CAPITAL PROJECT**

---

**Moved by White and Seconded by Lyon**

THAT the Mulmur-Melancthon Fire Board support the concept of the Simucast Radio System Capital Project;

AND THAT Mulmur-Melancthon Fire Board request that the project be deferred to 2025 to allow for the submission of a business case, procurement and information gathering;

AND FURTHER THAT the Mulmur-Melancthon Fire Board request financial assistance from the County of Dufferin in support of the Simucast Radio System Project and the emergency readiness initiatives of Dufferin County Fire Departments.

**CARRIED.**

Respectfully Submitted,

Roseann Knechtel, Clerk  
Secretary for the Mulmur-Melancthon Fire Board



December 31, 2023

The Township of Melancthon  
Denise Holmes, CAO/Clerk  
157101 Hwy # 10  
Melancthon, Ontario  
L9V 2E6

Dear Ms. Holmes:

RE: NVCA BOARD MEMBER'S PER DIEM AND EXPENSES

I have been asked to supply municipalities with remuneration expenses paid to our NVCA Board members over the 2023 year in accordance with the Municipal Act, Section 284(3).

Your council's appointee for the 2023 term to the Nottawasaga Valley Conservation Authority was Darren White.

The Authority held 11 Board of Directors meetings from January 1 to December 31, 2023.

The total number attended by your member was 9 Authority meetings.

The total mileage expense paid was \$205.36 and the total per diem paid was \$738.27.

If you have any questions relating to the above, please do not hesitate to contact the undersigned at 705-424-1479 ext.228.

Sincerely,

A handwritten signature in black ink that reads "S. Flannagan".

Sheryl Flannagan  
Director, Corporate Services

Cc: Sarah Culshaw

**Nottawasaga Valley Conservation Authority**  
8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0  
T: 705-424-1479 F: 705-424-2115  
admin@nvca.on.ca • nvca.on.ca

*A member of Conservation Ontario*

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FEB 1 2024



## **Dundalk Fire Department**

2023 Year End Report

(January 1<sup>st</sup>, 2023 – December 31<sup>st</sup>, 2023)

**Fire Chief Derek Malynyk**

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## Staff

Fire Chief	Derek Malynyk
Fire Prevention Officer/Captain	Richard Amyotte
Training Officer/Captain	Justin McLeod
Captains	Michael Thompson
	Cheryl Inkster
Acting Captains	Kyle Tipple
	Bradyn Thompson
Firefighters	Keith Fisher
	Chris McRae
	Brittany McLeod
	Austin Fisher
	Amanda Coutts
	Zack Perry
	Madison Byers
	Brian Bernardo
	Garret Childs
	Jaxyn Thompson
	Kelsey Trudgeon
	Keegan Henderson
	Alexandria Reisenweber
	Kate Stepanova
	Zach Hull
	Trevor Hald
	Justin Pate
	William Conley
Steve Zezelic	
James Johnstone	
Firefighters Retired in 2023	Jason Burnette
	Evan Mount
	Adam Perry
	Shawn Galbraith
	Brennen Lovato
	Lucas Scorzafave
Harris Belanger	
Auxiliary starting in 2023	Justin Trudgeon
	Jahmari Bennett
	Gabriel Lewis
	Brett Breedon
	Cody Mcgrady
	Robert O'Brien
Nicolas Walker	



## Training

### Recruitment

At the beginning of 2023 the Dundalk Fire Department had nine new recruits start the recruitment program. This program is a blended inhouse training program. Recruits were expected to read textbooks at home, reviewing videos and completing chapter tests using our Vector Solutions learning software. The recruits would attend the fire hall every Tuesday night from January to April for three hours to complete hands on practical skills training and review any questions from the online chapters. Recruits also attended one Saturday a month for an eight hour training session. The focus of the full day was to complete required practical skills sign offs for firefighter level I and level II.

In April the recruits completed live fire training in Owen Sound using Georgian College Marine Fire Training Unit. The recruits were able to demonstrate live firefighting evolutions while being in a controlled environment. Instructors for the training were Dundalk Fire Captain Brunette, Fire Chief Malynyk, Firefighter Zack Perry, Firefighter Brian Bernardo and West Grey Training Officer Colin Eastman.

In May, recruits completed written and practical testing, supervised by the Academic Standards and Evaluation Department of the Ontario Fire Marshals Office to become fully certified for Level I and Level II firefighting activity.





### Regular Training

In 2023 firefighters completed eighty-four hours of regular training which increased from 2022 which recorded sixty-nine hours of regular training on Tuesday nights. All members who have been certified to NFPA 1002 Pump Operations completed an additional 12 hours of hands-on pump training to stay refreshed. The additional training hours were needed to ensure that Dundalk Fire Department was meeting the provincial standard of 100 hours of training, per firefighter each year. Regular training sessions are three hours long conducted on Tuesday nights with each member attending twice a month utilizing a rotating platoon system. Each quarter there is an additional theory practice and pump operations training for those certified. In an effort to provide firefighters with opportunities to complete training that was not completed due to conflicts with work or family events, additional training days were available each quarter. This ensured that all necessary skill sign-offs were completed during the year.

### Additional Training

In 2023 firefighters completed additional training above the required regular training nights. Staff created an in-house -Hazardous Materials Awareness and Operations training program, that was accredited by Academic Standards and Assessment branch of the Ontario Fire Marshals Office. Due to the amount of firefighters on roster required to have this certification by 2026, for mandatory certification, firefighters where split into two separate groups; a spring class and a fall class. This program was instructed using a blended format. Theory was covered during an online independent study and practical training completed by Training Officer McLeod and Fire Chief Malynyk. A total of 21 Dundalk



Firefighters completed the training and testing for certification. Results have not yet been received from our fall class, but 10 of Dundalk Fire Departments spring class passed the testing.

Currently we have four accredited programs; NFPA 1001 Firefighter Level I, NFPA 1001 Firefighter Level II, NFPA 1072 Hazardous Materials Awareness and Hazmat Operations. These programs took a lot of time to create, but moving forward it allows the Dundalk Fire Department to have firefighters fully certified, and able to attend emergency responses within their first year of employment and at a minimum cost.



Six out of the seven recruits gained their DZ license through the fire department. After successfully completing written exams, staff spend several hours with each recruit providing drive time and instructing the recruits on related topics, such as; circle checks, air brake checks, and general operation of the apparatus. Staff book a block of drive tests over two days and provide a truck for the recruits to gain their license. This process has been happening since 2020 and we are pleased to announce we have a 100% success rate. Even though they have gained their DZ license, the learning does not stop there. Each member is required to complete an in-house driver program for each fire apparatus before being signed off to drive the apparatus.

Dundalk Fire Department hosted and elevator rescue course in 2023, which resulted in six members becoming certified. Orangeville Fire Department and Clearview Fire Services also attended this course.

Two members completed a Resilient Minds train the trainer program. This program focuses on mental health of first responders and building resiliency of first responders to traumatic events that they may witness. This program will help to support our members as well as help prevent possible Post Traumatic Stress Disorder (PTSD) claims.

Lastly, all Captains completed the Incident Safety Officer course through Regional Training Centres. The incident safety officer program focuses on Health and Safety for incidents and is also a requirement under the mandatory certification. The Dundalk Fire Department assigns an incident safety officer at every structure fire. As per mandatory certification “undertaking the primary role of incident safety officer at emergency calls” requires to be certified to NFPA 1521.

To date Dundalk Fire Department is fully certified to provide core services that is offered presently. In the next two years, we will continue to work towards certifying new members to NFPA 1001 Firefighter Level I and II. We will also be increasing the number of firefighters certified to NFPA 1002 pump operators, and NFPA 1041 Instructor Level 1. By increasing pump operator capacity, it will guarantee there is always someone available who can run an apparatus for fire suppression purposes. Currently there are only 10 qualified pump operators. Currently the number of certified instructors is 8 firefighters. Increasing this number, will allow Dundalk Fire Department to rotate more members through future recruitment trainings, leading training nights, and instructing inhouse training courses taking the pressure off a select few to avoid burn out.

## Public Education and Community Involvement

The department was busy again in 2023 with public education and community involvement. Several events were attended or hosted by the Dundalk Fire Department. The majority of these events were staffed by firefighters volunteering their time to help deliver fire prevention messages.

The “adopt a classroom program” was launched this year. Each month the fire prevention officer attends Highpoint school in Dundalk to present fire safety messages to all grade three students. In addition, the OPP was invited to participate for one month to provide messaging regarding cyber bullying and strangers safety. This program was well received by the students, teachers and parents. Feedback supports the continuation of the program as it improves the overall safety of our youth.

January

- Firefighters recorded Public Safety Announcements for 88.7 the river radio station

February

- Joint monthly fire safety ads with Grey Highlands through the local newspaper papers monthly

March

- March Break Extravaganza operated over three days. A total of 45 children attended.

## April

- Maple Fest

## May

- “Kids and Us” hall tours
- Home daycare visit
- Home school fire hall tour
- Donation Collection for the Dundalk Food Bank
- Emergency Preparedness week. A 72-hour emergency preparedness kit contest was held where members of the community attended an Education booth at the Dundalk water tower rising or in Holstein to enter the draw.

## June

- Dundalk Firefighters held their Annual Frolic at the Dundalk Arena which was a success.



## July

- Door to door smoke alarm campaign

## August

- “Kids and Us” hall tours
- Library reading of “No Dragons for Tea”
- Summer camp hall tour
- Active Lives Carnival which was held at the Roslyn Outdoor Centre which services adults with autism and or other neurodevelopment disorders.



### September

- Dundalk Fall Fair
- Senior fire safety presentation
- Attended the Saugeen Valley Safety Village with Egremont school
- "Adopt a classroom program" started at Highpoint school with grade threes
- Supervised Grey County Housing fire drills
- "Saved by the Beep" door to door smoke alarm campaign
- Provided education on the new fire route lanes at the Dundalk Schools

### October

- Fire prevention week - visited Holstein Kids and Us, Egremont school, Dundalk and Proton school and Highpoint school and focused on the importance of smoke alarms.
- Library fire prevention week event where attendees played fire safety family feud.
- Public education booth at Foodland
- Participated in the "How to in ten" event at the library
- Attended seniors' event at Flesherton Kinplex with Grey Highlands Fire focusing on smoke alarms.

### November

- Annual Toy/Food drive

### December

- Dundalk Santa Claus Parade traffic control
- Holstein Santa Claus Parade traffic control

## Fire Prevention and Enforcement

Inspections in 2023.

Status	Count	Southgate	Melancthon
Assigned	0	0	0
In Progress	1	1	0
Follow Up	5	5	0
Legal Action	0	0	0
Rescinded	1	1	0
Closed	52	49	3
<b>Total Inspections</b>	<b>58</b>	<b>55</b>	<b>3</b>

To date we have met the 2019-2023 Community Action Plan goal of inspecting all downtown businesses that have occupancy, to bring them into compliance with the Ontario Fire Code. A small number of these inspections remain in the follow up stage due to compliance issues that will take the owner time to comply with code infractions. If a property owner chooses to have their building vacant, the Fire Code is very limited compliance requirements as there is no life safety risk.

