



**TOWNSHIP OF MELANCTHON  
HYBRID COUNCIL MEETING  
THURSDAY, JUNE 19, 2025 - 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/84200539101?pwd=mKIUQ9bd3iDbep0Lf8fELDZi1hYzbC.1>

Meeting ID: 842 0053 9101

Passcode: 426759

One tap mobile

+12042727920,,84200539101#,,,,\*426759# Canada

+14388097799,,84200539101#,,,,\*426759# Canada

Dial by your location

- +1 204 272 7920 Canada
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- +1 587 328 1099 Canada
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- +1 780 666 0144 Canada

Meeting ID: 842 0053 9101

Passcode: 426759

**AGENDA**

- 1. Call to Order**
- 2. Land Acknowledgement Statement**

*We will begin the meeting by sharing the Land Acknowledgement Statement:*

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

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

- 3. Announcements**

- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**
- 6. Approval of Draft Minutes – June 5<sup>th</sup>, 2025**
- 7. Business Arising from Minutes**
- 8. Point of Privilege or Personal Privilege**
- 9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 10. Public Works**
  1. Other
- 11. Planning**
  1. Applications to Permit
  2. Other
- 12. Climate Change Initiatives**
- 13. Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur**
  1. Email from Linda Polonsky Regarding Dangerous Drivers
- 14. County Council Update**
  1. Dufferin County – Council Highlights, May 28<sup>th</sup>, 2025
- 15. Correspondence**

**Board, Committee & Working Group Minutes**

1. Shelburne Public Library Board – April 15, 2025
2. Shelburne & District Fire Board – May 6, 2025
3. Parks & Recreation Board – May 26<sup>th</sup>, 2025
4. Infrastructure & Emergency Management Committee – May 8, 2025
5. Heritage Advisory Committee - May 12, 2025

**Items for Information Purposes**

1. Town of Grand Valley Resolution Requesting the County of Dufferin to Supply an Information Breakdown of the 2025 County Budget to Include with Tax Billing
2. Town of Caledon Letter to the Premier of Ontario Doug Ford Regarding Illegal Land Use
3. Watson & Associates Letter to the Ministry of Municipal Affairs and Housing Regarding the Assessment of Bill 17 (Protect Ontario by Building Faster and Smarter Act, 2025)
4. Natural Resources Solutions Inc – Integrated Monitoring Plan for Melancthon #2 Pit and the Bonnefield Property Pit – Summary of 2024 Biological Survey Results – Strada Aggregates
5. Municipality of Grey Highlands – Open House for Zoning By-law and Official Plan Amendment, June 26, 2025
6. Western Ontario Wardens Caucus Letter to the Minister of Municipal Affairs and Housing – Reaffirmation of WOWC Position on Strong Mayor Powers

**Items for Council Action**

1. RJ Burnside & Associates – Gray Municipal Drain Findings and Recommendations

2. RJ Burnside & Associates – Brausam Drainage Works Findings and Recommendations

## **16. General Business**

1. Notice of Intent to Pass By-law
2. New/Other Business/Additions
  1. 2025 Fall/Winter Newsletter
  2. Email from Olivia Campbell Regarding Council's Climate Plan (Councillor Plowright)
  3. Notice of Motion Deputy Mayor McLean regarding the removal of costs for County of Dufferin Official Plan Amendments
  4. Remuneration for Council Members attending the Delegations to Area Municipalities regarding the Proposed Strada Quarry (Mayor White)
  5. Melancthon Township Parks & Recreation Board Draft Donation Letter (Councillor Plowright)
  6. Melancthon Township Parks & Recreation Board Terms of Reference
  7. New/Other/Additions
3. Unfinished Business
  1. Draft Alcohol Policy
  2. Town Hall Meeting – Topics for Discussion
4. Reports/Updates from Members of Council & Administrative Staff

## **17. Delegations**

1. 5:30 p.m. – Murray Short, RLB – Presentation of the 2024 Financial Statements
2. 6:00 p.m. – David Germain, Thomson Rogers – Closed Session Matter – Strada Aggregates Applications
3. 6:30 p.m. – Rizwana Nazar, Naz Law; Ted Oldfield, Bennett Grant (Township Solicitor), Chris Johnston, Johnston Consulting Enforcement Services (By-law Enforcement Officer) – Closed Session Matter - By-law Complaint – 517462 County Road 124
4. 6:45 p.m. – Chris Johnston, Johnston Consulting Enforcement Services (By-law Enforcement Officer) – By-law Enforcement Complaint Updates and seeking direction from Council

## **18. Closed Session**

1. Items for Discussion:
  1. Properties Eligible for Tax Arrears Registration – Section 239(2)(b)
  2. Delegation at 6:00 p.m. – Section 239(2)(f)
  3. Delegation at 6:30 p.m. – Section 239(2)(e)(f)
  4. Delegation at 6:45 p.m. – Section 239(2)(b)
2. Approval of Draft Minutes – May 15<sup>th</sup>, 2025
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

## **19. Third Reading of By-laws**

## **20. Notice of Motion**

## **21. Confirmation By-law**

## **22. Adjournment and Date of Next Meeting – Thursday, July 17<sup>th</sup>, 2025 at 5:00 p.m.**

APPLICATIONS TO PERMIT FOR APPROVAL  
June 19, 2025 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Ryan Bauman Agent: Mahlon Bauman, Mayway Carpentry Inc	Lot 19, Con 5 SW 097522 4th Line SW	223m2 (2400sqft)	Garage	Agricultural	\$100,000	No	Approved



## Denise Holmes

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**From:** Linda Polonsky [REDACTED]  
**Sent:** Friday, June 6, 2025 7:48 AM  
**To:** Denise Holmes  
**Subject:** Dangerous drivers

Please forward this email to Mayor White, Deputy Mayor McClean, all counselors, Allen Blundell, and any other appropriate persons.

This letter is in regards to Mr. Blundell's report at last night's, June 5, council meeting regarding dangerous drivers and the increased amount of collisions on our roads. Mr. Blundell's report was more specific to the county roads and the need for increased policing but I wanted to draw the council's attention to the fact that after attending last night's meeting I narrowly avoided a head-on collision on Highway 10 on my way home.

The incident occurred between the township office and County Road 17 heading south on Highway 10 when there was a double trailer tanker truck and several cars following it in the northbound lane. The vehicle following the tanker truck pulled out to pass the truck when there was clearly not enough time to go past the truck and avoid hitting me. When I first saw the car pull out I thought it would see me break and pull back in behind the truck but instead the vehicle accelerated heading straight for me. I had no choice but to break and pull onto the gravel shoulder as the passing vehicle shot past me and cut sharply in front of the tanker truck. The vehicle following me also had to slow and avoid the passing vehicle slamming into them.

As Councillor Bill Neilson pointed out at the meeting there needs to be an effort from the provincial government to increase fines and increase penalties to help deter these kinds of irresponsible drivers as policing alone would not have affected this drivers' poor decision making process.

This was a frightening incident for me, but it is only one of many that occur on our roads every day. I am thankful that I was one of the lucky ones that did not end in tragedy as so many others have.

In closing I would like to thank our council for their continued diligence in supporting road safety in our community and I hope this letter prompts further action from all parties.

Sincerely,

Linda Polonsky



## Council Highlights

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

*For Immediate Release: May 28, 2025*

Dufferin County Council met on May 22, 2025, for a Council meeting. For the full Council meeting agenda and minutes, please see the County's [Meeting Agendas and Minutes page](#).

Here are the highlights of the May 22 meeting:

- **County Council proclaimed June 2025 Seniors Month**
- **County Council proclaimed June 2025 Pride Month**
- **County Council adopts Government Relations Framework, Strategy and Action Plan 2025 to 2026**
- **Dufferin staff provided information on the Province's *Bill 17: Protect Ontario by Building Faster and Smarter Act* and Council directed staff to submit comments outlined in the report to the Province**
- **County Council adopted the Master Housing Strategy Implementation Plan and directed staff to create a detailed plan to develop 22 Third Avenue, Orangeville**
- **Industrial, Commercial and Institutional (IC&I) locations that meet the requirements of the County's recycling program to continue to receive recycling collection and processing services through the County and any new IC&I locations added to the collection be limited to four recycling carts starting January 1, 2026**

### **County Council proclaimed June 2025 Seniors Month**

Warden Horner proclaimed June 2025 Seniors Month in Dufferin County. This month-long celebration acknowledges and honors the contributions of seniors, recognizing their past and ongoing roles in communities. It also aims to promote the health and well-being of seniors, ensuring they are socially connected and engaged.

### **County Council proclaimed June 2025 Pride Month**

Warden Horner proclaimed June 2025 Pride Month in Dufferin County. Pride Month is a time when 2SLGBTQI+ communities and allies come together to spotlight the resilience, celebrate the talent and recognize the contributions of 2SLGBTQI+ communities. The County will be celebrating Pride Month with a flag raising in June. The County will provide more information once it is available!

### **County Council adopts Government Relations Framework and Strategy and Action Plan 2025 to 2026**

Dufferin County Council adopted the Government Relations Framework and Strategy and Action Plan 2025 to 2026.

Policy and funding decisions from other levels of government can have a significant impact on Dufferin County and other municipalities. Building relationships with other levels of government increases the ability to influence policy decisions and request support for local priorities.

The Government Relations Framework and Strategy and Action Plan 2025 to 2026 aims to enhance Dufferin County's ability to influence policy decisions and secure support for local priorities. The Strategy identifies specific activities to support the priorities identified by Council at its May 8, 2025 meeting: homeless prevention, municipal funding and infrastructure and road safety.

**Dufferin staff provided information on the Province's *Bill 17: Protect Ontario by Building Faster and Smarter Act* and Council directed staff to submit comments outlined in the report to the Province**

To advance its target of building 1.5 million homes by 2031, the Ontario government introduced Bill 17, the Protect Ontario by Building Faster and Smarter Act, 2025 on May 12, 2025. Bill 17 proposes several changes to multiple statutes including the Planning Act, Development Charges Act and Transit Oriented Communities Act.

Bill 17 was brought forth with limited consultation with Ontario municipalities and a limited review period. County Council directed staff to inform the Province of its comment that it is urged to consult with municipalities in the future when significant legislation impacting municipalities is being considered.

**County Council adopted the Master Housing Strategy Implementation Plan and directed staff to create a detailed plan to develop 22 Third Avenue, Orangeville**

At the latest Council meeting, County Council adopted the Master Housing Strategy Implementation Plan to serve as a guide for the County moving forward and directed staff to create a detailed plan to develop 22 Third Ave Orangeville.

Council adopted the Master Housing Strategy in October 2024 and directed staff to create an implementation plan to develop three of ten County-owned properties. Through the Master Housing Strategy review, a need for more supportive housing was identified with 335 adults needing housing for people with physical disabilities, 216 to 540 units needed for people with mental health and addiction challenges, and 191 to 229 units for adults with intellectual disabilities as of 2024.

22 Third Avenue Orangeville will have 12 supportive housing units. Next steps include finding a non-profit partner, determining the ownership and operating model and conducting due diligence activities.

**Industrial, Commercial and Institutional (IC&I) locations that meet the requirements of the County's recycling program to continue to receive recycling collection and processing services through the County and any new I&CI locations added to the collection be limited to four recycling carts starting January 1, 2026**

Since July 1, 2023, residential recycling in Dufferin County has been managed by producers of printed paper and packaging under Ontario's Blue Box Transition Regulation. Circular Materials, the Producer Responsibility Organization, has overseen all residential and eligible sources including schools, long-term care facilities, etc., during and beyond the transition period of July 2023 to December 2025. IC&I sources are excluded from this regulation. During the transition period, Circular Materials has permitted municipalities to continue servicing IC&I locations under residential contracts on a cost-recovery basis.

At the May 22 Council Meeting, County Council approved staff's recommendation to continue collection for small to medium-sized IC&I sites but with a formal cap of four carts for any new collection locations starting January 1, 2026 following the upcoming end of Circular Materials' transitional coverage.

Small to medium-sized IC&I sites typically produce limited volumes, making private contract costs prohibitive. Without County support, these materials risk ending up in landfill due to inconvenience or cost. Continuing this service aligns with existing garbage and organics programs.

**About Dufferin County Council**

Dufferin County Council consists of 15 members representing each of the eight municipalities in Dufferin. Council meeting processes are set out in the County's Procedural By-Law.

Dufferin County Council and Committee meetings can be watched live on the [County's website](#).

-30-

**MEDIA CONTACT:**

Megan Ball, Manager of Communications  
[mball@dufferincounty.ca](mailto:mball@dufferincounty.ca)

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, April 15, 2025*

**Present:** Lindsay Wegener-Shelburne                      Mikal Archer-Shelburne  
              Patricia Clark-Mulmur                             Susan Graham-Amaranth  
              Ruth Plowright-Melancthon                      Sharon Martin-Mono

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

**Regrets:**              Geoff Dunlop-Shelburne, J. Hodder-Shelburne, T. Field-Shelburne

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The Vice-Chair, Lindsay Wegener, in the absence of Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, April 15, 2025.

Reading of Land Acknowledgement:

“We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy. These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

**Motion 10-25              S. Martin, S. Graham**

Be it resolved that we approve the Agenda, as amended to include in-camera, of the March 18, 2025, meeting.

**Carried**

**Motion 11-25              M. Archer, P. Clark**

Be it resolved that we approve the minutes of the board meeting, dated March 18, 2025.

**Carried**

**Motion 12-25              P. Clark, M. Archer**

Be it resolved that we approve the Accounts Payable Register for March, 2025, with invoices and payments in the amount of \$47,348.90;

**Carried**

CEO/ Head Librarian’s Report:

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

Attached is a summary of the Monthly Statistics for March, 2025.

○ **Programming-**

- **Children’s Programming continues:** Please see attached program schedules for March and April, 2025.

Children’s programming will continue with Lego Time on Wednesday afternoons, morning Story Time every Friday morning.

- School Visits: these in-person visits by students from some of the public schools will resume in the spring months.
- Tween Programming continues—various programs such as STEM programming, “Among Us”, “Booking It” and Board games will continue on

various and rotating Fridays .

- **Adult Programming:**

- **Archivist on the Road**—Laura Camilleri, Archivist, from MOD, will continue to come in once a month during 2025, but the exact dates have not yet been determined. More programs will be held in the coming months.
- **Coffee, Conversation & Books**—The next one will be held tomorrow night, Wednesday April 16/25 at 7 pm, at the Grand Valley Public Library. The book featured is *The Newfoundland Lunch Party* by Sonya Day.
- **Rose's Book Club**—normally held the 4<sup>th</sup> Tuesday of each month—Meetings were held in January and February but the next scheduled meeting is April 29, at 2 pm, (the 5<sup>th</sup> Tuesday) with a guest speaker being a representative from Dufferin Waste, the Manager of Waste Services, to discuss recycling and composting.
- **"Get Crafty" sessions:** Crafters come to the library weekly to work on various crafts with other crafters every Tuesday from 1:30 – 3:30 pm. One of our volunteers, Anne Crowder, and Rose, coordinate this program, and the attendance has been high and continues to grow every week.
- **Tech Help**—The program "Seniors Helping Seniors", involves volunteer seniors helping others. We have a number of seniors helping other seniors, by appointment, with numerous tech issues. Usually on Tuesday and/or Thursday evenings and some Friday afternoons.

- **Business**

- **Letter to Municipal Councils re wording of Appendix in the annual Contracts.**  
See attached letter that was sent to the Municipal Councils.
- **Letter to CAO, Town of Shelburne, re Facilities Responsibility Discussion**  
See attached letter that was received from the CAO of the Town of Shelburne
- **In camera discussion**

**Motion 13-25            R. Plowright, S. Graham**

The Board moved into a closed meeting at 7:45 pm pursuant to Section 16.1 (4) OR 16.1 (5) of *The Public Libraries Act, R.S.O., 1990*, as amended, for the following reason: Personnel

**Motion 14:25            S. Martin, P. Clark**

That we rise from in-camera at 7:58 pm with a report.

The Board accepted the resignation/retirement of our Treasurer, Gord Gallaughier.

We will be advertising for this position

**Motion 15-25            S. Martin, S. Graham**

That we now adjourn at 8:58 p.m., to meet again May 27, 2025, at 7 pm., or at call of the Chair.

**Carried**

Monthly Statistics 2025												
Current Month:		March 2025										
Physical Collection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	3330	3197	3959									
Total Circulation												
Monthly Traffic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2483	2707	3669									
Monthly Traffic												
Facebook												
Post Engagements		333	767	1415								
Page Likes		1175	1180	1186								
Instagram												
Post Engagements		2516	200	252								
Followers		1030	1035	1046								
YouTube												
Views		75	78	93								
Subscribers		294	294	295								
eResources												
OverDrive (Checkouts)		1932	1646	1710								
Hoopla (Total Circ)		437	445	487								
PressReader (Issues Opened)		217	272	231								
LinkedIn Learning (Course Views)		na	11	1								
Ancestry (Searches)		0	36	72								
Library Newsletters												
Library News		13292	11109	11205								
Teen News		0	0	0								
Children's News		191	358	1069								
Rose's Book Club		35	35	35								
Get Crafty		154	205	205								

March 2024
4227
na
546
1157
1237
962
211
297
1859
336
91
na
162
12925
0
566
33
na

# MARCH 2025



SUN	MON	TUE	WED	THU	FRI	SAT
25	26	2	26	27	28	1
Board Games and Colouring Library provided games but BYO Games also welcome! Ages 6-12			LEGO Club 3:30 pm - 4:30 pm		Story Time 11 am* *Requires Registration	
Booking It Working on quiet crafts while our novel is read aloud! Ages 7-12					Board Games and Colouring 3:45 pm - 4:45 pm	8
Movie Night Bring a blanket & wear your cozy clothes. Library will be popping popcorn for the movie! All Ages			LEGO Club 3:30 pm - 4:30 pm		Story Time 11 am* *Requires Registration	
9	10	11	12	13	14	15
		Birds of Prey 2pm @ Shelburne PL *SOLD OUT	Fireside Munsch 2pm @ Grace Tipling *ticket required	Comic Juggler Craig 2pm @ Grace Tipling *ticket required	Story Time With Carolyn J. Morris! 11 am* *Requires Registration	
		Movie Night: WICKED begins at 4pm	LEGO Club 3:30 pm - 4:30 pm		Board Games and Colouring 3:34 PM - 4:45 PM	22
16	17	18	19	20	21	
			LEGO Club 3:30 pm - 4:30 pm		Story Time 11 am* *Requires Registration	
23	24	25	26	27	28	29
			LEGO Club 3:30 pm - 4:30 pm		Story Time 11 am* *Requires Registration	
30	31	1	2	3	4	5
			LEGO Club 3:30 pm - 4:30 pm		Booking It 3:45 pm - 4:45 pm	
					Story Time 11 am* *Requires Registration	
					Board Games and Colouring 3:45 pm - 4:45 pm	


MARCH  
BREAK





# APRIL 2025



SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
Board Games and Colouring Library provided games but BYO Games also welcome! Ages 6-12			LEGO Club 3:30 pm - 4:30 pm		Story Time 11 am* *Requires Registration Board Games and Colouring 3:45 pm - 4:45 pm	
Booking It Working on quiet crafts while our novel is read aloud Ages 7-12			9	10	11	12
Movie Night Bring a blanket & wear your cozy clothes. Library will be popping popcorn for the movie! All Ages			LEGO Club 3:30 pm - 4:30 pm		Story Time 11 am* *Requires Registration Booking It 3:45 pm - 4:45 pm	
13	14	15	16	17	18	19
		Movie Night: DOG MAN begins at 5pm	LEGO Club 3:30 pm - 4:30 pm		Good Friday Library Closed	Library Closed
20	21	22	23	24	25	26
					Story Time 11 am* *Requires Registration Board Games and Colouring 3:45 pm - 4:45 pm	
Easter Sunday	Easter Monday		LEGO Club 3:30 pm - 4:30 pm			
27	28	29	30	1	2	3
			LEGO Club 3:30 pm - 4:30 pm		Story Time 11 am* *Requires Registration Booking It 3:45 pm - 4:45 pm	



## SHELBURNE PUBLIC LIBRARY

201 Owen Sound Street  
Shelburne, Ontario L9V 3L2  
Rose Dotten, CEO  
[www.shelburnelibrary.ca](http://www.shelburnelibrary.ca)

Telephone: 519- 925-2168  
Fax: 519-925-6555

CAO, Mayor and Council. Township of XXX

At the March 18, 2025, Shelburne Public Library Board meeting, the following request from Township of Amaranth was discussed under Business. Amaranth Township Council, requested that "pursuant to Board approval" be added to the following section in Appendix A appended to the Municipal contracts, "*Be it further resolved that in addition to the foregoing, any capital projects for the Library requiring additional municipal funding will be allocated based on the same formula;*"

Several points were discussed at the meeting and the Board directed the CEO to write a letter to the partnering municipalities outlining the following points:

1. All capital projects require Board approval in the first place so adding *pursuant to Board approval* would be redundant.
2. Since this Appendix was created and approved by all the Mayors and CAOs (the Council representative for each Municipality) at a meeting in June 2016, then it would require agreement by all the Municipalities to change any part of this agreement. At that point, it might also be necessary to review the funding formula which was also established at that meeting.
3. All capital projects are included in the Budget which is first approved by the Board, then sent to the Municipalities. As you may note, there are no capital projects included in the 2025 budget, which Council has in hand.
4. Finally, the intent of that particular section of Appendix A is related to Development charges so that the funds that each Municipality has set aside for library growth related capital projects would come from that accumulated monies.
5. As in previous instances where this section has come into effect, (Children's Library and Parking Lot (as examples), the Board has written a letter to the respective Municipalities outlining the nature of the proposed project, the budget required and the approximate amount that would be each Municipality's allocation.
6. The funding for recent Capital projects, the roof replacement, refurbishing lights, Book Kiosk and LED sign has come from Building reserves and private donations so they have in no way impacted the Municipal budgets.

We trust this clarification resolves the issue as outlined above. Any further discussion regarding changes would necessitate a meeting of the CAOs and Mayors of each Municipality to review Appendix A and also to review the funding formula adopted in 2016.

Your acknowledgement and response to this letter would be appreciated.

Yours truly,

Rose Dotten, CEO  
Shelburne Public Library  
201 Owen Sound Street  
Shelburne, ON, L9V 3L2

[rdotten@shelburnelibrary.ca](mailto:rdotten@shelburnelibrary.ca)



## SHELBURNE PUBLIC LIBRARY

201 Owen Sound Street  
Shelburne, Ontario L9V 3L2  
Rose Dotten, CEO  
[www.shelburnelibrary.ca](http://www.shelburnelibrary.ca)

Telephone: 519- 925-2168  
Fax: 519-925-6555

CAO, Denyse Morrissey, Town of Shelburne Council,

Due to concerns about facility issues, i.e. the Mould issue reported to the Town by the CEO on April 5, 2024 with a subsequent Report by IES Consulting on behalf of the Town of Shelburne , the SPL Board presented a request on May 28, 2024 to the CAO for a copy of a MOU regarding facilities responsibilities. Being informed, that there was no MOU on record, the SPL Board requested entering into discussion regarding the creation of such a document.

On September 19, 2024, the CAO responded with an extracted example of such an agreement from another municipality. (attached). The CAO indicated that a simple agreement such as appended could be dealt with administratively.

Based on that information, a draft copy of what might be included was provided to Will Thomson, Manager of Operations, Parks, and Facilities on October 8, 2024 at a meeting at the Library with Chair, Geoff Dunlop and CEO, Rose Dotten. The understanding was that Will would then take this back for discussion at the Town Administration level.

The full impact of the potential structural issues associated with water leaking into the foundation in 2024, prompted the importance for such an agreement outlining financial responsibilities for the Library building which is owned by the Town of Shelburne. The Library Administration did purchase and have installed a dehumidifier as a first solution for the KTH Room which had been identified as a problem in the report. No further structural investigation occurred and the Town accepted the cost of the Report.

While waiting for an update on a possible discussion or meeting regarding the SPL Board's request for a MOU, several other events occurred which further identified the need to solidify an agreement.

The Town Insurance company identified the need for smoke detectors in the Library. They were installed in due course. However, the invoice for the detectors and installation was sent to the Library for payment.

Secondly, the Building Facilities staff were informed about the major ice dams building up on the roof of the library. It was identified as both a danger to passers-by, staff, and patrons, as well as possible damage to the roof eaves structures and potential interior damage to the building including leaking in the interior which did occur and resulted in damaging hardwood floors. It also poses concerns regarding possible mould and drywall damage. Again, the invoice for the removal of the ice was sent to the library for payment.

In both instances, the SPL Board decided that the invoices were not the responsibility of the Library Board as both had insurance and structural implications. Additionally, the Board identified the importance of having a clear, defined set of responsibilities. In regards to maintaining the facility in the past, the Town has assumed the roof clearing costs etc., while the Library Board had assumed many costs for such things as replacing all interior lights with LEDs, replacing HVAC fans, new toilets and sinks all done in the spirit of cooperation and working in the best interest of all.

However, with these current building related invoices directed to the Library, the need for clarity is becoming increasingly important and we would request a follow-up response to this need. Our Interest with this request is to continue in a positive and cooperative manner for the benefit of our community

Yours truly

A handwritten signature in dark ink, appearing to read "Geoff Dunlop". The signature is fluid and cursive, with the first name "Geoff" written in a larger, more prominent script than the last name "Dunlop".

Geoff Dunlop, Chair  
Shelburne Public Library Board.

A handwritten signature in dark ink, appearing to read "Rose Dotten". The signature is written in a cursive style, with the first name "Rose" and last name "Dotten" clearly legible.

Rose Dotten, CEO  
Shelburne Public Library

New Tecumseth:

[Joint Services Agreement - Town and Library \(civicweb.net\)](http://civicweb.net)

Extracted:

Schedule "A" The Library building facilities maintenance responsibilities The Town is responsible for maintenance of the building structures and core components. These items include, but are not limited to:

- Roof, exterior walls, structural and core building components, windows, and exterior doors.
- Heating, Ventilation and Air Conditioning (HVAC) equipment.
- Main electrical, plumbing and drainage systems.
- Seasonal grounds maintenance of grass cutting, snow removal and sanding / salting of entrances, exits, and walkways.

The Library is responsible for and will undertake day to day upkeep, cleaning contract including window and duct cleaning and outside courtyard cleaning. The following services shall be provided by the Town to the Library



## **SHELburne & DISTRICT FIRE BOARD**

May 6, 2025

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

### **Present**

As per attendance record.

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

1.1 Chair, Shane Hall, called meeting to order at 7:00 pm.

### 1.2 **Land Acknowledgement**

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

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

### 2. **Additions or Deletions**

None.

### 3. **Approval of Agenda**

#### 3.1 **Resolution # 1**

Moved by A. Stirk – Seconded by J. McLean

### **BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by F. Nix – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the dates of April 1, 2025 as presented.

**Carried**

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

7.1 No delegations present.

8. **Unfinished Business**

8.1 **2024 Financial Statements**

The Secretary-Treasurer has been directed to reach out to the Town of Shelburne to see what options exist in Keystone software for recording accounts receivables.

**Resolution # 3**

Moved by J. McLean – Seconded by E. Hawkins

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board receives the 2024 Final Financial Statements prepared by RLB LLP.

**Carried**

8.2 **Levels of Service – Dufferin County**

The Board has asked the Chief to work with the other Dufferin County Chiefs to create a plan with the possibility of adding farm equipment and silo rescue training. The Chief will update the chart to include Caledon, Wellington North and Erin Hillsburgh.



#### **Resolution # 4**

Moved by M. Davie – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Levels of Service – Dufferin County Fire Departments Report.

**Carried**

#### 9. **New Business**

##### 9.1 **First Responders Challenge**

The First Responders Challenge will be on Saturday June 21<sup>st</sup> at Melancthon Day.

##### 9.2 **Cost to Outfit a Firefighter**

The Board received the information.

##### 9.3 **SDFD 5-Year Operating Budget Forecast**

#### **Resolution # 5**

Moved by A. Stirk – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's SDFD Operating Budget - 5-Year Forecast report as information.

**Carried**

The sub-committee created for the building will set up a time to meet in the next couple weeks.

##### 9.4 **Joint Service Model (CYFS)**

The Board discussed the possibility of gathering the 5 Mayors (or designates) to discuss because any decision to disband the Board has to be made by each Council not the Board.

#### **Resolution # 6**

Moved by W. Mills – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Fire Department Joint Services Models (CYFS) report as information.

**Carried**

## 9.5 Closed Session

### **Resolution # 7**

Moved by E. Hawkins – Seconded by A. Stirk

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following: Matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act. 2001, C.25,s.239(2).

**Carried**

### **Resolution # 8**

Moved by J. Horner – Seconded by A. Stirk

BE IT RESOLVED THAT:

We do now rise and report progress at 8:55pm.

**Carried**

### **Resolution # 9**

Moved by J. McLean – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's IT Services report as information;

AND THAT The Shelburne & District Fire Board of Management directs the Chief to work with our partners to update the Memorandum of Understanding with the County and the Town of Shelburne;

AND FURTHER THAT The Shelburne & District Fire Board of Management directs the Chief to reflect these changes in the 2026 Operating Budget.

**Carried**

## 10. **Chief's Report**

### 10.1 **Monthly Reports (April 2025)**

There are a total of 34 incidents for the month of April 2025.

## 10.2 **Update from the Fire Chief**

The Chief advised the Board:

- The Capital Radio project will be complete by the end of the week
- We currently have 3 Cadets
- Shelburne Firefighters Association is Saturday June 21<sup>st</sup>
- Shelburne Firefighters did breakfast at the Legion on May 4<sup>th</sup> with a great turnout
- The Chief and Chiefs from Orangeville and Grand Valley have a meeting on Friday May 9<sup>th</sup> with Sylvia Jones, MPP
- The Chief attended the OAFC Conference last week and heard that if a Fire Department makes a presumptive legislation claim, WSIB informs the Ministry of Labour, and they will come out and inspect.

## 11. **Future Business:**

11.1 Nothing at this time.

## 12. **Accounts & Payroll – April 2025**

### 12.1 **Resolution # 10**

Moved by W. Mills – Seconded by E. Hawkins

#### **BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$69,080.93 for the period of March 29, 2025 to May 2, 2025 as presented and attached be approved for payment.

**Carried**

## 13. **Confirming and Adjournment**

### 13.1 **Resolution # 11**

Moved by F. Nix – Seconded by B. Neilson

#### **BE IT RESOLVED THAT:**

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

**Carried**

**13.2 Resolution # 12**

Moved by A. Stirk – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 9:04 pm to meet again on June 3, 2025 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

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Shane Hall  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of May 6, 2025
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Municipality / Member	Present	Absent
<b>Township of Amaranth</b>		
Andrew Stirk	X	
Gail Little	X	
<b>Town of Mono</b>		
Melinda Davie	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
James McLean	X	
Bill Neilson	X	
<b>Town of Shelburne</b>		
Wade Mills	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner	X	
<b>Staff</b>		
Dave Pratt – Fire Chief	X	
Jeff Clayton – Deputy Chief	X	
Nicole Hill – Sec/Treas.	X	

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Township of Melancthon Parks and Recreation Board held a meeting on May 26, 2025, at 7:00 p.m. The following members were present: Chair Ruth Plowright, Vice-Chair Doug Read, Members Jessica Plowright, David Thwaites, Lynn Hodgson and Bill Neilson, also present was Becky Cunnington, Parks and Recreation Board Secretary. Absent was Member Darren White with prior notice given. The meeting was called to order at 6:59 p.m.

### **Land Acknowledgement**

Chair Plowright shared the Land Acknowledgement Statement.

### **Additions/Deletions/Approval of Amended Agenda**

#### **Additions**

None

#### **Deletions**

None

### **Approval of Agenda**

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

### **Approval of Minutes**

Moved by Read, Seconded by Hodgson that the minutes of the Parks and Recreation Board Meeting held on April 28, 2025, be approved as circulated. Carried.

### **Business Arising from Minutes**

None

### **Declaration of Pecuniary Interest or Conflict of Interest**

No declaration declared at this time.

### **General Business**

#### **1) New/Other/Addition**

- 1. Report From Kaitlin Dinnick, Deputy Clerk and Planning Coordinator – Municipal Alcohol Policy – Horning's Mills Community Park**

The Board discussed the Report and the following motions were passed:

Moved by Read, Seconded by Neilson that the Board receive the Report as information. Carried.

Moved by Thwaites, Seconded by Read that the Board make a recommendation to Council. Carried

### **Recommendation**

THAT the Parks and Recreation Board recommends to Council that Staff be directed to draft a Municipal Alcohol Policy for the Township of Melancthon for Council's consideration;

AND THAT the policy be designed to address alcohol use at both Municipal and Non-Municipal Events held on Township property;

AND THAT Staff consider community consultation, particularly with residents adjacent to affected parklands, as part of the policy development process.

## **2) Unfinished Business**

### **1. Terms of Reference**

The Board reviewed and discussed the draft Terms of Reference Member Neilson had prepared. Some revisions were suggested and Township Staff was directed to make the changes and re-circulate to the group.

### **2. Melancthon Day**

The following updates were discussed:

Corbetton BBQ Friday – Chair Plowright discussed increasing the number of hamburgers and hot dogs to purchase and suggested increasing each by a dozen, all were in agreement that 60 hamburgers and 60 hot hogs would be purchased for the event. Chair Plowright has requested to have Public Works drop off two of the long tables from the Horning's Mills Hall along with the BBQ and additional garbage cans to the Corbetton Park the Friday morning or early afternoon.

We The Bounce – Bouncy Castle – Will be set up for 3:00 p.m.

Fireworks – Scheduled to begin at 10:00 p.m.

Music Entertainment – Jack Polonsky has three bands booked with a possibility of a fourth , offering a variety of music throughout the day.

Fireman/First Responders Challenge – Had to be cancelled as there are other events going on in the area and there are not enough personnel available to run the event.

Baseball Game – The Board discussed reaching out to Mansfield Minor Ball to see if there would be an interest in having an exhibition game in the afternoon. Chair Plowright will reach out to James McLean to look into this.

Food Vendors – Blitzful Treats will be offering ice and the Butter Tart vendor has confirmed they will be attending.

Saturday BBQ – Mulmur Melancthon Fire Department – Have not been confirmed yet. Several Board Members will reach out to their contacts at the Fire Department to inquire if they would be interested in running the BBQ.

Bar – Chair Plowright advised that the Horning's Mills Hall Bartenders will be running the full bar offering Beer, Coolers and Wine. Chair Plowright is also working on getting the Liquor License for the event and has looked into licensing the whole park instead of one area. The bar will run from 5:00 p.m. – 10:00 p.m.

Seating – Member White was not in attendance to provide an update on the picnic tables from the Town of Shelburne for seating.

Kid Gift Basket Draw – Member Hodgson will be making the baskets and Member Neilson will print the tickets, each child will be offered one ticket upon entry for a chance to win the basket.

Melancthon Swag – Chair Plowright is getting quotes for t-shirts and hats. A discussion was had regarding the phrases Chair Plowright had suggested which named the three Hamlet areas, a suggestion was made to also include Melancthon for those that didn't live in the Hamlet areas. The Board agreed to also include a Melancthon option. Shirts will also be made for the Volunteers working the event, they will have one of the slogans on the front with either Staff or Volunteer Printed on the back so they may be easily identified during the event.

Vendor/Information Booths – Vice-Chair Read will be the contact person for any vendors or groups that wish to have a booth. He will reach out to the local organizations that have previously attended, and



Township Staff will forward his contact information onto those who have reached out already.

Signage – Member Hodgson will make donation signs as well as signage for alcohol age of majority and no alcohol beyond this point.

Advertising – Chair Plowright drafted two poster options to advertise the events. Feedback was given and Chair Plowright will make some changes and re-circulate to the Board.

Popcorn – The Horning's Mills Hall popcorn machine will be brought over to the Park and Chair Plowright has arranged for high school students to look after it.

Volunteers and Schedule – Chair Plowright will work on a schedule for coverage and to determine how many volunteers will be needed to assist for any stations that need coverage. If the entire park is licensed for alcohol, volunteers will need to be stationed at the exits to monitored for the duration of the event.

Riverview Sunday Breakfast – Start time will be 9:00 a.m. and peameal on a bun will be offered along with coffee and drinking boxes. Chair Plowright will look after getting enough for approximately 40 people as well she will provide a tent/canopy to set up in case of rain.

It was also discussed that in the event of inclement weather the Saturday event will move to the Horning's Mills Hall.

### **3. Riverview Park**

Chair Plowright advised that Louie Kay will be working on a site plan for the proposed park which will be shared once it is complete. Next steps would be to obtain a survey for the property which would be dealt with through the Infrastructure and Emergency Management Committee.

### **4. Netting/Plexiglass for Backstop at Horning's Mills Park**

Chair Plowright has not had an opportunity to price any options out so this will be deferred to a later date.

### **5. Corbetton Park Slide & Basketball Nets**

Member Plowright advised that she had reached out to three companies to get quotes and had heard back from two. The quotes were provided to the Board and were reviewed. The costing for all options was significantly more than was budgeted for and the board

will wait to see if additional quotes are received and explore other funding options to help cover the cost.

Member White was absent so there was no update available on the basketball nets.

#### **6. Instagram & Facebook Accounts & Logo**

Township Staff informed the Board that a Facebook page for the Parks and Recreation Board would be created under the Township's existing Facebook account. Two Board Members will be designated as Administrators to manage the page.

Township Staff also advised that the Board would be responsible for setting up its own Instagram account. Once the account is established, the Board is to provide the login and password information to Township Staff for record-keeping purposes and to ensure access for future administrative updates if needed.

Member Plowright shared with the Board two Parks and Recreation logo options that she had created.

### **3) Brainstorming**

The Board discussed the possibility of reaching out to the Community for donations or gifts to support initiatives of the Parks and Recreation Board. Chair Plowright volunteered to draft a letter that could be used as part of this outreach effort. The draft letter will be brought back to the Board for review prior to being presented to Council for approval.

### **Recommendations to Council**

As outlined above

### **Public Question Period**

None.

### **Confirmation Motion**

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

## **Adjournment**

8:38 p.m. - Moved by Thwaites, Seconded by J. Plowright that we adjourn this Parks and Recreation Board meeting to meet again on Monday, June 9, 2025, at 7:00 p.m. or at the call of the Chair. Carried.

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CHAIR

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SECRETARY

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Township of Melancthon Infrastructure and Emergency Management Committee held a meeting on May 8<sup>th</sup>, 2025, at 9:00 a.m. The following members were present: James McLean, Darren White (10:18 a.m.) and Ruth Plowright. Also present were: Denise Holmes, CAO/Clerk, Craig Micks, Public Works Superintendent, and Kaitlin Dinnick, Infrastructure and Emergency Management Committee Secretary.

**On-site at Proposed Riverview Park – 7<sup>th</sup> Line SW – Walking Trail at 9:00 a.m.**

**On-site in Horning's Mills – Main Street – Proposed Paved Shoulders at 9:30 a.m.**

### **Call to Order**

Chair McLean called the meeting to order at 10:18 a.m.

### **Land Acknowledgement**

Chair McLean shared the Land Acknowledgement Statement.

### **Additions/Deletions/Approval of Agenda**

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

### **Declaration of Pecuniary Interest or Conflict of Interest**

None.

### **Approval of Draft Minutes**

**Moved by White, Seconded by Plowright**, that the minutes of the Infrastructure and Emergency Management Meeting held on April 15, 2025, be approved as circulated. Carried.

### **Business Arising from Minutes**

None.

### **Correspondence Items**

None.

## **General Business**

### **1. Update from Public Works Superintendent**

Craig Micks, Public Works Superintendent advised that the Public Works Department has spent the last 4 weeks cleaning up from the ice storm and grading roads. He advised that the 3 new employees we hired last Spring will be taking a 3-day grader course next week and that grader 2 is currently being repaired. Craig advised that he got a second opinion on Truck 1's transmission and a new oil pan and some transmission fluid seem to have fixed it for now.

### **2. Discussion on 2 On-Sites**

#### On-site at Proposed Riverview Park – 7<sup>th</sup> Line SW – Walking Trail

The Committee discussed the on-site and agreed that the next steps would be to see if we have a survey on file for the property and to create a concept plan.

#### On-site in Horning's Mills – Main Street – Proposed Paved Shoulders

The Committee discussed the on-site and Mike Vaughan, RJ Burnside & Associates who met with us on site will be providing us with two quotes (1 for traditional sidewalks and 1 for paved shoulders) to consider.

### **3. Road Project Updates & Timeline**

The Committee was advised that we will hopefully put the paving tender out at the end of May or beginning of June for a July closing date and a project completion date of September or October.

### **4. Ice Storm Debrief**

Denise Holmes, CAO/Clerk advised that Melancthon's debrief will be take place sometime in early June.

### **5. Discussion on Establishing a Township Building Capital Needs Plan/Assessment**

Chair McLean wanted to get the Committee's opinion on having a Township Building Capital Needs Plan/Assessment as he feels that all other Township owned building have one. Staff was directed to look into whether the Township Building is included in the Assessment Management Plan from last year.

### **6. Email From Beverly Byers – 2<sup>nd</sup> Line NE**

The Committee reviewed the email concerns and Staff was directed to advise Beverly that the traffic numbers do not warrant paving conversations around 2<sup>nd</sup> Line NE.

## **7. 2025 Infrastructure and Emergency Management Committee Meeting Schedule**

The Committee discussed wanting to have a standing meeting date and it was decided that the Committee would meet the first Monday of each month at 9:30 a.m. and they will adjust the date around Statutory Holidays.

### **Other/Additions**

None.

### **Recommendations to Council**

None.

### **Public Question Period**

None.

### **Confirmation Motion**

**Moved by Plowright, Seconded by White,** that all actions of the Members and Officers of the Infrastructure and Emergency Management Committee with respect to every matter addressed and/or adopted by the Board on the above date be hereby adopted, ratified, and confirmed; and each motion, resolution and other actions taken by the Board members and Officers at the meeting held on the above date are hereby adopted, ratified, and confirmed. Carried.

### **Adjournment**

10:44 a.m - **Moved by Plowright, Seconded by White,** that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on Monday June 2<sup>nd</sup>, 2025, at 9:30 a.m. or at the call of the Chair. Carried.

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CHAIR

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SECRETARY

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Township of Melancthon Heritage Advisory Committee held an electronic meeting on May 12, 2025 at 6:30 pm. The following members were present: Chair Kristine Pedicone, Vice-Chair Todd McIntosh, Members James McLean, Janet Burke, Dennis Scace and David Thwaites.

1. **Call to Order**- Chair Pedicone called the meeting to Order and confirmed that the meeting was being recorded and would be posted to the Township website.
2. **Land Acknowledgement**- Chair Pedicone shared the Land Acknowledgement Statement.
3. **Agenda**- Moved by Dennis Scace, seconded by Todd McIntosh that the Agenda be approved as circulated. Carried.
4. **Minutes of April 14, 2025**- Moved by Todd McIntosh, seconded by Dennis Scace that the Minutes of the Heritage Advisory Committee held on April 14, 2025 be approved as circulated. Carried.
5. **Business Arising** – None
6. **Declaration of Pecuniary Interest/Conflict of Interest**- None
7. **General Business**
  - A. **New**- None
  - B. **Unfinished Business**-
    1. **One Room School House Project**
      - Dennis Scace reported that he had submitted the “Chapter” for SS#6.
      - Chair Pedicone reported that the Office had made no further headway on the preparation of the draft book and that the Office needed further direction on the matter of obtaining a quote for publication.
      - David Thwaites volunteered to make queries about obtaining a quote on publication and to circulating the information on receipt. The Budget for the Committee for 2025 for all matters is \$2,500 so the Committee will have to consider any quotation when provided to ensure it fits or direction is sought from Council.
      - James McLean offered to conduct the initial edit/overview of the draft once forwarded by the Office. Todd McIntosh offered to assist.
    2. **Photos from Centennial of One Room Schools**
      - Chair Pedicone reported that the location for the Photos has been determined at the Township Office and that she understood the plan was to have the Photos hung over the summer.
    3. **James Beachall Award**
      - Chair Pedicone reported that there had been one submission to date. James McLean reported that the Guidance Counselor at CDDS had circulated the information and posted it on the school site. The deadline for submissions is this week.

4. **Melancthon Day-** (June 21/2025)- there was discussion about options for the presence of the Committee at Melancthon Day with the focus being on providing information about the one Room School House project. Chair Pedicone has a display board with information and a table and canopy. The presence will be impacted by the weather so the Committee will finalize discussion at the next meeting and closer to June 21, 2025.

8. **Recommendations to Council-** None

9. **Public Question Period-** none

10. **Confirmation Motion-**

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

11. **Adjournment- 7:01 pm-** Moved by James McLean, seconded by Janet Burke be it resolved that we adjourn this Heritage Advisory Committee meeting to meet again on Monday, June 9, 2025 at 6:30 pm or at the call of the Chair. Carried.

Chair

Secretary



## Denise Holmes

---

**From:** Meghan Townsend <mtownsend@townofgrandvalley.ca>  
**Sent:** Friday, May 30, 2025 4:07 PM  
**To:** nmartin@amaranth.ca; Sabrina VanGerven; Michael Dunmore; Fred Simpson; Les Halucha; Tracey Atkinson; Heather Boston; Sonya Pritchard; Denise Holmes; Sarah Culshaw; Peter Avgoustis; Alan Selby; Denyse Morrissey; Jennifer E. Willoughby; Carey Holmes; David Smith; Raylene Martell; Aimee Raves; Michelle Dunne  
**Subject:** request for County property tax inserts

Hello everyone,

At their May 27, 2025 meeting, after a discussion on public education regarding property taxes, Grand Valley Council passed the following resolution request to the County:

2025-05-33

Be it resolved that Council receives the Report – Treasurer’s Update for information purposes

And Further That Council requests the County of Dufferin to supply literature and information regarding a breakdown of the 2025 county budget

And Further That this resolution be forwarded to the County and all Dufferin municipalities

And Further That if timing does not work for 2025 that it be included for 2026

CARRIED

Thank you,



Meghan Townsend, MPS, BSc, Dipl.M.A. | CAO/Clerk

Town of Grand Valley | 5 Main Street North, Grand Valley, ON L9W 5S6

Tel: (519) 928-5652 x222 | Fax: (519) 928-2275 | [mtownsend@townofgrandvalley.ca](mailto:mtownsend@townofgrandvalley.ca)

*My workday may look different from your workday. Please do not feel obligated to respond outside of your normal working hours.*



*Annette Groves*  
*Mayor*

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Her Worship, Mayor Annette Groves  
Office of the Mayor  
6311 Old Church Road  
Caledon, ON L7C 1J6

June 4, 2025

The Honourable Doug Ford,  
Premier of Ontario  
Premier's Office, Room 281  
Main Legislative Building, Queen's Park  
Toronto, ON M7A 1A5  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

Dear Premier Ford,

Illegal land use, including unauthorized development, unapproved land alterations, and other non-compliant activities, poses significant threats to the Town's agricultural viability, water quality, and ecosystem health, in addition to decreasing adjacent land values and undermining public trust in land-use governance enforcement.

There have been approximately 1,300 properties investigated in Caledon for illegal land use since 2015, with the majority of instances being for the operation of illegal transportation depots.

Illegal transportation depots and parking lots undermine the success of Caledon's largest industry and employment sector. The prevalence of illegal transportation depots and parking lots, and their disregard for architectural and landscape standards, reduce the appeal for investment in prestige employment lands.

Penalties prescribed by the Planning Act are insufficient to deter violations, as they do not adequately reflect the economic gains derived from illegal land use activities and even maximum fines are difficult to obtain. The existing provisions in the Municipal Act specifically disallow municipalities from licensing transportation depots and truck parking.

In June 2023, the Town of Caledon wrote to your office requesting increased authority for municipalities to manage illegal land use including the ability to physically bar entry to properties and increase maximum penalty amounts for individuals and corporations. The Town has also made similar requests to the Honourable Deputy Premier Sylvia Jones, the Ministry of the

Attorney General, the Ministry of Transportation and the Ministry of Municipal Affairs and Housing.

At the June 3, 2025 General Committee Meeting, Council expressed support for a motion to strengthen municipal authority to effectively manage illegal land use by:

1. Amending the Planning Act to allow for a municipality to:

- a. require a person to pay an administrative penalty if the municipality is satisfied that the person has contravened section 41, section 46, subsection 49 (4) or section 52 or who contravenes a by-law passed under section 34 or 38 or an order made under section 47; whereas municipalities cannot currently administer administrative penalty systems under the Act, unlike the Municipal Act and Building Code Act,
- b. issue orders to discontinue a contravening activity or perform work to correct a contravention under a by-law passed under section 34 of the Act, whereas the Act does not currently allow it.
- c. enable a matter or thing to be done at a person's expense in default of it being done in accordance with an order made under a by-law passed under section 34 of the Act; further, that the costs of such action taken by a municipality may be recovered by adding the costs to the tax roll and collecting them in the same manner as property taxes, whereas municipalities cannot currently perform remedial work under the Act, unlike the Municipal Act,
- d. register charges, fines, orders, notices, prohibitions, injunctions and court imposed fines in the proper land registry office, so any person acquiring any interest in the land subsequent to the registration of the order is deemed to have been served with the same order; whereas the Act does not currently allow it,
- e. increase the maximum penalty amounts to \$50,000 for an individual and \$100,000 for a corporation on a first conviction and \$25,000 for each day the contravention continues after a conviction for an individual and \$50,000 for a corporation, additionally, amending the Act to allow municipalities to establish minimum fines under Zoning and Site Plan Control by-laws and continuing offence penalties on a first conviction.

2. Amending the Municipal Act to allow for a municipality to:

- a. provide a system of licenses under a business licensing by-law for the local parking and storage operations of transportation businesses, including transportation depots and parking lots, whereas municipalities cannot currently regulate the minimum standards appropriate for the community through Ontario Regulation 583/06 (Licensing Powers),
- b. close a business operating without a license or engaged in egregious illegal land uses that significantly harm nearby residents, the environment, and public safety; whereas municipalities cannot currently close or prevent illegal land use or operations from continuing,
- c. physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations,

d. register charges, fines, orders, notices, prohibitions, injunctions and court imposed fines in the proper land registry office, so any person acquiring any interest in the land subsequent to the registration of the order is deemed to have been served with the same order; whereas the Act does not currently allow it

A copy of the notice of motion has been enclosed for your reference. For more information regarding this matter, please contact my Chief of Staff, Catherine Monast, directly by email at [catherine.monast@caledon.ca](mailto:catherine.monast@caledon.ca) or by phone at 905.584.2272 ext. 4539. Thank you for your attention to this matter.

Sincerely,



Mayor Annette Groves

Town of Caledon

The Honourable Ruby Sahota, Minister of Democratic Institutions and MP for Brampton North-Caledon, [ruby.sahota@parl.gc.ca](mailto:ruby.sahota@parl.gc.ca)

Kyle Seebach, MP for Dufferin—Caledon, [Kyle.Seebach@parl.gc.ca](mailto:Kyle.Seebach@parl.gc.ca)

The Honourable Chrystia Freeland, Minister of Transport and Internal Trade  
[chrystia.freeland@parl.gc.ca](mailto:chrystia.freeland@parl.gc.ca)

The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon,  
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June 4, 2025

To the Ministry of Municipal Affairs and Housing:

Re: Regulatory Registry 25-MMAH003 Comments - Assessment of Bill 17 (Protect Ontario by Building Faster and Smarter Act, 2025)

We would first like to thank you for taking the time to review our commentary on the proposed legislative changes to the *Development Charges Act* (D.C.A.) set out in Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025* (herein referred to as Bill 17). Our firm, Watson & Associates Economists Ltd. (Watson), is a leader in municipal finance, planning, and land economics and represents over 250 municipalities and local boards across Canada. Our firm is one of the foremost experts in development charges (D.C.) in Ontario, and has worked with municipalities in British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, and Nova Scotia on similar matters.

The following provides our comments on the proposed legislative changes and our perspectives on the potential impacts they may have on municipalities in Ontario.

## 1. Definition of capital costs, subject to regulation

The proposed change would add the words “subject to the regulations” to section 5 (3) of the D.C.A.”

- The proposed amendment expands the scope of the Province’s authority to limit eligible capital costs via regulation.
- The D.C.A. currently provides this ability to limit the inclusion of land costs.
- The Province intends to engage with municipalities and the development community to determine potential restrictions on what costs can be recovered through D.C.s.

Commentary from organizations in the development community suggests these discussions may continue to focus on limiting the inclusion of land costs in the D.C. calculations. More specifically, the focus has been on removing the cost of land from the historical level of service calculations, while preserving the eligibility of land costs for D.C. recovery. The proposed amendment, however, provides broad authority for limiting eligible capital costs (i.e., the scope of regulatory authority is not restricted to land).

### Impact of Proposed Changes

*Restriction of eligible costs may delay investments in growth-related infrastructure that is required to build housing.*



Municipalities utilize D.C.s to recover the capital costs associated with new development and redevelopment. Prior to the 1997 legislative changes, D.C.s recovered close to 100% of the growth-related costs attributable to new development. After the 1997 legislation came into place, the share of growth-related costs recovered by D.C.s reduced to approximately 70-75%<sup>1</sup>. The legislative changes in 2019 further reduced the share of the growth-related costs recovered from D.C.s. These cost reductions must be funded from other municipal revenue sources (i.e. taxes and rates). Further restricting D.C. eligible capital costs will increase funding pressures from municipal taxes and user fees.

The increased funding pressure coincides with the recent implementation of the *Infrastructure for Jobs and Prosperity Act, 2015*. This Act requires municipalities to prepare a financial strategy for how they will manage their existing infrastructure, future infrastructure, and address any infrastructure deficits. In this context, if funding for growth-related capital costs have to compete for tax/user fee funding, investment in growth-related infrastructure may be delayed. This would serve to further slow the construction of new housing.

#### *Moving authority to the regulations creates uncertainty*

The proposed changes provide the Province with the flexibility to move quickly with changes to the definition of eligible capital costs through regulations. While administratively expedient for the Province, this will create uncertainty for municipal financial planning.

The municipal financial planning framework starts with the development of an Official Plan. This Official Plan identifies the anticipated growth and development for a municipality. Master plans are created in this context, which identify the anticipated capital needs required to service that development. The D.C. background study and by-law are subsequently prepared using this information to address a portion of the municipality's long-term funding plan.

This financial planning framework takes years for municipalities to properly prepare. If the definition of D.C. capital costs can be swiftly changed through regulation, municipalities will be required to adjust funding for capital projects through the annual budget process. This would not align with the long-term financial plans that were previously established and creates uncertainty for municipalities. This may require further contingency planning by municipalities, which may include delays in investment of growth-related infrastructure or require municipalities to incur additional financing costs to fund growth-related infrastructure without a dedicated funding source, thereby adding to the affordability concerns of exiting residents.

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<sup>1</sup> Based on historical analyses prepared by Watson & Associates Economists Ltd.





## 2. Deferral of D.C. payment to occupancy for residential development

The proposed changes to section 26.1 of the D.C.A. provide that a D.C. payable for residential development (other than rental housing developments, which are subject to payment in instalments) would be payable upon the earlier of the issuance of an occupancy permit, or the day the building is first occupied. Only under circumstances prescribed in the regulations may the municipality require financial security for the D.C. payable. Municipalities will not be allowed to impose interest on the deferral of D.C. payment to occupancy.

The Province has noted its intent to mitigate risk for municipalities. As such, the prescribed circumstances may allow for securities when no occupancy permit is required.

### **Impact of Proposed Changes**

#### *Administration costs will be significant across the Province*

There are over 200 municipalities with D.C. by-laws that fund growth-related capital costs of infrastructure. Many of these municipalities have limited administrative capacity due to their size. Previous amendments to the D.C.A. required payment in instalments for rental housing and institutional development. These changes required some small to mid-sized municipalities to create internal administrative processes to prepare agreements (or incorporate necessary wording into development agreements) and track payments over a 5-year term for these types of development.

Rental housing and institutional development within these communities is generally limited and as such, the increased administration is generally manageable. Most D.C. by-laws require the payment of D.C.s for all other development types (e.g., commercial, industrial and ownership-residential) at building permit issuance. Deferring the time of D.C. payments for all residential development types to occupancy will require all municipalities to establish separate processes to manage and track payments and securities separately. This will create additional administrative complexity in preparing rules and processes for different types of development.

#### *Cashflow for D.C. projects will be impacted leading to delay in development of growth-related infrastructure*

Watson conducted an analysis of the 2020 Financial Information Returns. Through this analysis, 213 municipalities reported on D.C. reserve funds. Assessing the D.C. reserve funds for these municipalities, approximately 70% of the reserve fund



balances related to the 30 municipalities of the Greater Toronto and Hamilton Area<sup>1</sup>. The remaining 30% of D.C. reserve fund balances relate to 183 municipalities. Moreover, for the non-GTHA municipalities, the D.C. reserve fund balances for water and wastewater services averaged \$1.22 million and \$1.77 million per municipality, respectively. It can cost between \$1.50 million and \$3.00 million to construct a 1km wastewater main, depending on location and size of pipe. Therefore, on average, cashflow impacts to municipalities may cause delays in the construction of growth-related infrastructure.

The nature of the D.C. funding is such that the municipality does not collect all of the D.C. revenue until all development is constructed. Deferred payments for all residential development to occupancy will further delay receipt of D.C. revenues and slow municipal cashflows (i.e. lessening reserve fund balances). This may serve to delay construction of growth-related infrastructure, slowing development. Alternatively, municipalities may have to debt-finance the growth-related infrastructure projects, subject to debt capacity constraints, which would increase D.C. rates and reduce debt financing availability for other municipal initiatives.

#### *Conflict with subsection 26(2) of the Act*

Section 26(2) of the D.C.A. provides that municipalities may impose D.C.s for water, wastewater, services related to a highway, and stormwater services at the time of subdivision agreement. This provides municipalities with cashflow assistance for growth-related infrastructure, as the D.C.s are collected earlier in the development process (i.e. most D.C.s are collected at the time of building permit issuance). Based on the proposed changes, it appears that section 26(2) may no longer be available to municipalities as it is in direct conflict with the proposed changes.

#### *Impacts on residential development rate freeze provisions of the Act*

Currently section 26.2, of the D.C.A. requires that a development that proceeds through Site Plan or Zoning By-law Amendment approvals shall have their D.C. determined based on the rates in effect at the time of the planning application. Section 26.2 (5) then states that:

- (5) Clauses (1) (a) and (b) [i.e., the rate freeze] do not apply in respect of,
  - (a) any part of a development to which section 26.1 applies if, on the date the first building permit is issued for the development, more than 18 months has elapsed since the application referred to in clause (1) (a) or (b) was approved;
  - or

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<sup>1</sup> GTHA municipalities include those in Durham, York, Peel, Halton, Toronto, and Hamilton.



(b) any part of a development to which section 26.1 does not apply if, on the date the development charge is payable, more than 18 months has elapsed since the application referred to in clause (1) (a) or (b) was approved.

For residential subdivisions that proceed through Site Plan or Zoning By-law Amendment applications, since section 26.1 does not apply, the rate freeze only applies to the part of the development that receives their building permit before the 18 months has elapsed. With the proposed changes, a residential subdivision will have the rate frozen as of **the first building permit of the development**. The Province should clarify the definition of “development” for the purposes of this section as a residential subdivision may be constructed over a number of years. Perhaps a clause similar to that of Section 26(1.1) “multiple phases” would provide the needed clarity.

*Need for clear regulatory guidance through consultations with the municipal sector and development community*

The Province has committed to consultations regarding the potential use of financial securities in certain circumstances to ensure payment of D.C.s at occupancy, where no occupancy permit is required. Through preliminary discussions with staff in the municipal sector, it appears there may be various interpretations of authorities to withhold occupancy permits until receipt of payment of D.C.s. If occupancy or occupancy permits cannot be withheld without the payment of D.C.s and the D.C.A. has not required the provision of securities or an agreement to be entered into with respect to the deferral of D.C.s until occupancy, the only recourse for municipalities to recover the costs may be to add the amount to the tax roll. The impact of this would be to shift the obligation to pay the D.C. from the builder to the homeowner (who would have already paid the D.C.s through their purchase price). Furthermore, requiring a financial security where no occupancy permit is required will increase administrative burden. There is a need for clear guidance in the regulations and detailed consultations with the municipal sector and development community to ensure implementation of this proposed change is effective.

### 3. Ability for residential and institutional development to pay a D.C. earlier than a by-law requires

Currently, if a person wishes to waive the requirement to pay their D.C. in instalments as per section 26.1, an agreement under section 27 of the D.C.A. (early payment agreement) is required. The proposed changes state that, “for greater certainty, a person required to pay a development charge under this section may pay the charge before the day it is payable even in the absence of an agreement under section 27.” Note this would apply to all residential development.



## Impacts of Proposed Changes

### *Current process is simple to implement*

Under the current legislation, a person may waive the requirement to pay in instalments by entering into an agreement under section 27 of the D.C.A. To implement this in a simple and effective manner, municipalities have created short agreements which seek to simply acknowledge the waiving of the instalment payments. Niagara Region for example, has created a one-page Early Payment Agreement form<sup>1</sup>.

### *New wording unclear in intent and may have unintended consequences*

The proposed changes state that a person required to pay a D.C. under section 26.1 may pay the charge before the day it is payable even in the absence of an agreement under section 27. Since all residential development would have D.C.s payable under this section, the wording implies that any person required to pay residential D.C.s may do so before it is payable under the terms of the D.C. by-law. This is problematic for municipalities, as the development community may elect to pay D.C.s before indexing or before a municipality passes a new D.C. by-law (where a publicly available D.C. background study may be indicating a potential increase in the charge). D.C. by-laws are indexed to ensure the charges reflect cost inflation of the underlying municipal capital projects. Furthermore, D.C. by-laws are regularly updated to ensure they align with the capital planning needs of the municipality. Allowing the payment of discounted D.C. rates due to early payments will result in lower D.C. revenues than required to meet the actual capital costs of growth-related projects.

This would create an additional administrative burden for municipalities, as they would need to track when developments have paid their D.C. Depending on the size of the municipality, this could be in respect of thousands of building permits per year. Since the wording states “before the day it is payable”, it is unclear how early the payments may be made. Can a person pay their residential D.C.s prior to registration of a subdivision? Can they pay prior to application?

It would also have cashflow impacts as D.C.s may be paid prior to the rationalization of the development in the D.C. background study calculations. This would lead to higher D.C.s for future development.

## 4. Removal of interest for legislated instalments

The proposed changes to section 26.1 of the D.C.A. would remove the ability to charge interest on instalment payments for rental housing and institutional development types.

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<sup>1</sup> <https://www.niagararegion.ca/business/property/pdf/early-payment-form.pdf>



This change would also apply to the remaining instalment payments for existing rental housing and institutional development deferrals once Bill 17 receives Royal Assent.

### **Impact of Proposed Changes**

#### *Cashflow impacts for municipalities*

This proposed amendment would reduce the D.C. revenues collected by the municipalities that would be used to fund growth-related infrastructure projects. As noted above, this may result in project delays or the need for debt financing of growth-related projects.

## **5. Grouping of services for the purpose of using credits**

Section 38 of the D.C.A. allows a person to construct D.C. recoverable works on a municipality's behalf, subject to an agreement. The person constructing the works receives a credit against future D.C.s for the service(s) to which the works relate. A municipality can agree to allow the credits to be applied to other services in the D.C. by-law. The proposed amendments would allow the Province to, through regulation, deem two or more services to be treated as one service for the purpose of applying credits.

### **Impact of Proposed Changes**

#### *Removal of municipal discretion*

Currently municipalities have the ability to agree to apply credits to other services within a D.C. by-law. In many cases, the municipality will undertake a cashflow analysis of their D.C. reserve funds to determine if this is feasible. This proposed change appears to remove a municipality's discretion to combine services by agreement in certain instances.

#### *Cashflow implications for municipalities*

Combining services for the purposes of credits would have cashflow implications for municipalities, where funds held in a D.C. reserve fund for a service not included under the section 38 agreement would be reduced. This could delay the timing of capital projects for these impacted services and/or increase financing costs, as municipalities tend to confine funding for projects to the reserve funds available for that service and not borrow between reserve funds/services.

## **6. Defining local services in the regulations**

Section 59 of the D.C.A. delineates between charges for local services and, by extension, those that would be considered for recovery within a D.C. by-law.



Municipalities typically establish a local service policy when preparing a D.C. background study to establish which capital works will be funded directly by the developer, as a condition of approval under section 51 or section 53 of the *Planning Act* (i.e., local service), and which will be funded by the D.C. by-law.

## **Impact of Proposed Changes**

### *Need for robust consultation to avoid unintended consequences*

The proposed amendments would allow the Province to make regulations to determine what constitutes a local service. Although the Province has noted that this will be defined through consultations, there may be unintended impacts. For example, if the definition of a local service is too broad, it may lower the D.C. but increase the direct funding requirements on one particular developer. If the definition is too narrow, the opposite would result, whereby local services would be broadly included in D.C. funding, thereby increasing D.C. rates.

Additionally, what is deemed a local service may vary by municipality due to characteristics of size, density, and types of development. For example, defining a specific watermain diameter size as a local service would be problematic as the size requirements for a specific development in a small community may be different compared to a similar development in a larger community.

The principal intent of a local service policy should first be defined. The defining parameters should be agreed upon in consultation with a representative cross section of municipal and development community representatives. Representatives should comprise urban, semi-urban and rural municipalities, as well as residential and non-residential development industry representatives to inform the diverse perspectives of local services. The regulations should also provide flexibility for the varying degree of circumstances observed by the over 200 municipalities across the Province that impose D.C.s.

### *Utilizing regulations creates uncertainty in financial planning*

Incorporating the proposed definition in the Regulations to the D.C.A. may create uncertainty in financial planning. As noted in Item 1, the municipal financial planning framework is established over a number of years. The expedient nature of a regulatory change could impact the recovery of costs for growth-related infrastructure, thereby impacting development. For example, a water master plan typically defines the infrastructure required to support the anticipated growth and development. Master plans generally focus on higher-order infrastructure needs, with more localized infrastructure being defined through the development process and included in development agreements. Should a regulatory change reduce the scope of local services (e.g., limits the size of a watermain that can be required as local service), a municipality may be required to revise the scope of their water



master plan to ensure the capital needs are identified, and subsequently update their D.C. background study to incorporate these costs. These updates would generally take years to complete, depending on the magnitude of the changes and size of the municipality.