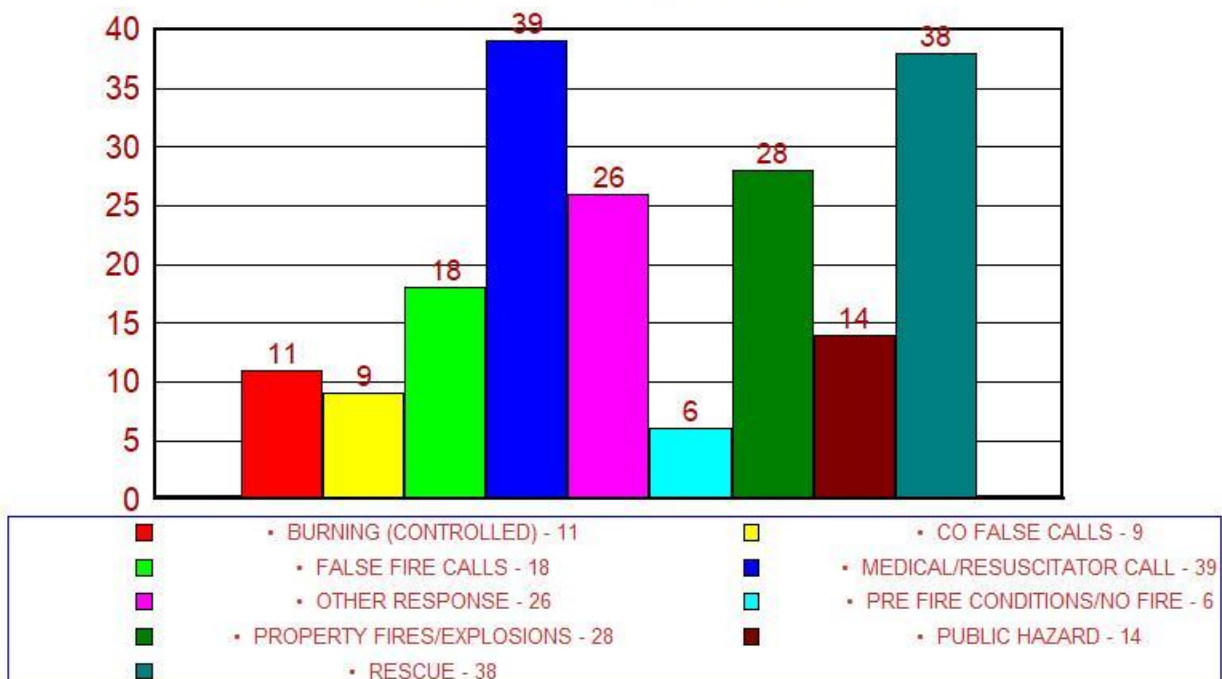
## Emergency Calls

Over the last four years, the Dundalk Fire Department's call volume has been steadily increasing.

Of note, for the last two years, the Township of Melancthon has had the most significant increase in call volume followed closely by the Township of Southgate.

Emergency Calls	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
2023	51	64	43	37	195
2022	34	54	61	40	189
2021	30	47	33	37	147
2020	38	33	31	34	136

**Totals by Type**  
From Jan 1 22 to Dec 31 22

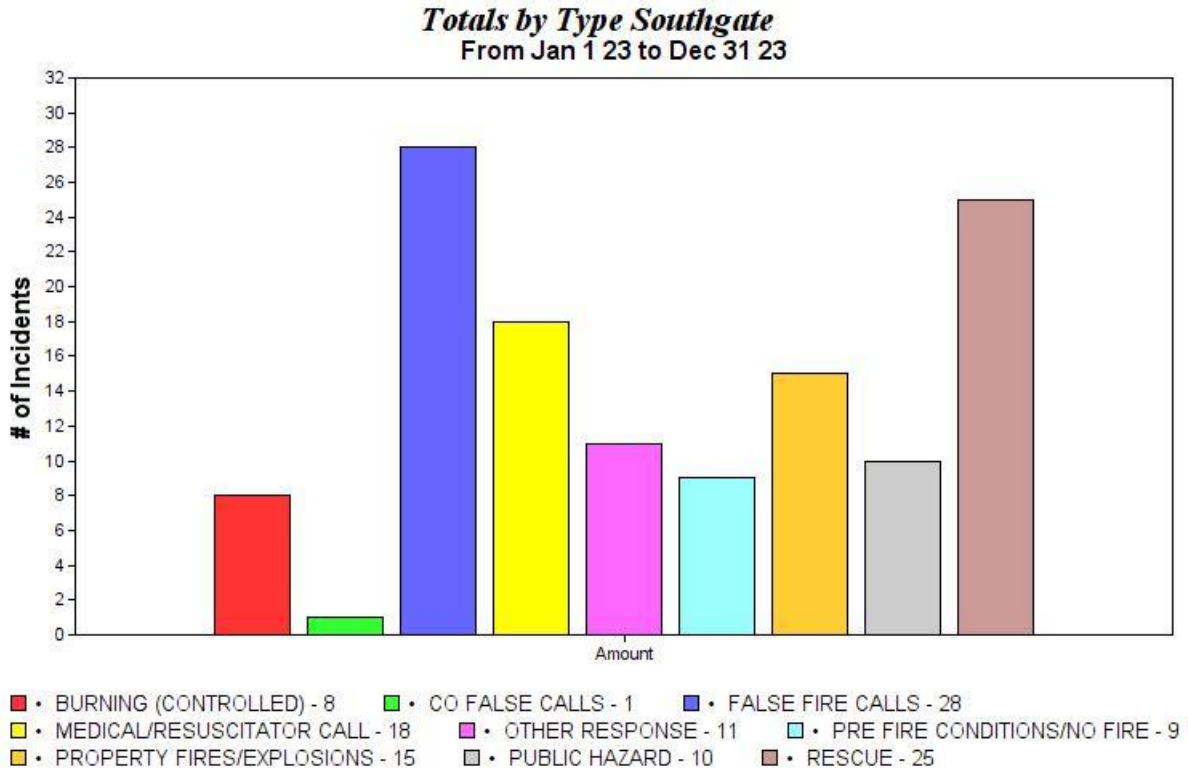




## Totals by Geographic Location

Responses by Municipality	Southgate	Melancthon	Grey Highlands	Other
2023	125	53	12	5
2022	123	50	13	3
2021	102	26	18	1
2020	85	28	21	2

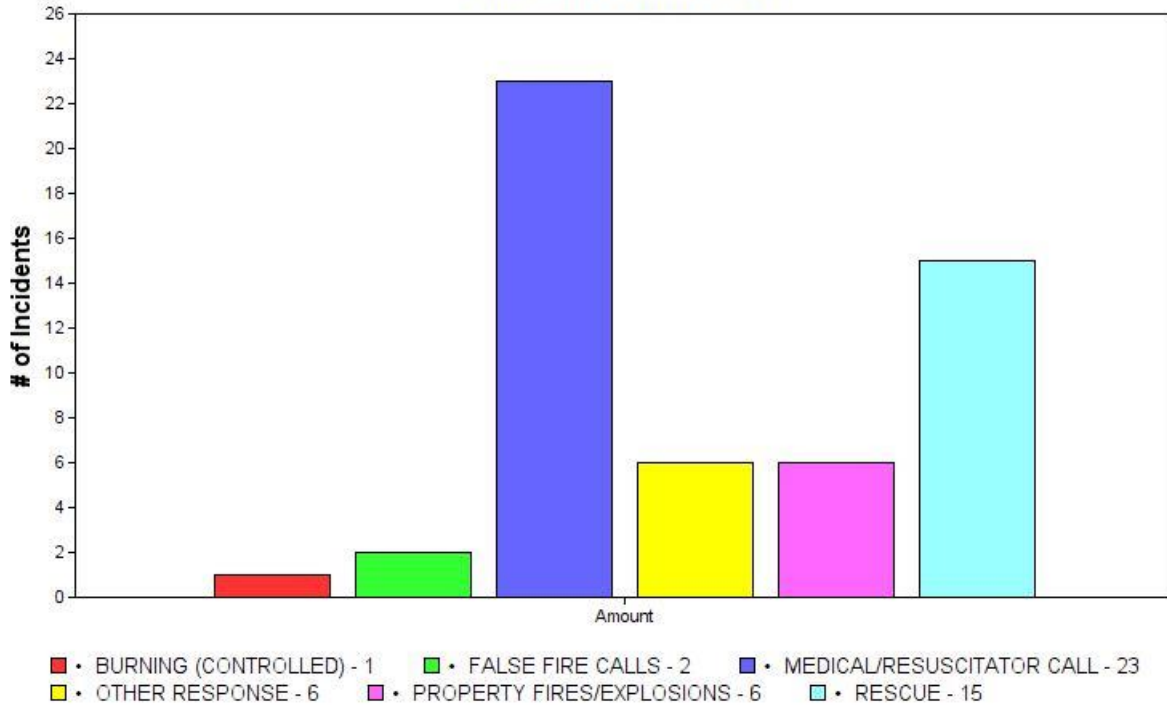
### Southgate





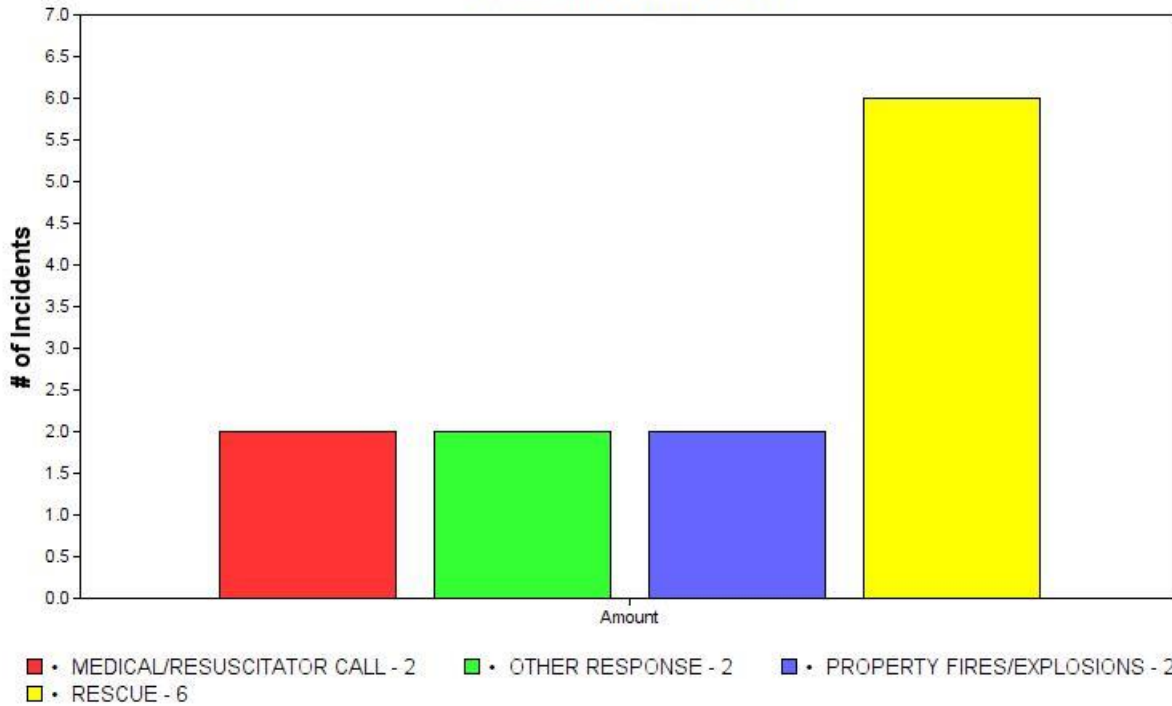
Melancthon

**Totals by Type Melancthon**  
From Jan 1 23 to Dec 31 23



Grey Highlands

**Totals by Type Grey Highlands**  
From Jan 1 23 to Dec 31 23



## Achievements

In this past year the Dundalk Fire Department has had many Achievements.