## 7. Exemption for long-term care homes

The D.C.A. defines long-term care homes as institutional development. As such, D.C.s imposed on long-term care homes are subject to annual instalment payments under section 26.1 of the D.C.A. The proposed amendment would exempt long-term care homes from the payment of D.C.s. This exemption would also apply to any outstanding D.C. instalment payments on long-term care home developments.

### **Impacts of Proposed Changes**

#### *Cashflow impacts for municipalities and increased pressure on taxes and rates*

The D.C.A. does not allow reductions in D.C.s to be funded by other types of development. As such, the D.C. exemption for long-term care homes will have to be funded from other municipal revenue sources. The overall impact on municipalities may be minimal relative to their overall D.C. collections, depending on the number of long-term care homes being constructed in the municipality.

## 8. Streamlined D.C. by-law process to reduce charges

The proposed changes to section 19 (1.1) of the D.C.A. would allow for a streamlined process when a municipality amends a D.C. by-law for the following purposes:

- Repeal or change a D.C. by-law expiry date (consistent with current provisions);
- Repeal a D.C. by-law provision for indexing or to provide for a D.C. not to be indexed; and
- Decrease the amount of a D.C. for one or more types of development.

The streamlined process only requires passing an amending by-law and providing notice of by-law passage. This process removes the requirements under the D.C.A. to prepare a D.C. background study and undertake at least one public meeting. Moreover, amending by-laws for these purposes are not appealable to the Ontario Land Tribunal.

### **Impact of Proposed Changes**

#### *Reduction in administrative burden*

Limiting the streamlined D.C. by-law amendment process to situations where the D.C. is being reduced for a type of development would allow municipalities to adjust the charges for changes in assumptions (e.g. reductions in capital cost estimates,





application of grant funding to reduce the D.C. recoverable amount), adding exemptions for types of development, and phasing-in the D.C. over time.

#### *Unclear when this may be utilized*

It is unclear if the streamlined process would apply where exemptions are being provided based on characteristics other than development type. For example, where a municipality is exempting a geographic area, such as an industrial park, downtown core, major transit station area, etc. Clarity should be provided in the legislation in this regard.

#### *Reduced transparency for the general public*

While administratively expedient, eliminating the statutory public process for reductions in D.C.s will not provide the general public with an opportunity to delegate Council on the matter or appeal the amending by-law to the Ontario Land Tribunal. This reduces transparency, as reductions in D.C.s through exemptions would need to be funded from non-D.C. revenue sources such as property taxes.

## **9. Lower charge for rate freeze**

Section 26.2 of the D.C.A. requires that, for developments proceeding through a site plan or zoning by-law amendment application, the D.C. be determined based on the rates that were in effect when the planning application was submitted to the municipality. This allows for the determination of the charge earlier in the development process, as most D.C. by-laws determine the charges at the time of building permit issuance. In some instances, the D.C. that would be imposed at the time of building permit issuance may be lower than that in place at the time of planning application. Where rates have been determined as per section 26.2 of the D.C.A., the proposed amendments would require municipalities to apply the lower of the charges determined at the time of planning application or as required under the D.C. by-law (e.g. building permit issuance).

Note, interest charges for the D.C. determined at the time of planning application may still be imposed.

### **Impact of Proposed Changes**

#### *Lower of the charges imposed appears positive*

These proposed changes are positive as developers would not be charged in excess of current rates, and municipal capital costs, where charges are lower. Moreover, developers who proceed in a timely manner would not be penalized with additional interest costs for the period between planning application and D.C. by-law timing of payment.





## 10. Noted areas for future changes to D.C.s

In the Province's announcement, they indicated additional changes can be expected to follow the proposed regulatory changes and/or ongoing consultations.

The Province has indicated its intent to add the Statistics Canada Non-Residential Building Construction Price Index for London to the prescribed indexes in the regulations. This would allow municipalities in Southwestern Ontario to utilize the London series for indexing purposes. This appears to be a reasonable addition to the legislation and will better align the underlying capital cost in D.C. by-laws with changes in the area. The Province should consider allowing municipalities to amend their D.C. by-laws using the streamlined D.C. amendment process to reference this index where appropriate.

The Province also indicated its intent to consult on potential approaches to standardize benefit to existing (B.T.E.) deductions. Municipalities generally follow best practices in regard to B.T.E. deductions. Currently, there is no standardized approach across all municipalities. Providing a standardized approach may be problematic, as capital projects, capital costs, and circumstances in different municipalities may be unique. Robust consultations should be undertaken prior to the implementation of any changes in this regard due to the wide-ranging implications anticipated for municipalities.

Lastly, the announcement included commentary on expanding the Annual Treasurer's Statement reporting requirements. Under the D.C.A. currently, municipalities must allocate 60% of monies in their D.C. reserve funds to projects for services related to a highway, water, and wastewater services. The Province has indicated that it may consider expanding this requirement to more services. If expanded to additional services, this change would impose an additional administrative burden on municipalities.

## 11. Concluding Remarks

Based on the proposed changes and individual municipal circumstances, municipalities may experience a reduction in D.C. revenues and cashflows. Possible implications include funding of growth-related capital needs from non-D.C. municipal revenue sources, slowing the timing for growth-related capital projects, and increased debt financing which may lead to ultimately higher D.C. rates and utilization of tax-supported funds to address growth-related needs, impacting affordability for existing residents and businesses.

The impacts of the more significant changes being considered (i.e., changes to the definition of capital cost, grouping of credits, defining local services, and prescribing a methodology for benefit to existing) will not be known until the release of the draft regulations for consultation.



The approach of effecting legislative change through regulations, as opposed to the requirements of passing a Bill through the legislative process reduces transparency and opportunity for public input. This also creates issues with municipalities' ability to react to the legislative changes and to update master plans and D.C. by-laws, where needed.

We appreciate the opportunity to comment on the legislative changes and would appreciate any opportunity to participate in ongoing consultation regarding the above legislative changes.

Yours very truly,

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

## **Summary of 2024 Biological Survey Results**

Prepared for:

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Project No. 764O/1748H | June 2025



**NATURAL RESOURCE SOLUTIONS INC.**

Aquatic, Terrestrial and Wetland Biologists

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

### Summary of 2024 Biological Survey Results

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Report submitted on June 5, 2025



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## Maps

**Map 1** Melancthon Pit #2 and Bonnefield Property Study Area

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

## 1.0 Introduction

Natural Resource Solutions Inc. (NRSI) was retained in 2024 by Strada Aggregates to continue an annual anuran (frog and toad) monitoring program for Melancthon Pit #2 (also known as Shelburne South Pit), located on 4<sup>th</sup> Line in the Township of Melancthon, Dufferin County (Map 1). The annual monitoring program was recommended in the Level 1 and 2 Natural Environment Assessment (NEA) reports for the subject property as completed by NRSI and recommended by Michalski Nielson in their review of the NEA Level 2 report (NRSI 2010).

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

The monitoring program was designed to include the following:

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

Aggregate extraction operations at Melancthon Pit #2 commenced in 2014, including construction of facility structures (e.g., truck laneways, scale house installation). 2024 therefore represented the 11<sup>th</sup> year of facility operation on the property. Existing on-site wetland features have been maintained in accordance with the Operational Plan. 2024 also represented the third year of extraction operations and operational-phase annual biological and hydrogeological wetland monitoring on the Bonnefield property. See Map 1 for the Melancthon Pit #2 and Bonnefield property locations.

This report summarizes the results of anuran surveys completed in 2024 at both Melancthon Pit #2 and the Bonnefield property. The results of the Melancthon Pit surveys were compared to baseline (pre-extraction) data collected by NRSI in 2009 (as part of the NEA Level 2 study) and 2013. Operational-stage data (2014-2024) were also examined for any trends or notable variations in data among years within the operational stage of the pit. The 2024 Bonnefield property surveys represent the third year of the operational-phase monitoring period on the property, and were compared to baseline data collected by NRSI in 2016 and 2018-2021, and operational-stage data collected in 2022 and 2023.

The overall objective of this study is to monitor temporal breeding anuran species presence and relative abundance (i.e., calling codes; see Methods below) within and between the pre-extraction and operational phases of Melancthon Pit #2 and the Bonnefield property pit expansion within an integrated study. Anuran survey results are also compared against annual surface water and groundwater monitoring data, collected by Whitewater Hydrogeology Ltd.

(2014-2022) and Tatham Engineering Ltd. (2023-2024), to assess potential relationships with anuran breeding habitat conditions. If significant changes in biological and hydrological conditions are observed, it may suggest negative impacts caused by pit operations, and may trigger the need for additional recommendations to adequately address and mitigate those impacts.



## 2.0 Methods

### 2.1 Anuran Call Surveys

Anuran call surveys were completed at Melancthon Pit #2 and the Bonnefield property during three night-time survey visits on April 10, May 21, and June 18, 2024, following the Marsh Monitoring Program amphibian survey protocol (Bird Studies Canada 2009). All stations that were surveyed in 2014-2023 were again surveyed in 2024 (Map 2).

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

### 2.2 Hydrological, Hydrogeological and Water Quality Monitoring

2024 was the 11<sup>th</sup> year in which surface water level data was collected at two stations within Melancthon Pit #2 as part of the compliance monitoring program required as a condition of the pit Site Plan. This monitoring, previously completed by Whitewater Hydrogeology (2014-2022), was completed by Tatham Engineering in 2023 and 2024. The water level monitoring points within Melancthon Pit #2 correspond to anuran survey stations ANR-001 (i.e., the “North Pond”) and ANR-005 (the “South Pond”) as shown on Map 2. The water level monitoring points within the Bonnefield property correspond to anuran survey station ANR-009 (i.e., the “Wetland” or “SW1”) and a small vernal pool located approximately 60m south of ANR-009 (i.e. the “Vernal Pool” or “SW2”), as shown on Map 2. Water level monitoring was completed during late-March to mid-December 2024 at the North Pond and South Pond, from mid-March to mid-December 2024 at SW1, and from early January to mid-December at SW2, using continuously recording dataloggers. See the *Strada Shelburne Annual Compliance Report 2024* (Tatham Engineering 2025) for further details about water level survey methodology.

Groundwater level monitoring was also completed by Tatham Engineering within Melancthon Pit #2 and the Bonnefield property in 2024, as reported in the *Strada Shelburne Annual Compliance Report 2024*. Within Melancthon Pit #2, groundwater level data was collected at two stations that corresponded to areas at or near amphibian monitoring stations. Specifically, these monitoring wells were placed adjacent to the North Pond (ANR-001) and between anuran stations ANR-006 and 007a (see Tatham Engineering 2024). Groundwater monitoring at ANR-001 consisted of a deep overburden (Tavistock Till) well (OW10B in Tatham Engineering 2025), while groundwater monitoring near stations ANR-006 and ANR-007a (OW6A) consisted of a shallow (sand and gravel) groundwater well.

For the purposes of this report, results from OW6A are presented. The shallow groundwater well at ANR-001 that was monitored in previous years was not monitored in 2018-2024. This shallow groundwater well was dry the majority of the year and the true overburden water table is therefore monitored by the deep overburden well (T. White, Whitewater Hydrogeology, pers. comm., January 2020).

Within the Bonnefield property, groundwater level data was collected at one location in 2024: wells OW18A/OW18C in the northeastern portion of the property. As described by Tatham Engineering (2025), monitors 'A' are screened at the base of the sand and gravel unit (water table aquifer) and monitors 'C' are constructed within the bedrock aquifer.

Surface water quality was measured for the North and South Ponds, as reported by Tatham Engineering (2025). Measured parameters included pH, conductivity, alkalinity, bicarbonate, chloride, calcium, magnesium, potassium, sodium, sulphate, nitrate, nitrite, phosphorus, and dissolved metals. Samples for surface water quality analysis were collected during the spring and fall, following the standard semi-annual sampling timeline.

### 3.0 Anuran Survey Results

#### 3.1 Melancthon Pit #2

A total of four anuran species were recorded within Melancthon Pit #2 across all 2024 site visits:

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

Table 1 below presents a summary of all species occurrences documented at Melancthon Pit #2 during pre-extraction and 2014-2024 operational-phase monitoring.

Spring Peeper has been recorded at Melancthon Pit #2 every year of the monitoring program, while Wood Frog has been recorded every year of the monitoring program, with the exception of 2018. Gray Treefrog and Green Frog have each been recorded every year of the monitoring program, with the exception of two years, 2021 and 2023, and 2016 and 2018, respectively. American Toad and Northern Leopard Frog were not recorded in 2024, after having been recorded in 8 years and 5 years since 2013, respectively. Western Chorus Frog (*Pseudacris triseriata*) (Great Lakes-St. Lawrence/Canadian Shield population), is designated as Threatened under the federal *Species at Risk Act* and is considered a Species of Conservation Concern (SCC) in Ontario. This species was recorded by NRSI biologists within the subject property during 2009 surveys, but has not been recorded during annual amphibian call surveys completed since 2013.

Table 2 below presents a summary of anuran survey results across all 2024 site visits. See Appendix II for detailed survey results by site visit and Appendix III for weather and temperature conditions recorded during each survey.

Among species, Spring Peeper was observed to be most abundant across monitoring stations during the 2024 survey period, followed by Wood Frog and Gray Treefrog. Spring Peeper was recorded at full chorus at four stations across all visits (ANR-001, 004, 005 and 008a), and was also recorded at stations ANR-002 and 007a, with a maximum of three and five individuals, respectively. These results for Spring Peeper are generally consistent with previous monitoring years. Wood Frog was recorded at full chorus at two stations across all visits (ANR-005 and 008a), and was also recorded at stations ANR-004, 007a and 007b, with a maximum of three, one and five individuals, respectively. These results for Wood Frog are similar to 2021, and represent an increase from 2022 and 2023 results. Gray Treefrog was recorded at six stations across all visits (ANR-001, 002, 003, 004, 007a, 008a), ranging from a maximum of one to four individuals. These results are similar to 2019 and 2022, and represent an increase from 2020, 2021 and 2023 results.

During the 2024 survey period, Green Frog was observed to occur in low abundances on the subject property, with two individuals observed at one station (ANR-005). These results represent an average year for Green Frog, and are similar to results from 2015, 2019 and 2021.

The stations with the highest species richness in 2024 were ANR-004, 005, 007a and 008a, which each had three anuran species heard across visits. These stations were followed by stations ANR-001 and ANR-002, which each had two anuran species across visits, and ANR-003 and 007b which each had one anuran species across visits. Stations ANR-006 had the lowest species richness with no species heard across visits. These results are generally

**Table 1: Summary of anuran species detected at Melancthon Pit #2 by monitoring year.**

Species		Monitoring Year											
Scientific Name	Common Name	Pre-ext.	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<i>Anaxyrus americanus</i>	American Toad	X	X	X	X	X	X		X	X			
<i>Hyla versicolor</i>	Gray Treefrog	X	X	X	X	X	X	X	X		X		X
<i>Lithobates pipiens</i>	Northern Leopard Frog	X			X	X	X		X	X			
<i>Lithobates sylvatica</i>	Wood Frog	X	X	X	X	X		X	X	X	X	X	X
<i>Pseudacris crucifer crucifer</i>	Spring Peeper	X	X	X	X	X	X	X	X	X	X	X	X
<i>Pseudacris triseriata</i>	Western Chorus Frog	X											
<i>Rana clamitans melanota</i>	Green Frog	X	X	X		X		X	X	X	X	X	X

**Table 2: Summary of maximum calling codes and maximum abundance estimates by species during 2024 site visits for Melancthon Pit #2 and the Bonnefield property wetland (ANR-009).**

Scientific Name	Common Name	Species Detected by Monitoring Station																			
		ANR-001		ANR-002		ANR-003		ANR-004		ANR-005		ANR-006		ANR-007a		ANR-007b		ANR-008a		ANR-009	
		Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.
<i>Hyla Versicolor</i>	Gray Treefrog	1	1	2	2	2	2	2	4					1	1			2	3		
<i>Lithobates sylvatica</i>	Wood Frog							2	3	3				1	1	2	5	3		3	
<i>Pseudacris crucifer crucifer</i>	Spring Peeper	3		2	3			3		3				2	5			3		3	
<i>Rana clamitans melanota</i>	Green Frog									1	2										

consistent with previous years of monitoring. In comparison to 2023 results, six stations (ANR-002, 003, 004, 007a, 007b and 008a) had an increase, one station (ANR-001) had a decrease, and two stations (ANR-005, 006) had no change in the number of species detected across site visits. Refer to Figures 7 to 15 in Appendix IV for a comparison of species richness across all monitoring years by station.

Anuran abundances were highest at stations ANR-005 and 008a, which each had two species detected at calling code 3 (Spring Peeper and Wood Frog), followed by stations ANR-001 and 004, which each had one species detected at calling code 3 (Spring Peeper). Stations ANR-002, 003, 007a and 007b each had one to three anuran species detected at calling codes 1 to 2, with one to five individuals of each species. ANR-006 had no individuals detected in 2024.

### 3.2 Bonnefield Property (ANR-009)

Two anuran species, Spring Peeper and Wood Frog, were recorded within the Bonnefield property across all 2024 site visits. Both species were recorded calling at full chorus.

Table 3 below presents a summary of all species occurrences documented at the Bonnefield property during baseline (2016-2021) and operational-phase (2022-2024) monitoring. Spring Peeper has been detected in all eight survey years since baseline monitoring began in 2016. Wood Frog was detected again in 2024 after having not been detected since 2021.

Field data collected in 2024 at the Bonnefield property represent the third year of operational-phase monitoring. The two anuran species detected in 2024 is consistent with most previous years of monitoring and represents a slight increase from 2023 results when only one species was detected. Spring Peeper, Wood Frog, and Gray Treefrog have been the most abundant species across all years, with Spring Peeper and Wood Frog being detected at full chorus in six of eight years and five of eight years, respectively, while Gray Treefrog was detected at full chorus in 2016. American Toad and Green Frog were each detected in small numbers in one year (2016) and two years (2016 and 2022), respectively. Western Chorus Frog individuals were detected during 2018 surveys; this species was not detected in 2016 or 2019-2024.

**Table 3. Summary of anuran species detected at the Bonnefield property wetland (ANR-009) by monitoring year.**

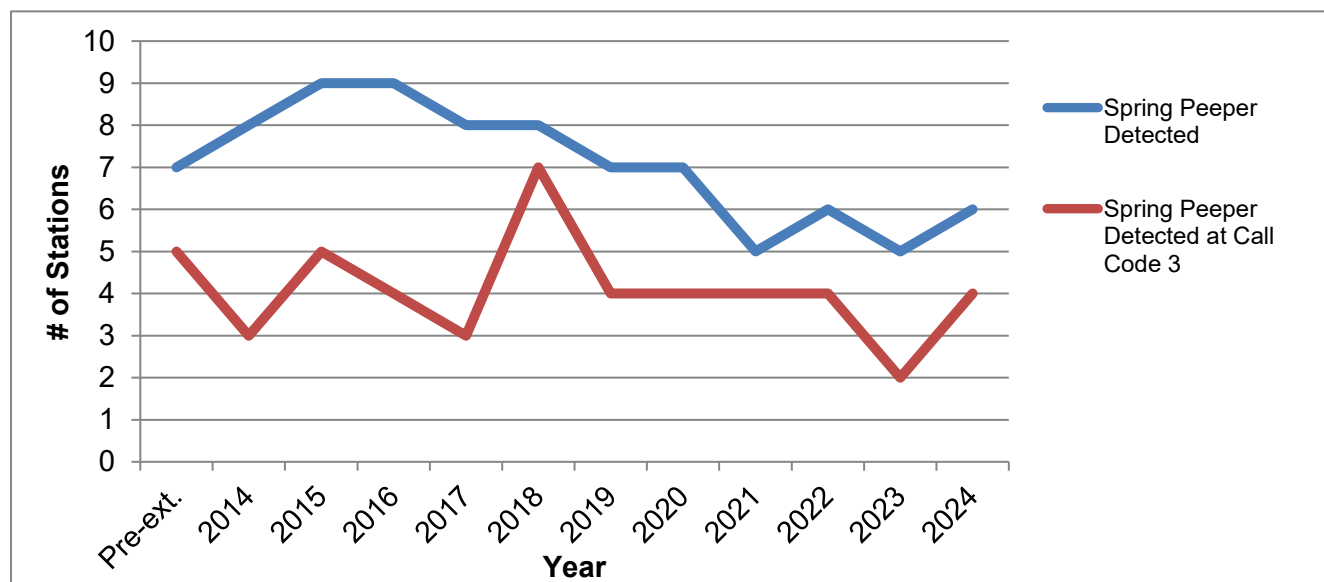
Species		Monitoring Year							
		Pre-extraction					Operational-phase		
Scientific Name	Common Name	2016	2018	2019	2020	2021	2022	2023	2024
<i>Anaxyrus americanus</i>	American Toad	X							
<i>Hyla versicolor</i>	Gray Treefrog	X			X		X		
<i>Lithobates sylvatica</i>	Wood Frog	X	X	X	X	X			X
<i>Pseudacris crucifer crucifer</i>	Spring Peeper	X	X	X	X	X	X	X	X
<i>Pseudacris triseriata</i>	Western Chorus Frog		X						
<i>Rana clamitans melanota</i>	Green Frog	X					X		

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

Field data collected during the 2009 and 2013 monitoring seasons at Melancthon Pit #2 were combined to represent baseline (pre-extraction) conditions against which to compare operational-phase anuran survey results (2014-2024 data). The data collected to date was used to provide an assessment of trends in species occurrence, richness and abundance at the station level across years. When comparing the operational results to pre-extraction results, the single-year pre-extraction results (i.e., for 2009 and 2013 individually) were also taken into consideration, as the combined pre-extraction results were somewhat higher than the single-year results in some instances. For example, Gray Treefrog was detected calling at full chorus at a total of two stations during pre-extraction monitoring (see Figure 2 below); however, when looking at the single-year pre-extraction monitoring results, the species was only detected at one station during each of the 2009 and 2013 pre-extraction monitoring programs.

#### 3.3.1 Species Occurrence and Abundance

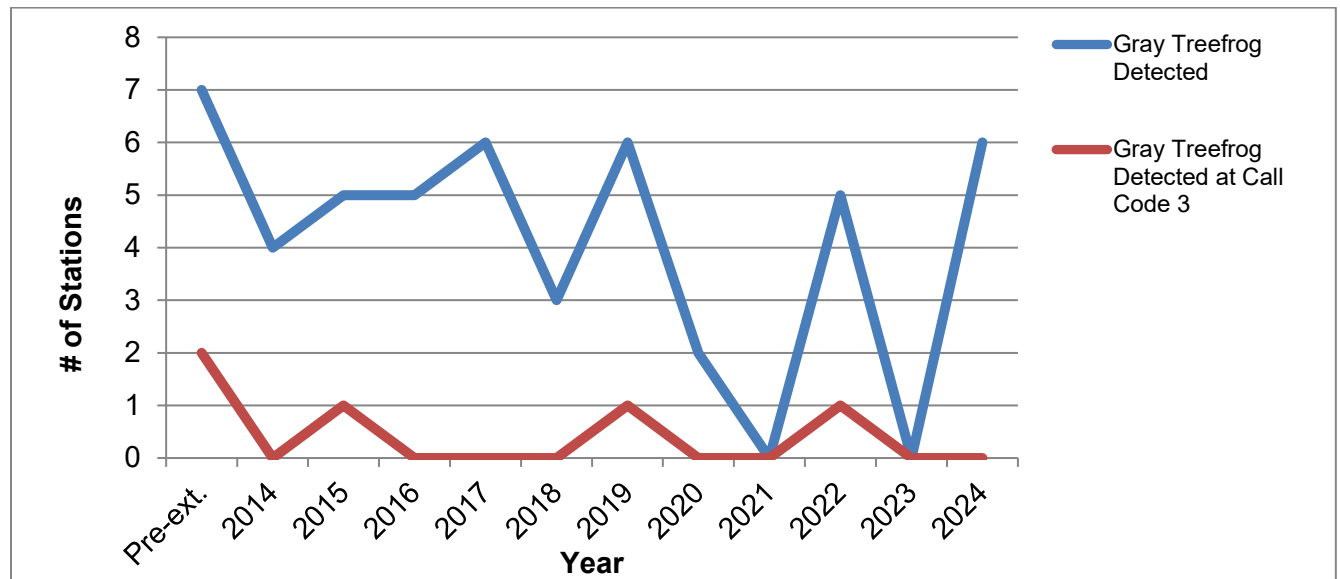
Figure 1 below presents a comparison of Spring Peeper occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations where Spring Peeper was detected showed an overall slight decreasing trend across years, ranging from five to nine stations. The decrease in 2021 to five stations may have been a result of the unseasonably dry conditions that occurred in the spring of 2021, which resulted in several of the ponds being dry during the monitoring period. The number of stations at which Spring Peeper was detected at a calling code of 3 (full chorus) was relatively consistent across years, ranging from three to five stations, with the exception of 2018 and 2023 when a full chorus was detected at seven and two stations, respectively.



**Figure 1: Spring Peeper Occurrence and Abundance Across Stations by Year**

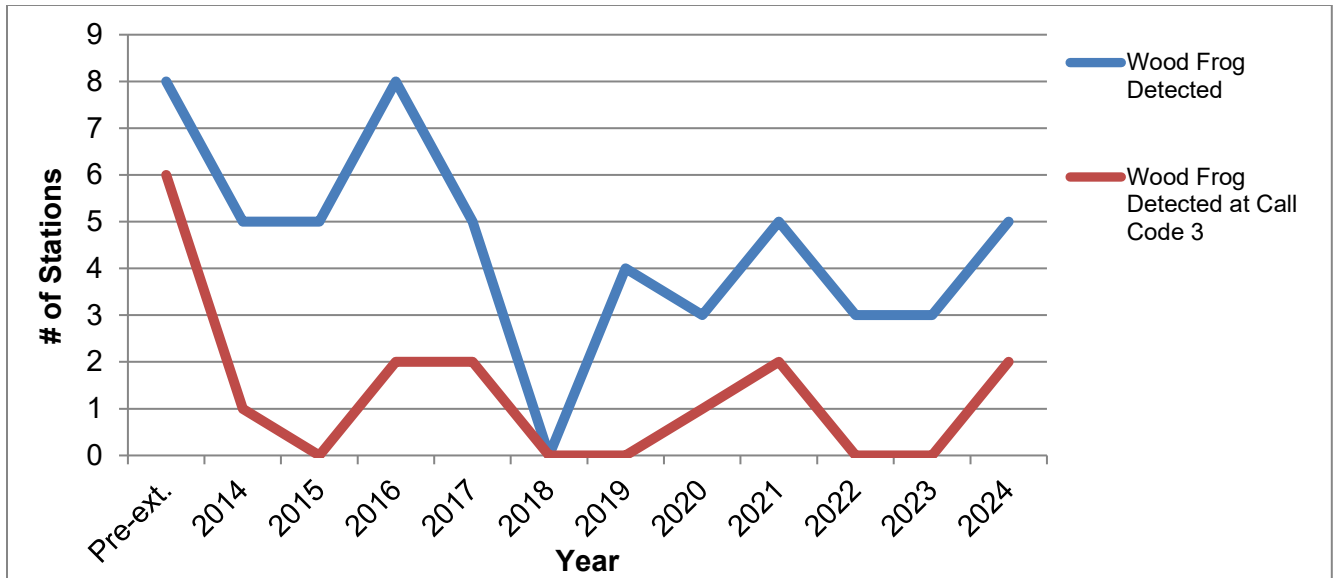
Figure 2 below presents a comparison of Gray Treefrog occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Gray Treefrog was detected varied from year to year with no distinct trend,

ranging from zero to seven stations. In 2020, although calling individuals were only detected at two stations (ANR-007b and 008a), tadpoles of this species were also incidentally noted at a third station (ANR-003). The decrease to zero stations in 2021 is likely a result of unseasonably dry conditions that occurred in the spring of 2021, which resulted in seven of the nine stations being dry by June (when Gray Treefrog is most likely to be detected). During the June site visits in 2020-2024, it was also noted that Gray Treefrog individuals were detected calling from some of the temporary aggregate pit ponds on site that are located to the west of the monitoring stations (see Map 2). The number of stations at which Gray Treefrog was detected at a calling code of 3 (full chorus) was relatively consistent across years, ranging from zero to two stations.



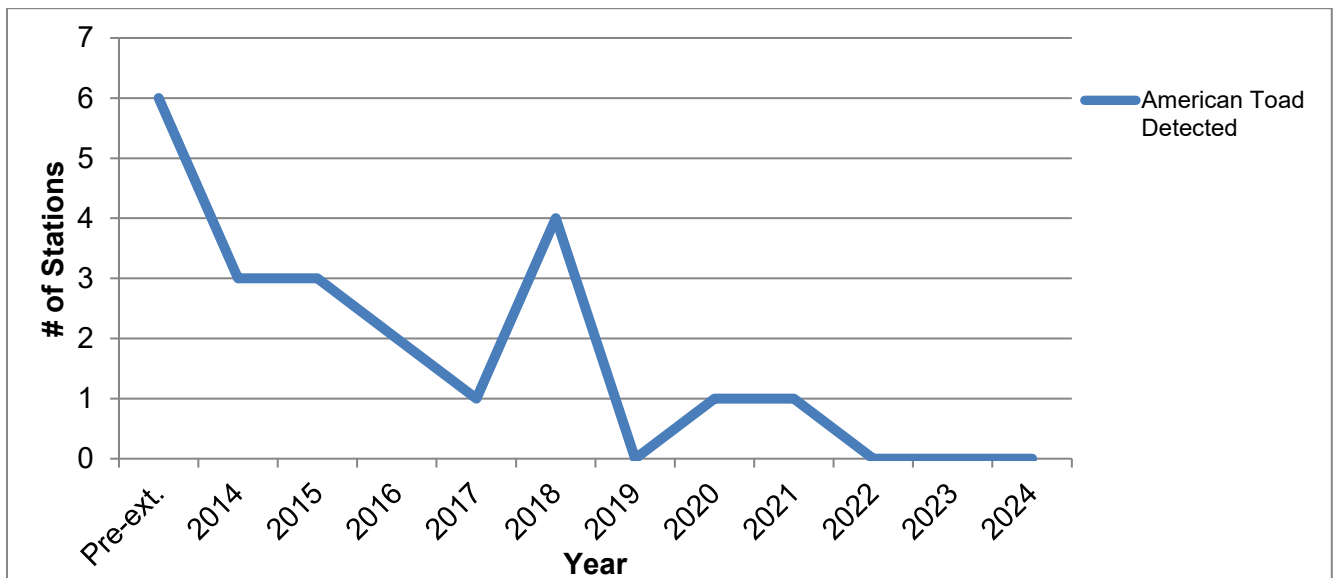
**Figure 2: Gray Treefrog Occurrence and Abundance Across Stations by Year**

Figure 3 below presents a comparison of Wood Frog occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Wood Frog was detected fluctuated from year to year (ranging from zero to eight stations), with an overall decreasing trend. The lack of Wood Frog observations in 2018 was likely a result of a late spring that delayed Wood Frog breeding (resulting in calls not being heard during the April survey when they are usually detected). In 2020, although calling individuals were only detected at three stations (ANR-001, 004, and 008a), tadpoles of this species were also incidentally noted at a fourth station (ANR-003). An overall decreasing trend in abundance can also be inferred across all years when looking at the number of stations at which a full chorus of Wood Frogs was detected. However, the increase in Wood Frog abundance in 2024, as compared to 2022 and 2023, indicates that the observed trend in abundance may be the result of natural fluctuations across years. It is also important to note that the high pre-extraction result was based on a small sample size.