Our biggest achievement was creating the internal Hazardous Materials Awareness and Operations Program and having it accredited by Academic Standards and Assessment branch of the Ontario Fire Marshals Office. This training was provided to 21 Dundalk firefighters incurring a total cost of \$3,450. The same training at a Regional Training Centre would have a cost \$22,050.00 in wages and registration fees to certify the same amount of members. This cost would also not include mileage to the training centre. Staff are continuing to build programs/partnerships to be accredited so that firefighters can receive the mandatory required certification internally, at a lower cost to taxpayers and without the burden of having to travel to receive the training elsewhere.

Council approved the purchase of a new four door tanker truck, with an expected delivery date of September of 2024. This truck will better service the needs of the community, in particular the rural residences. By adding another tanker to the fleet, the department is able to transport more water for an initial fire suppression operation, respond to two fire occurrences at the same time, rely less on mutual aid and still have the required number of apparatus to handle our own community calls when assisting other departments.

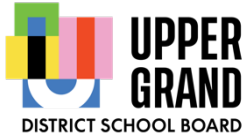
Lastly, staff were successful in securing a grant from the Firehouse Subs Public Safety Foundation of Canada for a five-piece auto extrication airbag kit (used at motor vehicle accidents and industrial accidents), hydrant appliances (to speed up tanker shuttle operations), and specialty adapter for tanker shuttle operations).

## Message from the Chief

I would like to thank all the Dundalk firefighters and their families for all their hard work, dedication, and perseverance through 2023. Our members spend a great deal of time away from their families to protect our community, and the neighbouring communities.

I would like to thank Southgate Council for the opportunity to lead this amazing team of individuals for yet another year. This is truly a close-knit group that can overcome any challenge that may arise, and continues to look at ways to grow and better service our community.

Finally, I would also like to thank the Township of Melancthon and the Municipality of Grey Highlands for trusting our department with protecting portions of your community. This is a task that we do wholehearted to provide the best level of service possible to these residents.



**Planning Department**  
Board Office: 500 Victoria Road N. Guelph, ON, N1E 6K2  
Email: [planning.info@ugdsb.on.ca](mailto:planning.info@ugdsb.on.ca)  
Tel: 519-822-4420 ext. 821 or Toll Free: 1-800-321-4025

## Information Notice

### PRIMROSE ES BOUNDARY REVIEW

**To: Partners and Stakeholders**

**Date: January 19, 2024**

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#### **Primrose ES Boundary Review – Final Report**

The Primrose ES Boundary Review commenced on November 14, 2023. Since that time, Board staff has undertaken a public review process including a public open house in November.

At the January 23, 2024, Finance and Facilities Committee meeting, staff will be presenting the Primrose ES Boundary Review Final Report, which includes all of the input received. A copy of the [Final Boundary Review Report](#) is available online on the UGDSB website for viewing.

A decision on the Boundary Review will occur at the Board Meeting on February 13, 2024. There are two opportunities to delegate on this Boundary Review at the Board Meetings on January 30, 2024 and February 13, 2024. To learn more about the process for delegating, please visit the [UGDSB website](#).

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This document is available in alternative formats upon request.

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**COUNTY OF DUFFERIN OFFICIAL PLAN AMENDMENT  
Municipal Comprehensive Review Phase III – Land Use Policy Framework**

**NOTICE OF PUBLIC OPEN HOUSE**

TAKE NOTICE that the County of Dufferin will hold a Public Open House pursuant to subsection 17(15) and 17(16) of the Planning Act, R.S.O. 1990, c.P.13, as amended, regarding the proposed land use policy framework updates to the County of Dufferin County Official Plan as a result of the County's Municipal Comprehensive Review (MCR) exercise under Section 26 of the Planning Act, R.S.O. 1990, c.P.13, as amended.

**Public Open House**

A virtual Public Open House is scheduled for Wednesday, February 14, 2024 at 1:30 p.m. To join the meeting virtually on Zoom, please use the following link:  
<https://dufferincounty-ca.zoom.us/j/84933085713>  
Password: 959929687

Documents shared at the Public Open House will also be posted on Join In Dufferin  
<https://joinindufferin.com/dufferin-county-municipal-comprehensive-review>

**The Purpose and Effect of the Official Plan Amendment**

This proposed third phase Official Plan Amendment (OPA) has been prepared in association with the County's Municipal Comprehensive Review (MCR) to bring the County Official Plan into conformity with the Provincial Growth Plan, A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan) (Office Consolidation 2020), to ensure that it has appropriate regard for matters of Provincial interest, and is consistent with the Provincial Policy Statement, 2020.

This proposed OPA represents the third and final amendment, concluding the County's MCR process. The Phase III OPA relates the policies of the Official Plan that address general strategy to govern development growth throughout the County. These include general policy updates relating to housing options, climate change, Employment Lands, implementation and interpretation. The policy text amendment also includes updates to key policy definitions for the purpose of conformity and to simplify policy wording.

The third phase OPA applies to the whole of the County of Dufferin and therefore, a key map is not provided with this notice.

For further information on the Public Open House, please contact:  
Silva Yousif, Senior Planner, County of Dufferin, [syousif@dufferincounty.ca](mailto:syousif@dufferincounty.ca)

## **NOTICE OF PUBLIC MEETING**

TAKE NOTICE that the County of Dufferin will hold a public meeting pursuant to Subsection 17(15) and 17(16) of the Planning Act, R.S.O. 1990, c.P.13, as amended, regarding a proposed amendment to the County of Dufferin Official Plan to implement the County's Municipal Comprehensive Review (MCR) exercise under Section 26 of the Planning Act, R.S.O. 1990, c.P.13, as amended.

### **Public Meeting**

The public meeting is scheduled for Thursday, March 14, 2024 at 6:00 p.m. at the W. & M. Edelbrock Centre, 30 Centre Street, Orangeville. The purpose of the public meeting is to present the proposed land use policy framework updates to the Official Plan Amendment (OPA) being put forward for consideration as a result of the County's MCR exercise under Section 26 of the Planning Act, R.S.O. 1990, c.P.13, as amended, and to give an opportunity for the public to provide input.

Any person or public body wishing to participate in the meeting may attend in-person or virtually. To join the meeting virtually on Zoom, please use the following link:  
<https://dufferincounty-ca.zoom.us/j/84760671556>  
Password: 947791334

Written comments can be sent to the attention of the County Clerk by email or via regular mail to the address listed at the end of this notice.

The meeting will be livestreamed and will be available on the County's YouTube channel <http://www.youtube.com/DufferinOne>

### **The Purpose and Effect of the Official Plan Amendment**

This proposed third phase OPA has been prepared in association with the County's MCR to bring the County Official Plan into conformity with the Provincial Growth Plan, A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan) (Office Consolidation 2020), to ensure that it has appropriate regard for matters of Provincial interest, and is consistent with the Provincial Policy Statement, 2020.

This proposed OPA represents the third and final amendment, concluding the County's MCR process. The Phase III OPA relates the policies of the Official Plan that address

general strategy to govern development growth throughout the County. These include general policy updates relating to housing options, climate change, Employment Lands, implementation and interpretation. The policy text amendment also includes updates to key policy definitions for the purpose of conformity and to simplify policy wording.

The third phase OPA applies to the whole of the County of Dufferin and therefore, a key map is not provided with this notice.

### **Additional Information**

A copy of the proposed OPA and additional information will be available at <https://joinindufferin.com/dufferin-county-municipal-comprehensive-review>

### **Notification of Adoption**

If you wish to be notified of the adoption of the proposed OPA, you must make a written request to the County Clerk at the address listed below. Such requests must include the name and mailing address/email address to which such notice should be sent.

NOTE: The approval authority for adopted County of Dufferin Official Plan Amendments is the Ministry of Municipal Affairs and Housing. If a person or public body would otherwise have an ability to appeal the decision of the Ministry of Municipal Affairs and Housing to the Ontario Land Tribunal but the person or public body does not make oral submissions at the public meeting or make written submissions to the County of Dufferin before the proposed official plan amendment is adopted the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Dufferin before the proposed official plan amendment is adopted the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless in the opinion of the Tribunal there are reasonable grounds to add the person or public body as a party.

### **Notice of Collection, Use, and Disclosure**

All personal information collected will be used to support Council in their deliberations and decision making, and by staff, about the second phase schedules and maps Official Plan Amendment, in accordance with sections 17 and 26 of the Planning Act and disclosed in full, including names, opinions, addresses and email, to any other persons requesting access to these records, or published as part of a public agenda. All information submitted to the County is subject to the Municipal Freedom of Information

Act and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the County Clerk.

DATED at Orangeville this 24<sup>th</sup> day of January, 2024.

Michelle Dunne, County Clerk

W. & M. Edelbrock Centre, 30 Centre Street, Orangeville, ON L9W 2X1

Phone: 519-941-2816 x 2504 Email: [clerk@dufferincounty.ca](mailto:clerk@dufferincounty.ca)

January 22, 2024

Please be advised that during the regular Council meeting of January 16, 2024 the following motion regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements was carried:

**RESOLUTION NO. 2024-46**

**DATE:** January 16, 2024

**MOVED BY:** Councillor Nieman

**SECONDED BY:** Councillor Branderhorst

**WHEREAS** By-Law 3256-2013, being a By-Law to Establish, Maintain, and Operate a Fire Department established service level standards for the Corporation of the County of Prince Edward Fire Department;

**AND WHEREAS** apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 3256-2013, and a safe, reliable and diverse fleet is required to serve operational needs;

**AND WHEREAS** fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

**AND WHEREAS** Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

**AND WHEREAS** on November 16, 2023, Council, received report FD-06-2023 regarding asset Management - Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

**AND WHEREAS** no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;





**From the Office of the Clerk**  
The Corporation of the County of Prince Edward  
T: 613.476.2148 x 1021 | F: 613.476.5727  
[clerks@pecounty.on.ca](mailto:clerks@pecounty.on.ca) | [www.thecounty.ca](http://www.thecounty.ca)

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Prince Edward County direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements; and

**THAT** the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

**THAT** this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt; and

**THAT** this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

**CARRIED**

Yours truly,

A handwritten signature in black ink, appearing to read "Catalina Blumenberg".

Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Nieman, Councillor Branderhorst, Marcia Wallace, CAO and Fire Chief Chad Brown



November 10, 2023

**Via: Email**

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

Dear Sarah:

**Re: Drainage Superintendent Services**  
**File No.: D-ME-SUP**  
**Project No.: MSO019743.2023**

As we are now into the last quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from June 30, 2023, through September 28, 2023.

The work undertaken during this period includes the following:

**July 2023**

- Attended site meeting with the Contractor to review the work required, logistics and design for the removal of the concrete bridge and installation of a new culvert on the Gray Drainage Works at the 270 Sideroad road crossing. Discussion with Public Works Superintendent regarding coordinating a time and delivery of aggregate materials for the work. Discussions with TransAlta representative to ensure cable is de-energized and a minimum distance from the culvert is maintained. Coordinated B. Edwards Transfer to daylight utilities to ensure compatibility with our design grade line. Onsite inspection to assist with grade control during the installation of the new culvert.
- Received a request for trapping from Jesse Martin on the on the McNabb Drainage Works. Completed Nuisance Beaver form and submitted documentation to Dufferin County Nuisance Beaver program administrator for dispatching of a trapper. Correspondence with both the property owner and Dave Cowen regarding the progress of the trapping work.
- Received a completed request for trapping from John Kidd on the on the Westcott Drainage Works. Forwarded documentation to Dufferin County Nuisance Beaver program administrator for dispatching of a trapper. Correspondence with Dave Cowen regarding the progress of the trapping work.
- Assisted with the installation and grade control for the culvert replacement at the 270 Sideroad - 7<sup>th</sup> Line SW intersection.
- Received a request for trapping from the Township on the on the McManaman Drainage Works. Completed Nuisance Beaver form and submitted documentation to Dufferin County Nuisance Beaver program administrator for dispatching of a trapper. Correspondence with Dave Cowen regarding the progress of the trapping work.

### August 2023

- Received, reviewed, and forwarded Hanna & Hamilton's invoice for completion of the concrete bridge removal and installation of a new culvert crossing on the Gray Drain at the 270 Sideroad as well as a separate invoice for the 270 Sideroad – 7<sup>th</sup> Line SW intersection culvert replacement.
- Received, reviewed, and forwarded B. Edwards Transfer's invoice for daylighting of utilities prior to the installation of the new culvert crossings on the Gray Drain and the 270 Sideroad – 7<sup>th</sup> Line SW intersection.
- Discussion with TransAlta representative regarding elevation of cable in the west 7<sup>th</sup> Line SW Road allowance. Attended a site meeting to review the issue with the cable elevation and discussed the process/timeline to have the cable lowered to accommodate the new crossing to be installed as a part of the Martin Extension Drainage Works.
- Assisted with grade control for a new culvert installation on the 280 Sideroad.
- Discussions with Dave Cowen regarding his progress trapping at various Municipal Drains in the Township.

### September 2023

- Received, reviewed, and forwarded Hanna & Hamilton's invoice for completion of the new road culvert installation on the 280 Sideroad.
- Received a request for trapping from Jose Viera on the Broster Drainage Works. Completed Nuisance Beaver form and submitted documentation to Dufferin County Nuisance Beaver program administrator for dispatching of a trapper. Discussion with neighboring property owner regarding using their property for access to the dam. Correspondence with both the property owner and Dave Cowen regarding the progress of the trapping work.

As you are aware, the cost of employing a Drainage Superintendent is eligible for a 50% grant. The Ministry has requested that the grant application be submitted yearly. As such, the application will be completed for you at year's end.

Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

### R.J. Burnside & Associates Limited

Drainage Superintendent



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

Enclosure(s) Invoice No. MSO019743.2023-3

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



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

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

11 October 2023  
 Invoice No: MSO019743.2023 - 3

Project MSO019743.2023 RJB File: D-ME-SUP-2023  
Professional Services through 28 September 2023

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	34.00		
Tech V			
Douglas, Myles	53.60		
Project Support II			
Olmstead, Amanda	.20		
Totals	87.80		
<b>Total Labour</b>			<b>13,425.00</b>
Travel - Mileage		92.83	
Misc Reimbursable Expense		41.25	
<b>Total Reimbursables</b>		<b>134.08</b>	<b>134.08</b>
HST #885871228	13.00 % of 13,559.08	1,762.68	
<b>Total Tax</b>		<b>1,762.68</b>	<b>1,762.68</b>
	<b>Total Amount Due in CDN Funds</b>		<b><u><u>\$15,321.76</u></u></b>

**Billings to Date**

	Current	Previously	Billed to Date
Labor	13,425.00	21,366.00	34,791.00
Expense	134.08	408.30	542.38
Tax	1,762.68	2,830.66	4,593.34
<b>Totals</b>	<b>15,321.76</b>	<b>24,604.96</b>	<b>39,926.72</b>

Project Manager: Thomas Pridham

Client Number: 61

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

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

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

## Denise Holmes

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**From:** Denise Holmes  
**Sent:** Wednesday, January 17, 2024 1:08 PM  
**To:** Denise Holmes  
**Subject:** Financial Indicator Template - Township of Melancthon  
**Attachments:** FITC23\_Melancthon Tp.pdf; MFP23\_Melancthon Tp.pdf

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**From:** Waldick, Reed (MMAH) <[Reed.Waldick@ontario.ca](mailto:Reed.Waldick@ontario.ca)>  
**Sent:** Wednesday, January 3, 2024 10:06 AM  
**To:** Sarah Culshaw <[sculshaw@melancthontownship.ca](mailto:sculshaw@melancthontownship.ca)>  
**Subject:** Financial Indicator Template - Township of Melancthon

Dear Municipal Treasurer,

The Ministry of Municipal Affairs and Housing reviews each municipality's financial health through the use of key financial indicators which are compared to established provincial thresholds. Please find attached the financial indicator template that has been calculated using your 2022 Financial Information Return (FIR) data.

The Ministry also reviews the indicators from time-to-time, to make sure they provide useful information. This year we have made one minor change to the way the Cash Ratio indicator is presented. Previously presented in a ratio format, this indicator has been changed to a percentage to be consistent with the other indicators.

The formulas (SLC references and calculations) are included in the report for all indicators to provide you with the FIR schedule, line and column that we have drawn the data from.

For each financial indicator, medians and averages have been calculated for comparator groupings relevant to your municipality.

Although financial indicators may provide important information about a municipality's fiscal health, it is important to remember that they only provide a financial snapshot at a particular moment in time and should never be used in isolation but should be supported with other information and local knowledge.

Also enclosed with the financial indicator template is the Municipal Financial Profile for your municipality. The profile spreadsheet contains data points from the FIR, as well as a variety of calculations based on the FIR information. Other information comes from sources such as, the Municipal Property Assessment Corporation (MPAC), Statistics Canada and the On-Line Property Tax Analysis (OPTA) system. Municipalities are required on an annual basis to complete a FIR based mainly on the information from their audited financial statements.

For 2023, the Township of Melancthon had one (1) indicator that was within the "moderate" level of risk: *Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied*).

We would like to schedule a meeting to discuss this indicator. Please let me know when you have time to discuss, and I would be happy to schedule a phone call or meeting.

Best Regards,

***Reed Waldick***

Municipal Advisor (Des)/ Conseiller en gestion municipale

Municipal Services Office – West / Bureau des services aux municipalités - Ouest

Ministry of Municipal Affairs and Housing (MMAH)/ Ministère des Affaires municipales et du Logement (MAML)

659 Exeter Road, 2nd Floor

London ON N6E 1L3

Cell: 226-448-9847

Email: [reed.waldick@ontario.ca](mailto:reed.waldick@ontario.ca)



Please Respond in the Official Language of you choice/ veuillez répondre dans la langue officielle de votre choix.

# MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)

## Melancthon Tp

Dufferin Co

Date Prepared:	January 2, 2024
MSO Office:	Western
Prepared By:	Reed Waldick

2022 FIR Load Status:	Accepted Clean
Last Updated:	July 20, 2023

2022 Households:	1,041
2022 Population:	3,151
2023 MFCI Index: *8	1.8

Median Household Income (2016) : *4	79,206
2023 Annual Repayment Limit:	852,315
Borrowing Capacity 7% over 10 yrs:	5,986,300

### STATISTICAL INFORMATION

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		22/21 %	21/20 %	20/19 %	19/18 %
						South - LT - Counties - Rural	PROVINCE				
						FY18	FY19				
Population *3	3,008	3,008	3,008	3,132	3,151	6,769	41,618	0.6%	4.1%	0.0%	0.0%
Households *3	1,171	1,173	1,172	1,035	1,041	3,405	16,762	0.6%	-11.7%	-0.1%	0.2%
Municipal Expenses *7	\$ 3,124,550	\$ 3,269,318	\$ 3,603,946	\$ 3,601,319	\$ 4,023,254	\$ 11,966,178	\$ 144,358,880	11.7%	-0.1%	10.2%	4.6%
Own Source Revenues	\$ 3,534,627	\$ 3,633,953	\$ 3,714,422	\$ 3,753,200	\$ 3,987,814	\$ 11,391,439	\$ 116,802,789	6.3%	1.0%	2.2%	2.8%
Own Source Revenue per Household	\$ 3,018	\$ 3,098	\$ 3,169	\$ 3,626	\$ 3,831	\$ 3,447	\$ 4,037	5.6%	14.4%	2.3%	2.6%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	89.5%	82.2%	86.3%	83.7%	86.4%	76.6%	72.2%	3.3%	-3.0%	5.0%	-8.2%
Total Revenues	\$ 3,948,163	\$ 4,422,096	\$ 4,304,389	\$ 4,485,487	\$ 4,612,896	\$ 14,672,097	\$ 173,896,096	2.8%	4.2%	-2.7%	12.0%
Annual Repayment Limit	\$ 653,253	\$ 726,945	\$ 800,498	\$ 824,711	\$ 843,353	\$ 2,862,376	\$ 18,565,262	2.3%	3.0%	10.1%	11.3%
Own Purpose Taxation	\$ 2,591,631	\$ 2,650,659	\$ 2,776,496	\$ 2,829,391	\$ 2,971,680	\$ 6,962,471	\$ 66,371,665	5.0%	1.9%	4.7%	2.3%
Direct Water Billings as % of Gross Water Expenditures	0.0%	0.0%	0.0%	0.0%	0.0%	72.5%	66.9%				
Taxable Res. Assessment as a % of Total Taxable Assessment	73.7%	74.0%	73.7%	73.7%	73.4%	81.0%	79.6%				

### DISCOUNTED WEIGHTED ASSESSMENT \*1 (Source: Financial Information Return)

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:	
						South - LT - Counties - Rural	PROVINCE
Taxable	499,542,502	535,859,148	569,719,775	580,227,279	588,601,746	1,186,462,091	9,311,860,595
PIL	640,156	683,898	845,980	845,980	986,579	18,353,196	120,653,389
Total	500,182,658	536,543,046	570,565,755	581,073,259	589,588,324	1,204,815,287	9,432,513,984

# MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)

## Melancthon Tp

Dufferin Co

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Median Household Income (2016) : *4	79,206
2023 Annual Repayment Limit:	852,315
Borrowing Capacity 7% over 10 yrs:	5,986,300

### RESIDENTIAL TAXES

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		22/21 %	21/20 %	20/19 %	19/18 %
						South - LT - Counties - Rural	PROVINCE				
# of Residential Households	1,166	1,167	1,169	1,175	1,175	3,518	11,878	0.0%	0.5%	0.2%	0.1%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,579	\$ 2,670	\$ 2,778	\$ 2,861	\$ 2,921	\$ 2,597	\$ 2,628	2.1%	3.0%	4.1%	3.5%
Avg Total Property Taxes per Avg Residential Household	\$ 3,073	\$ 3,171	\$ 3,283	\$ 3,378	\$ 3,437	\$ 2,991	\$ 3,018	1.8%	2.9%	3.5%	3.2%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	3.9%	4.0%	4.1%	4.3%	4.3%	4.2%	4.6%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	1,119	1,121	1,125	1,131	1,131	2,873	11,414	0.0%	0.5%	0.4%	0.2%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,579	\$ 2,668	\$ 2,781	\$ 2,868	\$ 2,927	\$ 2,579	\$ 2,606	2.1%	3.1%	4.2%	3.5%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 3,073	\$ 3,168	\$ 3,286	\$ 3,386	\$ 3,445	\$ 2,969	\$ 2,989	1.8%	3.0%	3.7%	3.1%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	3.9%	4.0%	4.1%	4.3%	4.3%	4.2%	4.5%				