**Figure 3: Wood Frog Occurrence and Abundance Across Stations by Year**

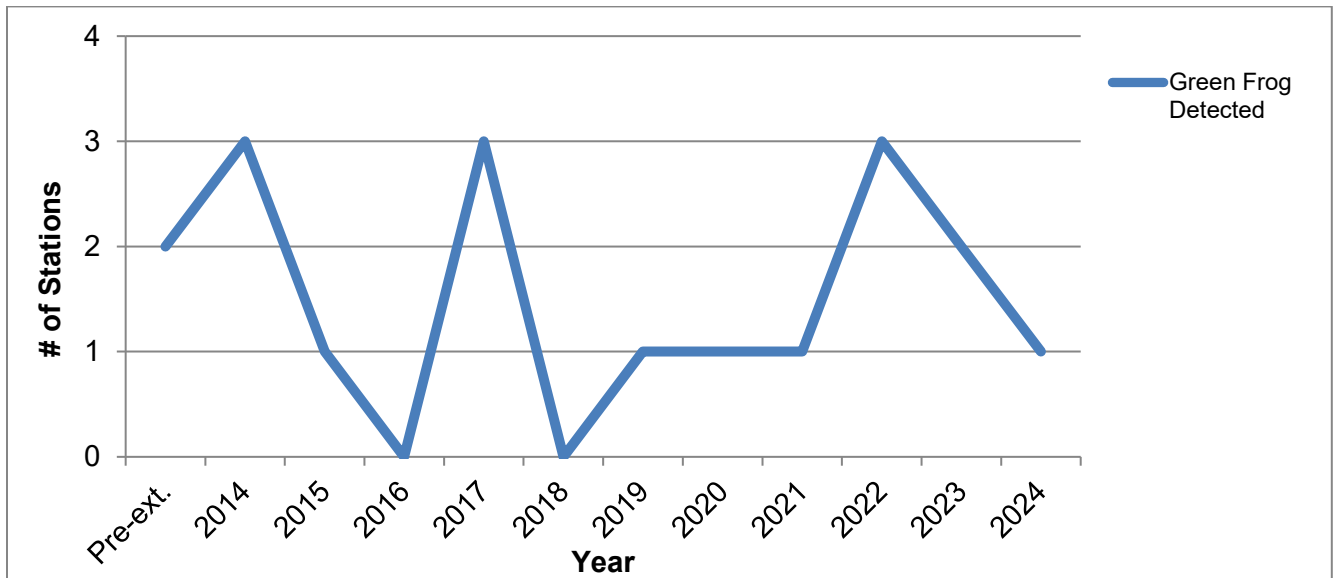
Figure 4 below presents a comparison of American Toad occurrence by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which American Toad was detected decreased consistently across years, from six stations during pre-extraction surveys to zero stations in 2019, 2022-2024, and one station in 2020 and 2021. An exception to this trend occurred in 2018, when individuals were detected at four stations. During both monitoring periods, most stations contained only one to three calling individuals.



**Figure 4: American Toad Occurrence Across Stations by Year**

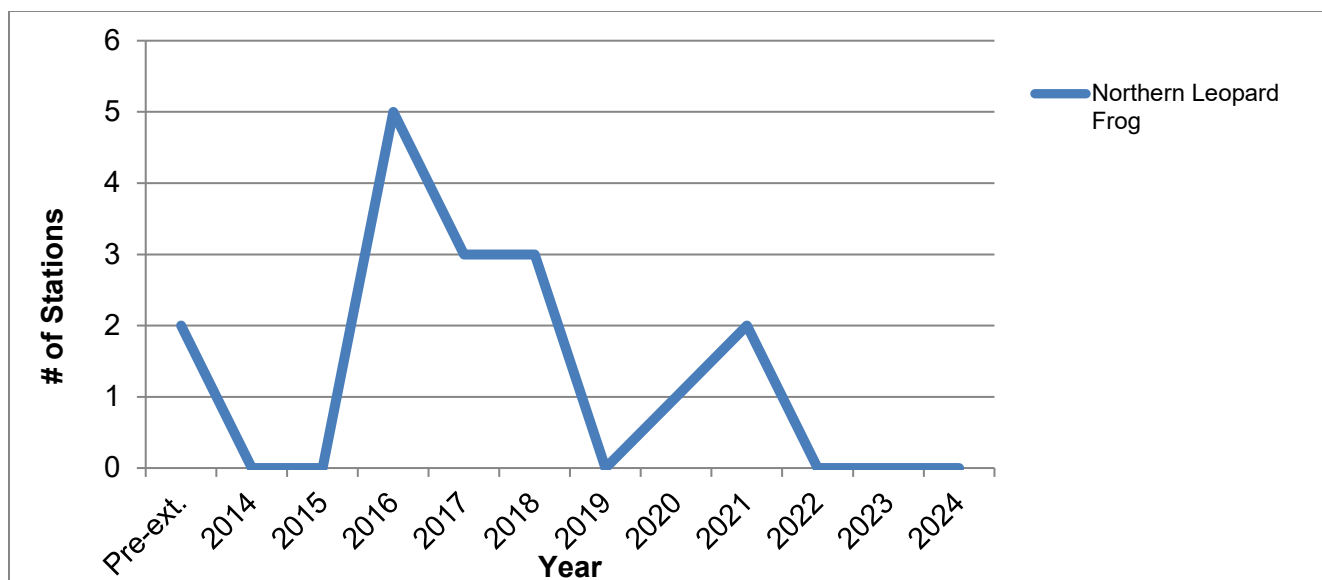


Figure 5 below presents a comparison of Green Frog occurrence by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Green Frog was detected varied from year to year with no distinct trend, ranging from zero to three stations. A maximum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



**Figure 5: Green Frog Occurrence Across Stations by Year**

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



**Figure 6: Northern Leopard Frog Occurrence Across Stations by Year**

### 3.3.2 Species Richness by Station

A comparison of species richness by year during the operational period, compared to pre-extraction results, was completed for each monitoring station. A slight decreasing overall trend in species richness (i.e., the total number of anuran species detected) was observed for stations ANR-002, 003 and 004. Although station ANR-003 had only one species detected during call surveys in 2022 (Spring Peeper heard at full chorus), adults of two additional species, Wood Frog and Green Frog, were also observed in the wetland during surveys. The remaining six stations showed some variation in species richness from year to year, but with no apparent overall trend.

The year-to-year species richness comparison, and resulting trend, for each station can be seen on Figures 7 to 15 in Appendix IV.

### 3.3.3 Species Abundance by Station

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

The year-to-year species abundance comparison, and resulting trend, for each station can be seen on Figures 16 to 24 in Appendix V.

### 3.3.4 Summary and Analysis of Possible Decreasing Species Trends Across Years

As described in sections 3.3.2 and 3.3.3 above, a slight decreasing overall trend in species richness can be seen for stations ANR-002, 003 and 004, and a slight decreasing overall trend in species abundance can be seen for stations ANR-001, 002, 004 and 007b. These decreasing trends are primarily a result of the decreasing trends in occurrence and/or abundance observed for Spring Peeper, Wood Frog and/or American Toad, as described in section 3.3.1.

These decreasing trends may be the result of various factors, some of which are unrelated to pit operation activities, such as increased habitat availability on site, natural population-level fluctuations, and/or changes in wetland surface water levels due to weather and precipitation fluctuations. However, certain factors that may be influencing these trends could potentially be due to pit operational activities; these factors include alterations to adjacent lands that could affect surface runoff to wetlands, degradation of wetland water quality (e.g., due to releases of sediments or deleterious substances), or changes to shallow groundwater levels as a result of pit operations.

No alterations to the lands adjacent to the monitoring stations at Melancthon Pit #2, that could impact surface runoff to wetlands, are known to have occurred in recent years. Water quality monitoring completed by Whitewater Hydrogeology and Tatham Engineering during all monitoring years has shown that the operation of the pit is not having any measurable impacts on water quality within the wetland features. There may, however, be some potential for sedimentation effects due to the degradation of the sediment and erosion control fencing on site. Although no specific observations of sedimentation have been noted, this potential effect, if occurring, is likely limited to the three northernmost wetlands that are surrounded by active pit operations (Map 1). Of the five stations showing slight decreasing trends in species richness and/or abundance, ANR-001 is assumed to be perched above the overburden aquifer based on historical groundwater level monitoring (Tatham Engineering 2024). As part of the NEA (NRSI 2010), it was also concluded that the other four wetland features (ANR-002, 003, 004, 007b) are not connected to the groundwater table and should be relatively insulated from fluctuations in groundwater. Additionally, it has been concluded in all years of monitoring that shallow groundwater levels at well OW6a (which is in close proximity to stations ANR-007a/ANR-007b), as well as at other monitored wells, have been consistent with groundwater level and trends historically observed on site.

As described in section 3.3.1, it was noted during June site visits in 2020-2024 that Gray Treefrog individuals were detected calling from some of the temporary aggregate pit ponds on site that are located to the west of the monitoring stations (see Map 2). This observation suggests that the conditions of the pit ponds may be providing better habitat conditions for this species than the natural wetlands at the monitoring stations. One possibility is that the pit ponds may have retained appropriate surface water levels in June when several of the wetlands at the monitoring stations were dry by June (when Gray Treefrog is most likely to be detected) in recent years. As described in section 4.1 below, there appears to be a slight overall increasing trend in the number of wetland habitats drying out by June in recent years. Based on the analysis of surface runoff and shallow groundwater above, it is likely that this increase is a result of weather and precipitation fluctuations.

Based on the above analysis, it is expected that the decreasing trends in species richness and/or abundance are a result of natural population-level fluctuations, weather and precipitation-based effects, and/or availability of better habitat conditions at the pit ponds on site. However,

impacts from pit operations cannot be ruled out entirely as a contributing factor, specifically due to the potential incursion of sediments into wetlands from adjacent operational areas. These trends will continue to be monitored during subsequent survey years, which may provide additional information on whether any continued negative trends may be the result of pit operations.

## 4.0 Hydrological, Hydrogeological and Water Quality Data

### 4.1 Surface Water Levels

The results of the 2024 surface water monitoring program, as collected by Tatham Engineering, are illustrated in Appendix D of the *Strada Shelburne Annual Compliance Report 2024* (Tatham Engineering 2025). Surface water levels were consistently higher in the North Pond than the South Pond throughout most of the late-March to mid-December 2024 hydrological monitoring period. This is similar to 2023 water level observations, but contrasts with water level observations in 2015-2022, when surface water levels were either higher in the South Pond or similar in both ponds for the majority of the monitoring period. Surface water level in both ponds increased from late March to early May, followed by a gradual and generally consistent decrease from early May through to the fall. The North Pond dried out in mid-October, while the surface water levels in the South Pond continued to decline gradually until the end of the monitoring period in mid-December. For the South Pond, these results are similar to 2015-2021 observations when the pond remained wet throughout the monitoring period, and contrasts 2022 and 2023 results when the pond dried out in late fall and from late May through mid-October, respectively. The 2024 results for the North Pond are similar to 2022 observations when the pond dried out in late fall, and contrasts 2015-2021 results when the pond remained wet throughout the monitoring period.

Surface water level data was collected for the entirety of the April-June amphibian monitoring period for both ponds. Water levels in the North Pond increased gradually and generally consistently from early April to early May, from approximately 492.50masl in early April to a high of approximately 493.45masl in early May. This was followed by a gradual decline through to late June, when levels reached a low of approximately 492.70masl. This decline was part of the larger gradual and generally consistent decline seen in this pond throughout the remainder of the monitoring period, until the pond dried out in mid-October. Surface water levels in the North Pond were similar to 2015-2021 and 2023 levels, and slightly higher than 2022 levels. Surface water in the South Pond also increased from early April to early May, from approximately 491.98masl in early April to a high of approximately 492.50masl in early May. This was followed by a gradual decline through to late June, when levels reached a low of approximately 492.20masl. This decline was part of the larger gradual and generally consistent decline seen in this pond throughout the remainder of the monitoring period. Surface water levels in the South Pond were generally lower in 2024 as compared to previous monitoring years, with the exception of 2023 which had the lowest recorded levels for the South Pond. In general, the surface water levels observed at the North and South ponds in 2024 were consistent with previous years (Tatham Engineering 2025). See the *Strada Shelburne Annual Compliance Report* (Tatham Engineering 2025) for further details of water level results.

Within the 2024 hydrological monitoring period at the Bonnefield property, the surface water level at SW1 increased from mid-March to mid-April, followed by a gradual but inconsistent decline before drying out in mid-September. The surface water level at SW2 fluctuated throughout the monitoring period, with an overall decreasing trend from early May to early September, before also drying out in mid-September.

Surface water level data at SW1 and SW2 were collected for the entirety of the April-June amphibian monitoring period. Water levels in SW1 increased fairly quickly from early April to mid-April, reaching a high of approximately 100.43 masl, followed by fluctuations until the end of June. A low of approximately 100 masl was present in early April. Water levels in SW2 gradually increased during the early April to early May period, followed by a decline to mid-June

and relatively sharp fluctuations in late June. A high of approximately 100.32 masl was reached in late June, with a low of approximately 99.98 masl present in early April. A relative elevation of 100masl was assumed at these ponds to assess seasonal changes in the surface water levels (Tatham Engineering 2025). In general, the surface water levels observed in 2024 at the Bonnefield Property were consistent with previous years (Tatham Engineering 2025).

Based on qualitative observations made by NRSI, standing water was present at the majority of anuran monitoring stations during the early portion of the 2024 amphibian monitoring period, with only one of nine stations having no standing water during each of April (ANR-002) and May (ANR-006). By June of 2024, however, four of the nine monitoring stations were completely dry. This is similar to the 2015 and 2021-2023 monitoring seasons when four to seven of nine stations were dry by June in a given year, and contrasts with observations in 2016-2020, when only one to three stations were observed to contain no water in each year. These observations show a slight overall increasing trend in the number of ponds drying out by June in recent years.

## **4.2 Groundwater Levels**

The shallow groundwater level near ANR-006/ANR-007a (well OW6A) was monitored from late April to mid-December in 2024; the early spring period (i.e., March-late April) was missed due to device malfunction. In 2024, the shallow groundwater level at this well peaked at approximately 493.30masl in early May, as compared to peak levels ranging from 491.80masl to 493.58masl during 2015-2023 spring monitoring (Whitewater Hydrogeology 2016, 2017, 2018, 2019, 2020, 2021, 2022a, 2022b; Tatham Engineering 2024, 2025). The timing of the 2024 spring-based groundwater elevation fluctuation at OW6A was similar to that at other monitored wells. During the 2024 amphibian monitoring period, overburden groundwater elevation was approximately 493.00masl in late April, but increased gradually to approximately 493.30masl in early May before declining again to approximately 492.35masl in late June (Tatham Engineering 2025).

Shallow groundwater levels on the Bonnefield property, monitored at well OW18A, were similar to levels in 2023, and slightly higher than levels recorded during 2017-2022 monitoring. In 2024, the shallow groundwater level at this well peaked at approximately 488.90masl in mid-April, as compared to a peak level of approximately 488.50 in 2023, and peak levels ranging from approximately 486.30masl to 487.30masl during 2017 to 2022 spring monitoring (Whitewater Hydrogeology 2021, 2022a, 2022b; Tatham Engineering 2024, 2025). The timing of the 2024 spring-based groundwater elevation fluctuations at this well was similar to that at other monitored wells.

## **4.3 Pond Surface Water Quality**

As reported in the *Strada Shelburne Annual Compliance Report 2024* (Tatham Engineering 2025), measured water quality parameters within the North and South Ponds generally met the applicable Provincial Water Quality Objectives (PWQO), with the exception of phosphorus during the spring sampling period at both the North and South Pond. These water quality results are similar to results from previous monitoring years (Tatham Engineering 2025).

## **4.4 Hydrological/Hydrogeological and Water Quality Summary**

Based on these analyses, operation of the pit is not having any measurable impacts on surface or groundwater levels, or water quality within the pond features.

## **5.0 Additional Recommendations**

In 2024, the sediment and erosion control fencing on site, as shown on the original Operational Plan prepared by MHBC (2010), was noted to be in disrepair. As communicated to Strada Aggregates, it is recommended that any areas of degraded/damaged fencing be repaired to allow for proper functioning.

## 6.0 Summary and Conclusions

In 2024, NRSI biologists completed the 12<sup>th</sup> year of an annual program to monitor the ecological condition of subject property wetlands as a means of identifying any potential impacts caused by aggregate extraction activities at Melancthon Pit #2. As recommended in the Level 2 NEA report for the subject property (NRSI 2010), studies were initiated to track long-term wetland characteristics based on annual anuran breeding activity in conjunction with associated surface water and groundwater measurements within the subject property collected by Whitewater Hydrogeology Ltd. (2014-2022) and Tatham Engineering (2023-2024). Regular surface water monitoring was initiated in 2014. The biological and hydrological/hydrogeological monitoring plan for Melancthon Pit #2 was incorporated into an Integrated Monitoring Plan (Appendix I) for Melancthon Pits #1, #2, and the Bonnefield property pit expansion beginning with 2018 field survey activities.

Data collected in 2013 at Melancthon Pit #2 was compiled with NRSI data collected in 2009 to represent baseline (pre-extraction) conditions. Data collected from 2014 to 2024 represent the operational-phase monitoring period on the property, including facility construction and aggregate extraction.

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

In total, seven anuran species were recorded within the Melancthon Pit wetlands across all years, including the provincial SCC Western Chorus Frog. To date, Western Chorus Frog was only observed in 2009, at one station, within the Melancthon Pit #2 site. Spring Peeper was recorded as the most abundant and widespread species across all years, and showed a relatively consistent trend in abundance and a slight declining trend in occurrence when data was compared on a year-by-year basis (see Figure 1). Gray Treefrog was also recorded at relatively high abundances across monitoring periods; the occurrence and abundance data for this species showed variation from year to year, but with no discernable trends at this time (see Figure 2). It was also noted in 2020-2024 that Gray Treefrog was detected calling (full chorus in 2020, 4 individuals in 2021, full chorus in 2022, 15 individuals in 2023, full chorus in 2024) from some of the temporary aggregate pit ponds on site (located to the west of the amphibian monitoring stations; see Map 2), which suggests that this species is still actively breeding in high numbers within the Melancthon Pit #2 site. A year-by-year comparison of operational data compared to pre-extraction data for Wood Frog, another relatively abundant species across monitoring periods, showed an apparent slight decline in both occurrence and abundance for this species (see Figure 3).

American Toad, Green Frog and Northern Leopard Frog occurred in relatively low abundances during both monitoring periods. When comparing year-by-year operational data to pre-



extraction data, American Toad showed an overall decline in occurrence (see Figure 4), while Green Frog and Northern Leopard Frog did not show any discernable trend (see Figures 5 and 6, respectively).

A comparison of species richness for each station by year during the operational period (compared to pre-extraction results; Appendix IV) showed an overall slight decreasing trend in species richness for station ANR-002, 003 and 004. The remaining six stations showed some variation in species richness from year to year, but with no apparent overall trend at any individual station. A comparison of species abundance for each station by year during the operational period (compared to pre-extraction results; Appendix V) showed an overall slight decreasing trend in species abundance for stations ANR-001, 002, 004 and 007b, which is consistent with the overall decreasing trend in abundance for Wood Frog (see Figure 3). Stations ANR-003, 005, 006 and 007a showed some variation in species abundance from year to year, but with no apparent overall trend, while station ANR-008a showed an increasing trend in species abundance.

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

Overall, breeding anuran abundance at the Melancthon Pit was observed to be relatively consistent between the pre-extraction and operational periods to date. Individual species occurrence and abundance remained consistent across periods with the exception of Wood Frog, which has appeared to decline slightly in occurrence and abundance since the pre-extraction period, and Spring Peeper and American Toad, which have appeared to decline slightly in occurrence since the pre-extraction period. At this time there is no evidence to indicate these changes in observed abundance and/or occurrence are not a natural fluctuation in the local population, or if not, whether they can be attributed to the on-site activities or are part of a broader species population trend. Additional years of operational-phase monitoring data will provide stronger evidence for whether on-site activities may be impacting anuran breeding activities and/or the health of wetland breeding habitats. However, based on surface water level and quality data, and groundwater level data collected by Tatham Engineering, operation of the pit is not observed to be causing any measurable impacts to the existing hydrological regime on the property. Additionally, no other visible signs of habitat disturbance or degradation caused by the aggregate pit activities were observed at these wetlands, although there may be some potential for sedimentation effects due to the degradation of the sediment and erosion control fencing on site. The continued persistence of a healthy population of breeding anurans, relative to observed pre-extraction conditions, further suggests that the anuran habitat functions of the on-site wetlands are being maintained.

Annual monitoring at the Bonnefield Pit was recommended in NRSI's NEA report for the Prince and Bonnefield properties (NRSI 2017), which documented the presence of breeding amphibians within the Bonnefield property wetland during 2016 surveys. 2024 monitoring at the Bonnefield property documented the third year of extraction operation-phase data on breeding

amphibian species presence and relative abundance and was compared to pre-extraction data collected in 2016 and 2018-2023. In total, six anuran species were detected at the Bonnefield Pit between 2016 and 2024, including the provincial SCC Western Chorus Frog. The presence of Western Chorus Frog within this wetland further reinforces the significance of this wetland as anuran breeding habitat, which was identified in the 2017 NEA report. Species occurrence and abundance at this wetland in 2024 was generally consistent with pre-extraction years and the first two years of operational-stage monitoring. Additional years of monitoring will help to identify the presence of any long-term trends in species occurrence and/or abundance at this wetland.

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

## 7.0 References

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**Appendix I**  
Integrated Monitoring Plan

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# **Strada Aggregates Melancthon Pits – Integrated Monitoring Plan**

## **February 2018**

### **Background**

The Strada Melancthon Pits consist of:

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

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

### **Natural Environment**

#### *Amphibian Monitoring*

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

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

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

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

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

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

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

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

#### *Woodland Buffer*

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

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

#### **Hydrogeology**

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

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

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

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

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

*Table 1 – Proposed Groundwater Monitoring Network*

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

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

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

Table 2 – Proposed Water Quality Parameters

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

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

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



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Map 1

Melanchthon #2 and  
Bonnefield Pits  
Anuran Monitoring Stations

**NATURAL RESOURCE SOLUTIONS INC.**  
Aquatic, Terrestrial and Wetland Biologists

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

Proposed Bonnefield Pit

Melanchthon Pit #2

ANR-009



ANR-003



ANR-002



ANR-001



ANR-004



ANR-005



ANR-006



ANR-007a






ANR-007b



ANR-008a



Legend

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

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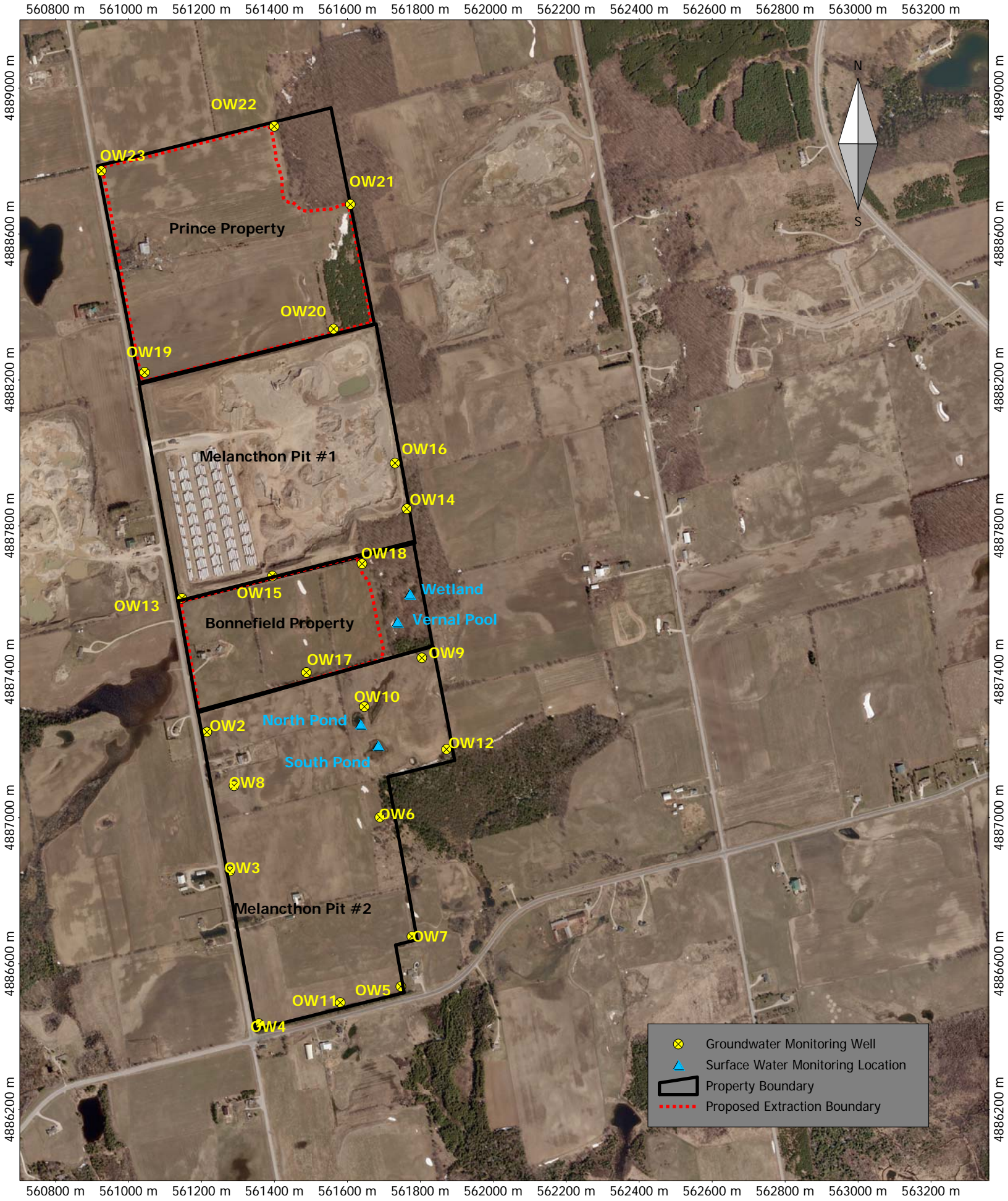
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0 100 200 Metres

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**Appendix II**  
2024 Calling Amphibian Survey Results by Survey Visit

---

2024 Calling Amphibian Survey Results

Visit 1 10-Apr-24

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

Visit 2 21-May-24

Scientific Name	Common Name	NRSI Species Detected by Monitoring Station (Maximum Calling Code, Total Number of Individuals)									
		ANR-001	ANR-002	ANR-003	ANR-004	ANR-005	ANR-006	ANR-007a	ANR-007b	ANR-008a	ANR-009
<i>Bufo americanus</i>	American Toad										
<i>Hyla versicolor</i>	Gray Treefrog	1,1	2,2		2,4			1,1		2,3	
<i>Lithobates pipiens</i>	Northern Leopard Frog										
<i>Lithobates sylvatica</i>	Wood Frog										
<i>Pseudacris crucifer crucifer</i>	Spring Peeper	2,5	2,3		2,3	2,3				1,2	2,5
<i>Pseudacris triseriata</i>	Western Chorus Frog										
<i>Rana clamitans melanota</i>	Green Frog										

Visit 3 18-Jun-24

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

**Appendix III**  
Supplementary Data Collected During 2024 Survey Visits

---

## 2024 Calling Amphibian Weather Results

Visit 1 10-Apr-24

Station Name	Start time	Wind speed	% Cloud Cover	Air temp. (°C)	Precipitation	Remarks
ANR-001	21:10	2	30	11.0	None	
ANR-002	21:16	2	30	11.0	None	No standing water
ANR-003	21:16	2	30	11.0	None	Very little standing water
ANR-004	21:02	2	30	11.0	None	
ANR-005	20:57	2	30	11.0	None	
ANR-006	20:51	2	30	11.0	None	Very little standing water
ANR-007a	20:38	2	30	11.0	None	
ANR-007b	20:38	2	30	11.0	None	
ANR-008a	20:28	2	30	11.0	None	
ANR-009	21:30	2	30	11.0	None	

Visit 2 21-May-24

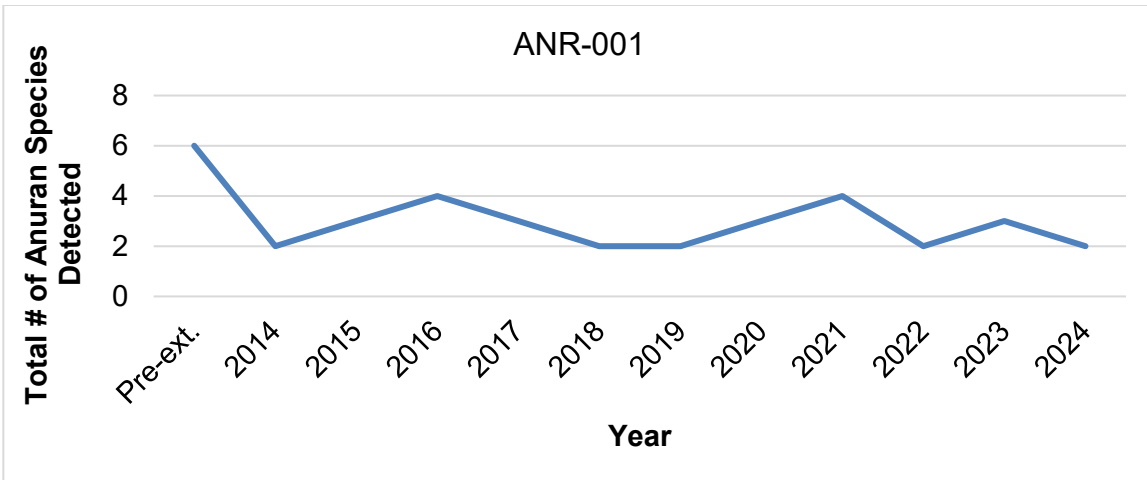
Station Name	Start time	Wind speed	% Cloud Cover	Air temp. (°C)	Precipitation	Remarks
ANR-001	21:52	1	5	19.0	None	
ANR-002	21:56	1	5	19.0	None	Standing water present
ANR-003	22:03	1	5	19.0	None	
ANR-004	21:46	1	5	19.0	None	
ANR-005	21:42	1	5	19.0	None	
ANR-006	21:35	1	5	19.0	None	No standing water
ANR-007a	21:27	1	5	19.0	None	
ANR-007b	21:27	1	5	19.0	None	
ANR-008a	21:15	1	5	19.0	None	
ANR-009	22:17	1	5	19.0	None	

Visit 3 18-Jun-24

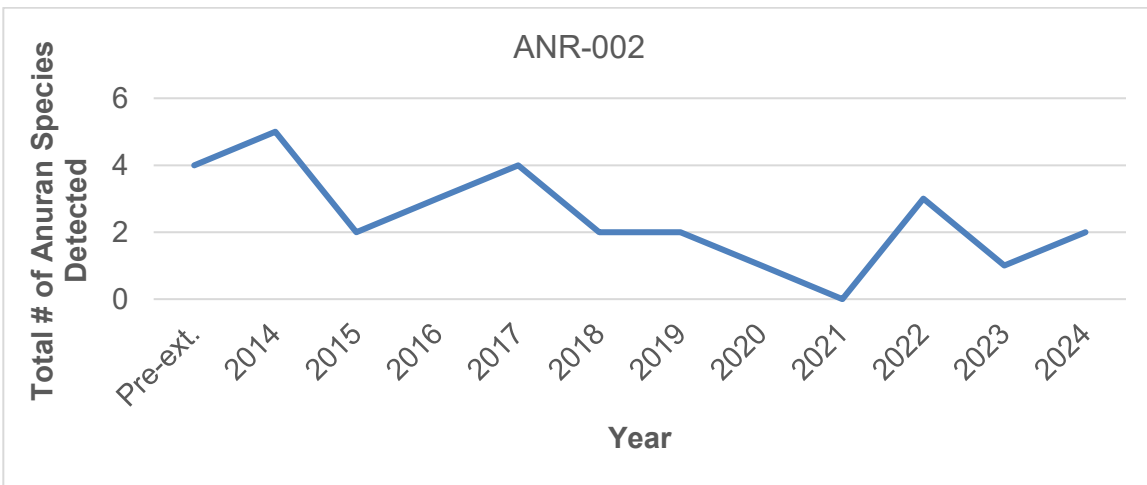
Station Name	Start time	Wind speed	% Cloud Cover	Air temp. (°C)	Precipitation	Remarks
ANR-001	22:34	1	50	23.0	None	
ANR-002	22:41	1	50	23.0	None	No standing water
ANR-003	22:50	1-2	50	23.0	None	
ANR-004	22:27	1	50	23.0	None	No standing water
ANR-005	22:20	1	50	23.0	None	
ANR-006	22:09	1	50	23.0	None	No standing water
ANR-007a	21:59	1	50	23.0	None	No standing water
ANR-007b	21:54	2	50	23.0	None	
ANR-008a	21:37	2-3	50	23.0	None	
ANR-009	23:04	1-2	50	23.0	None	

**Appendix IV**  
Species Richness by Station

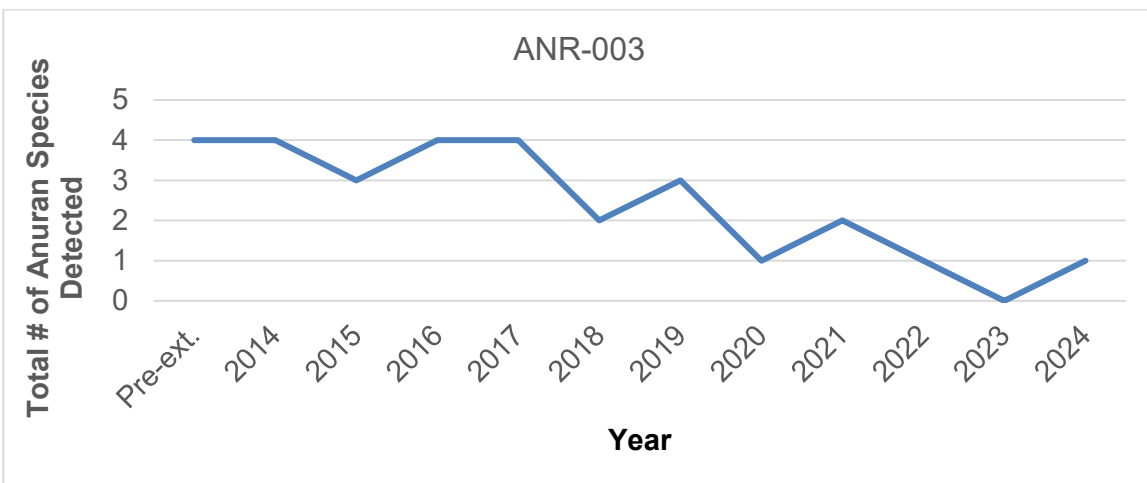
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**Figure 7. Species Richness by Year for ANR-001**