### RESIDENTIAL TAX RATES \*2 (Source: Financial Information Return)

	2018	2019	2020	2021	2022	22/21 %	21/20 %	20/19 %	19/18 %
Lower / Single-Tier General Rate	0.0051412	0.0049387	0.0048540	0.0048390	0.0049543	2.4%	-0.3%	-1.7%	-3.9%
Upper-Tier General Rate	0.0037264	0.0036479	0.0035747	0.0036355	0.0036965	1.7%	1.7%	-2.0%	-2.1%
Education Rate	0.0017000	0.0016100	0.0015300	0.0015300	0.0015300	0.0%	0.0%	-5.0%	-5.3%

### TAXES RECEIVABLE

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		22/21 %	21/20 %	20/19 %	19/18 %
						South - LT - Counties - Rural	PROVINCE				
Total Taxes Receivable less Allowance for Uncollectibles	\$ 668,784	\$ 665,040	\$ 698,468	\$ 653,058	\$ 767,518	\$ 953,180	\$ 4,667,859	17.5%	-6.5%	5.0%	-0.6%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	11.8%	11.4%	11.5%	10.6%	11.9%	7.2%	7.9%				
Current Year Taxes Receivable as % of Total Taxes Receivable	55.4%	56.5%	52.1%	63.4%	64.3%	68.8%	63.5%				
Working & Contingency Reserves and Discretionary Reserve Funds as % of Current Yr Taxes Rec.	213.8%	423.2%	427.1%	378.8%	280.9%	278.6%	378.5%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	32.7%	31.0%	33.4%	31.0%	27.8%	22.4%	26.5%				



# MUNICIPAL FINANCIAL PROFILES

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Dufferin Co

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2023 MFCI Index: *8	1.8

Median Household Income (2016) : **4	79,206
2023 Annual Repayment Limit:	852,315
Borrowing Capacity 7% over 10 yrs:	5,986,300

### GRANTS

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		22/21 %	21/20 %	20/19 %	19/18 %
						South - LT - Counties - Rural	PROVINCE				
Total Unconditional Grants	\$ 174,500	\$ 492,642	\$ 178,974	\$ 306,567	\$ 176,500	\$ 986,385	\$ 4,413,480	-42.4%	71.3%	-63.7%	182.3%
Ontario Municipal Partnership Fund	\$ 174,500	\$ 175,600	\$ 173,500	\$ 174,900	\$ 176,500	\$ 966,600	\$ 1,122,268	0.9%	0.8%	-1.2%	0.6%
As a % of Municipal Expenses	5.6%	5.4%	4.8%	4.9%	4.4%	9.2%	8.2%				
Other	\$ -	\$ 317,042	\$ 5,474	\$ 131,667	\$ -	\$ 19,786	\$ 3,291,212	-100.0%	2305.3%	-98.3%	0.0%
Total Ontario Conditional Grants	\$ 178,983	\$ 158,548	\$ 241,761	\$ 150,160	\$ 259,633	\$ 936,264	\$ 28,084,301	72.9%	-37.9%	52.5%	-11.4%
As a % of Municipal Expenses	5.7%	4.8%	6.7%	4.2%	6.5%	8.0%	14.0%				
Total Ontario Conditional and Unconditional Grants											
As a % of Municipal Expenses	11.3%	19.9%	11.7%	12.7%	10.8%	16.1%	22.5%				

### COVID - 19

#### COVID-19 Municipal Operating Funding Allocations - Actual

	2020	2021	TOTAL
- Phase 1 Allocation	\$ 70,800		
- Phase 2 Application Based Allocation	\$ -		
- Phase 2 2021 Allocation		\$ 18,000	
2021 Provincial COVID-19 Recovery Funding for Municipalities		\$ 48,341	
Total COVID-19 Municipal Operating Funding	\$ 70,800	\$ 66,341	\$ 137,141

#### COVID-19 Municipal Funding - Amounts Recognized

	2020	2021	2022	TOTAL
Safe Restart Agreement - Municipal Operating Funding	\$ 5,474	\$ -	\$ -	\$ 5,474
Provincial COVID-19 Recovery Funding for Municipalities		\$ 131,667	\$ -	\$ 131,667
TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED	\$ 5,474	\$ -	\$ -	\$ 137,141
			Funding not recognized:	\$ -
Safe Restart Agreement - Public Transit Funding	\$ -	\$ -	\$ -	\$ -
Social Services Relief Fund (SSRF)	\$ -	\$ -	\$ -	\$ -

\* Note: Because a municipality has recognized all of their funding, does not necessarily mean that they have used all of their funding. Some may still be in a reserve / reserve fund.

	2020	2021	2022
Total COVID-19 Expenses as reported on SLC 42 6009 01	\$ 5,474	\$ 23,970	\$ -

### TOTAL DEBT BURDEN

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		22/21 %	21/20 %	20/19 %	19/18 %
						South - LT - Counties - Rural	PROVINCE				
Total Debt Burden	\$ 615,845	\$ 497,719	\$ 412,674	\$ 297,812	\$ 239,688	\$ 3,581,898	\$ 70,486,141	-19.5%	-27.8%	-17.1%	-19.2%
Per Household	\$ 526	\$ 424	\$ 352	\$ 288	\$ 230	\$ 1,162	\$ 1,450	-20.0%	-18.3%	-17.0%	-19.3%
Debt Servicing Cost	\$ 103,501	\$ 139,371	\$ 101,828	\$ 129,652	\$ 68,965	\$ 447,890	\$ 6,792,932	-46.8%	27.3%	-26.9%	34.7%

# MUNICIPAL FINANCIAL PROFILES

(Based on 2022 Financial Information Return)

## Melancthon Tp

Dufferin Co

Date Prepared: January 2, 2024  
 MSO Office: Western  
 Prepared By: Reed Waldick

2022 FIR Load Status: Accepted Clean  
 Last Updated: July 20, 2023

2022 Households: 1,041  
 2022 Population: 3,151  
 2023 MFCI Index: \*8 1.8

Median Household Income (2016) : \*4 79,206  
 2023 Annual Repayment Limit: 852,315  
 Borrowing Capacity 7% over 10 yrs: 5,986,300

Per Household	\$ 88	\$ 119	\$ 87	\$ 125	\$ 66	\$ 132	\$ 191	-47.1%	44.2%	-26.9%	34.4%
As a % of Municipal Expenses	3.3%	4.3%	2.8%	3.6%	1.7%	3.4%	3.7%				
As a % of Own Purpose Taxation	4.0%	5.3%	3.7%	4.6%	2.3%	6.4%	7.1%				
As a % of Own Source Revenue	2.9%	3.8%	2.7%	3.5%	1.7%	3.7%	4.3%				
As a % of Total Revenues (Less Donated TCAs)	2.6%	3.2%	2.4%	2.9%	1.5%	2.7%	3.1%				
Debt Service Coverage Ratio (Target: Ratio >= 2)	15	13	14	13	21	34	36				

# MUNICIPAL FINANCIAL PROFILES

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2022 Households:	1,041
2022 Population:	3,151
2023 MFCI Index: *8	1.8

Median Household Income (2016) : *4	79,206
2023 Annual Repayment Limit:	852,315
Borrowing Capacity 7% over 10 yrs:	5,986,300

### LIABILITIES (Including Post-Employment Benefits)

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		22/21 %	21/20 %	20/19 %	19/18 %
						South - LT - Counties - Rural	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.5%	0.3%	0.4%				
Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157,050	\$ 28,341,440	0.0%	0.0%	0.0%	0.0%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ 48,575	\$ 50,876	\$ 21,629	\$ 21,726	\$ 22,110	\$ 35,632	\$ 5,762,169	1.8%	0.4%	-57.5%	4.7%

### RESERVES AND RESERVE FUNDS

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		22/21 %	21/20 %	20/19 %	19/18 %
						South - LT - Counties - Rural	PROVINCE				
Total Reserves	\$ 863,354	\$ 1,338,789	\$ 1,401,228	\$ 1,436,108	\$ 1,439,357	\$ 6,855,846	\$ 41,595,064	0.2%	2.5%	4.7%	55.1%
Total Discretionary Reserve Funds	\$ 920,019	\$ 1,581,123	\$ 1,566,786	\$ 1,757,958	\$ 1,653,362	\$ 4,062,777	\$ 52,851,533	-5.9%	12.2%	-0.9%	71.9%
Total Reserves and Discretionary Reserve Funds	\$ 1,783,373	\$ 2,919,912	\$ 2,968,014	\$ 3,194,066	\$ 3,092,719	\$ 10,918,624	\$ 94,446,596	-3.2%	7.6%	1.6%	63.7%
Per Household	\$ 1,523	\$ 2,489	\$ 2,532	\$ 3,086	\$ 2,971	\$ 3,288	\$ 3,565	-3.7%	21.9%	1.7%	63.5%
As a % of Total Taxes Receivable	266.7%	439.1%	424.9%	489.1%	403.0%	1109.1%	1263.3%				
As a % of Municipal Expenses	57.1%	89.3%	82.4%	88.7%	76.9%	88.7%	76.7%				
As a % of Own Purpose Taxation	68.8%	110.2%	106.9%	112.9%	104.1%	152.7%	140.2%				

### FINANCIAL ASSETS

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		22/21 %	21/20 %	20/19 %	19/18 %
						South - LT - Counties - Rural	PROVINCE				
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	59.5%	80.5%	85.3%	87.6%	83.7%	44.8%	42.1%				
Net Financial Assets or Net Debt as % of Own Source Revenues	66.5%	98.0%	98.9%	104.7%	96.9%	56.6%	59.1%				
Net Working Capital as a % of Municipal Expenses	127.5%	162.3%	153.7%	158.2%	142.2%	96.6%	77.1%				
Net Book Value of Capital Assets as a % of Cost of Capital Assets	50.8%	49.2%	49.5%	50.0%	51.0%	53.7%	54.4%				
Asset Sustainability Ratio (Target: > 90%)	111.3%	85.3%	178.4%	177.8%	175.1%	182.1%	191.9%				
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	48.2%	49.7%	49.5%	49.0%	48.1%	47.3%	47.0%				

# MUNICIPAL FINANCIAL PROFILES

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## Melancthon Tp

Dufferin Co

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2022 Population:	3,151
2023 MFCI Index: *8	1.8

Median Household Income (2016) : *4	79,206
2023 Annual Repayment Limit:	852,315
Borrowing Capacity 7% over 10 yrs:	5,986,300

### SURPLUS / DEFICIT

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:		22/21 %	21/20 %	20/19 %	19/18 %
						South - LT - Counties - Rural	PROVINCE				
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 795,707	\$ 1,119,909	\$ 667,828	\$ 848,847	\$ 536,954	\$ 2,355,077	\$ 22,398,589	-36.7%	27.1%	-40.4%	40.7%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$ 1,427,812	\$ 1,736,832	\$ 1,335,628	\$ 1,530,586	\$ 1,380,619	\$ 4,298,005	\$ 37,704,131	-9.8%	14.6%	-23.1%	21.6%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	22.5%	30.8%	18.0%	22.6%	13.5%	17.9%	20.8%				
Current Ratio (Target: >= 100%)	532.3%	982.1%	805.9%	857.6%	748.1%	716.1%	628.5%				

### OTHER INDICATORS

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:	
						South - LT - Counties - Rural	PROVINCE
Rates Coverage Ratio (Target: >=40%)	86.0%	84.7%	80.3%	81.3%	76.2%	78.7%	73.3%
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	436.2%	831.7%	671.9%	736.6%	630.6%	544.49%	461.01%
Operating Balance as a % of Total Revenues (Less Donated TCAs) *5	20.2%	25.3%	15.5%	18.9%	11.6%	14.1%	14.7%
Cumulative Annual Growth Rate *6	4.5%	8.9%	-1.0%	-0.5%	-5.9%	-0.7%	-0.4%
Interest Payments as a % of Total Revenues (Less Donated TCAs)	0.6%	0.5%	0.4%	0.3%	0.2%	0.7%	0.7%

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### VULNERABILITY MEASURES

	2018	2019	2020	2021	2022	2022 AVERAGES FOR:						
						South - LT - Counties - Rural	PROVINCE					
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	89.5%	82.2%	86.3%	83.7%	86.4%	76.6%	72.2%		3.3%	-3.0%	5.0%	-8.2%
Own Source Revenue per Household	\$ 3,018	\$ 3,098	\$ 3,169	\$ 3,626	\$ 3,831	\$ 3,447	\$ 4,037		5.6%	14.4%	2.3%	2.6%
Avg Municipal Property Taxes Per Avg Residential Household as a % of Median Household Income (Tax Effort)	\$ 2,579	\$ 2,670	\$ 2,778	\$ 2,861	\$ 2,921	\$ 2,597	\$ 2,628		2.1%	3.0%	4.1%	3.5%
	3.9%	4.0%	4.1%	4.3%	4.3%	4.2%	4.6%					

### SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks. A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

#### ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

##### Own Source Revenue as a % of Total Revenues (Less TCAs)

Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.