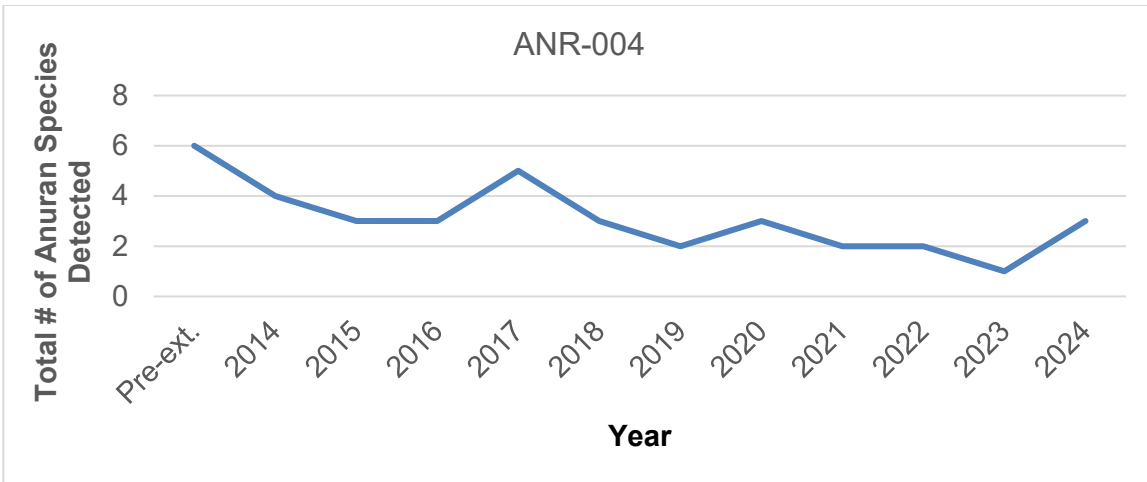


**Figure 8. Species Richness by Year for ANR-002**

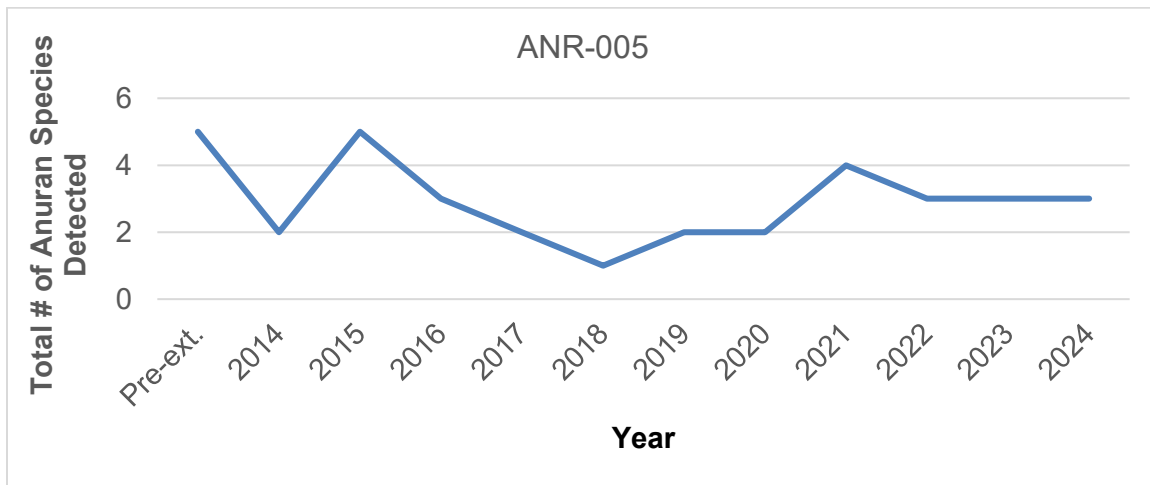


**Figure 9. Species Richness by Year for ANR-003**

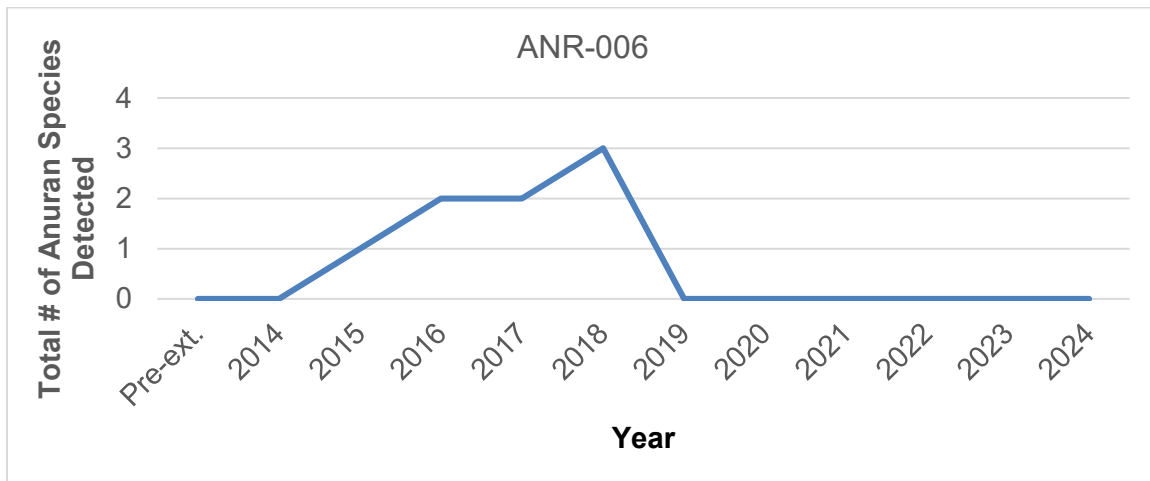




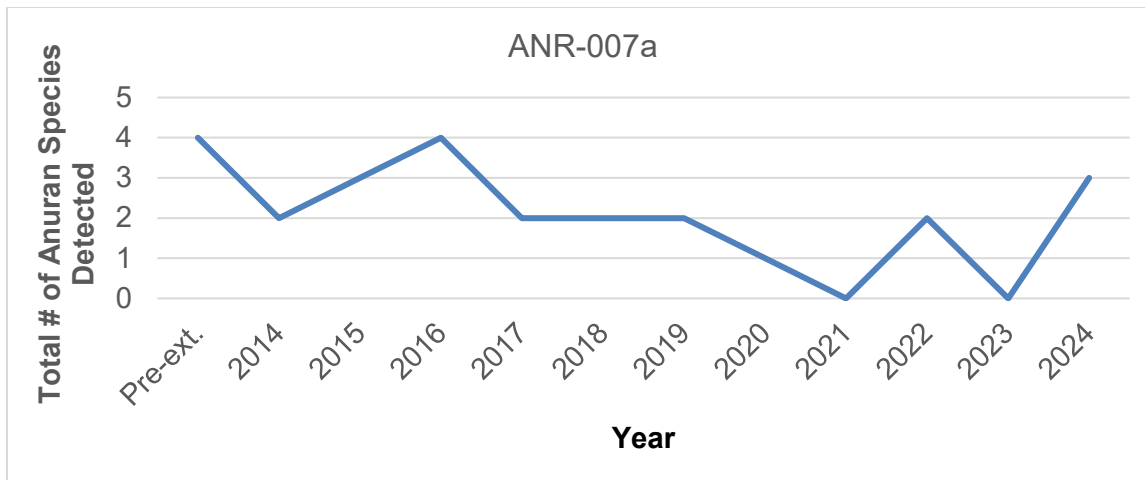
**Figure 10. Species Richness by Year for ANR-004**



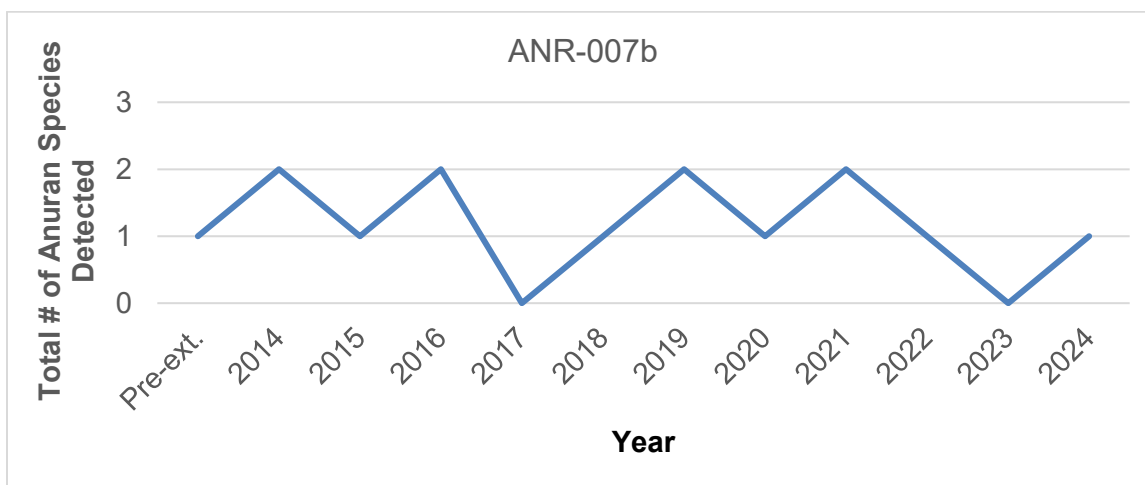
**Figure 11. Species Richness by Year for ANR-005**



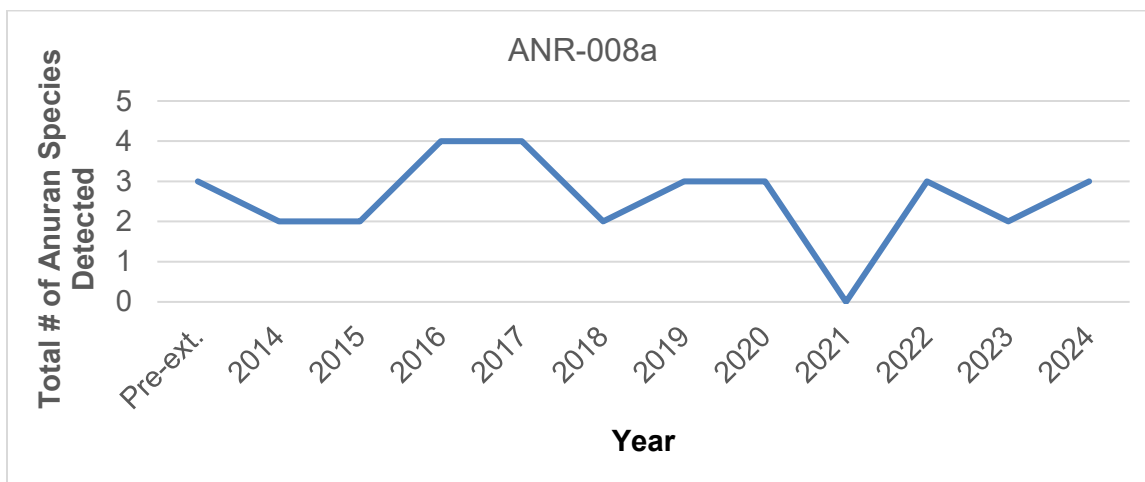
**Figure 12. Species Richness by Year for ANR-006**



**Figure 13. Species Richness by Year for ANR-007a**



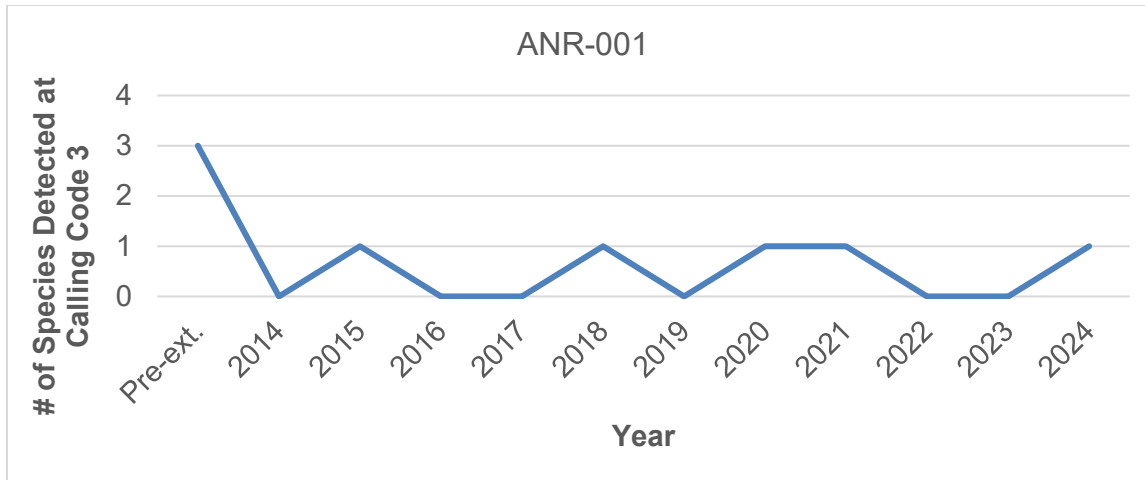
**Figure 14. Species Richness by Year for ANR-007b**



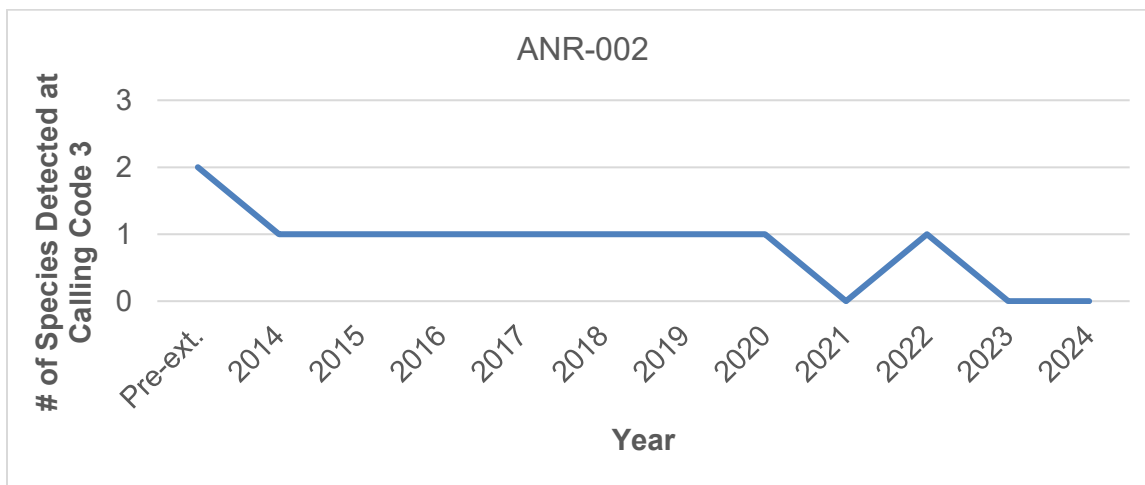
**Figure 15. Species Richness by Year for ANR-008a**

**Appendix V**  
Species Abundance by Station

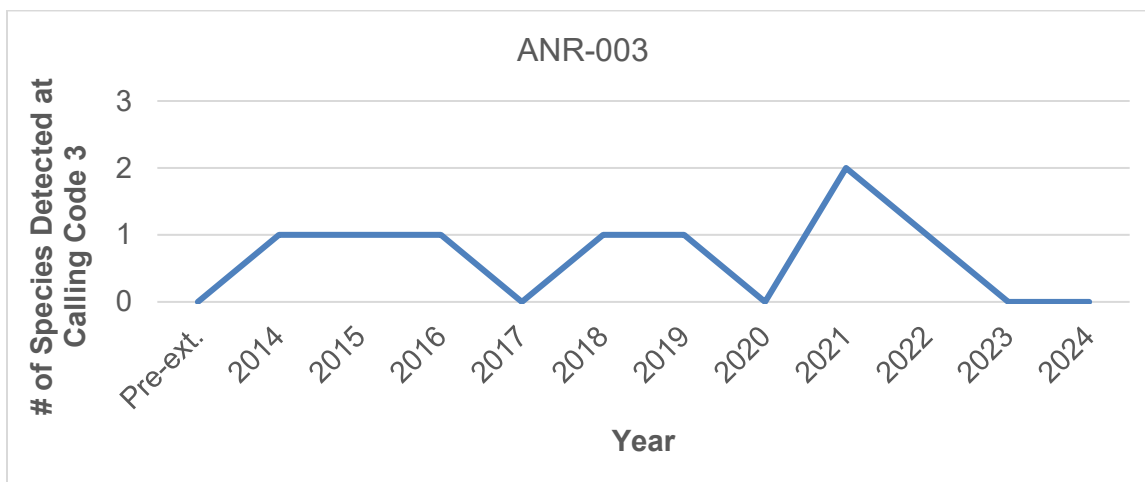
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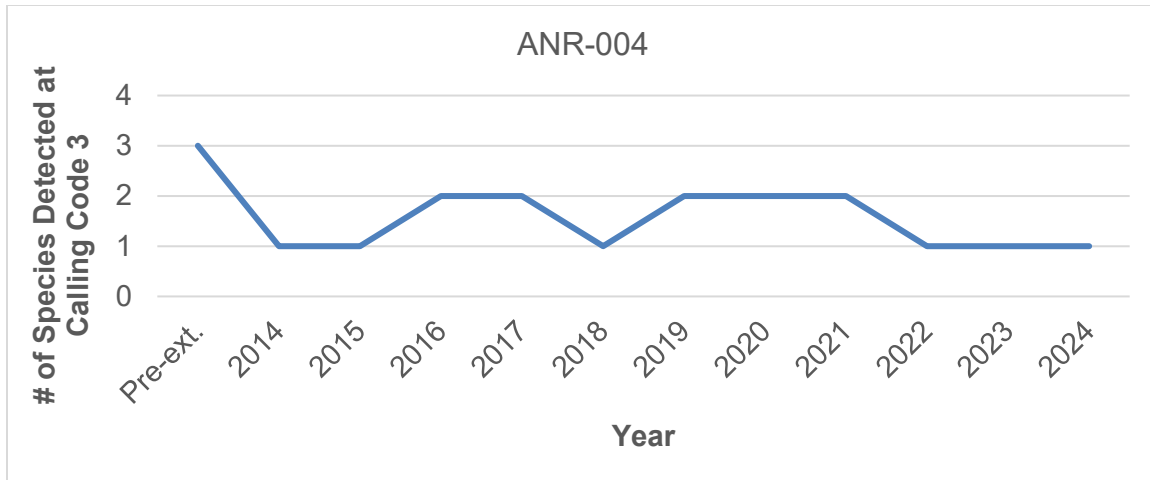
**Figure 16. Species Abundance by Year for ANR-001**



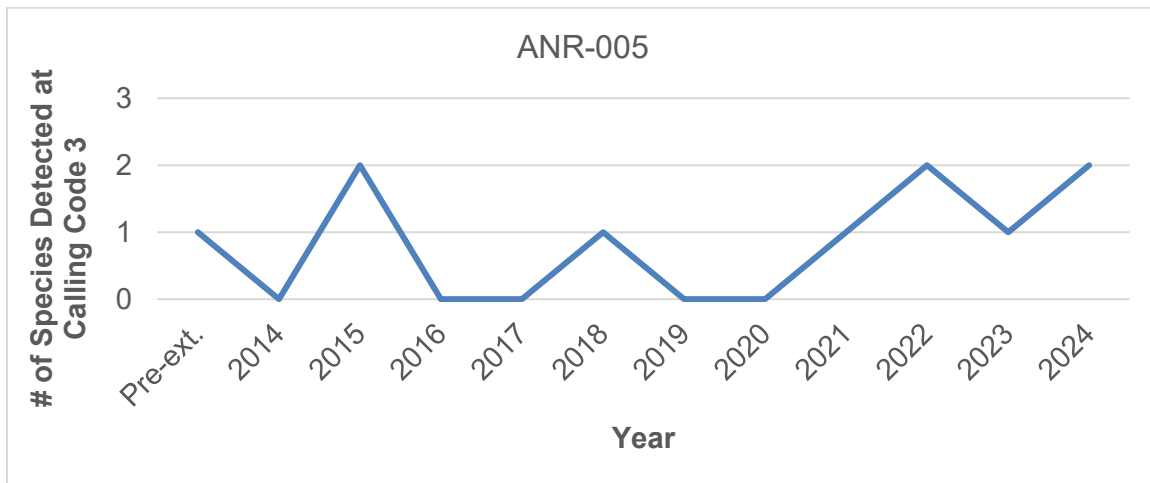
**Figure 17. Species Abundance by Year for ANR-002**



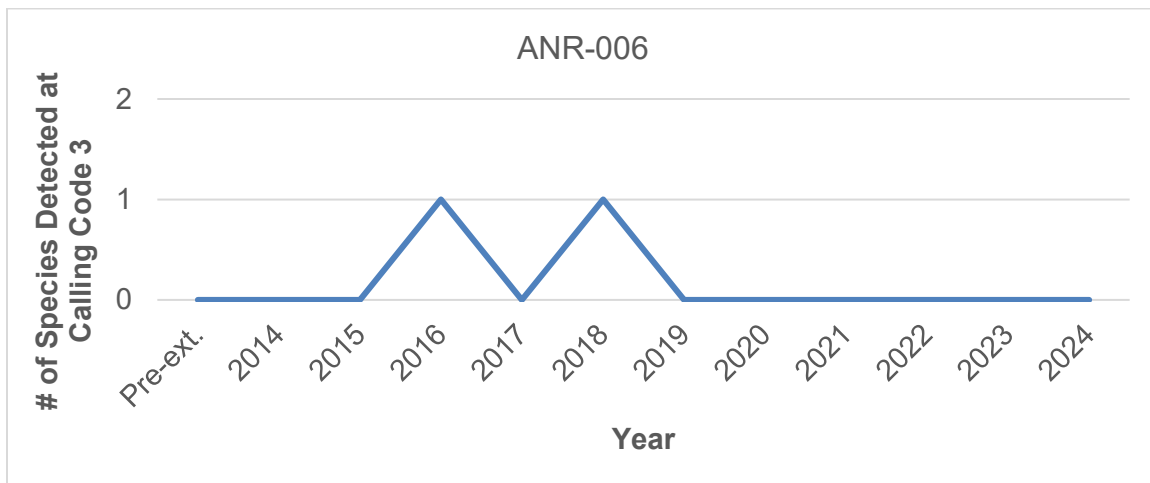
**Figure 18. Species Abundance by Year for ANR-003**



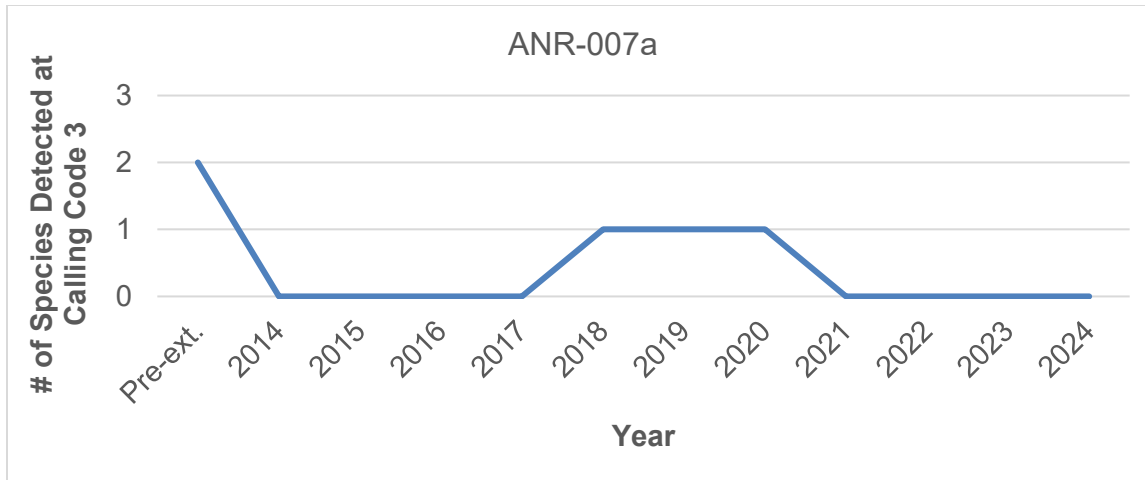
**Figure 19. Species Abundance by Year for ANR-004**



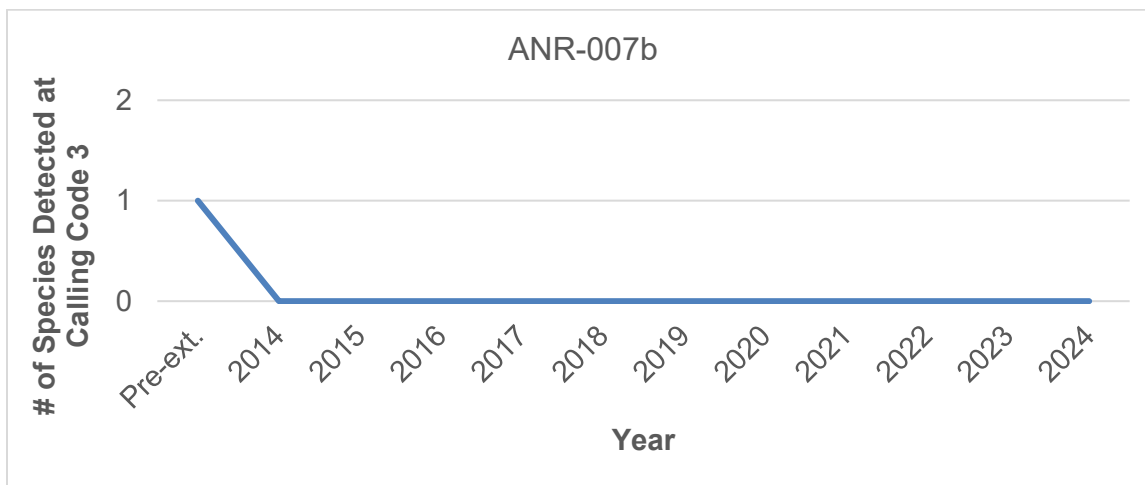
**Figure 20. Species Abundance by Year for ANR-005**



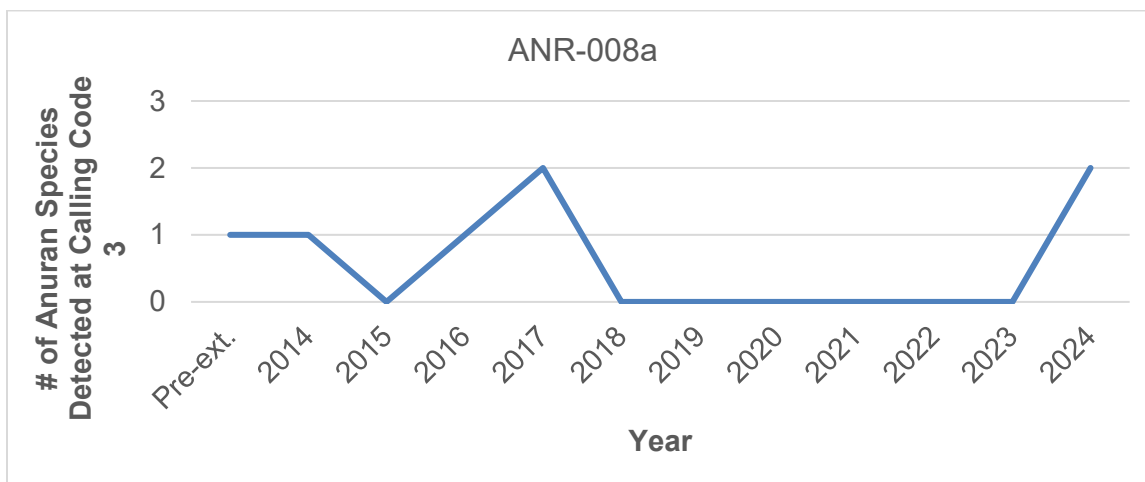
**Figure 21. Species Abundance by Year for ANR-006**



**Figure 22. Species Abundance by Year for ANR-007a**



**Figure 23. Species Abundance by Year for ANR-007b**



**Figure 24. Species Abundance by Year for ANR-008a**

## Maps



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Map 1

**Melancthon Pit #2 and  
Bonnefield Property**

Study Area

 **NATURAL RESOURCE SOLUTIONS INC.**  
Aquatic, Terrestrial and Wetland Biologists

April 25, 2025  
Project: 0764P  
Scale: 1:5,000  
NAD83 - UTM Zone 17

**Bonnefield  
Property**

**North  
Pond**


**South  
Pond**

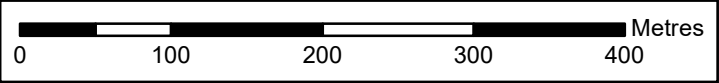
**Melancthon Pit #2**

ATHLINE

COUNTY ROAD 17

**Legend**

 Subject Property



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

 **NATURAL RESOURCE SOLUTIONS INC.**  
Aquatic, Terrestrial and Wetland Biologists  
April 25, 2025  
Project: 0764P  
Scale: 1:5,000  
NAD83 - UTM Zone 17

**Bonnefield  
Property**

**Melancthon Pit #2**

ANR-009 

ANR-003 

ANR-002 

ANR-001 

ANR-004 





ANR-005 

ANR-006 

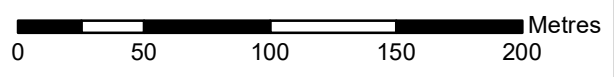
ANR-007a 

ANR-007b 

ANR-008a 

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

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## Denise Holmes

---

**From:** Sarah Culshaw  
**Sent:** Friday, June 6, 2025 1:08 PM  
**To:** Denise Holmes; Kaitlin Dinnick  
**Subject:** FW: Upcoming Zoning By-law update and concurrent Official Plan Amendment Open House - June 26  
**Attachments:** Notice of Open House - June 26.pdf

---

**From:** Planning Department <planning@greyhighlands.ca>  
**Sent:** Friday, June 6, 2025 12:17 PM  
**To:** Bell Canada <circulations@wsp.com>; County of Grey <planning@grey.ca>; County of Simcoe <info@simcoe.ca>; Dufferin County <info@dufferincounty.ca>; Enbridge <webmaster-corp@enbridge.com>; GSCA <grey.highlands@greysauble.on.ca>; Committees <committee@greyhighlands.ca>; Hydro One Networks Inc. Land Use Planning <landuseplanning@hydroone.com>; Ministry of Municipal Affairs - Southwestern <tyler.shantz@ontario.ca>; Ministry of Transportation <jessica.pegelo@ontario.ca>; Municipality of Meaford Planning <planning@meaford.ca>; info@westgrey.com; NEC <necowensound@ontario.ca>; NVCA <planning@nvca.on.ca>; Ontario Parks <ontario.parks.southwest.zone@ontario.ca>; OPG <executivevp.lawanddevelopment@opg.com>; Rogers Communications Canada Inc. <newdevelopment@rci.rogers.com>; Saugeen Ojibway Nation <associate.ri@saugeenojibwaynation.ca>; grey.highlands@svca.on.ca; Source Water Protection <rmo@greysauble.on.ca>; Sparlings@parkland.ca; Town of Blue Mountains Planning <townclerk@thebluemountains.ca>; Township of Chatsworth Planning <tyler.zamostny@chatsworth.ca>; Township of Clearview Planning <lkenedy@clearview.ca>; Sarah Culshaw <sculshaw@melancthontownship.ca>; Township of Southgate Planning <emilne@southgate.ca>; bgcdsb.planning@watsonecon.ca; bwdsb.planning@watsonecon.ca  
**Cc:** Planning Department <planning@greyhighlands.ca>  
**Subject:** Upcoming Zoning By-law update and concurrent Official Plan Amendment Open House - June 26

Good afternoon,

Grey Highlands will be hosting a Zoning By-law Update and Official Plan Amendment Update Open House on Thursday June 26, 2025.

There will be two time slots:

- Virtual: 1pm – 3pm
- In-person: 6pm – 8pm (206 Toronto St. St, Markdale)

The new material is available to view on the website ([zonegreyhighlands.ca](http://zonegreyhighlands.ca)) and we've also posted a video outlining the key changes to the Zoning By-law. Can't attend? E-mail us your questions ([planning@greyhighlands.ca](mailto:planning@greyhighlands.ca)).

Kind regards,

**Renelle Harripaul**  
**Planning Coordinator**



206 Toronto Street South, Unit 1, P.O.Box 409 Markdale, Ontario N0C 1H0

519-986-2811 x 228 Toll-Free 1-888-342-4059 Fax 519-986-3643

✉ [harripaulr@greyhighlands.ca](mailto:harripaulr@greyhighlands.ca) 🌐 [www.greyhighlands.ca](http://www.greyhighlands.ca)

In accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Corporation of the Municipality of Grey Highlands wishes to inform the public that all information, including opinions, presentations, reports and documentation received by this office MAY be posted on the Municipality's website, included on a public agenda and/or made available to the public upon request.