##### Own Source Revenue per Household

Indicates the demand for resources and the municipality's ability and willingness to provide resources.

##### Average Municipal Property Taxes per Average Residential Household

Indicates the level of taxes on residential households for municipal purposes.

##### Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income

Indicates the portion of a ratepayer's income used to pay municipal property taxes.

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\*\*\*\*\*  
*The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals.  
 This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.*  
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### NOTES

- 1\* 2018 , 2019, 2020, 2021 and 2022 assessment uses phase-in assessment based on 2016 property values.
- 2\* Average tax rates are calculated where necessary when amalgamations occur.
- 3\* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4\* Median Household Income - Source: Ministry of Finance - Statistics Canada's measure of median income for all private households in 2015.
- 5\* Total Revenues include revenues from other municipalities.
- 6\* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7\* Total Municipal Expenses exclude amounts for other municipalities
- 8\* MFCI index - Source: Ministry of Finance (2022 OMPF Calculation). This index is available for northern and rural municipalities only.

### NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	South - LT - Counties -Rural	Province
2018	148	444
2019	148	444
2020	148	441
2021	145	434
2022	111	357

# MUNICIPAL FINANCIAL PROFILES

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### CALCULATIONS

### STATISTICAL INFORMATION

Population *3	SLC 02 0041 01
Households *3	SLC 02 0040 01
Municipal Expenses *7	SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07
Own Source Revenues	SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04
Own Source Revenue per Household	Own Source Revenues / SLC 02 0040 01
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01)
Total Revenues	SLC 10 9910 01
Annual Repayment Limit	The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website. <a href="https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm">https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm</a>
Own Purpose Taxation	ARLs for all municipalities (except the City of Toronto) are posted here as they are made available. SLC 10 0299 01
Direct Water Billings as % of Gross Water Expenditures	(SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11)
Taxable Res. Assessment as a % of Total Taxable Assessment	SLC 26 0010 17 / SLC 26 9199 17

### DISCOUNTED WEIGHTED ASSESSMENT \*1 (Source: Financial Information Return)

Taxable	SLC 26 9199 17
PIL	SLC 26 9299 17
Total	SLC 26 9199 17 + SLC 26 9299 17

### RESIDENTIAL TAXES

# of Residential Households	Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes: Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.
Avg Municipal Property Taxes Per Avg Residential Household	
Avg Total Property Taxes per Avg Residential Household	
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	If labeled (Excl. RDUs) Recreational units are excluded.
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier. (the estimated tax rates are provided by OPTA).

# MUNICIPAL FINANCIAL PROFILES

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Borrowing Capacity 7% over 10 yrs:	5,986,300

### RESIDENTIAL TAX RATES \*2 (Source: Financial Information Return)

Lower / Single-Tier General Rate	SLC 22 0010 12 / SLC 22 0010 16
Upper-Tier General Rate	SLC 22 0010 13 / SLC 22 0010 16
Education Rate	SLC 22 0010 14 / SLC 22 0010 16

### TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles	SLC 70 0699 01
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Current Year Taxes Receivable as % of Total Taxes Receivable	SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.	(SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	(SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

### GRANTS

Total Unconditional Grants	SLC 10 0699 01
Ontario Municipal Partnership Fund	SLC 10 0620 02
As % of Municipal Expenses	SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Other	SLC 10 0699 01 - SLC 10 0620 01
Total Ontario Conditional Grants	SLC 10 0810 01 + SLC 10 0815 01
As a % of Municipal Expenses	(SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Total Ontario Conditional and Unconditional Grants	
As a % of Municipal Expenses	(SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

### COVID - 19

#### COVID-19 Municipal Operating Funding Allocations - Actual

- Phase 1 Allocation	Phase 1 Allocations - Actual
- Phase 2 Application Based Allocation	Phase 2 Application Based Allocations - Actual
- Phase 2 2021 Allocation	Phase 2 2021 Allocations - Actual
2021 Provincial COVID-19 Recovery Funding for Municipalities	2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations - Actual
Total COVID-19 Municipal Operating Funding	Phase 1 Allocations + Phase 2 Application Based Allocations + Phase 2 2021 Allocations + 2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations

#### COVID-19 Municipal Funding - Amounts Recognized

Safe Restart Agreement - Municipal Operating Funding	SLC 10 0626 01
Provincial COVID-19 Recovery Funding for Municipalities	SLC 10 0629 01
TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED	SLC 10 0626 01 (FY20) + SLC 10 0626 01 (FY21) + SLC 10 0629 01 (FY21)
Funding not recognized:	Total COVID-19 Municipal Operating Funding - Total COVID-19 Municipal Operating Funding Recognized
Safe Restart Agreement - Public Transit Funding	SLC 10 0627 01
Social Services Relief Fund (SSRF)	SLC 10 0628 01
Total COVID-19 Expenses as reported on SLC 42 6009 01	SLC 42 6009 01

### TOTAL DEBT BURDEN

Total Debt Burden	SLC 74 9910 01
Per Household	SLC 74 9910 01 / SLC 02 0040 01



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Debt Servicing Cost	SLC 74 3099 01 + SLC 74 3099 02
Per Household	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01
As a % of Municipal Expenses	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01
As a % of Own Source Revenue	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
As a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Debt Service Coverage Ratio (Target: Ratio >= 2)	(SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

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### LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses	SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Post-Employment Benefits	SLC 70 2899 01
Total Reserves and Reserve Funds for Post-Employment Benefits	SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

### RESERVES AND RESERVE FUNDS

Total Reserves	SLC 60 2099 03
Total Discretionary Reserve Funds	SLC 60 2099 02
Total Reserves and Discretionary Reserve Funds	SLC 60 2099 02 + SLC 60 2099 03
Per Household	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01
As a % of Total Taxes Receivable	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)
As a % of Municipal Expenses	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

### FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 1831 01)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Net Working Capital as a % of Municipal Expenses	(SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Net Book Value of Capital Assets as a % of Cost of Capital Assets	(SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)
Asset Sustainability Ratio (Target: > 90%)	SLC 51 9910 03 / SLC 51 9910 08
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06

### SURPLUS / DEFICIT

Annual Surplus / (Deficit) (Less Donated TCAs)	SLC 10 2099 01 - SLC 10 1831 01
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09	SLC 10 2099 01 - SLC 10 1831 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01 (CY = CURRENT YEAR, PY = PREVIOUS YEAR)
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Current Ratio (Target: >= 100%)	(SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

### OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%)	(SLC 10 0299 01 + SLC 10 1299 01 + SLC 10 1880 01 + SLC 10 1885 01) / SLC 40 9910 01
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Operating Balance as a % of Total Revenues (Less Donated TCAs) <sup>75</sup>	(SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)
Cumulative Annual Growth Rate <sup>76</sup>	((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY - 3) ^ (1/3) - 1))
Interest Payments as a % of Total Revenues (Less Donated TCAs)	SLC 74 2099 02 / (SLC 10 9910 01 - SLC 10 1831 01)

# FINANCIAL INDICATOR REVIEW

(Based on 2022 Financial Information Return)

## Melancthon Tp

Date Prepared:	11-Dec-23
MSO Office:	Western
Prepared By:	Reed Waldick
Tier	LT

2022 Households:	1,041
2022 Population	3,151
2023 MFCI Index	1.8

Median Household Income:	79,206
Taxable Residential Assessment as a % of Total Taxable Assessment:	73.4%
Own Purpose Taxation:	2,971,680

## SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2018	11.8%	7.6%	8.9%	MODERATE
		2019	11.4%	7.4%	8.4%	MODERATE
		2020	11.5%	7.2%	8.5%	MODERATE
		2021	10.6%	6.5%	7.3%	MODERATE
		2022	11.9%	6.7%	7.2%	<b>MODERATE</b>
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2018	66.5%	42.7%	41.6%	LOW
		2019	98.0%	45.7%	50.1%	LOW
		2020	98.9%	55.0%	57.7%	LOW
		2021	104.7%	53.6%	60.2%	LOW
		2022	96.9%	52.8%	56.6%	<b>LOW</b>
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2018	57.1%	64.0%	71.5%	LOW
		2019	89.3%	73.3%	78.8%	LOW
		2020	82.4%	82.4%	87.5%	LOW
		2021	88.7%	84.3%	90.7%	LOW
		2022	76.9%	81.1%	88.7%	<b>LOW</b>
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2018	436.2%	344.1%	475.6%	LOW
		2019	831.7%	420.4%	541.9%	LOW
		2020	671.9%	470.1%	550.2%	LOW
		2021	736.6%	523.3%	592.4%	LOW
		2022	630.6%	431.4%	544.5%	<b>LOW</b>

## FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2018	2.6%	2.5%	3.1%	LOW
		2019	3.2%	2.6%	3.1%	LOW
		2020	2.4%	2.2%	3.1%	LOW
		2021	2.9%	2.5%	2.9%	LOW
		2022	1.5%	2.2%	2.7%	<b>LOW</b>
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2018	48.2%	43.7%	46.0%	LOW
		2019	49.7%	43.9%	46.2%	LOW
		2020	49.5%	45.2%	46.6%	LOW
		2021	49.0%	45.1%	46.9%	LOW
		2022	48.1%	45.2%	47.3%	<b>LOW</b>
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2018	22.5%	12.5%	13.9%	LOW
		2019	30.8%	18.7%	23.1%	LOW
		2020	18.0%	16.9%	17.1%	LOW
		2021	22.6%	17.1%	16.6%	LOW
		2022	13.5%	18.1%	17.9%	<b>LOW</b>

\*\*\*\*\*  
 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.  
 \*\*\*\*\*

# FINANCIAL INDICATOR REVIEW

(Based on 2022 Financial Information Return)

## Melancthon Tp

### NOTES

*Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.*

#### Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.  
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

#### ***Additional Notes on what Financial Indicators may indicate:***

**Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied** - Shows how much of the taxes billed are not collected.

**Net Financial Assets or Net Debt as % of Own Source Revenues** - Indicates how much property tax and user fee revenue is servicing debt.