If you have received this communication in error, please notify the sender immediately by return e-mail and permanently delete the copy you have received so we may ensure the integrity of the principles of MFIPPA are maintained.

# ZONING BY-LAW UPDATE & CONCURRENT OFFICIAL PLAN AMENDMENT

# OPEN HOUSE

Let your voice be heard!

**THURSDAY, JUNE 26, 2025**

**VIRTUALLY: 1 TO 3 P.M.**

Please e-mail for link to meeting

**IN PERSON: 6 TO 8 P.M.**

206 Toronto Street South, Markdale, ON

**We've posted a short video on the website outlining the key changes to the Zoning By-law.**

**Please watch before the Open House so we can focus on one-on-one conversations.**

Can't attend? E-mail us your questions.



- Share your ideas and suggestions
- Discuss matters that are important to you

## FOR MORE INFORMATION

[zonegh@greyhighlands.ca](mailto:zonegh@greyhighlands.ca)

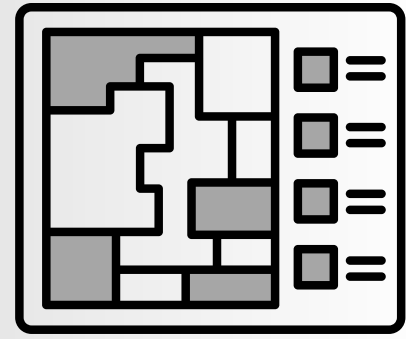


[zonegreyhighlands.ca](http://zonegreyhighlands.ca)



# ZONE GREY HIGHLANDS

## COMPREHENSIVE ZONING BY-LAW REVIEW PROJECT



### PURPOSE AND EFFECT

The purpose of the Zoning By-law Update is to modernize Grey Highlands' zoning framework to reflect current Provincial policy, the County of Grey Official Plan, and the goals of the Grey Highlands Official Plan.

The effect of the new By-law is to:

- Provide clearer, more consistent zoning rules,
- Introduce new land use categories and definitions,
- Support rural housing and on-farm economic opportunities,
- Update standards for parking and accessory uses/structures, and
- Improve usability and alignment with current planning best practices.

### DESCRIPTION OF SUBJECT LAND

The Zoning By-law Update encompasses all lands within the jurisdiction of the Municipality of Grey Highlands.

### ADDITIONAL INFORMATION

Additional information is available at [zonegreyhighlands.ca](http://zonegreyhighlands.ca).

### NOTICE

If you wish to be notified of the decision of the Municipality of Grey Highlands on the proposed zoning by-law, you must make a written request to [zonegh@greyhighlands.ca](mailto:zonegh@greyhighlands.ca).

### APPEAL RIGHTS

If a person or public body would otherwise have an ability to appeal the decision of (reference to council and name of municipality, or name of planning board or approval authority, as the case may be) to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to (name of municipality or planning board) before the by-law is passed, 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 (name of municipality or planning board) before the by-law is passed, 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 do so.



Honourable Rob Flack  
Minister of Municipal Affairs and Housing  
College Park, 17th Flr,  
777 Bay St  
Toronto, Ontario M7A 2J3  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

Monday, June 9, 2025

**Subject: Reaffirmation of WOWC Position on Strong Mayor Powers**

Dear Minister Flack,

On behalf of the Western Ontario Wardens' Caucus (WOWC), I am writing to reaffirm our position regarding the expansion of Strong Mayor Powers and to respectfully share the concerns raised by our members in light of recent developments.

At our most recent meeting on April 25, 2025, the Caucus passed the following motion;

#10: Moved by Jones, seconded by Charbonneau: THAT staff be directed to send a letter to the Province reiterating the 2023 position of the WOWC regarding Strong Mayor Powers to reflect the current context and that the letter be circulated to all 117 WOWC municipalities.

Carried.

The expansion of Strong Mayor Powers continues to raise unease among both municipal staff and elected officials, many of whom are questioning the long-term implications of shifting legislative authority from Council as a whole to the Head of Council. This shift, in the view of the Caucus, does not appear to offer clear democratic benefits and risks undermining the collaborative decision-making processes that are foundational to effective local governance.

Furthermore, the short consultation windows provided on these changes have made it difficult for municipalities to engage meaningfully with the Province on a matter of such significant consequence. These ongoing concerns are also connected to broader challenges we are experiencing in the recruitment and retention of qualified municipal professionals and elected representatives—challenges that are increasingly acute in rural and small urban communities across Western Ontario.

As always, the WOWC remains committed to working with the Province to tackle shared priorities, particularly the housing and affordability crisis. We believe that a strong, respectful partnership between municipal councils

and the Province is essential to making meaningful progress. Empowering municipalities means ensuring that local councils continue to have a central role in the governance of their communities.

We ask the Province to reconsider the continued expansion of Strong Mayor Powers and to engage in a renewed dialogue with municipalities—one grounded in collaboration, respect, and a shared commitment to democratic governance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kate', with a stylized flourish at the end.

Kate Burns Gallagher  
Executive Director

Encl.  
2023-10-24 WOWC Resolution Strong Mayors Powers

cc:  
Hon. Graydon Smith, Associate Minister of Housing  
Matthew Rae, Parliamentary Assistant to the Minister of Municipal Affairs and Housing  
WOWC MPPs  
Association of Municipalities of Ontario  
Eastern Ontario Wardens' Caucus  
WOWC Municipalities



October 24, 2023

Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

and

The Honourable Paul Calandra  
Minister of Municipal Affairs and Housing  
Send electronically via email  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

**Re: Strong Mayor Powers**

Dear Premier Ford and Minister Calandra

Please be advised at the regular meeting of the Western Ontario Wardens' Caucus held on October 13, 2023, the following resolution was passed:

**Moved by M. Ryan, seconded by B. Milne:**

THAT item of correspondence 7-1(b) be received; and

WHEREAS the Western Ontario Wardens Caucus Inc. (WOWC) is a not-for-profit organization representing 15 upper and single tier municipalities in Southwestern Ontario with more than one and a half million residents;

AND WHEREAS the purpose of WOWC is to enhance the prosperity and overall wellbeing of rural and small urban communities across the region;

AND WHEREAS the Strong Mayors, Building Homes Act, 2022, S.O. 2022, c. 18, for select municipalities, transfers legislative responsibility from the deliberative body of the Council to the Head of Council;

AND WHEREAS the Better Municipal Governance Act, 2022, S.O. 2022, c. 24 provides for provincially appointed facilitators to assess the regional governments to determine the mix of roles and responsibilities between the upper and lower-tier municipalities;

AND WHEREAS the Building Faster Fund arbitrarily ties housing supportive funding to municipalities that establish a housing target based solely on population size;



AND WHEREAS "responsible and accountable governments with respect to matters within their jurisdiction;

AND WHEREAS overcoming the housing and affordability crisis in Ontario requires sustained, strategic, and focused efforts from all levels of government, informed from the expertise of all levels of government.

NOW THEREFORE BE IT RESOLVED THAT WOWC calls on the provincial government to work with municipalities in Ontario, as a responsible and accountable level of government, to focus all efforts on tackling the housing and affordability crisis in Ontario by:

Revoking existing 'strong mayor powers' and not implementing legislation that transfers legislative responsibility from the body of Council to the Head of Council.

Respecting spheres of jurisdiction, recognizing that municipalities are best positioned to determine the mix of roles and responsibilities between upper and lower-tier municipalities and only conduct structural and service delivery reviews of municipalities or regions where a majority of municipalities included within the region, request the same.

Recognizing rural and small urban municipalities are critical to overcoming the housing and affordability crisis in Ontario and not allocating the majority of scarce provincial housing supportive funding to a limited subset of large urban municipalities in Ontario.

AND THAT WOWC calls upon the provincial government to provide all municipalities with the financial resources to tackle the housing and affordability crisis in Ontario that is pricing too many people, especially young families and newcomers, out of home ownership, while amplifying socio-economic disparities and reliance on municipally provided human services;

AND THAT this resolution be forwarded to the Association of Municipalities of Ontario for support so that the future governance of our communities is in the hands of its constituents;

AND THAT this resolution be forwarded to: the Minister of Municipal Affairs and Housing and the Premier of Ontario; WOWC Members; the EOWC, and all WOWC area MPs and MPPs. - **CARRIED**

Please contact Kate Burns Gallagher, Executive Director, Western Ontario Warden' Caucus, [kate@wowc.ca](mailto:kate@wowc.ca) should you have any questions regarding this matter.

Sincerely,



Glen McNeil  
Chair, Western Ontario Wardens' Caucus



cc.

Hon. Rob Flack, Associate Minister of Housing

[Rob.Flack@pc.ola.org](mailto:Rob.Flack@pc.ola.org)

Matthew Rae, Parliamentary Assistant to the Minister of Municipal Affairs and Housing

[Matthew.Rae@pc.ola.org](mailto:Matthew.Rae@pc.ola.org)

WOWC MPPs

WOWC MPs

Eastern Ontario Wardens' Caucus



June 6, 2025

**Via: Email**

Denise Holmes, A.M.C.T.  
CAO/Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Denise:

**Re: Gray Municipal Drain  
By-Law No. 559-1933  
File No. D-ME-SUP  
Project No.: MSO019743.2025**

On July 18, 2024, Council accepted a notification for maintenance and repair of the Gray Municipal Drain signed by Kenneth (Ken) Holmes, owner of Part Lot 17, Concession 6 SW. Council subsequently directed that we investigate and report back with our findings and recommendations.

The Gray Municipal Drain commences at the Stewart Drainage Works at the Lot 15/16 lot line in Concession 6 SW and continues northerly upstream and across the 270 Sideroad. The drain continues easterly in Lot 17, Concession 6 SW and terminates at the Concession 5 SW/Concession 6 SW lot line, as shown in the attached plan. The length of the drain is 1,300 m (4,265 ft.). The drain was constructed under a 1933 report adopted by By-law No. 559-1933. A minor cleanout of the drain downstream of the 270 Sideroad in Lot 16, Concession 6 SW was undertaken in 2012. Beaver dams at the upstream end of the drain in Lot 17, Concession 6 SW are an ongoing issue.

Our field investigation found that the drain was obstructed by an accumulation of sediment as well as extensive vegetation and tree growth at various locations. Based on our field investigation and discussions with the directly affected owners, we recommend that the entire length of the drain be cleaned out.

The estimated cost of the work is \$15,750.00 plus H.S.T. This cost is assessable to the watershed in accordance with Section 74 of the Drainage Act. The existing schedule, although somewhat dated, appears to provide a fair and reasonable distribution of any maintenance costs incurred. We recommend that Demmans Excavating Inc. be retained on an hourly basis to complete the work. Mr. Demmans has provided excellent work on other clean-outs in the same area.

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

Yours truly,

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

A handwritten signature in black ink, appearing to read 'T.M. Pridham', with a stylized flourish at the end.

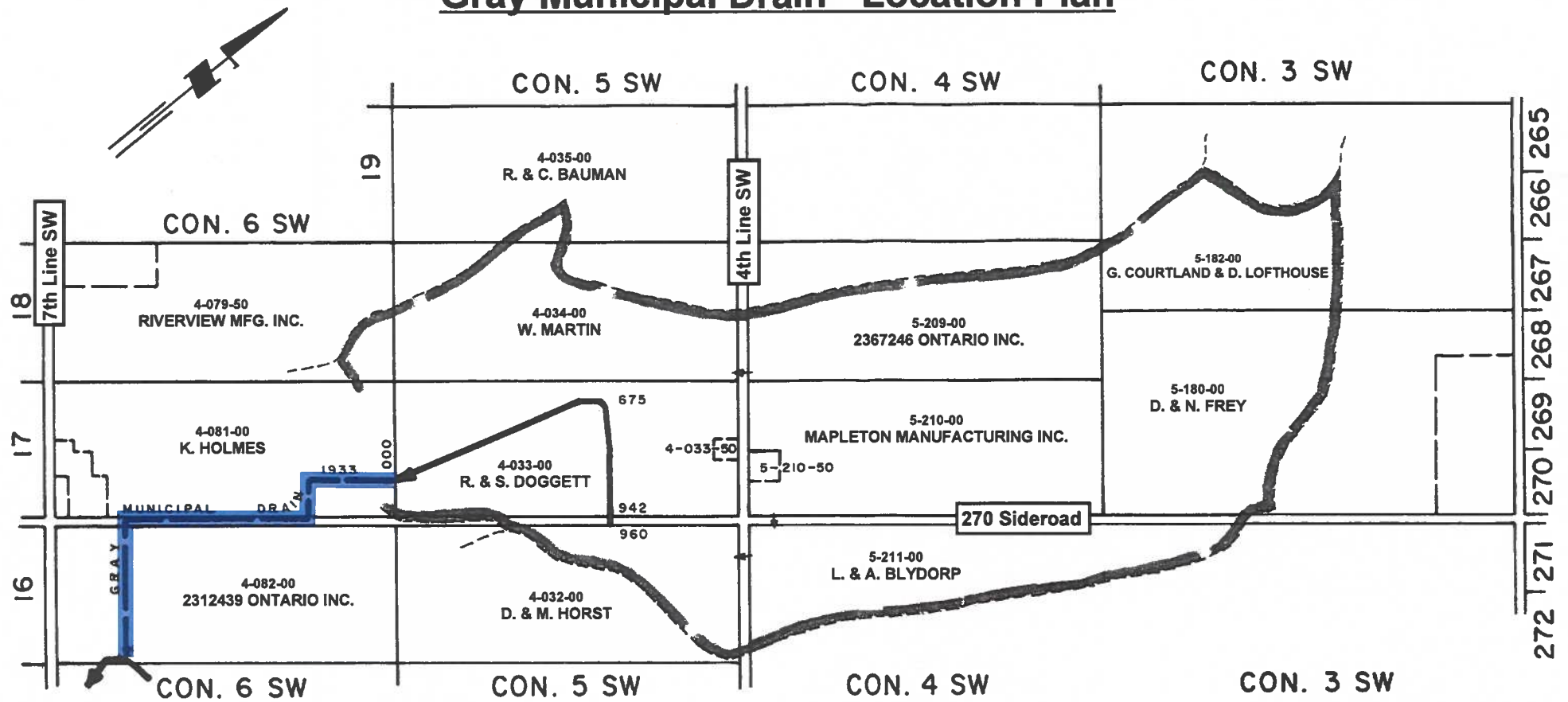
T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:ao

Enclosure(s)      Gray Municipal Drain Location Plan

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.

250606\_DHolmes Gray Municipal Drain\_019743.2025  
05/06/2025 3:23 PM

# Gray Municipal Drain - Location Plan



R.J. Burnside & Associates Limited  
 Drainage Superintendent  
 June 2025



June 6, 2025

**Via: Email**

Denise Holmes, A.M.C.T.  
CAO/Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Denise:

**Re: Brausam Drainage Works  
By-Law No. 26-2001  
File No. D-ME-SUP  
Project No.: MSO019743.2025**

On January 16, 2025, Council accepted a notification for maintenance and repair of the Brausam Drainage Works signed by Donald and Mary Horst, owners of Lot 16, Concession 5 SW. Council subsequently directed that we investigate and report back with our findings and recommendations.

The Brausam Drainage Works commences at the upstream end of the Gray Municipal Drain at the westerly limit of Lot 17, Concession 5 SW. The drain continues easterly in Lot 17 before turning southerly to cross the 270 Sideroad, as shown on the attached plan. The length of the drain is 960 m (3,150 ft). The drain was constructed under a 2001 report adopted by By-law No. 26-2001. No work has been done on the drain since its original construction.

Our field investigation found that the Drain was obstructed by an accumulation of sediment as well as extensive vegetation and tree growth particularly at the upstream end. Based on our field investigation and discussions with the directly affected owners, we recommend that the entire length of the drain be cleaned out.

The estimated cost of the work is \$10,500.00 plus H.S.T. This cost is assessable to the watershed in accordance with Section 74 of the Drainage Act. We recommend that Demmans Excavating Inc. be retained on an hourly basis to complete the work. Mr. Demmans has provided excellent work on other clean-outs in the same area.

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

Yours truly,

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

A handwritten signature in black ink, appearing to read 'T.M. Pridham', with a long horizontal stroke extending to the left.

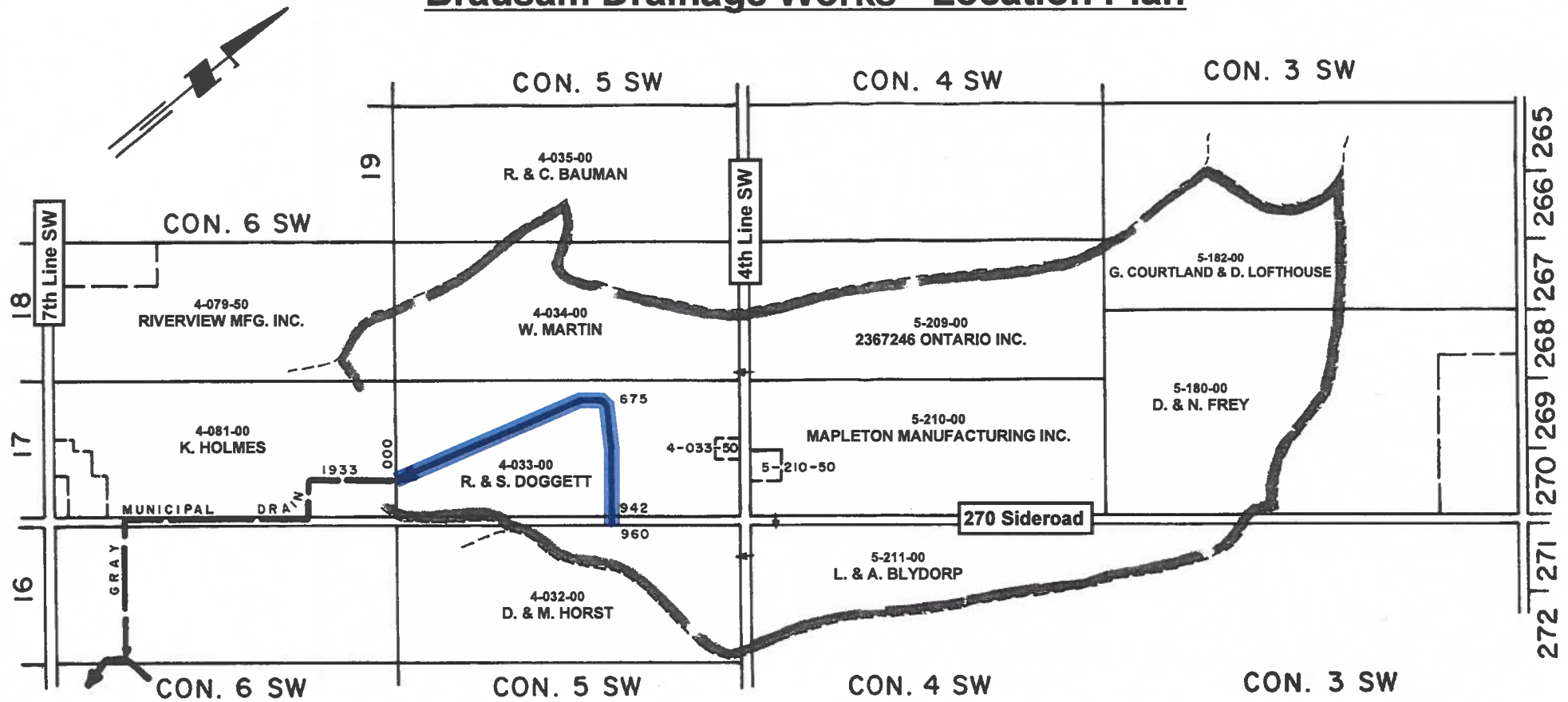
T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:ao

Enclosure(s)      Brausam Drainage Works Location Plan

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.

250606\_DHolmes Brausam Drainage Works\_019743.2025  
06/06/2025 9:45 AM

# Brausam Drainage Works - Location Plan



**Section of Drain to be  
Maintained in 2025**



R.J. Burnside & Associates Limited  
Drainage Superintendent  
June 2025



## Denise Holmes

---

**From:** Ruth Plowright  
**Sent:** Thursday, June 5, 2025 1:13 PM  
**To:** Denise Holmes  
**Subject:** Fwd: Council's climate plan

Hello

Did you also get this. Can we put in in our next council pkg

Thanks

Ruth

Ruth Plowright

Begin forwarded message:

**From:** Olivia Campbell <oliviacampbellca@5615930.brevosend.com>  
**Date:** June 2, 2025 at 11:05:56 AM EDT  
**To:** Ruth Plowright <rplowright@melancthontownship.ca>  
**Subject: Re: Council's climate plan**  
**Reply-To:** oliviacampbellca@gmail.com

Dear Councillor Ruth Plowright,

I hope this message finds you well.

I wanted to bring to your attention an important initiative that is gaining momentum worldwide—the Plant Based Treaty. To date, 41 municipalities across the globe, including Brampton, Caledon, and Rainbow Lake have already endorsed the treaty and developed plant-based action plans. These efforts help promote and encourage a shift toward healthier and more sustainable diets.

The urgency of this action is clear: even if we were to end fossil fuel use today, food-related emissions alone would push global temperatures above the 1.5°C target set by the Paris Agreement. We urgently need to increase the availability of plant-based options and educate the public on why incorporating more plant-based foods into their diet is crucial for both the climate and their health.

The Plant Based Treaty has already garnered support from over 1,500 politicians globally, and it would mean a lot if you added your name in support of the campaign. You can do so easily here: <https://plantbasedtreaty.org/individual-endorse/>.

The campaign is not asking everyone to become 100% plant-based, but instead to do public education campaigns and increase the availability of plant-based options in councils and public institutions. These small changes can lead to a massive impact when we all work together. I hope we can count on your support by endorsing the treaty in your name.

If you would like to bring forward a motion, please email [hello@plantbasedtreaty.org](mailto:hello@plantbasedtreaty.org) they can help provide sample motions.

Thank you for considering this request. Please don't hesitate to reach out if you have any questions.

Kind regards,  
Olivia Campbell



## Corporation of the Township of Melancthon

Moved by **James McLean**

Seconded by ..... Date: **June 19, 2025**

Be it resolved that:

Council request that the County of Dufferin remove costs of Official Plan Amendment Application Fees for those who had started a pre-consultation application and had their designation on their property change as a result of the Official Plan change.

<b><u>Recorded Vote</u></b>	<b><u>Yea</u></b>	<b><u>Nay</u></b>
Mayor Darren White		
Deputy Mayor James McLean		
Councillor Ralph Moore		
Councillor Bill Neilson		
Councillor Ruth Plowright		

**Carried/Lost:** \_\_\_\_\_  
MAYOR



**TOWNSHIP OF MELANCTHON PARKS &  
RECREATION**

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

Date

Dear Melancthon Community Member,

I hope this letter finds you well. As a proud member of the Melancthon Community and Parks and Recreation Board, I am writing to share an exciting opportunity to enhance the quality of life for our children and families.

Our playgrounds are vital spaces where children learn, play, and grow, but many of these areas need improvement to ensure safety, accessibility, and fun for all.

We are launching a community-driven initiative to revitalize our playgrounds across Melancthon. Our goal is to upgrade existing equipment, add inclusive play structures, improve safety surfaces, and create welcoming green spaces where families can gather and enjoy the outdoors.

To make this vision a reality, we need your support. Your donation will help fund:

- Modern, safe, and inclusive playground equipment
- Repairs and maintenance of current facilities
- Landscaping and seating areas for parents and caregivers
- Accessibility improvements to ensure all children can play together

Every contribution, no matter the size, will make a meaningful impact. Together, we can create safe, vibrant, inclusive playgrounds that foster community spirit and healthy childhood development.

Please consider donating today. You can contribute online at website URL or send a cheque payable to the Township of Melancthon, at the address above.

Thank you for your generosity and commitment to making Melancthon a better place to live, play and grow.

Warm regards,

On behalf of the Township of Melancthon Parks and Recreation Board

Ruth Plowright, Chair

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

### **PARKS AND RECREATION BOARD**

#### **Terms of Reference**

##### **Purpose:**

The Parks and Recreation Board was established for the development and promotion of parks and recreational activities in the Township of Melancthon.

##### **Mandate:**

The Parks and Recreation Board is established as an advisory board to the Township of Melancthon and reports to Council.

The Board's mandate is to:

- Provide advice and make recommendations to Council on matters related to parks, recreation programs, and initiatives within the Township of Melancthon.
- Conduct, encourage, and assist in the development and enhancement of parks and recreational opportunities that reflect the needs and interests of Township residents.
- Organize and support community recreation events to foster engagement, inclusion, and community spirit across the Township.
- Develop long-term plans for parks and recreation infrastructure, programming, and services, for consideration and approval by Council.

##### **Objectives/Goals:**

The objective of the Board is to create and support recreational activities, fundraise for equipment and park improvements, and promote educational and recreational opportunities that foster inclusive community involvement and enhance the overall well-being of all Township residents.

##### **Operations/Authority:**

The Parks and Recreation Board shall operate according to the Council Procedural By-law, as amended from time to time, regulating the operation of meetings of Council and

its Committees and Boards. Members are required to attend meetings to discuss issues related to the mandate of the Board.

### **Membership:**

The Committee will consist of a Chair and Vice-Chair along with seven additional members.

All members are subject to the Code of Conduct and Complaint Protocol for the Township of Melancthon.

### **Board Composition:**

The Board shall be composed of a total of nine (9) members, three (3) of whom shall be members of Council and six (6) members who shall be residents of the Township of Melancthon and who are to be appointed by the Council of the Corporation of the Township of Melancthon.

All members of the Committee have the right to vote.

### **Quorum:**

Committee quorum requires 50 percent + 1 of voting members to be present. If quorum is not attained in the first 20 minutes, the formal meeting cannot proceed and the recording secretary (staff person) is not required to remain and/or provide notes.

### **Term of Office:**

The Board will serve a term coinciding with the term of the appointing Council and until its successors are appointed.

Members are eligible for appointment for more than one term.

The Board shall elect a Chairperson and Vice-Chairperson annually from among its members and such other officers as may be required.

Elections for Chair and Vice-Chair shall take place at the first scheduled meeting of each calendar year.

**Staff Resources:**

One dedicated Melancthon Township Administration Employee will be assigned to attend the Board Meetings to provide administrative and procedural support.

**Meetings:**

The Board will meet a minimum of six times per year, the schedule to be set at the first meeting of the year.

Meetings are open to the public.

Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Any recommendations arising from the minutes must relate to the Committee's mandate.

**Decision-Making And Voting:**

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. All recommendations are made to Council by way of motion.

**Board Responsibilities:**

The Parks and Recreation Board is responsible for the following:

Submitting to Council an annual report outlining its activities, accomplishments, and any other reports as may be required from time to time.

Making recommendations to Council on matters related to parks, recreation programs, and initiatives within the Township of Melancthon.

Making recommendations to Council regarding the appointment of recreation staff or employees as needed to support community programming or park operations.

Prescribing fees for participation or admittance to any aspect of the Township's community recreation programs, subject to Council approval.

Conducting an annual review and update of the Township of Melancthon Parks Rental Fee Guide, and submitting proposed changes to Council for consideration and approval.

**Budget, Expense and Financial Reporting:**

The Parks and Recreation Board shall, on or before December 1st of each year, submit to Council a proposed annual budget for its activities and operations for the upcoming year. The Board shall also provide a complete financial report detailing its operations and expenditures from the previous year.

All expenditures of the Board shall be made in accordance with the Township's procurement Bylaw, as amended from time to time.

The Board shall not maintain its own bank account. All financial transactions, including deposits and payments, shall be processed through the Municipal Treasurer in accordance with the Municipal Act and applicable Township financial procedures.

The Board may solicit or receive gifts, donations, or bequests of money, services, or in-kind contributions on behalf of the Township. Such contributions shall be directed toward the temporary or permanent enhancement of parks, recreational facilities, equipment, or programming. All contributions shall be administered in accordance with applicable Township policies and procedures. A detailed record of all gifts, donations, or bequests must be maintained. The Board shall prepare and present a report to Council on an annual basis, or more frequently if requested, summarizing all contributions received and their application.



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

Dear Council of The Corporation of the Township of Melancthon

We have completed our audit of the financial statements of the The Corporation of the Township of Melancthon for the year ended December 31, 2024. As part of our work, we reviewed the accounting procedures and systems of internal control in the principal areas of financial activity within the corporation. We report to you that, within the scope of our examinations, the systems of internal control are adequate to support the fairness of presentation and that we did not come across any material weaknesses.

However, we do stress that this observation is not the result of a specific examination of the corporation's system of internal control and, therefore, must be taken in the context that it is meant, namely review of internal control systems to allow us to voice our opinion on the financial statements in accordance with Canadian public sector accounting standards.

During the course of our audit of the corporation for the year ended December 31, 2024, we may have identified matters which might have been of interest to management but tended to be minor or more of a housekeeping nature. During the audit, we would have met with Sarah Culshaw (Treasurer) and communicated these minor items, if applicable. The comments that follow are those that we believe should be addressed formally and brought to the attention of the council.

This communication is prepared solely for the information of management and is not intended for any other party and, as such, we accept no responsibility to a third party who uses this communication.

We would like to take this opportunity to thank you and your staff for the excellent co-operation and assistance we received throughout the course of our work and, in particular, the assistance and co-operation received from Sarah Culshaw.

DEL 17.1  
JUNE 19 2025

We will certainly be pleased to discuss the matters set out in the accompanying memo with you further, at your convenience.

Yours truly,

**M. D. P. Short, MBA, CPA, CA, C. Dir.**, is responsible for the engagement and its performance, and for the report that is issued on behalf of RLB LLP, and who, where required, has the appropriate authority, from a professional, legal or regulatory body.

DRAFT

1. **Timely recording of transactions**

**Observation:**

During the course of fieldwork, we noted that the financial records in the accounting software are not being updated regularly for the drain or reserve funds bank activity. These entries are being recorded by RLB as part of the year-end audit.

**Implication:**

Having incomplete information throughout the fiscal year could result in Council relying on inaccurate data to make decisions.

**Recommendation:**

It is recommended that when staff reconcile the drain and reserve fund bank accounts that the related transactions be recorded in the accounting software. These bank reconciliations should be reviewed and approved each month/quarter by the CAO.