**Reserves and Reserve Funds as a % of Municipal Expenses** - Indicates how much money is set aside for future needs and contingencies.

**Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)** - Indicates how much cash and liquid investments could be available to cover current obligations.

**Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)** - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

**Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)** - Indicates how much of the assets' life expectancy has been consumed.

**Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues** - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

**The Northern and Rural Municipal Fiscal Circumstances Index (MFCI)** is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

# FINANCIAL INDICATOR REVIEW

(Based on 2022 Financial Information Return)

Melancthon Tp

## CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied

$SLC\ 70\ 0699\ 01 / (SLC\ 26\ 9199\ 03 - SLC\ 72\ 2899\ 09)$

Net Financial Assets or Net Debt as % of Own Source Revenues

$SLC\ 70\ 9945\ 01 / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 0699\ 01 - SLC\ 10\ 0899\ 01 - SLC\ 10\ 1098\ 01 - SLC\ 10\ 1099\ 01 - SLC\ 10\ 1811\ 01 - SLC\ 10\ 1812\ 01 - SLC\ 10\ 1813\ 01 - SLC\ 10\ 1814\ 01 - SLC\ 10\ 1830\ 01 - SLC\ 10\ 1831\ 01 - SLC\ 12\ 1850\ 04)$

Total Reserves and Reserve Funds as a % of Municipal Expenses

$(SLC\ 60\ 2099\ 02 + SLC\ 60\ 2099\ 03) / (SLC\ 40\ 9910\ 11 - SLC\ 12\ 9910\ 03 - SLC\ 12\ 9910\ 07)$

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)

$SLC\ 70\ 0299\ 01 / (SLC\ 70\ 2099\ 01 + SLC\ 70\ 2299\ 01)$

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)

$(SLC\ 74\ 3099\ 01 + SLC\ 74\ 3099\ 02) / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 1831\ 01)$

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)

$SLC\ 51\ 9910\ 10 / SLC\ 51\ 9910\ 06$

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues

$(SLC\ 10\ 2099\ 01 - SLC\ 10\ 1831\ 01) / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 0699\ 01 - SLC\ 10\ 0899\ 01 - SLC\ 10\ 1098\ 01 - SLC\ 10\ 1099\ 01 - SLC\ 10\ 1811\ 01 - SLC\ 10\ 1812\ 01 - SLC\ 10\ 1813\ 01 - SLC\ 10\ 1814\ 01 - SLC\ 10\ 1830\ 01 - SLC\ 10\ 1831\ 01 - SLC\ 12\ 1850\ 04)$



January 23, 2024

**Via: Email**

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

Dear Sarah:

**Re: Drainage Superintendent Services  
File No.: D-ME-SUP  
Project No.: MSO019743.2023**

As we are now into the new calendar year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from September 29, 2023, through December 31, 2023.

The work undertaken during this period includes the following:

**October 2023**

- Received an email from Township staff regarding a request they received to install a private tile from a proposed Church site (Lot 241, Concession 1 N.E.) along the 240 Sideroad road allowance, outletting in the Bradley Drainage Works.
- Coordinated and attended an on-site meeting with Craig Micks, Public Works Superintendent, Eli Sherk and neighbouring property owners to discuss their proposed tile route as well as alternative routes that stay off of the road allowance.
- Provided an email response, including a plan, to Township staff summarizing the outcome of the on-site meeting. Indicated that the proposal to install a drain westerly on the 240 Sideroad road allowance from the Church site was not something that would be allowed by the Township. Further indicated that it would be better to cross the road and install the drain on private lands.
- Discussions with trapper Dave Cowen regarding his progress trapping at various Municipal Drains in the Township.

**November 2023**

- Discussion with Eli Bauman, owner of W1/2 Lot 10, Concession 4 O.S. and Scott Martin, County of Dufferin Operations Manager, regarding the proposed tile outlet into the County Road 17 road ditch.

- Attended site meeting with Eli Bauman, Justin Frey from AWF Contractors Limited and Scott Martin from the County of Dufferin, for a field review of their proposed outlet as well to explore alternative routes for the outlet into the McManaman Drainage Works. Subsequent to the site meeting, forwarded a copy of the McManaman Drainage Works plan as well as the ownership information of the property he potentially may cross.
- Received a request for trapping from Leo Blydorp on the on the Stewart Drainage Works. Completed Nuisance Beaver form and forwarded it along with a beaver dam location plan to the trapper. Correspondence with Dave Cowen regarding the progress of the trapping work.
- Further discussion with trapper Dave Cowen regarding his progress trapping at various Municipal Drains in the Township.

### **December 2023**

- Received a request for trapping from tenant Todd Wickens on the Bradley Drainage Works. Completed Nuisance Beaver form and forwarded it along with a beaver dam location plan to the trapper. Correspondence with both the property owner and Dave Cowen regarding the progress of the trapping work.
- Received notice of the need for trapping from Township staff on the Curphy Municipal Drain. Contacted the property owner Bill Arnold and completed the Nuisance Beaver form and forwarded it along with a beaver dam location plan to the trapper. Correspondence with Dave Cowen regarding the progress of the trapping work.
- Correspondence with Contractor Jeff Demmans regarding scheduling a day to remove beaver dams at the Broster Drainage Works, McNabb Drainage Works, Stewart Drainage Works, Westcott Drainage Works and the Bradley Drainage Works.
- On-site inspection all day during beaver dam removal work. Correspondence with directly affected property owners to inform them of the completed work.
- Received, reviewed and forwarded invoice from Demmans Excavating Inc. for the beaver dam and feed bed removal work.
- Received, reviewed and forwarded invoice from Dave Cowen for setting up traps and travel expenses for work completed outside of the County of Dufferin Nuisance Beaver Program.

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

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

Yours truly,

**R.J. Burnside & Associates Limited**

Drainage Superintendent



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

Enclosure(s)      Invoice No. MSO019743.2023-4

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

019743.2023 SCulshaw Drainage Sup Services Q4 240123  
23/01/2024 3:03 PM





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

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

10 January 2024  
 Invoice No: MSO019743.2023 - 4

Project MSO019743.2023 RJB File: D-ME-SUP-2023  
**Professional Services through 31 December 2023**

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	35.00		
Tech V			
Douglas, Myles	37.30		
Project Support II			
Olmstead, Amanda	1.00		
Totals	73.30		
<b>Total Labour</b>			<b>11,839.50</b>
Misc Reimbursable Expense		98.17	
<b>Total Reimbursables</b>		<b>98.17</b>	<b>98.17</b>
HST #885871228	13.00 % of 11,937.67	1,551.90	
<b>Total Tax</b>		<b>1,551.90</b>	<b>1,551.90</b>
	<b>Total Amount Due in CDN Funds</b>		<b><u><u>\$13,489.57</u></u></b>

**Billings to Date**

	Current	Previously	Billed to Date
Labor	11,839.50	34,791.00	46,630.50
Expense	98.17	542.38	640.55
Tax	1,551.90	4,593.34	6,145.24
<b>Totals</b>	<b>13,489.57</b>	<b>39,926.72</b>	<b>53,416.29</b>

Project Manager: Thomas Pridham

Client Number: 61

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

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

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

## Denise Holmes

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**From:** Kelly Elliott <kellyelliott@aors.on.ca>  
**Sent:** Thursday, January 11, 2024 1:20 PM  
**To:** Kelly Elliott  
**Subject:** Letter to Council - Potential Municipal Equipment Operator Course  
**Attachments:** AORS SDF Application - Letter to Clerks and Members of Council.pdf; Municipal Equipment Operator Course - Notice of Motion.docx

Good afternoon!

Please find attached a letter that we would like to request can be included on your next Council agenda.

For greater ease for you, please find attached a Word document of the recommended Notice of Motion included within the body of the letter.

Furthermore, the Notice of Motion does include a copy of the resolution being sent to provincial representatives. To make your life simpler, here is the contact information for those included:

- David Piccini, Minister of Labour, Immigration, Training and Skilled Trades:  
[David.Piccini@pc.ola.org](mailto:David.Piccini@pc.ola.org) and [Minister.MLITSD@ontario.ca](mailto:Minister.MLITSD@ontario.ca)
- Your local Member of Provincial Parliament - <https://www.ola.org/en/members/current/contact-information>
- Association of Ontario Road Supervisors – [kellyelliott@aors.on.ca](mailto:kellyelliott@aors.on.ca)

If you have any questions or concerns, please do not hesitate to contact me directly.

Have a great day!

**Kelly Elliott** | *Marketing and Communications Specialist*

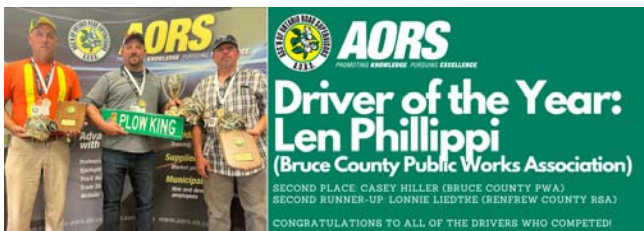
**Association of Ontario Road Supervisors (AORS)**

268 Maiden Lane, Suite 206, PO Box 2669, St. Marys, ON N4X 1A4

Cell: 519-873-0374

[kellyelliott@aors.on.ca](mailto:kellyelliott@aors.on.ca) | [www.aors.on.ca](http://www.aors.on.ca)

*Promoting Knowledge. Pursuing Excellence.*



*Note: My working hours may not be your working hours. Please do not feel obligated to reply outside of your own regular hours.*



**AORS**  
PROMOTING **KNOWLEDGE**. PURSUING **EXCELLENCE**

January 8, 2024

Dear Head of Council, Deputy Head of Council and Councillors,

Your local Public Works department provides invaluable services within your community. Without the dedicated public works employees that you are fortunate to have, many basic functions in your community would not be able to happen. Without maintained roads, your emergency services (police, fire, and ambulance) would not be able to respond to calls, school buses could not run to get children to school, and your residents would not be able to leave to work, school, appointments, children's extra-curriculars and any other activity important to them. Additionally, as you work with the provincial government to tackle the housing crisis, your communities require more core infrastructure to handle the growth. For the health and safety of our communities it is important we keep our Public Works department staff complement full, and well trained.

Public Works departments across the province have already begun to feel the impacts of labour shortages, and as we will begin to see many retirements across the province, the shortage will become even more exasperated. From a recent survey that AORS completed with public works departments from across Ontario, we know that 91.5% of respondents will be hiring entry level positions in the next three to five years. However, we are already seeing the start of the labour shortage. From our survey, we found that 70% of respondents already reported getting less than five applications for entry level positions when posted, and the top three challenges municipalities are currently facing is a lack of applicants, applicants that do apply not meeting the required qualifications and municipalities having to compete with private sector positions.

Over the last year, AORS has been dedicating much of our advocacy to encouraging youth to consider careers in public works through career fairs, local government presentations to students, developing printed resources for guidance counsellors and much more. AORS has also been working closely with Fanshawe College Corporate Training Solutions to develop a Municipal Operator Course that would train potential municipal equipment operators to come to your municipality with the basic knowledge they need to begin maintaining your core infrastructure. This would be the first course of its kind that would attract potential students from across the Province of Ontario. To fund this endeavor, AORS has applied for a Skills Development Fund through the Province's Ministry of Labour, Training, Immigration and Skilled Trades. We are reaching out to you for your support in our application and your advocacy to the province on why having more – and qualified – applicants to our public works departments are so imperative.

We would ask that you consider passing the following motion:

*WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;*

*AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as*

*emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;*

*AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;*

*AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.*

*THEREFORE IT BE RESOLVED, that (INSERT MUNICIPALITY NAME) supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;*

*AND THAT, (INSERT MUNICIPALITY NAME) calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;*

*AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, (INSERT MUNICIPALITY'S NAME)'s Member of Provincial Parliament (INSERT LOCAL MPP NAME) and the Association of Ontario Road Supervisors.*

We appreciate your on-going support and should you have any questions or concerns, please do not hesitate to contact AORS for all things municipal public works!

Best regards,



John Maheu  
AORS Executive Director



Dennis O'Neil  
AORS Member Services Coordinator



Christie Little  
AORS Training and Programming Coordinator



Kelly Elliott  
AORS Marketing and Communications Specialist

## Denise Holmes

---

**From:** Denise Holmes  
**Sent:** Monday, January 15, 2024 2:39 PM  
**To:** Denise Holmes  
**Subject:** Black History Month 2024

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**From:** Alethia O'Hara-Stephenson [REDACTED]  
**Sent:** Sunday, January 14, 2024 10:25 PM  
**To:** Denise Holmes <dholmes@melanctontownship.ca>  
**Subject:** Re: Black History Month 2024

Hi Denise,  
Please accept this email as a request to have Black History Month Proclaimed in the Township of Melancthon for the month of February. Please let me know if you have any questions or if I need to provide any additional information.

Regards,  
Alethia

**Alethia O'Hara - Stephenson CIP, BA, MBA | President & Founder, Dufferin County Canadian Black Association (DCCBA) | [www.dufferincountycba.org](http://www.dufferincountycba.org) | 647-210-1939**  
Author of: [Optimizing Employee Engagement Through Effective Ethical Leadership](#)  
Contributing author to: I know Why, Moving the world and The Life I'm Meant to Live.





*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

*157101 Highway 10, Melancthon, Ontario, L9V 2E6*

## **Proclamation February 2024 Black History Month**

**Whereas**, Black History Month is an opportunity to acknowledge and honour the contributions of Black Canadians, both past and present and recognize their significant contributions made to the Township of Melancthon and Canada; and

**Whereas**, during Black History Month, we celebrate the many achievements and contributions made by Black Canadians to our collective economic, cultural, social, and political development; and

**Whereas**, the Township of Melancthon recognizes and values the significant contributions and advances that Black Canadians have made and continue to make to Canadian society and recognize the quest of Black Canadians for equal opportunity and freedom from discrimination in Canada; and

**Whereas**, this proclamation coincides with the United Nations declaration of the International Decade for People of African Descent from 2015 -2024, which encourages national regional and international co-operation in relation to the full enjoyment of economic, social cultural, civil and political rights by people of African Descent, and their full and equal participation in all aspects of society; and

**Now Therefore**, I, Mayor Darren White, on behalf of Council, do hereby proclaim February 2024 as "Black History Month" in the Township of Melancthon and encourage all residents to celebrate our diverse heritage and culture and continue our efforts to make Melancthon an inclusive community for all.

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Darren White, Mayor

## Denise Holmes

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**From:** Denise Holmes  
**Sent:** Wednesday, January 24, 2024 11:58 AM  
**To:** Denise Holmes  
**Subject:** FW: Proclamation: Nonprofit Appreciation Week  
**Attachments:** Nonprofit Appreciation Week Proclamation\_Melancthon.docx.pdf

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**From:** Michele Fisher <[michele@dufferincommunityfoundation.ca](mailto:michele@dufferincommunityfoundation.ca)>  
**Sent:** Thursday, January 18, 2024 3:48 PM  
**To:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>  
**Subject:** Proclamation: Nonprofit Appreciation Week

Hello Denise,

The 3rd annual Nonprofit Appreciation Week is coming up on February 12-18. We'd like to submit a proclamation.

The week is being coordinated by Dufferin Community Foundation, Dufferin Board of Trade, United Way Guelph Wellington Dufferin, Volunteer Dufferin, DC MOVES and Dufferin County.

We will also be holding Morning Glory, a breakfast event on Thursday, February 15 from 8-10am at Monora Park Pavilion. Tickets are \$25 per person and we would love to invite the Mayor and councillors to attend.

I will be able to send you the proclamation and an event poster for Morning Glory early next week.

Thank you very much,  
Michele

-----  
Michele Fisher, Executive Director  
Phone: (519) 938-0780  
Email: [michele@dufferincommunityfoundation.ca](mailto:michele@dufferincommunityfoundation.ca)



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# NONPROFIT APPRECIATION WEEK

*In Dufferin County*



## **Nonprofit Appreciation Week Proclamation for the Township of Melancthon**

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

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

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

**Whereas** the people who work at nonprofits are mission-driven and known for their dedication, compassion and leadership;

Now therefore, I, Mayor Darren White, on behalf of Council, do hereby proclaim February 12th-18th to be Nonprofit Appreciation Week in Melancthon and encourage all residents to show their appreciation to the people who work in our community's nonprofit sector.



**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO. -2024**

A By-law to provide remuneration, allowances and expenses for Members of Council.

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c. 25, Section 283, provides that a municipality may pay any part of the remuneration and expenses of the members of Council, any local board and officers and municipal employees of the municipality; provides that Council may pass by-laws for payment of its Members.

**AND WHEREAS** the Council of the Township of Melancthon deems it necessary to enact a by-law to establish the rate of remuneration for Members of Council;

**NOW THEREFORE** the Township of Melancthon enacts as follows:

1. The annual remuneration for Mayor shall be \$19,758.04 per annum effective the first day of January, 2024.
2. The annual remuneration for the Deputy Mayor shall be \$17,056.58 per annum effective the first day of January, 2024.
3. The annual remuneration of a Councillor shall be \$15,796.53 per annum effective the first day of January, 2024
4. Members of Council attending Conferences, shall be paid at the rate of \$100.00 per day and the CRA Mileage Rate per km.
5. In addition to the annual remuneration, a member of Council attending meetings outside the Municipality shall receive \$75.00 per diem and the CRA Mileage Rate per km for functions authorized by Council. The remuneration does not apply to Joint Council meetings.
6. The Mayor as an Ex Officio member of other Boards and Committees and each member of Council appointed by Council to serve on the following Boards shall be paid for attendance at meeting at the following rates:

<u>Board</u>	<u>Rate</u>
Cemetery, Park, Hall Boards .....	\$75.00
Other Boards of Management .....	\$75.00
Police Services Board .....	\$75.00
Advisory Committees .....	\$75.00

For attendance on the above Boards/Committees, the members of Council shall receive the CRA Mileage Rate per km. for necessary travel in connection with their duties.

7. Each member of Council appointed by Council to a Sub-Committee of Council shall be paid \$75.00 per meeting and shall receive the CRA Mileage Rate per km.
8. Members of Council shall be reimbursed to attend Municipal Conferences, Seminars and/or register for Online/In Class courses in accordance with the Township’s Council Conference and Continuing Education Policy and subject to any changes.
9. Members of Council shall receive a monthly allowance of \$75.00 for IT and supplies.
10. The members of Council shall be paid the CRA Mileage Rate per km. for necessary travel in connection with their duties.
11. All by-laws inconsistent with this by-law are hereby repealed.

By-law read a first and second time this 1<sup>st</sup> of February, 2024.  
By-law read a third time and passed this 1<sup>st</sup> day of February, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## **Memorandum of Understanding made this 15<sup>th</sup> day of July, 2021**

### **Between:**

*The Horning's Mills Community Hall Board (the "Board")*

*and*

*The Township of Melancthon (the "Township")*

*(jointly referred to as the "Partners")*

### **Purpose and Scope**

*The purpose of this MOU is to identify clearly the roles and responsibilities of the Partners in connection with the Horning's Mills Community Hall (the "Hall").*

### **Goals of the Partners**

*The Partners aim to work together to make the Hall a vibrant hub of community life in the Township of Melancthon. They desire that through their joint efforts, the management and operation of the Hall should be effective, efficient and transparent.*

### **Responsibilities of the Partners**

*The Township will be responsible for all of the operational activities and expenditures associated with the ownership of the building (the "Township Activities"), including capital planning and expenditures, and all regular maintenance of the building and the surrounding land.*

*In accordance with an annual plan, the Board will be responsible for all activities and expenditures associated with the programmes associated with the Hall, including activities that the Board designs and delivers itself and activities for which the Hall is made available for use by others or for which others provide grants or other support (the "Hall Activities").*

### **Annual Plan**

*Each year, the Partners will work together to develop an annual plan for the Hall (the "Annual Plan"). The Annual Plan will be the primary planning tool for the orderly and transparent management of the Hall. The Board will submit a draft Annual Plan request setting out in brief its report on the previous year, its annual goals, revenue plan, special funding requirements, general funding requirements, any other requests in connection with Hall Activities for the upcoming year. The Township will review the draft Annual Plan and accept or modify. Once the Annual Plan has been approved by*

*the Township, the Board will be solely responsible for decisions in connection with Hall Activities provided that they are within the scope of the Annual Plan. The Partners may agree to utilize 3-5 year plans with annual updates.*

### **Annual Goals for the Hall**

*It is understood and agreed that the Board should continue to support activities that have historically been central to the Hall, such as fundraisers, holiday events, serving as a polling station during elections, etc. The Annual Plan should also include any new goals the Board intends to pursue during the year. It is further understood and agreed that the Board will consult with the residents of Melancthon – virtually and/or in person – on the goals of the Hall prior to finalizing them in the Annual Plan.*

### **Annual Funding for Hall Activities**

*It is understood that the Hall Activities will be managed in such a way as to achieve a reasonable level of cost recovery in accordance with comparable best practices and policies to be agreed and published by the Board. The Annual Plan will include a funding allocation from the Township to meet any anticipated shortfall between revenues and expenditures in connection with Hall Activities.*

### **Special Fund for Hall Activities**

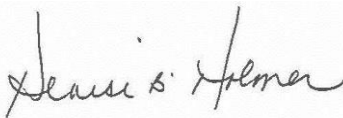
*It is understood that the monies currently held by the Township for the account of the Hall are intended to support Hall Activities and will not be used for Township Activities. In particular, the Special Activities Fund should be drawn on to fund new or innovative activities, as may be provided in the Annual Plan.*

### **Mutual Support**

*The Township and the Board will at all times work together in good faith and use their best efforts to support each other in achieving the agreed upon goals for the Hall and in resolving amicably any differences that may arise between them.*

### **Signatures**

For the Township of Melancthon



*Denise B. Holmes, CAO/Clerk*

For the Horning's Mills Community Hall Board



*James Webster, Chair*

bpm - kbl/24



**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: Thurs Feb 1

NAME: Shirley Boxem

PHONE: [REDACTED]

ADDRESS: Dufferin Community Foundation - 32 First St. L3A Orangeville

EMAIL ADDRESS: grants@dufferincommunityfoundation.ca

SIGNATURE: [REDACTED]

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

update on activities of DCF + National  
Not-for-profit week.

*Thank you.*

**REMINDER - DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK**

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

TOWNSHIP OF MELANCTHON  
157101 HIGHWAY 10  
MELANCTHON, ONTARIO  
L9V 2E6  
519-925-5525 Fax - 519-925-1110 Email [info@melancthon township.ca](mailto:info@melancthon township.ca)

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