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**INDEX TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2024**

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## INDEPENDENT AUDITOR'S REPORT

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

### Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Melancthon, which comprise the consolidated statement of financial position as at December 31, 2024 and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Township of Melancthon as at December 31, 2024 and the consolidated results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

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

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

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

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

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

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

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

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

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

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

Guelph, Ontario

Chartered Professional Accountants  
Licensed Public Accountants

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2024**

	<b>2024</b>	<b>2023</b> (note 19)
<b>FINANCIAL ASSETS</b>		
Cash and portfolio investments (note 2)	\$ 5,808,699	\$ 4,964,565
Taxes receivable	854,280	876,439
Accounts receivable	267,953	667,758
Long term receivables (note 3)	<u>35,390</u>	<u>44,487</u>
	<u>6,966,322</u>	<u>6,553,249</u>
<b>LIABILITIES</b>		
Operating loans (note 4)	290,000	310,000
Accounts payable and accrued liabilities	993,426	971,048
Asset retirement obligation (note 5)	309,015	295,002
Long term debt (note 6)	123,687	182,748
Deferred revenue - obligatory reserve funds (note 7)	1,218,093	1,056,180
Deferred revenue - other	<u>15,978</u>	<u>57,161</u>
	<u>2,950,199</u>	<u>2,872,139</u>
<b>NET FINANCIAL ASSETS</b>	<u>4,016,123</u>	<u>3,681,110</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (schedule 2)	13,428,743	13,177,123
Inventories	70,961	62,706
Prepaid expenses	<u>106,525</u>	<u>104,968</u>
	<u>13,606,229</u>	<u>13,344,797</u>
<b>ACCUMULATED SURPLUS</b> (schedule 3)	<u>\$ 17,622,352</u>	<u>\$ 17,025,907</u>



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	<b>2024 Budget (note 8)</b>	<b>2024 Actual</b>	<b>2023 Actual (note 19)</b>
<b>REVENUES</b>			
Taxation	\$ 3,351,129	\$ 3,389,425	\$ 3,141,688
User charges	86,900	119,325	197,601
Grants (note 10)	408,860	438,402	527,094
Other income (note 11)	954,844	1,150,693	1,263,040
Loss on disposal of tangible capital assets	0	(64,823)	(61,202)
Obligatory reserve fund revenue recognized (note 7)	<u>760,000</u>	<u>128,020</u>	<u>392,065</u>
	<u>5,561,733</u>	<u>5,161,042</u>	<u>5,460,286</u>
<b>EXPENSES</b> (schedule 1)			
General government	960,791	901,893	788,758
Protection to persons and property	1,050,263	810,928	849,219
Transportation services	2,634,912	2,377,780	2,450,187
Environmental services	27,691	54,106	39,255
Recreation and cultural services	207,859	326,807	441,384
Planning and development	<u>270,000</u>	<u>93,083</u>	<u>57,754</u>
	<u>5,151,516</u>	<u>4,564,597</u>	<u>4,626,557</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 410,217</u>	<u>\$ 596,445</u>	<u>\$ 833,729</u>
<b>ACCUMULATED SURPLUS at beginning of year</b>		\$ 17,025,907	\$ 16,192,178
Annual surplus		<u>596,445</u>	<u>833,729</u>
<b>ACCUMULATED SURPLUS at end of year</b>		<u>\$ 17,622,352</u>	<u>\$ 17,025,907</u>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	<b>2024 Budget (note 8)</b>	<b>2024 Actual</b>	<b>2023 Actual (note 19)</b>
<b>ANNUAL SURPLUS</b>	\$ <u>410,217</u>	\$ <u>596,445</u>	\$ <u>833,729</u>
Acquisition of tangible capital assets	(1,125,000)	(1,296,015)	(1,964,269)
Amortization of tangible capital assets	918,747	979,899	918,747
Loss on disposal of tangible capital assets	0	64,823	61,202
Consolidated boards opening changes (schedule 2)	<u>0</u>	<u>(327)</u>	<u>2,182</u>
	<u>(206,253)</u>	<u>(251,620)</u>	<u>(982,138)</u>
Use of (additions to) inventories	0	(8,255)	(22,223)
Use of (additions to) prepaid expenses	<u>0</u>	<u>(1,557)</u>	<u>(11,256)</u>
	<u>0</u>	<u>(9,812)</u>	<u>(33,479)</u>
<b>CHANGE IN NET FINANCIAL ASSETS</b>	\$ <u>203,964</u>	335,013	(181,888)
<b>NET FINANCIAL ASSETS at beginning of year</b>		<u>3,681,110</u>	<u>3,862,998</u>
<b>NET FINANCIAL ASSETS at end of year</b>		\$ <u>4,016,123</u>	\$ <u>3,681,110</u>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	<b>2024</b>	<b>2023</b> (note 19)
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ <u>596,445</u>	\$ <u>833,729</u>
Items not requiring an outlay of cash		
Amortization	979,899	918,747
Loss on disposal of tangible capital assets	64,823	61,202
Change in asset retirement obligation	<u>14,013</u>	<u>13,377</u>
	<u>1,058,735</u>	<u>993,326</u>
Net changes in non-cash working capital		
Taxes receivable	22,159	(108,921)
Accounts receivable	399,805	(432,264)
Prepaid expenses	(1,557)	(11,256)
Inventories	(8,255)	(22,223)
Accounts payable and accrued liabilities	22,378	137,549
Deferred revenue - obligatory reserve funds	161,913	(87,239)
Deferred revenue - other	<u>(41,183)</u>	<u>0</u>
	<u>555,260</u>	<u>(524,354)</u>
	<u>2,210,440</u>	<u>1,302,701</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(1,296,015)	(1,964,269)
Consolidated boards opening change in amortization (schedule 2)	<u>(327)</u>	<u>2,182</u>
	<u>(1,296,342)</u>	<u>(1,962,087)</u>
<b>CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES</b>		
Operating loans	(20,000)	290,000
Net change in long term debt	<u>(59,061)</u>	<u>(56,940)</u>
	<u>(79,061)</u>	<u>233,060</u>
<b>CASH PROVIDED BY INVESTING ACTIVITIES</b>		
Net change in long term receivables	<u>9,097</u>	<u>8,582</u>
<b>NET INCREASE (DECREASE) IN CASH AND PORTFOLIO INVESTMENTS</b>	844,134	(417,744)
<b>CASH AND PORTFOLIO INVESTMENTS, beginning of year</b>	<u>4,964,565</u>	<u>5,382,309</u>
<b>CASH AND PORTFOLIO INVESTMENTS, end of year</b>	\$ <u>5,808,699</u>	\$ <u>4,964,565</u>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) ACKNOWLEDGEMENT OF RESPONSIBILITY**

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

**(b) BASIS OF CONSOLIDATION**

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

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

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

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

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

Shelburne and District Fire Department	13.48% (2023 - 14.40%)
Mulmur-Melancthon Volunteer Fire Department	22.53% operating, 50.00% capital (2023 - 23.46%, 50.00% capital)
North Dufferin Community Centre	0% operating (2023 - 50.00% operating)

**(c) BASIS OF ACCOUNTING**

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

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

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(d) USE OF ESTIMATES**

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

**(e) CREDIT RISK MANAGEMENT**

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

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

**(f) TRUST FUNDS**

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

**(g) PORTFOLIO INVESTMENTS**

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

**(h) INVENTORIES**

Inventories are held for consumption and are recorded at the lower of cost and replacement cost.

**(i) REVENUE RECOGNITION**

Revenues are recognized as follows:

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

User charges are recognized when the related service is provided.

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

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

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(j) COUNTY AND SCHOOL BOARDS

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

(k) NON-FINANCIAL ASSETS

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

(i) Tangible capital assets

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

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

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

(ii) Contributions of tangible capital assets

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

(iii) Leases

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

(l) FINANCIAL INSTRUMENTS

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

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(I) FINANCIAL INSTRUMENTS (continued)

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

**2. CASH AND PORTFOLIO INVESTMENTS**

	<b>2024</b>	<b>2023</b>
Unrestricted cash	\$ 4,608,968	\$ 3,873,428
Unrestricted portfolio investments	<u>2,638</u>	<u>12,889</u>
	4,611,606	3,886,317
Restricted cash	<u>1,197,093</u>	<u>1,078,248</u>
	<u>\$ 5,808,699</u>	<u>\$ 4,964,565</u>

Unrestricted cash includes \$2,908,544 (2023 - \$2,402,766) held in one account at a chartered bank. Interest is earned on this account at a rate of prime less 2.05% (2023 - prime less 2.05%).

Portfolio investments consist of various GICs with interest rates ranging from 1.50% to 4.0% (2023 - 1.5% to 4.5%) maturing between June 2025 to June 2028 (2023 - June 2024 to June 2028).

**3. LONG TERM RECEIVABLES**

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

	<b>2024</b>	<b>2023</b>
Two loans are charged interest at a rate of 6% and become due in 2027 - 2028	\$ <u>35,390</u>	\$ <u>44,487</u>

Principal payments for the next five years are as follows:

2025	\$ 9,643
2026	10,221
2027	10,835
2028	<u>4,691</u>
	<u>\$ 35,390</u>

**4. OPERATING LOANS**

The operating loans are due on demand and bear interest at a rate of prime less 0.75%, calculated and payable monthly. At December 31, 2024, the municipality had undrawn credit capacity of \$210,000 (2023 - \$190,000).

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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**5. ASSET RETIREMENT OBLIGATION**

Asset retirement obligation requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance.

Effective June 1, 2013, the County of Dufferin assumed the landfill from the municipality and the landfill site ceased active operations and stopped accepting solid waste from ratepayers. No estimate of the existing liability based on the landfill capacity used up until the assumption date is available. Therefore, the estimates in the report dated 2008 will be used until an updated report is available. The liability for the landfill site is recorded at \$309,015 (2023 - \$295,002) and represents the present value of closure and post-closure costs for 62% of the current site's opened cells, using an average long term borrowing rate of 4.75%. The liability is recorded based on the capacity of the landfill used to date. The total estimated future expenses for closure and post-closure care are \$501,995 (2023 - \$479,232) leaving an amount to be recognized in future periods of \$192,980 (2023 - \$184,230). The estimated remaining capacity of the site's opened cells is approximately 140,700 tonnes, which was expected to be filled in 3 years. Post-closure care is estimated to continue for a period of 25 years.

The municipality has established a reserve fund to assist in financing the future costs of closure and post-closure liabilities. At December 31, 2024, there was \$176,585 available in the reserve fund.

**6. LONG TERM DEBT**

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

	<b>2024</b>	<b>2023</b>
Loan payable, 3.18%, repayable in monthly instalments of \$3,409 principal and interest, due December 2025, unsecured	\$ 40,090	\$ 79,048
Tile drainage loans, 6%, annual payments of principal and interest ranging from \$4,973 - \$6,793, due between 2027 - 2028	35,390	44,487
Loan payable, 3.63%, repayable in semi-annual instalments of \$6,528 principal and interest, due December 2028, unsecured	<u>48,207</u>	<u>59,213</u>
	<u>\$ 123,687</u>	<u>\$ 182,748</u>

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

2025	\$ 61,142
2026	22,048
2027	23,095
2028	<u>17,402</u>
	<u>\$ 123,687</u>



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**7. DEFERRED REVENUE**

	2024 Opening	Contributions Received	Investment Income	Revenue Recognized	2024 Ending
<b>Obligatory Reserve Funds</b>					
Development charges	\$ 1,029,191	\$ 132,468	\$ 55,791	\$ (28,020)	\$ 1,189,430
Recreational land	2,844	280	627	0	3,751
Subdivider - park levies	21,000	0	0	0	21,000
Federal Gas Tax	<u>3,145</u>	<u>99,957</u>	<u>810</u>	<u>(100,000)</u>	<u>3,912</u>
	<u>\$ 1,056,180</u>	<u>\$ 232,705</u>	<u>\$ 57,228</u>	<u>\$ (128,020)</u>	<u>\$ 1,218,093</u>

**8. BUDGET AMOUNTS**

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

<b>Revenue</b>	
Approved budget	\$ <u>5,561,733</u>
<b>Expenses</b>	
Approved budget	5,561,733
Acquisition of tangible capital assets	(1,125,000)
Debt principal repayments	(53,964)
Transfers to reserve funds, net	(150,000)
Amortization	<u>918,747</u>
<b>Total expenses</b>	<u>5,151,516</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 410,217</u>

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

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

	2024	2023
School boards	\$ 1,295,571	\$ 1,280,021
County of Dufferin	<u>2,545,755</u>	<u>2,353,032</u>
	<u>\$ 3,841,326</u>	<u>\$ 3,633,053</u>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**10. GRANTS**

	<b>2024 Budget (note 8)</b>	<b>2024 Actual</b>	<b>2023 Actual (note 19)</b>
<b>Operating</b>			
Province of Ontario			
Ontario Municipal Partnership Fund (OMPF)	\$ 168,900	\$ 168,900	\$ 175,300
Conditional - roads	100,000	86,573	97,967
Conditional - drainage	25,000	0	92,120
Conditional - other	114,960	182,929	128,479
	<u>408,860</u>	<u>438,402</u>	<u>493,866</u>
Other municipalities - recreation	0	0	33,228
	<u>\$ 408,860</u>	<u>\$ 438,402</u>	<u>\$ 527,094</u>

**11. OTHER INCOME**

	<b>2024 Budget (note 8)</b>	<b>2024 Actual</b>	<b>2023 Actual</b>
CHD community contributions	\$ 309,000	\$ 309,000	\$ 309,000
Dufferin Wind community contributions	264,000	291,170	285,460
Investment income	100,000	232,503	229,977
Penalties and interest on taxation	105,000	117,250	116,680
Licenses, permits and rents	85,114	33,306	32,639
Other fines and penalties	56,730	61,022	61,825
Plateau community contributions	35,000	37,998	36,763
Drainage works	0	0	186,297
Sale of publications, equipment, land, etc.	0	68,444	4,399
	<u>\$ 954,844</u>	<u>\$ 1,150,693</u>	<u>\$ 1,263,040</u>

**12. PENSION AGREEMENTS**

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

The amount contributed to OMERS for 2024 was \$83,912 (2023 - \$70,224) on behalf of 11 members (2023 - 11 members) of its staff. Amounts paid for current services have been included as an expenditure on the Consolidated Statement of Operations. There are no past service contribution obligations.

The OMERS financial statements reported \$138.4 billion in net assets available for benefits (2023 - \$128.8 billion), \$140.8 billion as the defined benefit accrued pension obligation (2023 - \$134.6 billion) and a defined benefit funding deficit of \$2.9 billion (2023 - \$4.2 billion).

**13. TRUST FUNDS**

The trust funds administered by the municipality amounting to \$53,046 (2023 - \$46,884) have not been included in the consolidated statement of financial position, nor have the operations been included in the consolidated statement of operations.

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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**14. DEVELOPER AGREEMENTS**

As part of various developer agreements, the municipality has received Letters of Credit to cover developers' responsibilities in completing the projects as well as covering unpaid municipal levies. Letters of Credit held by the municipality at December 31, 2024 amount to \$1,907,783.

**15. COMMITMENTS**

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

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

The municipality has entered into an agreement to purchase a plow truck for delivery in fiscal 2025 in the amount of \$371,455 plus taxes.

**16. FINANCIAL INSTRUMENT RISK MANAGEMENT**

Credit Risk

The municipality is exposed to credit risk through the possibility of non-collection of accounts receivable. The majority of its receivables are from ratepayers and government entities. For accounts receivable, the municipality measures impairment based on how long the amounts have been outstanding. For amounts outstanding greater than 91 days, an impairment allowance may be set up. The amounts outstanding at year end, which is the municipality's maximum exposure to credit risk related to accounts receivable, were as follows:

	0 - 30 days	31 - 90 days	91 - 365 days	1 - 2 years	3 - 5 years
Taxes receivable	\$ 0	\$ 0	\$ 640,417	\$ 211,577	\$ 2,286
Accounts receivable	12,746	41,367	213,840	0	0
Long term receivable	<u>0</u>	<u>0</u>	<u>9,643</u>	<u>21,056</u>	<u>4,691</u>
Total	<u>\$ 12,746</u>	<u>\$ 41,367</u>	<u>\$ 863,900</u>	<u>\$ 232,633</u>	<u>\$ 6,977</u>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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**16. FINANCIAL INSTRUMENT RISK MANAGEMENT (continued)**

Liquidity Risk

Liquidity risk is the risk that the municipality will not be able to meet its financial obligations as they fall due. The municipality undertakes a planning and budgeting process to help determine the funds required to support the municipality's normal operating requirements on an ongoing basis. The municipality ensures that there are sufficient funds to meet its short term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and portfolio investments. To achieve this aim, it seeks to maintain an available line of credit balance as approved by the appropriate borrowing bylaw to meet, at a minimum, expected requirements for a period of at least 90 days. The following table sets out the contractual maturities (representing undiscounted contractual cash-flows) of financial liabilities:

	0 - 30 days	31 - 90 days	91 - 365 days	1 - 2 years	3 - 5 years
Operating loans	\$ 290,000	\$ 0	\$ 0	\$ 0	0
Accounts payable and accrued liabilities	403,558	35,698	39,363	25,135	489,672
Long term debt	<u>0</u>	<u>0</u>	<u>61,142</u>	<u>45,143</u>	<u>17,402</u>
Total	<u>\$ 693,558</u>	<u>\$ 35,698</u>	<u>\$ 100,505</u>	<u>\$ 70,278</u>	<u>\$ 507,074</u>

Interest Rate Risk

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

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

**17. SEGMENTED INFORMATION**

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

General Government

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

Protection to Persons and Property

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

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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**17. SEGMENTED INFORMATION (continued)**

Transportation

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

Environmental

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

Health

Health services includes contributions to the operations of local cemeteries.

Recreation and Cultural Services

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

Planning and Development

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

**18. CONTINGENT LIABILITIES**

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

**19. ADJUSTMENT TO PRIOR YEAR FIGURES**

An adjustment was made in the amount of \$92,120 to the prior year figures to record two grants receivable for drain maintenance in the correct fiscal year. The results of the correction was an increase to accounts receivable, grants and the general surplus.

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE  
FOR THE YEAR ENDED DECEMBER 31, 2024

*Schedule 1*

	General Government	Protection Services	Transportation Services	Environmental Services	Recreation Services	Planning and Development	2024	2023
<b>EXPENSES</b>								
Salaries and benefits	\$ 593,341	\$ 112,069	\$ 631,821	\$ 0	\$ 0	\$ 0	\$ 1,337,231	\$ 1,220,124
Materials	180,871	65,369	809,040	0	38,506	7,488	1,101,274	1,427,857
Contracted services	98,570	438,754	50,428	30,330	0	82,926	701,008	644,276
Rents and financial expenses	1,906	0	0	0	0	0	1,906	3,763
Interest on long term debt	2,050	0	1,949	20,003	0	2,669	26,671	14,567
Amortization	19,305	68,610	884,542	3,773	3,669	0	979,899	918,747
Transfers	<u>5,850</u>	<u>126,126</u>	<u>0</u>	<u>0</u>	<u>284,632</u>	<u>0</u>	<u>416,608</u>	<u>397,223</u>
	<u>\$ 901,893</u>	<u>\$ 810,928</u>	<u>\$ 2,377,780</u>	<u>\$ 54,106</u>	<u>\$ 326,807</u>	<u>\$ 93,083</u>	<u>\$ 4,564,597</u>	<u>\$ 4,626,557</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2024

Schedule 2

	Land	Land Improvements	Facilities	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	2024	2023
<b>COST</b>									
Balance, beginning of year	\$ 441,857	\$ 115,415	\$ 994,720	\$ 3,451,604	\$ 651,512	\$ 19,399,604	\$ 117,426	\$ 25,172,138	\$ 23,846,946
Additions during the year	0	0	0	298,683	43,767	953,565	0	1,296,015	1,964,269
Consolidated boards opening changes	0	0	0	0	0	0	0	0	(2,182)
Disposals during the year	0	0	0	(5,017)	(84,195)	(359,138)	0	(448,350)	(636,895)
Balance, end of year	<u>441,857</u>	<u>115,415</u>	<u>994,720</u>	<u>3,745,270</u>	<u>611,084</u>	<u>19,994,031</u>	<u>117,426</u>	<u>26,019,803</u>	<u>25,172,138</u>
<b>ACCUMULATED AMORTIZATION</b>									
Balance, beginning of year	0	37,194	380,521	1,984,928	435,057	9,124,896	32,419	11,995,015	11,651,961
Amortization changes	0	3,323	18,266	154,183	24,523	778,139	1,465	979,899	918,747
	0	(327)	0	0	0	0	0	(327)	0
Accumulated amortization on disposals	0	0	0	(5,017)	(84,195)	(294,315)	0	(383,527)	(575,693)
Balance, end of year	<u>0</u>	<u>40,190</u>	<u>398,787</u>	<u>2,134,094</u>	<u>375,385</u>	<u>9,608,720</u>	<u>33,884</u>	<u>12,591,060</u>	<u>11,995,015</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 441,857</u>	<u>\$ 75,225</u>	<u>\$ 595,933</u>	<u>\$ 1,611,176</u>	<u>\$ 235,699</u>	<u>\$ 10,385,311</u>	<u>\$ 83,542</u>	<u>\$ 13,428,743</u>	<u>\$ 13,177,123</u>

See notes to the consolidated financial statements

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS**  
**AS AT DECEMBER 31, 2024**

**Schedule 3**

	<b>2024</b>	<b>2023</b> (note 19)
<b>SURPLUSES</b>		
Invested in tangible capital assets	\$ 13,340,446	\$ 13,038,862
General surplus	1,149,153	1,241,273
Unfunded asset retirement obligation	(309,015)	(295,002)
Recreation, community centres and arenas	45,105	89,195
Cemeteries	85,678	90,326
Fire boards	12,853	8,453
Other	966	966
	<u>14,325,186</u>	<u>14,174,073</u>
<b>RESERVE FUNDS</b>		
Capital purposes	108,906	58,255
Quarry	130,740	124,573
Working funds	191,163	182,146
Replacement of equipment	829,966	595,602
Landfill closure	176,585	168,431
Shelburne & district fire board	65,546	28,671
Mulmur-Melancthon volunteer fire board	22,149	217,308
Insurance, sick leave, WSIB	40,266	23,200
Special emergency relief	34,012	32,408
	<u>1,599,333</u>	<u>1,430,594</u>
<b>RESERVES</b>		
Working funds	1,554,361	1,255,044
NDCC operating	0	20,000
NDCC facility development	0	2,724
Capital purposes	143,472	143,472
	<u>1,697,833</u>	<u>1,421,240</u>
	<u>\$ 17,622,352</u>	<u>\$ 17,025,907</u>



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
SCHEDULE OF HORNING'S MILLS CEMETERY BOARD  
FOR THE YEAR ENDED DECEMBER 31, 2024

*Schedule 4*

	2024	2023
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>ASSETS</b>		
Cash	\$ 24,535	\$ 29,702
Due from Cemetery Care and Maintenance Fund	9,067	9,058
Portfolio investments	2,637	2,637
Accrued interest receivable	<u>493</u>	<u>381</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 36,732</u>	<u>\$ 41,778</u>

<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Sale of plots and markers	\$ 2,125	\$ 1,095
Interest	<u>496</u>	<u>608</u>
	<u>2,621</u>	<u>1,703</u>
<b>EXPENSES</b>		
Supplies	<u>7,667</u>	<u>525</u>
<b>ANNUAL (DEFICIT) SURPLUS</b>	(5,046)	1,178
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>41,778</u>	<u>40,600</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 36,732</u>	<u>\$ 41,778</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
SCHEDULE OF ST. PAUL'S CEMETERY BOARD  
FOR THE YEAR ENDED DECEMBER 31, 2024

Schedule 5

	2024	2023
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>ASSETS</b>		
Cash	\$ 48,946	\$ 38,229
Accrued interest receivable	0	67
Portfolio investments	<u>0</u>	<u>10,252</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 48,946</u>	<u>\$ 48,548</u>
<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Interest	\$ <u>407</u>	\$ <u>858</u>
<b>EXPENSES</b>		
Administration	<u>9</u>	<u>7</u>
<b>ANNUAL SURPLUS</b>	398	851
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>48,548</u>	<u>47,697</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 48,946</u>	<u>\$ 48,548</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
SCHEDULE OF HORNING'S MILLS COMMUNITY PARK  
FOR THE YEAR ENDED DECEMBER 31, 2024

Schedule 6

	2024	2023
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>ASSETS</b>		
Cash	\$ 15,954	\$ 9,133
Receivables	<u>2,671</u>	<u>2,671</u>
<b>NET FINANCIAL ASSETS</b>	<u>18,625</u>	<u>11,804</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>32,664</u>	<u>32,664</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 51,289</u>	<u>\$ 44,468</u>
<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Grant - Township of Melancthon	\$ 0	\$ 2,500
Interest	471	330
Other income	<u>8,228</u>	<u>4,217</u>
	<u>8,699</u>	<u>7,047</u>
<b>EXPENSES</b>		
Administration	1,486	1,090
Hydro	<u>392</u>	<u>488</u>
	<u>1,878</u>	<u>1,578</u>
<b>ANNUAL SURPLUS</b>	6,821	5,469
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>44,468</u>	<u>38,999</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 51,289</u>	<u>\$ 44,468</u>

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
SCHEDULE OF HORNING'S MILLS COMMUNITY HALL  
FOR THE YEAR ENDED DECEMBER 31, 2024

Schedule 7

	2024	2023
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>FINANCIAL ASSETS</b>		
Cash	\$ 27,538	\$ 40,018
Accounts receivable	<u>1,254</u>	<u>1,254</u>
	<u>28,792</u>	<u>41,272</u>
<b>LIABILITIES</b>		
HST payable	2,112	1,619
Deferred revenue	<u>200</u>	<u>200</u>
	<u>2,312</u>	<u>1,819</u>
<b>NET FINANCIAL ASSETS</b>	<u>26,480</u>	<u>39,453</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>21,048</u>	<u>27,910</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 47,528</u>	<u>\$ 67,363</u>
<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Fundraising and user charges	\$ 5,356	\$ 12,621
Rental	5,708	6,279
Interest	<u>1,825</u>	<u>2,180</u>
	<u>12,889</u>	<u>21,080</u>
<b>EXPENSES</b>		
Amortization	6,863	6,863
Supplies and maintenance	10,483	9,229
Office	3,141	1,542
Other	147	147
Fundraising	<u>12,090</u>	<u>13,364</u>
	<u>32,724</u>	<u>31,145</u>
<b>ANNUAL DEFICIT</b>	(19,835)	(10,065)
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>67,363</u>	<u>77,428</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 47,528</u>	<u>\$ 67,363</u>

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## INDEPENDENT AUDITOR'S REPORT

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

### **Opinion**

We have audited the accompanying financial statements of the trust funds of The Corporation of the Township of Melancthon, which comprise the statements of financial position as at December 31, 2024 and the statements of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Township of Melancthon as at December 31, 2024 and the results of their operations for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis of Opinion**

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

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

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

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

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

### **Auditor's Responsibilities for the Audit of the Financial Statements**

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

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

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

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

Guelph, Ontario

Chartered Professional Accountants  
Licensed Public Accountants

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON - TRUST FUNDS  
STATEMENT OF FINANCIAL POSITION AND CONTINUITY  
AS AT DECEMBER 31, 2024

	Horning's Mills Cemetery	St. Paul's Cemetery	Subdividers' Deposits
<b>STATEMENT OF FINANCIAL POSITION - 2024</b>			
Cash	\$ 34,711	\$ 0	\$ 0
Investments	14,728	9,793	0
Due from the Township of Melancthon	0	0	2,001
Due to cemetery general funds	<u>(8,187)</u>	<u>0</u>	<u>0</u>
<b>FUND BALANCE</b>	<b>\$ <u>41,252</u></b>	<b>\$ <u>9,793</u></b>	<b>\$ <u>2,001</u></b>

<b>STATEMENT OF CONTINUITY - 2024</b>			
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ <u>35,203</u></b>	<b>\$ <u>9,678</u></b>	<b>\$ <u>2,001</u></b>
<b>RECEIPTS</b>			
Interest earned	4,345	115	0
Plot sales	<u>1,745</u>	<u>0</u>	<u>0</u>
	<u>6,090</u>	<u>115</u>	<u>0</u>
<b>EXPENDITURES</b>	<u>41</u>	<u>0</u>	<u>0</u>
<b>BALANCE, END OF YEAR</b>	<b>\$ <u>41,252</u></b>	<b>\$ <u>9,793</u></b>	<b>\$ <u>2,001</u></b>

<b>STATEMENT OF FINANCIAL POSITION - 2023</b>			
Cash	\$ 33,514	\$ 0	\$ 0
Investments	10,303	9,678	0
Due from the Township of Melancthon	0	0	2,001
Due to cemetery general funds	<u>(8,614)</u>	<u>0</u>	<u>0</u>
<b>FUND BALANCE</b>	<b>\$ <u>35,203</u></b>	<b>\$ <u>9,678</u></b>	<b>\$ <u>2,001</u></b>

<b>STATEMENT OF CONTINUITY - 2023</b>			
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ <u>33,435</u></b>	<b>\$ <u>9,562</u></b>	<b>\$ <u>2,001</u></b>
<b>RECEIPTS</b>			
Interest earned	242	116	0
Plot sales	1,030	0	0
Donations	<u>525</u>	<u>0</u>	<u>0</u>
	<u>1,797</u>	<u>116</u>	<u>0</u>
<b>EXPENDITURES</b>	<u>29</u>	<u>0</u>	<u>0</u>
<b>BALANCE, END OF YEAR</b>	<b>\$ <u>35,203</u></b>	<b>\$ <u>9,678</u></b>	<b>\$ <u>2,001</u></b>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON - TRUST FUNDS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

(a) BASIS OF ACCOUNTING

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



# Township of Melancthon

## 2024 Financial Statements

Presented by Murray Short





# AGENDA



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

# Audit Overview

- No change in key audit areas, risks or planned procedures since communicated in Pre-Audit Communication Letter
- Final materiality = \$150,000
- No significant internal control deficiencies to communicate
- No known independence issues
- 37 adjusting entries identified and communicated, including:
  - 3 entries for tangible capital assets
  - 3 entries to reallocate long term debt payments
  - 7 entries for controlled and shared control boards
  - 17 entries to record reserve fund activity
- Five unadjusted differences identified and communicated

# Audit Report

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

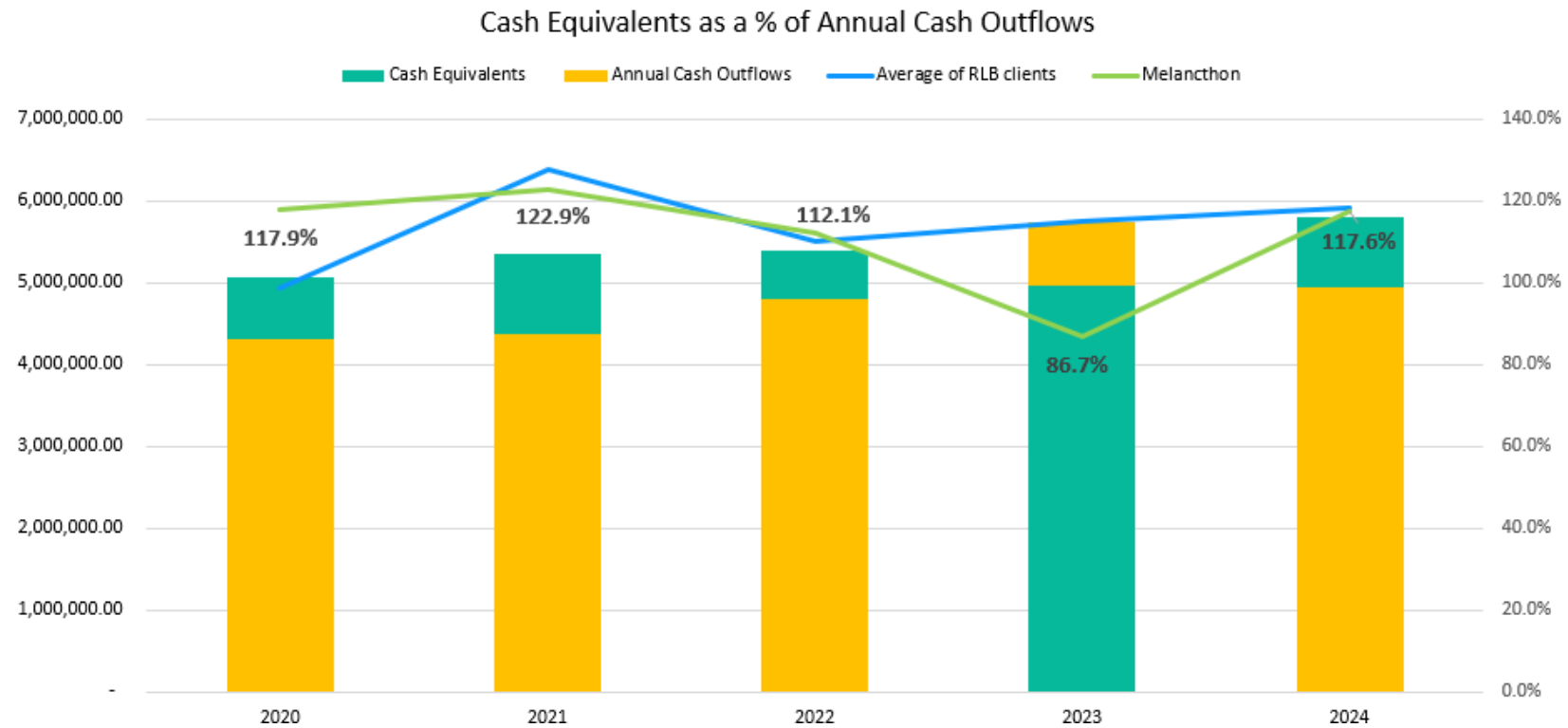
# Statement of Financial Position

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

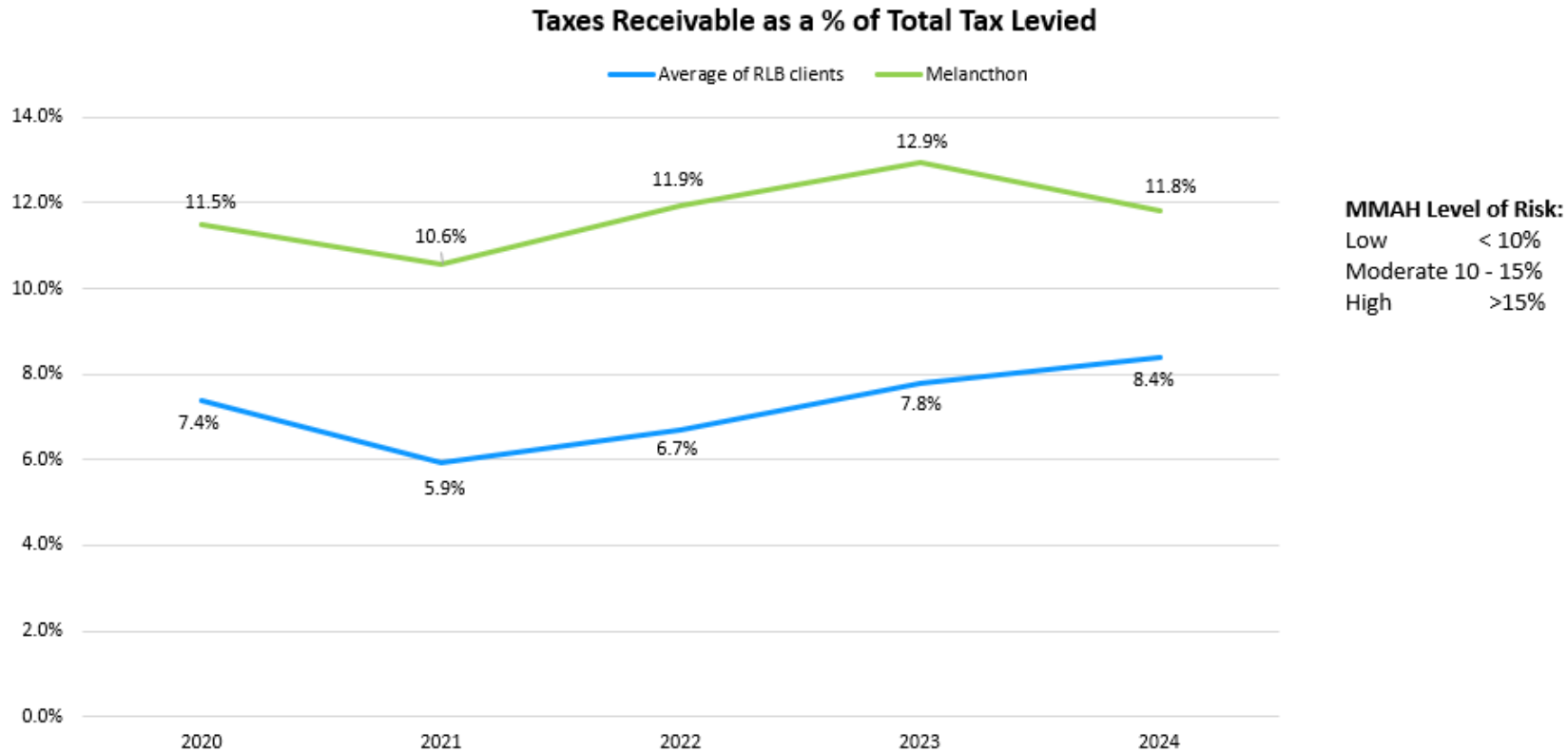
# Statement of Financial Position

	2024	2023 (note 19)
<b>FINANCIAL ASSETS</b>		
Cash and portfolio investments (note 2)	\$ 5,808,699	\$ 4,964,565
Taxes receivable	854,280	876,439
Accounts receivable	267,953	667,758
Long term receivables (note 3)	<u>35,390</u>	<u>44,487</u>
	<u>6,966,322</u>	<u>6,553,249</u>
<b>LIABILITIES</b>		
Operating loans (note 4)	290,000	310,000
Accounts payable and accrued liabilities	993,426	971,048
Asset retirement obligation (note 5)	309,015	295,002
Long term debt (note 6)	123,687	182,748
Deferred revenue - obligatory reserve funds (note 7)	1,218,093	1,056,180
Deferred revenue - other	<u>15,978</u>	<u>57,161</u>
	<u>2,950,199</u>	<u>2,872,139</u>
<b>NET FINANCIAL ASSETS</b>	<u>4,016,123</u>	<u>3,681,110</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (schedule 2)	13,428,743	13,177,123
Inventories	70,961	62,706
Prepaid expenses	<u>106,525</u>	<u>104,968</u>
	<u>13,606,229</u>	<u>13,344,797</u>
<b>ACCUMULATED SURPLUS</b> (schedule 3)	<u>\$ 17,622,352</u>	<u>\$ 17,025,907</u>

# Cash Equivalents

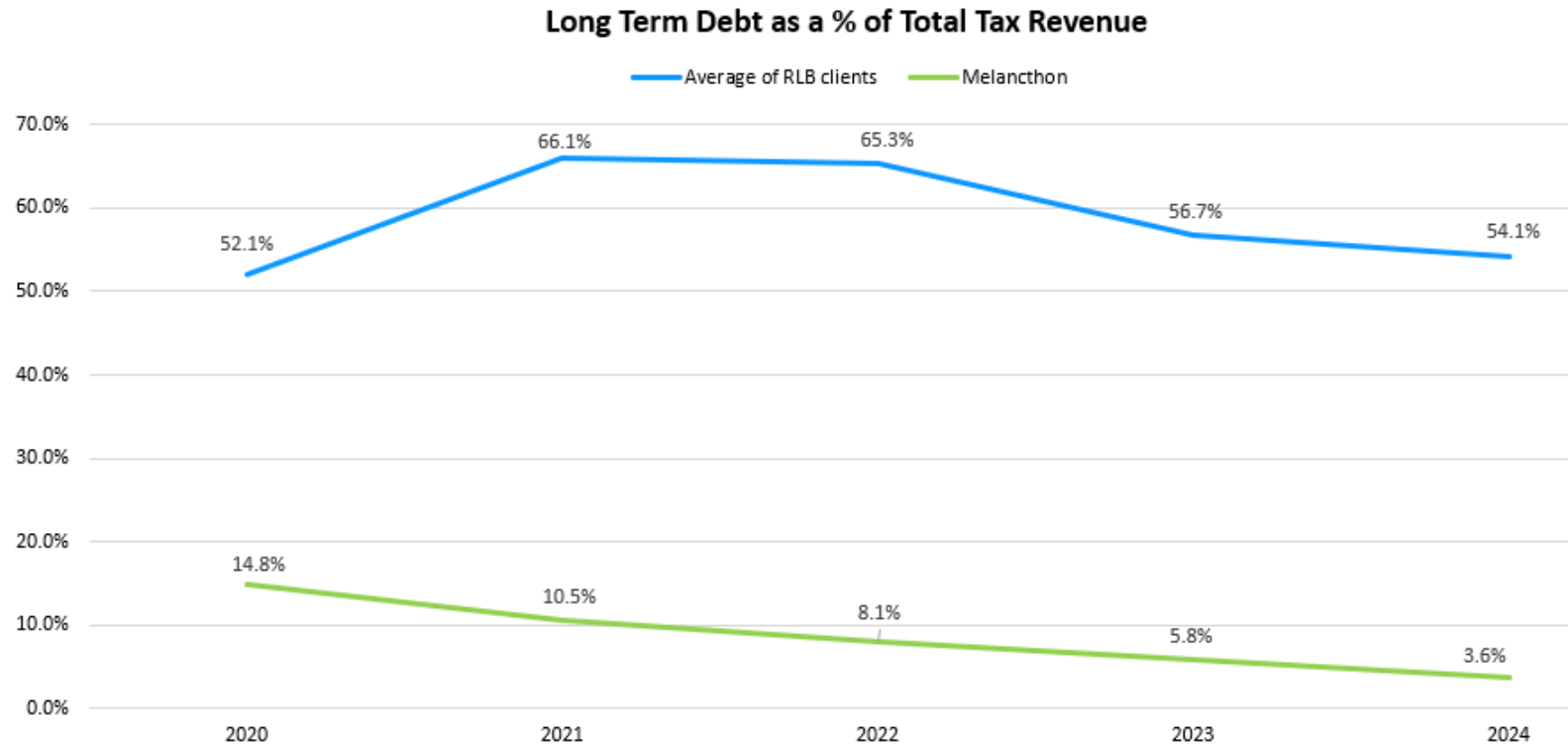


# Taxes Receivable

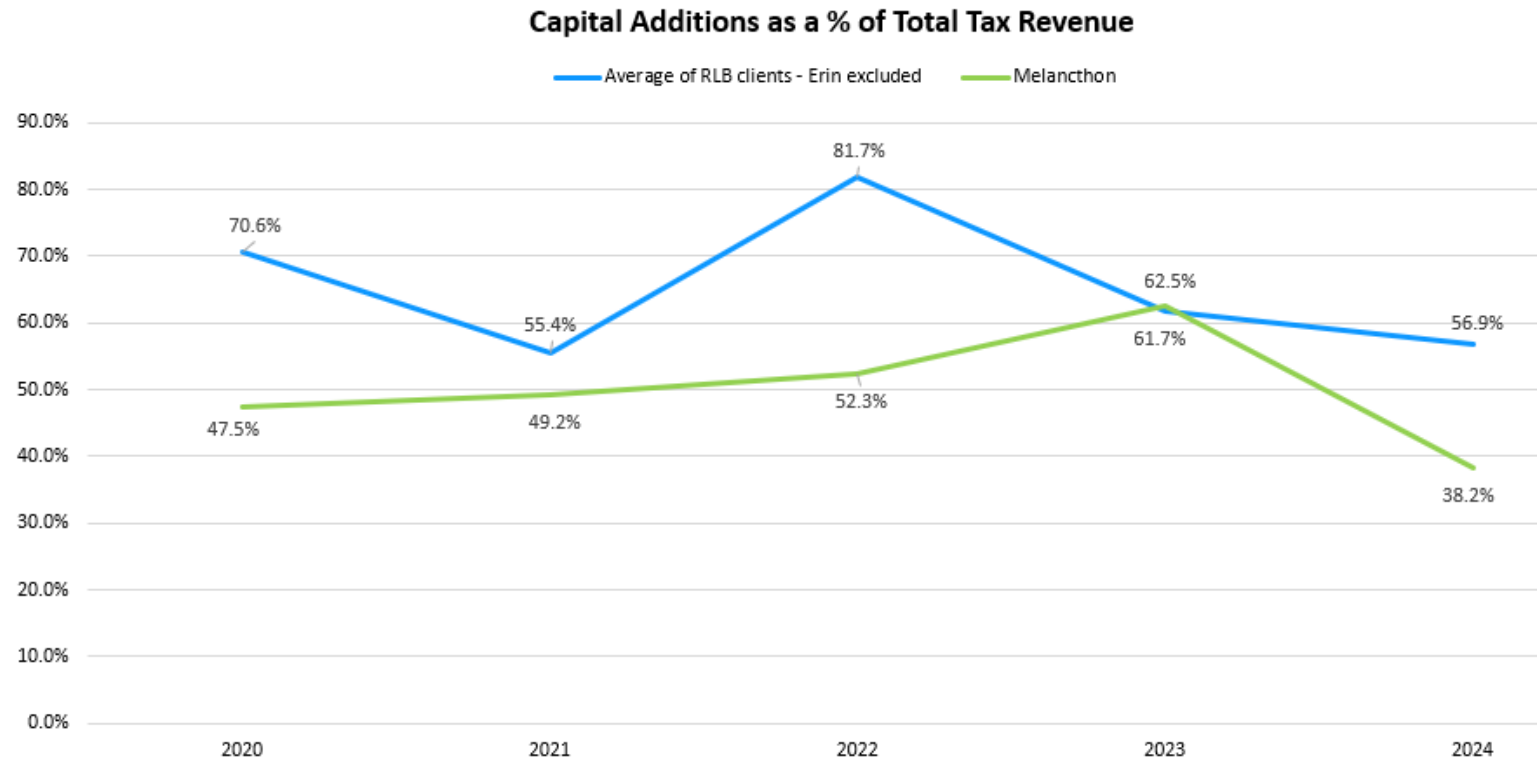




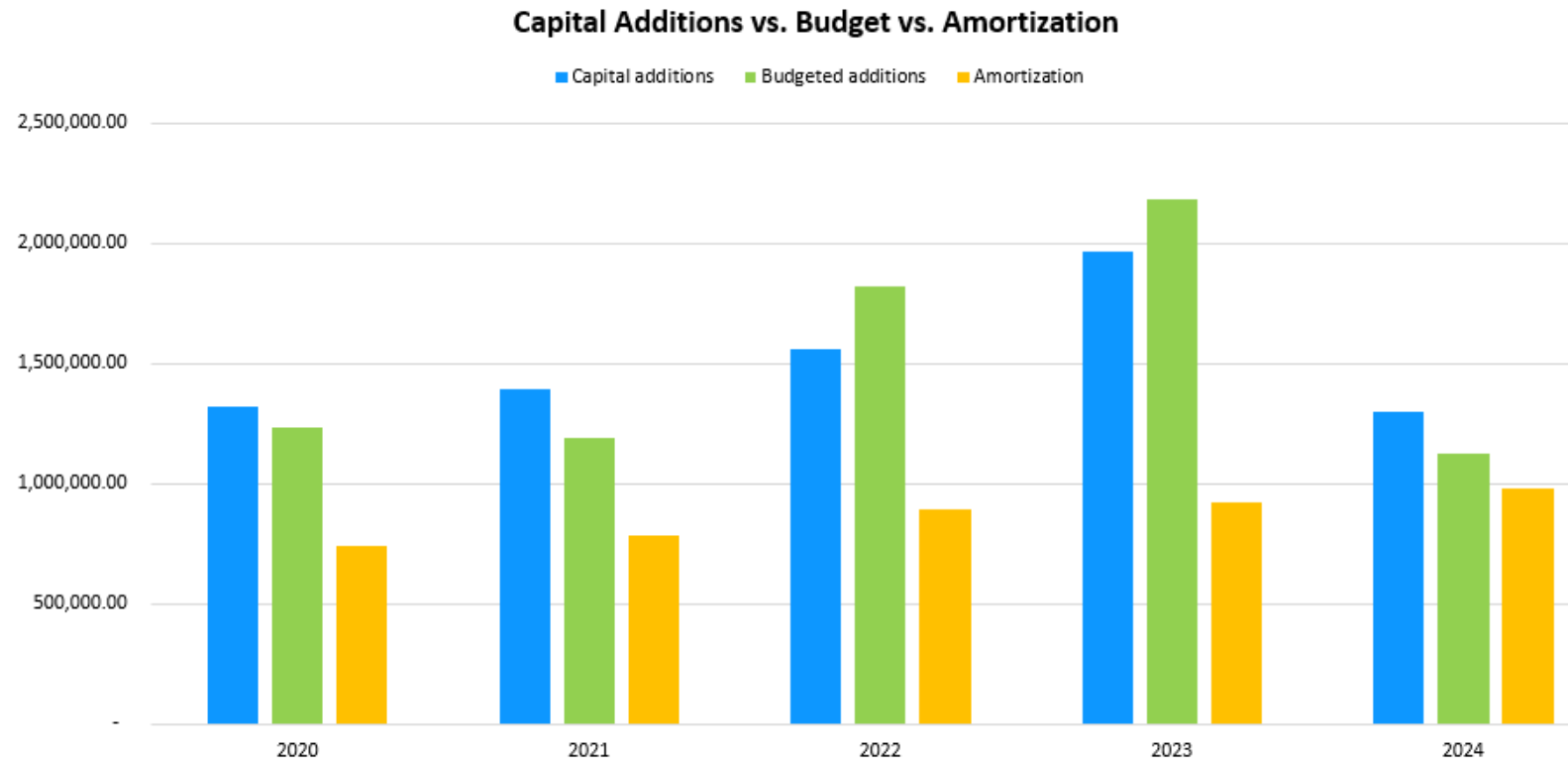
# Long Term Debt



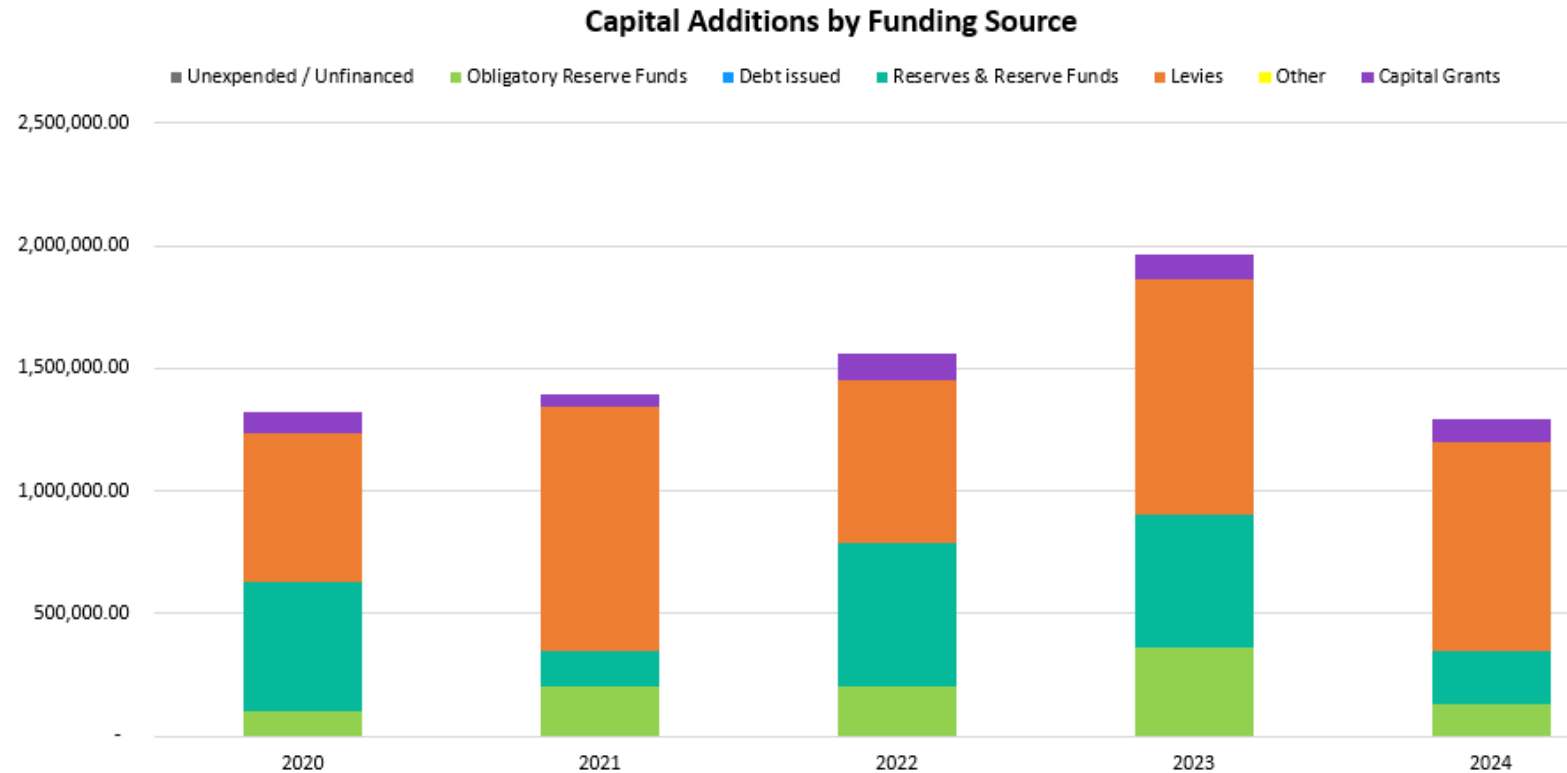
# Tangible Capital Assets



# Tangible Capital Assets



# Tangible Capital Assets



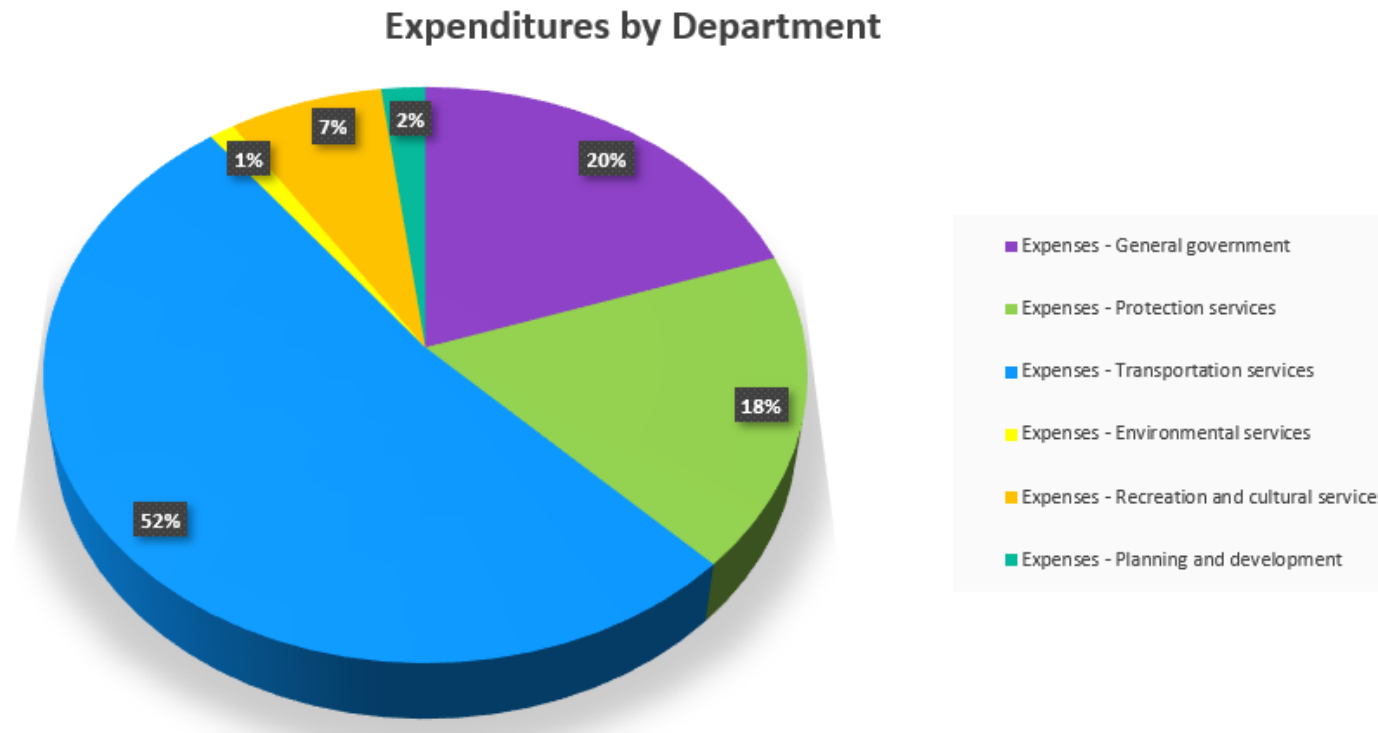
# Statement of Operations

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

# Statement of Operations

	2024 Budget (note 8)	2024 Actual	2023 Actual (note 19)
<b>REVENUES</b>			
Taxation	\$ 3,351,129	\$ 3,389,425	\$ 3,141,688
User charges	86,900	119,325	197,601
Grants (note 10)	408,860	438,402	527,094
Other income (note 11)	954,844	1,150,693	1,263,040
Loss on disposal of tangible capital assets	0	(64,823)	(61,202)
Obligatory reserve fund revenue recognized (note 7)	<u>760,000</u>	<u>128,020</u>	<u>392,065</u>
	<u>5,561,733</u>	<u>5,161,042</u>	<u>5,460,286</u>
<b>EXPENSES</b> (schedule 1)			
General government	960,791	901,893	788,758
Protection to persons and property	1,050,263	810,928	849,219
Transportation services	2,634,912	2,377,780	2,450,187
Environmental services	27,691	54,106	39,255
Recreation and cultural services	207,859	326,807	441,384
Planning and development	<u>270,000</u>	<u>93,083</u>	<u>57,754</u>
	<u>5,151,516</u>	<u>4,564,597</u>	<u>4,626,557</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 410,217</u>	<u>\$ 596,445</u>	<u>\$ 833,729</u>
<b>ACCUMULATED SURPLUS at beginning of year</b>		\$ 17,025,907	\$ 16,192,178
Annual surplus		<u>596,445</u>	<u>833,729</u>
<b>ACCUMULATED SURPLUS at end of year</b>		<u>\$ 17,622,352</u>	<u>\$ 17,025,907</u>

# Expenditures by Department



# Expenditures by Department

	2020	2021	2022	2023	2024
Expenses - General government	18.6%	18.2%	18.3%	17.0%	19.8%
Expenses - Protection services	17.3%	19.0%	19.1%	18.4%	17.8%
Expenses - Transportation services	51.6%	50.2%	51.6%	53.0%	52.1%
Expenses - Environmental services	1.0%	0.9%	0.8%	0.8%	1.2%
Expenses - Recreation and cultural services	7.2%	8.8%	8.2%	9.5%	7.2%
Expenses - Planning and development	4.2%	2.9%	2.1%	1.2%	2.0%



# Statement of Changes in Net Financial Assets

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

# Statement of Changes in Net Financial Assets

	2024 Budget (note 8)	2024 Actual	2023 Actual (note 19)
<b>ANNUAL SURPLUS</b>	\$ <u>410,217</u>	\$ <u>596,445</u>	\$ <u>833,729</u>
Acquisition of tangible capital assets	(1,125,000)	(1,296,015)	(1,964,269)
Amortization of tangible capital assets	918,747	979,899	918,747
Loss on disposal of tangible capital assets	0	64,823	61,202
Consolidated boards opening changes (schedule 2)	<u>0</u>	<u>(327)</u>	<u>2,182</u>
	<u>(206,253)</u>	<u>(251,620)</u>	<u>(982,138)</u>
Use of (additions to) inventories	0	(8,255)	(22,223)
Use of (additions to) prepaid expenses	<u>0</u>	<u>(1,557)</u>	<u>(11,256)</u>
	<u>0</u>	<u>(9,812)</u>	<u>(33,479)</u>
<b>CHANGE IN NET FINANCIAL ASSETS</b>	\$ <u>203,964</u>	335,013	(181,888)
<b>NET FINANCIAL ASSETS at beginning of year</b>		<u>3,681,110</u>	<u>3,862,998</u>
<b>NET FINANCIAL ASSETS at end of year</b>		\$ <u>4,016,123</u>	\$ <u>3,681,110</u>

# Statement of Cash Flows

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

# Statement of Cash Flows

	2024	2023 (note 19)
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 596,445	\$ 833,729
Items not requiring an outlay of cash		
Amortization	979,899	918,747
Loss on disposal of tangible capital assets	64,823	61,202
Change in asset retirement obligation	14,013	13,377
	<u>1,058,735</u>	<u>993,326</u>
Net changes in non-cash working capital		
Taxes receivable	22,159	(108,921)
Accounts receivable	399,805	(432,264)
Prepaid expenses	(1,557)	(11,256)
Inventories	(8,255)	(22,223)
Accounts payable and accrued liabilities	22,378	137,549
Deferred revenue - obligatory reserve funds	161,913	(87,239)
Deferred revenue - other	(41,183)	0
	<u>555,260</u>	<u>(524,354)</u>
	<u>2,210,440</u>	<u>1,302,701</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(1,296,015)	(1,964,269)
Consolidated boards opening change in amortization (schedule 2)	(327)	2,182
	<u>(1,296,342)</u>	<u>(1,962,087)</u>
<b>CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES</b>		
Operating loans	(20,000)	290,000
Net change in long term debt	(59,061)	(56,940)
	<u>(79,061)</u>	<u>233,060</u>
<b>CASH PROVIDED BY INVESTING ACTIVITIES</b>		
Net change in long term receivables	9,097	8,582
<b>NET INCREASE (DECREASE) IN CASH AND PORTFOLIO INVESTMENTS</b>	844,134	(417,744)
<b>CASH AND PORTFOLIO INVESTMENTS, beginning of year</b>	<u>4,964,565</u>	<u>5,382,309</u>
<b>CASH AND PORTFOLIO INVESTMENTS, end of year</b>	<u>\$ 5,808,699</u>	<u>\$ 4,964,565</u>

# Schedule of Accumulated Surplus

- The Schedule of Accumulated Surplus (Schedule 3) shows the various sources of the accumulated surplus, including reserves
- Reserves shown are amounts set aside by the municipality for specific purposes

# Schedule of Accumulated Surplus

	2024	2023 (note 19)
<b>SURPLUSES</b>		
Invested in tangible capital assets	\$ 13,340,446	\$ 13,038,862
General surplus	1,149,153	1,241,273
Unfunded asset retirement obligation	(309,015)	(295,002)
Recreation, community centres and arenas	45,105	89,195
Cemeteries	85,678	90,326
Fire boards	12,853	8,453
Other	966	966
	<u>14,325,186</u>	<u>14,174,073</u>
<b>RESERVE FUNDS</b>		
Capital purposes	108,906	58,255
Quarry	130,740	124,573
Working funds	191,163	182,146
Replacement of equipment	829,966	595,602
Landfill closure	176,585	168,431
Shelburne & district fire board	65,546	28,671
Mulmur-Melancthon volunteer fire board	22,149	217,308
Insurance, sick leave, WSIB	40,266	23,200
Special emergency relief	34,012	32,408
	<u>1,599,333</u>	<u>1,430,594</u>
<b>RESERVES</b>		
Working funds	1,554,361	1,255,044
NDCC operating	0	20,000
NDCC facility development	0	2,724
Capital purposes	143,472	143,472
	<u>1,697,833</u>	<u>1,421,240</u>
	<u>\$ 17,622,352</u>	<u>\$ 17,025,907</u>

# Deferred Revenue

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

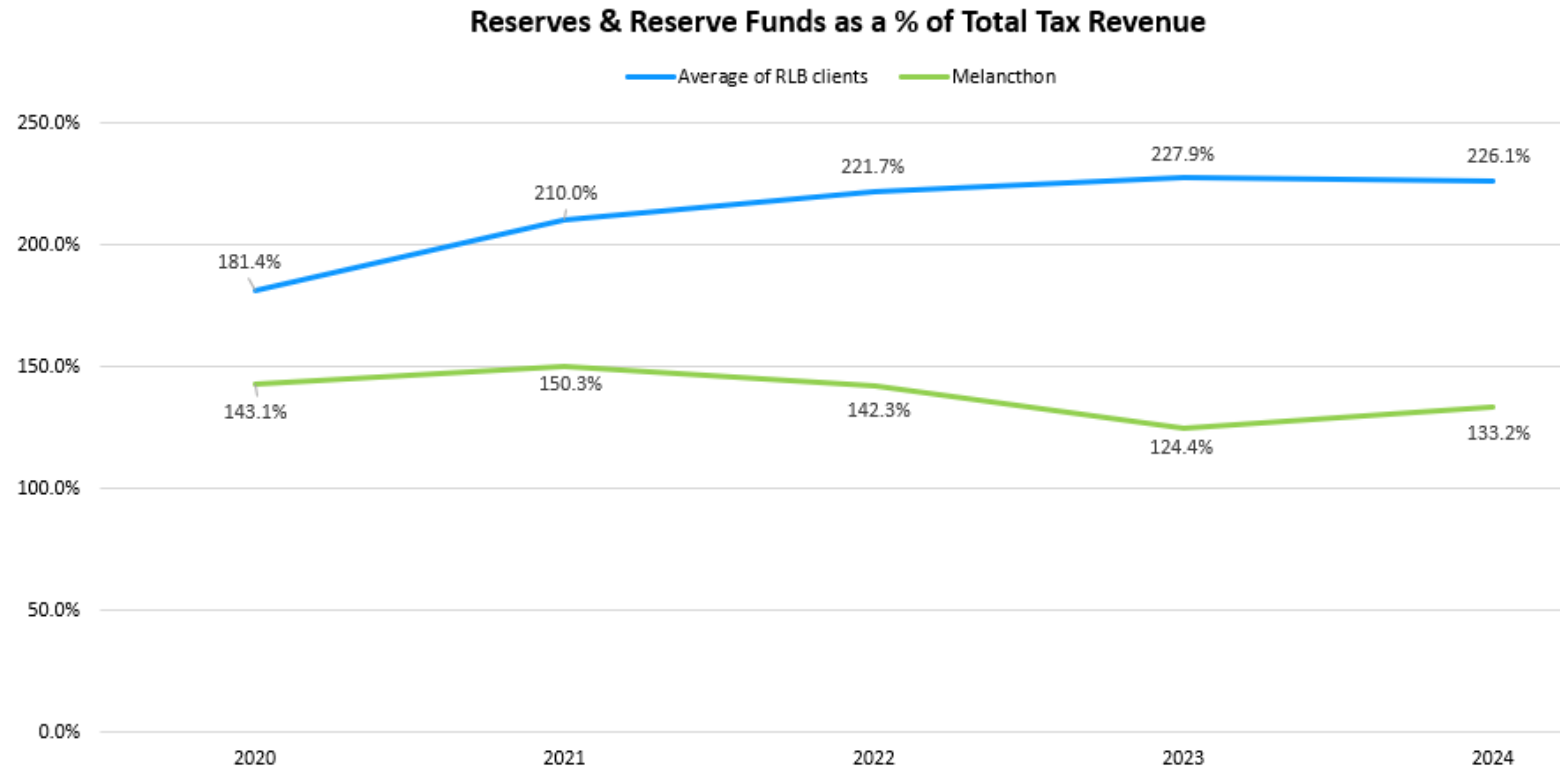
# Deferred Revenue

## DEFERRED REVENUE

	2024 Opening	Contributions Received	Investment Income	Revenue Recognized	2024 Ending
<b>Obligatory Reserve Funds</b>					
Development charges	\$ 1,029,191	\$ 132,468	\$ 55,791	\$ (28,020)	\$ 1,189,430
Recreational land	2,844	280	627	0	3,751
Subdivider - park levies	21,000	0	0	0	21,000
Federal Gas Tax	<u>3,145</u>	<u>99,957</u>	<u>810</u>	<u>(100,000)</u>	<u>3,912</u>
	<u>\$ 1,056,180</u>	<u>\$ 232,705</u>	<u>\$ 57,228</u>	<u>\$ (128,020)</u>	<u>\$ 1,218,093</u>



# Reserve & Reserve Funds



# Next Steps

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

Approval of financial statements by Council

Receipt of signed management representation letter

Township's submission of Financial Information Return (FIR)

A woman with voluminous curly brown hair, wearing a bright yellow sweater, is seated at a white kitchen counter. She is looking at a silver laptop in front of her, with her chin resting on her hand in a thoughtful pose. The background shows a bright kitchen with a window, a sink, and several potted plants, including purple and pink flowers.

Questions?

Thank  
you!



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